PLS CLASS 1
S.A.F.E VOTING SYSTEM & 2020 PRIMARY
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2019
LESSONS
LEARNED
## POST-ELECTION feedback

### PEO & PLS
- More signage – interior & exterior
- More Digital Select booths
- More set-up time in the morning
- Equipment power issues
- Increased training for Polling Location team members
- Sign-in station issues
- Continuing to refine & simplify procedures & instructions

### VOTERS
- Digital Selection booth privacy
- Provisional voting
- Acceptable ID confusion
2020 SOLUTIONS signage

More Signage

- Additional interior “VOTE” signs in File Box
- Make sure using ALL exterior signage in Location Box
2020 SOLUTIONS
digital booths

More Digital Selection Booths

- March 2020
  - 39 Largest Polling Locations = 2 SAFE

- November 2020
  - 50% of Polling Locations = 2 SAFE
  - EVERY Polling Location will get at least 1 additional Digital Select Unit
2020 SOLUTIONS
setup time

More Set-up Time

- Streamlining 5:45 a.m. procedures
  - Generic Emergency Vote Kit
  - LAST “50” ballots in Burgundy Bag

- CAN begin set-up at 5:30 a.m. as long as both Parties are represented

- Plan what you need to do to open ON TIME
  - One Sign-in station?
  - One Digital Select booth?
  - One Scanner
2020 SOLUTIONS
power issues

Equipment
Power Issues

- SAFE have been rewired & secured
- Double check that all connections are tight
  - Digital Select booths
  - Sign-in stations
  - SAFE Submit scanners
2020 SOLUTIONS training

Increased training for *all* Polling Location team members

- All VLMs getting additional class
  - Lecture
  - Hands-on with Sign-in Stations
- New PEOs
  - Lecture
  - Hands-on with Sign-in Stations
- November 2020
  - All PEOs
**2020 SOLUTIONS**

**Sign-in**

**Issues Addressed**

- Training mode disabled
- Test ballot printing improved & very obvious
- Voters will choose own Partisan ballot *style*
- Drop-down menu for ballot *type* defaults to blank
- Ballot re-print disabled
- App notifies if no blank ballot stock in printer
- App stability improved
2020 SOLUTIONS
privacy

Digital Select booth
Privacy

- Turn it around!
- Additional Signage on new front side
Provisional Stats:
- 608 Cast Countywide
- 523 Valid (86%)
- 85 Invalid (14%)
  - 40 (6.5%) Not Registered
  - 30 (5%) Date of Birth left **BLANK**
  - 11 (2%) Wrong Location

Provisional Envelope Confusion
- 30 failed due to blank DOB = fatal flaw
- Increase PEO training
- Retrain & enforce **2nd PEO review**
ELECTION BASICS & 2020 PRIMARY RULES
VOTERS

- Resident of the State of Ohio
- 18 years old by Election Day
- Registered in the State of Ohio at least 30 days prior to Election
- Vote in the Precinct they live in
- Has proper I.D. when voting
**PRECINCT ELECTION OFFICIALS**

- PEOs ensure that the election is conducted lawfully and assist voters with a courteous and respectful manner
- PEOs work as a team to conduct an election at their assigned precinct or voting location
- Ohio law provides that the county board of elections selects, generally, four registered voters, who are residents of the county in which the precinct is located, to serve as PEOs
- Each precinct must have no more than half of its 4 PEOs from the same political party
  - Ohio law is structured to place equal numbers of people from the two major political parties at work together for a checks-and-balances system to ensure fairness

– Precinct Election Official Manual
Ohio Secretary of State
RESPONSIBILITIES of a PEO

- Drive to your polling location prior to election day
- Arrive on time - 5:45am
- Assist in setting up the precinct polling location
- Process Voters and assist them as necessary
- Record important information as necessary
- Pack up election supplies at the end of Election Day
- Conduct Election properly, professionally, & lawfully
POLLING LOCATION

team

- Four Precinct Election Officials (PEOs)
  - Two Republican & Two Democrats

- One Official acts as the Voting Location Manager (VLM)
  - Leads the Team
  - Party of Voting Manager is determined by which candidate for governor in the last gubernatorial election received the most votes in that precinct

- Polling Location Supervisor (PLS)
  - One per location
  - Sets up location the day before
  - Manages location, assigns tasks, on-site equipment troubleshooter
▪ Discuss candidates or politics while serving at the precinct
▪ Wear campaign buttons, clothing, hats, or jewelry with a company or group logo or political message
▪ Use cell phones for personal reasons
▪ Be distracted from assisting voters by personal electronic devices or other reading material
▪ Work in the same precinct where you or a family member is on the ballot
PROFESSIONALISM

DOES YOUR LOCATION INSPIRE CONFIDENCE?
ARE YOU PROJECTING COMMITMENT, TRUSTWORTHINESS, & AUTHORITY?
IS YOUR TEAM SERIOUS & HELPFUL?
2020 ELECTIONS

PRIMARY – MARCH 17, 2020

- Multiple *Ballot Styles* for every voter
  - Issues-Only
  - Democratic
  - Republican
- *Nominations* for major party candidates
  - President
  - Congress
- Some local issues, levies & liquor license options

GENERAL – NOVEMBER 3, 2020

- One *Ballot Style* for every voter
- Choose the “winner”
- Turnout will be high
2020 Primary ballot styles

Precincts, Splits, Etc.
- All 360 Precincts Open
- 18 Precincts with Open Splits
- 14 Local Issues on the Ballot
  - Liquor Options
  - School Levies
  - Fire & Police Levies

Partisan
- 3 Parties qualified statewide
  - Democrats
  - Republicans
  - Libertarians
    - NO LIBERTARIAN BALLOT STYLES in Montgomery County
- Issues-Only

Each precinct or split will have 3 ballot styles & 3 Ballot Separator Sheets
2020 Primary ballot styles (continued)
Read the Screens
Follow the Steps
It’s all there, we just have to take it bit by bit
Monday
Opening Polls
Voting
Closing Polls
2020 PRIMARY ELECTION DAY PROCEDURES
MONDAY

Meeting

Location Set-up

Supply Pick-up
Partisan Pairings

Pick-up
- BOE Cell Phone
- Location Information
- Equipment Keys

Last-minute adjustments & announcements
LOCATION
set-up

Both Locations

Monday Folder
- Monday Set-up
- Monday Set-up Form
- Equipment Checklist

Plan circular traffic

Set-up Equipment
VERIFY equipment

- Open SAFE
- Monday folder
- Equipment Checklist
- Complete Monday Setup Form
1.8 EQUIPMENT CHECKLIST

SAFE CART

☐ 2 - Black Scanner Carts containing:
  ☐ 2 - Blue Ballot Boxes (inside Scanners) each containing:
    ☐ Printed Ballots - must be removed to Ballot Table on Tuesday morning
    ☐ Printed Ballot Style Separator Tabs - with printed ballots

☐ 4 - Digital selection units with ADA peripherals

☐ 1 - Voted Sticker Box
☐ 1 - Miscellaneous Box containing BLACK ink pens, tape, spare paper rolls

☐ 1 - Seal Number Recording Chart on a clip board in right-hand door
☐ 1 - Spare set of keys
☐ 1 - Backup Burglary Bag

☐ 1 - File Box containing:
  ☐ Acceptable ID forms
  ☐ ADA Access to Voting Handout
  ☐ Ballot Stub Bags
  ☐ Closing Scanners
  ☐ Closing SAFE/Digital Booths
  ☐ Closing Sign-In Stations
  ☐ Closing Totals Report Envelope
  ☐ Digital Ballot Stack (11 packets, 250 ea.)
  ☐ Directive 2008-40
  ☐ Do's and Don'ts
  ☐ Emergency Procedures and Solutions
  ☐ Injury Report
  ☐ Location Inspection Form
  ☐ Magnifiers
  ☐ Manilla Envelopes
  ☐ Name Change Forms
  ☐ Name Tags

☐ 1 - Provisional Box containing:
  ☐ Provisional Envelopes

☐ Opening Scanners
☐ Opening SAFE/Digital Booths
☐ Opening Sign-In Stations
☐ P&O Evaluation Form
☐ PLS Suggestions/Comments
☐ Precinct Incident Log
☐ Printed "Ballot ENO" Sheets (2)
☐ Running Voter Activity Reports
☐ Sign-In Station Password Env. (Red & Blue)
☐ SOS Evaluation Form
☐ SOS Flip Chart
☐ VOTE Handouts (10)
☐ Voting Machine Event Log
☐ Voter Registration Forms
☐ Security seals (3 types, 5 each)
☐ Zero Reports Envelopes

(Continued from Front - 13 Monday Location Setup)

SAFE CART (continued)

☐ 2 - Stand-up signs pre-loaded with
  ☐ Double Voting Notice
  ☐ ID Poster/Change of Address
  ☐ ID Requirement
  ☐ Place of Election Sign
  ☐ Precinct Map(s)
  ☐ Precinct Sign

☐ Sample Ballots
☐ Special Voting Instructions
☐ Vote ID Poster
☐ Voting Sites Info
☐ Withdrawal Notice (if applicable)

☐ 2 - Stand-up Sign frame bags (black, cylindrical) containing:
  ☐ 2 - Popup sign frames
  ☐ Pages

☐ 1 to 6 - Sign-in Station Boxes
  ☐ 1 - Blue Provisional Table Station containing iPad & wireless printer
  ☐ 2 to 5 - Black Regular Sign-in Stations containing iPad & Digital Ballot Printer

☐ Blue Privacy Screen Bag containing
  ☐ 8 - Privacy Screens
  ☐ 4 - Cross Bars

WOODEN LOCATION BOX

Locations receiving 2 SAFE Carts will not have Location Box. All contents will be in #2 SAFE.

☐ 100 Ft Signs
☐ Cones
☐ Polling Place Signs
☐ Free-standing Manual Booth Privacy Booths (13)
☐ White Table top Privacy Shields (16)
☐ Voter Parking Signs

☐ Green Electrical Bag containing
  ☐ 1 - Yellow Extension cord - SAFE
  ☐ 3 - Orange Extension cords - Scanners & Sign in stations
  ☐ 3 - Outlet strips
  ☐ 3 - 8-prong adapters
PLAN location & BEGIN set-up

Monday Setup Form

- Set-up all Manual Booths
- Set-up Sign-in tables & chairs
- Set-up Manual Ballot table
- Unpack & prep ADA & other outside equipment
- Layout & secure all electrical cords
- Post interior “Vote” signs
- Set-up stand-up signs
SUPPLY pick-up
4:00 p.m.
16 March 2020

Check-in
• MONDAY SETUP FORM

Pick-up
• Burgundy Bag
• Payroll
• Chain of Custody
BURGUNDY bag

- Red Media Box
  - Black PLS Password Envelope
- Generic Emergency Vote Kit
  - Last 50 Ballots
  - Yellow Provisional Bags
- Chain of Custody Envelope
  - PEO Phone Numbers
  - Payrolls Sheet & Oath
  - 1-Part List
  - Manual
PEO calls

Will be emailed in a spreadsheet weekend before

Must be made by Monday Evening at latest

Phone numbers will also be on Payroll Sheet in Chain of Custody envelope
OPENING POLLS
5:45 a.m. folder

01 Setting up Location
02 Opening Sign-in Stations
03 Opening Scanners
OPENING POLLS launch & complete

#1 PRIORITY: OPEN FOR VOTERS BY 6:30 A.M.

Do what you need to do to have:

- 1 Sign-in station ready
- 1 Digital Select booth ready
- 1 Submit scanner open for polling
Unlock SAFE
Record Seal Number on Seal Recording Chart (on right-hand door)
Remove File Box
Take out 5:45 a.m. folder
LOCATION

Open SAFE Cart
Remove supplies
Create Sign-in area/Ballot Table
Place Scanners near Exit
Establish 100’ Neutral Zone
Place ADA Equipment if needed

NEW PROCEDURE: Turn SAFE Cart so digital units face wall
Turn on & Set up Digital Booths
MONDAY SET-UP

1. VERIFY YOUR SAFE CART EQUIPMENT
   - Unlock brass padlock (squeeze hoop & lock together while turning brass key)
   - Break red door seal (behind brass padlock)
   - Initial Seal Recording Chart (clipboard inside SAFE) to verify red door seal matches last seal number
   - Verify the following items are in the SAFE, but DO NOT REMOVE THEM:
     - Two Submit Scanners
     - One Black Sign-in Station for each precinct assigned to your location
     - One Blue Provisional Sign-in Station

2. STAGE EQUIPMENT WHERE IT WILL BE NEEDED ON ELECTION DAY
   - Setup Manual Ballot Booths (inside wooden location box)
   - Setup Tables and Chairs for sign-in stations
   - Remove green bag from inside wooden Location Box and layout cords where needed for E-Day
   - Orange Extension Cords and Power Strips for Sign-in tables
   - Yellow Extension Cord for SAFE Cart
   - Remove Sign Stands (2) from left-hand door and setup near entrance (frames in black cylindrical bag)
   - Stage “100 foot from Poll” signs, flags, & ADA equipment near entrance
   - Position SAFE Cart ~ Near an outlet on a wall

3. SECURE EQUIPMENT & LOCATION
   - Remove red seal from File Box lid
   - Record SBAL NUMBER on Seal Recording Chart on clipboard
   - Complete Form A Monday Setup form & bring back to BOE at 4 p.m., pick-up
   - Return File Box to SAFE cart
   - Place & lock seal & padlock (seal behind padlock)
   - Double check padlock is locked

(Continued on Back)
(Continued from Front – 2.1 Opening Location)

- **Provisional Sign-in Table - Blue sign-in station**
  - Place Provisional File Box On/Nearby
  - Place Provisional Binder in Provisional Box
  - Place File Box On/Nearby

- **Digital Selection Units on SAFE**
  - Unlock & Open digital booth doors on SAFE cart – PLS green keychain, round silver key
  - Pull Down Digital Booth Machines
    - UNLOCK left side panel – PLS red keychain black barrel key
    - FLIP power switch to ON
    - CHECK that Mode switch is flipped to “Voter”
    - **Will take 3-5 minutes for Digital Booth Machines to fully power on**
  - Verify 4 green check marks on screen
  - Tap OK icon
    - Screen will read: Please insert ballot

- **LOCATION SET-UP: OUTSIDE Flags & 100' Sign Placement (Inside wooden location box)**
  - Place the large flag at the entrance to Polling Location and smaller flags & stands 100 feet from entrance of Polling Location.
  - Place flags according to A, B or C below (100-foot chalk line is in wooden Location Box or #2 SAFE)
UNPACK burgundy bag

- Red media Box & iSync
- Black PLS Password envelope
- Stays in Burgundy Bag:
  - Emergency Vote Kit
  - Last 50 Ballots – all styles
  - Spare Yellow Bag
One Black Regular Sign-in Station for each precinct assigned to your Location

Digital Ballot Stock: Lower-left side of SAFE

Manual Ballots
NEW PROCEDURES
- Manual Ballots & Ballot Separator sheets in Blue Ballot Boxes in Scanners in SAFE
- Last 50 ballots in Emergency Vote Kit in Burgundy Bag

One Blue Provisional Sign-in Station at every Location

SIGN-IN area & BALLOT table
OPENING
sign-in
stations

- Set-up Boxes & Plug In
- Partisan Passwords – 5:45 a.m. folder
- Supplemental List Upload on ALL iPads
- Printer Tests
- Barcode Scan & Manual Search Tests
SUPPLEMENTAL Upload

2020 PRIMARY PROCEDURES IN PROGRESS. WILL HAVE FINALIZED PLAN BY CLASS 2
Placement & Power

- Place Scanners near Exit door from Location
- Plug in both Scanners
- When you open the screens, the scanners will power on, and Configuration Reports will immediately begin to print
Manual Ballots & Ballot Boxes

NEW PROCEDURE:
• Remove main set of Manual Ballots & Ballot Separator Sheets from Ballot Boxes in Scanner Carts
• Keep Emergency Vote Kit ballots wrapped

Ballot Boxes
• Re-place in Scanner Cart
• Open lids on both Ballot Boxes
• Lock Ballot Box compartment on Scanner Cart
OPENING polls submit scanners (continued)

- Touch OPEN POLL icon on screen
- Official Zero Reports will print
- Tear off all reports
- Touch GO TO VOTING MODE
VOTING

1 SIGN-IN
2 SELECT
3 SUBMIT

VOTE. It’s as easy as 1, 2, 3!

1 SIGN-IN
Voters proceed to Sign-in where voter identification is confirmed.

2 SELECT
Voters Select candidates and issues on a Manual or Digital ballot.

3 SUBMIT
Voters cast their ballot through S.A.F.E. Submit by inserting their ballot in the appropriate tray.
▪ Multiple Copies of 3.1 Signing
  in Voters for Regular Sign-In Stations
▪ Multiple Copies of Acceptable ID Sheet
▪ Several Manual Ballot Stub Bags
Just before the Signature Screen, Voters will choose their *Partisan* Ballot *Style* using button

The drop-down menu for Ballot *Type* defaults to blank so the PEO must choose either a *Manual* or *Digital* Ballot *Type* for each voter
**begin SIGN-IN process**

SCAN BARCODE or MANUAL ENTRY

- Barcode scan works ONLY on Ohio Drivers License
- Use Manual Entry for all other types of ID
<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHABAZZ, FATIMA A</td>
<td>1021 SUNSET DR, ENGLEWOOD, OH 45322</td>
<td></td>
</tr>
<tr>
<td>SHADD, FRANK</td>
<td>1007 CLOVER ST, DAYTON, OH 45410</td>
<td>Wrong Location</td>
</tr>
<tr>
<td>SHADOWENS, FRANKLIN JOSEPH</td>
<td>4866 LODGEVIEW DR, HUBER HEIGHTS, OH 45424</td>
<td>Wrong Location</td>
</tr>
<tr>
<td>SHAH, FAROOQ</td>
<td>6330 BROAD ST, CENTERVILLE, OH 45428</td>
<td>Wrong Location</td>
</tr>
</tbody>
</table>
VERIFY acceptable identification

Choose ID presented from list on left
Answer on-screen questions to determine if ID is acceptable in Ohio
Tap CONTINUE
VERIFY acceptable identification
(continued)

Make sure to read all on-screen information
Tap OK
Ask the voter:
▪ What is your name?
▪ Can you please verify your address?

Tap ACCEPT
VOTER CHOOSES ballot style

Choose your party and tap Accept button to continue.

Democratic
Issues Only
Republican
VOTER signs

Have voter sign and select DONE SIGNING.

FATIMA A SHABAZZ
1021 SUNSET DR, ENGLEWOOD, OH 45322
Precinct: ENGLEWOOD
Split: 1

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election.

×

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election.

×
CONFIRM ballot style & type

Compare signatures
Correct precinct/split
Correct partisan ballot style
CHOOSE ballot type
CONFIRM ballot style & type (continued)
ISSUE
ballot
2020 software upgrade includes onscreen notice if the blank ballot stock is NOT in the printer.

Once printed, a ballot cannot be re-printed without additional steps and password.
Producing & Posting + Additional Documentation

VOTER ACTIVITY reports

Voter Activity Reports

- 4.1 VOTER ACTIVITY REPORTS in both 11 a.m. & 4 p.m. folders
- Reports produced on Blue Provisional Station printer
- Post just outside entrance to Voting Room

Additional Documentation

- 11 a.m.
  - 4.A POLLING LOCATION FORM
- 4 p.m.
  - 5.A PEO EVALUATION FORM
  - 5.B PLS SUGGESTION FORM

Use this time to review 7:30 p.m. folder & work with VLMs/PEOs to plan Close & Go responsibilities
VOTER ACTIVITY reports (continued)

Must be created on Blue Provisional Sign-in station with the receipt printer

Choose menu from upper left corner
VOTER ACTIVITY reports (continued)

Tap white Summary Report icon (clipboard)
Main Screen
Tap CHECK-INS tab
Check-in activity screen
Tap print
2020 software upgrade includes fix to how reports printed

Summary section

Full activity report on a single receipt tape

Only cut is between summary & full report

Post at entrance to Location
NEW PROCEDURE: Provisional Binder arrives in Provisional Box in SAFE

PROVISIONAL VOTERS & CURBSIDE VOTERS are inside Provisional Binder

VOTING DOESN’T NEED TO BE CONFUSING.

LET US SHOW YOU.
PROCESSING provisionals

SIGN-IN station will notify PEO if a voter should be sent to Provisional Table

- **WRONG LOCATION**
- No ID
- Not registered
- REQUESTED OR RETURNED ABSENTEE
  - Pink = Absentee
  - Green = Voted in-person on Election Day
- **ELECTION MAIL RETURNED TO BOE**
  - Confirmation Status
  - Name change
  - Signature doesn’t match
  - Voting rights being challenged
CONFIRMATION STATUS

If Address is NOT Correct

BOE records indicate the voter may have moved. Please verify the voters address before proceeding.
If Address IS Correct
WRONG LOCATION

If looking up on BLUE Sign-in station, can PRINT LOCATION
VOTER lookup

Scan ID
Manual name search
Manual address search
VOTER lookup (continued)
VOTER lookup (continued)

Can print correct location receipt from BLUE sign-in station
PROVISIONAL binder

Record Voter’s information in the Provisional Binder

Check ID, if necessary/possible

Have voter sign Provisional Binder

Select proper Manual Ballot

Give voter Manual Ballot & Yellow Provisional envelope
DOUBLE CHECK that all necessary information is completed on the yellow Provisional envelope.

PEO of opposite party must ALSO check the accuracy/completeness of the envelope.
**CURBSIDE procedures**

The voter is physically unable to get out of a car that is driven to the Polling Location

The driver of the vehicle stands in line and informs the PEO that curbside assistance is required

Bi-Partisan Team

Look voter up in Sign-in station

Copy information to Provisional Binder

Bi-Partisan Team takes Provisional Binder to voter
  - Signs
  - Provides ID

Voter signs, team brings Provisional Binder back to Sign-in station to verify ID & signature

Team takes correct Manual ballot & curbside envelope to voter

Voter completes both

Team provides sticker, places sealed envelope in Yellow Provisional Bag
2020 PRIMARY: 17-year-old voters

Will be 18 by on or before General Election November 3, 2020

May only vote for nomination of candidates seeking election & Presidential convention delegates

May NOT vote on
- State Party Central Committee
- County Party Central Committee
- Questions & Issues

- 17 Year Old Envelopes & List will be included with the Chain of Custody Envelope
- 17 Year Old Voters should be signed in using the Provisional Binder, mark their record as a 17 Year Old Voter
- Once they have voted, completed & sealed envelope goes in the Yellow Provisional Bag
NEW PROCEDURE:

2020 Software upgrade includes ability to re-issue both Digital & Manual ballots

Start by re-looking voter up in Sign-in station

An election day voter will appear light green

Tap the sprocket to the left
2020 PRIMARY: soiled & defaced ballots (continued)

Voter record light brown
3 options appear
Tap SPOIL BALLOT
2020 PRIMARY: soiled & defaced ballots
(continued)

Enter Advanced Functions Passcode

- From black PLS Passcode envelope from Burgundy bag
2020 PRIMARY: soiled & defaced ballots (continued)

Spoil Ballot Screen

Notice turquoise SPOOL BALLOT button greyed out
2020 PRIMARY: soiled & defaced ballots (continued)

Select ballot to spoil
Select reason
SPOIL BALLOT button will not activate unless both buttons selected
2020 PRIMARY: soiled & defaced ballots (continued)

RE-ISSUE MANUAL BALLOT

Camera automatically pops up ready to scan the QR code on the ballot stub
2020 PRIMARY: soiled & defaced ballots

(continued)

RE-ISSUE DIGITAL BALLOT

Enter ballot number or code

Tap SUBMIT

Digital Ballot will print on the Black Box
**2020 PRIMARY:**
soiled & defaced ballots
(continued)

IF NO PAPER IN PRINTER

2020 Software upgrade WILL notify you of missing blank ballot stock
2020 PRIMARY: soiled & defaced ballots

System WILL track number of ballots issued

If voter selected wrong Party during sign in process, this can be corrected here.
CLOSING LOCATION
7:30 p.m. folder

01 Close & Go

02 Closing Location
CLOSE & GO

6.1 CLOSE & GO

Sign-in Stations

Scanners

Ballots & Burgundy Bag
CLOSE & GO

1. COLLECT DATA & SUPPLIES
2. RELEASE THE RUNNERS
3. CLOSE THE LOCATION
CLOSE & GO
sign-in stations
Unplug iPad power cord in any **Black Station**

- Remove iSync drive from Red Media Box
- Insert drive into Sign-In Station
- Tap 7:30 Export
- Tap 7:30 Export again
- Screen will display: VOTER CHECK-INS EXPORTED
- Remove iSync drive from iPad & place in Red Media Box
Remove iSync Drive

- Place in Red Media Box
- Sign-in Stations may now be powered down & packed for transport
Closing Voting must be completed on BOTH Scanners

- Unlock Media compartment near screen
- Press “Close Polls” button
- Tap Close Election icon on screen
- Closing Totals Reports will immediately begin printing
- When printing complete, tap Finished – Turn Off
- DO NOT REMOVE YELLOW DATA DRIVES UNTIL SCANNERS ARE COMPLETELY POWERED DOWN
• Closing Totals Reports will immediately begin printing

• When printing complete, tap Finished – Turn Off

DO NOT REMOVE YELLOW DATA DRIVES UNTIL SCANNERS ARE COMPLETELY POWERED DOWN
Remove Yellow Data Drives
Place in Red Media Box
Close & Lock Media compartment on Scanner
Remove Closing Totals Reports

Separate
Have both sets signed

Place one set in Closing Totals Reports envelope

Post one set outside Polling Location Door
Prepare Blue Ballot Boxes

Must be completed on BOTH Scanners

Unlock Ballot Compartment Doors
Close lids on Blue Ballot Boxes & remove from Scanner Carts
Re-Lock Ballot Compartment Doors
Drop “Voted Ballots End Here” sheets in both boxes
Lock & Seal both Ballot Boxes
BURGUNDY BAG

Gather Unvoted Ballots, Provisional Bags & Supplies

Lock & Seal

Chain of Custody Log

Payroll Sheet

Red Media Box
- Silver iSync Drive
- Yellow Scanner Drives (2)

Yellow Provisional Bags (2)
- Voted Provisional Envelopes
- Voted Curbside Envelopes

Provisional Binder

Green Soiled & Defaced Envelope

Ballot Accounting Chart

Unvoted Ballots - may use additional Burgundy Bag(s)
Bi-partisan pair
One vehicle

- Chain of Custody Log
- Payroll Sheet
- Red Media Box
  - Silver iSync Drive
  - Yellow Scanner Drives (2)
- Yellow Provisional Bags (2)
  - Voted Provisional Envelopes
  - Voted Curbside Envelopes
- Provisional Binder
- Green Soiled & Defaced Envelope
- Ballot Accounting Chart
- Unvoted Ballots - may use additional Burgundy Bag(s)

- Blue Ballot Boxes (2)
  - Voted ballots
  - “Voted Ballots End” Sheet
6.2 Closing Location

- Digital Selection Units
- Sign-in Station Boxes
- SAFE Cart
- Wooden Location Box
Unlock left security compartment

Press power button to OFF

Close & re-lock left security compartment

Stow & Lock Digital Selection Units in their compartments

Place Privacy Shields & brackets in Blue Bag

DO NOT REMOVE BLUE DATA DRIVES FROM DIGITAL SELECTION UNITS
Securing Sign-in Stations

- **Click power button**
  Click once, do not hold

- **Remove** clear ID tray from back of iPad & **Stow** in Sign-in Box Lid

- **Unplug** Sign-in Box power cord from power strip

- **Wrap** power cord and secure with Velcro strip

- **Confirm** that iPad power cord is unplugged

- **Lay** iPad screen flat

- **Rotate** iPad so home button (button on screen) points toward voter side

- **Stow** Sign-in Box Power cord *completely* underneath left side of iPad

- **Place** Sign-in Station Box Lid on top
  Handle should be on Voter side with “Sign-in” sticker
  Feet will line up on Official side

  **NEVER PRESS DOWN ON BOX LID.**
  If lid does not completely close, **lift up** to find obstruction

- **Lock All** 4 butterfly locks

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Sign-in boxes are very snug to protect equipment.
It is very important to pack equipment carefully to avoid damaging cords, etc.
Loading SAFE Cart

- Unplug yellow extension cord, place in green bag
- Turn SAFE Cart around
- Open rear doors, reload SAFE cart
- Clean Up other forms and miscellaneous items & return to File, Provisional & Misc. Boxes
- Place equipment key sets in pocket on right door

REFER TO PHOTO INSIDE RIGHT DOOR

WHEN IN DOUBT, PUT IT BACK WHERE YOU FOUND IT
Loading Wooden Location Box

- Remove & Stow Legs, and Close all Manual Privacy booths
- Place Manual Privacy Booths in Wooden Location Box
- Wrap neatly & Place all extension cords & power strips in green bag & Place in Location Box
- Collect all cones, 100’ Foot signs, etc. from outside location & Place in Location Box
- Lock Wooden Location Box using silver padlock

IF YOU HAVE 2 SAFES YOU WILL NOT HAVE A WOODEN LOCATION BOX
CLOSE & SECURE POLLING LOCATION

DOUBLE-CHECK ALL DOORS & ALARM SYSTEMS
CLARIFICATIONS

8:30 p.m.  Call BOE if you have NOT released Runners

9:30 p.m.  Call BOE if you have NOT closed Polling Location
Know someone who would be a good P.E.O.?
QUESTIONS