

# Vote Center Training

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## Closing Procedures

- How to suspend/close the polls
- How to account for the day's activities
- What to pack up for the evening
- What else to do before you leave

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## Closing Procedures

- Announce “The polls are closed!”
- Last person in line gets to vote
- Anyone dropping off a ballot doesn't have to wait
- You must allow all people to vote before you pack up



Polls  
are  
closed!

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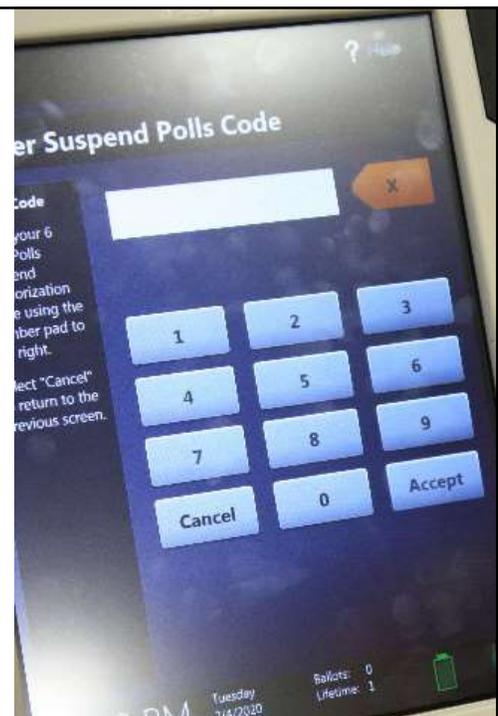
## Closing Procedures

“Suspending” and “closing” the polls are terms of art that allow the Elections Staff to, among other things, report early voting and Election Day results.

Most will suspend the polls every night that you close the vote center except for Election Night.

You must change over the clocks on Saturday night. Instructions are provided.

We will swap out a V-Drive the Monday before the Election.



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## Closing Procedures

- Press the blue poll worker button on the back of the voting equipment
- Tap “Menu” at the top of the screen
- Select “Suspend Polls” or “Close Polls,” depending on which flag appears on the screen

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## Closing Procedures

- Use your badge to input the suspend/close polls code
- A report will print out automatically
- Tear the report from the machine and use this report to complete Vote Center Accounting Worksheet
- Roll up the report and place it in the day’s Banker’s Bag
- Press the red power button on the back of the machine to power it off

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## Closing Procedures

- After the machine is completely powered off, unlock and undock the tablet
- Wipe down the voting equipment
- Stow the tablet back in its compartment
- Lock the tablet into place with the key
- Pull the blue latch to further secure the tablet in place
- Repeat these steps for all the voting equipment



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## Closing Procedures

- You must lock the Oki Printer trays, ballot stock, laptops, Blue Transport bags, and other items in the Silver Cabinet
- Reconcile the amount of ballot stock you currently have, including what's loose in the trays (Daily Audit Binder)
- It's okay to leave the voting equipment sealed outside the cabinet
- There will be a checklist of what you must store inside the cabinet



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# Closing Procedures

- If you are suspending the polls, close the top of the voting equipment and secure the handle with a White Wire Seal. Write this seal number on the Vote Center Accounting Worksheet.
- There will be a V-Drive swap on Monday night. You can shut off the machines but don't close them until after the swap occurs.
- If you are closing the polls, please wait for a FED or an authorized Elections Staff member to remove the V-Drive. Once the V-Drive is removed, the voting equipment can be closed and secured with a White Wire Seal.



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# Daily Accounting

You must keep track of:

- Used blank ballot stock
- Number of ballots cast during the day
- CVR and Provisional ballots issued
- Preprinted ballot stock used throughout the day
- Spoiled and surrendered ballots

All evening accounting activities are tracked with the Vote Center Accounting Worksheets found in the Daily Audit Binder.

Ballot Accounting Totals		
A	# Ballots Printed at Check In Table (Line 4 + Line 9)	
Transport Bags		
B	# Conditional Voter Registration Ballots (Line 11)	
C	# Provisional Ballots (Line 12)	
D	# Spoiled Ballots (Line 13)	
Other Vote Center Ballots Issued		
E	# Pre-Printed Ballot Stock Issued to Voters (Line 18)	
F	# Vote-By-Mail ballots Taken Home by Voters (Line 20)	
<b>Total Paper Ballots Issued</b> (Add Lines A-F)		
G	# Touch Writer Ballots Issued (Line 24 + Line 29 + Line 34)	
H	# Ballots Cast in Scanner (Line 39)	

Manager Signature: \_\_\_\_\_

Elections Staff Signature: \_\_\_\_\_

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# Daily Accounting

Line A: Reporting the number of ballots issued for the day

- These are the ballots issued with Ballot-On-Demand (Verity Print). You'll provide the total number of ballots issued on these machines.
- Find the Ballot Counter line on your closing report and record it in the Vote Center Accounting Worksheet ("Evening Ballot Counter")
- For each Verity Print subtract the number of ballots issued in the evening from the number of ballots issued in the morning
- Wipe down the machines (if not done already)
- Record the White Wire Seal number on your worksheet (remember to wait for V-Drive extraction on Monday and Tuesday)
- Repeat for all Verity Print

# Ballots Printed at the Check In Table

		Verity Print # <u>2</u>
		Oki Printer # <u>2</u>
Before Open	Line 1	Removed White Wire Seal # <u>12345678</u>
	Line 2	Morning Ballot Counter <u>0</u>
After Close	Line 3	Evening Ballot Counter <u>10</u>
	Line 4	Ballots Printed at this Station (Line 3 minus Line 2) <u>10</u>
	Line 5	New White Wire Seal # <u>34567890</u>

		Verity Print # <u>3</u>
		Oki Printer # <u>3</u>
Open	Line	

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# Daily Accounting

Line B-D: Ballots In Transport Bags

- Yellow Bag: count the number of CVRs issued for the day and record the number. Place those ballots in the Yellow bag.
- Maroon Bag: count the number of Provisional ballots issued for the day and record the number. Place those ballots in the Maroon bag.
- Green Bag: count the number of spoiled and surrendered ballots collected and record those numbers. Place those ballots in the Green bag.
- Put the Yellow, Maroon, and Green bags in the blue transport bag.
- Complete the entire Vote Center Accounting Worksheet before you seal the Blue Transport Bag

Transport Bags

Line	Color Bag Contents	# ballots
11	<b>Yellow Bag</b> # Conditional Voter Registration ballots	
12	<b>Maroon Bag</b> # Provisional ballots	
13	<b>Green Bag</b> # Spoiled ballots	
14	Green Bag # Surrendered ballots	
15	Blue Transport Bag <input type="checkbox"/> Yellow Bag <input type="checkbox"/> Maroon Bag <input type="checkbox"/> Green Bag <input type="checkbox"/> Completed Applications for Early Voting/Vote-by-Mail Ballot (voters that took their ballot home) <input type="checkbox"/> Completed Vote Center Accounting Worksheet <input type="checkbox"/> Banker's Bag with broken White Wire Seals and voting equipment reports	

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# Daily Accounting

## Line E-F: Other Ballots Issued

- Pre-Printed Ballot Stock: If you issued any pre-printed, please note the number of ballots you issued.
- VBM Ballots Issued to Voters: If you issued any ballots that the voter took home, report this by counting the number of Early Voting/VBM Ballot Applications you collected during the day.
- Place the Early Voting/VBM Ballot Applications in the Blue Transport Bag

### Other Vote Center Ballots Issued

Line	Pre-printed stock issued		
16	Did you open the box of pre-printed ballot stock? <i>If yes, complete the Security Cabinet Seal Log If no, write "0" in Line 18</i>	Y	(N)
17	If yes, was this the first day you used pre-printed ballot stock?	Y	N
18	# Pre-Printed Ballots Issued	0	

Manager notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Line	VBM taken home by voters		
19	Did any voters take their ballot home?	(Y)	N
20	# Completed Applications for Early Voting/Vote-by-Mail Ballot		2

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# Daily Accounting

## Line G: Ballots Issued On Touch Writers

- These are the ballots issued on Ballot Marking Devices (Touch Writers). You'll provide the total number of ballots issued on these machines.
- Find the Ballot Counter line on your closing report and record it in the Vote Center Accounting Worksheet ("Evening Ballot Counter")
- For each Touch Writer subtract the number of ballots issued in the evening from the number of ballots issued in the morning
- Wipe down the machines (if not done already)
- Apply a White Wire Seal to the Touch Writer and record the number on your worksheet (remember to wait for V-Drive extraction on Monday and Tuesday)
- Repeat for all Touch Writers

### # Touch Writer Ballots Issued

Before Open	Line	Touch Writer # <u>2</u> Oki Printer # <u>6</u>
	21	Removed White Wire Seal # 23456789
	22	Morning Ballot Counter 0
After Close	23	Evening Ballot Counter 3
	24	Ballots Printed at this Station (Line 23 minus Line 22) 3
	25	New White Wire Seal # 93456780

Before Open	Line	Touch Writer # <u>4</u> Oki Printer # <u>7</u>
	26	Removed White Wire Seal # 83456781
	27	Morning Ballot Counter 0
	28	Evening Ballot Counter
		Ballots Printed at this Station

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# Daily Accounting

Line H: Ballots Scanned

- Find the Ballot Counter line on your closing report and record it in the Vote Center Accounting Worksheet ("Evening Ballot Counter")
- Subtract the number of ballots scanned the number of ballots indicated on the Morning Ballot Counter
- Wipe down the machine (if not done already)
- Apply a White Wire Seal to the Scanner and record the number on your worksheet (remember to wait for V-Drive extraction on Monday and Tuesday)

## # Ballots Cast in Scanner

		Line	Scanner # <u>4</u>
Before Open		36	Removed White Wire Seal # <u>53456784</u>
		37	Morning Ballot Counter <u>0</u>
		38	Evening Ballot Counter <u>22</u>
After Close		39	<b>Ballots Scanned (Line 38 minus Line 37)</b> <u>22</u>
		40	New White Wire Seal # <u>63456782</u>
		41	Red Sticker Seal on the Ballot Box Door Intact? <input checked="" type="radio"/> Y <input type="radio"/> N
		42	Red Sticker Seal on the Back of Ballot Box Intact? <input checked="" type="radio"/> Y <input type="radio"/> N
		43	Did voters cast ballots in the Auxiliary bin? <input type="radio"/> Y <input checked="" type="radio"/> N

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# Daily Accounting

- Make sure that the Vote Center Accounting Worksheet is complete
- There is a checklist with everything you should pack in the Blue Transport Bag
- Record the White Wire Seal number you use to close the Blue Transport Bag
- Sign the Vote Center Accounting Worksheet and place it in the Blue Transport Bag
- Seal the Blue Transport Bag and lock it in the Silver Cabinet

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## Closing Procedures

### Pop Quiz!

We must open up the ballot box and count all the ballots that were scanned each night

- True
- False



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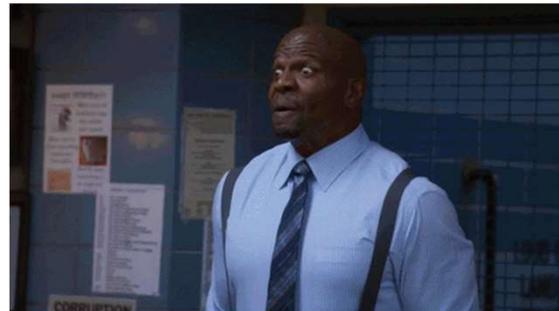
## Closing Procedures

### False!

There will be enough room to fit all scanned ballots in the black ballot box.

An elections staff member or Field Election Deputy will pick up your ballots on the Monday before Election Day and Election Night.

Leave the ballot box open on Monday night.



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## Closing Thoughts

- Make sure you're a good vote center guest
- We will have logins and passwords for you at in person training
- Make sure you fill in your paperwork so you can get paid



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## Closing Thoughts

- Take a COVID Self Assessment—the questions are easy and confidential
- If you can't serve, please call ASAP
- This election will be busy—we're all here to support you
- On Election Day, there will be a Field Election Deputy (FED) who will be assigned to your area and will provide you with extra help.



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