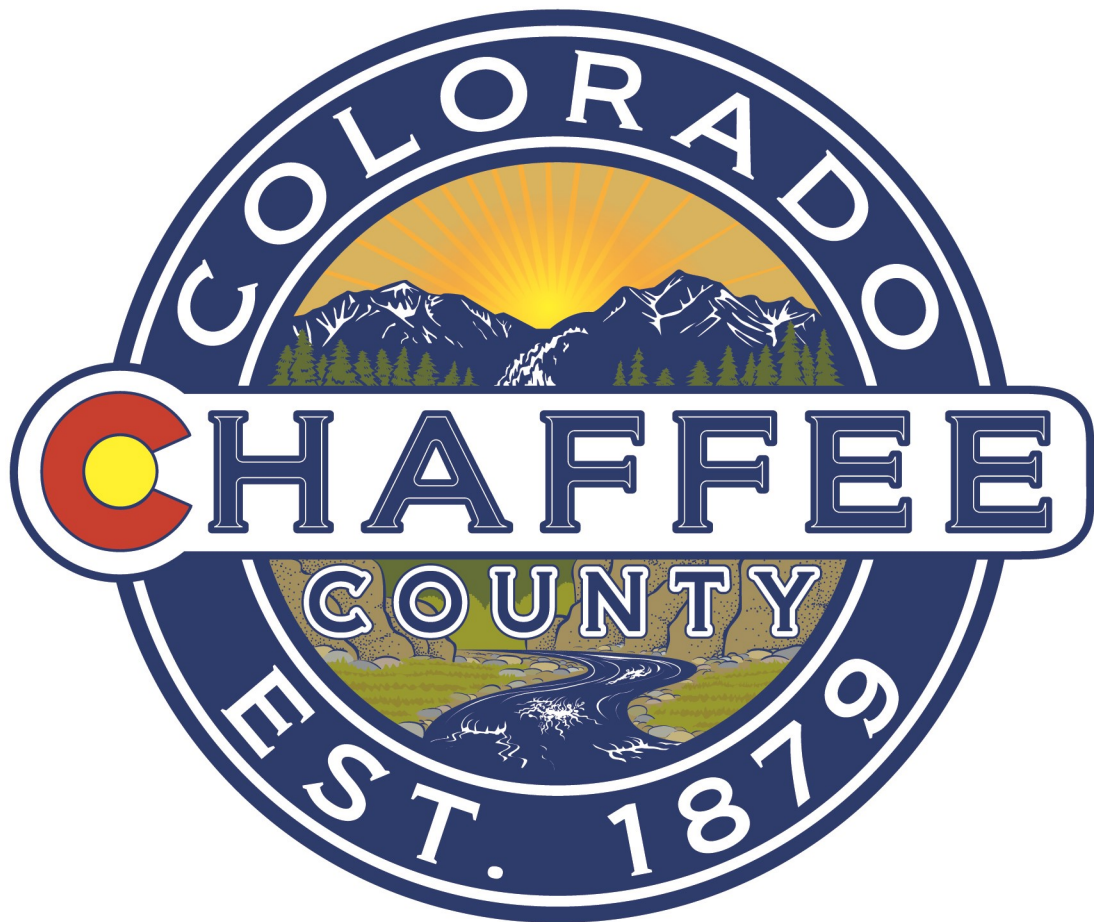


Watcher Guidelines
2022 General Election
November 8, 2022



Introduction

Election Watchers and observers are an essential part of the election process. This guide is to give election watchers a brief overview of your rights, roles, and responsibilities under Colorado law and Secretary of State rule as well as a description of the elections activities a watcher may observe in a vote center or in the ballot processing room.

The guide contains descriptions of the ballot processing activities so that you can review and understand what you are observing.

For the General Election, your signed and qualified Certificate of Appointment **MUST** be completed by:

- UAF or Write in Candidates
- Political Party Chairperson
- Issue committee Registered Agent

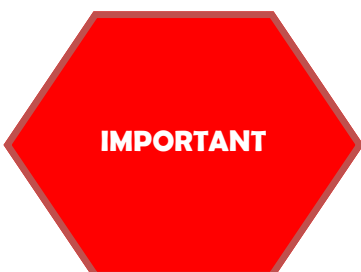
Required Credentials:

- Certificate of Appointment
- Proof of Completion of approved Watcher Class
- Proof of Eligible Voter Status
- Drop box watchers **MUST** provide an exact copy of Badge that will be worn while watching

These items must be delivered to the Chaffee County Clerk and Recorder's office by the deadlines listed below. No exceptions will be made.

***** Deadline to submit all credentials for pre-election activities is October 21st, 2022.**

***** Deadline to submit all credentials for election day is November 4th, 2022.**



If you miss the deadline submission you WILL NOT be permitted to be a Watcher.

There may only be one Watcher present at each location, at one time. You must work out a schedule amongst yourselves. There will be a sign in sheet at each location, which will include date and time. We recommend working it out on an hourly basis, so that it is fair.

It is the prerogative of the County Clerk to remove a Watcher upon finding that watcher has committed or encouraged fraud in connection with their duties, violated any of the limitations outlined in this guide, violated their oath or was abusive or threatening toward election officials, judges or voters.

FAQ

Can I just show up and be a watcher?

No. You must be formally appointed, your qualifications verified by the county clerk, and secure a Certificate of Appointment, & Oath of Watchers

What Do I Do First?

1. Check in with the designated Watcher contact, present credentials, and sign the Watcher log. You will be given a Watcher badge which you will be required to wear while watching.
2. A Watcher may be certified to observe more than one location and must present a **Certificate of Appointment** at each location listed on the certificate. If you leave and return, it is not necessary to present another certificate. A certificate is not transferable to another person.
3. Watchers may not use phones, computers, or other electronic devices while observing any election location (VSPC, Ballot Processing Room, Tabulation/Adjudication, Ballot Check in Room, or Ballot Drop Box). You may step outside to use any devices.
4. Public Restrooms are accessed on the first floor of the courthouse, or in the vote centers, as applicable.

What is my job as a watcher?

A watcher may do exactly as the name implies- observe and watch the election activities. In accordance with SOS Rule 8 you may witness and verify the following election activities. You may witness & verify that the election activities took place.

These activities occur at different times as the election progresses. That schedule will be distributed to the election appointing authorities in advance, after watcher names have been submitted to the County Clerk and qualifications verified. Activities such as ballot receipt and processing will be scheduled as the ballot return volume requires.

- | | |
|---|---|
| 1. Set up and breakdown of Voter Service and Polling Center (VSPC) | 7. The logic and accuracy test and post-election audit |
| 2. Voter check-in and registration activities | 8. Provisional ballot processing |
| 3. Ballot receipt and processing, including ballot drop off at a drop box | 9. UOCAVA ballot processing |
| 4. Signature verification of mail ballot envelopes | 10. Canvass |
| 5. Ballot duplication | 11. Recount |
| 6. Ballot tabulation | 12. Ballot printing and mailing preparation that occurs at the County Clerks Office |

Vote centers are open on a predetermined schedule. That information can be found at www.govotecolorado.gov or in your ballot instructions.

You can find the following information in Election Rule 8 CCR 1505-1.

What am I PROHIBITED from doing as a watcher?

In addition to the affirmation requirements on voter confidentiality and results, watchers are strictly prohibited from doing the following:

1. Interrupting the processing, verification, and counting of any ballots or any other stage of the election including lodging repeated challenges of voters or mail ballot on bases that are not authorized by statute or rules after being advised that such bases are not authorized.
2. Writing down any ballot numbers or any other personally identifying information about the electors.
3. Touching or handling the official signature cards, ballots, mail ballot envelopes, provisional ballot envelopes, voting or counting machines, or machine components.
4. Interfering with the orderly conduct of any election process, including issuance of ballots, receiving of ballots and voting or counting of ballots, which includes voters dropping of ballots at a drop box.
5. Communication with election judges about that judge's duties while that election judge is currently on duty, unless the judge is the designated watcher contact.
6. Using a mobile phone or other electronic device to make or receive an audio or video communication in any polling location or other place election activities are conducted, including while observing a ballot drop box.
7. Using any electronic device to take or record pictures, video or audio in any polling location or other place election activities are conducted, including while observing a ballot drop box.
8. Having in their open and visible possession any mobile phone or other electronic device while watching election activities where voters' confidential or personally identifiable information is within view.
9. Attempting to determine how any elector voted.
10. Disclosing or recording any confidential voter information as defined in section 24-72-204(8), C.R.S., that he or she may observe.
11. Disclosing any results before the polls have closed.
12. Attempting to intimidate or interfere with an election judge or other election officials during the discharge of that judge or official's duties.
13. Attempting to dissuade a voter from returning a ballot or multiple ballots to a drop box.
14. Refusing or failing to wear an approved badge to identify themselves as a watcher while observing a ballot drop box as a required by Rule 8.15.

*** New and updated laws will be listed on the following pages.

What happens if a Watcher breaks the law or the rules?

The county clerk or their designee **MUST** remove you as a watcher if:

1. You violate your oath.
2. You violate any of the rules or prohibitions.
3. You are abusive or threatening towards election officials or voters.
4. You commit or encourage fraud in connection with your duties.

The county clerk must contact and inform the appointing authority who appointed the watcher. The appointing authority may replace the removed watcher with an alternate.

Violations of state or federal law will be reported to the appropriate authorities.

New Laws that will be enforced:

As of March 30, 2022 – Open Carry around election spaces

The Vote Without Fear Act (HB22-1086) – passed in the 2022 legislative session – prohibits a person from openly carrying a firearm within any polling location or central count facility, or within 100 feet of a ballot drop box or any building in which a polling location or central county facility is located, while an election or any related ongoing election administration activity is in progress.

****Exceptions include uniformed security guards and for a person who owns private property within the 100-foot buffer zone****

Unlawful Carrying of a Firearm at a Polling Location or Drop Box – C.R.S. § 1-13-724

“It is unlawful for any person to openly carry a firearm, as defined in section 18-1-901 (3)(h), within any polling location, or within one hundred feet of a drop box or any building in which a polling location is located, as publicly posted by the designated election official, on the day of any election or during the time when voting is permitted for any election. The designated election official responsible for any central count facility, polling location, or drop box involved in that election cycle shall visibly place a sign notifying persons of the one-hundred foot no open carry zone for firearms required pursuant to this section. (b) It is unlawful for any person to openly carry a firearm, as defined in section 18-1-901 (3)(h), within a central count facility, or within one hundred feet of any building in which a central count facility is located, during any ongoing election administration activity related to an active election conducted by the designated election official, as publicly posted by the designated election official. Any person who violates this section is guilty of a misdemeanor . . .”

Voter Intimidation – C.R.S. § 1-13-713

“It is unlawful for any person directly or indirectly, by himself or by any other person in his behalf, to impede, prevent, or otherwise interfere with the free exercise of the elective franchise of any elector or to compel, induce, or prevail upon any elector either to give or refrain from giving his vote at any election provided by law or to give or refrain from giving his vote for any particular person or measure at any such election. Each such offense is a misdemeanor . . .”

Actions that could constitute intimidation and/or interference include:

1. Blocking or impeding a voter's entrance to a Vote Center
2. Questioning voters about their citizenship or qualifications to vote as they enter a Voter Center
3. Asking voters for IDs or documentation as they enter a Vote Center
4. Disseminating false or misleading information
5. Confronting voters
6. Brandishing weapons
7. Violence or threatening violence
8. Shouting or using threatening, offensive, or abusive language or behavior

Interference with Election Official – C.R.S. § 1-13-701

“Any person who, at any election provided by law, interferes in any manner with any election official in the discharge of his duty or who induces any election official to violate or refuse to comply with his duty or any law regulating the same is guilty of a misdemeanor”

Watchers will be removed for the following:

1. Electioneering
2. Violating any of the rules and procedures listed in this guide
3. Violating their oath or acting in an abusive or threatening manner toward election officials or voters

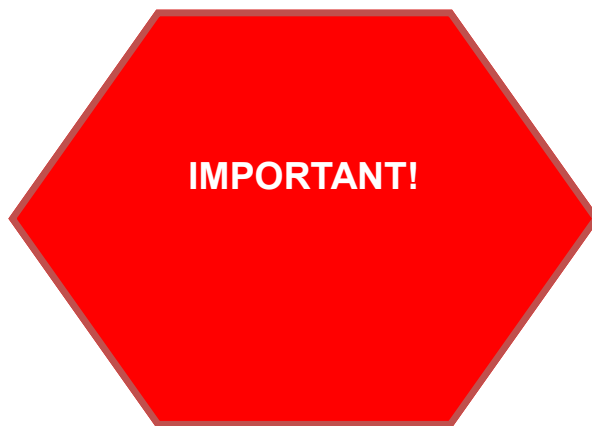
*****Refusal to leave when asked will result in the assistance of law enforcement. Our local deputies are busy, please don't make us call them.**

Observation of Ballot Processing

There are several operations that take place while a ballot is received and processed. Please review the helpful description for each processing area prior to asking additional questions of your designated watcher contact.

Each election station is easily identifiable for your observing convenience:

1. Mail Ballot Receiving is located downstairs at the Chaffee County Courthouse
2. Mail Ballot Processing (Poker Table) Chaffee County Courthouse
3. Signature Verification/ Duplication Chaffee County Courthouse
4. Tabulation and Adjudication is located at the Chaffee County Fairgrounds
5. Ballot Drop Box:
 1. Chaffee County Courthouse
 2. Salida Scout Hut
 3. Chaffee County Fairgrounds
 4. Buena Vista Community Center
 5. Buena Vista Annex Building



If a watcher has a concern about an activity they directly observe, the watcher may only alert the “designated watcher contact”.

Mail Ballot Receiving

A Bipartisan team of judges unlock the 24/7 drop box, that is under video surveillance, empty the content into a secure transfer case, seal the transfer case, complete the transfer log and lastly lock the ballot drop box. All mail ballots are transported to the Clerks office and seals verified upon the Bipartisan team of judges return. The ballots are processed through a ballot sorting machine (Agilis Duo) that does the following:

1. Takes an image of the entire sides for the voter file and clips and isolates the voter signature for comparison in the signature verification process.
2. Time and date- stamps the envelope
3. Batches the envelopes into quantities of 50

Ballots are then assigned a batch number and a batch control sheet is printed to account and reconcile all processes.

After receiving the batches, trays of sealed ballots are labeled and then securely taken to the Ballot Processing Room/Poker Table.

Signature Verification & Duplication

Two (2) signature verification computers are staffed by bipartisan judges specifically trained in signature verification in advance. This training is based on practices developed by signature verification/security experts in the field.

Tier 1 Signature Verification

- Election judges verify signatures on EVERY ballot envelope to the voter's most recent signature on file in the SCORE database
- Judges accept or challenge the signature. Challenged signatures escalate to Tier 2 for review.

Tier 2 Signature Verification

- A bipartisan team of judges review all challenged signatures and decide the final dispensation.
- A Voter's signature can only be rejected by TWO bipartisan judges. This process is completed at the administrative computer and accesses SCORE for additional voter information on file for comparison.
- If both judges agree there is not a matching signature, or a signature is missing, a letter is sent to the voter. The voter has until eight (8) days after Election day to cure their signature with an affidavit and a copy of their Identification.

Duplication

Periodically it is necessary for a ballot to be duplicated or reproduced onto a ballot of the appropriate style. Some reasons for duplicating a ballot may be:

1. Ballots may be damaged and cannot be read properly
2. Transmitted ballots for military overseas voters need to be duplicated onto a scannable ballot
3. A voter may have marked a ballot incorrectly (i.e. over vote) but communicated their wishes on the ballot through voter intent

Bipartisan teams perform the duplication and log the process.

All Election related materials including unopened rejected ballots are held until the cure period expires.

Accepted Ballots

Poker Table

Ballot Opening

The Poker Table is at the Chaffee County Courthouse and is arranged for a group of Bipartisan judges to securely remove ballots from envelopes while keeping the voter anonymity. In addition, the judges will inspect the ballots and outstack ballots that may be/contain:

1. Damaged
2. Ambiguous or identifying marks
3. Envelopes with more than one ballot
4. Envelopes with no ballots

The judges complete a ballot control sheet form to document all activity and strictly account and reconcile for the number of ballots in the batch.

The ballots, removed and separated from the envelopes and any identifying information, are batched and stored for the next step in the process.

Tabulation & Adjudication

Tabulation

After the ballots have gone through the poker table they are sealed and securely transported to Tabulation and Adjudication. Scanning and tabulation are administered on a computer on a stand alone system that is air-gapped and not connected to the internet. There is a scanner that scans the accepted batches and takes a digital image of all the ballots for tabulation. The batches are recorded on a ballot manifest for reconciliation and reconciled with the batch accounting form.



The Results are not collated until election Night after close of polls at 7 p.m.

Adjudication

Periodically, you will observe a bipartisan team of judges adjudicating on a portrait (vertical) screen any ballots that need resolution for voter intent. Colorado law gives the voter every opportunity to have their votes accurately counted. Some examples of ballots that are adjudicated:

1. A race is overvoted: if a voter votes for more than one candidate or make more than one selection in a contest that only permits one vote
2. Completely blank ballot: verification that it is blank. A voter may not choose to select any votes but wish to receive credit for voting.
3. Review and confirmation all write ins are certified candidates
4. Ambiguously marked ballots

Waiting for RLA (Risk Limiting Audit)

Once the process is complete, the ballots are securely transported from the fairgrounds back to the Courthouse and stored to await the public risk limiting audit of the election prior to certification. After certification and the conclusion of any recount, if applicable. The ballots are securely stored and retained for twenty-five (25) months.

Observation at Vote Centers & Drop Boxes

The same rules and procedures apply to watchers in vote centers and drop boxes as in the ballot counting facility. In addition:

1. A watcher may have reasonable proximity to election activities. A watcher **MUST** remain outside immediate voting area while an elector is voting. A SIX(6) foot limit applies to voting centers, drop boxes and voters.
2. Watchers may not use phones, computers, or other electronic devices in the polling location. They must step outside to use any devices
3. A drop box watcher will be required to provide and wear a badge to identify themselves as a watcher. If you have any questions and it does not interfere or disrupt the process, please ask your designated watcher contact in the location and they will assist you.

Failure to comply with these Rules and procedures will result it automatic removal.

Thank you for being part of the 2022 General Election

***Disclaimer:** The County Clerk may make adjustments due to inside or outside safety concerns and threats.

