



REGISTRAR OF VOTERS

Duplicating Ballots Manually

PROCEDURE DOCUMENT - Version 2.0

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9/15/2023

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Scope

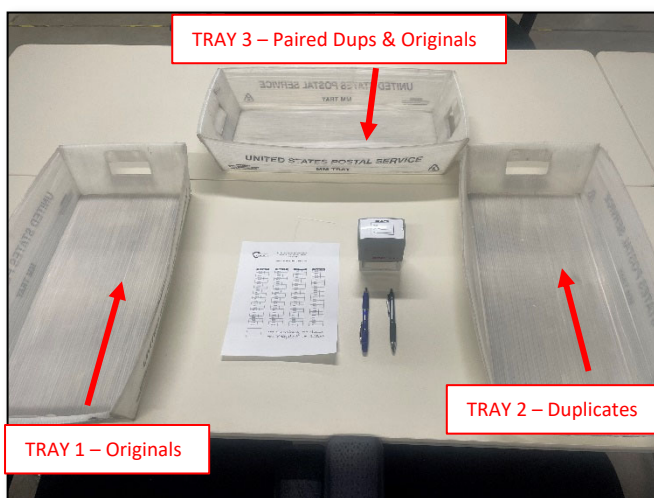
The following Ballot Duplication procedures can be used for any election. Ballot Duplication is necessary in the event any ballots are damaged during the counting process or marked incorrectly due to improper voting technique, or any ballot received on paper other than ballot stock that need to be replicated. 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

1. Two black pens
2. Control Stamp
3. Three mail trays
4. Three tray tags – Originals, Duplicates, Paired Ballots
5. A control log number sheet
6. Certified Candidate write-in sheet
7. Spoiled label stamp

Station Set Up

1. Teams of two
2. Three trays
 - a) Tray 1 – for original ballot
 - b) Tray 2 – for duplicated ballot
 - c) Tray 3 - for paired ballots that needs duplicating
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.

| Ballot Department Confidentiality Agreement Form | |
|--|--|
| 2022 General Election November 8, 2022 | |
| I, <u>John Doe</u> do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will, to the best of my ability, faithfully discharge the duties of the Ballot Department team for the election held on November 8, 2022 | |

| | |
|------------------------------|---------------------------|
| <u>John Doe</u> Signature | <u>11/08/2022</u> Date |
|------------------------------|---------------------------|

1. Select the next available ballot box from the “Ready for Dupe” 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.

| Column # | DATE | BOX # (LABEL #) | BALLOT CATEGORY | INCOMING COUNT | UNREADABLE | SCALE COUNT | INITIALS |
|----------|-----------|-----------------|-----------------|----------------|------------|-------------|----------|
| 75 | 8/10/2022 | 12345 | UOCAVA | 10 | 10 | | VQ |
| 77 | | | | | | | |
| 78 | | | | | | | |
| 79 | | | | | | | |
| 80 | | | | | | | |
| 81 | | | | | | | |
| 82 | | | | | | | |
| 83 | | | | | | | |

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”, and
 - Red → for “Provisional”
5. Unseal the duplication box.
6. Hand count the ballot cards.
7. Log how many ballot cards are in the box into the log binder in the Incoming Count and Unreadable fields.
8. 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.
 - a. One lead will print the ballots.
 - b. Other lead will collect the printed ballot and pair with **original ballot** page and duplicate 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.
 - c. Place the ballot trays in front of the teams that are ready to start duplicating.
12. Distribute a control log sheet to each team.
13. Once teams are done with duplication:
 - d. Team Members will let Leads know and will come and refill your tray.
 - e. 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 at the bottom of control log number sheet

San Bernardino County Elections Office
Statewide Direct Primary Election
June 7, 2022

SAMPLE

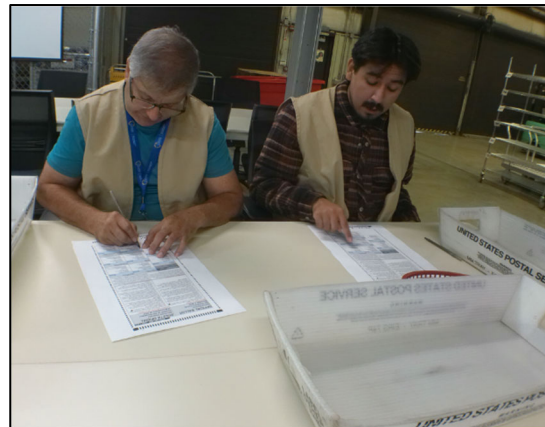
BALLOT DUPLICATION CONTROL LOG

| Control # | Control # | Control # | Control # |
|-----------|-----------|-----------|-----------|
| 8601 | 8626 | 8651 | 8676 |
| 8602 | 8627 | 8652 | 8677 |
| 8603 | 8628 | 8653 | 8678 |
| 8604 | 8629 | 8654 | 8679 |
| 8605 | 8630 | 8655 | 8680 |
| 8606 | 8631 | 8656 | 8681 |
| 8607 | 8632 | 8657 | 8682 |
| 8608 | 8633 | 8658 | 8683 |
| 8609 | 8634 | 8659 | 8684 |
| 8610 | 8635 | 8660 | 8685 |
| 8611 | 8636 | 8661 | 8686 |
| 8612 | 8637 | 8662 | 8687 |
| 8613 | 8638 | 8663 | 8688 |
| 8614 | 8639 | 8664 | 8689 |
| 8615 | 8640 | 8665 | 8690 |
| 8616 | 8641 | 8666 | 8691 |
| 8617 | 8642 | 8667 | 8692 |
| 8618 | 8643 | 8668 | 8693 |
| 8619 | 8644 | 8669 | 8694 |
| 8620 | 8645 | 8670 | 8695 |
| 8621 | 8646 | 8671 | 8696 |
| 8622 | 8647 | 8672 | 8697 |
| 8623 | 8648 | 8673 | 8698 |
| 8624 | 8649 | 8674 | 8699 |
| 8625 | 8650 | 8675 | 8700 |

Name Vanessa Quispe Date 7/28/22
Name Bobby Mitchell Date 7/28/22

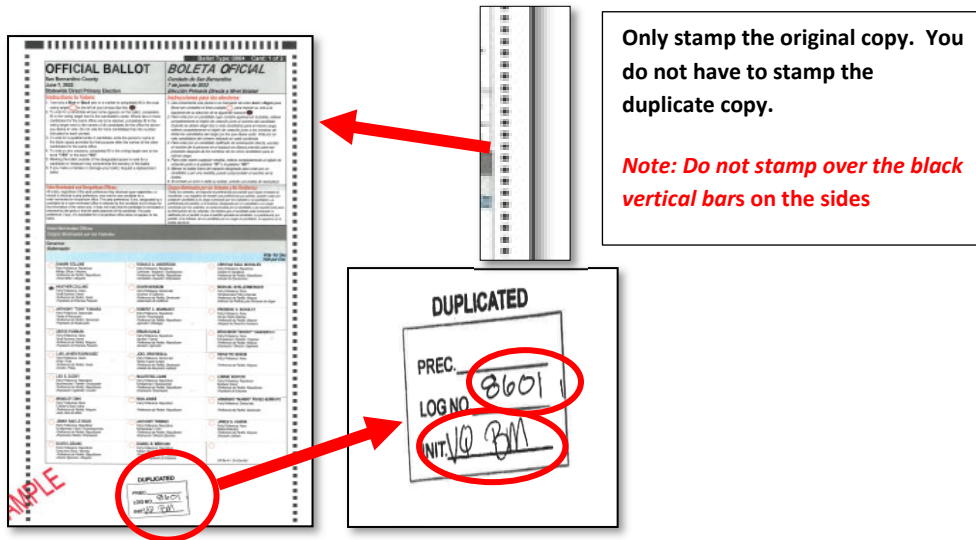
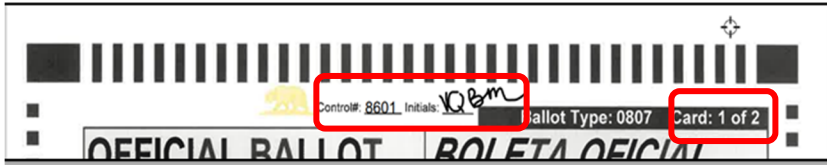
Name Vanessa Quispe Date 7/28/22
Name Bobby Mitchell Date 7/28/22

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

9. Team member 1 will give the next available control log number to team member 2
10. Team member 2 will write the **control number** on top of the duplicate copy
11. Both members will **Initial** next to the **control number** on top of the duplicate copy

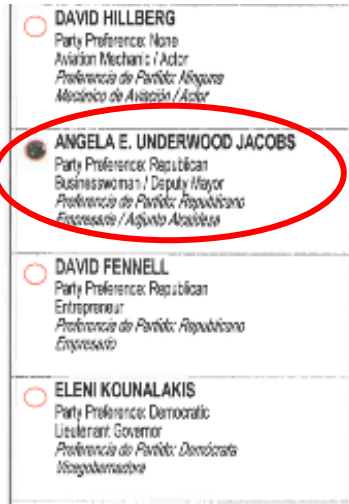


Note: Do not write near the black bars

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



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



14. Repeat this process until all the duplicated ballots are completed.
15. Originals go on Tray 1; Duplicated ballots go on Tray 2. (Refer to Station Set Up above)

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.

| BALLOT DUPLICATION BOX INVENTORY CONTROL LOG (SPOILED LABELS) (Name of Election) Month DD, YYYY | | | | |
|--|------|-----------------|--------|----------|
| | DATE | BOX # (LABEL #) | REASON | EMPLOYEE |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

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 leads re-print the spoiled duplicate ballot.
6. The newly printed ballot will be given back to the team to continue the duplication process
7. Duplication process will start again.
8. Team member 1 will call contest, candidate, and their position.
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.

Completing the Duplication Process

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

- 8000 series – the original ballots
 - 9000 series – the duplicated ballots
1. Once a duplication box has been completed, collect all the original ballots from the red 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”, and
 - 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 to identify and correct the discrepancy.

San Bernardino County Registrar of Voters
 Duplicating Ballots Manually (Version 2.1)

| | | | |
|---|---|---|---|
| Box 8001 | | NOVEMBER 8, 2022, GENE | |
| 1 Ballot Duplication | | | |
| Date | 8/10/2022 | Employee | CT |
| Ballot Category: Unreadable/Ballots To Be Replicated | | | |
| <input type="checkbox"/> Mail | <input type="checkbox"/> BMD Mail | <input type="checkbox"/> BMD Mail - UOCAVA | <input type="checkbox"/> BMD Designated Mail Precinct |
| <input checked="" type="checkbox"/> Mail - UOCAVA | <input type="checkbox"/> BMD Mail - UOCAVA | <input type="checkbox"/> BMD Designated Mail Precinct | <input type="checkbox"/> BMD Polling Place |
| <input type="checkbox"/> Designated Mail Precinct | <input type="checkbox"/> BMD Designated Mail Precinct | <input type="checkbox"/> BMD Polling Place | <input type="checkbox"/> BMD Provisional |
| <input type="checkbox"/> Polling Place | <input type="checkbox"/> BMD Polling Place | | |
| <input type="checkbox"/> Provisional | <input type="checkbox"/> BMD Provisional | | |
| a | Count | b | Box 9001 Count |
| | 1 | | 1 |
| Does 1(a) match 1(b)? | | | |
| <input checked="" type="checkbox"/> Yes | | | |

4. Repeat these steps for the duplicate ballots using a corresponding numbered label.

Note: If the box label for the original ballots says “8001”, the box label for the duplicate ballots should be “9001”; if it’s “8025”, the duplicate ballots box label should 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 | 8/10/2022 |
| Employee | CT |
| Ballot Category: Duplicated/Replicated Ballots | |
| <input type="checkbox"/> Mail | <input type="checkbox"/> BMD Mail |
| <input checked="" type="checkbox"/> Mail - UOCAVA | <input type="checkbox"/> BMD Mail - UOCAVA |
| <input type="checkbox"/> Designated Mail Precinct | <input type="checkbox"/> BMD Designated Mail Precinct |
| <input type="checkbox"/> Polling Place | <input type="checkbox"/> BMD Polling Place |
| <input type="checkbox"/> Provisional | <input type="checkbox"/> BMD Provisional |

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

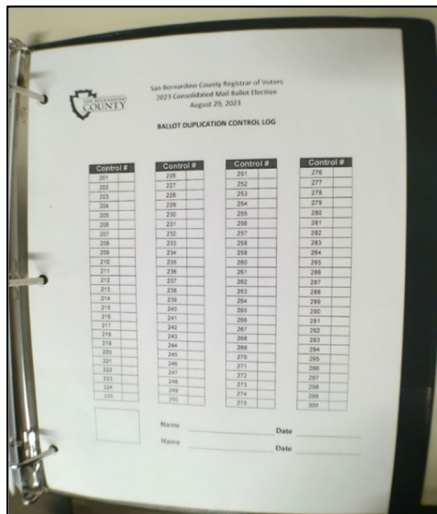
San Bernardino County Registrar of Voters
 Duplicating Ballots Manually (Version 2.1)

| SAN BERNARDINO COUNTY | | BOX INVENTORY CONTROL LOG (#8000) 2023 Consolidated Mail Ballot Election August 29, 2023 | | | |
|-----------------------|-----------|--|-----------------|--------------------------|--------------------------|
| Column1 | DATE | BOX # (LABEL #) | BALLOT CATEGORY | BALLOT COUNT 8000 SERIES | BALLOT COUNT 9000 SERIES |
| 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).

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

- Place the 9000-series box on the rack labeled “Ready for Count”.
- Give the 8000-series box to Ballot Storage to store.
- Place the completed Control Log sheets into the back of the Control Log binder.



Authorization

| | |
|---------------------------------------|-----------------------------|
| Document Owner: Ballot Department | Initiation Date: 07/29/2022 |
| Version Number: 2.1, Updated Document | Date: 09/15/2023 |
| Version Written By: Caleb Talmas | |