

Precinct Ballot Courier Training



General Election
November 8, 2016

Registrar of Voters - County of Santa Clara

Welcome Courier Teams

This is a **30 – 45 Minutes** class

- Presentation
- Hand-out documents
- Active participation by Trainees

Courier Team Binder

- Contact information for your precincts;
 - Precinct Inspector names and cell phone numbers
 - Field Inspector name and cell phone number
 - ROV Call-in number to report in Precinct picked up
- Assigned Precinct Map of your two polling locations
- Supply Check Lists for your two precincts
- Payroll and Driver's Responsibility Form
- Courier Team Procedures
- A copy of this PowerPoint Presentation
- ROV delivery information and Facility Flow Plan
- Name Badges

Election Officer General Rules

1. Honor the Oath of Allegiance and Equal Employment Opportunity Policy statements stated on the Payroll and Oath form.
2. Respect one another at all times.
3. All representatives must wear NAME BADGES.
4. Dress appropriately for a cold or warm polling place.
5. Call (408) 282-3063 if you need assistance.

Courier Teams - Introduction

- **Election night Courier Team Program is active for all cities and selected areas of San Jose for the November 8, 2016, General Election.**
- **This process saves time by delivering voted ballots directly to ROV and eliminate the process of bringing the supplies to a collection center.**
- **The closing process at the polling location will be the same, just how the supplies will be returned.**
- **Courier Team – Teams of two volunteers to pick up materials from two polling places and deliver to ROV Office.**

Items to be returned to ROV!

1. Ballot Bag (Bright Orange bag containing voted ballots and Results Cartridge Bag)
2. Blue Vote by Mail Bag (up to 2)
3. Red Precinct Inspector's bag
4. Printer Bag (Blue)
5. Precinct Cell phone
6. Precinct Supply Case (Black)
7. All Optical Scan Ballot Delivery Boxes (White)



Results Cartridge Bag

Verify that there is a at least ONE (1) cartridge in the Results Cartridge Bag



Closing the Poll process



At 8 PM announce aloud:

“It is 8 o’clock, the Polls are closed”

1. A clerk must stand behind the last voter to ensure no voters try to vote after 8 PM.
2. By law, voters in line by 8 PM can vote.
3. Start closing procedures after the last voter leaves the polling place.
4. Follow the closing instructions and checklists in the EO Manual (copy in Precinct Procedures Binder).

Sample of "Closing checklists and forms" in the Election Officer's Manual

CLOSING THE POLLS: Team 1

Disassemble/Pack-Up Voting Machine and Voting Booths



Voting Machine

After completing the Closing Audit form, begin to disassemble the Voting Machine to get it back into the condition you found it on Tuesday morning.

1. Close Voting Machine screen cover doors.
2. Remove Tamper Warning Poster and Field Inspector/Precinct Inspector Review Checklist from front and back of the Voting Machine table and place in front pocket of Roster Index.
3. Lower Voting Machine screen.
4. If you haven't already, remove printer and return Voting Machine power cord to underside of Voting Machine cover.
5. Attach Voting Machine lid to top of Voting Machine.
6. Using two Election Officers to lift, place Voting Machine in blue Voting Machine bag.

After packing up the voting machine:

7. Place Card Activator in its small black bag (along with power cord and voting cards), place Card Activator into blue Voting Machine bag.
8. Place Audio Unit in its small black bag, then place into blue Voting Machine bag.
9. Use the white plastic seal seal from the Certificate of Performance form to seal zippers on Voting Machine bag.
10. Reattach sealed Voting Machine to truck.
11. Set aside Voting Machine for polling place storage location. It does not return on Election Night.

Voting Booths/Machine Table

Disassemble and pack up Voting Booths/ Voting Machine Table.

12. Remove Voting Booth lights from privacy guards and return to White Supply Box
13. Remove the privacy guards from the Voting Booths (Voting Machine table has no privacy guard).
14. Remove each of the four legs from booths/table.
15. Place each leg into underside of booth/table.
16. Place plastic privacy guard on top of booth legs.
17. Place orange extension cord(s) and power strip(s) inside of Voting Machine Table box.
18. Slide assembled booths/table back into storage box(es).

Return Voting Machine bag, Voting Machine table and voting booths to STORAGE location.



CLOSING THE POLLS: TEAM 2

Counting of the Unused Ballots (ROV must receive Election night) UPDATED

The first duty of Team 2 is to count the Unused Ballots. To do this, take out the Unused Optical Scan (Paper) Ballots Closing Worksheet, found inside the Roster Index Binder.

This form and the process of counting the unused Ballots has been changed to make the closing process easier. We will be using the "Quantity" numbers in the upper right hand corner of the Ballot card to count the number of unused Ballots. This form only works if you started with the lowest ballot # of each language set and removed ballots in ascending order throughout the day. If ballots are out of order, count each unused Ballot manually, add all unused ballots, transfer total to Box 2 of the Official Ballot Statement and make a note in the Procedural Exception Log.

Pad: 1 of 1
Quantity: 10
BT: 1 E/S PCT 1401 000001

Optical Scan Ballot Receipt/ Unused Optical Scan (Paper) Ballots Closing Worksheet

Precinct: 9999	Ballots Issued: 130	Special Election August 16, 2016			
Receipt Only		Optical Scan (Paper) Ballots Receipt			
Language		Ballots Sets Issued by ROV			
Top Ballot #	E/C	E/S	E/T	E/V	Additional Ballot Notes Below (For ROV Office Use Only)
Bottom Ballot #	20	100	0	10	
Subtotal	1	1	1	1	
	20	100	0	10	
Total Ballots Issued = 130					

Instructions		Unused Optical Scan (Paper) Ballots Worksheet			
1. Remove all Ballot pads from all Ballot Delivery Boxes.		Unused Ballots			
2. Separate pads by language (E/C, E/S, E/T, E/V).		E/C	E/S	E/T	E/V
3. Stack each language numerically, Highest "Quantity" # on top.					
4. Fill in each box with Highest "Quantity" # of each stack.					
5. Add together four numbers above, and Transfer Total Unused Ballots to BOX 2 of the Official Ballot Statement.		TOTAL UNUSED Ballots =			
6. Place worksheet and all unused ballot pads inside a Ballot Delivery Box. Seal each box with the Unused Ballot Box Seal stored inside each box.					

Completing the Unused Optical Scan (Paper) Ballots Closing Worksheet

1. Follow all instructions on the Unused Optical Scan (Paper) Ballots Closing Worksheet. UPDATED
2. Make sure to transfer the Total Unused Ballots to Box 2 on the Official Ballot Statement. (See next page).

Place white Ballot Delivery Boxes containing unused ballots aside for RETURN.



Courier Team – process

----- Prior to Election Day -----

- **Get familiar with your assigned Poll locations**
 - *Review the map locations for the most efficient travel path*
- **Review the check list items that are required to be brought back**
 - *If any items are forgotten at a polling place, you may be asked to return to the poll location to retrieve it.*
- **Review the direction back to Registrar of Voters' Office.**
 - *Familiarizing the direction back to ROV Office will aid in speedy process of receiving ballots.*

Courier Team – process

COURIER TEAM SUPPLIES CUSTODY LOG CHECK-OFF RECEIPT

June 7, 2016, Primary Election

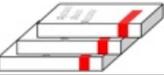


1937 C13
Precinct Number

Inspector Signature _____

Courier team member #1 Signature _____

Courier team member #2 Signature _____

<input type="checkbox"/>		Ballot Bag (Bright Orange Bag) containing voted Optical Scan Ballots and <u>Results Cartridge</u> bag in front pocket	<input type="checkbox"/> Search & <input type="checkbox"/> Rescue
<input type="checkbox"/>		Inspector's Bag containing Envelope #1 - Roster binder, and Envelope #2 - Completed Provisional Envelopes (Pink)	
<input type="checkbox"/>		Vote by Mail Bag containing Voted Vote by Mail Ballots (Blue and/or Green)	
<input type="checkbox"/>		VeriVote Printers (Dark Blue bag) containing 3 printers inside	<input type="checkbox"/> Search & <input type="checkbox"/> Rescue
<input type="checkbox"/>		Precinct Supply Bag (Large Black Bag)	
<input type="checkbox"/>		Ballot Delivery Box(es): containing Unused Optical Scan Ballots (White)	
<input type="checkbox"/>		Cell Phone	

Key (if any, to be returned to Registrar of Voters' Office)

Location where Supplies and Voting Machine are stored: _____

Access back to Polling Place: _____

Precinct departure time _____

Courier Team – process

----- Election Day -----

You will be contacted by Election Material Processing Division prior to Election Day to confirm your participation.

On Election Day by 7:00 pm, contact assigned polling places to identify yourself and notify of election night activity to the poll Inspector. Determine which location to go first and provide your cell contact number.

Ask **“Are you comfortable with the Closing Process?”**. If NO, have them contact the ROV office at 1-408-299-7655. This will also help with determining which location to go first.

Plan on arriving at your first polling place between 8:00 pm to 8:30 pm.

Courier Team – process

----- Election night -----

- Arrives at Poll Location #1 between 8:00 pm – 8:30 pm.
- You can or may help with closing process at the poll. This is not a requirement. Such as organizing and loading material to be brought back to ROV.
- Use the “Courier Team Check-off receipt” to verify all materials are packed into vehicle prior to leaving polling place.
- Makes notation of where all election material and DRE is stored on the check-off receipt.
- Makes additional notation on the check-off receipt of how to get access back into the polling place in case of search and rescue operation.
- Provides 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 to report in your precinct. (see Call In Instruction on the next page)

Courier Team – process

----- Prior to leaving Polling Place #1 -----

CALL IN INSTRUCTION:

(please wait to hear all instructions before pressing any answer key.

Call 1-408-299-8683 (aka 299-VOTE)

When Greeting plays, dial 8800

Enter the 4 digit 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

Courier Team – process

----- Election night -----

- Arrives at poll #2.
- You can or may help with closing process at the poll. This is not a requirement. Such as organizing and loading material to be brought back to ROV.
- Use the “Courier Team Check-off receipt” to verify all materials are packed into vehicle prior to leaving polling place.
- Makes notation of where all election material and DRE is stored on the check-off receipt.
- Makes additional notation on the check-off receipt of how to get access back into the polling place in case of search and rescue operation.
- Provides 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 to report in your precinct. (see Call In Instruction on the next page)

Courier Team – process

----- Prior to leaving Polling Place #2 -----

CALL IN INSTRUCTION:

(please wait to hear all instructions before pressing any answer key.

Call 1-408-299-8683 (aka 299-VOTE)

When Greeting plays, dial 8800

Enter the 4 digit 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

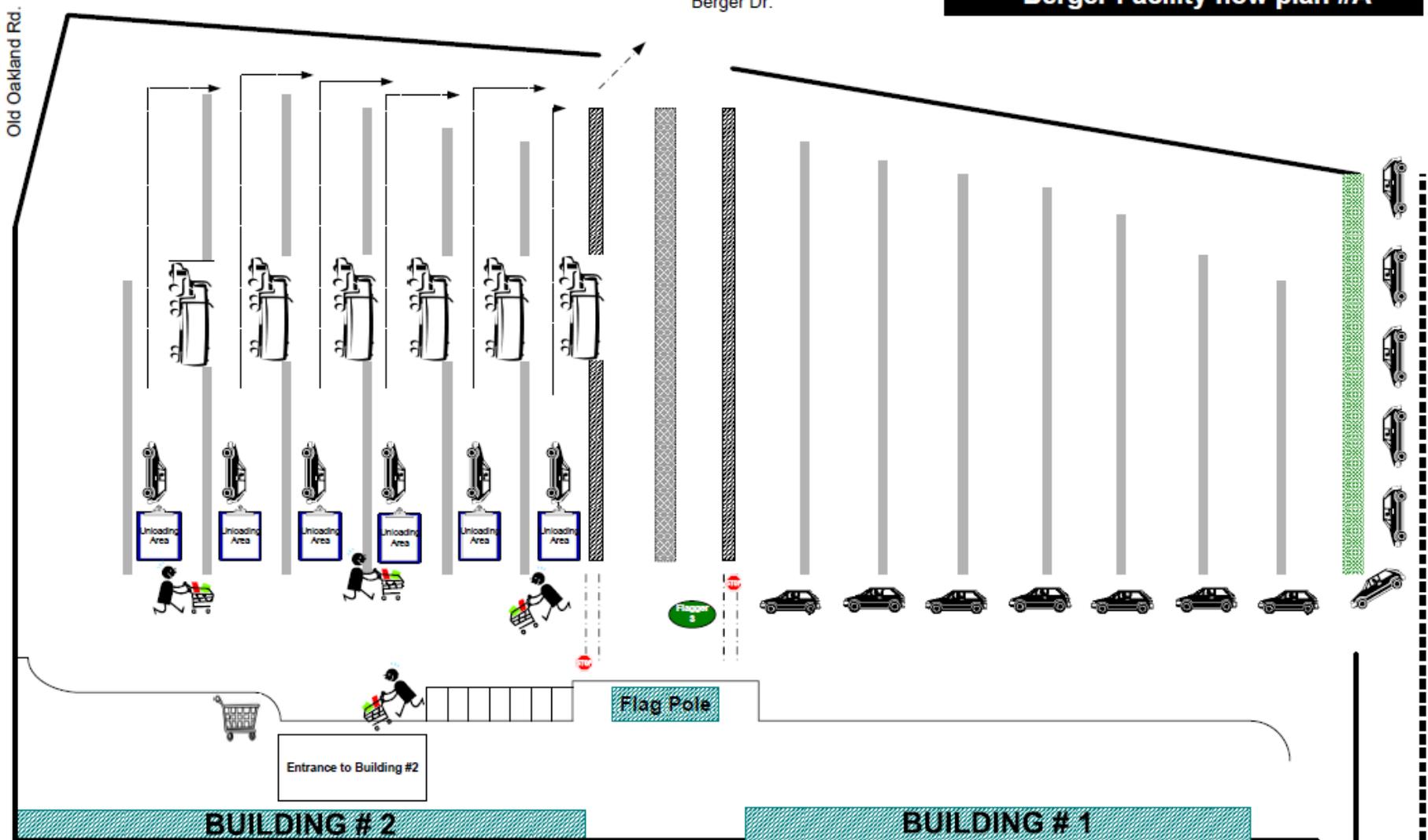
Note: If you answer “No” to any of the three questions, please proceed back to the polling place to retrieve the missing item(s) and start the Call In Instruction process again

Courier Team – At ROV Office

- Follow traffic controller's directions.
- There may be a line of cars. Please be patient with your fellow volunteers and students who are unloading the vehicles.
- ROV will have specified aisle checking in Courier Teams.
- Courier Team will provide the two receipts indicating which precinct supplies are being returned.
- ROV unloading team will unload all materials and verify all materials being returned.

NOTE: The 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)

Berger Facility flow plan #A





REMEMBER !

1. Ballot Bag (Bright Orange bag containing voted ballots and Results Cartridge Bag)
2. Blue Vote by Mail Bag (up to 2)
3. Red Precinct Inspector's bag
4. Printer Bag (Blue)
5. Precinct Cell phone
6. Precinct Supply Case (Black)
7. All Optical Scan Ballot Delivery Boxes (White)



The image features a large American flag waving against a clear blue sky. The flag is positioned on the left side of the frame, with its stripes and stars clearly visible. The text "Thank You for Your Support" is centered over the flag in a bold, black, serif font. The background is a gradient of light blue, and the bottom of the image shows a blurred reflection of the flag's stripes.

**Thank You for
Your Support**