ORGANIZING BALLOT DROPOFF LOCATIONS

COVID-19 and Election Administration:

Approaches for Election Officials

June 16, 2020

CENTER FOR TECH AND CIVIC LIFE

Housekeeping

- Be gracious about **work-from-home setups**
- **Restart Zoom** if needed
- **Slides and captioned recordings** will be available on the registration page
- Use the **chat panel** to say hello, chat with other attendees, and ask questions

Today’s objectives

- **Create a ballot dropoff plan** for your community based on voter preferences
- Implement **best practices** for the ongoing management of ballot dropoff locations
- **Communicate with voters** about ballot dropoff locations, rules, and timelines

Today’s agenda

- Welcome (5 minutes)
- Types of dropoffs (5 minutes)
- Dropoff considerations (15 minutes)
- Dropoff planning & communication (15 minutes)
- Q & A (15 minutes)
- Wrapping up (5 minutes)

Hello, there!

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Kurt Sampsel
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Espie Martinez
Orange County, CA
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- ~1.6 million reg. voters
- dense, suburban

Julie Stahl
Wayne County, OH
jstahl@wayne.boe.ohio.gov

- ~72,000 reg. voters
- mostly rural, 3 small cities

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Center for Tech and Civic Life (CTCL)

Harnessing the promise of technology to modernize the American voting experience

@helloCTCL
www.techandciviclife.org

Federal resources

- Set of documents provide guidance for state, local, tribal, and territorial election officials

- Written by the Joint COVID-19 Working Group
  - Cyber Infrastructure Security Agency (CISA)
  - Elections Infrastructure Government Coordinating Council (GCC)
  - Elections Infrastructure Sector Coordinating Council (SCC)

https://www.cisa.gov/protect2020

Keep in mind

1. This is tough!
2. One size doesn’t fit all
3. Things will change
4. Preparation and flexibility > certainty
5. A supportive team > a solo mission
6. Your work *matters*, and it’s hugely appreciated

The why and what of dropoff locations and dropboxes

TYPES OF DROPOFFS

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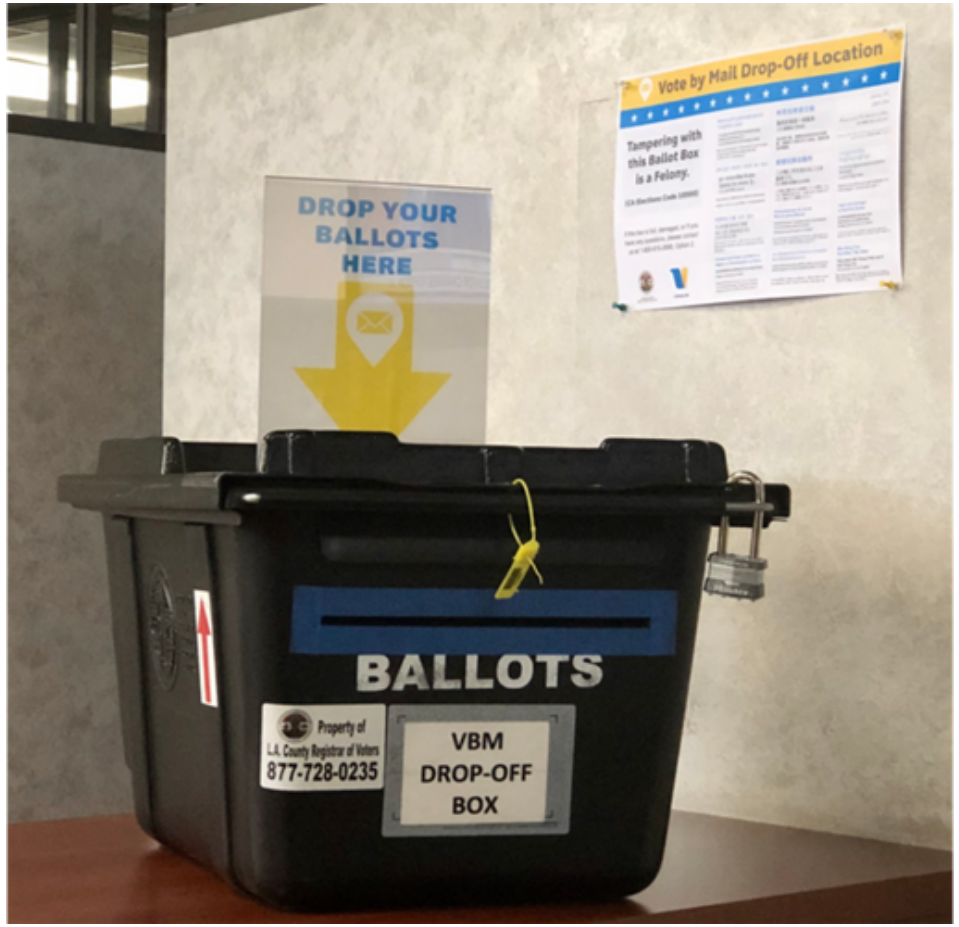
Why dropoff locations?

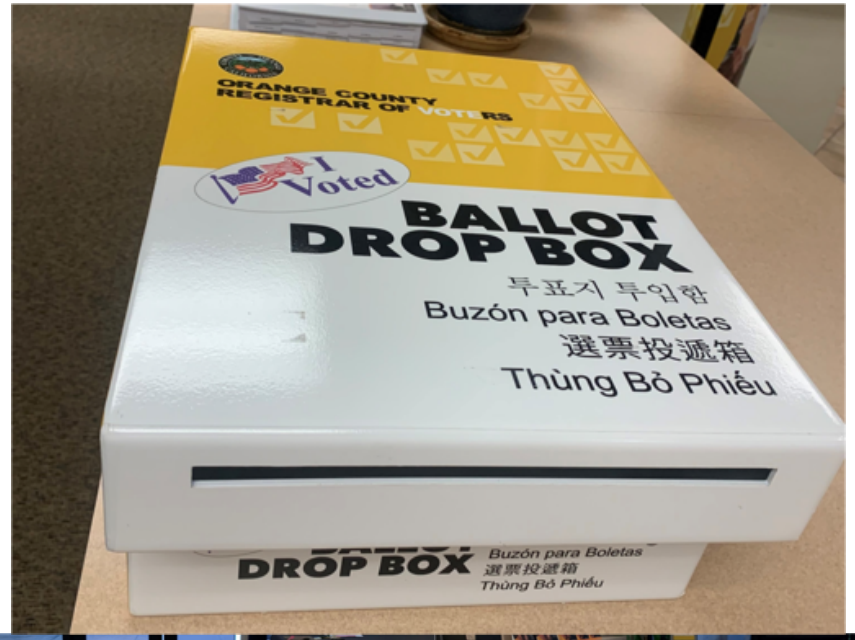
- Some voters prefer an “in-person” option
- “My mail vote won’t count”
- Ballot envelopes may contain sensitive information
  - Personally Identifiable Information (PII)
- Mistrust of the USPS
- Last minute voters

Dropoff options - temporary



Dropoff options - “permanent”

Dropbox options - being flexible



What to think about when choosing a location

LOCATION CONSIDERATIONS

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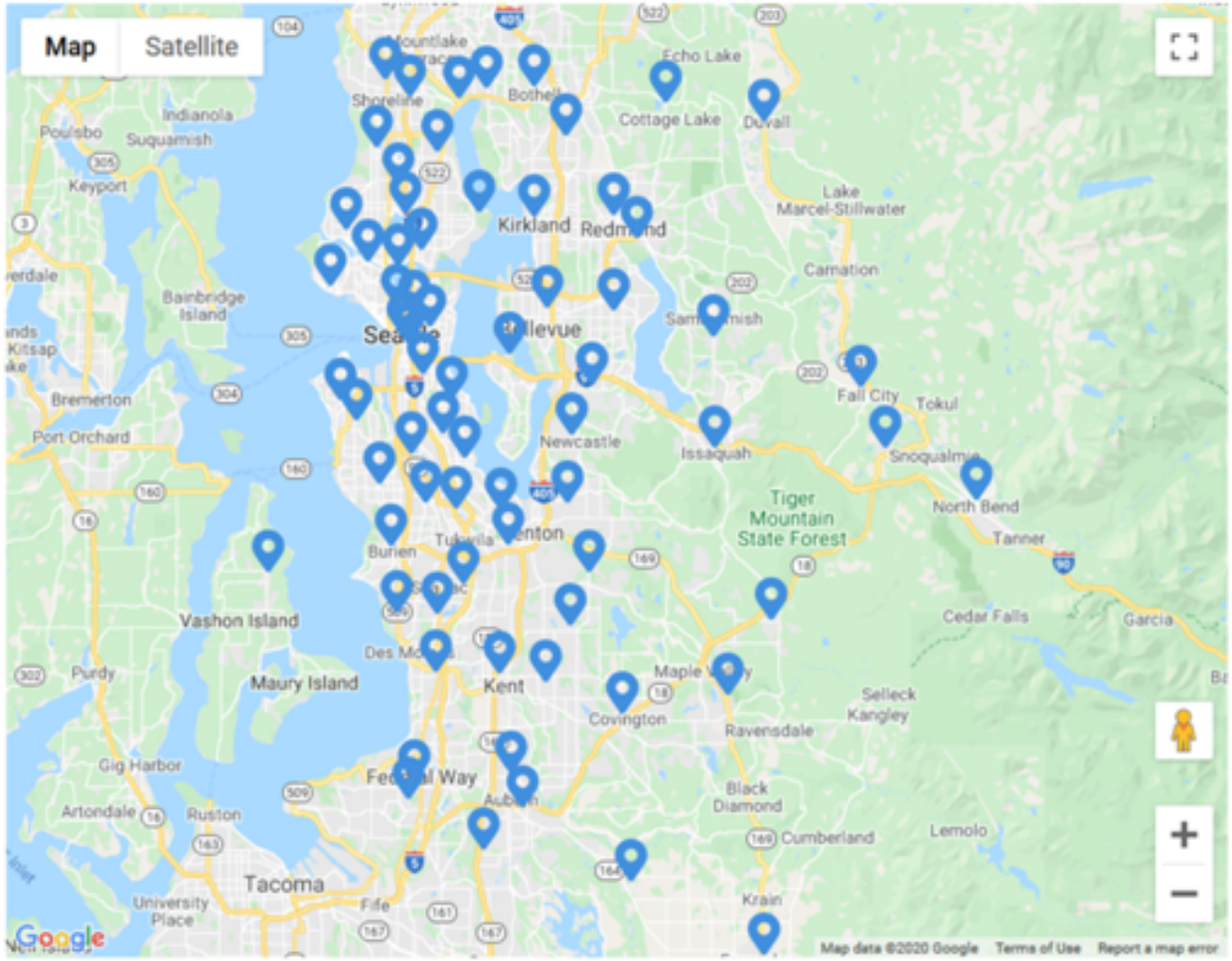
Location, Location, Location

Island County, WA (pop. ~78,000)

King County, WA (pop. ~2.2 million)



Recommendations

- 1 box per 15 - 20,000 registered voters
  - Use demographic data
- Consider more boxes in low vote by mail communities
- Convenience
- Accessibility
- Security and Visibility

Lessons learned?

Espie

- Cast a wide net
- Work with community partners

Julie

- Do your homework!
- Involve county resources, if possible.

How can you secure a dropbox? What are best practices for ballot retrieval?

SECURITY AND COLLECTION CONSIDERATIONS

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Security

Staffed/Live Monitored Boxes

- Indoors (covered) and visible
- Locked and secured
- Sealed

Unstaffed Boxes

- Well lit & visible
- Monitored by camera (or near cameras)
- High traffic areas

Chain of Custody

Who

- Bipartisan retrieval teams

What

- Security seals
- Number boxes/bags

Where

- Drop box location

When

- Time of retrieval

Documentation

BALLOT DROP BOX INCIDENT REPORT

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

Date _____ Time ____ ☐ A.M. ☐ P.M. Retrieval Team Driver 1 _____ Driver 2 _____

BOX # : _____ Landfill Location: _____

BALLOT DROP BOX

Detailed Problem: _____

Severity: ☐ Immediate Response Needed ☐ Follow-Up Required ☐ Solved On Site

CHECK ALL THAT APPLY

☐ Fire Damage ☐ Water Damage ☐ Physical Damage ☐ Cosmetic Damage ☐ Wrap ☐ Graffiti/Vandalism ☐ Rust ☐ Discoloration ☐ Other Damage ☐ Tampering ☐ Lock Issues ☐ Electrowatching

Inspection _____ Initials _____

Resolution: _____

Resolution Date: _____ Resolved By: _____

OTHER

Other Incident Description: _____

Person(s) Involved (Name & Phone #): _____

Witness Information (Name & Phone #): _____

INJURY

Injured Person Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Was Injured Person a ☐ Driver ☐ Driver ☐ Other _____

Details of Injury Incident: _____

Witness Information (Name, Phone #, Address): _____

If a Police or EMT/Paramedic report was taken, provide the case/report number: _____

SPACE ON DAY

Reviewed ☐ Reserved ☐ Tracked in TED ☐ Comments _____ INITIALS _____

BALLOT RETRIEVEL TEAM DAILY LOG

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

ROUTE ID # _____

Date _____ Driver 1 _____ Driver 2 _____ Admin 1 _____ Admin 2 _____

Check out Time ____ ☐ A.M. ☐ P.M. ☐ Bag ☐ Binder ☐ Keys D1 __ D2 __ A1 __ A2 __

MB/VC ID	Seal ID	Bag ID	Collection Time	Initials	Notes

Check in Time ____ ☐ A.M. ☐ P.M. ☐ Bag ☐ Binder ☐ Keys D1 __ D2 __ A1 __ A2 __

Route Notes: _____

Date _____ Driver 1 _____ Driver 2 _____ Admin 1 _____ Admin 2 _____

Check out Time ____ ☐ A.M. ☐ P.M. ☐ Bag ☐ Binder ☐ Keys D1 __ D2 __ A1 __ A2 __

MB/VC ID	Seal ID	Bag ID	Collection Time	Initials	Notes

Check in Time ____ ☐ A.M. ☐ P.M. ☐ Bag ☐ Binder ☐ Keys D1 __ D2 __ A1 __ A2 __

Route Notes: _____

BALLOT RETRIEVEL TEAM CHAIN OF CUSTODY

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

BOX # : _____ Date _____ Retrieval Team Driver 1 _____ Driver 2 _____

Arrival Procedure

Time of Arrival ____ ☐ A.M. ☐ P.M. ____ Initials

Security Seal Intact ☐ Yes ☐ No ____ Initials

Security Seal Match ☐ Yes ☐ No ____ Initials

Place Security Seal

Secure Ballot Container

Ballots? ☐ Yes ☐ No

Original Container ID: _____ Security Tag ID: _____ OR Replacement Container ID: _____

Entry/Bags - Security Tag ID's _____

Departure Procedure

Service Required? ☐ Yes ☐ No

Notes: _____

New Security Seal #: _____

Time of Departure ____ ☐ A.M. ☐ P.M. ____ Initials

ROV Ballot Receipt

Date of Receipt _____

Time of Receipt ____ ☐ A.M. ☐ P.M. Received By _____ (PRINT) _____ (SIGN)

Security Seal Intact ☐ Yes ☐ No Driver 1 _____ _____

APC # _____ Driver 2 _____ _____

Collection

1. Record and document dropbox number and seal
2. Withdraw ballots and place in secure container
3. Seal container and record seal information
4. Lock and seal dropbox, record new seal information

Lessons learned?

Espie

- Develop a tracking system
- Security & randomized routes

Julie

- Schedule personnel
- Have security protocols

What to plan for, when planning

DROPBOX PLANNING AND COMMUNICATION

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Dropoff criteria & planner

Full Credit to King County, WA

Contains:

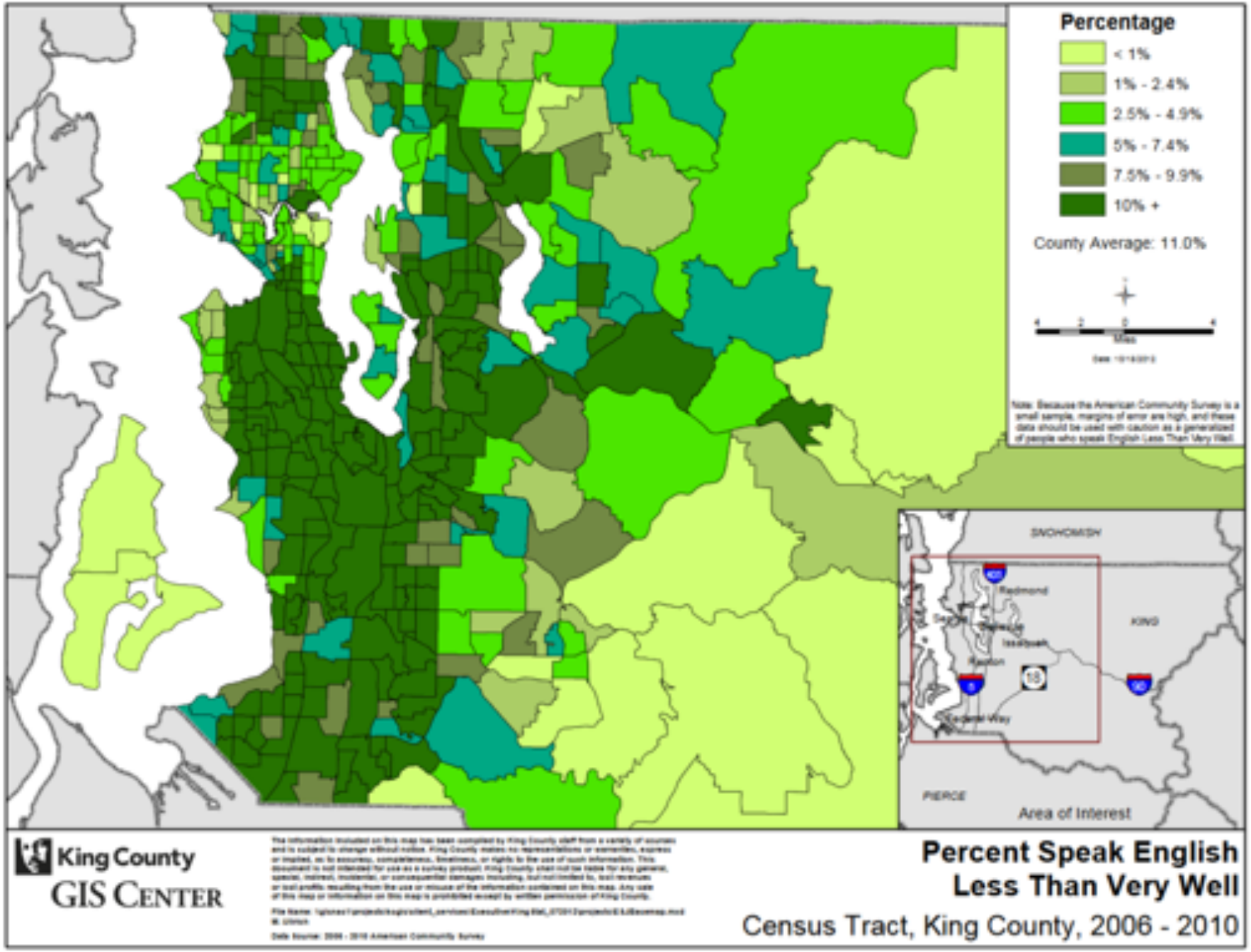
- Criteria
- Scoring Rubric
- Scoring description
- Grade & notes

https://kingcounty.gov/~/media/depts/elections/about-us/reports/bdol-expansion-plan.ashx?la=en

Criteria - equity of service

Description:
Does the location sit in a community with demographic characteristics that warrant considerations? (e.g. displaced voters, hard to reach voters, voters w/disabilities, language barriers)

Score: 0-10
(grading criteria for this will vary greatly by jurisdiction)



King County
GIS Center

Percent Speak English Less Than Very Well

Census Tract, King County, 2006 - 2010

Criteria - visibility

Description:

Does the site allow for placement of a box that is readily visible and easy to locate by voters? Conditions include: lighting, a clear line of sight from street and/or parking.

Score:

5 - Voters can easily locate the box on site; is fully visible from multiple directions.

2.5 - Some voters may be challenged to find the box without extra signage or lighting.

0 - There may be challenges in finding the box on site due to placement or visibility.

5 POINTS PLAZA
DUCK DON
OFFICIAL BALLOT DROP BOX
ocvote.com

OFFICIAL BALLOT DROP BOX
ocvote.com

Communication

NEAL KELLEY
Registrar of Voters

REGISTRAR OF VOTERS
1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
FAX (714) 567-7627
ocvote.com

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

The Orange County Registrar of Voters is in the process of transitioning to a new model of voting, which will begin with the Presidential Primary Election in March 2020. Voters will have more choices as to where, when, and how they can cast their ballot. Under this new model of voting, voters will be utilizing Vote Centers, as opposed to traditional polling places, which will provide a full-service voting experience for an 11-day voting period. Additionally, voters will be able to return their mail ballot in one of 110 Ballot Drop Boxes that will be located throughout Orange County.

By hosting a Ballot Drop Box at your location, you will be providing a valuable service to the community by offering a secure and convenient location for voters to drop off their ballot. Although the installation process will be conducted entirely by our office, your partnership is essential to providing this valuable service to the voters.

This introductory packet of information includes:

- Ballot Drop Box Information Sheet
- Ballot Drop Box Agreement
- What to Expect and Next Steps
- Frequently Asked Questions (FAQs)

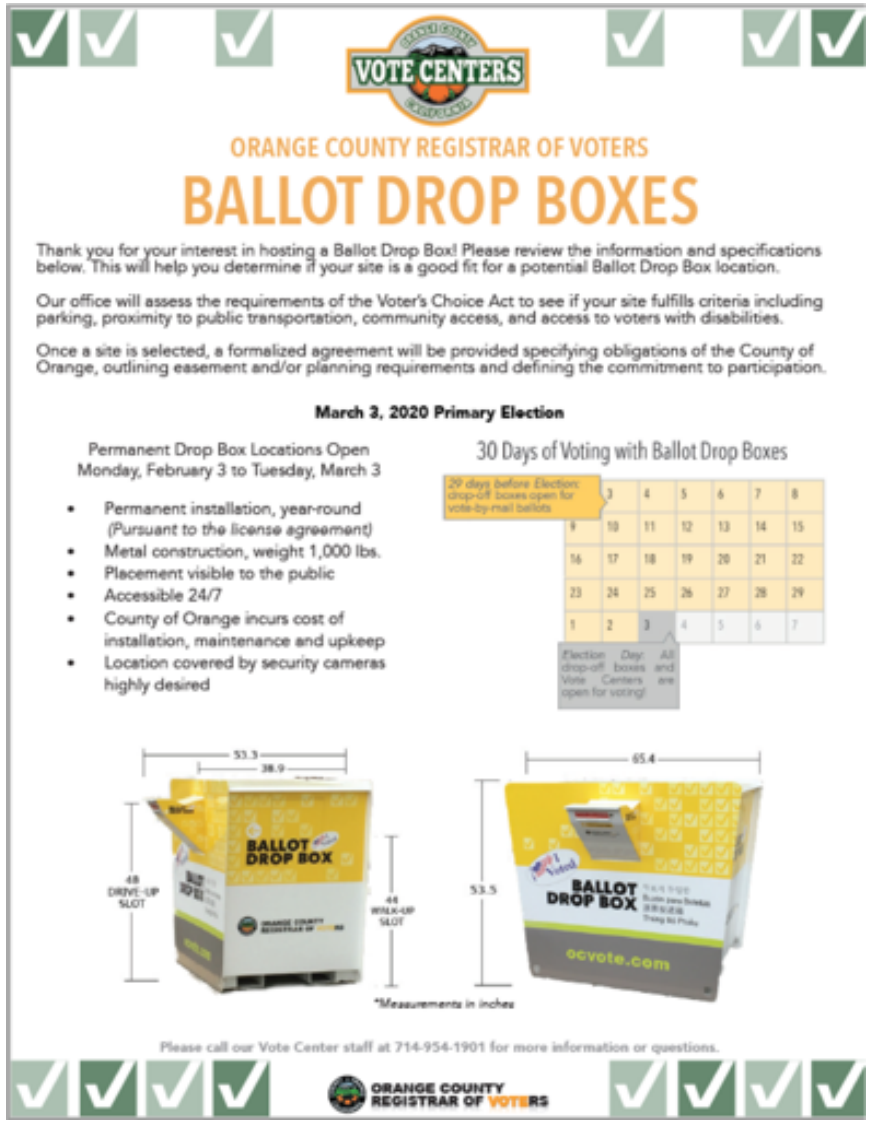
The installation of the Ballot Drop Boxes will be completed in phases and is scheduled to begin in August 2019.

For additional information, please contact Espie Martinez, Vote Center Support Lead, at Espie.Martinez@rov.ocgov.com or (714) 567-7575.

Thank you for your consideration - we look forward to partnering with you to host a Ballot Drop Box at your site!

Sincerely,

Neal Kelley
Registrar of Voters



Communication

Wayne County Board of Elections
Published by Julie Leathers Stahl [?] · March 31 ·

We have a new ballot drop box outside our offices at 200 Vanover Street, Wooster. Thank you, Ryan and Kreg of the Wayne County Maintenance Department for the quick installation.

Wayne County
BOARD OF ELECTIONS

200 Vanover Street Suite 1 Wooster, Ohio 44691
Telephone 330-287-5480 Fax 330-287-5686 www.WayneCountyOH.gov
Email: WAYNE@OhioSoS.gov

FOR IMMEDIATE RELEASE

Wayne County Board of Elections
Julie Leathers Stahl, Director
330-287-5483
jstahl@wayne.boe.ohio.gov
w/photographs

Wayne County Board of Elections Installs 24-hour Ballot Drop Box

A 24-hour Ballot Drop Box has been installed at the building entrance to the Board of Elections, located at 200 Vanover Street, Wooster.

Last week, the State Legislature passed House Bill 197, an emergency measure, which included the extension of the Primary Election until April 28, 2020. One of the provisions of the bill was the availability of a secure Ballot Drop Box outside every Board of Elections office in the State of Ohio.

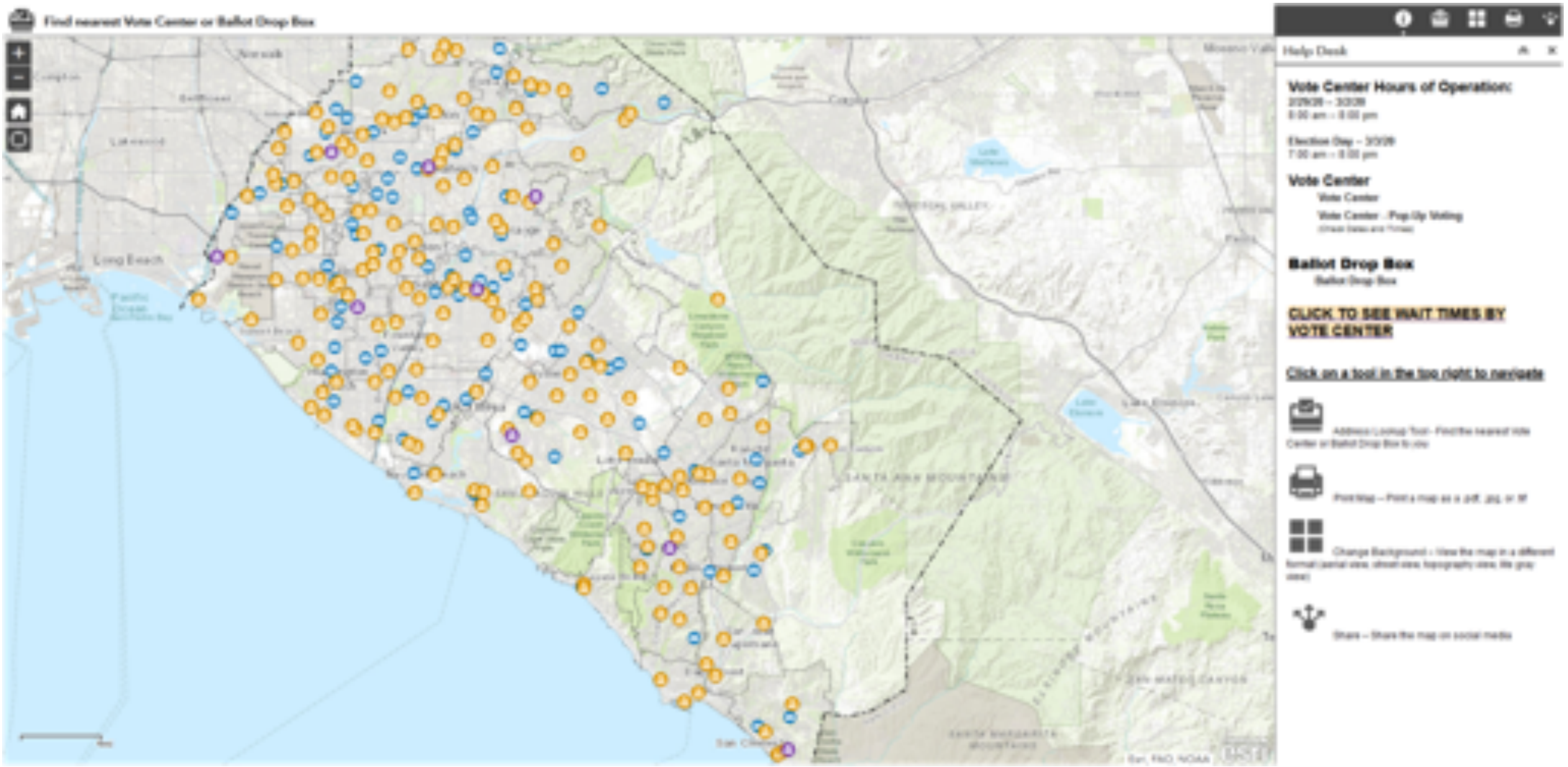
"Once we were aware of the requirement, we started the process to procure a drop box," explained Board of Elections Director Julie Leathers Stahl. "We did some quick homework and purchased a unit late last week. It arrived Monday, and the County Maintenance Department installed it Tuesday morning. We are grateful for such great cooperation and quick response from them and from many other County Departments," noted Stahl.

The extension of the Ohio Primary by the State Legislature eliminates in person voting, except in certain circumstances. Voters who have not already cast a ballot (either via mail or in person during the early voting period), can request an absentee ballot in one of the following ways:

- Go to www.VoteOhio.gov and complete a pdf-fill in application, print, sign and send to their County Board of Elections.
- Go to www.WayneCountyOH.gov and print off a form from a link on the home page, complete, sign and send to their County Board of Elections.
- Call the Wayne County Board of Elections between 8 a.m. and 4 p.m., Monday through Friday and request that an Application for Absentee Ballot be sent to their home.

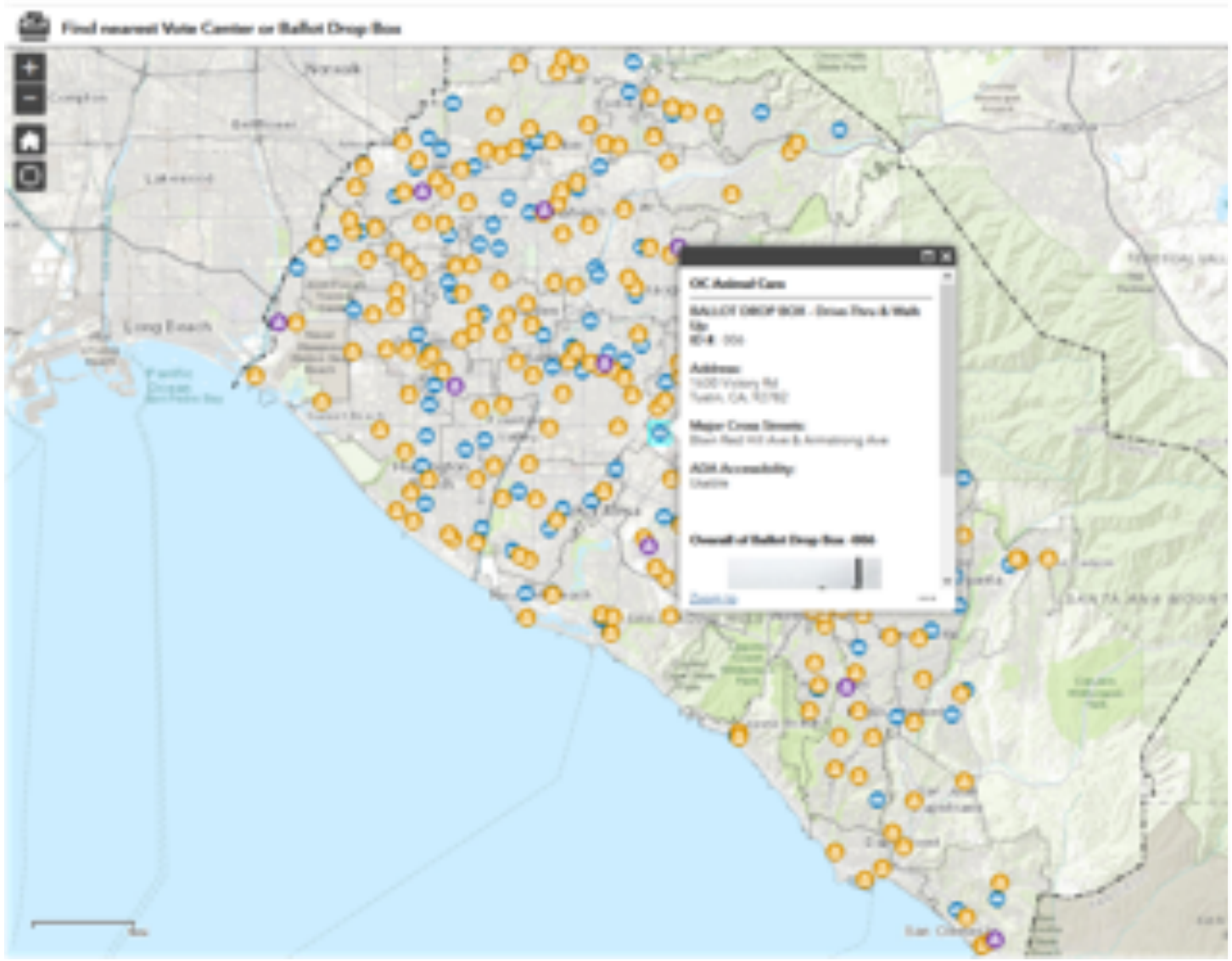
Julie Leathers Stahl, Director
Rich Corfman, Deputy Director
Elizabeth Sheets, Chairperson Charles Hardman K. William Bailey Ann Obrecht

Communication



https://ocvote.maps.arcgis.com/apps/webappviewer/index.html?id=5c1a4a20bcff4d649a9b97a12e66c9f1

Communication



OC Animal Care

BALLOT DROP BOX - Drive-Thru & Walk Up
ID #: 006

Address:
1630 Victory Rd
Tustin, CA, 92782

Major Cross Streets:
Btwn Red Hill Ave & Armstrong Ave

ADA Accessibility:
Usable

Overall of Ballot Drop Box -006

2

Let’s talk

DISCUSSION

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Share your thoughts

- What resonated with you from today’s webinar? (Any “ah-ha” moments?)
- What are your next steps?
- What questions do you have about what we covered today?
- What questions do you have about what we didn’t cover today?

As more questions come up...

- Reach out to CTCL
  - We'll help out, or
  - We'll find someone for you who can

hello@techandciviclife.org

We’ve covered a lot of ground

WRAPPING UP

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Today's resources

COVID 19 Working Group "Ballot Drop Box"	https://www.eac.gov/sites/default/files/electionofficials/vbm/Ballot_Drop_Box.pdf
CTCL "Ballot Dropoff Locations Criteria Planner"	https://www.techandciviclife.org/covid-19-webinars/#covid-webinar8
Orange County, CA Communication Packet	Contact Dylan (dylan@techandciviclife.org)
Orange County, CA Ballot Dropbox Retrieval Training	Contact Dylan (dylan@techandciviclife.org)
King County, WA "Ballot drop off locations: A plan to improve voter access"	https://kingcounty.gov/~/media/depts/elections/about-us/reports/bdol-expansion-plan.ashx?la=en

Dates to keep in mind (139)

Numbers and Locations

- Determine how many, what kind of boxes and where (180 days)

Placement

- Obtain necessary permits or approvals (152 days)
- Make arrangements with facilities (107 days)

Purchasing

- Purchase ballot boxes (107 days)

What was your experience with today’s webinar?

- A brief survey is linked in the chat box
- Please complete the survey now to provide feedback and improve the webinar for future participants

Up next

- ~~Supporting election officials (Thursday, May 21)~~
- ~~Planning 2020 workload and resource allocation (Tuesday, May 26)~~
- ~~Ensuring access, equity, and inclusion (Thursday, May 28)~~
- ~~Educating voters about their options (Thursday, June 4)~~
- ~~Maintaining voter lists (Tuesday, June 9)~~
- ~~Managing mail ballot request forms (Thursday, June 11)~~
- ~~Organizing ballot dropoff locations (Tuesday, June 16)~~
- Streamlining the inbound ballot process (Thursday, June 18)
- Verifying and curing signatures (Tuesday, June 23)
- Recruiting and training election workers (Thursday, June 25)
- Implementing public health guidelines for voting locations (Tuesday, June 30)

techandciviclife.org/covid-19-webinars/

Thanks!

Email: hello@techandciviclife.org
Twitter: @HelloCTCL
Website: www.techandciviclife.org

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