
Central Count Procedures Optical Scan

STATION A **Receiving Board**

Supply and ballot boxes are brought into the Courthouse and logged in on the Reception Board Log (EP-14P).

The precinct, time received, seal number, name of individual delivering and name of individual receiving ballots and supplies is entered.

UNOPENED boxes are delivered to Station B (Log In Board)

STATION B **Log In Board**

Precinct is entered on Process Log (E-OS1)

Seal is broken on ballot box and ballots are removed.

STATION C **Ballot Preparation Board**

The Ballot Preparation Board is responsible for preparing the ballots for scanning.

OVAL OPTICAL SCAN: Sort ballots to ensure that all the ballots are facing in the same direction. An easy way to identify the ballot orientation is by the three squared corners and one rounded corner design of the ballot. By checking the rounded corner of the stack, you can easily see if the ballots are aligned properly.

“Jog” the ballots this way: loosely hold the top and bottom edges of a stack with your two hands, and then curve the stack. While the stack is curved, pinch the stack firmly with both hands and gradually straighten the stack. All the ballots should separate a little bit. Do not bend the stack enough to crease it.

Ballots prepared for scanning are delivered to STATION D (Scanner).

Supply box moves on to STATION E (Duplication Board).

STATION D **Scanner**

The scanner operator enters the precinct designation and the time received on the Control Log for scanner operators (EP-18P).

It is important that the operators of the scanners be allowed to concentrate on their responsibilities on election night. It is highly recommended that courthouse employees, media, candidates, and any non-essential personnel be prevented from communicating with the operator during processing.

BEFORE PROCESSING ANY BALLOTS THROUGH THE SCANNER, the operator should check that only the following sort switches are selected:

Blank Ballots (always)
Ballot with Write-in votes (only if a write-in candidate had filed a Declaration of Intent)

Ballots are loaded into scanner.

A runner will deliver the ballots sorted into the blank ballot bin to STATION E (Duplication Board). These ballots should be placed in a folder with the precinct name on the outside.

Ballots with physical defects such as wrinkles or tears will be handled in the following manner:

Wrinkled ballots – the operator should attempt to straighten out all the creases.

Damaged ballots – shall be delivered within Rejected, Irregular, Defective Ballot Envelope (EP-17-OS) to Station E (Duplication Board).

Option 1

A new precinct will not be loaded into the machine until the ballots requiring duplication have been completed and returned to the scanner operator for processing. If using this option pay special attention to the sort switches before you begin a new precinct.

Option 2

You may wish to proceed with the scanning of all precincts. All ballots sent to the Duplication Board will be held at the Duplication Board until all precincts have been scanned. All duplicated ballots will go back to the scanner for a second pass at one time.

The Write-in switch (if applicable should be the only sort switch turned on while processing the ballots received back from the duplication board.

The scanner operator will enter the time all ballots (including duplicated ballots – under option 1) have been processed on the Control Log for Computer Operator (EP-18P). The total number of ballots counted should also be entered.

STATION E Duplication Board

Duplicate ballots will be made for damaged ballots; i.e., bent and torn, and ballots that may have been marked with a non-detectable marking device, such as a ball-point pen.

Remove a package of unvoted ballots from the precinct container for the precinct you are duplicating ballots for.

From the “Duplication Numbers Log” (EP-101P) you take the next consecutive number and enter that number on the ballot that has to be duplicated. Please note each precinct has its own “Duplication Numbers Log.”

On the unvoted ballot, enter the same number you entered on the ballot that is in need of duplication. Write DUP on the ballot. This ties the two ballots together and provides an audit trail.

You now have two ballots with the same number – one is blank and the other is a voted ballot in need of duplication.

One Duplicate Board Member marks the ballot exactly as the original voted ballot requiring duplication. The remaining Duplicate Board Member checks the markings against the markings on the original ballot.

Place the damaged ballot or ballot marked with a non-detectable marking device into the “Duplicate Ballot Envelope” and write the precinct designation on the outside of the envelope

“Duplicate Ballot Envelope” should be placed into precinct container.

Return remaining unvoted ballots to precinct container.

The reproduced ballots are taken to the scanner operator for tallying.

STATION F Write-In Board (Shall not consist of less than 2 Members)

Write-in ballots will be delivered to Station F for a tally of valid write-ins.

Remember only the write-ins for an individual who has filed a Declaration of Intent are to be checked for validity. A listing of such individuals will be provided by the County Clerk.

The Tally Clerk will enter on the Write-in Log (E-OS2) the precinct, total number of write-in ballots to be processed and the Candidate(s)' name(s). There will be a separate write-in log for each precinct.

One member reads the write-in from the ballot.

One member records the tally. As the candidate's name is called by the reading member, the tally clerk will place a short perpendicular line opposite the name of the candidate voted for. Every fifth vote for the same candidate shall be recorded by a horizontal line through the first four perpendicular lines.

The tally clerk will enter the TOTAL number of write-in votes, by candidate, on the write-in log.

The “Write-in Log” will be placed into the “Write-in Log Envelope.”
Place the write-in ballots, which have just been processed, into the ballot box.

