



Amador County Elections Ballot Collection & Early Ballot Collection Chain of Custody Procedures

June 7, 2022, Statewide Direct Primary Election

All drop-boxes in Amador County are secure, but also unmanned, therefore, pursuant to California Code of Regulations (CCR) §20136 (d) between the 29th day and the 10th day prior to Election day, ballots will be retrieved by designated ballot retrievers at least every 96 hours. Between the 10th day prior to Election Day through Election day, ballots will be retrieved at least every 24 hours.

Pursuant to California Code of Regulations (CCR) §20137, Amador County Elections will assign at least two designated ballot retrievers to retrieve voted vote-by-mail ballots from the six drop-boxes being utilized for the 2020 Presidential Primary. Each designated ballot retriever will wear an orange safety vest with "ELECTIONS" printed on the back and a personalized identification card that identifies them as a designated ballot retriever. Drop-box locations will be provided a list of ballot retrievers and collection dates and approximate pick-up times.

In addition, each designated ballot retriever must take the following oath prior to retrieving ballots:

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

NOTE: Only ballot retrievers and law enforcement that Amador County Elections designates may transport the retrieved voted vote-by-mail ballots.

Upon arrival at a drop-box, the two designated ballot retrievers will note, on a retrieval form prescribed by the county elections official, the location and unique identification number of the drop-box and the date and time of arrival.

The designated ballot retrievers will retrieve the voted ballots from the drop-box and place the voted ballots in a secure ballot transfer container for transport to the Elections Office. **Note: After the final retrieval after the closing of the polls, the drop-box will be locked to prevent any further ballots from being deposited. Closing times are noted on drop boxes, on the back of our Voter Information Guide and on our website:**

<https://www.amadorgov.org/government/elections/vote-center-and-ballot-drop-off-locations>

In the unlikely event ballots are picked up **earlier than scheduled**, the Secretary of State's Office will be notified, as well local media outlets and a sign directing voters to the nearest drop-off location will be posted at the closed location.

The time of departure from the drop-box will be noted on the retrieval form.

Upon arrival at the Elections Office, the designated ballot retrievers who retrieved the ballots will note the time of arrival on the retrieval form. An Amador County staff member, or designee, will inspect the secure ballot transfer container for evidence of tampering and receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt. In the event tampering is evident, that fact will be noted on the retrieval form.

The completed retrieval form will be attached to the outside of the secure ballot transfer container to ensure that the form is traceable to its respective secure ballot transfer container. When the secure container is opened by Elections Office staff, or designee, the number of ballots retrieved and placed in that secure container will be noted on the retrieval form.

When completed, the ballot retrieval forms will be kept in a file folder in the ballot room for reference and auditing.