Ada County Elections
New Poll Worker Training

May 17th, 2022, Primary Election

Mitch Lange
Elections Trainer
Welcome to Ada County Elections

Phil McGrane
Clerk of the District Court

Trent Tripple
Chief Deputy Clerk
### What’s on the Ballot?

<table>
<thead>
<tr>
<th>CONSTITUTION BALLOT</th>
<th>DEMOCRATIC BALLOT</th>
<th>LIBERTARIAN BALLOT</th>
<th>REPUBLICAN BALLOT</th>
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<td>“UNAFFILIATED”</td>
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**Non-Partisan Ballots** are available to all voters regardless of affiliation.

“Unaffiliated” voters may still choose to affiliate with a party up to and including the day of the primary election.
Poll Worker Job Overview

• Compensation
  • $150 for a full day

• Time Commitment
  • 7AM to 9PM (or later)

• Bring Essentials
  • Food, Medication, Water, etc.
  • Cannot leave precinct
  • Dress comfortable and prepare for a long day
Vote!

**Early Voting (May 2\(^{nd}\) – May 13\(^{th}\) 8:00AM to 5:00PM M-F)**

- Ada County Elections- 400 N Benjamin Ln, Boise, ID 83704
- Boise City Hall- 150 N Capitol Blvd, Boise, ID 83702
- Meridian City Hall- 33 E Broadway Ave, Meridian, ID 83642
- Mobile Voting Trailer- Schedule on adacountyelections.com

**Absentee Deadline**

Last day to request an absentee ballot is May 6\(^{th}\)
1. Idaho Elections Overview
2. Setting Up the Polls
3. Poll Worker Role Review
4. Special Considerations
5. Closing Polls
Idaho Elections Overview
Election Precincts and Districts
Idaho Election Law

• Same Day Registration
  • No Provisional Ballots
• Early Voting
• No Excuse Absentee
• Voters Must Present ID
  • Or sign ID Affidavit
• Potential for four elections every year
Clerk Positions

Vote Area Monitor (If Necessary)
- Greeter
- Sanitizes polling place throughout the day

Check-In Clerk
- Checks in and registers voters
- Directs voters to Issuing Clerk

Issuing Clerk
- Puts correct ballot in secrecy folder
- Gives directions on voting and will direct voter to an open voting booth

Receiving Clerk
- Will ask for name of the voter
- Announces “<name> has voted!” and offers an “I voted!” sticker
Setting up the Polls
General Layout

- Sanitizer Station
- Exit Clerk
- Entrance
- Registration/Check In
- Check in Clerk
- Ballot Issuing
- Ada Booths
- Mark Ballot
- Vote Booths
Polling Place Setup: Check-in Clerk

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

See ‘Opening the Polling Place’ pg. 12 in Manual
Polling Place Setup: Issuing/Receiving Clerk

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

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

See ‘Opening the Polling Place’ pg. 12 in Manual
Polls Open 8:00AM and First Voter

1. Announce the “Polls are Open!”

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

See ‘First Voter Procedures’ pg. 13 in Manual
Election Day Ballot Receipt Log
Complete Form and Place in Return on Election Night Bag

Precinct #: 
Total Number of Cases Delivered: 

Seal numbers used to lock transfer cases

<table>
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<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>
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</table>

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

<table>
<thead>
<tr>
<th>Ballot Stock (Precinct)</th>
<th>Ballot Quantity</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>2110</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

Total

<table>
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<tbody>
<tr>
<td>Yes/No</td>
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Does Seal # Match?

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

Chief Judge Signature  Asst. Chief Judge Signature

BALLOT BOX WITNESS AFFIDAVIT

County of Ada

I declare, I have viewed that the ballot box(es) was empty, and was properly sealed in my presence prior to voting taking place.

The seal number(s) is/are ____________________________

Printed Name of Witness: ____________________________

Signature of Witness: ____________________________

Address of Witness: ____________________________

Date: ____________________________

Place in Return on Election Night Envelope after witness has signed.
Poll Worker Role Review
Check-in Clerk Registration Procedure

Voter

Registration Card
Completed by Voter

Check-in Clerk

Official Use Only Box

Stamp ‘Residence Verified’

Voter Presents Acceptable ID and Proof of Residency

Idaho Drivers License w/ current address

Photo ID w/ proof of residency

Register via ePollbook

Complete all fields in ePollbook

See "Election Day Responsibilities" pg. 5 and "Registration Reference Guide" pg. 17 in Manual
**Registration Card Required Fields**

<table>
<thead>
<tr>
<th>IDAHO ELECTION DAY VOTER REGISTRATION FORM</th>
<th>PRIMARY ELECTIONS</th>
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<tbody>
<tr>
<td><strong>WARNING:</strong> Any elector who supplies any information knowing it to be false is guilty of perjury which is punishable by imprisonment and a fine of up to $500,000.</td>
<td></td>
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</tbody>
</table>

1. Are you a citizen of the United States of America? [ ] Yes [ ] No
   - If you checked "No" to either question, do not complete this form.

2. First Name [ ] Middle Name [ ] Last Name

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

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

If no street address for residence, describe location by cross streets, section, township, range, or other physical description.

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

6. Mailing Address (if different from residence address) [ ] City [ ] Zip Code [ ] County

7. Address Where Previously Registered [ ] City [ ] State [ ] Zip Code [ ] County

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

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

10. Political Party (Select one): [ ] Constitution [ ] Democratic [ ] Libertarian [ ] Republican [ ] Unaffiliated (no party preference)

11. UNDER PENALTY OF LAW: I certify that I am a citizen of the United States; that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age on election day, and I declare under oath or affirmation that the information supplied herein is true.
Photo ID and Proof of Residency Examples

Examples: Photo IDs

Examples: Proof of Residency
Check-in Clerk Procedure

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

Voter Eligibility Screen
• “Wrong Location,” “Already Voted,” “Absentee Received,” etc.

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

See ‘Check-in Clerk Reference Guide’ pg. 23 in Manual
ID Requirement: Check-in

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

STATE OF IDAHO

ss.

County of ____________________________

_____________________________ Precinct

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

(Residence Address, City and Zip Code)

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

Signed: ____________________________

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

______________________________

Judge of Election
Issuing Clerk Procedures

- Receives Secrecy Folders and Voter Tickets
- Removes ONLY One Ballot from the Ballot Pad at a Time
- Directs Voter to Voting Booth
- Informs Voter Where to Deposit Ballot

See ‘Issuing Clerk Reference Guide’ pg. 22 in Manual
Receiving Clerk Procedures

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

ePollbook Training

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

CONSTITUTION BALLOT
OPEN TO THESE VOTERS:
CONSTITUTION PARTY

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

LIBERTARIAN BALLOT
OPEN TO THESE VOTERS:
LIBERTARIAN PARTY

REPUBLICAN BALLOT
OPEN TO THESE VOTERS:
REPUBLICAN PARTY

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

"UNAFFILIATED" VOTERS MAY STILL CHOOSE TO AFFILIATE WITH A PARTY UP TO AND INCLUDING THE DAY OF THE PRIMARY ELECTION
Absentee Ballots

• Voted Absentee Ballots are not accepted at the polling place
  • Ballots may be spoiled
  • Return to City Hall (Meridian, Boise, Eagle, Kuna and Star) or Elections Office

• Requested Absentee Ballots
• Received Absentee Ballots
• Primary Absentee Ballots
Electioneering

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

See ‘Electioneering’ pg. 7 in Manual
Accessibility

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

See 'Accessibility’ pg. 12 in Manual
Accessibility - Temporary Measures

• Why are temporary measures necessary?
• How are they implemented?
• Living Independence Network Corporation (LINC)
  • Todd Wilder
Accessibility- Curbside Voting

• Curbside Voting
  • Only at the Ada County Elections Office!
Closing the Polls
Closing Your Polling Place

Check-In Clerk

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

Issuing Clerk

**UNUSED**
Count total # of Unused ballots
Note and give to Chief Judge

**SPOILED**
Count total # of Spoiled ballots
Note and give to Chief Judge
Closing Your Polling Place

Receiving Clerk

Record Total # of Ballots from Scanner Receipt

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

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

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

Benjamin Office

- Ballot Scanner(s)
- Ballot Transfer Log
- All Ballots Cast and Unused
- Return on Election Night Bag
- ePollbook
## Closing Your Polling Place

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

Before Election Day: Call or Email Mitch Lange
• (208) 287-6878 mlange@adacounty.id.gov

On Election Day:
• Use your resources (checklists, reference sheets, and help guides)
• Call your District Judge
• Key Phone Numbers:
  • Equipment Helpline: (208) 287-6867
  • Registration Helpline: (208) 287-6858
  • Chief Judge line: (208) 287-6861 or (208) 287-6878
Thank You!