REGISTRAR OF VOTERS

Checking in Ballots from Early Vote, Drop Box, Office, or Drop-Off Locations

PROCEDURE DOCUMENT – Version 2.1

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Checking In Mail Ballot Boxes from Early Vote, Drop Box, Office, or Drop-Off Locations

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, 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. Two designated Sorter team members will meet the Ballot Security Team (consist of 2 staff) by the check-in computer to receive the ballots.

Note: A lead or supervisor must designate the two team members. The team members will be designated for the entire duration of the election period unless told otherwise.

2. When checking in, the Ballot Security Team must provide a security log for each box they give. If there are 3 boxes, there must be 3 security logs.

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 can lead to errors.

3. If they do not have a security log, do not accept the box and contact your Supervisor.

4. 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

5. When presented with the security log, ask the Ballot Security Teams to read off Seal 1's serial number on the box.
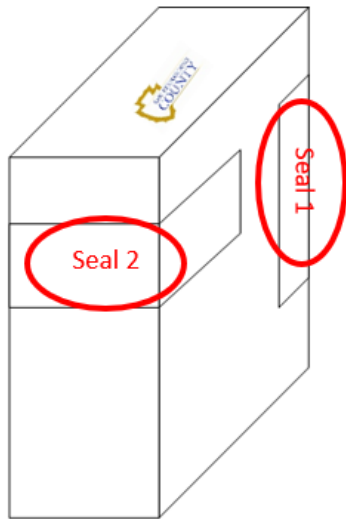
> **Warning:** If you see an overlapping seal on ANY box (a seal sitting on top of another seal), or that the box has been opened, <u>immediately call your supervisor.</u>

6. The <u>entire 11-digit serial numbers must be read,</u> 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 0 3 1	56064122 0 3 2	X	
Yellow Ballot Box 2	56064122___ ___ ___	56064122___ ___ ___		
Yellow Ballot Box 3	56064122___ ___ ___	56064122___ ___ ___		

7. Verify that the number matches the numbers on the security log.

8. Then have the Ballot Security Team read off the Seal 2's serial number.

9. Verify that the number matches the numbers on the security log.

10. 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 0 3 1	56064122 0 3 2	X	
Yellow Ballot Box 2	56064122___ ___ ___	56064122___ ___ ___		
Yellow Ballot Box 3	56064122___ ___ ___	56064122___ ___ ___		

Note: The placement of Seals 1 and 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.

11. 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.

12. Write **DOL, DBX or EV** as the source on top of the box using a black sharpie.

13. Hand the box to the person stationed at the scale and computer.

14. If there is more than one box on the sheet, repeat the process until all boxes are checked in.

15. At the bottom of the security log, fill in the **Check-In portion**, including your name and signature.

16. 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___ am/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.

Bruce Lee Gandalf
_____
Ballot Check-In Member Printed Name

Bruce Lee Gandalf
_____
Ballot Check-In Member Signature

_____
Ballot Security Team Member Printed Name

_____
Ballot Security Team Member Signature

17. 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 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. This data is used by the county to determine where drop boxes are needed or not needed.

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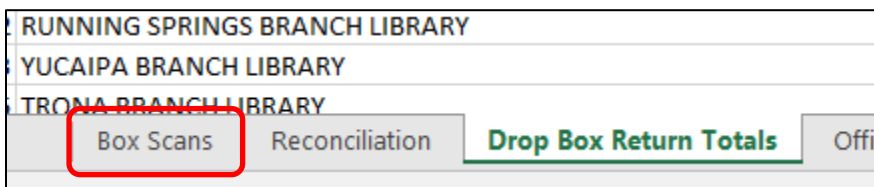
3. Locate and click on the first empty cell of the Date column.

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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