



# Election Night

## Staffed Mail Ballot Drop Box Ballot Security Log

«Election\_Name»

Held on «Election\_Date»

Poll ID: <<Poll\_ID>> Drop-Off Location: <<Location>>

**Mail Ballot Drop-Box Location - To be completed by the Ballot Security Team for EVERY stop.**

**Ballot Security Team** - Complete the section below.

- 1) Are there ballots in the vehicle?
  - No - Both Ballot Security Team members enter the Drop-off location.
  - Yes - One Ballot Security Team member enters the Drop-off location, one remains behind, outside the vehicle.
- 2) Locate the Facility Contact and begin the following steps:
  - a) Pinpoint the Yellow Ballot Box/Boxes - Are there ballots present inside the box?
    - No - Complete line b, **Gather All election material/signage** and check in with dispatcher.
    - Yes - Complete line b and then perform the "Ballot Box Check-In" section.
  - b) Arrived on \_\_\_\_\_ (Date) at \_\_\_\_\_ am/pm.

**Ballot Box Check-In** - Once the section below is complete, continue to the "Ballot Security Team & Facility" section.

- 1) Retrieve box seals from the facility contact & fill out information on the box seal.
  - a) If missing/lost, use box seals located in your Ballot Security Notebook
- 2) Place box seal over the ballot slot section of the box & record the last 3 digits of the serial numbers below: **(For more than 3 boxes, use an additional Ballot Security Log for this location)**

| Boxes Picked Up     | Seal Serial Number 1         | Seal Serial Number 2         | Office Use Only |          |
|---------------------|------------------------------|------------------------------|-----------------|----------|
|                     |                              |                              | Match           | No Match |
| Yellow Ballot Box 1 | «Serial_1»«Serial_2»__ __ __ | «Serial_1»«Serial_2»__ __ __ |                 |          |
| Yellow Ballot Box 2 | «Serial_1»«Serial_2»__ __ __ | «Serial_1»«Serial_2»__ __ __ |                 |          |
| Yellow Ballot Box 3 | «Serial_1»«Serial_2»__ __ __ | «Serial_1»«Serial_2»__ __ __ |                 |          |

**Should any person arrive to drop off a ballot after the polls have closed at 8:00 pm, you may collect their ballot. However, it must be placed in the bag provided labeled 'Ballots turned in after 8:00pm'. Seal the bag, when done.**

**Ballot Security Team & Facility Contact** - Seal the Mail Ballot Drop Box and complete the section below.

- 1) We verify that \_\_\_\_ Yellow Ballot Box/Boxes were picked up from \_\_\_\_\_ on \_\_\_\_\_ (Date) at \_\_\_\_\_ am/pm.
 

|                               |  |
|-------------------------------|--|
| _____                         | _____                                    |
| Facility Contact Printed Name | Ballot Security Team Member Printed Name |
| _____                         | _____                                    |
| Facility Contact Signature    | Ballot Security Team Member Signature    |
- 2) Take a photo with your phone showing all ballots were collected.
- 3) Gather all Election materials including signs, sign holders and any used materials and carry sealed Yellow Ballot Box/Boxes to the vehicle. Call the Dispatch Desk and proceed to your next stop.

**Registrar of Voters Check-In**

**Ballot Security Team** - Once all stops are completed, drive to 777 E. Rialto Ave, San Bernardino, CA 92415. Upon arrival, follow signs and proceed to drop off all ballot boxes picked up.

**Ballot Check-In Team** - Will remove the filled ballot boxes from the vehicle and must complete the section below.

- 1) Verify the Ballot Box seal serial numbers and mark the corresponding box in the "**Office Use Only**" section above.
- 2) We verify that \_\_\_\_ Yellow Ballot Box/Boxes were delivered to the ROV on \_\_\_\_\_ (Date) at \_\_\_\_\_ 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.

|                                     |                                  |
|-------------------------------------|----------------------------------|
| _____                               | _____                            |
| Ballot Check-In Member Printed Name | Ballot Check-In Member Signature |