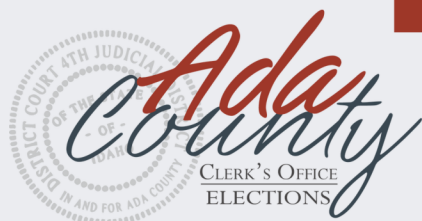


# ELECTION DAY GUIDE



ADA COUNTY ELECTIONS





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# **SAVE THE DATE – 2024 ELECTIONS CALENDAR**

The 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 the dates listed below as available for holding elections. There is an option for a runoff election in local city contests. Runoff elections are typically held about a month after the November General if necessary.

## **MAY**

Early Voting - May 6th – 17th

Election Day - May 21, 2024

Primary Elections

Municipal and local political subdivision elections

Other initiatives/referendums if applicable

## **AUGUST**

Early Voting - August 12th – 23rd

(Potential) Election Day – August 27, 2024

For a school bond, levy, or recall election

## **NOVEMBER**

Early Voting - October 21st – November 1st

Election Day – November 5, 2024

General Election

Municipal and local political subdivision elections

Other initiatives/referendums if applicable

Early Voting is Monday through Friday 8am – 5pm at select locations within Ada County\*



# **STAFFING AND CHIEF JUDGE CONSIDERATIONS**

## **CHIEF JUDGE SELECTION**

Chief Judges are critical to a successful election day. We greatly appreciate all the time and effort Chief Judges put into each election. Here are some responsibilities of the Chief Judge following a precinct assignment.

1. Chief Judges are selected typically 2 months before an election.
  - a. Each Chief Judge will be sent an email containing their assignment letter once they have been designated a precinct.
  - b. Precinct assignments are determined by the Ada County Elections Office, however we do our best to assign everyone to a location close to their home address.
2. It is recommended that Chief Judges (CJ's) pick their own Assistant Chief Judge (ACJ). This is because, the Assistant Chief Judge will step into the role of Chief Judge if the Chief Judge is unable to work on election day. The Assistant Chief Judge should be reliable, do well managing others, and works well under pressure. Prior election experience is helpful but is not necessary.
3. The Chief Judge is responsible for submitting a list of poll workers to the Ada County Poll Worker Specialist, at the date specified in the assignment letter.
4. Ada County Elections will assist in finding additional poll workers if necessary or may assign a poll worker to a polling place at their discretion.

## **TRAINING**

The Chief Judge and Assistant Chief Judge are required to attend an in-person training prior to each election. Training for returning poll workers can either be through an in-person class or online. New poll workers need to apply online at Ada County Elections and are required to take an in-person class. Workers can register for a class through the poll worker portal or on the election's website. Instructions to do so will be listed in the assignment letter. Training classes are typically two to three hours long.

## **GO VOTE**

Since election day will be busy and you may not be assigned to the location where you vote, Chief Judges and their staff will need to take advantage of Early Voting or Absentee Voting if planning to vote. Go to [adacountyelections.com](http://adacountyelections.com) to get election-specific updates on where and when to cast your ballot.

# ***SELECTING POLL WORKERS***

Each precinct is allotted a certain number of poll workers depending on the size of the election. Staffing requirements will be included in the Chief Judge Assignment letter. It is the responsibility of the Chief Judge to submit a list of poll workers they would like to work with at their polling place. The Ada County Elections Office will staff any remaining open spots and may add additional workers at their discretion.

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**

- **Citizenship**
  - All poll workers must be a US Citizen.
- **Age**
  - All poll workers must be at least 16 years old.
    - There is a limit of two student poll workers per precinct. Everyone else must be over 18.
- **Registration**
  - Though not required, we recommend that all poll workers be registered to vote and vote in elections to gain exposure to the voting process.

## **SUBMITTING WORKER LISTS**

Every Chief Judge must submit a list of poll workers by the date indicated on their assignment letter. The Chief Judge's poll worker list must be emailed to [pollworker@adacounty.id.gov](mailto:pollworker@adacounty.id.gov) and include the workers' email, phone number, and residential address. This will help Ada County Elections to assign the correct workers to the correct polling place and ensure they are properly paid.

# **CHIEF JUDGE SATURDAY**

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. Pickup will be at the Elections Warehouse located on the back side of the building. Signs and cones will direct the Chief Judge where to go.

Chief Judges must sign-up for a timeslot to pick-up their equipment. Sign-up for equipment pick up can be done on the poll worker portal similar to signing up for a training. Chief Judges have the option to designate another individual to pick up their items if they are unavailable on that date, however, this information must be shared with Ada County Elections prior to pick up.

Depending on the size of the election, there could be a significant amount of materials distributed on Chief Judge Saturday. Please have sufficient space in the car to accommodate the necessary equipment.

Election security is paramount to Ada County Elections; therefore, a valid photo ID and signature is required to pick-up polling place equipment. Please have your ID ready prior to loading your car. It is the responsibility of the Chief Judge to ensure the security of the items received on Chief Judge Saturday from pick up to election day.

## **POLLING PLACE**

**It is the responsibility of the Chief Judge to contact their polling place prior to election day.**

The polling place location and the contact information is located in the assignment letter. Some polling places require obtaining a key code or door key ahead of election day. Chief Judges should work to coordinate entry into the polling location in advance of election day.

**Set up the Monday before election day** is highly recommended if the polling place allows. This will save time, increases accuracy and reduces stress on the morning of election day. It also helps to ensure the polling place is ready to go well before the 8:00am deadline. Before setup, the Chief Judge should confirm with the polling location that all equipment has been delivered.



# ***ELECTION POLICIES AND EXPECTATIONS***

## **ELECTION DAY POSITION ROLES**

In addition to the Chief Judge and Assistant Judge, there are 3 unique poll worker roles that must be fulfilled at the polling place. The Chief Judge is responsible for supervising all roles throughout the day and can act as a substitute when needed. The Assistant Chief Judge may have one of the poll worker roles or act as a greeter throughout the day. If the Chief Judge is unavailable for any reason on election day, the Assistant Chief Judge will take on the role of Chief Judge.

### **1. Chief Judge**

- a. Manages the polling place and the workers.
- b. Observes and enforces election procedures, 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 return of equipment that night.

### **2. Assistant Chief Judge**

- a. Greeter
  - i. Welcomes voters as they enter the polling place.
    1. "Are you registered."
    2. "Have IDs ready!"
- b. Responsible for ensuring the polling place meets ADA accessibility requirements.
- c. Alerts Chief Judge regarding any issues observed related to electioneering or accessibility.
- d. Can answer questions and oversees the polling place when the Chief Judge is unavailable or on a break.

### **3. Check-in/Registration Clerk**

- a. Works the E-pollbook 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 tickets once the voter is checked in.
- f. Retains spoiled ballots and spoiled absentee ballots.

### **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 and hands voter their ballot in a secrecy folder.
- d. Retains ballot stubs in designated envelopes.



## 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 the Check-In station.
- c. Asks for and audibly announces the voter's name after they deposit their ballot.
- d. Hands out "I Voted" stickers once the ballot has been deposited.

## DISTRICT JUDGES

The District Judge is responsible for assisting multiple polling places on election day. District Judges are in the field, and available to answer any questions, provide support or extra equipment throughout the day. District Judges will reach out to the Chief Judge in the weeks leading up to the election. It is recommended that the Chief Judge and Assistant Chief Judge save the District Judge's phone number in their phone to contact them easily throughout the day. District Judges will visit each of their assigned polling locations and introduce themselves on Election Day.

**\*NOTE\*** If there is an issue on election day or a question comes up, contact your District Judge with your questions first.

## DISCIPLINE/DISMISSAL

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

All poll workers are representing Ada County for the day and as such, 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 these policies, procedures, and statutes or behaviour inconsistent with Ada County's values may result in a warning and/or dismissal from the position.

## REMINDERS

- Chief Judge, check in with all poll workers the weekend before election day, if not sooner.
  - If a poll worker cannot attend, notify the county by emailing [pollworker@adacounty.id.gov](mailto:pollworker@adacounty.id.gov) or calling 208-287-6860.
- Bring any notes and this manual with you on election day.
- Availability
  - Chief Judges need to be available throughout the day in case questions arise. As the Chief Judge, should you step away from the voting area for some time, please make sure the Assistant Chief Judge is available for questions.

- Illness
  - If you are ill on election day, please stay home. Notify the elections office at 208-287-6872 as soon as possible. If the Chief Judge is not feeling well, the Assistant Chief Judge will assume the duties of the precinct and the Elections Office will fill in any open positions.
- Food
  - All polling place staff must remain at the polling place for the entire day. Please bring all food, drinks, and medication needed, with you on election day. You are welcome to have food delivered to the polling place, however, the Chief Judge might work out a food plan with their workers ahead of election day.
- Electronic Devices
  - Smartphones, laptops, or tablets are not permitted at any of the stations if voters are present in the polling place. If you need to use your phone while voters are present, please step away from the voting area, unless it is being used to communicate with our office.

# ***LEGAL RESPONSIBILITIES***

## **ELECTIONEERING**

Poll Workers are not permitted to talk about politically related news or topics on 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.

In the morning the Assistant Chief Judge will place a "Vote Here" sign 100 feet 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.

If a voter enters a polling place with political or ballot issue-related clothing, then the Chief Judge **MUST** ask the voter to either cover up or remove their political apparel. If the voter refuses, then allow the voter to cast their ballot.

## **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 the polling place with a firearm and anyone feels threatened, call 911 immediately.

## **POLL WATCHERS AND CHALLENGERS**

A 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 the Chief Judge know ahead of time if the polling place will have either. The Chief Judge will also make sure they arrive with an Ada County-issued badge that has their name, the election date, and the precinct. All questions from poll watchers or challengers should be directed to the Chief Judge or the Elections Office.

Poll watchers are allowed to observe the conduct of the election. The poll watcher will be placed 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 have the authority to challenge a voter whom they believe does not meet the requirements to register and/or vote in the election. The poll challenger will be placed 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 at the end of the second tab of the precinct binder. The voter will then have to complete the Oath of Challenged Voter form, 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 on election day. All polling places are certified by the Idaho Living Independence Network Corporation (LINC) ahead of election day. Some polling locations will require the Assistant Chief Judge to implement temporary measures, like creating an ADA parking space, to ensure accessibility.

The Assistant Chief Judge will be directly responsible for maintaining accessibility standards throughout election day at the polling place.

If a polling place requires temporary measures, the Assistant Chief Judge is responsible for verifying that the required measures were implemented by completing the temporary measures form included in the precinct binder. This form will have instructions on what temporary measures need to be implemented at the polling place.

## **GUIDELINES**

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 is shown to every voter. Please comply with the following:

- Use a normal voice when talking to people with disabilities.
- Talk directly to the individual clearly and respectfully.
- Never refer to anyone as handicapped or disabled, these are outdated and offensive terms.
- Offer assistance, but don't assume a particular accommodation is needed. Let the voter explain what assistance would be helpful.
- Offer chairs when appropriate.
- Keep the polling place free of impediments that may interfere with an individual's ability to maneuver.
- Be sensitive about physical contact. Startling someone may affect their ability to balance themselves.
- Offer the Touchwriter, or the voter the right to choose a paper ballot and ask for assistance reading and marking the ballot.

- Poll workers can help a voter complete their ballot. This is acceptable at the voter's request.
- Poll workers may not under any circumstances influence a voter's vote. Poll workers may only read the ballot verbatim and record the voter's intended selection.
- 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.

## **VOTERS WITH VISUAL IMPAIRMENTS**

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

## **VOTERS WITH MOBILITY IMPAIRMENTS**

- 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.
- Give a push only when asked, don't assume that they need you to assist with their movement.
- Keep individuals' crutches, canes, and walkers conveniently within their reach.
- If tables used for registration are not at a convenient height for voters in a wheelchairs,
- offer a clipboard or another table/surface for writing.

## **VOTERS WITH HEARING IMPAIRMENTS**

- Face the individuals when you talk to them so they can see your lips.
- If requested, slow your speech, speak clearly, and increase your volume. Shouting is counterproductive.
- Communicate in writing or with gestures if necessary. A whiteboard is provided for this reason.
- 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. A poll worker can use the Language Line and call 1-877-261-6608, enter the ID#: 540064, and choose the needed language. 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.
- Once the conversation is over email the following info to 1. [interpreteroffice@adacounty.id.gov](mailto:interpreteroffice@adacounty.id.gov); the language used, date, length of call, and interpreter number.

## **VOTERS WITH SPEECH IMPAIRMENTS**

- If you are unsure what an individual said, ask them to repeat it. Don't become agitated if it takes numerous attempts to understand or be understood.
- Do not complete an individual's sentence. Allow voters to express themselves freely.

## **VOTERS WITH SERVICE ANIMALS**

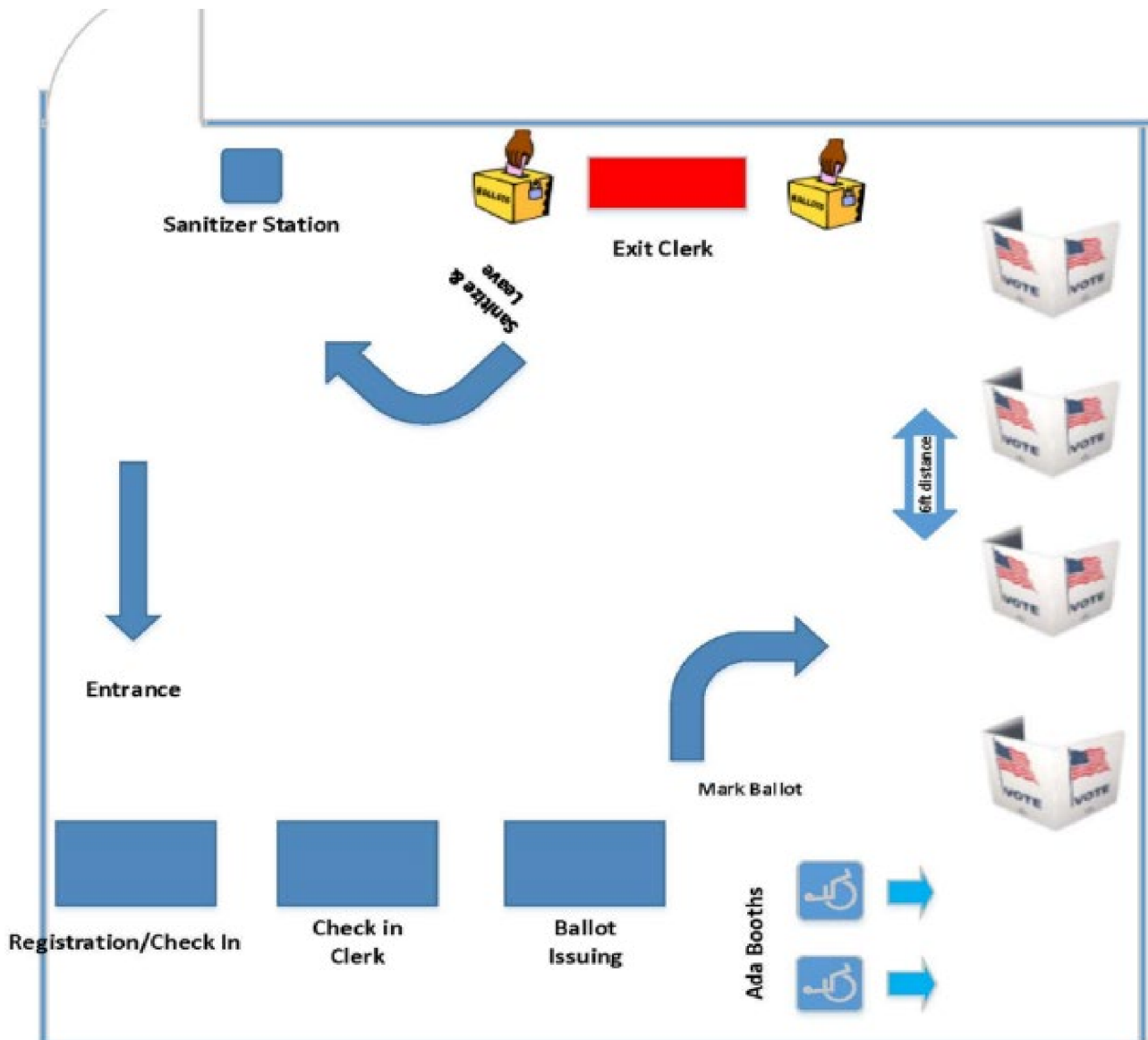
Under the Americans with Disabilities Act, people with disabilities who use service animals have the right to bring their service animals to public places, which includes all polling places. The ADA defines a service animal as a dog that is individually trained to perform a task related to the person's 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 animal under control. If this can't be done quickly, staff may ask the owner to remove the animal, but the voter has the right to stay and vote without the animal.

# ELECTION DAY – OPENING THE POLLING PLACE

Try to follow this layout to the best of your ability at your polling location. One similar will be provided on the front cover of the precinct binder.

Please note that there are two ADA booths to set up, the **Touchwriter and the Automark table**. These booths ensure ADA compliance and that all voters have equal opportunity to cast their ballot regardless of disability.



## FIRST STEPS

Refer to the checklists in the opening tab of the Precinct Binder. They provide an order of operation for each position to help set up the polling place the morning of election day. Below is an example of the Chief Judge opening checklist.

As noted earlier, the Chief Judges should try to set up the polling place the Monday before election day by coordinating with the polling place contact and their staff members. Note, only set up non-secure equipment items such as station tables, touchwriter stand, voting booths, etc.

### 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 keys)
- 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 (This is how to get paid!)
- **Announce 'The Polls are Open' at exactly 8am**



## **POLL WORKER OPENING REMINDERS**

### **Check-in Clerk**

Typically, one Epollbook will be used for both registration and check-in and the other(s) will be used for check-in only.

- Set up the tables, if not already done.
- Arrange the work area according to the "Assembly Diagram."
- Turn on the MiFi first!
- Set up indoor signage.
- Take Oath of Elections and clock into the Epollbook (everyone should clock in on the same Epollbook). This is how you will get paid.
- Review the binder checklists and spiral-bound Epollbook training guide.
- Assist the Chief Judge and other poll workers with any final preparations.

### **Issuing Clerk**

Each precinct has one Issuing Clerk, dual precincts will have two Issuing Clerks so that each clerk is issuing only one set of precinct ballots. Sometimes there is more than one ballot style at a precinct based on different taxing districts, so the Issuing Clerk needs to be aware of this and issue the correct ballot style to each voter.

- Arrange your workstation with all the transfer cases **(DO NOT OPEN!)**
- Set up and turn on the Touch Writer, Automark table, and voting booths.
- Take Oath of Elections and clock into the Epollbook (everyone should clock in on the same Epollbook). This is how you will get paid.
- Assist the Chief Judge and other poll workers with any final preparations.

### **Receiving Clerk**

On the Ada County Elections website, there are training videos that walk through how to set up and work all the equipment.

- Set up the ballot boxes and scanners.
- Set up the ballot box bags and place them inside the ballot boxes.
- Arrange the work area and have the ballot box affidavit and ballot box seals ready.
- Take Oath of Elections and clock into the Epollbook (everyone should clock in on the same Epollbook). This is how you will get paid.
- Assist the Chief Judge and other poll workers with any final preparations.

# FIRST VOTER/DURING THE DAY


The first voter procedures are very important to ensure security and to confirm all ballot accounting is accurate. When the first voter arrives, each position will need to follow their checklists in the First Voter/During the Day tab in the precinct binder. Below is generally how the process will go.

- After 8:00 AM, the first voter may enter the polling place.
- The voter must be checked in using an Epollbook.
- Once the voter is checked in, the Issuing Clerk will break the seals and open ALL of the transfer cases containing the unused ballots. This is in front of the first voter to show that ballots have been kept secured before the start of voting. Keep the broken seals in the Machine Tally/Seals envelope.
- Remove all the ballots from the transfer cases, if more than one ballot style, separate each style into piles.
- The Chief Judge will then fill out the ballot receiving log verifying that all the unused ballots assigned to the precinct arrived.

## BALLOT RECEIVING LOG EXAMPLE

This will be found inside box one of the transfer cases. The Chief Judge will not see the Ballot Receiving Log until the first voter arrives and all the transfer cases are opened.

**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	
<b>Total</b>		

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

- Based on the voter ticket provided by the voter, issue the first voter their ballot; they may now mark it.
- Once the first voter has finished marking their ballot, the Receiving Clerk needs to ensure the ballot boxes are open so the first voter can verify that both ballot bags and boxes are empty.
- The first voter then needs to verbally verify that the boxes are empty, and lock and seal the ballot boxes. The seals to do so are inside the green Receiving Clerk tote bag.
- The first voter must then fill out the yellow ballot box witness affidavit before depositing their ballot in the scanner.

**BALLOT BOX WITNESS AFFIDAVIT  
EXAMPLE**

- This is used to verify no ballots were in the boxes before the first voter deposited their ballot. It will be found in the green Receiving Clerk bag.
- Once the voter has deposited their ballot, the Receiving Clerk then asks for the voter’s first and last name. They then announce the "voter’s name has voted."
- Finally, the Receiving Clerk offers the voter an "I Voted" sticker.

**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.

**CHECK-IN CLERK DUTIES**

**Registration Overview:** Processing same-day voter registrations is an integral part of the polling place operation on election day. The voter will need to complete a registration card and provide one of the approved photo IDs and proof of residence listed below. The precinct binder also contains a Registration Reference Guide to refer to throughout the day.

# ***VOTER REGISTRATION – A HOW-TO GUIDE:***

- Determine if the voter needs to register to vote, either if,
  - They've never registered in Ada County
  - They're making any changes to their voter profile i.e., name or address, or
  - Ada County purged the voter from the voter rolls due to inactivity.
- Make sure the voter is in the correct precinct.
  - Select "Find My Precinct" on the Epollbook home screen and type in the voter's address.
  - If they are in the correct precinct, continue, if not redirect the voter to the correct polling location.
- Have the voter fill out a voter registration card.
- Review the voter's proof of identity.
- Review the voter's proof of residency (The voter can either use a printed-out document or an electronic document on their phone)
- Verify that the voter's proof of identification and residence match what has been written on their voter registration card.
- Examine the voter registration card to ensure it is legible, accurate, and complete.
  - Voter eligibility requirements: U.S. citizen, at least 18 years old, at least a 30-day resident of Ada County
  - Must fill in their Idaho Driver's License number, other identification number, or the last 4-digits of their social security number.
  - Date of Birth
  - Party Affiliation (if blank, the voter is "unaffiliated")
  - Legal Disqualifications
    - To vote, the voter must check "no"
    - Voters must sign and date the card at the bottom.
- Complete required fields in the OFFICIAL USE ONLY BOX on the registration card.
  - Check the ID type shown.
  - Check the proof of residence shown.
  - Precinct number – location you are working (if working a dual precinct make sure you write in the precinct that the voter is registering in)
  - Write EDR (Election Day Registration) for the Registration Source
  - Clerk – your initials
  - Date – election day
  - Stamp RESIDENCE VERIFIED
- 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.

## **REGISTRATION CONSIDERATIONS**

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

## **ID AND RESIDENCY REQUIREMENTS**

An individual may prove identity to register by showing a;

- Current Idaho Driver's License or Idaho identification the card issued through the Department of Transportation
- A current U.S. Passport or federally issued photo ID card.
- A current Tribal ID card
- A current Idaho concealed weapons license

An individual may prove residency for purposes of registering by:

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



## CHECK-IN

The Epollbook clerk is also responsible for checking in registered voters. As mentioned previously, one Epollbook will be used for both registration and check-in and the other(s) will be used for check-in only. The check-in clerk will need to ask for the following if a voter is already registered.

The types of IDs allowed for check-in are;

1. An Idaho driver's license or identification card issued by the Idaho Transportation Department;
2. A U.S. passport or federally issued photo ID card.
3. A tribal identification card; or
4. An Idaho concealed weapons license

After the voter shows one of the required ID types above, the Check-in Clerk must ask the voter to state their full name and address.

**Personal Identification Affidavit:** If a voter is unable to provide one of the four required types of identification as prescribed in Idaho State Code (§ 34-1114), the voter may fill out a Personal ID Affidavit in lieu of providing one of the approved forms of identification.

**Driver's License Address:** If the address on the voter's ID does NOT match what is in the poll book, it is okay. The address the voter verbally states is what needs to match the address on their voter registration in the Epollbook.

**HAVA ID or Residence Required Flag:** If either of these flags occurs 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.

**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, have the voter go to the check-in clerk station. Write "SPOILED" in large letters across it and draw a diagonal line through the bar code. 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.

Absentee Ballots: In Idaho, voters can complete an application for an absentee ballot for any election throughout the year for any reason. If a voter has an outstanding absentee ballot, they are still permitted to vote on election day.

**No polling place can 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), or place it in the drop box at Boise City Hall, Meridian City Hall, Kuna City Hall, or Eagle City Hall 8:00AM to 8:00PM on Election Day.

**Spoiling an Absentee Ballot:** If a voter would like to cast a vote in person instead of using an absentee ballot, the check-in clerk may spoil the absentee ballot by writing “SPOILED” on the outer envelope. No envelope may be opened by a poll worker under any circumstances. Place the spoiled absentee ballot in the Spoiled Absentee Ballot envelope found in the Return on Election Night Bag.

Voters are permitted to vote in person even if they did not bring their absentee ballot to the polling place to be spoiled. The E-pollbook will automatically spoil the voted absentee ballot once the voter is checked in.

## **ISSUING CLERK**

The Issuing Clerk issues official ballots and explains voting instructions to the electors.

- When the voter approaches your station make sure they have a voter ticket
  - A voter must present a voter ticket before they can be issued a ballot. The ticket shows the voter has properly checked in with the Check-in Clerk
- If there is more than one ballot type, ensure you issue the ballot indicated on the voter ticket.
- 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.
- Instruct the voter to mark their ballot at the voting booth and then deposit it in the scanner.

## **REMINDERS**

Each page of the ballot stub is numbered and coded, several ballots in numerical order. 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.



Once you've issued the last ballot on a pad, place the binding from the pad in the Ballot Stub bag found in the Return on Election Night bag. 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**

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

- Voters will approach the station ready to deposit their ballot.
- Ask the voter to deposit their ballot in the scanner.
- Ask the voter their first and last name.
- Announce: "[VOTER'S NAME], HAS VOTED."
- If the voter refuses to state their name, announce "A voter has voted."
- Offer voter an "I Voted" sticker.

Receiving Clerk must announce the voter's name due to Idaho State Code (§ 34-1107), "The judge shall then record that the elector has voted and proclaim the same in an audible voice."

## **REMINDERS**

- Remind voters not to fold their ballot.
- If a voter comes to you because they made a mistake marking their ballot and would like another, direct them to the Check-in Clerk to spoil and reissue their ballot.
- Be on the lookout to make sure no one accidentally leaves the polling place with a ballot.
- Maintain the security of the ballot box and scanner.
- Collect secrecy sleeves and periodically return them to the Issuing Clerk for reissuance.
- When the voter approaches this 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.
- The voter can resubmit the ballot as is if they don't want to spoil and re-vote.

## ***CLOSING THE POLLING PLACE***

If there are voters still in line at 8:00PM, they have the right to vote! Chief Judges should make sure to have someone stand in the back of the voter line right at 8:00PM so no one else joins the line after 8:00PM.

Every poll worker has their own responsibilities and checklist for closing, which are listed in the Closing Tab of the Precinct binder. Below is an example of a closing checklist for the Chief Judge.

### **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.
  - 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\*\*\***

## BALLOT TRANSFER LOG

The Chief Judge is responsible for completing the Ballot Transfer Log. The instructions to complete this form are on the backside of the Closing Chief Judge Checklist. Below is an example of the Transfer Log. This can be found in the top pouch of the grey ballot bag one. Once completed, return this form to the top pouch of the grey ballot bag.

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							
<b>Box #1</b>	<b>Box #2</b>	<b>Box #3</b>	<b>Box #4</b>	<b>Box #5</b>	<b>Box #6</b>	<b>Box #7</b>	<b>Box #8</b>

<b>Election Staff Signature</b>	<b>Election Staff Signature</b>



### 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	
<b>Total</b>		

	Box #1	Box #2	Box #3	Box #4	Box #5	Box #6	Box #7	Box #8
<b>Does Seal # Match?</b>	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.**

<b>Chief Judge Signature</b>	<b>Asst. Chief Judge Signature</b>

# ***POLL WORKER CLOSING RESPONSIBILITIES***

## **CHECK-IN CLERK**

- Make sure all poll workers clock out for the day (everyone should clock out on the same ePollbook)
- Select “Logout” and close the election.
- Complete all “Accounting” for the day. Refer to the Check-in Clerk Closing Checklist or the spiral bound ePollbook guide on pg. 35 for more info.
- Count the total number of spoiled ballots (those issued and spoiled at the polls)
- Give the following items to the Chief Judge:
  - Total number of Check-ins
  - Total number of Spoiled ballots
  - All spoiled ballots in the envelope
  - All spoiled absentee ballots in the envelope
  - All registration cards and any Personal ID Affidavits
- Return all equipment to the ePollbook case and pack up as shown in loading diagram found in the ePollbook case.
- Assist the Chief Judge with final clean up.

## **ISSUING CLERK**

- Count the total number of unused ballots.
- Give the following items to the Chief Judge:
  - Total number of unused ballots
  - Unused ballots go back in the transfer cases (sealed)
  - Total # of touchwriter prints.
- Place ballot stubs in the appropriate envelope.
- Break down all poll booths and ADA equipment with the ACJ
- Assist the Chief Judge with final clean up.

## **RECEIVING CLERK**

After the Chief Judge opens the ballot boxes, remove the ballot bags, zip, and seal them. Give them to the Chief Judge for transport to the Ada County Elections Office on election night.

- Give the following item to the Chief Judge:
  - Total number of voted ballots from the scanners.
- Disassemble ballot boxes and prepare the ballot scanners to be returned by the Chief Judge to the Ada County Elections Office on election night.
- Assist the Chief Judge with final clean up.

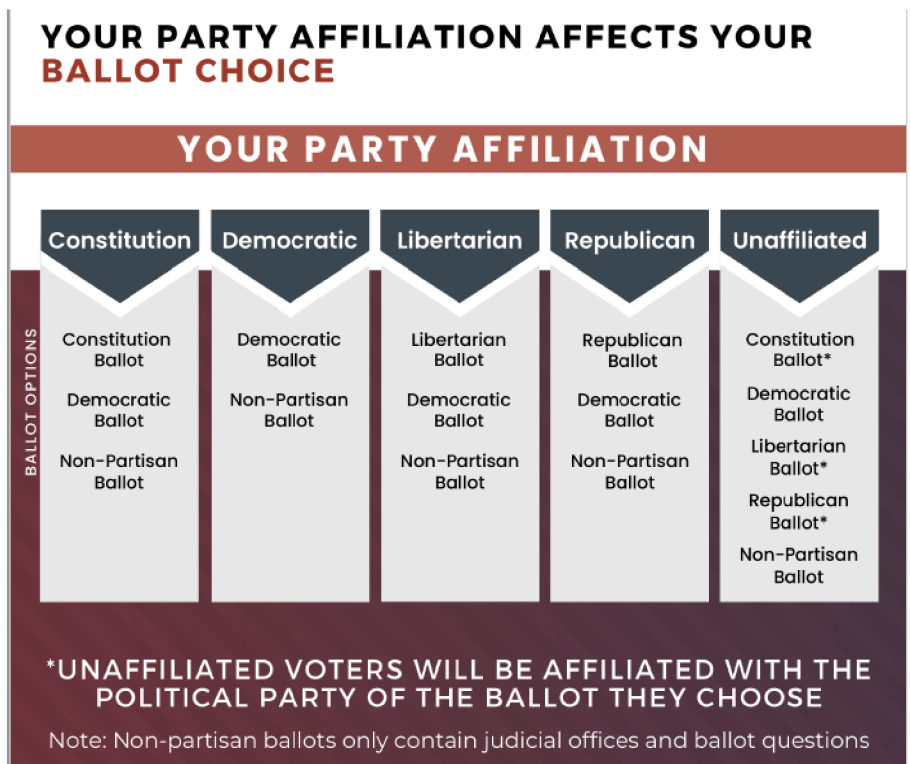
# BALLOT ON DEMAND

Ballot on demand (BOD) is a new process that is being rolled out to select polling places throughout the county. The processes at these polling places will be very similar to how polling places currently operate, however instead of getting a paper ballot from the preprinted pads, a ballot will be printed as soon as the voter's check-in has been completed. Ballot on Demand mitigates the possibility of a voter getting a ballot from the wrong precinct. Due to the ballots being printed at check-in, this combines the check-in clerk and issuing clerk position into a one stop shop for the voter. Aside from this, the process is ultimately the same. So far, we have received great feedback from our BOD locations, and look forward to continuing its implementation.

There is a separate training designated for polling places using BOD that the Chief Judges are required to take. If you are scheduled to work at a ballot on demand location, the equipment will be preset up for you. When arriving at the polling place you will need to load the printer with blank ballot stock. There will be a seal on the Epollbooks that will also need to be removed and kept. Keep an eye on the number of check-ins processed to know when to add paper to the printers. This is a more efficient process, and we look forward to deploying this to more precincts.

## PRIMARY ELECTIONS

Primary elections come around every even year in May. This is the only time that a voter's political party affiliation will determine the ballot they are eligible to receive. The parties themselves set the rules for who can receive their party ballot. Below is a diagram explaining the different ballot options available to a voter, depending on their party affiliation.



# **FREQUENTLY ASKED QUESTIONS**

## **PRE-ELECTION**

### **Should I set my polling place up ahead of time?**

Yes, it is strongly recommended to set up the day before if the polling place allows it. Setting up the day before reduces stress on election morning and helps ensure your polling place opens on time.

### **Who is the contact person for my precinct?**

Refer to the assignment letter sent to you via email or reach out to Ada County Elections- 208-287-6860 or [pollworker@adacounty.id.gov](mailto:pollworker@adacounty.id.gov)

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

Refer to the Chief Judge assignment letter.

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

Let Ada County Elections know, 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**

### **Opening the Polls**

#### **Where is the opening code for the Epollbooks?**

The code to unlock the Epollbook and equipment is attached to the CJ keychain.

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

Contact your District Judge.

#### **What phone number do I call if I have an issue at the polls?**

Election's Helpline: 208-287-6872

#### **What if one or more of the poll workers doesn't show up or calls out?**

The Chief Judge can 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 the 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 Epollbooks Asset ID, turn off the printer using the top right button and then, again using the top right button, turn it back. 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 see a broken heart, the MiFi is not connected. Tap the broken heart icon, the Epollbook will send a “heartbeat” and let you know if you are now connected to the MiFi or not. If not, refer to the backside of the opening Check-in Clerk Checklist or call the Elections helpline.

### **When does the Touchwriter need to be set up?**

The touchwriter needs to be set up AND on by 7:45AM.

### **When should the ballot transfer case(s) be opened?**

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.

### **When should the paper Pollbook labeled DO NOT OPEN be used?**

Only open this if the Ada County Elections Office instructs the Chief Judge to do so. Throughout the Day

### **What if a voter brings in an Absentee ballot?**

Ask the voter if they would like to vote their absentee ballot?

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.

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 “SPOILED” 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 wants to use their absentee ballot as a guide to complete their election-day ballot?**

Under no circumstances should a voter have two ballots with them at a voting booth. The voter is welcome to take a picture of their absentee ballot prior to surrendering the absentee ballot over to the poll worker if they insist on having something to refer to.

### **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.

### **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 the Epson 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 IDs 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 requires 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 does a new voter registration get added to the Epollbook?**

After the check-in clerk has 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 does the voter get handed a printed slip 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 them in the return on election night bag in the voter ticket envelope.

**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 the Chief Judge 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 does the Check-in Clerk close 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 Check-in Clerk Closing checklist or the "Accounting" section of the Epollbook training guide located in the grey Epollbook case.

**What totals need to be entered in the "Accounting" section of the EPB?**

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

**What does the Chief Judge 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 add themselves to the clock-in screen in the Epollbook.

**Where is the closing code?**

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

# ***NOTES***