# SECTION 6: Closing Procedures

At exactly 8:00 p.m., the Inspector proclaims aloud: **"THE POLLS ARE NOW CLOSED!"**

Station an Election Officer at the end of the line to tell late arrivals that the polls are closed.  All voters in line at 8:00 p.m. will vote a regular precinct ballot.

If you have a late arrival that insists on voting after 8:00 p.m., allow them to vote a Provisional Ballot.  Note the time the voter entered the polling place on their Provisional Envelope **(EC 14402)**.

The door to the polling place may be closed, but the public is allowed to witness the closing process.

**IF YOU HAVE ANY QUESTIONS OR
NEED CLARIFICATION ON PROCEDURES:**

**CALL YOUR COORDINATOR
OR
PRECINCT OPERATIONS AT (916) 875-6100**

**WE ARE HERE TO HELP YOU!!**

# Closing Assignments

**JOB 1**
- Close the Precinct Scanner
- Remove the Memory Card

**JOB 2**
- Take Down Election Supplies
- Count Unvoted Ballots

**JOB 3**
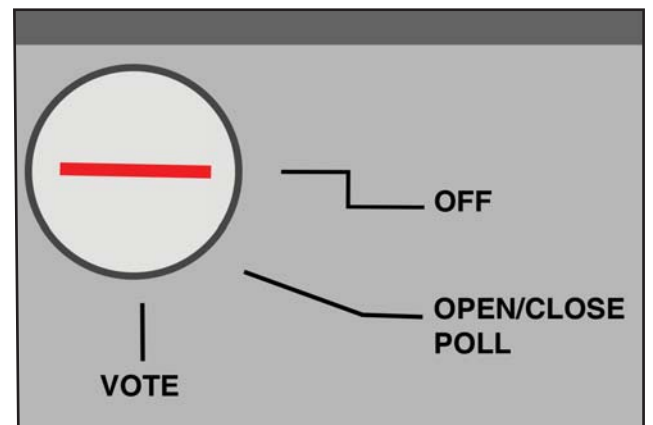- Count Spoiled/Surrendered Ballots
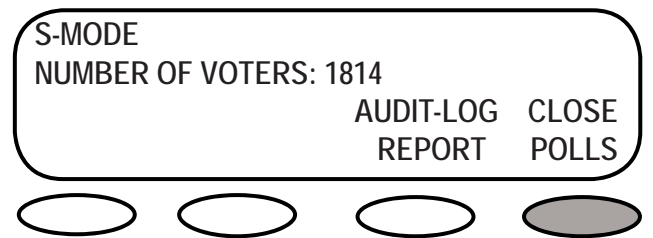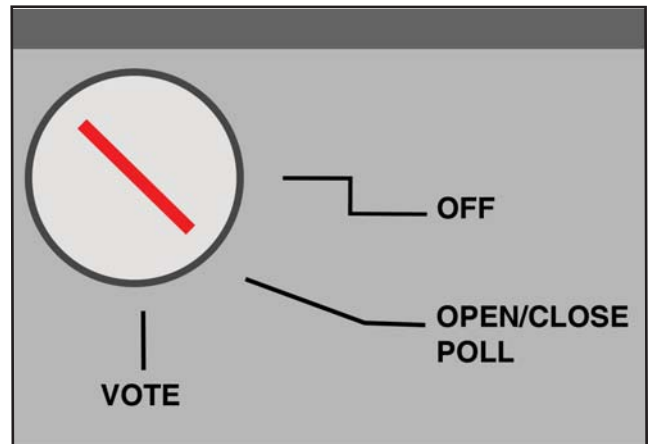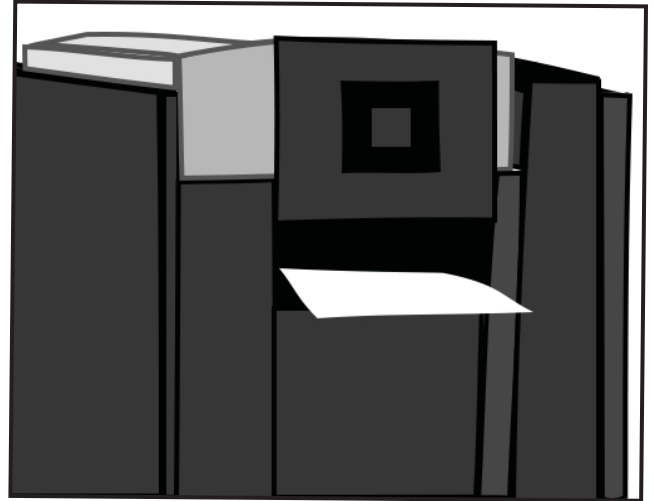- Count Provisional Ballots

**JOB 4**
- Separate and Count Write-in Ballots
- Separate and Count Voted Ballots

**JOB 5**
- Count Signatures in the Roster of Voters
- Complete the Certificate of Performance
- Roster of Voters/Forms Bag
- Orange Data Transport Bag

# Closing the Precinct Scanner

1. Unlock and open the Auxiliary Bin. If ballots are inside, run them through the precinct scanner before proceeding.

2. Open the Key Access Panel. Insert the key and turn to the **OPEN/CLOSE POLL** position.

3. Select **CLOSE POLLS**.

4. Two 'Totals Report' tapes and an 'Audit-Log Report' will print.

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

6. All Election Officers are to sign both copies of the 'Totals Report' tapes.

7. Post the first copy of the 'Totals Report' tape outside the polling place.

8. Place the second copy of the 'Totals Report' tape and the 'Audit-Log Report' in the Orange Data Transport Bag.

OFF

OPEN/CLOSE POLL

VOTE

S-MODE
NUMBER OF VOTERS: 1814

AUDIT-LOG  CLOSE
REPORT     POLLS

OFF

OPEN/CLOSE POLL

VOTE

1. Remove the '**DO NOT REMOVE BEFORE CLOSE POLLS**' tape and discard.
2. Break the split lock seal on the left and open the memory card door.
3. Depress the button to the right of the memory card to eject the memory card.
4. Verify the number on the memory card matches the number on the Precinct Equipment Verification Sheet.
5. Sign the sheet and place it into the Orange Data Transport Bag along with the memory card and broken seal.
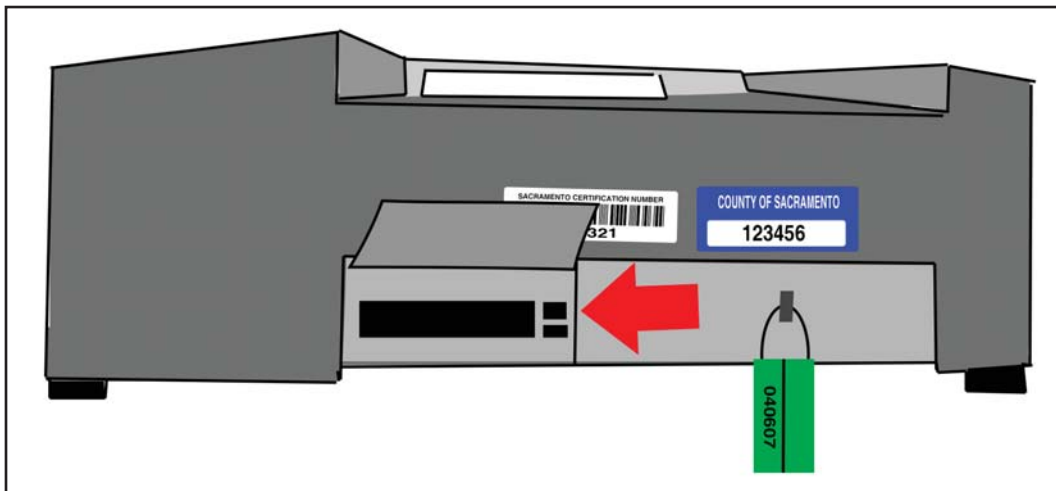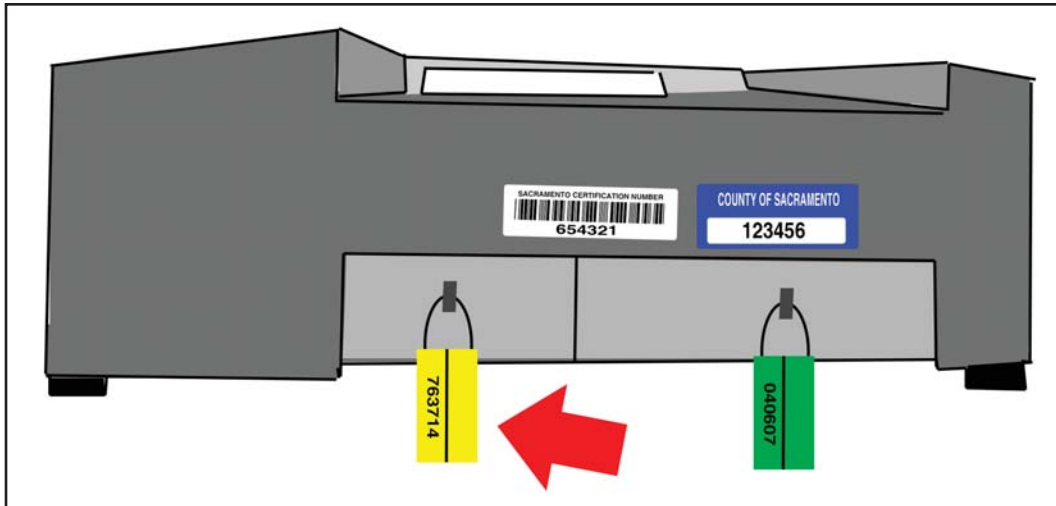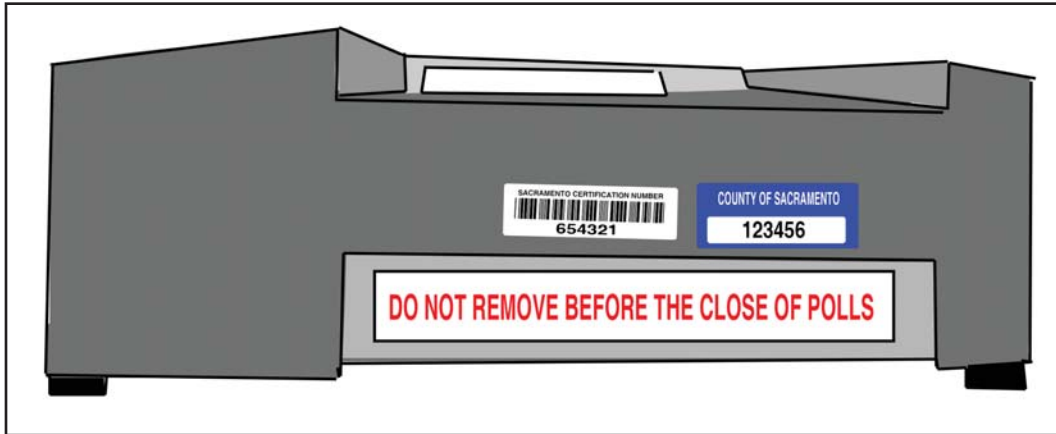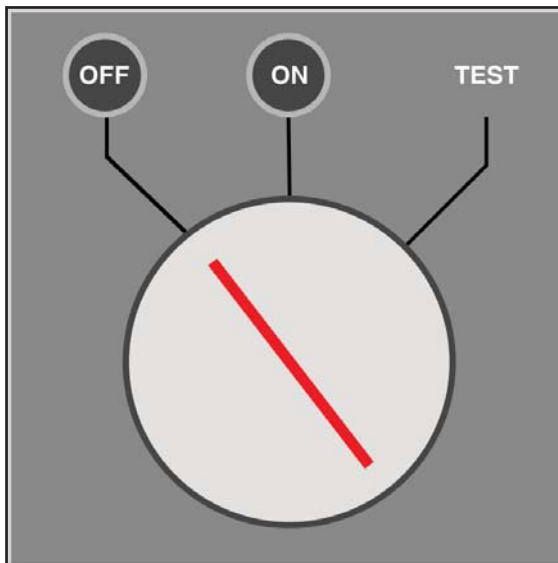
Refer to Opening Procedures for steps to take apart voting booths, ballot box, and other election supplies.

## AutoMARK & Table

1. Insert the red key and turn to OFF.
2. Repack AutoMARK into case.
3. Repack AutoMARK table and privacy screen into box.
4. Return both to area where they were found.



## Voting Booths

1. Take apart voting booths.
2. Place them back into the cases.
3. Return to where they were found.

## Signs and Parking

1. Take down all signs.
2. Bring in parking signs.
3. Repack materials.

## Ballot Box

1. Unlock and open ballot box with blue key.
2. Remove all scanned ballots.
3. Put the top portion into the bottom portion.
4. Put the lid on.
5. Lock and return to where it was found.

## Election Table

1. Repack Sample Ballot Pamphlet and Voter Information Guides and all election table materials into the Table Materials Bag.
2. Put all completed forms into the Roster of Voters/Forms Bag.
3. Put all posters and signs into the Signs & Items to be Posted Bag.

### Line 1 - Number of Ballots Received From the Elections Office

<table>
<tr><td>

COUNTY OF SACRAMENTO
Voter Registration and Elections
BALLOT RECEIPT
OFFICIAL BALLOTS FOR THE
PRESIDENTIAL PRIMARY ELECTION
JUNE 7, 2016

These boxes contain **600** official ballots:
Be sure that you open and check all boxes that you have received.

Precinct No: **0012345**
Ballot Type: **1**

One ballot consists of two cards ('A' and 'B').

| ✓ | Party | Total of Ballots | Serial Numbers |
|---|---|---|---|
| | Democrat | 170 | 1281 - 1450 |
| | Republican | 240 | 1461 - 1700 |
| | American Independent | 30 | 141 - 170 |
| | Green | 10 | 20 - 29 |
| | Libertarian | 10 | 15 - 24 |
| | Peace & Freedom | 10 | 25 - 34 |
| | NPP | 100 | 631 - 730 |
| | Dem NPP | 30 | 1 - 30 |

✓ Make sure that you have received the correct number of ballots.

</td><td>

**COUNTY OF SACRAMENTO**
Voter Registration and Elections

**Official Ballots for the**
**November 8, 2016**
**General Election**

BALLOT RECEIPT FOR
VOTING PRECINCT **0012345**

**Precinct No. - 0012345**
**Ballot Type - 1**

**One ballot consists of ONE 'A' ballot card.**

There should be a total of **600** official ballots for this precinct. If this number is crossed out and a different number is marked in red, use this number as your total. This number is to be added to the Ballot Statement on the back of the Roster of Voters.

The ballots are numbered and should begin with **2578** and end with **3178**.

- Check that the ballot type on the sample ballot pamphlets matches the ballot type on the official ballots and check that the precinct number on the Roster of Voters matches the precinct number on the official ballots.

</td></tr>
</table>

Print the **TOTAL** of official ballots received on **LINE 1**. This number can be found on the Ballot Receipt issued to the Inspector.

### Line 2 - Number of Unused Ballots

**HERE'S A TIP:**

*Last* Ballot Serial Number: 002824
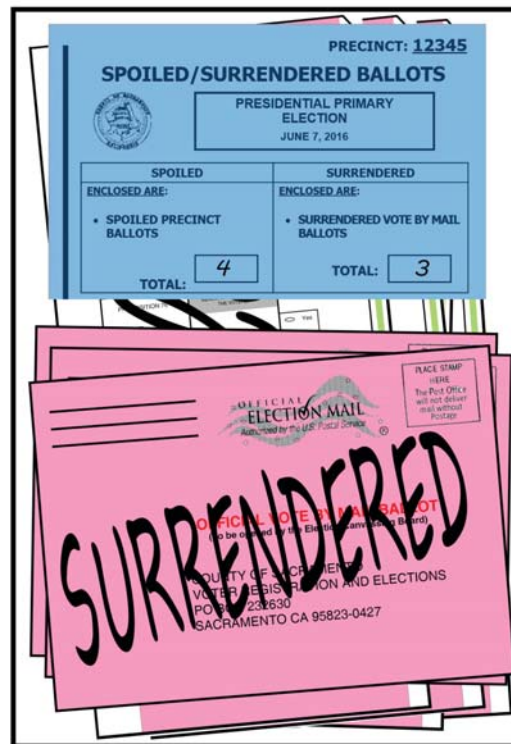*First* Ballot Serial Number: 002578
—————
246
+1
—————
Unused Ballots: **247**

1. Subtract the **LAST** ballot serial number from the **FIRST** ballot serial number.
2. Add 1 to the total.
3. Print the number of Unused ballots on **LINE 2.**
4. Place all Unused ballots into a box (or **UNUSED BALLOTS** bag). **SIGN** and **SEAL** using the YELLOW OFFICIAL "UNUSED BALLOTS" SEAL.

**NOTE:** For Primary Elections with party ballots, record totals by party.

## Line 3 - Number of Spoiled Ballots

1. Count the number of **SPOILED** ballots.
2. Write the total on the **SPOILED/ SURRENDERED BALLOTS** bag **AND** on **LINE 3**.
3. Count the number of **SURRENDERED** Vote by Mail ballots.
4. Print the total on the **SPOILED/ SURRENDERED BALLOTS** bag.



## Line 4 - Number of Provisional Ballots



1. Open the Black Ballot Bag and remove all Provisional ballots.
2. Count the Provisional ballots.
3. Print the **TOTAL** on the **PROVISIONAL BALLOTS** bag **AND** on **LINE 4**.
4. Find the **PROVISIONAL LOG** inside the Roster of Voters.
5. Count the names to ensure the number matches the total number of Provisional ballots in the **PROVISIONAL BALLOTS** bag.

## Line 5 - Number of Write-in Ballots

1. If there are multiple ballot cards, separate all write-in ballots by card.
2. Count the number of write-in ballots for each card individually.
3. Print the **TOTAL** for **EACH** card on the **WRITE-IN BALLOTS** bag **AND** on **LINE 5**.

**NOTE:** For Primary Elections with party ballots, separate and record all write-in ballots by political party.
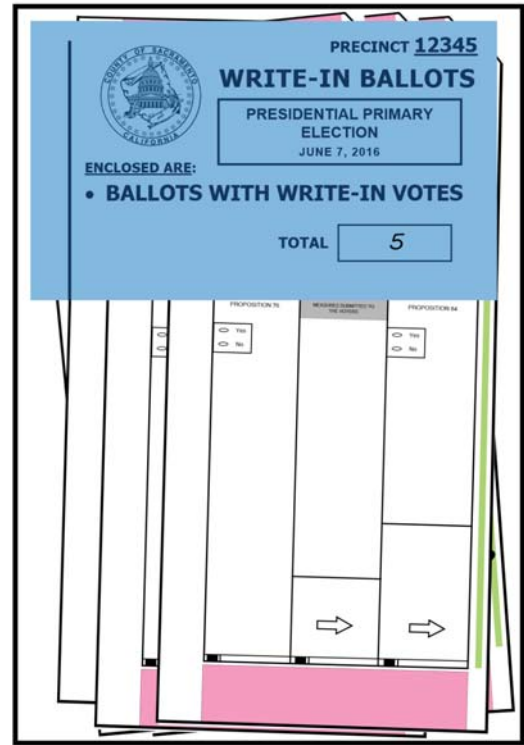


## Line 6 - Number of Voted Ballots
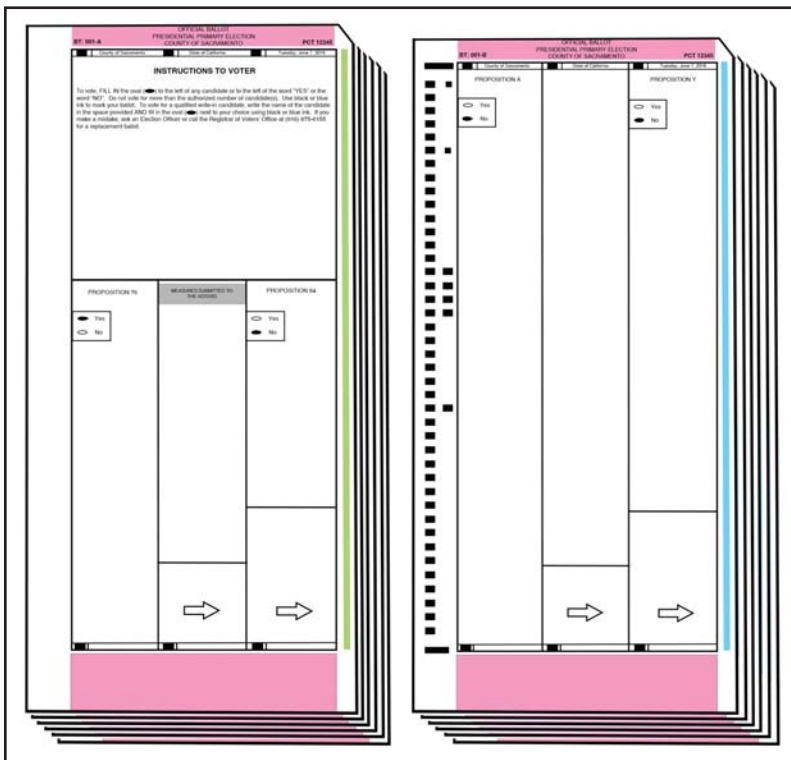


1. If there are multiple ballot cards, separate the ballots into individual stacks.
2. Count the 'A' ballot cards.
3. Print the **TOTAL** on **LINE 6**.
4. Place all voted ballots into an empty ballot box. **SIGN** and **SEAL** using the **GREEN OFFICIAL "VOTED BALLOTS" SEAL**.

**NOTE:** For Primary Elections with party ballots, separate all ballot cards by political party.

# Completed Ballot Statement

| BALLOT STATEMENT | Totals |
|---|---|
| 1. Total number of ballots received from the Elections office | **600** |
| 2. Number of Unused Ballots | **247** |
| 3. Number of Spoiled Ballots | **4** |
| 4. Number of Provisional Ballots | **26** |
| 5. Number of Write-in Ballots | **5** |
| 6. Number of hand counted Voted Ballots | **318** |
| 7. Total Number of Ballots (Add lines 2, 3, 4, 5 & 6) (Total should match line 1) | **600** |
| 8. Total signatures in roster (includes blue provisional log) | **349** |

**CERTIFICATE OF PERFORMANCE**

for precinct __12345__, for the __Presidential General Election__, held on the __8th__ day of __November__, 2016.

We hereby certify one of the following (*check the appropriate box*):

☐ **Results of Votes Cast from All Scanners are posted.** The Totals Report Tape shall be posted outside the polling place. It includes the total number of votes cast on each scanner for each candidate for each office, and the total number of votes cast on each scanner for and against each ballot measure.

☐ **Results of Votes cast are not posted for scanners that recorded fewer than 10 ballots.** Results of votes cast on all other scanners are posted.

☐ **Results of Votes cast are not posted for any scanner because fewer than 10 ballots were cast in the precinct.** In this case, only the number of ballots cast on each scanner is posted. Call the elections office for further instruction.

Inspector_____ Clerk_____

Clerk_____ Clerk_____

Clerk_____ Clerk_____

**Explanations/Comments:**

If lines 1 and 7 do not match write comments below, or any other difficulties you had filling out the Ballot Statement:

_____

_____

_____

**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. _____

## Line 7 - Number of Ballots

1. Add lines 2, 3, 4, 5, and 6.
2. Print the **TOTAL** on **LINE 7**.

**TIP:** The total of Line 7 **SHOULD EQUAL** the total of Line 1.

## Line 8 - Number of Signatures

1. Count the number of signatures on **EACH** page of the Roster of Voters.
2. Write the **TOTAL** of each page in the box located in the upper-right corner.
3. Count the number of voters on the blue Provisional Voters Log.
4. Add the number of signatures in the Roster of Voters and the number of voters on the blue Provisional Voters Log.
5. Print the **TOTAL** on **LINE 8**.

**TIP**: The total of Line 8 **SHOULD EQUAL** the total of Lines 4, 5 & 6.

Registration Close: 10/24/16
0054872

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Cárcel del Condado nte personificar un

Total Signatures

**7**

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**CERTIFICATE OF PERFORMANCE**

for precinct __12345__ , for the **Presidential General Election**, held on the **8th** day of **November** , 2016.

We hereby certify one of the following (*check the appropriate box*):

**X** **Results of Votes Cast from All Scanners are posted.** The Totals Report Tape shall be posted outside the polling place. It includes the total number of votes cast on each scanner for each candidate for each office, and the total number of votes cast on each scanner for and against each ballot measure.

☐ **Results of Votes cast are not posted for scanners that recorded fewer than 10 ballots.** Results of votes cast on all other scanners are posted.

☐ **Results of Votes cast are not posted for any scanner because fewer than 10 ballots were cast in the precinct.** In this case, only the number of ballots cast on each scanner is posted. Call the elections office for further instruction.

Inspector_*Courtney Bailey*_  Clerk_*Hang Nguyen*_

Clerk_*Kerri Bruce*_  Clerk_*Kenji Furukawa*_

Clerk_*Steve Demers*_  Clerk_*Helen Corbett*_

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1. To protect voters privacy: if you have less than 10 votes cast per scanner, call the Elections Office at (916) 875-6100.  Otherwise, mark the first box.

2. Make sure all Election Officers sign.

## Exceptions/Comments

If your Ballot Statement does not balance, print your best guess on **WHY** in the box below.

**Explanations/Comments:**

If lines 1 and 7 do not match write comments below, or any other difficulties you had filling out the Ballot Statement:

_____

_____

_____

## Roster of Voters/Forms Bag

Place the following items inside the Roster of Voters/Forms Bag:

- ☐ **Comment Sheet**- Any comments are encouraged.
- ☐ **Declaration of Election Officers and Payroll** - All Election Officers must sign to get paid.
- ☐ **Items Left at Polling Place Bag** - Use this bag for any items left behind by a voter.
- ☐ **Liability Incident Reports** - Put completed forms into bag.
- ☐ **Election Officer Application and Information Brochures** - Put any completed applications into bag.
- ☐ **Roster Correction Forms** - Put any completed forms into bag.

- ☐ **Roster of Voters** - Insert the following into the roster before putting into bag:
  - Inspector's Vote by Mail List
  - Supplemental Roster of Voters
  - Provisional Ballot Log
- ☐ **Spoiled/Surrendered Ballot Bag** - Use this bag for any spoiled precinct ballots or surrendered Vote by Mail ballots.
- ☐ **Street Indexes** - Two copies of the street index and the supplemental street index.
- ☐ **Write-in Ballot Bag** - Use this bag for any ballots that contain a write-in votes.
- ☐ **Voter Registration Forms (VRF)** - Put any completed forms into bag.

## Orange Data Transport Bag

Items in the Orange Data Transport Bag:
- ☐ Completed Security Check Card
- ☐ Data Transport Bag Seals (Supply in bag)
- ☐ Equipment Verification Sheet
- ☐ Keys
- ☐ Memory Card (1 or 2)
- ☐ Totals Report Tape w/ Audit Tape
- ☐ Used Security Seals and Keyless Lock in bag
- ☐ Zero Report Tape



To Secure the Orange Data Transport Bag:
1. Enter the serial number of the barbed clip on the Security Check Card.
2. Ask two Election Officers to sign.
3. Return Security Check Card to pocket.
4. Ensure above mentioned items are put into the bag.
5. Close the zipper on the bag.
6. Push down the black tab.
7. Insert the barbed clip to secure.

### Voting Equipment
- Place equipment back where it was found election morning.
- If the location is unavailable, place equipment (including any tables and chairs belonging to the Elections Office) out of the way.

### Clean Up After Yourselves
- Do not leave trash, food, drinks, sodas, etc. at the polling place.
- Use trash containers for disposing of litter.

### Facility's Tables and Chairs
- Return tables and chairs to 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, cell phone, and any other items brought with them.
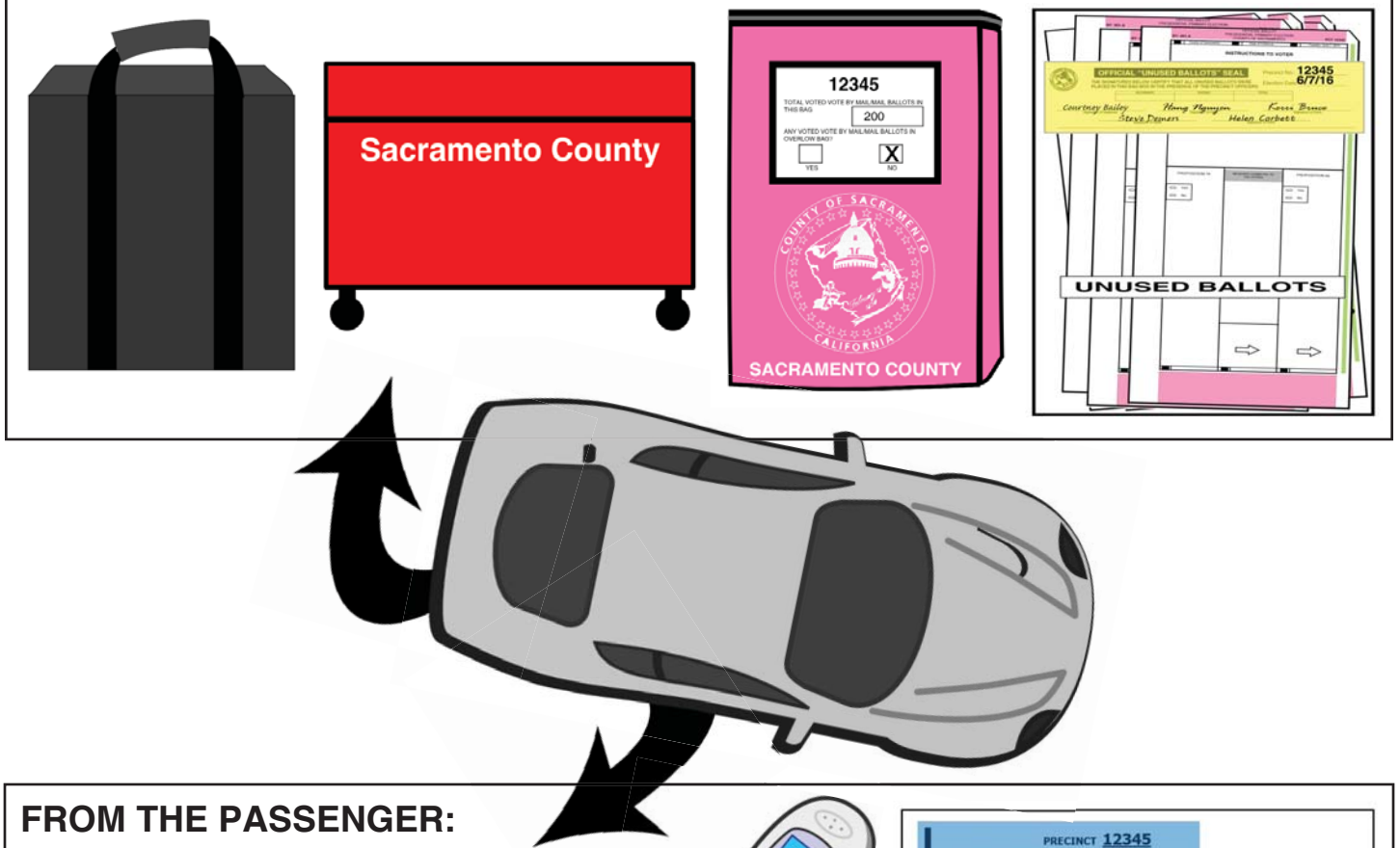
### Secure
- Lock any auxiliary facilities made available to you, such as the restrooms or kitchen.
- Lock the facility in the manner you have been instructed by the site contact.

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

## Drop Off Site

Two people must return the following materials to your assigned drop-off site. Remember to stay in your car. Election Officials will remove the supplies for you.

**FROM THE TRUNK OF THE CAR:** Including Parking Signs and Wire Frames



**FROM THE PASSENGER:**