Chief Inspector Checklist for
Closing the Polls

If you are still working on closing your polling place at 9 p.m.,
call the City Clerk's Office at (608) 755-3073. Additional help may be available.

Assign Closing Roles and Responsibilities ahead of time_____

☐ Confirm who is helping you return materials to City Hall (_____)

☐ Confirm with workers that they understand their initial closing responsibilities and associated task sheets, and when their responsibilities are done, who to see for another work assignment.

☐ Confirm workers understand the first priority is to assure all ballots are tabulated, and tabulator results are promptly produced (modemed to the County Clerk) The voting booths can wait and tear down can wait until results are modemed.

☐ Review payroll and signature procedures. (leave name badges in suitcase)

Close the Polls_____

At 8 p.m.

☐ The election official designated as the End of Line Officer is responsible to follow the last voter into the polls. No one else is permitted to enter the line. **Every eligible voter in line at 8 p.m. is allowed to vote.**

☐ Make the following proclamation: "Hear ye! Hear ye! The polls of this election are now closed!"

☐ Read aloud the Local Canvass announcement at the bottom of the Type D Notice of Polling Locations and Hours: **Notice of Meeting of the Local Board of Canvassers** At the close of voting on Election Day, pursuant to the provisions of Wis. Stat. § 19.84, the Election Inspectors at each polling place will convene as the Local Canvassing Board for the purpose of conducting the local canvass pursuant to Wis. Stat. § 7.51. This meeting will be open to the public pursuant to Wis. Stat. §§ 19.81-89.

☐ Send one or two election officials to remove the polling place sign(s) from outside and bring to staging area.

Do <u>not</u> lock the doors to the polling place. The polling place remains open to the public even after all electors have cast their ballots.

Election observers may stay to watch the closing of the polls but are not allowed to touch any official election documents. Candidates are also allowed to observe once the polls have closed and voting is complete.

Assure All Ballots are Tabulated_____

☐ Ask every election official whether he or she have any absentee ballots in their possession – if so, contact City Clerk's office Immediately for pick up 608-755-3073.

☐ Open the emergency bin compartment at the front of the tabulator cart to check for any ballots that have yet to be processed. If there are any official ballots in this compartment, tell the Chief Inspector and receive authorization to run them through the tabulator.

☐ Compare the last voter slip number with the total number of ballots cast as displayed on the tabulator. Both numbers should be the same. If the numbers do not match, explain the discrepancy on the incident log.

☐ **PROMPTLY** follow the close polls instructions for the DS-200 and transmit results via modem to the County Clerk.

If More Ballots Cast than Voter Slips Issued_____

☐ Make sure all processed absentee envelopes have a voter slip number.

☐ Make sure all voter registrations were assigned a number.

☐ Count number of voters marked as voting in the poll book and on the voter registration log (two voters may have been assigned the same number).

If More Voter Slips Issued than Ballots Cast_____

☐ Count the number of voters marked as voting in the poll book and on the voter registration log.

Begin the Closing Process_____

Unless excused by the chief inspector, all election officials should participate in closing the polls. As election officials become available, make the following assignments:

☐ **Incident Log Review**—Assign at least three election officials (_____) .to review the incident log(s), and Inspectors' Statement to assure the entries will be understood by someone who was not present in the polling place. Assemble the incident logs from the various tables behind the chief inspector's log.

☐ **Signage**—Assign one election official (_____) to collect and put away the Election Day signage (use closing task sheet A – *Remove Signage*). Hint: If the election official who put up the signs at 6 a.m. is present at close, assign that individual to this task.

☐ **Voting Booths**—Assign one or more election officials (_____) to dismantle the voting booths (use closing task sheet B – *Voting Booth Removal*)

☐ **Express Vote**—Assign two election officials (_____) (use closing task sheet C – *Express Vote Disassembly*)

☐ **Badger Books**—Assign two or more election officials (_____) to close the Badger Books and downloading reports to the USB stick (use closing task list D – *Badger Book closing and packing*)

☐ **Print the results tape(s)** using the closing task list E – *Print Tabulator Results*. The first tape will be for the County Clerk and the second for the City Clerk (a third tape for the School District in the spring election and with Referendums.)

☐ **Ballot & Greeter Tables**—Assign an election official (_____) to pack up the ballot table & greeter table (use closing task list G – *Ballot Table/Greeter Table*)

☐ **Seal Ballots in Ballot Bag—**Work with *at least* one other official (use closing task list I – *Seal Ballot Bag*)

Confirm Signatures and other Required Information is Complete_____

☐ The first page of each section of the poll book should be completed *and signed by all officials who worked on the poll books or badger books*. The numbers on the Poll books should match the numbers written on the Inspectors' Statement.

☐ Ballot bags, signed and sealed, with serial numbers recorded on Inspectors' Statement.

☐ All items on Inspectors' Statement completed and signed.

Put Away Election Day Supplies_____

☐ All election officials should work together to put away Election Day supplies. Please try to return items to the same containers you found them in. Items put away with care last a lot longer.

☐ Make sure both compartments on the front of the tabulator cart are EMPTY and lock both doors. **You will be locking all UNUSED, BLANK ballots in the bottom compartment and locking in Task List I.**

Complete the Election Official Payroll Timesheets_____

☐ Fill out, *verify*, and sign the payroll sheets found in the Chief's folder.

☐ Verify that election official names are legible, and that each election official has indicated proper shift times (a.m./p.m.) – Workers will be paid from this form…be certain it is filled out accurately!

Take the <u>City Clerk suitcases</u> and everything listed below to the City Clerk's Office as soon as the polling place has been "taken down" and someone has arrived to lock up.

<u>Small blue canvass bag (County) includes:</u>

☐ Small red zipper pouch with USB drives from the Badger Books, the DS-200 and the USB from the Express Vote machine.

☐ Official Record Envelope that includes:

　　o Inspector statements with incident logs by Ward

　　o Three-Four completed and signed DS-200 Election Result Tapes

　　　Spring=County, School(s)x2, City = 4

　　o Tally Sheets for Write-ins (if none, write none and sign)

　　o Voter Number Reconciliation & Registry Form

　　o Provisional ballot reporting form (if none, write none and sign)

☐ Voter slips (sealed and rubber banded by ward) – **DO NOT SEAL W/VOTED BALLOTS**!

☐ Timesheets completed and verified by the Chief inspectors and signed by all workers.

☐ Baggie with used & unused seals from the day – blue canvass bag should be sealed with red key tag seal for transport to clerk's office.

<u>Suitcases Include:</u>

☐ Small blue canvass bag above

☐ Both Chief Inspector (bi-fold that holds machine manuals and tri-fold that includes Morning duties, if you need it forms and End of Night duties)

☐ Provisional ballots (small blue ballot envelopes placed inside large blue certificate envelope and then by sealed in a separate ballot bag, provided, secured with a tamper-evident seal.)

<mark>All VOTED Ballots:</mark>

☐ I recommend one bag per Ward up to 4" thick – properly sealed and signed. (include voted ballots, spoiled ballots and remade ballots in ballot bags – **NOTHING ELSE!**)

Assigned to: _____

Election Official Closing Task *A*
Remove Signage
★★★★★★★★★★★★★★★★★★★★★

☐ Return the Polling Place flag to its original location using American flag protocols

☐ If your polling location had to set up a portable sign for the van accessible parking space in the morning, bring that sign inside

☐ If your polling location needed to create a van accessible parking space with cones and caution tape in the morning, bring those materials inside

Any acrylic signs should be packed back to their original location.

The large paper signs on the wall should be taken down and rolled up and placed inside tube for return to City Hall. Some of these will be reused so be careful with tape removal.

Remove paper/laminated signage from walls and doors and place back in the "sign" folders as neatly as possible and place in City Clerk suitcase.

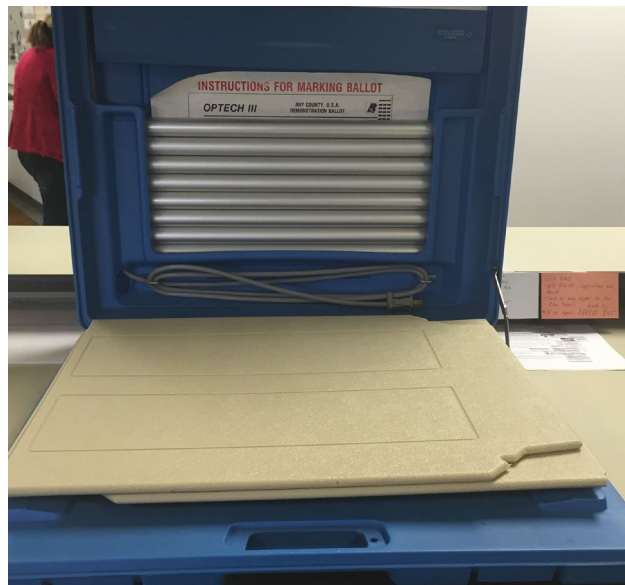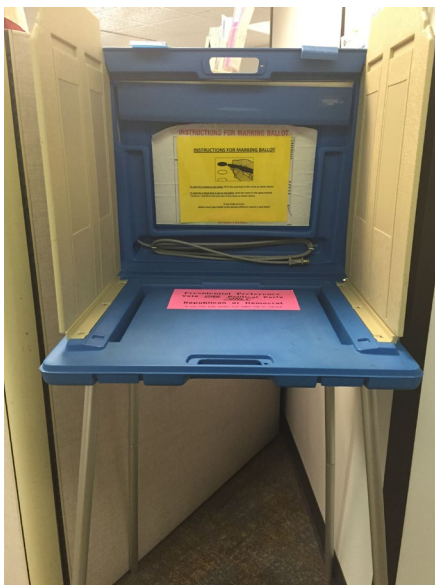## Election Official Closing Task *B*
Voting Booth Removal
★★★★★★★★★★★★★★★★★★★★★★

The legs 'fall' out of the bottom so <mark>two people working together</mark> can make it go faster than working separately

1. This is a good time to wipe down with Clorox wipes provided in the clerk tote box if they are dirty. Examine booths for repair or maintenance **and mark clearly on the <mark>OUTSIDE</mark> of the booth** so the clerk will notice. Remove temporary signs and pens and return items to supply boxes.

2. Remove legs from bottom of booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth.

3. Fold privacy shields and place them in the center of the booth.

4. For accessible booths: place legs in case, close case and latch.

5. Stack all booths neatly along the wall for Wednesday AM pick-up.

Note: All components of the voting booth will fit inside its case.

Assigned to: _____

Election Official Closing Task *C*
Express Vote Disassembly
★★★★★★★★★★★★★★★★★★★★

☐ Toggle Off

☐ Remove USB Stick and return to red zipper pouch w/Chief Inspector.

☐ Lock Door

☐ Velcro the pad in place

☐ Remove headphones and Power cord, wrap and place in side zipper pocket

☐ Snap stand flat on back

☐ Place in padded bag

☐ Fold privacy Shield and slide in bag

☐ Place by DS-200 for return to City Hall

Assigned to: _____

Election Official Closing Task *D*
Closing and Packing Badger Books

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

(Ideally, much of this will have been completed periodically throughout the day.)

☐ On the Badger books, after the last voter number has been issued after 8pm follow the instructions for "Close Polls" in the Badger Book User Manual.

☐ Ensure that the USB is plugged into the SERVER and that the reports are writing to the USB.

☐ **Enter the Reports function and download all reports.**

☐ Once all the data has been collected, pull the USB and return to the Chief Inspector and power down the Badger Books.

☐ All poll workers who worked at a Badger Book should sign the poll book certification page(s)**.**

☐ On the inspector statement, verify and **document the last voter number used for each ward**.

☐ Determine how many Election Day registrations you had in the Report Section of the Badger Book by ward, and **document on the inspector statement.**

☐ Deliver completed Incident Log to Chief Inspector.

☐ *Pack Up* Badger Books CAREFULLY in their totes and turn off the keyboards, mouse, etc. before placing in the box. We will have these items as long as we take care of them. Replacement costs are not budgeted!

Election Official Closing Task *E*
Print Tabulator Results
(see DS200 Operating Instructions)

★★★★★★★★★★★★★★★★★★★★★★★

☐ 1. Triple-check that all ballots have been processed, and that there are no ballots in the emergency bin.

☐ 2. After all of the ballots have been run through the tabulator, peel the tamper evident sticker seal off the top of the scanner. Stick used seal on to Chief inspector's Incident Log.

☐ 3. **Initial the post-election verification on Inspectors' Statement.**

☐ 4. Take the barrel key and unlock the small access door from which you have just removed the sticker seal on top of the scanner. Pressing the key into the keyhole, turn the key to the left (counter-clockwise) a quarter of a turn, and lift the panel up.

☐ 5. Check one last time to confirm that all voted ballots have been processed.

☐ 6. Press the Close Polls button for approximately 2 seconds and wait…

☐ 7. The results tape will automatically print by ward. (The County Clerk programs the number of tapes to automatically print. Count how many tapes automatically print before running additional tapes.)

☐ 8. Print additional results tapes if requested by any observer(s) by pressing "Report Options," but be sure to print the required tapes first. *(Voting Results, Precinct, Detailed, Check Include Affidavit, Print Report)*

☐ 9. Announce the results to everyone present in the polling place.

☐ 10. At least three election officials sign each results tape after every ward, <u>even wards with no votes cast</u>. Due to the configuration of the tabulator, left-handed election officials may find it preferable to sign their names upside-down.

☐ 11. **Put the results tapes into the envelope labeled "RETURN TO CITY CLERK."** The first tape is an audit trail of everything that happened throughout Election Day and is the longest results tape. The second tape is for the county clerk. The third and fourth tape (if needed) is for the school district(s).

☐ 13. Once the machine shows it has been "Successfully closed" on the touch screen, turn off the DS200 power by pressing the red "Finished – Turn Off" button.

> **Warning: Do not remove the Election Data Memory Stick while the Power button is illuminated.** Prematurely removing the memory stick could damage the equipment and lose data.
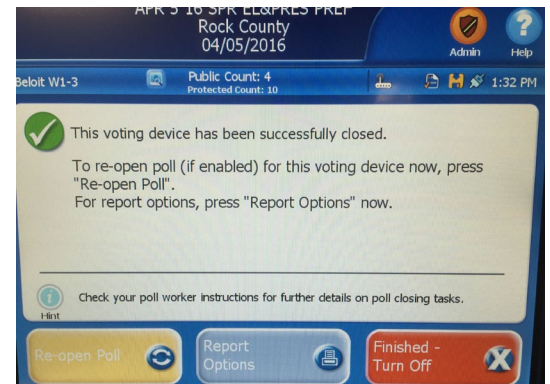
☐ 14. Once the Power button is no longer illuminated and screen is black, remove the Election Data Memory Stick from the DS200 by pulling upward.

☐ 15. Place Election Data Memory Stick in Rock County red security bag, then place in the small blue canvass bag.

☐ 16. When power is off, <u>Unplug</u> the tabulator – separate the small surge protector from the cord and place the small surge protector in the back of the tabulator with the cord on the far right side.

☐ 17. Carefully put the cord inside the back of machine. Be sure the cord is under the latch. If a City of Janesville extension cord was used, return it to the supply box.

☐ 18. Lock the back panel with the silver key.

☐ 19. *Gently* close the touch screen lid and lock it closed using the barrel key.

☐ 20. *Gently* close the DS200 lid, latch, and then lock closed using the silver key.

**Insert COMPLETE DS-200 Instructions for Closing Here

Assigned to: _____

Election Official Closing Task G

Pack Up Ballot Table

★★★★★★★★★★★★★★★★★★★★★★

- ☐ **Do not seal any ballot bags yet!** The ballot bags are part of Closing Task I, to be completed later.
- ☐ Deliver completed Incident Log to Chief Inspector.
- ☐ If any unissued ballots are pre-initialed, tear off upper right corners and place in spoiled ballot envelope. Note on incident Log how many ballots were spoiled.
- ☐ Place the spoiled ballot envelope and used voter slips in piles. These will be dealt with in Closing Task I, to be completed later.
- ☐ Place blank, unissued ballots together in a pile. These will be dealt with in Closing Task I, to be completed later. Make sure the unissued ballots are not accessible to observers.
- ☐ Place secrecy sleeves and other materials in Ballot Table Folder, band with signs and place together in City Clerk Tote.
- ☐ Pack pens and spindles back in supply Tacklebox.

Pack Up Greeter Table

★★★★★★★★★★★★★★★★★★★★★★

- ☐ Deliver completed Incident Log to Chief Inspector
- ☐ Pack greeter table documents in Greeter Table Folder, bundle signs and return to the City Clerk tote.
- ☐ Place I Voted Stickers in Tacklebox.

Assigned to: _____

Election Official Closing Task I

Processing and Sealing Ballot Bag & Unused Ballot Instructions

★★★★★★★★★★★★★★★★★★★★★★★

Sign the Ballot Bags (hint: this is easiest when bag is flat, before it is filled)

☐ Determine how many ballot bags you will need – City Clerk recommends one bag per Ward in November & April. You can place about 5-6" of ballots comfortably in each bag. Please don't double stack. One stack per bag for vault storage.

☐ The Chief Inspector and all election officials who are at the polling place at this time will sign the ballot bags. After signing your name, indicate whether you are appointed by a political party to work at the polls:

  ○ If you were NOT <u>appointed by</u> a political party, sign your name followed by the word "unaffiliated."

  ○ If you were appointed by a political party, sign your name followed by the name of that political party.

Fill the Ballot Bags

☐ Remove the voted ballots from the tabulator, sort by ward and place in piles of 100. Confirm the number of ballots equal the number of voters in the poll books. **<u>Once confirmed and documented</u>**…, place them in the voted ballot bag. *Do not SEAL the ballot bag – yet.*

☐ Place Spoiled Ballot envelope in the voted ballot bag.

☐ Place Defective Ballot envelope in the voted ballot bag.

☐ ==**DO NOT**== place used voter slips in the voted ballot bag. Instead place in the baggie provided and return in the large blue canvass bag to City Clerk on election night.

☐ ==**Document the bar code numbers from the ballot bags onto the Inspectors' Statement.**==

Seal the Ballot Bag

☐ ==**The ballot bag must be sealed by both the Chief Inspector and at least one other election official.**== If one of the officials at your polling place was appointed by a political party, he or she needs to help seal the ballot bag.

☐ **ALL Voted Ballots must be returned to the City Clerk on Election night.**

Unused Ballots

☐ Place any unused ballots in their original container and seal with tape.

☐ **Mark container "UNUSED BLANK BALLOTS" and lock in the DS-200 bottom compartment for Wednesday AM pickup by city.**

Checklist: What Goes Where as the Polls Close

Take the 2 <mark>City Clerk</mark> Suitcases, and everything listed below to the City Clerk's Office as soon as the polling place has been "taken down" and someone has arrived to lock up.

<mark>These items go in the Small blue canvass bag (County):</mark>

☐ Small red ROCK COUNTY zipper pouch with USB drives from the DS-200, Badger Books and Express Vote.

☐ Ziploc Bag with used *and* unused seals from the day

☐ Keys to the DS-200 and Express Vote machines

☐ Cell Phones if issued

☐ Result Tapes

<mark>These items go in the Suitcases:</mark>

☐ Small blue canvass bag above

☐ Official Records:

  o Inspector statements with incident logs per Ward

  o Three (or more if required) completed and signed DS-200 Election Result Tapes

  o Tally Sheets for Write-ins (if none, write none of the top sheet)

  o Voter Number Reconciliation & Registry Form

  o Provisional ballot reporting form

☐ Voter Number Tickets (rubber banded by Ward) – **DO NOT PLACE WITH VOTED BALLOTS!**

☐ Timesheets completed and verified by the Chief inspectors and signed by all workers.

☐ Both Chief Inspector folders (bi-fold that holds machine manuals and the tri-fold that includes *Morning duties*, *if you need it* forms and *End of Night* duties)

☐ Provisional ballots (small blue ballot envelopes placed inside large blue certificate envelope and then by sealed in a separate ballot bag, provided, secured with a tamper-evident seal.)
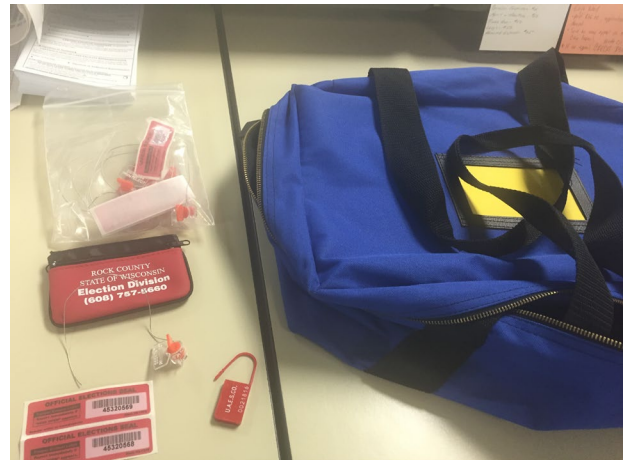
<mark>Ballots:</mark>

☐ I recommend one bag per Ward up to 5" thick – properly sealed and signed. (include voted ballots, spoiled ballots and remade ballots in ballot bags – **NOTHING ELSE!**).

WARNING: Please be EXTRA careful with acrylic signage when taking out and packing up. They are fragile and EXPENSIVE to replace!

<mark>WHAT TO LEAVE BEHIND</mark> AT POLLING LOCATION

The City will pick up Voting machines and listed items first thing Wednesday morning. Make sure the DS-200 Voting Machine and Express Vote are locked up and stored in the secure storage area and the keys are returned to City Hall on election night.

DS-200 (UNUSED, BLANK ballots should be sealed in a marked box and locked inside the lower cabinet of the DS-200)
Express Vote Machine in soft-sided bag
Badger Books properly packed and strapped for hauling

<u>Place these items in a central location along a wall:</u>
Large Outdoor VOTE HERE Sign(s)
Flag
Voting Booths
Small Hardware Box – Pack inside DS-200 with unvoted ballots if room allows.
Street listings and Ineligible listings – Pack inside DS-200 with unvoted ballots if room allows.
PPE Bag with remaining supplies
Sign Tube
Black Supply Tote containing cords etc.

Supply Kit/Tackle Box

Feel free to leave with election equipment at polling place for Wednesday pick up

- ☐ I Voted Stickers or stamp as preferred
- ☐ Voter Registration label rolls.
- ☐ New/Unused DS-200 machine tape
- ☐ New/Unused Badger Book Printer Rolls
- ☐ Pens, markers and highlighters
- ☐ Rulers
- ☐ Post It Notes
- ☐ Paper Clips/Binder Clips
- ☐ Tablet/scratch paper
- ☐ Magnifier
- ☐ Rubber Fingertips
- ☐ Fingertip Moistener
- ☐ Scotch Tape
- ☐ Masking Tape
- ☐ Calculator
- ☐ Scissors
- ☐ Door Bell Call Receiver (if any)