

## **Election Policies and Procedures**

### **3.12 Chain of Custody**

Chain of custody is the paper trail that documents each time a ballot is transferred to a different location.

#### **Paper Ballots to Vote Centers**

1. Paper ballots are shipped from K&H printers to 155 Heritage Way (City Hall) via UPS Ground
2. Shipment is received to the Cash Office at City Hall. It is logged and signed in.
3. Election officials pick up shipment from Cash Office. Election officials count each ballot, matching totals to K&H shipping manifest.
4. Election officials transport ballots to Ballot Processing Center, logging the transfer.
5. Election officials transfer paper ballots to Vote Center leads, logging the transfer.
6. Vote Center staff distribute ballots to voters, using registers, ballots stubs, and daily accountability sheets to track ballots.
7. Voted ballots are picked up by the drop box team.
8. Unused ballots are transferred to the Ballot Processing Center after the election is over, logging the transfer.
9. Canvass Review Board audits ballot usage.

#### **Paper Ballots for Ballot Processing Center**

1. Paper ballots are shipped from K&H printers to 155 Heritage Way (City Hall) via UPS Ground
2. Shipment is received to the Cash Office at City Hall. It is logged and signed in.
3. Election officials pick up shipment from Cash Office. Election officials count each ballot, matching totals to K&H shipping manifest.
4. Election officials transport ballots to Ballot Processing Center, logging the transfer.
5. Election officials keep a record of all paper ballots used – fulfilling temporary address applications and facsimiles. Facsimiles are used for returned eballots and any ballots that are too damaged to scan.
6. Canvass Review Board audits ballot usage.

#### **Drop Boxes**

1. A team of two workers picks up ballots from the two vote centers, the five drop boxes, and USPS.
2. They log their arrival and departure times at each location. The vote center worker signs the log for ballot pickup at those locations.

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3. Ballots are locked in bags with a unique security seal number. Each security seal number is logged.
4. Ballots are delivered to the Ballot Processing Center, where a BPC worker signs off on the delivery.

#### Ballot Processing Center

1. Ballots are tracked at each stage of the process. See Election Policies and Procedures 3.8b and 3.9a for examples.