SAN BERNARDINO COUNTY REGISTRAR OF VOTERS

BlueCrest Vantage Mail Sorter: Completing Batch Audits After a Sort Pass (2nd Pass)

PROCEDURE DOCUMENT – Version 4.0

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Contents

BlueCrest: Completing Batch Audits After a Sort Pass

Scope

Ballots challenged during signature verification process are pulled out during the Sort (2nd) Pass and audited before moving them to the challenged racks to the designated challenged area. This procedure will validate that all challenges are accounted for before valid ballots reach extraction.

Supplies and Programs Needed

- Batch Audit Report
- Yellow Highlighter
- Pen
- Ready for Batch Audit Bakers Rack
- Valid Ballots Bakers Rack
- DIMS.net (DIMS) access
- Mail Ballot Processing Database (MBPD) access

Audit Guidelines

Data Workflow Lead will call-out and place the Batch Audit Report in the hanging file on the wall when the report is ready for Batch Audit. In order to verify that all challenged ballots are accounted for following the Sort 2nd Pass of a set of batches separated by an assigned Batch Audit Letter (Batch Audit A vs. Batch Audit B, etc.).

The Rack of Valid Ballots will be next to a rack of newly Challenged Ballots ready to be reviewed.

<p style="text-align:center">NOTE: Do not move valid ballots until batch audit is complete.</p>

Review Challenged Ballots against the AV ID Numbers found on the Batch Audit Report.

Teams of two (2) conduct audit to account for every ballot.

Identifying Batches Ready for Audit

During Incoming (1st) Pass, VBM envelopes are scanned and separated by various batch numbers. Following Signature Verification, batch numbers are grouped and separated by Letters. Once the Sort (2nd) Pass is complete, these ballot batches are ready for a Batch Audit Report.

Ballots Following "A" Sort Pass

Ballots of Batch Audit A, B, C, etc. are separated by challenge type on the rack labeled "*Ready for Batch Audit* (A or B or C…etc.)"

Beginning a Batch Audit

From the "Ready for Batch Audit" **hanging tray**, grab the Batch Audit Report that corresponds with "*Ready for Batch Audit*" **racks**. There should be two bakers' racks with the same corresponding **Ready for Batch Audit** sign example :(A & A) one rack will go to challenged area the other will go to the extraction area.

Report for Batch A

Batch Audit - 2019 Consolidated Election ID: 3944

Batches 10058 10059 10060 10061 10062 10063

PocketNumber: **2**

Line	Batch	av_id	voter_id	envelope	verified	challenge	Challenge Type
1	10058	45456954	50651	10	Y	NMS	NON-MATCHING SIGNATURE
2	10056	45492142	464266	7	Y	NMS	NON-MATCHING SIGNATURE
3	10059	41041278	516213	12	Y	NMS	NON-MATCHING SIGNATURE
4	10059	45645632	34023	34	Y	NMS	NON-MATCHING SIGNATURE
5	10059	63431142	47941	69	Y	NMS	NON-MATCHING SIGNATURE
6	10062	45846545	91348	42	Y	NMS	NON-MATCHING SIGNATURE
7	10062	45856361	86438	56	Y	NMS	NON-MATCHING SIGNATURE
8	10063	4504164	319314	24	Y	NMS	NON-MATCHING SIGNATURE

Extraction Rack A


Challenges Rack A

NOTE: Make sure the letter on your Batch Audit Report matches the letter indicated on the "Ready for Batch Audit" rack and the Extraction rack before beginning the process.

1. Move "*Ready for Batch Audit*" rack and "*Valid Ballots*" rack closer to the Batch Audit Review table.

NOTE: If you are unsure of where the audits area is located, ask your lead/supervisor.

2. Take the challenged tray from the "*Ready for Batch Audit*" rack that corresponds with the pocket number and challenged code on the Batch Audit Report.
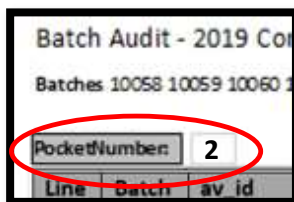
NOTE: Work one challenged tray at a time to avoid misplacing VBM envelopes.

3. Place the tray on the table.
4. In teams of two (2), begin to audit the selected challenge type.

Team member 1: Reads aloud the whole AV ID number on the ballot. **Example: 65 10 47 37**
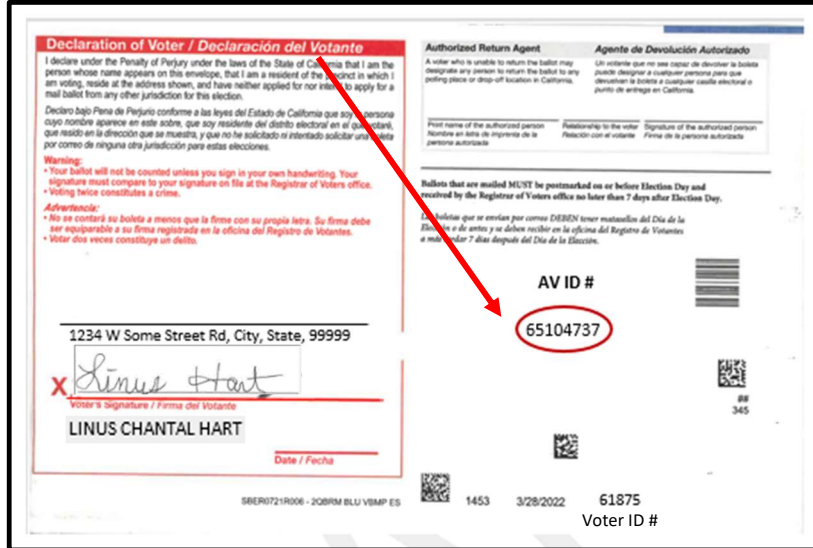
NOTE: Do not highlight any numbers until the whole number has been called-out

Team member 2: Confirms the AV ID number by highlighting the Batch Audit Report.

Note: AV ID numbers may not be in the order by which they were processed through the Sorter Machine.

Once finished with the tray, return the challenge tray to the "*Ready for Batch Audit*" rack and continue to the next pocket number found on the Batch Audit Report until the report is completed.

When Batch Audit Report and Challenged Ballots Do Not Match

Challenged ballot not found on the Batch Audit Report:

When you finish highlighting the AV ID numbers for a challenge code during the Batch Audit process, you may come across an extra ballot in the challenged tray that is not on the Batch Audit Report. When this occurs, it is best to:

1. Note the discrepancy on the challenge code page associated with that VBM envelope.

2. Set the VBM envelope to the side, away from other VBM envelopes, and continue the Batch Audit in case the VBM envelope was placed in the wrong challenged tray.

3. If that ballot does not appear anywhere on the Batch Audit Report, notify the Lead and have them research the problem. In order to identify the issue, the Lead must:
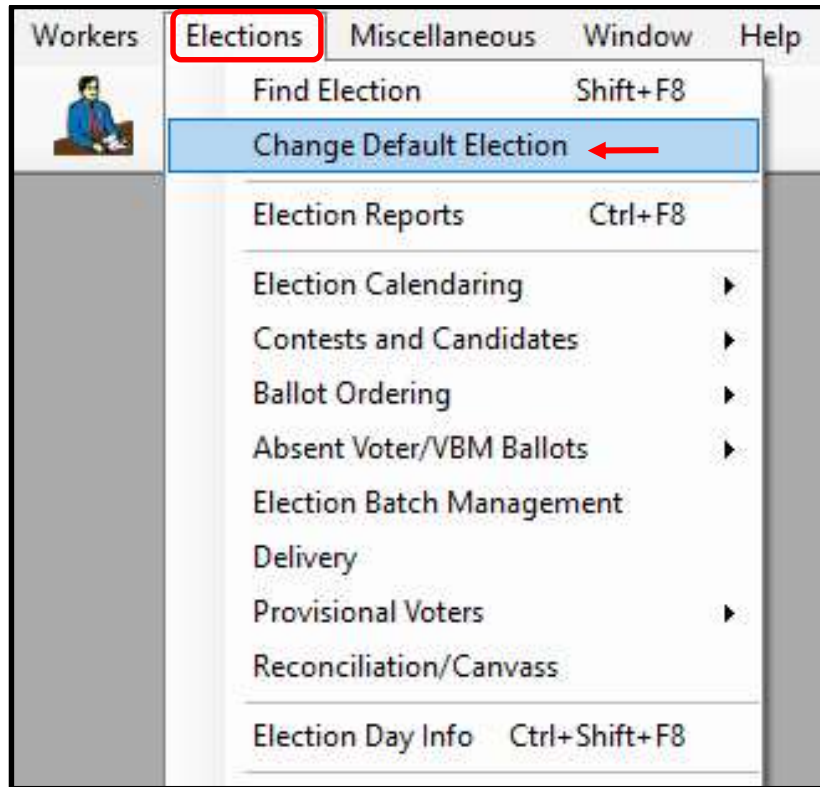
4. Open **DIMS.net** (DIMS) from the desktop.

5. Log into DIMS using the "*My Windows account"* option.

6. Click the **Login** button.
    NOTE: If the "Login Using" section shows a different option when you open DIMS, click the drop down arrow to select "*My Windows Account*" before proceeding.

7. Click on the "**Elections**" menu.

8. Click on "**Change Default Election**".

9. A *Select Default Election* window will appear. If the election displayed is correct, click **Yes.**
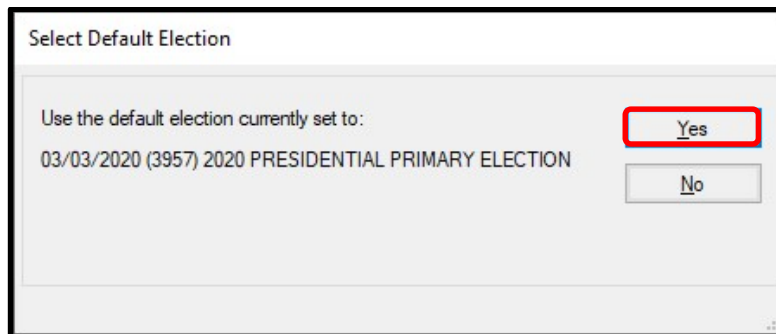

10. If the election displayed is incorrect, click **No.** The *Select Default Election* window will change to display a drop-down list and a **Select** button.

11. Click the arrow of the drop-down list to expand it.

12. Click on the correct election and then click the **Select** button.

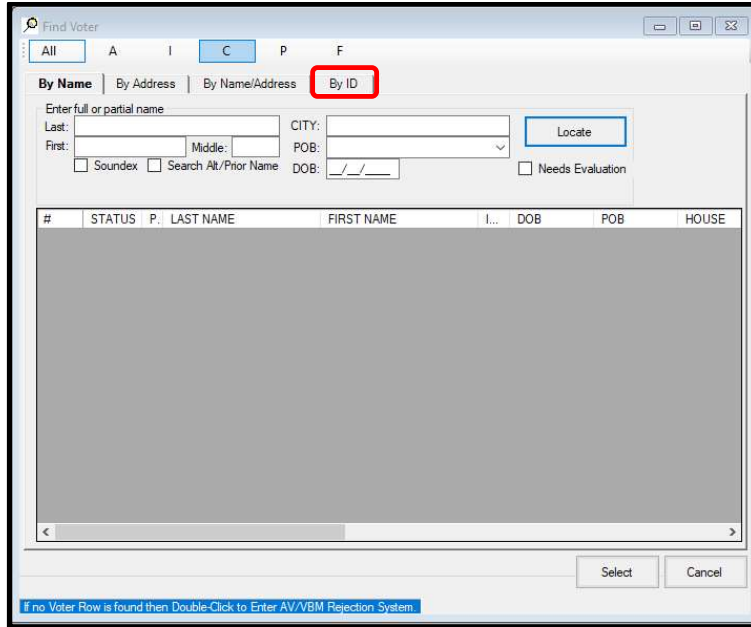13. A *Selection Confirmed* window will appear. Click **OK**.
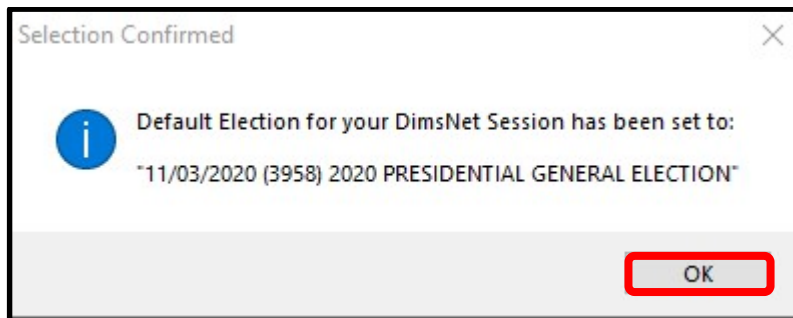
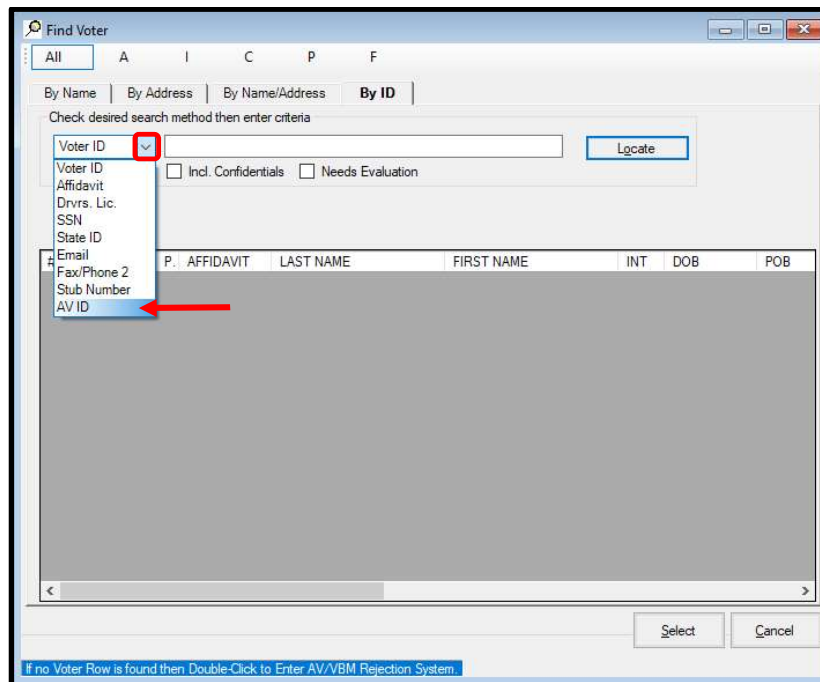14. Click the "*Enter Absent Voter Ballot*" icon (**Yellow Envelope).**
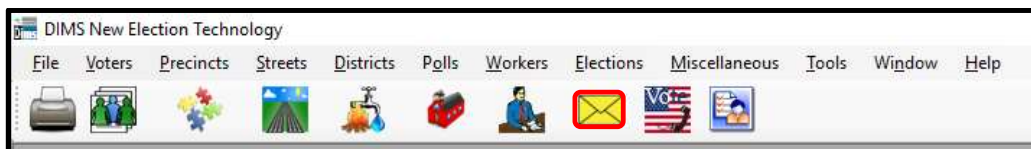
15. Click **"By ID".**

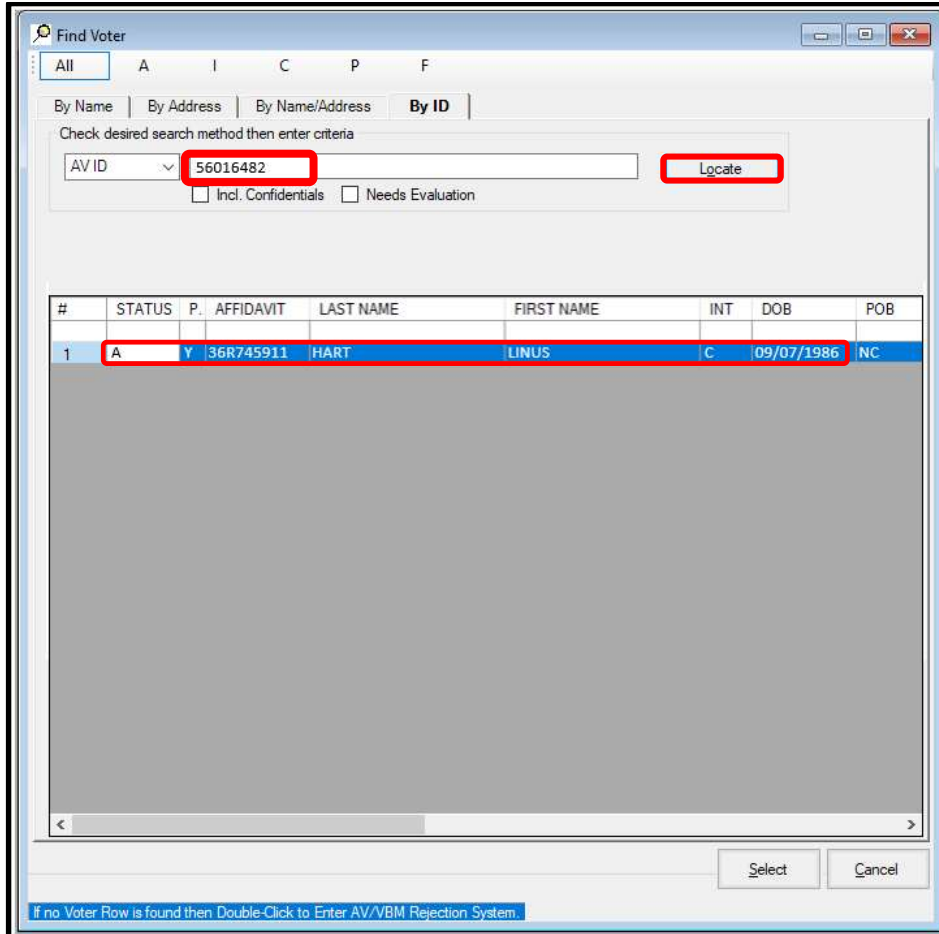16. Click the drop-down arrow near "**Voter ID**". Click "**AV ID**".

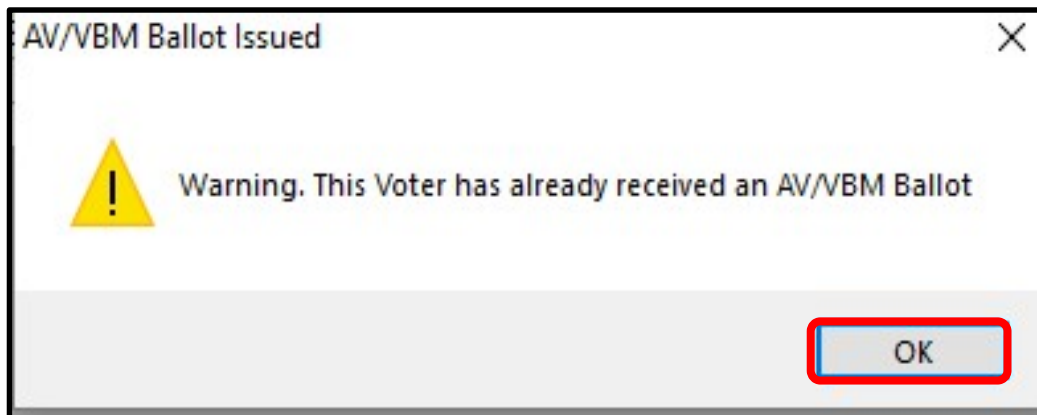17. Enter the AV ID Number in the textbox next to **AV ID.**
18. Click **Locate** or press **Enter.**
19. After confirming that the voter that appears is the correct one, **Double Click** on the highlighted voter name or press "**Select**" or press **Enter.**
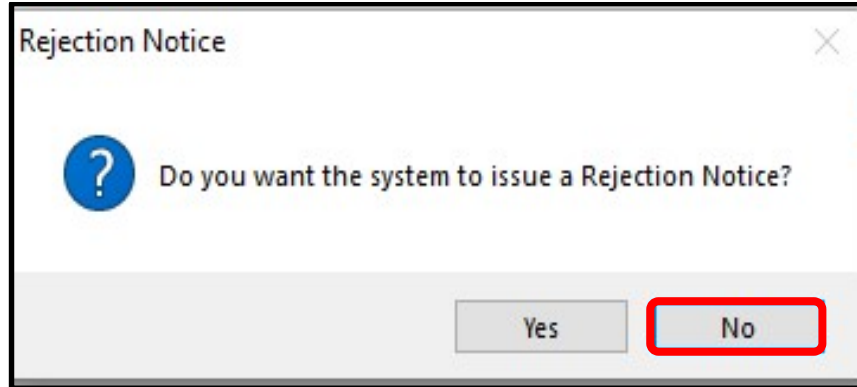
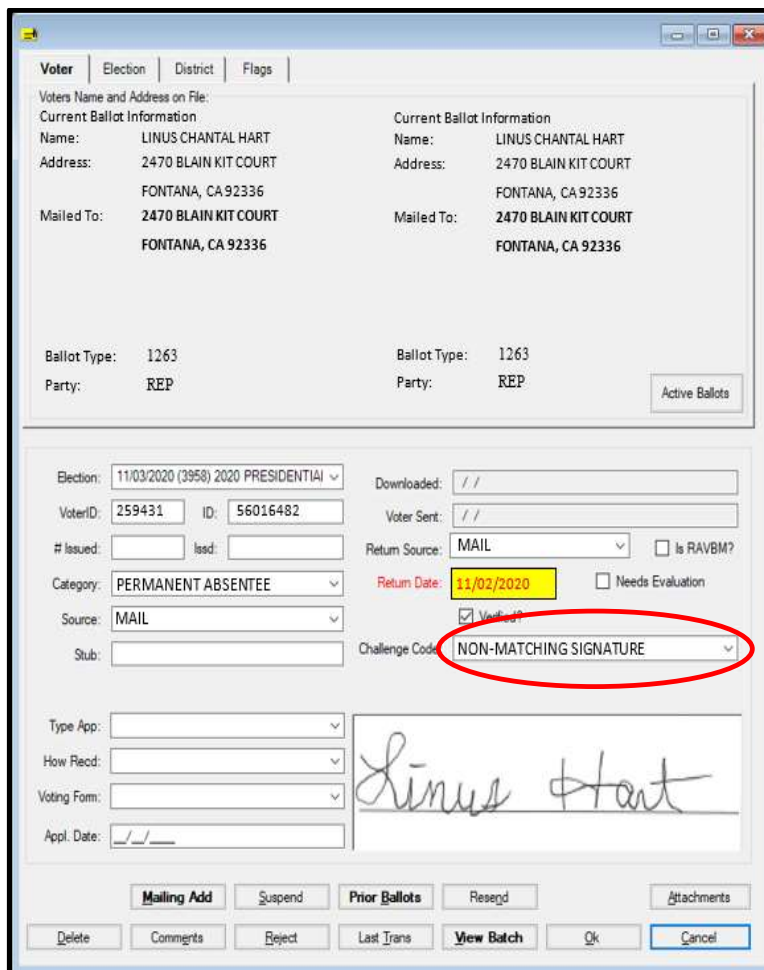20. "AV/VBM Ballot Issued" screen will pop-up, click **"OK".**

23. "Rejection Notice" screen will pop-up, click **"No".**

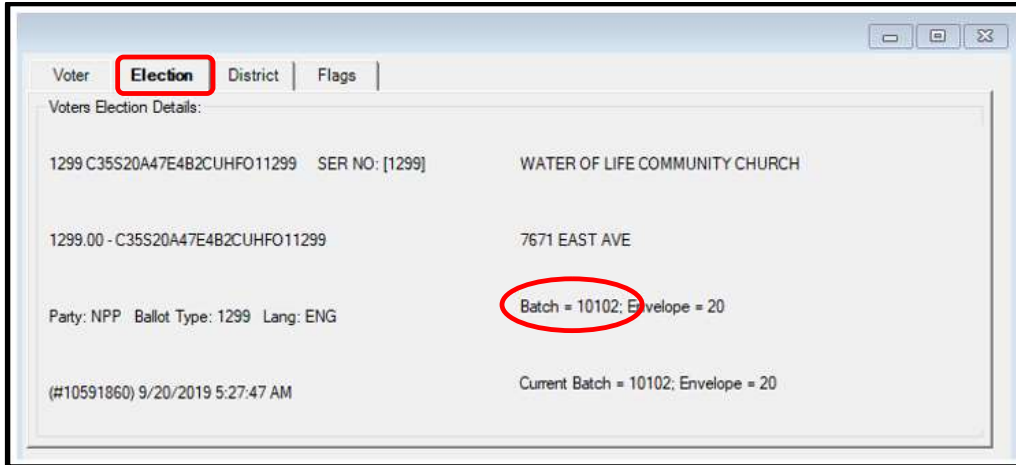> **NOTE:** *ALWAYS* select **NO** on this screen.

24. From the AV Module, check if there is a challenge code associated with this VBM envelope.

VBM envelope is challenged

Check to see if the batch number associated with the challenged VBM envelope belongs to your batch report.
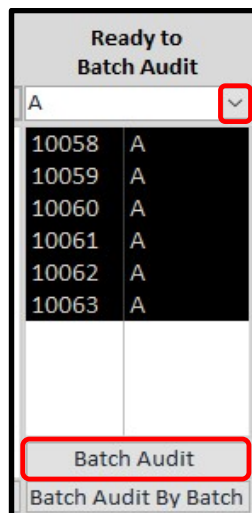
1. Click the **Election tab** to locate the batch number associated with the VBM envelope.

Batch number is associated with your Batch Audit Report

If the batch number is listed on the Batch Audit report, this indicates that there was a mistake with the printout, causing the VBM envelope to not show on the report. Have the Data Workflow lead complete the steps below.

1. Return to *Batch Workflow* tab from **MBPD Batch Management** window.
2. Under the *Ready to Batch Audit* label, click the drop-down box.
3. Select the letter associated with that batch number to highlight all batch numbers associated with that letter.
4. Click **Batch Audit**.

5. Press Ctrl+P to print out a new Batch Audit Report.

Batch number is not associated with your Batch Audit Report

This indicates the VBM envelope in question should not have been in that challenge tray associated with that Batch Audit Rack and explains why it was not on your Batch Audit Report. Use **MBPD** to check the batch number and see which batch audit the VBM envelope is supposed to be associated with.

1. Access the *Batch Workflow* tab from **MBPD Batch Management** window**.**
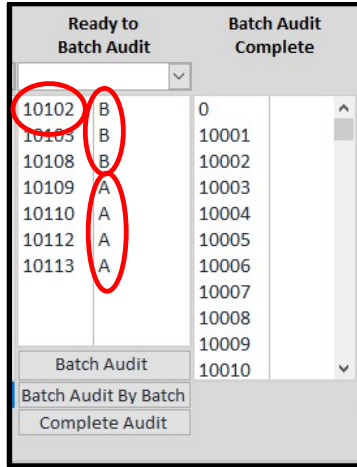
2. Look in the *Batch Audit Complete* and *Ready to Batch Audit* sections to find the batch number.

Batch Number found in Batch Audit Complete Section

The VBM envelope is associated with a batch that has already gone through the batch audit process; however, the VBM envelope remained in the Ready for Batch Audit mail tray due to a mistake.

Move VBM envelope to the appropriate challenged tray on the challenge rack.

Batch Number found in Ready for Batch Audit Section

This suggests the batch number was not grouped properly before printing the Batch Audit Report. Have the Data Workflow Lead complete the steps below.

1. Confirm the letter associated with that batch number is same as on your Batch Audit Report
2. Check the *Batches* area on the Batch Audit Report to make sure the batch number in question is missing.
3. Group the missing batch with the rest of the numbers associated with that letter.
4. Click **"Batch Audit"**.
5. Press **Ctrl+P** to print out a new Batch Audit Report.

If the Batch Audit Report has more AV ID numbers than challenged VBM envelopes

When you run through the AV ID numbers of a Batch Audit challenge type and realize some numbers are not highlighted, it is best to continue the Batch Audit in case the envelope was misplaced in a different challenge tray. Once you finish all the VBM envelopes on hand for the Batch Audit and still have AV ID numbers unidentified, approach the Challenge Ballot Audits Team Lead with the discrepancy.

The Challenged Ballot Audits Team Lead will check if a supervisor has possession of the physical VBM envelope(s) associated with the extra AV ID number(s) on the Batch Audit Report, as the VBM envelope(s) may be under review.

Ballot Processing Lead Assistants does not have possession of the VBM envelopes

If the VBM envelope(s) in question is not under review, the Challenge Ballot Audits Team Lead will have to find the location of the misplaced ballot(s) using their AV ID number by login into DIMS.net and researching the status on the VBM envelope in question.

Ballot status is Valid

When the ballot status is seen as Valid, who changed the status and when becomes important.

1. Click "***Last Trans***".
2. View who was the last team member to change the challenge code and when it was changed.

3. Visit the last team member to handle the ballot and inquire about why the overturn happened.

Ballot was overturned from Challenged to Valid without proper cause

After hearing the team member explain what happened, you will be able to identify how they made a mistake.

1. Have them correct their mistakes.

2. Advise them to review their procedure as necessary to prevent reoccurrences.
3. Have the team who conducted the audit search for the ballot amongst the "Valid Ballots" before they reach extraction.

Ballot Status is Challenged

When the AV ID number shows the ballot is challenged in DIMS, but the physical ballot is not part of the Batch Audit Rack, the ballot has been misplaced.

1. Check if the ballot was placed on the wrong "*Ready for Batch Audit*" rack.
2. Check if the ballot was placed with the Valid Ballots.
3. Once the ballot is found, highlight the AV ID number on the Batch Audit Report and place the ballot in the appropriate challenge tray.

Completion of Batch Audit

The Batch Audit is complete once all AV ID numbers listed on each page of the Report are matched and highlighted against all the pocket numbers and Challenged Ballots.
- Both team members must initial and date the Batch Audit Report

Note: Initials should be readable by everyone.

- Write the letter from the Batch Audit Report on the pocket tray tags.

1. Place Batch Audit Report in the "**Batch Audits Completed**" hanging tray. Out loud say "Batch Audit completed."

2. Place "*Ready for Batch Audit*" trays on the baker's rack. We need to remove both **Ready For Batch Audit** signs and replace the valid rack's sign with a **Ready for Extraction** sign.

- Take the "Unsorted *Challenges: Ready to be Filed*" rack to the challenge audits area.

- Move the audited ballots from the trays to the appropriate trays in the "Unsorted *Challenges: Ready to be Filed*" rack.

- Remove all tray tags from each tray, staple them together and placed them in the gray bin on the black cart.

- Double check that no envelopes or tray tags have been left behind before taking the rack to the sorter area.

3. Take the second rack with **Ready for Extraction** to the extraction area located in front of the dock doors.

- Start by removing the trays from the rack and matching them to each rack on the extraction area, placing the tray in the next available area.

Example: Tray with pocket #25 will be placed on the rack with the #25 on the rack as seen below.

- Continue this process of matching tray number to rack number until all the trays have been removed from the **Ready for Extraction** rack.
- Take the rack back to the extraction area.
- Remove the **Ready for Extraction** sign and place it back on the steel beam with the rest of the signs.

Authorization

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