

Kentucky State Board of Elections

Election Officers' Training Guide



General Election
November 8, 2022

Revised August 2022

Table of Contents

KRS 117.187: Training by State Board of Elections regarding election laws for the state and county officials	6
Introduction	7
Kentucky Election Organization Structure	8
State Board of Elections (KRS 117.015)	8
County Board of Elections (KRS 117.035)	8
Becoming an Election Office & How to Prepare	10
Online Portal for Mail-In Absentee Ballots	12
6-Day Excused In-Person Absentee Voting	13
3-Day No-Excuse In-Person Absentee Voting	14
Sample of Voter Who Has Already Voted on E-Poll Book	15
SBE 79 – Daily Voting Machine Verification Sheet	16
SBE 76 – Ballot Reconciliation Statement	17
On Election Day	18
Election Security Plan at the Start and Throughout the Day	18
Machine Delivery	18
Machine Placement	19
Paper Ballots at the Polling Location	19
Polling Location and Process Security	19
Persons Allowed in the Voting Room	21
Getting Started (Who Does What and When)	22
Election Clerks in the morning should	22
Election Judges in the morning should	23
Voting Machines Used for Kentucky Elections at the Polls	23
(Alpha Order by Manufacture)	23
Sample Voting Machine Verification Sheets	24

Election Sheriff(s) in the morning should	25
Posters and Notices Required to be Posted at the Polling Location	26
Ready to Go; Let's get through the day	27
KRS 116.025 – Eligibility to Vote	27
Some Specifics to Know About Voters and their Eligibility	27
Clerk's Duties Throughout the Day	27
Identifying a Voter	28
Using the E-Poll Book	29
Search for a Voter using an E-Poll Book	29
Checking In a Voter	30
What Happens When:	33
A Voter asks about a Write-In	33
Voter's name is listed on the E-Poll Book <i>as Requesting an Absentee</i>	
<i>Ballot</i>	33
A Military voter who has requested an absentee shows up to vote	
In-person	34
Sample of Military who shows 'Requested an Absentee'	34
A Participant of Address Confidentiality Program	34
Sample of ACP Participant	35
Voter's name is different from name on E-poll Book	35
Sample of Voter Card	36
Voter does not reside in precinct listed on the E-poll Book or address has changed	37
SBE 32 Oath of Voter Form	38
New Supplemental Process Using the E-Poll Book	39

Challengers	44
Challenger Do's	44
Challenger Don'ts	45
Election Sherriff Duties Throughout the Day	45
Electioneering	45
Exit Polling	46
Prohibition Against Check-Off Lists	46
Ballot Selfies	46
Sheriff's Report	47
Election Judges Duties Throughout the Day	48
Precinct Ballot Accountability Statement – Sample BLANK	48
Voter Needs Assistance	49
SBE 31 Voter Assistance Form	49
Why a voter may have assistance	50
Who may assist the voter	50
Application for Permanent Assistance to Vote	50
Permanent Assistance ("PA") on E-Poll Book – Sample	51
Provisional Ballots (Federal Offices Only)	52
Provisional ballot and attached ballot stub	52
Form SBE 35, Provisional Ballot Precinct Signature Roster	52
Form SBE 36, Provisional Ballot Information Sheet	53
Form SBE 37, Provisional Ballot Accountability Statement	53
Form SBE 38, Provisional Ballot Outer Envelope	54
Form SBE 39, Provisional Ballot Inner Envelope	54
Reasons for Issuing a Provisional Ballot	55
Provisional Ballot Accountability Statement	57
Closing Out the Election	58

Closing Security Protocols	58
Election Sheriff During Closing	60
Election Clerk(s) During Closing	60
Election Judges During Closing	60
Final Items	61
Who may observe the vote count in the polling location	61
Elections Emergency Contingency Plan	61
Procedures When an Elections is Rescheduled on Election Day	61
Suspend General Voting	61
Secure Voting Materials	61
Kentucky Unofficial Election Results	62
Disability Awareness Guidance	63
General Information	63
Sensitive Use of Language	63
Mobility Disabilities	64
Deaf and Hard of Hearing	64
Visual Impairment	64
Learning Disabilities	65
Psychological Disability	65
Intellectual Disability	65
Brain Injury	65
Service Animals	65
Election Laws and Penalties	67
Relating to County Clerks	67
Relating to the County Board of Elections	68
Relating to Election Officers	69
Relating to Election Day	70

KRS 117. 187: Training by State Board of Elections regarding election laws for the state and county officials

Training provided by the county board of elections shall include but not limited to the following:

- Operations of the voting equipment, and voting system as applicable (ADA Accessible Machines, Print on Demand Ballot Printers, Scanners, and E-Poll Books);
- Posting of necessary signs and notices at the polling place;
- Voter assistance;
- Maintaining precinct rosters (E-Poll Books, Supplemental, and Emergency Paper Backup (optional)
- Confirmation of voter's identity;
- Challenge of a voter;
- Completing changes of address or name at the polling place;
- Qualifications for voting in a Primary (Election Specific)
- Electioneering and exit polling;
- Write-in voting procedures;
- Persons who may be in the voting room;
- Election violations and penalties;
- Assistance which may be provided by law enforcement officers;
- Election reports;
- Disability awareness;
- Provisional voting and provisional absentee voting;
- Election emergency contingency plan;
- Elections, voting equipment, and voting systems security plan;
- Proof of Identification; and
- Information concerning the secure online portal to request a mail-in absentee ballot.

Election officers, including alternates, and certified challengers shall attend the training session

The County Attorney or their designee may attend the training session for election officers to assist in explaining the duties and penalties for failure to perform.

Introduction

Regardless of how your County Board of Elections has set up your County's Election Plan, all Election Laws remain constant.

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

Terminology:

- **Precinct:** a single area within a county that will cast ballots at one location on Election Day. **(Example: A101----Smithville Precinct---Located at Smithville Elementary School; ONLY Voters who live in the Smithville Precinct can vote here)**
 - There can be more than one precinct operating at a location; however, each precinct would have its own set of workers and separate set of voting machines
- **Consolidated Location:** a combination of two (2) or more precincts put together with **the intent of sharing** Election Equipment and Election Officers on Election Day. **ONLY voters who reside in the combination of these specific precincts will cast a ballot in this polling location.**
- **Vote Center:** a location where any voter in the entire county can vote on Election Day. *Machines are set to handle ballots for all possible voters.*
- **Polling Location:** the place in your county where people vote. This can be a Precinct, Consolidated Location, or Vote Center. For Vote Centers, this would be the identifying name for purposes of records.

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

Thank you for serving your community as well as Democracy!

Kentucky Election Organizational Structure

State Board of Elections: (KRS 117.015)

- An Independent Agency which shall administer the election laws of the state and supervise registration and purgation of voters within the state.
- Board consists of:
 - The Secretary of State is the Chief Election Officer for the State and Chair of the Board of Elections presiding over meetings as a non-voting member unless in matters where the Board vote would end in a tie.
 - Three (3) Republican and three (3) Democratic Members appointed by the Governor from a list provided by the State Political Central Executive Committees.
 - One (1) Democratic and one (1) Republican former County Clerk appointed by the Governor from a list provided by the Kentucky County Clerk's Association.
- The Board:
 - May promulgate administrative regulations necessary to properly carry out its duties.
 - Shall promulgate administrative regulations establishing a procedure for elections officials to follow when an election has been suspended or delayed as described in KRS 39A.100.
 - Shall be prohibited from accepting any private monetary funds for election administration unless accepted as a part of a valid contract for goods and services.

Kentucky State Board of Elections
140 Walnut Street, Frankfort, KY 40601
502-573-7100

County Board of Elections (KRS 117.035):

- The County Board, at the direction of and under the supervision of the State Board of Elections, shall administer the election laws and the registration and purgation of voters within the county.
- County Board consists of:
 - The County Clerk who shall be the Chair of the Board and shall have an extra vote to break a tie in matters that come before the Local Board of Elections. The County Clerk may name a replacement the year they are on the ballot (not required).
 - The Sheriff who serves unless they are on the ballot for an election year cycle in which case, they designate a temporary replacement.

- One (1) Republican and One (1) Democrat appointed by the State Board of Elections based on the submission of a list of candidates from each of the local republican and democratic parties.
- The County Board shall meet:
 - At least once every other month during years in which a primary or regular election is scheduled or upon written agreement of two (2) or more members of the board;
 - During years in which no primary or regular election is scheduled at any time by call of the chair or upon written agreement of two (2) or more members of the board.
 - And stay in session on primary, regular elections, and special election days to correct clerical errors, to rule on questions regarding voter registration, proof of identification, and the curing of signatures relative to mail-in absentee ballots and may make to the election officers such certifications as may be necessary.
- The County Board of Elections shall by March 20th of the year in which an election takes place appoint Election Officers to work the polls for the County (KRS 117.045 (1)(a)). The Board and its members are responsible for appointing, training, assigning, and overseeing said workers.
- The County Board shall, not less than ten (10) days before the next ensuing election, send to each election officer written notice of his or her appointment. KRS 117.045 (7)

Facts You Should Know about Elections in Kentucky

1. County Fiscal Courts pays for all election expenses in their counties. KRS 117.345
2. Election Plans are developed and approved by the Local Board of Elections and sent to the State Board of Elections for review. The State Board relies heavily on the decision and knowledge of the Clerk's Office and the County Board of Elections as they know their counties and voters specifically in determining their Election Plans.
3. No voting machine in Kentucky is allowed to be connected to the internet. These are the machines that voters use to mark or cast their ballots on.
4. E-poll Books (EPBs) are used in every county to identify and check-in voters during all periods of voting. EPBs are connected to a network so that they can communicate in real-time; this allows for a security check in that voters can't vote more than once while allowing the Clerk's Office to monitor the need for additional ballots along with other resources. It is important for these EPBs to be connected to the network; however, if there should be a time when a location loses signal, the EPBs continue to function, and voters can still be checked in. When connection is restored, the EPBs will upload the files.
5. All machines are tested and inspected by the County Board of Elections and an accuracy board before being delivered to the polling locations. They are sealed once those inspections are complete and you, the Election Officers, break those seals when you start your election morning.

Becoming an Election Officer & How to Prepare

How you came to be with us today may vary. KRS 117.045 outlines the procedures for selecting an Election Officer. The County Board of Elections, not later than March 20th each year, except in a year in which no primary and regular elections are scheduled, appoints Election Officers from a list provided by the political parties or

Per KRS 117.045 (4), Kentucky Election Officers shall be:

1. A qualified voter of the precinct; except that, where no qualified voter of the required political party is available within the precinct, the election officer shall be a qualified voter of the county.
2. A minor seventeen (17) years of age who will become eighteen (18) years of age on or before the day of the regular election may serve as an election officer for the primary and regular elections in which he or she is qualified to vote; however, no precinct shall have more than one (1) person serving as an election officer who is a minor seventeen (17) years of age.
3. An election officer shall not be a candidate for office during the election year.
4. An election officer shall not be the spouse, parent, brother, sister, or child of a candidate who is to be voted for at the election in the precinct in which the election officer will serve on election day.
5. An election officer shall not have changed his or her voter registration party affiliation after December 31 immediately preceding his or her appointment to serve for the primary, or after the second Tuesday in August to serve for the regular election.

What to know before you go...

1. Read this manual and other training guides that will be given to you before going to the polls. Election Officer Training is limited in time so it's ultimately up to you to get prepared for working at your polling location.
2. If you are working during the Excused, In-Person Absentee Voting period (6-day) or the No Excuse, In-Person Absentee Voting Period (3-day), you will be told where and when you will need to be there. During this time remember, all normal Election Laws apply except for the 100 ft no electioneering law. (See Electioneering for explanation)
3. Remember that Election Day is a very long day, and that you must remain at the polling location from at **least 5:30 AM (some County Boards of Elections may require that you be there earlier) thru the time in which every machine is closed and all election equipment is secured or picked up (each County Board of Elections or County Clerk will provide specific instructions on the end of the night procedures).**
4. In advance, make sure that you have anything that you will need while you are working at the polling location. Again, you can't leave during any part of the day.
 - a. **Make sure that you have something to eat and drink for the day.**
 - b. **Make sure to bring any medications you may need for the day.**

- c. **Make sure that you have voted prior to Election Day if you are working in a polling location that doesn't include the precinct where you live. If you are working at a Voting Center, you can vote during In-Person Absentee periods or at some point on Election Day (Best Practice- Vote before you work on Election Day).**
5. Know where you are working on Election Day or if you are helping with In-Person Absentee Voting. You should know the location and the entrance to where you are going in advance so that you can be on time and ready to go.
6. Last but certainly not least, get plenty of rest the night before working on Election Day. Again, it is a very long day, and you need to be at your best.

Note: You or another worker could be asked to pick up a key for the Voting Location Facility and/or a key to the Voting Machine(s) prior to your working. The County Board of Elections or Clerk's Office may have staff that handle this; however, they will make you aware of this during training or prior to Election Day.

1. If you are given any keys to handle, you must maintain those, keeping them in your possession for security purposes.
2. With these keys come a great responsibility as you will be the one that has to be there for the polling location to open. Remember this!!!

Be Prepared...Be Rested...Be on Time or Early...



ONLINE PORTAL FOR MAIL-IN ABSENTEE BALLOTS



KRS 117.085 describes how most voters can request a mail-in absentee ballot by using an online portal operated by the State Board of Elections that becomes active 45 days before an election. Using this portal requires, the voter to enter some personal information on a site with the URL of www.govote.ky.gov . If a voter doesn't have the means or the ability to use the online portal, they can call the County Clerk's Office and give their information over the phone and have their data entered into an online system.

Voters who are eligible to request a mail-in absentee ballot must be:

1. A resident of Kentucky who is a covered voter as defined in KRS 117A.010
 - a. A KRS 117A.010 voter is a uniformed-service voter or an overseas voter who is registered to vote in the Commonwealth of Kentucky.
2. A student who temporarily resides outside the county of his or her residence.
3. Incarcerated in jail and charged with a crime but has not been convicted of the crime.
4. Changing or has changed his or her place of residence to a different state while the registration books are closed in the new state of residence before an election of electors for President and Vice President of the United States, in which case the voter shall be permitted to cast a mail-in absentee ballot for electors for President and Vice President of the United States only.
5. Temporarily residing outside the state but still eligible to vote in this state.
6. Prevented from voting in person at the polls on election day and from casting an excused or no-excuse in-person absentee ballot on all days in-person absentee voting is conducted

because he or she will be absent from the county of his or her residence all hours and all days excused, or no-excuse in-person absentee voting is conducted.

7. A participant in the Secretary of State's crime victim address confidentiality protection program as authorized by KRS 14.312; or
8. Not able to appear at the polls on election day or the days excused, or no-excuse in-person absentee voting is conducted on the account of age, disability, or illness, and who has not been declared mentally disabled by a court of competent jurisdiction.

The request process must be completed 14 days prior to an election unless the applicant is a military/ overseas voter who has until 7 days prior to the election to complete this process (this request should come in the form of Federal Postcard Application or a FPCA. These voters should be sent to www.govote.ky.gov where they can complete the FPCA online through the portal. All ballots are mailed out or sent within 4 days of receiving the request.

6-Day Excused In-Person Absentee Voting (Commonly Referred to as "Absentee Voting")

IMPORTANT: VOTER MUST HAVE A REASON TO VOTE DURING THIS TIME

KRS 117.076(2)- Any voter who is qualified to vote on election day in the county of his or her residence may make application to cast an excused in-person absentee ballot during normal business hours during the six (6) business days immediately preceding the Thursday of no-excuse in-person absentee voting under subsection (1) of this section. The voter who makes application under this subsection shall meet one (1) of the following requirements in order to cast his or her excused in-person absentee ballot:

1. Is a resident of Kentucky who is a covered voter as defined in KRS 117A.010 (**Military or Overseas Voter**), who will be absent from the county of his or her residence on the day of an election and during the days of no-excuse in-person absentee voting.
2. Has surgery, or whose spouse has surgery, scheduled that will require hospitalization on the day of an election and during the days of no-excuse in-person absentee voting.
3. Temporarily resides outside the state but is still eligible to vote in this state and will be absent from the county of his or her residence on the day of an election and during the days of no-excuse in-person absentee voting.
4. Is a resident of Kentucky who is a uniformed-service voter as defined in KRS 117A.010 confined to a military base on election day and during the days of no-excuse in-person absentee voting.
5. Is in her last trimester of pregnancy and the voter completes the form that is prescribed by the State Board of Elections, which contains a sworn statement that the voter is in her last trimester of pregnancy at the time she wishes to vote.
6. Has not been declared mentally disabled by a court of competent jurisdiction and, due to age, disability, or illness, is not able to appear at the polls on election day and during the days of no-excuse in-person absentee voting.

7. Is a student who temporarily resides outside the county of his or her residence and will be absent from the county of his or her residence on the day of an election and during the days of no-excuse in-person absentee voting.
8. Any person employed in an occupation that is scheduled to work during all days and all hours, which shall include commute time, the polls are open on election day and during the days of no-excuse in-person absentee voting; or
9. Any election officer tasked with election administration for the current election cycle

Machines used for this type of voting will be used over the course of the six (6) day period. At the end of the day, power off the Scanner Machine that holds all voted ballots. **REMEMBER DO NOT CLOSE THE POLLS ON THESE MACHINES AND PRINT RESULTS.** The Clerk's Office or County Board of Elections will have you securely store these machines to be used on the following days. No results will be released until after 6:00PM on Election Night.

- Form SBE 79 should be verified and completed each day (SEE PAGE 16). Clerks may use other forms for accounting for these numbers and seals in addition to the SBE 79.

With the 6-day Excused, In-Person Absentee Voting, voters will be checked-in on an E-Poll Book and will have to fill out a SBE 44E form attesting to the reason that they are required to vote early. The Clerk will retain this paper copy printed from VRS for 22 months after the election.

3-Day No-Excuse In-Person Absentee Voting (Commonly Referred to as "Early Voting")

KRS 117.076(1) - Any voter who is qualified to vote on election day in the county of his or her residence may choose to cast a no-excuse in-person absentee ballot on the Thursday, Friday, or Saturday immediately preceding the day of an election. The available hours from which a voter may cast his or her vote during these three (3) days shall be no less than eight (8) hours between 6 a.m. and 8 p.m. prevailing time, as determined by the county board of elections of each county.

Again, the County Board of Elections will decide where and when No-Excuse In-Person Absentee voting is to take place. All Kentucky Election Laws are to be followed just as they are on Election Day. Election Officers who have concerns or questions at any point while working **SHOULD CALL THE CLERKS OFFICE AND GET GUIDANCE.**

At the end of the day, power off the Scanner Machine that holds all voted ballots **REMEMBER DO NOT CLOSE THE POLLS ON THESE MACHINES AND PRINT RESULTS.** The Clerk's Office or County Board of Elections will have you securely store these machines to be used on the following days or put aside to be transported to a secure

location to be closed-out on Election Night ONLY. No results will be released until after 6:00PM on Election Night.

If the voting machines will be used for more than one day, you should power off the machine at the end of the day (for Hart Duo Scan, you will “suspend” before powering off) and store the machines in a secure location within the facility. Remember that Form SBE 79 and 76 should be verified and completed each day (SEE PAGE 16 AND 17). Clerks may use other forms for accounting for these numbers and seals in addition to these forms.

Tip: When the E-Poll Book is started in the morning (if it is properly connected showing “the green fan”), all voters who have casted an absentee ballot by mail or during the 6-day excused and 3-day no excuse, in-person absentee period will display already voted on the device. The Clerk’s Office can give you a person to lookup or one of the election officers who have voted early may check their license to see if they get the notice that they have already voted. If there is a connectivity issue in the polling location then, the Clerk’s Office can provide you with absentee sheets with barcodes so that you can scan them in to manually upload absentee files to the E-Poll Books.

SAMPLE OF VOTER WHO HAS ALREADY VOTED

The screenshot shows the 'Voter Eligibility' app interface. At the top, there is a dark blue header with a gear icon on the left, the title 'Voter Eligibility' in the center, and a Wi-Fi signal icon, a battery icon showing 82%, on the right. Below the header, there are three buttons: 'BACK' (blue), 'HOME' (blue), and 'Voter Already Voted' (red). The main content area displays voter information: Name (JENNIFER LAWRENCE), Birthdate (12/31/1981), Voter ID (1682723), and County (JEF). Below this, the Address (1790 MELLWOOD AVE, LOUISVILLE, 40205) is shown. To the right of the address, there are two buttons: 'Precinct - City Code' (L164) and 'Party' (D). Below the voter information, there is a yellow box with the text 'Voter Already Voted'. Below that, there is a red box with a warning icon and the text 'Voter cannot vote a regular ballot. Read instructions below.' Below the red box, there is a light blue box with an information icon and the text 'Voter has already voted. If the voter is disputing they have already voted, please contact the County Clerk'. At the bottom, there are two buttons: 'WRONG VOTER, SEARCH AGAIN' (red) and 'PROCESS PROVISIONAL' (green).

Name	Birthdate	Voter ID	County
JENNIFER LAWRENCE	12/31/1981	1682723	JEF

Address	Precinct - City Code	Party
1790 MELLWOOD AVE LOUISVILLE, 40205	L164	D

Voter Already Voted

! Voter cannot vote a regular ballot. Read instructions below.

i Voter has already voted. If the voter is disputing they have already voted, please contact the County Clerk

WRONG VOTER, SEARCH AGAIN PROCESS PROVISIONAL

SBE 79--- DAILY VOTING MACHINE VERIFICATION SHEET



Commonwealth of Kentucky Daily Voting Machine Verification Sheet

**THIS FORM IS REQUIRED TO BE COMPLETED BEFORE VOTING BEGINS
AND AFTER VOTING ENDS EVERYDAY OF IN-PERSON VOTING!**
PUBLIC NUMBERS MUST BE READ ALOUD

- ☐ Excused In-Person Absentee Voting ☐ No-Excuse In-Person Absentee Voting
☐ Election Day Voting

DATE	MACHINE LOCATION
TYPE OF DEVICE	DEVICE SERIAL NUMBER

Type of Device	Current Number of Seal	Status of the Seal
BEGINNING MEMORY DEVICE SEAL NUMBER		<input type="checkbox"/> SEALED <input type="checkbox"/> BROKEN
BEGINNING TUB SEAL SERIAL NUMBER		<input type="checkbox"/> SEALED <input type="checkbox"/> BROKEN
BEGINNING PUBLIC COUNTER NUMBER		

Verified by: _____
Print _____/Signature _____
Democrat Election Officer

Print _____/Signature _____
Republican Election Officer

Type of Device	Current Number of Seal	Status of the Seal
ENDING MEMORY DEVICE SEAL NUMBER		<input type="checkbox"/> SEALED <input type="checkbox"/> BROKEN
ENDING TUB SEAL SERIAL NUMBER		<input type="checkbox"/> SEALED <input type="checkbox"/> BROKEN
ENDING PUBLIC COUNTER NUMBER		

Verified by: _____
Print _____/Signature _____
Democrat Election Officer

Print _____/Signature _____
Republican Election Officer

SBE 76- BALLOT RECONCILIATION STATEMENT



KENTUCKY STATE BOARD OF ELECTIONS

Ballot Reconciliation Statement

County

Ballot Batch Numbers			
FROM		TO	

Date Ballots Received by Clerk or Date Printed by Clerk:	
--	--

Date Ballots Transferred to Polling Place:	
--	--

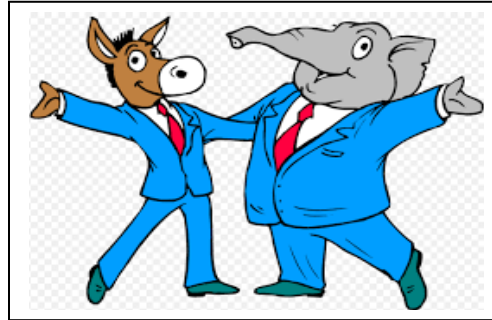
Day of Voting	Number of Ballots Cast During Polling	Number of Unvoted Ballots	Number of Ballots Spoiled
Thursday			
Friday			
Saturday			
Tuesday			

On Election Day

All Election Officers should arrive at their Polling Location no later than 5:30AM (again, the Clerk's Office may require you to be there earlier). Election Officers may be assigned as:

1. Election Clerks or
2. Election Judges or
3. Election Sheriffs

Remember you are all on the same TEAM!!!



No matter your County's Election Plan, these positions will work together as a NON-PARTISAN TEAM to get voters in and out of the polling location as quickly as possible while upholding all Election Laws. **If you have any questions or issues throughout the day, contact the County Clerk's Office, County Board of Elections, or their Staff Member who may be on site working with you at your location.**

- Remember throughout the day you have specific duties associated with your position; however, you may be called on to help with another position so make sure you have an idea of other jobs throughout the day. Someone is going to have to take a break or eat a sandwich, and you may need to fill in for them.

Security is everyone's job so let's start a conversation on that.

ELECTION SECURITY PLAN AT THE START AND THROUGHOUT THE DAY

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

Machine Delivery

The County Clerk must deliver the machines and all voting supplies to the polling locations at least one hour before the polls open. The county should designate a secure location within the

polling location for the storage of these items until your arrival. Make sure you know where to find your election materials if you do not already have them.

MACHINE PLACEMENT

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

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

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

PAPER BALLOTS AT THE POLLING LOCATION

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

POLLING LOCATION AND PROCESS SECURITY

You should always secure the area around the voting devices.

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

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

You should occasionally compare the following:

- The number of votes recorded on the voting device.
vs.
- The number of signatures in the EPB and **any form SBE 25, Supplemental Precinct Signature Roster that might exist (These will now be done on the E-Poll Book unless there is an unforeseen issue).**

If these numbers do not match, the election officers must immediately contact the County Clerk.

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

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



PERSONS ALLOWED IN THE VOTING ROOM

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

- Election officers
- Voters
- Anyone assisting a voter
- Voting machine technicians allowed by the county board of elections
- A minor may accompany the voter into a voting booth or other private area provided for casting a vote, at the voter's discretion
- Duly appointed challengers who have presented their written appointment
- Law enforcement officers – federal, state, and local; and
- Members of the news media – for the limited purpose of filming the voting process.
 - The media may not conduct interviews with voters inside the voting room, record the identity of voters, or disrupt the voting process. If the news media appear, you should immediately contact the County Clerk's office or the County Board of Elections

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 pollsters
- General “onlookers” or “well-wishers”
- Members of political parties, political organizations, or political groups who are not duly appointed challengers; and
- Any other individuals not listed in the section above

The election sheriff should require unauthorized persons to leave. If they fail to leave when requested or if persistent violations occur, these violations should be reported to the county clerk and all violations are reported on form SBE 53, Precinct Sheriff's Post-Election Report. (SEE PAGE 42).

Getting Started (Who Does What and When...)

Your polling location must open at 6:00 a.m. Again, please arrive at the polling location no later than 5:30 a.m. to allow enough time to prepare for the 6:00 a.m. opening. **Best Practice: If you are working a Standalone Precinct, you can get started with at least 3 Election Officers. Vote Centers or Consolidated Locations should start when $\frac{3}{4}$ or 75% of their Election Officers are present.** Voting Centers or Consolidated Locations may want to arrive earlier than 5:30 a.m. due to the amount of equipment needing to be setup and/or prep time to be open by 6:00 a.m.

Election Clerks in the morning should:

1. Locate their E-Poll Book and supply bag.
2. Setup your E-Poll Book; use the instruction booklet that is provided to you or notes from your specific training on the device: **(Tip: have a surge protector strip to plug all your devices and machines into; this gives you some protection from a power surge.)**
 - a. Locate your mifi device, plug it into a working power outlet, and power it on per instructions
 - b. Open your E-Poll Book, plug it into a working power outlet, and power it on

Logging Into the ePollbook

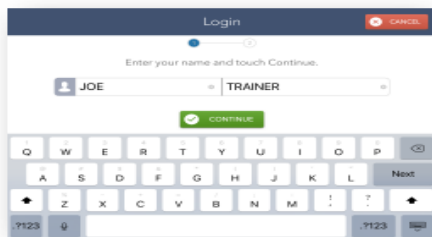
- 1 Begin by touching the red, white, and blue EPB app icon at the bottom of the screen. This will launch the EPB application.



- 2 Touch the green START button to begin logging in.



- 3 Enter your full first and last name using the pop-up keyboard. Then, touch CONTINUE.



- 4 Touch the green UNLOCK DEVICE button to finish logging in.





1. Troubleshooting Menu
2. Jurisdiction Name
3. Launchpad Menu
4. Location you are logged into, your job title, and your name
5. Connectivity and sideways status
6. Battery status

***#5-** The Green Fan means that the device is connected and communicating. **IF YOU HAVE A BROKEN HEART, CALL THE CLERKS OFFICE.** The E-Poll Book can still be used to check-in voters either way though, but again call the Clerk's Office. Clerks should be monitoring this as well.

3. After the E-Poll Book is ready to go, the Election Clerk(s) should locate their supply bag and go through the contents to organize their setup for the day.
4. Assist other Officers with setting up the Polling Location; verify and sign the zero tapes from voting machines.

Election Judges in the morning should:

1. Find the Election Officer who has the keys to open the voting machines or containers which allow the Election Officers to have access to the equipment and supplies for Election Day.
2. Setup voting machines to be used by the public at the polling location.
 - a. Vendors will provide step by step instructions on how to open, operate, and close all election equipment used during the voting process.
 - b. These instruction sheets or books should be used in your training while you are learning to use the vendor's equipment. The County Clerk's Office or the County Board of Elections should provide you with these documents during your local election training courses.
 - c. **Best Practices: One Judge should read instructions while the other performs the tasks taking their time to make sure everything is done properly.**

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

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

- Hart Intercivic Verity Duo Standalone (Ballot Marking Device)
 - Hart Intercivic Verity Print
 - Hart Intercivic Verity Touchwriter (Ballot Marking Device)
3. While setting up the voting equipment, you should be verifying that all seals, counters, and other identifying numbers match the verification sheets provided by the County Board of Elections. The CBOE will have versions of the following form for you to use. These forms have been completed by the Board during the inspection process and will list all the information that you will need to verify. If anything is different, immediately contact the County Clerk's Office or the County Board of Elections before proceeding. After instructions from them, make sure your Election Sheriff documents what happened with the incident on SBE 53 Sheriff's Report (SEE PAGE 47).

SAMPLE VOTING MACHINE VERIFICATION SHEETS

DS-200 VERIFICATION FORM

ELECTION JUDGES NEED TO VERIFY INFORMATION BEFORE OPENING POLLS

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

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

ELECTION JUDGES TO COMPLETE WHEN CLOSING POLLS!

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

DS-200 Public Count – End _____

DS-200 Protected Count – End _____

Democratic Judge Signature: _____

Republican Judge Signature: _____

ACCURACY TEST CHECKLIST

☐ Visual inspection of DS-200 as well as all working parts checked for damage & defects.

☐ Visual inspection of screen, power cord, plugs, and USB drive slot.

Accuracy Test was performed : ☐ On Voting System ☐ On individual voting Machine

☐ Completion of errorless test deck

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

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

VERITY SCAN VERIFICATION FORM

ELECTION JUDGES TO VERIFY INFORMATION BEFORE OPENING POLLS

	Judges' Initials
Precinct Name: _____	_____
Verity Scan Serial Number: _____	_____
Verity Scan Red Seal Number: _____	_____
Tub - Yellow Seal Number: _____	_____
Tub - Blue Seal Number: _____	_____
Tub - White Seal Number: _____	_____
Verity Scan Lifetime Counter: _____	_____
Red Ballot Bag Lock Seal: _____	_____

Signature _____
Program Administrator who sealed Verity Scan

ELECTION JUDGES TO COMPLETE WHEN CLOSING POLLS

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

Verity Scan Lifetime Counter Number _____

Signature _____
Democratic Judge

Signature _____
Republican Judge

ACCURACY TEST CHECKLIST

Firmware Version Identification 2.5.1 Precinct Name _____

☐ Visual inspection of Verity Scan as well as all working parts checking for damage and defects.

☐ Visual inspection of screen, power cord, plugs, and V Drive card slot.

Accuracy Test was performed: ☐ On voting system ☐ On individual voting machine

☐ Completion of errorless test deck

Name of Person Completing Accuracy Checklist _____ Signature of Person Completing Accuracy Checklist _____

Date and Time _____
Harp Representative

4. After the voting machines are setup properly and all names and numbers are verified, you should have zero tapes that show that no votes are on any of the machines. These zero should be signed by 4 Election Officers (2 from each party if possible).
5. Make sure that voting booths are setup and spaced where a voter has privacy when they come in to vote. **(Best Practice- if possible, set booths where no voter can walk behind someone who is marking their ballot; usually in a manner, where the voter's back is to a wall when they are marking their ballot.)**
6. Make sure and setup ADA voting devices in a manner that allows for easy access for anyone with disabilities.
7. Prepare area where proper paper ballots will be given to voters or where ballot on demand devices will be used. Count and verify any pre-printed ballots that you have been provided. Also,

make sure, during your training course that you fully understand how this will work in your location so that your voters get the correct ballot. (ASK QUESTIONS—DON'T ASSUME!!!)

Extra Tips:

1. Flow is everything. Make sure to visualize and setup your location so that the flow in and out of the polling location is seamless. (Clerk's Office will probably have this laid or mapped out so that all you must do is execute.)
 - a. The Voter enters and proceeds to a check-in line.
 - b. Gets to a check-in desk,
 - c. Is identified and checks-in,
 - d. Is given their specific ballot or some slip that identifies their proper ballot,
 - e. Moves to a Voting Booth or to an area where they receive their proper ballot based on the slip, they were given at the check-in area (after which they go to a voting booth),
 - f. Fills in their ballot,
 - g. Then proceeds to the line to cast their ballot in the scanner,
 - h. They scan their ballot and get their "I Voted" sticker
 - i. Finally leaves the polling location.
2. If you are working in a Voting Center where anyone can cast a ballot in one location, you should consider having a customer service table where anyone who has an issue, needs assistance, or will be using an ADA machine can go so that the constant flow of voters can move rather quickly.

Election Sheriff(s) in the Morning should:

1. Be the official timekeeper at the polling location. The Sherriff should at the beginning of the day decide to make their cellphone, watch, or other timepiece the official clock for the polling location. At 6:00AM, the polls should open according to this official clock.
2. Locate all election materials that should be displayed at the polling location and place them where the public can easily view them. (SEE LIST ON PAGE 26)
3. Check outside of the polling entrance to make sure that no signs or other campaign materials are within 100 ft of the entrance to said polling location. If there are signs within the 100 ft barrier, contact law enforcement and have them removed.
4. Setup any ADA ramps, door handles, or parking signs. Make sure that the pathways through the polling location are clear.
5. Make sure that US Flag is positioned at the entrance of the Polling Location.
6. Assist other Officers with setting up the Polling Location; verify and sign the zero tapes from voting machines. In addition, help Judges setup and organize any preprinted ballots.
7. Locate the "I Voted Stickers" to be passed out to voters after they have scanned their ballots after the polls open.

POSTERS AND NOTICES REQUIRED TO BE POSTED AT THE POLLING LOCATION

It is the duty of all election officers to make sure these posters and notices are posted in a visible area inside the polling place by 6:00 a.m. on Election Day (**Typically, this will be one of the first things that an Election Sheriff will take care of**).

***If you are working in a Consolidated Location or a Vote Center, then a sign designating a particular precinct will not be displayed.**

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

These posters may be sent out to each polling location as individual posters or in some cases, the County provides a larger version in a combined format. Either way is allowed just make sure that these are displayed where the public can notice them.

Ready to Go; Let's get through the day

Promptly at 6:00 AM, the polls open; remember the Sheriff will act as the official timekeeper throughout the day.

KRS 116.025—Eligibility to Vote

- (1) Every person who is a citizen of the United States, a resident of this state, and a resident of the precinct in which he or she offers to vote on or before the day preceding the closing of the registration books for any primary, general, or special election, who possesses on the day of any election the qualifications set forth in Section 145 of the Constitution, exclusive of the durational residency requirements, who is not disqualified under that section or under any other statute, and who is registered as provided in this chapter, may vote for all officers to be elected by the people and on all public questions submitted for determination at that election, in the precinct in which he or she is qualified to vote. Any person who shall have been convicted of any election law offense which is a felony shall not be permitted to vote until his or her civil rights have been restored by executive pardon.
 - a. The Clerk's Office will have taken the appropriate steps (to the best of their abilities) to register voters correctly and place them in their right precincts.
 - b. Election Officers should follow the instructions given by the Clerk's Office during training and with the assistance of the E-Poll Book to present the voters with the correct ballot that is assigned to their address.

Some Specifics to Know About Voters and their Eligibility

1. Voters should cast ballots based on the current residence. If a voter has moved and has a different address than what is listed in the E-Poll Book, you should immediately contact the Clerk's Office so that they get their correct ballot.
2. A voter who moved to a different County after October 11th is allowed to go back to their previous County and vote in their old precinct once. They should complete a voter card at the old County Polling Location to register them in their correct County in future Elections.
3. A voter who moved to a different County on or before October 11th and doesn't change their voter registration to the new County is not eligible to vote in either County for the General Election or any future Election until they register in their new County.
4. Any voter who believes that there is an error in their registration record can go to the County Clerk's Office on Election Day and have a hearing with the County Board of Election.

Clerk's Duties Throughout the Day

As voters enter the polling location, they will make their way to the Election Clerk's Desk where they will be asked to present some form of ID or will have to be identified by one of the means listed and explained on the next page. (98% of the voters will present a Driver's License; however, there are other acceptable forms of identifying a voter).

Identifying A Voter

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

Question: Can a voter present an expired Driver's License and use this as acceptable form of identification?

Answer: KRS 117.001 states that for "proof of identification" the ID only be issued by the Commonwealth or U. S. Government and contain the name along with the photograph of the individual that the document is issued to. Nowhere does it state that an ID is required to not be expired. Do not turn a voter away whose ID is expired.

USING THE E-POLL BOOK

Search for a Voter using an E-Poll Book

Searching for a Voter

DRIVER'S LICENSE/STATE ID SEARCH

To search for a voter by scanning their driver's license or state ID card, touch the green DRIVER LICENSE SCAN button from the Launchpad screen. The camera will appear - hold the barcode of the ID behind the Touchpad camera until it is in view between the green lines on the screen. The barcode will automatically be scanned once in view. Once scanned, the voter's information will be brought up on the screen.

MANUAL SEARCH

To search for a voter using a different valid ID type, touch the yellow MANUAL VOTER SEARCH button from the Launchpad screen. A pop-up will appear - select the ID type from the list on the left and touch the green CONTINUE button.

Using information provided by the voter, use one of the five available search options to search for the voter's record. Enter the voter's information into the search fields chosen by using the on-screen keyboard and touch the green SEARCH button to continue.



Search Results 100%

BACK HOME Show voters: In this Location 12 Not in this Location 0

12 voter(s) in this voting location Page 1 of 2 NEXT PAGE

RAYMOND MARTIN	15154 GREENFIELD WOODS DR	JEF	1711218
Birth Date: 08/21/1981	LOUISVILLE, 40258	D	
REBA MCENTIRE	6908 CRESTON DR	JEF	1516781
Birth Date: 02/11/1970	LOUISVILLE, 40258-2637	D	
RICHARD MOORE	10306 GREENFIELD PARK RD	JEF	1529372
Birth Date: 01/27/1969	LOUISVILLE, 40258-1796	D	
RAYMOND MORGAN	8706 MILLER PARK DR	JEF	1529086
Birth Date: 09/26/1947	LOUISVILLE, 40258-4603	D	
REBECCA MORGAN	9002 COMBS LN	JEF	1440037
Birth Date: 10/06/1973	LOUISVILLE, 40258-4621	D	
RUTH MORGAN	7917 KENNEDY DR	JEF	1807234
Birth Date: 09/26/1947	LOUISVILLE, 40258-2609	D	

TOUCH a voter in the list above. CONTINUE

If only one voter matches the search criteria, the Voter Eligibility screen will appear automatically. Continue checking in your voter.

If more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch the green CONTINUE button.

Voter Eligibility 100%

BACK HOME

Name: REBA MCENTIRE Birth Date: 02/11/1970 Voter ID: 1516781 County: JEF

Address: 6908 CRESTON DR, LOUISVILLE, 40258-2637 Precinct - City Code: A105 Party: D

✓ Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN GET VOTER SIGNATURE

After you select a voter, you will come directly to the VOTER ELIGIBILITY screen. The voter's information will be displayed with information on their eligibility. If the voter is eligible to vote, touch GET VOTER SIGNATURE and move onto the next voter.

Checking-in a Voter

After a voter has been found in the E-Poll Book, the following process is completed for check-in.

Checking-In a Voter

1

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

Voter Eligibility

BACK HOME

Name: REBA MCENTIRE Birthdate: 02/11/1970 Voter ID: 1516781 County: JEF

Address: 6908 CRESTON DR Precinct - City Code: A105 Party: D
LOUISVILLE, 40258-2637

Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN GET VOTER SIGNATURE

2

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

Voter Signature

BACK HOME

Name: REBA MCENTIRE Birthdate: 02/11/1970

Please sign below

DONE CLEAR

3

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

Voter Signature

BACK HOME

Name: REBA MCENTIRE Birthdate: 02/11/1970 Voter ID: 1516781 County: JEF

Address: 6908 CRESTON DR Precinct - City Code: A105 Party: D
LOUISVILLE, 40258-2637

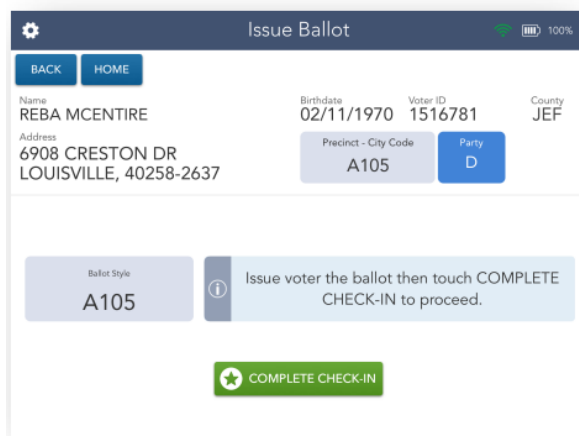
Verify the voter's signature and touch ISSUE BALLOT.

ISSUE BALLOT SIGN AGAIN



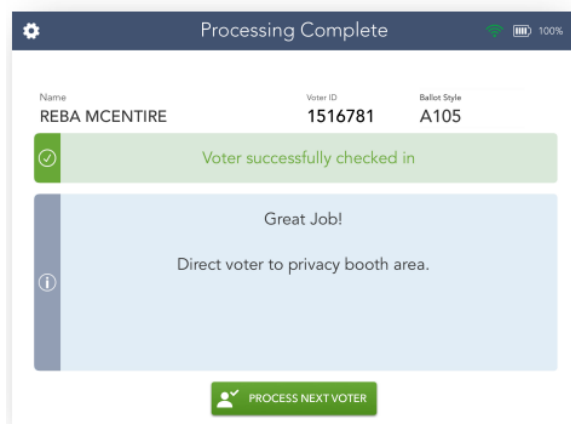
Then, a pop-up will appear. Write your initials using the stylus provided. Touch DONE when you are finished.

4



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

5



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

6

What Happens When:

A VOTER ASKS ABOUT A WRITE-IN CANDIDATE

If a voter asks if there are any write-in candidates, you will have in your Election Clerk's supplies a list of certified write-ins that have filed with the Secretary of State or the County Clerk's Office. The voter must ask before you show them the list. **The list is not to be displayed at the Polling Location.** A person can file to be a write-in candidate as late as 10 days before the Election. A candidate that loses in the Primary can't file to be a write-in for the same office in the General Election.

VOTER IS LISTED ON THE E-POLL BOOK AS REQUESTING AN ABSENTEE BALLOT

You must ensure the absentee delta files have been downloaded to the device or the County Clerk has provided you cards for updating the absentee voters. (You can contact your County Clerk's Office to make sure this was completed for you or if you need to take further action.)

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

- Form SBE 26, Authorization to Vote at the Polling Location;
or
- Court order.

SAMPLE

COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS

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:

Name of Voter Sam Quick Social Security Number XXX-XX-XXXX
Party Democrat Address 16 Oak St Apt #4

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 117.081(7)
SBE 26 (1/06)

White - County Clerk
County - Precinct

Voter Eligibility 84%

BACK HOME Absentee Ballot Requested

Name **BRAD PITT** Birthdate **12/24/1985** Voter ID **1371809** County **JEF**
Address **219 DELMONT AVE
LOUISVILLE, 40205-3063** Precinct - City Code **L164** Party **O**

Absentee Ballot Requested

Voter cannot vote a regular ballot. Read instructions below.

Voter has requested an Absentee Ballot.

Please direct the voter to the County Clerk ONLY if the voter is disputing they have voted Absentee

WRONG VOTER, SEARCH AGAIN **PROCESS PROVISIONAL**

A MILITARY VOTER WHO HAS REQUESTED AN ABSENTEE THEN SHOWS UP TO VOTE IN-PERSON

A Military Voter who shows up at the polling location and has their Mail-in Absentee Ballot can go to the Clerk's Office, cancel their ballot, and then return with an "Authorization to Vote" form (SEE PAGE 33). They can then cast a ballot at the Polling Location. If they don't have their ballot, the Election Officer should call the Clerk's Office to verify that haven't returned a ballot. After this verification, the voter should complete the SBE 32, the Oath of Voter (SEE PAGE 38), and sign the E-Poll Book once they have returned. The reasoning behind this is that a military voter who completes an FPCA (Federal Postcard Application) automatically gets issued a mail-in ballot for an entire election year. If they return from deployment or have switched bases, they may never have received the ballot mailed to them. Military individuals get special consideration because of these circumstances.

SAMPLE OF MILITARY WHO SHOWS REQUESTED AN ABSENTEE

The screenshot shows a web application titled "Voter Eligibility". At the top, there is a "TRAINING" button with a gear icon, a battery level indicator at 92%, and a signal strength icon. Below the title bar are "BACK" and "HOME" buttons. The main content area displays voter information: Name: MATTHEW DAMON, Birthdate: 08/17/1977, Voter ID: 1373444, and County: KEN. The address is 219 DELMONT AVE, BROMLEY, 40205-3023. The precinct/ballot style is A104 / A104-REP, and the party is R. A yellow box labeled "Military Absentee" is visible. A green checkmark icon indicates "Voter is eligible to vote." Below this, a blue box with an information icon contains the text: "A military/overseas voter who requested an absentee ballot can vote at the Polling Location once you have established that the voter hasn't returned their ballot by calling the Clerk's Office. After verifying this, you must have the voter complete and sign the Oath of Voter form (SBE 32)." At the bottom, there are three buttons: "WRONG VOTER, SEARCH AGAIN" (red), "MORE OPTIONS" (yellow), and "GET VOTER SIGNATURE" (green).

THIS ONLY APPLIES TO MILITARY/OVERSEAS VOTER

A PARTICIPANT OF ADDRESS CONFIDENTIALITY PROGRAM (Address comes up listed to "700 Capitol Ave")

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

If your county has ACP participants, each ACP participant will be listed in the EPB with an address of the Capitol. When you locate the ACP participant's name, you should do the following:

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

**SAMPLE OF ACP PARTICIPANT (VOTER'S ADDRESS WILL DISPLAY
700 CAPITAL AVE)**

The screenshot shows a web interface titled "Voter Eligibility". At the top, there are navigation buttons "BACK" and "HOME", and a status bar with a gear icon, a red "X" icon, a green checkmark icon, and "81%". Below the navigation, the voter's information is displayed: Name "JULIA ROBERTS", Birthdate "05/03/1947", Voter ID "1373445", County "JEF", and Address "700 CAPITAL AVE". There are also buttons for "Precinct - City Code" (G149-WEL) and "Party" (D). A green checkmark icon is shown next to the text "Voter is eligible to vote." At the bottom, there are two buttons: "WRONG VOTER, SEARCH AGAIN" (red) and "GET VOTER SIGNATURE" (green).

VOTER'S NAME IS DIFFERENT FROM NAME ON EPB

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

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

(Have the Voter complete a new voter registration card.) (SEE PAGE 36)

SAMPLE OF A VOTER CARD:

SBE 01 (03/2020) You MUST answer questions A & B below before completing this form.						4069001	
A. Are you a citizen of the United States of America?				<input type="checkbox"/> YES <input type="checkbox"/> NO		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		<p>WARNING: Per KRS 119.025, any person who causes himself to be registered when he is not legally entitled to register, shall be subject to penalties including fines and/or a term of imprisonment not less than one (1) year nor more than (5) years.</p> <p>Voter Declaration – read and sign below</p> <ul style="list-style-type: none"> • I am a U.S. Citizen. • I am a current resident of Kentucky. • I will be at least 18 years of age on or before the next general election. • I am not a convicted felon, or if I have been convicted of a felony, my right to vote has been restored following an expungement, Executive Pardon, or Executive Order. • I have not been judged "mentally incompetent" in a court of law. • I do not claim the right to vote anywhere outside Kentucky. 					
<input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other _____		<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>NOTE: You may change your political party affiliation at any time on or before December 31st to remain eligible to vote in the following primary election.</p>		<p>X Signature _____ Date _____</p> <p>TWO WITNESSES REQUIRED IF "MARK" IS USED</p> <p>Witnessed By: _____ Witnessed By: _____</p>					

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

COMMONWEALTH OF KENTUCKY MAIL-IN VOTER REGISTRATION FORM INSTRUCTIONS

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

Party Registration:

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

NOTE:

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

Questions? Contact Your Local County Clerk OR

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

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

Revised 03/2020

- A voter doesn't have to put their social security number on their card for it to be valid.
- A voter doesn't have to list a gender on their registration card for it to be valid.
- A power of attorney (POA) should not sign a voter card for a voter; if the voter can't sign their name, they should make a mark and have 2 witnesses attest to watching the voter make their mark for voter registration purposes.

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

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

- If you are working in a Precinct or Consolidated Location----The individual must vote in the precinct in which they live. Call the county clerk for the polling location of their correct precinct and then, direct the voter to the correct polling location for that precinct.
- **If you are working in a Vote Center, you will call the Clerk's Office or the County Board of Elections and get voter's correct precinct code and ballot style information before having them sign the E-Poll Book using the NEW SUPPLEMENTAL PROEDURE, Oath of Voter, and New Vote Registration Card. They can then vote with their correct ballot.**

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

- If the individual moved to a different county while the voter registration books are closed [October 11, 2022- November 8, 2022], then the individual should be permitted to vote in his old county of residence for one (1) election only. The individual should be instructed to register in their new county of residence. The individual should be given a voter registration card to complete and mail to the county clerk in the new county.
- If the individual moved to a different county before the voter registration books closed on October 11, 2022, and failed to change their registration, then the individual is not eligible to vote in the old county or the new county of residence. The individual should be instructed to register in their new county of residence so that they will be eligible to vote in the next election. The individual should be given a voter registration card to complete and mail to the county clerk in the new county.

Tip:

If you are working out of a Vote Center and voter has to have their registration updated to their correct address (or has any other issue), they should be pulled to a customer service table so that the line can continue to move while they are getting taken care of. If you are working in a Precinct or Consolidated Location, you can have one of the other Election Officers take them a side and get the voter fixed up.

When a voter needs to make an address change, you should take the following steps:

1. Call the Clerk's Office or the County Board of Elections to get their proper precinct code and ballot style.
2. If you are working in a Precinct or Consolidated Location and the voter's address isn't in your precinct(s), guide the voter to the correct Polling Location. In a Voting Center, this will not be an issue as a Voting Center allows for any voter to cast their ballot in that Polling Location

3. Before the Voter can cast a ballot, you must have the voter complete:
 - a. A New Voter Card (SEE PAGE 36)
 - b. NEW--- The Election Officer will follow the E-Poll Book Instructions to allow the Voter to sign in on the E-Poll Book as a Supplemental (SEE PAGES 39-
 - c. And the Oath of Voter Form (SEE PAGE 38).
4. ONLY after they have completed all 3, should you give them their proper ballot.

SBE 32 OATH OF VOTER FORM

COMMONWEALTH OF KENTUCKY STATE BOARD OF ELECTIONS

OATH OF VOTER

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

I, _____, hereby state, under oath,
(Name: Please Print)

that I am duly registered as a _____ voter in this precinct in
(Political Party Preference)

_____ County, Kentucky and that I currently reside at
(County)

_____. My previous address was
(Current Residence Street Address, City, and Zip Code)

_____ in this county.
(Previous Residence Street Address, City, and Zip Code)

I know of no legal disqualifications which should prevent my vote from being cast and counted in 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

Precinct Name or No. _____

Signature of Precinct Election Officer or Challenger _____

This Oath shall be returned to the County Clerk who shall deliver it to the
Commonwealth's Attorney for investigation.

___ Voter moved to new precinct/new address. Not on precinct roster. Update registration.

___ Election Officer/Challenger dispute voter's qualifications.

___ Request to vote in-person after mail-in ballot request.

SBE 32 (03/2022)

NEW SUPPLEMENTAL PROCESS USING THE E-POLL BOOK

Beginning in this Election cycle, all voters will sign-in on the E-Poll Book **(there will be no paper Supplemental Precinct Signature Rosters)**. All address changes that would have been done using the SBE 25 form will now be handled using the following step by step process. This process has been detailed below. Once an Election Clerk has identified that the voter's address is different from what shows up on the E-Poll Book, they will follow this procedure.

1 If a voter's data needs to be an address updated, touch the **NO, NEEDS CHANGES** button.

2 Touch the blue **EDIT** button next to the voter address.

3 Enter in the voters **House Number** and the **Street Name**.

Touch **SEARCH** to continue.



4 If the voter's address does not appear when searching for it, a red flag will appear. Call your County Clerk's Office for further instruction.

They will have you complete a second search; reenter the previous information and click **SEARCH**.

Select the **ADDRESS NOT FOUND** button that will appear after the second search.

5 Enter in the address information and touch **CONTINUE**.

6 Touch the Precinct dropdown and the Select Precinct pop-up will appear.

Select the voter's precinct from the list and touch **CONTINUE**.

7 If the Precinct has a group, select the voter's group and touch **CONTINUE**.

8 After all of the voters' information is updated, touch the **CONTINUE** button

The screenshot shows the 'Voter Update' screen. At the top, there's a header with a gear icon, the title 'Voter Update', and a status bar showing '100%' and '5:15 PM'. Below the header are 'BACK' and 'HOME' buttons. The main content area has the text 'Touch EDIT to Update Information Below'. It lists voter information: Name (MYRYL STREEP), Residence Address (32 WEST DELMONT AVENUE BROMLEY, 40205-3022), and Old Address (1579 STORY AVE BROMLEY, 40205-3022). There is an 'EDIT' button next to the address. At the bottom is a green 'CONTINUE' button with a checkmark icon.

9 Flip the screen towards the voter, to confirm the updated information is correct.

The screenshot shows the 'Voter Update' screen with the title 'Confirm Information Below'. It displays the same voter information as the previous screen. At the bottom, there are two buttons: a red 'NOT CORRECT' button with an 'X' icon and a green 'CORRECT' button with a checkmark icon.

10 Once the voter confirms, flip the screen towards you and touch **CONTINUE** to proceed.

The screenshot shows the 'Voter Update' screen with the title 'Touch EDIT to Update Information Below'. It displays the same voter information as the previous screen. At the bottom is a green 'CONTINUE' button with a checkmark icon.

11 Once the updates are saved, you will be redirected back to the **Voter Identification** screen.

Verify the voter's DOB & name against their proof of identification. If the information is correct, select **YES, CONTINUE**.

Review the blue box for further instructions

The screenshot shows the 'Voter Identification' screen. At the top, there's a header with a gear icon, the title 'Voter Identification', and a status bar showing '100%' and '5:15 PM'. Below the header are 'BACK' and 'HOME' buttons. The main content area displays voter information: Name (MYRYL STREEP), Birthdate (03/27/1920), Voter ID (1402327), County (KEN), Address (32 WEST DELMONT AVENUE BROMLEY, 40205-3022), and Party (D). There is a 'Party' button next to the party name. Below this is a blue box with the text 'Does the Voter's Date of Birth, Name, and Address match the identification provided?'. At the bottom are three buttons: a red 'WRONG VOTER, SEARCH AGAIN' button with a magnifying glass icon, a yellow 'NO, NEED CHANGES' button with a pencil icon, and a green 'YES, CONTINUE' button with a checkmark icon.

12 The **Voter Eligibility** screen will be displayed.

Review the blue box for further instructions



The voter's profile will now display an orange **VOTER CHANGES** badge, in the top right hand of the screen.

13 The **Voter Signature** screen will appear.

Tilt the Touchpad screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to select the green **DONE** button.

14 Flip the screen back toward you and verify that a valid signature has been captured.

Select the **ISSUE BALLOT** button to continue.

15 The **Initial Below** pop-up will appear.

Sign it with the stylus pen and select **DONE**.



- 16 Review the blue box for further instructions. Then proceed to touch the **COMPLETE CHECK-IN**.

The next step is only for a county who has purchased a thermal printer system that works in conjunction with the E-Poll Book. If your county does not have these printers, you will skip #17 and see screen displayed in #18.

- 17 Once the Activation Card has been printed, select **CONTINUE**.



A ticket will **ONLY** print if you have thermal printers.

- 18 **Congratulations!**

The voter has been successfully checked in.

Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

Special Circumstances (Election Officers must send voter to the County Clerk's Office):

- If a voter has been placed in the wrong county (Real ID issue or County Clerk's Office error), that voter must go to the County Clerk's Office where they reside. Once there, the County Clerk's from both counties must determine if the voter is eligible and if this was indeed an error caused by the Regional ID Office. If they concur, the Clerk of the county where the voter is registered in VRS can send a letter to the Clerk in the county in which the voter resides stating that they agree that the voter has been placed in the wrong county and should vote in the correct county. At that time, the Clerk, their staff, or the County Board of Elections in the county where the voter resides will contact the

E-Poll Book vendor and get instructions on how to add that voter to the E-Poll Book and should immediately register this voter in VRS (please reach out to VRS to make them aware of this situation- Email would be best for a paper trail). This will allow the voter to show up on the E-Poll Book **(Connectivity at the location must be on to make this work—Clerk’s Offices should be monitoring this anyway on their Precinct Central)**.

The voter can then return to the Precinct or Consolidated Location where they should vote or if your county utilizes a Vote Center model, any location. **DOCUMENT THIS PROCESS THOROUGHLY INCLUDING THE INTERACTION WITH THE TWO CLERKS!!!** This is a decision that should be made between the two Clerks and County Boards of Elections.

- If a voter is not in E-Poll Book and who has been found to be an eligible registered voter by the County Board of Elections, then this voter must go to the Clerk’s Office. At this time, the Clerk, their staff, or the County Board of Elections will contact the E-Poll Book vendor and get instructions on how to add that voter to the E-Poll Book and should immediately register this vote in VRS (please reach out to VRS to make them aware of this situation- Email would be best for a paper trail). This will allow the voter to show up on the E-Poll Book **(Connectivity at the location must be on to make this work—Clerk’s Offices should be monitoring this anyway on their Precinct Central)**. The voter can then return to the Precinct or Consolidated Location where they should vote or if your county utilizes a Voter Center model, any location. The County Clerk should give them a copy of an Authorization to Vote, which is Form SBE 26 (SEE PAGE 33).

Tip:

In preparation of election supplies, it would not be a bad idea to have a paper SBE 25 Supplemental Precinct Signature Roster in those supplies as a backup to any scenario that may not have been foreseen. This is just as a precaution.

CHALLENGERS

Challenger Do’s

- Challengers must produce written appointment to election officers on demand.
- Challengers may question the eligibility of a voter who presents himself at the polls.
Reasons a challenger may dispute a voter may include:
 - The voter is not a duly registered voter in the precinct; **(Voting Center- Not Applicable)**
 - The voter is not a resident of the precinct; **(Voting Center- Not Applicable)**
 - The voter is a convicted felon who has not had his civil rights restored; or
 - The voter is not the person he claims to be.
- If the challenger attempts to challenge a person’s right to vote, he must explain his challenge only to the election officer, not to the voter.
 - The challenged voter will then need to sign form SBE 32, Oath of Voter (SEE PAGE 38), before being allowed to follow the normal procedures for voting.

- The challenger will sign the bottom portion of form SBE 32, Oath of Voter (SEE PAGE 38), and state their reason for challenging the voter's right to vote in that precinct. (Voting Center- Not Applicable)
- Challengers are the only persons permitted to have a check-off list in the form of paper, cellphones, computers, or any other electronic device to record the identity of a voter within the voting room.
- Challengers are entitled to stay in the voting room all hours during Election Day.
- Challengers may come and go from the voting room throughout the day.

Challenger Don'ts

- Electioneer or campaign on behalf of any candidate, issue or political party.
- Handle election materials (except the signing of form SBE 32, Oath of Voter, for challenged voters).
- Attempt to intimidate or harass, verbally or otherwise, any voter who is being challenged or any election officer.
- Behave in any manner to disrupt activities at the polling place; or
- Attempt to interfere with the proper conduct of the election.

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

Election Sheriff Duties Throughout the Day

Election Sheriffs are primarily responsible for making sure that no electioneering is taking place in the Polling Location while people are casting their ballots. They are to enforce the 100-foot ban from the entrance of the polling location and document any infractions or irregularities on SBE 53 Precinct Sheriff's Report (SEE PAGE 47). In addition to these duties, after the voters have cast their ballots and are leaving the Polling Location, the Election Sheriff's should make sure that voters have "I Voted" stickers (this can be shared with other Election Officers in accordance with the Clerk's Office Voting Plan).

ELECTIONEERING

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

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

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

If you, as an election officer, witness **ANY** electioneering on Election Day, you must notify or warn the individual of the prohibition on electioneering. If you believe a voter has violated the electioneering law, the election sheriff should contact the county clerk's office and report such violation on form SBE 53, Precinct Sheriff's Post-Election Report. (SEE PAGE 42).

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

EXIT POLLING

KENTUCKY REVISED STATUTES ALLOW EXIT POLLING ON ELECTION DAY.

Individuals conducting exit polls do not have to register or have credentials, and there is no limit as to a distance they must keep from the polls. However, those who conduct exit polling 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.

Individuals who conduct exit polling may only talk to voters as they leave the polling place after the voter has already voted.

PROHIBITION AGAINST CHECK-OFF LISTS

No person allowed in the voting room, including the election officers, may use paper, telephones, personal communication devices, computers, or other information technology systems to create a check-off list or record the identity of voters, except for the official use of the EPB or form SBE 25, Supplemental Precinct Signature Roster if necessary, 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.

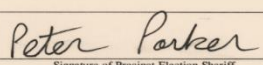
BALLOT SELFIES

- Kentucky law does not prohibit a voter from taking a "ballot selfie." 31 KAR 4:170(2) and OAG 16-007.
- Voters may possess and use their cellphones in the voting room to take a "ballot selfie". 31 KAR 4:170(2).

- “Ballot selfies” are limited to a picture of oneself and their personal ballot inside the voting room.
- While law permits “ballot selfies”, voters should exercise caution in the practice of taking a “ballot selfie” to refrain from inadvertently recording the identity of other voters or other voter’s ballots in the voting room, as this would violate KRS 117.236(2). Furthermore, voters should refrain from communicating their support or nonsupport of a candidate, party, or measure on the ballot to other voters in the voting room as this may violate KRS 117.235(4).
- The election sheriff should document any possible violations on form SBE 53, Precinct Election Sheriff’s Post-Election Report.

SBE 53 PRECINCT SHERIFF’S REPORT

- If working in a Consolidated Precinct, list all precincts that are voting at that Polling Location.
- If working in a Voting Center, put “All” under precincts.

Commonwealth of Kentucky State Board of Elections	
PRECINCT SHERIFF’S POST-ELECTION REPORT	
<small>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.</small>	
County	ANY
Date Of Election	11-6-2007
Precinct	A101 - FRANKLIN ELEMENTARY
Name Of Precinct Election Sheriff (Please Print)	PETER PARKER
<small>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.)</small>	
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.	
<small>RECOMMENDATIONS FOR IMPROVING THE ELECTION PROCESS: (Describe recommendations in your own words. If more space is required, attach additional sheets as necessary.)</small>	
NO RECOMMENDATIONS AT THIS TIME.	
11-6-2007 <small>Date Signed</small>	 <small>Signature of Precinct Election Sheriff</small>
<small>KRS 117.255 KRS 117.355 SBE 53 (4/00)</small>	<small>White - Grand Jury Canary - County Board of Elections Pink - Precinct Election Sheriff</small>

ELECTION JUDGES DUTIES THROUGHOUT THE DAY

Election Judges have many tasks throughout the day while voting is taking place. As a voter checks-in and needs forms completed, instructions in voting, or help casting a ballot, Judges will assist them. However, Election Judges primary job throughout the day is to pass out the correct ballots or set the machines for the proper style that is tied to the voter. This can be done in many ways depending on the number ballot styles in a Polling Location and the Clerk's Office Voting Plan. This will include handling Provisional Ballots as well.

1. Election Judges can sit by the Election Clerks. After a voter is checked-in, they can pull that voters ballot from a pre-printed stack of ballots or use a Print On Demand (POD) to print the proper ballot style for the voter at that moment.
2. The Election Clerks can provide the voter a slip of paper with a ballot style written on it or printed barcode that the voter can then take to the area where the Judges are passing out proper ballot styles or setting Accessible or Ballot Marking Devices.

With the Election Judges being responsible for making sure that voters get the proper ballot, they must also track the number of ballots that they print and use throughout the day using a Ballot Accountability Statement. 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 – SAMPLE BLANK

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: 1411 11							
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: _____							

Harjo Enterprises, Inc. - Item #141 - Ballot Accountability Statements - Revised 6/25/2010

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

- ## SBE 31 Voter Assistance Form

49

WHY A VOTER MAY HAVE ASSISTANCE?

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

WHO MAY ASSIST THE VOTER?

1. Any person of the voter's choice except:
 - the voter's employer or agent of that employer; or
 - an officer or agent of the voter's union.
2. A voter who does not bring someone to assist them at the polls or does not select someone at the polling place other than the election judges, shall be assisted by two (2) election judges (one from each party). One judge shall, in the presence of the other judge and the voter, operate the voting machine or complete the ballot as the voter directs.

APPLICATION FOR PERMANENT ASSISTANCE TO VOTE

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

If the county board of elections approves the voter's request, the voter will have permanent certification relieving only the voter from the responsibility of signing form SBE 31, Voter Assistance Form. Thereafter, the EPB will indicate permanent assistance or to designate the voter as having Permanent Assistance.

Even if a voter is certified for permanent assistance, the person assisting the voter and the election clerk must complete and sign their portion of the Oath on form SBE 31, Voter Assistance Form. (See page 49).

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 47).

PERMANENT ASSISTANCE (“PA”) ON EPB - SAMPLE

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

The screenshot displays the 'Voter Eligibility' interface. At the top, there is a dark blue header with a gear icon, the title 'Voter Eligibility', and status icons for signal and battery (77%). Below the header are 'BACK' and 'HOME' buttons. The voter's information is organized into sections: Name (TOM BRADY), Birthdate (09/19/1934), Voter ID (1874443), and County (JEF). The address (2501 BRIGHTON DR, LOUISVILLE, 40205-3027) is listed below the name. To the right of the address are fields for Precinct - City Code (G149-WEL) and Party (D). A yellow box labeled 'PA - Permanent' is highlighted with a red arrow. Below this, a green bar with a checkmark icon states 'Voter is eligible to vote.' A blue bar with an information icon states 'Voter is requiring assistance on a permanent basis.' At the bottom, there are two buttons: 'WRONG VOTER, SEARCH AGAIN' (red) and 'GET VOTER SIGNATURE' (green).

Name	Birthdate	Voter ID	County
TOM BRADY	09/19/1934	1874443	JEF

Address	Precinct - City Code	Party
2501 BRIGHTON DR LOUISVILLE, 40205-3027	G149-WEL	D

PA - Permanent

←

✓

Voter is eligible to vote.

i

Voter is requiring assistance on a permanent basis.

🔍

WRONG VOTER,
SEARCH AGAIN

✍️

GET VOTER SIGNATURE

The individual who assists the voter, including an individual who is a certified minor, must complete the portion of form SBE 31, Voter Assistance Form, declaring that they will operate the machine as directed by the voter. An election officer must also sign the Oath on form SBE 31, Voter Assistance Form.

PROVISIONAL BALLOTS | (FEDERAL OFFICES ONLY)

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

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

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

Provisional ballot and attached ballot stub

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

Form SBE 35, Provisional Ballot Precinct Signature Roster

- Form SBE 35, Provisional Ballot Precinct Signature Roster, is used for any voter who is issued a provisional ballot. The voter must sign form SBE 35, Provisional Ballot Precinct Signature Roster. Affix your initials on form SBE 35, Provisional Ballot Precinct Signature Roster, and print the individual’s, name, address, birth date, political party affiliation, and identification type.

SBE 35 (09/2020)

COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS

PAGE _____ OF _____

PROVISIONAL BALLOT PRECINCT SIGNATURE ROSTER

ELECTION DATE _____ COUNTY NAME & CODE _____

PRECINCT NAME & CODE _____

VOTER'S NAME (Please Print - Last, First & Middle)	ADDRESS	SIGNATURE	DATE OF BIRTH	PARTY	PROOF OF IDENTIFICATION TYPE	Clerk Initials

PROOF OF IDENTIFICATION TYPES (Voter must fall into one of the following categories):

- 1) Voter has document containing name and photo, issued by: United States or Commonwealth of Kentucky (**USA or KY**); United States Department of Defense, branch of the uniformed services, Merchant Marines, or Kentucky National Guard (**MIL**); a public or private college, university, or postgraduate technical or professional school located in the United States (**SCHOOL**); any city government, county government, urban-county government, charter county government, consolidated local government, or unified local government, located in Kentucky (**GOVT**);
- 2) Voter completes SBE 71 (**SBE 71**) AND presents: their Social Security Card (**SS**); SBE approved County ID Card (**SBE**); any ID card displaying their name and photo (**ID**); a food stamp identification card, electronic benefit transfer card, or supplemental nutrition assistance card issued by Kentucky displaying their name (**AID**); a credit/debit card displaying their name (**CC**);
- 3) Voter is personally known to Election Officer (**KNOWN**) *Election Officer must complete SBE 72.

Form SBE 36, Provisional Ballot Information Sheet

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

Sample

Any individual who casts a provisional ballot may

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

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

County clerk contact information is posted in the precinct.

SBE 36 (09/04)

Form SBE 37, Provisional Ballot Accountability Statement

- Form SBE 37, Provisional Ballot Accountability Statement is to be completed at the end of the Election Day. Form 37, Provisional Ballot Accountability Statement provides information to the county board of elections as to the number of provisional ballots issued, spoiled, and unused on Election Day and is signed by four (4) election officers (if possible, two (2) of each party).

COMMONWEALTH OF KENTUCKY STATE BOARD OF ELECTIONS				
PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT				
County	Date of Election	Precinct Name	Precinct Code	
Choose Election Type: Primary or General		Ballot Stub Numbers		
		From To		
Primary Election	Democrat			
	Republican			
General Election				
We, the duly appointed precinct officers of this precinct, do certify below the number of provisional ballots issued, used, and spoiled.				
Ballots	Choose Election Type: Primary or General			
	Primary Election		General Election	
	Democrat	Republican		
	Number of Ballots Issued to Precinct – a.			
	Ballots Used (includes spoiled ballots) – b.			
Ballots Unused – c.				
Total – (b. + c.) – d.				
Number of Spoiled Ballots				
If row d. does not agree with row a., explain the difference here:				
We, the undersigned, do hereby certify that the above information is accurate and complete.				
Precinct Clerk _____				
Precinct Sheriff _____				
Precinct Judge _____				
Precinct Judge _____				
SBE 37 (12/05)				

Form SBE 38, Provisional Ballot Outer Envelope

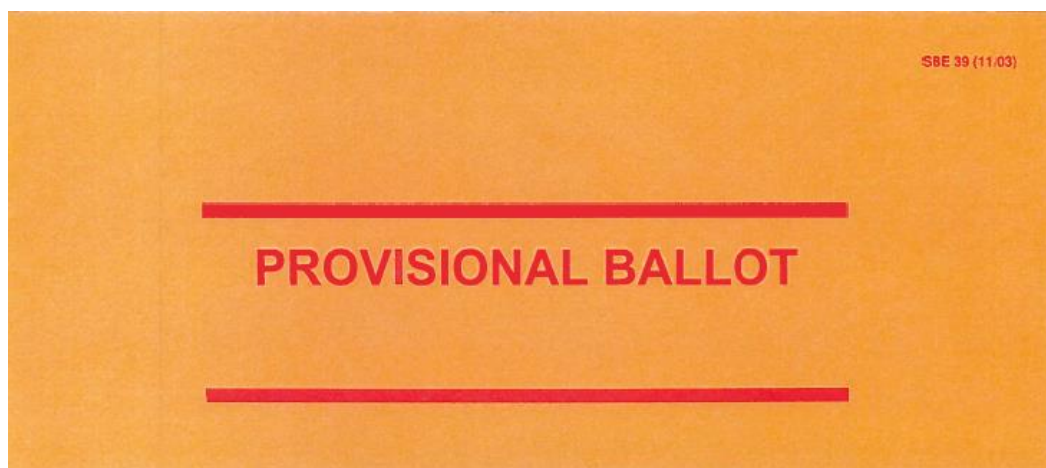
- Form 38, Provisional Ballot Outer Envelope, contains the “Provisional Ballot Affirmation” on the outside, which is completed by the voter and signed in two (2) places by you, as election officer issuing the provisional ballot. Form 39, Provisional Ballot Inner Envelope, with the voted provisional ballot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

Sample (Completed)

PRECINCT ELECTION OFFICER USE ONLY		THIS ENVELOPE MUST BE SEALED.		SBE 38 (06/2017)	
PRECINCT NAME: <u>A101</u>		PROVISIONAL BALLOT AFFIRMATION		COUNTY BOARD OF ELECTIONS USE ONLY	
Circumstances for Issuing a Provisional Ballot: (Please check one below)		I, <u>Peter Parker</u> , hereby state, under oath or affirmation, that I am duly registered (Print Name)		<input type="checkbox"/> COUNT	
<input type="checkbox"/> Voter whose name does not appear on the precinct roster and whose registration status cannot be determined by the Precinct Officer.		as a <u>Democrat</u> voter in this precinct in <u>Franklin</u> County, Kentucky and that (Political Party Preference) (County)		<input type="checkbox"/> DID NOT COUNT (List reason below)	
<input type="checkbox"/> Voter whose name does not appear on the precinct roster and who has been verified as ineligible to vote.		I currently reside at <u>140 Walnut Street</u> <u>40601</u> (Current Residence Street Address and Zip Code)			
<input checked="" type="checkbox"/> Voter who does not have identification.		I know of no legal disqualifications which should prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.			
<input type="checkbox"/> Voter who is voting as a result of a Federal or State Court Order or any Order under State law in effect 10 days prior to Election Day which extends the polling hours.		I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Affirmation and am not a registered voter at the current address stated above, I have committed a criminal act.			
<input type="checkbox"/> Voter has been challenged by all four Precinct Election Officers.					
List Reason for Challenge: _____ _____		_____ Voter must sign here		VERIFIED BY:	
VERIFIED BY: <u>Clark Kent</u> Precinct Election Officer must sign here		PRECINCT ELECTION OFFICER SIGNATURE VERIFICATION: <u>Clark Kent</u> Precinct Election Officer must sign here		_____ Board Member must sign here	

Form SBE 39, Provisional Ballot Inner Envelope

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



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

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

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

- 1. An individual whose name does not appear on the EPB and whose registration status cannot be determined by the election officers.**
 - Call the county clerk’s office to confirm the individual’s registration in your county. If you are unable to confirm the individual’s registration in your county and the individual chooses not to have a hearing before the county board of elections, a provisional ballot should be issued to the individual.
- 2. An individual whose name does not appear on the EPB and who has been verified ineligible to vote.**
 - Call the county clerk’s office to confirm the individual’s registration in your county. If you confirm the individual is not registered in your county, a provisional ballot should be issued to the individual if the individual chooses not to have a hearing before the county board of elections.
- 3. An individual who does not produce an acceptable source of identification.**
 - An individual may leave the polling location to get identification or may request a provisional ballot. The individual’s personal acquaintance with one of the election officers is an acceptable form of identification, and this individual would vote the entire ballot on the voting machine (electronic or paper).
- 4. An individual who has been challenged by four (4) election officers (two (2) of each party).**
 - If four (4) election officers (two (2) of each party) have personal knowledge that an individual is not qualified to vote, the individual has the option of requesting a hearing before the county board of elections to dispute the challenge or vote a provisional ballot. If fewer than all four (4) election officers do not have personal knowledge of why this individual is not qualified to vote, the individual must complete form SBE 32, Oath of Voter, show identification, and sign the EPB or if necessary, form SBE 25, Supplemental Precinct Roster. The individual is then permitted to vote the entire ballot.

5. An individual who is voting as a result of a federal or state court order or any order under state law in effect ten (10) days prior to Election Day which extends the polling hours.

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

Give the voter a pen and private area to mark the provisional ballot. Instruct the voter to place the voted provisional ballot in form SBE 39, Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" and seal the envelope. The voter is to place the sealed form SBE 39, Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" into the completed form SBE 38, Provisional Ballot Outer Envelope, and seal the envelope.

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

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

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

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

Choose Election Type – General Election

Record the ballot stub numbers (from beginning to end) of the Provisional Ballots given to you by the county clerk. Complete fields a-d as follows:

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

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

COMMONWEALTH OF KENTUCKY
STATE BOARD OF ELECTIONS

PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT

County	Date of Election	Precinct Name	Precinct Code

Choose Election Type: Primary or General		Ballot Stub Numbers	
		From	To
Primary Election	Democrat		
	Republican		
General Election			

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

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

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

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

Precinct Clerk _____

Precinct Sheriff _____

Precinct Judge _____

Precinct Judge _____

Closing Out the Election...

At 6:00PM, the Election Sheriff looks at his official timepiece and determines it is time to close the polls on Election Night. If there is a line, the Election Sheriff goes to the back of the line and allows everyone in front of them to vote before the machines are closed.

Closing Security Protocols

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

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

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

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

New for the 2022 General Election--- All voting machines must be under video surveillance for 30 days after the Election. The County Board of Elections, the Clerk's Office, and the local County Attorney will decide how to accommodate the new law. Ask during training for specific instructions on how to make sure that this occurs.

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

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

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

See Next Page For Location Signature Count

Summary Signature Count Verification Sheet	
Precinct or Voter Center Name:	_____
EPollBook Count for Location:	_____
This is found on the lower right-hand side of the EPB. It is the bottom number (the number just above it is the signature count of the individual EPB). Make sure that all EPBs in a location are connected; consult your EPB manual for connection instructions.	
Any Signatures on the Supplemental Roster:	_____
Total Voters Signed in:	_____
Total Number of Votes on All Machines in Location:	_____
These numbers should match.	
Reasons for Discrepancies:	_____ _____ _____



NOTE: At the end of election night after the close polls process is complete, the voting machines are locked with seals intact; the election officers should then secure the voting equipment in the manner described during the Election Officers Training and return any items that the Clerk has instructed to be brought back to the office.

ELECTION SHERIFF DURING CLOSING

After the Sheriff finishes making sure that all eligible voters have checked-in, the Election Sheriff will begin collecting all ADA materials and taking down posters along with the other signage. All of this should be stored neatly where it was found on Election morning. In addition, they should help begin taking down booths and stacking them, so they are ready for pickup. In addition, all Election Officers will have paperwork to sign before leaving on Election night. The Election Sheriff should complete their SBE 53 Sheriff's Report (SEE PAGE 47) and return it with Election Night Forms that are returned on to the Clerk's Office that evening if possible. If not, it must be returned to the Clerk's Office within 3 days after the Election.

Election Clerk(s) During Closing

Once the last voter has cast their ballot, the Election Clerk(s) will do one last verification of the number of check-ins so it can be compared to the number of votes casts. If there is any discrepancy that should be reported on the Election Sheriff's Report (SEE PAGE 47). The Election Clerk should make sure one last time that the E-Poll Book displayed the "Green Fan" showing connectivity; if there is a "Red Broken Heart" make sure that the Clerk's Office knows about the issue immediately. After completing these tasks, the Election Clerk should place the E-Poll Book and all of its components back into the case from which it came in addition to gathering up any supplies that were used during the day. Finally, the Clerks should complete Election Day documents and help the others takedown and secure Election Day equipment and supplies.

Election Judges During Closing

After all voters have cast their ballots, the Election Judges will begin to closedown voting machines and print out results. REMEMBER TO USE INSTRUCTION BOOKLETS PROVIDED BY THE VENDORS TO DO THIS; ONE READS WHILE THE OTHER PERFORMS THE TASK. This is the best way to prevent issues. Once the machines print the results, they will post a copy of the results on the window and have at least 4 Election Officers (2 Republicans and 2 Democrats) sign the remaining copies. The Judges will secure and make sure again that all the voting equipment is sealed and ready to be returned to the County. The Judges (1 Republican and 1 Democrat) will be tasked with returning the following to the Clerk's Office at the end of the evening:

1. Any keys to the voting machines and/or the building
2. The storage devices from the Scanners and/or Eslate Voting Machines—VERY IMPORTANT----THIS IS HOW THE UNOFFICIAL RESULTS WILL BE PASSED ALONG TO THE PUBLIC
3. Any forms that voters completed throughout the Day (Voters Assistance, Oath of Voters, etc...)
4. The E-Poll Books should be returned if that is included in the Clerk's Election Day Plan
5. SBE 53 Sheriff's Report- if completed
6. Any other items that the Clerk may deem necessary to be return to the office that evening

A few final items to be aware of...

WHO MAY OBSERVE THE VOTE COUNT IN THE POLLING LOCATION

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

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

ELECTIONS EMERGENCY CONTINGENCY PLAN

The Governor may reschedule an election due to a state of emergency. The election must be held within thirty-five (35) days from the date of the suspended or delayed election.

PROCEDURES WHEN AN ELECTION IS RESCHEDULED ON ELECTION DAY

Suspend General Voting

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

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

Secure Voting Materials

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

- Paper ballots.
- E-Poll Books.

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

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



KENTUCKY UNOFFICIAL ELECTION RESULTS

On Election Evening, the public will be able to witness the Unofficial Election Night Results at www.elect.ky.gov . Remember, these results are unofficial. The final “official” results are sent to the Secretary of State by the Friday following the Election by 12:00PM EST.

For all Voter Related Services--- Please visit the State Board of Elections “One Stop Shop” at www.GoVote.KY.Gov

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

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

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

General Information

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

Sensitive Use of Language

- Do not refer to the disability unless it is relevant.
- Do not sensationalize a disability by saying "victim of" or "afflicted with," etc.

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

Mobility Disabilities

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

Deaf and Hard of Hearing

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

Visual Impairment

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

2. Take his/her hand from your arm and place it on the back of the chair.

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

Learning Disabilities

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

Psychological Disability

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

Intellectual Disability

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

Brain Injury

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

Service Animals

- Under the ADA Amendment Act, a service animal is defined as a:

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

Examples:

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

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

Election Laws and Penalties

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

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

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

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

Relating to County Clerks

- **KRS 117.995(2):** Any county clerk or member of the county board of elections who knowingly and willfully violates any of the provisions of this chapter, including furnishing applications for absentee ballots, applications for federal provisional absentee ballots, and mail-in 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, voting equipment, or voting system shall be guilty of a **Class D felony** if he or she knowingly and intentionally: (a) Causes or permits any voting machine, voting equipment, or voting system to fail to correctly register or count votes cast, tampers with or disarranges such voting machine, voting equipment, or voting system in any way; (b) Unlawfully opens a voting machine, voting equipment, or voting system; (c) Prevents or attempts to prevent the correct operation of a voting machine, voting equipment, or voting system; (d) Causes a voting machine, voting equipment, or voting system to be used or consents to its being used for any election with knowledge of

the fact that the voting machine, voting equipment, or voting system is not in order, or not perfectly set and adjusted to correctly register all votes cast; (e) Removes, changes, or mutilates any ballot; or (f) Directly connects or attempts to directly connect a voting machine, voting equipment, or voting system that tabulates or aggregates votes to a public network, including the Internet, at any time.

- **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.
 - (s) Proof of identification; and

(t) Information concerning the secure online portal to request a mail-in absentee ballot.

- **KRS 117.995(8):** the members of a county board of elections that fail to provide the training to election officers required by **KRS 117.187(2)** shall be subject to removal by the State Board of Elections.
- **KRS 119.225:** any member of a county board of elections who refuses to permit an inspector designated under **KRS 117.275** and **117.315** to exercise free and full action in witnessing the count of the ballots, or interferes with the right of such an inspector to have a free and full opportunity to witness the count of the ballots, shall be guilty of a **Class A misdemeanor**.
- **KRS 119.245:** any member of the State Board of Elections or of a county board of elections who willfully and knowingly violates any provision of the statutes relating to his duties, or fails to execute faithfully any of the duties imposed upon him by law, for which no other penalty is provided, shall be guilty of a **Class B misdemeanor**.
- **KRS 119.255:** any person who, by threat of violence or in any other manner, intimidates or attempts to intimidate the election officers, the State Board of Elections or a county board of elections in the performance of their duty and any persons who conspire together and go forth armed for the purpose of intimidating said officers, shall be guilty of a **Class D felony**.
- **KRS 119.265:** any public officer who willfully neglects to perform a duty imposed upon him under the election laws, for which no other penalty is provided, or who willfully performs such duty in a way that hinders the objects of the election laws, shall be guilty of a **Class B misdemeanor**.
- **KRS 119.307:** the county board of elections shall present to the grand jury next convening subsequent to each election the names of those election officials who failed to appear and serve at the election and who had not been properly excused. Any such person may be subpoenaed and inquiry made of his absence, and if no good cause be shown, he shall be subject to prosecution.

Relating to Election Officers

- **KRS 117.995** in part provides the following violations of election officers:
 - (1) Any person appointed to serve as an election officer but who shall knowingly and willfully fail to serve and who is not excused by the county board of elections for the reasons specified in this chapter shall be guilty of a violation and shall be ineligible to serve as an election officer for a period of five (5) years.
 - (3) Any officer who willfully fails to prepare or furnish ballots, federal provisional ballots, federal provisional absentee ballots, or absentee ballots or fails to allow a

qualified voter to cast his or her vote using voting equipment 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 or federal provisional absentee ballot shall not solicit or encourage that person to vote for or against any candidate, party, or issue. Any person who violates this section shall be guilty of a **Class D felony**.
- **KRS 117.995** sets out the following violations relating to Election Day:
 - (5) Any person who signs a name other than his or her own on an application for an absentee ballot or on the verification form for the ballot or on an emergency absentee ballot affidavit, or any person who votes an absentee ballot other than the one issued in his or her name, or any person who applies for the ballot for the use of anyone other than himself or herself or the person designated by the provisions of this chapter, or any person who makes a false statement on an application for an absentee ballot or on an emergency absentee ballot affidavit shall be guilty of a **Class D felony**.
 - (6) Any person who violates any provision of **KRS 117.235 or 117.236** related to prohibited activities during absentee voting or on election day, after he or she has been duly notified of the provisions by any election officer, county clerk, deputy county clerk, or other law enforcement official, shall, for each offense, be guilty of a **Class A misdemeanor**.
 - (7) Any person who knowingly and willfully prepares or assists in the preparation of an inaccurate or incomplete voter assistance form or fails to complete a voter assistance form when required shall be guilty of a **Class A misdemeanor** for the first offense and a **Class D felony** for each subsequent offense; however, if a voter has been permanently certified as requiring voting assistance, there shall be no offense for the failure of the voter to complete the form.
- **KRS 119.095:** any printer of ballots, or person employed in printing ballots, who prints or permits to be printed any ballot in any other form than the one prescribed by law, or with any name or device placed, spelled or arranged thereon other than as authorized and directed by the county clerk, or who gives or delivers, or knowingly permits to be taken, any ballot by any person other than the county clerk for whom the ballots are being printed, shall be guilty of a **Class C felony**.
- **KRS 119.105 Removal or destruction of election supplies or booths:**
 - (1) Any person who steals or willfully destroys any of the election supplies required to be furnished by the county clerk shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200), and imprisoned in the county jail for not less than one (1) month nor more than six (6) months.
 - (2) Any person who, during an election, knowingly and willfully removes or defaces the cards printed for the instruction of the voters, or destroys or removes any booth or other

convenience provided for the election, or induces or attempts to induce any person to commit any such act, shall be imprisoned in the county jail for not less than six (6) months nor more than one (1) year.

➤ **KRS 119.115 Tampering with voting machine or election supplies:**

- (1) Any unauthorized person found in possession of any key to a voting machine to be used or being used in any primary, general, or special election shall be guilty of a **Class A misdemeanor**.
- (2) Any person who, during or before any primary, general, or special election, willfully tampers with or attempts to tamper with, disarrange, deface, or impair in any manner whatsoever, injures, or destroys any ballot label, or destroys any such voting machine while in use at an election or at any other time, or who shall, after such machine is locked and sealed in order to preserve the record of the vote, tamper with or attempt to tamper with the record of the vote, or who aids or abets with intent to destroy or change the record of the vote shall be guilty of a **Class D felony**.

➤ **KRS 119.125:** any sheriff who willfully fails to cause an election to be held, as required by law, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500). Any sheriff who willfully fails to perform any other duty concerning an election, for which there is no penalty specifically prescribed, shall be fined not less than twenty dollars (\$20) nor more than two hundred dollars (\$200).

➤ **KRS 119.155 Interfering with election:**

- (1) Any person who unlawfully prevents or attempts to prevent any voter from casting his ballot, or intimidates or attempts to intimidate any voter so as to prevent him from casting his ballot, or who unlawfully interferes with the election officers in the discharge of their duties, shall be guilty of a **Class D felony**.
- (2) Any person who, by himself or in aid of others, forcibly breaks up or prevents, or attempts to break up or prevent, or obstructs or attempts to obstruct, the lawful holding of an election, shall be guilty of a **Class A misdemeanor**.

➤ **KRS 119.165 False personation of a voter:**

- (1) Any person who falsely personates a registered voter, and receives and casts a ballot by means of such personation, shall be guilty of a **Class D felony**. An attempt at such personation shall constitute a **Class A misdemeanor**.
- (2) Any person who, by means other than falsely personating a registered voter, votes at an election in this state when he is a resident of another state or country, or votes more than once at an election, or votes by use of the naturalization papers of another person, shall be guilty of a **Class D felony**. Any person who knowingly votes or attempts to vote in a precinct other than the one in which he resides shall be guilty of a **Class A misdemeanor**, unless by voting in a precinct in which he does not live he is enabled to vote in a race or on a matter in which he could not vote in his proper precinct in which case he shall be guilty of a **Class D felony**. Any person who

lends or hires his or another's naturalization papers to be used for the purpose of voting shall be subject to the same penalty.

- (3) Any resident of this state who, by means other than falsely personating a registered voter, votes at a regular or special election before he has resided in this state thirty (30) days, or in the county and precinct where the election is held the time required by law, or before he has attained full age, or before he has become a citizen, shall be guilty of a **Class B misdemeanor**.

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**.

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, obliterated, 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**

Notes

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