

CHIEF JUDGE CHECKLIST

TUESDAY NIGHT CLOSING (Light Blue)

Any individual in the check-in line at 8:00 pm can vote.

All Judges:

- Remove all signage from Vote Center and pack in blue transfer case. All non-laminated signage maybe recycled.
- Fold sign totems and place in bottom of grey totes.
- Pack up election and voting judges' supply boxes. Place in blue transfer case.
- Pack all remaining supplies (folders, unused Voter Update Forms, green and yellow zipper bags, white Chief Judges Information Binder, cell phone, PPE, other miscellaneous supplies) in blue transfer case(s).
- Pack all items originally found in the white, election supply box.
- Return Vote Center to its original condition.
- Assist Chief Judges with other duties as directed to complete Tuesday night closing.
- Use the *Election Supply Packing List* as a guide for packing Election supplies.
- Make sure judges are using the light blue checklist for Tuesday night closing.

Scanning Unit Closing Activities (complete for each unit):

- After obtaining final VAC counts, remove and seal orange VAC bag(s). Seal is in bag.
Pack sealed VAC bags for the 4 scanning units in a transfer cart.
- Remove tamper tape from front access door and affix to the back of *Scanning Unit Integrity Closing Report*.
- Record Public Count, Protected Count (from scanning unit screen) and VAC count on *Scanning Unit Closing Integrity Report*.

Follow the below steps to end the election on the scanning unit:

- Unlock front access door with round barrel key on red lanyard and then open.
 - Press "Close Poll" button (turns red) within front access compartment.
 - Touch "Close Poll" on touch screen when prompted.
 - Two totals reports will automatically print. Detach, sign, and separate reports.
 - First totals report is attached to *Scanning Unit Closing Integrity Report* and second is posted with morning zero report for public viewing as instructed.
 - When prompted, touch "Finished - Turn Off" on touch screen. **WAIT!!! Allow all lights in front access compartment and on touch screen to go completely dark before moving on.**
 - Remove memory stick, verify serial number on *Integrity Report* and place in clear zipper bag.
 - Close and lock front access door. **DO NOT** apply new tamper tape.
 - Close and lock touch screen. Close and lock case lid. Reattach red tag padlock to case lid.
- Unplug electrical cord with surge protector, wrap and place in back compartment of scanning unit. Close back compartment panel and lock.

Voting Area and Ballot Closing Activities:

- Give *Ballot Security Opening/Closing Certificate* to voting judges to complete and sign. Place completed report into blue Integrity Report and Payroll Binder.
- Note: Unvoted ballots and BACs do not have to be counted at closing.**
- Make sure voting judges have accounted for spoiled ballots on *Spoiled Ballot Tally Sheet*. Set Voting Judges' Folder aside for pick up by HCBOE staff member.
- Place all unused ballots/BACs in ballot cart(s) or in white divider boxes (if provided).
- Unlock padlock and main ballot box lock on scanning unit using red and solid silver keys on red lanyard. Place spoiled ballot envelope in one of blue ballot bins. Close lids and lock bin. **Place ballot bin back into scanning unit. Voted ballots will be returned within scanning units in the locked carts when transported.**
- Record scanning unit, main ballot box lock numbers on *HCBOE Ballot Transfer Bin Transportation Log*.
- Complete and sign *Scanning Unit Closing Integrity Report*.
- Supervise the packing of all voting judges' supply items.
- Supervise the packing of voting booths and ADA leg(s) with table by voting judges.
- Wheel scanning unit(s) to cart(s), and with ramps in place, carefully load onto cart.

BMD Closing Activities (for each unit and voting judges can assist):

- Remove privacy screen. Record tamper tape number and remove seal from the left side compartment using *BMD Integrity Report - Opening and Closing*. Place removed seal on back of report.
- Using round barrel key, open side compartment and flip "Power" switch to "Off" position.
- Once completely powered down, remove memory stick and verify serial number using integrity report. Place memory stick in clear zipper bag. Complete and sign *BMD Integrity Report - Opening and Closing*.
- Carefully close and lock left side compartment with keypad still attached. **DO NOT** apply tamper tape. Remove headphones.
- Supervise the packing of BMD and peripherals into soft case and onto cart shelf.

Provisional Closing Activities (for each provisional bag):

- Verify *Provisional Ballot Opening & Closing Certificate* is completed by Provisional Judge and signed by Provisional and Chief Judges.
- Unlock Provisional Ballot Bags using large brass key on red lanyard.
- Verify Provisional Ballot Bags are packed correctly (refer to packing instructions sticker affixed to ballot bag).
- Lock and seal Provisional Ballot Bags correctly.

Pollbook Closing Activities:

- Supervise/direct printing of *Voter Counts* and *Ballot Counts* reports (Daily Closing Step #1). Local and Host screen shows matching numbers – tap "Continue".

- Supervise/direct Daily Closing Step #2 on each pollbook.
- Supervise/direct check-in judges to turn off pollbooks.
- Break red seal on top compartment and remove CF cards located in **BOTH** slots as instructed during video training.
- Verify red seal and CF cards' have been removed with *Electronic Pollbook Integrity Report*. Place **ALL** CF Cards and red seals in clear zipper bag (2 cards/pollbook).
- Complete and sign *Electronic Pollbook Integrity Report*.
- Supervise the proper packing of pollbooks and printers into their original cases as well as modem, barcode scanners, cables, power cords, outlet strips and other supplies. All pollbook supplies are to be returned to gray totes.
- Pack gray totes on to carts.

Chief Judges:

- Complete *Closing Summary Report* using information from the *Scanning Unit Closing Integrity Report*, *Ballot Counts Report* (from pollbook), *Provisional Ballot Opening & Closing Certificate* and *Cancelled VAC* envelope.
- Pack yellow zipper bag containing leftover seals, tamper tape, passcode envelope and red lanyard keys. Keep 1 cart tamper tape per cart out to seal locked transfer carts.
- Place yellow zipper bag in green zipper bag. Pack green zipper bag and place in blue transfer case. Pack wheeled blue transfer case with all the listed supplies onto a cart
- Lock cart doors with "southco" key on red lanyard upon completion of cart packing.
- Verify the number of CF Cards and memory sticks in clear zipper bag matches the number of these items indicated on the orange label.
- Complete top portion of *HCBOE Ballot Transfer Bin Transportation Log*. **For this Election, the Chief Judge(s) will not be transporting any critical Election items to the HCBOE warehouse.**
- Complete top portion of *HCBOE Memory Sticks/CF Cards/Provisional/AB Transportation Log*. **A designated rover from HCBOE for this Election will pick up and transport sealed clear zipper bag, provisional bags, absentee bags (if provided), blue binder and Voting Judges Folder with Transportation Log to the HCBOE's main office and warehouse. DO NOT PLACE LOG WITHIN CLEAR ZIPPER BAG.**
- All judges may be dismissed once polling place is back to its original condition.

HCBOE Recommended Voting Equipment, Closing Process Flow

It is highly recommended that Chief Judges plan prior to closing and communicate this plan to your team of Judges. Plan should include the delegation of individual responsibilities, tasks requiring completion and the order in which to complete assignments. A plan and your group of judges working together as a team will allow ALL to get home more quickly!!!

Have the following items:

- **Red lanyard keys**
- **Clear Zipper Bag**
- **Integrity Report and Payroll Binder**
- **Transportation Logs**
- **Cart tamper tape envelope**
- **Seal bag**

Follow these steps to efficiently and quickly close Vote Center. Many steps should be occurring simultaneously so plan and delegate ahead of time:

1. Have ALL your Integrity Reports including Transportation Logs signed and all required information on these reports that can be completed done ahead of time.
2. Instruct Voting Judges to start counting the unused ballots, BACs and VACs once last voter has voted and exited. They also can be instructed to breakdown voting booths. They should **NOT** put voting booths into cart as these will be the last items to be packed.
3. Instruct any free Judges to start taking down signs and packing supplies. Sign totems can be folded up and placed in grey totes.
4. One Chief Judge can remove tamper tape on the BMDs' side compartment and flip power switch to the "Off" position. This Chief Judge can then move on while unit powers down.
5. Other Chief Judge can unlock provisional ballot bags to allow Provisional Judges to perform closing provisional activities. Bag should be packed as instructed. Remember Chief Judges need to sign the *Provisional Opening & Closing Certificate*.
6. Chief Judge can instruct Check-In Judges to close pollbooks and print out closing reports.
7. Closing activities on scanning units can be performed. Remove ballot transfer bins, place spoiled ballot envelope in one of the bins then lock. Close all bin lids and lock. Return ALL bins with voted ballots back into scanning units' main ballot compartment.
8. Print Totals reports and complete *Scanning Unit Closing Integrity Report*. Remove memory sticks from scanning units. Remove orange VAC bags and seal. **Place all sealed orange VAC bags into a cart.**
9. Remove memory sticks from BMDs. Judges can then pack BMDs in soft cases and on to cart shelves.
10. Remove pollbook CF Cards (2 cards/pollbook) and have Check-In Judges pack all pollbook equipment and supplies.
11. *Closing Summary Report* and all other reports should be completed and signed.
12. **When all paper work has been completed and CF cards/memory sticks have been packed in clear zipper bag, designated HCBOE staff will then pick up. In addition, staff will also pick up the provisional bags, absentee bags, blue binder and Voting Judges Folder. This transfer and delivery process will be documented using a transportation log.**
13. Pack remaining supplies in their designated containers; i.e. blue transfer cases, white, election supply boxes etc. Pack all equipment and supplies into transfer carts. The only items that can be left outside of carts are the voting booths.

REMINDERS WHILE WORKING: Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask. Thank you for your service during these unprecedented times!