

# ELECTION DAY



# CLOSING HANDBOOK

# Closing the DS200



**AFTER THE LAST VOTER**  
**LEAVES THE BUILDING,**

**If there are any ballots in  
the Emergency bin**

*A bipartisan team will remove the  
strap seal & unlock Emergency bin  
& scan the ballots.*

*If a screen message other than the  
ballot counted appears, eject  
ballot and place in the **Green**  
**Unscanned** Security Bag.  
Account for it on the Seals  
Report*

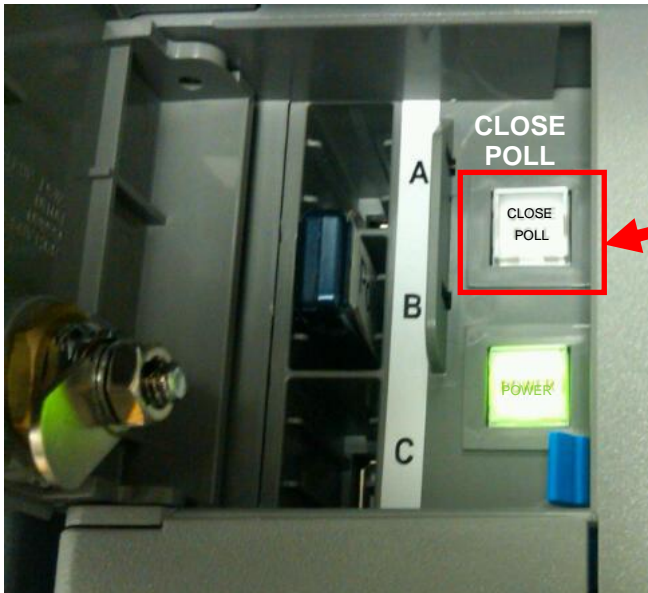


Remove the sticker seal from the access door by the printer.

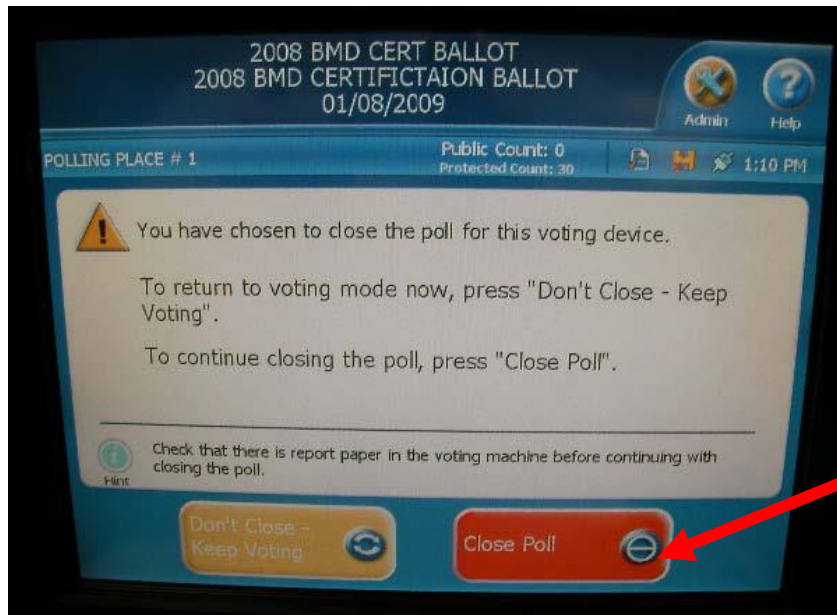
*Place used seal in **Red** Data Bag*



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:

- ❖ Opening & Closing time of Poll
- ❖ Public Count – record on Return of Canvass – *verify with count on screen*

```
*** BALLOT STATUS ACCOUNTING REPORT ***
9:52 AM September 17, 2010
Unit Serial Number: 0209360988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Public Count: 8

Poll Voting Report

Master Accounting:
  Total Blank:      0
  Total Overvote:  2
  Total Undervote:  4

  Total Ballots:  8

Ballots for Code 00001-01-01      8

123 Building 3
Unit Serial Number: 0209360988

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



- ❖ Total Number of Ballots cast 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

(Results Tape con't)

❖ Offices and Candidate  
Results

*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

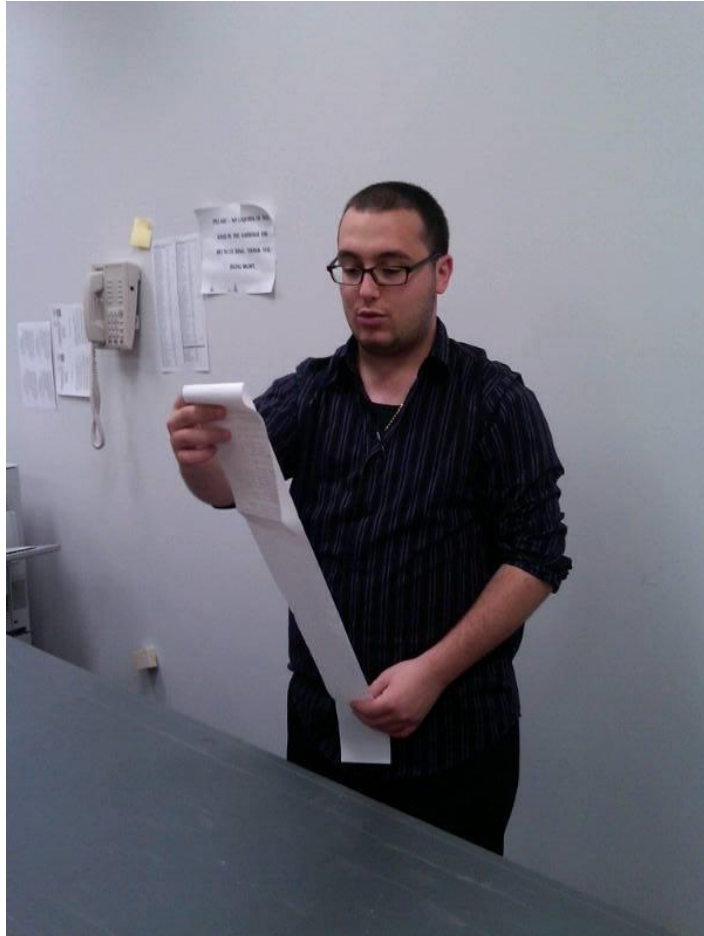
-----  
Election Inspector

123 Building 3  
Unit Serial Number: 0209360988

\*\*\* END OF REPORT \*\*\*

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

❖ **Place in Red Data Bag**



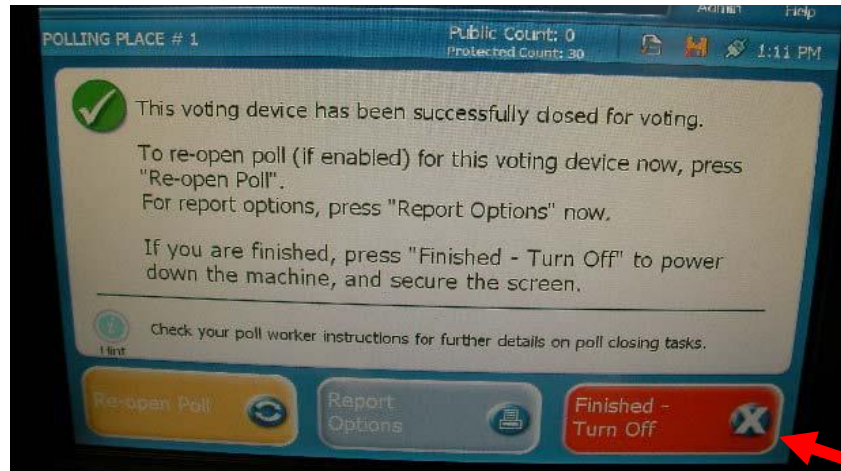
## Read off Results

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



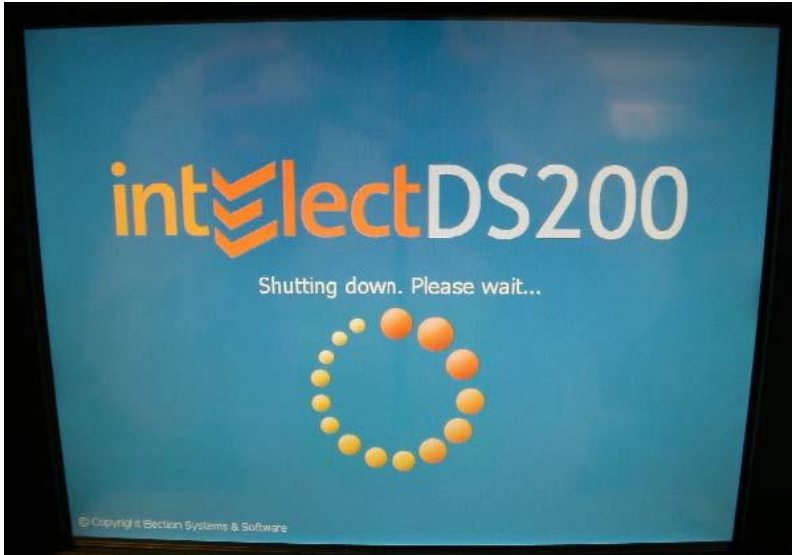
Affix second tape to  
wall or table

*Before leaving polling  
location, remove and place in  
**Red Data Bag***



DS200 displays the following message:

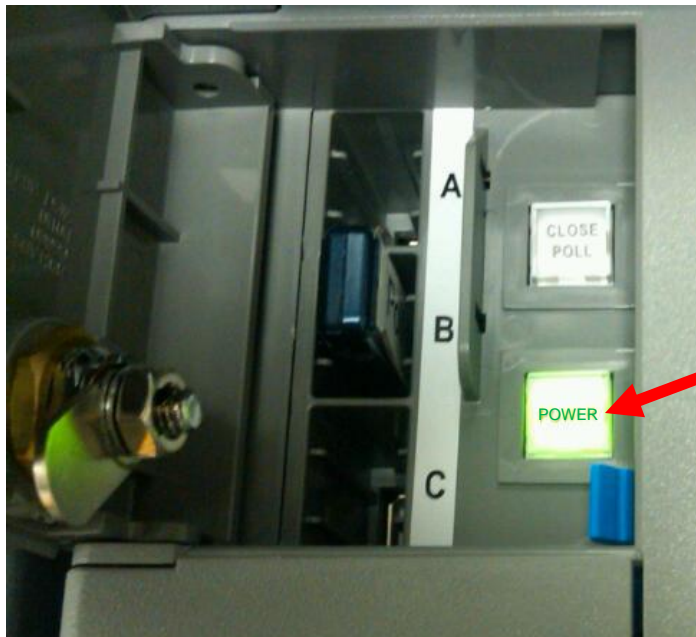
Select 'Finished – Turn Off'



DS200 powers  
down

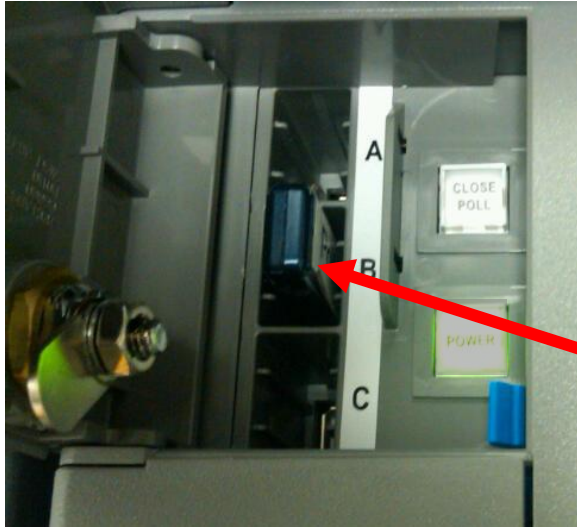


Wait till the screen  
turns black



Wait until the  
Power Light  
goes off.

**DO NOT PRESS**  
**THE POWER**  
**BUTTON!**



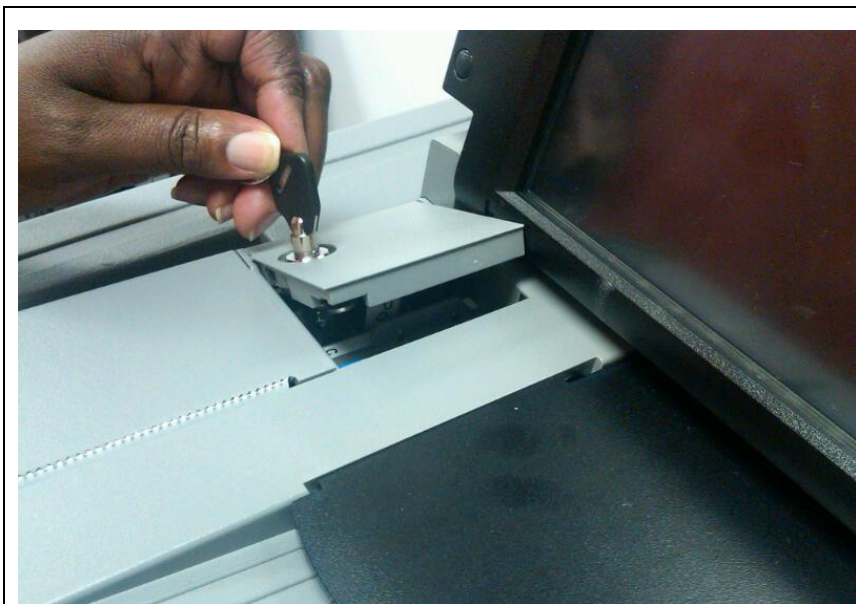
Bipartisan team  
removes the USB  
Flash Drive *after*  
Power Light goes  
off

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



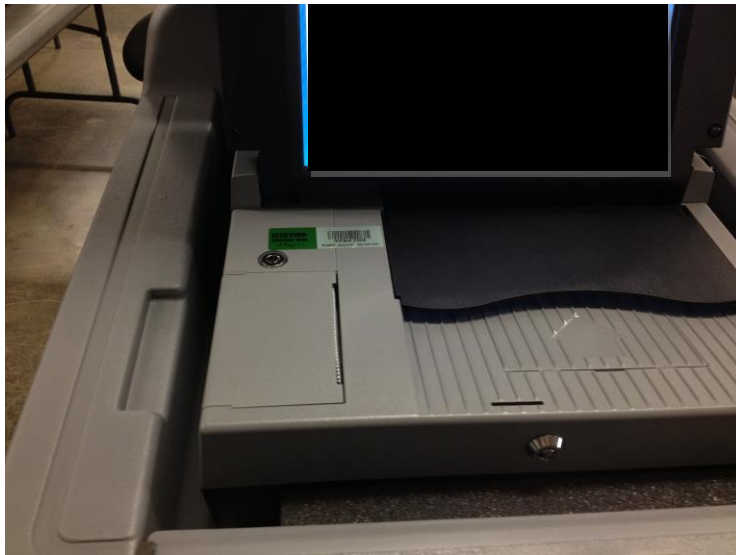


Place USB Flash  
Drive in inside  
pocket of  
**Red** Data Bag



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.

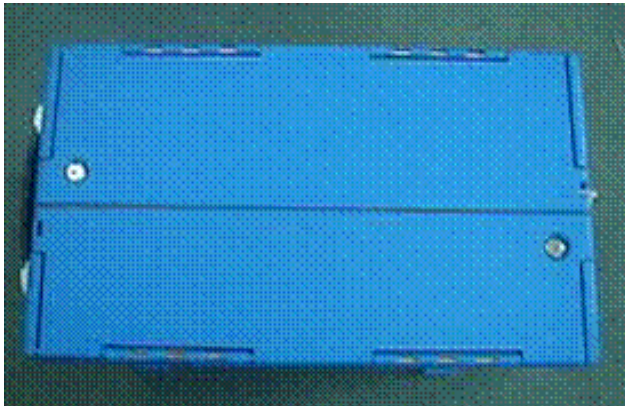
*Place used seal in **Red** Data  
Bag*



Using silver key,  
unlock the Ballot  
Compartment

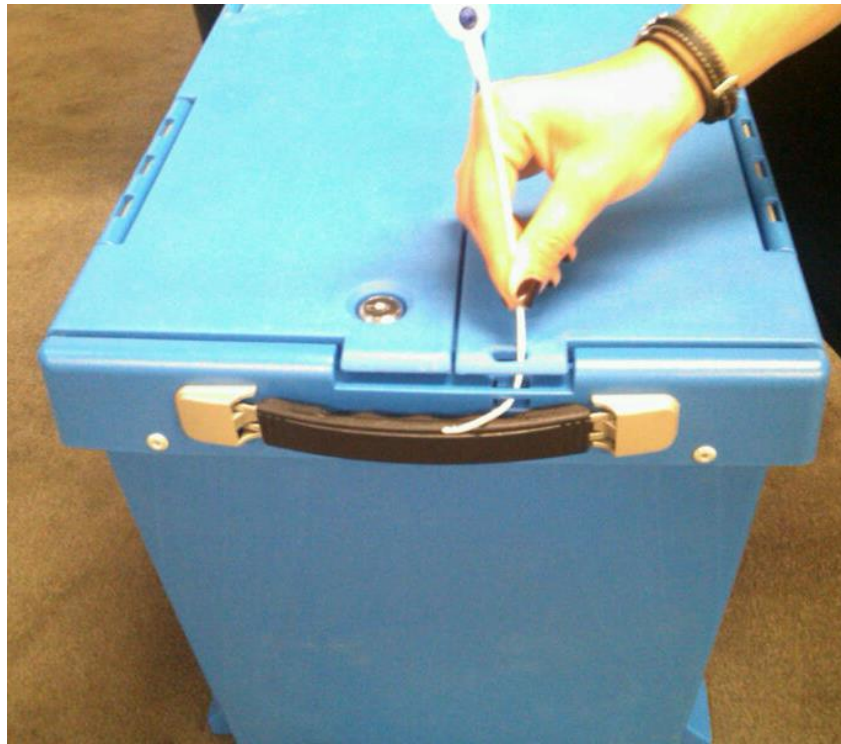
Lower Blue Bin  
door flaps &  
remove Tote Bin





❖ 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

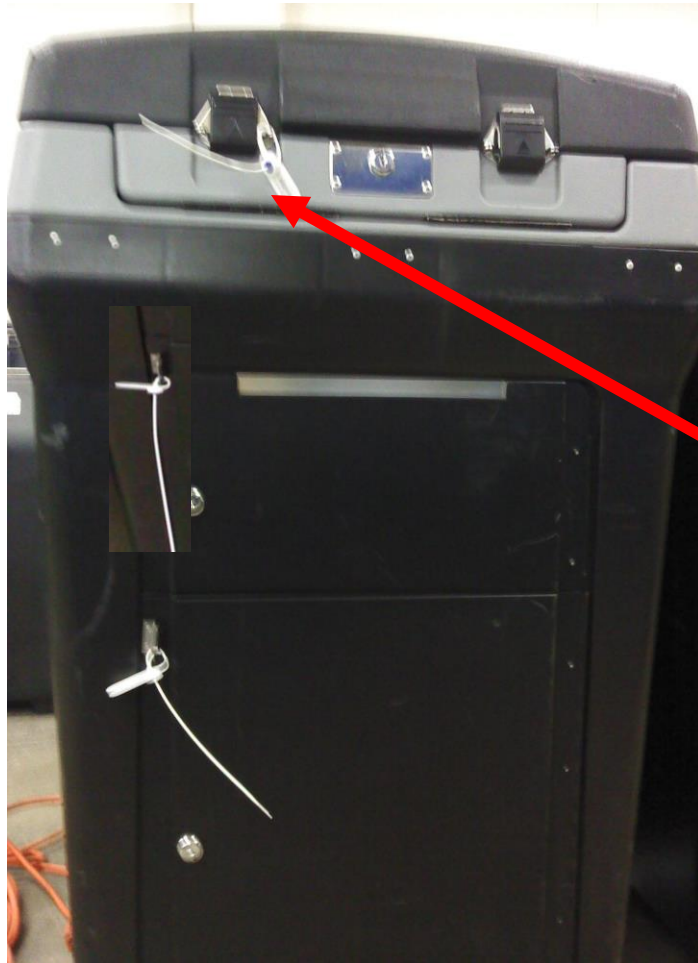
*Record numbers on  
Return of Canvass  
Seals Verification Report*



Gently lower the  
monitor of the  
DS200



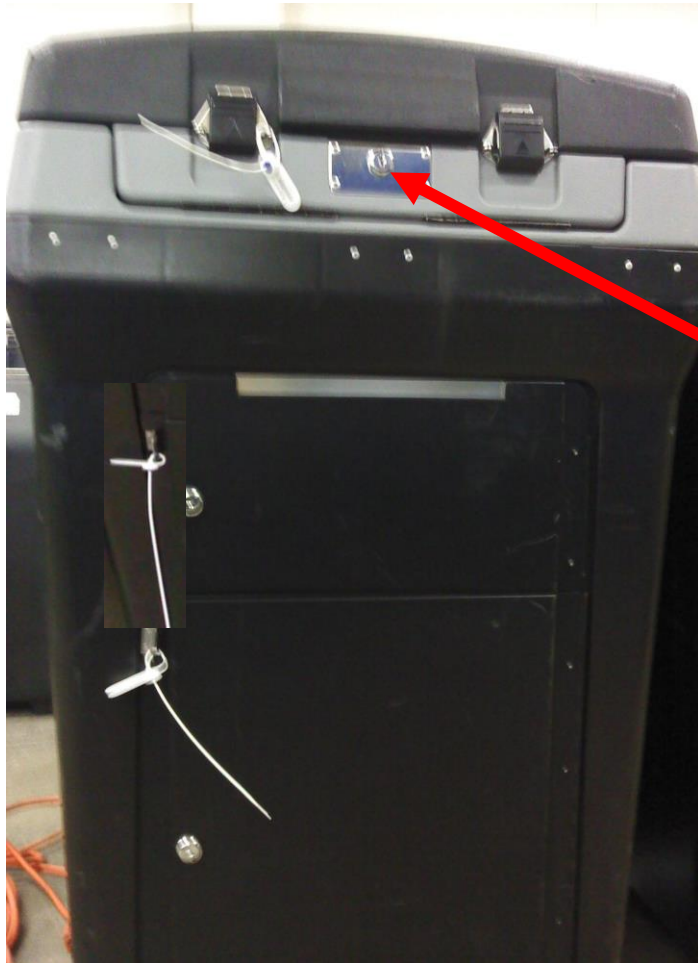
Using the Barrel  
key,  
lock the DS200  
monitor  
in place



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

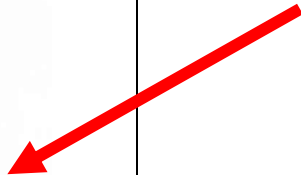
WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF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

SEALS REPORT				SEALS CHANGE REPORT			
SEALS AT POLL-OPENING AND POLL-CLOSING				SEALS CHANGED DURING THE DAY (OTHER THAN OPEN OR CLOSE)			
<b>RED BAG</b>	Seal number on bag at opening:						
	Seal Number Applied at BOE	At Opening, is Seal the Same? (Circle One)		Record the Seal that you apply			
<b>D1200: Outside Machine and Ballot Bin</b>							
Lid Seal (top/bottom of D1200)	16114	Y N		Applied at Closing			
Ballot Bin Door (top/bottom of D1200)	16111	Y X		Applied at Opening			
Ballot Bin Door (top)	16112	Y X		Applied at Closing			
Side Wire Seal, Left (at you face machine)	211	Y X		Original Seal is Never Removed			
Side Wire Seal, Right (at you face machine)	212	Y X		Original Seal is Never Removed			
<b>D1200: Inside the Lid</b>				At closing record the seal #			
Green sticker seal	12111	Y X					
Red sticker seal	16117	Y X		Original Seal is Never Removed			
<b>Emergency Ballot Bin</b>				SEAL AT CLOSING and RECORD #			
Open to Emergency Slot	161						
<b>The Bags: Record The Seal At The End Of The Night</b>				At closing record the seal #			
Red Bag	Bot End	Apply and record at closing					
Red Bag	Zipper End	Never Removed, Record at closing					
Blue Bag	Bot End	Apply and record at closing					
Blue Bag	Zipper End	Never Removed, Record at closing					
Green Bag	Bot End	Apply and record at closing					
Green Bag	Zipper End	Never Removed, Record at closing					
Red Bag Zipper End		Apply and record at closing					

Green Sticker (inside the lid) will need to be replaced if removed during the day to repair paper roll jam. Record any seals changed during the day, and include reason for the change.

Seal Number	Reason

EMERGENCY BALLOT SLOT: Each time the slot is opened or closed, must add and record a new seal.

Seal Number	Reason

Please describe any problems with the equipment or ballot (including if someone votes in voting machine) and fill in if a machine voter's file and why.

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*).

**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: \_\_\_\_\_  
 Provisional Counter Number At Opening: \_\_\_\_\_  
 Number of Ballot Pouches Delivered: \_\_\_\_\_ Number Delivered Post 7 through \_\_\_\_\_

Closing of Polls

**DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN AND BALLOTS PURCHASED ARE**

A. Number of Count Orders processed: \_\_\_\_\_  
 B. Provisional Counter Number at Closing: \_\_\_\_\_  
 C. Public Counter Number on Optical Scanner At Closing: \_\_\_\_\_  
 D. Number of Spoiled Ballots: \_\_\_\_\_ (if none enter '0')  
 E. Number of Absent Ballots: \_\_\_\_\_ (if none enter '0')  
 F. Number of processed Emergency Ballots: \_\_\_\_\_ (if none enter '0')  
 G. TOTAL NUMBER OF BALLOTS: \_\_\_\_\_ (Add lines C, D, E and F)

Number on rear separator sealed ballot stick: \_\_\_\_\_

Date of 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 ENTIRE PROCESS, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE ON ITS BEHALF.

Inspector of Election at Opening: \_\_\_\_\_ Inspector of Election at Closing: \_\_\_\_\_



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

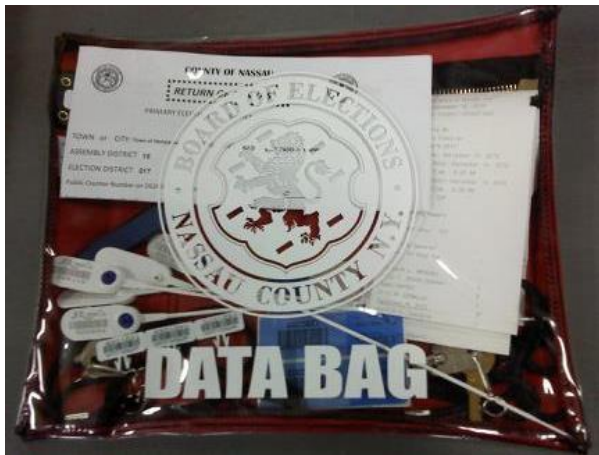


Use the final tab seal to seal the **Red** Data bag by slipping the seal into the slot of the clasp by the zipper



Gather all the other supplies and place back in the **Blue** Bag





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

***DO NOT put the Red Data Bag inside the Blue Bag***

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!*