

Precinct Election Official

Manual

For November 4, 2025

Lorain County Board of Elections

1985 North Ridge Road, East

Lorain Ohio 44055

440-326-5901

Important Dates to Remember

PEO Training- October, 2025

Voter Registration Deadline- Mon. Oct 6, 2025

BOE Open extended hours 8:30 a.m. to 9:00 p.m.

Absentee Voting by Mail-

- Absentee ballot applications are due by 8:30pm Tue, Oct 28, 2025
- Mailed absentee ballots must be postmarked by Oct 3, 2025

Hours for In-Person Absentee Voting (Per SOS Directive 2025-09)

8:00 a.m. to 5:00 p.m. – Tue, Oct 7 - Fri, Oct 10, 2025

Closed Columbus Day – Mon, Oct 13, 2025

8:00 a.m. to 5:00 p.m. – Tue, Oct 14- Fri Oct 17, 2025

8:00 a.m. to 5:00 p.m. - Mon Oct 20- Fri, Oct 24, 2025

7:30 a.m. to 7:30 p.m. – Mon, Oct 27, 2025

7:30 a.m. to 8:30 p.m. -- Tue, Oct 28 , 2025 - Mail in Ballot Application Deadline

7:30 a.m. to 7:30 p.m. – Wed, Oct 29- Fri, Oct 31, 2025

8:00 a.m. to 4:00 p.m. – Sat, Nov 1, 2025

1:00 p.m. to 5:00 p.m. -- Sun, Nov 2, 2025 - Early Voting Ends

No In-Person Absentee Voting on Monday, Nov 3, 2025

Supply Bag Pick-Up -Gargus Hall

Assistant Voting Location Managers

Sat, Nov 1, 2025* (Subject to Change)

(Last Names Beginning with)

A-G 1-2 pm

H-O 2 -3 pm

P-Z 3-4 pm

Voting Location Managers

Mon, Nov 3, 2025

(Pick up time for VLM is open)

A-Z 7:30am -5:30pm

Supply Pick-up will be at Gargus Hall for all VLMs & AVLMS (subject to change).

Calls will be made at 5pm to VLMs as a reminder if supplies have not been picked up. AVLMS must call the BOE to change pick up time or day.

*AVLM Pick up day is subject to change. Please confirm in class.

Polling Location Set-up- Monday, November 3, 2025

Set up teams will meet at Gargus Hall 15min prior to their designated start time.

Election Day- Tuesday, November 4, 2025

All PEO's must arrive at their designated Polling Location no later than 5:30am, and remain there until dismissed by the Voting Location Manager following the conclusion of voting and the processing of all voting regulation duties.

Provisional Ballot Curing Period-

Wed, Nov 5 -Sat, Nov 8, 2025- Voters without a valid form of ID must come to the BOE with proof of ID for Provisional Ballots.

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Important



Official Form



Note



Call the Board



Revised Code

Initialisms:

PEOs- Precinct Election Officials

BOE- Board of Elections

VLM- Voting Location Manager

AVLM- Assistant Voting Location Mngr

VIBS- Visually Impaired Ballot Station

ADA- Americans with Disabilities Act

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top and bottom edges.

General Election November 4, 2025

Overview

The Ohio 2025 will take place on Tuesday, November 4, 2025. General Elections are held on the first Tuesday after the first Monday in November. Voters determine who will be elected to represent the people at a given level of government. Federal, state, district, and county candidate elections are held in even numbered years, while city, village, township and board of education candidate elections are held in odd numbered years. State, county district, or local questions or issues may be on the ballot at any General Election. (R.C. 3501.01 A-C)



Voters will be asked to state their name, current address and provide a valid photo identification.

Precinct Election Officials (PEOs) represent both political parties and the Lorain County Board of Elections on Election Day. Precinct Election Officials should treat those they interact with in a professional manner, work efficiently and resolve problems so that voters can vote with ease. PEOs activity should not distract voters from their business at the polls a R.C. 3501.33, 3501.35)

Recent Changes / New for this Election

- Updates in some forms and logs
- Changes to staffing levels at some Polling Locations
- Changes to some Precincts and Polling Locations
- New Polling Locations
- New log in on Poll Pads
- Poll Pad Officials are renamed Check-in Officials
- New EpressVote Printer Symbols
- New manager supply drop-off procedures

Initial-isms used throughout this manual:

PEO- Precinct Election Official
BOE- Board of Elections
VLM- Voting Location Manager
AVLM- Assistant Voting Location Manager
VIBS- Visually Impaired Ballot Station
ADA- Americans with Disabilities Act

NOTES

This image shows a single sheet of white paper with horizontal ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top and bottom. The background is a solid light gray.

Precinct Election Officials Responsibilities and Conduct



Overview

Precinct Election Officials (PEOs) ensure the election is conducted lawfully and are available to assist voters in a courteous and respectful manner.

One Precinct Election Official will be selected to serve as the Voting Location Manager (VLM) for each Polling Location. They are responsible for overseeing the election process, including overseeing opening and closing of the polling place, and transporting of ballots and voting materials to the Board of Elections after the polls close. They will work closely with the Assistant Voting Location Manager (AVLM), who will be of the opposite political party. The VLM or AVLM will be present in the Polling Location at all times.

Precinct Election Officials work as a team to conduct an election at their assigned Polling Location. PEOs take an oath to uphold election laws and perform the duties to the best of their ability. They also must prevent and stop any actions or attempts to obstruct, intimidate or interfere with any elector (registered voter) when checking-in or voting. They must protect official observers against being bothered or harmed in the performance of their duties. Ohio law requires that Precinct Election Officials must act in such a way as to prevent riots, violence, tumult or disorder. They are not permitted to discuss their political views or opinions with other Precinct Election Officials or voters while in the Polling Location throughout the Election Day. (R.C.3501.33; 3501.22; 3501.07)



Precinct Election Official General Responsibilities

- We encourage you to go to your Polling Location in advance of Election Day so you know how to get there, park, and how to enter the building;
- On Election Day, arrive at the Polling Location no later than 5:30 a.m.;
- Take and sign the Precinct Election Officials' Oath of Office, administered by the Voting Location Manager before opening at 6:30am (R.C. 3501.31);
- Sign the Oath/Payroll sheet;
- Open/ Set up all equipment as assigned;
- Conduct the election properly and lawfully;
- Check voter ID and check in voters;
- Make sure voters are correctly issued regular or provisional ballots for the correct precinct;
- Direct voters to the correct Polling Location location (R.C. 3505.181(C (1));
- Close all equipment and leave the Polling Location when dismissed by the Voting Location Manager and all closing duties have been completed;
- Sanitize equipment as directed using alcohol products;
- Perform any other duties as assigned by the Board of Elections.



Challenging Voters

IMPORTANT-The Voting Location Manager or Assistant Voting Location Manager must notify the Board of Elections before completing any challenge paperwork (form 10-U or 10-W).

On Election Day, voters may be challenged at the check-in table ONLY by a Precinct Election Official for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen; or
- The voter is not of legal voting age.

If challenged for one of the reasons listed, the prospective voter should complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U) located in Manager's Binder.) The Board of Elections must be notified. The completed form 10-U will be placed in the Completed Forms envelope and the challenge must be documented in the Incident Log Book.

If the voter completes the Form 10-U and a majority of the PEOs are able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot. If the voter refuses to complete the Form 10-U, the voter must vote a provisional ballot; note this in the Provisional Log.

If a majority of the PEOs are unable to determine the person's eligibility to cast a ballot, then provide a provisional ballot to the voter. (see Provisional Ballot section)

Precinct Election Official Conduct

The actions and overall attitude of a PEO sets the tone for the Polling Location and serves as an example for voters. You represent the voting process to the voters. Treat everyone professionally with courtesy and respect for a smooth Election Day process. All PEOs will sign the Ethics Policy in compliance with the Ohio SOS Ethics. (Directive 2025-08)

Note: You should dress professionally. You represent the election process, so clean, fresh, and neat attire is expected.

Do not wear: shorts, sweats, yoga pants, casual t-shirts, revealing/ low cut tops or short skirts and No torn, stained, or soiled garments. Appropriate attire: slacks, dress shirt, blouse, knit top, sweater, skirt, jeans (not ripped).

DO NOT:

- Have political discussions while working. We all have strong beliefs and opinions, but Election Day is not the time to share them.
- Wear or disseminate any campaign literature or paraphernalia, including, but not limited to literature, sample ballots, slate cards, campaign badges, campaign clothing, or campaign buttons;

- Introduce into the Polling Location, or use while working, items that might distract them from managing the polls (i.e., televisions, newspapers, laptops, **cell phones for personal use**, radios, etc.);
- Solicit contributions for raffle tickets or sell anything at the polling location, such as baked goods, candy, crafts, etc.; (R.C. 3599.01)
- Place any food or drink on voting tables, or near voting equipment or supplies;
- Engage in any other activities identified as illegal or unacceptable according to the Board of Elections, the Secretary of State, or state or federal law; and
- Refuse to enforce election laws, especially the laws that apply to Polling locations. (R.C. 3501.33; 3501.35; 3503.07; 3501.22)

Precinct Election Official Roles Overview

The Voting Location Manager's (VLM) Responsibilities

The VLM oversees the entire operation of the Polling Location and are responsible for the overall conduct of the election at the location. They work with the AVL, a member of the opposite political party, to ensure a smooth voting day experience for voters as well as all of the PEOs. The VLM or AVL must be present in the Polling Location at all times.

NOTE: Seals on supplies are not broken until Election Day in the presence of a member of the opposite political party.

Voting Location Manager prior to Election Day will:

- Pick up election supplies, as instructed by the Board of Elections;
- Check any supply container labels to make sure they are for you precinct, assuring that you do not break any seals in the process;
- Check supply lists. (Supply lists are located in the Manager binders.)

Election Day duties:

- Using the Polling Location Diagram found in the front of the Manager Binder, confirm the proper arrangement of the Polling Location, notify the BOE if there are any issues;
- Administer the oath to the PEOs. All PEOs will sign the oath statement before the Polling Location is open for voting at 6:30am; (R.C. 3501.31);
- Unpack the supplies that are needed from the Red Tote including ballot cards, green bins, and the headset for the VIBs unit. Fill out morning section of Ballot Card
- Inventory sheet; Distribute the sanitation supplies in the burgundy bag;
- Ensure the Check In Tables are set up correctly;
- Officially open the polls by making a public announcement, able to be heard throughout the Polling Location at 6:30am; Ensure that all campaigners and campaign materials are situated 100' beyond the entrance to the Polling Location, as marked by the U.S. flags posted outside the entrance to the polling location (if you cannot place the flags at 100 feet, the boundary extends to 100 feet); (R. C. 3501.30)
- Review with the Check In officials the proper ID requirements;
- Before the polls open, post the blue "Register of Voters" list and other items found in the "Items to be Posted" envelope;

- 
- Formulate a work plan for Election Day, including work assignments, rotation of duties, and breaks (a schedule is in the Manager's book);
 - Review with PEOs any special instructions or recent changes to instructions given by the BOE and basic emergency procedures;
 - Close the Polling Location, document number of electors who voted as shown on the poll books, number of cast ballots on the DS200, soiled and defaced ballots, the provisional ballots (unused); fill out the reports; (per R.C. 3501.26)
 - Dismiss all PEOs from the Polling Location when all tasks have been completed (**No one can leave until all tasks are done other than the AVLM with a member of the opposite party who leaves first**);
 - Perform joint duties as indicated with the AVLM and any other duties outlined in the Manager binder;
 - **Return supplies** to the designated location with a member of the opposite political party (all Poll Pads, pouches, bags and any additional boxes containing paper ballots are returned). AVLM will return Memory Stick(s), yellow provisional ballot box(es) and bag(s), burgundy bag(s) with cast/voted ballot cards and AVLM green supply bag.

Assistant Voting Location Manager Responsibilities

The Assistant Voting Location Manager (AVLM) serves as the counterpart to the VLM- ensuring the efficient, safe and ethical operation of the Polling Location and sharing in the responsibilities. They are a member of the opposite political party.

Prior to Election Day will pick up:

- sealed yellow bags containing Provisional & paper ballots for the location
- sealed yellow Provisional Ballot box
- sealed blue pouch containing keys and seals
- green supply bag with AVLM & Help Desk Kits, Provisional Log, green Soiled and Defaced envelope.

AVLM Election Day duties:

- Assign a team to check serial numbers on Election Equipment Custody form, sign form when completed, place in AVLM green bag;
- Coordinate the PEOs and distribute ExpressVote Opening Procedures to Voter Assistants, assisted by the Help Desk as staffed;
- Get all DS200 Scanners powered on and opened. Run Zero Totals report and sign. Place in Orange pouch.
- Get all DS200 Scanners powered on and set up to record the scanned ballot cards. Run Zero Totals reports and sign, place in orange report pouch. Ensure Help Desk is set up. The Cradlepoint is plugged in and on;
- Coordinate the PEOs and distribute the ExpressVote Closing Procedures to Voter Assistants and Help Desk Officials as staffed;

- Coordinate the PEOs and distribute the ExpressVote Closing Procedures to Voter Assistants and Help Desk Officials as staffed;
- Coordinate the opening and closing of the Help Desk as staffed or perform Help Desk closing duties and complete the Ballot Accounting Chart(s);
- Close the DS200 Scanner, run reports- place in orange pouch; remove the Memory Stick, complete the AVLM Closing Sheet (the last page in the AVLM binder) and place the Memory Stick(s) in the Clear Pouch;
- Perform joint duties as indicated with the VLM and any other duties outlined in the Assistant Manager binder.
- **Transport the Memory Stick(s) in the Clear Memory Stick pouch and the yellow Provisional Ballot bag(s) with all unused provisional and paper ballots for the Polling Location, the voted Provisional Ballot box and burgundy bag with the cast ballots to the drop off location.**

Note: Transportation of election supplies following the election just be done with a member of both political parties. No sealed election supplies are opened until Election Day in the presence of a member of the opposite political party.

Both VLM and AVLM will work together on the following duties:

- **Sign front & back of the Equipment Custody paper located in the folder at the Help Desk, after equipment seals have been verified. Place in the AVLM green bag to return to BOE;**
- Perform Help Desk duties as needed, complete the Provisional Log Book.
- Process Vote Center Transfer Slips for voters in the incorrect location;
- Assist with stylus sanitation, distribution and collection as applicable;
- Log anything that could impact the Election in the Incident Log;
- Print a copy of the Summary Report Check-Ins, use the Help Desk Poll Pad and report at 11am and 4pm. Return copies in the orange report pouch;
- Fill out the Ballot Card Inventory Report at opening and closing;
- Coordinate closing with PEOs prior to 7:30pm to assign tasks, prepare reports and have supplies ready for closing.
- Assist with stylus sanitation, distribution and collection as applicable;
- Log anything that could impact the Election in the Incident Log;
- Print a copy of the Summary Report Check-Ins using the Poll Pad and report printer at the Help Desk at 11am and 4pm. Place in the orange report pouch;
- Fill out the Ballot Card Inventory Report at opening and closing;
- Coordinate closing with PEOs prior to 7:30pm to assign tasks, prepare reports and have supplies ready for closing.

Check In Official Responsibilities

Check In Table Officials qualify each voter and issue ballot cards for each regular voter or direct them to a manager when they cannot be processed at the Check In Table. Check In Table Officials will:

- set up the Check In Tables with the electronic poll book and printer;
- open Poll Pads by going through the opening procedures;
- place all flags and posted items in Polling Location;
- process Regular Voters/ Issue Ballot Cards;
- sanitize Poll Pads using alcohol and wipes as indicated;
- process closing the Poll Pads;
- fill out Closing Report & place in Poll Pad case; assist with other duties.

Voter Assistant Responsibilities

Voter Assistants provide a wide range of assistance to the voter, the Managers and to the Polling Location. Voter Assistants will:

- perform ExpressVote Opening and Closing procedures;
- assist with DS200 Opening and Closing procedures;
- greet voters as they arrive and direct them to the Check In Table(s)
- remind voters to have their form of ID ready for the check-in process;
- make themselves available to the voter if they require assistance;
- **ensure voters are scanning their Ballot Cards into the DS200**
- **Scanner before leaving the Polling Location;**
- assist the Check In officials as necessary;
- distribute the “I ‘Ohio’ Voting” stickers and managing the flow of voters;
- assist with stylus sanitation, distribution and collection as applicable;
- process closing the ExpressVote Units and assist with the DS200
- Scanner closing; and assist with other duties.

Help Desk Official Responsibilities

Voters that do not qualify as “regular voters” are taken to the Help Desk. Help Desk Officials assist in processing these voters. Help Desk Officials will:

- set up the Help Desk Table with the tablets and printer;
- review the Provisional Ballots;
- look up the voter in Poll Pad using Precinct Finder or by using a paper Precinct Finder;
- process all Provisional Ballots; assist the managers in filling out the Provisional Log for every Provisional Ballot cast;
- assist in the completion of Vote Center Transfer Slips as needed;
- assist with sanitizing ExpressVote units using alcohol and wipes;
- process closing the Help Desk, ensure all used and unused provisional and paper ballots are accounted for and in the proper precinct bags.
- assist with completing the Ballot Accounting Chart(s);
- close the Poll Pad; and assist with other duties.



Interpreter Responsibilities

Spanish/English interpreting services are available to all voters in Lorain County. In some Polling Locations there are specially trained Interpreters available to assist Spanish speaking voters. Interpreters may work as a PEO in another capacity beyond that of an Interpreter. Interpreters will assist any voter needing Spanish language translation and other PEOs needing interpretation to assist a Spanish speaking voter.

The Spanish Language Hotline is posted in all Polling Locations. It can also be used by anyone to assist a Spanish speaking voter: 440-326-5924.

Security at the Polling Location

A variety of procedures help keep the voting process secure. While some may seem technical and tedious, each one is critical for ensuring that PEOs can account for all that has occurred at the polling location. Some of the procedures:

- Inspect voting equipment for damage, tampering, seals, and confirm chain of custody as instructed;
- Maintain control over all voting equipment and supplies throughout the day;
- Ensure that the memory stick in the DS200 is protected and secured from tampering throughout the day;
- Keep records of all voters who enter location, all ballots issued and voided;
- Document any incident that may affect election results, such as equipment problems, voters who left without voting, delays in opening, and especially any incidents involving the tallying of votes;
- Report any suspicious activity in or around the voting equipment to the BOE;
- Complete every form legibly and completely;
- Follow chain of custody procedures for voting materials; and
- Return the materials and all ballots to the BOE or other assigned location on Election Night

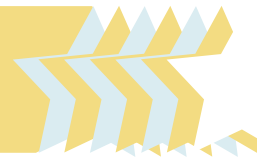
The VLM and AVL, will be primarily responsible for ensuring security at the Polling Location. All other PEOs must also be vigilant to help in assuring that the Polling Location remains safe, undisturbed, and free from tampering.

If at any time there is a threatening or potentially dangerous situation that arises the BOE and the authorities should be contacted immediately.

NOTES

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The Polling Location



Overview

The Check In and Help Desk tables, Poll Pad printers, ExpressVote Units and DS200 Scanners, will already be set up when you arrive at the Polling Location. The tables and ExpressVote Units will be positioned so that voters can easily move through the Polling Location and can cast their ballots in private. The Voting Location Manager and Assistant Manager will monitor all activity around the voting equipment. The managers will be provided with a detailed diagram and picture of your individual Polling Location and confirm that it is properly arranged and ADA compliant.

IMPORTANT- Do not change the set up of your Polling Location unless advised to do so by the Board of Elections.



Prior to Opening the Polling Location for Voters

On Election Day, before the polls open at 6:30am, Precinct Election Official (PEO) teams will need to work quickly and efficiently to complete all tasks before voters arrive to vote. All PEOs will be sworn in by the VLM prior to opening the Polling Location. Polls officially open at 6:30am, no one is permitted before polls open.

If for any reason you need to speak with the Board of Elections (BOE), contact the managers. The VLM or AVLMM should call the BOE if there is any occurrence or issue that could affect the operation of the Polling Location or outcome of the Election and with any other questions. All incidents and issues should be documented in the Incident Log. The BOE will call the managers directly if there are any issues which potentially could affect the operation of the Polling Location.

The Voter Assistants and Help Desk Officials (note: not all locations are staffed with all positions) will work in teams to open ExpressVote Units and DS200 Scanners. They will follow opening procedures to print reports as instructed. The Check In Table Officials will set up and open the Poll Pads and get the required items posted inside and outside the Polling Location as indicated.

Before voters can cast ballots, the PEOs must activate the equipment, verify the polling location/ precinct(s), verify correct ballots for the precinct, print zero total reports, and assist with completing reports. The Polling Location must be open for voting by 6:30am.

Preparing for Special Situations

Make sure all necessary forms and materials are available, including:

- Voter Registration Application Form (Found in the Provisional Supply Env);



- Challenge Forms (10-U & 10-W Primary Election only), used only by Precinct Election Officials, not by observers (Found in the Manager's Binder)

Polling Location Hours Of Operation

- Polling Locations officially open at 6:30am. The Voting Location Manager will make the official announcement;
- Polling Locations will close at 7:30pm; the VLM will give anyone who is in line by 7:30pm a green "Authority to Vote" slip, found in the manager's supplies. The VLM will announce "The polls are closed. All those in line will be permitted to vote." Once all voters have finished voting and exited, the VLM will make the official announcement that the Polling Location is closed;
- Under some extreme conditions, the courts may make a determination to keep the polls open beyond 7:30pm. The VLM will be made aware of this by the Board of Elections, and will instruct all PEOs the next steps to be taken (see Court Orders in the Closing the Polls section).

Access to Polling Locations

Access to Polling Locations is limited to individuals that are voting, assisting voters, checking the posted voter lists, or those that are properly credentialed.

The following people are allowed in the Polling Location

- An elections official;
- A Law Enforcement Officer;
- A person reviewing the 6:30am blue Register of Voters, listing all Registered Voters in the Precincts voting within the Polling Location;
- A person may also view the Voter Registration Lists and the Voted List/Checkins List) that are posted at 11am or 4pm, documenting the voters that have voted up to that point in the day. These lists are able to be viewed at any time throughout the day;
- A voter (including the voter's children who are of non-voting age when accompanied by the voter);
- A person assisting another person to vote. This assistance could be for individuals needing assistance translating the ballot or other language needs (The Precinct Election Official must be notified by the voter as to who they would like to have assist them);
- An Observer bearing a Certificate of Appointment from the BOE; or
- Members of the media (Notify the BOE)

Note: Observers and Members of the Media should speak with the Voting Location Manager or Assistant Manager.

Persons Checking the Register of Voters & Check-In List

- Any person may enter the polling location during voting hours, for the sole purpose of checking and taking notes from the Register of Voters (blue) that is posted at 6:30am and the Voted Lists/ Checkins posted at 11am and 4pm. Such persons may not wear any electioneering clothes

(anything that may be construed as campaigning for or against any candidate or issue on the ballot) or accessories, and may not interfere with or disrupt the election;

- Such persons may not take the posted Register of Voters and/or Check-In Lists, and election officials should be careful to place the list in a manner that it cannot be removed unnoticed by an elections official.

Persons Assisting Voters

- A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy. Voters who require assistance may have a person of their choice or two PEOs – each from a different political party – assist them. **The elector may choose anyone he or she wants to provide the assistance, other than the elector’s employer, an agent of the elector’s employer, or an officer or agent of the elector’s union, if any, or any candidate whose name appears on the ballot** (R.C. 3505.24).
- Prior to Election Day a voter may designate an attorney-in- fact, who is a person eligible to sign all election-related documents on behalf of the voter. Such signing must be done in the voter’s presence. The attorney-in-fact designation is specific to Ohio election law and not a general power of attorney. If such an attorney-in- fact is on file with the Board of Elections, it is required to be noted in the Signature Poll Book or on the Poll List. There are currently no voters that have elected to file a designate as an attorney-in- fact in Lorain County. (R.C.3501.382)

Poll Observers

- Must be appointed by political parties or groups of candidates at least eleven days prior to Election Day to observe the conduct of the election in the Polling Location
- Will wear identification provided by the BOE. See an ex: ID pg 111.
- Must have a Certificate of Appointment of Observer (Form 215, Form 217, or Form 220) verified by the VLM and must take the observer’s oath, administered by the VLM or the AVLMM;
- May be in the Polling Location before, during, and after hours of voting;
- Are permitted to move freely about the Polling Location while maintaining social distancing, to the extent that they do not engage in prohibited activity;
- May not use any electronic or communication device or any audio or visual recording device in any manner that impedes, interferes with, or disrupts an election, or in any way intimidates a voter, risks violating the secrecy of the ballot or voter privacy. Observers using a cellular or digital telephone, walkie-talkie, or any other wired, wireless, or satellite audio communication device to discuss the election or a perceived problem with the administration of the election may not do so within the Polling Location;



- Are not permitted to interfere with PEOs doing their jobs or otherwise slow down the operation of the Polling Location, or to interact with voters in a manner that interferes with or disrupts an election. Please contact the BOE for further instructions if this situation arises;
- Are to direct all questions and/or comments to the VLM or the AVLMM.

Members of the Media

- The VLM should notify the BOE immediately when a member of the media arrives at their Polling Location. Direct them to the BOE if they request an interview from you or have election questions;
- Representatives of the media are permitted inside the location. The First Amendment of the U.S. Constitution has been interpreted as allowing this access to media. The presence or activities of the media may not interfere with PEOs' activities, with the election or voters as voters exercise their right to vote, may not intimidate voters or jeopardize the secrecy of a voter's ballot;
- Members of the media will have a BOE issued Identification Badge (see Appendix). If a member of the media arrives without this identification allow them access to the Polling Location;
- The media must respect a voter's right to privacy by requesting the voter's permission prior to recording the voter or the voter's actions while in or about the Polling Location.

Individuals NOT allowed in the Polling Location

- Candidates or campaign workers who are campaigning or electioneering;
- A person(s) collecting signatures for a petition; or
- Those individuals not voting, and loitering in the Polling Location (R.C. 3501.35).

Pollsters

- Pollsters conducting exit polling are not allowed inside the Polling Location. They are permitted to be outside the Polling Location – even within 100 feet of the entrance – but they should not interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a Polling Location may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot. (R.C. 3501.30)

Electioneering, Campaigning and Distributing Food

Campaigning, electioneering, displaying campaign material, or distributing food inside of the neutral zone of a polling location is prohibited. Each location and the surrounding area is a neutral zone. Campaigning is prohibited within 100' of the entrance to a Polling Location or within 10' of voters waiting in line, if the line extends past the 100'. Voters must be free to vote without pressure from candidates, campaigns, precinct election officials, or fellow voters- even if those fellow voters are friends or family.

No one, including precinct election officials, should attempt to promote or oppose a candidate or ballot issue while in the polling location.

The following types of attire and paraphernalia are prohibited in a polling location and its surrounding neutral zone:

1. **Attire and paraphernalia displaying the name of a political party;**
2. **Attire and paraphernalia displaying the name of a candidate; and**
3. **Attire or paraphernalia demonstrating support of or opposition to a ballot question or issue.**

Any person who is permitted in a polling location and its surrounding neutral zone must remove or cover the campaign attire and paraphernalia prohibited in 1-3 above. A voter who refuses to remove or cover up campaign attire or paraphernalia **must be allowed to vote**, if the voter is entitled to do so (RC 3501.33) However, any such incident should be reported to the BOE (and documented in Incident Log).

Attire and paraphernalia at polling places must follow electioneering laws (R.C. 3501.35) Items or clothing showing the political party names, candidates, or support or opposition to ballot issues are prohibited. PEOs can ask people to remove or cover offending items.

If a voter refuses, they must be allowed to vote if eligible (R.C. 3501.33). The official should refer the voter's name and address to the board in case it wants to consult the county prosecutor.

Acceptable attire includes school spirit wear like jackets, jerseys, or hats with the school's name or mascot, even if the school levy is on the ballot. Prohibited items explicitly advocate for or against a ballot measure, candidate, or party, like "Vote for Bob" or "Defeat the Levy".

Slogans indirectly related to political issues without specific advocacy are allowed. Election officials should prioritize maintaining peace and being sure voters can cast their ballots without feeling intimidated.

Ohio law prohibits anyone from procuring or offering "money or other valuable thing to or for the use of another, with the intent that it or part thereof shall be used to induce such person to vote or to refrain from voting. Food, discounts, and other such inducements are things of value for purposes of the election law statutes on bribery;. (R.C.3599.01)

Loitering

Once an individual has completed the voting process they must leave the Vote Center. Loitering is prohibited in every voting location. If the individual refuses to leave, have the Voting Location Manager contact the Board of Elections.

Ohio Revised Code, 3501.35, says in part: Individuals may not...

(1) Loiter, congregate, or engage in any kind of election campaigning within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any





elector in that line; (2) In any manner hinder or delay an elector in reaching or leaving the place fixed for casting the elector's ballot.

Collecting Signatures Inside a Polling Location

Groups may station persons outside of a Polling Location to gather signatures on a petition. Such persons are not permitted to collect signatures inside of a polling location or within the “neutral zone” outside of the Polling Location (within the 100’ area). However, there is no prohibition against collecting signatures outside the 100’ neutral zone.

Wait Time Policy

There is a standard of a 30-minute wait time for voters. Managers will monitor individual lines for Check In tables to keep lines to less than 30 voters. If any line is longer, voters will be processed at the Help Desk Poll Pad to ensure the standard is met. If the standard cannot be met, the managers will contact the BOE to determine if more equipment is needed. The BOE will also decide on the use of optional paper ballots to meet the standard.

Write-In Candidates List

The BOE 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. The ExpressVote Unit allows for a write in option. When selected the screen will display a key pad.

The write in list is **not posted** but must be shown to voters if they request to see it. The list is in the AVL’s supplies and kept at the Help Desk.

Record Keeping While the Polls Are Open

PEOs must document events at the Polling Location, especially events that might affect the election results. Managers will document incidents in the red Incident Log. Documentation should include the full details of what happened.

These records are used by the BOE to resolve any issues that arise during the current election and to plan for future elections, the more complete, accurate and descriptive the information the more useful it is.

Posting of Official Voter Registration Lists

The blue “Register of Voters” found in the “Items to be Posted” envelope will be posted by 6:30am, (put the lists on a shelf or table near the entrance or tape them to the Polling Location wall);

- The Summary Report -Check-Ins list- a copy of all voters that have been checked in to vote will be printed at 11am & 4pm. Post it next to the Registry of Voters. This list will remain posted throughout the day.
- Instructions for printing the lists in the manager's binders (Election Day Procedures). The lists may be viewed by anyone in the Polling Location, after

- posting throughout the day. The lists may not be removed from the location. The lists should be placed in the orange report pouch at closing. The blue Registry of Voters will be returned in the Items to be Posted envelope.

Processing Voters

When the Polling Location is open, voters will be directed to the Check In Tables. The Check In officials will qualify each voter, have the voter sign the Poll Pad and issue a Ballot card. Any Voter not found in the Poll Pad for that Polling Location will be taken to the Help Desk to determine the appropriate course of action.

Security at the Polling Location (also see pg 15)

The managers will be responsible for ensuring security at the Polling Location. All other PEOs must also be vigilant to help in assuring that the Polling Location remains safe, undisturbed, and free from tampering.

If at any time there is a threatening or potentially dangerous situation that arises the BOE and the appropriate authorities should be contacted immediately.

Officially Closing the Polls

At 7:30 pm, the official closing time, the VLM should loudly declare, “The polls are closed! All those in line will be permitted to vote.”

- To accommodate voters in line, move the line inside the closed and secured door of the polling location, if possible; and
- Distribute to every voter in line by 7:30pm a green “Authority to Vote” slip. The slips are passed out starting at the end of the line to prevent anyone from voting who arrives after 7:30pm.

After the Voters have left the Polling Location

To properly close the polling location, the following tasks must be completed:

- Collect all voted Ballot Cards from the DS200 Scanner box. Place all voted Ballot Cards in the burgundy bags. Unused Ballot Cards are returned to the red tote. Ballot Cards are not counted. (Managers);
- Complete the Ballot Inventory sheet using the information from the Poll Pad, the DS200 Scanner, and the Soiled/Defaced envelope. Return in the Completed Forms envelope. (Managers);
- Complete the Provisional paperwork counting the unused ballots and the number of soiled and defaced ballots in the Soiled and Defaced Envelope (Help Desk Officials/ Managers).;
- **In case of a court order only**, count and record the total number of Provisional Ballots cast by voters who arrived after 7:30pm. (Managers);
- Close the DS200 Scanner(s) and run reports. Remove Memory Stick(s) (Assistant Voting Location Manager and Voter Assistant);
- Complete the Poll Pad Closing Report, close Poll Pads and pack in the black case. Pack the printer/stands into the cases. (Check In Officials & Managers);
- Close all ExpressVote Units (Voter Assistants and Managers);
- Print two Totals Reports from each DS200; one is put in Orange Report Pouch, and one is posted outside the Polling Location. (Voter Assistants and Help Desk Officials).

- Place Memory Stick(s) in the Clear Memory Stick Pouch after counting and filling out AVL M Closing report located in the AVL M binder; (Managers)
- Take down all ExpressVote units, and take down and pack the DS200 Scanner(s) and collapsible ballot box (All PEOs);
- Put supplies, as indicated on the closing documents, in the red tote or blue tote and the blue manager's bag; (All PEOs)
- Bring in the flags, A-Frame sign and take down signs inside and outside the polling location. (Check In Table Officials);
- Fold the Vote-o-matic stand with the legs placed inside; (All PEOs)
- Fold up and place the orange extension cords and power strips in the blue plastic tote; place yellow cord guard in the red tote. (All PEOs)
- Put all equipment together (see Managers Polling Location Set Up sheet), if no location is designated, place together near the wall; and
- Securely pack ballots and supplies for immediate return to the BOE (or your designated drop off location) by the VLM and AVL M with a PEO who is a member of the opposite political party (All).

Transportation of Ballots

The ballots and required voting materials and supplies are to be transported to the BOE or designated location by the VLM and AVL M with a PEO, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the VLM or AVL M.;

The AVL M, with a member of the opposite political party, will be the first person to leave the Polling Location. They will transport all of the Memory Sticks, the yellow bags with the unused provisional and regular paper ballots, the yellow provisional Voted Ballot box with all voted ballots, the burgundy bag containing the voted/cast ballots and the green supply bag with the AVL M binder to their designated drop off location. Ensure the bags are securely sealed. Complete the "AVL M Closing Sheet" found in the back of the AVL M binder.

IMPORTANT- No Precinct Election Officials are permitted to leave a Polling Location until all Memory Sticks have been accounted for and sealed in the clear Memory Stick bag.

All other Precinct Election Officials stay with the VLM to complete closing. No PEOs are to leave the Polling Location until dismissed by the manager. The VLM will leave with remaining designated election supplies and return them to the designated drop off location with a member of the opposite political party. All supplies brought to the Polling Location by the VLM and AVL M must be returned.

NOTE: PEOs that are transporting materials with the managers must be noted on the payroll sheet found in the Manager's binder.

Court Orders

If there is a court order to keep your Polling Location open past 7:30pm, you will need to know who the last person in line was at 7:30pm. Using the green Authority to Vote slips located in the VLM blue supply bag, starting with the last person in line, distribute the slips to the voters who were in line before 7:30pm. All voters arriving after 7:30pm do not receive a green slip. All court ordered supplies are in the “Court Ordered Envelope” located in the red Emergency Procedures Bag.

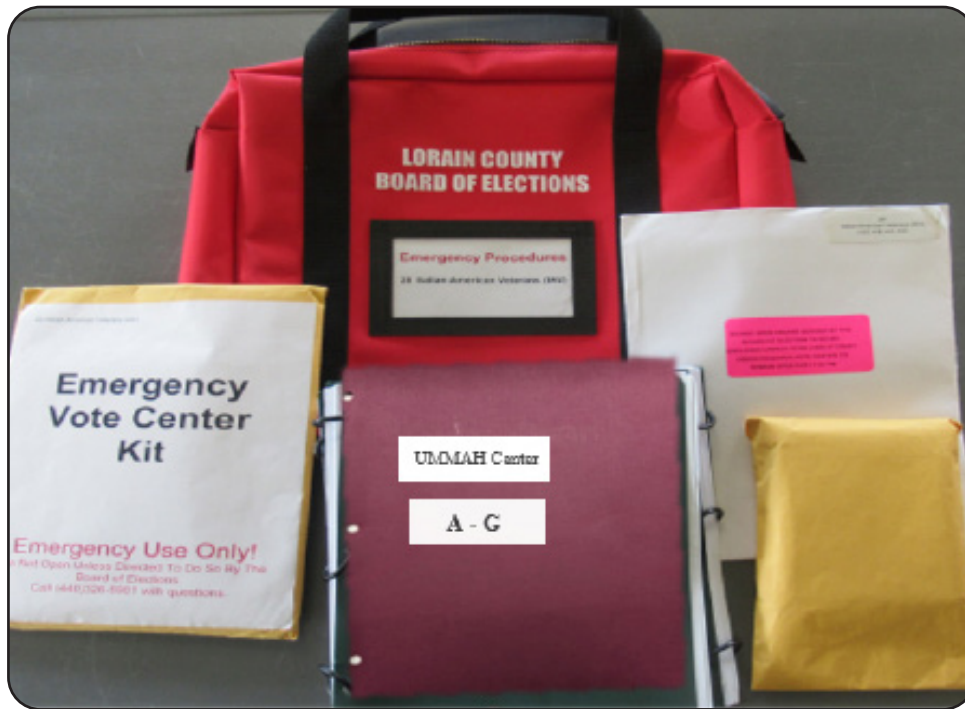
Technicians have additional provisional envelopes that will be used with an optional paper ballot as needed if the location does not have enough provisional ballots in the provisional ballot bags for any precinct.

- Voters who were already in line at 7:30pm get to vote a regular ballot;
- All voters who arrive at the Polling Location to vote between 7:30pm and the court ordered closing of the Polling Location, must vote a Provisional Ballot, they may not vote on the voting units unless otherwise instructed, but may not cast any ballot in the DS200 scanner;
- Keep these ballots separate from other paper ballots voted during regular voting hours, in case the court decision is later overturned. Do not place these ballots in the DS200. Ensure all are labeled with the pink court order label before placing in the yellow Voted Ballot bag. The BOE may change instructions on where to place the ballots cast after 7:30pm for transport to the drop off location;
- Note on the Provisional Ballot Affirmation Envelope (Form 12-B) or Optional Paper Ballot, that it was cast after 7:30pm per court order. **Affix the pink label printed “This ballot was cast after 7:30pm pursuant to a court order to remain open” on the Provisional Envelope.**
- Do not fill out Provisional Log unless a voter is designated as an actual Provisional Voter. Consult the BOE for clarification.

DS200 Auxillary Compartment

The DS200 auxillary ballot card slot is located on the front of the DS200 and sealed. If the polling location does not have a functioning DS200 that allows voters to cast their ballot using the ballot scanner, the BOE must be notified. The seal will be removed from the auxillary ballot slot and the ballots will be dropped into the box through the slot. The BOE will send bi-partisan staff to scan in the ballots once the DS200 is operational or replaced. Technicians will have a new seal to reseal the auxillary slot as directed.

Emergency Procedures Bag



The red Emergency Procedures bag will be in the Polling Location upon arrival.

DO NOT OPEN this bag unless instructed by the BOE. The bag contains:

- 1 Court Order Envelope
- 1 Emergency Kit
- Signature Rosters
- Note Pads (to use with Signature Rosters)

Procedure instructions are included.

Emergency Kit

Emergency Kit contains instructions for how to use the Signature Roster and how to process a voter with a blank ballot card that does not have a barcode. Detailed instructions are also located in the VLM & AVL M Binders.

In the event that the Poll Pads cannot be used to process a voter the BOE must be notified. If the BOE implements emergency procedures the managers will be instructed to to open the red Emergency Procedures bag.

The Poll Pad tables will be used to check in voters with the Signature Rosters.

Distribute the Instructions Sheets "How to use the Signature Roster" and "How to issue a Ballot Card from the ExpressVote Machine" to the PEOs.

There will be one Signature Roster for single precinct locations and multiple rosters alphabetically designated for all other locations. Tape corresponding alphabet signs to the front of the tables to direct voters to the correct Signature Roster. Voters should be directed to the appropriate tables by their last name.

The managers will use the Absentee list to write in "Absentee" in the signature box

in the roster. PEOs will use the signature roster to check in the voter and using the note pad supplied to write the House District, School District, and Ballot Style when necessary. This will be used to access the correct ballot on the Express-Vote unit for the voter using a blank ballot card.

All of the supplies used will be put back into the red Emergency Procedure bag once the issue is resolved and the BOE has directed to end the emergency process. The BOE will provide additional instructions for how to proceed with returning to the Poll Pad voter processing. The BOE may send additional staff to assist with this process.

NOTES

[illegible]

Special Processing of Voters



Voting Process Summary

The Check In Table officials will process each voter using the steps outlined in the Check In section of the manual. It is important to note that each voter should be treated uniformly, fairly, and professionally. Some voters may require special assistance or accommodation in processing and Precinct Election Officials should follow these guidelines to assist the voter.

Voters Requiring Special Assistance

Generally, the Check In Table workers, VLM and AVLMM will identify voters that require assistance. When identified, the Voter Assistants or members of the management team representing each political party will assist the voter in a courteous and respectful manner. It is our job to help every voter to the best of our ability. Voters may elect to bring in assistance of their own. Ask the voter what kind of assistance they would like and assist as requested.

Spanish-English Interpretation

Every voter in Lorain county will have full access to Spanish/Election translation assistance. At any point in the voting process if you identify an individual that you believe might need help of this nature contact the VLM and they will get the voter the assistance they require.

Spanish/English Interpreters are on site in some Polling Locations in the county. Interpreters are also available to voters at the BOE where they will assist voters at the Polling Location either over the phone or come in to the Polling Location directly. The Spanish Language Hotline is 440-326-5924.

There are two types of Interpreters, those that serve solely as Interpreters throughout the day and those that work in a variety of other roles in addition to their interpreting duties.

Stand-alone Interpreters, have as their primary duty, helping individuals through the voting process by translating.

The other Interpreters can serve as a Precinct Election Official in any other role. These Interpreters are able to serve in their regular capacity throughout the day and yet remain available should their interpreting skills be needed.



Voters with Disabilities

Under both state and federal law, Ohio Polling Locations are required to be accessible to people with disabilities. The Help America Vote Act requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act sets standards for ensuring that people with disabilities have equal access to public services and facilities, including Polling Locations.



NOTE: The best advice for assisting voters with special needs is to treat that person as you would want to be treated and ask the voter what kind of assistance they would like.

As a Precinct Election Official, it is your duty to work with and accommodate voters who have disabilities to find the most suitable method for them to cast a ballot. No person should be denied the right to vote because of mobility, vision, speech, cognitive, intellectual, or hearing impairments. Accommodating people with disabilities is mostly a matter of clear communication and common sense.

Any voter may receive assistance from a person of their choice or two Precinct Election Officials – each from a different political party. The elector may choose anyone he or she wants to provide them assistance, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any, or any candidate whose name appears on the ballot.

Communicating with Voters with Disabilities Guidelines:

- Always speak directly to the voter with a disability, not to a companion or an interpreter;
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable;
- Always identify yourself and other Precinct Election Officials when assisting a person who is visually impaired;
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions;
- Treat adults as adults; never patronize people in wheelchairs by patting them on the shoulder or head, (unless it is necessary to get the attention of a hearing impaired individual referenced later);
- Do not lean or hang on a person's wheelchair; this device is an extension of their body;
- Never distract a service animal as they are working;
- Listen carefully when speaking with people who have difficulty speaking. Never pretend to understand; instead, repeat what you

- understood and allow the person to respond;
- Place yourself at eye level to speak with someone in a wheelchair;
- It is permissible to tap a person who has a hearing disability on the shoulder or wave your hand to get their attention. Always speak directly to the person, clearly, slowly and expressively, as they may be able to read lips. Speak in a normal tone;
- Relax. Don't be embarrassed if you use common expressions such as "See you later" or "Walk over here" when speaking.

Voters Who Have Speech Impairments:

- A voter who cannot speak may give a name and address simply by providing identification to the assisting PEO, who then reads the name and address out loud;
- If you do not understand something do not pretend that you do; ask the voter to repeat what he or she said and then repeat it back;
- Follow the voter's cues to determine whether speaking, gestures, or writing is the most effective method of communication;
- When speaking, do so calmly, slowly, and directly to the voter. Do not shout. Face the voter at all times as many speech-impaired voters will be able to understand by reading the movement of your lips;
- Ask questions that require only short answers, or a nod of the head;
- Be patient.

Voters Who Are Deaf or Hearing Impaired:

- To get the attention of a voter who is deaf, tap them on the shoulder or wave your hand;
- Identify who you are (i.e., show your name badge);
- Look directly at the voter when communicating;
- When speaking, do so calmly, slowly and directly to the voter. Do not shout or exaggerate. Face the voter at all times;
- Communicate in writing, if necessary;
- If not understood at first, repeat or rephrase your thought.

Voters Who Are Blind or Visually Impaired:

- As soon as you come into contact with the voter, identify yourself and state that you are a Precinct Election Official;
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel;
- Visual impairment or blindness does not equal a hearing impairment. It is not necessary, or courteous, to raise the volume of your voice;
- If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.

Interacting with Voters with Mobility Impairments:

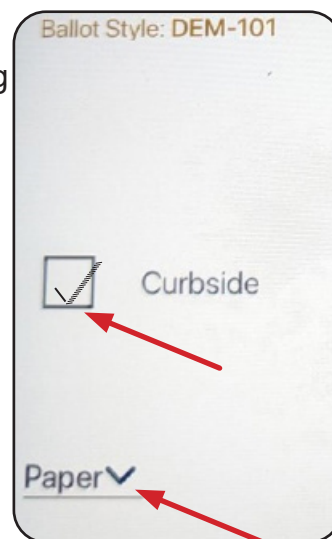
- Note if wheelchairs are available at the Polling Location for voters with mobility disabilities and/or who are elderly, have a serious illness, or pregnant and cannot stand for a long period of time;
- Try to sit or kneel at the same level as the person in a wheelchair;
- Ask the voter if he or she wants assistance before trying to help.

Curbside Voting

Curbside voting is the process followed when a person who is physically unable to enter a polling location due to disability sends another person into the polling location to inform Precinct Election Officials of their desire to vote. (Note: if there is a line the person sent in will have to wait in the line before being assisted.)

When you are made aware of the name of a voter who is physically outside of the Polling Location, but is physically unable to enter, follow this procedure with the VLM or AVL and a PEO of a different political party:

- Look up the voter by name on the Poll Pad / Signature Roster to get an initial confirmation that the voter is an eligible voter; write down the full name and address.
- Take the paper with the voter's name and address outside to the voter.
 - The voter states their name and current address.
 - The voter provides a valid identification and it is examined.
 - The voter signs the paper containing their name and address.
 - In a Primary Election ask the voter what type of Ballot they would like to vote (the specific party or non-partisan if available)
- Return inside the Polling Location. Use the Poll Pad for normal check-in procedures confirming the name and address.
- Record the precinct of the voter as indicated on the Voter Confirmation screen. A qualified elector residing in a precinct within the Polling Location is issued an Optional Paper Ballot.
- Verify that the voter's signature substantially conforms to the voter's signature in the Poll Pad.
- With another PEO of the opposite party, record "**Curbside Voter**" in the signature line.
- Use the regular processing procedures for a regular Optional Paper ballot for the voter on the Poll Pad. See the Poll Pad instructions for details.
- Tap on the "Curbside" box on the Pollworker Confirmation Screen. (See pg 44)
-



- Tap the down arrow by Express Vote in left corner, select Paper.
- Enter the consecutive ballot number (located on the ballot stub) on the Ballot Entry screen when prompted. (see sample on Pg 44)
- Place the paper with the voter's signature in the "Completed Forms" envelope.
- If determined that the voter is a Provisional voter and not a regular voter then a provisional ballot would be issued according to the voter's address in the Precinct Finder, to determine the correct precinct ballot.
- Obtain the regular paper or provisional ballot by precinct.
- Take a Curbside Voting Ballot Secrecy Envelope with the regular ballot.
- Both PEOs take the appropriate ballot (regular or provisional) and corresponding envelope to the voter located outside the Polling Location.
- Provide instructions to the voter on how to mark the ballot.
- The voter marks the ballot and places it in the appropriate envelope (if a provisional ballot, the voter must complete the Identification Envelope Provisional Ballot Affirmation (*Form 12-B*) and given a copy of the Provisional Ballot Notice (*Form 12-H*)).
- Place the optional paper ballot in the Curbside Voting Ballot Secrecy Envelope and take it back into the Polling Location. For regular Optional Paper Ballot, remove the ballot stub and place it in the Completed Forms Envelope, remove ballot from secrecy envelope and cast the ballot in the DS200 scanner.
- For a Provisional Ballot, place it to the yellow Provisional Voted Ballot Box

BALLOT STYLE: 107

111

Enter Ballot Number



If a voter who wishes to utilize the curbside voting process is unable to sign his or her name:

The two election officials:

- witness the voter's mark on the sheet containing the voter's name and address that was taken outside the polling place.
- return the sheet containing the voter's mark to the Polling Location. Indicate on the sheet who the mark belongs to by printing the voter's name.
- record next to the voter's name in Poll Pad / Signature Roster "Curbside Voter – Unable to Sign."

If a voter who wishes to utilize the curbside voting process is unable to mark or sign his or her ballot (regular or provisional):

- follow the procedures for Processing Voters in the Check In section of the manual pg 47 under – "Unable to Mark Ballot".
- follow the procedures for Processing Voters in the Check In for "Voter Unable to Sign" pg 45.



This image shows a single sheet of white paper with horizontal ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners and is set against a dark background.

Check In Officials



Overview

In addition to all of the general duties, they must know which forms of photo identification are acceptable and work to make sure each voter is assisted through the qualifying process. In locations without Voter Assistants they will work with the managers to open all equipment as well.

Before the Polling Location Opens

Set Up your Check In Table and get ready for voters

Secure the tablet to the stand and follow the steps to get started. Place the items from the Check In Table Kit on the table using the picture on the envelope. **The Check In instruction booklet will be in the kit envelope.**

Flag set up

Take the yellow string and two cloth flags outside of the Polling Location. Unroll the string to its full 100' length from the entrance door, place the flags into the ground at that point. Place the flag in the ground as close to 100' as possible. Tape the paper American flag on the main entrance door facing out.

One team will post flags 100 feet from the front of the main entrance to Polling Location and on the door of the Polling Location.

Place A-Frame "Vote Here" Sign outside entrance door.

Post any directional arrow signs in the halls outside the inside entrance as needed.

Post materials on the Polling Location Walls

The white "Important Voter Information" sign will be set up. The VLM will give the Check In officials a blue "Items to be Posted" envelope. Put the items in this envelope on a table near the sign or on the wall at or near the entrance. Post directional signs as needed to guide voters to the voting room.

Check In Table Kit- (place contents on the table)

The following items must be visible on the table at all times:

- Language Assistance Sign (Spanish/English)(Orange)
- "Be a Poll worker" sheet
- Vote 123
- Voter Identification Requirements

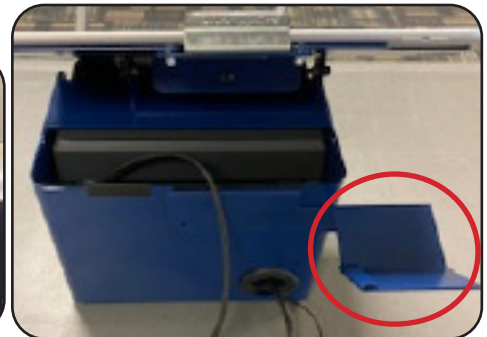
Before setting up the Check In table ensure the power cords are run on the side of the table opposite of the voter to prevent a trip hazard.

Poll Pad Battery:

- Every tablet battery should be charged at 80-100% prior to an Election.
- When the battery reaches 50% & 25% a Power Warning message will display.

IMPORTANT- Only use the alcohol wipes or bottled alcohol and cloths provided by the BOE to clean the Poll Pad and stylus. Other cleaning products will damage the equipment. Do not oversaturate the cloth or screen, this can cause damage Poll Pad.

Set Up Poll Pad & Log in to Poll Pad

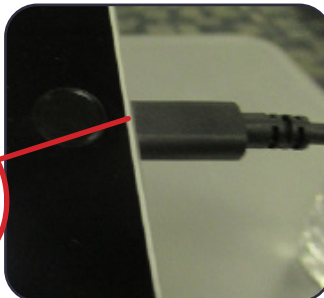


The stand with the Express Vote printer will be set up when you arrive. Unpack the poll pads from the case that the VLM will bring in.

Ensure the Help Desk poll pad with **the green label on the back** is set up at Help Desk.

Set the poll pad into the base of the blue stand and pull up the silver lever labeled "POLL PAD" to secure the pad in place. The printer should be powered on, indicated by the blue light.

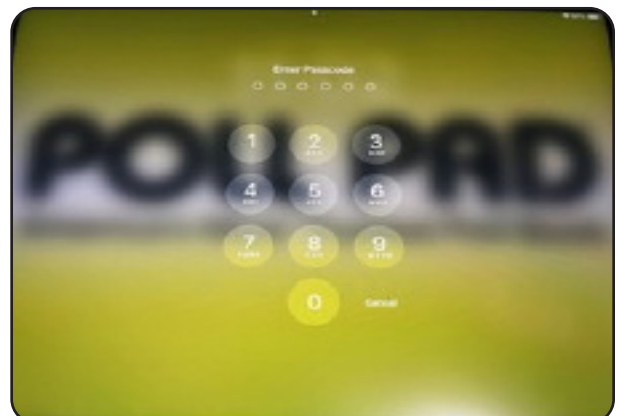
The back of the stand will have the ID holder. This is where the License or state ID is placed face down to scan the bar code.

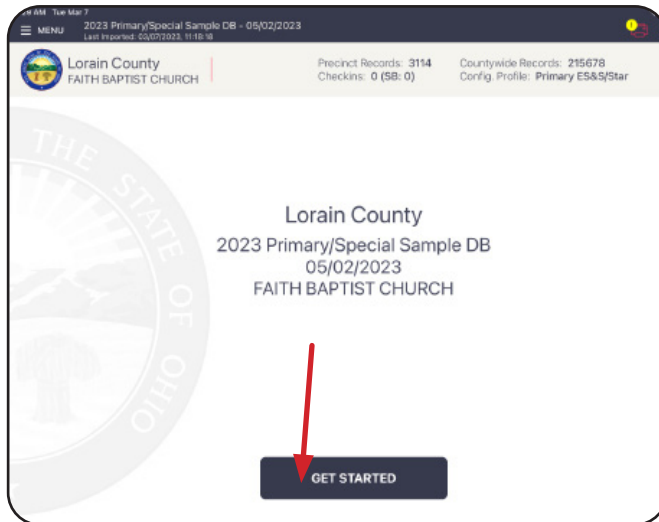


Plug cord into USB on the right side of the Poll Pad.

There is a new log in for the Poll Pad prior to the Poll Worker Credentials.

Enter the log in provided by the managers.

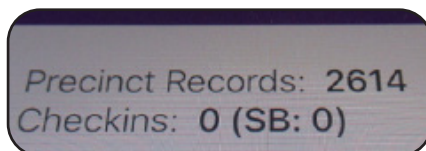




1. Once plugged in the Poll Pad will automatically power on.

2. Tap **"Get Started"**

3. Screen will prompt to enter the Poll Worker Credentials for the Democrat & Republican PEO. Managers will have the user name and password for both.



4. Confirm the Checkins at the top of the screen is 0. Notify the manager if not 0. Note: each poll pad will only display the checkins processed on that poll pad.



5. Confirm the printer symbol in the upper right corner is yellow. Printer symbol will display as green when ballot card is inserted. (Pro Tip: red printer symbol means the printer is not connected- unplug the tablet and plug it back in at the Home button.)



6. Screen will now display the option to **"Scan Barcode"** or **"Manual Entry"**.

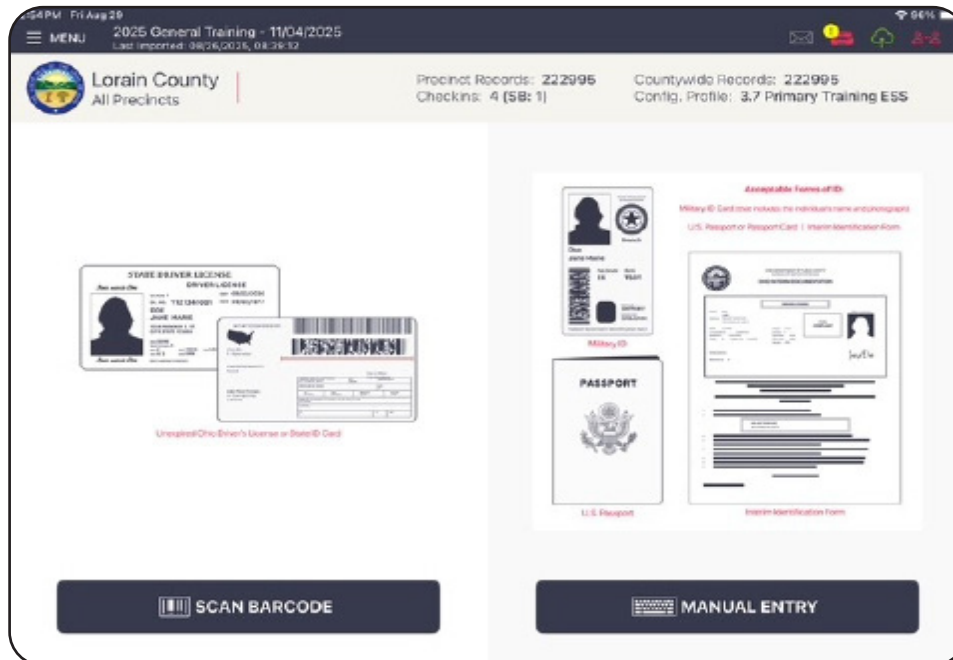
Processing Voters & Election Day Voter ID Requirements

R.C. Code 3505.18 requires every voter, upon appearing at the polling place to vote on Election Day, to announce his or her full name and current address and provide proof of the voter's identity. The ID cannot be expired. The forms of identification that may be used include: Ohio driver's license, State of Ohio ID card, Interim ID form issued by the Ohio BMV, A US passport, A US passport card, US military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card (collectively ref Dir 2023-3 as Military ID).

See the Voter Identification Requirements and Voter ID Examples section of the manual to review before processing voters. Page 54-59. If a voter does not have a valid form of ID inform them a manager will assist them in voting Provisionally.

Processing a Voter

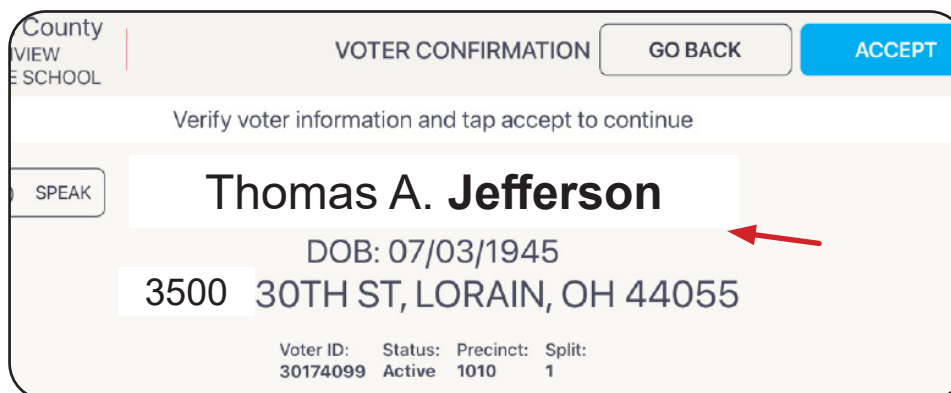
When processing voters at the Check In tables the voter will be processed by either **Scan Bar Code** or by **Manual Entry**.



Scan Barcode

If voter is using an Ohio driver's license or state ID place it on the blue ID tray and select **"Scan Barcode"**. (If voter is using a military ID, passport or passport card select **"Manual Entry"** see pg 39.)

1. Ask the voter for their form of ID. If it is an unexpired Ohio license or state ID place it face down on the blue ID tray. **Tap Scan Barcode.**



2. The voter's name and address will be displayed on the **Voter Confirmation** screen. Ask the voter to state their name and current address. Confirm it matches.



If a license is out of state or expired the Poll Pad will alert you- see pg 42.

Manual Entry

When a voter is using an Interim ID, military ID, passport or passport card **Manual Entry** must be selected.

1. Tap **"Manual Entry"**. Ask the voter to state their name.
2. Enter the **Last Name & First Name**. Use the first 3 letters of the name in both fields and tap **"Search"**. Typically using the first 3 letters will find the voter.

Lorain County All Precincts | Precinct Records: 222995 | Checkins: 5 (SB: 1) | START OVER

JON | CY | Search | ADVANCED OPTIONS

SEARCH RESULTS: 2

JONESTONE, CYNTHIA ANN
12/06/1902
43101 ST RT 18, WELLINGTON, OH 44090
VOTER ID: 30165557
PINFIELD FELLOWSHIP HALL
Precinct: 1980
Split 1

JONNES, CYNDI LEE
11/06/1982
215 SHEILA DR, WELLINGTON, OH 44090
VOTER ID: 20575609
WELLINGTON EAGLES #2061
Precinct: 2060
Split 1

3. The screen may display more than one voter with the same 3 letters of the name. Any voter not in the correct location will be displayed in gray and "Wrong Location" will display in red.
4. Ask the voter to state their **current** address. Tap on the field with the correct voter's name and current address is displayed. If it does not match get a manager to assist.

Lorain County FAITH BAPTIST CHURCH | Precinct Records: 3114 | Checkins: 0 (SB: 0) | START OVER

Identification Types

SELECT ID TYPE

Photo ID / State ID / BMV Intrin Form

Passport or Passport Card

US Military / US Dept Veteran Affairs / Ohio National Guard

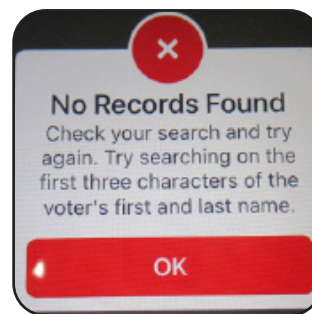
No ID

Choose an ID from the left.

5. The screen will ask for you to choose the ID used from the options available. It will ask you to confirm the voter's ID is not expired. Tap **Correct and OK**.
6. The **Voter Confirmation** screen will appear with the voter's name and address. Voter Confirmation pg 40.

Voter Confirmation

1. The Voter name will appear on the **Voter Confirmation** screen unless **"No Records Found"** message appears. See Advanced Options for "No Record".
2. If you have not already done so, ask the voter to state their name and current address. Tap **"Accept"** if voter name and address are correct.

A screenshot of a mobile application screen titled "PARTY SELECTION". At the top left, it says "Lorain County SOUTHVIEW MIDDLE SCHOOL". At the top right, there are two buttons: "GO BACK" and "ACCEPT". The main text says "Choose your party and tap Accept button to continue." Below this, there are three buttons: "Democratic", "Issues Only", and "Republican".

3. Party Selection

In a Primary Election ONLY the **Party Selection** screen will ask to choose your party. Flip the screen over to allow the voter to make

a selection. (In a General Election this screen will not appear.)

The party (or non-partisan) option selected will display in black. Retap or tap another party to change. Instruct the voter to make their ballot selection and tap **"Accept"**.

A screenshot of a mobile application screen titled "SIGNATURE CONFIRMATION". At the top left, it says "Lorain County SOUTHVIEW MIDDLE SCHOOL". At the top right, there are two buttons: "GO BACK" and "DONE SIGNING". The main text says "Have voter sign and select DONE SIGNING." Below this, the voter's information is displayed: "Amelia Washington", "2200 E 30TH ST, LORAIN, OH 44055", and "Precinct: 1010 Split: 1". There is a "CLEAR SIGNATURE" button. At the bottom, there is a red arrow pointing to a line with an 'X' on the left, and the text "I swear or affirm that I reside at the address above and am eligible to vote in this election.".

4. **Signature** -Ask the voter to sign on the signature line at the bottom of the screen. The voter may select **"Done Signing"** when finished. Flip the screen back down towards you and select "Done Signing" in the upper right corner if the voter did not.

5. **Pollworker Confirmation** - the screen will display the voter's information and both the Signature on File and the signature on Election Day. It will also display the precinct and the ballot style. Confirm with the voter the style that they have selected. If the voter wants to change the ballot style you can select "Start Over" to re process the voter.

County
VIEW
SCHOOL

POLL WORKER CONFIRMATION

START OVER

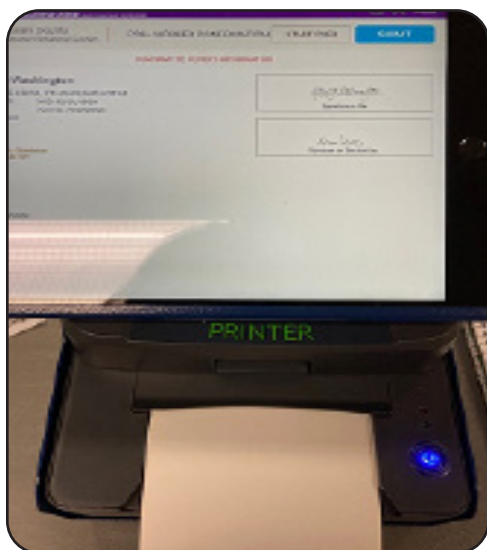
SUBMIT

CONFIRM THE VOTER'S INFORMATION

Washington
LORAIN, OH 44055
DOB: 07/03/1945
Voter ID: 30174099

Signature on File

Signature on Election Day



6. **Ballot Card**- Insert the ballot card into the ExpressVote printer, notched corner on the right.

7. Tap **"Submit"** in the upper right corner .

8. **Printer Error** -If the ballot card is not in the printer an error message will display.
Ensure the ballot card is fully inserted into the printer and Select **"Retry"**.

Do NOT select Proceed Anyway.



Printer Error
Try Again
Paper not inserted

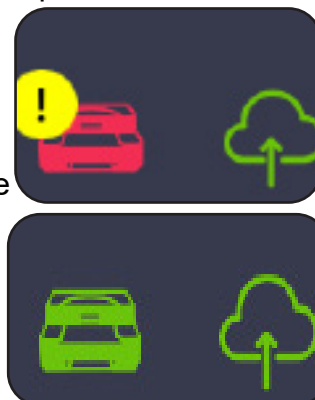
Retry

Cancel

Proceed Anyway

If the message appears after inserting the ballot card, check that the printer symbol in the upper right corner is green. A red printer symbol indicates that the printer is not connected. Yellow means connected but no ballot card is present. Green indicates ready to print ballot card. Call the BOE.

9. **Processed** - The screen will display the voter name, ballot style and precinct, "Processed Successfully"



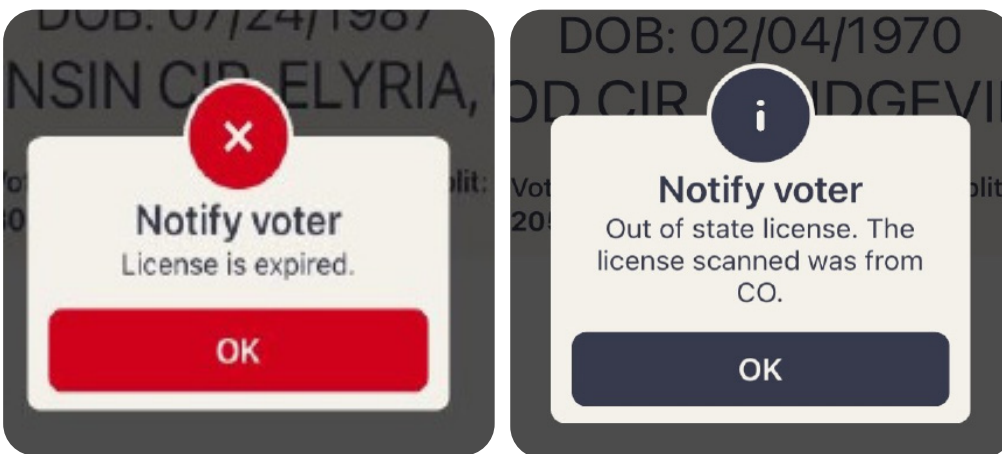
Check In
Officials

NOTE: Once the Ballot Card has been written it cannot be changed, but a manager can void and issue a new card. See pg 48-49 for Spoiling and Reissuing a Ballot.

The Ballot Card will now have a bar code printed at the top specific to the precinct of the voter and the type of ballot, if applicable. Hand the voter the Ballot Card, a disposable secrecy envelope is available for the voter to use to cover their Ballot Card after printing if desired. Direct them to the ExpressVote Units.

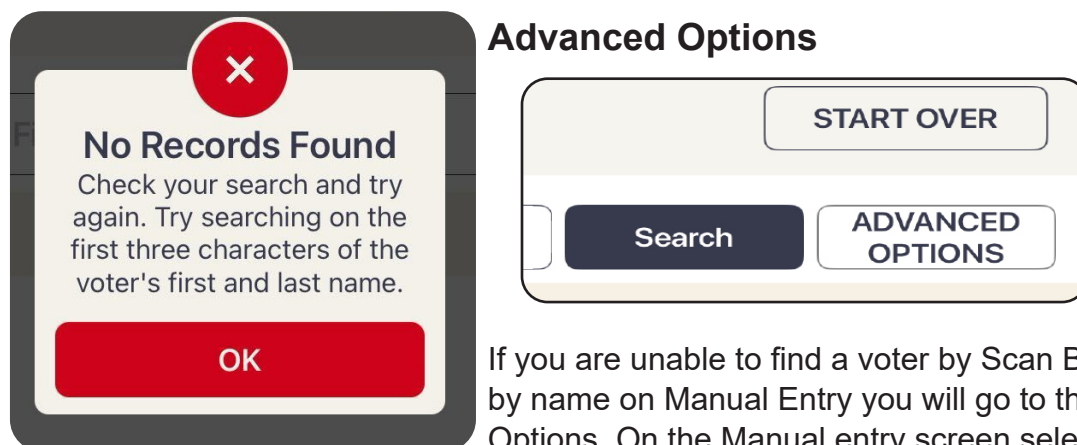
Remind the voter that they must take the finished printed Ballot Card to the DS200 Scanner to cast their ballot.

Scan Barcode Alerts



If a voter attempts to use a Driver's License from out of state or an expired license the Poll Pad will alert you. Ask the voter if they have another form of photo ID, as neither of these are valid.

If a voter is not found the Poll Pad will alert "No Records Found". Search by Manual Entry and if no records are found search by Advanced Options.



Advanced Options

If you are unable to find a voter by Scan Barcode or by name on Manual Entry you will go to the Advanced Options. On the Manual entry screen select the **"Advanced Options"** in the upper right side of the screen. This allows for a search by DOB (date of birth) or Address.

Advanced Options - Search by Date of Birth (DOB)

1. On the **Manual Entry** screen, select **ADVANCED OPTIONS**, located in the upper right corner of the screen. Leave the name fields empty. Clear the name if entered.

2. Tap DOB

Tap **DOB**, located on the left.

The screen will change displaying the month, day, year fields.

3. Enter the Date of Birth

Enter the DOB using 2 characters for month & day and 4 characters for the year. EX: 05/27/1976. Tap the **Search** button.

4. Select Voter's Record

Records matching your search will display. Locate the voter's name and verify that it does not contain any exceptions. Select the voter by tapping the record.

DOB	ADDRESS	PRECINCT CODE	STATUS	RESET	SCAN BARCODE
SEARCH RESULTS: 2					
05/27/1976	470 NEWPORT CT, AVON LAKE, OH 44012 VOTER ID: 30184943	AMERICAN LEGION POST #211 Precinct: 0260 Split 1 Ballot Style: NON AVON LAKE CITY 1-A			
05/27/1976	813 HOLLYWOOD DR, ELYRIA, OH 44035 VOTER ID: 19401657	SPITZER CONFERENCE CENTER AT LCCC Precinct: 0740 Split 1 Ballot Style: NON LORAIN CITY 1-A			Wrong Location

NOTE: Poll Pad will display all registered voters with the same DOB. Out of location voter's will display in gray with "Wrong Location".

If the voter is not found, reconfirm DOB, if correct, switch to ADDRESS and search. If still not found, get a manager to assist voter at the Help Desk.

Optional Paper Ballot

If a voter requests an optional paper ballot rather than using the ballot card on the ExpressVote Unit you will need to get a manager for assistance.

1. Process the voter as usual using the Scan Barcode or Manual Entry.
2. On the Voter Confirmation screen note the voter Precinct and Split. In a Primary Election note the party ballot type selected by the voter. Write this down for the manager

Lorain County
SOUTHVIEW
MIDDLE SCHOOL

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

Thomas A. Jefferson

DOB: 07/03/1945
3500 E 30TH ST, LORAIN, OH 44055

Voter ID: 30174099 Status: Active Precinct: 1010 Split: 1

3. Reconfirm that the paper ballot the manager has gotten for the voter matches their precinct and ballot type on the screen.

Lorain County
All Precincts

POLL CONFIRMATION

Thomas A. Jefferson
3500 E 30TH ST, LORAIN, OH 44055
Precinct: 101 DOB: 07/03/1945
Split: 001 Voter ID: 30174099
Status: Active

Ballot Style: NON LORAIN CITY 6-C LCSD

☐ Curbside

ExpressVote
Paper ExpressVote Paper

4. At the bottom left tap the "ExpressVote" for a drop down list and select "Paper".

5. Select "Accept".

6. Next on the **Ballot Entry** screen enter the ballot number which is the consecutive number as displayed on the ballot stub.

7. Remove the Ballot Stub. The manager will place it in the Completed Forms envelope.

BALLOT STYLE: 107

0001

Enter Ballot Number

NON X960-10 LORAIN CITY 6-C LCSD Ballot Style - #135

IMPORTANT -- DO NOT DETACH STUB (Stub A)

Consecutive Number 0001 Page 1 of 2

8. Instruct the voter on filling in the paper ballot and casting it into the DS200 Scanner when completed. The voter can take the ballot to the privacy stand to fill it out.

Voter Unable to Sign

- If the voter can, they should make their legal mark, such as an “X,” in the Poll Pad or Signature Roster. The precinct election official who watched the voter make their legal mark, writes the voter’s name on the signature line in the Poll Pad or Roster following the voter’s mark (R.C.3505.18(B)); <or>
- The voter can have their attorney-in-fact sign the voter’s name for them. In order to have an attorney-in-fact, the voter must have completed and filed the correct forms with the Board of Elections before Election Day (Form 10-F or Form 10-G) so the attorney-in-fact’s signature will be on file, and it will be noted in the Poll Pad or Roster. The voter must have their attorney-in-fact accompany them to the polling place. Allow the attorney-in-fact to sign the Poll Pad or Signature Roster, in the presence and at the direction of the voter. The signature of the attorney-in-fact should be examined, and if it appears on its face to conform to the attorney-in-fact’s signature pre-printed in the Poll Pad, the voter should be given a regular ballot (R.C.3505.18(B)).

NOTE: An attorney-in-fact is different from a power of attorney. In order for a person with power of attorney to sign election forms for another person, a valid appointment as an attorney-in-fact must be on file with the county BOE.



When to Notify the Manager- Special Situations

Name Change

When a voter has legally changed their name, but has not updated the voter registration ask the voter to provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter’s current and prior names) as indicated on Form 10-L which the voter must complete and sign. The voter may **cast a regular ballot**, as long as the voter is registered to vote in that precinct and provides proper ID. If the voter legally changed their name and does not have proof of the legal name change, the voter must cast a provisional ballot.

IMPORTANT: A Driver’s License is not proof of Name Change



Voter’s Name Not in Poll Pad / Signature Roster

If the voter’s name is not found in the Poll Pad, use the **Advanced Options** to input the voter’s DOB. The voter’s name may be misspelled or have unique spacing. If the voter’s name is found after entering the DOB, proceed as usual.

If the voter’s name IS NOT in the Poll Pad after looking by name and DOB, the Check In Official will notify a manager. The Manager will use the Precinct Finder application to determine if the voter is to be directed to a different Polling Location or vote a provisional ballot. If the voter’s name IS NOT in the Poll Pad, but the voter’s is in a precinct at your location, the voter must cast a Provisional Ballot and fill out the Provisional Ballot Affirmation (Form 12-B) on the envelope.

Voter's Name is not an Exact Match

The Voter may state a name that is listed slightly different than in the Poll Pad / Signature Roster. The voter's stated name must substantially conform to the name as it appears in the Poll Pad / Signature Roster. A variation of the name is allowed.

Examples:

Name on ID	Name in Poll Pad/Roster	Regular Voter-Issue Ballot Card	Contact Manager
Kaye Ann Smith	K. Ann Smith	X	
Mary Evans	Mary Young		X
Robert Jones	Rob Jones	X	
Tom Sullivan	Tim Sullivan		X
Jane Rich-Thomas	Jane Thomas		X

Note: when Hispanics/Latinos apply for a the new driver's license, their last name is changed to what is on their birth certificate which in many cases includes their mother's maiden name. Hence their new license has a hyphenated last name.

Voter is at Wrong Polling Location

If the voter's address is outside of the precincts of the Polling Location, the Help Desk or manager will use the Precinct Finder application in the Poll Pad or paper Precinct Finder to search by voter by address. Issue the voter a **Vote Center Transfer Slip**, and explain to the voter that a provisional ballot cast in the wrong precinct cannot be counted. As needed the Manager will provide the voter with the telephone number of the Board of Elections in case the individual has questions (R.C.3505.181(C)(1)). If the voter still insists on voting in the wrong precinct after being directed to the correct precinct or polling location, the voter must cast a provisional ballot and the manager will fill out the Provisional Voter Precinct Verification form 12-D.

Voter Changed Address - Same Polling Location

If the voter's address has changed the Manager will use the Precinct Finder feature to determine the Polling Location of the voter's new address. If the voter's new address is the same Polling Location then determine if the precinct is the same.

If the voter is in the same precinct they will fill out a **Voter Registration** form to update their address and will be issued a regular ballot using their name under their former address on the Poll Pad or Signature Roster.

If the new address is in a different precinct in the same Polling Location the voter will be issued a provisional ballot for that precinct. They may **not** be issued a regular ballot.

Right Polling Location – Wrong Precinct

If the voter is in the right Polling Location and insists on voting in the wrong precinct, the Precinct Election Official must complete the Provisional Voter Precinct Verification (Form 12-D) and attach it to the voter's completed provisional ballot envelope. This form demonstrates that the Precinct Election Official directed the voter to the correct precinct and that the voter refused.



Voter Forgot ID/ Invalid ID

If the voter's name is in the Poll Pad or Signature Roster, but the voter forgot their ID or it is not a valid ID, first ask the voter if they have any other form of ID and give them examples from the ID requirements section of the manual or the white "Important Voter Information" sign. If they still do not have a valid form of ID, the voter MUST cast a provisional ballot. Each provisional voter must complete the Identification Envelope- Provisional Ballot Affirmation (Form 12-B) and be given a Provisional Ballot Notice (Form 12-H).



Voter Does not have a Photo ID - Religious Exemption

If the voter does not have a photo identification due to religious objections they may fill out a Provisional Ballot and should be given the Affidavit of Religious Objection form (Form 12-O) located in the manager's binders. The form should be placed in the Completed Forms Envelope.



Voter Unable to Mark Ballot (R.C. 3505.24)



If a voter is unable to MARK his or her ballot, the voter has the following options:

- Any elector who declares to the voting location manager that the elector is unable to mark the elector's ballot by reason of blindness, disability or illiteracy may be accompanied into the voting booth and given assistance
- Any elector who declares to the voting location manager that the elector is unable to mark the elector's ballot by reason of blindness, disability or illiteracy may be accompanied at the voting booth and aided by any person of the elector's choice, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any. Assistance shall not be rendered for causes other than blindness, disability or illiteracy, and no candidate whose name appears on the ballot shall assist any person in marking that person's ballot;
- The elector may request and receive assistance from two election officials of different political parties to mark the ballot.

Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information in regard to marking of the ballot.
(R.C.3505.24)

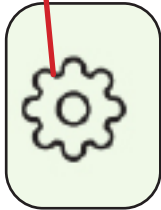


Spoil Ballot / Re-issue Ballot – (Manager Function) (Call BOE)

If a voter has not cast a ballot the ballot may be voided and a new ballot issued. This may be due to an ExpressVote malfunction that has caused the ballot to be damaged, in a Primary Election- the wrong party style of ballot was issued or the voter has stated that they need to change their selections after printing the ballot, but before casting it.

1. Look up the voter on the Poll Pad. **"Voted"** will be displayed on the screen.

VOTER, VICTOR A. 01/01/1995 1000 10th ST. LORAIN, OH 44055 VOTER ID: 1700000	Voted AM Pre Spli Ball
--	---



2. Tap on the gear symbol beside the voter's name.

3. Enter the "gear" password found in the manager's binders. Select "Done".

4. The screen will display the option to "CANCEL VOTER CHECKIN" "SPOIL BALLOT". Select **SPOIL BALLOT**. You **MUST Call BOE to CANCEL VOTER CHECKIN**.



VOTER, VICTOR A. CANCEL VOTER CHECKIN	SPOIL BALLOT
--	---------------------

5. The screen will display Spoil Ballot.

NOTE: To change ballots in a Primary Election you **MUST** select the **"Change Party"** option at the bottom of the screen to re-issue the new ballot.

This feature is not used for Optional Paper Ballots.

Spoil Ballot

VOTER, VICTOR A.
 1000 10th ST. AMHERST, OH 44001

Choose the ballot(s) to spoil:

NON LORAIN CITY 6-C LCSD

Choose Reason:

- Soiled Ballot
- Wrong Party Selected
- Ballot Destroyed
- Other

Spoiled Ballots Remaining:
 • NON LORAIN CITY 6-C LCSD ballot style: 2

GO BACK SPOIL BALLOT

CHANGE PARTY

Voters who have been issued a total of 3 ballots are not entitled to a fourth ballot and must cast the third ballot issued or not vote in this election.

Lorain County
All Precincts

START OVER SPOIL BALLOT

Spoil Ballot

VOTER, VICTOR A.
1000 10th ST. AMHERST, OH 44001

Choose the ballot(s) to spoil:

NON AVON LAKE CITY 1-A

Spoiled Ballots Remaining:
• NON AVON LAKE CITY 1-A ballot style: 1

Choose Reason

- Soiled Ballot
- Wrong Party Selected
- Ballot Destroyed
- Other

CHANGE PARTY

Voters who have been issued a total of 3 ballots are not entitled to a fourth ballot and must cast the third ballot issued or not vote in this election.

Callouts: 1 points to CHANGE PARTY, 2 points to NON AVON LAKE CITY 1-A, 3 points to Soiled Ballot, 4 points to SPOIL BALLOT.

Spoil Ballot Screen

1. **Primary Election-** Select the Change Party option to select the party or non-partisan ballot the voter wants. The down arrow will display what is available to that voter.

NOTE: skip "Change Party" in a General Election.

2. Select the ballot displayed under the voter's name "Choose the ballot(s) to spoil"; the displayed ballot will then be black. General Election- the ballot will always be "NON".

3. Select the reason under "**Choose Reason**" on the right side of the screen.

4. Tap on the blue "**Spoil Ballot**" in the upper right corner. If it is pale blue and will not proceed, then you have not selected the ballot to spoil and/or the reason.

The screen will then prompt to enter the ballot style. Type in the number based on how many ballots that have been spoiled thus far. (Ex: 1st ballot being spoiled -enter 1, 2nd ballot- enter 2, etc.).

Place spoiled/voided ballot in the **Soiled and Defaced** envelope and enter the detailed information in the red Incident Log. Indicate in the Incident Log why the ballot was voided. **Write the time and if possible the name of the voter on the voided ballot card.**

If there is no ballot to void due to the printer not printing an original ballot and/or "**Proceed Anyway**" was selected mistakenly, make sure this is indicated in the Incident Log.

Ballot Entry GO B

BALLOT STYLE: 28

1

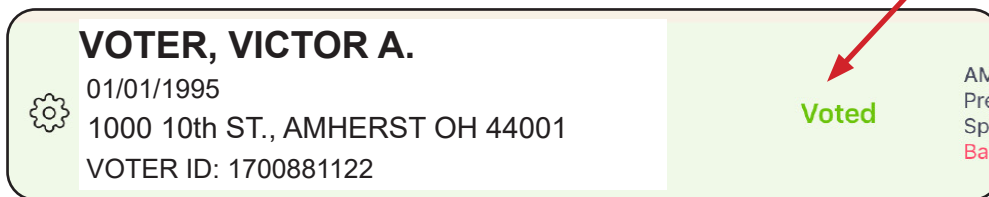
Enter Ballot Number

BALLOT STYLE: 28

Ballot Spoiled
Correct ballot style and stub recorded for spoiled ballot.

Alternate Option to access Spoil Ballot

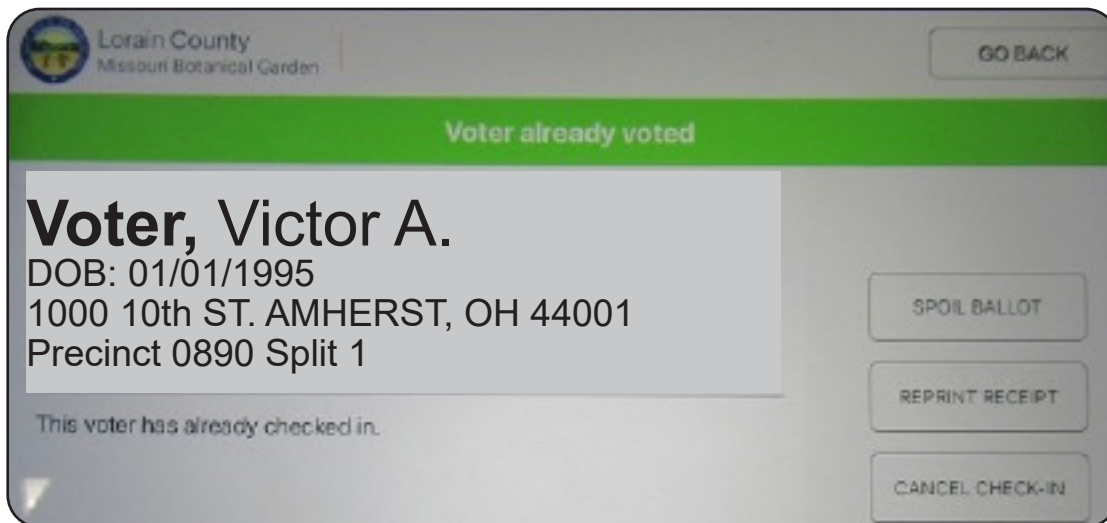
1. Look up the voter on the Poll Pad. "Voted" will be displayed on the screen.
2. Tap on the section for that voter instead of tapping the "gear".



VOTER, VICTOR A.
01/01/1995
1000 10th ST., AMHERST OH 44001
VOTER ID: 1700881122

Voted

AM
Pre
Split
Ball



Lorain County
Missouri Botanical Garden

GO BACK

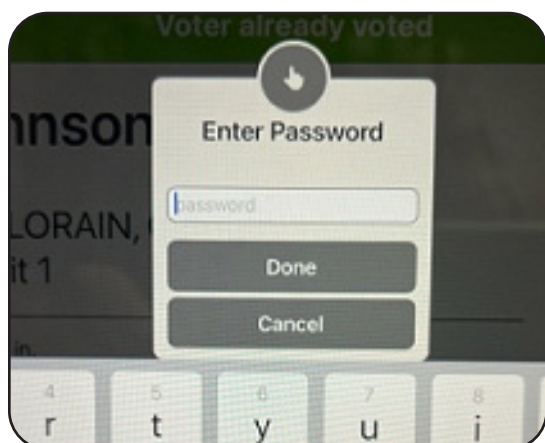
Voter already voted

Voter, Victor A.
DOB: 01/01/1995
1000 10th ST. AMHERST, OH 44001
Precinct 0890 Split 1

This voter has already checked in.

SPOIL BALLOT
REPRINT RECEIPT
CANCEL CHECK-IN

3. The screen will display "**Voter already voted**"
4. Select "Spoil Ballot" (Do not use **Cancel Check-In** unless it has been approved by the BOE).
5. The screen will prompt to enter the "gear" password. Password is in the manager's binders. Enter password and select "**Done**".



Enter Password

password

Done
Cancel

4 5 6 7 8
r t y u i

"**Spoil Ballot Screen**" on pg 49.

Follow the steps 1-4 to spoil and re-issue the ballot.

NOTE: If the ballot was abandoned (See  Fleeing Voter) the ballot is Voided by writing "Void" on the ballot and the manager will place it in the Soiled and Defaced envelope and document it in the red Incident Log.

Closing the Polling Location

After all of the voters who have arrived at the location by 7:30pm have finished the voting process, the VLM will officially announce that the polls are closed. Once all voters have left and the polls have closed you can begin to close down the location. No equipment may be closed down, unless authorized by the BOE prior to this time.

The VLM will designate a Check In Official to remove the posted materials from the wall, remove the flags from the doors and parking lot and bring in the A frame sign.

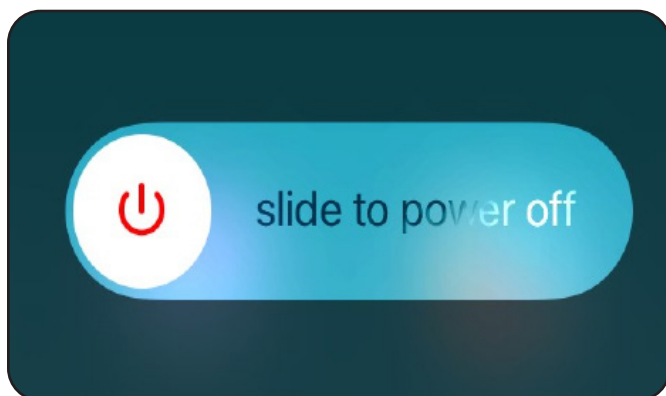
The Certification Poll Pad Closing Reports, Inventory Ballot Card, and Ballot Accounting Charts must be filled out prior to closing of all equipment. The managers will need to use the Poll Pad Help Desk Summary Report information before it is closed.

Logging Out of the Poll Pad

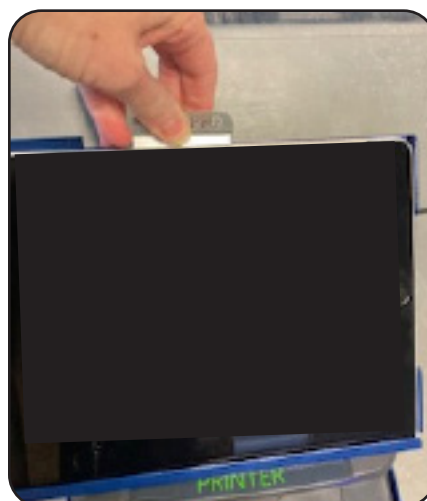
NOTE: The Certification Poll Pad Closing Reports (see page 53) must be filled out before shutting down the Poll Pads. If not the Poll Pad must be restarted.

To shut down, briefly hold the power button on the upper left side of the pad.

The screen will display "slide to power off". Slide the icon to the right.



Unplug the tablet. Pull up on the silver POLL PAD lever at the top to release the pad from the stand. With the Certification Poll Pad Closing Report place in the black case.



Re-Packing the Poll Pad

Open the black case. Lay each Poll Pad with the Poll Pad Closing Report between the sleeves inside the case. Up to 8 will fit in the case. The case will be sealed by the manager.

Re-Packing the Printer

Open the grey case by squeezing the lever on each side of the handle on the front of the case. The ExpressVote printer will remain in the stand placed inside the case. Unplug the cords from the printer to place in the case.

The printer will shut off when unplugged.

The case does not have to be sealed.

See the Check In instruction booklet for more details on packing.



2025 General Election

Poll Pad ID Number

Certification Poll Pad Closing Report

BEFORE you power down the Poll Pad record the following numbers.
These numbers are found on the top center of the screen.

Polling Location

Checkins

SB:
(Soiled Ballot)

Time

Election workers completing this report sign below, then place this
form along with the Poll Pad in the black case for return.

Democrat Check In PEO: _____

Republican Check In PEO: _____

Voting Location Manager: _____

Return in Poll Pad Case

Voter Identification Requirements/ Types of Valid ID

There Are Several Types of Valid Photo ID That Permit a Person to Vote a Regular Ballot if they are in the Correct Precinct.

- **Ohio driver's license; State of Ohio ID card; Interim ID form issued by the Ohio BMV;**
- **A US passport; A US passport card;**
- **US military ID card; Ohio National Guard ID card; or US Department of Veterans Affairs ID card**

NOTE: The U.S. Department of Veterans Affairs issues Veteran ID Cards (VIC) and Veteran Health ID Cards (VHIC) both of which include a name and photo. As a general rule, an in-person voter must present photo ID in physical form. However, as of Sept 2022, the U.S. Dept of VA discontinued issuing physical VIC and now issues only digital VIC. A digital VIC is acceptable.

All photo IDs must have the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book

Definitions relating to Voter ID. Dir 2023-03. To ensure uniform application of those requirements throughout Ohio the terms are defined as:

Current- the document has an expiration date which has not passed as of the date of the election.

Conform- For the purposes of verifying the identity of the voter by **name** means that the document shall contain the same last name and the same first name or derivative of the first name as the first and last name appearing in the poll list or poll book. When a middle name or initial can be matched, the poll worker should also verify the middle name or initial. Minor misspellings shall not preclude the use of a proffered ID for the purposes of voting. For the purposes of verifying the identity of the voter by **address**, "conform" does not mean an exact match. The form and content of the address can reasonably be determined to match the form and content of the address in the poll list or poll book.

Unacceptable forms of ID include:

Notices from the Board of Elections, Expired ID or License, license or ID from another state, Social Security Card, expired US Passport, Birth Certificate, bank statement, utility bill, paycheck, insurance card, paycheck. (Electronic documents on a phone, computer, tablet, etc. are not acceptable forms of identification unless it is an electronically issued Military VIC, an Ohio Mobile ID is not valid)

IMPORTANT- An unexpired Ohio driver's license, State ID or Interim Documentation with a former address IS an ACCEPTABLE form of identification.

1. Ohio Driver's License

An Ohio Driver's License or Ohio Interim Documentation may be used to prove a voter's identity for the purpose of voting in Ohio as long as it has the following:

- An expiration date that has not passed; (expired license or ID is not valid)
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or the Electronic Poll Book (Poll Pad book)

The voter's must state their current address which must substantially conform to the voter's address as it appears in the Poll Pad / Signature Roster. The address on the license does not have to be current for the license to be valid.

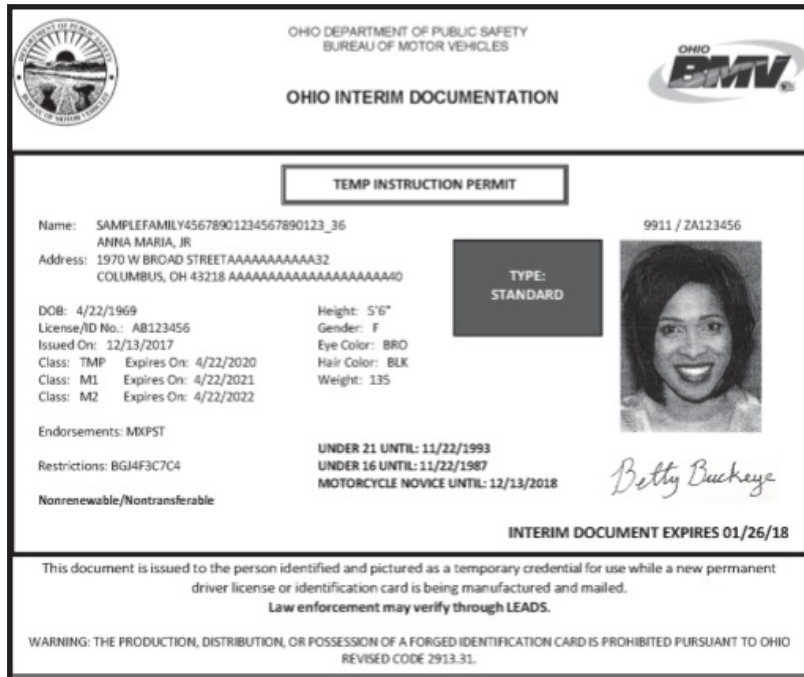
Note: An Ohio Interim ID or Interim Driver's License is a valid form of ID.

An Ohio Mobile Id is **not** valid for voting.

Ohio Interim Documentation

A Deputy Registrar will issue interim documentation to a customer who applies for, updates, or renews an Ohio driver's license or state identification card. This interim documentation is issued to the individual identified and pictured on the form and is temporarily valid while a new driver's license or identification card is being produced and mailed to the individual. An Ohio Interim Documentation that displays an expiration date that has not passed is a valid form of identification for voting purposes.

In addition to issuing interim documentation to an individual, the Deputy Register will hole punch the individual's previous driver's license or state identification and return it to the individual.



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

OHIO INTERIM DOCUMENTATION

TEMP INSTRUCTION PERMIT

Name: SAMPLEFAMILY45678901234567890123_36
ANNA MARIA, JR
Address: 1970 W BROAD STREETAAAAAAAAA32
COLUMBUS, OH 43218 AAAAAAAAAAAAAAAAAA40

DOB: 4/22/1969
License/ID No.: AB123456
Issued On: 12/13/2017
Class: TMP Expires On: 4/22/2020
Class: M1 Expires On: 4/22/2021
Class: M2 Expires On: 4/22/2022

Height: 5'6"
Gender: F
Eye Color: BRO
Hair Color: BLK
Weight: 135

Endorsements: MXPST
Restrictions: BGJ4F3C7C4
Nonrenewable/Nontransferable

9911 / ZA123456

TYPE:
STANDARD

UNDER 21 UNTIL: 11/22/1993
UNDER 16 UNTIL: 11/22/1987
MOTORCYCLE NOVICE UNTIL: 12/13/2018

INTERIM DOCUMENT EXPIRES 01/26/18

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

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



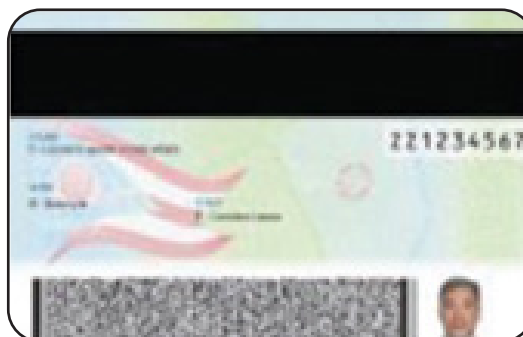
A hole-punched Ohio driver's license or state identification card that displays an expiration date that has not passed is a valid form of identification for voting purposes.

Images of a compliant and standard Ohio Driver's License

Front of Compliant
Driver's License



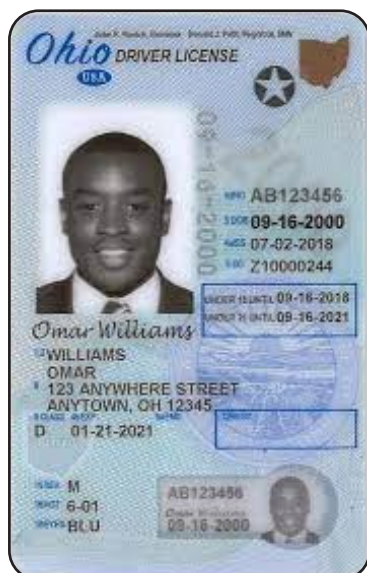
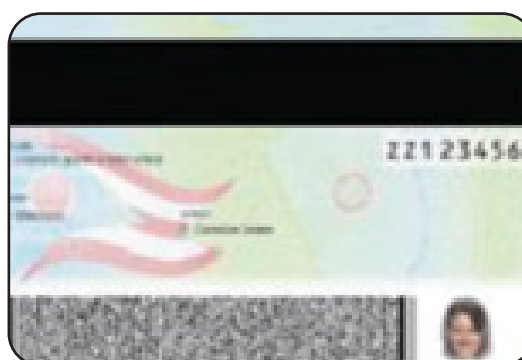
Back of Compliant
Driver's License



Front of Standard
Driver's License



Back of Standard
Driver's License



Ohio Compliant
License for driver
under age 21



Ohio Compliant
Identification for
driver under age 21

Non-Citizen- Not Valid for voting



Non-Citizen Ohio ID -
Not Valid for voting

Note: License or ID will have a vertical format for driver under age 21

IMPORTANT: An unexpired Ohio state driver's license or State ID with an old address IS ACCEPTABLE, as a valid form of identification necessary to cast a regular ballot when the voter's current address is in the Poll Pad.

2. State of Ohio Identification Cards

An Ohio state identification card may be used to prove a voter's identity for the purpose of voting in Ohio as long as it has the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Electronic Poll Book (Poll Pad)

The voter must state their current address which must substantially conform to the voter's address as it appears in the Poll Pad/Signature Roster. The address on the State ID does not have to be current for the ID to be valid.

Other “**header bars**” may be displayed depending on the driver license type.

3. US Passport or US Passport Card

- Must contain the correct name of the voter, the voter's name must substantially conform to the name as it
- appears in the Poll Pad / Signature Roster;
- A photograph of the voter; and
- An **expiration date that has not passed;** (expired passport is not valid)

An address is not on a US Passport or Passport card. The voter is asked to state their current address and it must reasonably conform to the address as is listed in the Poll Pad /Signature Roster.



4. Military ID

Valid US military identification cards or copies of such cards must be accepted whether or not they contain a name or address. This form of ID must still allow a Precinct Election Official to determine that it is the military ID card of the person who is presenting it for the purpose of voting. Valid Military ID for voter identification:

- A US military ID card (military dependent ID);
- Ohio National Guard ID card; or
- US Department of Veterans Affairs ID card

If the ID presented does have an expiration date, it must be confirmed that the date has not passed. An expired ID is not valid.

(Examples of the various forms CAC's (Common Access Card), DD Form 2 and DD Form 1173; 1173-1, 2765 and Military IDs for retired military and reserve members do not have an expiration date on the, They may have "INDEF" where the expiration date would appear. They are valid without an expiration date.

Military Identification Cards Examples:

There are three types of military ID issued by the U.S. Department of Defense that are acceptable for voting in Ohio: Common Access Card ("CAC"); DD Form 2; DD Form 1173

Please Note: Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address (R.C.3505.18).

However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

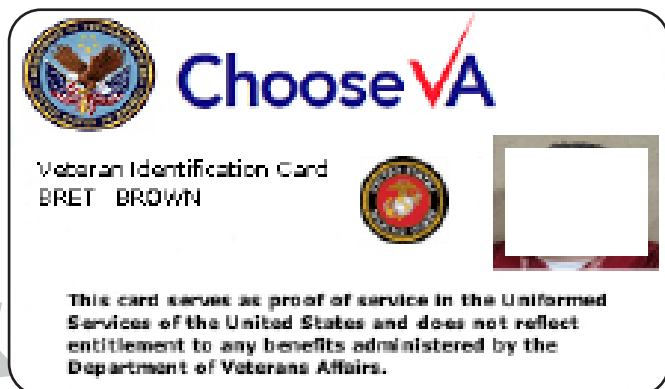
Military IDs may be in electronic form on the voter's device.

Examples of the CACs are available for viewing at the following Web addresses:

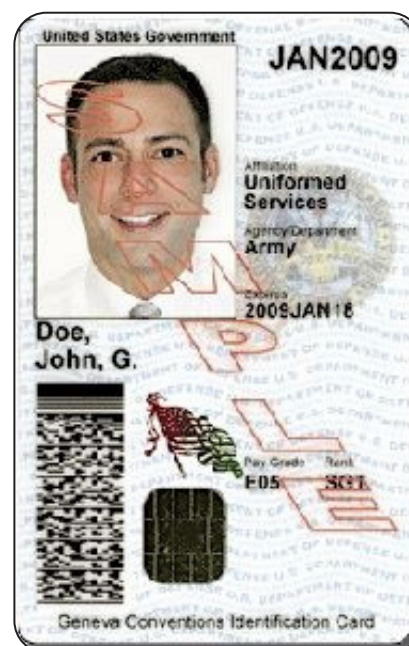
cac.mil/CardInfoGeneva1.html; cac.mil/CardInfoGeneva2.html;

cac.mil/CardInfoPrivelege.html; cac.mil/Cardinfoidentification.html

Ex: US Dept Veterans Affairs ID digital version. The veteran's name and photo will be displayed.



Ex: CAC
Ohio
National
Guard



Ex: Common Access Card (CAC) ID



Ex: DD Form 1173

S A M P L E	1. CARD NUMBER	3. EXPIRATION DATE
	2. ISSUE DATE	4. SIGNATURE (Typed name and relationship)
	5. COLOR (YES/NO, COLOR)	7. HEIGHT
6. DATE OF BIRTH OF BEARER	8. WEIGHT	9. GRADE AND NAME OF SPONSOR
11. SERVICE & STATUS OF SPONSOR	12. SERVICE NO. OF SPONSOR	13. AUTHORIZED PATRONAGE THEATER COMMISSARY EXCHANGE UNLIMITED
14. SIGNATURE		

16. MEDICAL CARE FACILITIES AUTHORIZED	
a. UNIFORMED SERVICES	b. CIVILIAN (if you give address later)
17. PLACE OF ISSUE	
SIGNATURE	
TYPED NAME AND GRADE	
18. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	

S A M P L E	PHOTO PRINTED HERE	EXPIRATION DATE
	SIGNATURE	SPONSOR SERVICE / STATUS
	SOCIAL SECURITY NUMBER	SPONSOR RANK / PAY GRADE
SIGNATURE		SPONSOR RSN
SIGNATURE		RELATIONSHIP
SIGNATURE		AUTHORIZED PATRONAGE EXCHANGE THEATER COMMISSARY

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
S A M P L E				
DATE OF ISSUE		MEDICAL		
DD FORM 1173-1 OCT 93 PROPERTY OF US GOVERNMENT				

Voter Identification Requirements



Ex: US Dept Veterans Affairs ID

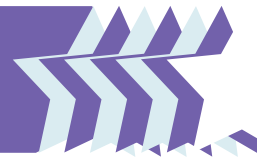


Ex: Military Dependent ID

NOTES

[illegible]

Voter Assistants



Voter Assistant Overview

A range of very specific duties are performed by the Voter Assistants prior to the Polling Location being opened, during the voting process, and while closing down the Polling Location. They play a critical role in making sure every voter receives assistance as needed, in a timely fashion and equipment is cleaned and working through out the day.

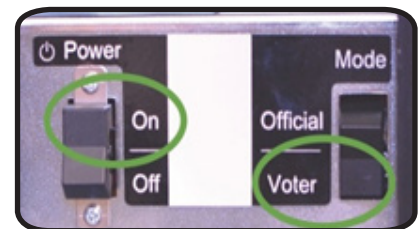
Before the Polling Location Opens- Equipment Custody

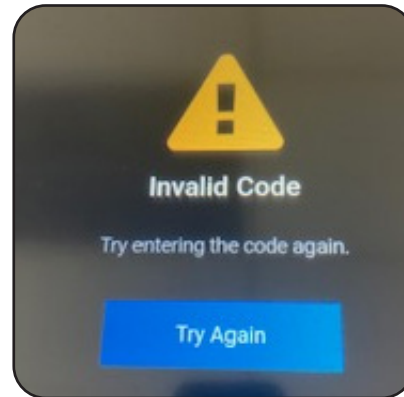
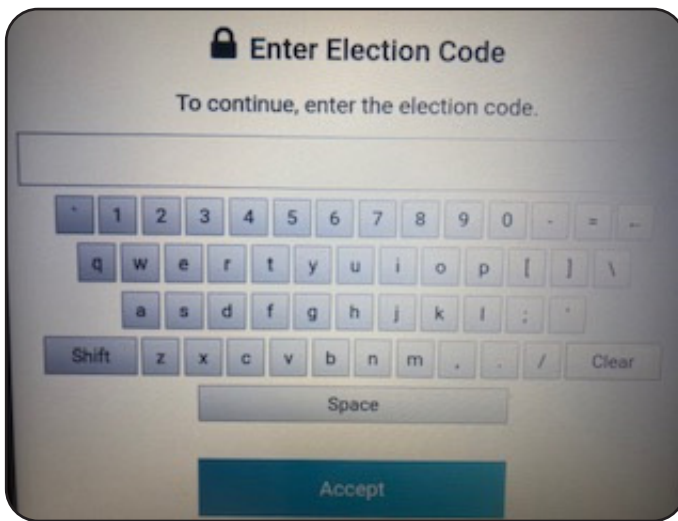
The AVL M oversees each team of Voter Assistants in opening the ExpressVote Units and DS200 Scanners within the Polling Location. When there are Help Desk Officials in your Polling Location they may assist.

The AVL M will locate the Equipment Custody form in the folder at the Help Desk. Two PEOs will check the seal numbers on all ExpressVote units and DS200 Scanners using the form. Notify the AVL M if there are any discrepancies or seals are voided. The 2 PEOs, AVL M and VLM must sign the form. The form is returned by the AVL M in the green bag. If you cannot find the form, collect the yellow seals from the ExpressVote units and set them aside until the form is located; call the BOE. Do not remove the DS200 seals. Proceed with opening.

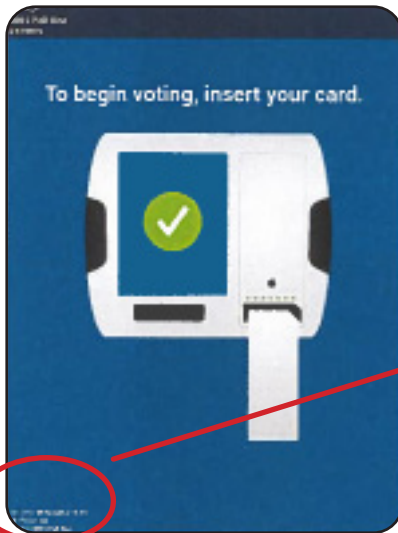
Opening the ExpressVote Units

1. Get the barrel key, Opening Procedures Form, and the Election Code from the AVL M.
2. Inspect the yellow seal to confirm the chain of custody and that the seal is not "VOID". Using the barrel key open the left side access compartment. Discard the seal.
3. Push on the rocker Power switch to the "ON" position. Check that the Mode switch is in the "Voter" position. Do not touch the screen until Election Code screen appears.
4. The unit with the Audio Tactile Keypad will be on a table, the key pad is plugged in and the cord feeds through the channel in the side door. The head phones located in the red tote, will be placed on that unit and plugged into the auxillary panel on the front. They should be accessible to any voter who wishes to use them.

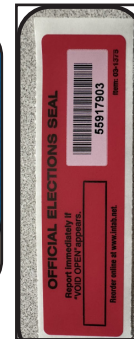
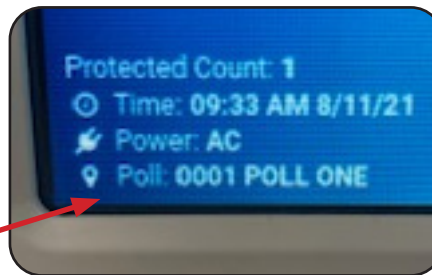




5. When indicated enter the Election Code. Tap Accept.
If you enter the code incorrectly use "clear" or the back arrow to correct the code. Invalid Code will appear if the wrong code is entered. Tap "Try Again" to re-enter the code. If you enter the code incorrectly 3x the unit will time out for 30 sec then allow you to continue.



6. "To begin voting, insert your card" will display. Confirm date, time, election and Polling Location in the lower left corner of the screen are accurate.



7. Close and lock the access compartment. Place a red security seal on the compartment door. Return key to a manager.

8. Check the Auxiliary Panel for power. See below.

Auxiliary Panel

The Auxiliary Panel indicates power sources and outlets for assisting with accessible voting using an adaptive device and headphones. If the Battery Status Indicator is green the battery is fully charged. If it is yellow, it is charging. If it is red, the unit must be connected to a power source to fully charge. If there is no light the unit is not plugged in to any power source.

Plugged in to outlet

Head Set Plug in location



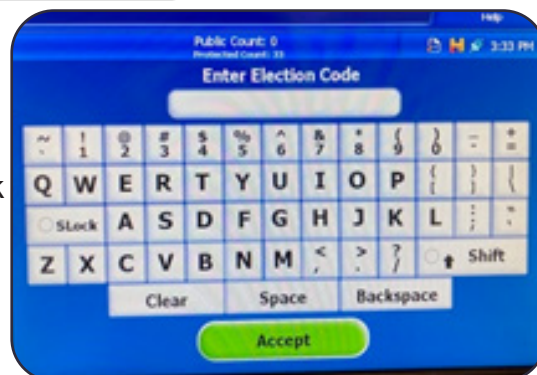
DS200 Scanner Opening

The Assistant Voting Location Manager will oversee the opening of the DS200 Scanner.

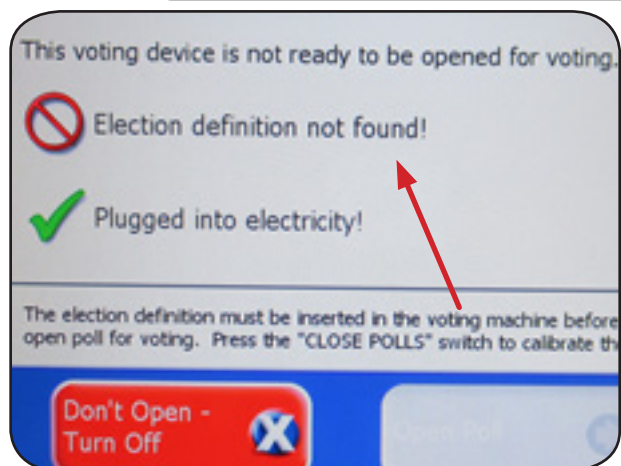
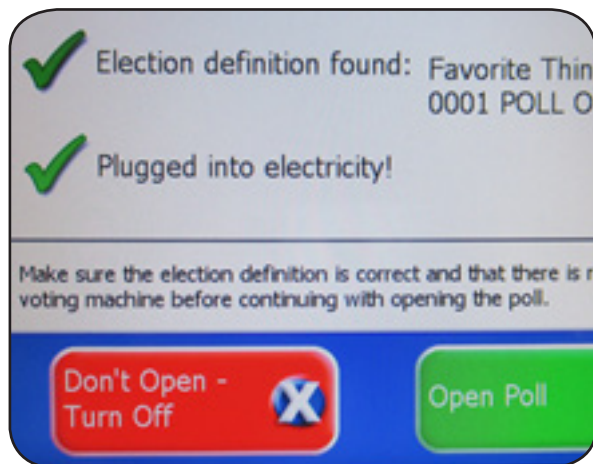
1. Unlock and lift the black lid top. The DS200 will automatically power on. **If it does not** power on, call the BOE. Check that all seals are in place. Check the yellow and blue seals on the Equipment Custody form. Ensure the auxillary ballot card slot in the front is sealed with a lock seal.



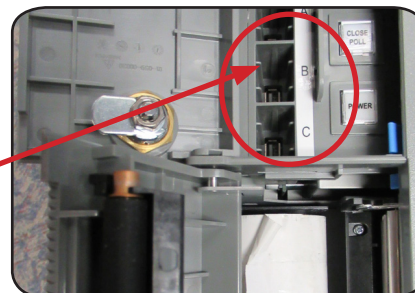
2. Enter the Election Code (supplied by the managers). Tap Accept. The Configuration Report will print automatically. Do not tear off yet.



3. Make sure the screen shows a green check mark by "Election Definition Found!" and "Plugged into electricity!". (if not see Trouble Shooting) Press "Open Poll".

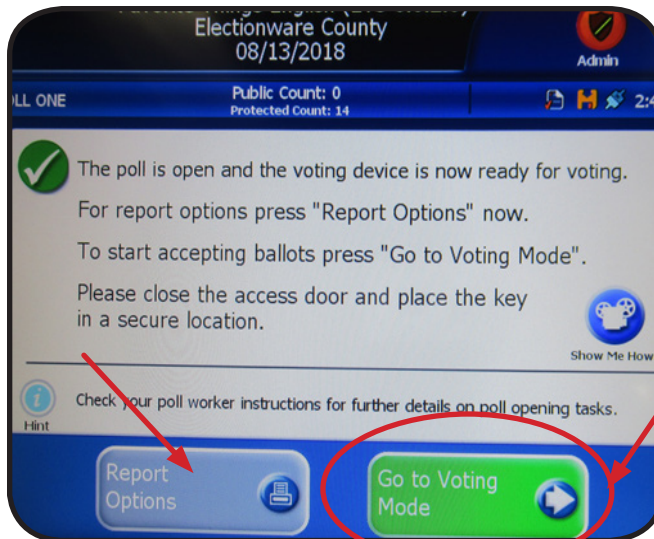
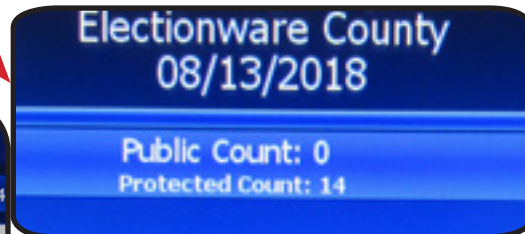


IMPORTANT: If the Election definition is not found, the screen will display "This voting device is not ready to be opened...", call the BOE. As directed by BOE, remove the yellow seal and unlock the left side access door to confirm that the Memory stick is pushed in all the way in port A or B.





4. The Zero Totals report will automatically print. If there are any issues with the report printing, including printing a blank report, see "Trouble Shooting" then press "Report Options" to reprint. Both the AVL and other PEO check and sign the report. Tear off the reports and place in the Orange Report pouch.



5. Ensure that the Public Count is zero. If it is not, STOP- call the BOE for assistance. Make sure the date, time, Election, and poll names are accurate.



6. Press "Go to Voting Mode".

7. The screen will now display the "Insert Here" message and is ready for scanning the Ballot Cards.



8. Direct Voters to feed the ballot card into the scanner as indicated by the arrow. The card can be placed on the tray face up or down for privacy.

For issues see "Trouble Shooting" in the manual and call the BOE for additional instruction.

IMPORTANT: If any seals are removed on the unit during opening, call the BOE to report and reseal.

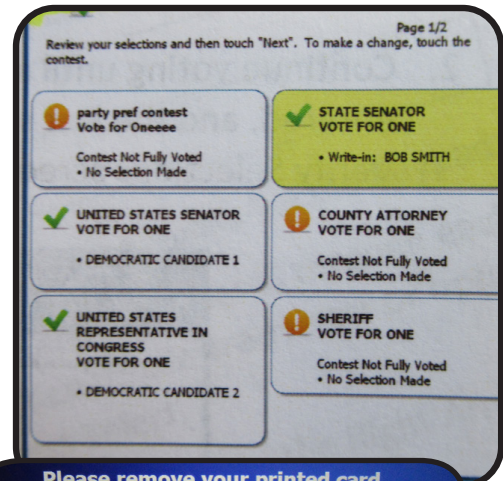
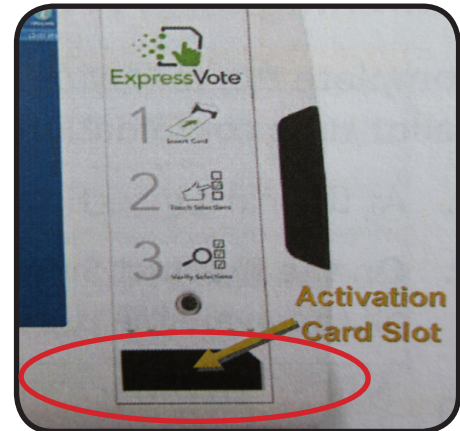


Note: the blue seal on the back of the scanner is never removed.



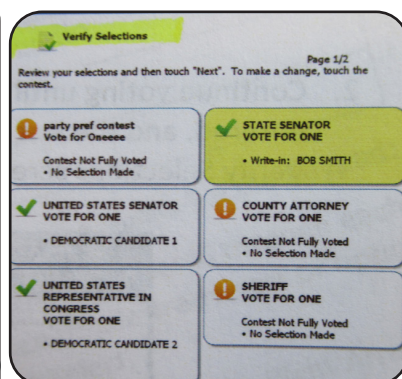
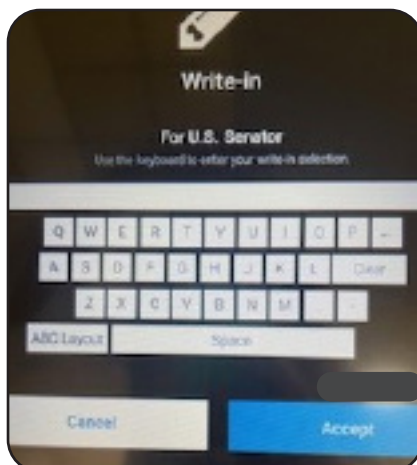
Using the ExpressVote

1. Ensure the Mode is set to "Voter" and "To begin voting, insert your card" is displayed on all units.
2. The voter will insert the ballot card into the Activation Card Slot with the cut corner to the upper right of the slot.
3. The voter can use the buttons on the top of the screen to change the features.
4. To select a candidate or issue choice the voter will use the touch screen using the stylus or finger. It will display a check mark next to the selection.
5. If there are more candidates than what fit on the screen press the yellow "More" bar at the bottom of the screen to see remaining candidates.
6. To change the selection simply make a new selection. It will automatically de-select the previous selection. For multiple vote contests a message will be displayed if too many choices have been selected. De-select a previous choice before selecting a new one.
7. Use the "Next" or "Previous" buttons to navigate.
8. After selections are made the "Verify Selections" screen will display.
9. Selections may be changed by selecting the specific contest to go back.
10. Select "Next" to return to "Verify Selections" after any changes have been made.
11. To finish the ExpressVote displays the "Print your Ballot screen."
12. Sanitize the screen after use with the alcohol and cloth provided by the BOE.



Casting Write-In Votes Using Touch Screen

1. Touch the write in selection on the screen.
2. Use the on-screen keyboard to enter the name, and select **"Accept"**.
3. The name will display on the "Verify Selections" screen. The managers will keep the official Write-In candidate list to give a voter upon request.



Voting Unit Features

The ExpressVote Units have special features built in to assist voters. The voter can use the buttons on the top of the screen to select a language (English and Spanish) and to adjust the screen appearance.

- Text Size- changes the size of the display from normal to large font. If the information displayed extends off the screen a "More" navigation bar will display allowing the voter to scroll up and down to see the entire content.
- Quit- returns the voter's unmarked card.
- Contrast- changes the display to a high contrast black and white view.
- Language- allows the voter to chose Spanish
- Help- provides detailed instructions on how to use the ExpressVote for voting.



ADA ExpressVote Unit/ Audio-Tactile Keypad

One ExpressVote Unit is equipped with an audio feature, a keypad and headphones for visually impaired voters. Although anyone can use it, it will be set up on a table for voters who need to be seated as well as for the visually impaired voter. You may need to escort the visually impaired voter to the unit, assist with removing the keypad from the left side of the unit and with getting started. Refer to the "Processing Voters" section for more information on assisting voters with a disability. Look in the Red Tote for the Headset. Technicians have additional keypads if needed.



Headset plug

Touch any key on the keypad to begin using.

1. Up Arrow- Moves cursor up the screen
2. Back Arrow- Moves to previous screen
3. Select Square- Selects the voter's choices
4. Forward Arrow- Advances to next screen
5. Down Arrow- Moves cursor down to next selection
6. Home- Opens screen with voting instructions
7. Pause- Stops the audio; press again to continue
8. Screen Diamond- Press once to darken for privacy; press again to return to normal display
9. Repeat- Repeats last spoken phrase
10. Tempo- Adjust audio speed
11. Volume- Adjust audio level



To cast a write-in vote on the Audio Keypad use the Up and Down Arrows to scroll through each letter or option as it is read then press Select. Press the Right Arrow to accept the selection and to return to the previous screen. Press the Left Arrow to close the write-in screen without entering a write-in candidate.

To Cancel a Ballot / Voiding a Ballot/ Fleeing Voters

Canceling or voiding a ballot must be done by a manager with a member of the opposite political party.

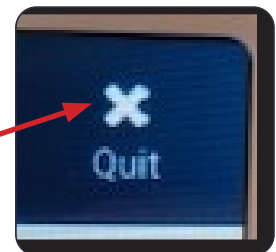
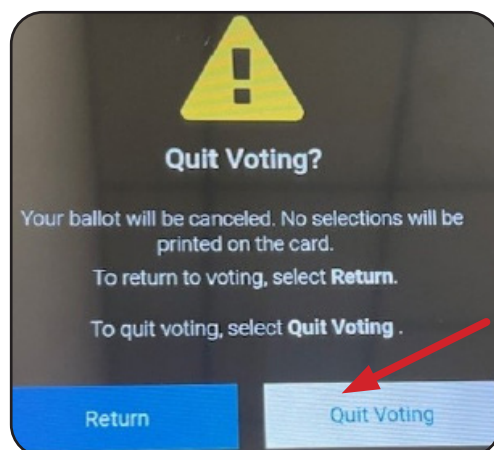
If the ballot card is damaged or cannot be used in the ExpressVote or DS200 Scanner, the card will be voided and a new card re-issued. The voter must return the original ballot to be voided first.

If a voter requests a new ballot card due to wanting a change in the card style (ex: party selection) or a change in vote selection after the card is printed, the voter may have the card voided and re-issued. A voter can be given up to 3 ballots when re-issuing, but the previous ballot must be voided each time.

If a voter wants to cancel the voting session they can select the

"Quit" button on the screen in the top right corner.

It will prompt "Quit Voting" select "Return" to continue or "Quit Voting" to quit. Tap "Quit Voting". The screen will indicate "Vote Session Canceled".

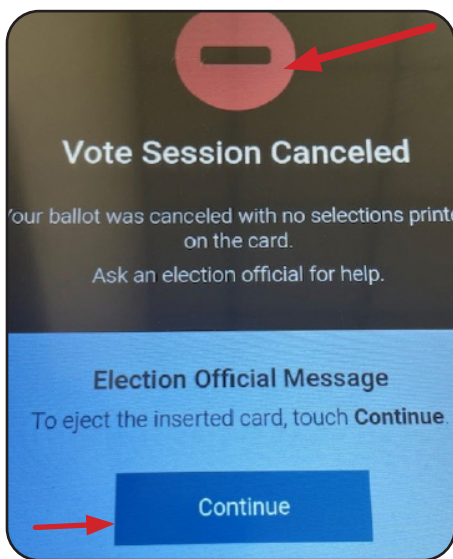
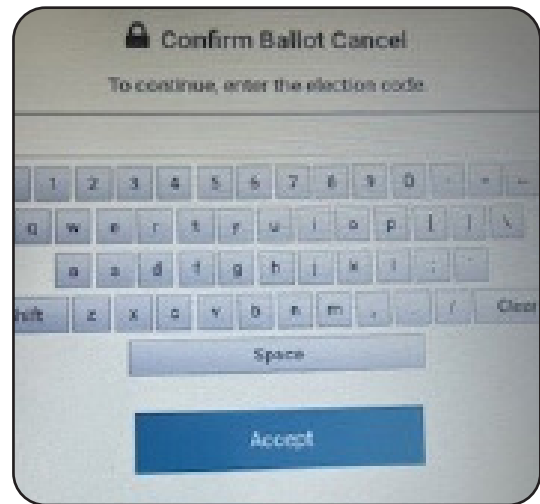


Select "CONTINUE". Follow the prompts to Enter the Election Code and the reason for canceling. The ballot card will not contain any vote selections. Void the ballot, unless the voter selected this by

mistake, then they may reuse the ballot to start the voting process again.

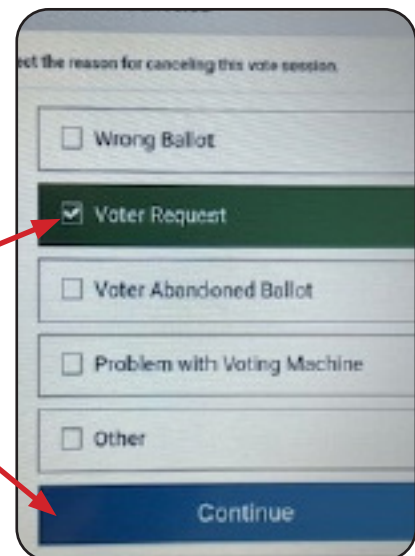
If a voter leaves a ballot without printing or casting, referred to as a "Fleeing Voter", the ballot may not be counted. The unit will timeout if left idle for 5min. An alert appears, and will alarm (beep). Tap red circle icon to end the alarm.

Tap **"End Voting"**, enter the Election Code then tap **"Accept"**. On the "Vote Session Canceled" screen; tap **"CONTINUE"**.



The unit will ask you to select the reason for canceling the vote session. Tap the screen indicating the reason and the item will display as a green box with a checkmark. Tap Continue. Void the ballot card

To Void the ballot, write "Void", the date and if possible the name of the voter on it. Place it in the



green **"Soiled and Defaced"** envelope. Do Not tear ballots. Any canceled, voided or re-issued ballots must be documented in the **Incident Log** by the managers.

Voter Unable to Mark Ballot

If a voter is unable to MARK his or her ballot, the voter has the following options:

- Any elector who declares to the voting location manager that the elector is unable to mark the elector's ballot by reason of blindness, disability or illiteracy may be accompanied into the voting booth and given assistance (R.C. 3505.24);
- and may be accompanied at the voting booth and aided by any person of the elector's choice, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any. Assistance shall not be rendered for causes other than blindness, disability or illiteracy, and no candidate whose name appears on the ballot shall assist any person in marking that person's ballot (R.C. 3505.24);
- The elector may request and receive assistance from two election officials of different political parties to mark the ballot. (R.C. 3505.24)

Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information in regard to marking of the ballot. (R.C.3505.24)

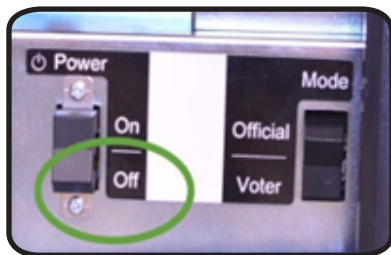
Jammed Ballot Card Removal

If a ballot card will not eject from an ExpressVote Unit when the voter has finished their selections and attempted to print the ballot it may be jammed. Refer to pg 102 for details on how to manually eject the ballot card. With a manager or technician a barrel key will be needed to open the voting unit.

Closing the Polling Location

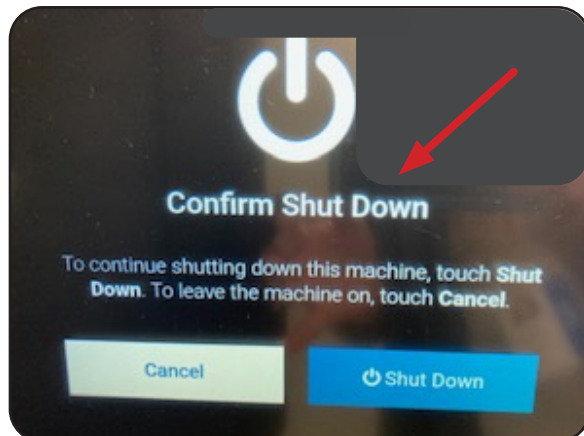
At 7:30pm the VLM will announce that the polls are closed. Process all voters that are in line at that time. Once all of the voters have finished voting and left the Polling Location you may begin the closing process. Assist with the DS200 Scanner closing. Close the ExpressVote Units. Remove the headset on the VIBs unit and place in the Red tote. Take down the units and stack as directed. See pg 70 & 71 for further instructions.

Closing the ExpressVote Units



ExpressVote Units must be powered off and folded down before leaving the location. Follow the Closing Procedures.

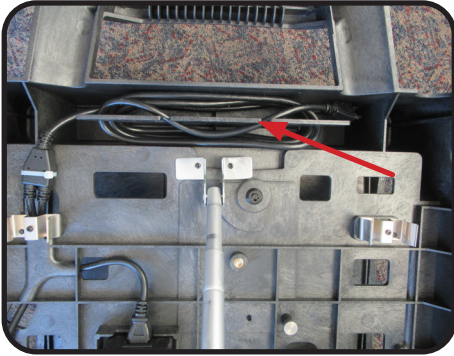
1. Inspect the red security seal, remove and dispose of it. (If "void" notify a manager- do not remove)
2. Open the left side access compartment using the barrel key. Push the power switch to Off.



3. Confirm Shut Down will appear. Tap "Shut Down" to finish. The screen will go black.
4. Close and lock the access compartment.
5. Return the keys to the managers when finished.
6. Close and seal the interlocking doors using the zip ties provided. Remove the Head set.
7. Use the push pin on the middle support bar and lower the base to almost parallel.



Folding Down the ExpressVote Units

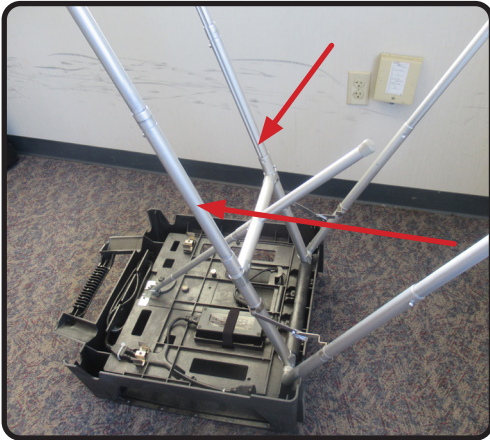


8. Gently turn the unit over and lay it face down on the floor with another person assisting. Lift using the handle and under the base of the unit.

9. The cord should be wrapped around the upper bracket at the top of the unit base.

10. Using the push pin buttons located on the legs, retract the outside legs first. DO NOT push legs forward.

11. Using the push pin buttons retract the inner “U” legs. Release the hinges.

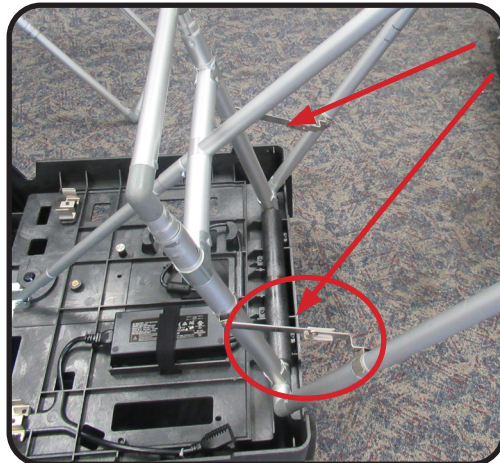


12. Using the push pin buttons retract the middle bar. As you lower the bar the inner “U” legs and outer legs will lower down. Ensure the hinges are released before fully pushing the outer legs into the clips on the base.

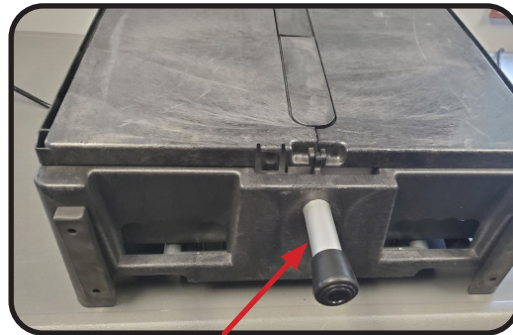
Check to make sure the power cord plug is not under the metal leg on the left side so that the leg can be pushed down into place.

13. Turn the unit over, face up, and move to the designated area. DO NOT lift the unit on the sides, only lift using the handle on the top of the unit and the bottom base. Units can be stacked up to 5 high.

Unplug all extension cords from wall outlets. All extension cord and power strips should be put in the Blue Tote.



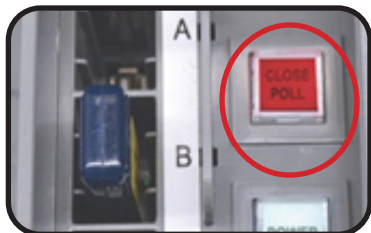
Important: Do not force the legs down. Do not lift the unit on the sides. Only use the handle at the top of the unit and the bottom base.



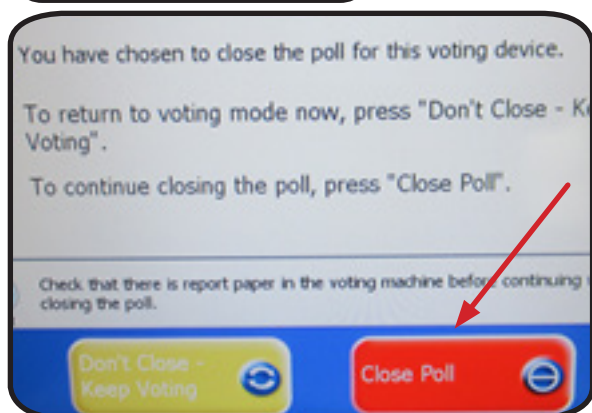
14. Remove the foot from the base of the ADA (VIBS) unit and put in blue tote. Secure folded legs with velcro and place tactile keypad in the red tote.

Closing DS200 Scanners

1. Check the security seals on the box and on the access panel on the DS200. If the seal has been tampered with notify the BOE immediately.
2. The AVL M will fill out the **Ballot Card Inventory** form (located in the Red Tote).

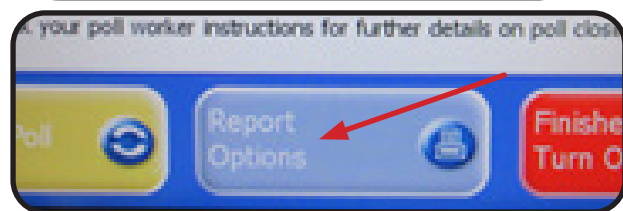


3. Using the barrel key unlock the access door, press and release the square **"Close Poll"** button. The button will flash red, then turn off.

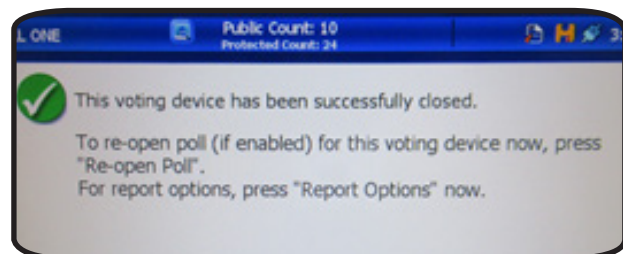


4. An Alert screen will appear to confirm that you want to close the Poll- tap the **"Close the Poll"** button on the screen.

5. The DS200 will automatically print the closing reports. There will be 2 copies. Place one copy in the Orange Report pouch and post the other copy outside of the Polling Location. **AVLM and other PEO sign reports.**



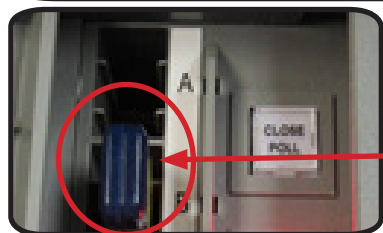
6. If there is an error in printing, the report is blank or does not print, tap the **"Report Options"** button to access the report screen and print voting results. Call the BOE before printing any reports from the Report screen if they do not automatically print.



7. Press **"Finished-Turned Off"** to shut down.

8. A message will indicate that the device has been successfully closed. With a green check-mark.

9. **DO NOT** remove the Memory Stick until the **"Power"** button is no longer lit up red and the screen is black.



- Place the Memory Stick in the Clear Memory pouch. Repeat for each DS200.

10. Complete the Closing Sheet located in the AVL M binder with the memory stick count.



DS200 Scanners- Take Down



1. Unplug the DS200 Scanner power cord. Wind up cord on the back of the unit top.

2. Using the flat key unlock the metal hinges at the front and back of the unit to release the top from the box of the scanner base.

3. Twist to remove the yellow security seal on the front and back of the top of the box. Do not remove blue lock seal on the front.



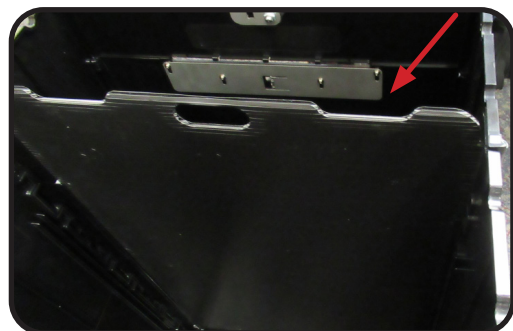
4. Slide the scanner forward. Gently pull back on the plug at the arrow to disconnect the locking hinge and unplug. Set scanner aside.

5. Lift the top off the box, hold at the sides and lift straight up.



6. Remove the scanned ballot

cards from the back of the box and place them neatly into the burgundy bag to seal.



Important: Do Not remove any ballots in the Auxiliary Bin. Call the BOE immediately. !

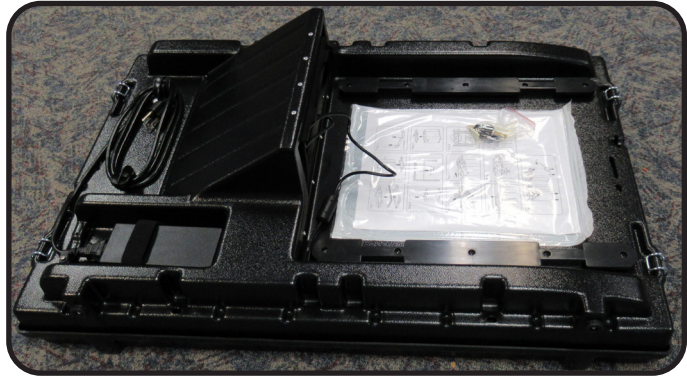


7. Remove the partition. Unhinge the box from the base. Follow the arrows to collapse the box.

8. Place the collapsed box and partition into the base.



9. Place the top into the base and lock in place using the hinges. Put all items in the designated area.
10. Place scanner in soft sided padded bag and seal zipper toggles with a zip tie seal.



Vote-a-Matic

Fold down the Vote-a-Matic unit into itself. Detach the walls from the Velcro or clips to fold down. Lay the unit down. Pull the legs out of the base and fold in half by pulling apart with inner bungee cords, place in the lid of the stand. Latch closed like a briefcase. (Detailed photos in VLM Binder.)



NOTE: The Blue Tote & Red Tote have a supply list on the box to indicate what should be returned to the bin.

See closing directions section pg 129-132 and in the closing section of the managers' binders.

NOTES

This image shows a single page from a notebook or ledger. The page is white with rounded corners and features ten horizontal blue ruling lines spaced evenly apart. There are no margins, text, or other markings on the page.

Help Desk Officials



Overview

When a voter is not able to vote a regular ballot, they will be taken to the Help Desk by the VLM or AVL. The Help Desk Official will provide individualized attention to the specific circumstances of each voter, determining the best course of action. The Help Desk Officials will work at the table processing voters.

The Help Desk will need to be extremely diligent in keeping each of the precinct supply bags separate. Each of the bags will contain ballots that are unique to the specific precinct and therefore cannot be mixed in with other ballots.

NOTE: Not all Polling Locations will have dedicated Help Desk PEOs. The VLM and AVL will fill this role in addition to their other duties.

Ensure that the Poll Pad with the green label on the back is at the Help Desk.



Before the Polling Location Opens

At opening the Help Desk Officials will assist the Voter Assistants in opening the Voting Units if necessary. When all of the ExpressVote Units are operational and ready for voters, the AVL will give the Help Desk(s) officials one yellow bag for each precinct in the Polling Location. The bags will contain all Provisional ballots and paper ballots for the precincts and the supplies necessary for all voters.

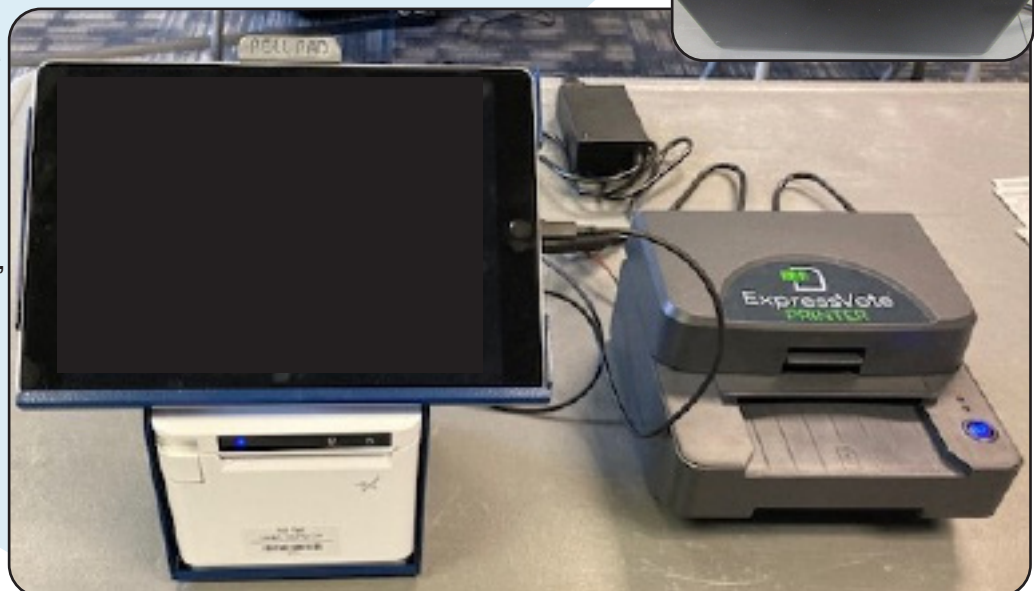
A Poll Pad will be at the Help Desk and must be set up. Refer to the Check In section of the manual or the Help Desk booklet for instructions. **Confirm that the Poll Pad with the green label is at the Help Desk.**

The Help Desk will have the back-up battery. The Cradlepoint may be located at the Help Desk or in another location for best connectivity. Call BOE if battery is beeping.



IMPORTANT: The report printer will be at the Help Desk. Test the printer by taping the printer symbol, select Print Test Receipt.

Additional rolls of paper are in the green Help Desk case.



Provisional Ballots

There are 6 basic reasons why a voter needs a provisional ballot.

Use The Provisional Quick Reference Guide located in the back of the Manual (last page).

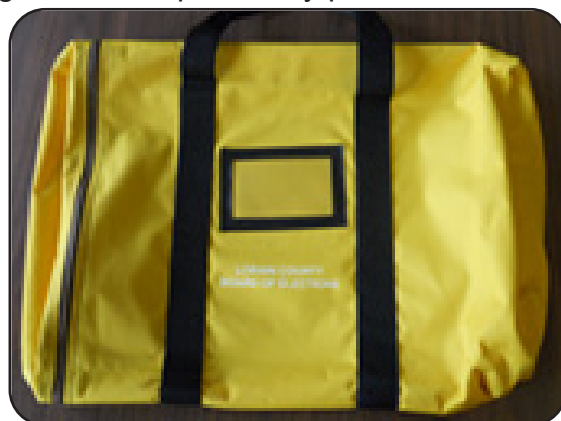
- **Voter's name does not appear on the official poll list for that precinct;**
- **Voter is unable to provide photo identification;**
- **Voter has moved to a different precinct;**
- **Voter has changed their name but not updated their voter registration and they do not have proof of the legal name change;**
- **Voter's name appears on the official poll list for that precinct as having already requested an Absentee ballot; Voter's name is marked on the poll list or signature book with a notation that the voter must Vote Provisional;**
- **Voter's precinct is not at the polling location, but voter refuses to go to the correct polling location and demands a ballot.**

A provisional voter is someone that is not able to vote a regular ballot. Sometimes voters move, change their name (and are not able to provide proper documentation) or do not have proper identification and are therefore not able to vote on the Voting Units.

The Help Desk Official works with the managers to assist the voters. Use the **Provisional Quick Reference Guide** located in the back of the manual to determine how to process this voter or if the voter should be sent to a different Polling Location, and to determine if there are any additional forms required for that particular voter.

For every Provisional Voter you will need to complete the Provisional Log. The log should be completed while the voter is still present to ensure accuracy.

Provisional ballots must be kept in the yellow bags at the Help Desk by precinct. Each yellow bag contains a separate precinct's ballots.



Voted provisional ballots will be placed in the Provisional Ballot Box via the slot at the top of the box after the ballot envelope (Affirmation

Statement) has been reviewed for errors. Do not break the blue seal on the zipper. The box slot will be sealed with a red pull tie at closing.

Change of Address (Voters that have moved Within the Same Precinct)

When a voter has moved we need to determine the following:

- if they have moved within the same precinct; or
- if they have moved into a different precinct at the same Polling Location; or
- If they have moved to a different Polling Location.

If a voter has moved **within the same precinct**, and the Poll Pad shows their former (old) address, have the voter complete a Voter Registration Card. **The Voter will vote a Regular Ballot not a Provisional Ballot.** Once the voter fills out the Voter Registration Card place it in the Completed Forms Envelope. The voter should be processed using their name in the Poll Pad under their former address.

If you are unsure of whether or not the voter has moved within a precinct or out of a precinct within the same Polling Location call the BOE. Be prepared to give both the voter's former address and current address.

Voters who have moved into a **different precinct** than the precinct of their former address or into a new Polling Location **must vote a Provisional Ballot**. Remember a Polling Location can have multiple precincts so a voter can be at the same Polling Location and have a different precinct ballot. All ballots are determined by precinct not Polling Location.

Name Change

When a voter legally changes their name but has not updated their voter registration ask the voter to provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter's current and prior names) as indicated on Form 10-L (located in the Manager's binder) which the voter must complete and sign. The voter may **cast a regular ballot**, as long as the voter is registered to vote in that precinct and provides proper ID. If the voter does not have proof of the legal name change, the voter must cast a provisional ballot. (see pg 116 Form 10-L)

Please note that if a registered voter has moved from one precinct to another precinct and changed their name the voter must vote a Provisional Ballot.

NOTE: A Driver's License is not proof of Name Change.



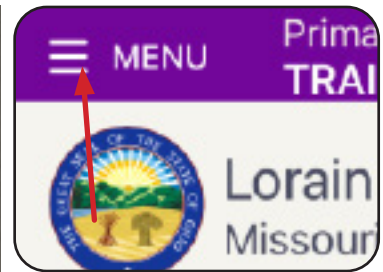
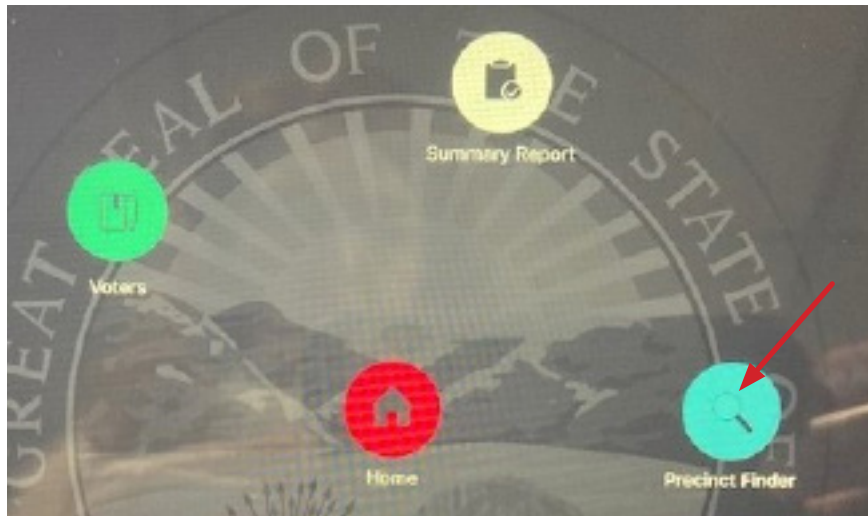
Voter Does not have a valid Photo ID

If the voter does not have a photo identification they must vote a Provisional ballot. Instruct the voter that they must come to the BOE within the designated time frame as indicated on the Provisional Ballot Notice, typically 4 days from the election, with a valid photo ID for the ballot to be counted.

Religious Exemption

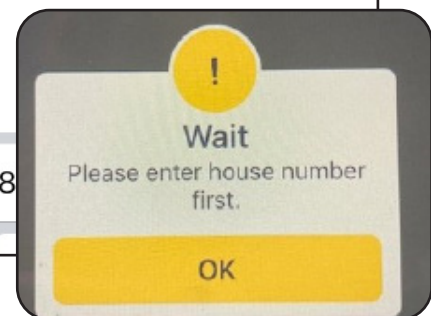
If the voter does not have a photo identification due to religious objections they may fill out a Provisional Ballot and should be given the Affidavit of Religious Objection form (Form 12-O) located in the VLM binder.

Precinct Finder/ Processing Voters at Help Desk

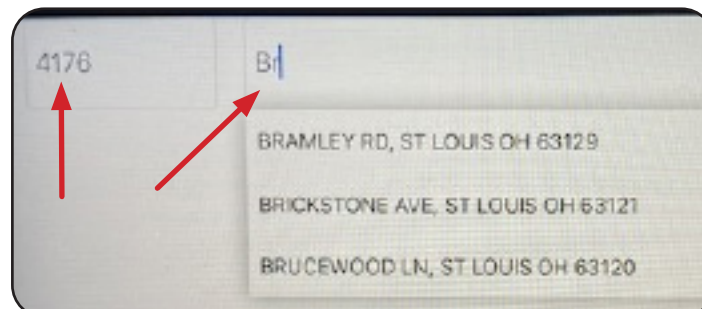


To navigate to the the **Precinct Finder**, tap Menu in the upper left corner of the screen. On the Home screen tap on the application icon as indicated.

1. Ask the voter for their current address
2. Enter the House Number. The pad will prompt you if you do not enter the house number first.

A screenshot of the 'Find a Precinct' screen. At the top, it says 'Lorain County All Precincts' and 'Find a Precinct' with a 'GO BACK' button. Below are two input fields: 'House Number' and 'Street Name e.g. Broadway'. To the right of these fields is a 'Driving' dropdown menu and 'SEARCH' and 'CLEAR' buttons. At the bottom is a numeric keypad with buttons for 1 through 8. A red arrow points to the 'House Number' field, and another red arrow points to the 'Street Name' field.

3. Enter the street name. A drop down will appear with street names as you type. Tap on the correct street as it is displayed.



4. Tap on "Search".
5. It will display the voter's Polling Location and Precinct based on the voter's address entered.
6. If it is determined that the voter is in the correct location. In a Primary Election, ask the voter what Ballot style they would like based on the party or issues only ballots that are available.
7. Using the precinct information including the Split as indicated, to get the Provisional Ballot envelope with the ballot inside, from the yellow bag labeled by precinct. Take the ballot in numerical order and ensure that the label on the envelope matches the precinct based on the voter's address.

2176 LEXINGTON AVE, LORAIN OH 44052 Driving SEARCH CLEAR

Precinct: 0990
Ballot Style: NON LORAIN CITY 5-C LCSD Split: 1

**STEVEAN DOHANOS
ELEMENTARY**
1625 E. 32ND ST.,
LORAIN, OH, 44055

**X 0990 1
Nonpartisan
LORAIN CITY 5-C
LOC 5-C LCSD**

PRINT LOCATION

Provisional Ballot Label

School District*

(The ballot label will have the ballot style (Party) in a Primary Election.) Match the label to the Precinct by the name, number, letter (if applicable) and split number, if there is a split in the precinct, (Ex: LORAIN CITY 5-C Split 1; OBERLIN CITY 6 Split 2). *When there is a split in a precinct due to a school district, the district name will be included in the label.

NOTE: When a voter has moved within the same Polling Location look up the voter's former address to determine if the voter has moved within the same precinct. A voter may vote a regular ballot if they are in the same precinct. Have the voter fill out a Voter Registration Card and process them as a regular voter. Select Menu and Home to return to the voter processing screen.

(The ballot label will have the Party in the Primary Election.) (In a General Election ballots are all non-partisan)

Match the label to the information on the screen. Labels may differ slightly in each election.

8. If the voter's precinct is not at the Polling Location the voter should be informed and given a Vote Center Transfer Slip.

Voters in the Wrong Polling Location

If a voter's name cannot be found in the Poll Pad it might be that they are not in the correct Polling Location. The voter's current address will be checked to determine if they are in the correct Polling Location or if they need to be issued a Vote Center Transfer Slip and directed to a different Polling Location.

Use the Poll Pad or the paper Precinct Finder to determine the voter's correct Polling Location or the Manager will contact the **Board of Elections at 440-326-5919 or 440-326-5953** to review a voter's information and determine how to proceed.

Vote Center Transfer Slip (located in Provisional Supplies Envelope)

"Vote Center Transfer Slips" are only issued by the VLM or the AVL M.

If you see the voter is in the incorrect Polling Location after checking Poll Pad, notify a Manager before sending to a different voting location.

Review with the voter the exact location information.

IMPORTANT: Ensure you are using the voter's current address not former address.

Vote Center Transfer Slip / Resguardo de la transferencia Centro de Votacion	
Use Precinct Finder before Issuing / Buscando de Recinto de uso antes de utilizar	
Voters Name / Nombre del Votante:	
Address / Dirección:	
New Precinct / Resguardo Nuevo:	
New Vote Center Location / Nueva localización del Centro de Votacion:	
VLM / AVL M Signature	
Issuing Vote Center:	

Issuing a Provisional Ballot

1. Find the appropriate ballot for the voter by looking up their current address in the Poll Pad using the Precinct Finder. Use the Provisional Quick Reference Guide for instructions pg 89 or 134.

2. Get the **correct precinct ballot** from the appropriate precinct yellow bag. Look at the label on the Provisional Envelope that contains the ballot, confirm the voter's correct precinct (with split if applicable indicated by a 1, 2, 3, 4, 5 or 1-2, etc).

The split is the last number. Each envelope will be labeled by precinct.

(label may differ slightly with each election and may not contain a ballot style). *If there is a split precinct due to a school district, the district will be listed.

X040 1
Nonpartisan
ELYRIA CITY 1-A
ELC 1-A

NO SPLIT

X 1.2
Nonpartisan
Columbia Twp #2
COT #2

COMBINED SPLIT

X1130 1
Nonpartisan
LORAIN CITY 8-A
LOC 8-A *AEVS

ACTUAL SPLIT

X 1130 2
Nonpartisan
ELYRIA CITY 1-A
LOC 8-A *VLSD

Issuing a Provisional Ballot (cont.)

3. Give the voter a pen to use. Instruct the voter to complete the Provisional ballot. The Provisional Ballot Notice is included in the envelope for the voter to take home with them. See page 114-115 for copy of the Affirmation envelope.

4. Go over the Affirmation Statement with the voter. Instruct the voter to:

-PRINT first and last name. If a voter writes in cursive, then draw a line through it, have the voter initial the error and PRINT their name.

-Record date of birth- in section #2.

-Print current full address. Street address is needed, but a voter who has a PO Box mailing address can list both addresses.

-If they have moved without updating their voter registration they should record their former address to have the most up to date information possible and fill in Section 6.

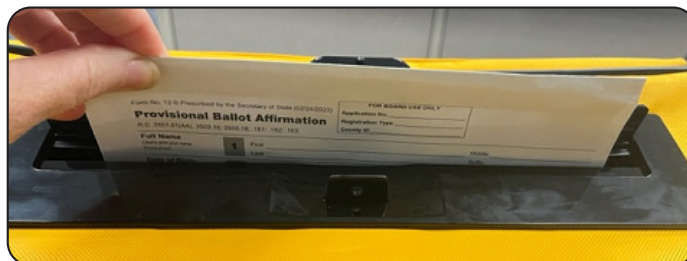
-Sign their Name in Section 7 and fill in the date for it to be valid.

Voters should indicate their votes by filling in the ovals on the ballots. X's or check marks will not count.

5. The ballot should be sealed in the envelope. Once you have reviewed the envelope, have the voter correct any mistakes, then thank the voter and give them a vote sticker.

Remind the voter that they have 4 days to go to the BOE to show a valid photo ID if they did not provide one and have them take the Provisional Ballot Notice.

6. Fill out the Provisional Log. Place envelope in the sealed Provisional Ballot box. All voted provisional ballots will go in the sealed ballot box.



Provisional Log

Record the information regarding the Provisional voter in the Provisional Log book. This needs to be done when the voter is being processed.

1. Record the voter's information.

2. Record the ballot issued. In a Primary Election document the style of ballot using the letter designation (ex: D=Democrat, R=Republican, X=Issues Only non-partisan). Record the 4 digit precinct number and the split number. This should match the ballot label and the precinct/split information in the Poll Pad Precinct Finder application.

3. Document the reason that the voter was determined as a Provisional voter. If the "Other" box is checked the BOE should have been called to confirm that the voter should be given a Provisional ballot.

4. After the voter completes the ballot and returns it in the envelope, review the Affirmation Statement on the envelope is completed properly, if not instruct the voter to correct it. Complete the remaining information on the log page.

5. Use the Comments section if you need to communicate additional information.
6. Sign the log. The VLM or AVL M will also sign the log as soon as available.

Provisional Log Page example:

Inspector's Initials:		PROVISIONAL LOG	Primary Election
Name of Voter Time			
Address			
Ballot Issued (example: X, D, R 1240 1)			
THIS FORM MUST BE COMPLETED FOR EVERY PROVISIONAL VOTER			
1) Reason for issuing provisional ballot? (MARK ALL THAT APPLY)			
☐ Voter's Name not in Pollbook	☐ Requested Absentee Ballot		
☐ Change of Address (outside of the precinct) New Precinct #	☐ Pollbook indicates Vote Provisional		
☐ Change of Name (without proper documentation)	☐ Refused to go to correct polling place		
☐ Unable to provide Identification	☐ Pollbook indicates already Voted		
☐ Expired License _____ (Date)	☐ Other _____ (MUST call BOE)		
2) The Voter was confirmed to be in the correct polling place by a Democrat <u>AND</u> a Republican using one of the following methods:			
☐ ePollbook	☐ Precinct Finder	☐ Ohio Voter App	
Democrat		Republican	
OR	☐ BOE was contacted	Name of BOE Staff	
3) Were ALL required fields completed on the envelope?			
☐ Yes	☐ No – WHY? _____ <i>You MUST remind a voter to complete <u>ALL</u> required sections</i>		
4) Comments _____			

VLM or AVL M Signature			Time

Issue Optional Paper Ballot (see detailed instructions in Poll Pad section)

1. Process the voter as usual. On the Poll Worker Confirmation screen change the "ExpressVote" located in the bottom left corner to "Paper".
2. Remove the ballot from the yellow bag according to the voter's precinct and in a Primary Election, the ballot style the voter selected. Confirm the information on the ballot stub. Ensure all pages of the ballot are given to the voter as applicable.

George Washington
9748 CHELLS DR, ST LOUIS, MO 63134
Precinct: 101 DOB: 12/31/1969
Split: 001 Voter ID: 76500008
Status: Active

Declared Party: NON
Ballot Style: NON-101

☐ Curbside

Paper ✓

NOTE: The ballot stub may differ from one election to another, but will contain the information regarding the precinct, style and the ballot number/ consecutive number.

3. Enter the ballot Consecutive number on the Ballot Entry screen when prompted. Select Submit.

4. Instruct the voter to complete the ballot by filling in the ovals on the ballot, X's or check marks will not count.

Paper ballots must be cast by the voter in the DS200 Scanner. The Ballot Stub will be removed by the VLM or AVL M and placed in the clear Completed Forms

Remove from envelope before the voter casts the ballot in the DS200 Scanner.

BALLOT STYLE: 107

0001

Enter Ballot Number

NON X960-10 LORAIN CITY 6-A Ballot Style - #101

IMPORTANT -- DO NOT (Stub A)

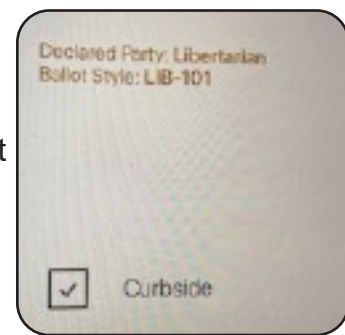
Consecutive Number 0001
Page 1 of 2

Curbside- See Curbside instructions.



Help Desk
Officials

Curbside- This same procedure is used in Curbside voting except select the curbside box on the confirmation screen. The voter outside of the Polling Location is given the Curbside Ballot Secrecy Envelope to place the completed ballot in. The ballot is cast in the DS200 Scanner by the VLM or AVL M and a PEO of the opposite political party.



The Voter Registration Card (Located in Provisional Supplies Envelope)

Use this card to register a voter so that they will be able to vote in future elections or to update a voter's name and/or address as indicated. Voters DO NOT fill out a Voter Registration Card to update their information if they are filling out a Provisional Ballot. Follow the regulations regarding address and name change. Voters will be given a pen to use to fill out the form.

Remember: If the voter has moved within the precinct, and their listing in the Poll Pad shows their OLD address, you will need to note that old address on line 12 of the Voter Registration Card. Also note that on line 14 the form must be signed by the voter, not the Precinct Election Official.

Place the completed Registration Card in the clear Completed Forms Envelope.

Please see information on back of this form to learn how to obtain an absentee ballot.				WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.	
I am: ☐ Registering as an Ohio voter ☐ Updating my address ☐ Updating my name					FOR BOARD USE ONLY SEC4010 Revised 03/2025
1. Are you a U.S. citizen? ☐ Yes ☐ No 2. Will you be at least 18 years of age on or before the next general election? ☐ Yes ☐ No IF YOU ANSWERED NO TO EITHER OF THE QUESTIONS, DO NOT COMPLETE THIS FORM.					
3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.	City, Village, Township	
4. House Number and Street (Enter new address if changed)		Apt. or Lot #	5. City or Post Office	6. ZIP Code	Ward
7. Additional Mailing Address (if necessary)				8. County (where you live)	Precinct
9. Birthdate (MM/DD/YYYY) (required)	10. Ohio driver license number, state ID card number, OR last four digits of Social Security number (one form of ID required to be listed or provided)		11. Phone Number (voluntary)		School District
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street					Congressional District
Previous City or Post Office		County	State		Senate District
13. CHANGE OF NAME ONLY Former Legal Name		Former Signature			House District
14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.					
Your Signature ↓ Date (MM/DD/YYYY) _____			☐ I completed this form on behalf of the applicant due to disability, blindness, or illiteracy. I attest that the applicant indicated that he/she desired to register to vote or update the applicant's name or residence.		
			Signature of assister for applicant in accordance with R.C. 3503.14(C). _____		

Form 12-D (Located in Provisional Supplies Envelope)

If the Provisional voter is in the correct Polling Location, but insists on casting a provisional ballot in the wrong precinct within the Polling Location or this form can also be used for a voter who is in the wrong location entirely. Complete the **Provisional Voter Precinct Verification Form (Form 12-D)** including all of the steps listed below to show that you directed the voter to the correct precinct and the voter refused:

1. Find the voter's address using the Precinct Finder in the Poll Pad found under the Menu option.
2. Write the name or number of the voter's correct precinct in the space provided.
3. Write the name and address of the voter's correct Polling Location if different from the Polling Location where you are located.
4. Instruct the voter to go to their correct precinct.
5. Instruct the voter that casting the wrong precinct provisional ballot would result in all votes on the ballot being rejected.
6. Sign Form 12-D.
7. Write the precinct name/number.
8. Write the Polling Location name.
9. Attach the completed Form 12-D to the voter's provisional ballot envelope using one piece of tape from the election bag supplies.

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

- STEP 1** Find the voter's address in the Voting Location Guide.
- STEP 2** Write the name or number of the voter's correct precinct below:
- _____
- STEP 3** Write the name and address of the voter's correct polling place below, if different from where you are now:
- _____
- _____
- STEP 4** Instruct the voter to go to his or her correct precinct to cast a provisional ballot.
- STEP 5** Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Closing the Polls - Help Desk

The VLM will make an announcement at 7:30pm that the polls are closed and will issue a green “Authority to Vote” slip to all voters that are in line at that time. Once all of the voters have finished voting and left the Polling Location, the Manager will announce that all voters have left. You may begin the closing process.

When closing up your Help Desk be sure that all voted ballots have been placed in the sealed voted Provisional Ballot box.

Fill out the closing Ballot Accounting Chart with the unused ballot totals. Place in the provisional bag by precinct

Take the Yellow Precinct bags to the AVLM to be sealed for return to the BOE. The seal numbers will be recorded on the Chain of Custody tag attached to each bag. The seals will be located in the AVLM blue pouch.

IMPORTANT: Provisional Bags- ALL UNVOTED Provisional & Optional Paper Ballots, Ballot Accounting Chart, & in one bag place green Soiled and Defaced Envelope & Provisional Log book.
Provisional Ballot Box- ALL VOTED Provisional Ballots
Seal the bags with the red seals and fill out Chain of Custody tags



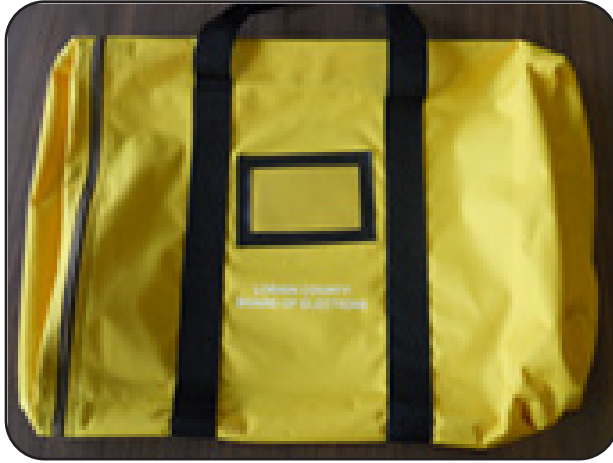
Before shutting down the Poll Pad the manager will need to access the Summary Report to fill out Ballot Card Inventory form. (see example pg 129)

Complete the Poll Pad Closing Report (see example pg 53), shut down the Poll Pad and pack it in the black case. The report printer and stand will be packed in the green case. Pack the ExpressVote printer in the printer bag. See the Help Desk booklet for more detailed instructions.

Assist the Voter Assistants with closing the ExpressVote Units as directed by the AVLM. Use the “Closing Procedures” to shut down equipment as directed. The DS200 Scanners are shut down and the reports run. The Memory stick is removed from the DS200 Scanner sealed in the clear pouch. The AVLM is the first to leave with the Memory sticks in the Memory Stick pouch, the green supply bag, the burgundy bag(s) containing all cast ballots, and Yellow Provisional bags, and the Provisional Ballot Box, accompanied by a member of the opposite political party.

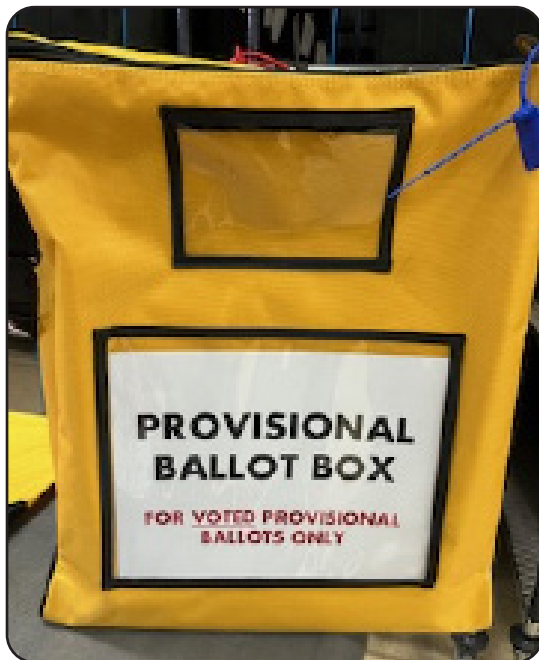
The VLM will dismiss all other PEOs when the Polling Location is fully closed and all tasks are completed. See Closing details in back of manual.

Help Desk Ballot Storage



The AVL M will bring in the Provisional Ballot bag(s), containing the unvoted ballots and the Provisional Ballot Box used for the voted provisional ballots.

The bags will be marked by precinct and contain the provisional and optional paper ballots for that precinct. The ballots should remain in the bag until one is needed for a voter. Remove the ballots in consecutive order by referring to the ballot stub.



The Provisional Ballot bag(s) with the unvoted ballots will also be used to return the green Soiled and Defaced Envelope with all voided regular and provisional ballots and the Ballot Accounting Chart(s).

All the voted (completed) Provisional ballots will be dropped in the sealed Provisional Ballot Box. Large multi-precinct locations may have 2 boxes or a larger ballot box.

DO NOT break the blue seal on the zipper of the box. If broken for any reason notify the BOE and note in Incident Log. The bag will be re sealed with a red zip tie seal.

Break the white seal on the flap at the top of the box to allow the insertion of the voted provisional ballots.



The AVL M will return all yellow Provisional Ballot bags and Ballot Box to the drop off location as assigned.

Seal the voted Provisional Ballot box flap with the red pull tie seal at closing.

Seal the other Provisional Ballot bag(s) with the red zipper seals. Seals are recorded on the Chain of Custody tags and the AVL M Closing Report in the AVL M binder (green paper).

The Provisional Quick Reference Guide

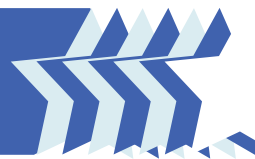
This page lists the six reasons a voter could need to vote a Provisional Ballot. Go to one of the six categories on the far left column for each voter, look at the specific circumstances of that voter in the next column then follow the guidelines moving left to right outlined in the document.

SITUATION	DETAILS	COURSE OF ACTION	BALLOT TYPE	FORMS	NOTES
No Valid Identification		Look up Precinct by voter's address	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	This voter must provide proper ID to the BOE within 4 days after the election
Voter has Moved	Within the Same Precinct	Look up both addresses in Poll Pad (Both new & old addresses are in the same Precinct at the same Polling Location)	Regular Ballot	Voter Registration Form	Look Up both New & Old Addresses
	Into a New Precinct	Look up address in Poll Pad (This includes a NEW Precinct at the same Polling Location)	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Look Up New & Old Address if same location
	Out of the Polling Location	Look up the new address in Poll Pad	Provisional in another Polling Location	Vote Center Transfer Slip	Unless voter refuses to go (see below)
Name Change	Voter can provide proof of name change	Assist voter in filling out Form 10-L	Regular Ballot	Form 10-L Notice of Name Change	Must be a Legal document. Driver's License is NOT proof.
	Voter cannot provide proof of name change	Look up voter by former name to determine precinct	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Note Voter's Former name in "Comments" in Prov Log
Voter's name not in Poll book	Correct Location	Look up address	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Confirm that address IS at Polling Location
	Wrong Location	Look up address	Provisional	Transfer Slip	Confirm that address is NOT at Polling Loc
Demands Ballot but listed as "Absentee" or "Provisional"		Assist voter with Provisional Ballot paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	
Refuses to go to the Correct Polling Location		Look up address in Poll Pad Attempt to transfer to correct Polling Location	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Explain to Voter reason they should go to correct Poll Location

NOTES

This image shows a single sheet of white paper with horizontal ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners and is set against a dark background.

Technicians



Overview

The role of the technicians is to maintain the proper operation of the Express Vote Units and DS200 Scanners set up for the election as well as, to assist the Polling Location in maintaining supplies and other duties as directed by the Board of Elections.

Technicians know about the operation of voting equipment, but are not trained in voting procedures. They are there to reboot computers, clear jammed printers or other technology based issues not to perform other election related duties. Voters, Observers, and members of the Media should all address their issues or questions to a member of the Polling Location Management Team.

Technicians must maintain communication with the Board of Elections' central operations. Ensure Polling Location is checked for ADA (American with Disabilities Act) compliance. Contact the BOE if there are ADA issues, and when there is a need for additional supplies. Continue to call throughout the day to update the BOE as to your location and as issues are addressed and resolved.

Contacting the Board of Elections

Calls can be made to the Board of Elections alerting that a particular Polling Location has an issue and that an issue has been resolved. The Board will issue cell phones to Technicians to use. **KEEP the Phone ON at ALL TIMES.**

Call with any issues or questions. Report anything that may impact the Election by calling the Command Center: 440-326-5953



Technicians need to contact the Board of Elections for each assigned Polling Location throughout the day and for ADA compliance and ballot stock:

- At 8 am on Election Day to confirm each site is ADA compliant: check handicap parking, trip hazards/ accessibility, VIBS unit has headset and keypad.
- At 3 pm on Election Day to confirm that the Polling Location has at least 50% of their assigned Ballot Cards, Provisional and Optional Paper ballots still available for voters. Call if the Polling Location has used more than 50% of any of the ballots.

Prior to the Election - Technicians

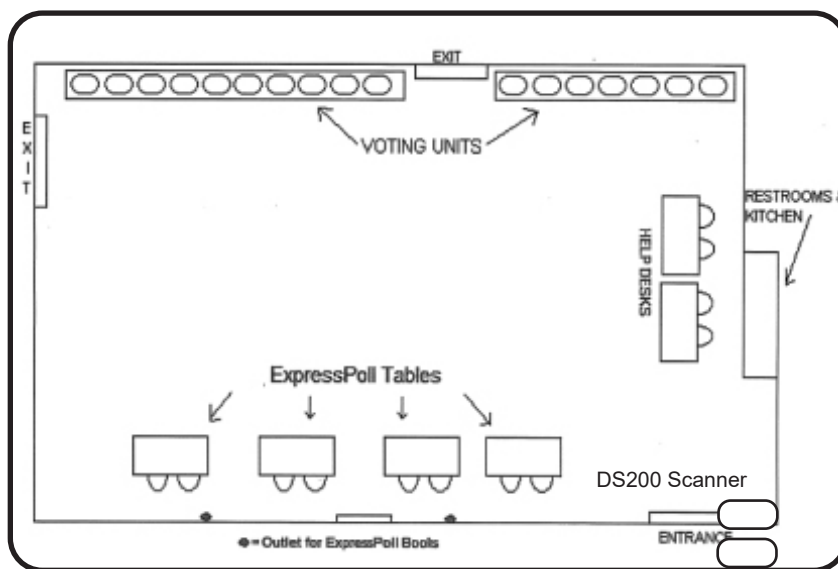
- Technicians will receive their assigned Polling Locations
- Technician review the "Trouble Shooting" pages 99-106.
- Technicians will be issued a mileage sheet to record travel on Election Day.
- Technicians should familiarize themselves with the supplies in their kits to ensure they have everything that may be needed and will be able to identify what is readily available for different Polling Location situations.

Compliance with the American with Disabilities Act (ADA)

Every Polling Location must be in compliance with the ADA. This includes providing adequate parking, accessibility throughout the Polling Location, removal/identification of potential barriers, and Voting Units to be used for the visually impaired (VIBS). Ensure VIBS unit has headset and keypad attached. Use the Accessible Parking Guide to identify the proper way to designate Accessible Parking Spaces at each Polling Location.

The Polling Location Set-up Sheet

The Polling Location Set-up sheet will detail how many tables each site should have, how tables should be set up and of how the Voting Units should be arranged. **The diagram is not to scale. Please note the photos for correct set up as well as the diagram.** Set-up Sheet Example:



Note: The diagram may not identify the exact number of units for the Polling Location. Set up and plug in all units delivered to the Polling Location.

Ensure all tables have the correct power cords and one chair each.

The ExpressVote Units, DS200 Scanner, ExpressVote Printers, the white "Important Voter Information" sign, the "Stop- Scan Ballot" sign & pole, the red Emergency Supply bag, and the blue & red totes will all be delivered for set up.

The blue tote contains supplies, including the extension cords, and power strips. Cords should be attached to the underside or the leg of the tables with the attached velcro. Extension cords may be needed for the ExpressVote Units also.

IMPORTANT: The Technicians should review that the Polling Location has been set up correctly. Notify the Board if the Polling Location is not properly set up before making any changes. Ensure DS200 is set up correctly with arrows on the back lined up and the auxiliary slot in the front of the unit.

The Elections Equipment Custody Form

The Elections Equipment Custody Form will be at each Polling Location with the supplies that have been delivered.

Set up leads leave the form in the folder on the Help Desk table. The managers will complete the form on Election Day and place it in the AVL green bag to return to the BOE. Technicians should remind the managers to sign the form upon arrival at the Polling Location in the morning.

Technicians-On Election Day

Arrive at the Polling Location as assigned if you have been given the keys to unlock the door at 5:30am. If you are not unlocking a Polling Location arrive at the location with the greatest number of ExpressVote units by 5:30am. Introduce yourself to the managers. Assist with opening if needed. Move on to the next Polling Location. If a location needs urgent help in getting opened, contact the BOE immediately.

Check for compliance with ADA guidelines and smooth voter flow. Look for cord placement: power cords should not be in the path of the voter, outside there should be designated handicap parking, inside an orange cone should mark any areas that create a hazard like an open shelf or coat rack, and the location should have a handicap accessible entrance.

Throughout the day check in with your locations to assist as needed with any technical issues. Check to ensure your locations have adequate ballot quantities throughout the day. Remain within 15 min of the locations, as applicable, to ensure quick access in the event of an immediate need.

At 8am confirm that your locations are **ADA compliant**. **At 3pm, confirm that Polling Locations are adequately supplied with ballots. If 50% or more ballot cards, provisional or optional paper ballots are used call the BOE.** Supply the location with additional ballots and report the quantity to the BOE.

Technicians have Provisional Envelopes to give to locations as needed if they are low or out of any provisional ballots. **- Call: 440-326-5953 to speak with the BOE Command Center to report ADA and Ballot issues.**



Ensure that the Polling Location has the supplies needed and that the equipment is working properly throughout the day. If there are any issues the Technician must report to the BOE and may be asked to come to the Board to pick up and deliver supplies or equipment to the Polling Location. Notify the Command Center if you have to give a location any of your supplies.

NOTE: There may be supplies in some of the rural locations for emergency use, check with the BOE to determine if supplies are available and before using any of the supplies. **See the Trouble Shooting information on pages 99-106.**

The Poll Pad Tables and Help Desk

The Poll Pad stand is set up with the printer. The card tray is attached to the back by sliding it into the groove.



Turn on the printer by holding the power button until the blue light is on. The Poll Pad is set on the stand and held in place by the lever at the top.



Help Desk Set Up

The back up battery is set up at the Help Desk. The equipment is plugged into the battery in the "Battery + Surge" section. Call the BOE in the event that the battery is beeping, move to a wall outlet to charge.

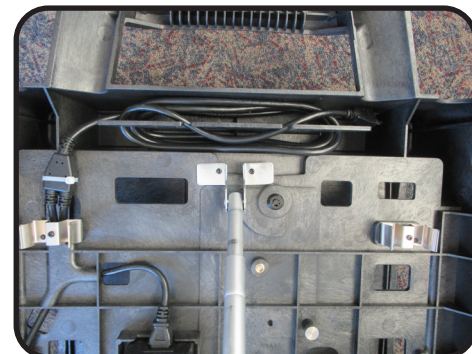
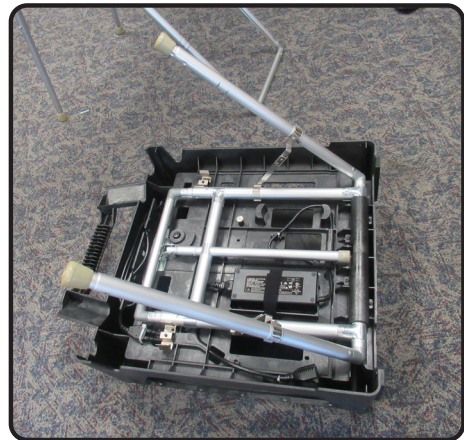
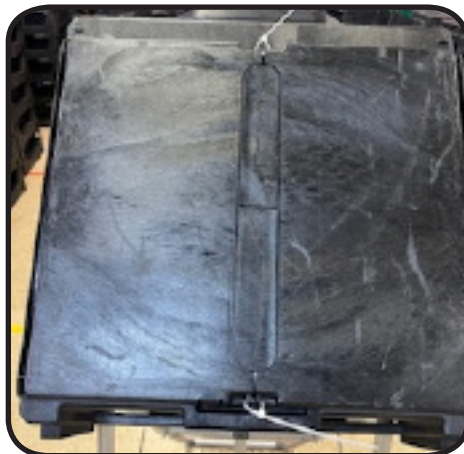


The Help Desk has both the ExpressVote ballot printer and the Report printer with in the stand. Extra paper for the printer is located in the green Help Desk case. The most common reason the printer will not print a report is that the connected Poll Pad is not the correct; Help Desk Poll Pad is labeled with a green sticker on the back.

Setting Up ExpressVote Units

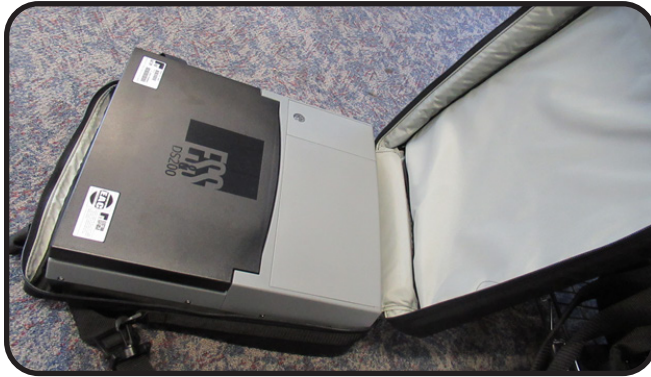
All Polling Locations will have multiple ExpressVote Units. Follow the Polling Location Set Up Diagram to position the units as indicated.

1. With the Voting Unit face down, pull out the two outer legs first.
2. Pull out the inner "U" legs. Ensure the hinges are locked in place to prevent collapsing.
3. Extend the legs fully and ensure the push pins are out. Flip the machines over using the handle at the top of the machine and the cross bar on the U.
4. Place the units at angles for privacy. Leave at least 36" between units to allow for room to maneuver. PEOs must be able to monitor activity around the units and to see if voters need any assistance.
5. Unwrap the electrical cord from the back and plug in the units. Up to 7 units can be daisy chained together. Use extension cords as needed. Make sure that electrical cords do not present a hazard. Cords should be taped to the floor, or as provided, use a rubber cord pad, to prevent tripping.
6. Cut off the zip ties and remove from the doors. Dispose of properly. Do not remove security seals.
7. Check the Auxillary Panel on the front of the unit to ensure the light indicating power is on. (see pg 62 for details)

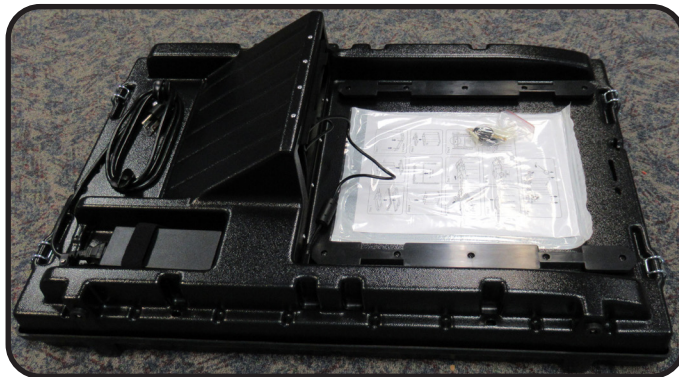


Setting Up DS200 Scanners

All Polling Locations will have one or two DS200 Scanners depending on the number of precincts at that location. The DS200 Scanner will be positioned near the exit door according to the set up diagram.



1. Unpack the DS200 Scanner from the bag. Ensure that the seal on the bag has not been broken.



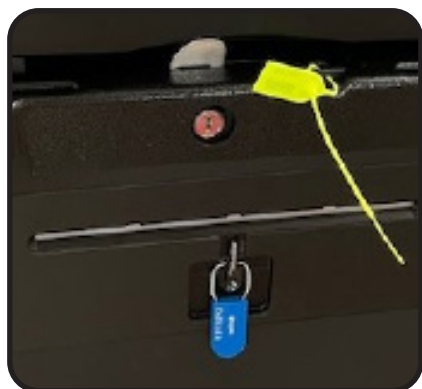
2. Unhinge the ballot box. Lift the top and remove the contents. Use the illustrated instructions on the top.
3. The ballot box consists of 4 parts: the top that connects to the scanner, the collapsible box, the partition, and the base.



4. Expand the box by following the arrows that indicate how the accordion walls expand. Place it into the base.



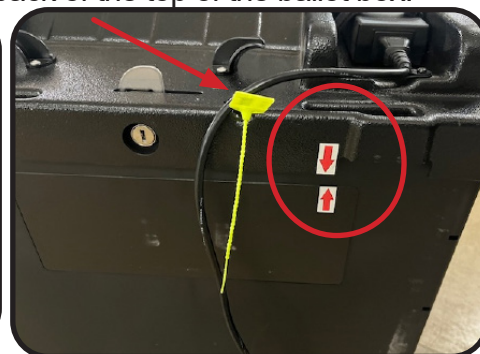
5. Lower the partition wall into the box by following the track that is labeled “Partition Insert Here”. The wall will divide the auxiliary bin from the regular ballot box section. **The auxiliary bin is the smaller front section of the box with the metal plate and seal.**



6. Lower the top of the box straight down matching the arrows on the top and the back of the box and the pins located on the upper edges of the box. If the top does not fit flat, remove and check to ensure the partition is in the correct track and slot in the base of the box. Secure the base using the hinges.

7. Place a yellow zip tie into the opening on the front and back of the top of the ballot box.

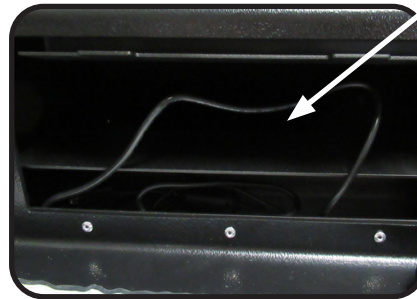
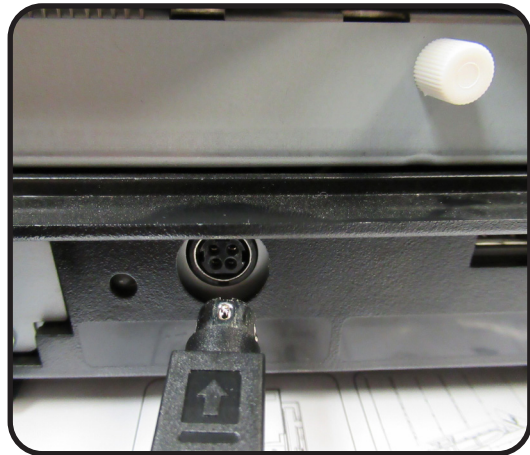
Note: It is very important the ballot box is assembled correctly with the partition in the front and the lid placed in the proper direction.





8. Slide the DS200 Scanner on to the top of the box using the tracks located on opposite sides of the illustrated instruction page. Before sliding fully back you will need to plug in the barrel power cord.

Ensure the power cord is tucked into the lower portion of the ballot slot well. If the cord extends over the upper portion of the well it will cause ballot jams.



Incorrect-
cord is
blocking
upper well

**Correct- the cord
is tucked into the
bottom well**



9. Use the flat key to lock the top to the box by turning the metal locking bracket into place in the front and back of the box.

Note: You may need to push back on the DS200 Scanner to secure it firmly into place to lock the front bracket.



10. Plug in the power cord located on the back by the red arrows.

11. Seal with yellow seals in front and back.

Note: If you need to unplug the DS200 Scanner from the box base unit you must pull back on the rectangular base of the cord at the arrow where it plugs into the unit to unlock it before pulling the cord fully from the unit.



Technicians Role in Closing the Polls

Go to your location with the greatest number of Voting Units or to the location that may need the most assistance with taking down the ExpressVote units. The first priority is to have all memory sticks, returned to the BOE or the designated drop off location as quickly as possible. Demonstrate the way to fold up the ExpressVote Units for PEOs and instruct as needed. Your job is to support them through the process. Make sure they have the bag for the DS200 Scanner and enough seals for the equipment.

Do not go to the designated drop off locations unless advised to do so by the BOE..

Return all supplies to the BOE on the Wednesday after the election between 8am-4:30pm or as instructed, along with the completed mileage sheet.

Poll Pad Tables and Help Desk - Trouble Shooting

Poll Pad Battery Warning

The Poll Pads are connected to the stand by a USB port on the right side. If not connected the screen will display a Warning message when the battery reaches 50% and again at 25%. Check the power cords and all connections.

Back up Battery

At the Help Desk table there will be a back-up battery where the Poll Pad, printer, and Cradlepoint will be plugged in. The Cradlepoint may be located elsewhere due to any connectivity issues.

Do NOT relocate the battery or plug in any other items. This is to battery power the equipment during a electrical power outage. Ensure the battery is on by pressing the ON button which will light up green when on. DO NOT plug in any extension cords to the battery. Plug in the Poll Pad and ExpressVote printer to the "Battery Surge" section.



If the battery is emitting a beep it needs to be charged. Call the BOE, unplug the equipment and plug into a power strip, then plug the battery into a wall outlet to charge.

Cradlepoint not Connecting

If the cradlepoint is not connecting the BOE will contact the Polling Location to ensure that all Poll Pads are operational and powered on.

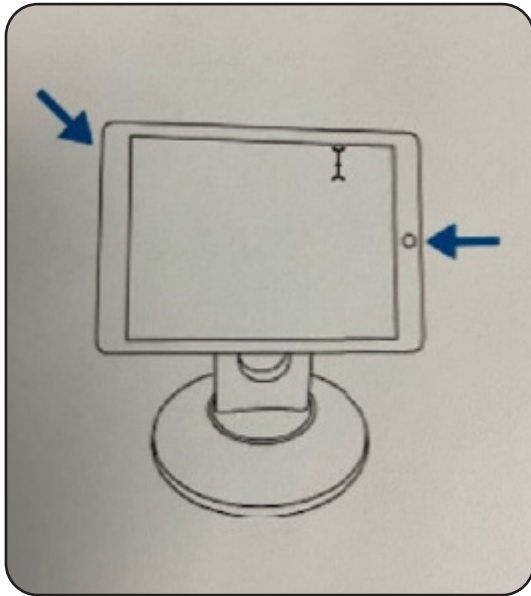
The cradlepoint may have to be moved to a differnt spot in the Polling Location. Do not move without contacting the BOE. Ensure that it is plugged in and lights are illunimated on the device to indicate that it is on.



Poll Pad and Printer- Trouble Shooting

Poll Pad is Unresponsive

1. Unplug the device from outlet. Wait 10 seconds and plug back in. If not responsive go to step 2.
2. Hold down the Power and Home buttons simultaneously. Release both buttons once the Apple log displays on the screen. Once the pad relaunches you can return to normal operations.



The pad may also freeze if too many apps are open.

1. Double tap the home button on the screen.
2. Call the BOE if multiple apps are open on the screen to confirm what apps need to be closed.



Poll Pad - Trouble Shooting



iOS Software Updates

DO NOT perform a software update on the Poll Pad. If an iOS update prompt displays on the device, follow these steps:

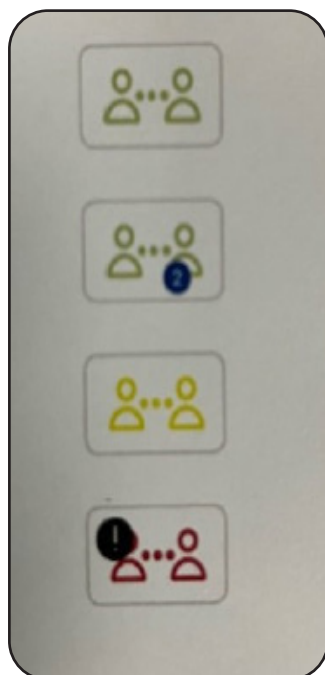
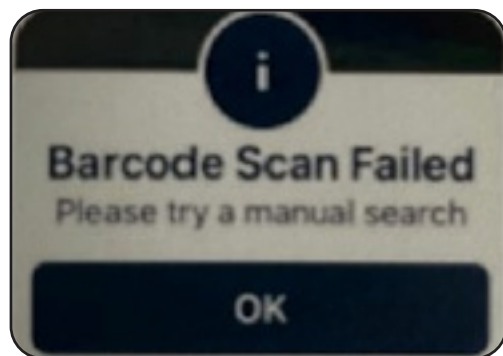
Call the BOE to report.

1. Select **Install Later** from the on-screen options.
2. Press the Home button and verify the Poll Pad app remains open.

Poll Pad - Trouble Shooting

Barcode Scan Failed

If the camera is unable to scan the voter's ID or if the ID is not placed on the tray within five seconds, the Poll Pad will display the Barcode Not Found error. You may retry to scan the ID, but if it fails again you will need to use Manual Search to check in the voter.



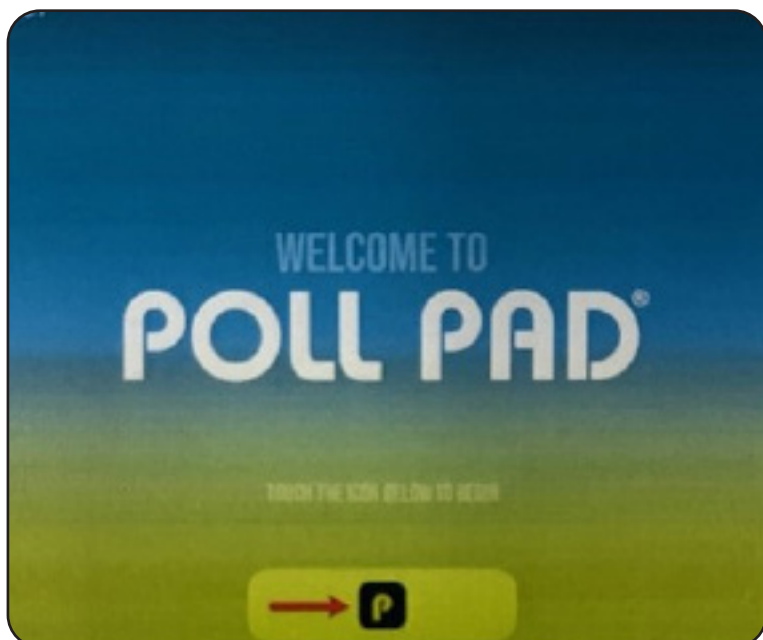
Peer to Peer Connectivity

Verify the P2P icon is green and shows the number of Poll Pads connected to it. For example, if there are 3 pads, each should show a 2, meaning there are 2 other Poll Pads it is talking to.

Check to confirm the Cradle Point is on. See pg 99.

1. If the icon is not showing the proper number, tap the P2P icon on each Poll Pad one at a time and tap Stop Syncing.
2. Once all pads have stopped syncing, tap the P2P icon on each pad and tap Start Syncing.
3. If the P2P is still not working, hard reset each Poll Pad.

If the Poll Pads are still not syncing, call the BOE.



Launching the Poll Pad

1. If the Poll Pad application does not automatically launch when powered on, tap the Poll Pad icon "P" on the screen.
2. Verify the correct home page displays on-screen.

ExpressVote Printer Not Printing Ballot Card

1. Check the printer icon in the upper right corner of the screen. Red printer display indicates the printer is not connected.

Yellow indicates the printer is connected but "Out of Paper" meaning the ballot card is not inserted.

Green printer display means printer connected and ballot card inserted.

2. If Red, check that the blue light is illuminated on the printer power button. If not press and hold the button until it turns on. Check the power cords are fully plugged in. Check that the Poll Pad is plugged in on the side by the "home" button.

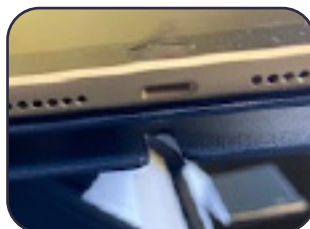
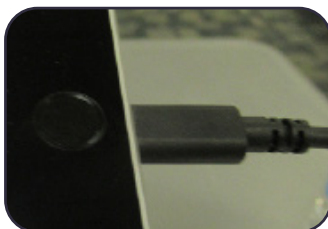
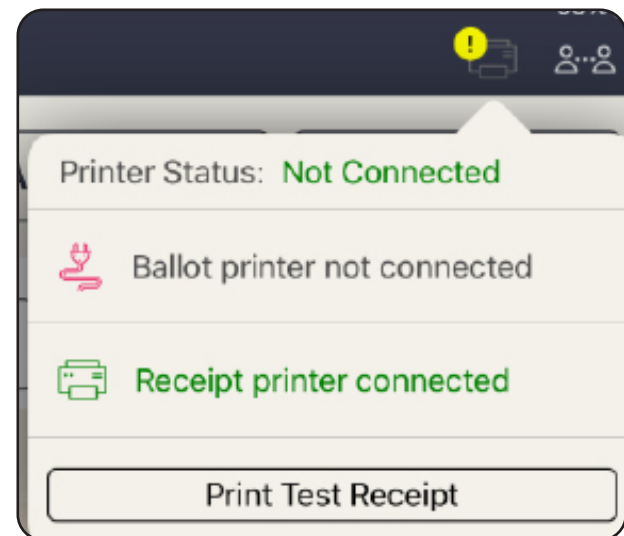
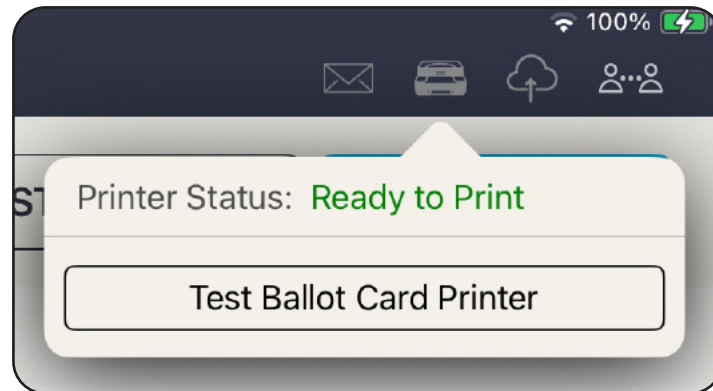
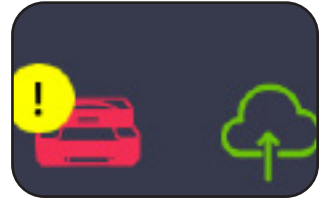
3. Tapping on the printer icon will indicate the Printer Status.

The Ballot Printer/ ExpressVote Printer will be connected to all Poll Pads. The Receipt/ Report Printer will only be indicated and connected at the Help Desk.

4. Check the back of the Poll Pad for a green label, which is on the Help Desk only. If the green labeled pad is not at the Help Desk is must be switched. The Poll Pad may need to be turned off and restarted.

5. If still not resolved, unplug the Poll Pad at the home button and flip the cord over. Plug it back in after 10sec and recheck the printer icon in the upper corner of the screen.

6. If the Poll Pad is still not connected to the printer call the BOE for further instructions.



NOTE: When printing reports at the Help Desk the tablet is unplugged so that it connects via Bluetooth. Ensure it is plugged back in for printing ballot cards.



Printer- Trouble Shooting

ExpressVote Printer not Releasing Ballot Card or Printer not Feeding in Ballot Card

The ballot card is not automatically ejecting from the ExpressVote printer. **NOTE:** if you have to remove the printer from the stand to fully open wait for a Technician to assist. Do not remove the printer from the stand without a Technician.

1. Open the lid to the printer using the lever in the front. Slightly wet a cleaning cloth with alcohol and rub it over the rollers inside the printer.
2. Snap the lid back in place.



Report Printer- Help Desk

To refill the paper in the report printer, remove it from the stand.

Press the lever on the left side.

There is a picture diagram on the inside cover. Feed the paper up and over the roll and out of the opening in the front. Additional paper is in the Red Tote.

NOTE: When printing reports at the Help Desk the tablet is unplugged so that it connects via Bluetooth. Ensure it is plugged back in for printing ballot cards.



IMPORTANT: If the printer is not responding, check the back of the Poll Pad to look for the **green sticker label**, which indicates it is the pad for the Help Desk. If incorrect Poll Pad is there, switch it with the one with the green label programmed for the Help Desk. It may be necessary to shut down and restart the Poll Pad.



Ejecting a Ballot Card/ Jammed Ballot Card Removal

There are multiple ways to remove a ballot card jam- the front panel or side door can be opened using the barrel key to manually remove the card or power down and restart the ExpressVote. The manager should "void" the ballot and re-issue a new one for the voter. The manager will record this in the Incident Log. The voided ballot should be placed in the green "Soiled and Defaced" envelope.



1. Using the barrel key open the front panel.



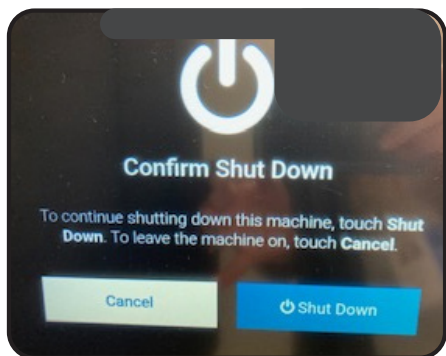
If the ballot is easily accessible, gently pull it out. Be careful not to rip the card and leave any pieces in the unit. Release the hinge on the right side by gently pulling it forward before lowering the door. Close and lock the door. If not, proceed to step 2.



2. Open the right side panel door. If the ballot can be removed through the side, gently pull it out. Close and lock the door. If not, proceed to step 3.



3. If it still cannot be removed open the side panel access door and turn the unit off.



4. The unit will prompt you to "Confirm Shut Down", select Shut Down. Allow the unit to fully power off then push the rocker switch to "on" to restart. The card should eject. Enter the Election Code and complete the reopening. A new red security seal will be placed on the access door and the manager will record the issue in the Incident Log.

Trouble Shooting- ExpressVote Screen Calibration Issues

Call BOE



Problem: The voter pushes the oval for their selection on the screen and another oval is selected instead.

Solution: Clean the screen using ONLY isopropyl alcohol on a soft cloth and wipe clean. If this does not solve the problem contact the BOE.

Problem: An error message stating the barcode is unreadable appears when inserting the Ballot Card into the ExpressVote.

Solution: Technician or Board of Elections Official Only- Press in the lower left corner of the screen where the date and time are displayed to enter the System Supervisor mode. Enter the code as prompted. Press and hold the black diamond-shaped "Screen" button on the tactile keypad until the unit beeps and launches Scanner Calibration. Touch the green cross-hair target in each displayed location until procedure is complete.



Idle Error Message

Problem: If a vote session is inactive for 5 minutes the timeout alert appears and the session needs to be canceled.

Solution: Touch "End Voting". Enter the Election Code then touch "Accept". The unit will display the Vote Session Cancelled screen; touch "Continue". Select the reason for cancellation, then touch "Continue". The ballot card should automatically eject and the welcome screen will appear. Give the ballot card to a manager to be voided.

See the Voter Assistant section of the manual page 67.

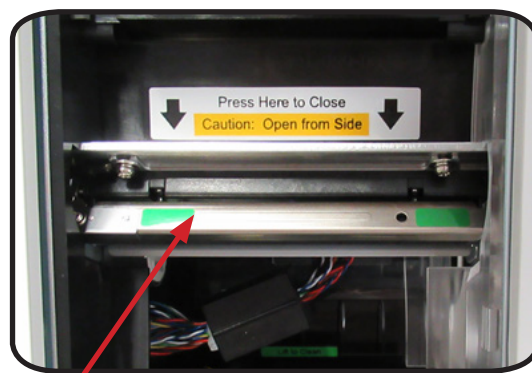
ExpressVote Not Accepting the Ballot Card or Platen is Open

Problem: The ExpressVote is will not accept the Ballot Card Or the alert message information states "Platen is open/ disengaged".

Solution: Check to ensure the voter is inserting it with the notched corner on the right side. Re-feed the card into the slot as straight as possible.

Open the front panel. Check if the card feeder (platen) has been dislodged. Push down using 2 fingers on the green stickers on the silver plate. Do not touch wires in lower section.

Solution: Next check the Ballot Card to ensure it is not damaged. If it is, notify a manager to have a new Ballot Card issued and "Void" the damaged card. Place it in the green "Soiled and Defaced" Ballot Envelope.



Solution: Look at the ballot card to see if the number under the bar code is all zeros or all nines. This indicates that the card is not valid. The card should be voided and the manager can re-issue a valid ballot card for the voter. Call the BOE for more information.

Changing Date & Time Call BOE

Problem: The date and/or time is not accurate.

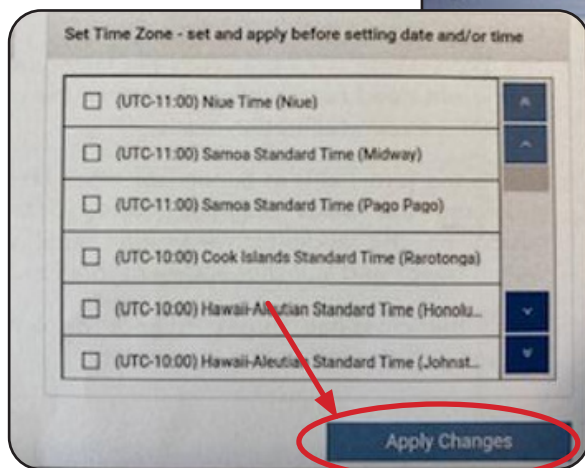
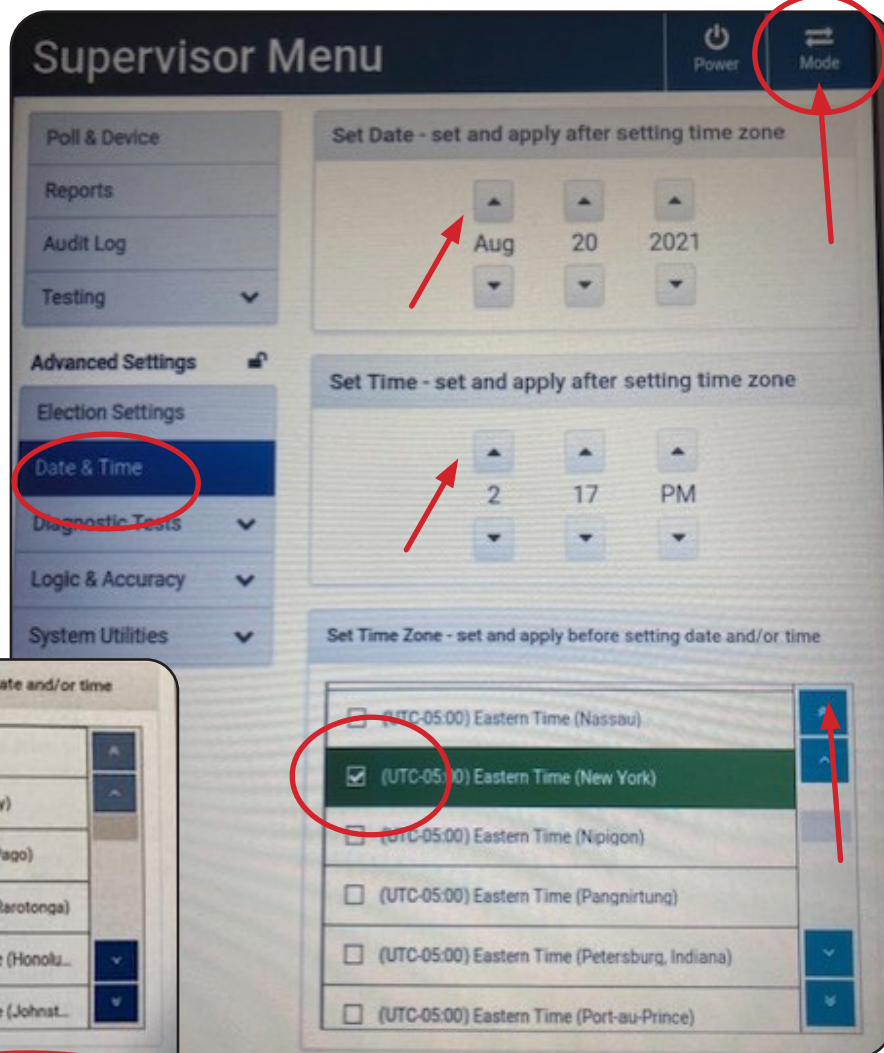
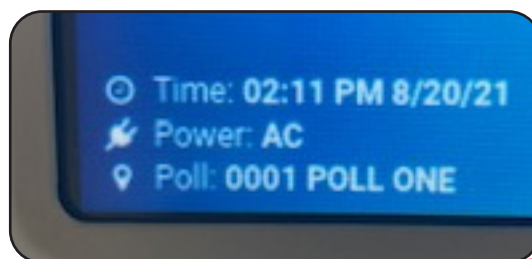
Solution: Press the lower left corner of the "Welcome" screen to access the Supervisor Menu.

Select the Advanced Settings, enter the Administration code when prompted. Select Date & Time from the drop down list.

You must enter the Time Zone before changing the Date or Time. Use the side arrow to scroll down to "UTC 5:00 **Eastern Time (New York)**" tap on the box and the display will change to green. Use the arrow keys to change the date and time as needed.

Tap on "Apply Changes" at the bottom of the Time Zone box.

Tap "Mode" in the upper corner to go back to the Welcome Screen.



Trouble Shooting- DS200 Scanner

Reports Not Visible on the Printer Paper

Problem: The reports are printing, but paper is blank.

Solution: Remove the yellow seal on the front of the Access Compartment and unlock the door. Push the small blue lever by the Power button to release the printer door. If the paper has been incorrectly loaded it will be feeding over the roll. The paper should be feeding under the roll and coming out on the right side of the compartment. Remove the paper to turn it around to feed under the roll. Lock and reseal the compartment with a red seal. Reprint the report by selecting "Report Options".

Reprinting the Reports

From the Open the Polls screen select "Report Options", select "Zero Totals", ensure the report format is set on "Public", tap "Print Report". At closing "Report Options" can be selected to reprint the "Closing Report" as needed.

Election Definition Not Found

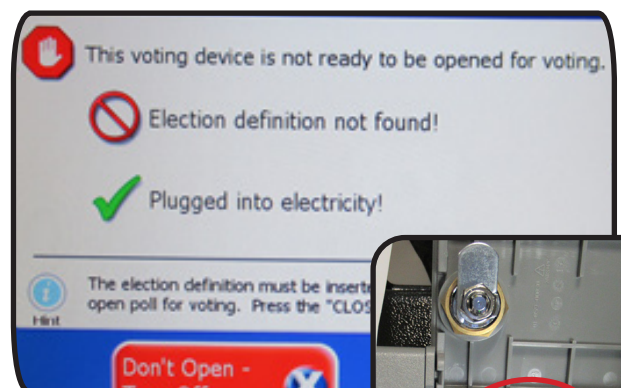
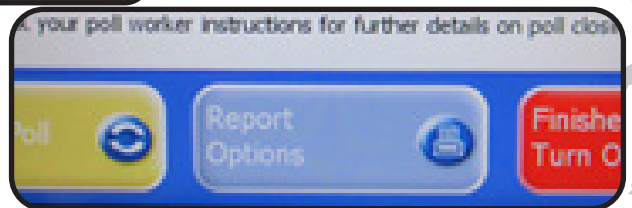
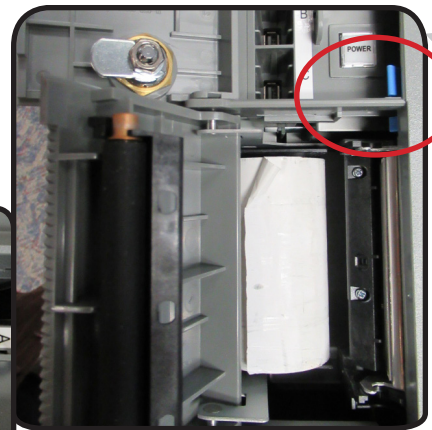
Problem: If the Election Definition media is not found when opening, the DS200 Scanner will display "Election definition not found!" on the screen and not allow you to open.

Solution: **Contact the BOE.** The Election Definition media stick is located in the front Access Compartment. It may have become loose and will need to be re-inserted. Do not remove it at any time unless instructed by the BOE and at closing.

Ballot Not Feeding/ Ballot Card Jam DS200

Problem: The Ballot Card will not feed into the DS200 Scanner or goes in part way and is returned with a message "Missed Timing Mark Error". Or scanner alarms due to a ballot jam.

Solution: Using the falt key, unlock the silver bar in the front of the DS200 box. Slide the scanner forward to access the ballot well and power cord. Check to see if the power cord is tucked into the lower part of the well and not blocking the upper portion of the well. If it is blocking, tuck it down into the bottom without unplugging the unit and move the scanner back in place.



re-lock the silver bar using the flat key.

If any ballot cards were lodged in the well they should be deposited into the ballot box, unless the DS200 screen has indicated that the card did not scan, then with a member of the opposite party, feed the ballot back through the scanner and confirm on the screen that it was accepted and cast.

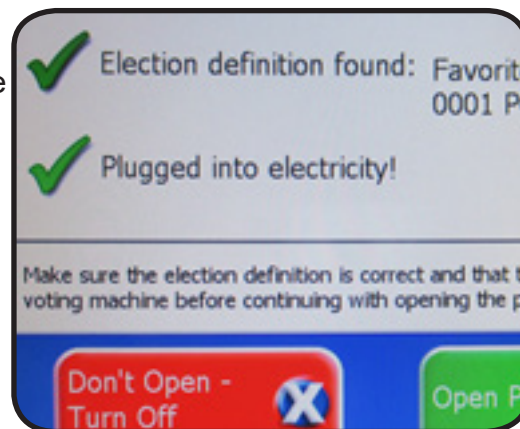


DS200 Not Plugged into Electricity

Problem: Icon in top right corner of screen shows the plug is not connected or the opening message does not indicate it is "Plugged into electricity!"

Solution: Check the 2 power supplies. One is the plug on the back of the box at the red arrows. Ensure that it is plugged into a live power source. The other is the plug located at the back of the DS200 Scanner. Using the flat key unlock the silver bar in the front of the DS200 box. Go to the back of the unit to confirm that it is plugged in. If not, look in the lower portion of the Ballot box well to find the power cord and plug it in. If it is plugged in, unplug the power cord from the outlet, then unplug the cord in the back of the scanner and plug it back in. Plug the power cord back in and see if this has resolved the issue. Slide the scanner back being careful to tuck the cord into the lower well on the ballot box and re-lock the silver bar.

Do not unplug or plug in the cord at the back of the scanner without unplugging the power cord from the outlet first, to avoid an electric arc.



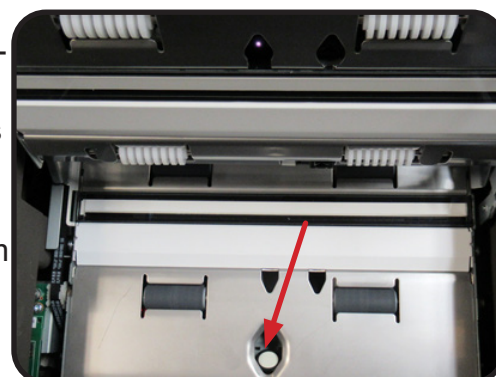
Cleaning the Screen and Scanner



The screen and scanner inside the back of the unit can both be cleaned with isopropyl alcohol. DO NOT use Windex or other ammonia based products.

The back of the DS200 Scanner behind the screen, holds the scanner screen. DO NOT open this compartment without directions from the BOE.

Never touch the white circular pads on the top and bottom of the compartment.



Election Official IDs

General 2025

Board Member and Board of Election Staff Identification

Board Members or Board of Election Staff will have the following authority at your Polling Location:

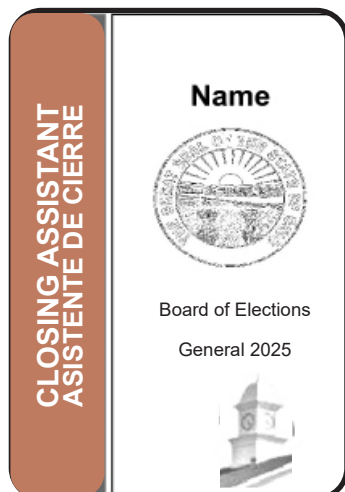


- Full access to your Polling Location
- Observe the processing of voters
- Review and inspect all documents
- Reassign, remove or replace any member
- Change the layout of your Polling Location
- Replace or relocate voting equipment

To properly address emergency issues, follow any directions provided by a Board Member or Board of Election Staff member.

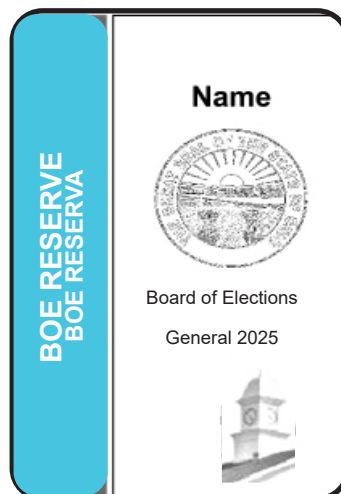
Board Reserve

The BOE assigns PEOs as a Board standby to use in Polling Locations when there is an unexpected absence of an assigned poll worker. The individual will have a teal blue stripe on their badge. They may be assigned in any position as needed.



Closing Assistant

Assigned to Polling Locations that have a need for additional assistance with closing. Their duties are only to assist with the physical take down of equipment, tables/ chairs as needed. They are not trained in any technical duties. They may be 17yr old students.



Technicians Identification



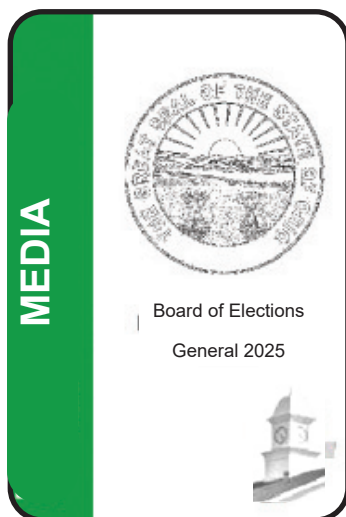
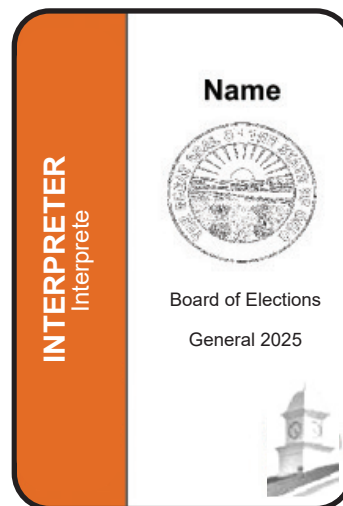
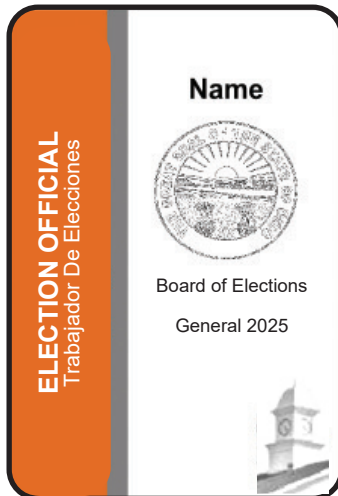
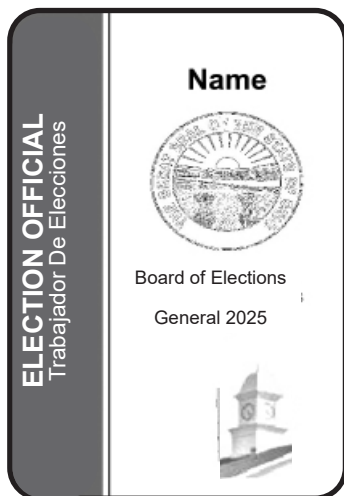
Technicians have the following access to the Polling Location:

- Address technical issues with voting equipment (accompanied by a member of the opposite party when working on a voting unit)
- Assist with the opening and closing as needed
- Replace or relocate voting equipment
- Report ADA compliance
- Report ballot quantity needs

Technicians may also be given special assignments by the BOE depending on various situations that arise on Election Day. Assist them in whatever way necessary as indicated by the BOE.

Check In Officials, Voter Assistants & Help Desk

(Bilingual Election Workers will all be identified with an ORANGE badge with a grey stripe and Interpreters will have a solid orange badge)



Members of the Media

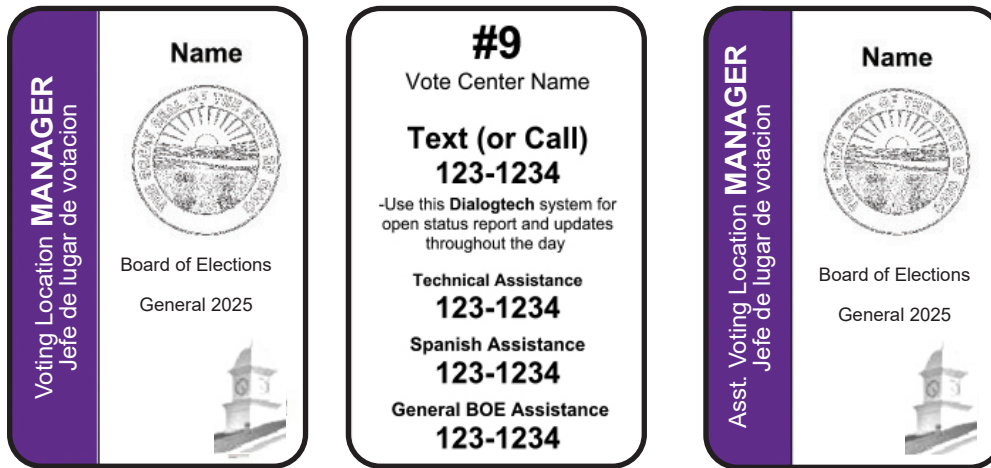
For a full explanation of permissible and restricted activities of Members of the Media see Pg 20.

Polling Location Management Identification

Manager

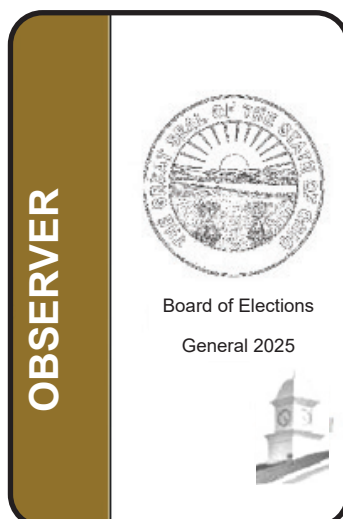
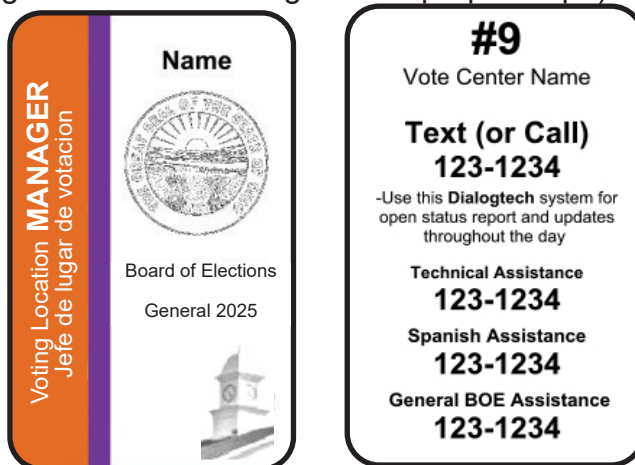
Back of Badge

Assistant Manager



BILINGUAL Manager Identification

(Bilingual Managers- ORANGE badge with a purple stripe)



Observer

For a full explanation of permissible and restricted activities of Observers, see Pg 19 & 20.

Affidavit-Oath-Examination of Person Challenged

R.C. 3505.20

The State of Ohio, _____ County, ss.

I, _____ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an elector at this election.

Being challenged as unqualified on the grounds that:

- (A) ☐ **The person is not a citizen, the following question shall be asked:**

Are you a citizen of the United States? Ans. _____

(If the person offering to vote answers the question in the affirmative the person shall be entitled to vote a regular ballot.)

- (B) ☐ **The person is not a resident of the state for thirty days immediately preceding election, the following questions shall be asked:**

(1) Have you resided in this state for thirty days immediately preceding this election?

Ans. _____ If yes:

(a) Where have you resided? Ans. _____

(2) Did you properly register to vote? Ans. _____

(3) Can you provide some form of identification containing your current mailing address in this precinct?

Ans. _____ Please provide that identification.

(4) Have you voted or attempted to vote at any other location in this or in any other state at this election?

Ans. _____

(5) Have you applied for an absent voter's ballot in any state for this election? Ans. _____

(If, from the above responses, the precinct election officials are unable to determine the person's eligibility, the precinct election officials shall provide and the person may vote a provisional ballot.)

- (C) ☐ **The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:**

(1) Do you reside in this precinct? Ans. _____

(2) When did you move into this precinct? Ans. _____

(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home?

Ans. _____

(4) What is your current mailing address? Ans. _____

(5) Do you have some official identification containing your current address in this precinct?

Ans. _____ Please provide that identification.

(6) Have you voted or attempted to vote at any other location in this or in any other state at this election?

Ans. _____

(7) Have you applied for any absent voter's ballot in any state for this election?

Ans. _____

(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide and the person may vote a provisional ballot.)

(D) ☐ **The person is not of legal voting age, the following questions shall be asked:**

(1) Are you eighteen years of age or more? Ans. _____

(2) What is your date of birth? Ans. _____

(3) Do you have some official identification verifying your age? Ans. _____

Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the judges shall provide and the person may vote a provisional ballot.)

Other Questions and Answers Necessary to Determine Person's Qualifications to Vote in this Election (if necessary)

Signature _____

Challenged person's signature

Sworn to before me and signed in my presence, this _____ day of _____, _____ .
(Day) (Month) (Year)

Signature of Voting Location Manager

Name of Precinct

Township or Ward and City or Village

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person's mark or if the majority of precinct election officials believe that the person is not entitled to vote, the precinct election officials shall provide and the person may vote a provisional ballot.

Provisional Ballot Affirmation**Print clearly**

R.C. 3501.01(AA), 3503.16; 3505.18; .181; .182; .183.

Full Name

Clearly print your name.

Required**1**First _____ Middle _____
Last _____ Suffix _____**Date of Birth****Required****2**

Date of Birth (MM/DD/YYYY) (Do not write today's date here) _____

Current Ohio Address**Required****3**Street Address (No P.O. Boxes) _____ County _____
City/Village _____ ZIP _____**Former Address****Not Required**

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

4Have you moved without updating your voter registration? ☐ Yes ☐ NoStreet Address (No P.O. Boxes) _____
City/Village _____ State _____ ZIP _____**Identification****Required****5**

You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided:

☐ An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV.

If you checked the box above, you must write your full driver's license or state ID card number (2 letters followed by 6 numbers):

□ □ □ □ □ □ □ □

☐ U.S. Passport or Passport Card☐ U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card☐ If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.**Note:** If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections **within four days** after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.**Registration Update****Recommended****6**

If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.

Write your full Ohio driver's license or state identification card number (2 letters followed by 6 numbers): □ □ □ □ □ □ □ □

Write the last four digits of your Social Security number: □ □ □ □

Mailing Address (if different than above)Street Address (Or P.O. Box) _____ County _____
City/Village _____ State _____ ZIP _____**Affirmation****Required****7**

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 am eligible to vote in the election in which I am voting this provisional ballot.
- 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 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 _____

Today's Date (MM/DD/YYYY) _____

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

**Escriba con letras
de molde clara.****Afirmación de Papeleta Provisional**

R.C. 3501.01(AA), 3503.16; 3505.18; .181; .182; .183.

Nombre Completo

Escriba claramente su nombre.

Obligatoria**1**Nombre _____ Segundo Nombre _____
Apellido _____ Sufijo _____**Fecha de Nacimiento****Obligatoria****2**

Fecha de Nacimiento (MM/DD/YYYY) (No escriba la fecha de hoy aquí.) _____

**Dirección Actual
en Ohio****Obligatoria****3**Dirección (No escriba su apartado postal) _____ Condado _____
Ciudad/Pueblo _____ Código Postal _____**Dirección Anterior****Opcional**El no completar esta sección, no
causa que su papeleta sea
rechazada.**4**Ha cambiado de dirección sin actualizar su registro de votante? ☐ Sí ☐ NoDirección (No escriba su apartado postal) _____
Ciudad/Pueblo _____ Estado _____ Código Postal _____**Forma de
Identificación****Obligatoria****5****Deberá mostrar una identificación con fotografía al funcionario electoral que incluya su nombre y fotografía y que esté vigente. Seleccione el tipo de identificación con fotografía que proporcionó:**☐ Una licencia para conducir de Ohio, una tarjeta de identificación estatal o alguna forma de identificación provisional emitida por el BMV de Ohio. Si marcó la casilla, debe escribir el número completo de su licencia para conducir o tarjeta de identificación estatal (2 letras seguidas de 6 números):
□ □ □ □ □ □ □ □☐ Un pasaporte o tarjeta de pasaporte estadounidense.☐ Una tarjeta de identificación militar de los Estados Unidos, una tarjeta de identificación de la Guardia Nacional de Ohio o tarjeta de identificación del Departamento de Asuntos de Veteranos de los Estados Unidos (VA).☐ Si no tiene una identificación con foto porque tiene una objeción religiosa a ser fotografiado, complete una declaración jurada de objeción religiosa, que puede obtener del funcionario electoral de su precinto. El funcionario electoral del precinto lo adjuntará al sobre de la boleta provisional.**Nota:** Si no muestra su identificación con fotografía al funcionario electoral, ni completó una declaración jurada de objeción religiosa, deberá presentarse a la oficina de la junta electoral **dentro de los cuatro días posteriores** a la elección y proporcionar una identificación con fotografía o completar una declaración jurada de objeción religiosa para que su voto sea elegible y pueda ser contado.**Actualización de
Registro Actual****Recomendable****6****Si necesita actualizar su registro de votante, puede proporcionar información adicional a continuación. Esta información no se utilizará para fines de conteo de votos.**

Escriba su número de licencia para conducir o una tarjeta de identificación estatal de Ohio (2 letras seguidas de 6 números):

□ □ □ □ □ □ □ □

Escriba los últimos cuatro dígitos de su número de Seguro Social: □ □ □ □

Dirección de envío (si es diferente al número tres)Dirección _____ Condado _____
Ciudad/Pueblo _____ Estado _____ Código Postal _____**Afirmación****Obligatoria****7****Juro o prometo, bajo pena de fraude electoral, que:**

- Soy ciudadano de los Estados Unidos y tendré al menos 18 años de edad en el momento de la elección general.
- Soy elegible para votar en la elección en la que estoy votando en esta papeleta provisional.
- He vivido en este Estado al menos 30 días previos a las elecciones en las que estoy votando en esta papeleta.
- Soy votante registrado en el distrito electoral en que voto esta papeleta provisional.
- Entiendo que, si la información que proporcioné en esta afirmación de papeleta provisional no está completa y correcta, si la junta electoral determina que no soy votante registrado, residente de este distrito electoral, o elegible para votar en esta elección, o si la junta electoral determina que ya he votado en esta elección, mi papeleta provisional no será contada.
- Entiendo que, si no soy votante registrado o si no estoy registrado en mi dirección actual o en mi nombre actual, este formulario servirá como una aplicación para registrarme para votar o actualizar mi registro para las elecciones futuras, siempre y cuando proporcione toda la información para registrarme para votar o actualizar mi registro.
- Entiendo que proporcionar información falsa a sabiendas es una violación a la ley y podría someterme a posible procesamiento penal.
- Declaro, bajo pena de fraude electoral, que las declaraciones anteriores son verdaderas y correctas a mi mejor saber y entender.

Firma X _____

Fecha (MM/DD/YYYY) _____

AQUELLAS PERSONAS QUE COMETAN FRAUDE ELECTORAL SERÁN CULPABLES DE UN DELITO DE QUINTO GRADO.



PROVISIONAL BALLOT NOTICE

This notice must be provided to every person who votes a provisional ballot.

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn if you need to provide a required form of photo identification in order for your ballot to be counted or to learn after the official certification whether it was counted, please call the PROVISIONAL VOTER HOTLINE at:

(866) OHIO-VOTE (866-644-6868)

This hotline is available until the end of the month following the election. If you are required to provide more information (see below) for your ballot to count, you have **until the fourth day after the election** to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling (866) OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at:

[OhioSoS.gov/boards](https://ohio.sos.gov/boards)

Your Board of Elections is:

County Board of Elections

Board office hours:

The Provisional Voter Hotline will also allow you to learn after the official certification whether your provisional ballot was counted, and if it was not counted, why it was not counted.

IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 4 DAYS AFTER THE ELECTION:

1. You did not present photo identification and did not complete an affidavit of religious objection.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility.

The following are acceptable forms of photo identification:

- A driver's license, state ID card, or interim ID form issued by the Ohio BMV;
- A US passport or passport card; or
- A US military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card.

If you do not have a photo identification due to a religious objection, you may complete an affidavit of religious objection. You may ask elections staff for an affidavit form.



AVISO SOBRE LA PAPELETA PROVISIONAL DE VOTACIÓN

Toda persona que vote mediante una papeleta provisional debe recibir este aviso.

TENEMOS UNA LÍNEA DIRECTA DISPONIBLE PARA EL VOTANTE PROVISIONAL: Para saber si debe proporcionar forma de identificación con fotografía para que su voto cuente en la elección o si, después de la certificación de resultados oficiales de elección, éste fue contado, por favor llame a la LÍNEA DIRECTA DEL VOTANTE PROVISIONAL AL:

(866) OHIO-VOTE (866-644-6868)

Esta línea directa estará disponible hasta el final del mes siguiente a la elección. Si tuviera que proporcionar más información (ver a continuación) para que su voto cuente, Usted tiene hasta 7 días después del día de la elección **hasta el cuarto día después de la elección** para proporcionarle a la junta electoral la información necesaria. Usted puede enterarse, si necesita proporcionar alguna otra información o no leyendo la información abajo o llamando al (866) OHIO-VOTE, o puede llamar directamente a la junta electoral. El directorio de las juntas electorales está disponible en línea en:

OhioSoS.gov/boards

Junta electoral que le corresponde es la del Condado de _____

Las horas de oficina de la junta electoral son de _____

En la Línea Directa para el Votante Provisional también podrá enterarse si su papeleta fue contada, y si no lo fue, por qué no.

EN LOS SIGUIENTES CASOS, USTED TIENE QUE PROPORCIONAR UN COMPROBANTE DE IDENTIDAD O INFORMACIÓN ADICIONAL A LA JUNTA ELECTORAL EN UN PLAZO DE 4 DÍAS DESPUÉS DE LA ELECCIÓN:

1. No tiene ninguna de las formas de identificación exigidas, o no podría presentar las formas de identificación exigidas.
2. Su derecho a votar fue cuestionado y la junta electoral determinó que había méritos para ello en una audiencia previa a la elección.

En estos casos, la ley exige que su papeleta se cuente sólo si usted se presenta en la oficina de la junta electoral y proporciona alguna información adicional para determinar si reúne los requisitos necesarios.

Las siguientes son formas de identificación con fotografía aceptables:

- Una licencia para conducir de Ohio, una tarjeta de identificación estatal o alguna forma de identificación provisional emitida por el BMV de Ohio;
- Un pasaporte o tarjeta de pasaporte estadounidense;
- Una tarjeta de identificación militar de los Estados Unidos, una tarjeta de identificación de la Guardia Nacional de Ohio o tarjeta de identificación del Departamento de Asuntos de Veteranos de los Estados Unidos (VA).

Si no tiene una identificación con foto debido a una objeción religiosa, puede completar una declaración jurada de objeción religiosa. Puede pedirle al personal electoral un formulario de declaración jurada.

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 _____

Date of Birth _____

MM/DD/YYYY

- ☐ Your Ohio driver's license number (two letters followed by six numbers) _____, or, if you do not have a driver's license,
- ☐ 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 _____

MM/DD/YYYY

(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 he or she 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: _____

Standard for Accessible Parking Spaces

1. Accessible Route⁶

Accessible parking spaces shall be located on the shortest accessible route of travel from parking to an accessible entrance.

2. Number of Accessible Parking Spaces⁷

The required number of accessible parking spaces shall be calculated separately for each parking facility (parking lot or parking structure), not calculated based on the total number of parking spaces provided for the site. The minimum number of accessible spaces required for a parking facility is illustrated in the table.

Van Parking Spaces: For every six (or fraction of six) parking spaces required by the table shown here, at least one shall be an accessible van parking space as described on the following page. Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings.

Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements are permitted to include the full width of the line defining the parking space or access aisle.⁸

6 2010 ADA Standards- 208.3 Location

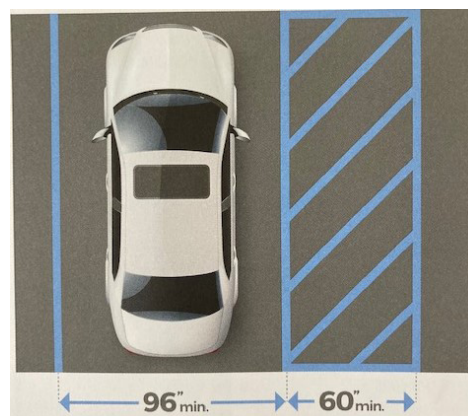
7 2010 ADA Standards- 208.32 Minimum Number

8 2010 ADA Standards- 502.1 General

3. Accessible Parking Spaces for Cars⁹

Vehicle Spaces: Accessible parking for cars shall be at least 96 inches wide, with an access aisle of at least 60 inches.

Minimum Number of Accessible Parking Spaces 2010 Standards (208.2)		
Total Number of Parking Spaces Provided in Parking Facility (per facility)	(Column A) Minimum Number of Accessible Parking Spaces (car and van)	Minimum Number of Van-Accessible Parking Spaces (1 of 6 accessible spaces)
1 to 25	1	1
26 to 50	2	1
51 to 75	3	1
76 to 100	4	1
101 to 150	5	1
151 to 200	6	1
201 to 300	7	2
301 to 400	8	2
401 to 500	9	2
500 to 1,000	2% of total parking provided in each lot or structure	1/6 of Column A*
1,001 and over	20 plus 1 for each 100 over 1,000	1/6 of Column A*
*One out of every 6 accessible spaces		



Tip #1- When accessible parking spaces are adjacent to other parking spaces, the measurements for width of the accessible parking spaces and access aisles should be taken from the centerline of the markings.

4. Accessible Parking Spaces for Vans¹⁰

Vehicle Spaces: Accessible parking for vans shall be at least 132 inches wide, with an access aisle that is at least 60 inches wide. An accessible parking space for a van is also permitted to be a minimum of 96 inches wide where the accompanying access aisle is at least 90 inches wide.

⁹ 2010 ADA Standards- 502.2 Vehicle Spaces and 502.31 Width

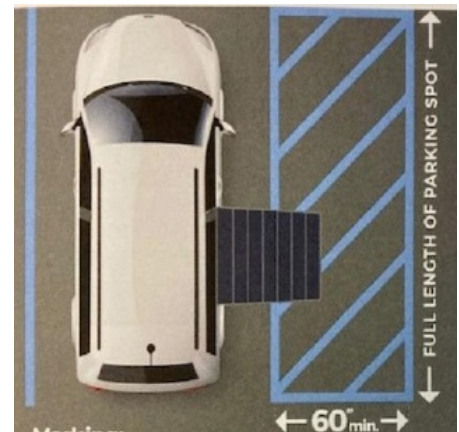
¹⁰ 2010 ADA Standards- 502.2 Vehicle Spaces and 502.31 Width

5. Access Aisles¹¹

Access aisles shall adjoin an accessible route.

Two parking spaces are permitted to share a common access aisle.

Tip #2- The color and manner that parking spaces and access aisles are marked is not specified by the ADA requirements, but may be addressed by local Jurisdictions.



6. Access Aisle Location¹²

Access aisles cannot overlap the vehicular way. Access aisles are permitted to be placed on either side of the parking space, unless the space is an angled van parking space. If the space is an angled van parking space, the access aisle shall be located on the passenger side of the parking space.

¹¹ 2010 ADA Standards- 502.3 Access Aisle ¹² 2010 ADA Standards- 502.3.4 Location

¹³ 2010 ADA Standards- 502.4 Floor or Ground Surfaces, 302 Floor or Ground Surfaces

7. Floor and Ground Surfaces¹³

Accessible parking spaces and access aisles shall have a slope not steeper than 1:48 in all directions, access aisles shall be at



the same level as the parking spaces they serve. Changes in level are not permitted. Ground surfaces shall be stable, firm, and slip resistant.



142010 ADA Standards- 502.5 Vertical Clearance

152010 ADA Standards- 502.6 Identification, ORC 4511.69 Parking Requirements

16ORC 4511.69(E) Parking Requirements

172010 ADA Standards-502.7 Relationship to Accessible Routes

8. Vertical Clearance¹⁴

Parking spaces for vans and access aisles and vehicular routes serving them shall provide a vertical clearance of at least 98 inches.



9. Identification of Accessible Parking Spaces¹⁵

Accessible parking spaces shall be identified by vertical signs.

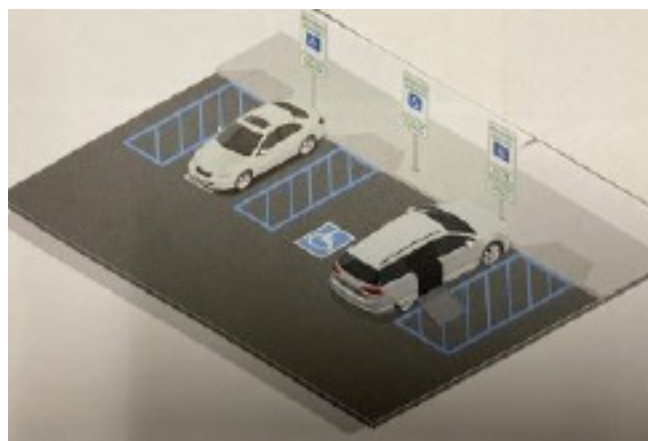
Exception: Where a total of four or fewer parking spaces, including accessible parking spaces, are provided on a site, vertical signs identifying accessible parking spaces are not required.

10. Relationship of Parking Spaces and Access Aisle to Accessible Route¹⁷

Parking spaces and access aisles shall be designed so that parked cars and vans do not obstruct the required clear width of adjacent accessible routes.



- Vertical Signage: Vertical signs identifying accessible parking spaces shall include the international symbol of accessibility. Though helpful, symbols are not required to be marked on the pavement.
- Van Accessibility: Signs identifying van accessible parking spaces shall contain the designation "van accessible."
- Mounting Signs: Signs are required to be on a fixed or movable post mounted 60 inches minimum above the ground surface measured to the bottom edge of the sign.
- Fine Amount: All signs mounted after October 14, 1999, are required to have a notice indicating the applicable fine for the offense of illegally parking a motor vehicle in a disability parking space. Under Ohio Law, the mandatory minimum fine for such a violation is \$250. Keep in mind the local ordinances may have higher mandatory minimum fines.¹⁶



CONTACT INFORMATION

Ohio Secretary of State's Office

(614) 466-2585 877-SOS-OHIO (877-767-6446)

TTY Local: (614) 728-3295 Toll Free TTY: 877-TTY-OHIO (877-889-6446)

VoteOhio.gov elections@OhioSoS.gov OhioSos.gov

Swear in all Precinct Election Officials with the following Oath:

(Per State of Ohio, County of Lorain)

"I do solemnly swear under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony, or any violation of the election laws; that I will discharge to the best of my ability the duties of a PRECINCT ELECTION OFFICIAL in and for (Polling Location name): _____ in the (Township) or (Ward and City or Village) _____ in the County of Lorain, in the Election to be held on the _____ day of _____, _____, as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violation of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties."

(To be used to swear in PEOs before opening, **AFTER** the Polling Location is operational PEOs will sign the combined Oath and Payroll sheet in the Managers binder. Do not remove the Oath and Payroll sheet from the binder.)

Observer Oath (ORC 3501:21):

"Do you 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 in such election."

(To be used to swear in an official Observer at your Polling Location Location. Observer should have official document of appointment as an observer with them. The Observer will sign the oath statement in the Managers binder.)

Precinct Election Officials Ethics Statement

Appendix

Introduction: Precinct Election Officials hold positions of trust. The citizens of the State of Ohio expect a government that is open, fair, responsive, professional, and free of conflicts of interest. In order to promote public confidence in Ohio government and elections, all employees of the Secretary of State and members and employees of the boards of elections shall comply with Ohio ethics laws and the ethics policy of the Ohio Secretary of State.

R.C. 3501.15 prohibits Precinct Election Officials from serving in any precinct where the PEO is a candidate on the ballot, except for unopposed candidates for a political party county central committee.

Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary 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 including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary 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 place.

Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election officials shall not engage in any political activity while on Board of Elections time.

Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election officials should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.

Violations of this ethics policy by a Precinct Election Official may result in dismissal from service and no opportunities for further service as a Precinct Election Official.

For Precinct Election Officials, violations of this policy may be reported to the Director or Deputy Director of the Board of Elections. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the board of elections to the attention of the Director or Deputy Director

Conclusion: All current and future employees of the boards of elections (including Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election workers appointed by the Board of Elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the Secretary of State's ethics policy. The completed form shall be kept at the board of elections.

ATTENDANCE

Tardiness is defined as arriving late to the polling place or early departure.

Opening: All Precinct Election Officials (PEO) are required to be at his or her polling location no later than 5:30 am. PEOs arriving later than 5:30 am are late and this may result in a reduction in pay.

Closing: All PEOs must remain at the polling location until the Voting Location Manager allows him or her to leave. PEOs leaving before the appropriate time may receive a reduction in pay.

NO CALL/NO SHOW

If you are unable to fulfill your duties on Election Day, you must contact the BOE before 5:30am on Election Day. Leave a message if no one is available to answer your call.

- Your name
- Polling Location
- Job Assignment

Democrats: **440-326-5906** Republicans: **440-326-5927**

Not reporting to work on Election Day and not calling to report your absence is considered a “no call/no show” and is a very serious matter. An occurrence of “no call/no show” may result in removal from the Precinct Election Official list and/or no payment for training activities.

It is imperative that every Precinct Election Official be present when scheduled to fulfill his/her duties.

Form No. 351. Prescribed by the Secretary of State (12-07)

ETHICS POLICY ACKNOWLEDGMENT FORM

To be completed by poll workers/elections judges/rovers/scouts/temporary election workers at the beginning of their appointment. The completed form is to be kept by the board of elections.

Directive 2007-35

I _____ hereby acknowledge that I have received training (Printed name of poll worker/elections judge/rover/scout) from the board of elections regarding the secretary of state’s ethics policy and Ohio ethics laws, that I will comply with the same, and that failure to comply with the ethics policy or Ohio ethics laws may serve as good and sufficient reason for my removal from my appointed position.

(Signature of poll worker/elections judge/rover/scout
or temporary election worker)

(Date signed)

LCBOE-TR-5001

Rev Date: 12/30/13

Rev: A

Assistant Manager's Supply List (For Reference Only)

Yellow Provisional Bag: (one for each precinct at Vote Center)

All provisional paper ballots for that precinct

All optional paper ballots & envelopes for that precinct

Ballot Accounting Chart (to be completed at supply pick-up & Election Night)

Glue Stick (for sealing Provisional Ballot Envelopes)

Provisional Ballot Box (sealed)

The Yellow Provisional Box is to remain sealed until you arrive at the Polls.

***reseal the provisional Ballot Box once the polls close, for transportation**

Green AVL M Bag

AVLM Blue Pouch:(sealed)

Red Sticker Seals

One for each ExpressVote unit power compartment door

One for each DS200 scanner

One extra for each piece of equipment

Red Pull Tite Seal(s)

One for each Yellow Provisional Voted Ballot Box (1 extra for each)

Barrel keys (Black/ Blue Wrist Band)

For ExpressVote machines and DS200 scanner (2 or more)

Flat key (Red Wrist Band)

For DS200 Ballot Box (1-2)

****The Blue Pouch is to remain sealed until you arrive at the Polls.**

****The Blue Pouch is returned by the VLM at closing.**

Assistant Manager's Kit:

Green Soiled and Defaced Ballot envelope (return in Provisional Voted Ballot Bag)

Curbside Voting Ballot Secrecy Envelope

Election Code sheet on tan paper (5)

Write-in Candidate List (when applicable)

DS200 Scanner Opening and Closing Procedures (2)

ExpressVote Opening/Closing Procedures sheets (5)

Help Desk Table Kit:

Picture Layout of Station (on outside of envelope)

Poll Pad- Help Desk Instruction Booklet

Precinct Finder

Provisional Log (return in Yellow Provisional Bag)

Map (one for each Help Desk table)

Language Assistance Signs (post in the front of each Help Desk table)

Voter ID Poster

Glossary of Key Elections Terms (English/Spanish)

Provisional Supplies envelope (in Help Desk Kit):

Voter Registration forms (25)

Note Pad

Vote Center Transfer slips (2 pads of 25)

SOS Form 12-D (7)

Manager's Supply List (For Reference Only)

Sealed- Poll Pad Case

All Poll Pad Tablets for Polling Location

Manager's Blue Bag

Cloth Flags (1 set-post outside)

String (to measure 100')

"I Voted Today" stickers

Clipboard

Burgundy Voted Ballot Bag (empty)

Completed Forms Envelope

Clear Memory Stick and Orange Report pouches (Empty)

Laminated American Flag (post on entrance door)

Polling location Staffing Sheet

Authority to Vote slips (green slips wrapped in white paper)

Observer Badges

ADA Accessible Sign (when applicable)

Campaign Marker Sign (when applicable)

Absentee Voter List

Manager's Kit:

Spare "Election Official" ID stickers (6)

Incident Log (red booklet)

Interior Directional Signs (15) (use at your discretion)

Write-in Candidate List (when applicable)

"Items To Be Posted" Envelope:

Sample Ballots

Voter ID Poster

Blue Register of Voters list

Election Security Poster

Must Scan Ballot Poster

(Other election/location specific documents may also be included for posting.)

Check-In Table Kit: (One for each team)

Picture Layout of Station (on outside of envelope)

Be a Poll Worker sheet

Poll Pad Instruction Booklet

Language Assistance sign (for the front of the table)

Vote 123 sheet

Voter Identification Requirements Sheet

Miscellaneous Supply Envelope:

Pens (12) Tape (1 roll)

VLM Blue Pouch:

Red Seals (to seal the following items at the end of the night)

- 1 for each Clear Pouch
- 1 for the Blue Pouch
- 1 for each Yellow Bag
- 1 for each Orange Pouch
- 1 for each Burgundy Bag (Scanned Ballots)

*Extra seals may be provided

*Blue Pouch is to remain sealed until you arrive at polls.

** Return AVL and VLM blue pouch along with the VLM supplies.

One Barrel key (Black/ Blue Wrist Band)

For ExpressVote machines and DS200 scanner

One Flat key (Red Wrist Band)

For DS200 Scanner Ballot Box

Zip Ties

To secure ExpressVote Unit Doors

DS200 scanner Black Zipper Bag

4 Red Pull Ties

2 for Red Tote (2 extra)

Items found at Polling Location on Election Day

Red Tote:

Blank ballot cards

Ballot Card Inventory sheet

Ballot card trays (1 for each Poll Pad including Help Desk)

Emergency lights (1 for each Poll Pad)

DS200 Scanner Printer Paper Rolls (three per Scanner)

(Report Printer Paper Rolls are located in the Help Desk Poll Pad Case)

Head set for ADA Accessible Voting Unit

Disposable Ballot Secrecy Envelopes

Zip Ties

PPE Burgundy Bag:

70% Isopropyl Alcohol

Green ExpressVote Cleaning Cloths

Hand Sanitizer (for each Check In and Help Desk table)

Gloves

Stylus Kit

Emergency Procedures Bag:

* **Do Not Open** unless instructed to do so by the BOE.

1 Court Order Envelope:

1 Emergency Kit

Signature Rosters

Note Pads (for use with Signature Roster)

Ballot Accounting Chart

(Name of Polling Location)

Supply Pick-up

Total Provisional Ballots Received

Optional Paper Ballots Received

Assistant Manager: _____

Supply Drop Off

Unused Provisional Ballots

Provisoinal Ballots Soiled / Voided

+

Total Remaining Provisional Ballots

Add the above boxes together

Unused Optional Paper Ballots

Optional Paper Ballots Soiled / Voided

+

Total Remaining Optional Paper Ballots

Add the above boxes together

Assistant Manager: _____

Return in Yellow Provisional Bag

(Example of Form Only)

Inventory Ballot Card

(Name of Polling Location)

Supply of Ballot Cards Packed in Red Tote

Total Number of Ballot Card Packs (Packed by BOE Staff)

LCBOE Staff Dem: _____ Rep: _____

Before the Opening of Polls

Total Number of Ballot Card Packs (Found at Polling Place)

VLM/AVLM Signature: _____

If number of packs differ call Board of Elections Immediately! 440-326-5936

After the Close of Polls

1. Poll Pads Checkins Number of Voters
(per Help Desk Summary)

2. Total Number of Votes Cast on the DS200 Scanner(s)

+

=

If Applicable

Total for Numbers 1 and 2 should match

Totals for numbers 1 & 2 did not match because...

☐

Voter(s) did not sign in correct record.

☐

Voter(s) walked out with Ballot Card.

☐

Voter(s) did not complete voting process.

Other: _____

Number of Ballot Cards Soiled / Defaced

VLM Signature: _____

Return in Completed Forms Envelope

(Example of Form Only)

Emergency Preparedness and Response Procedures

Severe weather, fire, and loss of electricity are unlikely but possible on Election Day. Poll workers need to be prepared for such events.

If in an emergency you need to leave your Polling Location suddenly please be sure to bring the following:

Managers-Manager Books & Keys & Red Emergency Bag

Asst. Managers- Asst. Manager Book & Keys (All Yellow Bags if no Voter Assistants)

Check-In Officials- Poll Pad Tablet

Voter Assistants- Yellow Bags & Box

Do not attempt to move any voting equipment and/or remove any memory sticks from your Polling Location.

Medical Emergency:

- Call 911
- Call the Board of Elections to report the incident
- Care for the injured individual as best you are able
- **Do not speak to the media about the incident**

Fire:

- Call 911
- If a small fire is detected, use a fire extinguisher if possible. If you are in immediate danger evacuate the premises
- Evacuate all voters
- PEOs should leave with the critical supplies listed above
- Notify the Board of Elections and await further instructions

Power Outage:

- Notify the Board of Elections
- The BOE may instruct you to close and power down part of your equipment. They will provide you instructions if this is necessary.
- When power is restored you will be directed by the Board on how to re-power the disabled units

If you experience any of the above situations please call the Board of Elections at 440-326-5953 after you have taken the appropriate steps to remedy the situation.

Return of Election Supplies

VOTING LOCATION MANAGER

The VLM will report to the designated Drop-Off Location with the VLM Binder and these items:

Black Poll Pad Tablet Case

All Poll Pads;

Poll Pad Closing Reports

Seal black case with the **Red Pull Tite Seal**

Record seal & Polling Location number on attached **blue Chain of Custody tag**



Orange Report Pouch

Zero Totals Report;

11am & 4pm Voter Lists;

Full Totals report from each DS200 Scanner

Seal with the **Red Zipper Seal**

Return in Manager's Blue Bag



2 Blue Supervisor Pouches -

Keys and Unused Seals

Seal with the **Red Zipper Seal**

Return in Manager's Blue Bag



Completed Forms Envelope

Contents should include the following:

Ballot Card Report

Optional Paper Ballot Stubs

Voter Challenge (10-U and *10-W)

Affidavit of Religious Objection 12-O

*10-W (Primary Only)

"Be a PEO" sheet

Voter Registration

Change of Name 10-L

Return in Manager's Blue Bag



Manager's Blue Bag

Orange Report Pouch;

Blue Supervisor Pouches (2);

Completed Forms Envelope (see above list);

& Everything Else!



Remember, a member of the opposite party must accompany the VLM to Drop-Off Location.

***Print rider's name on payroll sheet in VLM binder.**

Return of Election Supplies

ASSISTANT VOTING LOCATION MANAGER

Assistant Voting Location Manager will report to the designated Drop-Off Location with the AVLM Binder and the following items:

Clear Memory Stick Pouch

All DS200 Scanner Memory Stick(s)

*Total number of Memory Stick(s) assigned is printed in **RED** on Clear Memory Stick Pouch.

Record **seal** number on the **Green** AVLM Closing Report Seal with the **Red Zipper Seal**

DO NOT REMOVE AVLM Closing SHEET FROM BINDER



Yellow Bag (one for each precinct)

All Unused Ballots for that precinct

- Optional Paper and Provisional Ballots

Place in any one of the Yellow Bags:

- The Provisional Log
- Green Soiled and Defaced envelope

Seal with the **Red Zipper Seal**

Record **Seal Number** on the **Custody tag** attached to bag



Burgundy Bag(s)

With all Scanned Ballot Cards

Scanned Optional Paper Ballots

Record **seal** number on the **Green** AVLM Closing Report

Seal with the **Red Zipper Seal**



Provisional Ballot Box (one per Polling Place)

Provisional Ballots (completed)

Seal top flap with the **Red Zip Tite Seal**

(Do NOT remove Blue Seal on Zipper)

Record **Red Seal Number** on the **Custody tag** attached to bag



Remember, a member of the opposite party must accompany the AVLM to Drop-Off Location.

***Print rider's name on payroll sheet in VLM binder.**

Items Remaining at Polling Location

Blue Tote:

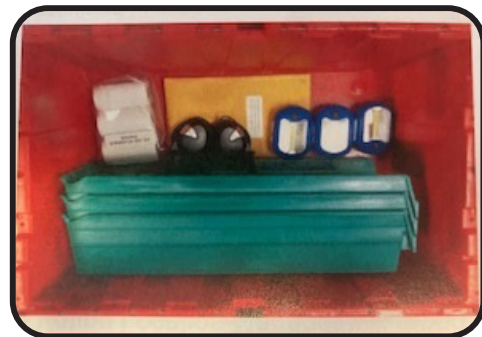
- ExpressVote printer Battery Back-up
- Extension Cords
- Surge Protectors
- Stop-Scan Ballot Sign Wooden Block
- Stop-Scan Ballot Sign
- ADA ExpressVote Foot
- "Important Voter Information" sign Metal Base



Red Tote:

- Cradlepoint
- Unused Ballot Cards
- Emergency Lights
- Empty Green Ballot card Trays
- 1 Pair of Headphones
- Unused DS200 Scanner Printer Paper
- Unused Help Desk Printer Paper Rolls
- Disposable Ballot Secrecy Envelopes
- Yellow Power Cord Guards
- Unused zip ties

Seal with the **Red Zip Tite Seals**



Vote-a-Matic

Fold down the Vote-a-Matic unit into itself. Detach the walls from the Velcro or clips to fold down. Lay the unit down. Pull the legs out of the base and fold in half by pulling apart with inner bungee cords, place in the lid of the stand. Latch closed like a briefcase. Additional take down instructions in VLM binder.



Closing - Supplies Left at Polling Location

NOTE: Each location is unique as to how many ExpressVote units, DS200 Scanners and ExpressVote Printers. Stack ExpressVote units and consolidate supplies in one place at the Polling Location.

Leave:

- ExpressVote units
- DS200 Scanner(s)
- DS200 Base(s)
- Poll Pad Stand Case(s)
- Help Desk green Poll Pad Case
- Burgundy PPE bag
- Blue Tote
- Red Tote (with Cradlepoint)
- Vote-o-matic(s)
- ExpressVote Printer
- Red Emergency Bag
- A-Frame Sign
- Red Emergency Bag
- White Important Info Sign & base
- Stop Scan Ballot sign, pole, & base
- Orange cones from parking lot (not pictured)

DS200 Scanner(s) ExpressVote Printer A-Frame Sign



DS200 Base Red Emergency Bag

Seals

White- Affixed by the BOE. Supplies picked up by VLM/AVLM; seals removed at Polling Location with member of opposite party.

Red- Affixed by PEOs Election Day. Items returning to BOE will have red seals.

Blue- Seals should NOT be removed unless directed by BOE on Election Day.

Yellow- Seals will be on equipment with instructions for when to remove.

White Zipper Seals: (at opening)

- VLM & AVLM blue pouches, Provisional Ballot Bag(s)

White Pull Tite Seals: (at opening)

- Poll Pad black case, Provisional Bags, Red Tote

Yellow Sticker Seals: (at opening)

- Express Vote Units, DS200 Scanner Access Compartment

Yellow Pull Tite Seals:

- DS200 ballot box

Blue Pull Tite Seals:

- Provisional Box (zipper)

Blue Sticker Seals:

- Express Vote Units (after opening), DS200 Scanner back compartment

Blue Zipper Seals:

- Red Emergency Bag

Red Pull Tite Seals: (at closing)

- Poll Pad black case, Provisional Ballot Box

Red Zipper Seals: (at closing)

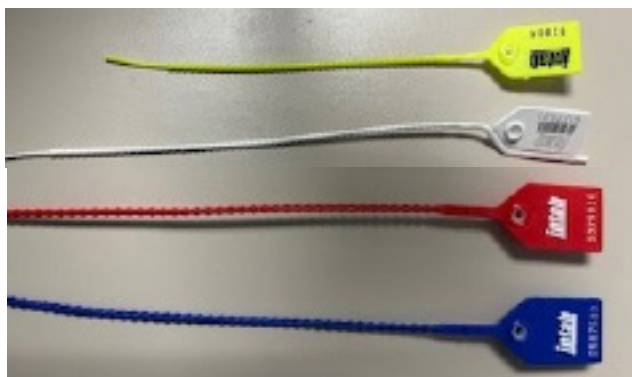
- VLM & AVLM blue pouches, Orange Report Pouch, Clear Memory Stick Pouch, Yellow Provisional Bag(s), Burgundy ballot bag



Zipper seals



Sticker Seals



Pull Tite Seals



Chain of Custody Tags

The Provisional Quick Reference Guide

This page lists the six reasons a voter could need to vote a Provisional Ballot. Go to one of the six categories on the far left column for each voter, look at the specific circumstances of that voter in the next column then follow the guidelines moving left to right outlined in the document.

SITUATION	DETAILS	COURSE OF ACTION	BALLOT TYPE	FORMS	NOTES
No Valid Identification		Look up Precinct by voter's address in Precinct Finder	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	This voter must provide proper ID to the BOE within 4 days after the election
Voter has Moved	Within the Same Precinct (Both new & old addresses are in the same Precinct at the same Polling Location)	Look up both addresses in Prec Finder	Regular Ballot	Voter Registration Form	Look Up both New & Old Addresses
	Into a NEW Precinct (This includes a NEW Precinct at the same location)	Look up address in Precinct Finder	Provisional Prov Ballot Notice	Provisional Env & Old Address (enclosed in env)	Look Up New if same location
	Out of the Polling Location	Look up the new address in Prec Finder	Provisional in another Polling Location	Vote Center Transfer Slip	Unless voter refuses to go (see below)
Name Change	Voter CAN provide proof of name change	Assist voter in filling out Form 10-L	Regular Ballot	Form 10-L Notice of Name Change	Must be a . Legal document. Driver's License is NOT proof.
	Voter cannot provide proof of name change	Look up voter by former name to determine precinct	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Note Voter's Former name in "Comments" in Prov Log
Voter's name not in Poll Pad	Correct Location	Look up address	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Confirm that address IS at Polling Location
	Wrong Location	Look up address	Provisional	Transfer Slip	Confirm that address is NOT at Polling Location
Demands Ballot but listed as "Absentee" or "Provisional only"		Assist voter with Provisional Ballot paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Cannot turn in the Absentee Ballot at the Polling Location
Refuses to go to the Correct Polling Location		Look up address Attempt to transfer to correct Polling Location	Provisional	Provisional Env Prov Ballot Notice (enclosed in env) Form 12- D	Explain to Voter reason they should go to correct Poll Location



Lorain County Board of Elections

1985 North Ridge Road, East
Lorain Ohio 44055

Poll Worker Information Line 440-326-5919
**(Precinct Election Official Staffing & Provisional
Voter Questions)**

BOE -Command Center
for PEO & Technical Assistance
440-326-5953

Training & Recruitment
440-326-5955

Interpreter Assistance 440-326-5924

General Questions 440-326-5901

Additional Training Resources available at
www.voteloraincountyohio.gov