

# Scanning Unit Closing the Polls Procedure For Consolidated Precincts

| Tuesday Night |   |
|---------------|---|
| STEP          | ACTIVITY  |
|               | <p><b>TO BE COMPLETED AFTER THE LAST VOTER IN THE POLLING PLACE HAS COMPLETED THE VOTING PROCESS.</b></p> <p><b>Must be done as a bipartisan team by both Chief Judges or a Chief Judge and any other Voting Judge under the direct supervision of the Chief Judges.</b></p>  |
| 1             | <p><b>THE EMERGENCY BALLOT COMPARTMENT</b><br/> <b>Used if the Scanning Unit malfunctions during voting hours.</b><br/>           If not used during the election, proceed to Step 2.</p> <ul style="list-style-type: none"> <li>➤ Prepare to remove the ballots from the Emergency Ballot Compartment after the last eligible voter has completed the voting process.</li> <li>➤ <b>Record</b> the security seal number of the Emergency Ballot Compartment in column <b>A</b> of the <i>Scanning Unit Integrity Report–Closing</i>.</li> <li>➤ Remove the security seal and unlock the Emergency Ballot Compartment.</li> <li>➤ Open the Emergency Ballot Compartment door. A bipartisan team of two election judges remove the ballots from the compartment and inserts them into the scanner.</li> <li>➤ Go to step 3.</li> </ul> |
| 2             | <ul style="list-style-type: none"> <li>➤ <b>Record</b> the security seal number of the Emergency Ballot Compartment in column <b>A</b> of the <i>Scanning Unit Integrity Report–Closing</i>.</li> <li>➤ Remove the security seal and use the flat key to unlock the Emergency Ballot Compartment.</li> <li>➤ Confirm that the Emergency Ballot Compartment is empty.</li> <li>➤ <b>Alert a Chief Judge</b> if any ballots are found in the Emergency Ballot Compartment.</li> <li>➤ Close and lock the Emergency Ballot compartment. Do not apply a new security seal.</li> </ul>   |
| 3             | <ul style="list-style-type: none"> <li>➤ <b>Record</b> the final Public Count and Protected Count numbers in columns <b>B &amp; C</b> on the <i>Scanning Unit Integrity Report–Closing</i>.</li> </ul>  |
| 4             | <ul style="list-style-type: none"> <li>➤ Take the Scanning Unit VAC Envelope off.</li> <li>➤ Count these VACs and add them to VACs removed earlier and stored in VAC box(es).</li> <li>➤ Complete the sticker on top of the box.</li> <li>➤ Using the <i>VAC Worksheet</i>, add the contents of all filled VAC boxes to find the total number of VACs collected during the election.</li> <li>➤ <b>Record</b> the number of VACs in column <b>D</b> on the <i>Scanning Unit Integrity Report–Closing</i>.</li> </ul>  |
| 5             | <ul style="list-style-type: none"> <li>➤ <b>Record or verify</b> the rear access door tamper tape number in column <b>E</b> on the <i>Scanning Unit Integrity Report–Closing</i>.</li> <li>➤ Remove the tamper tape and place on back of the report.</li> </ul>   |
| 6             | <ul style="list-style-type: none"> <li>➤ <b>Record</b> the tamper tape number located on the front access door in column <b>F</b> of the <i>Scanning Unit Integrity Report–Closing</i>.</li> <li>➤ Remove the tamper tape and place it on the back of the report.</li> </ul>  |
| 7             | <ul style="list-style-type: none"> <li>➤ Use the round key to unlock and open the front access door.</li> </ul>   |

## Scanning Unit Closing the Polls Procedure For Consolidated Precincts, continued

| STEP | ACTIVITY   |
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| 8    | <ul style="list-style-type: none"> <li>➤ Push and hold down the “Close Poll” button for a second or two and release.</li> <li>➤ The button will turn red.</li> <li>➤ The Ballot Scanner display reads:</li> <li>➤ “You have chosen to close the poll for this voting device.”</li> <li>➤ Touch “Close Poll” on the display screen.</li> <li>➤ Two copies of the “Results Reports” will print.</li> </ul> <p style="text-align: center;"><b>WAIT!! Do not remove memory stick yet.</b></p>  |
| 9    | <ul style="list-style-type: none"> <li>➤ Separate the reports, leaving the header (the "Ballot Status Accounting Report") attached to the first report. (Ensure that each report has the results from every precinct within the consolidated precinct.)</li> <li>➤ Both chiefs and each judge assisting with closing the scanning unit must sign the reports.</li> <li>➤ Put the first report in the Red Memory Stick Security Bag.</li> <li>➤ Put the second report in the Black Memory Stick Security Bag.</li> </ul>  |
| 10   | <ul style="list-style-type: none"> <li>➤ To print a third results report to post for the public and a report that combines the results for all precincts within the consolidated precinct, press "Report Options".</li> </ul>  |
| 11   | <p>On the next screen, to obtain a results report for each precinct:</p> <ul style="list-style-type: none"> <li>➤ In the "Report Type" box, press "Voting Results".</li> <li>➤ In the "Report Format" box, press "Detailed".</li> <li>➤ In the "Report Level" box, press "Precinct".</li> <li>➤ Leave all choices blank in the "Miscellaneous" box.</li> </ul>   |
| 11a  | <ul style="list-style-type: none"> <li>➤ Press “Print Report”.</li> <li>➤ A results report will print for each precinct within the consolidated precinct.</li> <li>➤ Do not sign these reports.</li> <li>➤ Separate the reports.</li> <li>➤ Post these Results Reports next to the morning’s Zero Report for public viewing.</li> </ul>  |
| 11b  | <p>To obtain a results report that combines the results of all the precincts within the consolidated precinct:</p> <ul style="list-style-type: none"> <li>➤ In the "Report Type" box, press "Voting Results".</li> <li>➤ In the "Report Format" box, press "Detailed".</li> <li>➤ In the "Report Level" box, press "Polling Place".</li> <li>➤ Leave all choices blank in the "Miscellaneous" box.</li> <li>➤ Press “Print Report”.</li> <li>➤ A results report will print that combines the results of all the precincts.</li> <li>➤ Put this report in the Red Memory Stick Security Bag.</li> </ul> |
| 12   | <ul style="list-style-type: none"> <li>➤ Press “Cancel”.</li> </ul>  |

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| STEP | ACTIVITY  |
|------|---|
| 13   | <ul style="list-style-type: none"> <li>➤ The screen will read "This voting device has been successfully closed".</li> <li>➤ Touch "<b>Finished – Turn Off</b>".</li> <li>➤ Scanning Unit powers off.</li> </ul> <p style="text-align: center;"><b><u>WAIT!! Do not remove memory stick yet.</u></b></p>   |
| 14   | <ul style="list-style-type: none"> <li>➤ <b><u>IMPORTANT: Allow all lights in the front access door compartment and on the display screen to go completely dark.</u></b><br/><b>This process could take several minutes to complete.</b></li> <li>➤ <b>Unplug the</b> Scanning Unit from the power outlet while it powers off.</li> <li>➤ Lock power compartment.</li> </ul>  |
| 15   | <ul style="list-style-type: none"> <li>➤ <u>After the lights have gone dark</u>, and after the Scanning Unit has been unplugged from the power outlet, <b>gently</b> pull the Main Memory Stick in Slot B straight out to remove it from the front access door compartment.</li> </ul>  |
| 16   | <ul style="list-style-type: none"> <li>➤ Verify the Main Memory Stick serial number on column <b>G</b> of the <i>Scanning Unit Integrity Report-Closing</i>.</li> </ul>   |
| 17   | <ul style="list-style-type: none"> <li>➤ Immediately put the memory stick in the Red Memory Stick Security Bag (with the first results report).</li> <li>➤ Do not seal the bag at this point. (Seal the bag later with its other required contents, after completing the <i>Closing Summary Report</i> and the <i>Precinct Chain of Custody Form -- Red Memory Stick Security Bag and Other Critical Materials</i>).</li> </ul> |
| 18   | <ul style="list-style-type: none"> <li>➤ Close and lock the front access door. Do not apply new tamper tape.</li> </ul>   |
| 19   | <ul style="list-style-type: none"> <li>➤ Gently lower the display screen and lock the screen into place.</li> </ul>   |
| 20   | <ul style="list-style-type: none"> <li>➤ Use the round key to unlock and open the rear access door.</li> </ul>  |
| 21   | <ul style="list-style-type: none"> <li>➤ Grasp and gently pull the Rear Memory Stick straight out to remove it from the rear access door compartment.</li> </ul>  |
| 22   | <ul style="list-style-type: none"> <li>➤ Verify the Rear Memory Stick serial number on column G of the <i>Scanning Unit Integrity Report-Closing</i>.</li> </ul>  |
| 23   | <ul style="list-style-type: none"> <li>➤ Place the memory stick in the Black Memory Stick Security Bag (with the second results report).</li> </ul>   |
| 24   | <ul style="list-style-type: none"> <li>➤ Complete the <i>Precinct Chain of Custody Form VOP-D Black Memory Stick Security Bag- Rear Memory Stick(s)</i> with the Voting Operations Judge (VOP-D) assigned to transport the memory stick.</li> <li>➤ <b>ENSURE THE VOP-D LEAVES AS SOON AS POSSIBLE.</b></li> </ul>  |
| 25   | <ul style="list-style-type: none"> <li>➤ Close and lock the rear access door.</li> <li>➤ Do not apply new tamper tape.</li> </ul>   |
| 26   | <ul style="list-style-type: none"> <li>➤ Carefully lower the lid while holding the latches and use the flat key to lock the lid.</li> </ul>   |
| 27   | <ul style="list-style-type: none"> <li>➤ Attach a new security seal to the Scanning Unit lid.</li> <li>➤ Record the new seal number in column H of the <i>Scanning Unit Integrity Report-Closing</i>.</li> </ul>  |

## Scanning Unit Closing the Polls Procedure For Consolidated Precincts, continued

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| 28 | <ul style="list-style-type: none"> <li>➤ Record the security seal number of the Main Ballot Box in column I of the <i>Scanning Unit Integrity Report– Closing</i>.</li> <li>➤ Remove seal and discard.</li> </ul>   |
| 29 | <ul style="list-style-type: none"> <li>➤ Use the flat key to unlock the Main Ballot Box.</li> </ul>   |
| 30 | <ul style="list-style-type: none"> <li>➤ Reach inside the Main Ballot Box to close the lid loosely on the Ballot Transfer Bin.</li> <li>➤ Use the strap handle to remove the Ballot Transfer Bin.</li> </ul>  |
| 31 | <ul style="list-style-type: none"> <li>➤ Check that all ballots are inside the Ballot Transfer Bin.</li> <li>➤ Check inside the Main Ballot Box for any loose ballots.</li> <li>➤ Place any loose ballots found inside the Main Ballot Box into the Ballot Transfer Bin.</li> </ul>   |
| 32 | <ul style="list-style-type: none"> <li>➤ Tightly close the lid on the Ballot Transfer Bin.</li> <li>➤ 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.</li> <li>➤ The lid sits flat when closed properly</li> </ul>  |
| 33 | <ul style="list-style-type: none"> <li>➤ Close and use the flat key to lock the Scanning Unit’s Main Ballot Box.</li> <li>➤ <b>DO NOT APPLY A NEW SECURITY SEAL.</b></li> </ul>   |
| 34 | <ul style="list-style-type: none"> <li>➤ Use the flat key to lock both locks on the Ballot Transfer Bin.</li> </ul>   |
| 35 | <ul style="list-style-type: none"> <li>➤ Apply security seals on the front and rear of the Ballot Transfer Bin lid.</li> <li>➤ Record the security seal numbers on the <i>Precinct Chain of Custody Form, Blue Ballot Transfer Bins</i>.</li> </ul>   |
| 36 | <ul style="list-style-type: none"> <li>➤ Extend the roller handle and lift the handle to shift the weight of the Ballot Transfer Bin to the rear wheels.</li> </ul>   |
| 37 | <ul style="list-style-type: none"> <li>➤ Roll the Ballot Transfer Bin to a secure location in the polling place, with the other Ballot Transfer Bin(s).</li> <li>➤ The other Ballot Transfer Bins will either be already sealed (if filled earlier in the day) or unsealed and empty.</li> <li>➤ Lock and apply security seals to any bin that is empty.</li> <li>➤ All Ballot Transfer Bins must remain sealed and will be transported to the local board of elections office later in the evening by the Ballot Bin Transfer Team.</li> <li>➤ Complete the <i>Precinct Chain of Custody Form, Blue Ballot Transfer Bins</i>.</li> </ul> |