



REGISTRAR OF VOTERS

Hand-Counting Ballots

PROCEDURE DOCUMENT - Version 1.0

Valencia, Salvador
09/01/2023

Hand-Counting Ballots

Table of Contents

Purpose	2
Scope.....	2
Supplies	2
Process	2
Authorization	3

Purpose

The purpose of this procedure is to ensure that the count in the box is true and correct to what the IT department ran through their ballot tabulators. Before boxes are retrieved by the Ballot Storage Department, the IT Department tabulates them. In the case of a discrepancy from the scale count, a hand count is required to confirm discrepancy.

Scope

This procedure can be used in any department assigned to double check the number of ballots in a box with a scale count error. It has been designed to catch any mistakes done by operator error or scale calibration malfunction.

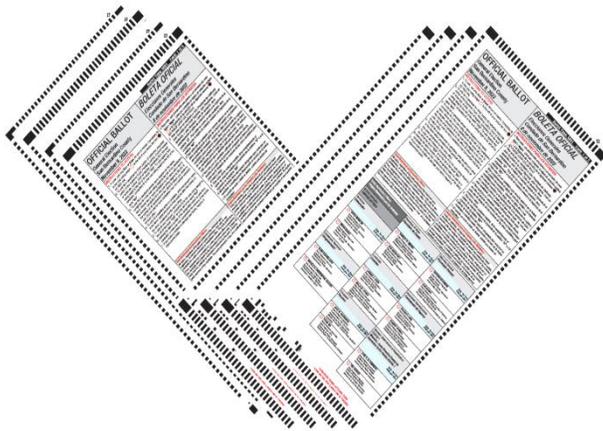
Supplies

- Gloves
- Box cutter
- Pens
- Seals

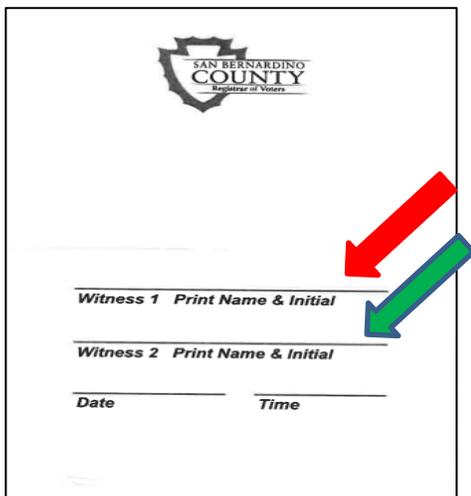
Process

1. No less than two team members will take a box that did not verify to an open, available table.
2. Using a box cutter, cut open the seal on the box.
3. Remove the ballot cards from the box and place into two or more stacks depending on the number of personnel and quantity on the box.
4. Put on rubber gloves; it increases your grip and make it easier to separate paper that sticks together.
5. One by one, count out 10 ballot cards at a time and place them to the side in a crisscross pattern.
6. Repeat, but place the ballot cards in a 90° angle from the original (as seen below) or you can use a cross pattern.

Note: same team can't recount the same box twice



7. Continue this layering back and forth until you have 10 stacks of 10 cards, totaling 100 ballot cards.
8. Move the whole stack to the side.
9. Continue making stacks of 10 till finished.
10. If you have an incomplete stack, put it to the side until the end of counting.
11. Count the stacks of 10, and then add the incomplete stack to come up with the total count of ballot cards.
12. Compare your hand count to the count from the box.
13. If the numbers match, cross out the scale count and write the hand count amount.
14. Place all the ballots back in the box.
15. Fill out a new seal and write down the date, time, and initials from you and a second witness.



16. Enter data into the data entry system.
Note: You will use the hand count in place of the number on the scale.
17. Palletize the box.
18. If hand count does not match Batch Size, count the ballots again. Repeat the same process.
 - a. If the numbers still do not match, notify your supervisor.
 - b. Put the ballots back in the box.
 - c. With another team member take box back to **IT DEPARTMENT** for their verification.

Authorization

Document Owner: Ballot Storage	Initiation Date: 01/05/2023
Version Number: 1.0, Original Document	Date: 09/01/2023
Version Written By: Salvador Valencia	