

CITY & BOROUGH OF JUNEAU

Elections Policies & Procedures

SECTION 3.12 Chain of Custody and Ballot Accountability

Effective Date: 8/26/2026

Pursuant to CBJ Code 29.07.005, these Election Policies and Rules of Procedure may not be amended within 40 days before an election through final certification of that election. These policies remain in effect until superseded by an updated version.

3.12 CHAIN OF CUSTODY AND BALLOT ACCOUNTABILITY

Chain of custody establishes a documented record of the custody, movement, and security of ballots throughout the election process. Ballot accountability ensures that ballots issued, returned, processed, spoiled, rejected, and remaining unused can be accounted for and reconciled.

CBJ uses multiple controls to protect the security and integrity of ballots throughout the election process. These controls include documented transfers, secure storage, ballot issuance and accountability records, signature verification, unique ballot identifiers, scanning controls, and final reconciliation through the Canvass Review Board.

Ballot Identifier and One-Ballot Control

Each qualified voter is assigned a unique ballot identifier for the election. The identifier is encoded in the barcode on the voter's ballot envelope.

A ballot cannot be accepted for processing without a valid barcode containing the required unique ballot identifier. When a ballot is scanned, the system verifies the identifier. If more than one ballot is returned with the same unique ballot identifier, the system identifies the additional ballot and prevents it from being accepted and flags it for additional review by the Election Official.

This provides a safeguard against a voter having more than one ballot accepted for counting. This control works together with ballot issuance records, signature verification, ballot processing controls, and final ballot reconciliation.

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.

Ballot Collection and Drop Boxes

1. A team of two workers picks up ballots from the two vote centers, the five drop boxes, and CBJ Election's USPS PO Box.
2. They log their arrival and departure times at each location. The vote center worker signs the log for ballot pickup at those locations.
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.
2. Ballots that are not actively being processed are secured according to their stage of processing.

3. Transfers between processing stages are documented as required by applicable procedures on the Accountability Checklist.
4. Ballot processing records are maintained to support final reconciliation.

See Election Policies and Procedures 3.8b and 3.9a for examples.