

# *Lockout Procedures*

## **7.18: Precincts without a Lockout**

*Pg. 49*

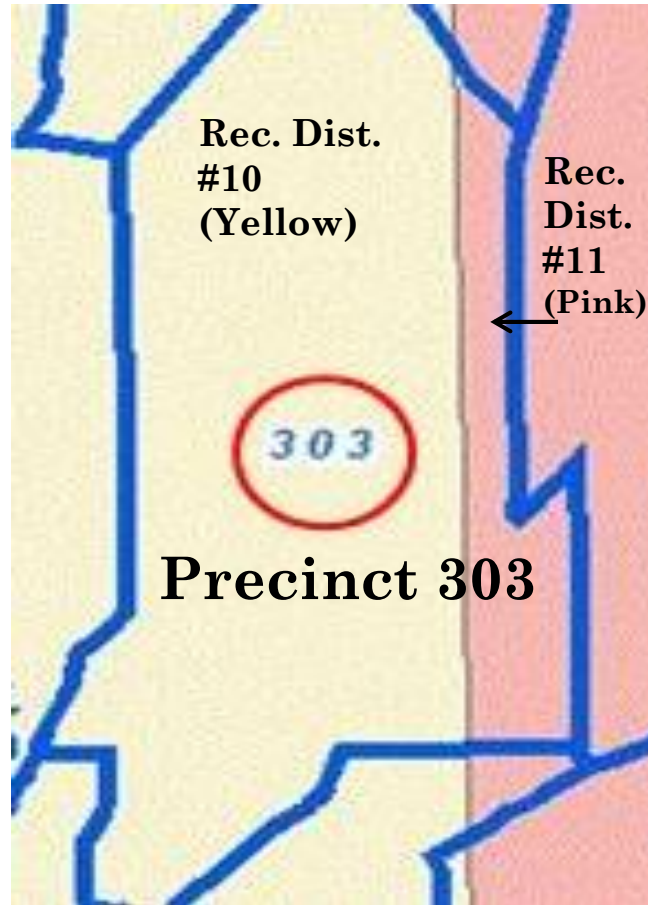
- A. For precincts WITHOUT A LOCKOUT, meaning all voters in the precinct may vote on every candidate race and proposition on the ballot, there will be no button number in the “Lockout Districts” column in the precinct register. The commissioner simply needs to activate the voting machine for each voter

## **7.19: Precincts with a Lockout**

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- A. For precincts WITH A LOCKOUT, meaning that not all voters may vote on every candidate race or proposition on the ballot, there will be a button number in the “Lockout Districts” column for each voter. The commissioner needs to look at the button number for each voter in the precinct register and activate the voting machine

*Some elections are not for “precinct-wide” issues, so everyone voting will not be eligible to vote for everything on the ballot. These voters will have a “lock-out.”*

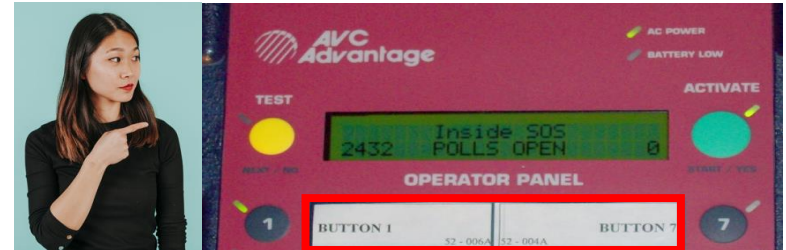


For example, there is a proposition for *Rec. Dist. #10 (yellow)* on the ballot. Some residents from precinct 303 will not be eligible to vote because they live in *Rec. Dist. #11 (pink)*.

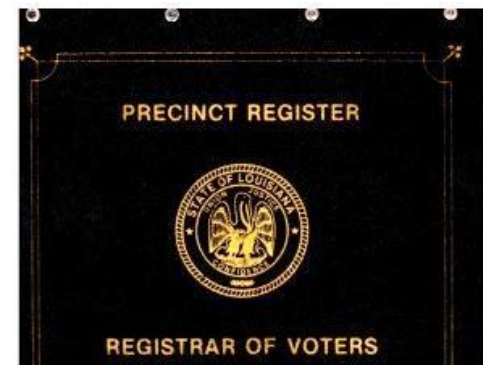
# Lockout Procedures

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- Look at your voting machine operator panel and see how many possible options (lockouts) your precinct has



- Use the **yellow** pad and write the options (lockouts) your precinct has
- Make several “lockout slips” for each option number on your operator panel
- Keep each lockout’s stack of **yellow** slips near the precinct register




# Lockout Procedures



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- The voting machine will need to be customized to select only those districts for which a voter is eligible
- This is managed by reviewing information in the “**Lockout Districts**” column in the precinct register (**page 50**), using the “lockout slips” and preparing the machine’s operator panel

Example Precinct Register

Ward: 01    Precinct: 001    PctBallot: 1    Election Date: 5/3/2014    Parish: EAST BATON ROUGE - 17    page: 1

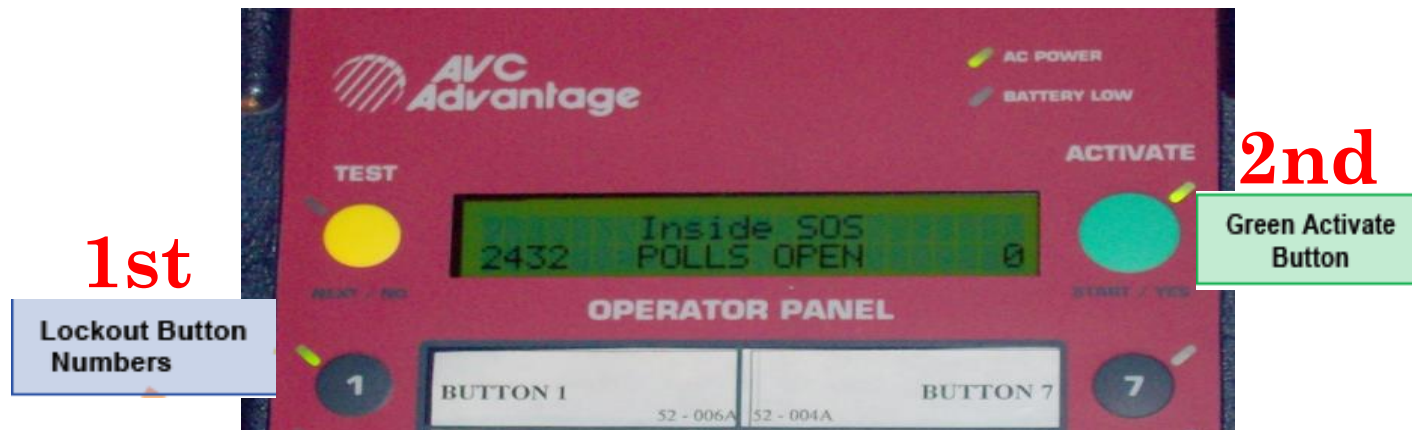
Voter Number	Name of Voter	Signature	Comm Initials	Barcode	Address DOB   Mother's Maiden Name	Lockout Districts	SEX	RACE	ASTY	PTY
1	ABOAGYE →					7 - BUTTON 7	F	O	Y	DEM



# Lockout Procedures

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- When there is a lockout, the machine operator needs to first press one of the option switches (lockout number) and then press the “ACTIVATE” button
- Pressing an option switch (lockout number) will customize the ballot for the voter so that they only vote on eligible races
- If a mistake is made in customizing the machine, press the correct option switch (lockout number) and then press the **green** “ACTIVATE” button again



# *Helping Your Team With Lockouts*

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Make sure you:

- Know that the machine has to be prepared with an option number and activated for each voter
- Reference the voter's lockout district which is on the far right of the same line as the voter's name in the precinct register
- Give the voter the specific **yellow** lockout slip that matches the voter's lockout district number
- Read the voter's lockout slip, select the option number, then activate the machine
- Recheck the voter's information in the precinct register and call the ROV office if a voter implies that a mistake has been made in customizing his ballot

**IF YOU CAN'T get through to the ROV, CALL  
THE COC OFFICE!**