

# Vote Center Training

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**NEVADA  
COUNTY**  
CALIFORNIA

**Clerk Recorder  
Registrar of Voters**

# 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

## Closing Procedures

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

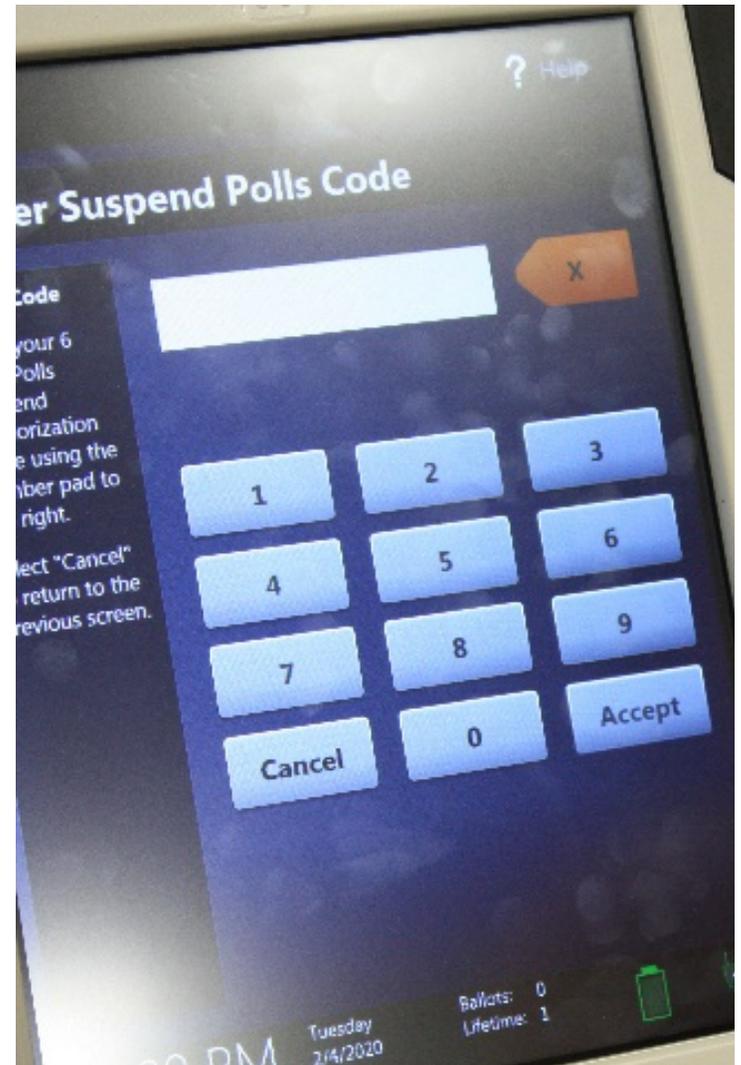


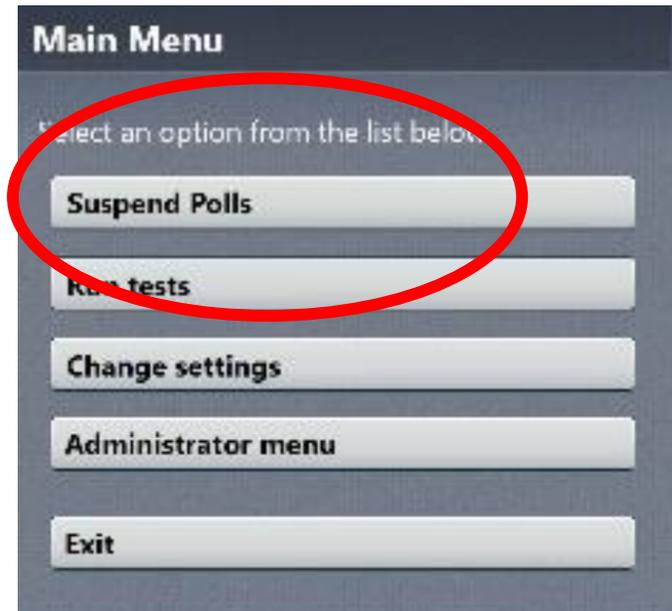
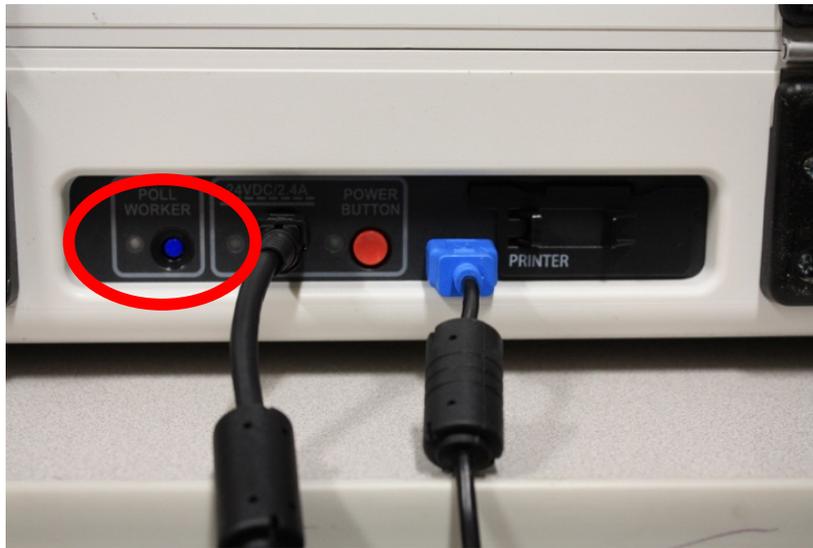
# Closing Procedures

“Suspending” and “closing” the polls 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.

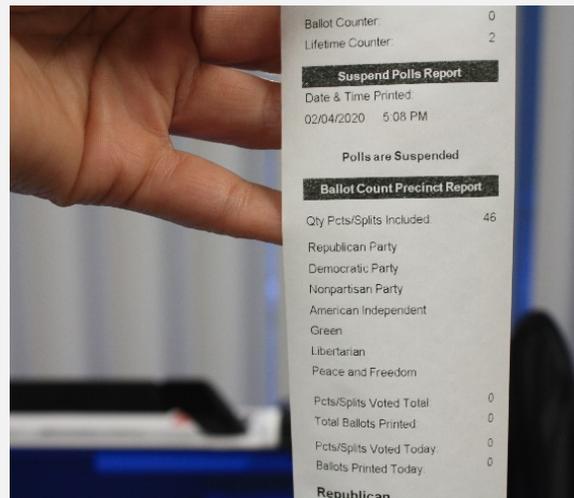
We will swap out a V-Drive the Monday before the Election.





## 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



## 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

# Closing Procedures

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- 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



# Closing Procedures

## Pop Quiz!

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

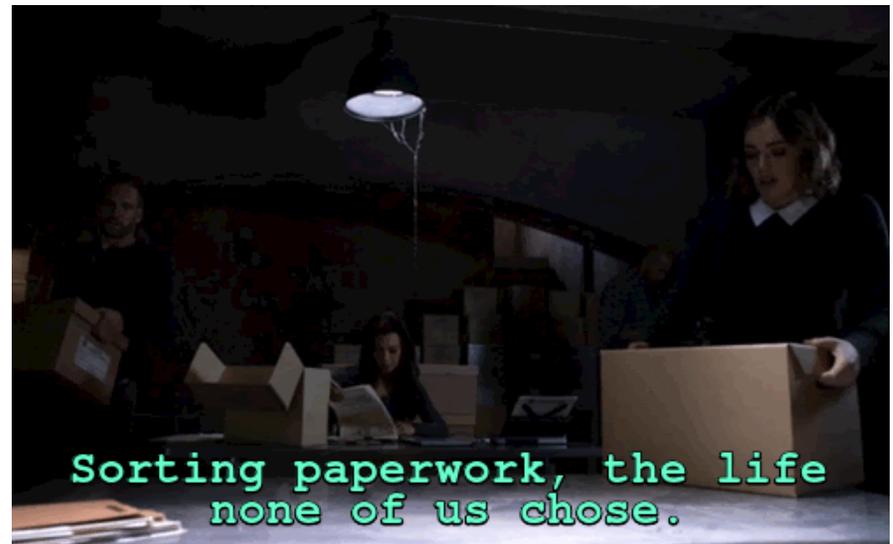
- True
- False



# Closing Procedures

## TRUE!

This is a process change for some of you. Under the law, we need to empty out the ballot boxes every night. You will have enough Red Sticker Seals to keep the black ballot box secure every day of the voting period.



# Closing Procedures

- Empty the ballot box every night by breaking the Red Sticker Seal over the front door to the black ballot box
- Put the ballots neatly into a bag labeled “Voted Ballots” and place them in the Blue Transport Bag
- Make sure to empty the Auxiliary Bin if you have unscanned ballots; **do not mix them with scanned ballots**—you will have an envelope to keep them separated
- Apply a new Red Sticker Seal on the front door of the Black Ballot Box first thing the next morning and record the number



# Closing Procedures

- You must lock the Oki Printer trays, ballot stock, laptops, 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



# 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.



# 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:** \_\_\_\_\_

# 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

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

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

# 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, along with voted ballots from the black ballot box.
- **Put scanned ballots from the scanner in your blue transport bag**
- Complete the entire Vote Center Accounting Worksheet before you seal the Blue Transport Bag

## Ballots In Envelopes

Line	Color Bag Contents	# ballots
11	# Conditional Voter Registration ballots	5
12	# Provisional ballots	0
13	#Spoiled ballots	1
14	#Surrendered ballots	7
15	Blue Transport Bag <input checked="" type="checkbox"/> Yellow Bag (CVRs) <input checked="" type="checkbox"/> Maroon Bag (Provisionals) <input checked="" type="checkbox"/> Green Bag (Spoiled/Surrendered Ballots) <input checked="" type="checkbox"/> Scanned Ballots from Black Box <input checked="" type="checkbox"/> Completed Applications for Early Voting/Vote-by-Mail Ballot (voters that took their ballot home) <input checked="" type="checkbox"/> Authorization to Receive VBM Ballot <input checked="" type="checkbox"/> Change of Address/Party ID Forms <input checked="" type="checkbox"/> Daily Questionnaires <input checked="" type="checkbox"/> Timecards and Oaths of Office <input checked="" type="checkbox"/> Banker's Bag with broken White Wire Seals and voting equipment reports <input checked="" type="checkbox"/> Completed Vote Center Accounting Worksheet	

**ALL LIVE BALLOTS MUST BE RETURNED TO NEVADA COUNTY ELECTIONS AT THE END OF THE SHIFT**

# 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</i> <i>If no, write "0" in Line 18</i>	Y	<input checked="" type="radio"/> 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 \_\_\_\_\_  
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 \_\_\_\_\_  
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Line	VBM taken home by voters		
19	Did any voters take their ballot home?	<input checked="" type="radio"/> Y	N
20	# Completed Applications for Early Voting/Vote-by-Mail Ballot	2	

# 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

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

	Line	Touch Writer # <u>4</u>
		Oki Printer # <u>7</u>
Before Open	26	Removed White Wire Seal # 83456781
	27	Morning Ballot Counter 0

# 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
- You will have a space to apply the broken Red Sticker Seal
- 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 #	53456784	
	37	Morning Ballot Counter	0	
After Close	38	Evening Ballot Counter	22	
	39	<b>Ballots Scanned (Line 38 minus Line 37)</b>	22	
	40	New White Wire Seal #	63456782	
	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

# 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 make sure its delivered to headquarters or locked up

# Closing Thoughts

- Make sure you're a good vote center guest
- Make sure you fill in your paperwork so you can get paid
- If you can't serve, please call ASAP
- You are not alone in this process—we're all here to support you
- Stay calm, cool, and collected—You Got This!!!

