



REGISTRAR OF VOTERS

Random Selection of Precincts for 1% Manual Tally Process

PROCEDURE DOCUMENT - Version 3.0

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11/8/2022

Random Selection of Precincts for 1% Manual Tally

Scope

During the official canvass of every election in which a voting system is used, the elections official shall conduct a 1% manual tally, which is a hand count of a random sample of 1% of the precincts and 1% of the vote by mail ballots cast in the election. The purpose of this process is to verify the accuracy of the automated machine count (EC §15360).

The manual tally will include 1% of the precincts in the election chosen at random. If the original random selection does not cover every contest on the ballot, additional precincts will have to be selected. Only the contest(s) not covered by the original selection need to be manually tallied. The additional precincts may be selected at the discretion of the elections official.

This procedure outlines the steps to randomly select precincts for the 1% manual tally process. This process takes place on E+2 for every election, and is conducted by the Mail Ballot/VIG Department.

Reports and Tools Needed

1. Database for 1% Random Selection
2. Random Selection Worksheets – to document the dice rolls and precincts
3. Four Colored/10 Sided Die (Purple, Green, Red, and Blue) - to select the precincts
4. Shallow Tray – for the dice roll.
5. Pens
6. Three individuals participate in the 1% Random Process:
 - a. Database Controller – manages the database
 - b. Dice Roller – rolls the dice
 - c. Scribe – writes the roll number and corresponding precinct

Pre-Selection Tasks:

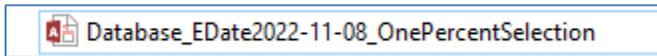
1. Test the database one week prior
 - a. Check → Precinct Voter Counts tab. The number of records must match the actual number of precincts in the election
 - b. Go through the steps outlined in the procedure
2. Prepare the worksheets

Accessing the Database to Perform the 1% Random Selection

1. Click on Windows Explorer in the taskbar of your desktop.
2. Follow the path below to access the **1% Selection Database**:



- a. Click on [redacted] [redacted] [redacted]
- b. Select **Random_Selection**, and then select the current election, example 2022-11-08



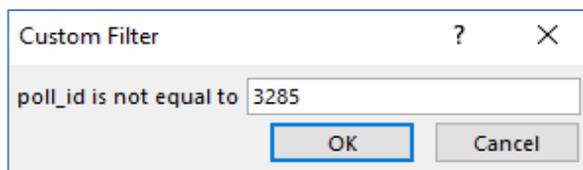
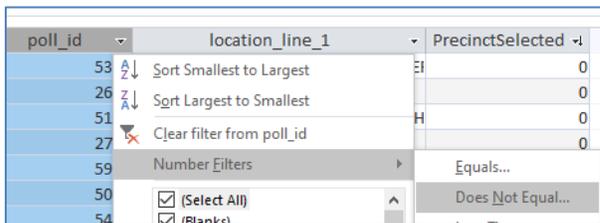
3. Proceed to Determining the Number of Precincts in the 1% Random Selection and Eligible Precincts

Determining the Number of Precincts in the 1% Random Selection

1. Firstly, we have to compute the number of precincts that we need to select.
2. Click on the **Precinct Voter Counts** tab on the top of page.
3. Locate the **Record** count box at the bottom left of the database. This indicates the number of precincts in the Election. For example:



4. Take the Record count 2765 and multiply by 1% (.01) = 27.65.
5. Round 27.65 to the next whole number. Therefore in this example, we need to select **28 precincts**
6. Now, we have to filter out Mail Ballot Precincts and precincts that have Zero voters
7. **Mail Ballot Precincts:**
 - a. Go to **poll_id** column
 - b. Click the **V arrow down**.
 - c. Click **Number Filters** → **Does Not Equal** → Enter **3285** → hit **OK**



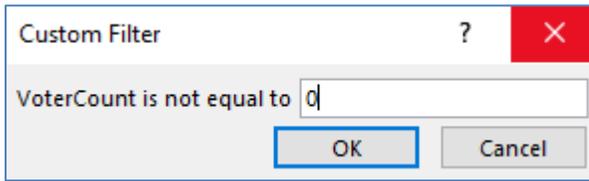
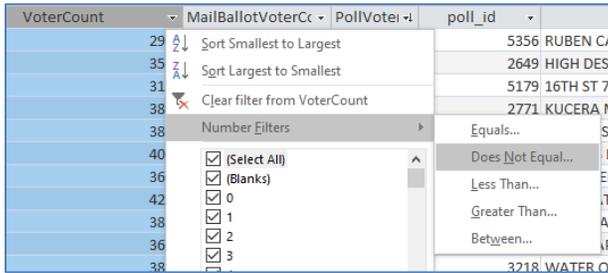
d. Now the Mail Ballot Precincts are filtered out

8. **Zero voters:**

a. Go to **VoterCount** column

b. Click the **V arrow down**.

c. Click **Number Filters** → **Does Not Equal** → enter **0** in the box → hit **OK**



d. The precincts with Zero voter have now been filtered out

9. After filters are applied, the Record number will be reduced to reflect only Eligible Precincts.

Determining Eligible Precincts	
Formula	Example Used in Number 2 above.
Number of Precincts in the Election	2,765
Less Mail Ballot Precincts	-875
Less Zero (0) Vote Precincts	-327
Equals Eligible Precincts	1,563

10. Proceed to Rules to Guide the 1% Random Selection.

Performing the 1% Random Selection Process

Dice colors are assigned the following values:

- a. Purple = thousands
 - In this example, we have 1,563 precincts to select from, therefore the thousand is either 0 or 1. We will then assign the roll number to:
 - Odd number = 1
 - Even number = 0
- b. Green = hundreds
- c. Red = tens
- d. Blue = ones

Performing the 1% Random Selection for Precincts

1. The Dice Roller rolls all four (4) dice and reads aloud the color and number of the dice in the order presented:

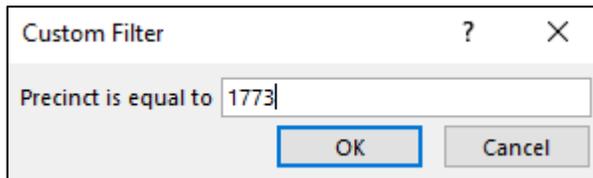
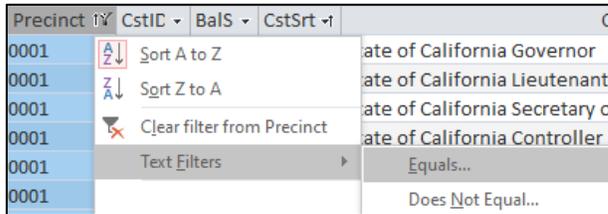
For example: Dice Roller reads, Purple 1, Green 4, Red 3, and Blue 0. → 1430

2. As the Dice Roller is reading the color and number of each die, the Scribe will record it to the Dice Roll section of the Random Precinct Selection Worksheet.

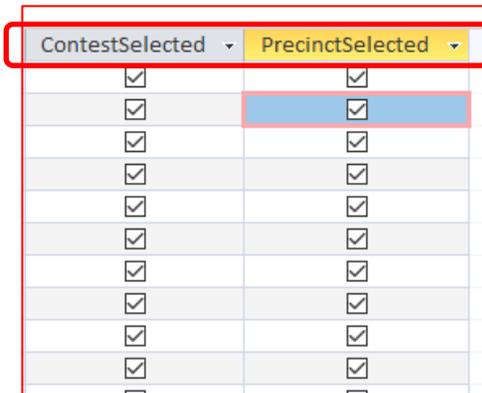
Note:

- The Database Controller and the Scribe will actively observe and listen to the reading of the dice color and number. If either individual hears a discrepancy they should ask for a re-read.
 - The Dice Roller **SHOULD NOT** pick-up the dice until the Corresponding Precinct Number is recorded on the Random Precinct Selection Worksheet by the Scribe and affirmed by all participants.
3. Does the number rolled fall within the range of the Eligible Precincts?
 - a. **If No**, return to number 1 in this section to perform another roll.
 - b. **If Yes**, proceed to number 4.
 4. To determine the Corresponding Precinct Number:
 - a. Enter the Dice Roll number into the **Record count box** in the Database → Hit Enter.
 - b. Locate the highlighted record > Find the corresponding **Precinct** number and read out loud the **Precinct number**
 - c. The corresponding precinct is **1773**

- d. Scribe will then record the Precinct number in the Corresponding Precinct Section of the Random Precinct Selection Worksheet.
- e. Proceed to number 5.
- 5. Go to **Precincts Check-Off** tab to filter the selected precinct
- 6. Click on **Precinct column** filter
- 7. Select **Text Filters** → **Equals** → **1773** → hit **OK**



- 8. Select all check boxes under the **Precinct Selected** and **Contest Selected** columns



- 9. Highlight the columns titled **Precinct**, **CstID** and **BalStyl** → right click → select **Copy**

Precinct	CstID	BalStyl
1773	4223	63
1773	4149	63
1773	4162	63
1773	4224	63

10. In **1% Precinct Contest Selection** table, scroll down until you arrive at the star (*) in the left margin
→ click on the line → right click → select Paste

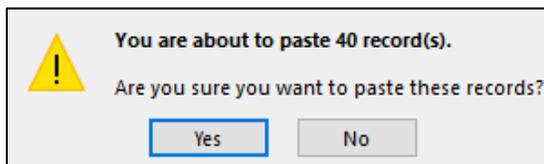
Precinct	ContestID	BallotStyle
*		

11. Confirm that the **Record Count** in the Precincts Check-Off section matches the number of pasted records in the dialogue box.

12. Do the counts match?

- **If No**, the Database Controller will provide additional instructions.
- **If Yes**, proceed to the next step

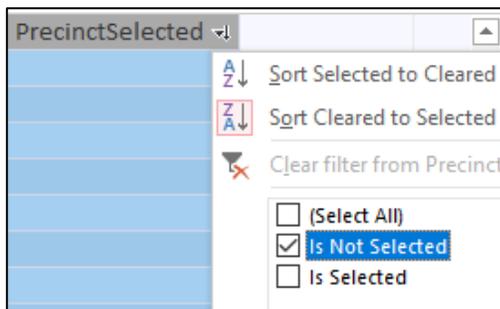
13. Click **Yes** → click **Update Precinct Selection Detail**



14. Confirm that the precinct was added to the **1% Precinct Selection Detail**

15. Go back to **Precinct Voter Counts** tab

16. Go to **PrecinctSelected** column → click "V" → check **Not Selected** button



17. Proceed to select next precinct using the same procedures

18. Now when all required precincts, verify that we have covered all contests in the election. If we have not, we will have to select additional precincts in order to cover the missed contests.
19. Do we need to select additional precincts?
 - **Yes** → proceed to Performing the 1% Random Selection for Additional Contests.
 - **No** → proceed to Printing the 1% Precinct Contest Selection Reports.

Performing the 1% Random Selection for Additional Contests

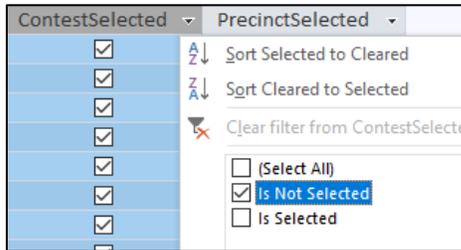
1. To select contests that are not included in the initial precincts selected, click on the **Contest List** tab
2. Go to **ContestSelected** → click **"V"** → click **Is Not Selected** → hit **OK**
3. The Database Controller will read aloud the **CstID (Contest Id)** of the first contest that was not selected in the initial selection.

CstID	CstSrtOrd	CstNme	Notes	ContestSelected
4146	14	United States United States Representative District 28		<input type="checkbox"/>

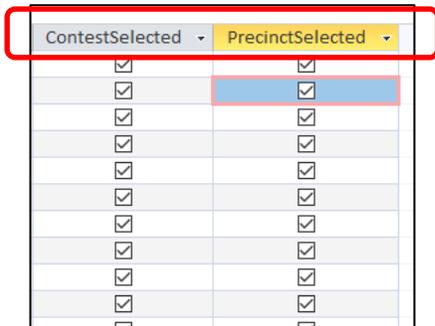
4. Click on the **Contest Statistics** tab
5. Click the **CstID** column to obtain the ballot styles that contain the contest
 - a. Click the **"V"** arrow down → click **Number Filters** → **Equals** → key in the **CstID number** in the box > hit **OK**
6. A list of ballot styles that contain that contest will be generated
7. The Dice Roller will roll the dice to randomly select a ballot style
8. Key in the number rolled by the dice into the **Record** → hit **Enter**
9. When a ballot style a selected, go to **Precinct Voter Counts** tab
10. Click the **Ballot Style** column to obtain the list of precincts that contain that ballot style
 - a. Click the **"V"** arrow down → click **Number Filters** → key in the **ballot style number** in the box → hit **OK**
11. A list of precincts that contain that ballot style will be generated
12. The Dice Roller will roll the dice to randomly select the precinct
13. Key in the number rolled by the dice into the **Record** → hit **Enter**
14. Once selected, Scribe will enter the precinct number in the worksheet

Note: For every dice roll and corresponding numbers selected, Scribe must enter in the Additional Contests Worksheet.

15. Now go to **Precincts Check-Off** tab.
16. Click the **Precinct** column
 - a. Click "**V**" arrow down → select **Text Filters** → **Equals** → enter the **precinct number** --> hit **OK**
17. Go to **Contest Selected** column → select **Is Not Selected** button



18. Select all check boxes under the **Precinct Selected** and **Contest Selected** columns



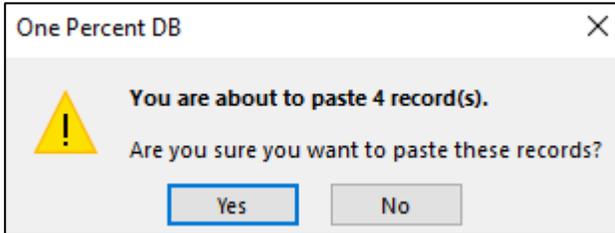
19. Highlight columns titled **Precinct**, **CstID**, and **BalStyl** → right click → select **Copy**

Precinct	CstID	BalStyl
1549	4145	417
1549	3979	417
1549	3981	417
1549	4132	417

20. In **1% Precinct Contest Selection** table, scroll down until you arrive at the star (*) in the left margin → click on the line → right click → select **Paste**

1 % Precinct Contest Selection			
	Precinct	ContestID	BallotStyle
*			

21. Confirm that the **Record Count** in the Precincts Check-Off section matches the number of pasted records in the dialogue box.
22. Do the counts match?
 - **If No**, the Database Controller will provide additional instructions.
 - **If Yes**, the participants will perform the following steps:
23. The Database Controller click **Yes** → click **Update Precinct Selection Detail**



24. Confirm that the precinct was added to the **1% Precinct Selection Detail**
25. Click on the Contest List and complete the process for selecting all remaining Additional Contests required.
26. Proceed to Printing the 1% Random Selection Report from the Database

Printing the 1% Precinct Contest Selection Reports

1. Click on the **Precincts Check-Off** tab.
2. Click on the **Precinct Contest Report** button on the lower right corner of the window.
3. The 1% Precinct Contest Selection reports will appear. See sample below.

Order	Precinct	Ballot Type	Ballot Style
1	2191	2191	4
Contest Name			
Governor			
Lieutenant Governor			
Secretary of State			
Controller			
Treasurer			
Attorney General			
Insurance Commissioner			
Member, State Board of Equalization District 1			
United States Senator			
United States Representative District 8			
State Senator District 16			
Member of the State Assembly District 33			
Judicial Offices			
For Associate Justice, Supreme Court			
For Associate Justice, Supreme Court			
For Associate Justice, Court of Appeal, Fourth Appellate District, Division 1			
For Associate Justice, Court of Appeal, Fourth Appellate District, Division 1			
For Associate Justice, Court of Appeal, Fourth Appellate District, Division 1			
For Associate Justice, Court of Appeal, Fourth Appellate District, Division 1			
For Associate Justice, Court of Appeal, Fourth Appellate District, Division 1			
For Associate Justice, Court of Appeal, Fourth Appellate District, Division 1			
For Associate Justice, Court of Appeal, Fourth Appellate District, Division 1			

4. Save the report in the **Ballot_Auditing** → **Random_Selection** → **Election** folder
5. Click on **Print** button in the toolbar at the top left corner of the page > Hit **Enter**.
6. Pull the 1% Precinct Contest Selection reports from the printer.
7. Click on the **X** in the upper right corner to close the report.
8. Deliver the 1% Precinct Contest Selection reports to the Audit Coordinator.

Authorization

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Version Written By: Kamelyta Noor/Joeseth Perez/Peter Vacarro	