

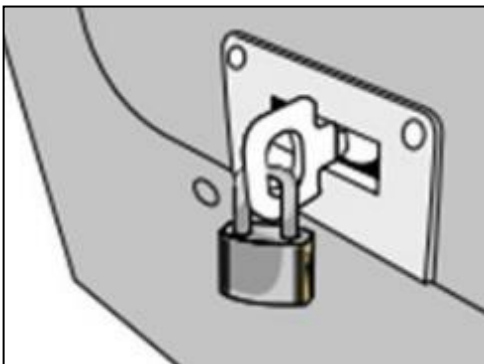
# CLOSING PROCEDURES

# COLLECTOR OFFICERS




## 1. Duties just before 7:00 PM

- At 6:55 PM, at least one Collector Officer should station themselves at the drop box.
- Any voter in line at the drop box at 7:00 PM must be allowed to deposit their absentee ballot envelope.
- One Collector Officer should check the curbside voting area before 7:00 PM to see whether any voter wants to deposit an absentee ballot envelope from the curb.
- The Collector Officer can deposit the curbside voter's absentee ballot envelope in the drop box.



## 2. Remove absentee ballot envelopes from drop box

- Move the drop box inside the voting room.
- Unlock the back compartment of the drop box. The key is in the clear plastic portfolio in the gray cart.
- Return the key and lock to the portfolio.
- Remove all absentee ballot envelopes from the compartment.

 <p><b>Fairfax County</b> <b>June 21, 2022</b> <b>Democratic Primary</b> <b>Election</b></p> <p><b>Pct 100 PATRIOT</b> <b>Braddock Elementary School</b> 7825 Heritage Dr. Annandale, VA 22003-5312</p> <p><b># Drop Box Envelopes inside bag:</b> _____</p> <p><small>We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date &amp; time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.</small></p>	Collection Date:	_____
	Collection Time:	_____
Collector Officer 1	x	Signature _____
Collector Officer 2	x	Signature _____
*Place this form inside the TripLOK security bag.		

## 3. Fill in drop box form

- Count the number of absentee ballot envelopes.
- Record the number on the drop box form.
- Record the time on the drop box form.
- Both Collector Officers write their names and sign the form.



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## 4. Secure envelopes in TripLok security bag

- Immediately secure the envelopes in the TripLok security bag(s).
- If you only need one bag to secure all envelopes, place unused TripLok bag inside first bag.
- Place drop box form in each TripLok bag with the information side facing out.
- Seal the TripLok bag(s). Give the tear-off bag receipt(s) to the Chief. Tell Chief the absentee ballot envelope count total for recording in the Chief's Notes.



## 5. Receive purple pouch and numbers form

- Wait until Chief gives you two more items:
  - (a) purple pouch containing 4 DS200 USB flash drives
  - (b) Election Night Numbers Sheet
- STOP!** Do not leave the precinct before the Chief has given you all required materials.



## 6. Drive items to Fairfax County Government Center

- Leave precinct and drive directly to the Fairfax County Government Center. You must travel together in the same car.
- You should leave precinct no later than 7:30 PM.
- Follow signs to designated drop-off site. There are separate return areas for Collector Officers and for Chiefs.
- After dropping off election materials, you may go home (or return to polling place parking lot, if one officer needs to pick up their car).

