



RETURN CENTER

PROCEDURES

Safety First

***** All Return Center personnel MUST wear reflective vests and name badges**



Any persons performing tasks requiring physical exertion and movement of materials must wear back support and gloves.

*** PAYLOAD ***

- ✓ **Ballot Bag**
(Voted Optical Scan Ballots
And Results Cartridge bag)



- ✓ **Blue Vote by Mail
Bag (possible 2)**



- ✓ **VeriVote
Printers Bag**



Printer Bag with 3 Printers

Ballot Bag (Bright Orange)

Make sure the **Ballot Bag** has ballots inside



Results Cartridge Bag

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



Printer Bag

Verify that there are **THREE (3)** printers in the Printer Bag



NOTE: It is not necessary to open the Printer bag. With **THREE (3)** printers inside, the bag feels full to handle. If more than three (3), make note on check off sheet.

Precinct Supplies to be Returned by the Precinct Inspector



Ballot Bag
(Voted Optical Scan Ballots
And Results Cartridge Bag)



Precinct Inspector Bag
(Envelopes 1 & 2 inside)



Vote by Mail Bag
(Vote by Mail and Mail ballot
Envelopes inside)



Printer Bag with
3 Printers



Unused Optical
Scan Ballots



Cell Phone



Precinct Supply Case



Prior to 8:00 p.m.



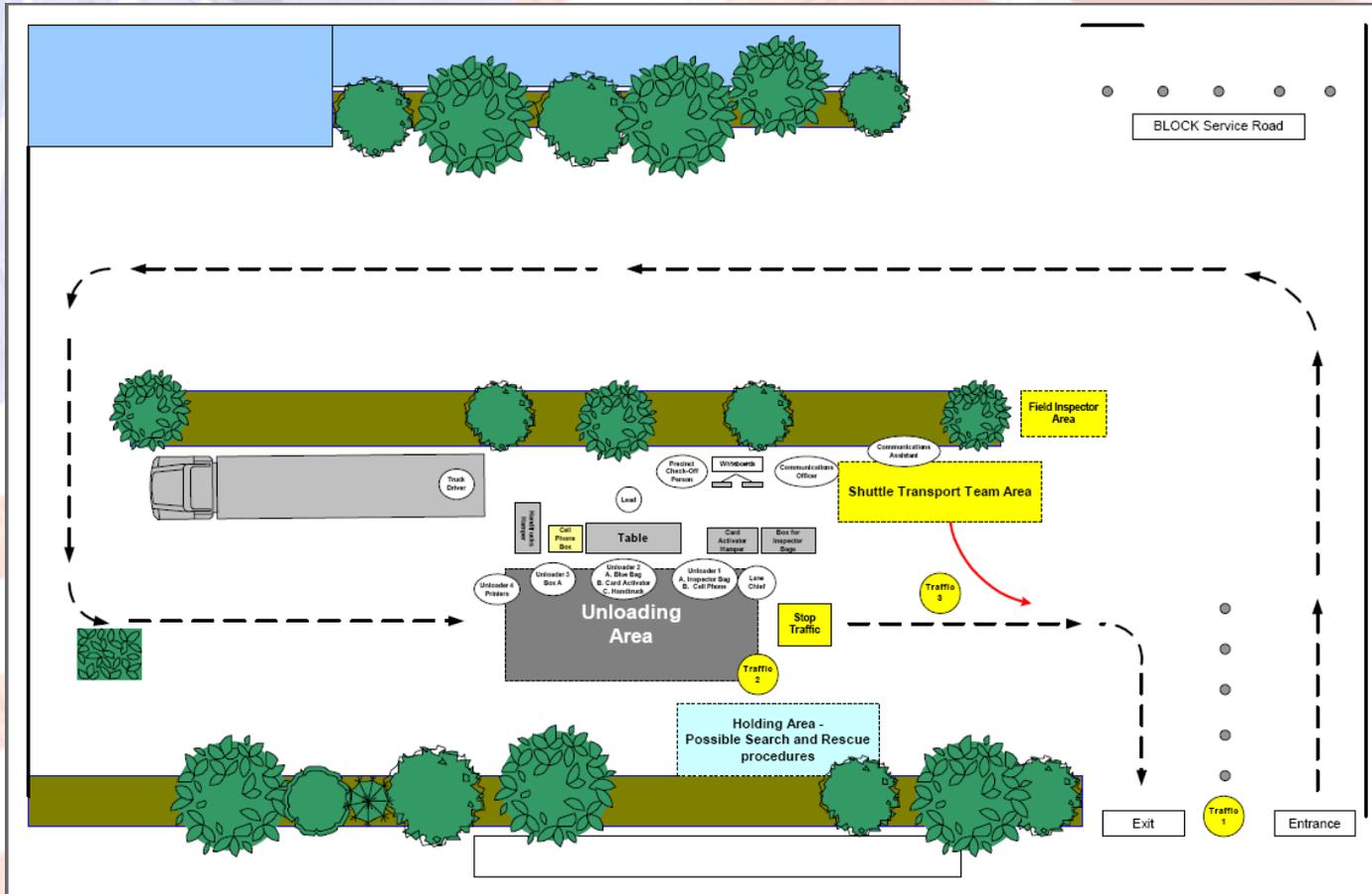
- Truck Driver will arrive at the Return Center with all of your materials no later than 7:00 p.m.
- Instruct the driver to park the truck in the area designated



Prior to 8:00 p.m.

-  Test the phone as soon as you receive it (call 408-282-3063)
NOTE: If the cell phone does not work, locate a pay phone or another cell phone and call the ROV warehouse at 408-282-3063 for a replacement.
- ✓ Begin setting-up the Return Center per the layout provided in your binder. **Do not deviate from the provided layout.**
- ☑ Ensure that the Return Center is set up near well lit area or set up provided light(s) as needed.

Preparation for Receiving Election Night Supplies



Set-up per Return Center Map / Layout



Prior to 8:00 p.m.

- ☑ Administer Oath to ALL Return Center personnel.

- ☑ Distribute name tags. Ensure that all staff members print their names clearly.

- ☑ Have all Return Center staff **LEGIBLY** and **COMPLETELY** fill out the payroll sheet.

 **PAYROLL AND OATH FOR RETURN CENTER VOLUNTEERS**
NOVEMBER 4, 2014, GENERAL ELECTION

OATH OF ALLEGIANCE
I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign or domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

EQUAL EMPLOYMENT OPPORTUNITY POLICY
I do solemnly swear (or affirm) that I will support the policy of the Santa Clara County Board of Supervisors that no person shall be discriminated or retaliated against with regard to recruitment, selection, appointment, training, promotion, retention, discipline or other aspects of employment on the basis of race, religious creed, color, national origin, ancestry, sex, marital status, disability, medical condition, age, political beliefs, organizational affiliations, or sexual orientation.]

ACKNOWLEDGEMENT OF PROCEDURES
I will follow the safety procedures provided to me and I will follow the instructions for my tasks as provided at the Distribution and Return Centers.

PLEASE PRINT NAME AND ADDRESS CLEARLY FOR PAYROLL

Name	Signature
Address	
City, Zip	Phone

Name	Signature
Address	
City, Zip	Phone

Name	Signature
Address	
City, Zip	Phone

Name	Signature
Address	
City, Zip	Phone

Name	Signature
Address	
City, Zip	Phone



Prior to 8:00 p.m.



PAYROLL AND OATH FOR RETURN CENTER SHUTTLE Volunteers

NOVEMBER 4, 2014, GENERAL ELECTION

OATH OF ALLEGIANCE

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign or domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

I do solemnly swear (or affirm) that I will support the policy of the Santa Clara County Board of Supervisors that no person shall be discriminated or retaliated against with regard to recruitment, selection, appointment, training, promotion, retention, discipline or other aspects of employment on the basis of race, religious creed, color, national origin, ancestry, sex, marital status, disability, medical condition, age, political beliefs, organizational affiliations, or sexual orientation.

ACKNOWLEDGEMENT OF PROCEDURES

I will follow the safety procedures provided to me and I will follow the instructions for my tasks as provided in the Courier Procedures Binder.

PLEASE PRINT NAME AND ADDRESS CLEARLY FOR PAYROLL

Name	Signature
Address	
City, Zip	Phone

Name	Signature
Address	
City, Zip	Phone

DRIVER RESPONSIBILITY FORM

Per California State Law, the owner of a private vehicle is responsible for any injuries involving their vehicle. The County does not provide insurance for the delivery of ballots from an Election Receiving Center to the Registrar of Voters' Office. Please provide the following information.

Driver's Name	License #
Vehicle Insurance Carrier	Liability Coverage Limit
Insurance Expiration date	
Miles Travel	
Signature	Date

- All Shuttle Drivers **must** provide:
 - Insurance information,
 - Posses a valid California driver's license, and
 - fill out the Driver Responsibility Form.

See payroll sheet.

- All Shuttle Drivers fill in the Mileage at the end of the evening. **See payroll sheet.**

Note: The mileage claim must start from the Return Center and then count each round trip.



Prior to 8:00 p.m.

- Communication Officer designate Shuttles to TWO types of teams. “Ballot Shuttle” team and “Supply Shuttle” team. Provide an **ORANGE** light to the “Ballot Shuttle” teams and a **BLUE** light to the “Supply Shuttle” teams. The shuttles are to place the lights on the dash board as they approach the ROV parking lot to be directed to the designated area.



Prior to 8:00 p.m.

BALLOT Shuttle



Ballot Shuttles will only transport **Bright Orange Bag** containing Results Cartridge bag, Blue Vote by Mail Bag(s), and **RED** Inspector's Bag.





Prior to 8:00 p.m.

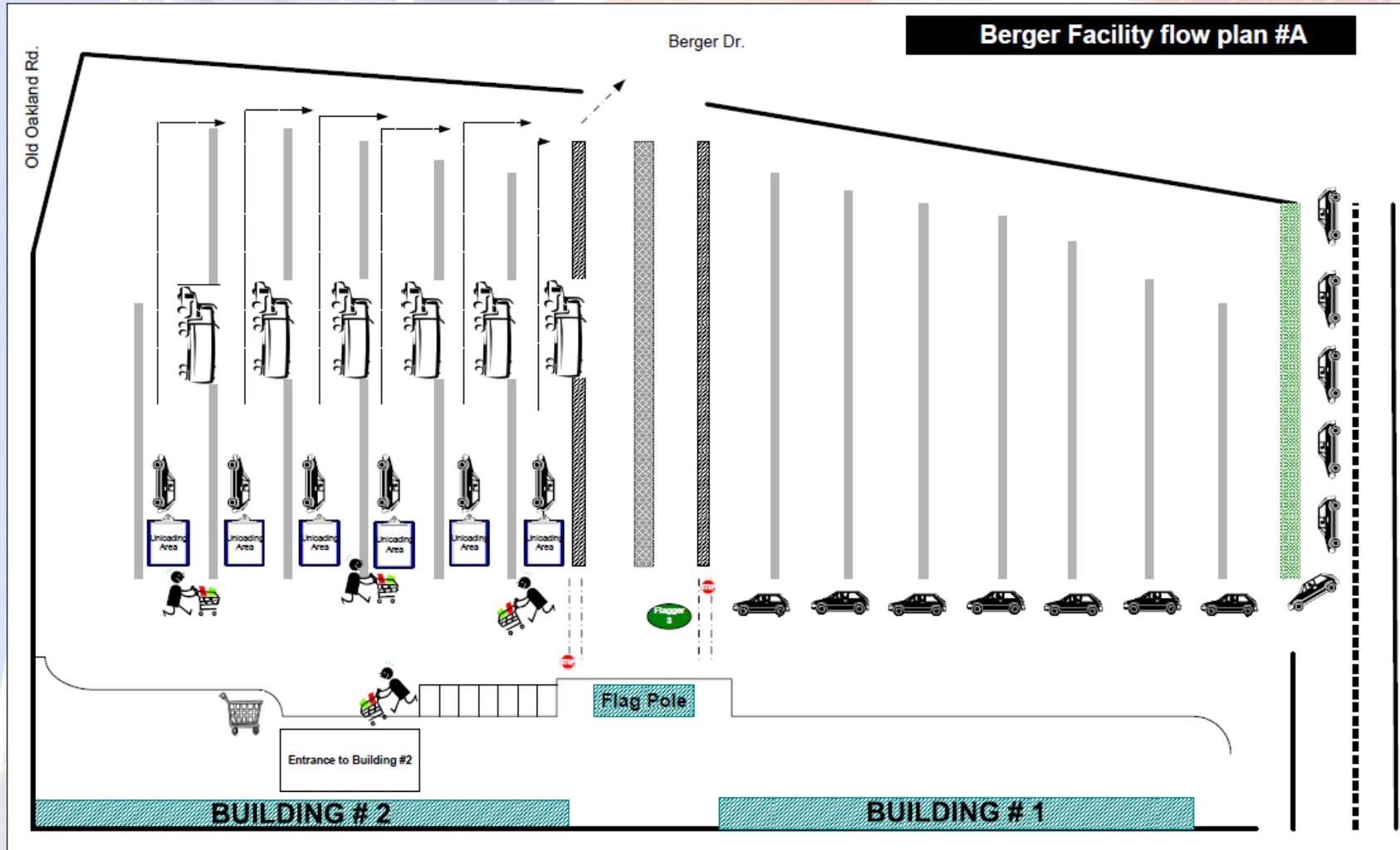
SUPPLY Shuttle



Supply Shuttles will only transport Unused Optical Scan Ballot Boxes (White) and rolling Precinct Supply Case.



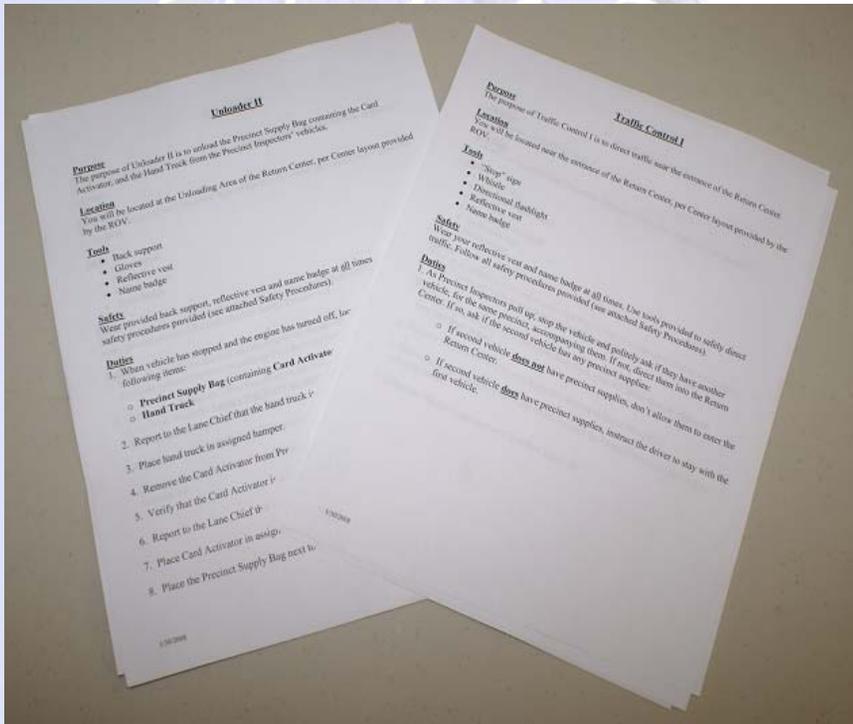
ROV (Berger Dr.) Receiving Layout



Be sure all Shuttle Teams are familiar with the Berger Dr. Receiving Layout



Prior to 8:00 p.m.



- Issue job description flyers to Return Center staff. Train each member so that he/she clearly understands their responsibilities.
- Ensure that staff follows safety procedures as stipulated in their job descriptions.



8:00 PM

**Polls are now officially
CLOSED !**



Leads

Monitor ALL areas of operation at the Return Center per Return Center procedures. Continuously check all areas to:

- ✓ Ensure the vehicle lines are moving quickly and efficiently.
- ✓ Ensure that **Ballot Bag (BRIGHT ORANGE - Voted Optical Scan Ballots)**, Blue Vote by Mail Bag(s), Red Inspector bag, and VeriVote Printers are being accounted for per procedures.
- ✓ Ensure that communication with your assigned ROV Contact is occurring per procedures by the Communication Officer.
- ✓ Ensure that Shuttles are dispatched every 15-20 minutes and one team is available at all times.



Leads

Identify Search and Rescue situations.

When you are notified by the Lane Chief of missing **Ballot Bag (BRIGHT ORANGE - Voted Optical Scan Ballots)**, Blue Vote by Mail bag, and/or VeriVote Printer, direct the Precinct Inspector to pull into the “Search & Rescue Holding Area” and implement the Search & Rescue Procedures (see attached Search & Rescue Procedures & utilize Search & Rescue Log).

Receiving Election Night Supplies

Central Unloading Area:

- When vehicles stop at the Central Unloading Area, *all* Unloaders will unload their designated precinct supplies from the Precinct Inspectors' vehicles.
- Lane Chief at the unloading area will verify that all precinct supplies are accounted for and notify the Lead if Ballot Bag, Results Cartridge bag, or Printer is missing.

RETURN CENTER CUSTODY LOG CHECK-OFF RECEIPT
June 7, 2016, Presidential Primary Election


Precinct Number _____
Lane Chief Initials _____

TIME: _____

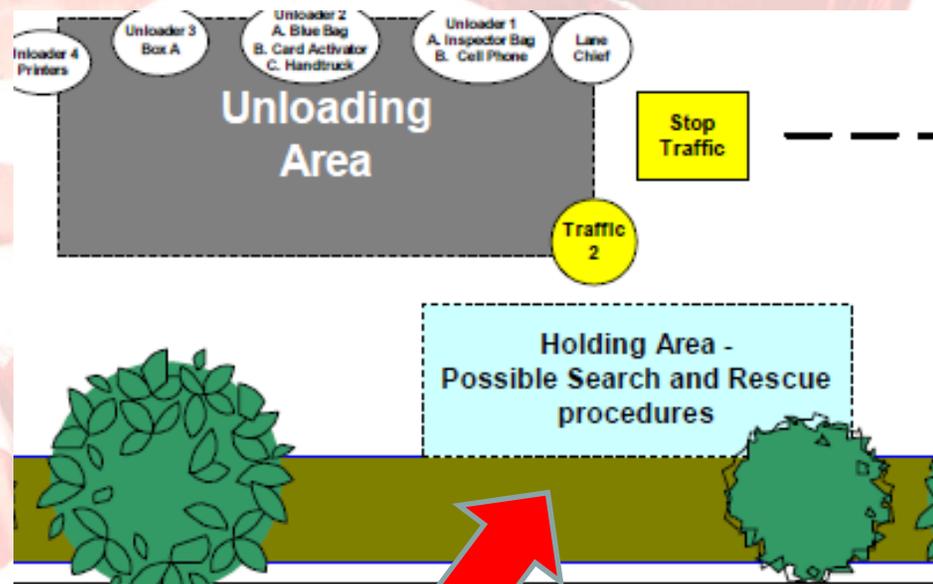
<input type="checkbox"/>		Ballot Bag (Bright Orange Bag) containing voted Optical Scan Ballots and Results Cartridge bag in front pocket	<input type="checkbox"/> Search & Rescue? <input type="checkbox"/>
<input type="checkbox"/>		Inspector's Bag containing Envelope #1 - Roster binder, and Envelope #2 - 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 & 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	

Notes: _____

Preparation for Receiving Election Night Supplies

Turn Out Area:

- Traffic Control staff will assist the Inspectors in locating precincts supplies that aren't readily available in the Turn Out area
- This process relieves back-up and expedites traffic



Search and Rescue Procedures

Note: If there is no **Ballot Bag (BRIGHT ORANGE)**, Blue Vote by Mail Bag, Results Cartridge, or less than 3 VeriVote Printers then Search and Rescue Procedure is activated.

Return Center Lead:

- Ask the Precinct Inspector where the **Ballot Bag**, Blue Vote by Mail Bag, or the VeriVote Printers might be. Check the Precinct Supply Bag and the vehicle. If found, no further action is needed.

If **Ballot Bag**, Blue Vote by Mail Bag, Results Cartridge, or VeriVote Printers are not found:

- Ask the Precinct Inspector if they were left at the polling place and if he/she has access back into the polling place (Do not release the Precinct Inspector unless instructed to by the ROV).

Search and Rescue Procedures

Call your assigned ROV Contact and report a missing **Ballot Bag (BRIGHT ORANGE)**, Blue Vote by Mail Bag, or VeriVote Printers. Also inform the ROV whether the Inspector can or cannot go back to retrieve the item(s).

Note: Do not release Precinct Inspector until the ROV provides direction on how to proceed. The Precinct Inspector may want to go back to the polling place or may have access to the polling place. i.e. Key, contact information, or other means of access.

- Record all information on the Search & Rescue Log.
- Send any of the Search and Rescue Item(s) that was/were retrieved from the precinct on the next shuttle.

Communications

Calling in process:

The Communications Officer:

Will call the ROV designated contact to report the precinct numbers using Return Center Check-off receipt as materials are received.

Also inform the ROV of any information of Search & Rescue instance with specific missing items.

The Lead:

Will call the ROV designated contact to report Search and Rescue instances.

Provide the Communication Officer with Return Center Check-off Receipts and inform of any Search & Rescue instances and updates with missing items noted on the Check-off Receipt.



Shuttle Transport Teams



- Shuttles are deployed every 15-20 minutes
- There must be **two** people per shuttle
- NEVER wait for “just one more precinct”
- There must always be a shuttle available at the Return Center

What comes back to ROV on the Shuttle vehicles???



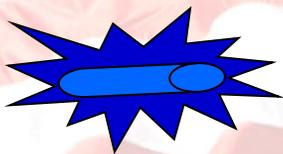
Ballot Bag
(Voted Optical Scan Ballots
And Results Cartridge Bag)



Precinct Inspector's Bag
(With Envelopes 1 & 2)



Vote by Mail Bag
(Vote by Mail and Mail ballot Envelopes inside)



Unused Optical Scan Ballots



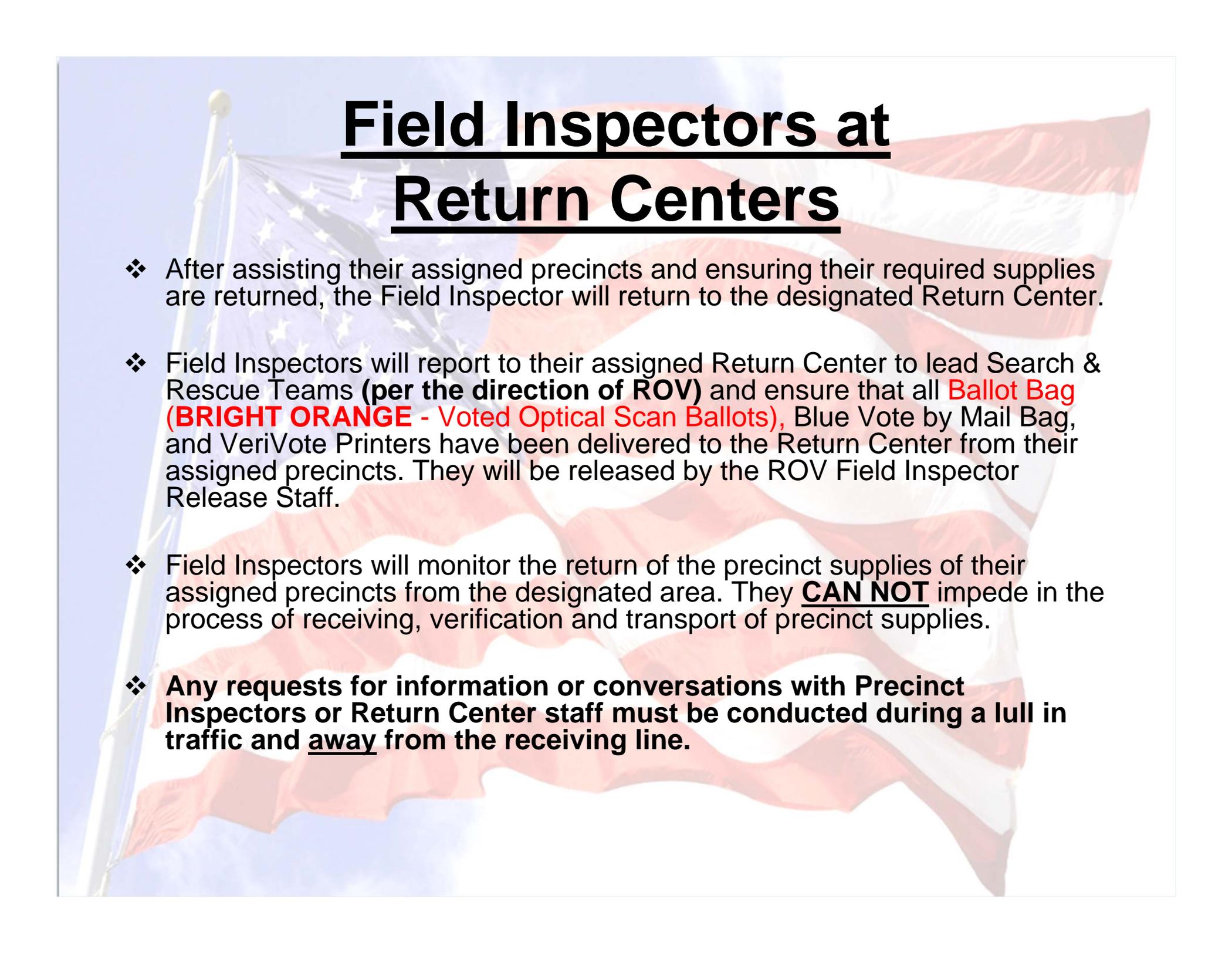
Precinct Supply Case

Proper Handling of VeriVote Printer

- The truck driver will ensure that the VeriVote Printers are loaded and secured in the “box” of the truck in an upright position and nearest to the cab from left to right.

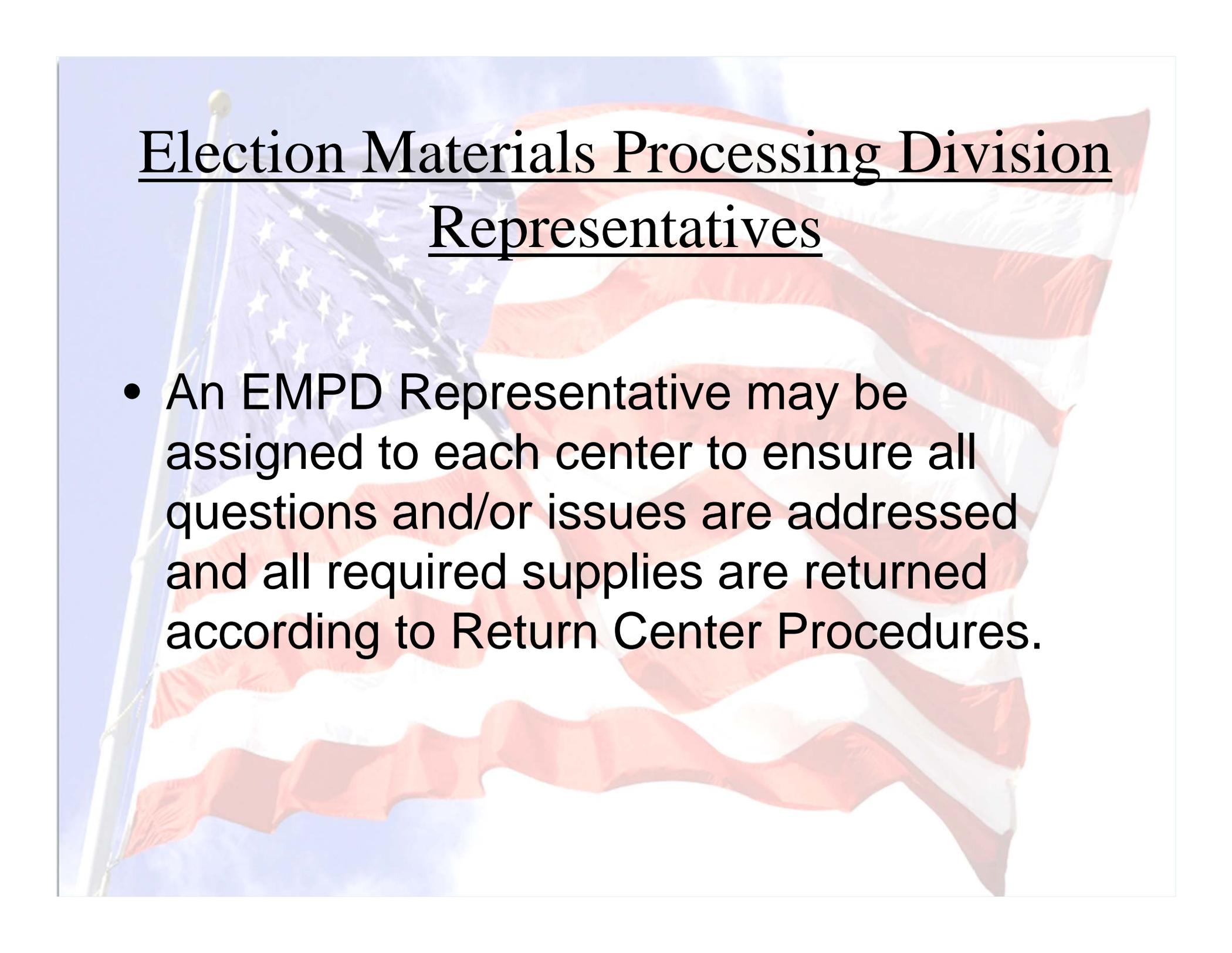


**NOTE: DO NOT STACK
PRINTERS HIGHER THAN 6
LEVELS IF POSSIBLE.**

The background of the slide is a semi-transparent American flag waving against a light blue sky. The flag's stars and stripes are clearly visible, though slightly faded to allow the text to stand out.

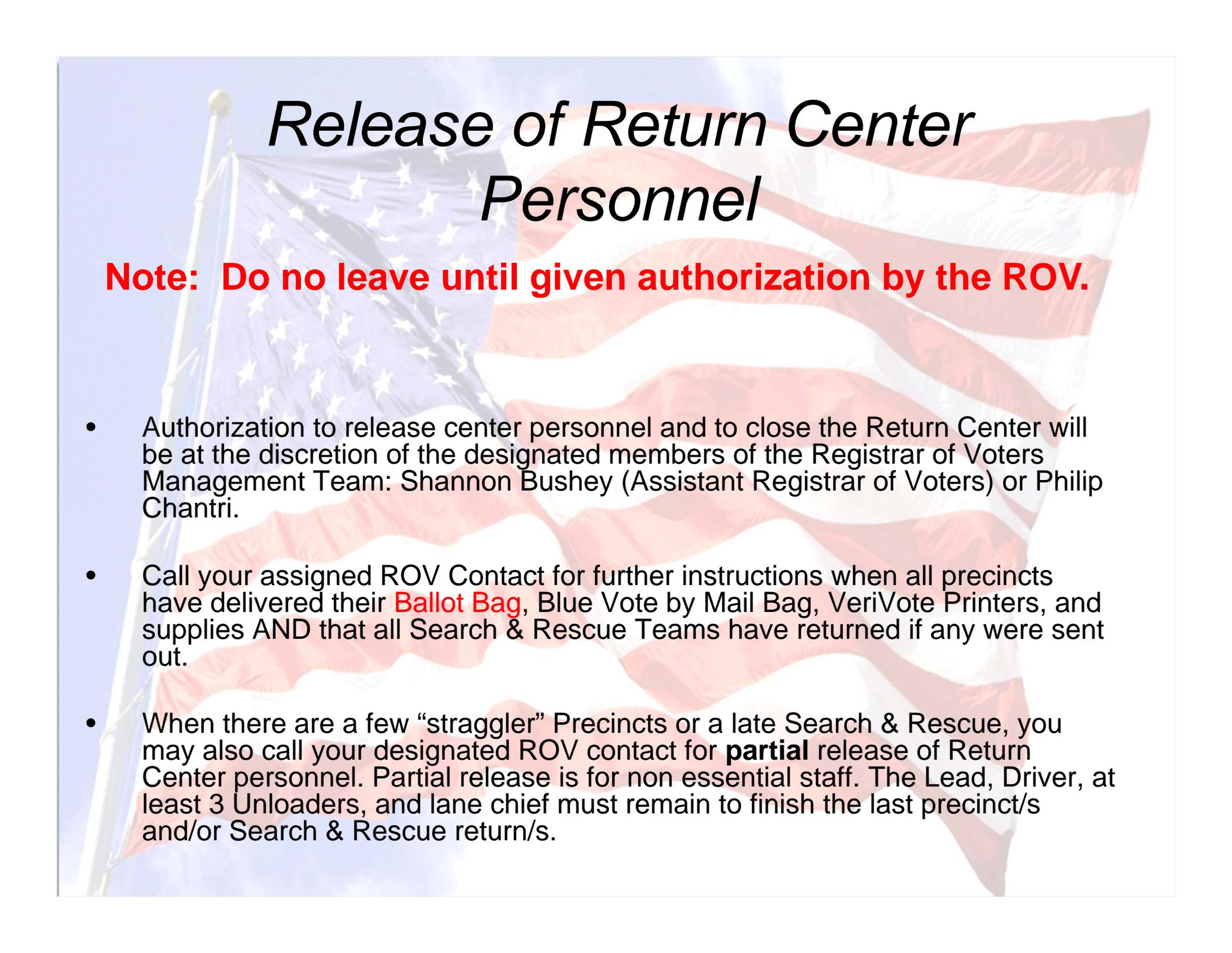
Field Inspectors at Return Centers

- ❖ After assisting their assigned precincts and ensuring their required supplies are returned, the Field Inspector will return to the designated Return Center.
- ❖ Field Inspectors will report to their assigned Return Center to lead Search & Rescue Teams (**per the direction of ROV**) and ensure that all **Ballot Bag (BRIGHT ORANGE - Voted Optical Scan Ballots)**, Blue Vote by Mail Bag, and VeriVote Printers have been delivered to the Return Center from their assigned precincts. They will be released by the ROV Field Inspector Release Staff.
- ❖ Field Inspectors will monitor the return of the precinct supplies of their assigned precincts from the designated area. They **CAN NOT** impede in the process of receiving, verification and transport of precinct supplies.
- ❖ **Any requests for information or conversations with Precinct Inspectors or Return Center staff must be conducted during a lull in traffic and away from the receiving line.**



Election Materials Processing Division Representatives

- An EMPD Representative may be assigned to each center to ensure all questions and/or issues are addressed and all required supplies are returned according to Return Center Procedures.

The background of the slide is a semi-transparent image of the United States flag, showing the stars and stripes, waving against a light blue sky.

Release of Return Center Personnel

Note: Do no leave until given authorization by the ROV.

- Authorization to release center personnel and to close the Return Center will be at the discretion of the designated members of the Registrar of Voters Management Team: Shannon Bushey (Assistant Registrar of Voters) or Philip Chantri.
- Call your assigned ROV Contact for further instructions when all precincts have delivered their **Ballot Bag**, Blue Vote by Mail Bag, VeriVote Printers, and supplies AND that all Search & Rescue Teams have returned if any were sent out.
- When there are a few “straggler” Precincts or a late Search & Rescue, you may also call your designated ROV contact for **partial** release of Return Center personnel. Partial release is for non essential staff. The Lead, Driver, at least 3 Unloaders, and lane chief must remain to finish the last precinct/s and/or Search & Rescue return/s.

After the Distribution Center Close



- **Use the provided trash bags to clean-up the Center. Do not put garbage in with precinct supplies and equipment.**
- **Ensure that all Check-Off Lists, Payroll sheets, Cell phones and the Return Center Binder are placed in the Supply Box .**
- **Re-pack the truck with ALL of the Return Center supplies and equipment.**



Any QUESTIONS???



A large American flag is shown waving against a clear blue sky. The flag is the central focus, with its stars and stripes clearly visible. The text is overlaid on the lower half of the flag.

**Thank You for
Your Support**