



PIMA COUNTY RECORDER'S OFFICE

Ballot Processing Center Security & Housekeeping Rules

The Pima County Recorder's Office has made security a high priority for the employees of this department. Every employee is responsible for adhering to these security rules. Security concerns include the facility, the ballots, the employees, and the observers of the facility. By following these rules, we ensure the safety and integrity of our operations. It is important for each employee to monitor and support their colleagues in complying with the security rules. If you witness any violations of these rules, it is crucial to promptly report them to a supervisor.

Facility

1. All exterior doors must remain closed and not propped open, except when a staff member is present. Doors may only be propped open temporarily during the movement of ballots or materials. The doors are equipped with alarms to ensure security, and if left open for an extended period, they will emit warning beeps followed by a continuous alarm.
2. Staff members at the Ballot Processing Center must use their electronic key cards at the north side double doors to enter and exit the facility. Using your key card records your entry through the door, and this allows us to verify who was present at any given time. Should you lose your key card, you must report that loss to a supervisor immediately.
3. Access to the ballot rooms is restricted. Assigned ballot room workers will place trays in the room and remove them for ballot processing tasks. The ballot storage rooms are secured by an electronic key card lock and a separate dead bolt. While your key card may allow you to have access to the building, it will not allow you to have access to the ballot storage room. That electronic lock is programmed differently from the front and rear doors to the facility. In addition, there are a very limited number of keys that operate the deadbolt lock.
4. If you drive to the site, you may park in the parking spaces on the north side of the building, or in the third or fourth row of covered spaces on the eastside of the building. Do not park in any of the reserved spaces outside the double doors reserved for couriers.
5. Visitors to the Ballot Processing Center must sign a visitor's log kept near the front entrance door and show photo identification. Any visitor present in the facility must be escorted at all times. All visitors must arrange their visit in advance with a member of management. Under no circumstances will anyone else be allowed in the Ballot Processing Center except as stated below. A "visitor" is anyone who does not work for the Pima County Recorder's Office and includes members of the public, media, contractors working on equipment, the



cleaning crew and/or employees of other county departments. A “Visitor” is different from an “Observer.”

6. Observers from political parties, candidate committees, or committees for ballot measures may observe activities at the Ballot Processing Center. It is important to remember that observers are there solely to watch and listen, not to participate. During their presence, focus on your normal job duties, and if they have questions, direct them to a manager. Conversations with observers should be avoided. Should an observer violate rules or disrupt the process, report it to your supervisor. Observers must wear designated tags, and while they can move throughout the facility unescorted, a manager must accompany them to enter the ballot storage rooms.
7. The Ballot Processing Center has a cleaning crew that handles specific areas such as restrooms and the break room, however it is the responsibility of Recorder's Office employees to keep their work area clean. If any tasks result in a mess on the carpet or floor, employees should promptly clean it up using the available brooms and vacuum cleaners. Additionally, employees must ensure that their work area is clean and organized at the end of their shift to facilitate smooth operations for the following day.
8. There are two restrooms inside the Ballot Processing Center as well as additional restrooms in the corridor between the Ballot Processing Center and the Elections Department. The additional restrooms require a key card and are accessible by both departments. The door to the restrooms should be treated with the same level of security as an exterior door. It must remain locked at all times and should never be propped open.
9. Smoking, including regular tobacco products, electronic cigarettes, and vapor smoking devices, is strictly prohibited on all county property. If you need to smoke, please do so in the parking lot, ensuring you are at least three rows away from the building, or inside your own vehicle if parked closer. It is your responsibility to properly dispose of smoking materials, ensuring that all cigarette butts are fully extinguished and placed in appropriate receptacles.
10. Staff can use the breakroom or the picnic tables outside on the north side of the building for breaks and lunches. There are refrigerators in the breakroom available for staff to store lunches and drinks during their shift. Please note that the security rules, including those related to political discussions and overall security, continue to apply during lunch and break periods. It is important to maintain a professional and secure environment while in the Ballot Processing Center.

Ballots

1. At no time will any one person be left alone with ballots or handle ballots. If you are working in an area with only one or two people present and the other(s) must leave, ballot processing will stop, and the ballots will be secured. An employee may be in the processing center alone. However, all ballots must be in the ballot storage rooms and the ballot room doors must be secured. The ballot storage rooms will not be unlocked or opened until two or more employees with different political party affiliations are present.
2. At all times when ballots are being processed, there will be people present who are members of two or more different political party affiliations. That does not mean that there must be members of the two major parties present, rather that everyone working in the area or on the task cannot have the same political party affiliation. The party split rule requires that the people with different party affiliations must be within the immediate area of the task being performed.
3. Other than the times when the ballots are being processed, the ballots will be secured in the ballot storage room. The only exception is the ballots the Ballot Curing Team is working on.
4. When processing ballots, only the minimum number of ballots necessary will be removed from the ballot storage room at one time. Generally, we store the ballots in standard mail trays and only one or two trays of ballots per team will be removed at one time. When processing is completed for that task or tray, the ballots will be returned to the storage room.
5. At no time will ballots be left unattended at any workstation. If you are working on ballots and go on break or leave for lunch, you will return the ballots to the ballot storage room.
6. At all times you will handle the ballots in the same fashion that you would expect your own ballot to be handled. That means ballots should never be left unattended on the counter or at your workstation and under no circumstances should ballots be placed on the floor.

Workstation

1. When you are processing ballots, you may not have any personal effects in the area, including purses, bags, books, etc. There are lockers available for storing your personal belongings. You may use a lock if you choose, however you must remove the lock at the end of the day.
2. Cell phones are prohibited in the work area. If you have a family issue that requires you to have your cell phone with you, you must notify your supervisor in advance.

3. While you are processing ballots, your work area should consist of the tools needed to process the ballots, the ballots, and nothing else. If you feel you need to refer to the written instructions or to keep the instructions close by while you are performing a task, you are permitted to have the instructions under your work area.
4. No food or drink is allowed on the Ballot Processing Center main room while ballots are being processed. You may keep liquid in a container with a secured, threaded lid on the floor near your workstation if it is not in an area where it can be kicked over. County policy prohibits employees from eating at their workstations.

Employee Expectations

1. All Recorder's Office employees must be registered voters in the State of Arizona and Pima County.
2. There are written instructions for each ballot processing task that we perform. Prior to being assigned to perform a task, it is mandatory to read and comprehend the instructions associated with that specific task, as well as attend a training conducted by a supervisor. It is crucial to seek clarification from your supervisor should any questions or uncertainties arise.
3. Conversations should be kept to a minimum and only work-related discussion should occur while you are handling ballots. While you are performing ballot processing tasks you must focus on the correct procedures for each task.
4. You must visibly wear your county-issued photo identification and colored lanyard at all times. If you forget your photo identification, your electronic key card, or your lanyard, you must leave to get them. You may not be in the Ballot Processing Center without your photo identification and colored lanyard. If you change your political party affiliation, you must immediately report that change to your supervisor to obtain a new lanyard. Please note that if you change your party affiliation after a voter registration cutoff date, the change is not effective until after the election cycle so you will continue to wear the original-colored lanyard until the change goes into effect.
5. No political conversations or clothing with political implications are permitted in the Ballot Processing Center. Employees of the Recorder's Office are prohibited from engaging in political discussions in any Recorder's Office facility. Employees are not permitted to engage in any conversation, debate or discussion about any candidate, political party or ballot measure on the ballot or any other political issue.