2023 PRIMARY ELECTION
MAY 16TH
ELECTION OFFICER TRAINING

ELECTION OFFICER TRAINING AGENDA

- ✓ EXCUSED AND EARLY VOTING INFORMATION
- ✓ ELECTION OFFICER EXPECTATIONS
- ✓ SBE FORMS
- ✓ INTRODUCTION OF THE NEW E-POLL BOOKS
- ✓ VERITY SCAN AND TOUCHWRITER MACHINES

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EXCUSED ABSENTEE VOTING
MAY 3rd, 4th, 5th, 8th, 9th AND 10th
SHELBYVILLE CO CLERKS OFFICE
501 WASHINGTON ST SHELBYVILLE KY 40065
8:30AM TO 4:30PM

EARLY VOTING
MAY 11th AND 12th 10:00AM TO 6:00PM
MAY 13th 8:00AM TO 4:00PM
STRATTON COMMUNITY CENTER
215 WASHINGTON ST SHELBYVILLE KY 40065

IF YOU ARE NOT WORKING AT YOUR HOME PRECINCT YOU MUST USE ONE OF THESE OPTIONS

ELECTION DAY PHONE NUMBERS

OFFICE: 502-633-4410

TONY HAROVER: 502-541-3294

ABBY DIETRICH: 502-338-4356

ATTENTION!

ALL VOTING MACHINES ARE TO UP AND RUNNING BY 6:00AM

PRECINCT OFFICERS RESPONSIBILITIES

ARRIVE & END OF DAY	ARRIVE AT POLLING LOCATION AT 5:00AM TO ENSURE POLLING LOCATION IS READY TO OPEN AT 6:00AM. ALL VOTERS IN LINE BY 6:00PM WILL BE ALLOWED TO VOTE. THE SHERIFF WILL GET IN LINE AT 6:00PM TO ENSURE LAST VOTER VOTES.
ASSIST	ASSIST IN OPENING & CLOSING MACHINES
MONITOR	MONITOR VOTING MACHINE DURING VOTING PROCESS
SECURE	SECURE THE VOTING MACHINES AFTER POLLS HAVE CLOSED
CONTACT	CONTACT COUNTY CLERK TO REPORT ANY PROBLEMS

PERSONS ALLOWED IN POLLING LOCATION

- ELECTION OFFICERS
- VOTERS (INCLUDING MINORS WITH VOTERS)
- LAW ENFORCEMENT OFFICERS
- MEMBERS OF THE MEDIA FOR LIMITED PURPOSE OF FILMING THE VOTING PROCESS. THEY MAY NOT CONDUCT INTERVIEWS WITH VOTERS OR PRECINCT OFFICERS INSIDE THE POLLING LOCATION
- CHALLENGERS

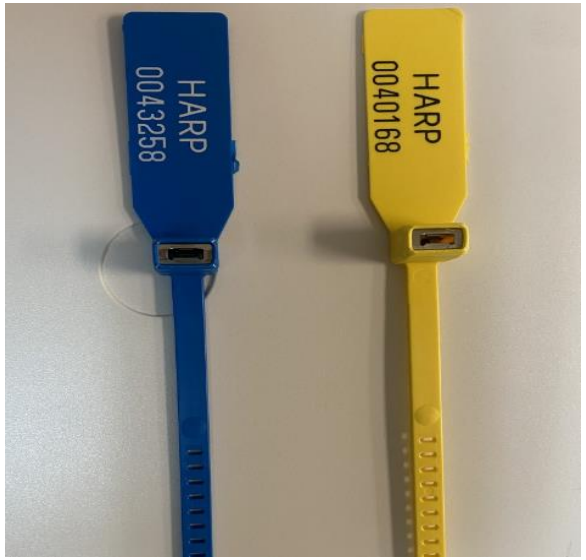
ALL FORMS LOCATED IN WHITE BINDER
PLEASE SIGN ALL FORMS REQUIRING A SIGNATURE FROM ALL OR ONE PRECINCT OFFICER(S)

OATH OF VOTER SBE32	VOTER ASSISTANCE SBE31	VOTER AFFIRMATION SBE71	ELECTION OFFICER AFFIRMATION SBE72	PRECINCT MAP
CITY STREET MAP (IF IN CITY LIMITS)	SAMPLE BALLOTS	SHERIFF REPORT SBE52	E-POLL VERIFICATION SHEET	LIST OF ABSENTEE VOTERS
VERITY SCAN ENVELOPE	VERITY TOUCHWRITER ENVELOPE	NAMES TAGS	SUPPLEMENTAL ROSTER	VOTER REGISTRATION CARDS

SBE 79 DAILY VOTING MACHINE VERIFICATION SHEET LOCATED IN TOP PORTION OF VERITY MACHINE

BEFORE POLLS OPEN – PRECINCT OFFICERS (1 DEM & 1 REP) ENTER IN BEGINNING SEAL NUMBERS (RED & YELLOW) AND THE PUBLIC COUNT (0).

AFTER POLLS CLOSE – PRECINCT OFFICERS (1 DEM & 1 REP) ENTER ENDING SEAL NUMBERS (RED & BLUE) AND THE PUBLIC COUNT (TOTAL VOTES).



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
5/16/23	EXAMPLE
TYPE OF DEVICE	**DEVICE SERIAL NUMBER**
VERTY SCAN	123456

Type of Device	Current Number of Seal	Status of the Seal
BEGINNING MEMORY DEVICE SEAL NUMBER	RED SEAL	☒ SEALED ☐ BROKEN
BEGINNING TUB SEAL SERIAL NUMBER	YELLOW SEAL	☒ SEALED ☐ BROKEN
BEGINNING PUBLIC COUNTER NUMBER	0	

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	RED SEAL	☒ SEALED ☐ BROKEN
ENDING TUB SEAL SERIAL NUMBER	BLUE SEAL	☒ SEALED ☐ BROKEN
ENDING PUBLIC COUNTER NUMBER	TOTAL VOTES END OF ELECTION DAY	

Verified by:
Print_____/Signature_____
Democrat Election Officer

Print_____/Signature_____
Republican Election Officer

SBE 79 (04/2022)

SBE 75 ELECTION CONTEST CHAIN OF CUSTODY :

THIS WILL BE TAPED ON TOP OF YOUR VERITY SCAN MACHINES.

COMPLETED BY ROAD DEPT

COMPLETED BY PRECINCT OFFICER

KENTUCKY STATE BOARD OF ELECTIONS

Election Contest Chain-of-Custody

Voting Site Location: _____

- *A separate form must be completed for each transfer of records between a person(s) transferring and a person(s) receiving.*

To Be Completed by Person(s) Transferring Election Materials:

Transferred By: _____

Site of Transfer: _____

Date/Time of Transfer: _____

Upon initial inspection, did any materials show any signs of tampering or vandalism? Y N

Were all locking mechanisms locked at time of arrival? Y N

Do any locking mechanisms appear to be tampered with? Y N

Name of anyone with access to materials after materials were transferred by the above-listed:

_____

_____

Date/Time of Departure: _____

Signature(s): _____

To Be Completed by Person(s) Receiving Delivery of Election Materials:

Received By: _____

Site of Delivery: _____

Date/Time of Delivery: _____

Upon initial inspection, do any materials show any signs of tampering or vandalism? Y N

Are all locking mechanisms locked at time of arrival? Y N

Do any locking mechanisms appear to be tampered with? Y N

Name of anyone with access to materials after materials were received by the above-listed:

_____

_____

Signature(s): _____

- *Deliver all completed Chain-of-Custody Forms to the County Clerk in the jurisdiction of the voting site location.*

SBE 75 08/2022

ELECTIONEERING

- NO ONE IS PERMITTED TO DO ANY ELECTIONEERING WITHIN 100 FEET OF THE POLLING PLACE ON ELECTION DAY.
- ELECTIONEERING IS NOT PERMITTED INSIDE THE POLLING AREA.
- VOTER WEARING CAMPAIGN MATERIAL AT THE PRECINCT MAY NOT BE FORCED TO LEAVE THE POLLING PLACE BECAUSE THEY ARE WEARING SUCH AS T-SHIRTS, BUTTONS, HATS, ETC UNITIL GIVEN A CHANCE TO CAST A BALLOT.

SHERIFF'S REPORT SBE 53 THIS REPORT DOCUMENTS MAJOR CONCERNS AND SUGGESTIONS FROM ELECTION DAY.

THE SHERIFF WILL COMPLETE AND SIGN THIS FORM.

IRREGULARITIES

RECOMMENDATIONS

Commonwealth of Kentucky
State Board of Elections

PRECINCT ELECTION SHERIFF'S POST-ELECTION REPORT

KRS 117.355(1) Within three (3) days after any primary or general election, the precinct election sheriff shall file a report with the chairman of the county board of elections and with the local grand jury. The report shall include any irregularities observed and any recommendations for improving the election process.

County	
Date Of Election	
Precinct	
Name Of Precinct Election Sheriff (Please Print)	

IRREGULARITIES OBSERVED: (If you observed any irregularities, describe in your own words with as many details as possible, including names of alleged violators of election laws. Alleged violations should include, 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, or voting supplemental paper ballots. Violations of KRS 117.235 relating to electioneering shall also be reported. If more space is required, attach additional sheets as necessary. If no violations are observed, so indicate.)

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

SHERIFF SIGNATURE

Date Signed

Signature of Precinct Election Sheriff

KRS 117.255
KRS 117.355

SBE 53 (2/10)

White – Grand Jury
Canary – County Board of Elections
Pink – Precinct Election Sheriff

SBE 71 VOTER AFFIRMATION FORM

USE SBE 71 IF VOTER IS USING THE FOLLOWING FORMS OF IDENTIFICATION:

- SOCIAL SECURITY CARD
- SBE APPROVED COUNTY ID CARD
- FOOD STAMP CARD
- ELECTRONIC BENEFIT CARD
- SUPPLEMENTAL NUTRITION CARD
- CREDIT/DEBIT CARD

KENTUCKY STATE BOARD OF ELECTIONS

Voter Affirmation Form

I, _____, do hereby affirm that the name I have given here is the name that I am generally known by or the name I have given here is as stated on my voter registration.

I further affirm that:

To the best of my knowledge and belief, my date of birth is _____.

My current residential address, including the street address number is:

_____

_____, if my address changed in the twenty-eight (28) days prior to the date of this election, I affirm that I moved on _____ and that my prior address was:

_____

_____.

_____ I am a citizen of the United States;

_____ I am qualified to vote in this precinct under current Kentucky laws related to voter eligibility;

_____ I have not voted and will not vote in any other precinct during this election;

The following impediment has prevented me from procuring proof of identification as defined under KRS 117.001:

_____ Lack of transportation;

_____ Inability to obtain my birth certificate or other documents needed to show proof of identification;

_____ Work schedule;

_____ Lost or stolen identification;

_____ Disability or illness;

_____ Family responsibilities;

_____ Proof of identification has been applied for, but not yet received;

_____ I have a religious objection to being photographed.

I understand that making a false statement as to any of the affirmations on this form is punishable under penalties of perjury.

_____ _____

Signature Date

SBE 71 04/2022

USE THIS FORM IF THE VOTER IS KNOWN BY THE ELECTION OFFICIAL BY NAME AS A RESIDENT OF THE COMMUNITY

SBE 72 ELECTION OFFICER AFFIRMATION FORM

KENTUCKY STATE BOARD OF ELECTIONS

Election Officer Affirmation Form

In accordance with K.R.S. 117.228(4), I _____, do hereby affirm the identity of _____, an individual wishing to vote in this election, as this individual is known to me by name and I know this individual to be a resident of this community.

_____ _____

Signed Name of Election Officer Date

SBE 72 (04/2022)

PRECINCT
BALLOT ACCOUNTABILITY SHEET

THE STARTING NO. WILL BE ENTERED FOR YOU.

THE ENDING NO. WILL BE THE NEXT BALLOT NUMBER YOU WOULD HAVE ISSUED.

KEEP YOUR SPOILED BALLOT COUNT TO GET YOUR TOTAL BALLOTS USED

ALL PRECINCT OFFICERS MUST SIGN!

ENTERED BY CLERK'S OFFICE

ENDING NO.

SPOILED BALLOT COUNT

ALL PRECINCT OFFICERS MUST SIGN

PRECINCT BALLOT ACCOUNTABILITY STATEMENT

Co. Clerk

COUNTY	DATE OF ELECTION	PRECINCT NAME	PRECINCT
BOYLE	11-6-12	W. LANE	A101

	Co. BOYLE	Co./ School	Co./ School/ City	Co./City		
QTY. PADS ISSUED	5	10	6	10		
STARTING NO.	001	501	1501	2101		
ENDING NO. (THE NUMBER OF THE NEXT BALLOT YOU WOULD HAVE GIVEN OUT)	362	1201	1923	2704		
SPOILED BALLOT COUNT AREA EXAMPLE: ~~LHT~~ II	~~1111~~	11	1	1111		
TOTAL BALLOTS USED						

Judge

REASON FOR DISCREPANCIES: _____

NOTES: _____

All

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

Precinct Clerk _____ (SIGN) Precinct Sheriff _____ (SIGN)

Precinct Judge _____ (SIGN) Precinct Judge _____ (SIGN)

County Clerk _____ (SIGN)

Item #146 Ballot Accountability Statement Sample • Harp Enterprises, Inc. • Revised 8/2012

VOTER ASSISTANCE FORM SBE 31

A VOTER MAY HAVE ASSISTANCE DUE TO:

- BLINDNESS
- PHYSICAL DISABILITY
- INABILITY TO READ ENGLISH

IF THE VOTER HAS BEEN MARKED FOR PERMANENT ASSISTANCE, THE PERSON ASSISTING THE VOTER AND PRECINCT CLERK ASSISTING THE VOTER MUST SIGN SBE31

IF FILLING OUT SBE31 FOR 1ST TIME REQUIRES VOTER, PERSON ASSISTING AND PRECINCT CLERK MUST SIGN.

WHO MAY ASSIST THE VOTER?

- ANY PERSON OF THE VOTERS CHOICE EXCEPT:
- A VOTER'S EMPLOYER OR AGENT OF EMPLOYER
- AN OFFICER OR AGENT OF VOTER'S UNION

VOTER ASSISTANCE FORM

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

NAME OF VOTER		DATE OF BIRTH (MM/DD/YYYY)	
RESIDENTIAL ADDRESS	*Complete Street Address*	*City*	*Zip Code*
PRECINCT NAME OR PRECINCT NUMBER			
Check ✓ one:			
	Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed *by the person assisting the voter* and be witnessed by the precinct clerk/officer.		
	Voter is NOT certified as requiring assistance on a permanent basis. *Both* of the following oaths must be completed and signed by the voter, the person assisting the voter, and be witnessed by the precinct clerk/officer.		

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

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

I hereby state, under oath (or affirmation), that I am a qualified voter in the precinct indicated above, and that the reason I require assistance in voting is (check one): ☐ Blindness ☐ Physical disability ☐ Inability to read English

_____
Signature or "mark" of voter

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

OATH FOR PERSON ASSISTING VOTER

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

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

Name of person assisting voter (PLEASE PRINT)	Signature of person assisting voter

APPLICATION REQUEST FOR PERMANENT ASSISTANCE

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

SECTION TO BE COMPLETED BY PRECINCT ELECTION OFFICER

The parties hereto have subscribed and sworn (or affirmed) these Oaths before me this _____ day of _____, 20____.

_____
Signature of Precinct Election Officer

KRS 116.165	Provides that "any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefor."		
KRS 117.255			
KRS 117.365			
KRS 117.995		WHITE:	Grand Jury
		CANARY:	County Clerk
SBE 31 (04/2022)		PINK:	County Board of Elections

E-POLL BOOK VERIFICATION SHEET

ENTER IN NUMBER OF E-POLL BOOKS YOUR PRECINCT LOCATION.

TOTAL VOTERS IN THIS LOCATION (PRECINCT RECORDS):

TOTAL VOTERS CHECKINS:

ALL E-POLL BOOKS AND VERITY MACHINE TOTALS SHOULD MATCH.

LIST ANY DISCREPANCIES

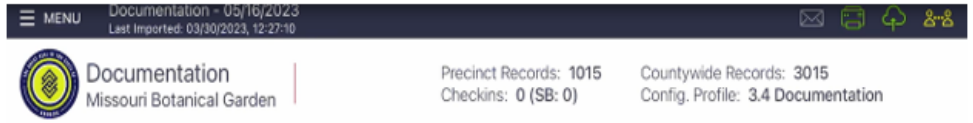
INITIAL AND DATE

E-POLL BOOK VERIFICATION SHEET

This form needs to be done at the end of election day

PRECINCT:
Number of E-Poll Books in this location:____

Next 2 steps are located in the middle top of your E-Poll Book screen



1. TOTAL VOTERS IN THIS LOCATION (Precinct Records): _____
2. TOTAL VOTERS CHECKINS: _____

TOTAL NUMBER OF VOTES ON VERITY MACHINE IN THIS LOCATION: _____

These numbers should match
Verity Scan Machine and your E-Poll Book's

Reason for discrepancies:_____
_____
_____

Election Officer Initials & Date _____

Verity Scan Setup

- All Supplies are in the black bin
- Ballot Bag
- Supply Bag
- E-poll Books
- Extension Cords/Power Strip
- Power Brick
- Privacy Screens
- Precinct Sign Tower

Verify GREEN Seal # on Verification Sheet!!

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 - Black Seal Number: _____	_____	_____
Case Handle - Green Seal Number: _____	_____	_____
Verity Scan Lifetime Counter: _____	_____	_____
Red Ballot Bag Lock Seal: _____	_____	_____

Signature _____

Program Administrator who sealed Verity Scan

Attach GREEN seal to handle bars of the Verity Scan Machine

Verity Touch Writer Setup

What's in the Case?

1. Green Case
2. Luggage tag
3. Flip Stand
4. Lightning to USB Cable and Power Adapter
5. Two (2) Stylus
6. 18" Power Cord
7. ID Tray (metal)
8. Printer (cords included)
9. Screen Cloth

Oath of Voter and Voter Registration Card are still in paper form.
New process for Supplemental Roster will be on your E-Poll Book.
Hands on training for this portion.

- Tip: Have the voter step to the side with an precinct officer to fill out both forms once completed follow steps on E-Poll book to complete check in. (pg. 22 in E-poll book guide.)

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 (04/2022)

SBE 01 (03/2020) **You MUST answer questions A & B below before completing this form.** 5041503

A. Are you a citizen of the United States of America? ☐ YES ☐ NO
B. Will you be 18 years of age on or before election day? ☐ YES ☐ NO
If you checked "no" in response to either of these questions, do not complete this form.

Check one:		FOR CLERK USE ONLY			
☐ New Registration	☐ Address Change	PRECINCT CODE	PRECINCT NAME	TOWN	OTHER CODE
☐ Party Change	☐ Name Change				

Social Security Number	Date of Birth (M-D-Y)	County (where you live)	Work Phone	Home Phone

☐ Female ☐ 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
☐ Democratic Party
☐ Republican Party
☐ Other _____

If you select "Other" as your party affiliation, you are eligible to vote for only nonpartisan offices in any primary election. You may vote for any candidate in all general or special elections. Only persons timely registered shall have the right to vote.

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.

WARNING: Per KRS 119.025, any person who causes himself to be registered when he is not legally entitled to register, shall be subject to penalties including fines and/or a term of imprisonment not less than one (1) year nor more than (5) years.
Voter Declaration – read and sign below
I swear or affirm that:
- 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.

X Signature Date
TWO WITNESSES REQUIRED IF "MARK" IS USED
Witnessed By: Witnessed by: