

CHAPTER 7: VOTER SERVICE AND POLLING CENTER SETUP

DESIGNATION AND OPERATION

The county clerk must designate and open the minimum number of Voter Service and Polling Centers (VSPCs) required by law during reasonable business hours.

For a general election, VSPCs must be open at least 15 days before and including Election Day, not including Sundays. For an election other than a general election, VSPCs must be open at least 8 days before and including Election Day, not including Sundays.

Reasonable business hours means at least 8 hours per day Monday through Friday, and at least 4 hours on Saturday. All VSPCs must be open from 7:00 a.m. to 7:00 p.m. on Election Day.

The county clerk must provide all services outlined in section 1-5-102.9, C.R.S., at every designated VSPC.

[Sections 1-1-104(50.5), 1-5-102.9(2), 1-7-101, and 1-7.5-107(4.5), C.R.S.; Election Rule 7.9]

DESIGNATION OF VSPCs

For a general election:

County Size	VSPCs
At least 25,000 active electors	Before Election Day: at least one VSPC for each 30,000 active electors (at least one VSPC). On Election Day: one VSPC for each 15,000 active electors (no fewer than three VSPCs).
Between 10,000 and 25,000 active electors	Before Election Day: at least one VSPC. On Election Day: at least three VSPCs.
Fewer than 10,000 active electors	Before Election Day: at least one VSPC. On Election Day: at least one VSPC.

For any Primary or November Coordinated Election:

County Size	VSPCs
More than 25,000 active electors	County clerks must designate VSPCs equal to the number of county motor vehicle offices. Each county must have at least one VSPC.
Fewer than 25,000 active electors	A minimum of one VSPC is required. Clerks may add more VSPCs as necessary.

For any other election in which the county clerk is the DEO:

County Size	VSPCs
Any	At least one VSPC for each 30,000 current active registered voters eligible to vote in that election.

[Sections 1-5-102.9(1) and 1-7.5-107(4.5), C.R.S.; Election Rule 7.9]

Review the following regarding designation of VSPCs:

- Factors to Consider in Designation [Section 1-5-102.9(1)(c), C.R.S.; Election Rule 7.10]
- Services Provided at VSPCs [Sections 1-5-102.9(3) and 1-7-101, C.R.S.; Election Rules 2.16 and 7.9]
- Technology, Connectivity, and Security [Election Rules 2.16 and 7.10]
- Deadlines for Designation [Election Rule 7.9]

DESIGNATION OF DROP-OFF LOCATIONS

In addition to VSPCs, bigger counties must provide drop-off locations. At these locations, electors can deposit their completed mail ballots into a secure box and bypass a VSPC. There are 2 types of drop-off locations: stand-alone and 24-hour.

- Stand-alone drop-boxes are separate from a VSPC building. Counties are encouraged to choose community-based locations for these boxes.
- 24-hour drop-boxes may be attached to the VSPC building.

For a general election:

County Size	Number of drop-off locations
At least 25,000 active electors	At least one drop-off location for each 30,000 active electors, with a minimum of one location. Drop-off locations must be open the Saturday before, Monday before, and on Election Day.
Fewer than 25,000 active electors	Not required to have drop-off locations.

For any other election in which the county clerk is the DEO:

County Size	Number of drop-off locations
Any	At least one drop-off location for each 30,000 active electors eligible to vote in the election. Drop-off locations must be open the Friday, Saturday, Monday before, and on Election Day.

[Sections 1-5-102.9 (4) and 1-7.5-107 (4.3)]

All drop-off locations must be designated by a sign conspicuously posted during the time that drop-off location is available to receive mail ballots.

All drop-off locations must be monitored at all times by an election official or video security surveillance recording system. 24-hour drop-off locations must collect ballots in a locked container and must be continuously monitored.

The county clerk must arrange for the collection of drop-off ballots by bipartisan teams of election judges. Ballots should be received into SCORE after collection. The ballots must be collected:

- At least once every 72 hours after ballots are mailed until the date VSPCs must open;
- At least once every 24 hours during the days that VSPCs must be open; and
- At least twice on Election Day (approximately 1pm and 7pm).

The county clerk may request a waiver from the Secretary of State for remote drop off locations, exempting them from some of these ballot collection requirements. For detailed information regarding a waiver for remote drop-off location, review Election Rule 7.5.5.

County clerks may:

- Collect and transport the ballots to the central count location for receipt into SCORE;
- Collect and transport the ballots to the nearest VSPC for receipt into SCORE; or
- Receive the ballots into SCORE at the ballot drop-off location.

[Sections 1-5-102.9, C.R.S.; Election Rules 7.5.4 and 7.9]

PHYSICAL SETUP

The following must be considered when setting up a VSPC:

- Electors with Disabilities - County clerks must select locations that comply with the Americans with Disabilities Act of 1990 and conduct accessibility surveys of VSPCs annually (available on Clerk's Corner). [Section 1-5-703, C.R.S.; Election Rule 7.10]
- Equipment - County clerks must consider required equipment such as Mail and in-person ballots, possibly including ballot marking devices; ballot on demand printers; ballot boxes; polling location supplies; instruction cards; voting booths and equipment; and WebSCORE workstations when selecting a VSPC location. [Sections 1-5-102.9(3), 1-5-502, 1-5-503, 1-5-504, 1-5-504.5, 1-7-301, 1-7-401, 1-7-402, C.R.S.; Election Rules 7.8 and 7.9]
- Judges - County clerks must configure VSPCs to provide sufficient election judges [Election Rule 7.9]
- Restrictions - There are a number of restrictions related to activities in or near VSPCs and drop-off locations. [Sections 1-5-105, 1-13-714, and 1-13-715, C.R.S.]

SIGNS

- County clerks must post a sign at each VSPC at least 20 days before each election (available on Clerk's Corner).
- The Help America Vote Act (HAVA) and other statutes require a number of other signs at VSPCs and drop-off locations (available on Clerk's Corner). [Sections 1-5-106, 1-5-503, 1-5-504, 1-5-504.5, and 1-13-714, C.R.S.; Election Rule 7.13]
- Counties covered under Section 203 of the Voting Rights Act of 1965 must provide signs that include a minority language in addition to English. Visit Clerk's Corner>Best practices working groups>Language minority/preference for more detailed information.

RESOURCES

Clerk's Corner has a number of resources for VSPC and drop-off location setup:

- Training resources:
 - Accessibility for Persons with Disabilities, Parts 1 and 2
 - Elections 101 Course
 - VSPC Set up and Management
- Approved forms:
 - Accessibility checklist - Election Day
 - Accessibility survey - annual polling location
 - Accessibility survey - new polling location
 - Voter assistance form
- Polling & drop-off location resources:
 - Polling and drop-off location signs
- Other resources:
 - Election Calendar
 - Accessibility resources
 - Frequently asked questions