

Date Printed: 06/16/2009

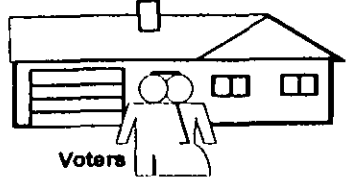
JTS Box Number: IFES_75
Tab Number: 36
Document Title: Los Angeles Election Process
Document Date:
Document Country: United States --
California
Document Language: English
IFES ID: CE02064



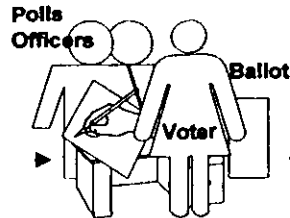
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LOS ANGELES COUNTY ELECTION PROCESS

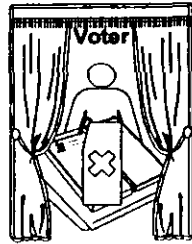
POLLING PLACE



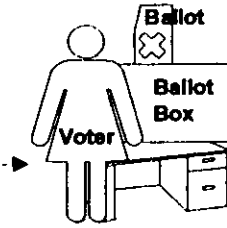
Enter Polling Place



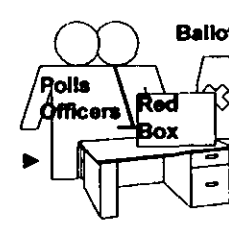
Sign Index Roster and Receive Ballot



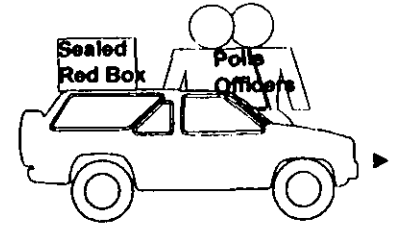
Cast Ballot



Place Ballot in Ballot Box

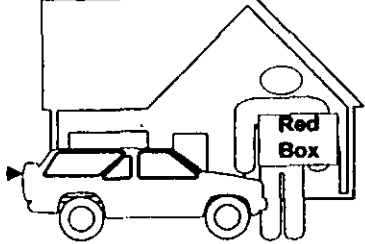


Prepare Ballot Statement Seal Ballots In Red Box

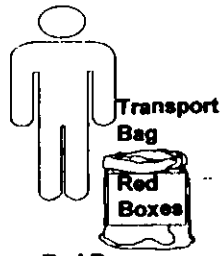


Transport Sealed Red Box to Check-in Center

CHECK-IN CENTER



Receive and Inspect Red Box

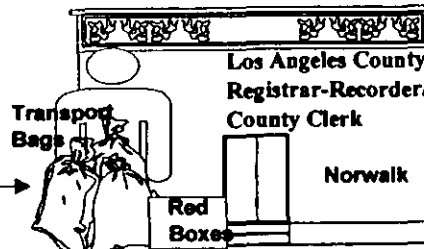


Place Red Boxes in Bag and Seal

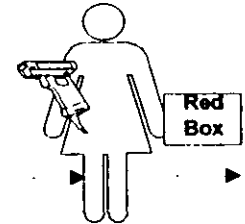


Sheriff Transports Bags to Conversion Center

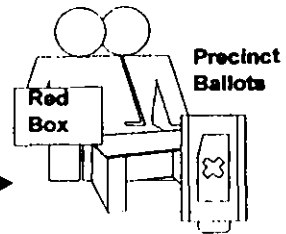
CONVERSION CENTER



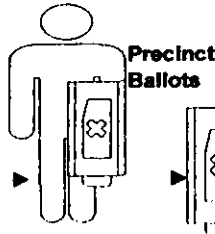
Receive Bags and Remove Red Boxes



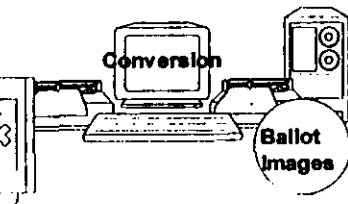
Inspect and Scan Red Boxes



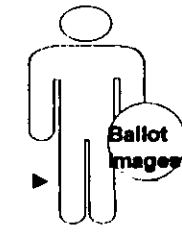
Remove and Inspect Ballots and Prepare for Processing



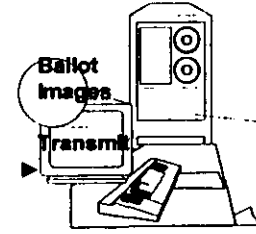
Transport Ballots to Conversion Equipment



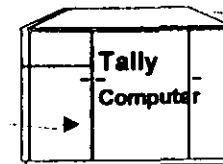
Convert Ballots to Electronic Images on Tape



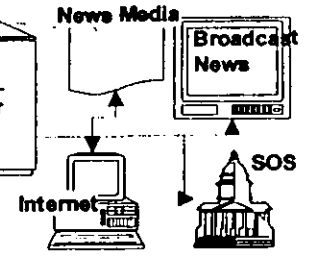
Transport Tapes to Computer Room



Transmit Ballot Images to Tally Computer



Tally Ballots



Transmit Election Results

POLITICAL OBSERVER PROGRAM

GENERAL INSTRUCTIONS

1. Report to your Political Observer Check-In Area.
2. No eating or drinking is allowed in the work areas. Break areas have been set aside for this purpose.
3. Your function is to observe procedures. Touching or handling any ballots or election materials is prohibited.
4. Questions concerning procedures should be directed to the supervisor in charge. Observers should notify supervisors when leaving for breaks and for the evening.
5. If you believe established procedures are not being followed, report to the supervisor and use the Observer Reporting Log to record the nature of the incident including precinct number, group number, time of the incident, and any other particulars related to the problem.
6. Observers may rotate post positions throughout the evening but must be accompanied by an RR/CC staff person. Observers are not allowed to roam unescorted throughout the building.
7. Operations will continue whether or not a Political Observer is present.
8. Ballot security is our primary concern. Violation of security by an observer will cause the observer to be removed from the building or location by a Sheriff deputy.
9. At the end of the evening return your badge, clipboard, and instructions.

CONVERSION CENTER

OBSERVER POST 1 - BAG RECEIVING

1. Operations Performed

Receive voted ballot cards in bags from Sheriffs deputies.

2. Observation Points

a. Bags are removed from the vehicle.

b. Bags received are properly sealed and have a CIC Control Sheet.

c. Bags are inspected to ensure red boxes could not have fallen out.

3. Area Covered

Driveway - South Parking Lot

CONVERSION CENTER

OBSERVER POST 2 - BAG TRANSPORT

1. Operations Performed

Red boxes in bags are received from Sheriff deputies and transported to the Conversion Center, 1st floor.

2. Observation Points

CIC bags are properly sealed during transport to Conversion Center.

3. Area Covered

South entrance of building to container unpack.

CONVERSION CENTER

OBSERVER POST 3 - CONTAINER UNPACK, UNPACK SNAG & OPTICAL
SCANNING

1. Operations Performed

- a. Receive and open bags from Check-In Centers.
- b. Inspect seal on red box. If seal is broken, send to Unpack Snag.
- c. Place red boxes in cardboard trays for scanning and distribution to inspection boards.
- d. Pull precinct control cards. Red boxes are optically scanned for serial numbers.

2. Observation Points

- a. CIC bags are properly sealed when received.
- b. Red boxes are properly sealed or, if not sealed, boxes are referred to Unpack Snag for further action.
- c. Precinct Control cards are pulled from the envelope on side of red box for accountability. Red boxes are also optically scanned for serial numbers.
- d. Red boxes are placed in cardboard trays for distribution to inspection boards.
- e. Empty bags and check for loose precinct control cards.
- f. Unpack Snag identifies and records each red box problem and returns the box for processing when the problem has been solved.

3. Area Covered

1st floor - South Lobby

CONVERSION CENTER

OBSERVER POST 4 - RED BOX TRANSPORT

1. Operations Performed

- a. Place red boxes in cardboard trays in transport carts.
- b. Transport carts with red boxes are delivered to ballot inspection.

2. Observation Points

- a. Red boxes properly sealed are placed in transport carts.
- b. Snagged red boxes are properly identified and delivered to Ballot Inspection Snag.
- c. Transport card handlers follow a special route for delivery of red boxes.

3. Area Covered

1st floor to 3rd floor inspection area. (Designated elevators)

CONVERSION CENTER

OBSERVER POST 5 - BALLOT INSPECTION

1. Operations Performed

- a. Each inspection board receives a sealed red box one at a time, opens and checks the voted ballots inside to ensure that the red box and cards are from the same precinct and inspects the ballots in preparation for computer processing.
- b. Corrects problems on ballot card (e.g., poor burst of perforation, hanging chad, bent, creased, etc.).
- c. Places cards that will not process in withheld card boxes and records number placed in box on Withheld Ballot Log.
- d. Removes write-in ballots in gray envelopes and places them in write-in envelopes for transportation to Write-in Operations Area.
- e. Takes absent voter ID envelopes from red box for storage in brown supply boxes for official canvass.
- f. Red boxes with problems are sent to Snag Inspection Operations area.

2. Observation Points

- a. Seal on red box is not broken before reaching inspection board.
- b. Board determines if there are any problems with red box, identifies problems, completes snag identification form, and gives snagged red box to runner for delivery to Snag Inspection Operations.
- c. Ballot inspectors properly handle and inspect ballot cards by not bending, perforating or otherwise damaging cards.
- d. After inspection, processible cards are transported to Repack Area.
- e. Board removes write-in ballots in gray envelopes from red box and places them in a manila write-in envelope. Enters precinct number, group, and number of write-ins on envelope.

3. Area Covered

3rd floor - Room 3001

CONVERSION CENTER

OBSERVER POST 6 - BALLOT SNAG INSPECTION OPERATION

1. Operations Performed

- a. Each inspection board receives a snag red box, one at a time, accompanied by a snag identification form which identifies the problem(s) and inspects the voted ballots to prepare them for computer processing.
- b. Snag red boxes with broken seals or other problems are received from Container Unpack with a snag ID form and processed through the inspection operation.
- c. Board receives red boxes or ballots from repack and corrects problem.
- d. Corrects problems with ballot cards, (e.g., precinct number on box and ballot cards do not match, damaged cards, hanging chad, all ballot cards in gray envelope, poor burst of perforation, etc.).
- e. Places cards that will not process in withheld card box and records number on Withheld Ballot Log.

2. Observation Points

- a. Each precinct is properly recorded and the problem identified.
- b. All problems on ballots are properly corrected and any damaged cards are placed in the withheld card boxes.
- c. Problem precincts are handled separately.
- d. After inspection, cards are transported to Repack Area.

3. Area Covered

3rd floor - Room 3001

CONVERSION CENTER

OBSERVER POST 7 - WRITE-IN OPERATION

1. Operations Performed

- a. Receives write-in votes in manila envelopes from Inspection Board, sorts envelope by precinct number, and places envelope in boxes.
- b. Using a computer program, a running count is kept of the number of write-in ballots.

2. Observation Points

Ensure that manila envelopes are sorted correctly by precinct number.

3. Area Covered

3rd floor - Room 3001

CONVERSION CENTER

OBSERVER POST 8 - BALLOT REPACK

1. Operations Performed

- a. Ballots in red boxes are transported to the repack area on carts. Staff removes inspected ballot cards from red box and repacks cards into metal trays, one precinct at a time passing to MTS staff.
- b. Ballot cards that will not process in the MTS computer are placed in a withheld card box.

2. Observation Points

- a. Runners provide a steady flow of inspected red boxes to repack teams.
- b. Ballots are removed from red boxes and repacked in metal trays with the header cards in front.
- c. Ballots are placed in metal trays one precinct at a time.
- d. Red boxes are checked to ensure no ballot materials remain in the box. Empty red boxes are torn and put in disposal bin.

3. Area Covered

3rd floor - Room 3001

CONVERSION CENTER

OBSERVER POST 9 - BALLOT REPACK TRANSPORT

1. Operation Performed

- a. Repacked metal trays are placed on tables for MTS staff.
- b. Repacked trays are passed to the MTS staff on a flow basis.

2. Observation Points

- a. Trays are placed onto tables in an orderly manner.
- b. Tray holders transport ballots on a flow basis.
- c. Transport card handlers follow the prescribed route to the MTS Computer Room.
- d. Trays are placed on MTS receiving tables as directed by distribution supervisor.

3. Area Covered

3rd floor - MTS Computer Room 3201

CONVERSION CENTER

OBSERVER POST 10 - MTS PROCESSING

1. Operations Performed

- a. Incoming trays of ballots from the Repack area are directed to the MTS systems on a flow basis.
- b. Each MTS computer reads the votes on each ballot card and provides a ballot image on tape for transport to summary computer.
- c. After processing, ballots are placed in card cabinets and the storage location is recorded.

2. Observation Points

- a. Ballots are received in metal card trays and properly placed in the trays.
- b. Ballots are processed properly on the MTS Computer.
- c. All ballots are properly stored and recorded immediately after being processed.
- d. All error conditions are properly corrected.
- e. Nonprocessable precincts are given to a supervisor.
- f. Observers sign withheld card box sealing notices and ballot cabinet sealing notices.
- g. An observer and a RR/CC representative seal ballot storage card cabinets.

3. Area Covered

3rd floor each - MTS Room 3201

CONVERSION CENTER

OBSERVER POST 11 - TAPE SIGN-OFF

1. Operations Performed

Observer initials forms accompanying tapes being transported to the Sixth floor Computer Room for transmission to the Tally Center-Downey.

2. Observation Points

- a. All tapes are sealed in transport cases.
- b. All tapes are logged on tape transport manifest.
- c. Tape transport manifest is in a sealed transport case.

3. Area Covered

3rd floor east - MTS Tape Room 3201

CONVERSION CENTER

OBSERVER POST 12 - TAPE TRANSPORT AND EXIT

1. Operations Performed

- a. After sign-off, tapes are taken by elevators to 6th floor.
- b. Tapes are delivered to the Sixth floor Computer Room 6209.

2. Observation Points

- a. Tapes are delivered to the Sixth floor Computer Room 6209 using authorized routes.
- b. Empty transport cases are sent back to the MTS Tape Room.

3. Area Covered

Designated elevator and hallway

CONVERSION CENTER

OBSERVER POST 13 - 6TH FLOOR DATA CONTROL ROOM 6209

1. Operations Performed

- a. Election results press bulletins are transmitted from the Tally Center-Downey to the Conversion Center on the computer printer in Data Control.
- b. The bulletin number and time are placed on each press bulletin.
- c. Each bulletin is signed-off by an observer from one party, rotating sign-off by party with each succeeding bulletin.
- d. Trailer report is removed from the end of the bulletin.
- e. Press bulletin handlers remove a copy of the bulletin for filing and take the remainder of the copies for duplication.

2. Observation Points

- a. Check proper and timely handling of bulletins.
- b. Ensure one observer signs-off on each bulletin, last bulletin is signed by all observers.
- c. Bulletins are signed without being read or scanned. Copies will be provided later for results checking.
- d. Proper handling, logging, and signing for tapes.

3. Area Covered

Data Control Room 6209

CONVERSION CENTER

OBSERVER POST 14 - ABSENT VOTER
AND UNUSED OFFICIAL BALLOT CARD DESTRUCTION

1. Operations Performed

- a. Obtain count of unused ballot card stock.
- b. After Polls close, cut all unused/unissued ballot card stock.
- c. Ensure that all stock has been destroyed.

2. Observations Performed

- a. Note count of ballots to be destroyed.
- b. Ballots are destroyed after 8:00 p.m. on election day.
- c. No unused stock remains.

3. Area Covered

Lower Level - Print Shop Room L005



