Pima County Ballot Process: Overview

Stage 1
Vendor / Ballot Printing and Distribution

Stage 2.a
Polling Place: Setup

Stage 2.b
Polling Places, Vote

Stage 2.c
Polling Places, Provisionals

Stage 2.d
Polling Place, Close-down

Stage 2.e
Polling Place, Official Materials

Stage 3.a
Pima County Recorder

Stage 3.b
Early Ballot Acceptance

Stage 3.c
Early Ballot Processing

Stage 3.b
Early Board Processing

Stage 5
Elections Tech Center

Ballots are printed and sent to Pima County Elections or Individual Voters

Ballots are inventoried and distributed to locations for voting

Voting occurs

Polling Place closing procedures

Ballots and other materials are received and sent to the Elections Center

Recorder's Office validates Mail-in Ballots

Recorder's Office turns over Ballots to the Elections Department

Recorder's Office validates Provisional and Conditional Ballots

Results are tabulated

REVISED: APRIL 2019
Pima County Ballot Process: Stage 1. Vendor / Printing and Distribution

INPUT

Vendor receives BallotOrder

Vendor prints Election Day (Precinct) Ballots

Vendor ships Regular Ballots in shrink-wrapped packages of 50, specific to each of 249 precincts

Pima County Elections receives Ballots and Satellite Early Ballots from Vendor

Inventory prepackaged Ballots and compare to the Ballot Order (type and quantity)

Create Ballot Report

Box the Ballots for each Precinct

Box the Ballots for each Satellite Location

Place Ballot Report in Inspector’s Note Book

Put all ballot boxes for a polling place, and one ADA accessible voting machine, into a cage, then padlock and seal the cage.

Provide Inspector Notebooks to Inspectors at training class

Transfer to the Recorder’s Office

Stage 2.a Polling Place Setup

PROCESS

OUTPUT

Vendor prints Early (Mail-in) Ballots

Vendor mails Early (Mail-in) Ballots directly to voters

Voters receive Early Ballots via U.S. Mail

Voters complete Early Ballots

Voter mails ballot to Pima County Recorder or drops ballots off at polls

Stage 3.a Pima County Recorder

REVISED: APRIL 2019
Pima County Ballot Process: Stage 2.a, Polling Places, Setup

Cage(s) are received at Polling Place, and Inspector arrives with Inspector Notebook

Election morning: Inspector (and one or more Poll Workers) inspects seal, opens lock (with combo in notebook), then inspects ballots, ADA accessible voting machine.

Ballot Packages are inventoried, then put back in boxes and cage.

One package of ballots at a time is removed from a box and put on issuing judge’s table for disbursement to voters

Voter presents ID.

Poll Worker checks if ID is Acceptable

If ID not acceptable, or no ID, voter gets Conditional ballot.

If ID is acceptable and voter selects to use paper ballots. Judge gives a standard ballot to the voter.

If ID is acceptable and voter selects to use the ADA accessible voting machine. The voter cast a ballot with the ADA accessible device.

If ID does not match, voter is not listed on polling place roster, or is listed as requesting an early ballot, voter gets Provisional ballot.

Voter

Ballot Reports in Inspector’s Notebooks

Cages with Boxed Ballots, for each Polling Place

(REVIS: APRIL 2019)
Pima County Ballot Process: Stage 2.b, Polling Places, Standard Ballot

(Continued from Stage 2.a, Polling Places, Setup)

STANDARD BALLOT
Voter with an acceptable ID is allowed to vote a Standard Ballot and selects to vote a paper ballot or use the ADA Accessable Device

Voter marks selections on the paper ballot in a privacy booth

Voter marks selections on ADA accessible device

The voter has successfully marked the ballot

If the voter request a new ballot because an over vote or similar error and if the Voter has use less than 3 ballots, the poll worker gives the voter another ballot to use.

If a voter makes a mistake, they can correct the ballot on the accessible device. If the ballot was printed and the voter has printed less than three ballots the poll worker gives the voter another ballot.

If the ballot is spoiled, The word “spoiled” is written in red across the front and back of the ballot by the poll worker.

If the ballot is spoiled, The word “spoiled” is written in red across the front and back of the ballot by the poll worker.

The spoiled ballot is placed in the Official Envelope.

The spoiled ballot is placed in the Official Envelope.

Voter puts ballot in privacy sleeve, if desired

Voter inserts ballot into the gray ballot box.

Voted ballot

(Continued on Stage 2.d, Polling Places, Close-down)
Voter marks paper ballot in the privacy booth

If the voter request a new ballot because an over vote or similar error and if the Voter has use less than 3 ballots, the poll worker gives the voter another ballot to use.

If the ballot is spoiled, The word “spoiled” is written in red across the front and back of the ballot by the poll worker.

The voter has successfully marked the ballot

Voter returns Provisional / Conditional Provisional ballot to poll worker

Voter gets receipt.

Poll worker puts Provisional ballots in the Provisional Envelope or Conditional ballots in the Conditional Provisional Envelope.

Voters who used Conditional ballots are given the locations and time limit to provide valid ID in order to have their vote count.

(Continued on Stage 2.d, Polling Places, Close-down)
Pima County Ballot Process: Stage 2.d, Polling Places, Close-down

(Continued from Stage 2.b, Polling Places, Vote)

After polls close and the last voter leaves, poll workers start the close-down.

Poll workers shut down the ADA accessible voting machine.

Poll workers open back of the gray ballot box and remove the ballots.

Poll workers count the ballots. The Ballot Report is completed.

The ballots and a copy of the Ballot Report are returned to the gray ballot box and the gray ballot box is closed and sealed.

The remaining official materials are placed into various envelopes, and if necessary sealed.

The Inspector and Judge of the Opposite Party take the Gray Ballot Box, Official Envelope, Unofficial Envelope, and Early & Provisional Ballot Envelope to the Receiving Station.

Stage 2.e Polling Place, Official Materials

REVISED: APRIL 2019
The Inspector and Judge of the Opposite Party take the Gray Ballot Box, Official Envelope, Unofficial Envelope, and Early & Provisional Ballot Envelope to the Receiving Station.

The Receiving Board Members will compare the seal numbers on the Gray Ballot Box to the seal number listed for that Voting Area reflected on the Seal Log. If a seal is missing, the Receiving Board Members will place a seal on the box and write on the receipt why there was a seal missing.

The Receiving Board Members will verify that each envelope on the receipt is turned into them at the Receiving Center by checking off each item on the Receipt. If any of the envelopes have been placed in the Grey Ballot Box, the Box is opened and the envelope(s) is removed. The Box is resealed and a note is written on the receipt as to why the Box was opened.

The Receipt is completed and a copy is placed in a plastic envelope that is attached to the handle. The receipt will stay with the box at all times.

The Gray Ballot Box, and Envelopes are transported by two people to Central Receiving at the Election Center at 6550 S. Country Club Road, with a chain of custody receipt.

At Central Receiving, each item is checked off the Chain of Custody Receipt.

The Gray Ballot Box is given to the Inspection Board and the envelopes are given to Central Receiving. Central Receiving sends the Provisional and Early Ballot Envelopes to the Provisional Preparation Board, who disassembles the Unofficial Envelope and box the Official Envelope.

The white and yellow sheets of the Provisional and Conditional Envelopes are given to the Recorder's Office the morning after the Election.

(Continued from Stage 2.d, Polling Places, Close-down)

(Continued on Stage 4, Provisional and Conditional Processing)
Pima County Ballot Process: Stage 3.a, Pima County Recorder

INPUT

Completed Early Ballots

PROCESS

Recorder notes which voters have returned Early Ballots (confirmation via signature comparison)

Recorder bundles accepted Early Ballots, with an "Early List" around each bundle listing the Ballots enclosed (still in affidavit envelopes), and contained in rubber bands.

Recorder retains ballots which are not accepted

Recorder's Office contacts voters to correct deficiencies on envelope

Ballot bundles are placed in Mail trays, along with receipts

Ballot Bundles in Mail Trays

OUTPUT

Mail trays are delivered to the Elections Center by two Recorder's Office staff

Stage 3.b
Early Ballot Acceptance

REVISED: APRIL 2019
The Early Ballots include those that are mailed, as well as those from the Satellite Location early voting and mail-in’s dropped off at precincts.

Recorder transfers bundles of approved Early Ballots in mail trays, delivered by pairs of Recorder staff. Transmittal controls are verified by Elections.

Teams of 2 election workers, not of the same party, verify in each bundle that there is a ballot envelope for each name on the “Early List”, and vice versa.

Once verified, the election worker pair opens the envelope and removes the ballot. Ballots are placed in a stack without looking at them, to maintain secrecy.

Note: non-ballot items (e.g. utility bill) are given to Elections for return if appropriate.

Once all the envelopes from the bundle are empty, they are re-wrapped with the “Early List” they came in. This bundle is then placed in the Batch Envelope for storage.

Verified Accepted Early Ballots are then unfolded and flattened, and inspected to see if duplication is necessary, meaning they are damaged and physically unable to go through the scanner.

(Continued on Stage 3.c, Early Ballot Processing)
Pima County Ballot Process: Stage 3.c, Early Ballot Processing

(Continued from Stage 3.b, Early Ballot Acceptance)

INPUT

Early Ballots not requiring duplication are placed in a ballot bag. A label with the seal number, batch number, board number, box number and amount in the box is placed in the window of the ballot.

PROCESS

1. Create label with count
2. Create transmittal list
3. Create transmittal receipt

Early Ballots not requiring duplication are placed in a ballot bag. A label with the seal number, batch number, board number, box number and amount in the box is placed in the window of the ballot.

OUTPUT

Boxes of undamaged verified accepted early ballots are transferred to the Uncounted Vault.

Ballots that require duplication are counted and sent to the Duplication Boards.

The Duplication Boards, 2 people not of the same party duplicate the ballots by one person reading the original ballot to the person creating the duplicate ballot on the ExpressVote.

The person creating the duplicate ballot, reads the ballot summary on the ExpressVote to the person with the original ballot.

When all the votes on the original ballot match the ballot summary, the ExpressVote ballot is printed and kept with the original until a second Duplication Board can proof it.

Once the duplicated ballot has been proofed against the Express Vote duplicate, the ExpressVote ballot is placed in a ballot bag. A duplicate label with the seal number, batch number, box number and amount is placed in the window of the bag. The bag is sealed and placed in the uncounted ballot vault. The original ballots are boxed and kept in the unprocessed ballot vault.

Boxes of ballots are stored in the Uncounted Vault until they are transferred to the Tabulation Room.

Stage 5
Elections Tech Center

REVISED: APRIL 2019
Recorder sends the yellow cover sheets from the individual Provisional ballots to Elections, each marked with approval status.

As yellow sheets come in from Recorder, Elections finds the matching individual Provisional ballot envelopes (pink sheet on top).

Individual Provisional ballots that were not approved are placed back in the vault, still in their envelopes, for storage in Treasurer's Vault.

For each approved Provisional: Take the ballot out of the envelope unfold and flatten the ballot. Place the ballot in a box. Each box holds approximately 500 Approved Provisional Ballots.

Once all yellow sheets for Provisionals have been received from the Recorder, and all approved Provisionals are boxed, they are ready to scan.

For Conditional Provisionals, the same process is used. However, the Recorder waits until the last day for ID approval has passed, and then sends all the Conditional yellow sheets at one time.

Box with approved Provisional ballots

(Continued on Stage 5, Elections Tech Center)
Boxes of Early and Provisional ballots are processed one box at a time as they are received.

For each box of ballots, the stacks of ballots are removed.

Each stack of ballots is placed in the feeder of the Central Count scanner.

The stack of ballots is run through the scanner and the results are uploaded to the Election Management System (EMS), the system for tabulation of election results.

The Key Stats Report from (EMS) is periodically published for Party Observers.

A Summary Report is printed (face down) before and after running ballots for an audit batch. The count audit batch is uploaded to the EMS. Counted ballots and the Print Summary Reports are boxed.

Audit Batches are stored separately until the Hand Count Audit.

Fully processed ballots go into boxes, which are then sealed and stored in the counted ballot vault.

The Political Parties ID boxes if ballots for audit batches.

Ballots with Write-In votes are boxed and sent to a Write-In Board for adjudication.

Unreadable ballots are boxed and sent to a Duplication Board.

Duplicate ballots are created and boxed for scanning.

Ballots that are unreadable are boxed and sent to a Duplication Board.

Once all ballots have been entered into EMS and the election canvassed, the ballots are turned over to the Treasurer for storage in accordance with retention schedules.