



# **STATE BOARD OF ELECTIONS**

## **PRECINCT ELECTION OFFICERS' GUIDE**

### **NOVEMBER 5, 2019 GENERAL**

**Last Revised: September 2019**

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## **RESPONSIBILITIES OF ALL PRECINCT ELECTION OFFICERS**

1. Open the polling place for voting at 6:00 a.m. Please arrive at the precinct at least by 5:30 a.m. to allow yourself enough time to prepare the polling place before 6:00 a.m.
2. Set up all voting equipment, including the accessible voting machine. All equipment must be set up by 6:00 a.m. This includes the accessible voting equipment.
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, compare the ballot face of the machine with the sample ballot to be sure that there have been no alterations on the ballot face. 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.
9. Ensure that the election laws are obeyed and that any potential violation is reported to the Precinct Sheriff for his/her entry and signature on form SBE 53, Precinct Sheriff's Post-Election Report.
10. All voters must produce an acceptable form of identification or be a personal acquaintance of the precinct election officer and sign the Precinct Signature Roster (EPB or Paper) or form SBE 25, Supplemental Precinct Signature Roster, before casting a ballot. A voter who does not produce an acceptable form of identification or is not a personal acquaintance of a precinct election officer may request a hearing before the county board of elections or vote a provisional ballot.
11. Completely fill in the oval in the "ID Type" column on the paper roster. The precinct election officer verifies the identity of the voter by affixing his/her initials in the "Clerk Initials" column of the EPB, Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. Do not write in any other areas on the Precinct Signature Roster.
12. If a voter's name does not appear on the EPB or Precinct Signature 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 Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, but claims to be in the correct precinct, by:
  - Contacting your county clerk, or

- Contacting the toll-free State Board of Elections' Voter Registration Verification System. (See pages 25 and 26). The telephone number will be provided in your Election Day supplies.
14. If you can confirm the eligibility of a voter whose name is not on the Precinct Signature Roster 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. If the voter's name is on the list of voters who must confirm their information, have them complete the same.
  15. Any precinct election officer may complete and sign the bottom portion of form SBE 32, Oath of Voter, when it is used. Make sure you 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 precinct on the voting machine. The precinct election officer must instruct the individual of the option to request a hearing before the county board of elections to determine eligibility.
  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 he or she votes.
  18. Any precinct 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 a voting machine, 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 regardless of whether the voter has a disability.
  21. Sign return sheets and post-election results at the polling place at the end of the day.
  22. At the close of the polls, on the "Summary Page" of your paper Precinct Signature Roster write the total the number of voters who signed the Precinct Signature Roster (do not include absentee voters) and write the total number of voters who signed form SBE 25, Supplemental Precinct Signature Roster, and calculate the grand total. (See page 54.) Your county clerk may provide a different form for EPB totals.
  23. Complete and sign the Ballot Accountability Statement if using paper ballots.
  24. Properly fill out all required forms including Precinct Signature Rosters. Use ink pens only. Do not use markers or pencil.

25. Duties for additional precinct 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 precinct.

## **Procedure when a voting machine becomes unusable on Election Day (KRS 117.215)**

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

### **PROCEDURE FOR ELECTRONIC MACHINES**

#### **WHEN A RESERVE VOTING MACHINE IS AVAILABLE**

- The precinct election officers should call the county clerk to determine if a reserve voting machine is available.
- Upon the direction of the county clerk, the precinct 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 precinct election officers. The county clerk should ensure that the precinct name and number is assigned on the reserve machine's Verification Sheet before delivery to the precinct.
- 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.

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 precinct election officers should direct voters to vote on the electronic accessible voting machine in the precinct.
- The precinct 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 precinct to replace the machine.
- With both precinct judges present, 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 into an envelope, seal it, and leave the sealed envelope in the black tub;
  - pull out the black drawer that is located in the tub (there could be ballots in this drawer, which will be scanned once the replacement scanner is mounted onto the tub);
  - remove the malfunctioning scanner from the tub; 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 precinct election officers.
- Each county should develop a service call sheet to be completed by the technician and signed by two precinct election officers of differing political parties that includes the following:
  - County, date, machine number, time of service and precinct;
  - 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 precinct election officers of differing political parties.
- The two precinct officers of differing political parties should then scan any ballots that were placed in the black drawer 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") 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 precinct election officers should call the county clerk to determine if a reserve voting machine is available.
- The precinct election officers should direct voters to the electronic accessible voting machine, if such machine is available.
- The county clerk should provide supplemental paper ballots for use at the precinct and a ballot box in which to deposit the voted ballots, along with a ballot accountability statement.



- The precinct 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 a precinct 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 precinct must each hold the key to one lock.
- If supplemental ballots are used, the precinct 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 precinct. 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 precinct.

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.

## SPECIAL DUTIES OF PRECINCT CLERK

Check (✓) when Complete	DUTIES
	The county clerk must deliver the machines and all voting supplies to the precincts at least one hour before the polls open. The county clerk should designate a secure location within the precinct polling location for the storage of these items until your arrival. However, your county clerk may direct you to pick up all election supplies for the precinct prior to Election Day and deliver election supplies to the precinct polling location on Election Day.
	Examine the voting machine and compare the ballot face of the machine with the sample ballot prior to opening the polling place or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the county clerk.
	Check to ensure that you have the correct precinct signature roster for your precinct. *If using EPB, See Addendum to Duties.
	Examine your Precinct Signature Rosters to determine if those persons who have applied for Absentee Ballots have been identified. If this task has not been done, you should take form SBE 33A, List of Voters Issued Absentee Ballots, (See page 53), and compare it to your Precinct Signature Roster, stamping <u>ABSENTEE</u> in the signature space on the roster by the name of any voter listed. No person who has applied for an absentee ballot may vote in person at the polling place on Election Day, unless you receive the following: <ul style="list-style-type: none"> <li>• Form SBE 26, Authorization to Vote at Precinct; or</li> <li>• Court order</li> </ul>
	Search the Precinct Signature Roster to find the voter's name. Registered voters in your precinct will be listed in the Precinct Signature Roster,

	alphabetical by last name, with each Address Confidentiality Program ("ACP") participant listed on a separate page immediately following the alphabetical listing by voter's last name. (See page 27).
	If the individual's name is not found on the Precinct Roster, they may be listed on a separate list of voters who are eligible to vote, but must confirm their information prior to signing form SBE 25, Supplemental Precinct Roster. If their name is listed on this separate list, have them complete a new Voter Registration Card, sign the Oath of Voter and then sign form SBE 25, Supplemental Precinct Signature Roster.
	If the individual's name is not found in any of the rosters, call the county clerk immediately.
	Before a voter signs the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, confirm the voter's identity.
	Verify the identification of each voter by one of the following methods: <ul style="list-style-type: none"> <li>• Personal acquaintance with an election officer;</li> <li>• Driver's license (does not have to be a Kentucky-issued driver's license);</li> <li>• Any identification card with picture and signature of voter ("Other ID");</li> <li>• Any United States government-issued identification card ("Other ID");</li> <li>• Any Kentucky state government-issued identification card with picture ("Other ID");</li> <li>• Social Security card; or</li> <li>• Credit card.</li> </ul>
	Request the current address of the voter to determine if the voter remains qualified to vote in the precinct before allowing the voter to sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, and vote.
	Do not turn voters away who are not on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, without first contacting the county clerk's office or contacting the toll-free State Board of Elections' Voter Registration Verification System. These voters may be eligible to vote. Instruct the individual of the option to request a hearing before the county board of elections to determine eligibility
	Completely fill in the oval in the "ID Type" column on the roster. The precinct officer verifying the identity of the voter will sign his or her initials in the "Clerk Initials" column of the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. Do not write in any other areas of the Precinct Signature Rosters or form 25, Supplemental Precinct Signature Roster.
	Ask each voter to choose the type of voting machine he or she would like to use to cast their ballot. Any voter may vote on the accessible voting machine regardless of whether the voter has a disability.
	Attest the signature of any person who assists a voter on form SBE 31, Voter Assistance Form.
	Verify that the voter signed the Precinct Signature Roster on the correct line. If the voter does not sign on the correct line, note the error 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).

At the close of the polls, on the "Summary Page" of your Precinct Signature Roster write the total the number of voters who signed the Precinct Signature Roster (do not include absentee voters) and write the total number of voters who signed form SBE 25, Supplemental Precinct Signature Roster, and calculate the Grand Total. (See page 54.)

### **ADDENDUM – EPB PRECINCT CLERK DUTIES**

<b>Check (✓) when Complete</b>	<b>DUTIES</b>
	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, date-of-election and precinct are identified.
	Press the Green Start button and enter your full first and last name. Select Continue and Unlock Device.
	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 received an absentee ballot may vote in person at the polling place on Election Day, unless you receive the following: <ul style="list-style-type: none"> <li>• Form SBE 26, Authorization to Vote at Precinct; or</li> <li>• Court order</li> </ul>
	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.
	After confirming the voter, 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: <ul style="list-style-type: none"> <li>• Absentee Ballot sent: voter cannot be issued a regular ballot. If voter disputes, CONTACT YOUR COUNTY CLERK.</li> <li>• 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.</li> <li>• Voter in Wrong Location: You will either redirect them to correct location or have them sign the supplemental roster. CONTACT YOUR COUNTY CLERK</li> <li>• Confidential Voter: home address NOT listed.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Voter Already Voted: voter cannot be issued a regular ballot. If voter disputes, CONTACT YOUR COUNTY CLERK.</li> <li>• 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.</li> </ul>
	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"> <li>• Touch top right menu button and select Logout.</li> <li>• Select "Close the Election."</li> <li>• You will see a warning screen. Select "Yes."</li> <li>• An orange box will appear while synchronization occurs.</li> <li>• You may see "XX transactions pending"</li> <li>• Do not turn off until you see "Device Locked" in green under the BACK button.</li> </ul>
	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.

## SPECIAL DUTIES OF PRECINCT JUDGES

Check (✓) when Complete	DUTIES
	Ask each voter to choose the type of voting machine he or she would like to use to cast their ballot. Any voter may vote on the accessible voting machine regardless of whether the voter has a disability.
	Inform the Precinct Sheriff of any election law violations, potential election law violations, irregularities and suggestions for improvement or other comments.
	Examine the voting machine and compare the ballot face of the machine with the sample ballot prior to opening the polling place for voting or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to your county clerk.

	<p>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 him or her or does not select someone at the polling place other than the precinct judges. [see "Voter Needs Assistance in Voting" section of this Precinct Election Officers' Guide for details on when the precinct judges may offer assistance.] Voters must meet one of the following conditions rendering him unable to vote without assistance, in order to be eligible to receive voting assistance:</p> <ul style="list-style-type: none"> <li>• Inability to read English;</li> <li>• Physical disability; or</li> <li>• Blindness.</li> </ul>
	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 precinct, 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, 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.

## SPECIAL DUTIES OF PRECINCT SHERIFF

Check (✓) when Complete	DUTIES
	Compare the ballot face of the machine with the sample ballot prior to opening the polling place or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the county clerk.
	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 promptly at 6:00 p.m., station yourself at the end of the line of persons waiting to vote. <ul style="list-style-type: none"> <li>• All voters in line by 6:00 p.m. must be allowed to vote regardless of how long it takes.</li> <li>• No person who joins the line after the precinct sheriff shall be allowed to vote.</li> <li>• If your precinct is sharing a voting location, each precinct must close at the same time unless there is a line in the precinct.</li> </ul>
	Attest the signature of any person who assists a voter on form SBE 31, Voter Assistance Form.
	If using paper ballots, sign the Ballot Accountability Statement. (See Samples of Election Day Forms).

## BALLOT AND VOTING MACHINE FORMS

### **BALLOT ACCOUNTABILITY STATEMENT (SEE PAGE 56)**

(Only applies to counties using paper ballots in the precinct)

**GENERAL ELECTION**: An accounting of the total number of each type of ballot submitted to the precinct.

**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 precinct election clerk and signed by all four (4) precinct election officers;
- An accounting of the total number of ballots returned to the county clerk at the end of the Election Day to be completed by the precinct election clerk;
- A section that allows for the precinct election clerk to explain any discrepancies;

- An oath for all four of the precinct election officers to sign attesting to the accuracy of the information provided on the statement; and
- The signatures of all four precinct election officers.

## **ESCAN VERIFICATION FORM (SEE PAGE 49)**

### **ONE VERIFICATION FORM PER VOTING MACHINE:**

Contains:

- The assigned precinct name and number, if applicable;
- 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 precinct election judges to sign on Election Day.

## **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 PRECINCTS AT LEAST ONE HOUR BEFORE THE POLLS OPEN. THE COUNTY SHOULD DESIGNATE A SECURE LOCATION WITHIN THE PRECINCT 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 made sure the equipment and supplies are ready for use, begin the setup of each polling place. When you set up your precinct, 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 on the voting devices.

Make sure that the precinct, as well as the accessible voting machine, remains accessible to all voters with disabilities.

### **PAPER BALLOTS AT THE PRECINCT**

If your county uses 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.

### **POLLING LOCATION AND PROCESS SECURITY**

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

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

- The precinct judges should maintain control of the ballot activation device and, if issued to the voter, only issue the device when a voting machine is available for the voter's use.
- Precinct 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, Precinct Signature Roster and form SBE 25, Supplemental Precinct Signature Roster.

**If these numbers do not match, the precinct election officers should 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 machine.



- Do not let voters sign the EPB, Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, until a voting device is ready. 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 a precinct 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 precinct election officers to close the voting devices and tabulate the votes.**

General Election Reminder: The governing authority of each political party, each candidate for member of board of education, nonpartisan candidate, independent candidate, or independent ticket 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 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 precinct, and then returned to the county clerk and county board of elections.
- The precinct 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 PRECINCT ELECTION OFFICERS SHOULD COMPARE THE FOLLOWING NUMBERS:**

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

**NOTE: After the equipment is sealed after the election, the precinct election officers should secure the voting equipment in the location in which it was left prior to the election.**

**POSTERS AND NOTICES REQUIRED TO BE POSTED AT  
PRECINCT**

It is the duty of all precinct 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	<b>VOTE BUYING &amp; SELLING ARE ILLEGAL</b> (KRS 117.030(2))
	SBE 52B	<b>CLERICAL ERROR</b> (KRS 117.030(3))
	SBE 52C	<b>VOTER RIGHTS &amp; RESPONSIBILITIES</b> (KRS 117.030(1))
	SBE 52D	<b>PROHIBITION AGAINST CHECK-OFF LISTS IN THE PRECINCTS</b> (KRS 117.236)
	NO NUMBER	<b>SAMPLE BALLOT</b> (KRS 117.175)
	NO NUMBER	<b>INSTRUCTIONS</b> ► <b>METHOD OF VOTING BY USE OF MACHINE, AND</b> ► <b>PROPER METHOD OF CASTING A WRITE-IN VOTE.</b> (KRS 117.175 and KRS 117.255(1))
	NO NUMBER	<b>SIGN NEAR EACH VOTING MACHINE IDENTIFYING THE PRECINCT FOR WHICH THE MACHINE HAS BEEN DESIGATED, when 2 or more are sharing a facility.</b> (KRS 117.195(2))
	SBE/SOS/05	<b>NOTICE OF CANDIDATE WITHDRAWAL, IF ANY FILED WITH COUNTY CLERK PRIOR TO ELECTION DAY.</b> (KRS 118.212(5) AND KRS 118A.150(7))

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

At the beginning of Election Day, examine your Precinct Signature Rosters to determine if those persons who have applied for absentee ballots have been identified. If this task has not been done, you should take form SBE 33A, List of Voters Issued Absentee Ballots, (see page 53) and compare it to your Precinct Signature Roster, stamping "ABSENTEE" in the signature space on the roster by the name of any voter listed.

If using EPBs, make sure the absentee delta files have downloaded to the device, or the County Clerk has provided you cards for updating the absentee voters.

If a voter has an "ABSENTEE" stamp on the Precinct Signature Roster, the EPB indicates the voter voted absentee, or is listed on form SBE 33A, List of Voters Issued Absentee Ballots, contact the county clerk before turning the voter away from the precinct.

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

- Form SBE 26, Authorization to Vote at Precinct (See page 50);  
or
- Court order.

## **PRECINCT, SUPPLEMENTAL, AND EPB SIGNATURE ROSTERS**

The Precinct Signature Roster, form SBE 25, Supplemental 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 attach tabs to the roster pages because they will tear the roster when removed for scanning.
- Do not use paper clips, staples, and loose pieces of paper, post-it notes, or any other type of note on the roster pages.
- 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.

- Do not place a check "√" mark or put an "X" mark through the ID type. You will need to completely fill in the oval for the voter to receive proper credit.

ID Type					Clrk Init
FILL in ONE box ONLY					
PA <input type="radio"/>	DL <input checked="" type="radio"/>	OI <input type="radio"/>	SS <input type="radio"/>	CC <input type="radio"/>	CK
PA <input type="radio"/>	DL <input checked="" type="radio"/>	OI <input type="radio"/>	SS <input type="radio"/>	CC <input type="radio"/>	CK
PA <input type="radio"/>	DL <input checked="" type="radio"/>	OI <input type="radio"/>	SS <input type="radio"/>	CC <input type="radio"/>	CK

- Do not mark a line through the voter's name if the person is deceased or moved out of the county. Note the name of the voter and change 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.
- 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 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 so that the person may receive voter credit.
- At the close of the polls, on the "Summary Page" of your Precinct Signature Roster write the total the number of voters who signed the Precinct Signature Roster (do not include absentee voters) and write the total number of voters who signed form SBE 25, Supplemental Precinct Signature Roster, and calculate the Grand Total. (See page 54.) The county clerks may provide their own for Summary for EPB.

## **GENERAL ELECTION PAPER PRECINCT SIGNATURE ROSTERS**

In general elections each county who is not using EPBs will receive an alphabetical master list of all registered voters within the county, one (1) Precinct Signature Roster of all registered voters in each precinct on which each voter's party affiliation is identified, and two (2) lists of all registered voters in each precinct (party copies).

You will find the Paper Precinct Signature Rosters, form SBE 25, Supplemental Precinct Signature Roster, and form SBE 35, Provisional Ballot Precinct Signature Roster, in your precinct materials provided to you by the county clerk. Every voter must sign one of the signature rosters or the EPB before voting.

Registered voters in your precinct will be listed in the Paper Precinct Signature Rosters, alphabetical by last name, with each participant of the Address Confidentiality Program ("ACP") listed on a separate page immediately following the alphabetical listing by voter's last name.

If the individual's name is not listed in the EPB or Paper Precinct Signature Rosters (and is not listed as an ACP participant at the end of the alphabetical listing), look in form SBE 25, Supplemental Precinct Signature Roster or the list of voters who MUST confirm their information prior to voting. If the individual's name is listed on form SBE 25, Supplemental Signature Roster, let the individual sign on form SBE 25, Supplemental Signature Roster signature line and vote. If the Voter is on the list of voters who must confirm their information prior to voting, let the voter sign on form SBE 25, Supplemental Signature Roster AFTER they complete a voter registration card and Oath of Voter.

You must fill in only one oval for identification (ID) Type [PA=Personal Acquaintance; DL=Driver's License; OI=Other Identification; SS=Social Security Card; or CC=Credit Card] and affix your initials on the Precinct Signature Roster, form SBE 25, Supplemental Precinct Signature Roster, or form SBE 35, Provisional Ballot Precinct Signature Roster, before the voter signs the Precinct Signature Roster, form SBE 25, Supplemental Precinct Signature Roster, or form SBE 35, Provisional Ballot Precinct Signature Roster.

# PRECINCT SIGNATURE ROSTER – SAMPLE

003 ANDERSON  
A101 EAST LAWRENCEBURG

Precinct Roster  
Commonwealth of Kentucky - State Board of Elections

2016 General Election  
11/8/2016

Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong Hs Sen			ID Type				Clerk Init	
						City	School					FILL IN ONE box ONLY		
ARNEY, MARY CATHERINE 208 E WOODFORD ST # 4	7/23/1953	F	[Barcode]	Dem	MARY CATHERINE ARNEY	X	6	053	07	PA	DL	OT	SS	CC
ADAMS, CHRISTOPHER E 317 E COURT ST	2/5/1990	M	[Barcode]	Dem	CHRISTOPHER E ADAMS	X	6	053	07	PA	DL	OT	SS	CC
ADAMS JR, RALPH E 317 E COURT ST	10/4/1968	M	[Barcode]	Dem	RALPH ADAMS JR	X	6	053	07	PA	DL	OT	SS	CC
ADKINS, DEBORAH LYNN 1356 VERSAILLES RD	10/21/1956	F	[Barcode]	Dem	DEBORAH LYNN ADKINS	X	6	053	07	PA	DL	OT	SS	CC
ADKINS, GREGORY CHADWICK 1356 VERSAILLES RD	7/29/1980	M	[Barcode]	Dem	GREGORY CHADWICK ADKINS	X	6	053	07	PA	DL	OT	SS	CC
ADKINS, J JUSTIN 1356 VERSAILLES RD	1/14/1985	M	[Barcode]	Dem	J JUSTIN ADKINS	X	6	053	07	PA	DL	OT	SS	CC
ADKINS, JAMES K 1356 VERSAILLES RD	9/22/1991	M	[Barcode]	Dem	JAMES K ADKINS	X	6	053	07	PA	DL	OT	SS	CC
ADKINS, JEREMY 1028 ALEXANDRIA DR	6/4/1979	M	[Barcode]	Dem	JEREMY ADKINS	X	6	053	07	PA	DL	OT	SS	CC
AGEE, CHELSEA LEIGH 1403 HARRODSBURG RD	5/31/1988	F	[Barcode]	Dem	CHELSEA LEIGH AGEE	X	6	053	07	PA	DL	OT	SS	CC
AGEE, DEBRA K 1403 HARRODSBURG RD	8/17/1962	F	[Barcode]	Dem	DEBRA K AGEE	X	6	053	07	PA	DL	OT	SS	CC
AGEE, RICHARD CAROL 1403 HARRODSBURG RD	5/8/1956	M	[Barcode]	Dem	RICHARD CAROL AGEE	X	6	053	07	PA	DL	OT	SS	CC
ALBERS, VIOLET ANN 551 S MAIN ST	3/8/1945	F	[Barcode]	Dem	VIOLET ANN ALBERS	X	6	053	07	PA	DL	OT	SS	CC
ALDRIDGE, DALE B 1045 FORREST HILL DR	9/4/1968	M	[Barcode]	Dem	DALE B ALDRIDGE	X	6	053	07	PA	DL	OT	SS	CC

Page 1 of 90

ID types: PA=Personal acquaintance DL=Driver's license OT=Other identification\* SS=Social security CC=Credit card  
\* ID card with signature and picture / US government-issued ID card / Kentucky state government-issued ID card

ABNE-ALDR

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

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

## SUPPLEMENTAL PRECINCT SIGNATURE ROSTER

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

ELECTION DATE \_\_\_\_\_

COUNTY NAME &amp; CODE \_\_\_\_\_

PRECINCT NAME &amp; CODE \_\_\_\_\_

VOTER'S NAME (Please Print - Last, First & Middle)	ADDRESS	SIGNATURE	DATE OF BIRTH	PARTY	ID Type					Clerk Initials
					FILL in ONE box ONLY					
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ID Types:

PA = Personal Acquaintance

DL = Driver's License

OI = Other Identification\*

SS = Social Security Card

CC= Credit Card

\* ID card with signature and picture / US government-issued ID card / Kentucky state government-issued ID card



**FORM SBE 25, SUPPLEMENTAL PRECINCT SIGNATURE ROSTER - SAMPLE COMPLETED**

PAGE \_\_\_\_\_ of \_\_\_\_\_

**SUPPLEMENTAL PRECINCT SIGNATURE ROSTER**

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

ELECTION DATE 5/22/2018

COUNTY NAME & CODE Woodford - 120

PRECINCT NAME & CODE Pinkard - #103

YOUTH NAME (PRINT LAST, FIRST & MIDDLE)	ADDRESS	SIGNATURE	DATE OF BIRTH	GRADE	TYPE PA SS CC	PA	DL	OR	SS	CC	YOUTH INITIALS
Kent, Clark	150 Locust St	Clark Kent	7/16/75	D	PA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	S.M.
Parker, Peter	1600 Spruce Ct	Peter Parker	8/18/75	D	PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	S.M.
Wayne, John	100 Mulberry St	John Wayne	3/10/75	R	PA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	S.M.
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ID Type:
PA = Personal Acquaintance
DL = Driver's License
OR = Other Identification
SS = Social Security Card
CC = Credit Card

\* ID card with signature and picture / US government-issued ID card / Kentucky state government-issued ID card

SEE US (94/2015)

# SAMPLE



## IDENTIFICATION OF VOTERS

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

VOTERS MAY CONFIRM THEIR IDENTITY BY MEANS OF:		ROSTER CODE
1.	Personal Acquaintance with an election officer▶	PA
2.	Driver's License (does not have to be a Kentucky issued DL)▶	DL
3.	Social Security Card▶	SS
4.	Credit Card▶	CC
5.	"Other ID"▶ <ul style="list-style-type: none"> <li>Any ID card with picture and signature of voter;</li> <li>Any Kentucky state government-issued ID card; and</li> <li>Any United States government-issued ID card.</li> </ul>	OI

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

- If a voter's name is on the Precinct Signature Roster but the voter does not have an acceptable source of identification, the voter may leave to get identification and then return to vote.
- If the individual does not produce an acceptable form of identification, 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 an acceptable form 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 precinct 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.

## **NOVEMBER 6, 2018 GENERAL 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;
  - Precinct assignment; and
  - Polling location name and address.
- If busy, please try again.

## 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 Capital, on a separate page immediately following the alphabetical listing by voter's last name in the Paper Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster (each ACP participant listed on a separate page). When you locate the ACP participant's name in the Precinct Signature Roster, you should do the following:

ACP PARTICIPANT LISTED IN PRECINCT SIGNATURE ROSTER	
1.	Confirm ACP participant's identity;
2.	Fill in only one oval for identification (ID) Type; [PA=Personal Acquaintance; DL=Driver's License; OI=Other Identification; SS=Social Security Card; or CC=Credit Card]
3.	Affix your initials on the Precinct Signature Roster before allowing the voter to sign;
4.	Direct ACP participant to sign the Precinct Signature Roster; and
5.	Allow ACP participant to vote.

## VOTER'S NAME IS NOT ON THE PRECINCT SIGNATURE ROSTER

If the individual's name does not appear on the Precinct Signature Roster, check the individual's address to determine if he/she lives in your precinct. Remember to check the list of registered voters who must update their voter registration.

- 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 Precinct Signature Roster, 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
- 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 PRECINCT SIGNATURE ROSTER**

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

In many instances, a female voter changes her name on her driver's license, but will fail to update her voter registration record. The voter is eligible to vote and should sign the Precinct Signature Roster and cast her ballot. After the election, the county clerk will update her voter registration information.

## **VOTER DOES NOT RESIDE IN YOUR PRECINCT OR ADDRESS HAS CHANGED**

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

- The individual must vote in the precinct in which he or she lives. Call the county clerk for the polling location of his/her 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 the individual gives you an address other than the one shown on the Precinct Signature Roster and it is in another county:

- If the individual moved to a different county while the voter registration books are closed [October 8, 2019 through November 5, 2019], 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 his or her 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 October 8, 2019, and failed to change his or her 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 his or her new county of residence so that he/she 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.

## COMPLETING FORM SBE 32, OATH OF VOTER

Once the county board of elections has instructed you to allow the voter to complete form SBE 32, Oath of Voter, and vote at the precinct, please do the following:

1. Voter completes all sections of form SBE 32, Oath of Voter.
2. You provide the reason on form SBE 32, Oath of Voter, in the "Reason for Requiring Oath" section at the bottom of the card. Ask the county clerk's office for the reason if you are unsure. Some possible reasons include:
  - Not on roster because voter's address has changed;
  - Not on roster because voter is "Inactive"; and
  - Not on roster because voter was improperly removed from voter registration.
3. Use the (09/2016) version of form SBE 32, Oath of Voter, (blue in color).
4. Do not use form SBE 32, Oath of Voter, to allow someone with no identification to vote.

See "Sample of Election Day Forms" to view a completed example of form SBE 32, Oath of Voter.

### FORM SBE 32, OATH OF VOTER – SAMPLE BLANK (BLUE IN COLOR)

SBE 32 (09/2016)		COMMONWEALTH OF KENTUCKY STATE BOARD OF ELECTIONS	
<b>OATH OF VOTER</b>			
When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.			
I, _____, hereby state, under oath, that I am duly registered as (Name: Please Print)			
a _____ voter in this precinct in _____ County. (Political Party Preference) (County)			
Kentucky and that I currently reside at _____. My previous address (Current Residence Street Address, City, and Zip Code)			
was _____ in this county. I know of no legal disqualifications which should (Previous Residence Street Address, City, and Zip Code)			
prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.			
I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.			
Voter must sign here		Date of Birth	Date
This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.			
Reason for Requiring Oath _____		Precinct Name or No. _____	
Signature of Precinct Election Officer or Challenger _____			

## **WRITE-IN VOTING PROCEDURE**

On August 16, 2018, the Office of the Attorney General issued an Opinion, OAG 18-011, in response to a request by the Secretary of State for clarification of KRS 117.265(5) and KRS 117.265(6); specifically, whether certified lists of write-in candidates may be provided to voters and, if so, under what circumstances. The Opinion ultimately concluded that the decision as to whether certified list of write-in candidates may be provided to voters was left to the discretion of the Kentucky State Board of Elections.

On August 21, 2018, the Kentucky State Board of Elections met and voted unanimously to maintain the past pattern and practice; that is, election officials may distribute a certified list of write-in candidates only to those who request the list. You may not post the list at the precinct location for all voters to view.

If a voter asks you how to cast a write-in vote, two (2) precinct election officers of opposing parties must instruct the voter on how to cast a write-in vote.

- If a voter asks for write-in instructions BEFORE entering the voting booth, direct the voter to the write-in option on the sample ballot, which (sample ballot is required signage to be posted in the polling location) and allow voter to view the certified list of write-in candidates.
- If a voter asks you for write-in instructions AFTER entering the voting booth, you may give verbal direction as to the location of the write-in option on the ballot, but you MUST NOT enter the voting booth and assist the voter in any way.
- If a voter asks you for write-in clarification BEFORE OR AFTER voting STRAIGHT PARTY TICKET, you may advise that if the voter votes a straight party ticket and votes for an opposing candidate in a specific race, the vote shall be counted for the opposing candidate or write-in candidate for that specific race and the remaining votes on the ballot shall be counted for the straight party ticket. This is not an overvote, as an overvote is when a voter makes more than the permitted number of selections in a single race.

## **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 his/her 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 51), and vote on any voting machine. The precinct 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 him or her at the polls, or does not select someone at the polling place other than the precinct judges, shall be assisted by both precinct judges. 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 the Paper Precinct Signature Roster will have "PA" in the "Assist" column on the Precinct Signature Roster so designating the voter.

Even if a voter is certified for permanent assistance, the person assisting the voter and the precinct clerk must complete and sign their portion of the Oath on form SBE 31, Voter Assistance Form. (See page 51).

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 57).



## PERMANENT ASSISTANCE ("PA") ON PRECINCT SIGNATURE ROSTER - SAMPLE

Voters who have been certified for permanent assistance will have "PA" in the "Assist" column on the Precinct Signature Roster. Even if the voter is certified for permanent assistance, they have the option to vote without assistance.

034 FAYETTE A106 CARDINAL VALLEY		Precinct Roster Commonwealth of Kentucky - State Board of Elections										2015 General Election 11/3/2015							
Voter's Name and Address	Assist	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong			Hs		Sen		ID Type FILL in ONE box ONLY				Circ Init	
							City	School											
POE, KELLY E 225 CREEKSIDE CT APT B		7/14/1967	F	[Barcode]	Dem	[Signature]	X	b	077	22				PA	DL	01	SS	CC	
PONCE, SARAH M 2026 DORSET DR		7/3/1988	F	[Barcode]	Dem	[Signature]	X	b	077	22				PA	DL	01	SS	CC	
PRESNELL, JAMES T 1913 CAMBRIDGE DR APT B		1/9/1943	M	[Barcode]	Dem	[Signature]	X	b	077	22				PA	DL	01	SS	CC	
QUINTOS, REMEDIOS B 2032 DUNKIRK DR		1/24/1967	F	[Barcode]	OTH	[Signature]	X	b	077	22				PA	DL	01	SS	CC	
RAWLINGS, DARIAN PAUL 2143 DEAUVILLE DR		9/15/1976	M	[Barcode]	Dem	[Signature]	X	b	077	22				PA	DL	01	SS	CC	
REEVES, CRYSTAL L 200 NEWCASTLE CT	PA	9/5/1974	F	[Barcode]	Rep	[Signature]	X	b	077	22				PA	DL	01	SS	CC	

The individual who assists the voter, including an individual who assists a certified permanent assistance 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. A precinct election officer must also sign the Oath on form SBE 31, Voter Assistance Form.

### REPORTING VIOLATIONS

The precinct 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) 502-564-3850   1-877-423-2933	KY Protection and Advocacy 502-564-2967   1-800-372-2988
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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 he/she would like assistance, and
    - The best way you can assist him/her.
  - 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 him/her 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. He/she 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 him/her 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 your 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 precinct 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.

Precinct 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, 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 his/her vote.
- The voter may be visually or verbally instructed how to use the accessible devices for the voting machine.

**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 precinct election officer or properly certified challenger may "challenge" or dispute the qualifications of a voter. When the precinct 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 his/her own vote.

If a voter's qualifications are questioned or challenged:

- The precinct 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 he/she 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 a precinct 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 52). Form 32, Oath of Voter, may be used in two (2) instances:

1. When a certified challenger or precinct 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 Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster.

## **CHALLENGERS**

### **CHALLENGER DO'S**

- Challengers must produce written appointment to precinct 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;
- The voter is not a resident of the precinct;
- 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 precinct 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 his/her reason for challenging the voter's right to vote in that precinct.
- 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 precinct election officer;
- Behave in any manner to disrupt activities at the polling place; or
- Attempt to interfere with the proper conduct of the election.

A precinct election officer may order the challenger to leave the precinct 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 precinct in any election for a period of five (5) years.

## **WHO MAY OBSERVE THE VOTE COUNT IN THE PRECINCT**

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

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:

- Precinct 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 precinct 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 57).

## **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 precinct 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 precinct 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 precinct sheriff should contact the county clerk's office and report such violation on form SBE 53, Precinct Sheriff's Post-Election Report. (See page 57).

Enforcement of the electioneering statute is the responsibility of the precinct election officers, county clerk, deputy county clerk, or other law enforcement official. You, as precinct 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 precinct 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 Precinct Signature Rosters 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.

## **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 precinct election officers to:

- Secure all voting machines until the rescheduled election. The precinct 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 precinct 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;
- Precinct Signature Rosters and/or 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 precinct election officers about the emergency procedures specific to your county and how to conduct a rescheduled election.

## **ELECTION CRIMES**

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

## **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 precinct 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 PRECINCT ELECTION OFFICERS**

- **KRS 117.995** in part provides the following violations of precinct 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 precinct 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**.

# SAMPLES OF ELECTION DAY FORMS

## eSCAN VERIFICATON 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.

### eSCAN VERIFICATION FORM

#### ELECTION JUDGES TO VERIFY INFORMATION BEFORE OPENING POLLS

Judges' Initials

Precinct name: _____	_____	_____
eScan Serial Number: _____	_____	_____
eScan Seal Number: _____	_____	_____
Yellow Seal Number: _____	_____	_____
Blue Seal Number: _____	_____	_____
PVT Count - Start: _____	_____	_____
Red Ballot Bag Lock Seal: _____	_____	_____

Signed \_\_\_\_\_  
Program Administrator who sealed eScan

#### 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.

eScan Protective Counter Number (PVT Count) \_\_\_\_\_

Signed \_\_\_\_\_  
Democratic Judge

Signed \_\_\_\_\_  
Republican Judge

### ACCURACY TEST CHECKLIST

Firmware Version Identification 4.3.1, 4.2.13, 1.3.14 Polling ID Number \_\_\_\_\_

- ☐ Visual inspection of eScan as well as all working parts checking for damage and defects.
- ☐ Visual inspection of screen, power cord, plugs, and MBB 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 \_\_\_\_\_

Help Representative

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

Name of Voter

XXX-XX-XXXX

Social Security Number

Democrat

Party

16 Oak St Apt #4

Address

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

## COUNTY CLERK'S USE ONLY

- ☐ Improper Removal
- ☒ Wrong Precinct Code
- ☐ Failure to make proper change reported
- ☐ Absentee Ballot cancelled

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

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	<i>John Doe</i>	DATE OF BIRTH (MM/DD/YYYY)	<i>06/12/1970</i>
RESIDENTIAL ADDRESS	<i>214 Ash Court Lawrenceburg 40342</i>		
	<i>Complete Street Address</i>	<i>City</i>	<i>Zip Code</i>
PRECINCT NAME OR PRECINCT NUMBER	<i>A102</i>	<i>Duncan</i>	
Check <input checked="" type="checkbox"/> one:	Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed <i>by the person assisting the voter</i> 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
<i>Emily Doe</i>	<i>Emily Doe</i>

### **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 *8<sup>th</sup>* day of *November*, 20*16*.

*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 32, OATH OF VOTER – SAMPLE COMPLETED

SBE 32 (09/2016)

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

## OATH OF VOTER

**SAMPLE**

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

I, Telly Mathis, hereby state, under oath, that I am duly registered as  
(Name: Please Print)  
a Democrat voter in this precinct in Daviess County,  
(Political Party Preference) 10028 Locust St (County)

Kentucky and that I currently reside at Whitesville, 42378. My previous address  
160 Haynes Station Rd (Current Residence Street Address, City, and Zip Code)  
was Whitesville, 42378 in this county. I know of no legal disqualifications which should  
(Previous Residence Street Address, City, and Zip Code)  
prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.

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

Telly Mathis 12-31-1969 11-8-2016  
Voter must sign here Date of Birth Date  
This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.

Reason for Requiring Oath Address Change Precinct Name or No. F101  
Signature of Precinct Election Officer or Challenger John Smith

# **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	Election (Primary or General)	Date of Election
GREENUP 45	2016 General Election (G)	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,	10/24/2016		11/1/2016	
NAUGHGLE,	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, D	9/19/2016		11/2/2016	
ROBINSON, H	9/20/2016		11/2/2016	
ROBINSON, J	9/19/2016		10/31/2016	
ROBINSON, R				11/1/2016
SAVAGE, HE	10/17/2016		10/26/2016	
SCHRADER,				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,				10/18/2016
SPURLOCK,	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



**PRECINCT SIGNATURE ROSTER SUMMARY PAGE – SAMPLE COMPLETED**

030 DAVIESS  
G102 MACEO

Precinct Roster  
Commonwealth of Kentucky - State Board of Elections

2016 General Election  
11/8/2016

**Summary Page**

*Sample*

**Precinct Total Registrants** 926

**Total number voting in person on  
Precinct Signature Roster** 481  
(do not include absentee voters)

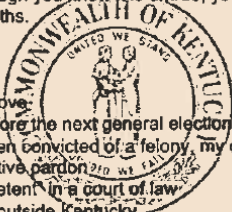
**Total number voting in person on  
form SBE 25, Supplemental  
Precinct Signature Roster** 33

**Grand Total** 514  
(This number should match the  
number of votes recorded on the  
voting device)

Page 74 of 74

ID types: PA=Personal acquaintance DL=Driver's license OI=Other identification\* SS=Social security CC=Credit card  
\* ID card with signature and picture / US government-issued ID card / Kentucky state government-issued ID card

# VOTER REGISTRATION CARD - SAMPLE BLANK

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



## 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. (THE NUMBER OF THE NEXT BALLOT YOU WOULD HAVE GIVEN OUT)							
SPOILED BALLOT COUNT AREA							
EXAMPLE: <i>WHT 11</i>							
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 \_\_\_\_\_

Harp Enterprises, Inc. - Item #144 - Ballot Accountability Statements - Revised 05/5/2010

**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

## PRECINCT ELECTION OFFICERS' REVIEW

### STATEMENTS

#### ANSWER "TRUE" OR "FALSE" TO STATEMENTS (*see pages 71-75 for ANSWERS*)

1.	All precincts 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 Precinct Signature Roster, he/she must vote at his/her 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 Precinct Signature Roster and can only use the accessible voting machine.
5.	Only a person whose name appears on the Precinct Signature Roster may vote in your precinct.
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 precinct election officers knows a voter, each voter must confirm his or her current address as listed on the Precinct Signature Roster.
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 Precinct Signature Roster.
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 precinct 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 precinct 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.
	20.	The certified list of write-in candidates provided to you by the county clerk should not be posted in the polling location. You may distribute the certified list of write-in candidates only to those voters who request the list.

## ANSWERS

<b><u>TRUE</u></b>	<b>1.</b>	<p>All precincts must close at 6 p.m., unless there are voters waiting in line at 6 p.m. to vote.</p> <p><b>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 precinct 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 pages 12 and 13).</b></p>
<b><u>FALSE</u></b>	<b>2.</b>	<p>If a voter registered in the county is not on the Precinct Signature Roster in your precinct but has recently moved to your precinct, he must vote at his old precinct.</p> <p><b>All voters registered in the county must vote in the precinct in which they live even if they are not listed on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. If a voter is not listed on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, but is registered and lives in your precinct, he 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 27). A voter who moved to another county before the registration books closed MAY NOT vote in either county for that election.</b></p>
<b><u>FALSE</u></b>	<b>3.</b>	<p>Campaign workers for any candidate may witness the vote count after the polls have closed.</p> <p><b>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</b></p>

		<b>onlookers or well-wishers MAY NOT observe the vote count at the end of the day. (See page 42).</b>
<b><u>FALSE</u></b>	<b>4.</b>	<p>Voters who have been approved for permanent voter assistance do not have to sign the Precinct Signature Roster and can only use the accessible voting machine.</p> <p><b>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 Precinct Signature Roster 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 35, 36, and 54).</b></p>
<b><u>FALSE</u></b>	<b>5.</b>	<p>Only a person whose name appears on the Precinct Signature Roster may vote in your precinct.</p> <p><b>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 Precinct Signature Roster, follow the procedures listed on page 27.</b></p>
<b><u>TRUE</u></b>	<b>6.</b>	<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><b>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 34 and 42).</b></p>
<b><u>TRUE</u></b>	<b>7.</b>	<p>Members of the news media may not conduct interviews with voters inside the voting room.</p> <p><b>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 page 42).</b></p>
<b><u>FALSE</u></b>	<b>8.</b>	<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><b>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 42).</b></p>
<b><u>FALSE</u></b>	<b>9.</b>	<p>All voters are allowed only two minutes to vote if other voters are in line waiting to vote.</p>

		<b>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).</b>
<b><u>TRUE</u></b>	<b>10.</b>	<p>A candidate may assist a voter in the voting booth if that voter qualifies for assistance.</p> <p><b>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 precinct election judges may assist the voter. (See page 35).</b></p>
<b><u>TRUE</u></b>	<b>11.</b>	<p>Even if one of the precinct election officers knows a voter, each voter must confirm his or her current address.</p> <p><b>The precinct election clerk should always verify the current address of a voter, even if one of the precinct election officers knows that voter personally. It is possible that the identifying precinct election officer is unaware that the voter moved or that the address has been updated due to 911 address system upgrades. (See pages 5, 10, 24 and 25).</b></p>
<b><u>TRUE</u></b>	<b>12.</b>	<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 Precinct Signature Roster.</p> <p><b>A voter who has been challenged by precinct 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 Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. (See pages 40, 41, and 55).</b></p>
<b><u>FALSE</u></b>	<b>13.</b>	<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><b>If the college student has received an absentee ballot by mail <u>but knows at least seven (7) days before the date of the election</u> that he/she will be in the county on Election Day <u>and who has not voted the absentee ballot</u> 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 (or marked "ABSENTEE" on the Precinct Signature Roster) and the voter may vote in the precinct in which he/she is properly registered.</b></p>

<b><u>TRUE</u></b>	<p><b>14.</b> If a voter is not known by one of the precinct election officers and does not present a type of ID at the polls, he/she is not allowed to vote on the voting machine.</p> <p><b>Before a person is allowed to vote on the voting machine in the precinct, a voter must show identification or be personally known by one of the precinct election officers. The voter is permitted to leave the polling place to get his ID if he/she has not already signed the Precinct Signature Roster. However, if the voter refuses to get his/her ID, the voter may vote a provisional ballot. (See pages 5, 10, and 24).</b></p>
<b><u>FALSE</u></b>	<p><b>15.</b> Only the two precinct judges are required to be able to set up a voting machine at the beginning of the election day.</p> <p><b>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 precinct from opening on time. (See page 5).</b></p>
<b><u>TRUE</u></b>	<p><b>16.</b> Persons assisting voters who have been approved for permanent voting assistance still need to sign form SBE 31, Voter Assistance Form.</p> <p><b>The individual assisting the voter MUST always sign form SBE 31, Voter Assistance Form. (See pages 34, 35 and 54).</b></p>
<b><u>FALSE</u></b>	<p><b>17.</b> 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><b>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 10, 34 and 54).</b></p>
<b><u>FALSE</u></b>	<p><b>18.</b> 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><b>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 Precinct Signature Roster and Challengers. (See page 44).</b></p>
<b><u>TRUE</u></b>	<p><b>19.</b> A voter can use a Tennessee driver's license as a form of identification at the polls.</p> <p><b>A voter may present a driver's license from Kentucky or any other state as his or her form of identification as long as the identity of the voter can be confirmed from the identification provided. (See page 24).</b></p>

<b><u>TRUE</u></b>	<p><b>20.</b> The certified list of write-in candidates provided to you by the county clerk should not be posted in the polling location. You may distribute the certified list of write-in candidates only to those voters who request the list.</p> <p><b>On August 16, 2018, the Office of the Attorney General issued an Opinion, OAG 18-011, which concluded that the decision as to whether certified lists of write-in candidates may be provided to voters was left to the discretion of the Kentucky State Board of Elections ("SBE"). On August 21, 2018, the SBE met and voted unanimously to maintain the past pattern and practice; that is, precinct election officers may distribute a certified list of write-in candidates <u>only to those voters who request the list</u>. Precinct election officers <u>may not</u> post the list at the polling location for all voters to view. (See page 30).</b></p>
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**NOTES**

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