



# Election Night Unstaffed Mail Ballot Drop Box Ballot Security Log

«Election\_Name»  
Held on «Election\_Date»

Drop-Off Location: <<Location>>

Poll ID: <<Poll ID>>

Unique ID: <<Unique ID>>

## Mail Ballot Drop-Box

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

- 1) Locate the Mail Ballot Drop Box and park as close as possible
- 2) Inspect the box for damages/graffiti, **(If any call into dispatch)**
- 3) Open the Mail Ballot Drop Box, pull out the white tote and check for any envelopes
- 4) If any, close the Mail Ballot Drop Box and retrieve a Yellow Mail Ballot Box
  - a) Build a Yellow Mail Ballot Box
  - b) Fill out two Ballot Box Seals **(Ensure that the poll id/name on the seal match the poll id/name on this form)**
  - c) Place one seal on the side of the box
- 5) Reopen the Mail Ballot Drop Box, place any items into the Yellow Mail Ballot Box
- 6) Seal the Yellow Mail Ballot Box over the ballot slot section of the box & record the last 3 digits of the serial numbers on this form **(For more than 3 boxes, use an additional Ballot Security Log for this location)**
- 7) **Wait until 8:00 pm.** At 8:00 pm place the "Kiosk Closed" slot cover across the opening of the drop box. **(The slot cover should extend across the entire opening)**
- 8) Repeat steps 1-6.

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** – Close and lock the Mail Ballot Drop Box and complete the section below.

- 1) We verify that \_\_\_\_ Yellow Ballot Box/Boxes were created on \_\_\_\_\_ (Date) at \_\_\_\_\_ am/pm from \_\_\_\_\_ (location).
- 2) We verify that a slot cover labeled "Kiosk Closed" was placed on the Mail Ballot Drop Box.

\_\_\_\_\_  
Ballot Security Team Member Printed Name

\_\_\_\_\_  
Ballot Security Team Member Printed Name

\_\_\_\_\_  
Ballot Security Team Member Signature

\_\_\_\_\_  
Ballot Security Team Member Signature

- 3) Take a photo with your phone showing all ballots were collected. Include the inside of the box without the white tote and the inside of the white tote.
- 4) Take another photo after everything is shut, showing the box locked and secured.
- 5) Gather all 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 filled 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