

Butler County Election Administration Plan


Last Updated: June 10, 2024



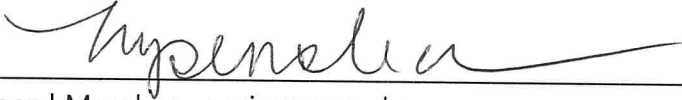
Final Version for Board Approval

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Submitted by the Butler Board of Elections



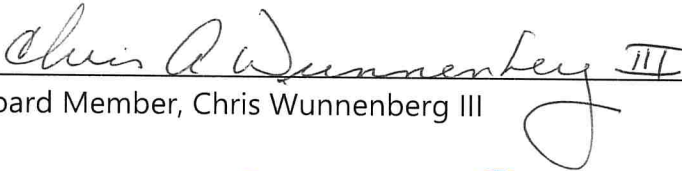
Chairperson, Frank Cloud



Board Member, mariann penska



Board Member, Todd Hall



Board Member, Chris Wunnenberg III



Director, Nicole Unzicker



Deputy Director, Eric Corbin

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Administration and Instructions

Record of Distribution

This document should be distributed to all Board Members and Board staff that have an immediate and necessary requirement to utilize this document during an emergency and/or during election administration.

Storage and Printed Copy

Printed copies of this document should be stored off-site at a minimum with the Director, Deputy Director, and Board Chairperson. This ensures a backup copy in the event the Board's office location is inaccessible during the necessary activation of this plan.

Record of Changes

This template is updated by the Ohio Secretary of State's office on a prescribed schedule. Updates include new information from best practices, lessons learned, recommendations from local, state, federal, and association's best practices.

<u>Change</u>	<u>Section</u>	<u>Date</u>
Added county name and last updated to template	Cover page	May 2024
Added "board" to member	Board of Elections name page	May 2024
Added "this page intentionally left blank"	Second and fourth pages	May 2024
Added Administration and instructions page including record of distribution, storage and printed copies, record of change	Administration and Instructions Page	May 2024
Added interim driver's license, US Passport and Passport Card, US military identification, Ohio National Guard identification, and US Department of Veterans Affairs as proper identification	I, C, 6	May 2024
Change "approach" to "strategy" for shortage of precinct officials	I, D	May 2024

Added instructions for plan for consideration and adoption of paper ballot allocation to include: Determine mitigation strategies for additional ballots to ensure a shortage does not occur.	II, D.	May 2024
Added "phone tree / call tree" to mass communication plan	III, F – Communication Plan	May 2024
Added section for organizational chart, required templates and pre-scripted messages, and contingency communication methods.	III – Communication Plan	May 2024
Added references to the local content template as referenced in the ORC.	IV. A Materials	May 2024
Added partners to include emergency management and county engineer	V. Contingency and Continuity Planning	May 2024
New section to address alternate polling location or combined polling locations	V. Contingency and Continuity Planning	May 2024
Added two new sections for line management and political attire/apparel	V. Potential Voting Disruptions	May 2024
Added securityevent@ohiosos.gov email	VI. Security, reporting of all security events and responding to cyber events	May 2024
Updated directive 2019-08 to 2023-16, hyperlinked	VI. Security, Password Management	May 2024
Added a template item to note last page of document	Last Page	May 2024

Table of Contents

I. PRECINCT ELECTION OFFICIAL RECRUITMENT, TRAINING, AND ACCOUNTABILITY	8
II. RESOURCE ALLOCATION	14
III. PRE-ELECTION DAY AND ELECTION DAY COMMUNICATION PLAN	17
IV. MATERIALS	26
V. CONTINGENCY AND CONTINUITY PLANNING	28
VI. SECURITY	36
VII. VOTER REGISTRATION	43
VIII. ABSENTEE BALLOTS	46
IX. POLLING LOCATIONS AND ACCESSIBILITY	51
X. BALLOT PREPARATION	53
XI. PRE-ELECTION TESTING	56
XII. RECONCILIATION AND AUDITS	58
XIII. MASTER CALENDAR	60
XIV. APPENDIX	62

I. Precinct Election Official Recruitment, Training, and Accountability

A. Detail the plan to generate public awareness for recruitment, partnerships with local organizations and public agencies for recruitment, and the overall timeframe for recruitment of precinct election officials (in addition to R.C. 3501.27).

Butler County utilizes the following media and materials to generate public awareness for poll worker recruitment:

- Butler County Board of Elections, County and Office Holder’s websites
- Board of Elections Social Media accounts
- Press Releases – county and local newspapers
- Butler County Direct Mail Postcard
- Recruitment on Election Day via signup sheet.
- Community Outreach /self-mailer brochure card for;
- Voter Registration Drives/Community Events
- In-Office for Voter Registration, Early Voting or Office Visit
- Include recruitment flyers in out-going mail, including absentee ballots when appropriate.
- Direct Mailing and calls to households of registered voters
- Publication of announcements on utility bills/water bills.
- Secretary of State Publications, including the SOS PEO Website, Public Announcement, PEO Promotional Poster with Post Cards sent to “Voter Registration Agencies”

[See appendix]

We partner with non-profits and civic organizations, churches, and service groups on a “Work a Day, Share Your Pay” fundraising program in which groups can help recruit poll workers who in turn will donate all or a portion of their poll worker pay to the cause or charity of their choice.

We are also reaching out to large employers and the business community, partnering with neighboring counties, to enlist their help in recruiting their employees to work the polls as a community service.

We also are working with high schools and Miami University to recruit students, including the regional campuses of Miami University, Oxford staff and the political science department.

Worker Class	Total to Work	Backups	Total to Recruit	Recruitment Deadline
Experienced Workers	850	100	950	11/02/2024
Student Workers	65	63	128	11/02/2024
New Workers	237	125	362	11/02/2024
Total	1,152	288	1,440	

B. Detail the timeframe for producing materials and holding training classes (in addition to R.C. 3501.22).

R.C. 3501.22 and 3501.27 outline the requirements for appointing and training poll workers. Butler County follows these codes and requirements set forth by the Secretary of State. We utilize the SOS Quick Reference Guide and Precinct Election Official Manual, but we also prepare county-specific training materials to provide localized training of our election officials.

We plan to have all our supplemental training materials, including the Butler County Precinct Election Official Training Manual, training presentation (PowerPoint), videos, quizzes, and hand out materials finalized no later than September 6, 2024, as required by R.C. 3501.27. Drafts of the training materials are attached in the appendix. We will continue to update the manual as new Directives and information becomes available.

We have scheduled our training classes, to begin on Monday, October 7, 2024, and continue through Saturday, November 2, 2024. These classes will be for all new and experienced precinct election officials.

In addition to our precinct election officials, Butler County also requires supplemental in-person training classes for our Location Supervisors, who are responsible for all technical equipment. These classes will be offered the week of October 28, 2024. Our training materials for our location supervisors are included in the appendix.

C. Detail the approach to training (class content and materials) for the presentation and education on the following topics:

1. The transporting, setup, general operation, troubleshooting, and closing of voting equipment, electronic poll books, and any other voting technologies used within the polling location.

Our training classes include hands on setup and operation of the devices and materials that will be used on Election Day. We want to make sure our PEOs are comfortable and confident in operating the equipment that our voters rely on to have a successful election. In the PEO class we focus on voter processing because that is what the PEOs will be doing for the majority of the day. We also cover setup and tear down of the voting machines.

During the Location Supervisor classes we go much further in-depth with setup and tear down of the voting machines. Each Location Supervisor must set up and tear down a voting unit and electronic poll book from A-Z. When a Location Supervisor has difficulty, the trainers troubleshoot with the whole class. The Trainers also point out common issues and explain the importance of the directions and sequence, so the Location Supervisors know why they are asked to perform their duties in a certain way.

We also offer open house hours for PEOs to come into the office and get more practice on the machines if they feel they need more practice before Elections Day. Usually, these PEOs can get some one-on-one instruction and gain confidence.

Our PEO manual as well as the Location Supervisor Supplemental Manual also includes step by step instructions on how to do each part of the Election Day process. This includes machine set up as well as how to do other tasks.

2. The transporting, setup, general operation, troubleshooting, and closing of all accessible voting machines, including the proper function of the audio and tactile device aids that are connected to such accessible voting machines.

Since Butler County uses DRE voting machines, the accessible machines are the same as the ones used by all voters. One machine at each location has an additional audio tactile device attached that allows people with disabilities to mark their ballots independently. Location Supervisors are trained specifically how to install the device. All PEOs are trained how to create an accessible ballot on the electronic poll books.

3. Interacting with the public, including responding to voter questions about new equipment, election security, etc. and de-escalation of unexpected or difficult situations.

Our training classes and materials remind PEOs to be professional and to remember they are serving the public. Tips for de-escalation are included in our training as well as some do's and don'ts.

Do:

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

Don't:

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

4. Processing voters using an alphabetical check-in approach (in counties using printed signature books) or using an “any line, any time” approach in counties utilizing electronic poll books.

Our training classes teach the PEOs to use the any line any time approach because we use Tenex electronic poll books. We teach the PEOs to look up voters in the electronic poll book several ways to ensure they are able to find the voter regardless of the identification that is provided. PEOs have the option to scan the bar code on the back of an Ohio driver’s license or manually search for the voter using, name date of birth or address. If the voter does not provide identification, the electronic poll book has an option on the main screen which guides the PEO through the required steps. During training all PEOs process sample voters with various types of identification or registration issues. The PEO manual also has instructions for each type of voter which can be used if needed.

5. Directing voters to a voter assistance or provisional processing table to expedite the flow of the line and to more efficiently and accurately assist provisional voters.

Provisional voting is covered in-depth in each PEO class because it is very important that provisional ballots are handled with care so that those voters who cast provisional ballots for legitimate reasons can have their ballots counted and their registrations updated. When a voter is checking in at the electronic poll books the software helps guide the PEOs to make sure a voter is processed correctly. When a voter must vote a provisional ballot the electronic poll book indicates which precinct ballot is required and uses the camera to verify via barcode the correct precinct ballot is selected. The voter then goes to the voter assistance table to continue the process of completing their 12-B form and casting their ballot.

6. Proper administration of the photo identification requirement, specifically, addressing the possibility of religious objection, filling out the Religious Objection Affidavit, former addresses on Ohio driver licenses, interim driver’s license, state identification cards, US Passport and US Passport Card, and US military identification, Ohio National Guard identification cards, and US Department of Veteran Affairs identification cards.

If a voter does not have acceptable photo identification because of a religious objection of being photographed, the PEO is trained to give the voter a Religious Objection Affidavit to fill out and sign at the check-in station. The check-in judge tapes the affidavit to the back of the provisional envelope. The provisional review judge must confirm the affidavit is attached to the back of the provisional envelope. Valid forms of photo identification are listed in our training classes, electronic poll books and PEO manual. The fact that the address does not need to be current is noted in writing in all the previously mentioned places and verbally communicated during class. PEOs are specifically instructed to ask the voters for their residential address before looking at the voter’s license. We make an effort to explain that people update their voter

registration more often than the address on their license, or that they may have moved recently. Sample identification forms and driver's license are printed in the PEO manual.

7. Proper administration of the "right precinct" voting requirement, specifically, addressing the use of the voting location guide, Secretary of State [Form 12-D](#), and providing the voter with directions to the correct polling location.

During PEO training classes the trainers instruct the class about the proper way to redirect voters who are in the wrong polling location. If a voter is in the wrong polling location they will not be found in the electronic poll books until the PEOs specifically do a countywide search. When the search is complete and the voter's record is found, the electronic poll book will automatically instruct the PEOs to redirect the voter. The electronic poll book will provide the name, a map and directions to the other polling location which can be printed or sent to the voter's phone via text message. The PEO manual also instructs PEOs to use the 12-D form when the voter refuses to go to another location.

8. Proper processing by precinct elections officials of provisional and regular ballots (paper or DRE), including instructions not to place voted provisional ballots into the ballot scanner and instructions not to place a regular ballot (e.g., a backup paper ballot or curbside ballot) into a provisional ballot envelope.

PEOs are instructed in class to follow the prompts provided on the electronic poll book. For most voters this is a very easy process which verifies that the voter's identification and registration is correct. Once the voter's registration is verified the PEOs are able to create a regular ballot which can be cast on any voting machines in the polling location.

When a voter needs to vote a provisional ballot, the electronic poll book also guides the PEOs through the process. The camera on the poll book is used to verify that the voter is receiving the correct ballot for their precinct by reading the barcode on the ballot stub. Once the voter is checked in and provided a ballot, the PEOs instruct the voter to fill out the 12-B envelope. Once the ballot is sealed in the envelope it is placed in the secured yellow ballot bag.

When a voter wishes to cast a paper ballot the electronic poll book guides the PEOs through the process. The camera on the poll book is used to verify that the voter is receiving the correct ballot for their precinct by reading the barcode on the ballot stub. When the voter is finished marking their ballot, it is placed in a "Regular Paper Ballot" envelope to avoid confusion with the provisional envelopes. Once the ballot is sealed in the envelope it is placed in the secured yellow ballot bag.

9. Properly assisting voters with disabilities.

Local content must include the setup of accessible voting devices, training on the use of devices, and selecting a specific individual, such as a voting location manager,

precinct election official, rover, or other delegated personnel, who will ensure accessible voting devices and the necessary audio or tactile devices are properly setup and functioning.

All PEOs are taught about the importance of the accessibility of the voting location and the devices used for voting during the PEO training classes. Location Supervisors receive more in-depth instructions about setting up the parking lot and the accessible voting machines during the Location Supervisor training classes. During Logic and Accuracy testing the Board tests the Audio Tactile Interfaces (ATI) for each voting location before transportation. On Monday Night, Location Supervisors install and verify the accessible devices are working properly.

D. Detail the strategy to resolving issues related to a shortage of precinct election officials.

Local content must include a contingency plan(s) that the board will employ in the event of an insufficient number of workers.

Butler County recruits and trains more poll workers than needed to be prepared for a shortage of workers. We use a comprehensive recruitment program, reaching out to a variety of sources, including referrals from current workers, local businesses and community organizations, churches, non-profits, and through direct mail appeals and text messages to active voters. Using these various sources, we can recruit new workers to serve in the election and supplement our existing workers in the event we have shortages. We also train students and place them throughout the county.

Pursuant to the Ohio Revised Code, anyone who works as a precinct election official must undergo training before serving, including individuals who work on an emergency basis. While we do train more workers than we will be placing for back-up, we plan to use our online training for "contingency training" in the event of a shortage. This pool of workers may then be tapped in the event of an emergency and be assigned to polling locations throughout the county, if needed. This training, for which the employees would receive compensation, will assure us that we will have adequate workers, ready for service.

E. Detail the process for evaluating the training program, including an evaluation by both precinct election officials and the board itself.

The Butler County Board of Elections posts a feedback survey online for PEO's to complete about the training process. After the election roundtables including the Board staff and the PEO trainers are held to discuss what went well and what can be improved. The notes from these meetings are then used to update the training classes for the next election.

F. Detail the process and methods for post-election evaluation of performance by precinct election officials.

Local content must include, at a minimum, evaluation of performance using a) self-reporting of problems to the board of elections, b) correct administration of identification rules, specifically the validity of former address on Ohio driver licenses and state

identification cards, c) appropriate handling/processing of provisional ballots, d) accurate completion of reconciliation sheets, and e) the proper opening and closing of polls.

Our Precinct Election Officials self-report problems they encounter at the polls, and our Location Supervisors are required to record all problems they encounter. We are able to use the data from the Location Supervisors' reports and PEO notes, as well as reports from our online call center database, which tracks all problem calls from the field on Election Day and during set up on Monday evening. We also record problems caused by poll worker errors while processing both regular and provisional ballots, and reconciling our ballots cast with ballots issued at the polls. Accuracy of closing the polls is assessed based on the ability to close down in a timely manner and with good ballot reconciliation. This data is used to then complete a PEO Skills Assessment form following the election. A sample of the form is included in the appendix. Any identification errors are relayed to the location supervisor prior to the next election to ensure the same mistakes are not made again.

G. Detail the process and methods for post-election accountability (e.g., requirements for re-training, retention of services for future elections, etc.) of precinct election officials based on the performance evaluation described above.

Each department in the Board of Elections rates our precinct election officials by polling location on the Skills Assessment form following the election. A sample form can be found in the appendix. The scores are then tallied and used to determine whether a PEO should be retained, receive additional training or be dismissed.

II. Resource Allocation

A. Detail the plan for allocating voting devices for voters with a disability.

Local content must include, at a minimum, a description of how the board will provide at least one voting or marking device per voting location to accommodate the needs of voters with disabilities pursuant to state law.

Each polling location has an Audio Tactile Interface (ATI) device packed with the voting machines that is connected to the "One" machine. The device allows voters to navigate the screens on the voting machine. With this device voters can independently mark and cast their ballots.

B. Detail the plan to pre-test the amount of time it takes an average voter to vote a ballot in order to project how many precinct election officials, machines, and voting stations may be needed at each voting location.

When setting up our election database, we will conduct a time study of each ballot style to determine how long it would take an average voter to vote the entire ballot. Using this time, we will evaluate our resource allocation and adjust the number of voting units and back-up paper ballots we are ordering accordingly if needed as well as determine if any additional precinct election officials or poll books will be needed.

C. Detail the plan for consideration and adoption of the board’s voting device allocation (R.C. 3501.11(I)).

Local content must include, at a minimum, that, not later than 90 days prior to an even-numbered year general election or a presidential primary election, the board will hold a public meeting and, in a noticed, public session, adopt a plan for the allocation and distribution of voting machines, marking devices, and automatic tabulating equipment for each precinct in the county.

Local content must also include a second public meeting of the board, held no earlier than the 30th day prior to an even-numbered year general election or a presidential primary election at which the board may reconsider any previous allocation decisions in light of changes in registration through the close of registration. There must not be fewer than two (2) DRE voting machines in any precinct or voting location except in a presidential primary or regular state election when there must never be fewer than three (3) DRE voting machines in any precinct or voting location.

1. Anticipated dates of meetings

For the November 5, 2024, General Election, the Board will meet on June 10, 2024, to provide the initial allocation of voting machines for each precinct. We will amend this allocation if needed according to the time study when setting up our election database. Any amendments would be added at the Board meeting to be held on October 15, 2024.

2. Draft plan for resource allocation

Local content may include, at a minimum, consideration of election toolkit calculators. The toolkit calculators can be found at <http://web.mit.edu/vtp/calc1.html>, <http://web.mit.edu/vtp/calc2.html> , and <http://web.mit.edu/vtp/calc3.html>.

The election tool kit calculators above are used to help determine a baseline for the number of devices required at each polling location. The Ohio Revised Code regulates the number of required voting machines. The following is from the Ohio Elections Official Manual, “the county should deploy at least one DRE voting machine for every 175 registered voters in a precinct or voting location at which the DREs are programmed to allow any voter in the location to vote on any machine in the location.” Local knowledge of the polling locations is also used to determine which locations may need additional supplies. The allocation can be found in the appendix.

D. Detail the plan for consideration and adoption of the board’s paper ballot allocation (R.C. 3501.11(I)).

Local content must include, at a minimum, that not later than 90 days prior to an even-numbered year general election or a presidential primary election, the board will hold a public meeting and, in a noticed, public session, adopt a plan for the allocation, printing, and distribution of Election Day paper ballots for each precinct in the county. This requirement applies to precinct count optical scan counties, counties using hybrid machines, as well as DRE counties subject to the backup paper ballot requirements.

Local content must also include a second public meeting of the board, held no earlier than the 30th day prior to the even-numbered year general election or a presidential primary election at which the board may reconsider any previous allocation decisions considering changes in registration through the close of registration. Determine mitigation strategies for additional ballots to ensure a shortage of ballots does not occur.

The Ballot allocation can be found in the appendix.

1. Anticipated dates of meetings

For the November 05, 2024 General Election, the Board will meet on June 10, 2024, to provide the initial allocation of backup paper ballots for each precinct. We will amend this allocation if needed according to the time study when setting up our election database and changes in registration. Any amendments would be added at the Board meeting to be held on October 15, 2024.

2. Draft plan for resource allocation

Local content may include, at a minimum, consideration of election toolkit calculators. The toolkit calculators can be found at <http://web.mit.edu/vtp/calc1.html>, <http://web.mit.edu/vtp/calc2.html>, and <http://web.mit.edu/vtp/calc3.html>.

The election tool kit links above are used as a baseline to determine the number of paper ballots that are needed. Historical information about turnout is also used as required by directive to determine what 15% of the last like election's turnout was. This information helps guide the minimum ballot order. Since these ballots are used for provisional voting, voters who prefer paper and as backups for our contingency planning, much care is used to make sure the minimums are met and then exceeded.

E. Review any polling locations where, during the normal course of the day in previous federal elections, nearly all voters were not able to be processed within 30 minutes and, based on that analysis, detail the plan for mitigating and reducing those wait times.

We have utilized the line optimization calculator in the PCEA toolkit to ensure all our locations have adequate resources to keep wait times, including check in time and voting time, below 10 minutes based on our projected turnout. If turnout is higher than anticipated, we can send additional electronic poll books and back-up paper ballots into the field as needed.

F. Detail the plan for determining the number of precinct election officials to assign to each precinct or voting location (R.C. 3501.22; R.C. 3501.221; R.C. 3501.27; R.C. 3501.28; R.C. 3501.31).

Local content must include, at a minimum, consideration of the number of voters assigned to the polling location, whether there has been a recent change in polling locations (both with voters who had previously been assigned to a different polling location and voters who have recently been assigned to a different polling location), expected Election Day turnout, and whether that polling location has experienced problems or long lines in the past.

According to the Ohio Election Official Manual, Ohio law provides that the county board of elections selects, generally, four residents of the county in which the precinct is located to serve as Precinct Election Officials. This allocation takes into account the number of voters in the polling location because each precinct has a maximum number of voters. The Board does not intend to change any polling locations during the 2024 election year. If a location does need to be changed, considerations will be made for the type of change and number of voters affected such as at our largest polling location which sometimes has too many precinct election officials. With an expected seventy-two percent turnout we expect this allocation to be sufficient. There have not been any locations that have experience long lines in the recent past.

G. Detail the plan for retrieving ballots from the ballot drop box outside the office of the board of elections.

Local content must include, at a minimum, that bipartisan teams that will retrieve ballots and other documents each day during early voting, at the deadline for absentee ballot applications, and when the polls close on Election Day.

A bipartisan team will collect the contents of the drop box during each of the following times:

- In the morning each business day
- In the afternoon during early voting periods
- At the absentee application deadline, 8:30PM the Tuesday before the election
- At the ballot return deadline, 7:30PM on Election Day

III. Pre-Election Day and Election Day Communication Plan

A. Detail the plan to disseminate important election location and date information to county partners and the plan to work with them to develop response plans and timelines for resolution of emergency issues.

Local content must include the plan to contact and work with the county and local emergency management authorities, county engineer, area utility agencies and/or companies, local postal officials, transportation organizations, law enforcement agencies, etc.

The Butler County Board of Elections maintains contact information with the following offices or agencies to ensure effective communication about the election;

- EMA – contacted before each election to make sure existing plans will work and make updates as needed.
- Engineer – contacted before the election to borrow temporary lighting and notice of election.
- Postal Officials – contacted before the election to give notice of deadlines and other needs during the early voting period.
- Sheriff – contacted before the election to request help with traffic control and security during early voting and on election night and notice of election.
- Prosecutor – Ballot language is sent to the prosecutor as soon as it is available and stays in close contact in the days leading up to the election.

- Utilities – Contacted to give notice of election.

The Butler County Emergency Management Agency Local Officials Resource Directory is used for up to date contact information and is included in the appendix.

B. Detail the plan to work with local media outlets to disseminate election information, including information about voting equipment and security improvements.

Local content must include a list of media outlets that will be included in information sharing and the person responsible for communicating with the media.

The Director is responsible for communicating with the media. The Board will use news releases as well as social media to disseminate information about voting, security and other relevant issues.

The following outlets are included on the general news release list: Cox Media, The Journal Newspaper, WLWT, WXXU, WKRC, WMOH, WCPO, WLW, and WXIX.

C. Detail the plan to use the BOE website, social media, and other outreach methods to communicate with the public in the lead up to Election Day.

Local content must include the person at the BOE responsible for this ensuring the website and social media are up to date with current information.

The Director is responsible for scheduling and posting social media content. A master news release contact list is maintained by the office and is updated as requested by the public or as county contacts change. New releases are utilized for updating the public about Board activities such as, Board Meetings, Logic and Accuracy Testing, office closings and registration deadlines. Social media accounts are used to reach different demographics. News about the registration deadline would be sent out through all channels for example.

D. Detail the plan to communicate with the United States Postal Service regarding absentee ballot information and issues.

Local content must include using <https://electionmail.org> to report USPS-related issues, the contact information for local USPS officials, and the election mail coordinator assigned to the region of the state in which the board is located.

The Butler County Board of Elections will use the following contact information:

Local USPS Officials

- Election Mail Coordinator
 - Andrew Glancy – andrew.b.glancy@usps.gov - Ph. 513-304-0472
- Fairfield Post Office
 - Main – 513-858-1693
- Hamilton Post Office
 - Main – 513-867-0517

When there is an issue with mail pieces the Butler County Board of Elections will reach out to the United States Postal Service via <https://electionmail.org/>. This includes but is not limited to, damaged mail, missing postmarks and delayed mail.

E. Create a communications plan which provides a “Plan A” and “Plan B” method for communicating with each of the following categories of individuals or groups, both during the 72-hours prior to Election Day *and* on Election Day.

Local content must include the communications plan for any and all relevant contact information for the entities listed below. For each entity, provide the various formats in which the information is kept, keeping in mind that access to a primary server where the information is stored may not be available when needed.

Each response must include who will authorize and perform the communication with each entity or group. It is not necessary to include the specific contact information (phone number, email address, social media accounts, addresses, etc.) within this plan. Please utilize the attached spreadsheet to report the information in number 7 and 8 below.

All contact information is stored on the Board’s shared computer network. The contact information is also printed and stored in a secure cloud service.

1. Precinct election officials

- Authorization – Directors
- Communicator – PEO Coordinator
- 72 Hours
 - Plan A – Contact all PEOs via robo call using dialmycalls.com. PEOs are instructed during training that they will receive calls from our office in this way.
 - Plan B – Contact PEOs using dialmycalls.com by text or using their provided emails addresses.
- Election Day
 - Plan A – Contact PEOs directly using their cell phone numbers.
 - Plan B – Contact PEOs by using electronic poll books to send messages to PEOs in the field.

2. Owners and custodians of facilities used as voting locations

Local content must include an action plan for reaching personnel on Election Day and the morning thereafter in the event equipment and or supplies needed for the reporting of the Unofficial Canvass must be retrieved.

- Authorization – Directors
- Communicator – Polling Location Coordinator
- 72 Hours
 - Plan A – Contact polling locations by calling the main contact person for the location or collection of locations. We contact the head facilities director for some school districts who coordinate multiple locations.
 - Plan B – Contact the polling location by calling the second contact person and/or the main line number. An email can be sent to most contacts. The County Sheriff can be contacted as well to assist with entry to a polling location.

- Election Day
 - Plan A – Contact polling locations by calling the main contact person for the location or collection of locations. We contact the head facilities director for some school districts who coordinate multiple locations.
 - Plan B – Contact the polling location by calling the second contact person and/or the main line number. An email can be sent to most contacts. The County Sheriff can be contacted as well to assist with entry to a polling location.
- Day after election
 - Plan A – Contact polling locations by calling the main contact person for the location or collection of locations. We contact the head facilities director for some school districts who coordinate multiple locations. Plan B – Contact the polling location by calling the second contact person and/or the main line number. An email can be sent to most contacts. The County Sheriff can be contacted as well to assist with entry to a polling location.

3. Owners and custodians of facilities used as backup voting locations

- Authorization – Directors
- Communicator – Polling Location Coordinator
- 72 Hours
 - Plan A – Contact the Butler County Emergency Management Agency by phone to coordinate the use of a back-up emergency location.
 - Plan B – Contact local school districts by phone to coordinate use of additional place as a polling location. Also utilize EMA as a means of coordination and transportation.
- Election Day
 - Plan A – Contact the Butler County Emergency Management Agency by phone to coordinate the use of a back-up emergency location.
 - Plan B – Contact local school districts by phone to coordinate use of additional pace as a polling location. Also utilize EMA as a means of coordination and transportation.

4. Other public entities and partners

- Authorization – Directors
- Communicator – Directors
- 72 Hours
 - Plan A – Other public entities and partners can be reached via social media, press releases and primary phone contact information.
 - Plan B – Contact information in the Butler County Emergency Management Agency Directory can be used.
- Election Day
 - Plan A – Other public entities and partners can be reached via social media, press releases and primary phone contact information.

- Plan B - Contact information in the Butler County Emergency Management Agency Directory can be used. Physically sending a staff member to the entity's location could be effective.

5. Sheriff and other local law enforcement agencies (including fire departments)

- Authorization – Directors
- Communicator – Directors
- 72 Hours
 - Plan A – Contact local law enforcement by phone using the primary contact information or by calling 911. We will reach fire departments by calling 911.
 - Plan B – Contact the County Emergency Management Agency to facilitate communication between the appropriate parties. We will reach fire departments by calling 911.
- Election Day
 - Plan A – Contact local law enforcement by phone using the primary contact information or by calling 911. We will reach fire departments by calling 911.
 - Plan B – Contact the County Emergency Management Agency to facilitate communication between the appropriate parties. We will reach fire departments by calling 911.

6. County engineer and other public service agencies of political subdivisions within the county

- Authorization – Directors
- Communicator – Directors
- 72 Hours
 - Plan A – Contact the County Engineer by phone using the primary contact information.
 - Plan B – Contact the County Emergency Management Agency to facilitate communication between the appropriate parties.
- Election Day
 - Plan A – Contact the County Engineer by phone using the primary contact information.
 - Plan B – Contact the County Emergency Management Agency to facilitate communication between the appropriate parties.

7. Public utility agencies and/or companies

See Spreadsheet in appendix.

8. County and local emergency management authorities and/or agencies

- Authorization – Directors
- Communicator – Directors
- 72 Hours

- Plan A – Contact the Director of the Emergency Management Agency by phone using the primary contact information or by dialing 911.
- Plan B – Contact the appropriate authority by using the main line contact information.
- Election Day
 - Plan A – Contact the Director of the Emergency Management Agency by phone using the primary contact information or by dialing 911.
 - Plan B – Contact the appropriate authority by using the main line contact information.

9. Media (newspaper, radio, TV, etc.)

- Authorization – Directors
- Communicator – Directors
- 72 Hours
 - Plan A – Send a news release detailing the pertinent information to the usual contacts including local newspaper, TV and radio stations. Post the news release to our website and social media accounts to spread the message.
 - Plan B – Directly contact by phone the news outlets to ensure the information was received and discuss the urgency to promote distribution.
- Election Day
 - Plan A – Send a news release detailing the pertinent information to the usual contacts including local newspaper, TV and radio stations. Post the news release to our website and social media accounts to spread the message.
 - Plan B – Directly contact by phone the news outlets to ensure the information was received and discuss the urgency to promote distribution.

10. Information Technology Resources

- Authorization – Directors
- Communicator – Database Administrators
- 72 Hours
 - Plan A – Contact the applicable technology resource by phone using the primary contact information.
 - Plan B – Use email, social media and main line contact information to get in contact with the appropriate sources.
- Election Day
 - Plan A – Contact the applicable technology resource by phone using the primary contact information.
 - Plan B – Use email, social media and main line contact information to get in contact with the appropriate sources.

11. Vendors

- Authorization – Directors
- Communicator – Directors
- 72 Hours
 - Plan A – Contact the applicable vendor by phone using the primary contact information. Dominion Voting systems will be on-site.
 - Plan B – Use email, and main line contact information to get in contact with the appropriate sources.
- Election Day
 - Plan A – Contact the applicable vendor by phone using the primary contact information.
 - Plan B – Use email, and main line contact information to get in contact with the appropriate sources.

12. Secretary of State's office

- Authorization – Directors
- Communicator – Directors
- 72 Hours
 - Plan A – Contact the Ohio Secretary of State's office by phone using the primary contact information.
 - Plan B - Contact the Ohio Secretary of State's office by email using the primary contact information. Use social media contacts as well to expedite communication.
- Election Day
 - Plan A – Contact the Ohio Secretary of State's office by phone using the Election Day/Night BOE Hotline provided by the SOS.
 - Plan B – Contact the Ohio Secretary of State's office by email using the primary contact information. Use social media contacts as well to expedite communication.

13. General public

Local content must include the individual(s) responsible for updating the website and any social media accounts.

- Authorization – Directors
- Communicator – Public Relations Specialist
- 72 Hours
 - Plan A – Send a news release detailing the pertinent information to the usual contacts including local newspaper, TV and radio stations. Post the news release to our website and social media accounts to spread the message. Print signs to be posted at polling locations and deliver.
 - Plan B – Directly contact by phone the news outlets to ensure the information was received and discuss the urgency to promote distribution.

- Election Day
 - Plan A – Send a news release detailing the pertinent information to the usual contacts including local newspaper, TV and radio stations. Post the news release to our website and social media accounts to spread the message. Print signs to be posted at polling locations and deliver.
 - Plan B – Directly contact by phone the news outlets to ensure the information was received and discuss the urgency to promote distribution.

14. All registered voters in a precinct affected by a change to a polling location

Local content must include the method of contact if first-class mail is not an available means of contact in the event the change is due to an emergency during the 72 hours prior to Election Day.

- Authorization – Directors
- Communicator – Election Services Manager/Public Relations Specialist
- 72 Hours
 - Plan A – Send a news release detailing the pertinent information to the usual contacts including local newspaper, TV and radio stations. Post the news release to our website and social media accounts to spread the message. Print signs to be posted at the location as well as directions to the new polling location. Post temporary signs with the updated information outside of neighborhoods and high traffic areas in the affected area.
 - Plan B – Directly contact by phone the news outlets to ensure the information was received and discuss the urgency to promote distribution.
- Election Day
 - Plan A – Send a news release detailing the pertinent information to the usual contacts including local newspaper, TV and radio stations. Post the news release to our website and social media accounts to spread the message. Print signs to be posted at the location as well as directions to the new polling location. Post temporary signs with the updated information outside of neighborhoods and high traffic areas in the affected area.
 - Plan B – Directly contact by phone the news outlets to ensure the information was received and discuss the urgency to promote distribution.

F. Detail the mass communication plan including the use of automated alert services, social media, phone tree / call tree notification plan, and inbound call support (precinct election official check-in), etc.

- The Butler County Board of Elections mass communication plan includes the following communication channels, telephone calls, text messages, email, news

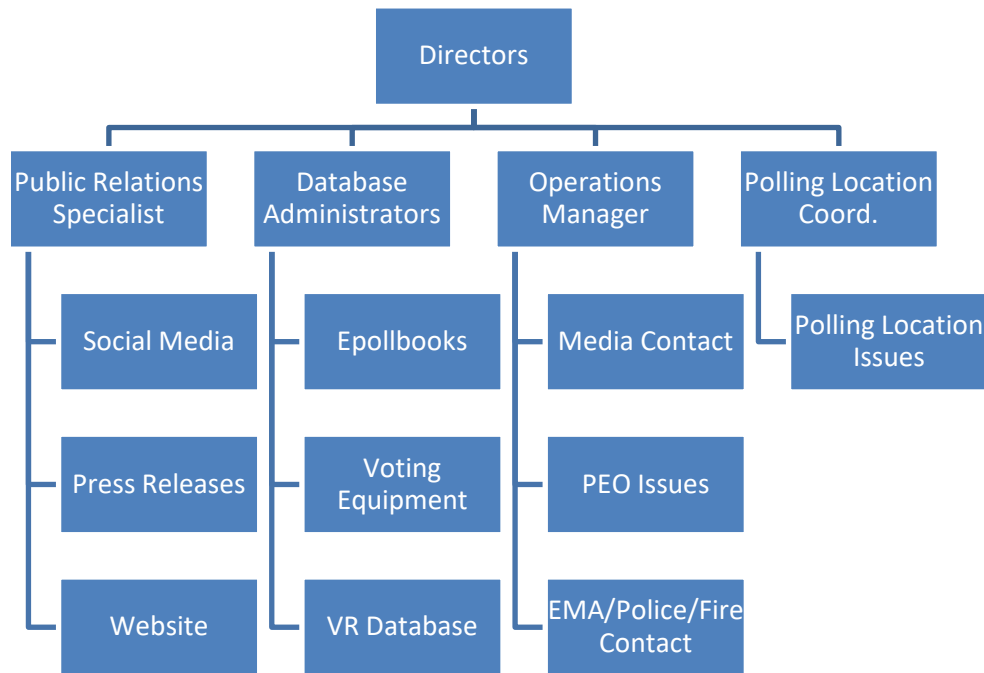
releases, local and regional media outlets, [Facebook](#), [Instagram](#), and the board of elections [website](#).

- Automated alerts can be sent through the electronic poll books on Election Day. Robo calls are used to ensure all PEOs receive the same information. Mass text messages are used to recruit PEOs in areas that need more workers.
- On Election Day the electronic poll book vendor provides as part of the licensing agreement, a help desk function that allows the entire staff and polling locations to enter issues which are reviewed and assigned to the correct staff members.
- News releases are sent to the entire staff as well to ensure that everyone has the same information.

G. Detail the plan to ensure that a redundancy is in place to allow multiple staff to assist in communicating with the entities above when and as needed.

All staff members involved in the communications plan have the cell phone numbers of each staff member to prevent having to gather the information during an emergency. Multiple staff members have access to the social media accounts and other contact information. Staff members are also provided a copy of the contingency plans to aid the decision making in the event of an incident.

H. Provide an organizational chart to be used in the event of an event or crisis.



I. Provide templates of the following: press releases, social media posts, pre-scripted rapid response messages

Please see the attached template in the appendix. This message will be used for press releases, social media posts and the pre-scripted rapid response messages.

J. Detail the primary, contingency, and emergency communication methods to ensure communication with partners during a telephone service disruption

Local Content, including but not limited to: landlines, e-mail, social media, MARCS radio, and runners/couriers

The Butler County Board of Elections communication method includes the following primary, contingency, and emergency communication during a telephone service disruption.

Primary – landline, e-mail

Contingency – e-mail, social media, MARCS Radio

Emergency – MARCS Radio, send a runner/courier to deliver message

IV. Materials

A. List all necessary election related materials and supplies (including, but not limited to, those materials required, or necessitated, by R.C. 3501.29(A), 3501.30, 3503.16, 3503.23, 3505.09, 3505.11, 3505.12, 3505.16, 3505.18, 3505.181, 3505.182, 3505.20, 3505.21, 3505.23, 3505.24, 3505.26, 3505.30, and 3599.12).

Local Content, includes referenced material in the above-mentioned ORC such as voting machines, instructions, ballots, provisional ballots, challenge forms, envelopes for soiled and defaced ballots, maps, flags, compartments for private voting, voter registration cards, etc.

Necessary Election materials and supplies are listed in our Election Supply Bag Packing Checklists. See the PEO Manual in the appendix.

The Precinct Election Official Training Manual has checklists for PEOs to check off and ensure they have all the necessary election materials and supplies. See the PEO Manual in the appendix.

B. Detail the timeline for producing election-related materials and supplies prior to Election Day.

Local content must include the dates materials must be drafted, reviewed, proofed, approved, sent for printing, and final versions received as well as the person responsible for each step.

After each election the supplies are returned to the warehouse where they are unpacked and organized. Repacking the supplies is an ongoing process that is completed as materials become available. Roundtable discussions are held with the Location Supervisors as well as the office staff to determine what went well and what can be improved while memories are fresh. The Polling Location Coordinator is responsible for packing most of these supplies. This includes all notices, instructions and paperwork needed for Election Day.

The PEO Coordinator takes notes and updates the PEO manual with changes which must be complete and sent to the printing vendor 60 days before the election. The training PowerPoint is updated and completed before the train the trainer classes which is about 35 days before the election.

Ballot accounting forms are completed about 30 days before the election with the final vote on the ballot allocation and is completed by the Early Voting Coordinator.

The electronic poll book and voting machine allocation must be completed about 30 days before the election so it can be approved by the Board Members. This allocation includes the number of machines, which determines the amount of many other supplies that are needed. The responsible staff members are the Database Administrators.

Registration and provisional supplies are gathered by the Elections Services Manager and must be ready about five days before the election. The amount of supplies is based off the machines allocation and the number of voters at each location.

The Database Administrators and the Polling Location Coordinator collaborate to get the Official Registration List and back up paper poll book created, printed and packed. This is sent to the printers on the Thursday before the election.

In the week before the election the Polling Location Coordinator and another staff member of opposite party proof the election supply bags to ensure the correct supplies and amounts are in each polling location's bags. During Logic and Accuracy Testing all the supplies stored in the voting machine carts are proofed by the bi-partisan staff working on the Logic and Accuracy process.

C. Detail the methods and procedures for ensuring the necessary and proper distribution of election-related materials and supplies.

A professional moving company delivers all of our voting equipment, ADA equipment, and some election supply bags to all of our polling locations.

Designated Judges arrive at the Board of Elections at their scheduled pick up time [REDACTED] the day before the election to pick up sealed bags containing ballots, electronic poll books, and other sensitive election-related materials. They then report to their polling locations for Monday set-up meetings.

The transfer of all equipment and supplies are recorded on Secretary of State approved Chain of Custody forms.

D. Detail the methods and procedures for providing additional quantities of elections-related materials and supplies on Election Day.

Butler County maintains additional supplies at our facility should a polling location have a shortage. We have runners on hand who are available to travel to polling locations to deliver whatever supplies may be needed.

We also have five ballot-on-demand printers which enables us to print extra ballots should a precinct need additional paper ballots at their location.

E. Detail the methods and procedures for returning election-related equipment from polling locations.

Local content must include, at a minimum, how memory devices from voting equipment, electronic poll books, reconciliation documentation, machine reports, and voted and unvoted ballots will be returned on Election Night.

Memory devices from the voting machines will be counted and placed and sealed in a clear memory card bag. Electronic poll books will be accounted for and packed in their cases. Reconciliation documentation is completed on the electronic poll books. Machine reports are placed in the sealed blue bag along with the unvoted ballots. The voted ballots are returned in the yellow ballot bag. All of these supplies are returned to the Board of Elections on Election night by the Voting Location manager and the designated judge. Before Voting Location manager and the designated judge are released the Board staff verify that all the materials have been returned.

V. Contingency and Continuity Planning

Each response must include the person responsible for making the decision and how that decision will be communicated to the Secretary of State’s office, board members and staff, precinct election officials, local agency partners including law enforcements, emergency management, county engineer, and other partners and stake holders.

A. Shortages or failures of election equipment.

Local content must include the action plan the board will implement in the event equipment is mis-delivered, not delivered, or otherwise unavailable for use on Election Day.

In the event that there are missing or mis-delivered supplies for any reason, the Board of Elections will dispatch specifically designated runners to deliver the missing supplies or redistribute supplies to the correct locations. These missing or mis-delivered supplies will be reported to the Board of Elections by the PEOs. The staff in the Board call center will dispatch the runners.

B. Shortages or problems with ballot materials.

Local content must include the action plan the board will implement in the event there is a shortage of ballots, errors on ballots, or other problems with the scanning or tabulation of paper or electronic ballots.

The electronic poll books keep track of the ballot stock and automatically generate emails to the Director’s and the Early Voting Administrator who will begin to print more ballots for the location experiencing a shortage. The newly printed ballots will then be delivered by a runner dispatched by the Board staff.

If there is an error on the ballot the Board of Elections would immediately contact the Ohio Secretary of State for guidance.

If the error is found during early voting the DRE ballots could be updated for future voting. It would be possible to identify the affected voters but not to identify their ballots.

If a ballot error is found on Election Day and the race is uncontested notices could be posted. If the race is contested ballots for the affected jurisdiction would be printed and distributed to the relevant polling locations. Every voter including those voting on the DRE machines as well as on paper and provisional ballots would have to also cast the additional ballot.

C. Alternate polling location or combined polling location plans

Local content must include the action plan the board will implement if a polling location becomes unavailable due to flooding, severe weather, or other hazards. Must include the strategy to communicate to the public and partners.

The Board of Elections retains a back-up location list for each of the polling locations (see appendix). In the event a polling location becomes unavailable for any reason, the Board of Elections Directors will work together with the Polling Location Coordinator and Database Administrators to contact the backup polling locations and dispatch runners and/or contact deputies to assist with the relocation process. The Directors will contact the appropriate first responders and EMA depending on the event. The Public Relations Specialist will notify the media through press release, post on social media and the board's website all the necessary information of the updated polling location. The Directors inform the Secretary of State's office of the location affected.

D. Potential Voting Disruption

Local content must include communicating with the Secretary of State's office any incident that would fall under the categories listed below, or any incident that would require police, fire, or EMS.

If any of the below incidents or incidents requiring a response from police, fire, or EMS occur in Butler County at the early voting location or at a polling location, the Ohio Secretary of State's office will be contacted.

1. Utility Outage or Issue

Local content must include communicating with utility companies, no later than 90 days prior to each election, to notify them of the in-person absentee voting location and all polling locations for Election Day. Responses must contemplate both in-person absentee and Election Day voting/polling locations.

a. Power outage

Early Voting – Early voting takes place at the Board of Elections during the early voting period. The building is equipped with a backup generator that is able to power the check-in stations as well as the electronic voting machines. The Directors will contact the County Emergency Management Agency and the

power company to find out information about the expected time of power restoration.

Election Day – In the event of a power failure at a polling location the Location Supervisor will be instructed to power down half of the voting machines and electronic poll books to conserve battery power. Backup batteries will be dispatched from the Board of Elections to the polling location for both the electronic poll books and the voting machines. If needed the backup paper poll book and paper ballots can be utilized. The Early Voting Administrator will be tasked with printing additional ballots. The Directors will contact the County Emergency Management Agency to coordinate delivery of generators and to communicate with the power company.

The power companies in Butler County will be contacted 90 days before the election to give notice of the election and polling locations.

b. Gas leak

Early Voting – In the event of a gas leak at the Board of Elections during the early voting period, the Board will call 911 for immediate assistance and evacuate the building. Staff members will secure all ballots and sensitive voting equipment to the best of their ability while leaving the building. Many of the default access controls of the building will automate this step. The Directors will contact the County Emergency Management Agency to communicate with the gas company.

Election Day – In the event of a gas leak at a polling location on Election Day the Board will confirm someone onsite has called 911 for immediate assistance and instruct the PEOs to evacuate the building. PEOs will secure all ballots and sensitive voting equipment to the best of their ability while leaving the polling location. The Directors will contact the County Emergency Management Agency to communicate with the gas company and to provide logistics for a temporary polling location.

The gas companies in Butler County will be contacted 90 days before the election to give notice of the election and polling locations.

c. Water or sewer issues

Early Voting – In the event of a water or sewer issue at the Board of Elections during the early voting period, the Board will contact the county maintenance department for assistance. If water is coming into rooms with sensitive equipment or live ballots, all sensitive materials will be moved to avoid water damage. If water is coming into the early voting room, voting can be moved to another room of the building. If the whole building is taking on water, a temporary voting location can be set up at the government services center in downtown Hamilton, with the assistance of the Emergency Management Agency.

Election Day – In the event of a water or sewer issue affecting a polling location on Election Day, the Board will use the contact information for the polling location to dispatch the appropriate maintenance persons. If the PEOs can move the voting equipment out of the room they will be instructed to do so. The Directors will contact the county Emergency Management Agency to coordinate the setup of a temporary polling location.

The water and sewer companies in Butler County will be contacted 90 days before the election to give notice of the election and polling locations.

2. Inclement weather event

Early Voting – If there is a weather event affecting the accessibility of the early voting location, the Directors will contact the County Engineer’s office to clear roads around the early voting location as a top priority. If the early voting location is completely inaccessible, the Directors will notify the Ohio Secretary of State for further instructions. If a temporary voting location needs to be set up, the Directors will contact the County Emergency Management Agency to coordinate transportation and set of a new early voting location at the Government Services Center in Downtown Hamilton. The public will be notified by press release, social media posts, the local newspaper and possibly radio slots as needed. We will also broadcast the Butler County Emergency Management Agency’s contact information to the public.

Election Day – If there is a weather event affecting the accessibility of a polling location, the Directors will contact the County Engineer’s office to clear roads around the polling location as a top priority. If the polling location is completely inaccessible, the Directors will notify the Ohio Secretary of State for further instructions. If a temporary voting location needs to be set up, the Directors will contact the County Emergency Management Agency to coordinate transportation and set of a new polling location as close to the original polling location as possible. The public will be notified by press release, social media posts, the local newspaper and possibly radio slots as needed. We will also broadcast the Butler County Emergency Management Agency’s contact information to the public.

3. Bomb threat

Early Voting – In the event of a bomb threat at the Board of Elections during the early voting period, the Directors will immediately contact law enforcement and the County Emergency Management Agency for assistance. If possible the check-in clerks will secure the voting rooms and evacuate the public. The Directors will notify the Ohio Secretary of State for further instructions. If a caller remains on the line the staff will attempt to complete the DHS bomb threat checklist to the best of their ability.

Election Day – In the event of a bomb threat at a polling location on Election Day, the Directors will immediately contact law enforcement and the County Emergency Management Agency for assistance. If possible the check-in clerks will secure the voting rooms and evacuate the public. The Directors will notify the Ohio Secretary of State for further instructions. If a caller remains on the line the staff will attempt to complete the DHS bomb threat checklist to the best of their ability.

4. Active aggressor

Early Voting – If there is an active aggressor in the vicinity of the early voting location the check-in clerks will do their best to secure the voting room if possible. Anyone in the nearby area should call 911. The Directors will notify the Ohio Secretary of State for further instructions.

Election Day – If there is an active aggressor in the vicinity of a polling location the PEOs will do their best to secure the location if possible. Anyone in the nearby area should call 911. The Directors will notify the Ohio Secretary of State for further instructions.

5. Protests, unrest, or violence at a voting location

Early Voting – In the event of protests, unrest or violence at the early voting location the directors will contact law enforcement for assistance with de-escalation. The Directors will notify the Ohio Secretary of State for further instructions. If the voting process is interrupted, a temporary location can be established with the help of the county Emergency Management Agency.

Election Day – In the event of protests, unrest or violence at a polling location, the Directors will contact law enforcement for assistance with de-escalation. The Directors will notify the Ohio Secretary of State for further instructions. If the voting process is interrupted, a temporary location can be established with the help of the county Emergency Management Agency.

6. Traffic issues preventing access to polling locations, the in-person absentee voting location, and/or the board of elections

Early Voting – If there are traffic issues that are preventing or delaying access to the Board of Elections during the early voting period the directors will contact the county Sheriff to provide traffic control. The Board will evaluate turnout during early voting to determine if traffic control will be needed before the last weekend of voting. The Board will arrange for traffic control during all weekend voting days.

Election Day – If there are traffic issues on Election Day affecting polling locations the Directors will contact the county Emergency Management Agency and the county Engineer to assist with clearing roads and coordinating a response if the blockage is due to physical obstructions. If the traffic is due to congestion the county Sheriff will be contacted to help

alleviate the congestion. If a polling location is no longer accessible, the Emergency management Agency will be contacted to set up a temporary voting location.

7. Line management

Local Content, include a plan to ensure that line structure can support surge of voters and ensure timely access to voting.

We have utilized the line optimization calculator in the PCEA toolkit to ensure all our locations have adequate resources to keep wait times, including check in time and voting time, below 10 minutes based on our projected turnout. If turnout is higher than anticipated, we can send additional electronic poll books and back-up paper ballots into the field as needed.

8. Political attire / apparel

Local Content, include a plan to inform voters (i.e. signage) regarding political attire not to be worn in polling locations and a plan to address voters who refuse compliance with the prohibition of wearing items with political statements into polling places.

The Board of Elections displays laminated signage relating to political paraphernalia not permitted within the 100ft neutral zone. If a voter enters the early voting room and is displaying political attire that is prohibited, our staff is instructed to politely ask them to remove or cover the item in accordance with the ORC. If the voter refuses, the staff is then instructed to quickly, but accurately process the voter allowing them to vote and assure they promptly exit the voting area after they cast their ballot.

9. Area evacuation

Early Voting – In the event that the Board of Elections must be evacuated, the staff will secure the voting rooms if possible and evacuate the public. The Directors will notify the Ohio Secretary of State for further instructions. The Board of Elections will contact and receive instructions from the county Emergency Agency. We will also broadcast the Butler County Emergency Management Agency's contact information to the public.

Election Day – If one or more polling locations are affected by an area evacuation the PEOs will secure the voting equipment and ballots if possible and evacuate the remaining public. The Directors will notify the Ohio Secretary of State for further instructions. The Directors will also contact the County Emergency Management Agency to receive instructions. We will also broadcast the Butler County Emergency Management Agency's contact information to the public.

E. Voting Technology Issues

1. Missing security seals

In the event that a voting machine is missing a seal, the Location Supervisor should immediately contact the Board of Elections and the machine should not be put in service. The Board of Elections will dispatch a runner with a backup device for use in the polling location to ensure lines do not get too long.

2. Voting equipment function issues

If there are issues with the functionality of the voting equipment on Election Day, the affected device should be removed from service. The Board of Elections will dispatch a runner to diagnose the issue and perform maintenance or replace the machine.

d. Touch screen Issues

With the purchase of new touch screen voting machines in 2019, we do not expect many issues with the touch screens. However if there is an issue a touch screen Location Supervisor should take the machine out of service and contact the Board of Elections to diagnose the problem. If it can be resolved the machine will be placed back in service. If the issue cannot be fixed the Board of Elections will dispatch a runner to further diagnose or replace the voting unit.

e. VVPAT Issues

Some of the issues that can occur with the VVPAT printers can be resolved by the Location Supervisors because of the extra training they receive. Minor issues include paper jams, loss of power and loss of connectivity. Location Supervisors are taught how to properly replace paper and feed it correctly through the printer. Loss of power and connectivity can usually be fixed by simply unplugging and reconnecting the cables. If the issue cannot be fixed by the Location Supervisor the Board of Elections will dispatch a runner to further diagnose or replace the VVPAT printer.

3. Ballot scanner issues

In Butler County the central count scanners are the only scanners in use with our voting system, we do not have precinct scanners. To prevent issues, the scanners receive preventive maintenance before each election. The scanners are tested during Logic and Accuracy testing and absentee ballots are scanned prior to Election Day. If there is an issue before Election Day we will request Dominion send onsite support to fix the issue. On Election Day Dominion has an onsite person available to help with scanner issues.

4. Election night reporting function

In the event that we are not able to post results to the website on Election Night we will first contact the help desk of the vendor, Tenex. They are able to remotely troubleshoot issues with the reporting website. County IT staff is onsite on Election

night to provide support for the website as well. If results cannot be posted right away, a PDF from the tabulation system can be posted until the issue is remedied. A new website can be put up if necessary and linked to from our main website and social media accounts.

5. Electronic poll books

In the event there is an issue with an electronic poll book the Location Supervisors can troubleshoot some small issues from what they are taught in their extra training classes. This includes, pairing the printers, reconnecting the hotspot devices and changing printer paper. If the Location Supervisor cannot fix the issue they will call the Board of Elections to further troubleshoot the problem. If there still is no resolution the Board of Elections will dispatch a runner to repair or replace the machine in question.

6. Ballot printer

The Butler County Board of Elections has several ballot printers which provide redundancy. A local printer service company services our printers and can be onsite quickly to diagnose and replace faulty hardware. In the event of a ballot printer malfunction, the Early Voting Administrator will be the first to know and will notify the Director and Deputy Director. If maintenance is needed the directors will contact the service company. If there is a software problem, County IT stores baseline configurations and can restore the computer and printers.

7. Ballot marking device issues at polling locations, including audio ballot issues.

If there are issues with the ballot marking devices at a polling location the Board of Elections will dispatch a runner to deliver a replacement Audio Tactile Interface (ATI) for use by voters at the polling location. If the device cannot arrive in time, two PEOs, one from each of the major parties, can assist the voter in completing their ballot.

8. Remote ballot marking device issues

If there are issues with the ballot marking devices at a polling location the Board of Elections will dispatch a runner to deliver a replacement Audio Tactile Interface (ATI) for use by voters at the polling location. If the device cannot arrive in time, two PEOs, one from each of the major parties, can assist the voter in completing their ballot.

F. Absence or unauthorized early departure of precinct elections officials.

Butler County trains more poll workers than needed to be prepared for a shortage of workers and maintain a substitute list of trained workers. The substitutes would be contacted to work if a poll worker should not report or leave his/her location before the end of Election Day. The decision to send replacement workers out to a polling location will be handled by the clerks in the Poll Worker Department.

G. Method and procedures for retrieving ballots, memory devices, or other materials not returned from the polling location but necessary for completing the Unofficial Canvass.

Before precinct election officials leave the polling location on Election Night they complete a checklist which instructs them what supplies need to be returned from the polling location to the Board of Elections. In the event that not all of the required materials for the Unofficial Canvass are returned, the Location Supervisor and the Designated Judge will return to the polling location to retrieve the materials. This determination will be made by the staff in the warehouse returning the supplies. At this time most of the staff is in the warehouse collecting the supplies. The Warehouse Administrator will use the polling location's contact information to inform the location that the PEOs will be returning. This will ensure the door is open when they arrive. If the PEOs cannot return, Board staff can be dispatched. In the event that Sheriff's Deputies are utilized to return supplies, the onsite deputies will provide the communication to handle the situation.

H. Ensuring proper amount of equipment and personal sanitizing materials and personal protective equipment (PPE).

Since the November election in 2020 during the height of the COVID pandemic we have been providing additional PPE to the polling locations to ensure the safety of both the voters and the poll workers. We continue to provide hand sanitizer, Lysol spray, and some gloves and masks based on the number of precincts per polling location.

VI. Security

While some security information may be redacted when responding to a public records request, citing a security exception to Ohio's public records laws, you must provide this information to the Secretary of State's Office for review. Please provide a blank sample copy of each chain of custody form that is used for the transport, precinct election official security checks, and end of election transport of voting machines, ballots, and memory devices.

A. Reporting of all security-related Events

Local content must include information related to the report of security-related events including the individuals responsible for reporting the events, training conducted on what events must be reported, and the reporting of any such events to the Secretary of State. Security events shall be reported to securityevent@ohiosos.gov.

The Butler County Board of Elections works close with the County IT staff to determine what events need to be reported to the Secretary of State. Each of the two Database Administrators are tasked with being the first line of defense when there is a security event. They will investigate and contact the on-call County IT staff. Then a determination will be made if the event is something that needs to be reported. The Database Administrators will then contact the Ohio Secretary of State via the indicated routes in Directive 2019-07. Directive 2019-07 was reviewed with the Director, Deputy Director, and Database Administrators when it was issued. A copy was also provided to the relevant County IT staff members. The Board of

Elections will also make sure the MS-ISAC is contacted to report the issue for tracking purposes.

B. Responding to cyber-security incidents

When responding to a cyber-security event, the Board of Elections will first go through the reporting steps outlined in Directive 2019-07. The Directors and the Board of Elections Database Administrators will contact County IT for assistance and diagnosis. Immediate actions will be taken to stop the incident. The County IT department will lead the technical efforts to mitigate the issue. The Directors of the Board of Elections will lead the media response using the Election Cyber Incident Communications Coordination Guide produced by the Harvard Kennedy School Belfer Center for Science and international Affairs, in the appendix.

C. Security of Physical Locations

1. Board Office and any In-person Absentee Voting location

Local content must outline, at a minimum, the security measures established including reviewing system or security logs, access control procedures, and visitor and guest tracking.

The Department of Homeland Security Physical Security Assessment [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2. Polling Locations

Local content must outline, at a minimum, the security measures in place at each polling location to prevent unauthorized access to voting equipment and supplies, ballots, or records.

Voting machines are delivered to the polling locations [REDACTED]
[REDACTED]



3. Secure Receptacle for Ballots

Local content must include, at a minimum, the monitoring, locking, and physical security for a secure receptacle a board may use for receiving elections materials outside of its office.

The Butler County ballot drop box is located out front of the main entrance. There is adequate lighting and 24 hour surveillance. The box is locked at all times with a dual locking mechanism for a Democratic and a Republican Party key.

D. Security, Custody, and Inventory of Voting Systems and Equipment

The Butler County Board of Elections has several policies in place to ensure the security, custody and inventory of the voting system is maintained at all times.

1. During Transportation

Local content must include, at a minimum, details pertaining to the completion of a chain of custody form, how equipment is secured and transported in such a manner as to minimize stress on the equipment, and the personnel tasked with transportation before, on, and after Election Day.

During Logic and Accuracy testing a chain of custody log is created for each machine.



2. In Storage

Local content must include information describing access controls in place to prevent unauthorized access to secure storage areas.

While the voting machines are in storage at the Board of Elections they are



3. During Voting Periods

Local content must include the instructions that would be provided to precinct election officials and board of elections staff during an emergency and unforeseen situation including relocation of equipment.

During the voting period on Election Day the voting machines are secured

[REDACTED]

E. Security and Custody of Electronic Poll Books

The Butler County Board of Elections has several policies in place to ensure the security, custody and inventory of the electronic poll books are maintained at all times.

1. During Transportation

The electronic poll books are transported

[REDACTED]

2. In Storage

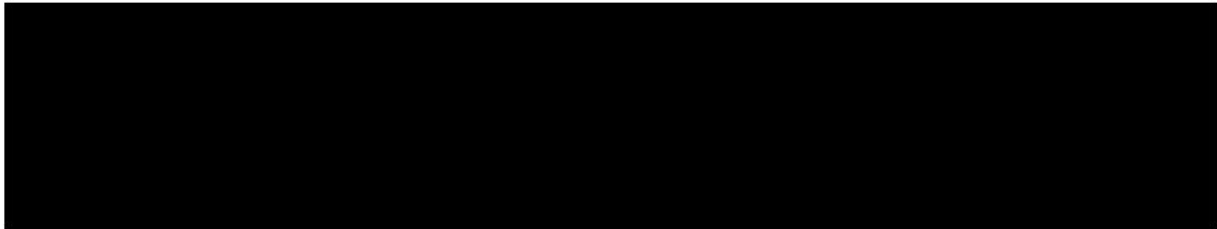
While the electronic poll books are in storage at the Board of Elections they are

[REDACTED]

3. During Voting Periods

During the voting period on Election Day the electronic poll books are secured

[REDACTED]



F. Security of Ballots and Voter Records

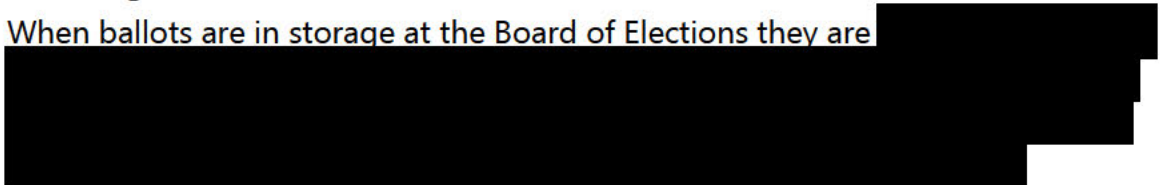
1. During Transportation

When absentee ballots are transported



2. In Storage

When ballots are in storage at the Board of Elections they are



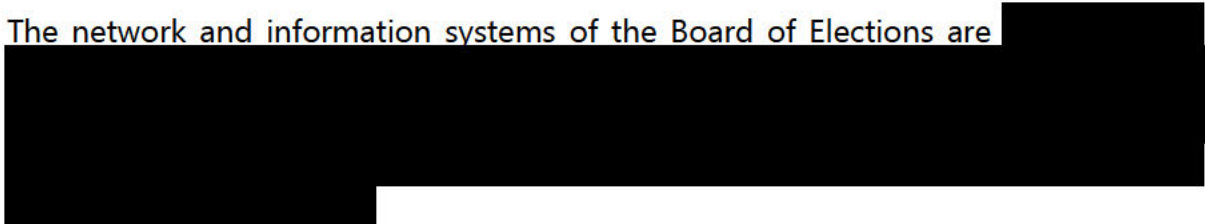
G. Security of Network and Information Systems

The network and information systems of the Board of Elections are secured to prevent unauthorized access.

1. Security of Physical Hardware and Systems

Local content must describe the secure conditions in which servers and other hardware devices are stored to prevent unauthorized access to servers containing critical or sensitive data (e.g., the voter registration server).

The network and information systems of the Board of Elections are



2. Protection of Personal and Confidential Information

Local content must include the policy and procedure related to the protection of private information and the protective mechanisms to ensure personally identifiable information is not released or inappropriately accessed.



The information in the voter registration database

[REDACTED]

3. **Access Control and Administrative Privileges**

Local content must include information related to updating the inventory and usage of administrative accounts and access control.

[REDACTED]

4. **Vulnerability Management**

Local content must include, at a minimum, information related to vulnerability scanning and the patching of operating systems and software applications installed on hardware devices such as computer, servers, firewall systems, routers, and switches.

[REDACTED]

5. **Data Backups**

Local content must include, at a minimum, describe how the backups will be conducted, tested, and must specify how backups will be kept offline and secure to prevent ransomware or physical hazards such as fire.

[REDACTED]

6. **Log Reviews**

Local content must include, at a minimum, information pertaining to the maintenance, monitoring, and analysis of audit logs.



7. Hardware Maintenance

Local content must include the routine maintenance practices related to hardware devices, including but not limited to computers, servers, routers, switches, firewalls, and printers.



8. Website Security and Maintenance

Local content must describe how the board’s website will be protected from malware, defacement, and distributed denial of service attacks (“DDoS”). Local content must also describe how Cloudflare Athenian Project or Google Project Shield is being applied to the board’s websites.

The Board of Elections website, elections.bcoho.gov, is protected 


9. Password Management

Local content must describe how password management is compliant with Security. [Directive 2023- 16](#)



10. Technical Point(s) of Contact

Local content must include contact information for the board’s technical point of contact and must detail the plan for ensuring this information is kept up to date.

The Butler County Board of Elections’ Technical Point of Contact is the Information Services Director of the County IT Department. There are also two other county staff members that can be contacted about technical issues. This information will be kept up-to-date through ongoing communication and when requesting help for or providing notice of upcoming elections.

VII. Voter Registration

A. Detail the processes for entering voter registration data into the voter registration database and verifying accuracy of the data entry.

The following instructions are followed when entering registration:

- Date stamp and sort by source
- Scanned into a batch
- Enter Data
 - Capture Signature
 - Name
 - Date of Birth
 - Update Status
 - Address
 - Identification
 - Reason
 - Registration Date
 - *Discrepancy*: Enter the new information. Make a copy of the registration card. Make a note explaining why it is a discrepancy and place the copy in the problem letter tray.

After Batch is complete run an Audit Report and place in appropriate tray to be audited

AUDIT Voter Registration

Verify audit report against the registration card

- Name
- Address
- Prior name-if listed on card (line 13)
- If there is a completely different name, two voter records have been merged –See a manager.
- Driver's License number: Must be State of Ohio (2 letters & 6 digits)
- Social Security number-last 4 digits only. If they previously had the full S.S. # in their file, then the clerk should have taken the first 5 out.
- Date of birth
- Registration date
 - Should be the date circled, if not use the BOE date
 - Cancelled voter the date should never be changed
- Status-Active, Pending, Inactive
- Signature has been captured completely and cleaned. Verify voter & signature matches.
- Reason-New Voter, RR, RA etc...
- Mark verified or error

Mistakes found

- Circle the mistake in red on audit sheet
- Make necessary corrections

- Sign and date the back of the audit sheet
- File in appropriate location

No mistakes found

- All boxes should be marked verified
- Sign and date the back of the audit sheet
- Sign and date batch control document
- File in appropriate location

Verify without an audit report (street ranges)

- Go to voter module and verify all input
- If correct file in the appropriate batch
- Mistakes are corrected and filed

B. Detail the process for notifying individuals of incomplete voter registration forms.

- Verify all required information is provided.
- If incomplete, circle missing information in red and place the incomplete registrations in the Problem Letter tray.
 - Not Signed, Missing Date of Birth, No ID and Missing Residential Address
- Assigned clerk retrieves incomplete registrations and notifies manager and/or back up clerk if additional help is needed to complete task timely.
- Input the information from the voter registration card into the VR system.
- Select reason registration card was incomplete (reason prints on letter as bullet point)
- System generates problem letter with attached registration card
- Highlight the missing information field on new registration card
- Letters are audited to ensure accuracy
- Mailed to the Voter with address provided (printed on yellow paper to be easily identified on return of mail)

Manager monitors and assigns additional staffing if needed

C. Detail the plan for ensuring that all valid registrations are entered into the county voter registration database within 20 days, if received more than 30 days before an election, including the mailing of the voter acknowledgement notice (R.C. 3503.19(C)).

- Daily mail received
- Assigned clerk sorts mail by source
- Date Stamps or circles date from designated agency
- Scanned
- Filed in tray for input by day received
- Our registration department consisting of 8 Full time staff enter registration of approximately 25 per hour
- When need, other departments along with seasonal staff help enter registration
- Completed Registration cards are entered into VR system daily

- Goal is to have all registrations entered within 24 hours
- Voter Notification Cards (acknowledgement notice)

VNC cards are printed from prior week and mailed every Monday Morning @ 8:30 a.m.

D. Detail the plan for ensuring that all valid registrations received by the close of registration, including registration activity in the week before the close of registration, are entered into the county voter registration database and the official list of registered voters is generated by the 14th day before the election (R.C. 3503.23).

Local content should address the possibility that in the week before the close of registration you will receive voter registration cards equal to 10 percent of the total number of registration cards received during the calendar year in the previous like-election (i.e., gubernatorial or presidential general or presidential primary).

The Board of Elections will hire seasonal employees beginning approximately sixty days prior to the election, to assist with processing petitions, data entry, early voting and answering phones. These additional staff will help to process the influx of voter registration we anticipate before the deadline for the election. If needed we will work extended hours during the week and weekends to ensure every new registration application is processed by the 14th day before the election.

Looking at ten percent of the total number of valid registrations received in 2020 we could potentially receive 10,716 voter registration cards. Clerks can enter registration applications at a rate of 25 per hour. Working at the rate of 25 per hour, we will need 428 work hours to process those registrations. Ten clerks can complete those new entries, and five additional clerks can audit and process duplicates in that time period, assuring we will have all registrations entered by October 7, 2024.

E. Detail the plan for resolving all duplicate registrations within the voter registration database and duplicate registrations flagged by the statewide voter registration database by the 14th day before the election.

The Board of Elections has eight full time staff members processing duplicate records weekly. Each staff member is assigned specific counties they are responsible for. Additionally, each staff member has a back-up assigned to their counties in case they need help processing. The department manager monitors and assigns additional staffing as needed.

F. Detail the plan to ensure that the district relationships in the county's voter registration system are correct and that those same district relationships exist within the county's voting system so that each voter's correct ballot style is available in the system.

To ensure the district relationships are correct in both the voter registration system and the county's voting system, three reports are generated from our voting system and compared to our voter registration system. Two clerks of the opposite party proof and notify our

database administrators of any discrepancies. Once any discrepancies have been corrected, the report is proofed by the department manager, director, and deputy director for their approval.

VIII. Absentee Ballots

Study and understand the board's internal efficiencies for processing by-mail absentee ballots, assuming you will have to mail absentee ballots equal to 75 percent of the total turnout in the previous like-election (i.e., gubernatorial, or presidential general or presidential primary), then detail the plan for processing by mail absentee ballot assuming this volume.

For this section, the objective is for each board to understand, through a careful review of the board's operations and a time study if needed, how long and what resources (i.e., people, space, tools, etc.) are needed to perform the task in a timely manner and then the process by which the task will be completed.

In the 2020 General Election, the total countywide turnout was 187,828 votes cast, using seventy-five percent of the votes cast for this plan is, 140,871, and we have prepared the following procedures for processing absentee ballot applications.

A. Detail the plan for processing incoming by mail absentee ballot applications.

Local content must include, at a minimum, the amount of time it will take and the resources necessary to process incoming by-mail absentee ballot requests (obtaining and securing mail from USPS, extracting application from an envelope, entering/verifying data in the board's VR system, producing an identification envelope, pulling the ballot, and addressing/stuffing the carrier envelope).

The United States post office typically delivers the Board of Elections mail by 11AM each working day. One staff member can use the Board's OPEX extraction machine to extract as many as 500 applications in one hour. It then takes one staff member thirty minutes to process fifty applications in our voter registration database. Once all the applications are entered into the database they are sorted and scanned into the shared drive. A second clerk then reviews the scanned application to a report generated from the voter registration systems to ensure all the data was entered correctly. If an error is found the second clerk will correct the entry error. Once all applications have been entered and audited, a check is performed to make sure numbers match. Then a report is generated and securely transferred to the Board's ballot outsourcing vendor. The vendor then has 48 hours to produce and enter the ballots into the postal system.

B. Detail the plan for processing returned, voted by mail absentee ballots.

Local content must include, at a minimum, the amount of time and the resources necessary to process returned, voted by-mail absentee ballots (obtaining and securing mail from USPS, extracting identification envelope, entering/verifying data in the board's VR system, extracting ballot, detaching stub from ballot, preparing ballots for scanning).

One staff member can use the Board's OPEX extraction machine to extract as many as 1,000 ballots in one hour. Staff members can scan and upload a batch of fifty ballots to be verified in about five minutes. One staff member can verify fifty absentee ballot returns into our voter registration system in approximately fifteen minutes, or two hundred returns per hour. A bipartisan team of two can open, extract, remove ballot stubs, and prepare for scanning fifty ballots in twenty minutes.

Looking at 2020 General election turnout, the highest volume of voted absentee ballots we received in a single day was 5,382. Using our time study, it would take one staff member approximately five hours to extract 5,382 ID envelopes. It would then take ten staff about three and half hours to enter those ballots into our voter registration system.

C. Detail the plan, amount of time, and resources necessary for scanning all valid, voted absentee ballots received by 7:30 p.m. on Election Night.

Local content must include, at a minimum, the method and resources needed to scan all valid, vote absentee ballots received by Election Night. In addition, include if any late deliveries are expected from the postal service, what time that delivery is expected, and how expected or unexpected late deliveries will be handled.

A bi-partisan team of two can scan up to 3000 one-page ballots per hour, or 1500 two-page ballots per hour. We will have four scanners and can scan up to 12,000 one-page ballots per hour (or 6000 two-page ballots per hour) on the four scanners using three teams of two, or eight total staff.

We start opening and scanning ballots as early as possible. This allows us to spread out the load of scanning ballots and leaves less to scan on Election Day.

Late deliveries from the post office are out of the Board of Elections' control, if ballots arrive late on Election Day they will go through the same processes as quickly as possible and uploaded to our website as results are available.

D. Estimate the cost to mail outbound absentee ballots, assuming that the board will have to mail absentee ballots equal to 75 percent of the total election turnout in the previous-like election (i.e., gubernatorial or presidential general or presidential primary), and that the number of ballot pages (on average) is equal to the number of ballot pages used in the previous like-election.

A seventy-five percent turnout would amount to about 140,871 ballots. The estimated cost for our vendor to mail a one-page outbound absentee ballot plus postage is: $\$2.00 + \$0.63 \times 140,871 = \$370,490.73$ to mail out absentee ballots.

E. Detail the plan for notifying voters of incomplete by-mail absentee ballot applications (R.C. 3509.04; R.C. 3511.04).

If the absentee ballot application is insufficient, we notify the voter of the insufficiency via USPS mail and explain what information must be provided in order to complete the application. Letters are generated within twenty-four hours after receiving the application. If

the voter provides a phone number or email on their application, we will call or email the voter to inform them of the error and give instructions to how to resubmit their application.

F. Detail the plan for notifying voters of incomplete absentee ballot identification envelopes using [Form 11-S](#) (R.C. 3509.06(D)(3)(b)); See also [Chapter 7 of the EOM](#)).

If the absentee ballot identification envelope is insufficient, we notify the voter of the insufficiency via USPS mail, explain what information must be provided on the 11-S form, and that it must be returned to our office. We stuff an envelope with the voter's 11-S form, a scanned copy of the identification envelope showing where the information is missing, and a pre-addressed return envelope. If the voter provides a phone number or email on their identification envelope, we will call or email the voter to inform them of the error and give instructions to how to complete the 11-S and return the correct information.

G. Detail the plan for conducting in-person absentee voting, including the location, number of machines, voter check-in, and closing the machines, etc. Please be sure to observe a standard wait time of 30 minutes and, based on that analysis, detail the board's plan for mitigating longer wait times.

The Butler County Board of Elections office located at 1802 Princeton Road, Suite 600, in Hamilton will open for in-person early voting on the 29th day before the election. We will have about 40 ICX voting machines, eleven check-in stations with two back-up stations, for a total of thirteen stations. If the wait time exceeds 30 minutes, we will open the two back-up stations.

H. Detail the plan for producing, receiving, and storing printed absentee ballots, assuming that the by-mail absentee ballots will equal to 75 percent of the total election turnout in the board's county in the previous like-election (i.e., gubernatorial or presidential general or presidential primary).

The Butler County Board of Elections maintains five ballot-on-demand printers for printing absentee ballots as needed. The Board of Elections has a contract with a ballot outsourcing vendor who maintains the necessary stock and creates ballot packets for each voter. The Board of Elections also keeps blank stock on-site to use as needed.

I. Detail the plan for determining the quantity, selecting a vendor, determining the date of delivery, and placing an order for printed absentee ballots. If using a vendor to directly mail ballots from its facility, describe the review and auditing methods incorporated into the board's function of providing voters with absentee ballots by mail.

The Board of Elections is estimating fifty percent of turnout will be vote-by-mail ballots which is approximately 89,374. In May of 2022 the Board advertised an invitation to bid for ballot outsourcing mailing services. Setting up the ballot outsourcing for each election entails a lot of proofing. A test deck is created to make sure all precinct and precinct splits are included. A relational table is proofed to convert the voter's precinct data to the correct ballot PDF. When an application to vote-by-mail is received, it is entered into the voter

registration database and then audited by a second clerk to verify the provided identification and signature as well as mailing address.

J. Detail the plan for determining the quantity, selecting a vendor, determining the date of delivery, and placing an order for absentee ballots supplies (e.g., carrier envelopes, identification envelopes, reply carrier envelopes, instruction sheets, etc.).

We inventoried our supplies at the end of the March 2024 Primary Election for both ballot on demand printing supplies and envelope stock.

K. Detail the plan for determining the quantity, selecting a vendor, determining the date of delivery, and placing an order for ballot on demand supplies, if applicable.

We determined the amount of stock needed based on an absentee turnout of 89,374 voters. Placing the order on August 19, 2024, the approximate delivery date for all the supplies is September 19, 2024.

L. Detail the plan for creating and posting two election notices for each precinct for use with the Federal Write-In Absentee Ballot (FWAB) (R.C. 3511.16).

1. Initial Notice 100 days before Election Day (a list of all federal, state, and local offices expected to be on the ballot, as well as a list of all questions and issues the expected to be on the ballot).

Local content must include the person responsible for creating and posting this document on the board's website.

Using prescribed form number 120 the candidate and ballots services department will list all candidates and issues along with the precincts that apply to each. Races that are eligible to be on the November ballot but have not yet had a candidate file will also be included. The notice will be proofed by the operations manager and posted on the front page as well as the election resource tab on our website by the Friday before the one hundred day deadline.

2. Updated Notice 46 days before Election Day (a list of candidates certified to each office on the ballot, and a list of all certified questions and issues on the ballot).

Local content must include the party responsible for creating and posting this document on the board's website.

The form used to create the one hundred day FWAB will be updated by the candidate and ballot services department to reflect new filings and withdraws. The notice will be proofed and posted to the front page as well as the election resource tab of our website by the election services manager, the Friday of the forty-six day deadline. On the same day, sample ballots for each precinct will be available on our website for all voters.

M. Detail the plan for meeting the federal mandate of 46-day issuance (by USPS, email or facsimile as requested by the voter) of UOCAVA ballots.

UOCAVA ballot applications will be processed as they are delivered to the Board of Elections. Instruction inserts, envelopes and other materials are generic and will be used from our existing inventory. After the ballot has been finalized the UOCAVA ballots will be generated for mail and email delivery. All UOCAVA ballots will be printed to be mailed or saved digitally to be emailed and ready for delivery on or before the forty-six day deadline.

N. Detail the plan for the orderly and secure storage of voted (and voted but invalid and unopened) absentee ballots. Assume the by-mail absentee ballots equal to 75 percent of the total election turnout in the previous like-election (i.e., gubernatorial or presidential general or presidential primary), and that the number of ballot pages (on average) is equal to the number of ballot pages used in that election.

Voted and scanned absentee ballots are stored in a locked room from the beginning of the election process until after the election is certified. The room is accessible by a staff badge swipe of one Republican staff member and one Democrat staff member. Ballots will be sorted in the following categories until they have all been scanned.

- Received ballots
 - Received by mail
 - Received in ballot box
 - Received in office
- Ballots to be verified
 - Ballots to be balanced by precinct
 - Ballots to be opened by district
 - Challenged ballots
- Scanning
 - Open ballots to be scanned by district
 - Scanned ballots by district

O. Detail the plan for the increase of absentee mailing materials (ballot stock, envelopes, etc.) in the event of an election largely focused on absentee voting.

In case the election is largely focused on absentee voting, our office will procure enough ballot supplies and temporary staff to accommodate the additional workload. Most of these materials are generic and can be used in future elections.

P. Detail the plan for processing applications for an absentee ballot by a voter with a disability that plans to use a remote ballot marking system. Include the plan for transmitting the accessible ballots to voters, the plan for processing returned accessible absentee ballots, and the remaking of those ballots marked with a remote ballot marking system.

When a voter requests to use the remote ballot marking system we will ensure they get the correct form to request their ballot. It can be found on our website or we can email it to the voter. When a complete application is processed the assessable instructions and a link to

the ballot will be provided to the voter via email. A hard paper copy of their ballot will also be sent through the mail. When the ballot is returned it will be logged into the system in the same manner as all other ballots. When the ballot is removed from the identification envelope it will be removed from the current batch and placed in a remake bin for scanning.

IX. Polling locations and Accessibility

Before completing this section, board personnel must review the Polling Place Accessibility Checklist (available through the SOS ADA Coordinator) and Accessible Parking Guide produced by the Secretary of State's office.

A. Detail the plan for communicating with polling locations to confirm use of that location as a polling location on Election Day.

Local content must include, at a minimum, the date the board will establish as its deadline by which all polling locations will be confirmed for the election (must be no later than 46 days prior to Election Day). This plan must also include confirmation that no maintenance or construction is scheduled that could interfere with access to the polling location and minimize the likelihood that a polling location would have to be moved during the 25 days prior to Election Day (R.C. 3501.18;).

The Board of Elections will confirm polling locations and allocate voting units by location for the November 5, 2024 Presidential General Election when it meets on June 10, 2024. Following that meeting, the Board will notify all polling locations, of the election date and times during which Board personnel, poll workers, and professional movers will require access to the buildings. The notice includes language stating there will be no planned activities that will interfere with the administration of the election.

B. Detail the plan for documenting the accessibility for each polling location for voters with a disability.

Local content must include the plan for how it will create and/or maintain a current profile for each location that includes, at a minimum, room dimensions, location of power outlets, the proposed positioning of voting and voter processing equipment, the entry and exit routes, and signage required by the Americans with Disabilities Act, and what temporary equipment or other measures (e.g., curb or thresholds ramps, compliant signage, voter call buttons, etc.) are necessary to ensure physical accessibility on Election Day (R.C. 3501.29(B)(1)(a), (c) & (d)).

A current room layout diagram is available for each polling location which has, dimensions, locations of power outlets, positioning of voting machines, entry and exit points as well as additional accessibility supplies as needed. The Board visits each polling location annually to confirm the layout is still in compliance with the ADA regulations and to make sure the polling location is set up efficiently. Location Supervisors are encouraged to make notes on the diagrams on Election Day to be returned to the Board of Elections to be updated if necessary.

After a location is assessed for any temporary equipment needed, an aerial diagram and packing list is generated indicating what equipment must be packed and where it must be set up at the site. The ADA equipment is packed at least a week before Election Day. Professional movers pick up the boxes containing ADA equipment when they pick up our voting equipment. The boxes are delivered to locations in the morning of the Monday before Election Day. Location Supervisors are trained how to set up the temporary equipment. They are instructed to arrive at their locations by 5:30pm on Monday to set up the ADA equipment using the aerial diagram and to check the location for accessibility both inside and outside before the polls open on Tuesday morning.

1. Detail the plan for ensuring that temporary equipment or other measures are in place, and fully functioning, on Election Day.

With the information collected before the election, location Supervisors will be responsible to set up the provided equipment provided to their voting location. This is included in the checklists that Location Supervisors complete as they set up their polling locations.

C. Detail the plan to ensure that the minimum number of parking spaces for people with disabilities is designated at each polling location (R.C. 3501.29(B)(1)(b)).

All polling locations are assessed for accessibility on an annual basis. The assessment includes an inventory of accessible parking spaces and locations that are deficient are noted. We send parking cones, signage and other equipment to designate additional spaces as accessible parking and van parking as needed for any location that does not already have the minimum number of spaces needed. Location Supervisors are instructed how to set up those parking spaces and ensure they are located closest to the accessible entrance to the polling location.

D. Detail the plan to ensure that the in-person absentee vote center and each voting/polling location is equipped with at least one accessible voting machine.

Local content must identify the personnel responsible to ensure all ADA ballot marking devices are properly tested and prepared for use during the Election (both during in-person absentee and on Election Day).

When setting up the in-person voting center at the Board of Elections at least one voting machine is equipped with an audio tactile interface (ATI) which can be used by voters with disabilities to independently mark and cast their ballots. The Database Administrators are responsible for making sure all ADA equipment is functioning and in good working order. The devices are test before each election during the Logic and Accuracy Testing.

Care is also taken to make sure as much of the location as possible is accessible. The parking lot has accessible parking, curb cuts, and when stanchions are used to maintain lines they are a minimum of 36 inches wide at all points.

X. Ballot Preparation

A. Detail the timeline for ballot preparation, including layout, programming, proofing, and printing.

1. The voter registration system is updated on an ongoing basis as candidates file to appear on the ballot. This is completed between 180 and 90 days before the election.
2. The database is then proofed and verified to be uploaded into the tabulation system. A proofing document is created by referencing the primary documents (petitions and resolutions) to compile all relevant ballot information in one place, such as vote for numbers, candidate names, headings and commencing dates. This is completed following the 90 day filing deadline.
3. Once the proofing document and export have been created, paper ballot proofing begins. This process takes place between 85 and 60 days before the election. Ballot layout is based on the Secretary of State Directive that is issued during this time.
4. Paper ballots are posted for public review at 60 days before the election.
5. Final paper ballots are complete by 50 days before the election to meet the 46 day UOCAVA deadline. This is also the time frame when the ballot printing system is proofed.
6. The final Election Day Ballot Allocation is completed after the 30th day before the election and is sent to the printers as soon as possible to provide ample time for printing, shipping and packing.

B. Detail the approach the board must take to ensure that the form of the ballot certified by the Secretary of State is properly reflected on the ballot, including but not limited to office titles, order of offices, and question and issue language.

When the Candidate and Ballot Services department creates the proofing document it uses primary sources, being the petitions, resolutions and Secretary of State Directive to create accurate and consistent ballots. The sample ballots from the directive are provided to the office staff included in the proofing process. This allows for multiple people to see the documents and catch inconsistencies.

C. Detail the process of proofing ballot material, both before it is sent to the printer and after it returns.

Local content must include, at a minimum, the method established to ensure precinct splits and races are correct and that they contain the correct contests, races, questions, and issues. Local content must also include testing to ensure that the ballots produced (either by a printer vendor or at the board office) properly scan through all types of ballot scanners.

The voter registration system is updated on an ongoing basis when district lines change, new streets are added, or errors are found. These district relationships are proofed for each

district in the election to make sure that the correct contests appear on each ballot. Once the districts are verified in the voter registration system they are imported and then compared to the districts in the tabulation system. If there are any errors, they can be corrected before ballot proofing is started. Precinct splits are named in such a way that they indicate what should be on the ballot during the proofing process. For example, the precinct Fairfield Township 14 is split three ways, FFTWP14.FCS, FFTWP14.NWL and FFTWP14.RLS for Fairfield City Schools, Northwest Local Schools, and Ross Local Schools respectively.

When the ballot printing system is tested for absentee ballots, one ballot from each precinct is printed and scanned by the central count scanners. This allows the Board to verify that the correct ballots are printing as requested and that the scanners can properly read and count the votes on each ballot.

D. Detail the process of programing and testing the election equipment, including the person is responsible for completing the tasks.

Local content must include, at a minimum, the method used to ensure the appropriate contests, questions, and issues appear on each ballot and that splits within precincts contain the correct ballot information. In addition, complete details on the method to ensure that the results are accurately reported from individual tabulation equipment and within the election management systems must be provided.

The voter registration system is updated on an ongoing basis when district lines change, new streets are added, or errors are found. These district relationships are proofed for each district in the election to make sure that the correct contests appear on each ballot. Once the districts are verified in the voter registration system they are imported and then compared to the districts in the tabulation system. If there are any errors, they can be corrected before ballot proofing is started. Precinct splits are named in such a way that they indicate what should be on the ballot during the proofing process. For example, the precinct Fairfield Township 14 is split three ways, FFTWP14.FCS, FFTWP14.NWL and FFTWP14.RLS for Fairfield City Schools, Northwest Local Schools, and Ross Local Schools respectively.

In order to ensure the individual tabulation devices are reporting correctly, the tabulators are testing during logic and accuracy testing to verify they produce the expected results. Central count scanners scan a test deck with expected results which are compared for accuracy. Whenever a tabulator does not produce the expected results, the machine is retested unless the discrepancy can be verified.

The Candidate and Ballot Services department is responsible for maintaining accurate district records and the Database Administrators are responsible for correcting any programming issues in the tabulation system.

E. Detail the plan to ensure that other counties in a multi-county district for which the board's county is the most populous is timely notified of all relevant information such that all counties present the contest in the same way to all voters in the district.

When a candidate or issue files to appear on the ballot in a district that Butler County is the most populous a courtesy email is sent to the appropriate contacts at each county included in the overlapping district. Once the candidate's petitions are verified and certified to the ballot another notice is sent to the overlapping counties. When ballots from least populous counties are due to the most populous county on the 60th day before the election Butler County actively makes sure each county submits the required ballots.

1. List all multi-county districts of which the board's county is a part.

- 8th Congressional
- 12th Court of Appeals
- 5th State Senate
- 40th House Rep
- State Board of Ed. 3rd District
- Butler County Ed. Services
- Hamilton County Ed. Services
- Preble County Ed. Services
- College Corner Local Schools
- Edgewood City Schools
- Mason City Schools
- Miami Valley Career
- Middletown City Schools
- Monroe Local Schools
- Northwest Local Schools
- Preble Shawnee Local Schools
- Princeton City Schools
- Southwest Local Schools
- Talawanda City Schools
- Middletown Municipal Judge
- Middletown City Mayor & Council
- Monroe City Council
- Sharonville City
- College Corner Village
- Lane Public Library
- Midpointe Public Library

a. From the list provided in 1 above, list all districts for which the board's county is the most populous.

- 8th Congressional
- 12th Court of Appeals
- Butler County Ed. Services

- Edgewood City Schools
- Middletown City Schools
- Monroe Local Schools
- Talawanda City Schools
- Middletown Municipal Judge
- Middletown City Mayor & Council
- Monroe City Council
- Lane Public Library
- Midpointe Public Library

XI. Pre-Election Testing

A. Detail the timeline for the testing of the voting-related systems, including but not limited to the election management system, the voting equipment, the electronic poll books, the remote ballot marking system, the ballot printing system, and any other system used in the administration of the election.

1. The voter registration system is updated on an ongoing basis as candidates file to appear on the ballot. This is completed between 180 and 90 days before the election.
2. The database is then proofed and verified to be uploaded into the tabulation system. A proofing document is created by referencing the primary documents (petitions and resolutions) to compile all relevant ballot information in one place, such as vote for numbers, candidate names, headings and commencing dates. This is completed following the 90 day filing deadline.
3. Once the proofing document and export have been created, paper ballot proofing begins. This process takes place between 85 and 60 days before the election.
4. Paper ballots are posted for public review at 60 days before the election.
5. Final paper ballots are complete by 50 days before the election to meet the 46 day UOCAVA deadline. This is also the time frame when the ballot printing system is proofed.
6. The logic and accuracy testing for the central count scanners and the DRE machines is completed between 45 and 30 days before the election. Proofing of the electronic poll books also takes place during this time frame.

B. Detail the amount of staff it will take to properly and sufficiently perform logic and accuracy testing of the voting-related systems, including but not limited to the election management system, the voting equipment, the electronic poll books, the remote ballot marking system, the ballot printing system, and any other system used in the administration of the election.

The staff involved in proofing the various parts of the ballots include two bi-partisan database administrators who update the systems, two bi- partisan Candidate and Ballot Services clerks who coordinate the proofing process, and about eight bi- partisan registration clerks who proof the ballots. When logic and accuracy testing is completed on

each voting machine going to the polls on Election Day, the two database administrators who upload and compare results, about four testers who create ballots and cast ballots, and four movers who set up and tear down machines; all of which are comprised of bi-partisan staff members.

C. Detail the steps to properly test the following:

1. Voting Equipment

The information from the voter registration system is then uploaded into the tabulation system as a starting point for the proofing process. Once the majority of the candidates are uploaded the district relationships and issues are added to the system. Ballots are generated and proofed by the Candidate and Ballot Services department because they have the most familiarity with the candidates and issues. The second round of proofing is completed by other staff members who have a fresh perspective. They are encouraged to question anything they think may be out of place or incorrect. Once corrections are made another round of proofing takes place, this is repeated until there are no more errors found. This process should be complete before the 60th day before the election so the ballots can be posted for the public and sent to overlapping counties for approval.

The electronic ballots used on the ICX machines are proofed from the paper ballots to ensure accuracy. The ballots are generated and usually do not need many changes because they are generated from the paper ballots. The tabulation system has a feature that will create audio text to speech files of the ballot contents. These recordings are proofed to make sure the audio was generated correctly and that the pronunciation of names and other local entities are pronounced accurately. All the voting machines are then tested by polling location.

- a. A zero report is created.
- b. A ballot is issued to a voter access card on the electronic poll books for each voting machine. The ballots are then voted following a specific pattern which should produce the expected results.
- c. When the voting is complete the memory devices are uploaded, and the results are compared to the expected results. If the results match the test is complete, and the machines is zeroed for use on Election Day. If there is a discrepancy it must be explained, or a retest is conducted

2. Electronic Poll Books

The electronic poll books are programmed with the required precinct data after the ballots are proofed by the staff so they can properly encode ballots specific to the voter's precinct. They are tested at the same time as the voting machines to make sure they can encode card correctly. When a polling location is being tested, ballots for each precinct are created from the electronic poll books to ensure that the

correct ballots will be encoded on Election Day. During Logic and Accuracy testing, the electronic poll books are used to create ballots, this ensures that the electronic poll books will work inter-operably with the voting system.

3. Remote Ballot Marking System

After the paper ballots have been approved and passed all the rounds of proofing, they are used to proof the remote ballot marking system. An export from the voter registration system is taken to create the ballots and they are compared to the paper ballots for accuracy. The races, candidates and issues in each precinct from the paper ballots and the remote ballot marking ballots are compared to ensure voters using the remote ballots marking system receive the correct contests. If any errors are found they can be corrected before the ballots are required to be mailed.

4. Ballot Printers

When the paper ballots have completed the proofing process the ballot PDFs are loaded into the ballot printing system to be used for printing vote-by-mail ballots. A test report is run to make sure that each precinct generates the correct ballot as requested by the voter registration database. If there is a mismatched ballot, it can be corrected before any ballots are printed.

XII. Reconciliation and Audits

A. Detail the reconciliation procedures board officials take to ensure the number of absentee ballots returned and submitted for counting are properly and accurately included in the unofficial canvass.

Local content must detail the procedures used to reconcile absentee ballots and the method used to report any issues discovered during reconciliation.

When a batch of absentee ballots are returned to the Board of Elections the barcodes on the identification envelopes are scanned and uploaded into the voter registration system. The batch of ballots is then audited by a clerk to verify the name, identification, and signature. If the ballot is not included in the batch in the database, it is manually entered into the voter registration system. If there is a misplaced physical ballot, it is located before closing out the batch.

Once all the batches for the day are uploaded and audited, a report is run from the voter registration database of the ballots returned that day. The barcodes on the identification envelopes are then scanned again into a spreadsheet to verify that no ballots were misplaced during the acceptance process. Missing or misfiled ballots are recognized by the spreadsheet and flagged until the envelopes are scanned as expected.

B. Detail the reconciliation procedures precinct election officials practice on Election Day.

Local content must include, at a minimum, the practice of recording on the reconciliation worksheets the following statistics: the number of electors who voted, as shown in the poll

books, the number of unused ballots; the number of soiled and defaced ballots; and the number of voted ballots.

After the polls are closed the Tenex poll books help the PEO's complete the ballot accounting reports. The instructions in the manual guide the PEOs to open the ballot accounting screen. The poll book first asks the PEOs to enter the number of unused ballots from each precinct, which is gathered by counting the number of ballots remaining on each pad. The next screen asks about the number of provisional, soiled, curbside, and paper and ballots. Each of these ballots should be stored in the yellow ballot bag and can be counted by emptying the bag. The next screen asks for the number of ballots cast on the ICX voting machines. the PEOs go to each voting machine and mark down the number of ballots cast and calculate the total, which is then entered into the electronic poll book.

If all the numbers balance the PEOs can sign the electronic poll book and submit the numbers to the Board. If the numbers do not match, then there is an opportunity to type an explanation of the reason for the discrepancy.

C. Detail the reconciliation procedures in place to ensure, on the day of the election and before certifying the results of the Unofficial Canvass, that the number of absentee and regular Election Day ballots eligible to be counted and included in the Unofficial Canvass have been properly included.

Local content must include the method by which election officials review reports and reconciliation worksheets, which indicate the number of ballots recorded as being cast on Election Day match the number of voters recorded as being provided a ballot and that any anomalies are properly notated.

On Election Night for the Unofficial Canvass the absentee ballot count on the tabulation system is compared to the expected result from the voter registration database. Since the absentee ballots are balanced daily any discrepancies are usually from ballots received on Election Day and can be reconciled quickly. Once the number is confirmed the results are uploaded. The same process is completed for the official canvass.

The Election Day ballots are uploaded into the tabulation server and counted. This count is then compared to the total turnout as reported on the electronic poll books. If the turnout number in the electronic poll books and the tabulation system match, then the results are reconciled. If there is a variation in the numbers, the difference is investigated to make sure it is not significant. For the Official Canvass each check-in on the electronic poll books is compared to the number of Election Day ballots cast on voting machines in each individual precinct. If the numbers are the same, the ballots in that precinct are reconciled. If there is a variation the Board will look through the reconciliation reports and the PEO notes from Election Day for explanations about why there is a discrepancy.

D. Detail the reconciliation procedures board officials take to ensure that the number of voters participating in an election are provided with credit for participating in the voter registration system.

Turnout numbers from the tabulation system and the electronic poll books are compared after the election to ensure that the number of ballots issued matches the number of ballots cast. If there is a discrepancy, the Board looks through the reconciliation records and the PEO's notes from Election Day or will call the Location Supervisor to find out why there is a discrepancy. Usually, any discrepancies can be easily explained. Once the electronic poll books and the tabulation system are balanced, the number of voters to receive history from Election Day is uploaded to the voter registration system. The database processes the information and provides statistics about how many voters will be provided history including the number of absentee voters. This number is verified to match our expected totals before history is applied to the records.

E. Detail the ballot organization practices to ensure that reconciliation and audit procedures can be effectively administered.

Local content must include, at a minimum, how ballots are securely stored (e.g., by precinct, by batch, etc.), how ballots are located during an audit, and how ballots may be easily retrieved during any post-election activity related to a recount or audit.

Election Day ballots are stored by precinct in the "vault" until they are packed into the polling location supply bags. When they are returned on Election Night, they remain in polling location order until they are placed in storage for the duration of the applicable retention period.

Absentee ballots are stored in the "vault" in batches as they are returned during the early voting period. They remain in these batches until they are placed in storage for the duration of the applicable retention period.

When ballots are needed for a recount or an audit, they are able to be retrieved from their respective locations and compiled as needed to conduct the post-election activities.

XIII. Master Calendar

Attach a local "elections calendar" that begins on the 100th day before the election and ends with the completion of post-election activities (official canvass, recounts, and audit) of the election. The timeline must detail every local task that must be accomplished between these dates, and the start and end date of each task. It is not acceptable to simply attach a copy of the Secretary of State's published elections calendar. See master calendar in the appendix.

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XIV. Appendix

Section	Document Title	Page
1A	2024 Election PEO Sign Up Form.pdf	1
1A	2024 General Training Schedule.pdf	2
1A	Cold Calls Script Recruiting PW's.pdf	3
1A	News Paper PEO Application.pdf	5
1A	PW Hamilton Water Bill.pdf	6
1B	Nov 2024 PowerPoint Training Slides.pdf	7
1B	PEO test.pdf	339
1B & 4A	November 2024 PEO Manual.pdf	344
1F &1G	PEO Skills Assessment.pdf	445
2C2	Machine Allocation 2024 November.pdf	447
3A	Butler County Phone Directory.pdf	459
3A	Emergency Planning2024.pdf	490
3E7	EAP Polling Location Utility and Emergency Information Directory.pdf	491
3I	Draft Rapid Response Statement.pdf	497
5C	Alternate Polls with mileage.pdf	498
6B	Election Cyber Incident Communications Coordination Guide.pdf	500
6D3	ICX Ballots Voted Tally Log.pdf	534
13	Master Calendar Election Planning Calendar.pdf	535