

Ballot Box Couriers – Check-in/Check-out

1. Courier arrives at 3:00pm to pick up bags and key
 - a. The route schedules are printed and on a clipboard near the Forms printer)
 - b. Grab bags for route from back station (where light-duty sometimes sits near vault) – routes have station numbers and also the route name printed on the bag (East, Far East, South/Near West, West)
 - c. Grab a numbered key from the vault
 - d. Write key number down on key log (at front near the Forms printer)
 - e. Election official prints name, signs name, and writes date on key log
 - f. Election official heads out to run route
2. Courier should arrive back around 4:30 or 5:00pm with all bags
 - a. Take clipboard with chain of custody forms from election official
 - i. Confirm number of ballots in each bag from the route and complete the bottom portion of the chain of custody form
 - ii. ****If there are no ballots in a box, the election officials have been instructed to not seal the bag – they still complete a chain of custody form, though**
 1. *****If none of the boxes on their route have ballots **AND** they are on the same route the next day, the election officials will call to let us know and they will just hold onto the bags without returning to the office**
 - b. Add new chain of custody forms to the clipboard if there are none remaining on the clipboard
 - i. Put the chain of custody forms in station number order
 - ii. ****extra chain of custody forms are in trays near the Forms printer – each level has the chain of custody forms for a route**
 - c. Check the supplies
 - i. Make sure there are enough pens, seals, name tags, rubberbands in the zipper-lock bags
 - d. **If the courier is picking up the same route the next day:**
 - i. Election official will keep the key they already have
 - ii. Hand them the bags for the route – they will not have to return at 3:00pm the next day to pick up the bags☺
 - e. **If the courier is NOT on a route the next day:**
 - i. Election official may keep the vests if they are scheduled for a route later on; just ask them if they've signed up for later routes
 - ii. Have them date the key log that they've returned the key
 - iii. Add two vests to one of the bags – vests are in the storage room near the break table in a blue storage tote marked "Clerk logo vests"
 - iv. Return the key to the vault
 - v. Return the bags to the back table