

Drop Box Collector



Route number (circle one) 1

Date 10/13/2020

4

Drop Box Collector 1 (print name) Tyler Metzger

Drop Box Collector 2 (print name) Eli Armstrong



| Drop Box Name | # of ballots in each box | Existing Seal # | New Seal # | Transfer Bag Zip Tie# | Collection Time | Team Initials |
|---------------|--------------------------|-----------------|------------|-----------------------|-----------------|---------------|
| McAuliffe | 15 ^{pink} | 074698 | 074697 | 37077409 ✓ | 2:17 pm | EA TM |
| Festival | 19 ^{pink} | 074610 | 074691 | 37077403 ✓ | 2:53 pm | EA TM |
| Sears | 27 ^{pink} | 074699 | 074692 | 37077404 ✓ | 3:05 pm | TM EA |
| Main | 12 ^{pink} | 074700 | 074693 | 37077405 ✓ | 3:24 pm | TM EA |



Drop Box Collector Team Chain of Custody Record
Complete one sheet for each drop box

| | |
|---|---|
| Drop Box Name <u>Main</u> | Date <u>10 / 13 / 2020</u> |
| Drop Box Collector 1 (print name) <u>Tyler Metoxin</u> | Drop Box Collector 2 (print name) <u>El. Armstrong</u> |

| | |
|---|---------------------------|
| Time of Arrival <u>3:24pm</u> | Initials: <u>EA/TM</u> |
| Door security seal intact? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Initials: <u>EA/TM</u> |
| Remove security seal, record old seal number <u>074700</u> | |



- Inspect ballot drop box for any signs of tampering or vandalism
- Unlock the access door and remove ballots
- Transfer ballots to ballot transfer bag
- Inspect inside of drop box for ballots that might be leaning against or stuck to the wall
- Inspect drop box area to ensure no ballots have fallen on the ground
- Seal the ballot transfer bag with numbered zip tie
- Record the transfer bag zip tie number(s)

Zip tie# 37077406 Zip tie# _____

Zip tie# _____ Zip tie# _____

- Verify access door is closed and locked (both team members verify)
- Place new security seal on door
- Record new door security seal number here Seal # 074693
- Load ballot bags into vehicle
- Record new door security seal and transfer bag zip tie numbers on the ballot retrieval log

| | |
|--|---------------------------------------|
| All procedures completed and recorded? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Both collectors initial: <u>EA/TM</u> |
| Does the box need service? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Notes: | |
| Time of departure: <u>3:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM | Both collectors initial: <u>EA/TM</u> |