



STATE BOARD OF ELECTIONS ELECTION OFFICERS' GUIDE

MAY 17, 2022 PRIMARY

Last Revised: March 2022

Introduction

Regardless of what plan a County uses, all Election Laws remain constant.

Terminology:

- **Precinct:** a single area within a county that will cast ballots at one location on Election Day.
- **Consolidated Location:** a combination of two (2) or more precincts put together with the intent of sharing Election Equipment and Election Officers on Election Day. ONLY voters who reside in the combination of these specific precincts will cast ballot in this polling location.
- **Vote Center:** a location where any voter in the entire county can vote on Election Day.
- **Polling Location:** the place in your county where people vote. This can be a Precinct, Consolidated Location, or Vote Center. For Vote Centers, this would be the identifying name for purposes of records.

For the public, *precinct* level will still exist in every county, no matter the plan. It is the basic building block of how a voter is assigned to a specific ballot style (who they vote for). A *Vote Center* is a combination of every precinct within a county and will be broken down to that level in the end.

This guide is designed to accommodate Election Plans for all Counties.

Thank you for serving your Community as well as Democracy, itself.

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RESPONSIBILITIES OF ALL ELECTION OFFICERS

1. Open the polling location for voting at 6:00 a.m. Please arrive at the polling location no later than 5:30 a.m. to allow enough time to prepare for the 6:00 a.m. opening. **Precinct Plan Counties can start with at least 3 Election Officers. Vote Centers or Consolidated Locations should start when $\frac{3}{4}$ or 75% of their Election Officers are present. Voting Centers or Consolidated Locations may want to arrive earlier than 5:30 a.m. due to the amount of equipment needing to be setup and/or prep time to be open by 6:00 a.m.**
2. Set up all voting equipment, including the accessible voting machine (Voting Centers and Consolidated Locations may have multiple pieces of voting equipment). All equipment must be ready for voters by 6:00 a.m.
3. Assist in the opening, examination, and closing of the voting machines.
4. Ensure the voting equipment is set up to maintain a voter's privacy.
5. Ensure that Election Day posters and notices are posted.
6. Ensure that only registered voters enter the voting machine to cast a ballot.
7. **Throughout the day, make sure that no one has left any markings or documents on or in either the voting booths, the ballot marking devices, or other machines.** For counties using paper ballots, ensure you are providing the correct ballot to each voter.
8. If a problem should arise with a voting machine, immediately contact your county clerk for instructions. **When a Tech or Deputy arrives to solve a machine issue, verify that person is associated with the County Clerk's Office (Clerks will provide you with information on how you'll be able to identify these individuals).** No one shall work to correct a voting equipment issue except designated election officers on behalf of the Clerk's Office (after contacting the Clerk's Office), a deputy from the Clerk's Office, a Tech associated with the Clerk's Office, or an authorized vendor working for the Clerk's Office.
9. Ensure that the election laws are obeyed and that any potential violation is reported to the Election Sheriff for their entry and signature on form SBE 53, Precinct Sheriff's Post-Election Report.
10. All voters must produce an acceptable form of identification or the election officer personally knows the voter's name, that they are member of the community, and the officer must attest to these facts (Completing SBE 72, see #11-Page 28). The voter must sign the EPB or form SBE 25, Supplemental Precinct Signature Roster, before casting a ballot. A voter may request a hearing before the county board of elections or vote a provisional ballot if they have neither an ID or the latter.
11. **The election officer verifies the identity of the voter by using their ID and the EPB or by affixing their initials in the "Clerk Initials" column of the form SBE 25, Supplemental Precinct Signature Roster. Listing on the Supplemental the form of ID presented to the Election Clerk.**

12. If a voter's name does not appear on the EPB or Precinct Supplement Roster, verify that the voter is in the correct precinct by reviewing the voter's address with maps/information provided by the county clerk.
13. **You must confirm the eligibility of a voter whose name does not appear on the EPB** or form SBE 25, Supplemental Precinct Signature Roster, but claims to be in the correct precinct, by:
 - Contacting your county clerk, or
 - Contacting the State Board of Elections' Voter Registration Verification System (see page 30).
14. **After you have confirmed the eligibility of a voter whose name is not on the EPB** or form SBE 25, Supplemental Precinct Signature Roster, the voter must complete form SBE 32, Oath of Voter, a new voter registration card indicating the new address, and form SBE 25, Supplemental Precinct Signature Roster, before casting a ballot on the voting machine. **You must also confirm the voter's correct Precinct and any other code relevant to giving the voter their correct ballot.**
15. Any election officer may complete and sign the bottom portion of form SBE 32, Oath of Voter, when it is used. Completely fill out the reason for requiring the oath on the "Reason for Requiring Oath" portion of form SBE 32, Oath of Voter.
16. If the voter's eligibility cannot be confirmed, the voter cannot vote at the polling location on the voting machine. The election officer must instruct the individual of the option to request a hearing before the county board of elections to determine eligibility or vote a provisional ballot if the individual resides within the geographic boundaries of the precinct.
17. Instruct voter, when requested, how to operate the voting machine:
 - a. Do not enter the voting machine privacy area after the voter has entered this area.
 - b. Do not make any comments that might be considered in favor of any party, candidate, or public question.
 - c. Do not hover in the voting privacy area after providing instructions to the voter.
 - d. Do not attempt to view the voter's selections as they vote.
18. Any election officer may complete and sign the bottom portion of form SBE 31, Voter Assistance Form, when it is used.
19. If voters are waiting in line to use an Accessible ADA Machine or ADA Ballot Marking Device, no voter shall have more than two minutes in which to vote, except that voters with disabilities may have extra time to cast a ballot on any voting machine of their choice.
20. Any voter may vote on the Accessible Voting Machine or the ADA Ballot Marking Device regardless of whether the voter has a disability; however, voters with disabilities should receive first access to the ADA Accessible Voting Machine or the ADA Ballot Marking Device.
21. Sign return sheets and post-election results at the polling location at the end of the day.
22. **Document on the form provided by the Clerk, the total number of voters checked-in (both from the EPB and the Supplemental Roster) to the machine vote count. You should list any discrepancies between the two counts and any supporting information to explain the issue.**

23. Complete and sign the Ballot Accountability Statement if using paper ballots.
24. Properly fill out all required forms. Use ink pens only. Do not use markers or pencil.
25. Duties for additional election officers will be assigned by the county board of elections.
26. Your county board of elections will provide detailed training on how to set up, use, and close the voting machines for your polling location.

Voting Machines Used For Kentucky Elections At the Polls (Alpha Order by Manufacture)

- ES&S DS 200 Scanner
- ES&S Ballot On Demand
- ES&S Express Vote Printer
- ES&S Express Vote (Ballot Marking Device)
- Hart Intercivic Escan
- Hart Intercivic Eslate
- Hart Intercivic Verity Duo Scan
- Hart Intercivic Verity Duo Standalone (Ballot Marking Device)
- Hart Intercivic Verity Print
- Hart Intercivic Verity Touchwriter (Ballot Marking Device)

PROCEDURE WHEN A VOTING MACHINE BECOMES UNUSABLE ON ELECTION DAY (KRS 117.215)

If a voting machine malfunctions on Election Day, the election officers are instructed to follow these procedures (KRS 117.215 and KRS 117.225):

For any Ballot Marking or Print On Demand Device that goes down. The same instructions as listed below for the Electronic Machines should be used; however, these devices do not record votes. The unusable machines will simply be out of service and set aside for pick at a later time.

PROCEDURE FOR ELECTRONIC MACHINES (REMAINING ESLATES)

WHEN A RESERVE VOTING MACHINE IS AVAILABLE

- The election officers should call the county clerk to determine if a reserve voting machine is available.
- Upon the direction of the county clerk, the election officers should lock and seal the malfunctioning machine and record the numbers shown on the public counter on the malfunctioning machine's Verification Sheet.

- The reserve voting machine should be prepared and made ready for use by the election officers. The county clerk should ensure that the **precinct(s) or polling location name** and number(s) are assigned on the reserve machine's Verification Sheet before delivery to the polling location.
- When the polls close, both the original and the reserve machine should be examined and the votes counted. The sum of the total number of votes cast on both machines for each candidate will be certified as the results of the election in that precinct, consolidated location, or vote center.
- On Election Night, each polling location will print a summary report from their voting machines from the polling location. A precinct by precinct report will be generated at the Clerk's Office later that evening and provided to the public.

These procedures should be noted on form SBE 53, Precinct Sheriff's Post-Election Report, on form SBE 54, County Board of Elections Post-Election Report, and in the minutes of the county board of elections.

PROCEDURE FOR SCANNER MACHINES

As stated above, KRS 117.215 mandates the procedures for when an electronic voting machine becomes unusable on Election Day and you have a reserve machine available. However, the law is silent as to how to handle the situation when a scanner machine becomes unusable.

Your county board of elections should seek the advice of your county attorney before deciding on a course of action to address the unique factual situations that may arise in your county on Election Day. However, the State Board of Elections has developed the following suggestions of procedures that may be helpful.

If a scanner machine becomes unusable on Election Day, please be sure to note the procedures you follow on form SBE 53, Precinct Sheriff's Post-Election Report, form SBE 54, County Board of Elections Post-Election Report, and in the minutes of the county board of elections. When a reserve machine is available:

- The election officers should direct voters to vote on the electronic accessible voting machine or the ADA Ballot Marking Device in the polling location.
- The election officers should call the county clerk to determine if a reserve scanner is available.
- The voting machine technician or county board of election designee should be called to the polling location to replace the machine.
- With two (2) election judges present (one of each party), the technician should:
 - break the seal on the scanner and unlock the door;
 - place all already scanned ballots that are in the bottom of the tub or box into an envelope, seal it, and leave the sealed envelope in the bottom of the machine;
 - access the separate tray or compartment that the election officers would have instructed voters to place their live un-scanned ballots into, which will be scanned once the replacement scanner is mounted onto the tub or box);
 - remove the malfunctioning scanner from the tub or box; and

- place the reserve scanner on the tub and continue with start-up procedures including printing a zero tape that should be signed by the witnessing election officers.
- Each county should develop a service call sheet to be completed by the technician and signed by two election officers of differing political parties that includes the following:
 - County, date, machine number, time of service and precinct(s) or polling location;
 - Space for the technician to detail the need for the service call, any repairs made, or replace of malfunctioning machine;
 - Public counter numbers and seal numbers on malfunctioning machine and replacement machine; and
 - Signature lines for the technician and the two election officers of differing political parties.
- The two election officers of differing political parties should then scan any ballots that were placed in the tray or box immediately making sure all ballots are scanned.
- The technician will return the malfunctioning scanner to the county clerk's office. If votes were placed on the malfunctioning scanner, the Mobile Ballot Box ("MBB") or USB Device should not be removed until polls are closed and it is time to run the tally of the votes.

PROCEDURE FOR ALL VOTING MACHINES

WHEN NO RESERVE MACHINE IS AVAILABLE

- The election officers should call the county clerk to determine if a reserve voting machine is available.
- The election officers should direct voters to the ADA Accessible Voting Machine or ADA Ballot Marking Device, if such machine is available.
- The county clerk should provide supplemental paper ballots for use at the polling location and a ballot box in which to deposit the voted ballots, along with a ballot accountability statement.
- The election officers should lock or seal the malfunctioning machine and record the numbers shown by the public counter on the malfunctioning machine's Verification Sheet.
- If supplemental paper ballots are used, the voter takes the supplemental paper ballot with stub intact and goes alone to the voting booth. After voting the paper ballot, the voter must remove the numbered stub, hand the stub to an election officer and deposit the voted ballot in the locked ballot box. The ballot box must be locked with two (2) locks and the judges of the polling location must each hold the key to one lock.
- If supplemental ballots are used, the election officers should return the voted supplemental paper ballots to the county board of elections and tally the votes cast on the voting machine at the polling location. The county board of elections will count the voted supplemental paper ballots and will add the supplemental paper ballot tally to the tally of the votes from the voting machine. The sum of these votes will be certified as the results of the election in that polling location.

These procedures should be noted on form SBE 53, Precinct Sheriff's Post-Election Report, on form SBE 54, County Board of Elections Post-Election Report, and in the minutes of the county board of elections.

DUTIES OF PRECINCT CLERK USING ELECTRONIC POLL BOOK (EPB)

Check (✓) when Complete	DUTIES
	If using MIFI in precinct. turn MIFI on and then plug into outlet.
	Plug EPB into outlet using charging cord and EPB will automatically turn on. If not plugged into outlet, EPB can be turned on by pressing the button on the side and holding for 10 seconds.
	Touch the red, white and blue icon to launch the EPB application. Verify the correct County and date-of-election are identified.
	Press the Green Start button and enter your full first and last name. Select Continue and Unlock Device.
	<p>If you are using the MIFI device, ensure the absentee delta files have downloaded to the device. (Bottom Center of Home Screen). If updates have not been received, you will receive instructions from your County Clerk regarding getting information to the EPB. This will include updating the absentee voters via manual scan. No person who has requested and received an absentee ballot by May 10, 2022 may vote in person at the polling place on Election Day. unless you receive a court order.</p> <p>*Military Absentee will be treated different in compliance with the provisions of HB 564. See Image Below:</p> <ol style="list-style-type: none"> 1. Voter will go to the Clerk's Office, returning their Mail-In Absentee Ballot or complete an affidavit attesting why they can't return said ballot (This Form is to be Provided by the SBE) 2. Clerk's Office will cancel the military voters ballot; 3. Then provide them with an SBE26 Authorization to Vote at Precinct Form 4. Military Voter may vote polling location
	Search the EPB by either scanning the driver's license or selecting the Identification Type and entering their identification requested.
	If the individual's name is not found on the EPB, call the county clerk immediately.
	Before a voter signs the EPB or form SBE 25, Supplemental Precinct Signature Roster, confirm the voter's identity.

Example of Military Voter with Absentee

The screenshot shows the 'Voter Eligibility' app interface. At the top, there are 'BACK' and 'HOME' buttons. The voter's information is displayed as follows:

- Name:** MATTHEW DAMON
- Birthdate:** 08/17/1977
- Voter ID:** 1373444
- County:** JEF
- Address:** 219 DELMONT AVE, LOUISVILLE, 40205-3023
- Precinct - City Code:** L164
- Party:** R

Below the voter information, there is a yellow box labeled 'Military Absentee'. A green checkmark icon is followed by the text 'Voter is eligible to vote.' Below this, a blue information box contains the text: 'A military voter who requested an absentee ballot can only vote in the precinct if the voter presents an Authorization to Vote issued by the County Clerk's Office'. At the bottom, there are two buttons: a red button with a magnifying glass icon labeled 'WRONG VOTER, SEARCH AGAIN' and a green button with a checkmark icon labeled 'GET VOTER SIGNATURE'.

Verify the identification of each voter with a document issued by one of the following:

- The United States or the Commonwealth of Kentucky (document must contain the name of the individual to whom the document was issued and a photograph of the individual to whom the document was issued).
- The United States Department of Defense, a branch of the uniformed services, the Merchant Marines, or the Kentucky National Guard (document must contain the name of the individual to whom the document was issued and a photograph of the individual to whom the document was issued).
- A public or private college, university, or postgraduate technical or professional school located within the United States (document must contain the name of the individual to whom the document was issued and a photograph of the individual to whom the document was issued).
- Any city government, county government, urban-county government, charter county government, consolidated local government, or unified local government, which is located within this state (document must contain the name of the individual to whom the document was issued and a photograph of the individual to whom the document was issued).

** If the voter does not have any of the identification listed above, they must complete form SBE 71. Along with form SBE 71, the voter must present one of the following:

- The voter's Social Security Card
- Any identification card issued by a county in this state which has the name of the voter stated and has been approved in writing by the State Board of Elections pursuant to administrative regulations promulgated under KRS Chapter 13A
- Any identification card with the voter's photograph and the name of the voter stated
- Any food stamp identification card, electronic benefit transfer card, or supplemental nutrition assistance card, that is issued by this state and has the name of the voter stated
- A credit or debit card with the name of the voter stated.

** If the voter is personally known to you, you may confirm their identity by completing SBE 72, Election Official Affirmation Form.

After confirming the voter's identity, you will select whether the voter is receiving a paper ballot or voting on an electric machine and get the voter's signature on the EPB. Other potential status' for the voter include:

- Absentee Ballot sent: voter cannot be issued a regular ballot. If voter disputes, CONTACT YOUR COUNTY CLERK.
- Military Absentee: voter cannot be issued a regular ballot UNLESS he/she provides an Authorization to Vote issued by the County Clerk's office. If voter disputes, CONTACT YOUR COUNTY CLERK.

	<ul style="list-style-type: none"> • Voter in Wrong Location: You will either redirect them to correct location or have them sign the supplemental roster. CONTACT YOUR COUNTY CLERK • Confidential Voter: home address NOT listed. • Needs Assistance: the voter has a permanent assistance agreement. You will still need to attest the signature of any person who assists a voter on form SBE 31, Voter Assistance Form. • Voter Already Voted: voter cannot be issued a regular ballot. If voter disputes, CONTACT YOUR COUNTY CLERK. • INACTIVE voter: Voter must fill out a voter registration card, complete an Oath of Voter and sign the supplemental roster before being provided the ballot.
	Ballots can be spoiled and reissued by selecting the menu on the right upper screen and selecting "Spoil Ballot."
	<p>Closing the Election: If you are not using MIFI, you will turn the EPB off by holding down the button on the side for 10 seconds and power off.</p> <p>If you are using the MIFI:</p> <ul style="list-style-type: none"> • Touch top right menu button and select Logout. • Select "Close the Election." • You will see a warning screen. Select "Yes." • An orange box will appear while synchronization occurs. • You may see "XX transactions pending" • Do not turn off until you see "Device Locked" in green under the BACK button.
	Note any errors on form SBE 53, Precinct Election Sheriff's Post-Election Report.
	If using paper ballots, complete and sign the Ballot Accountability Statement, a form created by the county clerk. (See Samples of Election Day Forms). This form may also request the Grand total of voters who signed EPB and Supplemental Roster.

Example of Confidential Voter

The screenshot shows a mobile application interface for "Voter Eligibility". At the top, there is a settings gear icon, the title "Voter Eligibility", and a battery level indicator at 81%. Below the title are two buttons: "BACK" and "HOME". The main content area displays the following information:

- Name:** JULIA ROBERTS
- Address:** 700 CAPITAL AVE
- Birthdate:** 05/03/1947
- Voter ID:** 1373445
- County:** JEF
- Precinct - City Code:** G149-WEL
- Party:** D

A large green banner with a checkmark icon on the left contains the text "Voter is eligible to vote." At the bottom of the screen, there are two buttons: a red button with a magnifying glass icon labeled "WRONG VOTER, SEARCH AGAIN" and a green button with a signature icon labeled "GET VOTER SIGNATURE".

SPECIAL DUTIES OF ELECTION JUDGES

Check (✓) when Complete	DUTIES
	Any voter may vote on the accessible voting machine or ballot marking device regardless of whether the voter has a disability. You will oversee these devices and make sure that people with disabilities have first access to these devices.
	Inform the Election Sheriff of any election law violations, potential election law violations, irregularities and suggestions for improvement or other comments.
	*Precinct Plans or Consolidated Locations, make sure that you have all ballot styles for all precincts associated with your polling location (May be one or more). *Vote Center Election Judges, check that you have ballots for all precincts in your County (Clerk should provide list). You may have physical ballots, the ability to print ballots on demand, or Ballot Marking Device machines that have all precinct ballot styles. **Immediately notify the Clerk if there are issues.
	Give proper ballots to voters or set ADA Accessible Machine or Ballot Marking Device based on procedures that the Clerk has put in place for Election Day.
	Sign form SBE 31, Voter Assistance Form, and render assistance to any voter who meets the legal requirements for assistance in operating the voting machine if the voter does not bring someone to assist them or does not select someone at the polling place other than the election judges. [see "Voter Needs Assistance in Voting" section of this Election Officers' Guide for details on when the election judges may offer assistance.] Voters must meet one of the following conditions rendering them unable to vote without assistance, in order to be eligible to receive voting assistance: <ul style="list-style-type: none"> ● Inability to read English; ● Physical disability; or ● Blindness.
	Regularly check the voting machine screens to make sure they are clean and without stray marks left by voters.
	Seal and lock the voting machine after the polls have closed.
	Sign the voting machine Verification Form for each voting machine in your polling location, a form created by the county clerk. (See Samples of Election Day Forms).
	Attest the signature of any person who assists a voter on form SBE 31, Voter Assistance Form.
	If using paper ballots, help complete and sign the Ballot Accountability Statement, a form created by the county clerk. (See Samples of Election Day Forms).
	Return all election supplies and results of the election to the county board of elections.
	Please assist Clerk with additional Duties If needed.

SPECIAL DUTIES OF ELECTION SHERIFF

Check (✓) when Complete	DUTIES
	Assist Election Judges in checking ballots in the morning. **Immediately notify the Clerk if there are issues.
	Display American flag at the entrance to polling place and install temporary accessibility devices, when instructed by the county clerk. This includes installing handicap-parking signs, parking cones for creating the accessible parking spaces, doorknob adapters, ramps, etc.
	Maintain order at the polling place. No person, except for challengers, is permitted to have paper, telephone, cellphones, 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. Voters may have cellphones in their possession and take ballot selfies in accordance with 31 KAR 4:170(2).
	Ensure only those persons allowed by law to be in the voting room are granted access.
	If media appear, immediately contact the county clerk. Members of the news media are allowed in the voting room for the limited purpose of filming the voting process. The media may not film the identity of the voters, conduct interviews with voters inside the voting room, or disrupt the voting process.
	Report any potential election law offenses to the county clerk, county sheriff, and/or the State Police.
	Note all election law violations, potential election law violations, irregularities, and suggestions for improvement or other comments on form SBE 53, Precinct Sheriff's Post-Election Report. Sign form SBE 53, Precinct Sheriff's Post-Election Report, and include with the election supplies on election night. A supplement to this report may be filed with the county clerk within three (3) days of the election.
	Synchronize all clocks and at 6:00 p.m. promptly station yourself at the end of the line of persons waiting to vote. <ul style="list-style-type: none"> ● All voters in line by 6:00 p.m. must be allowed to vote regardless of how long it takes. ● No person who joins the line after the election sheriff shall be allowed to vote. ● If your precinct is sharing a voting location, each precinct must close at the same time unless there is a line in the precinct. (For Standalone Precincts in the same Polling Location)
	Attest the signature of any person who assists a voter on form SBE 31, Voter Assistance Form.
	If using paper ballots, assist in completing and sign the Ballot Accountability Statement. (See Samples of Election Day Forms).
	Please assist Clerk with additional Duties If needed.

BALLOT AND VOTING MACHINE FORMS

BALLOT ACCOUNTABILITY STATEMENT (SEE PAGE 68)

PRIMARY/GENERAL ELECTION: An accounting of the total number of each type of ballot submitted to the precinct, consolidated location, or voting center.

Contains:

- An oath for the county clerk to sign attesting to the accuracy of the information provided on the statement;
- An accounting of the total number of ballots used, unused, and spoiled on Election Day to be completed by the election judges and signed by four (4) election officers (if possible two (2) of each party);
- An accounting of the total number of ballots returned to the county clerk at the end of the Election Day to be completed by an election judge;
- A section that allows for the election officers to explain any discrepancies;
- An oath for four (4) of the election officers (again, if possible two (2) of each party) to sign attesting to the accuracy of the information provided on the statement; and
- The signatures of four (4) election officers.

PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT (SEE PAGE 69)

(Applies to all counties for FEDERAL OFFICES ONLY (President, United States Senator, and United States Representative).

PRIMARY: An accounting of the total number of provisional ballots for each political party (Democrat and Republican) submitted to the precinct, consolidated location, or voting center.

Contains:

- An accounting of the total number of provisional ballots issued, used, unused, and spoiled by each political party (Democrat and Republican) on Election Day to be completed by the election judges and an oath for four (4) election officers (if possible, two (2) of each party) to sign attesting to the accuracy of the information provided on the statement; and
- A section that allows for the election officers to explain any discrepancies.

VOTING MACHINE FORMS (USED AS AN EXAMPLE---VENDOR FORMS WILL VARY)
(SEE PAGE 60)

One verification form per voting machine (Scanners, ADA Machines, and Ballot Marking Devices):

Contains:

- ***The assigned precinct name and number for Counties that are having Precincts or Consolidated Locations;**
- ****Voting Center would be named by Polling Location and designated as "ALL Precincts".**
- The serial numbers of the voting system components;
- The seal numbers;
- Counter number at the beginning of the election, if applicable;
- Counter number at the end of the election, if applicable;
- Signature line for the program administrator who sealed the voting system after the accuracy test; and
- Signature lines for the two election judges to sign on Election Day.

DS-200 VERIFICATION FORM

ELECTION JUDGES NEED TO VERIFY INFORMATION BEFORE OPENING POLLS

	Judges' Initials	
Precinct Name: _____	_____	_____
DS-200 Serial Number: _____	_____	_____
Yellow Wire Seal Number (door) _____	_____	_____
Orange Wire Seal Number (lid) _____	_____	_____
Red Tape Seal Number (USB port): _____	_____	_____
Blue Tape Seal Number (back port): _____	_____	_____
Public Count – Start: _____	_____	_____
Protected Count – Start: _____	_____	_____
RED BALLOT BAG SEAL (White): _____ BLUE SUPPLY BAG (White) _____	_____	_____

Verified by KENTON County Board of Elections on (initial & date) _____

ELECTION JUDGES TO COMPLETE WHEN CLOSING POLLS!

Print two (2) paper tapes and have all the officers sign the tapes. One (1) of the tapes is to be posted at the polling location and the other returned to the County Clerk.

DS-200 Public Count – End _____

DS-200 Protected Count – End _____

Democratic Judge Signature: _____

Republican Judge Signature: _____

ACCURACY TEST CHECKLIST

- Visual inspection of DS-200 as well as all working parts checked for damage & defects.
- Visual inspection of screen, power cord, plugs, and USB drive slot.

Accuracy Test was performed : On Voting System On individual voting Machine
 Completion of errorless test deck

Name of Persons Completing Accuracy Checklist _____ Date and Time: _____

ELECTION SECURITY PLAN

Election Day security is largely in your hands. Each county must have a security plan in place. Your county board of elections must train you on your county's procedures to ensure security of the voting equipment and election materials. Below are procedures to follow in every county to ensure security.

MACHINE DELIVERY

The county clerk must deliver the machines and all voting supplies to the polling locations at least one hour before the polls open. The county should designate a secure location within the polling location for the storage of these items until your arrival. Make sure you know where to find your election materials if you do not already have them.

MACHINE PLACEMENT

After you have inspected all equipment and supplies and to ensure they are ready for use, begin the setup of each polling location. The following must be guaranteed:

- Voters should not be able to access the voting devices' power control, counter controls, and results storage media.
- You should maintain control of all administrator and ballot activation devices.
- You should verify date, time, and Precinct(s) or Voting Center Location on the voting devices.

Both the polling location and the ADA Accessible Voting Machines or Ballot Marking Devices shall remain accessible to all voters with disabilities.

PAPER BALLOTS AT THE POLLING LOCATION

- If your county uses preprinted paper ballots, count and verify the number of ballots you have received on the proper forms.
- Ensure that you secure all paper ballots throughout the day. Do not leave a stack of ballots unattended at any time during the day or allow voters access to the paper ballots unless voting a ballot.
- If you have Ballot Print On Demand device in your precinct, make sure you allow only authorized election officers to use it and make sure to account for any ballots that are printed at the polling location.

POLLING LOCATION AND PROCESS SECURITY

You should secure the area around the voting devices at all times.

Only election officers and other legally authorized personnel and registered voters waiting to vote should be allowed in this area. Each election officer should have a clearly defined role so voters are able to identify the election officers and their particular responsibilities.

- The judges should maintain control of any ADA Accessible Voting Machine or Ballot Marking Device and, if issued by the voter, only issue the device when a voting machine is available for the voter's use.
- Election officers must be vigilant to make sure the voting devices have not been damaged or tampered with.

You should occasionally compare the following:

- The number of votes recorded on the voting device.
VS.
- The number of signatures in the EPB and form SBE 25, Supplemental Precinct Signature Roster.

If these numbers do not match, the election officers must immediately contact the county clerk.

Important security concerns may be avoided if you do the following:

- Arrange the voting machines or privacy booths so that the flow of traffic is not passing behind the voters as they are casting their ballots.
- Manage the flow of voters within the polling area so that lines are minimal and occur at the registration table and not at the machines.
- Do not let voters sign the EPB or form SBE 25, Supplemental Precinct Signature Roster, until a voting device is ready if they are using a machine. Do not let a line develop at the voting device. Keep the line at the registration table.
- Wear identification tags so that the voters will recognize you as being an election officer at the polling location.
- Call the county clerk immediately when a problem occurs.

SECURITY FOR ELECTION DAY CLOSING

WHEN TO CLOSE THE POLLS, RECORDING THE RESULTS, AND SECURING THE EQUIPMENT AFTER CLOSING THE POLLS

After all voters who were in line by 6:00 p.m. have cast their ballots, it is time for the election officers to close the voting devices and tabulate the votes.

Primary Election Reminder: The governing authority of each political party and each candidate may designate a representative to the county board of elections to witness and check the vote count. Representatives of the news media may also witness the vote count.

WHEN CLOSING THE POLLS, YOU SHOULD FOLLOW THE PROCESS BELOW:

- You should validate the number of voter activation devices or Ballot Marking Devices and secure them in a transport case for return to the local election office.
- The voting devices should be secured by using the numbered closing seals.
- You should complete and sign the proper paperwork to be returned to the county clerk, county board of elections, and grand jury.
- The public and protective counter numbers should be recorded on the return envelopes along with device serial number and seal numbers on the Verification Forms.
- The print out totals for each voting device used should be recorded on the proper paperwork, posted at the polling location, and then returned to the county clerk and county board of elections. Remember if you have any candidates who withdrew from a race, you should scratch out the totals at the polling location before you place on the door.
- The election judges should return the devices and materials to the county clerk and county board of elections, making certain to properly seal all devices before transport begins. Do not put these materials inside the voting machine. The voting machine is to be locked for thirty (30) days after the election and can only be opened by court order.
- The county clerk should verify receipt of all devices and confirm that all devices are properly sealed.

AT THE END OF THE DAY, THE ELECTION OFFICERS SHOULD COMPARE THE FOLLOWING NUMBERS:

- The number of votes recorded on all voting devices.
- VS.
- The number of signatures on the EPBs and on all SBE 25 forms, Supplement Precinct Signature Roster.

NOTE: At the end of election night after the close polls process is complete, the voting machines are locked with seals intact; the election officers should then secure the voting equipment in the same place it was found that morning and return any items that the Clerk has instructed to be brought back to the office.

POSTERS AND NOTICES REQUIRED TO BE POSTED AT THE POLLING LOCATION

It is the duty of all election officers to make sure these posters and notices are posted in a visible area inside the polling place by 6:00 a.m. on Election Day.

Check (✓) when posted	Form Number	Poster or Notice Title
	SBE 52	VOTE BUYING & SELLING ARE ILLEGAL (KRS 117.030(2))
	SBE 52B	CLERICAL ERROR (KRS 117.030(3))
	SBE 52C	VOTER RIGHTS & RESPONSIBILITIES (KRS 117.030(1))
	SBE 52D	PROHIBITION AGAINST CHECK-OFF LISTS IN THE PRECINCTS (KRS 117.236)
	NO NUMBER	SAMPLE BALLOT (KRS 117.175)
	NO NUMBER	INSTRUCTIONS ▶ METHOD OF VOTING BY USE OF MACHINE, AND ▶ PROPER METHOD OF CASTING A WRITE-IN VOTE. (KRS 117.175 and KRS 117.255(1))
	NO NUMBER	SIGN NEAR EACH VOTING MACHINE IDENTIFYING THE PRECINCT FOR WHICH THE MACHINE HAS BEEN DESIGATED, when 2 or more are sharing a facility. (KRS 117.195(2))
	SBE/SOS/05	NOTICE OF CANDIDATE WITHDRAWAL, IF ANY FILED WITH COUNTY CLERK PRIOR TO ELECTION DAY. (KRS 118.212(5) AND KRS 118A.150(7))
	SBE 48C	Instructions for Voting a Provisional Ballot Poster This poster is to be posted in a conspicuous place where it may be easily seen by all voters and includes information to help the voter know how to cast a provisional ballot.

EPB, SUPPLEMENTAL, AND PROVISIONAL SIGNATURE ROSTERS

The **Form SBE 25 --Supplemental Precinct Signature Roster**, Provisional Ballot Precinct Signature Roster and EPB Electronic Signatures, serve as a record that an individual voter voted in an election. The rosters are also used to give the individual voter credit for voting in a particular Primary or General Election in the voter registration system. By following the procedures listed below for paper rosters, the voter will be given credit for voting in the voter registration system. "Voter Credit" means the record of the voter's attendance at the election and does not mean the ballot cast by the voter.

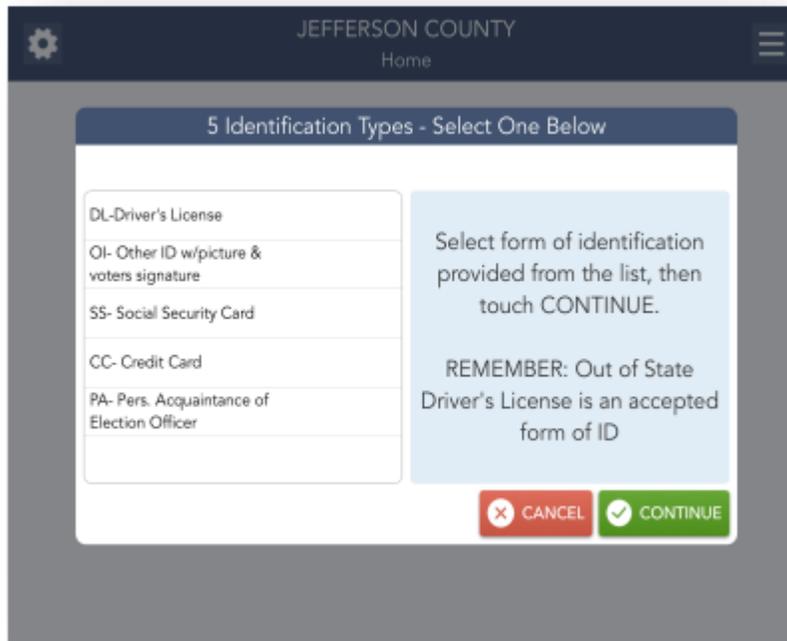
- Use ink pens only.
- Do not use correction fluid ("white out") to correct any line in which someone signed in the wrong area. Note any such errors on a separate sheet of paper and on form SBE 53, Precinct Election Sheriff's Post-Election Report, and return to the county board of elections.
- You will need to list the appropriate ID Type on the "Proof of Identification Type line" on the Supplement or Provisional and initial out beside saying that you verified they are who they say they are for the voter to receive proper credit.

PROOF OF IDENTIFICATION TYPE	Clerk Initials
KY	S.M.
SDE 71 & SS	S.M.
KNOWN	S.M.

- **Note the name of a Deceased Voter on the Deceased Voter Notice (found in VRS)** and on form SBE 53, Precinct Election Sheriff's Post-Election Report, and return to the county board of elections.
- If a person signed form SBE 32, Oath of Voter, but did not sign form SBE 25, Supplemental Precinct Signature Roster, note the name of the voter on the discrepancy section of the form the Clerk has provided to verify signatures vs. machine count, and on form SBE 53, Precinct Election Sheriff's Post-Election Report, and return to the county board of elections so that the person may receive voter credit.

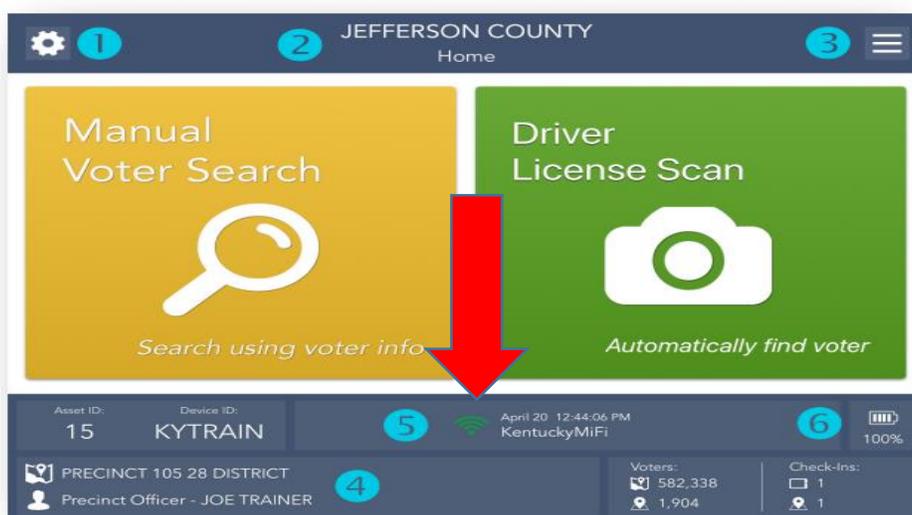
- At the close of the polls, on the "Summary Signature Page" (created at the Clerk's discretion) write the total the number of voters who signed the EPB (**absentee voters will not be counted in EPB Count for Location on Election Day**) and write the total number of voters who signed form SBE 25, Supplemental Precinct Signature Roster, and calculate the Grand Total (see page 64). The county clerks may provide their own for Summary for EPB.

For EPB, please consult your training materials and make sure that you know how to check a voter in properly on the EPollBook.



Make sure that EPB is connected; this is very important!

The green fan must be present on the EPB to ensure connectivity. If there is a broken heart you are not connected and should follow the steps in the EPB Manual to gain connectivity.



PRIMARY ELECTION USING EPOLLBOOKS (EPBs)

In 2020, all counties began to use EPollBooks to check-in voters at their voting locations. The EPB Vendor or your Clerk will provide separate training on the EPB uses in your Voting Location. The EPB makes checking in voters faster, more efficient, and easy for Election Officers to use. Below are some basic information and Six (6) easy steps to completing the process.

- **PLEASE REMEMBER TO MAKE SURE YOUR EPB IS CONNECTED AND YOU SEE THE GREEN FAN LISTED AS #5 BELOW. THIS IS THE MOST IMPORTANT PART OF USING THESE DEVICES.**
- Be sure to verify that the driver's license matches the person who is in front of you to vote!
- Check that location name is correct as listed in #4 below.
- Your check-ins on Election Day should start at "0" in both lines of #6 below. The top number is a unique signature count for that specific EPB and the one below is the location signature count (this will help you match check-ins with machine votes at the end of the night).



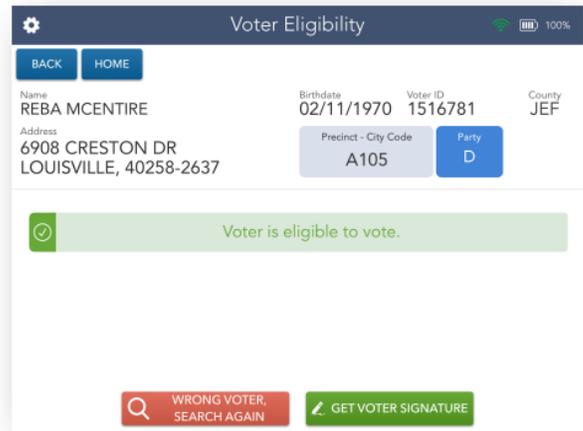
For Primary Elections

- After scanning a voter's ID or looking them up, ensure your screen displays that **"Voter is eligible to vote"**;
- Next, verify the party, their precinct, and any other code to determine the correct ballot for the voter. **(Your Clerk will give you more instructions on how to determine this based on that information or the EPB display itself.)**
- Then, complete the check-in process as displayed in the step-by-step guide included in the following pages.

Checking-In a Voter

1

Once you have found the correct voter, the voter's information will be displayed on the Voter Eligibility screen. If the voter is an eligible voter, the screen will display a green "Voter is eligible to vote" message. To process this voter, touch the green "GET VOTER SIGNATURE" button.



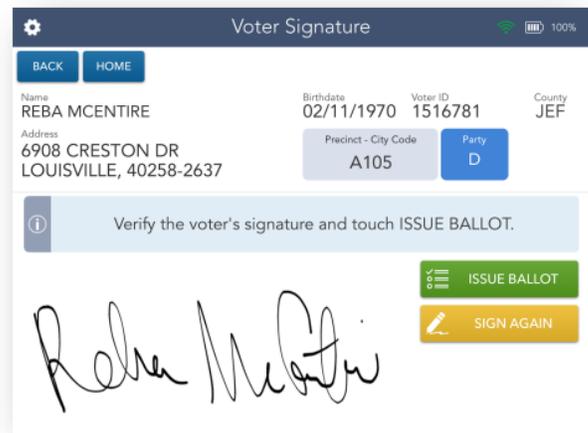
2

The screen will flip upside down. Using two hands, tilt the Touchpad towards the voter to allow them to sign on-screen using the stylus. Once finished signing, the voter will touch the green DONE button.



3

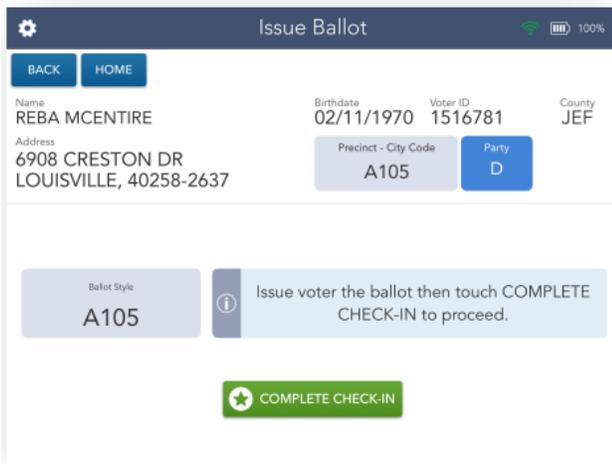
Using two hands, flip the Touchpad back towards yourself. Verify the voter's signature. If acceptable, touch the green ISSUE BALLOT button to continue.





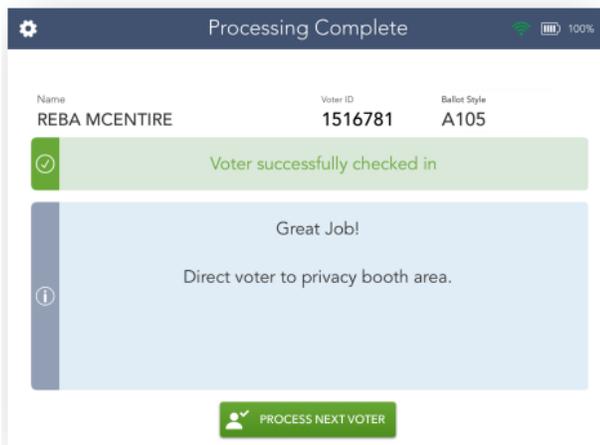
Then, a pop-up will appear. Write your initials using the stylus provided. Touch DONE when you are finished.

4



You are now ready to issue the voter their ballot. Verify the voter's ballot style and ensure the voter is being handed the correct ballot. If your county has a choice of ballot type, be sure to select that type before completing the check-in. Once finished, touch the green COMPLETE CHECK-IN button.

5



Congratulations! The voter has been successfully checked-in. Verify any additional instructions in the blue box and ensure the voter was handed their ballot. Touch the green PROCESS NEXT VOTER button to return to the Launchpad screen to begin processing the next voter in line.

6

- **REMEMBER, IN A PRIMAY ELECTION, ONLY VOTERS WHO ARE REGISTERED WITH A PARTICULAR PARTY BY DECEMBER 31, 2021, ARE ALLOWED TO VOTE IN THEIR PARTY'S PRIMARY ELECTION.** Any voter who changed their party after this date is In-Eligible to vote in the Primary **except in Non-partisan Races.**

IDENTIFICATION OF VOTERS

Before a voter signs the EPB or form SBE 25, Supplemental Precinct Signature Roster, you must confirm a voter's identity. You must fill in the column designating the proper code as the means of identification of the voter and enter your initials in the "Clerk Initials" column of the roster.

VOTERS MAY CONFIRM THEIR IDENTITY BY MEANS OF:		ROSTER CODE
1.	Producing a document issued by Kentucky containing the voter's name and photo	KY
2.	Producing a document issued by the United States containing the voter's name and photo	USA
3.	Producing a document issued by the United States Department of Defense, branch of the uniformed services, Merchant Marines, or Kentucky National Guard containing the voter's name and photo	MIL
4.	Producing a document issued by a public or private college, university, or postgraduate technical or professional school located in the United States containing the voter's name and photo (high school ID is not valid)	SCHOOL
5.	Producing a document issued by any city government, county government, urban-county government, charter county government, consolidated local government, or unified local government, located in Kentucky containing the voter's name and photo	GOVT
6.	Completing form SBE 71 AND presenting their Social Security card	SBE 71 & SS
7.	Completing form SBE 71 AND producing an SBE approved County ID card	SBE 71 & SBE
8.	Completing form SBE 71 AND producing any ID card displaying the voter's name and photo	SBE 71 & ID
9.	Completing form SBE 71 AND producing a food stamp identification card, electronic benefit transfer card, or supplemental nutrition assistance card issued by Kentucky displaying the voter's name	SBE 71 & AID
10.	Completing form SBE 71 AND producing a credit or debit card displaying the voter's name	SBE 71 & CC
11.	Being known by Election Official by name as a resident of the community (Election Officer must also complete form SBE 72)	KNOWN

Do not allow the voter to sign the EPB or form SBE 25, Supplemental Precinct Signature Roster, before confirming his or her identification.

- If a voter's name is on the EPB but the voter does not have acceptable proof of identification, the voter may leave to get proof of identification and then return to vote.
- If the individual does not produce acceptable proof of identification, including those forms required to accompany the completion of form SBE 71, Voter Affirmation Form, or is not a personal acquaintance, do not allow that individual to sign form SBE 32, Oath of Voter, or form SBE 25, Supplemental Precinct Signature Roster, and do not allow that individual to vote on the voting machine.
- If an individual refuses to produce acceptable proof of identification, that individual's option is to request a hearing before the county board of elections.

IMPORTANT: If there is a long line at the voting booth, do not permit an individual to sign the roster while waiting. Once the individual signs the roster and leaves the polling place because the voter does not want to wait, that individual cannot return to vote at a later time.

VOTER REGISTRATION VERIFICATION SYSTEM

You are instructed to contact the county clerk's office to verify an individual's voter registration status. However, you also can telephone the Voter Registration Verification System. The Voter Registration Verification System is a dedicated telephone line maintained by the State Board of Elections that you may use to verify if an individual is registered to vote. Dial **844-246-0806** and an attendant at the State Board of Elections will receive your telephone call to verify whether the individual is registered to vote. If the line is busy, try again.

Prior to each election, the State Board of Elections mails each county clerk the Voter Registration Verification System Information Page below for the election officers' use on Election Day. The Voter Registration Verification System Information page below **should not** be posted at the polling location, but merely located at your workstation.

In general elections, if a voter registration is found you will be informed of the individual's county of registration, precinct assignment, and polling location name and address.

VOTER REGISTRATION VERIFICATION SYSTEM INFORMATION PAGE - SAMPLE

**May 19, 2020
PRIMARY ELECTION**

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

**Voter Registration
Verification System**

**Precinct Election Officer
Dial ► 844-246-0806**



► An attendant at the State Board of Elections will receive your call to verify whether the individual is registered.

► If a voter registration record is found, you will be informed of the

- County of registration;
- Party affiliation;
- Individual's eligibility to vote in that party's primary;
- Precinct assignment; and
- Polling location name and address.

► If busy, please try again.

VOTER'S NAME IS ON THE LIST OF VOTERS ISSUED ABSENTEE BALLOTS

Ensure the absentee delta files have downloaded to the device or the County Clerk has provided you cards for updating the absentee voters.

No person who has applied for an absentee ballot may vote in person at the polling place on Election Day, unless the election officers receive the following:

- Form SBE 26, Authorization to Vote at Precinct (see page 60);
or
- Court order.

The screenshot shows a mobile application interface titled "Voter Eligibility". At the top, there is a settings gear icon, the title "Voter Eligibility", and status icons for Wi-Fi, battery (84%), and signal strength. Below the title bar are three buttons: "BACK" (blue), "HOME" (blue), and "Absentee Ballot Requested" (red). The main content area displays voter information: Name (BRAD PITT), Birthdate (12/24/1985), Voter ID (1371809), and County (JEF). The address is 219 DELMONT AVE, LOUISVILLE, 40205-3063. There are also buttons for "Precinct - City Code" (L164) and "Party" (an orange button with a white circle). Below this information, there is a yellow box labeled "Absentee Ballot Requested". A red warning box with an exclamation mark icon contains the text: "Voter cannot vote a regular ballot. Read instructions below." Below that, a light blue information box with an 'i' icon contains the text: "Voter has requested an Absentee Ballot. Please direct the voter to the County Clerk ONLY if the voter is disputing they have voted Absentee". At the bottom, there are two buttons: a red button with a magnifying glass icon labeled "WRONG VOTER, SEARCH AGAIN" and a green button with a checkmark icon labeled "PROCESS PROVISIONAL".

PARTICIPANTS OF ADDRESS CONFIDENTIALITY PROGRAM

Victims of certain crimes, including domestic violence, abuse, and sex crimes have the opportunity to apply for the Kentucky Address Confidentiality Program (“ACP”). The ACP is administered by the Kentucky Secretary of State’s Office. Participants in the ACP are permitted to vote by mail-in absentee or may appear in the polling place on Election Day.

If your county has ACP participants, each ACP participant will be listed in the EPB with an address of the Capitol or form SBE 25, Supplemental Precinct Signature Roster (each ACP participant listed on a separate page). When you locate the ACP participant’s name, you should do the following:

ACP PARTICIPANT LISTED IN EPB	
1.	Confirm ACP participant’s identity;
2.	Fill in the Identification type on the line provided;
3.	Affix your initials on the EPB or Supplemental before allowing the voter to sign;
4.	Direct ACP participant to sign the EPB or Supplemental; and
5.	Allow ACP participant to vote.

VOTER IS IN WRONG PRECINCT (County Plan with Precincts)

- If voter does not live in your precinct, call the county clerk to verify the voter is a registered voter in your county and direct the voter to the correct precinct and polling location.
- If the voter lives in your precinct and is a registered voter, have the voter complete a new voter registration card reflecting the new address, complete form SBE 32, Oath of Voter, and sign form SBE 25, Supplemental Precinct Signature Roster, before being permitted to vote.

If the individual’s address puts that individual in your precinct and the voter’s name is not on the EPB, form SBE 25, Supplemental Precinct Signature Roster, or the list of registered voters who must update their voter registration, contact your county clerk.

- If the individual is not a registered voter in your county, the voter may ask for a hearing before the county board of elections or vote a provisional ballot.
- If the county board of elections determines that the individual is eligible to vote, the county board of elections will issue the voter form SBE 26, Authorization to Vote at Precinct, and the voter will present that to you and sign form SBE 25, Supplemental Precinct Signature Roster, before being permitted to vote.

VOTER'S NAME IS DIFFERENT FROM NAME ON EPB

If a voter shows identification that has a different last name than the one on your EPB, the voter must complete a new voter registration card reflecting the name change and be permitted to vote.

If a voter changes their name on their driver's license but fails to update their voter registration record, the voter is eligible to vote and should sign the EPB and cast their ballot. After the election, the county clerk will update their voter registration information.

(Have the Voter complete a new voter registration card.)

VOTER DOES NOT RESIDE IN PRECINCT LISTED ON THE EPB OR ADDRESS HAS CHANGED

If an individual gives you an address other than the one shown on the EPB, and it is in a different precinct within your county, then:

- The individual must vote in the precinct in which they live. Call the county clerk for the polling location of their correct precinct or review the maps and precinct materials provided by the county clerk and direct the voter to the correct polling location for that precinct.
- **(If you are working in a Vote Center, you will call the Clerk's Office and get voters correct precinct and ballot style information before having them sign the Supplemental, Oath of Voter, and New Vote Registration Card. They can then vote with their correct ballot.)**

If the individual gives you an address other than the one shown on the EPB and it is in another county:

- If the individual moved to a different county while the voter registration books are closed [April 19, 2022- May 23, 2022], then the individual should be permitted to vote in his old county of residence for one (1) election only. The individual should be instructed to register in their new county of residence. The individual should be given a voter registration card to complete and mail to the county clerk in the new county.

or

- If the individual moved to a different county before the voter registration books closed on April 19, 2022, and failed to change their registration, then the individual is not eligible to vote in the old county or the new county of residence. The individual should be instructed to register in their new county of residence so that they will be eligible to vote in the next election. The individual should be given a voter registration card to complete and mail to the county clerk in the new county.

A LITTLE ELECTION OFFICER HUMOR TO BREAK UP THE TRAINING.

HOPE YOU GET A LITTLE CHUCKLE OUT OF THIS ONE.

THANK YOU FOR SERVING AS AN ELECTION OFFICER.



PROVISIONAL BALLOTS | (FEDERAL OFFICES ONLY)

A provisional ballot is a ballot cast in an election for FEDERAL OFFICES ONLY (President, United States Senator, and United States Representative) by an individual who resides in a precinct, but whose eligibility to vote is in question or is not determinable on Election Day.

Provisional ballots protect the rights of any potential voter. The "Instructions for Voting a Provisional Ballot Poster" is posted in a conspicuous place to provide information on how to cast a provisional ballot. See Election Day Posters and Notices Required to be Posted at Polling Location. You will have a minimum of 20 un-voted provisional ballots for each political party (Democrat and Republican) for each precinct.

It is very important to use the following forms when issuing a provisional ballot:

PROVISIONAL BALLOT AND ATTACHED BALLOT STUB

- Provisional ballots are attached to consecutively numbered ballot stubs. tear the provisional ballot away from the ballot stub at the perforation. fill in the voter's name and sign your initials on the ballot stub. If the provisional ballot is spoiled, you must also mark the "spoiled ballot" box on the provisional ballot stub. All voted provisional ballots are returned to the county clerk's office at the end of Election Day.

FORM SBE 35, PROVISIONAL BALLOT PRECINCT SIGNATURE ROSTER

- Form SBE 35, Provisional Ballot Precinct Signature Roster, is green in color and every voter who is issued a provisional ballot must sign the form SBE 35, Provisional Ballot Precinct Signature Roster. affix your initials on form SBE 35, Provisional Ballot Precinct Signature Roster, and print the individual's, name, address, birth date, political party affiliation, and identification type.

FORM SBE 36, PROVISIONAL BALLOT INFORMATION SHEET

- Form SBE 36, Provisional Ballot Information Sheet, is green in color and is handed to the voter to explain how to find out whether their voted provisional ballot was counted, and if not, the reason why the provisional vote was not counted.

Sample

Any individual who casts a provisional ballot may

- **contact their county clerk's office or**
- **go to our website: www.elect.ky.gov**

after the election to learn whether their vote was counted, and if the vote was not counted, the reason why.

County clerk contact information is posted in the precinct.

SBE 36 (09/04)

FORM SBE 37, PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT

- Form SBE 37, Provisional Ballot Accountability Statement, is green in color and is to be completed at the end of the Election Day. Form 37, Provisional Ballot Accountability Statement provides information to the county board of elections as to the number of

provisional ballots issued, spoiled, and unused on Election Day and is signed by four (4) election officers (if possible, two (2) of each party).

FORM SBE 38, PROVISIONAL BALLOT OUTER ENVELOPE

- Form 38, Provisional Ballot Outer Envelope, contains the "Provisional Ballot Affirmation" on the outside, which is completed by the voter and signed in two (2) places by you, as election officer issuing the provisional ballot. Form 39, Provisional Ballot Inner Envelope, with the voted provisional ballot inside is inserted into form SBE 38, Provisional Ballot Outer Envelope, and sealed by the voter. You are never to look at a voter's voted provisional ballot.

Sample (Completed)

<p>PRECINCT ELECTION OFFICER USE ONLY</p> <p>PRECINCT NAME: <u>A101</u></p> <p>Circumstances for Issuing a Provisional Ballot: (Please check one below)</p> <p><input type="checkbox"/> Voter whose name does not appear on the precinct roster and whose registration status cannot be determined by the Precinct Officer.</p> <p><input type="checkbox"/> Voter whose name does not appear on the precinct roster and who has been verified as ineligible to vote.</p> <p><input checked="" type="checkbox"/> Voter who does not have identification.</p> <p><input type="checkbox"/> Voter who 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 the polling hours.</p> <p><input type="checkbox"/> Voter has been challenged by all four Precinct Election Officers.</p> <p>List Reason for Challenge:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VERIFIED BY: <u>Clark Kent</u> Precinct Election Officer must sign here</p>	<p>THIS ENVELOPE MUST BE SEALED.</p> <p>PROVISIONAL BALLOT AFFIRMATION</p> <p>I, <u>Peter Parker</u>, hereby state, under oath or affirmation, that I am duly registered (Print Name)</p> <p>as a <u>Democrat</u> voter in this precinct in <u>Franklin</u> County, Kentucky and that (Political Party Preference) (County)</p> <p>I currently reside at <u>140 Walnut Street</u> <u>40401</u> (Current Residence Street Address and Zip Code)</p> <p>I know of no legal disqualifications which should prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.</p> <p>I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Affirmation and am not a registered voter at the current address stated above, I have committed a criminal act.</p> <p><u>Peter Parker</u> <u>8/27/1993</u> <u>5/19/2020</u> Voter must sign here Date of Birth Date</p> <p>PRECINCT ELECTION OFFICER SIGNATURE VERIFICATION: <u>Clark Kent</u> Precinct Election Officer must sign here</p>	<p>SBE 38 (06/2017)</p> <p>COUNTY BOARD OF ELECTIONS USE ONLY</p> <p><input type="checkbox"/> COUNT</p> <p><input type="checkbox"/> DID NOT COUNT (List reason below)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VERIFIED BY: Board Member must sign here</p>
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FORM SBE 39, PROVISIONAL BALLOT INNER ENVELOPE

- Form 39, Provisional Ballot Inner Envelope, contains the words "PROVISIONAL BALLOT" printed on the outside. The voter places the voted provisional ballot in form 39, Provisional Ballot Inner Envelope, and seals it. The voter places form SBE 39, Provisional Ballot Inner Envelope, into form SBE 38, Provisional Ballot Outer Envelope, and hands it to you.

Before issuing a provisional ballot, the individual must be informed of the option to request a hearing before the county board of elections to dispute eligibility. If the individual goes before the county board of elections for a hearing and the decision is to deny the individual the ability to vote, the individual may request a hearing before a Circuit Judge. If the individual is turned down by the Circuit Judge, the individual may return to the polling location in which they live, confirm by affidavit that they live in a specific precinct, and vote a provisional ballot. If the individual chooses to vote a provisional ballot at a polling location, then the individual is not eligible to vote in any other manner.

All provisional ballots are reviewed by the county board of elections to determine if the provisional ballots will be counted or not. The voter must sign the "Provisional Ballot Affirmation" located on form SBE 38, Provisional Ballot Outer Envelope, stating that they are a resident of a specific precinct and an eligible voter.

Only an individual who meets **one or more of the following five (5) categories** may receive a provisional ballot:

1. An individual whose name does not appear on the EPB or form SBE 25, Supplemental Precinct Signature Roster, and whose registration status cannot be determined by the election officers.

- call the county clerk's office to confirm the individual's registration in your county. If you are unable to confirm the individual's registration in your county and the individual chooses not to have a hearing before the county board of elections, a provisional ballot should be issued to the individual.

2. An individual whose name does not appear on the EPB or form SBE 25, Supplemental Precinct Signature Roster, and who has been verified ineligible to vote.

- call the county clerk's office to confirm the individual's registration in your county. If you confirm the individual is not registered in your county, a provisional ballot should be issued to the individual if the individual chooses not to have a hearing before the county board of elections.

3. An individual who does not produce an acceptable source of identification.

- An individual may leave the polling location to get identification or may request a provisional ballot. The individual's personal acquaintance with one of the election officers is an acceptable form of identification, and this individual would vote the entire ballot on the voting machine (electronic or paper).

4. An individual who has been challenged by four (4) election officers (two (2) of each party).

- If four (4) election officers (two (2) of each party) have personal knowledge that an individual is not qualified to vote, the individual has the option of requesting a hearing before the county board of elections to dispute the challenge or vote a provisional ballot. If fewer than all four (4) election officers do not have personal knowledge of why this individual is not qualified to vote, the individual must complete form SBE 32, Oath of Voter, show identification, and sign the EPB or form SBE 25, Supplemental Precinct Roster. The individual is then permitted to vote the entire ballot.

5. An individual 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 the polling hours.

The voter must show identification or be personally known by an election officer and sign form SBE 35, Provisional Ballot Precinct Signature Roster. Do not contact the county clerk to confirm voter registration if the individual is being issued a provisional ballot because of no acceptable source of identification.

Give the voter a pen and private area to mark the provisional ballot. Instruct the voter to place the voted provisional ballot in form SBE 39, Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" and seal the envelope. The voter is to place the sealed form SBE 39,

Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" into the completed form SBE 38, Provisional Ballot Outer Envelope, and seal the envelope.

A spoiled provisional ballot is a provisional ballot that contains an error made by the marking of the voter. If the voter makes a mistake marking the provisional ballot, the voter may request a second provisional ballot from you. The spoiled provisional ballot should be placed in form SBE 39, Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" by the voter, sealed by the voter, and returned to you before a second provisional ballot is issued to the voter. You will write "Spoiled Ballot" on the outside of form SBE 39, Provisional Ballot Inner Envelope, AND place a mark in the "spoiled ballot" box on the provisional ballot stub. All sealed spoiled provisional ballots must be placed in the same container provided with Election Day supplies to be returned to the county clerk's office at the end of Election Day. A voter can spoil up to two (2) provisional ballots and be issued no more than a total of three (3) provisional ballots.

Voted provisional ballots will be returned by the voter in the sealed envelopes to you. You will place the voted provisional ballots in the container provided with Election Day supplies to be returned to the county clerk's office at the end of Election Day.

You must give the voter form SBE 36, Provisional Ballot Information Sheet, which explains the individual's right to contact his/her county clerk to learn if the provisional ballot was counted, and if not counted, the reason why.

You are accountable for every provisional ballot. At the end of Election Day, four (4) election officers must fill out and sign form SBE 37, Provisional Ballot Accountability Statement, as follows:

- **Choose Election Type – Primary Election**

Record the ballot stub numbers (from beginning to end) beside each political party (Democratic and Republican) given to you by the county clerk. Complete fields a-d as follows:

- a. Number of Ballots Issued to Polling Location – Record the number of provisional ballots issued for Democrat voters or the number of provisional ballots issued for Republican voters.
- b. Ballots Used – Record the number of provisional ballots used for Democrat voters and Republican voters. Include spoiled ballots.
- c. Ballots Unused – Record the number of provisional ballots not issued on Election Day for Democrat voters and Republican voters.
- d. Total – Add lines b and c together, which should equal the number appearing in line a. If the total does not, provide an explanation in the area supplied on the form.

After all provisional ballots are returned to the county clerk's office at the end of Election Day, the county board of elections will determine if each individual is eligible to vote in the election, and if eligible, the provisional ballot will be counted.

VOTER NEEDS ASSISTANCE

VOTER WITH DISABILITIES HAS TWO (2) OPTIONS AT THE POLLING PLACE

1. The voter may vote without assistance on any voting machine of their choosing, including the accessible voting machine, and does not need to fill out form SBE 31, Voter Assistance Form. The county board of elections will give you detailed instructions on operating the accessible voting machine.

or

2. The voter may have voter assistance by the voter and the assistant completing and signing form SBE 31, Voter Assistance Form, listing the specific reason for assistance (see page 62), and vote on any voting machine. The election clerk will swear the assistant to operate the voting machine or complete the ballot in accordance with the directions of the voter. The sworn assistant will enter the voting booth or ballot completion area and operate the voting machine or complete the ballot for the voter as the voter directs.

WHY VOTER MAY HAVE ASSISTANCE?

1. Blindness (does not include those voters who forgot to wear their glasses or contacts).
2. Physical disability.
3. Inability to read English.

WHO MAY ASSIST THE VOTER?

1. 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.
2. A voter who does not bring someone to assist them at the polls, or does not select someone at the polling place other than the election judges, shall be assisted by two (2) election judges (one from each party). One judge shall, in the presence of the other judge and the voter, operate the voting machine or complete the ballot as the voter directs.

APPLICATION FOR PERMANENT ASSISTANCE TO VOTE

There is a portion of form SBE 31, Voter Assistance Form, where the voter may request that the county board of elections certify that the voter needs permanent assistance due to blindness or physical disability.

If the county board of elections approves the voter's request, the voter will have permanent certification relieving only the voter from the responsibility of signing form SBE 31, Voter

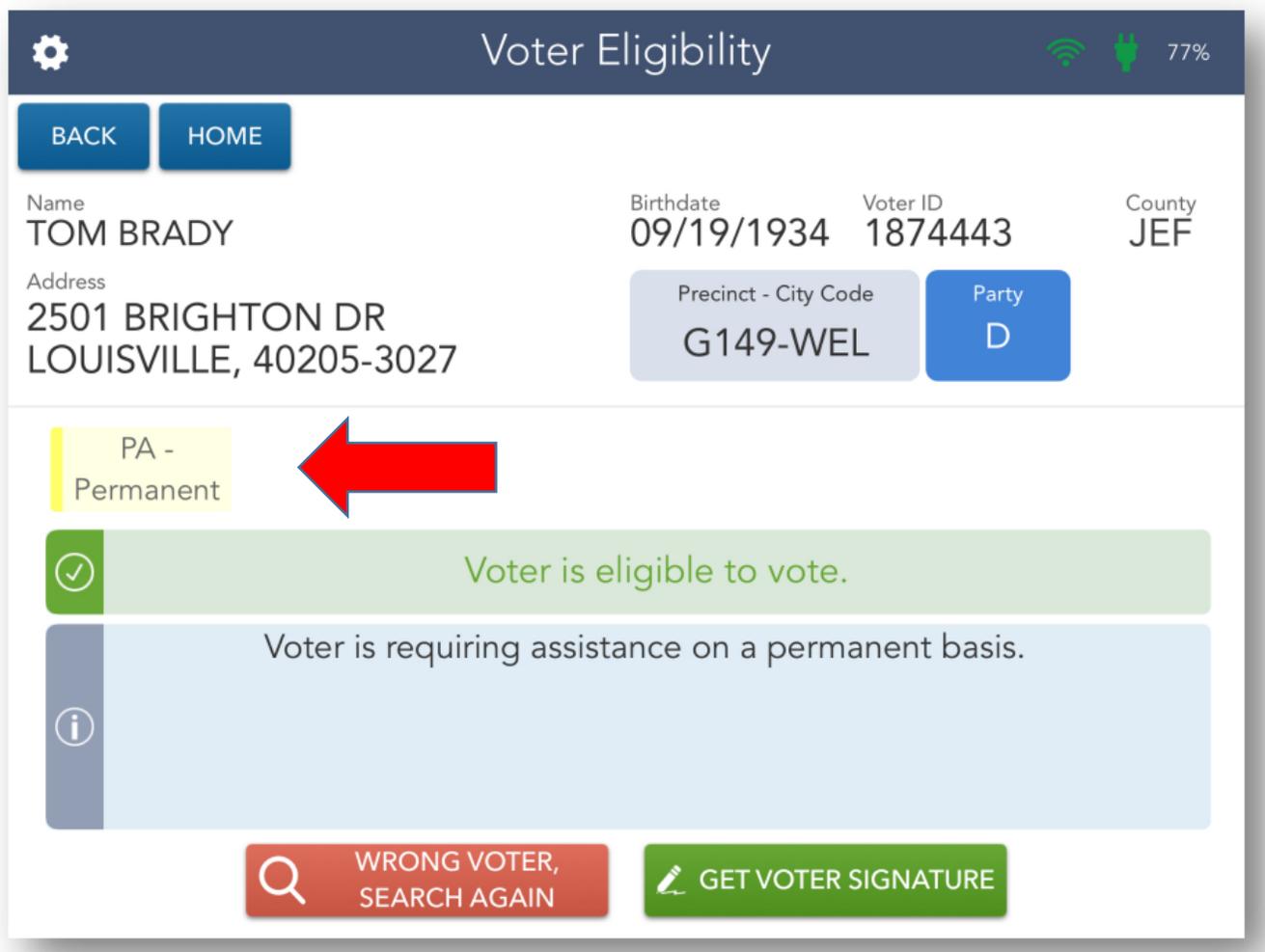
Assistance Form. Thereafter, the EPB will indicate permanent assistance or to designate the voter as having Permanent Assistance.

Even if a voter is certified for permanent assistance, the person assisting the voter and the election clerk must complete and sign their portion of the Oath on form SBE 31, Voter Assistance Form. (See page 62).

Violations of the laws regarding voter assistance should be reported to the county board of elections immediately and be noted on form SBE 53, Precinct Election Sheriff's Post-Election Report. (See page 71).

PERMANENT ASSISTANCE ("PA") ON EPB - SAMPLE

Voters who have been certified for permanent assistance will have "PA-Permanent" box on the EPB Screen. Regardless if the voter is certified for permanent assistance, they have the option to vote without assistance.



The individual who assists the voter, including an individual who assists a certified minor voter, must complete the portion of form SBE 31, Voter Assistance Form, declaring that the assistor

will operate the machine as directed by the voter. An election officer must also sign the Oath on form SBE 31, Voter Assistance Form.

REPORTING VIOLATIONS

The election sheriff is responsible for reporting all violations on form SBE 53, Precinct Election Sheriff's Post-Election Report" by completing, signing, dating, and filing with the chairman of the county board of elections AND with the local grand jury within three (3) days after any election. All voter assistance forms are also turned over to the grand jury.

DISABILITY AWARENESS GUIDANCE

Provided by: Kentucky Protection and Advocacy

For further information, please contact:

KY Office of the ADA Coordinator (or) KY Protection and Advocacy
502-564-3850 | 1-877-423-2933 502-564-2967 | 1-800-372-2988

The following guidance is provided by the Kentucky Office of the ADA Coordinator and Kentucky Protection and Advocacy.

Individuals with disabilities are people who may do things differently than a person with no disability. While some disabilities are readily apparent and visible to others, most disabilities are not visible. Because of this, use of the accessible voting machine should be offered to every voter, not just those who you believe may have a disability.

GENERAL INFORMATION

- Always ask if a voter with a disability needs assistance before you help.
 - Since each person and situation is unique, the best advice is to ask the voter with a disability:
 - If they would like assistance, and
 - The best way you can assist them.
 - It is the person's right to choose whether or not to accept assistance.
- Speak directly to the voter and not "about" the voter to a person who may have accompanied them to the polling place.
- Do not speak louder to a voter who has a visible disability. Just because someone may have a physical disability, please do not assume there are other disabilities as well.
- Be aware about your physical contact with a voter. They may have:
 - Heightened sensitivity to physical contact, or
 - Balance issues that may be thrown off even with the most well-intended contact.
- The voter with a disability is a person first. When you need to refer to a voter with a disability, use Person First Language. Example: Voter with a learning disability.
- Have a large pen on hand for those individuals who may have difficulty gripping.
- If needed, you may use writing materials like a dry erase board or pen/paper to assist with communication.

- If possible, do not place the voter registration table directly in front of a window or light source.

SENSITIVE USE OF LANGUAGE

- Do not refer to the disability unless it is relevant.
- Do not sensationalize a disability by saying "victim of" or "afflicted with," etc.
- Avoid emotional descriptions:
 - "Uses a wheelchair" not "confined to a wheelchair;"
 - "Walks with crutches" not "is crippled"
- People with disabilities use words such as "see," "hear," "run" and "walk."
- When speaking with a person with a speech impairment and you don't understand, feel free to ask them to repeat or rephrase the statement.
- Remember: American Sign Language ("ASL") is a language itself. English is considered as a second language for someone whose primary language is ASL.
- Remember: speech impairment doesn't always mean intellectual disability.

MOBILITY DISABILITIES

- People who use crutches, canes or walkers should never be grabbed. They use their arms for balance.
- Do not hang or lean on the wheelchair. It is an extension of the user's personal space.
- Get on person's eye level by sitting down when having a discussion.

DEAF AND HARD OF HEARING

- People with varying levels of hearing loss communicate via sign language, ASL (or another type of sign language), or spoken English.
- Hearing aids may be used. Remember that not all hearing aids allow individuals to hear speech; they may be used to hear loud sounds.
- If needed, a person may use a certified American Sign Language ASL interpreter.
- When speaking with a person who uses an interpreter, maintain eye contact with the individual, not the interpreter.
- Get the voter's attention by tapping on shoulder or arm.
- Keep hands or objects away from mouth.
- Do not exaggerate gestures or mouth movements.
- Use short sentences.
- Do not assume ability to read lips; the average accuracy of lip reading is about 30%.

VISUAL IMPAIRMENT

- People have varying levels of visual functioning. Not everyone with visual impairments is considered "blind." Do not assume level of functioning.
- Not all people with visual impairments read Braille. Some may use large print or audio versions of materials. Offer him/her the use of audio ballot.
- Announce when you enter or leave a room.
- Do not place items on the floor that may impede the person's movement about the room.
- Guiding a person who is visually impaired is best accomplished by offering your arm or shoulder.
- When walking with a voter with a visual impairment to a chair:
 1. Walk to the side of the chair
 2. Take his/her hand from your arm and place it on the back of the chair.

- Do not pat or play with a guide dog when he/she is working; always ask the owner first.
- Walk on the side opposite the guide dog.
- Read written information if asked.

LEARNING DISABILITIES

- Individuals have average or above-average intelligence.
- Learning disabilities may occur in:
spoken language | written language | arithmetic | reasoning | organizational skills
- People with dyslexia may need verbal instruction.
- Ask how the individual wants to receive information.
- Have headphones for audio ballots readily available for the voter.

PSYCHOLOGICAL DISABILITY

- Making quick decisions may be difficult; allow time for a response.
- Do not assume that the person is dangerous based on diagnosis.
- Do not assume that accounts of events are delusions.
- People may have different reactions to questions/situations than what you would expect (example: may need extra time to process information).

INTELLECTUAL DISABILITY

- The term "mentally retarded" is no longer acceptable.
- Speak in clear, short sentences.
- Do not use baby talk.
- Making quick decisions may be difficult; allow time for a response.
- People with intellectual disabilities rely on familiar situations. A change in their routine may require additional time and patience.

BRAIN INJURY

- People whose brains were injured in accidents, strokes, medication interactions, substance abuse, during military service, etc.
- People may have visible disability (mobility, vision, etc.) that resulted from the injury, but not always.
- Speech and decision-making may be affected; allow time for a response.
- People with brain injuries rely on familiar situations. A change in their routine may require additional time and patience.
- Memory (short-term or long-term) may be affected. You may need to repeat yourself.
- Depending on where the brain was injured, people may display more emotions (crying, speak angry words, etc.).

SERVICE ANIMALS

- Under the ADA Amendment Act, a service animal is defined as a:
 - Dog (always) and a Miniature horse (on a case-by-case basis)
- No other animal is recognized by the ADA as a service animal.
- Under the ADA, a service animal is individually trained to perform tasks that the individual cannot perform for themselves.

Examples:

- Guiding people who are blind
- Alerting people who are deaf
- Alerting people who have seizures

- Performing other tasks
- Animal must be on a leash.
- Providing “emotional support” or comfort is not a task. Animals that only do this are not service animals.
- A service animal is permitted in all areas of a facility open to the public, including but not limited to:

restaurants	hotels	taxis	buses	shuttles
grocery stores	hospital	theaters	jail	zoos
medical offices	health clubs	parks	stores	polling places

VOTER NEEDS INSTRUCTION ON USE OF THE VOTING MACHINE

One election officer from each political party should be present when a voter is instructed on the use of the voting machine. In your instructions, carefully avoid any comment that might be considered favorable to any party, candidate, public question, or constitutional amendment.

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 (posted in a visible area inside the polling place), if the voter so requests.

2. Using the voting machine (ADA Accessible Machine or a Ballot Marking Device), if the voter so requests:

- Explain to the voter that a visual or verbal indicator will designate the offices and questions the voter is eligible to vote for on the electronic voting machines.
- The voter may be visually or verbally instructed as to the location of the “Vote” button to record their vote on an Eslate Accessible Voting Machine; however, on the Ballot Marking Device machines, instructions will vary. The Clerk’s Office will demonstrate this equipment in your training.
- The voter may be visually or verbally instructed how to use the accessible devices for the voting equipment.

IMPORTANT: DO NOT enter the voting machine privacy area after the voter has entered the voting machine privacy area; and you must avoid hovering after providing instructions to the voter.

VOTER'S RIGHT TO VOTE IS CHALLENGED

Any election officer or properly certified challenger may "challenge" or dispute the qualifications of a voter. When the election officer asks to see a challenger's credentials, the certified challenger must present his/her written appointment. A certified challenger must be trained by the county board of elections. Without credentials, a challenger may not question any voter's right to vote or remain in the polling place except to cast their own vote.

If a voter's qualifications are questioned or challenged:

- The election officer should advise the voter of the reason for the challenge.
- If the voter states that his qualifications are in order:
 - The voter should be advised that they must sign form SBE 32, Oath of Voter, and that completing it will allow him/her to vote.
 - The voter should be informed that the completed form SBE 32, Oath of Voter, will be turned over to the Commonwealth's Attorney for investigation.
 - The voter should then complete and sign form SBE 32, Oath of Voter, and vote.
 - The challenger shall not talk directly to the voter. Contact the county clerk if the challenger persists in this activity.
 - The person questioning the voter's qualifications (whether an election officer or a certified challenger) must complete and sign the bottom portion of form SBE 32, Oath of Voter, stating the reason for the challenge.

All information on form 32, Oath of Voter, must be completed in full before the voter is allowed to vote. (See page 63). Form 32, Oath of Voter, may be used in two (2) instances:

1. When a certified challenger or election officer challenges the qualifications of the voter.
2. When a voter has moved to a new precinct within your county and is not listed on the EPB or form SBE 25, Supplemental Precinct Signature Roster.

CHALLENGERS

CHALLENGER DO'S

- Challengers must produce written appointment to election officers on demand.
- Challengers may question the eligibility of a voter who presents himself at the polls.
Reasons a challenger may dispute a voter may include:
- The voter is not a duly registered voter in the precinct; (Voting Center- Not Applicable)
- The voter is not a resident of the precinct; (Voting Center- Not Applicable)
- The voter is a convicted felon who has not had his civil rights restored; or
- The voter is not the person he claims to be.
- If the challenger attempts to challenge a person's right to vote, he must explain his challenge only to the election officer, not to the voter.
 - The challenged voter will then need to sign form SBE 32, Oath of Voter, before being allowed to follow the normal procedures for voting.
 - The challenger will sign the bottom portion of form SBE 32, Oath of Voter, and state their reason for challenging the voter's right to vote in that precinct. (Voting Center- Not Applicable)
- Challengers are the only persons permitted to have a check-off list in the form of paper, cellphones, computers, or any other electronic device to record the identity of a voter within the voting room.
- Challengers are entitled to stay in the voting room all hours during Election Day.
- Challengers may come and go from the voting room throughout the day.

CHALLENGER DON'TS

- Electioneer or campaign on behalf of any candidate, issue or political party;
- Handle election materials (except the signing of form SBE 32, Oath of Voter, for challenged voters);
- 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.

An election officer may order the challenger to leave the polling location after one warning if the individual violates any of the above-mentioned Don'ts. A challenger who is ordered from the polling site shall be prohibited from serving as a challenger in any polling location in any election for a period of five (5) years.

WHO MAY OBSERVE THE VOTE COUNT IN THE POLLING LOCATION

Once the polls close, the following persons are permitted to witness the vote count in each polling locations:

1. In regular elections, the governing authority to each political party, each candidate for member of board of education, nonpartisan candidate, independent candidate, or independent ticket.
2. In any election, members of the news media authorized by the county board of elections may witness the vote count.

PERSONS ALLOWED IN THE VOTING ROOM

Kentucky law is very specific about who may be in the voting room during the hours the polls are open for voting. The only persons who may legally be in the voting room are:

- Election officers;
- Voters;
- Anyone assisting a voter;
- Voting machine technicians allowed by the county board of elections;
- A minor 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;
- Law enforcement officers – federal, state and local; 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. If the news media appear, you should immediately contact the county clerk's office.

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

- 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";
- Members of political parties, political organizations, or political groups who are not duly appointed challengers; and
- Any other individuals not listed in the section above.

The election sheriff should require unauthorized persons to leave. If they fail to leave when requested or if persistent violations occur, these violations should be reported to the county clerk and all violations are reported on form SBE 53, Precinct Sheriff's Post-Election Report. (See page 71).

BALLOT SELFIES

Kentucky law does not prohibit a voter from taking a "ballot selfie." 31 KAR 4:170(2) and OAG 16-007.

Voters may possess and use their cellphones in the voting room to take a "ballot selfie". 31 KAR 4:170(2).

"Ballot selfies" are limited to a picture of oneself and their personal ballot inside the voting room.

While law permits "ballot selfies", voters should exercise caution in the practice of taking a "ballot selfie" to refrain from inadvertently recording the identity of other voters or other voter's ballots in the voting room, as this would violate KRS 117.236(2). Furthermore, voters should refrain from communicating their support or nonsupport of a candidate, party, or measure on the ballot to other voters in the voting room as this may violate KRS 117.235(4).

The election sheriff should document any possible violations on form SBE 53, Precinct Election Sheriff's Post-Election Report.

ELECTIONEERING

No person may electioneer within one hundred (100) feet of a polling place. However, this restriction does not apply to private property unless it is being used as a voting location, exiting polling, or bumper stickers on vehicles that are present for a reasonable amount of time in which to vote. KRS 117.235.

A bumper sticker is defined as measuring within **14 inches by 5 inches (14" x 5")**, affixed to a person's vehicle while parked within or passing through a distance of one hundred (100) feet of any entrance to the building in which a voting machine is located if that entrance is unlocked and is used by voters during the hours voting is being conducted in the building for a reasonable amount of time in which to vote.

DO NOT TURN ANY ELIGIBLE, REGISTERED VOTER AWAY FROM THE POLLS BEFORE GIVING THE VOTER A CHANCE TO CAST A BALLOT.

If you, as an election officer, witness **ANY** electioneering on Election Day, you must notify or warn the individual of the prohibition on electioneering. If you believe a voter has violated the electioneering law, the election sheriff should contact the county clerk's office and report such violation on form SBE 53, Precinct Sheriff's Post-Election Report. (See page 71).

Enforcement of the electioneering statute is the responsibility of the election officers, county clerk, deputy county clerk, or other law enforcement official. You, as election officer, **SHOULD NOT** enter upon private property to remove electioneering materials.

EXIT POLLING

KENTUCKY REVISED STATUTES ALLOW EXIT POLLING ON ELECTION DAY. Exit pollers do not have to register or have credentials, and there is no limit as to a distance they must keep from the polls. However, exit pollers are not allowed to be located within the voting room and are not allowed to disrupt the election process.

VOTERS ARE NOT OBLIGATED TO PARTICIPATE IN THE EXIT POLLING. Exit pollers may only talk to voters as they leave the polling place after the voter has already voted.

PROHIBITION AGAINST CHECK-OFF LISTS

No person allowed in the voting room, including the election officers, may use paper, telephones, personal communication devices, computers, or other information technology systems to create a check-off list or record the identity of voters, except for the official use of the EPB or form SBE 25, Supplemental Precinct Signature Roster, furnished by the State Board of Elections, and challengers. However, the news media may use cameras for the limited purpose of filming the voting process, but they may not record the identity of voters.

ELECTION CRIMES

The following is a summary of election law violations as they relate to the county clerk, the county board of elections, the election officers, and the general public.

These statutes are meant to reinforce the importance of maintaining security of the vote and integrity in the election process.

***NEW RELATING TO COUNTY CLERKS, STAFF, AND ALL ELECTION OFFICERS**

- **KRS.119.115(3)(f):** Any election official, or other person entrusted with the custody or control of any voting machine, voting equipment, or voting system **shall be guilty of a Class D felony** if he or she knowingly and intentionally: Directly connects or attempts to directly connect a voting machine, voting equipment, or voting system that tabulates or aggregates votes to a public network, including the Internet, at any time.

RELATING TO COUNTY CLERKS

- **KRS 117.995(2):** any county clerk or member of the county board of elections who knowingly and willfully violates any of the provisions of this chapter, including furnishing applications for absentee ballots to persons other than those specified by the provisions of this chapter and failure to type the name of the voter on the application form as required by the provisions of this chapter, shall be guilty of a **Class D felony**.
- **KRS 119.015:** any county clerk or deputy county clerk who falsely or fraudulently registers the name of any person, or permits any person to register knowing that the person is not entitled to register, or who fails or refuses to deliver copies of the registration records to a person entitled thereto, shall be guilty of a **Class D felony**.
- **KRS 119.076:** any county clerk who willfully and knowingly refuses or fails to have the name of any candidate printed upon the official ballot in the manner provided by law shall be guilty of a **Class D felony**.
- **KRS 119.115(3):** any election official, or other person entrusted with the custody or control of any voting machine who, with intent to cause or permit any voting machine to fail to correctly register votes cast thereon, tampers with or disarranges such machine in any way, unlawfully opens such voting machine, prevents or attempts to prevent the correct operation of such voting machine or causes such voting machine to be used or consents to it being used for any election with knowledge of the fact that the machine is not in order, or not perfectly set and adjusted to correctly register all votes cast thereon, or removes, changes, or mutilates any ballot label on a voting machine shall be guilty of a **Class D felony**.
- **KRS 119.195(7):** any county clerk who knowingly and willfully opens any ballot box and removes any official ballot therefrom, or removes, destroys, or tampers with a ballot box and official ballots left in his care and custody, or permits any other person to do so, during the period the boxes are required to remain locked in his office, shall be guilty of a **Class D felony**.

RELATING TO THE COUNTY BOARD OF ELECTIONS

- **KRS 117.187(2):** the county board of elections shall provide special training before each primary and regular election, and any special election held during a year in which no elections are scheduled, to all election officers, alternates, and certified challengers regarding their duties and the penalties for failure to perform. Election officers, including alternates, and certified challengers shall attend the training session, unless excused by the county board of elections for reason of illness or other emergency. Any person who fails to attend a training session without being excused shall be prohibited from serving as an election officer or challenger for a period of five (5) years. The training provided by the county board of elections shall include but not be limited to the following:
 - (a) Operation of the voting machine or ballot cards;
 - (b) Posting of necessary signs and notices at the polling place;
 - (c) Voter assistance;
 - (d) Maintaining precinct rosters;
 - (e) Confirmation of a voter's identity;
 - (f) Challenge of a voter;
 - (g) Completing changes of address or name at the polling place;
 - (h) Qualifications for voting in a primary election;
 - (i) Electioneering and exit polling;
 - (j) Write-in voting procedures;
 - (k) Persons who may be in the voting room;
 - (l) Election violations and penalties;
 - (m) Assistance which may be provided by law enforcement officers;
 - (n) Election reports;
 - (o) Disability awareness;
 - (p) Provisional voting process;
 - (q) Election emergency contingency plan; and
 - (r) Elections and voting equipment security plan.

- **KRS 117.995(8):** the members of a county board of elections that fail to provide the training to election officers required by **KRS 117.187(2)** shall be subject to removal by the State Board of Elections.

- **KRS 119.225:** any member of a county board of elections who refuses to permit an inspector designated under **KRS 117.275** and **117.315** to exercise free and full action in witnessing the count of the ballots, or interferes with the right of such an inspector to have a free and full opportunity to witness the count of the ballots, shall be guilty of a **Class A misdemeanor**.

- **KRS 119.245:** any member of the State Board of Elections or of a county board of elections who willfully and knowingly violates any provision of the statutes relating to his duties, or fails to execute faithfully any of the duties imposed upon him by law, for which no other penalty is provided, shall be guilty of a **Class B misdemeanor**.

- **KRS 119.255:** any person who, by threat of violence or in any other manner, intimidates or attempts to intimidate the election officers, the State Board of Elections or a county board of elections in the performance of their duty and any persons who conspire together and go forth armed for the purpose of intimidating said officers, shall be guilty of a **Class D felony**.
- **KRS 119.265:** any public officer who willfully neglects to perform a duty imposed upon him under the election laws, for which no other penalty is provided, or who willfully performs such duty in a way that hinders the objects of the election laws, shall be guilty of a **Class B misdemeanor**.
- **KRS 119.307:** the county board of elections shall present to the grand jury next convening subsequent to each election the names of those election officials who failed to appear and serve at the election and who had not been properly excused. Any such person may be subpoenaed and inquiry made of his absence, and if no good cause be shown, he shall be subject to prosecution.

RELATING TO ELECTION OFFICERS

- **KRS 117.995** in part provides the following violations of election officers:
 - (1) 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.
 - (3) Any 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**.
 - (4) 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.
- **KRS 119.145:** any election officer who refuses to permit any challenger of any political party having a ticket to be voted for at an election, who has been duly appointed and presents a duly attested certificate of appointment, to perform his duties as challenger, shall be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500).
- **KRS 119.175:**
 - (1) Except as provided in subsection (2) of this section, any officer of election who receives, assents to receive or records a vote at an election at a time or place known by him not to be the time and place lawfully appointed, or who knowingly receives the vote of any person other than a qualified voter, or refuses to receive the vote of a qualified voter, shall, for each offense, be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500), and shall forfeit any office he holds and be disqualified from ever holding any office.
 - (2) Any judge of a primary election who knowingly receives a vote of an elector who is not qualified to vote in the primary election under **KRS 116.055** shall be fined one hundred dollars (\$100) for each offense.

- **KRS 119.185:** any person who willfully disobeys any lawful command of an election officer, given the execution of his duty as such at an election, shall be fined not less than twenty-five dollars (\$25) nor more than five hundred dollars (\$500).
- **KRS 119.195 Tampering with Ballot Box:**
 - (4) Any election officer, or other person entrusted with the custody or control of any official ballot, either before or after it has been voted, who in any way marks, mutilates, or defaces any official ballot or places any distinguishing mark thereon, for the purpose of vitiating the official ballot, shall be guilty of a **Class C felony**.
 - (6) Any election officer who mutilates or tampers with any of the seals, or destroys or removes any official ballots required to be preserved, shall be guilty of a **Class D felony**.
- **KRS 119.305:** Election officers shall give information of all infractions of the election laws to the grand jury, Commonwealth's Attorney, Attorney General and the Registry of Election Finance. The election officers shall cooperate in any investigation or prosecution of election law violations. When there is reason to fear that an offender will escape out of the county before indictment, any election officer may procure his immediate apprehension.

RELATING TO ELECTION DAY

- **KRS 117.0865:** any person who aids another in completing an absentee ballot shall not solicit or encourage that person to vote for or against any candidate, party, or issue. Any person who violates this section shall be guilty of a **Class D felony**.
- **KRS 117.995** sets out the following violations relating to Election Day:
 - (5) Any person who signs a name other than his or her own on an application for an absentee ballot or on the verification form for the ballot or on an emergency absentee ballot affidavit, or any person who votes an absentee ballot other than the one issued in his or her name, or any person who applies for the ballot for the use of anyone other than himself or herself or the person designated by the provisions of this chapter, or any person who makes a false statement on an application for an absentee ballot or on an emergency absentee ballot affidavit shall be guilty of a **Class D felony**.
 - (6) 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 election officer, county clerk, deputy county clerk, or other law enforcement official, shall, for each offense, be guilty of a **Class A misdemeanor**.
 - (7) 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.

- **KRS 119.095:** any printer of ballots, or person employed in printing ballots, who prints or permits to be printed any ballot in any other form than the one prescribed by law, or with any name or device placed, spelled or arranged thereon other than as authorized and directed by the county clerk, or who gives or delivers, or knowingly permits to be taken, any ballot by any person other than the county clerk for whom the ballots are being printed, shall be guilty of a **Class C felony**.
- **KRS 119.105 Removal or destruction of election supplies or booths:**
 - (1) Any person who steals or willfully destroys any of the election supplies required to be furnished by the county clerk shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200), and imprisoned in the county jail for not less than one (1) month nor more than six (6) months.
 - (2) Any person who, during an election, knowingly and willfully removes or defaces the cards printed for the instruction of the voters, or destroys or removes any booth or other convenience provided for the election, or induces or attempts to induce any person to commit any such act, shall be imprisoned in the county jail for not less than six (6) months nor more than one (1) year.
- **KRS 119.115 Tampering with voting machine or election supplies:**
 - (1) Any unauthorized person found in possession of any key to a voting machine to be used or being used in any primary, general, or special election shall be guilty of a **Class A misdemeanor**.
 - (2) Any person who, during or before any primary, general, or special election, willfully tampers with or attempts to tamper with, disarrange, deface, or impair in any manner whatsoever, injures, or destroys any ballot label, or destroys any such voting machine while in use at an election or at any other time, or who shall, after such machine is locked and sealed in order to preserve the record of the vote, tamper with or attempt to tamper with the record of the vote, or who aids or abets with intent to destroy or change the record of the vote shall be guilty of a **Class D felony**.
- **KRS 119.125:** any sheriff who willfully fails to cause an election to be held, as required by law, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500). Any sheriff who willfully fails to perform any other duty concerning an election, for which there is no penalty specifically prescribed, shall be fined not less than twenty dollars (\$20) nor more than two hundred dollars (\$200).
- **KRS 119.155 Interfering with election:**
 - (1) Any person who unlawfully prevents or attempts to prevent any voter from casting his ballot, or intimidates or attempts to intimidate any voter so as to prevent him from casting his ballot, or who unlawfully interferes with the election officers in the discharge of their duties, shall be guilty of a **Class D felony**.
 - (2) Any person who, by himself or in aid of others, forcibly breaks up or prevents, or attempts to break up or prevent, or obstructs or attempts to obstruct, the lawful holding of an election, shall be guilty of a **Class A misdemeanor**.
- **KRS 119.165 False personation of a voter:**

- (1) Any person who falsely personates a registered voter, and receives and casts a ballot by means of such personation, shall be guilty of a **Class D felony**. An attempt at such personation shall constitute a **Class A misdemeanor**.
- (2) Any person who, by means other than falsely personating a registered voter, votes at an election in this state when he is a resident of another state or country, or votes more than once at an election, or votes by use of the naturalization papers of another person, shall be guilty of a **Class D felony**. Any person who knowingly votes or attempts to vote in a precinct other than the one in which he resides shall be guilty of a **Class A misdemeanor**, unless by voting in a precinct in which he does not live he is enabled to vote in a race or on a matter in which he could not vote in his proper precinct in which case he shall be guilty of a **Class D felony**. Any person who lends or hires his or another's naturalization papers to be used for the purpose of voting shall be subject to the same penalty.
- (3) Any resident of this state who, by means other than falsely personating a registered voter, votes at a regular or special election before he has resided in this state thirty (30) days, or in the county and precinct where the election is held the time required by law, or before he has attained full age, or before he has become a citizen, shall be guilty of a **Class B misdemeanor**.
- (4) Any person who, by means other than falsely personating a registered voter, votes in a primary election knowing that he is not qualified as provided in **KRS 116.055**, shall be guilty of a violation.
- (5) Any person who applied for or received a ballot at any voting place other than the one at which he is entitled to vote, under circumstances not constituting a violation of any of the provisions of subsections (1) to (4) of this section, shall be guilty of a **Class A misdemeanor**.

➤ **KRS 119.195 Removing or tampering with ballots:**

- (1) Any person who, during an election, knowingly and willfully removes or attempts to remove an official ballot from the election room, or has in his possession outside the election room any official ballot, either genuine or counterfeit, shall be guilty of a **Class D felony**.
- (2) Any voter who attempts to leave the election room with an official ballot in his possession shall at once be arrested on demand of either of the judges of election and shall be guilty of a violation, unless the act was done knowingly in which event he shall be guilty of a **Class A misdemeanor**.
- (3) Any person who takes or removes in any manner, feloniously or with the consent or permission of the custodian, any official ballot from any place where it may lawfully be, or knowingly and willfully has in his possession or custody any such official ballot, except as an officer or custodian under the law or while within the polling place for the purpose of voting, and any custodian or officer who permits any official ballot to be removed or carried away from the place where it may lawfully be by any person other than the officer or custodian whose duty it is to receive it, shall be guilty of a **Class C felony**.
- (5) Any person who unlawfully destroys or attempts to destroy any official ballot box used, or any official ballot deposited, at any election, or who unlawfully, by force, fraud, or other improper means, obtains or attempts to obtain possession of any ballot box or any official ballot therein deposited, while the voting at any election is

going on or before the official ballots are duly taken out and counted according to law, shall be guilty of a **Class D felony**.

- (8) Any person who removes, mutilates, or destroys, or adds any new official ballots to, the regular official ballots that have been counted and prepared for preservation, or that have already been preserved, so that the result of the election in the precinct or county is changed, shall be guilty of a **Class D felony**.
- (9) Any person who tampers with or changes the official ballots, or opens the receptacles in which the official ballots are contained without the order of the court, after the ballots have been sent to the Franklin County courthouse in connection with the contest of a constitutional amendment, shall be guilty of a **Class D felony**.

➤ **KRS 119.205 Vote buying and petitions.**

- (1) 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**.
- (2) 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**.
- (3) Any person who makes or offers to make an expenditure to any person to sign a petition to have a public question placed on the ballot, or any person who solicits, accepts, or receives any such expenditure as payment or consideration to sign a petition to have a public question placed on a ballot, shall be guilty of a **Class B misdemeanor**.

- **KRS 119.235:** any person who willfully alters, obliterates, secretes, suppresses or destroys a stub book, return or certificate of election, and any officer who makes, aids in making or authorizes the making of any false or fraudulent stub book, certificate of election or election return, shall be guilty of a **Class D felony**.

ELECTIONS EMERGENCY CONTINGENCY PLAN

The Governor may reschedule 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.

PROCEDURES WHEN AN ELECTION IS RESCHEDULED ON ELECTION DAY

SUSPEND GENERAL VOTING

The county board of elections must instruct the election officers to:

- Secure all voting machines until the rescheduled election. The election officers must ensure all seals on the voting machines are intact prior to storage in a secure location;
- Not close out or tally the votes;
- Record the public counter number on the form furnished by the county board of elections and signed by all present election officers; and
- Return all election materials to the county board of elections.

SECURE VOTING MATERIALS

All election materials must be secured in a locked storage container. These election materials include:

- Paper ballots;
- EPBs;
- Form SBE 25, Supplemental Precinct Signature Rosters;
- Form SBE 35, Provisional Ballot Precinct Signature Roster; and
- All related materials

The county clerk will instruct election officers about the emergency procedures specific to your county and how to conduct a rescheduled election.

SAMPLES OF ELECTION DAY FORMS

VOTING MACHINE VERIFICATION FORM – Sample Blank

Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:020.

This form must be completed and returned to the COUNTY CLERK.

VERITY SCAN VERIFICATION FORM

ELECTION JUDGES TO VERIFY INFORMATION BEFORE OPENING POLLS	Judges' Initials
Precinct Name: _____	_____
Verity Scan Serial Number: _____	_____
Verity Scan Red Seal Number: _____	_____
Tub - Yellow Seal Number: _____	_____
Tub - Blue Seal Number: _____	_____
Tub - White Seal Number: _____	_____
Verity Scan Lifetime Counter: _____	_____
Red Ballot Bag Lock Seal: _____	_____

Signature _____
Program Administrator who sealed Verity Scan

ELECTION JUDGES TO COMPLETE WHEN CLOSING POLLS
Print three (3) paper tapes and have all four officers sign the tapes. Two (2) tapes are to be returned to the County Clerk in the Result Tape Envelope and the third to be posted at the precinct.

Verity Scan Lifetime Counter Number _____

Signature _____
Democratic Judge

Signature _____
Republican Judge

ACCURACY TEST CHECKLIST

Firmware Version Identification 2.5.1 Precinct Name _____

Visual inspection of Verity Scan as well as all working parts checking for damage and defects.
 Visual inspection of screen, power cord, plugs, and V Drive card slot.

Accuracy Test was performed: On voting system On individual voting machine
 Completion of errorless test deck

Name of Person Completing Accuracy Checklist _____ Signature of Person Completing Accuracy Checklist _____
Date and Time _____ Harp Representative _____

**FORM SBE 26, AUTHORIZATION TO VOTE AT PRECINCT –
SAMPLE COMPLETED**

COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS

SAMPLE

AUTHORIZATION TO VOTE AT PRECINCT

TO THE ELECTION OFFICERS OF Capital D104 PRECINCT

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

Sam Quick XXX-XX-XXXX
Name of Voter Social Security Number
Democrat 16 Oak St Apt #4
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	
<input type="checkbox"/>	Improper Removal
<input checked="" type="checkbox"/>	Wrong Precinct Code
<input type="checkbox"/>	Failure to make proper change reported
<input type="checkbox"/>	Absentee Ballot cancelled

Susan Allen
Chairman, County Board of Elections or Authorized Agent

Franklin County

11-7-2006 Date

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

White - County Clerk
Canary - Precinct

FORM SBE 31, VOTER ASSISTANCE FORM – SAMPLE COMPLETED---Current Form 03/2022

COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS

Sample

VOTER ASSISTANCE FORM

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

NAME OF VOTER	John Doe	DATE OF BIRTH (MM/DD/YYYY)	06/12/1970
RESIDENTIAL ADDRESS	214 Ash Court Lawrenceburg 40342		
	Complete Street Address	City	Zip Code
PRECINCT NAME OR PRECINCT NUMBER	A102	Duncan	
Check <input type="checkbox"/> one:			
<input type="checkbox"/>	Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed by the person assisting the voter and be witnessed by the precinct clerk/officer.		
<input checked="" type="checkbox"/>	Voter is NOT certified as requiring assistance on a permanent basis. Both of the following oaths must be completed and signed by the voter, the person assisting the voter, and be witnessed by the precinct clerk/officer.		

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

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

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

Blindness Physical disability Inability to read English

John Doe
Signature or "mark" of voter

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

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

OATH FOR PERSON ASSISTING VOTER

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

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

Name of person assisting voter (PLEASE PRINT)	Signature of person assisting voter
Emily Doe	<u>Emily Doe</u>

APPLICATION REQUEST FOR PERMANENT ASSISTANCE

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

SECTION TO BE COMPLETED BY PRECINCT ELECTION OFFICER

The parties hereto have subscribed and sworn (or affirmed) these Oaths before me this 8th day of November, 2016.

Barbara Smith
Signature of Precinct Election Officer

KRS 116.165	Provides that "any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefor."	
KRS 117.255		
KRS 117.365		
KRS 117.995		
SBE 31 (08/2016)		WHITE: Grand Jury CANARY: County Clerk PINK: County Board of Elections

FORM SBE 33A, LIST OF VOTERS ISSUED ABSENTEE BALLOTS – SAMPLE COMPLETED

COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS

PAGE 14 OF 45
8/24/2018

LIST OF VOTERS ISSUED ABSENTEE BALLOTS

County GREENUP 45	Election (Primary or General) 2016 General Election (G)	Date of Election 11/8/2016
-----------------------------	---	--------------------------------------

RU SSELL #2 [A109]

Name of Voter	1st Ballot	2nd Ballot	Ballot returned	Voted in Clerk Office
ISON, PATRI	10/17/2016		11/2/2016	
KEELIN, KAT				10/29/2016
KIMPSTON, P				11/2/2016
KOVACS, CH	10/3/2016		11/3/2016	
LAPOINTE, A				11/3/2016
LAPOINTE, V				11/2/2016
LAUDER, LA	10/17/2016		10/27/2016	
LESLIE, LEA				11/3/2016
LESLIE, PHIL				11/3/2016
MAYNARD, L	9/19/2016		11/5/2016	
MILLER, PA				10/26/2016
MOLICA, NI				10/14/2016
NAUGHGLE, J	10/24/2016		11/1/2016	
NAUGHGLE, J	10/24/2016		11/1/2016	
NULL, VOND				11/2/2016
PARSLEY, BA				10/10/2016
PARSLEY, LO				10/10/2016
PENNINGTON	10/19/2016		10/24/2016	
POWELL, PA				11/4/2016
RAICH, CHRI				10/18/2016
RICE, KYLIE	10/31/2016		11/2/2016	
ROBERTS, S				11/4/2016
ROBINSON, I	9/19/2016		11/2/2016	
ROBINSON, I	9/20/2016		11/2/2016	
ROBINSON, I	9/19/2016		10/31/2016	
ROBINSON, I				11/1/2016
SAVAGE, HE	10/17/2016		10/26/2016	
SCHRADER, J				11/1/2016
SIMPSON, ER	9/19/2016		10/11/2016	
SIMPSON, KE	11/1/2016			
SMITH, KENN				11/1/2016
SORRELL, DA	10/17/2016		11/5/2016	
SPURLOCK, J				10/18/2016
SPURLOCK, J	10/3/2016		10/20/2016	
STEPHENSON	11/7/2016		11/7/2016	
STEPHENSON	11/7/2016		11/7/2016	
STEVENS, BR				10/25/2016
STEVENS, LA	10/3/2016		10/6/2016	
STURGILL, B				10/31/2016
STURGILL, P				10/31/2016
TENNANT, C	9/19/2016		10/24/2016	
TENNANT, E	9/19/2016		10/24/2016	

NOT TO BE POSTED AT PRECINCT OR COUNTY CLERK'S OFFICE

County Clerk _____

KRS 117.085
KRS 117.086

SBE 33A (03/2014)

White – Grand Jury
Canary – Precinct
Pink – State Board of Elections
Goldenrod – County Clerk

SUMMARY SIGNATURE PAGE – SAMPLE (This is not an SBE set form just a suggestion for tracking signatures vs. machine vote count) You should be aware of discrepancies.

See Next Page For Location Signature Count

Summary Signature Count Verification Sheet

Precinct or Voter Center Name: _____

EPollBook Count for Location: _____

This is found on the lower right-hand side of the EPB. It is the bottom number (the number just above it is the signature count of the individual EPB). Make sure that all EPBs in a location are connected; consult your EPB manual for connection instructions.



Any Signatures on the Supplemental Roster: _____

Total Voters Signed in: _____

Total Number of Votes on All Machines in Location: _____

These numbers should match.

Reasons for Discrepancies: _____

The screenshot displays a mobile application interface for Jefferson County. At the top, a dark blue header contains a gear icon (1), the text "JEFFERSON COUNTY Home" (2), and a menu icon (3). Below the header are two large tiles: a yellow "Manual Voter Search" tile with a magnifying glass icon and the text "Search using voter info", and a green "Driver License Scan" tile with a camera icon and the text "Automatically find voter". The bottom section of the screen is a dark blue status bar containing: "Asset ID: 15" and "Device ID: KYTRAIN" (4); a signal strength icon (5), the date and time "April 20 12:44:06 PM", and "KentuckyMiFi"; a battery icon and "100%"; "PRECINCT 105 28 DISTRICT" and "Precinct Officer - JOE TRAINER" (4); and voter statistics: "Voters: 582,338" and "1,904" (4), and "Check-Ins: 1" and "1" (4). Two red arrows are overlaid on the image: one points from the left towards the "Manual Voter Search" tile, and another points from the right towards the "Driver License Scan" tile.

VOTER REGISTRATION CARD - SAMPLE BLANK

SBE 01 (03/2020) You MUST answer questions A & B below before completing this form. 4069001

A. Are you a citizen of the United States of America?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>If you checked "no" in response to either of these questions, do not complete this form.</i>	
B. Will you be 18 years of age on or before election day?		<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Check one:		FOR CLERK USE ONLY			
<input type="checkbox"/> New Registration	<input type="checkbox"/> Address Change	PRECINCT CODE	PRECINCT NAME	TOWN	OTHER CODE
<input type="checkbox"/> Party Change	<input type="checkbox"/> Name Change				
Social Security Number		Date of Birth (M-D-Y)	County (where you live)	Work Phone	Home Phone
<input type="checkbox"/> Female	<input type="checkbox"/> Male	Last Name	First Name	Middle Name	Suffix (circle one) Jr. Sr. II III IV
Address where you live (do not give PO Box address):			Apt #	City	Zip Code
Address where you get your mail (if different from above):			Apt #	City	Zip Code
Party Registration – check one box		WARNING: Per KRS 119.025, any person who causes himself to be registered when he is not legally entitled to register, shall be subject to penalties including fines and/or a term of imprisonment not less than one (1) year nor more than (5) years. Voter Declaration – read and sign below			
<input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other _____					
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.		<ul style="list-style-type: none"> I am a U.S. Citizen. I am a current resident of Kentucky. I will be at least 18 years of age on or before the next general election. I am not a convicted felon, or if I have been convicted of a felony, my right to vote has been restored following an expungement, Executive Pardon, or Executive Order. I have not been judged "mentally incompetent" in a court of law. I do not claim the right to vote anywhere outside Kentucky. 			
NOTE: You may change your political party affiliation at any time on or before December 31 st to remain eligible to vote in the following primary election.					
		X Signature		Date	
TWO WITNESSES REQUIRED IF "MARK" IS USED					
Witnessed By:			Witnessed By:		

To maintain your privacy, fold on perforated line, secure with tape and mail

COMMONWEALTH OF KENTUCKY MAIL-IN VOTER REGISTRATION FORM INSTRUCTIONS

You can use this form to: register to vote, change your name, change your address, register with a party or change parties.

Party Registration:

Kentucky has closed party primary elections, which means you must register as a Democrat or Republican to vote in that party's primary election. If you select "Other" as your party registration, you are eligible to vote in nonpartisan city and judicial primary elections ONLY. All eligible registered voters may vote for any candidate regardless of party registration in general or special elections. Only persons timely registered to vote shall have the right to vote.

NOTE:

- You must mail or return the completed voter registration to your local county clerk at least 29 days prior to the election.
- A listing of county clerk contact information is available on the State Board of Elections website, www.elect.ky.gov.
- If you are already registered to vote, you may change your political party registration at any time on or before December 31st to remain eligible to vote in the following primary election.
- If you want to check your voter registration record, the Voter Information Center (VIC) is available on the State Board of Elections website, www.elect.ky.gov. VIC includes the address of your voting precinct, a map with driving directions, and your current party registration.

Questions? Contact Your Local County Clerk OR

State Board of Elections
 140 Walnut Street
 Frankfort, KY
 (502) 573-7100
www.elect.ky.gov

Deaf and Hard of Hearing persons with TDD: call (502) 573-7100

Revised 03/2020

PRECINCT BALLOT ACCOUNTABILITY STATEMENT – SAMPLE BLANK

Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:010.

PRECINCT BALLOT ACCOUNTABILITY STATEMENT

COUNTY	DATE OF ELECTION	PRECINCT NAME	PRECINCT CODE #

	FACE 1	FACE 2	FACE 3	FACE 4	FACE 5	FACE 6	FACE 7
QTY. PADS ISSUED							
STARTING NO.							
ENDING NO. <small>(THE NUMBER OF THE NEXT BALLOT YOU WOULD HAVE GIVEN OUT)</small>							
SPOILED BALLOT COUNT AREA							
<small>EXAMPLE: <i>WHT 11</i></small>							
TOTAL BALLOTS USED							

REASON FOR DISCREPANCIES: _____

NOTES: _____

We, the undersigned, do hereby certify that the above information is accurate and complete.

Precinct Clerk _____ Precinct Sheriff _____

Precinct Judge _____ Precinct Judge _____

County Clerk _____

FORM 37, PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT – SAMPLE BLANK

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	<i>Democrat</i>	
	<i>Republican</i>	
General Election		

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

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

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

We, the undersigned, do hereby certify that the above information is accurate and complete.

Precinct Clerk _____

Precinct Sheriff _____

Precinct Judge _____

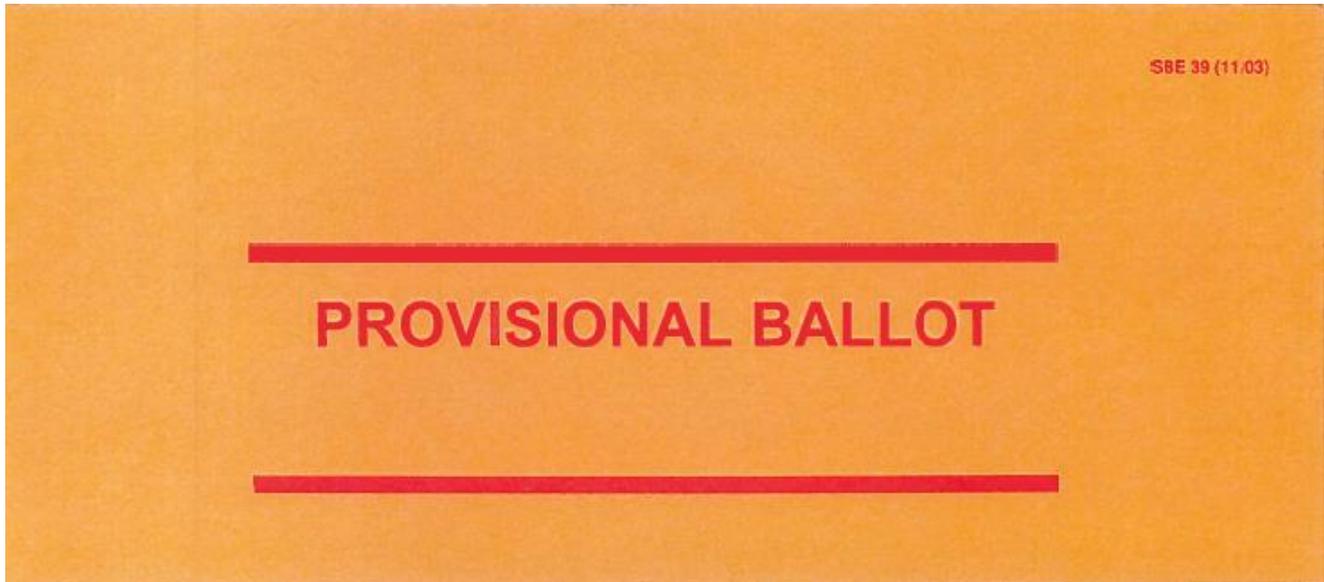
Precinct Judge _____

SBE 37 (12/05)



FORM 39, PROVISIONAL BALLOT INNER ENVELOPE – SAMPLE BLANK

Form 39, Provisional Ballot Inner Envelope, contains the words "PROVISIONAL BALLOT" printed on the outside. The voter places the voted provisional ballot in form 39, Provisional Ballot Inner Envelope, and seals it. The voter places form SBE 39, Provisional Ballot Inner Envelope, into form SBE 38, Provisional Ballot Outer Envelope, and hands it to you.



FORM SBE 53, PRECINCT SHERIFF'S POST-ELECTION REPORT – SAMPLE COMPLETED

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	ANY
Date Of Election	11-6-2007
Precinct	A101 - FRANKLIN ELEMENTARY
Name Of Precinct Election Sheriff (Please Print)	PETER PARKER

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.)

JOHN DOE WAS OBSERVED HANDING OUT CAMPAIGN LITERATURE WHILE WAITING IN LINE TO VOTE. I INFORMED MR. DOE THAT HIS ACTIONS WERE NOT PERMITTED AND WAS A FORM OF ELECTIONEERING. HE APPOLOGIZED AND STOPPED HIS ACTIONS IMMEDIATELY. NO OTHER PROBLEMS OR VIOLATIONS OBSERVED.

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

NO RECOMMENDATIONS AT THIS TIME.

11-6-2007
Date Signed

Peter Parker
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

ELECTION OFFICERS' REVIEW

STATEMENTS

ANSWER "TRUE" OR "FALSE" TO STATEMENTS (*see pages 73-76 for ANSWERS*)

1.	All polling locations must close at 6:00 p.m., unless there are voters waiting in line at 6:00 p.m. to vote.
2.	If a voter registered in your county has recently moved to your precinct and is not listed on the EPB in that precinct, they must vote the ballot associated with their old precinct.
3.	Campaign workers for any candidate may witness the vote count after the polls have closed.
4.	Voters who have been approved for permanent voter assistance do not have to sign the EPB and can only use the accessible voting machine.
5.	Only a person whose name appears on the EPB may vote in your polling location.
6.	Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing form SBE 31, Voter Assistance Form.
7.	Members of the news media may not conduct interviews with voters inside the voting room.
8.	If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.
9.	All voters are allowed only two minutes to vote if other voters are in line waiting to vote.
10.	A candidate may assist a voter in the voting booth if that voter qualifies for assistance.
11.	Even if one of the election officers knows a voter, each voter must confirm his or her current address as listed on the EPB.
12.	A voter who has been challenged by an election officer or challenger can vote after completing form SBE 32, Oath of Voter, and by signing the EPB.
13.	A college student who temporarily resides outside the county of their residence and who has applied for an absentee ballot decides on Election Day to vote in person at the polling place.
14.	If a voter is not known by one of the election officers and does not present a type of ID at the polls, he is not allowed to vote on the voting machine.
15.	Only the two election judges are required to be able to set up a voting machine at the beginning of the Election Day.
16.	Persons assisting voters who have been approved for permanent voting assistance still need to sign form SBE 31, Voter Assistance Form.

	17.	The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.
	18.	No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.
	19.	A voter can use a Tennessee driver's license as a form of identification at the polls.

ANSWERS

<u>TRUE</u>	1.	<p>All polling locations must close at 6 p.m., unless there are voters waiting in line at 6 p.m. to vote.</p> <p>At 6 p.m., the sheriff shall stand at the end of the line of those voters who arrived by 6:00 p.m. and that voter shall be the last voter permitted to vote. The election sheriff shall wait in line with the last voter until he has voted. Any voters who arrive after the last voter in line at 6:00 p.m. shall not be permitted to vote. When the last voter in line by 6:00 p.m. has voted, the polls shall then be closed. (See page 14).</p>
<u>FALSE</u>	2.	<p>If a voter registered in the county is not in your precinct but has recently moved to your precinct, he must vote at his old precinct.</p> <p>All voters registered in the county must vote in the precinct in which they live even if they are not listed in that Precinct on EPB or form SBE 25, Supplemental Precinct Signature Roster, but are registered and live in your precinct, that voter can vote after completing form SBE 32, Oath of Voter, a new voter registration card, and by signing form SBE 25, Supplemental Precinct Signature Roster. A voter who moved to another county after the registration books close MAY return to his old precinct and vote in this one election. (See page 33). A voter who moved to another county before the registration books closed MAY NOT vote in either county for that election.</p>
<u>FALSE</u>	3.	<p>Campaign workers for any candidate may witness the vote count after the polls have closed.</p> <p>In regular elections, the governing authority to each political party, each candidate for member of board of education, nonpartisan candidate, independent candidate, or independent ticket. Members of the news media MAY also observe the vote count. General onlookers or well-wishers MAY NOT observe the vote count at the end of the day. (See page 48).</p>

<u>FALSE</u>	4.	<p>Voters who have been approved for permanent voter assistance do not have to sign the Electronic Poll Book and can only use the accessible voting machine.</p> <p>Voters who have been approved for permanent voting assistance DO NOT have to sign form SBE 31, Voter Assistance Form, or list the reason assistance is needed. However, all voters who vote MUST sign the EPB or form SBE 25, Supplemental Precinct Signature Roster, and can use any voting machine of their choice whether or not they have been approved for permanent assistance. (See pages 40, 41, and 61.)</p>
<u>FALSE</u>	5.	<p>Only a person whose name appears on the EPB may vote in your polling location.</p> <p>There are many reasons that may result in a qualified voter's name being omitted from the voter rolls. If a person's name does not appear on the EPB, follow the procedures listed on page 33.</p>
<u>TRUE</u>	6.	<p>Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing form SBE 31, Voter Assistance Form.</p> <p>The only person(s) that may enter the voting booth with a voter is the person(s) assisting a voter who qualifies for voting assistance and a minor child at the voter's discretion. (See pages 40 and 48).</p>
<u>TRUE</u>	7.	<p>Members of the news media may not conduct interviews with voters inside the voting room.</p> <p>Members of the news media may conduct interviews outside the door of the voting room as long as they do not interfere with the election process. Members of the news media may not conduct interviews inside the room where the voting machine is located. News media may film the voting process in the room where the voting machine is located as long as they do not record the identity of voters or interfere with the election process. (See pages 48 and 50).</p>
<u>FALSE</u>	8.	<p>If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.</p> <p>Once the vote is cast, the voter cannot vote again. A voter may cast only one vote. Voters who take minor children into the voting booth with them should be warned of this situation. (See page 48).</p>
<u>FALSE</u>	9.	<p>All voters are allowed only two minutes to vote if other voters are in line waiting to vote.</p> <p>Voters with a disability must be given a reasonable amount of time to cast their ballot. Voters who do not need extra time due to a disability are limited to two minutes in the voting booth only if other voters are waiting in line to use the voting machine. KRS 117.255(7). (See page 6).</p>

<u>TRUE</u>	10.	<p>A candidate may assist a voter in the voting booth if that voter qualifies for assistance.</p> <p>Voters who are eligible to receive assistance may be assisted by any person of their choice, including a candidate, as long as the person assisting the voter is not the voter’s employer, an agent of that employer, or an officer or agent of the voter’s labor union. If a voter does not bring someone with him, or does not choose someone at the polls to assist him, then the two election judges may assist the voter. (See page 40).</p>
<u>TRUE</u>	11.	<p>Even if one of the election officers knows a voter, each voter must confirm his or her current address.</p> <p>The election clerk should always verify the current address of a voter, even if one of the election officers knows that voter personally. It is possible that the identifying election officer is unaware that the voter moved or that the address has been updated due to 911 address system upgrades. (See pages 10, 11, and 30).</p>
<u>TRUE</u>	12.	<p>A voter who has been challenged by an election officer or challenger can vote after completing form SBE 32, Oath of Voter, and by signing the EPB.</p> <p>A voter who has been challenged by election officers or challenger must complete form SBE 32, Oath of Voter, before he/she will be permitted to vote on the voting machine. After form SBE 32, Oath of Voter, has been completed, the voter must sign the EPB or form SBE 25, Supplemental Precinct Signature Roster. (See page 46).</p>
<u>FALSE</u>	13.	<p>A college student who temporarily resides outside the county of their residence and who has applied for an absentee ballot decides on Election Day to vote in person at the polling place.</p> <p><u>If the college student has received an absentee ballot by mail but knows at least seven (7) days before the date of the election that he/she will be in the county on Election Day and who has not voted the absentee ballot shall cancel his/her absentee ballot by returning the unvoted absentee ballot to the county clerk. The county clerk shall remove the voter’s name from the list of persons who were sent absentee ballots and the voter may vote in the precinct in which they are properly registered.</u></p>
<u>TRUE</u>	14.	<p>If a voter is not known by one of the election officers and does not present a type of ID at the polls, they are not allowed to vote on the voting machine.</p> <p>Before a person is allowed to vote on the voting machine in the polling location, a voter must show identification or be personally known by one of the election officers. The voter is permitted to leave the polling place to get his ID if they have not already signed the EPB. However, if the voter refuses to get their ID, the voter may vote a provisional ballot. (See pages 11 and 30).</p>

<u>FALSE</u>	15.	<p>Only the two judges are required to be able to set up a voting machine at the beginning of the election day.</p> <p>All officers need to be able to open a voting machine in case one or both judges are late or absent. Not understanding this could prevent the polling location from opening on time. (See page 5).</p>
<u>TRUE</u>	16.	<p>Persons assisting voters who have been approved for permanent voting assistance still need to sign form SBE 31, Voter Assistance Form.</p> <p>The individual assisting the voter MUST always sign form SBE 31, Voter Assistance Form. (See pages 40, 41, 42 and 61).</p>
<u>FALSE</u>	17.	<p>The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.</p> <p>The voter with a visual impairment or voter with a disability may vote on any voting machine the voter chooses and request assistance. (See pages 13, 40, and 61).</p>
<u>FALSE</u>	18.	<p>No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.</p> <p>No election officer, voter, or other person permitted by law within the voting room, can use paper, telephone, a personal telecommunications device, or a computer or other information technology system for the purpose of creating a check-off list or otherwise recording the identity of voters within the voting room, except for the official use of the EPB and Challengers. (See page 50).</p>
<u>TRUE</u>	19.	<p>A voter can use a Tennessee driver's license as a form of identification at the polls.</p> <p>A voter may present a driver's license from Kentucky or any other state as their form of identification as long as the identity of the voter can be confirmed from the identification provided. (See page 28).</p>

