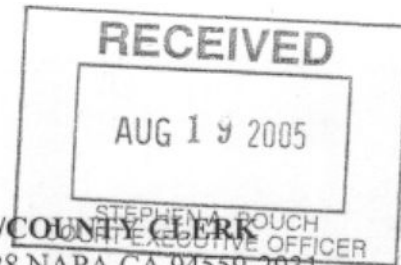




NAPA COUNTY

**JOHN TUTEUR
ASSESSOR-RECORDER-COUNTY CLERK**

ASSESSOR-RECORDER/COUNTY CLERK
1127 FIRST ST ROOM 128 NAPA CA 94559-2931
PHONE 707.253.4459 FAX 707.253.6171



August 19, 2005

The Honorable Richard Bennett, Presiding Judge
Superior Court of Napa County
825 Brown St
NAPA CA 94559

Your Honor:

Pursuant to Penal Code 933 this letter transmits my response as the elected Assessor-Recorder-County Clerk (in my ex-officio capacity as Registrar of Voters) to the Findings made by the 2004-2005 Grand Jury regarding the Napa County Elections Department.

I appreciated the professional manner in which the Grand Jury committee members approached their assignment. During my career with Napa County I have always found my interactions with Grand Jury members to be stimulating and educational.

Please call me at 707.253.4459 (direct line) or e-mail me at jtuteur@co.napa.ca.us if you wish to discuss this matter further.

Sincerely,


JOHN TUTEUR
ASSESSOR-RECORDER/COUNTY CLERK

PO BOX 5397
NAPA CA 94581-5397

NANCY WATT, COUNTY EXECUTIVE OFFICER

PAM KINDIG, NAPA COUNTY AUDITOR CONTROLLER

RESPONSE TO GRAND JURY REPORT 2005
ELECTIONS DEPARTMENT

Submitted by John Tuteur, Assessor-Recorder-County Clerk in his ex-officio capacity as Napa County Registrar of Voters.

FINDING 1: SECURITY AT THE ELECTIONS DEPARTMENT.

"The Registrar and Elections Department have taken commendable steps in securing their offices and records. However, some partitions continue to allow potential access to sensitive areas."

Response to Finding 1: We agree with this Finding. A team composed of Elections staff, Public Works staff, Communications staff, Information Technology staff and the Election Task Force formed by the County Executive Officer were responsible for the improved security. On behalf of all those people, I appreciate the commendation from the Grand Jury.

Recommendation 1: Registrar of Voters must extend all partitions to the ceiling on the perimeter of the Election Department's offices.

Response to Recommendation 1: This Recommendation has been implemented. The partitions on the perimeter of the Election Department have been extended to the ceiling by use of secure metal grates to prevent unauthorized access without disrupting the heating/air conditioning balance.

FINDING 3: LOGIC AND ACCURACY BOARD

"The Grand Jury finds that Napa County has been well served by the members of the L&A Board. Although they are well motivated in the goal of providing free and fair election results and are competent in performing their duties, the Grand Jury questions the potential for conflict of interest when members also work for the Election Department."

Response to Finding 3: We disagree with this Finding in part. I appreciate the Grand Jury's recognition of the excellent service provided by the Logic and Accuracy Board for many years. However, I disagree that there is a potential for conflict of interest in using persons experienced in elections procedures. California Elections Code §15000 sets forth the ballot tabulation testing requirements:

"No later than seven days prior to any election conducted pursuant to this code, the elections official shall conduct a test or series of tests to ensure that every device used to tabulate ballots accurately records each vote. The exact methods employed in this test shall conform to the voting procedures for the specific voting systems, as adopted by the Secretary of State."

The Elections Official is charged with the responsibility for conducting testing and therefore there is no conflict of interest in using personnel associated with the Elections Department. We conducted a survey of all 58 counties Elections Departments on the topic of logic and accuracy. Of the 24 counties who responded a number used internal staff to perform these functions. The other respondents used persons not associated with the elections department. In all but one of the counties, the elections official or his/her deputy appointed the members of the testing group.

FILED

AUG 19 2005

Clerk of the Napa Superior Court
By: C. Brennan
Deputy

Recommendation 3: The Grand Jury recommends that Napa County Board of Supervisors, with the assistance of the Registrar of Voters and the current members of the L&A Board, prepare written operating policies and procedures for the L&A Board including:

- **Expansion of duties and authority to include quality control of all Election Department activities.**
- **Qualifications of members.**
- **Method of appointment and term of service of board members.**
- **Compensation**
- **Description of possible conflicts of interest.**

Response to Recommendation 3: We disagree with this recommendation in part.

“ The Napa County Board of Supervisors . . . prepare . . .”

Response: The Board of Supervisors does not have a role in the testing of ballot tabulation. That role is assigned exclusively to the elections official under Elections Code section 15000. The reason for this assignment is that the elections official conducts elections for entities other than the Board of Supervisors, including Federal, State, municipal, and district elections.

“ prepare written operating policies and procedures for the L&A Board:”

Response: The primary source of policies and procedures for testing are set forth in Elections Code section 15000 as “the voting procedures for the specific voting systems, as adopted by the Secretary of State.” Prior to September 15, 2005, the Election Department will prepare a handbook with the appropriate procedures for the use of the logic and accuracy board.

“Expansion of duties and authority to include quality control of all Election Department activities.”

Response: Elections Code 15000 speaks only to testing of ballot tabulation devices. There is no basis for the Logic and Accuracy Board to have any other duties. None of the 24 respondent counties expand the functions of their testing personnel.

“Qualifications of members”

Response: Respondent counties do not have any qualifications or requirements other than “logical minds, ability to understand directions, availability for more than one election for 10 to 12 hours over a 3 week period.” As a pilot program for the November 2005 Special Election; the L&A Board will include one of our existing members and a member of the Napa County Auditor-Controller Internal Audit Staff.

“Method of appointment and term of service of board members.”

Response: For the pilot program the Registrar of Voters will ask the Auditor-Controller to select one staff member to serve on the L&A Board for the November 2005 Special Election. However, the basic responsibility for appointment of testing personnel remains with the elections official.

“Compensation”

Response: Compensation for County staff beyond their regular salary would be limited to overtime as warranted for testing outside of regular working hours. For non-employee volunteers, compensation would be based on a poll worker one-day rate for the entire testing process for any given election.

“Description of possible conflicts of interest.”

Response: As the responsibility for testing rests with the elections official, association with the elections department as pointed out in our response to this finding is not a conflict of interest. However, any member of the Logic & Accuracy Board would be excused if they had an association with any candidate or measure (other than measures related to all county employees or county residents) on the ballot for that election.

FINDING 4: CHAIN OF CUSTODY

“While observing election-day procedures, the Grand Jury noted a lack of documenting the chain of custody of election equipment and materials from the time they leave the Election Department until they return. Equipment and materials include voting machines, voting machine electronic storage cards, paper ballots (both used and unused) and associated items.”

Response to Finding 4: Disagree with this finding as chain of custody documentation exists and is used for every election.

Recommendation 4: The Register of Voters should establish a policy for tighter controls in the “chain of custody” of voting equipment and materials before, during and after elections.

Response to Recommendation 4: Paper ballots are no longer available at polling places. After receipt by our office from the printer, paper ballots are either handed to voters over the counter or sent via mail or other delivery service. Blank and voted paper ballots are kept in a secure area equipped with electronic locks that track the identity of the person who entered, motion sensor and intrusion alarms and video surveillance. These security measures are part of the improved security for which the Department received a commendation in Finding No. 1.

Touchscreen voting machines and the results cartridges (shown above as “voting machine electronic storage cards”) are stored at a secure warehouse. Once loaded for an election, the cartridges are sealed with tamper-proof seals in the machines and delivered to the polling places by County-supervised staff. After the polls are closed, the results cartridges are accounted for at the polling place and then returned to the central office by pairs of poll workers. All results cartridges are checked in twice by county-trained staff prior to delivery to the secure counting area. Once the results have been tabulated, the cartridges remain in a secure area in our office until the canvass is completed and the deadline for any election challenge has passed. The cartridges are then returned to the secure warehouse.

Attached are Chain of Custody Documents including a summary and the appropriate instructions and forms.

Chain of Custody Summary

- The Edge machines are loaded with the cartridges (which collect the votes) within the secure environment of the warehouse.
- Each cartridge is fastened with a 'security seal' to the Edge machines.
- Each cartridge is labeled in accordance with the Edge machine.
- The Edge machines are loaded onto trucks by Public Works in the reverse order of their drop. Only machines to be dropped off are removed at each polling site.
- Each truck driver uses Attachment "A_delivery route addresses.doc" as loading instructions.
- The truck driver follows an assigned route and delivers each machine as assigned. The driver signs the attached form Attachment "B_delivery route for grand jury".
- Attachment A and B are returned to the Elections Warehouse Supervisor by each driver.
- The poll workers are instructed to check the security seal on each Edge machine and to call the Elections Supervisor if a seal is broken. The poll workers also do a check to ensure there are zero votes on each machine. Attachment "C_Accountability Sheet" documents this work.
- Attachment "D_scanned documents", includes the Inspector's Instructions and Check List along with instructions for each Envelopes 1, 1b, 2, 3, and 4. These documents further define the procedures. Please note that all cartridges must be returned so that the programs can run the final tally.
- The attached form Attachment "E_Precinct End of Night Gathering" outlines all the items that are included in the chain of custody and returned at the close of the polls.
- The poll workers use Attachment C at the close of the polls to document the number of voters on each Edge machine. They then break the seal and insert the cartridge into the assigned bag.
- The poll workers return all the items to the Election Department where it is signed in on Attachment "F_Election Night Return Sheet".
- The poll worker is given a receipt, which is Attachment "G_boxrect".
- Attachment H includes pages 40 through 43 from the Poll Worker Manual which includes directions for closing the polls and collecting the documentation.

Election

Truck Load #1

Stop 1-	251001 1-cart	Rancho De Napa Mobile Estates (Club House) 6468 Washington St., Yountville
Stop 2-	251002 1-cart	Community Hall Room #2 6516 Yount St., Yountville
Stop 3-	251004 1-cart	Lee Lounge Veterans Home, Yountville
Stop 4-	251005 1-cart	Hospital Chapel Veterans Home, Yountville
Stop 5-	211058 1-cart	Rutherford Grange Highway 29, Rutherford
Stop 6-	312153 1-cart	Sattui Winery 1111 White Lane, St. Helena
Stop 7-	332102 1-cart	Napa Valley College- Upper Valley Campus 1088 College Ave., St. Helena
Stop 8-	312154 1-cart	Stonebridge Apartments-Community Room 990 College Ave., St. Helena
Stop 9-	332101 1-cart	St. Helena City Library-Meeting Room 1492 Library Lane, St. Helena
Stop 10-	332104 1-cart	United Methodist Church of St. Helena 1310 Adams St., St. Helena
Stop 11-	332103 1-cart	Robert Louis Stevenson School 1316 Hillview Place, St. Helena
Stop 12-	312156 1-cart	Silverado Brewing Co. 3020 N St. Helena Highway Suite A, St. Helena
Stop 13-	343203 1-cart	Community Center Calistoga 1307 Washington St., Calistoga


Stop 14-	343204 1-cart	Rancho De Calistoga- Club House 2412 Foothill Blvd., Calistoga
Stop 15-	343202 1-cart	St. Luke's Mission 1504 Myrtle St., Calistoga
Stop 16-	343201 1-cart 313263 1-cart	Calistoga Fairgrounds- Garden Room 1435 North Oak St., Calistoga Calistoga Fairgrounds- Rock Room
Stop 17-	343205 1-cart	Calistoga Jr.-Sr. High School- Gym Foyer 1608 Lake St., Calistoga
Stop 18-	313262 1-cart	Monhoff Center 1505 Grant St., Calistoga
Stop 19-	312360 2-carts	Fire House Angwin
Stop 20-	312157 1-cart	Elmshaven Church-Tower Room 1 Woodland Dr., Deer Park
Stop 21-	312461 1-cart	Pope Valley Farm Center Pope Valley Rd., Pope Valley
Stop 22-	311050 1-cart	Capell Valley Mobile Home Park 6004 Monticello Rd., Napa
Stop 23-	411056 1-cart	Silverado Country Club-Chapellet Mondavi 1600 Atlas Peak Rd., Napa
Stop 24-	411052 2-carts	Vichy School- Multiuse Room 3261 Vichy Ave., Napa
Stop 25-	411053 1-cart	Welcome Grange 3275 Hagen Rd., Napa

Election _____ Truck Load #1

Delivery Completed

Signature and Date

Driver

	411053	411052	
	411052	411056	
311050	312461	312157	
312360	312360	313262	
343205	313263	343201	
343202	343204	343203	
312156	332103	332104	
332101	312154	332102	
312153	211058	251005	
251004	251002	251001	



Start Here

Loading End

Election _____

PRECINCT TOUCH SCREEN ACCOUNTABILITY

PLEASE WRITE PRECINCT NUMBER

<u>MACHINE NUMBER</u>	<u>START OF DAY</u>	<u>END OF NIGHT</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

INSTRUCTIONS: PLEASE WRITE DOWN ON THE "MACHINE NUMBER LINE" EACH MACHINE NUMBER IN YOUR PRECINCT.

START OF DAY: PRINT NUMBER FROM SCREEN
(SHOULD BE ZERO WHEN OPENING THE POLLS)

END OF DAY: PRINT NUMBER FROM SCREEN
(TOTAL NUMBER OF VOTERS FROM OFFICIAL RESULTS REPORT THAT APPEAR ON SCREEN)

INSPECTOR _____

JUDGE _____

CLERK _____

CLERK _____

PLEASE RETURN IN ENVELOPE NUMBER 4

Inspector's Instructions and Check List

- 7. Sign Tamper Proof Seal and after ALL the above items have been completed, place SEAL across envelope opening on Envelope No. 4. DO NOT COVER MAIN LABEL ON ENVELOPE NO. 4.
- 8. Count the number of signatures of voters on the Roster pages and enter this count on Certificate "A".
- 9. Complete and sign Certificate in the back of the Roster.
- 10. After signing Roster put it and the 3 sets of Index 3 into Envelope No. 3. CLOSE and PLACE IN BLACK BOX.
- 11. Make sure all election materials are in their appropriate envelopes or containers for return to the counting center.
- 12. Deliver the supplies as directed by the officer conducting the election. (NOTE: Two board members are to deliver the ballots and supplies.)

THE SEALED ZIPPERED RESULTS CARTRIDGE BAG with the memory cards AND ENVELOPE NO. 4 with the ballots and other election materials must be delivered IMMEDIATELY upon completion of the closing procedures.

THE FOLLOWING ITEMS WILL BE REQUIRED AT THE RETURN DROP-OFF LOCATIONS:

1. BLACK PRECINCT BOX containing
 - All polling supplies (signs, white supply box, etc.)
 - Envelope # 1
 - Envelope # 3
 - Provisional Ballot Kit Envelope with all unused supplies
2. ENVELOPE #4 containing
 - Envelope # 1B
 - Envelope # 2
 - Payroll & Oath
 - Touch Screen Precinct Accountability Sheet
3. CARD ACTIVATOR CASE containing:
 - Activator
 - Voter Cards
 - Power cord & Extension cord
4. SEALED, ZIPPERED RESULTS CARTRIDGE BAG containing:
 - ALL of the results cartridges from your Edge units. If all cartridges are not in the bag when you get to the drop off location, you will be required to return to the precinct to get ALL remaining cartridges after speaking with the Election Official in the office.

A. BEFORE ELECTION DAY (Inspector)

- 1. Sign Inspector's Declaration and submit as instructed.
- 2. Check precinct supply delivery at polling place.
- 3. Set up poll (day before election whenever possible, see Section B).
- 4. Verify that you have access to polling place on Election Day. (Obtain key, if necessary.)
- 5. Receive inspector's election supplies and sign receipt. (Supplies to be received at pollworker administrative class.)
- 6. Carefully check inspector's election supplies. If you find anything missing, immediately telephone the office from which you received the supplies. (There may be additional supplies included that are not listed on the inventory sheet.)
- 7. Contact other precinct board members and remind them to be present at 6:30 a.m. Election Day.

B. ELECTION DAY – Before the Polls Open

- 1. Report to polling place at 6:30 a.m.
- 2. Complete polling place setup:
 - a. Set up voting equipment. Use the instructions provided in the Poll Workers Manual for opening the polls.
 - b. Post three instructions to Voters posters (written, English and Spanish, Form D1103 or E1103) about the polling place.
 - c. Post in not less than one conspicuous location in the polling place a facsimile copy of the ballot and that portion of the ballot which contains the ballot measures and ballot instructions, printed in Spanish. (If the entire ballot is in Spanish, post a copy of the Spanish Ballot.)
 - d. Arrange the polling place with touchscreen voting machines, card activator and provisional ballot ballot box in view of those present.
 - e. Place the following items on the table BEFORE the polls open:
 - (1) Index of Registration.
 - (2) Official list of declared write-in candidates (if any).
 - (3) Roster of Voters.
 - (4) Ballpoint pens.
 - (5) Ballot pamphlets (if any).
 - (6) Provisional Ballot Kit. (Envelope includes envelopes, roster and Voter Registration Cards.)
 - (7) Telephone Cards.
 - f. Display the flag in the position visible to approaching voters.
 - g. Post Voter's Bill of Rights posters in at least two conspicuous locations, one inside and one outside of the polling place. (Elections Code Section 2300.)
 - h. Display "100 FEET" signs outside polling place, if provided.
 - i. Post precinct identification sign at entrance of polling place (optional).
 - j. Post two copies of the Index in separate, convenient places with easy access to voters outside the entrance to the polling place. Indexes must be posted with a warning notice advising voters it is a misdemeanor to deface the posted indexes. (Elections Code Section 14302.)
 - k. Sign Oath and Payroll Form. (If an election officer fails to report, refer to Elections Code Section 12313 See Election Officer Digest.) Place in Envelope No. 4.

Before the Polls Open (Continued)

- 1. Sign Declaration of Election Officers on the inside of the Roster Cover.
- m. Put on identification badges. (Fill in name and precinct number.)
- n. Record number of Provisional Ballots received on Ballot Statement.
- o. Mark the Roster with the designation "AV" in the appropriate line and column from your supplemental list of absentee voters supplied by the officer conducting the election, if this indication is not already on the Roster.
- p. Verify and sign the provided form that the public counter is zero (0) on each of the touch screen voting machines. Exhibit and close the empty provisional ballot box. Do not reopen until the polls close. AT THIS POINT REFER TO YOUR EDGE VOTING MACHING MANUAL.
- q. Declare the poll open at 7:00 a.m.

C. POLLS OPEN – 7 A.M.

- 1. Locate voter's name on the Index and announce it audibly.
- 2. Voter signs the Roster.
- 3. Issue Official Activation card when a voting machine is available.
- 4. After completing voting the voter returns the activation card to the poll worker and receives an "I Voted" sticker.
- 5. Update one copy of the Index located outside polling place hourly until 6:00 p.m. Draw a single line through the name of each voter who has voted.

BUT . . .

<p><i>What if there is a problem with the AVC Edge or card activator?</i></p> <p>If there are any equipment problems, refer to your Poll Worker's Manual and follow the instructions carefully and completely.</p>	<p><i>What if a voter's name is not on the Roster is marked "AV"?</i></p> <p>If the person has not voted the absentee ballot and cannot surrender the unvoted ballot, allow the voter to vote a provisional ballot. (Follow provisional instructions.)</p>
<p><i>What if a voter needs assistance?</i></p> <p>Check for grounds and follow procedure in Elections Code Sections 14282-14283. (See Elections Officers Digest.)</p>	<p><i>What if an unvoted absentee voter ballot is surrendered?</i></p> <p>Do not look at absent voter ballot. Just place it in Envelope No. 1 and follow normal procedure for voting.</p>
<p><i>What if a VOTED ABSENTEE BALLOT IS PRESENTED?</i></p> <p>A voter may deliver his or her own VOTED ABSENTEE BALLOT TO ANY precinct on Election Day. If it is properly sealed in the identification envelope, place it in the black ballot box then at end of night into VOTED ABSENTEE BALLOT Envelope 1B for return to the officer conducting the election. (Make necessary entries on the envelope label at the end of the voting day.)</p> <p>A person may return another voter's ballot only under certain circumstances. Make sure the voter and the person returning the ballot have signed as required.</p>	

PROVISIONAL VOTING

- 1. If the voter's name is not on the Index follow the Provisional Voting instructions in the Black Binder.
- 2. Voter must show proper proof of identity and sign the Provisional Ballot Roster.
- 3. Completely fill out Pink Provisional envelope and new voter registration card. When Edge booth is available issue voter card following instructions from black binder.

(MAKE SURE ALL REQUIRED INFORMATION IS COMPLETED AND NEW VOTER REGISTRATION CARD FILLED OUT BEFORE VOTER LEAVES OR BALLOT CAN NOT BE COUNTED.)

NOTE: The majority of board members must be present during polling hours.

Electioneering cannot take place within 100 feet from the room or rooms in which voters are signing the Roster or casting the ballots. (Elections Code Section 18370)

Poll watchers have responsibilities and rights. See Elections Code Sections 14240, 14221, 14223, 15054, 18370, 18569, 18570.

D. CLOSING THE POLLS

- 1. Declare the polls closed. Allow everyone to vote who is still in line at the time the poll is closed.
- 2. Follow the "Closing the Polls" instruction in the Poll Workers Manual for closing the AVC Edge equipment. Record the number of votes shown on each machine on provided form (same form that you recorded zero on at beginning of day).
- 3. Remove the Flag.
- 4. Count all unused provisional ballots. Record this count on the Provisional kit label, and on the Seal for Unused Ballots (D1025). The beginning and ending serial numbers of these ballots **MUST** also be entered on this seal.
- 5. Place stubs of used provisional ballots back into provisional kit. Seal provisional kit using the Seal for Unused Ballots. Be sure all board members **SIGN** this seal. (All unused, spoiled and canceled ballots **MUST BE SEALED** in Envelope No. 1 **BEFORE** the Official Provisional Ballot Box is opened.)
- 6. Remove all provisional and absentee ballots from the ballot box.
 - a. Count all voted absentee ballots and enter this count in box on Envelope No. 1B (Voted Absentee Ballots). Place all absentee ballots in Envelope No. 1B, **CLOSE** and **PLACE IN ENVELOPE NO. 4**.
 - b. Count all voted provisional paper ballot envelopes and enter this count on the Envelope No. 2 label. **DO NOT OPEN THESE ENVELOPES**, place provisional ballots in Envelope No. 2, **CLOSE** and **PLACE IN ENVELOPE NO. 4**.
 - c. Place **ONLY** surrendered absentee ballots in Envelope #1. Count all surrendered absentee ballots and enter this count on Envelope No. 1, **CLOSE** and **PLACE ENVELOPE IN BLACK BOX**.

RETURN IN BLACK BOX

County of Napa

Envelope No. 1

Enclose in this envelope ALL of the following items:

- SURRENDERED ABSENTEE BALLOTS

Enclosed in this bag are:

RECORD QUANTITIES BELOW

_____ Absent Voter Ballots Surrendered (if any)

PRECINCT _____

DATE OF ELECTION _____

ENVELOPE NO. 1B

PRECINCT _____

ENCLOSE IN THIS ENVELOPE:

VOTED ABSENTEE BALLOTS

(MUST BE SEALED IN IDENTIFICATION ENVELOPE)

TO BE RETURNED FOR PROCESSING TO
THE OFFICER CONDUCTING THE ELECTION.

TOTAL NUMBER ENCLOSED

NOTE: AN ABSENTEE BALLOT MAY BE DELIVERED BY A VOTER TO ANY PRECINCT ON ELECTION DAY AND IT MUST BE RETURNED TO THE OFFICER CONDUCTING THE ELECTION. HOWEVER, DO NOT CONFUSE THIS WITH A SURRENDERED ABSENTEE BALLOT. (VOTER SURRENDERS ABSENTEE BALLOT SO HE MAY VOTE AT POLLING PLACE.)

RETURN IN BLACK BOX

County of Napa

Envelope No. 3

Enclose in this envelope ALL of the following Items:

- ROSTER OF VOTERS
- INDEX TO PRECINCT REGISTER
(ALL COPIES)

PRECINCT _____

DATE OF ELECTION _____

**AFTER SEALING THIS ENVELOPE PLACE IT
WITH OTHER ELECTION MATERIALS FOR
RETURN TO RECEIVING CENTER**

ENVELOPE NO. 4

PRECINCT _____

ENCLOSE IN THIS ENVELOPE:

1. **PAYROLL** and Oath Form
2. **ENVELOPE 1B** – Voted Absentee Ballots
3. **ENVELOPE 2** – Completed Provisional Voter Information Forms and Provisional Roster
4. *Completed Accountability SHEET*

Election

THE FOLLOWING ITEMS WILL BE REQUIRED AT THE RETURN DROP-OFF LOCATIONS :

1. **BLACK PRECINCT BOX** containing:
 - All polling supplies (signs, white supply box, etc.)
 - Envelope # 1
 - Envelope # 3
 - Provisional Ballot Kit Envelope with all unused supplies

2. **ENVELOPE # 4** containing:
 - Envelope # 1B
 - Envelope # 2
 - Payroll & Oath
 - Touch Screen Precinct Accountability Sheet

3. **CARD ACTIVATOR CASE** containing:
 - Activator
 - Voter Cards
 - Power cord & extension cord

4. **SEALED ZIPPERED RESULTS CARTRIDGE BAG** containing:
 - ALL** of the results cartridges from your Edge units. If **all** cartridges are not in bag when you get to the drop off location you will be required to returned to precinct to get **ALL** after speaking with Election Official in the office.

Election

PRECINCT	CARTRIDGE BAG	ENV. 4	ACTIVATOR CASE	BLACK BOX
111051	2			
111052	4			
121001	2			
121002	3			
121003	5			
121005	5			
121007	2			
121008	3			
121010	2			
121011	4			
121013	4			
121015	3			
121017	3			
121018	3			
121019	4			
121020	3			
121021	4			
121022	2			
211053	2			
211055	2			
211058	2			
221001	4			

RECEIPT FOR ELECTION SUPPLIES

Election _____

PRECINCT NUMBER _____

RECEIVED ELECTION SUPPLIES AND VOTED BALLOTS.

ELECTION STAFF MEMBER

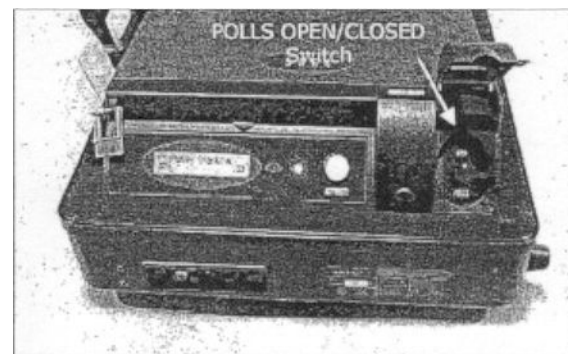
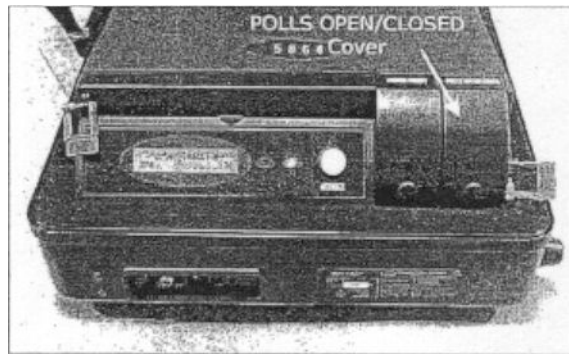
11 CLOSING THE POLLS

At 8:00 p.m., the designated election official shall announce that the polls are closed. All electors at the polling place at 8:00 p.m. shall be allowed to vote. An election official should stand in line behind the last person to establish a cut-off point.

11.1 Closing Polls on the AVC Edge® Voting Units

1. After all voters have voted and the polls are declared closed, go to the back of the AVC Edge® voting unit and perform the following tasks:
 - a. Break the seal on the **Polls Open/Closed** switch cover by twisting it.
 - b. Place the broken seal in the **ZIPPERED RESULTS CARTRIDGE BAG**.
 - c. Lift up the cover and turn the **Polls** switch to the **Closed** position.

The screen displays the voter totals.



Note: Once the polls are closed, the Official Election Results Report will appear on the screen of each AVC Edge® voting unit. Press **DONE**

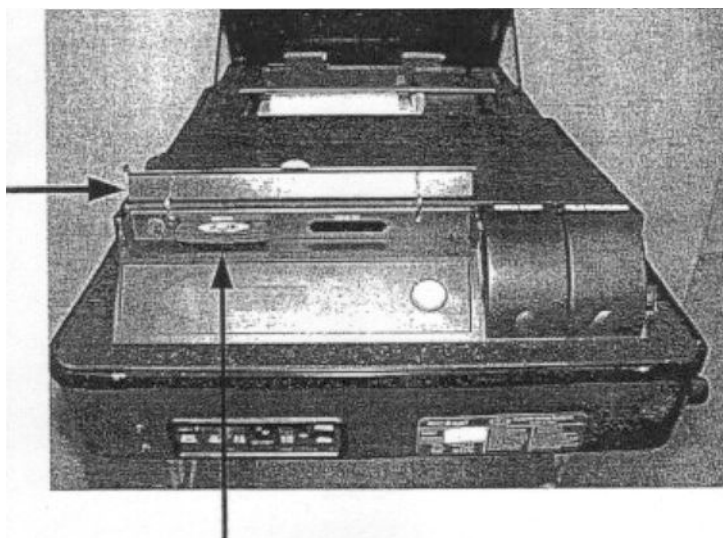
2. Voter totals will appear on the screen.
3. On the back of the AVE Edge unit lift up the **power** switch cover and turn it to the **OFF** position.
4. Twist and break the seal on the Results Cartridge door.

**Results
Cartridge
Door**



5. Place the broken seal in the **ZIPPERED RESULTS CARTRIDGE BAG**.
6. Lift the Results Cartridge door and remove the Results Cartridge by pulling it straight out.

**Results
Cartridge
Door**



Results Cartridge

7. Place the Results Cartridges from all of the AVC Edge[®] voting units into the **ZIPPERED RESULTS CARTRIDGE BAG**.
8. Seal the **ZIPPERED RESULTS CARTRIDGE BAG** with the seal provided.
9. Set **ZIPPERED RESULTS CARTRIDGE BAG** by your card activator for preparation of items to be returned to the election department.

11.2 RETURNING SUPPLIES TO ELECTION OFFICE

WHEN ALL OF FOLLOWING INSTRUCTIONS ARE COMPLETED THE TWO DESIGNATED WORKERS ARE TO RETURN TO THE ELECTIONS OFFICE WITH:

- **Zippered Results Cartridge Bag** with ALL of the Results Cartridges the numbers will be verified at drop-off location. If they do not match assigned numbers you will be required to return to the precinct to get ALL.

- **Envelope #4** containing:
 - Envelope # 1B
 - Envelope # 2
 - Payroll & Oath

- **Card Activator Case**
 - Activator
 - Voter Cards
 - Power cord & extension cord

Black Precinct Box

All polling supplies (signs, white supply box etc)

Envelope # 1

Envelope # 3

Provisional Ballot Kit Envelope with all unused provisional supplies.

11.3 Polling Place Break Down

All pollworkers working together will breakdown the polling place.

1. Unplug the power cord from each AVC Edge[®] voting unit and replace it in the top cover.
2. Return the screen assembly to the original "flat" position.
3. Replace the top cover by aligning the four latches and securing.