UseCaseID	UC-PET011
Module	Petition Management
SubModule	[Enter sub module from Work Breakdown Structure (if exists)]
Summary	Staff receives petition withdrawal cards that need to be withdrawn. A voter who has signed an initiative, referendum, or recall petition pursuant to the Constitution or laws of this state shall have his or her signature withdrawn from the petition upon filing a written request that includes the voter's name, residence address, and signature with the appropriate county elections official or city elections official prior to the day the petition is filed. A written request made under this section shall not constitute a petition or paper for purposes of Section 104. (Election Code 103) (Amended by Stats. 2015, Ch. 731, Sec. 1. (AB 1535) Effective January 1, 2016.) RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met.
Description	County staff receives petition withdraw cards that have to be applied to a petition. The staff creates a list of the withdrawal cards. This use case includes the system adding a disposition for withdrawal cards.
▪ Trigger Events	▪ Staff receipt of withdrawal cards ▪
Precondition	▪ Staff has appropriate user access rights to the system ▪ Signer is a registered voter
ExpectedResult	▪ Petition withdrawal cards are assigned to a voter. ▪ All withdrawal cards have been verified, results recorded in the system and withdrawn from the petition.

DetailedProcessFlow	1. Staff shall select the petition to Add Withdrawal card
	   ▪ The system shall allow staff to search for a petition with petition information (See use case – Search for a Petition)
	   ▪ The system shall allow staff to search for a voter (See use case – Search for a voter)
	
	2. Staff selects the option to view voter information for the withdrawal card to be verified.
	   ▪ If the withdrawal cards can be scanned into the system shall allow staff to link/match and identify a signer for the withdrawal card.
	   ▪ If withdrawal card cannot be scanned into the system, the staff will ensure that the signer's Voter ID is written on the withdrawal card and if their address matches the registered address.
	   ▪ The system shall display information about the voter and the withdrawal card if the withdrawal card is scanned. Information displayed shall include but not limited to:
	     2..1. Petition Name
	     2..2. Signature withdrawal date
	     2..3. Date withdrawal card was submitted to RR/CC
	     2..4. Signature section (page)
	     2..5. Signature number
	     2..6. Voter Name
	     2..7. Voter Address
	     2..8. City
	     2..9. Zip code
	     2..10.Latest signature

	2..11.last transaction date
	
	3. Staff will record the results of signature and address verification
	   ▪ The system shall allow staff to record the result of the signature and address verification and the date submitted for each petition withdrawal card
	    3..1. The system shall automatically calculate the disposition of the withdrawal card based on the signature status, address status and date submitted. Status may include the but not limited to the following:
	        • Accepted – Address and signature verified and submitted date is before the petition submitted date
	        • Not Accepted – Cannot verify signer's registered status, signature or Address
	        • Too Late –Address and signature verified and the submitted date is after the petition is submitted
	
	    3..2. staff will also indicate signer's Voter ID and disposition status on withdrawal card.
	4. System shall record additional and display additional staff verification (By ID)of voter's information from withdrawal card.
	5. The system will automatically match the voters that have a valid withdrawal card with the designated petition and challenge the petition signatures with "Withdrawn"
	6. The system will provide Withdrawal card statistics including but not limited to:
	   ▪ The system will calculate the quantity of valid and invalid withdrawal cards.

Associated Use Cases	▪ Search voter information ▪ Check and Manage a petition
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]

Requirements	UC-PET011-01 – The system shall provide the capability for staff match/ link/relink a withdrawal card record to voter.
	UC-PET011-02 The system shall allow staff to search for a petition with petition information (See use case – Search for a Petition)
	UC-PET011-03 The system shall allow staff to search for a voter (See use case – Search for a voter.
	UC-PET011-04 The system shall display information about the voter and the withdrawal card if the withdrawal card is scanned. Information displayed shall include but not limited to:
	      ▪ Petition Name
	      ▪ Signature withdrawal date
	      ▪ Date withdrawal card was submitted to RR/CC
	      ▪ Signature section (page)
	      ▪ Signature number
	      ▪ Voter Name
	      ▪ Voter Address
	      ▪ City
	      ▪ Zip code
	      ▪ Latest signature
	      ▪ last transaction date
	UC-PET011-05 The system shall provide the ability for staff to enter and update information regarding a withdrawal card.

	UC-PET-011-06 The system shall allow staff to record the result of the signature and address verification and the date submitted for each petition withdrawal card. UC-PET-011-07 The system shall automatically calculate the disposition of the withdrawal card based on the signature status, address status and date submitted. Status may include the but not limited to the following: - Accepted – Address and signature verified and submitted date is before the petition submitted date - Not Accepted – Cannot verify signer's registered status, signature or Address - Too Late –Address and signature verified and the submitted date is after the petition is submitted. UC-PET011-08 The System shall record and display additional staff verification (By ID)of voter's information from the withdrawal card i.e. more than one staff may verify the same withdrawal card. The System will record the date and time who did the verification. UC-PET011-09 The system will automatically match the voters that have a valid withdrawal card with the designated petition and challenge the petition signatures with "Withdrawn". UC-PET011-10 The system will provide Withdrawal card statistics including but not limited to: - The system will calculate the quantity of valid and invalid withdrawal cards. UC-PET011-11 The system will automatically recalculate the number of valid signatures on the petition due to valid withdrawal cards.
Additional Requirements	
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Phillip George
Signoff	Data Entry
Date	5/18/2021