

Welcome to New Poll Worker Training

November 7th, 2023 Consolidated
Election

Courtney Estrada

Elections Trainer



Summer Highlights!



July 18th - Tyler
Allen joins the
team

May 16th - Best Election Ever (Thank you!)

August 22nd-25th -
Western Idaho Fair



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 (Oct 23rd – Nov 3rd 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

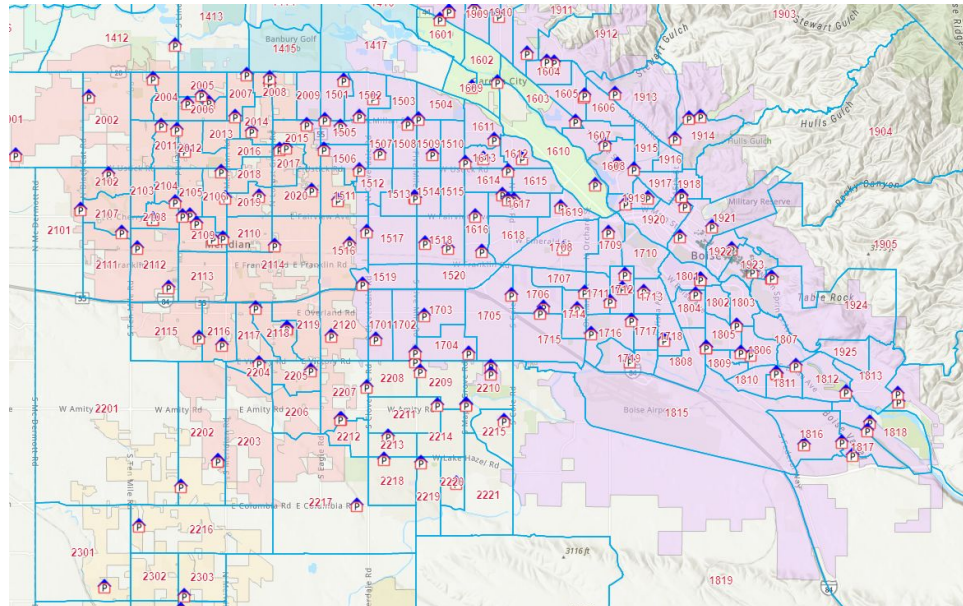
- Last day to request an absentee ballot is **October 27th!**

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 three elections every year



Districts, Precincts, & Polling Places



Clerk Positions

Chief Judge

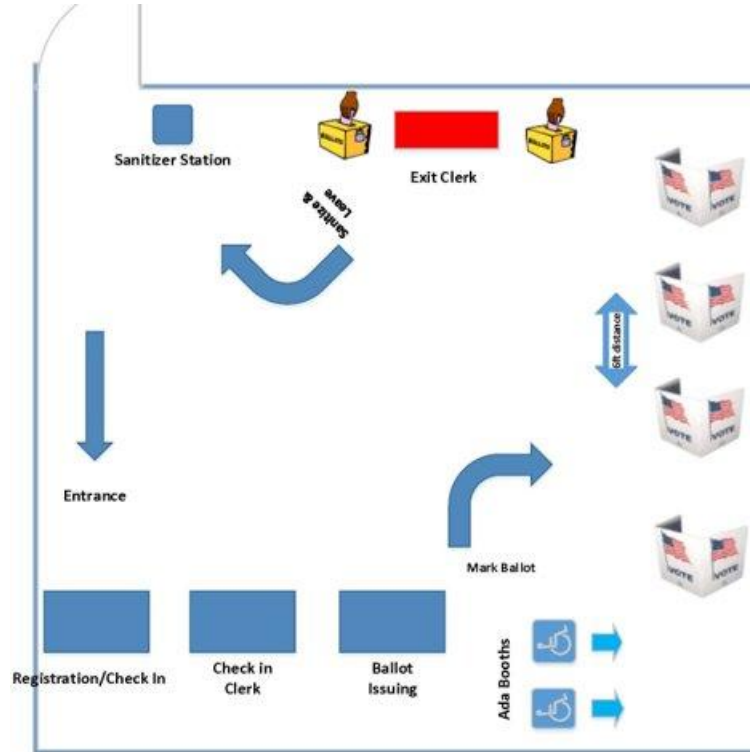
**Assistant Chief
Judge**

Check-in Clerk

Issuing Clerk

Receiving Clerk

Opening the Polls



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 EPB
- Arrange tote bag contents



Polling Place Setup:

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



Accessibility

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

- Be 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
 - Next time you vote ask to 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?
 - Would a voter in a wheelchair be able to enter the polling place easily?
 - Is there a different entrance? Is it clearly marked?



Polling Place Setup:

(Receiving Clerk Responsibilities)

- Follow Receiving Clerk Checklist
- Set up Ballot Boxes and Scanners
 - Make sure scanner is seated properly
 - Seals are inside Receiving Clerk Bag
- Place Ballot Bag inside Ballot Box
- Arrange tote bag contents

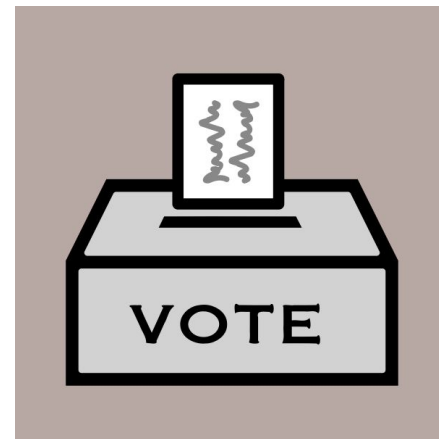


Opening Review Questions

- What should the Check-in Clerk turn on first?
- Should the Issuing Clerk open the transfer cases?
- Who can use the Touchwriter?
- 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
 - 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 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
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.			
3 Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be at least 18 years of age on election day? Yes <input type="checkbox"/> No <input type="checkbox"/>		If you checked 'No' for either question, do not complete this form.	
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
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.	
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.			
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"/>		4 Date of Birth month \ day \ year Residence in Idaho Yrs. Months Male Female Telephone Number (Optional)	
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)		10 Signature - Sign on line below. X Date of Signature month \ day \ year	
OFFICIAL USE ONLY Precinct Clerk Date		ER-1 Registration Card, Rev. 2011	

Check-in Clerk

Registration Procedure

Voter



Registration Card
Completed by Voter

Voter Presents
Acceptable ID and
Proof of Residency

Register via ePollbook

**Check-in
Clerk**



Provide
photo ID &
proof of
residency

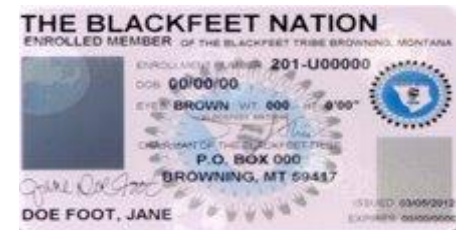
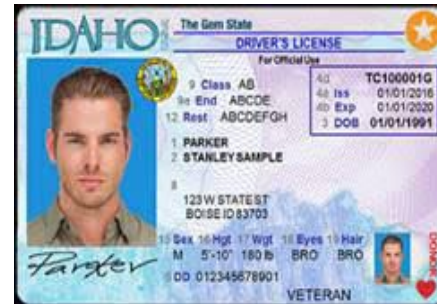
Official
Use Only
Box

Stamp
'Residence
Verified'

Complete
all fields in
ePollbook

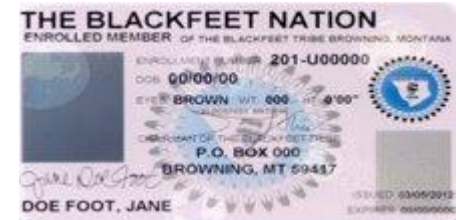
Requirements

- Current Idaho Driver's License or ID Card
- Current U.S. Passport or Federal Photo Identification Card
- Current Tribal Identification Card
- Current 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 and Idaho School or Idaho School of Higher Education
 - Letter from Social Service Agency



In the event the 5 previous types of ID are not available....

PERSONAL IDENTIFICATION AFFIDAVIT	
STATE OF IDAHO	
ss.	_____ Precinct
County of _____	
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 - 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

Absentee Ballots

- Voted Absentee Ballots are NOT accepted at the polling place
 - 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**
 - Double check the back!
- 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

Preview Ballot
08/29/2022 08:26:58


OFFICIAL GENERAL ELECTION BALLOT
November 8, 2022
ADA COUNTY, IDAHO

Precinct 2201-KF
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
(Vote for One)

☐ Scott OH Cleveland IND

☐ Mike Crapo REP

☐ David Roth DEM

☐ Idaho Sierra Law (Also Known as Carta Reale Sierra) LIB

☐ Ray J. Writz CON

☐ Write-in

UNITED STATES REPRESENTATIVE - DISTRICT 1
(Vote for One)

☐ Kaylee Peterson DEM

☐ Russ Fulcher REP

☐ Write-in

CANDIDATES FOR STATE OFFICES

GOVERNOR
(Vote for One)

☐ Ammon Bundy IND

☐ Chantytrose Davison CON

☐ Stephen Heidt DEM

☐ Brad Little REP

☐ Paul Sand LIB

☐ Write-in

LIEUTENANT GOVERNOR
(Vote for One)

☐ Terri Pickens Manweiler DEM

☐ Pro-Life (A person, formerly known as Marvin Richardson) CON

☐ Scott Bedke REP

☐ Write-in

SECRETARY OF STATE
(Vote for One)

☐ Shawn Keenan DEM

☐ Phil McGrane REP

☐ Write-in

STATE CONTROLLER
(Vote for One)

☐ Mistie Gardner CON

☐ Brandon D Woolf REP

☐ Dianna David DEM

☐ Write-in

STATE TREASURER
(Vote for One)

☐ Julie A. Elsworth REP

☐ Deborah Silver DEM

☐ Write-in

ATTORNEY GENERAL
(Vote for One)

☐ Tom Arkoosh DEM

☐ Raúl R. Labrador REP

☐ Write-in

SUPERINTENDENT OF PUBLIC INSTRUCTION
(Vote for One)

☐ Debbie Critchfield REP

☐ Terry L. Gilbert DEM

☐ Write-in

CANDIDATES FOR LEGISLATIVE DISTRICT OFFICES

STATE SENATOR LEGISLATIVE DISTRICT 22
(Vote for One)

☐ Pat Soulliere DEM

☐ Lori Den Hartog REP

☐ Brendan J. Gomez CON

☐ Write-in

STATE REPRESENTATIVE POSITION A LEGISLATIVE DISTRICT 22
(Vote for One)

☐ Natalie R. MacLachlan DEM

☐ John Vander Woude REP

☐ Write-in

Read Both Sides of the Ballot

Receiving Clerk

- Reference Receiving Clerk Cheat Sheet
- 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



During the Day Review Questions

- Does an Idaho Driver's License with a current address meet the registration and check in requirements?
- Can a Student ID be used to check voters in?
- When the first voter arrives what does the Issuing Clerk need to do?
- What does the Receiving Clerk need to have the first voter complete?

Poll Watchers/Challengers

- Must be authorized by a political party or candidate
- 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
- Direct any questions/concerns to CJ



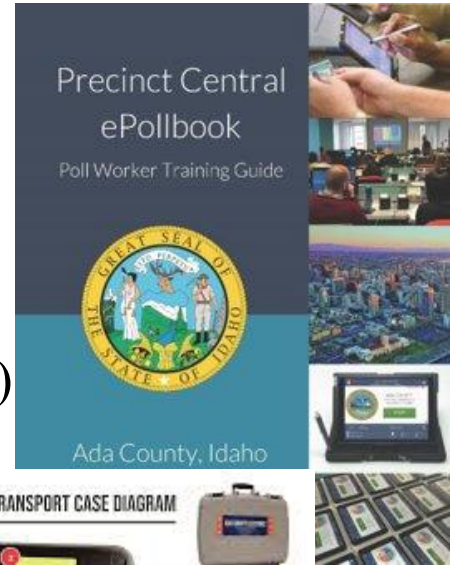
Electioneering

- No Electioneering within 100' 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



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 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
- Close the Polls
- Hand receipt tapes and Ballot Transfer Log to CJ
- Remove Ballot Box Bag, zip it, and seal it
- Break down ballot boxes
- Return station back to original condition



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

Closing Review

- 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

The Important Things to Remember!!

- **Make sure ALL machines are turned on and ready by 8:00am**
- **Refer to checklists**
- **Check-in Clerk needs to check ID and have voter state name and address**
- **Check ballot style!**
- **The Touchwriter is ready for use**
- **First voter needs to fill out the Ballot Box Witness Affidavit**
- **CJ needs to complete Transfer Log at the end of the night**
- **Scanner and Ballots have to be returned to our office**

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!!

