



From: Scott Jarrett RISCX

Sent: Tuesday, February 8, 2022 5:10 PM

To: 'Edward F. Novak' <[REDACTED]>; 'TEckstein@omlaw.com' <[REDACTED]>


Cc: Stephen Richer RISCX <[REDACTED]>; Rey Valenzuela RISCX <[REDACTED]>; Darron Moffatt RISCX <[REDACTED]>; Celia Nabor RISCX <[REDACTED]>

Subject: RE: Training Materials

Hello Ed and Tim,

See responses to various questions about signature verification.

AG Request: Ed, Can we please get a copy of training materials for both Signature Verifiers Level 1 (2hr Course) and Managers (8hr Course) I believe this may consist of handouts and a PP presentation.

Please see the following link for the documents described below:  [REDACTED]
[REDACTED] (The Link expires on Friday February 11).

- 1 MCED Signature Verification Training 2020 – This slide deck accompanied a training class that was taught to all permanent and temporary staff that worked within the Signature Verification Division during the 2020 August Primary and November General elections.
- 2A – Standard of Work for Sig Ver and Flagging Job Aid User Level – The job aid is designed to provide guidance on examples staff may see on the affidavit envelope (electronic) when performing signature verification.
- 2B – Standard of Work for Sig Ver and Flagging Job Aid Manager Level – The job aid is designed to provide guidance on examples staff may see on the affidavit envelope (electronic) when performing signature verification in the manager queue. The manager queue role reviews all records marked as an exception by the user.
- 2C – Standard of Work for Signature Verification VRAS high and low confidence This document outlines the user level role working in the low and high confidence queues of

the EVRT module.

- 3 – AZSOS Signature Verification Certificate – This document was provided to permanent and temporary staff that attended to Secretary of State’s signature verification course instructed by Associated Forensic Laboratory, LLC. This course was provided to staff that were hired and employed when the course was provided in June 2020. The training was developed and provided by Associated Forensic Laboratory therefore the Maricopa County Elections Department does not have a copy of the PowerPoint presentation.

To clarify, Maricopa County has a multi-level signature verification process to review 100% of the signatures on mail-in ballots. This verification process is performed by humans by using affidavit images that include voter signatures from the early ballot envelope, technology described in the response to question 2 below, and reference images from the County’s voter registration system. During the first level review, trained staff first look at the broad and local characteristics of the signature and compare it to one signature on file. In this first review, staff can only select one of the following two options:

1. Approve the signature (if it matches the one signature used for this initial review)
2. Or move it to an “exception” status (if it does not). If an envelope is moved to an “exception status,” the manager is able to review every signature sample we have on file for that particular voter. Staff that work the manager queue have enhanced skillsets in performing signature verification. This skill set is obtained through additional experience, training, or aptitude as determined by supervisors and/or managers that oversee the signature verification process.

Additionally, in every batch of approximately 10,000 signatures, a manager performs a 2% audit of the signatures within that batch. These batches do not proceed to the next stage of early ballot processing, until the 2% audit is complete.

AG Request: Also I know we were told no software was used but I remember something about a test software. Can they verify these screen shots as to this software that verifiers had access to. I’m told the confidence level had a green color if it was high.

To clarify, all signatures are verified by a human and not a computer or software. In Maricopa County, signature verification is completed on a computer screen by trained staff members. Dispositions at the user level include good signatures that have been verified or exception when a signature cannot be verified. Dispositions in the manager level include good signature, no signature, need packet, deceased, and household exchange. The job aids for the user and manager level provide the scenarios and the appropriate disposition (see documents 2A, 2B, and 2C).

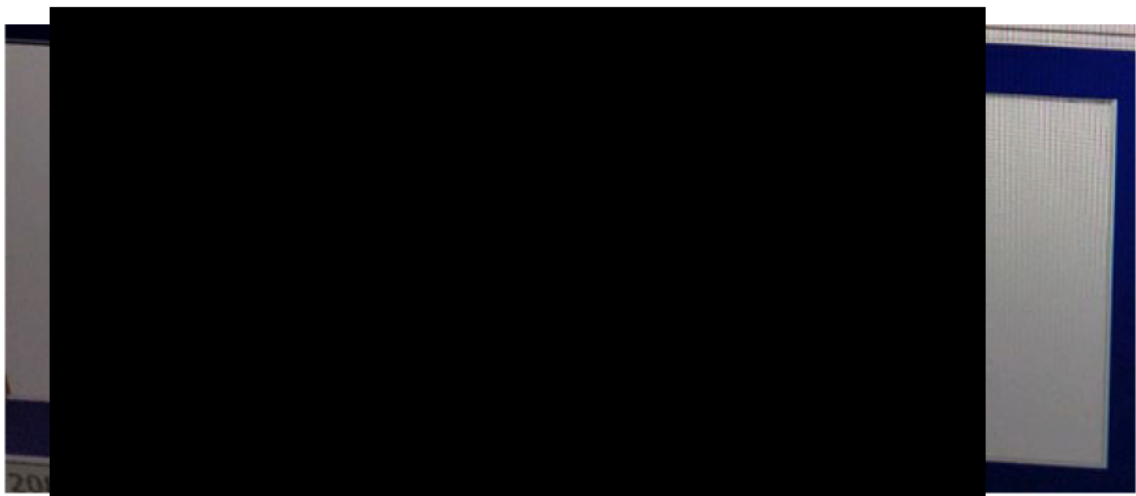
The Elections Department staff members pickup returned early affidavit envelopes directly from USPS and deliver these to our certified vendor Runbeck Election Services (RES). RES performs the initial inbound scan process of each sealed affidavit envelope. The inbound scan captures a binary image of the affidavit envelope, signature, and reads the unique

Piece ID barcode assigned to each voter's packet allowing for tracking.

The images are then transferred from RES to Elections through a Secure File Transfer Protocol (SFTP). Upon receipt of these files, each record goes through a verification process to account for and validate the unique Piece ID. This verification process is to authenticate the packet is valid.

After validation of the packet is completed, the image and data files are systematically copied to both a restricted access archive backup database for retention, as well as to a secure network file location that the actual signature verification application (EVRT) is setup to review those read-only images to initiate the "three tier" signature review process. A scan is run to determine if a record will be placed in a high or low confidence queue at the user level. The signature on the current affidavit envelope is compared against a historical reference signature that was previously verified and determined to be a good signature. If the current and reference signatures are comparable, the record will be placed in the high confidence queue. If the current signature and reference are not comparable or if there is no reference record, it will be placed in the low confidence queue. Each record will include a label indicated high or low confidence (lower right section of the screen). It is critical to note, staff are trained to analyze all signature the same regardless of the confidence (high or low) label. Staff are required to assess each record the same, by comparing broad and local characteristics of each signature.

The screenshots provided in the AGO email are of the user level, low confidence queue. The specific example captured in the photo reflects a household exchange that was resolved. These are two voters that lived in the same household and mistakenly signed the other person's affidavit envelope. The record in the lower left reflects the Verified and Approved MCTEC stamp to indicate staff researched the issue and it was resolved therefore staff will mark a disposition of good at the user level. The job aid for the user and manager includes the example when a record includes the stamp and the appropriate disposition.



All return affidavit envelopes remain sealed and unopened throughout the duration of the signature review process. The unopened envelopes are secured in a vault at the RES facility immediately after the initial inbound scan. After signature verification, disposition codes will determine how the physical packets will be sorted into trays (e.g., Good Signatures, No signature, etc.). The trays are then transferred to Maricopa County Elections and brought to our Maricopa County Tabulation & Election Center (MCTEC) Facility and stored in the vault that is under 24/7 live streaming surveillance and available for viewing on our web site. The packets deemed “good signatures” are transferred to the bi partisan Processing Boards, a team of two individuals of differing political parties (e.g., a DEM and a REP) who are tasked with verifying those packets using standardized processes and audit reports. These bi partisan boards are responsible for processing the packets and preparing the ballots for tabulation. The digital copy of contract specifications for the certified vendor (RES) to handle this election material is also attached.

AG Request: Can the county provide a list of names for how many verifiers were employed?

MCED Response: Maricopa County hired 29 temporary staff to work in the Signature Verification Unit. See temporary employee listing (5 – Temp Signature Verification Staff List) in link included in question 1 above. Maricopa County also had four permanent staff members assigned to the Signature Verification Unit in 2020 [REDACTED]. See attached signature verification permanent staff list. During “high volume” periods, Maricopa County relies on long term permanent staff members with prior experience of performing signature verification to assist working the first level or manager queues. See attached permanent staff list.

AG Request: How many were volunteers?

All election workers are paid. There are no election staff that volunteer their time for free.

AG Request: How many were on shift each day?

- Date 10/7/2020-November 10, 2020: 29 temporary staff members/4 permanent staff members
 - Standard shift was eight hours per day, Monday-Saturday
 - A review of payroll records would be required to determine work beyond standard shifts

AG Request: How many and who worked in curing?

All permanent and temporary staff working in the signature verification team completed signature record reviews and curing activities. These tasks began on Wednesday, October 7, 2020, through the questionable signature deadline, November 10, 2020.

An additional group of 40 temporary staff were hired from October 30-November 6, 2020. This group was assigned to work a night shift during the seven day time period and

contacted voters to cure ballots.

AG Request: How many and who were Managers?

The staff that worked in the manager queue had additional experience, training, or aptitude. There were 11 permanent and 7 temporary staff that worked in the manager queue. These staff included [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

AG Request: How many or what were the daily totals of ballots verified each day and for how many days did it take?

The Assistant Director of Early Voting maintained a tracker that was designed to monitor performance metrics through November 6, 2020. The tracker provides a snapshot of each day. It is important to note, the metrics are continuously changing based on curing activities and staff actively completing signature review of records.

- 4-General Election 2020 #1377 -Running total 11.6.2020 attachment-this tracker was designed to monitoring the performance of the EV teams. The Returned (good signature) column provides a snapshot of records that were deemed good signature. Tracking the good signatures each day was critical in planning for the volume of work the bi partisan processing boards would have. Affidavit envelopes remained sealed until the signature is deemed good signature. It is after this disposition that the affidavit envelope is processed by the bi partisan board and the ballot is transferred to the ballot tabulation center.

How many ballots were cured and not cured?

- When an early affidavit envelope is flagged as a questionable signature or blank signature by the user level, it will be reviewed in the manager queue. The manager has access to all the voter's historical affidavits that have a verified signature. The manager will then appropriately disposition the signature. During the manager review, the staff were able to verify estimated 8,000 signatures which were deemed "good signature" during the 2020 General Election by analyzing the signatures on historical affidavits.
- When the manager cannot verify the signature, the signature record is disposition for follow up, the packet is manually set aside, and staff work to contact the voter to cure the signature. The early voting affidavit envelope remains sealed until the signature is cured.
- During the election, there were 17,126 questionable signatures or no signatures cured.
- After a signature is cured, the ballot packet is opened, and then the ballot is counted. If the signature remains "questionable" or unsigned after the end of the statutory

curing period, the ballot affidavit envelope remains sealed. The uncured signatures are reported as rejects on the official canvass. These uncured records are given a final disposition of “bad signature” and the no signatures are dispositioned as “no signature.” During the 2020 General Election there were 1,455 no signatures and 587 bad signatures.

From: Edward F. Novak <[REDACTED]>
Sent: Monday, January 31, 2022 9:51 AM
To: Scott Jarrett - RISCX <[REDACTED]>; Rey Valenzuela - RISCX <[REDACTED]>
Subject: FW: Training Materials

Caution: This email originated from outside of Maricopa County. Do not click links or open attachments unless you recognize the sender, expect this communication, and know the content is safe.

Please see the email below with a request for training materials. Let me know if you have what he is requesting.

Thanks

Ed

Edward F. Novak

Attorney At Law

Visit Our



[REDACTED]
[REDACTED]
[REDACTED]



Polsinelli PC, Polsinelli LLP in California

polsinelli.com

From: Geisler, Roger <[REDACTED]>
Sent: Monday, January 31, 2022 9:24 AM
To: Edward F. Novak <[REDACTED]>
Cc: Knuth, William <[REDACTED]>
Subject: Training Materials

EXTERNAL EMAIL [REDACTED]

Ed, Can we please get a copy of training materials for both Signature Verifiers Level 1 (2hr Course) and Managers (8hr Course) I believe this may consist of handouts and a PP presentation. Thank you

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