



**PRECINCT ELECTION
OFFICIAL**

2016

MANUAL

March 15, 2016

Primary Election



We're Here to Help

The Board of Elections is your help button. Call us with any question or concern.

IMPORTANT PHONE NUMBERS

For Technical Problems

513-785-6699

To Report Missing Poll Workers

513-785-5711

For Voter or Election Questions

513-887-3700

Or

513-424-0469 (Middletown Area)

WELCOME!

and thank you for serving as a Precinct Election Official.

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

As a poll worker, it is your job to assist voters and to help ensure that the election is conducted lawfully.

In addition, you will:

- work as part of a team to ensure that the polling location is set up properly and that Election Day runs smoothly and successfully;
- help keep the entrance to the polling location open and unobstructed;
- ensure that every voter is able to check in and vote freely by preventing any attempts to obstruct, intimidate or interfere with their rights;
- ensure that all forms, ballots and voting machines remain available, safe and free from tampering;
- complete other duties as required by the Ohio Secretary of State and Ohio Revised Code Title 35 (Ohio Election Laws).

YOUR FEEDBACK IS NEEDED!

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

The link to our survey is at:

http://www.butlercountyelections.org/index.cfm?page=PW_survey



DID YOU KNOW

Precinct Election Officials are always in great demand. We must hire nearly 1,200 workers for each election. You can help us by referring us to friends and relatives who may be interested in serving. Call us with your referrals at 513-785-5711.



DID YOU KNOW

Look for the Light Bulb and DID YOU KNOW boxes throughout the manual for some quick tips and best practices.

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DID YOU KNOW

You probably won't have time to vote on Election Day, so we recommend you vote early. Check out page 76 in this manual for our in-person early voting hours.

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PRACTICE MAKES PERFECT

We encourage you to come to the Board of Elections for some extra hands-on practice with our voting equipment and electronic poll books. Our Open House days for the March 15, 2016 Presidential Primary will be:

Thursday, March 10, from 9:00am—4:00pm and
Saturday, March 12, from 9:00am—4:00pm

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Part One: Election Overview



DID YOU KNOW

The March 15, 2016 Presidential Primary will also include a Special Primary Election to fill the vacancy in the 8th Congressional District. The ballot will contain candidates running in the special and for the full term for that seat.

ELECTIONS 101: Types of Elections

General Elections:

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

Primary Elections:

- Held on the first Tuesday after the first Monday in May of each year, except in years in which a presidential primary election is held.
- Determine who will be nominated as candidates for political parties to compete for particular offices at the general election.
- Also elect members of the controlling committees of political parties, and delegates and alternates to the conventions of political parties.
- Some issues may be on the ballot at a primary election.
- Under Ohio law, voters affiliate with a political party by voting in that political party's primary election. If a voter does not want to affiliate with a political party, then the voter may vote for issues only if there are issues on the ballot in that voter's precinct.

Special Elections:

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

ELECTIONS 101: The Board of Elections Role

Before you set foot in your polling location...

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

- Candidates and issue committees file paperwork to be on the ballot at least ninety days before Election Day.
- The Board certifies that the candidates/issue committees have met the requirements under the law.
- Then the election preparation kicks into gear: a ballot is created, our voting equipment is tested, supplies are ordered, absentee ballot requests are processed, and early voting begins 29 days before Election Day.
- Voter registration rolls are updated as new voters register and voters update their addresses.
- Polling locations are secured and inspected.
- Precinct Election Officials are recruited and trained.
- Equipment and machines are packed, and eventually delivered to all polling locations in time for you to set up on Monday.

At that point, you as a Precinct Election Official take over the process. We remain here to help you and answer your questions.

On the next pages, you'll find checklists for everything you, as a Precinct Election Official, need to do to set up your location, open the polls, process voters, and close the polls.

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

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

ELECTIONS 101: Key Terms

Precinct

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

Precinct Election Officials (PEO)

Qualified electors residing in the county and appointed by the county board of elections to conduct the elections in a polling location in that county. Also referred to as Judges and Poll Workers. By law, the Board of Elections must appoint at least four PEOs per precinct, except in a Special Election.

Provisional Ballot

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

Location Supervisor

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

YOU'RE PART OF A TEAM

The Board of Elections must appoint 4 Precinct Election Officials per precinct. There are 283 precincts in Butler County that vote at 89 polling locations. At nearly all of our polling locations, more than 1 precinct votes, which means you're likely going to be part of a team of 8 or more poll workers.

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

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

THE LOCATION SUPERVISOR

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

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

THE DESIGNATED JUDGE

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

- Picks up supplies at the Board of Elections warehouse on Monday evening at assigned time (either 5:00pm or 5:45pm);
- Drives the Location Supervisor back to the Board of Elections with ballots and supplies after polls close;
- Maintains second log-in for electronic poll books and may be required to sign chain of custody paperwork with the Location Supervisor.



DID YOU KNOW

Other judges help to greet voters, collect voter access cards and hand out “I Love Voting” stickers as voters leave. Others may also be asked to assist voters using the electronic voting equipment. You may be asked to float among any of these roles.

CHECK IN JUDGE

The check in judge works with a partner to process all voters on the electronic poll book.

- Properly assists all voters by checking them in on the electronic poll book;
- Properly administers voter identification requirements;
- Verifies with partner that correct voter is processed;
- Correctly identifies provisional voters and ensures they vote in the correct precinct and polling place and properly issues provisional receipts;
- Records issues and problems in the Judges Comments.

PROVISIONAL JUDGE

The provisional judge works with a partner to assist provisional voters.

- Verifies with the provisional receipt the voter receives the correct precinct envelope;
- Instructs the voter to complete the provisional envelope and verifies with your partner the envelope is completed properly;
- Verifies the voter receives the correct precinct ballot;
- Records all provisional voters in the provisional signature poll book and ensures they receive the provisional ballot notice;
- Records any problems in the Judges Comments.

BALLOT JUDGE

The ballot judge must ensure all voters receive the correct precinct ballot.

- Verify with the check-in judge that a voter requesting a paper ballot receives the correct precinct ballot;
- Verify with the provisional receipt that provisional voters receive the correct precinct ballot.
- Monitor paper ballot supply and notify LS or Board of Elections if low.

SHARED DUTIES OF ALL PEOs

All Precinct Election Officials share some duties as part of the overall team.

- Report to your location by 6:30pm on Monday;
- Set up voting equipment and run printer tests to ensure they are operational before Tuesday morning;
- Set up voter check in tables and ensure you have all needed supplies
- Verify your location is accessible for all voters, including by setting up supplemental equipment to designate accessible parking spaces and remove obstructions into and out of the location and voting area; and
- Review a work plan with your location supervisor to ensure everyone on your team knows their role on Tuesday.
- On Tuesday, run zero reports on voting equipment and secure all equipment to ensure there is no tampering;
- Help close the polls by running end total reports on voting equipment, removing memory cards and securing equipment and ballots for return to the Board of Elections, and packing all supplies.

THE BASICS OF SERVING AS A POLL WORKER

TRAINING REQUIREMENTS—1.5-3 HOURS

All precinct election officials must complete a training class offered through the Board of Elections prior to working the March 15, 2016 primary. Training for experienced poll workers is offered through our online portal. You will automatically receive a link to this online class via email on Friday, February 12. The online class takes approximately 90 minutes to two hours to complete and will be available through March 1st. If you do not have Internet access at home, you may take the online class at the Board of Elections office. Regular office hours are Monday—Friday, 8:30am—4:30pm. Call the Board of Elections to reserve a computer for online training or to schedule an in-person training class.

We also offer in-person training classes for new poll workers. These classes will be offered beginning February 29 through March 9th.

YOUR WORK SCHEDULE

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

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

BREAKS

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

DOS AND DON'TS

Do:

- Bring enough food and medicine for the day
- Treat all voters and fellow poll workers 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

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.



DID YOU KNOW

A Democrat and Republican Judge must be present at the polling location at all times.

ETHICS FOR ALL ELECTION OFFICIALS

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

- Ohio Revised Code prohibits Precinct Election Officials from serving in any precinct where the Precinct Election Official is a candidate on the Ballot, except for unopposed candidates for a political party County Central Committee.
- Precinct Election Officials may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including no declared write-in candidates for the office.
- Precinct Election Officials shall not wear or distribute shirts, buttons, stickers or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the Board of Elections, or at any polling places.
- Precinct Election Officials shall not engage in any political activity while on Board of Elections time.
- Precinct Election Officials who violate this policy may be reported to the Director or Deputy Director of the Board of Elections. Reports may also be made anonymously by mailing or delivering a written statement, in a sealed envelope, to the Board of Elections to the attention of the Director or Deputy Director.

Copies of the complete Ohio Ethics law, Chapter 102, of the Ohio Revised Code are available at the Board of Elections office for Precinct Election Officials who wish to review it.

When you take your Oath of Office on Monday evening, you will sign an acknowledgement that you have read these ethics requirements and will abide by them.

PREPARING FOR ELECTION DAY

BEFORE ELECTION DAY

- Visit your polling location to ensure you know how to get there and where the entrance is.
- If you are the Location Supervisor, verify you have the correct emergency contact information for the site contact at your location in the event of an emergency or if you are locked out.

MONDAY CHECKLIST

<input type="checkbox"/>	Between 5:30 and 6:15pm, DJ picks up supplies at Board of Elec-
<input type="checkbox"/>	At 6:30pm, all Precinct Election Officials (PEOs) report to polling location. Location Supervisor (LS) checks all workers in. Everyone must show identification.
<input type="checkbox"/>	LS administers the Oath of Office and directs all PEOs to sign payroll sheet, Oath form and Ethics Policy Acknowledgement. All forms located in the White Binder found in the front pocket of the BLUE Bag.
<input type="checkbox"/>	LS breaks seal on the BLUE bag in the presence of judge of opposite party and uses the supplies checklist beginning on page 10 to ensure you have all supplies from the BLUE and RED bags.
<input type="checkbox"/>	LS completes the Paper Ballot (Optical Scan) Verification Form verifying you have all paper ballots. Form located in the Monday tab in the White Binder (see page 69 for sample).
<input type="checkbox"/>	LS demonstrates proper way to set up voting units and assigns PEOs to set up the voting units according to location diagram.
<input type="checkbox"/>	Use steps on page 23 to perform printer tests on all voting units, seal memory card doors and complete Voting Unit Activity Log Form for each voting unit. Note: Do Not Seal the Canister until Tuesday Morning.
<input type="checkbox"/>	Set up electronic poll books at the check in tables. LS and DJ break seal on e-pollbook memory card bag and complete E-Pollbook Memory Card Bag Verification Form in White Binder. See sample on page 68 .

Monday
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DID YOU KNOW

Supplies have a way of moving around. If you don't locate a supply where you think it should be, try checking the other bags or around the tables before calling the Board of Elections.

continued next page



MONDAY CHECKLIST (CONTINUED)

DID YOU KNOW

Locks and Seals are located in the RED supply bag. Place any used seals or locks in this bag as well.

Monday
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DID YOU KNOW

The White Binder found in the front pocket of the BLUE Bag contains all the forms you need to complete. They are even divided between Monday paperwork and Tuesday paperwork to help you stay organized.

<input type="checkbox"/>	<p>LS and DJ insert memory cards into each e-pollbook and follow the instructions on page 26 to test the memory cards. Report any problems to the Technical Hotline at 513-785-6699.</p> <p>LS and DJ seal e-pollbook memory card door on each tablet using a red spring lock. Record lock number on the E-pollbook Memory Card Bag Verification Form located in the White Binder.</p>
<input type="checkbox"/>	<p>Set up remaining supplies on Check-In Tables, Provisional Table and Ballot Table according to diagrams on pages 27-29.</p> <p>EXCEPTION: Paper Ballots return to BLUE Bag Monday evening.</p>
<input type="checkbox"/>	<p>Hang all signs provided in the Election Supplies Envelope located in your RED Bag. Use the blue painters tape found in the RED Bag. Be careful where you place signs so that walls, especially those with wallpaper, are not damaged.</p> <p>Check your BLUE Bag for any additional signs with instructions to be posted inside the polling location to make the location accessible to all voters.</p>
<input type="checkbox"/>	<p>LS reviews the work plan and schedule for Tuesday with all PEOs. (See sample work plan in the supplemental appendix for Location Supervisors.)</p>
<input type="checkbox"/>	<p>Pack Paper Ballots in the <u>BLUE Bag</u> and remove the Sealed Canister Bag containing the Voting Unit Memory Card Bag. Lock the BLUE Bag and record the new lock number on the Paper Ballot Verification Form and place the form under Tuesday tab in the White Binder. (The Paper Ballot Verification Form contains the Ballot Accounting Report on the back side.)</p>
<input type="checkbox"/>	<p>Return the White Binder to the front pocket of the BLUE Bag. Place the YELLOW and RED Bags into an empty voting unit storage cart.</p>
<input type="checkbox"/>	<p>LS takes home the sealed canister bag containing the Voting Unit Memory Cards.</p> <p>DJ takes home the locked BLUE Bag containing paper ballots.</p>
<input type="checkbox"/>	<p>Call the Board of Elections at (513) 785-6699 to report your location is set up before you leave.</p> <p>Get a good night's sleep!</p>

ELECTION SUPPLY BAGS CHECKLISTS

IN THE BLUE BAG

- Paper ballots, bound together and identified by precinct and party for all precincts at location.
- Sample Ballots
- Provisional Signature Poll Book—for all precincts at location
- Provisional Posting List Forms—for all precincts at location
- Provisional Envelopes—labeled by precinct for all precincts at location
- Provisional Ballot Notice Forms—12-H
- Write-In Candidate Lists (if applicable)
- Withdrawal Candidate Lists (if applicable)
- Text for Issues
- Curbside Voter Envelopes
- 17-Year-Old Voter Envelopes
- Green Soiled/Defaced Ballot Envelope
- Voter Registration Forms—25 per location
- Official Voter Registration List—for all precincts at location
- Supplemental Absentee Voter List of voters who voted in last 2 days of early voting
- Green Designated Judge Folder containing second E-Pollbook Log In
- Laminated Precinct Maps
- Laminated Voter Processing Chart for all check-in stations
- Help Wanted—PEO Sign Up Forms
- Court Order Instructions (for use if polls ordered to remain open after 7:30pm)

CANISTER BAG (PLACED INSIDE BLUE BAG)

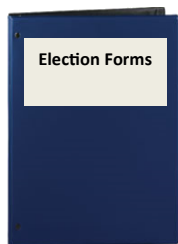
- Sealed Clear Memory Card Bag with Voting Unit Memory Cards
- Voter Access Cards—one pack of seven cards per precinct at location
- Supervisor Cards and PIN number in envelope for all precincts at location
- Extra Canister Bag (where needed)



Monday
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ELECTION SUPPLY BAGS CHECKLISTS (CONTINUED)



BLUE ELECTION FORMS FOLDER (PLACED INSIDE BLUE BAG)

- Form 450—Incident Report
- Emergency Safety and Planning Guide
- Form 10-L—Notice of Name Change
- Form 10-U—Affirmation—Oath—Examination of Person Challenged
- Death notices
- Form 12-D—Provisional Voter Precinct Verification Form (for use in multi-precinct polling locations)
- Directive 2008-80—Voter Identification Requirements
- Directive 2015-28—Provisional Voting
- Form 10-X—Statements of Persons Challenged as to Party Affiliation

WHITE PAPERWORK BINDER (PLACED INSIDE THE BLUE BAG)

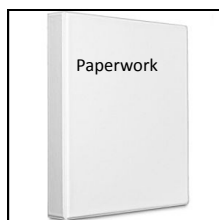
MONDAY TAB

- Last minute instructions (if applicable)
- Certificate of Appointment Letter
- Monday Payroll Form
- PEO Change of Address forms
- Paper Ballot Verification Form (reverse side contains Ballot Accounting Report; move to Tuesday Tab when finished Monday)
- Electronic Poll Book Memory Card Seal Verification Form

TUESDAY TAB

- Voting Unit Memory Card Bag Seal Verification Form
- Tuesday Payroll Form
- Technical Problem Log
- Judges Comments/Suggestions
- Ballot Accounting Report (Reverse Side of Paper Ballot Verification Form; to be placed under Tuesday Tab on Monday evening)
- TSX Ballots Voted Tally Log
- PEO Name Tags

Monday
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ELECTION SUPPLY BAGS CHECKLISTS (CONTINUED)

IN THE RED ELECTION SUPPLIES BAG

- Blue Painter's Tape
- Measuring Tape
- "I Love Voting" Stickers
- Small Supply Envelope containing TSX Voting Unit keys (on wristbands), security seals, all locks, note pads, rubber bands, black ink pens, and Scotch tape
- Clear Printer Test Card bag
- Clipboard
- Extra TSX printer paper rolls
- Extra TSX canisters
- Poll Book printer paper
- PEO Manuals
- SOS PEO Quick Reference Guides
- State Issues Poster (if applicable)
- Razor knife (may be in bag)
- Extension cord(s) (may be in bag)
- Key pad and headset (may be in bag)
- TSX power cord(s) (may be in bag)

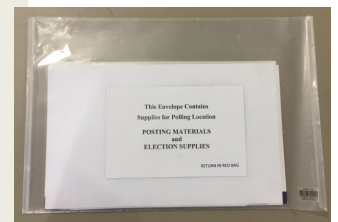
POSTING MATERIALS PLASTIC SLEEVE (PLACED INSIDE RED BAG)

- Voting Rights information poster
- Form 10-V poster notice: Ohio law prohibits any person from voting or attempting to vote more than once at the same election
- Special voting instructions poster
- No cell phone zone notice
- ADA Instructions and Signs (if applicable)
- 2—Provisional Signs for Table
- Instruction Guides—Voting Units
- Large Ballot Magnifier
- 5—Vote Here Signs—Laminated



Small Supply Envelope in Red Bag

Monday
12



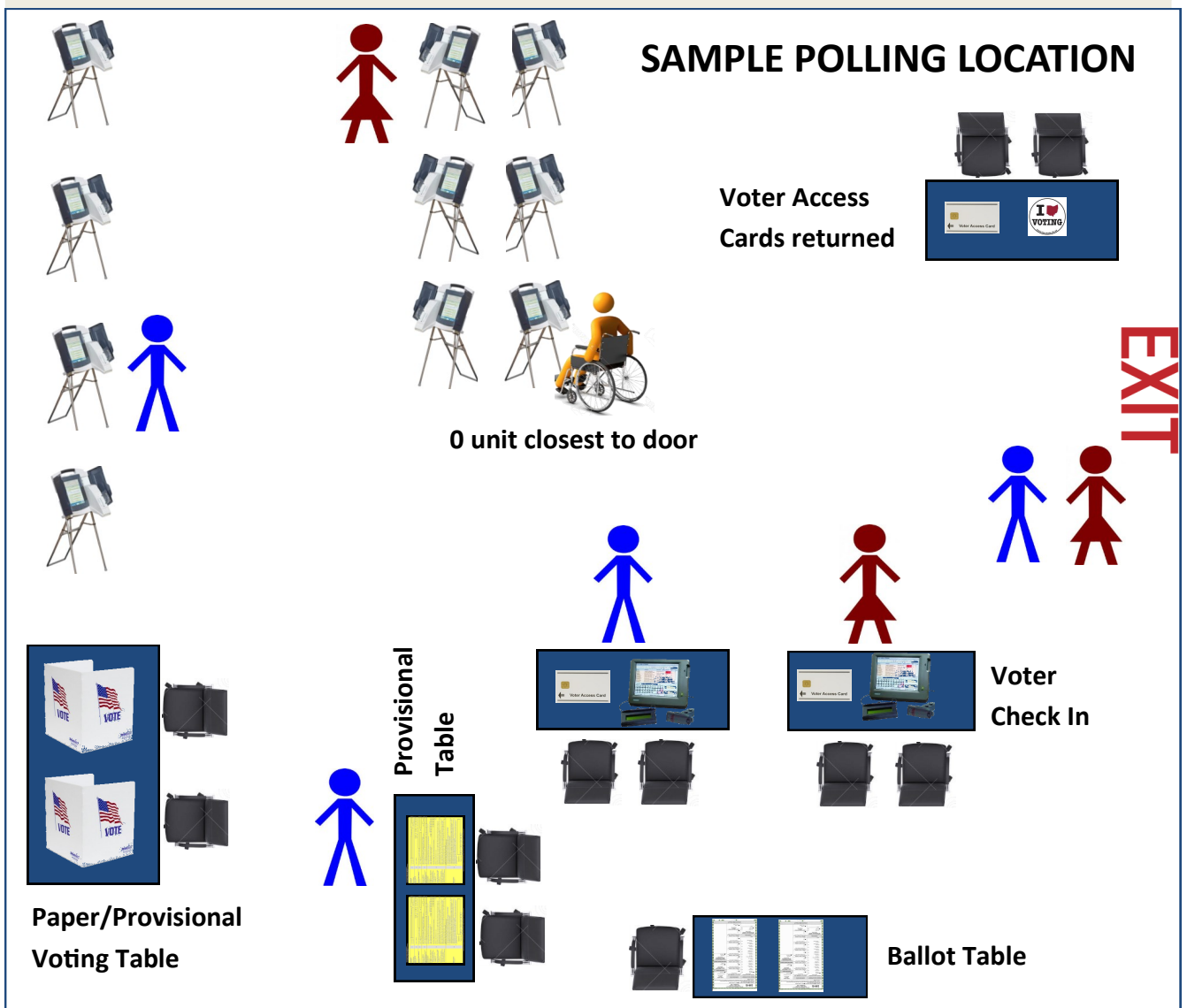
SETTING UP YOUR LOCATION

BASICS OF A PERFECT POLLING LOCATION

Set up your location to ensure that:

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

Monday
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STEP ONE: ENSURE LOCATION IS ACCESSIBLE FOR ALL VOTERS

State and Federal law requires that voters with disabilities have access to polling locations. Location Supervisors and all Precinct Elected Officials should visually inspect the polling location and remove potential barriers so that people with disabilities (including those using a wheelchair, scooter, walker, crutches, cane, service animal, etc.) can easily enter and move around the polling location.

Outside the Polling Location

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

Specifically, check for the following issues:

- Vertical parking signs are posted, and at least one “van” sign is posted.
- Accessible parking spaces have access aisles (striped area or cones).
- Accessible parking space is closest to the accessible entrance.
- No Precinct Election Official has parked in the accessible parking spaces designated for voters.
- Directional signs are posted guiding voters to the nearest accessible entrance.
- Door handles can be used with a closed fist.
- If an alternate/separate entrance is being used specifically for people with disabilities, ensure that it is unlocked.

If you find any of these situations are lacking, you should notify the Board of Elections and be on alert that persons with disabilities may need additional assistance in accessing the polling location.

Inside the Polling Location

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

Be sure to inspect the floors to ensure all tripping hazards are removed. All cords should be taped or covered or removed from walkways and aisles.

Prop open doors that are heavy or not operable with a closed fist.



DID YOU KNOW

Use the checklist on the following page to guide you as you inspect your location for accessibility. Your LS will also have a diagram designating where additional equipment must be set up to make your location accessible.

THESE ITEMS MUST BE IN PLACE

IF NOT, CORRECT THE SITUATION

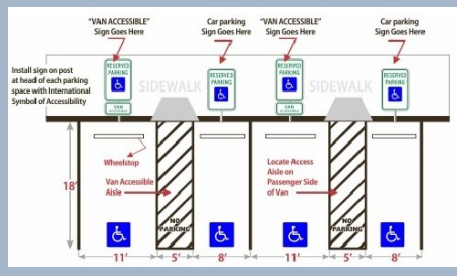
Accessible parking spaces with vertical parking accessibility signs.
Should include fine rates for up to \$500
Van signs should designate van parking spaces with access aisles.

There should be signs to post if needed with your ADA equipment. If not, please call the Board of Elections at (513) 887-3700.



Access aisles marked for Van Accessible Parking Spaces.

Use parking cones to designate access aisles.



Directional signs to guide voters to the nearest accessible entrance.

Yard signs should be included in your ADA equipment. Make sure arrows point in correct direction.

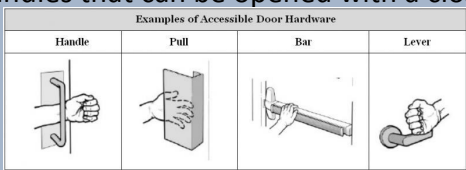
Curb cuts, level transitions or temporary ramps that allow voters to get from the parking lot to the sidewalk

Call the Board of Elections if you find any of these deficient.

Walkways and doorways to the polling place that are at least 36" wide.

Find a new route to the polling place if possible, or remove obstructions. Post signs directing voters around the area as needed and contact the Board of

Door handles that can be opened with a closed fist.



Prop doors open.

No locked doors at alternate entrances.

Unlock doors. Prop open if necessary.

Seats available for elderly, ill, pregnant or disabled voters.

Place extra chairs in the voting area and near where voters will line up.

No tripping hazards like loose cords or mats.

Secure loose mats and cords using blue painters tape. Call the Board of Elections with any difficulties.

No objects attached to the wall that protrude more than 4 inches.

Place chairs, trash cans or cones beneath protruding objects to make them detectable.

REMINDERS WHEN ASSISTING VOTERS WITH DISABILITIES

Here are some guidelines for poll workers when interacting or communicating with all voters who have disabilities.

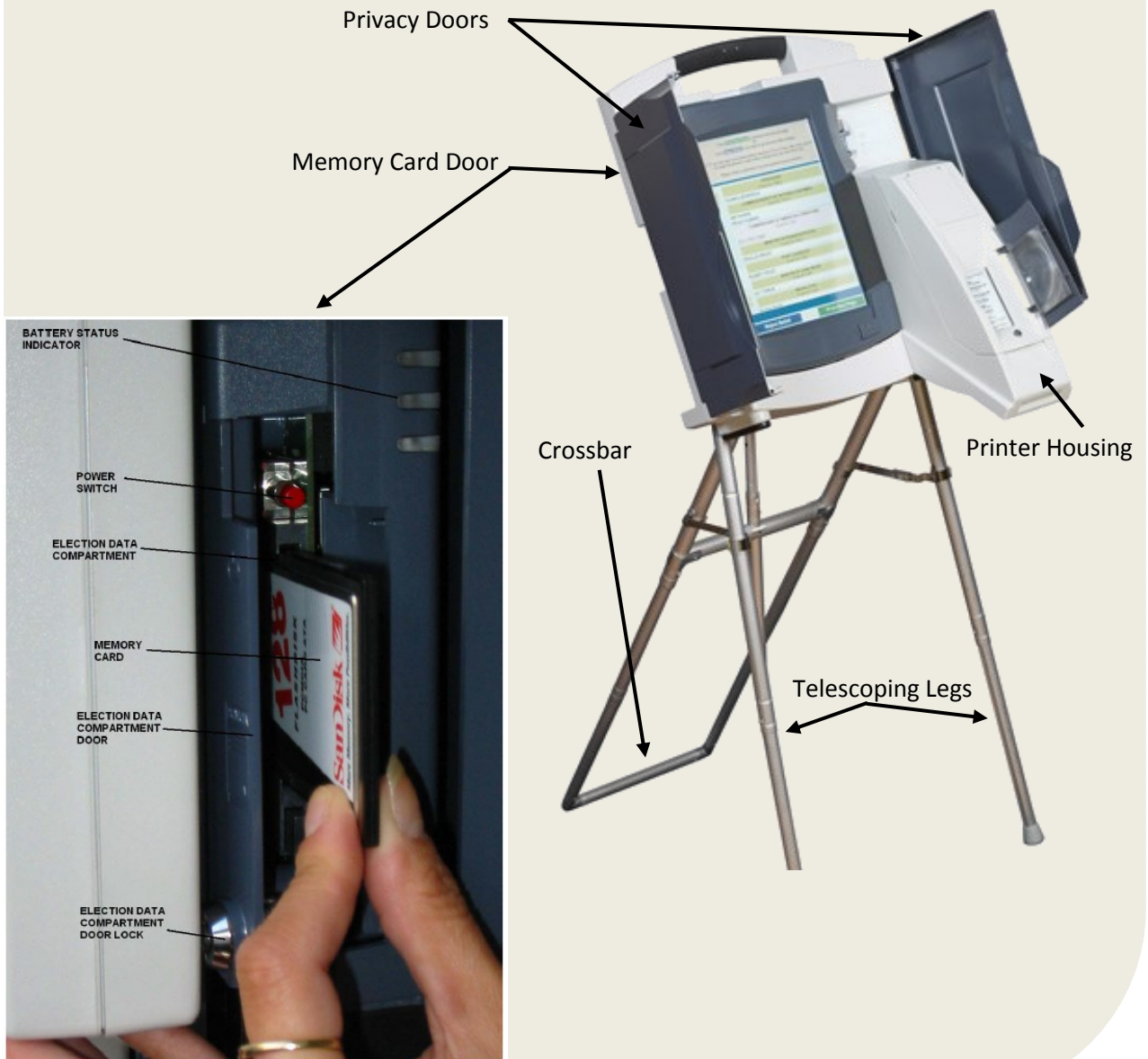
- Be courteous and respectful.
- Use common sense—it will provide the answers to most questions.
- Do not underestimate persons with disabilities—disability does not equal inability.
- Allow a little extra time to get things done. It is considerate to give unhurried attention to the elderly, those with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

STEP TWO: SET UP VOTING UNITS

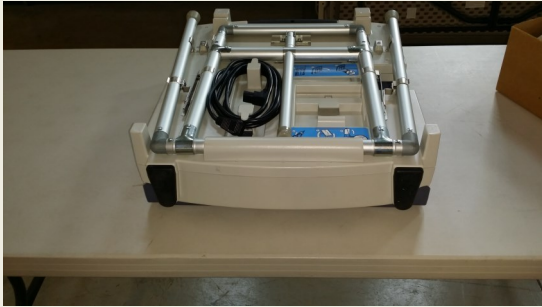
KEY REMINDERS

- Voting units are packed in numerical order, beginning with 0.
- The 0 unit must be placed closest to the accessible entrance. It contains the keypad and headset for visually impaired voters.
- Set up units at least 24 inches apart.
- Angle the units to ensure voter privacy.
- Follow the diagram in your LS folder. Call the Board of Elections at (513)785-6699 with any difficulty.
- Do not daisy chain more than 6 units together. (Daisy Chain refers to plugging power cord from one unit into another unit.)
- Make sure power cords are taped down and do not pose a tripping hazard.

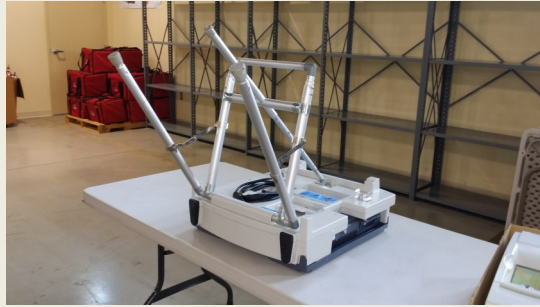
TSX VOTING UNIT OVERVIEW



VOTING UNIT SET UP: STEP-BY-STEP INSTRUCTIONS



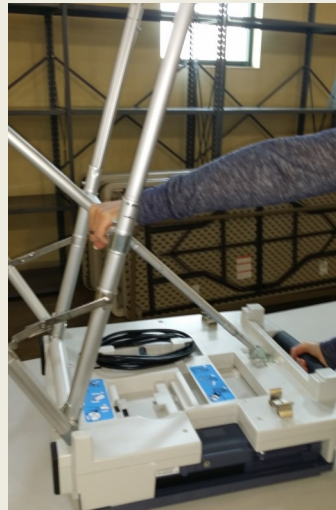
1. Working with a partner, carefully remove the voting unit from the storage cart and place machine on table (or floor) with front blue panels facing down.



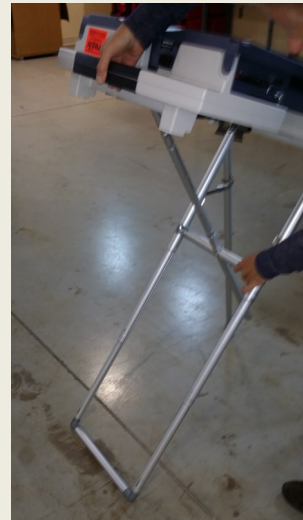
2. Pull two telescopic legs out. Pull small crossbar up and extend.



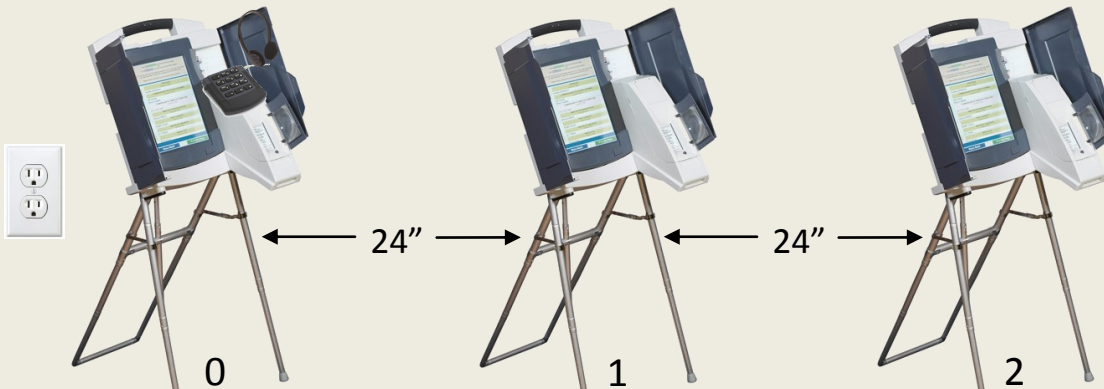
3. Extend all telescopic legs out completely. Check to ensure all safety pins have snapped into place.



4. Carefully lift unit and set upright on the floor.

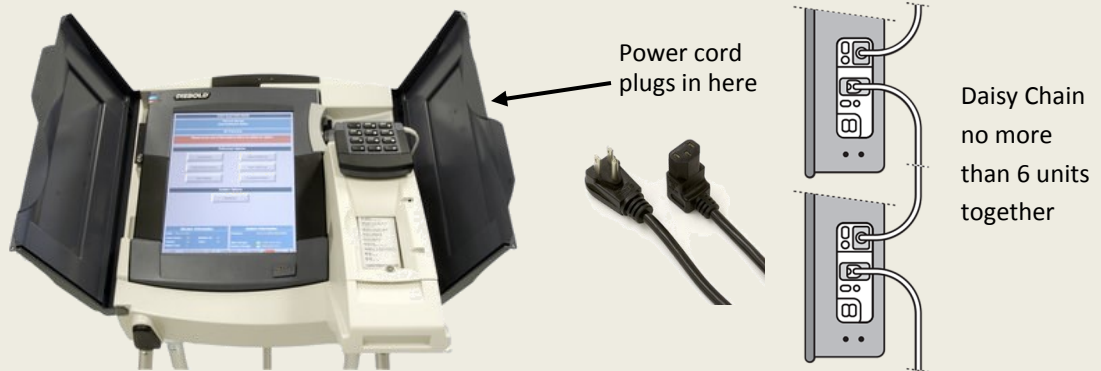


5. To adjust the base hold the handle while pressing the safety pin on the support bar and lift the screen up to the desired angle.



6. Place in order starting with "0" unit according to diagram located in Location Supervisor Folder. Arrange units at least 24 inches apart and turn on an angle to ensure privacy. Make sure one of the units is near a power outlet.

VOTING UNIT SET UP: STEP BY STEP (CONTINUED)



7. Daisy Chain the units (similar to plugging Christmas tree lights together).

Do NOT daisy chain more than 6 units together.

- Start by plugging the power cord (male end) for the first unit into the power outlet.
- Plug the female end of that cord into the unit.
- Take the power cord (male end) of the second unit and plug it into the first unit.
- Take the female end plug it into the second unit.
- Continue this process until units are plugged in.

8. Tape down any cords that may pose tripping hazard. Use the blue tape provided in the Red Supply bag.

VOTING UNIT SET UP: INSTALLING THE VIBS DEVICE

The 0 unit is the Visually Impaired Ballot Station (VIBS), containing the keypad and headphones for voters with visual impairment so they may listen to and mark their ballot. The following instructions review how to install the keypad and headset on your 0 unit.



Keypad



Headset

1. The keypad must be installed prior to installing printer.
2. Depress the black latch at the top of the voting tablet to pull the tablet forward and access the serial port in the back. Plug the keypad cord into the serial port as shown. Run VIBS unit wire through slot above the printer.

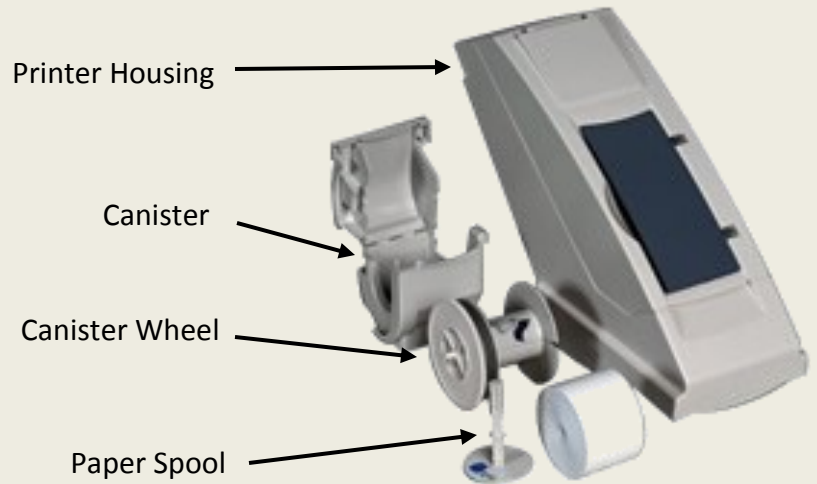


3. Press the tablet back into the voting unit housing. Continue installing the printer. The keypad will lay on top of the printer housing door as shown. The headphones plug into the port in the bottom right front of the tablet and may be hung on the privacy screen door.



VOTING UNIT SET UP: INSTALLING THE PRINTER

PRINTER HOUSING OVERVIEW



SET UP INSTRUCTIONS:



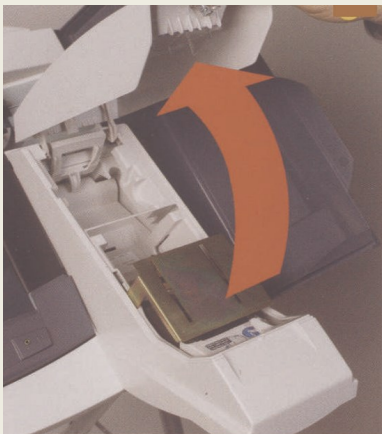
1. Use key to unlock printer door.



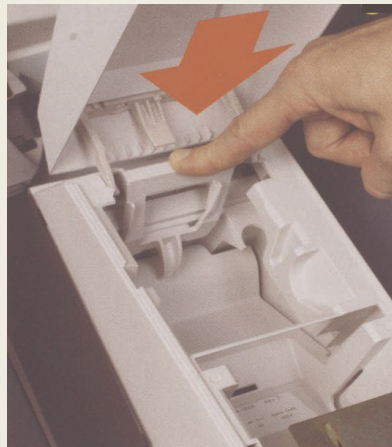
2. Swing printer door open.



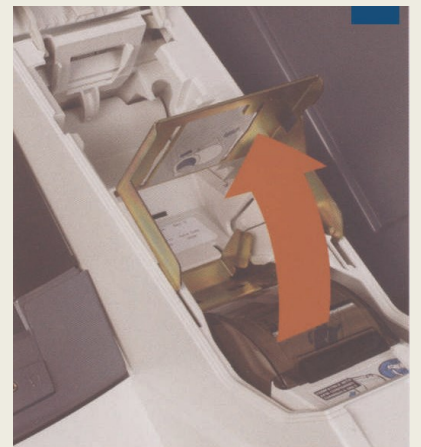
3. Align printer housing under printer door and lift up to lay over printer.



4. Swing housing cover up and remove canister.

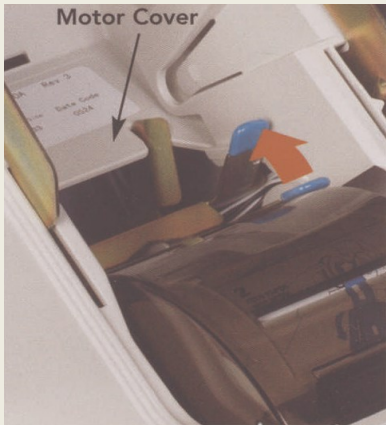


5. Press firmly on latch at the top edge of housing until you hear the click.

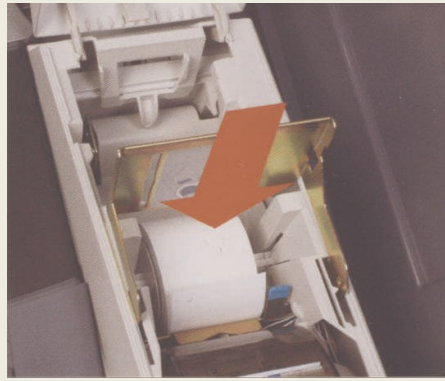


6. Raise the metal signature plate.

VOTING UNIT SET UP: INSTALLING THE PRINTER (CONTINUED)



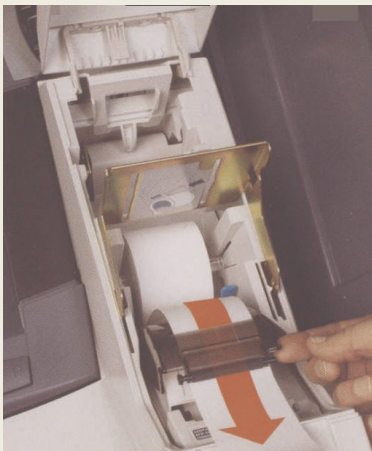
7. Press locking bracket forward to secure housing. Ensure motor cover moves up and down freely. Confirm housing is seated securely under front lip of printer door with no gap.



8. Load a printer roll onto the paper spool with the flange on the left and the paper feeding from under the roll. Lay the paper spool into the housing.



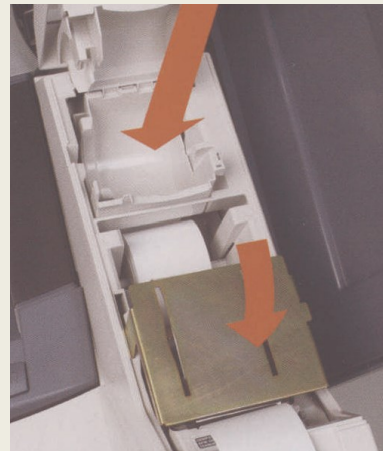
9. Release the smoky brown cover by pressing on the grey lever.



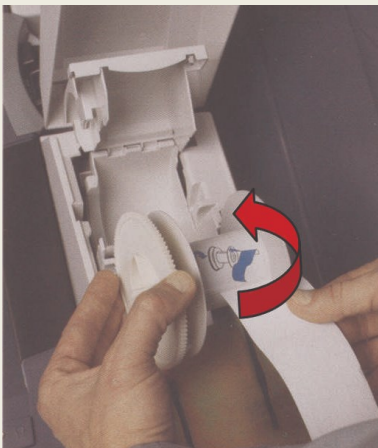
10. Thread paper through slot in smoky brown cover. Feed 24 inches through.



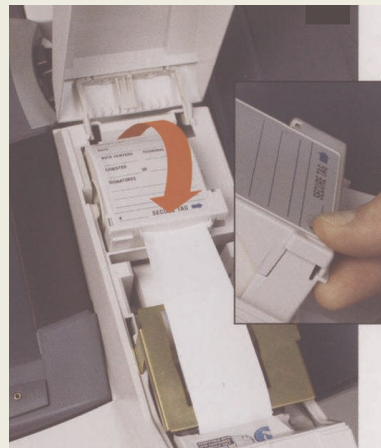
11. Press smoky brown cover closed until you hear it snap.



12. Lower metal signature plate. Place empty canister with lid open into housing.



13. Holding canister wheel with gears on left, thread paper through slit and roll away from you.



14. Place wheel into canister and close lid until it snaps shut. Do not seal canister until Tuesday morning.

TROUBLESHOOTING PRINTER PROBLEMS

- It may be necessary to re-install the printer and/or paper.
- Check that your Printer Housing is properly installed by lifting up on the bottom front lip.
- Check that the feed paper tab is down (listen for the “click” when installing.)
- Check that the smoky brown cover is snapped shut.

STEP THREE: PERFORMING A PRINTER TEST

Verify that the TSX's top (upper left corner) indicator light is on, showing that the TSX is plugged in. If not, check that the surge suppressor is plugged in and turned on, and that the TSX's are daisy-chained properly.

1. Check that the red seal over the memory card door is intact. If it is not, call the BOE immediately.
2. Remove the red seal and place it on the back of the Voting Unit Activity log.
3. Unlock the TSX's memory card door on the left side. The key is located on the red wrist-band which you will find in your Red Supply Bag.
4. Turn on the TSX unit. The power button is located above the memory card slot.
5. Check that the printer screen is lit up and visible. If it is "flickering", the screen will normally correct itself.
6. Insert the "Printer Test" card into the memory card slot. The Printer Test Cards are located in a clear printer test bag in your Red Supply bag. The card is clearly labeled "Printer Test" card.
7. Wait until the "Install Printer Hardware" screen appears.
8. Select – "Test Printer".
9. Wait until a test pattern prints out. Verify that the print is legible and that the paper feeds smoothly.
10. The "Printer Test Passed" screen should appear. If not, follow the Troubleshooting tips in bottom right of page 22.
11. If Printer passes test, select "OK" on the "Printer Test PASSED" window
12. The "Install Printer Hardware" screen reappears.
13. Select "OK". Wait while a report prints.
14. The message "Need another Copy?" appears. Select "No."
15. The "Close Printer Housing" screen appears.
16. Select "OK." The paper should roll up into the canister.
17. The "Insert Card to Begin Voting" screen appears.
18. Verify that the lower right corner power reads AC and is green. (If not, call the Board of Elections.)
19. Pop out the "Printer Test" card and wait for the paper to roll up into the canister.
20. Turn off the TSX unit.
21. Lock the memory card door with the red wrist-banded key.
22. Place a new seal over the door and record the seal number on the Voting Unit Activity Log. Tape the form onto the back of the TSX machine where it will remain until after the polls close.
23. Close and lock the printer housing cover on each unit.
24. Move to the next TSX unit to perform the printer test.

Follow the troubleshooting tips at the bottom right of page 22 if you experience printer problems when running your printer test.

SAMPLE Voting Unit Activity Log Form

VOTING UNIT ACTIVITY LOG FORM

		<u>Seal #</u>	<u>Signature</u>	<u>Date</u>
BOE	1a Lock memory card door of voting unit once L&A testing is completed			
	b Write Seal #, sign & date	# <u>26165</u>	<u><i>Joe Andrews</i></u>	<u>10/28/2013</u>
Poll Worker	2a Inspect for tampering			
	b If tampering has occurred, contact BOE			
	c If tampering has not occurred, break the seal			
	d Turn on unit			
	e Conduct print test			
	f Lock and affix seal on memory card door			
	g Write seal #, sign & date	# <u>000468</u>	<u><i>John Doe</i></u>	<u>11/8/2013</u>
Poll Worker	3a Tues. a.m. inspect for tampering			
	b Remove seal from memory card door and place seal on back side of sheet			
	c Insert memory card			
	d Run zero totals report & sign report			
e Lock memory card door, affix seal to door	# <u>048556</u>	<u><i>Jane Doe</i></u>	<u>11/4/2013</u>	
f Write seal #, sign & date				
g Affix seal to canister	# <u>000789</u>	<u><i>Clark Kent</i></u>	<u>11/4/2013</u>	
h Write seal #, sign & date				
Poll Worker	4a Tues. p.m. remove seal from memory card door and place seal on back side of sheet			
	b Run END ELECTION closing reports			
	c Remove memory card from machine			
	d Remove canister – seal MUST remain on canister			
	e Lock and affix seal on memory card door			
	f Write seal #, sign & date	# <u>789016</u>	<u><i>Jane Doe</i></u>	<u>11/4/2013</u>

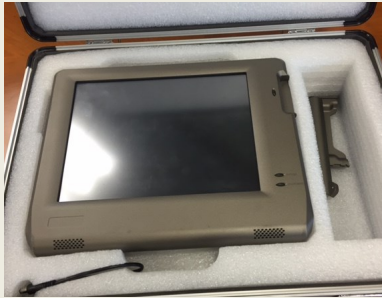
Tuesday P.M. Place Completed Voting Unit Activity Log Form in the Large Red E-Poll Book Printer Bag

Monday
24

Lock Memory Card Door before sealing.



STEP FOUR: SETTING UP THE ELECTRONIC POLL BOOK



1. Open the black suitcase and remove the tablet.



2. Extend the silver legs on the back of the tablet. Be careful not to extend fully.



3. Remove the E-pollbook power cord from the black suitcase and assemble.



4. Plug the Red end of the power cord into the back of the tablet.



5. Remove the signature pad from the black suitcase. Plug the USB cord into one of the two USB ports in the back of the tablet.



6. Remove the E-pollbook printer and power cord from the Red printer bag. Assemble the power cord.



7. Plug the Green end of the power cord into the port beneath the flap on the left front side of the printer.



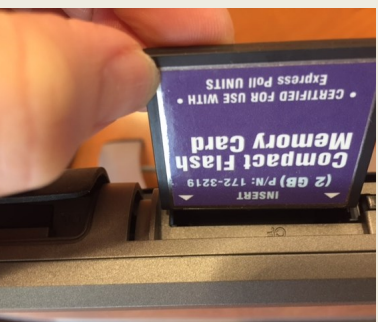
8. Remove the USB cable from the Red printer bag. Plug the Green micro-USB end into the port under the flap on the printer.



9. Plug the Red USB end into the other port on the back of the tablet.



10. Plug power cords into a power strip and tape down loose cords. Lift the flap on the top of the tablet to access the power button.



11. Remove the plastic cover to access the Compact Flash Card drive. Insert the memory card with arrows facing you and pointing down.



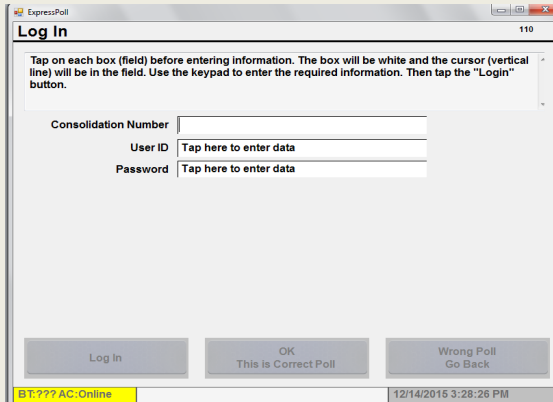
Electronic Pollbook Set Up.

See next page for instructions to log in and test the memory card.

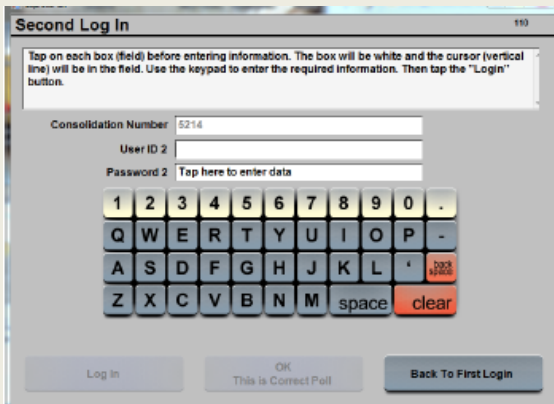
TESTING THE E-POLL BOOK MEMORY CARD



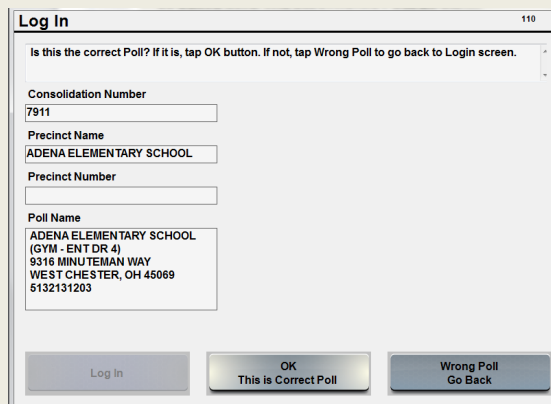
Step 1. Check to ensure power strip is turned on. Lift the flap on the top of the tablet to access the power button. Touch Launch Express Poll.



Step 2: LS enters Consolidation number, User ID and Password from log in sheet in Red LS Folder.



Step 3: DJ enters User2 ID and Password 2 from log in sheet in Green DJ Folder.

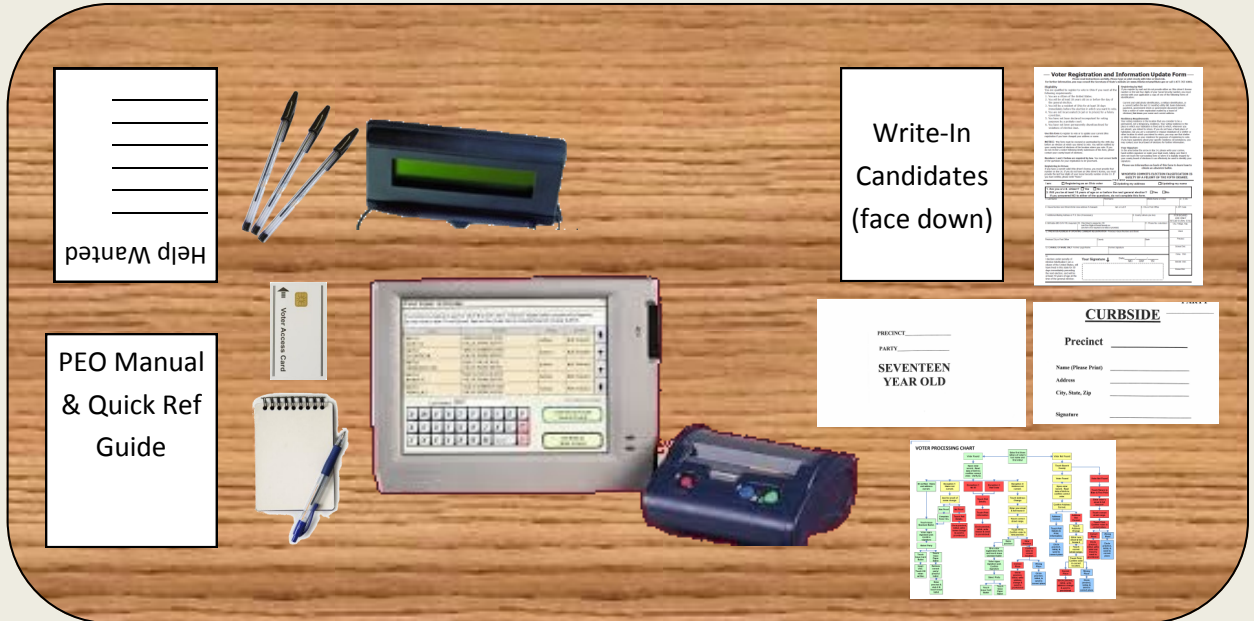


Step 4: Confirm polling place is correct. Touch OK. Receipt will print. Place receipt in White Paperwork Binder.

Step 5: Power off the e-pollbook and turn off the power strip for the evening. Affix a red spring lock over the memory card door and record the seal number on your E-Pollbook Memory Card Bag Seal Verification Form, located in the White Paperwork Binder.

STEP FIVE: SET UP YOUR VOTER TABLES

CHECK IN TABLE SET UP

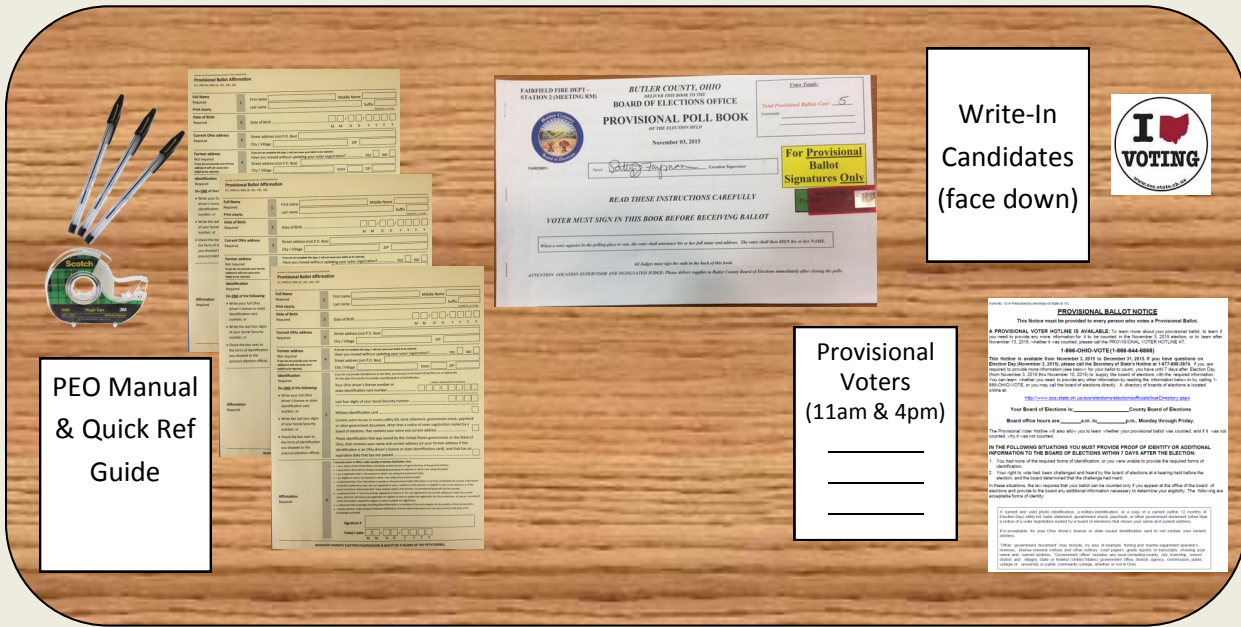


Monday
27

CHECK IN TABLE INVENTORY:

- Electronic Poll Book*
- Signature Pad*
- Electronic Poll Book Printer*
- Voter Access Cards (seven per poll-book)*
- Notepad and pen*
- PEO Manual and SOS Quick Reference Guide*
- Laminated Voter Processing Chart*
- Black pens*
- Write-In Candidate List (keep face down)*
- Voter Registration Forms*
- Curbside Voter Envelopes*
- 17-Year-Old Voter Envelopes*
- Help Wanted—PEO Recruitment Sign Up*

PROVISIONAL TABLE SET UP



PEO Manual & Quick Ref Guide

Provisional Voters (11am & 4pm)

Write-In Candidates (face down)

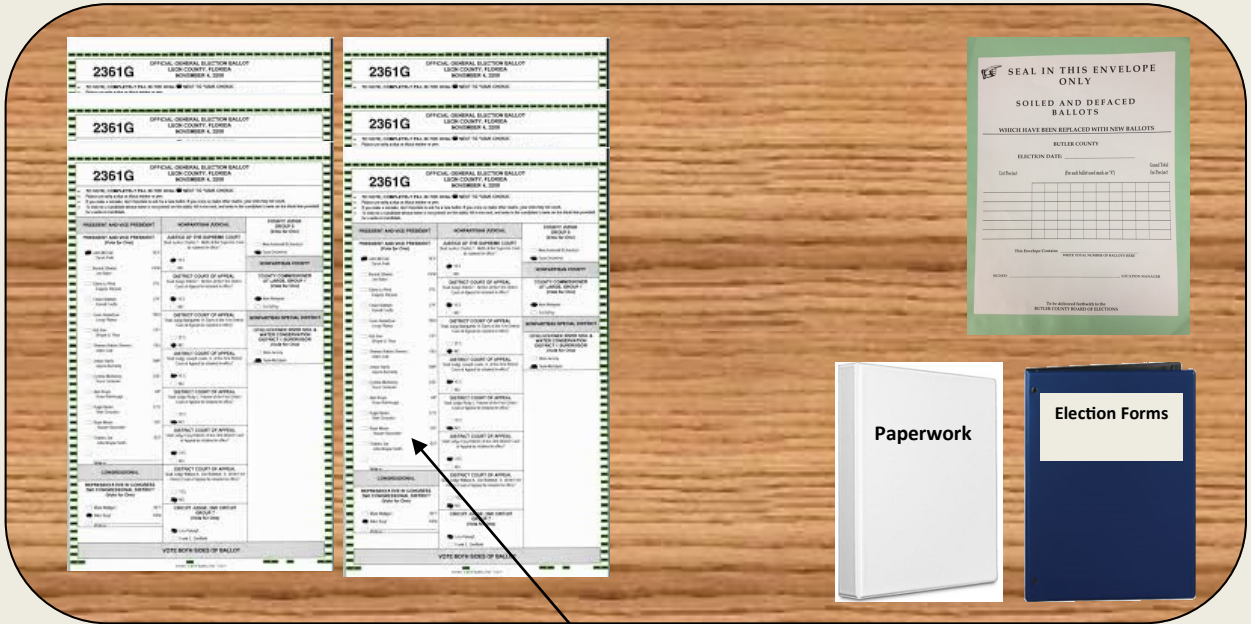


Monday 28

PROVISIONAL TABLE INVENTORY:

- ☑ Provisional Envelopes for each precinct at location
- ☑ Provisional Signature Pollbook
- ☑ Provisional Voter List (for 11am and 4pm postings)
- ☑ PEO Manual and SOS Quick Reference Guide
- ☑ Black pens
- ☑ Write-In Candidate List (keep face down)
- ☑ Form 12-H Provisional Ballot Notice
- ☑ Scotch tape
- ☑ I Love Voting Stickers

BALLOT TABLE SET UP



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



Monday
29

BALLOT TABLE INVENTORY:

- ☑ Paper ballots by party for all precincts at location—pack them in Blue Bag Monday evening to go home with DJ.
- ☑ Green Soiled and Defaced Envelope
- ☑ Blue Election Forms Binder
- ☑ White Paperwork Binder

TUESDAY MORNING CHECKLIST

<input type="checkbox"/>	<p>At 5:30am, all PEOs report to polling location.</p> <p>If LS or DJ does not arrive by 5:45, call the Board of Elections immediately at 513-785-5711.</p> <p>If a PEO does not arrive by 7:00am, call the Board of Elections after 7:00am at 513-785-5711.</p>
<input type="checkbox"/>	<p>LS and DJ or judge of opposite party remove the RED and YELLOW bags from the voting storage cart.</p>
<input type="checkbox"/>	<p>LS removes White Binder from the BLUE Bag front pocket and retrieves the Paper Ballot Seal Verification Form.</p> <p>LS and judge of opposite party verify the lock on the BLUE Bag matches the lock number on the form.</p>
<input type="checkbox"/>	<p>PEOs check supplies, electronic pollbooks and voting units for tampering.</p>
<input type="checkbox"/>	<p>LS and judge of opposite party break the seal on the Canister Bag and the Memory Card Bag. Complete the Voting Unit Memory Card Seal Verification Form located in the White Binder (Tuesday tab). Used seals go in the RED Bag.</p>
<input type="checkbox"/>	<p>LS assigns judges of opposite party to load the Memory Cards into the Voting Units and run zero total reports using the steps on page 31. Memory cards are numbered 0, 1, 2, etc. like voting units</p> <p>Complete the Voting Unit Activity Log Form for each unit, record-</p>
<input type="checkbox"/>	<p>Place the YELLOW Bag near the provisional table and in sight of a PEO at all times. The YELLOW bag is for deposit of voted ballots, voter registration forms, provisional envelopes, curbside envelopes and any other completed voter form.</p>
<input type="checkbox"/>	<p>By 6:00am, LS and DJ or judge of opposite party turn on electronic poll books and log in following instructions on page 32.</p> <p>Confirm zero ballots issued on each unit.</p> <p>LS connects network cables on each unit.</p>
<input type="checkbox"/>	<p>Place flags 100 feet from entrance to the location marking the campaign-free zone. Use the 100' tape measure in your RED bag.</p>
<input type="checkbox"/>	<p>Check to ensure accessible parking spaces are marked and that no PEOs have parked in those spaces.</p>
<input type="checkbox"/>	<p>Polls open at 6:30am. Post the official voter registration list and supplemental absentee voter list found in the BLUE bag in a conspicuous place near the location entrance.</p>

3

Part Three: Tuesday Morning

Tuesday Morning
30



DID YOU KNOW

The most critical task Tuesday Morning is to verify zero ballots issued on the e-pollbooks and zero ballots cast on the voting units. Take your time and follow the step-by-step instructions to ensure the election is secure.



DID YOU KNOW

The Zero Total Report confirms the ballot count on the voting unit is zero!



When sealing the canister, place the security seal across the lid and base so it cannot be opened without tampering being evident.

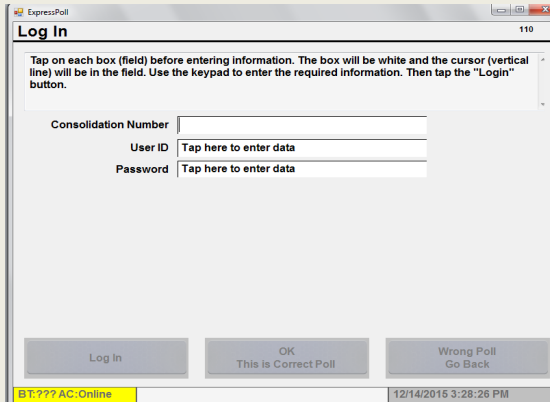
TUESDAY MORNING: INSTRUCTIONS FOR PRINTING ZERO REPORT

- Working in bipartisan teams of two, inspect the Memory Card door of the voting unit for tampering. Break the seal and place used seal on the Voting Unit Activity Log Form (see sample form on page 23).
- Insert the Memory Card into the unit and power the unit on.
- The “Install Printer Hardware” screen will appear. Open the printer housing to reveal the paper tape.
- Touch the “Test Printer” button located on the screen. A test page appears on the paper tape.
- Touch the “OK” button within the “Print Test Passed” button at the bottom left of the box.
- Touch the “Start Take Up” button. If the tape does not stop rolling, touch the “Stop Take Up” button.
- On the “Install Printer Hardware” screen, touch the “OK” button.
- Note: If the message “Print Write In Candidates?” appears on the screen, touch the “YES” button. The Zero Total report will print.
- “Need Another Copy?” will appear. Touch the “NO” button, “Close Printer Hardware” screen will appear.
- Affirm that the zero total report for all voting units contains zeroes for all candidates and issues.
 - If not, immediately call the Board of Elections and do not continue set-up with that particular voting unit.*
- Then touch the “Start Take Up” button and report will roll into the canister.
- When the signature line is over the metal plate, touch the “Stop Take Up” button if paper is still rolling.
- Two Precinct Election Officials, a Democrat and Republican, must sign the zero total report.
- Place the security seal on the canister and record the number on the Voting Unit Activity Log Form.
- Touch the “OK” button. The “Insert Card to Begin Voting” screen will appear.
- Close and lock the Printer Module Lid.
- Lock Memory Card Door.
- Place seal on Memory Card Door and record the number on Voting Unit Activity Log Form.
- This voting unit is now ready for voters.

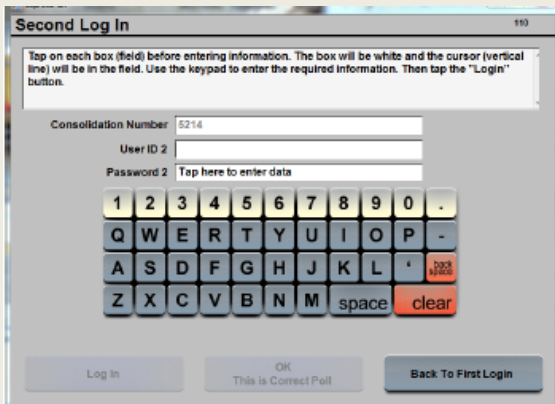
VERIFYING ZERO BALLOTS ON THE ELECTRONIC POLL BOOK



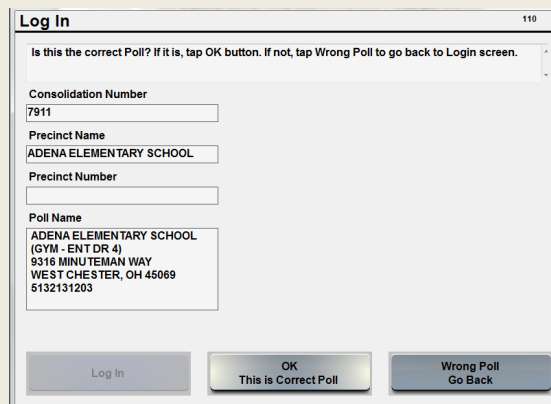
Step 1. Check to ensure power strip is turned on. Lift the flap on the top of the tablet to access the power button. Touch Launch Express Poll.



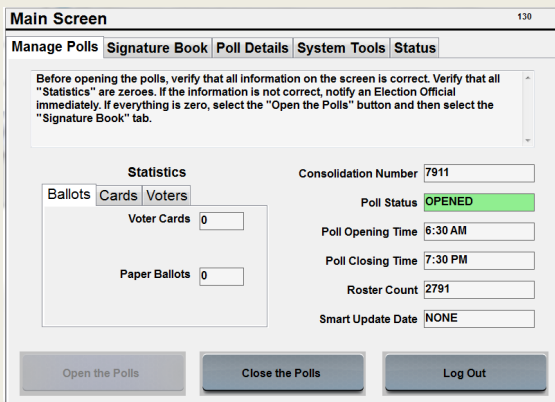
Step 2: LS enters Consolidation number, User ID and Password from log in sheet in Red LS Folder.



Step 3: DJ enters User2 ID and Password 2 from log in sheet in Green DJ Folder.



Step 4: Confirm polling place is correct. Touch OK. Receipt will print. Place receipt in White Paperwork Binder.



Step 5: The Manage Polls screen will appear. Confirm 0 ballots issued before touching Open the Polls. Call the Board at 785-6699 immediately there are any ballots issued.

Once 0 ballots are confirmed, the LS will connect the network cables so the electronic pollbooks can communicate to one another.

When the network cables are connected and your LS confirms the network is working, touch Signature Book and then Find Voters.

You are now ready to begin processing voters.

4

Part Four: Polls Open



Polls Open
33

DID YOU KNOW

Passports, Social Security cards, birth certificates and BOE notices aren't valid ID for voting.



DID YOU KNOW

Votes cast in the wrong polling location cannot be counted under Ohio law. If a voter is at the wrong location, send them to the right place.

TYPES OF VOTERS

REGULAR VOTERS

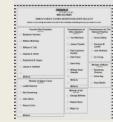
Any voter who meets all of the following requirements:

- Name and address current in pollbook
 - ◆ *UNLESS:*
 - Voter has legal proof of name change; or
 - Voter moved within same precinct
- Is at correct polling location
- Has no Red Code in electronic poll book
- Has proper identification (see below)



Voter Identification can be any one of the following items, as long as it contains the voter's current name and address. NOTE: A license or state ID can't be expired; other items cannot be older than one year:

- Ohio Driver's License (*may have old address*)
- Ohio State ID Card (*may have old address*)
- Military ID (*may not have address*)
- Bank Statement (*on smart phone OK*)
- Utility Bill (*on smart phone OK*)
- Government Check
- Paycheck
- Other government document
- College/University document
- Car registration
- Hunting/Fishing license
- Concealed Carry license



See the Appendix on page 71-73 for more details about voter identification.

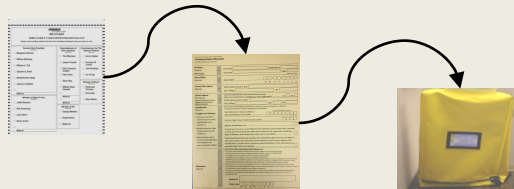
Remember: Regular voters may vote electronically or on paper.

PROVISIONAL VOTERS

Any voter who can't be confirmed at the polling place because:

- Has no proper identification
- Has moved to new precinct and didn't update registration
- Has changed name and doesn't have legal proof
- Has Red Code indicating absentee ballot issued or Voter Notification Card returned undeliverable
- Is at wrong polling location and refuses to go to correct location
- Is not listed anywhere in the electronic poll book

Provisional voters must vote on paper and complete yellow envelope.



PROCESSING VOTERS USING THE ELECTRONIC POLL BOOK

The following pages contain step-by-step guidelines for processing different types of voters on the electronic poll book, including the Voter Processing flow chart that you'll also find on the back of this manual. You may find it useful to refer to this chart to help guide you.

Remember some key guidelines when processing voters:

- Ask the voter for his/her name and address. Do not immediately ask for ID.
 - ? *Why not just ask for ID to get the voter's name and address that way?*
 - ☑ Because the voter's ID may not have his/her current name and address.
- After you've located the voter in the roster and opened his/her voter record, read the voter's date of birth to the voter.
 - ? *Why do we have to read the date of birth?*
 - ☑ It's a best practice to ensure you have opened the correct voter record and are processing the correct voter.
 - ☑ Husbands are sometimes mistaken for wives, juniors are sometimes mistaken for seniors. By verifying the date of birth, you can prevent these errors from occurring.
- You and your partner are a team. The second judge serves as the second check—ensuring the correct voter is processed by helping confirm the date of birth, ID, and signature. Always work together to ensure every voter is processed correctly and every eligible vote counts.

The chart on the next page illustrates how to process voters. We'll begin at the top, and work through the diagram step-by-step using the electronic poll book to process voters.

Check-In Table
Judges

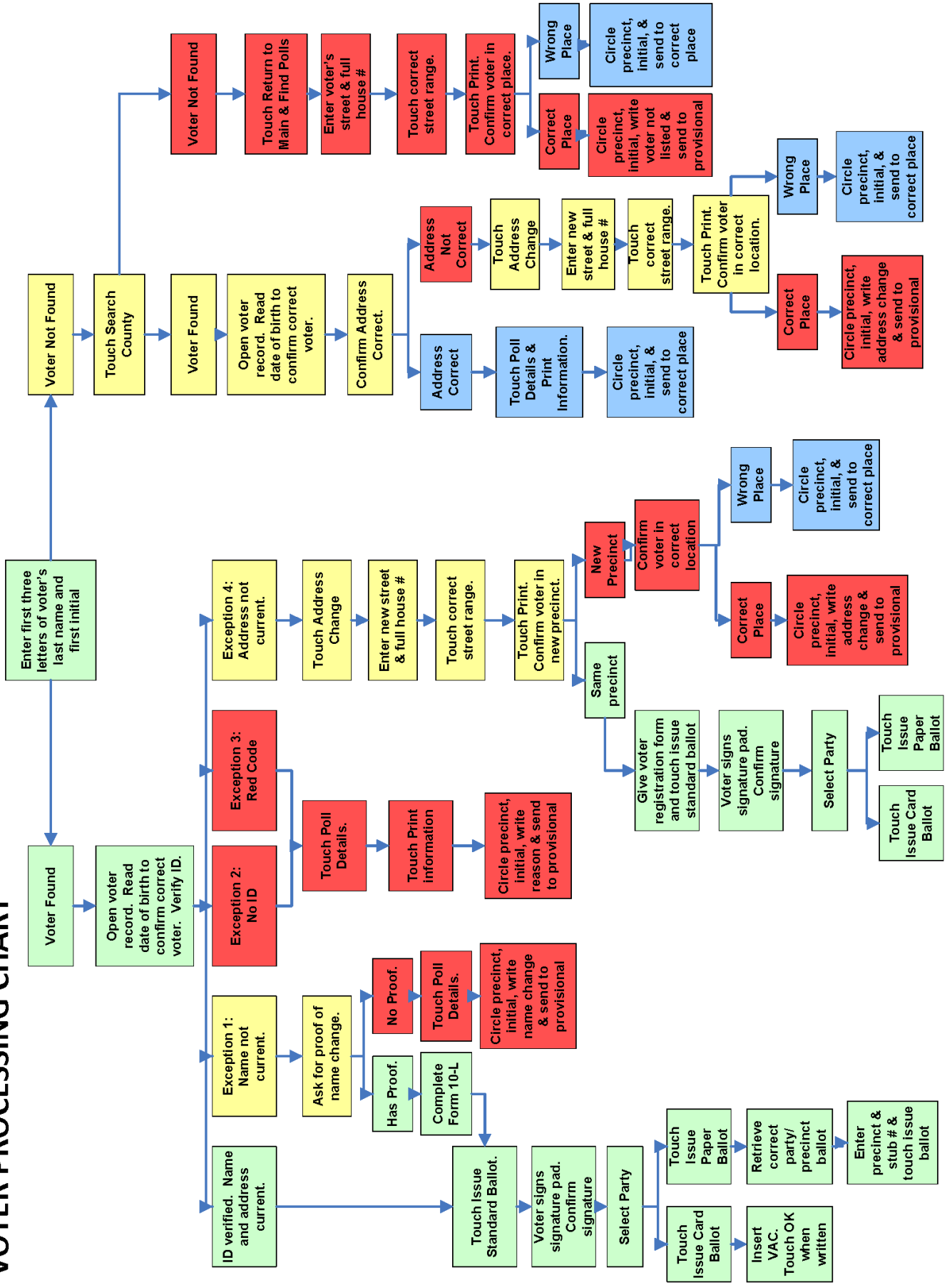
Polls Open
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DID YOU KNOW

Teamwork and second checks are the key to running elections. Everything at the Board of Elections is handled by a team of two staff of opposite parties to ensure there is no mistake that could impede a voter from voting. As PEOs, you also should work as a team and double check one another.

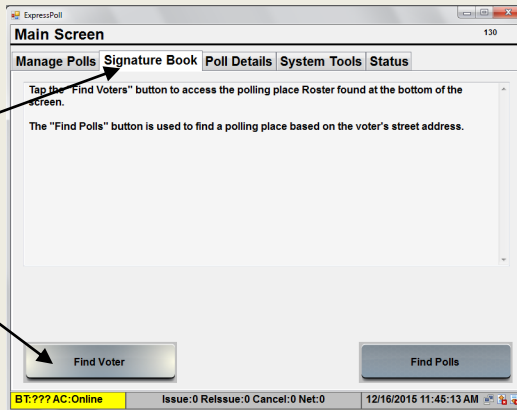
VOTER PROCESSING CHART



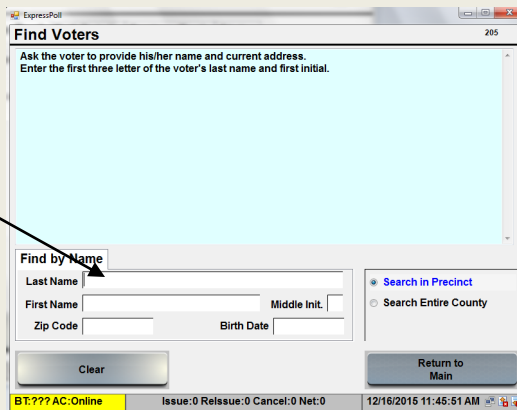
STEP ONE—ASK VOTER FOR NAME AND CURRENT ADDRESS

On the Main Screen, Touch the Signature Book tab.

Touch Find Voter.

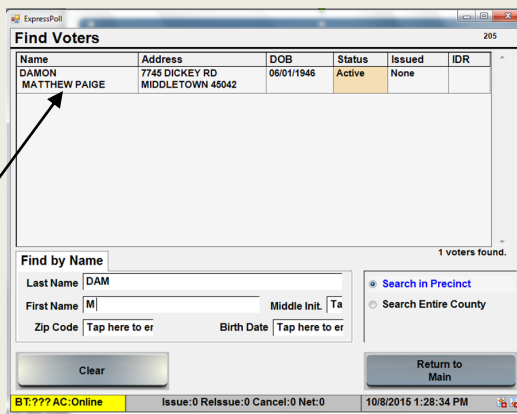


Enter the first three letters of the voter's last name and first initial.



Locate the voter's name in the list above.

- Voter Found: Touch the voter's name to open the Voter Record.



DID YOU KNOW

If you don't locate your voter, see page 41-42 for step-by-step guide-lines.

STEP TWO: VERIFY THE VOTER

Voter Record

DAMON MATTHEW PAIGE 7745 DICKEY RD MIDDLETOWN 45042 Address Change

Voter Details History Poll Details

Read voter's date of birth to confirm correct voter and ask for ID. Verify voter's name and address matches ID, or just name if Drivers License or State ID. If name and address match, touch issue standard ballot. If the name and address DOES NOT match,

Precinct: MADISON1 DOB: 8/1/1946 Status: Active Party: NO PARTY Issued: None

Comments

Issue Standard Ballot Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 1:34:50 PM

Read the voter's date of birth to confirm you've opened correct voter's record.

Ask for ID and verify name and address match.

- Everything matches, touch Issue Standard Ballot.

Voter Record

DEGENERES ELLEN LEE 6921 FRANKLIN MADISON RD MIDDLETOWN 45042 Address Change

Voter Details History Poll Details

Read voter's date of birth to confirm correct voter and ask for ID. Verify voter's name and address matches ID, or just name if Drivers License or State ID. If name and address match, touch issue standard ballot. If the name and address DOES NOT match,

Precinct: MADISON1 DOB: 3/9/1984 Status: Active Party: NO PARTY Issued: None

Comments

Issue Standard Ballot Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 2:05:52 PM

Exception 1: Name Change

If name doesn't match, ask for legal proof of name change (marriage license/ court order).

Has proof:

- Voter is Regular. Give voter Form 10-L to complete and touch Issue Standard Ballot.

Does Not Have proof:

- Voter is Provisional. Touch Poll Details and Print Information. See page 43 for more information.

Voter Record

EASTWOOD CLINTON JR 6518 WINFIELD LN MIDDLETOWN 45042 Address Change

Voter Details History Poll Details

VOTER NOTIFICATION CARD UNDELIVERABLE VOTE PROVISIONAL BALLOT ONLY

Precinct: MADISON2 DOB: 1/4/1975 Status: VNC Party: NO PARTY Issued: None

Comments

Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 2:41:50 PM

Exception 2 and 3: No ID or Red Code in Voter Record

- Voter is Provisional. Touch Poll Details and Print Information. See page 43 for more information.

Polls Open
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STEP TWO—VERIFY VOTER (Continued)

Exception 4: Address Mismatch

The address voter gave you or address on ID doesn't match the voter record.

If address on record is correct & ID is Driver's License or State ID

- Voter is Regular. The address on a driver's license/state ID does not have to be current. Touch Issue Standard Ballot.

If Voter Has Moved:

- Voter may be Provisional. Touch Address Change. Further instructions on page 35.

STEP THREE—CONFIRM SIGNATURE

Direct the voter to sign the signature pad. Signature will appear. Confirm it adheres to file and touch Accept Signature.



DID YOU KNOW

The following party ballots are available in the March primary:

- Democrat
- Republican
- Green
- No Party/Issues Only

STEP FOUR: SELECT PARTY AND BALLOT

Ask the voter which party ballot he/she would like. Touch the corresponding Party or Issues Only.

Touch Issue Card Ballot. Insert a Voter Access Card into upper right of poll book, wait for card to write, touch OK and remove. Hand card to voter and direct to open voting unit.

If voter requests a paper ballot, Touch Issue Paper Ballot.

For Paper Ballot Voters Only:
Use the notepad at your table to write the voter's precinct number and party. You or partner retrieve the corresponding paper ballot from Ballot Table.

Enter the Precinct and Stub Number into space. Touch Issue Paper Ballot.

Polls Open
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EXCEPTION 4—ADDRESS CHANGE

For voters who've moved, touch Address Change. The Assign Voter Precinct screen appears.

Enter the first few letters of voter's new street name and full house number.

The voter's new street name and house number should appear in list above. Touch street name to open Poll Details.

Touch Print Information to print receipt with voter's new precinct number. Circle Precinct and touch Go Back.

Touch the voter's name to re-open Voter Record. Look at old precinct.

If precinct did not change:

- Voter is Regular. Touch Issue Standard Ballot. Give voter a registration form to complete as well.

If new precinct:

- Voter is Provisional. Write Address Change as reason, hand receipt to voter and send to provisional table.

Assign Voter Precinct

Type in the voter's street and house number. Verify the street range and touch correct street name and range. The voter's polling place and precinct number will appear. Verify the voter is in the correct polling location.

Touch "Print Information", circle the voter's precinct number, hand the receipt to the voter and direct them to the PROVISIONAL TABLE. If the voter is in the incorrect polling place, hand voter the receipt, and direct him/her to the correct polling place.
REMEMBER: THE VOTER MUST VOTE IN THE CORRECT PRECINCT IN ORDER FOR HIS/HER PROVISIONAL BALLOT TO COUNT.

Remember you may have to use (N,S,E,W) PRE or Post Directions to find some streets.

Street:

House # Tap here Apt. # Tap here

Zip Code Tap here to enter

Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 12/16/2015 1:08:43 PM

Assign Voter Precinct

Street	House No.	Apt No.	Side	Precinct
HAMILTON NEW LONDON RD HAMILTON 45013	775 to 775		B	HAM22WD1 HCS

1 Streets Found

Street HAM

House # 775 Apt. # Tap here

Zip Code Tap here to enter

Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 12/16/2015 1:12:31 PM

Print Information

Consolidation Number: 8163

Precinct Name: RIDGEWAY ELEMENTARY SCHOOL

Precinct Number: HAM22WD1 HCS

Poll Name: RIDGEWAY ELEMENTARY SCHOOL (GYM)
267 WASSERMAN RD
HAMILTON, OH 45013
5134821266

Print Information

Street: HAMILTON NEW LONDON RD, 775 to 775

Voter Name: DAS, MALABIKA

Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 12/16/2015 1:13:31 PM

Voter Record

DAMON MATTHEW PAIGE 7745 DICKEY RD MIDDLETOWN 45042 Address Change

Voter Details History Poll Details

Read voter's date of birth to confirm correct voter and ask for ID. Verify voter's name and address matches ID, or just name if Drivers License or State ID. If name and address match, touch issue standard ballot.

If the name and address DOES NOT match,

Precinct: MADISON1 DOB: 6/1/1946 Status: Active Party: NO PARTY Issued: None

Comments

Issue Standard Ballot Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 1:34:50 PM

IF VOTER NOT FOUND

ExpressPoll
Find Voters 205

-- PRECINCT -- NO Voters were found. Check the name spelling or widen the search to county wide by tapping the "SEARCH COUNTY" button.

Find by Name
Last Name | WAH |
First Name | M | Middle Init. | Ta |
Zip Code | Tap here to er | Birth Date | Tap here to er

Search in Precinct
Search Entire County

Clear Return to Main

BT:??? AC:Online Issue:0 Relissue:0 Cancel:0 Net:0 10/8/2015 2:30:39 PM

If your voter does not appear in the initial Find Voters search, touch Search Entire County.

ExpressPoll
Find Voters 205

Name	Address	DOB	Status	Issued	IDR	Host
WALCOTT MARK T	7075 WATSEEDGE LN APT 114	05/18/1963	Active	None		Done
WALDEN MARK C	5310 PARKSIDE CT HAMILTON 45011	12/21/1970	Active	None		Done
WALKER MARK R	513 EDGEHILL DR OXFORD 45056	06/15/1980	Active	None		Done
WALKER MARK R	3275 REFLECTION PT HAMILTON 45011-094	09/06/1984	Active	None		Done
WALKER MARKITA	2674 OPAL CT MIDDLETOWN 45044	06/18/1955	Active	None		Done
WALL MARK ANDREW	1104 GAGE DR MIDDLETOWN 45042	05/31/1978	Active	None		Done

12 voters found.

Find by Name
Last Name | WAL |
First Name | MARK | Middle Init. | Ta |
Zip Code | Tap here to er | Birth Date | Tap here to er

Search in Precinct
Search Entire County

Clear Return to Main

BT:??? AC:Online Issue:0 Relissue:0 Cancel:0 Net:0 12/16/2015 1:39:13 PM

Voter's Name Found in Search County: Touch to open the Voter Record.

Read date of birth to voter to confirm you have correct voter. Verify if address is current.

Polls Open 41

ExpressPoll
Voter Record 260

HEPBURN AUDREY KATHLEEN 7566 MIDDLETOWN GERMANTOWN RD Address Change

Voter Details History Poll Details

Read voter's date of birth to confirm correct voter and ask for ID. Verify voter's name and address matches ID, or just name if Drivers License or State ID. If name and address match, touch issue standard ballot.

If the name and address DOES NOT match,

Precinct | MADISON1 | DOB | 12/14/1957 | Status | Active |
Party | REPUBLICAN | Issued | None |

Comments

Issue Standard Ballot Go Back

BT:??? AC:Online Issue:0 Relissue:0 Cancel:0 Net:0 10/8/2015 2:11:30 PM

If Address Current:
• Touch Poll Details and print information. Send voter to correct location.

If Address Not Current:
• Touch Address Change and see instructions on page 40.

EXCEPTION 5—VOTER NOT FOUND (CONTINUED)



If the voter is still not found after touching Search Entire County, touch Return to Main and then touch Find Polls.

Name	Address	DOB	Status	Issued	IDR
WAHBA MICHAEL MATTHEW	207 W COLLINS ST APT 1	02/06/1988	Active	None	
WAHL MICHAEL ANTHONY	884 SOUTHWIND DR FAIRFIELD 45014	05/10/1962	Active	None	
WAHOFF MARGARET MARY	1383 PARKWAY CT FAIRFIELD 45014	08/17/1970	Active	None	

3 voters found.

Find by Name
 Last Name: [WAH] | First Name: [M] | Middle Init.: [Ta]
 Zip Code: [Tap here to er] | Birth Date: [Tap here to er]

Search in Precinct
 Search Entire County

Buttons: Clear, Return to Main

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 2:31:22 PM

On the Find Polls and Streets screen, enter the first few letters of the voter's street name and full house number.

Find Polls and Streets

Tap the Street name to view the Precinct for that street.

Street: []
 House #: [Tap here]
 Zip Code: [Tap here to er]

Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 2:35:49 PM

Voter's street name and house number should appear in list above. Touch street name to open Poll Details.

Street	House No.	Apt No.	Side	Precinct
THOMAS RD	7940 to 7940		B	MADISON1

1 Streets Found

Street: [THO] | House #: [7940] | Zip Code: [Tap here to er]

Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 2:36:23 PM

Touch Print Information. Confirm voter in correct location. Circle precinct number, write Voter Not Listed as reason, and send to the provisional table.

Consolidation Number: 7570

Precinct Name: POASTTOWN FIRST CHURCH OF G

Precinct Number: MADISON1

Poll Name: POASTTOWN FIRST CHURCH OF GOD (REAR BLDG - GYM) 6376 GERMANTOWN RD MIDDLETOWN, OH 45042 6133791215

Print Information

Street: THOMAS RD, 7940 to 7940

Go Back

BT:??? AC:Online Issue:0 Reissue:0 Cancel:0 Net:0 10/8/2015 2:38:25 PM

DID YOU KNOW

If you can't locate a voter in the poll book, that does not mean he or she isn't registered in the state of Ohio and therefore not eligible to vote.

By searching their address, you can identify which precinct they live in to ensure they vote the correct provisional ballot.

Never tell a voter that he or she can't vote.

Polls Open 42

POLL DETAILS

The screenshot shows the ExpressPoll Voter Record interface. At the top, there are fields for the voter's name (EASTWOOD CLINTON JR) and address (6518 WINFIELD LN, MIDDLETOWN 45042), with an 'Address Change' button. Below this, there are three tabs: 'Voter Details', 'History', and 'Poll Details', with 'Poll Details' selected and circled. The main content area displays the following information:

- Consolidation Number: 7570
- Precinct Name: POASTTOWN FIRST CHURCH OF GOD
- Precinct Number: MADISON2
- Poll Name: POASTTOWN FIRST CHURCH OF GOD (REAR BLDG - GYM) 6376 GERMAN TOWN RD MIDDLETOWN, OH 45042 5133791215

At the bottom of the form, there are two buttons: 'Print Information' and 'Go Back'. The status bar at the very bottom shows 'BT: ??? AC: Online', 'Issue: 0 ReIssue: 0 Cancel: 0 Net: 0', and the date/time '10/8/2015 2:42:19 PM'.

The Poll Details tab is used to print receipts for voters in your poll book who must vote a provisional ballot.

Touch Print Information to print a receipt.

PROVISIONAL RECEIPTS

- Remember to always circle the voter's precinct number, write the reason for the provisional ballot, and initial the receipt with your partner.
- Reasons for the provisional include:
 - ⇒ Abs Issued (Red code, absentee ballot issued)
 - ⇒ VNC (Red code, Voter Notification Card returned undeliverable)
 - ⇒ No ID (voter did not have valid identification)
 - ⇒ Address Change (voter has moved to a new precinct)
 - ⇒ Name Change (voter has changed name and had no legal proof)
 - ⇒ Voter Not Listed (voter not listed anywhere in the poll book)
- Remember to also verify the voter is in the correct location. Any voter in the wrong location must vote in the correct place or his/her vote won't count.
- Hand the receipt to voter and send to the provisional table—or to the correct location.

17-YEAR-OLD VOTERS IN A PRIMARY

A 17-year-old who will turn 18 before the next general election is eligible to vote in a primary on candidate nominations. 17-year-old voters will be marked in your poll book.

Key Guidelines for 17-year-old Voters:

- They must vote a paper ballot. Process as you would any other regular voter requesting a paper ballot. They do not have to vote a provisional ballot.
- Due to the Special Congressional Election on June 7, you must look at the voter's date of birth when issuing a ballot. For any 17-year-old voter whose date of birth is June 7 or sooner, write June 7 in the space designated on the Seventeen-Year-Old envelope. This will flag that voter as eligible to vote in the Special Congressional Primary. For 17-year-old voters with a birthdate after June 7, write November 8 in the space provided.
- Give them a 17-year-old envelope in which to place their voted ballot. The Board will need to inspect their ballots before tabulating to ensure they did not vote on races or issues for which they aren't eligible.
- Give them 17-year-old ballot instructions with their ballot. These instructions detail what races on which they are eligible to vote.

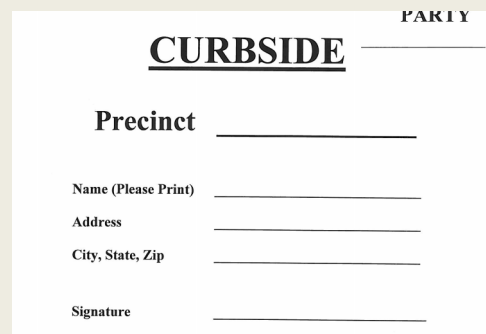


PRECINCT _____
PARTY _____
**SEVENTEEN
YEAR OLD**

CURBSIDE VOTERS

If a person approaches and informs you that he/she has a voter who must vote from his/her car at the curb, follow these steps to assist that voter:

- ✓ Ask for the voter's name and address. Enter the first few letters of the voter's last name, followed by first initial.
- ✓ Find the voter's name on the list of voters at the top of the screen. Touch the voter's name to open his/her record.
- ✓ Verify the address is correct and voter is at correct location.
- ✓ Write the voter's precinct number on the curbside envelope.
- ✓ Two judges of opposite parties take the voter the curbside envelope to complete. (Touch "Go Back," then touch "Clear" to continue processing voters on your electronic poll book.)
- ✓ When the Precinct Election Officials return with the completed curbside envelope, enter the voter's last name and first initial. Touch the voter's name to reopen the voter record.
- ✓ Verify address matches the address on the curbside envelope.
- ✓ Touch "Issue Standard Ballot."
- ✓ Verify that signature on file matches the signature on the curbside envelope. Touch "Signature Entered on Paper."
- ✓ Touch "Select Paper Ballot."



PARTY _____
CURBSIDE _____
Precinct _____
Name (Please Print) _____
Address _____
City, State, Zip _____
Signature _____

CURBSIDE VOTERS (CONTINUED)

- ✓ You or your partner take the envelope to the ballot table to get the correct precinct and party ballot. When the ballot is returned, verify it is the correct precinct and party, then enter the stub number (Example: ROSS20001) into the electronic poll book. Touch “Issue Paper Ballot,” touch “OK”
- ✓ Two Precinct Election Officials of opposite parties return to the voter at the curb with the envelope and ballot and a black pen. After the voter is finished voting and seals his/her ballot in the envelope, the Precinct Election Officials return and place the voted ballot and envelope in the yellow bag at the ballot table.

VOTERS WHO NEED ASSISTANCE

Voters needing assistance reading/marking the ballot due to blindness, disability or illiteracy may ask for assistance from the individual of their choice with the exception of:

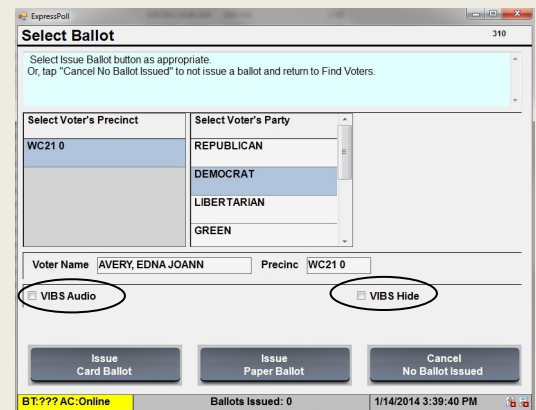
- Their employer
- An agent of their employer
- An office or agent of their union
- A candidate on the precinct’s ballot

Voters may also receive assistance from two poll workers, each from a different political party.

VOTERS WITH VISUAL IMPAIRMENT

Voters who are visually impaired will require a special ballot in order to use the Visually Impaired Ballot Station (VIBS) – Unit 0. Follow these steps for a regular voter with proper ID to create a ballot to be used on the VIBS voting unit.

- ✓ After accepting the voter’s signature, touch the “Audio Ballot” box above the “Issue Voter Access Card” button. Ask if the voter would like the ballot hidden, if yes then touch “Hide Ballot” box. Then touch “Issue Voter Access Card” button. **Creating this card will allow the voter to utilize the headset and keypad to listen to the ballot and record their votes with the keypad on the Visually Impaired Ballot Station (VIBS), also known as Machine 0 in all locations.*
- ✓ Insert Voter Access Card; touch “OK,” remove card and give to Voter.
- ✓ Direct the voter to Unit 0. Assist the voter if requested in locating Unit 0.
- ✓ If a voter card is inserted into a voting machine with the “Hide Ballot” option selected, all that will appear on the screen is a large red box with word “Cancel” in the middle. Do not touch the cancel box unless you need to cancel the ballot.



USING THE VISUALLY IMPAIRED BALLOT STATION

The following illustrate the keypad functions of the keypad on the Zero Unit, or Visually Impaired Ballot Station. Refer to these if a voter with a visual impairment requests assistance voting on the Zero Unit.

AUDIO BALLOT KEYPAD FUNCTIONS
Voting a Ballot

1 Decrease volume (at any time)	ABC 2	DEF 3 Increase volume (at any time)
GHI 4 Return to previous candidate or race OR Review ballot	JKL 5 Select / cancel candidate	MNO 6 Advance to next candidate or race
PQRS 7 Continue voting (returns to top of race)	TUV 8	WXYZ 9 Review or confirm votes on Cast Ballot
* Decrease playback speed (at any time)	0 Repeat instructions (at any time)	# Increase playback speed (at any time)

*Voter must listen to all candidates to proceed to the next race
Review Ballot is an option only after Cast Ballot*

Polls Open
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Entering a Write-in Vote

1 Spaces between names	ABC 2	DEF 3
GHI 4 Return or review	JKL 5 Cancel vote for write-in candidate	MNO 6 Advance to next candidate or race
PQRS 7 Continue entering write-in candidate	TUV 8	WXYZ 9 Confirm vote for write-in candidate
* Delete entries	0 Accept entries and vote for this write-in candidate	# Cancel write-in vote

*Spell name using keys 2 – 9 to select letters assigned to each key
(e.g. to select "C", press "2" three times, then press "0")*

VOTERS WHO ARE IN WHEELCHAIRS OR WHO HAVE MOBILITY IMPAIRMENTS

KEY GUIDELINES

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

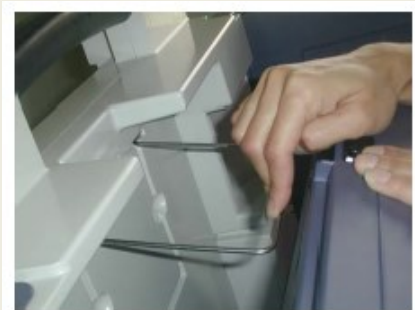
POSITIONING A VOTING UNIT FOR A VOTER IN A WHEELCHAIR



1. Depress and hold the button on the back center support rod to bring the touch screen to a more up-right position



2. Depress and hold the black latch release button on top of the voting machine tablet and bring the tablet forward.



3. Bring the wire support bracket up and snap into back of voting machine tablet.

Unit is ready for a voter in a wheelchair.



SPECIAL BALLOT CONSIDERATIONS

WRITE-IN CANDIDATES

The Board of Elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates' names do not appear on the ballot, whether printed or electronic, but voters may write in names from this list if they choose. This list is not to be posted, but it must be shown to voters if they request to see it. Keep this list face down on both the check-in table and provisional table.

SPLIT PRECINCTS

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

It is very important that a voter receives the correct ballot for his/her split, as there are candidates and issues specific to the district in the split precinct.

- ⇒ If a Regular Voter in a split precinct requests a paper ballot, two precinct election officials should verify that the correct ballot is given. The correct precinct number will be in the voter's record in the electronic signature poll book.
- ⇒ If a Provisional Voter votes in a split precinct, two precinct election officials should verify that he/she receives the correct ballot. Verify that the precinct on the receipt from the electronic signature poll book matches the ballot.

Provisional Table Judges

Polls Open
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DID YOU KNOW

Having to vote a provisional ballot can be unnerving or intimidating for some voters. As a Provisional Judge, you should do everything you can to make this process as simple for the voter as possible.

PROCESSING PROVISIONAL VOTERS

REASONS FOR A PROVISIONAL BALLOT

Under Ohio Law, voters' whose eligibility to vote can't be confirmed at the polling location must cast a provisional ballot. Situations in which a provisional ballot is required include:

- The voter's name is not listed anywhere in the electronic poll book.
- The voter has changed his or her name and is unable to provide the legal proof required to complete form 10-L.
- The voter has moved into your precinct but did not update his or her registration with the Board of Elections.
- A message appears in the electronic poll book stating that the voter requested an absentee ballot (Red Code).
- A message appears in the electronic poll book stating that a Voter Notification Card was returned as undeliverable (Red Code).
- The voter is unable or refuses to provide a valid ID.
- The voter's eligibility to cast a ballot has been challenged by the poll workers, and the voter refuses to make the required statement (Form 10-U).

PROCESSING PROVISIONAL VOTERS CHECK LIST

- Ask the voter for the receipt he/she received at the check-in table. Make sure the check-in judge has marked a reason for the provisional ballot. (If the voter has no receipt, walk the voter back to the check-in table to be processed).
- Refer to the precinct circled on the receipt and retrieve the corresponding precinct provisional envelope. Have your partner provide a second check to confirm you have the correct precinct envelope.
- Direct the voter to complete the envelope, making sure the voter provides the following information:
 1. Full name (printed)
 2. Date of Birth
 3. Current Address, including full house number
 4. Former Address, if voter has moved
 5. Last four digits of the voter's Social Security Number OR Full 8 digits of Ohio Driver's License or State ID Number OR SHOW and CHECK one of the following:
 - Military Identification Card
 - Current utility bill, bank statement, government check, paycheck, or other government document containing current name and address.
 - A form of photo identification (except U.S. Passport)
 6. Voter's signature and date



PROCESSING PROVISIONAL VOTERS CHECK LIST (CONTINUED)

- Check each of the six sections of the provisional envelope to ensure the voter provided all required information.

Remember: If a voter cannot or refuses to provide the last four digits of his/her Social Security Number, and has no other valid form of identification, he/she must present valid identification at the Board of Elections Office within seven days after Election Day in order for his/her vote to count.

- Give the completed envelope to your partner to provide a second check to ensure the voter completed every required section.
 - ✓ Remember to check the voter's current address to ensure he/she provided a house number and street name.
- Tape the receipt to the back of the completed envelope.
- Ask the voter which party ballot he/she would like. Record the voter's party next to the precinct name in the upper right of the provisional envelope.
- You or your partner take the provisional envelope to the Ballot Table to retrieve the correct precinct and party ballot. Double check to ensure the correct precinct ballot is received.
- Print the voter's name, address, precinct number, party, and Ballot Stub Number, in the spaces provided in the Provisional Signature Poll Book.
- Direct the voter to sign the Provisional Signature Poll Book.
- Hand the voter the completed provisional envelope and blank ballot. Give the voter a black pen and direct the voter to the voting tables to vote his/her ballot. Instruct the voter he/she may place the voted ballot into the provisional envelope and cast it into the Yellow Bag at your table when finished.
- When the voter casts his/her ballot, give the voter a Provisional Ballot Notice (Form 12-H) and "I Love Voting" Sticker.
- Record the voter's name on the Provisional Voters List to be posted at 11am and 4pm.

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

DID YOU KNOW

Poll worker error can sometimes be the reason that a Board of Elections is unable to count a voter's provisional ballot. To reduce the chances that you or the voter make a mistake in completing the Provisional Ballot Identification Envelope, take your time and use your partner to provide a second check to ensure that every necessary blank on the envelope is completed.

SAMPLE COMPLETED PROVISIONAL ENVELOPE

Form No. 12-B Prescribed by the Secretary of State (06/03/2014)

Provisional Ballot Affirmation

R.C. 3503.16; 3505.18; 181; 182; 183.

Precinct: Ross4 Party:

Full Name

Required

1

First name John Middle Name

Print clearly.

Last name Doe Suffix

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

1. Voter prints full name

Date of Birth

Required

2

Date of Birth 01/01/1950

M M D D Y Y Y Y

2. Voter writes date of birth.

Current Ohio address

Required

3

Street address (not P.O. Box) 1 Main Street

City / Village Hamilton ZIP 45013

3. Voter writes current address.

Former address

Not required

4

If you do not complete this step, it will not cause your ballot to be rejected.

Have you moved without updating your voter registration? YES NO

If you do not provide your former address it will not cause your ballot to be rejected.

Street address (not P.O. Box) 2 Elm Street

City / Village Fairfield State OH ZIP 45014

4. Voter checks box if moved and may provide former address.

Identification

Required

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

Do **ONE** of the following:

- Write your full Ohio driver's license or state identification card number, or
- Write the last four digits of your Social Security number, or
- Check the box next to the form of identification you showed to the precinct election official.

Your Ohio driver's license number or state identification card number.....

2 letters followed by 6 numbers

Last four digits of your Social Security number 0011

5

Military identification card

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

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

5. Voter writes write DL or State ID Number, OR Last 4 digits of SS#, OR checks the box indicating which ID they are showing you.

Affirmation

Required

6

I solemnly swear or affirm, under penalty of election falsification, that:

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

Signature X

John Doe

Today's date

11/04/2014

M M D D Y Y Y Y

6. Voter signs name

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

MANAGING THE POLLING LOCATION

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

WHO IS PERMITTED IN THE POLLING LOCATION

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

WHO IS PERMITTED IN THE POLLING LOCATION WITH CREDENTIALS

- Poll observers who have a certificate of appointment (see below for more information about Observers);
- Runners and other credentialed Board of Elections personnel;
- Credentialed members of the media (please notify the Board of Elections);
- On-duty police officers assigned to a location by the Board of Elections;
- Employee(s) of the facility housing the polling location.

WHO IS NOT PERMITTED IN THE POLLING LOCATION

- Candidates or campaign workers who are campaigning or electioneering;
- Pollsters;
- Anyone of voting age who is not voting, who does not have credentials, and is not viewing the official Precinct Voter Registration List that shows who has voted.

POLL OBSERVERS

Poll observers are appointed by political parties, groups of candidates, or issue committees to observe the conduct of the election. If an Observer arrives, your Location Supervisor will confirm his/her appointment and administer the oath. (The Observer's Oath may be found in the Appendix on page 74). Observers are allowed to be in the polling location before, during and after hours of voting. Observers must not interfere with Precinct Election Officials doing their jobs or otherwise slow down the operation of the polling location or interact with voters in a manner that interferes with or disrupts an election. Please contact the Board of Elections for instructions if this situation arises.

Location
Supervisors

Polls Open
52



DID YOU KNOW

All electioneering must remain out of the 100-ft neutral zone. Candidates and their supporters must remain outside of the flags marking the 100-ft zone. Call the Board of Elections if you experience any difficulty with a candidate or campaign worker.



DID YOU KNOW

Place your 11am and 4pm posting lists in a conspicuous place so candidates and campaign workers may easily access the lists without disturbing voters.

And don't forget to call the Board of Elections at 513-887-3700 to report your turnout totals.

VOTING UNIT TIME LIMITS

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

If a voter seems to be taking an unusually long period of time while in the voting compartment, two precinct election officials of different political parties may inquire, in a polite and professional manner, if the voter requires assistance.

RECORD KEEPING

Location Supervisors should document events at the polling location, especially any events that impact any Precinct Election Official's ability to administer the election. Be sure to report anything to your Location Supervisor so they may document in the Judges Comments to keep good records.

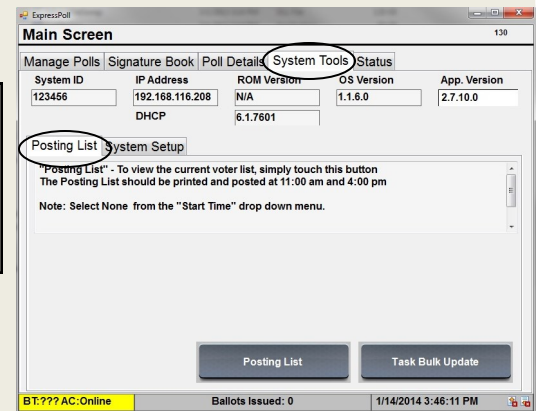
POSTING THE VOTED LISTS AT 11AM AND 4PM

At 11:00 a.m. and 4:00 p.m. Post *both* the Electronic and Provisional Voters Lists.

The Check-In Judge at the Electronic Poll Book furthest from the entrance should print the Posting List at 11am and 4pm. Follow the instructions below to print.

From the Find Voters screen, Touch "Return to Main" button.
Go to "System Tools" –Tab, then touch the "Posting List" button.

Select Correct Time on the "Start Time" drop down menu.
Touch "Print List" button.
Touch "Close" button.
Touch the "Signature Poll Book" tab (touch "Find Voters" to return to processing voters).



PROBLEMS AND TROUBLESHOOTING

MACHINE PROBLEMS

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

If a problem cannot be resolved promptly or your Location Supervisor is not available (at lunch or on break), close the doors on the voting unit to take it out of service and contact the Board of Elections for further instructions.

WAIT TIME AND BACK-UP PAPER BALLOTS

Situations where Back-up Paper Ballots MUST Be Offered:

- Long Lines
 - ⇒ If the wait time for electronic voting units exceeds 10 minutes, you must announce the availability of paper ballots to voters every half hour until the wait time is reduced to below 10 minutes.
 - ⇒ Location Supervisors are responsible for monitoring the wait time for electronic voting units.
- Problems with Voting Units or Electronic Poll Books
 - ⇒ If electronic voting units malfunction, break down, run out of power, etc., you must offer voters back-up paper ballots.
 - ⇒ If electronic poll books break down and cannot issue voter access cards, first direct the voter to another Check-In Judge. If a voter access card still cannot be provided, you must offer voters back-up paper ballots.

Situations where Backup Paper Ballots MAY Be Offered:

- Voter Preference:
 - ⇒ Regular Voters may opt to vote a paper ballot. Precinct Election Officials are not required to ask each voter whether or not he/she would like a paper ballot. And remember, a Regular Voter requesting to vote on paper does not need to complete a Provisional Envelope or sign the Provisional Signature Poll Book.

Key Reminders Concerning Back-Up Paper Ballots:

- Backup paper ballots cast for any of the reasons listed above are NOT provisional ballots and are not to be placed in provisional ballot envelopes.
- Voted paper ballots should be placed by the voter into the Yellow Bag located at the provisional table.

Call the Board of Elections if your supply of paper ballots runs low. You'll know this when you see the RED notification in your stack of paper ballots.



DID YOU KNOW

Ballot reissues may be needed for the following reasons:

- Wrong ballot issued (precinct, party, type, or ADA)
- Voting Unit problem
- Voting Unit timed out
- Voter error on paper ballot

BALLOT REISSUES

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

Reissue needed because of error in issuing card:

If the reissue is needed for one of the following reasons:

- Needs ADA Ballot issued instead of regular ballot
- Issued ballot for wrong party - primary only
- Issue wrong ballot type (Card vs Paper)

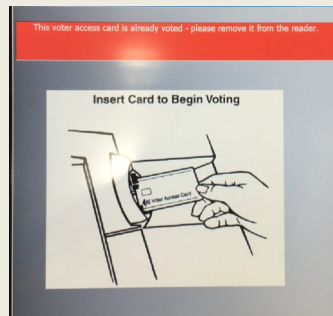
For any of these reasons, take the card back and begin the reissuing process on the electronic poll book (see procedure on page 57).

Reissue needed because of voting unit problem.

If the reissue is needed because the voter reports a problem using a Voter Access Card of electronic voting unit, you must first verify that the voter did not cast the ballot on his/her Voter Access Card.

You and another precinct election official of opposite party must accompany the voter back to the voting unit. Insert the voter's Voter Access Card into the voting unit.

If the voter cast his/her ballot, the message on the screen will display the following:



“This Voter Access Card has already been voted – please remove from the reader.”

If this message appears, the voter should be advised that their vote has already been cast and a new Voter Access Card can **NOT** be provided. You may issue the voter a provisional ballot if the voter insists the ballot did not cast.

If the voter did not cast his/her ballot, or it is clear the Voter Access Card is malfunctioning, you may proceed with a ballot reissue (see procedures on page 57).

Reissue needed because the voting unit timed out

If the voter leaves the voting unit unattended or does not use the touch screen, the voting unit will time out and his/her ballot will be cancelled.

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

If a voter's ballot is cancelled, the following message will display:

“Your ballot has been cancelled. Please remove your Voter Access Card and see the Judge.”

If a voter reports his/her ballot was cancelled, two judges of opposite party should return with the voter to a voting unit and insert the Voter Access Card. The screen will display in Red that the Voter Access Card was cancelled.

Once you have confirmed that the ballot has been cancelled, you may reissue a card to the voter.

NOTE: If a voter walks away without casting his/her ballot on a voting unit, you are not permitted to cast that ballot for the voter. Simply let the unit time out and cancel the ballot on the Voter Access Card.

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

When a voter makes a mistake on a paper ballot, the voter may bring the paper ballot back to you:

Mark “Void” across the front and back of the Ballot leaving Stub A attached. Place Voided Ballot in Soiled and Defaced Envelope (green envelope) at the Ballot Table.

For a Regular Voter voting a paper ballot: Follow the procedures on the next page to reissue a paper ballot in the Electronic Pollbook.

For a Provisional Voter: Locate the voter's name in the Provisional Signature Poll Book. Place a line through the voided ballot number. Enter the new stub number of the new paper ballot under or next to the voided ballot number before giving the ballot to the voter.

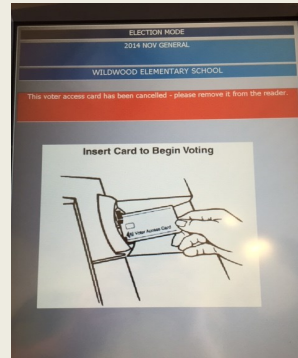
Repeat the process if the Voter needs a third ballot.

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



DID YOU KNOW

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



REISSUING A BALLOT IN THE ELECTRONIC POLL BOOK



DID YOU KNOW

A reason code for the Ballot Reissue is important in helping us track problems on Election Day. Please provide a valid reason code with every ballot reissue.

Polls Open
57

Step 1: Search the voter's name in Find Voters and open the Voter Record. A Red Code will appear noting the voter has been issued a ballot.

Step 2: Touch Re-Issue Ballot. The screen will prompt you for the Supervisor Password, which is located inside the envelope containing Supervisor Cards in the Canister Bag.

Step 3: Select a reason for the reissue from the drop down list at the bottom of the screen.

Note: It is not okay to use Other. Every valid reason for a reissue is listed.

Step 4: Confirm the voter's party is correctly selected. Touch Create Voter Access Card or (Issue Paper Ballot if requested) and proceed as with any other regular voter.

ExpressPoll
Voter Record 260
ANDERS, DENVER A 6771 DICKEY RD
Voter Details
The voter has been issued a ballot.
Precinct MA
Enter your supervisor password using the keypad. Then tap the OK button to proceed.
Password [REDACTED]
OK - Perform Supervisor Function Go Back
Re-Issue Ballot Go Back
BT:??? AC:Online Issue:1 Reissue:0 Cancel:0 Net:1 1/7/2015 11:43:20 AM

ExpressPoll
Select Ballot 310
Select VIBS option, if needed, BEFORE tapping "Create Voter Access Card". If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.
Voter Name ANDERS, DENVER A Precinct MADISON4
Ballot Style 1
Audio Ballot Hide Ballot
Reissue Reason Click dropdown to select reason
Click dropdown to select reason
R1 - Problem with Voting Unit
R2 - Issued ballot for wrong precinct
R3 - Issued ballot for wrong party
R4 - Issued wrong ballot type (Card vs Paper)
R5 - Voter mismarked paper ballot
R6 - Other (Must notify Voting Location Manager)
Create Voter Access Card
BT:??? AC:Online

CLOSING THE POLLS

Polls in Ohio close at 7:30 pm, unless a court order and directive from the Secretary of State provided to you by the Board of Elections requires otherwise.

NOTE: *If there is a long line of voters at your polling place at about 7:00 p.m. (wait time for check-in exceeds 5 minutes), the Location Supervisor at your polling place should assign one Precinct Election Official to hand-carry an electronic poll book through the line to check the voters' names to ensure they are in the correct polling location. This will give the voters adequate time to get to the correct location before the polls close.*

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

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

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

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

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

Tasks that must be completed in closing include:

- ✓ Completing the Ballot Accounting Report;
- ✓ Printing End Total Reports on the Voting Units;
- ✓ Removing and Counting Memory Cards and Canisters and Sealing for Transport;
- ✓ Packing the Voting Units;
- ✓ Packing Electronic Poll Books;
- ✓ Packing all ADA equipment, signs and flags.

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

5

Part Five: Closing the Polls



DID YOU KNOW

If in the rare instance a Court Order is handed down to keep the polls open after 7:30 p.m. follow the instructions in the SOS Precinct Election Official Quick Reference Guide.



BALLOT ACCOUNTING REPORT

Follow the instructions on the form to complete the report.

DID YOU KNOW

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

BALLOT ACCOUNTING REPORT ~ MARCH 15, 2016 PRIMARY ELECTION

*** FOR POLLING LOCATION: _____ ***

Electronic Voting Units

1. Print the Precinct Counts report from the Electronic Pollbook. Touch "Return to Main", then touch the "System Tools" tab. Touch the "Precinct Counts" button. A report of all ballots issued by precinct will print. Locate the Total Cards Issued at the bottom of the report. Record the Total Cards Issued number on line 1 below.
2. Assign two Precinct Election Officials of opposite party to record the total number of card ballots cast on each electronic voting unit on the TSX Ballots Voted Tally Log form located in the Black Folder. Total all the votes cast from the electronic voting units (use the calculator on your phone, if available). Record the total on line 2 below.

Total Cards Issued	Total Card Ballots Voted
1. _____	2. _____
Total from bottom of Precinct Counts	Total from TSX Ballots Voted Log.

Lines 1 and 2 should be equal (Cards issued should equal Cards Voted). If they are not, please explain discrepancies:

Paper Ballots

3. Locate the Total Paper Ballots Issued at the bottom of the Precinct Counts report from the electronic pollbook. Record the Total Paper Ballots Issued number on line 3 below.
4. Count the total number of provisional ballots issued as indicated in your paper provisional signature pollbook. Record the total on line 4 below.
5. Add line 3 and 4 together. Record the sum on line 5 below for your Total Paper Ballots Issued.
6. With Designated Judge, open the Yellow Bag and remove all contents. Divide the contents into voted paper ballots, curbside envelopes, 17-year-old envelopes, provisional envelopes, and any other voter forms. Count the total number of voted paper ballots. Record the number on line 6 below.
7. Count the total number of curbside envelopes. Record the number on line 7 below.
8. Count the total number of 17-year-old envelopes. Record the number on line 8 below.
9. Count the total number of provisional envelopes. Record the number on line 9 below.
10. Open the Soiled and Defaced envelope. Count the total number of Soiled and Defaced ballots and record the total on line 10 below.
11. Add lines 6, 7, 8, 9, and 10. Record the sum on line 11 below for the total number of paper ballots voted and used.

Total Paper Ballots Issued	3. _____
Total Provisional Ballots Issued	4. _____
Total Paper Ballots Issued	5. _____

		For BOE Use	
Total Standard Paper Ballots Voted	6. _____		
Total Curbside Envelopes	7. _____		
Total 17-year-old Envelopes	8. _____		
Total Provisional Envelopes	9. _____		
Total Soiled & Defaced Ballots	10. _____		
Total Paper Ballots Voted/Used	11. _____		

Line 5 should equal Line 11. If Total Paper Ballots Voted/Used (#11) does not equal Total Paper Ballots Issued (#5), please explain discrepancies:

Record Seal Number and Sign

Return all ballots, envelopes and forms to the Yellow Bag and place a new chamber lock. Record new Seal Number: _____

We hereby certify that the Ballot Accounting Report of Ballots Issued and Ballots Voted is true and correct at the election held on **March 15, 2016**.

X

Location Supervisor

X

Designated Judge

Place completed Ballot Accounting Report in the White Paperwork Binder, then place the Binder in the front pocket of the Blue Bag.

COMPLETE BOTH SIDES →

TSX Ballots Voted Tally Log

Polling Location: ADENA ELEMENTARY SCHOOL

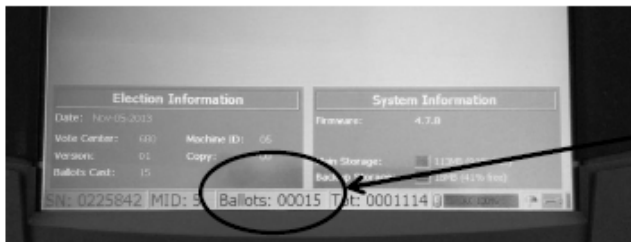
After polls close, use this form to record the total number of ballots voted on each electronic voting unit (TSX machine) at your polling location. This form must be completed before memory cards are removed from the voting units.

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

Machine No.	Ballot Count	Machine No.	Ballot Count	Machine No.	Ballot Count	Machine No.	Ballot Count
0		12					
1		13					
2		14					
3		15					
4							
5							
6							
7							
8							
9							
10							
11							

Total Ballot Count = _____

(add all ballot count numbers and record on Ballot Accounting Report; place this form in the White Paperwork Binder when finished.)




Ballot Count located in bottom center of Voting Unit Screen.



DID YOU KNOW

You now only need to print two end total reports. Two judges of opposite party must sign the first report, which rolls into the Canister and remains sealed. The second does not need to be signed but must be posted in a conspicuous place outside the polling location, in accordance with state law.

END VOTING AND PACK MEMORY CARDS CHECKLIST

<input type="checkbox"/>	Take the Supervisor Card from the white envelope (located in the Canister Bag) and insert it into the Voter Access Card slot on the TSX voting unit. 
<input type="checkbox"/>	Key in the Supervisor PIN number, which is found inside the white envelope that contained the Supervisor Cards. Press the Okay button.
<input type="checkbox"/>	When prompt appears, remove the Supervisor Card.
<input type="checkbox"/>	The Options screen will appear. Press "END VOTING". A warning message will appear. Press "YES".
<input type="checkbox"/>	The Printer Notification/Open Printer Housing screen will appear. Press Okay.
<input type="checkbox"/>	Open the printer housing door using the wristband key found in the RED Supply bag.
<input type="checkbox"/>	If your location has any write-in candidates, a dialog box will appear with "Print write-in candidate? YES or NO". Press "YES".
<input type="checkbox"/>	A dialog box, "Print full totals report?" appears. Press "YES" (if in multiple precinct location).
<input type="checkbox"/>	"Print long report" appears. Press "YES". The report will print. This report will roll into the Canister. Both a Democrat and Republican judge must sign the signature line that appears at the end of the report. Tear off at the end of the signature line.
<input type="checkbox"/>	"Print another copy?" appears. Press "YES", then "OK" on the Printer Notification Screen. A <u>second copy</u> of the report will print. This copy may roll down on the floor. You do not need to sign this copy. Tear off at the end of the signature line.
<input type="checkbox"/>	"Print another copy?" will appear. Press "NO". Press "Shutdown". A dialog button will appear: "Are you sure you want to shut down this Election?" Press "YES". The machine will shut off and the screen will go blank.

CONTINUED NEXT PAGE

END VOTING AND PACK MEMORY CARDS CHECKLIST (CONTINUED)



DID YOU KNOW

Always count your memory cards at least THREE times to make sure you have every one before returning to the Board of Elections. Even if you have a machine down and had no votes cast on it, you still must remove and pack every memory card. We will send you back to your location if any are missing.

<input type="checkbox"/>	The second end total reports must be taped outside the polling location in accordance with state law. Use your blue painter's tape. Remember—you don't need to sign the second report.
<input type="checkbox"/>	Remove the sealed canister and place all canisters in the Canister Bag. Use your extra Canister Bags as needed. Seal the Canister Bag(s) and record the Seal Number on the Memory Card Seal Verification Form located in the White Paperwork Binder.
<input type="checkbox"/>	Once the two End Total reports are printed and Canisters removed from all units, remove the Security Seal from the Memory Card door and place the used seal on the Voting Unit Activity Log Form located on the back of each voting unit. IMPORTANT: Be sure to complete the Voting Unit Activity Log Form. Follow the instructions for Precinct Election Officials to record the seal numbers. See the sample on page 24.
<input type="checkbox"/>	Remove the Memory Card from each voting unit.
<input type="checkbox"/>	Place a new seal over the Memory Card door. Record the new seal number on the Voting Unit Activity Log Form, and sign and date the form.
<input type="checkbox"/>	Remove the form from the back of the voting unit. Place all of the completed forms in the Large RED Printer bag.
<input type="checkbox"/>	Once all Memory Cards are removed from each voting unit, a minimum of two judges at your location must <u>count the cards at least three times to ensure you have all the cards</u> from each unit. Place all Memory Cards and, if necessary, any Trouble Sleeves, in the Memory Card Bag.
<input type="checkbox"/>	Seal the Memory Card bag and record the seal number on the Memory Card Seal Verification Form located in the White Paperwork Binder.
<input type="checkbox"/>	Leave the Canister Bag and Memory Card bags out of the BLUE bag for return to the Board of Elections.



Packed Canisters and Memory Cards Are Returned to Board of Elections by Location Supervisor and Designated Judge Tuesday night.

PACKING VOTING UNITS: STEP-BY-STEP INSTRUCTIONS



1. Ensure all Voting Unit Activity Log Forms are removed from back of unit and packed in Red Printer bag. Begin by unhooking and removing the Printer Housing.



2. Place Printer Housing in Cardboard Box and then in the Voting Storage Cart. They may be stacked on right side (see below) or placed in compartment beneath voting units.



3. Carefully collapse outside legs of unit by depressing safety pins on each leg. Carefully collapse the hinge bracket by pushing down in the middle. Fold outer legs in until even with inner legs.



4. Unplug the power cord and wrap it around back of the unit. Replace keypad and headphones on the zero "0" unit.

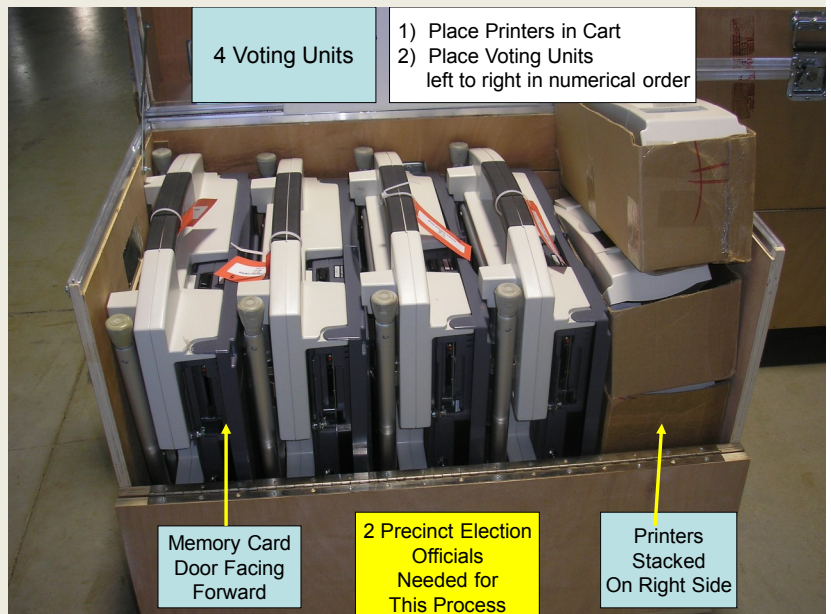


5. Place units into Voting Storage Carts with electrical outlets toward the *back* and the Legs facing the *Left* side of the Voting Storage Cart.

Refer to the picture inside Voting Storage Cart when packing the voting units.

Place voting units into storage carts with legs facing left. Pack them in numerical order, beginning with "0" unit.

Remember to unplug the power cord from each unit before packing. The units cannot be packed with power cords plugged in or this will damage the units.



4 Voting Units

- 1) Place Printers in Cart
- 2) Place Voting Units left to right in numerical order

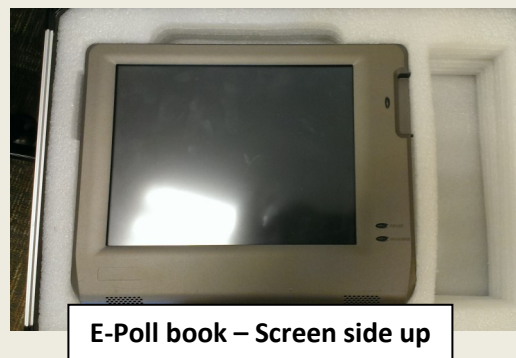
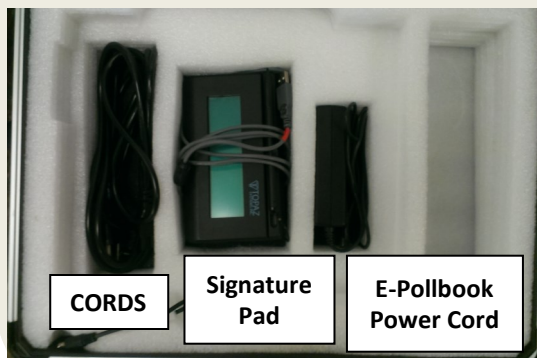
Memory Card Door Facing Forward

2 Precinct Election Officials Needed for This Process

Printers Stacked On Right Side

PACKING ELECTRONIC POLL BOOKS CHECKLIST

<input type="checkbox"/>	To close the polls at 7:30 pm, go to the Manage Polls tab, touch "Close the Polls." After the Ballot Accounting Report is complete, turn off the poll book by depressing the button under the flap on the top of the machine.
<input type="checkbox"/>	Turn the printer off by pressing and holding the RED button until the light goes off.
<input type="checkbox"/>	Remove EACH Compact Flash Memory Card from the E-Pollbook and place in the Memory Card Bag then LOCK the bag. Record the seal number on the E-Pollbook Memory Card Seal Verification Form in the White Paperwork Binder.
<input type="checkbox"/>	Remove the GREEN power cord from the printer. Unplug the cord from the power strip or outlet as well.
<input type="checkbox"/>	Remove the GREEN USB cord from the printer and the RED USB cord from the back of the Electronic Poll Book tablet.
<input type="checkbox"/>	Place the printer and power cords in the Large RED E-Pollbook Printer Bag.
<input type="checkbox"/>	Remove the RED signature pad cord from the back of the E-pollbook, wind cord and place into the suitcase.
<input type="checkbox"/>	Remove the RED power cord from the E-pollbook and unplug from the outlet/power strip.
<input type="checkbox"/>	Disassemble the power cord into 2 pieces. Wind the cord and place in the remaining two pockets.
<input type="checkbox"/>	Fold the back of the stand flat with the E-pollbook and place the E-pollbook screen side up into the suitcase.
<input type="checkbox"/>	Close the case and latch; secure with a RED spring lock. You do not need to record the seal number.
<input type="checkbox"/>	The Black Suitcases and Sealed Memory Card Bag will return to BOE with Location Supervisor and Designated Judge.



PACKING ELECTION SUPPLIES CHECKLIST

<input type="checkbox"/>	Bring in flags and the Large Vote Here sign and all ADA signs and supplies. Pack ADA signs and supplies and flags into the ADA box (or plastic sleeve). The large "Vote Here" sign may be placed on top of the voting storage carts. <i>Do not place the large "Vote Here" sign in the ADA box.</i>
<input type="checkbox"/>	Remove all signs inside the polling location and pack in the RED Supplies Bag.
<input type="checkbox"/>	Pack unused ballots, green soiled/defaced envelope with voided paper ballots, unused provisional ballot envelopes, unused curbside envelopes, and unused 17-year-old ballot envelopes into BLUE Bag.
<input type="checkbox"/>	Placed Voting Unit keys, Voter Access Cards, and Envelope with Supervisor Cards into the BLUE Bag.
<input type="checkbox"/>	Place White Paperwork Binder into front pocket of BLUE Bag.
<input type="checkbox"/>	Pack all remaining items in the RED Supplies Bag, including used seals, locks, signs, extra forms, precinct kits, and other supplies.
<input type="checkbox"/>	Ensure all personal items and food containers are cleaned up.
<input type="checkbox"/>	Place tables where you found them Monday evening.
<input type="checkbox"/>	Voting storage carts, two (2) large RED bags, ADA box, and the large "Vote Here" sign remain at the polling location as they were found on Monday evening.
<input type="checkbox"/>	If polling place keys were provided, ensure the polling place is locked when leaving. Put the keys back into the clear folder and place into the Red Location Supervisor folder in the BLUE Bag.
<input type="checkbox"/>	<p>Location Supervisor and Designated Judge take the following supplies sealed and locked to the Board of Elections;</p> <ul style="list-style-type: none"> ✓ YELLOW Ballot Bag ✓ Canister Bag (some locations may have more than one) ✓ Memory Card Bag (<u>containing ALL Voting Units Memory Cards</u>) ✓ Memory Card Bag (<u>containing ALL E-Poll Books Memory Cards</u>) ✓ BLUE Bag (Polling place keys if applicable) <p>All other Precinct Election Officials are dismissed.</p>

RETURN TO THE BOARD OF ELECTIONS:

The Location Supervisor and Designated Judge should take all of the following bags to the Board of Elections Tuesday Night:



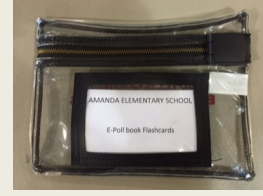
MEMORY CARD BAG (LOCKED)

- Memory cards for all voting units at location
- Memory card trouble sleeves (if necessary)



CANISTER BAG(S) (LOCKED)

- Sealed canisters



E-POLLBOOK MEMORY CARD BAG (LOCKED)

- Memory cards from all electronic poll books



YELLOW BALLOT BAG (LOCKED)

- All voted paper ballots
- All completed provisional envelopes with voted provisional ballots
- All Curbside and 17-year-old Envelopes with voted ballots
- All other completed voter forms
- Provisional Signature Poll Book *PLACED IN FRONT POCKET OF YELLOW BAG*



BLUE SUPPLY BAG

- All unused paper ballots
- Green Soiled/Defaced Envelope containing voided ballots
- All unused provisional ballot envelopes
- All unused curbside ballot envelopes
- All unused 17-year-old ballot envelopes
- Voting Unit Keys, Voter Access Cards, and Envelope with Supervisor Cards
- White Paperwork Binder *PLACED IN FRONT POCKET OF BLUE SUPPLY BAG*



BLACK SUITCASES

Containing all electronic poll books

REMAINS AT LOCATION

The following bags and supplies remain at the location Tuesday evening. Remember to clean up any food items and leave the location as you found it Monday evening.



RED SUPPLY BAG

Containing all remaining signs, supplies, used seals, locks, and other forms or supplies.



RED PRINTER BAG

Containing electronic poll book printers, power cords, power strips and completed voting unit activity log forms.



VOTING STORAGE CARTS

Containing all voting units and printer housings.



ADA BOX (if applicable)

Containing all ADA equipment and signs



VOTE HERE SIGN

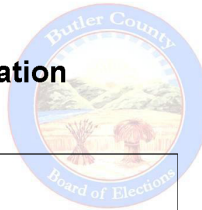
Placed on top of a voting storage cart.

SAMPLE FORMS

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Part Six:
Appendix

E-Poll Book Card Security Verification



Monday Night

We, the Poll Workers of polling place _____
hereby verify that chamber lock # _____ on the memory card bag was intact
upon the arrival of the Presiding Judge to the polling location on Tuesday, March 15, 2016.

E-Poll book memory card door spring locks:

Voting Location Manager

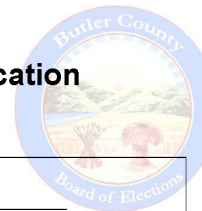
Designated Judge

Tuesday Night

Chamber lock # of Memory Card Bag _____

Note: Return this form in the White Paperwork Binder after completing

Memory Card Bag Security Verification



Tuesday Morning

We, the Poll Workers of polling place _____
hereby verify that chamber lock # _____ on the memory card bag was intact
upon the arrival of the Presiding Judge to the polling location on Tuesday, March 15, 2016.

Location Supervisor

Designated judge

Tuesday Night

Chamber lock # of Memory Card Bag _____

Chamber lock # of Canister Bag(s) _____

Note: Return this form in the White Paperwork Binder after completing

Appendix
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SAMPLE FORMS

Paper Ballots (Optical Scan) Verification Form

Monday Evening

We certify that Chamber Lock# _____ was intact on the Blue Bag upon receipt Monday, March 14, 2016 and that the last stub numbers match the numbers below for each precinct.

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

(Location Supervisor)

(DESIGNATED JUDGE)

(NEW Chamber Lock #)

Tuesday Morning

We certify that Chamber Lock# _____ was intact on the Blue Bag upon arrival Tuesday, March 15th.

(LOCATION SUPERVISOR)

(DESIGNATED JUDGE)

POLLING LOCATION NAME

Precinct	DEM	REP	GRN

Precinct	DEM	REP	GRN

Tuesday Night Unused Ballots

(Report next available stub number and last stub number on each ballot pad)

EXAMPLE: IF YOUR NEXT AVAILABLE STUB# IS 4 AND LAST IS 50, NOTE 4-50 ON THE CORRESPONDING PRECINCT

Precinct	DEM	REP	GRN

Precinct	DEM	REP	GRN

COMPLETE BOTH SIDES

SAMPLE FORMS

Form No. 10-L Prescribed by Secretary of State (06-14)

NOTICE OF CHANGE OF NAME R.C. 3503.16(B)(1)(b)

Voter's new legal name: _____

Voter's former name: _____

Voting residence address:

Street Address _____

City, Village, or Post Office _____

County _____ Zip Code _____

Birth date _____ / _____ / _____

(Month) (Day) (Year)

- Your Ohio driver's license number _____, **or**, if you do not have a driver's license,
(begins with two alphabet letters followed by six numbers)
- The last four digits of your Social Security number _____, **or**, if you have neither,
- Please check this box indicating that you have none of the above.

I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.

X _____ X _____
(Signature of Voter) (Date Signed)

Your former signature: _____

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

INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a *regular* ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where they may cast a *provisional* ballot.
2. Check the appropriate box indicating type of legal proof of name change provided:
 - Marriage license
 - Court order
 - Other: _____
3. Precinct Election Official Signature: _____

VOTER IDENTIFICATION REQUIREMENTS GUIDE

PHOTO IDENTIFICATION

Photo identification issued by the U.S. government or State of Ohio are acceptable for voting as long as ALL of the following criteria are met:

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

EXAMPLES OF ACCEPTABLE PHOTO IDENTIFICATION

State Identification Cards



Driver's License



MILITARY IDENTIFICATION

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

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



(Continued Next Page)

VOTER IDENTIFICATION REQUIREMENTS GUIDE (CONTINUED)

VALID NON-PHOTO ID

Non-photo ID is valid as long as it meets certain criteria:

- Must contain voter's correct name and current address
- Must be current within one year
- May be the original document, a photocopy of the document, or displayed on a smart phone or other electronic device.

TYPES OF VALID NON-PHOTO ID

- Utility Bills, including, but not limited to:
 - ⇒ water bills
 - ⇒ electric/gas bills
 - ⇒ cable or Internet bills
 - ⇒ telephone or cell phone bills.
- Bank Statements
- Government checks
- Paycheck, including direct deposit receipt, from any public or private employer
- Other Government Document, which is defined as a document issued by a "government office," which includes any local, state or federal government office, branch, agency, division or similar component, including a board, commission, or public college, university or community college whether or not in Ohio. *Examples include, but are not limited to:*
 - ⇒ Letters
 - ⇒ tax bills
 - ⇒ Notices
 - ⇒ court papers
 - ⇒ grade reports
 - ⇒ Transcripts

OTHER VALID FORMS OF ID

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

(Continued next page)

VOTER IDENTIFICATION REQUIREMENTS GUIDE (CONTINUED)

UNACCEPTABLE FORMS OF ID

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

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

POLL OBSERVERS

Poll observers are appointed by political parties, groups of candidates, or issue committees to observe the conduct of the election. If an observer arrives at your polling location, the Location Supervisor or Designated Judge should follow these steps to verify his/her appointment and administer the observer's oath.

- ⇒ Upon arriving at the polling location, an observer must have his or her Certificate of Appointment of Observer (Form 215, Form 217, or Form 220) verified by a Precinct Election Official.
- ⇒ A Precinct Election Official must administer the observer's oath prescribed as follows:

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

- ⇒ Observers are allowed to be in the polling location before, during and after hours of voting.
- ⇒ Observers must not interfere with Precinct Election Officials doing their jobs or otherwise slow down the operation of the polling location or interact with voters in a manner that interferes with or disrupts an election. Please contact the Board of Elections for instructions if this situation arises.

EMERGENCY PLANNING GUIDE

Important procedures & telephone numbers

Medical Emergency

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

If the Electricity goes out:

Call the BOE to report problem. Location Supervisor should perform the following procedure:

- ✓ Power down one-half of the Voting Units. He/she will change Security Seals and record the Seal Numbers on the Chain of Custody form.
- ✓ If batteries on the Voting Units begin to weaken, call the Board of Elections at (513) 785-6699.

Evacuation of your voting location

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

- Don't panic. Your safety and the safety of your co-workers and the voters is our first concern
- If you can, gather and secure the following:
 - ✓ Yellow Ballot Bag
 - ✓ All memory cards from all voting units
 - ✓ At least one electronic poll book and printer
 - ✓ Provisional signature poll book
 - ✓ Unvoted paper ballots and blank provisional envelopes
- Go to a safe location, as instructed by public safety officials or as determined by the Location Supervisor
- As soon as you can, contact the Board of Elections at (513) 887-3700 for further instructions

Poll Worker or Voter Injury

Location Supervisors should complete the following procedures if a Voter or any of your Poll Workers are injured during the course of the workday.

- If the injury is serious or life threatening, seek medical attention immediately by calling 911.
- Call the Board of Elections at (513) 887-3700 and report the injury to Administration as soon as possible.
- Please collect all information concerning the injury from all witnesses and get witness names, telephone numbers and addresses in case further investigation is needed.

VOTER PROCESSING CHART

