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
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...
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

<table>
<thead>
<tr>
<th>Precinct #</th>
<th>Total Number of Cases Delivered</th>
</tr>
</thead>
</table>

**Seal numbers used to lock transfer cases**

<table>
<thead>
<tr>
<th>Box #1</th>
<th>Box #2</th>
<th>Box #3</th>
<th>Box #4</th>
<th>Box #5</th>
<th>Box #6</th>
<th>Box #7</th>
<th>Box #8</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>Ballot Stock (Precinct)</th>
<th>Ballots Issued</th>
<th>Ballot Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Does Seal # Match?**

<table>
<thead>
<tr>
<th>Box #1</th>
<th>Box #2</th>
<th>Box #3</th>
<th>Box #4</th>
<th>Box #5</th>
<th>Box #6</th>
<th>Box #7</th>
<th>Box #8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Chief Judge Initial</th>
<th>Asst. Chief Judge Initial</th>
</tr>
</thead>
</table>

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

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**BALLOT BOX WITNESS AFFIDAVIT**

**County of Ada**

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

Use this form to register to vote or update your voter registration in Idaho.

## Eligibility
Verify your eligibility to vote in Idaho. If you are not a citizen of the United States of America, you are not eligible to vote in Idaho.

1. Are you a citizen of the United States of America? Yes □ No □
2. Will you be 18 or older on or before Election Day? Yes □ No □
3. Have you been a resident of Idaho for years, months? Yes □ No □
4. Have you ever been convicted of a felony? Yes □ No □
5. If Yes, have your rights been restored? Yes □ No □

## Voter Identification
An Idaho driver's license number is preferred. Otherwise, use your Social Security number.

6. Gender: Male □ Female □
7. Date of Birth: mm/dd/yyyy
8. Idaho Driver's License Number: ___________
9. Last Name: ___________
10. First Name: ___________
11. Middle Name: ___________
12. Suffix: ___________

## Residential Address
Must be a street address. P.O. Boxes are not allowed.

13. Address: ___________
14. City: ___________
15. State: ___________
16. Zip: ___________
17. Mail to: Yes □ No □
18. My mailing address is the same as my residential address. (If check this box, then skip section 19.)

## Mailing Address
Provide the address where you receive mail.

19. Address: ___________
20. City: ___________
21. State: ___________
22. Zip: ___________
23. Unit/Apt #: ___________

## Previous Address
Provide your previous registration address.

24. Address: ___________
25. City: ___________
26. State: ___________
27. Zip: ___________
28. Unit/Apt #: ___________

## Political Party
Some parties require affiliation to vote in their primary elections.

29. Constitution Party □
30. Democratic Party □
31. Libertarian Party □
32. Republican Party □
33. Unaffiliated (No party preference) □

## Contact Information
This helps us if we have any questions.

34. Phone: ___________
35. Email: ___________

## Signature
Any elector who supplies any information, knowing it to be false, is guilty of perjury, punishable by imprisonment and a fine of up to $500.00.

36. I certify that I am a citizen of the United States. I have been a resident of Idaho and the county for 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 I have no legal disqualification, and that the information supplied herein is true.
37. Signature: ___________
38. Date: mm/dd/yyyy

### This Section For Official Use Only

- Address: ___________
- City: ___________
- State: ___________
- Zip: ___________
- Unit/Apt #: ___________

- Date: mm/dd/yyyy

- Registration Source: Check all that apply. (Select only one)
  - Official letter from a registered service agency
  - No source

Revised 04/17/2014
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
- [ ] Current proof of insurance
- [ ] Bank or credit card statement
- [ ] Property tax assessment, bill, or receipt
- [ ] Deed of trust, mortgage, lease, or rental agreement
- [ ] Utility bill, excluding a cellular telephone bill
- [ ] Paystub, paycheck, or government-issued check
- [ ] Intake document from a residential care or assisted living facility
- [ ] School enrollment papers for the current year
- [ ] Official letter from a registered social service agency

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Registration Source</th>
<th>Clerk (initial here)</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

EDR (Election Day Registration)
Check-in Clerk
Registration Procedure

Voter

Registration Card
Completed by Voter

Check-in Clerk

Provide photo ID & proof of residency

Voter Presents
Acceptable ID and
Proof of Residency

Stamp
‘Residence Verified’

Official
Use Only
Box

Register via ePollbook

Complete all fields in ePollbook
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 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
- Libertarian Ballot
- Republican Ballot
- Unaffiliated

*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
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.

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

<table>
<thead>
<tr>
<th>Bag #1</th>
<th>Bag #2</th>
<th>Case #1</th>
<th>Case #2</th>
<th>Case #3</th>
<th>Case #4</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ballots Available</th>
<th>Ballot Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1- Total RECEIVED Ballots:</td>
<td>Box 4- Total UNUSED Ballots:</td>
</tr>
<tr>
<td>Box 2- Total TOUCHWRITER Ballots:</td>
<td>Box 5- Total SPOILED Ballots:</td>
</tr>
<tr>
<td>Box 3- GRAND TOTAL:</td>
<td>Box 6- Total VOTED Ballots:</td>
</tr>
<tr>
<td>Box 8- TOTAL CHECK-INS:</td>
<td>Box 7- GRAND TOTAL:</td>
</tr>
</tbody>
</table>

(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***

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)
- Sealed Ballot Box Bags (w/Transfer Log in top pouch)
- Epollbooks in case
- Sealed Ballot Transfer Cases (w/unvoted ballots)

For Official Use Only:

Are the above boxes checked?  Yes/No

<table>
<thead>
<tr>
<th>Bag #1</th>
<th>Bag #2</th>
<th>Case #1</th>
<th>Case #2</th>
<th>Case #3</th>
<th>Case #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does Seal &amp; Match?</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Inside Receiving Supervisor Initial  Inside Receiving Staff Initial
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
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 cestradada@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!!