

CITY OF FARMINGTON PRECINCT INSTRUCTIONS

CLOSING THE POLLS

THE POLLS MUST REMAIN OPEN TO THE PUBLIC AT ALL TIMES. **DO NOT** CLOSE THE DOORS TO THE POLLING PLACE.

___ ANNOUNCE THE POLLS ARE CLOSED

___ EVERYONE IN LINE AT 8 PM RECEIVES AN APPLICATION TO VOTE

___ SECURE UNUSED BALLOTS IN THE BALLOT BOX.

___ COMPARE:

- # of voters in the electronic poll book
- # of applications to vote
- Ballot count on the scanner

THESE **THREE** TOTALS **MUST** AGREE. Nothing further is to be done until any mistakes are corrected and the numbers agree.

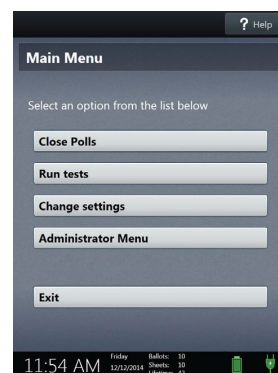
I. CLOSING THE POLLS ON THE VERITY SCANNER

Note: if you removed the tape from the scanner, please reinsert now.

___ PRESS THE BLUE POLL WORKER BUTTON ON THE BACK OF THE SCANNER

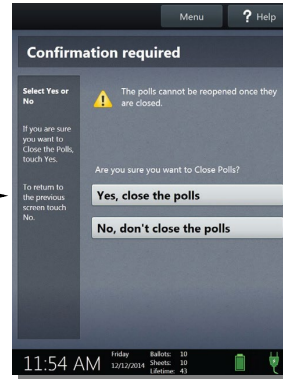


___ SELECT CLOSE POLLS



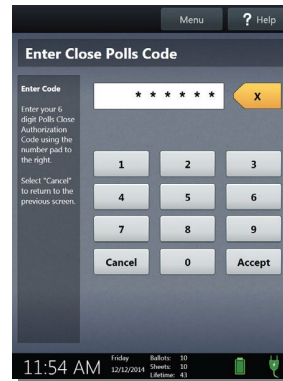
CLOSING THE POLLS

— **SELECT YES, CLOSE THE POLLS**

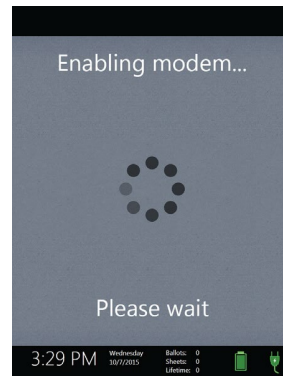


— **ENTER THE CLOSE POLLS CODE
(Election date in mmddyy format)
AND PRESS ACCEPT**

Wait while the Close Polls report and one statement of votes tape prints.

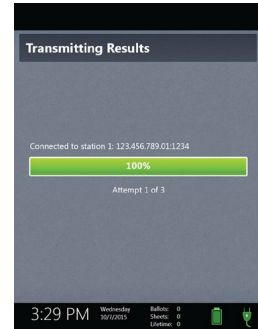
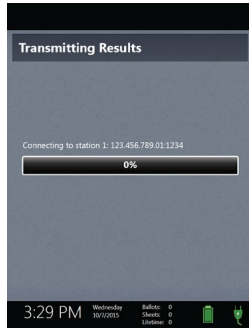


— **THE ENABLING MODEM SCREEN WILL APPEAR**



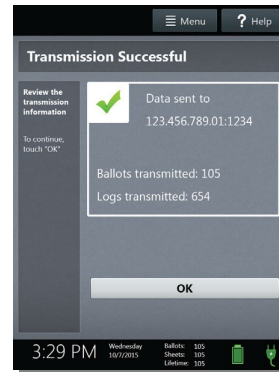
— **THE SCANNER WILL ATTEMPT TO TRANSMIT THE RESULTS;
THE SCREEN WILL INDICATE THE PROGRESS**

CLOSING THE POLLS



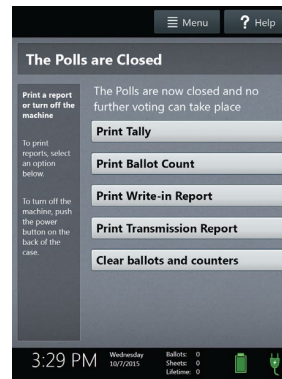
ONCE TRANSMISSION IS SUCCESSFUL, SELECT OK

NOTE: If the Scanner unit is unable to transmit results, select **RETRY**. If the scanner still does not transmit, call the Clerk's Office.



THE POLLS ARE NOW CLOSED.

A transmission report and two additional copies of the Statement of Votes tapes will print automatically.



OFFICIAL WRITE-INS

If the Clerk has provided names of certified write-ins, you will need to print out three reports for the Clerk, County Clerk and the Board of Canvassers.

Press print write-in report **three** times to generate the reports.



REMOVE THE TAPES

Attach a signed signature label to **each** of the tapes, including Write-in tapes (if applicable).

Separate tapes and bring in to Receiving Board along with the Poll Book

PRESS THE RED POWER BUTTON ON THE BACK OF THE SCANNER TO POWER IT DOWN.



CUT THE BLUE SEAL ON THE vDRIVE DOOR, remove the vDRIVE.
Put cap back on the vDRIVE found in the compartment.

PLACE THE vDRIVE IN THE DESIGNATED CASE, FOUND WITH THE EPB THUMBDRIVE. PLACE WITH THE GREEN TRANSFER BAG.

UNLOCK THE TABLET AND STOW IN THE TOP OF CASE

When packing up Verity Scanner, you must properly latch and lock the tablet within the storage compartment and lock the tablet in place. PLEASE MAKE SURE THE LEFT LATCH IS TOGGLED DOWN.



SEPARATE THE POWER CORD FROM THE BRICK, PLACE IN STORAGE COMPARTMENT AND RE-ATTACH DOOR.

CLOSE AND LATCH THE SCANNER CASE

UNPLUG THE POWER STRIP AND PLACE ON TOP OF SCANNER

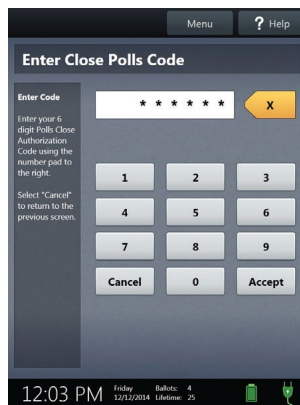
II. COMPLETE STEPS FOR THE ELECTRONIC POLL BOOK (see separate instructions)

III. CLOSING THE POLLS ON THE TOUCH WRITER

PRESS THE BLUE POLL WORKER BUTTON ON THE BACK OF THE TOUCH WRITER.

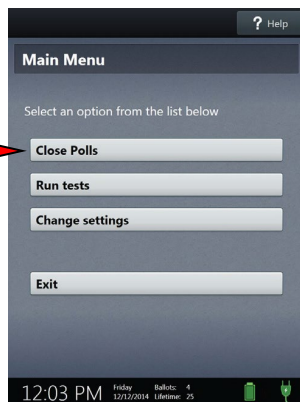


ENTER POLLWORKER CODE
(Election date in mmddyy format)
AND PRESS ACCEPT



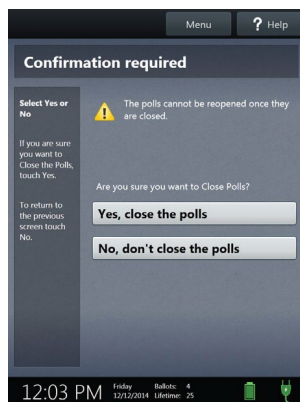
SELECT MENU

SELECT CLOSE POLLS

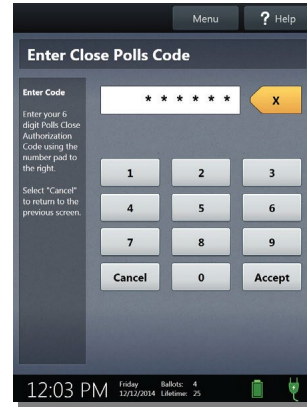


SELECT YES, CLOSE THE POLLS

Important: Once polls have been closed, they cannot be reopened on Touch Writer.



ENTER YOUR CLOSE POLLS CODE (Election date in mmddyy Format) AND SELECT ACCEPT.



Wait while the Close Polls report prints. These tapes can be placed in the Green Transfer Bag.

PRESS THE RED POWER BUTTON ON THE BACK OF THE TOUCH WRITER TO POWER IT DOWN.



CUT THE BLUE SEAL ON THE vDRIVE DOOR, place used seal in Green Transfer Bag, and remove the vDRIVE.

Put cap back on the vDRIVE found in the compartment.

PLACE THE vDRIVE IN THE DESIGNATED CASE, FOUND WITH THE EPB THUMBDRIVE. PLACE WITH THE GREEN TRANSFER BAG.

UNLOCK THE TABLET AND STOW IN THE TOP OF CASE

When packing up Verity Touch Writer device, you must properly latch and lock the tablet within the storage compartment and lock the tablet in place.

SEPARATE THE POWER CORD FROM THE BRICK, PLACE IN STORAGE COMPARTMENT AND RE-ATTACH DOOR.



CLOSE AND LATCH THE TOUCH WRITER CASE

PRINTER – Turn off printer, unplug cable and power cord and place on top of printer.

IV. COMPLETE POLL BOOK, DISTRIBUTION AND SECURING OF BALLOTS AND FINAL DISPOSITION OF ELECTION DOCUMENTS

COMPLETE ELECTRONIC POLL BOOK

1. Election Inspector's Preparation Certificate – Ensure this sheet (in front of poll book) has been signed by the Election Inspectors and Chairperson.

2. **Challenged Voters and Procedures** – **write NONE** across both pages if no voters or procedures were challenged.

3. **Statement of Votes** – Ensure a Statement of Votes tape and a Write-in tape (if applicable) with signatures are attached to each of the three Statement of Votes sheets.

4. **Certificate of Election Inspectors** – Ensure each line has been checked off and completed, seal numbers recorded for the Ballot Container and Green Transfer Bag and all Inspectors have signed.

Please do not separate the Electronic Poll Book (this will be done by the Receiving Board).

_____ **COLLECT ALL BALLOTS.** Cut seals on scanner bin and place used seals in the Green Transfer Bag. Remove **voted Ballots** from the scanner bin and STRAIGHTEN. Collect envelopes containing Ballots which have been **Spoiled** or **Defective**, **VAT Ballot Storage (green)** and all **unused Ballots**.

_____ **PLACE ALL BALLOTS IN BALLOT BOX EXCEPT THE FOLLOWING:**

- **Provisional Envelope Ballots** – These ballots are returned to the Local Clerk in the designated Provisional Ballot envelope.
- **AV Ballots turned in to the Precinct** – return in Green Transfer Bag.

Place envelopes and secrecy sleeves from AV ballots scanned in precinct in the Ballot Box along with the ballots.

_____ Return the large **Secrecy Covers** and blank ballot stock envelope (including unused paper) to the rolling supplies container as they were found in the morning.

_____ **PREPARE BALLOT BOX (green) CERTIFICATE.** Tag must be verified and signed by the **two** election Inspectors from **different** political parties.

*REMINDER: these same two inspectors must also sign the following:
-White certificate for the Green Transfer Bag
-Certificate of Election Inspectors page at back of poll book where indicated*

_____ **PLACE THE CERTIFICATE** in the plastic sleeve and seal the ballot box.

_____ **RECORD** the **BALLOT BOX SEAL** Number on the ***Certificate of Election Inspectors*** in the back of the Poll Book.

PREPARE THE WHITE CERTIFICATE FOR THE GREEN TRANSFER BAG (located inside green bag). Certificate must be verified and initialed by two Election Inspectors from different political parties.

GREEN TRANSFER BAG should contain the following items:

- Electronic Poll Book including *signed* Statement of Votes tapes.
- Both vDRIVES (Scanner & Touch Writer) and EPB Flash Drive in *thumbdrive case that arrived with EPB in the morning*.
- Provisional Ballot Envelope (if applicable).
- Signed payroll sheet
- Absentee Ballot Reconciliation sheet
- Write-In Precinct Delegate Declaration of Intent forms filed at the precinct on election day (if Primary Election)
- Blue receipt for ballots
- Completed Change of Address/Cancellation forms
- Completed Applications to Vote
- Completed Election Help Desk Forms
- Used Seals
- Absent Voter Ballots turned into the Precinct envelope
- Completed Affidavit of Absent Voter forms
- Touch Writer Report Tapes
- Tabulator Ballot Box Seal Certificate
- Used Green Ballot Container Certificate (*removed when Ballot Box was opened in the morning*)



DISPOSITION OF CLOSING ENVELOPES

Type of Envelope	Type of Seal	Where it Goes
Provisional Ballot	None	Green Transfer Bag
Spoiled Ballot Envelope	None	Ballot Box
Absent Voter Returned Ballots (<i>AV ballots turned into the Precinct</i>)	None	Green Transfer Bag
Rejected Ballots	None	Ballot Box
Original Ballots	None	Ballot Box
VAT Ballot Storage Envelope	None	Ballot Box

BEFORE YOU LEAVE THE POLLS

_____ Remove the bar code scanner from the table by pulling on the Command strip tab and **unplug the cord from the scanner**. Place in EPB carrying case. If hand-held scanner was used, place in gray bin.

_____ **IN ADDITION TO THE SEALED GREEN TRANSFER BAG, THE FOLLOWING MUST ALSO BE RETURNED TO THE CLERK'S OFFICE ON ELECTION NIGHT:**

- SEALED BALLOT BOX
- LAPTOP COMPUTER STORED INSIDE BLACK CARRYING CASE
 - Bar Code Scanner
 - Mouse
 - Mouse Pad
 - Power Cord
- CHAIR and CO-CHAIR BINDERS
- BACK-UP POLL BOOK (*only if used for the election*)

_____ **Along with the Election equipment, the following can remain in the Precinct:**

- **Supplies Container (black carrier on wheels) – including supplies that you do not have specific handling instructions for.**
- **GRAY Supply Box including:**

**Blue Binder – List of Registered Voters
Help Desk Expanding Folder**

_____ **All outdoor A-frame signage should be brought in and placed with equipment.**

_____ **Lock the Polling Place Door.**

_____ **Go home and have a GOOD NIGHT'S SLEEP!! Thanks for all Your efforts!!**