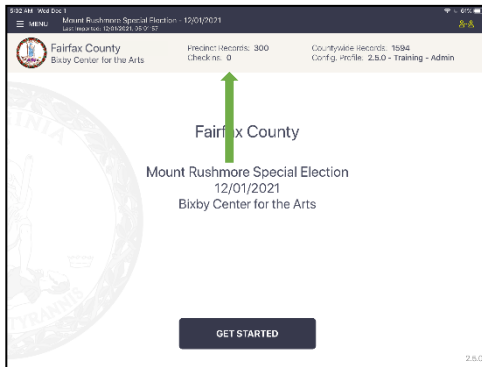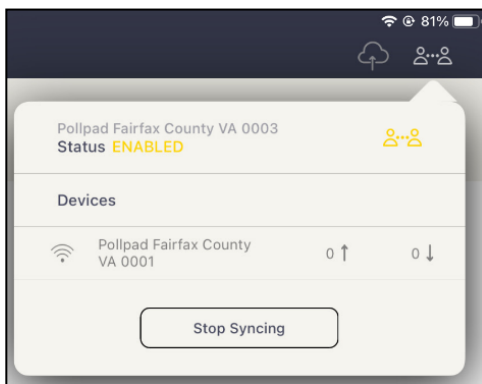# CLOSING PROCEDURES
POLL PADS

1. Get number of check-ins from each Poll Pad

☐ Find number of **Check-ins** in the top middle of the screen.

☐ Record this number in Part 1 on both copies of the **Statement of Results**.

☐ Repeat this step on each Poll Pad.

2. Verify syncing with other Poll Pads is complete

☐ Tap the **yellow sync icon** in the top right corner of the screen.

☐ If this Poll Pad has finished syncing with the others, a zero (0) appears next to the up and down arrows.

☐ If numbers are not zero, tap **Stop Syncing**, wait 10 seconds, then tap **Start Syncing**. Poll Pad should start syncing within 2 minutes.

☐ Wait for Poll Pad to finish syncing before starting the next one.
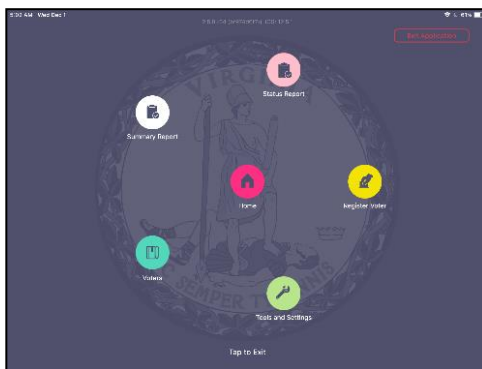
3. Display Summary Report on one Poll Pad

☐ Tap **Menu** in top left corner of screen of any Poll Pad.

☐ Tap **white Summary Report icon**.
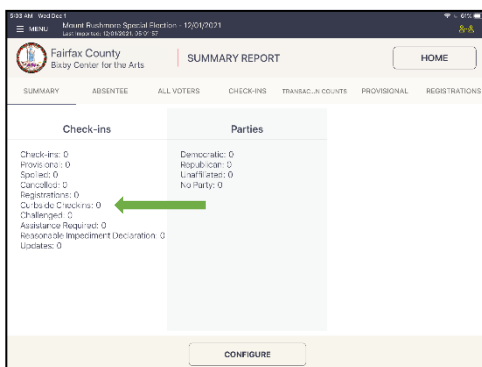
4. Get number of curbside voters

☐ Find number of **Curbside Check-ins** on left side of the screen.

☐ Record this number in Part 2 on both copies of the **Statement of Results**.

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Voters checked in

From each Poll Pad's home screen, review the top tan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says "Check-ins: 99 (EDR: 1)", that is actually 99 + 1 = 100 voters.

Number of voters checked in on Poll Pad #1		600
Number of voters checked in on Poll Pad #2	+	520
Number of voters checked in on Poll Pad #3	+	758
Number of voters checked in on Poll Pad #4	+	
Number of voters checked in on Poll Pad #5	+	
Total number of voters checked in	=	1,878

Curbside voters

On any Poll Pad, open Menu, then Summary Report.

Total number of curbside check-ins	9

5. Do **NOT** power off Poll Pads

☐ **STOP! Check the Statement of Results to verify that Poll Pad check-in and curbside numbers were entered correctly.**

☐ Leave the Poll Pads turned on when packing them away.

☐ The screens will dim after a while.
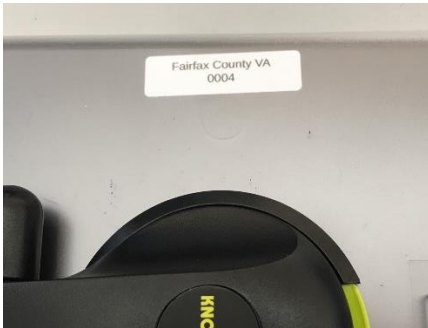
6. Identify matching case for each Poll Pad

☐ Each Poll Pad must be packed in its matching case.

☐ Find the white label on the back of the Poll Pad.

☐ Match the Poll Pad label (e.g. 0004) to the number on the blue case tag (e.g. EPB-0004).

7. Disassemble Poll Pad

☐ Disconnect the power cable from the Poll Pad and charger, and then unplug the charger from the surge suppressor.

☐ Remove stylus from ID holder.

☐ Carefully slide the ID holder sideways off the back.

☐ Hold down the base with one hand. Grasp the arm and pull up out of the base. Pull on the arm, **not** on the Poll Pad itself.

☐ Pack the base, ID card holder, stylus, charger, and power cable in the bottom of the case.

8. Pack Poll Pad

☐ Hold the Poll Pad sideways so that the home button is on the right. Rotate the arm so that it points at your right hand.

☐ Lay the Poll Pad in the case with the home button on the right. Remember—the Poll Pad stays powered on!

☐ Close the lid and make sure the latches are secure.

☐ Put all Poll Pad cases with material to be loaded in Chief's car.

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1. Turn machine off

☐ The ExpressVote is heavy. Two officers should perform these tasks.

☐ Open the access door on the left side of the machine using the black barrel key.

☐ Flip the power switch to off.

☐ Close and re-lock the access door, ensuring the keypad cord is threaded through the door opening.

2. Close prop bar

☐ Unplug the headphones from the front.

☐ Attach the keypad to the Velcro square on the side.

☐ Lay the ExpressVote **gently** down on its screen.

☐ Snap the prop bar down flat against the back.

3. Unplug machine

☐ There is a collar around the power connector. Pull to slide it back slightly, and then pull to disconnect it from the back of the ExpressVote.

☐ Unplug the power cord from the surge protector and the surge protector from the wall outlet.

4. Return machine to case

☐ Slide the ExpressVote into the carrying case.

☐ Place the headset in the main pocket toward the side compartment.

☐ Separate the power cord into two sections and place them in the side compartment.

☐ Close the side and top compartment zippers.

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5. Return case to the gray supply cart

☐ Close the carrying handle straps with their Velcro.

☐ Put the case in the gray supply cart with the side compartment facing out. Tuck straps inside the cart.

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1. Check the auxiliary compartment

☐ Use flat silver key to unlock and open the auxiliary compartment.

☐ <u>Two officers</u> check for unscanned ballots. If any ballots are present, notify Chief before proceeding.

☐ <u>Two officers</u> remove ballots and insert them into scanner. If ballots cannot be scanned, set them aside for hand counting with the **Hand Count Report** form.

☐ Close and re-lock auxiliary compartment. Leave silver metal flap in the upright position.

2. Certify Public Count and Protected Count

☐ Enter the Public Count number and the Protected Count number (from the top of the DS200 screen) on the **Machine Certification Form** for each machine opened.

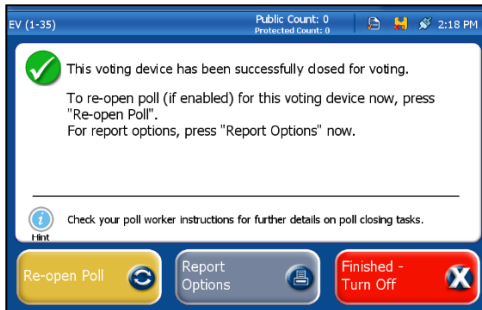☐ Remove red barcoded sticker seal. Affix it to **Machine Certification Form**.

3. Close polls and print reports

☐ Use black barrel key to unlock printer access door. Press and hold down physical **Close Poll** button for 3 seconds.

☐ Screen will display "You have chosen to close polls". Tap **Close Poll** to confirm.

☐ One copy of **Ballot Status Report** and four (4) copies of **Voting Results Report** will print automatically.

☐ Tear off *entire* results tape. (Do not cut individual tapes!)

☐ <u>Two officers</u> sign at bottom of each of the four **Voting Results Reports**.

☐ Give the results tapes to the Chief.

☐ Leave the printer access door open for now.

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4. Power down DS200

☐ Screen will read "this device has been successfully closed for voting." Tap on-screen red **Finished – Turn Off** button

☐ Wait for the screen to turn completely dark and the red power light to go off.

☐ Unplug power cord. Re-wrap cord and place it inside the power compartment.

☐ Use the flat silver key to close and lock the power compartment.

5. Remove USB flash drives from printer and battery compartments of both DS200s

☐ Remove the first USB flash drive from the compartment in front of the screen.

☐ Use black barrel key to re-lock printer access door. Lower screen half-way.

☐ Use black barrel key to open battery compartment directly behind the screen. Remove 2nd USB flash drive.

☐ Re-lock battery compartment door.

☐ **Follow entire closing procedure for each opened machine, before removing flash drives.**

☐ Give four (4) USB flash drives to Chief to secure in purple pouch.

6. Close the DS200

☐ Lower screen. Use black barrel key to re-lock screen.

☐ Close the black machine lid and hook the latches.

☐ Use the flat silver key to re-lock the front of the black machine lid.

☐ You do not need to re-seal the black machine lid.

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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.
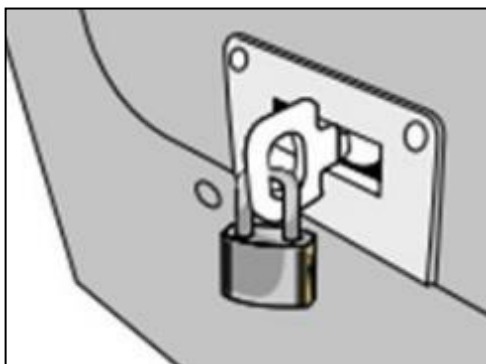
2. Remove absentee ballot envelopes from drop box

☐ Move the drop box inside the voting room.

☐ Unlock the back compartment of the drop box. The key is in the clear plastic portfolio in the gray cart.

☐ Return the key and lock to the portfolio.

☐ Remove all absentee ballot envelopes from the compartment.

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.

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4. Secure envelopes in TripLok security bag

- ☐ Immediately secure the envelopes in the TripLok security bag(s).

- ☐ If you only need one bag to secure all envelopes, place unused TripLok bag inside first bag.

- ☐ Place drop box form in each TripLok bag with the information side facing out.

- ☐ Seal the TripLok bag(s). Give the tear-off bag receipt(s) to the Chief. Tell Chief the absentee ballot envelope count total for recording in the Chief's Notes.

5. Receive purple pouch and numbers form

- ☐ Wait until Chief gives you two more items:

  (a) purple pouch containing 4 DS200 USB flash drives
  (b) Election Night Numbers Sheet

- ☐ **STOP!** Do not leave the precinct before the Chief has given you all required materials.

6. Drive items to Fairfax County Government Center

- ☐ Leave precinct and drive directly to the Fairfax County Government Center. <u>You must travel together in the same car</u>.

- ☐ You should leave precinct no later than 7:30 PM.

- ☐ Follow signs to designated drop-off site. There are separate return areas for Collector Officers and for Chiefs.

- ☐ 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).

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HAND COUNT RESULTS
RETURN IN #2 BLUE POUCH

Precinct: SAMPLE   Fairfax County – Democratic Party Primary – June 21, 2022

INSTRUCTIONS: If you have any hand-counted ballots (ballots left by fleeing voters or stored in the DS200 Auxiliary Compartment, which could not be scanned on the DS200), review and record their votes here. **You must also immediately call and notify the Office of Elections at 703-324-4735.**

Do you have any hand-counted ballots?

☐ No. (You do not need to fill out any other information on this form.)

☐ Yes, we have a total of _____ hand-counted ballots.

If you had any hand-counted ballots, record the vote totals here:

Member, House of Representatives, 8th Congressional District		
Victoria I. Virasingh	Donald S. Beyer, Jr.	Overvotes

If any hand-counted ballots contain write-ins, enter them here:

| Write-In Votes from Hand-Counted Ballots		
Office	Name	Votes

1. Hand count ballots that could not be scanned (if any)

☐ If you do not have any ballots that need to be hand-counted, skip to next numbered step & begin preparing cardboard boxes.

☐ The Chief or Assistant Chief will supervise two officers of different party affiliations, if possible, to hand count ballots that could not be scanned.

☐ Invite authorized representatives to observe.

☐ **IMPORTANT**: If the voter's intent is not clear, call the Office of Elections for help.

☐ Record the results of the hand count on the Hand Count Report.

2. Prepare cardboard boxes

☐ First use any empty boxes in which your ballots were delivered.

☐ Extra boxes are packed flat in the gray supply cart. If needed, assemble with clear tape.
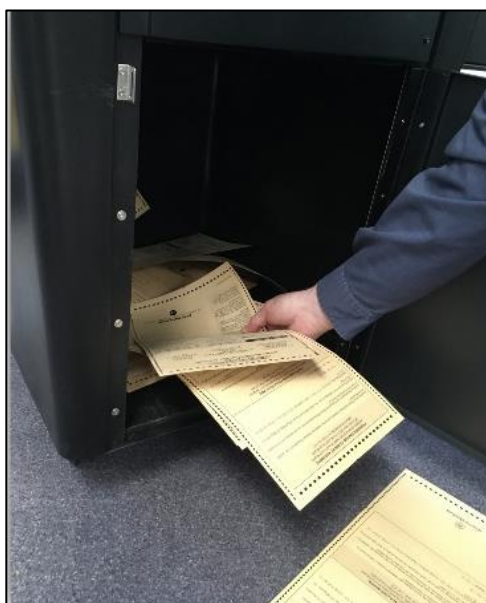
3. Remove ballots from DS200, place in cardboard box

☐ **STOP!** Remove and secure ballots from **one scanner at a time** to make sure you put them in separate labeled boxes. Follow these instructions from start to finish for each scanner.

☐ Start with the scanner labeled as DS200 #1 on the **Machine Certification Form**.

☐ Use the flat silver key to open the ballot compartment.

☐ Remove all voted ballots from the ballot compartment.

☐ Look carefully to be sure that the ballot compartment is empty.

☐ Straighten them into a neat pile. They don't need to face the same way.

☐ Put the ballots in a cardboard box.

☐ Put any hand-counted ballots on top of the scanned ballots.

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4. Seal cardboard box with red tamper tape

☐ Wrap red tamper tape around the box, completely circling the box in both directions.

5. Attach two white #3 Sheets

☐ Record DS200 serial number on two white **#3 Sheets** per box.

☐ Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).

☐ Use clear tape to attach one sheet to one <u>side</u> of the box and the other sheet to one <u>end</u> of the box.

6. Attach yellow #3 Signature Label

☐ All officers present at closing must sign the **#3 Signature Label** on each box of ballots.

☐ Attach the label to the top of the box, then use clear tape to secure it.
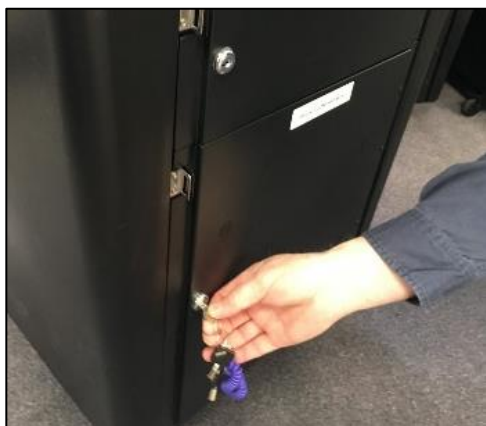
7. Lock the DS200

☐ Use the flat silver key to close and lock the ballot compartment.

☐ Enter the total number of boxes of voted ballots in the column labeled "# of Boxes of Voted Ballots" on the **Machine Certification Form**.

☐ Repeat all steps for DS200 #2 if it was used during the day.

☐ Put sealed boxes with materials to be loaded in Chief's car.

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1. Return unused (blank) ExpressVote cards

STOP! Do not mix voted and unvoted ballots.
Keep the boxes for packing voted and unvoted ballots SEPARATE.

☐ Put all unused ExpressVote cards back in their brown envelope.

☐ Put the brown envelope in the **black rolling kit**.

☐ Try not to bend cards so they can be used in future elections.

2. Count unused ballots

☐ Count and write down the number of unopened ballot packs. You don't have to open sealed boxes that were never opened during the day. Use the label information to determine number of ballots inside. Assume each pack contains 100 ballots.

☐ Count and write down the number of unused ballots remaining in the last pack(s) you opened.

☐ These numbers are needed to complete **Statement of Results**.
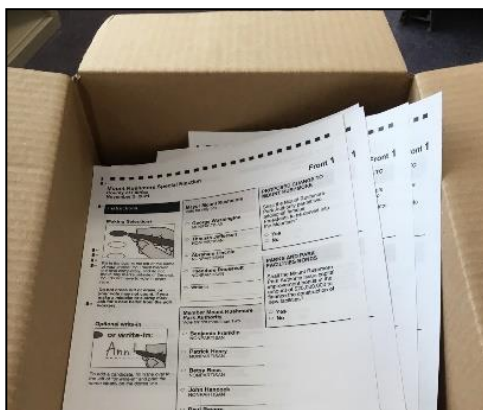
3. Box and seal unused ballots

☐ Place all UNUSED ballots in cardboard boxes. Loose ballots can be added to an opened box containing sealed packs.

☐ Use opened box(es) in which ballots had been delivered.

☐ Seal the box flaps with clear tape.

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4. Seal cardboard box with red tamper tape

☐ Wrap red tamper tape around the box, completely circling the box in both directions.

☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.

5. Attach blue #6 Unused Ballots labels

☐ Use clear tape to attach a blue **#6 Unused Ballots** label to one <u>side</u> and a second blue **#6 Unused Ballots** label to one <u>end</u> of each box.

☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.

☐ Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).

 # 6 UNUSED BALLOTS

County of Fairfax
NOVEMBER 2, 2021

Officer _____

Officer _____

6. Attach white peel-off signature label

☐ Place the small white #6 peel-off signature label across the box top flaps – <u>two officers must sign</u>.

7. Put boxes in the right places

☐ Return any empty boxes to the gray supply cart. Break them down and lay them flat.

☐ Put sealed boxes with materials to be loaded in the Chief's car.

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REQUIRED SIGNATURE CHECKLIST

All officers must sign. Any officer who does not sign will be contacted and required to come to the elections office to sign.

☐	**Election Officer Oath**	**All** officers sign this form during opening. The Chief must sign at top <u>and</u> bottom.
☐	**Compensation Sheet**	**All** officers sign this form during opening. Note split shifts and late arrivals.

All officers staying for closing procedures must sign these items (i.e. Collector Officers and any officers who leave early will not sign.). Any officer who does not sign will be contacted and required to come to the elections office to sign.

☐	**SOR – A (original)**	**All** officers sign after polls close.
☐	**SOR – B (copy)**	**All** officers sign after polls close.
☐	**Printed Return Sheet (yellow)**	**All** officers sign after polls close.
☐	**#3 Yellow Label: Counted Ballots**	**All** officers sign after polls close. (Required for each box of voted ballots)

Some officers must sign these items during closing procedures.

☐	**Voting machine tapes**	<u>Two</u> officers sign each section.
☐	**#1A green envelope** (Provisional ballots)	<u>Two</u> officers complete and sign the back of the envelope and sign a label used to seal the envelope.
☐	**#2A envelope** (Printed Return Sheet, yellow)	<u>Two</u> officers sign a label used to seal the envelope.
☐	**#4 envelope** (Spoiled/voided ballots)	<u>Two</u> officers sign a label used to seal the envelope.
☐	**#6 seal for cardboard box** (Unused ballots)	<u>Two</u> officers sign a label used to seal the box.
☐	**#8 envelope** (Voter forms)	<u>Two</u> officers sign a label used to seal the envelope.

ITEMS to RETURN in BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING
☐ **#1A** **Green Envelope**	☐ Provisional ballot envelopes ☐ Provisional ballot logs	Enter number of envelopes enclosed. Sign Certification. Seal with label – 2 signatures.
☐ **#1B** **Green Envelope**	**Only used if a court order extends voting hours past 7:00 PM. Otherwise, return unsealed and unmarked.** ☐ Provisional ballot envelopes with box #3 checked (during court-ordered hours) ☐ Provisional ballot logs with top right checkbox checked	If unused – return empty, unmarked, and unsealed. If used – seal with label (2 signatures).
☐ **#2** **Blue Pouch**	☐ Election Officer Oath ☐ Compensation Sheet ☐ Statement of Results – A (original) ☐ Statement of Results – B (copy) ☐ Machine Certification Form ☐ Hand Count Report ☐ Chief's Notes ☐ Precinct Data Sheet ☐ Comment/Complaint Forms (submitted by voters) ☐ Equipment password cards	Seal with BLUE plastic tab seal (numbered side up). Do not use tape or sticky labels. Do not write on plastic windows!
☐ **#2A** **Brown Envelope**	☐ Printed Return Sheet (yellow) with tapes	Seal with label – 2 signatures.
☐ **#4** **Brown Envelope**	☐ Spoiled ballots ☐ Voided ballots ☐ Surrendered absentee ballots	Seal with label - 2 signatures.
☐ **#7** **Orange Pouch**	☐ Seals cut from cart and machines ☐ Keys for equipment (on red and black wristbands) ☐ Key for gray cart (on blue lanyard) ☐ Lost IDs, drivers licenses, etc. ☐ Backup iSync drive/envelope	Seal with RED plastic tab seal (numbered side up). Do not use tape or sticky labels.
☐ **#8** **White Envelope**	**Used (filled-in) forms:** ☐ Voter Registration Applications ☐ Affirmations of Eligibility ☐ Requests for Assistance ☐ ID Confirmation Statements ☐ Report of Death of Registered Voter ☐ Voter Referral Worksheets (yellow) ☐ Election Officer Applications ☐ Authorized representative forms ☐ Request to Cancel Voter Registration	Seal with label – 2 signatures. Unused/blank forms should be returned in the Blue Bag. **Do not mix filled-out forms with blank forms.**
☐ **EO** **Envelope**	☐ Election Officer Evaluation Form	Seal if desired.
Other Items	☐ **Unused ExpressVote cards in brown envelope** (do not bend or seal) ☐ **Unused provisional envelopes & provisional notices** ☐ Small blue pencil case with clips, scissors, pens, Post-its, mini-stapler, black marker, moistener bottle, etc. ☐ Magnifying glass ☐ Magnifying sheet ☐ Code of Virginia law book ☐ Backup paper pollbook and count sheet ☐ Dual polling places only – Maps and Signs ☐ Voter permit cards ☐ Small clippers/pliers for cutting seals (in small pouch) ☐ Chief/Assistant Chief badges with ribbons ☐ **Any unlisted items, such as "lost and found" items**	Put the precinct number on "lost and found" items so we can try to get things back to their owners.

ITEMS to RETURN in BLUE BAG

ITEMS	DESCRIPTION	COMMENTS
Unused forms (on tear-off pads)	☐ <u>Unused</u> Request for Assistance forms ☐ <u>Unused</u> Affirmation of Eligibility forms ☐ <u>Unused</u> Comment forms ☐ <u>Unused</u> Voter Referral Worksheets (yellow) ☐ <u>Unused</u> Notification of Death forms ☐ <u>Unused</u> ID Confirmation Statement pads ☐ <u>Unused</u> Cancel Registration forms ☐ Writing pad	Assistance Form – 2 sets, one with English/Spanish and one with Vietnamese/Korean Eligibility Form – 4 sets, one for each language
Unused forms (loose or banded)	☐ <u>Unused</u> Voter Registration Form ☐ <u>Unused</u> Voter Complaint Form ☐ Election officer recruitment cards ☐ Election officer table-top poster	Registration forms – 4 languages Complaint Form - 4 languages
Reference items	☐ Final Absentee Report (from Sheriff's envelope) ☐ Close of Books Report (from Sheriff's envelope) ☐ District, Precincts, and Polling Places (precinct locator) ☐ Voter ID Chart for Check-in Table ☐ Demonstration Ballot (tan)	**Sample ballots** and **leftover bond information** may be discarded or recycled. Return all other material on this list.
Large posters	☐ Vote Here ☐ Voter Parking Only ☐ Prohibited Area ☐ Voter Rights and Responsibilities ☐ DS200 Instruction Poster ☐ ExpressVote Instruction Poster ☐ Curbside Notice ☐ No write-ins in primary elections	Prohibited Area and Rights and Responsibilities have 2 sets – one for English/Spanish and one for Vietnamese/Korean. Remove all tape from signs!
Small posters	☐ Voting Information (lime green) – HAVA 2 ☐ Attention All Voters (white & blue) signs ☐ Attention Authorized Representatives ☐ Do you have your ID (yellow) ☐ Exit signs ☐ Red and Blue Arrows ☐ Universal Accessibility Symbol (wheelchair) ☐ Instructions for Hanging Signs and Posters handout	Attention Voters – 4 sets – one for each language. Remove all tape from signs!
Precinct supplies	☐ <u>Unused</u> Authorized Representative stickers ☐ 40-foot No Campaigning Kit ☐ Tape rolls – clear, blue painters, red tamper ☐ Ballpoint pens for marking ballots ☐ "I Voted" and "Future Voter" stickers ☐ Unused preprinted number labels and sheets	Return in good condition so we can reuse for future elections.

ITEMS to RETURN in GRAY CART

ON TOP OF CART:
- ☐ A-frame curbside voter sign
- ☐ Acrylic sneeze guards (re-packed)
- ☐ Absentee ballot drop box (re-packed)

TOP LEFT:
- ☐ Any additional precinct-specific items (e.g., cones, sign stands)
- ☐ Unused PPE supplies

TOP RIGHT:
- ☐ Clear plastic portfolio with extra unused seals and drop box hardware
- ☐ Blank plastic curbside inserts ("sliders")
- ☐ Unused box(es) of privacy folders
- ☐ Gray bin with small supplies:
  - o Canvas bag with cables & power strips
  - o Calculator
  - o Extra DS200 tape roll
  - o American flag
  - o Extra feet for acrylic sneeze guards

BOTTOM LEFT:
- ☐ Black padded cases with ExpressVotes

BOTTOM RIGHT:
- ☐ Blue supply bag
- ☐ "Real estate" voter signs
- ☐ Handicapped voter sign
- ☐ Cardboard privacy booths
- ☐ Standing privacy booth (blue hard case)
- ☐ Clipboards

ON INSIDE OF LEFT DOOR:
- ☐ Pouch with Cart Security Log (completed and signed)

ON INSIDE OF RIGHT DOOR:
- ☐ Wire frames for voter signs

ITEMS to RETURN to DEPOT

The Chief will drive the following items to the designated return depot location:
(Warning: Some items are heavy! Ask all officers to help load Chief's car before leaving.)

CONTAINER	CONTENTS	INSTRUCTIONS
☐ **Black rolling kit**	See chart on previous pages	Contains envelopes, pouches, etc.
☐ **Green Poll Pad cases (up to 6)**	Poll Pads and attachments Stylus and cloth Chargers and power cords	No seal required.
☐ **# 3 cardboard boxes of voted ballots**	All scanned ballots All hand-counted ballots	Verify boxes are sealed with red tamper tape. Verify boxes have **white #3 sheets** taped to one side and end of each box and each box is numbered. Verify yellow signature label is affixed to the top of each box over the flaps and <u>all</u> officers signed. Verify the # of boxes of voted ballots is recorded on the **Machine Certification Form**.
☐ **# 6 cardboard boxes of unvoted ballots**	Unused (blank) standard ballots	Verify boxes are sealed with red tamper tape. Verify boxes have **blue #6 sheets** taped to one side and end of box. Verify white signature label is affixed to the top of each box over the flaps and <u>two</u> officers signed. **(Do not forget unopened boxes in the cart.)**
☐ **Windshield sign**	Windshield sign with precinct number	Keep near passenger seat of Chief's car for easy access.
Loose Items	Any stray items that did not get put in the cart, black kit, or blue bag.	Before you leave, check for signs that were posted outside or along the road to direct voters.