



Vote-By-Mail Drop Box Policy

Prepared by:

Tehama County Clerk & Recorder / Registrar of Voters

633 Washington Street

Red Bluff, CA 96080

530-527-8190

<https://www.tehama.gov/government/departments/elections/>

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Drop Box Overview

Tehama County Elections has five drop box locations for the November, 2024 Presidential Primary 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:

Tehama County Administration parking lot – 727 Oak 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 business hours.

Tehama County Elections staff will visit these businesses on the morning of October 7, 2024 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 Highway 99E, Los Molinos, CA 96055

SavMor Foods, - 590 Solano Street, Coning, CA 96021

Tehama County Library – 545 Diamond Ave., 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
8:00am-9:00am	Food Maxx – Red Bluff	
8:30am-9:30am	Nu-Way Market – Los Molinos	
9:00am-10:00am	SavMor Foods - Corning	
9:30am-10:30am	Tehama County Library – Red Bluff	
10:00am – 11:00am	24 Hour Box Tehama County Administration Parking Lot – Red Bluff	
4:00pm – 5:00pm		24 Hour Box Tehama County Administration Parking Lot – Red Bluff
4:00pm – 5:00pm		Historic Courthouse Lobby – Red Bluff

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	A 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

Drop Box Ballot Collection Instructions:

1. Teams of two – designated ballot retrievers will be assigned to each route to retrieve ballots from the Tehama County drop boxes.
 - a. Each ballot retriever will always wear an identification badge.
 - b. Each designated ballot retriever must take the following oath prior to retrieving ballots:

“I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”
2. Before leaving the Elections Office for ballot collection, the ballot retrieval teams shall be wearing their name badge, and have confirmed they have all necessary supplies (quantity of drop boxes/transport bags; green security seals, tamper-evident seals, and chain of custody forms, etc.).
3. Upon the team’s arrival at each drop box location the team should prepare the paperwork; write the **Drop Box ID #, Location, Date, Arrival Time**, on the new Chain of Custody (COC) card replacement. Take one green seal out of the supply bag to seal the ballot bag after retrieval of the ballots from the box and one tamper-evident seal for the door.
4. When safe, exit the vehicle, lock it, and begin the chain of custody.

First in the COC for metal boxes:

 - a. Inspect the tamper-evident seal placed at the bottom left side of the door to make sure it hasn’t been “VOIDED” then pull it off. Write the seal number on the **Door Seal #** field & **affix** it to the back of the COC slip.
 - b. There are three locks, two combination locks one at the top and one at the bottom of the left side of the door, and a padlock in the middle, unlock the door. Then complete the following information:
 - c. Empty the ballots from the bag into the ballot transport bag(s)
 - d. Use the green seal to seal the transport bag(s) & write/verify the green seal number on the COC slip (both ballot retrievers shall verify the seal number)
 - e. Write the new Tamper-evident seal # on the **New Door Seal #** field on COC slip
 - f. Shut/dual lock the drop box – place that new **Tamper-evident seal** on the bottom of the drop box/door
 - g. Place the COC slip into the clear pouch of the ballot bag
 - h. Double check the area and supplies to make sure keys, and other election materials are gathered before returning to the vehicle.
 - i. Departure time **DB P/U Depart. Time** (when exiting the premises)

Upon arriving at the Election Office, complete the following information on the *Chain of Custody Form*.

- a. **Office Arrival Time**
 - b. **Check in with the Elections Office staff overseeing the program**
5. Once the elections official has verified the seal(s) and written the seal numbers on the COC, the official will remove the seals and sign the COC. The ballots will be counted in each ballot bag and the following information will be completed on the corresponding *COC form*:
- a. Total # **Tehama County Ballots**
 - b. Total # **Other County Ballots**

Election Official Procedure:

1. An election official will, upon receipt of the ballot transport bags, verify the seal(s) to ensure that all numbers match and that no tampering has occurred. Then write the seal numbers on the COC; **Confirmed Bag Seal #** fields. The election official will then refer to the COC from the day before and confirm that the **Tamper-evident Seal #** matches the number that is in the **Confirmed Door Seal #** field on the COC slip.
2. The election official will then sign the *COC* and include the date and time of the acceptance. The COC will be placed back with the ballot bag.
3. When the ballot transport bag is unsealed by an election official, the ballots from each location will be counted and placed in trays with the return location name and number clearly labeled at the front of each tray. They will work on only one drop box location at a time and write the number of Tehama County ballots and number of ballots from other counties on the *COC* on their corresponding lines.
4. Ballots removed from drop bags will then be placed in secured storage until they move forward in the vote-by-mail ballot processing procedure.

SAMPLE BALLOT RETRIEVAL LOG

Drop Box ID #		Door Seal #	N/A
Location		Bag Seal #	N/A
Date		DB P/U Date	N/A
Arrival Time		DB P/U Arrival Time	N/A
Door Seal #		Ballot Retriever Sig. 1	N/A
Bag Seal #		Ballot Retriever Sig. 2	N/A
New Door Seal #			
Ballot Retriever Sig. 1			
Ballot Retriever Sig. 2		DB P/U Depart. Time	

Office Arrival Time	
Confirmed Door Seal #	
Confirmed Bag Seal #	
Election Official Sig.	
Date & Time	
# Tehama County Ballots	
# of Other County Ballots	

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

Sean Houghtby (530) 527-8190

Jennifer Vise (530) 527-8190

After 5pm or weekends

Sean Houghtby (530) 227-0277

Jennifer Vise (530) 526-0994

Nu-way Market



Food Maxx



Photo Coming Soon!



Tehama County Library

Photo Coming Soon!

Tehama County Administration Parking Lot, Red Bluff

Photo Coming Soon!