



Courier Instructions

2024 General Election

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County Vehicle Rules

- 1. No task that you are performing is an emergency that would justify reckless driving or speeding.** You must obey all traffic rules including following speed limits, observing traffic control devices, and following good driving practices. Should you receive a ticket for any offense, including but not limited to moving violations, collision violations and parking citations, you will be required to pay any fine and report it to your supervisor. If you are involved in a car crash, you are expected to immediately stop and render aid as necessary to anyone else involved. County policy requires that law enforcement be notified of any crash involving a county vehicle. You must also notify your supervisor as soon as possible once a law enforcement has been notified. You are required to provide any necessary evidence and provide truthful testimony in any criminal or civil action resulting from the crash. An "In case of an accident" package will be given to all couriers before they start their first trip. The package should remain in the glove compartment. The package contains: Injured Parties or Witnesses Sheet, Incident Information Sheet, Vehicular Loss Form, Pima County Accident Information Card, and Fueling Instructions.
- 2. Vehicle must be clean and orderly.**
Smoking is not allowed in any county vehicle by county policy. Keep the vehicle clean and orderly. You may not transport anything in a way that interferes with safe driving conditions, including items obstructing your view through windows and mirrors in any way.
- 3. While you are on a courier run, you must limit your travel from the point of departure to your destination in the most direct route.** Side trips to run personal errands are not allowed. You should not be transporting passengers unless they are Recorder's Office employees performing official functions. When you are transporting ballots, you should not stop at locations other than the Ballot Processing Center, early voting sites, or the post office.



If you are on a run during your lunch break, a supervisor must be aware of when and where you are stopping. The vehicle must be secured and locked and the contents of the vehicle protected during any time you're out of the vehicle.

4. **A spotter is required for any driving task that requires backing up** or maneuvering into tight spaces. Always ensure a spotter is positioned to provide clear guidance and prevent accidents, especially when backing into loading docks.
5. **Do not use your cell phone for calls or texts while driving.** If you need to engage in any conversation on the phone or need to make any notes during the conversation, pull to a safe area on the side of the road to complete the call.
6. **Under no circumstances will you operate a county vehicle while you are under the influence of any substance.** That includes both prescription and non-prescription medications and drugs. You will not operate a county vehicle after consuming alcohol. If you are taking medication and you are feeling the effects of the medication and that impairs in any way your ability to operate a vehicle, notify your supervisor immediately.
7. **Before you move the vehicle and at the end of your shift, inspect the vehicle for potential damage or hazards.** If you observe any problems, report them to your supervisor immediately. County policy requires a driver to inspect any county or rental vehicle they are going to drive and to complete a written form documenting any issue or damage to the car before you drive it. Complete the required form and provide it to your supervisor.

Courier Procedures

Vehicles:

- A courier must use a county vehicle during all courier tasks. This includes vehicles owned by the county and vehicles that we may rent from another company for the election.
- All county vehicles are equipped with a GPS tracking device that not only tracks your location but also records driving habits.
- Rented vehicles will have a magnetic Pima County Official Election Vehicle decal on them so that they are identifiable as county vehicles as well.
- **The keys to the vehicle will be kept inside the Ballot Processing Center any time the vehicle is not in use.** You must return the keys out before and after each run.

Parking:

- The Ballot Processing Center has parking spots designed for courier parking. When loading and unloading supplies and/or ballots, the courier vehicle should be parked there. There are



more courier vehicles than designated courier spots, so after unloading, park the vehicle elsewhere in the parking area.

- At the end of the day, courier vehicles should be parked in the secured area near the southwest corner of the building, behind the locking gates. This parking area is locked and has video surveillance. If you need to access a vehicle while the gates are locked, be sure to secure the gates behind you.

Gas:

- Couriers are responsible for ensuring courier vehicles have enough fuel. Notify a supervisor when your vehicle reaches half a tank, and, if needed, a quarter of a tank.
- County fuel stations:
 - Mission Road – 1302 S Mission Rd.
 - Downtown – 193 W Pennington St.
 - There are 9 Pima County fuel stations, although those two are the ones our office typically uses. In emergencies, a supervisor will provide instructions to refuel at regular gas stations.
- Detailed instructions are in the red Vehicle Package in every car.
 - If using a rental vehicle, supervisor will provide a key for the fueling station. Upon arrival at the pump, insert key into the control panel, enter office code RE01, and select Pump #1.
 - If using a county vehicle, there is a sensor that detects the vehicle information, and the key and code is not necessary.

Safety:

- There is the possibility of political party workers or campaign workers following courier vehicles. This is a permitted activity if they do not interfere with your ability to perform your duties. Make certain you obey the traffic rules and follow the correct procedures in these instructions. You are not required to wait for the observers to keep up with you nor are you required to speak with them if they approach you. These observers are not permitted to enter the restricted space of the post office, any of our Early Voting Sites, or the Ballot Processing Center. If you believe you are being followed, inform a supervisor.

Courier Team:

- Each courier team must consist of at least two staff members of different party affiliations- referred to as a bi-partisan team.
- Tasks that do not involve ballots or ballot stock do not require a bi-partisan team.
- The team member driving must be an approved driver with the county.
- The team is required to communicate with the supervisor during routes. For example, a text or call when leaving an early voting site, when leaving the post office to return to the Ballot Processing Center.

TASK: Post Office Ballot Pick Up

Each business day we will pick up ballots from the main Tucson post office on Cherrybell. Most ballot pickups from the post office are at 9:00 a.m. The pickup location is behind the post office through the post office security gate. The loading dock is typically busy, but the postal workers should designate a spot for you to park each day.

1. When you arrive to the loading dock, alert a postal worker that you are there to pick up election ballots.
2. The postal worker will roll out mail trays to the loading dock.
3. Load the ballots into the vehicle.
4. The postal worker will provide you with an "Official Ballot Count" receipt. The receipt includes the total number of pieces, the number of first-class ballots, and the number of trays.
5. Attach the receipt to the transfer form and fill out the middle section of the form.
6. Once you arrive back at the Ballot Processing Center, unload the mail trays. Additional employees may be assigned to assist with unloading. The trays will be brought into the main work area and the bottom section of the form will be filled out by the receiving team.

Pima County Recorder's Office Postal Office Transfer Form	
*ALL FIELDS OF THIS FORM ARE REQUIRED TO BE COMPLETED BY BI-PARTISAN TEAMS OF AT LEAST (2)	
AFFIX POSTAL "OFFICIAL BALLOT COUNT" RECEIPT HERE	
TO BE COMPLETED BY COURIER TEAM:	
Election Year: _____ Election Name: _____	
Total Pieces: _____	
First Class Ballots: _____	
Number of Trays: _____	
Picked-up from Post Office by:	
Bi-Partisan Team Member #1: _____ (INITIALS)	Bi-Partisan Team Member #2 _____ (INITIALS)
Date: _____ (MM/DD/YYYY)	Time: _____ (hh:mm am/pm)
TO BE COMPLETED BY BALLOT PROCESSING RECEIVING TEAM:	
Number of Trays: _____	
Delivered to: <u>Ballot Processing Center</u> (COMPLETE SITE NAME)	
Received by:	
Bi-Partisan Team Member #1: _____ (INITIALS)	Bi-Partisan Team Member #2 _____ (INITIALS)
Date: _____ (MM/DD/YYYY)	Time: _____ (hh:mm am/pm)

TASK: Transporting Supplies and Blank Ballot Stock

Should blank ballot stock need to be transported to a site, a supervisor or lead will retrieve the necessary amount from the ballot room. The ballot stock will be in signed and sealed envelopes of 50.

1. All ballot stock must be kept secured in a red duffel bag during transport. We have sufficient bags to designate one bag per site. During transport the bag should be kept in the rear of the vehicle away from where you are sitting. If the vehicle has a trunk, the bag should be locked in the trunk.
2. Upon arriving at a site, notify the site captain that you are delivering ballot stock.
3. It should immediately be transferred from the transport bag to the location of that site's secured blank ballot stock.

Additional trips to sites can occur at any time during an election cycle. For routine runs, the supervisor will notify all sites and request any orders for supplies or additional ballots. Any needed supplies will be gathered by the supervisors so that they are ready in advance of the trip. Each courier will carry a stock of routine supplies just in case a site forgets to request something. Routine supplies include:

- a box or two of early ballot affidavits,
- ballot transfer inventory forms,
- ballot transfer bags,
- transfer bag seals,
- pens,
- rubber bands in a baggie,
- paper clips,
- a permanent marker.

TASK: Transporting Drop Off Ballot Boxes

Based on how busy each site is, the supervisors will determine which sites need their ballot boxes picked up and when. The task of transporting drop-off ballot boxes includes delivering new, empty drop-off ballot boxes and picking up drop-off ballot boxes that are full. Each box is numbered and has a transfer form in a clear sleeve on the side of the box, as shown below. The instructions are on the following page.

Pima County Recorder's Office Drop off Ballot Box Transfer Form *ALL FIELDS OF THIS FORM ARE REQUIRED TO BE COMPLETED BY BI-PARTISAN TEAMS OF AT LEAST (2)		
TO BE COMPLETED BY BALLOT BOX ASSEMBLY TEAM:		
Election Year: _____ Election Name: _____ Box #: _____ Date Seals Installed: _____ Seal Serial # (1): _____ Seal Serial # (2): _____ (MM/DD/YYYY) <u>Assembled by:</u> Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		
TO BE COMPLETED BY COURIER/DELIVERY TEAM:		
Delivered to: _____ Date: _____ Time: _____ (COMPLETE SITE NAME) (MM/DD/YYYY) (hh:mm am/pm) <u>Delivered by:</u> Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		
TO BE COMPLETED BY COURIER/RETRIEVAL TEAM:		
Retrieved from: _____ Date: _____ Time: _____ (COMPLETE SITE NAME) (MM/DD/YYYY) (hh:mm am/pm) Slot seals signed and intact? ☐ Yes ☐ No Zip seals intact? ☐ Yes ☐ No <u>Retrieved by:</u> Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		
TO BE COMPLETED BY BALLOT PROCESSING RECEIVING TEAM:		
Delivered to: <u>Ballot Processing Center</u> Date: _____ Time: _____ (COMPLETE SITE NAME) (MM/DD/YYYY) (hh:mm am/pm) <u>Received by:</u> Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		
TO BE COMPLETED BY BALLOT INVENTORY TEAM AT PROCESSING CENTER:		
Voting Site: _____ Date: _____ Time: _____ (COMPLETE SITE NAME) (MM/DD/YYYY) (hh:mm am/pm) Slot seals intact on arrival? ☐ Yes ☐ No Zip seals intact on arrival? ☐ Yes ☐ No <u>Final Inventory:</u> _____ VOTED Mail Drop-Off Ballots _____ VOTED Site Issued Ballots _____ SPOILED Mail Drop-Off Ballots <u>Opened and Inventoried by:</u> Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		

The procedure to exchange the drop off ballot boxes is as follows:

1. Remove the empty ballot box from the courier vehicle and take it to the voting room.
2. Write down the site name, the date and time the box was delivered, and initials in the second section of the form.
3. Return the form to the plastic sleeve on the ballot box. That box will remain at the site.
4. A bi-partisan team of two site workers will attach a large seal to the full ballot box that you are transferring back to the Ballot Processing Center. They will sign their names and write the date and site location on a large adhesive seal.
5. Your bi-partisan courier team will fill in the third section of the tracking form in the plastic sleeve. The site name, the date and time it is being picked up, confirmation that the large white seal and zip tie seals are intact, and the bi-partisan team's initials are required.
6. Take the ballot box to the courier vehicle and secure it inside.
7. If the site has ballots in a second drop off ballot box, repeat the procedures for the second box.
8. Once arriving at the Ballot Processing Center, the box(es) will be turned over to the Ballot Room workers who will fill out the fourth section of the form before an inventory team opens the ballot box and fills out the final section.

TASK: Transporting Site-Issued Ballots

The workers at each site have been given directions to conduct inventory of all voted and spoiled ballots each morning so that the ballots are ready for pick up when couriers arrive at their site. The site workers have been instructed to assemble the voted site ballot affidavit envelopes into chronological order, inventory them, and to complete the daily transfer inventory form every morning. If you arrive at a site and see problems or concerns, or if the voted ballots have not been properly assembled and the inventory report is not properly completed, notify your supervisor.

The transfer form used for transporting site-issued ballots is on a carbon-copy sheet. Once the transfer is completed, the yellow sheet stays with the site, and the white sheet is part of the transfer. An example of the transfer form is below:

Pima County Recorder's Office Voting Site Ballot Transfer Form		
*ALL FIELDS OF THIS FORM ARE REQUIRED TO BE COMPLETED BY BI-PARTISAN TEAMS OF AT LEAST (2)		
TO BE COMPLETED BY VOTING SITE STAFF BEFORE SEALING:		
Election Year: _____ Election Name: _____		
Voting Site: _____ Date: _____ Time: _____ (COMPLETE SITE NAME) (MM/DD/YYYY) (hh:mm am/pm)		
VOTED Site-Issued Ballots	VOTED Early Provisional Ballots	SPOILED Site-Issued Ballots
Inventoried by: Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		
TO BE COMPLETED BY COURIER TEAM BEFORE SEALING:		
Inventory Confirmed by: Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		
Date: _____ Time: _____ (MM/DD/YYYY) (hh:mm am/pm)		
TO BE COMPLETED BY BALLOT PROCESSING TEAM WHEN RECEIVING:		
Delivered to: <u>Ballot Processing Center</u> Date: _____ Time: _____ (COMPLETE SITE NAME) (MM/DD/YYYY) (hh:mm am/pm)		
Seals signed and intact on arrival? ☐ Yes ☐ No		
Received by: Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		
TO BE COMPLETED BY BALLOT INVENTORY TEAM AT PROCESSING CENTER AFTER REMOVING SEAL:		
Voting Site: _____ Date: _____ Time: _____ (COMPLETE SITE NAME) (MM/DD/YYYY) (hh:mm am/pm)		
Final Inventory:		
VOTED Site-Issued Ballots	VOTED Early Provisional Ballots	SPOILED Site-Issued Ballots
Inventoried by: Bi-Partisan Team Member #1: _____ Bi-Partisan Team Member #2: _____ (INITIALS) (INITIALS)		

The procedure for picking up Site-Issued Ballots is as follows:

1. If you are delivering supplies or blank ballot stock to the site, that should be completed before you begin the transfer of voted ballots.
2. The site workers will hand you the plastic transfer bag containing the ballots and the inventory sheet.
3. **Remove the inventory sheet from the bag and examine it.**
The site workers should have already filled in the top portion, including the number of ballots they are transferring to you.
4. **Remove the ballots from the plastic bag.** At least one site worker must be present to observe your activity. If a voter comes into the site, and no other worker is available, your inventory process must stop until that site worker finishes. Voters are top priority.
5. **Review and count the spoiled ballots.** They should be clearly marked as spoiled.
6. **Review and count the voted ballots.**
 - The site workers may have Provisional Ballots bundled separately. Unless there are Provisionals clearly marked as spoiled, the Provisional Ballots should be included in the voted ballots count.
7. **Compare your count totals with the totals from the site workers.** If your count differs from the count written on the inventory report by the site workers, ask the site worker to recount the ballots along with you.
8. Once all numbers are confirmed, **both couriers must initial the form** and write the current date and time.
9. Separate the two pages of the Ballot Transfer inventory form. **Give the yellow copy to the site worker and place the white copy in the plastic zip-lock bag.** Secure all the counted ballots in the zip lock bag.
10. The site workers will **seal the plastic zip lock transfer bag.** Both site workers will sign their names, the site name, and the date on the bag. Their names will start on the plastic bag, go across the seal, and end on the other side of the plastic bag.
11. The sealed and signed plastic bag is placed in the courier's **transfer bag.**
12. If couriers did not pick up the voted ballots the previous day, the site will have multiple plastic bags for transfer, one per day. **Repeat the same steps for each plastic bag with voted ballots.**
13. Once the sealed bags are in the courier's transfer bag, the transfer bag must not be left unattended. Continue on to the next location or back to the Ballot Processing Center.

Other Transfer Notes:

- If there are empty affidavit envelopes or labels that have “spoiled” written on them, bring these back to the Ballot Processing Center. However, they will not be listed on the Ballot Transfer inventory form, and they should not be sealed in the plastic bag.
- If the site had a very busy day and you cannot fit all the ballots in a single bag, put the transfer report in the first bag and add a note indicating “Bag 1 of 2.” For the second bag, insert a note stating, “Bag 2 of 2”. You must write the number of ballots being placed in each additional bag on the note, the site name and the site worker who assisted must sign the note.

End of Day

Once you have turned in any black transfer bags and drop boxes, parked the vehicle appropriately in the secured parking area, and turned in the keys, you have completed the courier duties for the day. See your supervisor for additional task assignments. The cars are usually kept outside of the secured gate area until later in the afternoon in case we need to use them for a special run or a run to the post office. You may be asked to move the car to the secured area as necessary.

Each day when you park the vehicle you should conduct an inspection of the inside and outside of the vehicle to make certain there are no issues with the vehicle and no new dents or dings are present. If you locate any, report them to your manager or supervisor immediately. Any trash or empty containers in the vehicle must be cleaned out and properly disposed of daily. Under no circumstances should ballots ever be kept in the vehicles overnight. Each morning and night you should check the fuel gauge to make certain there is enough fuel in the car for the day. If the fuel is below half full in a leased vehicle, notify the supervisor at the Ballot Processing Center immediately so that we can arrange for refueling. Refueling may not be available until the next day due to manager availability.