

2024 PRIMARY ELECTION MAY 21ST ELECTION OFFICER TRAINING

ELECTION OFFICER TRAINING AGENDA

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

EXCUSED ABSENTEE VOTING MAY 8TH, 9TH, 10TH, 13, 14TH & 15TH SHELBYVILLE CO CLERKS OFFICE 501 WASHINGTON ST SHELBYVILLE KY 40065 8:30AM TO 4:30PM

EARLY VOTING MAY 16TH & 17TH 10:00AM TO 6:00PM MAY 18TH 8:00AM TO 4:00PM SHELBYVILLE CONFERENCE & WELCOME CENTER 219 7TH ST SHELBYVILLE

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

ATTENTION!

ALL VOTING MACHINES ARE TO BE 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	PRECINCT LOCATIONS LIST	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 Democrat Election O	/Signature	
Print Republican Election	/Signature	

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 (
Print Republican Election	/Signature	

SBE 75 ELECTION CONTEST CHAIN OF CUSTODY :

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

	 Voting Site Location: A separate form must be completed for each transfer of records between
	To Be Completed by Person(s) Transferring Election Materials:
COMPLETED	Transferred By:
BY ROAD	Site of Transfer:
	Date/Time of Transfer:
DEPT	Upon initial inspection, did any materials show any signs of tampering or vandalis
	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
	Date/Time of Departure:
	Signature(s):
	To Be Completed by Person(s) Receiving Delivery of Election Materials:
	Received By:
	Site of Delivery:
COMPLETED	Date/Time of Delivery:
BY PRECINCT	Upon initial inspection, do any materials show any signs of tampering or vandalis
	Are all locking mechanisms locked at time of arrival? Y N
OFFICER	Do any locking mechanisms appear to be tampered with? Y N
	Name of anyone with access to materials after materials were received by the ab
	Signature(s):
	 Deliver all completed Chain-of-Custody Forms to the County Clerk
	SDE 75 08/2022

KENTUCKY STATE BOARD OF ELECTIONS

Election Contest Chain-of-Custody

en a person(s) transferring and a person(s) receiving.

sm? Y Ν

above-listed:

im? Y Ν

ove-listed:

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 UNTIL GIVEN A CHANCE TO CAST A BALLOT.

Commonwealth of Kentucky State Board of Elections

PRECINCT ELECTION SHERIFF'S POST-ELECTION REPORT

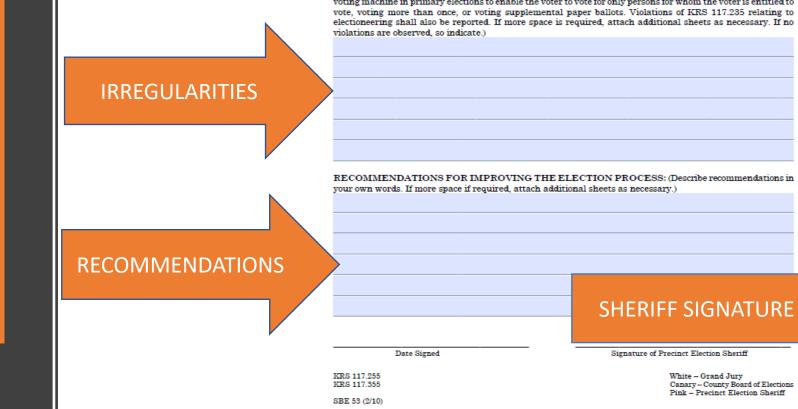
KRS 117.355(1) Within three (3) days after any primary or general election, the precinct election sheriff shall file a report with the chairman of the county board of elections and with the local grand jury. The report shall include any irregularities observed and any recommendations for improving the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

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

THE SHERIFF WILL COMPLETE AND SIGN THIS FORM.



SBE 71 VOTER AFFIRMATION FORM

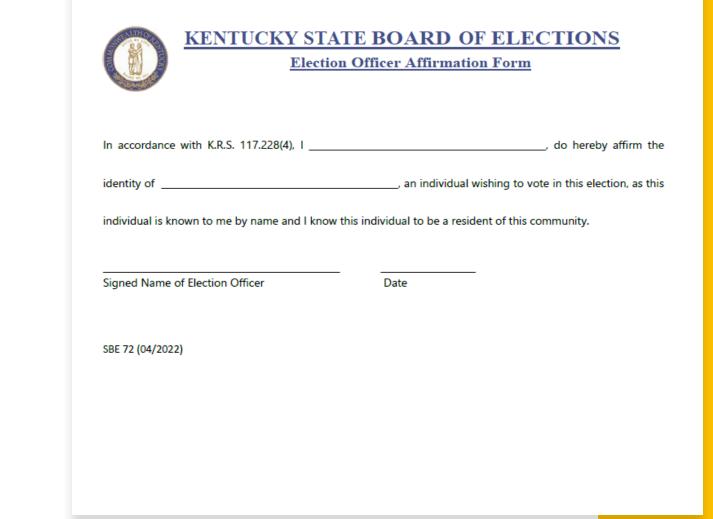
USE SBE 71 IF VOTER IS USING THE FOLLOWING FORMS OF IDENTIFICATION:

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

I,, do hereby affirm that the name I have given here is the name th 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 m 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

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



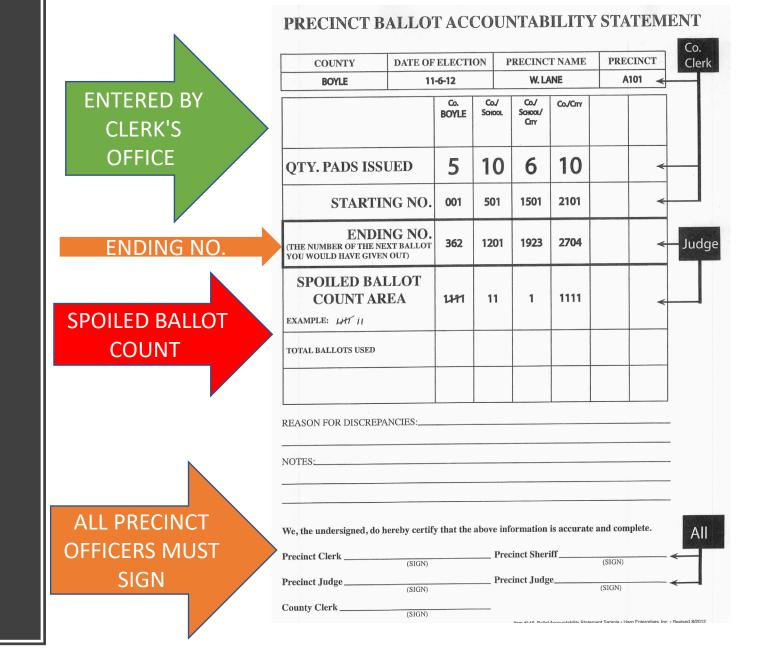
PRECINCT BALLOT ACCOUNTABILITY SHEET

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!



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

	istance may be assisted by the two			
election officer, except that t assist a voter.	he voter's employer, an agent of tha	at employer, or an offic	er or agent	of the voter's union sh
		DATE OF BI	тн	
NAME OF VOTER		(MM/DD/YYY		
RESIDENTIAL ADDRESS				
PRECINCT NAME OR	Complete Street Address		City	Zip Code
PRECINCT NUMBER				
Check ✓ one:				
Voter has been certi	fied as requiring assistance on a per	manent basis as indica	ted on prec	inct roster. The followi
	by the person assisting the voter ar			
	d as requiring assistance on a perma			
and signed by the vo	oter, the person assisting the voter, a	and be witnessed by th	ne precinct (clerk/officer.
OATH FOR VOTER	NOT CERTIFIED AS REQUI	IRING ASSISTAN		PERMANENT BAG
	assistance on a <u>permanent</u> basis as i			
				-
I hereby state, under oath (o	r affirmation), that I am a qualified	voter in the precinct in	dicated abo	we, and that the reasor
require assistance in voting is	s (check one): Blindness	Physical disability	🗌 Inabi	lity to read English
	•			-
	Signature or "	'mark" of voter		
	Signature of			
Witness (two witnesses re	equired if "mark" is used)	Witness (two wi	tnesses req	uired if "mark" is used)
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E-POLL BOOK VERIFICATION SHEET

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

LIST ANY DISCREPANCIES

INITIAL AND DATE

E-POLL BOOK VERIFICATION SHEET

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

Precinct Records: 1015

Checkins: 0 (SB: 0)

🖂 🚍 🗘 🎦

Countywide Records: 3015 Config. Profile: 3.4 Documentation

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

Documentation - 05/16/2023 Last Imported: 03/30/2023, 12:27:10

Documentation

Missouri Botanical Garden

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 VOTERS IN THIS LOCATION (PRECINCT RECORDS):	
TOTAL VOTERS CHECKINS:	
ALL E-POLL BOOKS AND VERITY MACHINE TOTALS SHOULD MATCH.	

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

TOTAL NUMBER OF VOTES ON VERITY MACHINE IN THIS LOCATION:

Reason for

∃ MENU

discrepancies:

Election Officer Initials & Date _____

Provisional Ballot Steps begin at pg. 44

DO NOT BREAK YELLOW SEAL without contacting the county clerk's office first.

All Precinct Workers must sign Provisional Ballot Accountability Statement even if none are used.

A103

CHARLESTON

PROVISIONAL BALLOTS



PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT

County	Date of Election	Precinct Name	Precinct Code

Choose Election Type:		Ballot Stub Numbers				
Primary or General		From	То			
Primary	Democrat					
Election	Republican					
Gener	al 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						
Dallots	Primary Election			General Election			
	Democrat	Republican		Election			
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)



SUPPLEMENTAL PROCESS

If a voter has moved MORE than 30 days from deadline, They must be added to E-Poll book in the **new precinct**. Contact clerk's office oath of voter, new voter registration cards etc. See page 22 in EPB Guide Supplemental Process See page 12 in EPB Guide Process Voter

If voter has moved LESS 30 day's they will vote in same location.

If a voter has moved from another County they are **NOT** eligible to vote in Shelby County



- 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. 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.

precinct roster, when the officer when a voter's right to vote is dis	v precinct within the same county and is s of an election disagree as to the qua sputed by a challenger, the voter shall si	ifications of a voter
to his qualifications before he is p	permitted to vote.	
I,(Name: P	, her	eby state, under oath,
(Name: P	lease Print)	
that I am duly registered as a	(Political Party Preference)	oter in this precinct i
	(Political Party Preference)	
	County, Kentucky and that	I currently reside at
(County)		
(C) (D) (1) (0) (1) (1)	My previo	ous address was
(Current Residence Street Add		
(Decedaria Decidence 64	in this cou Iress, City, and Zip Code)	inty.
(Previous Residence Street Add	iress, City, and Zip Code)	
	ns which should prevent my vote from b have not voted and will not vote in ano g this election.	
be guilty of perjury and subject	o falsely signs and verifies any form re- to the penalties therefore. I further und l voter at the current address stated abo	erstand that if I exe
Voter must sign here	Date of Birth	Date
Precinct Name or No.	Date of Birth	
Precinct Name or No. Signature of Precinct Election Offic This Oath shall be re		
Precinct Name or No Signature of Precinct Election Offic This Oath shall be re Comm	cer or Challenger turned to the County Clerk who shall de	liver it to the
Precinct Name or No	turned to the County Clerk who shall de onwealth's Attorney for investigation. Wnew address. Not on precinct roster. Uj dispute voter's qualifications.	liver it to the

COMMONWEALTH OF KENTUCKY STATE BOARD OF ELECTIONS

SBE 01 (03/2020)	You	MUST answer	question	ns A 8	8 B b	elow b	efo	ore complet	ting th	is form.		504150
A. Are you a citiz	erica?		YES	5 🗌 N	0			d "no" in respo				
B. Will you be 18 years of age on or before elec				?	YES	i 🗌 N	0	these questions, do not complete this forn				
Check one:						FO	R CLERK US	SE ONL'	Y			
New Registration	Address Change	PRECINCT	CT CODE				F	PRECINCT NAME			TOWN	OTHER CODE
Party Change	Name Change											
Social Secur	Social Security Number Date of Birth (I		M-D-Y)	County (where you live) Work Phon				Work Phone	e Home Phone			
Female Ma	Female Male			First Name Middle Name			Suffix (circle one) Jr. Sr. II III IV					
Address where you live (do not give PO Box address):								Apt #	ŧ	City		Zip Code
Address where you get your mail (if different from above):								Apt #	ŧ	City	2	Zip Code
Democratic Party legal impri Republican Party Vote					to reg not les ion – r m that .S. Cit urrent at leas a com follow	ister, sh s than o ead and izen. residen t 18 yea victed fo ing an o	t of ars of elon.	be subject to (1) year nor n n below Kentucky. of age on or b , or if I have b ingement, Ex	penaltie more the before the been co xecutive	ses himself to be reg es including fines and an (5) years. The next general elect invicted of a feloxy, r Pardon, or Executiv line acout of law.	d/or a term of	
registered shall have	e the right to vote.				claim t	he right	to	vote anywher	re outsid			
NOTE: You may change your political party affiliation at any		X Signature Date										
time on or before December 31 st to remain eligible to vote in the following primary election.			TWO WITNESSES REQUIRED IF "MARK" IS USED Witnessed By: Witnessed by:									



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' In	itials
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

ĥ,

Attach GREEN seal to handle bars of the Verity Scan Machine



Verity Touch Writer Setup

