

# Section Nine

## Nightly Closing

Nightly closing is for locations that are open prior to Election Day. Poll workers will begin nightly closing after all voters have left the voting location.

### Accessible Voting Device Nightly Procedure

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- Ensure the Poll Worker Card is secured in the Inspector box.
- Always leave the device powered **ON**.
- Shield the device using the Privacy Screen.



# Nightly Closing Checklist

## Inspector/Judges:

- Ensure ALL VOTERS have left the Vote Center BEFORE starting closing procedures.
- Ensure Accessible Voting Device is left **on** and shielded with the privacy screen.
- Verify that unused affidavit envelopes and ballot paper from printer feed trays are placed out of sight.
- Restart the BOD laptops and close the laptop lids.
- Confirm that all staff have completed their closing tasks.
- Assist all poll workers with Clock-Out procedures, and Restart Application on every SiteBook.
- Pack the Inspector box (**RED** transport box) and apply seals:
  - All Site Badges
  - Accessible Voting Device Activation Forms
  - Accessible Voting Device Poll Worker Card
  - Inspector wristlet with key(s)
  - Completed Badge/Key Log (sample on **page 151**)
  - Inspector packet items such as codes sheet, board worker roster, PBR
  - Any items for Ballot Couriers not yet picked up:
    - Completed Forms Envelope
    - Clear Official Envelope
- Before leaving the site, confirm that you have any keys issued for the facility.

## Marshal:

- Announce at closing time that the polls are closed.
- Stand at the end of the line until the last voter has used the SiteBook.
- Report zero (0) wait time.
- Bring in all signage from outside including the curbside voting sign.



## Clerks:

- Place unused affidavit envelopes out of sight.
- Place unused blank ballots that were in the printer feed tray out of sight.