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
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:
  - 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

## 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

<table>
<thead>
<tr>
<th>Election Staff Signature</th>
<th>Election Staff Signature</th>
</tr>
</thead>
</table>

## 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) vs Ballots Issued vs Ballot Quantity

<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>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Total</th>
<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></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>Yes/No</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

**Does Seal # Match?**

- Yes/No

We verify we received the number of ballots above and the security seal's 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 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.

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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

### 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.

### Questions

3. Are you a citizen of the United States of America?  
   - Yes  
   - No  
   - If you checked ‘No’ for either question, do not complete this form.

4. Date of Birth
   - Month
   - Day
   - Year

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

7. Address where previously registered
   - City
   - State
   - Zip

8. Check box if name change

9. Do you have any legal disqualifications?  
   - Yes  
   - No

### Political Party
- Constitution  
- Democratic  
- Libertarian  
- Republican  
- Unaffiliated (No party preference)

### Signature
- Precinct
- Clerk
- Date

### Signature - Sign on line below.

Date of Signature
- Month
- Day
- Year

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**RESIDENCE VERIFIED**
# 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 by answering the following questions:

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]

### Your Name
If your name has changed, provide your previous name:

<table>
<thead>
<tr>
<th>Firstname</th>
<th>Middlename</th>
<th>Lastname</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male [ ] Female [ ]</th>
<th>Date of Birth (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's License Number</td>
<td>[ ]</td>
<td>Last 4 digits of Social Security Number</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Address</th>
<th>Apt #</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Address or P.O. Box</th>
<th>Apt #</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

### Previous Address
Provide your previous registration address.

<table>
<thead>
<tr>
<th>Address</th>
<th>Apt #</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

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

| Political Party Name | [ ] Constitution Party [ ] Democratic Party [ ] Libertarian Party [ ] Republican Party [ ] Unaffiliated (or party preference) |

### Contact Information
This field is optional and will become public record.

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

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

I certify that I am a citizen of the United States of Idaho that I shall have been a resident of Idaho for [ ] days before the next election at which I vote, that I am at least 18 years of age on election day, and declare under oath or affirmation that I have no other legal disqualification, and that the information supplied herein is true.

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

### Photo Identification Provided
- [ ] Driver's License
- [ ] Military ID
- [ ] United States Passport
- [ ] US Permanent Resident Card
- [ ] Social Security Card
- [ ] Other Identification

### This Section For Official Use Only
- [ ] Signature Registration Source: [ ] Check global here: [ ] Date (mm/dd/yyyy)

Note: The form is designed to provide information about voter registration requirements in Idaho. The specific fields and instructions may vary depending on the year and jurisdiction.
New Registration Form

EDR (Election Day Registration)
Check-in Clerk

Registration Procedure

Voter

Registration Card Completed by Voter

Provide photo ID & proof of residency

Check-in Clerk

Voter Presents Acceptable ID and Proof of Residency

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
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 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.

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>

Ballots Available

| Box 1- Total RECEIVED Ballots: | Box 4- Total UNUSED Ballots: |
| Box 2- Total TOUCHWRITER Ballots: | Box 5- Total SPOILED Ballots: |
| Box 3- GRAND TOTAL: | Box 6- Total VOTED Ballots: |

Box 8- TOTAL CHECK-INS:
(Reference ePollbook Total Check-ins)

Box 7- GRAND TOTAL:

☐ 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

<table>
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</tbody>
</table>

Does Seal Match? 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)
- Sealed Ballot Box Bags (w/Transfer Log in top pouch)
- 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
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 handbook)
- Call your District Judge
- Key Phone Numbers:
  - Elections Helpline: 208-287-6872
Thank You!!