



# Section Eleven

## Election Night Only

Closing instructions vary depending on the election.

- Before beginning Election Night Closing procedures, ensure that it is after 7:00pm and all voters have finished voting and exited the voting location.
- Be sure to complete any equipment-related sections of closing paperwork, if required for the election, before shutting down any equipment.
- Pack up as much as possible except for the SiteBooks and MoFi.
- Clock out. Then, pack the SiteBooks and MoFi.
- Do not seal any bags, envelopes, bubble packs, or boxes until you are certain everything is packed where it belongs, and you no longer need cards, keys, site badges, etc.
- Complete all closing tasks prior to heading to your Receiving Site.

# Inspector/Judge Closing Checklist

- ☐ Ensure final wait time of zero is entered (**page 71**)
- ☐ Assign a poll worker to close and pack the Accessible Voting Device (**pages 134-136**)
- ☐ Verify all poll workers have begun their appropriate position's closing checklist (**pages 125-126**)
- ☐ Begin any closing paperwork required for the current election (see samples in Appendix) 
- ☐ Close Tabulators if used for current election (**pages 127-130**)
- ☐ Pack the Black Ballot Bag and Clear Bubble Pack if Tabulators used (**pages 131-133**)
- ☐ Verify the Clerks have packed the transport boxes with the **BLUE** lids and completed their closing checklist (**page 126**)
- ☐ Shut down any Ballot on Demand computers and printers (**page 137**)
- ☐ Verify the Marshal has completed their closing checklist (**page 125**)
- ☐ Clock out all poll workers before shutting down and packing the SiteBooks and MoFi. (**pages 137-142**)
- ☐ Verify all items are packed in the yellow/green bags according to tags attached to bags or the packing checklist (**page 143**)
- ☐ Stack all election supplies as neatly as possible in the corner of the room
- ☐ Pack the **RED** transport box using the Delivery Drop Off Checklist and ensure all items on the checklist are complete (**page 124**)
- ☐ Call your Troubleshooter before leaving for the Receiving Site 
- ☐ Bring the Clear Bubble Pack, Black Ballot Bag, and **RED** and **BLUE** transport boxes to the Receiving Site

**NOTE: Delivery must be done by two (2) people with different political affiliations.**



# Delivery Drop Off Checklist

**Do NOT leave until you have spoken to your Troubleshooter and they have released you to go to your Receiving Site.**

Upon completion of the checklist below, two poll workers with different party affiliations will take these 4 items to the designated Receiving Site.

1. The sealed Bubble Pack with items from BOTH tabulators:

- ☐ 1<sup>st</sup> **Poll Worker** Results Memory Card
- ☐ 2<sup>nd</sup> **Poll Worker** Results Memory Card
- ☐ 1<sup>st</sup> Totals Tape #1 (zero and results reports)
- ☐ 2<sup>nd</sup> Totals Tape #1 (zero and results reports)
- ☐ Inspector wristlet with keys



2. Packed and sealed **RED** transport box:

- ☐ All Site Badges
- ☐ Control Slips
- ☐ Accessible Voting Device Activation Forms
- ☐ Accessible Voting Device Poll Worker Card
- ☐ Completed Forms Envelope (with location label)
- ☐ Clear Official (with location label)
- ☐ Completed closing paperwork (e.g. Precinct Ballot Report)



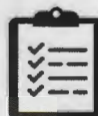
3. Packed and sealed **BLUE** transport box:

- ☐ Provisional and Early Ballots (including braille or large print ballots in manila envelopes)
- ☐ Misread Ballots Envelope (with location label) with any ballots from Door #3 of tabulator box



4. Packed and sealed **BLACK** ballot bag with only the following items: (If 2 bags, pack 1 per tabulator.)

- ☐ Voted ballots
- ☐ 1<sup>st</sup> Totals Tape #2 (results report only)
- ☐ 2<sup>nd</sup> Totals Tape #2 (results report only)



**You are now ready to contact your Troubleshooter so they can release you to go to your Receiving Site.**



Election Night



# Marshal Closing Checklist

- ☐ 60 minutes before, 30 minutes, 15 minutes, 1 minute before, and at 7:00pm announce: "The polls will be closing in XX minutes / are now closed." **Required by Arizona Law.**



- ☐ If a line has formed, stand at the end of the line of people waiting to vote until the last voter has used the SiteBook. Anyone in front of you is eligible to vote. Anyone that arrives after you should be kindly informed that they are too late and not eligible.

- ☐ At 7pm, if there are more than 6 people in line to vote, call the Hotline.

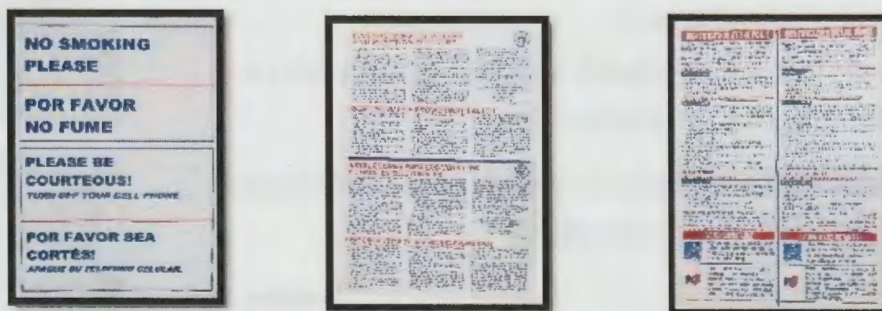


- ☐ Remove and bring in all signage from outside. Place in a corner of the voting location with the other supplies.



- Orange and Yellow Sandwich Boards
- Accessible parking signs (if any)
- Any paper signs taped to walls/windows
- Red curbside standing signs

- ☐ Remove all interior signage that is posted.




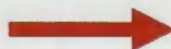
- No Smoking
- Instructions to Voters and Elections Officers
- ID at the Polls
- Prohibited Acts
- Sample Ballot
- Write-In and Withdrawn Candidates

- ☐ Break down and pack up voting booths (page 138)



# Clerk/Voter Registration Clerk Closing Checklist

- ☐ Report zero (0) wait time when the last voter checks in on the SiteBook.
- ☐ Take one **BLUE** transport box over to the envelope drop box to begin the ballot transport process.
- ☐ Using the Inspector's gold key, unlock both sides of the envelope drop-box and with two people remove the top. **(Not pulling out from the individual doors)** 
- ☐ Place all affidavit envelopes, including provisional ballots and any braille or large print ballots in manila envelopes, from the envelope drop box into the **BLUE** transport box. Stack envelopes upright to fit as many into the box as possible.



- ☐ Place any loose ballots from the envelope drop box in the Misread Ballots Envelope and place it in the **BLUE** transport box. If there is no Misread Ballots Envelope for the current election, place in the Clear Official Envelope in the **RED** transport box. **DO NOT SPOIL.**
- ☐ Place any loose papers from the envelope drop box in the Completed Forms Envelope and place the envelope in the **RED** transport box.
- ☐ Once a **BLUE** transport box is full, fill the second box if needed.
- ☐ Seal both sides of the **BLUE** transport box/boxes with zip tie seals.

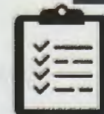


If **ONLY ONE** blue transport box is full, use **BOTH SETS** (four seals total) of zip seals to seal the box (this ensures all seals are returned). If there are **TWO** blue lid transport boxes full, use **ONE SET** of zip seals on each box.



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- ☐ Pack unused/leftover supplies, forms and documents in bags/boxes accordingly.

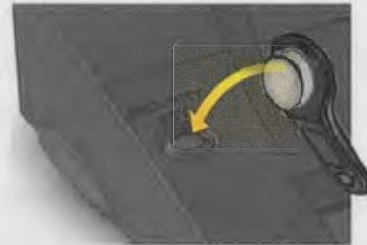




# Inspector - Close the Tabulators

1. Before closing the tabulators, pull the misread ballots from Door #3 and attempt to submit them through the tabulator again. If they misread again, count and place in the Misread Ballots Envelope, write the number on the envelope and Precinct Ballot Report, and give to Clerks to place into the **BLUE** transport box.

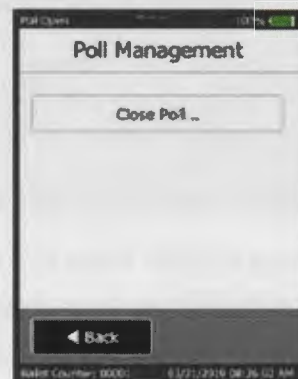
2. Place the black Security Key against the Security Key receptacle to access the "Main Menu."



3. Tap Poll Management



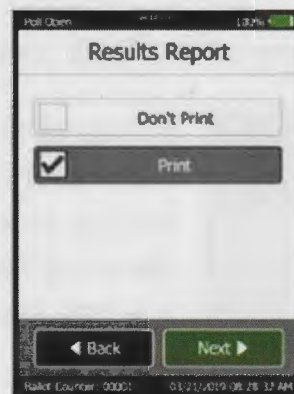
4. Tap Close Poll



5. The "Please Enter Password" screen appears. Enter the password from your Inspector packet and tap Enter.



6. The "Results Report" screen appears. Ensure **Print** check box selected. Tap **Next**.

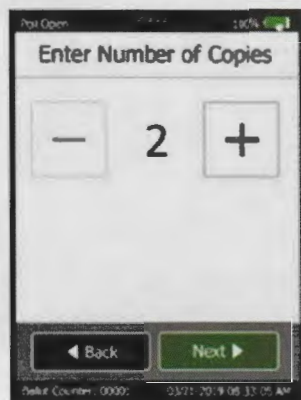


Close the Tabulators continues on next page.



## Close the Tabulators, continued

7. The “Enter Number of Copies” screen appears. Tap “+” or “-” to select two (2) copies to be printed of the Results report. Tap **Next**.



8. The “Close Poll Confirmation” screen appears. Record the **Ballot Counter** number from the lower left part of the screen for your **Precinct Ballot Report**. Then Tap **Confirm**. The poll is now closed.



9. The “Printing in progress” screen appears. Ensure that the message “Poll Closed” shows in the upper left corner.



10. The specified number of Reports is printed by the thermal printer. These are your Totals Tapes.

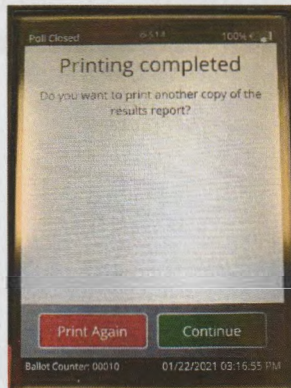
Tear off the Results Reports and process as follows:

- Ensure zero and results reports are signed.
- Place the first copy of the Results Report (this will be continuous with the zero report from earlier in the day) in the **Clear Bubble Pack**.
- Place the second copy of the Results Report in the **Black Ballot Bag**.

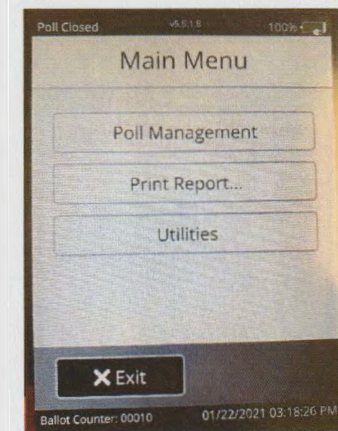
*Close the Tabulators continues on next page.*

## Close the Tabulators, continued

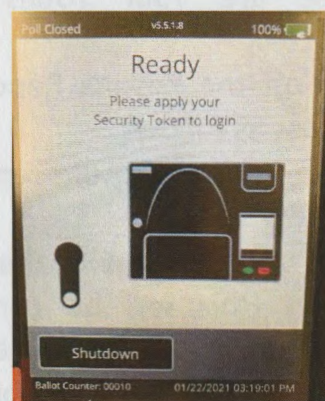
11. At the "Printing Completed" screen, you have the option to Print Again or Continue. If you have the reports you need, tap **Continue**.



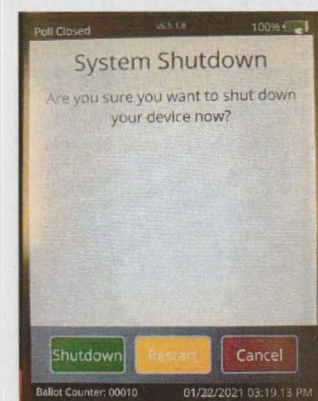
12. At the "Main Menu" screen, tap **Exit**.



13. At the "Ready" screen, tap **Shutdown**.



14. At the "System Shutdown" screen, tap **Shutdown**.



15. The tabulator will emit several beeps before shutting down.  
**NOTE:** The tabulator must be **completely shut down** before removing the memory card from the Poll Worker Door.

16. Repeat steps 1-15 above on your second tabulator.

*Close the Tabulators continues on next page.*



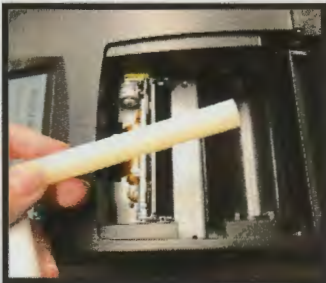
## Change the Paper Roll

If the tabulator runs out of tape while printing the results reports, change paper roll. A spare roll is included in your Supplies.

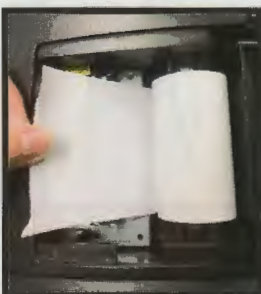
1. Remove the sticker seal from door and adhere to the back of the Precinct Ballot Report. Open door.
2. Pull up on the pressure roller to remove it.



3. Remove the empty black spool from the old paper roll and discard.
4. Place the new paper roll on the white dowel with the end of the paper coming up from the bottom toward the front of the tabulator and place in receptacle.



5. If you are at the front of the tabulator, pull the tape toward you and install the pressure roller over the tape with the white cog to the left. If you are on the right side of the tabulator, the white cog will be at the top as shown below. Lay the pressure roller in place and press gently on both ends to click into place.



6. Feed paper through opening in door, close it, and continue printing reports. Apply a new sticker seal.

# Pack the Black Bag

## BLACK BAG

**DO NOT PLACE ANY OTHER SUPPLIES IN THIS BAG  
OTHER THAN THE ITEMS LISTED BELOW**

### TOTALS TAPE #2



### VOTED BALLOTS ONLY

**from DOOR #2 of the  
BALLOT BOX**



*Seal the black bag with a zip tie seal.  
Note the seal number on the Precinct Ballot Report.*



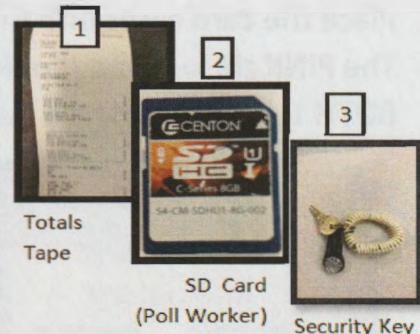
# Pack the Clear Bubble Pack

The **Clear Bubble Pack** will contain the information relating to the results of the election at your voting location. Therefore, it is **critical to assemble and return correctly**.

The following items will go into the Clear Bubble Pack.

1. **Results Report/Totals Tape #1 from BOTH Tabulators** (zero and results reports)
2. **Poll Worker Results Memory Card from BOTH Tabulators**
3. **Wristlet with Ballot Box Key and Security Key**

## 3 Items go in this Clear Bubble Pack



You **MUST** deliver all **3** items  
to the Receiving Site

## Removing the Results Memory Card

Memory cards from all voting locations are critical to providing results for contests at the end of Election Day. There are two (2) doors on the front of the tabulator. Complete the steps below for BOTH tabulators.

The “Administrator” door is on the left. This door will have a seal on it. **DO NOT OPEN THIS DOOR for any reason.**



The “Poll Worker” door is on the right. This door will have a tamper evident sticker seal. If this seal accidentally becomes broken during the day, **call the Hotline.**



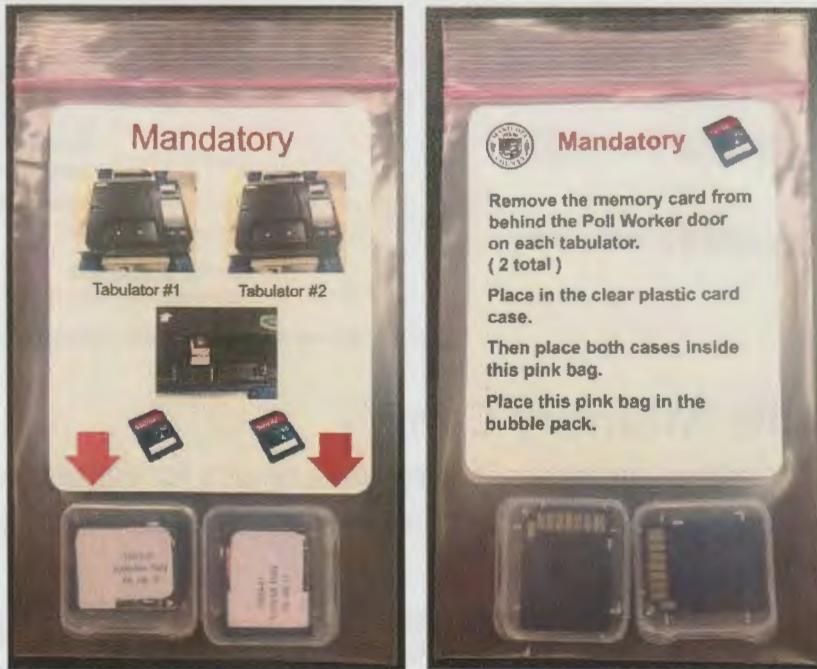
1. Ensure the tabulator is powered off.
2. Peel the sticker seal off the “Poll Worker” door and adhere it to the back of the Precinct Ballot Report. (See **page 151** for sample.)
3. Open the “Poll Worker” door using the release lever at the right end of the door.
4. Push the **Results Memory Card** in slightly and release to eject card.

*Pack the Clear Bubble Pack continues on the next page*



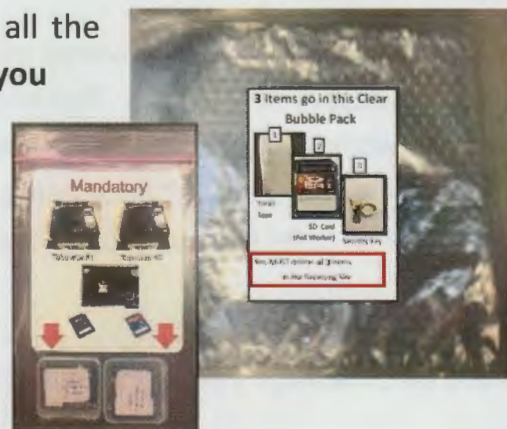
## Pack the Clear Bubble Pack, continued

5. Place the **Results Memory Card** from each tabulator in one of the clear plastic card cases found in the **PINK** zip lock bag and snap the card cases closed.
6. Place the card cases into the **PINK** zip lock bag.
7. The **PINK** zip lock bag should now contain the **Poll Worker Results Memory Cards** from BOTH tabulators. (The front and back of a packed pink zip lock bag is shown below.)



8. Close the **PINK** zip lock bag and place it into the **Clear Bubble Pack**.
9. Add the **Results Reports/Totals Tapes #1** from BOTH tabulators to the pack.
10. Add the Inspector's **wristlet** with the gold key and security key to the pack.
11. Seal the **Clear Bubble Pack** with a tamper evident sticker seal for transport.
12. Apply new sticker seals to the "Poll Worker" doors.

The **Clear Bubble Pack** will be transported with all the other bags and boxes to the Receiving Site. **When you arrive, be sure to give the bubble pack directly to the Receiving Site workers.**



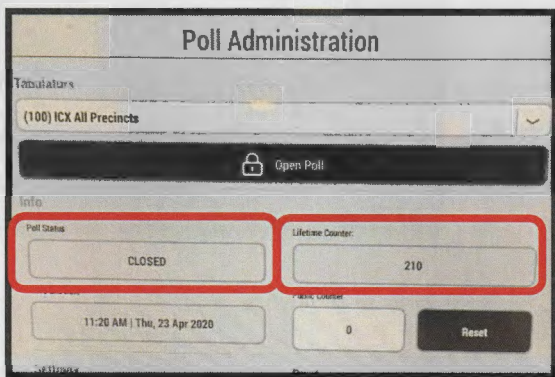
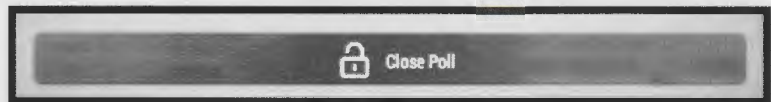


# Close Accessible Voting Device

Inspectors can assign this task to a poll worker. Two numbers may be needed for closing paperwork. If the election requires completion of a **Precinct Ballot Report**, you will need the **Lifetime Counter** and **Total ballots printed numbers**.

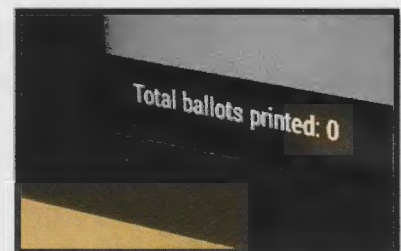
Insert the Inspector's **Poll Worker Card** into the base of the **Accessible Voting Device Screen**.

Enter the **Login Pin** that you received as part of your Inspector Packet and tap the **Close Poll** button, then tap **Yes** to confirm.



Verify on the screen that the Poll Status states **"Closed"** and record the **Lifetime Counter** number on the right side of the screen on the Precinct Ballot Report (only when tabulators are being used).

Record the number of ballots cast on the Accessible Voting Device using the **Total Ballots Printed** counter in the bottom left corner of the screen on the Precinct Ballot Report (only when tabulators are being used).



On the bottom right of the screen, tap the red **Power off** button, tap **Yes**, and turn off the Accessible Voting Device.

Remove the **Poll Worker Card** and return it to the Inspector.

Unplug the Accessible Voting Device.

# Pack Accessible Voting Device

## Pack the Printer

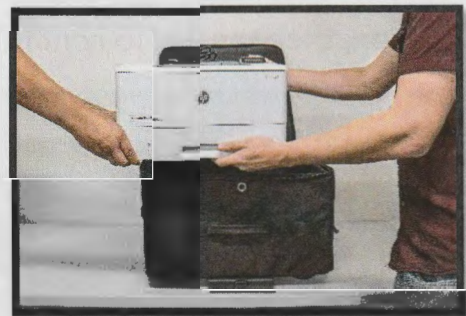
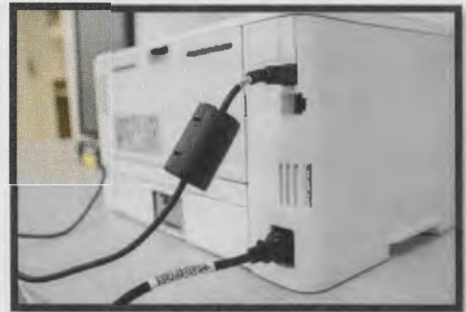
Unplug the BMD cable and power cord from the backside of the printer.

Unplug the power cord from the backside of the printer and then from the power supply.

Place the **printer bag** on the floor.

With two (2) people, **lift and place the printer** in the bag and secure it using the Velcro straps.

Place the **printer power cable** in the bag with the printer and **zip closed**. This bag does not require a seal

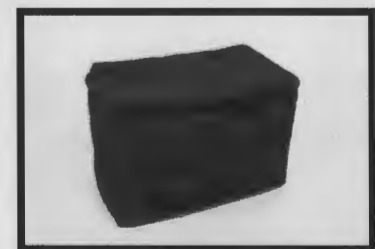


## Pack the ATI Controller and Headset

Unplug the green audio headset from the Controller, wrap the cord and place the headset in the audio bag.

Unplug the ATI cable from the Controller. **Press the tab on the cable before pulling.** Place the Controller in the audio bag.

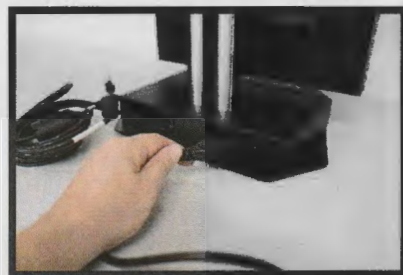
Zip closed the audio bag and place it inside the rolling printer bag. This bag does not require a seal.





## Pack the Touchscreen

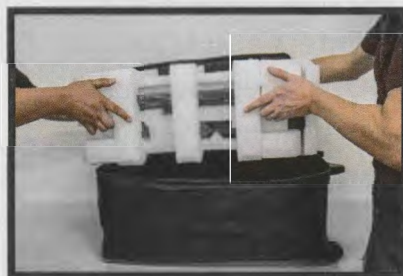
Unplug the power cord from the power supply and then from the back of the Accessible Voting Device.



On the backside of the Accessible Voting Device, neatly coil both the BMD cable and USB ATI cables together.



Open the Accessible Voting Device bag and place on floor. Replace the plastic bag cover and foam protectors on both sides of the Accessible Voting Device. Carefully place the Accessible Voting Device back in the rolling bag so that the screen is **facing down and the base is towards the wheels**. Use two people if needed.



Place the Accessible Voting Device power cord in the bag behind the top of the screen. Do not place the cord on the face of the screen.



Zip the rolling bag closed and place with the equipment that is to be picked up. This bag does not require a seal.

Fold the privacy screen and place with other equipment for pick up.



# Shut Down Ballot on Demand Systems/Printers

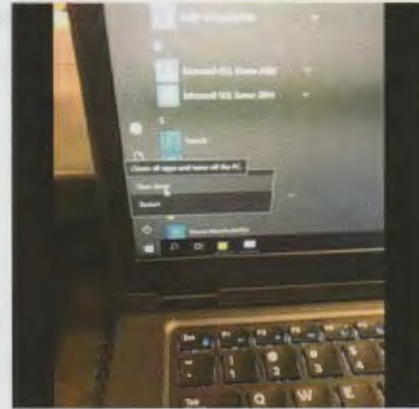
Remove ballot paper and envelopes from the printers and return them to their boxes.



**To shut down affidavit printers and Mini BODs:** Press and hold the power button for a few seconds until the light goes off.



**To shut down the Lexmark:** Press and hold the power button for a few seconds until the printer turns off.



**To shut down laptops:**

1. Click on the Windows menu button in the lower left corner of the screen
2. Click on Power
3. Click on Shut Down

Unplug the printers.

**To pack the Mini BOD laptops:**

1. Remove the ramp/items attached with Velcro to the top of each Mini BOD and place each set in one of the large plastic zip bags.
2. Unlock the cable locks from the laptops. Line up the combo (provided to the Inspector) between arrows. Depress the button and twist it clockwise to unlock.
3. The laptop bag will have a tag with a number, which must match the number on the laptop. Refer to the laminated cards on and in the bag for items to be packed inside. The blue ballot paper drawer extender is very stiff. Pull hard to remove it from the printer drawer marked "BALLOT."
4. Do not move the Mini BOD printers. Leave them on the table(s).



# Break Down Voting Booths

Remove the privacy screens from all booths and fold in a Z pattern.

Turn the booths upside down and remove the legs from all booths. The booths are packed in sets of two at a time (so two booths will become one “case.”) Take two booths, their legs, and their privacy screens and pack them as one unit.

Separate the sections of the two sets of legs, fold them, and place them in one of the booth tops, securing them with the bungee cord from the booth top. (Eight legs total)

Place the two privacy screens in the other booth top and secure with the bungee cord.

Place the booth top with the Privacy Screens on top of the booth top with legs. Secure all four attached locks.

Repeat this process until all booths are packed away. Leg extenders from accessible voting booths should be placed with your supplies.



# Clock Out/Close SiteBooks

Clock out all poll workers. To do this, tap the **Power** button at the top right corner of the “Touch to Check In” screen.

Scan a Site Badge, select the **Time Clock** button.

From this screen, poll workers clock out.



After clocking out all workers, tap **Power Off Computer** on all SiteBooks. This is located on the same screen with the Time Clock button.





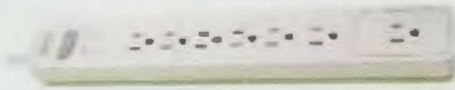
# Pack SiteBooks/MoFi

On the cable lock, turn the number until the code given in the Inspector packet shows on the side with the yellow indicator.

Press the black button on the lock to unlock and remove the cable.



Remove the locking cable from the SiteBook kickstands and table leg.



Unplug all cords from the power strip.

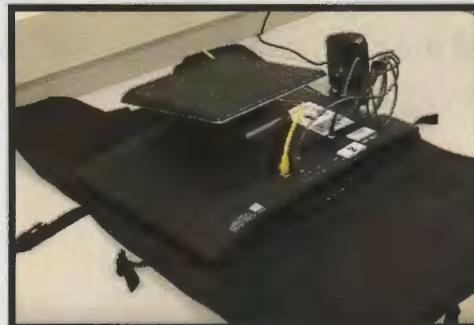
Remove the scanners from the front of the SiteBooks. Wrap the cords on all scanners using the Velcro strap.

Place SiteBook face down on open SiteBook case.



Refer to the **GREEN** job aid for packing SiteBooks with collapsible stands.

For a SiteBook with a **collapsible stand**, begin with the bottom of the SiteBook facing you. Place one hand on the back of the screen and use your other hand or arm to press the bottom of the stand forward toward the top of the SiteBook until fully collapsed.



## Pack SiteBooks/MoFi, continued

Unplug all cables from the back. Repeat this process until all SiteBooks are completely unplugged.

For a SiteBook with a **kick stand**, press the kick stand against the back of the SiteBook.



Snap closed all four locks on the SiteBook case and pull down on all straps to tighten.

For a SiteBook with a **collapsible stand**, there will be a strap clipped to the handle of the case. Unclip it, wrap it around the case, and snap it closed to secure the stand against the case.



Packed SiteBooks can be stacked in the blue ballot box. Up to four SiteBooks with collapsible stands can be placed in the blue ballot box.



## Pack SiteBooks/MoFi, continued



Remove the power cable and yellow network cables from the MoFi or Sierra MoFi, unscrew the MoFi Paddles, and wrap up the power cord.



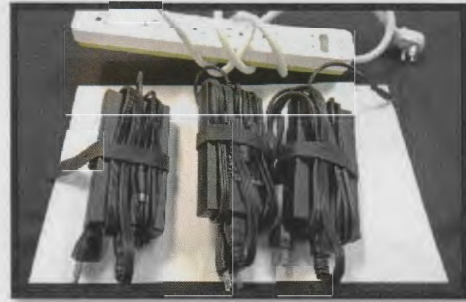
Place all four parts in the labeled MoFi clear bubble bag or all three parts if a Sierra MoFi.

# Pack Yellow/Green Bags

**YELLOW** bags will be used for equipment for the SiteBooks with the kick stands.

**GREEN** bags will be used for equipment for the SiteBooks with the collapsible stands.

Wrap up the network cables and SiteBook power cords.



Neatly place these items in the yellow/green bags. Refer to the stickers (either attached to the outside of the bag or on bags inside the bag) for the list of items and the number of each item to be placed in each bag:



- ☐ SiteBook scanners with gray scanner cords
- ☐ SiteBook Power Cords
- ☐ Clear MoFi Bag with MoFi and Power Cord inside
- ☐ Yellow & Blue Network Cables
- ☐ Switches with Power Cords
- ☐ Power Strips (labeled as Maricopa County property)
- ☐ Extension Cords (black/red & yellow)
- ☐ Combo cable locks