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Checklist for Ballot Security

Paper Ballots - Absentee

BEFORE ELECTION DAY

<p>Have you reviewed all building security procedures?</p> <ul style="list-style-type: none"> • Make sure all personnel have signed security agreements on file. Each staff member needs unique code for entry and exit tracking. • Verify only designated staff has access to ballot storage room, ballot counting room, server room, and computer room. • All staff must wear identification badges at all times. • Verify video cameras are recording and the tapes are saved if needed for review. • Change keys or combinations on locks as necessary for each election. • Make sure the building is secure when not occupied. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Have you hired Deputies for Election Day and for security in the ballot room on Election Night?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Have the Political Parties and other interested Observers been notified of ballot preparation schedule if required?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Have you secured a ballot paper release number from Secretary of State?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Have you ordered the ballots?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Have you sent a Quality Control Team to observe the printing of the ballots?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Has all staff handling ballots been sworn in?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Absentee ballots delivered from printer. Have you checked the delivery against your order with at least two staff present at all times?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Are the ballots stored in secure area in secure building with restricted access?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>In teams of two inspect individual ballots by ballot type, precinct, municipalities or ward for correct numbering, printing errors, or miscellaneous ink spots. Have you documented any discrepancies?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Is the Ballot room prepared for Absentee voting to begin?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> • Are the shelves labeled? 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> • Are the ballots separated and stored by ballot type on shelves? Two people must be with the ballots at all times. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> • Is the Ballot room secured with restricted access? 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Are the Absentee scanners/tabulators and system software prepared and Logic and Accuracy testing completed?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

ABSENTEE VOTING PERIOD – ELECTION DAY

Have you secured the area that will be used for inserting the ballots into envelopes for mailing by staff?	<input type="checkbox"/> YES <input type="checkbox"/> NO
After insertion are the full mail trays loaded into postal carts and locked until picked up by USPS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you sent a letter to the Post Office to authorize selected staff from the election department to pick up the ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Are there two staff members picking the voted ballots from the Post Office?	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Are they using the Election Department vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO
As signatures are verified on voted Absentee ballots are the trays marked so the verified ballots will not get mixed with the unverified ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the employees' breaks rotated so there is at least two staff members with the ballots at all times while the signatures are being verified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
After opening the ballot envelopes, are all the "empty" envelopes checked again to verify all ballots have been removed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
As voted ballots are inspected, sorted and prepared for counting, are they in a secure area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there two staff members with the ballots at all times?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all entries into the voted ballot room logged?	<input type="checkbox"/> YES <input type="checkbox"/> NO
As the ballots are counted are they being marked or separated to make sure the counted ballots will not get mixed with the uncounted ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you secured the counted ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are security cameras pointed at the ballot counting room at all times?	<input type="checkbox"/> YES <input type="checkbox"/> NO
After the polls close on Election Day have you destroyed all unused ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO

AFTER ELECTION DAY – CANVASS AND STORAGE

Have you verified your computer count of voted ballots with the count of ballots returned?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you reported any discrepancies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you verified the ballots used with the ballots unused/destroyed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you reported any discrepancies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all ballots sealed and stored in Election Archive room for retention period?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a log made of the number of archival boxes and contents?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you done a COMPLETE accounting to reconcile all numbers (so that every ballot, used and unused, is accounted for)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Paper Ballots – Polling Places

BEFORE ELECTION DAY

<p>Have you reviewed all building security procedures?</p> <ul style="list-style-type: none"> • Make sure all personnel have signed security agreements on file. Each staff member needs unique code for entry and exit tracking. • Verify only designated staff has access to ballot storage room, ballot counting room, server room, and computer room. • All staff must wear identification badges at all times. • Verify video cameras are recording and the tapes are saved if needed for review. • Change keys or combinations on locks as necessary for each election. • Make sure the building is secure when not occupied. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you hired Deputies for Election Day and for security in the ballot room on Election Night?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have the Political Parties and other interested Observers been notified of ballot preparation schedule if required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you secured a ballot paper release number from Secretary of State?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ordered the ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you sent a Quality Control Team to observe the printing of the ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has all staff handling ballots been sworn in?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Precinct ballots delivered from printer. Have you checked the delivery against your order with at least two staff present at all times?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the ballots stored in secure area in secure building with restricted access?	<input type="checkbox"/> YES <input type="checkbox"/> NO
In teams of two inspect individual ballots by ballot type, precinct, municipalities or ward for correct numbering, printing errors, or miscellaneous ink spots. Have you documented any discrepancies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you separated the ballots by precinct and shrink-wrapped or boxed them for delivery to the polling places?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the Ballot storage room secured with restricted access?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the Polling Place scanners/tabulators and system software prepared and Logic and Accuracy testing completed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the Polling Place scanners/tabulators zeroed, sealed and the seal number recorded?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you placed a copy of the seal oath on the outside of the case and retained a copy at the Election Office?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the Polling Place scanners/tabulators stored in a secured area until time to deliver them to the polling places?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If the Election Department is delivering the voting machines and the ballots to the polling places are they stored in a secure location within the polling place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> • Has the delivery paperwork been signed by both the Election Department staff and the polling place staff? 	<input type="checkbox"/> YES <input type="checkbox"/> NO

If the Polling Place Inspectors are picking up the voting machines and the ballots has the proper paperwork been signed by the Election Department Staff and the Inspector?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the keys distributed to Inspectors in a sealed key envelope, with a cross reference to the machine seal number?	<input type="checkbox"/> YES <input type="checkbox"/> NO

ELECTION DAY

Have the Inspectors and Judges verified that the ballots match the Ballot Accountability Form?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the Inspector verified machine seal number and made sure it is not broken? Any discrepancies need to be called into the Election Office immediately.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the Inspector printed a zero tape and verified the machine is zeroed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the breaks rotated throughout election day so a majority of the Precinct Board is always present?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the ballots issued in numerical order by removing the stub and recording the stub number on poll book next to the voter's name?	<input type="checkbox"/> YES <input type="checkbox"/> NO
After the polls close are all unused ballots defaced and secured?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have the voted ballots been counted and the Ballot Accountability Form completed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the Inspector removed the memory pack and sealed it in a transfer bag and completed a seal oath?	
Are the memory pack and voted ballots returned to the Election Office by two personnel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the seal number and the completed Ballot Accountability Form been verified and signed off by the Election Department personnel and Inspector upon delivery of the ballots and the memory pack?	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Have you done a COMPLETE accounting to reconcile all numbers (so that every ballot, used and unused, is accounted for)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
As voted ballots are inspected, sorted and prepared for counting are they in a secure area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Are there two staff members with the ballots at all times?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all entries into the voted ballot room logged?	<input type="checkbox"/> YES <input type="checkbox"/> NO
As the ballots are counted are they being marked or separated to make sure the counted ballots will not get mixed with the uncounted ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you secured the counted ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO

AFTER ELECTION DAY – CANVASS AND STORAGE

Have you verified your computer count of voted ballots with the count of ballots returned?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you reported any discrepancies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you verified the ballots used with the ballots unused/destroyed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you reported any discrepancies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all ballots sealed and stored in Election Archive room for retention period?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a log made of the number of archival boxes and contents?	<input type="checkbox"/> YES <input type="checkbox"/> NO