

# Jefferson County Clerk's Office Election Center

Jefferson County  
Louisville, Kentucky



# Election Officer Training Manual

PRIMARY ELECTION

May 22, 2012

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Election Center  
810 Barret Avenue, Room 103  
Louisville, Kentucky 40204

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[www.JeffersonCountyClerk.org](http://www.JeffersonCountyClerk.org)  
574-6100 (public)  
574-VOTE (Call Center for Election Officers)  
574-FIXX (Call Center for Equipment)

**Jefferson County Board of Elections**

**Bobbie Holsclaw, Jefferson County Clerk**

**Chairperson**

**John Aubrey, Sheriff**

**Member**

**Carl Bensinger, Democrat**

**Member**

**Deanna Branger, 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 election services to the voters of Jefferson County on Election Day. *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.**

*Revised February 16, 2012*

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# Chapter 1 - GENERAL INFORMATION

## DID YOU KNOW?

Election Officer  
Administrator  
Contact Information

Democrat  
Mary Dawson  
574-5532

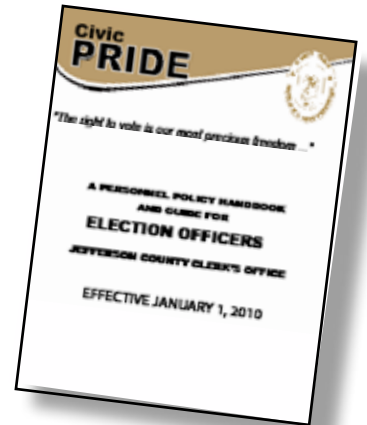
Republican  
Jeanna Benoy  
574-6211

## MISSION STATEMENT:

We are committed to providing services that reflect Value, Integrity, and Performance. We believe every citizen deserves V.I.P. Service.

## PERSONNEL POLICY:

A personnel policy handbook has been designed and produced for Election Officers. The purpose of this handbook is to communicate the values, standards of operation, and expectations of Election Officers associated with the Jefferson County Clerk's Office and the Board of Elections.



## CREDENTIALS:

You will receive your Election Officer Credentials by mail using the address you provide on the payroll card you fill out at this training. Please make sure your mailing address is correct. If you have not received your credentials 6-7 days prior to Election Day, contact your Election Officer Administrator.

## 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. Then sign the Statement of Election Officers form found in the gray bin.

You will be asked for your

Credentials by the Election Supervisor when s/he visits your polling location throughout the day on Election Day.

If you are newly assigned on Election Day, your Supervisor will write your credentials on-site, after verifying your assignment with your Administrator.

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

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.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Judge

\_\_\_\_\_  
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.

\_\_\_\_\_  
Challenger

\_\_\_\_\_  
Challenger

**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:

DATE OF ELECTION AND VOTING LOCATION

Bobbie Holstrow  
Chairman  
Board of Elections

KEEP THIS COPY

The election will be held on the date listed below. Polls will be open from 8:00 a.m. until 6:00 p.m. preceding time. The law prescribes a fine of from \$100 to \$1,000 for failure to serve as an officer of Election, once appointed (KRS 117).

USE AND TAKE TO POLLS

**PAYROLL CARD:**

Please fill out the payroll card legibly and completely. If your handwriting is difficult to read, please print. This information is used to process your payroll check for your training and your service on Election Day.

Your phone numbers are critical for us to be able to contact you in case:

- we need you to fill a vacancy.
- you haven't arrived at your assigned polling location by 5:15 am.
- of an emergency.

**Contact Information:**

If you use a cell phone, please provide the cell number. If your phone number changes after you complete training, call your Administrator so your contact information will be up-to-date on Election Day.

**Emails:**

We use emails to contact you with important updates and any changes that may have occurred since the training date, i.e. notice of news media at your polling location, notice of Observers who intend to be at your polling location, and to keep you informed through your quarterly newsletter, *Civic Pride*. We transmit the newsletter electronically to save the cost of printing and mailing.

**List for Appointment of Precinct Election Officer:**

Attached to your payroll card is a state form that must be completed, *signed*, and returned with your payroll card.

**PAY FOR SERVICE**

**Training** = \$25.00 (Must complete entire training session. Leaving early will void this payment.)

**Election Officer** = \$125 + \$25 training= \$150.00 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 Stations. This duty is assigned for Judges, but may be any Election Officer. The additional pay is for one trip, not per bag.

*Checks will be mailed approximately three weeks after Election Day.*

***DID YOU KNOW?***

You can go online to get directions to your polling location. Log on to sites like Google<sup>®</sup> maps or Mapquest<sup>®</sup> and enter the address of your assigned polling location. Print the directions.

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

# Chapter 2 - COUNTY ATTORNEY

## ELECTIONEERING

*Electioneering - carrying or posting signs within 300 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 300 feet of any unlocked entrance used by voters to enter a building in which a voting machine is located.

### 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 300 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 300 feet limit and call the Election Center immediately. If the individual refuses to comply with the Precinct Sheriff, 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.

### In this Chapter

- Electioneering
- Vote Buying
- Accident Report
- Precinct Sheriff’s Post Election Report
- Qualifications
- Failure to Perform

### DID YOU KNOW?

You can find the law on electioneering in KRS 117.235(3) and 31 KAR 4:170

## 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, express or implied, whether or not legally enforceable, to make a payment, distribution, loan, advance, deposit, or gift of money or anything of value.

## USE OF ELECTRONIC EQUIPMENT INSIDE POLLING LOCATION

Under KRS 117.236, no one other than *challengers* are permitted to have paper, telephone, cell phones, computers, or other technology systems in the voting room *for the purpose of creating check-off lists or to record the identity of any voter.*\*

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

### 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.

# ACCIDENT REPORTS

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 returned 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)

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

**Was an Election Officer involved in the accident? Yes/No If Yes, provide name:** \_\_\_\_\_  
**3. Describe the accident - what happened? Use back of this form if necessary.**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. Describe any injuries:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**6. Witnesses: Were there witnesses to the accident? Yes/No. If yes, provide the following information:**  
 A. Name: \_\_\_\_\_ Zip \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 B. Name: \_\_\_\_\_ Zip \_\_\_\_\_  
 Address: \_\_\_\_\_  
 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. What, if any, actions have been or will be taken to prevent this from happening again?**  
 \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Injured Person \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Election Officer \_\_\_\_\_ Date \_\_\_\_\_



## 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 County 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 Black Bag and 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 County Attorney.

An *irregularity* includes (but is not limited to):

- an Election Officer arriving after 5:15 am on Election morning
- a slip and fall accident
- an Election Officer is a “no-show” or fails to perform duties
- malfunctioning or inoperable equipment
- observed Electioneering

### ***DID YOU KNOW?***

After the polls close, put the completed forms listed on the Closing the Polls Check list into the Black Bag to be returned to the Receiving Station. The location/address of the Receiving Station is on a tag attached to the Black Bag.

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 voicing 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 117.355  
SBE 53 (4-00)

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

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.

**Sheriff's Report Envelopes are no longer supplied.**

*Please note:*  
Under recommendations, we do not provide ***"I Voted"*** stickers, so there is no need to write this recommendation.

# Chapter 3 - PERFORMANCE STANDARDS

## In this Chapter

- Customer Service & Team Work
  - General Duties of ALL Election Officers from open to close.
  - In-House Voting
- Specific Duties:
- Precinct Clerk
  - Precinct Sheriff
  - Precinct Judges
  - Area Supervisors
- Disability Awareness

## Did You Know?

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

A precinct is identified Alphanumerically from A-105 thru T-104.

Each precinct team is bi-partisan - made up of 2 Democrats & 2 Republicans.

Assignments are:  
1 - Clerk  
2 - Judges  
1 - Sheriff  
per precinct

## ELECTION OFFICER QUALIFICATIONS

**An Election Officer** must be a resident and a registered voter of Jefferson County, who has not changed political parties within the last twelve months. You cannot serve if you are a candidate on the ballot during the election year. If you are the spouse, parent, brother, sister, or child of a candidate, you may serve only in precincts in which your spouse or relative is not on the ballot.

### Physical Requirements

- Standing, Walking, Kneeling, Bending, Lifting, Pushing, Pulling, and Twisting
- Must be able to lift up to 40 lbs.

### Acceptable conduct or behavior includes but is not limited to:

- Report to the assigned polling location by 5:15 am to have the area set up and ready to open at 6 am.
- Perform duties in an efficient, prompt, respectful, and courteous manner.
- Follow the instructions in the Precinct Election Officer's Training, TSX Touch-Screen, and AccuVote manuals.
- Ensure that the election is conducted in a fair and honest manner.
- Ensure that the election laws are obeyed and that any potential violation is recorded on the Precinct Sheriff's Report and reported to the Election Center, immediately if necessary.
- Bring breakfast, lunch, snack, and any prescribed medication needed for the day. Keep all beverages off the registration tables and away from voting machines.
- Food, beverages & smoking in authorized areas only.

### Unacceptable conduct or behavior may result in disciplinary action up to and including removal. Unacceptable behavior includes, but is not limited to, the following:

- It is unacceptable to possess or be under the influence of alcoholic beverages, illicit narcotics, or controlled substances.
- It is unacceptable to bring a firearm into the polling location while the property is under contract with the Jefferson County Clerk's Office for the purpose of conducting elections.
- It is unacceptable to fight or use obscene, abusive, or threatening language.
- It is unacceptable to sleep on the job, or to leave the polling location until the election is over and all materials and supplies have been accounted for and packed.
- It is unacceptable to steal, destroy, deface, or misuse property.
- It is unacceptable to behave in a manner that violates the election laws or brings discredit to the election process, the Board of Elections, or the Office of the Jefferson County Clerk.

## FAILURE TO PERFORM DUTIES

### KRS 117.995 Penalties.

- Any person appointed to serve as an Election Officer, but who shall knowingly and willfully fail to serve; and, who is not excused by the County Board of Elections for the reasons specified in this chapter; shall be guilty of a violation and shall be ineligible to serve as an Election Officer for a period of five (5) years.
- Any Election Officer who willfully fails to prepare or furnish ballot labels or absentee ballots; or fails to allow a qualified voter to cast his or her vote on the machine as required of the voter by this chapter, shall be guilty of a Class A misdemeanor.
- Any Election Officer who knowingly and willfully violates any of the provisions of this chapter, including failure to enforce the prohibition against electioneering established by KRS 117.235, shall be guilty of a Class A misdemeanor for the first offense, and a Class D felony for each subsequent offense.
- Any person who violates any provision of KRS 117.235 or 117.236 related to prohibited activities during absentee voting or on Election Day, after he or she has been duly notified of the provisions by any Precinct Election Officer, County Clerk, Deputy County Clerk, or other law enforcement official, shall, for each offense, be guilty of a Class A misdemeanor.
- Any person who knowingly and willfully prepares or assists in the preparation of an inaccurate or incomplete voter assistance form, or fails to complete a voter assistance form when required, shall be guilty of a Class A misdemeanor for the first offense, and a Class D felony for each subsequent offense; however, if a voter has been permanently certified as requiring voting assistance, there shall be no offense for the failure of the voter to complete the form.

*Effective: July 15, 2008*

## OPEN RECORDS

Once you are on the Election Officer list, this list is subject to Open Records Requests, including only your name and mailing address. Your social security number, phone number, and e-mail address *is not provided*.

### *DID YOU KNOW?*

Failure to show up at your assigned location without an excused absence makes you unable to serve as an Election Officer for 5 years.

If you cannot be available to fulfill your duties for any reason, please call your Administrator and give as much advance notice as possible!

**574-5532**

or

**574-6211**

**Please do not call these numbers for equipment issues on Election Day!**

## V.I.P. CUSTOMER SERVICE

### *Value, Integrity, and Performance*

As Election Officers, you are the face of the democratic voting process on Election Day. You represent the Office of the Jefferson County Clerk and the Board of Elections. As public servants, we take great pride in your civic service. Many American citizens vote for the first time each Election Day. When a voter walks into your precinct, that voter is your customer. A voter's experience with you will leave a lasting impression of how well our democratic system works to ensure votes are properly counted and accurately reflected. We want satisfied customers!

V.I.P. Customer Service means that you put your customers first. In this role, you are expected to make every effort, within the law, to make sure your customers are able to cast their ballot in a timely and efficient manner.

Though working at the polls is a great opportunity to see friends and neighbors you haven't seen in awhile, many of your customers are in a hurry to get in, vote, and get to work or school. They may be stressed, uncertain of the process, or in the wrong voting location. Answer voters questions with courtesy and respect. If you don't know the answer to a question, seek advice from your team mates, check the Quick Reference Guide, or as a final option, call the Election Center. Be mindful that the Election Center is fielding thousands of calls throughout the day. If you have difficulty getting through to a Customer Service Agent, please be patient and we will make every effort to answer your questions in the order they are received.

## TEAM WORK

As a valuable member of your precinct team, it is vitally important that you show up on time, help set up and tear down equipment, rotate duties, and help the new Election Officers at your precinct get familiar with the process. Your ability to work together with proficiency and friendliness helps instill voter confidence in the election process. Treat one another with respect and do your best to resolve any differences or conflicts.

- Dress and groom in a manner that dignifies your important role.
- Clothes that promote a particular party or issue are not allowed.
- Wear comfortable shoes.
- No food or drinks are allowed at the precinct table.
- Election Officers may not have family members at the polling location throughout the day who are not assigned to work at that location.
- Do not discuss politics with anyone while at the polling location.
- Bring your meals or have your food delivered. Do not leave for meals.
- Do not leave to vote.

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.

## IN - HOUSE VOTING

Election Officers who are assigned outside their home voting precinct and all back-up Election Officers are to vote “In-House” *before* Election Day. No application is required. 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. There is no In-House voting on Election Day.

Location: Election Center  
810 Barret Avenue  
Louisville, Kentucky 40204

Dates: Monday – Friday April 9 - May 21  
Saturday May 12 and May 19

Times: Monday – Friday 8:30 am – 4:30 pm  
Saturday 9 am - 2 pm

## BASIC DUTIES OF ALL ELECTION OFFICERS

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 am to assist in completing the opening procedures.

### CONTACT THE ELECTION CENTER IMMEDIATELY IF:

- all Election Officers are not on site at 5:15 am. *Note in Sheriff’s Post Election Report.*
- the precinct location is still locked at 5:15 am. *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. If someone arrives without Credentials, contact the Election Center immediately to verify the person is at the correct precinct location assignment.

The election supplies are delivered the week before the election. Locate voting equipment and gray supply bin. Set up the tables, chairs, and voting booths (in a manner that maintains privacy), AccuVote Scanner and TSX/Touch Screen voting equipment to promote a comfortable traffic flow for voters from entry to exit. Run zero tapes and sign the zero tapes. Sign equipment **Accuracy and Verification Form.** (Pg. 61)

Set out all *forms* and ballot styles (in gray bin) on tables. Check for **small city ballots**. If you have small city ballots, make sure every member of your team is aware of that fact.

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

### DID YOU KNOW?

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.

**If you are bi-lingual PLEASE LET US KNOW!**

A sample diagram for setting up a polling location to promote comfortable traffic flow is located in the Chapter 4, page 23.

## 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:*

### Before the Polls Open the person assigned as the Clerk will:

- **Pick up all election supplies** (precinct Black Bag, cell phone, etc.) for the precinct the Saturday or Sunday before the election, and deliver supplies to the precinct the morning of the election.
- **Charge cell phone** the night before the election, and bring that cell phone and charger to polling location.
- Compare the names on the *Absentee Roster* against the names on the Precinct Signature Roster and write on the signature line of the Precinct Signature Roster "*absentee voter*".

*Do not put line through the name or bar code. These bar codes are scanned by the State Board of Elections.*

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

*Do not use markers or pencil.*

- Examine, along with other precinct Election Officers, the voting machine and compare the Sample Ballot with zero tape prior to opening the polling place for voting. **Immediately report any discrepancies to the Election Center. 574-FIXX (3499).**

### After the Polls Open

- **Ask for the voter's ID**, and find the voter's name in the appropriate Precinct Signature Roster.
- **Confirm voter's identity before** voter signs the Precinct Signature Roster or Supplemental Precinct Roster by one of the following: {KRS 117.227 and 31 KAR 4:010}
  - Personal acquaintance with an Election Officer
  - Driver's license
  - Any valid identification card with picture and signature of voter ("Other ID")
  - Social Security card
  - Credit card
- **Request the current address of the voter** to determine if the voter remains qualified to vote in the precinct before allowing the voter to sign the Precinct Signature Roster and vote.
- **If a voter's name is not listed in the Precinct Signature Roster or the Supplemental Roster, you or a member of your team must contact the Election Center at 574-VOTE (8683), or the toll free State Board of Elections Voter Verification System, to verify the voter's eligibility.**
- **Completely fill in the oval in the "ID Type" column on the roster.**  
*No check mark, or X mark. Fill in the oval. (BLACK INK ONLY.)*

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

**Do not use BLUE INK, markers, or pencil.**

The toll free State Board of Elections Voter Verification System is another resource to verify a voter's eligibility to vote. See page 64.

- **Voter signs the roster on signature line.** Verify that the voter signed on the correct line/space provided beside the voter's pre-printed name.
- Check for **SMALL CITY CODE** (pgs.65-66) beside the voter's signature and provide the correct ballot style and a *privacy shield*.
- **Write your initials in the "Clerk Initials" column of the Precinct Signature Roster. (Black Ink only)**
- Write the ballot number of the ballot issued beside the voters name. Please, do not write in any other areas of the Precinct Signature Rosters.
- Require the signature of any person who assists a voter on the **Voter Assistance Form**. (See pgs. 46, 62)
- Require the signature of the voter who must fill out an "Oath of Voter" form. Ensure that the Election Officer who provides an "Oath of Voter" form signs the form once completed by the voter.
- **At the close of the polls**, total the number of voters who signed the Precinct Signature Roster and write the sum on the summary page of your Precinct Signature Roster.
- Complete the Accountability Chart after the polls close. (See pgs. 42, 49)
- Pack the precinct Black Bag with all equipment and materials. (See pgs. 50-52)
- Inform the Precinct Sheriff of any election law violations, potential election law violations, and suggestions for improvement.

## PRECINCT SHERIFF SPECIAL DUTIES

### Before the Polls Open:

- 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).
- Display American flag at entrance to polling place and properly install temporary handicapped accessibility devices. This includes installing handicap parking signs, parking cones for creating the accessible parking spaces, door knob adapters, ramps, etc. Instructions are in the Handicapped Accessibility Envelope in the gray bin.
- Put all posters from the Gray Supply Bin on the walls in a central area accessible to all Election Officers and voters at your location. Assist in setting up AccuVote and TSX/Touch Screen as needed.

### After the Polls Open:

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

### PROVISIONAL BALLOTS:

A Provisional ballot can be issued if a voter's registration can not be verified by the Election Center and the voter refuses to go before the Board of Elections and insists on being allowed to vote.

For information on Provisional Ballots see Chapter 7, page 33

DID YOU KNOW?

You can 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.

PLEASE ... DO NOT REMOVE PRIVACY SHIELD WHEN REMOVING STUB FROM BALLOT!

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

Sheriff's Duties- continued:

- 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 300 feet of the entrance to the polling place per {KRS 117.235(3)}.
- Advise anyone you observe violating this statute to move outside of the 300 feet area. If, after one warning, the person has not complied, report the offender to the Election Center, County Sheriff, or the State Police.
- Document ALL election law violations, potential election law violations, suggestions for improvement, and other comments on the Precinct Sheriff's Post-Election Report.
- **Promptly at 6 pm, station yourself at the end of the line of citizens waiting to vote {KRS 118.035(1)}.**
  - All voters in line by 6 pm will be allowed to vote regardless of how long it takes.
  - No person who joins the line after the Precinct Election Sheriff shall be allowed to vote.
- Place the Precinct Sheriff's Post-Election Report in the Precinct Black Bag that is returned to the Receiving Station after the polls close.

*Any Election Officer may send comments or remarks to be added to the Sheriff's Report within 3 days of the election via e-mail or in writing. Send additional comments to Election Center Recruitment Administrator, 810 Barret Avenue, Rm 103,*

*Louisville, KY 40204*

*Elections@JeffersonCountyClerk.org*

## PRECINCT JUDGES SPECIAL DUTIES

### Before the Polls open:

- 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).
- Assist in setting up voting booths, tables, and chairs in the polling location for maximum traffic flow.
- Assist in setting up the AccuVote and TSX/Touch Screen as needed.

### After the Polls open:

- Assist the Precinct Clerk as needed.
- Station yourself at the AccuVote machine to remove ballot stubs and put stub in the ballot stub slot of the ballot box.
- Assist voters, when requested, in putting their ballot into the AccuVote ballot scanner. **DO NOT REMOVE PRIVACY SHIELD.**



- **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 bi-partisan 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. Therefore, this responsibility is assigned to Precinct Judges. *(See page 46.)*
- *You must sign the Voter Assistance Form (page 62) 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
- Make sure the voter has the correct ballot before each person votes {KRS 117.255(8-9)}.
- Seal and lock the voting machine after the polls have closed {KRS 117.275(2)}.
- Return all election supplies and results of the election to your designated Receiving Station {KRS 117.045(11)}.

## 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.
- review the set-up of the precincts in the polling location.
- bring the updated Absentee Voter List to the Precinct Clerk.
- NEW!** • provide Credentials to newly assigned Election Officers.
- 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.)

**DID YOU KNOW?**

Back-ups may be assigned to a precinct location at any time after training is complete.

If you have not been assigned to a precinct by 5 pm Election EVE, be ready and standing by at 5:15 am Election morning.

**YOU MAY BE CALLED UPON TO FILL A CRITICAL VACANCY ON ELECTION DAY!**

**BACK-UP ELECTION OFFICERS**

Our back-up (alternate) Election Officers play a critical role in our ability to implement a successful election. You are the trained personnel that we rely on to be assigned to fill critical vacancies throughout the county. All newly recruited Election Officers are automatically assigned the status as “back-up” in our computer system. Some veterans choose to stay as a back-up, not certain of their schedule or hoping for a vacancy in their home voting precinct. Back-ups remain on the rolls each election cycle unless an assignment is refused.

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 have served faithfully for many years, but suddenly find themselves in an emergency situation. The emergencies run the range of personal situations - from sudden illness, death of a family member, unexpected business assignments out of town, surgeries, new job offers - if you can imagine it, it happens! 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 night before - the Election. So you can see why you are so critical to our efforts to have every position filled on Election Day.

Every effort is made throughout the weeks and days before the election to have you assigned on Election Day; but often, the call won't come until Election morning. Therefore, if you do not have an assignment before Election Day, you are on “stand-by” and expected to be prepared to respond for an assignment as early at 5:30 am. Our phones start ringing at 5:15 am as Election Officers call to advise us of a “no-show”. We immediately search for a replacement.

***Credentials:***

Obviously, if you receive a last minute call, you will not have Credentials when you arrive at your assigned polling location. Advise the Election Officers at your assigned location that you are a last minute placement. One of the Election Officers will call the Election Center to verify that you are at the correct location.

Your Credentials will be written on-site by the Area Supervisor on their first or second visit to your location. Advise the Supervisor that you were called in at the last minute. The Supervisor will verify the information with the Election Center and provide you with Credentials.

Again, we make every effort to assign Election Officers as close to their home as possible, but the *closest vacancy* may be 20 miles away in any part of Jefferson County.

## **EMERGENCY ABSENCE/ILLNESSES**

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 prior to Election Day 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.**

***“Any person appointed to serve as an Election Officer, but who shall knowingly and willfully fail to serve; and, who is not excused by the County Board of Elections for the reasons specified in this chapter; shall be guilty of a violation and shall be ineligible to serve as an Election Officer for a period of five (5) years.”***

If you are not able to fulfill your duties for any reason, please call your administrator and give as much advance notice as possible!

**Democrats  
574-5532**

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

**Please do not call  
these numbers  
for equipment  
issues Election Day!**

## ONCE THE POLLS OPEN

Even if the ballot scanner is not functioning, you are to open the polls promptly at 6 am. A voter can cast a ballot by placing it in the *Emergency Ballot Bin*.

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

### **BEST CASE SCENARIO:**

**Voter enters the precinct, presents ID to the Clerk who locates voters name in the Precinct Signature Roster, voter signs the appropriate Signature Roster, receives the correct ballot style and security shield, and is directed to the voting booths. The voter marks the ballot, takes the ballot to the AccuVote scanner, an Election Officer removes the ballot stub, the voter places the ballot in the scanner (or Emergency Bin), and exits the polling location.**

**Know the rules** - If you are unsure, check the “What If” Scenarios in the appendix of this manual and in the *Quick Reference Guide* located in the gray bin. If these scenarios do not answer your question, call the Election Center. 574-VOTE.

You are to make every effort to ensure that the election laws are obeyed and that any potential violation is reported to the Precinct Sheriff for entry on the Precinct Sheriff’s Post-Election Report.

Review the acceptable types of voter ID on the “Getting the Voter Voted” in Chapter 5, page 29.

See *What If’s* in Chapter 7 for how to handle a variety of issues or check the “Quick Reference Guide” supplied in the gray bin.

## ONCE THE POLLS CLOSE

**Election Officers are not to take down any signs, equipment, or put away materials until after 6 PM.**

### **BEST CASE SCENARIO:**

**The Precinct Sheriff will stand at the back of the voter line and ensure all voters in front of him/her are allowed to vote, and that anyone who comes in behind the Sheriff is advised that the polls are now closed and the person is too late to cast a ballot. Once the last voter has voted, the ender card is put through the AccuVote and closing procedures for the TSX/Touch Screen are implemented. Follow the “Closing the Polls” checklist for both voting machines. The team works together to break down voting booths, pack up materials, complete reports, and leaves the location in good order.**

If you have more than one precinct at your voting location, and your team finishes breaking down, please assist other precinct teams at your location. Please make sure YOU LEAVE THE PRECINCT LOCATION IN THE SAME CONDITION THAT YOU FOUND IT.

Return *all supplies on your checklist*  
to your designated Receiving Station. (See pgs. 50-52)

See:  
“Closing The Polls”  
check list  
Appendix, pgs. 50-52.

#### 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!

## DISABILITY AWARENESS GUIDANCE

### Provided by the Kentucky Disabilities Coalition

The **Americans with Disabilities Act of 1990 (ADA)** gave individuals the right to participate in all programs and activities of state and local government.

The **Help America Vote Act of 2002 (HAVA)** 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.

#### General Tips

An individual with a disability is just an individual who may do things differently than a person without a disability. He or she may have a disability that is visible; however, some may not be visible.

- Before assisting an individual with a disability, ask him/her 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 them, 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 accommodations s/he may need. Respect the person's needs.
- Respond graciously to the person. If time allows, talk with him/her, just as you would with anyone else.

#### Tips When You Talk to a Person with a Visual Loss

- When you are acting as a guide for an individual with a visual loss, offer your arm allowing individual to take your arm just above the elbow and walk at a natural pace maintaining one step ahead of individual.
- When walking an individual with blindness to a chair, walk to the side of the chair, take the individual's hand from your arm and place it on the back of the chair.
- When approaching an individual with visual loss, announce and identify yourself.
- Do not assume that all individuals with visual loss read Braille. Some

may use large print and others use tape or computer disk to access printed material.

- Speak directly to the individual with a visual loss and not to others who may be accompanying them. Speak in a natural voice. Do not shout. S/he may not be able to see, but it does not mean s/he cannot hear.
- Let the individual with visual loss know when you are exiting the room or their presence.
- Do not leave the individual with blindness standing in the middle of the room or open space.

### **Tips for Talking with People who are Deaf or Hard of Hearing**

The following tips will allow a person with hearing loss to effectively use what hearing they have and use visual cues to receive as much information as possible. People suffering from a hearing loss often rely on visual cues for information. Some people have difficulty identifying the direction from which a sound is coming. Others hear sounds, but may not be able to recognize the words that were spoken. All of these tips are easy to do, but may require a conscious effort on the part of the hearing person.

- Avoid standing in front of a light source when speaking.
- Make sure you have the person's attention before speaking.
- Stand a normal distance from the person.
- Do not cover your mouth or have anything in your mouth when you are speaking.
- Make eye contact with the person to whom you are speaking.
- Speak clearly, at a normal pace.
- Repeat the statement, then re-phrase if the person is unable to hear the words spoken.
- Use shorter, simpler sentences if necessary.
- Do not shout.
- Use gestures, facial expressions, and body language to assist with communication.
- Be patient and take time to communicate.
- Try writing down a couple of words or a phrase to clarify if communication is difficult.
- Remember that just because a person can hear your voice, does not mean they can understand your words.

- When writing back and forth, keep your word choices simple and sentences short. If the person understands you well and uses more complex sentences and vocabulary, you may do the same. Take your cue from the person.
- When using an interpreter, speak directly to the deaf person. When the interpreter voices what the deaf person signs, look at the deaf person, not the interpreter. Avoid saying, “Tell him/her ...”.

### **Tips when Talking to Someone using a Wheelchair**

- Face the person directly and on the same level whenever possible.
- Individuals with disabilities who use wheelchairs may have different disabilities with varying abilities such as being able to use their hands and arms, getting up out of the wheelchair and walking a short distance, to only being able to move their head.
- 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 space.
- Do not lean over an individual in a wheelchair to shake hands with another person.
- Don't touch or push a person's wheelchair. It is part of the person's personal space.
- Keep floors as dry as possible.
- Allow space for wheelchair turning.
- Keep walkways free of waste baskets, plants, chairs, or other objects which would block the path of travel.
- Be aware of his or her reach range and place paper to be signed at a location which would enable the person to comfortably write.
- Do not inadvertently move a walker, cane, or other mobility device out of range of his or her reach.
- If you greet an individual without hands who uses prosthetic hooks, extend your right hand to shake hands.
- Signs directing individuals to the accessible parking, entrance, and walkway to the voting area must be provided.
- Mats at entrances are to be no higher than ½ inch above the floor. Be careful that mats do not bunch up.



## Tips For Talking to a Person with a Speech Disability

- Do not interrupt or finish a statement of a person with a speech problem.
- If you do not understand, ask the person to repeat what s/he has said. Repeat for verification if you are not sure you understand.
- You may need to ask them to write a statement you were unable to understand.
- Keep the environment as quiet as possible.
- Act and talk naturally.

## Tips When You Talk to a Person with a Brain Injury or Cognitive Disability

- Give verbal instructions and demonstrate the use of the voting machine when necessary.
- A person who has had a brain injury may act pushy. Be calm and patient.
- Be prepared to repeat what you say, orally or in writing.
- Offer assistance completing *forms* or understanding written instructions and provide extra time for decision making.
- Wait for the individual to accept the offer of assistance. Do not “over-assist” or patronize.

### 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.
- Advise voter that the voting booth is equipped with a removable tray. This tray may be placed on the lap of a voter who needs to sit in order to mark their ballot.
- Two signature guides are supplied for voters who may have a vision problem. The voter may need the guide to write his/her name on the signature line of the roster.
- Large/oversized pens are supplied for any voter who has difficulty holding a regular size pen.
- A Dry Erase board is supplied for a Election Officer to communicate with any voter that may have a hearing loss.

# Chapter 4 - SETTING UP THE POLLS

In This Chapter you will learn about:

Setting up the voting area:

Voting Booths  
The Black Bag  
AccuVote Scanner

The Gray Supply Bin:  
What's in it and where to put it all.

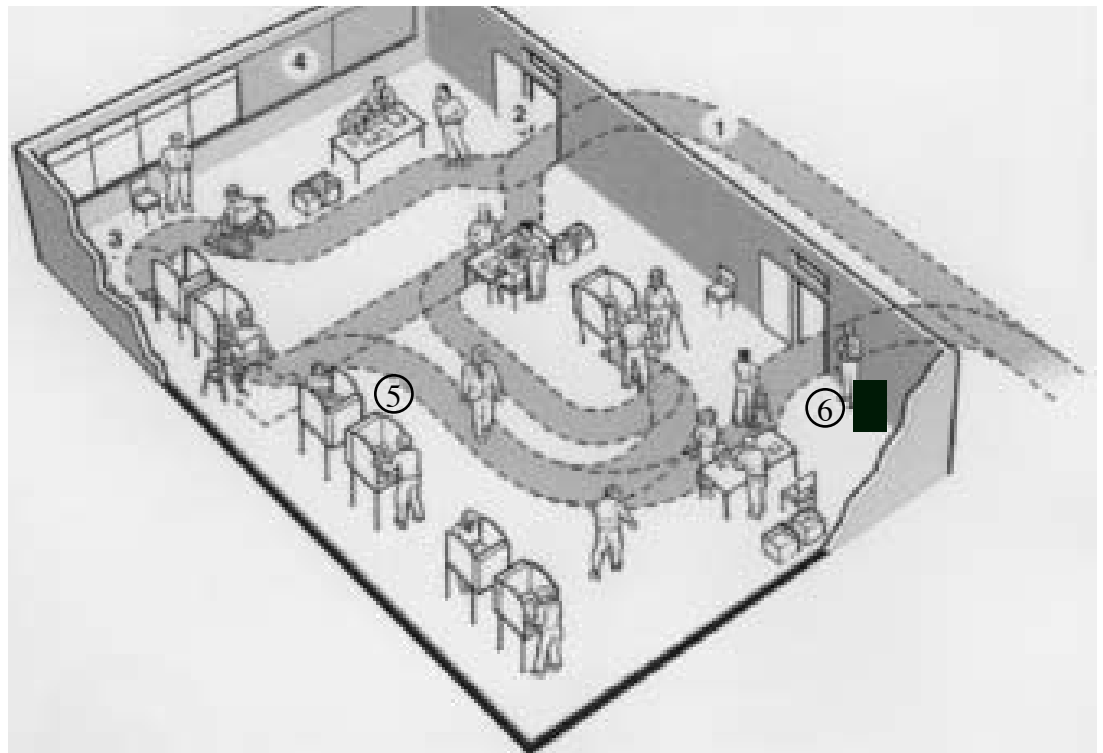
**BE PREPARED:**  
Some locations have lights and heating systems on timers. Have appropriate clothing available to keep you comfortable throughout the day.

## Room Configuration

There are a variety of room styles and sizes that you will have to accommodate when it comes to setting up your polling location.

As you set up your registration tables, ensure that you have enough distance between your precinct tables and other precinct tables in your location. You want to allow the voters in your line to move comfortably without bumping into lines of voters at adjacent precinct tables.

The table and precinct signs should be set up so the voters are able to clearly identify their precinct registration table. One Election Officer should be greeting voters who may not know their precinct, and direct the voter to the correct precinct table.



**The diagram above demonstrates a room layout for multiple precincts at the location. However you decide to set up your location, the following should apply to all layouts.**

- 1- Keep the entry clear and easily accessible for all voters. Make sure the handicapped parking is clearly identified using materials provided in the gray supply bin.
- 2- Have a greeter (Judge or Sheriff) at the door to help direct the voter to the correct precinct table.
- 3- Ensure that the TSX/Touch Screen and a regular voting booth is wheelchair accessible.
- 4- Place maps and posters on the wall near the entry for easy access by the voter and Election Officers.
- 5- Set up voting booths for maximum privacy of the voter.
- 6- Set up AccuVote ballot scanner near the exit when possible.

## Voting Booths

The blue voting booths may be set up side by side and/or back to back behind the precinct registration tables to create a “*voting room*”. Each voting booth has an electric light, electric cord, electric socket in the light area, and a pencil. The booths will be connected, similar to stringing lights. The first booth should be located near and plugged into the wall outlet. The fluorescent light will come on. (If it does not come on, check that the light bulb is securely in the socket.) Supervisors will have additional light bulbs. Each subsequent booth should be plugged into the outlet on the previous booth beside it for a continuous connection to the electricity. Each booth has a removable tray that may be placed on the lap of a voter who needs to sit in order to mark their ballot.



## The precinct Black Bag



The precinct Black Bag contains important equipment and documents for your precinct on Election Day. It is picked up by the Precinct Clerk the weekend before the Election. The Precinct Clerk brings your precinct Black Bag to your precinct on election morning. It is returned to the Receiving Station by one of your Precinct Judges. If your voting location has only one precinct, the precinct Black Bag will contain the AccuVote Scanner and the

TSX/Touch Screen Memory Card. If your precinct location has more than one voting precinct, the precinct assigned the lowest alphanumeric ID at the location will have the scanner and TSX/Touch Screen Memory Card.

### The Black Bag will also have:

- the keys to unlock the ballot box that the AccuVote is placed on.
- the Absentee Voter list
- the Precinct Signature Rosters
- the Ender Card, which is fed through the AccuVote scanner like a ballot at 6 pm to lock the scanner and start the totals tape. This officially closes the polls.
- TSX/Touch Screen voter access cards
- Cell Phone and Charger

## 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 to the receiving station in the black bag.

**DO NOT USE THE CELL PHONE FOR PERSONAL USE.**

Refer to your AccuVote manual for setting up, running the zero report, scanning the ballots, and closing down the AccuVote Ballot scanner.

## The AccuVote Ballot Scanner

The AccuVote scanner scans every ballot cast by the voter. The scanner has a memory card in it that records every ballot scanned from the time the machine is turned on at 6 am, until it is closed at 6 pm. Even in the event of power loss, the memory card retains the count of ballots that have been scanned. If for any reason, you are unable to get the AccuVote operational by 6 am, contact the Election Center at 574-FIXX (3499), open the polls, follow procedure to provide ballots to voters, and have the voter place the completed ballot in the ballot box Emergency Ballot Slot. *Fill out and sign the "Accuracy Checklist AccuVote Optical Scan"*. The AccuVote Scanner also has the TSX/Touch Screen memory card holder attached to the top of the scanner. Remove this memory card and insert it, as directed, into the TSX/Touch Screen before the polls open, and return it to the plastic sleeve after the polls close.

After Polls Close - Put TSX Memory Card in plastic holder on top of AccuVote.



### The Ballot Box

The AccuVote ballot scanner sits atop the **ballot box**. It will be at your polling location with other supplies when you arrive. It is to be set up close to the exit.

Take care to place it in a location that does not interfere with people entering the precinct, standing in line at a precinct table, or entering the voting room.

Once the ballot is scanned, it then falls into the ballot box where it remains until picked up by the Election Center. The keys to the ballot box are in the Black Bag.



The ballot box has an **emergency bin** on the left side. If the AccuVote is not operational for any reason, remove the ballot stub as usual and have the voter put the ballot in the emergency ballot slot. We do not delay opening a precinct or stop voting if equipment fails. Voters can still mark their ballots and place the completed ballot in the emergency bin until the equipment is operational. Document the incident in the Precinct Sheriff's Report.

**Ballots that are in the emergency bin are to be scanned by a Republican and a Democrat Election Officer when the equipment is operational.**

1. Unlock *front of ballot box*

2. Unlock and Remove **Silver Bar** and place in holder.

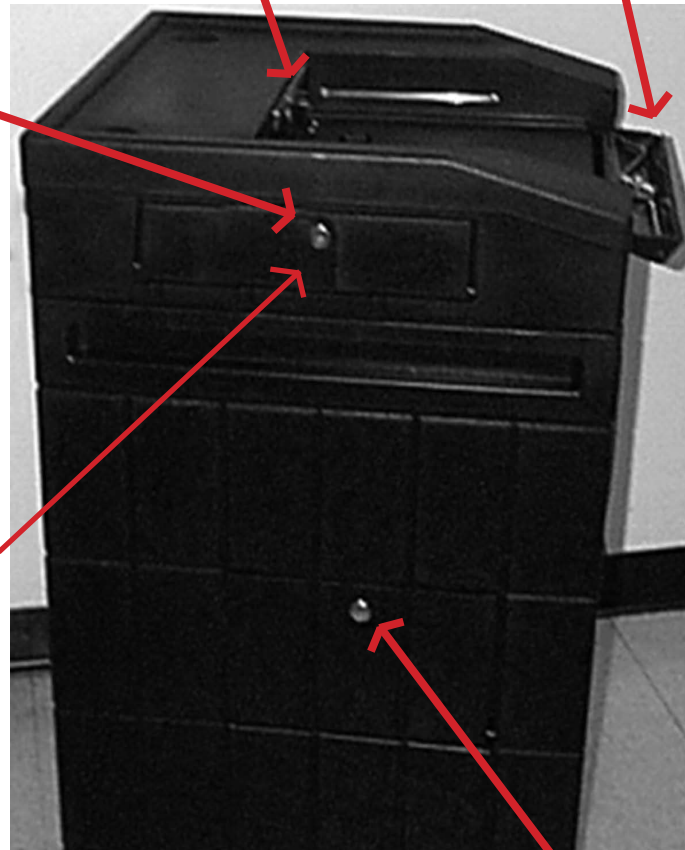
**Make sure the silver bar "lock" is turned down** so it does not block ballots from dropping into the ballot box, then slide the AccuVote scanner into place and complete set up procedures.

3. Unlock **Ballot Stub Door**.

This slot is where you place the ballot stub that you remove from the ballot BEFORE it is scanned into the AccuVote. Do not remove the privacy shield to tear off the ballot stub. This slot also serves as the Emergency Ballot Slot.

4. **Emergency Ballot Slot:**

Be prepared to have voters put their ballots into the **emergency ballot slot** if the AccuVote scanner fails to operate properly! Place the emergency ballot instructions card on the top of the AccuVote scanner, (in gray bin).



5. A Republican Judge and Democrat Judge will unlock emergency ballot bin, remove ballots, cover with a privacy shield, and scan into AccuVote machine. Do not inspect ballots!

## The Gray Supply Bin

Check your supplies as soon as you arrive.

Keep all ballots on the table. Check to see if you have Small City Ballots for your precinct.

We do not supply “I Voted” stickers. If a voter needs proof of having voted, fill out an “Acknowledgement of Vote Cast” form (pg. 48).

You will find your gray supply bin with the voting booths and the ballot box at your precinct location on Election Day. If you are at a polling location with more than one precinct, you can identify your gray bin by the precinct number located on top of the bin. All of your ballots, forms, and handicapped accessibility supplies for your precinct are in this bin.

You will also find a copy of this training manual and a Quick Reference Guide for the frequently asked questions and scenarios that arise throughout the day. The bin should be sealed with security clips upon your arrival. Once you have your precinct table and chairs set up, open the supply bin, take out the contents and place on the table. Check against the content list and make note of any supplies that are not in the bin. Contact the 574-FIXX (3499) for missing supplies to be delivered to you.



### Supply list:

Precinct Ballots/Small City Ballots • Election Officer Training Manual  
• TSX/Touch Screen MANUAL • AccuVote Scanner Manual • AccuVote Check list • Opening/Closing the Polls Check list • Spoiled Ballot Envelope • Handicapped Accessibility Envelope

### PLUS :

100 Oath of Voter forms	50 Voter Assistance forms
50 Voter Registration Cards	25 Voter Notification of New Polling Place forms
20 Demonstration Ballots	2 Remove Voter from the Rolls forms
1 Statement of Election Officer form	5 Acknowledgement of Vote Cast forms
1 Accident Report Form	1 Receiving Station Information
1 Flag Display Instruction Sheet	1 Sign Display Instruction Sheet
1-800 # Voter Verification Sheet	1 Ender Card (AccuVote Machine)
1 Quick Reference Guide	1 Disaster Plan
1 American Flag/Pole/Stand	Orange Cones
1 Vote Here Signs	Pencil Sharpener
1 “No Cell Phone Use” poster	“Be an Election Officer” forms

## The TSX/Touch Screen

Setting up this piece of voting equipment is one of the most dreaded chores of setting up the polls. But, with training, it is quite easy to accomplish. The TSX/Touch Screen is primarily used for the hearing and sight impaired voter. The law requires this equipment to be set up and operational by 6 am.



Setting up the TSX requires two Election Officers working together to successfully complete this task: one to read the step by step instructions aloud, and one to follow the instructions. **The Memory card for the TSX is located in the plastic sleeve on top of the AccuVote scanner. You will insert the Memory Card as part of the set-up procedures found in your TSX Manual.** Once completed, fill out and sign the “Accuracy Checklist TSX/ Touch Screen” form.

You are required to make every reasonable effort to successfully set up the TSX/Touch Screen. If you are unable to complete the task, call 574-FIXX and one of our technicians will talk you through the set up by phone. If this proves to be unsuccessful, a technician will be sent to your precinct location to assist you in setting it up.

All Election Officers are required to attend the “hands-on” training for setting up the TSX, at least once. The TSX/Touch Screen Manual will also be in the supply bin on Election Day.

### **Additional Training Options:**

In addition to the hands-on training at this training session, you may also:

- Check out a video from the Election Center *after* training.
- Watch the video on local Metro Government Cable Channel 25.  
*You must have Insight Cable Television to view Channel 25.*
- Watch the video online at **www. JeffersonCountyClerk.org**
- Come to the Election Warehouse for additional training.

**Call 574-7380 to schedule additional training.**

After the polls close and all equipment is shut down, remove the memory card from the TSX/Touch Screen.

There is a plastic sleeve attached to the top of AccuVote for your voting location. The memory card from the TSX is placed into this plastic sleeve.

The AccuVote Scanner and the TSX Memory Card are placed back into the black bag and returned to the Receiving Station by a Precinct Judge.

# Chapter 5 - The polls are open - Getting the Voter Voted

## **DID YOU KNOW?**

*Even if the AccuVote ballot scanner is not functioning, you are to open the polls promptly at 6 am.*

*Voters can cast their ballot in the Emergency Ballot Bin.*

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

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

*If you hand out a ballot you must get the voter's signature!*

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

You have an Election Officer stationed at the AccuVote Scanner. The Precinct Clerk is seated at the table with the Precinct Signature Rosters in front of him/her. An 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.

## **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 is not on your Precinct Signature Roster and lives in your precinct; you have verified the voter is registered to vote in your precinct; AND, completes any forms that may be required, i.e. Voter Assistance, Oath of Voter, fills out Supplemental Precinct Roster, AND the Election Center has instructed you to allow the person to vote, **OR**
- you have called the *State Board of Elections Voter Verification System* to verify the voters eligibility. (See page 64)

## **GETTING THE VOTER VOTED Check list:**

*The voter is standing in front of your table:*

- Ask the voter's name and party affiliation (Democrat, Republican/Other) and locate the voter's name in the Precinct Signature Roster or Supplemental Roster. (See pgs 45, 56, 57)  
All "Other" political parties are listed in the Republican Roster behind the red tab marked **NPP** in alpha order.
- Ask the voter for a form of identification. The voter **MUST** provide an acceptable form of ID. Record the form of ID provided, filling in the oval beside voter's name, and initialing the roster. Acceptable forms of identification are:

**PA- Personal Acquaintance of Election Officer**

**DI - Driver's License**

**OI -Any identification card with picture and signature of voter**

**SS - Social Security card**

**CC - Credit Card**

- Verify the voter's current address. Check to see if voter receives small city ballot or special school district ballot (See pgs. 65 & 66).
- Have the voter sign the roster by their name. Return the ID to the Voter.
- Locate the correct ballot style.



- Record the number found on the stub of the ballot beside the voter's name in the roster.
- Cover the ballot with the privacy shield. Remind the voter their ballot should remain covered by the privacy shield when they are finished voting.
- Ask the voter if they have any questions.

**When requested,** assist voters on how to operate the voting equipment and/or how to fill out a ballot using the sample ballot. Be sure you:

- a. DO NOT enter the voting booth privacy area after the voter has entered the voting privacy area.
  - b. Carefully AVOID any comments that might be considered favorable to any party, candidate, or public question.
  - c. Carefully AVOID hovering in the voting privacy area after providing instructions to the voter.
  - d. DO NOT attempt to view the voter's marked ballot.
- Direct the voter to the voting booths to mark their ballot in secret using the pencil provided in the booth.
  - Direct the voter to the appropriate AccuVote scanner to cast ballot (if your polling location has more than one scanner).
  - The Election Officer stationed at the AccuVote ballot scanner removes the exposed stub on the ballot and drops the stub in the stub compartment of the ballot box.
  - The Election Officer advises the voter
    - to place ballot in the AccuVote scanner, and
    - to remain in front of the scanner until ballot is ACCEPTED.
  - Voter should slide their ballot into the AccuVote scanner.

**IMPORTANT! If the voter asks you to put the ballot through scanner, do not take a ballot from the voter to put in the scanner unless it is covered with the privacy shield!**

- **DO NOT REMOVE PRIVACY SHIELD FOR ANY REASON**
- **Voter must stand with you until the ballot is accepted**
- Ballot is accepted - Voter leaves privacy shield with the Election Officer and leaves the precinct.
- Ballot is not accepted - Immediately cover the rejected ballot with the privacy shield. The Election Officer should look at the LCD (Liquid Crystal Display) found on the top front of the AccuVote scanner. LCD will show why the ballot was rejected.
- Follow instructions to correct problem.
- Once the AccuVote scanner has successfully accepted the ballot, the voter leaves the privacy shield with the Election Officer and leaves the polling location.

**DID YOU KNOW?**  
Voters may request assistance in completing their ballots. A **Voter Assistance Form** must be completed. Those voters who have applied for permanent assistance will have a double asterisk \*\* by their names in the Precinct Signature Roster. See pages 46 & 62 for process and forms.

## Chapter 6 - CLOSING THE POLLS

You are required to sign ALL reports. Print 2 copies of the AccuVote close out tape, and 3 copies of the TSX/Touch Screen close out tape, using one copy of each to post election results at the polling place at the end of the day.

The remaining copies go in the appropriate envelopes for return to the Receiving Station.

Assist in packing up all equipment according to your "Final Check List"

**It's 6 pm 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 pm, have your AccuVote Manual for the **closing the polls procedures and check lists**. Review check off lists 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***:

- all forms are filled out and put in the appropriate envelopes
- the Black Bag has everything in it on your check list, equipment is packed and set off neatly to the side
- documents are signed, and the results tapes are printed and hanging on the precinct door

If there is more than one precinct at your polling location, and you are done with your work - please 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 Black Bag.***

### **SPECIFIC DUTIES**

***Precinct Clerk*** - Complete the ballot accountability chart. (pgs.42 & 49)

- Follow **check lists** for the Black Bag, ensure that all listed items are in the Black Bag before it is returned to the Receiving Station (pgs 50-52):
  - Scanner and TSX Memory Card
  - Plastic Bag from TSX/Touch Screen with encoder, access card, ender card, key lanyard
  - Oath Return Envelope (see final check list)
  - Precinct Rosters
  - Sheriff's Report
  - Cell Phone and Charger
  - Ballot Accountability Envelope
  - TSX/Touch Screen Black Printer Bag
  - Signed totals tape

Put all unused ballots and supplies not listed above into the gray bin. Ensure the polling location is orderly and in good condition. Assist others as needed when your tasks are complete.

**Precinct Sheriff** - Stand at the back of the voter line at 6 pm. Allow all voters in front of you to vote. Lock the precinct door when you enter so that no one else enters after you. 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. 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.
- Retrieve American flag and stand, break down and put in gray bin
- Retrieve all orange cones, parking signs, disability 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.

**Precinct Judges** - Refer to the AccuVote closing procedures.

- Run the ender card through the AccuVote machine officially closing the polls and starting the totals tape.
- Refer to the TSX/Touch Screen manual to close and run totals tape.
- Take the TSX memory card and put it in the sleeve affixed to the AccuVote Scanner.
- Remove the AccuVote from the ballot box and put it in the Black Bag.
- 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 pm.

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



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

## Chapter 7 - What If & FAQ's

Election Officers who will be working outside their home precinct are encouraged to vote prior to Election Day.

In-house voting is located at the Election Center, 810 Barret Ave.

You can not vote In-House on Election Day!

More information is in Chapter 3, page 10.

Or go On-line to [www.JeffersonCountyClerk.org](http://www.JeffersonCountyClerk.org) for the most up-to-date information.

### **What If - A Voter's Name is not on the Precinct Signature Roster or the Supplemental Precinct Roster?**

If a voter is not listed in your Precinct Signature Roster or your Supplemental Precinct Roster, you **MUST contact 574-VOTE (8683) to verify the voters eligibility to vote - NO EXCEPTIONS!**

**Advise the voter that eligibility must be verified. If the phone lines are busy, have a member of the team continue to call until you speak with an Election Center customer service representative.**

If an Election Officer allows a voter (whose name is not on your precinct rosters) to fill out an Oath of Voter form and cast a ballot without first verifying his/her eligibility to vote with the Election Center, that Election Officer *may be removed* from future service as an Election Officer. Verifying eligibility to vote is a safeguard on the integrity of the voting process. There is little point in checking ID's if all other processes are not followed with the same level of efficiency.

### **What If - A Voter says the party affiliation on the roster is wrong?**

Call the Election Center to verify the voter registration. If the party affiliation on the roster is verified as correct, you may offer the voter a blank Voter Registration card. The voter may fill it out marking the "change party affiliation" block. Fill out name, address, social security number, DOB, new party affiliation, sign the voter registration card and give it to the Election Officer. Put completed voter registration cards in the gray bin. The change will be effective for the next election.

### **What If- The Voter insists s/he is registered to vote after you have been told by the Election Center the voter is not eligible?**

If the voter insists that any information provided by the Election Center is incorrect, the voter may either come to the Election Center at the Urban Government Center and request a hearing with the Board of Elections, OR vote a **Provisional Ballot** (found in orange bag, the provisional ballot has Federal races only). (pgs. 37, 40 & 59)

### **What If - A Voter comes into the precinct to vote, but their signature line has been marked "absentee voter"?**

If the voter comes into the precinct on Election Day and the signature line is marked "absentee voter", first check the Absentee List and make sure the roster has been correctly marked. If the name also appears on the Absentee list, then **call the Election Center to verify that the absentee ballot was not received by the Election Center.** Sometimes applicants for Absentee Ballots, do not return their absentee ballot.

## Who may enter the Voting Room?

Access to the voting area is controlled by the Election Officers. 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}. Often times, married couples will attempt to vote together at the same booth, or friends/family members will want to enter the voting area with the voter. **Only registered voters are permitted to enter the voting area to cast their ballots.** No one may stand with the voter with the exception of minor children, or a voter assistant who has completed the "Voter Assistance" form.

**By law, the ONLY persons allowed in the Voting Room are:**

- Precinct Election Officers
- Voters who have signed the Precinct Signature Roster or Supplemental Signature Roster sheet
- 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}.**

## 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.

### 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!

Friends and family may not linger around the polling locations with Election Officers. They are not to assist in setting up or breaking down equipment.

- Candidates and/or their family members
- Campaign workers, either for a candidate or for a question on the ballot
- Exit pollers
- General onlookers or well-wishers
- Political Party, Political Organization, or Political Groups who are not duly appointed Challengers

The **Precinct Sheriff** should politely ask persons 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. ALL violations should be noted on the Precinct Sheriff's Post-Election Report.

### **What If - Someone is in my polling location making a written list or voice recording of who has voted?**

Politely ask the person to leave and document the incident on the Sheriff's Report. If the person does not leave, call the Election Center.

Check off lists are prohibited in the polling location. Historically, these lists are used by political volunteers or supporters of candidates to attempt to track how many of their supporters have shown up at the polls and voted. Kentucky does not allow this activity at the polling locations.

Authority: KRS 117.236-Prohibition Against Check-off Lists

**Official Challengers** are the only persons who may use paper, telephones, personal communication devices, computers, or other information technology systems to record the identity of a voter in the voting room.\*

*\*This does not apply to Election Officer's fulfilling their official duties and the official use of the Precinct Signature Roster furnished by the State Board of Elections.*

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

**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. However, in a Primary, a Challenger for one party may not challenge a voter of another party.

**How are Challengers appointed?**

Any group of bona fide candidates (as defined in KRS 118.176, of the

same political party equal to 25% of all the candidates for that party to be voted for in a county in any Primary including State, District, and all other candidates) may recommend to the County Committee or governing authority of the party for the county, a list of persons whom they desire to have appointed as Challengers in each precinct in the county.

***Challengers are trained by the Election Center and those who complete the training successfully are provided with Credentials which they must present to Election Officers on Election Day.***

**Without Credentials, the Challenger may not question any voter's right to vote. The Challenger may not remain in the polling place, except to cast his/her own ballot.**

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

All entities entitled to have challengers are required to present a certified list of Challengers to the Board of Elections at least twenty (20) days preceding the Primary or General Election.

### **Challenger Do's**

- All Challengers must attend the Election Center's Precinct Election Officers Training sessions before each Primary and General Election.
- Any person who fails to attend a training session without being excused by the County Board of Elections shall be prohibited from serving as a Challenger for a period of 5 years.
- 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 being allowed to follow the normal procedures for voting.
- The Challenger will sign the bottom portion of the Oath of Voter and state his/her reason for challenging the voter's right to vote in that precinct.

### **Challenger Don'ts:**

- Electioneer or campaign on behalf of any candidate, issue or political party
- Handle election materials (except the signing of the Oath of Voter as required)

- Attempt to intimidate or harass, verbally or otherwise, any voter who is being challenged or any precinct Election Officer
- Behave in any manner to disrupt activities at the polling place
- Attempt to interfere with the proper conduct of the election

**Violations:**

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

- A Challenger who is ordered from the polling site shall be prohibited from serving as a Challenger in any precinct in any election for a period of 5 years.

**WHAT IF - A Voter's right to Vote is Challenged?**

Any Election Officer or properly certified Challenger may "challenge" (dispute) the qualifications/eligibility of a voter.

- 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** (when Federal Elections on the ballot) may be issued. If the voter chooses to vote a Provisional Ballot, the option of a hearing before the Board of Elections is eliminated. If all four officers do not have personal knowledge of why the voter is not qualified to vote, have him/her 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 on the machine. 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."



### **WHAT IS AN “OBSERVER”?**

An Observer is an individual appointed by a political party and trained by the Election Center for the purpose of observing the opening and closing of the polls. The Observer's name must appear on the list of Certified Observers that will be provided to you. The Observer must also present an I.D. and Credentials to all Election Officers. 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. Once the **zero tape** is run 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 **ender tape** is run in the evening, the Observer must leave. *An Observer may not challenge you, interfere with your set up or closing, electioneer, or stand around the precinct during the day. If an Observer arrives at your precinct, call 574-VOTE to verify.*

### **WHAT IF - A Voter's Name has changed or is different from the name on the Precinct Signature Roster?**

If a voter shows identification that has a different last name than the last name on your Precinct Signature Roster, 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.

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

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:

- If the voter moved out of Jefferson County **after the books closed**, the voter is eligible to vote one time only in the voter's old precinct. 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)}.
- If the voter moved out of Jefferson County **before the books closed**, and failed to register to vote in the new county, the voter is not permitted to vote in the voter's old precinct or new county {KRS 116.025(6)}.

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

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

On the Sample Ballot, 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.

DO NOT ENTER THE VOTING PRIVACY AREA AFTER THE VOTER HAS ENTERED THE VOTING BOOTH. AVOID HOVERING AFTER PROVIDING INSTRUCTIONS TO THE VOTER.

**WHAT IF - A Voter makes a mistake on his/her ballot? (See also Pg. 60)**

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. Remove the stub from the ballot and place in the slot of the ballot box.
4. Have the voter place the ballot in the Spoiled Ballot Envelope.
5. 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.
6. 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.)
7. Issue a new ballot to the voter, reminding the voter to be careful.
8. At end of the day, place Spoiled Ballot Envelope in gray bin.

### **When do I provide the voter a Provisional Ballot? (Pg. 33 & 59)**

If a voter is not on your Precinct Signature Roster or Supplemental Signature Roster, **you must call the Election Center to determine if the voter is eligible to vote in your precinct.** In the event that the Election Center advises you that the person is NOT a registered voter or is NOT eligible to vote, AND the voter disagrees with that determination, the voter has 2 options. The voter may either:

- dispute that determination before the Board of Elections.

You will provide the voter with the address of the Board of Elections and advise the voter that the Board is in session from 6 am to 6 pm on Election Day. The voter must go before the Board of Elections to provide evidence of eligibility.

OR

- choose to fill out a Provisional Ballot.

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 primary, general, or special elections where there are Federal races on the ballot.

You will provide the voter with a provisional ballot and the Provisional Ballot Affirmation Envelope. The voter will fill out the ballot and sign the Affirmation on the envelope that s/he is a resident of the precinct and an eligible voter.

#### **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.
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.

### **WHAT IF - A Voter wants to make a Write-In Vote?**

Write in votes are not allowed in a Primary.  
(General and Special Elections Only, KRS 117.265)

Instrucitons for filling out the Provisional Ballot can be found on page 59.

All completed ballots are placed in the Orange Provisional Ballot Bag.

**DO NOT PUT UNUSED materials in the Orange bag.**

## Chapter 8 - What is it? When Do I Use It? FORMS & DOCUMENTS

IN THIS CHAPTER you will learn about a variety of forms and the reasons for those forms fulfilling your duties as an Election Officer.

### **ABSENTEE VOTER LIST**

This list is found in the Black Bag for each precinct. The list identifies registered voters who have applied for an Absentee Ballot. Any name found on the Absentee Voter List should be cross checked with the Precinct Signature Roster, and the words “absentee voter” should be written on the voter signature line before the polls open. Do not mark through the voters name or the bar code. Your Supervisors may bring an additional list when they visit your precinct. These must also be added.

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 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.

### **ACCIDENT REPORT (Pg. 47)**

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

### **ACKNOWLEDGEMENT OF VOTE CAST (Pg. 48)**

Complete this form when a voter needs to provide proof to an employer that s/he voted. We do not provide “I Voted” stickers.

### **APPLICATION FOR PERMANENT ASSISTANCE TO VOTE (Pg. 62)**

This 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 two asterisks [\*\*] in the “**assist column**” on the voter’s signature line of the Precinct Signature Roster, so designating the voter.

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.

### **AUTHORIZATION TO VOTE AT PRECINCT FORM: (Pg. 53)**

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.

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.

### **BALLOT ACCOUNTABILITY CHART (See also page 49)**

As the name implies, 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.

### **BE AN ELECTION OFFICER FORM**

This recruitment form is completed by the voter if interested in serving as an Election Officer. The forms will be in the gray bin.

If a voter is DECEASED but their name appears on the roster, fill out a DECEASED VOTER FORM and place in the gray bin. DO NOT write anything in the signature line of the deceased voter. The state can not remove the name of the deceased voter if ANYTHING is written on that signature line.

## DECEASED VOTER REPORTING FORM

The header on this form is “Form To Report Deceased Voter To Be Removed From the Rolls”. To be completed when informed a person on the roster is deceased. **DO NOT WRITE “DECEASED” on signature line.** Anything written on this line keeps the name on the rolls. This also applies for a voter who has moved out of state. Don’t write on the signature line for any reason other than “Absentee Voter”.

## NOTIFICATION OF NEW POLLING LOCATION FORM: (Pg. 54)

This form is used to send a voter to their correct polling location. After checking the voter’s ID:

***If the voter is listed in your Precinct Signature Roster, but gives you an address different from the address listed on the roster:***

- Call the Election Center to determine the voter’s correct polling location.

***If the voter’s polling location is not in your precinct:***

- Fill out the *Notification of New Polling Location* form.
- Fill in the **Authorization Number** provided to you by the Election Center.
- Sign the form, and place top copy in the Oath of Voter Envelope.
- Give the YELLOW COPY to the voter.
- The Voter proceeds to new polling location.

***If the 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 Voter will sign Precinct Signature Roster, receive ballot & vote.

***If a voter comes to your precinct and is not in your Precinct Signature Roster:*** Call the Election Center to determine where the voter is registered to vote. If the voter registration is up to date, you will simply send the voter to the proper precinct without filling out this form. However, if the Election Center advises that the voter registration address is different from the current address given by the voter, and not within your precinct, the Election Center will give you the voter’s new precinct location based on the current address provided by the voter; and, you will fill out this form.

## 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 the completed form in the Oath of Voter Envelope.
- Provide the voter a ballot.
- **the voter's name IS ON YOUR PRECINCT SIGNATURE ROSTER:**
  - Check the voter's ID, have the voter sign the roster, give ballot.
  - Place the Notification of New Polling Location Form in Oath of Voter Envelope. The voter does not need to fill out the Oath of Voter form.

## OATH OF VOTER FORM (Pg. 54)

**When a Voter is not listed on the Precinct Signature Roster or when a voter is officially challenged.**

ONLY **AFTER** an Election Officer has verified with the Election Center that a voter is registered and at the correct precinct, this form is given to the voter to fill out. 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. Use the newest version of the Oath of Voter form, SBE 32 (11/05). If the Oath of Voter form supplied to you is not blue, please contact your Election Center.
4. Place the completed Oath of Voter form in the Oath of Voter Envelope.
5. **Do not** use the Oath of Voter to allow someone with no identification to vote.
6. **Do not** use the Oath of Voter for a person who has never been a registered voter. A citizen is required to register before the books close, 29 days prior to the election.
7. **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.

## PRECINCT SHERIFF'S POST ELECTION REPORT (Pg. 55)

Entries can be made by any Election Officer assigned to your precinct. Used for documenting irregularities, problems with equipment, voters, co-workers, and suggestions for improvements. These forms are consolidated for the Board of Elections, and originals sent to the County Attorney.

## Did You Know?

We have a:

- Precinct Signature Roster
- Supplemental Precinct Signature Roster
- Non-Partisan Signature Roster

for each precinct in Jefferson County.

The non-partisan roster is found in the Republican Signature roster after the red tab marked "NPP".

## PRECINCT SIGNATURE ROSTER (Pg. 56)

The Precinct Signature Roster is the official list of registered voters in your precinct. To be on the Precinct Signature Roster, a citizen must have registered to vote before voter registration books close, 29 days before an election. If a citizen registers to vote after the books close, the person's voter registration card is held until the books reopen after the Election is over.

***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.

If a voter's name is not on the Precinct Signature Roster, check the Supplemental Precinct Signature Roster (pg. 58) before calling the Election Center. The Supplemental Roster is the manila colored roster at the front of the Precinct Signature Roster. Individuals who have moved after the books closed, failed to sign their voter registration card, failed to put a birth date on their voter registration card, etc., and who have received an Authorization to Vote form from the Election Center, will be placed in this roster.

If the voter's name appears on the Precinct Signature Roster, you will also:

- Check the voters address to confirm the voter still lives in your precinct. If no longer residing in your precinct, but still living in Jefferson County - call the Election Center for the location of the correct voting precinct. Voter's must vote in the precinct where they reside.

If voter's name is not on the Precinct Signature Roster or Supplemental Signature Roster, but the voter's address is in your precinct, the Election Officer MUST contact the Election Center to verify registration.

- If registered, the voter must complete an Oath of Voter form to confirm his/her address:
  - The voter should be informed that the Oath of Voter form is turned over to the Commonwealth Attorney.
  - The voter is to fill out & sign the Supplemental Precinct Signature Roster (SBE 25) and be permitted to vote.
- If not registered, inform the person:
  - Provide the citizen with a Voter Registration Card.
  - If the citizen insists on casting a ballot, s/he must request a hearing and appear before the County Board of Elections at



the Urban Government Center to determine eligibility or may fill out a **Provisional Ballot**. (Pgs. 33 & 59)

### **SMALL CITY CODE (Pgs. 65 & 66)**

This code is used in the Precinct Signature Roster to identify the correct ballot for a voter who lives in a small city (to the right of voter signature).

### **VOTER ASSISTANCE FORM (Pg. 62)**

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 must complete the Voter Assistance Form (SBE 31) 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, there will be two asterisks [\*\*] in the “**assist**” **column** on the Precinct Signature Roster. [See *Application for Permanent Assistance to Vote*. (Pg. 41)]

#### **A Voter requesting assistance may:**

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

**NOTE:** The person(s) who assist(s) the voter 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.) A precinct Election Officer must sign the oath.

If the voter needs assistance and does not have someone to assist, and no other person is willing or available to assist the voter, then a Democrat Election Officer and a Republican Election Officer are to assist the voter. Assistance provided by Election Officers must be bipartisan. Both Election Officers must complete the Oath portion of the Voter Assistance Form.

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

### **VOTER REGISTRATION Card (Pg. 62)**

The Voter Registration form is filled out on election day only if:

- a voter wants to change their political party (effective for next election), or
- to change their name.

If the name *and* address must be changed, the voter must fill out an Oath of Voter Form, not a voter registration card. (pgs. 44 & 54) **Do not fill out both.**

### **WHO MAY NOT PROVIDE VOTER ASSISTANCE?**


- Voter’s Employer or agent of the employer
- An officer or agent of the voter’s Union

**Even if approved for Voter Assistance, the voter has the option to vote without assistance.**

# Appendix - FORMS & DOCUMENTS

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

## 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 returned to the receiving station at the end of the day.

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

Time of Accident: \_\_\_\_\_ a.m./p.m.
PRECINCT: \_\_\_\_\_

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

1. Fill in the following information of the person who had the accident:

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

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

DOB: \_\_\_\_\_

2. Is the person identified above alone or accompanied by another adult? Alone/Accompanied

If alone, is the person coherent and able to make decisions? Yes/No If NO - call 911 immediately!

If with another adult, fill in the following information of the accompanying adult:

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

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Describe any injuries:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Was Medical Treatment Necessary? YES/NO

Called 911 - Yes/No Why/Why not? \_\_\_\_\_

Called the Election Center - Yes/No Why/Why not? \_\_\_\_\_

Injured person transported by EMS for medical treatment? Yes/No If yes, to what facility? \_\_\_\_\_

6. Witnesses: Were there witnesses to the accident? Yes/No. If yes, provide the following information:

A. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

B. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

7. Was the accident a result of faulty equipment or unsafe conditions at the polling location? Yes/No (If Yes, describe on back of form)

8. What, if any, actions have been or will be taken to prevent this from happening again?

\_\_\_\_\_

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

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

ACKNOWLEDGEMENT OF VOTE CAST - "I VOTED" FORM



*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.

**SAMPLE**

Date of Election: \_\_\_\_\_  
Signature of Officer: \_\_\_\_\_  
Polling Location: \_\_\_\_\_  
Precinct Number: \_\_\_\_\_  
Time of day: \_\_\_\_\_


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.**

Complete this form when a voter needs to provide proof to an employer that s/he voted. We do not provide "I Voted" stickers.

# Appendix - FORMS & DOCUMENTS

## BALLOT ACCOUNTABILITY CHART/ ENVELOPE (ORANGE COLORED)



**STATEMENT OF ELECTION OFFICERS** **PRIMARY 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 320287 320288  
\*Place the broken seals in this envelope.

2. Upon breaking these seals we have removed **ALL** of the wrapped package(s) of ballots from the Gray Bin. We have examined the bin and found all ballots to have been removed by the election officers.

3. We have counted the ballot pads of 50 each (including those for each small city as needed) and agree that the Ballots Furnished equals that shown on line a. of the Ballot Accounting Chart below.

BALLOT ACCOUNTING CHART		REP	DEM	NPP	DEM PROVISIONAL	REP PROVISIONAL	TOTAL
a. Ballots Furnished.....	675	350	250	25	25	25	675
b. Ballots Used..... <small>(includes spoiled ballots)</small>	550	300	225	5	10	10	550
c. Ballots Unused.....	125	50	25	20	15	15	125
d. Total b. + c. = a. ....	675	350	250	25	25	25	675
Number of ballots spoiled.....	15	10	5				15

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

\_\_\_\_\_

\_\_\_\_\_

4. At the close of the polls, we completed the chart above, deposited the Spoiled Ballot Envelope, unused ballots, small stubs from used ballots, and secrecy shields into the Gray Supply Bin.  
\*At this point please remove the two (2) unused Red Plastic Seals (to be used later) from this envelope.

5. The Zero Print-Out Tape plus the two (2) copies (if provided) have been placed in this envelope. This envelope, as well as the Sheriff's Post-Election Report, the Oath Return Envelope, the Log of Calls Form and the Precinct Roster(s) will be placed in the black Accu-Vote / Precinct Carrying Case for delivery to the designated Receiving Station.

6. We have used the two (2) Red Plastic Seals to lock the Gray Supply Bin and recorded the numbers on this envelope.  
 New Seal Numbers \_\_\_\_\_

FRANKLIN CLASP  
No. 90 • Size 8x12


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*.

# Appendix - FORMS & DOCUMENTS

## Precinct BLACK BAG with AccuVote scanner CHECK LIST

### Final Check List – For AccuVote Black Bag

**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 Card, 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~

**\*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!**

This check list is in the precinct Black Bag that has the AccuVote Scanner and is used to ensure all of the proper materials are returned to the Receiving Station at the end of the day.

SAMPLE

This check list is in the Black Bag without an AccuVote Scanner. It is used to ensure all of the proper materials are returned to the Receiving Station at the end of the day.

## Precinct BLACK BAG - (No AccuVote scanner) - CHECK LIST

### Final Check List – Precinct Black Bag

***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 Card

**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**)
- “I am 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.

**Don't Forget to Sign the Green Payroll Card at the Receiving Station!**

CHECK LIST FOR CLOSING THE POLLS

This CHECK LIST IS ON THE BACK of both Black Bag check lists.

# CHECKLIST FOR CLOSING THE POLLS

**COMPLETE THE FOLLOWING BEFORE LEAVING THE POLLING LOCATION:**

- Shut Down AccuVote. [Instructions in AccuVote Manual (gray bin)]
- Shut Down TSX/ Touch Screen. [Instructions in TSX/ Touch Screen Manual (gray bin)]
- NEW!!!** Place *TSX/ Touch Screen MEMORY CARD* in sleeve on top of the AccuVote Scanner. **NEW!!!**
- All other supplies not specified on the reverse side (including all unused ballots) should be placed in the gray supply bin.
- Gray bin should be sealed with two red seals found in the Ballot Accountability Envelope.
- Break down voting booths and place them next to the black ballot box and gray supply bin.
- Place precinct marker signs and wires next to the black ballot box and gray supply bin.
- All Officers must sign the Statement of Election Officers.
- All Officers must sign Final Checklist located on opposite page.
- Leave the facility as it was found.

**DON'T FORGET!**

**TOUCH SCREEN MEMORY CARD MUST BE PLACED IN SLEEVE ON TOP OF ACCUVOTE SCANNER!**




SAMPLE

# Appendix - FORMS & DOCUMENTS

Write-In votes are not allowed in Primary Elections.

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

## WRITE-IN VOTE Instructions



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

---

**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

2nd - Fill in the oval beside the candidate name you have printed on the ballot.      1st      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 for an office 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.

**SOURCE:**  
 31 KAR 6:090. Uniform definition of a vote.  
 RELATES TO: KRS 117.265, 117.379, 117.381, 43 U.S.C. 15481  
 STATUTORY AUTHORITY: KRS 117.015(3), 43 U.S.C. 15481(a)(6)  
 NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015(3) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties. 43 U.S.C. 15481(a)(6) requires each state to adopt uniform and nondiscriminatory standards that define 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 establishes those standards.

Revised July 2011  
 JWS/GCF/eam

## AUTHORIZATION TO VOTE FORM

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.

**COUNTY CLERK'S USE ONLY**

Improper Removal

Wrong Precinct Code

Failure to make proper change reported

Absentee Ballot cancelled

Chairman, County Board of Elections or Authorized Agent

\_\_\_\_\_  
County

\_\_\_\_\_  
Date

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

White - County Clerk  
Canary - Precinct



# Appendix - FORMS & DOCUMENTS

## 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 upon the recommendation of his/her respective political party and County Executive Committee, he/she has been designated by the JEFFERSON COUNTY BOARD OF ELECTIONS as an ELECTION OFFICER in the precinct of \_\_\_\_\_.

**KEEP THIS COPY**  
The election will be held on the date listed below. Polls will be open from 8:00 a.m. until 6:00 p.m. prevailing time. The law prescribes a fine of from \$100 to \$1,000 for failure to serve as an officer of Election, once appointed (KRS 117).

Bobbie Holaday  
Chairman  
Board of Elections

Official Appointment as an Election Officer to a polling location.

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

## OATH OF VOTER FORM

SBE 32 (11/05) 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 a \_\_\_\_\_ voter in this precinct in \_\_\_\_\_ County, Kentucky and that I currently reside at \_\_\_\_\_ My previous address was \_\_\_\_\_ in this county. I know of no legal disqualifications which should prevent my vote from being cast and counted at this election. 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 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 \_\_\_\_\_

Filled out by the Voter when a Voter is not listed on the Precinct Signature Roster or when a voter is officially challenged by either, a certified Challenger or, 3 or more Election officers.

*Must be verified with Election Center!*

## NOTIFICATION OF NEW POLLING LOCATION FORM

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

(PLEASE USE BLACK PEN ONLY)

ELECTION DATE: \_\_\_\_\_ OLD PRECINCT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ (AS IT APPEARS ON PRECINCT ROSTER) DATE OF BIRTH (MM / DD / YY) \_\_\_\_\_

VOTER'S SIGNATURE: \_\_\_\_\_ PARTY AFFILIATION: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_ NEW PRECINCT NO: \_\_\_\_\_

NEW POLLING LOCATION & ADDRESS: \_\_\_\_\_

BD. OF ELECTIONS CLERK AUTHORIZATION NUMBER: \_\_\_\_\_ \*\*\*

ELECTION OFFICER SIGNATURE: \_\_\_\_\_

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

ORIGINAL COPY: OATH RETURN ENVELOPE  
2ND COPY: GIVE TO VOTER TO TAKE TO NEW POLLS  
NEW POLL-PUT COPY IN OATH RETURN ENVELOPE

# Appendix - FORMS & DOCUMENTS

Used for documenting irregularities, problems with equipment, voters, co-workers, and suggestions for improvements.

## PRECINCT SHERIFF'S "POST ELECTION REPORT"

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.)

**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.

# Appendix - FORMS & DOCUMENTS

## 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 initial's column, check for a **small city ballot** designation, issue the correct ballot, and write the ballot number beside the voter's name.

The Precinct Signature Roster is the official list of registered voters in your precinct.

Precinct Signature ROSTER page  
Properly filled in -

**SAMPLE**

County: 056 JEFFERSON Precinct Roster Page: 5  
Precinct: 5145 PRECINCT 145 4B DISTRICT Commonwealth of Kentucky - State Board of Elections PRIMARY ELECTOR 18

Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cony. No. Sen.		ID Type						Clerk
						Town	Other	FILL in ONE box ONLY						
Jones, Daffy D 1200 Thornybush	07/14/11	F	[Barcode]	DEM	<i>Daffy D. Jones</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Jawbreaker, Johnny T. 7600 Miller Street	10/30/11	M	[Barcode]	DEM	<i>Johnny T. Jawbreaker</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Boop, Betsy L. 2100 Disney Lane	06/13/1987	F	[Barcode]	DEM	<i>Betsy L. Boop</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Darlin, Darryl 110 ValentineWay	05/27/1983	M	[Barcode]	DEM	<i>Darryl Darlin</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Bootstrap, Bobby 100 Ride a Pony Street	03/01/1988	M	[Barcode]	DEM	<i>Bobby Bootstrap</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Dillon, Sharigh M. 2100 Trigger Junction	05/16/1980	M	[Barcode]	DEM	<i>Sharigh M. Dillon</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Dancer, Billie Jean 100 Cowboy Ave.	01/19/1986	F	[Barcode]	DEM	<i>Billie Jean Dancer</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Quacker, Peanut B. 16 Georgia Ave.	06/30/1980	F	[Barcode]	DEM	<i>Peanut B. Quacker</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Reagan, Susan B. 1201 Nancy Lane	06/21/1980	F	[Barcode]	DEM	<i>Susan B. Reagan</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Voder, Ima 1901 Ballot Drive	06/10/1957	F	[Barcode]	DEM	<i>Ima Voder</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Voder, Imelda 1901 Ballot Drive	08/12/1983	M	[Barcode]	DEM	<i>Imelda Voder</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Readit, Camu 100 Proof Ave.	10/23/01	F	[Barcode]	DEM	<i>Camu Readit</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	
Stoner, Toby 2100 Lost Road	07/10/1986	M	[Barcode]	DEM	<i>Toby Stoner</i>	3	048 36	PA	DL	OI	SS	CC	[Initials]	

Form: SBE/REFRM ID types: PA=Personal Acquaintance DL=Driver's License OI=Other Identification SS=Social Security Card CC=Credit Card CAMP-COFF

Check Name & Address With ID

Check DOB

Ballot Number Issued

Party Affiliation

Voter Signature

Check for Small City ballot

I.D. type (fill oval)

Election Officer initials

# Appendix - FORMS & DOCUMENTS

## 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. 36)

Look closely  
For the Small City designation

tions

Voter's Signature	Cong Town	Hs Other	San Other	ID Type					Clerk Init.
				FILL in ONE box ONLY					
X Betty A. Jones ***** Jones, Betty A.	3	048	36	PA	DL	OI	SS	CC	
JEF				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X Johnny T. Jawbreaker ***** Jawbreaker, Johnny T.	3	048	36	PA	DL	OI	SS	CC	
JEF				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X Betty L. Boop ***** Boop, Betty L.	3	048	36	PA	DL	OI	SS	CC	
HBA				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X Darryl B. Frill ***** Frill, Darryl B.	3	048	36	PA	DL	OI	SS	CC	
FRH				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X Bobby B. Boop ***** Boop, Bobby B.	3	048	36	PA	DL	OI	SS	CC	
JEF				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X M. M. Dancer ***** Dancer, M. M.	3	048	36	PA	DL	OI	SS	CC	
JEF				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X Billie Jean Dancer ***** Dancer, Billie Jean	3	048	36	PA	DL	OI	SS	CC	
FRH				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X B. B. Dancer ***** Dancer, B. B.	3	048	36	PA	DL	OI	SS	CC	
HBA				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**SAMPLE**

## 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 anytime a voter's name is not on the Precinct Signature Roster and Election Center has verified the voter's right to vote at your precinct.** It must be filled out completely, just as the regular Precinct Signature Roster.

**An "Oath of Voter" form must be filled out and signed by the voter before the voter can sign the Supplemental Roster and be issued a ballot.**

JEFFERSON COUNTY BOARD OF ELECTIONS  
 SUPPLEMENTAL PRECINCT SIGNATURE ROSTER  
 TO BE SIGNED BY VOTERS QUALIFIED TO VOTE BUT NOT ON PRECINCT ROSTER

PAGE \_\_\_\_\_ OF \_\_\_\_\_

ELECTION DATE \_\_\_\_\_ COUNTY NAME & CODE \_\_\_\_\_

PRECINCT NAME & CODE Capital D104

SOCIAL SECURITY NUMBER	VOTER'S NAME (Please Print - Last, First & Middle)	ADDRESS	ID NUMBER	DATE OF BIRTH	PARTY	ID Type					Clerk Initials
						PA	DL	CI	SS	CC	
xxx-xx-xxxx	Kent, Clark	150 Dolly Part Rd	Clark Kent	7/27/87	R	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	jgl
xxx-xx-xxxx	Parker, Peter	1600 Spider Ct	Peter Parker	3/18/78	D	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**RECEIPT FOR ELECTION MATERIALS - Signed by person picking up the Black Bag the weekend before the election.**

**RECEIPT FOR ELECTION MATERIALS ISSUED**

\_\_\_\_\_ PRECINCT \_\_\_\_\_ J.E.G. DIST. \_\_\_\_\_

I received this day from the Jefferson County Board of Elections, the necessary materials and supplies for the upcoming election.

I, as clerk of the aforementioned precinct, am responsible for these materials and for getting them to the polls in a timely manner on election morning.

\_\_\_\_\_  
PRINT NAME OF CLERK  
(or person authorized by clerk to receive supplies)

\_\_\_\_\_  
SIGNATURE OF CLERK  
(or person authorized by clerk to receive supplies)

\_\_\_\_\_  
Telephone No. \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_

# Appendix - FORMS & DOCUMENTS

The Provisional Ballot and Ballot Affirmation Envelopes are in the Orange Provisional Ballot Bag.

1. Have the voter sign the Provisional Ballot Roster.
2. The voter completes the Affirmation Ballot Envelope information.
3. The Election Officer will sign the Ballot Affirmation Envelope in two places.
4. The Election Officer will complete the information on the ballot stub, tear off the ballot and give the ballot, Affirmation Envelope, and the outer envelope to the voter.
5. DO NOT REMOVE STUB FROM BALLOT PAD.
6. The voter completes the ballot, places it in the Provisional Ballot Envelope and seals it, then places the sealed envelope into the Affirmation Envelope and seals it.
7. The Election Officer places the sealed envelope in the Orange bag and gives the voter a Provisional Ballot info sheet.
8. When the polls close, the Election Officer completes the Provisional Ballot Accountability Statement noting if the election is the Primary or General Election and accounts for all ballots.

## Provisional Ballot Information

If a voter is not on your Precinct Signature Roster or Supplemental Roster, **you must call the Election Center to determine if the voter is eligible to vote in your precinct.** In the event that the Election Center advises you that the person is NOT a registered voter or is NOT eligible to vote, AND the voter disagrees with that determination, the voter has 2 options. The voter may, either:

- dispute that determination before the Board of Elections, or
- choose to fill out a Provisional Ballot.

**If the voter disputes the determination**, you will provide the voter with the address of the Board of Elections and advise the voter that the Board is in session from 6 am to 6 pm on Election Day. The voter must go before the Board of Elections to provide evidence of eligibility.

**If the voter chooses to fill out a Provisional Ballot**, you will 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 primary, general, or special elections where there are Federal races on the ballot. You will provide the voter with a provisional ballot and the Provisional Ballot Affirmation Envelope. The voter will fill out the ballot and sign the Affirmation on the envelope that s/he is a resident of the precinct and an eligible voter.

### 5 Reasons for Issuing a Provisional Ballot:

1. Voter's name does not appear on the Precinct rosters 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.)
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.

COMMONWEALTH OF KENTUCKY  
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		General Election
	Primary Election	Republican	
	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			

explain the difference here:

## 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 will be the last ballot issued to any one 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

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	

SAMPLE

### WHAT IF - A VOTER MAKES A MISTAKE ON BALLOT? SPOILED BALLOT PROCEDURES

If a voter has made an error on the ballot, and the ballot was not accepted by the AccuVote scanner:

1. Ask the voter to mark ALL ovals to ensure that no one can look at the ballot and see the voter's intent. (The voter is not required to complete this step, it just protects the voter's privacy).
2. Have the voter write **void** or **spoiled** on the ballot.
3. Have the voter place the ballot in the **Spoiled Ballot Envelope**. The stub of the spoiled ballot goes in the slot on the side of the AccuVote with the rest of the stubs.
4. Find voter's name on the roster. Copy the issued ballot number (now spoiled) from the roster onto the large manila-colored Spoiled Ballot Envelope. Also record the number of the ballot you are going to issue on the Spoiled Ballot Envelope.
5. Go back to the Roster and draw a fine line through the first ballot number issued to the voter. Example: ~~0267~~
6. Issue a new ballot. Write down the ballot number of the newly issued ballot on the roster, beside or under the first number.
7. A voter is allowed to spoil 2 ballots. **The 3rd ballot is the last ballot that can be issued**, so urge the voter to be very careful when issued their 3rd ballot.
8. At the end of the day, place the Spoiled Ballot Envelope in the gray supply bin.

**\*\* The ballot can only be replaced if the voter has not put the ballot in the AccuVote scanner. Once the ballot is run through the scanner and is accepted, no matter what the circumstances, the voter cannot be issued another 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
1	101	101	26
2	151	159	27
3	0101	0107	28
4	0157	0159	29
5			30
6			31
7			32
8			33
9			34
10			35
11			36
12			37
13			38
14			39
15			40
16			41
17			42
18			43
19			44
20			45
21			46
22			47

# Appendix - FORMS & DOCUMENTS

This form is completed when you arrive at your assignment & show your credentials to your fellow Election Officers. Also used for Challengers.

## STATEMENT OF ELECTION OFFICERS/CHALLENGERS (to be filled out upon arrival at your assigned precinct location)

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

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.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Judge

**SAMPLE**

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.

\_\_\_\_\_  
Challenger

\_\_\_\_\_  
Challenger

RETURN THIS FORM IN OUR OATH RETURN ENVELOPE TO THE RECEIVING STATION.

This form is to be filled out by Election Officers to verify that the equipment you have on site is still zeroed out when you set it up Election morning.

The top portion will have been filled out prior to Election Day by Warehouse staff who check and verify just prior to delivering the equipment.

## VERIFICATION FORM - TSX and Accuvote Equipment

**ACCURACY CHECKLIST  
ACCUVOTE OPTICAL SCAN**

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

County - Jefferson  
Precinct # \_\_\_\_\_

Serial Number \_\_\_\_\_

Diagnostics Ran  
 Paper Roll  
 Ribbon  
 Power Cord  
 Switches  
 Keys

Memory Card Parameters  
 Run Test Decks  
 Check Totals  
 Totals Correct w/ Tally  
 Set Counter to Zero  
 Seal and Record # \_\_\_\_\_

Tech Signature \_\_\_\_\_

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

**VERIFICATION SHEET ACCUVOTE OPTICAL SCAN**

Precinct # \_\_\_\_\_ Date \_\_\_\_\_

Serial Number \_\_\_\_\_

Beginning Counter Zero \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_



# Appendix - FORMS & DOCUMENTS

## VOTER ASSISTANCE FORM

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	PRECINCT NAME OR NUMBER		
RESIDENTIAL ADDRESS			
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**

I, \_\_\_\_\_, voter certified as requiring assistance on a permanent basis as indicated on precinct roster, do 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

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

**OATH FOR PERSON ASSISTING VOTER**

I, \_\_\_\_\_, 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, an agent of that employer's union, or an officer or agent of that voter's union.

(Signature of person assisting voter)

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

I, \_\_\_\_\_, 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, an agent of that employer's union, or an officer or agent of that voter's union.

(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 \_\_\_\_\_, 20\_\_\_\_.

(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.

NOTE: Any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties provided.

WRITE - Oswald J. and CANARY - County Clerk P.O. Box 10000 Louisville, KY 40203

KRS 116.158      Provides that "Any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties provided."  
KRS 117.258  
KRS 117.260  
KRS 117.265  
SBE-21 (7/98)

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.

## 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?**  YES  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?**  YES  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. <b>Voter Declaration—read and sign below</b> I swear or affirm that: <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>			
<input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other _____ (write name above)					
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.		<b>X</b> 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: _____			

# ***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.

## **ELECTIONS EMERGENCY CONTINGENCY PLAN 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

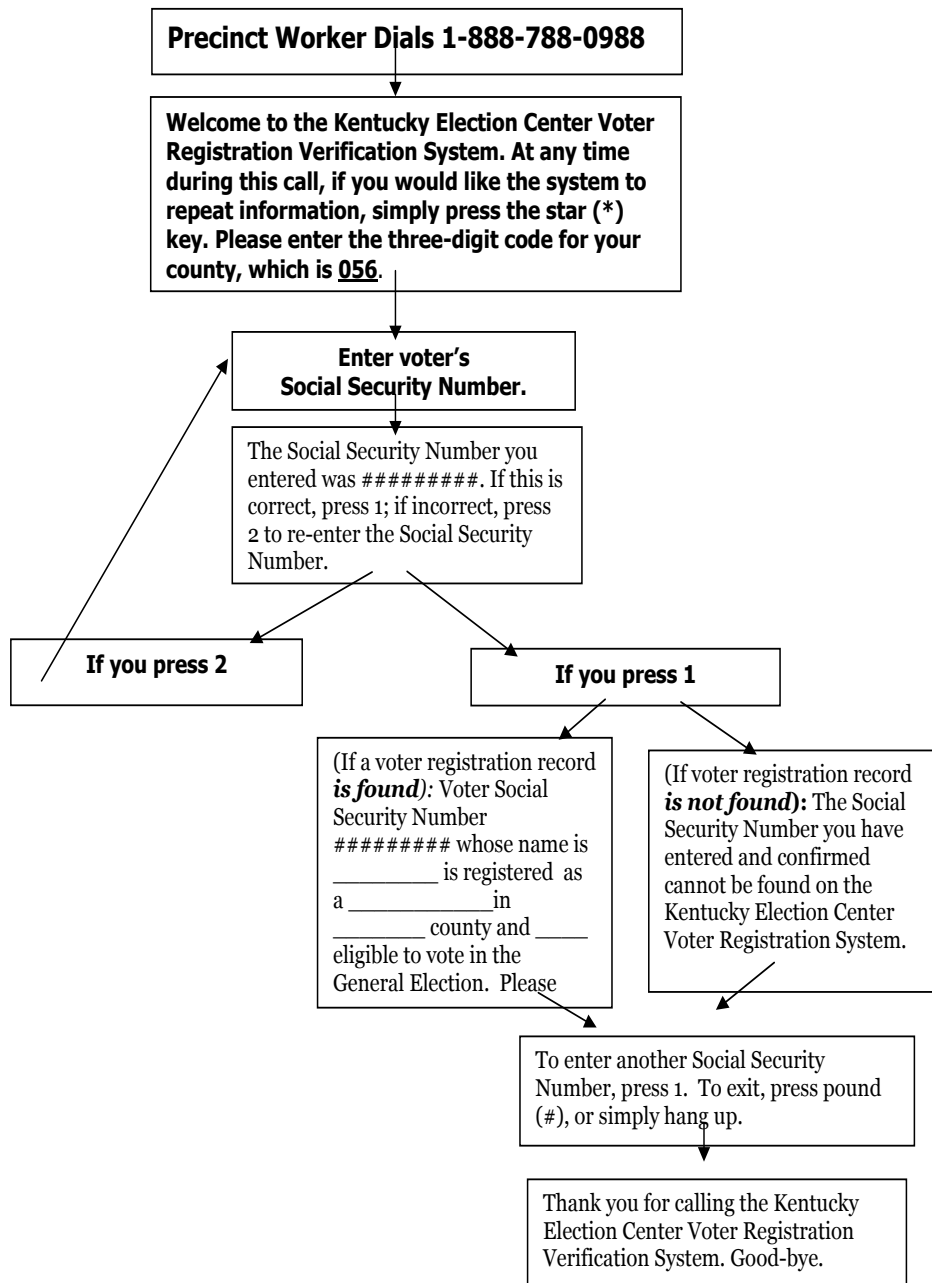
The Election Center will instruct you about the emergency procedures specific to Jefferson County and how to conduct a rescheduled election.

# ADDITIONAL VOTER VERIFICATION RESOURCE

## Voter Registration Verification Interactive Voice Response System

**DO NOT POST IN THE PRECINCT**

**FOR PRECINCT OFFICER USE ONLY**



Alternate Resource for verifying a voter's correct polling location and eligibility to vote.

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

574-VOTE is the local source for this information.

A voter may find his/her voting precinct online at [www.jeffersoncountyclerk.org](http://www.jeffersoncountyclerk.org) Click Voter Information. Click Where Do I Vote?

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

If any prompt is not responded to within 5 seconds, the prompt will be repeated up to 3 times. If no touch-tone response is received by the system after the 3<sup>rd</sup> replay, the system disconnects.

## ***SMALL CITY CODES***

Codes assigned to ballots that have Small City races. Registered voters in small cities will have a small city code by their name in the Precinct Signature Roster.

<b>Anchorage</b>	<b>ANC</b>	<b>Heritage Creek</b>	<b>HCK</b>
<b>Audubon Park</b>	<b>APK</b>	<b>Hickory Hill</b>	<b>HIH</b>
<b>Bancroft</b>	<b>BAN</b>	<b>Hills and Dales</b>	<b>HAD</b>
<b>Barbourmeade</b>	<b>BAR</b>	<b>Hollow Creek</b>	<b>HOC</b>
<b>Beechwood Village</b>	<b>BWV</b>	<b>Hollyvilla</b>	<b>HOV</b>
<b>Bellemeade</b>	<b>BLM</b>	<b>Houston Acres</b>	<b>HOA</b>
<b>Bellewood</b>	<b>BLW</b>	<b>Hurstbourne</b>	<b>HUB</b>
<b>Blue Ridge Manor</b>	<b>BRM</b>	<b>Hurstbourne Acres</b>	<b>HBA</b>
<b>Briarwood</b>	<b>BRW</b>	<b>Indian Hills</b>	<b>INH</b>
<b>Broeck Pointe</b>	<b>BKP</b>	<b>Jeffersontown</b>	<b>JEF</b>
<b>Brownsboro Farm</b>	<b>BRF</b>	<b>Kingsley</b>	<b>KGL</b>
<b>Brownsboro Village</b>	<b>BRV</b>	<b>Langdon Place</b>	<b>LAP</b>
<b>Cambridge</b>	<b>CAM</b>	<b>Lincolnshire</b>	<b>LIN</b>
<b>Coldstream</b>	<b>COL</b>	<b>Lyndon</b>	<b>LYN</b>
<b>Creekside</b>	<b>CKS</b>	<b>Lynnview</b>	<b>LNV</b>
<b>Crossgate</b>	<b>CRG</b>	<b>Manor Creek</b>	<b>MAC</b>
<b>Douglass Hills</b>	<b>DOH</b>	<b>Maryhill Estates</b>	<b>MAE</b>
<b>Druid Hills</b>	<b>DRH</b>	<b>Meadowbrook Farm</b>	<b>MEF</b>
<b>Fincastle</b>	<b>FIN</b>	<b>Meadow Vale</b>	<b>MDV</b>
<b>Forest Hills</b>	<b>FRH</b>	<b>Meadowview Estates</b>	<b>MVE</b>
<b>Glenview</b>	<b>GLV</b>	<b>Middletown</b>	<b>MID</b>
<b>Glenview Hills</b>	<b>GVH</b>	<b>Mockingbird Valley</b>	<b>MKV</b>
<b>Glenview Manor</b>	<b>GVM</b>	<b>Moorland</b>	<b>MRL</b>
<b>Goose Creek</b>	<b>GSC</b>	<b>Murray Hill</b>	<b>MUH</b>
<b>Graymoor-Devondale</b>	<b>GRD</b>	<b>Norbourne Estates</b>	<b>NBE</b>
<b>Green Spring</b>	<b>GRS</b>	<b>Northfield</b>	<b>NOF</b>

## ***SMALL CITY CODES***

<b>Norwood</b>	<b>NOR</b>	<b>Westwood</b>	<b>WES</b>
<b>Old Brownsboro Place</b>	<b>OBP</b>	<b>Wildwood</b>	<b>WLW</b>
<b>Parkway Village</b>	<b>PKV</b>	<b>Windy Hills</b>	<b>WDH</b>
<b>Plantation</b>	<b>PLN</b>	<b>Woodland Hills</b>	<b>WLH</b>
<b>Poplar Hills</b>	<b>POP</b>	<b>Woodlawn Park</b>	<b>WLP</b>
<b>Prospect</b>	<b>PSP</b>	<b>Worthington Hills</b>	<b>WOH</b>
<b>Richlawn</b>	<b>RCH</b>		
<b>Riverwood</b>	<b>RIV</b>		
<b>Rolling Fields</b>	<b>RLF</b>		
<b>Rolling Hills</b>	<b>RLH</b>		
<b>Saint Matthews</b>	<b>STM</b>		
<b>Saint Regis Park</b>	<b>SRP</b>		
<b>Seneca Gardens</b>	<b>SNG</b>		
<b>Shively</b>	<b>SHI</b>		
<b>South Park View</b>	<b>SPV</b>		
<b>Spring Mill</b>	<b>SPM</b>		
<b>Spring Valley</b>	<b>SVA</b>		
<b>Strathmoor Manor</b>	<b>SMM</b>		
<b>Strathmoor Village</b>	<b>SMV</b>		
<b>Sycamore</b>	<b>SYC</b>		
<b>Ten Broeck</b>	<b>TBK</b>		
<b>Thornhill</b>	<b>THN</b>		
<b>Watterson Park</b>	<b>WAP</b>		
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## XYZ





**ELECTION CENTER  
OFFICE OF THE JEFFERSON COUNTY CLERK  
810 BARRET AVENUE  
SUITE 103  
LOUISVILLE, KY 40204**

## How are we doing?

After many improvements and changes in our trainings, communications, and recruitment services, we would like to know what you think. We want to continue to improve the delivery of services to our Election Officers and are considering projects for the future. We'd like your input into the process.

Please rank your satisfaction in the following:

Check one:	POOR	Unsatisfactory	No opinion	Satisfactory	Excellent
1. The Election Officer training is ....					
2. The NEW Election Officer manuals are ...					
3. The Election Officer audio/visuals are ...					
4. The Civic Pride Newsletter is ...					

Specifically, what did you like and/or dislike relating to the questions above:

- Q1. \_\_\_\_\_
- Q2. \_\_\_\_\_
- Q3. \_\_\_\_\_
- Q4. \_\_\_\_\_

**Future Planning: Circle your answer!**

5. Do you use a computer at home? Y N
6. Do you need to take a hard copy of the training manuals home after training? Y N
7. Do you read your training manuals once you have taken them home after training? Y N
8. If the training manuals were online would you read it online? Y N
9. Have you ever taken an educational class or training online? Y N
9. If offered, would you complete Election Officer training online? Y N
10. Do you prefer to attend a live training? Y N

Check one:

I am a:

- New Election Officer
- Veteran Election Officer. I have \_\_\_ yrs of Service.