
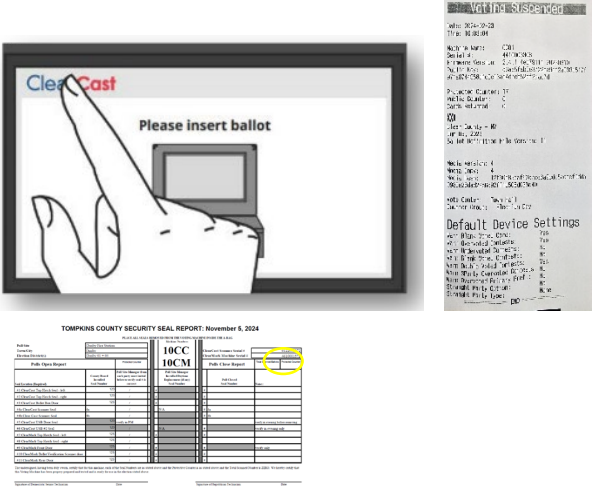
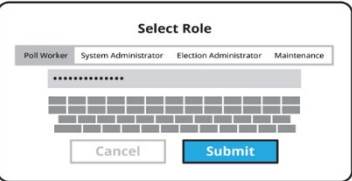
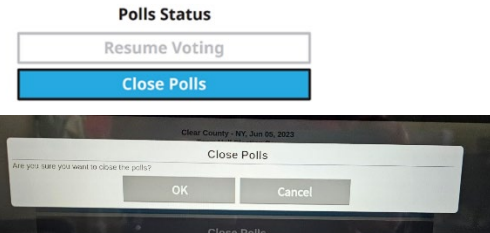
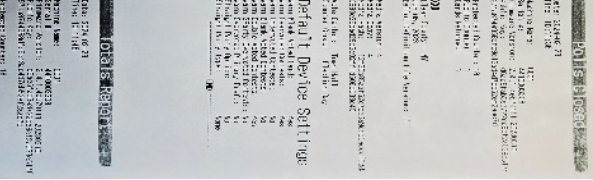
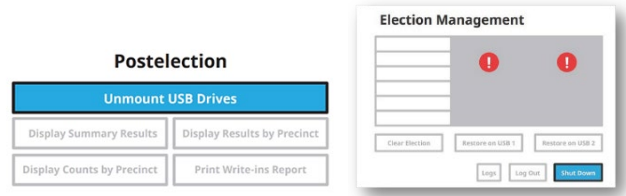


Tompkins County PSM Poll Closing Checklist

<p>1. <input type="checkbox"/></p>	<p>After the polls have closed and the last voter has left:</p> <p>If you used the Emergency Ballot Bag, please refer to the How-To Quick Guide page 41 and follow directions before moving on to Step 2.</p> <p>If not, move on to Step 2.</p>	
<h2 style="background-color: #cccccc; padding: 5px;">ClearCast</h2>		
<p>2. <input type="checkbox"/></p>	<p>After the polls close, on the ClearCast machine, Press the ClearCast icon in the upper left corner of the screen.</p> <p>This will pause the voting process and print a “VOTING SUSPENDED” report.</p> <p>Record the Protected Counter number from this report on the Security Seal Report.</p> <p>Put the “VOTING SUSPENDED” report in the A Bag</p>	
<p>3. <input type="checkbox"/></p>	<p>Log in using your poll worker password.</p> <p>Select “Submit”</p>	
<p>4. <input type="checkbox"/></p>	<p>Select “Close Polls”.</p> <p>Confirm by pressing “Ok”.</p>	
<p>5. <input type="checkbox"/></p>	<p>Two “POLLS CLOSED AND TOTALS REPORT” tapes will automatically print.</p> <p>Place one report in the A Bag and post the other report next to the “POLLS OPENED AND TOTALS REPORT” tape that was posted before the polls opened.</p>	
<p>6. <input type="checkbox"/></p>	<p>Select “Unmount USB Drives”.</p> <p>“Election Management” screen will show drives are no longer attached (image in step #6). This is correct.</p> <p>Select “Shut Down” to power off the scanner.</p> <p>“Do you really want to shut down the scanner?” Select “Yes”.</p>	

12. Close the scanner top and lock using the barrel key.

Fold down the screen and secure in the corner using a plastic J-lok seal, seal #4a.

Record seal on the Security Seal Report.



13. Remove seal and open the ballot door #3. Place the seal in the B Bag.

In a bi-partisan manner, two poll workers will transfer all the ballots from the compartment and place them in the ballot bag.

BE SURE THERE ARE NO BALLOTS REMAINING IN THE BALLOT BOX.

At Pre-printed ballot sites, make sure all unused ballots are inside the cardboard box and sealed with painters tape. Put the sealed carton of unused ballots in the ballot bag.

At Ballot on Demand sites, remove the cardboard box inside the blue cabinet and place in the ballot bag.

Seal the ballot bag and record the seal number on the Chain of Custody Form.



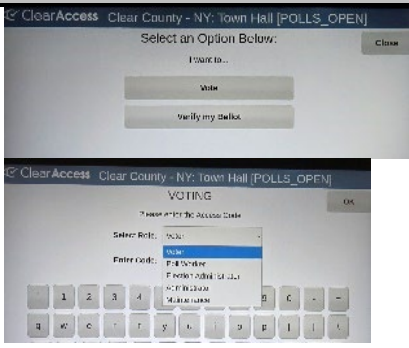

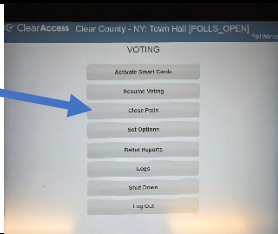
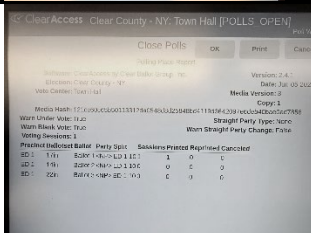
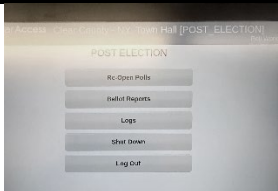

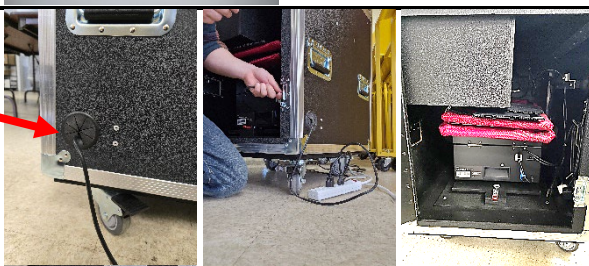
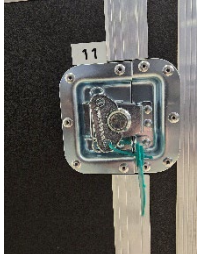
14. Close the top compartment of the ClearCast and replace seals #1 & #2.


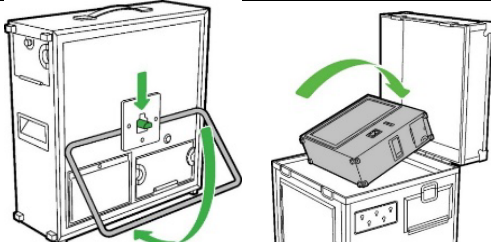
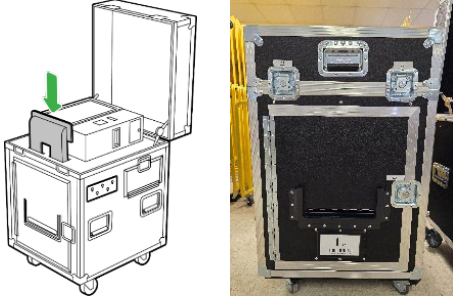


Unplug the ClearCast machine and store the power cable in the ballot box.

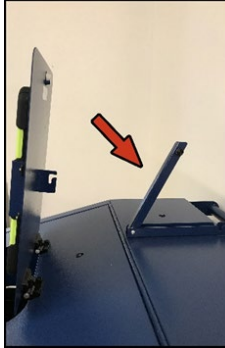
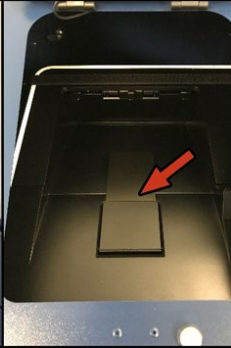


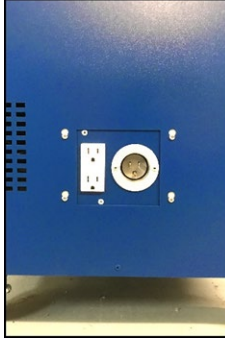




Record the seal numbers on the Security Seal Report.



ClearMark

<p>15. □</p> <p>Now move to the ClearMark.</p> <p>On the screen that says “Vote” or “Verify my Ballot”.</p> <p>Select “Close”.</p> <p>From the drop-down, select “Poll Worker”.</p> <p>Enter the Poll Worker password. Select “Ok”.</p>		
<p>16. □</p> <p>Select “Close Polls”.</p>		
<p>17. □</p> <p>A “CLOSE POLLS” report will appear on the screen of the All-In-One-Unit.</p> <p>Select “Print”.</p> <p>If the ClearMark was used, the report needs to be shown to the Inspectors at pre-printed ballot sites.</p> <p>After the report has printed, place the “CLOSE POLLS” report in the B Bag.</p> <p>Select “Ok”.</p>		
<p>18. □</p> <p>Select “Shut Down” from the menu to power off the device.</p> <p>“Are you really sure you want to shut down?”</p> <p>Select “Ok”.</p>		
<p>19. □</p> <p>Unplug the ClearMark and feed the power cord back through the power cord opening on the side of the ClearMark.</p> <p>Close the rear door.</p> <p>Replace seal #11 and record seal number on Security Seal Report.</p>		 

<p>20. <input type="checkbox"/></p>	<p>Unplug headphones.</p> <p>Return the ATI, if necessary, close the ATI door, secure the door by turning the knob clockwise and hang the headphones on the side of the All-In-One-Unit using the clamp.</p> <p>MAKE SURE THE HEADPHONE CORD IS INSIDE THE LIP OF THE CASE.</p> <p>If the cord is not inside the case when you close the top hatch the cord can get cut.</p>	
<p>21. <input type="checkbox"/></p>	<p>Disengage the kick stand by depressing the latch and carefully lower the All-In-One-Unit into the horizontal position.</p>	
<p>22. <input type="checkbox"/></p>	<p>Remove the ballot chute from the front door of the ClearMark and place it in the cutout in the front of the All-In-One-Unit.</p> <p>Place the headphone cord between the All-In-One-Unit and the ballot chute.</p> <p>Close and latch the top hatch.</p> <p>Replace seals #7 & #8 and record the seal numbers on Security Seal Report.</p>	
<p>23. <input type="checkbox"/></p>	<p>Close the verification scanner door.</p> <p>Replace seal #10 and record on the Security Seal Report.</p>	
<p>If you have a Print on Demand Cabinet follow steps #24-28, if not skip to step #29</p>		
<p>24. <input type="checkbox"/></p>	<p>On the Print on Demand Cabinet poll pad, hold down the power button on the Poll Print Pad until a “Slide to power off” screen appears.</p> <p>Use your stylus to slide the power icon to the right to power off.</p>	

<p>25. <input type="checkbox"/></p>	<p>Close the printer output tray extension. Loosen the stand lock arm from the L bracket. Close the Poll Print Pad door (Door 1) and lock it. Close the stand lock arm to its resting point on the top of the cabinet.</p>			
<p>26. <input type="checkbox"/></p>	<p>Open the front blue cabinet door (Door 3). Turn off the printer by pressing the power button on the right side of the printer.</p>			
<p>27. <input type="checkbox"/></p>	<p>Unplug the blue cabinet extension cord from the wall outlet and the blue cabinet. Neatly wind the extension cord up and return to the inside of the cabinet.</p>			
<p>28. <input type="checkbox"/></p>	<p>Ensure all five blue cabinet doors are shut and locked and sealed.</p> <ul style="list-style-type: none"> • Door 1: Poll Print Pad Top Door (record new seal # on Security Seal Report) • Door 2: Main Top Door • Door 3: Front Door (record new seal # on Security Seal Report) • Door 4: Side Door • Door 5: Back Door <p>If doors 2, 4 or 5 had to be opened during the day, please make sure they have been resealed and recorded on the seal report.</p>			

Poll Pad

29. Remember to sign out of the Inspector poll pad you signed in on.
- An Inspector will shut down and put the Poll Pad away.



Verifying the Ballot Box and Bags

30. Verify the following items were packed into the Ballot Box:
- Poll Pads
 - Power Strip(s) for Poll Pad
 - Extension Cords (by PSM)
 - 3 Prong adapter
 - Clear Supply Box
 - Yellow Floor Tape
 - Sign and Map Bag
 - Inspector Binder
 - Yellow Privacy Folders
 - Power Cord for ClearCast (by PSM)

Seal the Ballot Box door #3 and record the seal on the Security Seal Report.



31. A Bag
- This bag needs to be returned to the BoE as soon as possible.
- Record the Seal Number on the Chain of Custody Form.
- Complete and sign the Chain of Custody Form.


- Power on Report
- Polls Opened and Totals Report Tape
- USB 1
- Used Seals
- Polls Closed and Totals Report Tape



32. Ballot Bag
- Refer to the checklist to the right and make sure everything is in the bag.
- Record the Seal Number on the Chain of Custody Form.
- Complete and sign the Chain of Custody Form.
- Bag gets returned to Board of Elections

- Voted Ballots
- Cardboard Box containing Non-Voted Ballots and Stubs (sealed with painters tape and is only at Pre-Printed sites)
- Cardboard box containing Unused Emergency Ballots (needs to be removed from the printer cabinet and is only at Print on Demand sites)



<p>33. <input type="checkbox"/></p>	<p>Affidavit Ballot Bag:</p> <p>Refer to the checklist on the front of the bag and make sure everything is in the bag.</p> <p>Record the Seal Number on the Chain of Custody Form.</p> <p>Complete and sign the Chain of Custody Form.</p> <p>Bag gets returned to Board of Elections</p>	<ul style="list-style-type: none"> ○ Affidavit Ballot Envelopes containing voted ballots ○ Plastic Sleeve containing unused Affidavit Ballots and Envelopes ○ Emergency Ballots Canvassed by Hand Bag (if used, if not, leave in the ClearMark) 
<p>34. <input type="checkbox"/></p>	<p>B Bag</p> <p>Refer to the checklist on the front of the bag and make sure everything is in the bag.</p> <p>Record the Seal Number on the Chain of Custody Form.</p> <p>Complete and sign the Chain of Custody Form.</p> <p>Bag gets returned to Board of Elections.</p>	<p>INSPECTORS -</p> <ul style="list-style-type: none"> ○ Emergency Poll books ○ Early vote by mail and Absentee ballots ○ Spoiled and Abandoned Ballots ○ Court Orders (if any) ○ Poll Pad Tickets (if not using Print on Demand) ○ Completed Signature Cards (if any) ○ Completed Voter Registration Forms (if any) ○ Poll Watcher Certificates (If any) ○ Ballot Certification Log (Pre-Printed ballot sites) ○ Ballot Reconciliation Form (Print on Demand) ○ Challenge Report and any Right To Vote Challenges ○ Summary Reports (Opening and Closing) ○ Notes ○ Feedback Forms ○ Any other items not listed for other bags <p>POLL SITE MANAGERS-</p> <ul style="list-style-type: none"> ○ Clear Mark Power on Report ○ Security Seal Report ○ Any Print on Demand ballots with problems (Spoiled – BOE) ○ Second Copies of Polls Opened and Polls Closed Tapes ○ ClearMark Close Polls Report ○ Notes ○ Feedback Forms ○ Poll Pad Tickets if using Print on Demand ○ Opening Bag & Poll Pad Chain of Custody Form ○ PSM Binder

Final Checks and Reminders

35.

- Close and lock the Ballot Box Door.
- Seal the Ballot Box Door and record the number on the Security Seal Report.
- Each PSM needs to sign the back of the Security Seal Report.
- Remove COC from PSM Binder
- Place the Security Seal Report inside the PSM Binder.
- Record seal numbers of COC.
- Attach the voting machine keys and the building key, if applicable, to the safety pin on the outside of the B Bag.
- Lock the door to the poll site when you leave.

Final ✓

