



Revised 2/16/2016

Chapter 17

Ending the Election Scanning Unit

General Instructions	17.2
Required Supplies	17.2
Closing the Polls (Chief Judges Only)	17.3
Packing the Scanning Unit.....	17.23

Ending the Election – Scanning Unit

General Instructions

All voters who are in line at 8:00 p.m. are permitted to vote.

If possible, close the door to the polling room or building behind the last voter in line. If the line extends beyond the outside entrance, try to gather voters inside the building or position an election judge at the end of the line.

As soon as the last voter has left the precinct:

End the election on the scanning unit. This is done by the two Chief Judges (or a **bipartisan** team of judges which includes a Chief Judge). It is crucial that the Scanning Unit be closed according to the steps outlined in this chapter and the VOP-D dispatched with the Black Memory Stick Security Bag containing the Rear Memory Stick and reports ***no later than 15 minutes after the last voter has left the precinct.***

If any challengers and watchers are in the polling place when the Scanning Unit is being closed, speak loudly enough for them to hear as you verify the information being recorded on the *Scanning Unit Integrity Report - Closing*.

Required Supplies

Scanning Unit key
Scanning Unit Integrity Report - Closing
New tamper tape and seals
Scissors to remove seals on outside of Scanning Unit
Black Memory Stick Security Bag
Red Memory Stick Security Bag
Chain of Custody Forms

Ending the Election – Scanning Unit

Closing the Polls (Chief Judges Only)

At the direction of the Chief Judges, the following procedures are to be completed when the last voter in the polling place has completed the voting process.

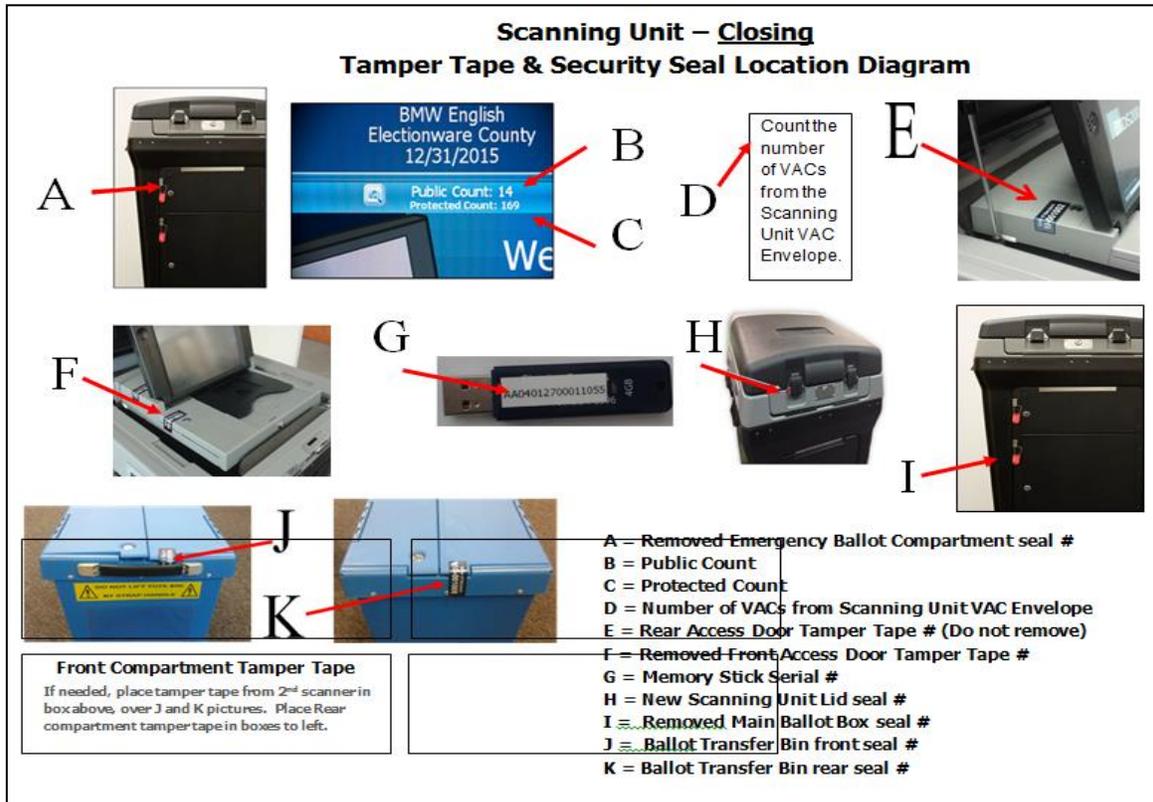
The following procedures must be done as a bipartisan team either by Chief Judges or by Voting Judges under the direct supervision of Chief Judges.

1. Obtain the Scanning Unit Integrity Report - Closing.

SCANNING UNIT INTEGRITY REPORT – CLOSING 2016 Presidential Election - Election Day						
Local Board: <u>Montgomery</u>				Date: <u>April 26, 2016</u>		
District/Precinct: _____						
1. Place removed tamper tape on the back of this form. 2. Attach a Totals Report from each Scanning Unit to this report. Also post a Totals Report near the Zero Report from each Scanning Unit for public viewing.						
COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.						
+						
Unit #	A. Removed Emergency Ballot Compartment Seal # Record	B. Public Count Record	C. Protected Count Record	D. Number of VACs Record	E. Removed Rear Access Door Tamper Tape # Record	F. Removed Front Access Door Tamper Tape # Record
1						
2						
For two Scanning Units, add Boxes 1B and 2B for total public count						
Unit #	G. Memory Stick Serial #s Verify		H. New Scanning Unit Lid Seal # Record	I. Removed Main Ballot Box Security Seal/ Lock # Record	J. Security seal # on Ballot Transfer Bin - Front Record	K. Security seal # on Ballot Transfer Bin - Rear Record
1	Main					
1	Rear					
2	Main					
2	Rear					
To the best of our knowledge, the information on this report is true and accurate.						
Assisting Judge(s): _____						
Chief Judge: _____			Chief Judge: _____		1/9/2016	

Front

Ending the Election – Scanning Unit



Rear

2. **Record** the security seal number on the Emergency Ballot Compartment in column **A** of the *Scanning Unit Integrity Report - Closing*.



- A. Remove the security seal on the Emergency Ballot Compartment and place it in the trash.
- B. Use the flat Scanning Unit key to unlock the Emergency Ballot Compartment.

Ending the Election – Scanning Unit

3. Open the Emergency Ballot Compartment door. Confirm that the Emergency Ballot Compartment is empty. **Beware of sharp edges.** Alert a Chief Judge if any ballots are found inside the Emergency Ballot Compartment.

The Emergency Ballot Compartment is used to store voted ballots if a Scanning Unit malfunctions during voting hours.

! Ballots that are placed into the Emergency Ballot Compartment **shall not be removed** until the last voter in line has voted at the end of the day. Under the supervision of a Chief Judge, a bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanner.

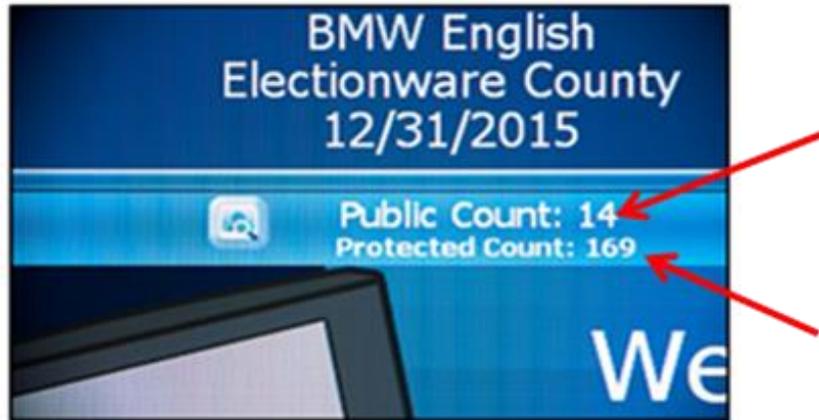


4. Close and lock the Emergency Ballot Compartment. A new security seal does not have to be applied.



Ending the Election – Scanning Unit

- Record the Public Count and Protected Count (final vote count) numbers in columns **B** and **C** on the *Scanning Unit Integrity Report - Closing*.



- Verify the number of the Rear Access Door tamper tape in column **E** of the *Scanning Unit Integrity Report - Closing*. Remove the tamper tape and place on the back of the report.

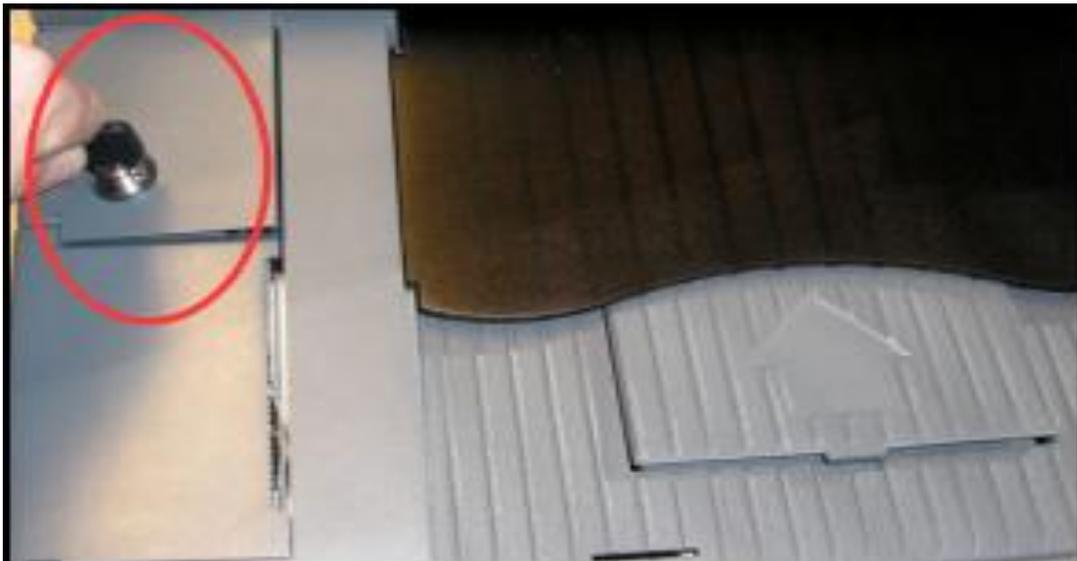


Ending the Election – Scanning Unit

7. Remove the tamper tape securing the Front Access Door, and record the tamper tape number in column **F** of the *Scanning Unit Integrity Report - Closing*. Place the removed tamper tape on the back of the report.



8. Use the round key to unlock and open the front access door.

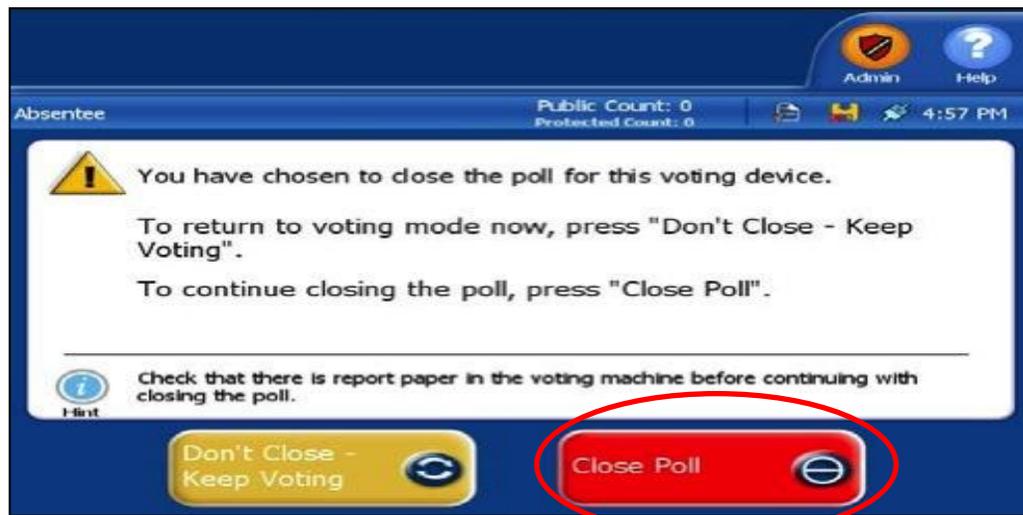


Ending the Election – Scanning Unit

9. Push and hold down the **“Close Poll”** button for a second or two and release. The button will turn red.

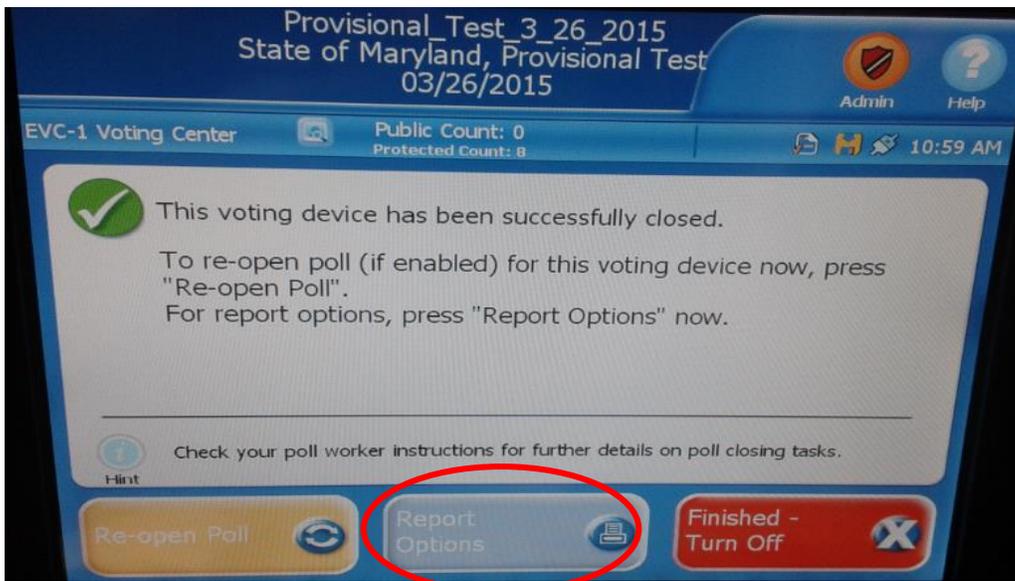


10. The Ballot Scanner display reads **“You have chosen to close the poll for this voting device.”** Touch **“Close Poll”** on the display screen. Two copies of the **“Results Report”** will print.



Ending the Election – Scanning Unit

11. Separate the reports, leaving the header (the "Ballot Status Accounting Report") attached to the first report. Both chiefs and each judge assisting with closing the scanning unit must sign the reports. Put the **first** report in the **Black** Memory Stick Security Bag. Put the **second** report in the **Red** Memory Stick Security Bag.
12. To print the third results report to post for the public, press "Report Options".



Ending the Election – Scanning Unit

13. On the next screen,

- In the “Report Type” box, press “Voting Results”
- In the “Report Format” box, press “Detailed”
- In the “Report Level” box, press “Polling Place”
- Leave all choices blank in the “Miscellaneous” box.

05-23 Marilyn J. Praisne... Public Count: 421 Protected Count: 752 3:21 PM

Please select the report to preview/print.

Report Type

- Ballot Status Accounting
- Voting Results**
- Event Log Summary
- Event Log

Report Level

- Polling Place**
- Precinct

Report Detail

- Public
- Detailed**

Miscellaneous

- Include Affidavit

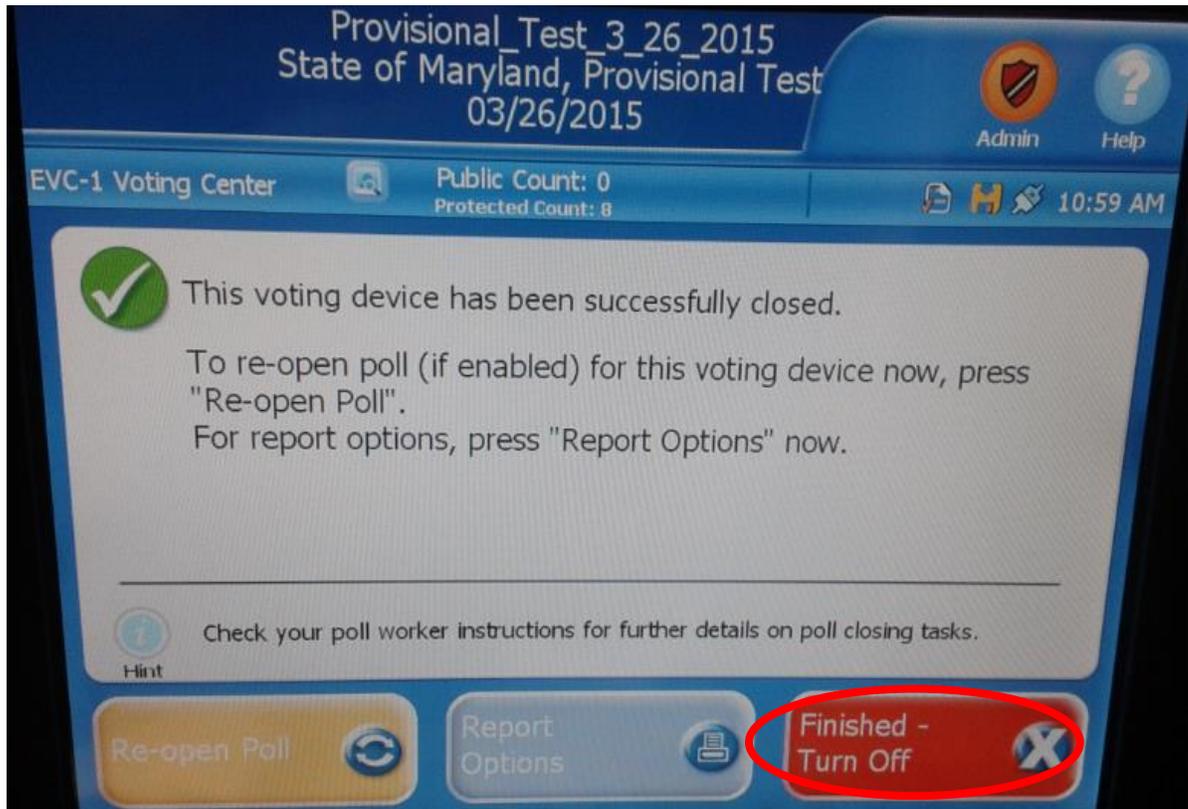
Preview Report Print Report Cancel

14. Press “Print Report”. The third report will print. Do not sign this report. Post this third Results Report next to the morning’s Zero Report for public viewing.

15. The screen reads “This voting device has been successfully closed.” Touch “**Finished – Turn Off.**” Scanning Unit powers off. **WAIT! Do not remove the memory sticks yet.**

Ending the Election – Scanning Unit

- IMPORTANT:** Allow all lights in the front access compartment and on the display screen to go completely dark. This process can take several minutes to complete. Unplug the Scanning Unit from the power outlet **WHILE IT POWERS OFF**.



- After the Close Poll and Power Lights have gone dark**, and after the Scanning Unit has been unplugged from the power outlet, grasp and gently pull the **Rear** Memory Stick straight out to remove it from the compartment.

Ending the Election – Scanning Unit



18. Verify the Rear Memory Stick serial number in column **G** of the *Scanning Unit Integrity Report -- Closing*.



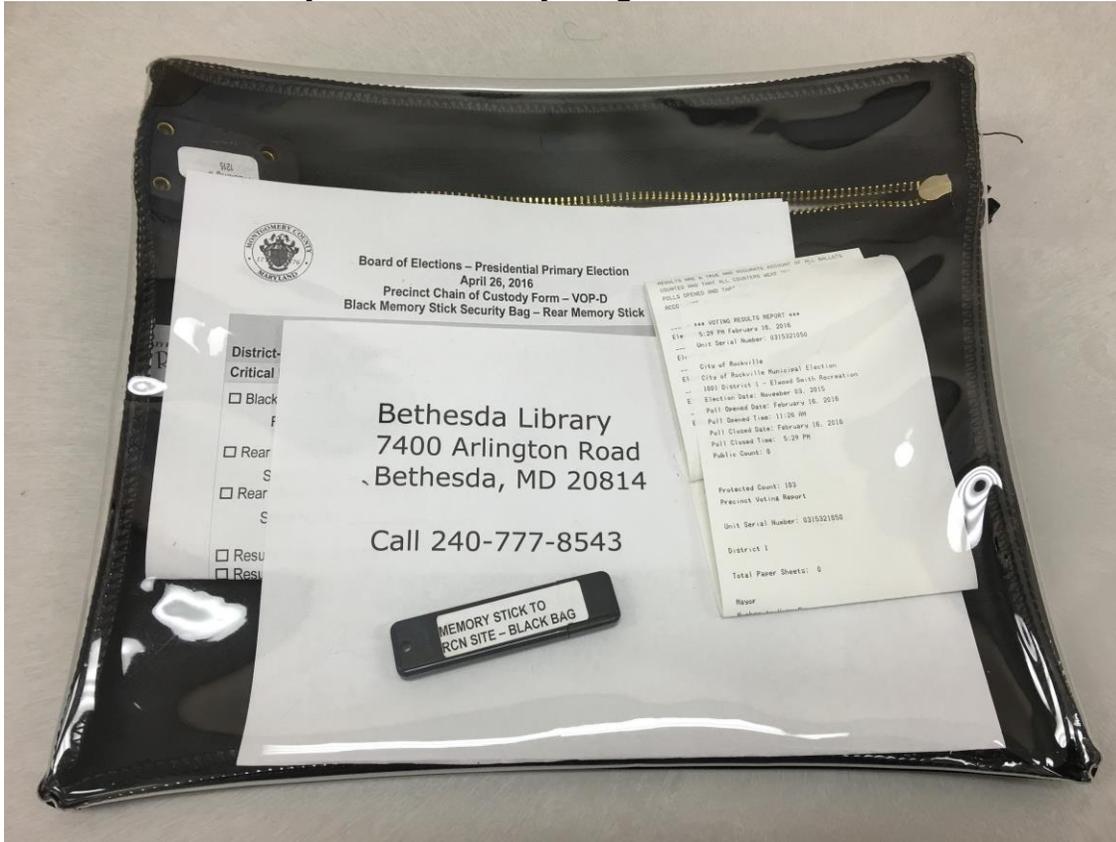
Immediately put the memory stick in the **Black Memory Stick Security Bag** (with the first results report). Seal the bag. Complete the *Precinct Chain of Custody Form – VOP-D* with

Ending the Election – Scanning Unit

the Voting Operations Judge (VOP-D) assigned to transport the memory stick.

! Ensure the VOP-D leaves as soon as possible.

Black Memory Stick Security Bag with contents:



Ending the Election – Scanning Unit



**Board of Elections – Presidential Primary Election
April 26, 2016
Precinct Chain of Custody Form – VOP-D
Black Memory Stick Security Bag – Rear Memory Stick**

District-Precinct: _____

Critical Materials

- Black Memory Stick Security Bag
Red Seal Number _____
- Rear Memory Stick – Scanner 1
Serial Number _____
- Rear Memory Stick – Scanner 2
Serial Number _____
- Results Tape – Scanner 1
- Results Tape – Scanner 2

**Leave with Black Memory Stick Security Bag as soon as practicable.
Go directly to BOE-assigned location accepting Memory Sticks.**

Relinquished By:

Chief Judge

Chief Judge

Received By:

Voting Operations Judge Driver (VOP-D)

Time Received by VOP-D

Time Received by BOE: _____

Memory Stick and Results Tape received and Black Bag Seal verified by: _____

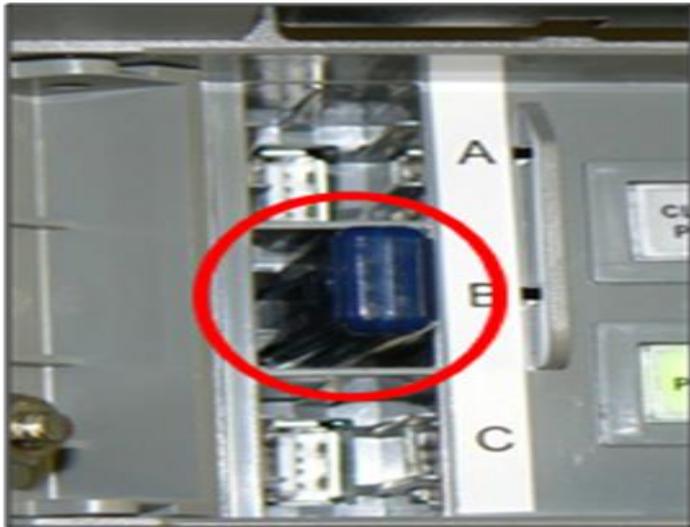
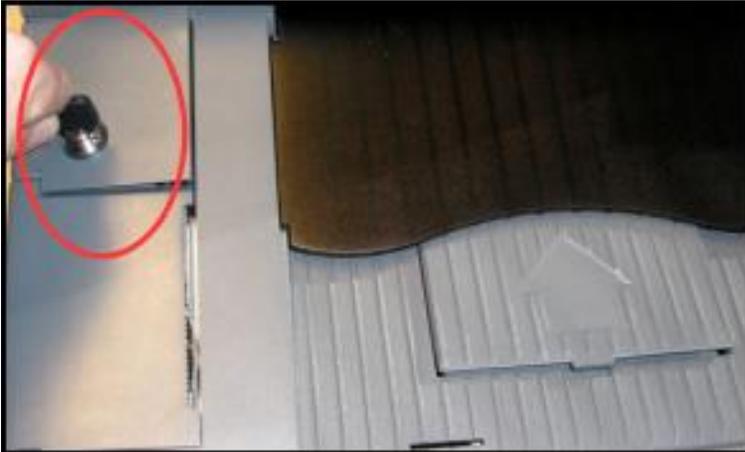
Pink copy to Chiefs. Yellow copy to VOP-D.

VOP-D: **Keep form easily accessible-in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to VOP-D.**

(2/11/16)

Ending the Election – Scanning Unit

19. Close and lock the rear access door. Do not apply new tamper tape.
20. Use the round key to unlock and open the front access door. Grasp and gently pull the **Front** Memory Stick straight out to remove it from the compartment.

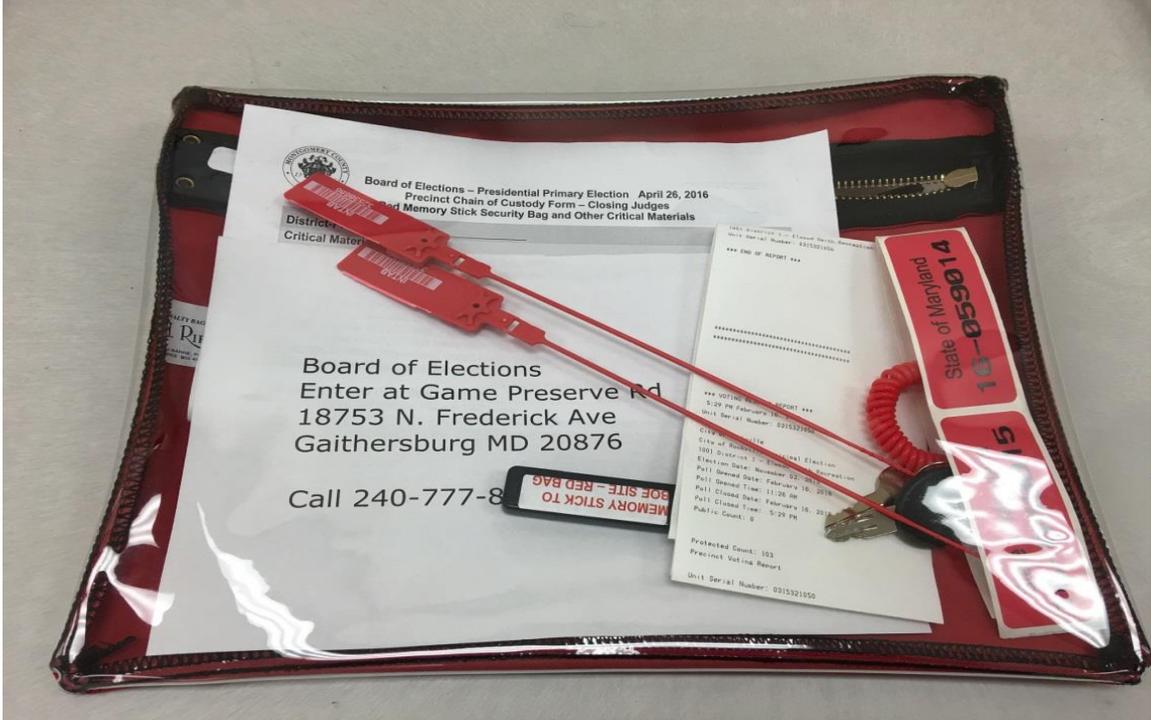


Ending the Election – Scanning Unit

21. Verify the **Main Memory Stick** serial number in column **G** of the *Scanning Unit Integrity Report -- Closing*. Put the memory stick in the **Red Memory Stick Security Bag** (with the second results report). Do **NOT** seal the bag at this point. (Seal the bag later with its other required contents, after completing the *Closing Summary Report* and the *Precinct Chain of Custody Form – Closing Judges*)

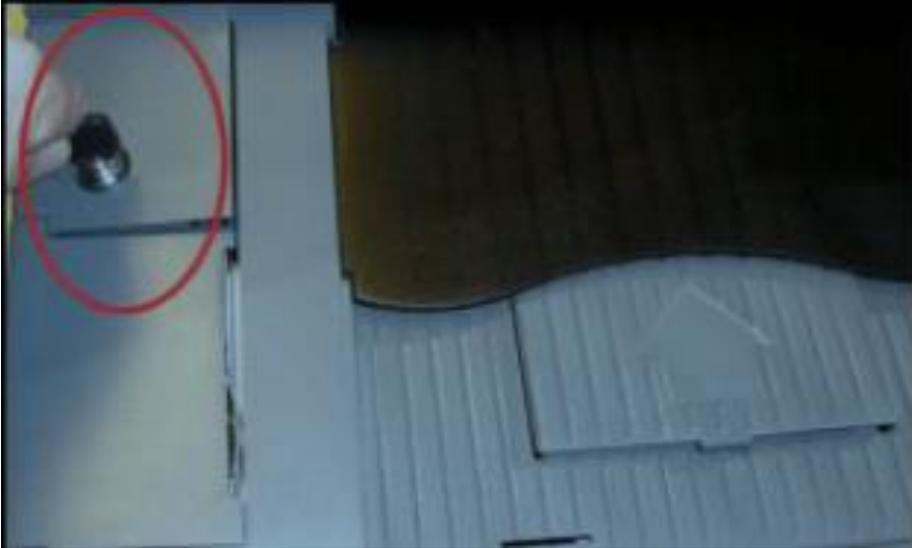


Red Memory Stick Security Bag with Contents:



Ending the Election – Scanning Unit

22. Close and lock the front access door. Do not apply new tamper tape.



23. Gently lower the display screen and lock the screen into place.



Ending the Election – Scanning Unit

24. Carefully lower the lid while holding the latches and lock the lid.



25. Attach a new security seal to the Scanning Unit lid. Record the new seal number in column **H** of the *Scanning Unit Integrity Report – Closing*.

Ending the Election – Scanning Unit



26. **Record** the security seal number of the Main Ballot Box in column **I** of the *Scanning Unit Integrity Report - Closing*. Remove seal and discard.



27. Use the Scanning Unit key to unlock the Main Ballot Box.

Ending the Election – Scanning Unit

28. Reach inside the Main Ballot Box to close the lid on the Ballot Transfer Bin. Use the strap handle to remove the Ballot Transfer Bin.

A. Check that all ballots are inside the Ballot Transfer Bin.

B. Check inside the Main Ballot Box for any loose ballots. Place any loose ballots found inside the Main Ballot Box into the Ballot Transfer Bin.



29. Close the lid on the Ballot Transfer Bin. Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.



Ending the Election – Scanning Unit

30. Close and use the flat key to lock the Main Ballot Box. Do not apply a new security seal.

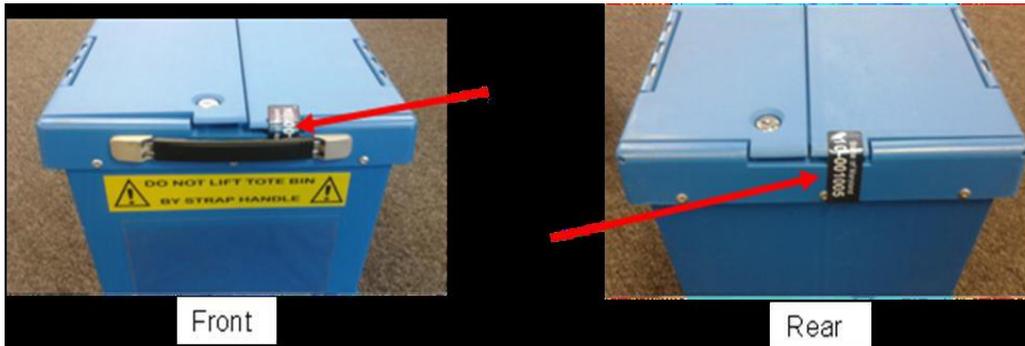


31. Use the flat key to lock both locks on the Ballot Transfer Bin.



Ending the Election – Scanning Unit

32. Apply tamper tape on the front and rear of the Ballot Transfer Bin lid. Record the tamper tape numbers in columns **J** and **K** of the *Scanning Unit Integrity Report - Closing*.



33. Extend the roller handle and lift the handle to shift the weight of the Ballot Transfer Bin to the rear wheels.

34. Roll the Ballot Transfer Bin to a secure location in the polling place, with the other Ballot Transfer Bin(s). The other Ballot Transfer Bins will either be already sealed (if filled earlier in the day) or unsealed and empty. Lock and apply tamper tape to any bin that is empty. All Ballot Transfer Bins must remain locked and sealed for transport to the local board of elections office later in the evening by the Ballot Bin Transfer Team. Complete the ***Precinct Chain of Custody Form, Blue Ballot Transfer Bins***.



Ending the Election – Scanning Unit

35. Count the number of VACs from the Scanning Unit VAC Envelope.
 - a. Record the total number of VACs onto the VAC Worksheet and the VAC box sticker;
 - b. Place the VAC's in the VAC Box for return to the board of elections;
36. Record the number of VACs in column **D** on the *Scanning Unit Integrity Report – Closing* and the *Closing Summary Report*.

Packing the Scanning Unit

1. Pack the power cord with the grey surge suppressor into the back compartment of the Scanning Unit. Close and lock the back compartment door.



2. Release the parking brakes by tapping vertical metal tabs upward with toe. **Caution: The metal tabs are sharp.**

Ending the Election – Scanning Unit



3. Three election judges roll the Scanning Unit into the Equipment Transfer Cart using the ramps provided for return to the local board of elections.

