



The Board of Elections is here to help. Call us with any questions or concerns.

**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

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# OPEN HOUSE

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, and using the voting units. This is also a great opportunity to have your questions answered.

Who: Any PEO working the upcoming election

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

When: Thursday, October 21, 2021, 9:00am – 4:00pm  
Friday, October 22, 2021, 9:00am – 4:00pm  
Saturday, October 23, 2021, 9:00am – 4:00pm



## Introduction & Welcome!

Introduction & Welcome 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 survey will be available the day after Election Day and for one month following. To locate the link please visit [elections.bcoho.gov/feedback/](https://elections.bcoho.gov/feedback/)

# COVID-19

The Butler County Board of Elections is taking precautions to keep our staff, Precinct Election Officials, and voters safe during our evolving situation. We are committed to providing you with the supplies you need. Each location will receive a Personal Protective Equipment (PPE) Bag which includes:

## Supplies

- Face Masks
- Hand Sanitizer
- Cleaning Supplies
- Gloves
- Other supplies may be added as needed

## Procedures

- Social Distancing
- Periodic Sanitation

## Reduce the Spread

Handwashing is one of the best ways to protect yourself and your family from getting sick. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your coughs and sneezes with a tissue and throw the tissue in the trash.
- Use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Clean and disinfect frequently touched surfaces and objects (e.g., tables, countertops, light switches, doorknobs, and cabinet handles).

# Election and Key Duties

## *Elections 101: Types of Elections*

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### **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.
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### **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 count 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.
- 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 as existing voters update their names and addresses.
- Polling locations are secured and inspected.
- Precinct Election Officials are recruited and trained.
- Equipment and units 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***

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### **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.

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## 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.

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## 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.

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## 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 completed by voters is returned to the Board of Elections office for review and verification after the polls close.

## *Elections 101: Election Equipment*

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### 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.





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## You Are Part of a Team

Teamwork 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; Judge(s) and a 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.

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### Location Supervisor

The Precinct Election Official (PEO) 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 PEOs 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 PEOs;
- Officially opens and closes the polls;
- Reports absent PEOs; and
- With the Designated Judge, returns all ballots and supplies to the Board of Elections.

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### Designated Judge

The Precinct Election Official (PEO) who 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.

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## 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;
- Verifies 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.

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## Provisional Review Judge

- The Provisional Review Judge works with a partner to assist provisional voters.
- 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.

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## Voter Assistance Judge

- The Voter Assistance Judge works with a partner to assist voters as needed and monitors 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.

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## Shared Duties of all PEOs

- All Precinct Election Officials share some duties as part of the overall team.
- Report to their assigned 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 with all needed supplies;
- Verify location is accessible to all voters by setting up supplemental equipment to designate accessible parking spaces and by 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;
- After the close of polls on Tuesday evening, run End Total Reports on voting equipment, remove memory devices, secure equipment, ballots, and all unused paper ballots for return to the Board of Elections, and pack up supplies.

**Did you  
Know?**

***A Democratic and a Republican official must be present at the location at all times.***

# The Basics of Serving as a Precinct Election Official

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## 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 setup meeting on Monday evening.

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## 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.

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## 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

- 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

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## Ethics for All Precinct 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 or on our website at: [elections.bcoho.gov](http://elections.bcoho.gov) for Precinct Election Officials who wish to review it. When you take your Oath of Office on Monday evening, you will sign an acknowledgment that you have read these ethics requirements and will abide by them.



# Monday Night

**Did you Know?**

*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.*

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## Monday Checklist

- 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 **26**).
- PEOs Clock In:** On e-poll books, use the laminated Quick Reference Guide instructions (refer to **page 28**).
- 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 checklists to account for all supplies from the Blue Bag, Large Red Bag, and Small Red Bag (refer to **page 15**).
- 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 32**.
- Verify Paper Ballots:** LS completes the Paper Ballot (Optical Scan) Verification Form. See Monday Tab section.
- Perform Printer Tests on Voting Units:** Use the laminated Quick Reference Guide (refer to **page 24**).
- Complete Voting Unit Activity Log:** Attach form to corresponding voting unit.
- Update Absentee Data on E-Poll Book:** Use the laminated Quick Reference Guide Instructions (refer to **page 31**).
- Post "Election Materials":** Use the blue painter's tape to avoid damaging walls.
- Hang Withdrawal Candidate List:** Post Candidate Withdrawal List (if applicable) on all of the ICX privacy screens and on the 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.

**Important:** You must report location setup is complete: Call (513) 887-3700 before you leave.

# Monday Election Supply Checklists

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

## Subject to Change

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### Blue Bag

- Paper Ballots (identified by precinct for all precincts at location and by precinct and party during a Primary Election)
- 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 (contains second e-poll book log-in)
- ADA Supply Envelope
- Write-In/Withdrawal Candidate List Folder (if applicable)



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### Ballot Table Supplies:

- Regular Paper Ballot Envelopes
- Provisional Envelopes
- Soiled/Defaced Ballot Envelope
- Large Ballot Magnifier
- Clipboard

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### 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

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### Provisional Review Table

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

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### Return Voter Access Card Table

- Manila Envelope Containing Help Wanted - PEO Recruitment Signs and Applications.
- Voting Stickers

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## Paper Tape Results Bag (Placed Inside Large Red Bag)

- USB Drive Bag (empty)
- ICX Voting Unit Keys
- 5 - Voter Access Cards per precinct (minimum)
- Poll Worker Cards with PIN Number



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## Posting Materials Plastic Sleeve

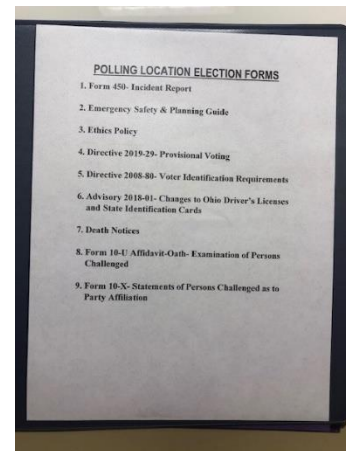
- Voting Rights Information Poster
- Form 10-V Poster
- Special Voting Instructions Poster
- No Cell Phone Zone Notice
- Notice Regarding Campaign Paraphernalia
- 5 - "Vote Here" Signs



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## 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 Only Statements of Persons Challenged as to Party Affiliation
- 12-D Provisional Voter Precinct Verification Form





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## 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



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## Yellow Ballot Bag(s)

Yellow ballot bag(s) will be delivered empty and unsealed.



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## Large Red Election Supply Bag(s)

- 100-ft Measuring Tape
- Power Strip(s)
- Extension Cord(s)
- Small Red Set-Up Supply Bag
- Paper Tape Results Bag



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

- Scissors
- Blue Painter's Tape
- Security Seals and Locks
- Note Pads, Rubber Bands, Black Ink Pens, Scotch Tape, and Styluses

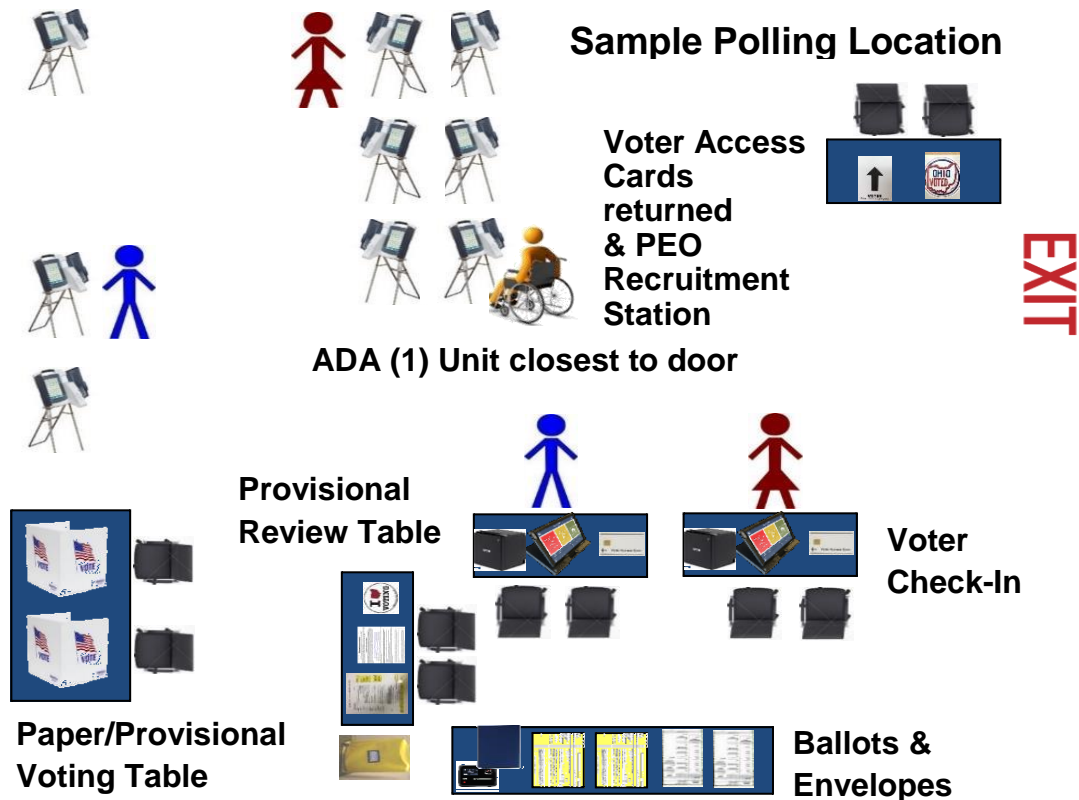


## Setting Up Your Location

### 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.



## 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.

**Did you Know?**

*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.*

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### 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.


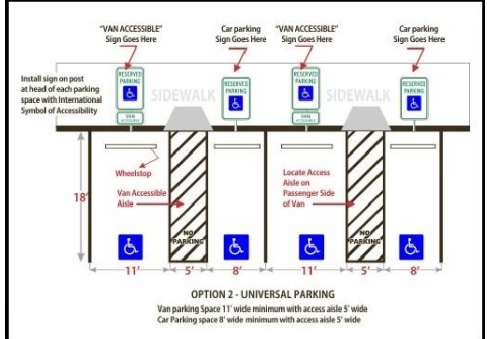

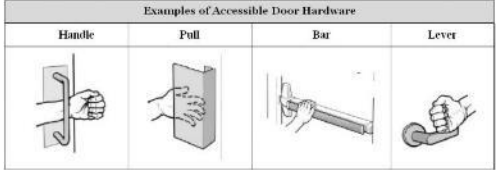
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### Inside the Polling Location

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 and be able to access all of the voting stations without obstruction. 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
<p>Accessible parking spaces with vertical parking accessibility signs, including fine rates up to \$500</p> <p>Van signs should designate van parking spaces with access aisles</p>	<p>There should be signs to post if needed with your ADA equipment. If not, please call the Board of Elections at (513) 887-3700.</p> 
<p>Access aisles marked for Van-Accessible Parking Spaces</p>	<p>Use parking cones to designate access aisles.</p> 
<p>Directional signs to guide voters to the nearest accessible entrance</p>	<p>Yard signs should be included in your ADA equipment. Make sure arrows point in correct direction.</p> 
<p>Curb cuts, level transitions, or temporary ramps that allow voters to get from the parking lot to the sidewalk</p>	<p>Call the Board of Elections if you find any of these deficient.</p>
<p>Walkways and doorways to the polling place that are at least 36" wide</p>	<p>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.</p>
<p>Door handles that can be opened with a closed fist</p> 	<p>Prop doors open.</p>
<p>No locked doors at alternate entrances</p>	<p>Unlock doors. Prop open if necessary.</p>
<p>Seats available for elderly, ill, pregnant, or disabled voters</p>	<p>Place extra chairs in the voting area and near where voters will line up.</p>
<p>No tripping hazards like loose cords or mats</p>	<p>Secure loose mats and cords using blue painter's tape. Call the Board of Elections with any difficulties.</p>
<p>No objects attached to the wall that protrude more than 4 inches if located between 27" &amp; 80" off the floor</p>	<p>Place chairs, trash cans or cones beneath protruding objects to make them detectible.</p>

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## 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*

---

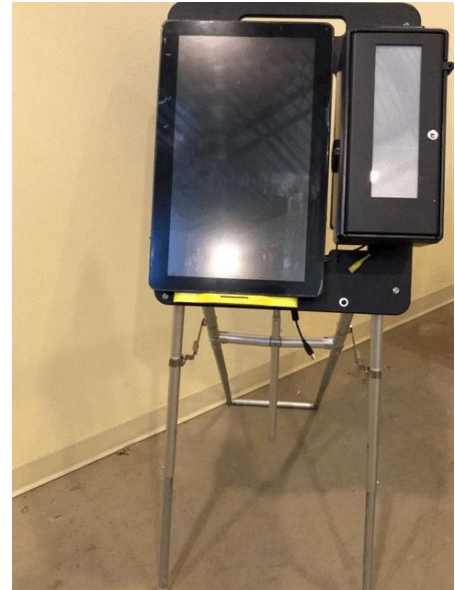
#### Key Reminders

- 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 if you encounter difficulties.
- 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 the diagram located in the Location Supervisor Folder. Arrange units at least 24 inches apart at an angle to ensure privacy.



---

## Voting Unit Set-Up:

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

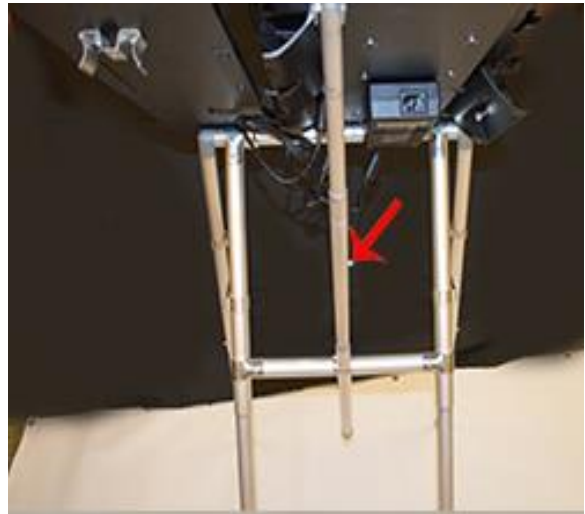
1. With a partner, carefully remove the ICX Unit from the voto cart. Lay on a table or floor with the panels facing down on the packaging styrofoam.
2. Remove power cords from the accessory box located inside the voto cart.



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



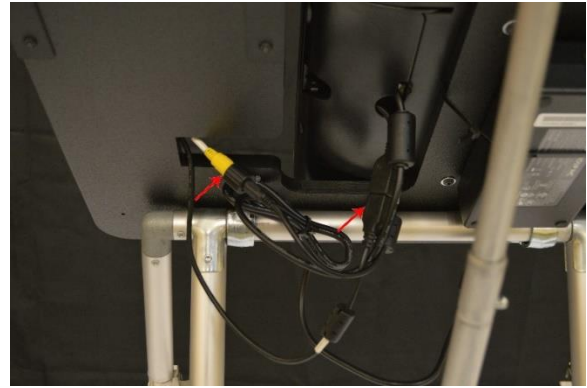
4. Carefully stand the unit up. To adjust the angle, lift up on the handle while pressing the safety pin on the support bar.



5. Remove printer from voto cart 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.



**Stop:** 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 1/8<sup>th</sup> 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.

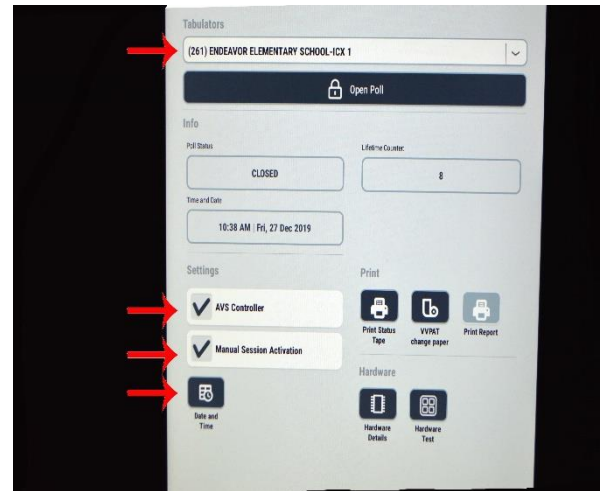
## Verify Information and Perform Printer Test

1. Insert Poll Worker Card and enter pin number.
2. Touch "Log In."



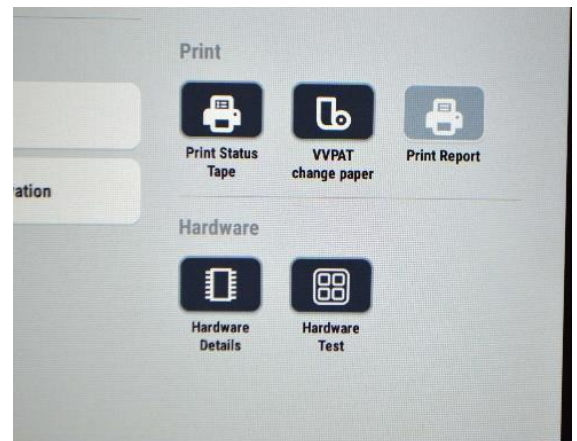


3. At the confirmation window, touch “Confirm.”
4. Verify the tabulator name and number matches the label on top of the unit.
5. Verify Date and Time by touching the “Date/Time” button. Adjust accordingly.
6. Verify that both “AVS Controller” and “Manual Session Activation” are checked.



## Performing a Printer Test

7. Touch “Print Status Tape.”
8. Print Report.
9. Touch “OK.”
10. Remove Poll Worker Card.
  
11. 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.
12. Install privacy screens by snapping onto the ICX backboard.



## Step Three: Set Up the E-Poll Book

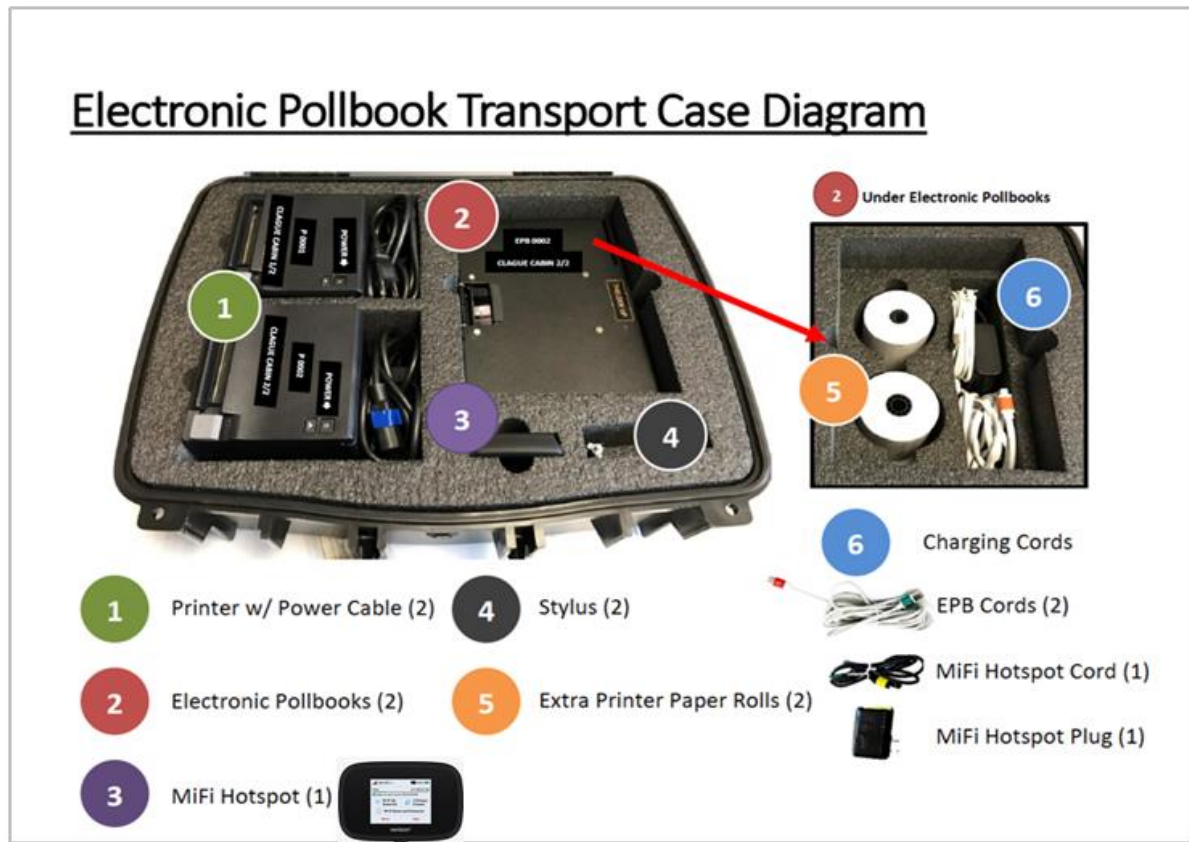
### Unpacking the Case

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

**Note:** 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



## 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 Clock In using the 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.



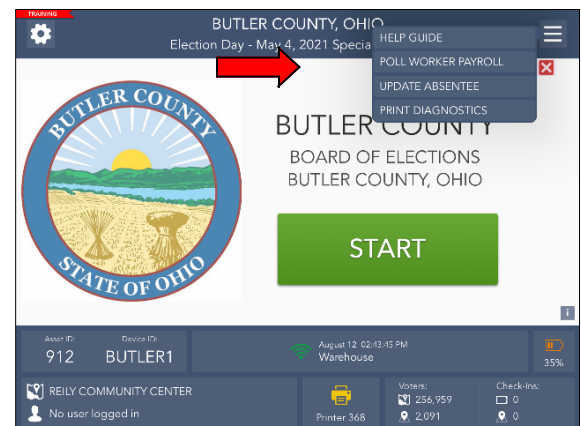
#### Verify the e-poll book application status is functioning.

1. Touch the “EPB” icon to launch e-poll book application
2. Check of the following:
  - Correct printer is attached and is green
  - Touchpads are connected indicated by a green link with correct number of touchpads for location
  - Heartbeat is green and says “Butler BOE Zone #.”
  - Location is correct
  - No Check-Ins have occurred
  - Battery is full and shows a green charging cord
3. Check utilities button to see that the lightning encoder is functioning. See LS Supplemental.

PEOs clock in on e-poll book – LS clocks in first:

1. Touch the Blue Menu button in the upper corner.
2. Touch “Poll Worker Payroll.”

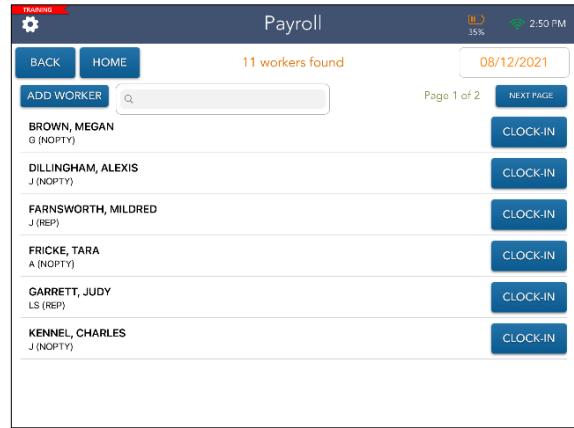
**Important:** Use the same e-poll book for PEOs to clock in and out when you leave Monday night.



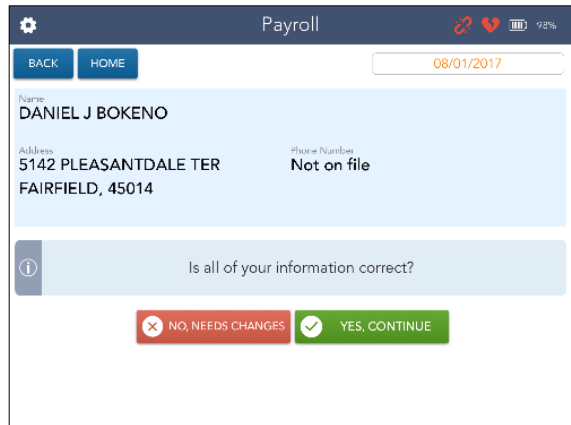
Every PEO assigned to the location:

- Should be listed
- Should Clock In and Clock Out for payroll
- Should verify their name, address, and phone number are correct

3. Touch “Clock In” under correct name (LS must check the I.D. of every PEO.)

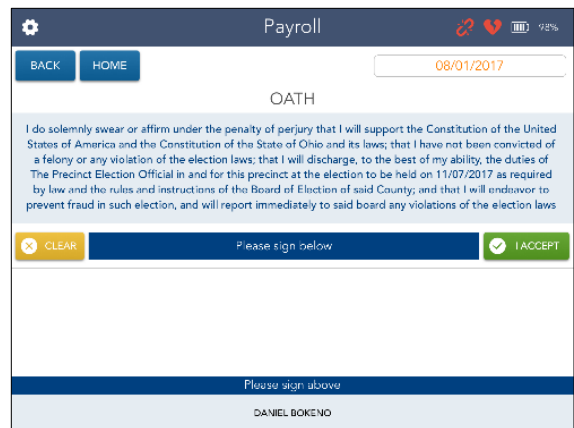


4. Select the appropriate button.
  - Touch the Red “No, Needs Changes” button if any edits are needed.
  - Touch the Green “Yes, Continue” button if no changes are needed.



**Note:** After the LS reads the oath out loud, each PEO will sign once they are identified in the e-poll book.

5. Touch the Green, “I Accept” button.

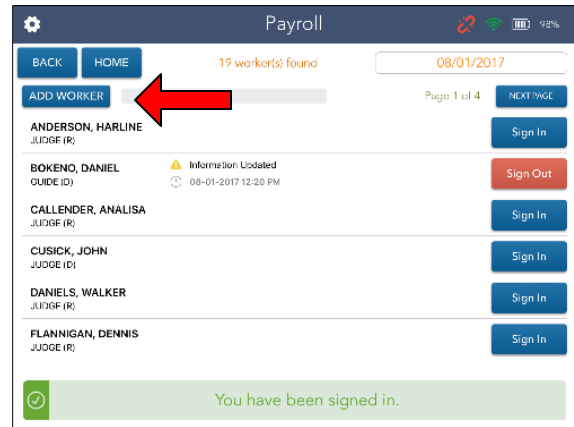


## Important!

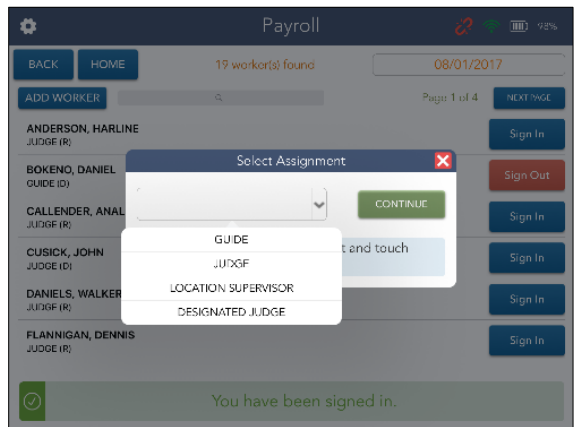
If a replacement worker who does not appear on the list arrives at your location, you **must** call the Board of Elections to verify the worker is actually assigned to your location; the worker could be at the incorrect location.

Once verified:

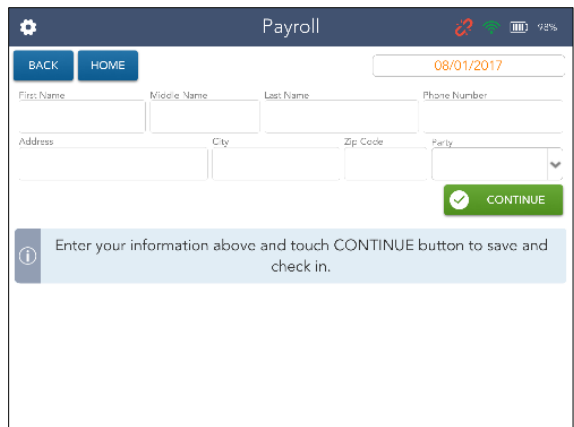
1. Touch the “Add Worker” button (a list of substitute workers will display).
2. Touch your name to highlight and then “Continue.”
3. If it does not appear, touch the “I Am Not on the List” button



4. Select your assignment.



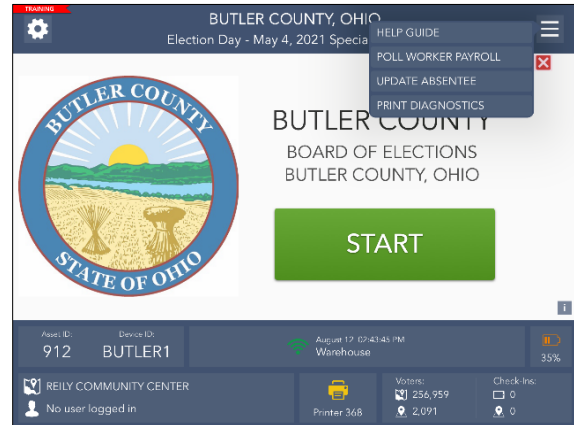
5. Verify your information is correct, or if needed, add your name, address, phone number, and your party during a primary election.
6. Touch “Continue” to sign the Oath Statement.
7. Once all PEOs have completed the clock-in and signed the Oath Statement, touch the “Home” button to return to the Start 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.



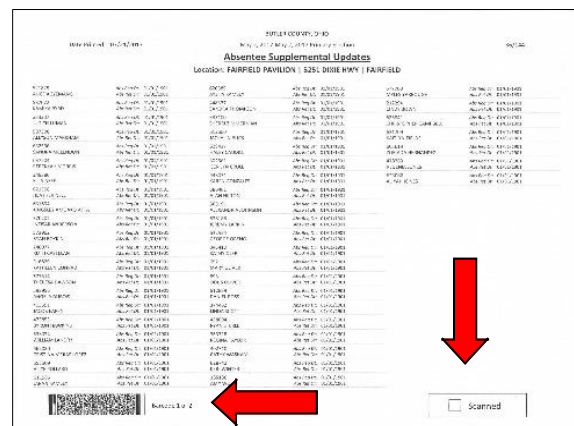
**Note:** It is only necessary to do this on one e-poll book in your location.

3. Touch the "Scan" button and hold the barcode 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. 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.
5. When finished scanning, touch the "Home" button to return to the Start screen.
6. Plug the Orange end of the charging cord into the corresponding Orange port on the bottom of the card encoder on the bottom of the card on the right side of the Touchpad.



## Step Four: Set Up All Other Supplies

### Check-In Table Setup

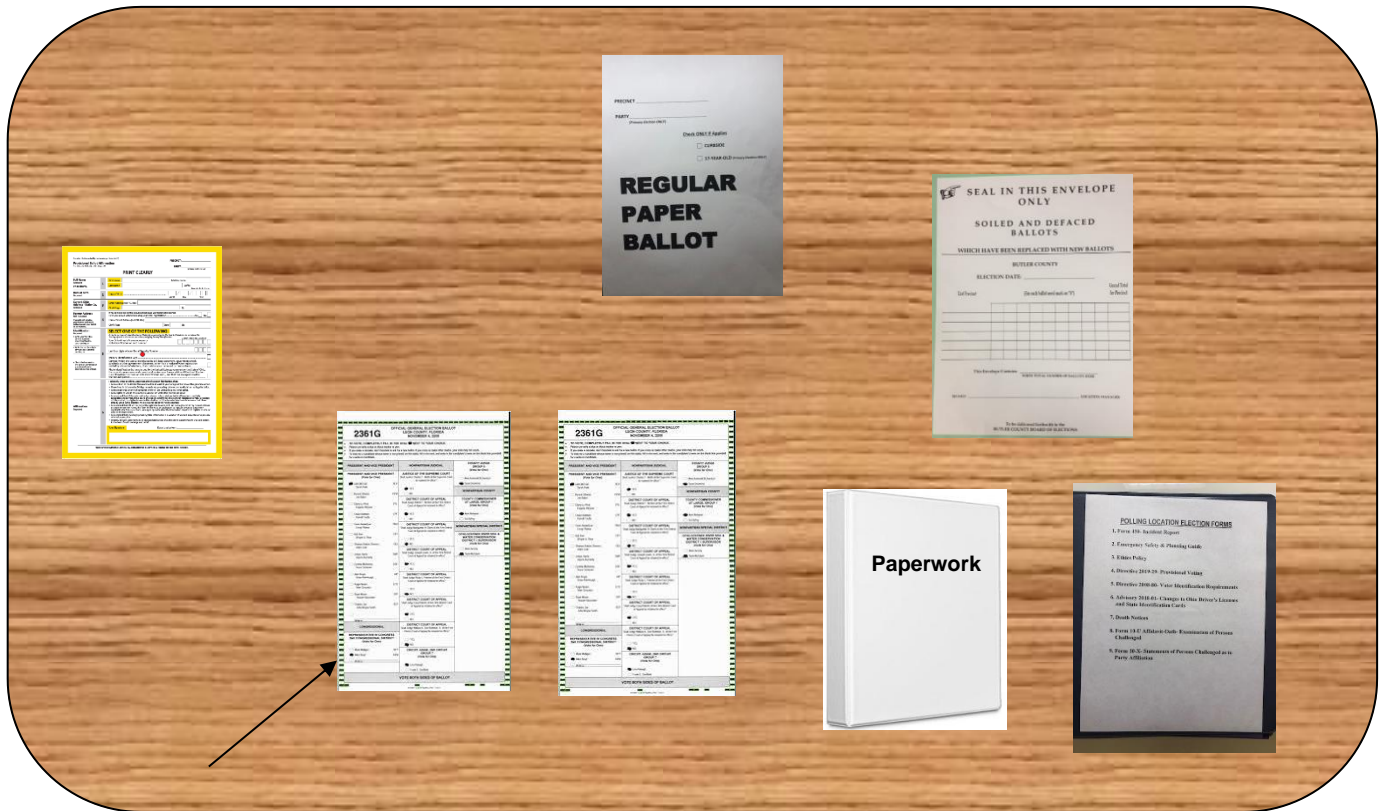


### Check-In Table Inventory

- E- Poll Book
- E- Poll Book Printer
- Voter Access Cards (five per e-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:

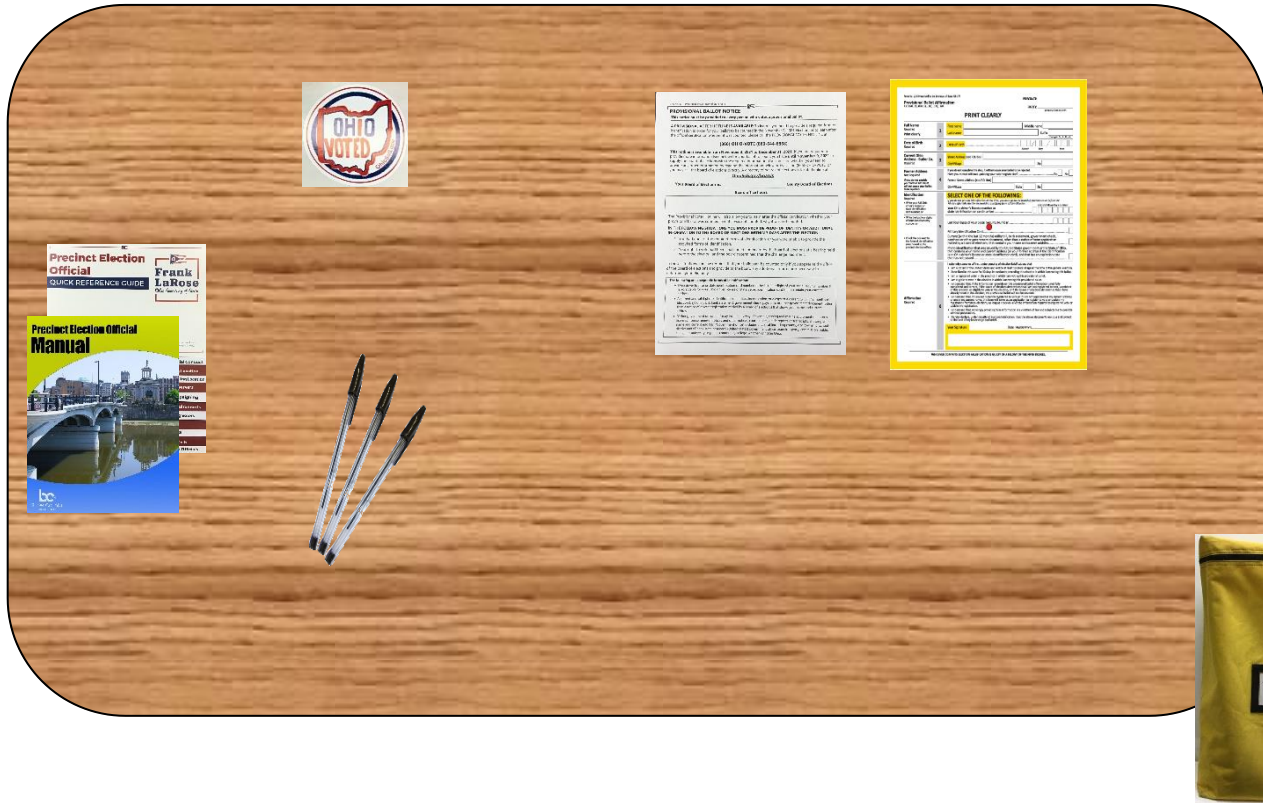


**Remember:** Paper Ballots are packed Monday evening in the Blue Bag to go home with DJ.

## 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/Green 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 Sample Provisional Envelope
- Form 12-H Provisional Ballot Notice
- Black Pens
- Voting Stickers
- Yellow Bag(s)

## Return Voter Access Card Table

- Voting Stickers
- PEO Recruitment Applications and Signs

## Tuesday Morning: Opening the Polls

**Did you Know?**

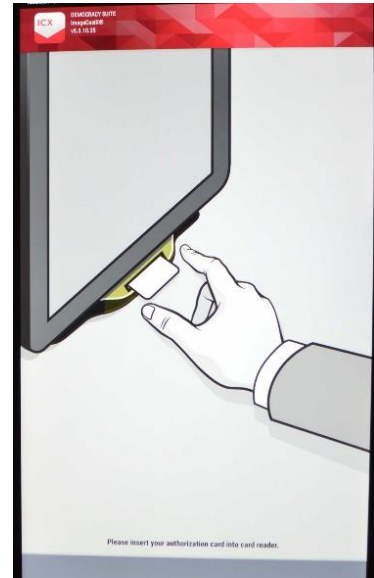
*The most critical task Tuesday morning is to verify zero ballots are issued on the e-poll books and zero ballots cast on the voting units.*

### Tuesday Morning Checklist

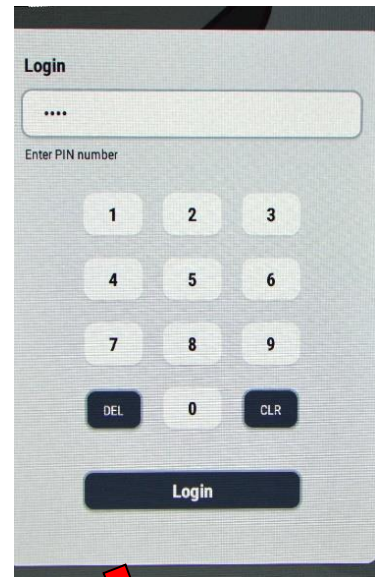
- At 5:30am, all PEOs report to polling location.
- If LS or DJ does not arrive by 5:45, call the Board of Elections immediately at 513-785-5711. If a PEO does not arrive by 7:00am, call the Board of Elections.
- All PEOs clock in on e-poll book following steps on **page 28**. Use only one e-poll book to clock 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 36**.
- 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 E-Poll Book Zero Reports. E-Poll Book Zero Reports should be placed into the front pocket of the White Binder. Follow the instructions on **page 36**.
- 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

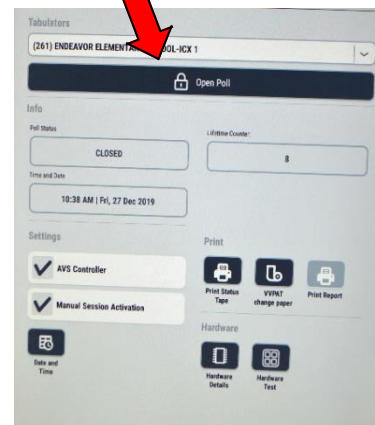
1. Insert the Poll Worker Card (key side up) into the card reader located at the bottom of the ICX.



2. Enter the pin number to access the Poll Worker menu.



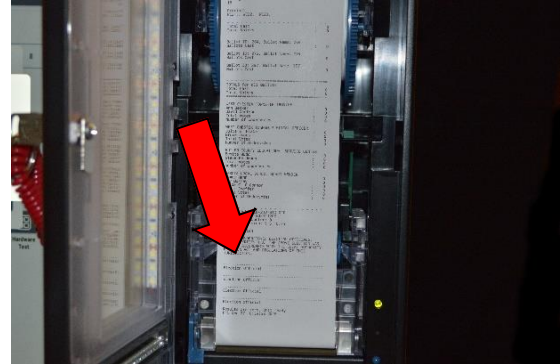
3. Touch "Open Poll" button and select "yes" to confirm.



# 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.

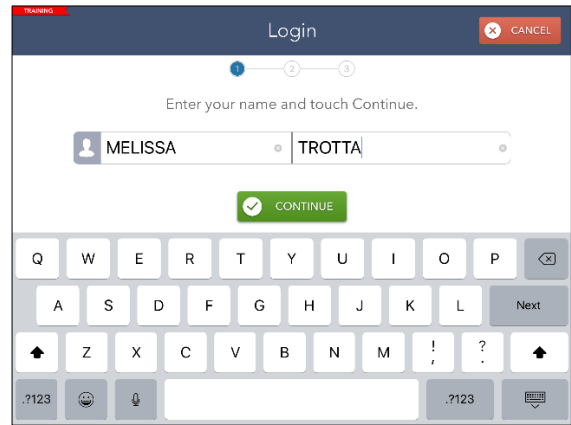
9. Give printer key and Poll Worker Card to the LS.

## Logging Into the E-Poll Book

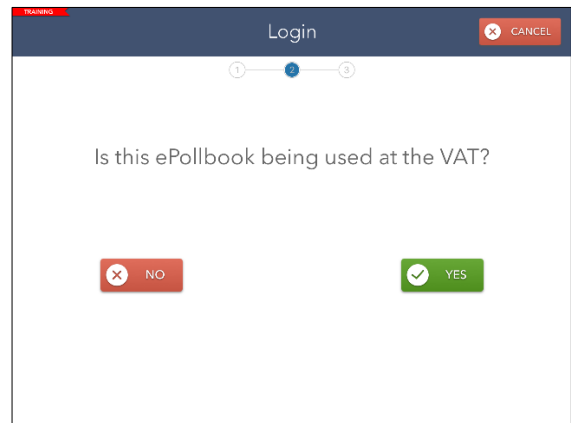
1. Check all connections show Green and you are on AC power.
2. Touch the “Start” button.



3. Enter your first and last name. This could be any PEO who processes voters on the e-poll book.
4. Touch "Continue."



5. When you see the question, "Is this e-poll book being used at the VAT?" touch "Yes."

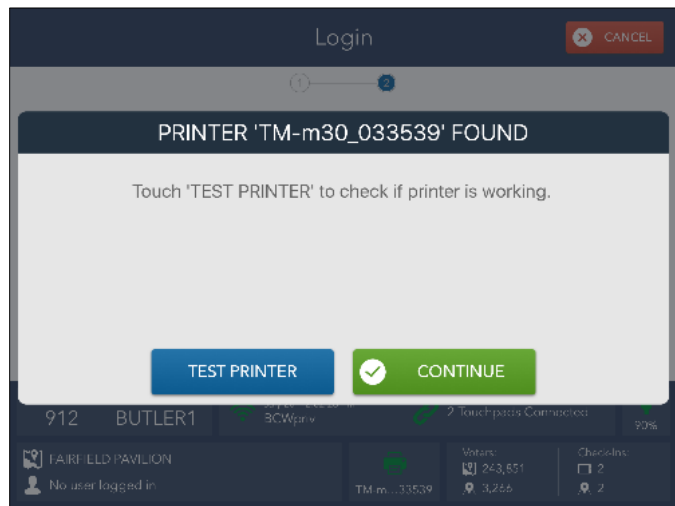


6. LS and DJ will enter their passwords. (LS password is found in the Red LS folder. DJ password is found in Green DJ folder.)
7. Touch "Unlock Device."



8. The e-poll book will search for a printer. Once it is located, touch “Continue.”
9. An E-Poll Book Zero Report will print. PEOs of opposite party must verify zero voter access cards have been issued.

**Warning!** If the E-Poll Book Zero Report displays any voter access cards have been issued, immediately call the Board of Elections at (513) 785-6699.



10. Place the E-Poll Book 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.



# Types of Voters

---

## Regular Voters – Represents 90% of all voters

Any voter who meets all of the following requirements:

- Name is correctly listed in the e-poll book (unless the voter has legal proof of a name change such as a marriage license, court order, or proof of legal name change that includes both the voter's former and current name)
  - Address is correctly listed in the e-poll book (unless the voter's new address is within the same precinct)
  - Valid Identification (see below)
  - Is at the correct polling location
  - Does not have a Red Code in e-poll book
- 

## Identification Requirements

**Note:** A license or state ID cannot be expired; other items cannot be older than one year. A photo ID does not have to have the voter's current name if the voter provides legal proof of a name change.

- 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 names and/or addresses)

The following forms of voter identification must have the current name and address of the voter. The voter may present either an original or copy version of the document:

- Bank Statement
- Utility Bill
- Government Check
- Paycheck
- Other Government Document
- College/University Document/Letter
- Car Registration
- Hunting/Fishing License
- Concealed Carry License

See the Appendix on **page 84** for more details about voter identification.

---

## Provisional Voters

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

- 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.

## 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 a provisional envelope with an identifying 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.

## A 17-Year-Old Voter (Primary Elections Only)

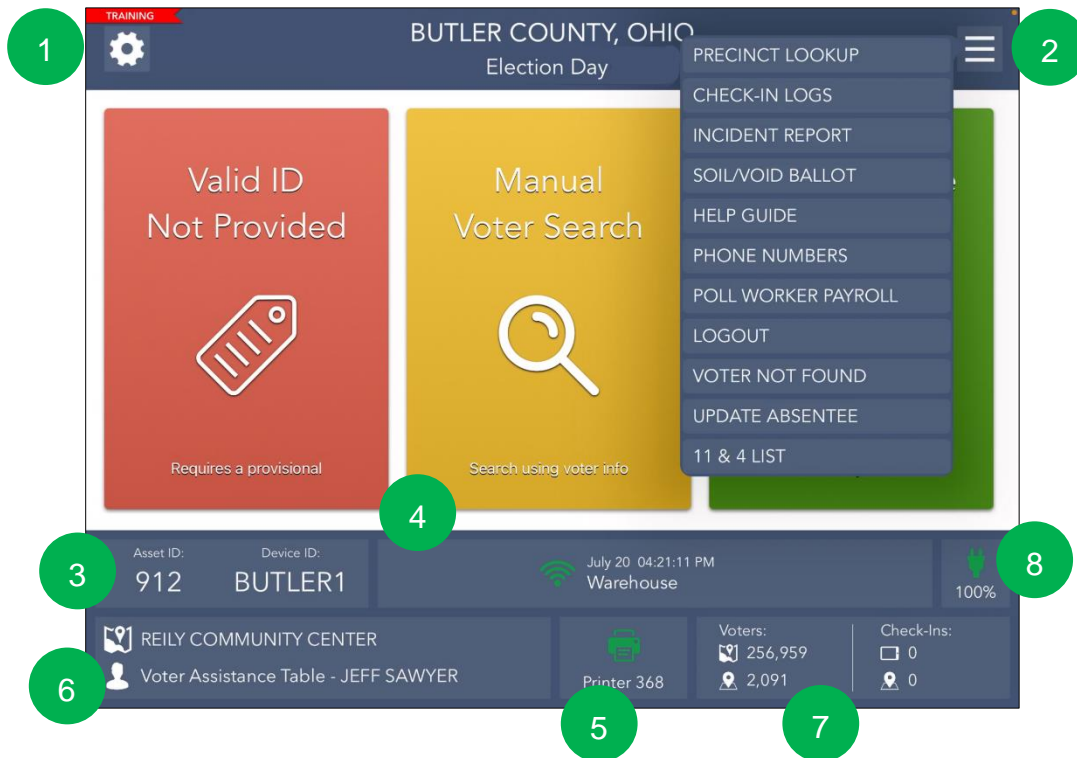
A 17-year-old registered voter who will turn 18 before the next general election is eligible to vote in a primary election on candidate nominations.

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.

All registered 17-year-old voters will be identified in the e-poll book. The voter must vote on a paper ballot and be given the 17-year-old instructions and a 17-year-old envelope. If a 17-year-old meets the guidelines for voting a provisional ballot, follow the provisional instructions for preparing the ballot. Instruct the voter to place the 17-year-old envelope inside the completed provisional envelope.

## Navigating the Launchpad



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

- **Precinct Lookup** – Search for a voter’s precinct by address
- **Check-In Logs** – Use to print 11 & 4 Provisional Voter list
- **Incident Report** – Report a problem or incident to the Board of Elections
- **Soil/Void Ballot** – Soil and reissue a voter’s ballot
- **Help Guide** – View PDFs and training videos
- **Phone Numbers** – View important Election Day Phone Numbers
- **Poll Worker Payroll** – Used to clock-in and clock-out
- **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
- **Update Absentee** – Scan absentee barcodes to update the latest absentee statuses
- **11 & 4 List** – Print the hanging lists at 11am and 4pm

- 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

## Searching for Voters from the Launchpad

There are three search options you will use to check in voters:

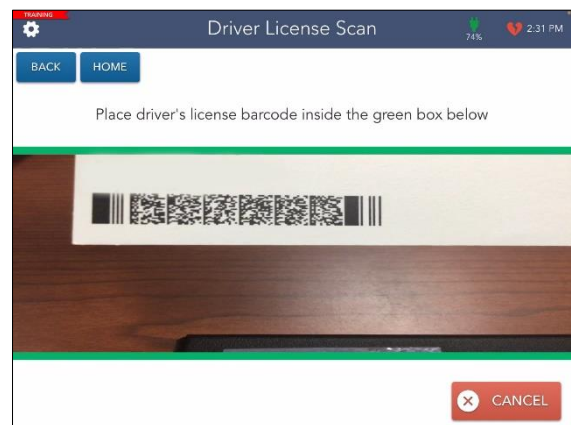
- Green “Driver License Scan” for voters with photo ID
- Yellow “Manual Voter Search” for voters with other ID or for a photo ID that will not scan
- Red “Valid ID Not Provided” for voters with no ID



## Regular Voters

### Driver License Scan - Voters with a Driver's License or State Identification Card

1. Touch the 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.



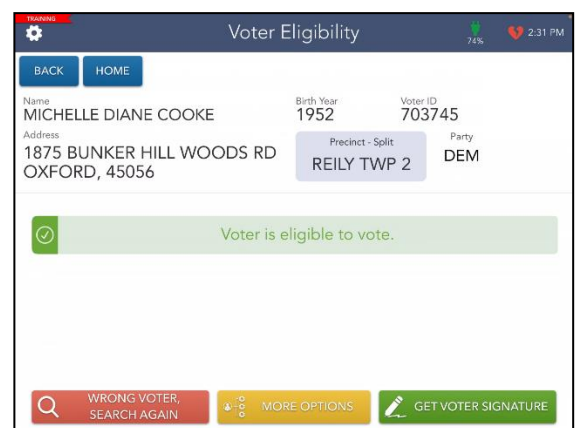
*Did you Know?*

*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.*

### Voter Eligibility Screen

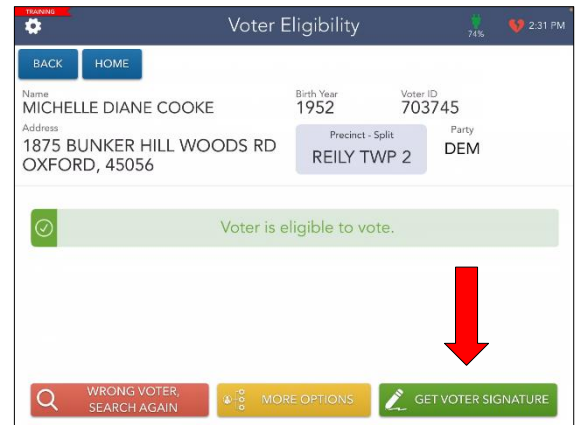
1. Ask for voter's current name and address.
2. Verify information matches the e-poll book. Before proceeding to the next step, make sure the screen says “Voter is eligible to vote.”

**Stop:** If a message in red appears stating the voter is not eligible to vote a regular ballot, refer to the provisional instructions on **page 60**.

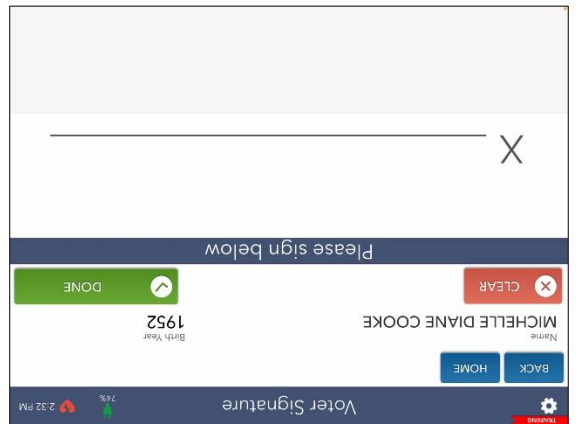


**Note:** Refer to **page 51** if the voter's address does not match or to **page 56** if the voter's name does not match.

3. Select the Green “Get Voter Signature.”  
The screen will automatically flip for the voter’s view to sign. Invert the screen towards the voter.

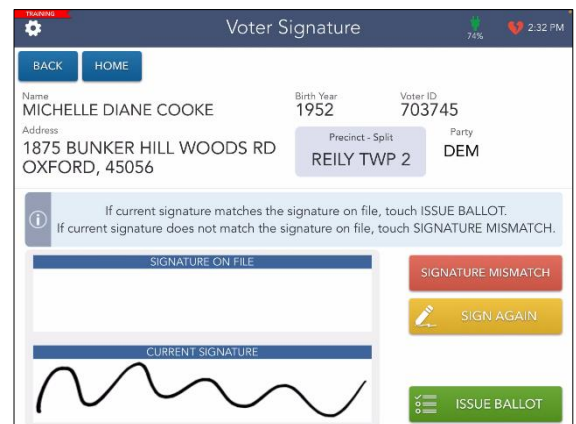


4. When finished signing, instruct the voter to touch the Green “DONE” button, and flip the screen back to you.



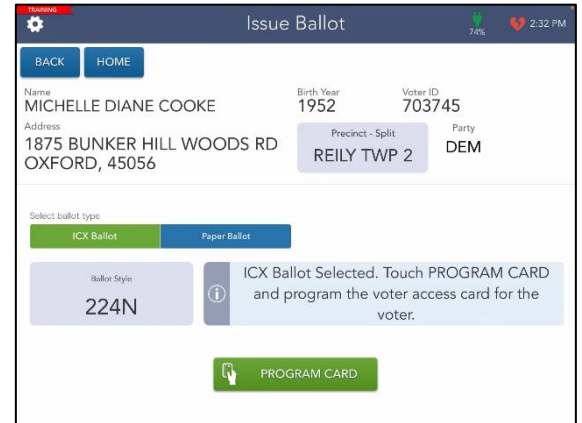
**Note:** If a voter cannot sign, see your Location Supervisor.

5. Compare the signature with the signature on file.
  - If the signature matches, select the Green “Issue Ballot” button.
  - If the signature needs to be updated, select the Yellow “Sign Again” button.
  - If the signatures clearly do not match, select the Red “Signature Mismatch” button. Talk to your Location Supervisor before choosing this option.



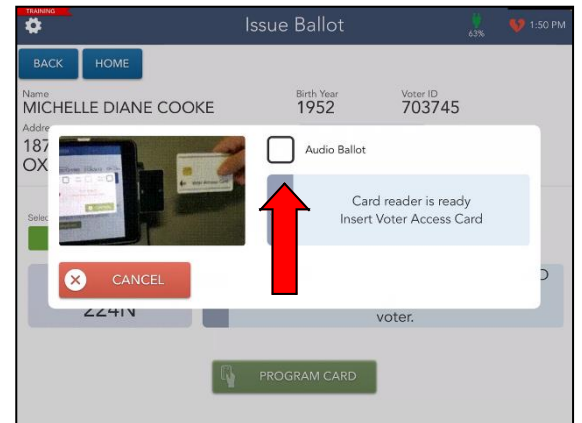
## Issue Ballot Screen

Touch the Green “Program Card” button unless the voter has requested to vote a paper ballot. If the voter requests a paper ballot, refer to **page 46**.

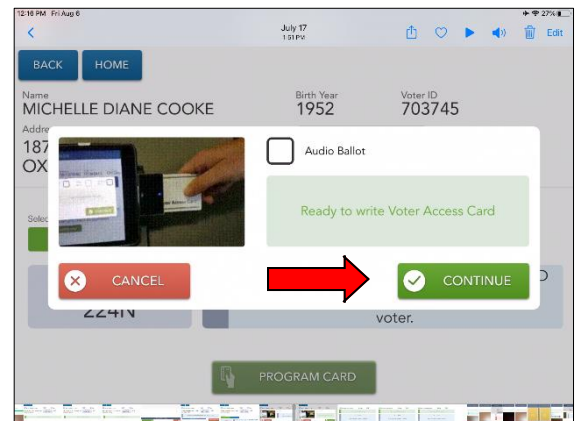


Follow the video instructions to create a voter access card.

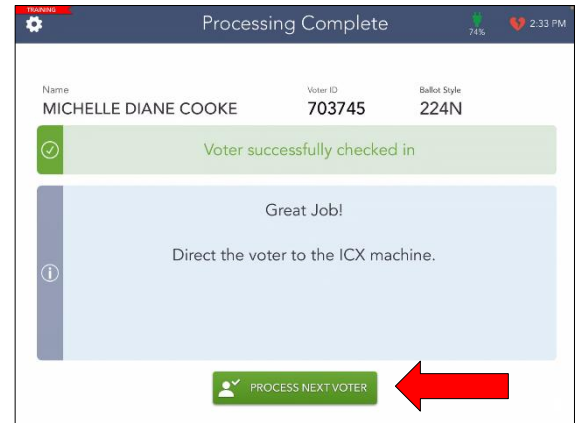
1. Insert the voter access card into the encoder. The blue box will turn green when the card is recognized.
2. To issue an audio ballot for the ADA (1) voting unit, touch the “Audio Ballot” box .



3. Touch “Continue” to encode the voter access card.



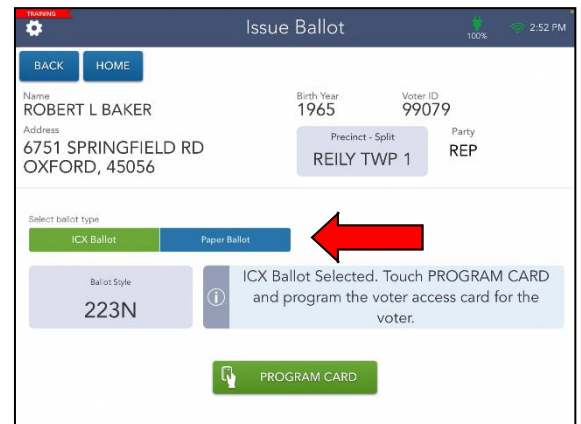
4. Direct the voter to the voting unit. For voters requesting an audio ballot, direct the voter to the ADA (1) voting unit which has the headphones and audio tactile interface.
5. Touch the Green “Process Next Voter” button.



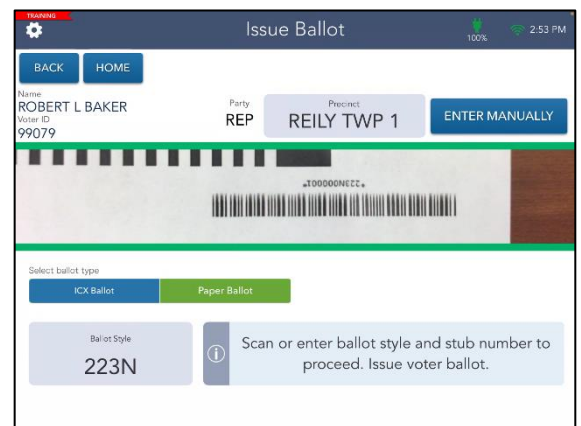
## Paper Ballots to Eligible Voters

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 white **Regular Paper Ballot** envelope and place it in the Yellow Bag located at the Provisional Table.

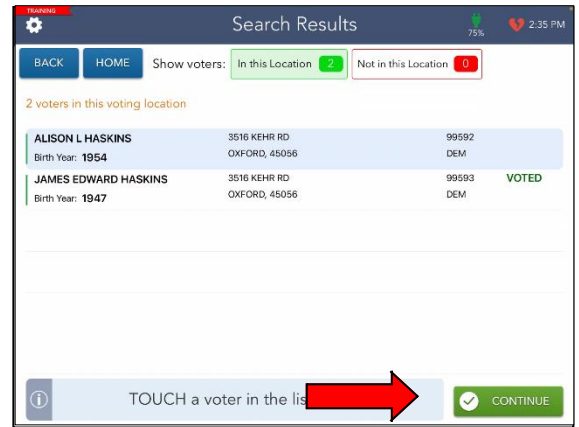
1. On the “Issue Ballot” screen, select the Blue “Paper Ballot” button. Once selected, the “Paper Ballot” button will turn Green.
2. Retrieve the correct precinct ballot and a white **Regular Paper Ballot** envelope.
3. Write the voter’s precinct on the envelope.



4. Hold the barcode on the ballot stub under the camera to scan.



- Hand the voter the ballot, envelope, and a black pen.
- Afterwards, instruct the voter to seal their voted ballot inside the white **Regular Paper Ballot** envelope before dropping it into the Yellow Bag at the Provisional Review Table.

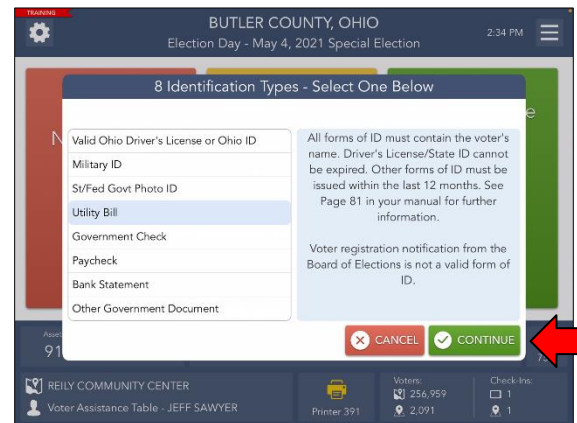


## Manual Search - Voters with another Type of ID

- Touch the Yellow "Manual Voter Search" button on the Home screen.

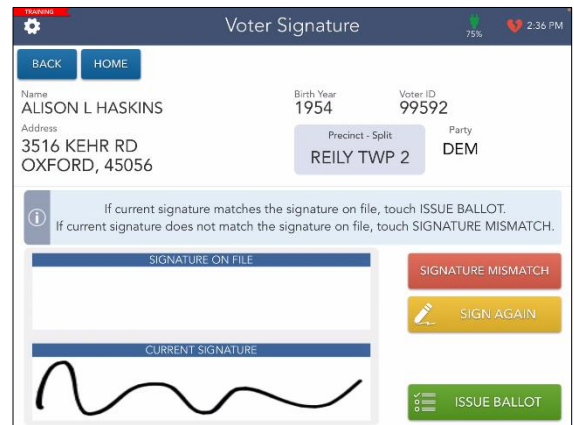


- A list of eight identification types will appear; select the type of ID the voter presents.
- Touch "Continue."



- Enter the first three letters of the voter's last name and full house number.
- Touch "Search."

6. Ask for voter's current name and address.
7. Select the correct voter.
8. Touch "Continue."



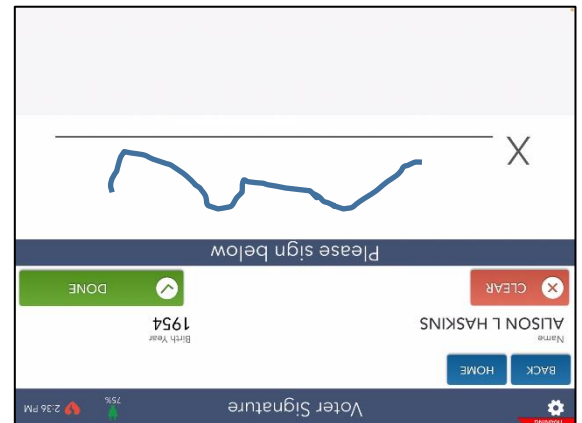
9. Before proceeding to the next step, make sure the screen says "Voter is eligible to vote."

**Stop:** If a message in red appears stating that the voter is not eligible to vote a regular ballot, refer to the provisional instructions on **page 60**.



10. Select the Green "Get Voter Signature."

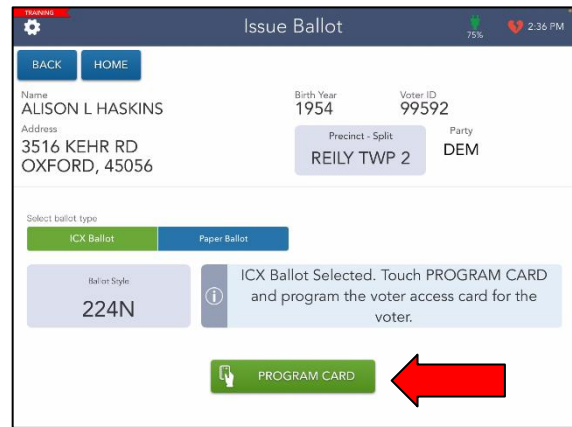
11. The screen will automatically flip for the voter's view to sign. Invert the screen towards the voter.
12. When finished signing, instruct the voter to touch the Green "DONE" button, and flip the screen back to you.
13. Compare the signature with the signature on file.



- If the current signature matches, select the Green "Issue Ballot" button.
- If the signature needs to be updated, select the Yellow "Sign Again" button.
- If the signatures clearly do not match, select the Red "Signature Mismatch" button. Talk to your Location Supervisor before choosing this option.



14. Touch the Green “Program Card” button unless the voter has requested to vote a paper ballot. If the voter requests a paper ballot, refer to **page 46**.
15. Insert the voter access card into the encoder. The red box will turn green when the card is recognized.
16. Follow the prompts to encode a voter access card.
17. Direct the voter to the corresponding voting area.



## Valid ID Not Provided - Voters with No ID

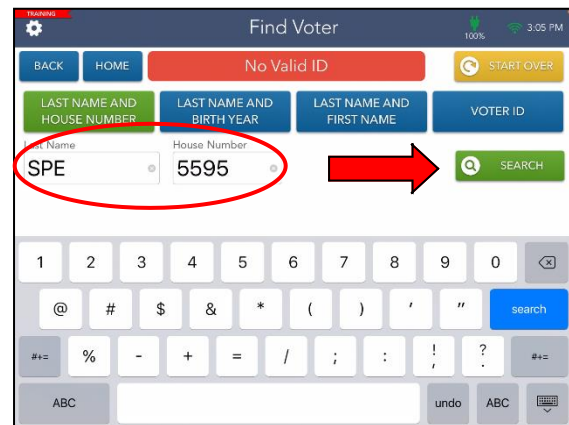
When you are searching for a voter, there are three commonly used options:

- Last Name & House Number
- Last Name & Birth Year
- Last Name & First Name

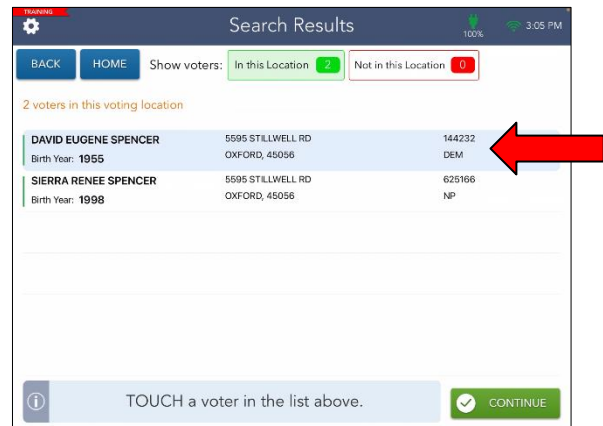
1. If a voter is not able to provide a valid ID, touch the Red “Valid ID Not Provided” button.



2. Enter a few letters of the last name and full house number.
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 60** for additional instructions.



If you do not find the voter:

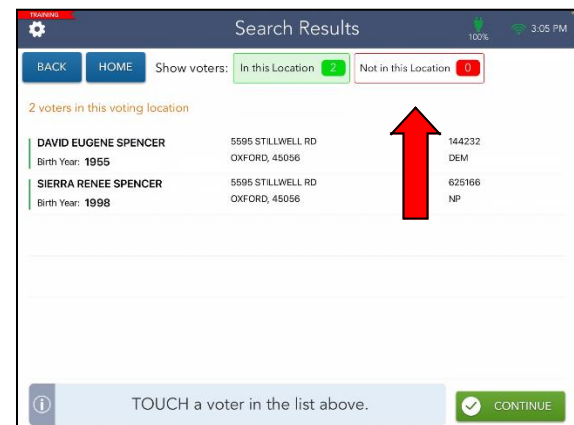
1. Touch the Green “Search Again Using Last Name and Birth Year” button.
2. Repeat steps 3-6.

If you still do not find the voter:

1. Touch the Green “Search Again Using Last Name and First Name” button.
2. Repeat steps 3-6.



If you do not locate your voter, touch the Red “Not in this Location” button to view County-Wide Search Results and refer to **page 53**.



## Voter's Address is Not Current

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

Voter Eligibility

BACK HOME

Name: CHARLES PARKER MILLER III Birth Year: 1954 Voter ID: 99900

Address: 79 SAMPLE RD OXFORD, 45056 Precinct - Split: REILY TWP 1 Party: REP

Voter is eligible to vote.

Update Voter Info  
Curbside Voter

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

3. Touch the "Edit" button next to the voter's address.

Voter Update

BACK HOME

Touch EDIT to Update Information Below

Name: CHARLES PARKER MILLER III Gender: N/A

Residence Address: 79 SAMPLE RD OXFORD, 45056

EDIT EDIT

CONTINUE

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."

Voter Update

BACK HOME CLEAR

Enter information below to locate correct address.

House Number: 4839 Street Name: BOO SEARCH

1 Address Found

BOOTH RD OXFORD, 45056 REILY TWP 2

CONTINUE

A list of addresses will appear.

6. Locate the voter's new street and touch the street name to highlight.
7. Touch "Continue."

Voter Update

BACK HOME CLEAR

Enter information below to locate correct address.

House Number: 4839 Street Name: BOO SEARCH

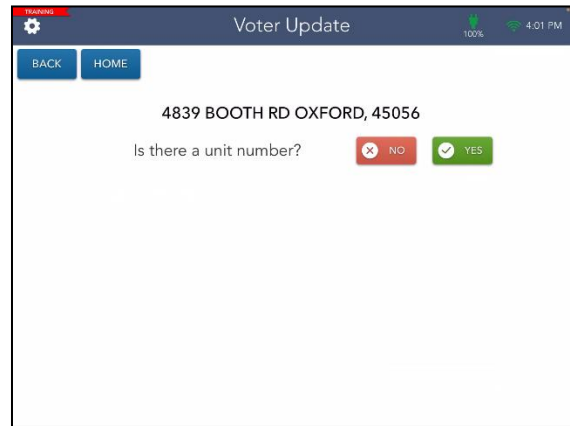
1 Address Found

BOOTH RD OXFORD, 45056 REILY TWP 2

CONTINUE

You will be asked if there is an apartment number.

8. Touch “Yes” if needed and enter the apartment number. Otherwise, touch “No.”



The screen will automatically flip for the voter’s view. Invert the screen towards the voter.

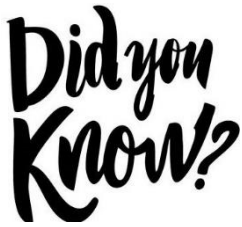
9. Direct the voter to verify the new address.
10. Instruct the voter to touch “Correct” if everything is correct. Flip the screen back to you.
11. If the voter touches “Not Correct,” touch “Edit” next to the new address to reenter. If the voter is still eligible to vote a regular ballot, select “Continue,” obtain voter’s signature, and issue ballot.
12. Give the voter a voter registration form to complete so that the BOE can update the address before the next election.



**Note:** The only time an address update will allow a voter to cast a regular ballot is if the new address is located in the exact same precinct as the voter’s former registered address.

**Remember:** Provisional voters do not need to fill out a voter registration form.

13. If the voter is not eligible to vote a regular ballot but is in the correct location, touch the Green “Process Provisional” button and refer to **page 60** for step-by-step instructions.
14. If the voter is at the wrong location, touch the Yellow “More Options” button and then touch “Re-Direct Voter.” Refer to **page 58** for complete instructions.



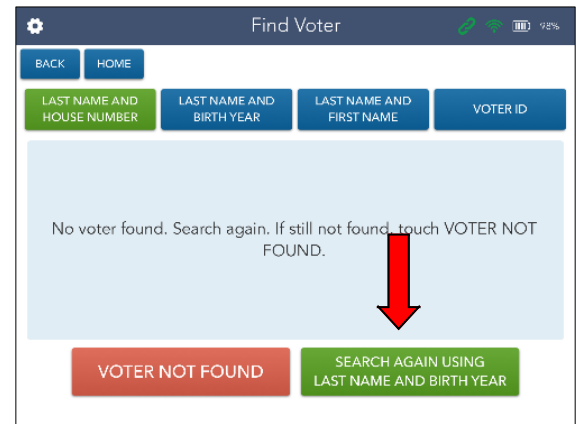
You can use the e-poll book to enter the voter's name, date of birth, and address to locate the voter's precinct and issue a provisional ballot.

Never tell a voter that they cannot vote.

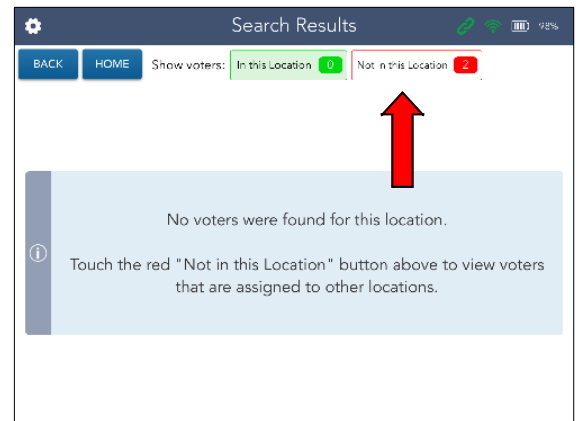
## County-Wide Search for Voters Who Are Not Found

If you do not locate your voter after you scan a Driver's License or State Identification Card:

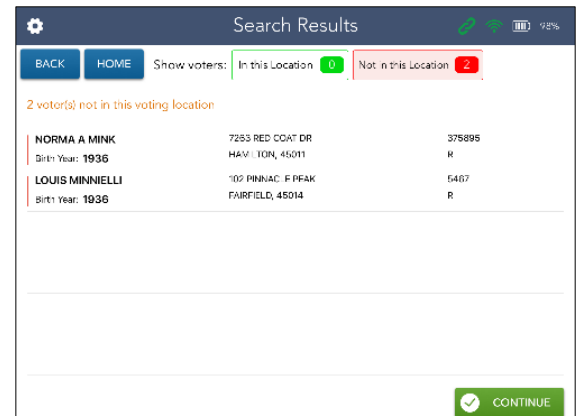
1. Touch the Yellow "Manual Voter Search" button.
2. If you do not locate a voter after a manual search using Last Name and House Number, touch the Green "Search Again Using Last Name and Birth Year" button. Also, try the "Search Again Using the Last Name and First Name" button.



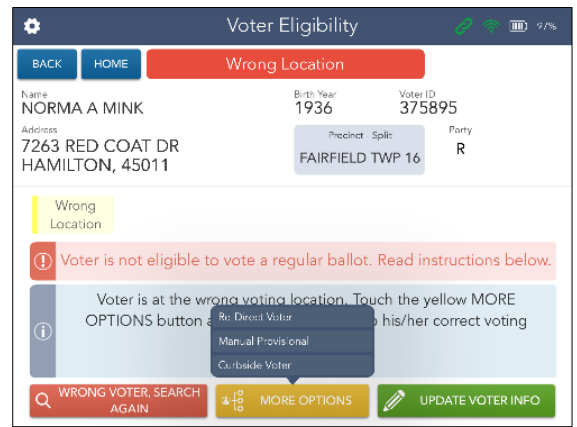
3. If no voters are found in your polling place, touch the red "Not in this Location" button to view possible matches assigned to other polling locations.



4. If you locate your voter under the "not in this voting location" heading, touch the voter's name and then "Continue."



5. Verify the voter's name and address are current and refer to **page 58** to redirect the voter to the correct location.
6. If information needs to be updated, touch the Green "Update Voter Info" button and follow the directions on **page 51** beginning with step 3 to update the voter's address. Follow the prompts.

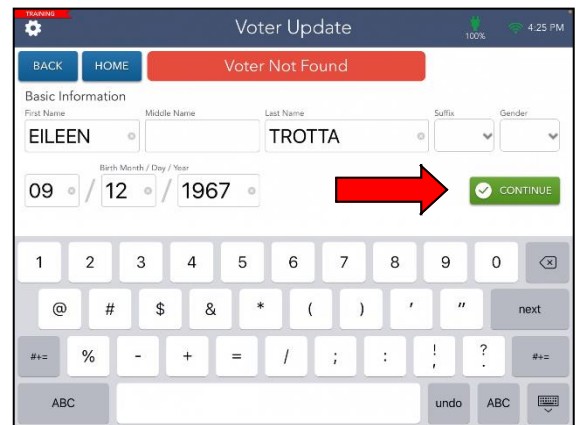


## If the Voter Is Still Not Found in a County-Wide Search

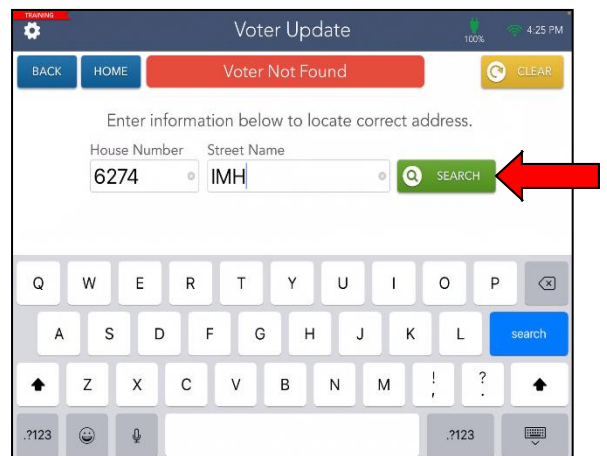
1. Touch the "Home" button and then the blue menu button in the top right corner of the screen.
2. Select "Voter Not Found" from the menu options.



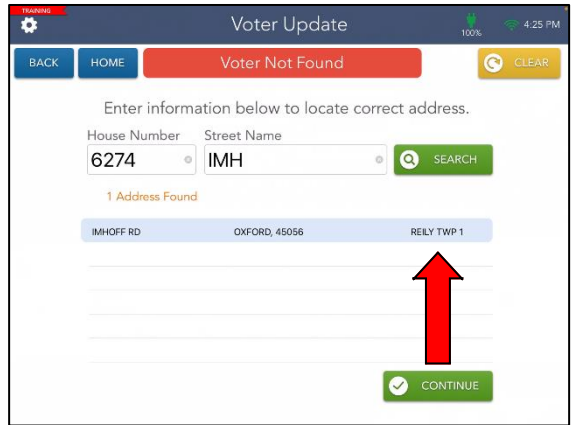
3. Enter the voter's first name, last name and date of birth.
4. Touch "Continue."



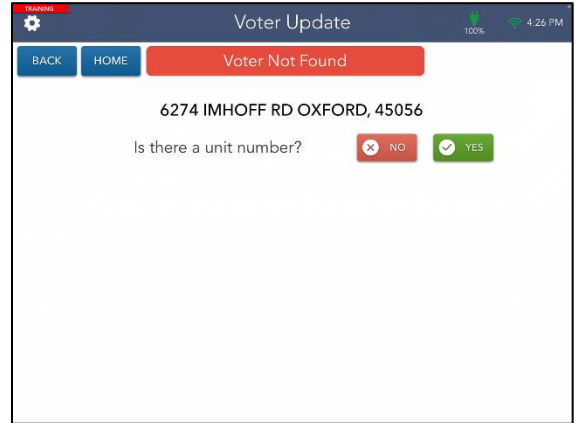
5. Enter the house number and first few letters of the voter's street name.
6. Touch "Search."



7. Locate the voter's street name from the list below.
8. Touch the voter's street to highlight.
9. Touch "Continue."

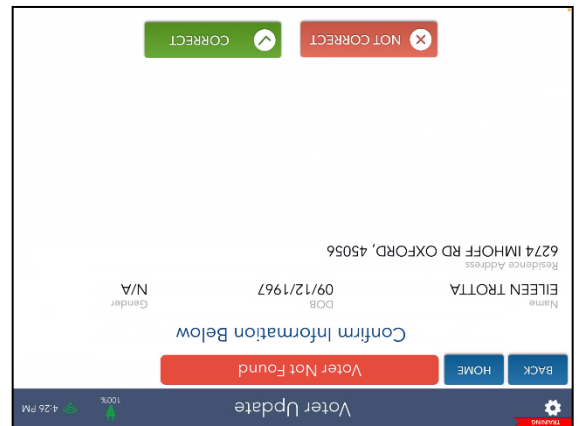


10. You will be asked if there is an apartment number.
  - o Touch "Yes" if needed and enter the apartment number.
  - o Otherwise, touch "NO."



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

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



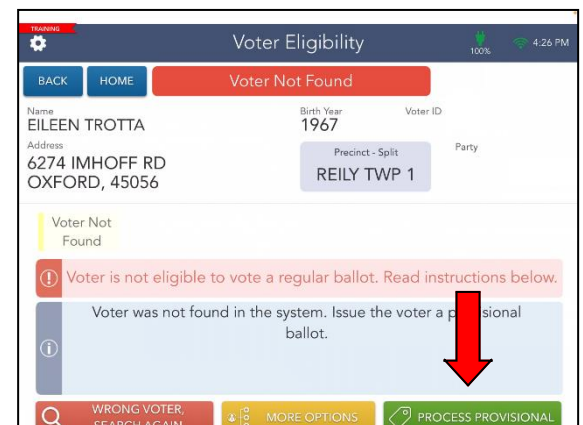
Flip the screen back to you.

If the voter touches "Not Correct":

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

In the pink heading, 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 60**.

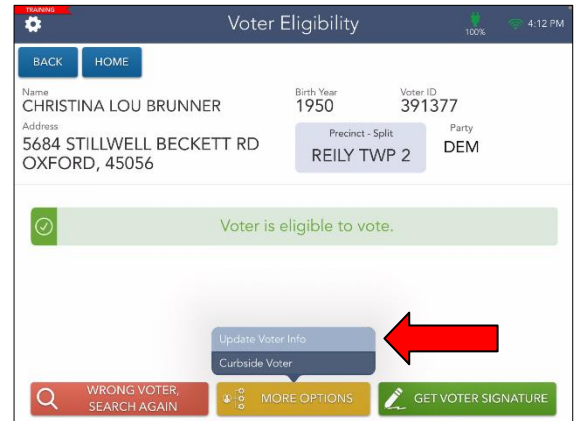


If the voter is at the wrong location:

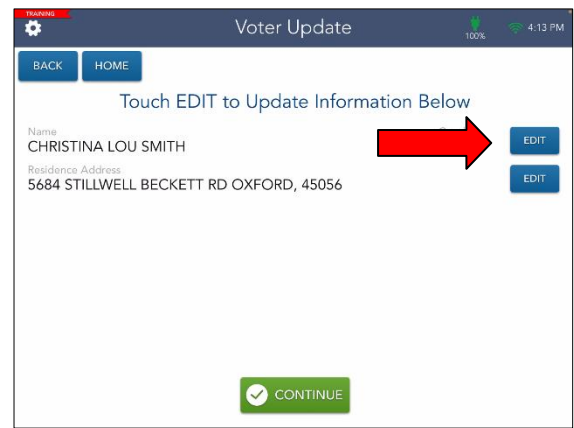
15. Touch the Yellow "More Options" button and choose "Re-Direct Voter." Follow steps on **page 58**.

## Voter's Name Is Not Current

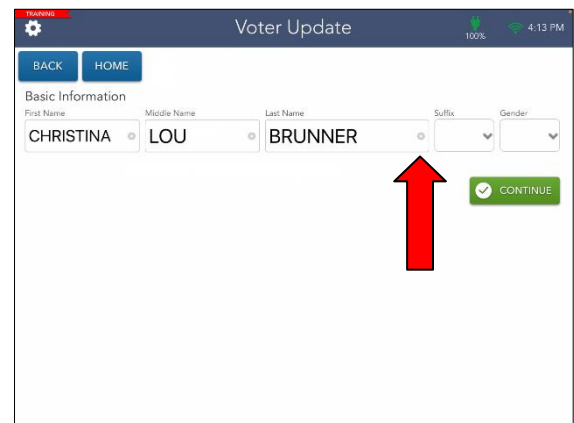
1. Touch the Yellow "More Options" button on the Voter Eligibility screen.
2. Touch "Update Voter Info."



3. Touch the "Edit" button next to the voter's name.

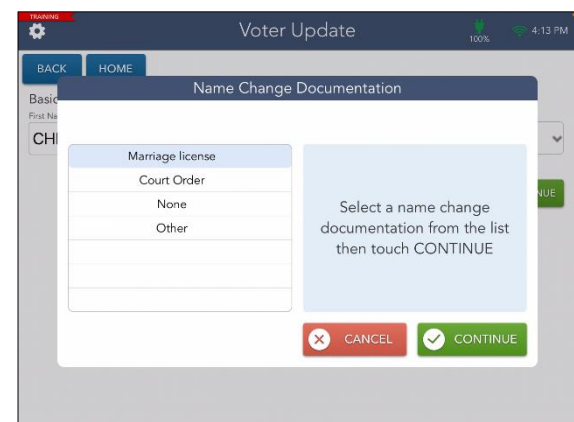


4. Touch the Gray "X" to clear the voter's previous name and type the voter's new name.
5. Touch "Continue."



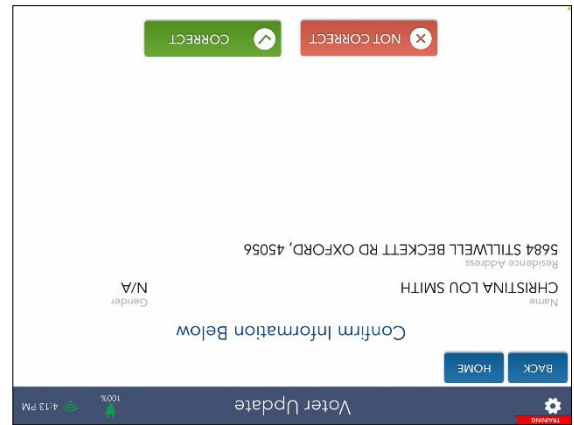
You will be prompted to select what type of documentation the voter presents as proof of the name change.

6. Select the type and touch "Continue."





7. Touch “Continue” on the next screen if the name has been entered correctly. Touch “Edit” if the name needs to be reentered.
8. Flip the screen and instruct the voter to confirm “Correct” or “Not Correct.” Follow the prompts.

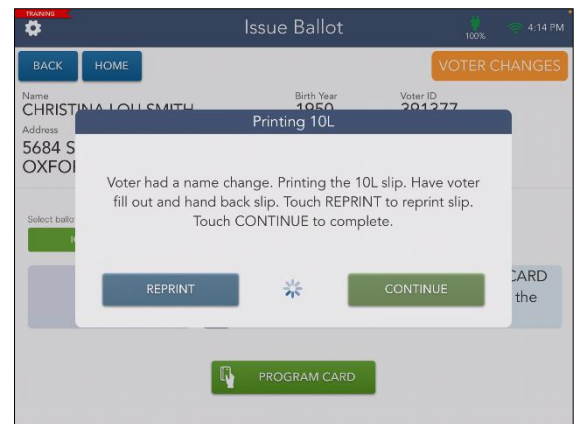


9. On the “Information is Correct” screen, select “Continue.” The “Voter Eligibility” screen will appear. Obtain the voter’s new signature by selecting the Green “Get Voter Signature” button. Follow the prompts to issue the ballot. Keep in mind that the new signature with the name change will not match the signature on file.



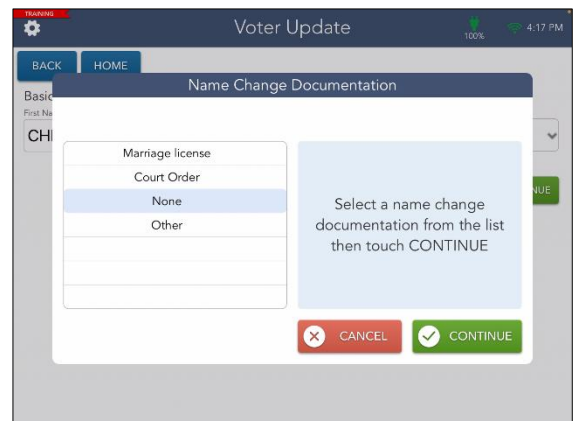
After you issue the voter’s ballot, the e-poll book will automatically print Form 10-L.

**Important:** Direct the voter to complete and sign the Form 10-L **before** you program the voter’s card or **before** you issue a paper ballot. Check the form for accuracy, check the type of proof provided for the name change, and sign your name verifying you have looked over the information. Deposit the completed Form 10-L into the Yellow Bag located at the Provisional Table.

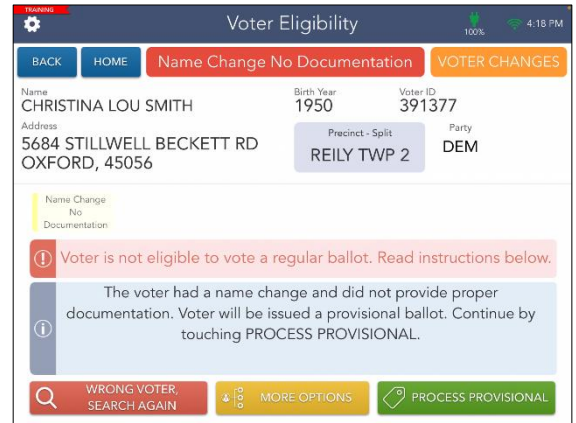


If the voter does not have proof of a name change:

1. On the “Name Change Documentation” screen, select “None” and touch “Continue.” Follow the prompts until you get to the “Voter Eligibility” screen. The voter will be marked as not eligible to vote a regular ballot and must be processed as a provisional voter.



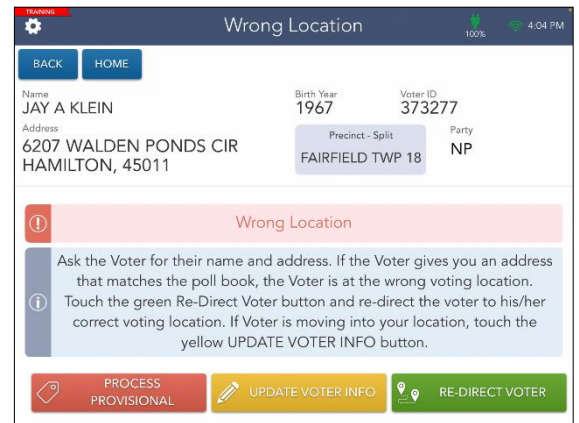
2. Touch the Green “Process Provisional” button and refer to **page 60** for step-by-step instructions.



## Redirecting a Voter to the Correct Polling Location

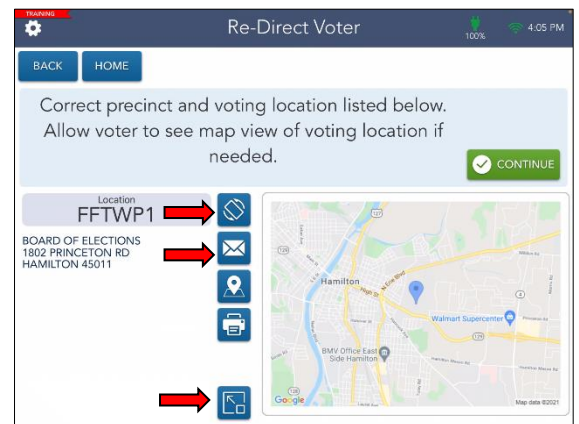
Once the voter’s record has been found, voters in the wrong location must be redirected to their correct polling location.

1. If the voter’s address in the e-poll book is current, touch the Green “Re-Direct Voter” button.

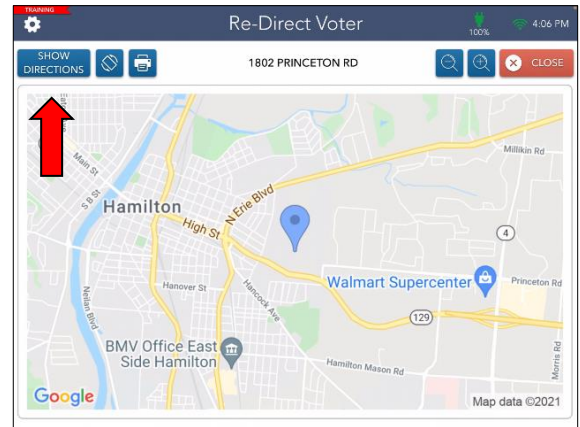


A map with the voter’s correct polling location will appear.

2. Touch the top Blue icon box on the left side of the map to flip the screen towards the voter and/or the Blue envelope button to text or email the voting location information to the voter. Follow the prompts. The bottom Blue box with the arrow will enlarge the picture of the map for better viewing.



3. To print out turn-by-turn directions, first press the Blue arrow box to enlarge the screen. Touch the “Show Directions” button and then press the Blue printer icon. Touch “Close” to return to the main screen.
4. Once the voter has received the information needed to get to their assigned polling location, touch “Continue” to print a Redirect Slip. Hand this to the voter to take to the correct polling location.



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.

**Did you Know?**

***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. If a voter insists on voting in the wrong polling location, inform them that their vote will not count. You will have to manually enter a paper ballot stub number. Call the Board of Elections if you have any questions.***

## **Processing Provisional Voters**

Provisional voters must vote on paper and complete a provisional envelope.

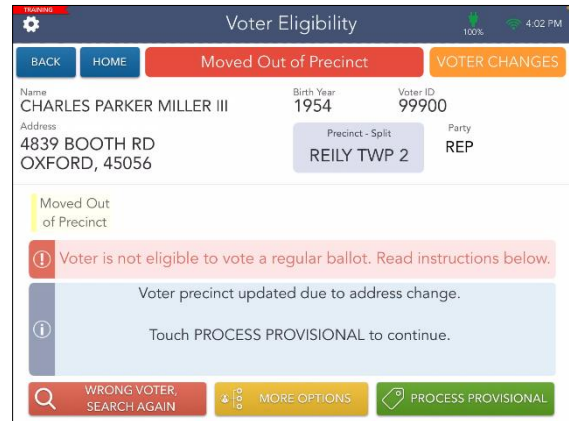
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### **Remember These Key Guidelines:**

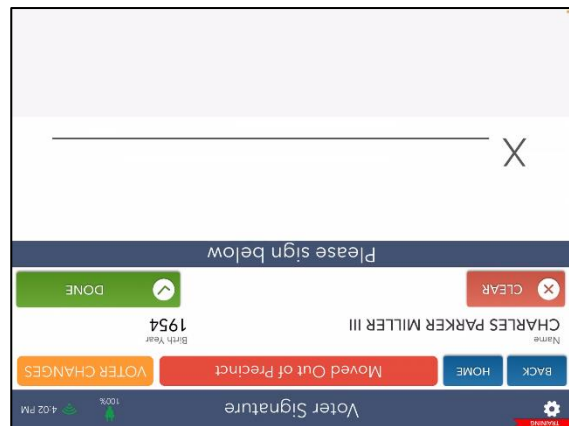
- Yes, provisional ballots are always included in the official results.
- A voter’s provisional ballot is reviewed at the Board of Elections to determine if the voter is eligible to vote in this election. Once a voter’s eligibility is confirmed, the provisional ballot is counted in the Official Results of the election.
- In order for a provisional voter’s vote to count, the 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.

## Issuing Provisional Ballots to Voters

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



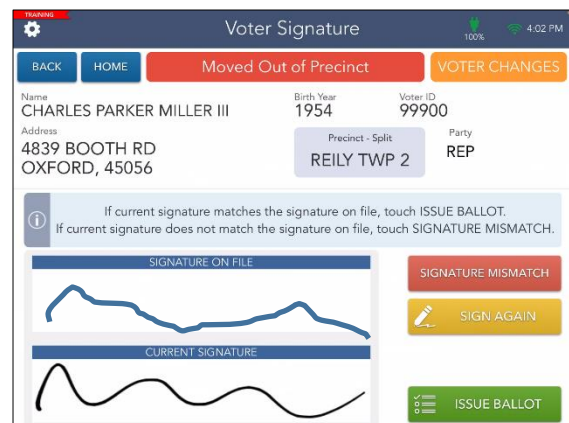
Flip the screen for the voter to sign. Instruct the voter to press “Done” when finished.



2. Verify the signature matches and touch the Green “Issue Ballot” button.

A voter not found in the e-poll book will not have a signature to compare and a voter with a name change will not have a matching signature.

3. Retrieve a provisional envelope and the correct precinct ballot.



**Remember:** During Primary Elections, you will also have to select the correct party ballot and write the party in the upper right-hand corner.

4. Hold the barcode on the ballot stub under the camera to scan.
5. Write the voter's precinct in the space in the upper right corner of the envelope. Include the party as well during a Primary Election.
6. Hand the ballot and provisional envelope to the voter and direct to a privacy booth.
7. Instruct the voter to complete all six sections of the provisional envelope. To see a sample completed provisional envelope, refer to **page 63**.
8. The voter will then place the voted ballot into the envelope and return it to the Provisional Review Table.
9. The Provisional Review Judges of opposite parties will sign their initials in the lower right margin of section 6 under the voter signature box to verify the highlighted sections have been completed prior to the ballot being placed into the Yellow Bag.
10. Ask voter to confirm their current address and hand them a Provisional Ballot Notice (Form 12-H).




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## Provisional Review Table

### Key Steps in Reviewing a Provisional Voter's Envelope:

- Check to make sure the Precinct is filled in by the Check-In Judges in the upper right corner of the envelope. The voter's party is also needed in a Primary Election.
- 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.
  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 (optional)
  5. One of the following forms of identification:
    - a. Complete Ohio Driver's License Number **or** State ID Number
      - 2 letters followed by 6 numbers
    - b. Last four digits of the voter's Social Security Number
    - c. Military Identification Card
    - d. Any of the following forms must be presented and current within one year. Check one of the following:
      - Current utility bill, bank statement, government check, paycheck, or other government document containing current name and address
    - e. A form of photo identification with current address (except U.S. Passport)
  6. Voter's Signature and Date

**Remember:** 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 on or before the seventh day after the election in order for their vote to count.

- Give the completed envelope to your partner to provide a second check to ensure the voter completed each required section. Make sure the information is legible.
- If the voter needs to complete any section they missed, direct the voter to do so.
- Repeat the address written in section three to ensure the voter did not write their previous address instead of their new address.
- Initial with your partner in the bottom right corner of the envelope under the signature box indicating you have checked the envelope for completion. Place the sealed, completed envelope into the Yellow Bag.
- Give the voter a Voting Sticker and a Provisional Ballot Notice (Form 12-H) with the toll free number the voter 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 (08-17)  
**Provisional Ballot Affirmation**  
 R.C. 3503.16; 3505.18; .181; .182; .183.

PRECINCT: Ham & Wed 3  
 PARTY: \_\_\_\_\_ (primary election only)

**PRINT CLEARLY**

**1 Full Name Required**  
 Print clearly. First name: John Middle name: \_\_\_\_\_  
 Last name: Smith Suffix: \_\_\_\_\_  
Example: Sr., Jr., III, etc.

**2 Date of Birth Required**  
 Date of Birth: \_\_\_\_\_  
Month Day Year

**3 Current Ohio Address - Butler Co. Required**  
 Street Address (not P.O. Box): 1802 Princeton Rd.  
 City/Village: Hamilton Zip: 45013

**4 Former Address Not Required**  
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  No   
If you do not provide your former address it will not cause your ballot to be rejected.  
 Former Street Address (not P.O. Box) \_\_\_\_\_  
 City/Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**5 Identification Required**  
**SELECT ONE OF THE FOLLOWING:**  
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 on card number: R 0 1 2 3 4 5 6  
2 letters followed by 6 numbers  
 Last four digits of your Social Security Number: \_\_\_\_\_  
 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: \_\_\_\_\_

**6 Affirmation Required**  
 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.  
 Your Signature: John Smith Date (MM/DD/YYYY): 11-2-2021  
 \_\_\_\_\_

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

mjt/kk

PEO writes precinct. The voter's party is also needed in a Primary Election.

**Step 1:** Voter prints full name.

**Step 2:** Voter writes date of birth, not today's date.

**Step 3:** Voter writes current Butler County address.

**Step 4:** Not Required (voter may provide).

**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 Provisional Review Judges.

**Step 6:** Voter signs and dates.

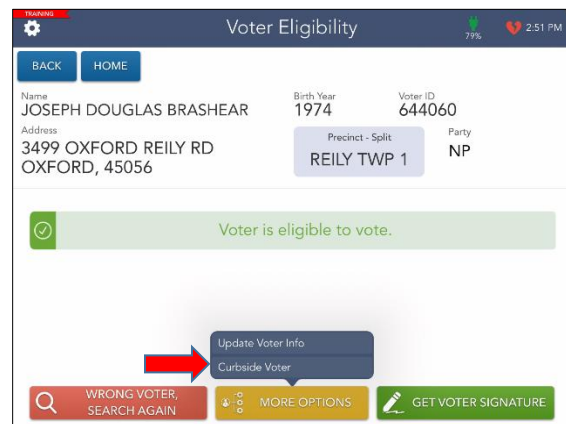
Provisional Review Judges write their initials below the signature box.

**Note:** The hole punch in the center of the Provisional Envelope ensures the voter enclosed their ballot.

## 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."



**Note:** 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, mark the curbside box on the white **Regular Paper Ballot** envelope, and hand the voter a black pen.
11. After the voter finishes voting and seals the ballot in the white envelope, return and place the sealed envelope into the Yellow Bag at the Provisional Review table.
12. If the voter is required to vote a provisional ballot, the information the voter provides on the provisional envelope must be checked by you and your partner to verify all highlighted sections have been completed. Remember you and your partner must initial the bottom right-hand corner prior to dropping the sealed envelope into the Yellow Bag.



## How to Reissue a Ballot in the E-Poll Book

### Did you Know?

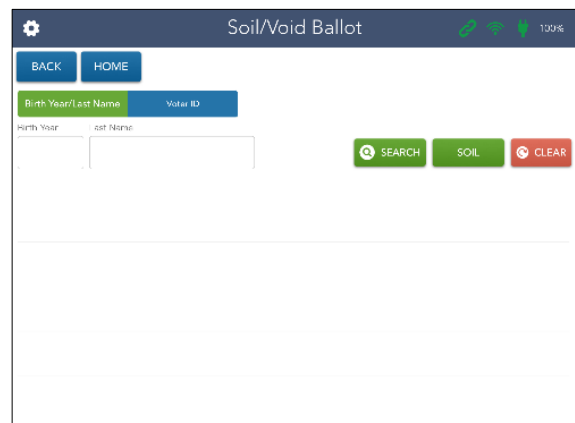
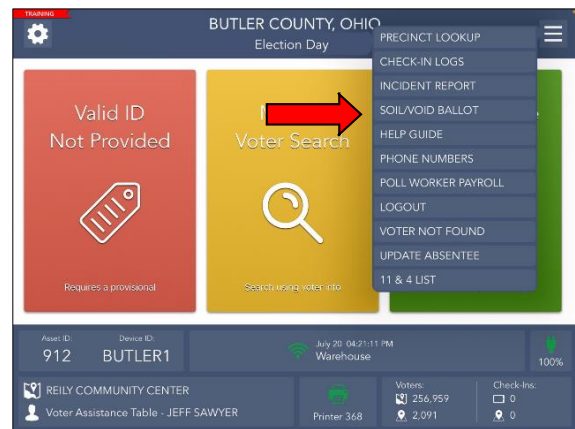
The law only allows for three attempts to cast a ballot. No voter may be reissued a ballot more than twice, including either a paper ballot or a Voter Access Card.

A voter may be reissued a ballot for any of the following reasons:

- Wrong ballot type issued by poll worker (e.g. voter access card issued instead of paper ballot)
- Wrong party ballot selected by voter (During a Primary Election)
- 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

**Note:** Voter Assistance Judges must confirm the voter did not cast the card before you may reissue another card. Notate in the Judges' Comments the reason a ballot was reissued.

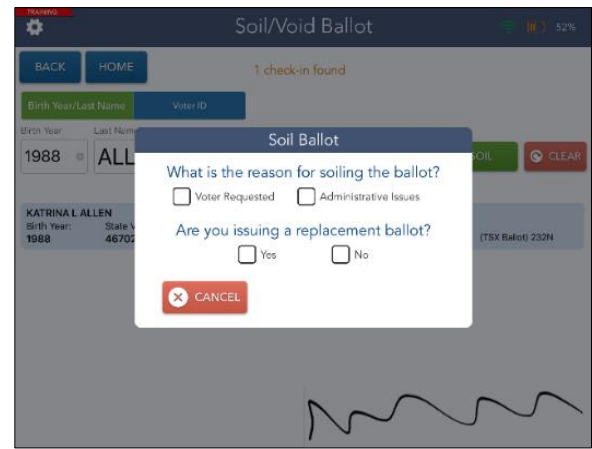
1. From the Launchpad, use the Blue Menu in the top right corner of the screen.
2. Touch "Soil/Void Ballot."
3. Enter the voter's birth year and first few letters of their last name.
4. Touch the Green "Search" button.



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.
10. Voter will be prompted to re-sign e-poll book.
11. Reissue correct ballot type.



## ***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 applicable) 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.

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## 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:

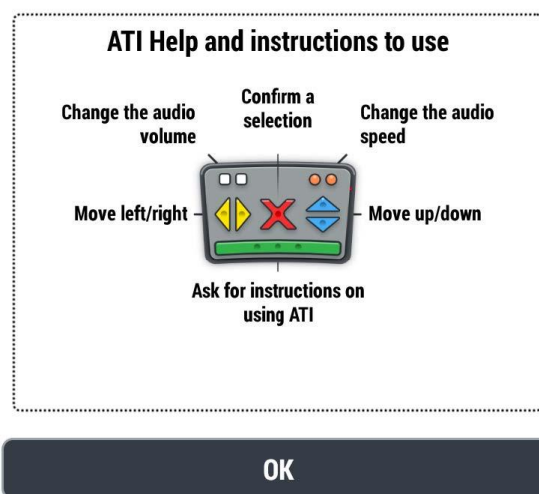
- Their employer
- An agent of their employer
- An officer or agent of their union
- A candidate on the precinct's ballot

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.

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## 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.



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## 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.

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## 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 white **Regular Paper Ballot** envelope, **NOT** in 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.

**Important:** Call the Board of Elections if your supply of paper ballots runs low.

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## 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.

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## Problems and Ballot Reissues

### ***Unit 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 unit 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.

**Note:** 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 a regular ballot
- Issued wrong ballot type (Voter Access Card Issued vs Paper Ballot 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 (refer to **page 65**).

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

1. You must 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 (refer to **page 65**).

#### ***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 (refer to page 65).

**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 65** 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.

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## **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.

# Did you Know?

**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.**

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## 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 89.**)
- 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.

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## Record Keeping

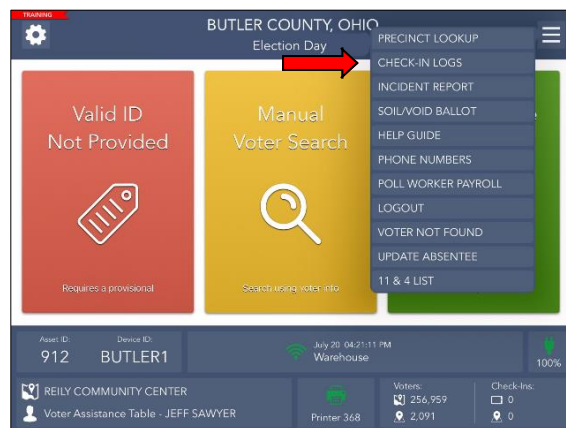
Location Supervisors and PEOs should document events at the polling location, especially any events that impact any Precinct Election Official’s ability to administer the election.

### Posting the 11am and 4pm List

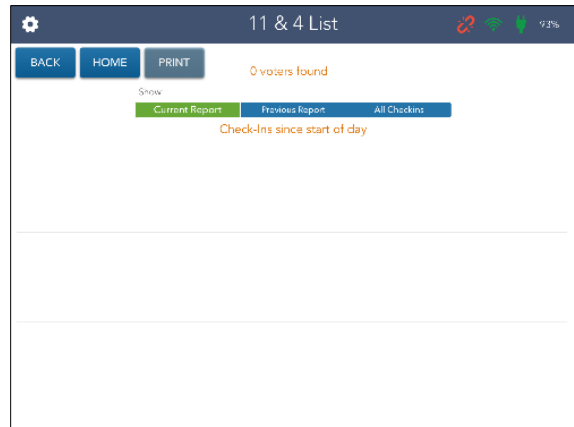
The Location Supervisor will print the 11am and 4pm posting lists. Follow the instructions below to print.

**Note:** 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.

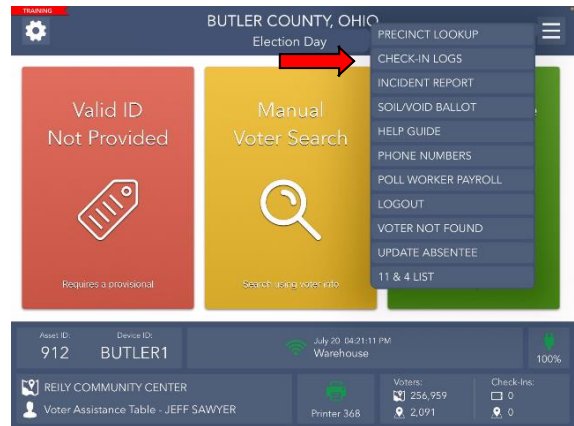


3. Touch “Print” to print the list. (If a reprint of an earlier report is needed, select “Previous Report” and touch “Print”.)
4. When finished, touch “Home” to return to the Launchpad.



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.





## 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 on **page 89** for more information about Court Orders.

**Note:** 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:***

- 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

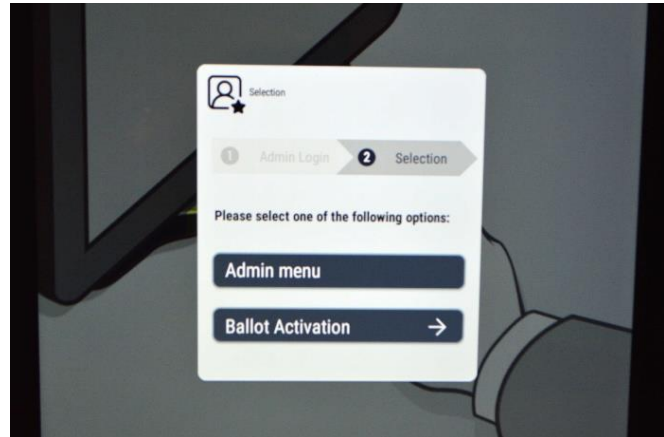
Follow the checklists on the following pages to complete each of the tasks for closing.

# Did you Know?

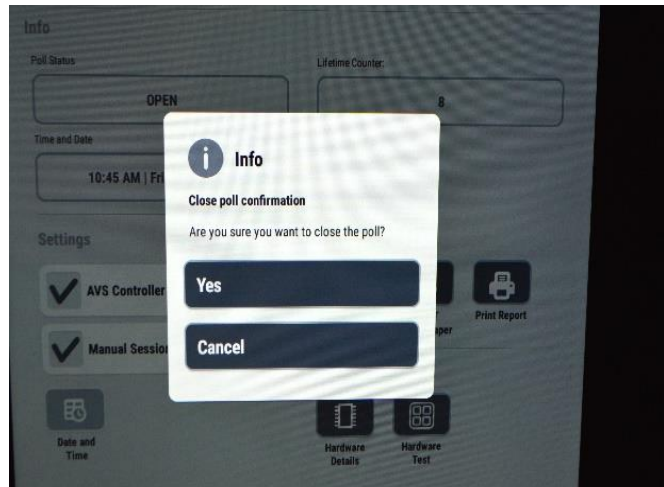
According to State Law (R.C. 3501.26), each Polling Location must submit a Ballot Accounting Report that reconciles the total number of ballots issued and voted at the location. The report must be signed electronically by the Location Supervisor and Designated Judge.

## End Voting Checklist

1. Insert Poll Worker Card and enter the pin.
2. Select “Admin Menu.”



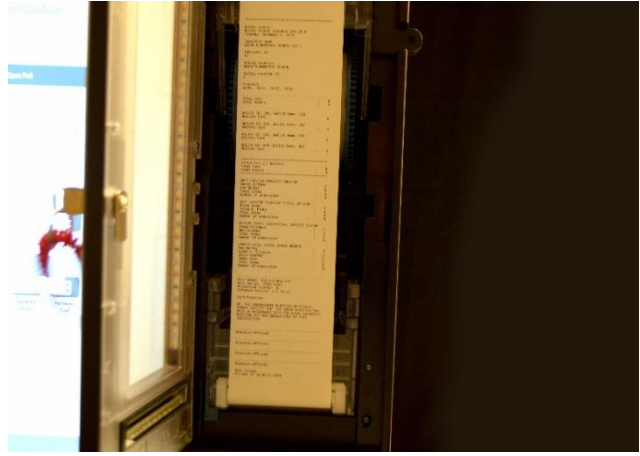
3. Touch “Close Polls” and touch “Yes” to confirm.



4. A summary report will run.

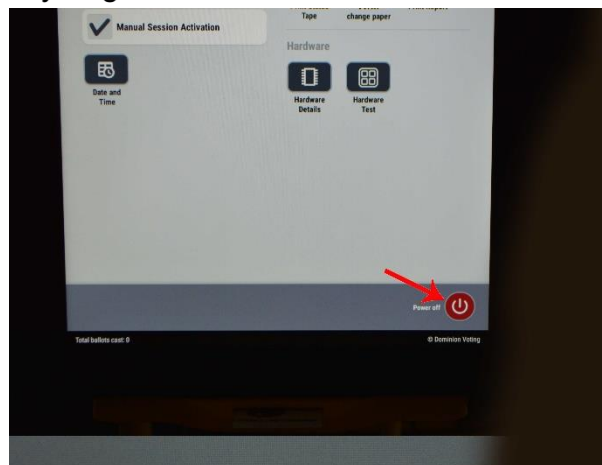
**Stop:** Do not touch screen. A dialog box will appear with three options which will be used after step 5.

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 the door of the polling location using blue painter’s tape.



## ***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 unit.
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 unit.
10. Place Voting Unit Activity Logs in Red LS folder to be returned to BOE on Election Night.
11. Take ICX units 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.

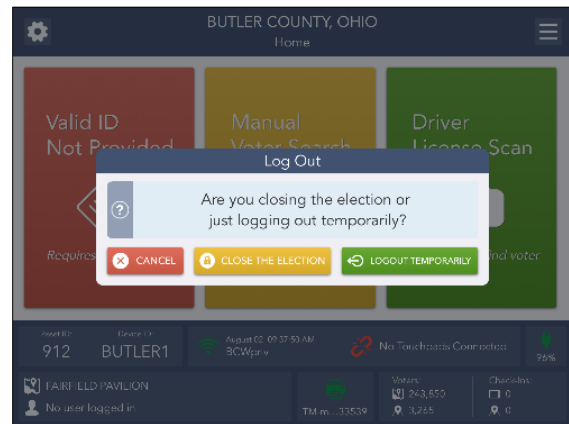
Direct two Judges of opposite party to complete the ICX Ballots Voted Tally Log. This can be completed as End Total Reports are run.

Log out on all e-poll books at location.

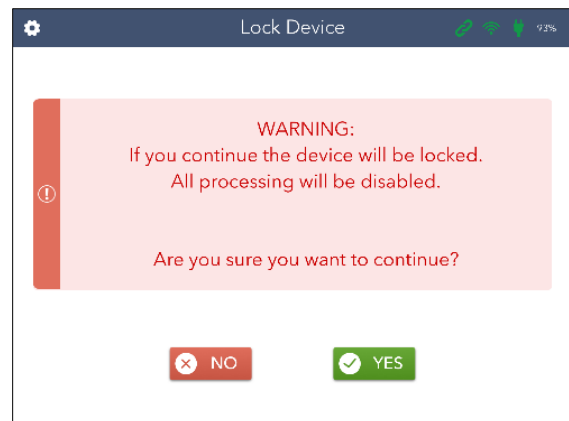
1. Select “Logout” from the Blue Menu on the Launchpad screen.



2. Touch “Close the Election.”

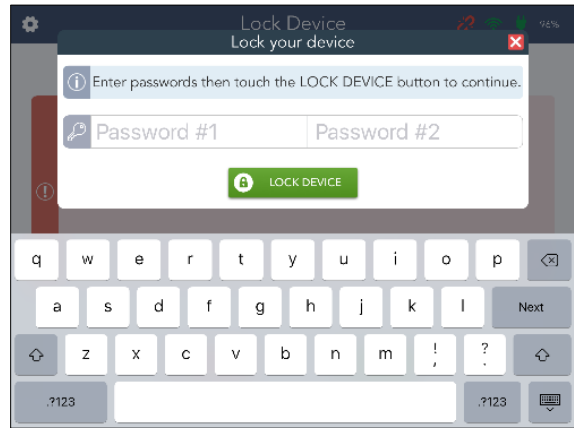


3. Touch “Yes” on the Warning screen.

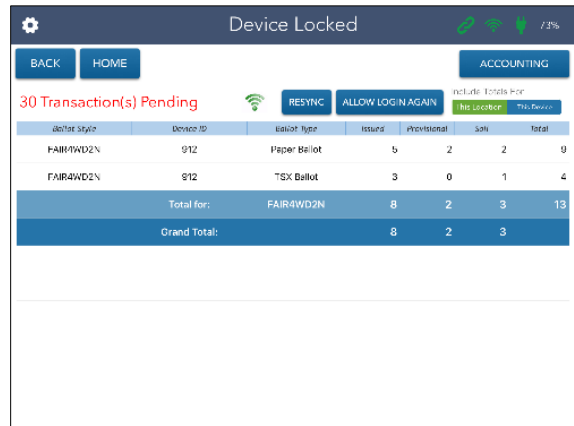


4. Enter the LS and DJ passwords and touch “Lock Device.”

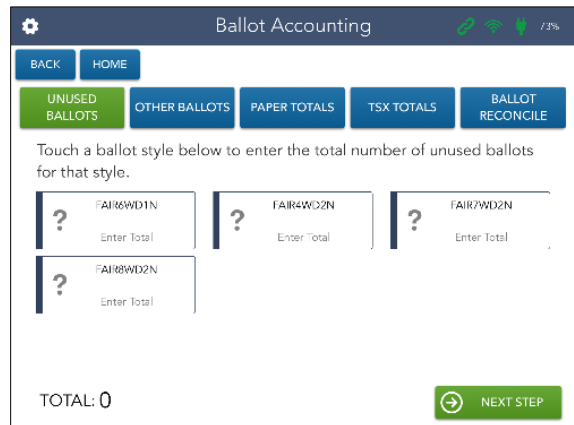
**Note:** Repeat the above steps for each e-poll book.



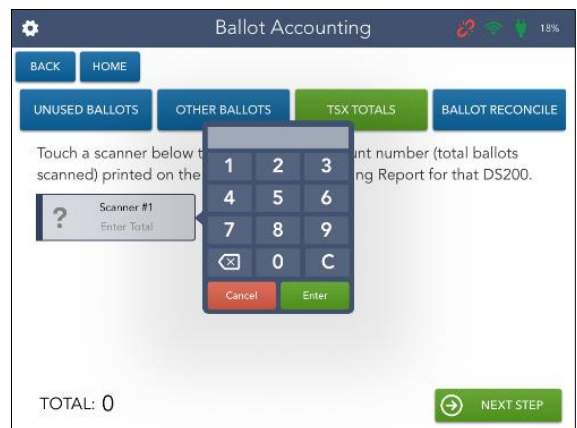
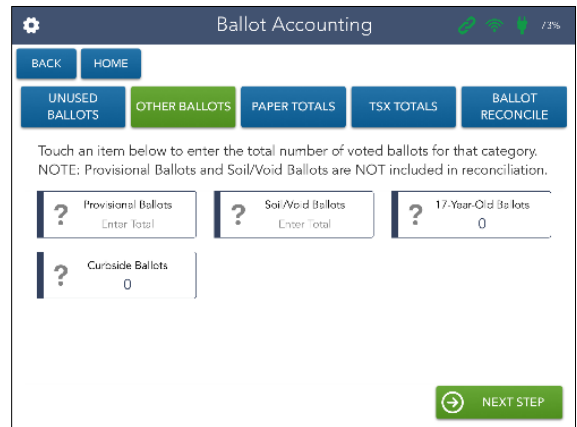
5. Gather completed ICX Tally Log, Yellow Bag, and unused ballot pads.
6. On one of the e-poll books, touch “Accounting” in the upper right corner of the “Device Locked” screen.



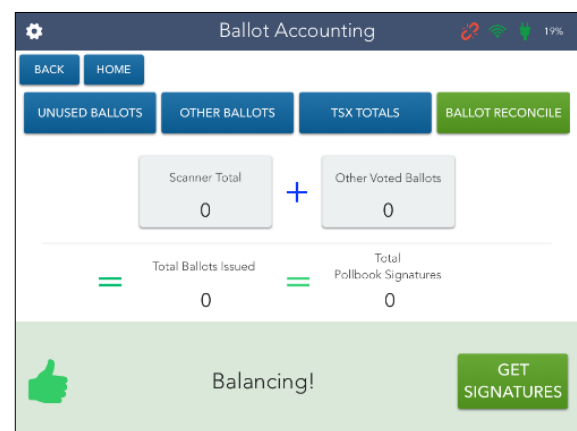
7. Enter total unused ballots. Touch each precinct box on the screen and enter the stub number of the next ballot for each precinct.
8. Touch “Done.”
9. When finished, touch “Next Step.”



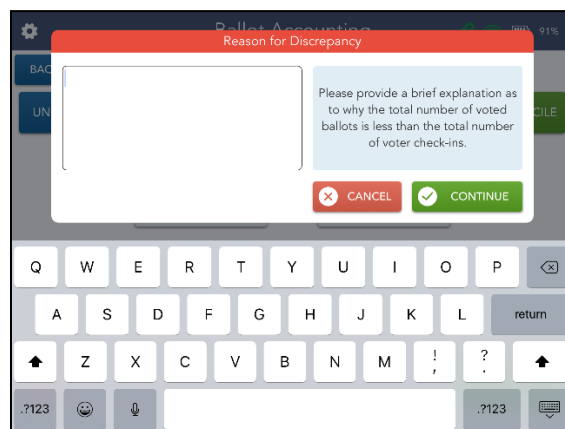
10. Enter total voted Paper Ballots by ballot type, precinct & party.
11. Open the Yellow Bag and remove all contents.
12. Sort the contents of the bag by
  - a. Type of ballot (Paper or Provisional)
    - 17-Year-Old
  - b. Precinct
  - c. Party (Primary Only)
13. Touch the “Provisional” button. Count 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.”



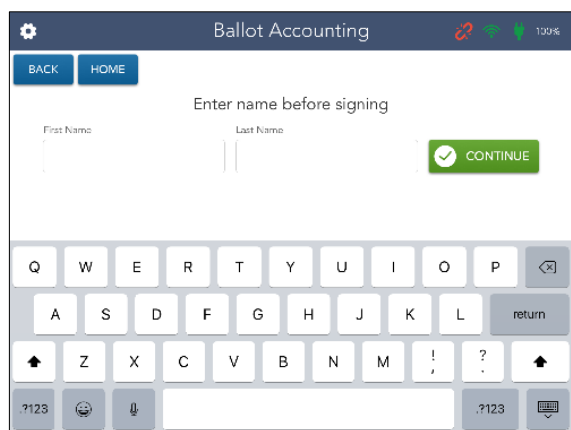
21. The Ballot Reconcile screen will appear and notify you if you are not balanced.
  - If you are off, verify your numbers were entered correctly.
  - If your numbers are correct, touch “Get Signatures.”



**Note:** If you do not balance, you will be prompted to provide an explanation.

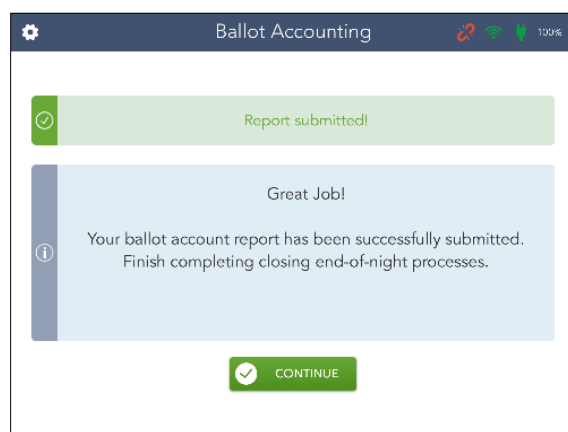


22. Touch "Continue" after providing an explanation.
23. LS and DJ Sign and Submit.
24. LS - Enter first and last name and touch "Continue." Sign on the signature screen and touch "I Accept."
25. Touch "Add Another Signature."  
DJ - Repeat the last step.
26. When both have signed, touch "Submit."



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 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.

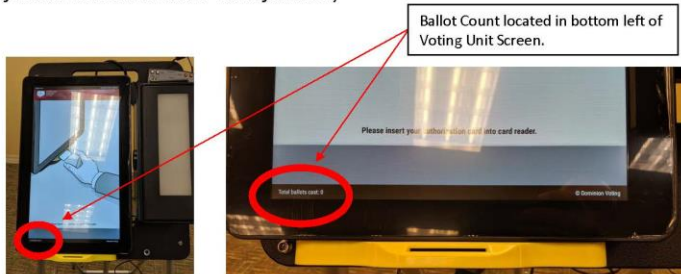
Locate the number of ballots on each voting unit at the bottom left of each machine. See the picture at the bottom for reference.

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.)*



## PEOs Clock Out

1. Touch the Blue Menu button in the upper right corner.
2. Touch "Poll Worker Payroll," locate your name, and touch the "Clock-Out" button.

**Important:** Every PEO must clock-out.



## Packing the E-Poll Book Checklist

- Be sure to have Precinct Election Officials clock-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, fold them closed, and pack them into the cases. (Remember: 2 tablets per case.)
- Unplug the Mi-Fi device and pack into the suitcase.



## Tuesday Night Supply Bag Checklists

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### USB Drive Bag (Locked)

- USBs: Must have 1 USB per Voting Unit
- USB Trouble Sleeves (if applicable)



### Paper Tape Results Bag

- ICX Paper Results



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## Yellow Ballot Bag(s) (Locked)

- Voted "Regular Paper" Ballots
- Voted "Provisional" Ballots
- Voted "17-Year-Old" Ballots (Primary Election Only)
- 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)

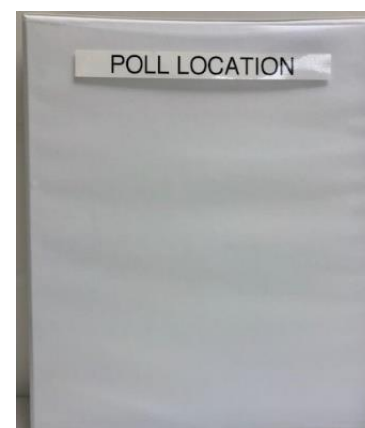


**Important:** All unused paper ballots and envelopes must be returned to the Board of Elections.

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## White Binder (Front Pocket of Blue Bag)

- Poll Location Key (if applicable)



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## E-Poll Book Cases

- E-Poll Books, Printers, Cords, Styluses, and Laminated Packing Checklist.

## ***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)
- ✓ Sealed USB Drive Bag (Containing ALL Voting Units' USBs)
- ✓ 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
- Small Red Set-Up Supply Bag
- Paper Tape Results Bag



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

- Voter Access Cards
- Poll Worker Cards
- 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
- ATI Bag
- Extra ICX Printer Paper
- Extra E-Poll Book Paper
- PPE Items and Cleaning Supplies

### 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		
<b>Monday Evening</b>		
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#)
<b>Tuesday Morning</b>		
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.		
<b>Yellow Bag Seal Verification Form</b>		
<b>Tuesday Evening</b>		
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 issued by the U.S. government or State of Ohio are acceptable for voting as long as all of the following criteria are met:

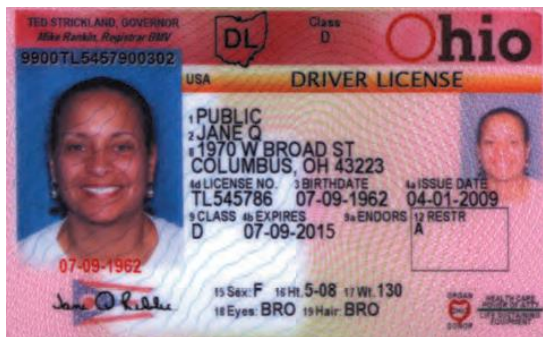
- An expiration date that has not passed
- A photograph of the voter
- The voter's name, which must match the name in the voter's record unless the voter also has legal proof of a name change (such as a marriage license or court order). Direct voter to complete a Form 10-L. See instructions on **page 56**.
- 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

OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

OHIO INTERIM DOCUMENTATION

OHIO BMV

**TEMP INSTRUCTION PERMIT**

Name: SAMPLEAMILY05678901234567890123\_36 9911 / 2A123456  
ANNA MARIA, JR.  
Address: 1970 W BROAD STREETAAAAAAAAAAAAA32  
COLUMBUS, OH 43218 AAAAAAAAAAAAAAAAAAAAAA0

DOB: 4/22/1969 Height: 5'9"  
License/ID No.: AB123456 Gender: F  
Issued On: 12/13/2017 Eye Color: BRN  
Class: TMP Expires On: 4/22/2020 Hair Color: BLK  
Class: M1 Expires On: 4/22/2021 Weight: 135  
Class: M2 Expires On: 4/22/2022

Endorsements: MXPST  
Restrictions: BG4F3C7CA UNDER 21 UNTIL: 11/22/1993  
NONRENEWABLE/NOT TRANSFERABLE UNDER 16 UNTIL: 11/22/1987  
MOTORCYCLE NOVICE UNTIL: 12/11/2018

Betty Buckeye

**INTERIM DOCUMENT EXPIRES 01/26/18**

This document is issued to the person identified and pictured as a temporary credential for use while a new permanent driver license or identification card is being manufactured and mailed.

**Law enforcement may verify through LEADS.**

WARNING: THE PRODUCTION, DISTRIBUTION, OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO REVISION CODE 2913.31.

- You must carry this interim documentation until you have received your new card.
- Your new driver license or identification card will be processed and mailed to this address within 10 business days:

1970 W BROAD STREETAAAAAAAAAAAAA32  
COLUMBUS, OH 43218 AAAAAAAAAAAAAAAAAAAAAA0

- Your new driver license or identification card will be mailed in a plain, white envelope to the address above.
- To monitor and track your mail, the U.S. Postal Service offers a free service called Informed Delivery. To learn more or to sign up for the service, please visit <https://informedelivery.usps.com>
- If you have not received your driver license or identification card within 21 days, you may contact the BMV through LIVECHAT at [www.bmv.ohio.gov](http://www.bmv.ohio.gov) or call 1-844-OHIO-BMV (1-844-644-6268) to check the status of your card.
- If you have applied for a driver license or temporary instruction permit, this document will allow you to operate a motor vehicle.
- Interim documentation is not valid as a stand-alone document when applying for a CDL or temporary CDL instruction permit.
- This interim documentation only serves as confirmation that an application is pending.

<http://www.bmv.ohio.gov/News/ID>

BMV2443 [760-1057] 1/18

## New Formats of Ohio Driver's 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.



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## **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 twelve months of the election
- 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:
    - 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



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,

Handwritten signature of David M. Sauter in cursive.

David M. Sauter  
University Registrar

Handwritten signature of Mike Curme in cursive.

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 be able to distinguish the last person in line at 7:30pm.

- 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 58**).

The screenshot shows the 'Voter Eligibility' app interface. At the top, there are 'BACK' and 'HOME' buttons. The main content area displays the following information:

Name	TIFFANY R ABBOTT	Birth Year	1981	Voter ID	587943
Address	1807 HONEYSUCKLE PL FAIRFIELD, 45014	Precinct Split	FAIR4WD2	Party	NOPTY

Below the information, a green bar with a checkmark icon and the text 'Voter is eligible to vote.' is displayed. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green). A dropdown menu is open over the 'MORE OPTIONS' button, showing 'Update Voter Info', 'Manual Provisional', and 'Curbside Voter'.

7. Write “After Close of Polls by Order of the Court” at the top on the front of the Provisional Envelope.
8. When a voter is finished completing the envelope and marking a 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***

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### **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.

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### **Precinct Election Official or Voter Injury**

Location Supervisors should complete the following procedures if a voter or Precinct Election Official is 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.
- Collect all information concerning the injury from all witnesses and get witnesses' names, telephone numbers and addresses in case further investigation is needed.

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### **If the Electricity Goes Out - Call the BOE Immediately**

Location Supervisors 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 a 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:

HAMILTON, OH: The Butler County Board of Elections will be open for early voting beginning Tuesday, October 5, 2021, at 8:00 a.m. for voters wishing to vote in-person prior to the Election on November 2, 2021.

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

**Week 1: October 5 – October 8**

8:00 a.m. to 5:00 p.m. on each weekday (Tuesday through Friday)

**Week 2: October 12 – October 15**

8:00 a.m. to 5:00 p.m. on each weekday (Tuesday through Friday)

(Early Voting Closed on Monday, October 11 in Observance of Columbus Day)

**Week 3: October 18 – October 22**

8:00 a.m. to 5:00 p.m. on each weekday (Monday through Friday)

**Week 4: October 25 – October 31**

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, October 30 (Saturday before Election Day)

1:00 p.m. to 5:00 p.m. on Sunday, October 31 (Sunday before Election Day)

**Week of Election Day: November 2**

8:00 a.m. to 2:00 p.m. on Monday, November 1 (Monday before Election Day)

Voters may also vote by mail:

Complete and send an application by noon on Saturday, October 30, 2021. An application may be downloaded from our website: [elections.bcoho.gov](http://elections.bcoho.gov), or voters may call the Board of Elections to request an application at (513) 887-3700.

## Notes: