



2015 Coordinated Election

Ballot Processing Procedures

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BALLOT PROCESSING OVERVIEW

RECEIVING ROOM

Bipartisan ballot security teams deliver ballots from:

- U.S. Post Office
- Voter Service and Polling Centers
- 24 Hour Ballot Drop-Off Locations

To track where and when voters have delivered their ballot, ballot boxes and mail trays are logged into the Elections Division's Ballot Tracking System. After the envelopes have been organized, the mail trays are transferred to the Verification Room.

VERIFICATION ROOM

Mail ballot envelopes are run through a sorting system which stamps the envelope with a date and time, removes the privacy tab with a laser, compares the barcode on the envelope to data from SCORE (statewide voter registration system), and captures the signature image from each envelope. The signatures of eligible voters are reviewed by bipartisan election judges. If the signature matches, the ballot is accepted and the voter's SCORE record is updated to show that a ballot was verified. If the signature does not match, a bipartisan team of two election workers compare signatures and conduct further research. The envelopes are then run through the sorting system on a second pass to sort accepted ballots and rejected ballots. Accepted ballots are sent to the Preparation Room. Voters with rejected ballots due to non-matching signatures, missing signatures, or failure to include identification if required are sent a letter asking them to submit a Signature Affidavit Form along with a copy of approved identification.

Rejected ballots remain in the Verification Room while impacted voters are given 8 days after Election Day to cure the discrepancy.

PREPARATION ROOM

In this room, batches of ballots are logged into the Elections Division's Ballot Tracking System. Mail ballot envelopes are sliced open with a high speed envelope opener/extractor to remove the secrecy sleeve and then a bipartisan team of two people work together to:

- Remove the ballot from the secrecy sleeve
- Remove any tabs from the top portion of the ballot
- Flatten out the folds in the ballot
- Place the ballots in a ballot transfer case

The ballots are transferred to the Counting Room. Empty envelopes and tabs are boxed and retained in secure storage for 25 months before destruction.

COUNTING ROOM

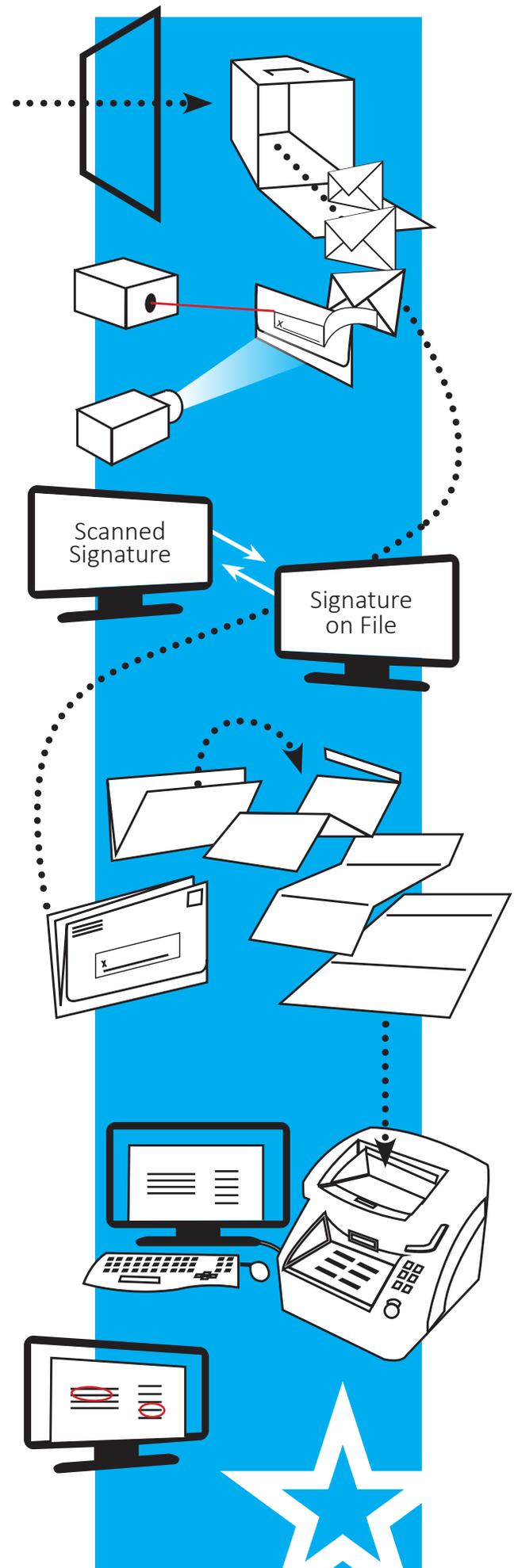
Ballots are received from the Ballot Prep or Ballot Auditing Rooms in sealed transfer cases. Counting Room Leads log each transfer case into the Elections Division's Ballot Tracking System. Individual scanners process the ballots through the ImageCast Central Counting System (ICC).

- Digital images of every ballot are recorded and votes are identified by the ICC System.
- Blank ballots and ballots with Write-Ins, Overvotes, or stray marks are sent to Adjudication.
- Severely damaged ballots are sent to the Ballot Duplication Team, reproduced using the Colorado Secretary of State's Voter Intent Guide, and then returned to be scanned.
- Scanned ballots are resealed in their transfer case, checked out of the room and then stored for 25 months before being destroyed.

A bipartisan Adjudication Team examines the digital images of all ballots sent to Adjudication;

- Following the Colorado Secretary of State's Voter Intent Guide, Adjudication Teams resolve any vote discrepancies.
- Adjudicated ballot images are audited before being tallied.

Votes are tallied and results are posted to the public on election night starting at 7 pm, and are updated every hour and a half, until all ballots have been scanned and tallied.



VERIFICATION ROOM MACHINE SPECIFICATIONS

Bell and Howell, LLC.

MLOCR/BCR Sorter

The Criterion® Elevate sorter has been designed to meet high-speed mail processing needs of organizations with strict space limitations.

Request Information:

Marjorie McDermott

(801) 930-5402

www.bellhowell.net

PREPARATION ROOM MACHINE SPECIFICATIONS

OPEX Corporation

OPEX Model 72 Rapid Extraction Desk

The Model 72 Rapid Extraction Desk's technology offers efficient, secure, and reliable mixed envelope opening and extraction. A variety of industries worldwide turn to OPEX Corporation to provide them with the most innovative mailroom automation solutions available. The Model 72 is the most cost-effective and efficient way to open and extract mixed mail.

Request Information:

John Heap

(856) 912-3574

www.opex.com

COUNTING ROOM AND VOTING MACHINE SPECIFICATIONS

Dominion Voting Systems

ImageCast Central

Scalable, efficient central count solution

Democracy Suite EMS

Dominion's Democracy Suite Election Management System (DSuite EMS) is used to design and set up an election, as well as tally and report the results of the election for any of Dominion's voting platforms.

Request Information:

Steven Bennett

(909) 362-1715

www.dominionvoting.com

DENVER ELECTIONS DIVISION CONTACT



DenverVotes.org



elections@denvergov.org



[/DenverElections](#)
[/ACCESO Denver](#)



[/DenverElections](#)
[#DenverVotes](#)



(720) 913-VOTE (8683)

Procedures

Receiving Room



Purpose:	-Receive and prepare ballots for verification -Provide estimate of returns by location and method of receipt	<p><u>Corresponding Documents</u></p> <p><u>Mail Delivery Log</u></p>
Prepared By:	Drake Rambke	
Revised On:	8/27/2015	
CRS:		
SOS Rule:	7.5.2,7.5.3, 7.5.5, 7.5.10	
Approved By:	Amanda Beach	
Approved On:	3/31/2015	

I. Room Preparation

- A. Scales – Calibrate all scales and set tare and piece counts for each.
- B. Supplies – Ensure all boxes, trays, tools, and logs are ready.

II. Ballot Box Receiving

- A. Blue Ballot boxes will be delivered throughout the day by a bipartisan Ballot Security Team and staged for delivery to the Audit Team.
- B. Red Ballot boxes will be delivered throughout the day by a bipartisan Ballot Security Team and placed against the back wall of Receiving with the *White Ballot Security Log* on top.

III. Red Box Handling

- A. Weigh red ballot box using floor scale and write the piece count (estimated number of ballots) on the *White Ballot Security Log*. If the box is light, the ballots may be counted by hand once the box is opened.
- B. Handle one box at a time and compare the numbers on both yellow ballot box seals to the numbers on the *White Ballot Security Log*.
 1. If there is a discrepancy, inform the Room Lead. Lead and Ballot Processing Coordinator will resolve and document using a *Ballot Box Discrepancy Log*.
 2. If the numbers match, remove the *Transfer Seal* from the top of the ballot box and affix it to the back of the *White Ballot Security Log* and place in the wire tray marked, “White Ballot Security Logs. **NOTE: All White Ballot Security Logs for the previous day’s boxes must be completed and placed in the appropriate wire tray by 10 a.m. daily.**”
- C. Cut both ballot box seals with supplied pliers and retain in the “Used Seals” banker’s box.
- D. Unlock the ballot box padlocks with supplied “Ballot Box” key and reattach the locks to the ballot box handles.
- E. Remove the *Yellow Ballot Security Log* (found inside the ballot box) and place it in the wire tray marked “Yellow Ballot Security Logs.”
- F. Remove contents of box to mail tray(s).
- G. Sort
 1. Remove any non-ballot materials and place in wire trays marked “Other Mail.”
 2. **Remove non-Denver Ballots and place in wired tray marked “Other Counties Ballots”. These ballots must be date and time stamped manually.**
 3. Remove ballots that are not machine ready (missing tabs, excessive stamps, damaged) and place in appropriate trays (“Missing Tabs” or “Manual Process”).
- H. Arrange ballots in trays so they are right side up and facing the same direction.
- I. Send trays to Verification.
- J. Place empty red ballot boxes in the hallway.

Procedures

Receiving Room



IV. Mail Tray Receiving

- A. Ballot Processing Coordinator will arrange mail pickup from the Mile High Post Office (450 W. 14th Ave., Denver, CO 80204) at 10 a.m. and 2 p.m. daily. Mail trays will be delivered to Receiving by a bipartisan team on baker's racks.
- B. Weigh each tray of returned ballots on the "Returns" scale and write the piece count on the *Mail Delivery Log*.
- C. Weigh each tray of undeliverable ballots on the "Undeliverable" scale and write the piece count on the *Mail Delivery Log*.
- D. Sort out other mail from trays and place in appropriate bins (marked "Other County Ballot" or "Other Mail") **these must be manually date and time stamped**.
- E. Transfer undeliverable ballots to Blue Mail Trays and return to baker's rack.
- F. Arrange trays of returned ballots so ballots are right side up and facing the same direction, and send to Verification.

V. Room Supplies

1. Scales
2. Pens
3. Scissors/wire cutters
4. First aid kit
5. Mail delivery logs
6. Wire baskets
7. Signage
8. Manila envelopes
9. Latex gloves

Guide: Room Lead

Receiving



Purpose:	Instructions to Lead Staff in Ballot Receiving	<u>Corresponding Documents</u>
Prepared By:	Drake Rambke	
Revised On:	8/27/2015	
Approved By:	Amanda Beach	
Approved On:	10/19/2015	

I. Room Norms

- A. Room leads are crucial in providing room supervision and are responsible for ensuring that all election judges are following processing room norms as listed below:
1. Abide by the Oath of Judges and documented procedures.
 2. Wear your vest, name tag, and party affiliation badge.
 3. Badge in and out of the room when you enter and leave.
 4. Remain politically neutral.
 5. Wear comfortable shoes and attire (business casual). Please NO sweatpants.
 6. Be friendly, courteous, and professional.
 7. **Do not** use your cell phone in the processing rooms.
 8. **Do not** discuss candidates, parties or politics.
 9. **Do not** wear campaign attire.
 10. **Do not** bring food or open drink containers into any processing room.

II. Expectations

- A. In addition to ensuring that election judges are following room norms, room leads are also responsible for ensuring timely processing by:
1. Immediate escalation of any questions or issues not covered in this procedure document to the Ballot Processing Coordinator.
 2. Ensuring that election judges are following prescribed processes and procedures at all times.
 3. Ensuring that election judges are adequately assigned and capable of duties assigned.
 4. Ensuring that election judges are delegated properly to facilitate timely ballot processing.
 5. Completing additional duties as assigned.

III. Scale Calibration

- A. Scales in Receiving need to be calibrated each morning and plugged in and charged each evening.
- B. To calibrate a scale or ensure that a scale is properly calibrated, contact Ballot Processing staff for assistance.

IV. Lead Morning Routine

- A. Unplug scales and stage for weighing of boxes.
- B. Ensure all red ballot boxes from the night before are processed.
- C. Place *White Ballot Security Logs* (with piece count) from all previous day's red boxes in the "White Ballot Security Logs" wire basket **by 10 AM**.
- D. Check *Mail Delivery Logs* for completeness and place in labeled wire basket **by 10 AM**.

Guide: Room Lead

Receiving



V. Wooden Rack Transport to the Hallway (Empty Ballot Boxes)

- A. Frequently monitor wooden racks inside the room looking for empty ballot boxes. Empty ballot boxes can be noted by a lack of seals and the large flap facing out.
- B. Once a wooden rack is full of empty ballot boxes, delegate a bipartisan team to go through each box ensuring that each box is completely empty.
- C. After both judges confirm that every box is completely empty, designate judges to move the wooden rack into the hallway.

Guide: Receiving Database



Purpose:	To provide data for Daily Numbers Spreadsheet	<u>Corresponding Documents</u> Daily Numbers Spreadsheet: ..\..\..\..\Administration\Department\Admin_Support\Interdepartmental_Coordination\Daily_Numbers
Prepared By:	Drake Rambke	
Revised On:	8/27/2015	
Approved By:	Amanda Beach	
Approved On:	3/31/2015	

I. Receiving Database

A. **Timing** - All Database entries are made by Ballot Processing staff and **must be completed by 11:30 a.m. daily.**

B. Ballot Box Entry

1. Collect completed *White Ballot Security Logs* from the corresponding wire tray in Receiving.
2. Enter the receipt date as shown on the *Transfer Seal* into the Receiving Scale-in Database.
3. Enter the source as shown on the *Transfer Seal* into the database:
 - a. Location Name
 - b. Method of Receipt (Drive up, 24-hour Drop Off, Service Center)
4. Enter the ballot count as shown on *White Ballot Security Log* into the database.
5. Repeat until all logs have been entered.
6. Once complete, inform the Ballot Processing Coordinator who will inform the Data Analyst.

C. Mail Delivery Entry

1. Collect completed *Mail Delivery Logs* from receiving.
2. Enter the receipt date as shown on the *Mail Delivery Log* into the database.
3. Enter the source as shown on the *Mail Delivery Log* into the database (Return or Undeliverable).
4. Enter the ballot count as shown on the *Mail Delivery Log* into the database.
5. Repeat until all logs have been entered.
6. Once complete, inform the Ballot Processing Coordinator who will inform the Data Analyst.

Receiving Room Flow Chart



GOALS

- 1. Report the numbers
- 2. Get mail to verification

BALLOT BOX



Ballot Box	Voter Service and Polling Center / 24-Hour Ballot Drop-Off Box
Location	Ballot Box Transport and Custody Log
Neighborhood	General Election - November 4, 2014
Ballot Drop Box	
Drop Date	
Drop Time	
Drop Location	
Drop Status	
Drop Reason	
Drop Date	
Drop Time	
Drop Location	
Drop Status	
Drop Reason	



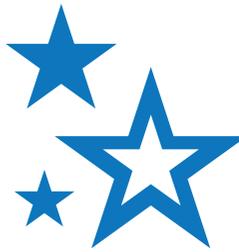
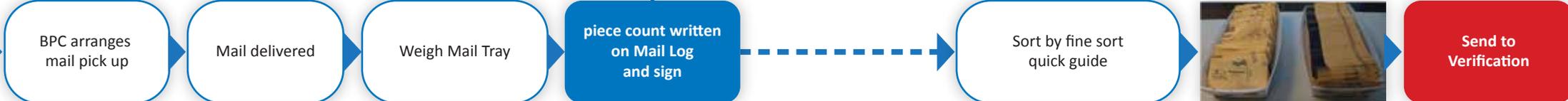
Verify scales are calibrated

BPC, Team Lead and Operations Team complete discrepancy log

MAIL



General Election 2014	
Mail Delivery Log	
Reporting Period: 11/04/2014	
Consider an entry on this log for each box received in a jurisdiction. Identify by ZIP, R, L, or A. Add one log entry for each ballot box with legal jurisdiction. Mark the delivery as being processed, upon the receipt of the following items: (1) All pieces of mail in the jurisdiction.	
Mail Type (Circle one): Regular Return Receipts (RR) (2) Ballot Mail (3) Other	Received by (Print Name):
1. This weight count: _____	2. This weight count: _____
3. This weight count: _____	4. This weight count: _____





Receiving Room Mail Delivery Log 2015 Coordinated Election

Complete an entry in this log for each tray received in a mail delivery (typically 10 a.m. & 2 p.m. daily). One log sheet is used per delivery. When the delivery has been processed, place this form in the "Mail Logs" wire basket.

Date and Time Received: _____ **Received by (initials):** _____

RETURN MAIL

UNDELIVERABLES

1. Tray piece count: _____
2. Tray piece count: _____
3. Tray piece count: _____
4. Tray piece count: _____
5. Tray piece count: _____
6. Tray piece count: _____
7. Tray piece count: _____
8. Tray piece count: _____
9. Tray piece count: _____
10. Tray piece count: _____
11. Tray piece count: _____
12. Tray piece count: _____
13. Tray piece count: _____
14. Tray piece count: _____
15. Tray piece count: _____
16. Tray piece count: _____
17. Tray piece count: _____
18. Tray piece count: _____
19. Tray piece count: _____
20. Tray piece count: _____

1. Tray piece count: _____
2. Tray piece count: _____
3. Tray piece count: _____
4. Tray piece count: _____
5. Tray piece count: _____
6. Tray piece count: _____
7. Tray piece count: _____
8. Tray piece count: _____
9. Tray piece count: _____
10. Tray piece count: _____
11. Tray piece count: _____
12. Tray piece count: _____
13. Tray piece count: _____
14. Tray piece count: _____
15. Tray piece count: _____
16. Tray piece count: _____
17. Tray piece count: _____
18. Tray piece count: _____
19. Tray piece count: _____
20. Tray piece count: _____

TOTAL _____

TOTAL _____

Procedures:

Signature Verification Room



Purpose:	To Verify Mail Ballot Signatures	<p style="text-align: center;"><u>Corresponding Documents</u></p> <p style="text-align: center;">Machine Cleaning Guide Batch Control Log</p>
Prepared By:	Drake Rambke	
Revised On:	8/27/2015	
SOS Rule:	7.8.1, 7.8.2, 7.8.3, 7.8.6	
CRS	1-7.5-107.3	
Approved By:	Amanda Beach	
Approved On:	10/22/2015	

- I. **SCORE** [Machine Lead] – The morning import (EXP-004) is run from SCORE daily.
- II. **Machine Prep** [Machine Team] – Ballot sorting machine is prepped for use (see [Machine Cleaning Guide](#)).
- III. **First Pass (FP)**
 - A. Envelopes from Receiving are staged for First Pass (FP) through the ballot sorting machine.
 - B. The Machine Operator sets up sorter for First Pass and runs a batch of approximately 3,000 ballots.
 - C. **OOPS** – Ballots shuttled to the “Oops” area undergo a *Single Piece Lookup* by the Machine Operator and are distributed to the proper bin based on the results.
 - D. **Bin 1: VBM Rejected** (Machine Reject) – Ballots are run again in Reject mode.
 1. Ballots not sorted to another bin are removed for Enhanced Inquiry.
 - E. **Bin 2: Out of Scheme (Void)** – Ballots are removed for Enhanced Inquiry.
 - F. **Bin 3: ID Required** – Ballots are removed for processing.
 1. If ID and signature are validated the ballot is manually processed.
 - G. **Bin 4: SCORE Rejects** – Should be empty after first pass. If not, contact Ballot Coordinator.
 - H. Machine Assistants print bin labels and attach the labels to yellow bin cards.
 - I. **Bins 5-16: Good** – Ballots are swept into one **yellow** mail tray per bin and the corresponding **yellow** card is placed in the front of each tray.
 - J. The Machine Operator closes the batch and the job.
 - K. The Machine Operator prints out the *First Pass Report*, attaches it to the [Batch Control Log](#), fills out the “First Pass” section of the *Log* for each batch, and updates the whiteboard.
 - L. Yellow mail trays are placed on a rack and staged in the “Awaiting 2nd Pass” area. After one or more First Pass batches have been run through machine and “closed” by the machine operator, they are ready for signature verification.
- IV. **Verification Judge Setup**
 - A. Bipartisan teams of two judges sit at adjacent computers.
 - B. Judges log into SCORE.
 - C. Judges log into the Vote by Mail (VBM) application and click on “Review New.”
- V. **Signature Verification in VBM**
 - A. Judges select the lowest batch number from available batches to check out groups of ballot signatures for comparison to reference signatures from SCORE.
 - B. Judges mark each record with an appropriate code to indicate its status.
 1. **Good** – Signatures showing no signs of discrepancy are marked “50 – Good.”

Procedures:

Signature Verification Room



2. Missing Signature – If the ballot signature is missing, the record is marked “28 – Missing Signature.”
3. Signature Discrepancy – If a judge wishes to mark a record as “49 – Signature Discrepancy,” the judge must first alert their bipartisan partner.
 - a. The judge looks up the elector in question through the Voter Registration Module in SCORE and reviews available samples of the signature.
 - b. The judge uses a split screen to display both the VBM and SCORE. The bipartisan team compares the ballot signature against two additional signature images in the elector’s SCORE record (if available). Based on the team’s determination, the first judge marks the record either “50 – Good” or “49 – Signature Discrepancy.”
 - c. If there is no reference signature in SCORE the ballot signature is accepted as “50 – Good.”
4. Missing Reference Signature – When the reference signature is missing from the VBM signature comparison screen, the judge pulls up the elector’s record using the Voter Registration Module in SCORE.
 - a. If the reference signature is present (meaning the signature image was not properly captured) the judge recaptures the signature and compares it with the ballot signature in VBM. If the ballot signature shows no signs of discrepancy, the judge marks the record “50 – Good.”
 - b. When the ballot signature shows signs of discrepancy when compared to the reference signature, the judge alerts their bipartisan partner and together they compare the ballot signature in VBM to two additional signatures in the elector’s SCORE record (if available). Based on the team’s determination, the judge marks the record either “50 – Good” or “49 – Signature Discrepancy.”
 - c. If there is no reference signature in SCORE the ballot signature is accepted as “50 – Good.”

VI. Review/Verify

- D. Once all images have been through the “Review New” process in the VBM, a bipartisan team will review the signatures marked “49 – Signature Discrepancy” and “28–Missing Signature” in a “Review/Verify” mode in the VBM. Using two additional images in the SCORE system the team will QA the work of the first team and make a final determination of 50, 49, or 28.

VII. Preparation for 2nd Pass

- A. Machine Lead Prepares for 2nd Pass
 1. **Status Change** – Changes the status of all completed batches from “40” to “42” (ready for 2nd Pass) and updates whiteboard.
 2. **SCORE Exchange** – Performs the SCORE exchange, which concludes by uploading the latest EXP-004 Report to sorter, completes Score Exchange section of [Batch Control Log](#), and updates whiteboard.

VII. 2nd Pass or RePass (RP)

- A. Batches with status “42” are retrieved from the staging area and run through sorter in RePass mode.

Procedures:

Signature Verification Room



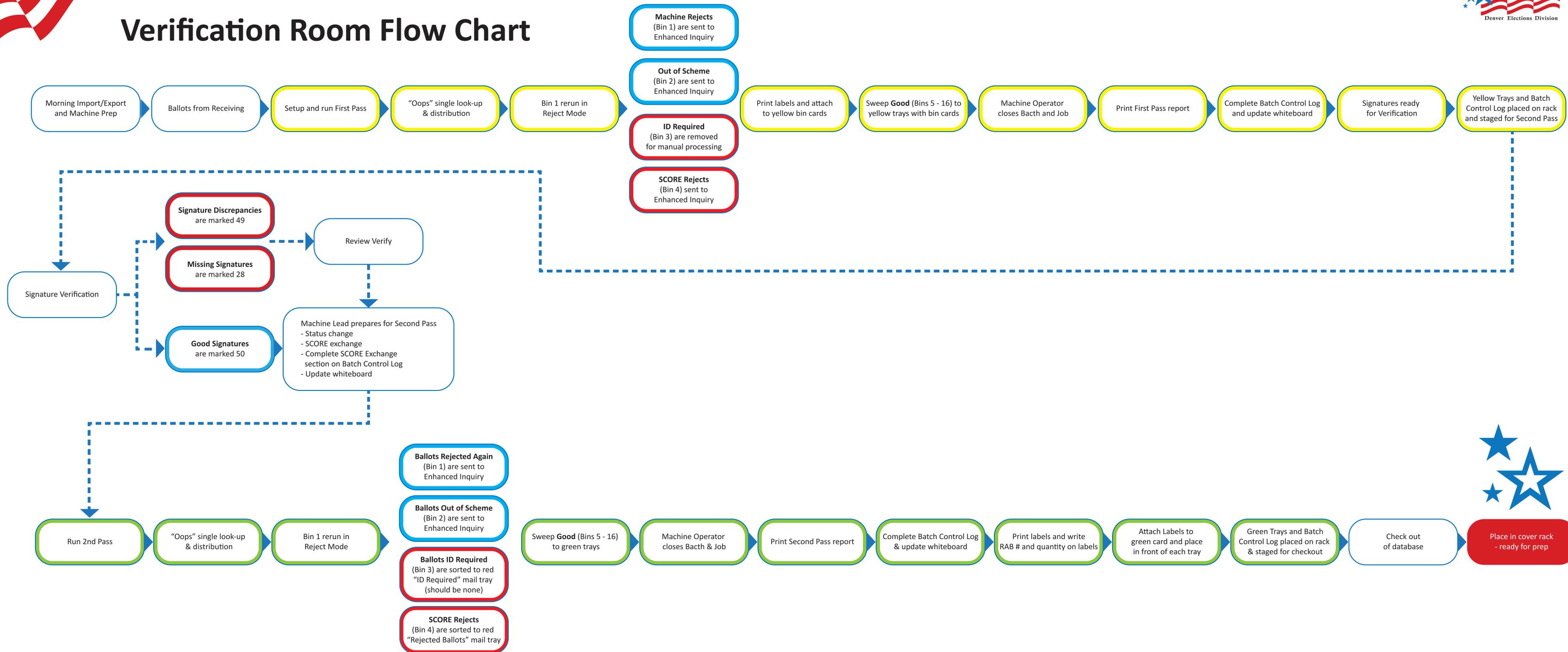
- B. OOPS – Ballots shuttled to the “Oops” area undergo a *Single Piece Lookup* by the machine operator and are distributed based on the results.
- C. Bin 1: VBM Rejected – Ballots are run again in Reject mode.
 - 1. Ballots not sorted to another bin are removed for Enhanced Inquiry.
- D. Bin 2: Out of Scheme – Ballots are removed for Enhanced Inquiry.
- E. Bin 3: ID Required – No ballot should enter this bin on second pass, If so contact Ballot Processing Coordinator.
- F. Bin 4: Score Rejected – Ballots marked “Missing Signature” and “Signature Discrepancy” by judges are cleared and sorted alphabetically into the red “Rejected” mail trays against the wall. This group also includes ID required but not provided
- G. Bins 5-16: Good – Ballots are swept into one **green** mail tray per bin.
- H. The Machine Operator closes the batch and the job.
- I. The Machine Operator prints out the *2nd Pass Report*, attaches it to the [Batch Control Log](#), fills out the “2nd Pass” section of the *Log*, and updates the whiteboard.
- J. Machine Assistants print labels for bins 5-16, write the RAB# and quantity on each label, attach the labels to **green** bin cards, and place the cards at the front of each corresponding **green** mail tray.
- K. The 12 **green** mail trays are placed on a baker’s rack, the clipboard with the batch log and reports is attached to the rack, and the rack is staged for check out.

VIII. Verification Check Out

- A. Using the batch reports and the *Batch Control Log*, the lead checks out each tray in the *Verification Check Out Database* and updates the [Batch Control Log](#).
- B. After each tray has been checked out, the **green** mail trays and the clipboard with the batch log and reports are transferred to a covered baker’s rack and staged for bipartisan transport to the Prep room.
- C. The room Lead calls the Prep Room and informs them that ballots are ready for Prep.

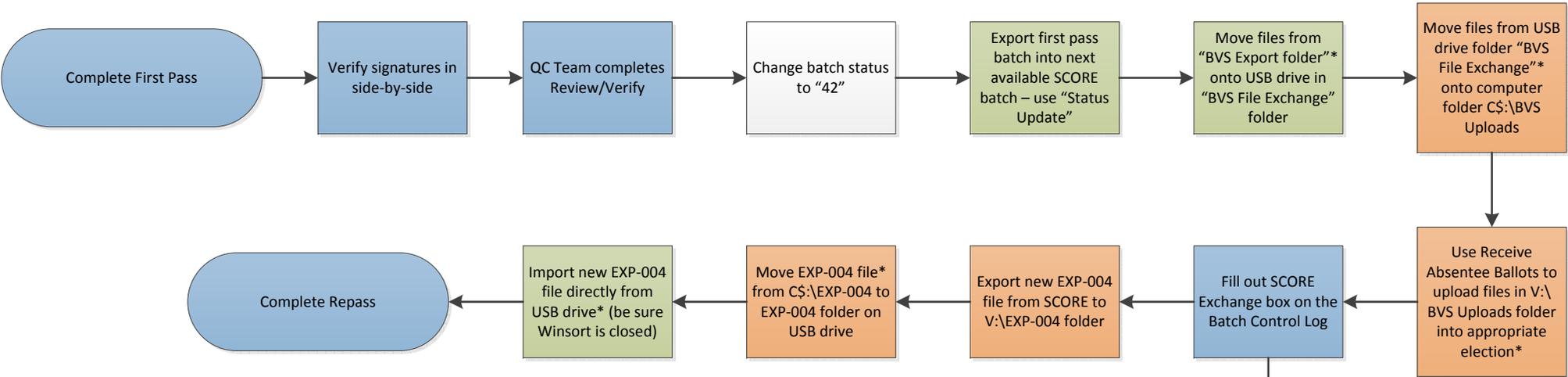


Verification Room Flow Chart



Denver Elections Division

Verification Data Upload/Download



Number of errors should be recorded on Batch Control Log – these will be sorted into "Rejects" bin on Repass and should go to the red Void bin for further research

Key:

- SCORE Action (on Management PC)
- DR Server (on VBM Server)
- VBM Server (on VBM Server)
- Room Action

* Once file(s) are uploaded or copied move originals into "Archive" folder



Signature Verification Quick Guide

An election judge shall compare the signature on the self-affirmation on each return envelope with the signature of the eligible elector stored in the statewide voter registration system. **If the signature does not show any signs of discrepancy, (see criteria below) the ballot is acceptable. Ballot affidavit signatures with any one of the discrepancies below must undergo a bipartisan review.** [Rule 7.8.1]

1. An obvious change in the signature's slant.



2. A printed signature on one document and a cursive signature on the other document.



3. A difference in the signature's size or scale.



4. A difference in the signature's individual characteristics, such as how the "t's" are crossed, "i's" are dotted, or loops are made on "y's" or "j's".



5. A difference in the voter's signature style, such as how the letters are connected at the top and bottom.



6. Evidence that ballots or envelopes from the same household have been switched.



7. Any other noticeable discrepancy such as misspelled names.



1. No Signature or Mark – Not Acceptable

If the ballot is not signed or marked (an “X” is an example of a mark) and not witnessed (as detailed below) the ballot is not acceptable.

2. Witness Signature – Acceptable

Ballots with witnessed signatures should be counted regardless of whether there is a discrepancy found in the voter’s signature. The purpose of the witness signature is to allow an elector who has difficulty or cannot independently sign to make the affirmation, which is witnessed by another person.

3. Power of Attorney (PoA) – Not Acceptable (unless as a witness)

A person with power of attorney for the elector may assist the elector and witness the signature or mark, but he or she may not sign on behalf of the elector.

4. Initials and Common Nicknames – Acceptable

An election judge shall not determine that the signature of an eligible elector on the self-affirmation does not match the signature of that eligible elector stored in SCORE solely on the basis of substitution of initials or use of a common nickname. [\[CRS 1-7.5-107.3\(4\)\(a\)\]](#)

5. Signature Stamp – Acceptable

A signature stamp is a signature for the purposes of voter registration and mail/mail-in ballot affidavits. Because the stamp is treated as a signature and not a mark, a return envelope affidavit submitted with the stamped signature would not require a witness.

6. Households – Conditional

- a) Voter search (by the voter’s address) in SCORE.
- b) Pull up household member(s’) records and compare signatures on file to the ballot signature.
- c) Potential households undergo enhanced inquiry before being accepted or rejected. [\[Rule 7.8.2\]](#)

7. Decision

- a) Any similarities noted when comparing other information may be used as part of the signature verification decision process. [\[Rule 7.8.2\]](#)
- b) In the case of a disagreement among the election judges as to whether the signature of an eligible elector on the self-affirmation on the return envelope matches the signature of the eligible elector stored in SCORE, the signatures are deemed to match. [\[CRS 1-7.5-107.3\(2\)\(c\)\]](#)

Batch Control Log 2015 Coordinated

FIRST PASS

Date ____/____/ 2015

Time Begin ____:____ PM / AM | Time End ____:____ PM / AM

Operator _____

Total Fed

Sorted

ID required (Bin 2)

Void

Rejected

FP#

RAB#

RP#

SCORE EXCHANGE

Date ____/____/ 2015

Time ____:____ pm / am

Name _____

RAB#

	Import 1	Import 2	Import 3
# Accept			
# Reject			
# Void			

Ready for Second Pass

SECOND PASS / REPASS

Date ____/____/ 2015

Time Begin ____:____ PM / AM | Time End ____:____ PM / AM

Operator _____

Total Fed

Good

Signature Discrepent

Missing Signature

Void

CHECK OUT

Date ____/____/ 2015

Time Begin ____:____ PM / AM

Intials _____

Bin 5

Bin 11

Bin 6

Bin 12

Bin 7

Bin 13

Bin 8

Bin 14

Bin 9

Bin 15

Bin 10

Bin 16



Denver Elections
Division

Procedures Prep Room

Purpose:	To Prepare Accepted Mail Ballots for Counting
Prepared By:	Jesse Brown
Revised On:	09/22/2014
Approved By:	Amanda Beach
Approved On:	10/22/2015

I. Tray Check-In (Room Lead)

- A. Ensure that a rack has a *Verification Control Log for each tray* and that the verification section has been completed. If the log is missing or the verification section is incomplete, inform the Ballot Processing Coordinator.
- B. Using the Prep-In database, input the batch and bin number (or SCORE batch number) found in the tray.
- C. After the tray has been successfully checked-in, write down the number of ballots in the tray, date, time and initial before placing the log in the tray.
- D. When complete, the tray can be placed on any one of the “Ready for Extraction” racks next to an Opex machine.
- E. Repeat steps B through E, until there are no more trays on the rack.
- F. The empty rack can be transported to the Verification Room.

II. Opex Setup, Extraction & Reconciliation (Opex Operator)

- A. Use the *Opex Extraction Quick Guide* to setup an Opex machine for a new “mail tray.”
- B. Take a new tray from the “Ready for Extraction” rack next to your machine.
- C. Login and setup the machine for a new batch.
- D. Process the tray (according to the *Opex Extraction Quick Guide*).
- E. Look out for multiple ballots in one envelope and empty envelopes, remove them from the machine by pulling to the left and place them in the clear trays on top of the machine.
- F. Notify the room lead if any double feeds, empty envelopes, or multiple ballot envelopes are found.
- G. Complete the “Extraction” section of the tray’s *Control Log*.
- H. Place all extracted ballots back in the original mail tray and place the tray back on the “Ready for Extraction” rack.
- I. Signal a room lead to reset your machine count
- J. Make sure you write the batch and bin number (or SCORE batch number) on your envelope slip and place in the machine’s envelope bin, the full bin will be removed and replaced with an empty bin for the next tray

III. Election Judge Preparation (Single Election Judge)

- A. Take a tray from the “Ready for Extraction” rack that has been completed.
- B. Remove the ballot from the secrecy sleeve and stack the sleeves separately.
- C. Unfold and flatten the ballot.
- D. Remove the ballot tab (if applicable).
- E. Repeat until there are no more ballots in the mail tray.
- F. Rubber band ballot tabs together and place in tray.
- G. Place empty Secrecy Sleeves back in the mail tray.
- H. Place prepped ballots back into the mail tray next to the Secrecy Sleeves and tabs, place the completed *Control Log* on the top of the tray, and signal a lead to pick up the completed tray.



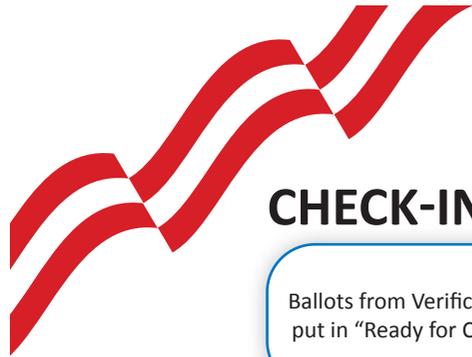
Denver Elections
Division

Procedures

Prep Room

IV. Transfer Case Checkout (Room Lead)

- A.** Lead reconciles ballot count and checkout.
- B.** Using the Prep-Out database, the lead will compile completed trays into transfer cases and print transfer labels.
- C.** Lead will complete the last section of the Control Log (Prep Checkout) and retain the log at the checkout table.
 - 1. Date & Time
 - 2. Transfer Case Number
 - 3. Initial
- D.** Each tray worth of ballots will be placed into folders with a filled out label
 - 1. Prep Batch/Tray
 - 2. Verification count
 - 3. Prep count
- E.** Completed transfer cases are placed on a "Ready for Counting" rack.



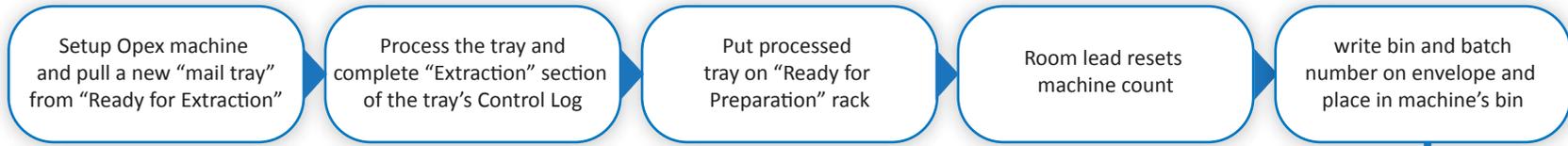
Prep Room Flow Chart



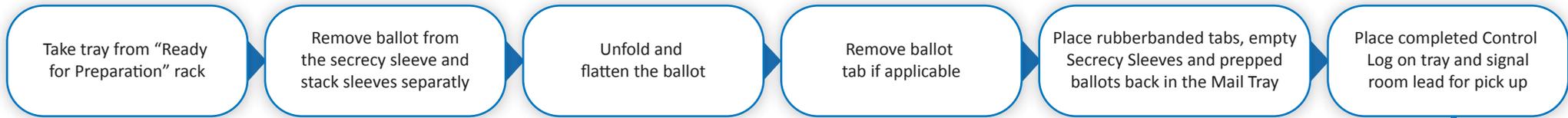
CHECK-IN



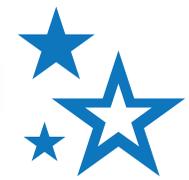
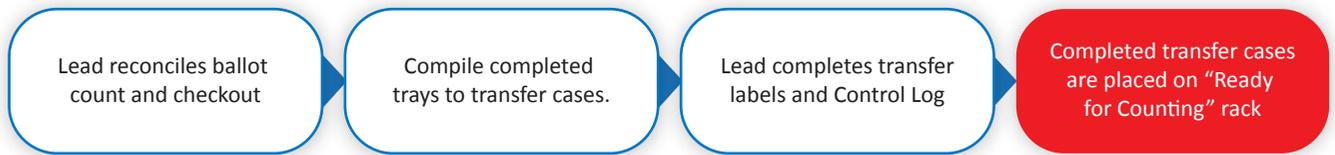
EXTRACTION

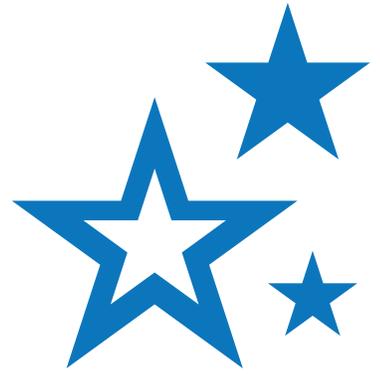


PREPARATION



CHECK-OUT





Prep Tray Control Log

CHECK-IN

Date ____/____/ 2015

Time ____:____ PM / AM

Batch & Tray #: _____

Count

Room Lead _____

Ready for Extraction

PREPARATION

Judge Names

Time Begin ____:____ PM / AM - Time End ____:____ PM / AM

Comments _____

EXTRACTION

Machine Name _____

Operator _____

Machine Count

Empty Envelopes

Multiple Ballot Envelopes

Machine Count
Minus Envelopes removed

Comments _____

CHECK OUT

Date ____/____/ 2015

Time ____:____ PM / AM

Transfer Case #

Successfully Checked Out

