



# OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

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**Ross Mirkarimi**  
SHERIFF

May 15, 2014  
CDFOD 14-012

TO: Rich Matthews  
President, Elections Commission

FR: Chief Deputy Al Waters  
Commander, Field Operations Division

RE: Summary of June 3, 2014 Elections Operation Order

## **I. SITUATION**

In the November 2001 Election, the citizens of San Francisco passed Proposition E, an elections reform measure, that went into effect January 1, 2002. This was ammended effective January 1, 2003 and became San Francisco City Charter Section 13.104.5. Among other things, the charter ammendment provides that, "The Sheriff shall be responsible for transporting all voted ballots and all other documents or devices used to record votes from the polls to the central counting location and approving a security plan for the ballots until the certification of election results."

## **II. MISSION**

Our primary mission is to provide security to the election process by:

- Collecting voted and unvoted ballots from each polling place and delivering them safely and securely to Pier 48 Shed B for initial processing.
- Coordinating the collection of Insight Memory Packs and Edge Result Cartridges from each polling place and ensuring they are downloaded at the upload site. Additionally, ensuring they are then transported to the City Hall elections computer room for safe storage.

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Our secondary mission has been and will continue to be:

- Ensuring that a deputy routinely patrols all areas where “live” or voted ballots are being processed, stored, or transported until such time the election is certified by the Secretary of State.
- Providing security for the transport and maintenance of voted ballots to secondary locations for continued processing and canvassing until certification.

### III. EXECUTION

In order to execute our mission, the event will be operated using the Incident Command System. Election Day Posts have been created as follows:

1. **Ballot Collectors** - Deputy Sheriffs will be responsible for picking up all “live” ballots and unvoted ballots at each of the 576 polling locations throughout the city. These deputies will collect and transport all ballots to a central location for processing at the time the polling locations close.
2. **Sheriff’s Command Post** - The Command Post will provide communication support for the Sheriff’s Department event related activities by monitoring, dispatching, relaying, and documenting communication over five radio channels. They will keep track of all ballot collection activities via the supervisor stationed at the Processing Center as Ballot Collectors return to that location. Identification of potential problems and the ability to address those problems immediately is a key factor for successful completion of duties. In addition, they will collect and compile all documents associated with the event, including the event payroll documents, After Action Reports, Custody Transfer Forms, and Individual Activity sheets.
3. **Department of Elections Command Post** - Two sworn supervisor will assist with event related activities by monitoring, dispatching, and relaying information between the Department of Elections and the San Francisco Sheriff’s Department.
4. **City Hall Security** - Deputies are in place two weeks prior to the election and on Election Day to handle the increased election activities and increased crowd management due to anticipated voter turn out. Additional deputies are available to patrol and respond in areas where voted ballots are stored, processed or transported, as well as allowing only authorized individuals entrance into restricted areas.

5. **Upload Site Coordination and Memory Pack Collection** - The Sheriff's Department will provide security and overall coordination of the Insight Memory Pack and Edge Result Cartridge retrieval from 576 polling locations and their delivery to the designated Upload site. We will supervise approximately 108 MTA employees and 14 deputies (who are working in teams of two).
6. **Staging, Check-in and Support** - Over 130 Deputies and over 60 DOE employees will report to this area where they will park their personal vehicles. After checking in with a supervisor, the deputies receive instructions and attend a briefing specific to their assignment. Ballot Collectors and Memory Pack collectors will be provided with training in closing the polls and other related tasks at the beginning of their tour.
7. **Processing Center** - Deputies provide site security for voted and unvoted ballots. From the time the polls close, staff are present during the delivery and sorting process of voted ballots from each polling place. Staff will remain at Pier 48-Shed B until the election has been certified by the Secretary of State (20 days after election day or sooner, 6/23/14 ). A Sheriff's supervisor will be assigned to keep track of each Ballot Collector as they arrive at Pier 48-Shed B with ballots from their assigned route. That supervisor will ensure that information is relayed to the SFSD Command Post as soon as possible. The DOC will keep overall track of the progress of each of the Ballot Collectors.

#### **IV. STAFFING**

In preparation for the deployment of 168 Deputized staff for this event, days off were cancelled per EWW for the Day and Swing Watches on Tuesday, June 3, 2014 as well as the Midnight Watch on Wednesday, June 4, 2014. In addition, the majority of non-fixed post staff were detailed. All staff detailed to this event were sent individual letters containing their assignments and reporting instructions.

#### **VI. PAYROLL**

Overall payroll responsibilities belong to the Department Operations Center, however, designated supervisors at each reporting site are responsible for checking staff in and out using the supplied payroll documents. These documents will be collected after the event and entered into an automated record for delivery to the Event Commander and the Department Payroll Section. Staff are either detailed or provided overtime. Compensatory Time is not available for this event.

## VII. COMMAND, CONTROL AND COMMUNICATION

Event Commander:	Chief A. Waters	1Y402	Cell: (415) 850-5429
Asst. Event Commander	Captain E. James	1Y300	Cell: (415) 850-5423
OIC 1500-conclusion:	Lt. J. Shannon	1Y208	Cell: (415) 654-8648

c: Sheriff R. Mirkarimi  
J. Arntz, Director DOE  
Undersheriff F. Rocha  
Assistant Sheriff P. Miyamoto  
Captain K. Ferrigno  
Captain E. James  
Lieutenant J. Shannon  
B. Mawhorter, CFO