

# Procedures for Verifying Signatures on City of Coeur d'Alene Recall Petitions

June 8, 2012

## Overview

This project is to compare voter signatures on petitions with voter signatures in the Idaho State Voter Registration System (ISVRS). You will work on only one petition sheet at a time. Note that **each step must be followed exactly**.

## Log-In

Please use your assigned log-in and password for the ISVRS system. ISVRS will automatically log you out after 10 minutes of inactivity. Please log yourself out of both ISVRS and the computer at the end of each workday.

## 4 Main Steps to Researching Each Signature on a Petition Sheet

1. Under the Main Menu, select "**Activities**", then "**Petitions**", then "**Maintain Petitions**". A list of petitions will appear, and the newest ones are on top. *Note that each of the four Council Members subject to recall has a separate entry screen.* Click on the radio button for the petition you want to add signatures to, then at the bottom click on the button labeled "**Add Signatures**". The screen view will change to "**Search Signers**".
2. Double-check that the ISVRS screen is labeled with *the same council member who is listed on the petition* you're researching. Then enter the first petition signer name from your sheet, using last name and first initial.
  - a. If you have difficulty making out the name, you can also search by address. (P.O. Boxes are not residence addresses, so you must have a street address.)
  - b. Once the information is entered, click on "**Search Voter**".
3. Once you've found the right last name, scroll through until you find the specific voter who signed the petition you're researching. Click the box in the upper left hand corner next to that voter's name.
  - a. Compare the residence address listed on the petition to make sure it matches the residence address on your screen.
  - b. Compare the voter's signature in ISVRS against the signature on the petition, to ensure they're a close resemblance.
  - c. Make sure the signature date on the petition is equal to or after the voter's Registration Date (Reg Date).
  - d. If everything matches, enter the signature date from the petition sheet in the boxes provided next to "Sign date". Use Month, Day, Year. Next to "Status" click the drop down menu and select "Accepted". Finally click on the button titled "**Update**" at the bottom center of your screen. This causes ISVRS to accept your inputted data.
4. The signature has been accepted and ISVRS will send you back to the search screen again. Write "OK" to the left of that individual's name on the petition sheet.

If there are no variances on your petition, go to Certifying Petitions on page 3

## Variance Notes

- A. **If the voter's name is listed in RED** then they have already been entered into the ISVRS system as having signed a petition for the council member whose petition you are researching. Write "DUP" (for "Duplicate") to the left of that person's name on the petition sheet, put a Post-it Tab next to that name, and notify Carrie Phillips that this person signed a petition more than once, because it may be a violation of the law. Do not change their status in ISVRS!
- B. **If no voter matching the last name is found**- double check the spelling of the name on the petition, click again on "**Search**", then repeat step 3. If you still find no voter with that last name, try searching their street address. If still no voter is found, write "NF" (for "Not Found") to the left of the individual's name on the petition sheet.
- C. **If the Signature Doesn't Match**- If the signature on the petition doesn't match that in ISVRS, or if you feel uncertain whether it matches closely enough, take it to Carrie Phillips right away. She will instruct you how to proceed:
  - a. If she instructs you to reject this signature, enter the petition signature date and next to "Status" click the drop down menu and select "Rejected". Under "Reject Reason" click the drop down menu and select "Invalid Signature", then "**Update**". On the petition page write "IS" (for "Invalid Signature") to the left of the name.
  - b. If she instructs you to accept the signature, return to Step 3 d.
- D. **If the Address doesn't match**- If the petition contains a P.O. Box or a significantly different address than in ISVRS and the signature matches, enter the petition signature date and next to "Status" click the drop down menu and select "Rejected". If ISVRS contains a similar but not exact address match to that on the petition, ask Megan Bircher to pull the voter's original voter registration card to compare. She or Carrie Phillips will instruct you what to do next. Under "Reject Reason" click the drop down menu and select "Address Invalid", then "**Update**". On the petition page, write "RDA" (Registered Different Address) to the left of the name. (If the house number listed on the petition is different from the house number listed in ISVRS, ask Sherry Van Petten or Megan Bircher whether there has been a 911 change; if not, select "Address Invalid" then "**Update**".)
- E. **If the Address is not in Coeur d'Alene** - If a petition signer's address says Coeur d'Alene, but ISVRS says "Voter Not Found", they probably live in the county. Place a Post-It Note tab next to the person's name on the petition and notify Carrie Phillips that this person is not a Coeur d'Alene resident because they may have violated the law by signing the petition.
- F. **If a signature doesn't show up in the ISVRS window**- ask Megan Bircher to pull the original registration card for the petition signer so you can verify the signature on the petition matches the signature on the registration card. Then return to all the steps in 3.
- G. **If the signature date does not follow the voter registration date**- ISVRS will show a pop up window notifying you that the petition signing date is before the voter

registration date. Place a Post-It Note tab next to the person's name on the petition, notify Carrie Phillips, and she will tell you how to proceed.

### **Certifying Petitions**

When you've researched all 20 names on the petition, count the number of signatures marked "OK". Go to the certification table in the lobby under the flag painted on the wall, insert the "OK Signatures" number on the Petition Certification page, sign your name and affix a stamp to the certificate. Paperclip the Petition Certification on top of the petition, put it in the completed box in the Temp Room, put a hash mark on the flipchart page under the Council Member on your completed petition, and take another petition to research.

### **Helpful Tips**

**If two people with the same last name** are listed on the petition and are on the same **Search Voter ISVRS** page, you can enter the information for both of them before clicking **"Update"**. (They **MUST** be on the same Search Voter page for the system to accept them.)

**If you make an error** (hitting "Accepted" instead of "Rejected" or vice versa), you can reverse that entry. Return to Step 3 (now the voter's name should be listed in **RED**), click on the box in the upper left hand corner. Next to "Status" click the drop down menu and select "Deleted", then click **"Update"**.