2020

Butler County — BOARD OF ELECTIONS —

Precinct Election Official
Manual

March Primary Election

The Board of Elections is here to help.
Call us with any question or concern.

Important Phone Numbers

Technical Problems
513-785-6699

Report Missing Precinct Election Officials
513-785-5711

Help Locating a Voter's Street Address
513-785-6699

Voter or Election Questions
513-887-3700

Introduction & Welcome!

Thank you for serving as a Precinct Election Official.

We are delighted to have you working as part of our team for the upcoming election. The Butler County Board of Elections is committed to conducting fair and impartial elections that are well organized and professionally managed, something that would be impossible without you, one of the hundreds of dedicated, community-minded Precinct Election Officials who staff and operate the polling locations each Election Day.

As a Precinct Election Official, it is your job to assist voters and to help ensure that the election is conducted lawfully.

In addition, you will:
- ☐ Work as part of a team to ensure that the polling location is set up properly and that Election Day runs smoothly and successfully.
- ☐ Help keep the entrance to the polling location open and unobstructed.
- ☐ Ensure that all voters are able to check in and vote freely by preventing any attempts to obstruct, intimidate or interfere with their rights.
- ☐ Ensure that all forms, ballots and voting units remain available, safe and free from tampering.
- ☐ Complete other duties as required by the Ohio Secretary of State and Ohio Revised Code Title 35 (Ohio Election Laws).

Your feedback is needed!

At your earliest convenience after Election Day, please complete our online Precinct Election Official Survey. The information you provide helps to ensure we are continuously improving the election experience for you and our voters. The link to the survey will be available from the day after Election Day and for one month following. The link to our survey is: https://elections.bcohio.us/feedback

Contents

We encourage you to get some extra hands-on practice with our voting equipment and e-poll books. You can practice processing voters, completing provisional forms, using the voting units and have any of your questions answered.

Who: Any Precinct Election Official working the next election

Where: The Board of Elections Office
1802 Princeton Rd. Ste. 600
Hamilton, Ohio 45011

When: Thursday, March 5, 2020, 9:00am – 4:00pm
Friday, March 6, 2020, 9:00am – 4:00pm
Saturday, March 7, 2020, 9:00am – 4:00pm

Part One – Election and Key Duties

Elections 101: Types of Elections

Primary Elections:

- Held on the first Tuesday after the first Monday in May of each year, except in years in which a presidential primary election is held.
- Determine who will be nominated as candidates for political parties to compete for particular offices at the general election.
- Elect members of the controlling committees of political parties, and delegates and alternates to the conventions of political parties.
- Some issues may be on the ballot.
- By requesting a political party's ballot, the voter becomes affiliated with the political party for which ballot the person votes. This designation can only be changed by requesting a different political party's ballot at the next partisan primary election which is every two years.

General Elections:

- Held on the first Tuesday after the first Monday in November.
- Determine who will be elected to represent the people at a given level of government.
- Federal, state, and county candidate elections are held in even-numbered years
- City, village, township, and board of education candidate elections are held in odd-numbered years.
- State, county, district, or local issues may be on the ballot.

Special Elections:

- Held on the first Tuesday after the first Monday in May, August, or November, or on the day authorized by a particular municipal or county charter for the holding of an election.
- Can be held on the same day as a primary or general election. However, during a presidential primary year, no special election is held in May, except as may be authorized by a municipal or county charter.
- Sometimes the law calls for a special election when there is a vacancy in an office. In that event, a primary or general election for the election of a candidate to the vacant office may fall on a different date than the election date for other candidates.

Elections 101: The Board of Elections' Role

Before you set foot in your polling location...

The Board of Elections staff has busily prepared for a successful election.

- Candidates and issue committees file paperwork to be on the ballot at least ninety days before Election Day.
- The Board certifies that the candidates/issue committees have met the requirements under the law.
- Then the election preparation kicks into gear: a ballot is created, our voting equipment is tested, supplies are ordered, absentee ballot requests are processed, and early voting begins the day after the close of registration.
- Voter registration rolls are updated as new voters register and voters update their addresses.
- Polling locations are secured and inspected.
- Precinct Election Officials are recruited and trained.
- Equipment and machines are packed and eventually delivered to all polling locations in time for you to set up on Monday.

At that point, you as a Precinct Election Official take over the process. We remain here to help you and answer your questions. On the next pages, you will find checklists for everything you, as a Precinct Election Official, need to do to set up your location, open the polls, process voters, and close the polls.

After the polls close and you return ballots and supplies to the Board of Elections, our work continues:

- We immediately and efficiently receive all the bags and materials you accurately packed.
- USBs are uploaded, paper ballots are scanned, and results are posted to our website.
- Following Election Night, our staff verifies provisional ballots and continues to receive and process absentee ballots timely mailed before Election Day.
- After the 10th day following Election Day, we can begin our official count, including valid provisional ballots and remaining absentee ballots. Again, the work you perform on Election Day helps us ensure provisional ballots are valid and every eligible voter's vote is counted.
- Finally, the Board certifies the official results before the 21st day after Election Day.

Elections 101: Key Terms

Precinct

A district within the county established by the Board of Elections within which all qualified electors who reside therein may vote at the same polling location. By law, a precinct cannot have more than 1,400 registered voters.

Location Supervisor

The PEO designated by the Board of Elections to be responsible for managing the location, including supervising the team of Precinct Election Officials at their assigned location, formulating a work plan for Election Day including work assignments and schedules, returning supplies for their location, troubleshooting equipment problems, and overseeing their location to ensure the election is run properly.

Precinct Election Officials (PEOs)

Qualified electors residing in the county and appointed by the county board of elections to conduct the elections in a polling location in that county. Also referred to as Judges and Poll Workers. By law, the Board of Elections appoints Precinct Election Officials.

Provisional Ballot

A ballot given to a voter whose qualification to vote cannot be immediately established at the polling location. The provisional ballot affirmation on the provisional ballot identification envelope (Form 12-B) completed by voters is returned to the Board of Elections office for review and verification after the polls close.

Elections 101: Election Equipment

ICX Voting Unit

Electronic voting unit on which voters mark and cast their ballots. They may view their selections on both a summary screen on the voting unit and on a Voter Verified Paper Audit Trail that prints and is stored in a secure compartment. The votes are also stored on a USB drive.

E-Poll Book

iPad that is used to look up registered voters, check them in for voting, direct voters to the correct polling location, and encode the Voter Access Card they need to vote on the ICX Voting Units or to scan and issue a paper ballot to voters who wish to vote on paper or who must vote a provisional ballot.

You Are Part of a Team

Team work is critical to making our elections successful. Each team at each polling location will consist of a Location Supervisor, who is the lead technical and administrative manager for your location; a Designated Judge who helps pick up and return supplies to the Board of Elections; a Judge and Guide who will assist voters at the check-in tables, provisional review table, voting units, or assist as greeters.

Your responsibilities will be outlined in detail throughout this manual. Below is a brief job description for each of the various roles.

Location Supervisor

The precinct election official who is responsible for the overall conduct of the election at your polling location and is trained to troubleshoot technical issues.

- ☐ Arrives early by 5:30pm on Monday to begin setting up the location;
- ☐ Formulates a work schedule for Election Day;
- ☐ Trains and supervises all precinct election officials in setting up the voting equipment and all voter check-in tables
- ☐ Ensures all paperwork is completed properly and verifies chain of custody of all ballots and voting materials;
- ☐ Keeps detailed log of all technical and administrative problems and reports issues as needed to the Board of Elections;
- ☐ Troubleshoots any technical and administrative problems;
- ☐ Administers the Oath to all precinct election officials;
- ☐ Officially opens and closes the polls;
- ☐ Reports any absent precinct election officials; and
- ☐ With the Designated Judge, returns all ballots and supplies to the Board of Elections.

Designated Judge

The precinct election official is responsible for picking up supplies on Monday from the Board of Elections and returning ballots and supplies to the Board of Elections with the Location Supervisor after polls close.

- ☐ Picks up supplies at the Board of Elections warehouse on Monday evening at designated time;
- ☐ Drives the Location Supervisor back to the Board of Elections with ballots and supplies after polls close;
- ☐ Maintains second log-in for e-poll books and may be required to sign chain of custody paperwork with the Location Supervisor.

Check-In Judge

The Check-In Judge works with a partner to process all voters on the e-poll book.
- Assists all voters by checking them in on the e-poll book;
- Verify voter identification requirements;
- Verifies with partner that correct voter is processed;
- Identifies provisional voters and ensures they vote in correct precinct and polling location and properly issues them provisional ballots.

Provisional Review Judge

The Provisional Judge works with a partner to assist provisional voters.
- Using the provisional envelope template, verifies with a partner the envelope is completed properly;
- Initials each provisional envelope certifying he or she and a partner have reviewed the envelope and found it was completed correctly.

Voter Assistance Judge

The Voter Assistance Judges work in pairs to assist voters as needed and monitor the voting units and paper voting tables.
- Assists voters needing help voting, including voters with mobility impairments, voters using the Visually Impaired Voting ADA (1) Unit, or (with a partner of opposite party) any voters who request assistance marking a ballot;
- Monitors voting units to ensure they are operational and assists voters reporting problems by determining if a ballot reissue is needed.

Shared Duties of all PEOs

- All Precinct Election Officials share some duties as part of the overall team.
- Report to your location by 6:30pm on Monday;
- Set up voting equipment and run printer tests to ensure they are operational before Tuesday morning;
- Set up voter check-in tables and ensure you have all needed supplies;
- Verify your location is accessible to all voters by setting up supplemental equipment to designate accessible parking spaces and removing obstructions near voting area entrances and exits.
- On Tuesday, run Zero Reports on voting equipment and secure all equipment to ensure there is no tampering;
- Record issues and problems in the Judges' Comments located in the white binder;
- Help close the polls by running end total reports on voting equipment, removing memory devices and securing equipment and ballots for return to the Board of Elections, and packing all supplies.
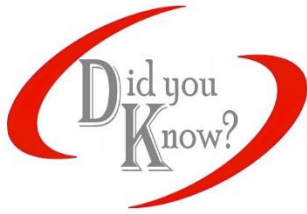
A Democratic and a Republican official must be present at the location at all times.

The Basics of Serving as a Precinct Election Official

Your Work Schedule

Monday	6:30pm* - 8:30pm (estimated)	2 Hours
Election Day	5:30am - 8:30pm (estimated)	15 Hours

* Location Supervisors must report by 5:30pm on Monday

We know that Election Day is a long day, but keep in mind that if you do not work the whole day (except for breaks) and remain to help close the polls until your Location Supervisor dismisses you, the Board of Elections will not be able to pay you compensation as a Precinct Election Official. You also will not receive full pay if you do not attend the set-up meeting on Monday evening.

Breaks

Your Location Supervisor will develop a schedule for lunch and other breaks throughout the day. All Precinct Election Officials may take a one-hour break for lunch, but it is highly recommended that you bring food for lunch and do not plan to leave your location in the event of higher-than-anticipated turnout.

Be Professional

Precinct Election Officials should act in a professional manner, work efficiently and resolve problems so that voters can vote with ease.

Do's And Don'ts

Do:

☐ Bring enough food and medicine for the day;
☐ Treat all voters and fellow Precinct Election Officials in a professional, courteous and respectful manner;
☐ Dress professionally, but comfortably;
☐ Treat your polling location in a respectful manner;
☐ Report any problems to your Location Supervisor or to the Board of Elections as needed;
☐ Try to de-escalate tense situations

Don't:

☐ Campaign or wear any campaign paraphernalia;
☐ Use your cell phone, iPad, iPod or other device for personal business or otherwise become distracted while on duty;
☐ Do anything illegal or inappropriate or in any way impede the election process;
☐ Place food or drinks near electronic equipment;
☐ Offer anything for sale;
☐ Use vulgar language

Ethics for All Election Officials

All employees of the Board of Elections of the State of Ohio must familiarize themselves and comply with Ohio ethics laws at all times. Follow these guidelines as a Precinct Election Official.

☐ Ohio Revised Code prohibits Precinct Election Officials from serving in any precinct where the Precinct Election Official is a candidate on the Ballot, except for unopposed candidates for a political party County Central Committee.

☐ Precinct Election Officials may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including no declared write-in candidates for the office.

☐ Precinct Election Officials shall not wear or distribute shirts, buttons, stickers or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the Board of Elections, or at any polling places.

☐ Precinct Election Officials shall not engage in any political activity while on Board of Elections' time.

☐ Precinct Election Officials who violate this policy may be reported to the Director or Deputy Director of the Board of Elections. Reports may also be made anonymously by mailing or delivering a written statement, in a sealed envelope, to the Board of Elections to the attention of the Director or Deputy Director.

Copies of the complete Ohio Ethics law, Chapter 102, of the Ohio Revised Code are available at the Board of Elections office for Precinct Election Officials who wish to review it. When you take your Oath of Office on Monday evening, you will sign an acknowledgement that you have read these ethics requirements and will abide by them.

Processing Voters

Passports, Social Security Cards, Birth Certificates (*see exception page 89), and Board of Elections voter confirmation cards are not valid identification for voting.

Types of Voters – "Regular" – "Provisional" – "17 year old"

Regular Voters – May vote electronically or on paper.

Any voter who meets all of the following requirements:

- Name and address are correctly listed in the e-poll book
- Valid Identification (see below)
- Is at the correct polling location
- Does not have a Red Code in e-poll book
- Exception:
- Voter has legal proof of name change; or
- Voter moved within same precinct

Voter Identification can be any one of the following items, as long as it contains the voter's current name and address.

N o t e : A license or state ID cannot be expired; other items cannot be older than one year:

- Ohio Driver's License (may have old address)
- Ohio State ID Card (may have old address)
- Military ID (Military ID cards do not always have addresses)
- Bank Statement (May be shown on a smartphone)
- Utility Bill (May be shown on a smartphone)
- Government Check (May be shown on a smartphone)
- Paycheck (May be shown on a smartphone)
- Other Government Document
- College/University Document/Letter
- Car Registration
- Hunting/Fishing License
- Concealed Carry License

See the Appendix on **page 85** for more details about voter identification.

Provisional Voters

Any voter who cannot be confirmed at the polling place due to any of the following:

- Has no proper identification or refuses to provide a valid ID
- Has changed name and does not have legal proof
- Has Red Code indicating absentee ballot issued or Voter Notification Card returned undeliverable
- Has moved to new precinct and did not update registration
- Is at wrong polling location and refuses to go to correct location
- Voter not found (not listed)

What Is A Provisional Ballot?

- A provisional ballot is a second-chance ballot for voters.
- Provisional ballots are required when a voter's eligibility cannot be confirmed at the polling place.
- The voter casts a paper ballot that is placed in an envelope with a form on it that the voter must complete to enable the Board of Elections to determine if that voter is eligible to vote in this election.

All provisional ballot envelopes are used as a voter registration form by the Board of Elections following Election Day. Voters casting a provisional ballot do not need to complete a voter registration form at the polls to update their information.

Why Would A Voter Have To Cast A Provisional Ballot?

- The voter's name is not listed anywhere in the e-poll book.
- The voter has changed his or her name and is unable to provide the legal proof required to complete Form 10-L.
- The voter has moved into your precinct but did not update his or her registration with the Board of Elections.
- A message appears in the e-poll book stating that the voter requested an absentee ballot.
- A message appears in the e-poll book stating that a "Voter Notification Card" was returned as undeliverable.
- The voter is unable or refuses to provide valid identification.
- The voter's eligibility to cast a ballot has been challenged by the Precinct Election Official, and the voter refuses to make the required statement (Form 10-U).
- A voter is in the wrong polling location and insists on voting in the wrong location. The PEOs need to complete the 12-D form found in the Blue Binder.

A 17-year-old Voter (Primary Only)

A 17-year-old registered voter who will turn 18 before the next general election is eligible to vote in a primary election on candidate nominations.

However, voters who are 17 years old as of the primary election are not permitted to vote on any of the following:

- State Party Central Committee Members
- County Party Central Committee Candidates
- Questions and Issues, such as a school tax levy, charter amendment, or local liquor option.

17-year-old voters will be identified in the e-poll book. The voter must vote on a paper ballot and given the 17-year-old instructions and a 17-year-old envelope.

E-Poll Book Voter Searches

Searching for Voters from the Launchpad

There are three search options available:

- ☐ Green "Driver License Scan" for voters with photo ID
- ☐ Yellow "Manual Voter Search" for voters with other ID
- ☐ Red "Valid ID Not Provided" for voters with no ID
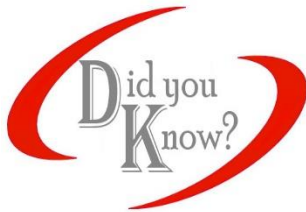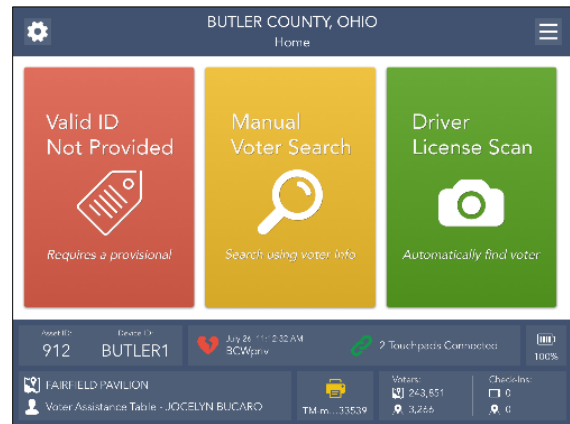
Glare is the enemy when scanning an ID. Place the ID on the Scan Here sticker and move it slightly if needed. Make sure you do not cover the barcode with your finger.

Driver's License Scan

1. Touch Green "Driver License Scan" button on Launchpad.
2. Place the Driver's License barcode inside the Green box as shown.
3. Hold the license parallel to the e-poll book screen to ensure a successful scan.
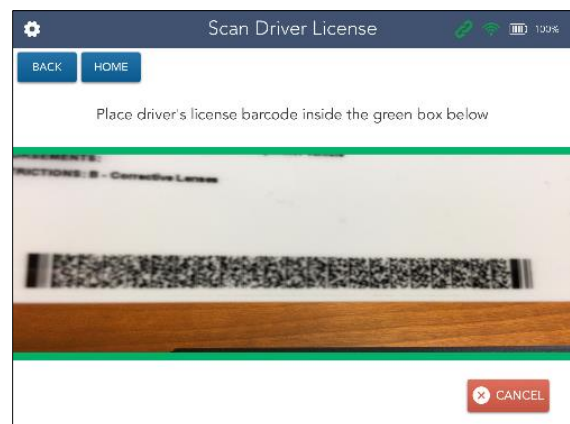
Manual Search - Voters with Another Type of ID

1. Touch the Yellow "Manual Voter Search" button on the Home screen.
2. A list of eight identification types will appear; select the type of ID the voter presents.
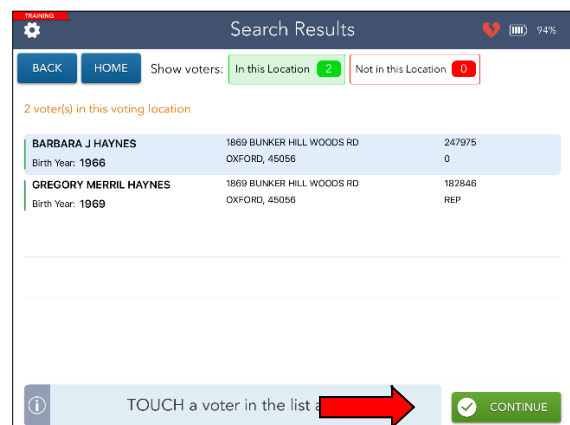3. Touch "Continue."
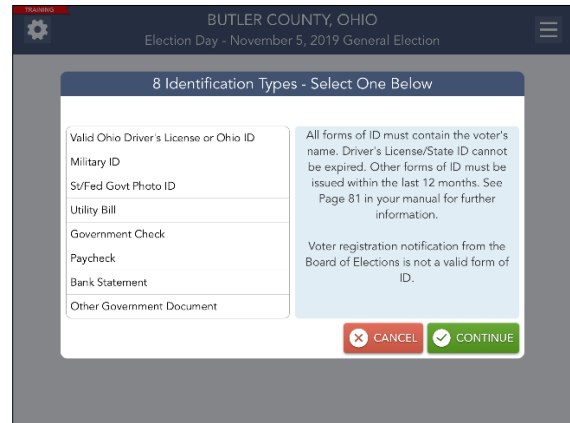
4. Enter the first three letters of the voter's last name and full house number.
5. Touch "Search."
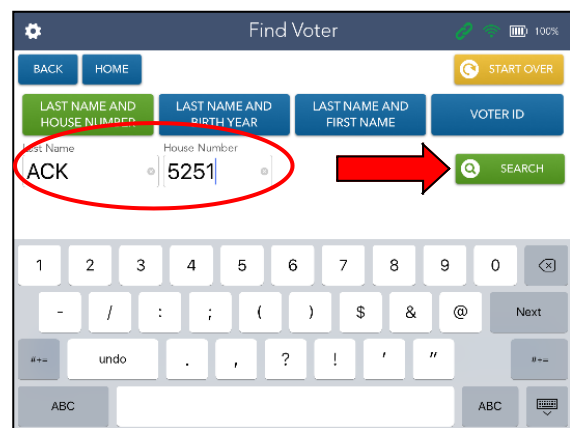
6. Select the correct voter.
7. Touch "Continue."
8. If you locate your voter, see page 17 for step-by-step instructions.

N o t e : If you do not locate your voter, see page 24 for step-by-step instructions.

Manual Search - Voters with No ID

When you are doing a manual search, there are three commonly used options:
- ☐ Last Name & House Number
- ☐ Last Name & Birth Year
- ☐ Last Name & First Name

1. Touch the Red "Valid ID Not Provided" button.
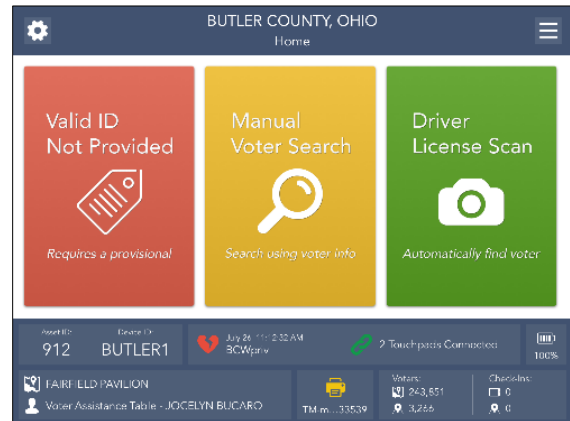
2. Enter the voter's information into the appropriate fields.
3. Touch "Search."
4. Select the correct voter.
5. Touch the "Continue" button.
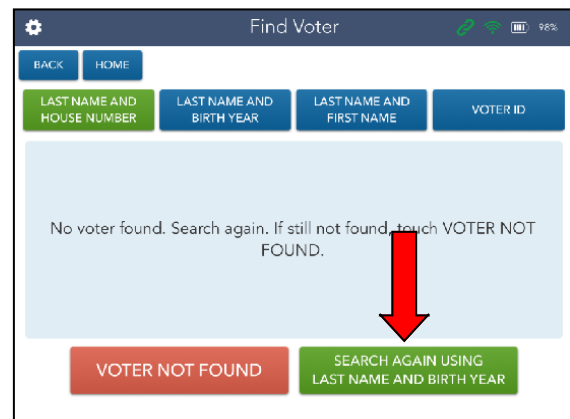6. If the voter is at the correct polling location, touch the Green "Process Provisional" button and refer to **page 31.**
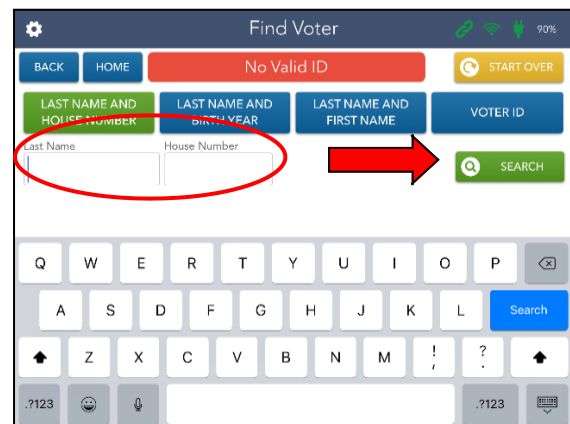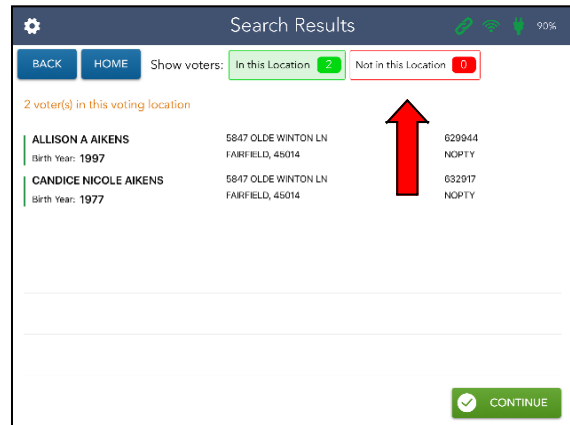

If you do not find the voter:
1. Touch the Green "Search Again using Last Name and Birth Year" button.
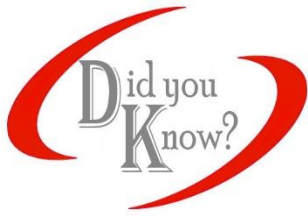2. Repeat steps 2-6.

If you still do not find the voter:
1. Touch the Green "Search Again using Last Name and First Name" button.
2. Repeat steps 2-6.

If you do not locate your voter, touch the Red "Not
in this Location" button to view County Wide Search Results (see **page 24).**

Processing Regular Voters

Voters may ask for a paper ballot instead of voting on the ICX machine. Regular voters who ask to vote on paper <u>Do Not</u> complete a yellow provisional envelope. The ballot will be put in a White "Paper Ballot" envelope.

Voter Eligibility Screen

1. Ask for voter's current name and address.
2. Verify information matches the e-poll book:
   - If the information is not current, see **page 22.**
   - If the screen shows the voter is eligible to vote:
3. Touch the Green "Select Ballot" button. If the voter is not eligible, see **page 24**.

4. The screen will automatically flip for the voter's view.
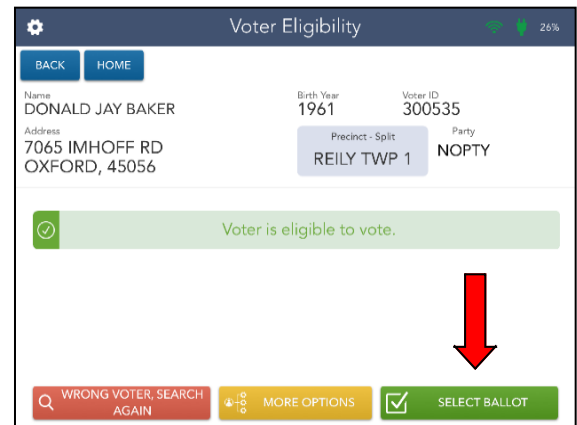
I m p o r t a n t :
Primary Election: Continue to step 5.

General Election: Skip to step 7.

5. Direct the voter to select a party.

6. The voter will be prompted to confirm his or her selection.
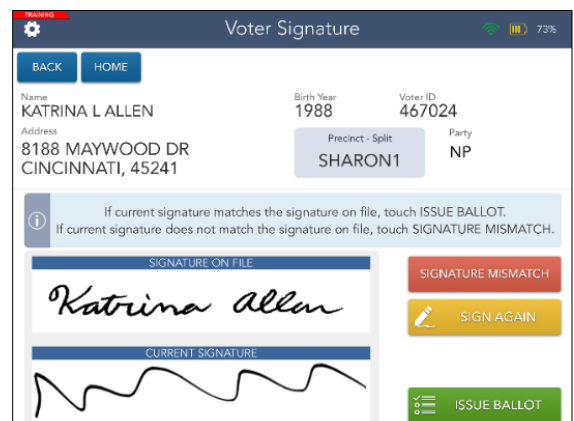

7. Voter will be prompted to sign and touch "Done."
8. The screen will then flip back to you.


9. Compare the signature on file.
   - If the signature matches, touch the Green "Issue Ballot" button.
   - If the signature needs to be updated, touch the Yellow "Sign Again" button.
   - If the signatures clearly do not match, touch the Red "Signature Mismatch" button.
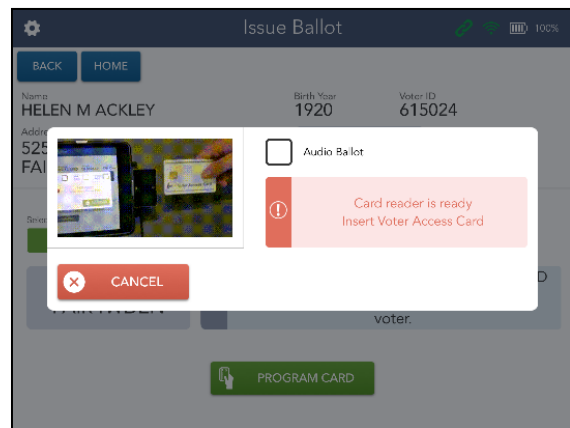
Issue Ballot Screen

1. Touch the Green "Program Card" button unless the voter has requested to vote a paper ballot. If the voter requests a paper ballot, see **page 21.**
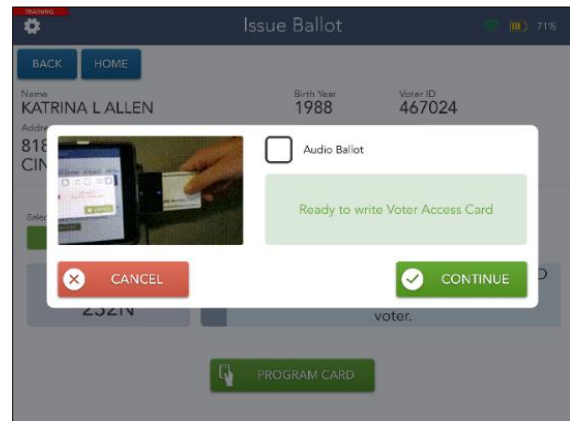

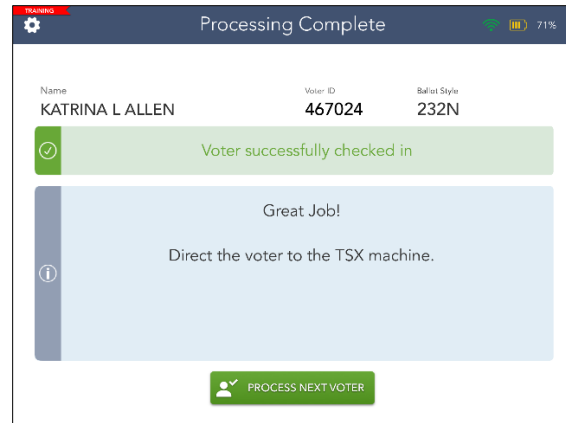Follow the video Instructions to create a voter access card.
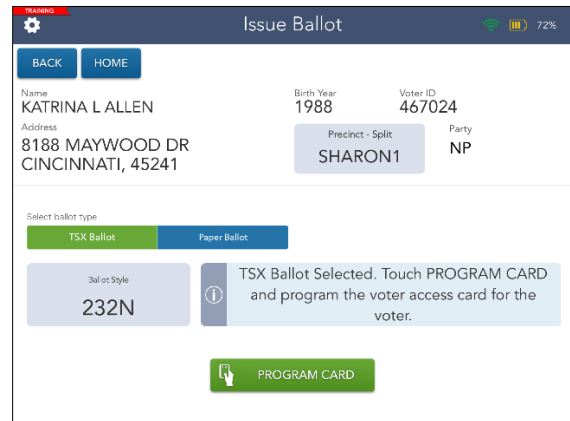
2. Insert the voter access card into the encoder.
3. The red box will turn green when the card is recognized.

4. Touch "Continue" to encode the card.

5. Direct the voter to the voting unit and touch "Process Next Voter."

Issue Paper Ballots to Eligible Voters

R e m e m b e r : Regular voters who request to vote a paper ballot instead of on the voting units do NOT need to complete a provisional envelope. They will seal their voted ballot inside a <u>White</u> Regular Paper Ballot envelope and place it in the Yellow Bag kept at the Provisional Table.

1. Using the instructions in the "Issue Ballot" section, touch the "Paper Ballot" button.
2. Retrieve the correct party *(Primary Election)* and precinct ballot, and a <u>White</u> Regular Paper Ballot envelope.
3. Write the voter's party *(Primary Election)* and precinct on the envelope.
4. Hold the barcode on the ballot stub under the camera to scan.
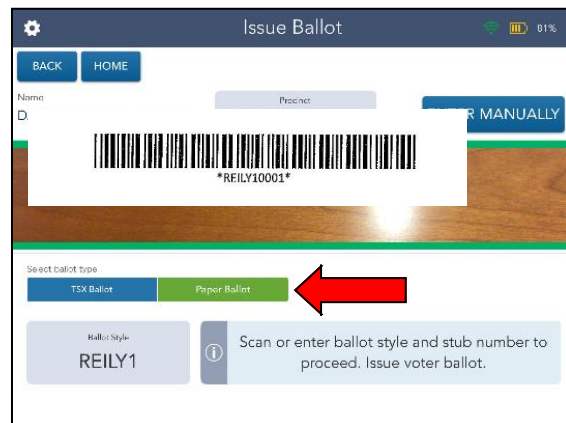
5. Hand the voter the ballot, envelope, and a black pen.
6. Direct the voter to the Paper-Voting table.
7. The voter will then place the voted ballot into the <u>White</u> "Paper Ballot" envelope and then into the Yellow Bag at the Provisional Review Table.
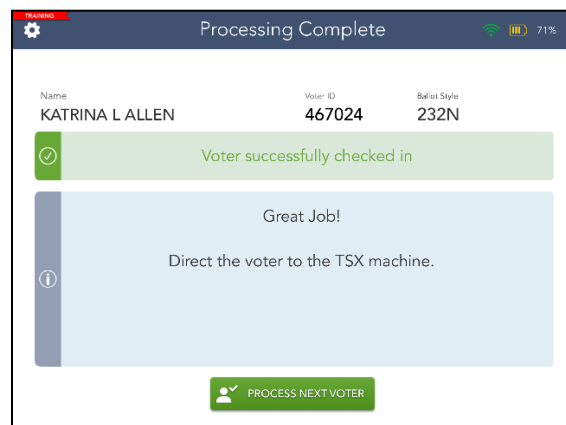
Issue an Audio Ballot on the ADA (1) Unit

1. Using the instructions in the "Issue Ballot" section, touch the "Audio Ballot" box on the Program Card screen.
2. Touch the Green "Continue" button.
3. Hand over the encoded voter card and direct the voter to the ADA (1) voting unit which has the headphones and audio tactile interface.
4. Touch the Green "Process Next" button to return to the Launchpad screen to process the next voter.
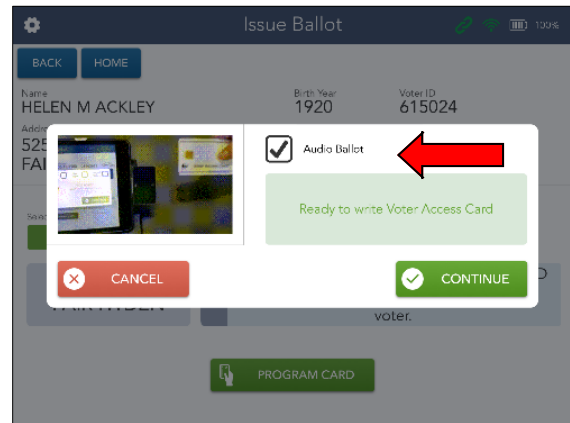
Voter's Address is Not Current?

1. Touch the Yellow "More Options" button on the Voter Eligibility screen.
2. Touch "Update Voter Info."

3. Touch the "Edit" button next to the voter's address.
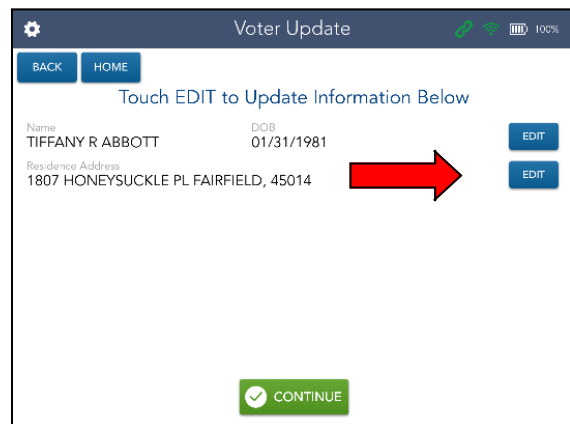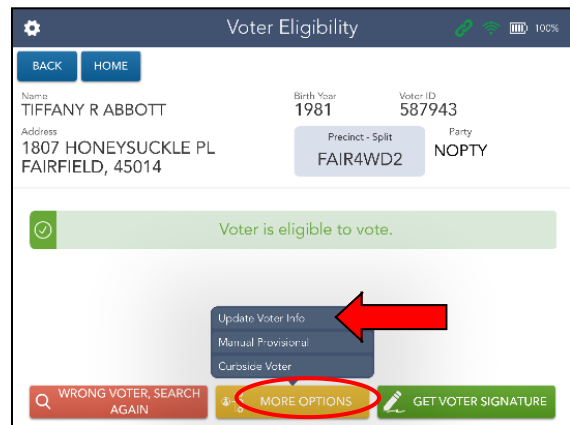
4. Enter the voter's new house number and street name in the space provided. You may type only a few letters of the street name.
5. Touch "Search."
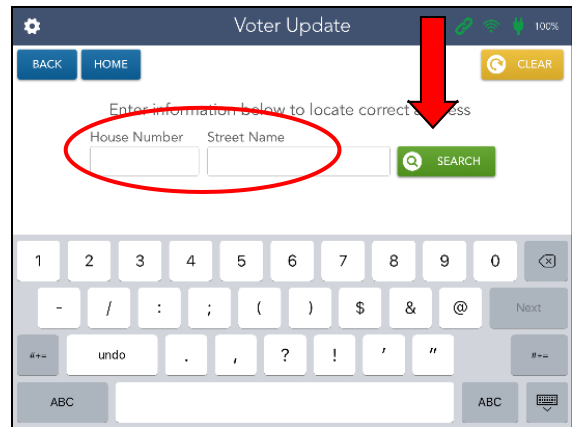
A list of addresses will appear.

Locate the voter's new street and touch the street name to highlight.
6. Touch "Continue."
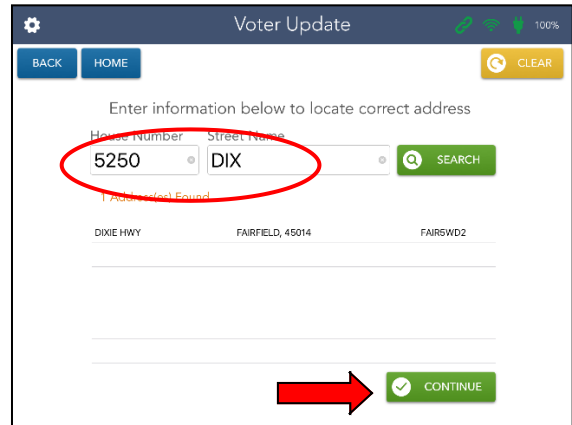
You will be asked if there is an apartment number.

7. Touch "Yes" if needed and enter the apartment number. Otherwise, touch "No."

The screen will automatically flip for the voter's view.

8. Direct the voter to verify the new address is correct.
9. Touch "Correct" if everything is correct.

   The screen will then flip back to you.

10. If the voter touches "Not Correct," touch "Edit" next to the new address to reenter.
11. If the voter is still eligible to vote a regular ballot, proceed as with all other regular voters.
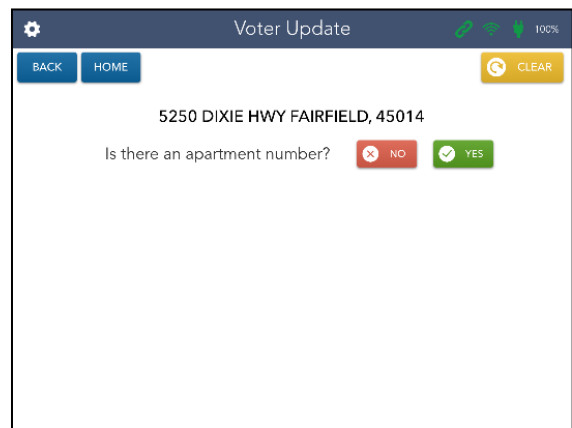
R e m e m b e r : Give the voter a voter registration form to complete as well.

12. If the voter is not eligible to vote a regular ballot but is in the right location, touch the Green "Process Provisional" button and see **page 361** for step-by-step instructions.

13. If the voter is at the wrong location, touch the Yellow "More Options" button and then touch "Re-Direct Voter." Refer to **page 35** for complete instructions.
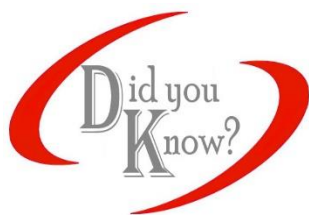
You can use the e-poll book to enter the voter's name, date of birth, and address to locate the voter's precinct and issue a provisional ballot.

Never tell a voter that they cannot vote.

County-Wide Search for Voters Who are Not Found

If you do not locate your voter after you scan a Driver's License

1. Touch the Yellow "Manual Voter Search" button.
2. If you do not locate a voter after a manual search using Last Name and House Number, touch the Green "Search Again Using Last Name and Birth Year" button.
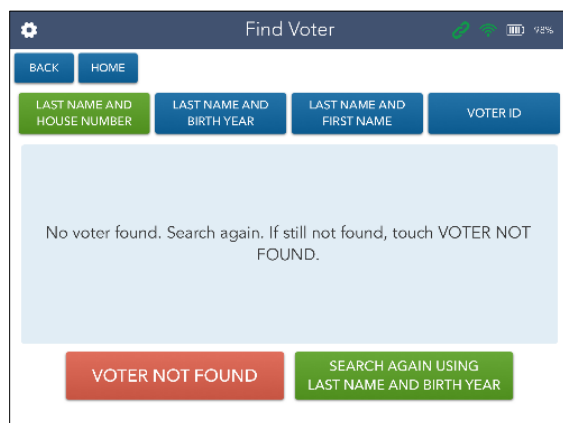
3. If no voters are found in your polling place, touch the red "Not in this Location" button to view county-wide search results.
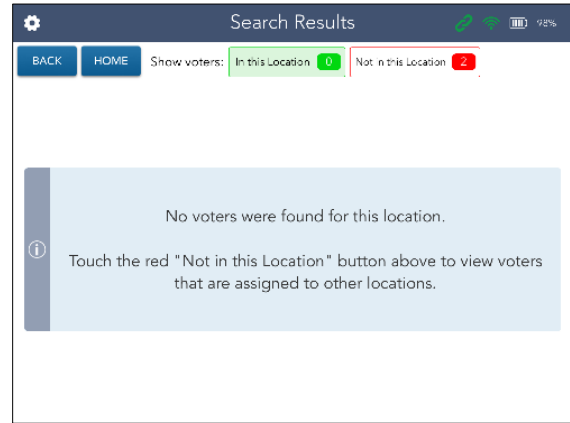
4. If you locate your voter in the county-wide search results, touch the voter's name and touch "Continue."

N o t e : The voter will be marked "Not in this Location".
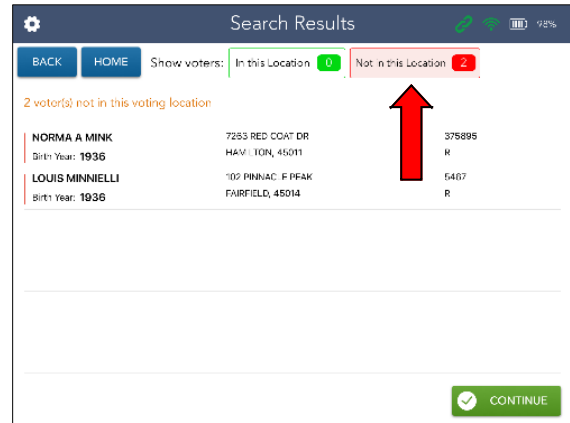
5. Verify the voter's name and address is current and see **page 35** to redirect the voter to the right location.
6. If information needs to be updated, touch the Green "Update Voter Info" button and follow the steps on **page 22** to update the voter's address.
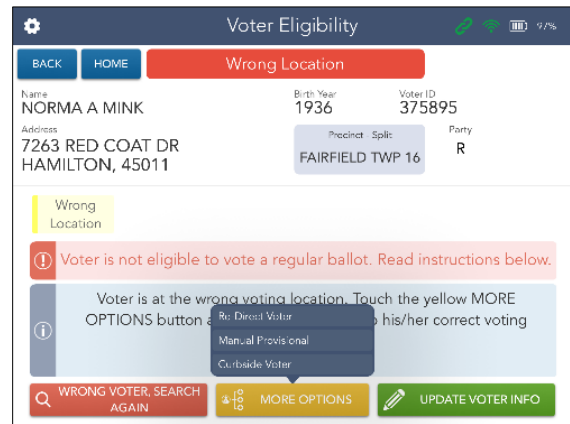
If the Voter is Still not Found in a County-Wide Search

1. Touch the "Home" button and then the Blue Menu button in the top right corner of the screen.
2. Select "Voter Not Found" from the menu options.

3. Enter the voter's first name, last name and date of birth.
4. Touch "Continue."
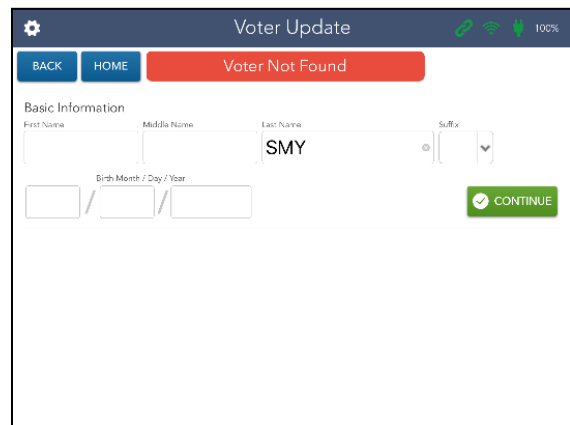
5. Enter the house number and first few letters of the voter's street name.
6. Touch "Search."
7. Locate the voter's street name from the list below.
8. Touch the voter's street to highlight.
9. Touch "Continue."
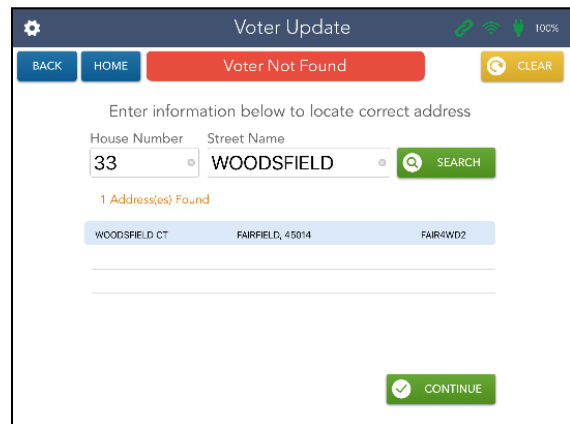
10. You will be asked if there is an apartment number.
    - Touch "Yes" if needed and enter the apartment number.
    - Otherwise, touch "NO."
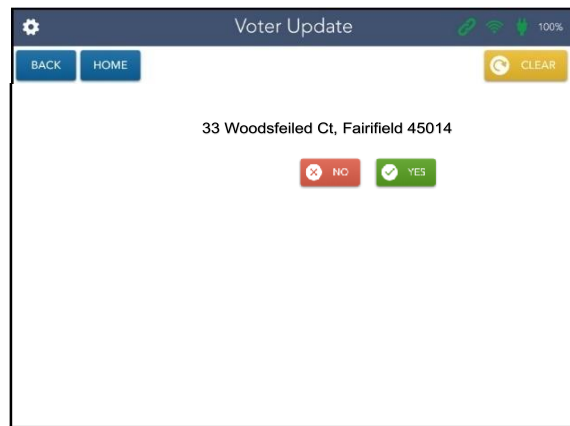
The screen will automatically flip for the voter's view.

11. Direct the voter to verify the information is correct.
12. Touch "Correct" if the information is right.

    The screen will flip back to you.

    If the voter touches "Not Correct":

13. Touch "Edit" to reenter the correct information.

The voter will be marked as "not eligible" to vote a regular ballot.

14. Touch the Green "Process Provisional" button to issue a provisional ballot. Follow step-by-step instructions on **page 31.**
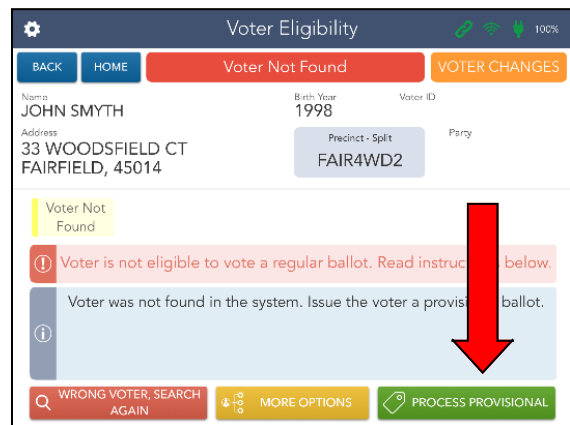
If the voter is at the wrong location:

15. Touch the Yellow "More Options" button and choose "Re-Direct Voter." Follow steps on **page 35**.

Voter's Name is not Current?

1. Touch the Yellow "More Options" button on the Voter Eligibility screen.
2. Touch "Update Voter Info."
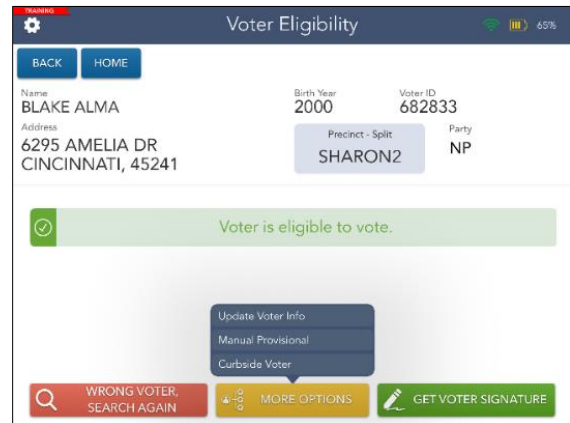
3. Touch the "Edit" button next to the voter's name.
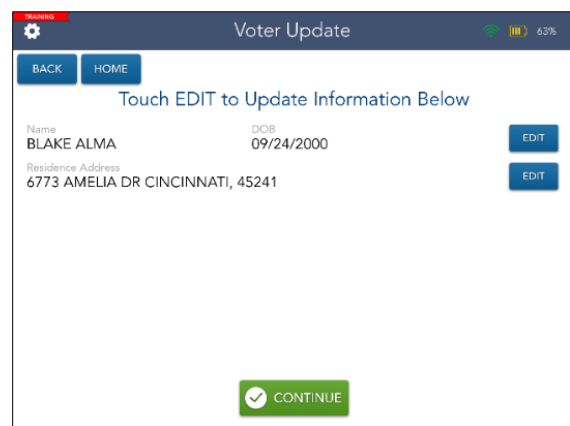
4. Touch the "X" to clear the voter's current name and type the voter's new name.
5. Touch "Continue."
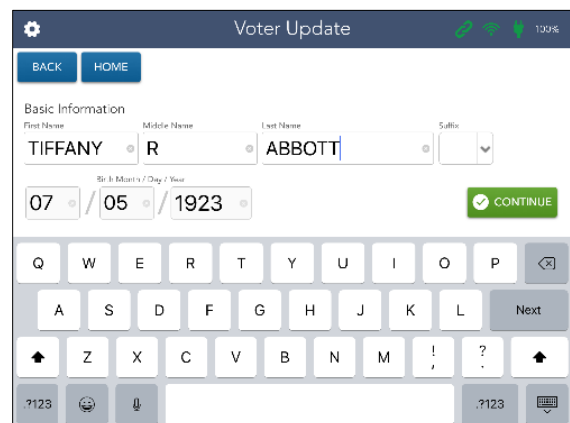
You will be prompted to select what type of documentation the voter presents as proof of the name change.

6. If the voter has proof of his or her name change, select the type and touch "Continue."

N o t e : Use "Other" if the voter presents an updated Driver's License.
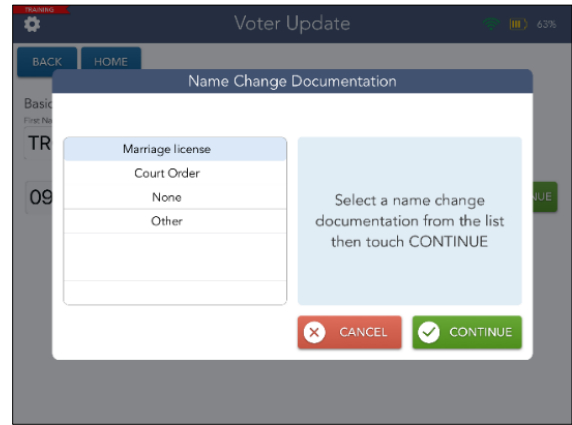
7. If the voter does not have proof, select "None" and touch "Continue."

The screen will automatically flip for the voter's view.
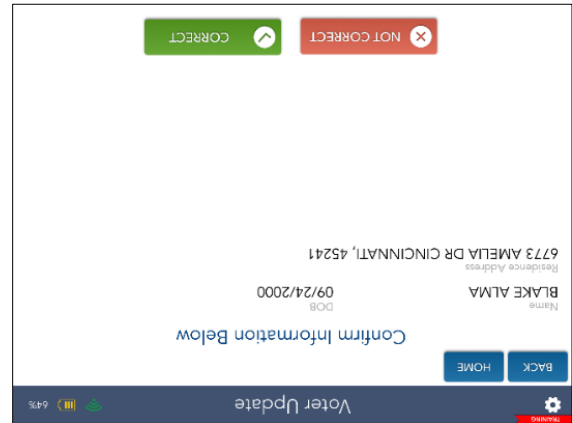
8. Direct the voter to verify the new name is correct and touch "Correct."
9. If the voter touches "Not Correct," touch "Edit" to reenter.

10. Touch "Continue" again to return to the Voter Eligibility screen.

If the voter provided proof, the voter will be marked as eligible to vote.
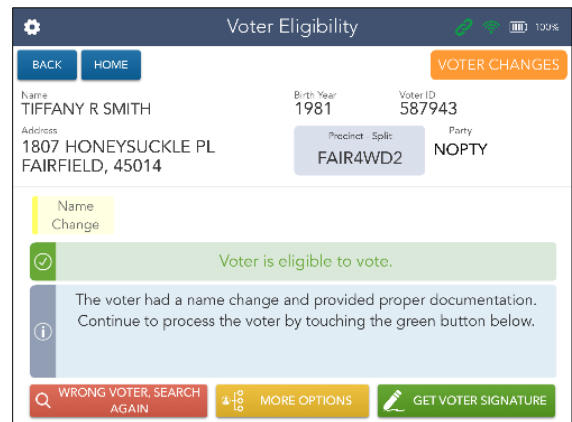
Touch "Get Voter Signature" to issue a regular ballot.

After you issue the voter's ballot, the e-poll book will automatically print the Form 10-L.

I m p o r t a n t : Direct the voter to sign the form **before** you program the voter's card or issue a paper ballot.

11. Deposit the completed form into the Yellow Bag located at the Provisional Table.

If the voter does not provide proof, the voter will be marked as not eligible to vote a regular ballot.

12. Touch the Green "Process Provisional" button and see **page 361** for step-by-step instructions.
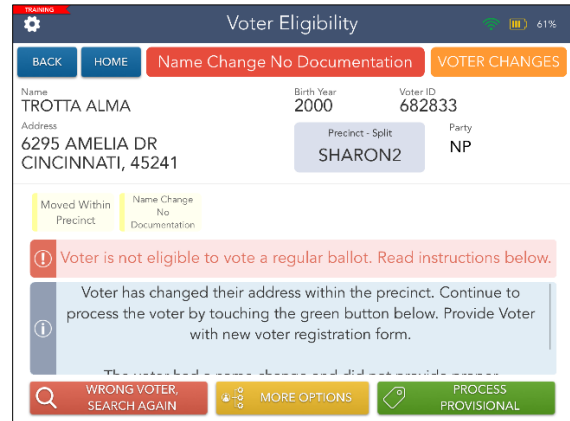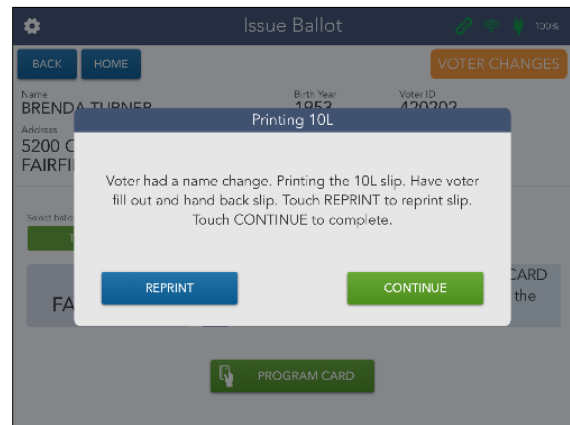
Processing Provisional Voters

Votes cast in the wrong polling location cannot be counted under Ohio law. If a voter is at the wrong location, send them to the correct place. Provisional voters must vote on paper and complete a yellow envelope. Call the Board of Elections if you have any questions.

Remember These Key Guidelines:

- Yes, provisional ballots are always included in the official results.
- A voter's provisional ballot is reviewed at the Board of Elections to determine if the voter is eligible to vote in this election. Once a voter's eligibility is confirmed, the provisional ballot is counted in the Official Results of the election.
- In order for a provisional voter's vote to count, the yellow provisional envelope must be completed correctly, and it must be cast in the correct polling place.
- It is your responsibility as a Provisional Review Table Judge to review each envelope carefully to ensure the voter completed everything required and that the voter is in the correct place.
- Use the white laminated template to review all provisional envelopes to ensure the voters complete all required fields.

Issuing Provisional Ballots to Voters

Voters may be marked Not Eligible to vote a regular ballot for any of the following reasons:

- Absentee Ballot Requested
- Voter Notification Card (VNC) Returned as Undeliverable
- No Valid ID
- Moved Out of Precinct
- Name Change (no documentation)
- Voter Not Listed in the e-poll book

1. Touch the Green "Process Provisional" button to issue the voter a paper provisional ballot.

2. Direct the voter to confirm and sign.
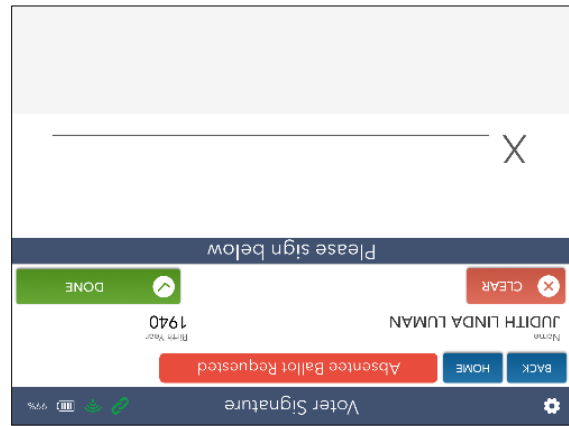
3. Verify the signature matches and touch "Issue Ballot."

N o t e :   Voter not found in e-poll book will not have a signature to compare.

4. Retrieve a provisional envelope and the correct precinct ballot.
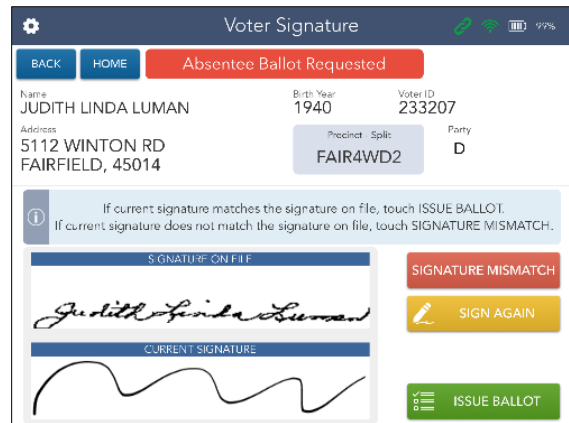
R e m e m b e r : During Primary Elections, you will also have to select the correct party ballot and write the party in the upper right-hand corner.

5. Hold the barcode on the ballot stub under the camera to scan.
6. Write the voter's precinct and party in the space in the upper right corner of envelope.
7. Hand the ballot and provisional envelope to the voter and direct to a privacy booth.
8. Instruct the voter to complete all six sections of the provisional envelope. To see a sample completed provisional envelope, go to **page 34.**

9. The voter will then place the voted ballot into the envelope and return it to the Provisional Review Table.
10. Provisional Review Judge will verify that all six sections are completed prior to the ballot being placed into the Yellow Bag.
11. Ask voter to confirm their current address.
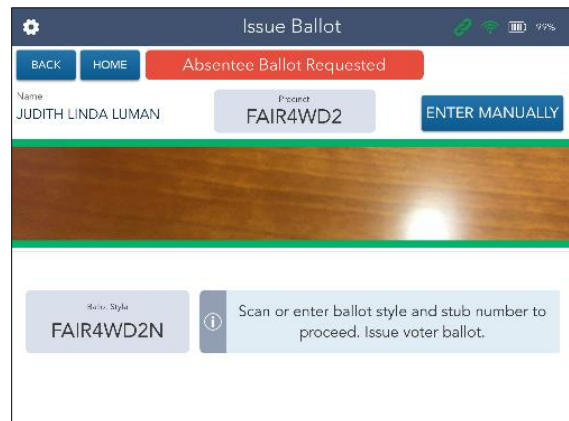
I m p o r t a n t : Voters <u>must</u> vote in the correct polling location or their vote will not count. If voters insist on voting a provisional ballot in the wrong location, inform them that their vote will not count. You will have to manually enter a paper ballot stub number.

Provisional Review Table

Key Steps in Reviewing a Provisional Voter's Envelope:
- ☐ Check to make sure the Precinct and for a Primary election the Party is filled in by the Check-In Judges in the upper right corner of the envelope.
- ☐ If the information is not filled out, take the envelope back to a Check-In Judge to look it up under "Check-In Logs" from the Blue Menu.
- ☐ Use the laminated template to check that the voter provided all required information, in every section, including:

1. Full Name (printed)
2. Date of Birth – **Look to make sure the voter did not write the current date.**
3. Current Address *in Butler County*, including full house number and street name - **Repeat current address to voter to ensure the voter did not write a previous address.**
4. Former Address, if voter has moved
5. Last four digits of the voter's Social Security Number **or**
   a. Full 8 digits of Ohio Driver's License **or** State ID Number **or**
   b. Show and Check one of the following:
      - Military Identification Card
      - Current utility bill, bank statement, government check, paycheck, or other Government document containing current name and address.
   c. A form of photo identification (except U.S. Passport)
6. Voter's signature and date

R e m e m b e r : If voters cannot provide the last four digits of their Social Security Number and have no other identification, they must present valid identification at the Board of Elections office within seven days of Election Day in order for their vote to count.
- ☐ Give the completed envelope with the laminated template to your partner to provide a second check to ensure the voters completed each required section.
- ☐ If the voters need to complete any section they missed, direct the voters to do so.
- ☐ Repeat the address written in section three to ensure the voters did not write their previous address instead of their new address.
- ☐ Initial with your partner in the bottom right corner of the envelope indicating you have checked the envelope for completion and place the sealed and completed envelope into the Yellow Bag.
- ☐ Give the voters a Voting Sticker and a Provisional Ballot Notice (Form 12-H) with the toll free number the voters may call to verify whether or not their ballot was accepted and counted.

Do not hesitate to call the Board of Elections if you have any questions or concerns when assisting a provisional voter. Please also record any concerns or issues about a specific voter in your Judges' Comments in the white binder. These comments often help assist the Board of Elections and can help ensure every eligible voter's vote counts.

Sample Completed Provisional Envelope

Form No. 12-B Prescribed by the Secretary of State (06/01/2014)

Provisional Ballot Affirmation
R.C. 3503.16; 3505.18; .181, .182, .183.

PRECINCT: Fair1wd1
PARTY: Primary Only

PEO writes precinct and party. (Primary Only)

Full Name	Required	1	First name	John		Middle Name	
	Print clearly.		Last name	Doe		Suffix	

Example: Sr., Jr., III, etc.

Step 1:
Voter prints full name.

Date of Birth
Required   2   Date of Birth .... 0 1 / 0 1 / 1 9 5 0
M M D D Y Y Y Y

Step 2:
Voter writes date of birth.

Current Ohio address
Required   3   Street address (not P.O. Box) 1 Main Street
City / Village Hamilton   ZIP 45013

Step 3:
Voter writes current address.

Former address
Not required
If you do not provide your former address it will not cause your ballot to be rejected.   4
If you do not complete this step, it will not cause your ballot to be rejected.
Have you moved without updating your voter registration? .... YES [X] NO [ ]
Street address (not P.O. Box) 2 Elm Street
City / Village Fairfield   State OH ZIP 45014

Step 4: Not Required (Voter may provide).

Identification
Required

Do **ONE** of the following:

• Write your full Ohio driver's license or state identification card number, or

• Write the last four digits of your Social Security number, or

• Check the box next to the form of identification you showed to the precinct election official.

5

If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.

Your Ohio driver's license number or state identification card number.............. [ ][ ][ ][ ][ ][ ][ ][ ]   2 letters followed by 6 numbers

Last four digits of your Social Security number 0 0 1 1

Military identification card .... [ ]

Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address .... [ ]

Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed .... [ ]

Step 5: Voter writes DL **or** state ID number, **or** last 4 digits of SSN, **or** checks the box indicating what ID was shown to the PEO.

Affirmation
Required   6

I solemnly swear or affirm, under penalty of election falsification, that:
• I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
• I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
• I am a registered voter in the precinct in which I am voting this provisional ballot.
• I am eligible to vote in the election in which I am voting this provisional ballot.
• I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
• I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
• I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
• I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X John Doe

Today's date 1 1 / 0 4 / 2 0 1 4
M M D D Y Y Y Y

MT/AM

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

Voter signs and dates.

Provisional Judges initial here.

Redirecting a Voter to the Correct Polling Location

Once the voter's record has been found using the instructions for searching for voters on **page 18**, voters in the wrong location must be redirected to their correct polling location.

1. Select "More Options" and "Re-Direct Voter" from the Voter Eligibility screen.

   A map with the voter's correct polling location will appear.
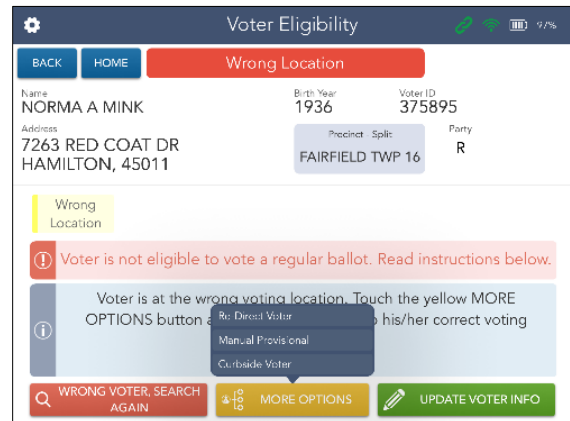
2. Use the Blue arrow button to flip the screen towards the voter and/or the Blue envelope button to text or email the voting location information to the voter.
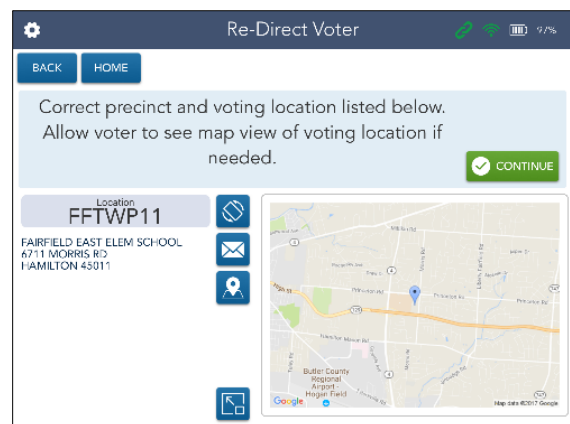
3. Touch the Green "Continue" button to complete the transaction and print the voter redirect slip.
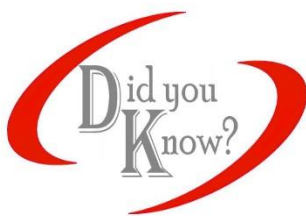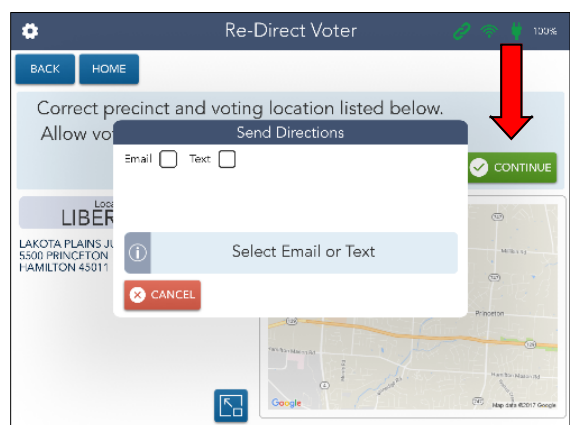
If you look up a voter's new street name and full house number and no results appear, call the Board of Elections at (513)785-6699 to research. The voter's address may be new and not in our system yet.

Primary Only - Processing a 17 yr. old Voter

R e m e m b e r : All 17-Year-Old voters must vote a paper ballot. Instead of a regular paper ballot envelope, give them a 17-Year-Old envelope in which to place their voted ballot. The Board will need to inspect their ballots before tabulating to ensure they did not vote on races or issues for which they aren't eligible.

Proceed as you would with any regular voter.

1. The voter will select a party and sign.
2. Once voter signs, touch Issue Ballot.
3. The e-poll book will automatically select paper ballot, and the screen will be ready to scan the barcode from the correct precinct and party ballot.
4. Proceed to retrieve and scan the correct paper ballot.
5. Give them 17-year-old ballot instructions with their ballot. These instructions detail which races they are eligible to vote.
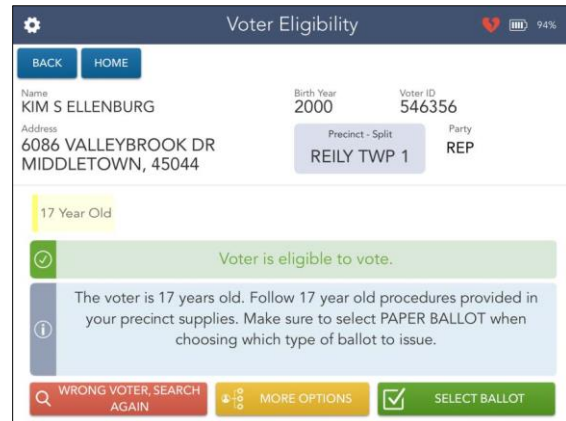
Curbside Voters

If a person approaches and informs you that they have a voter who must vote from his or her car, follow these steps to assist that voter using the e-poll book:

1. Two Judges of opposite party should unplug one
    e-poll book and carry it out to the voter.
2. Search for the voter using a Driver's License scan or manual search if another ID is presented.
3. Once you locate the voter, verify the voter's name and address are current and that the voter is at the correct location and eligible to vote.
4. If the voter is eligible, touch the Yellow "More Options" button and select "Curbside Voter." You will be prompted to answer "Yes, voter wishes to vote curbside."

N o t e : If the voter is marked as not eligible to vote a regular ballot, you will be prompted to touch the Green "Process Provisional" button. Follow the same steps, but retrieve the correct precinct ballot and a provisional envelope.

5. Direct the voter to sign in the e-poll book.
6. Verify the signature and touch "Issue Ballot." Touch the "Paper Ballot" tab.
7. You and your partner must then return into the polling place to retrieve the correct precinct ballot.
8. Scan the barcode from the stub on the correct ballot.
9. Retrieve a corresponding white or provisional envelope.
10. With a partner of opposite party, take the correct ballot, envelope and a black pen back to the voter.
11. After the voter is finished voting and seals his/her ballot in the envelope, write curbside on the envelope, return and place the sealed envelope into the Yellow Bag at the Provisional Review Table.

How to Reissue a Ballot in the E-Poll Book

The law only allows for three attempts to cast a ballot. No voter may be reissued a ballot more than twice, including either a paper ballot or a Voter Access Card.

A voter may be reissued a ballot for any of the following reasons:
- Wrong ballot type issued by poll worker (e.g. card ballot instead of paper ballot)
- Wrong party ballot selected by voter (in a primary only)
- Mistake made on paper ballot (Be sure to place soiled ballot into the Soiled/Defaced envelope on Ballot Table)
- Voter Access Card not encoded properly
- Voting Unit problem
- Voting Unit timed out

N o t e : Voter Assistance Judges <u>must</u> confirm the voter did not cast the card before you may reissue another card. Must notate in the Judges' comments the reason a ballot was reissued.

1. From the Launchpad, use the Blue Menu in the top right corner of the screen.
2. Touch "Soil/Void Ballot."

3. Enter the voter's birth year and first few letters of his/her last name.
4. Touch the Green "Search" button.
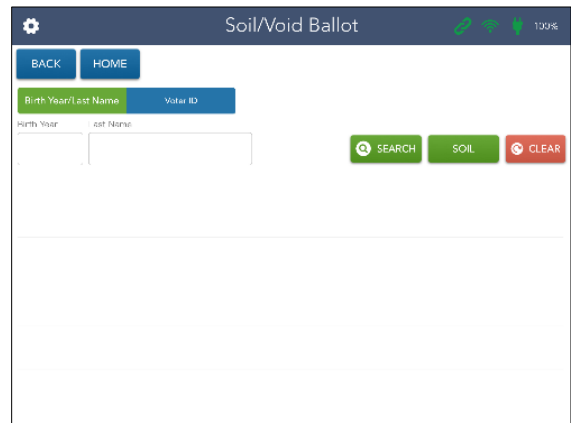
5. Locate the voter from the list.
6. Touch the voter's name.
7. Touch "Soil."
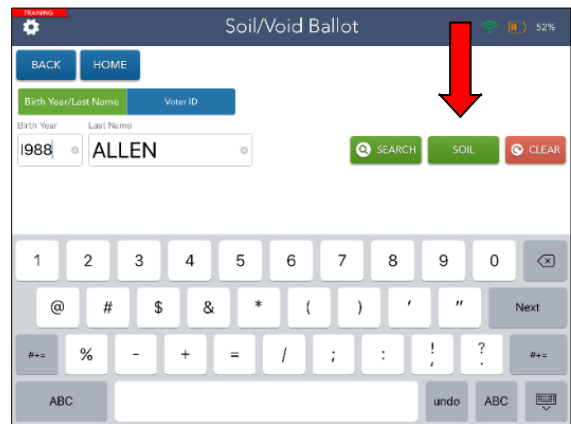
8. Select the reason for the reissue.
9. Select "Yes" issuing a replacement ballot.
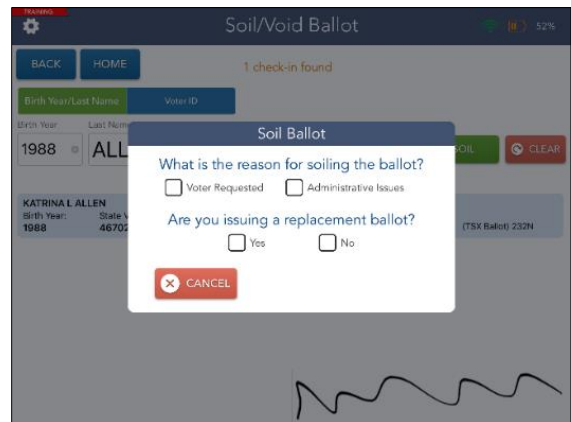
Special Ballot Considerations

Split Precincts

Split precincts occur when the boundaries of a precinct do not match the boundaries of another district. Should your precinct have a split, the Board of Elections will notify the Location Supervisor. If you have any questions, please call the Board of Elections at 513-887-3700.

It is very important that voters receive the correct ballot for their split, as there are candidates and issues specific to the district in the split precinct. The e-poll book will prompt you if you attempt to issue a paper ballot to a regular or provisional voter from the wrong precinct split.

Write-In Candidates

The Board of Elections will provide a list of names of eligible write-in candidates if available for precincts in your location. Keep the list face down on the check-in tables. Offer to voters only when they ask.

If a voter wants to vote for a write-in candidate on a voting unit, they must select "Write-In". A keyboard will appear on the screen for the voter to enter the name of the candidate they wish to write in.

Assisting Voters

Voters needing assistance reading or marking the ballot due to blindness, disability or illiteracy may ask for assistance from the individual of their choice with the exception of:
- ☐ Their employer
- ☐ An agent of their employer
- ☐ An officer or agent of their union
- ☐ A candidate on the precinct's ballot

Voters may also receive assistance from two Precinct Election Officials, each from a different political party. Voters do not need to complete a form to request assistance with voting.

Using the Visually Impaired Ballot Station

The following illustrates the keypad functions of the keypad on the ADA (1) Unit. Refer to these pictures if a voter with a visual impairment requests assistance voting on the
ADA (1) Unit.
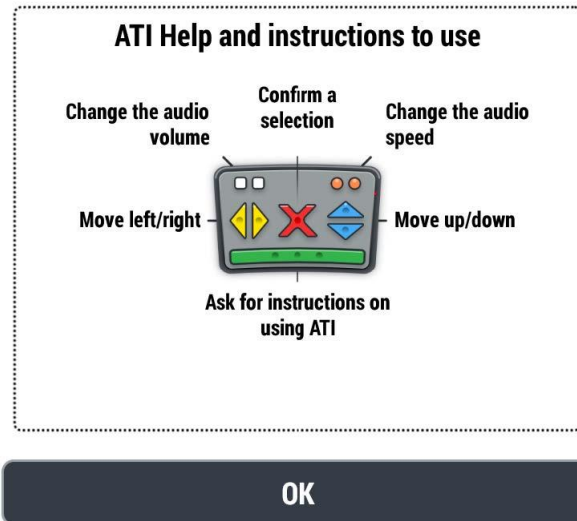
Voters Who Are In Wheelchairs or Who Have Mobility Impairments

Key Guidelines

☐ Make sure signs are posted both inside and outside regarding parking and other conveniences.
☐ Do not push or touch a person's wheelchair without prior consent.
☐ Do not lean or hang on a person's wheelchair; adaptive equipment is an extension of the body and part of someone's personal space.
☐ Place yourself at eye level by sitting or kneeling when speaking with someone in a wheelchair so that they do not have to look up at you to communicate.
☐ Ask before helping. Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to fall.
☐ Fasten mats and throw rugs securely or move them out of the way.
☐ Keep floors as dry as possible on rainy or snowy days.
☐ Keep the ramps and wheelchair-accessible doors to the voting location unlocked and barrier-free.

Wait Time and Back-Up Paper Ballots

Your job as the Voter Assistance Judge is to monitor how long voters must wait to vote at a voting unit. This does not include the time they are waiting to check in at the e-poll book Check-In Table, but rather only if a line is forming to use a voting unit. There are certain situations where back-up paper ballots must be offered.

Situations where Back-up Paper Ballots **Must** Be Offered:
- Long Lines
- Voter Assistance Judges are responsible for monitoring the wait time for voting units and reporting if the wait time exceeds 10 minutes.
- If the wait time for voting units exceeds 10 minutes, inform the Location Supervisor, who must announce the availability of paper ballots to voters every half hour until the wait time is reduced to below 10 minutes.
- Problems with Voting Units or e-poll books
- If voting units malfunction, break down, run out of power, etc., you must offer voters back-up paper ballots.
- If e-poll books break down and cannot issue voter access cards, first direct the voter to another Check-In Judge. If a voter access card still cannot be provided, you must offer voters back-up paper ballots.

Situations where Back-up Paper Ballots **May** Be Offered:
- Voter Preference: Regular Voters may opt to vote a paper ballot. Precinct Election Officials are not required to ask each voter whether or not they would like a paper ballot. And remember a regular voter requesting to vote on paper should place the ballot in a "Regular Paper Ballot" envelope, NOT a "Provisional" envelope.

Key Reminders Concerning Back-Up Paper Ballots:
- Back-up paper ballots cast for any of the reasons listed above are regular ballots that are sealed inside a white "Regular Paper Ballot" envelope and placed by the voter into the Yellow Bag located at the Provisional Table.

I m p o r t a n t : Call the Board of Elections if your supply of paper ballots runs low.

Voting Unit Time Limits

The permissible time limit for a voter to use a voting unit or vote a paper ballot is 10 minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballot. The 10-minute time limit does not apply to any voter requiring the use of the ADA (1) voting unit.

If a voter seems to be taking an unusually long period of time while voting, the Voter Assistance Judge and a Judge of opposite party may inquire, in a polite and professional manner, if the voter requires assistance.

Problems and Ballot Reissues

Machine Problems

Notify your Location Supervisor immediately of any problems with voting equipment or e-poll books. Your Location Supervisor is trained to handle the most common problems with the voting equipment and e-poll books.

If a problem cannot be resolved promptly or your Location Supervisor is not available (at lunch or on break), tape a "Temporarily Unavailable" sign to the machine and contact the Board of Elections for further instructions.

Ballot Reissues

If a voter reports difficulty using an electronic voting unit, or if a voter makes a mistake on a paper or provisional ballot, it may be necessary to reissue a ballot. Follow these procedures to ensure the integrity of the election.

N o t e : Location Supervisors must assist in processing reissues.

Reissue is needed because of an error in issuing a card:

☐ Voter needs an accessible ballot issued instead of regular ballot
☐ Issued wrong ballot type (Card vs Paper or incorrect party ballot during a primary election).

For any of these reasons, take the card back and begin the reissuing process on the e-poll book (see procedures).

Reissue needed because of voting unit problem or a voter reports a problem using a Voter Access Card in a voting unit.

1. You <u>must</u> first verify that the voter did not cast the ballot on the Voter Access Card. You and a judge of opposite party must accompany the voter back to the voting unit.
2. Insert the voter's Voter Access Card into the voting unit. If the voter cast the ballot, the screen will display the following message:

> **"There is already a vote recorded for this activation card. Please remove your activation card and notify a poll worker for assistance."**

Warning! If this message appears, the voter should be advised that his or her vote has already been cast and a new Voter Access Card **cannot** be provided. You may issue the voter a provisional ballot if the voter insists the ballot did not cast.

If the voter did not cast a ballot and it is clear the Voter Access Card is malfunctioning, you may take the voter back to the check-in area for a ballot reissue (see procedures on **page 357**).

Reissue needed because the voting unit timed out

If the voter leaves the voting unit unattended or does not use the touch screen, the voting unit will time out and the voter's ballot will be cancelled. The time out occurs after the voting unit beeps and displays a warning screen. The voter can return to voting during the warning process simply by touching the screen. If the voter does not touch the screen and allows the system to time out, the voter's ballot will be cancelled. If a voter's ballot is cancelled, the following message will display:

> **"Your ballot has been cancelled. Please remove your Voter Access Card and see the Judge."**

If a voter reports his or her ballot was cancelled:

1. You and a Judge of opposite party should return with the voter to a voting unit and insert the Voter Access Card. The screen will display in Red that the Voter Access Card was cancelled.
2. Once you have confirmed that the ballot has been cancelled, you may take the voter back to the check-in area for a reissue (see procedures on page 35).

Note: If a voter walks away without casting a ballot on a voting unit, you are **not** permitted to cast that ballot for the voter. Simply let the unit time out and cancel the ballot on the Voter Access Card. Notate in the Judges' Comments section in the white binder that a ballot was not cast.

Reissue needed because the voter made an error on a paper ballot.

When a voter makes a mistake on a paper ballot, the voter may bring the paper ballot back to you or the Check-In Judge:

1. Mark "Void" across the front and back of the Ballot leaving the stub attached.
2. Place the voided ballot in the Soiled/Defaced Envelope (grey/green envelope) at the Ballot Table.
3. Follow the procedures on **page 357** to reissue a paper ballot in the e-poll book.
4. Repeat the process if the voter needs a third ballot.

Note: You may not **reissue** more than two ballots to any voter. Voters may have three attempts to cast a ballot.

Managing the Polling Location

Precinct Election Officials need to be aware of who is in the polling location and what they are doing. It is important to know and understand who is permitted to be inside a polling location and what the rules are governing electioneering and observing.

## Who Is Permitted In the Polling Location

- Voters
- Children of voters not yet of voting age
- A person who will be assisting a voter in the voting process at the voter's request
- Persons checking the official Precinct Voter Registration Lists

Who Is Permitted In the Polling Location with Credentials

- Poll observers who have a certificate of appointment (see below for more information about Observers)
- Runners and other credentialed Board of Elections personnel
- Credentialed members of the media (please notify the Board of Elections at
- (513) 887-3700
- Police officers and Resource Officers
- Employee(s) of the facility housing the polling location

Who Is Not Permitted In the Polling Location

- Candidates or campaign workers who are campaigning or electioneering
- Pollsters
- Anyone of voting age who is not voting, who does not have credentials, and is not viewing the official Precinct Voter Registration List.
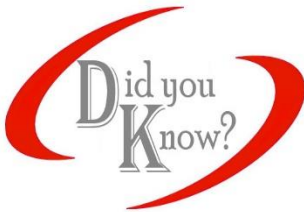
All electioneering must remain out of the 100-ft neutral zone. Candidates and their supporters must remain outside of the flags marking the 100-ft zone. Call the Board of Elections if you experience any difficulty with a candidate or campaign worker.

Poll Observers

- Poll observers are appointed by political parties, groups of candidates, or issue committees to observe the conduct of the election. If Observers arrive, your Location Supervisor will confirm their appointment and administer the oath. (The Observer's Oath may be found in the Appendix on page 90 .
- Observers are allowed to be in the polling location before, during and after hours of voting.
- Observers must not interfere with Precinct Election Officials doing their jobs or otherwise slow down the operation of the polling location or interact with voters in a manner that interferes with or disrupts an election. Please contact the Board of Elections at 513-887-3700 for instructions if this situation arises.

Record Keeping

Location Supervisors and PEOs should document events at the polling location, especially any events that impact any Precinct Election Official's ability to administer the election.

Posting the Voted Lists at 11am and 4pm

The Location Supervisor will print the 11am and 4pm posting lists. Follow the instructions below to print.

N o t e : Place posting lists in a visible place so candidates and campaign workers may easily access the lists without disturbing voters.

1. Open the Blue Menu on the Launchpad and touch "11 & 4 List."

2. The screen will default to the current report.

3. Touch "Print" to print the list. (If a reprint of an earlier report is needed, select "Previous Report" and touch "Print".)

4. When finished, touch "Home" to return to the Launchpad.
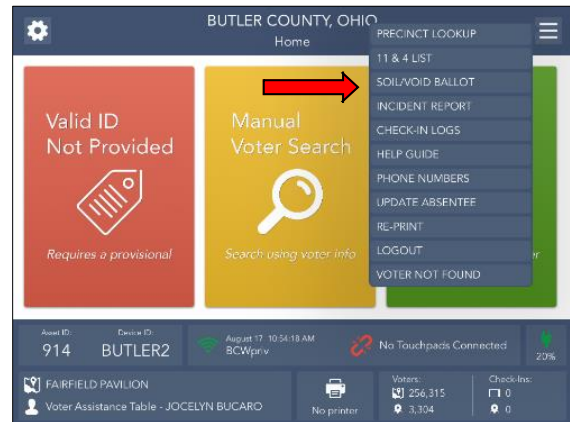
To print the list of provisional voters:

1. Open the Blue Menu and select "Check-in Logs."
2. The Check-in Logs screen will appear. Check to make sure the following are selected and highlighted in Green:
    - Include Soil - No
    - Include Provisional - Yes
    - Include - For This Location
    - Sort By - Check-In Time
3. Touch "Print."
4. After report prints, post both in a visible place.
5. Touch "Home" to return to the Launchpad.
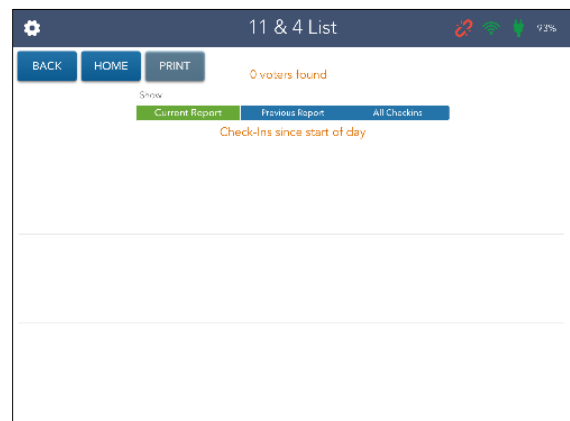
Monday Night
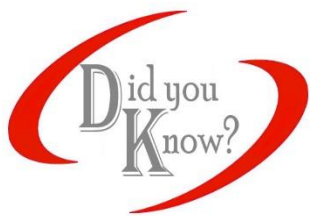
Supplies have a way of moving around. If you do not locate a supply where you think it should be, try checking the other bags or around the tables before calling the Board of Elections.

Before Election Day

☐ Visit your polling location to ensure you know how to get there and where the voting entrance is.

Monday Checklist

Important:

☐ **Report Location Arrival:** Location Supervisor will call the Board of Elections at (513) 887-3700 to report arrival at the location.

☐ **Locate Supplies:** Voto Carts, Supply Bags, ADA box (if applicable). Confirm correct location.

☐ **Set Up Polling Location:** Set up voting units, tables and chairs according to location diagram located in the red folder.

☐ **Organizational Meeting:** At 6:30 pm, all Precinct Election Officials (PEOs) report to polling location.

☐ Set Up E-Poll Books: Use laminated instructions (refer to **page 58**).

☐ **PEOs Sign In:** On e-poll books, use the laminated Quick Reference Guide instructions (detailed instructions on **page 60**).

☐ **Open Blue Bag(s):** Locate the White Binder in the front pocket. LS and Judge of opposite party verifies seal on bag matches the Paper Ballot Verification Form (Located in the Monday Tab Section). Remove seal and open bag.

☐ **Check Supplies:** Use the supply checklist to account for all supplies from the Blue Bag, Large Red Bag and Small Red Bag (refer to **page 47**).

☐ **Set Up Supplies:** Set supplies on Check-In Tables, Ballot Table, Provisional Review Table, and Return Voter Access Card Table according to diagrams starting on **page 64**.

☐ **Verify Paper Ballots:** LS completes the Paper Ballot (Optical Scan) Verification Form. See Monday Tab Section (refer to **page 47**).

☐ **Perform Printer Tests on Voting Units:** Use the laminated Quick Reference Guide (refer to **page 587**).

☐ **Complete Voting Unit Activity Log:** Attach form to corresponding voting unit.

☐ **Update Absentee on E-Poll Book:** Use the laminated Quick Reference Guide Instructions (refer to **page 63**).

☐ **Post "Election Materials":** Use the blue painter's tape being careful not to damage walls.

☐ **Hang Withdrawal Candidate List:** Hang Candidate Withdrawal List (if applicable) in each voting unit and on Paper Ballot Voting Table.

- ☐ **Review Election Day Work Plan:** LS reviews the schedule for Tuesday with all PEOs. (See sample work plan in red folder.)
- ☐ **Blue Bags/Paper Ballots:** Pack paper ballots, lock and record the lock number on the Paper Ballot Verification Form, return to Tuesday tab. Place White Binder in the front pocket.
- ☐ **DJ Instructions:** Take home Blue Bag.
- ☐ **Pack Remaining Supplies:** Place the Yellow and Red Bags into a voto cart.
- ☐ **PEOs Sign Out:** Use the designated e-poll book: Blue Menu Button, PEO Payroll. Every PEO must clock out.

You Must Report Location Setup is complete: CALL (513) 887-3700 before you leave.

Monday Election Supply Bags Checklists

If you are missing any supplies, call the Board of Elections.

Blue Bag

- ☐ Paper ballots, identified by precinct and party for all precincts at location
- ☐ Sample Ballots
- ☐ Official Voter Registration List
- ☐ Supplemental Absentee Voter List (voters who voted in last 3 days of early voting)
- ☐ Back-Up Signature Poll Book
- ☐ Green Designated Judge Folder containing second
- ☐ e-poll book log-in
- ☐ ADA supply envelope
- ☐ Write-In/Withdrawal Candidate List Folder (if applicable)

Ballot Table Supplies:
- ☐ Regular Paper Ballot Envelopes
- ☐ Provisional Envelopes and 12-H Forms
- ☐ Soiled/Defaced Ballot Envelope
- ☐ Large Ballot Magnifier
- ☐ Clipboard

Check-In Table Supplies:
- ☐ Voter Registration Forms
- ☐ Laminated Voter Processing Chart (1 per e-poll book)
- ☐ Laminated Precinct Maps
- ☐ PEO manuals
- ☐ PEO Quick Reference Guides

Provisional Review Table
- ☐ Laminated Provisional Envelope Template
- ☐ Laminated Sample Provisional Envelope
- ☐ 2 Provisional Review Table Signs
- ☐ Voting Stickers

☐ Manila envelope containing Help Wanted - PEO Recruitment signs and applications.
☐ Voting Stickers

Paper Tape Results Bag (placed inside Blue Bag)

☐ USB Drive Bag (empty)
☐ Voter Access Cards - five cards per precinct (minimum)
☐ Poll Worker Cards with PIN number

Posting Materials Plastic Sleeve

☐ Voting Rights information poster
☐ Form 10-V poster
☐ Special voting instructions poster

☐ No cell phone zone notice
☐ Notice regarding campaign paraphernalia
☐ 5 - "Vote Here" signs

Blue Election Forms Folder (Placed Inside Blue Supply Bag)

☐ Form 450 - Incident Report
☐ Emergency Safety and Planning Guide

☐ Ethics Policy
☐ 10-U – Affidavit – Oath – Examination of Person Challenged
☐ Death Notices
☐ Directive 2008-80 – Voter Identification Requirements
☐ Directive 2019-29 – Provisional Voting
☐ ID Advisory – New Identification
☐ 10-X (Primary Only) Statements of Persons Challenged as to Party Affiliation
☐ 12-D Provisional Voter Precinct Verification Form
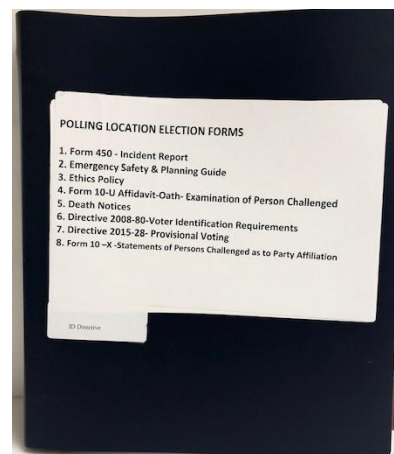
White Binder (front pocket of blue bag)

Front Pocket
- ☐ LS Lanyard
- ☐ PEO Name Tags
- ☐ Temporarily Unavailable Signs
- ☐ Last minute instructions (if applicable)

Monday Tab
- ☐ Paper Ballots (Optical Scan) Verification Form

Tuesday Tab
- ☐ Location Supervisor Problem Log
- ☐ Judges' Comments
- ☐ ICX Ballots Voted Tally Log

Back Pocket
- ☐ Bag Supply Checklist

Yellow Ballot Bag(s)

Yellow ballot bags will be delivered empty and unsealed.

Large Red Election Supply Bag(s)

- ☐ 100-ft Measuring tape
- ☐ Power strip(s)
- ☐ Extension cord(s)
- ☐ ATI bag
- ☐ Small red set-up supply bag
- ☐ Extra ICX printer paper
- ☐ Extra e-poll book paper

Small Red Set-Up Supply Bag (in large red bag)

- ☐ Screw driver
- ☐ Scissors
- ☐ Blue painter's tape
- ☐ ICX Voting Unit keys
- ☐ Security seals and locks
- ☐ Note pads, rubber bands, black ink pens, scotch tape, and styluses

Setting Up Your Location

Basics of a Perfect Polling Location

Set up your location to ensure that:
- ☐ Precinct Election Officials (and voters) can observe who is coming and going and what is happening inside the location.
- ☐ All voters, including voters with disabilities, can easily get into and out of the location and have access to any voting device.
- ☐ Voters can easily move to the check-in table and voting area and then to the exit.
- ☐ Voters can vote with privacy and without fear that anyone can observe how they are voting.
- ☐ All food and drinks are separate from the check-in area and voting area.

Sample Polling Location

Voter Access Cards returned & PEO Recruitment Station

EXIT

ADA (1) Unit closest to door

Provisional Review Table

Voter Check-In

Paper/Provisional Voting Table

Ballots & Envelopes
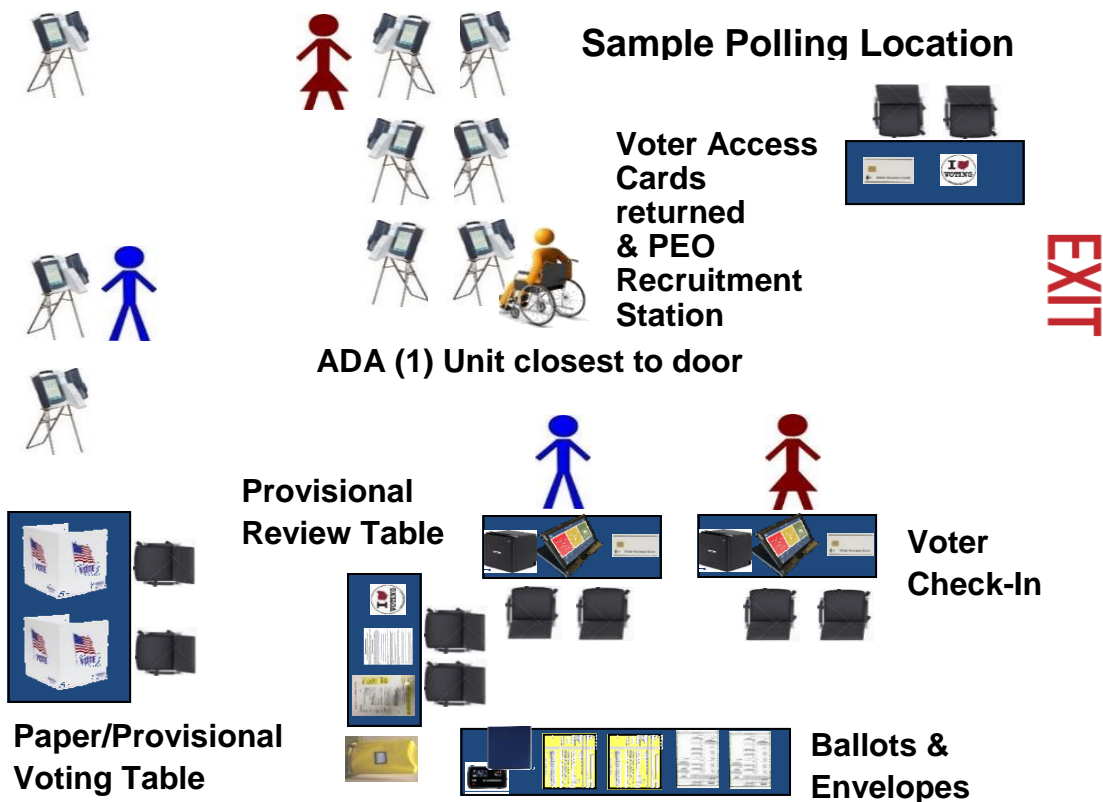
Step One: Ensure Location Is Accessible for All Voters

State and Federal law requires that voters with disabilities have access to polling locations. Location Supervisors and all Precinct Election Officials should visually inspect the polling location and remove potential barriers so that people with disabilities (including those using a wheelchair, scooter, walker, crutches, cane, service animal, etc.) can easily enter and move around the polling location.
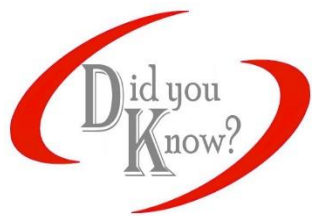
Use the checklist on the following page to guide you as you inspect your location for accessibility. Your LS will also have a diagram designating where additional equipment must be set up.

Outside the Polling Location

Travel the route from the accessible parking spaces, through the accessible entrance and all the way inside the polling location to make sure there are no barriers for people with disabilities.

Specifically, check for the following issues:
- ☐ Vertical parking signs are posted along with at least one van-accessible sign.
- ☐ Accessible parking spaces have access aisles (striped area or cones).
- ☐ Accessible parking space is closest to the accessible entrance.
- ☐ No Precinct Election Official has parked in the accessible parking spaces designated for voters.
- ☐ Directional signs are posted guiding voters to the nearest accessible entrance.
- ☐ Door handles can be used with a closed fist.
- ☐ If an alternate/separate entrance is being used specifically for people with disabilities, ensure that it is unlocked.
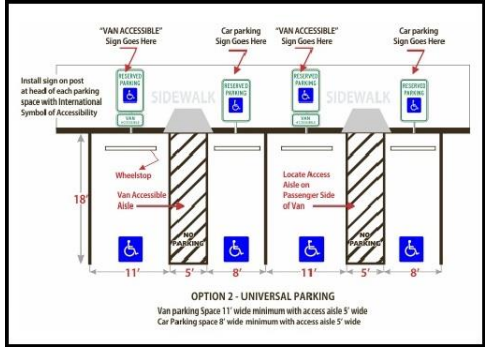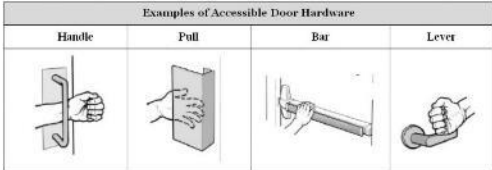
If you find any of these situations are lacking, you should notify the Board of Elections and be on alert that persons with disabilities may need additional assistance in accessing the polling location.

Inside the Polling Location

Once you have checked the route from the parking lot into the polling location, make sure the route to the voting area is also accessible. Voters with disabilities should be able to easily move from the entrance to the voting area, throughout the voting process, and to all the voting stations. Make sure there is a 36-inch wide path through the voting area, accessible tables, accessible voting unit, and adequate privacy provided.

Be sure to inspect the floors to ensure all tripping hazards are removed. All cords should be taped or covered or removed from walkways and aisles. Prop open doors that are heavy or not operable with a closed fist.

Verifying the Accessibility of the Location

These Items Must Be in Place	If Not, Correct the Situation
Accessible parking spaces with vertical parking accessibility signs, including fine rates up to $500 Van signs should designate van parking spaces with access aisles	There should be signs to post if needed with your ADA equipment. If not, please call the Board of Elections at (513) 887-3700.
Access aisles marked for Van-Accessible Parking Spaces	Use parking cones to designate access aisles.
Directional signs to guide voters to the nearest accessible entrance	Yard signs should be included in your ADA equipment. Make sure arrows point in correct direction.
Curb cuts, level transitions, or temporary ramps that allow voters to get from the parking lot to the sidewalk	Call the Board of Elections if you find any of these deficient.
Walkways and doorways to the polling place that are at least 36" wide	Find a new route to the polling place if possible, or remove obstructions. Post signs directing voters around the area as needed and contact the Board of Elections.
Door handles that can be opened with a closed fist 	Prop doors open.
No locked doors at alternate entrances	Unlock doors. Prop open if necessary.
Seats available for elderly, ill, pregnant, or disabled voters	Place extra chairs in the voting area and near where voters will line up.
No tripping hazards like loose cords or mats	Secure loose mats and cords using blue painter's tape. Call the Board of Elections with any difficulties.
No objects attached to the wall that protrude more than 4 inches if located between 27" & 80" off the floor	Place chairs, trash cans or cones beneath protruding objects to make them detectible.

Reminders When Assisting Voters with Disabilities

Here are some guidelines for Precinct Election Officials when interacting or communicating with all voters who have disabilities.

- Be courteous and respectful.
- Use common sense—it will provide the answers to most questions.
- Do not underestimate persons with disabilities—disability does not equal inability.
- Allow a little extra time to get things accomplished. It is considerate to give unhurried attention to the elderly, those with disabilities, and those who have difficulty speaking or hearing.
- Always speak directly to the voter and not to their companion, aide, or interpreter.
- Ask before you help. The person may not want or need assistance. Don't insist; respect the voter's wishes.
- Offer assistance discreetly; your courtesy will be appreciated.
- Once assistance is offered, wait until the offer is accepted. Then listen and wait for instructions.
- Treat adults like adults. Never patronize people in wheelchairs by patting them on the shoulder or head.
- Never distract a service animal; they are working.
- If your voting location is in a building with several routes through it, be sure that there are sufficient signs to direct people to the most accessible way around the facility.
- Relax. Common expressions like "see you later" or "walk over here" are unlikely to make a person with a disability uncomfortable; do not be embarrassed if you use one.

Step Two: Set Up Voting Units

Key Reminders

- ☐ Voting units are packed in numerical order, beginning with the ADA (1) Unit.
- ☐ The ADA (1) Unit must be placed closest to the accessible entrance. It contains the keypad and headset for visually impaired voters.
- ☐ Set units up at least 24 inches apart.
- ☐ Angle the units to ensure voter privacy.
- ☐ Follow the diagram in your LS folder. Call the Board of Elections at
- ☐ (513) 785-6699 with any difficulty.
- ☐ Make sure power cords are taped down and do not pose a tripping hazard.

ICX Unit Overview

Place the units in order starting with the ADA (1) Unit according to diagram located in the Location Supervisor Folder. Arrange units at least 24 inches apart at an angle to ensure privacy.

Voting Units Set Up:

The ADA (1) machine should be set up as close to the entrance of the polling location as possible.

1. With a partner, carefully remove the ICX Units from the voto card. Lay on a table or floor with the panels facing down.
2. Remove power cords from voto carts.

3. Extend telescopic legs. Pull the outside legs away from the base making sure the bracket is fully extended and locked.

4. Carefully stand the unit up. To adjust the angle, lift up on the handle while pressing the safety pin on the support bar.
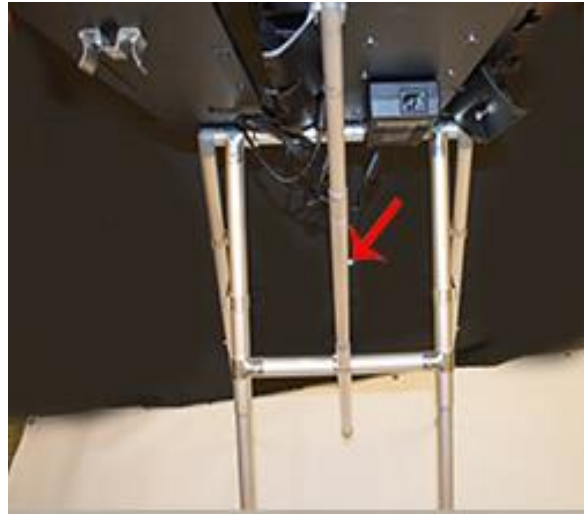
5. Remove printers from voto carts and install on ICX backboard.
6. Align the 4 keyholes on the printer to the 4 screws on the backboard; push down to secure.

7. Feed the printer power cable and printer USB cable through the opening in the backboard.
8. Connect printer USB and power cord to ICX unit.
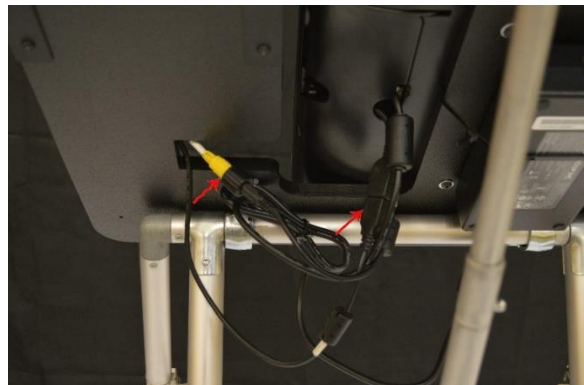
S t o p : Must attach ATI headset and keypad on Unit 1 before turning on **(see next page).**

Set Up ADA

1. Attach the ATI on Unit 1 (found in Large Red Bag).
2. Plug USB cable from ATI into the USB port inside the accessories door.
3. Plug the 1/8ᵗʰ inch cable into the green headphone jack.

Powering on ICX Units

1. Open Battery door and pull battery half way out; push battery in.
2. After the unit has booted, plug ICX power cable into outlet.

Verify Information

1. Insert Poll Worker Card and enter pin number.
2. Touch "Log In"
3. At the confirmation window, touch "Confirm".
4. Verify the tabulator name and number matches the label on top of the machine.
5. Verify Date and Time by touching the "Date/Time" button. Adjust accordingly.
6. Verify that both "AVS Controller" and "Manual Session Activation" are checked.
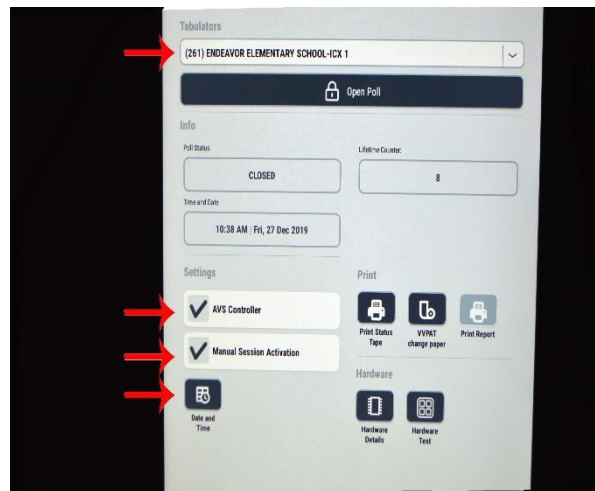
Performing a Printer Test

Once the machine is set up and powered on

1. Insert the Poll Worker Card.
2. Enter Location Supervisor pin.
3. Touch "Login."

4. Touch "Print Status Tape."
5. Print Report.
6. Touch "OK."
7. Remove Poll Worker Card.
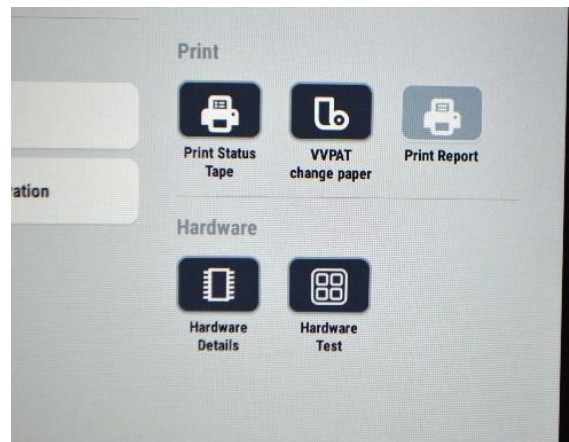
8. After completing printer test, attach Voting Unit Activity Log to the back of each voting unit. Verify that the security seal on the Election Data door matches the Voting Unit Activity Log.

9. Install privacy screens by snapping onto the ICX backboard.

Step Three: Set Up the E-Poll Book

Unpacking the Case

1. Remove the touchpads and printers.
2. Check that the printer and touchpad names match.
3. Remove all additional items: MiFi, cords, cleaning cloths, and styluses and antenna (if applicable).

N o t e : If anything is missing or is not in working order, be sure to contact the Board of Elections at (513) 785-6699.

Electronic Pollbook Transport Case Diagram

2   Under Electronic Pollbooks

1   Printer w/ Power Cable (2)

2   Electronic Pollbooks (2)

3   MiFi Hotspot (1)

4   Stylus (2)

5   Extra Printer Paper Rolls (2)

6   Charging Cords

EPB Cords (2)

MiFi Hotspot Cord (1)

MiFi Hotspot Plug (1)
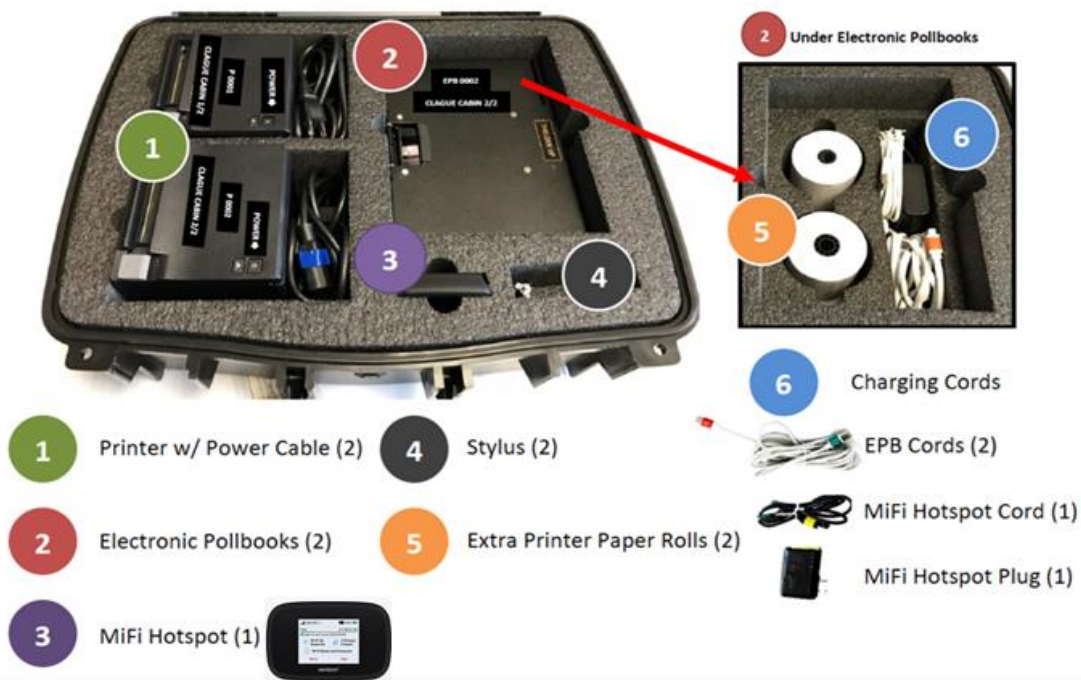
Mandatory E-Poll Book Setup

Step 1: Turn on MiFi

1. Plug in the MiFi.
2. Hold down the power button for two seconds and release until you see the MiFi screen turn on.
3. Verify that the MiFi shows at least two bars of connectivity and that all devices connect.

Step 2: Turn on the Printers

1. Remove the printers from the case. Assemble the power cord and charger.
2. Plug in each printer. You will find extension cords and power strips in the Red Election Supply Bag.
3. Press the power button on top of the printers. You will see one steady blue light on the front of the printer when it is turned on.

Step 3: Set up and Turn on the Touchpads

Warning: DO NOT plug in the charging cords yet.

1. Press and hold the power button on the upper-left hand side of the device until the Apple logo appears.
2. Assemble the charging cord for the Touchpad by plugging the Green end of the black cord into the Green USB port on the white charger.
3. Plug the charger into the power strip.

Important: Do not plug in the Orange end into Touchpad until after the PEOs have all signed in and you have completed the Absentee Update.

Step 4: All PEOs Sign into E-Poll Book

When the device turns on:
1. Touch the iPad "Home" button to unlock.
2. Touch the "EPB" icon to launch the e-poll book application.

Verify the e-poll book application status is functioning.

1. Touch the "EPB" icon to launch e-poll book application.
2. Check that the correct printer is attached and is green.
3. Check that touchpads are connected. Green Link with number of touchpads for location.
4. Check that Heartbeat is green and says "Butler BOE Zone #."
5. Check that the location is correct.
6. Check that no Check-Ins have occurred.
7. Check that the battery is full and shows green charging cord.
8. Check the Utilities button to see that the lightning encoder is functioning. See LS Manual.

PEOs sign in e-poll book – LS clocks in first,
1. Touch the Blue Menu button in the upper corner.
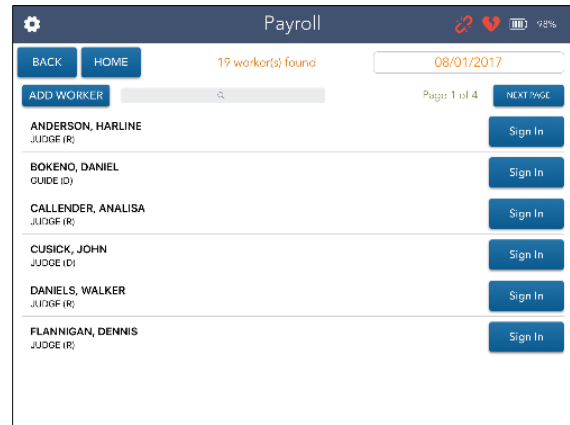2. Touch "Poll Worker Payroll."

I m p o r t a n t : Use the same e-poll book for PEOs to sign in and out when you leave Monday night.
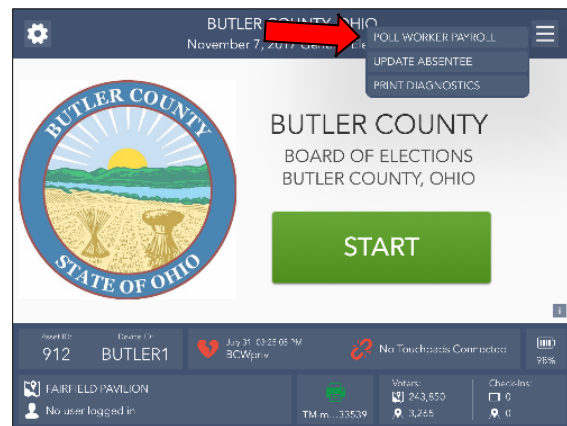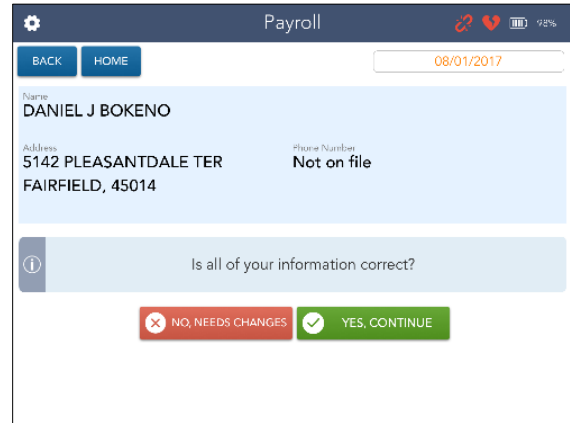
Every PEO assigned to the location:
☐ Should be listed
☐ Should Sign In and Sign Out for payroll
☐ Should Verify his/her name, address, and phone number are correct

3. Touch "Clock In" under correct name. (LS must check I.D.

4. Select the appropriate button.
   - Touch the Red "No, Needs Changes" button if any edits are needed.
   - Touch the Green "Yes, Continue" button if no changes are needed.

5. LS will read the oath out loud and sign in the space marked using a stylus.
6. Touch the Green, "I Accept" button.
7. Repeat the process for all PEOs.
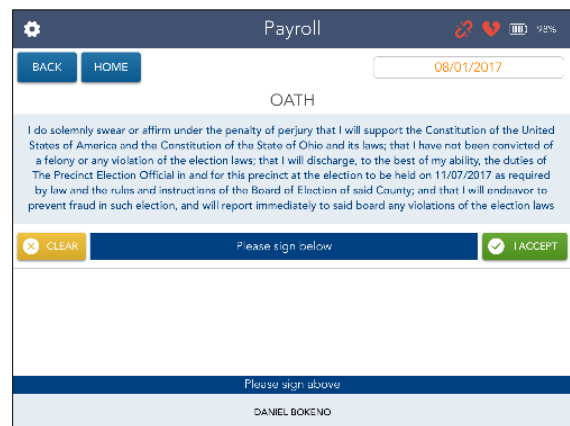
Important! If a replacement worker who does not appear on the list arrives at your location, you <u>must</u> call the Board of Elections to verify the worker is assigned to your location; the worker could be at the incorrect location.

Once verified:

1. Touch the "Add Worker" button (a list of substitute workers will display).
2. Touch your name to highlight and then "Continue."
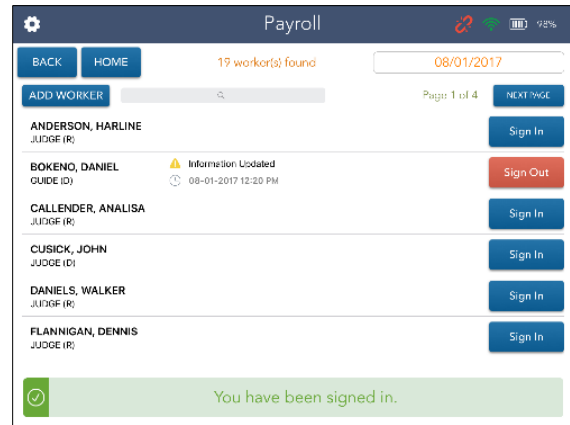3. If it does not appear, touch the "I Am Not on the List" button.

4. Select your assignment.
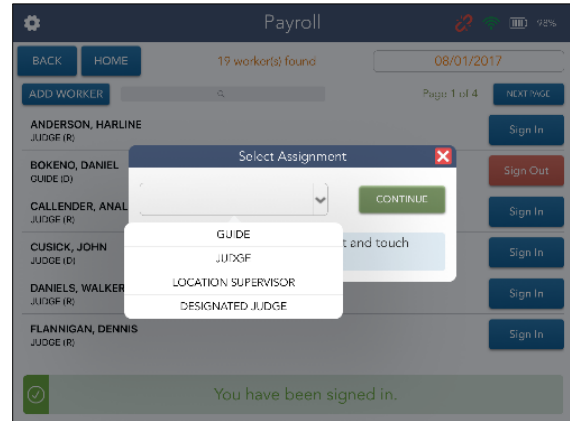
5. Verify your information is correct, or if needed, add your name, address, phone number and party (primary only).
6. Touch "Continue" to sign the Oath Statement.
7. Once all PEOs have completed the check-in and signed the Oath Statement, touch the "Home" button to return to the Start screen.

Step 5: Update Absentee Data

The LS will update the absentee data using the Supplemental List in the Blue Bag.

1. Touch the Blue Menu button in the upper right corner.
2. Select "Update Absentee" from the Blue Menu on the Start screen.

N o t e : It is only necessary to do this on one e-poll book in your location.

3. Touch the "Scan" button and hold the bar code located in the bottom left of each page of the Absentee Supplemental List under the camera of the e-poll book.

Once the page is scanned, the voters who were updated will appear on the screen.

4. Verify the total voters updated matches the total on the page.
5. Place a check mark in the box in the lower right of the Supplemental List. Repeat for each page until all pages have been scanned.
6. When finished scanning, touch the "Home" button to return to the Start screen.
7. Plug the Orange end of the charging cord into the corresponding Orange port on the bottom of the card encoder on the right side of the Touchpad.

Step Four: Set Up All Other Supplies

Check-In Table Setup

Check-In Table Inventory

☐ E- Poll Book
☐ E- Poll Book Printer
☐ Voter Access Cards (five per poll book)
☐ Write-In Candidates List (face down) – if available
☐ Note Pad
☐ Black Pens
☐ PEO Manual & SOS Quick Reference Guide
☐ Laminated Voter Processing Chart
☐ Voter Registration Forms
☐ Voting Stickers (may also place on return Voter Access Card Table).

Ballot Table Setup:

R e m e m b e r : Paper Ballots are packed Monday evening in the Blue Bag to go home with DJ.

Ballot Table Inventory:

☐ Provisional Envelopes (Generic) – write precinct from the ballot on the envelope
☐ White Regular Paper Ballot Envelopes – for voters requesting a paper ballot
☐ Paper Ballots for all precinct locations – pack them in Blue Bag Monday evening to go home with DJ
☐ Grey Soiled and Defaced Envelope
☐ Blue Election Forms Binder
☐ White Binder
☐ Large Ballot Magnifier
☐ Clipboard – for use by voters who vote curbside

Provisional Review Table Setup
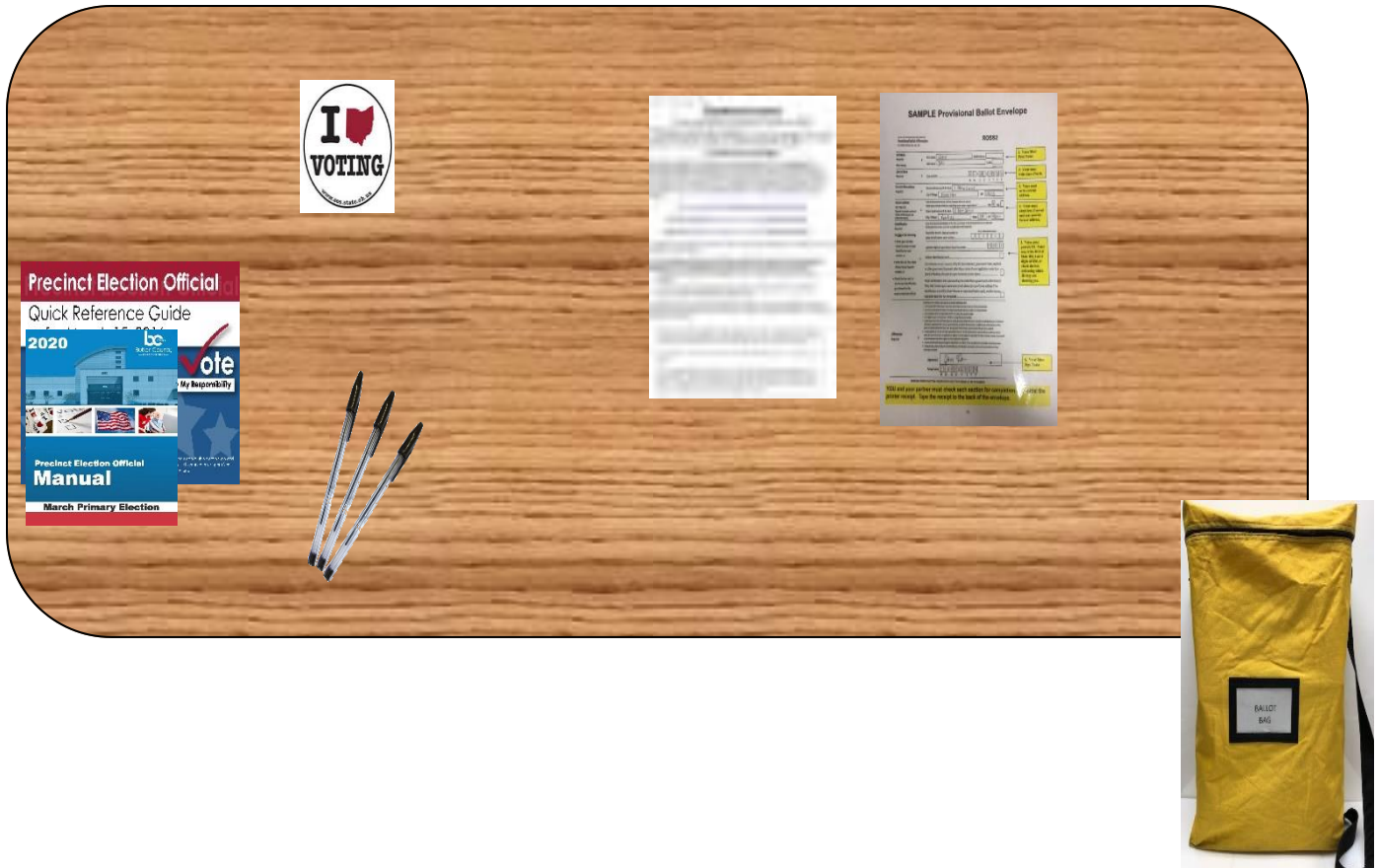
Provisional Table Review Inventory

- ☐ PEO Manual and SOS Quick Reference Guide
- ☐ Laminated Provisional Envelope Template
- ☐ Laminated Sample Provisional Envelope
- ☐ Form 12-H Provisional Ballot Notice
- ☐ Black Pens
- ☐ Voting Stickers
- ☐ Yellow Bag(s)

Return Voter Access Card Table

- ☐ Voting Stickers
- ☐ Help Wanted PEO Recruitment sign-up sheets and forms

Tuesday Morning: Opening the Polls

Did you Know?
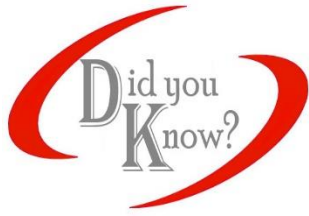
The most critical task Tuesday morning is to verify zero ballots are issued on the e-poll books and zero ballots cast on the voting units.

Tuesday Morning Checklist

☐ At 5:30am, all PEOs report to polling location.

☐ If LS or DJ does not arrive by 5:45, call the Board of Elections immediately at 513-785-5711. If a PEO does not arrive by 7:00am, call the Board of Elections.

☐ All PEOs sign in on e-poll book following steps on **page 60**. Use only one e-poll book to sign in PEOs.

☐ LS and DJ or judge of opposite party remove the Red and Yellow Bags from the voting storage cart.

☐ LS removes White Binder from the Blue Bag front pocket and retrieves the Paper Ballot (Optical Scan) Verification Form. LS and judge of opposite party verify the lock on the Blue Bag matches the lock number on the form.

☐ PEOs check supplies, e-poll books, and voting units for tampering.

☐ LS assigns judges of opposite party to run Zero Total Reports using the steps on **page 68**.

☐ Place a security lock on the Yellow Bag and place the bag near the provisional review table and in sight of a PEO at all times. You do not need to record the seal number. The Yellow Bag is for deposit of voted ballots, voter registration forms, provisional envelopes, and any other completed voter form.

☐ By 6:00am, all PEOs working the first shift at the check-in tables must log into the e-poll books and print Zero Reports. Zero Reports should be placed into the front pocket of the White Binder. Follow the instructions on **page 69** .

☐ LS confirms all poll books are connected.

☐ Place flags 100 feet from entrance to the location marking the campaign-free zone. Use the 100' tape measure in your Large Red Bag.

☐ Check to ensure accessible parking spaces are marked and that no PEOs have parked in those spaces.

☐ Polls open at 6:30am. Post the official Voter Registration List, Supplemental Absentee Voter List, and sample ballots found in the Blue Bag in a visible place near the location entrance.

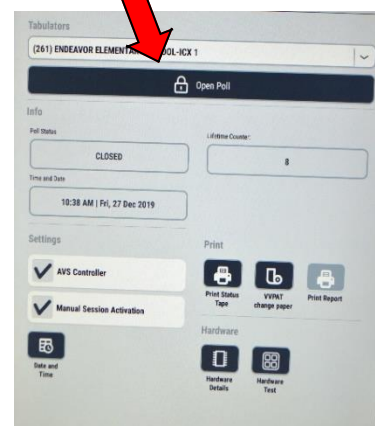## Opening the Polls – Voting Units

1. Insert the Poll Worker Card (arrow side up) into the card reader located at the bottom of the ICX.
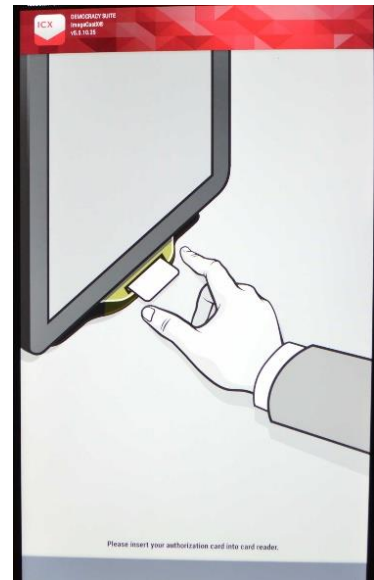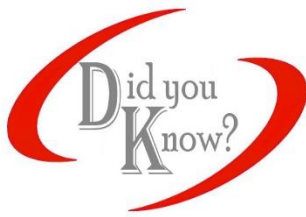
2. Enter the pin number to access the Poll Worker menu.
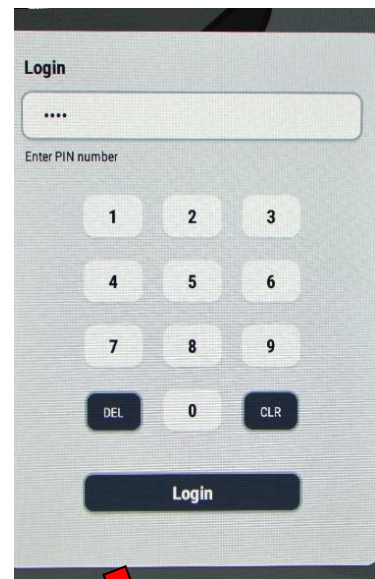
3. Touch "Open Poll" button and select "yes" to confirm.

Did you Know? ***The Zero Total Report confirms that no ballots have been cast.***

4. Zero Report prints. Unlock and open the printer door.
5. 2 PEOs (opposite parties) must sign the Zero Report.
6. Close and lock the printer door and remove key.
7. Touch "OK."
8. Remove the Poll Worker Card.
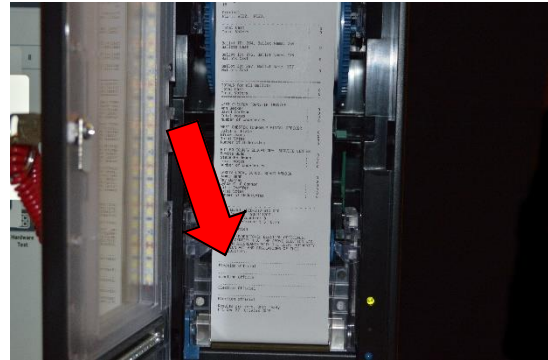
The ICX unit is ready for voting.

9. Give printer key and Poll Worker Card to the LS.

Logging Into the E-Poll Book

1. Check all connections show Green and you are on AC power.
2. Touch the "Start" button.
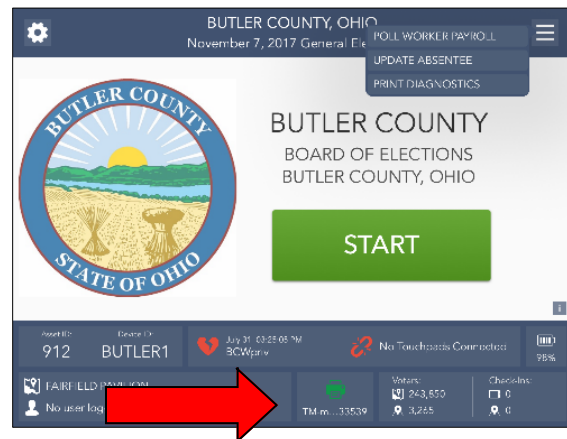
3. Enter your full first and last name.
4. Touch "Continue."
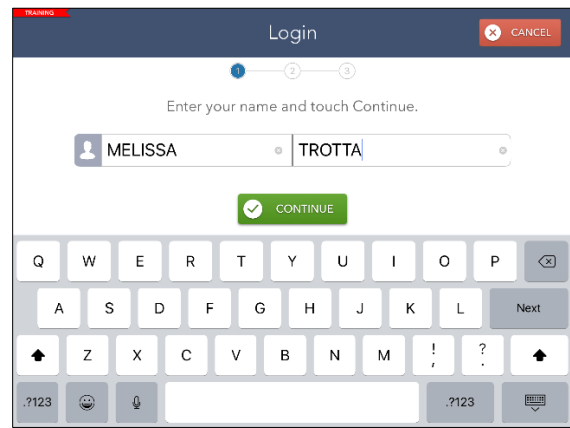
5. When you see the question, "Is this e-poll book being used at the VAT?" touch "Yes."
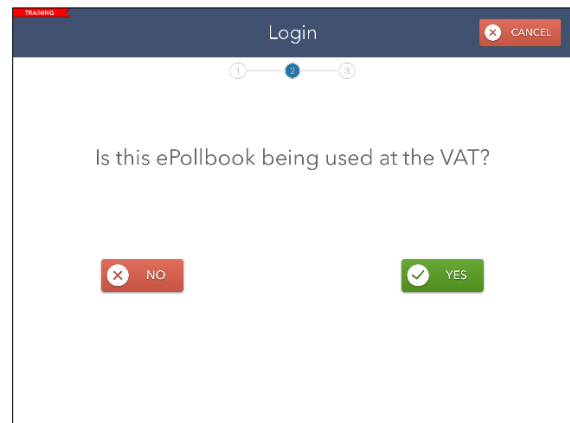
6. Two Precinct Election Officials of opposite party enter the LS and DJ passwords. (LS password is found in the Red LS folder. DJ password is found in Green DJ folder).
7. Touch "Unlock Device" when finished entering passwords.

8. The e-poll book will search for a printer. Once it is located, touch "Continue."

9. A Zero Report will print.

W a r n i n g ! If the Zero Report displays any ballots have been issued, immediately call the Board of Elections at (513) 785-6699.

10. Place the Zero Report into the front sleeve inside the White Binder.

11. Touch "Continue" to proceed.
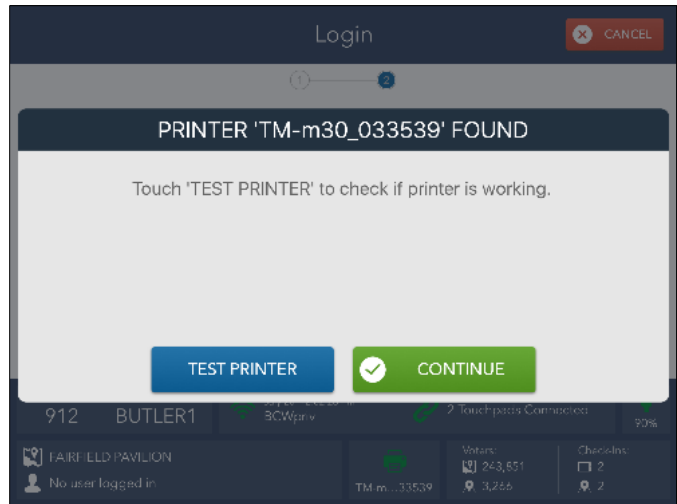
This is your Home screen on the e-poll book. After every check-in, you should arrive back at this screen to process the next voter. The next page outlines the different information and data displayed on this screen.
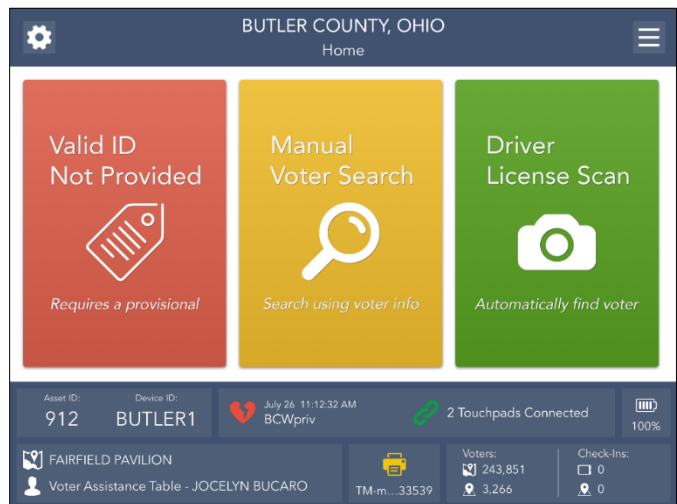
Navigating the Launchpad

1	Trouble shooting Menu
2	Blue Admin Menu
3	Asset ID / Device ID
4	Heartbeat / Sideways / Network Status
5	Printer Status
6	Voting Location / Person Logged In
7	Number of Voters and Check-ins
8	Battery

The Blue Menu button on the Launchpad shows additional functionality. This functionality includes:

- **Precinct Lookup** – Searching for a voter's precinct by address
- **11 & 4 List** – Printing the hanging lists at 11am and 4pm
- **Soil/Void Ballot** – Spoiling and reissuing a voter's ballot
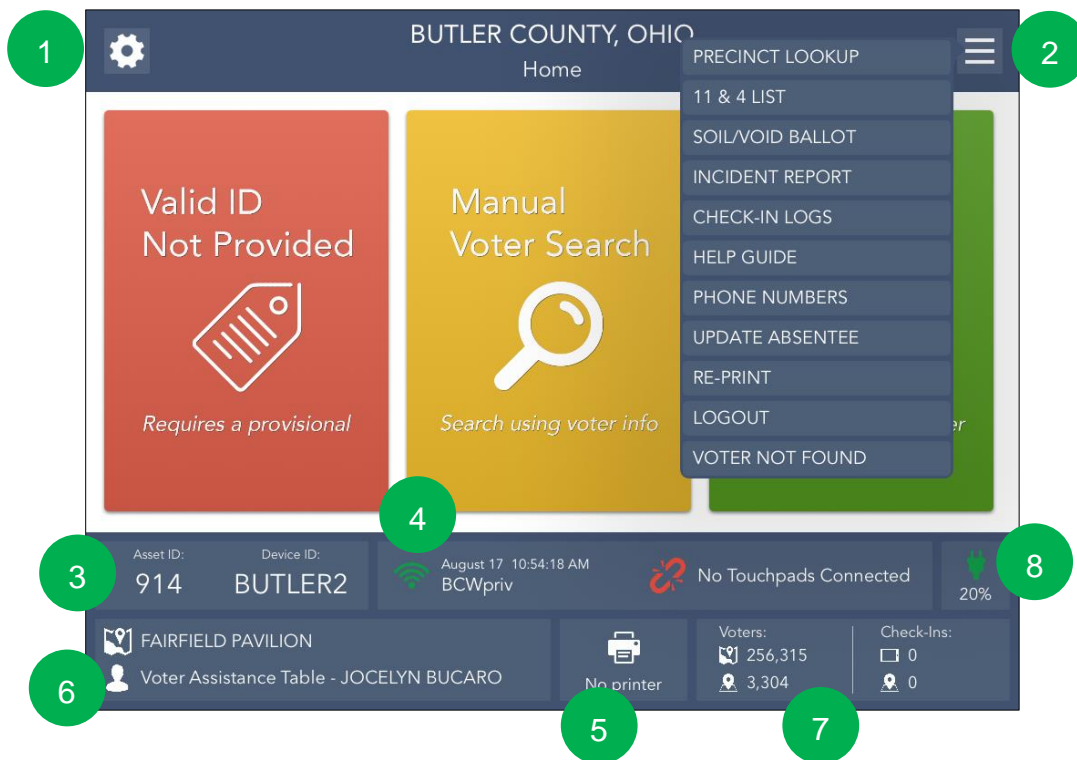- **Incident Report** – Report a problem or incident to the Board of Elections
- **Check-In Logs** – Use to print 11 & 4 Provisional Voter list
- **Help Guide** – View PDFs and training videos
- **Phone Numbers** – View important Election Day Phone Numbers
- **Update Absentee** – Scan absentee barcodes to update the latest absentee statuses
- **Logout** – Go back to the My Session Screen, logout, and/or close the election
- **Voter Not Found** – Use to enter voters who do not appear anywhere in the county in a manual voter search

Tuesday Night: Closing the Polls

Polls in Ohio close at 7:30pm, unless a court order and directive from the Secretary of State provided to you by the Board of Elections requires otherwise. See the Appendix **page 90** for more information about Court Orders.

N o t e : If there is a long line of voters at your polling place at about 7:00pm (wait time for check-in exceeds 5 minutes), the Location Supervisor at your polling place should assign one Precinct Election Official to hand-carry an e-poll book through the line to check the voters' names to ensure they are in the correct polling location. This will give the voters adequate time to get to the correct location before the polls close.

At 7:30 pm, the Location Supervisor announces to everyone that the "Polls are now Closed."

Anyone who is in line may still vote. Give the voter the benefit of the doubt at 7:30pm. Voters arriving after 7:30pm will not be able to vote. One Precinct Election Official needs to go to the end of the voter line to prevent any additional voters from lining up.

When all voters have left, close and lock the doors (when possible). The location is now in "Lock-Down Mode." Only Precinct Election Officials, any Board of Elections personnel, and Certified Observers may be in the polling location.

All Precinct Election Officials in the location must stay until all work is completed and the Location Supervisor and Designated Judge are ready to leave.

The Location Supervisor will organize the closing and give assignments to all the Judges to complete.

Tasks that must be completed when closing the polls include:

- ☐ Completing the Ballot Accounting Report
- ☐ Printing End Total Reports on the Voting Units
- ☐ Removing and Counting USBs and Paper Results and Sealing for Transport
- ☐ Packing the Voting Units
- ☐ Packing E-Poll Books
- ☐ Packing all ADA Equipment, Signs and Flags

Follow the checklists on the following pages to complete each of the tasks for closing.
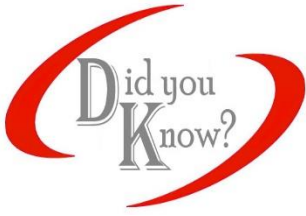
According to State Law (R.C. 3501.26), each Polling Location must submit a Ballot Accounting Report that reconciles the total number of ballots issued and voted at the location. The report must be signed electronically by the Location Supervisor and Designated Judge.

End Voting Checklist

1. Insert Poll Worker Card and enter the pin.
2. Select "Admin Menu."
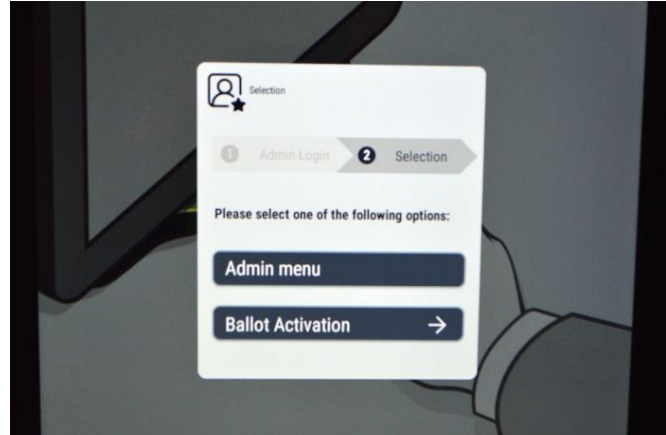
3. Touch "Close Polls" and touch "Yes" to confirm.
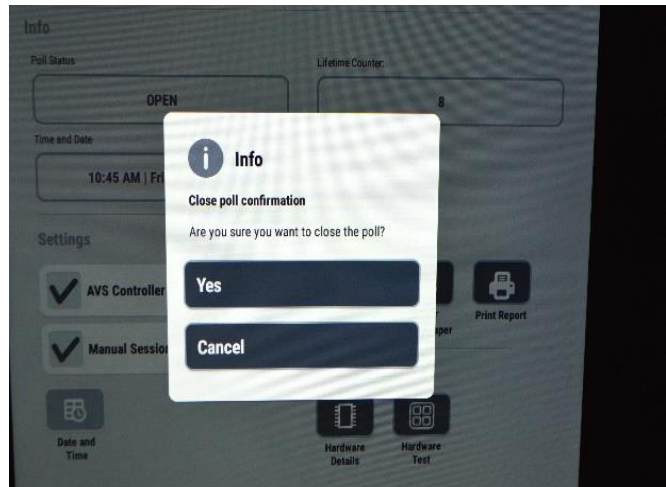
4. A summary report will run.

Stop: Do not touch screen. A dialog box will appear with three options which will be used after step 5.

5. Unlock printer door; two PEOs (opposite parties) must sign the Summary Report.
6. Close and lock the printer door.
7. Touch "OK" to print privacy seals.
8. Touch "Print Report" button; a second report will run.
9. A dialog will appear with three options. Touch "OK".
10. Open Printer door and tear paper between privacy seal and second report.
11. Remove paper from spindle and rubber band the signed Summary Report.
12. Return empty blue spindle to printer housing; close and lock door.
13. Place VVPAT in Paper Tape Results Bag.
14. Place lock on Paper Tape Results bag.
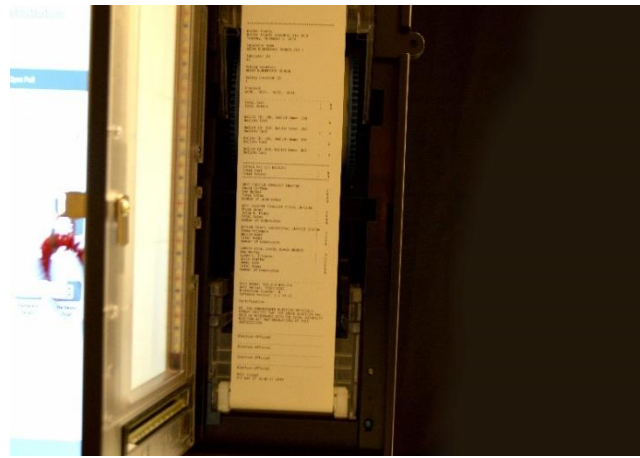15. Attach the second Summary Report outside door of polling location using blue painter's taper.

Removing the Flash Drive

1. Record total ballots cast on each unit using the ICX Ballots Voted Tally Log.
2. Remove the Security Seal from the Election Data Door.
3. Remove the Flash Drives from the ICX units and place in secure location.
4. Once all Flash Drives have been removed, count them three times to confirm one flash drive for each machine.
5. Place Flash Drives into USB Drive bag and lock.
6. Close and lock ICX Election Data Door.
7. Record lock number on Voting Unit Activity Log.
8. Touch power button located at bottom right of screen to turn off ICX units.
9. Remove Voting Unit Activity Log from every ICX unit and count to confirm one log for each machine.
10. Place Voting Unit Activity Logs in Red LS folder to be returned to BOE on Election Night.
11. Take ICX machines down and pack in Voto Carts.
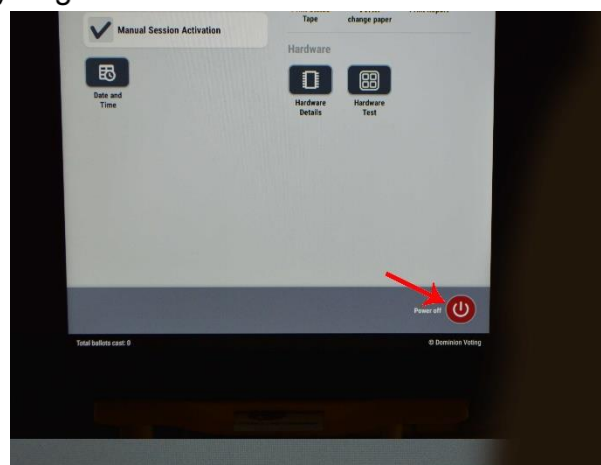
Ballot Accounting

The Location Supervisor and Designated Judge or other Precinct Election Official of opposite party should follow the instructions below to complete the report on the e-poll book.

Direct two Judges of opposite party to complete the ICX Ballots Voted Tally Log. This can be completed as End Total Reports are run and as you complete this process.

Log out on all e-poll books at location.

1. Select "Logout" from the Blue Menu on the Launchpad screen.
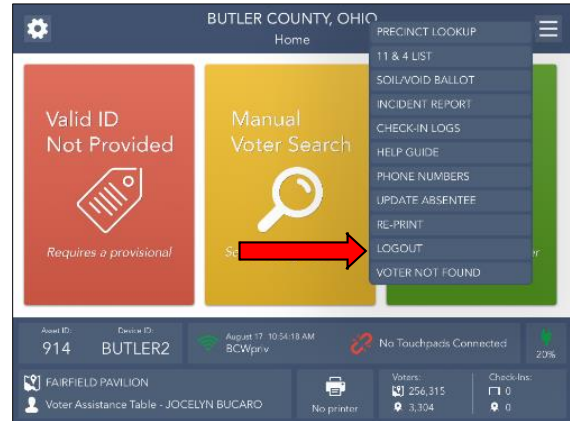
2. Touch "Close the Election."
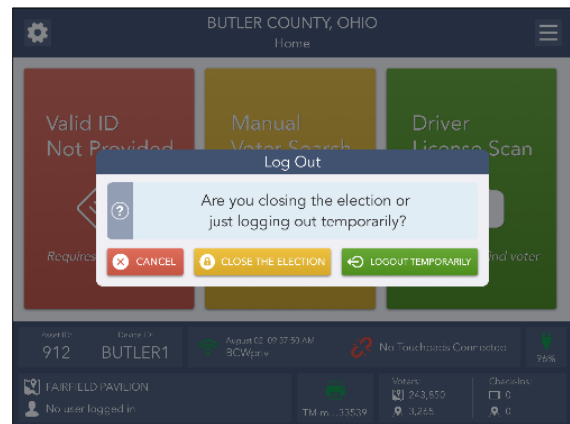
3. Touch "Yes" on the Warning screen.
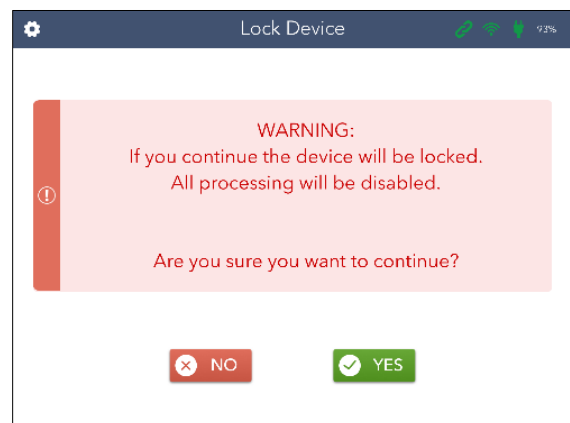
4. Enter the LS and DJ passwords and touch "Lock Device."

<u>Note: Repeat the above steps for each e-poll book.</u>
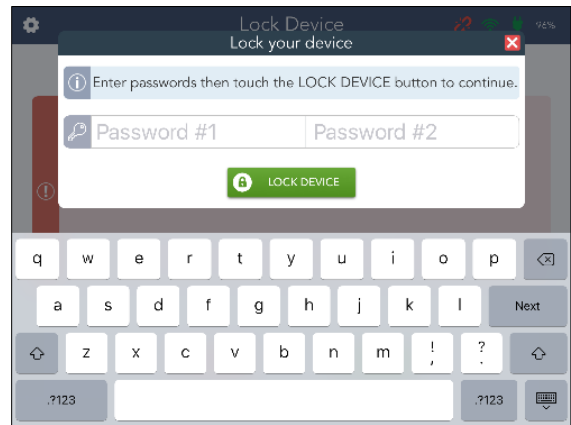
5. Gather completed ICX Tally Log, Yellow Bag, and unused ballot pads.
6. On one of the e-poll books, touch "Accounting" in the upper right corner of the Device Locked screen.
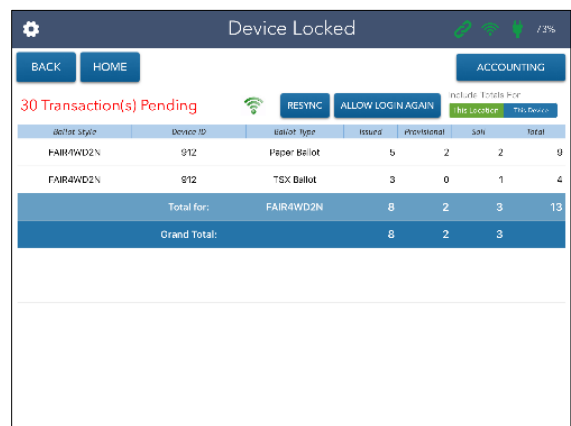
7. Enter total Unused Ballots. Touch each precinct box on the screen and enter the stub number of the next ballot for each precinct.
8. Touch "Done."
9. When finished, touch "Next Step."
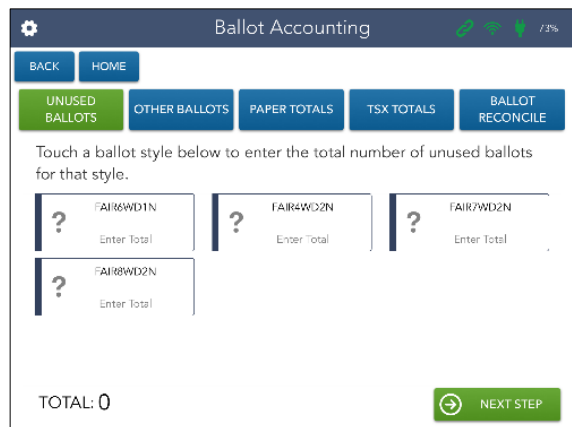
10. Enter total voted Paper Ballots by ballot type, precinct & party.
11. Open the Yellow Bag and remove all contents.
12. Sort the contents of the bag by
    a. Type of ballot (Paper, Provisional or 17-Year-Old).
    b. Precinct
    c. Party (Primary Only)
13. Touch the "Provisional" button. Count and enter the total number of provisional ballots by precinct & party and touch "Done."
14. Repeat the previous step for each type of ballot; "Soil/Void", "17-Year-Old" and "Paper."
15. When finished entering, touch "Next Step."
16. Enter total ICX ballots voted.
17. Touch the "Scanner" button (a number pad will appear).
18. Enter total number of ICX ballots cast from the "ICX Ballot Voted Tally Log."
19. Touch "Enter."
20. Touch "Next Step."
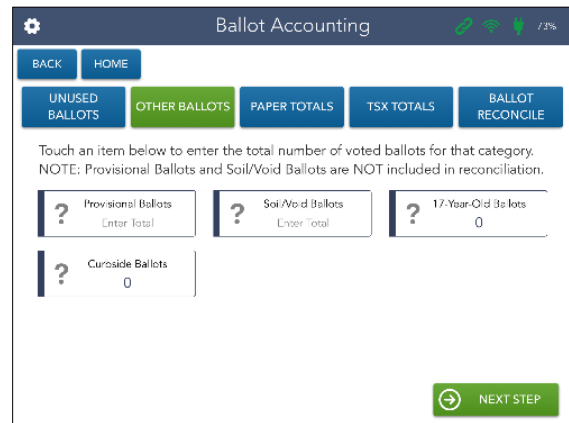
21. The Ballot Reconcile screen will appear and notify you if you are not balanced.
☐ If you are off, verify your numbers were entered correctly.
☐ If your numbers are correct, touch "Get Signatures."
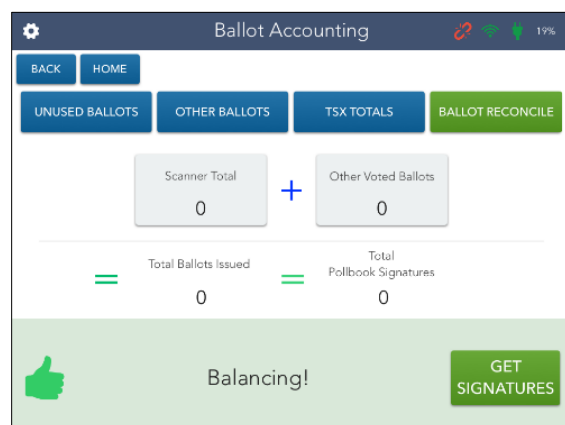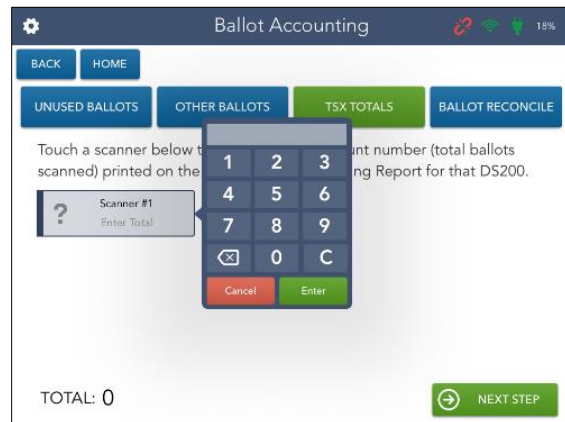
N o t e : If you do not balance, you will be prompted to provide an explanation.
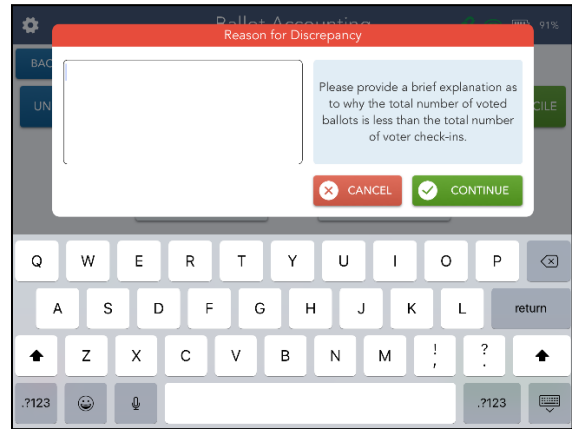
22. Touch "Continue" after providing an explanation.
23. LS and DJ Sign and Submit.
24. LS - Enter first and last name and touch "Continue." Sign on the signature screen and touch "I Accept."
25. Touch "Add Another Signature."
    DJ - Repeat the last step.
26. When both have signed, touch "Submit."
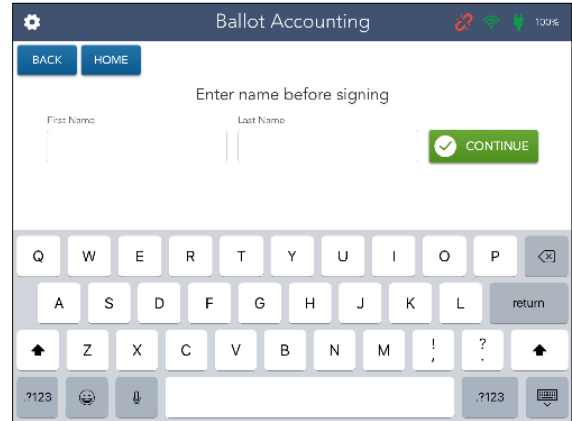
Ballot Accounting has been completed!

27. Touch "Continue" to return to the Device Locked screen.
28. Touch "Home." You may now shut down the e-poll book.
29. Place all voted ballots, provisional envelopes, curbside envelopes, and Voter Forms Bag inside the Yellow Bag.
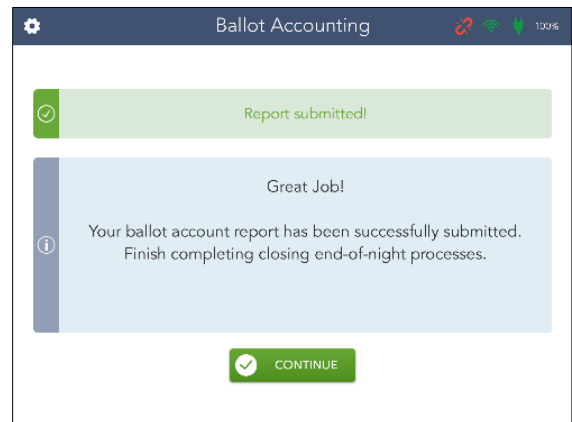
Place a new seal on the bag and record the seal number on the Yellow Bag Seal Verification Form at the bottom of the Paper Ballot Verification Form. The form is under the Tuesday Tab in the white binder.

Sample ICX Ballots Voted Tally Log

ICX Ballots Voted Tally Log

Polling Location: NAME OF LOCATION

After polls close, use this form to record the total number of ballots voted on each electronic voting unit (ICX machine) at your polling location. This form is to be completed before flash drives are removed from the voting units.

Locate the number of ballots on each voting unit at the bottom left of each machine. See the picture at the bottom for reference.

Machine No.	Ballot Count	Machine No.	Ballot Count	Machine No.	Ballot Count	Machine No.	Ballot Count
1		13					
2		14					
3		15					
4		16					
5		17					
6		18					
7		19					
8							
9							
10							
11							
12							

Total Ballot Count =_____   Date:_____
(Add all ballot count numbers and record on Ballot Accounting Report; place this form in the White Binder when finished.)

Ballot Count located in bottom left of Voting Unit Screen.
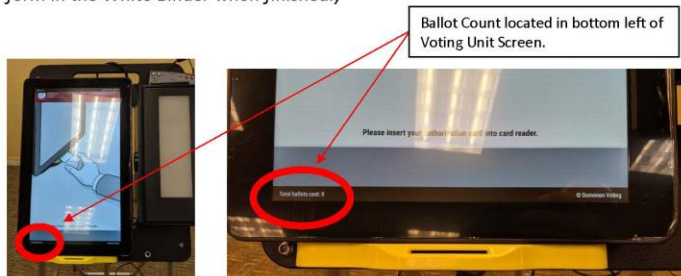
PEOs Sign Out

1. Touch the Blue Menu button in the upper right corner.
2. Touch "Poll Worker Payroll" –

   Important: Use same e-poll book for signing in and out.
3. Every PEO <u>must</u> clock-out.

Packing the E-Poll Book Checklist

- ☐ Be sure to have Precinct Election Officials sign out for payroll. Use the same e-poll book for payroll that you used in the morning.
- ☐ Log out on all e-poll books before you begin packing them.
- ☐ Complete the e-poll book packing Checklist in each case, ensuring you have all chargers, charging cords, styluses and other items as you pack.
- ☐ Turn off the printers, unplug the cords and pack them into the e-poll book cases.
- ☐ Remember: 2 printers per case.
- ☐ Turn off e-poll books and pack them into the case. Place styluses back into the case as well.
- ☐ Finally, fold the touchpads closed and pack them. Remember: 2 tablets per case.
- ☐ Unplug the Mi-Fi device and pack into the suitcase.

Tuesday Night Supply Bag Checklists

USB Drive Bag (Locked)

☐ USBs: Must have 1 USB per voting unit
☐ USB trouble sleeves (if applicable)

Paper Tape Results Bag

☐ ICX Paper Results

Yellow Ballot Bag(s) (Locked)

☐ Voted "Regular Paper" ballots
☐ Voted "Provisional" ballots
☐ Voted "17-year-old" ballots (if applicable)
☐ All other completed voter forms

Blue Supply Bag(s)

☐ Unused paper ballots and envelopes
☐ Grey/Green Soiled/Defaced Envelope containing voided ballots
☐ ICX Voting Unit Activity Logs (inside Red LS folder)
☐ Red Location Supervisor folder
☐ Green DJ folder
☐ ADA Supply Envelope
☐ Write-In/Candidate Withdrawal folder (if applicable)

White Binder (Front pocket of blue bag)

☐ Poll location key (if applicable)

E-Poll Book Cases

☐ Containing e-poll books, printers, cords, and styluses (containing completed packing checklists).

Return to the Board of Elections:

Location Supervisor and Designated Judge bring the following to the Board of Elections.
✓ Yellow Ballot Bag (Sealed)
✓ Paper Tape Results Bag (Sealed)
✓ USB Drive Bag (containing ALL Voting Units' USBs) (Sealed)
✓ USB Drive Trouble Sleeves (if applicable)
✓ E-Poll Book Cases

Supplies that Remain at the Polling Location

Large Red Supply Bag

☐ 100-ft Measuring tape
☐ Power strips
☐ Extension cords
☐ ATI Bag
☐ Extra ICX printer paper
☐ Extra e-poll book paper

Small Red Set-Up Supply Bag (In Large Red Bag)

☐ Screwdriver
☐ Scissors
☐ Blue painter's tape
☐ ICX Voting Unit keys
☐ Security seals and locks
☐ Note pads, rubber bands, black ink pens, scotch tape, and styluses

Voto Carts

☐ Voting units, Printers, ICX cords, Table Top Privacy Screens, and Flags

ADA Box (if applicable)

☐ ADA equipment

Vote Here Sign

☐ Placed on top of voto cart

Remember to clean up any food items and leave the location as you found it Monday evening.

Appendix

Sample Forms

Paper Ballots (Optical Scan) Verification Form

Monday Evening

We certify that Chamber Lock# _____ was intact on the Blue Bag upon receipt Monday, May 7, 2018 and that the last stub numbers match the numbers below for each precinct.

Place the paper ballots in the Blue Bag, put a new Chamber Lock on the bag and record the number below.

_____   _____   _____
(Location Supervisor)   (DESIGNATED JUDGE)   (NEW Chamber Lock #)

Tuesday Morning

We certify that Chamber Lock# _____ was intact on the Blue Bag upon arrival Tuesday, May 8th.

_____   _____
(LOCATION SUPERVISOR)   (DESIGNATED JUDGE)

	Polling Location Name	
Precinct No.		
Precinct No.		

Yellow Bag Seal Verification Form

Tuesday Evening

We certify that we placed Chamber Lock# _____ on the Yellow Bag after completing Ballot Accounting.

Place the voted paper ballots, provisional envelopes, curbside envelopes and all voter forms back into the Yellow Bag, put a new Chamber Lock on the bag and record the number above.

_____   _____
(Location Supervisor)   (DESIGNATED JUDGE)

Voter Identification Requirements

Photo Identification

Photo identification issued by the U.S. government or State of Ohio are acceptable for voting as long as <u>all</u> of the following criteria are met:

- An expiration date that has not passed.
- A photograph of the voter.
- The voter's name, which must match the name in the voter's record unless the voter also has legal proof of a name change (such as a marriage license or court order). Direct voter to complete a Form 10-L. See instructions on page 28.
- The voter's current address, which must match the address in the voter's record unless it is an Ohio Driver's License or State ID card.

Examples of Acceptable Photo Identification

State Identification Card

Ohio Driver's License
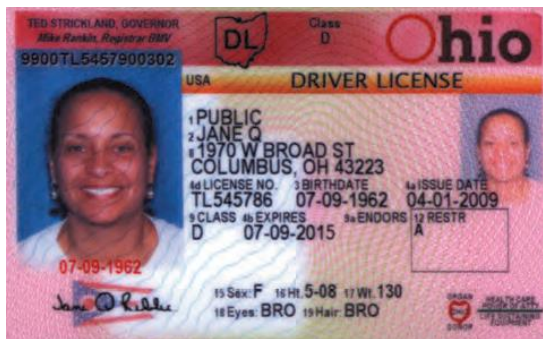
Ohio Interim Documentation

- An Ohio Interim Documentation that displays an expiration date that has not passed is a valid form of identification for voting purposes.
- A hole-punched Ohio Driver's License or state identification card in the old format that displays an expiration date that has not passed is a valid form of identification for voting purposes. See example on the next page.

Ohio Interim Documentation

New Formats of Ohio Drivers' Licenses or State Identification Cards that are Acceptable

FRONT OF COMPLIANT DRIVER LICENSE
(Star in upper right-hand corner indicates federally compliant driver license)
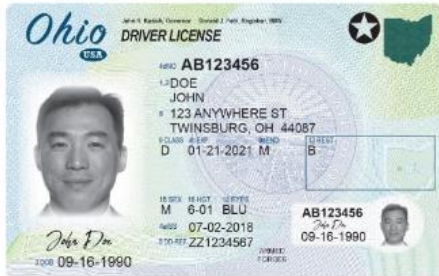
BACK OF COMPLIANT DRIVER LICENSE

FRONT OF STANDARD DRIVER LICENSE
(No star in upper right-hand corner indicates a non-federally compliant driver license)

BACK OF STANDARD DRIVER LICENSE

Military Identification

Military identification cards or copies of such cards must be accepted whether or not they contain the voter's name or address. It must still enable you to determine that it is the military ID card of the person who is presenting it for voting.

The examples are only a few of the many types of military ID that may be presented.

Valid Non-Photo Identification

Non-photo ID is valid as long as it meets certain criteria:
- Must contain voter's correct name and current address
- Must be current within one year.
- May be the original document, a photocopy of the document, or displayed on a smart phone or other electronic device.

Types of Valid Non-Photo Identification
- Utility Bills, including, but not limited to:
- Water Bills

- Electric/Gas Bills
- Cable or Internet Bills
- Telephone or Cell Phone Bills
- Bank Statements
- Government Checks
- Paycheck, including direct deposit receipt, from any public or private employer
- Other Government Document, which is defined as a document issued by a
- "government office," which includes any local, state, or federal government
- office, branch, agency, division or similar component, including a board, commission, or public college, university, or community college whether or not in Ohio. Examples include, but are not limited to:
- Water Bills
- Letters
- Tax Bills
- Notices
- Court Papers
- Grade Reports
- Transcripts

Other Valid Forms of Identification
- College University Document
- Credit Card Statement
- Car Registration
- Speeding Ticket
- Ohio Hunting/Fishing License
- Ohio License to Carry a Concealed Handgun

Sample Valid Form for Miami University Students

MIAMI UNIVERSITY
OXFORD, OH · EST. 1809

September 01, 2016

M█ H█████
6657 B█████████ Dr
West Chester, OH 45069

Dear M█ H████:

This is to confirm that your current Miami University Address is below.

This also validates that your housing fees at Miami University cover utilities at this location. For purposes of voting or registering in Ohio, this letter can server to establish both your identity and your current address

M█ H█████

6657 B█████████ Dr
West Chester, OH 45069

Sincerely,

David M. Sauter
University Registrar

Mike Curme
Assoc VP & Dean of Students

Unacceptable Forms of Identification

Ohio law does not allow for the following types of ID for voting on Election Day:

- Driver's License or Photo ID issued by a state other than Ohio
- Expired Driver's License or Photo ID issued by the state
- Social Security Card
- Passport
- Birth Certificate (unless the voter still lives in the house where he or she resided at birth, and the birth certificate contains the home address)
- Insurance Cards
- Any registration acknowledgement from the Butler County Board of Elections (all other documents from the Board of Elections are acceptable identification as government documents).

Poll Observers

Poll observers are appointed by political parties, groups of candidates, or issue committees to observe the conduct of the election. If observers arrive at your polling location, the Location Supervisor or Designated Judge should follow these steps to verify their appointment and administer the Observer's Oath:

☐ Upon arriving at the polling location, observers must have their Certificate of Appointment of Observer (Form 215, Form 217, or Form 220) verified by a Precinct Election Official.

☐ A Precinct Election Official must administer the observer's oath prescribed as follows:

> "You do solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and/or that you will not disclose or communicate to any person how any elector has voted at such election."

☐ Observers are allowed to be in the polling location before, during and after hours of voting.

☐ Observers must not interfere with Precinct Election Officials doing their jobs or otherwise slow down the operation of the polling location or interact with voters in a manner that interferes with or disrupts an election. Please contact the Board of Elections for instructions if this situation arises.

If Court Order is Issued to Keep Polls Open after 7:30pm

If there is a court order to keep a polling location open past 7:30pm, you must know who the last person in line at 7:30pm was.

- Voters who were already in line at 7:30pm should be processed like all other voters.
- All voters who arrive at the polling location to vote between 7:30pm and the court-ordered closing must vote a provisional ballot.
- Voters will still be processed on the e-poll book.

1. Look up voters using the Driver's License scan or other form of ID. Verify the voter's name and address are current as you would with all other voters.
2. Because all voters must vote provisionally, touch the yellow "More Options" button.
3. Select "Manual Provisional." Be sure to enter the correct precinct.
4. Touch "Continue."
5. Continue processing as you would all other provisional voters.
6. Be sure the voter is voting in the correct polling place. Redirect voters to the correct location if they are in the wrong place. (See instructions on page 35.)

7. Write "After Close of Polls by Order of the Court" at the top on the front of the provisional envelope.
8. When voters are finished completing the envelope and marking their ballot, Provisional Review Judges must review to ensure the envelope is completed properly.

After the polls close, proceed with your closing procedures.

Call the Board of Elections at (513) 887-3700 with any questions or concerns regarding the Court Order.

Emergency Planning Guide

Medical Emergency

☐ Call 911
☐ Once the medical emergency is under control, contact the Board of Elections at (513) 887-3700. In the event of a voter or Precinct Election Official emergency, follow the procedures below.

Precinct Election Official or Voter Injury

☐ Location Supervisors should complete the following procedures if a Voter or any of your Precinct Election Officials are injured during the course of the workday.
☐ If the injury is serious or life threatening, seek medical attention immediately by calling 911.
☐ Call the Board of Elections at (513) 887-3700 and report the injury to Administration as soon as possible.
☐ Please collect all information concerning the injury from all witnesses and get witnesses' names, telephone numbers and addresses in case further investigation is needed.

If the Electricity goes out - Call the BOE immediately

☐ Location Supervisor should perform the following procedures:
☐ Power down one-half of the Voting Units.
☐ Change Security Seals and record the Seal Numbers on the Voting Unit Activity Log.
☐ If batteries on the Voting Units begin to weaken, call the Board of Elections at (513) 785-6699.

Evacuation of your Voting Location

If you must leave your voting location due to an emergency like fire or tornado:

Do not panic. Your safety and the safety of your co-workers and the voters is our first concern.

- ☐ If possible, gather and secure the following:
- ☐ Yellow Ballot Bag
- ☐ All memory devices from all voting units
- ☐ At least one e-poll book and printer
- ☐ Unvoted paper ballots and blank Provisional envelopes
- ☐ Go to a safe location as instructed by public safety officials or as determined by the Location Supervisor
- ☐ As soon as you can, contact the Board of Elections at (513) 887-3700 for further instructions

Early Voting Hours

The Board will be open for in-person early voting during the following hours:

Week 1: February 19 - February 21
8:00 a.m. to 5:00 p.m. on each weekday (Wednesday through Friday)

Week 2: February 24 - February 28
8:00 a.m. to 5:00 p.m. on each weekday (Monday through Friday)

Week 3: March 2 – March 7
8:00 a.m. to 5:00 p.m. on each weekday (Monday through Friday)
8:00 a.m. to 4:00 p.m. on Saturday, March 7

Week 4: March 9 – March 15
8:00 a.m. to 7:00 p.m. on each weekday (Monday through Friday)
8:00 a.m. to 4:00 p.m. on Saturday, March 14
1:00 p.m. to 5:00 p.m. on Sunday, March 15

Week of Election Day: March 16
8:00 a.m. to 2:00 p.m. on Monday, March 16

Voters may also vote by mail:

Complete and send an application by noon on Saturday, March 14, 2020. An application may be downloaded from our website: elections.bcohio.us, or voters may call the Board of Elections to request an application at (513) 887-3700.

Voter Processing Chart
(For Primary Election)

Voter arrives → **Driver's License?**

- **Driver's License?** — No → **Other ID?**
- **Driver's License?** — Yes → **Touch Green Driver's License Scan & scan license**

- **Other ID?** — No → **Touch Red Valid ID Not Provided**
- **Other ID?** — Yes → **Touch Yellow & select ID shown; enter voter's last name & house #**

Touch Red Valid ID Not Provided → **Enter few letters of voter's last name & house number** → **Voter found?**

- **Voter found?** — No → **Touch Green Button; Search by voter's last name and birthdate** → **Voter found?**
  - **Voter found?** — No → **From Home Screen, choose Voter Not Found in Blue Menu** → **Enter voter's name, birthdate & address** → **Flip screen and direct voter to confirm correct** → **Correct Location?**
    - **Correct Location?** — Yes → (to Touch Green Process Provisional)
    - **Correct Location?** — No → **Touch Yellow More Options & Re-Direct Voter**
  - **Voter found?** — Yes → **Touch Green Process Provisional**
- **Voter found?** — Yes → **Touch Green Process Provisional**

Touch Green Process Provisional (right column) → **Flip screen and direct voter to select party & sign** → **Confirm signature & touch Green Issue Ballot** → **Retrieve correct precinct & party ballot & provisional envelope** → **Scan ballot bar-code & hand ballot and envelope to voter**

(Left/center flow)

Touch Green Driver's License Scan & scan license → **Voter found?**

- **Voter found?** — No → **Touch Green Button; Search by voter's last name and birthdate** → **Voter found?**
  - **Voter found?** — No → (to From Home Screen, choose Voter Not Found in Blue Menu)
  - **Voter found?** — Yes → (to Name/Address current?)
- **Voter found?** — Yes → **Name/Address current?**

- **Name/Address current?** — No → **Touch Yellow More Options button** → **Touch Update Voter Info** → **Touch Edit next to Name and/or Address**
  - **NAME CHANGE: Enter new voter name** → **Select type of proof shown (or none if no proof)**
  - **ADDRESS CHANGE: Enter new house # and few letters of street** → **Touch new street name**
  - → **Flip screen & direct voter to confirm** → IF → **Wrong location?** → **Touch Yellow More Options & Re-Direct Voter**
- **Name/Address current?** — Yes → **Voter Eligible?**

- **Voter Eligible?** — Yes → **Touch Get Voter Signature** → **Flip screen and direct voter to select party & sign.** → **Verify Signature and touch Green Issue Ballot**
  - **OR** → **Touch Program Card, insert card, wait for prompt and hand card to voter**
  - **OR** → **If Paper requested** → **Touch Blue Paper Ballot button, scan correct precinct ballot and hand to voter**
- **Voter Eligible?** — No → **Touch Green Process Provisional** → **Flip screen and direct voter to select party & sign** → **Confirm signature & touch Green Issue Ballot** → **Retrieve correct precinct & party ballot & provisional envelope** → **Scan ballot bar-code & hand ballot and envelope to voter**
- **Voter Eligible?** — OR → **Wrong location?** → **Touch Re-Direct Voter, then continue**