

# County of Santa Clara

## Registrar of Voters

1555 Berger Drive, Bldg. 2  
San Jose, CA 95112  
Mailing Address: P.O. Box 611360, San Jose, CA 95161-1360  
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www.sccvote.org



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November 8, 2016, Election Courier Team Procedure

DRAFT 8/16/16

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### Courier Team (CT) Election Night Procedures

- You will be contacted by ROV prior to Election day to confirm that you are ready.
- On Election Day by 7:00 pm, contact assigned polling places to identify yourself and notify of election night activity. Determine which location to go first based on conversation with the Inspector. Your first stop should be the one most likely to finish the closing process earliest.
- Arrive at polling place #1 between 8:00 pm to 8:30 pm.
- You can or may help organize and load material to be brought back to ROV. (Not required)
- **Check in with polling place #2 to see if they will finish earlier and, if so, go get their materials then come back.**
- Use "Courier Team Check-off Receipt" to verify all materials are packed into vehicle prior to leaving polling place.
- Make notation of where all election materials and DRE are stored on the check-off receipt.
- Collect polling place key, **if any**, and/or makes additional notation on the check-off receipt of how to gain access back into the polling place in case of search and rescue operation. Do not collect key if the election officers are required to lock the polling place using the key.
- Provide Precinct Inspector a copy of the "Courier Team Check-off Receipt".
- Prior to leaving the polling place, CALL the ROV at 1-408-299-8683. When the greeting starts, dial 8800 and follow the system's instruction. (see Call in instruction in page 2).
- **Call polling place #2 to notify them you are on your way.**
- You can or may help organize and load material to be brought back to ROV. (Not required)
- Use "Courier Team Check-off Receipt" to verify all materials are packed into vehicle prior to leaving polling place.
- Make notation of where all election materials and DRE are stored on the check-off receipt.
- Collect polling place key, **if any**, and/or makes additional notation on the check-off receipt of how to gain access back into the polling place in case of search and rescue operation. Do not collect key if the election officers are required to lock the polling place using the key.
- Provide Precinct Inspector a copy of the "Courier Team Check-off Receipt".
- Prior to leaving the polling place, CALL the ROV at 1-408-299-8683. When the greeting starts, dial 8800 and follow the system's instruction. (see Call in instruction in page 2).
- Deliver both sets of precinct supplies, without delay, to ROV Berger facility.



### **At the ROV Berger Drive Location:**

- Coming from 880 northbound, exit Gish Rd., turn left at E Gish Rd., and turn left at Berger Dr.
- Coming from 880 southbound, exit San Francisco 101 North, left at Old Bayshore Hwy, left at E Gish Rd. then make slight right turn, and turn left at Berger Dr.
- Coming from 101 northbound, exit Oakland Rd./13<sup>th</sup> Street, turn right on Oakland Rd., left at Berger Dr., and proceed to the north end of the parking lot for entry.
- Coming from 101 southbound, exit Oakland Rd./13<sup>th</sup> Street, turn left on Oakland Rd., left at Berger Dr., and proceed to the north end of the parking lot for entry.
- Follow ROV ground staff's directions.
- In the parking lot of Building #2, at the unloading point, team will unload all materials and verify all materials being brought back. Courier Team will be given a receipt indicating which supplies were returned.
- A Courier Team may be asked to return to their polling place for materials forgotten or left behind. (ROV Command Center will make appropriate decision of priority level to retrieve materials)

### **Support and/or Issue Resolution Process**

ROV will require the volunteer's cell number or a ROV cell phone will be assigned to a courier team. A list of courier team's cell phone numbers will be provided to Pct Ops command center and other support group prior to Election Day.

Courier teams will contact **1-408-282-3063** to ask questions regarding logistical processes and/or any missing instructions or information sheets.

**NOTE:** If items are found to be missing when a Courier Team arrives at the ROV, the team may be asked to return to the precinct for a "Search & Rescue Operation". The search and rescue priority for material will be determined by the ROV Command Center. This contingent effort will involve Precinct operations staff, polling place contact and Field Inspector as well.

### **CALL IN INSTRUCTION: (Please call prior to leaving the polling place)**

**Call 1-408-299-8683**

**When Greeting plays, dial 8800**

**Wait until the instruction is complete then Enter the Precinct number**

**Answer "Yes" (1) or "No" (2) to Question regarding Ballot Bag**

**Answer "Yes" (1) or "No" (2) to Question regarding Results Cartridge**

**Answer "Yes" (1) or "No" (2) to Question regarding 3 printers in Printer Bag**

**Note: If you answer "No" to any of the three questions, please proceed back to the polling place to retrieve the missing item(s) and start the Call In Instruction process again.**