

POLL WORKER MANUAL



Table of Contents

ELECTIONS OVERVIEW	5
General Information	5
Annual Elections Calendar	6
Positions Available	7
Election Precincts and Districts	8
ELECTION DAY RESPONSIBILITIES.....	10
Same Day Registration	10
Absentee Ballots.....	12
Electioneering	12
Firearms	13
Accessibility.....	13
OPENING THE POLLING PLACE.....	17
First Voter Procedures.....	18
ELECTION DAY GUIDES.....	21
Registration Reference Guide.....	22
Check-in Clerk Reference Guide.....	24
Issuing Clerk Reference Guide	27
Receiving Clerk Reference Guide.....	29
Vote Area Monitor Reference Guide.....	31
Polling Place Public Health Procedures.....	32
CLOSING THE POLLING PLACE.....	34
Poll Worker Closing Procedures	34
CRITICAL DOCUMENTS	36
Ballot Receiving Log.....	37
Ballot Box Witness Affidavit.....	38
Ballot Transfer Log	39
Poll Worker Pay Sheet	40
FREQUENTLY ASKED QUESTIONS.....	41
Pre-Election Questions	41
Election Day Questions	41

ELECTIONS OVERVIEW

General Information

Poll Workers

We recommend that all poll workers register to vote and vote in elections to gain exposure to the voting process. Voteidaho.gov is an easy way to register to vote online or visit adacounty.id.gov/elections/how-to-vote/ for more information on how to register.

All poll workers must be a US citizen and at least 16 years old. Each precinct is limited to a maximum of two student poll workers.

Poll workers are paid \$150 for their work on election day.

Go Vote!

Since you'll be busy working the polls on election day, it is critical that you take advantage of our options to vote early or by absentee ballot to have your voice heard. You may go to <https://adacounty.id.gov/elections/election-day-information/> to get election specific updates on where and when to cast your ballot.

Training

All poll workers are required to attend a training prior to each election. The purpose of the training is to adequately prepare everyone in the most current procedures for operating on election day.

For poll workers, our office offers both online and in-person training options depending on the type of election and the experience level of the poll worker. To know if you or someone else is eligible for an online training instead of an in-person training before an election, contact your Chief Judge or the Ada County Elections Office. In-person training classes typically run about two hours. To attend a class, contact your Chief Judge, or if you have not been assigned a precinct yet contact the Ada County Elections Office. You may email pollworker@adacounty.id.gov or call 208-287-6878.

Annual Elections Calendar

Below is the official election calendar for the State of Idaho as **Title 34, Chapter 1, Section 06** (§34-106) and **Title 34, Chapter 6, Section 01** (§34-601) of the **Idaho State Code** specifically denotes these dates as available for holding elections. Elections held by Ada County will not take place on days not listed below with the exception for runoff elections in local city contests. Runoff elections are typically held about a month after the November General if necessary.

March Election

When?

-Second Tuesday in March

Why?

-For a school bond, levy, or recall election

-Presidential Primary in a Presidential Election Year (2024)

May Election

When?

-Third Tuesday in May

Why?

-Non-Presidential Primary Elections

-Municipal and local political subdivision elections

August Election

When?

-Last Tuesday in August

Why?

-For a school bond, levy, or recall election

November Elections

When?

-Tuesday following the first Monday in November of each year

Why?

-General Election

Positions Available

There are 4 unique poll worker roles, aside from the Chief Judge and Assistant Chief Judge, that must be fulfilled at the polling place:

1. Chief Judge

- a. Manages the polling place and the workers
- b. Observes and enforces set election procedures as defined by Ada County Elections, including but not limited to
 - i. Registration/Voter ID laws
 - ii. Electioneering
 - iii. Accessibility
- c. Answers questions and solves problems
- d. Facilitates the delivery and pick-up of critical equipment before election day and the night of election day

2. Assistant Chief Judge

- a. Works one of the poll worker roles on election day but is considered the backup to take over Chief Judge duties if necessary.

3. Vote Area Monitor (If Necessary)

- a. Sets up sanitizer station
- b. Greets voters as they enter the polling place
 - i. "Are you registered"
 - ii. "Have IDs ready!"
- c. Alerts Chief Judges to any issues observed related to electioneering or accessibility

4. Check-in Clerk

- a. Works the ePollbook stations checking in and registering voters
- b. Checks photo identification
- c. Helps direct voters to their correct polling place if needed
- d. Ensures registration forms are completed accurately and completely
- e. Issues the voter ticket once the voter is checked in
- f. Retains spoiled ballots, spoiled absentee ballots, and ballot stubs in designated envelopes

5. Issuing Clerk

- a. Ensures voters receive the ballot that corresponds with their voter tickets
- b. Issues correct ballots to voters after they present their voter ticket
- c. Gives voting instructions

Election Districts are boundaries which determine who and/or what voters cast a ballot on. There are many different types of districts that may require an election, like school districts, library districts, recreation districts, etc. Figure 2 shows an example of the library districts in Ada County.

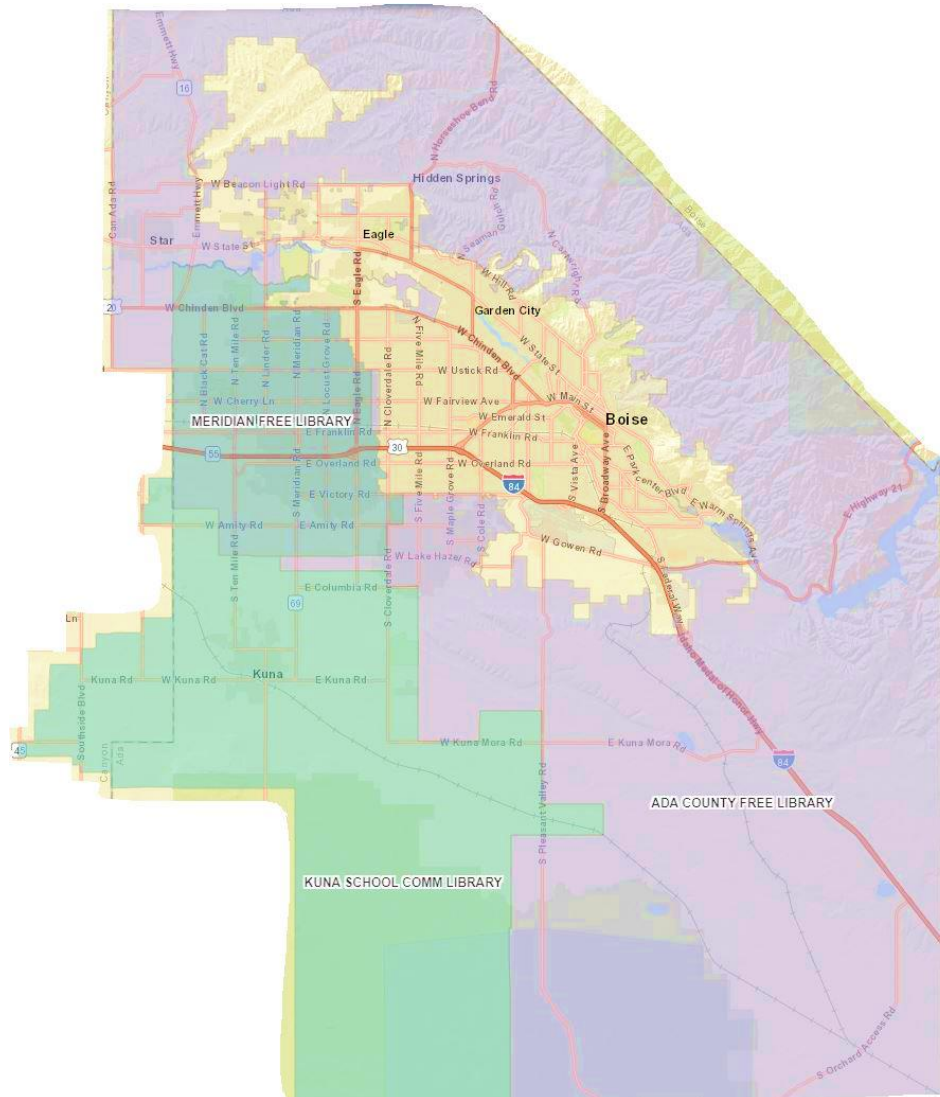


Figure 2

The Ada County Elections Office provides a link to the Ada County Mapper program on our website at <https://adacounty.id.gov/elections/maps>. This application provides all the different districts in the county with an interactive interface.

ELECTION DAY RESPONSIBILITIES

Same Day Registration

In Idaho, voters can register to vote on election day as required by **Title 34, Chapter 4, Section 08, Subsection A** (§ 34-408A) in Idaho State Code.

An individual may prove residence for purposes of registering by:

1. Showing an Idaho driver's license or Idaho identification card issued through the department of transportation; or
2. Showing any document which contains a valid address in the precinct together with a picture identification card; or
3. Showing a current valid student photo identification card from a postsecondary educational institution in Idaho accompanied with a current student fee statement that contains the student's valid address in the precinct.

The example registration card below shows the exact fields that are required for a completed same day registration application. If a voter leaves one of the highlighted fields blank, please have the voter correct their application before submitting it into the ePollbook.

Idaho Voter Registration Form			
1 Last Name (Print clearly in black ink)		First Name	Middle Name
<p>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.</p>			
3 Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/>		If you checked "No" for either question, do not complete this form.	
Will you be at least 18 years of age on election day? Yes <input type="checkbox"/> No <input type="checkbox"/>			
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 name change		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.	
<p>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.</p>			
		2 Enter Idaho Driver's License #	
		<p>If no Idaho Driver's License, enter last 4 digits of Social Security #</p>	
		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 Female <input type="checkbox"/>	
		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)	
OFFICIAL USE ONLY			
		Precinct	
		Clerk Date	
		10 Signature - Sign on line below.	
		X	
		Date of Signature month \ day \ year	

Accurate data entry is important, so be sure to copy the information from the card exactly how it is written by the voter.

Registration Considerations

If a voter does not have a valid residential address and is staying at temporary housing, they may register to vote using the Ada County Courthouse address, 200 W Front St, Boise ID 83702. Just note, that if a voter is attempting to register same day with the Ada County Courthouse address, they must do so at Precinct 1916 at the Boise State Venture College (301 S Capitol Blvd, Boise, ID 83702).

Voters are not permitted to register to vote at a PO Box or a business address, unless they are currently living at their business address. If a voter attempts to register to vote at a PO Box or business address, please have them correctly fill out the application with their residence address.

Voter Check-in (pre-registered)

Voters who are already registered are required to show photo identification before they vote as stated in **Title 34, Chapter 11, Section 13** (§ 34-1113) in Idaho State Code.

The permitted types of IDs to be used at check-in are as follows:

1. An Idaho driver's license or identification card issued by the Idaho transportation department;
2. A passport or an identification card, including a photograph, issued by an agency of the United States government;
3. A tribal identification card, including a photograph;
4. A current student identification card, including a photograph, issued by a high school or an accredited institution of higher education, including a university, college or technical school, located within the state of Idaho; or
5. A license to carry concealed weapons issued under section 18-3302, Idaho Code, or an enhanced license to carry concealed weapons issued under section 18-3302K, Idaho Code.

After the voter shows one of the required ID types above, the Check-in Clerk must have the voter state their full name and address, as required by **Title 34, Chapter 11, Section 06** (§ 34-1106) of Idaho State Code.

Personal Identification Affidavit

If a voter is unable to provide one of the five required types of identification as prescribed in Idaho Code § 34-1113, the voter may fill out a personal identification affidavit in lieu of providing one of the five required types of identification as stated in **Title 34, Chapter 11, Section 14** (§ 34-1114) Idaho State Code.

If a voter has completed a same day registration application and did not provide one of the five required ID types in Idaho Code §34-1113, the voter must also fill out a personal identification affidavit.

Absentee Ballots

In Idaho, voters can request absentee ballots for any election throughout the year for any reason with a valid application submitted to the Elections Office. If a voter has an outstanding absentee ballot, they are still permitted to vote on election day.

If a voter brings in their absentee ballot with the expectation of submitting their voted absentee ballot at their polling place, they may not do so. No polling place is to accept voted absentee ballots at the polls. However, if a voter wishes to vote their absentee ballot, they may drop it off at an Absentee Dropbox. These are located at the Ada County Elections Office (400 North Benjamin Lane, Suite 100 – Boise), Boise City Hall, Meridian City Hall, Kuna City Hall, or Eagle City Hall until 8:00PM on Election Day.

If they would like to cast a vote in-person instead of delivering their absentee ballot, you may spoil the absentee ballot by writing “SPOILED” on the outer envelope. No absentee envelope may be opened by a poll worker under any circumstances.

Voters are also permitted to vote in person even if they did not bring their absentee ballot to the polling place to be spoiled. Since we use ePollbooks, once the voter has been checked-in, the absentee ballot gets automatically spoiled in our database.

Electioneering

Poll Workers are not permitted to talk about politically related news or topics during election day. If the subject has anything remotely to do with politics, it is not appropriate. Reports of poll workers discussing politically related topics or contests on the ballot can be grounds for immediate dismissal.

Title 18, Chapter 23, Section 18 of the Idaho State Code (§18-2318) states that electioneering is prohibited at the polling place. Idaho Code does not define “electioneering.” Electioneering is generally understood to refer to activities promoting a particular candidate, cause, or issue on the ballot, or otherwise attempting to influence a person’s vote.

If a voter enters an Ada County polling place with political or ballot issue related clothing, then a poll worker or the Chief Judge **MUST** ask the voter to either

cover up or remove their political apparel. If the voter refuses, then the poll workers will allow the voter to cast their ballot. The Chief Judge is responsible for addressing electioneering activity at their polling place.

At the beginning of election day, before polls have opened at 8:00AM, the Chief Judge must ensure that a "Vote Here" sign is posted 100' away from the polling place entrance. This sign will designate the closest individuals can stand to the polling place entrance if gathering signatures or displaying or distributing campaign materials.

In October 2020, the Idaho Attorney General's Office issued an opinion to the Kootenai County Elections Office which stated that prohibiting political apparel at the polls was incorrect. This opinion does not prevent Ada County from handling electioneering at the polls as outlined above.

Firearms

Voters are permitted to carry firearms in the polling place, unless the polling place is a K-12 school. If a voter brings a firearm into a school, then the Chief Judge is permitted to ask the voter to take the firearm back to their vehicle, however if the voter refuses, allow them to vote.

If a voter enters your polling place with a firearm and you or others feel threatened call 911 immediately.

Accessibility

Ada County Elections ensures that all its polling places are ADA accessible, or can be made ADA accessible, and are certified by the Idaho Living Independence Network Corporation (LINC) ahead of election day. Some polling locations will require that poll workers implement temporary measures, like creating an ADA parking space, in order to ensure accessibility.

If your polling place requires temporary measures, the Chief Judge is responsible for verifying that the required measures were implemented by completing the temporary measures form included in the Chief Judge bag in the tote.

General Guidelines

Individuals with disabilities prefer that you focus on their abilities, not disabilities. They are like everyone else and deserve the same respect and consideration that you would show every other voter. Please comply with the following:

1. Use your normal voice when talking to people with disabilities.
2. Talk directly to the individual in a clear and respectful manner.
3. Never refer to anyone as handicapped or disabled. They are outdated and offensive terms.
4. Offer your assistance, but don't assume a particular accommodation is needed. A voter with disabilities may not want or need an accommodation, and if one is needed, let them explain what assistance would be helpful.
5. Offer chairs when appropriate.
6. Keep polling place free of impediments that may interfere with an individual's ability to maneuver.
7. Be sensitive about physical contact. Startling someone may affect their ability to balance themselves.
8. You may offer voters to cast their ballot on the Touchwriter, but the voter has the right to choose a paper ballot instead by having assistance reading and marking the ballot.
9. All poll workers can be available to help a voter complete their ballot. This is acceptable only if the voter first requests a poll worker's assistance.
 - a. Poll workers may not under any circumstances influence a voter to vote in any particular manner. Poll workers may only read the ballot verbatim and record the voter's intended selection.
 - i. If a voter is confused about who or what they are voting on, explain that poll workers can only read the ballot verbatim and record the voter's selections. If a voter needs more time to figure out what their choices should be, the ballot can be spoiled and re-issued later.

Voters with Service Animals

Under the Americans with Disabilities Act, people with disabilities who use service animals have the right to bring their service animals to public places, which includes polling places. The ADA defines a service animal as a dog that is individually trained to perform a task related to the person's disability.

Voters using service dogs are not required to provide a certificate, license or any other type of identification. Staff may ask two questions for identification: Is

this a service dog? What task does it perform? If you are unsure whether an animal is an ADA service animal, and the animal is not disruptive, **simply allow the voter to vote**. If the animal is disruptive, [either "call the County to discuss next steps" or "ask the owner to get the dog under control. If this can't be done quickly, staff may ask the owner to remove the dog. The voter has the right to stay without the dog."]

Assisting People with Specific Disabilities

Voters with Visual Impairments

1. Always speak directly to the voter and identify who you are.
2. Be descriptive with your language if you are helping them navigate the polling place.
3. Offer them your arm, but do not touch the individual unless you have their permission.
4. If the individual has a service animal, please do not pet or distract the animal – it is a working animal.

Voters with Mobility Impairments

1. When you address a voter using a wheel chair or scooter, talk to them at their eye level.
2. Never touch or lean on a person's mobility device unless you have their permission.
3. Give a push only when asked, don't assume that they need you to assist their movement.
4. Keep individuals' crutches, canes, and walkers conveniently within their reach.
5. If tables used for registration are not at a convenient height for voters in a wheelchair, offer clipboard or another table/surface for writing.

Voters with Hearing Impairments

1. Face the individuals when you talk to them so that they can see your lips.
2. If requested, slow your speech, speak clearly, and increase your volume. Shouting is counterproductive.
3. Communicate in writing or with gestures if necessary.
4. A voter may prefer to communicate using an ASL interpreter they have brought with them, or via a TTY line, which is available by dialing 711. When communicating via an interpreter, talk directly to the voter, not the interpreter; and pause after each sentence to give the interpreter time to interpret.

Voters with Speech Impairments

1. If you are unsure what an individual said, ask them to repeat what they said.
2. Don't become agitated if it takes numerous attempts to understand or be understood.
3. Do not complete an individual's sentence. Allow voters to express themselves freely.

OPENING THE POLLING PLACE

Check-in Clerk

1. Assist the Chief Judge in setting up the tables and the voting booths
2. Make sure you have all items included with the Electronic Poll Book case
3. Arrange your work area according to the “Assembly Diagram”
 - a. Turn on the MiFi first!
4. Take Oath of Elections and check-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Review the check-in procedures via the spiral bound ePollbook training guide
6. Assist the Chief Judge and other poll workers with final preparations

Issuing Clerk

1. Assist the Chief Judge with setting up the tables and the voting booths
2. Make sure you have all items listed on your supply bag inventory
3. Arrange your workstation with all the transfer cases
4. Help setup indoor signage
5. Take Oath of Elections and check-in to the ePollbook (everyone should clock in on the same ePollbook)
6. Assist the Chief Judge and other Clerks with final preparations

Receiving Clerk

1. Assist your Chief Judge in setting up tables and voting booths
2. Set up the ballot box scanner (Verity Scan)
3. Set up the ballot box bag and place inside the ballot box
4. Make sure you have all items listed on your supply bag inventory
5. Arrange your work area
6. Help setup indoor signage
7. Take Oath of Elections and check-in to the ePollbook (everyone should clock in on the same ePollbook)
8. Assist the Chief Judge and other poll workers with final preparations

Vote Area Monitor

1. Setup the public sanitation station at the entrance of the polling place
2. Setup the “Vote Here” yard signs
3. Mark off 6 feet at the entrances, exits, and lines for the clerk tables
4. Assist other poll workers with their setup
5. Take Oath of Elections and check-in to the ePollbook (everyone should clock in on the same ePollbook)
6. Once setup is complete and polls are about to open, ensure all poll workers have hand sanitizer


First Voter Procedures

Once the first voter arrives there are specific steps to take:

1. After 8:00AM, the first voter may enter the polling place
2. The voter must be checked in using an ePollbook
3. The issuing clerk will then open **ALL** of the transfer cases containing the unused ballots in front of the first voter to show the first voter that ballots have been kept secured prior to the start of voting.
 - a. Your Chief Judge will then fill out the ballot receiving log to verify that all the unused ballots assigned to the precinct arrived.

Ballot Receiving Log Example

Ada County Elections - March 2021 Consolidated Election
Election Day Ballot Receiving Log
 Complete Form and Place in Return on Election Night Bag



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:

- > **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

Ballot Stock (Precinct)	Ballot Quantity	Received
2110	150	
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 seals match.

Chief Judge Signature	Asst. Chief Judge Signature

4. The first voter will then be issued their ballot; they may now mark it
5. Once the first voter has finished marking their ballot, ensure the ballot boxes are open so the first voter can verify that they are empty

6. Once the first voter verbally verifies that the boxes are empty, you may lock the ballot boxes and put on the plastic security seals
7. The first voter must then fill out the yellow ballot box witness ID affidavit prior to depositing their ballot in the scanner

Ballot Box Witness Affidavit Example

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: _____

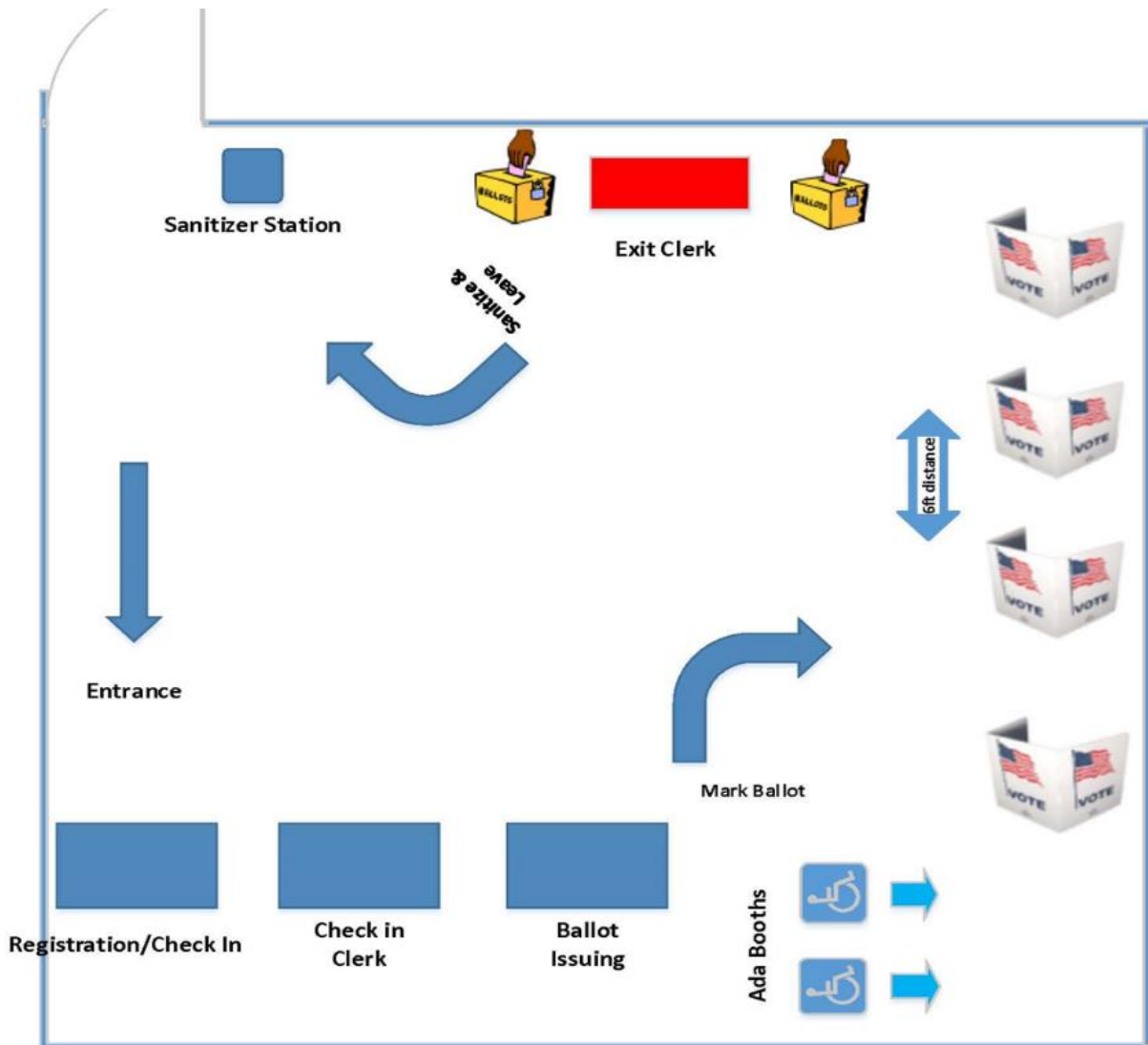
Date: _____

Place in Return on Election Night Envelope after witness has signed.

8. The receiving clerk then asks and announces the voter's name
9. Finally, the receiving clerk offers the voter gets an "I Voted" sticker

Sample Polling Place Layout

Try to follow this layout to the best of your ability at your location. Please note that there are two ADA booths to set up, the **Touchwriter** and the **Votomatic table**. These booths ensure we are ADA compliant and that all voters have equal opportunity to cast their ballot regardless of disability.



ELECTION DAY GUIDES

The following guides are provided to clarify the expectations for each poll worker position. On election day these guides will be provided in the grey tote. Please make sure each clerk has their corresponding guide for reference throughout the day.

In order:

1. Same-Day Voter Registration Instructions
2. Check-in Clerk
3. Issuing Clerk
4. Receiving Clerk
5. Vote Area Monitor
6. Covid-19 Polling Place Procedures

Registration Reference Guide

Registration Overview: Processing same-day voter registrations is an integral part of the polling place operation on election day. It is imperative to follow the policy as outlined in **Title 34, Chapter 4, Section 8** of the Idaho State Code (§34-408A).

Voter Registration – A How-to Guide:

1. Determine if the voter needs to register to vote either because
 - a. They've never registered in Ada County
 - b. They've changed their name or address
 - c. Ada County purged the voter from the voter rolls due to inactivity
2. Make sure the voter is in the correct precinct
 - a. Select "Find My Precinct" on the ePollbook home screen and type in the voter's address
 - b. Have the voter fill out a voter registration card
3. Review the Voter's proof of identity and proof of residency
 - a. An Idaho Driver's License with current address fulfills all requirements; or
 - b. If a voter does not have an Idaho Driver's License with their current name and address, they must provide both a photo ID (their Idaho Driver's License qualifies) and 3rd party-issued documentation with their current name and current address
 - i. **Idaho Code §34-408A** requires "any document which contains a valid address in the precinct..."
 1. The voter can either use a printed-out document or an electronic document on their phone
4. Verify that the voter's proof of identification and residence match what has been written on their voter registration card
5. Examine the voter registration card to ensure it is legible, accurate, and complete
 - a. Voter eligibility requirements: U.S. citizen, at least 18-years old, at least a 30-day resident of Ada County, and no legal disqualifications
 - b. Must fill in their Idaho Driver's License number, other identification number, or the last 4-digits of their social security number
 - c. Date of Birth
 - d. Residency in Idaho and gender
 - e. Party Affiliation (if blank, the voter is "unaffiliated")
 - f. Line #9 – Legal Disqualifications
 - i. In order to vote, the voter must check "no"
 - g. Voter must sign and date the card at the bottom

6. Complete required fields in the OFFICIAL USE ONLY BOX on the registration card.
 - a. Precinct number – location you are working (if working a dual precinct make sure you write in the precinct that the voter is registering in)
 - b. Deputy Clerk – your initials
 - c. Date – election day
 - d. Stamp RESIDENCE VERIFIED under voter oath
7. After the voter has been registered, they will now need to be checked in. For further steps refer to the check-in reference guide.

Check-in Clerk Reference Guide

Position Overview: The ePollbook clerk is responsible for checking in registered voters and registering new voters. One ePollbook will be used for both registration and check-in and the other(s) will be used for check-in only.

This position has the most responsibility on election day, so it is important to know the relevant statutory requirements and procedures as listed below. Reviewing these items consistently throughout the day could be helpful and will save you from having to memorize all the different acceptable ID combinations.

The Poll Book Clerk:

1. Locates voters in the Electronic Poll book
2. Processes voters' check-ins and registrations
3. Asks the voter to state their name and address to compare the information we have on the voter roll
4. Reviews required photo identification or instructs voter to sign personal ID affidavit if the required identification is not provided
5. Directs voters where to sign in the Electronic Poll Book
6. Issues secrecy envelopes and voter ticket
7. Directs voters to Issuing Clerk for their ballot

Before the Polls Open

1. Assist the Chief Judge in setting up the tables and the voting booths
2. Make sure you have all items included with the Electronic Poll Book case
3. Arrange your work area according to the "Assembly Diagram"
 - a. Turn on the MiFi first!
4. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Review the check-in procedures via the ePollbook training guide
6. Assist the Chief Judge and other poll workers with final preparations

Voter Check-in ID Requirements:

Title 34, Chapter 11, Section 13 of the Idaho State Code (§ 34-1113) states that all voters must show one of the following forms of identification prior to signing the Poll Book and voting:

1. An Idaho driver's license or identification card issued by the Idaho Transportation Department;
2. A passport or an identification card, that includes, a photograph, issued by an agency of the U.S. government;

3. A tribal identification card that includes a photograph;
4. A current student identification card that includes a photograph, issued by a high school or an accredited institution of higher education, located within the state of Idaho, including a university, college or technical school; or
5. A license to carry concealed weapons issued under Idaho State Code §18-3302, or an enhance license to carry concealed weapons issued under Idaho State Code §18-3302K.

Notes:

Title 34, Chapter 11 Section 14 of the Idaho State Code (§ 34-1114) states that a voter may complete a Personal ID Affidavit in lieu of showing one of the above listed forms of identification. This option only applies after a voter is registered; the Personal ID Affidavit cannot be signed in lieu of photo ID when registering to vote.

What does this mean? Voters need to show one of the acceptable forms listed above or sign a Personal ID Affidavit before they sign the ePollbook if they're already registered.

ID address: If the address on the voter's ID does **NOT** match what is in the pollbook, that is acceptable. The address the voter verbally states needs to match the address on their voter registration in the ePollbook.

DO NOT PROMPT VOTERS BY STATING THEIR ADDRESS – ASK THEM FOR THEIR NAME AND ADDRESS. If you have questions about how to process a voter in the ePollbook, refer to the ePollbook poll worker training guide.

After the Polls Close

1. Make sure all poll workers clock out for the day (everyone should clock out on the same ePollbook)
2. Select "Logout" and close the election
3. Complete all "Accounting" for the day. Refer to spiral bound ePollbook guide for more info
4. Return all equipment to the ePollbook case and pack up as shown in loading diagram found in the ePollbook case
5. Assist the Chief Judge in taking down the polling place

Assisting Voters Who Are Not Able to Sign

Nobody can sign the ePollbook for another individual – Idaho Code states that it must be the voter. Encourage voters to sign or make a mark in whatever way they can.

Spoiling a Ballot

If a voter makes a mistake while marking their ballot and would like another, write “SPOILED” in large letters across it. Put the ballot in the SPOILED BALLOT ENVELOPE in the “Return on Election Night Bag”.

On the ePollbook, select “Spoil/Cancel Check-In” from the dropdown menu and go through the steps to reissue their ballot and check-in. If needed, refer to the ePollbook guide for a walkthrough.

Spoiling an Absentee Ballot

Sometimes a voter who requested an absentee ballot wants to deliver it to their polling place. When this happens, the ballot must be surrendered, marked “Spoiled” by the poll worker on the outer envelope and stored in the “Spoiled Absentee Ballot Envelope” if the voter intends to cast a ballot in person instead of using their absentee ballot.

Even if the voter did not bring in their absentee ballot and they have an outstanding absentee ballot, they are permitted to vote in person. Simply check the voter in and the absentee ballot will be automatically spoiled in our database electronically, rendering the physical absentee ballot useless.

If a voter wishes to vote their absentee ballot, they may drop it off at the Ada County Elections Office (400 North Benjamin Lane, Suite 100 – Boise), Boise City Hall, Meridian City Hall, Kuna City Hall, or Eagle City Hall 8:00AM to 8:00PM on Election Day. Polling places cannot accept voted absentee ballots

Issuing Clerk Reference Guide

Position Overview: The Issuing Clerk distributes official ballots and explains voting instructions to electors.

The Issuing Clerk

1. Issues official ballots
2. Secures ballot pads not in use
3. Clarifies voting instructions
4. Directs voters to available voting booths

Before the Polls Open

1. Assist the Chief Judge with setting up the tables and the voting booths
2. Make sure you have all items listed on your supply bag inventory
3. Arrange your workstation with all the transfer cases
4. Help setup indoor signage
5. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
6. Assist the Chief Judge and other Clerks with final preparations

IMPORTANT INFORMATION

1. Only issue a ballot once a voting booth becomes available
2. Each page of the ballot stub is numbered and coded, sever ballots in numerical order
3. A voter must present a voter ticket and secrecy sleeve before you can issue them a ballot. This means the voter has properly checked in with the Poll Book Clerk
4. If your polling place is issuing more than one ballot type, ensure you issue the ballot indicated on the voter ticket presented by the voter
5. A voter may request any assistance they would like while casting a ballot so long as the assistance does not disrupt the polling place, and nothing is left behind in the voting booth

The First Voter of the Day

1. Have the first voter observe unlocking **ALL** the transfer case(s).
2. Wait for the Chief Judge to fill out the ballot receiving log, verifying that all the unused ballots assigned to the precinct arrived.
3. Arrange pads of ballots in sequential and code order
4. Keep the lowest numbered pad(s) at your station. Place the rest of the ballot pads in a secure location

Throughout the Day

1. When the next voter in line approaches your station make sure they have a secrecy envelope and voter ticket
2. Once a voting booth is available, carefully tear off one ballot from the pad, put it in the secrecy envelope and hand it to the voter
3. Instruct the voter to mark their ballot at the voting booth and then deposit it in the scanner
4. Direct the voter to an open voting booth

After the Polls Close

1. Count the total number of unused ballots; give the count to the Chief Judge
2. Count the total number of spoiled ballots (those issued and spoiled at the polls); give count to the Chief Judge
3. Give the following items to the Chief Judge:
 - a. UNUSED Ballots
 - b. SPOILED BALLOTS in the Envelope
 - c. SPOILED ABSENTEE BALLOTS in the Envelope
4. BALLOT STUBS in the Bag
5. Return your supplies to the supply bag and tote
6. Assist the Chief Judge in counting ballots and taking down the polling place

Special Notes

1. Once you've issued the last ballot on a pad, place the binding from the pad in the BALLOT STUBS bag(s)
2. If a ballot is severed from the pad of ballots and is not used, spoil it by writing, "DETACHED, NOT USED – SPOILED" and put it in the SPOILED BALLOT ENVELOPE

Receiving Clerk Reference Guide

Position Overview: The Receiving Clerk keeps the ballot boxes secure and announces the voter's names as they deposit their ballot in the scanner.

The Receiving Clerk

1. Voters will approach your station ready to deposit their ballot
2. Ask the voter to deposit their ballot in the scanner (Verity Scan)
3. Ask the voter their name
4. Announce: “[VOTER'S NAME], HAS VOTED”
 - a. If the voter refuses to state their name, proclaim “A voter has voted”
5. Offer voter an “I Voted” sticker

Before the Polls Open

1. Assist your Chief Judge in setting up tables and voting booths
2. Set up the ballot box scanner (Verity Scan)
3. Set up the ballot box bag and place inside the ballot box
4. Make sure you have all items listed on your supply bag inventory
5. Arrange your work area
6. Help setup indoor signage
7. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
8. Assist the Chief Judge and other poll workers with final preparations

The First Voter of the Day

1. Ensure the ballot boxes are open so the first voter can verify that they are empty
2. Show the first voter that the ballot box is empty
3. Once the first voter verbally verifies that the boxes are empty, wait for the Chief Judge to lock the ballot boxes and put on the plastic security seals
4. Have the voter fill out **BALLOT BOX WITNESS AFFIDAVIT**
5. Have the voter deposit their ballot into the scanner (Verity Scan)
Announce, “[VOTER'S NAME] has voted” in a clear and audible tone
6. Offer voter an “I Voted” sticker

Voter Announcement

Title 34, Chapter 11, Section 07 of the Idaho State Code states (§ 34-1107) “The judge shall then record that the elector has voted and proclaim the same in an audible voice.”

IMPORTANT INFORMATION

1. Remind voters not to fold their ballot
2. If a voter comes to you because they made a mistake marking their ballot and would like another, direct them to the ePollbook Clerk to spoil and reissue their ballot
3. Be on the lookout to make sure no one accidentally leaves the Polling Place with a ballot

Throughout the Day

1. Maintain the security of the ballot box and scanner
2. Collect secrecy sleeves and periodically return them to the Registration and Poll Book Clerks for reissuance
3. Perform the following steps as voters deposit their ballots:
 - a. When the voter approaches your station, ask the voter to remove their ballot from the secrecy sleeve and place it in the ballot scanner. If the ballot scanner rejects the ballot, have the voter read the reason presented on the screen out loud and either refeed the ballot into the scanner or instruct the voter on how to spoil their ballot if necessary
 - i. The voter can resubmit the ballot as-is if they don't want to spoil and re-vote
 - b. Audibly announce, "[Voter's Name] has voted"
 - c. Offer the voter an "I Voted" sticker

After the Polls Close

1. After the Chief Judge opens the ballot box(es), help them collect and organize the ballots for transfer to the Ada County Elections Office on election night
2. Take out the ballot box bag, zip it up, and seal it with the security seal included in the top pouch. Ensure all ballot box bags are secure
3. Disassemble and prepare the ballot scanner to be returned by the Chief Judge to the Ada County Elections Office on election night
4. Return your supplies to the supply bag and tote
5. Assist the Chief Judge and other poll workers in taking down the polling place and putting away supplies and signage

Vote Area Monitor Reference Guide

Position Overview: The Vote Area Monitor is responsible for greeting voters as they walk in the polling place and keeping the lines moving efficiently.

Greeting voters helps reduce voter confusion and helps speed up the voting process. By asking the voter if they're already registered or have any recent changes in their residence address, Vote Area Monitors can quickly identify those voters who need to fill out a voter registration card (because they need to register to vote or change their address) before they get to the check-in clerk.

Before the Polls Open

1. Setup the public sanitation station near the main entrance of the polling place
2. Setup the "Vote Here" yard signs
3. Mark off 6 feet at the entrances, exits, and lines for the clerk tables
4. Assist other poll workers with their setup
5. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
6. Once setup is complete and polls are about to open, ensure all poll workers have hand sanitizer

Throughout the Day

1. Greet voters as they walk through the door and ask them if they're registered or not, so you know which poll worker to direct them to
2. Answer any questions voters may have about the process
3. Pass out registration cards and clipboards
4. Alert your Chief Judge if you see any voters, or general public, that could be electioneering

After the Polls Close

1. Pick up the signs from outside
2. Remove all indicators (e.g. tape on the ground) used for marking social distancing
3. Clean up all PPE, cleaning materials, and sanitizer and put back neatly in tote
4. Assist other clerks with closing the polls as needed

Polling Place Public Health Procedures

These procedures will be implemented at the polls on a case-by-case basis, depending on external factors and guidance from health authorities. Contact the Ada County Elections Office directly if you have any questions about whether these procedures will be implemented or not for the election you are working.

PPE

1. All workers must wear a mask when processing voters
 - a. Breaks/Lunch okay to remove when outside of the voting area
 - b. Once you enter the polling place mask must be on
 - c. All workers shall refrain from touching their eyes, noses, ears or mouth. If they do touch their face, workers must wash their hands and change their masks
2. Face shields
 - a. Face shields are provided to each polling place for additional poll worker protection
 - i. Workers will not be required to wear face shields in conjunction with masks but are encouraged.
3. Gloves
 - a. Gloves will be provided to each polling place for additional poll worker protection
 - b. Workers will not be required to wear gloves in conjunction with other PPE
4. Workers with significant direct contact with voter personal items, i.e. check-in and registration clerks, are encouraged to wear gloves

Vote Area Monitor and Check-in Clerk

1. Greeter
 - a. As voters walk through the door, they will be greeted by the clerk who will indicate where the sanitizer/disposable marking devices are
 - b. Ensure voters are staying socially distant (6 ft minimum if they don't live in the same household) by indicating the marked distance for lining up
 - c. Ensure poll workers remain socially distant and wear required PPE
 - d. Be able to respond to voters who have questions about voting
2. Sanitation
 - a. After every fifteen minutes the clerk should sanitize any surfaces voters or clerks may have touched, e.g. touch-writer, scanner, registration table, doors, etc.

3. Check-in Clerk
 - a. Is responsible for sanitizing the ePollbook after every voter to ensure the surface is clean
 - b. Have a stylus available for the public to use and sanitize after every use
 - c. If voter volume requires it (e.g. lines are forming and wait times are increasing), check-in and registration clerks may switch to ePollbook and stylus sanitization every 15 minutes

Polling place setup

1. Clerk stations
 - a. Each clerk needs to be positioned at least 6ft away from each other in all directions
2. Voting booths
 - a. The voting booths should be positioned 6ft away from each other in all directions
3. Entrance
 - a. Public sanitation station
 - i. Needs to be positioned at the entrance
 - b. Need to have markers (tape) on the floor marking 6 ft of distance
 - i. Use the provided twine or string if necessary, for line management from entrance to check-in clerk
4. Exit
 - a. Scanners
 - i. Positioned 6ft apart if more than one
 - b. Scanner queue
 - i. Painters tape marking 6ft of distance for scanner queue
5. Doors
 - a. Ideally all doors, interior and exterior, should remain propped opened, however, if not possible it needs to be sanitized in accordance with 2.c. above
 - b. Entrance and exit ways should be clearly marked for ingress and egress

CLOSING THE POLLING PLACE

Poll Worker Closing Procedures

Check-in Clerk

1. Make sure all poll workers clock out for the day (everyone should clock out on the same ePollbook)
2. Select “Logout” and close the election
3. Complete all “Accounting” for the day with the assistance of your Chief Judge. Refer to spiral bound ePollbook guide on pg. 34 for more info
4. Return all equipment to the ePollbook case and pack up as shown in loading diagram found in the ePollbook case
5. Assist the Chief Judge in taking down the polling place

Issuing Clerk

1. Count the total number of unused ballots; give the count to the Chief Judge
2. Count the total number of spoiled ballots (those issued and spoiled at the polls); give count to the Chief Judge
3. Give the following items to the Chief Judge:
 - a. UNUSED Ballots
 - b. SPOILED BALLOTS in the Envelope
 - c. SPOILED ABSENTEE BALLOTS in the Envelope
 - d. BALLOT STUBS
4. Return your supplies to the supply bag and tote
5. Assist the Chief Judge in taking down the polling place

Receiving Clerk

1. After the Chief Judge opens the ballot boxes, under supervision of the Chief Judge, remove the ballot bags from the boxes, zip them up and secure with a security seal
2. Disassemble and prepare the ballot scanner to be returned by the Chief Judge to the Ada County Elections Office on election night
3. Return your supplies to the supply bag and tote
4. Assist the Chief Judge and other poll workers in taking down the polling place and putting away supplies and signage

Vote Area Monitor

1. Pick up the signs from outside and take down signs from inside the polling place
2. Remove all indicators (e.g. tape on the ground) used for social distancing
3. Clean up all PPE, cleaning materials, and sanitizer and put back neatly in tote
4. Assist other clerks with closing the polls as needed

CRITICAL DOCUMENTS

There are some documents in the polling place that are critical for purposes of tracking ballot chain of custody and keeping accurate accounting at the polling place. As Chief Judge, it is your responsibility to ensure these documents are accurately completed and returned to the Ada County Elections Office every election.

1. Ballot Receiving Log
2. Ballot Box Witness Affidavit
3. Ballot Transfer Log
4. Poll Worker Pay Sheet

Ballot Receiving Log


The ballot receiving log is filled out at the beginning of the day by the Chief Judge, once the first voter has arrived and all the transfer cases have been opened by the Issuing Clerk.

Ada County Elections - **March 2021 Consolidated Election**
Election Day Ballot Receiving Log
Complete Form and Place in Return on Election Night Bag

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:

- > **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

Ballot Stock (Precinct)	Ballot Quantity	Received
2110	150	
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 seals match.

Chief Judge Signature	Asst. Chief Judge Signature


Ballot Box Witness Affidavit

The Ballot Box Witness Affidavit is filled out by the first voter who is ready to deposit their ballot in the scanner. All the fields on the form are required for the first voter to fill out. Once the voter has completed the form and verified the ballot boxes are empty, the Chief Judge may close, lock the boxes, and attach the security seal.

<p style="text-align: center;">BALLOT BOX WITNESS AFFIDAVIT</p> <p>County of Ada _____ Precinct</p> <p>I declare, I have viewed that the ballot box(es) was empty, and was properly sealed in my presence prior to voting taking place.</p> <p>The seal number(s) is/are _____</p> <p>Printed Name of Witness: _____</p> <p>Signature of Witness: _____</p> <p>Address of Witness: _____ _____ _____</p> <p>Date: _____</p> <p>Place in Return on Election Night Envelope after witness has signed.</p>
--

Ballot Transfer Log

The Ballot Transfer Log is used for completing all the accounting information at the end of the day. The Chief Judge is required to fill out this accurately in full, securing it in the ballot box bag top pouch, and returning it to the office on election night. This form can be found in the top pouch of the ballot box bag.



Ada County Elections - March 2021 Consolidated Election
Ballot Transfer Log -
Complete Form and Lightly Tape to Transfer Case #1

Precinct #:	
Total # of Cases Delivered:	

Instructions:

- > Place all **VOTED** BALLOTS (in one or multiple cases) and lock with seal - record number(s) below.
- > Place all **UNUSED** BALLOTS together (in one or multiple cases) and lock with seal - record number(s) below.
- > Tape this **BALLOT TRANSFER LOG** on Transfer Case #1

Record seal numbers used to lock transfer cases below:							
Box #1	Box #2	Box #3	Box #4	Box #5	Box #6	Box #7	Box #8

Total Number of <u>VOTED</u> Ballots:	
Total Number of <u>UNUSED</u> Ballots:	
Total Number of <u>SPOILED</u> Ballots: (those issued at the poll on Election Day)	
Total Number of Ballots: (Add Voted + Unused + Spoiled together)	
Total Number of Check-ins: (Reference ePollbook Total Check-ins w/out spoils)	

Chief Judge Signature	Asst. Chief Judge Signature


For Official Use Only

	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

Inside Receiving Supervisor Signature	Inside Receiving Staff Signature

Poll Worker Pay Sheet

All poll workers are paid directly by the county immediately following the election. Poll workers are required to fill out the form in its entirety and submit it to their Chief Judge. In the event that there are not enough pay sheets, your District Judge will have blank pay sheets available.



ELECTION WORKER PAY SHEET
POLL WORKER

The following form is **required** in order to be paid for working the Consolidated Election on March 9, 2021. This form must be **completed, signed and returned** in the "Return on Election Night Envelope".

I, _____, certify that I performed my assigned duties as an elections worker from _____ am/pm to _____ am/pm on March 9, 2021 and I affirm that the information supplied herein is true.

Current Information

NAME: _____ PRECINCT WORKED: _____

ADDRESS: _____

CITY, ST, ZIP: _____

CELL: _____ EMAIL: _____

Mailing Information (if different from above)

ADDRESS: _____

CITY, ST, ZIP: _____

Signature: _____
(This form must be signed before payment can be issued)

Checks will be mailed on approximately April 5, 2021

For Office Use Only

Vendor # _____ Amount: \$ _____

FREQUENTLY ASKED QUESTIONS

Pre-Election Questions

How do I sign up for a training?

- Typically, the Ada County Elections Office will send instructions on how to sign up for a training once your application has been processed. Otherwise, you may contact the office at 208-287-6878, or email pollworker@adacounty.id.gov, for more information on how to sign up for a training.

When will I be assigned to a precinct?

- After you have completed the required training class prior to election day, you will then be contacted by the office and provided your precinct designation.

Can I choose my polling place?

- We always try to assign poll workers to a precinct that is closest to their home, if possible. Once precincts begin to fill up, options become more limited, but poll workers are welcome to provide suggestions to which polling place they would like to work, and we will do our best to fulfill their request.

Election Day Questions

Opening the Polls

What is the opening code for the ePollbooks?

- The code to unlock the ePollbook is in the tote within the Chief Judge materials.

Who do you call if you are missing or need additional supplies?

- Contact your District Judge.

What are the phone numbers to call if I have an issue at the polls?

- Equipment Helpline: 208-287-6867
- Registration Helpline: 208-287-6858
- Chief Judge Helpline: 208-287-6872

What if one or more of my pollworkers doesn't show up or calls out?

- Call the Chief Judge Helpline, **208-287-6872**. A backup poll worker will be sent to your precinct.

What if the printer icon is yellow on my ePollbook?

- Tap on the icon, select "Find Printer" and look for the corresponding printer number that matches with the ePollbook's Asset ID (bottom left corner of screen). Click on the correct printer, then press "test" and "save."
- If you cannot find a printer number that matches your ePollbook's Asset ID, turn off the printer using the top right button and then, again using the top right button, turn it back on. After this, repeat the steps above to attempt to connect the printer again.

How do I know if the MiFi is connected?

- If the MiFi is connected there will be a green fan on the ePollbook screen. If you instead see a broken heart, the MiFi is not connected. If you tap on the broken heart icon, the ePollbook will send a "heartbeat" and let you know if you are now connected to the MiFi or not.

By when do the Touchwriters have to be set up?

- They need to be available for voters by 7:45AM.

When should we open the ballot transfer case(s)?

- Do not open the ballot transfer case(s) until the first voter arrives. Ballot transfer case(s) are opened in front of the first voter to keep the process transparent. Once the first voter is ready to submit their voted ballot, they will then need to fill out the ballot box witness ID affidavit.

When should we use the paper Pollbook labeled DO NOT OPEN?

- Only open this if the Ada County Elections Office instructs you to.

Throughout the Day

What if a voter brings in an Absentee ballot?

- Ask the voter if they would like to vote their absentee ballot?
 - o If they want to vote their absentee ballot, instruct them to drop off their ballot at the Ada County Elections Office, or one of the drop boxes located at the City Halls in Boise, Meridian, Eagle or Kuna by 8:00PM on election day. Let them know that precinct locations are not allowed to accept absentee ballots
 - o If they want to vote at your polling place, look up the voter in an ePollbook, indicate in the ePollbook that the voter is surrendering their ballot, write "SPOIL" across the ballot or envelope, and place the ballot in the spoiled ballot envelope
 - If the absentee ballot is handed to you in an envelope, under no circumstances may you open the envelope

What if a voter received an Absentee ballot but does not have it with them, and wants to vote in-person?

- If the voter does not have their absentee ballot, look up the voter in an ePollbook and indicate that they are not surrendering their absentee ballot. You may then check-in and vote the voter. Ask the voter to destroy their absentee ballot once they locate it if possible.
- If the voter has their ballot in their possession, take it from the voter and write "SPOILED" on the outside envelope. Under no circumstances may you open the absentee ballot envelope.

What if a voter is physically unable to sign the ePollbook?

- The individual who is being issued the ballot **MUST** make a unique mark in the signature field of the ePollbook. An "X" mark, or similar mark, will suffice. No other person may make a mark for the voter, regardless of whether that person is, a spouse, guardian, or family member.

Can a voter have a spouse or friend help them vote?

- Yes, a voter can ask for and use any kind of assistance, as long as it does not interrupt the polling place, your staff, or other voters.

What do we do if there is a disturbance in the voting area?

- The Chief Judge should report the situation to their assigned District Judge and the Ada County Elections Office. If you are concerned about the immediate safety of poll workers and voters, please call emergency services (911).

What if my printer stops printing?

- Check the printer to see if any orange lights are displayed. If there is an orange light, then lift the grey lever to check the paper level. If out of paper, add more. If there is paper left, lift the paper over the opening and close the printer firmly.
- If there are no lights displayed on the printer, check the connection between the plug and the outlet.
- If there is a solid blue light displayed on the printer, check to ensure there is a green printer icon displayed on the ePollbook dashboard instead of a yellow printer icon.

What types of ID's will scan on the ePollbook?

- Any official Driver's Licenses or ID cards will scan

What address is pulled up when an Idaho Driver's License or ID card is scanned?

- The address at which the voter is registered to vote in Ada County. The address displayed may be different than that printed on their Idaho Driver's License or ID card; this is fine.

Does a voter have to fill out a same-day voter registration card if they are just changing their voter registration address?

- Yes. Any changes to a voter's registration require the voter to fill out a new voter registration card. Once they have filled out a voter registration card, use the card to update their information in the ePollbook.

When do I add a new voter registration to the ePollbook?

- After you have checked to see if a voter is in the correct polling location and isn't registered. You will then complete the same-day voter registration and check-in process for the voter.

Why do we hand a printed slip to voters after they are checked in?

- This slip indicates to the Issuing Clerk that the voter has been checked in and which ballot type the voter should receive.

What should the Issuing Clerk do with the printed slips?

- Once you have issued a ballot to a voter, collect the slip(s) and throw them away after 8:00PM.

What if a voter refuses to give their name to the Receiving Clerk?

- Simply state, "A voter has voted"

What if a voter wants to voice a complaint?

- You may give the voter an Ada County Elections Office business card and have them call the Office.

Can a voter use their phone in the voting booth or in the polling place?

- Yes, if they are not interrupting anybody else's privacy or ability to vote.

What if there are campaign signs, petitioners, or voters wearing anything political relating to the election?

- If the campaign signs or petitioners are closer than 100ft to the entrance of the polling place, then you should ask those individuals to stand 100ft from the entrance.
- If it is a voter, then you should ask them to either cover the item up or remove it. If they refuse, then please vote them through quickly, regardless of their apparel.

Closing the Polls

How do I close on the ePollbook?

- On one of the ePollbooks tap on the three-bar menu in the upper right-hand corner and click “Log Out”. You will then click the “Close for the Day” option, and then tap the “Accounting” button. Next you will be able to enter all the required totals.
 - o For additional guidance, you may also refer to the “Accounting” section of the ePollbook training guide located in the grey ePollbook case.

What totals do I need to enter in the “Accounting” section?

- The total number of unused ballots, spoiled ballots, and scanned ballots (see number on scanner display screen).

What do I return to the Ada County Elections Office on election night?

- Ballot scanners, Ballot Transfer Log, ePollbooks, all used and unused ballots, and the “Return on Election Night Bag” (containing all required materials). The “Return on Election night Bag” is located in the tote.

How do substitute poll workers get paid?

- Have them fill out a blank pay sheet. If you don’t have a blank sheet, contact your District Judge.

When will the closing code be given?

- The code will be sent on election night approximately an hour before closing through a message that will appear on the screen of all ePollbooks.