



Washington County Board of Elections

Closing the Polls

Following these step-by-step instructions will ensure your polling place is closed correctly on Election Day.

1. Closing to Voters

- ✓ At 8:00 pm announce the polls are closed.
 - Voters in line at 8:00 pm are eligible to vote. The constable or a poll worker should stand at the end of the line to indicate the last eligible voter.
- ✓ Make sure the door to the polling place is shut and if able lock the door.

2. Touchscreen Machines – ExpressVote Ballot Marking Device

- ✓ Remove the white corrugated plastic privacy screen, fold it, and secure it by twisting the black latch.
- ✓ Use the barrel keys to unlock the door on the left side.
- ✓ Turn off the machine by pressing the power button to “Off”.
- ✓ Touch “Shut Down” on the screen to confirm the shut down.
- ✓ Close and lock the door.
- ✓ Lay the machine face down on a flat surface. (preferably the table it was sitting on).
- ✓ Unplug the circular power cord in the back of the machine by pulling back on the black rubber covering around the circular part.
- ✓ Press the kickstand to the back of the machine to lock.
- ✓ Place the power cord in the side pocket of the black bag and zip it.
- ✓ Place the machine in the black bag and zip it.

3. Precinct Scanner – DS200 Scanner

- ✓ Remove the security seal on the gray door on the front left.
- ✓ Press and briefly hold down the “Close Poll” button.
- ✓ Touch “Close Poll” on the scanner screen.

- ✓ The scanner will automatically print the ballot status report and 3 results reports.
 - Do not remove the reports from the scanner until it has completely printed all 3 reports.

- ✓ You will need to separate the three results reports.
 - The poll workers will sign one results report and place it in the large gold envelope marked as “Election Return Envelope A” along with the ballot status report.
 - The 2nd results report is placed in the Minority Inspector Envelope.
 - The 3rd results report is posted at the polling place for voters to see. It needs to be in an area visible from the outside.

- ✓ Touch “Finished – Turn Off” to shut down the scanner.

- ✓ Once the scanner screen goes black and the red light on the power button is no longer lit remove the blue media stick from the slot.
 - **Do not remove** the blue media stick until the screen goes black and the red light goes out.
 - Removing it early will cause the results to not save correctly.

- ✓ Place the blue media stick in the clear corner pocket of the yellow security return bag.

- ✓ Close and lock the gray door with the barrel key.

- ✓ Push the black scanner screen down and lock with the barrel key.

- ✓ Close the clamshell lid, hook latches, and lock with flat silver key.

- ✓ Remove the seal from the bottom front door and unlock with flat silver key.

- ✓ Remove the blue ballot bag. Make sure all voted ballots are inside the bag.

- ✓ Zip the bag and seal with a numbered security seal from the yellow security return bag.

- ✓ Place the white box(es) containing the unused ballot activation cards in the empty bottom door.

- ✓ Close and lock the door with the flat silver key.

- ✓ Unplug the power cord and place inside the back door. Close and lock the back door with the silver flat key.

- ✓ The scanner is now shut down.

4. Electronic Poll Books

- ✓ Touch the “Manage Polls” tab and then touch “Close Polls”.
- ✓ Turn off the poll book by flipping the switch found under the black rubber cover at the top of the poll book.
- ✓ Turn off the printer by pushing the red button.
- ✓ Remove the cord from the back of the poll book in the plug marked with the yellow dot and place it back inside the silver and black case.
- ✓ Remove the signature pad cord from the back of the poll book in the plug marked with the blue dot. Place the signature pad back in the clear plastic box.
- ✓ Remove the larger cord labeled “Printer Cord” from the printer and the power outlet and place it in the clear plastic box.
- ✓ Remove the smaller cord from the printer and the back of the poll book in the plug marked with the red dot. Place it in the clear plastic box.
- ✓ Place the printer in the clear plastic box.
- ✓ Place the clear plastic box in the blue supply bag on wheels.
- ✓ Place the electronic poll book in the silver and black case.

5. Provisional Ballots

- ✓ Count the number of voted Provisional Ballots and unused Provisional Ballots and complete the front of the white envelope marked “Provisional Voting - Return Envelope”.
- ✓ Place the voted Provisional Ballots in the white envelope and seal the envelope.
- ✓ Place the white envelope in the yellow security return bag.
- ✓ Place all the unused Provisional Ballot supplies in the yellow security return bag.

6. White Election Supplies Box

- ✓ Remove the large gold envelopes and the small gold envelopes from the supply box.
 - Each gold envelope is labeled with what forms are to be sealed in it.

- ✓ “Election Return Envelope A”
 - 1 results tape
 - 1 zero results tape
 - Envelope E containing 1 numbered list of voters book
 - Envelope G containing 1 Election Officers’ Oath
 - Envelope K containing the record assisted voters
 - Affidavit of Voter Identification
 - General returns of votes cast

- ✓ “Election Return Envelope A” is placed in the yellow security return bag to return to the Elections Office.

- ✓ “B Election”
 - 1 results tape
 - General returns of votes cast
 - Envelope F containing 1 numbered lists of voters book
 - Envelope H containing 1 Election Officers’ Oaths

- ✓ “B Election” is taken by the Minority Inspector and kept for 1 year. If the Minority Inspector does not want the envelope, return to the Elections Office in the yellow security bag.

- ✓ “Spoiled Ballot Envelope” contains spoiled ballot activation cards, and is returned to the Elections Office in the yellow security bag.

- ✓ “Affirmation of Electors” envelope containing the completed affirmation of electors forms is returned to the Elections Office in the yellow security bag.

- ✓ The white elections supply box and unused items and forms are placed back in the blue supply bag on wheels.

- ✓ Place the unused specimen and emergency ballots in the blue supply bag on wheels.

- ✓ Remove the postings from the polling place. The postings can be thrown away.

7. **Return**

- ✓ The yellow security bag and blue ballot bag are returned to the Elections Office by the Judge of Elections and Minority Inspector.

- ✓ The DS200 precinct scanner, voting machines, poll book case, and blue supply bag on wheels are left at the polling place in a secure location for pick up by the Elections Office.