



Vote-By-Mail Drop Box Policy

Prepared by:

Tehama County Clerk & Recorder / Registrar of Voters

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<https://www.co.tehama.ca.us/government/departments/elections/>

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Drop Box Overview

Tehama County Elections has six drop box locations for the November 8, 2022 Consolidated General Election. By law drop boxes must be open for voters beginning 29 days before the election. They will remain open until the polls close on election day at 8pm.

One of the drop box locations in the county are outside and accessible to the public 24 hours a day and 7 days a week.

The drop box location is as follows:

Corner of Pine and Madison Street – Red Bluff, CA 96080

The other five boxes are located inside various businesses throughout the County. These boxes will only be available to the public during normal store hours.

Tehama County Elections staff will visit these businesses on or before the morning of October 10th and set up the drop boxes at previously decided locations. This guide has photos of the drop box locations at each location.

Tehama County Elections staff will be responsible for setting up and packing up the boxes, retrieving the ballots from them, and performing maintenance checks. Please reach out to our office if the box is tampered with, overflowing with ballots or if someone has tried to take the box or ballots. Thank you.

The drop box locations are as follows:

Historic Courthouse Lobby – 633 Washington Street, Red Bluff, CA 96080

Food Maxx – 94 Belle Mill Rd., Red Bluff, CA 96080

Nu-Way Market – 8049 Hwy 99E, Los Molinos, CA 96055

Corning City Hall, - 794 3rd Street, Corning, CA 96021

Tehama County Library – 545 Diamond Avenue, Red Bluff, CA 96080

Ballot Pick Up Schedule

Starting E-29 Route A and B will be run as listed below. Dates and times may differ depending on turnout.

Time frame for pick up	Route A	Route B
Not available online		24 Hour Box on Pine & Madison – Red Bluff
Not available online	Food Maxx – Red Bluff	
Not available online	Nu-Way Market – Los Molinos	
Not available online	Corning City Hall - Corning	
Not available online	Tehama County Library Red Bluff	
Not available online		24 Hour Box on Pine & Madison – Red Bluff
Not available online		Historic Courthouse Lobby – Red Bluff

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	A - B E-29		B	A	B	
	A - B	B	B	A- B	B	
	A - B E-15	B	A- B	B	A- B	B
	A - B	B	A - B	B	A-B	B
	A- B	A- B E-Day				

Chain of Custody Procedures for Drop off Boxes

The ballot retrieval logs will be printed on 2-part NCR paper

- Two designated ballot retrievers or Election employees will retrieve from the Drop off Boxes. Each retriever shall wear a badge that identifies them as a ballot retriever. They will take the County Oath prior to retrieving ballots for the Election cycle
- Only designated ballot retrievers or Election employees may transport the retrieved ballots
- The designated retrievers will note on the Ballot Retrieval Log the Drop Off Box number, location, date and time of arrival
- They shall confirm the seal numbers on the outside of the drop box match the security seal log located inside the drop box and write the new seal numbers on the security seal log before placing the log back inside the drop box
- The designated ballot retrievers shall retrieve the ballots from the secure ballot container that is placed inside the drop box and shall place an empty secure ballot container inside the drop box prior to departure.
- The designated ballot retrievers will apply a green tail seal to the secure ballot container for transport back to the office and log the seal number on the Ballot Retrieval Log
- The designated ballot retrievers will note the time of departure the Ballot Retrieval Log
- Both ballot retrievers will sign the Ballot Retrieval Log and note the arrival time in the office.
- A separate Election employee will confirm date and time of receipt, inspect for tampering and sign the log
- An election employee will write down the number of ballots received at the Drop Box.
- One part of the Ballot Retrieval Log will be placed with the unscanned ballots until time of scanning and processing
- The other part of the Ballot Retrieval Log will be stored with other logs in the vault until certification and then stored with the election for the prescribed amount of time
- The drop boxes will be removed from their locations or locked at 8pm Election night after the polls close *(unless there are voters in line at 8 pm or a court order has been issued extending the time for the closing of the polls.)*

SAMPLE BALLOT RETRIEVAL LOG

Ballot Box # _____

BALLOT DROP BOX - CORNER MADISON & PINE BALLOT RETRIEVAL LOG SHEET

Date of Pick up: _____ Arrival Time: _____

Once you remove the ballots from the drop box, verify the blue lock seal numbers on the security seal log located in the drop box, write down the two new blue lock seal numbers on the Security Seal Log, Seal the Drop Box; record the seal number for Black secure transport bag on this log. Put this log sheet into the side pocket of the secure transport bag and transport to Elections Office.

Bag Seal #: _____ Departure Time: _____

Arrival Time at Elections Office: _____

I hereby certify that I have retrieved the ballots from the Ballot Drop Box at the date & time shown above.

Signature of Ballot Retriever

Printed Name of Ballot Retriever

Signature of Ballot Retriever

Printed Name of Ballot Retriever

Date and Time of Receipt: _____

Signature of Elections Official

of Ballots Picked up: _____

Contact

Please reach out to our office if the box is tampered with, overflowing with ballots or if someone has tried to take the box, ballots or table. Thank you.

Monday-Friday 8:00am to 5:00pm

Jennifer Vise: 530- 527-8190

Emily King: 530- 527-8190

After 5pm or weekends

Jennifer Vise: 530- 526-0994

Emily King: 530- 949-1765

Nu-way Market



Food Maxx



Corning City Hall



Courthouse Lobby



Tehama County Library

Picture is Pending

Corner of Pine & Madison Streets, Red Bluff

