

# HELIPAD ELECTION NIGHT MANUAL



City of Los Angeles  
Office of the City Clerk  
Election Division - Precincting Section  
2009 Primary Election  
March 3, 2009

## 2009 Primary Election

Dear Pilots, Crew, and Communicators:

Thank you for your willingness to serve as a Helipad Chief, Crewmember, or Radio Operator in support of the City of Los Angeles, Office of the City Clerk, Election Division. Your assistance in transporting ballots from the helipads to the Tally Center at the Piper Technical Center (PTC) is an essential part of the Ballot Recovery Process.

You are a key individual in this process, which coordinates the efforts of more than 500 people working together for the successful recovery of all ballots and supplies on Election Night. The Ballot Recovery Process involves the set-up and operation of 39 Collection Depots, five helipads, and the dispatch of 78 sedans, 70 trucks, two helicopters, and 50 Amateur Radio Operators from the Los Angeles City Fire Department's Auxiliary Communications Service for the transport of ballots to the PTC.

Through your efforts, the voted ballots and supplies are returned to the Tally Center for inspection and counting on Election Night. The Election Division appreciates all of your efforts and time spent to ensure the success of Election Night operations.

Sincerely,

Arleen P. Taylor, Chief  
Election Division

# TABLE OF CONTENTS

<b>IMPORTANT CONTACT INFORMATION.....</b>	<b>4</b>
<b>HELICOPTER ASSIGNMENTS.....</b>	<b>5</b>
<b>HELIPAD SUPPLY LIST.....</b>	<b>6</b>
<b>CREW ORGANIZATION.....</b>	<b>7</b>
<b>AUXILIARY COMMUNICATIONS SERVICE.....</b>	<b>8</b>
<b>BEFORE ELECTION NIGHT.....</b>	<b>9</b>
<b>OPENING THE HELIPAD.....</b>	<b>10</b>
<b>HELIPAD OPERATIONS.....</b>	<b>11</b>
<b>CLOSING PROCEDURES.....</b>	<b>13</b>
<b>EMERGENCY PROCEDURES.....</b>	<b>14</b>
<b>EMPLOYEE TIME CARDS.....</b>	<b>15</b>
<b>GLOSSARY OF TERMS.....</b>	<b>21</b>
<b>APPENDIX.....</b>	<b>22</b>
<b>FLIGHT LOG.....</b>	<b>23</b>
<b>PROP WASH.....</b>	<b>24</b>
<b>PRECINCT CONTROL LIST.....</b>	<b>25</b>
<b>AFTER ACTION REPORT.....</b>	<b>26</b>
<b>HELIPAD PROBLEM REPORT.....</b>	<b>27</b>

# IMPORTANT CONTACT INFORMATION

You are to call the following telephone numbers to report any problem that delays the ballots from immediate delivery to PTC. If possible, please exchange phone numbers with the Area Monitor or Regional Manager.

**Collection Depot Control:** (866) 899-8683, option 4

**Precincting Section:** (213) 978-0434

**Emergency Services:** 911

**Area Monitor:** \_\_\_\_\_

**Regional Manager:** \_\_\_\_\_

The Los Angeles Fire Department's Auxiliary Communications Service will provide additional communications between helipads and Election Headquarters. The following call signs correspond to specific helipad locations.

**Echo Control:** Election Headquarters PTC

**Echo 1:** Helipad # 1 LAFD – Fire Station # 88

**Echo 4:** Helipad # 4 Piper Tech – LAPD Air Support  
Division

**Echo 5:** Helipad # 5 Barton Heliport

**Echo 6:** Helipad # 6 Goodyear Airship Station

**Echo 7:** Helipad # 7 VA West LA Healthcare Center

# HELICOPTER ASSIGNMENTS

The Election Division will be using two helicopters to transport ballots from the Helipads to Election Headquarters. Each helicopter (also known as “airships” or “birds”) will take on a specific route when retrieving and delivering ballots on Election Night.

## AIRSHIP ONE

Helipad 4: PTC - LAPD Air Support Division

Helipad 6: Goodyear Airship Station

Helipad 7: VA West Los Angeles Healthcare Center

Helipad 4: PTC - LAPD Air Support Division

## AIRSHIP TWO

Helipad 4: PTC - LAPD Air Support Division

Helipad 5: Barton Heliport

Helipad 1: Fire Station # 88

Helipad 4: PTC - LAPD Air Support Division

# HELIPAD SUPPLY LIST

- Aprons
- Chemical Light Sticks
- Clipboards
- Earplugs
- Election Night Helipad Manual
- Flashlights with Batteries
- Goggles
- Helipad Map
- Marking Pens
- Masking Tape
- Orange ID Badges
- Pens
- Red and Yellow Wands
- Reflective Vests
- Timecards
- Work Gloves

# HELIPAD CREW ORGANIZATION

A Helipad Chief manages the Helipad Operations and coordinates all other services assisting the operation. The Helipad Chief is responsible for recruiting and hiring four to five crewmembers to assist on election night. The Helipad Chief has full responsibility for the work and safety of all City Personnel and crewmembers at the helipad. The Helipad Chief should make the following duty assignments prior to opening the helipad:

**Auxiliary Communication Service (ACS) Personnel** - This personnel is under the supervision of a Captain in the Los Angeles Fire Department but will respond to direction from the Helipad Chief.

**External Traffic Control** - Assigned to entrance to or exit of helipad for purpose of assisting sedans entering and leaving the helipad area. Uses flashlights with red wands to direct traffic.

**Flight Safety Officer** - Guides the aircraft into the helipad using two flashlights with yellow wands on them.

**Ground Crew** - Assists the Flight Safety Officer and the Helipad Chief as assigned.

**Internal Traffic Control** - Assigned to the inside area of the helipad for the purpose of directing sedans in their safe movement inside the helipad.

**Unloader** - Removes Brown Ballot Bags from sedans and/or helicopters.

**Recorder** - Records all the information relating to the transfer of Brown Ballot Bags from sedans to helipads, coordinates with ACS staff members to prepare and update the Flight Log.

**Squad Leader** - Supervises for the ballot transfer process from Sedans to Helipad Control.

# AUXILIARY COMMUNICATIONS SERVICE

The Auxiliary Communications Service (ACS) of the Los Angeles City Fire Department is a group of Volunteer Amateur Radio operators who devote their time and efforts to public service events and is an integral part of Helipad Operations and the emergency response planning for the City of Los Angeles. The ACS Communicator will be at our helipads to provide communications for **Echo Control** (Election Headquarters), **Flight Following** for the additional safety of the helicopter crew, and back up communications for LAFD Airship Operations. They will assist the Helipad Chief with special communication requirements and provide information when the helicopter is in the area.

## DUTIES OF THE ACS COMMUNICATOR

The ACS Communicator is responsible for providing a redundant link between the helipad and Echo Control at PTC. Upon arrival at the helipad, the ACS Communicator should make contact with the Helipad Chief, Site Administrator and confirm a communication link to Echo Control via **HAM radio**. Every ACS Communicator must be in official uniform and have official identification at all times. Any questions regarding their presence at a helipad should be referred to Depot Control.

The ACS Communicator will continuously update Echo Control on the status and volume of airship traffic and notify Election Headquarters of any unusual or emergency situations. Although the Helipad Chief should remain in contact with Depot Control, via cell phone, the ACS Communicator must keep in contact with Echo Control in the event that fire, police, or paramedic assistance is required.

ACS Communicators must report arrival and departure of the helicopters and track those flights in a **Flight Log**. In case of aircraft mishap, communicators will be responsible for requesting emergency response services and providing accurate and complete information regarding the nature of the situation. The Recorder will also be keeping a Flight Log that can be used to corroborate omitted information. For an example of the Flight Log, please see the **Appendix**.

The ACS is providing a public service and may not receive compensation for those services as it is prohibited by Federal Communications Commission Regulations relative to emergency communications and public service.



# BEFORE ELECTION NIGHT

- Read the Election Night Ballot Helipad Manual
- Look through the supply box. Call the Precincting Section at (213) 978-0434 if any supplies are missing or there are any questions.
- Know how to get to the helipad and drive by it before Election Night.
- Call the crewmembers and instruct them to arrive at the helipad no later than 7:00 p.m. Emphasize promptness.
- Recommend appropriate attire for outdoor weather conditions at the helipad.
- Suggest that everyone bring their own water and snacks, since they are not to leave the helipad until they are dismissed.

**EVERY HELIPAD CHIEF MUST HAVE AN ACTIVE CELLULAR PHONE AVAILABLE FOR USE ON ELECTION NIGHT. HELIPAD CHIEFS WHO USE THEIR CELL PHONES FOR ELECTION PURPOSES WILL RECEIVE A \$5 STIPEND.**

# OPENING THE HELIPAD

All helipad crewmembers should arrive at the assigned helipad at least one hour before the polls close on Election Night. This should allow enough time to go over safety guidelines, helipad operations, and any other personnel matters. It is the responsibility of the Helipad Chief to make sure that all crewmembers are wearing the proper safety attire, especially goggles, reflective vests, and earplugs. Please review the following instructions before opening a helipad.

## CLEARING THE HELIPAD

Before the helipad is officially opened, the Helipad Crew must walk over the area of the helipad and remove any items that might interfere with the safe operation of the aircraft. This is known as “Policing the Area” and is usually accomplished by forming a single line and walking in a sweeping direction across the area. The flow of air from a helicopter’s rotor blades or **Prop Wash** is downward from the blades and upward from the ground. Small items such rocks, cans, glass, and even paper can be drawn upward into the propellers causing adverse effects to the aircraft and to those around it. The helicopter will be landing “hot” which means that the rotor blades will still be spinning after it lands. Please refer to the illustration in the **Appendix** for an example of a Helicopter’s Prop Wash.

After items are removed, 12-hour chemical sticks must be activated and securely fastened to the ground at the four corners of the designated landing area. If it is not possible to secure the ground lights, please skip this step.

# HELIPAD OPERATIONS

The successful recovery of ballots on Election Night relies on a well-organized Helipad Operation. Be advised that the helicopter may show up as early as 8:30 p.m., but every Helipad should be prepared to receive Brown Ballot Bags at 8:00 p.m. If the helicopter has not arrived by 8:45 p.m., have the ACS Personnel contact Echo Control at PTC. If a Sedan Driver has not arrived by 8:30 p.m., call Depot Control immediately. Before any ballot bags are received, every crewmember **MUST** review the following safety guidelines.

## **HELICOPTER AND HELIPAD SAFETY**

- Always follow the directions of the helicopter flight crew when near the helicopter.
- Remain at a safe distance from the landing zone when a helicopter is approaching or leaving the helipad. The helicopter will be landing and taking off “hot.” The engine will remain on and the rotors will be spinning at all times.
- Wear goggles and reflective orange vest at all times. If you are wearing a hard hat, it must be fastened securely with a chinstrap.
- When the helicopter is landing or taking off, turn away from it and/or stand in an area shielded from the helicopter’s Prop Wash.
- Do not wear loose clothing or items such as hats, lanyards, or jewelry, which can fly off in the windy landing zone.
- Approach the helicopter only when authorized to do so by the helicopter personnel. Wait for the pilot or co-pilot to make eye contact with you and motion for you to approach the helicopter. Do not approach the helicopter until the flight crew directs you with hand signals to approach. The pilot or flight crew will direct the loading of Brown Ballot Bags into their helicopter.
- Do not run near the helicopter or in the landing zone.
- When approaching the helicopter, always remain within eyesight of flight crew, and approach the helicopter **ONLY** from the front or the sides.
- **DO NOT** move toward the rear of the helicopter.
- All automobiles must be parked far enough away from the landing zone to avoid damage from grit and dust particles stirred up by the helicopter’s Prop Wash.

## **TRAFFIC CONTROL**

The Helipad Chief must ensure that there is effective traffic control within the helipad area once the Sedan Drivers begin to arrive. In order to keep the flow of traffic moving, the Helipad Chief must post two crewmembers with Red Wands at the entrance and exit of the helipad. Two crewmembers with Yellow Wands must be posted near the actual helipad site in order to direct Sedan Drivers to their drop-off area.

## **BROWN BALLOT BAGS**

All ballot boxes must be packed into a Brown Ballot Bag at an assigned Collection Depot. Every Brown Ballot Bag can hold up to nine ballot boxes and can be identified by bright orange numbers on the front of the bag. Every Brown Ballot Bag containing ballots **MUST** be secured with a red plastic lock.

The Brown Ballot Bags are delivered to the helipad by **Sedan Drivers** who transport the bags from their assigned Collection Depots to the helipad at regular intervals throughout the night. The Helipad Chief must designate an area near the helipad to amass Brown Ballot Bags between flights. Take care to place the bags in a strategic area, one that is not too close or too far from the landing pad.

Please keep a watchful eye on the Brown Ballot Bags at all times, especially as the helicopter lands. The force of the helicopter blades is strong enough to scatter the bags around the helipad, increasing the likelihood of losing a bag.

## **PRECINCT CONTROL LIST**

Throughout the night, Sedan Drivers will be arriving with an unspecified amount of Brown Ballot Bags. In order to accurately document each bag that arrives, every Sedan Driver will be provided with a **Precinct Control List**. The Helipad Chief or Recorder must initial every copy of the Sedan Driver's Precinct Control List before the bags are accumulated in the designated Ballot Bag Area. This list is invaluable to the Election Division in the event a ballot bag and/or ballots are unaccounted for. Those retaining a copy of the Precinct Control List are advised to keep the list until at least one month after Election Night. An additional copy of the Precinct Control List should be inserted into the plastic sleeve on the front of each ballot bag. For an example of the Precinct Control List, please see the **Appendix**.

## **FLIGHT LOG**

In addition to the Precinct Control List, the Recorder must maintain a Flight Log in order to track Brown Ballot Bags on each flight. Each Flight Log must include the ballot bag number, the helicopter's arrival and departure time and the helicopter's flight number. As with the Precinct Control List, the Flight Log can be analyzed in the event a bag and/or ballots are unaccounted for. Please show the Flight Log to the ACS Communicator who will record the information into their log. Once the ACS Communicator has reviewed the Flight Log, please give it to a member of the Helicopter Crew.

## **AREA MONITORS AND REGIONAL MANAGERS**

An Area Monitor and/or a Regional Manager will survey several Collection Depots and helipads to ensure that all are operating properly. They are to provide assistance and act as a “troubleshooter” when necessary. Helipad Chiefs must initial the Area Monitor’s Collection Depot Chief Sign-In Sheet. This sheet will serve as proof that the Area Monitor visited their assigned depots.

# CLOSING PROCEDURES

The Sedan Drivers will begin to make their final rounds to their assigned helipads around 10:00 p.m. It may be difficult to determine which of these sedans will be the last of the night so please contact Depot Control to get a status report. Please initiate Closing Procedures based on the recommendations of Depot Control.

Before the last helicopter departs for PTC, instruct a Sedan Driver to remain at the helipad. Collect all time cards, helipad supplies, flight logs, and reports and give them to this Sedan Driver. In order to save time at the end of the night, have the Helipad Workers fill out their time cards before the helipad opens.

Make sure the correct time has been entered on all of the Helipad Worker's time cards. Place the time cards into the Manila Timecard Envelope. Please pack these envelopes in the clear sleeve pocket located underneath the lid of the Helipad Supply Box and load it into the Sedan. If this step is not taken, the Helipad Chief must deliver these items to PTC personally.

Once the last helicopter has departed, please call Depot Control and report that you are ready to close the helipad. The ACS Communicator must contact Echo Control to request permission to sign off. Please inspect the helipad and surrounding area for any displaced items, such as paperwork, helipad supplies, or even ballot bags. Be sure to clean the helipad site before leaving.

## AFTER ACTION REPORT

Helipad Chiefs are to submit an After Action Report to summarize the operations at the helipad. Note any issues of importance, including suggestions for a better operation. For an example of an After Action Report, please see the **Appendix**.

## PROBLEM REPORTS

Each Helipad Chief is provided with Problem Reports to register incidents and problems at the helipad. Events that may seem insignificant, such as a site representative opening the location late, should be recorded. For an example of a Problem Report, please see the **Appendix**.

**DO NOT CLOSE THE HELIPAD OR SIGN OFF UNTIL GIVEN PERMISSION TO DO SO FROM DEPOT CONTROL. CLOSING THE HELIPAD TOO EARLY MAY DELAY THE TRANSFER OF BALLOTS AND TIME CARDS TO PTC.**

# EMERGENCY PROCEDURES

In case of an emergency situation, Election Division employees are to call **911** to request help or defer to emergency services personnel on the scene. Be certain to tell the operator your proper location and that you are a Helipad Chief in charge of Helipad Operations. The ACS Communicator must report emergencies through the appropriate channels and communicate any urgent situations to Echo Control. After securing the assistance you need, immediately contact Depot Control at (866) 899-8683, option 4, and report the incident and the status of your helipad. A Regional Manager or Area Monitor will be immediately dispatched to your location along with any other assistance you may need. Log the incident in your records so that adequate documentation can be provided to the Election Division.

**NOTE:** Call 911 for medical or police ***EMERGENCIES ONLY!*** Call Depot Control to report all other activity, including minor disturbances (such as possible problems with the public). The Precincting Section will be in contact with local law enforcement and will have officers dispatched to your helipad, if necessary.

## CONTINGENCY PLAN FOR HELICOPTER GROUNDING

If a helipad is shutdown due to inclement weather or any other extenuating circumstances, each Collection Depot assigned to that helipad would be advised by Depot Control to implement the Contingency Plan for Helicopter Grounding. Each Depot Chief will be instructed to send all Sedan Drivers to the helipad as usual where a **Special Precinct Recovery Team Assistance (SPRTA) Team** will be stationed to retrieve and transport ballot bags in place of a helicopter.

If a helicopter is grounded and SPRTA has yet to arrive, please place all of the Brown Ballot Bags in the designated holding area and wait patiently. The SPRTA team will be driving an automobile that has significantly less room than a helicopter to carry ballot bags, so multiple trips to and from Election Headquarters will be necessary.

**DO NOT IMPLEMENT THE CONTINGENCY PLAN UNTIL INSTRUCTED TO DO SO  
BY DEPOT CONTROL.**

# EMPLOYEE TIME CARDS

All helipad crewmembers **MUST** completely fill out a time card and meet the staff guidelines in order to receive payment for their services. Failure to provide this information will result in a delay in processing of your paycheck. If you do not work on Election Night, you will **NOT** be paid for training.

## THE STAFF GUIDELINES ARE AS FOLLOWS:

- All helipad workers must be 18 years of age or older to work for the Election Division.
- Please note that all time cards must be completed entirely. **All fields are required and must be filled out.**
- The Helipad Chief **MUST** initial above every Depot Worker's Social Security Number to indicate that he/she has verified the Social Security Number against the individual's Social Security Card.
- Please fill out the time card clearly and legibly.
- The Helipad Chief must fill out the "Position" field for every worker: e.g., **Helipad Chief, Helipad Worker, or Custodian.**
- Fill out the appropriate type of time card according to your status (**Page 17**).
- Helipad Chiefs who are City Employees **MUST** provide a copy of a recent pay stub to verify their bi-weekly or hourly pay rate.
- Every worker must fill out and sign the **Loyalty Oath** on the back of the time card.
- Time must be recorded in 15-minute increments. Record the actual hours worked even though four hours are guaranteed for Election Night
- The Helipad Chief must sign as **Supervisor and Deputy** on the front and back, respectively, of each worker's time card.
- Do not take the time cards home. Time card envelopes will be provided with your supplies and must be given over to the appropriate agent at the end of the day.

## **LUNCH BREAKS**

Every Helipad Worker is entitled to a 15 minute break. Leaving the helipad is discouraged. Please arrange a break schedule with the entire staff so that the helipad can function without interruption on Election Night.



# TIME CARD CATEGORIES

Every Helipad Worker must fill out a time card according to their current employment status. The time card categories are as follows:

- **Permanent City Clerk Employees** (Blue Slip): Please include your day phone number, hourly rate and Election Night position AND bring a copy of your recent pay stub to verify your bi-weekly or hourly pay rate.
- **City of Los Angeles Personnel/Non-City Clerk employees OR Temporary City Clerk Employees** (Yellow Time Card): Please include your day phone number, hourly rate and election night position AND bring a copy of your recent pay stub to verify your bi-weekly or hourly pay rate.
- **Non-City Employee:** (Pink Time Card): For any employee who is not a City Employee (in any City Department). Please include your daytime phone number, hourly rate and election night position.

## CUSTODIANS OR SITE REPRESENTATIVES

Custodians or Site Representatives must also fill out time cards according to their current employment status: City Employee/Non-City Clerk or Non-City Employee. Each must record the **ACTUAL TIME ON DUTY AFTER THE END OF REGULAR SHIFT**. The Election Division will make the proper overtime adjustments. Four hours are not guaranteed for custodians/site representatives.

**PAYCHECKS WILL BE DISTRIBUTED FOUR TO SIX WEEKS AFTER ELECTION DAY. PLEASE CONTACT THE ELECTIONS OFFICE IF YOU HAVE NOT RECEIVED YOUR CHECK BY THIS TIME. CHECKS WILL BE MAILED TO THE ADDRESS INDICATED**

**ON THE TIME CARD.**

# Permanent City Clerk Employees

## Use Blue Slip (3 Part NCR)

Form Gen. 68 (R. 2/81)

**CITY OF LOS ANGELES**  
TIME OFF/COMPENSATION REQUEST

**FEDERAL LAW P. L. 93-579 SECTION 7** Federal Privacy Act and use of Social Security Numbers.

This law requires you be informed when asked for your Social Security Number, that it must be provided for use in employment, personnel and payroll processes. Authority for requiring this information is based upon provisions of the City's payroll and personnel candidate processing system operational prior to January 1, 1975 and applicable Federal law.

EMPLOYEE NAME (PRINT)	EMPLOYEE NO.	DATE
TITLE OF POSITION	FUND NO.	DEPARTMENT/BUREAU

**EMPLOYEE ILLNESS:** I certify that I was unable to work during the period noted below, because of illness and that my absence was not due to moral turpitude. Pursuant to the provisions of Sec. 4.126 or 4.176\* L.A.A.C. I hereby apply for compensation and do not allege or claim any compensation under Sec. 4.104 of said Code.

**FAMILY ILLNESS:** I hereby make application for compensation for the period noted below, pursuant to the provisions of Sec. 4.127, 4.178\* L.A.A.C. and my MOU. I certify that my absence was made necessary by the reason of the (illness or injury) (check relationship)

**FAMILY DEATH:** I hereby make application for compensation for the period noted below, pursuant to the provisions of Sec. 4.127.1 or 4.179\* L.A.A.C. and my MOU. I certify that my absence was made necessary by reason of the death of (name) \_\_\_\_\_, who is my (check relationship)

**EMPLOYEE PREVENTIVE MEDICINE:** I hereby make application for compensation for the period noted below pursuant to the provisions of Sec. 4.126 (d) or 4.176 (e)\* L.A.A.C. I certify that my absence was to secure preventive (check applicable box)

**VACATION:** L.A.A.C. 4.245, 4.250, 4.252, or 4.172\*.  **FLOATING HOLIDAY**

**ACCUMULATED OVERTIME OFF** OR  **OVERTIME WORKED**  
Employee must indicate immediately below the date(s) and time requested off on accumulated overtime or the overtime hours worked for which compensation is requested.

From: Date _____ Time _____ A.M./P.M.  To: Date _____ Time _____ A.M./P.M.  TOTAL _____ HOURS      TOTAL _____ HOURS AVAILABLE	DEPARTMENTAL LEAVE <input type="checkbox"/> WITH PAY <input type="checkbox"/> WITHOUT PAY L.A.A.C. 4.123-4.128; 4.271-4.273 and 20.12 prescribe criteria for departmental leaves  MILITARY LEAVE <input type="checkbox"/> WITH PAY <input type="checkbox"/> WITHOUT PAY L.A.A.C. 4.42(V), 4.123, 4.174, 4.175*, and 4.249 prescribe criteria for military leaves of absence.  CIRCLE REGULAR DAYS OFF S M T W T F S  INDICATE WORK SHIFT:  Employee's Signature  Recommended: Supervisor  Approval: Dept. Head
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**Accumulated Time off**      Employee must indicate type of compensation desired if Overtime Worked box is checked       **CASH:**

REMARKS: Use back of Form (Explain Leave Without Pay Requests)  
COPY 1—DEPT./BUREAU      COPY 2—DEPT./BUREAU      COPY 3—EMPLOYEE

\* L.A.A.C. sections applicable to Police Officers and Firefighters.

# City Employees (Non-City Clerk) Use Yellow Cards

DEPT 1652 **530** **ELECTION DIVISION TIME CARD (CITY EMPLOYEE)**

S.S. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ NAME \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ M.

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY DEPT. \_\_\_\_\_ CITY CLASS TITLE \_\_\_\_\_ HOURLY OR BIWEEKLY PAY RATE \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_ ETHNICITY \_\_\_\_\_ GENDER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

	MO	DY	YR	IN	OUT	IN	OUT	IN	OUT	HRS	POSITION	OFFICE USE ONLY
S												HOURLY RATE _____ AMOUNT EARNED _____
M												
T												
W												
T												
F												
S												
Total Hrs.												

EMPLOYEE'S SIGNATURE \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_  
(Rev. 7/06)

**Front**

Read carefully, sign, have your signature acknowledge, and return to your supervisor or appointing authority.

**LOYALTY OATH**

A. LOYALTY OATH (Required by Article XX, Section 3 of the Constitution of the State of California)

I, \_\_\_\_\_  
(Type or Print in Full)

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature \_\_\_\_\_ Department **CITY CLERK – ELECTION DIVISION**

The above Loyalty Oath was taken and subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY CLERK of the City of Los Angeles  
 State of California } OR { \_\_\_\_\_  
 By \_\_\_\_\_ Deputy } in and for the State of California with Principal office in the  
 County of \_\_\_\_\_

Your signature must be acknowledged by a Deputy City Clerk or a Notary Public who is not permitted by law to charge a fee for this service.

**Back**

## Non-City Employees - Use Pink Cards

DEPT 1652 **530** **ELECTION DIVISION TIME CARD (NON-CITY EMPLOYEE)**

S.S. # \_\_\_\_\_ NAME \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ M. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_ ETHNICITY \_\_\_\_\_ GENDER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE # \_\_\_\_\_

	MO	DY	YR	IN	OUT	IN	OUT	IN	OUT	HRS	POSITION	OFFICE USE ONLY
S												HOURLY RATE _____
M												AMOUNT EARNED _____
T												
W												
T												
F												
S												
										Total Hrs.		

EMPLOYEE'S SIGNATURE \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_

(Rev. 7/06)

**Front**

Read carefully, sign, have your signature acknowledge, and return to your supervisor or appointing authority.

**LOYALTY OATH**

A. LOYALTY OATH (Required by Article XX, Section 3 of the Constitution of the State of California)

I, \_\_\_\_\_  
(Type or Print in Full)

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature \_\_\_\_\_ Department **CITY CLERK – ELECTION DIVISION**

The above Loyalty Oath was taken and subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY CLERK of the City of Los Angeles  
 State of California

By \_\_\_\_\_ Deputy } OR { \_\_\_\_\_  
 Notary Public  
 in and for the State of California with Principal office in the  
 County of \_\_\_\_\_

Your signature must be acknowledged by a Deputy City Clerk or a Notary Public who is not permitted by law to charge a fee for this service.

**Back**

# GLOSSARY OF TERMS

**Piper Technical Center**– Also known as “Piper” or PTC. The warehouse is located at 555 Ramirez St., Space 375, and Los Angeles, CA 90012. This is the location where election supplies are assembled and distributed.

**Echo Control** – The designated call sign used by the ACS Communicators for Election Headquarters at PTC.

**Flight Following** – The task of maintaining contact with specified aircraft for the purpose of determining en route progress and/or flight termination.\*

**Flight Log** – a record of helicopter flight that is used to keep track of Brown Ballot Bags going to Election Headquarters.

**HAM radio** – Wireless amateur radio that serves as another means of communication on between the helipads and Election Headquarters.

**Precinct Control List** - A list used to record and log all information relating to the transfer of ballots from pollworkers to the PTC on Election Night.

**Prop Wash** – The propeller wash from a helicopter’s rotor blades that blows air down from the blades and up from the ground.

**Sedan Drivers** – Drivers responsible for transporting the Brown Ballot Bags from their assigned Collection Depots to the Helipads. Each Sedan Driver will have a copy of the Precinct Control List, which the Helipad Chief must initial to indicate a ballot bag transfer.

**Special Precinct Recovery Team Assistance (SPRTA)**– Teams of two stationed at PTC that conduct specific tasks related to recovering ballots and election material on Election Night. SPRTA also serve as special troubleshooters when necessary.

\* *U.S. Department of Defense Dictionary of Military and Associated Terms*. 12 April 2001 (As Amended Through 22 March 2007). U.S. Department of Defense, Joint Publication 1-02.  
<<http://www.dtic.mil/doctrine/jel/doddict>> P. 206.

# APPENDIX



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RECORDER'S  
SIGNATURE:

TIME:

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