

# Jefferson County Clerk's Office Election Center

Jefferson County  
Louisville, Kentucky



# Election Officer Training Manual

General Election  
November 8, 2016

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Election Center  
701 W Ormsby Ave Ste 301  
Louisville, Kentucky 40203  
574-6100 Main Office Phone Number

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**VALID ONLY ON ELECTION DAY**

**574-VOTE (8683) - Call Center for Election Officers**

**574-FIXX (3499) - Call Center for Equipment**

Visit our website and like us on 

<http://elections.jeffersoncountyclerk.org>

[www.JeffersonCountyClerk.org](http://www.JeffersonCountyClerk.org)

**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.**

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## ELECTIONEERING

### *In this Chapter*

- Electioneering
- Vote Buying
- Accident Report
- Precinct Sheriff's Post Election Report

*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.(KRS 117.235)

### **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

**DID YOU KNOW?**

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

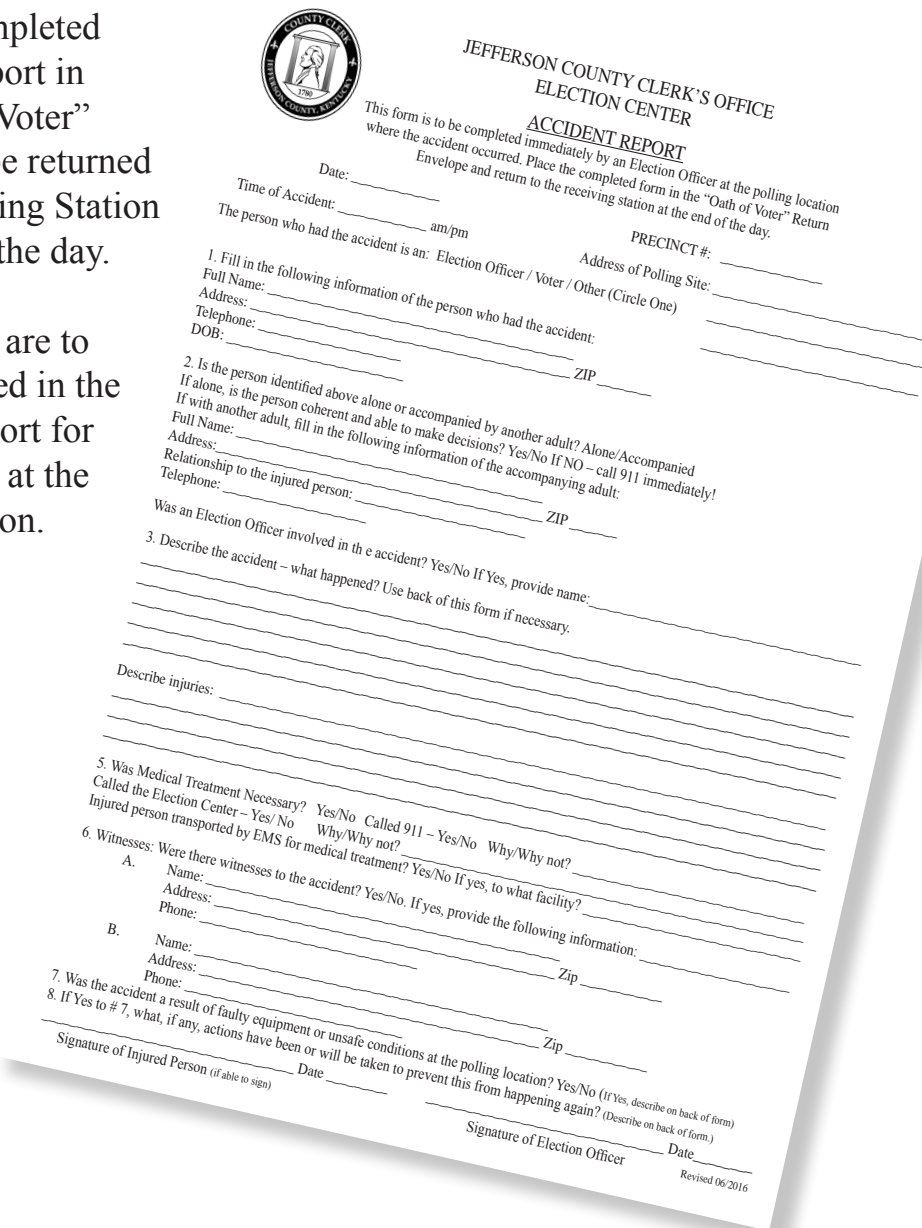
**A copy is in the appendix of this manual.**

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.



**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

The person who had the accident is an: Election Officer / Voter / Other (Circle One)      Address of Polling Site: \_\_\_\_\_

PRECINCT #: \_\_\_\_\_

1. Fill in the following information of the person who had the accident:  
 Full Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 DOB: \_\_\_\_\_ ZIP \_\_\_\_\_

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: \_\_\_\_\_  
 Relationship to the injured person: \_\_\_\_\_ ZIP \_\_\_\_\_  
 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.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe 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: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Zip \_\_\_\_\_  
 B. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Zip \_\_\_\_\_

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.)

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

Revised 06/2016

## PRECINCT SHERIFF POST ELECTION REPORT

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.

**The Sheriff’s Report can be found in the precinct Black Bag.**

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.

Commonwealth of Kentucky  
State Board of Elections

### PRECINCT SHERIFF'S POST-ELECTION REPORT

KRS 117.355(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.

County	
Date Of Election	
Precinct	
Name Of Precinct Election Sheriff (Please Print)	

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.)

RECOMMENDATIONS FOR IMPROVING THE ELECTION PROCESS: (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.)

PRECINCT SHERIFF'S  
POST ELECTION REPORT  
ENVELOPE

PRECINCT NUMBER \_\_\_\_\_

SBE 53A (1/09)



## Chapter 2 - GENERAL INFORMATION

### PAY FOR SERVICE

Contact us if you have not received your check within 45 days!

**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

There is a chance that we will not call you for this election. It depends on how many people quit and how many backups we have in the area. **Every Democratic backup may not receive a call to work.** However, we usually call every Republican backup to work because there are fewer Republicans that sign up.

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.



## 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.*

**NEW**

Location: **The Edison Center, Election Center, 701 W. Ormsby Ave., Rm. 301, Louisville, KY 40203**

Dates: September 26, 2016 through November 7, 2016

Times: M – F 8:30 A.M. – 4:30 P.M.

Saturdays: October 22 and October 29, 9 A.M. - 2 P.M.

The Training Room will be available during In-House Voting dates and hours of operation.

**EXCEPT:** Training will not be available the week before the election or during Saturday hours.

## 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 day 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.

The image shows two overlapping forms. The top form is titled "STATEMENT OF ELECTION OFFICERS" and includes a "PRECINCT NUMBER" field. The text on the form reads: "WE, THE UNDERSIGNED, DO HEREBY ACKNOWLEDGE BY OUR SIGNATURES THAT WE HAVE PRESENTED EACH OTHER WITH OUR ELECTION OFFICER CREDENTIALS VERIFYING OUR POSITIONS AND QUALIFICATIONS TO BE PRESENT AT THIS POLLING LOCATION." Below this text are four signature lines labeled "Clerk", "Sheriff", "Judge", and "Judge".

The bottom form is titled "STATEMENT OF CHALLENGERS" and includes a "PRECINCT NUMBER" field. The text on the form reads: "I HEREBY ACKNOWLEDGE BY (MY) (OUR) SIGNATURE(S) THAT I CHALLENGE THE CREDENTIALS of the undersigned." Below this text is a signature line. The form also includes a section for "Jefferson County Board of Elections" with a "KEEP THIS COPY" instruction. At the bottom, there are fields for "Election Date:", "Voting location:", and "DATE OF ELECTION AND LOCATION OF YOUR POLLING ASSIGNMENT IS LISTED ABOVE".

## ELECTION OFFICER APPOINTMENT

**If you are unable to fulfill your duties for any reason, call your administrator and give as much advance notice as possible!**

**Democrats  
574-5532  
or  
Republicans/Ind.  
574-6211**

Election Officer positions are usually one year appointments. Most of the time, people work the same location year after year. However, the Election Center Staff and/or the Legislative Chairperson for a particular Legislative District can place another person in a position that you have held in the past. (KRS 117.045)

## 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.**

## 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 minor child in the company of a voter may accompany the voter into a voting booth or other private area provided for casting a vote, at the voter's discretion.
- 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 {KRS 117.235(6)} and 31 KAR 4:090.
- 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.)

This information is also listed in the Quick Reference Guide.

**KRS 117.315**

## 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 2 Challengers at each precinct during the Primary or General Election.

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 Do Not:**

- 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.**



## 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.

## 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.

## 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.



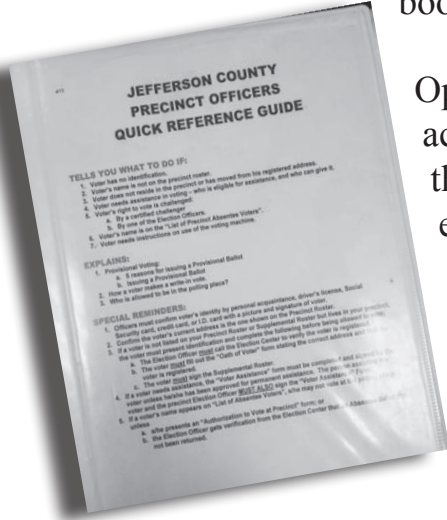
- KRS 117.235(4) - Prohibits conversations in the voting room in support or opposition of any candidate, party, or issue to be voted on. This includes conversations on cell phones.
- KRS 117.236(2)\* - Prohibits creating a check off list or otherwise recording the identity of voters in the voting room. Do not use cell phones to create a check off list or to record a voter’s identity.

**Not using the phone while in the polling location is a courtesy issue - not a law!**

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

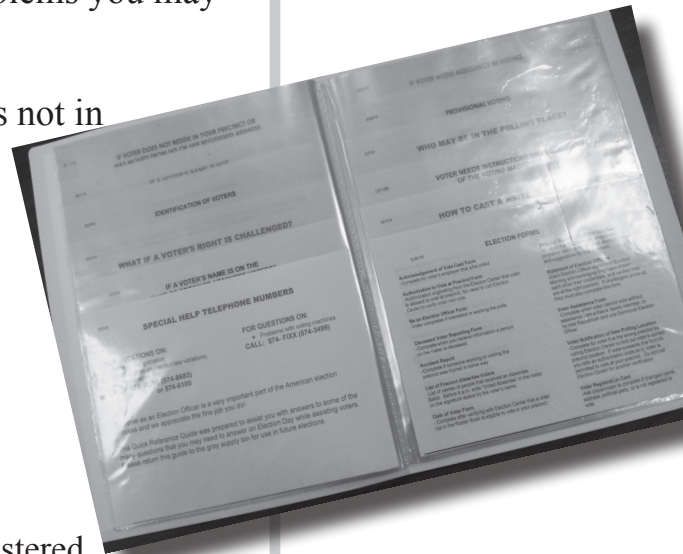
## Quick Reference Guide

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.

If you have questions about being responsible for a Small Precinct, after you pick up your black bag, contact 574-5532 or 574-6211.



## DISABILITY AWARENESS GUIDANCE

### 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**.

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.

## KENTUCKY ADDRESS CONFIDENTIALITY PROGRAM (ACP)

Victims of certain crimes, including domestic violence, abuse, and sex crimes, or Police Officers, are able to apply for the Kentucky Address Confidentiality Program (ACP). The participants can now 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.

ACP participants' names are listed on the last page of each Roster Book. The address given for each participant is the State Capitol's address in Frankfort. Have them sign the ACP Roster Page and provide them a ballot. If you have any questions, please call 574-VOTE.

## 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.

**There was a lot of confusion about how to complete a straight party ticket during the 2012 Presidential Election. People received incorrect information which caused a large number of spoiled ballots.**

**We are guests at the polling location. Please be courteous to the employees of the location**

**Leave the location as you found it Election Morning.**

## Chapter 3 - SETTING UP THE POLLS

### ARRIVE AT THE POLLING LOCATION AT 5:15 A.M.

Election Officer duties can be found in the **Quick Reference Guide.**

#### Did You Know?

A **Polling Location** may have from 1 to 5 **precincts** at that location.

Each **precinct team** is bipartisan - made up of 2 Democrats & 2 Republicans.

Assignments are:

- 1 - Clerk
  - 2 - Judges
  - 1 - Sheriff
- per precinct

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 47). If someone arrives without Credentials, contact the Election Center immediately to verify the person is at the correct precinct assignment.

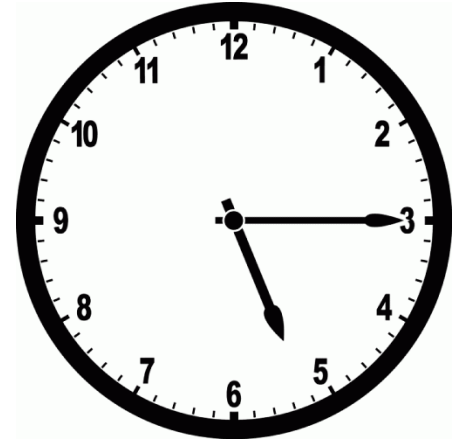
The election supplies are delivered the week before the election. At 5:15 A.M. locate the equipment and gray supply bin.

### 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.

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.**

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

**Use only Black Ink in the Precinct Signature Rosters and on all forms.**

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

Your Supervisors may bring an additional Absentee List when they visit your precinct. These must 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:


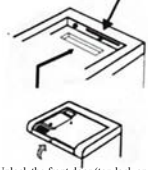
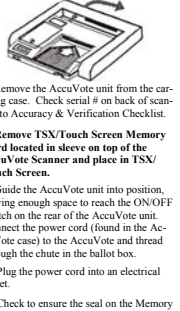
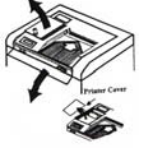
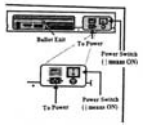
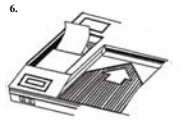
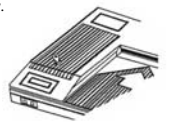
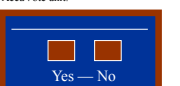
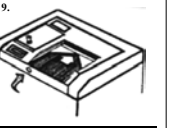

- Set up voting booths in a manner that maintains privacy. Set up tables and chairs in the polling location for maximum traffic flow.
- Set up the AccuVote and TSX/Touch Screen voting equipment to promote a comfortable traffic flow for voters from entry to exit.
- Examine, along with the other precinct 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 Opening the Polls AccuVote sheet for instructions on how to set up the AccuVote machine.

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

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.

OPENING THE POLLS

<p>1. <b>NOTE:</b> As a backup procedure, use emergency compartment to secure voted ballot.</p> <p>1. Unlock the front bottom lock (black key) and lift to verify that all three compartments in the ballot box are empty.</p> 	<p>2. 1. Unlock &amp; remove silver ballot path security bar by turning the black key to the right - remove key. Lay silver bar in the slot on top of the ballot box.</p> <p>2. Make sure the ballot path slot is clear. If not, use the black key to turn the metal bar to the horizontal position.</p> 	<p>3. 1. Remove the AccuVote unit from the carrying case. Check serial # on back of scanner to Accuracy &amp; Verification Checklist.</p> <p>2. Remove TSX/Touch Screen Memory Card located in sleeve on top of the AccuVote Scanner and place in TSX/Touch Screen.</p> <p>3. Guide the AccuVote unit into position, leaving enough space to reach the ON/OFF switch on the rear of the AccuVote unit. Connect the power cord (found in the AccuVote case) to the AccuVote and thread through the chute in the ballot box.</p> <p>4. Plug the power cord into an electrical outlet.</p> <p>5. Check to ensure the seal on the Memory Card cover is not broken.</p> 	<p>4. 1. Insert the yellow key into the lock on the printer cover.</p>  <p>Unlock and remove the printer cover.</p>	<p>5. </p> <p>1. Turn on the AccuVote unit using the red power switch at the back of the unit.</p> <p>NOTE:   = ON O = OFF</p> <p>2. The "Zero Tape" will automatically begin to print seconds after you turn on the unit.</p> <p>3. Slide the unit firmly into place.</p>
<p>6. 1. Compare the Poll/Precinct number printed at the top of the Zero Totals Tape to the Precinct # found on the front of the Black Box. If it does not match, call 574-FIXX.</p> 	<p>7. 1. Election Officers should sign the bottom of the tape using the back of the printer cover as a surface on which to write. FYI: In polling locations where precincts share an AccuVote unit, 2 officers (Judges) from each precinct must sign the tape.</p> <p>2. Fold the tape, and leave it in the printer compartment.</p> <p>3. Replace and lock the printer cover and remove the yellow key.</p> 	<p>8. <b>NEED ANOTHER PRINT OUT</b></p> <p>1. You will be asked if you want another copy of the "Zero Totals Report."</p> <p>2. Press the "NO" button on the front of the AccuVote unit.</p> 	<p>9. </p> <p>POLL: 1002.00 TOTAL COUNT: 0</p> <p>1. Lock the front door of the ballot box (black key) to secure the AccuVote unit and remove black key.</p> <p>2. Verify that the LCD shows the Precinct number and that the public counter is at zero.</p>	<p>10. <b>POLLS OPEN</b></p>  <p>1. Unlock emergency ballot compartment (black key) on side of black box.</p> <p>2. The AccuVote unit is now ready to accept the voted ballots. The voter inserts the voted ballot into the AccuVote unit.</p>

OPENING THE POLLS

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

### The Polls Are Open - Getting the Voter Voted

Forms of ID are also found in the **Quick Reference Guide**.

**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 6AM. 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

You should have your watch set by local media time. Often, the clocks in a facility are not accurate.

**\*\*\*Voter Identification cards are no longer a valid form 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**

**SS - Social Security card**

**CC - Credit Card**

**OI -Any other identification card with picture & signature of voter**

**New Amendments Now Include: (These forms of ID should be listed under OI- Other ID.)**

- Any U.S. government-issued identification card. Examples include a U.S. passport, a U.S. military identification card, or an employee identification card from a federal department. A photo is not required.
- Any Kentucky state government-issued identification card with picture. An example is an employee identification card from a state agency. A photo is required.
- Any identification card issued by a Kentucky county and which has been approved in writing by the Kentucky State Board of Elections. Note: As of the publication date of this Manual, the Jefferson County Election Center is not aware of any such county identification card approved in writing by the State Board of Elections.



## 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 ID **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 ID **AND** you have called the *State Board of Elections Voter Verification System* to verify the voters eligibility. (See page 52) **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**).

Use **only Black Ink** in the Precinct Signature Rosters and on all forms. Do not use markers or pencil.

You ***must*** get the voter's signature before handing him/her a ballot.

## Precinct Clerk's Duties - After Polls Open (and others assisting at registration table)

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:***

**DID YOU KNOW?**

You should rotate positions throughout the day and cross train in all of the duties for each position!

We encourage you to do so. This allows team members to take a break, have lunch, etc.

Coordinate your breaks and lunches in advance to decide who will take over someone's position while s/he is on break or having lunch.

1. Ask the voter for their ID 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 45 for an example of a Small City Code marked in the Roster book. See pages 53 & 54 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.

GENERAL ELECTION

Precinct Roster  
Commonwealth of Kentucky - State Board of Elections

County: 056 JEFFERSON  
Precinct: S145 PRECINCT 145 48 DISTRICT

Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature		Cong. Hs. Sen. Town Other		ID Type		Clerk Init.			
					FILL IN ONE box ONLY		PA	DL	SS	CC				
CAMPBELL, ANGIE 123 STATE ST	06/12/73	F		REP	<i>Angie Campbell</i>		3	048	36	PA	DL	SS	CC	
CAMPBELL, JONATHAN 456 HOPE RD	04/07/69	M		DEM	<i>Jonathan Campbell</i>		3	048	36	PA	DL	SS	CC	
CAREY, GINA 789 RAINBOW WAY	03/25/38	F		REP	<i>Gina Carey</i>		3	048	36	PA	DL	SS	CC	
CARPENTER, CAROL 4523 MAIN ST	10/25/45	M		DEM	<i>Carol Carpenter</i>		3	048	36	PA	DL	SS	CC	
CARROLL, JONATHAN J 101 ACME WAY	01/05/85	M		DEM	<i>Jonathan J Carroll</i>		3	048	36	PA	DL	SS	CC	
CARTER, MARK 222 LEPRECHAN LN	07/04/89	M		DEM	<i>Mark Carter</i>		3	048	36	PA	DL	SS	CC	
CEASER, ETHEL 125 STATE ST	02/19/40	F		REP	<i>Ethel Ceaser</i>		3	048	36	PA	DL	SS	CC	
CECIL, LESLIE LOUIS 4600 MAIN ST	02/09/92	F		REP	<i>Leslie Louis Cecil</i>		3	048	36	PA	DL	SS	CC	
CHANCEY, JACQUELINE BENNET 770 RAINBOW WAY	05/01/60	F		DEM	<i>Jacqueline Bennet Chancey</i>		3	048	36	PA	DL	SS	CC	
CHAPEL, ERIN 108 ACME WAY	08/09/45	F		DEM	<i>Erin Chapel</i>		3	048	36	PA	DL	SS	CC	
CHARLES, SUSAN 4602 MAIN ST	01/28/89	F		DEM	<i>Susan Charles</i>		3	048	36	PA	DL	SS	CC	
CHURCH, DENISE 4602 MAIN ST	06/22/62	F		DEM	<i>Denise Church</i>		3	048	36	PA	DL	SS	CC	
COFFEE, DAVID 232 LEPRECHAN LN	11/18/28	M		DEM	<i>David Coffee</i>		3	048	36	PA	DL	SS	CC	

Form: SBEPRE FRM

Permanent Assistance ID Types: PA=Personal Acquaintance DL=Driver's License OI=Other Identification SS=Social Security card CC=Credit Card

Check Name, Address, DOB Party Affiliation Absentee roster info transferred Voter Signature Small City Ballot to issue

Ballot Number Issued

Fill in I.D. Oval

Initials of E.O. who verified I.D.

CAMP-COFF

PRECINCT SIGNATURE ROSTER

## USING THE STREET BOOK LISTING

### 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.

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.

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

Street Name		Addresses	Precinct
ALLEGHENY DR	ALL	2302-2311	JEF V115
AMBROSSE LN	ALL	8400-8601	D138
ARLINGTON CT	ALL	2902-2919	JEF D120
AUBURN AVE	ALL	9200-9221	JEF D120
AUBURN CIR	ALL	3100-3116	JEF D120
AVONDALE CT	ALL	8700-8718	D138
BALLAD BLVD	ALL	2405-2703	JEF V115
BALSAM WAY	EVEN	9700-9704	JEF D120
BALSAM WAY	ODD	9707-9709	JEF D120
BARCLAY DR	ALL	3400-3414	JEF D116
BARCLAY DR	ODD	3415-3517	JEF D116
BARDS CT	ALL	8700-8706	D138



## PRECINCT SHERIFF'S DUTIES - After the Polls Open

- Maintain order at the polling place.
- In polling locations with multiple precincts, the Precinct Sheriffs 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.

### 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.**

Commonwealth of Kentucky  
State Board of Elections

### PRECINCT SHERIFF'S POST-ELECTION REPORT

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.

**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.

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

Date Signed \_\_\_\_\_  
Signature of Precinct Election Sheriff \_\_\_\_\_

KRS 117.255  
KRS 117.235  
SBE 53 (4/00)

White - Grand Jury  
Candy - County Board of Elections  
Pink - Precinct Election Sheriff

## PRECINCT JUDGES DUTIES - After Polls Open

**IF BALLOT  
KICKS BACK  
OUT OF THE  
ACCUVOTE  
SCANNER,  
IMMEDIATELY  
PLACE PRIVACY  
SHIELD OVER  
BALLOT!**

- Assist the Precinct Clerk as needed. See Clerk's Duties on page 21 - 22.
- **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 30, 31 & 50) 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 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.

Emergency Bin  
Compartment

**If you have any problems with the  
AccuVote, refer to the AccuVote  
Manual found in the Gray Bin.**



**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 the Oath of Voter Envelope. The voter does not need to fill out the Oath of Voter form.

**WHAT IF - Someone comments that a voter in the Roster Book no longer lives in KY.**

There is a new informational handout in the gray bin that explains how a voter can take their name off of the voting rolls. The informational sheet can be given to the family member or friend to pass along to the person that has moved.

**NOTE: Do not make comments about people moving in the Roster Books or in the Sheriff's Reports. We can't take them out of the Roster Books unless the person that moved provides us with the necessary documentation.**

**Notification of New Polling Location form is on page 41**

**This information is also found in the Quick Reference Guide**



## 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 the voter's signature is a mark or X, two Election Officers must sign the Voter Registration Card as witnesses.

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.**

**UNABLE TO VOTE UNLESS YOU VERIFY ELIGIBILITY BY CALLING THE ELECTION CENTER AT 574-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?

Instructions on using voting equipment can be found in the **Quick Reference Guide**

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 50)
  - 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 copy of a Write-In Instruction sheet can be found on page 50.

## WHAT IF - A Voter needs assistance to vote?

Voter Assistance information can also be found in the **Quick Reference Guide**.

**Do not take a Roster Book or ballot out of the polling location to assist a voter that can not come inside to vote.**

AS REQUIRED BY KENTUCKY LAW, ALL VOTER ASSISTANCE FORMS ARE TURNED OVER TO THE GRAND JURY.

### **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 49) 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, agent of the 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.

## 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.

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

### VOTER ASSISTANCE FORM

NOTE: A voter requiring assistance may be assisted by the two precinct judges or a person of the voter's choice who is not an election officer, except that the voter's employer, an agent of that employer, or an officer or agent of the voter's union shall not assist a voter.

NAME OF VOTER			
RESIDENTIAL ADDRESS			PRECINCT NAME OR NUMBER
SOCIAL SECURITY NUMBER			

Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed by the person assisting the voter and witnessed by the precinct clerk/officer.

Voter is NOT certified as requiring assistance on a permanent basis. The following oaths must be completed and signed by the voter, the person assisting the voter and witnessed by the precinct clerk/officer.

#### OATH FOR VOTER NOT CERTIFIED AS REQUIRING ASSISTANCE ON A PERMANENT BASIS

Voter certified as requiring assistance on a permanent basis as indicated on precinct roster need not sign this oath form.

I hereby state, under oath (or affirmation), that I am a qualified voter in the precinct indicated above, and that the reason I require assistance in voting is:

Blindness     Physical disability     Inability to read English

\_\_\_\_\_  
(Signature or "Mark")

\_\_\_\_\_  
(Witness if required)  
(Two witnesses required if "Mark" is used)

\_\_\_\_\_  
(Witness if required)  
(Two witnesses required if "Mark" is used)

#### OATH FOR PERSON ASSISTING VOTER

**THIS PORTION MUST BE COMPLETED BY THE PERSON ASSISTING THE VOTER BEFORE ANY VOTER CAN RECEIVE ASSISTANCE**

I hereby state, under oath (or affirmation), that I will operate the voting machine in accordance with the directions of the voter requiring assistance. I further state that I am not the voter's employer, an agent of that employer, or an officer or agent of that voter's union.

\_\_\_\_\_  
(Signature of person assisting voter)

\_\_\_\_\_  
(Signature of person assisting voter)

### SECTION TO BE COMPLETED BY PRECINCT ELECTION OFFICER

The parties hereto have subscribed and sworn (or affirmed) these Oaths before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(Signature of Precinct Election Officer)

#### APPLICATION REQUEST FOR PERMANENT ASSISTANCE

Voter who requires assistance on a permanent basis due to:  Blindness or  Physical disability hereby applies for certification.

Provides that "Any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefor."

KRS 116.155  
KRS 117.205  
KRS 117.205  
KRS 117.995  
SBE 31 (7/98)

WHITE - Grand Jury  
CANARY - County Clerk  
PINK - County Board

## When do I provide the voter a Provisional Ballot?

**DO NOT OPEN THE ORANGE PROVISIONAL BALLOT BAG UNLESS A VOTER WANTS TO VOTE A PROVISIONAL BALLOT.**

Information about Provisional Ballots is also found in the **Quick Reference Guide.**

**If your precinct uses Provisional Ballots, write the number of ballots used on the Sheriff's Report. This gives us another way to find out if a Provisional Ballot was cast when a Provisional Bag is not sent to the Receiving Station. If we check the Sheriff's Report and see that a vote was cast, we know we must get that Provisional Bag first thing the morning after the Election.**

**All Provisional Ballots *must be* opened and verified by the Board of Elections at 9 A.M. the morning after the Election.**

**DO NOT BREAK THE SEAL ON THE PROVISIONAL BALLOT BAG UNLESS YOU HAVE A VOTER WHO MUST VOTE A PROVISIONAL BALLOT!**

**There are 5 reasons for issuing a Provisional Ballot:**

1. Voter's name does not appear on the Precinct Roster and the voter's registration cannot be determined by the Precinct Election Officers.
2. The Election Center has determined that the voter is ineligible to vote.
3. A voter does not have proper identification and/or will not provide proper ID.
4. The voter has been challenged by all 4 Precinct Election Officers in the precinct. (If challenged by 1-3 Election Officers, follow the "Oath of Voter" process on page 42.)
5. A voter is voting as a result of a Federal or State Court Order or any Order under state law in effect 10 days prior to Election Day which extends polling hours.

*If any of the 5 reasons above happen, AND the voter disagrees with the determination, the voter has 2 options.*

**The voter may EITHER:**

**• dispute that determination before the Board of Elections,**

In this case you will:

1. Provide the voter with the address of the Board of Elections and advise the voter that the Board is in session from 6 A.M. to 6 P.M. on Election Day. Give the voter a Voter Registration Status card. These cards are postcard sized and found in the Gray Bin. The card has information about the hours and a map of our location on the back.
2. Advise the voter s/he must go before the Board of Elections to provide evidence of eligibility.

**OR**

**• choose to fill out a Provisional Ballot.**

In this case you will:

1. Inform the voter that the Provisional Ballot will only include candidates seeking Federal Office, i.e. President, Vice President, US Senator, or US Representative. These ballots are only used in a Primary, General, or Special Election where there are Federal races on the ballot.



# Provisional Ballot Instructions

**DO NOT BREAK THE SEAL ON THIS BAG UNLESS  
YOU PROVIDE A VOTER WITH A PROVISIONAL BALLOT!**

If the voter decides to vote a Provisional Ballot, you will follow the instructions below.

1. Voter signs the green Provisional Ballot Precinct Roster. (Located in the Roster Book behind the Supplemental Roster.)
2. Voter completes the outside of the Provisional Ballot Affirmation envelope. (Affirmation envelopes are found in the orange Provisional Bag.)
3. The Election Officer completes the **Precinct Election Officer section** of the **Provisional Ballot Affirmation envelope** by filling in the precinct name, checking the appropriate box stating why the ballot is being issued, signing under the words **Verified by**, and under **Precinct Election Officer Signature Verification** on the bottom center of the envelope. **If this envelope is not completed properly, that ballot will not be counted.**
4. The Election Officer completes the information on the ballot stub. ***DO NOT REMOVE STUB FROM BALLOT PAD.***
5. Tear off the ballot and give the ballot, Affirmation envelope, and the Provisional Ballot envelope to the voter.
6. The voter completes the ballot; places the ballot in the Provisional Ballot envelope and seals the envelope; places the sealed envelope inside the Affirmation envelope and seals that envelope.
7. The Election Officer gives the voter a Provisional Ballot Information Sheet and places the sealed ballot in the orange Provisional Bag.
8. At the end of the day, all four Election Officers fill out the Provisional Ballot Accountability Chart and place it in the pocket on the back of the orange Provisional Ballot Bag.

**All completed Provisional Ballots are placed in the orange Provisional Ballot Bag.**

**Place orange Provisional Bag in Black Bag to take to the Receiving Station at the end of the night.**

**All Provisional Ballots *must be* returned to the Receiving Station.**

**They must be opened and verified by the Board of Elections at 9 A.M. the morning after the election.**

STATE BOARD OF ELECTIONS

### PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT

County	Date of Election	Precinct Name	Precinct Code
Choose Election Type: Primary or General		Ballot Stub Numbers	
		From	To
Primary Election	Democrat		
	Republican		
General Election			

We, the duly appointed precinct officers of this precinct, do certify below the number of provisional ballots issued, used, and spoiled.

Ballots	Choose Election Type: Primary or General		
	Primary Election		General Election
	Democrat	Republican	
Number of Ballots Issued to Precinct – a.			
Ballots Used (Includes spoiled ballots) – b.			
Ballots Unused – c.			
Total – (b. + c.) – d.			
Number of Spoiled Ballots			

If row d. does not agree with row a., explain the difference here:

---

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

A voter can only receive up to 3 ballots due to errors made on the ballot.

**Do not tell a voter that spoils a ballot to get in the back of the line to receive a new ballot.**

**Take the voter to the registration table to receive a new 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.

<b>SPOILED BALLOT ENVELOPE</b>					
<small>Notice to Election Officers: Pursuant to KRS 117.385, no voter may receive more than three (3) ballots including the original ballot issued.</small>					
ACCOUNTABILITY CHART			TOTAL OF SPOILED BALLOTS IN ENVELOPE –		
<small>Enter Stab No. of SPOILED BALLOT</small>	<small>Enter Stab No. of NEWLY ISSUED BALLOT</small>		<small>Enter Stab No. of SPOILED BALLOT</small>	<small>Enter Stab No. of NEWLY ISSUED BALLOT</small>	
<b>1</b>			<b>26</b>		
<b>2</b>			<b>27</b>		
<b>3</b>			<b>28</b>		
<b>4</b>			<b>29</b>		
<b>5</b>			<b>30</b>		
<b>6</b>			<b>31</b>		
<b>7</b>			<b>32</b>		

**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 **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.39)

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 59 and 60 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.**



**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 & 43). 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  
701 W Ormsby Ave, Ste 301  
Louisville, KY 40203  
Elections@JeffersonCountyClerk.org**

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 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).

Receiving Station information is found in the Black Bag and on a tag attached to the Black Bag's handle.

# 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: \_\_\_\_\_ PRECINCT #: \_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe 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

Revised 06/2016

To be completed by the Election Officer when someone working at or visiting the precinct has an accident.

# ACKNOWLEDGEMENT OF VOTE CAST "I VOTED" FORM

Complete this form when a voter needs to provide proof to an employer that s/he voted.



*Bobbie Holsclaw*  
JEFFERSON COUNTY CLERK

527 WEST JEFFERSON STREET  
LOUISVILLE, KENTUCKY 40202

(502) 574-5700  
FAX: (502) 574-5566

### ACKNOWLEDGEMENT OF VOTE CAST

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**

An Equal Opportunity Employer

**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.

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

### AUTHORIZATION TO VOTE AT PRECINCT

TO THE ELECTION OFFICERS OF \_\_\_\_\_ PRECINCT

This is to certify that a voter registration record is on file in the County Clerk's office for:

Name of Voter \_\_\_\_\_ Social Security Number \_\_\_\_\_

Party \_\_\_\_\_ Address \_\_\_\_\_

Please add this name to the Supplemental Precinct Roster with all information required and permit this person to sign the roster and vote.

Chairman, County Board of Elections or Authorized Agent \_\_\_\_\_ County \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**COUNTY CLERK'S USE ONLY**

Improper Removal

Wrong Precinct Code

Failure to make proper change reported

Absentee Ballot cancelled

White - County Clerk  
Canary - Precinct

KRS 117.085(7)  
SBE 26 (4/00)



## BALLOT ACCOUNTABILITY CHART/ ENVELOPE (ORANGE COLORED)

### STATEMENT OF ELECTION OFFICERS

GENERAL ELECTION

We, the duly appointed Officers of this precinct, do hereby certify the following:

1. We have broken the two (2) Red Seals on the gray supply bin and agree that the numbers on the Red Plastic Seals locking the gray supply bin match the numbers placed here by the Board of Elections \_\_\_\_\_
2. We have checked and removed seal on the TSX Touchscreen and the numbers match the numbers supplied on the envelope \_\_\_\_\_ **(Place removed seals into Ballot Accountability Envelope)**
3. We have checked seal on Accuvote Scanner Memory Card and it matches the number on the envelope \_\_\_\_\_ **(Do not remove seal)**
4. We have removed and counted all ballots from the gray supply bin and agree Line A below has correct amounts of ballots. **(Ballots are in pads of 50 and some precincts may have a small city ballot. Please check close.)**

BALLOT ACCOUNTING CHART	LOUISVILLE METRO	CITY OF	CITY OF	CITY OF	CITY OF	PROVISIONAL	TOTAL
a. Ballots Furnished.....	675						
b. Ballots Used..... (includes spoiled ballots)	550						
c. Ballots Unused.....	125						
d. Total b. + c. = a. ....	675						
Number of ballots spoiled.....	15						

If Line d. does not agree with Line a., check the emergency compartment of the black ballot box again and explain difference here:

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.

**Election Officer CREDENTIALS - Mailed 10 days prior to Election Day**



**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:

View training manual and videos at:  
<http://www.JeffersonCountyClerk.org>

Precinct: \_\_\_\_\_ Party: \_\_\_\_\_ Office: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
SIGN and take to the polls

**KEEP THIS COPY**

The election will be held on the date listed below. Polls will be open from 6:00 AM until 6:00 PM prevailing time. The law prescribes a fine of from \$100 to \$1,000 for failure to serve as an officer of Election, once appointed.

Bobbie Holsclaw  
Chairperson  
Board of Elections

Election Date: \_\_\_\_\_

Please arrive **NO LATER THAN 5:15 AM**

Voting location: \_\_\_\_\_

**SAMPLE**

↑ DATE OF ELECTION AND LOCATION OF YOUR POLLING ASSIGNMENT IS LISTED ABOVE ↑

Official Appointment as an Election Officer to a polling location.

Credentials must be shown to all Election Officers and Supervisors at your polling location.

**FORM TO REPORT  
DECEASED PERSON TO BE REMOVED FROM ROLLS**



**JEFFERSON COUNTY CLERK'S OFFICE  
ELECTION CENTER  
701 W ORMSBY AVE STE 301  
Louisville, KY 40203-3143**

**DECEASED VOTER FORM**

Today's Date: \_\_\_\_\_

**VOTER'S INFORMATION:**

Precinct: \_\_\_\_\_

Deceased Voter's Name: \_\_\_\_\_  
(print)

Address (as it appears on Roster): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Date Year

Social Security Number (optional): \_\_\_\_\_

Date of Death: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Date Year

**SAMPLE**

**REPORTED BY:**

Name: \_\_\_\_\_  
(print)

Signature: \_\_\_\_\_  
(A signature is required to process this form)

Thank you for reporting this information.

Return this form in the **OATH RETURN ENVELOPE** or mail to:

ELECTION CENTER  
701 W ORMSBY AVE STE 301  
LOUISVILLE KY 40203-3143  
Revised 6/2016

If it is reported to you that a voter is DECEASED but their name appears on the Roster, ask the person to fill out a DECEASED VOTER FORM and place in the Gray Bin.

**DO NOT write anything in the Roster Book.**

Frankfort can not remove the name of the deceased voter if ANYTHING is written in the signature line on the Roster Book.

## FORM TO REMOVE VOTERS FROM VOTING ROLLS NO LONGER RESIDES IN KY

When a voter mentions that they see someone on the Roster that no longer lives in KY, give them this sheet. Instruct them to provide the out-of-state voter with this information to take him/her off the rolls.

A pad of these forms are found in your precinct's gray bin.

**REMOVING VOTERS FROM VOTING ROLLS  
NO LONGER RESIDES IN KY**

The Election Center cannot remove a person from the voting rolls unless the voter contacts our office by mail requesting to be removed.

The letter must state that the voter would like to be taken off the voter's rolls because he/she no longer resides in KY. The letter must include the voter's name, date of birth, social security number (or last 4 of the ss#), and signature.

Send letter to:

JEFFERSON COUNTY CLERK'S OFFICE  
ELECTION CENTER  
701 W ORMSBY AVE STE 301  
LOUISVILLE KY 40203-3143

If there are any questions, please contact our office at 502.574.6100.

## 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.

Instructions on when to complete this form are on page 26.

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.

**JEFFERSON COUNTY BOARD OF ELECTIONS  
VOTER NOTIFICATION OF NEW POLLING LOCATION**

Election Date: \_\_\_\_\_ Old Precinct Number: \_\_\_\_\_

Name: \_\_\_\_\_ (As it appears on Precinct Roster) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Voter's Signature: \_\_\_\_\_ Party Affiliation: \_\_\_\_\_

**New** Address: \_\_\_\_\_ **New** Precinct No.: \_\_\_\_\_

New Polling Location & Address: \_\_\_\_\_

Election Center Clerk Authorization Number: \_\_\_\_\_ \*\*\*

Election Officer Signature: \_\_\_\_\_

**\*\*\*NOTE TO ELECTION OFFICERS: DO NOT ACCEPT THIS FORM WITHOUT AN  
AUTHORIZATION NUMBER RECORDED.**

Place in Oath Return Envelope

Revised: 08/15

## OATH OF VOTER FORM

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS  
**OATH OF VOTER**

When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.

I, \_\_\_\_\_, hereby state under oath, that I am duly registered as  
(Name: Please Print)

a \_\_\_\_\_ voter in this precinct in \_\_\_\_\_ County,  
(Political Party Preference)

Kentucky and that I currently reside at \_\_\_\_\_ My previous address  
(Current Residence Street Address and Zip Code)

was \_\_\_\_\_ in \_\_\_\_\_  
(Previous Residence Street Address and Zip Code)

I know of no legal disqualifications which should prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.

I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.

Voter must sign here \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date \_\_\_\_\_  
This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.

Reason for Requiring Oath \_\_\_\_\_ Precinct Name or No. \_\_\_\_\_

Signature of Precinct Election Officer or Challenger \_\_\_\_\_

Complete when a voter is not listed on Precinct Signature Roster, Supplemental Roster, or when a voter is officially challenged by a Challenger or by 1 - 3 Election Officers.

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, 28 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.\*\***

# PRECINCT SHERIFF'S "POST ELECTION REPORT"

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.

Commonwealth of Kentucky  
State Board of Elections

### PRECINCT SHERIFF'S POST-ELECTION REPORT

**KRS 117.355(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.

<b>County</b>	_____
<b>Date Of Election</b>	_____
<b>Precinct</b>	_____
<b>Name Of Precinct Election Sheriff (Please Print)</b>	_____

**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.)

SAMPLE

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date Signed \_\_\_\_\_ Signature of Precinct Election Sheriff

KRS 117.255  
KRS 117.355  
SBE 53 (4/00)

White - Grand Jury  
Canary - County Board of Elections  
Pink - Precinct Election Sheriff

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.



## PRECINCT SIGNATURE ROSTER

- 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.

Voter's Name and Address	Age	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong. Hs. Sen.			ID Type				Clerk Init.	
							Town	Other		FILL in ONE box ONLY					
CAMPBELL, ANGIE 123 STATE ST		06/12/73	F	[Barcode]	REP	<i>Angie Campbell</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CAMPBELL, JONATHAN 456 HOPE RD		04/07/69	M	[Barcode]	DEM	<i>Jonathan Campbell</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CAREY, GINA 789 RAINBOW WAY		03/25/38	F	[Barcode]	REP	<i>Gina Carey</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CARPENTER, CAROL 4523 MAIN ST		10/23/45	M	[Barcode]	DEM	<i>Carol Carpenter</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CARROLL, JONATHAN 101 ACME WAY		01/05/85	M	[Barcode]	DEM	<i>Jonathan Carroll</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CARTER, MARK 222 LEPRECHAN LN		07/04/89	M	[Barcode]	DEM	<i>Mark Carter</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CEASER, ETHEL 125 STATE ST		02/19/40	F	[Barcode]	REP	<i>Ethel Ceaser</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CECIL, LESLIE LOUIS 4600 MAIN ST		02/09/82	F	[Barcode]	REP	<i>Leslie Louis Cecil</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CHANCEY, JACQUELINE BENNET 770 RAINBOW WAY		05/01/50	F	[Barcode]	DEM	<i>Jacqueline Bennet Chancey</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CHAPEL, ERIN 108 ACME WAY		08/09/45	F	[Barcode]	DEM	<i>Erin Chapel</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CHARLES, SUSAN 4602 MAIN ST		01/28/89	F	[Barcode]	DEM	<i>Susan Charles</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
CHURCH, DENISE 4602 MAIN ST		06/22/62	F	[Barcode]	DEM	<i>Denise Church</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]
COFFEE, DAVID 232 LEPRECHAN LN		11/18/28	M	[Barcode]	DEM	<i>absentee ballot issued</i>	3	048	36	PA	DL	OI	SS	CC	[Initials]

SAMPLE

Form: SBEPRE.FRM      ID types: PA=Personal Acquaintance   DL=Driver's License   OI=Other Identification   SS=Social Security card   CC=Credit Card   ●   CAMP-COFF

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.

Ballot Number Issued

### PRECINCT SIGNATURE ROSTER

***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.***

## PRECINCT SIGNATURE ROSTER (enlarged view)

All of the Small City Codes are listed on pages 53 and 54.

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.

### 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. 39)

Look closely for the Small City Code

Voter's Signature	Cong	Hs	Sen	ID Type					Cirk Init.
	Town	Other		FILL IN ONE box ONLY					
Angie Campbell	3	048	36	PA	DL	O	SS	CC	
Jonathan Campbell	3	048	36	PA	DL	OI	SS	CC	
Gina Carey	3	048	36	PA	DL	OI	SS	CC	
Carol Carpenter	3	048	36	PA	DL	OI	SS	CC	
Jonathan J. Carter	3	048	36	PA	DL	OI	SS	CC	
Mark Carter	3	048	36	PA	DL	OI	SS	CC	
Ethel Ceaser	3	048	36	PA	DL	OI	SS	CC	

## 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.

To be used when a voter makes a mistake when completing a ballot.

### SPOILED BALLOT ENVELOPE

*Notice to Election Officers: Pursuant to KRS 117.385, no voter may receive more than three (3) ballots including the original ballot issued.*

ACCOUNTABILITY CHART		TOTAL OF SPOILED BALLOTS IN ENVELOPE - _____	
Enter Stub No. of SPOILED BALLOT	Enter Stub No. of NEWLY ISSUED BALLOT	Enter Stub No. of SPOILED BALLOT	Enter Stub No. of NEWLY ISSUED BALLOT
<b>1</b>		<b>26</b>	
<b>2</b>		<b>27</b>	
<b>3</b>		<b>28</b>	
<b>4</b>		<b>29</b>	
<b>5</b>		<b>30</b>	
<b>6</b>		<b>31</b>	
<b>7</b>		<b>32</b>	

SAMPLE

### 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.**

The form is titled "STATEMENT OF ELECTION OFFICERS/CHALLENGERS" and includes a "PRECINCT NUMBER" field at the top right. It is divided into two main sections: "STATEMENT OF ELECTION OFFICERS" and "STATEMENT OF CHALLENGERS".

**STATEMENT OF ELECTION OFFICERS**  
WE, THE UNDERSIGNED, DO HEREBY ACKNOWLEDGE BY OUR SIGNATURES THAT WE HAVE PRESENTED EACH OTHER WITH OUR ELECTION OFFICER CREDENTIALS VERIFYING OUR POSITIONS AND QUALIFICATIONS TO BE PRESENT AT THIS POLLING LOCATION.

Below this section are four signature lines with labels: Clerk, Sheriff, Judge, and Judge.

**STATEMENT OF CHALLENGERS**  
(WE) (I), THE UNDERSIGNED, DO HEREBY ACKNOWLEDGE BY (MY) (OUR) SIGNATURE(S) THAT (WE) (I) POSSESS AND HAVE PRESENTED TO THE ELECTION OFFICERS THE NECESSARY NOTARIZED AND SIGNED CREDENTIALS TO BE A CHALLENGER IN THIS POLLING LOCATION.

Below this section are two signature lines with labels: Challenger and Challenger.

At the bottom of the form, it states: "RETURN THIS FORM IN OUR OATH RETURN ENVELOPE TO THE RECEIVING STATION."

A large "SAMPLE" watermark is printed diagonally across the center of the form.

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.

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

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 42 for more information on the Oath of Voter form.)

STATE BOARD OF ELECTIONS

### SUPPLEMENTAL PRECINCT SIGNATURE ROSTER

TO BE SIGNED BY VOTERS QUALIFIED TO VOTE BUT NOT ON PRECINCT ROSTER

ELECTION DATE 11/7/2006 COUNTY NAME & CODE Franklin 037  
 CITY NAME & CODE Capital D104

SOCIAL SECURITY NUMBER	VOTER NAME (Print Name, Last, First & Middle)	RESIDENCE	SIGNATURE	DATE OF BIRTH	PARTY	<input type="radio"/> PA <input type="radio"/> DL <input type="radio"/> CI <input type="radio"/> BS <input type="radio"/> OC	<input type="radio"/> PA <input type="radio"/> DL <input type="radio"/> CI <input type="radio"/> BS <input type="radio"/> OC	<input type="radio"/> PA <input type="radio"/> DL <input type="radio"/> CI <input type="radio"/> BS <input type="radio"/> OC
000-00-0000	Kent, Clark	150 Dolly Planet Rd	Clark Kent	7/27/87	R	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
000-00-0000	Parker, Peter	1600 Spider Ct	Peter Parker	3/18/75	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## VERIFICATION FORM - TSX and AccuVote Equipment

### ACCURACY CHECKLIST ACCUVOTE OPTICAL SCAN

Election \_\_\_\_\_ County - Jefferson  
 Date \_\_\_\_\_ Precinct # \_\_\_\_\_  
 Serial Number \_\_\_\_\_

- Diagnostics Ran
- Paper Roll
- Ribbon
- Power Cord
- Switches
- Keys
- Memory Card Parameters
- Run Test Decks
- Check Totals
- Totals Correct w/ Tally
- Ball Counter to Zero
- Serial Record # \_\_\_\_\_

Tech Signature \_\_\_\_\_ Accuracy Board  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

See page 4 of the AccuVote Manual and page 18 in the TSX Manual for step-by-step instructions.

### VERIFICATION SHEET ACCUVOTE OPTICAL SCAN

Precinct # \_\_\_\_\_ Date \_\_\_\_\_  
 Serial Number \_\_\_\_\_  
 Beginning Counter Zero \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

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.



## VOTER ASSISTANCE FORM PERMANENT ASSISTANCE FORM

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.

More information about Voter Assistance and Permanent Assistance is on pages 29 and 30.

If a voter's signature is a mark or X, two Election Officers must sign the Voter Assistance Form as witnesses.

Person(s) assisting voter must sign this form every time.

Permanent Assistance Section

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

SAMPLE

### VOTER ASSISTANCE FORM

NOTE: A voter requiring assistance may be assisted by the two precinct judges or a person of the voter's choice who is not an election officer, except that the voter's employer, an agent of that employer, or an officer or agent of the voter's union shall not assist a voter.

NAME OF VOTER	James Doe	DATE OF BIRTH (MM/DD/YYYY)	04/13/1969
RESIDENTIAL ADDRESS	124 Cannon Rd		PRECINCT NAME OR NUMBER
SOCIAL SECURITY NUMBER	XXX-XX-XXXX	A101	

Check one:  
 Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed by the person assisting the voter and be witnessed by the precinct clerk/officer.  
 Voter is NOT certified as requiring assistance on a permanent basis. Both of the following oaths must be completed and signed by the voter, the person assisting the voter, and be witnessed by the precinct clerk/officer.

**OATH FOR VOTER NOT CERTIFIED AS REQUIRING ASSISTANCE ON A PERMANENT BASIS**  
 (Voter certified as requiring assistance on a permanent basis as indicated on precinct roster need not sign this oath section.)  
 I hereby state, under oath (or affirmation), that I am a qualified voter in the precinct indicated above, and that the reason I require assistance in voting is (check one): Blindness  Physical disability  Inability to read English

Signature or "mark" of voter: James Doe

Witness (two witnesses required if "mark" is used) \_\_\_\_\_

**OATH FOR PERSON ASSISTING VOTER**  
**(THIS PORTION MUST BE COMPLETED BY THE PERSON ASSISTING THE VOTER BEFORE ANY VOTER CAN RECEIVE ASSISTANCE)**  
 I hereby state, under oath (or affirmation), that I will operate the voting machine in accordance with the directions of the voter requiring assistance. I further state that I am not the voter's employer, an agent of that employer, or an officer or agent of that voter's union.

Name of person assisting voter (PLEASE PRINT)	Signature of person assisting voter
Jane Doe	Jane Doe

**APPLICATION REQUEST FOR PERMANENT ASSISTANCE**  
 Voter who requires assistance on a permanent basis due to Blindness or Physical disability hereby applies for certification for permanent assistance.

**SECTION TO BE COMPLETED BY PRECINCT ELECTION OFFICER**  
 The parties hereto have subscribed and sworn (or affirmed) these Oaths before me this 18th day of May, 2010.  
 Signature of Precinct Election Officer: Barbara Smith

KRS 116.165 Provides that "any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefor."  
 KRS 117.255  
 KRS 117.365  
 KRS 117.995  
 SBE 31 (02/06)

WHITE: Grand Jury  
 CANARY: County Clerk  
 PINK: County Board of Elections

# VOTER REGISTRATION CARD

SBE 01 (01/03)		You MUST answer questions A & B before completing this form.			5041503	
A. Are you a citizen of the United States of America?		<input type="checkbox"/> YES <input type="checkbox"/> NO		If you checked "no" in response to either of these questions, do not complete this form.		
B. Will you be 18 years of age on or before election day?		<input type="checkbox"/> YES <input type="checkbox"/> NO				
Check one:		FOR CLERK USE ONLY				
<input type="checkbox"/> New Registration	<input type="checkbox"/> Address Change	PRECINCT CODE	PRECINCT NAME	TOWN	OTHER CODE	
<input type="checkbox"/> Party Change	<input type="checkbox"/> Name Change					
Social Security Number		Date of Birth (M-D-Y)	County (where you live)	Work Phone	Home Phone	
<input type="checkbox"/> Female <input type="checkbox"/> Male	Last Name	First Name	Middle Name	Suffix (circle one) Jr. Sr. II III IV		
Address where you live (do not give PO address):			Apt. #	City	Zip Code	
Address where you get your mail (if different from above):			Apt. #	City	Zip Code	
Party Registration—check one box		<b>WARNING:</b> If you sign this statement even though you know it is untrue, you can be convicted and fined up to \$500 and/or jailed up to 12 months. Voter Declaration—read and sign below I swear or affirm that:				
<input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other _____ (write name above)		<ul style="list-style-type: none"> <li>I am a U.S. citizen</li> <li>I live in Kentucky at the address listed above</li> <li>I will be at least 18 years of age on or before the next general election</li> <li>I am not a convicted felon, or if I have been convicted of a felony, my civil rights must have been restored by executive pardon</li> <li>I have not been judged "mentally incompetent" in a court of law</li> <li>I do not claim the right to vote anywhere outside Kentucky</li> </ul>				
If you select "Other" as your party affiliation, you are eligible to vote for only nonpartisan offices in any primary election. You may vote for any candidate in all general or special elections. Only persons timely registered shall have the right to vote.		<input checked="" type="checkbox"/> Signature _____		Date _____		
NOTE: You may change your political party affiliation at any time on or before December 31 <sup>st</sup> to remain eligible to vote in the following primary election.		TWO WITNESSES REQUIRED IF "MARK" IS USED				
Witnessed By: _____		Witnessed By: _____				

The Voter Registration 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** address 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 Election Officers must sign the Voter Registration Card as witnesses.

## WRITE-IN VOTE INSTRUCTIONS



JEFFERSON COUNTY CLERK'S OFFICE  
 ELECTION CENTER  
 701 W ORMSBY AVE STE 301  
 LOUISVILLE KY 40203-3143

INSTRUCTIONS TO THE VOTER FOR A WRITE-IN VOTE

To Write In a Vote for a candidate:

- 1st - Print the candidate name clearly on the line provided on the ballot. Ex: John Smith 1st
- 2nd - Fill in the oval beside the candidate name you have printed on the ballot. 2nd

**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 label 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 valid 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.

SOURCE:  
 31 KAR 6.030. Uniform definition of a vote.  
 RELATES TO: KRS 117.265, 117.379, 117.381, 42 U.S.C. 15481  
 STATUTORY AUTHORITY: KRS 117.015(1), 42 U.S.C. 15481(a)(6)  
 NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015(1) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties. 42 U.S.C. 15481(a)(6) requires each state to adopt uniform and nondiscriminatory standards for what constitutes a vote and what will be counted as a vote for each category of voting system used in the state. This administrative regulation conforms to these standards.

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.

## ELECTIONS EMERGENCY CONTINGENCY PLAN

### Did You Know?

There has never been a suspended or delayed election under this provision!

Should a natural disaster occur in a community that leads to a suspension or delay, you will receive communication from the Election Center.

### 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 SYSTEM**

DO NOT POST IN THE PRECINCT  
FOR PRECINCT ELECTION OFFICER USE ONLY

**Voter Registration  
Verification System**

Precinct Election Officer  
Dial 844-246-0806



- An attendant at the Kentucky Board of Elections will receive your call to verify whether the individual is registered, and if so, the county of registration, precinct, and polling location.
- If busy, please try again.

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

# SMALL CITY CODES & PRECINCTS

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 45 for an example of a Roster page with Small City Codes.

The letter p next to a precinct name (F187p) means only **PART** of the precinct is in the Small City.

<u>CITY NAME</u>	<u>CODE</u>		<u>PRECINCTS</u>						
ANCHORAGE	ANC	F154	F155	F183p					
ANCHORAGE SCHOOL	ANS	F154p	F155p	F183p					
AUDUBON PARK	APK	H117							
BANCROFT	BAN	E171p	S119p						
BARBOURMEADE	BAR	S118p	S129p	S130p					
BEECHWOOD VILLAGE	BWV	E141	E142p	L152p					
BELLEMEADE	BLM	E160p							
BELLEWOOD	BLW	L135p							
BLUE RIDGE MANOR	BRM	F152p	F156p	F169p					
BRIARWOOD	BRW	F181p							
BROECK POINTE	BKP	S150p							
BROWNSBORO FARM	BRF	S118p	S129p						
BROWNSBORO VILLAGE	BRV	L134p							
CAMBRIDGE	CAM	E159p							
COLDSTREAM	COL	F186p	F187p						
CREEKSIDE	CKS	S152p							
CROSSGATE	CRG	E183p							
DOUGLASS HILLS	DOH	E178p	F156p	F161	F166p	F170	F176p	V117p	
DRUID HILLS	DRH	N125p							
FINCASTLE	FIN	S132p	S135p	S156p					
FOREST HILLS	FRH	E167p	E177p						
GLENVIEW	GLV	E152p	S167p						
GLENVIEW HILLS	GVH	E152p							
GLENVIEW MANOR	GVM	E152p	S116p						
GOOSE CREEK	GSC	S130p							
GRAYMOOR-DEVONDALE	GRD	E154p	E155p	E171p	E175	E183p			
GREEN SPRING	GRS	E182p	S128p						
HERITAGE CREEK	HCK	B173p	I147p	I148p					
HICKORY HILL	HIH	F106p							
HILLS AND DALES	HAD	E182p							
HOLLOW CREEK	HOC	B132p	Q107p						
HOLLYVILLA	HOV	I133p							
HOUSTON ACRES	HOA	D115p							
HURSTBOURNE	HUB	E161	E163	E164	E165	E168			
HURSTBOURNE ACRES	HBA	E167p							
INDIAN HILLS	INH	E148p	N126	N141	S166p	S167p			
JEFFERSONTOWN	JEF	B151p	B170p	B181	B182p	D115p	D116p	D117	
		D121p	D122	D137	D139p	D140p	D142	E165p	
		E167p	E178p	E179	E180	V101p	V106p	V115	
		V119p							
KINGSLEY	KGL	G147p							
LANGDON PLACE	LAP	S131p	S142p						
LINCOLNSHIRE	LIN	E159p							
LYNDON	LYN	E144p	E145	E155p	E160p	E173p	E176	F106p	
		F171p	F172p	F179	F180	F181p	F182p		
LYNNVIEW	LNV	H126							



# SMALL CITY CODES & PRECINCTS

<u>CITY NAME</u>	<u>CODE</u>	<u>PRECINCTS</u>							
MEADOW VALE	MDV	F172p	S146p	S150p					
MEADOWVIEW ESTATES	MVE	D104p							
MIDDLETOWN	MID	F153p	F158	F166p	F167p	F176p	V117p	V118p	V119p
		V120	V124	V127p					
MOCKINGBIRD VALLEY	MKV	N131p							
MOORLAND	MRL	F182p							
MURRAY HILL	MUH	S130p							
NORBOURNE ESTATES	NBE	G158p							
NORTHFIELD	NOF	E152p	E183p	S119p					
NORWOOD	NOR	E157							
OLD BROWNSBORO PLACE	OBP	S119p							
PARKWAY VILLAGE	PKV	H109							
PLANTATION	PLN	S142p							
POPLAR HILLS	POP	C104p							
PROSPECT	PSP	S125p	S126	S128p	S143p	S144			
RICHLAWN	RCH	L151p							
RIVERWOOD	RIV	S166p							
ROLLING FIELDS	RLF	N131p							
ROLLING HILLS	RLH	F172p	S146p						
SAINT MATTHEWS	STM	D101	E139	E142p	E143	E144p	E154p	E155p	E157p
		E173p	E185	G157p	G158p	G163	G164	G165	G168
		L134p	L135p	L136p	L146	L151p	L152p	L153p	N125p
		N143p	N144p	N146					
SAINT REGIS PARK	SRP	D108p	E158	E159p	E169p				
SENECA GARDENS	SNG	G161							
SHIVELY	SHI	K122	K123	K130	K131	M173	O117	O119	O121
		O123	O124	O126					
SOUTH PARK VIEW	SPV	I138p							
SPRING MILL	SPM	Q109p							
SPRING VALLEY	SVA	E182p	E184p	S118p					
STRATHMOOR MANOR	SMM	G123							
STRATHMOOR VILLAGE	SMV	G147p							
SYCAMORE	SYC	F169p							
TEN BROECK	TBK	S150p							
THORNHILL	THN	E181p							
WATTERSON PARK	WAP	C101p	H150	H151					
WELLINGTON	WEL	G149							
WEST BUECHEL	WBU	C101	C103p						
WESTWOOD	WES	F181p	S146p						
WILDWOOD	WLW	F151p							
WINDY HILLS	WDH	N125	N142	N143p					
WOODLAND HILLS	WLH	V118p							
WOODLAWN PARK	WLP	L153p	N144						

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 45 for an example of a Roster page with Small City Codes.

The letter p next to a precinct name (F187p) means only **PART** of the precinct is in the Small City.

## 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)
  - \* Election Officer Training Manual, AccuVote Manual & TSX/Touch Screen Manual
- Vote Here Signs (light assembly required—plastic sign over u-shaped wire)

## Black Bag Checklist

### **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. \*\*

- 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
- 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)
- Oath of Voter Return Envelope
- Opening and Closing Polls Checklist
- Precinct Rosters (precinct map in front)
- Absentee List
- Receipt tag attached to the handle of the black carrying case
- Receiving Station location and address attached to the handle of the black carrying case
- Precinct Sheriff's Post Election Report
- Plastic bag for TSX/Touch Screen -
  - Encoder
  - Instruction sheet for encoder
  - Voter Access Card
  - 2 red seals
- Supervisor/Ender card envelope for TSX [Do not remove the card until the end of the day for closing polls.]
- Provisional Ballots (Bright Orange Bag – Federal Elections Only)
- Write-In Instructions - Not used in Primary Elections
- Quick Reference Guide

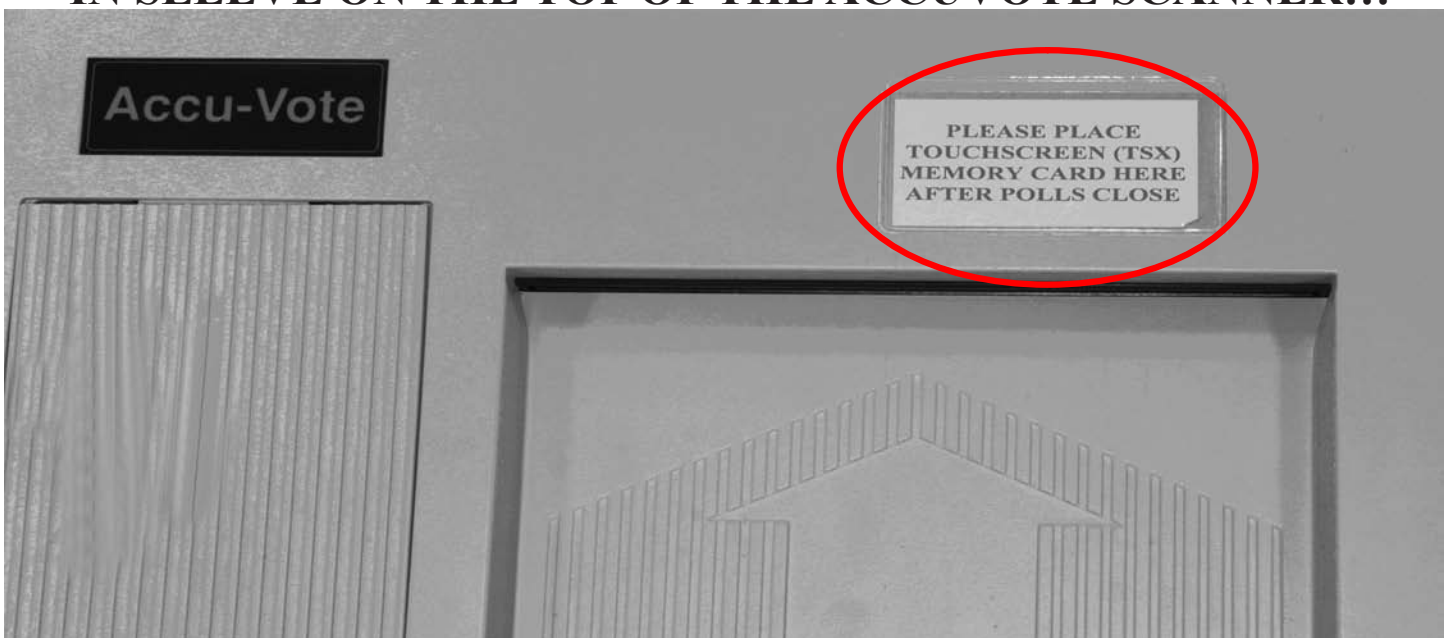
## OPENING THE POLLS Checklist

- **Locate gray supply bin.**
- **Place tables in a location convenient for voting.**
- **Assemble booths, and plug cord of first booth into the next booth.**
- **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.**
- **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.**
- **Arrange voting booths and AccuVote for smooth traffic flow.**
- **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).**
- **Break red plastic seals and place in Ballot Accountability Envelope.**
- **Open lid and remove all ballots and place on table.**
- **Does precinct number on ballots match your precinct number? If yes, continue. If no, call the Election Center at 574-FIXX (3499).**
- **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).**
- **Confirm you have Ender Card (for use at the end of the day) located in Black Bag.**
- **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).**
- **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 59 or 60 (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!!!**






# Black Bag WITH ACCUVOTE FINAL Checklist

## 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/Ender 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)
  - “Notification 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!**

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