



JEFFERSON COUNTY ELECTION CENTER

Election Officer Manual General Election

November 3, 2020

Jefferson County Clerk's Office Election Center
701 W. Ormsby Ave Ste. 301
Louisville, KY 40203

502.574.6100

JeffersonCountyClerk.org

Jefferson County Board Of Elections

Bobbie Holsclaw, Jefferson County Clerk, Chair

Col. John Aubrey, Sheriff

Carl Bensinger, Democratic Member

Linda Huber, Republican Member

Dear Election Officer:

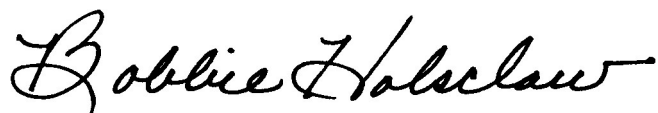
On behalf of the Jefferson County Board of Elections I want to thank you for your service and welcome you to election training. You are a critical partner in our effort to conduct free and fair elections in Jefferson County.

Every election has its challenges. I think this general election, like Kentucky's primary election, will present some unique obstacles and difficulties.

The Board of Elections' top priority is your health and the safety of our voting residents. In accordance with CDC, state, and Metro guidelines, you will be required to wear a face mask and social distance when possible. We will be asking voters to wear a mask for their protection, your protection and that of fellow voters.

If you know anyone who would like to serve as well, please ask them to contact us to verify eligibility and schedule training.

Again, thank you for your service to our community,



Jefferson County Clerk, Chair

ACKNOWLEDGEMENT

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.

Election Officer Etiquette

Be professional – You are conducting the most essential element of our democracy. Please work and act accordingly.

Be on time – Arrive at the polling location at your assigned time. Election Officers may not leave their assigned precinct location on Election Day while the polls are open.

Leave “partisan” leanings at the door – All of us have our favorite candidate or position on a ballot question. That’s OK. When you are an election official, however, none of your personal preferences should show while you are working.

Be fair and respectful to ALL – Nothing shakes a voter’s confidence in the integrity of the election more than when a precinct worker treats them or their ballot unfairly.

Work as a team – Your work will be more enjoyable and the voters will be better served if you work as a team.

Dress code – Although we do not enforce a specific dress code, as representatives of the Board of Elections, Election Officers should dress in a clean and appropriate manner. Attention to personal hygiene and grooming is also expected. Clothing should be tasteful and in good condition. T-shirts, buttons or hats with improper/political slogans, graphics or photos are examples of inappropriate dress.

Food, Drink, Medicine– As you cannot leave your assigned polling location on Election Day, it is important to bring all items you need throughout the day. Breakfast, lunch, snacks, medication, a sweater or jacket are examples of what you may need to bring.

Smoking — Smoking is subject to the rules of the building in which you are working.

Some basic guidelines:

Greet voters with a smile and make eye contact.

Listen carefully and be patient.

Make reasonable accommodations to assist voters.

Do not discuss candidates or issues on the ballot.

Treat everyone in the polling location with dignity, respect, and courtesy.

Remain calm and neutral in all circumstances.

Do Not take photos of voters inside the polling location.

Contact Information - For Election Officer Administrators

Jeff Pellman
Republican Administrator
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Democratic Administrator
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COUNTY ATTORNEY

Electioneering

Electioneering is the displaying of signs, the distribution of campaign literature, the soliciting of signatures to any petition, or the solicitation of votes for or against any candidate or ballot question in a manner which expressly advocates the election or defeat of a candidate or expressly advocates the passage or defeat of the ballot question.

No person may electioneer within 100 feet of any entrance to a polling place if that entrance is unlocked and used by voters. This restriction does not apply to private property unless it is being used as a voting location, exit polling, or bumper stickers on vehicles that are present for a reasonable amount time in which to vote (KRS 117.235).

A voter wearing a T-shirt or other clothing with a candidate's name may enter the polling location for the purpose of voting. Once the voter has cast a ballot, the voter must leave the polling place.

If you believe a voter is violating the electioneering law, ask voter to move beyond the 100 feet limit or to cease electioneering. All irregularities should be noted in the Precinct Sheriff's Post-Election Report.

Vote Buying/Selling

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. (KRS 119.205).

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 payment, distribution, loan, advance, deposit, or gift of money or anything of value; or
- A contract, promise, or agreement, expressed or implied, whether or not legally enforceable, to make a payment, distribution, loan, advance, deposit, or gift of money or anything of value.

Removing or Tampering with Ballots

Kentucky law provides that any person who removes or attempts to remove a ballot from the polling place or has in their possession a ballot outside of the polling place is guilty of a Class D felony.

If a person cannot come inside to vote a ballot, do not take a ballot outside. (KRS 119.195).

Removal or Destruction of Election Supplies or Booths

A person can be fined up to \$200 or imprisoned up to six months if they steal or willfully destroy election supplies. (KRS 119.105).

Unauthorized Possession of Voting Machine Key or Tampering with Voting Machines

Under Kentucky law, it is a Class A misdemeanor for an unauthorized person to have possession of a voting machine key. A person may be guilty of a Class D felony if they tamper with a voting machine after it has been sealed and locked against voting. An election officer that tampers with a voting machine in any way may be guilty of a Class D felony. (KRS 119.115).

Election Officer Penalties

An election officer can be charged with a Class A misdemeanor if the election officer fails to allow a qualified voter to cast their ballot as required by the Kentucky statutes. (KRS 119.155).

Accident Report

In the event of an accident at your polling location, you should complete an Accident Report. The Accident Reports will be in the Black Bag for your Legislative District. Fill out as much information as possible and with as much detail as possible. Note any witnesses to the accident and document the names and contact information of all witnesses.

Precinct Sheriff's Post-Election Report

Each Legislative District will have a Black Bag with election forms. This includes the Precinct Sheriff's Post-Election Report. The Precinct Sheriff's Post-Election Report is used to document any irregularities that may occur at your precinct and any action taken to correct the irregularity. These reports are sent to the Commonwealth's Attorney after the election. Any Election Officer is authorized to make an entry on this report. If you have an irregularity to report during early voting, complete the Precinct Sheriff's Post-Election Report and place in envelope. Put all signed reports back in Black Bag. The Election Center compiles all comments and recommendations, submits them to the State Board of Elections, and sends a copy of the reports to the Commonwealth's Attorney.

An irregularity includes:

- An Election Officer arriving late
- A slip and fall accident
- An Election Officer who is a "no-show" or fails to perform duties
- Malfunctioning or inoperable voting equipment
- Failure to set up voting equipment
- Observing an individual electioneering

Election Officers have up to three (3) days after an election to submit any additional comments or concerns of activity at their assigned precinct. You may submit additional comments by letter, email, or phone.

Oath of Office

I do solemnly swear/affirm that I will support the Constitution of the United States and the Constitution of this Commonwealth, and be faithful and true to the Commonwealth of Kentucky so long as I continue a citizen thereof, and that I will faithfully execute, to the best of my ability, the office of Election Official, according to law; and I do further solemnly swear/affirm that since the adoption of the present Constitution, I, being a citizen of this State, have not fought a duel with deadly weapons within this State, nor out of it, nor have I sent or accepted a challenge to fight a duel with deadly weapons, nor have I acted as second in carrying a challenge, nor aided or assisted any person thus offending,
SO HELP ME GOD.

GENERAL INFORMATION FOR ELECTION OFFICERS

Emergency Absence/ Illness

As a trained Election Officer, we depend on you to fulfill the oath of office you have taken at training. However, we understand that things can change unexpectedly. Please contact your Election Officer Administrator immediately if you are unable to serve during the General Election.

No-Shows

Any Election Officer who fails to report to their assigned polling location for the General Election without being excused will be classified as a “no-show.” An Election Officer who fails to serve and is not excused by the Election Center is subject to a fine and is ineligible to serve as an election officer for five (5) years. (KRS 117.995). A list of Election Officers who fail to show up without being excused is sent to the State Board of Elections following the election. If you are unable to work, contact your Election Officer Administrator immediately.

Polling Location

Responsibility

When working the polls, please be considerate of the polling location and its staff. They have agreed to allow us to use their facility for the General Election. They are not required to provide access to other areas of the building. Make sure you bring enough beverages, snacks, lunch, and utensils for the day. Do not expect that there will be a microwave or refrigerator that you can use. Please leave the polling location in the same condition as you found it.

Write-in Voting Procedures

A voter may, at any general or special election, cast a write-in vote for any person who has filed a declaration of intent to be a write-in candidate. The Election Officers will be provided a list of those persons who have filed declarations of intent to be a write-in candidate. The Election Officers should not post the list of write-in candidates, but merely have it available to show a voter, if requested.

Two election officers of opposing parties must instruct a voter upon request on how to cast a write-in vote. Voters should be instructed to fill in the oval beside the candidate's name and write in the candidate's name with a pen or key pad, if using the ExpressVote. If a voter asks for instructions once they have entered the voting booth, you must not enter the voting booth to instruct the voter.

Definition of a Vote for Write-in Voting.

1. Only votes cast for eligible write-in candidates shall be considered valid and counted.
2. A write-in vote for a candidate whose name already appears on a ballot as a candidate shall not be counted as a vote.
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 the SBE form, 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.

PROVISIONAL BALLOTS

A provisional ballot is a ballot cast in an election for Federal offices by an individual who resides in the precinct, but whose eligibility to vote is in question or is not determinable on Election Day.

Provisional ballots protect the rights of a potential voter. The "Instructions for Voting a Provisional Ballot" poster is posted in the polling place to provide information on how to cast a provisional ballot.

Do not break the seal on the provisional bag unless you have a voter that qualifies to receive a provisional ballot.

There are five (5) reasons for issuing a provisional ballot:

1. Voter whose name does not appear on the Precinct Signature Roster and whose registration status cannot be determined by the precinct Election Officers.
2. Voter whose name does not appear on the Precinct Signature Roster and who has been verified by the Election Center as ineligible to vote.
3. Voter who does not have proper identification.
4. Voter who has been challenged by all four (4) precinct Election Officers.
5. Voter who is voting as a result of a federal or state court order or any order under state law in effect ten (10) days prior to Election Day which extends polling hours.

Before issuing a provisional ballot, you must inform the individual of the option to request a hearing before the County Board of Elections to dispute eligibility. The voter has two (2) options:

1. *Dispute the determination before the County Board of Elections.*
Provide the voter with the address of the County Board of Elections and advise the voter that the Board is in session from 6:00 a.m. to 6:00 p.m. on Election Day. Give

the voter information on the location of the County Board of Elections and directions. If the County Board of Elections determines that the individual is eligible to vote, the Board will issue the voter an Authorization to Vote. The voter will present that to the Election Officers at the polling location and sign an Oath of Voter and the Supplemental Roster before being permitted to vote. On Election Day, a decision by the County Board of Elections can be appealed to a Circuit Judge.

2. *Choose to fill out a provisional ballot.*
The individual can also choose to vote a provisional ballot. The voter must sign the provisional ballot affirmation stating that he or she is a resident of the precinct and eligible voter. In this case, you will inform the voter that the provisional ballot will only include candidates seeking federal offices such as President, U.S. Senator or U.S. Representative. These ballots are only used in a Primary, General or Special Elections where there are federal races on the ballot.

The County Board of Elections will meet the day after the election and decide whether to count a provisional ballot. The voter can go to the Kentucky State Board of Elections website or call to see if their provisional ballot was counted.

Provisional Ballot Instructions

If the voter decides to vote a provisional ballot, you will follow the instructions below.

1. The voter who chooses to vote a provisional ballot must sign the green provisional ballot precinct signature roster which is located behind the Supplemental Roster.
2. The voter completes the provisional ballot affirmation, located on the front of the provisional ballot outer envelope in the

presence of the Election Officer.

3. The Election Officer then takes the provisional ballot outer envelope, fills in the precinct name, checks the appropriate box indicating the reason for issuing the provisional ballot and signs in two (2) places.
4. The Election Officer completes the information on the provisional ballot stub.
5. The Election Officer hands the voter the provisional ballot, provisional ballot inner envelope and provisional ballot outer envelope.
6. The Election Officer then directs the voter to a private voting area in which the voter casts the provisional ballot.
7. The voter must place the voted provisional ballot in the provisional ballot inner envelope and seal. The voter must place the sealed provisional ballot inner envelope in the provisional ballot outer envelope, seal and return to the Election Officer.
8. The Election Officer must give the voter the provisional ballot information sheet.
9. The Election Officer must place the sealed provisional ballot outer envelope in the orange provisional ballot bag.
10. At the end of the day, all four Election Officers complete the provisional ballot accountability statement and place it in the pocket on the back of the orange provisional ballot bag.

The Election Officer places the orange provisional ballot bag in the Black Bag for the Legislative District.

Important Information Regarding the Orange Provisional Ballot Bag

Please DO NOT break the seal on the orange provisional ballot bag unless you are issuing a provisional ballot.

All orange provisional ballot bags must be accounted for after the election.

PERSONS YOU MAY ENCOUNTER ON ELECTION DAY

Persons Allowed in the Voting Room

Kentucky law is very specific about who may be in the voting room while the vote is being polled. The following are the only people allowed in the voting location during the hours the polls are open:

- Election Officers;
- Voters;
- Anyone assisting a voter;
- A minor child in the company of a voter;
- Duly appointed challengers;
- Individuals who are authorized by the Election Center to repair voting equipment or provide additional voting equipment;
- Law enforcement officers, either local or state; and
- Members of the news media for the limited purpose of filming the voting process.

The media may not conduct interviews with voters inside the voting room, record the identity of voters, or disrupt the voting process.

Persons Not Allowed in the Voting Room

During the hours the polls are open, the following may not be in the voting room unless they are there to cast their own ballots or assist a voter:

- Friends or family of Election Officers who have not been assigned to work at the precinct location;
- Candidates or their family members;
- Campaign workers, either for a candidate or for a question on the ballot;
- Exit pollsters;
- General onlookers or well-wishers; and
- Members of political parties, political organizations, or political groups who are not duly appointed challengers.

Election Officials should request unauthorized persons to leave. If individuals fail to leave when requested, please contact the Election Center representative at your polling location.

Challengers

A Challenger is an individual appointed by a political party or independent or nonpartisan candidates who can challenge the eligibility of voters and create checkoff lists of voters who have voted. Challengers must attend training and produce their written appointment if requested by an Election Officer. A Challenger must be a registered voter in the county in which the election is being held.

Challengers may question the eligibility of a voter. A Challenger may dispute the eligibility of 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; or
- Is not the person he claims to be.

A Challenger may not:

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

Challengers are entitled to stay in the voting room or at the door. Challengers may come and go from the voting room all day. An Election Officer may order the Challenger to leave the precinct after one

warning if the Challenger violates any provision of the law. A Challenger who is ordered from the polling place is prohibited from serving as a Challenger for five (5) years.

Any Election Officer or Challenger may dispute a voter's eligibility to vote.

If a voter's right to vote is challenged, the Election Officer should advise the voter of the reason for the challenge. If the voter states that their qualifications are in order:

- The voter should be advised to sign an Oath of Voter and that completing the Oath of Voter will allow the voter to vote;
- The voter should be informed that the completed Oath of Voter will be turned over to the Commonwealth's Attorney for possible investigation;
- The voter should then complete the Oath of Voter and vote; and
- 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.

The Challenger should not speak directly to the voter.

Exit Pollsters

Kentucky permits exit polling outside the polling location. Exit Pollsters may survey willing voters after they leave the polling location. They may only interview voters leaving the polling place.

Observers

KRS 117.275(9) allows the political parties, independent candidates, nonpartisan candidates, and others to designate a representative "to witness and check the vote count." These representatives are commonly referred to as Observers. These individuals observe the opening and closing of the polls. After the zero tape is printed in the morning, the Observer must leave. The Observer may return in the evening, as the polls close, to observe running the final vote count tape. Once the totals tape is printed in the evening, the Observer must leave.

At the polling location, the Observer does not have any functions beyond the morning and evening vote count checks. An Observer may not challenge you, interfere with set up or closing, electioneer or stay within the polling location during the day. An Observer is different from a Challenger and does not have the same duties as a Challenger.

USE OF PHONES INSIDE THE POLLING LOCATION

There is no prohibition on voters using their phones while voting. Voters may not use a cell phone to create a checkoff list or otherwise record the identity of voters unless the person is a Challenger.

Kentucky law permits voters to take a photo of themselves or their ballots, often referred to as "ballot selfies." Voters cannot record the identity of other voters, unless they are duly appointed Challengers.

KENTUCKY ADDRESS CONFIDENTIALITY PROGRAM (ACP)

Victims of certain crimes, including domestic violence, abuse, and sex crimes, can apply for the Kentucky Address Confidentiality Program (ACP). ACP participants' names are designated on the ePollbooks. The address given for each participant is the State Capitol address in Frankfort.

DISABILITY AWARENESS GUIDANCE

Individuals with disabilities are people who may do things differently than persons with no disability. While some disabilities are readily apparent and visible to others, most disabilities are not visible. Because of this, use of the ExpressVote machine should be offered to every voter, not just those who you believe may have a disability. The following are tips to enable you to be more effective and feel at ease when interacting with individuals with disabilities.

- Use person first language such as “an individual with a disability” not “a disabled person.”
- Before assisting an individual with a disability, ask if you may assist and how you may be of assistance. Allow the voter to tell you what and how you may be of assistance.
- Always be aware of your physical contact. The person with a disability may have heightened sensitivity to physical contact or balance issues that may be thrown off by even the most well-meaning contact.

- Think before you speak and always speak directly to the individual with the disability.
- Do not make assumptions. The individual with a disability knows best what type of accommodation he or she may need. Respect the person’s needs.
- When you are acting as a guide for an individual with a visual impairment, offer your arm allowing the person to take your arm just above the elbow. Walk at a natural gait staying one step ahead of the individual.
- If you are having trouble understanding a person with hearing loss, ask the person to repeat themselves. If that does not work, use paper and pen to communicate. Communicating is your goal-the method does not matter.
- Sit down or step back from an individual using a wheelchair so you will be at eye level. Do not hang or lean on the wheelchair. Remember that a wheelchair or other mobility device is an extension of the user’s personal space.
- Provide signs directing individuals to the accessible parking, entrances, and walkway to the voting area.
- Do not interrupt or finish a statement of a person who may have difficulty speaking.

Service Animals

A voter who enters the voting location with a service animal is permitted to have that animal in the voting area. Do not approach the animal or interfere with the animal; it is working.

Emergency Bin

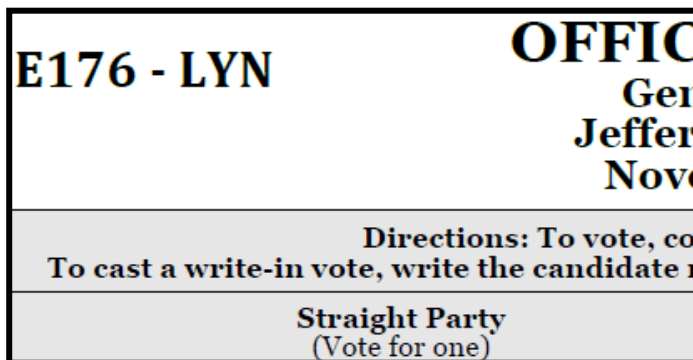
The Emergency Bin is located on the front of the DS200 and is used to collect ballots in the event of a voting equipment malfunction.

If the DS200 continues to malfunction, place the notice of inoperable machine sign on or near your DS200.

SMALL CITIES

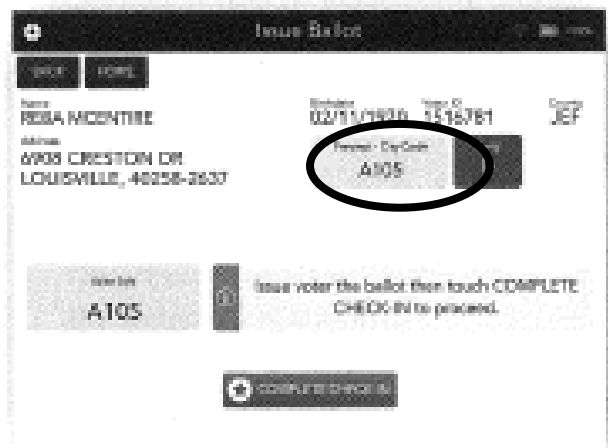
For this election, there are more than 80 different ballot styles with small city elections. It is very important to watch your ePollbook for a three letter small city code when checking in a voter to make sure you give them the correct ballot.

If a someone votes with an incorrect ballot, you cannot give them a another one. Each voter can receive only one ballot.



The example above shows the precinct (E176) along with the small city code for Lyndon (LYN) in the top left corner of a ballot.

The example to the right shows where the small city codes are located on the ePollbook. The small city code is on the "complete check in" screen. Please wait to see the "complete check in" screen before handing out the ballot.



New Voter ID Law

Beginning July 15, 2020, a photo ID to vote is required to vote.

A valid photo ID to vote is a document issued by:

- The United States or the Commonwealth of Kentucky;
- The United States Department of Defense, a branch of the uniformed services, the Merchant Marines, or the Kentucky National Guard;
- A public or private college, university, or postgraduate technical or professional school located within the United States;
- A city government, county government, urban-county government, charter county government, consolidated local government, or unified local government, which is located within Kentucky.

If the document contains:

- 1) The name of the individual to whom the document was issued; and
- 2) A photograph of the individual to whom the document was issued.

The most common form of a valid photo ID is a driver's license. Other examples of acceptable IDs (as long as they include the voter's name and photo) are a U.S. passport, Military ID, College ID, or Kentucky government ID.

What if the voter doesn't have a photo ID?

Voters who cannot obtain a photo ID can sign a Voter Affirmation Form and present one of the following non-photo IDs:

- Social Security Card;
- Any ID issued by a county that's been approved by the State Board of Elections and shows voter's name;
- Any ID card with both the voter's photograph and name;
- Any food stamp ID card, electronic benefit transfer card, or supplemental nutrition assistance card issued by Kentucky that shows voter's name;
- A credit or debit card that shows voter's name.

Personal Acquaintance

A voter's identity still can be confirmed by personal acquaintance with an Election Officer, but now the Election Officer must complete an Election Official Affirmation Form. "Personally known" means that the Election Officer knows the voter and that the voter is a resident of Jefferson County.

Checking in the Voter

When a voter presents themselves to vote, the clerk should ask the voter to provide their name and address. If you do not know the voter, ask the voter for an acceptable form of photo ID. If the voter's name is not found, check in the Supplemental Roster. If the name is in the Supplemental Roster, continue to check in the voter. If you cannot find the person's name, contact 574-VOTE (8683) to find out if the voter is eligible to vote.

Ask the voter if the address displayed on the ePollbook is their current address. If it is the current address, record the form of identification provided. If the voter's current address does not match the address in the ePollbook, contact 574-VOTE (8683) to find out where the voter should vote. Have the voter sign an Oath of Voter, sign the Supplemental Roster and vote.

Voters orally confirm their address. At no time should an Election Officer ask for proof of a voter's address.

Additional steps to checking in voter:

1. Write your initials in the "Clerk Initials" space provided in the ePollbook.
2. Ask each voter to choose the type of voting machine he or she would like to use.
3. Have the voter sign the ePollbook on the signature line.
4. Check the ePollbook for a small city code.
5. Locate the correct ballot style on your table. Make sure to give the correct ballot to the voter.
6. Return the photo ID to the voter.
7. Hand ballot to voter and cover the ballot with the privacy shield.
8. Ask the voter if they have any questions and then point out the voting booths to mark the ballot (pens provided in the booths) or point out the ExpressVote.

Each of these steps must be followed when processing each voter. You cannot issue a ballot without confirming the identity of a voter, finding the voter's name in the ePollbook and having the voter sign the ePollbook.

REGISTRATION ISSUES

Voter's Name is not on the ePollbook

If a person's name does not appear on the ePollbook, do not issue the voter a ballot. Contact the Election Center or Election Center staff at your location to see if the voter is registered. Then have them sign the Oath of Voter and Supplemental Roster and issue a ballot.

If the Election Center states that the person is not registered, do not issue the person a ballot. The individual may appeal the decision by going in front of the County Board of Elections. The Board sits in session all day on Election Day to rule on questions of voter eligibility. If the board rules that the voter is eligible and can vote, it will issue the voter an Authorization to Vote form. If the voter returns with the form, have voter sign the Supplemental Roster and issue the ballot.

Further Registration Issues

It is also possible that the voter has moved from one address to another within Jefferson County. Under Kentucky law, this voter is eligible to vote in their new precinct. KRS 116.085(2) and (3) state in part:

(2) When a registered voter changes his place of residence from one (1) precinct to another within the same county before the registration books are closed and fails to transfer his registration with the county clerk prior to the date the registration books are closed, the voter shall be permitted to update the voting records and to vote in the present election at the appropriate precinct for the current address upon affirmation of his current address... Before being permitted to vote, the voter shall also confirm his identity... and complete the affidavit which is required to be completed by

a voter whose right to vote has been challenged.

(3) When a registered voter changes his place of residence from (1) precinct to another precinct within the same county after the registration books close, the voter shall be permitted to vote in the present election at the appropriate precinct for the current address upon affirmation of his current address and signing the precinct list... Before being permitted to vote, the voter shall confirm his identity ...and complete the affidavit which is required to be completed by a voter whose right to vote has been challenged.

When a voter enters the polling location and their name is in the ePollbook, but the voter says that they have moved, call the Election Center to find out what precinct they now vote in. Have the voter complete an Oath of Voter, sign Supplemental Roster and vote.

Please note KRS 116.025(5) which states, in part:

Any registered voter who changes his place of residence to a different county while the registration books are closed shall be permitted to vote at the appropriate precinct for his former residence in the present election and shall thereafter transfer his voter registration.

Therefore, if a voter has moved into Jefferson County from another county while the registration books are closed, they are permitted to vote in the county of their former residence for one election only. They must then fill out a new registration form for Jefferson County. When this form is processed, it will transfer the voter's record from the old county into Jefferson County.

Authorization to Vote at Precinct Form

This form is used to notify Election Officers that the voter is eligible to vote at the listed precinct even though he or she may not appear on the ePollbook.

The voter may have been omitted from the ePollbook due to an administrative error.

Supplemental Roster

The Supplemental Roster is used for the voter to sign if they are found eligible to vote by the Election Center, but not listed on the ePollbook or changed their address within the county and failed to update their voter registration.

Additionally, the voter may appear at your polling location with an Authorization to Vote form. This voter is required to sign the Supplemental Roster before voting.

Online Tools

If you are unable to reach the Election Center to determine if a voter is registered the website **www.GoVoteKy.com** can be used to determine if a voter is registered. Choose "Review Your Registration" from the main menu.

This site can be easily accessed on a mobile device by a voter as well as an Election Officer.

Voter's Name is Different from Name on Roster

If a voter shows identification that has a different last name than the one on your ePollbook, ask the voter to complete a voter registration card reflecting the name change.

The voter is eligible to vote and should sign the ePollbook and vote. After the election, the Election Center will update the voter registration records.

Removing a Voter

There is no form for Election Officers to use on the day of an election for removal of a voter from the rolls.

VOTER NEEDS INSTRUCTION ON USE OF VOTING MACHINE

If the voter requests instruction on the use of the voting machine, the Election Officers may use instruction cards or point out the features 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.

Election Officers have two (2) ways in which to instruct the voter:

1. Using the sample ballot which includes instructions on the use of the voting machine; or
2. Using the voting machine if the voter requests.

VOTING ON THE EXPRESSVOTE

Activating the Expressvote

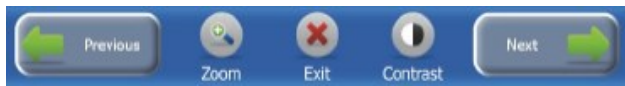
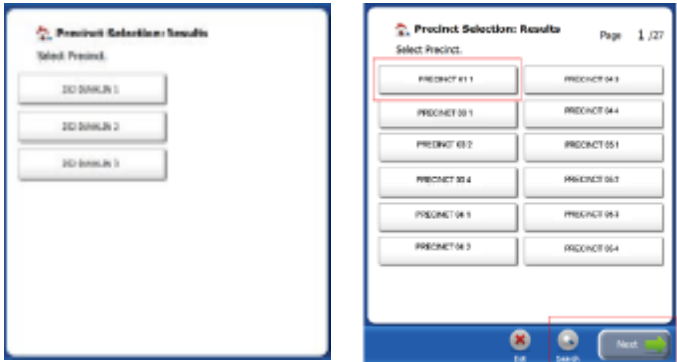


The Voter will insert a blank Expressvote Activation Card into the ballot feed tray.

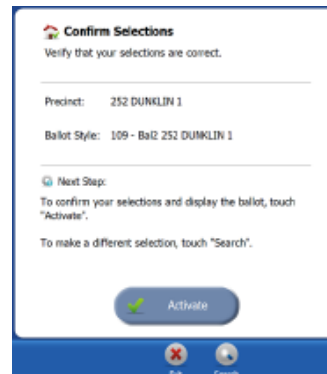
Select the correct precinct button, select the ballot style, remembering some ballot styles will have small city codes, then hit the “Next” button.

Select “Activate” after verifying that the precinct and ballot style are correct.

The following functions are available on the Expressvote:



- The “Zoom” button will change the size of the display font between the normal font and a larger size font to meet the individual voter’s needs.
- The “Exit” button will return the voter’s unmarked card.
- The “Contrast” button will change the display between the normal full color view and a high contrast black and white view.
- The “Previous” and “Next” buttons are used to proceed backward and forward between contests.



The Election Officer will step away and allow the voter to vote their ballot. Once the voter is finished marking their ballot, a marked card will be printed and the voter will take this card to the DS200 to be scanned and counted.

Searching for a Precinct

Once the blank card is inserted, the Election Officer will have to select the correct precinct and ballot style for the voter.

VOTER NEEDS ASSISTANCE

A voter qualifies for assistance if the person has:

- An inability to read English
- A physical disability
- Impaired vision

If a voter qualifies to receive assistance, the voter must complete the Voter Assistance Form stating the reason assistance is needed and sign the form. The person or persons assisting the voter must also complete and sign the Voter Assistance Form. An Election Officer must attest the signatures.

If a voter is certified as requiring permanent assistance, only the person assisting the voter needs to sign the Voter Assistance Form. Voters who have been certified for permanent assistance will have "PA" on the ePollbook.

A voter may be assisted by any person of the voter's choice except the voter's employer or agent of that employer or an officer or agent of the voter's union.

A voter requesting assistance may bring someone to assist them in completing their ballot, request assistance from two Election Officers (must be one Republican and one Democrat) or request assistance from any person at the precinct.

Do not take a ballot outside of the polling location to assist a voter that is unable to come inside. Voters that are unable to vote inside a polling location should contact the Election Center about applying to vote absentee for the next election.

Application for Permanent Assistance to Vote

This section of the Voter Assistance Form is filled out by an individual who will need permanent assistance to vote due to blindness or other physical disability. This does not eliminate the need for a Voter Assistance Form to be signed by the person or persons providing assistance each election. It simply relieves the voter from the responsibility of signing the Voter Assistance Form each time he or she votes. Thereafter, the letters "PA" will be displayed on the ePollbook.

All Voter Assistance Forms are turned over to the grand jury as part of the post-election reports. Violations of the laws regarding voter assistance should be reported to the Election Center immediately and noted on the Precinct Sheriff's Post-Election Report.

AFTER THE POLLS OPEN

Remind voters that no person, except for a Challenger, is permitted to have paper, cell-phone or other device in the voting room for the purpose of creating checkoff lists or to record the identity of voters. However, voters are permitted to have cellphones in the polling location.

Election Officers will work together to greet voters as they come into the location, advise them to have their ID ready and direct the voters to the correct Legislative District, if necessary.

The Election Officers should warn anyone electioneering within 100 feet of the entrance to move outside of the restricted area. Remember, if a sign is within 100 feet but on private property, it cannot be removed.

Election Officers should politely request that people who are not permitted to be in the voting room leave. If they fail to leave when asked, or if persistent violations occur, report these violations to the Election Center staff.

Election Officers are required to document all election law violations, potential election law violations, suggestions for improvement, and other comments on the Precinct Sheriff's Post-Election Report.

SPOILED BALLOT PROCEDURE

When a voter makes a mistake on the ballot, the Election Officer will write "spoiled" on the back of the ballot and place the ballot in the Spoiled Ballot Envelope. The Election Officer will issue a new ballot to the voter. A voter is entitled to receive up to three (3) ballots. You cannot issue the voter another ballot if it has already been placed in the voting machine, scanned and accepted.

When using in ePollbook, ballots must be spoiled in the same ePollbook used to issue the ballot.

ELECTION SECURITY PLAN

The voting machines are sealed with numbered security seals and placed in secured locations.

On Election Day, the Election Officers compare the seal numbers on the machines and Gray Bins with those on the Ballot Accountability Envelope. The Election Officers run a zero tape on the DS200 and compare the sample ballot to ensure that all the races are on the ballot. The Election Officers also check that the ballot numbers provided match the numbers on the Ballot Accountability Envelope.

At the close of the polls, two results tapes are printed. One is posted at the precinct and the other is returned in the Results Tape Envelope with the Election Results Device to the Election Center. The Election Officers seal the voting machines and Gray Bins and record the seal numbers on the Ballot Accountability Envelope. The Election Officers complete the Ballot Accountability Chart and record the Public Count number on the Accuracy Test/Verification Sheet. All the Election Officers sign the Verification Sheet for each voting machine.

The day after the election, the Election Center begins the process of picking up the voting equipment and Gray Bins and transporting them to the Warehouse. The voting machines stay locked and sealed for ten (10) days following the Primary and thirty (30) days following the General Election.

ELECTION CENTER DISASTER & CONTINGENCY PLAN

There is a Disaster & Contingency Plan for the Election Center. It describes what to do during a man-made or natural disaster on Election Day. The plan includes contingencies for the Election Center, as well as for the Election Officers.

If an election is suspended, you will be notified by the Election Center and instructed to take the following steps:

- Secure all voting machines until the re-scheduled election. The Election Officers must ensure all seals on the voting machines are placed on the machine prior to storage.
- Do not close out or tally the votes.
- Record the public counter number on a form provided by the Election Center.
- Return all election materials to the Election Center.

The following election materials must be secured in a locked storage container:

- Paper ballots.
- Provisional ballots.
- Precinct Signature Rosters.
- All related materials.