



CHESTER COUNTY 2022 GENERAL ELECTION DROP BOX INSTRUCTIONS

Drop Boxes are Open:

**October 25th, 2022 THROUGH 8pm on Election Day,
November 8th, 2022**

See Included Drop Box Locations and Schedules

Drop Box Locations

- A POD is delivered to each Drop Box Location prior to the Drop Box 10/25/22 start date. Each POD contains the following:
 - Binder with all information needed for Drop Box Location
 - 1 Drop Box Procedures (Word Format)
 - 1 Power Point Instructions
 - 1 Schedule of All Drop Box Locations and Open and Close times
 - Each Drop Box location is staffed by two individuals authorized to work on behalf of Voter Services
 - Monarch Supervisor Name and Cell Phone Number.
 - 1 Map of Location for where Drop Box is to be placed when removed from POD. Drop Box to be placed in designated location.
 - Blue Segregation Bag
 - If an incident occurs in which an individual leaves a ballot or ballots around a Drop Box but does not deposit them inside the Drop Box, the staffers will segregate the ballot or ballots in a special designated secured, locked ballot container.
 - Blank Incident Report Forms
 - To be completed by staffers when an incident occurs that requires ballot or ballots to be placed in the Segregation Bag. Staffers **MUST ALSO NOTIFY** the Monarch Supervisor.
 - An Incident Report must be completed for any incident in which the police or 911 are contacted.
 - Yellow Double Sided “READ” Flyers
 - As each voter approaches Drop Box Area, staffers should hand a “READ” Flyer to each voter for voter education purposes.
 - Signage:
 - Chester County Official Ballot Return **ONLY**
 - Drop Box under Video Surveillance
 - Statement that third-party return of ballots is prohibited unless the person returning the Ballot is rendering assistance to a disabled voter or an Emergency Absentee Voter. Such assistance requires a Designated Agent Form signed by the voter and the person rendering assistance. The Designated Agent Form can be found on the Voter Services website.
 - Statement requesting that Voter Services should be notified immediately in the event the Drop box is full, not functioning, or is damaged in any fashion, and should provide a phone number and email address for such purpose.

- Display language stating that counterfeiting, forging, tampering with, or destroying Ballots is a second-degree misdemeanor pursuant to sections 1816 and 1817 of the PA Election Code.
 - 2 Orange Vests
 - 2 Voter Service Badges and Lanyards
 - 2 Chairs
 - 2 Weather Pods
 - 1 Flashlight/Lantern and Batteries
 - 1 LED Tap Light and Batteries
 - PPE Supplies: Paper Towels, Sanitizer, Spray
 - 1 Fire Extinguisher
 - 1 Clipboard
 - 2 Rolls “I Voted” Stickers
 - Chain of Custody Paperwork (For Use by Rangers)
 - Security Seals for Drop Box (For Use by Rangers)
 - Security Seals for Drop Box Bags (For Use by Rangers)
- Each Drop Box has a camera mounted to record individuals depositing ballots into the Drop Box and a solar panel for charging purposes.
 - Any issues with the camera should be reported to the Monarch Supervisor.
- If voters have questions, instruct them to call Voter Services Office at 610-344-6410 or visit the website at www.chesco.org/election
- For all other questions, including that the Drop Box is full or there is an issue, text or call the Monarch Supervisor assigned to your location.
- The Monarch Supervisor for your location is your main point of contact. The Monarch Supervisor will work directly with Voter Services representatives.

Opening Instructions

1. Locate the POD – Contact the designated Monarch Supervisor for the:
 - a. Four-digit code for the lock to the POD
 - b. Four-digit code to unlock the Key Box inside the Supply Container
 - c. The codes should not be shared with anyone.
2. Unlock the POD using the four-digit code. To release the lock, enter the code and press down on the silver latch.
3. Locate the Supply Container
 - a. Find the map inside the binder- it indicates where the Drop Box has been approved for placement during the day. Any change to the Drop Box location must be approved by Voter Services.
 - b. Locate the Key Lock Box and remove the Key. Insert this key into the Top Lock turn to unlock and remove the “Kiosk Closed” slab. This opens the slot into which the ballots will be placed.
 - c. Remove the keys while in the unlock position and return the keys to the lock box, place lock box into the Supply Container.
 - d. Remove the vests and lanyard with badges and be sure to wear both of these while staffing the Drop Box.
4. Put the yard signs (Official Ballot Return ONLY) outside pointing in the direction of the Drop Box.
5. Once the Drop Box is set up, text the designed Monarch Supervisor
 - EX: “Mark Smith here at Avon Grove- 8:45 AM”
6. **IMPORTANT:** There are two staffers assigned to each Drop Box location
 - a. If you have any questions or issues, contact the designated MONARCH Supervisor for your location.

Staffing the Ballot Box

- Refer to the Schedule in your binder for Drop Box Location open and close hours.
- AT NO POINT should the Drop Box be unattended. The libraries may have restroom facilities for your use, otherwise ONE PERSON AT A TIME may leave the box. The DROP BOX MUST BE STAFFED AT ALL TIMES.
- If a voter requests the ballot box flap to be cleaned, there is sanitizing spray and paper towels.
- If any of the posted information sheets become damaged or fall off the Drop Box, contact the designated Monarch Supervisor for your location.
- Park Rangers will start picking up ballots around 6PM during the week and 2PM on the weekends (Depending on where your location is in their routes, will determine when they will arrive at your location. Staffers are expected to REMAIN AFTER CLOSING. Example: If your location is a last stop on the route, you are expected to stay 45 minutes to an hour extra after close).
- Park Rangers will have in their possession the 2 Bottom Keys necessary to unlock the Drop Box where the ballots are stored.

While staffing the Drop Box

- Do not wear anything that suggests political preference
- Political ideologies should not be discussed
 - **Example:** Do not ask what party a voter belongs to/who they voted for/who you are voting for ETC.
- You cannot make suggestions to a voter regarding another person's ballot
 - **Example:** Do not suggest this to a voter: "You can drop your ballot in this box and can put the other ballot(s) in the mailbox across the street."

THE DROP BOX STAFFERS WILL VERBALLY STATE THE RULES AT THE DROP BOXES AND WILL HAND OUT FLYERS THAT EXPLAIN THE RULES.

In the event that someone identifies an incident of tampering or attempting to tamper with or believes it's been tampered with or attempted to be tampered with a secure Ballot Drop Box, the incident must be immediately reported to the police department of the local jurisdiction where the Ballot drop box is located and to the Department.

1. *Call 911*
2. *Contact your supervisor who immediately contacts Voter Services*
3. *Complete an incident report form*

If staffers (authorized to work on behalf of the Department) identify an incident where an individual drops more than one Ballot in the Secure Ballot Drop Box and the Ballots do not have an attached Designated Agent Form, the incident must be immediately reported to the Department. In addition, the staffers will complete an Incident Report Form.

1. *Contact your supervisor who immediately contacts Voter Services*
2. *Complete an incident report form*

If staffers (authorized to work on behalf of the Department) identify an incident where an individual leaves a Ballot or Ballots in the area of a Ballot Drop Box but does not deposit the Ballot inside the Drop Box, the staffers will segregate that Ballot or Ballots in a special designated secured, locked Ballot container. The incident must be immediately reported to the Department. In addition, the staffers will complete an Incident Report Form.

1. *Contact your supervisor who immediately contacts Voter Services*
2. *Place ballots in blue segregation bag*
3. *Complete an incident report form*

IMPORTANT INFORMATION REGARDING A PERSON TRYING TO DROP OFF MORE THAN ONE BALLOT:

As each voter approaches the Drop Box area, provide them with a “READ” Flyer

If a voter attempts to drop off more than one ballot, make them aware of the following:

According to Pennsylvania Law: A voter can only drop off THEIR OWN BALLOT and only ballots from Chester County are accepted at the ballot boxes.

- **ONLY EXCEPTION:** If a voter has a disability, the voter may have a designated agent deliver their ballot only if both parties have signed the Designated Agent Form. This written authorization form needs to be fully completed and secured to the ballot envelope before it is returned.

*****If a voter has two ballots: their own ballot and another ballot with the correct documentation (the form is called “AUTHORIZE A DESIGNATED AGENT TO HELP YOU OBTAIN AND/OR RETURN YOUR MAIL-IN OR ABSENTEE BALLOT) attached to the outer envelope, both ballots can be accepted*****

BELOW IS AN EXAMPLE OF WHAT THE FORM LOOKS LIKE AND HOW A VOTER CAN ATTACH IT TO THE OUTER ENVELOPE

AUTHORIZE A DESIGNATED AGENT TO HELP YOU OBTAIN AND/OR RETURN YOUR MAIL-IN OR ABSENTEE BALLOT

pennsylvania
DEPARTMENT OF STATE

Last name: Joe Voter
Middle name or initial: _____
Address Line 1: 601 Westtown Rd
Address Line 2: _____
County: Chester
City/Town: West Chester State: PA Zip Code: 19380

To be Completed by the Voter

I affirm that I am a voter with a disability as defined in the Americans with Disabilities Act. As such, I hereby authorize _____ (name of designated agent) to do any or all of the following on my behalf: submit a completed paper ballot application to my County Board of Elections, pick up a ballot for me to complete, and deliver or mail the completed ballot to my County Board of Elections. I affirm that I am an eligible voter in the above County and that my signature and name are as shown on this form.

If returning with voted ballot:
I affirm that I have not attempted and will not attempt to submit more than one ballot in this election and that my ballot box space will be reserved in accordance with the applicable provisions of the Pennsylvania Election Code.

I make this unknown statement with the knowledge that any false statement made herein is punishable under 18 Pa.C.S. § 4904 relating to unknown falsification to authorities.

Signature of Voter: _____ Date: 9/9/21

Print name: Mary Voter
Middle name or initial: _____
Address Line 1: 601 Westtown Rd
Address Line 2: _____
County: Chester
City/Town: West Chester State: PA Zip Code: 19380

To be Completed by the Designated Agent

I agree to serve as the designated agent for _____ (printed name of voter), who requires assistance because of a disability as defined under the Americans with Disabilities Act, and who authorized me to do any or all of the following on his or her behalf: submit a completed ballot application to the County Board of Elections, pick up a ballot for the above-named voter to complete, and deliver or mail the completed ballot to the Board of Elections after the ballot has been completed in accordance with the applicable provisions of the Pennsylvania Election Code. I certify that I have not attempted or marked the application, ballot, or return envelope in any manner. Furthermore, I certify that I am not acting as a designated agent during this election for any person who does not live in the same household as the above-named voter. I make this unknown statement with the knowledge that any false statement made herein is punishable under 18 Pa.C.S. § 4904 relating to unknown falsification to authorities.

Signature of Designated Agent: Mary Date: 9/9/21

DOG-10/2020

CHESTER COUNTY VOTER SERVICES

AUTHORIZE A DESIGNATED AGENT TO HELP YOU OBTAIN AND/OR RETURN YOUR MAIL-IN OR ABSENTEE BALLOT

pennsylvania
DEPARTMENT OF STATE

Last name: Joe Voter
Middle name or initial: _____
Address Line 1: 601 Westtown Rd
Address Line 2: _____
County: Chester
City/Town: West Chester State: PA Zip Code: 19380

To be Completed by the Voter

I affirm that I am a voter with a disability as defined in the Americans with Disabilities Act. As such, I hereby authorize _____ (name of designated agent) to do any or all of the following on my behalf: submit a completed paper ballot application to my County Board of Elections, pick up a ballot for me to complete, and deliver or mail the completed ballot to my County Board of Elections. I affirm that I am an eligible voter in the above County and that my signature and name are as shown on this form.

If returning with voted ballot:
I affirm that I have not attempted and will not attempt to submit more than one ballot in this election, and that my ballot box space will be reserved in accordance with the applicable provisions of the Pennsylvania Election Code.

I make this unknown statement with the knowledge that any false statement made herein is punishable under 18 Pa.C.S. § 4904 relating to unknown falsification to authorities.

Signature of Voter: _____ Date: 9/9/21

Closing Instructions

1. At designated close time, staffers should remove the key from the Lock Box in the Storage Container, insert the “Kiosk Closed” slab and turn the key to lock the Drop Box.
2. Both staffers should remain with the Drop Box until the Ranger arrives and empties all ballots from the Drop Box.
3. Once the ballots are removed from the Drop Box, staffers can return the Drop Box, chairs, yard signs, and any other materials to the POD.
4. Lock the POD and clear the code.
5. Text the Monarch Supervisor prior to departing (“Mark Smith- park rangers here- Avon Grove- 6:45PM”).

Election Day/Night Instructions (November 8th, 2022)

- Drop Boxes are open until 8pm on Election Night.
- No ballot may be accepted after 8pm, **BY LAW**
 - If someone is **in line** at 8pm, their ballot must be accepted
- A few instructions for after the ballots are picked up:
 - Put all remaining supplies to include weather pods and chairs back into the POD and lock it
 - Put the key inside the key holder after locking the box
 - Place locked Drop Box and key-holder back inside POD
 - It is important to lock the POD

FAQS: (FROM VOTE.PA.GOV)

- Why are there two envelopes with my mail-in ballot?
 - The smaller secrecy envelope is intended to protect the anonymity of your vote. After you fill out your ballot, you must place it in the secrecy envelope and seal it.
 - Do not make any marks on this envelope. If you fail to place and seal your ballot in this envelope or if you make marks on this envelope, your ballot will not be counted.
 - The second, larger envelope is the mailing and declaration envelope. You must use it, even if you are dropping your ballot off at a Drop Box. Place your secrecy envelope (with your ballot inside) into the mailing and declaration envelope. You must seal it and sign and date the declaration before you can return your ballot.
 - Both envelopes must be used in order for your vote to count.

**Please direct all other questions or concerns to the
Voter Services Office 610-344-6410 or visit the website at**

www.chesco.org/election

Chester County Voter Services

*Thanks you for your help
during this election cycle!*