

# CLOSING THE POLLS

## Closing The Polls at 8 P.M.

- The Judge of Elections will instruct the Constable (if available) or a poll worker to establish the last person in line at 8:00 PM.
- No one is permitted to get in line after 8 P.M.
- If room allows, move the voters that are in line inside and lock the doors.
- If the line is outside the door, the last person in line at 8 p.m. is permitted to vote.
- After the last voter has cast her/his vote, open the bottom of the ballot box and remove all ballots cast at the polls.
- Make sure to empty the Write-In section and keep those ballots separated from ballots with no write-ins by putting them in the envelope provided. Put the write-in envelope on top of the ballots in the ballot transport bag.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

## Closing The Polls: ICP

- 1 Press Security Key onto Security Key keypad until the Administrative Menu appears.
- 2 Select **CLOSE POLL**.
- 3 Enter your 8-digit password – then press **ENTER**.  
It will ask “Are you certain you wish to close poll?” – press **YES**.
- 4 The unit will automatically start printing four (**4**) Results Tapes. They will all print in one continuous tape. You will have to separate the tape for the reports.  
The separation point is after the results where it asks for poll worker signatures – cut after the signature lines – do not sign the tapes.
- 5 The unit will ask “Would you like to print more copies of this report?”  
Make sure that you have removed your results report – then press **NO**.
- 6 The unit will then proceed to print (1) Write-In votes report.  
This report is to be posted on the outside of your polling place door along with the door copy of the statement sheet and (1) results report tape.
- 7 The unit will ask “Would you like to print more copies of this report?” – press **NO**.
- 8 The next screen is the Administrative Menu. Mark down the # of ballots cast from bottom of screen – then press **POWER DOWN**.
- 9 The unit will ask “Are you certain you wish to shut down tabulator?” - press **YES**.  
The unit will shut down. Repeat for additional scanners.

Unplug the ImageCast Precinct (ICP – Scanner), wrap the power cord back in the power cord storage compartment, and proceed to the **REMOVE CF CARD** instructions.

# Closing The Polls: Removing the CF Card

**\*\*IMPORTANT\*\***

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**Ensure the ICP – Scanner unit is unplugged and completely powered off when removing the CF card!!! Removing it while the scanner is on will result in fatal damage to your election results!!**

1. After you have made certain the unit is OFF – remove the **RED** seal from the Poll Worker door at front of the unit. (No need to record seal #)
2. To open the poll worker door, push the black tab on the right side of the door.
3. Remove the CF card by gently pressing the eject button (right beside the CF card) and pull the card out (it may “pop” out, so be ready to catch it).
4. **IMMEDIATELY** drop the CF card into the Blue Cartridge bag and seal it with a square seal from inside or from the seal baggie.
5. Repeat for each additional scanner at polling place. All cartridges go into the same bag.

# Closing The Polls: The Ballot Box

1. Unlock the ballot box door and remove seal.
2. Assemble blue rolling ballot return bag.
3. Remove ALL ballots from bottom compartment and place into blue bag. Repeat for each additional scanner.
4. Open white “write-in” door on the upper left of the ballot box interior and lift door slightly to open (it will drop down). No need to record this seal #.
5. Reach inside and pull out all ballots – check to make sure the compartment is empty.
6. Put write-in ballots into “write-in” envelope and deposit on top of regular ballots inside rolling ballot bag. Repeat for each additional scanner.
7. Close ballot return bag and seal with square seal from CF card bag. Write seal # on closing statement sheet.
8. Count unused ballots, record on statement sheet, then place unused ballots in ballot compartment, close door, lock, and put new **RED** seal on. Write seal # on closing statement sheet.

## Closing The Polls: ICX

1. Insert your Poll Worker card on your lanyard (chip facing down) into the card reader located at the bottom of the ICX.
2. Enter your 8-digit password – touch **LOGIN**.
3. Write down the public counter # from right side of screen.
4. Touch the **RED** Power Button at the bottom right corner of the screen and confirm shutdown.
5. Unplug the unit from the outlet & wrap the power cord onto the cord reel at the rear of the cart.
6. Make sure ADA handset is secured to its Velcro pad and head phones are on the shelf.
7. Please remember to close and **LOCK** the printer door.
8. Unit is now closed down.

## Closing The Polls: Packing Up

- Make sure all forms and envelopes are properly filled out and signed.
- Place all completed change of address and/or new completed voter registration forms in the Notes envelope.
- Place all paperwork and supplies back in the proper bag.
- Return only the items listed on the check sheet.
- **Ensure all Poll Worker cards and I-Buttons are accounted for.**
- Make sure all poll workers (and constable if applicable) have signed the pay sheet!

**\*\*Be considerate and leave the polling place the way you found it\*\***

FORM 100-100-1-1000

**ELECTION RETURN ENVELOPE**  
**A**  
To County Board of Elections

COUNTY \_\_\_\_\_  
PENNA. \_\_\_\_\_

Returns From: \_\_\_\_\_ Ward \_\_\_\_\_ Dist. \_\_\_\_\_

City \_\_\_\_\_  
Boro. of \_\_\_\_\_  
Twp. \_\_\_\_\_

Hours of The Court House Will Fill Out This Space  
Received \_\_\_\_\_ 20\_\_\_\_  
At \_\_\_\_\_ o'clock \_\_\_\_\_ M \_\_\_\_\_

ELECTION HELD ON \_\_\_\_\_ 20\_\_\_\_

**ENVELOPE A - ENCLOSE HEREIN**  
By Returning One Return Statement Sheet and Results Report  
ENVELOPE E - Containing One Numbered List of Voters  
ENVELOPE G - Containing One Oath of Election Officers  
ENVELOPE K - Containing One Copy of Affidavits of Voters  
One Copy of Affidavits of Voters

**AND SEAL**  
This Envelope is to be sealed by the Judge of Elections

### Envelope A must contain

Envelope C (one return statement sheet / results report)  
Envelope E (one numbered list of voters)  
Envelope G (one oaths of election officers)  
Envelope K (record of assisted voters)  
One copy of affidavits of voters

SEAL. Judge of Elections must deliver to County Board of Elections

FORM 100-100-1-1000

**ELECTION**  
**B**

Ward \_\_\_\_\_ Dist. \_\_\_\_\_

City \_\_\_\_\_  
Borough of \_\_\_\_\_  
Township \_\_\_\_\_

For Election Held \_\_\_\_\_ 20\_\_\_\_

To \_\_\_\_\_  
Minority Inspector

**ENVELOPE B - ENCLOSE HEREIN**  
By Returning One Return Statement Sheet and Results Report  
ENVELOPE D - Containing One Numbered List of Voters  
ENVELOPE F - Containing One Oath of Election Officers  
ENVELOPE H - Containing One Oath of Election Officers  
Seal Carefully and Deliver to the MINORITY INSPECTOR. To be kept by Him.

### Envelope B must contain

Envelope D (one return statement sheet / results report)  
Envelope F (one numbered list of voters)  
Envelope H (one oaths of election officers)

SEAL and deliver to the Minority Inspector

FORM 100-100-1-1000

**ELECTION**  
**C**

1-RETURN STATEMENT SHEET  
1-PRINTED ZERO REPORT  
1-PRINTED RESULTS REPORT

Of \_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

City \_\_\_\_\_  
Borough of \_\_\_\_\_  
Township \_\_\_\_\_

For Election Held \_\_\_\_\_ 20\_\_\_\_

SEAL THIS ENVELOPE AND PLACE IN ELECTION RETURN ENVELOPE A FOR COUNTY BOARD OF ELECTIONS

**RETURN STATEMENT SHEET**  
**- PRINTED ZERO REPORT**  
**- PRINTED RESULTS REPORT**  
SEAL CAREFULLY AND PLACE IN ELECTION RETURN ENVELOPE A.

### Envelope C must contain

Return Statement Sheet  
One Printed Zero Report and Results Report  
One Printed Consolidation Results Report

SEAL and place in Envelope A

FORM 100-100-1-1000

**ELECTION**  
**D**

1-RETURN STATEMENT SHEET  
1-PRINTED RESULTS REPORT

Of \_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

City \_\_\_\_\_  
Borough of \_\_\_\_\_  
Township \_\_\_\_\_

For Election Held \_\_\_\_\_ 20\_\_\_\_

FOR MINORITY INSPECTOR

**PRINTED RESULTS REPORT**  
SEAL CAREFULLY AND PLACE IN ENVELOPE B FOR MINORITY INSPECTOR  
TO BE KEPT BY HIM.

### Envelope D must contain

One Return Statement Sheet  
One Printed Consolidation Results Report

SEAL and place in Envelope B  
For Minority Inspector

WPP- FORM 038 \* WILLIAM PENN PRINTING COMPANY PITTSBURGH, PA.

E

Ward \_\_\_\_\_ District \_\_\_\_\_ CITY BOROUGHS OF TOWNSHIP \_\_\_\_\_

**Numbered List of Voters**  
PLACE IN LARGE RETURN ENVELOPE A

Election Officers will enclose herein ONE NUMBERED LIST OF VOTERS. To be placed in Large Return Envelope A.

**Envelope E**

One Numbered List Voters  
Place in Envelope A

WPP- FORM 039 \* WILLIAM PENN PRINTING COMPANY PITTSBURGH, PA.

F

Ward \_\_\_\_\_ District \_\_\_\_\_ CITY BOROUGHS OF TOWNSHIP \_\_\_\_\_

**Numbered List of Voters**  
For Minority Inspector — Deposit in Envelope B

Election Officers will enclose herein ONE NUMBERED LIST OF VOTERS. To be deposited in Envelope B for Minority Inspector.

**Envelope F**

One Numbered List Voters  
Place in Envelope B  
For Minority Inspector

WPP- FORM 040 \* WILLIAM PENN PRINTING COMPANY PITTSBURGH, PA.

G

Ward \_\_\_\_\_ District \_\_\_\_\_ CITY BOROUGHS OF TOWNSHIP \_\_\_\_\_

**ELECTION OFFICERS' OATH.**  
PLACE IN ELECTION RETURN ENVELOPE A

Election Officers will enclose herein One copy ELECTION OFFICERS' OATH. To be placed in Large Return Envelope A.

**G: Election Officers' Oath**

Place in Envelope A

WPP- FORM 041 \* WILLIAM PENN PRINTING COMPANY PITTSBURGH, PA.

H

Ward \_\_\_\_\_ District \_\_\_\_\_ CITY BOROUGHS OF TOWNSHIP \_\_\_\_\_

**ELECTION OFFICERS' OATH.**  
For Minority Inspector — Deposit in Envelope B

Election Officers will enclose herein One copy ELECTION OFFICERS' OATH. To be deposited in Envelope B for Minority Inspector.

**H: Election Officers' Oath**

Place in Envelope B

WPP- FORM 042 WILLIAM PENN PRINTING COMPANY PITTSBURGH, PA.

K

Ward \_\_\_\_\_ District \_\_\_\_\_ City \_\_\_\_\_ Boro. of \_\_\_\_\_ Twp. \_\_\_\_\_ County, Pa. \_\_\_\_\_

**Record of Assisted Voters**  
SEAL THIS AND RETURN IN ENVELOPE A

County Board of Elections—this envelope to be opened only upon a written order of a Judge of the Court of Common Pleas, or subject to subpoena as other election records. Except it is permitted to any Registration Commission to examine same.

**K: Record of Assisted Voters**

Place in Envelope A

WPP- FORM 1041, YORK WILLIAM PENN PRINTING COMPANY PITTSBURGH, PA.

I

**ELECTION**

1-RETURN STATEMENT SHEET  
1-PRINTED RESULTS REPORT

Of \_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

City \_\_\_\_\_ Borough of \_\_\_\_\_ Township \_\_\_\_\_

For Election Held \_\_\_\_\_, 20\_\_\_\_

JUDGE OF ELECTION

1- PRINTED RESULTS REPORT TO BE DELIVERED BY JUDGE OF ELECTION, UNSEALED, TO COUNTY BOARD OF ELECTIONS.

**I: One Return Statement Sheet**

One Printed Consolidated Results Report

To be delivered by Judge of Election, UNSEALED, to County Board of Elections

# Closing The Polls: Return of Supplies

Place poll books only in the large black leather bag, zip shut and seal with one of the seals. The Black bag, rolling ballot return bag and white cardboard box are to be given to the personnel stationed at the rear door to the Admin Building (located off Mason Avenue, off South George Street – half a block from the square).

Place the following in the canvas bag and bring to the rotunda collection area:

- ✓ **SEALED CARTRIDGE BAG – BE SURE YOU HAVE YOUR POLL WORKER CF CARD FROM EACH SCANNER IN THIS BAG!!!**
- ✓ LANYARD W/CARD & KEYS
- ✓ PAY SHEET(S)
- ✓ ENVELOPE “I”
- ✓ ENVELOPE “A”
- ✓ ENVELOPE “Y” (spoiled ballots)
- ✓ EMERGENCY BALLOT ENVELOPE
- ✓ PROVISIONAL BALLOT ENVELOPE(S)
- ✓ MANILA ENVELOPE CONTAINING **NOTES** SHEET, COMPLETED VOTER REGISTRATION FORMS & COMPLETED VOTER AFFIRMATIONS
- ✓ AMERICAN FLAG
- ✓ ELECTION SUPPLIES (PENS, SHARPIE MARKERS, TAPE, STICKERS, ETC.), POSTINGS, STREET LISTS, SIGNS AND ANY UNUSED FORMS

Return cell phones you signed out to the rotunda collection area.

**DO NOT** return cardboard privacy screens, extension cords, extension cord bags or the wire framed for “Vote Here” signs to the Admin Center. These items are to be left with the scanner and ADA unit to be picked up by warehouse personnel.

- Please enter via Mason Avenue and exit through Wells Fargo drive through Court Avenue.
- Please park in either the Wells Fargo Bank Lot off Mason Avenue or the Christ Lutheran Church lot opposite the rear door to the Admin Center.
- Please limit the number of people that come inside the Admin Center.

## Closing The Polls: Returning to Admin Center | Parks Garage

- The Judge of Elections will return the Ballot Bag, rolling blue ballot bag, black leather bag and empty white box and all other items on the return list.
- The privacy screens are to be folded up and left with the voting equipment at the poll to be picked up by our Parks personnel.
- To help the check-in process go faster, please have the following items readily available:
  1. Blue bag and the **memory cards** (thumb drives)
  2. Pay Sheet
  3. Absentee Envelope
  4. Provisional Ballot Envelope containing all voted provisional ballots
  5. Green “” bag with Poll Worker Cards and I-Button(s)