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ELECTIONS DIVISION

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October 1, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21158

TO: All County Clerks/Registrars of Voters

FROM: /s/ Reina Miller
Voter Accessibility Coordinator

RE: Polling Place Accessibility Surveyor Training Dates and Locations

The Secretary of State is once again contracting with the Department of Rehabilitation to offer several training sessions October 2021 through February 2022. The Department of Rehabilitation will offer the introductory level training sessions. Intermediate training will be given to attendees at each training session based upon questionnaire response.

The schedule for these polling place accessibility surveyor training sessions is below:

Placer

3715 Atherton Road
Rocklin, CA 95765

Dates	Times
October 12-13	9:00 am - 4:00 pm

Tehama

1500 S. Jackson Street
Red Bluff, CA 96080

Dates	Times
October 19-20	9:00 am - 4:00 pm

Yolo

625 Court Street, B-05
Woodland, CA 95695

Dates	Times
October 26-27	9:00 am – 4:00 pm
November 30- December 1	9:00 am - 4:00 pm

Fresno

4525 E. Hamilton Ave.
Fresno, California 93702

Dates	Times
November 3-4	9:00 am - 4:00 pm

San Diego

5600 Overland Avenue, Suite 100
San Diego, CA 92123-1278

Dates	Times
November 16-17	9:00 am - 4:00 pm

Riverside

2724 Gateway Drive
Riverside, CA 92507

Dates	Times
December 7-8	9:00 am - 4:00 pm

Sacramento

7000 65th Street, Suite A
 Sacramento, CA 95823

Dates	Times
January 5-6	9:00 am - 4:00 pm
January 26-27	9:00 am - 4:00 pm
February 2-3	9:00 am - 4:00 pm

Monterey

1441 Schilling Pl – North Bldg.
 Salinas, CA 93901

Dates	Times
January 11-12	9:00 am - 4:00 pm
January 13-14	9:00 am - 4:00 pm

Ventura

800 South Victoria Ave
 Ventura, CA 93009

Dates	Times
February 8-9	9:00 am - 4:00 pm
February 10-11	9:00 am - 4:00 pm

Los Angeles

12400 Imperial Highway
 Norwalk, CA 90650

Dates	Times
February 22-23	9:00 am - 4:00 pm
February 24-25	9:00 am - 4:00 pm

Please note that in an effort to maximize protection from COVID-19 and prevent the possible spread to others, we ask that all attendees wear a mask during the training sessions. Masks will be provided at each training site and attendees are required to socially distance, whenever possible.

To reserve a date and time for the polling place accessibility surveyor training, county elections officials must complete the questionnaire form provided at the end of this CC/ROV. **For those who wish to attend the Placer training on October 12-13, please submit this form to the Secretary of State no later than October 7, 2021. For all other training dates, please submit this form no later than October 12, 2021.**

An updated version of the Polling Place Accessibility Guidelines and checklists will be available on the Secretary of State’s website by November 12, 2021, on the following webpage: <https://www.sos.ca.gov/elections/publications-and-resources/polling-place-accessibility-guidelines>.

Class sizes are limited. If circumstances such as a positive COVID-19 test or other circumstances dictate a change of schedule to an alternate date, contact Reina Miller to determine if there are open seats available during other sessions.

If you have any questions about this polling place accessibility training, please contact Reina Miller at (916) 695-1557 or RMiller@sos.ca.gov.

Thank you.

Surveyor Training Reservation Form and Trainee Questionnaire

Polling Places Accessibility Surveyor Training

Time Sensitive: Provide the 2021 polling place accessibility surveyor training reservation request and questionnaire to the Secretary of State **no later than October 7, 2021, for those attending the Placer training session on October 12-13. For all other trainings, please submit your reservation form and questionnaire by October 12, 2021.**

County:

Contact person:

Phone number:

Email:

Trainee Reservation Form

Names of staff members requesting to attend the polling place accessibility surveyor training:

1.

The person identified above would like to attend on the following course dates:

Primary choice of training date:

Secondary choice of training date:

2.

The person identified above would like to attend the following course dates:

Primary choice of training date:

Secondary choice of training date:

3.

The person identified above would like to attend the following course dates:

Primary choice of training date:

Secondary choice of training date:

4.

The person identified above would like to attend the following course dates:

Primary choice of training date:

Secondary choice of training date:

Note: Space in each session is limited, and sign-ups will be accepted on a first-come basis. Counties may request training for more than four persons. Please email Reina Miller RMiller@sos.ca.gov, the name(s) of the additional staff you would like to attend the training.

Trainee Questionnaire

The polling place accessibility surveyor training is designed to train county elections officials about physical access at polling places. To understand your level of knowledge and experience for training purposes only, **each attendee** must complete the information below. **To complete your registration, E-mail this completed questionnaire to Reina Miller at RMiller@sos.ca.gov.**

* Required field

Name*:

Title or Classification*:

Participant Experience

1. Do you have any experience with programs intended to meet the needs of persons with disabilities?*

Yes No

2. When did you attend any Polling Place Accessibility Surveyor training?

First time 2018/19 2016 2014 2012 2010

3. Which statement best describes your surveyor knowledge and experience with polling place accessibility?* (Choose one)

None (It is new for me).

I have assisted with surveying physical locations of polling places.

I have conducted polling place accessibility surveys in the last two years.

I have conducted surveys and provided training to others on how to survey polling places for accessibility.

4. What data collection method do you currently use for polling place surveys? (Check all that apply)

Print or Hardcopy

Software based (e.g., PDF, Word, Excel)

Other

5. The subjects listed below will be covered during the training. Please write below any specific questions or concerns you would like to be addressed during the training.*

Accessible parking

Path of travel and signage

Doorways, hallways, and entrances

Voting area

Ramps, curb-ramps, and slopes

Elevators and lifts

Restrooms

6. Please check the items that you will be able to bring to share how your county collects, processes, stores, and uses survey results:

Sample documents of poll worker instructions for setting up polling place for accessibility in a polling place.

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