

# Election Night Closing

All ballot drop boxes, temporary and permanent, need to be collected or closed at the time the polls close. The process outlined below is focused on permanent, 24-hour drop boxes, but the same general principles can be applied to temporary ballot drop boxes. These instructions can be supplemented with the Election Night Closing Checklist that follows.

Station a bipartisan retrieval team at each drop box 15 minutes before the polls close. They will lock drop boxes as soon as the polls close and retrieve ballots.

- Consider asking other jurisdictions' employees to assist, since this process does not require a great deal of training. Provide each retrieval team with the necessary supplies and checklist as detailed in this guide. In addition to those supplies, these retrieval teams will also need the following:
  - Map with driving directions and approximate time it will take to arrive at their location. This ensures they leave the election facility with enough time to arrive 15 minutes before the close of the election.
  - "Last Voter in Line" card
  - Extra transfer ballot box or bag to collect ballots cast after the polls close. These ballots will not be counted. These are ballots from voters not in line at the time polls close, but who approach the box as the retrieval team is transferring ballots.
  - Checklist with instructions for completing a full sweep of the drop box with a flashlight along with instructions for locking, sealing, recording, transferring ballots to a temporary box, taking a photo and returning to HQ.
- You may have a line of people, or cars, at close of polls with people waiting to cast their ballot in the drop box. As with in-person voting, have one person walk to the end of the line of people and/or cars and hand the last voter in line at close of polls the "Last Voter In Line" card to ensure everyone in line at close of polls may cast their ballot.
- Instructions for how to handle a line of cars (if 24-hour drop box or drive-through ballot drop-off) or a line of people (if temporary indoor drop box). This should include a "Last Voter in Line" card and potentially coordinating with local law enforcement for traffic control.

- Recommend teams take pictures of:
  - Locked ballot slot
  - Inside of the 24-hour boxes once emptied after the close of polls to show that no ballots are left in the box.

It is highly recommended to have your daily ballot retrieval team visit all ballot drop boxes the day after the election to double-check that all ballots were collected.

# Election Night Closing Checklist

<b>Ballot Drop Box Name/#:</b>	<b>Date:</b>
<b>Retrieval Team Member 1:</b>	<b>Retrieval Team Member 2:</b>

- Ensure you have necessary supplies and chain of custody logs before leaving for your designated drop box.
- Ensure you take enough transfer boxes or bags to completely empty the drop box.
- Arrive at your assigned ballot drop box at least 15 minutes early.
- If there is a line before polls close, one retrieval team member must find the "Last Voter In Line" card and go to the end of the line.
- At the close of polls, announce "Polls are closed" and lock the door to the drop box. If there is a line, the team member at the end of the line should give the Last Voter In Line card to the last person or car in line at the close of polls. Once the card is given out, return immediately to help empty the drop box.
- If any voter should try and cast their ballot after the close of polls, put their ballot in the box/bag designated for late ballots.
- Unlock the access door and remove all ballots, placing them in a transfer box or bag.
- Using a flashlight, inspect the inside of the drop box for ballots that might be leaning against or stuck to the wall.
- Once all ballots are removed from the drop box, take a picture of the inside of the empty drop box using your phone.
- Inspect the drop box area to ensure no ballots have fallen on the ground.
- Seal the ballot transfer box(es)/bag(s).
- Verify the access door of the drop box is closed and locked.
- Close the ballot slot using the slot key.
- Complete Chain of Custody log(s) for the transfer box(es) or bag(s).
- Load transfer containers and all supplies into vehicle.
- Head directly back to counting facility.

<b>All procedures completed and recorded:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Initials:</b>
<b>Time of Departure:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Initials:</b>