Welcome to New Poll Worker 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

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



Poll Worker Job Overview

- Compensation
 - \$150 for a full day
- Time Commitment
 - 7AM-9PM (or later)
- Bring Essentials
 - Food, Medication, Water, etc.
 - Cannot leave polling place
 - Dress comfortable and prepare for a long day



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

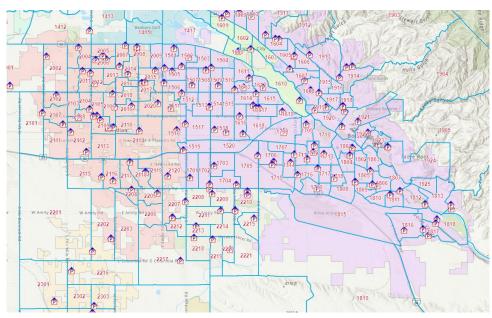
Last day to request an absentee ballot is May 10th!

Idaho Election Law

- Same Day Registration
- Early Voting
 - Two weeks prior to Election Day
- No Excuse Absentee
 - Yearly request
- Voters Must Present ID
 - Or sign ID Affidavit
- Potential for two elections every year



Districts, Precincts, & Polling Places



Clerk Positions

Chief Judge

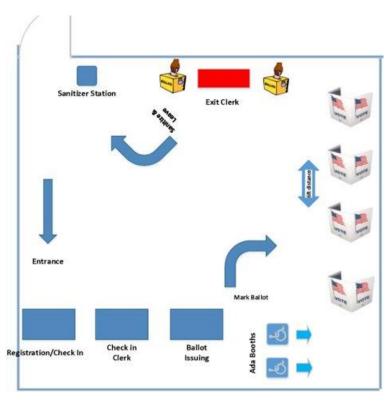
Assistant Chief Judge

Check-in Clerk

Issuing Clerk

Receiving Clerk

Opening the Polls



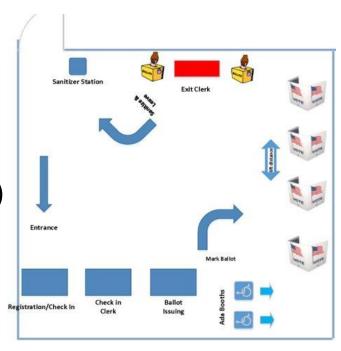
Follow Your Binder!

- 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



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:
 - o 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





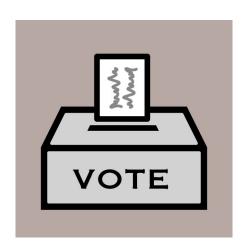


Opening Review Questions

- 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:	

		l	l asea t	O IOCK LI al	nsfer case:	5	
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 Box #1 Box #2 Box #3 Box #4 Box #5 Box #6 Box #7 Does Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Seal # Yes/No Yes/No Match?

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 w voting taking place.	as properly sealed in my presence prior to
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 sig	ned.

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 R	Registration Form	an and an	
Last Name (Print clearly in black ink.)	First Name	Middle N	Jame	Enter Idaho Driver's License # If no Idaho Driver's License, enter
WARNING: Any elector who supplies any which is punishable by imprisonment and a	information knowing fine of up to \$50,000.			last 4 digits of Social Security #
Are you a citizen of the United States of Am Will you be at least 18 years of age on elections.	on day? Yes No	If you checked either question complete this	on, do not s form.	Idaho DL number or SSN. Date of Birth
Residence Address (Do not use PO Box or buresidence by cross streets, section, township,	isiness address. If no stre range, or other physical o	et address, describe l description.)	ocation of	month day year Residence in Idaho Male Yrs. Months Female
6 Mailing address if different from above	City	County	Zip	Telephone Number (Optional) Political Party (Select one):
Address where previously registered	City	State	Zip	Constitution Democratic Libertarian Republican
Check box if Previous Name name change	City	County	State	Unaffiliated - (No party preference) OFFICIAL USE ONLY
Do you have any legal disqualifications? Yes	No upon c	elon's rights are autor ompletion of all sente ng probation or parole	ncing conditions e.	Clerk Date
UNDER PENALTY OF LAW: By signing citizen of the United States and that I shall have the county for 30 days before the next election at 18 years of age on election day; and I declare uninformation supplied herein is true.	been a resident of Idah which I vote; that I am a	o and X	re - Sign on line l	_ \



ERM-1 Voter Registration Form

IDAHO VOTER REGISTRATION FORM

Save time. Register online at VOTEIDAHO.GOV.

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

Revised 02/21/2024

Eligibility Verify your eligibility to vote in Idaho. Fraudulently	Are you a citizen of the United States of America? Yes No Will you be 18 or older on or before Election Day? Yes No
or falsely completing this form is a felony.	I have been a resident of Idaho for Have you ever been convicted of a felony? Yes No years, months. If yes, have your rights been restored? Yes No
Your name	First name Middle name
If your name has changed, provide your previous name.	Last name Suffix Previous name (if applicable)
Voter identification	
An Idaho Driver's License number is preferred. Otherwise use your Social Security Numbe .	Gender: Male Female Date of birth (mm/dd/)yyyy Idaho Driver's License Number Or Social Security Number
Residential address	Address (not P.O. Box) Unit/Apt #
Must be a street address. P.O. Boxes are not allowed.	4 City State ID Zip My mailing address is the same as my residential address. (If you check this box, then skip section 5)
Mailing address Provide the address where you receive mail.	5 Address or P.O. Box Unit/Apt # City State Zip
Previous address Provide your previous registration address.	Address (not P.O. Bax) Unit/Apt # City State Zip
Political Party	NOTE: If no political party is selected, you will be registered as unaffiliated. (Select only one)
Some parties require affiliation to vote in their primary elections.	7 Constitution Party Democratic Party Or Unaffillated (no porty preference)
Contact information This is helpful if we have any questions.	8 Phone Email
Signature WARNING: Any elector who supplies any information, knowing it to be false, is	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 I have no legal disqualifications, and that the information supplied herein is tru Voter, sign and date here (Required)
guilty of perjury, punishable by imprisonment and a fine of up to \$50,000.	X Date (mm/dd/yyyy) I I
Photo Identification Provide	
Proof of Residence Provided Approved Photo ID Current proof of Insurance Bank or credit card stateme Property tax assessment, bi Deed of trust, mortgage, lea	Utility bill, excluding a cellular telephone bill Paystub, paycheck, or government-issued check Intake document from a residential care or assisted living facility I, or receipt School enrollment papers for the current year
Precinct Registra	tion Source Clerk (initial here) Date (mm/dd/yyyy)

New Registration Form

Photo Identification Provided (check one) Idaho Driver's License/ID Card Tribal ID	This Section For Official Use Only 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 cellula Paystub, paycheck, or gover Intake document from a resi School enrollment papers fo Official letter from a register	nment-issued check idential care or assisted living facility ir the current year
Precinct Registration Source EDR (Elect	tion Day Registration lerk (initial here)	Date (mm/dd/yyyy)

Check-in Clerk Registration Procedure

Voter



Registration Card Completed by Voter

Provide photo ID & proof of residency

Voter Presents
Acceptable ID and
Proof of Residency

Check-in Clerk



Official Use Only Box

Stamp 'Residence Verified' Register via ePollbook

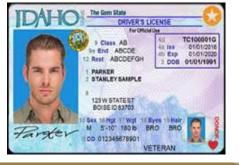
Complete all fields in ePollbook

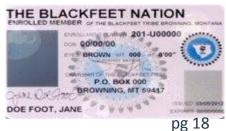
Photo ID Registration Requirements

- 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

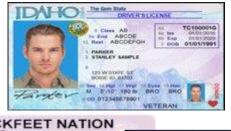
- Photo ID with correct address
- Current Proof of Insurance
- Deed of Trust, Mortgage, Lease or Rental Agreement
- Property Tax Assessment, Bill, or Receipt
- Utility Bill, Excluding Cell phone Bill

- 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





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PASSPORT

Personal ID Affidavit

PERSONAL IDENTIFIC	CATION AFFIDAVIT
STATE OF IDAHO	
SS.	Precinct
County of	
I declare, under penalty of perjury, that my name is listen the official voter registration list, that I am that person, and t	hat I currently reside at
Residence Address, City and Zip Code)	·
Any person, who knowingly provides false, erroneou	s or inaccurate information shall be guilty of a
elony. (34-1114, Idaho Code)	
Signe	ed:
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
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

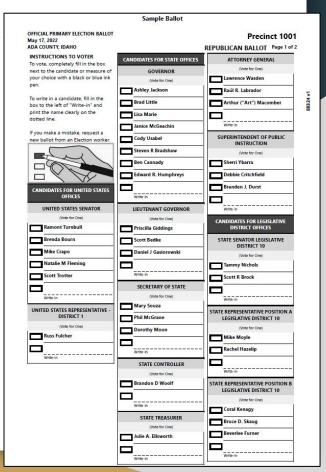
Absentee Ballots

- 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



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



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





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
- Secure Polling Place



Ballot Transfer Log – Nov 2022 General Election See Closing Tab in Binder for instructions.

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Precinct #:	

Record seal r	number(s) used	d to secure ba	illot bag(s) ar	ase(s) below:	
Bag #1	Bag #2	Case #1	Case #2	Case #3	Case #4

Ballots Avail	able	Ballot Accounting		
Box 1- Total <u>RECEIVED</u> Ballots:		Box 4- Total <u>UNUSED</u> Ballots:		
Box 2- Total TOUCHWRITER 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 CHECK-INS	<u>S</u> :			
(Reference ePollbook Tot	al Check-ins)			

Box 3 and Box 7 Matcl		Box	3	and	Box	7	Matcl	ı
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☐ 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	Inside Receiving Staff Initial			

Return On Election Night Checklist

Items to be Returned in Bag:

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

Non-Bag Items to be Returned:

- o Hart Ballot Scanners (2)
- Sealed Ballot Box Bags (w/Transfer Log in top pouch)

- o Epollbooks in case
- 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



Precinct Central ePollbook

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 <u>cestrada@adacounty.id.gov</u>
- (208) 287-6861 or <u>tallen@adacounty.id.gov</u>
- pollworker@adacounty.id.gov

On Election Day:

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

Thank You!!

