

Duplicating Ballots Using Touchscreen (ICX)

Background information

Election staff members are responsible for opening ballot envelopes. A review of the ballot is done to ensure that the voter properly marked the ballot so the vote can be counted. "Good" ballots are boxed up and sent to IT, but not all ballots are able to be fed through the ICC scanners that IT uses to count the ballots. There are a variety of scenarios that may cause this: Missing or unreadable timing marks, holes within the voting target, RAVBM and UOCAVA ballots, or graffiti/identifying marks on a ballot. These ballots are then duplicated by three election staff members using the ICX machine.

Version	4
Status	DRAFT
Level required	ENTRY
PCA	723
Unit	VBM
Activity Based Costing	AC07000026

Required Knowledge

Duplication guideline packet with images.

Required inputs

- (1) "VOID" Stamp
- (1) "Duplicate" Stamp
- (3) Red Ink Pens, one for each staff member
- Duplication Log
- Duplication Guidelines
- "Void" Box
- "Duplicated" Box
- Voted Ballot Storage Seals
- Poll Worker Card
- ICX Touchscreen and Printer station

Steps

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1. From the duplication supply area of the Annex, pull the duplication log, stamps, and corresponding ballot boxes ("Voids" and "Duplicates") for the Supervisorial District your team will be working on. Go to the designated duplication station with the ICX touchscreen and printer.

- Work with one ballot at a time and complete the entire process for each card before starting with another card. Work with only one Supervisorial District at a time.
- No stray mark, stamp, or initials are to be affixed to the duplicated ballot that would interrupt the information on the ballot. Any disruptive mark on the ballot will cause it to be unreadable by the ICC scanner.

Ballot type: _____

DUPLICATION LOG

When number is used, initial in box.

1	21	41	61	81	101	121	141	161	181	201	221	241	261	281
2	22	42	62	82	102	122	142	162	182	202	222	242	262	282
3	23	43	63	83	103	123	143	163	183	203	223	243	263	283
4	24	44	64	84	104	124	144	164	184	204	224	244	264	284
5	25	45	65	85	105	125	145	165	185	205	225	245	265	285
6	26	46	66	86	106	126	146	166	186	206	226	246	266	286
7	27	47	67	87	107	127	147	167	187	207	227	247	267	287
8	28	48	68	88	108	128	148	168	188	208	228	248	268	288
9	29	49	69	89	109	129	149	169	189	209	229	249	269	289
10	30	50	70	90	110	130	150	170	190	210	230	250	270	290
11	31	51	71	91	111	131	151	171	191	211	231	251	271	291
12	32	52	72	92	112	132	152	172	192	212	232	252	272	292
13	33	53	73	93	113	133	153	173	193	213	233	253	273	293
14	34	54	74	94	114	134	154	174	194	214	234	254	274	294
15	35	55	75	95	115	135	155	175	195	215	235	255	275	295
16	36	56	76	96	116	136	156	176	196	216	236	256	276	296
17	37	57	77	97	117	137	157	177	197	217	237	257	277	297
18	38	58	78	98	118	138	158	178	198	218	238	258	278	298
19	39	59	79	99	119	139	159	179	199	219	239	259	279	299
20	40	60	80	100	120	140	160	180	200	220	240	260	280	300

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2. Team member (A) will insert the Poll Worker Card into the bottom of the touchscreen.
3. Click on "Activate Ballot" tab.
4. Enter ballot precinct number.
5. Click "Activate" button.
6. Click "Next" button to get to the first race.

Insert your activation card into card reader.

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INSERT CARD HERE



7. Team member (B) will stamp the original ballot with the "VOID" stamp in the lower right hand corner, avoiding the timing marks on the ballot. Then they will write the corresponding number from the duplication log in the lower left hand corner using red ink, avoiding the timing marks. Next to the number, both team members will write their initials clearly using red ink.

8. Team member (A) will call out the voter's selections from the "VOID" ballot while team member (B) selects the appropriate choices on the touchscreen.

If the voters intent is unclear, see the duplication guidelines or get clarification from a supervisor.

9. Click "Review" to review all selections to make sure they match the voters selections before printing the ballot.

10. Click "Print Ballot".


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513607
VOTE BY MAIL
871

OFFICIAL BALLOT

ASSEMBLY DISTRICT 1 SPECIAL GENERAL ELECTION PLACER COUNTY NOVEMBER 5, 2019

Instructions to Voters:
To vote for the candidate of your choice, use a pen with blue or black ink and completely darken in the OVAL to the LEFT of the candidate's name. Please fill in OVAL completely. If you tear or wrongly mark this ballot, return it and get another.



VOTER-NOMINATED AND NONPARTISAN OFFICES
All voters, regardless of the party preference they disclosed upon registration, or refusal to disclose a party preference, may vote for any candidate for a voter-nominated or nonpartisan office. The party preference, if any, designated by a candidate for a voter-nominated office is indicated by the candidate and is shown for the information of the voters only. It does not imply that the candidate is nominated or endorsed by the party or that the party approves of the candidate. The party preference, if any, of a candidate for a nonpartisan office does not appear on the ballot.

**MEMBER OF STATE ASSEMBLY
1ST DISTRICT**

Vote for One

<input checked="" type="radio"/> MEGAN DAHLE Farmer/Businesswoman/Mother	Party Preference: Republican
<input type="radio"/> ELIZABETH BETANCOURT Farmer/Watershed Scientist	Party Preference: Democratic

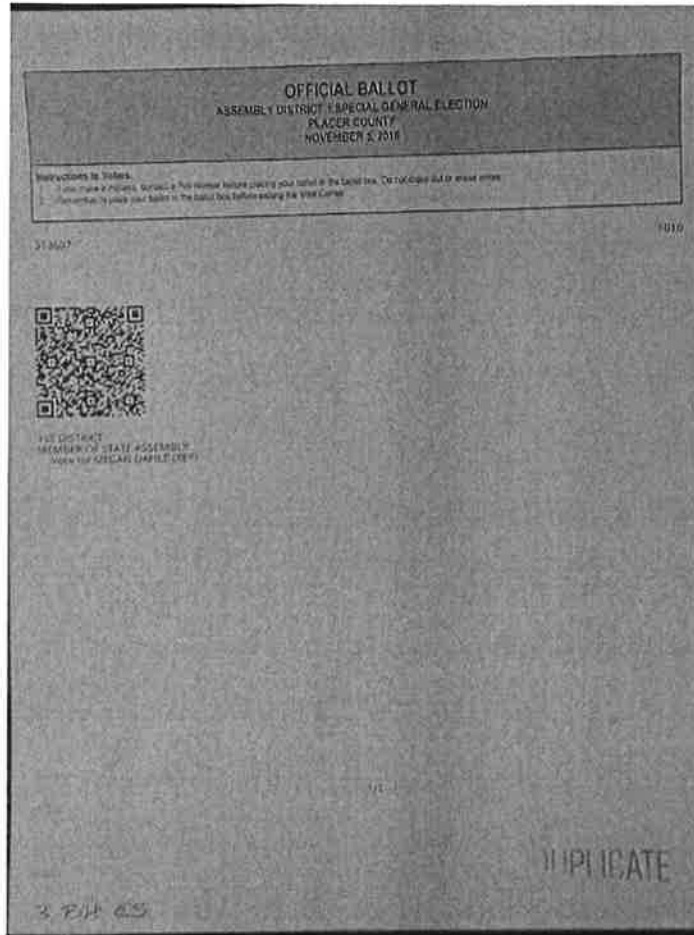
#3e5 B4

VOID

11. Once the new ballot is printed, team member (B) will stamp "DUPLICATE" in the lower right hand corner of the page. Then they will write the corresponding number from the duplication log (this number will match the voided ballot) in the lower left hand corner using red ink. Next to the number, both team members will write their initials clearly using red ink.

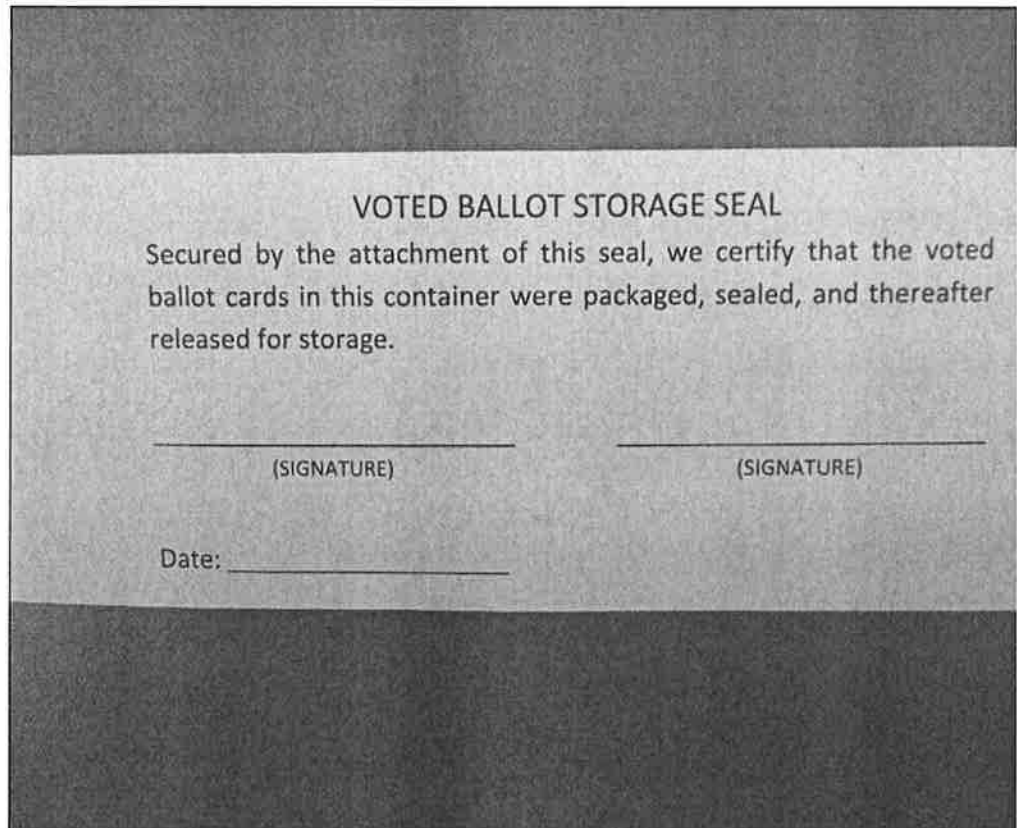
12. Place the "VOID" ballot in the Void Box and place the "DUPLICATE" ballot in the Duplicate box.

13. Repeat steps 2-12 for each ballot that needs to be duplicated for the Supervisorial District you are working on. Each new damaged ballot in need of duplicating will receive its own number from the duplication log, staying in numerical order.



14. When done working with a specific Supervisorial District, seal the ballot box containing the replacement ballots with a voted ballot storage seal. Both team members will need to sign and date the voted ballot storage seal. If the box is not full you may reseal it and place it along with the Duplication Log and "VOIDS" back on the duplication log supply table. The next Duplication Team to work on the Supervisorial District will continue to fill the boxes. The floor supervisor will make the determination and inform the team of how many ballots will be placed and sealed in each box before it is sent to the IT Department for scanning.

What fills a box: 350 ballots printed on 80# ballot paper will fit in a ballot box.



Output and validation

Applicable regulations

Health and safety warnings