

COUNTY OF RIVERSIDE
REGISTRAR OF VOTERS

DEPARTMENTAL PROCEDURES

Section: Systems
Subject: Duplicating Facsimile Ballots
Applicable Code #s:

Effective Date: 5/5/06
Review Date:
Revision Date:

PURPOSE: To duplicate facsimile ballots voted at the polls on Election Day.

POLICY: All facsimile ballots shall be duplicated onto an assigned Edge unit with VeriVote.
No less than two people can be present when duplicating ballots.

CAUTION:

**MATERIALS
NEEDED:** Voted facsimile ballots

PROCEDURE:

- 1) Systems will assign an Edge unit specifically for duplicating facsimile ballots.
- 2) Each facsimile ballot shall be numbered in the order they will be duplicated into the Edge unit.
- 3) Next to the ordered number, write the number of the Edge voting unit the ballot will be recorded onto.
- 4) After activating the unit and bringing up the appropriate ballot, one person shall read the vote selections of the voter.
- 5) Both people shall compare the Review screen to the ballot for accuracy.
- 6) The paper audit trail shall be compared to the ballot for accuracy.
- 7) Once both duplicators agree that the ballot has been duplicated correctly, the ballot can be cast.
- 8) Both duplicators shall initial and date the facsimile ballot.
- 9) Repeat 4 through 8 until all ballots are cast.
- 10) Systems staff will close the polls and remove the results cartridge and process it to include the votes cast into the election.

ATTACHMENTS: