ELECTION DAY

CLOSING HANDBOOK

Closing the DS200
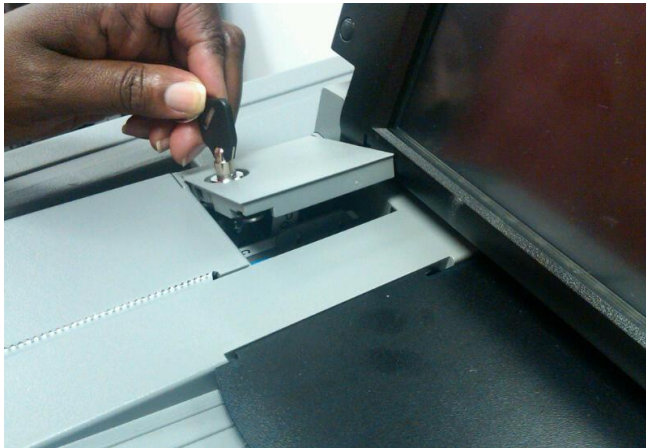
If there are any ballots in the Emergency bin

A bipartisan team will remove the strap seal & unlock Emergency bin & scan the ballots.
If any ballot is under voted or over voted, place in the Green Unscanned Security Bag
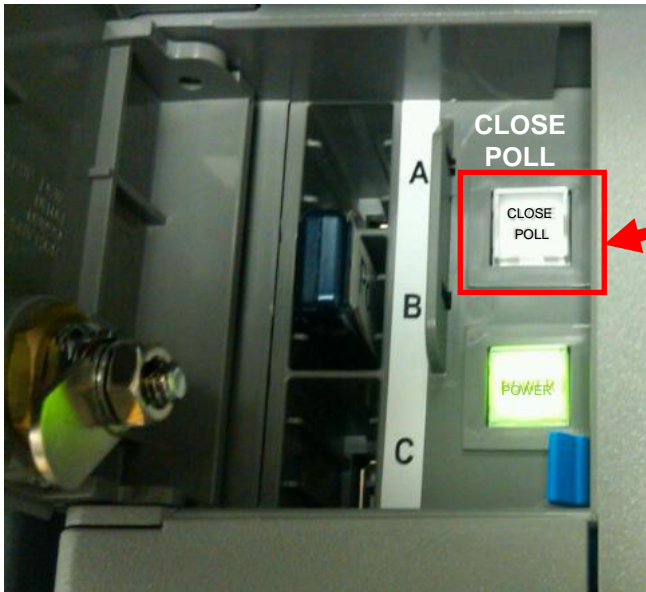
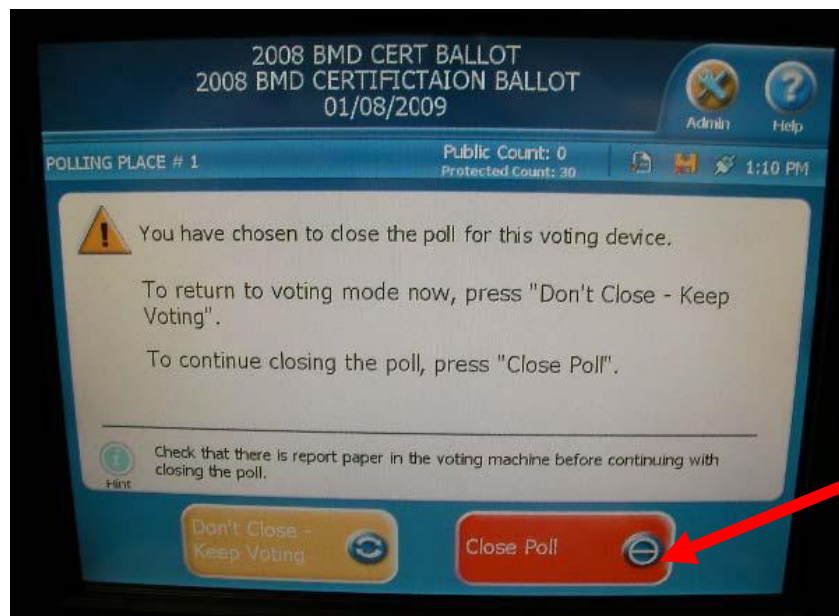Remove the sticker seal from the access door by the printer.

*Place used seal in **Red** Data Bag*

Using the barrel key, open the door

Press the CLOSE POLL button **only**

Screen prompts you to 'Close Poll.'

2-Results tapes will print

Be patient. This may take a few minutes as the DS200 tabulates the results

The Results Tape lists:

❖ <u>Opening & Closing time</u> of Poll

❖ <u>Public Count</u> – record on Return of Canvass – *verify with count on screen*

❖ <u>Total Number of Ballots cast</u> record on Return of Canvass

```
JUSTICE OF THE SUPREME COURT
Number to Vote For                    6

DEM JOHN JJ SULLIVAN                   1
DEM JEROME B. MATTHEWS                 1
DEM NEAL P. O'DONNELL                  2
DEM F. DANA PIERSON                    1
DEM MILTON BOOKER                      2
DEM MICHAEL J. CASTLE                  2
REP W. BROMLEY SQUIRE                  3
REP ROBERT W. MURRAY                   5
REP GERALD TILLMAN                     5
REP SANDRA J. EDWARDS                  5
REP GEOFFREY J. CUMMINGS               5
REP JOSEPH A. ALBRIGHT                 3
CON W. BROMLEY SQUIRE                  3
CON ROBERT W. MURRAY                   0
CON GERALD TILLMAN                     0
CON SANDRA J. EDWARDS                  1
CON GEOFFREY J CUMMINGS                0
CON JOSEPH A. ALBRIGHT                 1
IND W. BROMLEY SQUIRE                  0
IND THOMAS J. TOOLEY                   0
IND GERALD TILLMAN                     1
LIB W. BROMLEY SQUIRE                  0
LIB JEROME B. MATTHEWS                 0
LIB NEAL P. O'DONNELL                  0
LIB F. DANA PIERSON                    0
LIB MILTON BOOKER                      0
LIB MICHAEL J. CASTLE                  0
Write-in                              0
Write-in                              0
Write-in                              0
Write-in                              0
Write-in                              0
Write-in                              0

COUNTY COURT JUDGE
Number to Vote For                    1

DEM STEPHEN A. DAVIDSON               2
REP ALFRED C. CRAWFORD                5
CON ALFRED C. CRAWFORD                1
RTL STEPHEN A. DAVIDSON               0
Write-in                              0

DISTRICT ATTORNEY
Number to Vote For                    1

DEM PATRICK KEVIN HAMMOND             4
REP JAMES A. TOMPKINS                 3
CON JAMES A. TOMPKINS                 0
IND ROBERT W. RUSSMAN                 0
RTL PATRICK KEVIN HAMMOND             0
Write-in                              1

COUNTY LEGISLATOR
Number to Vote For                    1
```

❖ <u>Offices and Candidate Results</u>

No one is to get any of these tapes, they are Board of Elections property

(Results Tape con't)

```
WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0) WHEN
THE POLLS OPENED AND THAT THE ELECTION
WAS HELD IN ACCORDANCE WITH THE LAWS OF
THE STATE.

-----------------------------------
Election Inspector
-----------------------------------
Election Inspector
-----------------------------------
Election Inspector
-----------------------------------
Election Inspector

123 Building 3
Unit Serial Number: 0209360988

*** END OF REPORT ***
```

❖ **Signature lines for all Inspectors of ED to sign**

❖ **Place in Red Data Bag**

Read off Results

*After reading (and signing), place in the **Red** Data Bag*

Affix second tape to wall or table

Before leaving polling location, remove and place in
Red Data Bag
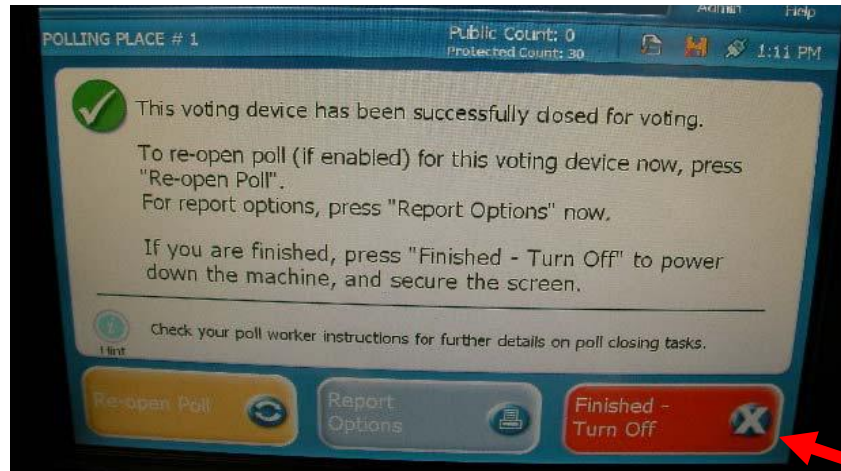
DS200 displays the following message:

Select 'Finished – Turn Off'

DS200 powers down

Wait till the screen turns black
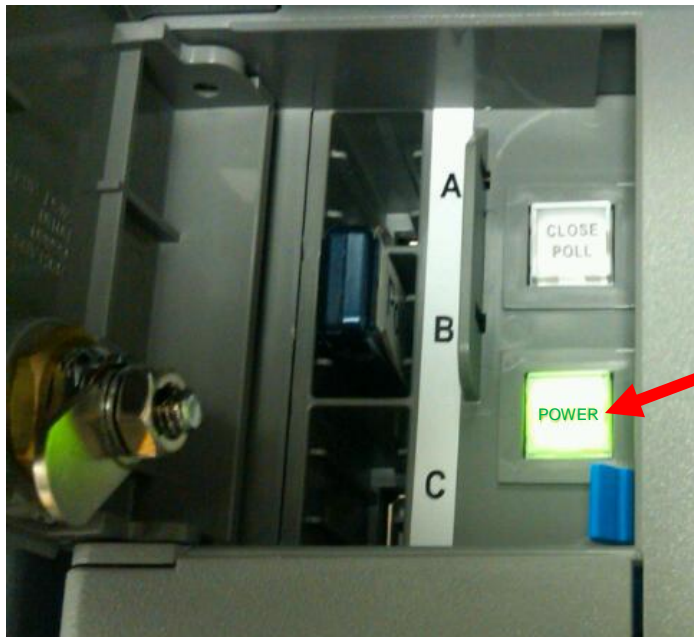
Wait until the Power Light goes off.

<u>DO NOT</u> PRESS THE POWER BUTTON!
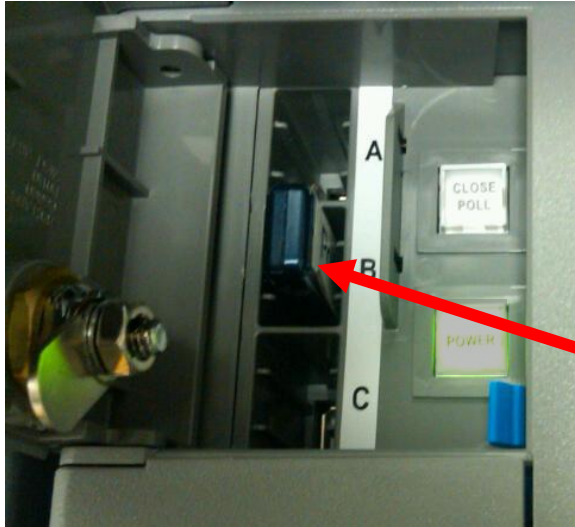
Bipartisan team removes the USB Flash Drive *after* Power Light goes off

USB Flash Drive is NEVER removed during the day.
It is removed ONLY at closing.

Place USB Flash Drive in inside pocket of Red Data Bag

Close and lock compartment with barrel key.

Remove a new sticker seal from Red Data Bag
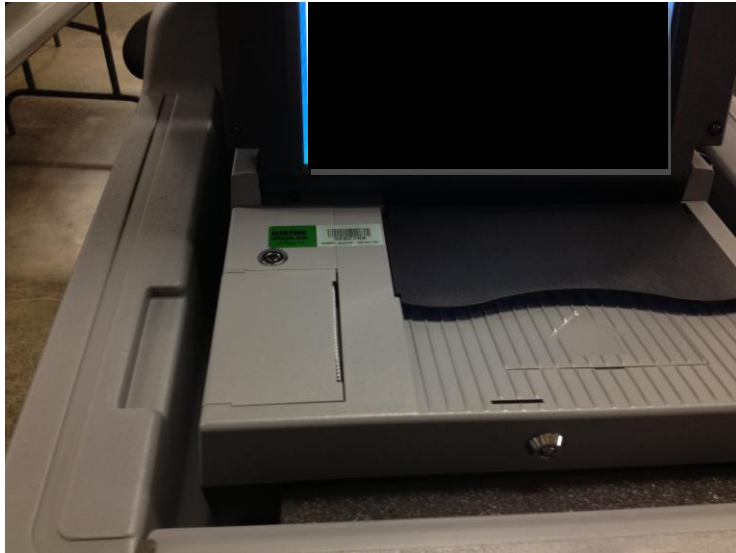
Record and Seal the Compartment

Record number on Return of Canvass Seals Verification Report

Unlock wheels and turn the DS200 around. Using silver key, unlock the back door compartment.

Remove the plug from the electrical outlet.

Wrap cord neatly, using the Velcro that's attached to the cord and place back in the compartment

Using the silver key, lock the back compartment door

Turn DS200 around Bipartisan team breaks ballot door strap seal.

*Place used seal in **Red** Data Bag*

Using silver key, unlock the Ballot Compartment

<u>Lower</u> Blue Bin door flaps & remove Tote Bin
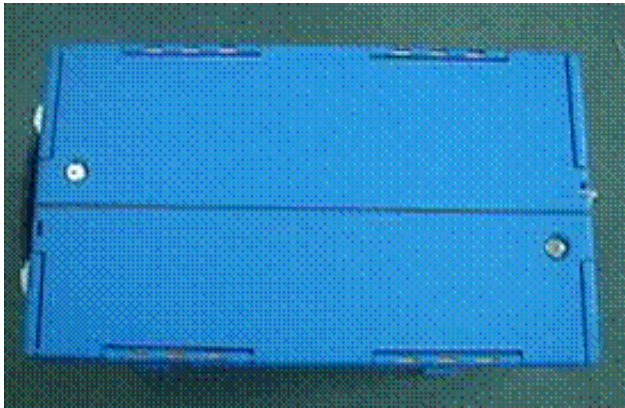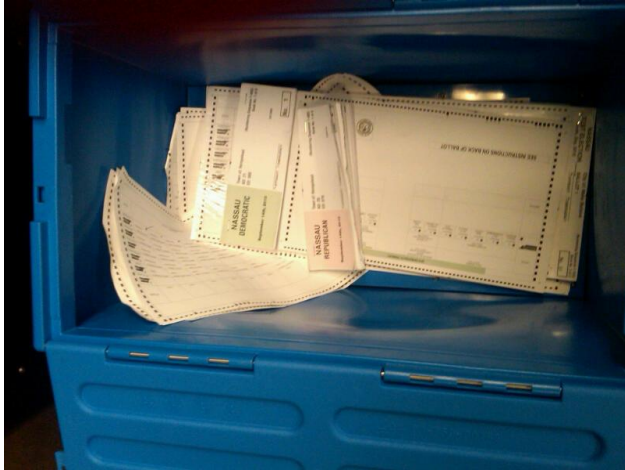
❖ Place the unused Ballot Pads and Ballot Pad stubs inside the Blue Tote Bin

❖ Lock doors on Blue Tote bin using the silver key
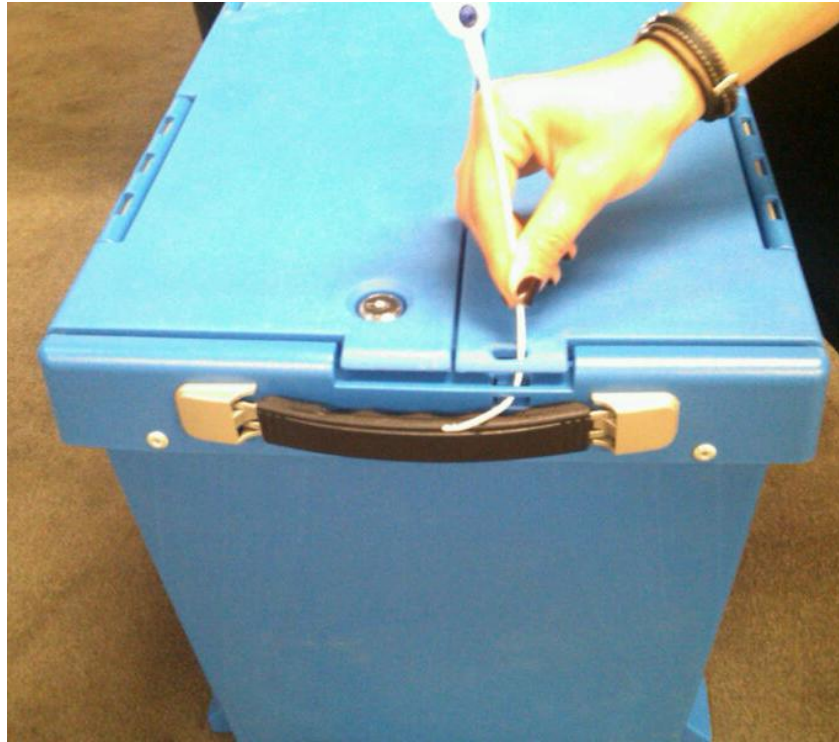
Remove a strap seal from the **Red** Data Bag and put it through the Blue Bin hinges

Record strap seal number on Return of Canvass Seals Verification Report

Place Blue Tote bin back inside the Ballot Compartment of the DS200

Place Extension Cord (if one was used) and Privacy panels on top of bin

Take 2 strap seals from Red Data Bag

Lock & Seal Ballot Compartment Door & Emergency Ballot Bin Door

Record numbers on Return of Canvass Seals Verification Report

Gently lower the monitor of the DS200

Using the Barrel key,
lock the DS200 monitor in place

Lower the lid on the DS200.
Clasp it down.

Take a strap seal from **Red Data** Bag and place through clasp opening

Record number on Return of Canvass Seals Verification Report
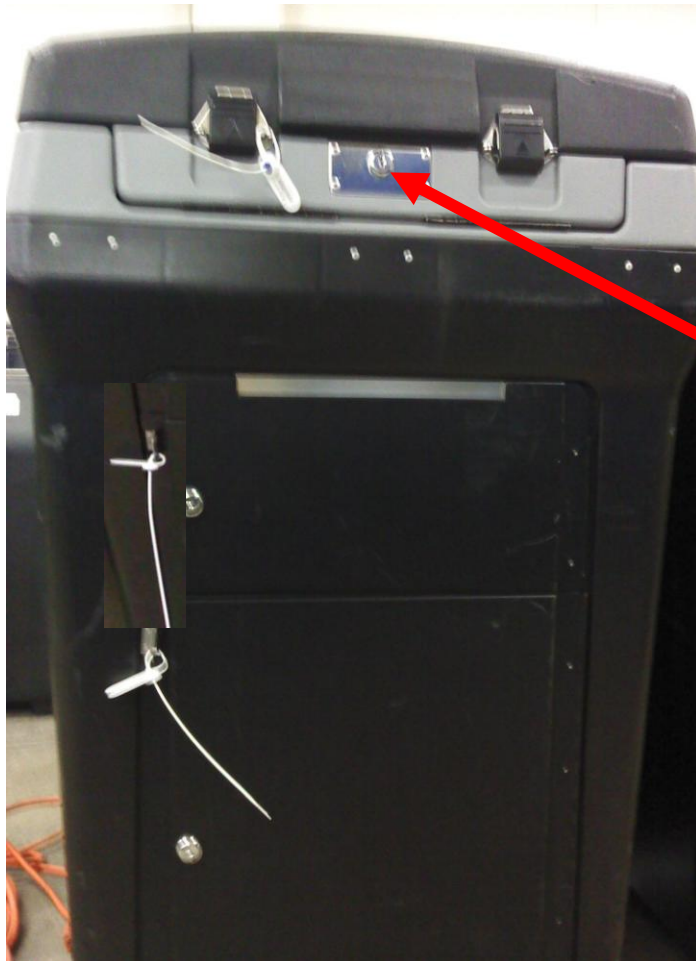
Using the silver key, lock the front lid of the DS200

The DS200 is now ready for transport

Take the keys (silver key and barrel key) and place inside the **Red** Data Bag

COUNTY OF NASSAU

Return Of Canvass

Town or City: ▓▓▓▓
Assembly District: ▓▓   Election District: ▓▓
Poll Location:

Opening of Polls

Public Counter Number on Optical Scanner At Opening:_____

Protective Counter Number At Opening:_____

Number of Ballot Pads Delivered:_____   Number Sequence from 1 through:_____

Closing of Polls

DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN AND MACHINE POWERS OFF

A. Number of Court Orders processed............................ _____

B. Protective Counter Number At Closing......................... _____

C. Public Counter Number on Optical Scanner At Closing: _____

D. Number of Spoiled Ballots... _____   (if none write "0")

E. Number of Affidavit Ballots... _____   (if none write "0")

F. Number of unscanned Emergency Ballots.................... _____   (if none write "0")

G. TOTAL NUMBER OF BALLOTS................................. _____ **(Add lines C D E and F)**

Number on next sequential unvoted ballot stub................. _____

Oath at Opening and Closing of Polls

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

_____   _____

_____   _____

_____   _____

_____   _____

Inspectors of Election at Opening   Inspectors of Election at Closing

Complete the Return of Canvass Report

COUNTY OF NASSAU
Return Of Canvass

Town or City: ▢
    Assembly District: ▢   Election District: ▢
Poll Location:

Opening of Polls

Public Counter Number on Optical Scanner At Opening:_____

Protective Counter Number At Opening:_____

Number of Ballot Pads Delivered:_____   Number Sequence from 1 through:_____

Closing of Polls

DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN AND MACHINE POWERS OFF

A. Number of Court Orders processed.............................. _____

B. Protective Counter Number At Closing.......................... _____

C. Public Counter Number on Optical Scanner At Closing: _____

D. Number of Spoiled Ballots... _____ (if none write "0")

E. Number of Affidavit Ballots... _____ (if none write "0")

F. Number of unscanned Emergency Ballots.................... _____ (if none write "0")

G. TOTAL NUMBER OF BALLOTS.................................. _____ (Add lines C D E and F)

Number on next sequential unvoted ballot stub................ _____

**Oath at Opening and Closing of Polls**

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

_____   _____

_____   _____

_____   _____

_____   _____

Inspectors of Election at Opening   Inspectors of Election at Closing

Bipartisan Team signs the Return of Canvass Report

Remove 4 tab seals from the **Red** Data Bag
(*one for each of the bags: Green, Orange, Blue & Red*)
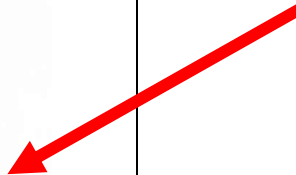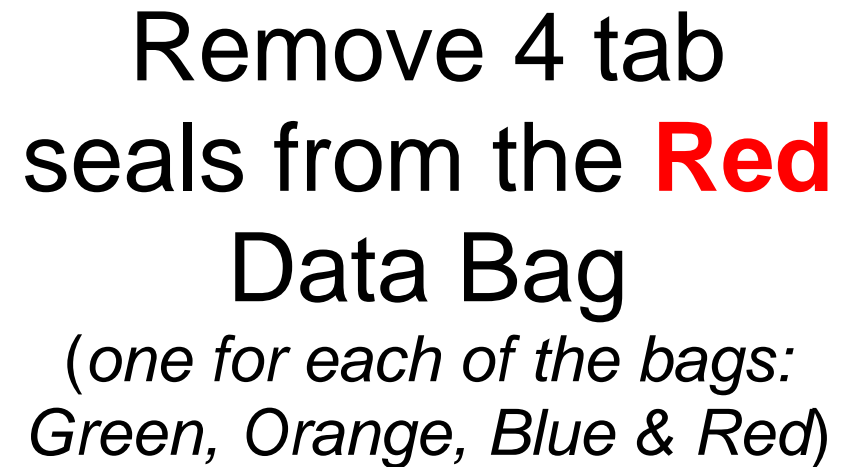
Record seal numbers from zipper end and slot end on the Seals Verification Report

Taking the tab seal place it through the slot of each of the Security bags as shown
(*even if the bags are empty*).

Once the **Return of Canvass** is complete & signed place it inside **Red** Data Bag

Use the final tab seal to seal the **Red** Data bag by slipping the seal into the slot of the clasp by the zipper

Gather all the other supplies and place back in the suitcase

Suitcase and **Red** Data Bag are to be returned to the police precinct.

DO NOT put the Red Data Bag inside the suitcase

Show the Poll Coordinator the **Red** Data Bag with the flash drive visible from the front pocket before leaving the poll site

Thank you for a job well done!