

24-Hour Unstaffed Drop Box Checklist



Some things to consider when purchasing 24-hour, unstaffed ballot drop boxes:

- The drop box should be a permanent fixture or a temporary structure that is **secured in place** to prevent removal or tampering.
- Ensure that the ballot drop box has **robust locking mechanisms** for both the ballot slot(s) and storage compartment. Ensure that ballots cannot be tampered with while in the drop box, nor removed by anyone other than your authorized ballot retrieval team.
- The **opening slot** should be large enough to deposit ballot envelopes and designed to keep anyone from pouring liquid into the drop box, or for rainwater to seep into it.
- Drop boxes should be **easily recognizable by voters**. Plan to purchase or produce permanent, large, weather-proof decals to label the drop boxes with your agency name, logo, phone number and the words *Official Ballot Drop Box*. Use consistent decals on all 24-hour boxes. Additional language may include:
 - No Postage Required
 - Closes at 7 p.m. on Election Day (or relevant time)
 - This Box Under Video Surveillance (if applicable)
 - If required, list any statutory language, such as the number of ballots that can be dropped off by one person in any election.
- Find out **how many ballot envelopes** each different brand or style of drop box can hold. Ballot return projections will help you to determine the drop box size you will need.
- Consider whether your jurisdiction can or must monitor the ballot drop box with **24/7 video surveillance**, where the camera will be mounted, and how footage will be stored. If the drop box is located at another agency's facility, include mounting and access requirements in the agreement.
- If the ballot drop box is accessible by vehicle, consider whether you can safely access it on the **driver's side**. This can ensure safety by letting the driver cast their ballot without exiting the vehicle. One-way streets/thoroughfares are ideal for installing a box on the driver's side.
- When planning to **receive a shipment** of drop boxes, consider multiple important factors.
 - These drop boxes will arrive on pallets and are large and heavy.
 - They should be shipped to a warehouse.
 - Installation may not take place immediately, and you may need space to store them.
 - A forklift may be needed to move them.
 - While drop boxes have few moving parts, it is crucial that you verify the locks and doors are functioning properly and that all ballot slots are unobstructed before acceptance.

To install drop boxes, you may need an agreement or permit from the local governing body before installing a drop box. Once an agreement and/or permit is secured, you may need to coordinate work with other offices to complete installation. Some items to consider:

- New concrete** may need to be poured, which may extend the timeline for the boxes to be safe and fully functional.
- Consider drop box **weight and bulk** before shipping them out for installation. Consider which staff and vehicles are appropriate, and how the boxes will move in and out of the vehicle cargo area.
- Securing the boxes will **require tradespeople** whose schedules may not be flexible if shipment is delayed.
- Early and regular communications** will help keep the team working together.