



BALLOT TRANSPORTER MANUAL

PRESIDENTIAL GENERAL ELECTION

November 3, 2020

September 2020

Table of Contents

Section 1: Overview	3
Contact Information	3
Emergencies	3
Section 2: Ballot Drop Box Locations & Hours	4
Humboldt County Office of Elections	4
Ace Hardware—McKinleyville	4
Murphy’s Market—Cутten	4
Murphy’s Market—Glendale	4
Murphy’s Market—Sunny Brae	4
Murphy’s Market—Trinidad	4
Murphy’s Market—Westwood	4
Ray’s Food Place—Fortuna	5
Ray’s Food Place—Willow Creek	5
ShopSmart—Redway	5
Section 3: Team Assignments & Routes	6
Ballot Transport Teams	6
Backup Procedures	6
Section 4: Ballot Transporter Conduct	7
Oath of office	7
Identification Badge	7
Political Neutrality	7
Section 5: Security & Security Seals	8
Ballot Transport Chain of Custody	8
Security Seals	8
Section 6: Drop Box Ballot Pick-up	9
Ballot Drop Box Regional Routes	9
Team Assignments & Schedule	10
Calendar & Route Schedule for Ballot Pickup	11
Removing Ballots from the Ballot Drop Box	12
How to Complete Ballot Drop Box Transport Form	12

Section 7: Early Voting Ballot Pick-up	13
Ballot Transport Teams	13
Voter Assistance Center Locations & Pick-up Schedule	14
How to Complete VAC Ballot Transport Form	14
Section 8: Election Night Drop Box Seal & Return	15
When to Seal Ballot Drop Box	15
Election Night Assignments	15
Returning Ballot Drop Box to Elections Office	15
Section 9: Timesheet Log & Mileage Reimbursement	16
Timesheet Log	16
Mileage Reimbursement	16
Odometer Reading	16

Overview

The Humboldt County Office of Elections is committed to ensuring ballot transporters have the information and resources needed to make the 2020 Presidential General Election successful.

Contact Information

Before the election, ballot transporters are encouraged to contact the Office of Elections with questions.

During the election, the Office of Elections will have a team of people available to answer questions, troubleshoot issues, and deliver needed supplies.

Humboldt County Office of Elections

2426 6th Street, Eureka
707-445-7481
<https://humboldt.gov/elections>

Lucinda Jackson

Office: 707-445-7481
Cell: 707-616-4503 (text)
Email: ljackson@co.humboldt.ca.us

Emergencies

Please put safety first. If a medical or life-threatening emergency occurs, contact 9-1-1. Then call the Office of Elections at 707-445-7481 to report the emergency.

Ballot Drop Box Locations & Hours

The Humboldt County Office of Elections has ten (10) ballot drop box locations for the Presidential General Election on November 3, 2020. By law, drop boxes must be open for voters beginning 28 days (October 6th) before Election Day. Ballot drop boxes will remain open until the polls close on Election Day (November 3rd) at 8 pm.

Of the ten (10) ballot drop boxes, one (1) ballot drop box is located at the Humboldt County Office of Elections outside of the building. The remaining nine (9) ballot drop boxes are located within business establishments that have operating hours and security cameras.

The Humboldt County Office of Elections will set-up ballot drop boxes at designated locations on or before October 6th. Ballot pick-up schedules will begin on October 8th.

Ballot drop boxes have been placed at the following business establishments:

Humboldt County Office of Elections

Location: 2426 6th Street, Eureka
Hours: 24 hours a day

Ace Hardware—McKinleyville

Location: 2725 Central Ave, McKinleyville
Hours: M-F, 7:30 am—7 pm / Weekends, 8 am—6 pm

Murphy's Market—Cuttan

Location: 4020 Walnut Dr, Cutten
Hours: Everyday, 7 am—10 pm

Murphy's Market—Glendale

Location: 1451 Glendale Dr, McKinleyville
Hours: Everyday, 7 am—10 pm

Murphy's Market—Sunny Brae

Location: 785 Bayside Rd, Arcata
Hours: Everyday, 7 am—10 pm

Murphy's Market—Trinidad

Location: 1 Main St, Trinidad
Hours: Everyday, 7 am—10 pm

Murphy's Market—Westwood

Location: 100 Westwood Ctr, Alliance Rd, Arcata
Hours: Everyday, 7 am—10 pm

2020 Presidential General Election Ballot Transporter Manual

Ray's Food Place—Fortuna

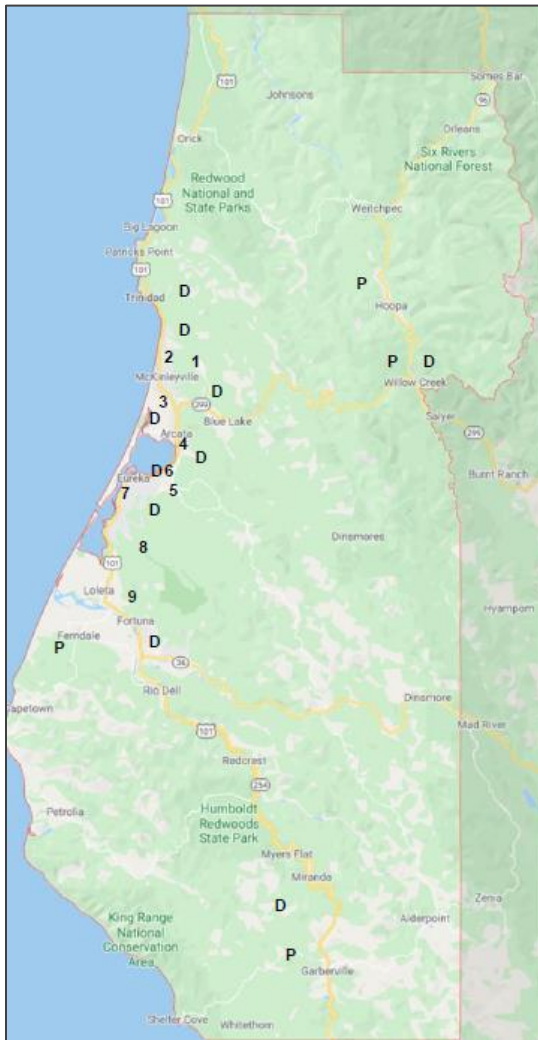
Location: 2009 Main St, Fortuna
Hours: Everyday, 7 am—10 pm

Ray's Food Place—Willow Creek

Location: 38915 Hwy 299, Willow Creek
Hours: Everyday, 7 am—10 pm

ShopSmart—Redway

Location: 3430 Redwood Dr, Redway
Hours: Everyday, 7 am—10 pm



Presidential General Election November 3, 2020

Voter Assistance Centers

Note: Voter Assistance Center locations are subject to change.

Dates and Hours:

October 31—November 2, 2020 (8 am—4 pm)
November 3, 2020 (7 am—8 pm)
Pop-up Locations: November 3, 2020 (7 am—8 pm)

Marker	Voter Assistance Center	Location
1	McKinleyville Union Middle School	2275 Central Ave, McKinleyville
2	Azalea Hall	1620 Pickett Rd, McKinleyville
3	Mad River Rapids RV Park	3501 Janes Rd, Arcata
4	Arcata Community Center	321 Dr. MLK Jr. Pkwy, Arcata
5	Eureka Pentecostal Church	1060 Hoover St, Eureka
6	Humboldt County Office of Elections	2426 6th St, Eureka
7	Eureka Veterans Memorial Building	1018 H St, Eureka
8	College of the Redwoods	7351 Tompkins Hill Rd, Eureka
9	Fortuna Veterans Memorial Building	1426 Main St, Fortuna
P	Pop-up Locations	
	Hoopa Neighborhood Facility	11860 Hwy 96, Hoopa
	Willow Creek Community Services Dist.	135 Willow Wy, Willow Creek
	Humboldt County Fairgrounds	1250 5th St, Ferndale
	SoHum Health—Garberville Branch	286 Sprowl Creek Rd, Garberville

Ballot Drop Box Locations (D)

Dates and Hours:

October 5—November 3, 2020
Drop boxes will be sealed on November 3, 2020 at 8 pm.

Drop Box	Location
Humboldt County Office of Elections	2426 6th St, Eureka
Ray's Food Place—Willow Creek	38915 Hwy 299, Willow Creek
Murphy's Market—Trinidad	1 Main St, Trinidad
Murphy's Market—Glendale	1451 Glendale Dr, McKinleyville
Ace Hardware—McKinleyville	2725 Central Ave, McKinleyville
Murphy's Market—Westwood	100 Westwood Center, Alliance Rd, Arcata
Murphy's Market—Sunny Brae	785 Bayside Rd, Arcata
Murphy's Market—Cutten	4020 Walnut Dr, Eureka
Ray's Food Place—Fortuna	2009 Main Street, Fortuna
ShopSmart—Redway	3430 Redwood Dr, Redway

Team Assignments & Routes

Starting October 8th, ballot transport teams will alternate route pick-up schedules. Pick-up schedules will alternate between two ballot transport teams assigned to a regional route. Exception: The Eureka/Arcata Route only has one assigned ballot transport team.

Ballot Transport Teams

Route	Names	Contact Phone
North 1	Elaine Weinreb & Martha Walden	(707)677-0920
North 2	G. Barrett & Catherine Mace	(707)445-0703
East 1	David & Madeline McMurray	(707)822-8840
East 2	Karen Kenfield & David Fuller	(707)407-6526 / (707)407-6525
South 1	Richard Duning & Nancy Correll	(707)497-7573
South 2	Daryl & Phyllis Chinn	(707)822-6170
Eureka / Arcata	Jacky & Russell Owsley	(707)445-9685

Backup Procedures

If a ballot transport team is unable to work (e.g. illness, family emergency), the remaining ballot transport team assigned to that regional route will perform ballot transport duties for both route schedules.

IMPORTANT: Contact the Humboldt County Office of Elections immediately at 707-445-7481 if you are unable to work.

Ballot Transporter Conduct

Oath of Office

Ballot transporters must complete and return a signed oath of office to the Humboldt County Office of Elections declaring faithful discharge of the duties of ballot transporters for the election. The oath of office must be signed in front of a witness and the witness must sign the lower left-hand portion of the oath form.

Identification Badge

Ballot transporters will be issued official photo identification badges that include the ballot transporters name, title, photo, and name and date of this election. Ballot transporters must carry this identification badge on their person while performing ballot transporter functions and work tasks.

Political Neutrality

Ballot transporters are an extension of the Humboldt County Office of Elections and must remain politically neutral. This includes refraining from the following:

- Wearing political clothing (e.g. messaging, graphics, or slogans) or accessories while performing ballot transporter functions and work tasks.
- Discussing political issues while performing ballot transporter functions and work tasks.

Security & Security Seals

Ballot Transport Chain of Custody

The “Chain of Custody” refers to keeping complete control of ballots from the time they are retrieved from the ballot drop box or voter assistance center until they are delivered to the Office of Elections. Ballot transporters will complete the ballot drop box ballot transport form for ballot pick-up at each assigned ballot drop box location. Ballot transporters will complete the voter assistance center ballot transport form for ballots picked up at each assigned voter assistance center.

Security Seals

The Secretary of State requires that ballots being transported be sealed to maintain security. When retrieving ballots from ballot drop boxes, a yellow beaded seal must be placed on the bag removed from the cavity of the ballot drop box. The seal number must be logged on the ballot drop box transport. Ballots being picked up from voter assistance centers will be in transport bags secured by yellow beaded seals. The seal number must be logged on the voter assistance center ballot transport form.



Yellow beaded seal pictured above.

Drop Box Ballot Pick-up

Ballot Drop Box Regional Routes

Route	Locations
North 1	Ace Hardware—McKinleyville Murphy's Market—Trinidad
North 2	Ace Hardware—McKinleyville Murphy's Market—Trinidad
East 1	Murphy's Market—Glendale Ray's Food Place—Willow Creek
East 2	Murphy's Market—Glendale Ray's Food Place—Willow Creek
South 1	Ray's Food Place—Fortuna ShopSmart—Redway
South 2	Ray's Food Place—Fortuna ShopSmart—Redway
Eureka / Arcata	Murphy's Market—Cутten Murphy's Market—Sunny Brae Murphy's Market—Westwood

Team Assignments & Schedule

Team	Route	Locations	Dates	
Elaine Weinreb & Martha Walden	North 1	Ace Hardware—McKinleyville Murphy's Market—Trinidad	October 10 October 18 October 26	October 14 October 22 October 30
G. Barrett & Catherine Mace	North 2	Ace Hardware—McKinleyville Murphy's Market—Trinidad	October 8 October 16 October 24 November 1	October 12 October 20 October 28
David & Madeline McMurray	East 1	Murphy's Market—Glendale Ray's Food Place—Willow Creek	October 10 October 18 October 26	October 14 October 22 October 30
Karen Kenfield & David Fuller	East 2	Murphy's Market—Glendale Ray's Food Place—Willow Creek	October 8 October 16 October 24 November 1	October 12 October 20 October 28
Richard Duning & Nancy Correll	South 1	Ray's Food Place—Fortuna ShopSmart—Redway	October 10 October 18 October 26	October 14 October 22 October 30
Daryl & Phyllis Chinn	South 2	Ray's Food Place—Fortuna ShopSmart—Redway	October 8 October 16 October 24 November 1	October 12 October 20 October 28
Jacky & Russell Owsley	Eureka / Arcata	Murphy's Market—Cutten Murphy's Market—Sunny Brae Murphy's Market—Westwood	October 8 October 12 October 16 October 20 October 24 October 28 November 1	October 10 October 14 October 18 October 22 October 26 October 30

October 2020

ROUTE SCHEDULE

Ballot Drop Box Pick-up



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	E-28 6	7	8 North 2 East 2 South 2 Eureka/Arcata	9	10 North 1 East 1 South 1 Eureka/Arcata
11	12 North 2 East 2 South 2 Eureka/Arcata	13	14 North 1 East 1 South 1 Eureka/Arcata	15	16 North 2 East 2 South 2 Eureka/Arcata	17
18 North 1 East 1 South 1 Eureka/Arcata	19	20 North 2 East 2 South 2 Eureka/Arcata	21	22 North 1 East 1 South 1 Eureka/Arcata	23	24 North 2 East 2 South 2 Eureka/Arcata
25	26 North 1 East 1 South 1 Eureka/Arcata	27	28 North 2 East 2 South 2 Eureka/Arcata	29	30 EARLY VOTING DAY 1 North 1 East 1 South 1 Eureka/Arcata	31 EARLY VOTING DAY 2
EARLY VOTING DAY 3 Nov 1 North 2 East 2 South 2 Eureka/Arcata	ELECTION DAY Nov 2	Nov 3				



Removing Ballots from the Ballot Drop Box

Ballot transporters will complete the following sequence to remove ballots from the ballot drop box:

1. Unlock the ballot drop box.
2. Remove the interior bag containing voted ballots.
3. Place a yellow beaded seal on the bag.
4. Log the beaded seal number on the ballot drop box transport.
5. Place a new bag in the cavity of the ballot drop box.
6. Lock the cavity of the ballot drop box. Test the closed box to ensure the latch is closed and box is securely locked.

How to Complete Ballot Drop Box Transport Form

1. Write the date of ballot pick-up.
2. Write the time of arrival to the ballot drop box location.
3. Print ballot transporter names.
4. Print name and city of ballot drop box location.
5. Circle "YES" if ballots were retrieved from the ballot drop box. Circle "NO" if no ballots were retrieved.
6. Circle "YES" if a security seal was placed on the ballot bag. Circle "N/A" if no ballots were retrieved from the ballot drop box.
7. Write the seal number. If no ballots were retrieved from the ballot drop box, write "N/A".
8. Write the time the ballot drop box was sealed and the ballot transport team departed.
9. Both ballot transporters sign initials.

Early Voting Ballot Pick-up

The Humboldt County Office of Elections has nine (9) voter assistance centers for the Presidential General Election that will have the following operating hours:

Saturday, October 31:	8 am – 4 pm	Early Voting Day 1
Sunday, November 1:	8 am – 4 pm	Early Voting Day 2
Monday, November 2:	8 am – 4 pm	Early Voting Day 3
Tuesday, November 3:	7 am – 8 pm	Election Day

Of the nine (9) voter assistance centers, one (1) voter assistance center is located at the Humboldt County Office of Elections in the Annex. Ballot transport teams will be assigned to the remaining eight (8) voter assistance centers open for the period of October 31 – November 2. Ballot transport teams will pick-up precinct and vote by mail ballots from specific voter assistance centers and return them to the Office of Elections. Ballot pick-up will occur from 4:30-5:30 pm.

Ballot Transport Teams

Route	Names	Contact Phone
North 1	Elaine Weinreb & Martha Walden	(707)677-0920
North 2	G. Barrett & Catherine Mace	(707)445-0703
East 1	David & Madeline McMurray	(707)822-8840
East 2	Karen Kenfield & David Fuller	(707)407-6526 / (707)407-6525
South 1	Richard Duning & Nancy Correll	(707)497-7573
South 2	Daryl & Phyllis Chinn	(707)822-6170
Eureka / Arcata	Jacky & Russell Owsley	(707)445-9685

Voter Assistance Center (VAC) Locations & Pick-up Schedule

Route	VAC	Locations	Dates
North 1	McKinleyville Union Middle School Azalea Hall	2275 Central Ave, McKinleyville 1620 Pickett Rd, McKinleyville	October 31 November 2
North 2	McKinleyville Union Middle School Azalea Hall	2275 Central Ave, McKinleyville 1620 Pickett Rd, McKinleyville	November 1
East 1	Mad River Rapids RV Park Arcata Community Ctr	3501 Janes Rd, Arcata 321 Dr. MLK Jr. Pkwy, Arcata	October 31 November 2
East 2	Mad River Rapids RV Park Arcata Community Ctr	3501 Janes Rd, Arcata 321 Dr. MLK Jr. Pkwy, Arcata	November 1
South 1	College of the Redwoods Fortuna Veterans Memorial Bldg	7351 Tompkins Hill Rd, Eureka 1426 Main St, Fortuna	October 31 November 2
South 2	College of the Redwoods Fortuna Veterans Memorial Bldg	7351 Tompkins Hill Rd, Eureka 1426 Main St, Fortuna	November 1
Eureka / Arcata	Eureka Pentecostal Church Eureka Veterans Memorial Bldg.	1060 Hoover St, Eureka 1018 H St, Eureka	October 31 November 1 November 2

How to Complete Voter Assistance Center Ballot Transport Form

1. Write the date of ballot pick-up.
2. Write the time of arrival to the voter assistance center location.
3. Print ballot transporter names.
4. Print name and city of ballot drop box location.
5. Circle "YES" if a security seal was placed on the ballot bag. Circle "N/A" if no ballots were retrieved from the ballot drop box.
6. Write the seal number. If no ballots were retrieved from the ballot drop box, write "N/A".
7. Write the time the ballot transport team departed.
8. Both ballot transporters sign initials.

Election Night Drop Box Seal & Return

When to Seal Ballot Drop Box

Ballot drop boxes must be sealed on Election Day (November 3) at 8 pm. Ballot transport teams will be assigned to a specific ballot drop box location to seal the box and should arrive to their assigned ballot drop box by 7:50 pm to ensure ballot drop boxes are sealed at 8 pm.

Election Night Assignments

Route	Locations
North 1	Ace Hardware—McKinleyville
North 2	Murphy's Market—Trinidad
East 1	Murphy's Market—Glendale
East 2	Murphy's Market—Westwood
South 1	Ray's Food Place—Fortuna
South 2	Murphy's Market—Sunny Brae
Eureka / Arcata	Murphy's Market—Cuttan

Returning Ballot Drop Box to Elections Office

After ballot drop boxes are sealed, ballot transport teams will lock the ballot drop box. The ballot box, chain, and cinder blocks need to be returned to the Office of Elections immediately after 8 pm.

Timesheet Log & Mileage Reimbursement

The Humboldt County Office of Elections is committed to ensuring ballot transporters have the information and resources needed to make the 2020 Presidential General Election successful.

Timesheet Log

Ballot transport teams are required to log their time using the timesheet log. Information provided on the timesheet log will include the date, ballot transport team, route, start and end time, beginning and ending odometer reading, and total miles for each trip.

Mileage Reimbursement

Ballot transport teams will be provided mileage reimbursement for one vehicle's travel at the county's standard mileage rate. Ballot transport teams must provide date, time, location, and mileage for travel on the mileage reimbursement form. The ballot transporter claiming mileage reimbursement must sign the mileage reimbursement form as the claimant and return the form to the Office of Elections

Odometer Reading

A new policy of the Auditor-Controller's Office requires that a beginning and ending odometer reading for each mileage reimbursement entry be provided. The timesheet log provides a place to track your beginning and ending odometer reading each trip. You will need the beginning and ending odometer reading per day to assist in completing the mileage reimbursement sheet.