CARLY KOPPES
WELD COUNTY CLERK & RECORDER
1250 H ST
P.O. BOX 459
GREELEY, COLORADO 80632
WEBSITE: www.weldvotes.com
PHONE: (970) 304-6525

Weld County Elections Core Services:

1. Voter Registration
2. Voter Education and Outreach
3. Precincting and Boundaries
4. Conducting Elections - *the following signs regarding Conducting Elections are posted throughout the Weld County Elections office to explain each ballot processing area:*

- **Ballot Receiving**
  - Teams of election judges representing different political affiliations round up all ballots from the County's mail, dropbox, and polling center locations and securely transport them to the Weld County Elections office in locked and logged ballot transport bags. Ballot packets (a voted ballot enclosed in its official return envelope) are removed from the secure bags in the access-controlled receiving area by election judges of different political affiliations who once again verify the chain of custody log and prepare the ballot packets for sorting.

- **Envelope Sorting**
  - Batches of envelopes containing ballots are run through the Ballot Scanning and Sorting System which:
    - Verifies that each envelope contains only one ballot
    - Verifies that the voter identified on the envelope has only returned one ballot
    - Verifies that the envelope is for the current election and is from Weld County
    - Separates ballots that require voter identification
    - Takes a picture of the voter signature from the outer envelope of the ballot packet
  - This state-of-the-art sorting machine can process up to 18,000 ballot packets per hour

• **Signature Verification**
  - The Ballot Scanning and Sorting System takes a picture of the voter signature from the outer envelope of the ballot packet and compares it with the signature on file with the Colorado Secretary of State. The image is analyzed using Automatic Signature Recognition (ASR) computer software that examines 32 different points and is calibrated to verify around 50% of the signatures on returned ballot packets. The image of any signature not verified by ASR is sent to a computer station to be analyzed by election judges before the ballot can be processed. Signature verification training for election judges is provided by the Secretary of State online along with training developed by a law enforcement handwriting analysis export and is facilitated by Weld County Elections staff members.

• **Ballot Removal**
  - Ballots are removed from envelopes by teams of election judges representing different political affiliations. Judges separate each ballot from its envelope. This process ensures that the voted ballot remains confidential and cannot be associated with the voter signature on the envelope. Once all ballots have been removed from the envelopes the judges unfold, smooths, stack, shuffle, and counts the ballots to prepare them to be scanned. The separated ballot return envelopes are sealed and stored in a secure room for a period of 25 months as required by statute.

All mail ballot processing areas are under 24-hour video surveillance.

- **Ballot Scanning**
  - Ballots are processed in a secure room and scanned into a server that resides on a closed computer network that is not internet accessible. The encrypted ballot information is stored until the polls close at 7 p.m. on Election Day. After ballots have been scanned, they are sealed and stored in a secure room for a period of 25 months as required by statute.
- **Ballot Duplication**
  - UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) ballots that are returned electronically, provisional ballots that are accepted, emergency ballots, ADA ballots, statewide ballots, and damaged ballots are duplicated by a team of election judges to create a paper ballot that is acceptable for scanning. One judge reads the voted ballot information and one judge enters the information. All information is cross-checked by the second team of judges before the duplicated ballot is printed, scanned, and then verified by a second team of election judges.
- **Ballot Evaluation**
  - Ballot packets that require an evaluation are reviewed by teams of election judges representing different political affiliations who have received advanced training. These are ballot packets that have: missing envelope signatures, signatures that were rejected by the signature verification teams, any other type of signature discrepancy, are from voters who are required to provide ID with their ballot but did not, or are a provisional ballot. Election judges reference voter history information in SCORE (Colorado's Statewide Voter Registration System) to evaluate these ballots.
- **Ballot Resolution**
  - If a ballot is damaged, has stray marks, corrections, or indicates a write-in candidate, a bipartisan team of Election Judges uses high-resolution ballot imaging software and the Voter Intent Guide produced by the Office of the Secretary of State to resolve the ballot.
- **Ballot Tabulation**
  - After the polls close at 7 p.m. on Election Day, the tabulation of scanned ballots is initiated. The first rounds of unofficial results that are reported include all ballots returned and processed during early voting. Counties must report complete results to the Secretary of State no later than the 9th day after the election. The final certification of votes cast is due to the Secretary of State no later than the 22nd day after the election.
- **Observation**
  - An Election Watcher is an eligible voter who has been appointed by an authorized appointing entity to witness and verify the conduct of an election. Candidates, political parties, and issue committees are eligible to appoint Election Watchers depending on the type of election. To be an Election Watcher, you must: be an eligible voter in Colorado; be selected by an authorized appointing entity; and not be a candidate on the ballot nor an immediate family member by blood, marriage, or civil union to the second degree if watching for the candidate. Election Watchers do not need to be a resident of a county to watch in a particular county.

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