Election Officer Training Manual

General Election
November 3, 2015
Jefferson County Board of Elections

Bobbie Holsclaw, Jefferson County Clerk
   Chairperson
John Aubrey, Sheriff
   Member
Carl Bensinger, Democratic
   Member
DeAnna Brangers, Republican
   Member

A Message from the Board of Elections

Dear Election Officer:
As Chairperson, and on behalf of the Board of Elections, it is my privilege to welcome you to training. The Jefferson County Clerk’s Office and the Board of Elections appreciate your service and dedication. You are a critical partner in our ability to deliver fair and bipartisan elections to the voters of Jefferson County. If you know anyone who would like to serve, please ask them to contact us immediately to verify eligibility and schedule training.

Thank you,

Jefferson County Clerk
Chairperson

ACKNOWLEDGMENT

This manual is provided by the Jefferson County Clerk’s Office Election Center and the Jefferson County Board of Elections in compliance with Kentucky Revised Statutes and guidelines established by the Kentucky State Board of Elections.
# TABLE OF CONTENTS

## Chapter 1 - County Attorney Presentation
- Electioneering ........................................... 1
- Vote Buying/Selling .................................... 2
- Accident Reports ....................................... 3
- Precinct Sheriff’s Post Election Report .............. 4

## Chapter 2 - General Information
- Pay for Service ......................................... 5
- Back-Up Election Officers .............................. 5
- In-House Voting Information ............................ 6
- New Training Room ..................................... 6
- Credentials ................................................ 6
- Absences and No Shows ................................. 7
- Who May Not Enter Voting Room ..................... 7
- Who May Enter Voting Room ........................... 7
- Area Supervisors ....................................... 8
- Challengers .............................................. 8
- Observers ............................................... 11
- Use of Electronic Equipment ............................ 11
- Quick Reference Guide .................................. 12
- Small Precinct Instructions ............................. 12
- ADA Sensitivity ........................................ 13
- ACP (KY Address Confidentiality Program) ........... 14
- Straight Party Ticket Instructions .................... 14
- Polling Location Responsibility ....................... 14

## Chapter 3 - Setting up the Polls
Specific Duties
- Clerk .................................................... 15
- Absentee List .......................................... 16
- Sheriff .................................................. 17
- Judges .................................................. 18

## Chapter 4 - Polls are Open
Getting the Voter Voted .................................. 19
Forms of I.D. .............................................. 19
Specific Duties
- Clerk .................................................... 20
- Correctly Completing the Roster Books .............. 21-22
- Using the Street Book Listing .......................... 23
- Sheriff ............................................... 24
- Judges ............................................... 25
- Voter Not in Roster Book ............................... 26
- Voters name is different in Roster .................. 27
- Voter does not reside in Jefferson County .......... 27
- Write-In Instructions .................................. 28
- Voter Needs Assistance to Vote ....................... 29
- Spoiled Ballot Procedures ............................ 31

## Chapter 5 - Closing the Polls
Specific Duties
- Clerk .................................................... 32
- Sheriff ............................................... 33
- Judges ............................................... 33

## Appendix:
- Forms and Documents ................................. 34
- EMERGENCY PLAN .................................... 49
- Alternate Voter Verification Resource (State 1-800 #) 50
- Small City Codes ..................................... 51 & 52

## Checklists
- Gray Supply Bin Checklist ............................ 53
- Black Bag Checklist ................................... 54
- Opening the Polls Checklist ........................... 55
- Closing the Polls Checklist ............................ 56
- Final Checklist for Black Bag With AccuVote ....... 57
- Final Checklist for Black Bag Without AccuVote ... 58

## INDEX
- 59

## Appendix:
- Forms and Documents ................................. 34
- EMERGENCY PLAN .................................... 49
- Alternate Voter Verification Resource (State 1-800 #) 50
- Small City Codes ..................................... 51 & 52
**ELECTIONEERING**

*Electioneering - carrying or posting signs within 100 feet of a polling location entry with the intent of influencing voters.*

**The RULE**

In Kentucky, on Election Day, *no one* is permitted to do any electioneering within 100 feet from the main entrance of the polling place.(31 KAR 4:180E)

**The Exception to the Rule**

The only exceptions are:

- A voter may have a bumper sticker (measuring between 14” x 5”) affixed to a vehicle while parked within or passing through a distance of 100 feet of any polling place on the day of any election for a reasonable amount of time in which to vote.

- A voter wearing a T-shirt or other clothing with a candidates name may enter the precinct for the purpose of voting. The voter may not verbally promote or denounce a candidate or stand around gesturing or distracting other voters to view his/her T-shirt or other clothing. Once the voter has cast a ballot, the voter must leave the polling location.

**If it Happens at Your Precinct**

If an Election Officer witnesses electioneering on Election Day, the Precinct Sheriff is to advise the individuals who are electioneering to move beyond the 100 feet limit. If the individual refuses to comply with the Precinct Sheriff, call the Election Center at 574-VOTE and we will send the proper authorities to handle the situation. All irregularities should be reported to the Precinct Sheriff at your location to be noted in the Precinct Sheriff’s Post-Election Report.
VOTE BUYING/SELLING

Vote Buying/Selling - Making or receiving expenditures for vote, for withholding of vote, or for signing a petition to have public question on ballot.

Any person who makes or offers to make an expenditure to any person, either to vote or withhold his vote, or to vote for or against any candidate or public question at an election shall be guilty of a Class D felony. Any person who solicits, accepts, or receives any such expenditure as payment or consideration for his vote, or the withholding of his vote, or to vote for or against any candidate or public question at an election shall be guilty of a Class D felony.

An “expenditure” means any of the following when intended as payment or consideration for voting or withholding a vote, voting for or against any candidate or public question, or signing a petition to have a public question placed on the ballot:
(a) A payment, distribution, loan, advance, deposit, or gift of money or anything of value; or
(b) A contract, promise, or agreement, expressed or implied, whether or not legally enforceable, to make a payment, distribution, loan, advance, deposit, or gift of money or anything of value.

DID YOU KNOW?
You can find the law on Vote Buying in KRS 119.205
In the event of an accident at your polling location that may or may not cause injury, it is the responsibility of the Election Officers to fill out an Accident Report. The Accident Report forms are located in the “supply folder” of the Gray Bin for your precinct.

Fill out as much information as possible, with as much detail as possible. Note any witnesses to the accident and document the names and contact information of all witnesses.

Place the completed Accident Report in the “Oath of Voter” envelope to be returned to the Receiving Station at the end of the day.

All accidents are to be documented in the Sheriff’s Report for each precinct at the polling location.

DID YOU KNOW?

You can find the ACCIDENT REPORT FORM in the Gray Bin for your precinct.

A copy is in the appendix of this manual.

**ACCIDENT REPORTS**
The Precinct Sheriff’s Post Election Report is used to document any and all irregularities that may occur at your precinct and action(s) taken to correct the irregularity. These reports are sent to the Commonwealth Attorney’s Office after the election. Any Election Officer assigned to your precinct is authorized to make an entry on this report. It is to be signed by the Precinct Sheriff at the end of the day, placed in the Sheriff’s Report Envelope and then placed in the Black Bag to be returned to the Receiving Station. The Election Center compiles all comments/recommendations, submits them to the Board of Elections, and a copy is sent to the Commonwealth Attorney.

An irregularity includes (but is not limited to):

- an Election Officer arriving after 5:15 A.M. on Election morning
- a slip and fall accident that results in injury
- an Election Officer is a “no-show” or fails to perform duties
- malfunctioning or inoperable equipment
- failure to set up equipment
- observed Electioneering

Election Officers have up to 3 days after an Election to submit any additional comments or concerns about activity at their assigned precinct. Submit via letter, email, or phone.

Place in the Sheriff’s Report Envelope and return in the Black Bag!

*Please note:* Under recommendations, we do not provide “I Voted” stickers in Jefferson County. Do not write this as a recommendation.
**PAY FOR SERVICE**

- **Training** = $40.00 (Must complete entire training session. Leaving early will void this payment.)
- **Election Officer** = $160 + $40 training = $200.00 Total. (Must complete entire day at assigned precinct on Election Day, includes training pay.)
- **Pick up of Black Bag/Election Supplies** = $10.00 will be added to the payroll check of the Election Officer who picks up the election supplies. This duty is assigned to the Precinct Clerk.
- **Return of Black Bag/Election Supplies** = $10.00 will be added to the payroll check of the Election Officer who drops off the election supplies at the Receiving Station. This duty is assigned to Judges, but may be any Election Officer. The additional pay is for one trip, not per bag.

***New Check Procedure***

Checks will now be mailed from the Finance Division of the Jefferson County Clerk’s Office not from the Election Center. The checks will be mailed approximately three weeks after Election Day.

**BACK-UP ELECTION OFFICERS**

Our Back-Up (Alternate) Election Officers are the trained personnel that fill critical vacancies throughout the county. All newly recruited Election Officers are automatically assigned the status as “Back-Up” in our computer system.

Rarely is a Back-Up assigned to a precinct location before completing Election Officer training. If you have the letters B/U and your home voting precinct on your payroll card, you are currently in the system as a back-up Election Officer. The home precinct tells us where you are so we can search for the closest vacancy to your home precinct.

Each election cycle, we receive hundreds of calls from Veteran Election Officers who can not work the Election. The calls usually start coming in after training notices are sent out. The volume of calls reach a fever pitch the week before - and the day before - the Election.

Every effort is made throughout the weeks and days before the election to have you assigned on Election Day. **If you do not receive a call from us telling you where you have been assigned, you are on “stand-by.”** Let us know if we can count on you as a last minute replacement on Election Day.

Contact us if you have not received your check within 45 days!
Chapter 2 - GENERAL INFORMATION

IN-HOUSE VOTING

Election Officers assigned outside their home voting precinct and all Back-Up Election Officers are to vote “In-House” before Election Day. Come to the Election Center at the dates and times provided below, show your I.D., and tell the Clerk you are an Election Officer. In-House voting ends the day before an election.

Location: Election Center, 810 Barret Avenue, Room 103, Louisville, KY 40204
Dates: September 21, 2015 through November 2, 2015
Times: M – F 8:30 A.M. – 4:30 P.M.
Saturdays: October 24 and October 31, 2015
Saturday 9 A.M. - 2 P.M.

TRAINING ROOM

The Election Center now provides extra training with a training room set up as you will find it election morning. Election staff will be on site to answer any questions you may have. Take advantage of this time to see how the room will look when you arrive election morning, practice setting up voting equipment, and ask any questions before Election Day arrives.

CREDENTIALS

Credentials are mailed 10 days before the Election. You will receive your Election Officer Credentials at the address you provide on the payroll card. Please make sure your mailing address is correct. If you have not received your Credentials 6-7 days prior to Election Day, contact your Election Officer Administrator. Your polling assignment is on the Credentials. Please read carefully to ensure you arrive at the correct location on Election Day.

Showing your Credentials
You are required to have your Credentials with you on Election Day. You are also required to show your Credentials to all other Election Officers at your polling location upon arrival, and sign the Statement of Election Officers form found in the Gray Bin.

When the Election Supervisors visit your polling location, they will ask to see your Credentials.

If you are newly assigned on Election Day, your Supervisor will write your Credentials on-site, after verifying your assignment with your Administrator.
EMERGENCY ABSENCE/ILLNESS

As a trained Election Officer, we depend on you to fulfill the Oath of Office you have taken at training. However, we understand that life happens, and things can change unexpectedly. Please make every effort to contact the Election Center immediately when those unexpected situations occur.

The more advance notice we receive of your inability to serve on Election Day, the greater the likelihood that a replacement can be found to fill your vacancy.

NO-SHOWS

Any Election Officer who fails to show up at their assigned polling location on Election Day without being excused will be classified as a “no-show”. A no-show is removed from the Roster for future service for a period of 5 years. A list of no-shows is forwarded to the state within 10 days of the election. Authority - KRS 117.995 Penalties.

No-shows will only be paid $10 for attending training - the minimum payment required.

Who may NOT enter the Voting Room?

During the hours the polls are open, the following MAY NOT BE IN THE VOTING ROOM unless they are in the Voting Room to cast their own votes or assist a voter:
- Friends or family of Election Officers who have not been assigned to work at the precinct location, except to drop off food or Rx.
- Candidates and/or their family members.
- Campaign workers, either for a candidate or for a question on the ballot.
- Exit pollsters.
- General onlookers or well-wishers.
- Political Party, Political Organization, or Political Groups who are not duly appointed Challengers.

This information is also listed in the Quick Reference Guide.

Who MAY enter the Voting Room?

Kentucky law is very specific about who may be in the Voting Room during the hours the polls are open for voting {KRS 117.235}.

By law, the ONLY people allowed in the Voting Room are:
- Precinct Election Officers
- Voters
- Anyone assisting a voter {KRS 117.255 (2)} who has signed the Voter Assistance Form
A Challenger represents, and is appointed by, a political party and may “challenge” (dispute) a voter’s eligibility to vote. If an Election Officer asks to see the Credentials of a Challenger, the official Challenger must present the written appointment AND whose names appear on the list of challengers trained by the Election Center.

Duly appointed Challengers who have presented their written appointment AND whose names appear on the list of challengers trained by the Election Center, Members of the County Board of Elections and their designees, Law Enforcement officers, either local or state, Representatives conducting mock elections for school children, Members of the news media for the limited purpose of filming the voting process.

The media should provide some form of identification to the Election Officers. A business card or media lanyard is acceptable.

The media MAY NOT conduct interviews with voters inside the voting room or disrupt the voting process {OAG 88-76}.

**AREA SUPERVISORS**

Area Supervisors are a bipartisan team made up of a Republican, a Democrat, and a Sheriff’s Deputy. This team visits each polling location and each precinct in that polling location.

The Supervisors will:

- check your Credentials and write new Credentials if needed.
- review the set-up of the precincts in the polling location, and assist with voting machine set-up.
- bring the updated Absentee Voter List to the Precinct Clerk.
- bring additional supplies, i.e. voter registration cards, light bulbs, extension cords, etc.
- have each Election Officer sign the Supervisor’s Report.

(Election Officers must sign this report in order to be paid.)

**CHALLENGERS**

A Challenger represents, and is appointed by, a political party and may “challenge” (dispute) a voter’s eligibility to vote. If an Election Officer asks to see the Credentials of a Challenger, the official Challenger must present the written appointment. A Challenger must be a registered voter in the County in which the election is being held. Each political party is entitled to have at most 2 Challengers at each precinct during the Primary or General Election.

(Continued on next page.)
Qualified Challengers are entitled to stay in the voting room or by the door. The Challengers may question the eligibility of a voter who presents himself at the polls. A Challenger may dispute a voter if the Challenger believes the voter:

- Is not a duly registered voter in the precinct
- Is not a resident of the precinct
- Is a convicted felon who has not had his civil rights restored
- Is not the person s/he claims to be

If the Challenger attempts to challenge a person’s right to vote, the Challenger shall express his challenge to the precinct Election Officer, not to the voter. The Election Officer will advise the voter and ask the voter to fill out an “Oath of Voter” form.

- The challenged voter will then need to sign an Oath of Voter form before signing the Roster Book. If the voter’s name is not in the Roster Book, the voter must sign the Supplemental Roster.
- The Challenger will sign the bottom portion of the Oath of Voter and state his/her reason for challenging the voter’s right to vote in that precinct.

**Challenger Don’ts:**

- Electioneer or campaign on behalf of any candidate, issue or political party
- Handle election materials (except the signing of the Oath of Voter as required)
- Attempt to intimidate or harass, verbally or otherwise, any voter who is being challenged or any precinct Election Officer
- Behave in any manner to disrupt activities at the polling place
- Attempt to interfere with the proper conduct of the election

**Violations:**

An Election Officer will give one warning to a Challenger for violating any item on this page. If, after the first warning, a Challenger continues to violate any item on this page, the Election Officer is to order the Challenger to leave the precinct. The incident is to be documented in the Precinct Sheriff’s Post Election Report.

- A Challenger who is ordered from the polling site shall be prohibited from serving as a Challenger in any precinct in any election for a period of 5 years.
WHO MAY CHALLENGE A VOTER’S RIGHT TO VOTE?

All Election Officers, or a properly certified and trained Challenger, may dispute a voter’s eligibility to vote.

If A Voter’s Right to Vote is Challenged
• The Precinct Clerk shall advise the voter of the reason for the challenge
• If the voter states that his/her qualifications are in order:
  • The voter shall be advised that completing and signing an Oath of Voter will allow the voter to vote.
  • The voter shall be informed that the completed Oath of Voter will be turned over to the Commonwealth’s Attorney for possible investigation.
  • Then, the voter may complete the Oath of Voter form.
• The person questioning the voter’s qualifications (whether an Election Officer or a Certified Challenger) must complete and sign the bottom of the Oath of Voter, stating the reason for the challenge.
• All information on the Oath of Voter form must be completed in full before a voter (who has been challenged) is allowed to vote.

• If a Voter is Challenged by all four Election Officers - If all four Election Officers have personal knowledge that a voter is not qualified to vote, the voter has the option of a hearing before the County Board of Elections to dispute the challenge or a Provisional Ballot (Federal Elections Only) may be issued. If the voter chooses to vote a Provisional Ballot, the option of a hearing before the Board of Elections is forfeited. A Provisional Ballot can only be issued to an individual who lives in the precinct, or who confirms by affidavit that he/she lives in the precinct in which he/she is attempting to vote.

If 1 - 3 Election Officers have personal knowledge of why the voter is not qualified to vote, have the voter complete the Oath of Voter form, show identification, and sign the Precinct Roster or Supplemental Roster. The voter is then permitted to vote the entire ballot.

Information about a voter’s rights being challenged can also be found in the Quick Reference Guide.

If a voter’s signature is a mark or x, two Election Officers must sign the Oath of Voter as witnesses.
Chapter 2 - GENERAL INFORMATION

OBSERVERS

KRS 117.275(9) allows the political parties, independent candidates, non-partisan candidates, and others to designate a representative “to witness and check the vote count.” These representatives are commonly referred to as Observers. These individuals observe the opening and closing of the polls. The Observer may come into the polling location to watch you run the zero tape in the morning and the totals tape in the evening. After the zero tape is printed in the morning, the Observer must leave. The Observer may return in the evening, as the polls close, to observe running the final vote count tape. Once the totals tape is printed in the evening the Observer must leave. The Observer is not entitled to a print out of the final vote count tape. At the polling location, the Observer does not have any functions beyond the morning and evening vote count checks. An Observer may not challenge you, interfere with your set up or closing, electioneer or stay within the polling location during the day. An Observer is different from a Challenger and does not have the same duties as a Challenger. If an Observer arrives at your precinct, call 574-VOTE to verify.

USE OF ELECTRONIC EQUIPMENT INSIDE THE POLLING LOCATION

You will hang a large poster in the voting location that asks voters to refrain from using cell phones while they are in the voting room.

- KRS 117.235(4) - Prohibits conversations in the voting room in support or opposition of any candidate, party, or issue to be voted on. This includes conversations on cell phones.

- KRS 117.236(2)* - Prohibits creating a check off list or otherwise recording the identity of voters in the voting room. Do not use cell phones to create a check off list or to record a voter’s identity.

*This statute does not apply to duly appointed Election Officers using Election materials, technology, and/or equipment in the performance of their duties.

EXIT POLLSTERS

Exit Pollsters survey willing voters after they leave the polling location. Exit Pollsters are allowed to stand outside of the polling location. The Board requires them to stay at least 25 feet from the polling location’s entrance to ensure that the Exit Pollsters do not get in the way of the voters entering or exiting the polling location.

Not using the phone while in the polling location is a courtesy issue - not a law!
Chapter 2 - GENERAL INFORMATION

Quick Reference Guide

The Quick Reference Guide is located in the Precinct Black Bag. The booklet should be placed on the registration table.

Opening the book to the middle gives you easy access to each topic. The book walks you through the most common problems you may encounter during the day.

If an issue has come up that is not in the Quick Reference Guide, please refer to this Election Officer Manual.

Small Precinct Instructions

Small Precincts are precincts that have no more than 150 registered voters. Small Precincts do not require Election Officers. The Small Precincts are placed with other precincts that have assigned Election Officers. They are responsible for assisting these voters.

If your precinct has been designated to assist voters from a Small Precinct, the Small Precinct’s black bag will be attached to your precinct’s bag. The Small Precinct’s black bag contains the same items that you have in your precinct’s bag (Roster Books, Ballot Accountability Envelope, Sheriff’s Report, etc.).

The ballots for the Small Precinct will be in your gray bin. They will be clearly marked with the Small Precinct’s number. Make sure you keep the Small Precinct ballots separate from the ballots that your precinct uses.

If a voter comes to your table and does not know what his/her precinct number is, make sure you check your precinct’s Roster Books as well as the Small Precinct Roster Books.

It is very important that you keep both precinct’s paperwork separate. Make sure you provide the voter with the correct ballot.

At the end of the night, complete the Small Precinct’s paperwork and make sure the Small Precinct’s bag is returned to the Receiving Station along with your black bag.
The Americans with Disabilities Act of 1990 gave individuals the right to participate in all programs and activities of state and local government. The Help America Vote Act of 2002 also assures individuals with disabilities access to polling places and will give them the ability to access voting machines where they may cast their vote independently and in private.

The following are tips to enable you to be more effective and feel at ease when interacting with individuals with disabilities.

• Use person first language such as “an individual with a disability” not “a disabled person.”
• Before assisting an individual with a disability, ask if you may assist and how you may be of assistance. Allow him/her to tell you what and how you may be of assistance.
• Always be sensitive about physically touching, as some individuals with disabilities use their arms for balance and grabbing him/her, even if your intentions are good, might throw him/her off balance.
• Think before you speak and always speak directly to the individual with the disability.
• Do not make assumptions. The individual with a disability knows best what type of accommodation s/he may need. Respect the person’s needs.
• When you are acting as a guide for an individual with a visual loss, offer your arm allowing him/her to take your arm just above the elbow and walk at a natural gate maintaining one step ahead of the individual.
• If you are having trouble understanding a person with a hearing loss when they speak, feel free to ask him/her to repeat themselves. If that does not work, use paper and pen to communicate. Communicating is your goal—the method does not matter.
• Sit down or step back from an individual using a wheelchair so you will be at eye level. Remember that a wheelchair or other mobility device is part of his/her space.
• Signs directing individuals to the accessible parking, entrance, and walkway to the voting area must be provided.
• Do not interrupt or finish a statement of a person with a speech problem.

Remember:
• Relax
• Be patient
• Treat the individual with dignity, respect, and courtesy
• Listen to the individual
• Offer assistance, but do not be offended if it is not accepted.

SERVICE ANIMALS

Any voter with a disability who enters your precinct with a service animal is allowed to have that animal in the precinct.

Do not approach the animal or interfere with the animal. It is working.

This information is also in the Quick Reference Guide.
KENTUCKY ADDRESS CONFIDENTIALITY PROGRAM (ACP)

Victims of certain crimes, including domestic violence, abuse, and sex crimes, will be able to apply for the Kentucky Address Confidentiality Program (ACP). The participants will be able to vote without fear that their personal information will be made public through voting records. We will notify you if your precinct includes participants in this program. We will walk you through the process on how to confidentially provide the voter a ballot.

STRAIGHT PARTY TICKET

If a voter asks a question about marking a ballot straight party share these instructions.

Example #1: A person wants to vote Straight Party Democrat. They will color in the oval for Straight Party Democrat on the front of the ballot. They would not have to make any other mark on the ballot unless they need to vote for nonpartisan races or questions.

Example #2: A voter wants to vote Straight Party Republican, but also wants to vote for one Democrat running for office. The voter will color in the oval for Straight Party Republican, finds the race where the Democrat is running, and fill in the oval for the Democratic candidate. In this case, all of the Republican candidates would be chosen except for the one race where the voter chose the Democratic candidate.

Remind voters they must vote for all other races or questions on the ballot that are nonpartisan. Marking Straight Party will not cast a vote for these races or questions.

POLLING LOCATION RESPONSIBILITY

When working the polls, please be considerate of the polling location and their staff. They have agreed to allow us to use their facility on Election Day. They are not required to provide access to other areas of the building. Make sure you bring enough beverages, snacks, lunch, and utensils that you need for the day. Do not expect that there will be a microwave or fridge that you can use. We are getting reports that Election Officers are looking through cabinets, using coffee, condiments, utensils, and being demanding toward the employees. They are not required to provide any of these things. At many of these locations, the staff buy their own supplies and they do not appreciate others using their items. We do not want to lose a conveniently located polling location because of demands made throughout the day that do not pertain to the voting process.
ARRIVE AT THE POLLING LOCATION AT 5:15 A.M.

All Election Officer positions are critical to a fair and balanced election. Due to the amount of set up and preparation on election morning, all Election Officers must be on duty at the polling place at 5:15 A.M. to complete the opening procedures by 6 A.M.

CONTACT THE ELECTION CENTER 574-VOTE (8683) IMMEDIATELY IF:

• all Election Officers are not on site at 5:15 A.M. Note in Sheriff’s Report.
• the precinct location is still locked at 5:15 A.M. Someone will come open the facility.

You only need to call once to report a vacancy. If the person arrives later, please call us back. Once inside, show each other your Credentials and sign the Statement of Election Officer form found in the Gray Bin (page 45). If someone arrives without Credentials, contact the Election Center immediately to verify the person is at the correct precinct assignment.

The election supplies are delivered the week before the election. At 5:15 A.M. locate the equipment and gray supply bin.

PRECINCT CLERK SPECIAL DUTIES

Any Election Officer who sits at the precinct table, checks ID’s, has control of the Precinct Signature Roster Books, and allows the voter to receive a ballot is acting as the Precinct Clerk. You must be familiar with the following duties and procedures:

The Weekend Before the Polls Open the person assigned as the Clerk will:

• Pick up the precinct’s Black Bag the Saturday or Sunday before the election. You will bring the Black Bag to the precinct election morning.

• Charge the cell phone the night before the Election (located in the precinct Black Bag). Only one precinct per location will be issued a cell phone. (A few larger locations may receive two phones.) Bring the cell phone and charger to the polling location.
Before the Polls Open:

- Find Gray Bin and compare the number on the (2) red plastic seals with numbers on Ballot Accountability Envelope (located in the Precinct’s Black Bag). If numbers match, continue. If they do not match, call 574-FIXX (3499).
- Break red plastic seals and place in the Ballot Accountability Envelope.
- Retrieve ballots from the Gray Bin.
  1. Check that the precinct number on the ballots match your precinct. If they do not match call 574-FIXX (3499).
  2. Check the number of ballots you received against the Accountability Chart on the Ballot Accountability Envelope. Make sure you have the amount of ballots that is listed on line “a” of the Accountability Chart. If not, contact 574-FIXX (3499).
  3. **Check the Gray Bin for any Small City ballots in your precinct.**
- Place a packet of each of these ballot styles on the registration table for easy access. *When handing out ballots, start with the packets with the lowest ballot number for each ballot style.* This will help you keep track of how many ballots have been used throughout the day and make paperwork easier at the end of the night.
- Examine, along with other precinct Election Officers, the voting machine and compare the Sample Ballot with the zero tape prior to opening the polling place for voting. **Immediately report any discrepancies to the Election Center. 574-FIXX (3499).**
- Confirm that you have the paper AccuVote Ender Card (for use at the end of the day) located in the Black Bag.
- Take Roster Books (Alphabetical by last name A-L and M-Z) out of the precinct’s Black Bag.
- Retrieve the **Absentee Voter List** from the precinct’s Black Bag. The list identifies registered voters who have applied for an Absentee Ballot. Any name found on the Absentee List should be cross checked with the Precinct Signature Roster, and the words “absentee voter” must be written in the Roster Book on the voter’s signature line before the polls open.

**Do not mark through the voter’s name or the barcode.**

Absence List Information can also be found in the Quick Reference Guide.

Clerk’s Duties continued

Check your supplies as soon as you arrive.

Keep all ballot styles on the table.

**Check to see if you have Small City Ballots for your precinct.** Small City Ballots are shrink wrapped with the small city name and code written on a neon sticker.

Use only Black Ink in the Precinct Signature Rosters and on all forms.
Your Supervisors may bring an additional Absentee List when they visit your precinct. These must also be added as soon as possible. 

*If a voter arrives at your precinct and his/her name has “absentee voter” on the signature line, do not turn the voter away. Call the Election Center at 574-VOTE (8683) to verify whether or not the Election Center has received an Absentee Ballot from the voter. If the ballot was not received by the Election Center, the voter will be allowed to cast his/her ballot at the precinct.*

• Familiarize yourself with the forms/reports that are needed throughout the day. Keep these forms where you have easy access to them. Pictures and explanation of the various forms can be found in the Appendix in the back of this manual.

**PRECINCT SHERIFF SPECIAL DUTIES**

**Before the Polls Open:**

• Display American flag at entrance to polling place.
• Hang/display all signs and posters for inside and outside of the polling location. Signs and posters are located in the Gray Supply Bin. Signs hanging inside the polling location should be accessible to all Election Officers and voters at your location.
• Retrieve Accessibility Envelope from the Gray Bin of the precinct that brings the AccuVote scanner to the polling location. Follow directions to properly install temporary accessibility devices. This includes installing parking signs, parking cones for creating the accessible parking spaces, door knob adapters, ramps, etc. The envelope may include pictures showing how signs/parking cones should be set up outside the precinct.
• Your precinct may have a BallotCall machine to set up. BallotCalls are “doorbells” that a voter will push if s/he cannot get inside the polling location. There are only a few locations that receive BallotCalls. Simple instructions for setup are in the black case.
  • Assist in setting up AccuVote and TSX/Touch Screen as needed.
• Examine, along with the other precinct Election Officers, the voting equipment and compare the zero tape with the Sample Ballot prior to opening the polling place for voting. Immediately report any discrepancies to 574-FIXX (3499).
PRECINCT JUDGES SPECIAL DUTIES

Before the Polls open:
• Set up voting booths in a manner that maintains privacy. Set up tables and chairs in the polling location for maximum traffic flow.
• Set up the AccuVote and TSX/Touch Screen voting equipment to promote a comfortable traffic flow for voters from entry to exit.
• Examine, along with the other precinct Election Officers, the voting equipment and compare the Zero Tape with the Sample Ballot prior to opening the polling place for voting. Immediately report any discrepancies to the ELECTION CENTER, 574-FIXX (3499).

At this time, we will work from the AccuVote Manual for instructions on how to set up the AccuVote machine.

CONTACT THE ELECTION CENTER IMMEDIATELY IF EQUIPMENT MALFUNCTIONS. 574-FIXX (3499).

BE PREPARED:
Some locations have lights and heating systems on timers. Have appropriate clothing available to keep you comfortable throughout the day.

We have a diverse population of voters! It is your duty to be sensitive to the voters who have disabilities, are new to the English language, and/or have never voted before.
The Polls Are Open - Getting the Voter Voted

You have successfully set up your precinct, you have voters in line, and it’s 6 A.M. It’s time to open the doors!

An Election Officer should be stationed at the AccuVote Scanner. The Precinct Clerk is seated at the table with the Precinct Signature Rosters in front of him/her. Another Election Officer is seated with the Clerk to assist. All ballots and forms are on the precinct table (or easily accessible). You know who has the cell phone and who will be contacting the Election Center if you need to verify a voter’s eligibility.

Even if the AccuVote ballot scanner is not functioning, you are to open the polls promptly at 6 am. Voters can cast their ballot in the Emergency Ballot Slot of the AccuVote machine. There is a sign in the gray supply bin that can be placed on top of the ballot box instructing the voters how their vote will be counted after the AccuVote scanner is fixed.

Once the AccuVote scanner has been fixed, a Democratic and Republican Election Officer will be asked to retrieve the ballots from the Emergency Bin and scan the ballots together.

Acceptable Forms of Identification

PA - Personal Acquaintance of Election Officer - no ID required
However, the Voter must be in the Roster Book and you must personally know that the voter still lives at the address in the Roster Book.

DI - Driver’s License
OI - Any other identification card with picture & signature of voter
SS - Social Security card
CC - Credit Card

**Voter Identification cards are no longer a valid form of identification.**
Chapter 4 - The polls are open - Getting the Voter Voted

Precinct Clerk’s Duties - After Polls Open
(and others assisting at Registration table)

VOTING PROCEDURES:
Even though you may remember the voter from past elections, no person may vote in your precinct unless:
• the voter’s name is on the Precinct Signature Roster or Supplemental Precinct Signature Roster sheet AND shows you a valid ID, OR
• the voter has shown you a valid I.D. AND you have verified with the Election Center that the person is a registered voter in your precinct, OR
• the voter shows you a valid I.D. AND you have called the State Board of Elections Voter Verification System to verify the voters eligibility. (See page 50) OR
• the voter’s name is in the Roster Book and one of the Election Officers personally knows the voter and personally knows that s/he still lives at the address listed in the Roster Book. This form of I.D. is a Personal Acquaintance (PA).

Roster Books must be filled out correctly for each voter. Page 22 is an example of a Roster page completely filled in with all of the needed information from the Election Officer and voter.

Use black ink only on the Roster Books. Roster Books are sent to Frankfort after the Election and scanned - notice the bar codes. Do not write notes, draw arrows, or mark through any of the pages. This interferes with the scanning process. Scanners will pick up lines, marks, and notes written on the pages and give people credit for voting even if they didn’t. You could be keeping people on the rolls because you make notes that a person has moved, or is deceased. Any notes about a voter must be entered on the Sheriff’s Reports only.
The voter is standing in front of your table:

1. Ask the voter for their I.D. Find the voter’s name and address in the correct Precinct Roster Book. (Alphabetical by last name: A-L & M-Z.)
   a. If a name is not found, check in the Supplemental Roster. If the name and address is in the Supplemental Roster, continue to #2. If unable to find the voter’s name, contact 574-VOTE (8683) to find out if the voter is eligible to vote in your precinct.
2. Ask voter if the address in the Roster Book is his/her current address. If it is the current address, record the form of ID provided by filling in the oval on the right side of the Roster Book under the heading ID Type – The first voter on our example on page 22 shows the voter’s ID was a Driver’s License (DL). Fill in the oval completely. Do not mark with a check or X mark. Make this ☐ look like this ☑.
   a. If the voter’s current address does not match the address in the Precinct/Supplemental Roster Book, contact 574-VOTE (8683) to find out where the voter should vote. (Instructions on pages 26.)
3. Write your initials in the “Clerk Initials” column of the Precinct Signature or Supplemental Signature Rosters. (Black Ink Only)
4. Check for a highlighted Small City Code in the Roster Book to see if the voter receives a Small City Ballot or Special School District Ballot (See page 43 for an example of a Small City Code marked in the Roster book. See pages 51 & 52 for a listing of Small City Codes).
5. Locate the correct ballot style on your table. (Check to see if the voter needs a Small City/Special School District ballot.)
6. Find the ballot number on the ballot stub and write the ballot number beside the voter’s printed name and address on the left side of the roster page. DO NOT TEAR BALLOTS AHEAD OF TIME. If the voter is using the TSX to vote, write TSX next to his name.
7. Have the voter sign the roster in their signature line. Verify that the voter signed on the correct line/space provided under the voter’s pre-printed name.
8. Return the ID to the Voter.
9. Tear off the ballot, and cover the ballot with the privacy shield. Remind the voter their ballot should remain covered by the privacy shield when they are finished voting.
10. Ask the voter if they have any questions and then point out the voting booths where they mark their ballot (pencils provided in the booths). Also point out the appropriate AccuVote scanner that they should use to cast their ballot (if your polling location has more than one scanner).

Each of these steps must be followed when processing each voter.
<table>
<thead>
<tr>
<th>Voter's Name and Address</th>
<th>Birth Date</th>
<th>Sex</th>
<th>Voter's ID Number</th>
<th>Party</th>
<th>Voter Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPBELL, ANGIE</td>
<td>06/02/73</td>
<td>F</td>
<td></td>
<td>REP</td>
<td></td>
</tr>
<tr>
<td>123 STATE ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMPBELL, JONATHAN</td>
<td>04/02/66</td>
<td>M</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>466 HOPE RD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAREY, GINA</td>
<td>03/25/36</td>
<td>F</td>
<td></td>
<td>REP</td>
<td></td>
</tr>
<tr>
<td>788 RAINBOW WAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARPENTER, CAROL</td>
<td>10/26/45</td>
<td>M</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>4623 MAIN ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARROLL, JONATHAN J</td>
<td>01/05/68</td>
<td>M</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>101 ACME WAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARTER, MARK</td>
<td>07/04/69</td>
<td>M</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>222 LEPRECHAN LN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEASER, ETHEL</td>
<td>02/16/66</td>
<td>F</td>
<td></td>
<td>REP</td>
<td></td>
</tr>
<tr>
<td>126 STATE ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CECIL, LESLIE LOUIS</td>
<td>02/09/82</td>
<td>F</td>
<td></td>
<td>REP</td>
<td></td>
</tr>
<tr>
<td>4900 MAIN ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHANCEY, JACQUELINE BENNET</td>
<td>05/01/50</td>
<td>F</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>775 RAINBOW WAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHAPEL, ERIN</td>
<td>08/09/45</td>
<td>F</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>101 ACME WAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHARLES, SUSAN</td>
<td>01/02/89</td>
<td>F</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>4602 MAIN ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHURCH, DEANSE</td>
<td>08/22/82</td>
<td>F</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>4622 MAIN ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COFFEE, DAVID</td>
<td>11/08/26</td>
<td>M</td>
<td></td>
<td>DEM</td>
<td></td>
</tr>
<tr>
<td>222 LEPRECHAN LN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Chapter 4 - The polls are open - Getting the Voter Voted**

**Precinct Signature Roster**

- **Check Name, Address, DOB, Party Affiliation**
- **Absentee roster info transferred**
- **Voter Signature**
- **Small City ballot to issue**
- **Fill in I.D. Oval**
- **Initials of E.O. who verified I.D.**

Form: SBEPRFIRM
Permanent Assistance ID types:
- PA = Personal Acquaintance
- DL = Driver's License
- OI = Other Identification
- S = Social Security card
- CC = Credit Card

- **Ballot Number Issued**
The Polling location and address will be on the top of the sheet. Addresses are listed in alphabetical order for every precinct in the polling location. There are no longer separate sheets for each precinct.

The first column is the street’s name.

The third column is the range of house numbers listed.
- ALL means the number range is for All the numbers listed for that particular address.
- EVEN means the number range is only for the Even numbers listed for that particular address.
- ONLY - means only this house number is in the precinct.
- ODD means the number range is only for the Odd numbers listed for that particular address.

The fourth column shows you which addresses receive a small city ballot (JEF = Jeffersontown).

The fifth column lists the assigned precinct for that specific address.

## NEW LAYOUT

Pay close attention to the address number range. Make sure you are not including a house number that is not in the range of numbers shown on the Street Book Listing Page.

### JEFFERSONTOWN HIGH SCH SMALL GYM
**9600 OLD SIX MILE LN**

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Addresses</th>
<th>Precinct</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLEGHENY DR</td>
<td>ALL</td>
<td>2302-2311</td>
</tr>
<tr>
<td>AMBROSSE LN</td>
<td>ALL</td>
<td>8400-8601</td>
</tr>
<tr>
<td>ARLINGTON CT</td>
<td>ALL</td>
<td>2902-2919</td>
</tr>
<tr>
<td>AUBURN AVE</td>
<td>ALL</td>
<td>9200-9221</td>
</tr>
<tr>
<td>AUBURN CIR</td>
<td>ALL</td>
<td>3100-3116</td>
</tr>
<tr>
<td>AVONDALE CT</td>
<td>ALL</td>
<td>8700-8718</td>
</tr>
<tr>
<td>BALLAD BLVD</td>
<td>ALL</td>
<td>2405-2703</td>
</tr>
<tr>
<td>BALSAM WAY</td>
<td>EVEN</td>
<td>9700-9704</td>
</tr>
<tr>
<td>BALSAM WAY</td>
<td>ODD</td>
<td>9707-9709</td>
</tr>
<tr>
<td>BARCLAY DR</td>
<td>ALL</td>
<td>3400-3414</td>
</tr>
<tr>
<td>BARCLAY DR</td>
<td>ODD</td>
<td>3415-3517</td>
</tr>
<tr>
<td>BARDS CT</td>
<td>ALL</td>
<td>8700-8706</td>
</tr>
</tbody>
</table>
CELL PHONE INFORMATION

Some precincts will be issued a cell phone

for use by all precincts at your location.

If issued a phone, remember:

Charge your phone the day before Election Day.

Follow the directions provided with the cell phone.

Do not forget to TURN ON THE CELL PHONE on Election Day.

The phone must be shared with the other precincts located in the same building.

Return the phone and charger to the receiving station in the Black Bag.

DO NOT USE THE CELL PHONE FOR PERSONAL USE.

Chapter 4 - The polls are open - Getting the Voter Voted

PRECINCT SHERIFF’S DUTIES - After the Polls Open

• Maintain order at the polling place.
• In polling locations with multiple precincts, the Precinct Sheriff’s assigned to that location will work together to greet voters as they come into the polling location, advising them to have ID ready. If a voter is not sure of his/her voting precinct, the Sheriff will check the posters on the wall and/or Street Book Listing for the voter’s correct precinct number, then direct the voter to the correct precinct line.

• Make phone calls to the Election Center when the Precinct Clerk needs confirmation of a voter’s eligibility to vote, or other information from the Election Center.

• No person is permitted to do any electioneering within 100 feet of the entrance to the polling place. Advise anyone you observe violating this law to move outside of the 100 feet area. If after one warning, the person has not complied, report the offender to the Election Center or County Sheriff.

• The Precinct Sheriff should politely ask people who are not allowed in the voting room to leave. If they fail to leave when requested, or if persistent violations occur, these violations should be reported to the Election Center.

• Document ALL election law violations, potential election law violations, suggestions for improvement, and other comments on the Precinct Sheriff’s Post-Election Report.
After the Polls open: -JUDGES

- Assist the Precinct Clerk as needed.
- **Program the Voter Access Card using the encoder** when a voter chooses to use the TSX/Touch Screen instead of a paper ballot.
- **Provide Voter Assistance** - When requested, Voter Assistance must be provided in a bipartisan manner, i.e. by 1 Republican and 1 Democrat. There are 2 Judges assigned to every precinct: 1 Republican and 1 Democrat. In polling locations with multiple precincts there will be 4 or more Judges at the location.
  - You must sign the Voter Assistance Form (page 29, 30 & 47) and render assistance to any voter who meets the legal requirements for assistance in operating the voting machine. One of the following conditions must be met (rendering a voter unable to vote without assistance) in order to be legally eligible to receive voting assistance (KRS 117.255(2)):
    - Inability to read English
    - Physical disability
    - Blindness
- **Station yourself at the AccuVote machine.**
  1. Advise the voter
     - to place ballot in the AccuVote scanner, and
     - to remain in front of the scanner until the ballot is ACCEPTED.
  2. Assist voters, when requested, in putting their ballot into the AccuVote ballot scanner.
     DO NOT REMOVE PRIVACY SHIELD.
     Voter must stand with you until the ballot is accepted.
  3. Ballot is accepted - Voter leaves privacy shield with the Election Officer and leaves the precinct.
WHAT IF - The voter is not listed in your Precinct Signature Roster:

Ask the voter if s/he could be under another last name. If not, call the Election Center to determine the voter’s correct polling location and eligibility to vote. Ask the Election Center if the voter lives in a Small City.

If told by the Election Center that the voter is eligible to vote in your precinct:

- Complete the Supplemental Roster
- Complete the Oath of Voter form
- Give the voter the correct ballot

If the voter’s precinct is not in your polling location and not up-to-date in our system:

- Fill out the Notification of New Polling Location form with the Authorization Number provided to you by the Election Center. (This is the only time you ask for the Authorization Code.)
- Sign the form and give it to the voter.
- The Voter proceeds to new polling location.

If the voter’s precinct is not in your polling location, but is up-to-date in our system:

- you will simply send the voter to the proper precinct without filling out any forms. The Election Center staff will tell you that you do not need to complete the form and that the voter will be in the Roster Book at the correct location.

WHEN THE VOTER ARRIVES AT NEW POLLING LOCATION

If a voter comes to your precinct with a completed Notification of New Polling Location form with an authorization number AND:

- the voter’s name IS NOT ON THE PRECINCT SIGNATURE ROSTER:
  - Do not contact the Election Center to verify again.
  - Check the voter’s ID.
  - Have the voter fill out & sign the Supplemental Signature Roster.
  - Have the voter fill out & sign the Oath of Voter form.
  - The Election Officer will also sign the Oath of Voter form and place both completed forms in the Oath of Voter Envelope.
  - Provide the voter with the correct ballot.

- the voter’s name IS ON YOUR PRECINCT SIGNATURE ROSTER:
  - Check the voter’s ID, complete the roster as usual, give the voter the correct ballot.
  - Place the Notification of New Polling Location Form in Oath of Voter Envelope. The voter does not need to fill out the Oath of Voter form.
**WHAT IF - A Voter’s Name has changed or is different from the name on the Precinct Signature Roster but still lives at the same address?**

If a voter shows identification that has a different last name than the last name on your Precinct Signature Roster, and still lives at the same address, provide the voter with a blank **Voter Registration card**. The voter should complete the Voter Registration card reflecting the name change and be permitted to vote. The voter should sign the Precinct Signature Roster, receive a ballot, and vote. After the election, the Election Center will make the changes to the voter registration. (The voter may sign his/her current name on the Roster Book even though we have the old name listed.)

**WHAT IF - A Voter’s new address is still in your precinct?**

- The voter must fill out the **Oath of Voter** form and sign it.
- The Election Officer will sign it and place the completed form in the Oath of Voter Envelope. The address will be updated by the Election Center from this form.
- The Voter will sign the Precinct Signature Roster as usual and receive a ballot to vote.

**WHAT IF - The Voter does not reside in Jefferson County?**

*The Election Officer MUST contact the Election Center at 574-VOTE (8683) to verify if the voter is eligible to vote.*

If the voter gives you an address other than the one shown on the Precinct Signature Roster AND the voter lives in a different county:

- The voter is eligible to vote one time only in the voter’s old precinct if the voter moved out of Jefferson County *after the books closed*. Give the voter a **Voter Registration card** to complete. The Election Center will forward the completed voter registration card to the voter’s new county {KRS 116.025(5)}.
  - The voter is **not** permitted to vote in the voter’s old precinct or new county if the voter moved out of Jefferson County *before the books closed*, and failed to register to vote in the new county {KRS 116.025(6)}.

**WHAT IF - A Voter needs instruction on use of the voting equipment?**

One Election Officer from each party should be present when a voter is instructed on the use of the voting equipment. In your instructions, carefully avoid any comment that might be considered favorable to any party, candidate or public question.

On the **Sample Ballot** (found in Gray Bin), if the voter so requests:

- Show the voter where to find questions or Constitutional Amendments.
- Point out all the races for which a voter will be choosing a candidate.

On the TSX/Touch Screen, if the voter so requests:

- Explain that a visual or verbal indicator will designate the offices and questions the voter will be deciding.
- Visually or verbally instruct the voter where the “Vote” button is to record his/her vote.
WHAT IF - A Voter wants to make a Write-In Vote?

(General and Special Elections Only, KRS 117.265)
If a voter asks how to make a write-in vote, two Election Officers of opposing parties should instruct the voter as follows:

1. Write the candidate’s name on the line provided on the ballot.
2. Fill in the oval beside the write-in candidate’s name.

• Write-in votes will be counted only for those candidates who have filed a Declaration of Intent to be a write-in candidate with the County Clerk or Secretary of State.
• Give the voter a Write-In Instruction Sheet from the Gray Bin. (page 48)
• If a voter asks for instructions after entering the booth, you may give verbal instructions but you MUST NOT enter the booth and assist the voter in any way.
• Election Officers will have a list of official Write-In Candidates.

ATTENTION: The list of Write-In Candidates cannot be posted anywhere in the precinct; however, a voter may ask to see the list.

Definition of a Vote for Write-in Voting, Generally.
(1) Only votes cast for eligible write-in candidates as provided in KRS 117.265 shall be considered valid and counted.
(2) A write-in vote for a candidate whose name already appears on the ballot labeled as a candidate shall not be counted as a vote as provided in KRS 117.265.
(3) The use of stickers, labels, rubber stamps, or other similar devices shall not be counted as write-in votes.
(4) Any minor misspelling of the name of a candidate shall be disregarded in determining the validity of a write-in vote as long as the intended candidate may be clearly determined.
(5) Writing in only the surname of an eligible candidate shall constitute a valid vote, unless there is more than one (1) filed candidate with the same surname for that office. If there is more than one (1) filed candidate with the same surname for that office, writing in only the last name or surname shall not constitute a vote.
(6) Writing in only the first name of an eligible candidate shall not constitute a valid vote.
(7) Writing in only the initials of a candidate shall not constitute a vote.
(8) Writing in only the nickname of an eligible candidate shall not constitute a valid vote.
(9) If the voter writes in any other name along with the surname of an eligible write-in candidate, the other name written by the voter shall comply with the variations of names listed by the candidate on SBE/SOS/01, SBE/SOS/02, or SBE/SOS/03, depending on the candidate, to constitute a valid vote.
(10) Writing in the surname of the candidate for Governor or the surname of the candidate for Lieutenant Governor shall be sufficient to cast a write-in vote for the slate.
(11) Writing in the surname of the candidate for President or the surname of the candidate for Vice President shall be sufficient to cast a write-in vote for the slate.
A voter qualifies for voting assistance if they have:
- an inability to read English,
- a physical disability,
- or sight impairment.

The voter must complete the **Voter Assistance Form** (page 47) completely, including the reason assistance is needed. The voter must sign his/her name, unless approved for permanent assistance.

If permanent assistance has been approved by the Board of Elections, [PA] will be seen in the “assist” column on the Precinct Signature Roster. [See Application for Permanent Assistance to Vote on the next page.]

**A Voter requesting assistance may:**
- bring someone to assist them in completing their ballot.
- request assistance from two Election Officers (must be 1 Republican and 1 Democrat).
- request assistance from any person at the voting precinct willing to assist the voter, (except the voter’s employer, or an officer or agent of the voter’s union).

**NOTE:** The person(s) who assist(s) the voter (including Election Officers), must complete the Oath portion of the Voter Assistance Form (an Oath declaring that the assistant will operate the machine as directed by the voter.) The precinct Election Officer providing the voter with a ballot must also sign the Oath.

**DO NOT** take a ballot or a Roster Book outside of the polling location to assist a voter that is unable to come inside.

Voters that are unable to vote inside a polling location should contact the Election Center about qualifying for a mail-in ballot during the **next** Election. Please provide the voter with the Election Center phone number 574-6100 so they may receive future ballots in the mail.
Chapter 4 The polls are open - Getting the Voter Voted

APPLICATION FOR PERMANENT ASSISTANCE TO VOTE

This section of the **Voter Assistance Form** is filled out by an individual who will need permanent assistance to vote due to blindness or physical disability. This does not eliminate the need for a Voter’s Assistance Form to be signed by the person providing assistance each election. It simply relieves the VOTER from the responsibility of signing the Voter Assistance form each time s/he votes. Thereafter, there will be [PA] in the “assist column” of the roster book next to the voter’s name and address.

Even if a voter is certified for permanent assistance, the person who assists the voter must still complete and sign their portion of the form - the **“Oath for Person Assisting Voter”**.

This form must also be signed by an Election Officer.

Violations of the laws regarding Assistance to Vote should be reported to the Election Center immediately and be noted on the Precinct Sheriff’s Post-Election Report.

If a voter’s signature is a mark or X, two Election Officers must sign the Voter Assistance Form as witnesses.
A voter can only receive up to 3 ballots due to errors made on the ballot.

WHAT IF - A Voter makes a mistake on his/her ballot?

If a voter makes a mistake on his or her ballot the ballot is “SPOILED”. A voter may spoil a maximum of 2 ballots. The 3rd ballot issued will be the last ballot issued to any one voter. The voter may tell you before the ballot is completed that s/he has made a mistake, or the voter may not know a mistake was made until the ballot is actually rejected by the AccuVote Ballot Scanner. If a ballot has been scanned and accepted, you cannot issue the voter another ballot.

**Spoiled Ballot Procedure**

1. Ask voter to fill in all ovals to ensure that no one can look at the ballot and see the voter’s intent. This protects the voter’s privacy. (Not required.)
2. Have the voter write SPOILED on the ballot.
3. Have the voter place the ballot in the Spoiled Ballot Envelope.
4. Go to the Precinct Signature Roster and find the voter’s name on the roster. Copy the ballot number beside the voter’s name on the roster onto the Spoiled Ballot Envelope.
5. Mark out the ballot number on the Precinct Signature Roster, write down the number of the newly issued ballot on the Precinct Signature Roster and on the Spoiled Ballot Envelope. (Voter may be issued a maximum of 3 ballots.)
6. Issue a new ballot to the voter, reminding the voter to be careful.
7. At end of the day, place Spoiled Ballot Envelope in Gray Bin.

Open the AccuVote Manual to page 7 to go over AccuVote scanner Information.
Chapter 5 - Closing the Polls

It’s 6 P.M. and the Sheriff is at the end of the voter line. The last voter has voted. The front door is locked.

When closing the polls at 6 P.M., have your AccuVote Manual for the closing the polls procedures and checklists on hand. Review checklists carefully, and have other members of the team double check the lists to reduce the possibility of errors.

Team Work
You’ve had a successful election. Your team must now shut down the voting equipment, break down the equipment, and pack up the supplies.

No one is excused from these responsibilities. Please work together until all tasks are completed:

If there is more than one precinct at your polling location, and you are done with your work, assist those who have assisted you throughout the day! Once all of the responsibilities are fulfilled, only then should you leave. The Black Bag is to be returned to your Receiving Station. Do not accept or place items from another precinct’s Black Bag into your precinct’s Black Bag.

SPECIFIC DUTIES

Precinct Clerk - Complete the Ballot Accountability Chart. (pg.37)
1. The number of ballots provided is noted on line “a”.
2. Enter the number of ballots used on line “b” (including number of spoiled ballots).
3. Enter the number of ballots not used on line “c”.
4. Enter total of b + c on line “d”.
5. Line d should match line a.
6. If there is a difference between lines d and a - enter the reason on the lines provided.
7. Enter number of spoiled ballots on line provided. This number will also be part of the number on line b.
8. The Accountability Envelope goes in the Black Bag to go the Receiving Station.

- Follow checklist for the Black Bag, ensure that all listed items are in the Black Bag before it is returned to the Receiving Station:
- Final Checklists are located in the Black Bag, and on pages 57 and 58 of this manual.
- Put all unused ballots and supplies into the Gray Bin.
- Ensure the polling location is orderly and in good condition. Assist others as needed when your tasks are complete.

DID YOU KNOW?
After the polls close, put the completed forms listed on the Closing the Polls Checklist into the Black Bag to be returned to the Receiving Station.

Everything that comes out of the black bag goes back in the black bag.
Chapter 5 - Closing the Polls

The easiest way to set up and break down equipment is to have one person read the instructions and one person performing the task.

Precinct Sheriff - Stand at the back of the voter line at 6 P.M. Allow all voters in front of you to vote. Lock the precinct door so that no one else enters the precinct. Advise any voter who attempts to get in line after you that the polls are closed and they have arrived too late.

After voting is completed:
- Complete Precinct Sheriff’s Report (pg. 4 & 41). Sign it, and put in Precinct Sheriff’s Report envelope. Give envelope to the Precinct Clerk to include in precinct Black Bag inventory.
- Retrieve all signs and posters, fold neatly and put in Gray Bin.
- Break down the American Flag and stand and place with Gray Bin.
- Retrieve all orange cones, parking signs, accessibility equipment and put in Gray Bin.
- Ensure the polling location is orderly and in good condition. Assist others as needed when your tasks are complete.

Any Election Officer may send comments or remarks to be added to the Sheriff’s Report within 3 days of the election via e-mail or in writing. Send additional comments to:

Election Center Recruitment Administrator
810 Barret Avenue, Rm. 103
Louisville, KY 40204
Elections@JeffersonCountyClerk.org

Precinct Judges - Open the AccuVote Training Manual and TSX Training Manual for instructions on how to shut down the voting equipment.
- Break down voting booths and stack in the carrier.
- Ensure the polling location is orderly and in good condition. Assist others as needed when your tasks are complete.
- Signing the green receipt card at the Receiving Station is the final task of the day for the Election Officer who returns the Black Bag.

By working together, all Black Bags should be returned to the Receiving Stations no later than 7:30 P.M.

If you are unable to get to your Receiving Station by 7:30 P.M., call 574-VOTE (8683).

Put all equipment neatly to one side of the room. Return the Black Bag to Receiving Station.
ACCIDENT REPORT

JEFFERSON COUNTY CLERK’S OFFICE
ELECTION CENTER

ACCIDENT REPORT

This form is to be completed immediately by an Election Officer at the polling location
where the accident occurred. Place the completed form in the “Oath of Voter” Return
Envelope and return to the receiving station at the end of the day.

Date: ____________
Time of Accident: ____________ am/pm
Address of Polling Site: _______________________

The person who had the accident is an Election Officer / Voter / Other (Circle One)

1. Fill in the following information of the person who had the accident:
   Full Name: __________________________
   Address: _______________________________ ZIP __________
   Telephone: _______________________________
   DOB: ____________

2. Is the person identified above alone or accompanied by another adult? Alone/Accompanied
   If alone, is the person coherent and able to make decisions? Yes/No  If NO— call 911 immediately!
   If with another adult, fill in the following information of the accompanying adult:
   Full Name: ____________________________
   Address: _______________________________ ZIP __________
   Relationship to the injured person: ________________________
   Telephone: _______________________________

   Was an Election Officer involved in the accident? Yes/No  If Yes, provide name: ____________________________

3. Describe the accident – what happened? Use back of this form if necessary.

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

4. Describe any injuries:

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

5. Was Medical Treatment Necessary? YES/NO
   Called 911 — Yes/No   Why/Why not?
   Called the Election Center – Yes/No  Why/Why not?
   Injured person transported by EMS for medical treatment? Yes/No  If yes, to what facility?

6. Witnesses: Were there witnesses to the accident? Yes/No. If yes, provide the following information:
   A. Name: ____________________________
      Address: ____________________________ Zip __________
      Phone: _______________________________

   B. Name: ____________________________
      Address: ____________________________ Zip __________
      Phone: _______________________________

7. Was the accident a result of faulty equipment or unsafe conditions at the polling location? Yes/NO  (If Yes, describe on back of form)
8. If Yes to # 7, what, if any, actions have been or will be taken to prevent this from happening again? (Describe on back of form.)

   Date ____________ Date ____________

Signature of Injured Person (if able to sign)  Signature of Election Officer

PRECEPT #:

(If able to sign)

Revised 06/2015

Address of Polling Site:

To be completed by the Election Officer when someone working at or visiting the precinct has an accident.
Complete this form when a voter needs to provide proof to an employer that s/he voted.

**ACKNOWLEDGEMENT OF VOTE CAST**

**“I VOTED” FORM**

To whom it may concern:

Please be advised that _______ appeared at the polls today at the following precinct and location to cast a vote in the election in Jefferson County.

Date of Election: __________________________
Signature of Officer: ________________________
Polling Location: ____________________________
Precinct Number: ____________________________
Time of day: ________________________________

**SAMPLE**

WE DO NOT PROVIDE **“I VOTED” STICKERS. PLEASE DO NOT WRITE THIS AS A RECOMMENDATION IN THE SHERIFF’S REPORTS. USE THIS FORM.**
AUTHORIZATION TO VOTE AT PRECINCT FORM:

A voter receives this form from the Election Center. If a voter presents this form to the Election Officer, do not call the Election Center for verification. Check the form to verify the voter is at the correct precinct, check ID, and find the voter’s name in the Supplemental Signature Roster. If their name is not on the Supplemental Signature Roster, have the voter fill out the Supplemental Roster. Provide the voter the correct ballot and the voter votes. Place this form in the Oath of Voter envelope.

Reasons for receiving an Authorization To Vote form include:

• The voter moved after the books closed, but still lives in Jefferson County.
• There was missing information on the voter registration card and the Election Center could not verify the information prior to the books closing.
• The voter appealed an eligibility decision to the Board of Elections and won his/her appeal.
This chart is used to account for ballots issued or not issued for an Election. It is located on the back of the orange colored *Ballot Accountability Envelope*.

When **opening the polls**, check the number of ballots you receive in the Gray Bin with the numbers written on line “a” of the Accountability Chart. If the numbers written on line “a” do not match your physical count, contact the Election Center.

**After the polls close**: The rest of the chart is filled out after the polls close, usually by the Precinct Clerk. Please offer to assist your Precinct Clerk to double check the numbers.

**Step By Step - How to fill out the chart:**

1. The number of ballots provided is noted on line “a”.
2. Enter the number of ballots **used** on line “b” (including number of spoiled ballots).
3. Enter the number of ballots **not used** on line “c”.
4. Enter total of b + c on line “d”.
5. Line d **should match** line a.
6. If there is a difference between lines d and a - enter the reason on the lines provided.
7. Enter number of spoiled ballots on line provided. This number will also be part of the number on line b.
8. The Accountability Envelope goes in the Black Bag to the Receiving Station.
CREDENTIALS
Jefferson County
Board of Elections

Pursuant to Chapter 117 of the Kentucky Revised Statutes, the person whose name appears below is hereby notified that, upon the recommendation of his/her respective political party County Executive Committee, he/she has been duly appointed by the JEFFERSON COUNTY BOARD OF ELECTIONS, to serve as an ELECTION OFFICER in the precinct described herein:

Bobbie Holclaw
Chairman
Board of Elections

Form to Report Deceased Person to Be Removed From Rolls

Jefferson County Clerk’s Office
Election Center
810 Barret Avenue, Suite 103
Louisville, KY 40204

FORM TO REPORT
DECEASED VOTER
(to be removed from the Precinct Roster)

DATE: ___/___/____

If you have questions about filling out this form, please call 574-6100.

Voter’s Information:

PRECINCT: ____________________________

DECEASED VOTER’S NAME: _____________________________________________

ADDRESS (as it appears on roster): ________________________________________

DATE OF BIRTH: _______________

SOCIAL SECURITY NUMBER (optional):______/_____/_______

DATE OF DEATH:  ______/______/______

Month        Date        Year

REPORTED BY:

Name: ____________________________

Signature: _________________________

(A signature is required to process this form.)

Contact Phone Number: ____________________

Thank you for reporting this information.

RETURN THIS FORM IN THE OATH RETURN ENVELOPE
OR MAIL TO: Election Center, 810 Barret Avenue, Suite 103, Louisville, KY 40204

Frankfort cannot remove the name of the deceased voter if ANYTHING is written in the signature line on the Roster Book.
NOTIFICATION OF NEW POLLING LOCATION FORM:

This form is completed and given to the voter when you get verification from the Election Center that the voter must vote at another polling location.

When a voter presents this form, you **DO NOT** have to call the Election Center for verification. Ask voter to complete the Oath of Voter and Supplemental Roster, and then provide the voter with the correct ballot.

Instructions on when to complete this form are on page 26.
This form is given to the voter to fill out only after verification from the Election Center. The voter is taking an oath that s/he is a registered voter in the county and that the address provided is the voter’s current residence.

1. Make sure the voter completes ALL sections of the Oath of Voter form.
2. Make sure that you provide the reason for the Oath of Voter in the “Reason for Requiring Oath” section at the bottom of the card. Ask the Election Center for the reason, if unsure. Some possible reasons are:
   - Voter’s address has changed
   - Voter not on roster because he is “Inactive”
   - Voter was improperly removed from voter rolls
3. Place the completed Oath of Voter form in the Oath of Voter Envelope.
4. **Do not** use the Oath of Voter to allow someone with no identification to vote.
5. **Do not** use the Oath of Voter for a person who has never been a registered voter. A citizen is required to register before the books close, 29 days prior to the election.
6. **Do not** use the Oath of Voter to allow someone to change his party affiliation in order to vote in that party’s Primary Election.

**If a voter’s signature is a mark or X, two Election Officers must sign the Oath of Voter as witnesses.**
Used for documenting irregularities, problems with equipment, voters, co-workers, and suggestions for improvements.

Entries can be made by any Election Officer assigned to your precinct. The Sheriff’s Reports are consolidated for the Board of Elections, and originals are sent to the County Attorney.

You have up to 3 business days to send additional information to be attached to the Sheriff’s Report. Information can be dropped off, emailed, mailed, or faxed to the Election Center.

Any Election Officer may make an entry on this form. The form must be signed by the Precinct Sheriff and placed in the Precinct Sheriff Report Envelope and returned to the Receiving Station in the Black Bag.

### SAMPLE

- **RECOMMENDATIONS FOR IMPROVING THE ELECTION PROCESS**: (Describe recommendations in your own words. If more space is required, attach additional sheets as necessary.)

### FORM - PRECINCT SHERIFF’S “POST ELECTION REPORT”

<table>
<thead>
<tr>
<th>Commonwealth of Kentucky</th>
<th>State Board of Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRECINCT SHERIFF’S POST-ELECTION REPORT</strong></td>
<td></td>
</tr>
</tbody>
</table>

**KRS 117.255(1)** Within three (3) days after any primary or general election, the precinct election sheriff shall file a report with the chairman of the county board of elections and with the local grand jury. The report shall include any irregularities observed and any recommendations for improving the election process.

<table>
<thead>
<tr>
<th>County</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Of Election</td>
<td></td>
</tr>
<tr>
<td>Precinct</td>
<td></td>
</tr>
<tr>
<td>Name Of Precinct Election Sheriff (Please Print)</td>
<td></td>
</tr>
</tbody>
</table>

**IRREGULARITIES OBSERVED**: (If you observed any irregularities, describe in your own words with as many details as possible, including names of alleged violators of election laws. Reported violations should include, but not be limited to violations of KRS 117.255 relating to assisting voters and execution of the voter assistance forms, adjusting the voting machine in primary elections to enable the voter to vote for only persons for whom the voter is entitled to vote, voting more than once, and voting supplemental paper ballots. Violations of KRS 117.235 relating to electioneering must also be reported. If more space is required, attach additional sheets as necessary. If no violations are observed, so indicate.)

<table>
<thead>
<tr>
<th>Date Signed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Precinct Election Sheriff</td>
<td></td>
</tr>
</tbody>
</table>

- KRS 117.255
- KRS 117.255
- SBG 53 (4/00)

White – Grand Jury
Canary – County Board of Elections
Pink – Precinct Election Sheriff
The Precinct Signature Roster Book (Roster) is the list of all verified registered voters in your precinct.

Once you have verified the voter’s identity and correct address, quickly find the voter’s name in the Roster.

The voter shall sign the roster on the line provided beside the voter’s name.

The Election Officer will fill in the I.D. oval, place your initials in the Clerk’s initials column, check for a Small City ballot designation, issue the correct ballot, and write the ballot number beside the voter’s name.

<table>
<thead>
<tr>
<th>Voter’s Name and Address</th>
<th>Birth Date</th>
<th>Sex</th>
<th>Voter’s ID Number</th>
<th>Party</th>
<th>Sample Signature</th>
<th>Voter’s Signature</th>
<th>Clerk’s Initials</th>
<th>I.D. Oval</th>
<th>Other</th>
<th>Small City</th>
<th>Credit Card</th>
<th>Other</th>
<th>Absentee Ballot Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPBELL, ANGELA</td>
<td>06/12/73</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMPBELL, JONATHAN</td>
<td>04/07/69</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARBEY, GINA</td>
<td>03/28/38</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARPENTER, CAROL</td>
<td>10/05/45</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARROLL, JONATHAN J</td>
<td>01/05/86</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARTER, MARK</td>
<td>02/10/49</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEASER, ETHEL</td>
<td>02/09/52</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHANEY, JACQUELINE BENNETT</td>
<td>05/01/80</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHAPIN, ERIN</td>
<td>08/09/45</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHARLES, SUSAN</td>
<td>01/20/86</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHURCH, DENEE</td>
<td>06/22/82</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COFFEE, DAVID</td>
<td>11/28/78</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is the Election Officer’s responsibility to make sure that each voter presents identification before signing the Precinct Signature Roster or the Supplemental Signature Roster. Use black ink only.
For precincts with Small Cities
How to Determine Which Ballot the Voter Receives:

If the voter lives in a Small City, the code will appear to the right of the voter’s signature on the Precinct Roster. If the voter has a Small City designation by his/her name, you must give the voter the ballot that corresponds to that Small City designation.

The ballots are in the Gray Bin and clearly labeled for each Small City represented in your precinct (you may have more than one). Verify that the quantity of Small City ballots equals the number shown on the Ballot Accountability Chart. (pg. 37)

All of the Small City Codes are listed on pages 51 and 52.

Small City Codes are highlighted in the Roster Book. Make sure you check to see if a voter lives in a Small City before a ballot is given to the voter.

Small City Ballots are shrink wrapped and labeled with the Small City Code and Small City name.

Look closely for the Small City Code
SPOILED BALLOT ENVELOPE

If a voter makes a mistake on his or her ballot the ballot is “SPOILED”. A voter may spoil a maximum of 2 ballots. The 3rd ballot issued is the last ballot issued to that voter.

<table>
<thead>
<tr>
<th>ACCOUNTABILITY CHART</th>
<th>TOTAL OF SPOILED BALLOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Slip No. of SPOILED BALLOT</td>
<td>Enter Slip No. of NEWLY ISSUED BALLOT</td>
</tr>
<tr>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>2</td>
<td>27</td>
</tr>
<tr>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>4</td>
<td>29</td>
</tr>
<tr>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>31</td>
</tr>
<tr>
<td>7</td>
<td>32</td>
</tr>
</tbody>
</table>

**Spoiled Ballot Procedure**

1. Ask voter to fill in all ovals to ensure that no one can look at the ballot and see the voter’s intent. This protects the voter’s privacy. (Not required.)
2. Have the voter write SPOILED on the ballot.
3. Have the voter place the ballot in the Spoiled Ballot Envelope.
4. Go to the Precinct Signature Roster and find the voter’s name on the roster. Copy the ballot number beside the voter’s name on the roster onto the Spoiled Ballot Envelope.
5. Mark out the ballot number on the Precinct Signature Roster, write down the number of the newly issued ballot on the Precinct Signature Roster and on the Spoiled Ballot Envelope. (Voter may be issued a maximum of 3 ballots.)
6. Issue a new ballot to the voter, reminding the voter to be careful.
7. At end of the day, place Spoiled Ballot Envelope in Gray Bin.
STATEMENT OF ELECTION OFFICERS/CHALLENGERS
(to be filled out upon arrival at your assigned precinct location)

This form is located in the Gray Supply Bin.

Once signed, place the form in the Oath Return Envelope.

This form is completed when you arrive at your assignment and show your Credentials to your fellow Election Officers.

If a Challenger is assigned to your precinct, the Challenger must also sign this form. (You will be notified before the Election if a Challenger has been assigned to your precinct.)
SUPPLEMENTAL PRECINCT SIGNATURE ROSTER

The Supplemental Precinct Signature Roster (Supplemental) is located at the front of the Precinct Signature Roster. The Supplemental is to be used when a voter’s name is not on the Precinct Signature Roster and Election Center has verified the voter’s right to vote at your precinct. It must be filled out completely, just as the regular Precinct Signature Roster.

An “Oath of Voter” form must be filled out and signed by the voter before the voter can sign the Supplemental Roster and be issued a ballot. (See page 40 for more information on the Oath of Voter form.)

If the voter’s signature is a mark or X, two Election Officers must sign the Oath of Voter as witnesses.

VERIFICATION FORM - TSX and AccuVote Equipment

The top portion will be completed by the Warehouse staff who check and verify the equipment just prior to delivery.

Fill out this form in the morning before the polls open. Complete the form after the polls close before the equipment is shut down.

This form is completed when a voter is not physically able to complete a ballot on their own and is requesting assistance in filling out their ballot. The voter can also apply for Permanent Assistance on this form. Permanent Assistance allows the voter to receive assistance each time s/he is at the polls without completing the Voter Assistance Form each election.

The person or Election Officers that assist voters must always complete the form, even if the voter has Permanent Assistance.

If a voter’s signature is a mark or X, two Election Officers must sign the Voter Assistance Form as witnesses.
The V oter Registra
tion card is completed
on Election Day if a
voter wants to change
his/her political party
(effective for the
next election), OR to
change their name

If the name and ad-
dress must be changed,
the voter completes
an Oath of Voter form
before voting, not a
Voter Registration
Card. Do not fill out
both forms.

If a voter’s signature is
a mark or X, two Elec-
tion Officers must sign
the Voter Registration
Card as witnesses.

Write -In votes are
only allowed in
General Elections and
Special Elections

Write-In Instructions
are found in the Gray
Bin. and on page 28.
31 KAR 4:160

The Governor may issue an Executive Order rescheduling an election due to a state of emergency. The election must be held within thirty-five (35) days from the date of the suspended or delayed election. KRS 39A.100(1)(k).

Emergency Procedures
1. The Governor issues an Executive Order rescheduling an election.
2. The State Board will notify all Board of Elections affected by the rescheduled election of the delay.
3. General election laws still apply to the rescheduled election except where specifically stated in 31 KAR 4:160 and in the Governor’s Executive Order.

Procedures To Follow When An Election Is Rescheduled On Election Day

Suspend General Voting
The Election Center shall instruct the precinct Election Officers:
1. to secure all voting machines until the rescheduled election. The precinct Election Officers shall ensure all seals on the voting machines are intact prior to storage in a secure location;
2. to not closeout or tally the votes;
3. to record the public counter number on the form furnished by Election Center and signed by all present precinct Election Officers; and
4. to return all election materials to the Election Center.

Secure Voting Materials
All election materials must be secured in a locked storage container:
• Paper ballots
• Provisional ballots
• Precinct signature rosters
• All related materials

The Election Center will instruct you about the emergency procedures specific to Jefferson County and how to conduct a rescheduled election.
Voter Registration Verification
Interactive Voice Response System

DO NOT POST IN THE PRECINCT
FOR PRECINCT OFFICER USE ONLY

Precinct Worker Dials 1-888-788-0988

Welcome to the Kentucky Election Center Voter Registration Verification System. At any time during this call, if you would like the system to repeat information, simply press the star (*) key. Please enter the three-digit code for your county, which is 056.

Enter voter’s Social Security Number.

The Social Security Number you entered was #########. If this is correct, press 1; if incorrect, press 2 to re-enter the Social Security Number.

If you press 2

(If a voter registration record is found): Voter Social Security Number
########## whose name is ________ is registered as a ________ in ________ county and ________ eligible to vote in the General Election. Please

To enter another Social Security Number, press 1. To exit, press pound (#), or simply hang up.

Thank you for calling the Kentucky Election Center Voter Registration Verification System. Good-bye.

If you press 1

(If voter registration record is not found): The Social Security Number you have entered and confirmed cannot be found on the Kentucky Election Center Voter Registration System.

Alternate Resource for verifying a voter’s eligibility to vote.

This system does not provide the caller with the precinct location where the voter must go to vote.

574-VOTE (8683) is the local source for this information.

A voter may find his/her voting precinct online at

www.jeffersoncountyclerk.org

Click
Voter Information.
Click
Where Do I Vote?

The voter enters current address and the correct voting location will be provided.

If any prompt is not responded to within 5 seconds, the prompt will be repeated up to 3 times. If no touch-tone response is received by the system after the 3rd replay, the system disconnects.
<table>
<thead>
<tr>
<th>Anchorage</th>
<th>ANC</th>
<th>Heritage Creek</th>
<th>HCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchorage School Bd</td>
<td>ANS</td>
<td>Hickory Hill</td>
<td>HIK</td>
</tr>
<tr>
<td>Audubon Park</td>
<td>APK</td>
<td>Hills and Dales</td>
<td>HAD</td>
</tr>
<tr>
<td>Bancroft</td>
<td>BAN</td>
<td>Hollow Creek</td>
<td>HOC</td>
</tr>
<tr>
<td>Barbourmeade</td>
<td>BAR</td>
<td>Hollyvilla</td>
<td>HOV</td>
</tr>
<tr>
<td>Beechwood Village</td>
<td>BWV</td>
<td>Houston Acres</td>
<td>HOA</td>
</tr>
<tr>
<td>Bellemade</td>
<td>BLM</td>
<td>Hurstbourne</td>
<td>HUB</td>
</tr>
<tr>
<td>Bellewood</td>
<td>BLW</td>
<td>Hurstbourne Acres</td>
<td>HBA</td>
</tr>
<tr>
<td>Blue Ridge Manor</td>
<td>BRM</td>
<td>Indian Hills</td>
<td>INH</td>
</tr>
<tr>
<td>Briarwood</td>
<td>BRW</td>
<td>Jeffersontown</td>
<td>JEF</td>
</tr>
<tr>
<td>Broeck Pointe</td>
<td>BKP</td>
<td>Kingsley</td>
<td>KGL</td>
</tr>
<tr>
<td>Brownsboro Farm</td>
<td>BRF</td>
<td>Langdon Place</td>
<td>LAP</td>
</tr>
<tr>
<td>Brownsboro Village</td>
<td>BRV</td>
<td>Lincolnshire</td>
<td>LIN</td>
</tr>
<tr>
<td>Cambridge</td>
<td>CAM</td>
<td>Lyndon</td>
<td>LYN</td>
</tr>
<tr>
<td>Coldstream</td>
<td>COL</td>
<td>Lynnview</td>
<td>LNV</td>
</tr>
<tr>
<td>Creekside</td>
<td>CKS</td>
<td>Manor Creek</td>
<td>MAC</td>
</tr>
<tr>
<td>Crossgate</td>
<td>CRG</td>
<td>Maryhill Estates</td>
<td>MAE</td>
</tr>
<tr>
<td>Douglass Hills</td>
<td>DOH</td>
<td>Meadowbrook Farm</td>
<td>MEF</td>
</tr>
<tr>
<td>Druid Hills</td>
<td>DRH</td>
<td>Meadow Vale</td>
<td>MDV</td>
</tr>
<tr>
<td>Fincastle</td>
<td>FIN</td>
<td>Meadowview Estates</td>
<td>MVE</td>
</tr>
<tr>
<td>Forest Hills</td>
<td>FRH</td>
<td>Middletown</td>
<td>MID</td>
</tr>
<tr>
<td>Glenview</td>
<td>GLV</td>
<td>Mockingbird Valley</td>
<td>MKV</td>
</tr>
<tr>
<td>Glenview Hills</td>
<td>GVH</td>
<td>Moorland</td>
<td>MRL</td>
</tr>
<tr>
<td>Glenview Manor</td>
<td>GVM</td>
<td>Murray Hill</td>
<td>MUH</td>
</tr>
<tr>
<td>Goose Creek</td>
<td>GSC</td>
<td>Norbourne Estates</td>
<td>NBE</td>
</tr>
<tr>
<td>Graymoor-Devondale</td>
<td>GRD</td>
<td>Northfield</td>
<td>NOF</td>
</tr>
<tr>
<td>Green Spring</td>
<td>GRS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Codes are assigned to ballots that have Small City races.

Registered voters in Small Cities will have a Small City Code highlighted in the “Other” column in the Precinct Signature Roster.

See page 43 for an example of a Roster page with Small City Codes.
<table>
<thead>
<tr>
<th>Small City</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norwood</td>
<td>NOR</td>
</tr>
<tr>
<td>Old Brownsboro Place</td>
<td>OBP</td>
</tr>
<tr>
<td>Parkway Village</td>
<td>PKV</td>
</tr>
<tr>
<td>Plantation</td>
<td>PLN</td>
</tr>
<tr>
<td>Poplar Hills</td>
<td>POP</td>
</tr>
<tr>
<td>Prospect</td>
<td>PSP</td>
</tr>
<tr>
<td>Richlawn</td>
<td>RCH</td>
</tr>
<tr>
<td>Riverwood</td>
<td>RI V</td>
</tr>
<tr>
<td>Rolling Fields</td>
<td>RLF</td>
</tr>
<tr>
<td>Rolling Hills</td>
<td>RLH</td>
</tr>
<tr>
<td>Saint Matthews</td>
<td>STM</td>
</tr>
<tr>
<td>Saint Regis Park</td>
<td>SRP</td>
</tr>
<tr>
<td>Seneca Gardens</td>
<td>SNG</td>
</tr>
<tr>
<td>Shively</td>
<td>SHI</td>
</tr>
<tr>
<td>South Park View</td>
<td>SPV</td>
</tr>
<tr>
<td>Spring Mill</td>
<td>SPM</td>
</tr>
<tr>
<td>Spring Valley</td>
<td>SVA</td>
</tr>
<tr>
<td>Strathmoor Manor</td>
<td>SMM</td>
</tr>
<tr>
<td>Strathmoor Village</td>
<td>SMV</td>
</tr>
<tr>
<td>Sycamore</td>
<td>SYC</td>
</tr>
<tr>
<td>Ten Broeck</td>
<td>TBK</td>
</tr>
<tr>
<td>Thornhill</td>
<td>THN</td>
</tr>
<tr>
<td>Watterson Park</td>
<td>WAP</td>
</tr>
<tr>
<td>Wellington</td>
<td>WEL</td>
</tr>
<tr>
<td>West Buechel</td>
<td>WBU</td>
</tr>
<tr>
<td>Westwood</td>
<td>WES</td>
</tr>
<tr>
<td>Wildwood</td>
<td>WLW</td>
</tr>
<tr>
<td>Windy Hills</td>
<td>WDH</td>
</tr>
<tr>
<td>Woodland Hills</td>
<td>WLH</td>
</tr>
<tr>
<td>Woodlawn Park</td>
<td>WLP</td>
</tr>
<tr>
<td>Worthington Hills</td>
<td>WOH</td>
</tr>
</tbody>
</table>
GRAY SUPPLY BIN Checklist

- Accessibility Envelope
- Ballots
- Clear Plastic Bag
  - * Election Officer name badges
  - * Pens for signing roster (record ballot numbers in black ink only)
  - * Pencil sharpener
  - * Scotch tape and dispenser

- Extension cord
- Flag base (located only in AccuVote precinct’s Gray Bin)
- Magnifying viewer
- Note pad
- Ruler of clear plastic to aid in reading across the computer paper
- Secrecy shields
- Stand with precinct number for table top

- Signs for posting folder
  - * Combination poster
  - * Be A Poll Worker Sign & Forms
  - * Write-In Instructions (Not used during Primary Elections)

- Polling Location Sheet
- Sample Ballot
- Street Listing and Map
- Sign for top of Black Ballot Box
- Small pencils for voters who choose to not mark their ballot in a voting booth

- Supply Folder Contains:
  - * Oath of Voter Forms
  - * Demonstration Ballots
  - * Voter Assistance Forms
  - * Voter Registration Forms
  - * Form to Report Deceased Voter to be Removed from the Precinct Roster
  - * Notification of New Polling Location Form
  - * Credential Verification-Statement of Election Officers
  - * Flag Display Instructions
  - * Accident Report
  - * AccuVote Checklist
  - * Final Checklist
  - * Verification for Employer of Vote Cast
  - * Spoiled Ballot Envelope
  - * Paper Ender Card (AccuVote Precincts Only)

- Vote Here Signs (light assembly required—plastic sign over u-shaped wire)
When the Clerk receives the Black Bag the weekend before the Election it will contain the following:

** In locations where there are multiple precincts, only one precinct will be given the responsibility of the AccuVote scanner. **

O AccuVote Scanner (if you are responsible for the AccuVote Scanner you should have):
  • Power cord
  • Paper Ender card for AccuVote (also in the Gray Bin)
  • Key Lanyard (black key for black plastic ballot box, yellow key for AccuVote printer cover access KEY for TSX/TOUCH SCREEN is also on this lanyard)
  • TSX/Touch Screen Memory Card – found in a sleeve on top of the AccuVote Scanner.
  • Cell Phone/Charger

O Ballot Accountability Envelope containing:
  • Extra seals
  • Envelope for tape totals (only located in AccuVote precinct’s Ballot Accountability Envelope)
  • Accuracy & Verification Checklist for TSX/Touch Screen and AccuVote machines (located in AccuVote Precinct’s Ballot Accountability Envelope)

O Oath of Voter Return Envelope

O Opening and Closing Polls Checklist

O Precinct Rosters (precinct map in front)

O Absentee List

O Receipt tag attached to the handle of the black carrying case

O Receiving Station location and address attached to the handle of the black carrying case

O Precinct Sheriff’s Post Election Report

O Plastic bag for TSX/Touch Screen -
  • Encoder
  • Instruction sheet for encoder
  • Voter Access Card
  • 2 red seals

O Supervisor/Ender card envelope for TSX  [Do not remove the card until the end of the day for closing polls.]

O Provisional Ballots (Bright Orange Bag – Federal Elections Only)

O Write-In Instructions - Not used in Primary Elections

O Quick Reference Guide
OPENING THE POLLS Checklist

O Locate gray supply bin.

O Place tables in a location convenient for voting.

O Assemble booths, and plug cord of first booth into the next booth.

O Set up AccuVote Machine. Refer to OPENING THE POLLS sheet in gray supply bin. Complete Accuracy & Verification Checklist at time of set up. Checklist is found in the Ballot Accountability Envelope in the gray supply bin.

O Set up TSX/Touch Screen machine. Refer to manual in gray supply bin. TSX/Touch Screen Memory Card must be placed in the TSX/Touch Screen before turning on machine. Complete Accuracy & Verification Checklist at time of set up and at end of voting. Checklist is found in the Ballot Accountability Envelope.

O Arrange voting booths and AccuVote for smooth traffic flow.

O Compare number on red plastic seals (2) on the gray supply bin with numbers on Ballot Accountability Envelope. If numbers match, continue. If they do not match, call 574-FIXX (574-3499).

O Break red plastic seals and place in Ballot Accountability Envelope.

O Open lid and remove all ballots and place on table.

O Does precinct number on ballots match your precinct number? If yes, continue. If no, call the Election Center at 574-FIXX (3499).

O Does the number of ballots you received match the number recorded in line “a” of the Ballot Accountability Chart? If yes, continue. If no, call the Election Center at 574-FIXX (3499).

O Confirm you have Ender Card (for use at the end of the day) located in Black Bag.

O Display the following items:
  • Flag at the entrance to the polling location.
  • Place “Vote Here Sign” in visible location at polling entrance (light assembly required).
  • Exact street addresses within the precinct.
  • List of polling locations.
  • Display “Be a Poll Worker” poster where it can be easily seen by voters.
  • Place Stand with Precinct ID on tabletop.
  • Notification of withdrawal of a candidate (if any) in your precinct in each voting booth.
  • Signs directing parking and entrance for voters with disabilities. (Accessibility Envelope) Attach accessible door handles (in the gray supply bin).

O Combined poster showing the following items (also displayed):
  • How to vote by coloring in the oval.
  • Notice that vote buying and selling are illegal.
  • Sign indicating acceptable forms of identification.
  • No smoking notice for the facility.
  • Concealed weapons not allowed.
  • Rights and Responsibility (SBE form 57C).
CLOSING THE POLLS Checklist

- Close AccuVote Machine. Refer to CLOSING THE POLLS sheet in gray supply bin.

- Close TSX/Touch Screen machine. Refer to TSX/TOUCH SCREEN MANUAL in gray supply bin. Complete Accuracy & Verification Checklist found in the Ballot Accountability Envelope.

- MEMORY CARD from TSX/Touch Screen must be placed in the sleeve on top of the AccuVote Scanner.

- All other supplies not specified on the Final Checklist on page 57 or 58 (including all unused ballots) should be placed in the gray supply bin.

- Gray supply bin should be sealed with the two red seals found in the Ballot Accountability Envelope.

- Break down voting booths and set them next to the black ballot box and gray supply bin.

- Place precinct marker signs with wires back in the gray supply bin.

- All officers must sign the Statement of Election Officers.

- All officers must place items in the Black Bag as instructed in the Final Checklist located on the next page.

- Leave the facility as it was found.

REMEMBER TO PLACE TOUCH SCREEN MEMORY CARD IN SLEEVE ON THE TOP OF THE ACCUVOTE SCANNER!!!
Final Checklist – For Black Bag With AccuVote

NOTE: This precinct delivered the AccuVote Scanner to the polling location Election morning. The following items must be returned to the Receiving Station in YOUR Precinct’s Black AccuVote Bag.

☐ AccuVote Scanner (Scanner must be returned in the SAME Black Bag that delivered it to the Precinct.)

☐ TSX/Touch Screen Memory Card
  Place TSX Memory Card in sleeve on top of AccuVote Scanner

☐ Plastic Bag from TSX/Touch Screen should include:
  Encoder, Voter Access Cards, and Supervisor/Endorse Card

☐ Keys Lanyard - (AccuVote & Touch Screen keys)

☐ Oath Return Envelope
  Contains the following forms:
  • “Oath of Voter” (Completed)
  • “Voter Assistance” (Completed)
  • “Voter Registration Cards” (If any, Completed)
  • “Statement of Election Officers-Credential Verification” (Completed)
  • “Notice of New Polling Location” (Completed)
  • “Authorization to Vote at Precinct” (Any Received)
  • “Be an Election Officer” (If any, Completed)
  • “Accident Report” (If any, Completed)
  • “Form to Remove Deceased Voters” (If any, Completed)

☐ Precinct Rosters (Including Supplemental Rosters)

☐ Sheriff’s Report (Completed & Signed)

☐ Cell Phone & Charger

☐ Ballot Accountability Envelope
  (including completed Accountability & Verification Check List, zero tapes, and totals tapes for AccuVote and TSX/Touch Screen.

☐ Provisional Bag (bright orange bag)
  Only Used During Federal Elections

☐ TSX/Touch Screen Black Printer Bag
  Key Pad ~ Power Cord ~ Paper Roll & Spindle ~ Canister ~ Printer Cover ~

☐ Quick Reference Guide

*Place TSX/Touch Screen Memory Card in sleeve on top of the AccuVote Scanner*

Don’t Forget to Sign the Green Payroll Card at the Receiving Station!
Final Checklist – Black Bag Without AccuVote

NOTE: This precinct did not deliver the AccuVote Scanner to the polling location Election morning. The following items must be included in your Precinct’s Black Bag and taken to the Receiving Station.

☑️ TSX/Touch Screen Plastic Bag
   Includes: Encoder, and Voter Access Cards

☐ Oath Return Envelope
   Contains the following forms:
   • “Oath of Voter” (Completed)
   • “Voter Assistance” (Completed)
   • “Voter Registration Cards” (If Any Completed)
   • “Statement of Election Officers-Credential Verification” (Completed)
   • “Notification of New Polling Location” (Completed)
   • “Authorization to Vote at Precinct” (If Any Received)
   • “Be an Election Officer” (If Any Completed)
   • “Accident Report” (If Any Completed)
   • “Form to Remove Deceased Voters” (If Any Completed)

☐ Precinct Rosters (Including Supplemental Rosters)

☐ Sheriff’s Report (Completed & Signed)

☐ Ballot Accountability Envelope

☐ Provisional Bag (bright orange bag)
   Only Used During Federal Elections

☐ Quick Reference Guide

Don’t Forget to Sign the Green Payroll Card at the Receiving Station!
INDEX

A
Absences and No-Shows, 7
Absentee Voter List, 8, 16
Absentee (In-House) Voting for Election Officers, 6
Accident Report, 3, 34
Accuracy and Verification, 55, 56, 57, 58
Acknowledgement of Vote Cast, 36
Additional Voter Verification Resource, 50
Address Change, 26, 27
Alternate Election Officer, 5
Area Supervisors, 8
Arrival Time - Election Day, 15
Authorization to Vote, 36

B
Back-Up Election Officer, 5
Ballot Accountability Procedures, 16, 32, 37
Ballots
  ... Absentee, 16, 17
  ... Box, 19, 53, 54, 56
  ... Sample, 16, 17, 18, 27, 53
  ... Slot, 19
  ... Small City, 16, 21, 23, 42, 43
  ... spoiled, 31, 32, 37, 44
  ... Stub, 21
Black Bag, 4, 5, 12, 15, 16, 32, 33, 37, 41, 54, 55, 56, 57, 58

C
Cell Phones, 11, 15, 19, 24, 54, 59
Challengers, 7, 8, 9, 10, 11, 40, 45
Change of Address, 26, 27
Check Off Lists, 11, 32, 53, 54, 55, 56, 57, 58
Clerk (Precinct), 5, 8, 10, 15, 19, 20, 21, 24, 25, 32, 37
Closing the Polls checklist, 33, 56
Credentials
  ... Challenger, 8
  ... Election Officer, 6, 8, 15, 38, 45

D
Deceased Voter, 38
Disability Awareness Guide, 13
Duties of Election Officers, 15-18, 20-25, 32-33
E
Electioneering, 1, 4, 24
Emergency Absence, 7
Emergency Bin, 19
Emergency Plan, 49

F
Final Checklists, 57, 58
Forms, 34-48

G
Getting the Voter Voted, 19
Gray Supply Bin, 17, 19, 53, 55, 56

H
Handicapped Accessibility, 13

I
Identification
... of Challenger, 8
... of Election Officer, 6
... of Media, 8
... of Observer, 11
... of Voter, 19
In-House Voting, 6
“I Voted” (Acknowledgement of Vote Cast form), 35

J
Judge (Precinct), 18, 25, 33

K/L

M
Media, 8
Memory Card, 54-58

N
Name Change, 27

O
Oath of Voter, 9, 10, 26, 27, 36, 39, 40, 46, 48, 53, 54
Observers, 11
Opening the Polls, 19, 39, 55
INDEX

P
Payroll, 5
Penalties for Failure to Perform, 7
Precinct Signature Roster, 9, 10, 12, 15, 16, 19, 20, 21, 22, 26, 27, 29, 30, 31, 36, 38, 40, 44, 46, 49, 51, 53, 54
Privacy Shield, 21, 25

Q
Quick Reference Guide, 12

R
Receiving Station, 3, 4, 5, 12, 24, 32, 33, 37, 41, 54
Rosters (see Precinct Signature Roster and/or Supplemental Precinct Roster)

S
Sample Ballot, 16, 17, 18, 27, 53
Sheriff (Precinct), 1, 4, 17, 24, 33, 41
Sheriff’s Report, 4, 9, 15, 34, 33, 41, 54, 57, 58
Small City Codes, 21, 22, 23, 43, 51, 52
Spoiled Ballot, 31, 32, 37, 44
Statement of Election Officers, 6, 45, 53, 56
Supplemental Precinct Roster, 9, 10, 20, 21, 26, 36, 39, 40, 42, 46

T
Training Room, 6
TSX/Ttouch Screen, 17, 18, 21, 25, 27, 46, 53, 54, 55, 56

U

V
Verification Form, 46
Vote Buying, 2
Voter Assistance, 7, 25, 27, 29, 30, 47, 53, 57, 58
Voter Registration, 27, 48, 53, 57, 58
Voting
... Booth, 8, 18, 21, 33, 55, 56
... Procedures, 20, 21
... Room, 7, 9, 24

W
Where Do I Vote? 50 (side bar)
Write In Vote, 28, 48

XYZ