



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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October 3, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17086

**TO:** All County Clerks/Registrar of Voters  
**FROM:** /s/ Susan Lapsley  
Deputy Secretary of State and Counsel  
**RE:** Administrative: HAVA Accessibility Training

The Secretary of State will be offering HAVA funds for the purpose of:

- Polling Place Accessibility Surveying Training
- Reimbursement of Expenses Related to Staff Attending Accessibility Training
- Assessing Accessibility
- Equipment and Activities to Improve Physical Accessibility
- Training Materials and Programs
- Education and Information Materials

For polling place accessibility surveyor training, the Secretary of State is once again contracting with the Department of Rehabilitation (DOR) to offer several sessions in January and February 2018. Similar to those offered in 2015, DOR will offer both standard and intermediate level training sessions.

To reserve a date and time for the polling place accessibility surveyor training, please complete the attached Trainee Questionnaire and return it to Kathryn (KC) Chaney at [kchaney@sos.ca.gov](mailto:kchaney@sos.ca.gov) **no later than October 31, 2017.**

The available polling place accessibility surveyor training sessions are listed below:

**Southern Area Training**

Hosted by: Los Angeles County

Location: Election Operations Center, 12680 Corral Pl., Santa Fe Springs, CA 90670

Dates	Times	Class	
		Standard	Intermediate
January 23, 2018	9:00 am - 4:00 pm	x	
January 24, 2018	8:00 am - 12:00 pm		x
January 24, 2018	1:00 pm - 5:00 pm	x	
January 25, 2018	8:00 am - 12:00 pm	x	
January 25, 2018	1:00 pm - 5:00 pm		x
February 6, 2018	9:00 am - 4:00 pm	x	
February 7, 2018	8:00 am - 12:00 pm		x

**Northern Area Training**

Hosted by: Secretary of State - First Floor Multipurpose Room

Location: Secretary of State, 1500 11<sup>th</sup> Street, Sacramento, CA 95814

Dates	Times	Class	
		Standard	Intermediate
January 10, 2018	9:00 am - 4:00 pm	x	
January 11, 2018	8:00 am - 12:00 pm		x
January 17, 2018	9:00 am - 4:00 pm	x	
January 18, 2018	8:00 am - 12:00 pm		x
January 31, 2018	9:00 am - 4:00 pm	x	
February 1, 2018	8:00 am - 12:00 pm		x

Space in each session is limited, and sign-ups will be accepted on a first-come basis. Once reservations for two or less from each county have been confirmed, requests for additional trainees will be accommodated as space allows. Counties may change staff person(s) expected to attend at any time without notifying the Secretary of State's Office.

If you have any questions about this polling place accessibility training, please feel free to contact Kathryn (KC) Chaney at (916) 695-1657 or [kchaney@sos.ca.gov](mailto:kchaney@sos.ca.gov).

# Trainee Questionnaire

## Surveying Polling Places for Accessibility

The polling place accessibility surveyor training is designed to train county elections officials about physical access at polling places. In order to tailor our training to your level of knowledge and experience, please complete and return this form to Kathryn (KC) Chaney at [kchaney@sos.ca.gov](mailto:kchaney@sos.ca.gov) by **October 31, 2017**.

Name: \_\_\_\_\_ County: \_\_\_\_\_

Title or Classification: \_\_\_\_\_

1. Which class(es) would you like to attend? (Please mark with an 'x' below.)

### **Southern Area Training**

Hosted by: Los Angeles County

Location: Election Operations Center, 12680 Corral Pl., Santa Fe Springs, CA 90670

Dates	Times	Class		Attending
		Standard	Intermediate	
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January 24, 2018	8:00 am - 12:00 pm		x	
January 24, 2018	1:00 pm - 5:00 pm	x		
January 25, 2018	8:00 am - 12:00 pm	x		
January 25, 2018	1:00 pm - 5:00 pm		x	
February 6, 2018	9:00 am - 4:00 pm	x		
February 7, 2018	8:00 am - 12:00 pm		x	

### **Northern Area Training**

Hosted by: Secretary of State - First Floor Multipurpose Room

Location: Secretary of State, 1500 11<sup>th</sup> Street, Sacramento, CA 95814

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January 11, 2018	8:00 am - 12:00 pm		x	
January 17, 2018	9:00 am - 4:00 pm	x		
January 18, 2018	8:00 am - 12:00 pm		x	
January 31, 2018	9:00 am - 4:00 pm	x		
February 1, 2018	8:00 am - 12:00 pm		x	

2. Do you have any experience with programs intended to meet the needs of persons with disabilities?     Yes     No
3. When did you attend any Polling Place Accessibility training?  
 First Time Attendee     2015     2014     2012     2010
4. Which statement best describes your knowledge and experience with Polling Place Accessibility surveying?  
 None  
 Some (I have assisted with surveying physical locations or polling places)  
 Moderate (I have conducted 20 or less physical access surveys)  
 Experienced (I have conducted more than 20 surveys)  
 Advanced (Conducted surveys and provided training to others about how to survey)
5. What data collection method do you currently use for your polling place surveys?  
 Print or Hardcopy  
 Software based:  PDF  Word     Excel     Other: \_\_\_\_\_

Questions 6 through 8 are for those attending the **Intermediate** class.

6. What topics would you like to receive more training on?  
 Parking areas  
 Path of travel and signage  
 Doorways, hallways, and entrances  
 Voting area  
 Ramps, curb-ramps, and slopes concerns  
 Elevators and lifts  
 Restrooms  
 Other items (list): \_\_\_\_\_
7. For those items checked on question 6, please specify questions or concerns:
8. Please check the items that you will bring to share how your county collects, processes, stores, and uses survey results:  
 Sample documents of poll worker instructions for setting up the polling place for accessibility on Election Day  
 Software sample of digital survey forms used when surveying polling places  
 Binder or portfolio showing how polling site data is stored for later use  
 Other