

## VOTER'S CHOICE ACT (VCA)

### Election Administration Plan

#### Voter Contact – General

Napa County has been primarily vote by mail since 2008 and is currently over 90% vote by mail. Napa County will expand its existing voter education program with a primary focus on outreach to senior citizens, younger voters, minority language groups, voters with disabilities, geographically isolated locations and other underserved communities to explain Voter Choice Act conversion to vote by mail, new ballot delivery options and Conditional Voter Registration (CVR).

#### A. Media Outreach

- a. Napa Local TV Station
- b. KVON/KVYN
- c. Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
- d. County Facebook/Twitter/
  - i. Lake Berryessa News page
  - ii. Napa Patch
  - iii. Next Door
- e. PSA's
- f. ROV social media sites

#### B. Community Presence

- a. Community Events
  - i. Earth Day
    1. April 22 (annual event)
    2. Oxbow Commons – McKinstry St, Napa
  - ii. Napa Town & Country Fair
    1. 2nd week of August (annual event)
    2. Napa Valley Expo - 575 Third St, Napa
  - iii. NVUSD Family Festival
    1. April (annual event)
    2. NVUSD Education Center - 2425 Jefferson St, Napa
  - iv. Napa County Health & Wellness Fair
    1. April (annual event)
    2. Napa County South Campus – 2751 Napa Valley Corporate Dr, Napa
  - v. Farmers Markets
    1. Dates to be determined as needed
    2. Locations in various municipalities throughout the county
  - vi. Home & Garden Shows
    1. Dates to be determined as events arise
    2. Napa Valley Expo - 575 Third St, Napa
  - vii. Art & Craft Fairs

1. Dates to be determined as events arise
2. Napa Valley Expo - 575 Third St, Napa
- viii. BottleRock
  1. Memorial Day Weekend (annual event)
  2. Napa Valley Expo - 575 Third St, Napa
- ix. Fourth of July Events
  1. July 4 (annual event)
  2. Oxbow Commons – McKinstry St, Napa
- b. Community Forums
  - i. Municipal Council Meetings
    1. Dates to be confirmed with various municipalities
    2. Contact City/Town Councils to get on Agendas
  - ii. Board of Supervisor Meetings
    1. Work with Clerk of Board and Analyst to get on Agenda
      - a. Sept. 12, 2017 – Study Session
  - iii. School Board Governing body
    1. Dates to be confirmed with various governing boards
  - iv. District Office for Congress, State Senate and State Assembly
    1. Dates and locations to be determined
- c. Other Venues
  - i. Election Division Town Hall Meetings
    1. Meeting Locations and Dates to be determined by our office including the following
      - a. Pacific Union College
        - i. 1 Angwin Ave, Angwin
      - b. Napa Valley College – Napa Campus
        - i. 2277 Napa-Vallejo Hwy, Napa
      - c. Napa Valley College – Upper Valley Campus
        - i. 1088 College Ave, St Helena
- C. Napa County Election Division will mail out three pre-election mailers describing VCA and CVR:
  - a. Mailer to 10,000 remaining polling place voters at least 15 days before ballots arrive
  - b. Mailer to all voters after ballots received
  - c. Mailer to all voters who have not cast ballots 10 days before election
- D. Drafts of all materials being used to educate the voters on the transition to Vote Centers
  - a. See Appendix I
- E. Community partners involved in Outreach Plan
  - a. City/Town Clerks
  - b. Board of Supervisors
  - c. Leadership Napa Valley
  - d. On The Move (OTM)
  - e. Community Foundation
  - f. League of Women Voters
  - g. CANDO
  - h. CANV
  - i. Community Leaders Coalition
  - j. Voter’s Choice Coalition

- F. Additional Communities we intend to target
  - a. High Schools
  - b. Vulnerable Populations
    - i. Homeless Outreach
    - ii. Voices (OTM)
    - iii. Rianda House
    - iv. Napa Senior Center
    - v. Napa Solano Area Agency on Aging
    - vi. Commission on Aging
  - c. Underserved Communities
    - i. Remote locations on ballot delivery options
    - ii. Thrive (OTM)

**Voter Contact – Language Minority Communities**

Napa County Election Division will reach out to the identified (subdivision (c) of section 14201 and Section 203 of the Federal Voting Rights Act of 1965) language communities to educate these communities about the Election Administration Plan and how voting will change in the upcoming elections.

- A. Methods used to determine language minorities
  - a. 2016 Federal Census Community Survey Data
- B. Spanish, Tagalog and Chinese
- C. Media Outreach used
  - a. Napa Local TV Station
  - b. KVON/KVYN
  - c. Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
    - i. Others to be determined after meeting with language communities
  - d. County Facebook/Twitter/
    - i. Lake Berryessa News page
    - ii. Napa Patch
    - iii. Next Door
  - e. PSA's
  - f. ROV Social Media sites
- D. Bilingual Education Workshops
  - a. Time, date and location to be determined after meeting with language communities
- E. Community Events
  - a. Time, date and location to be determined after meeting with language communities
  - b. Bi-National Health Fair
    - i. Annual event, date varies
    - ii. Kaiser Permanente – 3285 Claremont Way, Napa
  - c. Dia de la Familia
    - i. July (annual event)
    - ii. 924 Napa St, Napa
- F. 1-2 bilingual vote center works at each Vote Center
- G. Draft materials being used to educate language minority communities about transition to Vote Centers

- a. See Appendix II
- H. Community Partners
  - a. Puertas Abiertas
  - b. Hispanic Chamber of Commerce
  - c. UpValley Family Centers
  - d. Mariposa
  - e. Hispanic Network
  - f. Ethnic Markets
  - g. Asian Americans Advancing Justice
  - h. NALEO
  - i. Additional groups to be determined after meeting with language communities
    - i. Chinese
    - ii. Tagalog
    - iii. Spanish

**Voter Contact – Voters with Accessibility Needs**

Napa County Election Division will work with community organizations to educate the disabled community about the Election Administration Plan and how voting will change in the upcoming elections. Disability Rights of California is providing “train the trainer” session for our regular staff to train our vote center workers on best practices in working with voters with accessibility needs.

- A. Media Outreach used
  - a. Napa Local TV Station
  - b. KVON/KVYN
  - c. Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
  - d. County Facebook/Twitter/Nixel
    - i. Lake Berryessa News page
    - ii. Napa Patch
    - iii. Next Door
  - e. PSA’s
  - f. ROV Social Media sites
- B. Education Workshops
  - a. Time, date and location to be determined after meeting with accessibility needs communities
- C. Napa County Election Division will be rolling out the ICX Voting System from Dominion Voting Systems. The ICX is a touchscreen ballot marking device that will accommodate voters with accessibility needs.
  - a. At least 3 ICX machines at each Vote Center
  - b. Napa County will assure that all 8 Vote Center locations meet ADA standards and provide any needed equipment to bring location to standards
  - c. Waiting for certified method for accessible independent ballots
- D. Draft materials being used to educate the communities with accessibility needs about the transition to Vote Centers
  - a. See Appendix III
- E. Community Partners
  - a. North Bay Regional Center

- b. Health and Human Services
    - i. People Empowering People (Napa County HHS)
    - ii. Napa County Veterans Services
  - c. Napa State Hospital
  - d. Yountville Veterans Home
  - e. Disability Rights California
  - f. Voter's Choice Coalition
- F. Napa County Election Division will also have the following available
- a. Toll Free phone line
  - b. TTY phone line
  - c. Sample Ballot information in large font
  - d. Audio ballot information
  - e. Accessible PDF files
  - f. Other – to be determined after meeting with disabilities communities
    - i. Waiting for certified method for accessible independent ballots

**Vote Center and Ballot Drop-off Location Information**

- A. 8 Vote Centers
- a. 29 Days prior to each election
    - i. Napa County Election Division
      - 1. Monday – Friday, 8 am – 5 pm and 7am—8pm on Election Day
        - a. Two weekends (Saturday, Sunday and holiday) prior to election, 8:30 am – 4:30 pm
  - b. 10 Days prior to each election including weekends and holiday
    - i. South Campus Location
      - 1. 2751 Napa Valley Corporate Dr, Napa
      - 2. 8:30 am – 4:30 pm and 7 am – 8 pm on Election Day
  - c. 3 days prior to each election and Election Day
    - i. American Canyon High School
      - 1. 3000 Newell Dr, American Canyon
      - 2. 8:30 am – 4:30 pm and 7 am – 8 pm on Election Day
    - ii. Yountville Art Room
      - 1. 6516 Washington St, Yountville
      - 2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
    - iii. Napa Valley College Upper Valley Campus
      - 1. 1088 College Ave, St Helena
      - 2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
    - iv. Calistoga Firehouse
      - 1. 1113 Washington St, Calistoga
      - 2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
    - v. Pacific Union College
      - 1. 1 Angwin Ave, Angwin
      - 2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day
    - vi. Crosswalk Community Church
      - 1. 2590 1<sup>st</sup> St, Napa

2. 8:30 am – 4:30 pm and 7 am – 8 pm on election day

B. 7 Drop-off Locations

a. Indoor Locations—business hours

i. Napa City Hall

1. 955 School St, Napa

ii. American Canyon City Hall

1. 4381 Broadway St #2, American Canyon

iii. Yountville Town Hall (Veterans Home)

1. 6550 Yount St, Yountville

iv. St Helena City Hall

1. 1480 Main St, St Helena

v. Calistoga City Hall

1. 1232 Washington St, Calistoga

vi. Pacific Union College

1. 1 Angwin Ave, Angwin

b. Outdoor Location—12 hours per day, 7 days a week

i. Napa County Election Office Alley

ii.

C. Map of locations of Vote Centers and drop-off locations

a. See Appendix IV

D. Security and contingency plan that will be implemented to minimize or avoid a disruption of the election process

a. See Appendix V

E. Security and contingency plan that will be implemented to ensure the continuation of the election process in case a disruption occurs

a. See Appendix V

**Vote Center Ballot Security and Privacy Plans**

A. Layout of Vote Centers ensures the casting of a private ballot

a. See Appendix VI

B. Methods and standards used to ensure the security of voting

a. See Appendix V

C. Drop off security plan

a. See Appendix VII

**Budget**

A. See Appendix VIII

# LA LEY SOBRE LA OPCIÓN DEL ELECTOR (VCA)

## Plan de Administración Electoral

### Contacto con el elector – General

Desde 2008, se ha votado principalmente por correo en el Condado de Napa y al presente más del 90% vota por correo. El Condado de Napa va a ampliar el programa de educación de electores que tiene actualmente y el enfoque central será establecer un enlace con los ancianos, con los electores jóvenes, con los grupos de personas cuyo idioma materno es minoritario, con los electores con discapacidades, con los lugares geográficos aislados y con otras comunidades que no reciben servicios suficientes, con el objeto de explicar la conversión a votación por correo conforme a la Ley sobre la Opción del Elector (VCA por sus siglas en inglés), las nuevas opciones para entregar las balotas y la Inscripción Condicional de Elector (CVR).

#### G. Enlace por los medios de comunicación

- a. Estación de televisión local de Napa
- b. KVON/KVYN
- c. Los periódicos siguientes: Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
- d. El sitio del Condado en Facebook/Twitter/
  - i. Una página en el Lake Berryessa News
  - ii. Napa Patch
  - iii. Next Door
- e. PSA's (anuncios de servicios públicos)
- f. Sitios de las redes sociales del Registrador de Electores (ROV)

#### H. Presencia en la Comunidad

- a. Actividades comunitarias
  - i. El Día de la Tierra
    1. 22 de abril (actividad anual)
    2. Oxbow Commons – McKinstry St, Napa
  - ii. La Feria Town & Country de Napa
    1. 2da semana de agosto (actividad anual)
    2. Napa Valley Expo - 575 Third St, Napa
  - iii. El Festival Familiar del Distrito Escolar Unificado del Valle de Napa (NVUSD)
    1. Abril (actividad anual)
    2. Centro Educativo del NVUSD - 2425 Jefferson St, Napa
  - iv. La Feria de Salud y Bienestar del Condado de Napa
    1. Abril (actividad anual)
    2. Campus del Sur del Condado de Napa – 2751 Napa Valley Corporate Dr, Napa
  - v. Los Mercados de productos locales (Farmers Markets)
    1. Las fechas serán determinadas según sea necesario
    2. Sitios en varios municipios en todo el condado
  - vi. Exposiciones de Casa y Jardín

1. Las fechas serán determinadas cuando se programen las actividades
2. Napa Valley Expo - 575 Third St, Napa
- vii. Ferias de Artesanías
  1. Las fechas serán determinadas cuando se programen las actividades
  2. Napa Valley Expo - 575 Third St, Napa
- viii. BottleRock
  1. El fin de semana del Día de la Recordación (actividad anual)
  2. Napa Valley Expo - 575 Third St, Napa
- ix. Actividades para el Cuatro de Julio
  1. Cuatro de Julio (actividad anual)
  2. Oxbow Commons – McKinstry St, Napa
- b. Foros comunitarios
  - i. Reuniones del Concejo de la Ciudad
    1. Las fechas serán confirmadas con distintos municipios
    2. Contactar los concejos de las ciudades y pueblos para ponerse en sus agendas
  - ii. Reuniones del Consejo de Supervisores
    1. Trabajar con la Secretaria y Analista para ponerse en su agenda
      - a. 12 de septiembre de 2017 – Sesión de estudios
  - iii. Órgano gobernante del consejo escolar
    1. Las fechas serán confirmadas con distintos consejos de gobierno
  - iv. Las oficinas de distrito del Congreso, del Senado Estatal y de la Asamblea Estatal
    1. Las fechas y los lugares serán determinados en el futuro
- c. Otros sitios
  - i. Reuniones de ciudadanos de la División de Elecciones
    1. Los lugares y fechas serán determinados por nuestras oficinas incluyendo lo siguiente:
      - a. Pacific Union College
        - i. 1 Angwin Ave, Angwin
      - b. Napa Valley College – Campus de Napa
        - i. 2277 Napa-Vallejo Hwy, Napa
      - c. Napa Valley College – Campus del Upper Valley
        - i. 1088 College Ave, St Helena
- I. La División de Elecciones del Condado de Napa enviará tres volantes informativos antes de las elecciones que describirán el VCA y el CVR:
  - a. Volantes enviados a 10,000 electores que todavía votan en el centro de votación por lo menos 15 días antes de la llegada de las balotas
  - b. Volantes enviados a todos los electores después de que reciban las balotas
  - c. Volantes enviados a todos los electores que no hayan emitido su balota 10 días antes de las elecciones
- J. Un borrador de todos los materiales utilizados para educar a los electores sobre la transición a Centros de Votación
  - a. Vea el Anexo I
- K. Socios comunitarios que participarán en el Plan de Enlace
  - a. Secretarios de las ciudades y pueblos
  - b. Consejo de Supervisores



- c. Leadership Napa Valley (Liderazgo del Valle de Napa)
- d. On The Move (programa de formación de líderes) (OTM)
- e. Fundación Comunitaria
- f. Alianza de Mujeres Votantes
- g. CANDO
- h. CANV
- i. Coalición de Líderes Comunitarios
- j. Coalición de la Opción del Elector
- L. Otras comunidades que serán el objeto de nuestro enfoque
  - a. Escuelas secundarias
  - b. Poblaciones vulnerables
    - i. Contacto con personas desamparadas
    - ii. Voices (Voces) (OTM)
    - iii. Casa Rianda
    - iv. Centro para Ancianos de Napa
    - v. Agencia Local sobre el Envejecimiento de Napa Solano
    - vi. Comisión sobre el Envejecimiento
  - c. Comunidades que no reciben servicios suficientes
    - i. Opciones para entregar las balotas en lugares remotos
    - ii. Thrive (Prosperare) (OTM)

#### **Contacto con el Elector – Comunidades de idioma materno minoritario**

La División de Elecciones del Condado de Napa establecerá contacto con las comunidades de idiomas identificados (apartado (c) de la sección 14201 y sección 203 de la Ley de Derecho al Voto de 1965) para educar a estas comunidades sobre el Plan de Administración Electoral y cómo cambiará la votación en las elecciones futuras.

- I. Métodos utilizados para determinar idiomas minoritarios
  - a. Los datos de la encuesta de la comunidad del Censo Federal de 2016
- J. Español, tagalo y chino
- K. Medios de comunicación utilizados
  - a. Estación de televisión local de Napa
  - b. KVON/KVYN
  - c. Los periódicos siguientes: Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
    - i. Otros que serán determinados después de una reunión con las comunidades de idiomas
  - d. El sitio del Condado en Facebook/Twitter/
    - i. Una página en el Lake Berryessa News
    - ii. Napa Patch
    - iii. Next Door
  - e. Anuncios de servicios públicos
  - f. Sitios de las redes sociales del Registrador de Electores
- L. Talleres de educación bilingüe
  - a. La hora, fecha y lugar serán determinados después de una reunión con las comunidades de idiomas
- M. Actividades comunitarias
  - a. La hora, fecha y lugar serán determinados después de una reunión con las comunidades de idiomas

- b. La Feria de Salud Bi-Nacional
  - i. Actividad anual, la fecha cambia
  - ii. Kaiser Permanente – 3285 Claremont Way, Napa
- c. El Dia de la Familia
  - i. Julio (actividad anual)
  - ii. 924 Napa St, Napa
- N. 1-2 trabajadores de centro de votación bilingües en cada Centro de Votación
- O. Un borrador de los materiales utilizados para educar a las comunidades de idiomas minoritarios sobre la transición a Centros de Votación
  - a. Vea el Anexo II
- P. Socios comunitarios
  - a. Puertas Abiertas
  - b. Cámara de Comercio Hispano
  - c. Centros familiares de UpValley
  - d. Mariposa
  - e. La Red Hispana
  - f. Mercados étnicos
  - g. Asiáticos-americanos en Pro de la Justicia
  - h. NALEO (Asociación Nacional de Funcionarios Latinos Elegidos y Nombrados)
  - i. Otros grupos que serán determinados después de una reunión con las comunidades de idiomas
    - i. Chino
    - ii. Tagalo
    - iii. Español

### **Contacto con el Elector – Electores con Necesidades de Accesibilidad**

La División de Elecciones del Condado de Napa trabajará con organizaciones comunitarias para educar a la comunidad de personas discapacitadas sobre el Plan de Administración Electoral y cómo cambiará la votación en las elecciones futuras. “Disability Rights of California” (Derechos de las Personas Discapacidades de California) va a proporcionar sesiones de “train the trainer” (enseñar al capacitador) para enseñar a nuestro personal regular a capacitar a los trabajadores en los Centros de Votación sobre las mejores prácticas en el trabajo con electores con necesidades de accesibilidad.

- G. Medios de comunicación utilizados
  - a. Estación de televisión local de Napa
  - b. KVON/KVYN
  - c. Los periódicos siguientes: Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/Napa Valley Market Place
  - d. El sitio del Condado en Facebook/Twitter/Nixel
    - i. Una página en el Lake Berryessa News
    - ii. Napa Patch (medio noticioso local)
    - iii. Next Door (red social vecinal privado)
  - e. Anuncios de servicios públicos
  - f. Sitios de las redes sociales del Registrador de Electores
- H. Talleres de Educación

- a. La hora, fecha y lugar serán determinados después de una reunión con las comunidades con necesidades de accesibilidad.
- I. La División de Elecciones del Condado de Napa va a presentar el Sistema de Votación ICX de “Dominion Voting Systems”. El ICX es un aparato que permite tocar una pantalla para marcar la balota, y eso ayudará a los electores con necesidades de accesibilidad.
  - a. Habrá por lo menos tres máquinas 3 ICX en cada Centro de Votación
  - b. El Condado de Napa se asegurará de que todos los 8 Centros de Votación cumplan con las normas del ADA (Ley para Personas con Discapacidades) y proporcionará cualquier equipo necesario para estar en cumplimiento de esas normas.
  - c. A la espera de un método certificado para balotas independientes accesibles
- J. Un borrador de materiales que se están utilizando para educar a las comunidades con necesidades de accesibilidad sobre la transición a los Centros de Votación
  - a. Vea el Anexo III
- K. Socios Comunitarios
  - a. Centro Regional de North Bay
  - b. Servicios de Salud y Servicios Humanos
    - i. People Empowering People (capacitándonos unos a otros) (Napa County HHS)
    - ii. Servicios para Veteranos del Condado de Napa
  - c. El Hospital Estatal de Napa
  - d. La Casa para Veteranos de Yountville
  - e. Derechos de Personas con Discapacidades de California
  - f. Coalición sobre la Opción del Elector
- L. La División de Elecciones del Condado de Napa tendrá disponible
  - a. Una línea de teléfono libre de cargos
  - b. Una línea de teléfono TTY
  - c. Información del modelo de la balota en letra grande
  - d. Información en audio sobre la balota
  - e. Archivos accesibles en PDF
  - f. Otros – serán determinados después de una reunión con la comunidad de personas con discapacidades
    - i. A la espera de un método certificado para balotas independientes accesibles

### **Información sobre el Centro de Votación y Lugares para Entregar Balotas**

- F. Ocho (8) Centros de Votación
  - a. Veinte y nueve (29) días antes de cada elección
    - i. División de Elecciones del Condado de Napa
      - 1. Lunes – viernes, 8 am – 5 pm y 7am—8pm el día de la elección
        - a. Dos fines de semana (sábado, domingo y día feriado) antes de la elección, 8:30 am – 4:30 pm
  - b. 10 días antes de cada elección incluyendo fines de semana y día feriado
    - i. Dirección en el Campus Sur (“South Campus”)
      - 1. 2751 Napa Valley Corporate Dr, Napa
      - 2. 8:30 am – 4:30 pm y 7 am – 8 pm el día de la elección
  - c. 3 días antes de cada elección y día de elección
    - i. Escuela Secundaria de American Canyon

1. 3000 Newell Dr, American Canyon
    2. 8:30 am – 4:30 pm y 7 am – 8 pm el día de la elección
  - ii. Salón de Artes de Yountville
    1. 6516 Washington St, Yountville
    2. 8:30 am – 4:30 pm y 7 am – 8 pm el día de la elección
  - iii. Napa Valley College, Campus de Upper Valley
    1. 1088 College Ave, St Helena
    2. 8:30 am – 4:30 pm y 7 am – 8 pm el día de la elección
  - iv. Estación de Bomberos de Calistoga
    1. 1113 Washington St, Calistoga
    2. 8:30 am – 4:30 pm y 7 am – 8 pm el día de la elección
  - v. Pacific Union College
    1. 1 Angwin Ave, Angwin
    2. 8:30 am – 4:30 pm y 7 am – 8 pm el día de la elección
  - vi. Iglesia Crosswalk Community
    1. 2590 1<sup>st</sup> St, Napa
    2. 8:30 am – 4:30 pm y 7 am – 8 pm el día de la elección
- G. Siete (7) lugares para entregar balotas
  - a. Lugares en interiores —horas de operación
    - i. El Ayuntamiento de la Ciudad de Napa
      1. 955 School St, Napa
    - ii. El Ayuntamiento de American Canyon
      1. 4381 Broadway St #2, American Canyon
    - iii. El Ayuntamiento (“Town Hall”) de Yountville (Casa de los Veteranos)
      1. 6550 Yount St, Yountville
    - iv. El Ayuntamiento de St Helena
      1. 1480 Main St, St Helena
    - v. El Ayuntamiento de Calistoga
      1. 1232 Washington St, Calistoga
    - vi. Pacific Union College
      1. 1 Angwin Ave, Angwin
  - b. Lugares al aire libre—12 horas por día, 7 días a la semana
    - i. El callejón de la Oficina de Elecciones del Condado de Napa
    - ii.
- H. Mapa de los lugares para Centros de Votación y sitios para entregar balotas
  - a. Vea Anexo IV
- I. Seguridad y plan de contingencia que será implementado para minimizar o evitar que se interrumpa el proceso electoral
  - a. Vea el Anexo V
- J. Seguridad y plan de contingencia que será implementado para asegurar la continuación del proceso electoral en caso de que suceda alguna interrupción
  - a. Vea el Anexo V

### **Planes de Seguridad y de Privacidad en los Centros de Votación**

- D. La configuración de los Centros de Votación asegura que los votos emitidos serán privados

- a. Vea el Anexo VI
- E. Métodos y normas para garantizar la seguridad de la votación
  - a. Vea el Anexo V
- F. Plan de seguridad para la entrega de balotas
  - a. Vea el Anexo VII

**Presupuesto**

- B. Los Anexos será publicados en una fecha futura

DRAFT

## Appendix I

As the general outreach materials are created they will be added here.

DRAFT

## Appendix II

As the language outreach materials are created they will be added here.

DRAFT

## Appendix III

As the outreach materials for accessible voting are created they will be added here.

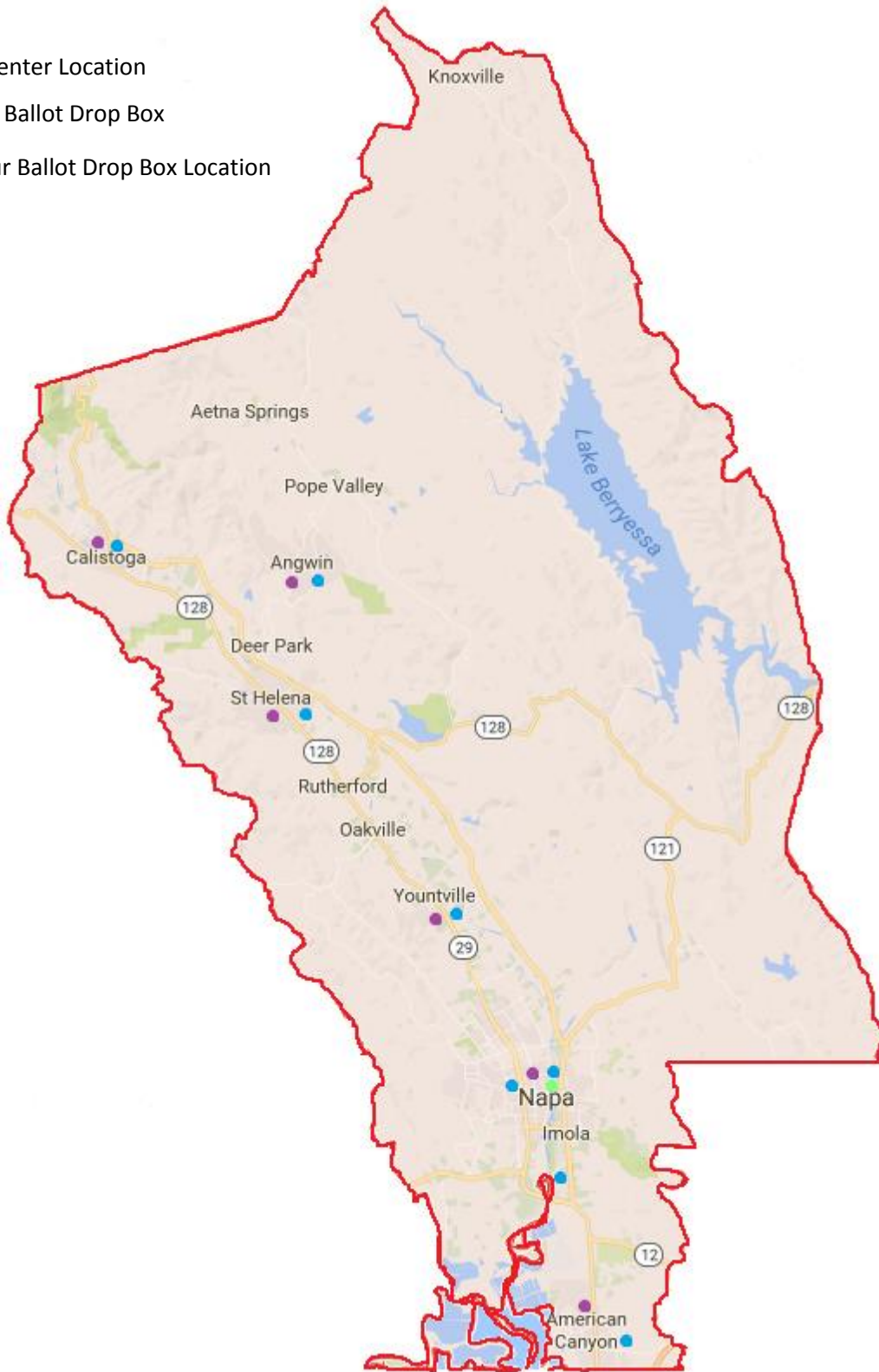
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# Appendix IV

## County Overview of Vote Centers

- Vote Center Location
- 8 Hour Ballot Drop Box
- 12 Hour Ballot Drop Box Location



Appendix V

**IN-HOUSE EMERGENCY PLAN  
FOR NAPA COUNTY  
ASSESSOR-RECORDER-COUNTY CLERK  
ELECTION DIVISION**



A Tradition of Stewardship  
A Commitment to Service

**Provided by:**

**JOHN TUTEUR  
ASSESSOR-RECORDER-COUNTY CLERK**

8-10-2017

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# INTRODUCTION

The purpose of this emergency plan is to set forth processes to carry out elections in the event of an emergency or other incident which may inhibit the department from serving the public and/or conducting an election. During a state of emergency, only the Governor may suspend this department's duty to conduct elections. GC §8571

This plan shall be used in conjunction with Shasta County's Emergency Plan and Care and Shelter Plan located on the County's intranet site and the Secretary of State's (SOS) Emergency Plan linked below.

## CODE SECTIONS

The following is a list of the most common code sections that address options in an emergency. The SOS's emergency procedures contain additional code sections.

EC §3018	VBM Voted at Elections Office or Polling Site
EC §3021	Request for VBM Ballot
GC §8567, §8571	Powers of the Governor
EC §12281	Change of Polling Place
EC §12327	Appointment of Precinct Board Members and Polling Sites
EC §14299	Insufficient Number of Ballots
EC §14402.5	Voting by Provisional When Poll Closing Extended by Court Order
EC §15213	Counting at the Precinct

## **SECTION 1: Numbers and Software Vendors**

### **STAFF PHONE NUMBERS**

*Staff phone numbers are posted at every workstation.*

### **LOCAL MEDIA PHONE NUMBERS**

Use distribution list available on cell phones to all media

### **ELECTION DIVISION SAFETY COORDINATOR**

Jennie Keener 707-299-1470  
Crystle Brumley 707-253-8313

### **IMPORTANT COUNTY PHONE NUMBERS**

Director of Emergency Services: 707-253-4821  
CEO: 707-253-4580  
Personnel: 707-253-4003

[County Officials](#) – See binder for updated list. Confidential County Official numbers are in the binder, which is located in the Department Head's office.

## **COUNTY INFORMATION TECHNOLOGY (IT)**

Main Line: 707-253-4106

## **CA SECRETARY OF STATE**

Candidate Filing, VOTECAL, Election Night Reporting, Cal Validator  
SOS Help Desk: 888-868-3225

## **DOMINION VOTING**

Contact: Sheree R. Noell  
559-592-6601 (Office)  
510-610-6634 (Cell)  
[sheree.noell@dominionvoting.com](mailto:sheree.noell@dominionvoting.com)

## **DFM: EIMS / RiIMS**

888-336-3297  
888-336-6483  
949-859-8700

# **SECTION 2: Levels of Emergency Response**

The department measures its responses to emergencies by the degree of alert created by an emergency. As always, if an employee becomes aware of an emergency situation that warrants law enforcement or medical assistance, s/he shall call 911 and notify the floor supervisor.

## **Standard Security Measures**

Staff is required to wear county or department issued ID badges. Visitors are non-employees who enter the department's offices beyond the front desk, through the gates, and are accompanied by the employee whom the visitor is seeing.

The department's computer server room and ballot room are always secured by a key fob, alarm and video surveillance.

## **Degree of Alert #1: Heightened Security**

In the event of heightened security measures as designated by the Department Head (DH) or law enforcement, the DH may, when appropriate, request of the Office of Emergency Services Director permission for:

- ◆ voters to enter and exit the building to vote;
- ◆ staff to continue counting ballots; or
- ◆ the public to enter to conduct regular business.

If the department moves its processes to an alternate location due to an extended evacuation of the building, the department will seek to inform the public of the location of the alternate operational sites as soon as possible.

In the event that a staff member becomes aware of a suspicious person or object, that employee shall notify their immediate supervisor, who shall notify the DH. A suspicious object should not be investigated or tampered with in any way nor should suspicious persons be questioned or confronted. Call 911 if staff is in imminent danger.

## **Degree of Alert #2: Evacuations of Public and Staff**

The following measures may be implemented by designated staff for evacuations in addition to the standard and heightened security measures discussed above:

- ◆ Inform public to evacuate immediately in a calm manner through nearest exit if an alarm sounds.
- ◆ Assist members of the public, including those disabled, who need assistance in evacuating.
- ◆ Lock doors and secure vital records and ballots.
- ◆ Proceed to designated meeting spot and stay together.
- ◆ Approval of alternate site by the DH.
- ◆ Post emergency messages on voice mail and building.
- ◆ Forward department phone lines to alternate site, if possible.
- ◆ Inform staff not in building via cell phone of building's status.
- ◆ Pre-designated employees shall check each floor and close the doors after exiting.

### **Evacuations on Election Day**

In the event of an evacuation of the department on Election Day, the following steps, in addition to those stated above, shall be taken.

- ◆ Stop ballot processing immediately and secure ballots and tabulation equipment by locking the doors to the ballot room and counting room. Sorted ballots not being counted are already stored in the secured room.
- ◆ Ballots at work stations for sig checking shall be placed in the secure ballot room.
- ◆ Ballots just received but not yet sorted and distributed are already stored in the secured ballot room.
- ◆ Inform voters, in the best manner suited for the emergency, of the location of the alternate site at which voting will occur, if there is one.
- ◆ Post on the building where the alternative drop off locations are available throughout the county.

### **Emergencies Affecting One or More Polling Sites**

In the event of an emergency affecting one or more polling sites, relocation and/or consolidation of polling sites may be required. Under such circumstances, the following procedures must be observed by poll workers, inspectors and/or rovers:

- ◆ Post signage advising voters of the relocation directing them to new sites and ballot drop off boxes.
- ◆ Collect all voted ballots and secure them in the self-sealing bags if possible.
- ◆ Collect the ballot box, unvoted ballots, and the roster of voters and transport to the new location.
- ◆ At least two poll workers, inspectors, or rovers must remain with the ballots from each polling site at all times, and monitor that the ballots are securely transferred to the new polling site locations.
- ◆ If possible, the department will deliver any new seals required.

### **Emergencies Affecting Collection Routes or Staff in the Field**

Department staff shall:

- ◆ Inform rovers who are in the field of the status of the site.

## **SECTION 3: Emergency Security Situations**

For instructions for specific emergencies:

<http://portal/sites/Safety/Emergency%20Plans/Carithers%20Facility%20Emergency%20Plan%2020071114.pdf>

### **Telephone System Down**

Call via cell phone to Communications to open a ticket.

## **Network Failure**

Wait for further word from ITS Help Desk

## **Power Outage**

In the event of a power outage, staff shall:

- ◆ turn off all appliances and computers; and
- ◆ use flashlights located throughout the division

If power outage will be of long duration, contact Public Works about possibility of using a generator.

## **Delegation of Authority**

In the event of an emergency, the DH shall make all decisions regarding departmental operations. If the DH is not available to make decisions, full authority transfers to the Election Services Manager. If neither is available to make decisions, authority should transfer to the most senior staff that is available.

When at a safe place, the DH and his/her designees staff shall meet to perform a damage assessment, begin system restoration, if possible, and determine which operations should or can continue based on the nature of the emergency. Outcome of this meeting will be communicated to staff via cell phone and home numbers.

## **Emergency Outside of Work Hours**

The Sheriff, police department, CEO's office, or alarm company would notify the DH of an emergency occurring outside of work hours. If the emergency consists of an event that would allow selected staff to enter the building to retrieve vital information and data servers, the DH will inform that selected staff.

# **SECTION 4: Doing Business During Emergencies**

## **Conducting Elections During an Emergency**

*Note: Only the Governor can suspend election activity.*

## **How to Get the Word Out**

The DH can use the following methods to put out a public service message:

- ◆ Radio, local print media, website
- ◆ Local TV stations
- ◆ Electronic bulletin boards at high schools or other businesses
- ◆ Office of Emergency Services
- ◆ NIXLE system via Sheriff

## **Protection and Recovery of Vital and Other Records**

*Remember, personal safety is more important than any documents in the office.*

The items below are considered vital and essential records and should be taken from the building, if possible, depending on the nature and scope of the emergency.

- ◆ Counted and uncounted ballots
- ◆ Servers
- ◆ Other electronic data storage
- ◆ List of voters per EC §2180

- ◆ Cash and checks in petty cash box

### **Server and Network Back Up**

The department's EiMS activity is located at ITS server farm. Backups for this data takes place automatically with the information transmitted over the County Network. Changes made in EiMS are backed up on a regular schedule.

### **Counted and Uncounted Ballots**

Generally, whether counted or not, ballots are sorted into their respective precincts.

- ◆ Not counted: Not sorted, not sig checked; stored in secured ballot room until sorted
- ◆ Not counted: Still in envelope, sorted into precincts, sig checked; stored in secured room
- ◆ To be counted: Out of envelope but in boxes with precinct number; stored in secured room
- ◆ Counted: In boxes, sorted by precinct; stored in secured room.
- ◆ Note: Ballots can be temporarily at a work station for sig checking or in the ballot exam room.

If an emergency occurs that requires staff to remove ballots from the building, staff shall tape the boxes, or bins and move them to the new location.

If they cannot be moved from the building, ballots will be placed in one of the secured rooms.

Blank, unissued ballots should be left behind if there is no time to remove them. If there is time, the DH or designee will advise staff on what to do with blank, unissued ballots.

### **Manual Systems in Place**

- ◆ All functions can be performed manually

## **SECTION 5: Election Day Issues**

*Note: Only the Governor can suspend election activity.*

### **Vote Center Workers Fail to Report to Vote Centers**

The department has a list of back-up vote center workers. When on-call, workers will be contacted if needed to report for duty.

### **Back Up Polling Sites**

Election officials may designate a replacement polling site as late as on Election Day. The new polling site must be as close to the original polling site as possible and a notice must be posted at the original site directing voters to the new location. See EC §12281

### **Back Up Set of Polling Site Equipment**

If a polling site experiences an event that renders their current equipment unusable, the department has extra equipment available so that the polling site can receive voters and operate in manual mode.

### **ICX Ballot Marking Devices Inoperable**

Voters will receive paper ballots and return ballot envelopes.



# **SECTION 6: Implementation and Maintenance**

## **Communication During and After Emergency**

Generally, the DH will make an announcement regarding the commencement of an evacuation. All office personnel and any members of the public will be instructed on which exit to use in a calm, orderly fashion and where to meet per evacuation protocol.

The department will use the following methods to communicate with employees during or after an emergency:

- ◆ Cell Phones
- ◆ Department Voice Mail
- ◆ Text Messaging
- ◆ Home Phones
- ◆ NIXLE

Safety officers will conduct roll call at evacuation site after sweeping the building. Once all employees are accounted for, any authorities on site will be notified. However, if a team member is not accounted for during roll call, authorities shall be notified immediately. The Safety Coordinator or management will inform staff of the status and possibility for re-entry.

## **What to Grab First**

If there is time to do so and doing so does not jeopardize personal safety, staff may collect or secure the following items, listed in order of importance:

- ◆ Ballots (Voted first, all others second)
- ◆ Cash and checks and petty cash box

## **Computer Security**

If there is no time to safely shut down desk top computers, staff should lock by using CTRL-ALT-DELETE. The reason for this is simply pushing the power button once may not be enough to break connection and shut it down completely. If there is no power, staff should wait for direction from the ITS Help Desk about the best way to handle the computers.

## **Evacuation Boxes**

The evacuation box is a plastic box with a handle that is easily movable in an emergency and contains at minimum, items such as, but not limited to: vests, flashlights, radio, batteries, clip board and list of employees, pens, pencils, mini-first aid kit, and message pad. The Security Coordinator is responsible for maintaining the evacuation box.

## **Back Up Voting Supplies**

This is a duplicate of the containers prepared for vote center workers. In the event a site must be moved and the workers are not able to gather their current supplies, back up supplies will be delivered to the new site if possible. The vote center coordinator is responsible for maintaining the Back Up Voting Supplies

## **Pre-recorded Message**

Emergency message contents are based on the nature of the emergency. Election Services Manager is responsible for ensuring that messages are up to date so that the public is notified by outgoing messages of new voting sites if the emergency happens on election day.

## **Signs**

Signs will be prepared at each polling site that is relocated.

### **Drills / New Employee Orientation**

New employees are informed of the contents of this policy by their supervisor. All staff shall be familiar with the evacuation routes and meeting sites. The department will hold drills during various times in the election cycle so that all personnel are familiar with the department's emergency plans.

### **Training Strategy for Department Staff**

The department maintains a binder that includes basic safety and emergency information and a copy of this plan. In addition, quarterly emergency preparedness and procedure meetings and occasional physical drills are to be performed.

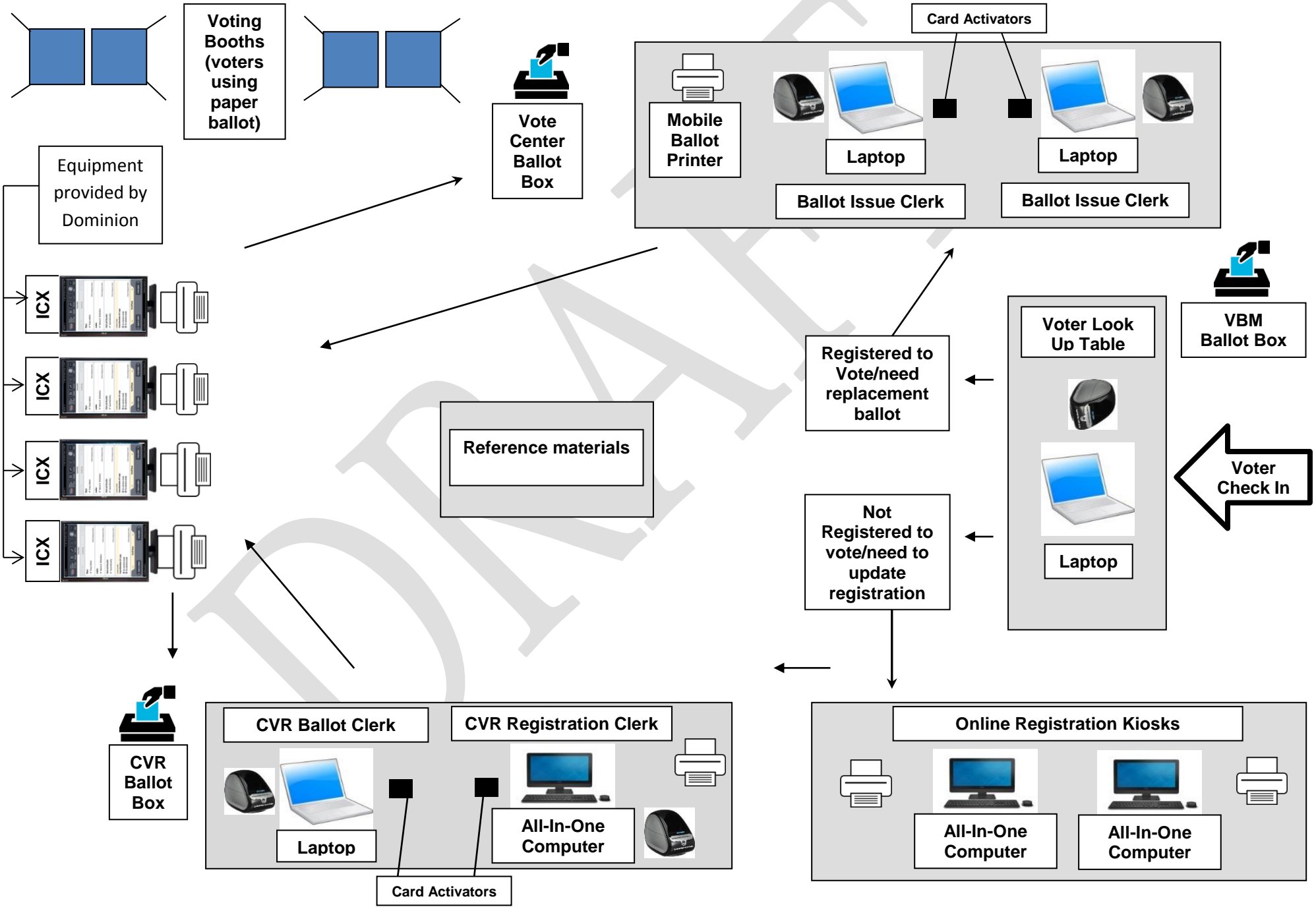
This guide shall be reviewed and updated prior to each election on or by E-120.

DRAFT

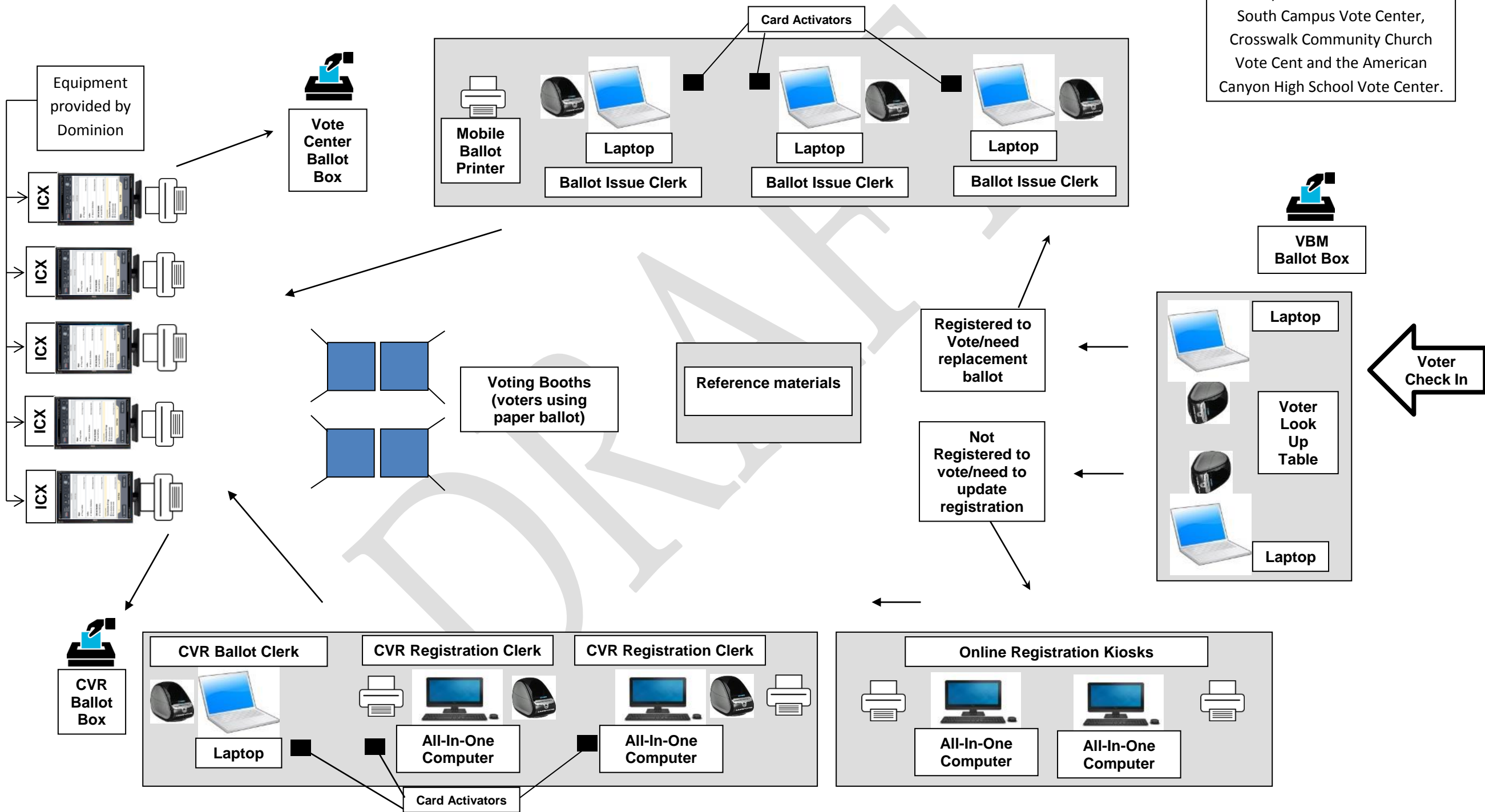
# Appendix VI

## Small Vote Center Layout

This layout will be used for the Angwin, Calistoga Fire House, NVC Upper Valley Campus (St Helena) and Yountville.



# Large Vote Center Layout



## Appendix VII

### CALIFORNIA CODE OF REGULATIONS TITLE 2. ADMINISTRATION DIVISION 7. SECRETARY OF STATE CHAPTER 3. VOTING LOCATIONS ARTICLE 1. VOTE-BY-MAIL BALLOT DROP BOXES AND VOTE-BY-MAIL DROP-OFF LOCATIONS

#### **20130. Purpose.**

The purpose of this Article is to establish guidelines for security measures and procedures if a county elections official establishes one or more vote-by-mail ballot drop-off locations or vote-by-mail ballot drop-off boxes. The provisions of this Article do not apply to polling places.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

#### **20131. Definitions.**

- (a) “Designated ballot retrievers” shall mean county employees, representatives, poll workers, or vote center workers, authorized to retrieve ballots from drop boxes, or temporary workers or volunteers retained and authorized to retrieve ballots from drop boxes.
- (b) “Secure ballot container” shall mean a lockable and secure container that is placed inside a ballot drop box. If a secure ballot container is used, ballots are deposited directly into that container. A secure ballot container is not required for all drop boxes.
- (c) “Secure ballot transfer device” shall mean a lockable and secure container that ballots deposited into the drop box shall be placed in by the designated ballot retrievers for secure transport to the office of the county elections official, a ballot receiving center, a designated central count location, or a ballot processing location.
- (d) “Staffed drop box” shall mean a vote-by-mail ballot drop box that is placed in a location that is in the view of a live person who is employed at the location of the drop box, a city or county employee, or a temporary worker or volunteer retained for the purpose of monitoring the drop box. A staffed drop box is typically not available for use by a voter 24 hours a day.
- (e) “Unstaffed drop box” shall mean a secured vote-by-mail drop box that does not have a live person nearby for monitoring and is available for use by a voter 24 hours a day.
- (f) “Vote-by-mail ballot drop box” or “drop box” shall have the meaning set forth in California Elections Code section 3025(a)(1).
- (g) “Vote-by-mail ballot drop-off location” or “drop-off location” shall have the meaning set forth in California Elections Code section 3025(a)(2).

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

### **20132. Drop Box Design and Requirements.**

- (a) To prevent physical damage and unauthorized entry, an unstaffed drop box located outdoors shall be constructed of durable material able to withstand vandalism, removal, and inclement weather.
- (b) To ensure that only ballot material can be deposited and not be removed by anyone but designated ballot retrievers, all drop boxes (both staffed and unstaffed) shall have an opening slot with a height no larger than one inch, and a width no larger than two inches wider than the vote-by-mail return envelope. The opening slot shall be at an angle to minimize the ability for liquid to be poured into the drop box or rain water to seep in.
- (c) A drop box, and a secure ballot container placed within the drop box, shall be designed such that any unauthorized physical access results in physical evidence that unauthorized access has taken place. An elections official may use a tamper-evident seal for purposes of this section.
- (d) A drop box or secure ballot container shall provide specific points identifying where ballots are to be inserted. A drop box may have more than one ballot slot (e.g. one for drive-up ballot drop-offs and one for walk-up drop-offs).
- (e) Each drop box shall be assigned a unique identifying number that is readily identifiable on the drop box.
- (f) The drop box shall be clearly and visibly marked, as an "Official Ballot Drop Box". The following information should be provided at drop-off locations in all languages required under Elections Code section 14201(c) and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503), and in the manner prescribed by the elections official:
  - (1) Language stating that tampering with the drop box is a felony pursuant to Elections Code section 18500.
  - (2) The telephone number of the county elections office.
  - (3) The Secretary of State's toll free voter hotline, (800) 345-VOTE (8683).
  - (4) A statement that no postage is necessary when depositing the ballot into the drop box.
  - (5) A statement requesting that the county elections official be notified immediately in the event the drop box is not functioning or has been damaged in any fashion.
  - (6) A statement informing the public that no ballots will be accepted after 8:00 p.m. on Election Day, unless there are voters in line or the time for the closing of the polls has been extended by a court order.
- (g) Drop boxes shall be designed to function as follows:
  - (1) Drop box hardware shall be operable without any tight grasping, pinching, or twisting of the wrist.
  - (2) Drop box hardware shall require no more than 5 lbs. of pressure for the voter to operate.
  - (3) Accessible drop boxes shall be operable within reach-range of 15 to 48 inches from the finish floor or ground for a person utilizing a wheelchair. This shall not apply to a drop box meant to be used by drivers of vehicles.
  - (5) Signage for ballot drop boxes shall be in a distinct color type that contrasts with the background and have a no-glare finish.
- (h) In determining the final design and functions of the drop box, the elections official shall design them in such a way that the public will perceive them to be official and secure.
- (i) Each drop box used in a particular county shall have the same use features, and be of substantially similar design, color scheme, and signage to facilitate identification by the public.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

### **20133. Determination of Drop-off Locations and Number of Drop Boxes.**

- (a) Drop-off locations shall be determined by the county elections official. In determining locations, the elections official shall, at a minimum, consider concentrations of population, geographic areas, voter convenience, proximity to public transportation, community-based locations, security, and available funding.
- (b) Staffed drop box locations may include, but are not limited to, city offices, public libraries, county offices, assisted living facilities, local businesses, and offices of community organizations.
- (c) The number of drop-off locations and drop boxes at those locations shall be determined by the county elections official.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

#### **20134. Accessibility of Ballot Drop Boxes.**

- (a) County elections officials shall ensure that drop box locations are accessible to voters with disabilities, and should also ensure the following:
  - (1) If a location has only one drop box, the design and placement of that drop box shall meet the accessibility requirements outlined in subdivision (h) of Section 20132, and shall be placed as outlined in subdivision (b).
  - (2) If a location has more than one drop box, at least one of the drop boxes must meet accessibility requirements outlined in subdivision (h) of Section 20132, and the design and placement of drop boxes at that location shall in aggregate meet the accessibility requirements outlined in subdivision (b).
  - (3) At a location with multiple drop boxes, if not all drop boxes meet the accessibility requirements outlined in this subdivision, then each inaccessible drop box shall have directional signage indicating the location of an accessible drop box.
- (b) For drop boxes, as specified in subdivision (a), depending on points of entry available for a location and any limitations arising out of local ordinances or private landowners, the county elections official shall make a reasonable effort to meet the following accessibility requirements with regard to design and placement:
  - (1) Accessibility guidelines established for polling places pursuant to Elections Code section 12280 shall be used to assess the features described subsections (2) to (6) below.
  - (2) If there is a public transportation stop available within 200 feet of the property line, then a drop box shall be placed along an accessible path connecting to the public transportation stop.
  - (3) If there is a parking lot available at the location, then a drop box shall be placed along an accessible path connecting to the parking lot. The parking lot should have at least one van-accessible parking space designated by the International Symbol of Accessibility (ISA).
  - (4) If there is a passenger drop-off zone at the location, then a drop box shall be placed along an accessible path connecting to the passenger drop-off point as determined by the elections official based upon the location.
  - (5) A drop box that can only be accessed by a voter from within their vehicle does not meet the accessibility requirements of this subdivision, unless it is accompanied by a parking lot with an accessible path of travel. In the event there is no accessible path of travel from the parking lot, there must be signage directing the voter to the nearest accessible drop box.
  - (6) Drop box locations that are placed inside a building shall be assessed for accessibility as if they were a polling place.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

### **20135. Drop-off Location and Drop-box Security.**

- (a) An unstaffed drop box placed outdoors shall be securely fastened in a manner as to prevent moving or tampering, for example, fastening the drop box to concrete or an immovable object.
- (b) An unstaffed drop box placed inside a building shall be reasonably secured to prevent unauthorized removal.
- (c) A staffed drop box shall be securely fastened to a stationary surface or to an immovable object, placed behind a counter, or can be transported to a curbside area or a mobile voting area.
- (d) A staffed drop box shall be placed in an area that is inaccessible to the public and/or otherwise secured during the hours the drop box is not in use.
- (e) If feasible, drop boxes should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video. A video security surveillance system can include existing systems on county, city, or private buildings.
- (f) All drop boxes shall be secured by a lock, and shall be secured by a tamper-evident seal. Only an elections official and a designated ballot retriever shall have access to the keys and/or combination of the lock. If keyed locks are used, each lock shall have a uniquely keyed lock.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

### **20136. Drop-off Location and Drop-box Hours. Public Notification. Collection Times.**

- (a) The county elections official shall publicly announce the locations of drop-off locations and drop boxes at least 30 days prior to the election. The announcement must include the days and estimated times a particular staffed drop box will be available. Information shall be included in the county's Voter Information Guide and Sample Ballot publication or included in vote-by-mail materials sent to voters, and conspicuously posted on the county elections official's website. In the event any changes are made to locations and/or schedules, the information posted on the elections official's website shall be updated within 24 hours.
- (b) For the purpose of posting the locations on the Secretary of State's website and to include information in any relevant election materials, the county elections official shall notify the Secretary of State of the drop-off and drop box locations, and the dates and estimated hours of availability, at least 30 days prior to the election. In the event any changes are made to locations and/or schedules, the Secretary of State must be notified within 24 hours.
- (c) Drop boxes shall be locked and covered, or otherwise made unavailable to the public until the 29th day prior to the election, to ensure that no ballots or any other materials may be deposited before the vote-by-mail period begins. Prior to use on the 29th day before the election all drop boxes shall be inspected for damage and to ensure they are empty.
  - (1) A county elections official who provides a drop box outside of their office throughout the year for the purpose of voters delivering completed voter registration affidavits shall not be required to lock and cover those drop boxes.
  - (2) In the event drop boxes are deployed on the 60th day prior to an election for use by military and overseas voters, the provisions of this Article must be followed.
- (d) Ballots shall be retrieved from staffed drop boxes every 96 hours between the 29th day before the election and the 10th day prior to the election. Ballot retrieval times shall be determined by the county elections official. However, at a minimum, ballots shall be retrieved from unstaffed drop boxes every 72 hours between the 29th day before the election and the 10th day prior to the election. After the 10th day prior to the election, ballots from all drop boxes shall be retrieved every 24 hours. The elections official may order multiple retrievals at any time to meet expected needs.



- (e) Upon the closing of the polls on Election Day, all drop boxes shall be locked and covered or otherwise made unavailable at 8:00 p.m. to ensure that no ballots are dropped off after the polls have closed. In the event there are voters in line at 8:00 p.m., or a court order has been issued extending the time for the closing of the polls, the drop boxes may remain open until those voters have cast their ballot or the court order extending time has lapsed.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

### **20137. Ballot Collection Procedures and Chain of Custody.**

- (a) The county elections official shall develop ballot collection and chain of custody procedures, which shall be substantially similar to the following:
- (1) The county elections official shall assign at least two designated ballot retrievers to retrieve voted vote-by-mail ballots from a drop box.
  - (2) Only designated ballot retrievers and law enforcement identified by the county elections official may transport the retrieved voted vote-by-mail ballots.
  - (3) Upon arrival at a drop box, the two designated ballot retrievers shall note, on a retrieval form prescribed by the county elections official, the location and unique identification number of the drop box and the date and time of arrival.
  - (4) The designated ballot retrievers shall retrieve the voted ballots from the drop box and place the voted ballots in a secure ballot transfer device, or retrieve the secure ballot container that is placed inside the drop box.
  - (5) If a secure ballot container is used, the designated ballot retrievers shall place an empty secure ballot container inside the drop box prior to departure.
  - (6) After the final retrieval after the closing of the polls, an empty secure ballot container shall not be placed in the drop box, and the drop box should be locked and/or covered to prevent any further ballots from being deposited.
  - (7) The time of departure from the drop box shall be noted on the form described in (a)(3) above.
  - (8) Upon arrival at the office of the county elections official, a ballot receiving center, a designated central count location, or a ballot processing location, the designated ballot retrievers who retrieved the ballots shall note the time of arrival on the form described in (a)(3) above.
  - (9) The county elections official, or his or her designee, shall receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt.
  - (10) The completed retrieval form shall be attached to the outside of the secure ballot container.
  - (11) When the secure container is opened by the county elections official at the office of the county elections official, a designated central count location, or a ballot processing location, the number of ballots retrieved and placed in that secure container shall be noted on the retrieval form.
- (b) The retrieval form described by this Section may be in an electronic form. In the event an electronic form is used, the secure container must be identified in a manner to match the container with the electronic form.
- (c) The county elections official shall provide a copy of their ballot collection and chain of custody procedures to the Secretary of State's office by the 30<sup>th</sup> day before the election.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

### **20138. Processing of Retrieved Ballots.**

Any ballots retrieved from a drop box shall be processed in the same manner as vote-by-mail ballots personally delivered to the office of the county elections official by the voter, ballots returned to a polling location, and ballots received via the United States Postal Service or any other delivery service.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code.  
Reference: Section 3025, Elections Code.*

**CALIFORNIA CODE OF REGULATIONS  
TITLE 2. ADMINISTRATION  
DIVISION 7. SECRETARY OF STATE  
CHAPTER 4. BALLOT RETRIEVAL  
ARTICLE 1. RETRIEVAL OF VOTED BALLOTS PRIOR TO THE CLOSING OF  
THE POLLS**

**20140. Purpose.**

The purpose of this Article is to establish guidelines for the secure delivery and transfer of voted ballots retrieved from a polling place, including vote centers, prior to the closing of the polls to the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code.  
Reference: Section 14222, Elections Code.*

**20141. Definitions.**

(h) "Designated ballot retrievers" shall mean county representatives, poll workers, or vote center workers, assigned to retrieve voted ballots from polling places prior to the closing of the polls, or temporary workers or volunteers retained for the purpose of retrieving voted ballots from polling places prior to the closing of the polls.

(b) "Early ballot retrieval" shall mean the collection and removal of voted ballots at any polling place prior to the closing of the polls for delivery to the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code.  
Reference: Section 14422, Elections Code.*

**20142. Notification of Places and Time of Early Ballot Retrieval.**

- (a) In accordance with Elections Code section 14422, if the county elections official will direct the precinct board to seal ballot containers for ballot retrieval prior to the closing of the polls, the public must be notified within 48 hours. The notification shall be conspicuously posted on the county elections official's website, at the office of the elections official, and at any satellite locations. The notification must include the dates, estimated times, and places at which ballots will be retrieved prior to the closing of the polls.
- (b) The elections official shall also notify the Secretary of State's office, who shall post that county's information on the Secretary of State's website.
- (c) Notification of an early ballot retrieval must be conspicuously posted at each polling place where early ballot retrieval will occur immediately prior to the opening of the polls.

(d) In the event an immediate, unplanned, ballot retrieval is necessary, notice is not required, but the procedures set forth in Section 20143 below must be followed.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code.  
Reference: Section 14422, Elections Code.*

**20143. Ballot Collection Procedures and Chain of Custody.**

- (b) The county elections official shall develop early ballot retrieval collection and chain of custody procedures, which shall be substantially similar to the following:
- (1) The county elections official shall assign at least two designated ballot retrievers to retrieve voted ballots from polling places prior to the closing of the polls.
  - (2) The names of the designated ballot retrievers shall be communicated to the precinct inspector or vote center lead immediately prior to the opening of the polls. In the event a designated ballot retriever is unable to perform the duty of retrieving ballots, the elections official shall notify the precinct inspector of that fact and provide the name of the alternate designated ballot retriever.
  - (3) Only designated ballot retrievers may transport the retrieved voted ballots identified under this Article.
  - (4) Upon arrival at the polling place, the designated ballot retrievers shall provide their identification to the precinct inspector, and note, on a form prescribed by the elections official, the time of arrival.
  - (5) Immediately prior to the retrieval of the ballots, the precinct inspector shall publicly announce to the voters in the polling place that voted ballots are being retrieved prior to the closing of the polls for transportation to the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location.
  - (6) Prior to departure from the polling place, the precinct inspector and the designated ballot retrievers shall sign the form described in Section (a)(4) above, and shall note the time of departure.
  - (7) Upon arrival at the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location, the designated ballot retrievers who retrieved the ballots shall note the time of arrival on the form described in Section (a)(4) above.
  - (8) The county elections official, or his or her designee, shall receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt.
  - (9) The completed retrieval form shall be attached to the outside of the secure ballot container.
  - (10) The precinct inspector and the elections official shall follow the procedures set forth in the Elections Code for the reconciliation of the ballots retrieved pursuant to this Article.
- (b) The county elections official shall provide its early ballot retrieval collection and chain of custody procedures to the Secretary of State by the 30<sup>th</sup> day prior to an election in which ballots will be retrieved prior to the closing of the polls.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code.  
Reference: Section 14422, Elections Code.*

## Appendix VIII

### EAP Cost Comparison - Comparación de Costo EAP

	<b>Cost Categories - Costo Categorías</b>	<b>2014 Budget - Presupuesto</b>	<b>2018 Budget - Presupuesto</b>	<b>Difference</b>
1	Labor & Salary - Labor y Salario	\$90,377.19	\$94,846.05	-\$4,468.86
2	VBM Ballot Printing - Impresión de Balota	\$31,514.00	\$36,556.24	-\$5,042.24
3	Precinct Ballot Printing - Impresión de Balota	\$20,565.00	\$0.00	\$20,565.00
4	VAC Ballots Printing - Impresión de Balota	\$19,896.00	\$2,500.00	\$17,396.00
5	VBM Ballot Postage - Franqueo	\$58,000.00	\$35,000.00	\$23,000.00
6	Sample Ballot Printing - Balota ejemplar	\$48,642.00	\$30,000.00	\$18,642.00
7	Sample Ballot Postages - Franqueo	\$6,700.00	\$0.00	\$6,700.00
8	Outreach - Contacto con el Elector	\$0.00	\$17,500.00	-\$17,500.00
9	Equipment Cost - Costo de Equipo	\$35,000.00	\$56,000.00	-\$21,000.00
10	Election Workers - Trabajadores Electorales	\$36,000.00	\$107,500.00	-\$71,500.00
	<b>Total Cost - Costo Total</b>	<b>\$346,694.19</b>	<b>\$379,902.29</b>	<b>-\$33,208.10</b>

	<b>Outreach - Contacto con el Elector</b>	<b>2014 Budget - Presupuesto</b>	<b>2018 Budget - Presupuesto</b>	<b>Difference</b>
1	Advertisements - Anuncios	\$5,593.78	\$7,500.00	-\$1,906.22
2	Social Media - Medios de comunicación Soc.	\$0.00	\$1,000.00	-\$1,000.00
3	Equipment/Supplies - Equipo\Suministros	\$0.00	\$3,000.00	-\$3,000.00
4	Mailers I, II and III - Volantes I, II, y III	\$0.00	\$5,000.00	-\$5,000.00
5	Events Rentals\Alquilamientos	\$0.00	\$500.00	-\$500.00
6	Additional Voter Contact\Contacto adicional	\$0.00	\$500.00	-\$500.00
	<b>Total Cost - Costo Total</b>	<b>\$5,593.78</b>	<b>\$17,500.00</b>	<b>-\$11,906.22</b>