

End of Night Procedures

Pg. 55



- At 8 p.m. commissioners must announce that voting is **OVER**
- If anyone is in line at 8:00 p.m. a commissioner should stand behind the last person in line

Closing Machines

Pg. 55

- Remove the voting machine keys from the “B” Envelope

VOTING MACHINE KEY ENVELOPE (DURING ELECTION)

PARISH	WARD	PRECINCT
East Baton Rouge	01	21C

BEFORE election, Commissioners fill in voting machine number in blanks and sign below.

11667	11668	11669

We hereby certify we have sealed in this envelope the keys which belong to the VOTING MACHINES NUMBERED ABOVE:

COMMISSIONER	Jan Snow	COMMISSIONER	John Doe
COMMISSIONER	Jane Doe	COMMISSIONER	Jen Snow
COMMISSIONER IN CHARGE	Laura Nottall		

DURING election, Commissioners keep this envelope sealed. ➡➡➡➡ **KEYS SEALED DURING VOTING**

If keys to the voting machine are needed during the election by an election official for repair, execute certificate on back of envelope.

AFTER election, Commissioners remove keys to close voting machines. Put this envelope in the C-03 envelope if any machine was opened for repair. If no machine was opened for repair, please discard this envelope.

B-02 (Rev. 6/15) Issued by SECRETARY OF STATE

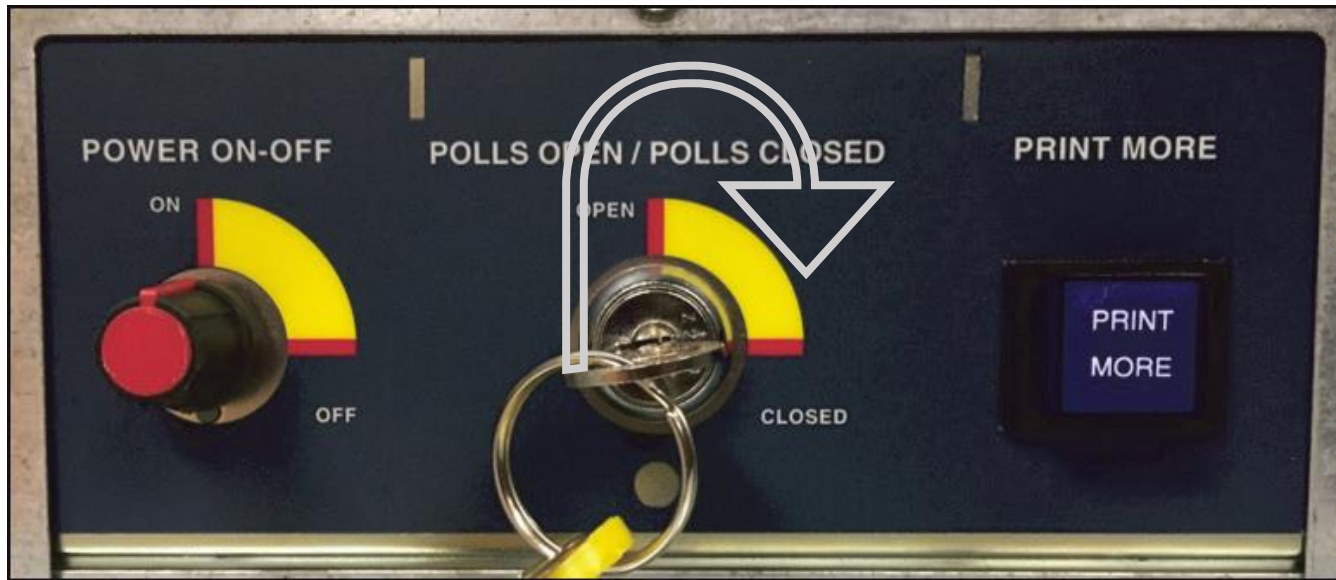
- Open the back door of the voting machine using the “**YELLOW BONDED** key”



Closing Machines

Pg. 55

Using the “**SILVER** key”, put key into poll switch and turn the key $\frac{1}{4}$ turn to the right to the “**CLOSED**” position, then remove the key
(DO NOT TURN THE KEY BACK TO OPEN!)



****Repeat this step for each machine at your precinct****

Closing Machines

Pg. 56

The AVC will automatically begin printing 4 Official Election Results Reports on the printer inside the machine

OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
Protective Counter	725	
Public Counter	75	
Precinct/Division TEST PRECINCT		
Polling Place ID	555555	
Ballot Version		
Report Source Internal Machine Memory		
ST. TAMMANY PARISH SAMPLE BALLOT ELECTION		
Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(1)	
D1		
D3 G. WASHINGTON	10	
D4 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(1)	
E1		
E3 LOUISE E. ANNA	10	
E4 MARTY GRAY	10	
E5 JIM BALAYA	5	
* TREASURER	(1)	
F1		
F3 DIAMOND JIM	10	
F4 DADDY WARBUCKS	10	
F5 JOHN DOUGH	5	
Write In Votes No Write In Votes In Memory		
Election Officers Please Complete After Closing The Polls We the undersigned Election Officers do hereby certify that on the _____ day of _____ 20____, this bound under the scrutiny of each machine. Closed the polls from further voting, obtained this printed record of votes cast on this machine and that after the polls closed, the Protective Counter read 73 and the Public Counter read 3 and the machine has been sealed with seal # _____		
Signed: _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
Protective Counter	725	
Public Counter	75	
Precinct/Division TEST PRECINCT		
Polling Place ID	555555	
Ballot Version		
Report Source Internal Machine Memory		
ST. TAMMANY PARISH SAMPLE BALLOT ELECTION		
Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(1)	
D1		
D3 G. WASHINGTON	10	
D4 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(1)	
E1		
E3 LOUISE E. ANNA	10	
E4 MARTY GRAY	10	
E5 JIM BALAYA	5	
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Signed: _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

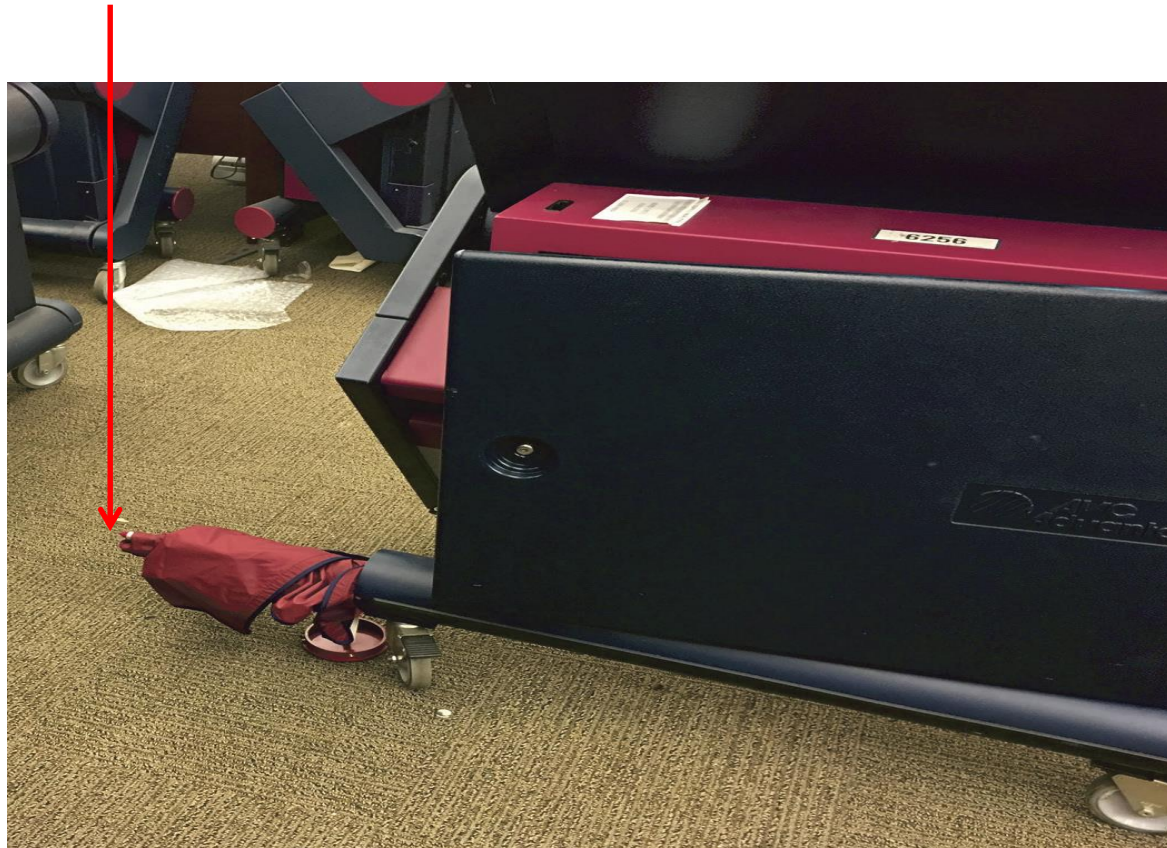
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Polling Place ID	555555	
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Candidate	Candidate Totals	Total
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Signed: _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

Closing Machines

Pg. 56

While the 4 Official Election Results Reports are printing, start closing up the front of the machine by removing the privacy curtain. Roll them up neatly, place in the curtain storage tube, and replace the lid.



Closing Machines

Pg. 57

Unlatch the top privacy panel from both sides and lower it to the voter panel. Fold the side privacy panels in place and lock using the “**YELLOW BONDED** key.” Remove the key.



Closing Machines

Pg. 57

Lower the voter panel to the DOWN position. Do this by pulling the **maroon** latch release. DO NOT FORCE THE VOTER PANEL DOWN!



Closing Machines

- Important! Be sure that 4 copies of your results reports are completely printed before removing the results cartridge. If not, your cartridges will not read & your results will need to be manually entered by election staff...VERY BAD!!!!
- It is imperative that a copy of the election results & the results cartridge from each machine are brought in election night. If you forget an election results report, you will need to wait until your cartridge is read. If you forget a results cartridge, you'll have to go back to the precinct to retrieve it.



Closing Machines

Pg. 57

Turn the **RED** POWER SWITCH $\frac{1}{4}$ turn to the right to the “OFF” position



Closing Machines

Pg. 58

Break the seal attached to the results cartridge lid cover. Place the results cartridge and the broken seal in the clear COC bag

*****NEVER TRY AND PUT THE CARTRIDGE BACK IN AFTER REMOVED*****



Closing Machines

Pg. 58

- Place the operator panel in its storage location in the back of the machine. Put the black audio equipment bag in the storage location.
- Unplug the AC power cord and walk it into the machine. **DO NOT UNPLUG THE POWER CORD AND LET IT GO. IT COULD CAUSE INJURY!**



Closing Machines

Pg. 59

Distribute all 4 Official Election Results reports as follows:

- One in the Gold S-19 Secretary of State Envelope
- One in the Pink ROV envelope
- One in the Clear Plastic Bag
- One posted on the outside wall or inside on glass so that they public may view from the outside of the location

TAMPER - PROOF ENVELOPE - DO NOT OPEN AFTER SEALING

NO POSTAGE NECESSARY
IF MAILED IN THE UNITED STATES

ELECTION MAIL

AFTER ELECTION COMMISSIONERS INCLUDE THE FOLLOWING IN THIS ENVELOPE

- ONE (1) POLL LIST (PL-55-004)
- ONE (1) MACHINE CERTIFICATES (yellow copy) (MC-52)
- ONE (1) OFFICIAL ELECTION RESULTS REPORT (from each machine)

SEALING - ENVELOPE CHECKS ARE BACK

SECRETARY OF STATE
P.O. BOX 9425
BATON ROUGE, LA 70804-9425

S-19 Secretary of State's Envelope

TAMPER - PROOF ENVELOPE - DO NOT OPEN AFTER SEALING

REGISTRAR OF VOTERS ENVELOPE

After Election

COMMISSIONERS include the following COMPLETED FORMS in this envelope:

- ACC - ADDRESS CONFIRMATION CARDS - ELECTION DAY, IF ANY
- A-54 - VOTER IDENTIFICATION AFFIDAVIT FORMS, IF ANY
- CV-56 - CHALLENGES OF VOTER FORMS (PINK COPY), IF ANY
- LA-VRA - VOTER REGISTRATION APPLICATIONS, IF ANY
- MC-52 - MACHINE CERTIFICATES (PINK COPY)
- NH - NOTATION OF IRREGULARITIES FORM (PINK COPY)
- ONE (1) OFFICIAL ELECTION RESULTS REPORT FROM EACH MACHINE
- ONE (1) POLL LIST (PL-55-004)
- PBA - PHYSICAL DISABILITY AFFIDAVITS, IF ANY
- PRC - PHYSICIAN CERTIFICATE OR DISABILITY DOCUMENTATION

****ALL UNUSED FORMS ARE TO BE RETURNED IN THE GREEN CANVAS BAG****

DISPOSITION: ATTACH TO RECENT REGISTER (FOR DELIVERY TO REGISTRAR OF VOTERS)

Revised and Formatted by the Secretary of State

PRECINCT
A02

Machine Certificates
From Table 10-10-10
No (1) Machine Book Page

All Results Certificates

Machine Certificates
From Table 10-10-10
No (1) Machine Book Page

Disposal Instructions
1. All unused forms are to be returned in the green canvas bag.
2. All unused forms are to be returned in the green canvas bag.

Official Election Results Report

Machine Certificates
From Table 10-10-10
No (1) Machine Book Page

All Results Certificates

Machine Certificates
From Table 10-10-10
No (1) Machine Book Page

Disposal Instructions
1. All unused forms are to be returned in the green canvas bag.
2. All unused forms are to be returned in the green canvas bag.

Closing Machines

Pg. 59

- Lock the rear door using the “**YELLOW BONDED** key”
- Place the keys in the “C” key envelope

VOTING MACHINE RETURN KEY ENVELOPE (AFTER ELECTION)

PARISH	WARD	PRECINCT
East Baton Rouge	01	26C

AFTER election, Commissioners fill in voting machine number in blanks and sign below.

11667	11668	
_____	_____	_____
_____	_____	_____

We hereby certify the enclosed keys belong to VOTING MACHINES NUMBERED ABOVE:

COMMISSIONER <u>Jon Snow</u>	COMMISSIONER <u>John Doe</u>
COMMISSIONER <u>Jane Doe</u>	COMMISSIONER <u>Jen Snow</u>
COMMISSIONER-IN-CHARGE <u>Laura Nottall</u>	

AFTER election, Commissioner-in-Charge place all keys and ANY B-02 ENVELOPES WHICH WERE OPENED FOR MACHINE REPAIR IN THIS ENVELOPE. Seal envelope in presence of Commissioners, and deliver on election night to your CLERK OF COURT.

C-03 (Rev. 6/15) Issued by SECRETARY OF STATE

Machine Certificate #2

Pg. 61

1. Time the machines were closed
2. Public Counter Numbers (found on machine's operator panel)
3. Protective Counter Numbers (found on machine's operator panel)
4. Any visible damage to the machines
5. Precinct Register Seal (ROV Bag Seal)

III. All Commissioners sign and list the time and date of signatures

II. CERTIFICATE NO. 2 - FILLED IN AT THE CLOSING OF POLLS

	SERIAL #	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE
1. At <u>8:10</u> p.m., voting machines were closed against further voting. Serial numbers on machines closed were the following:	Serial #	1167	1168	1169	1170		
2. PUBLIC COUNTER NUMBERS (right side of the operator panel) shown were the following:	Public Counter #	62	30	5	5		
3. PROTECTIVE COUNTER NUMBERS (left side of the operator panel) were the following:	Protective Counter #	1187	1030	1105	1205		
4. List any visible damage at the close of the election to a voting machine by serial number that occurred during the election:	Visible Damage	None	None	None	None		

5. The Precinct Register was resealed by the commissioners at the end of the election with seal number(s): 746511

6. After locking machines, place voting machine keys into the C-03 Envelope, sign, and deliver to the clerk of court in the Clear Plastic Zipper Bag.

III. COMMISSIONER CERTIFICATION - SIGNED AFTER COMPLETION OF BOTH CERTIFICATES

IN WITNESS WHEREOF, we have signed our names at 8:25 p.m., on the 5th day of April, 20 18

Commissioner-in-Charge Signature: Jon Williams

Commissioner's Signature: Wilma Farrah

Commissioner's Signature: Jon White

Commissioner's Signature: Justin Hillman

Commissioner's Signature: Jared Gray

DISTRIBUTION: Original (white) is delivered to the Clerk of Court in the Clear Plastic Zipper Bag, the yellow is put into the S-19 (Secretary of State Envelope), and the pink is put in the ROV Envelope (Registrar of Voters Envelope).

Prepared and Furnished by Secretary of State

Machine Certificates (MC-52) Rev. 1/19



End of Night
ROV Bag Seal

AFFIDAVIT OF PAYROLL AND NON-DISCLOSURE FOR ELECTION DAY COMMISSIONERS

Pg. 62

Use Ballpoint Pen – Press Hard

St Tammany Parish 00 Ward 999 Precinct Date 01/01/year

Each commissioner shall complete his or her payroll information below and sign. By signing this affidavit, each commissioner swears that the payroll information herein is true and correct to the best of his or her knowledge and acknowledges that he or she is prohibited by law from disclosing any confidential voter information listed in the precinct register.

NAME (Please Print)	MAILING ADDRESS (Please Print)	SIGNATURE (of Commissioners)	INITIALS	HOURS WORKED (Ex. 5:30am-8:30pm)
John Doe Commissioner Last four SSN's <u>0001</u>	123 my street, my city, La 70000	<i>John Doe Junior</i>	JD	6:30am 8:17pm
Johnny S. Doe III Commissioner Last four SSN's <u>0000</u>	789 1st street, my city, La 70000	<i>John Doe</i>	JSD	6:30am 8:17pm
Jane Marie Little Commissioner Last four SSN's <u>0002</u>	456 same street, same city, La 70000	<i>Jane M Little</i>	JML	6:30am 8:18pm
Commissioner Last four SSN's _____				
Sally Note Me Commissioner-in-Charge Last four SSN's <u>0003</u>	789 Any street, same city, La 70000	<i>Sally N Me</i>	SNM	6:30am 8:18pm

Sign at the END of the night

Disposition:
Place in the clear plastic zipper bag which is to be delivered to the Clerk of Court.
Rev. 6-15

Affidavit of Payroll & Non-Disclosure (AFF-PND)
Prepared & Furnished By Secretary of State

No one can sign for you!

AFFIDAVIT OF PAYROLL AND NON-DISCLOSURE FOR ELECTION DAY COMMISSIONERS

Pg. 62

Use Ballpoint Pen – Press Hard

St Tammany Parish 00 Ward 999 Precinct Date 01/01/year

Each commissioner shall complete his or her payroll information below and sign. By signing this affidavit, each commissioner swears that the payroll information herein is true and correct to the best of his or her knowledge and acknowledges that he or she is prohibited by law from disclosing any confidential voter information listed in the precinct register.

NAME (Please Print)	MAILING ADDRESS (Please Print)	SIGNATURE (of Commissioners)	INITIALS	HOURS WORKED (Ex. 5:30am-8:30pm)	
<u>John Doe</u> <small>Commissioner</small> Last four SSN's <u>0001</u>	<u>123 my street, my city, La 70000</u>	<i>John Doe Junior</i>	<u>JD</u>	<u>6:30am</u>	<u>8:17pm</u>
<u>Johnny S. Doe III</u> <small>Commissioner</small> Last four SSN's <u>0000</u>	<u>789 1st street, my city, La 70000</u>	<i>John Doe</i>	<u>JSD</u>	<u>6:30am</u>	<u>8:17pm</u>
<u>Jane Marie Little</u> <small>Commissioner</small> Last four SSN's <u>0002</u>	<u>456 same street, same city, La 70000</u>	<i>JaneMlittle</i>	<u>JML</u>	<u>6:30am</u>	<u>8:18pm</u>
<small>Commissioner</small> Last four SSN's _____					
<u>Sally Note Me</u> <small>Commissioner-in-Charge</small> Last four SSN's <u>0003</u>	<u>789 Any street, same city, La 70000</u>	<i>SallyNMe</i>	<u>SNM</u>	<u>6:30am</u>	<u>8:18pm</u>

The Commissioner-in-Charge should ensure that
all documentation is complete, prior to signing.

Incomplete or inaccurate information slows
processing your paycheck.

Inside the Clear bag

see pages 66-67

This is the clear bag the CIC brings to the COC at the end of Election Night

This would include the following:

- All Machine Cartridges
- Original White Machine Certificate
- 1 Election Results Report (tape) from each machine
- Clasp “C” key envelope with keys from each machine
- Completed Affidavit of Payroll and Non-Disclosure
- White Copy of the Notation of Irregularities form
- White Copy Challenge of Voter
- 1 Red cartridge seal from each machine
- Completed Green “Tell Us About Your Day” form
- Completed Purple Safety Checklist
- Beige Incident Report (even if unused)
- Red Binder with stickers - Election Day Information

- ***In addition to the Clear bag bring the PSE envelope with all your used supplies & posted signage & S-19 SOS envelope (to be mailed)***
- ***For Federal Elections only you need to include the “Provisional Ballot Envelope”***

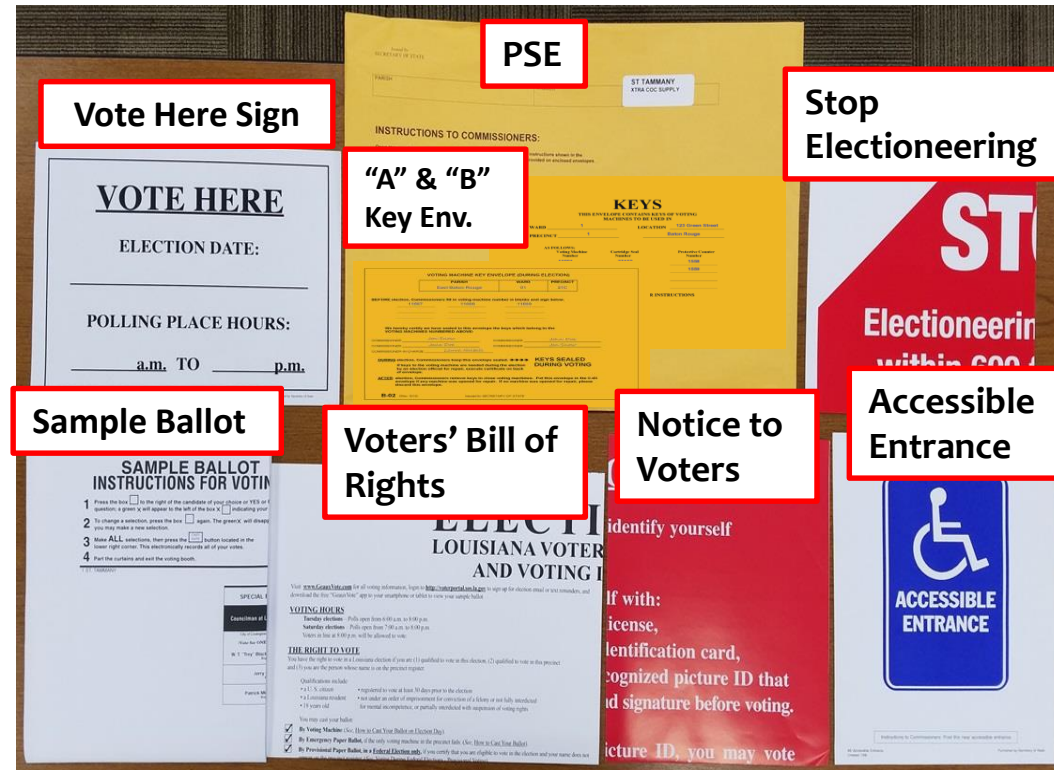


Inside the PSE

You will place all the **informational signs** that were posted around your precinct walls. **This envelope is brought back to the COC at the end of the night**

This would include the following:

- Vote Here Sign
- Sample Ballot Poster
- Election Day Voters' Bill of Rights Poster
- Notice to Voters Sign
- Accessible Entrance Sign
- STOP Electioneering Sign



The “A” key envelope is to be placed in the PSE envelope. If you didn’t have to open the “B” key envelope for a warehouse technician and only opened it at the end of the night to unlock the machines, you will need to place the “B” key envelope inside the PSE envelope.

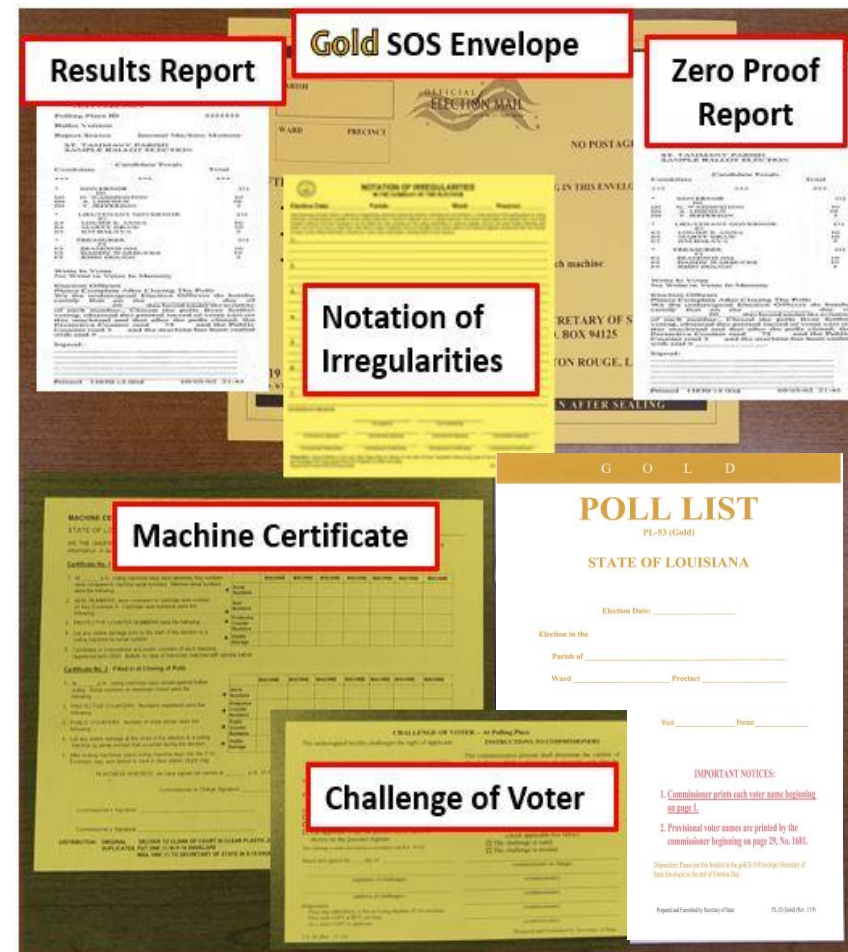
Inside the S-19 Envelope

see page 64

The CIC will need to **mail** this envelope to the Secretary of State office at the end of the night

This would include the following:

- Signed Yellow Poll List
- 1 Election Results Report (tape) from each machine
- 1 Zero Proof Report (tape) from each machine
- Yellow Copy of Machine Certificate
- Yellow Copy of Notation of Irregularities



You will place anything
“Yellow” or “Gold”
that was used during
Election Day

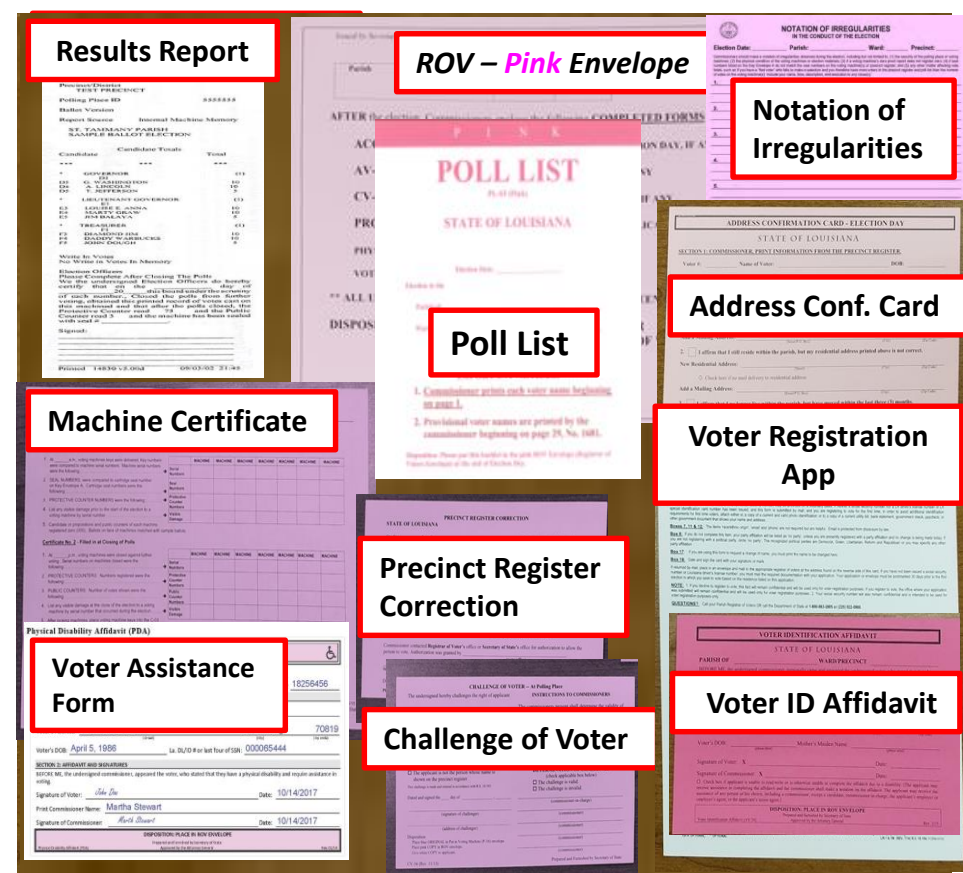
Inside the ROV *Pink* Envelope

see page 63

This envelope goes inside the ROV bag
(**green nylon bag** with **pink** tag) in the
audio machine, at the end of the night

This would include the following:

- 1 Election Results Report (tape) from each machine
- **Pink** Copy of the Machine Certificate
- **Pink** Copy of the Notation of Irregularities form
- Signed **Pink** Poll List
- Completed Address Confirmation Card
- Completed Voter Identification Affidavit
- Completed **Pink** Precinct Register Correction
- Completed **Pink** Copy of the Challenge of Voter form
- Completed LA Voter Registration Application
- Completed Voter Assistance Form
- Physician's Certificate for Assistance
- Written, signed statements regarding voter's inability to read



Additional items for the Registrar of Voter's **green nylon bag**:

- Black precinct register binder
- Absentee supplemental list (L-SL) if any, along with envelope **placed** in the **back** of the **precinct register binder**
- ROV White Binder

Inside the General Forms Clear Bag

see page 65

This bag needs to go inside the **green canvas bag** (SOS bag) and stays in the **lead machine** at the end of the night

In the clear bag:

- All clean and unused signs and forms

In the **green canvas bag**:

- Blue Painters Tape
- Informational Pamphlet for Election Day Voting (IP-ELECT DAY)
- Yellow Pad
- Morning's broken red seal from ROV green nylon bag
- Pens (that still write)
- Laminated Audio Voting Keypad Quick Chart
- Page Magnifier and Magnifying Ruler
- Braille Book for Audio Voting Instructions (AVK-B)
- Federal Election Only - Braille Book for Federal Elections/Provisional Voting Information (CI-S1) in the Braille Book Envelope (BBE)

