



REGISTRAR OF VOTERS

Reviewing and Overturning Voter Deceased (VDD) Challenges

PROCEDURE DOCUMENT – Version 2.0

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8/14/2021

Overturning VDD challenges

Scope

The voter deceased challenge category is composed of voters who have possibly passed away. The goal of this procedure is to ensure that the challenge code VDD was assigned appropriately or that otherwise the correct challenge is applied. In this procedure you will learn to process ballots that have previously been challenged as VDD.

Software: Version 1.0 of this procedure was written in Version 2021.07.15.12881 of DIMS NET, Copyright 2021.

Coding Challenges Chart

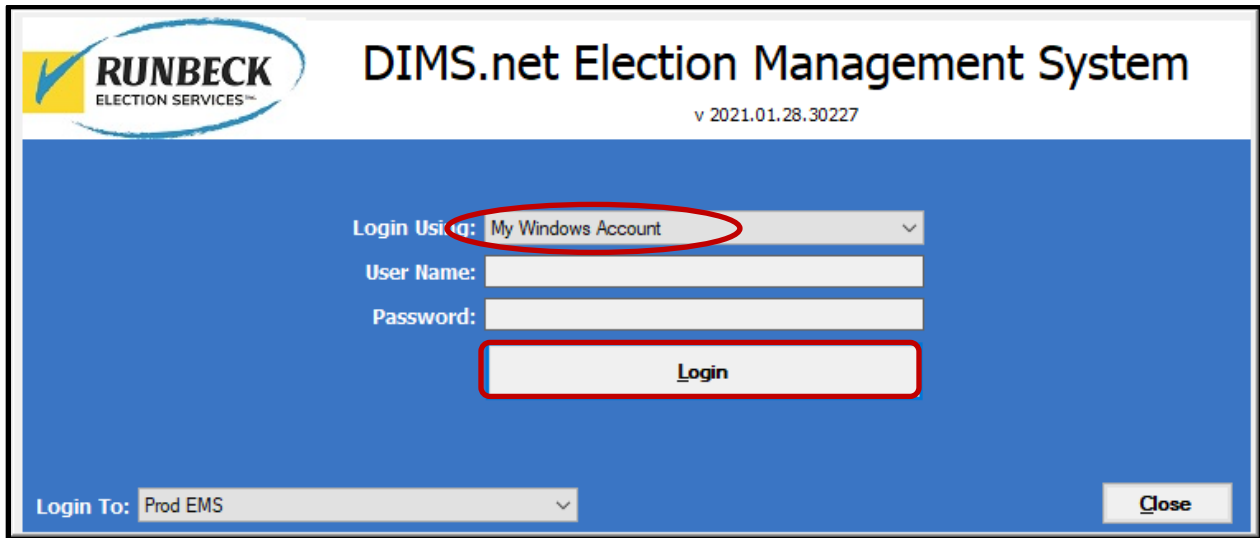
□	□	Overtuned from _____ to _____ Initial: Date:
□	□	Overtuned from _____ to _____ Initial: Date:
□	□	Overtuned from _____ to _____ Initial: Date:
□	□	Overtuned from _____ to _____ Initial: Date:
□	□	Overtuned from _____ to _____ Initial: Date:

Check	Color Code
First Check	Red ■
Second Check	Green ■
Third Check	Blue ■
Fourth Check	Orange ■
Fifth Check	Purple ■

Supplies for Overturn Challenges

- Challenge Resolution Labels
- File Organizer label tags – Depending on which challenge code you are working.
- 1x mail tray with VDD challenges
- 1x empty mail trays with Tray tag: “Overtuned from VDD to VALID”
- 1x empty mail trays with Tray tag: VDD challenges with the word “Exhausted” checked off on bottom right corner of tray tag
- Access to DIMS.net

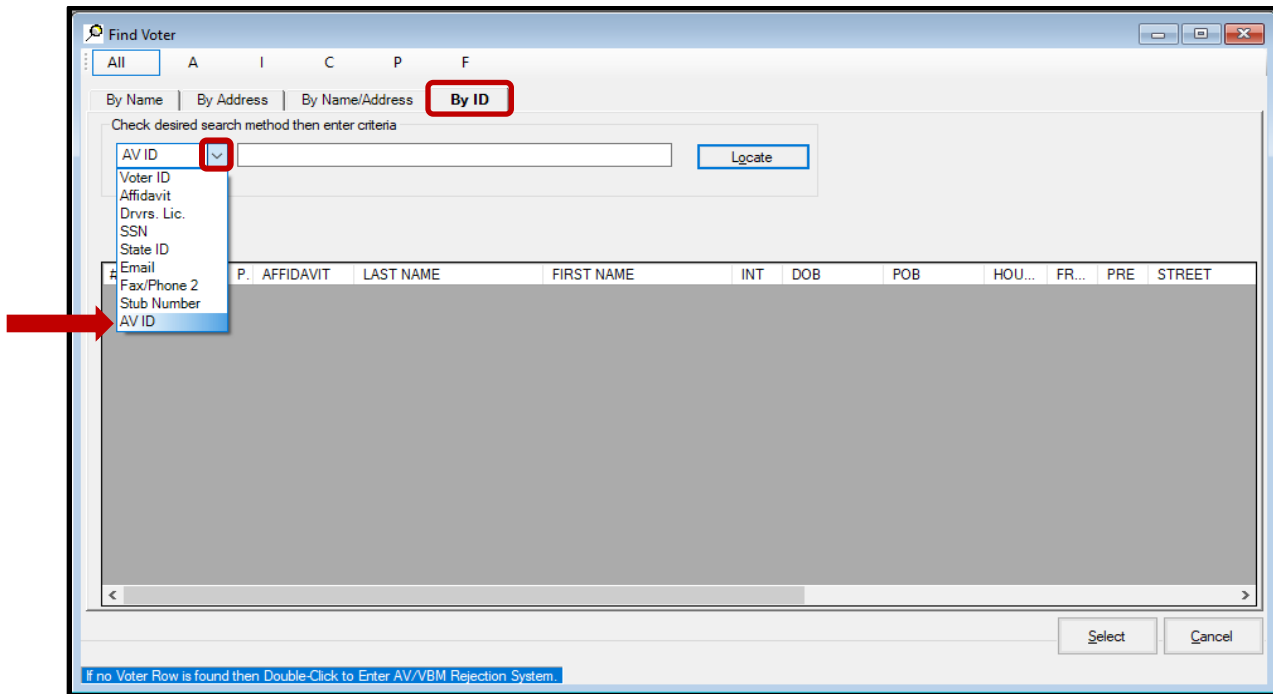
1. Log onto **DIMS.net** using the My Window Account.



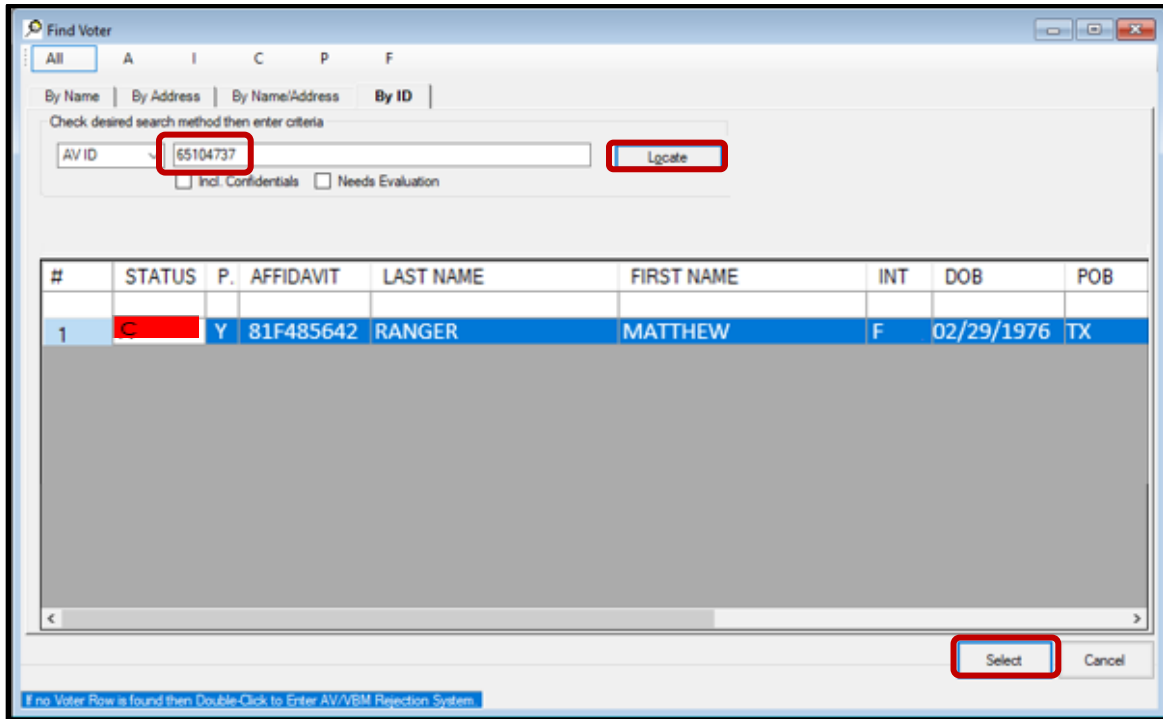
2. Click the **Enter Absent Voter Ballots** icon (yellow envelope).



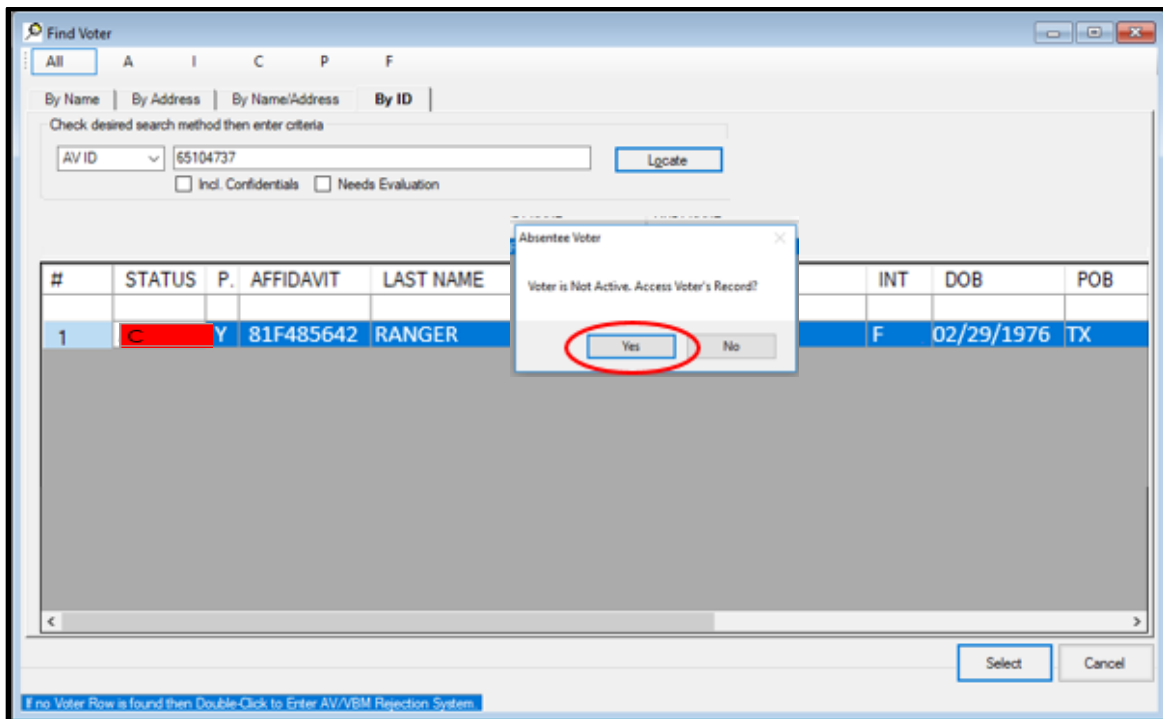
3. On the Find Voter Window click the **BY ID** tab.
4. Click on the **Voter ID** drop down arrow and select **AVID**.



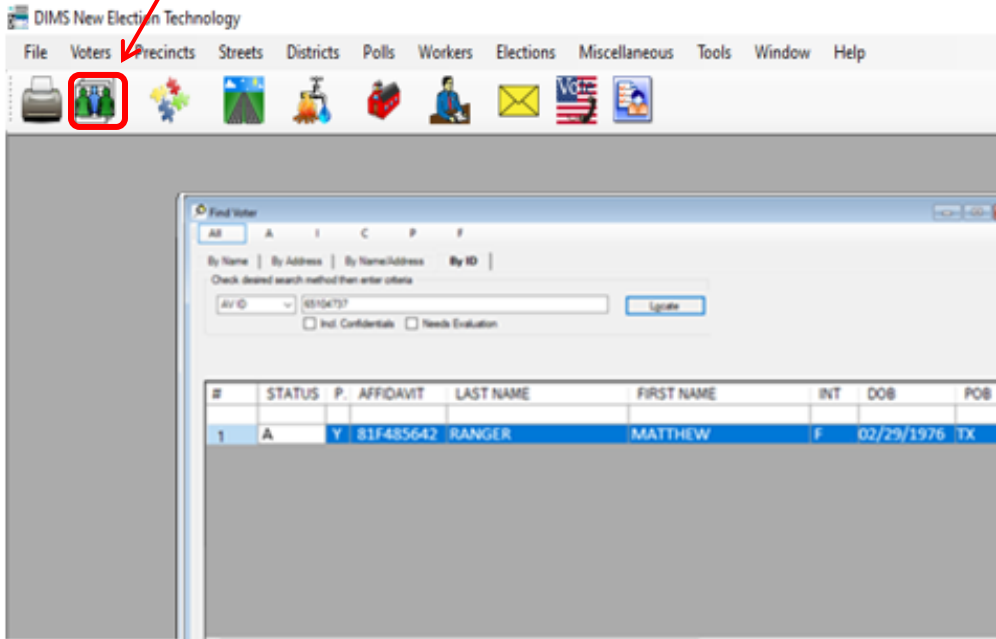
5. Enter the **AVID** in the open field.
6. Click **Locate**.



7. Double click on voter name.
8. WINDOW POP UP: Click on YES Access Voter's Record

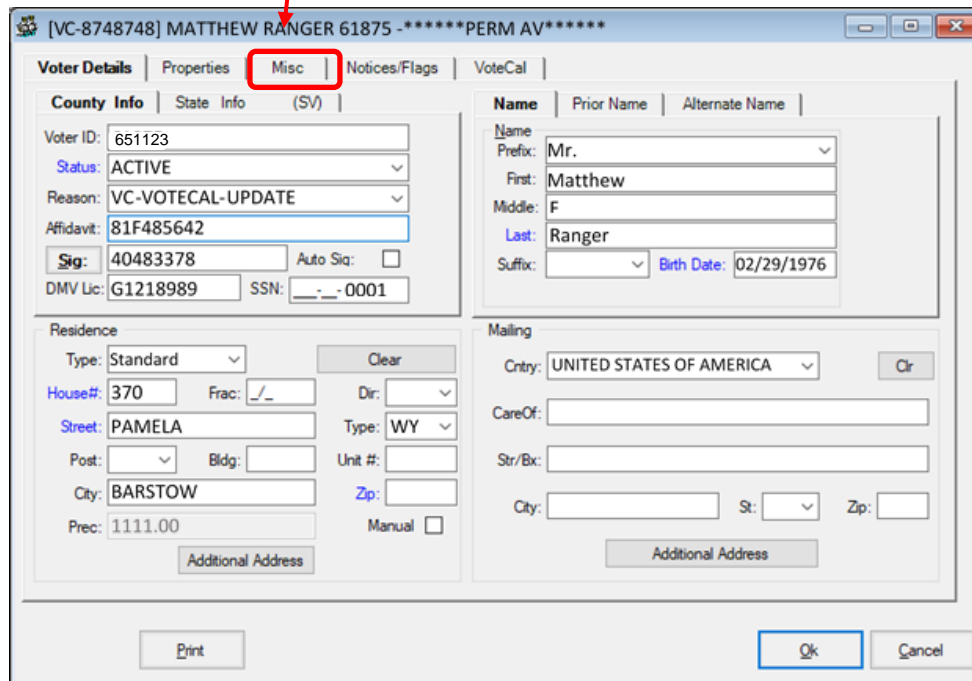


9. Open **Find Voters Record** Icon (the icon with the three green people on the top left next to the printer icon)



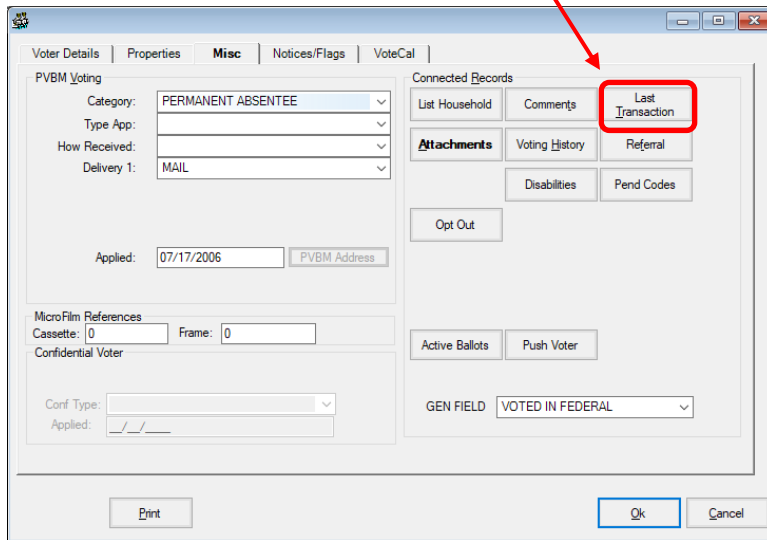
10. Another window with the Voter's information will appear.

11. Click on the **Misc** tab.



12. Click on **LAST TRANSACTION**

San Bernardino County Registrar of Voters
 Voter Already Voted (Version 1.0)



13. If the county was notified of the voter’s death it will be logged here. Review the transaction log. Pay close attention to the dates.

#	TRANS...	FIELD	BEFORE	AFTER	TRANS DATE	LOGIN	TRANS ACTION
1	98458871	PRECINCT	1394.03	1394.02	3/12/2021 12:40:29 PM	SBCOUNTY\C83...	UPD
2	36776552	DATE OF DEATH		May 12 2015 12:00AM	7/23/2016 1:19:33 PM	SBCOUNTY\d81...	UPD
3	28634869	VOTECAL STATUS CHANGE...	2015-05-12 16:05:46.630		11/12/2015 3:21:02 AM	dx	UPD
4	28634868	SOS VOTER ID		8896116	11/12/2015 3:21:02 AM	dx	UPD
5	28634867	SOS ID ID = 56576		8740311	11/12/2015 3:21:02 AM	dx	UPD
6	27506006	STATE ID		N2244771	5/12/2015 11:32:17 PM	NT AUTHORITY...	UPD
7	27505433	REASON	X-SOS DECEASED LIST	DECEASED - CONFIRMED	5/12/2015 4:05:46 PM	SBCOUNTY\W1...	UPD

- 14. If the voter signed his/her VBM envelope **PRIOR** to the DATE OF DEATH, the ballot can be accepted and overturned to Valid.
- 15. If the voter signed his/her VBM envelope **AFTER** the DATE OF DEATH, the ballot can NOT be accepted and will be challenged Voter Deceased (VDD).

Authorization

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