

Section 5

Closing the Polls

Closing the Polls	54
Disassembly of Voting Booths.....	55
Closing the AutoMARK and Table	56
Closing the Precinct Scanner	57
Ballot Box	58
Ballot Box Problems	58
Data Transport Bag	58
Seal the Data Transport Bag	58
Processing All Ballots.....	59
Ballot Statement and Official Ballots Box Seals - Primary Election	60
Ballot Statement and Official Ballots Box Seals - General Election	61
Roster of Voters/Forms Bag.....	62
Packing Materials for Return.....	63
Securing the Polling Place.....	64

Closing the Polls



At 8:00 p.m. declare aloud,

“The Polls are Closed!”

using the official time (EC 14401).

- Station a Precinct Officer at the end of the voting line to designate the last eligible person to vote.
- Permit everyone in line to vote, but do not allow anyone who arrives after 8:00 p.m. to enter the line and vote (EC 14401). However, if they insist on voting after 8:00 p.m., have the voter vote a provisional ballot and note the time the voter entered the polling place on the blue provisional ballot envelope (EC 14402).
- The door may be closed to the polling place, but the public is entitled to witness the closing process.

Bring in all items and signs from outside.

- Have the Precinct Officer that placed all signs outside in the morning retrieve them after the polls close. Retrieve the wire frames, voter parking signs (poles, bases, rope), accessible parking signs (poles, bases), threshold ramps, cones, etc.
- Remove signs carefully, dry them off if wet, and **remove all tape**. Dispose of any damaged signs. Place the flag and signs in the large plastic Signs & Items to be Posted Bag.

Pack away inside materials.

- Sample Ballot Pamphlets and all election table materials go into the Table Materials Bag.
- All completed forms go into the Roster of Voters/Forms Bag.
- All posters are placed into the Signs & Items to be Posted Bag

Materials to be signed:

- Precinct Equipment Verification Sheet
- Declaration of Election Officers and Payroll sheet
- ‘Zero Report’ Tape
- ‘Totals Report’ Tapes (two)
- Security Check Card
- Ballot Statement
- Yellow ‘Unused Ballots’ seal
- Green ‘Voted Ballots’ seal
- Roster of Voters/Forms Bag

Count the signatures! Assign one Precinct Officer to go page by page through the Roster of Voters and write the total number of signatures on each page in the top right hand corner.

Registration Close: 10/22/2012

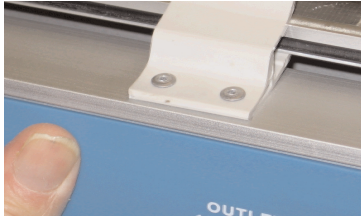
Ballot Type: 083

Total Signatures
5

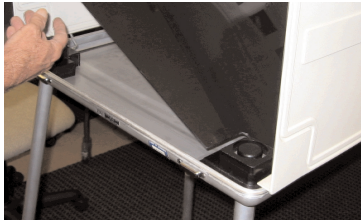
Do not seal any bags until all processing steps are completed.

Disassembly of Voting Booths

Unplug and remove the light and set it aside.



Remove the writing surface and set it aside.



Remove legs and set them aside.



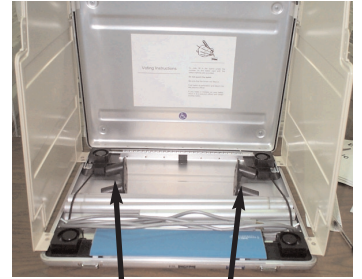
Place the light in the front part of the voting booth with the light bulb facing down. Wrap the light cord around the two hooks mounted on the front black plastic corner pieces.



Fold the legs back into place and place them flat under the black elastic cords behind the light.



For the ISA voting booth, place the **small** set of extenders in the booth, between the legs and the back part of the voting booth.



The **large** set of the extenders will go into the red supply bag.



Place the writing surface on top of the legs.



Unlatch the side panels and fold them down.



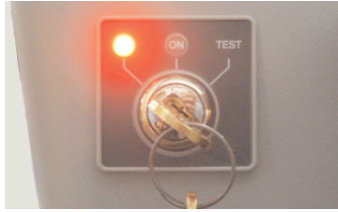
Close and latch the voting booth. If you must force the booth closed, it has been packed incorrectly and this will damage the booth and/or its contents.



Remember to return the voting booths to the location where they were found.

Closing the AutoMARK and Table

When the poll is officially closed, insert the red key in the front of the unit and turn it to the OFF position.



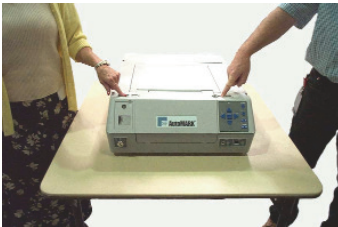
Lift up the ballot feed tray and drop it in for storage.



Lift the lid up and push the screen back until it is flat. Fold the lid down and over the screen.



Push the latches into locking position.



Have two people lift the AutoMARK and place it in the case.



Place the head phones, power cord and stylus in the case.



Close the case and turn the latches clockwise.

Stand the table on its side, press in locking bar on the leg assembly and fold them in at the same time, like scissors.



Slide the table into the box with the legs toward the cut out handle so that there is room for your hand to carry the table.



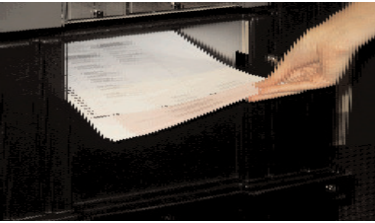
Remember to insert the privacy shield from the AutoMARK into the table box.



Return the AutoMARK, ballot box, and voting booths to the location where they were found.

Closing the Precinct Scanner

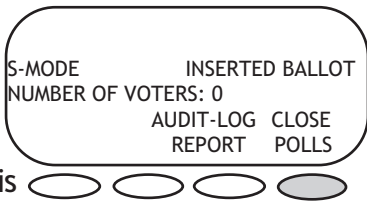
Unlock and open the auxiliary bin. If ballots are in the auxiliary bin, run them through the precinct scanner before proceeding. **Do not** disassemble the ballot box until you have finished using the precinct scanner and have run the 'Totals Report' tapes and the 'Audit-Log Report'.



Open the key access panel and turn the key to the OPEN/CLOSE POLL position.



Select CLOSE POLLS. Two 'Totals Report' tapes and an 'Audit-Log Report' will automatically print at this time.



After the 'Audit-Log Report' has printed, turn the key to the OFF position.



Post one copy of the 'Totals Report' tape outside the polling place and place the second copy, along with the 'Audit-Log Report' in the orange data transport bag after all Precinct Officers sign both 'Totals Report' tapes.



Remove the 'DO NOT REMOVE BEFORE CLOSE OF POLLS' tape and discard. Verify the serial numbers of the split-lock seals with the Precinct Equipment Verification Sheet. Then break only the left serialized seal and open the memory card door.



Depress the button to the right of the memory card, behind the memory card door. Verify that the number on the memory card matches the number on the Precinct Equipment Verification Sheet (refer to page 16). Sign the sheet and place it in the orange data transport bag along with the memory card and broken seal.



If you received a replacement scanner, see page 71 under "Replacement Scanners" for the procedures on how to close.

Unplug the power cord from the wall and slide the precinct scanner forward on the mounting rails until the power cord can be disconnected.



Disconnect the power cord from the power entry module and place it in the zippered pocket of the carrying case.



Important. Zip the precinct scanner back into the soft case with the zippered pocket at the top as shown in the picture.



Ballot Box



Unlock and open the ballot box with the blue key and remove all scanned ballots.

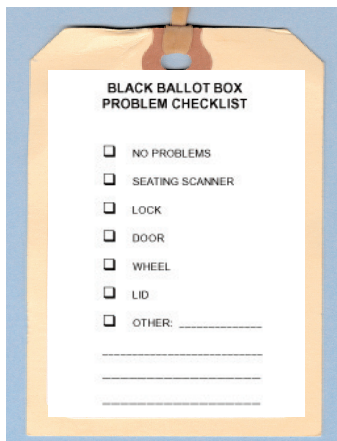
Place the top portion of the ballot box inside the bottom portion with the 'FRONT' sides on the same side. Place the lid on top and lock.

Remember to return the ballot box to the location where it was found.

Ballot Box Problems



On the back of the tag of the ballot box is a problem checklist with some problems that could happen. If there is something wrong with the ballot box, check the appropriate item.



Data Transport Bag

Place the keys in the orange data transport bag along with the signed 'Zero Report' tape, the signed 'Totals Report' tape with the 'Audit-Log Report', the broken seals inside the 'Used Seals' bag, the memory card, and the signed Precinct Equipment Verification Sheet.



Enter the serial number of the barbed locking clip on the Security Check Card found inside the window of the orange data transport bag. Only two Precinct Officers must sign the card.

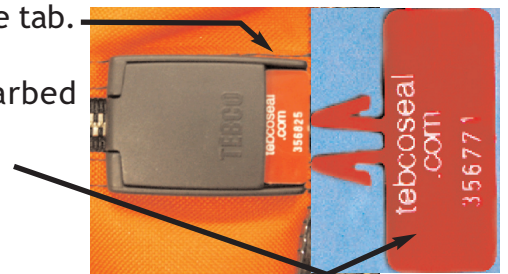
Sacramento County Elections 25520 Aegis Assisted Living		*OB25520 *
SECURITY CHECK CARD		
356771 Serial #	Mary Day Signature 1	Sylvia Star Signature 2
Serial #	Signature 1	Signature 2
Serial #	Signature 1	Signature 2

Replace the signed Security Check Card back into the window so that it is readable from the outside, then seal the bag.

Seal the Data Transport Bag

Push down the tab.

Insert the barbed locking clip.



This bag **must** be sealed before returning to the drop-off site.

Processing All Ballots

Remove the Black Cover from the Ballot Bag. At this time the black ballot bag becomes the red supply bag. Fold the cover and place the cover into the side pocket of the red supply bag.

Remove All Envelopes from the Red Supply Bag and Separate. Enter the totals of the vote by mail and mail ballot envelopes on the bag labeled Vote by Mail/Mail Ballots then put the envelopes into the bag.

Have Ballot Statement (Located on the Back of the Roster) Available to Enter Totals. If Primary Election, enter totals by party.

Total Number of Ballots Received from the Elections Office. This figure is located on the ballot receipt that was inside the official ballots box. Put this figure on **line #1** of the Ballot Statement.

Number of Unused Ballots. Count all unused ballots and enter the total on **line #2** of the Ballot Statement. Place them in an empty cardboard ballot box and seal with the yellow seal. All board members are to sign the Unused Ballots Seal. If there are no empty cardboard ballot boxes, use the Unused Ballots Bag.

Example:

Last Ballot Serial Number: 002680

First Ballot Serial Number: 002578

$$102 + 1 = 103$$

Subtract Serial Numbers, then add 1

Number of Spoiled Ballots and the Number of Surrendered Vote by Mail Ballots. Count the spoiled ballots in the Spoiled/ Surrendered Ballots Bag and enter the total on the bag and on **line #3** of the Ballot Statement. Count the surrendered vote by mail ballots and enter the total on the bag. Place the bag in the Roster of Voters/Forms Bag.

Number of Blue Provisional Ballots. Count the number on the blue provisional log in the Roster of Voters to make sure they match the number of blue provisional ballot envelopes. Be sure each blue provisional ballot envelope has the precinct number, ballot type and party (if applicable) written in the upper left corner.

Place the provisional ballots in the Provisional Ballots Bag and enter the total on the bag and on **line #4** of the Ballot Statement. Place the bag in the Roster of Voters/Forms Bag.

In the Case of a Multiple Card Ballot. Separate scanned ballots into individual stacks with all cut corners on the top right hand side. Separate all write-in ballots.

Number of Write-in Ballots. Place the write-in ballots in the Write-in Ballots Bag. Enter the total on the bag. Place the bag in the Roster of Voters/Forms Bag. Enter this total on **line #5** of the Ballot Statement.

Number of Hand Counted Voted Ballots. Count the 'A' ballot cards, and enter this total on **line #6** of the Ballot Statement. With the cut corners on the top right hand side, place all voted ballots into an empty cardboard ballot box. Sign and seal with the green 'Voted Ballots Box Seal'.



Total Number of Ballots. After all above totals have been entered, add lines 2,3,4,5 and 6 of the Ballot Statement. DO NOT include vote by mail or mail ballots in this total. Enter this total on **line #7** of the Ballot Statement.

Total Signatures in Roster. Lines #4, #5, and #6 of the Ballot Statement should match the total on the tally sheet, if used. Enter this number on **line #8** of the Ballot Statement. If they do not match, count the signatures on the Roster of Voters. Do not forget to include exceptions. If the numbers still do not balance, enter the totals anyway and pack it up. Ensure that all totals are entered and all Precinct Officers have signed the Ballot Statement. Place the Roster of Voters in the Roster of Voters/Forms Bag.

Ballot Statement and Official Ballots Box Seals - Primary Election

BALLOT STATEMENT											
INSTRUCTIONS: Separate the ballots by <i>Party</i> . Multiple cards, count "A" Cards <i>ONLY</i> .	DEM	REP	AIP	GRN	LIB	P&F	NPP	NPP DEM	NPP AIP	Total	
1. Total number of ballots received from the Elections office											
2. Number of Unused Ballots											
3. Number of Spoiled Ballots											
4. Number of Provisional Ballots											
5. Number of Write-in Ballots											
6. Number of hand counted Voted Ballots											
7. Total Number of Ballots (Add lines 2, 3, 4, 5 & 6) (Total should match line 1)											
8. Total from tally sheet or total signatures in roster (includes: white and blue pages)											

Ballot Statement Certificate

We further certify that the number of voters who voted in this precinct at this election is as stated on the Roster and that all voters who signed the Roster voted, less those who did not vote as enumerated, and constitute the Roster of this precinct for this election. We further certify that the total number of ballots received, voted, spoiled and unused, found in the ballot box and the number accounted for is as indicated on the Ballot Statement. We further certify that the Assisted Voters List and the Challenged Voters List, in the Power of Voters, show a complete list of all voters assisted or challenged.

Explanation:

Lines 1 and 7 differ by: _____

Reason: _____

Signatures are required by Inspector and all Clerks

Inspector _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Certificate of Roster Exceptions

We hereby certify that all voters whose signatures appear in this Roster voted this day except the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote

1. _____
2. _____
3. _____
4. _____

PRESIDENTIAL PRIMARY ELECTION – JUNE 5, 2012

OFFICIAL "UNUSED BALLOTS" SEAL

WE CERTIFY THAT ALL _____ GRAND TOTAL _____ UNUSED BALLOTS WITH SERIAL NUMBERS _____ Precinct No. _____

SAMPLE	Total	GREEN	Total	NO PARTY PREFERENCE/DEM	Total
900789 900900	112				
DEMOCRAT	Total	LIBERTARIAN	Total	NO PARTY PREFERENCE/REP	Total
REPUBLICAN	Total	PEACE & FREEDOM	Total		
AMERICAN INDEPENDANT	Total	NO PARTY PREFERENCE	Total		

WERE PLACED IN THIS BAG IN THE PRESENCE OF THE UNDERSIGNED PRECINCT OFFICERS.

Signature of Inspector

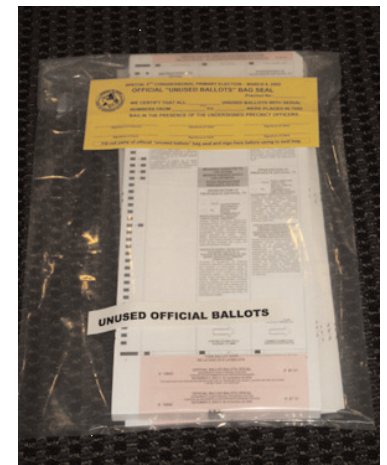
Signature of Clerk

Signature of Clerk

Signature of Clerk

Signature of Clerk

Signature of Clerk



Sealed 'Unused Ballots' Bag

OFFICIAL "VOTED BALLOTS" SEAL

Precinct No.: _____

Election Date: _____

THE SIGNATURES BELOW CERTIFY THAT ALL VOTED BALLOTS WERE PLACED IN THIS BOX IN THE PRESENCE OF THE PRECINCT OFFICERS.

Signature of Inspector

Signature of Clerk

Signature of Clerk

Signature of Clerk

Signature of Clerk

Signature of Clerk



Sealed 'Voted Ballots' Box

Green 'Voted Ballots' Seal

Ballot Statement and Official Ballots Box Seals - General Election

BALLOT STATEMENT	
INSTRUCTIONS	TOTAL
<i>Separate the "W" and "B" ballot cards. Record ONLY the "W" card totals.</i>	
1. Total number of ballots issued by the Elections office	
2. Number of Unused Ballots	
3. Number of Spoiled Ballots	
4. Number of Provisional Ballots	
5. Number of Write-in Ballots	
6. Number of hand counted Voted Ballots	
7. Total Number of Ballots (Add lines 2, 3, 4, 5 & 6) (Total should match line 1)	
8. Total from tally sheet or total signatures in roster (include the blue provisional log)	

Ballot Statement Certificate

We further certify that the number of voters who voted in this precinct at this election is as stated on the Roster and that all voters who signed the Roster voted, less those who did not vote as enumerated, and constitute the Roster of this precinct for this election. We further certify that the total number of official ballots received, voted, spoiled and unused found in the ballot box and the number accounted for is as indicated on the Ballot Statement. We further certify that the Assisted Voters List and the Challenged Voters List in the Roster of Voters show a complete list of all voters assisted or challenged.

Explanation:

Lines 1 and 7 differ by: _____
Reason: _____

Signatures are required by Inspector and all Clerks

Inspector: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____

Certificate of Roster Exceptions

We hereby certify that all voters whose signatures appear in the Roster voted this day except the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote.

1. _____

2. _____

3. _____

4. _____

OFFICIAL "UNUSED BALLOTS" SEAL

THE SIGNATURES BELOW CERTIFY THAT ALL UNUSED BALLOTS WERE PLACED IN THIS BAG/BOX IN THE PRESENCE OF THE PRECINCT OFFICERS.

BEGINNING	ENDING	TOTAL

Precinct No.: _____

Election Date: _____

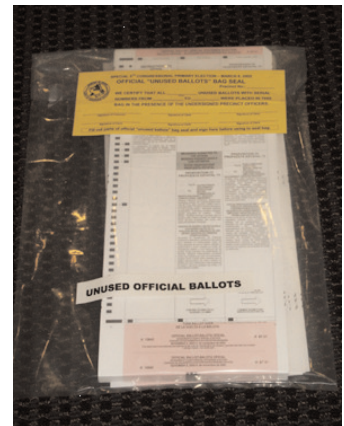
Signature of Inspector

Signature of Clerk

Signature of Clerk

Signature of Clerk

Signature of Clerk



Sealed 'Unused Ballots' Bag

OFFICIAL "VOTED BALLOTS" SEAL

THE SIGNATURES BELOW CERTIFY THAT ALL VOTED BALLOTS WERE PLACED IN THIS BOX IN THE PRESENCE OF THE PRECINCT OFFICERS.

Precinct No.: _____

Election Date: _____

Signature of Inspector

Signature of Clerk

Signature of Clerk

Signature of Clerk

Signature of Clerk



Sealed 'Voted Ballots' Box

Green 'Voted Ballots' Seal

Roster of Voters/Forms Bag

The following items are placed in the Roster of Voters/Forms Bag (large plastic bag with blue label). All of the smaller, blue labeled bags are placed in this large bag. This large bag is then sealed, signed and returned to the drop-off site.

BAGS (blue labeled bags):

✓ Box When Completed

- Provisional Ballots (completed):** This bag contains voted blue provisional ballot envelopes. The provisional ballots remain sealed in the blue envelopes. The unused blue provisional ballot envelopes are put in the Table Materials Bag.
- Spoiled/Surrendered Ballots:** This bag contains spoiled ballots and surrendered vote by mail ballots.
- Write-in Ballots:** This bag contains any ballot with the oval filled in and writing next to the oval.
- Items Left at Polling Place:** This bag contains any items left at the polling place by a voter.
- Accident and First-Aid Reports (Completed):** Any accident or incident requiring first aid or medical assistance is to be noted on these forms.
- Comments Sheet:** Any comments from the precinct are encouraged. We read these forms after every election to evaluate polling places, Precinct Officers and procedures.
- Declaration of Election Officers and Payroll (Completed):** This is the form that all Precinct Officers must sign. It is used for payroll purposes. If this form is not signed, we cannot pay you.

- Precinct Officer Application & Information Brochures (Completed):** Forms provided to voters who show an interest in becoming Precinct Officers.
- Roster Correction Forms (Completed):** These are the forms that notify the elections office if a voter is deceased or if there is a correction of spelling or street address.
- Roster of Voters:** During the day, the roster is signed by the voters. After the polls close, insert the following into the back of the roster.
 - **Inspector's Vote by Mail List**
 - **Supplemental Roster of Voters**
 - **Provisional Ballot Log**
- Street Indexes:** The two street indexes and the supplemental street index used during the day.
- Voter Registration Forms/Cards (VRF's/VRC's) (Completed)**

Packing Materials for Return

Remember: Polling place is to be left clean.

Place the following items in the red supply bag:

- Miscellaneous Supplies Bag
- Loose Items (Extension cords, power strips, Accessible Voting Booth extenders [large], plastic pen tray)
- Signs & Items to be Posted Bag
- Table Materials Bag



TWO PRECINCT OFFICERS must accompany the **BALLOTS** in the same vehicle to the drop-off site (EC 14434). Please stay in the vehicle while elections office personnel unload the ballots and supplies.

The passenger will have the following items ready for turn in:


- Cell Phone (if issued)
- Roster of Voters/Forms Bag (sealed with the smaller bags inside)
- Vote by Mail & Mail Ballots in pink labeled bags
- Sealed orange Data Transport Bag
- Voted Ballots Box(es) sealed with green seal(s)

The trunk or rear of the vehicle will have the following items:

- Precinct Scanner in soft case (and replacement scanner, if issued.)
- Red Supply Bag
- Unused Ballots Bag/Box sealed with yellow seal
- Wire Frames
- Extra supplies (if issued)

Receiving Center Receipt

Election Office Personnel will give the Inspector a Receiving Center Receipt. Do not leave without the receipt.

		PRECINCT NO. _____
COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS RECEIVING CENTER RECEIPT		
PRESIDENTIAL PRIMARY ELECTION – JUNE 5, 2012		
FROM OUT OF WINDOW: <input type="checkbox"/> Cell Phone (If Issued) <input type="checkbox"/> Roster of Voter/Forms Bag <input type="checkbox"/> Sealed Data Transport Bag (Orange) <input type="checkbox"/> Voted Ballot Box(es) <input type="checkbox"/> VBM Pink Labeled Bag	FROM OUT OF TRUNK OR REAR OF VEHICLE: <input type="checkbox"/> Precinct Scanner(s) (Possibly a second scanner) <input type="checkbox"/> Red Supply Bag <input type="checkbox"/> Unused Ballots Bag/Box <input type="checkbox"/> Wire Frames	EXTRA SUPPLIES (If issued): <input type="checkbox"/> Sign Box(es) <input type="checkbox"/> Threshold Ramp(s) <input type="checkbox"/> Traffic Cones <input type="checkbox"/> Other: _____ _____ _____
Comments: _____ _____ Ballot Receiver		

Securing the Polling Place

Voting Equipment is to be placed back to where it was located before set-up. If the precise location is not available, place equipment and any Registrar of Voters tables and chairs out of the way as to not impede on the regular activities of the facility.

Clean up after yourselves. Don't leave trash, food, drink cups, soda cans, etc. laying around. Use trash containers for disposing of litter.

Place the facility's table(s) and chairs in the same location as you found them.

Personal belongings. Before locking and securing the polling place, check that everyone has their purse, eyeglasses, keys, books, food, etc.

Secure (lock) any auxiliary facilities made available to you, such as restrooms, kitchen, etc.

Secure the facility in the manner you've been instructed by the site contact. If you need to locate someone on the grounds to lock the doors, be sure you do so. If you have been instructed to simply close the door behind you, check that the door is locked securely.

Remember, we are guests at these facilities. It is important that we remain welcome for future elections.