

Welcome to Chief & Assistant Judge Training

May 21st, 2024 Primary Election

Courtney Estrada

Elections Trainer



Meet Your Trainers!



Courtney Estrada

- 2020 started full-time position as EV and Polling Place Coordinator.
- 2022 became Elections Trainer
- I enjoy traveling and spending time with my puppy.



Tyler Allen

- 2022 graduated with a Bachelors in Political Science from BSU
- 2023 started at Elections Office as EV and Poll Worker Recruiter
- Loves long walks on the beach

What's New??

- CERA - Certified Election Registration Administrator
 - 12 Courses
 - Myself and Danny (Ballot Guy) participated in workshop
- New Legislation - Electioneering & August Elimination
- Boise Hawks Tickets!!



Meet the Team!



Trent Tripple
**Clerk of the
District Court**



Katie Reed
**Chief Deputy
Clerk**

Saul Seyler
**Elections
Director**



Ali O'Brien
**Elections
Supervisor**



Douglas Bolles
**Voter Services
Supervisor**



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.

Prior to Election Day

- Receive Assignment Letter!
- Communicate with your polling place contact
- Submit your **Poll Worker List by March 29th**
- District Judge (Rovers) - First point of contact
- Set up on the Monday before election day
- Review materials and videos (updated!)



Don't Forget to Vote!

Early Voting (May 6th – May 17th 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*
- *Eagle Library - 100 N Stierman Way, Eagle, ID 83616*
- *Voting Trailer - Schedule/Locations on Elections Website*

Vote Absentee

- Last day to request an absentee ballot is **May 10th!**

Chief Judge Saturday

Who: Chief Judge or Designee

What: Ballots, EPB, Scanners, & Binders

When: May 18th, 8AM - 12PM

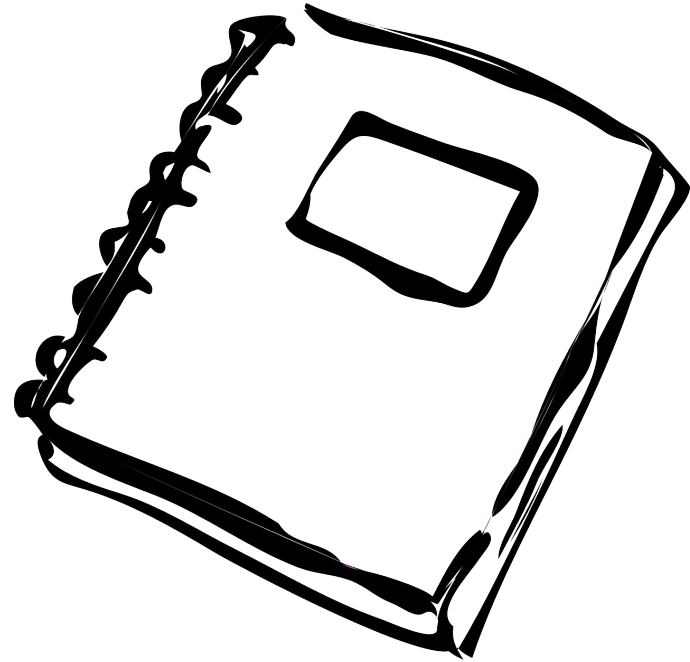
Where: Benjamin Office (Warehouse Loading Area)

How: Sign up ONLINE for a time slot (Bring Photo ID!)



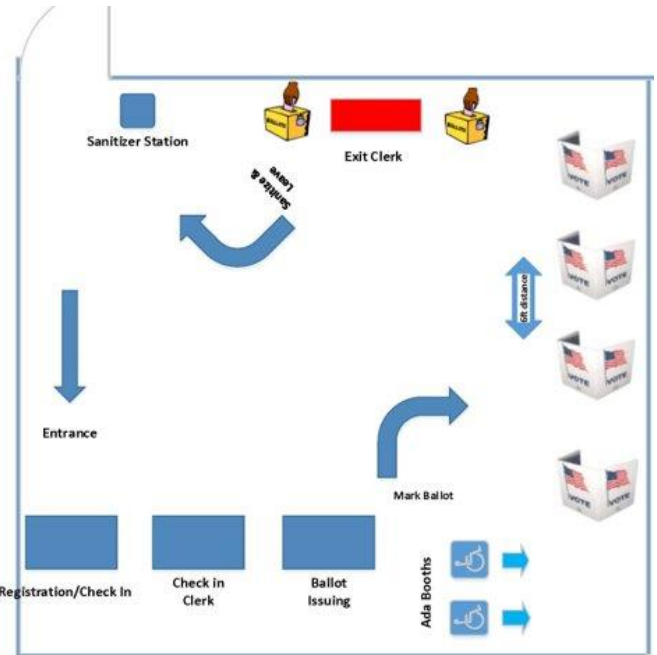
Follow Your Binder!

- **Opening the Polls**
- **Accessibility**
- **First Voter/During the Day**
- **EPB run through**
- **Poll Watchers/Challengers**
- **Electioneering**
- **Closing the Polls**



Polling Place Setup: (Chief Judge Responsibilities)

- Arrive at 7:00AM on Election Day
- Confirm all staff has arrived
- Follow CJ Checklist
 - Hand out all position checklists/tote bags
- Assist Poll Workers as needed
- Complete Accessibility Checklist (If Applicable)
- **Clock In**
- Conduct Final Assessment
- Announce 'The Polls are Open!' @ 8:00AM



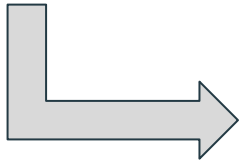
Accessibility

We have an obligation to provide ALL voters with the support they request to cast ballots in a manner that protects privacy and respects dignity!

- ACJ - Designated ADA Position
 - Confirm Touch Writer & Automark table is set up
 - Implement Temporary Measures & **Complete Checklist**
- Make sure everyone is prepared to assist voters with disabilities
- Address voters directly and don't assume they need help
- Any voter can receive assistance or use the Touchwriter



Follow the instructions in red...



Election Officers at Polling Places with Temporary Remedies and Overall Compliance with the Americans with Disabilities Act

Precinct #: 1003

Date: 11/07/2023

Polling Place Name: Star Elementary School

I swear or affirm that in performing my Election Day duties concerning the 2010 ADA Standards for Accessible Design on Election Day, I will make sure that all temporary measures at my polling place location are installed where instructed, in place before the opening of the polls, and maintained in place until the polling place closes to provide independent access to voters with disabilities.

Please ensure that the temporary measures needed for Election Day are in place:

Ask the school to place cones along the edge of sidewalk outside of the entrance to the polling place where there is a bit of drop-off outside of door.

Comments:

Election Officer Printed Name: _____

Election Officer Signature: _____

Once completed,
place form in
Return on Election
Night envelope.

Accessibility

All voters should have the ability to vote independently with or without assistance regardless of a disability.

- Reference ‘Accessibility’ tab in precinct binder
 - How would you address a voter with a visual/hearing impairment?
 - Use included whiteboard, if needed
 - Would a voter in a wheelchair be able to enter the polling place easily?
 - Is there a different entrance? Is it clearly marked?
- Curbside voting is only offered at the Ada County Elections Office



Polling Place Setup: (Check-in Clerk Responsibilities)

- Verify all ePollbook equipment is present
- Follow Check-in Clerk Opening Checklist
 - Set up Mifi
 - Set up Printer
 - Set up Touchpad
- Arrange tote bag contents



Polling Place Setup: (Issuing Clerk Responsibilities)

- Follow Issuing Clerk Opening Checklist
- Place ALL transfer cases on top of table
- Set up:
 - Poll Booths
 - Auto Mark Table
 - Touch Writer
- Arrange tote bag contents



Polling Place Setup: (Receiving Clerk Responsibilities)

- Follow Receiving Clerk Checklist
- Set up Ballot Boxes and Scanners
- Place Ballot Bag inside Ballot Box
- Arrange tote bag contents

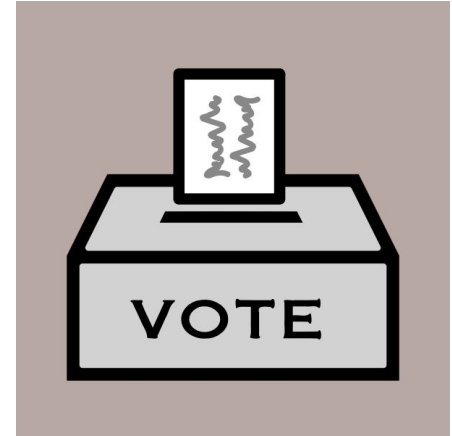


Opening Review Questions

- What should the Check-in Clerk turn on first?
- Should the Issuing Clerk open the transfer cases?
- Who can use the Touch Writer?
- What are the scanners placed on top of?
- What goes inside the ballot boxes?

First Voter/During the Day

- Polls open at 8:00AM
- Follow Binder Checklist
- **First Voter Arrives**
 - Checks in at EPB
 - Open ALL transfer cases - Remove ALL Ballots
 - Multiple Ballot Styles!!!
 - CJ/ACJ fills out **Ballot Receiving Log**
 - Have voter fill out **Ballot Box Witness Affidavit**
- Seal Ballot Boxes



Ballot Receiving Log – Nov 2022 General Election

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

- > 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)	Ballots Issued	Ballot Quantity
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 seal's match.

Chief Judge Initial	Asst. Chief Judge Initial

****When complete place in Return on Election Night Bag****

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

- Reference Check-in Clerk Guide
- Voter presents acceptable ID
- Ask voter to state their name and address
- Check voter in on EPB
 - Check Voter Eligibility Screen
 - Voter will sign the EPB
- Print Voter Ticket and hand to voter
- Direct Voter to Issuing Clerk



Registration Card Requirements

Yellow = Voter Fills Out
Pink = Check-in Clerk Completes

Idaho Voter Registration Form			
1 Last Name <i>(Print clearly in black ink.)</i>		First Name	Middle Name
<p>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.</p>			
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.)			
6 Mailing address if different from above		City	County Zip
Address where previously registered		City	State Zip
8 <input type="checkbox"/> Check box if Previous Name City County State name change			
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.	
<p>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.</p>			
		10 Signature - Sign on line below. X	
		Date of Signature _____ month _____ day _____ year	
		<p>2 Enter Idaho Driver's License # _____ If no Idaho Driver's License, enter last 4 digits of Social Security # _____ I have not been issued an Idaho DL number or SSN. <input type="checkbox"/></p>	
		<p>4 Date of Birth _____ \ _____ \ _____ month \ day \ year Residence in Idaho Male <input type="checkbox"/> Yrs. _____ Months _____ Female <input type="checkbox"/></p>	
		<p>7 Political Party (Select one): <input type="checkbox"/> Constitution <input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated - (No party preference)</p>	
		<p>PRECINCT AND CLERK INFORMATION (Official Use Only) Precinct _____ Clerk _____ Date _____</p>	
		<p>RESIDENCE VERIFIED</p>	

New Registration Form

Photo Identification Provided *(check one)*

- Idaho Driver's License/ID Card Tribal ID United States Passport or Federal ID License to carry concealed weapons

Proof of Residence Provided *(check one)*

- Approved Photo ID Utility bill, excluding a cellular telephone bill
 Current proof of insurance Paystub, paycheck, or government-issued check
 Bank or credit card statement Intake document from a residential care or assisted living facility
 Property tax assessment, bill, or receipt School enrollment papers for the current year
 Deed of trust, mortgage, lease, or rental agreement Official letter from a registered social service agency

Precinct _____ Registration Source **EDR (Election Day Registration)** Clerk (initial here) _____ Date (mm/dd/yyyy) _____

This Section For Official Use Only

Check-in Clerk Registration Procedure

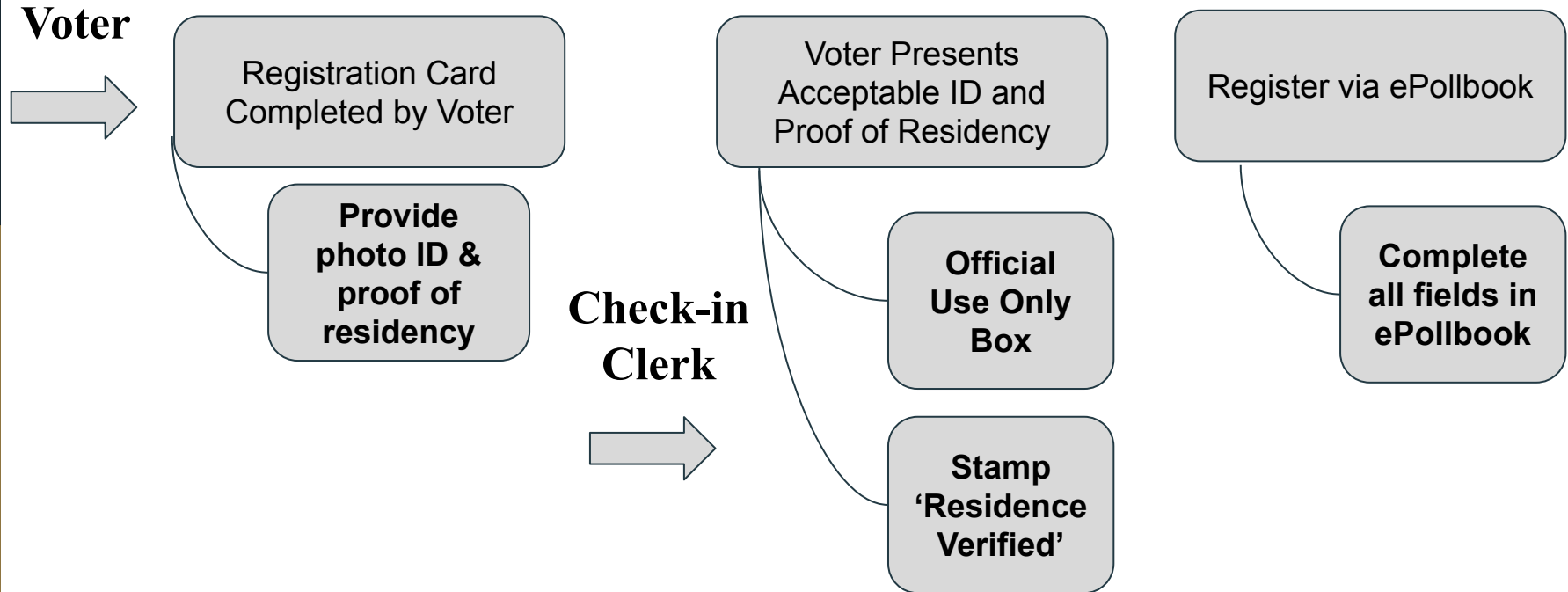
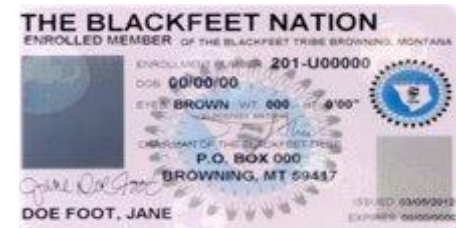
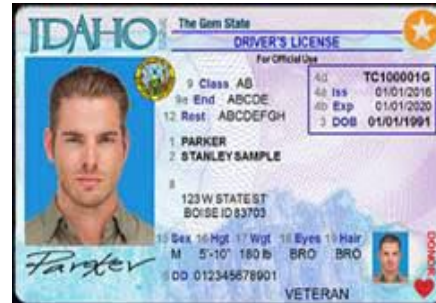


Photo ID Registration Requirements

- Current Idaho Driver's License or ID Card
- Current U.S. Passport or Federal Photo Identification Card
- Current Tribal Identification Card
- Current Idaho Concealed Weapons License



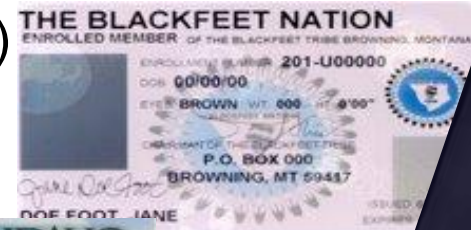
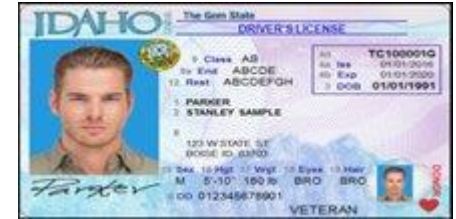
Proof of Residency for Registration

- Photo ID with correct address
 - Current Proof of Insurance
 - Deed of Trust, Mortgage, Lease or Rental Agreement
 - Property Tax Assessment, Bill, or Receipt
 - Utility Bill, Excluding Cell phone Bill
-
- Bank or Credit Card Statement
 - Paystub, Paycheck, or Government Issued Check
 - Intake Document to Care Facility
 - Enrollment Letter from an Idaho School or Idaho School of Higher Education
 - Letter from Social Service Agency

If Already Registered... Check-in (to vote) Requirements

Acceptable Idaho Voter ID for Check-In:

1. Idaho Drivers License or ID Card
2. Federal Issued ID Card (passport, military, etc.)
3. Tribal Card
4. Idaho Concealed Weapons license



Personal ID Affidavit

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

'HAVA ID' or 'Residence Required' Flag

HAVA ID (Record ID) - voter needs to show a valid form of photo ID before being allowed to vote

Residence Required - voter needs to show a valid form of residency before being allowed to vote

Primary Rules

**YOUR PARTY AFFILIATION AFFECTS YOUR
BALLOT CHOICE**

YOUR PARTY AFFILIATION

	Constitution	Democratic	Libertarian	Republican	Unaffiliated
BALLOT OPTIONS	Constitution Ballot Democratic Ballot Non-Partisan Ballot	Democratic Ballot Non-Partisan Ballot	Libertarian Ballot Democratic Ballot Non-Partisan Ballot	Republican Ballot Democratic Ballot Non-Partisan Ballot	Constitution Ballot* Democratic Ballot Libertarian Ballot* Republican Ballot* Non-Partisan Ballot

***UNAFFILIATED VOTERS WILL BE AFFILIATED WITH THE
POLITICAL PARTY OF THE BALLOT THEY CHOOSE**

Note: Non-partisan ballots only contain judicial offices and ballot questions

Absentee Ballots

- Voted Absentee Ballots are NOT accepted at the polling place
 - Absentee Ballots may be spoiled
 - Or returned to Drop Boxes at City Hall (Boise, Meridian, Kuna, Eagle, Star) or Elections Office
- Know the difference between
 - Requested Absentee Ballots
 - Received Absentee Ballots



Issuing Clerk

- Reference Issuing Clerk Guide
- Receive Voter Ticket
- **Determine the correct ballot style to issue!**
- Remove **ONE** Ballot from the Ballot Pad at a time
 - Tear from the stub (Top of page)
- Place ballot in Secrecy Folder and hand to Voter
- Direct Voter to Voting Booth to mark their ballot

Sample Ballot


OFFICIAL PRIMARY ELECTION BALLOT
May 17, 2022
ADA COUNTY, IDAHO

Precinct 1001
REPUBLICAN BALLOT Page 1 of 2

INSTRUCTIONS TO VOTER
To vote, completely fill in the box next to the candidate or measure of your choice with a black or blue ink pen.

To write in a candidate, fill in the box to the left of "Write-in" and print the name clearly on the dotted line.

If you make a mistake, request a new ballot from an Election worker.



CANDIDATES FOR UNITED STATES OFFICES	
UNITED STATES SENATOR <small>(Vote for One)</small>	
<input type="checkbox"/>	Ramont Turnbull
<input type="checkbox"/>	Brenda Bourn
<input type="checkbox"/>	Mike Crapo
<input type="checkbox"/>	Natalie M Fleming
<input type="checkbox"/>	Scott Trotter
<input type="checkbox"/>	Write in _____
UNITED STATES REPRESENTATIVE - DISTRICT 1 <small>(Vote for One)</small>	
<input type="checkbox"/>	Russ Fulcher
<input type="checkbox"/>	Write in _____

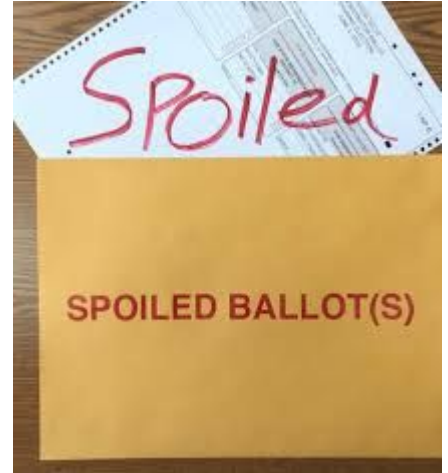
CANDIDATES FOR STATE OFFICES	
GOVERNOR <small>(Vote for One)</small>	
<input type="checkbox"/>	Ashley Jackson
<input type="checkbox"/>	Brad Little
<input type="checkbox"/>	Lisa Marie
<input type="checkbox"/>	Janice McGeachin
<input type="checkbox"/>	Cody Usabel
<input type="checkbox"/>	Steven R Bradshaw
<input type="checkbox"/>	Ben Cannady
<input type="checkbox"/>	Edward R. Humphreys
<input type="checkbox"/>	Write in _____
LEUTENANT GOVERNOR <small>(Vote for One)</small>	
<input type="checkbox"/>	Priscilla Giddings
<input type="checkbox"/>	Scott Bedke
<input type="checkbox"/>	Daniel J Gasiorowski
<input type="checkbox"/>	Write in _____
SECRETARY OF STATE <small>(Vote for One)</small>	
<input type="checkbox"/>	Mary Souza
<input type="checkbox"/>	Phil McGrane
<input type="checkbox"/>	Dorothy Moon
<input type="checkbox"/>	Write in _____
STATE CONTROLLER <small>(Vote for One)</small>	
<input type="checkbox"/>	Brandon D Woolf
<input type="checkbox"/>	Write in _____
STATE TREASURER <small>(Vote for One)</small>	
<input type="checkbox"/>	Julie A. Ellsworth
<input type="checkbox"/>	Write in _____

ATTORNEY GENERAL <small>(Vote for One)</small>	
<input type="checkbox"/>	Lawrence Wasden
<input type="checkbox"/>	Rail R. Labrador
<input type="checkbox"/>	Arthur ("Art") Macomber
<input type="checkbox"/>	Write in _____
SUPERINTENDENT OF PUBLIC INSTRUCTION <small>(Vote for One)</small>	
<input type="checkbox"/>	Sherri Ybarra
<input type="checkbox"/>	Debbie Critchfield
<input type="checkbox"/>	Branden J. Durst
<input type="checkbox"/>	Write in _____
CANDIDATES FOR LEGISLATIVE DISTRICT OFFICES	
STATE SENATOR LEGISLATIVE DISTRICT 10 <small>(Vote for One)</small>	
<input type="checkbox"/>	Tammy Nichols
<input type="checkbox"/>	Scott R Brock
<input type="checkbox"/>	Write in _____
STATE REPRESENTATIVE POSITION A LEGISLATIVE DISTRICT 10 <small>(Vote for One)</small>	
<input type="checkbox"/>	Mike Moyle
<input type="checkbox"/>	Rachel Hazelip
<input type="checkbox"/>	Write in _____
STATE REPRESENTATIVE POSITION B LEGISLATIVE DISTRICT 10 <small>(Vote for One)</small>	
<input type="checkbox"/>	Coral Kenagy
<input type="checkbox"/>	Bruce D. Skaug
<input type="checkbox"/>	Beverlee Furner
<input type="checkbox"/>	Write in _____

888324 v1

Spoiling a Ballot

- If a voter makes a mistake;
 - Take ballot and write 'SPOILED' on it
 - Draw a diagonal line through a bar code
 - Place Ballot in Spoiled Envelope
 - The check-in also needs to be spoiled in the EPB
 - Follow Spoiling/Canceling a Check-in
 - Once above steps are completed, voter can recheck-in



Receiving Clerk

- Reference Receiving Clerk Guide
- Voter Deposits Ballot into Scanner
- Ask Voter for their First and Last name
- Announce “Voter’s Name” has voted
- Offer ‘I Voted’ Sticker



ePollbook Training

- Overview
- Assembly and Setup
- Opening the Election
- Poll Worker Payroll
- Voter Check-In
- Voter Registration
- Special Cases
- Closing the Election



Poll Watchers/Challengers

- Must be authorized by a political party or candidate
- You will be made aware if your polling place has assigned poll watchers or challengers
- Ada County issues official badges
- **Poll Watchers can only observe**
 - Will sit near the Receiving Clerk
- **Poll Challengers can challenge voters only as they are checking in**
 - Will sit near the Check-in Clerk



Electioneering

- No Electioneering within **250'** of the polling place **entrance**
- No political or issue related clothing
 - Please make one ask to cover or remove
 - If voter refuses, still allow them to vote
- Can't talk politics at the polling place
- No signature collection or campaign materials on school ground



Election Emergency Response

Major Emergency

- Fire Alarm
 - Evacuate area, take a headcount, and assess situation

Minor Emergency

- Call District Judge and/or Elections Office



De-Escalation

- Remain Calm - Stay composed
- Change the Setting - Step to the side or out of the way
- Respect Personal Space - maintain a safe distance
- Listen - Give your full attention
- Empathize - Have a willingness to understand



Non Verbal Communication

- **Verbal Communication**

- Tone - Speak Calmly
- Volume - Avoid raising your voice
- Rate of Speech - Don't speak faster
- Inflection - Refrain from negatively emphasizing words or phrases

- **Body Language**

- Keep a relaxed stance
- Refrain from using your hands to talk
- Don't pace or gesture excessively
- Maintain an attentive facial expression



During the Day Review Questions

- Does a current Idaho Drivers License with a current address meet the registration and check in requirements?
- When the first voter arrives what does the Issuing Clerk need to do?
- How do you know which ballot style to issue?
- What does the Receiving Clerk need to have the first voter complete?

Closing the Polls

(Chief Judge Responsibilities)

- Follow CJ Closing Checklist
- Announce the Polls are closed @ 8:00PM
- Close down the scanner
- Complete the Ballot Transfer Log
 - Instructions on backside of CJ Closing Checklist
- Gather all required items for Return on Election Bag
- Return Polling place back to original condition
- Thank your workers!!
- Secure Polling Place



Ballot Transfer Log – Nov 2022 General Election

See *Closing Tab* in Binder for instructions.

Precinct #:

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 <u>CHECK-INS</u> : (Reference ePollbook Total Check-ins)	

Box 3 and Box 7 Match **Box 6 and Box 8 Match**

Chief Judge Signature	Asst. Chief Judge Signature

*****Return to 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

Return On Election Night Checklist

Items to be Returned in Bag:

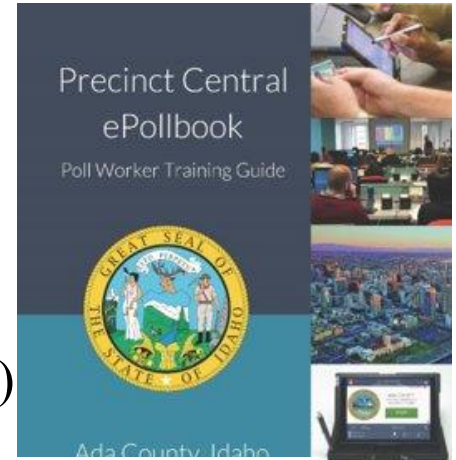
- Spoiled Ballots (in envelope)
- Spoiled Absentee Ballots (in envelope)
- Personal ID Affidavits, and Challenged Voter Oaths (in separate envelopes)
- Completed Pay Sheets (in envelope)
- Machine Tally Receipts/Seals (in envelope)
- Voter Tickets (in envelope)
- Ballot Receiving Log & Ballot Box Witness Affidavit (completed and signed) in envelope.
- Registration Card Bag (w/completed reg cards)
- Ballot Stub Bag (2)
- Chief Judge Precinct Binder

Non-Bag Items to be Returned:

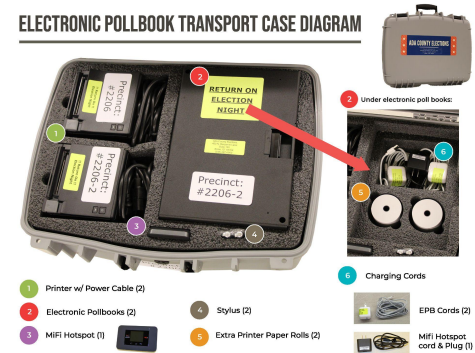
- | | |
|---|---|
| ○ Hart Ballot Scanners (2) | ○ Epollbooks in case |
| ○ Sealed Ballot Box Bags
(w/Transfer Log in top pouch) | ○ Sealed Ballot Transfer Cases
(w/unvoted ballots) |

Closing the Polls (Check-in Clerk)

- Follow your Closing Checklist
- Close the Election on the ePollbook
 - Complete accounting (instructions on back of checklist)
- Pack up ePollbook (follow included diagram)
- Pickup and return area back to original condition



ELECTRONIC POLLBOOK TRANSPORT CASE DIAGRAM



Closing the Polls (Issuing Clerk)

- Follow your Closing Checklist
- Count and record the total number of unused ballots
 - Place unused ballots back in transfer case (RESEAL)
- Take down Touch Writer, Automark, and Voting Booths
- Return station back to original condition



Closing the Polls (Receiving Clerk)

- Follow Closing Checklist
- Record total number of ballots from scanner receipt tapes
- Remove Ballot Box Bag, zip it, and seal it
- Break down ballot boxes
- Return station back to original condition



Closing Review Questions

- Where do the unvoted ballots go?
- Are the transfer cases resealed?
- What sheet does the CJ need to fill out and where can you find it?
- What should the voted ballots return to our office in?

Return to Elections Office Reminder!!

**Ballot Box Bags
w/Transfer Log**

Ballot Scanners

**Unused Ballots
in sealed
Transfer Cases**

**Return on
Election Night
Bag**

ePollbook

When in Doubt

Before Election Day: Call or Email Courtney Estrada or Tyler Allen

- (208) 287-6878 or cestrada@adacounty.id.gov
- (208) 287-6861 or tallen@adacounty.id.gov
- pollworker@adacounty.id.gov

On Election Day:

- Use your resources (**Binder w/checklists**, reference sheets, and help guides/manual)
- Call your District Judge
- Key Phone Numbers:
 - Elections Helpline: 208-287-6872

Thank You!!

