REGISTRAR OF VOTERS

Duplicating Ballots Manually

PROCEDURE DOCUMENT – Version 2.0

Anel Martinez
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Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for the Ballot Duplication team and any other personnel assigned to copying votes from original ballots onto duplicate ballots. This process is to be performed any time during the election and must be completed before the end of canvass.

Purpose

Ballot Duplication is necessary in the event any ballots are damaged during the counting process or marked incorrectly due to improper voting technique, or any ballot received on paper other than ballot stock that need to be replicated. These procedures outline the steps to duplicate Mail Ballots, Polling Place, UOCAVA, Designated Mail Precinct and Provisional ballots and how to record the inventory of all Ballot Duplication Logs in a database.

Supplies

- Two black pens

- Control stamp

- Three mail trays – white, yellow and red

- Three tray tags – Originals, Duplicates, Paired Ballots

- A control log number sheet

- Certified Candidate write-in sheet

- "Spoiled" label stamp

Station Set Up
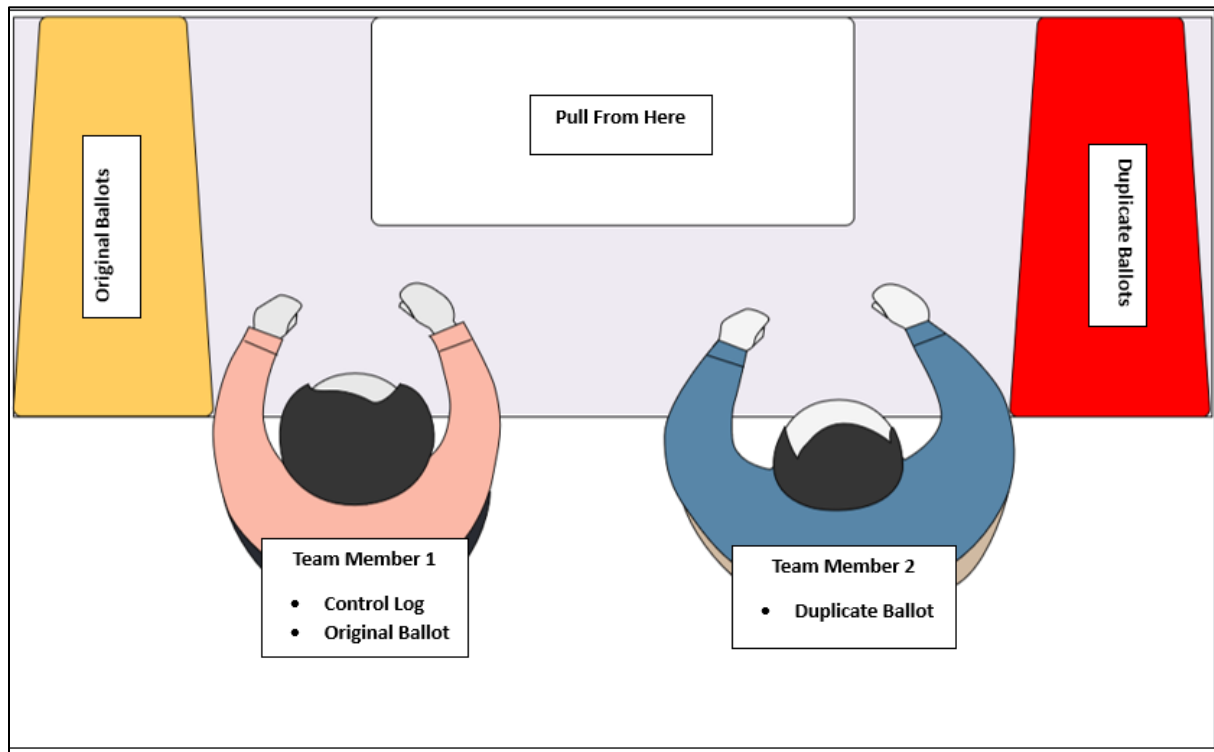
1. Teams of two.

2. Three trays.

    a. Tray 1 – Yellow, for the original ballot

    b. Tray 2 – Red, for the duplicated ballot

    c. Tray 3 – White, to pull originals and duplicates from

3. Control log number sheet.

4. Control stamp.

Unsealing Box and Printing

Before performing the duplication process, all team members MUST sign the confidentiality agreement.

1. Select the next available ballot box from the "**Ready for Dup**" rack.

2. Lead will check the box label to see if it is a mail, poll, or provisional ballot box.

3. Record the box data into the **Ballot Duplication Box Inventory Control Check In Log**.

4. Based on the ballot category, select two boxes of the appropriate color to store the originals and duplicates in. Stage them nearby.

   - Yellow → for "Mail", "Mail - UOCAVA", and "Designated Mail Precinct"

   - Green → for "Polling Place"

   - Red → for "Provisional"

5. Unseal the "Ready to Dup" box.

6. Manually count the ballot cards.

7. Log the quantity of ballot cards in the box into the log binder in the Incoming Count and Unreadable fields.

8. Put in your initial the **Initial** column.

9. Divide the ballots evenly between the printing teams.

10. Two printing leads will be assigned to print ballots using the Mobile Ballot Printer.

   - One lead will print the ballots.

   - Other lead will collect the printed ballot, pair it with the **original ballot** page, then place them face down together in a white mail tray.

   Note: The ballots must stack from the bottom to the top of the tray, in the order of "original" followed by "duplicate". The ballots must not be separated.

11. Distribute the trays of ballots to the teams that are ready to start duplicating.

12. Distribute a control log sheet to each team.

13. Once teams are done with duplication:

   - Team Members will let Leads know and will come and refill your tray.

   - If control log sheet is full, then Lead will pick up all materials to verify that all control numbers are accounted for with the duplicated ballots.

Duplication Process

This process is always done with two members. When one team member needs to stop for any reason, the other member must stop as well.

1. Team member 1 will be given the control log.

2. Both team members will sign and date the bottom of the control log number sheet.

3. Team member 1 will pull the original ballot from the top of the tray.

4. Team member 2 will pull the duplicate ballot from the top of the tray.

5. Team member 1 will call out ballot type and card number.
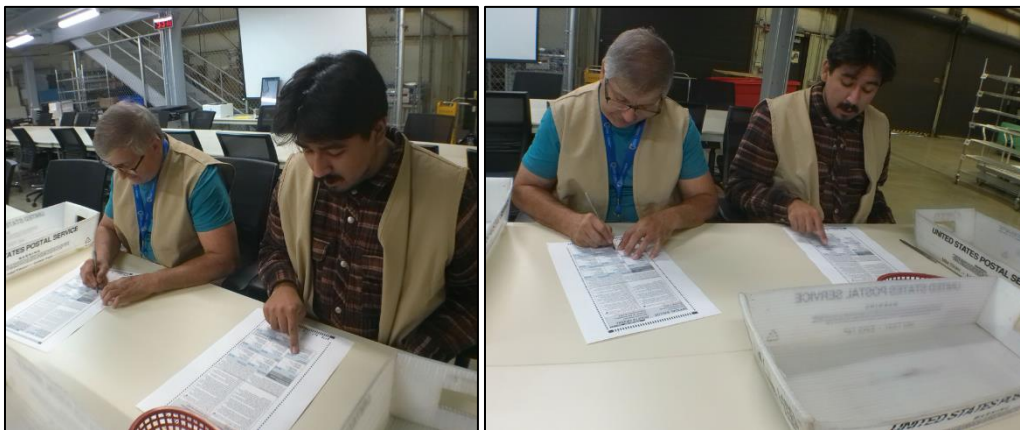
6. Team member 2 will confirm by repeating ballot type and card number to ensure that they match.

7. Team member 1 will stamp the original ballot with the control stamp.

8. Write the next available control # on the Log line.

9. Both **initial** the original ballot on the **Initials** line where it is stamped.

10. Team member 1 will give the same control log number to team member 2.

11. Check off that the control # was used on the control log.

12. Team member 2 will write the **control number** on top of the duplicate copy.

13. Both members will **Initial** next to the **control number** on top of the duplicate copy.
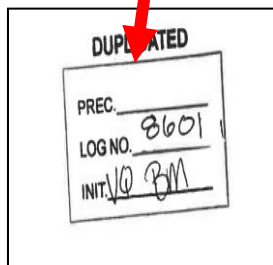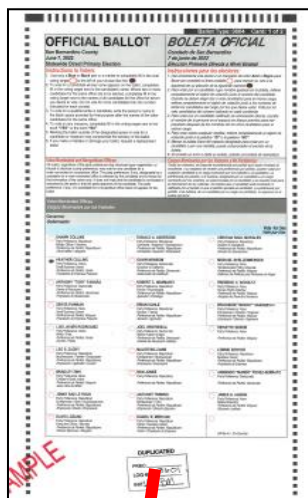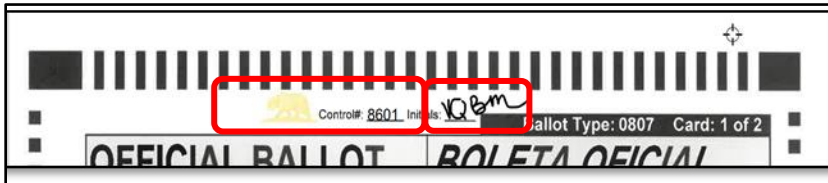
Note: Do not write or stamp on the black bars on the sides of the ballot.

14. Review the original ballot to determine the consistent voting pattern that the voter used.

15. Team member 1 with the original ballot → Calls out the contest and candidate(s) voted on.

16. Team member 2 with the duplicated ballot → Vocally repeats and selects the matching candidate(s) on the ballot. Visually verify.

17. Repeat this process until all the contests are read and that the duplicated ballots are completed.

18. Then place:

    a. Original ballots - in YELLOW tray

    b. Duplicated ballots - in RED tray

Completing the Duplication Process

After the duplicating process is done, we must now, box the ballots up, weigh them, and send to either Ballot Storage or IT Department to be counted. We will place the ballots in the respective boxes:

☐ Original copies will go in the 8000-series box → this will go to Ballot Storage

☐ Duplicated copies will go in the 9000-series box → this will go to IT Department

1. **Original ballots** - Once a 'ready to Dup" box is completed, collect all the original ballots from the yellow trays and place them into the relevant colored box staged nearby earlier.

   - Yellow → for "Mail", "Mail - UOCAVA", and "Designated Mail Precinct"

   - Green → for "Polling Place"

   - Red → for "Provisional"

2. Place an 8000-series label on the box.

Box 8001	
1	**Ballot Duplication**
Date	Em

3. Fill in the appropriate data on the label.

   a. Date

   b. Initials (Employee)

   c. Ballot category

   d. The number of original ballots (a; hand count as needed)

   e. The number of duplicate ballots (b; hand count as needed)

   f. Check box for Yes if the numbers are equal

   Note: If the numbers do not equal for any reason, speak to a supervisor.

Box 8001	NOVEMBER 8, 2022, GENE
1	**Ballot Duplication**
Date 8/10/2022	Employee CT

Ballot Category:
Unreadable/Ballots To Be Replicated

☐ Mail	☐ BMD Mail
☒ Mail - UOCAVA	☐ BMD Mail - UOCAVA
☐ Designated Mail Precinct	☐ BMD Designated Mail Precinct
☐ Polling Place	☐ BMD Polling Place
☐ Provisional	☐ BMD Provisional

	Count		Box 9001 Count
a	1	b	1

Does 1(a) match 1(b)?
☒ Yes

4. **Duplicate ballots** – collect ballots from the red tray, repeat the above steps using a corresponding numbered label.

Note: If the box label for the original ballots says "8001", the box label for the duplicate ballots MUST be "9001"; if it's "8025", the duplicate ballots box label MUST be "9025". Each box of originals should have an exactly corresponding box of duplicate ballots.

- Date

- Initials (Employee)

- Ballot category

Box 9001	
1 **Ballot Duplication**	
Date	Employee
8/10/2022	CT

Ballot Category:
Duplicated/Replicated Ballots

☐ Mail
☒ Mail - UOCAVA
☐ Designated Mail Precinct
☐ Polling Place
☐ Provisional

☐ BMD Mail
☐ BMD Mail - UOCAVA
☐ BMD Designated Mail Precinct
☐ BMD Polling Place
☐ BMD Provisional

5. Record the information from the 8000-series box into the Box Inventory Control Log (#8000).

Column1	DATE	BOX # (LABEL #)	BALLOT CATEGORY	BALLOT COUNT 8000 SERIES	BALLOT COUNT 9000 SERIES
	BOX INVENTORY CONTROL LOG (#8000) 2023 Consolidated Mail Ballot Election August 29, 2023				
1	8/10/2022	8001	UOCAVA	1	1
2					
3					

6. Record the information from the 9000-series box in the Box Inventory Control Log (9000).

Column1	DATE	BOX # (LABEL #)	BALLOT CATEGORY	BALLOT COUNT 8000 SERIES	BALLOT COUNT 9000 SERIES
	BOX INVENTORY CONTROL LOG (9000) 2023 Consolidated Mail Ballot Election August 29, 2023				
1	8/10/2022	9001	UOCAVA	1	1
2					
3					

7. Place the 9000-series box on the rack labeled "Ready for Count".

8. Give the 8000-series box to Ballot Storage to store.

9. Place the completed Control Log sheets into the back of the Control Log binder.
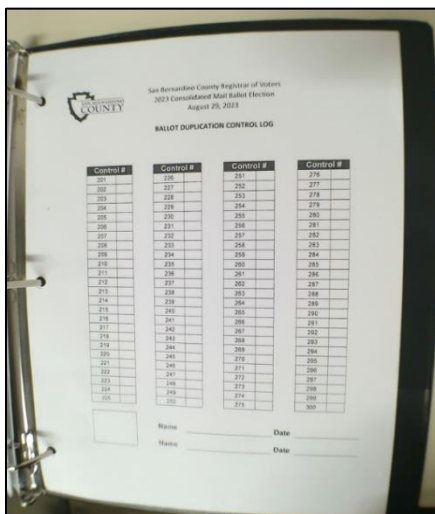
Duplicating Redaction Ballots

If a voter votes on contests that they are not eligible to vote on (e.g. someone that lives in Chino voting on a mayor for Ontario), we cannot count those choices. You will be provided with the ballot that the voter was eligible to vote on and the original ballot. The remainder of the duplication process will be the same with one exception: When team member 1 reads off a contest that does not exist on the new ballot, Team member 2 will indicate that the contest does not exist. Team member 1 will confirm and then both team members will move on to the next contest.

Spoiled Ballots during Duplication

1. If you make a mistake duplicating the ballot, raise your hand for a lead to assist.

2. The lead will confirm the mistake and stamp the ballot with a Spoiled stamp.

Lead will retrieve the ballot, stamp it with the spoiled stamp and take the spoiled ballot to be reprinted.
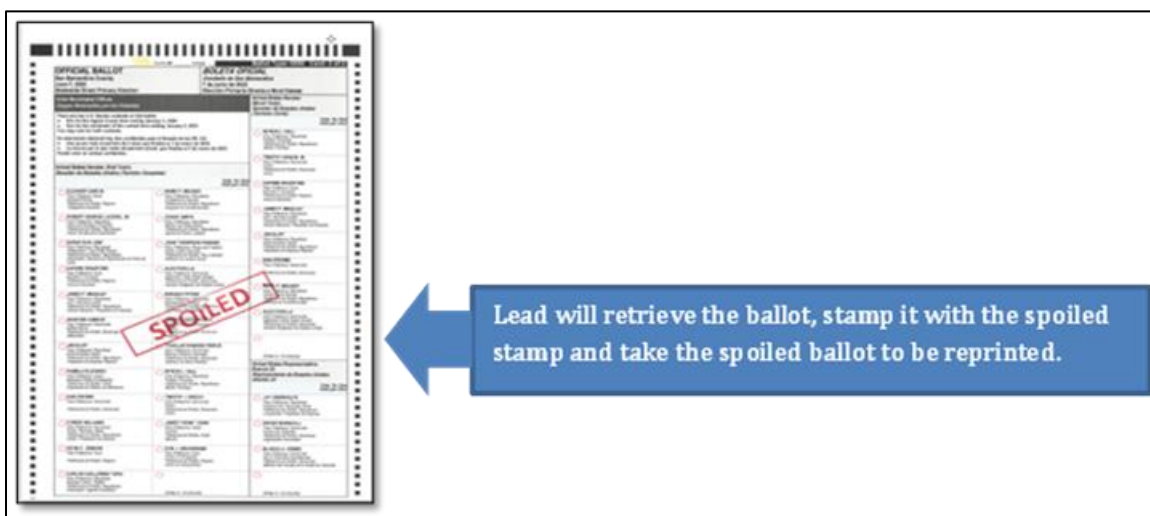
3. The spoiled ballot will be placed in box designated for spoiled ballots.

4. The spoiled ballot will be logged into the spoiled logbook.

In the Spoiled Label Log, fill out today's date, the box # on the label, the reason that the label is being spoiled, and your initials.

#	Date	Box #	Reason	Initials
1	5/23/2022	512	Made a wrong mark on ballot	ED

5. The lead will have the printing team re-print the spoiled duplicate ballot.

6. The newly printed ballot will be given back to the team to continue the duplication process.

7. The duplication process will start again.

8. Team member 1 will call contest, candidate, and their vote.

9. Team member 2 will vocally confirm and fill in the voting target associated with the candidate on the duplicated ballot.

10. Team member 1 visually verifies that team member 2 fills in the appropriate voting target.

Authorization

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