



REGISTRAR OF VOTERS

# Checking In Mail Ballot Boxes from Various Locations

PROCEDURE DOCUMENT - Version 1.0

# Checking In Mail Ballot Boxes from Various Locations

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## Scope

Besides receiving ballots by mail, we will also receive ballots from off-site locations, such as **Early Voting Sites, Drop Boxes, and Drop-Off Locations**. The Ballot Security Team will pick up these ballots and deliver them to the Ballot Department. The ballot boxes must be weighed and logged so we can keep track of the quantity of ballots received from each location. The delivery teams may use the metal flatbeds to bring their boxes of ballots.

Below are the various locations where the drop boxes may be placed:

- **Drop Boxes (DBX)** – unstaffed Mail Ballot drop boxes, placed outside a building
- **Drop-Off Location (DOL)** – staffed Mail Ballot drop boxes, typically placed inside a building
- **Early Vote Sites (EV)** – satellite offices that are open between E-7 and E-1 for voters to vote earlier than Election Day.

**DBX and DOL will come with a Chain Custody Form → one form per type and location.**

This procedure is used by the Ballot Department. It outlines the steps for Ballot Sorting Team Members to receive and check in the ballot boxes delivered by the Ballot Security Teams from Drop-Off Locations.

## Supplies Needed

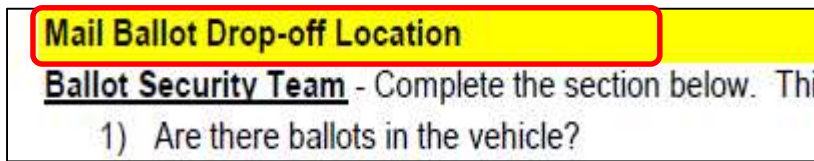
- Black sharpies
- Pen
- Computer with OPS drive access
- Box cutter
- Excel spreadsheet

## Security Log

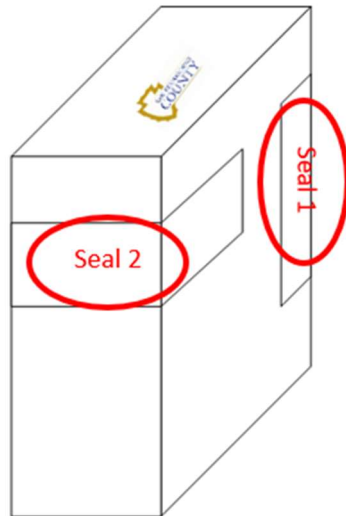
1. When checking in, the Ballot Security Team must provide the security log belonging to the first box they give. If they do not have a security log, we cannot accept the box.

**Note:** When dealing with security logs, only work with one at a time. Attempting to deal with multiple forms and multiple boxes at a single time is confusing.

2. Security Logs
  - a. Boxes from Drop-off Location – will have a yellow highlight
  - b. Boxes from Drop Boxes - will NOT have a yellow highlight
  - c. Boxes from Early Vote Sites – will NOT have a security log



3. When presented with the security log, ask the delivery team to read off the first seal's serial number (Seal 1).



4. The entire 11 serial number must be read, not just the final three digits.

Boxes Picked Up	Seal Serial Number 1	Seal Serial Number 2	Office Use Only	
			Match	No Match
Yellow Ballot Box 1	56064122 <u>031</u>	56064122 <u>032</u>	X	
Yellow Ballot Box 2	56064122 _____	56064122 _____		
Yellow Ballot Box 3	56064122 _____	56064122 _____		

5. Verify that the number matches on the security log.
6. Then have the Ballot Security Team read off the second seal's serial number (Seal 2).
7. Verify that the number matches on the security log.
8. If both serial numbers match, place a mark under the **Match** column.

Boxes Picked Up	Seal Serial Number 1	Seal Serial Number 2	Office Use Only	
			Match	No Match
Yellow Ballot Box 1	56064122 <u>031</u>	56064122 <u>032</u>	X	
Yellow Ballot Box 2	56064122 _____	56064122 _____		
Yellow Ballot Box 3	56064122 _____	56064122 _____		

**Note:** The placement of Seal 1 and Seal 2 are not important. Occasionally, they may be reversed, and Seal Serial Number 2 will be the first serial number read, and Seal Serial Number 1 will be the last serial number read. This is not a reason to mark the serial numbers as non-matching.

9. If one or both of the serial numbers do not match, place a mark under the No Match column for that box. We will still accept and process the box, but it must be noted on the form.
10. Write **DOL, DBX or EV** as the source on top of the box using a black sharpie.
11. Hand the box to the person stationed at the scale and computer.
12. If there is more than one box on the sheet, repeat the process until all boxes are checked in.
13. Fill in the Check-In portion at the bottom of the security log, including your name and signature.
14. Hand the form back to the Ballot Security Team and have them print and sign as well.

**Registrar of Voters Check-In – Completed by the Ballot Check-In Team and Ballot Security Team**

1) Verify the Ballot Box seal serial numbers and mark the corresponding box in the **"Office Use Only"** section above.

2) We verify that 1 Yellow Ballot Box/Boxes were delivered to the ROV on 5/12/2023 (Date) at 6.27 pm/pm and that the Yellow Ballot Box/Boxes were not tampered with. All serial numbers on the Yellow Ballot Box/Boxes seals were verified and match the serial numbers on this form.

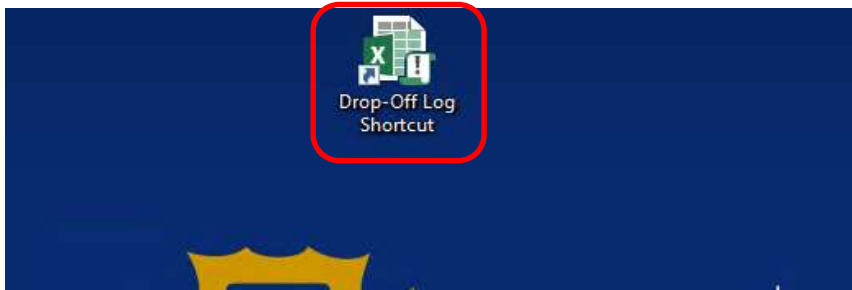
<p><u>Bruce Lee Gandalf</u></p> <p>Ballot Check-In Member Printed Name</p> <p><u>Bruce Lee Gandalf</u></p> <p>Ballot Check-In Member Signature</p>	<p>_____</p> <p>Ballot Security Team Member Printed Name</p> <p>_____</p> <p>Ballot Security Team Member Signature</p>
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15. Repeat process for all Sources dropped off by Ballot Security Teams

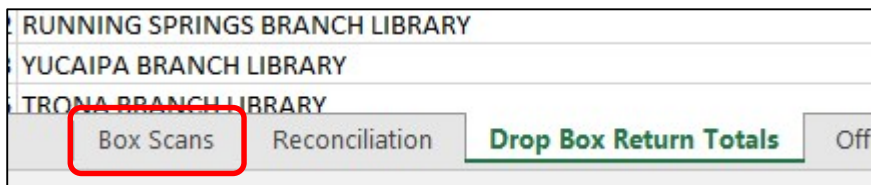
## Scaling and Logging Incoming Boxes

When boxes are received and the security logs completed, the boxes are scaled to receive an estimate of the count of envelopes inside and recorded into a spreadsheet log (this data is used by the county to determine where drop boxes are needed or not needed) before the boxes are opened and processed. There will be one person on the computer and one person scaling the boxes. During this process, remember to save the spreadsheet often.

1. Log into the computer → double-click on the **Drop-Off Log Shortcut** file on the desktop.



2. In the Excel sheet, click the **Box Scans** tab.



3. Locate and click on the first empty cell of the **Date** column.

893	9/14/2021	DBX	44	PPID3001	10/18/2021 13:17
894	9/14/2021	DBX	424	PPID3286	10/18/2021 13:18
895	9/14/2021	DBX	218	PPID3286	10/18/2021 13:18
896					
897					

4. Team Member at the scale will place the box on the scale to get a count of how many estimated ballot envelopes are inside.

**Note:** The scale should have the box weight tared out already. If not, speak to your lead to have the scale tared properly. (See scale calibration procedure)

5. Team Member at the computer will type in today's date, the return source written on the top of the box, and the estimated number of ballot envelopes that is shown on the scale (using the tab keyboard key to move to the next cell).

**Note:** Ballot Security teams will not bring empty boxes. If the scale reads 0 or less envelopes, put 1 in place of the scale count.

6. Ensure the blank cell next to the quantity is selected, and then scan the barcode from one of the two seals on the box.
7. The cursor will automatically move to the next available line. The entry is automatically saved.
8. The step can then be repeated without needing to adjust the placement of the cell selector.

## Authorization

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