

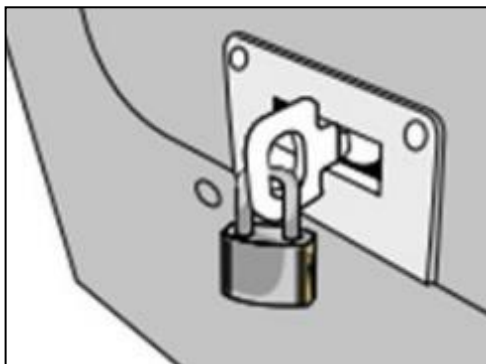
CLOSING PROCEDURES

COLLECTOR OFFICERS



1. Duties just before 7:00 PM

- ☐ At 6:55 PM, one Collector Officer stations themselves at the drop box.
- ☐ Any voter in line at the drop box at 7:00 PM must be allowed to deposit their absentee ballot envelope.
- ☐ One Collector Officer should check the curbside voting area before 7:00 PM to see whether any voter wants to deposit an absentee ballot envelope from the curb.
- ☐ The Collector Officer can deposit the curbside voter's absentee ballot envelope in the drop box.
- ☐ In co-located precincts, the two collector officers work together on tasks.



2. Remove absentee ballot envelopes from drop box

- ☐ Move the drop box inside the voting room. Co-located precincts may have shared a drop box during the day.
- ☐ Unlock the back compartment of the drop box. The key is in a baggie in the clear plastic portfolio in the black kit.
- ☐ Return the key and lock to the baggie in the portfolio.
- ☐ Remove all absentee ballot envelopes from the compartment.

Drop Box Chain of Custody Form

Collection Date: _____

Collection Time: _____

Fairfax County
November 8, 2022
General Election

Pct 100 PATRIOT [sample precinct]
Bixby Center for the Arts
123 Main Street
Annandale, VA 22003-4551

Drop Box Envelopes inside bag: _____

We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date & time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.

Collector Officer 1 _____ x _____ Signature _____

Collector Officer 2 _____ x _____ Signature _____

***Place this form inside TripLOK bag# DF12345678**

3. Fill in drop box form

- ☐ Count the number of absentee ballot envelopes.
- ☐ Record the number on the drop box form.
- ☐ Record the time on the drop box form.
- ☐ Both Collector Officers write their names and sign the form.



CLOSING PROCEDURES

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4. Secure envelopes in TripLok security bag

- ☐ Put the envelopes in the TripLok security bag.
- ☐ If you only need one bag to secure all envelopes, place any unused TripLok bags inside the first bag.
- ☐ Place drop box form in TripLok bag with the information side facing out.
- ☐ Tear off the receipt strip, then seal the TripLok bag. Give the tear-off bag receipt to the Chief. Tell Chief the absentee ballot envelope count total for recording on the **Machine Certification Form**.



5. Receive Purple Pouch

-  Collector Officers do not remove the flash drives from the DS200s. Other officers perform that task.
- ☐ Wait until Chief gives you the sealed **Purple Pouch** containing **2** DS200 flash drives. Check to be sure both flash drives are marked with **yellow labels**.
- ☐ In co-located precincts, the collector officers will transport **two Purple Pouches**.
- ☐ **DO NOT** put the **Purple Pouch** inside the TripLok bag.
- ☐ **STOP!** Do not leave the precinct before the Chief has given you all required materials.



6. Drive items to Fairfax County Government Center

- ☐ Leave the precinct as soon as possible.
- ☐ Drive directly to the Fairfax County Government Center. You must travel together in the same car.
- ☐ Follow signs to designated drop-off site in the front of the building. (Ignore signs for Chief return, which is elsewhere.)
- ☐ After dropping off election materials, you may go home (or return to polling place parking lot, if one officer needs to pick up their car).



