

Courier Procedures

Election Day Procedures

For DS200 Thumb Drive

Couriers

- Each Election Day Election Judge will choose 2 poll workers to serve as the location's couriers for the end of Election Day (Couriers NOT NEEDED for Early Voting). Call Beth to let her know who we should expect at the end of the night.
- These individuals will be responsible for delivering the DS200 thumb drive along with reports to the Elections office using the yellow DS200 Transport Bag provided (inside Red Bag).
- DS200 Transport bag will have a label indicating your location, DS200 serial number, and thumb drive serial number. Verify these numbers are correct.
- DS200 Thumb Drive Chain of Custody form will also be delivered along with the DS200 Transport bag. Information on DS200 Chain of Custody form will need to be verified as well

DO NOT put Chain of Custody Form inside DS200 Thumb Drive Transport Bag

Early Voting DS200 Thumb Drive Chain of Custody – Early Voting

The top portion of the form will need to be completed prior to delivery. Deputy EV Clerks will print & sign. Be sure to Verify Serial numbers PRIOR to delivery. DS200 Thumb Drive will be delivered along with Ballot Transfer Case and Provisional Ballot Bag

**DS200 THUMB DRIVE
CHAIN OF CUSTODY**

**DATE OF ELECTION
TYPE OF ELECTION
EV-LOCATION**

I, _____ the Presiding Election Judge for **LOCATION**
(Name of Election Judge)
hereby acknowledge the transfer of the DS200 THUMB DRIVE AND BALLOT STATUS ACCOUNTING REPORT to the Elections Office.

On this _____ day of _____, 20 ____.

DS200 Serial # DSO _____ Thumb drive Serial # _____

Yellow Zip Seal # _____ Time the transfer took place _____ P.M.

Deputy EV Clerk Signature _____ Alternate Deputy EV Clerk Signature _____

THIS FORM WILL BE DELIVERED ALONG WITH YOUR DS200 THUMB DRIVE BAG

The DS200 Thumb Drive and Ballot Status Accounting Report delivered by _____

Deputy EV Clerk Signature _____

Time transaction took place at _____ P.M.

Accepted by _____
Signature of Election staff accepting thumb drive

Chain of Custody form will NOT be placed inside DS200 Thumb Drive Transport Bag

REMEMBER – Couriers are NOT needed for Early Voting

The bottom portion of the form will be completed upon delivery to the Elections Office

Election Day DS200 Thumb Drive Chain of Custody - Election Day

Chain of Custody form will NOT be placed inside DS200 Thumb Drive Transport Bag

The bottom portion will be completed upon delivery of the thumb drive

DS200 THUMB DRIVE – CHAIN OF CUSTODY

DATE OF ELECTION
TYPE OF ELECTION
ED-LOCATION

I, _____ the Presiding Election Judge for LOCATION
(Name of Election Judge)

hereby acknowledge the transfer of the DS200 THUMB DRIVE AND VOTING RESULTS REPORT (totals tape) to

_____ and _____
(PRINTED name of Courier making delivery) (PRINTED name of Courier making delivery)

On this _____ day of _____, 20 ____.

Time the transfer took place _____ P.M.

DS200 Serial # _____ Thumb drive Serial # _____

Signature of Election Judge

Signature of Courier

THIS FORM WILL BE DELIVERED ALONG WITH THE TAMPER EVIDENT BAG

The DS200 Thumb Drive, Voting Results Report (totals tape) & Ballot Status Accounting Report delivered by

Signature of Courier

Signature of Courier

Time transaction took place _____ P.M.

Accepted by _____
Signature of Election staff accepting thumb drive

The top portion of the form will need to be completed prior to delivery. Election Judge will print & sign, as will the couriers. Be sure to Verify Serial numbers PRIOR to delivery

2 couriers are REQUIRED to deliver the DS200 Thumb Drive Election Day. Let Beth know who your couriers will be

Courier WILL NOT 'clock out' on the Statement of Compensation and Oaths

Couriers will be 'clocked out' at the time they arrive at the Elections Office with DS200 Thumb Drive Transport Bag and its required contents and the DS200 Thumb Drive Transport Bag Chain of Custody Form

DS200 THUMB DRIVE – CHAIN OF CUSTODY

DATE OF ELECTION
TYPE OF ELECTION
ED-LOCATION

I, _____ the Presiding Election Judge for LOCATION
(Name of Election Judge)

hereby acknowledge the transfer of the DS200 THUMB DRIVE AND VOTING RESULTS REPORT (totals tape) to _____ and _____
(PRINTED name of Courier making delivery) (PRINTED name of Courier making delivery)

On this _____ day of _____, 20 ____.

Time the transfer took place _____ P.M.

DS200 Serial # _____ Thumb drive Serial # _____

Signature of Election Judge _____

Signature of Courier _____ Signature of Courier _____

THIS FORM WILL BE DELIVERED ALONG WITH THE TAMPER EVIDENT BAG

The DS200 Thumb Drive, Voting Results Report (totals tape) & Ballot Status Accounting Report delivered by _____

Signature of Courier _____ Signature of Courier _____

Time transaction took place _____ P.M.

Accepted by _____
Signature of Election staff accepting thumb drive

Couriers

DS200 Thumb Drive Transport Bag

Verify that the information on the label is correct

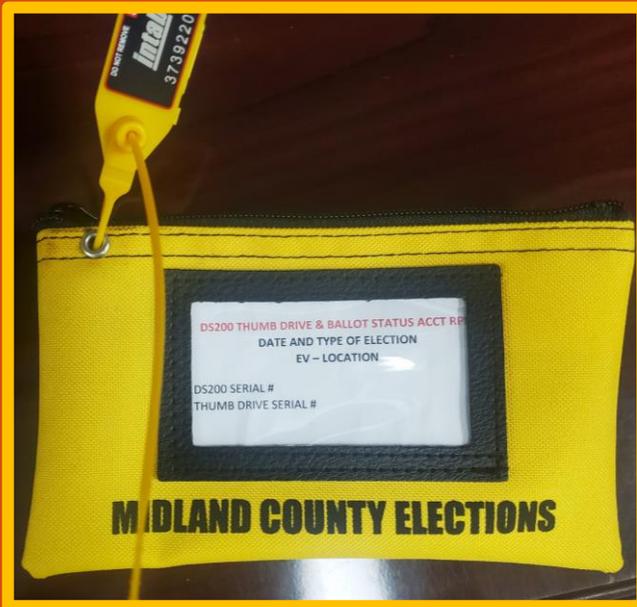
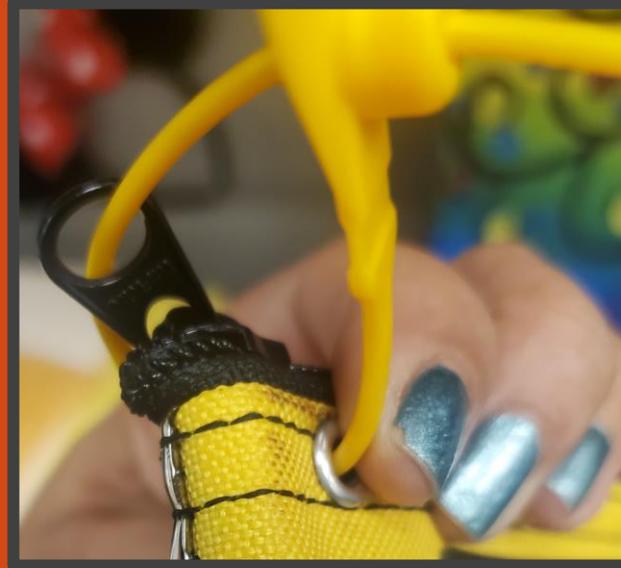


Thumb drive and Report(s)

- **Early Voting** – Ballot Status Accounting Report (remember, couriers NOT needed for Early Voting)
- **Election Day** – Ballot Status Accounting Report & Voting Results (totals tape)
REMEMBER to SIGN

Placed inside the bag PRIOR to delivery.

Take the yellow zip seal from the Seal bag. Feed the end of the seal through the hole in the top corner of the bag and the zipper hole to close.



ELECTION DAY ONLY
Couriers must deliver
Transport Bag and Chain
of Custody form ASAP.
Deliver to front doors of
Elections Office.

Courier Procedures

DS200 Thumb Drive
Transport Bag