Welcome to New Poll Worker Training

November 7th, 2023 Consolidated Election

Courtney Estrada
Elections Trainer
Summer Highlights!

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

July 18th - Tyler Allen joins the team

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:
(Issuing Clerk Responsibilities)

- 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

**For Polling Place Use**

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

<table>
<thead>
<tr>
<th>Does Seal # Match?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box #1</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Box #2</td>
<td>Yes/No</td>
</tr>
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<td>Yes/No</td>
</tr>
<tr>
<td>Box #8</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

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”**

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**BALLOT BOX WITNESS AFFIDAVIT**

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**County of Ada**

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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
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 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
If Already Registered…
Check-in 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
5. Current Idaho High School or College ID
In the event the 5 previous types of ID are not available....
‘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
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
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:

<table>
<thead>
<tr>
<th>Bag #1</th>
<th>Bag #2</th>
<th>Case #1</th>
<th>Case #2</th>
<th>Case #3</th>
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<table>
<thead>
<tr>
<th>Ballots Available</th>
<th>Ballot Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Box 4</strong>- Total RECEIVED Ballots:</td>
<td><strong>Box 4</strong>- Total UNUSED Ballots:</td>
</tr>
<tr>
<td><strong>Box 5</strong>- Total TOUCHWRITTEN Ballots:</td>
<td><strong>Box 5</strong>- Total SPOILED Ballots:</td>
</tr>
<tr>
<td><strong>Box 6</strong>- GRAND TOTAL:</td>
<td><strong>Box 6</strong>- Total VOTED Ballots:</td>
</tr>
<tr>
<td><strong>Box 7</strong>- TOTAL CHECKINS</td>
<td><strong>Box 7</strong>- GRAND TOTAL:</td>
</tr>
<tr>
<td>(Reference ePollbook Total Check-ins)</td>
<td></td>
</tr>
</tbody>
</table>

☐ Box 3 and Box 7 Match  ☐ Box 6 and Box 8 Match

<table>
<thead>
<tr>
<th>Chief Judge Signature</th>
<th>Asst. Chief Judge Signature</th>
</tr>
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<tr>
<td></td>
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***Return to Top Pouch of Grey Ballot Bag***

**For Official Use Only:**

Are the above boxes checked? Yes/No

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Inside Receiving Supervisor Initial | Inside Receiving Staff Initial

<table>
<thead>
<tr>
<th>Inside Receiving Supervisor Initial</th>
<th>Inside Receiving Staff Initial</th>
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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!!