



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.
- ✓ Record the seal number on the General Returns of Votes Cast sheet.
- ✓ 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 “Monitor Poll” and then touch “Close Poll”.
- ✓ Touch “Yes” on the next screen for the question, “Do you also want to sign out?”
- ✓ Touch “Shut Down”.
- ✓ Touch “Yes” on the next screen for the question, “Are you sure you want to shut down this device?”
- ✓ When the screen goes black remove the magnetic power supply cord from the right side.
- ✓ Turn off the ExpressVote printer by pushing the orange button.
- ✓ Remove the ExpressVote printer cord from the USB slot on the electronic poll book.
- ✓ Remove the other end of the USB cord from the back of the ExpressVote printer.
- ✓ Remove the power supply cord from the back of the ExpressVote printer.
- ✓ Return the electronic poll book and its power supply cord to the black and orange case.
- ✓ Zip the case closed and place it in the blue supply bag on wheels.
- ✓ Return the ExpressVote printer and its power supply cord and USB cord to the cardboard box.
- ✓ Place the cardboard box in the bottom of the DS200 scanner along with the white box(es) of unused ballot activation cards.

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 the white numbered list of voters book pages
 - They will need to be folded to fit in the envelope.
 - 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 the yellow numbered lists of voters book pages
 - They will need to be folded to fit in the envelope.
 - 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, and blue supply bag on wheels are left at the polling place in a secure location for pick up by the Elections Office.

Your polling place is now closed!

