

ADA COUNTY ELECTIONS

CHIEF JUDGE MANUAL

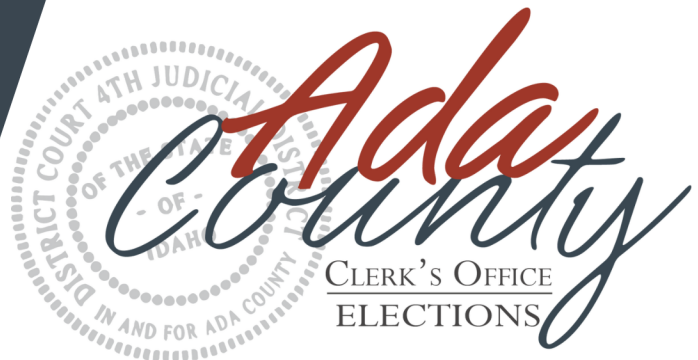


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ADA COUNTY ELECTIONS POLICIES AND EXPECTATIONS

Pre-Election Day Expectations

Chief Judge Selection

Chief Judges are critical to a successful election day. We greatly appreciate all the time and effort our Chief Judges put into each election. The following points provide insight into the Chief Judge selection process and Chief Judge responsibilities following precinct assignment.

1. Chief Judges are selected for a precinct typically 1.5 months before an election.
 - a. They will be given an assignment letter once selected for a precinct via the email address provided.
 - b. Precinct assignments are determined by the Ada County Elections Office.
2. It is recommended Chief Judges pick their own Assistant Chief Judge, because if they are unable to work on election day, they will take over the Chief Judge responsibilities at the polling place. Your Assistant Chief Judge should be reliable, does well managing others, and works well under stress. Prior election experience is helpful but is not necessary.
3. The Chief Judge is responsible for submitting a list of suggested poll workers to the Elections Trainer, at the date specified in the assignment letter.

Training

The Chief Judges are required to attend a training prior to each election. The purpose of the training is to prepare judges for election day with a general review of election procedure and any new changes/updates to policies. The training class typically runs about two to three hours. In order to attend the class, sign up via the instructions listed on the assignment letter.

Go Vote!

Since you'll be busy on election day, it is critical that you take advantage of our options to vote early or by absentee ballot to have your voice heard. You may go to adacountyelections.com to get election specific updates on where and when to cast your ballot.

Selecting Poll Workers

The precinct you work will be allotted a certain number of poll workers each election, as communicated to the Chief Judge in their assignment letter. Every election is different so the allotment can change in proportion to the scope of the election.

The Chief Judge may submit a list of poll workers they would like to work at their polling place. The Ada County Elections Office will staff the remaining open slots and may add additional workers depending on how many volunteers are interested. Our office keeps lists of trained workers who are eager to work and be involved; this way, we can include more volunteers in the process.

All poll workers are paid for their time on election day at the following rates:

Chief Judge: \$200

Assistant Chief Judge: \$175

Poll Worker: \$150

Poll Worker Requirements

1. Registration
 - a. We recommend that all poll workers register to vote and vote in elections in order to gain exposure to the voting process.
2. Citizenship
 - a. All poll workers must be a US Citizen.
3. Age
 - a. All poll workers must be at least 16 years-old.
 - i. Limited to two student poll workers per precinct

Submitting Worker Lists

Every Chief Judge must submit a list of their workers by the date indicated on the assignment letter. The list must be emailed to pollworker@adacounty.id.gov and include the workers' contact info (email and phone number), and residence address. This helps Ada County ensure the correct workers are assigned to the correct polling place.

Chief Judge Saturday

In order to ensure chain of custody and security, Chief Judges are required to pick up E-Pollbooks, ballots and ballot scanners for their precinct the Saturday before the election at the Ada County Elections Office, 400 North Benjamin Lane, Boise. The pickup is done at the Elections Warehouse in the back of the building. There are signs and cones designating where to go once you turn into the main parking lot.

Sign-up for equipment pick up can be done on the poll worker portal similar to signing up for a training. Chief Judges may designate another individual to pick up their items if they are unavailable on that date.

Be aware that there could be a significant amount of materials given to you on this day, depending on the size of the election and the turnout we're expecting. Please have sufficient space in your car available to accommodate all of the necessary equipment.

Polling Place

It is critical to contact your polling place ahead of election day. You will know the contact info and polling place you are working from the assignment letter given to you. Some polling places require obtaining a key code or door key ahead of election day, so it is important to communicate with those contacts. If your polling location is at a school or church, the contact is typically the admin office. Just let them know who you are and that you are the Chief Judge working at the polling place. Please direct any questions related to polling places to our office at pollworker@adacounty.id.gov, or 208-287-6860.

Set up on the Monday before election day. This is a huge time saver for you on election day morning as it reduces the amount of time it takes to set up and can ensure your polling place is ready to go well before 8:00AM on election day. Just be sure to work out a plan with the polling place contact before you arrive to set up, as the election equipment is not typically delivered until the late afternoon.

Discipline/Dismissal

Chief Judges and poll workers are directly responsible for upholding the democratic process of elections and representing Ada County.

All staff at the polls are expected to adhere to the policies and procedures outlined in this manual, as well as the laws of the State of Idaho. Failure to adhere to policies, procedures, and statutes or behavior inconsistent with Ada County's values may result in a warning and/or dismissal from your position.

Election Day Expectations

Reminders

1. Check in with your poll workers prior to election day
 - a. Typically, Chief Judges check in with poll workers the weekend before election day. If a poll worker tells you they will be unable to staff the polling location, you should notify the County by emailing pollworker@adacounty.id.gov or calling 208-287-6878
2. Bring your notes and Chief Judge manual with you on election day
3. Consistent presence
 - a. It is important for Chief Judges to be available throughout the day in case questions arise. In the event that you need to step away from the voting area for some time, please make sure your Assistant Chief Judge is available for questions
4. Illness
 - a. If you are ill on election day, please stay home. Call the elections trainer as soon as possible so we are informed of what is going on. The Assistant Chief Judge will assume duties at your precinct and the Ada County Elections Office can fill in any open positions
5. Food
 - a. Please bring all food, drinks, and medication with you on election day because we ask that you remain at your polling place the entire day. You are welcome to order food to your polling place if you would like to. Typically, Chief Judges work out a food plan with their workers ahead of election day
6. Electronic Devices
 - a. Please do not use smart phones, laptops, or tablets at your station if voters are present in the polling place. If someone needs to use their phone while voters are present, they are welcome to get up from their area and use it, unless it is being used to communicate with our office.

Same Day Registration

In Idaho, voters can register to vote on election day as required by **Title 34, Chapter 4, Section 08, Subsection A** (§ 34-408A) in Idaho State Code. The voter will need to complete a registration card and provide one of the approved photo ID's and proof of residencies listed below.

An individual may prove identity for purposes of registering by:

1. Showing a current Idaho driver's license or Idaho identification card issued through the department of transportation
2. A current U.S. Passport or federally issued photo ID card
3. A current Tribal Identification card
4. A current Idaho concealed weapons license

An individual may prove residency for purposes of registering by:

1. Showing any form of photo ID listed above with correct residence address
2. Current proof of insurance
3. Deed of trust, mortgage, lease or rental agreement
4. A property tax assessment, bill, or receipt
5. A utility bill, excluding a cell phone bill
6. A bank or credit card statement
7. A paystub, paycheck, or government-issued check
8. An intake document from a residential care or assisted living facility
9. Enrollment papers issued for the current school year by a high school, or an accredited institution of higher education located with the state of Idaho; or,
10. A communication on letterhead from a public or private social service agency registered with the Secretary of State verifying the applicant is homeless and attesting to the applicant's residence for registration purposes.

The example registration card below shows the exact fields that are required for a completed same day registration application. If a voter leaves one of the highlighted fields blank, please have the voter correct their application before submitting it into the ePollbook.

Idaho Voter Registration Form			
1 Last Name <i>(Print clearly in black ink.)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	First Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Middle Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	2 Enter Idaho Driver's License # <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px;"> <div style="width: 15px; height: 15px;"></div> <div style="width: 15px; height: 15px;"></div> <div style="width: 15px; height: 15px;"></div> <div style="width: 15px; height: 15px;"></div> <div style="width: 15px; height: 15px;"></div> <div style="width: 15px; height: 15px;"></div> <div style="width: 15px; height: 15px;"></div> <div style="width: 15px; height: 15px;"></div> </div>
WARNING: Any elector who supplies any information knowing it to be false is guilty of perjury which is punishable by imprisonment and a fine of up to \$50,000.			
3 Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> If you checked 'No' for either question, do not complete this form. Will you be at least 18 years of age on election day? Yes <input type="checkbox"/> No <input type="checkbox"/>			
5 Residence Address (Do not use PO Box or business address. If no street address, describe location of residence by cross streets, section, township, range, or other physical description.) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
6 Mailing address if different from above City County Zip <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Address where previously registered City State Zip <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
8 <input type="checkbox"/> Check box if name change Previous Name City County State <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
9 Do you have any legal disqualifications? Yes <input type="checkbox"/> No <input type="checkbox"/> Idaho felon's rights are automatically restored upon completion of all sentencing conditions including probation or parole.			
7 Political Party <i>(Select one):</i> <input type="checkbox"/> Constitution <input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated - (No party preference)			
4 Date of Birth month \ day \ year Residence in Idaho Yrs. Months Male Female Telephone Number (Optional)			
10 Signature - Sign on line below <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
UNDER PENALTY OF LAW: By signing this card, I certify that I am a citizen of the United States and that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age on election day; and I declare under oath or affirmation that the information supplied herein is true.			
Precinct Clerk Date Date of Signature month \ day \ year			

Accurate data entry is important, so be sure to have your poll workers copy the information from the card **exactly** how it is written by the voter.

Registration Considerations

If a voter does not have a valid residential address and is staying at temporary housing, they may register to vote using the Ada County Courthouse address, 200 W Front St, Boise ID 83702. Just note, that if a voter is attempting to register same day with the Ada County Courthouse address, they must do so at Precinct 1921 at the Boise State Venture College (301 S Capitol Blvd, Boise, ID 83702).

Voters are not permitted to register to vote at a PO Box or a business address, unless they are currently living at their business address. If a voter attempts to register to vote at a PO Box or business address, please have them correctly fill out the application with their residence address.

Voter Check-in (pre-registered)

Voters who are already registered are required to show photo identification before they vote as stated in **Title 34, Chapter 11, Section 13** (§ 34-1113) in Idaho State Code.

The permitted types of IDs to be used at check-in are as follows:

1. An Idaho driver's license or identification card issued by the Idaho transportation department;
2. A current U.S. Passport or federally issued photo ID card
3. A tribal identification card
4. A current student identification card, including a photograph, issued by a high school or an accredited institution of higher education, including a university, college or technical school, located within the state of Idaho; or
5. A license to carry concealed weapons issued under section 18-3302, Idaho Code, or an enhanced license to carry concealed weapons issued under section 18-3302K, Idaho Code.

After the voter shows one of the required ID types above, the Check-in Clerk must have the voter state their full name and address, as required by **Title 34, Chapter 11, Section 06** (§ 34-1106) of Idaho State Code.

Personal Identification Affidavit

If a voter is unable to provide one of the five required types of identification as prescribed in Idaho Code §34-1113, the voter may fill out a personal identification affidavit in lieu of providing one of the five required types of

identification as stated in **Title 34, Chapter 11, Section 14** (§ 34-1114) Idaho Code.

“HAVA ID” or “Residence Required” Flag

If either of these flags occur on the ePollbook when checking a voter in, it means they have failed to provide either photo ID or proof of residency when registering and will need to do so before completing their check-in. The ePollbook will provide the options needed to suffice the registration. Once the voter has shown the proper proof needed continue the check-in as normal.

Absentee Ballots

In Idaho, voters can request absentee ballots for any election throughout the year for any reason, as long as we receive an application. If a voter has an outstanding absentee ballot, they are still permitted to vote on election day.

If a voter brings in their absentee ballot with the expectation of submitting their voted absentee ballot at their polling place, they may not do so. No polling place is to accept voted absentee ballots at the polls. However, if a voter wishes to vote their absentee ballot, they may drop it off at the Ada County Elections Office (400 North Benjamin Lane, Suite 100 – Boise), Boise City Hall, Meridian City Hall, Kuna City Hall, or Eagle City Hall 8:00AM to 8:00PM on Election Day.

If they would like to cast a vote in-person instead of using an absentee ballot, you may spoil the absentee ballot by writing “SPOILED” on the outer envelope. No envelope may be opened by a poll worker under any circumstances.

Voters are permitted to vote in person even if they did not bring their absentee ballot to the polling place to be spoiled. Since we use ePollbooks, once the voter has been checked-in, the absentee ballot gets automatically spoiled in our database.

Poll Worker Role Review

There are 3 unique roles that must be fulfilled at the polling place. As the Chief Judge, you are responsible for supervising all roles throughout the day. You should not be working one of the positions except to cover for short periods of time. Your Assistant Chief Judge will have one of these roles, but if you’re unavailable on election day, they will instead take your role as Chief Judge.

1. Chief Judge
 - a. Manages the polling place and the workers
 - b. Observes and enforces set election procedures as defined by Ada County Elections, including but not limited to
 - i. Registration/Voter ID laws

- ii. Electioneering
 - iii. Accessibility
 - c. Answers questions and solves problems
 - d. Facilitates the delivery and pick-up of critical equipment before election day and the night of election day
- 2. Greeter/Assistant Chief Judge
 - a. Welcomes voters as they enter the polling place
 - i. "Are you registered"
 - ii. "Have IDs ready!"
 - b. Alerts Chief Judges to any issues observed related to electioneering or accessibility
- 3. Check-in/Registration Clerk
 - a. Works the ePollbook stations checking in and registering voters
 - b. Checks photo identification
 - c. Helps direct voters to their correct polling place if needed
 - d. Ensures registration forms are completed accurately and completely
 - e. Issues voter ticket(s) once the voter is checked in
 - f. Retains spoiled ballots, spoiled absentee ballots, and ballot stubs in designated envelopes
- 4. Issuing Clerk
 - a. Ensures voters receive the ballot that corresponds with their voter tickets
 - b. Issues correct ballots to voters after they present their voter ticket
 - c. Gives voting instructions
- 5. Receiving Clerk
 - a. Directs the voter to deposit their ballot in the scanner
 - b. Assists voters with issues that result in a ballot not scanning, including walking voters through overvotes or directing voters who want to spoil their ballot back to Check-In.
 - c. Audibly announces the voter's name after they deposit their ballot
 - d. Hands out "I Voted" stickers once the ballot has been deposited and the name announcement made

District Judges

District Judges are responsible for assisting multiple polling places on election day. They are available for answering any questions from Chief Judges as well as providing support with extra equipment required for setting up a polling place.

If there is an issue on election day or a question that comes up, contact your District Judge with your question.

Your District Judge's contact information will be available in the weeks leading up to the election. It is recommended to save the District Judge's phone number in your smartphone to contact them easily throughout the day. They will introduce themselves prior to Election Day so you know who they are.

LEGAL RESPONSIBILITIES

Electioneering

Poll Workers are not permitted to talk about politically related news or topics during election day. If the subject has anything remotely to do with politics, it is not appropriate. Reports of poll workers discussing politically related topics or contests on the ballot can be grounds for immediate dismissal.

Title 18, Chapter 23, Section 18 of the Idaho State Code (§18-2318) states that electioneering is prohibited at the polling place. Idaho Code does not define "electioneering." Electioneering is generally understood to refer to activities promoting a particular candidate, cause, or issue on the ballot, or otherwise attempting to influence a person's vote.

If a voter enters an Ada County polling place with political or ballot issue related clothing, then a poll worker or the Chief Judge **MUST** ask the voter to either cover up or remove their political apparel. If the voter refuses, then the poll workers will allow the voter to cast their ballot. The Chief Judge is responsible for addressing electioneering activity at their polling place.

At the beginning of election day, before polls have opened at 8:00AM, the Chief Judge must ensure that a "Vote Here" sign is posted 100' away from the polling place entrance. This sign will designate the closest individuals can stand to the polling place entrance if gathering signatures or displaying or distributing campaign materials.

Firearms

Voters are permitted to carry firearms in the polling place, unless the polling place is a K-12 school. If a voter brings a firearm into a school, then the Chief Judge is permitted to ask the voter to take the firearm back to their vehicle, however if the voter refuses, allow them to vote.

If a voter enters your polling place with a firearm and you or your poll workers feel threatened call 911 immediately.

Poll Watchers and Challengers

Your polling place may have poll watchers or poll challengers assigned to it. Poll Watchers and Poll Challengers must be authorized by a political party or candidate. Ada County will let you know ahead of time if your polling place will have either. Make sure they arrive with an Ada County issued badge that has their name, the election date, and the precinct you are at. Have the poll watchers and challengers direct all questions to yourself or to the Ada County office.

Poll watchers are allowed to observe the conduct of the election. As the Chief Judge, place the poll watcher near the Receiving Clerk station so that they can hear the announcements of who has voted.

Poll challengers may be present to observe the check-in process and has the authority to challenge a voter whom they believe does not meet the requirements to register and/or vote in the election. As the Chief Judge place the poll challenger at the Check-in Clerk station so they can hear the voter state their name and address. A voter may be challenged due to “death,” “felon,” “moved,” and/or “incorrect address”. If a voter is challenged, have the poll challenger complete the Roster of Voter Challenges located in the precinct binder. The voter will then have to complete the Oath of Challenged Voter, in order to be eligible to vote.

Accessibility

Ada County Elections ensures that all its polling places are ADA accessible, or can be made ADA accessible, and are certified by the Idaho Living Independence Network Corporation (LINC) ahead of election day. Some polling locations will require that poll workers implement temporary measures, like creating an ADA parking space, in order to ensure accessibility.

As a Chief Judge, you are directly responsible for maintaining accessibility standards throughout election day at your precinct.

If your polling place requires temporary measures, the Chief Judge is responsible for verifying that the required measures were implemented by completing the temporary measures form included in the precinct binder.

General Guidelines

1. Individuals with disabilities prefer that you focus on their abilities, not disabilities. They are like everyone else and deserve the same respect and consideration that you would show every other voter. Please comply with the following:
2. Use your normal voice when talking to people with disabilities.
3. Talk directly to the individual in a clear and respectful manner.
4. Never refer to anyone as handicapped or disabled. They are outdated and offensive terms.
5. Offer your assistance, but don't assume a particular accommodation is needed. A voter with disabilities may not want or need an accommodation, and if one is needed, let them explain what assistance would be helpful.
6. Offer chairs when appropriate.
7. Keep polling place free of impediments that may interfere with an individual's ability to maneuver.
8. Be sensitive about physical contact. Startling someone may affect their ability to balance themselves.
9. You may offer voters to cast their ballot on the Touchwriter, but the voter has the right to choose a paper ballot instead by having assistance reading and marking the ballot.
10. All poll workers can be available to help a voter complete their ballot. This is acceptable only if the voter first requests a poll worker's assistance.
11. Poll workers may not under any circumstances influence a voter to vote in any particular manner. Poll workers may only read the ballot verbatim and record the voter's intended selection.
12. If a voter is confused about who or what they are voting on, explain that poll workers can only read the ballot verbatim and record the voter's selections. If a voter needs more time to figure out what their choices should be, the ballot can be spoiled and re-issued later.

Assisting People with Specific Disabilities

Voters with Visual Impairments

1. Always speak directly to the voter and identify who you are.
2. Be descriptive with your language if you are helping them navigate the polling place.
3. Offer them your arm, but do not touch the individual unless you have their permission.
4. If the individual has a guide dog, please do not pet, or distract the dog – it is a working animal.

Voters with Mobility Impairments

1. When you address a voter using a wheelchair or scooter, talk to them at their eye level.

2. Never touch or lean on a person's mobility device unless you have their permission.
3. Give a push only when asked, don't assume that they need you to assist their movement.
4. Keep individuals' crutches, canes, and walkers conveniently within their reach.
5. If tables used for registration are not at a convenient height for voters in a wheelchair, offer clipboard or another table/surface for writing.

Voters with Hearing Impairments

1. Face the individuals when you talk to them so that they can see your lips.
2. If requested, slow your speech, speak clearly, and increase your volume. Shouting is counterproductive.
3. Communicate in writing or with gestures if necessary.
4. A voter may prefer to communicate using an ASL interpreter they have brought with them, or via a TTY line, which is available by dialing 711. When communicating via an interpreter, talk directly to the voter, not the interpreter; and pause after each sentence to give the interpreter time to interpret.

Voters with Speech Impairments

If you are unsure what an individual said, ask them to repeat what they said. Don't become agitated if it takes numerous attempts to understand or be understood.

1. Do not complete an individual's sentence. Allow voters to express themselves freely.

Voters with Service Animals

Under the Americans with Disabilities Act, people with disabilities who use service animals have the right to bring their service animals to public places, which includes polling places. The ADA defines a service animal as a dog that is individually trained to perform a task related to the person's disability.

People using service dogs are not required to provide a certificate, license or any other type of identification. Staff may ask two questions for identification: Is this a service dog? What task does it perform? If you are unsure whether an animal is an ADA service animal, and the animal is not disruptive, **simply allow the voter to vote**. If the animal is disruptive, [either "call the County to discuss next steps" or "ask the owner to get the dog under control. If this can't be done quickly, staff may ask the owner to remove the dog. The voter has the right to stay without the dog."]

OPENING THE POLLING PLACE

The following checklist is meant to help provide an order of operations for setting up your polling place on election day morning. As noted earlier, **please try to setup your polling place on the Monday before election day by coordinating with the polling place contact.** Setting up early helps election day morning move faster and guarantees your polling place is ready before 8:00AM.

Checklist

1. Arrive to polling place at 7:00AM
2. Confirm staff has arrived
 - a. If there are no-shows call Election's Helpline- (208) 287-6872
3. Locate election materials
 - a. Typically, materials will be located on a cart or in a cardboard wardrobe box
4. Unpack all supplies
 - a. Verify contents with supplemental checklists
5. Begin setting up the polling place
 - a. Every worker has their own role on election day with specific setup duties
 - i. Handout reference guides and clerk bags, inform workers to begin setting up their station
 - b. Refer to the sample layout in the "Accessibility Section" of your precinct binder
6. Set up precinct scanner
 - a. Refer to Hart Manual in the Precinct Binder for assistance
 - b. You will need the code on the CJ Keychain
7. Set up Touchwriter
 - a. Refer to checklist or Hart Manual in the Precinct Binder for assistance
 - b. Ensure the Touchwriter is set up in an accessible area with privacy
8. Set up outside signage
 - a. Place vote here sign 100ft from polling place entrance
9. Set up indoor signage
10. Ensure all poll workers have clocked into the ePollbook and administer the "Oath of Elections"
11. Find the reference sheet for each clerk position and make sure each clerk has it at their station throughout the day
12. Complete checklist and pre-opening walkthrough

The following is a checklist that is included in the Chief Judge bag in the tote.



Chief Judge Opening Check List:

- Confirm all staff has arrived
- Give Poll Worker Oath:

I do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution and laws of the State of Idaho, and that I will faithfully discharge the duties of a Poll Worker of Ada County, State Idaho, according to the best of my ability.

- Locate the blue tote on the equipment cart
- Assign positions and distribute appropriate checklists and bags to staff:
 - Greeter (Light Blue)
 - Check-In Clerk (Yellow)
 - Issuing Clerk (Pink)
 - Receiving Clerk (Green)
- Pass out Poll Worker Badges (in binder pouch)
- Observe all set up processes and standby for questions
- When ready, enter open polls code on both scanners and touch writer (on front of binder)
- Collect tally tapes and place in Machine Tally envelope (in Return on Election Night bag)
- Collect checklists once all tasks are completed
- Ensure all poll workers have clocked-in on the ePollbook
- Fill out timecards completely and accurately (end of this binder section)
- **Announce 'The Polls are Open' at exactly 8am**

Poll Worker Opening Procedures

Check-in Clerk

1. Set up the tables and the voting booths
2. Make sure all items are included with the Electronic Poll Book case
3. Arrange your work area according to the “Assembly Diagram”
 - a. Turn on the MiFi first!
4. Take Oath of Elections and check-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Review the check-in procedures via the spiral bound ePollbook training guide
6. Assist the Chief Judge and other poll workers with final preparations

Issuing Clerk

1. Set up the Touch Writer, Automark table, and voting booths
2. Arrange your workstation with all the transfer cases
3. Help setup indoor signage
4. Take Oath of Elections and check-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Assist the Chief Judge and other Clerks with final preparations

Receiving Clerk

1. Set up the ballot boxes and scanners
2. Set up the ballot box bags and place inside the ballot boxes
3. Make sure you have all items listed on your supply bag inventory
4. Arrange your work area
5. Help setup indoor signage
6. Take Oath of Elections and check-in to the ePollbook (everyone should clock in on the same ePollbook)
7. Assist the Chief Judge and other poll workers with final preparations

First Voter Procedures

Once the first voter arrives there are specific steps to take as a Chief Judge.


1. After 8:00AM, the first voter may enter the polling place
2. The voter must be checked in using an ePollbook
3. The issuing clerk will then open **ALL** of the transfer cases containing the unused ballots in front of the first voter to show the first voter that ballots have been kept secured prior to the start of voting.
 - a. As the Chief Judge, you will then need to fill out the ballot receiving log to verify that all the unused ballots assigned to the precinct arrived.

Ballot Receiving Log Example

Ada County Elections - **March 2021 Consolidated Election**

Election Day Ballot Receiving Log

Complete Form and Place in Return on Election Night Bag



Precinct #:	
Total Number of Cases Delivered:	

Seal numbers used to lock transfer cases							
Box #1	Box #2	Box #3	Box #4	Box #5	Box #6	Box #7	Box #8

Election Staff Signature	Election Staff Signature

For Polling Place Use

Polling Place Instructions:

- > **Complete Form and Place in Return on Election Night Bag**
- > Confirm all seals match prior to opening
- > Open **ALL TRANSFER CASES** in front of the first voter
- > Count all ballots to ensure all ballots are received

Ballot Stock (Precinct)	Ballot Quantity	Received
2110	150	
Total		

	Box #1	Box #2	Box #3	Box #4	Box #5	Box #6	Box #7	Box #8
Does Seal # Match?	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

We verify we received the number of ballots above and the security seals match.

Chief Judge Signature	Asst. Chief Judge Signature

4. The first voter will then be issued their ballot; they may now mark it
5. Once the first voter has finished marking their ballot, ensure the ballot boxes are open so the first voter can verify that they are empty
6. Once the first voter verbally verifies that the boxes are empty, you may lock the ballot boxes and put on the plastic security seals
7. The first voter must then fill out the yellow ballot box witness ID affidavit prior to depositing their ballot in the scanner

Ballot Box Witness Affidavit Example

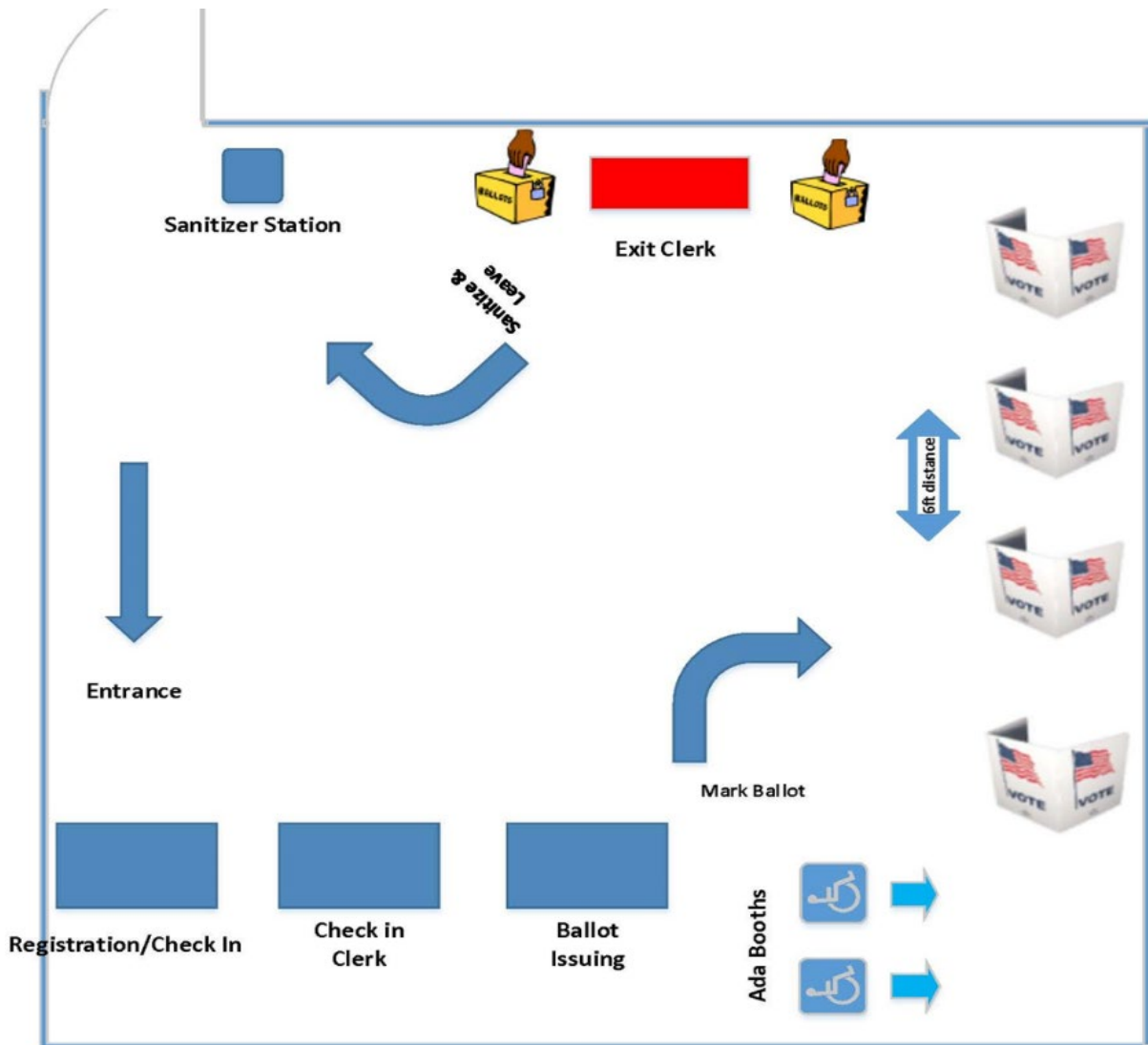
<h2 style="margin: 0;">BALLOT BOX WITNESS AFFIDAVIT</h2>	
County of Ada	_____ Precinct
I declare, I have viewed that the ballot box(es) was empty, and was properly sealed in my presence prior to voting taking place.	
The seal number(s) is/are: _____	
Printed Name of Witness: _____	
Signature of Witness: _____	
Address of Witness: _____	

Date: _____	
Place in Return on Election Night Envelope after witness has signed.	

8. The receiving clerk then asks and announces the voter's name
9. Finally, the receiving clerk offers the voter an "I Voted" sticker

Sample Polling Place Layout

Try to follow this layout to the best of your ability at your location. Please note that there are two ADA booths to set up, the **Touchwriter** and the **Automark table**. These booths ensure we are ADA compliant and that all voters have equal opportunity to cast their ballot regardless of disability.



ELECTION DAY GUIDES

The following guides are provided to clarify the expectations for each poll worker position. On election day these guides will be provided in the precinct binder. Please make sure each clerk has their corresponding guide for reference throughout the day.

In order:

1. Same-Day Voter Registration Instructions
2. Check-in Clerk
3. Issuing Clerk
4. Receiving Clerk

Registration Reference Guide

Registration Overview: Processing same-day voter registrations is an integral part of the polling place operation on election day. It is imperative to follow the policy as outlined in **Title 34, Chapter 4, Section 8** of the Idaho State Code (§34-408A).

Voter Registration – A How-to Guide:

1. Determine if the voter needs to register to vote either because
 - a. They've never registered in Ada County
 - b. They've changed their name or address
 - c. Ada County purged the voter from the voter rolls due to inactivity
2. Make sure the voter is in the correct precinct
 - a. Select "Find My Precinct" on the ePollbook home screen and type in the voter's address
3. Have the voter fill out a voter registration card
4. Review the Voter's proof of identity
 - a. A current Idaho Driver's License with current address fulfills all requirements; or
 - b. Current U.S. Passport or Federal photo Identification card
 - c. Current Tribal Identification card
 - d. Current concealed weapons license issued by a County Sheriff in Idaho.
5. Review the Voter's proof of residency (The voter can either use a printed-out document or an electronic document on their phone)
 - a. Any of the above photo IDs with correct residence address
 - b. Current proof of insurance
 - c. Deed of trust, mortgage, lease or rental agreement
 - d. A property tax assessment, bill, or receipt
 - e. A utility bill, excluding a cell phone bill
 - f. A bank or credit card statement
 - g. A paystub, paycheck, or government-issued check
 - h. An intake document from a residential care or assisted living facility
 - i. Enrollment papers issued for the current school year by a high school, or an accredited institution of higher education located with the state of Idaho; or,
 - j. A communication on letterhead from a public or private social service agency registered with the Secretary of State verifying the applicant is homeless and attesting to the applicant's residence for registration purposes.
6. Verify that the voter's proof of identification and residence match what has been written on their voter registration card

7. Examine the voter registration card to ensure it is legible, accurate, and complete
 - a. Voter eligibility requirements: U.S. citizen, at least 18-years old, at least a 30-day resident of Ada County, and no legal disqualifications
 - b. Must fill in their Idaho Driver's License number, other identification number, or the last 4-digits of their social security number
 - c. Date of Birth
 - d. Party Affiliation (if blank, the voter is "unaffiliated")
 - e. Line #9 – Legal Disqualifications
 - i. In order to vote, the voter must check "no"
 - f. Voter must sign and date the card at the bottom
8. Complete required fields in the OFFICIAL USE ONLY BOX on the registration card.
 - a. Precinct number – location you are working (if working a dual precinct make sure you write in the precinct that the voter is registering in)
 - b. Deputy Clerk – your initials
 - c. Date – election day
 - d. Stamp RESIDENCE VERIFIED under voter oath
9. After the voter has been registered, they will now need to be checked in. For further steps refer to the check-in reference guide, or the ePollbook manual.

Check-in Clerk Reference Guide

Position Overview: The ePollbook clerk is responsible for checking in registered voters and registering new voters. Typically, one ePollbook will be used for both registration and check-in and the other(s) will be used for check-in only.

This position has the most responsibility on election day, so it is important to know the relevant statutory requirements and procedures as listed below. Reviewing these items consistently throughout the day could be helpful and will save you from having to memorize all the different acceptable ID combinations.

Poll Book Clerk Summary

1. Locates voters in the Electronic Poll book
2. Processes voters' check-ins and registrations
3. Asks the voter to state their name and address to compare the information we have on the voter roll
4. Reviews required photo identification or instructs voter to sign personal ID affidavit if the required identification is not provided
5. Directs voters where to sign in the Electronic Poll Book
6. Issues secrecy envelopes and voter ticket
7. Directs voters to Issuing Clerk for their ballot

Before the Polls Open

1. Assist the Chief Judge with setting up the tables
2. Make sure all items are included with the Electronic Poll Book case
3. Arrange your work area according to the "Assembly Diagram"
 - a. Turn on the MiFi first!
4. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Review the check-in procedures via the ePollbook training guide
6. Assist the Chief Judge and other poll workers with final preparations

Voter Check-in ID Requirements:

Title 34, Chapter 11, Section 13 of the Idaho State Code (§ 34-1113) states that all voters must show one of the following forms of identification prior to signing the Poll Book and voting:

1. An Idaho driver's license or identification card issued by the Idaho Transportation Department;
2. A passport or an identification card, that includes, a photograph, issued by an agency of the U.S. government;
3. A tribal identification card that includes a photograph;

4. A current student identification card that includes a photograph, issued by a high school or an accredited institution of higher education, located within the state of Idaho, including a university, college or technical school; or
5. A license to carry concealed weapons issued under Idaho State Code §18-3302, or an enhance license to carry concealed weapons issued under Idaho State Code §18-3302K.

Notes:

Title 34, Chapter 11 Section 14 of the Idaho State Code (§ 34-1114) states that a voter may complete a Personal ID Affidavit in lieu of showing one of the above listed forms of identification. This option only applies after a voter is registered; the Personal ID Affidavit cannot be signed in lieu of photo ID when registering to vote.

What does this mean? Voters need to show one of the acceptable forms listed above or sign a Personal ID Affidavit before they sign the ePollbook if they're already registered.

Driver's License Address: If the address on the voter's ID does **NOT** match what is in the pollbook, that is acceptable. The address the voter verbally states is what needs to match the address on their voter registration in the ePollbook.

Assisting Voters Who Are Not Able to Sign

Nobody can sign the ePollbook for another individual – Idaho Code states that it must be the voter. Encourage voters to sign or make a mark in whatever way they can.

Spoiling a Ballot

If a voter makes a mistake while marking their ballot and would like another, write "SPOILED" in large letters across it. Put the ballot in the SPOILED BALLOT ENVELOPE in the "Return on Election Night Bag".

On the ePollbook, select "Spoil/Cancel Check-In" from the dropdown menu and go through the steps to reissue their ballot and check-in. If needed, refer to the ePollbook guide for a walkthrough.

Spoiling an Absentee Ballot

Sometimes a voter who requested an absentee ballot wants to deliver it to their polling place. When this happens, the ballot must be surrendered, marked "Spoiled" by the poll worker on the outer envelope and stored in the "Spoiled

Absentee Ballot Envelope” if the voter intends to cast a ballot in person instead of using their absentee ballot.

Even if the voter did not bring in their absentee ballot and they have an outstanding absentee ballot, they are permitted to vote in person. Simply check the voter in and the absentee ballot will be automatically spoiled in our database electronically, rendering the physical absentee ballot useless.

If a voter wishes to vote their absentee ballot, they may drop it off at the Ada County Elections Office (400 North Benjamin Lane, Suite 100 – Boise), Boise City Hall, Meridian City Hall, Kuna City Hall, or Eagle City Hall 8:00AM to 8:00PM on Election Day. Polling places cannot accept voted absentee ballots!

After the Polls Close

1. Make sure all poll workers clock out for the day (everyone should clock out on the same ePollbook)
2. Select “Logout” and close the election
3. Complete all “Accounting” for the day. Refer to spiral bound ePollbook manual pg. 35 for more info
4. Count the total number of spoiled ballots (those issued and spoiled at the polls)
5. Give the following items to the Chief Judge:
 - a. SPOILED BALLOTS in the Envelope
 - b. SPOILED ABSENTEE BALLOTS in the Envelope
6. Return all equipment to the ePollbook case and pack up as shown in loading diagram found in the ePollbook case
7. Assist the Chief Judge with final clean up

Issuing Clerk Reference Guide

Position Overview: The Issuing Clerk distributes official ballots and explains voting instructions to electors.

The Issuing Clerk

1. Issues official ballots
2. Secures ballot pads not in use
3. Clarifies voting instructions
4. Directs voters to available voting booths

Before the Polls Open

1. Setting up the Touchwriter, Automark table and the voting booths
2. Arrange your workstation with all the transfer cases
3. Help setup indoor signage
4. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Assist the Chief Judge and other Clerks with final preparations

IMPORTANT INFORMATION

1. Only issue a ballot once a voting booth becomes available
2. Each page of the ballot stub is numbered and coded, sever ballots in numerical order
3. A voter must present a voter ticket before you can issue them a ballot. This means the voter has properly checked in with the Check-in Clerk
4. If your polling place is issuing more than one ballot type, ensure you issue the ballot indicated on the voter ticket presented by the voter
5. A voter may request any assistance they would like while casting a ballot so long as the assistance does not disrupt the polling place, and nothing is left behind in the voting booth
6. Place the ballot in the secrecy folder before handing the ballot to the voter

The First Voter of the Day

1. Have the first voter observe unlocking **ALL** the transfer case(s)
2. You may then issue the first voter their ballot
3. The Chief Judge will need to fill out the ballot receiving log, verifying that all the unused ballots assigned to the precinct arrived

4. Arrange pads of ballots in sequential and code order
5. Always keep a pad of each style available. Any extra ballots can be stored in the transfer cases

Throughout the Day

1. When the next voter in line approaches your station make sure they have a voter ticket
2. Once a voting booth is available, carefully tear off one ballot from the pad, put it in the secrecy envelope and hand it to the voter
3. Instruct the voter to mark their ballot at the voting booth and then deposit it in the scanner
4. Direct the voter to an open voting booth

After the Polls Close

1. Count the total number of unused ballots
2. Give the following items to the Chief Judge:
 - a. UNUSED Ballots
3. Place BALLOT STUBS in the appropriate envelope
4. Assist the Chief Judge with closing the polling place

Special Notes

1. Once you've issued the last ballot on a pad, place the binding from the pad in the BALLOT STUBS bag(s)
2. If a ballot is severed from the pad of ballots and is not used, spoil it by writing, "DETACHED, NOT USED – SPOILED" and put it in the SPOILED BALLOT ENVELOPE

Receiving Clerk Reference Guide

Position Overview: The Receiving Clerk keeps the ballot boxes secure and announces the voter's names as they deposit their ballot in the scanner.

The Receiving Clerk

1. Voters will approach your station ready to deposit their ballot
2. Ask the voter to deposit their ballot in the scanner (Verity Scan)
3. Ask the voter their first and last name
4. Announce: "[VOTER'S NAME], HAS VOTED"
 - a. If the voter refuses to state their name, proclaim "A voter has voted"
5. Offer voter an "I Voted" sticker

Before the Polls Open

1. Set up the ballot boxes and scanner
2. Set up the ballot box bags and place inside the ballot boxes
3. Make sure you have all items listed on your supply bag inventory
4. Arrange your work area
5. Help setup indoor signage
6. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
7. Assist the Chief Judge and other poll workers with final preparations

The First Voter of the Day

1. Ensure the ballot boxes are open so the first voter can verify that they are empty
2. Show the first voter that the ballot boxes and ballot bags are empty
3. Once the first voter verbally verifies that the boxes are empty, wait for the Chief Judge to lock the ballot boxes and put on the plastic security seals
4. Have the voter fill out the **BALLOT BOX WITNESS AFFIDAVIT**
5. Have the voter deposit their ballot into the scanner (Verity Scan)
Announce, "[**VOTER'S NAME**] has voted" in a clear and audible tone
6. Offer voter an "I Voted" sticker

Voter Announcement

Title 34, Chapter 11, Section 07 of the Idaho State Code states (§ 34-1107)
"The judge shall then record that the elector has voted and proclaim the same in an audible voice."

IMPORTANT INFORMATION

1. Remind voters not to fold their ballot
2. If a voter comes to you because they made a mistake marking their ballot and would like another, direct them to the ePollbook Clerk to spoil and reissue their ballot
3. Be on the lookout to make sure no one accidentally leaves the Polling Place with a ballot

Throughout the Day

1. Maintain the security of the ballot box and scanner
2. Collect secrecy sleeves and periodically return them to the Registration and Poll Book Clerks for reissuance
3. Perform the following steps as voters deposit their ballots:
 - a. When the voter approaches your station, ask the voter to remove their ballot from the secrecy sleeve and place it in the ballot scanner. If the ballot scanner rejects the ballot, have the voter read the reason presented on the screen out loud and either refeed the ballot into the scanner or instruct the voter on how to spoil their ballot if necessary
 - i. The voter can resubmit the ballot as-is if they don't want to spoil and re-vote
 - b. Audibly announce, "[Voter's Name] has voted"
 - c. Offer the voter an "I Voted" sticker

After the Polls Close

1. After the Chief Judge opens the ballot boxes, remove the ballot bags, zip and seal them, then give them to the Chief Judge for transfer to the Ada County Elections Office on election night
2. Disassemble ballot boxes and prepare the ballot scanner to be returned by the Chief Judge to the Ada County Elections Office on election night
3. Return your supplies to the supply bag and tote
4. Assist the Chief Judge and other poll workers in taking down the polling place and putting away supplies and signage

CLOSING THE POLLING PLACE

The day is ending, and you are ready to close the polls. Remember, if there are voters still in line at 8:00PM, they still have the right to vote! Make sure to have someone stand in the back of the voter line right at 8:00PM so nobody else joins the line after 8:00PM, when the polls are closed.

Every poll worker has their own responsibilities for closing, which are clearly spelled out in the reference guides for each role. Refer Clerks to their station's reference guides if they are unsure what to do. The following checklist is meant to provide the Chief Judge with the steps necessary to successfully close the polls.

Checklist

1. At 8:00PM, announce the "the polls have closed"
2. Retrieve the closing code from the CJ keychain
3. After the last voter deposits their ballot in the box, start shutting down the scanner using your closing code
 - a. Once the code is entered, select "Close the Polls." A receipt will print out from each scanner. You may now pack up the scanners to return to our office
 - b. Remove the ballot bags, zip and seal them
4. Close the Touchwriter using your closing code and pack it up
5. Fill out the "Ballot Transfer Log" form in full
 - a. This log is in the top pouch of ballot box bag #1
6. Gather all supplies for the "Return on Election Night Bag"
 - a. The bag is in the tote and a list of what gets put into the bag is included in the bag
7. Make sure all poll workers have clocked out and completed a paysheet
8. Load scanners, ballot bags, ballot transfer cases, ePollbooks, and the "Return on Election Night Bag" in the Chief Judge's car for return to the Ada County Elections Office once the polling place is fully packed up.
9. Gather all the election supplies on the carts or wardrobe box and return the polling place to its original condition
10. Close all doors and lock up if needed
11. Dismiss and thank workers

The following is a checklist that is included in the precinct binder.

Chief Judge Closing Check List:

- ☐ **Announce 'The Polls are Closed' at 8pm**
 - ☐ **Have all poll workers clock out on one EPB**
 - ☐ Collect Poll Worker badges (place in front pouch of binder)
 - ☐ **Pass out closing checklists to each position**
 - ☐ Locate Return on Election Night Bag
 - Gather all supplies listed on Return on Election Night bag
 - ☐ Relay total number of ballots scanned to check in clerk
 - ☐ **Complete Ballot Transfer Log** (found in top pouch of grey ballot bag) **Instructions on back side of this page**
 - ☐ Return completed Ballot Transfer Log to top pouch of the sealed grey ballot bag (where you found it!)
 - ☐ Sign EPB once accounting has balanced
 - ☐ Observe tear down processes and standby for questions
 - ☐ Collect checklists once all tasks are completed
 - ☐ **Verify all timecards are filled out correctly**
 - ☐ Load cart
 - ☐ Return polling place to its original condition
 - ☐ **Thank workers!!!** Send them home
 - ☐ Secure polling place (lock up if necessary)
- ***Bring SCANNERS, BALLOT BOX BAGS, TRANSFER CASE(S), RETURN ON ELECTION NIGHT BAG, and EPB CASES back to Elections Office*****

Poll Worker Closing Procedures

Check-in Clerk

1. Make sure all poll workers clock out for the day (everyone should clock out on the same ePollbook)
2. Select "Logout" and close the election
3. Complete all "Accounting" for the day with the assistance of your Chief Judge. Refer to spiral bound ePollbook guide on pg. 35 for more info
4. Count the total number of spoiled ballots (those issued and spoiled at the polls)
5. Give the following items to the Chief Judge:
 - a. SPOILED BALLOTS in the envelope
 - b. SPOILED ABSENTEE BALLOTS in the envelope
6. Return all equipment to the ePollbook case and pack up as shown in loading diagram found in the ePollbook case
7. Assist the Chief Judge with final clean up

Issuing Clerk

1. Count the total number of unused ballots
2. Give the following items to the Chief Judge:
 - a. UNUSED Ballots
3. Place BALLOT STUBS in the appropriate envelope
4. Assist the Chief Judge in taking down the polling place

Receiving Clerk

1. After the Chief Judge opens the ballot boxes, remove the ballot bags, zip and seal them, then give them to the Chief Judge for transfer to the Ada County Elections Office on election night
2. Disassemble ballot boxes and prepare the ballot scanner to be returned by the Chief Judge to the Ada County Elections Office on election night
3. Return your supplies to the supply bag and tote
4. Assist the Chief Judge and other poll workers in taking down the polling place and putting away supplies and signage

CRITICAL DOCUMENTS

There are some documents in the polling place that are critical for purposes of tracking ballot chain of custody and keeping accurate accounting at the polling place. As Chief Judge, it is your responsibility to ensure these documents are accurately completed and returned to the Ada County Elections Office every election.

1. Ballot Receiving Log
2. Ballot Box Witness Affidavit
3. Ballot Transfer Log
4. Poll Worker Pay Sheet

Ballot Receiving Log


The ballot receiving log is filled out at the beginning of the day by the Chief Judge, once the first voter has arrived and all the transfer cases have been opened by the Issuing Clerk.

Ada County Elections - **March 2021 Consolidated Election**
Election Day Ballot Receiving Log
Complete Form and Place in Return on Election Night Bag

Precinct #:	
Total Number of Cases Delivered:	

Seal numbers used to lock transfer cases							
Box #1	Box #2	Box #3	Box #4	Box #5	Box #6	Box #7	Box #8

Election Staff Signature	Election Staff Signature



For Polling Place Use

Polling Place Instructions:

- > **Complete Form and Place in Return on Election Night Bag**
- > Confirm all seals match prior to opening
- > Open *ALL TRANSFER CASES* in front of the first voter
- > Count all ballots to ensure all ballots are received

Ballot Stock (Precinct)	Ballot Quantity	Received
2110	150	
Total		

	Box #1	Box #2	Box #3	Box #4	Box #5	Box #6	Box #7	Box #8
Does Seal # Match?	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

We verify we received the number of ballots above and the security seals match.

Chief Judge Signature	Asst. Chief Judge Signature

The Ballot Box Witness Affidavit is filled out by the first voter who is ready to deposit their ballot in the scanner. All the fields on the form are required for the first voter to fill out. Once the voter has completed the form, the Chief Judge may close, lock the ballot boxes, and attach the plastic security seal.

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Ballot Transfer Log

The Ballot Transfer Log is used for completing all the accounting information at the end of the day. The Chief Judge is required to fill out this accurately in full and place back in the top pouch of ballot box bag #1.

Ballot Transfer Log – May 16, 2023

See Closing Tab in Binder for instructions.

Precinct #s:	
--------------	--

(Enter Precinct #s)

Record seal number(s) used to secure ballot bag(s) and transfer case(s) below:

Bag #1	Bag #2	Case #1	Case #2	Case #3	Case #4

Ballots Available		Ballot Accounting	
Box 1- Total <u>RECEIVED</u> Ballots:		Box 4- Total <u>UNUSED</u> Ballots:	
Box 2- Total <u>TOUCHWRITER</u> Ballots:		Box 5- Total <u>SPOILED</u> Ballots:	
Box 3- GRAND TOTAL:		Box 6- Total <u>VOTED</u> Ballots:	
		Box 7- GRAND TOTAL:	
Box 8- TOTAL CHECK-INS: (Reference <u>ePollbook</u> Total Check-ins)			

☐ Box 3 and Box 7 Match

☐ Box 6 and Box 8 Match

Chief Judge Signature	Asst. Chief Judge Signature

******Return in Top Pouch of Grey Ballot Bag******

For Official Use Only:


Are the above boxes checked? Yes/No

	Bag #1	Bag #2	Case #1	Case #2	Case #3	Case #4
Does Seal # Match?	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Inside Receiving Supervisor Initial	Inside Receiving Staff Initial
-------------------------------------	--------------------------------

Poll Worker Pay Sheet

All poll workers are paid directly by the county immediately following the election. Your workers need to complete the form in full in order to be paid. If you are short pay sheets your District Judge will have extra blank pay sheets available.



ELECTION WORKER PAY SHEET
POLL WORKER

The following form is **required** in order to be paid for working the Consolidated Election on March 9, 2021. This form must be **completed, signed and returned** in the "Return on Election Night Envelope".

I, _____, certify that I performed my assigned duties as an elections worker from _____ **am/pm** to _____ **am/pm** on March 9, 2021 and I affirm that the information supplied herein is true.

Current Information

NAME: _____ PRECINCT WORKED: _____

ADDRESS: _____

CITY, ST, ZIP: _____

CELL: _____ EMAIL: _____

Mailing Information (if different from above)

ADDRESS: _____

CITY, ST, ZIP: _____

Signature: _____
(This form must be signed before payment can be issued)

Checks will be mailed on approximately April 5, 2021

For Office Use Only
Vendor # _____ Amount: \$ _____

ANNUAL ELECTIONS CALENDAR

Below is the official election calendar for the State of Idaho as **Title 34, Chapter 1, Section 06** (§34-106) and **Title 34, Chapter 6, Section 01** (§34-601) of the **Idaho State Code** specifically denotes these dates as available for holding elections. Elections held by Ada County will not take place on days not listed below with the exception for runoff elections in local city contests. Runoff elections are typically held about a month after the November General if necessary.

May Election

When?

- Third Tuesday in May

Why?

- Non-Presidential Primary Elections.
- Municipal and local political subdivision elections
- Other initiatives/referendums if applicable

August Election

When?

- Last Tuesday in August

Why?

- For a school bond, levy, or recall election

November Election

When?

- Tuesday following the first Monday in November of each year

Why?

- General Election

FREQUENTLY ASKED QUESTIONS

Pre-Election Questions

Should I set my polling place up ahead of time?

- Yes, Ada County strongly recommends that you may set up the day before if your precinct location allows it. Setting up the day before will reduce stress on election morning and help ensure your polling place opens on time.

Who is the contact person for my precinct?

- It depends on your polling place location. If your polling place is a school, your contact might be the principal or a custodian. If it is a church, it might be a pastor or someone in the church's administration office. To obtain your precinct contact's phone number or email address, please reach out to Ada County Elections- 208-287-6860 or pollworker@adacounty.id.gov

When do I need to have my poll worker staffing list in?

- Refer to the assignment letter sent to you over email.

What if I don't have enough poll workers to staff my precinct?

- Email the Ada County Elections Office at pollworker@adacounty.id.gov and the names of trained but unassigned poll workers will be sent to you. Please contact these workers to introduce yourself and confirm they are working at your precinct.

Election Day Questions

Opening the Polls

What is the opening code for the ePollbooks?

- The code to unlock the ePollbook is attached to the CJ keychain.

Who do you call if you are missing or need additional supplies?

- Contact your District Judge.

What phone numbers do I call if I have an issue at the polls?

- Election's Helpline: 208-287-6872

What if one or more of my pollworkers doesn't show up or calls out?

- Call the Election's Helpline, **208-287-6872**. A backup poll worker will be sent to your precinct if available.

What if the printer icon is yellow on my ePollbook?

- Tap on the icon, select “Find Printer” and look for the corresponding printer number that matches with the ePollbook’s Asset ID (bottom left corner of screen). Click on the correct printer, then press “test” and “save.”
- If you cannot find a printer number that matches your ePollbook’s Asset ID, turn off the printer using the top right button and then, again using the top right button, turn it back on. After this, repeat the steps above to attempt to connect the printer again.

How do I know if the MiFi is connected?

- If the MiFi is connected there will be a green fan on the ePollbook screen. If you instead see a broken heart, the MiFi is not connected. If you tap on the broken heart icon, the ePollbook will send a “heartbeat” and let you know if you are now connected to the MiFi or not.

By when do the Touchwriters have to be set up?

- They need to be available for voters by 7:45AM.

When should we open the ballot transfer case(s)?

- Do not open the ballot transfer case(s) until the first voter arrives. Ballot transfer case(s) are opened in front of the first voter to keep the process transparent. Once the first voter is ready to submit their voted ballot, they will then need to fill out the ballot box witness ID affidavit.

When should we use the paper Pollbook labeled DO NOT OPEN?

- Only open this if the Ada County Elections Office instructs you to.

Throughout the Day**What if a voter brings in an Absentee ballot?**

- Ask the voter if they would like to vote their absentee ballot?
 - o If they want to vote their absentee ballot, instruct them to drop off their ballot at the Ada County Elections Office, or one of the drop boxes located at the City Halls in Boise, Meridian, Eagle or Kuna by 8:00PM on election day. Let them know that precinct locations are not allowed to accept absentee ballots
 - o If they want to vote at your polling place, look up the voter in an ePollbook, indicate in the ePollbook that the voter is surrendering their ballot, write “SPOIL” across the ballot or envelope, and place the ballot in the spoiled ballot envelope
 - If the absentee ballot is handed to you in an envelope, under no circumstances may you open the envelope

What if a voter received an Absentee ballot but does not have it with them, and wants to vote in-person?

- If the voter does not have their absentee ballot, look up the voter in an ePollbook and indicate that they are not surrendering their absentee ballot. You may then check-in and vote the voter. Ask the voter to destroy their absentee ballot once they locate it if possible.
- If the voter has their ballot in their possession, take it from the voter and write "SPOILED" on the outside envelope. Under no circumstances may you open the absentee ballot envelope.

What if a voter is physically unable to sign the ePollbook?

- The individual who is being issued the ballot **MUST** make a unique mark in the signature field of the ePollbook. An "X" mark, or similar mark, will suffice. No other person may make a mark for the voter, regardless of whether that person is, a spouse, guardian, or family member.

Can a voter have a spouse or friend help them vote?

- Yes, a voter can ask for and use any kind of assistance, as long as it does not interrupt the polling place, your staff, or other voters.

What do we do if there is a disturbance in the voting area?

- The Chief Judge should report the situation to their assigned District Judge and the Ada County Elections Office. If you are concerned about the immediate safety of poll workers and voters, please call emergency services (911).

What if my printer stops printing?

- Check the printer to see if any orange lights are displayed. If there is an orange light, then lift the grey lever to check the paper level. If out of paper, add more. If there is paper left, lift the paper over the opening and close the printer firmly.
- If there are no lights displayed on the printer, check the connection between the plug and the outlet.
- If there is a solid blue light displayed on the printer, check to ensure there is a green printer icon displayed on the ePollbook dashboard instead of a yellow printer icon.

What types of ID's will scan on the ePollbook?

- Any official Driver's Licenses or ID cards will scan

What address is pulled up when an Idaho Driver's License or ID card is scanned?

- The address at which the voter is registered to vote in Ada County. The address displayed may be different than that printed on their Idaho Driver's License or ID card; this is fine.

Does a voter have to fill out a same-day voter registration card if they are just changing their voter registration address?

- Yes. Any changes to a voter's registration require the voter to fill out a new voter registration card. Once they have filled out a voter registration card, use the card to update their information in the ePollbook.

When do I add a new voter registration to the ePollbook?

- After you have checked to see if a voter is in the correct polling location and isn't registered. You will then complete the same-day voter registration and check-in process for the voter.

Why do we hand a printed slip to voters after they are checked in?

- This slip indicates to the Issuing Clerk that the voter has been checked in and which ballot type the voter should receive.

What should the Issuing Clerk do with the printed slips?

- Once you have issued a ballot to a voter, collect the slip(s) and place in the return on election night bag in the voter ticket envelop.

What if a voter refuses to give their name to the Receiving Clerk?

- Simply state, "A voter has voted"

What if a voter wants to voice a complaint?

- You may give the voter an Ada County Elections Office business card and have them call the Office.

Can a voter use their phone in the voting booth or in the polling place?

- Yes, if they are not interrupting anybody else's privacy or ability to vote.

What if there are campaign signs, petitioners, or voters wearing anything political relating to the election?

- If the campaign signs or petitioners are closer than 100ft to the entrance of the polling place, then you should ask those individuals to stand 100ft from the entrance.
- If it is a voter, then you should ask them to either cover the item up or remove it. If they refuse, then please vote them through quickly, regardless of their apparel.

Closing the Polls

How do I close on the ePollbook?

- On one of the ePollbooks tap on the three-bar menu in the upper right-hand corner and click "Log Out". You will then click the "Close for the Day" option, and then tap the "Accounting" button. Next you will be able to enter all the required totals.

- For additional guidance, you may also refer to the “Accounting” section of the ePollbook training guide located in the grey ePollbook case.

What totals do I need to enter in the “Accounting” section?

- The total number of unused ballots, spoiled ballots, and scanned ballots (see number on scanner display screen).

What do I return to the Ada County Elections Office on election night?

- Ballot scanners, Ballot bags with Ballot Transfer Log on top, ePollbooks, unused ballots in the transfer case, and the “Return on Election Night Bag” (containing all required materials). The “Return on Election night Bag” is located in the tote.

How do substitute poll workers get paid?

- Have them fill out a blank pay sheet. If you don’t have a blank sheet, contact your District Judge.

When will the closing code be given?

- The closing code is included with the opening code on the slip attached to the Chief Judge keys.