



REGISTRAR OF VOTERS

Sorting and Receiving Ballots Returned After Election Day

PROCEDURE DOCUMENT - Version 2.1

Sorting and Receiving Ballots Returned After Election Day

Scope

This procedure is to be used in the Ballot Department by the Sorting and Receiving team and the Review Team for mail that is received after Election Day. This procedure must be performed with caution to ensure that the proper ballots are accounted for, and that ballots that are returned too late are marked as such. This applies to mail received in the Elections Office itself, as well as ballots received from other counties.

Preparing for Mail Ballot Sorting

Setting up the Mail Tray Racks

When receiving the VBM envelopes in the morning, the Sorting and Receiving Team must label mail tray racks with the “Ready Manual Sort” sign corresponding with the appropriate date and E+Day (E+1 through E+14). The sign itself should read:



Note: E+1 will have the largest amount of VBM Envelopes to review. E+2 and E+3 will have more Not On Time ballots.

Sorting E+ Mail

Building the E+ Tray Tags

The Review team must fill out E+ Tray Tags before reviewing and sorting the VBM envelopes. From **E+1 – E+7** we are to accept ballots that arrive from the mail that have the proper Postmark Status. ON TIME ballots are recorded **E+1 – E+7** and NOT ON TIME ballots are recorded **E+1 – E+14**.

1. Fill out an E+ Tray Tag.
2. Binder Clip the E+ Tray Tag on a tray.
3. Create a separate tray for each ON TIME and NOT ON TIME scenario.

September 14, 2021 ▪ California Gubernatorial Recall Election			
Date Received: 9/15/2021 (E + 1)		Tray #:	Total # of Ballots
Ballot Counts By Category	Postmark Status	Execution Date	
Mail _____	<input type="checkbox"/> After E-Day (AE-Day)	<input checked="" type="checkbox"/> By E-Day	
UOCAVA _____	<input type="checkbox"/> Missing (MISS)	<input type="checkbox"/> After E-Day (+AE)	
	<input checked="" type="checkbox"/> Unreadable (UNR)	<input type="checkbox"/> None (+NX)	
	<input type="checkbox"/> By E-Day (BE-Day)		
ON TIME			

September 14, 2021 ▪ California Gubernatorial Recall Election			
Date Received: 9/15/2021 (E + 1)		Tray #:	Total # of Ballots
Ballot Counts By Category	Postmark Status	Execution Date	
Mail _____	<input type="checkbox"/> After E-Day (AE-Day)	<input type="checkbox"/> By E-Day	
UOCAVA _____	<input type="checkbox"/> Missing (MISS)	<input type="checkbox"/> After E-Day (+AE)	
	<input type="checkbox"/> Unreadable (UNR)	<input type="checkbox"/> None (+NX)	
	<input checked="" type="checkbox"/> By E-Day (BE-Day)	<input type="checkbox"/>	
NOT ON TIME			

Note: There are 8 ON TIME & NOT ON TIME Scenarios. Some will require multiple trays and some will only receive a few ballots. Ask your supervisor to distribute 1-foot and 2-foot trays according to the expected amount of returns from each Postmark Status.

4. NOT ON TIME tray tags are used E+1 – E+14 while ON TIME tray tags are used E+1 – E+7.

E+1 through E+7		E+8 through E+14	
Postmarked On or Before Election Day		ON TIME	NOT ON TIME
Postmarked After Election Day		NOT VALID	NOT ON TIME
Missing Postmark	Execution Date On or Before Election Day	ON TIME	NOT ON TIME
	Execution Date After Election Day	NOT ON TIME	NOT ON TIME
	Missing Execution Date	NOT ON TIME	NOT ON TIME
Unreadable Postmark	Execution Date On or Before Election Day	ON TIME	NOT ON TIME
	Execution Date After Election Day	NOT ON TIME	NOT ON TIME
	Missing Execution Date	NOT ON TIME	NOT ON TIME

- Set up the trays on tables with ample space to allow for multiple and simultaneous sorting.
- Separate UOCAVA Origami, RAVBM and other VBM Envelopes that need to be manually uploaded.
- Supervisor will sort and hand count these envelopes and assign them a “Tray #”.

September 14, 2021 • California Gubernatorial Recall Election			
Date Received: 9/15/2021 (E + 1)	Tray #: 50001	Total # of Ballots	4
Ballot Counts By Category	Postmark Status	Execution Date	
Mail _____ UOCAVA <u>4</u> Origami	<input type="checkbox"/> After E-Day <input checked="" type="checkbox"/> Missing <input type="checkbox"/> Unreadable <input type="checkbox"/> By E-Day	<input checked="" type="checkbox"/> By E-Day <input type="checkbox"/> After E-Day <input type="checkbox"/> None	
ON TIME			

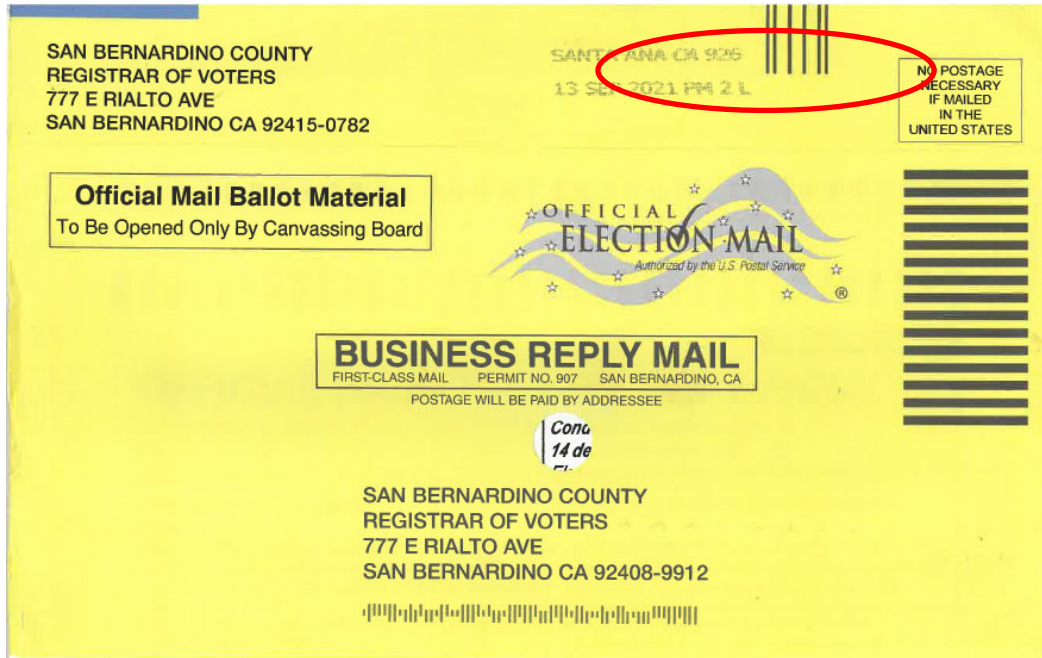
September 14, 2021 • California Gubernatorial Recall Election			
Date Received: 9/15/2021 (E + 1)	Tray #: 50002	Total # of Ballots	
Ballot Counts By Category	Postmark Status	Execution Date	
Mail _____ UOCAVA _____ RAVBM	<input type="checkbox"/> After E-Day <input type="checkbox"/> Missing <input type="checkbox"/> Unreadable <input checked="" type="checkbox"/> By E-Day	<input type="checkbox"/> By E-Day <input type="checkbox"/> After E-Day <input type="checkbox"/> None	
ON TIME			

8. Begin reviewing the Postmark Status of every VBM Ballot Envelope received that day.

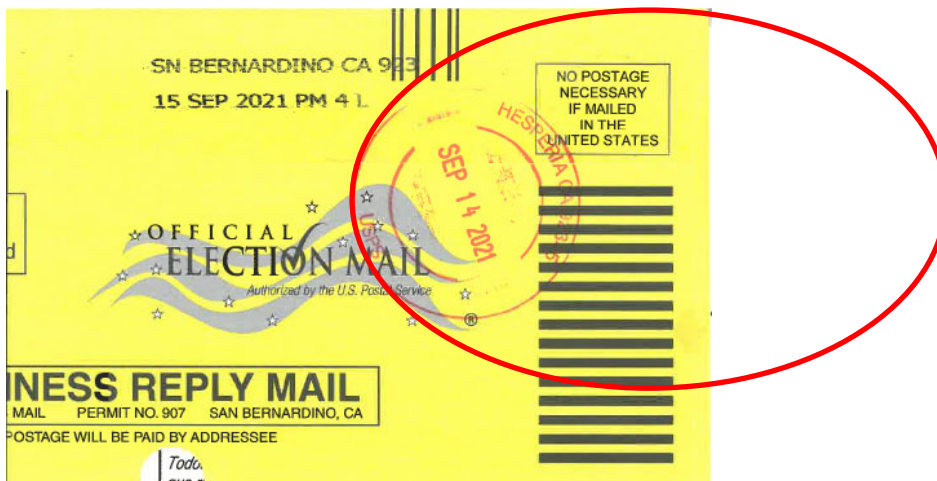
Sorting by Postmark Status

Every VBM Ballot Envelope received after Election Day must have their Postmark Status reviewed by the Review Team.

1. The Postmark Status is typically found on the back of the VBM Ballot Envelope. This ballot envelope was postmarked before E-Day and is considered ON TIME.



2. Use the earliest Postmark date if there are multiple postmarks. Although the typical postmark is After E-Day, the earlier Postmark being on E-Day makes this ballot envelope ON TIME.



3. If the Postmark is **Missing** or **Unreadable**, use the Execution Date to determine if it is ON TIME or NOT ON TIME. The Execution Date for this VBM Envelope is after E-Day and is therefore considered NOT ON TIME.

San Bernardino County Elections Office of the Registrar of Voters
Sorting and Receiving Ballots Returned After Election Day (Version 1.0)



Declaration of Voter / Declaración del Votante

I declare under the Penalty of Perjury under the laws of the State of California that I am the person whose name appears on this envelope, that I am a resident of the precinct in which I am voting, reside at the address shown, and have neither applied for nor intend to apply for a mail ballot from any other jurisdiction for this election.

Declaro bajo Pena de Perjurio conforme a las leyes del Estado de California que soy la persona cuyo nombre aparece en este sobre, que soy residente del distrito electoral en el que votaré, que resido en la dirección que se muestra, y que no he solicitado ni intentado solicitar una boleta por correo de ninguna otra jurisdicción para estas elecciones.

Warning:

- Your ballot will not be counted unless you sign in your own handwriting. Your signature must compare to your signature on file at the Registrar of Voters office.
- Voting twice constitutes a crime.

Advertencia:

- No se contará su boleta a menos que la firme con su propia letra. Su firma debe ser equiparable a su firma registrada en la oficina del Registro de Votantes.
- Votar dos veces constituye un delito.

Voter's Signature / Firma del Votante

Execution Date

Date / Fecha

Authorized Return Agent / Agente de Devolución Autorizado

A voter who is unable to return the ballot may designate any person to return the ballot to any polling place or drop-off location in California.

Un votante que no sea capaz de devolver la boleta puede designar a cualquier persona para que devuelva la boleta a cualquier casilla electoral o punto de entrega en California.

Print name of the authorized person Nombre en letra de imprenta de la persona autorizada	Relationship to the voter Relación con el votante	Signature of the authorized person Firma de la persona autorizada

Ballots that are mailed MUST be postmarked on or before Election Day and received by the Registrar of Voters office no later than 7 days after Election Day.

Las boletas que se envían por correo DEBEN tener matasellos del Día de la Elección o de antes y se deben recibir en la oficina del Registro de Votantes a más tardar 7 días después del Día de la Elección.

Staging the E+ Ballots

The Sorting and Receiving Team must label separate racks for ON TIME and NOT ON TIME ballots. After a tray is filled, the Review Team will use the tray tag information to place the tray on the correct rack.

1. Have 2 empty mail tray racks.
2. Label 1 rack with the 'ON TIME' sign and
3. Label the other rack with the 'NOT ON TIME' sign.

September 14, 2021 ▪ California Gubernatorial Recall Election

9/15/2021 (E+1)

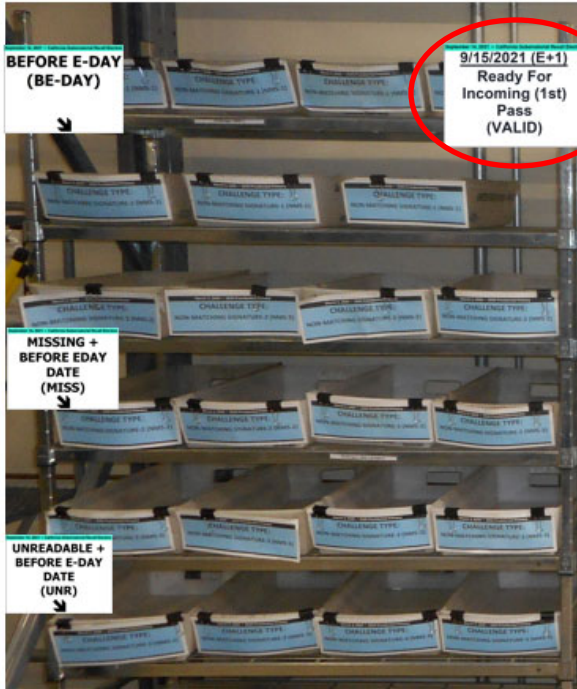
**Ready For
Incoming (1st)
Pass
(ON TIME)**

September 14, 2021 ▪ California Gubernatorial Recall Election

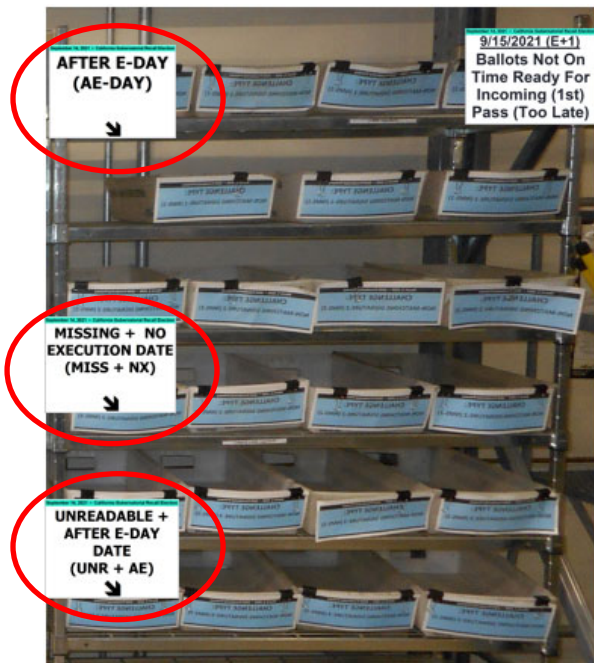
9/15/2021 (E+1)

**Ballots Not On
Time Ready For
Incoming (1st) Pass
(NOT)**

4. When a mail tray becomes full, use the tray tag information to place the tray on the "ON TIME" or "NOT ON TIME" mail tray rack.



5. Keep trays with the same Postmark Status together.



6. When there is a high volume of VBM Envelopes, use separate racks for each Postmark Status.

7. Repeat the process until all ballots have been sorted.

Processing and Recording E+ Ballots Incoming (1st) Pass

Once the ballots have been properly sorted, run them through the ballot sorting machine for an Incoming (1st) Pass based on their postmark status.

1. Make sure all trays with the same Postmark Status information are on the rack together.
2. Mark each group of tray tags with Cart Signs to match their Postmark Status (as we would the Return Source) before they run through the ballot sorting machine.

September 14, 2021 • California Gubernatorial Recall Election

**AFTER E-DAY
(AE-DAY)**



September 14, 2021 • California Gubernatorial Recall Election

**UNREADABLE +
NO EXECUTION
DATE
(UNR + NX)**



3. Only run 1 Postmark Status at a time for each Incoming (1st) Pass.
4. Use the information on the Tray Tag to fill out the E+ Batch Control Log.

September 14, 2021 ▪ California Gubernatorial Recall Election			
Date Received: 9/15/2021 (E+1)		Tray #:	Total # of Ballots
Ballot Counts By Category	Postmark Status	Execution Date	
Mail _____ UOCAVA _____	<input type="checkbox"/> After E-Day (AE-Day) <input type="checkbox"/> Missing (MISS) <input checked="" type="checkbox"/> Unreadable (UNR) <input type="checkbox"/> By E-Day (BE-Day)	<input type="checkbox"/> By E-Day <input type="checkbox"/> After E-Day (+AE) <input checked="" type="checkbox"/> None (+NX)	
NOT ON TIME			

California Gubernatorial Recall Election – September 14, 2021

E+ Batch Control Log

Batch Control Log

Date Received: 9/15/2021

Entry Number: _____

E+ ON TIME BATCHES			
Line	Batch/Tray #	Return Source	Postmark Status
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

E+ NOT ON TIME BATCHES			
Batch/Tray#	Return Source	Postmark Status	Challenge Type
801001	MAIL	UNR + NX	NOT
801002			
801003			

Sorter Staff Name: _____ Date Recorded: _____

Data Workflow Uploader: _____ Date Uploaded: _____

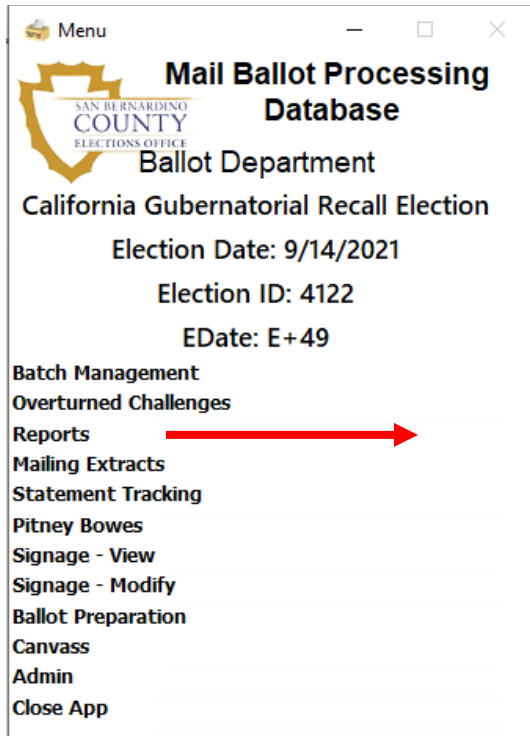
- Use a different Batch Control Log sheet every Incoming Pass. **ON TIME** and **NOT ON TIME** batch information are **Never** on the same sheet.
- Only 1 Postmark status per E+ Batch Control Log.
- Racks with the **ON TIME** ballots will be prepared for jogging.



8. Racks with the **NOT ON TIME** ballots will be placed in a quarantined location separate from the rest of the challenged ballots.
9. Place the E+ Batch Control Log in the “Ready for Upload” hanging folder.



10. Data Workflow will use the E+ Batch Control Log to upload the batch(es).



3. Type out the “E+ On Time Count” and “E+ Not On Time Count” information onto the spreadsheet every day from E+1 – E+14.

date_return	batch	Original_Bat	UOCAVA
9/15/2021	12970	200	No
9/15/2021	12971	200	No
9/15/2021	12972	1	UOCAVA
9/15/2021	12973	200	No
9/15/2021	12974	200	No
9/15/2021	12975	200	No
9/15/2021	12976	200	No
9/15/2021	12977	50	No
9/15/2021	12978	200	No
9/15/2021	12979	43	No
9/15/2021	12980	200	No
9/15/2021	12981	200	No
9/15/2021	12982	200	No
9/15/2021	12983	200	No
9/15/2021	12984	200	No
9/15/2021	12985	200	No

San Bernardino County Elections Office of the Registrar of Voters
 Sorting and Receiving Ballots Returned After Election Day (Version 1.0)

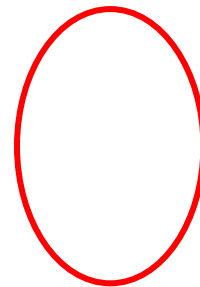
California gubernatorial Recall - September 14, 2021						
Mail and UOCAVA Ballots Received After Election Day						
On Time						
Date: 09/15/2021 (E+1)						
Tray#	Postmarked by Election Day		Missing Postmark but Executed by Eday		Unreadable Postmark but Executed by EDay	
	MB	UOCAVA	MB	UOCAVA	MB	UOCAVA
12970	200					
12971	200					
12972		1				
12973	200					
12974	200					
12975	200					
12976	200					
12977	55					
12978	200					
12979	43					
12980	200					
12981	200					
12982	200					
12983	200					
12984	200					
12985	200					

- Use Tray Tags to input UOCAVA Origami, RAVBM and other manually uploaded VBM Envelope information.

NOTE: Make sure all batches identified as “UOCAVA” are counted in their own column.

- Type out the “E+ On Time REMOVED Count” and “E+ Not On Time REMOVED Count” data onto the spreadsheet when ballots are removed from a batch for certain situations (Overturned NOT, UNPARD/PAIRD ballot scenarios, etc.)

date_return	batch	Original_Bat	Current_Bat	Removed_N
9/15/2021	13138	9	8	-1
9/16/2021	13081	200	197	-3
9/16/2021	13082	200	190	-10
9/16/2021	13084	200	178	-22
9/16/2021	13085	194	193	-1
9/16/2021	13086	200	198	-2
9/16/2021	13087	200	191	-9
9/16/2021	13088	45	44	-1
9/17/2021	13124	200	197	-3
9/17/2021	13126	200	196	-4
9/17/2021	13128	200	199	-1
9/17/2021	13129	146	143	-3



California gubernatorial Recall - September 14, 2021

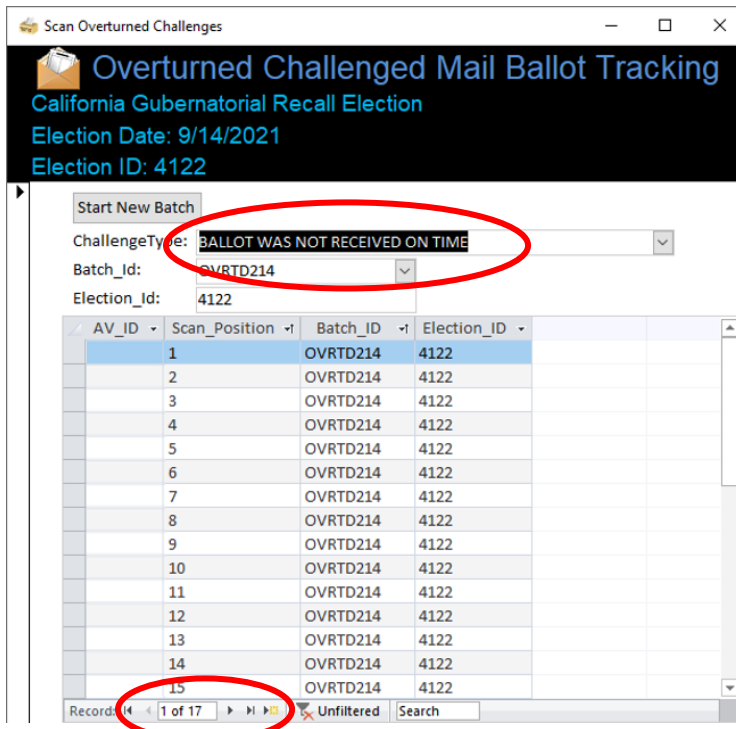
Mail and UOCAVA Ballots Received After Election Day

Not On Time

Date: 09/16/2021 (E+2)

Tray#	Postmarked after Election Day		Missing Postmark & Executed After Election Day		Missing Postmark & No Execution Date		Unreadable Postmark & Executed after E-Day		Unreadable Postmark & No Execution Date	
	MB	UOCAVA	MB	UOCAVA	MB	UOCAVA	MB	UOCAVA	MB	UOCAVA
13081 Removed	-3									
13082 Removed	-10									
13084 Removed	-22									
13085 Removed	-1									
13086 Removed	-2									
13087 Removed	-9									
13088 Removed	-1									

- Overtured NOT ballots must be reflected on the "On Time" spreadsheet with their OVRTD### Tray Number.



California Gubernatorial Recall - September 14, 2021						
Mail and UOCAVA Ballots Received After Election Day On Time						
Date: 09/16/2021 (E+2)						
Tray#	Postmarked by Election Day		Missing Postmark but Executed by Eday		Unreadable Postmark but Executed by EDay	
	MB	UOCAVA	MB	UOCAVA	MB	UOCAVA
50003		13				
13092	10					
13093		1				
13109	23					
13134	42					
13147	1					
13154	9					
13178	151					
OVRTD214	17					
OVRTD219	30					
13044 Removed	-1					
13054 Removed	-2					
13060 Removed	-1					
13065 Removed	-1					
13071 Removed	-1					

Authorization

Document Owner: Department Name	Initiation Date: 00/00/2022
Version Number: 1.0, Original Document	Date: 00/00/2023
Version Written By: Your Name Here	