



REGISTRAR OF VOTERS

Election Night: Receiving from Dropbox Locations

PROCEDURE DOCUMENT – Version 1.0

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9/27/2023

Election Night: Receiving from Dropbox Locations

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Scope

During Election Night, various Dropbox locations are picked up by Ballot Security Teams. Drop boxes are used for voters as an option to drop their Official Mail Ballot Return Envelope into rather than mailing or dropping it off at an Elections Office.

Supplies Needed

1. Scales (2)
2. Tables (9)
3. Chairs (6)
4. Pallets
5. Clipboards
6. Chain of Custody binder
7. Logging binder
8. Dropbox logs
9. Pens
10. Sharpies
11. Lights
12. Extension cords
13. Surge protector
14. 6-10 Team Members

Set-up

- Teams of 3-4 members for each station
- 2 staging tables,
- 3 tables for pallet ready boxes,
- 3 pallets,
- 2 scaling and logging tables

Team Member 1

- Manages the Chain of Custody Forms
 - Forms are given to Lead or Supervisor to confirm with spreadsheet
- Logs boxes into Drop Box Return Log
- Inputs date, source, scale count

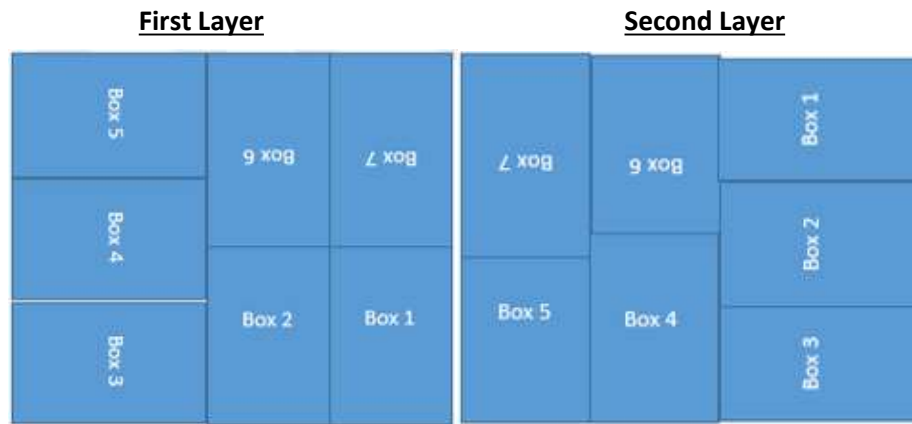
2022 General Election - November 08, 2022				
Drop Box Returns				
Poll ID	Name	Box Qty	Ballot Quantity	
5462	Registrar of Voters	1	209	

Team Members 2 and 3

- Unload boxes from cars/vans
- Gives box info - PPID and scale count - to Team Member 1

Palletizing

2 Team Members will palletize boxes.



1. Stack box with the label side facing out on the pallet so that the label can be read.
2. Stack boxes 8 layers high in the following pattern.
3. Continue to stack the boxes on the pallet, alternating between the first- and second-layer diagram.
4. When the pallet is full, use pallet wrap on the pallets and have Lead move aside and replace with new empty pallet.
5. At the end of Election Night all Dropbox pallets must be wrapped and brought into the warehouse to be logged into the ROV Intranet "Supply Receiving" module.

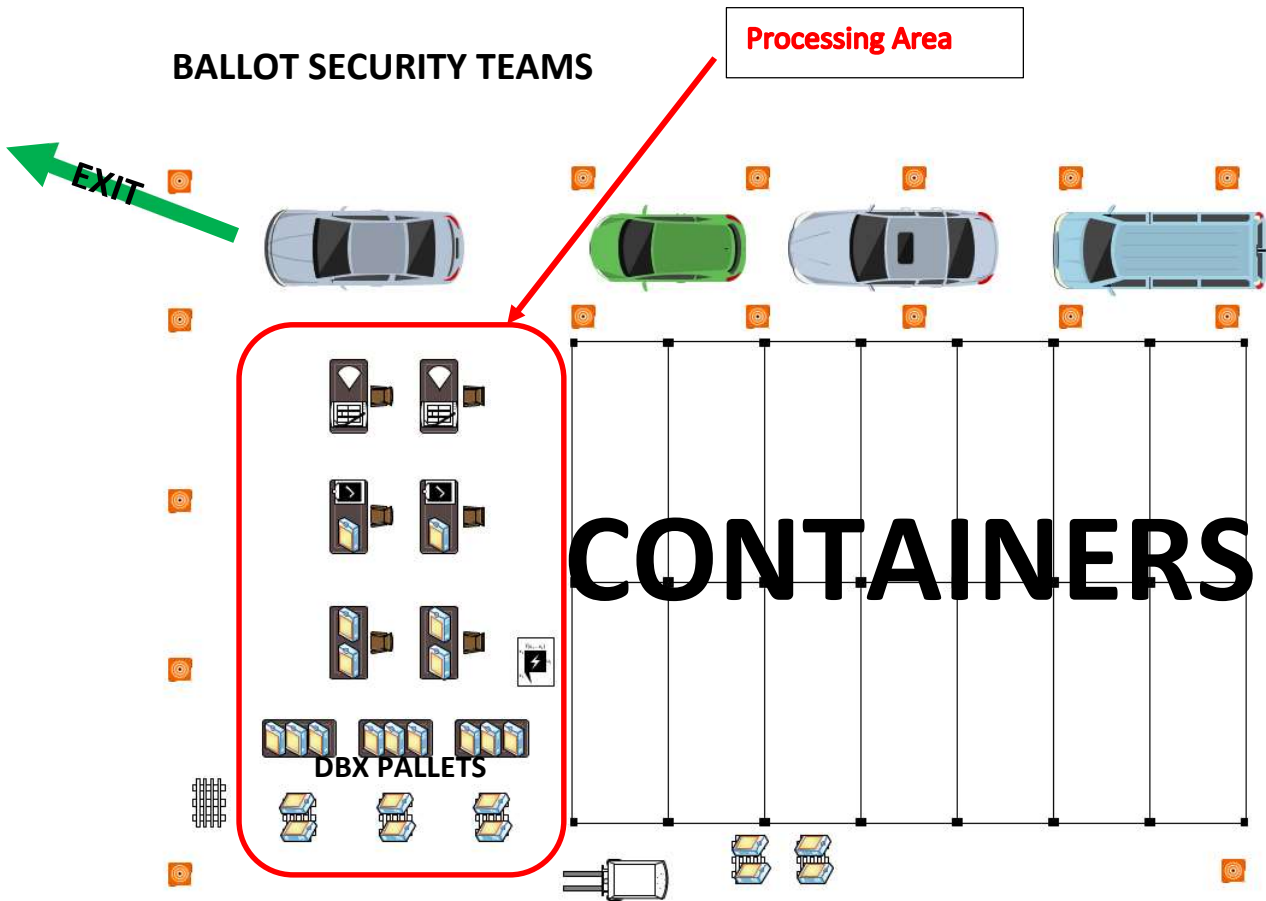


Authorization

Document Owner: Ballot Department	Initiation Date: 07/05/2023
Version Number: 1.1, Revised Document	Date: 09/27/2023
Version Written By: Caleb Talmas	

Appendix

Layout and Workflow



Layout and Workflow - Processing Area

