Ada County Elections
Full Chief Judge Training

May 17th, 2022, Primary Election

Mitch Lange
Elections Trainer
Oath of Office

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 the Office of Chief Judge of Ada County, State of Idaho, according to the best of my ability.
What’s on the Ballot?

<table>
<thead>
<tr>
<th>CONSTITUTION BALLOT</th>
<th>DEMOCRATIC BALLOT</th>
<th>LIBERTARIAN BALLOT</th>
<th>REPUBLICAN BALLOT</th>
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NON-PARTISAN BALLOTS ARE AVAILABLE TO ALL VOTERS REGARDLESS OF AFFILIATION

“UNAFFILIATED” VOTERS MAY STILL CHOOSE TO AFFILIATE WITH A PARTY UP TO AND INCLUDING THE DAY OF THE PRIMARY ELECTION.
Vote!

Early Voting (May 2\textsuperscript{nd} – May 13\textsuperscript{th} 8:00AM to 5:00PM M-F)
- Ada County Elections- 400 N Benjamin Ln, Boise, ID 83704
- Boise City Hall- 150 N Capitol Blvd, Boise, ID 83702
- Meridian City Hall- 33 E Broadway Ave, Meridian, ID 83642
- Mobile Voting Trailer- Schedule on adacountyelections.com

Absentee Deadline
- Last day to request an absentee ballot is May 6\textsuperscript{th}
Chief Judge Saturday

Date: May 14th
Time: 9 AM – 1 PM

Benjamin Office – Warehouse Loading Area

• Items to be picked up
  • Ballots
  • EPB
  • Scanner(s)
  • TouchWriter

• Chief Judge or Designee
• Sign up for a time slot!

*PLEASE BRING PHOTO ID
What’s New?

• Primary Election!
• Registration Cards
• Precinct Binders
1. Policies and Legal Responsibilities
2. Setting Up the Polls
3. Poll Worker Role Review
4. Closing the Polls
Election Policies

- Electioneering
- Accessibility
- Poll Watchers
- Emergency Response
- Primary Election Considerations
Electioneering

• No electioneering within 100’ of the polling place entrance
• No political or issue related clothing
  • Please ask if they can cover or remove
  • If the voter refuses, we still allow them to vote

See ‘Electioneering’ pg. 13 in Manual
Accessibility

- Be prepared to assist voters with disabilities in polling place or via curbside
- Address directly and don’t assume
- Voter can receive assistance voting or use the Touchwriter

See 'Accessibility' pg. 14 in Manual
Accessibility - Voting Equipment

• Setup **before** polls open
• Refer to step-by-step instructions included w/ Touchwriter materials
• Call the Equipment Helpline with any issues: 208-287-6867
Accessibility - Temporary Measures

• Why are temporary measures necessary?
• How are they implemented?
• Living Independence Network Corporation (LINC)
<table>
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</table>
Accessibility - Curbside Voting

- Curbside Voting
  - Only at the Ada County Elections Office!
Poll Watchers

• Must be authorized by a political party or candidate
• You will be made aware if your polling place has assigned poll watchers
• Ada County issues official poll watcher badges
• Poll watcher can only observe
Election Emergency Response

Major Emergency

• Fire Alarm
  • Evacuate area, take a head count, and assess situation

Minor Emergency

• Call District Judge and/or Elections Office
Primary Election Considerations

CONSTITUTION BALLOT
OPEN TO THESE VOTERS:
CONSTITUTION PARTY

DEMOCRATIC BALLOT
OPEN TO THESE VOTERS:
DEMOCRATIC PARTY
LIBERTARIAN PARTY
REPUBLICAN PARTY
CONSTITUTION PARTY
“UNAFFILIATED”

LIBERTARIAN BALLOT
OPEN TO THESE VOTERS:
LIBERTARIAN PARTY

REPUBLICAN BALLOT
OPEN TO THESE VOTERS:
REPUBLICAN PARTY

NON-PARTISAN BALLOTS ARE AVAILABLE TO ALL VOTERS REGARDLESS OF AFFILIATION

“UNAFFILIATED” VOTERS MAY STILL CHOOSE TO AFFILIATE WITH A PARTY UP TO AND INCLUDING THE DAY OF THE PRIMARY ELECTION
Before Election Day

1. Communicate with your polling place contact
2. Submit your worker list
3. Know your District Judge
4. Set up on the Monday before election day
5. Review materials and videos
Setting up the Polls
Polling Place Setup: Chief Judge Responsibilities

1. Arrive at polling place by 7:00AM on Election Day for setup
2. Confirm all workers have arrived
3. Find the election materials
4. Assign roles
5. Handout reference sheets and begin setup
6. Begin setting up ballot box, ballot scanner and Touchwriter
7. Setup inside and outside signs
8. Assist poll workers with their station setup if needed
9. All poll workers clock-in and take Oath of Elections
10. Distribute poll worker badges
11. Conduct final assessment
12. Announce “The Polls are open!”

See 'Opening the Polling Place' on pg. 17 in Manual
Chief Judge Goals

- **Direct**
  - Eliminate Voter Confusion

- **Fill**
  - All clerk positions

- **Watch**
  - Equipment (EPB, Scanners, TouchWriter)
Polling Place Setup: Check-in Clerk

1. Verify all ePollbook equipment is present
2. Arrange work area
   • MiFi
   • Printer
   • EPB
3. Assist the Chief Judge with final preparations
4. Review check-in procedures

See ‘Poll Worker Opening Procedures’ pg. 19 in Manual
Polling Place Setup: Issuing/Receiving Clerk

**ISSUING CLERK**

1. Read reference guide
2. Position **ALL** transfer cases on top of table
3. Help setup indoor signage

**RECEIVING CLERK**

1. Setup ballot boxes
2. Grab Receiving Clerk Bag from tote and read reference guide
3. Arrange work area
4. Help setup indoor signage

See ‘Poll Worker Opening Procedures’ pg. 19 in Manual
General Layout
Polls Open 8:00AM and First Voter

1. Announce the “Polls are Open!”

2. First voter arrives
   • Checks in at ePollbook
   • Open ALL transfer cases
     • Fill out ballot receiving log
   • Ballot box witness ID affidavit

See 'First Voter Procedures' pg. 20 in Manual
Election Day Ballot Receiving Log
Complete Form and Place in Return on Election Night Bag

Precinct:

Box #1 Box #2 Box #3 Box #4 Box #5 Box #6 Box #7 Box #8

Seal numbers used to lock transfer cases

Box #1 Box #2 Box #3 Box #4 Box #5 Box #6 Box #7 Box #8

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

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

BALLOT BOX WITNESS AFFIDAVIT

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.
Poll Worker Role Review
Check-in Clerk Registration Procedure

**Voter**
- Registration Card Completed by Voter
- Official Use Only Box
- Stamp ‘Residence Verified’

**Check-in Clerk**
- Voter Presents Acceptable ID and Proof of Residency
  - Idaho Drivers License w/ current address
  - Photo ID w/ proof of residency

**Register via ePollbook**
- Complete all fields in ePollbook

See "Election Day Expectations" pg. 8 and "Registration Reference Guide" pg. 25 in Manual
**Registration Card Required Fields**

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**IDAHO ELECTION DAY VOTER REGISTRATION FORM**

**PRIMARY ELECTIONS**

**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 $500,000.

1. **Are you a citizen of the United States of America?**
   - Yes
   - No

2. **Will you be at least 18 years of age on election day?**
   - Yes
   - No

3. **Date of Birth**
   - Male
   - Female
   - Residence in Idaho
   - Yes: _____, No: _____
   - Phone #: (optional)

4. **Idaho Driver's License or Last 4 of SSN**
   - I have not been issued an Idaho Driver's License or SSN

5. **Residence Address (Do not use PO Box or business address)**
   - City
   - Zip Code
   - County

6. **Mailing Address (If different from residence address)**
   - City
   - Zip Code
   - County

7. **Address Where Previously Registered**
   - City
   - State
   - Zip Code
   - County

8. **Are You Currently Registered To Vote in the State of Idaho?**
   - Yes (Complete section 7)
   - No (Skip to section 8)

9. **With which political party are you affiliated in your current voter registration? (Select one)**
   - Constitution
   - Democratic
   - Libertarian
   - Republican
   - Unaffiliated (no party preference)

10. **Do you have any legal disqualifications?**
    - Yes
    - No

11. **UNDER PENALTY OF LAW:** I certify that I am a citizen of the United States; 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.

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**For Official Use Only**

**Precinct**

**Clerk**

**Date**

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**County**

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**Ada County Elections**

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**ER-2 Election Day Registration Card - Primaries, Revised 2022**
Photo ID and Proof of Residency Examples

Examples: Photo IDs

Examples: Proof of Residency
Check-in Clerk Procedure

Name and Address
- Review acceptable IDs and ask for name and address

Voter Eligibility Screen
- "Wrong Location," "Already Voted," "Absentee Received," etc.

Voter Signs ePollbook
- Secrecy envelope and voter ticket
- Direct to issuing clerk

See ‘Check-in Clerk Reference Guide’ pg. 26 in Manual
ID Requirement: Check-in

Acceptable Idaho Voter ID for Check-In:
1. Idaho Drivers License or ID Card
2. Tribal Card
3. Current Idaho High School or College ID
4. Federal Issued ID Card (passport, military, etc.)
5. Idaho Concealed Weapons license
PERSONAL IDENTIFICATION AFFIDAVIT

STATE OF IDAHO

SS.

County of __________________________

_______________________________ Precinct

I declare, under penalty of perjury, that my name is listed as __________________________ on the official voter registration list, that I am that person, and that I currently reside at __________________________.

(Residence Address, City and Zip Code)

Any person, who knowingly provides false, erroneous or inaccurate information shall be guilty of a felony. (34-1114, Idaho Code)

Signed: __________________________

Subscribed and sworn to before me this _______ day of ____________, ____________.

_______________________________

Judge of Election
Issuing Clerk Procedures

1. Receives Secrecy Folders and Voter Tickets
2. Removes ONLY One Ballot from the Ballot Pad at a Time
3. Directs Voter to Voting Booth
4. Informs Voter Where to Deposit Ballot

See ‘Issuing Clerk Reference Guide’ pg. 29 in Manual
Receiving Clerk Procedures

- Voter Deposits Ballot into Scanner
- Ask Voter for their Name
- Announces “Voters Name” has voted
- Offers “I Voted” Sticker

See ‘Receiving Clerk Reference Guide’ pg. 31 in Manual
ePollbook Training

1. Overview
2. Assembly and Setup
3. Opening the Election
4. Poll Worker Payroll
5. Voter Check-In
6. Voter Registration
7. Special Cases
8. Closing the Election
Closing the Polls
Closing Your Polling Place

Close Polls

• Close polls on the Hart Verity Scanner(s) and Touch Writer
  • Put receipts in the top pouch of the Ballot Box Bag and corresponding envelope in the “Return on Election Night Bag”
• Announce the “Polls are Closed!”

Accounting

• Collect numbers from all positions and record on the Ballot Transfer Log
• Ensure all pay sheets are filled out in full

See ‘Closing the Polling Place’ pg. 36 in Manual
Closing Your Polling Place

Check-In Clerk
1. All poll workers clock out on the same ePollbook
2. Complete all accounting (pg. 34)
3. Pack up ePollbook
4. Assist the Chief Judge in closing polling place
Closing Your Polling Place

Issuing Clerk

**UNUSED**
Count total # of Unused ballots

Note and give to Chief Judge

**SPOILED**
Count total # of Spoiled ballots

Note and give to Chief Judge
Closing Your Polling Place

Receiving Clerk

Record Total # of Ballots from Scanner Receipt

Remove Ballot Box Bag, zip it up and seal it.
Ballot Transfer Log

- Complete entire form
- Sign at the bottom
- Return to Benjamin in the Ballot Bag’s top pouch
Pay Sheets

- Poll workers must fill out the form in full
- Update personal information if necessary
- Signature on the line
- **Any** discrepancy can result in a delayed payment
Return on Election Night Envelope

1. Completed Pay Sheets
2. Spoiled Ballots
3. Spoiled Absentee Ballots
4. Receipts Envelope
5. Completed Registration Cards
6. Personal ID Affidavits and Oaths of Challenged Voters
7. Ballot Stubs
Return on Election Night!

Benjamin Office

- Ballot Scanner(s)
- Ballot Box Bags w/ Transfer Log
- Unused Ballot Transfer Cases
- Return on Election Night Bag
- ePollbook
## Closing Your Polling Place

<table>
<thead>
<tr>
<th>Return Polling Place back to original condition</th>
<th>Dismiss Workers</th>
<th>Secure Polling Place</th>
</tr>
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</table>
When in doubt

Before Election Day: Call or Email Mitch Lange
• 208-287-6878 m Lange@ada county.id.gov

On Election Day:
• Use your resources (checklists, reference sheets, and help guides)
• Call your District Judge
• Key Phone Numbers:
  • Equipment Helpline: 208-287-6867
  • Registration Helpline: 208-287-6858
  • Chief Judge line: 208-287-6872
Thank You!

100th Anniversary of Women’s Suffrage

I VOTED