



ELECTIONS COMMISSION
City and County of San Francisco

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Roger Donaldson

May 26, 2016

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place,
Room 244, City Hall
San Francisco, CA 94102

RE: Security Plan for June 7, 2016 Election

Dear Members of the Board of Supervisors:

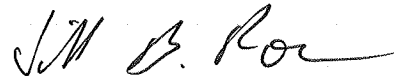
As President of the Elections Commission and as required by Article XIII, Section 13.104.5 of the San Francisco Charter, I am forwarding you the attached two May 13, 2016 memos from the Sheriff, which together comprise the transportation and security plan for the June 7, 2016 Election. This plan has been approved by the Sheriff as required by the Charter.

Article XIII, Section 13.104.5, of the San Francisco Charter reads in relevant part:

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. This requirement shall not become operative following its adoption until the Sheriff has completed meeting and conferring required by state law. The Elections Commission shall send a copy of the approved transportation and security plan to the Board of Supervisors.

Thank you, and of course please let me know if you have any questions.

Very truly yours,



Jill B. Rowe, President
San Francisco Elections Commission

encls.: May 13, 2016 Memo re: Summary of June 7, 2016 Elections Operation Order
May 13, 2016 Memo re: June 7, 2016 Sheriff's Department Election Staffing Plan

cc (w/ encls.):

Sheriff Vicki L. Hennessy
Clerk of the Board of Supervisors Angela Calvillo
Director of Elections John Arntz (by email)
San Francisco Elections Commission (by email)



OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



VICKI L. HENNESSY
SHERIFF

May 13, 2016
FOD-16-025

TO: John Arntz
Director, Department of Elections

FR: Lieutenant James Shannon
Field Operations Division

RE: Summary of June 7, 2016 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.

Phone: 415 554-7225 Fax: 415 554-7050
Website: sfsheriff.com Email: sheriff@sfgov.org

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 supervisors 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 Director of Elections (20 days after election day or sooner). 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 7, 2016 as well as the Midnight Watch on Wednesday, June 8, 2016. 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.

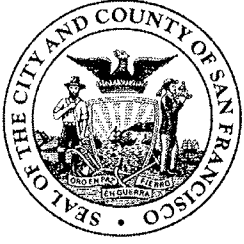
VI. PAYROLL

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: Chief Deputy A. Waters
Captain E. James



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**VICKI L. HENNESSY
SHERIFF**

May 13, 2016
FOD-16-024

TO: John Arntz
Director, Department of Elections

FR: Lieutenant James Shannon
Field Operations Division

RE: June 7, 2016 Sheriff's Department Election Staffing Plan

The following is the breakdown of the staffing plan for the June 7, 2016 Election. The categories utilized are based on tasks mandated by the City Charter and the special requests made by the Department of Elections (DOE).

ELECTION DAY - SHERIFF'S COMMAND POST (MANDATED)

Sheriff's Command Post: Beginning at 1500 hours and ending at 2400 hours, the Sheriff's Department will be actively engaged in meeting mandates of Charter Section 13.104.5. It is anticipated that we will have over 175 deputies dispatched to various locations. It is essential that we have a command post that directs and coordinates our operation with our staff, as well as with the Department of Elections and the San Francisco Municipal Transportation Agency. Command staff are necessary to direct all action from this central location. Deputized staff will be engaged in communications using radios, cell phones, hard wire phones and documenting calls, as well as keeping track of our units in the field. A Command Post, located at the DOE Operation Center, will begin operation at 1900 hours. Our command post is modeled on the incident command system and is an integral part of ensuring our ability to perform our mandated duties.

- | | |
|---|-----------------|
| One Chief Deputy 1500-2400 Hours | 9 Hours |
| One Captain 1500-2400 Hours | 9 Hours |
| One Lieutenant 1500-2400 Hours | 9 Hours |
| One Sergeant 1500-2400 Hours | 9 Hours |
| One Senior Deputy Sheriff 1500-2400 Hours | 9 Hours |
| Two Deputy Sheriffs 1500-2400 Hours | 18 Hours |

Five Deputy Sheriffs 1900-2300 Hours 20 Hours
One Cadet 1700-2300 Hours 6 Hours

ELECTION DAY - DEPARTMENT OF ELECTIONS OPERATON CENTER (MANDATED)

One 8310 Lieutenant 1900-2400 Hours 5 Hours
One 8308 Sergeant 1900-2400 Hours 5 Hours

STAGING AREA SECURITY (MANDATED)

Our equipment and over 150 vehicles for Election Day will be staged in the parking lot the UA Twin Theater. Sheriff's will be on site the Thursday before the election to provide security, receive and secure items. The UA Theater lot serves as the main reporting and staging area for the election.

Two Deputy Sheriffs/ Senior Deputies or a combination provide site security at UA Theater lot 24 hours each day, starting the Thursday before the election ending the Thursday after.
502 Hours

ELECTON DAY - STAGING (MANDATED)

One Sergeant 0700-1500 Hours 8 Hours
One Sergeant 1430-2230 Hours 8 Hours
One Senior Deputy 1430-2230 Hours 8 Hours
Four Deputy Sheriffs 1500-2300 Hours 32 Hours
One Senior Deputy 2200-0700 Hours 9 Hours
Two Deputy Sheriffs 2200-0700 Hours 18 Hours

DAY AFTER ELECTION - STAGING (MANDATED)

One Lieutenant 0700-0900 Hours 2 Hours

ELECTON DAY - LOGISTICS (MANDATED)

Logistical Support is needed to provide resources to our deputies in the field.

One Senior Deputy 0700-1500 Hours 8 Hours
One Deputy Sheriff 1500-2300 Hours 8 Hours

ELECTON DAY - MEMORY PACK COLLECTION (MANDATED)

Sheriff's staff will utilize 108 parking control officers and 16 Deputies, in eight units, to collect Insight Memory Packs and Edge Result Cartridges from the precincts. Sheriff's staff will supervise and coordinate the collection of Insight Memory Packs to City Hall.

One Sergeant 1800-2300 Hours 5 Hours
One Senior Deputy 1800-2300 Hours 5 Hours

Fourteen 8304 Deputy Sheriffs 1800-2300 Hours **70 Hours**

ELECTION DAY - UPLOAD SITE SECURITY (SPECIAL REQUEST)

Deputy Sheriffs will provide security at one Upload Site in City Hall. They will direct and brief the PCOs assigned to the Upload site and collect the Insight Memory Packs and Insight Result Cartridges from each PCO and Deputy Sheriff as they return to the Upload Site. The D.O.E. will insure that all packs and cartridges are retrieved and delivered to the DOE at City Hall.

One Senior Deputy 1800-2300 Hours **5 Hours**
Two Deputy Sheriffs 1800-2300 Hours **10 Hours**

ELECTION DAY - PRECINCT SECURITY AND BALLOT COLLECTION (MANDATED)

In order to determine the number of number of sworn staff needed to collect ballots; you must divide the number of precincts by five and then add eight to the total. The extra eight sworn staff members are utilized to partner up with those assigned to high risk areas. Half of the assigned Ballot Collectors work from 1530-2300 Hours and the other half work from 1630-2300 Hours.

576 precincts divided by 5 sworn + 8 sworn = 124 sworn staff

Two Sergeants 1530-2300 Hours **15 Hours**
Two Senior Deputies 1530-2300 Hours **15 Hours**
Fifty-seven Deputies 1530-2300 Hours **427.5 Hours**
Three Sergeants 1630-2300 Hours **19.5 Hours**
Three Senior Deputies 1630-2300 Hours **19.5 Hours**
Fifty-seven Deputies 1630-2300 Hours **370.5 Hours**

ELECTION DAY - PROCESSING CENTER (MANDATED)

Pier 48-Shed B has been designated as the central county location for the collection of ballots. As ballots are collected from the precincts they will be delivered to Pier 48-Shed B by Deputy Sheriffs to await processing. This process consists of more than 122 vehicles lining up to drop off all ballots, both voted and unvoted. Ballot processing begins immediately as rice bags are opened and the contents are sorted. Voted ballots will be present at this site until June 24, 2016. The public has access to observe the processing of the ballots. The Sheriff's Department is responsible for the security of all ballots at this site.

One Sergeant 2000-2400 Hours **4 Hours**
Three Deputies 2000-2400 Hours **12 Hours**
Three Deputy Sheriffs 2200-0700 Hours **27 Hours**

PROCESSING CENTER SECURITY (MANDATED)

Two 8304 Deputy Sheriffs/8306 Senior Deputies or a combination to provide 24 hours a day coverage starting the morning after the election and ending June 24, 2014.

768 Hours

City Hall – Enhanced Security: Deputy Sheriffs provide security at City Hall for voter registration, absentee voting and absentee ballot processing. In addition, Deputy Sheriffs provide security as the public views the election process and escorts ballots that are received, stored and voted upon across from the DOE office. The absentee ballots at this location consist of those stored for use by the absentee polling site and the voted absentee ballots. These will be stored and transferred to the DOE offices for processing prior to Election Day. Processing will continue on Election Day and after. Increased security in this area will be required for some time and will be based on the activity level and our perceived need for security.

PRE-ELECTION – SECURITY FOR ELCTION STAFFING/ABSENTEE VOTING (SPECIAL REQUEST)

Security is provided two Saturdays and Sundays prior to Election Day.

Two 8300 Cadets 1000-1630 Hours **52 Hours**

One 8304 Deputy Sheriff or 8306 Senior Deputy 1000-1630 (estimate at 8306 rate) **26 Hours**

PRE-ELECTION – SECURITY FOR BAG DISTRIBUTION (SPECIAL REQUEST)

Security is provided for five days prior to the Sunday before Election Day. The hours vary from two and a half hours shifts, to nine hour shifts depending on the needs of the DOE.

Two 8300 Cadets, based on the various hours/shifts **22 Hours**

One 8304 Deputy Sheriff or 8306 Senior Deputy, based on the various hours/shifts **11 Hours**

PRE-ELECTION – SECURITY FOR POLL WORKER CLASSES (SPECIAL REQUEST)

Two Cadets hours vary **271 Hours**

One Deputy Sheriff or Senior Deputy 0800-1530 Hours (estimate at 8306) **157 Hours**

ELECTION DAY SECURITY (SPECIAL REQUEST)

The DOE has requested extra security at City Hall on Election Day.

One Deputy Sheriff or Senior Deputy 0550-0700 Hours (estimate at 8306) to open door on Goodlett **1.25 Hour**

One 8304 Deputy Sheriff or 8306 Senior Deputy 0400-0700 Hours (estimate at 8306) for
Grove Street Entrance **3 Hours**

POST ELECTION – SECURITY TO FACILITATE BALLOT PROCESSING (SPECIAL REQUEST)

Security is requested by DOE for the two weekends after the election to facilitate ballot processing.

One Deputy Sheriff or Senior Deputy 0800-1800 Hours	38 Hours
Two 8300 Cadets 0800-1800 Hours	76 Hours

c: Chief Deputy A. Waters
Captain E. James