

Election Day

Procedures-Audit Manual

Precinct # _____ Election Date: ____/____/20__

BCS DS200 P # _____-A (Election Day)

FEDERAL/STATE/COUNTY

- Presidential Preference Primary
- Primary
- General
- Special _____

MUNICIPAL SUPER TUESDAY

- Callaway
- Lynn Haven
- Mexico Beach
- Panama City
- Panama City Beach
- Parker
- Springfield

*SOE Staff Page Check Q.C. I.D. _____ Q.C. I.D. _____

THIS DOCUMENT MUST BE COMPLETED AND RETURNED
TO BAY COUNTY SUPERVISOR OF ELECTIONS OFFICE AT THE END OF ELECTION NIGHT.

If found please contact: Bay County Supervisor of Elections Nina Ward or office at (850)784-6100

I. OPENING ELECTION MORNING

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform		
6 A.M. – Opening		
1.	Close & Lock Blue Security Cart Compartment door. (Opened to get this Procedures Manual)	
2.	Unlock Top Drawer, 2nd Drawer, and 3rd Drawer of Blue Security Cart.	
3.	Open Top Drawer of Blue Security Cart.	
4.	Get clear Catch All Bag out.	
5.	Place Green seal removed from Blue Security Cart Compartment door earlier into the clear Catch All Bag.	
6.	Attach & Hang clear Catch All Bag to Blue Security Cart handle silver clip.	
7.	Get out Communication Box	
8.	Open Communication Box.	
9.	Remove Phone A, Phone B, and one phone charger, place on top of Blue Security Cart.	
10.	Close Communication box.	
11.	Return Communication box to top drawer of Blue Security Cart.	
12.	Close Top Drawer of Blue Security Cart.	
13.	Plug phone charger into BLACK power cord hanging on Blue Security Cart handle.	
CAUTION		
You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
14.	Turn on Phone A and Phone B (Press & Hold Red END Button for 5 seconds).	
15.	My Precinct number is (record)#_____	
16.	Verify your Precinct # is correct on your DS200 Ballot Counting System (BCS) , Expressvote System (AVS) and the Voter Check-In Systems (VCS) .	

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform		
17.	Call SOE Phone Bank (850)248-8650 NOW using Phone A , to report arrival and confirm correct precinct equipment.	
18.	Give Cell Phone B to assigned Deputy.	
19.	Go to Security Cage door, Silver lock.	
20.	Unlock Silver lock using Gold key.	
21.	Secure the lock on the Security Cage door handle for later use.	
22.	Open Security Cage doors.	
23.	Remove 1 Box of English "I Voted Stickers" from Bin A located on top shelf of Security Cage; give to assigned Deputy.	
24.	Get Orange Deputy Materials bag and give to assigned Deputy.	
25.	Direct Deputy to open Orange Deputy Materials bag, to follow Deputy Set-up & Actions Card provided inside.	
26.	Direct Deputy to return Orange Deputy Materials Bag to Blue Security Cart once set-up is done.	
27.	Assign one Inspector to help Deputy follow the Set-up & Actions Card.	
28.	Go to Voter Check-In System A (VCS A).	
29.	Inside VCS A case, locate Gray MiFi (Left front corner of Case).	
CAUTION		
<i>Mifi Black Cord MUST remain plugged in to Charge all day.</i>		
30.	Turn on MiFi Press & Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.	
31.	Go to VCS A Ticket Printer , Press & Hold power button for 2 seconds. Sound & Light activity will be heard & seen to indicate it is on.	
32.	Go to VCS A Tablet , right side green dot, Press & Hold power button for 2 seconds to turn on tablet. Once screen activity is seen, Go to VCS B .	
33.	Go to VCS B Ticket Printer , Press & Hold power button for 2 seconds. Sound & Light activity will be heard & seen to indicate it is on.	

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform		
34.	Go to VCS B Tablet , right side green dot, Press & Hold power button for 2 seconds to turn on tablet. Once screen activity is seen, Go to VCS C.	
35.	Go to VCS C Ticket Printer , Press & Hold power button for 2 seconds. Sound & Light activity will be heard & seen to indicate it is on.	
36.	Go to VCS C Tablet , right side green dot, Press & Hold power button for 2 seconds to turn on tablet. Once screen activity is seen, Go to VCS D.	
37.	Important.....If you do not have a VCS D Enter N/A.	
38.	Go to VCS D Ticket Printer , Press & Hold power button for 2 seconds. Sound & Light activity will be heard & seen to indicate it is on.	
39.	Go to VCS D Tablet , right side green dot, Press & Hold power button for 2 seconds to turn on tablet.	
40.	Ensure VCS's A, B, C, and D (if present) Tablets are ON.	
41.	Verify VCS Ticket Printers A, B, C, and D (if present) are ON (Green Light).	
42.	Go to Blue Security Cart.	
43.	Unlock & Open Blue Security Cart Compartment door.	
44.	Get Security Card from top clear pouch.	
45.	Close & lock Blue Security Cart Compartment door.	
NOTE Security Card is Confidential and contains security codes for election equipment. Do not leave out.		
46.	Take Security Card to VCS Unit A.	
47.	Enter Initials on VCS screen.	
48.	Touch Code Block.	
49.	Enter VCS Clerk Code.	

TASK ORDER	Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform	
50. Touch "Submit."	
51. Go to VCS B Tablet.	
52. Enter Initials on VCS screen.	
53. Touch Code Block.	
54. Enter VCS Inspector Code .	
55. Touch "Submit."	
56. Go to VCS C Tablet.	
57. Enter Initials on VCS screen.	
58. Touch Code Block.	
59. Enter VCS Inspector Code .	
60. Touch "Submit."	
61. Go to VCS D Tablet. (Or N/A if not present)	
62. Enter Initials on VCS screen. (Or N/A if not present)	
63. Touch Code Block. (Or N/A if not present)	
64. Enter VCS Inspector Code in Code block. (Or N/A if not present)	
65. Touch "Submit." (Or N/A if not present)	
66. Give Security Card to Clerk to hold on to for later use.	

TASK ORDER Clerk Reads and Verifies; Asst. Clerks Perform	Clerk Initials
67. Remove “Opening Report Ticket” from VCS A, B, C, and (D).	
68. Sign “Opening Report Ticket” A, B, C, and (D).	
69. Place “Opening Report Ticket” A, B, C, and (D) into ED Voter Passes Box located inside Security Cage. Always leave ED Voter Passes box in Security Cage.	
70. Go to Blue Security Cart Compartment door.	
71. Unlock & Open Blue Security Cart Compartment door using Blue key.	
72. Get out one box of ballot stock, set on top of Blue Security Cart. To start election morning split the ballot stock of one box evenly between the printers.	
73. Go to Ballot Printer A , Open ballot stock tray A .	
74. Load ballot stock into tray, then close tray.	
75. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
76. Go to Ballot Printer B , Open ballot stock tray B .	
77. Load ballot stock into tray, then close tray.	
78. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
79. Go to Ballot Printer C , Open ballot stock tray C .	
80. Load ballot stock into tray, then close tray.	
81. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
82. Go to Ballot Printer D , Open ballot stock tray D . (If Present or enter N/A next 2 steps)	
83. Load ballot stock into tray, then close tray.	
84. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	

TASK ORDER	Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform	
85. Place any extra ballot stock or empty box(es) in Blue Security Cart door compartment.	
86. Close & Lock Blue Security Cart Compartment door.	
87. Go to VCS Unit A.	
88. Touch “More” arrow icon at the bottom of the screen.	
89. Touch “Location Status.”	
90. Touch “Ready for Voters.”	
91. Touch “Back.”	
92. Touch “Back” to go to Home screen.	
93. Touch initials “person” icon on VCS A, B, C, and (D) tablet to log out of VCS units so that they are ready for the assigned election worker to log in.	
94. Take Security Card to DS200 Ballot Counting System (BCS).	
95. Unlock & Open Emergency Bin door (Large RED “E”) (Yellow Dot) using YELLOW key.	
WARNING <i>If Emergency Bin area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
96. Verify that Emergency Bin area is EMPTY .	
97. Verify Emergency door Silver flap is flipped up to “closed” position.	
98. Close & Lock Emergency Bin door(Large RED “E”) (Yellow dot) using YELLOW key.	
99. Unlock & Open BCS front door, (Yellow dot) using YELLOW key.	

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform		
WARNING		
<i>If Green Catch Tray is not empty, you MUST call Phone Bank (850)248-8650 Immediately to report.</i>		
100. Verify Inside of BCS front door compartment area and GREEN Catch tray are empty. You MUST Call phone bank IF anything found in this area immediately.		
101. Close & Lock BCS front door, (Yellow dot) using YELLOW key.		
102. Verify Blue Power cord is plugged into wall outlet coming from BCS.		
103. Verify GREEN light on surge protectors located on Black power splitter cords are ON.		
104. Verify BCS BLACK Power cord is properly plugged into surge protector on Black power splitter.		
105. Verify Green seal located on BCS lid latch has not been tampered with. Call to report if not in place or broken.		
106. Twist to Break & Remove Green Seal and record seal #.	Seal #	
107. Give Green Seal removed from BCS, to other Assistant Clerk to place inside clear Catch All Bag at Blue Security Cart.		
108. Unlock BCS lid using YELLOW key & YELLOW dot, rotating left to unlock and remove key.		
109. Lift Right and Left lid latches to fully open lid.		
110. Unlock BCS Screen, using BLACK Barrel key & BLACK Dot, rotate left to unlock and remove key.		
111. Lift & Open BCS Screen to the full open position. Leave in full open position.		
112. Wait....BCS Screen will automatically begin to power on, Wait....Screen will prompt you to enter Election Code in 60-90 seconds.		
CAUTION		
Only 3 Attempts will be allowed. System will shut down if you fail 3 times.		
113. Touch SHIFT on Display Screen, to turn the circle YELLOW .		
114. Enter Election Code from Security Card.		

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform		
115. Touch Accept.		
NOTE		
Several start-up dialog messages will appear on screen.		
116. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that Display shows message below: Loading election. Please wait...		
Configuration Report		
Printing report. Please wait...		
✓ This voting device is ready for poll to be opened.		
✓ Election definition found:		
✓ Plugged into electricity!		
ATTENTION		
If BCS does not display dialog messages as shown above call SOE Tech Bank immediately (850)248-8656.		
117. Touch Green "Open Poll" box on Display. Screen will show:		
"Opening poll. Please wait..."		
118. Unit will automatically print Zero Totals Report. Screen will show:		
"Printing report. Please wait..."		
119. Visually verify tape shows ZEROS in each contest. (If they are <u>NOT</u> all zeros, you must call Phone Bank immediately (850) 248-8650)		
CAUTION		
Do not tear tape from Unit, leave in place until end of Election.		
120. Direct Clerk and at least (2) Election Officials to sign tape at the BCS.		
121. Roll Zeros Tape neatly and tuck alongside DS200.		
122. Record Public Count from Display. Public count <u>Must be Zero</u> or Call (850)248-8650)	Public Count	
123. Touch GREEN "Go to Voting Mode" box on display.		

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform		
WARNING		
<i>Even if DS200 is not working, you MUST still issue ballots & continue voting using Emergency Bin. Document all issues by calling Phone Bank at (850)248-8650.</i>		
124. *** Take Security Card to Expressvote System (AVS).		
125. Verify Expressvote System BLACK Power cord is properly plugged into Surge Protector on Black Power Splitter.		
126. Unlock & Open Expressvote System power access door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		
127. Locate black power switch (Next to orange dot).		
128. Flip black power switch to ON position.		
129. Close & Lock Expressvote power access door. (Located upper left side of AVS when facing screen using BLACK barrel key)		
130. Remove BLACK barrel key.		
WARNING		
<i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>		
131. Wait....Screen prompts you to enter Election Code.		
CAUTION		
<i>Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.</i>		
132. Touch SHIFT on Screen, then enter Election Code from Security Card.		
133. Touch Accept.		
134. Screen display will change to: Please wait. Loading election.		
135. Verify Screen display will now show “To begin voting, insert your card.” Expressvote System is now ready for use.		
136. Take Security Card to Blue Security Cart.		

TASK ORDER	Clerk Initials
Clerk Reads and Verifies; Asst. Clerks Perform	
137. Unlock & Open Blue Security Cart Compartment door.	
138. Place Security Card inside top clear pouch.	
139. Close & lock Blue Security Cart Compartment door.	
140. Call (850)248-8650 Phone Bank to verify set up and Ready for Voters.	
141. Get Payroll Register out of clear Catch All Bag hanging on handle.	
142. Direct all to sign Payroll and Election Worker Oath and return both to the clear Catch All Bag hanging on handle.	
143. To the best of my knowledge, all entries for this day are accurate and factual. Signature _____ Date ____/____/____ Clerk Signature _____ Date ____/____/____ Assistant Clerk	
****Go to Next Section	

II. IMPORTANT ELECTION DAY REQUIREMENTS

1. Ensure staff are wearing Election Official name tags located in 2 nd Drawer supply box.	
2. Prior to polls opening, lead election workers in reciting the Pledge of Allegiance.	
3. <u>At 7:00 A.M.</u> , Clerk must verbally declare polls OPEN by stating, “Polls are officially open.”	
4. <u>At 7:00 A.M.</u> , your Precinct MUST be open and ready for voters.	
5. Maintain and store all completed forms in Clear Catch All Bag clipped to handle of Blue Security Cart.	
6. All Voter Passes completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in ED Voter Passes box in Security Cage)	
7. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
8. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication box.	
9. Blue Security Cart door <u>MUST</u> remain locked for security and control of paper ballot stock. Never leave ballot stock out. Ballot stock must be in ballot printers or stored in Blue Security Cart.	
10. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
11. Only Leadership should be entering the codes on the election equipment.	
12. Leave this Election Day Procedures Audit Manual open at this location and place it into top clear pouch on inside of Blue Security Cart door until 5 minutes prior to closing so that you are ready to follow steps to close.	

III. CLOSING ELECTION NIGHT

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform		
Closing Election Night Prep 6:55 p.m. using procedures below		
<p>WARNING</p> <p>Only voters in front of Deputy will be allowed to vote.</p> <p>1. Position Deputy at end of line at 7:00 P.M. behind last voter in line at time of closing announcement.</p> <p style="text-align: center;">OR</p> <p>At designated "EXTENDED HOURS" closing time _____ P.M. (ONLY If ordered by the Supervisor of Elections)</p>		
<p>2. Clerk must verbally declare Polls Closed at entrance of polling place at 7:00 P.M. Cell Phone time.</p> <p style="text-align: center;">Announce Loud and Clear: "Polls are Officially Closed!"</p>		
<p>3. Wait until Polls have been closed and last voter has voted.</p>		
<p>4. Direct Deputy and (1) Inspector to follow PM Pack-Up procedures on Deputy Actions card to pack up Notice Board and retrieve all signs.</p>		
<p>5. Direct Deputy and (1) Inspector to return notices and Deputy Setup & Actions Card to Orange Deputy Materials bag and place on top shelf of Security Cage.</p>		
<p>6. Direct other Assistant Clerk to gather and clip all Voter Passes from BLACK plastic bins and place inside ED Voter Passes box in Security Cage.</p>		
<p>7. Direct at least (1) Inspector to begin breaking down voting booths and repack using card located on booth transport cart.</p>		
<p>8. Unlock & Open Bottom drawer of Blue Security Cart.</p>		
<p>9. Get PURPLE Results box.</p>		
<p>10. Take PURPLE Results Box (<u>with clippers inside</u>) to the DS200 (BCS).</p>		
<p>11. Unlock & Open Emergency Bin Door (RED "E") YELLOW key & Yellow dot.</p>		
<p>WARNING</p> <p>You Must Call Phone Bank if any ballots were in Emergency Bin (RED "E") immediately</p> <p>12. Verify Emergency Bin (RED "E") is EMPTY.</p>		

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform		
13. If required, insert ALL ballots from Emergency Bin (RED "E") into DS200 so that all voted ballots have been tabulated.	If Present Record # of Ballots or enter N/A	
14. Close & lock Emergency Bin door (RED "E"), using YELLOW Key & Yellow Dot.		
15. Find " Public Count " at top center of Display Screen, Record #.	PUBLIC COUNT#	
WARNING		
<i>Key must remain in Election stick access door lock during this process, until Complete.</i>		
16. Unlock & open Election stick access door using Black Barrel key (Black Dot) on top left side of DS200.		
NOTE		
Button will flash red one time when you first press it.		
17. Press & Release " Close Polls " Button.		
18. Touch RED " Close Poll " box on Display Screen.		
19. Wait... Unit will begin printing (1) set of Election Results, adding to existing zeros tape (printed at opening). This will result in one long tape.		
20. Touch "Begin Modem Process" to begin Modem of Election Results.		
CAUTION		
System automatically will make 3 attempts.		
Attempts will not be seen on the screen...Wait.		
21. WAIT!!! Allow system to connect to SOE Office. Display Screen will show the list below as it occurs: Sending Results - Please Wait		
22. If modem is successful, display screen will show: ✓ Successfully sent results.		
23. If error or unsuccessful touch "Ignore and Continue," touch "Retry Send Results." If it fails again stop and call SOE Tech Support.		
24. If "Successfully Sent Results" is showing. Press " Exit " box.		

TASK ORDER	Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform	
25. Upon successful completion of modem display screen should show: ✓ This voting device has been successfully closed.	
26. Direct Assistant Clerk and (2) Election Officials to sign tape. (Must be signed)	
27. Tear paper tape from DS200 Unit.	
28. Neatly roll paper tape. It will be one long tape.	
29. Unsnap & open PURPLE Results Box.	
30. Place neatly rolled paper tape into PURPLE Results box.	
31. Touch “Report Options” Box on display screen.	
32. Touch the words “Voting Results” Under Report Type.	
33. Verify report format, circle shows “Public.”	
34. Verify report level shows “Polling Place.”	
35. Verify Miscellaneous box is Unchecked.	
36. Touch “Print Report” box, DS200 Unit will print 2nd set of results tape. (DO NOT SIGN)	
37. Tear tape from Unit.	
38. Direct Deputy and (1) Inspector to post this 2nd set of Election Results on polling place entry door. (Use orange dots from Orange Deputy Materials bag)	
39. Touch RED “Cancel” Box on display screen.	
40. Touch RED “Turn Off” Box on BCS display screen, DS200 Unit will automatically power down WAIT..... until complete.	
41. Verify DS200 unit has shut down.	

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform		
42. Find the Clear White Seal in Election Stick access area.		
WARNING <i>Do Not Touch Power Button When Cutting Clear White Seal.</i>		
43. Cut & remove clear White Seal using clippers in PURPLE Results Box.		
44. Record clear white seal.	Seal #	
45. Place clear white plastic seal in PURPLE Results box.		
46. Remove Election Stick from unit, using thumb & forefinger.		
47. Place Election Stick into clear pouch inside PURPLE Results Box. (Lift flap to open clear pouch)		
48. Place clippers inside PURPLE Results box.		
49. Close & latch lid of PURPLE Results Box.		
50. Close & lock Election stick access door, using BLACK barrel key, then remove key.		
51. Take & place PURPLE Results box on top of Blue Security Cart for later use.		
52. Open 2nd Drawer of Blue Security Cart.		
53. Open supply box to get (1) green seal from Supply box.		
54. Close supply box and 2nd drawer of Blue Security Cart.		
55. Go to Security Cage to get Voted Ballot box(es) (one box for every 700 voted ballots).		
56. One Assistant Clerk & one Inspector take Voted Ballot box(es) to DS200 BCS and begin assembling the box(es).		

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform		
57.	Unlock & open DS200 BCS front door using YELLOW key (yellow dot).	
WARNING No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.		
58.	Remove GREEN Ballot Catch tray.	
59.	Verify all voted ballots are in GREEN Ballot Catch tray.	
60.	Place GREEN Ballot Catch tray <u>NO MORE THAN 3 feet from BCS.</u>	
61.	Direct the other Assistant Clerk and (1) Inspector to neatly pack Voted Ballots into the Voted Ballot box(es) and place box(es) on top of Blue Security Cart when finished.	
62.	Close DS200 display screen.	
63.	Close the lid and latch shut.	
64.	Lock lid using YELLOW key (yellow dot).	
65.	Install green seal through hole in right side lid latch.	
66.	Record right side lid latch green seal #.	Seal #
67.	Verify DS200 BCS Ballot box area and GREEN Ballot Catch tray are empty.	
68.	Verify that all Voted Ballots have been placed in Voted Ballot box(es) and placed on top of Blue Security Cart.	
69.	Return GREEN Ballot Catch tray to inside of BCS ballot box door area.	
70.	Close & lock BCS Ballot Box door, using YELLOW key yellow dot.	
71.	**Go to Expressvote (AVS).	

TASK ORDER		Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform		
72. Unlock & open Expressvote power access door using BLACK barrel key. (Located on upper left side of AVS when facing screen.)		
73. Flip Black power switch to OFF position (Next to orange dot).		
74. Close & lock Expressvote power access door.		
75. Remove BLACK Barrel key.		
76. Unplug BLUE power cord assembly from wall and place on floor.		
77. ****Go to Blue Security Cart.		
78. Get & open clear Catch All Bag.		
79. Count & record # of completed Provisional Ballot envelopes (Large Pink or White) in Clear Catch All Bag.	# of Provisional Total	
80. Count & record # of Canceled Vote by Mail Ballots in clear Catch All Bag.	# of Canceled VBMs	
81. Count & record # of Spoiled Ballot envelopes in clear Catch All Bag.	# of Spoiled	
82. Ensure all completed forms, Provisional Ballot envelopes, Spoiled Ballots, Canceled Vote By Mail ballots are in clear Catch All Bag.		
83. Unlock & open Blue Security Cart Compartment door.		
84. Get Security Card from top clear pouch.		
85. Close & lock Blue Security Cart Compartment door.		
NOTE Security Card is Confidential and contains security codes for election equipment. Do not leave out.		
86. Take Security Card to Voter Check-In system (VCS) Unit A.		

TASK ORDER	Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform	
87. Enter Initials.	
88. Touch Code Block.	
89. Enter VCS Clerk Code .	
90. Touch "Submit."	
91. Touch "Exit" arrow icon on screen.	
92. Touch "Exit Program" on screen.	
93. Go to VCS B Tablet.	
94. Enter Initials.	
95. Touch Code Block.	
96. Enter Inspector Code .	
97. Touch "Submit."	
98. Touch "Exit" arrow icon on screen.	
99. Touch "Exit Program" on screen.	
100. Go to VCS C Tablet.	
101. Enter Initials.	
102. Touch Code Block.	
103. Enter Inspector Code .	

TASK ORDER	Clerk
Clerk Reads and Verifies; Assistant Clerk Perform	Initials
104. Touch "Submit."	
105. Touch "Exit" arrow icon on screen.	
106. Touch "Exit Program" on screen.	
107. Go to VCS D Tablet (If present or N/A).	
108. Enter Initials.	
109. Touch Code Block.	
110. Enter Inspector Code .	
111. Touch "Submit."	
112. Touch "Exit" arrow icon on screen.	
113. Touch "Exit Program" on screen.	
114. Remove Closing Report Tickets from VCS printers A, B, C, and (D).	
115. Verify all Voter Passes BLACK plastic bins are empty A, B, C, and (D).	
116. Place all Closing Report Tickets in Voter Passes box located in Security Cage.	
117. Go to VCS A , Turn OFF MiFi by Pressing & Holding MiFi gray button until "Power Off" screen appears, option shutdown with a red dot.	
118. Touch " OK " to Shut Down.	
119. Turn Off Ballot Printers and VCS Ticket Printers A, B, C, and (D).	
120. Remove all ballot stock from ballot printers A, B, C, and (D) place in Blue Security Cart door compartment.	

TASK ORDER	Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform	
121. Ensure Security Card is returned to top clear pouch of Blue Security Cart Compartment door.	
122. Close & lock Blue Security Cart Compartment door.	
123. Get Purple Results box from top of Blue Security Cart and go to VCS Unit A.	
124. Lift VCS Tablet up to find Wire Seal on VCS stand area.	
125. Cut & remove wire seal using clippers.	
126. Give wire seal to Clerk to hold.	
127. Remove VCS Activator stick from VCS Stand, using thumb & forefinger.	
128. Place VCS Activator stick inside Purple Results box.	
129. Take Purple Results box and clippers to VCS Unit B.	
130. Lift VCS Tablet up to find Wire Seal on VCS stand area.	
131. Cut & remove wire seal using clippers.	
132. Give wire seal to Clerk to hold.	
133. Remove VCS Activator stick from VCS Stand, using thumb & forefinger.	
134. Place VCS Activator stick inside Purple Results box.	
135. Take Purple Results box and clippers to VCS Unit C.	
136. Lift VCS Tablet up to find Wire Seal on VCS stand area.	
137. Cut & remove wire seal using clippers.	

TASK ORDER		Clerk Initials
Clerk Reads and Verifies;	Assistant Clerk Perform	
138. Give wire seal to Clerk to hold.		
139. Remove VCS Activator stick from VCS Stand, using thumb & forefinger.		
140. Place VCS Activator stick inside Purple Results box.		
141. Take Purple Results box and clippers to VCS Unit D. (if present)		
142. Lift VCS Tablet up to find wire seal on VCS stand area. (or N/A)		
143. Cut & remove wire seal using clippers. (or N/A)		
144. Give wire seal to Clerk to hold. (or N/A)		
145. Remove VCS Activator stick from VCS Stand, using thumb & forefinger. (or N/A)		
146. Place VCS Activator stick inside Purple Results box. (or N/A)		
147. Return clippers to PURPLE Results box & snap closed.		
148. Place PURPLE Results box inside clear Catch All Bag.		
149. Place cut wire seals inside clear Catch All Bag.		
150. Remove clear Catch All Bag from Blue Security Cart side handle and set on top of Blue Security Cart.		
151. From 2 nd Drawer Supply Box, get out enough Green Seal(s) to seal clear Catch All Bag and all Voted Ballot box(es) on top of the Blue Security Cart.		
CAUTION		Seal #
Green Seal MUST be routed through Grommet AND Zipper Tab.		
152. Seal clear Catch All Bag with Green Seal. Record Seal #.		
153. Seal All Voted Ballots box(es) with Green Seal. Record seal #s.		

TASK ORDER					Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform					
Green Seal #	Green Seal #	Green Seal #	Green Seal #	Green Seal #	
154. COMPLETE label(s) information on each Voted Ballots box. (Precinct #, Seal #, Date, and Initials)					
155. CALL Phone Bank (850)248-8650 to report Catch All Bag Seal # and Voted Ballot box seal numbers.					
156. Ensure items listed below are on top of Blue Security Cart for return to SOE Office. <ul style="list-style-type: none"> • Voted Ballots box(es)(Sealed) • Clear Catch All Bag(Sealed) 					
157. Get (2) green seals from supply box located in 2nd drawer of Blue Security Cart, set on top of Blue Security Cart.					
158. Go to Security Cage doors.					
159. Unlock & remove Silver lock from Cage door handle using Gold key.					
160. Close & lock Security Cage doors using Silver lock and Gold key.					
161. Install green seal through lock holes of Security Cage. Record Seal #.				Seal #	
162. Turn Off Phone B, (Press & Hold Red END Button for 5 seconds).					
163. Unplug Cell Phone charger(s) from BLACK Power cord hanging on Blue Security Cart handle.					
CAUTION					
Cell Phone A will remain on Clerks neck using Lanyard so that we are able to call you as you are returning to SOE Office.					
164. Place Cell Phone B and charger inside Communication box in top drawer of Blue Security Cart.					
165. Lock all four drawers of Blue Security Cart.					
166. Record green seal # planned for use on Blue Security Cart door.				Seal #	

TASK ORDER	Clerk Initials
Clerk Reads and Verifies; Assistant Clerk Perform	
167. Unlock & open Blue Security Cart Compartment door.	
NOTE You MUST remember last few steps at this point. Read next steps and initial.	
168. Place this document and pen in top pouch of Blue Security Cart Compartment door.	
169. Close & lock Blue Security Cart Compartment door.	
170. Install prior recorded green seal through holes in bottom of Blue Security Cart Compartment door.	
<p>To the best of my knowledge, all entries for this day are accurate and factual.</p> <p>Signature _____ Date ____/____/____</p> <p>Clerk</p> <p>Signature _____ Date ____/____/____</p> <p>Assistant Clerk</p>	