Risk-Limiting Audit

These are only suggestions. The procedures I am using are taught to me by Clear Ballot and Dominion. This is for small- counties only. They will not apply to the large counties. I am set up for the Risk-limiting audit.

- Due to the small amount of voters a ballot manifest should be an optional. I know where my ballots are and they are in order by batch.
- I have not been told about a UAT environment for Dominion? Is there one?
- The Risk-limiting audit needs to be done at the LAT's. It would be great practices and would create a great test environment for accuracy.

This is the procedure for Gilpin County. This is just a suggestion. It does work.

- Gilpin County has to keep track where the ballots are received from. To do this we began with the signature verify team.
- Gilpin has 3 Drop Boxes, US Mail, In Person Early Voting and In Person Election Day.
- The signature verify team verifies 1 location at a time.
- After the signature are verify the ballots go to the judges that open the envelope.
- We have 2 people doing signature verify one from each party.
- 2nd team of judges are a total of 4 to open the envelope.
- We have 6 people in the room at this time
- The reason if the signature verify time need another look at a ballot envelope we have people that can do the 2nd check.
- Gilpin has the TESAO judges (Transit Election Security Authority Official) there are 2 people one from each party to retrieve the ballots from the drop box location and mail. Once all the ballots are retrieved they work with the ballot envelope judges on batching.
- On a daily basis we have 8 judges working in the basement election room.
- Early Voting and Election Day in person ballots are batched by the 2 VSPC judges one from each party at the end of the voting day.

Ballot Envelope Judges

- Open ballot envelopes 1 location at a time.
- The judges separate the envelopes from the ballots along with secrecy sleeves and id's.
- The envelopes go in their own pile.
- The secrecy sleeves go in their own pile.
- The id's go in their own pile.
- The ballots go into the middle of the table.
- 4 people are opening the ballot shuffle has begun. The ballot and envelope have been separated and can no longer be tracked together.
- Once all ballots have been open from a location and separated from the envelopes go to next step.

- Empty envelopes are rubber banded and put in a box.
- Empty secrecy sleeves are rubber banded and put in a box.
- Id's are rubber banded and given to the Election Director to place into SCORE.

<u>Batching the Ballots</u>

1) The ballots starts its 1st Adjudication.
    1. Did the voter fill out and complete the ballot if so next step.
    2. These ballots go into a pile Number 1 on the table.
    3. The table area is marked GOOD.
2) The voter has not filled out the ballot or voter intent needs to be established.
    1. These ballots go into a separate pile Number 2 on the table.
    2. The table area is marked ADJUDICATION.
3) The ballot is torn or coffee has been spilled, for example.
    1. These ballots go into a separate pile Number 3 on the table.
    2. These ballots will need to be recreated.
4) Ballot pile marked Good.
    1. The ballots will be counted into a batch of 10 with the last batch for the location maybe 5.
    2. The Batch sheets must be used in order starting with 1.
    3. Complete the batch sheet circle Good.
    4. Sign the batch sheet
    5. Date the batch sheet
    6. Write the number of the ballots on the batch sheet.
    7. Circle the Location of the batch.
    8. Clip the Batch sheet to the ballots
5) Ballot pile marked Adjudication. (same as above)
    1. The ballots will be counted into a batch of 10 with the last batch for the location maybe 5.
    2. The Batch sheets must be used in order starting with next number.
    3. Complete the batch sheet circle Adjudication.
    4. Sign the batch sheet
    5. Date the batch sheet
    6. Write the number of the ballots on the batch sheet.
    7. Circle the Location of the batch.
    8. Clip the Batch sheet to the ballots
6) Ballot pile torn, coffee spill, dog ate.
    1. Get a blank ballot from the Election Director
    2. At least 2 judges from different party.
    3. Fill the ballot ovals in as voter ballot shows.
    4. You may need to determine voter intent.

5. If you are determining voter intent add another 2 judges from separate parties to the team.
6. Put an X on the bad ballot, sign and date then staple in back of the Good ballot.
7. This ballot will be in its own batch. **Why? So the Scan Count Team knows to scan only 1 ballot and they will need to remove the staple on scan 1 ballot and re-staple after the scan.**
8. The Batch sheets must be used in order starting with next number.
9. Complete the batch sheet circle Good.
10. Sign the batch sheet
11. Date the batch sheet
12. Write the number of the ballots on the batch sheet.
13. Circle the Location of the batch.
14. Clip the batch sheet to the ballots.

Final Step

- Place the batches into the box marked, "ready to scan".
- Seal the box and sign the log
- Lock the storage room.
- Lock the door to the Election room.

Early Voting in person and Election Day in person.

1) Ballot pile marked Good.
    1. The ballots will be counted into a batch of 10 with the last batch for the location maybe 5.
    2. The Batch sheets must be used in order starting with 1.
    3. Complete the batch sheet circle Good.
    4. Sign the batch sheet
    5. Date the batch sheet
    6. Write the number of the ballots on the batch sheet.
    7. Circle the Location of the batch.
    8. Clip the Batch sheet to the ballots
2) Ballot pile marked Adjudication. (same as above)
    1. The ballots will be counted into a batch of 10 with the last batch for the location maybe 5.
    2. The Batch sheets must be used in order starting with next number.
    3. Complete the batch sheet circle Adjudication.
    4. Sign the batch sheet
    5. Date the batch sheet

6. Write the number of the ballots on the batch sheet.
7. Circle the Location of the batch.
8. Clip the Batch sheet to the ballots

Final Step

- Place the batches into the box marked, "ready to scan".
- Seal the box and sign the log
- Lock the storage room.
- Lock the door to the Election room.

Batches

- We Batch in 10 ballots
- The thickness of the Dominion paper will get jammed in Scanners.
- The Dominion paper is very fibrous and you will need to clean the scanners often.
- The small scanner does well at 10 ballots.

SCAN COUNT JUDGES AND ADJUDICATION JUDGES

- We have 2 people from separate parties for the ballot scans
- We have 4 people from separate parties for adjudication
- Scan judges open the box marked "Ready to Scan", sign the log sheet, break the seal
- Scan judges start with batch 1 and begin to scan
- Scan judges check the batch sheet for the number of ballots to be scanned.
- Scan judges place the ballots into the scanning device and press the go key on the computer.
- Scan judges watch to make sure the ballots are kept in order as they pass through the machine.
- Scan judges check the number on the computer to make sure the number on the sheet matches.
- Problems with this process- Call the Election Director.
- Adjudication Judges are determining voter intent.
- Adjudication Judges can request to see a paper ballot to determine voter intent.
- The adjudication computer will tell the location of the ballot.
- The Scan judges will retrieve the batch and the ballot.
- The Scan judges must keep all ballots in order.
- Scanning will resume after voter intent has been determined by the Adjudication judges.

Final Step

- Scanning is completed.
- Batches are placed in a box in order marked, "scanned ballots"

- Seal the box and sign the log
- Lock the storage room.
- Lock the door to the Election room.

I know it's a lot but I am prepared for the Risk limiting audit.