

Ballot Processing

Ballot Processing is a process done by a team of bipartisan citizen election judges. It is done under video surveillance. The goal of this process is to prepare the ballots we've received that have also passed signature verification for scanning while ensuring the voter's privacy. Every election judge takes an oath which states that they will not try to determine how an elector voted.

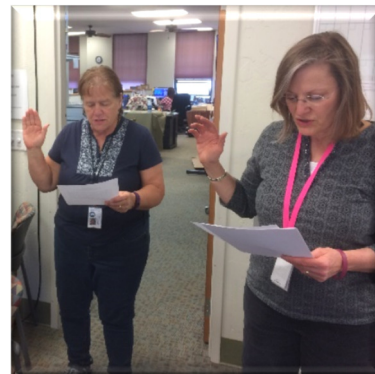
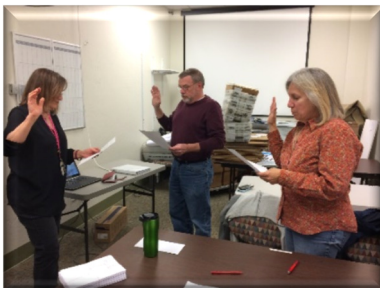
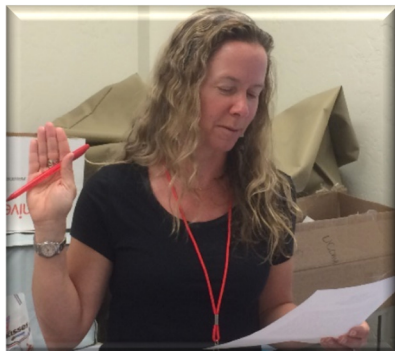
**OATH OF JUDGE
FOR ELECTION
November 8, 2016 – General Election
Grand County, Colorado**

I, _____ do solemnly swear (or affirm) that I am a citizen of the United States and the state of Colorado; that I am an eligible elector who resides in the county of Grand; that I am a member of the _____ party as shown on the registration books of the county clerk and recorder; that I will perform the duties of judge according to law and the best of my ability; that I will studiously strive to prevent fraud, deceit, and abuse in conducting the same; that I will not try to determine how any elector voted, nor will I disclose how any elector voted if in the discharge of my duties as judge such knowledge shall come to me, unless called upon to disclose the same before some court of justice; that I have never been convicted of election fraud, any other election offense, or fraud and that, if any ballots are counted before the polls close on the date of the election, I will not disclose the result of the votes until after the polls have closed and the results are formally announced by the designated election official.

Signature of Judge

Oath administered ____ day of _____ 2016.

by _____



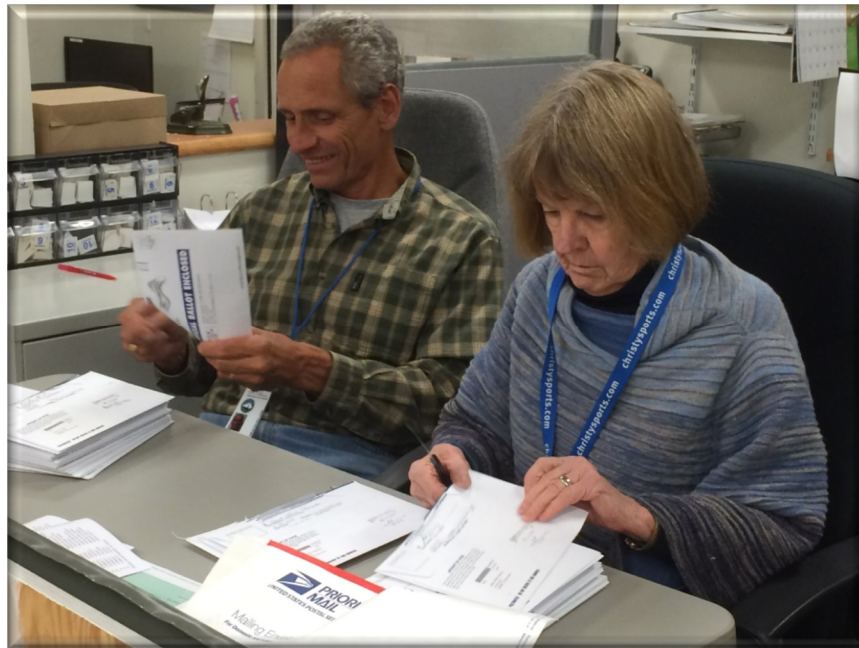
Jennifer Scott, Bill and Barbara Heffron, and Maralyn Branstetter taking their oaths as election judges with Clerk and Recorder Sara L. Rosene

Count: Once ballots have been signature verified, they are ready for the next process, ballot processing. Teams of bipartisan judges receive a batch of ballots that have been signature verified. The batch of ballots is split up between the judges so they each have approximately an equal number of ballot envelopes. They verify and notate a count of the ballot envelopes on the ballot processing log.

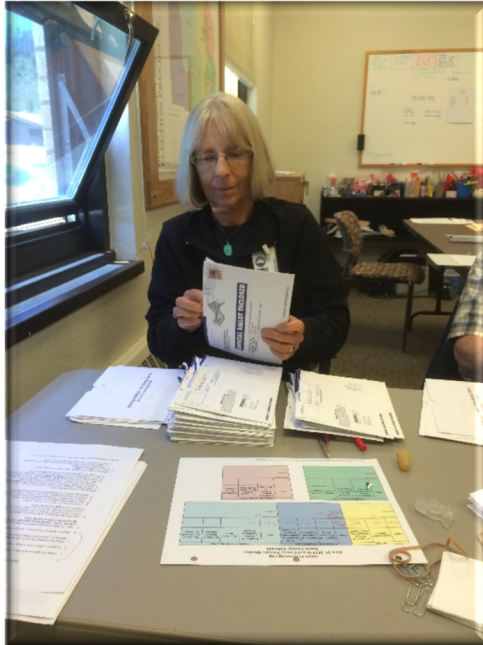


Counting Ballots

Open and Empty Envelopes: Once the count is verified, each citizen election judge slices open each ballot envelope in his/her pile. Once all of the envelopes are sliced open, each packet (secrecy sleeve with ballot and ballot stub) is removed from the ballot envelope. The envelope is checked to be sure it is empty and placed in a pile. The packet is placed in a separate pile. Nothing in the packet is opened; it is merely removed from the envelope and placed in a pile. At the end of this process each judge will have a pile of empty ballot envelopes and a pile of ballot packets.

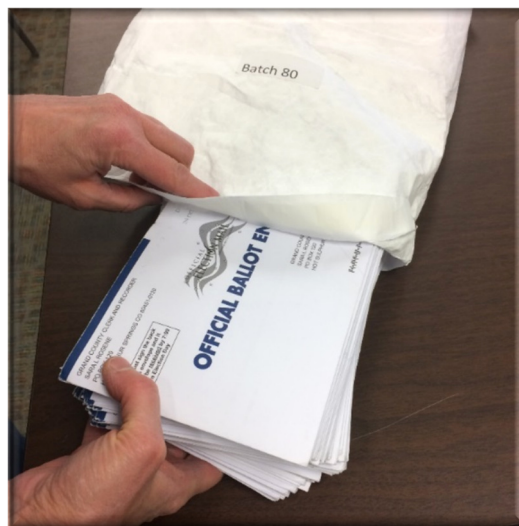


John Treiber (Republican) and Nancy Abbott (Democrat) slicing open ballot envelopes



BJ Courville removes the ballot packets from the envelopes

Ballot Envelopes are Removed from the Area: The empty ballot envelopes are counted and the count noted on the ballot processing log. One judge collects all of the empty ballot envelopes and places them in a Tyvek envelope. The ballot packets are then rotated to another judge who did not see the ballot envelopes.

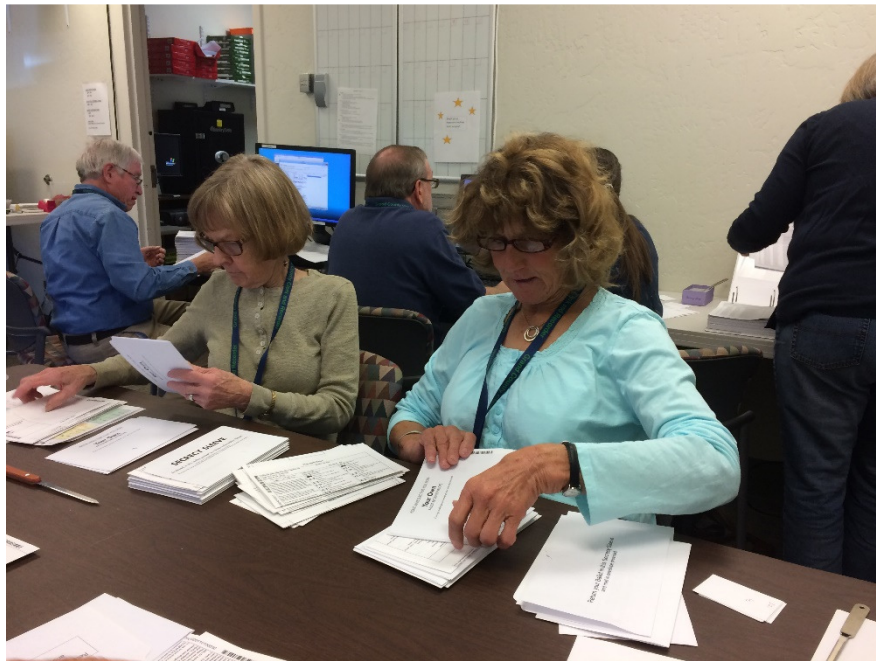


Empty Ballot Envelopes being stored in Tyvek Envelopes

Ballot Removed from Secrecy Sleeve: In this process, the ballot and ballot stub is removed from the secrecy sleeve. Any missing secrecy sleeves are noted on the ballot processing log. Each secrecy sleeve is checked to be sure it is empty before proceeding to the next packet. The empty secrecy sleeves are placed in one pile in front of the judge and the ballots/ballot stubs are in another pile. The ballots are not

opened but remain folded. At the end of this process, each judge will have a pile of empty secrecy sleeves and a pile of folded ballots/stubs.

It should be noted that the voter's privacy is protected because one judge of the ballot processing team separates the secrecy sleeve from the ballot envelope (with the voter's signature and name on it) and another member of the team removes the ballot from the secrecy sleeve.



Nancy Abbott (Democrat) and Randy Sue Fosha (Republican) removing the ballot packet from the secrecy sleeve

Secrecy Sleeves are Removed from the Area: The empty secrecy sleeves are counted and noted on the ballot processing log. One judge collects all of the empty secrecy sleeves and places them in the Tyvek envelope with the empty envelopes. The remaining ballots are rotated to another judge.

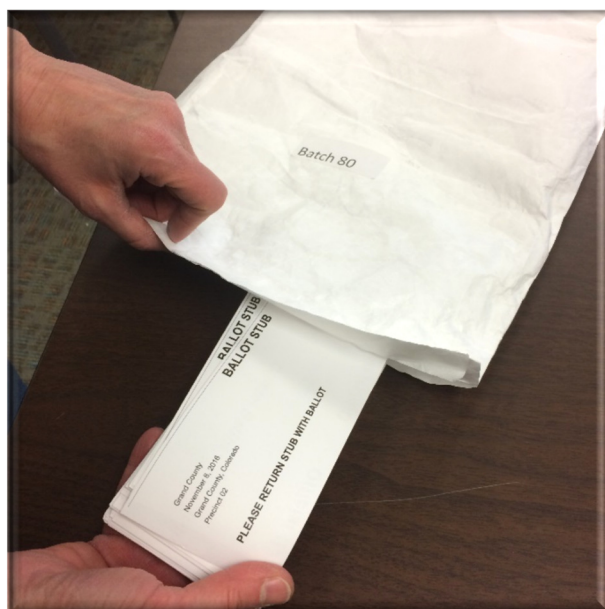
Stubs are Removed from Ballots: In this process, the ballot stub is removed from the ballot. Any missing stubs are noted on the ballot processing log. This is the last piece of information that connects a voter to his/her ballot. The ballots are not opened but remain folded during this process. At the end of this process, each judge will have a pile of stubs and a pile of folded ballots in front of him/her.

OPENING OF ENVELOPES					
Date	Number of Ballot Envelopes Opened	Number of Stubs	Number of Secrecy sleeves	Number of ballots sent to review	
10/28/16	82	162	83	164 sheets 92 ballots	
Judges Initials: MCA ST ON MHA BC					
Comments: 1 extra secrecy sleeve 2 missing stubs					

SCANNING OF BALLOTS

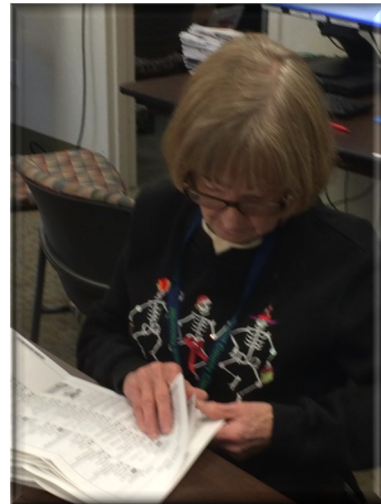
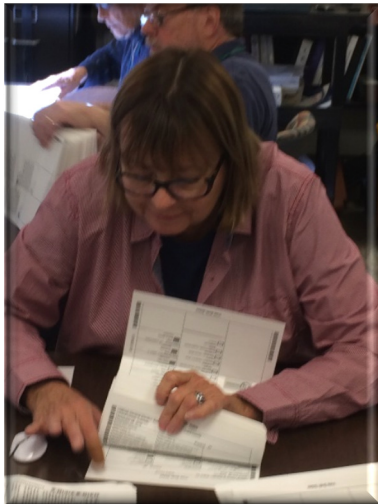
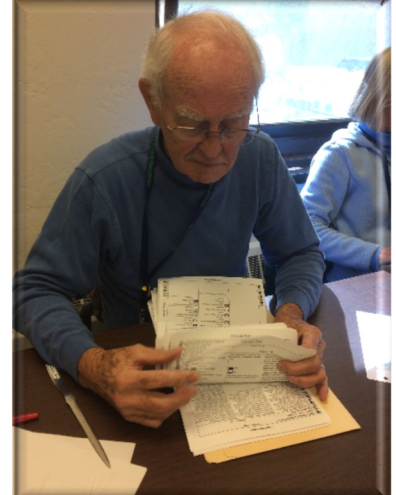
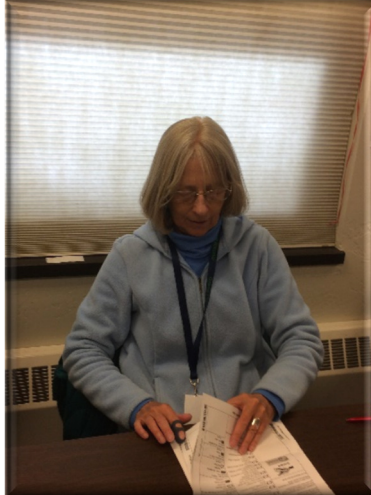
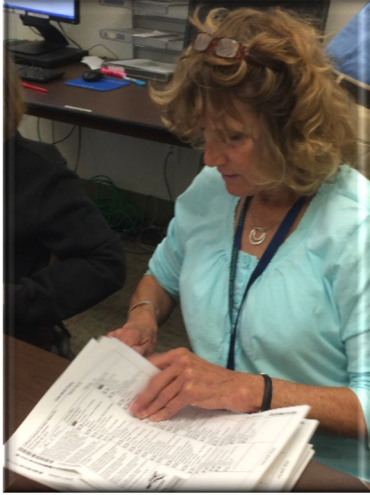
Ballot processing log indicating how many ballot envelopes were received, how many stubs were received, how many secrecy sleeves were received. In addition, the number of ballots moving on the next process is indicated.

Stubs are Removed from the Area: The stubs are then counted and noted on the ballot processing log. One judge collects all of the stubs and places them in the Tyvek envelope with the empty envelopes and secrecy sleeves. The remaining ballots are rotated to another judge.



Ballots are Unfolded: Each ballot is unfolded and placed face down on the table. The ballots are flattened to prepare them for scanning.

The ballots are then counted and verified. The count is noted on the ballot processing log. The ballots are placed in a folder with the ballot processing log and locked in a ballot box in preparation for the next process.



Randy Sue Fosha (Republican), Betty Jo Courville (Democrat), Dick Dickson (Republican), Sue Fields (Democrat) and Nancy Abbott (Democrat) counting ballots and verifying the count of ballots before they go to review

Tyvek Envelopes into Storage: The ballot envelopes, secrecy sleeves, and ballot stubs in the Tyvek envelopes are placed in secured storage boxes to be stored for 25 months following the election.



Tyvek envelopes storage

In the weeks and months after the election, every signed ballot envelope will be scanned into the corresponding voter's record so that the most current signatures are ready for the next election. The secrecy sleeves are sorted and prepared for the next election. The envelopes and stubs are saved stored with the election materials for the current election. They will be stored for 25 months before being destroyed.