



REGISTRAR OF VOTERS

# Retrieving Ballots from the ROV Drop Box

PROCEDURE DOCUMENT – Version 1.0

Harrell, Zonia  
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# Retrieving Ballots from the ROV Drop Box

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## Scope

This procedure is to be used in the Ballot Department and it is not applicable in any other departments. It has been designed for Ballot Sorting Team Members and any other team members appointed to gather ballot envelopes from the outside drop box and the front office of the Registrar of Voters. Team members assigned to this task must be capable of continuously lifting up to 50 pounds. This procedure does not cover all possible scenarios but will outline the most common ones.

## Purpose

The procedure outlines the steps to retrieve the ballots from the mail ballot boxes located in the ROV drop box and at the front counter.

## Supplies Needed

- Yellow vest (this must be always worn when handling ballots)
- Drop Box keys
- Black Sharpies (preferably chisel-tip or magnum)
- Blank paper
- Black Cart
- Cart Signs
- Computer and OPS drive access
- Empty yellow mail ballot box that's sealed

## Schedule

The mail ballots must be picked up using a schedule that has been prepared by the Election Technician. The schedule will differ every election.

2022 Statewide Direct Primary Election June 7, 2022				
Front Counter Yellow Ballot Box Pick Up Schedule*				
Line	Week	Date	E-Day	Time
1	20	05/13/2022 - Friday	E-25	8:30 - 9:00 am
2	21	05/17/2022 - Tuesday	E-21	4:00 - 4:30 pm
3	21	05/20/2022 - Friday	E-18	8:30 - 9:00 am
4	22	05/24/2022 - Tuesday	E-14	4:00 - 4:30 pm
5	22	05/27/2022 - Friday	E-11	8:30 - 9:00 am
6	23	05/30/2022 - Monday	E-8	8:00 - 8:30 am
7	23	05/31/2022 - Tuesday	E-7	8:00 - 8:30 am
8	23	06/01/2022 - Wednesday	E-6	8:00 - 8:30 am
9	23	06/02/2022 - Thursday	E-5	8:00 - 8:30 am
10	23	06/03/2022 - Friday	E-4	8:00 - 8:30 am
11	23	06/04/2022 - Saturday	E-3	8:00 - 8:30 am
12	24	06/06/2022 - Monday	E-1	8:00 - 8:30 am
13	24	06/06/2022 - Monday	E-1	1:00 - 1:30 pm
14	24	06/07/2022 - Tuesday	E-Day	1:00 - 1:30 pm
15	24	06/07/2022 - Tuesday	E-Day	8:00 PM

## Retrieving Ballots from the Outside Drop Box

We must always have a team of two people when retrieving or transporting ballots. The drop box in the front of the building is secured by a double-lock system and can contain potentially thousands of ballots. This process is completed every 24-48 hours, or more often as workload demands.

1. Collect the key from Supervisor.
2. A team of 2 members will collect 1-2 blue bins from under the jogging station.



3. Travel out the side door and hallway to the drop box in front of the ROV office.



4. Separate one set of bronze-colored keys from the clip.
5. Insert the two bronze-colored keys into the two separate locks and turn them counter-clockwise.



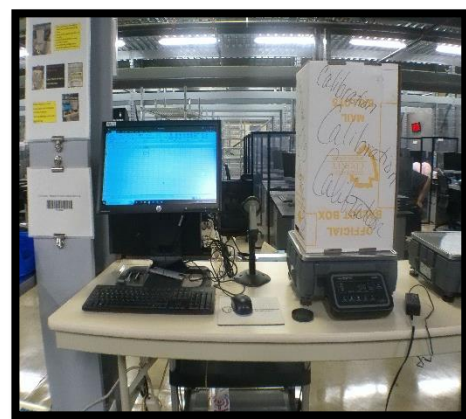
**Note:** These keys will remain inside the locks while the door is open. This is an intentional feature.

6. Open the door; remove the white plastic bin from the drop box container.
7. Transfer the contents from the plastic bin to the blue bin.
8. Be sure to check inside and look under the lip, right under the deposit slot.
9. Replace the plastic bin in the drop box container.
10. Close and lock the door of the drop box
11. Retrieve the bronze keys from the locks.
12. Ensure the lid of the blue bin is on and secure.

## Deposit Slot



13. If more ballots are present than fit in the blue bin, this process will need to be repeated.
14. Bring the contents back through the hallway, through the security door, and to the pre-sort area.
15. Take the ballots from the blue bin and place them inside a calibrated box to be weighed and checked in with the ROV Poll ID PPID5462.



16. Return the keys to [REDACTED]. They must always be accounted for at the end of the day.

## Gathering Ballots from the Front Office

A yellow ballot box is also placed at the front of the office for voters to drop their ballots off.

1. Prepare an empty yellow ballot box. Make sure that it is sealed with the black and white seal.
2. A team of 2 members will go to the front counter near the glass doors to collect the yellow box if the box has ballots.

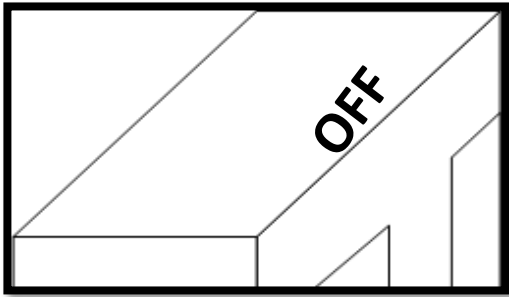


3. Inform the personnel located near the box (or the Communications Department if no one is currently stationed up front) that the box is being taken.  
**Caution! Do not skip this step. We MUST communicate with the front desk personnel.**
4. Collect the yellow box from the front counter.
5. Replace with the empty yellow box.
6. Bring the box back to the warehouse.
7. Take the box to the pre-sort area to be checked in.



8. Write "OFF" on the side of the box. (Office)

**Note:** Any ballots coming from inside the ROV office, including early vote site, are considered to have a return source of **Office**.



## Authorization

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