

WELCOME TO THE

St Tammany Parish Clerk of Court

WEBINAR

Please Mute Your Audio

Melissa R. Henry

Clerk of Court
St. Tammany Parish



Pre-Election Course
of Instruction for the
November 3, 2020
&
December 5, 2020
Elections



Melissa R. Henry

Clerk of Court
St. Tammany Parish



November 3, 2020 Election

10 Days of Early Voting:

October 16 – 27, 2020

Early Voting Hours

8:00 am - 7:00 pm Sundays: Closed

For early voting locations, please go to: <http://www.stprov.org/>

or <https://voterportal.sos.la.gov/Home/VoterLogin> or you can

call (985) 809-5500

December 5, 2020 Election

7 Days of Early Voting:
November 20 – 28, 2020

Early Voting Hours
8:30 am - 6:00 pm Sundays: Closed

For early voting locations, please go to: <http://www.stprov.org/>
or <https://voterportal.sos.la.gov/Home/VoterLogin> or you can
call (985) 809-5500

Election Day

- For the Tuesday November 3 election, Commissioners must report to the precinct by **5:00 a.m. to set up the voting location for social distancing and wear their PPE.** Voting to begin at **6:00 a.m.**
- For the Saturday December 5 election Commissioners must report to the precinct by **6:00 a.m. to set up the voting location for social distancing and wear their PPE.** Voting to begin at **7:00 a.m.**

Lockout Procedures

7.18: Precincts without a Lockout

Pg. 49

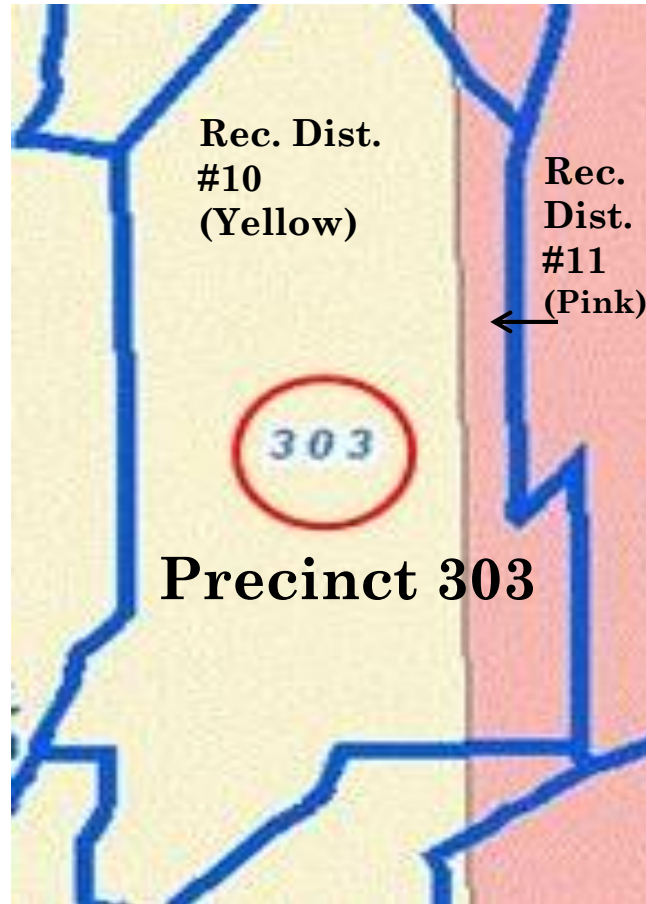
- A. For precincts WITHOUT A LOCKOUT, meaning all voters in the precinct may vote on every candidate race and proposition on the ballot, there will be no button number in the “Lockout Districts” column in the precinct register. The commissioner simply needs to activate the voting machine for each voter

7.19: Precincts with a Lockout

Pg. 50

- 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)*.

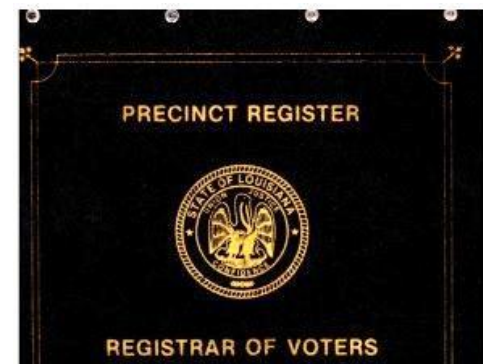
Lockout Procedures

Pgs. 49-51

- 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

Pgs. 49-51

- 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	AST	PRTY
	ABOAGYE →					7 - BUTTON 7				

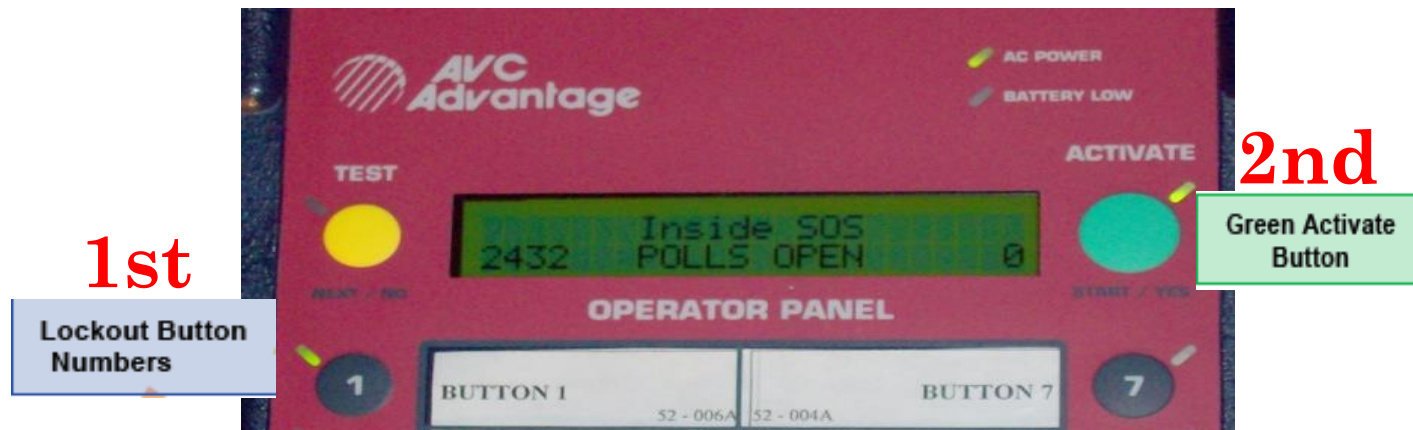
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 cm

7

Lockout Procedures

Pgs. 49-51

- 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

Pgs. 49-51

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!**

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	COMMISSIONER
Jon Snow	John Doe
Jane Doe	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

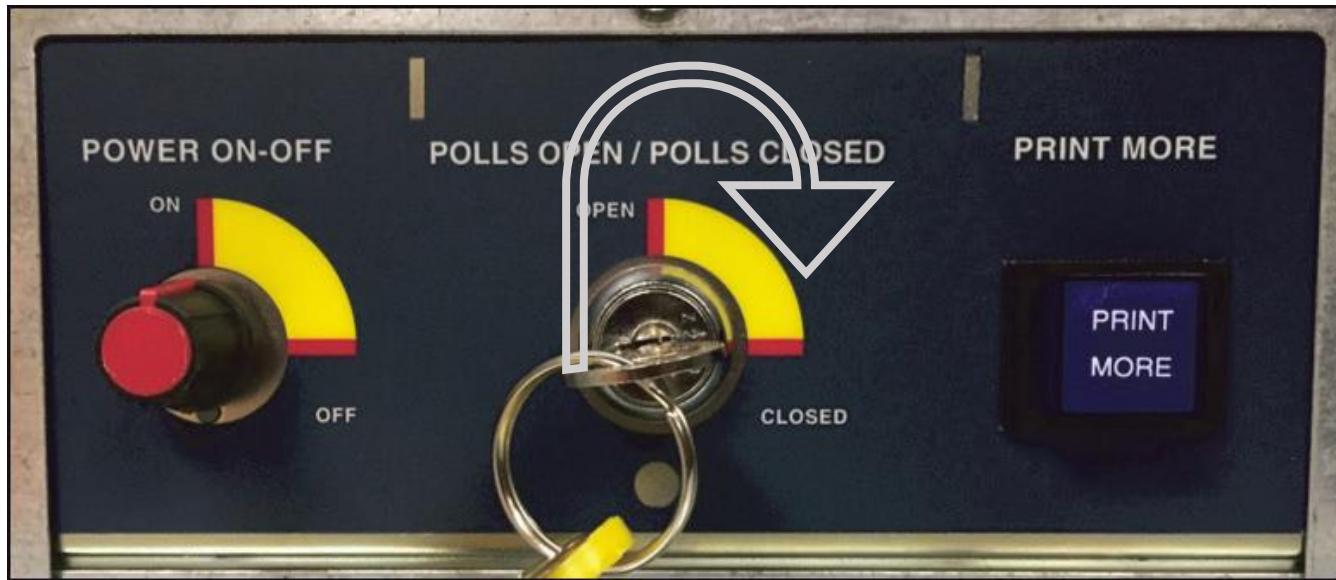
- Open the back door of the voting machine using the “**YELLOW BONDED** key”



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/Dispers	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/Dispers	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		
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Signed: _____ _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

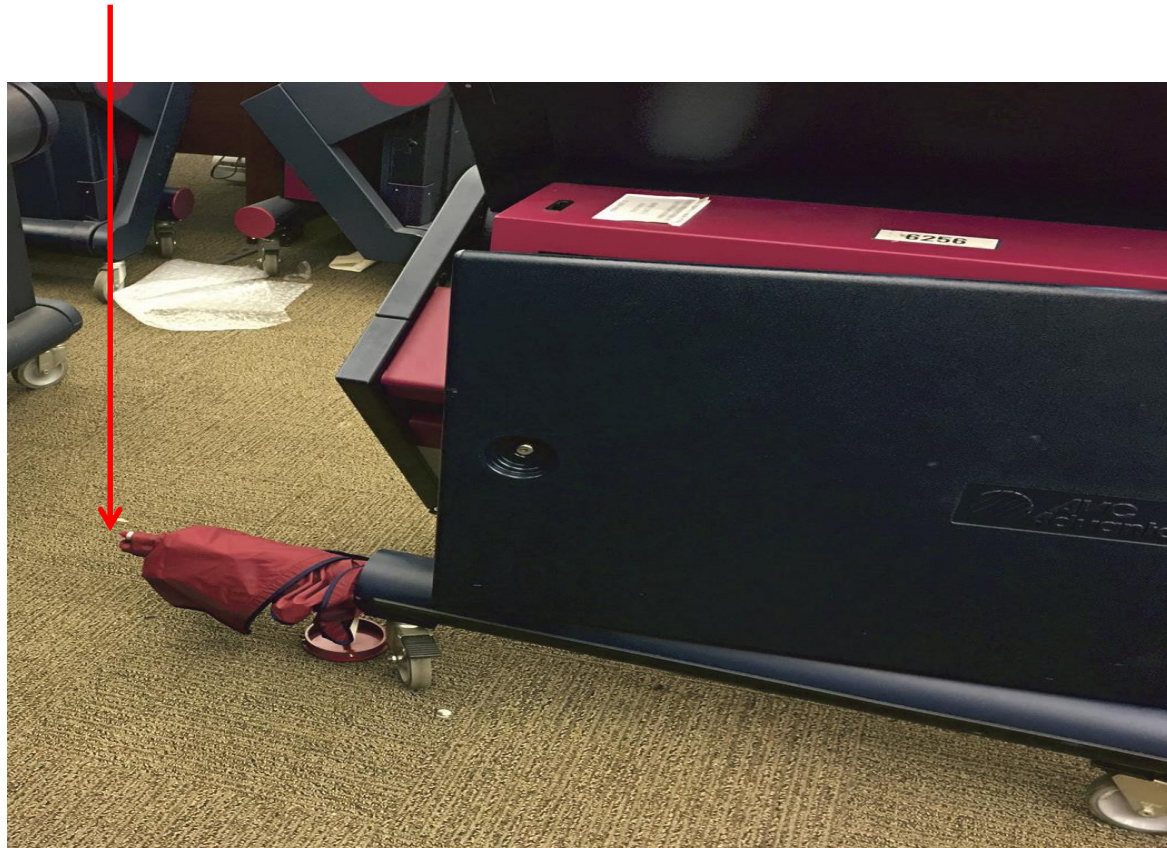
OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
Protective Counter	725	
Public Counter	75	
Precinct/Dispers	TEST PRECINCT	
Polling Place ID	555555	
Ballot Version		
Report Source	Internal Machine Memory	
ST. TAMMANY PARISH SAMPLE BALLOT ELECTION		
Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(1)	
D1		
D3 G. WASHINGTON	10	
D4 A. LINCOLN	10	
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* LIEUTENANT GOVERNOR	(1)	
E1		
E3 LOUISE E. ANNA	10	
E4 MARTY GRAY	10	
E5 JIM BALAYA	5	
* TREASURER	(1)	
F1		
F3 DIAMOND JIM	10	
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Signed: _____ _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
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Public Counter	75	
Precinct/Dispers	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	
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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		

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!**



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

[illegible]

Period	Word	Phrase
<h2 style="margin: 0;">REGISTRAR OF VOTERS FORMS</h2>		
<p>AFTER this election, COMMISSIONERS submit the following COMPLETED FORMS in this envelope:</p>		
<ul style="list-style-type: none"> • ACC - ADDRESS CONFIRMATION CARDS- ELECTION DAY, IF ANY • A-V-I - VOTER IDENTIFICATION AFFIDAVIT FORMS, IF ANY • C-V-S - CHALLENGES OF VOTER FORMS (PINK COPY), IF ANY • L-A-V-R - VOTER REGISTRATION APPLICATIONS, IF ANY • M-C-S - MACHINE CERTIFICATES (PINK COPY) • N-O-I - NOTATION OF IRREGULARITIES FORM (PINK COPY) • O-F-F - OFFICIAL ELECTION RESULTS REPORT FROM EACH MACHINE • P-L-I - POLL LIST (P-I-S-H-I-N-G) • P-D-A - PHYSICAL DISABILITY AFFIDAVITS, IF ANY • P-R-C - PRECINCT REGISTER CORRECTION FORMS, IF ANY • P-S-C - PRECINCT REGISTER CORRECTION DOCUMENTATION • P-S-C - ANY PRECINCTS CERTIFICATES OR DISABILITY DOCUMENTATION 		
<p>** ALL UNUSED FORMS ARE TO BE RETURNED IN THE GREEN CANVAS BAG **</p>		
<p>DISPOSITION: ATTACH TO PRECINCT REGISTER (FOR DELIVERY TO PRECINCT OF VOTERS) Store and Retain for the Duration of the Term Also prepare an Index through the EVS</p>		

[illegible][illegible]

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 Noitall</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):							
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)
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

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
- Clapsed “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”***

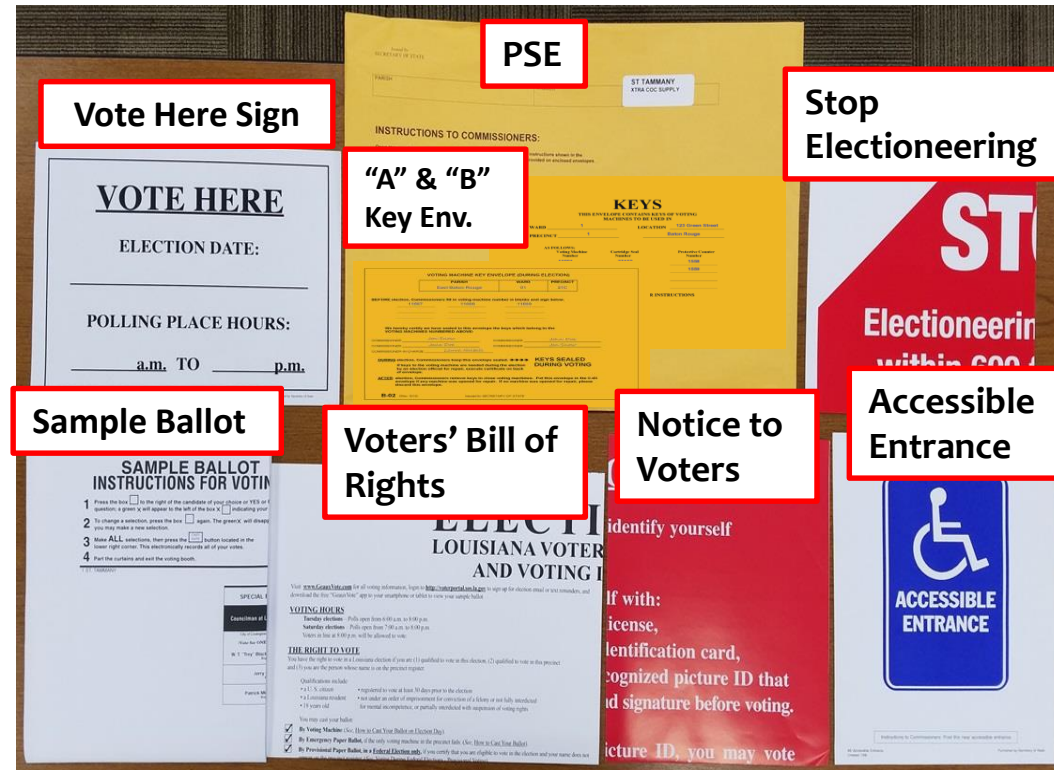


Inside the PSE

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.

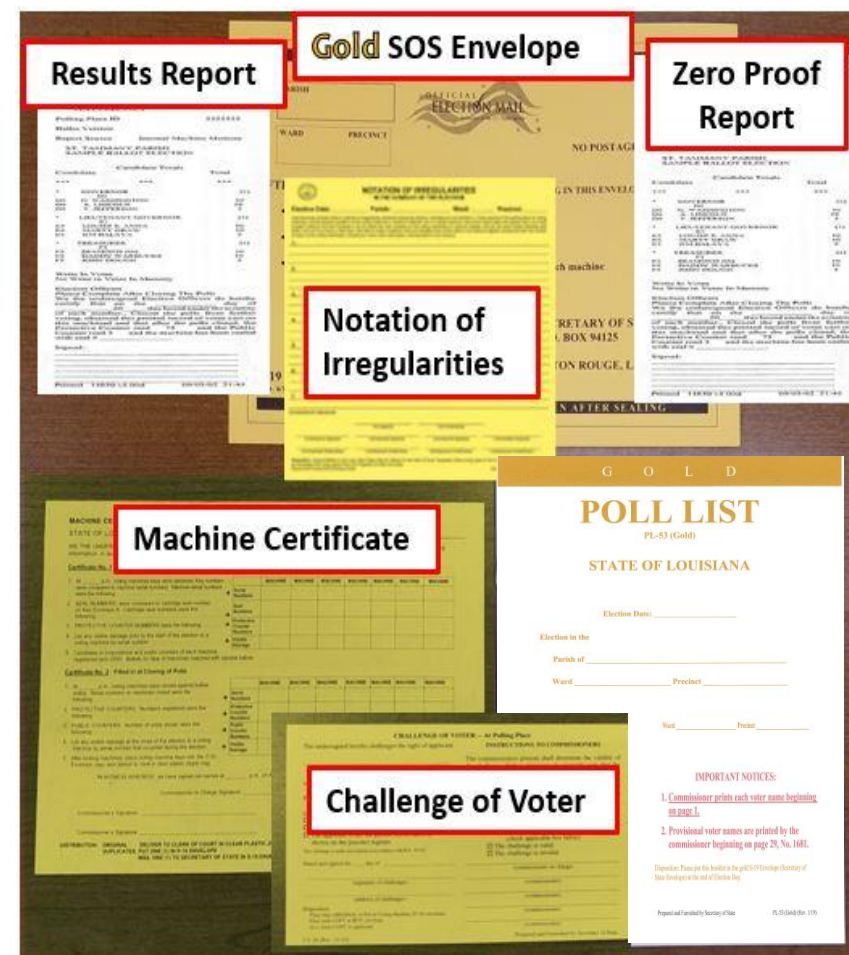
Inside the S-19 Envelope

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

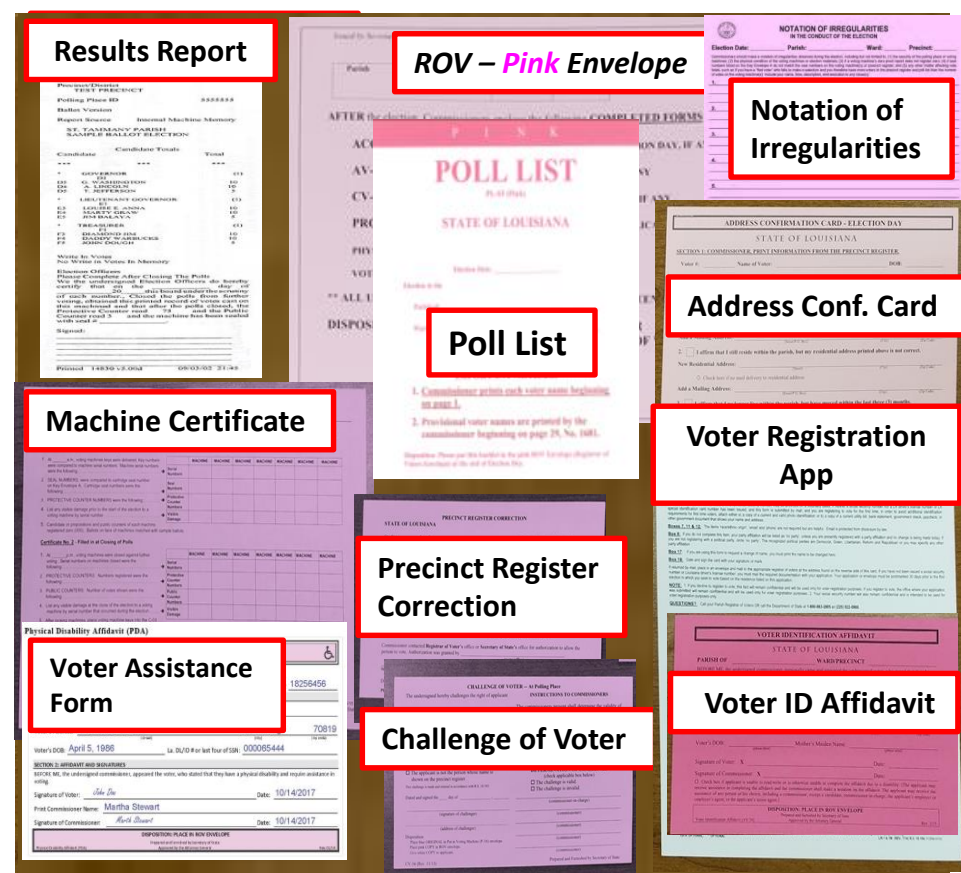
Inside the ROV *Pink* Envelope

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

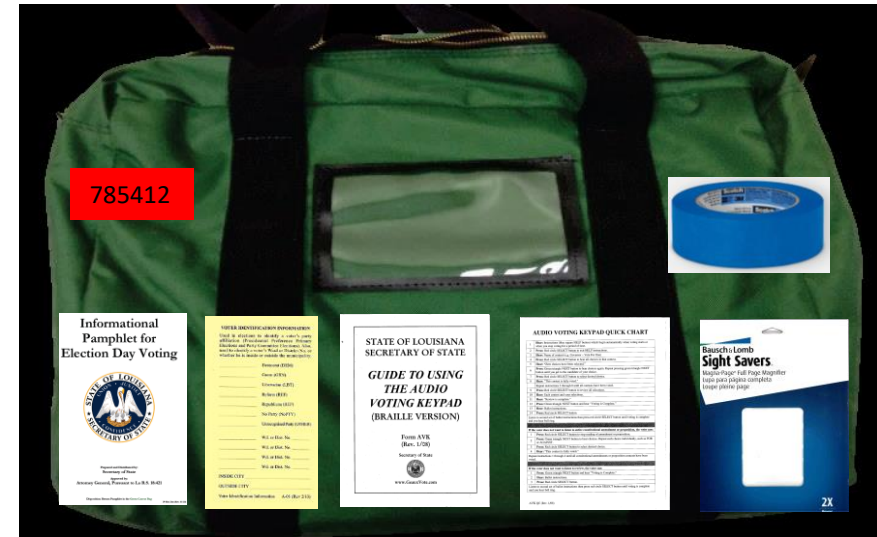
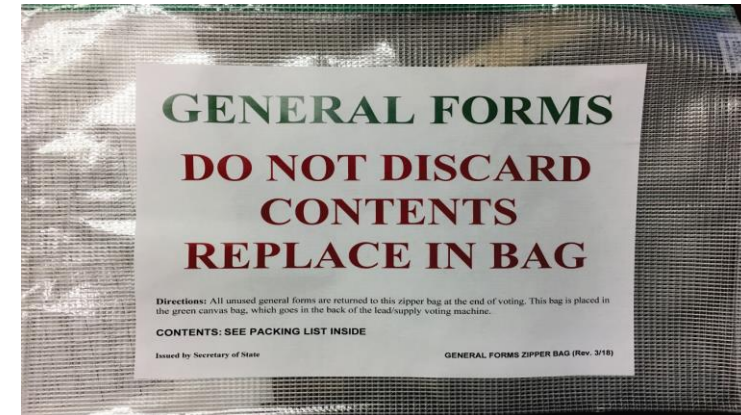
This bag needs to go inside the **green canvas bag** (SOS bag) and stays in the **lead machine** at the end of the night

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)



ELECTION DAY PPE/SOCIAL DISTANCING SUPPLY BAGS

Each precinct will receive one bag of PPE and supplies for sanitizing and social distancing. Each bag contains the following:

Hand Sanitizer



Gloves



Face Masks



Face Shields



ELECTION DAY PPE/SOCIAL DISTANCING SUPPLY BAGS

Each precinct will receive one bag of PPE and supplies for sanitizing and social distancing. Each bag contains the following:

Disinfectant Wipes



Six-Foot Marker Cones (not to be used)



Six-Foot Measuring Tape



COVID-19 Personal Protective Equipment - PPE

ANY UNUSED PPE equipment needs to be sent back to the Clerk of Court's office at the end of the night!

This would include any the following:

- **Unused Face Shields**
- **Unused Face Masks**
- **Unused nitrile gloves**
- **Unused Red Painter's Tape**



USED COVID-19 PPE

USED PPE EQUIPMENT NEEDS TO BE DISPOSED IN A PROPER MANNER

This would include any the following:

- **Used** Face Masks
- **Used** Nitrile Gloves
- ANY **used** portions of Red Tape **used** for social distancing purposes



Please DO NOT litter



***Please DO NOT send any used PPE back to our office.
If you do so, you would be exposing our staff unnecessarily.***

*What's on the
November 3
Ballot*

Parish Wide

President of the United States	United States Senator	U. S. Representative 1st Congressional District
Public Service Commissioner District 1	22 nd Judicial District Court District Attorney	22 nd Judicial District Court Judge Division J
Sports Wagering Proposition		

Parish Wide

7 Constitutional Amendments

Relating to right to and funding of abortion
Amends determination of fair market value of oil or gas well
Amends use of budget stabilization fund
Limits expenditure limit for State general fund
Authorizes cooperative endeavor tax exemptions
Increases income limit for homestead exemption special assessment level
Creates Louisiana unclaimed property permanent trust fund

To download a copy of the PAR guide for specific information on the Constitutional Amendments please visit:

<http://parlouisiana.org/publications-by-date/guide-to-the-constitutional-amendments/>

Precinct Specific

Ballot items for November 3

Constable Justice of the Peace Ward 2

ALL of

201	204	205	F01
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Parts of

202	203	206	207	302	303
------------	------------	------------	------------	------------	------------

Precinct Specific

Ballot items for November 3

Constable Justice of the Peace Ward 4

ALL of

401	402	403	404	405	407	408	410	411	412
413	414	415	416	417	418	419	420	421	422
426	427	429	430	M01	M02	M03	M04	M05	M06
M07	M08	M09	M10	M11					

Parts of

406	409	601	703	A02
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Precinct Specific

Ballot items for November 3

Constable Justice of the Peace Ward 6

ALL of

606	609
-----	-----

Parts of

406	409	503	504	601	602	603	604	605	801	P01
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Precinct Specific

Ballot items for November 3

Constable Justice of the Peace Ward 7

ALL of

701	704
------------	------------

Parts of

409	605	702	703	705	706
------------	------------	------------	------------	------------	------------

Precinct Specific

Ballot items for November 3

Constable Justice of the Peace Ward 10

ALL of

A03

Parts of

206	303	304	305	308	502	504	505	601	A01	A02	A04
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Precinct Specific

Ballot items for November 3

Justice of the Peace Ward 1

ALL of

101	102	103	104	105
106	107	108	110	111
112	113	114	115	116
118	MD1			

Precinct Specific

Ballot items for November 3

Justice of the Peace Ward 4

ALL of

401	402	403	404	405	407	408	410	411	412
413	414	415	416	417	418	419	420	421	422
426	427	429	430	M01	M02	M03	M04	M05	M06
M07	M08	M09	M10	M11					

Parts of

406	409	601	703	A02
-----	-----	-----	-----	-----

Precinct Specific

Ballot items for November 3

Justice of the Peace Ward 5

ALL of

501

Parts of

502	503	504	505	602
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Precinct Specific

Ballot items for November 3

Justice of the Peace Ward 8

ALL of

804	807	808	809	810	812	814	815	817	818	918
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Parts of

603	604	801	802	803	805	806	811	813	816
903	909	914	922	P01	S02	S03	S04	S05	S08
S11	S19	S21	S22	S23	S25				

*What's on the
December 5
Ballot*

Possible Run-offs

Parish Wide

United States Senator	U. S. Representative 1st Congressional District	Public Service Commissioner District 1
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Possible Run-offs

Precinct Specific

Constable Justice of the Peace Ward 4

ALL of

401	402	403	404	405	407	408	410	411	412
413	414	415	416	417	418	419	420	421	422
426	427	429	430	M01	M02	M03	M04	M05	M06
M07	M08	M09	M10	M11					

Parts of

406	409	601	703	A02
------------	------------	------------	------------	------------

Precinct Specific

Ballot items for December 5

RSCC Member 1st Senatorial District Division B

ALL of

802	803	815	902
903	914	P01	S01

Precinct Specific

Ballot items for December 5

RSCC Member 1st Senatorial District Division D

ALL of

S02	S03	S04	S05	S08	S09
S11	S19	S21	S23	S25	

Precinct Specific

Ballot items for December 5

RSCC Member 1st Senatorial District Division G

ALL of

910	911	921	S16
S17	S20	S22	S24

Precinct Specific

Ballot items for December 5

RSCC Member 1st Senatorial District Division H

ALL of

814	818	909	918	922
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Precinct Specific

Ballot items for December 5

RSCC Member 11th Senatorial District Division C

ALL of

110	310	C01	C02
C03	C04	C05	C11

Precinct Specific

Ballot items for December 5

RSCC Member 11th Senatorial District Division K

ALL of

404	405	413
417	418	429

Precinct Specific

Ballot items for December 5

RSCC Member 11th Senatorial District Division L

ALL of

104	105	107	114
115	401	MD1	

Precinct Specific

Ballot items for December 5

RSCC Member 11th Senatorial District Division M

ALL of

103	113	306
402	419	421

Precinct Specific

Ballot items for December 5

RSCC Member 12th Senatorial District Division E

ALL of

501	502	503
504	505	

Precinct Specific

Ballot items for December 5

**Proposition for Renewal of Additional
Maintenance & Operation Tax
Drainage Dist. 4**

Parts of

814



A thank you note from your Clerk



The COVID-19 Pandemic has forced all of us to experience life in ways many of us didn't think would be possible. Over the past several weeks we have seen how this virus has proven to be catastrophic for anyone especially for our demographic that fall into the COVID-19 high risk groups.

The safety, health and well being of our Commissioners and our Staff is my highest priority.

It is in our best interest and out of consideration for our most vulnerable citizens, that I'm asking you to use the PPE that will be provided to you on election day. Some of you may feel your immune system is great and strong but please remember, that is not the case for everyone around us.

I appreciate your attendance to this class. Now more than ever the election process will be possible thanks to your dedication and willingness to help us during these unprecedented times. Thank you for being the best!

Melissa R. Henry