

Ballot Processing Center Worker Guide



Fundamentals

For Election Workers:

Election workers should not talk about the content of the election, or politics in general, while at the ballot processing center. Election workers may only talk about *process*, not content.

Election workers should not wear clothing or accessories that have political underpinnings.

Election workers need to always work in teams of two, at a minimum. Some tasks (opening ballots) are required to be done in a team of three, at a minimum.

Observers: *a person assigned by a political party, candidate, organization, or organized group that sponsors or opposes a ballot measure to observe activities at the Ballot Processing Center.*

Anyone (official observer or not) may choose to view the activities of the Ballot Processing Center from the lobby. There are multiple cameras showing views of workers projected to the TV in that area.

For observers to come within the Ballot Processing Center they must:

Register with the Election Official (Breckan) **in advance**. If we have any registered observers, we will let you know.

Observers must adhere to the following:

- Wear an Observer Badge (created by the Election Official) with their name on the front and whom they represent on the back.
- Only one Observer, per registered candidate or group, is allowed per location.
- May NOT handle any voting materials or sit at the election worker's tables.

Types of Jobs - Overview

A ballot goes through multiple stages of processing when it is returned to the ballot processing center. In order, they are:

1. Intake/Counting Envelopes
2. Scanning Envelopes
3. Signature Review
4. Pulling Envelopes for Cure
5. Slicing Envelopes
6. Opening Envelopes
7. Ballot Scanning

The above tasks are done by Election Workers in teams of 2-4 depending on the stage.

All writing in the Ballot Processing Center must take place with a red pen. The ballot scanners do not record red ink.

Other tasks outside of the above process include:

- E-ballot/Temp Address Process
- Facsimile Process
- Cure Process

The above processes are done by Election Officials or specifically trained staff.

Intake/Counting Envelopes

Ballots ready for intake are in black bags secured with a security seal and color-coded location label in the “intake cage”.

All work is done in a team of two (minimum)

Steps:

1. Take a black bag from the In-take Cage to the standing table directly in-front of the roll-up garage door. (Agilis table)
2. Take an Envelope and Ballot Accountability Checklist – fill out the security seal, date, and location of the bag.
3. Break the security seal.
4. Sort all ballot return envelopes from all other materials
 - a. Returned to Sender envelopes go in a box in the intake cage
 - b. Letters and other stuff go into a white basket for election officials/call center
5. Make sure all ballot return envelopes are facing the same direction [removable tab face up in the upper left side]
6. Remove the tab covering each person’s name so that their signature and personal identifier are showing
7. Count ballot envelopes, placing them in groups of 25, making stacks of 100
8. Double count – check every team member’s count
9. Write the total count on Ballot Accountability Checklist sheet
 - a. If there are more than 100 envelopes, split them into multiple batches and fill out additional Accountability Checklist(s)
10. Rubber band the Accountability Checklist around the envelopes, fill out color-coded placard, put entire batch in white bin and place back in the intake cage unless you are ready to run them through the Agilis machine.

Special Handling:

Damaged Envelopes – use clear tape to try and fix first. If super damaged, put it in **red bin**.

Loose Ballot – if a ballot is returned without an envelope, it is called a NAKED BALLOT. Write a note with the date, time, location, batch and put it in the **black bin**. If there is an empty envelope in the same batch, place them together in the black bin.

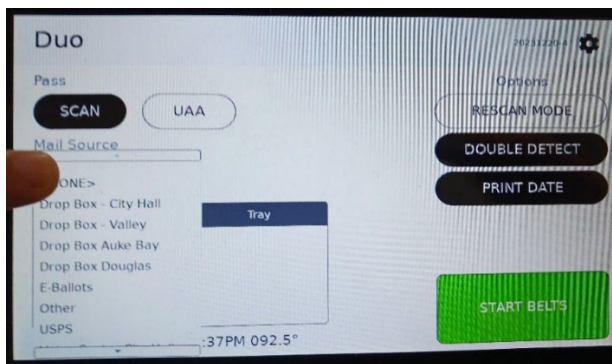
Voter Message – if the voter writes something on the envelope that requires review, put in the **red bin**.

Scanning Envelopes

All work is done in a team of two (minimum)

Steps:

1. Grab a **white bin** from In-take Cage and bring to Agilis Table
2. Count all the envelopes and make sure they match the number on the Accountability Checklist
3. Pick the correct location on the Agilis screen – it's in a drop-down menu
4. Make sure "Scan", "Double Detect" and "Print Date" are all in black (see photo below)
5. Put envelopes, in small groups, on the Agilis mail sorter belt, making sure they face the correct direction (sample is taped to the table)
6. Place a yellow bin on top of the Agilis machine next to the tray tag printer
7. Run the machine
 - a. All envelopes that end up in the first bin means they scanned correctly. The bin can hold up to 38 envelopes – make sure when you empty the bin to keep the envelopes in the same order
 - b. All envelopes that end up in the second bin did not scan. Try rescanning them. If they don't scan correctly after several attempts, print a new barcode label and try scanning again. If it continues to be a problem, grab an Election Official.
8. Print tray tag
9. Staple tray tag on upper right corner of Accountability Checklist
10. Write tray tag number on color-coded placard, fill out Accountability Checklist section
11. Rubber band Accountability Checklist around envelopes
12. Put all correctly scanned envelopes in a **yellow bin**, place yellow bin in center cage
13. Put all not scanned envelopes in a **red bin** with a note of date, time, location, batch



Special Handling:

Ballots from the Vote Centers should only be run when there are no other ballots waiting to be signature verified.

Signature Review

This work is done by a team of two individuals at adjacent computer screens. This task can only be done by people who have attended the Signature Verification Training.

Steps:

1. Log in to the computer
2. If the program doesn't load automatically, open browser and pick RB.Console
3. Log in to your account
4. Your screen should populate with an image automatically
5. Review that the Personal Identifier (PID) matches
 - a. Personal Identifier can be Voter ID, AKDL/State ID, Last 4 of SSN, or Birthdate
6. Review that the Signature matches
 - a. If you're not sure, ask your partner to review as well
7. Mark a category
 - a. "Good" – Both the signature and the PID match
 - b. "Good Don't Save Photo" – The signature and PID match, but the image from this year's camera isn't good (obstructed, etc.). This should be rarely used.
 - c. "No Ref Sig" – use this option if the PID matches and there is no signature to compare against
 - d. "Multiple Issues" – use this if both lines are blank or if the PID and the Sig don't match
 - e. "No Sig Match" – Use this if the signature doesn't match
 - f. "Sig Missing" – use this option if the PID matches and the signature is blank
 - g. "No identifier" – use this option if the PID is blank and the signature matches
 - h. "Incorrect identifier" – use this option if the PID is wrong and the signature matches
 - i. "ID Required" – this user is required to show an ID when they vote (there are 8 people total for this election in this category). Under the "Condition" area it will say ID instead or RG.
 - j. "Postmark too late" – for ballots received with a late postmark after Election Day
 - k. "No postmark" – for ballots received after Election Day with no postmark

Notes:

If the PID is slightly off, get an Election Official! We are allowed to approve some "Fuzzy Matches" but you do not have that authority.

Ballots that come from a Vote Center are always "Good" or "Good Don't Save Photo" because they already verified their identity. We run Vote Center ballots separately because you can't see what batch things are from when you are verifying signatures.

Pulling Envelopes for Cure

This work is done in a team of two.

Steps:

1. Election Official will print off a list of challenged envelopes
2. Take the appropriate yellow trays from the center cage
3. Count the envelopes to make sure they match the cover sheet (keep them in order!)
4. One person will read off the name of the challenged person and their Tray Sequence
 - a. Tray Sequence is their number in the batch – counting starts from the bottom!
5. All challenged envelopes go into the small basket labeled NOT GOOD send to 'cure'
6. When you are done with a tray, count the number of good envelopes and challenged envelopes and make sure they add up
7. Fill out the Accountability Coversheet
8. Good envelopes go in a **green bin with the Accountability Coversheet**; the green bin goes in the Ready to Run/Ready to Open Cage
9. Challenged envelopes get bundled together with the color-coded placard
10. Fill out sheet of paper titled "Ballot Cure Log" and put in the red binder labeled "Cure Log & Challenge Reports"
11. Place red binder and NOT GOOD basket(s) back in center cage

Slicing Envelopes

This work is done in a team of two

Steps:

1. Take a green bin from the Ready to Run/Ready to Open Cage
2. Tamp the envelopes down
3. Send a small number of envelopes through the automatic letter opener
4. Use a hand opener for any envelopes that are only partially sliced
5. Fill out the Accountability Coversheet
6. Return envelopes to **green bin** with their coversheet place back in the Ready to Run Cage

Opening Envelopes

This work is done in a team of three or four. The team should be situated where there is some space between them.

Steps

1. Take a green bin of already sliced envelopes out of the Ready to Run Cage
2. Count the number of envelopes and make sure it matches the Accountability form
3. Flip all envelopes so they are **face down** (where you can't see the name of the voter)
- 4. Open the ballots one at a time – do not let them stack up!**
5. The first person removes the secrecy sleeve from the envelope and passes it to the second person
6. The second person removes the ballot from the secrecy sleeve and passes it to the third person
7. The third person unfolds the ballot and stacks them, so they are all the same side and direction.
 - a. Put any ICX ballots (8.5x11 sheet of paper with QR code) on the top of the stack
 - b. Put any ballots with red, pink, or light ink on the top of the stack
8. Remove any remaining stubs on the top of the ballot and put the stub in the red bin.
9. Count the number of ballots and make sure it matches the number of envelopes
10. Fill out the Accountability coversheet, and bundle it with the ballots in a **green bin**
11. After ballots are put back in the Ready to Run Cage, all team members will string ballot envelopes together into groups, verifying there is nothing left in the envelope. They will also string the secrecy sleeves together.

Special handling:

STOP IMMEDIATELY if there are two ballots in an envelope. Put the envelope and both ballots in the **red bin**. Alert the Election Official.

STOP IMMEDIATELY if there are no ballots in the envelope. Put the empty envelope in the **red bin**. Alert the Election Official.

STOP IMMEDIATELY if there are any non-ballot items in the envelope other than the security sleeve or voter instructions. Put the envelope and related items in the **red bin**. Alert the Election Official.

This is why each envelope needs to be opened one at a time.

Ballot Scanning – On & After Election Day

This work is done in teams of two, per ICC Scanner.

Steps:

1. Election Official will log in to Ballot Scanners, making sure everything is on and working
2. Workers will fill out the ICC batch log
3. Workers will load the ballots into the scanner, and hit scan
 - a. Use the SAMPLE BALLOT reference for how to load the ballots to scan
4. If all ballots successfully scan (the number of scanned ballots match the Accountability coversheet), hit “Accept Batch” on computer screen
5. Fill out Accountability coversheet and ICC batch log
6. Put scanned ballots in appropriate box, with colored piece of paper between batches
7. Put Accountability coversheet in a separate location to the side

If the ballots don’t scan correctly:

1. Hit “Discard batch” on the computer screen
2. Move the offending ballot (the one it got jammed on) to the top of the batch
3. Rotate/Flip the batch
 - a. Use the SAMPLE BALLOT reference for how to load the ballots to scan
4. Scan again
5. Try for up to four times total – get an Election Official if you’re having this many issues
6. If a ballot continues to be rejected pull it for “facsimile”. Put it in the **red bin**, and mark on the Accountability coversheet

The scanner prints the date, time, ICC batch, and sequence number on the ballot when you send it through. If you reject it, then you need to send it through again, and the new information needs to be printed in a different space. This is why you have to rotate or flip the ballots each time you try to scan them.

If there are 3 or fewer ballots in a batch, hold off on scanning those until you get another group so they can be run together. You can add multiple small groups together – just make sure to mark it correctly on the accountability coversheet!