

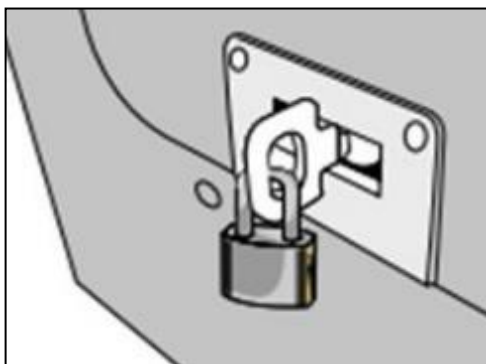
# CLOSING PROCEDURES

# COLLECTOR OFFICERS



## 1. Duties just before 7:00 PM

- ☐ At 6:55 PM, at least one Collector Officer should station 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.



## 2. Remove absentee ballot envelopes from drop box

- ☐ Move the drop box inside the voting room.
- ☐ Unlock the back compartment of the drop box. The key is in a baggie in the clear plastic portfolio in the gray cart.
- ☐ 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

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

# COLLECTOR OFFICERS



## 4. Secure envelopes in TripLok security bag

- ☐ Immediately secure the envelopes in the TripLok security bag.
- ☐ If you only need one bag to secure all envelopes, place any unused TripLok bags inside first bag.
- ☐ Place drop box form in TripLok bag with the information side facing out.
- ☐ 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 and numbers form



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 dots on the side or the end**.
- ☐ Keep the Purple Pouch outside of the TripLok bag.
- ☐ **STOP!** Do not leave the precinct before the Chief has given you all required materials.



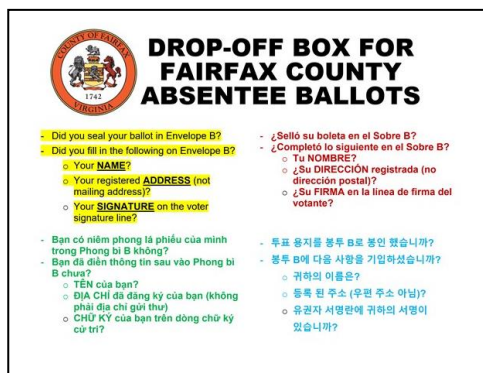
## 6. Drive items to Fairfax County Government Center

- ☐ 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. There are separate return areas for Collector Officers (parking lot) and for Chiefs (loading dock).
- ☐ 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).



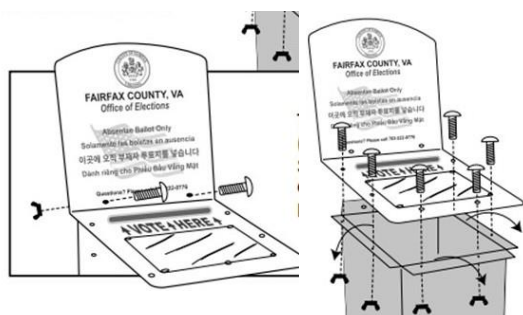
# DISASSEMBLY INSTRUCTIONS

## ABSENTEE BALLOT DROP BOX



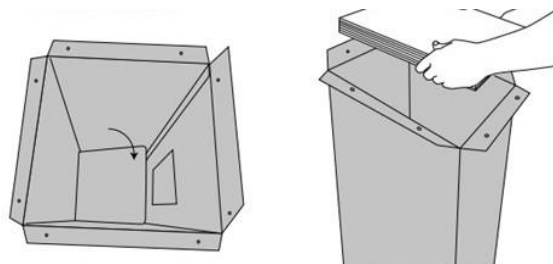
### 1. Remove multi-lingual sign

- ☐ Remove the “Drop box for Fairfax County absentee ballots” multi-lingual sign from right side of the acrylic window.



### 2. Remove top lid panel

- ☐ Remove two (2) wing nuts and bolts that secure back graphic to body of unit.
- ☐ Remove six (6) wing nuts and bolts that attach the lid to the body.
- ☐ Lift lid off the base and set aside.
- ☐ Return bolts and wing nuts to the clear plastic bag in the clear plastic portfolio in the gray cart.



### 3. Remove weighted base and fold body flat

- ☐ Lay the body of the unit on its side on a table or the floor.
- ☐ Unfold the various flaps so that the entire body of the unit can be folded mostly flat.

### 4. Repack contents and wire sign frames in box

- ☐ Find the brown cardboard packing box, which is usually on top of the gray cart.
- ☐ Pack the flattened body of the unit, the weighted base, and the top lid panel in the cardboard box.
- ☐ Remove plastic signs from wire frames and add wire frames to box.
- ☐ Seal the box with clear tape.
- ☐ Put the box on top of the gray cart.

