# Precinct Election Official



Lorain County Board of Elections
1985 North Ridge Road, East
Lorain Ohio 44055

440-326-5901



#### **Important Dates to Remember**

#### PEO Training- October 9- Nov. 6, 2023

#### **Voter Registration Deadline- October 10, 2023**

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

#### Absentee Voting by Mail- Oct 11- Nov 6, 2023

Absentee ballot applications are due by 8:30pm Tue, Oct 31, 2023

#### Hours for In-Person Absentee Voting (Per SOS Directive 2023-03)

8:00 a.m. to 5:00 p.m. – Wed, Oct 11- Fri, Oct 13, 2023 8:00 a.m. to 5:00 p.m. – Mon, Oct 16- Fri., Oct 20, 2023 8:00 a.m. to 5:00 p.m. – Mon, Oct 23- Fri., Oct 27, 2023 7:30 a.m. to 7:30 p.m. - Mon, Oct 30- Fri, Nov 3, 2023 8:00 a.m. to 4:00 p.m. – Sat, Nov 4, 2023 1:00 p.m. to 5:00 p.m. – Sun, Nov 5, 2023 No In-Person Absentee Voting on Monday Nov 6, 2023

#### **Supply Bag Pick-Up**

P-Z

Assistant Voting Location Managers
Sat, Nov 4 2023\* (Supject to Change)

(Last Names Beginning with)
A-G 1-2 pm
H-O 2-3 pm

Voting Location Managers
Mon, Nov 6, 2023
(Pick up time for VLM is open)
A-Z 6:30am - 6:30pm

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

3-4 pm

Monday, Nov 6, 2023

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

#### **Election Day- Tuesday, November 7, 2023**

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.

#### **TABLE OF CONTENTS**

Important Dates to Remember	Inside Front Cover
General Election	
Overview	7
Responsibilities and Conduct	
Overview	9
Challenging voters	10
Official Conduct at Polling Locations	11-12
Voting Location Managers & Assistant Managers	12-13
Poll Pad Officials	14
Voter Assistants	
Help Desk Officials	14
Interpreters	15
The Polling Location	
Hours of Operation	17
Access to Polling Locations	18-19
Register of Voters and Check Ins Lists	
Persons Assisting Voters	
Poll Observers	
Members of Media	
People Not Allowed in the Polling Location & Pollsters	s 21
Electioneering, Campaigning, Loitering	22
Security	
Write in Candidates List	
Record Keeping & Voter Registration Lists	
Closing the Polls	
Court Orders	
After Voters Have Left	
Transportation of Ballots	27
Special Processing of Voters	
Voters Requiring Special Assistance	29
Spanish-English Interpretation	
Voters with Disabilities	30-32
Curbside Voting	32-33
Poll Pad Officials	
Overview / Opening	35
Poll Pad Set Up & Log In	36-37
Voter ID Requirements	
Scan Barcode & Manual Entry	
Voter Confirmation	40-41

#### **Poll Pad Officials** Advanced Options 42 Optional Paper Ballot 43 Voter Unable to Sign 44 When to Notify a Manager- Special Situations / Changes 44-46 Name Change 44 Voter Unable to Mark Ballot \_\_\_\_\_\_\_46 Re-Issuing a Ballot 47-49 Closing \_\_\_\_\_ 50-51 Poll Pad Closing Report ......52 Voter ID Requirement & Examples-License/Military ID/Passport 53-58 **Voter Assistants** Overview\_\_\_\_\_61 Equipment Custody......61 ExpressVote Opening 61-62 DS200 Scanner Opening 63-64 Using ExpressVote 65 Casting Write in Votes 66 ExpressVote Features 66 Audio Tactile Keypad 66-67 Fleeing Voters /Cancel Ballot/ Voiding a Ballot 67-68 Voter Unable to Mark a Ballot .......68 Jammed Ballot ......69 Closing ExpressVote/ Folding Down Units 70-71 Closing and Taking Down DS200 72-74 Additional Closing Instructions 75 **Help Desk Officials** Overview/ Opening 77 Summary Report / Check Ins List 78 Processing Voters 79-81 Wrong Polling Location & Transfer Slips 81 Religious Exemptions 81 Name Change/ Change of Address 82 Issuing Provisional Ballots 83-84 Optional Paper Ballot <u>85</u> Voter Registration Cards 86 Void a Provisional Ballot \_\_\_\_\_\_86 Form 12-D Precinct Verification Form 87 Closing Ballot Accounting Chart 88 Help Desk Bags......90 Provisional Quick Reference Guide 90 &136 Closing the Polls- Help Desk 89

#### **Technicians/ Set Up**

Technician Overview	93
Prior to Election Day	
ADA	
Set Up Sheet	95
Poll Pad & Help Desk Set Up	
Equipment Custody	
Set Up Express Vote Units	
Set Up DS 200 Scanner & Box	
Election Day Technician Role	
Jammed Ballot Card	
Trouble Shooting	
Appendix	
Poll Pad Closing Report	52
	53-58
Affidavit-Oath – Person Challenged-form 10-U (in VLM Binder)	112-113
Provisional Ballot Affirmation (12-B)	
Provisional Ballot Notice	
	118
ADA Parking	
Precinct Election Official Oath	
Observer Oath	
Precinct Election Official Ethics Statement	
Attendance and Ethics Policy	
Election Day Officials ID Samples	
Supply List	
Emergency Preparedness & Response	
Ballot Card Inventory	
Closing-Items Left at Polling Location	134-135
Provisional Quick Reference Guide	



Important



Official Form



Note



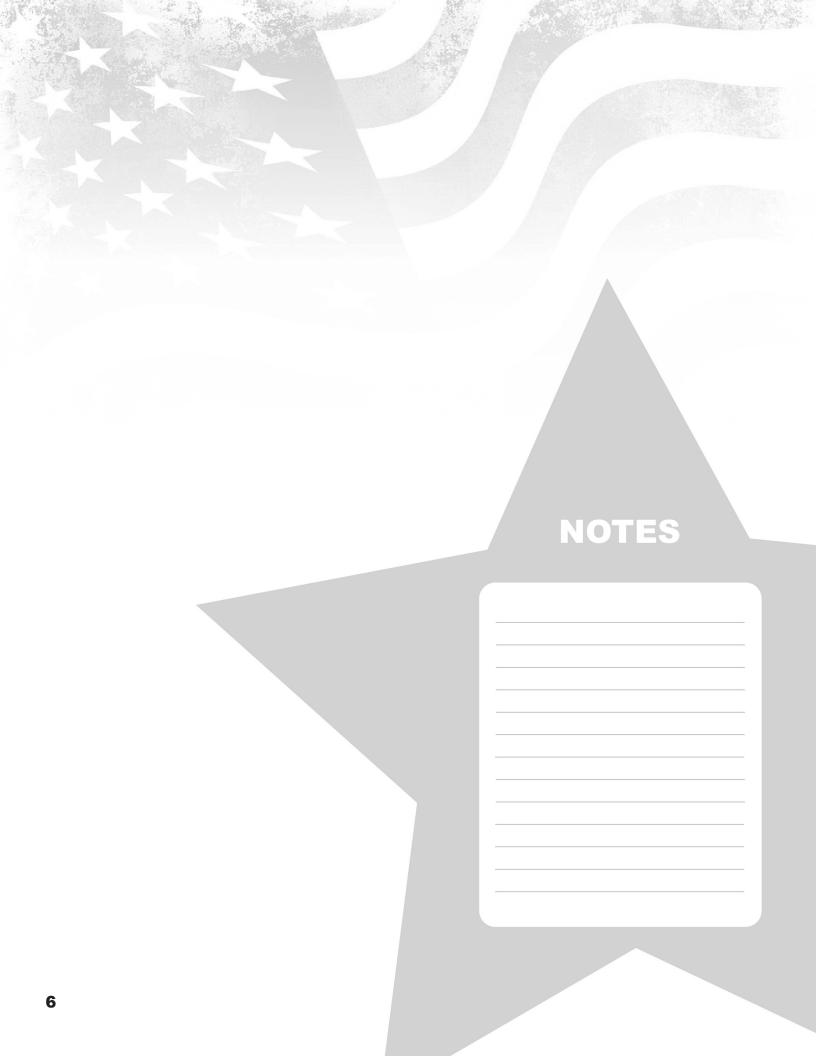
Call the Board



Revised Code

#### Initialisms:

PEOs- Precinct Election Officials BOE- Board of Elections VLM- Voting Location Manager AVLM- Assistant Voting Location Manager



## General Election – November 7, 2028

#### Overview

The Ohio 2023 General Election will take place on Tuesday, November 7, 2023. General Elections are held on the first Tuesday after the first Monday in November. General Election 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. 3511.16; 3505.062)

The voter will be asked by the Precinct Election Official to state their name, current address and provide a valid form of identification. (R.C. 3501.01 (A)-(D)) (3050.18)

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.

#### **Recent Changes / New for this Election**

- Updates in some forms
- Changes is some staffing levels at Polling Locations
- Changes in some Polling Locations
- Changes in some set up at some locations
- New Provisional Bags for Voted ballots
- Changes to Provisional Ballot accounting

Initial-isms used throughout this manual:

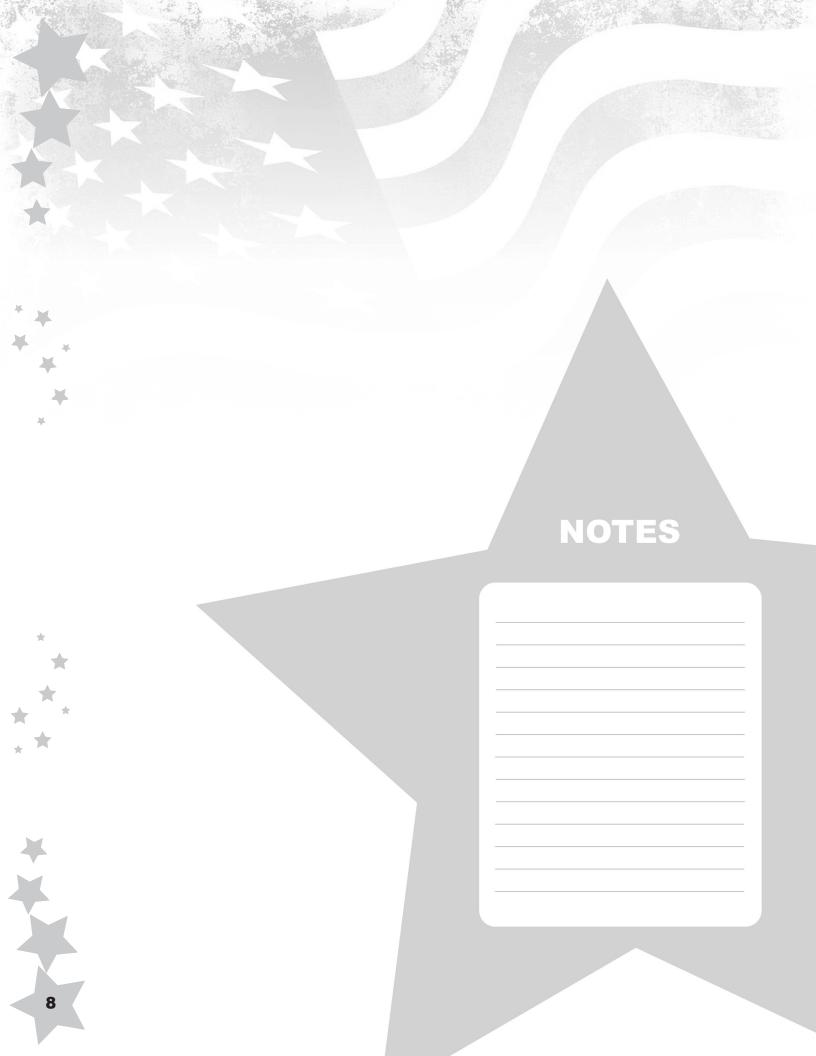
PEO- Precinct Election Official

**BOE- Board of Elections** 

VLM- Voting Location Manager

AVLM- Assistant Voting Location Manager





## 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 <u>courteous</u> and <u>respectful</u> 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. They must uphold election law. 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)



#### **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 (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 by a Precinct Election Official for one of the four 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 Precinct Election Officials 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 Precinct Election Officials are unable to determine the person's eligibility to cast a ballot, then provide a provisional ballot to the voter. (see Provisional Ballots section)

## Precinct Election Official Conduct at Polling Locations

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 entire voting process to the voters. Treating everyone with courtesy and respect, in a professional manner will result in a smooth Election Day process.



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)

Unacceptable Conduct: Precinct Election Officials may NOT:

- Campaign at the polling location, or attempt to influence voters or other PEOS as to their vote for or against a candidate or issue;
- 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.;
- 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)

#### **Precinct Election Official Roles Overview**

#### The Voting Location Manager's Responsibilities

The Voting Location Manager (VLM) oversees the entire operation of the Polling Location. They are responsible for the overall conduct of the election at the Polling Location. They work in tandem with the AVLM, a member of the opposite political party, to ensure a smooth voting day experience for voters as well as all of the PEOs. There must be either the VLM or AVLM present in the Polling Location at all times.

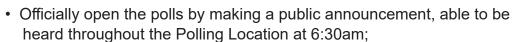
#### **Voting Location Manager prior to Election Day will:**

- Pick up election supplies, as instructed by the Board of Elections;
- Check any supply container labels to make sure they are for your 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 and make sure the Voting Units are set up as directed by the BOE;
- 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, Ballot cards and the headset for the VIBs unit.
   Distribute the sanitation supplies in the burgundy bag;
- Ensure the Poll Pad Tables are set up correctly;





- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the Polling Location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet); (R. C. 3501.30)
- Review with the Poll Pad 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, Count the number of electors who voted, as shown on the poll books, the number of cast ballots, the soiled and defaced ballots, the provisional ballots (used and 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 bag(s), burgundy bag(s) with cast/voted ballot cards and green supply bag with Help Desk & AVLM kits and AVLM Binder.

#### **Assistant Voting Location Manager Responsibilities**

The Assistant Voting Location Manager (AVLM) serves as the counterpart to the Voting Location Manager (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 of the VLM.

#### Prior to Election Day will pick up:

- yellow bags containing paper ballots for the Polling Location
- yellow provisional Voted Ballot bag(s)
- 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 (see pg 98), sign form when completed, place in Completed Forms envelope;
- 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 closing of the Help Desk as staffed or perform Help Desk closing duties and complete the Ballot Accounting Chart;
- Close the DS200 Scanner, run reports- place in orange pouch; Remove the Memory Stick, complete the DS200 Scanner Audit Sheet (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 bag(s) and burgundy bag with the voted/ cast ballots to the drop off location.

Note: All transportation of election supplies following the election must be done with a member of both political parties.

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

- Sign front & back of the Equipment Custody paper located in the side pocket of the ExpressVote printer bag after equipment seals have been verified. Place in the Completed Forms envelope;
- Perform Help Desk duties as needed, make the ultimate decisions in how a voter is processed and 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 using the Poll Pad and report printer at the Help Desk at 11am and 4pm. Return all copies to in the orange report pouch;
- · Fill out the Ballot Card Report at opening and closing;
- Coordinate closing with PEOs prior to 7:30pm to assign tasks, prepare reports and have supplies ready for closing.





Poll Pad 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 Poll Pad Table. Poll Pad Table Officials will:

- set up the Poll Pad 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 and place in Poll Pad case; and 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 Poll Pad 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 Poll Pad officials as necessary;
- distribute the "I 'Ohio' Voting" stickers and assist with managing the lines of voters and the flow of voters within the Polling Location;
- 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:

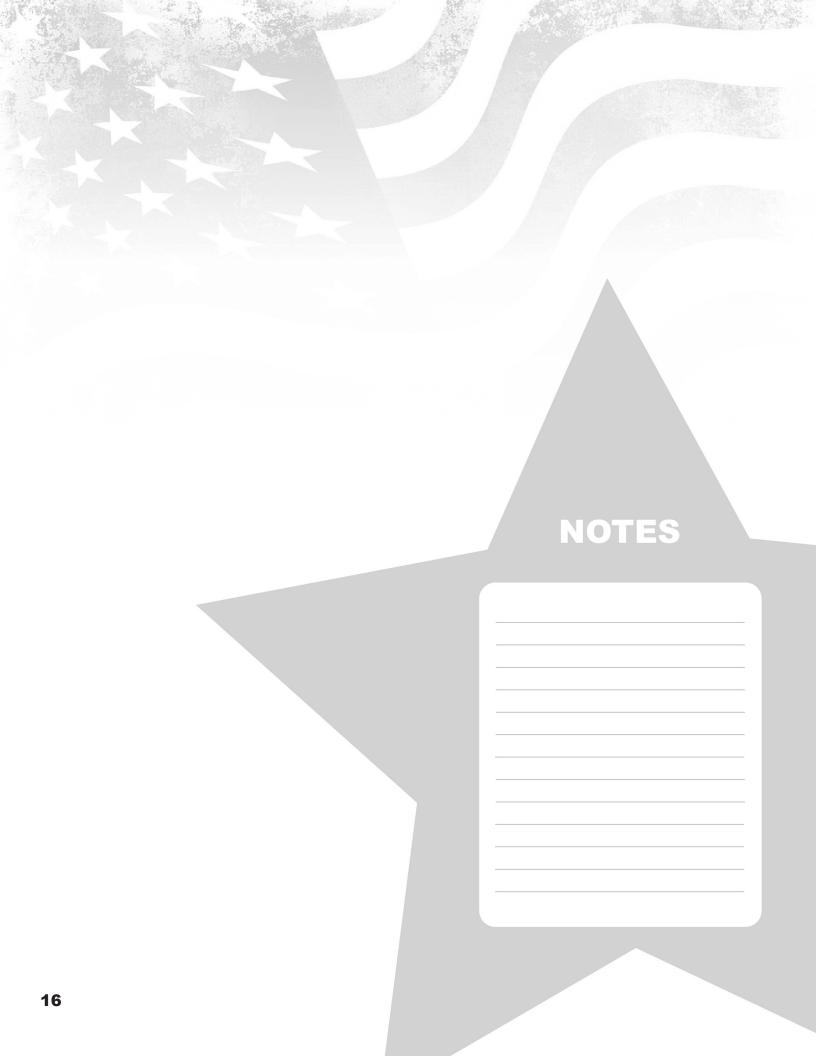
- set up the Help Desk Table with the tablets and printer;
- review the Provisional Ballots;
- look up the voter in Poll Pad using Precinct Finder or by using a paper Precinct Finder;
- process all Provisional Ballots;
- assist the managers in filling out the Provisional Log for every Provisional Ballot 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 closing Ballot Accounting Chart;
- 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 Polloing Locations. It can also be used by anyone to assist a Spanish speaking voter, it is 440-326-5924.



#### **The Polling Location**



#### **Overview**

The Poll Pad 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.

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.

If for any reason you need to speak with the Board of Elections (BOE), contact the VLM. The VLM or AVLM 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. DO NOT text the BOE regarding any occurrences or issues. All incidents and issues should be documented in the Incident Log. The BOE will call the VLM 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 set up ExpressVote Units and DS200 Scanners. They will follow opening procedures to print reports as instructed.

The Poll Pad 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 Envelope);
- Challenge Forms (10-U & 10-W), used only by Precinct Election Officials, not by observers (Found in the back of the Manager's Book)

#### **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 only speak with the Voting Location Manager or Assistant Manager.

## Persons Checking the Register of Voters and 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 <u>not</u> 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.





#### **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 Board of Elections. See an example of this ID in the ID section of the manual.
- 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 AVLM;
- 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/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 AVLM.

#### **Members of the Media:**

- The VLM should notify the Board of Elections immediately when a member of the media arrives at their Polling Location. You are there to run the Polling Location, so direct them to the BOE if they request an interview from you.
- Representatives of the media are permitted inside the Polling 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 Precinct Election Officials' activities, interfere 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 Board of Elections 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)





Campaigning, displaying campaign material, or distributing food inside of the neutral zone of a polling location is prohibited. The Polling Location is a neutral zone. Electioneering or campaigning is part of the political process, but 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 make their choices without pressure from candidates, campaigns, PEOs, or fellow voters, including friends and family.

PEOs should not discuss the candidates or election issues among themselves or with voters. Voters, themselves, should not attempt to promote or oppose a candidate or ballot issue while in the polling location.

Candidates, campaign workers, and other persons entering the polling location must remove or cover all campaign garb and paraphernalia before entering. A registered voter who refuses to remove or cover up campaign garb or paraphernalia **must still be allowed to vote.** However, you must report any such incident to the Board of Elections.

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.

#### **Security at the Polling Location**

The VLM and AVLM, 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.

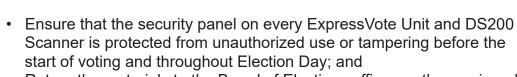
If at any time there is a threatening or potentially dangerous situation that arises the Board of Elections and the appropriate authorities should be contacted immediately.

#### **All Precinct Election Officials:**

- Keep a record of all voters processed, and all ballots issued, including provisional ballots and soiled or defaced ballots using the Poll Pad books, Poll Pad Closing Reports and Ballot Accounting Sheets;
- Document any incident that may effect the election results, such as:
   machine problems, voters who were processed, but left without voting,
   delays in opening, and any other incidents that could have an impact on
   the election especially on tallying the votes or reconciling voting
   material, equipment, or supplies. Be sure to notify the managers of
   these events. Incidents must be recorded in the red Incident Log;
- Report any suspicious activity in or around the voting machines to the Board of Elections;
- Fully and legibly complete all forms.

#### Managers:

- Inspect ExpressVote Units and DS200 Scanners for physical damage and check tamper evident seals, to ensure the seals have not been changed since the equipment or supplies left the Board of Elections; a team will be assigned to review the equipment using the Equipment Custody sheet found in the ExpressVote printer bag at the Help Desk;
- Maintain control over all ExpressVote Units, DS200 Scanners and all other materials and supplies;
- Make sure chain of custody procedures for voting materials are followed; Sign the Equipment Custody sheet;



Return the materials to the Board of Elections office or other assigned location Election Night (with a member of the opposite political party).

#### **Write-In Candidates List**

The Board of Elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates' names do not appear on the ballot, whether printed or electronic, but voters may write in names from this list if they choose. 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 AVLM'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. The VLM will use the red Incident Log and any other election forms as needed. Documentation should include the complete and accurate story of what transpired at the Polling Location on Election Day. For example, any discrepancies between the number of voters processed and the number of ballots cast.

These records are used by the Board of Elections 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 from 6:30am to 11:00am will be printed at 11am. Post it next to the Registry of Voters at the Polling Location. This list will remain posted throughout the day.
- A final copy of the report of all voters that have voted by 4:00 pm will be printed at 4:00pm and posted in the same location.

The lists may be viewed by anyone entering the Polling Location, after posting

throughout the day. The lists may not be removed from the Polling 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 Poll Pad Tables and receive a stylus to use on the voting equipment if they would like one. The Poll Pad officials will qualify each voter, have the voter sign the Poll Pad using and issue a Ballot card.

Any Voter not found in the Poll Pad for the Polling Location will be taken to the Help Desk to determine the appropriate course of action for the voter.

#### **Officially Closing the Polls**

At 7:30 pm, the official closing time, the Voting Location Manager 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; or
- 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.

#### **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 starting with the last person in line distribute the slips.

- 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;
- Keep these ballots separate from other paper ballots voted during regular voting hours, in case the court decision is later overturned.
- Note on the Provisional Ballot Affirmation Envelope (Form 2-B) or Optional Paper Ballot, that it was cast after 7:30pm per court order 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. All court ordered supplies are in the "Court Ordered Envelope" located in the red Emergency Procedures Bag.



#### 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);
- Close all Poll Pads after completing the Poll Pad Closing Report and pack in the black case. Pack the printer in the stands into their cases. (Poll Pad Officials and Managers);
- Close all ExpressVote Units (Voter Assistants and Managers);
- Print two Totals Reports from each DS200; one is put in <u>Orange Report Pouch</u>, and one is posted outside the Polling Location. (Voter Assistants and Help Desk Officials); place all voted/cast ballot cards neatly into the burgundy bag, seal the bag (ballots do not have to counted); (AVLM)
- Place Memory Stick(s) in the Clear Memory Stick Pouch after counting and filling out DS200 Scanner Closing Audit Sheet located in the Assistant Voting Location Manager's 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 bag; (All PEOs)
- Bring in the flags and take down signs inside and outside the polling location (Poll Pad 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)
- ExpressVote Units, DS200 Scanner and box, both blue and red totes go in designated location (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 Board of Elections (or your designated drop off location) by the Voting Location Manager and Assistant Voting Location Manager with a PEO who is a member of the opposite political party (All).

#### **Transportation of Ballots**

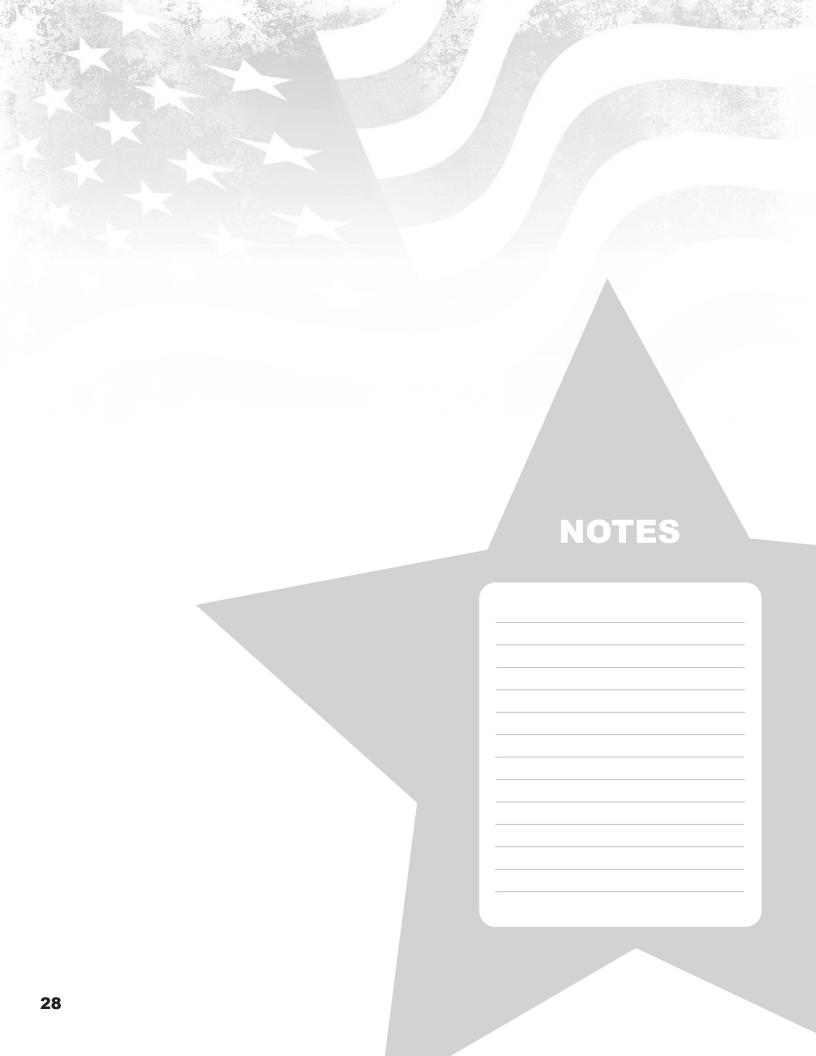
The ballots and required voting materials and supplies are to be transported to the BOE or designate location by the VLM and AVLM with a PEO, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the VLM or AVLM.;

The AVLM, 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 bag(s) with all voted ballots, the burgundy bag containing the voted/cast ballots and the green supply bag with the AVLM binder to their designated drop off location. Ensure the bags are securely sealed. Complete the "DS200 Scanner Closing Audit Sheet" found in the back of the AVLM 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 all remaining 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 AVLM must be returned.

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



#### **Special Processing of Voters**



#### **Voting Process Summary**

The Poll Pad Table officials will process each voter using the steps outlined in the Poll Pad 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 Poll Pad Table workers, VLM and AVLM 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 Holtline 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.



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.

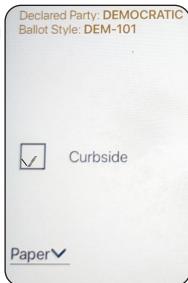
#### **Curbside Voting**

Curbside voting is the process followed when a person who is physically unable to enter a polling location due to disability can send 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 AVLM and a PEO of a different political party:

- Take a paper to record the voter's information 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. Check the Poll Pad for the name of the voter using the normal check-in procedures.
- Record the precinct of the voter as indicated on the Voter Confirmation screen. If the voter is a qualified elector and resides in a precinct within the Polling Location the voter will be issued an Optional Paper Ballot.

  Declared Party: DEM-10' Ballot Style: DEM-10'
- 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 43)
- 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.
- 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.
- Take a Curbside Voting Ballot Secrecy Envelope with the 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, cast the ballot in the DS200 scanner.
- For a Provisional Ballot, return it to the correct yellow Provisional Bag according to the precinct.

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

The two election officials:

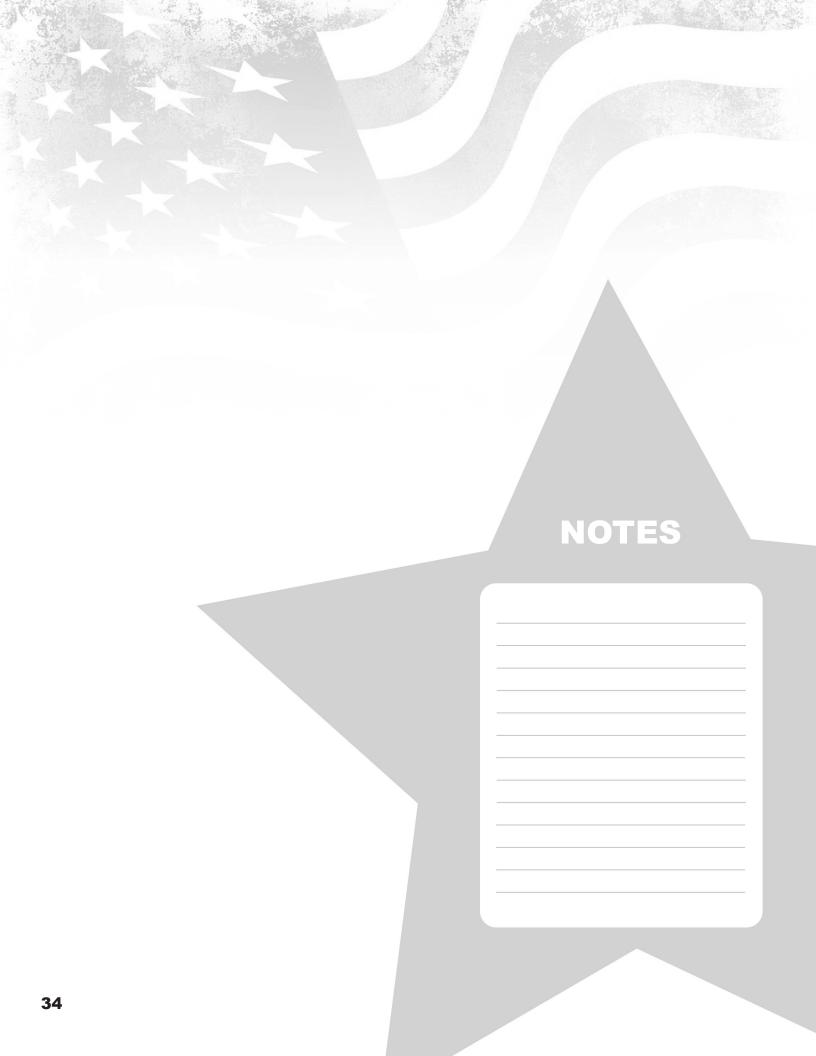
- witness the voter's mark on the sheet containing the voter's name and address that was taken outside the polling place.
- return the sheet containing the voter's mark to the Polling Location.
   Indicate on the sheet who the mark belongs to by printing the voter's name.
- record next to the voter's name in Poll Pad "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 Poll Pad section of the manual pg 46 under "Unable to Mark Ballot".
- follow the procedures for Processing Voters in the Poll Pad for "Voter Unable to Sign" pg 44..







#### **Poll Pad 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 professionally 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 Poll Pad Table and get ready for voters

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

The manager will have the blue Items to be Posted envelope. Post all items in the envelope at the entrance table or on the wall as applicable.

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.

#### 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.

#### **Post materials on the Polling Location Walls**

The white "Important Voter Information" sign will be set up. The VLM will give the Poll Pad officials a <u>blue "Items to be Posted"</u> envelope. Put the items in this envelope on a table near the sign or on the wall at or near the entrance.

#### Poll Pad Table Kit- (place contents on the table)

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

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

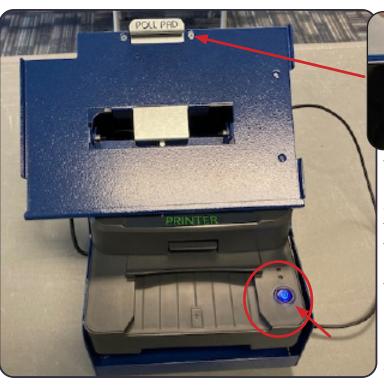
#### **Poll Pad Battery:**

- 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 to the equipment.

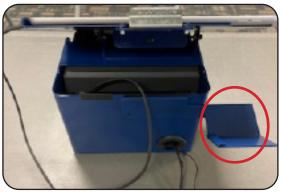
#### Set Up Poll Pad & Log in to Poll Pad



The stand with the Express Vote printer will be set up when you arrive. Unpack the poll pad from the case that the VLM will bring to the Polling Location.

Match the number on the back of the Poll Pad to the stand. 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.

The Poll Pad will be flipped to this side for the voter to sign and make ballot selection (in a Primary Election).

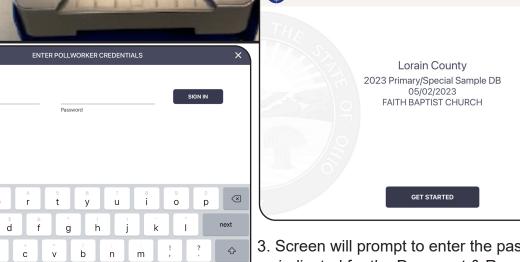




1. Plug cord into poll pad and pad will automatically power on.

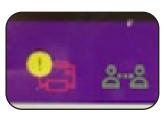
Precinct Records: 3114 Checkins: 0 (SB: 0)

2. Tap "Get Started".



3. Screen will prompt to enter the passcode as indicated for the Democrat & Republican PEO. Managers will have the passcodes.

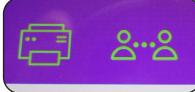
Precinct Records: 2614 Checkins: 0 (SB: 0) 4. Confirm the Checkins at the top of the screen is 0. Notify the manager if not 0. Note: each poll pad will only display the checkins processed on that poll pad.



↔

.?123

**(1)** 



2123

- 5. Confirm the printer symbol in the upper right corner is green. (Pro Tip: red printer symbol means the printer is not connected- unplug the tablet and plug it back in.)
- 6. Screen will now display the option to **"Scan Barcode" or "Manual Entry"**. If the voter has an Ohio Driver's License or state ID select Scan Barcode, otherwise select Manual Entry. Pro Tip: Place card face down to scan the barcode on the back.

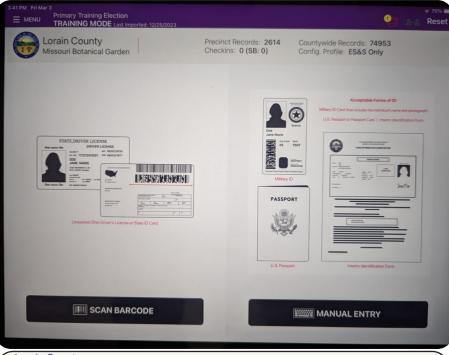
### **Election Day Regular Voter ID Requirements**

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 Guide 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. If a voter does not have a valid form of ID inform than a manager will assist them in voting Provisionally.

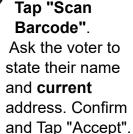
### Scan Barcode

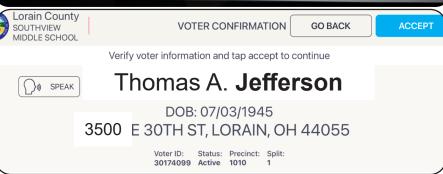
If voter is using an Ohio driver's license or state ID place it on the blue tray and



select "Scan Barcode". (If voter is using a military ID, passport or passport card select "Manual Entry".)

1. Ask the voter for their form of identification. If it is an Ohio driver's license or state ID place it face down on the blue tray.

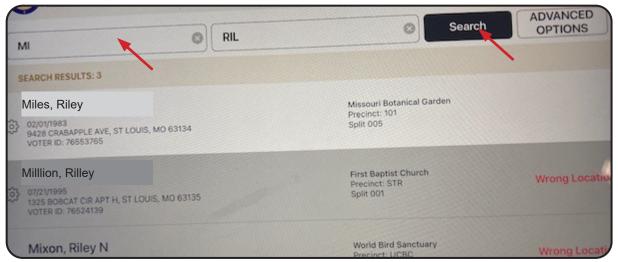


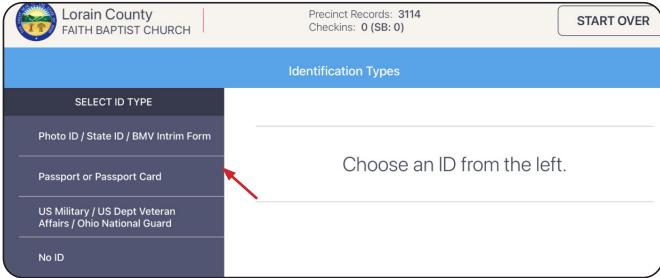


### **Manual Entry**

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.





- 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.
- 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.**

### **Voter Confirmation**

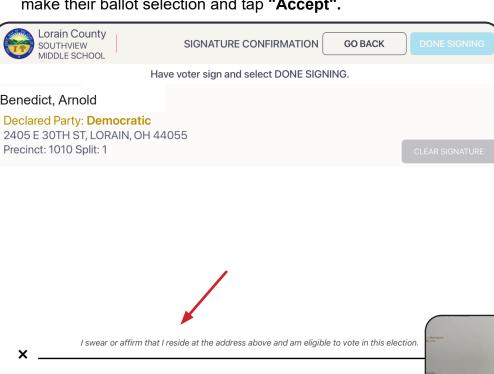
- 1. The Voter name will appear on the Voter Confirmation screen unless "No Records Found" message appears. See Advanced Options for "No Record".
- 2. If you have not already done so, ask the voter to state their name and current address. Tap "Accept" if voter name and address are correct.





3. In a Primary
Election the Party
Selection screen will
ask to choose your
party. Flip the screen
over to allow the voter
to make a selection.
The party (or nonpartisan) option

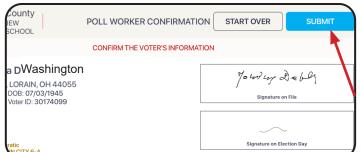
selected will display in black. Retap or tap another party to change. Instruct the voter to make their ballot selection and tap "Accept".



4. 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. The Pollworker Confirmation screen will display the voter's information and both the Signature on File and the signature on Election Day.
- 6. Insert the ballot card into the ExpressVote printer, notched corner on the right.





- 7. Tap **"Submit"** in the upper right corner .
- 8. If the ballot card is not in the printer an error message will display. Select **"Retry".**



# Do NOT select Proceed Anyway.

9. The screen will display the voter name "Processed Successfully".



# NOTE: Once the Ballot Card has been written it cannot be changed, but a manager can void and issue a new card.



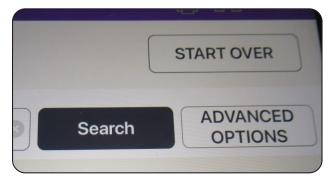
The Ballot Card will now have a bar code printed at the top specific to the precinct of the voter and the type of ballot, if applicable. Hand the voter the Ballot Card, offer the voter a disposable secrecy envelope to use to cover their Ballot Card after printing and direct them to the ExpressVote Units.

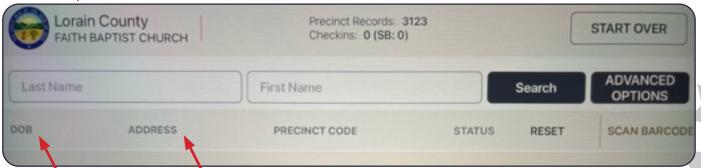
Remind the voter that they must take the finished printed Ballot Card to the DS200 Scanner to cast their ballot.

### **Advanced Options**

If you are unable to find a voter by Scan Barcode or by name select the "Advanced Options" on the upper right side of the screen.

This allows for a search by DOB (date of birth) or Address.







If you are unable to find a voter by scanning their Driver's License or State ID, the next option is to search by BIRTHDATE. While you can search by address, the date of birth

is more accurate.

**1. Tap Advanced Options** on the Manual Entry screen. Select **ADVANCED OPTIONS**, located in the upper right corner of the screen. Leave the name fields empty.

### 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

### 4. Search

Tap the SEARCH button.

### 5. Select Voter's Record

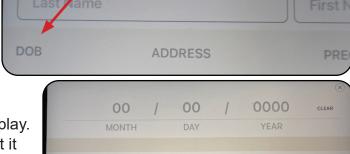
Records matching your search will display. Locate the voter's name and verify that it does not contain any exceptions. Select the voter by tapping the record.

**NOTE**: All voter's in your Polling Location

and out of your location will display with the same DOB. Out of location voter's will display in gray with "Wrong Location".

If the voter is not found, reconfirm

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.

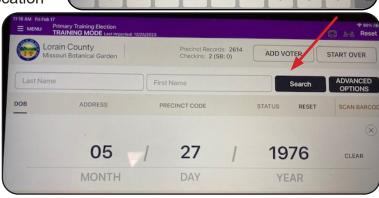


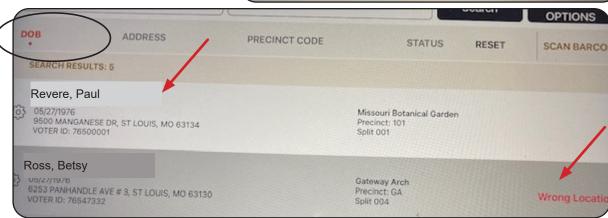
Missouri Botanical Garden

START OVER

ADVANCED

**OPTIONS** 





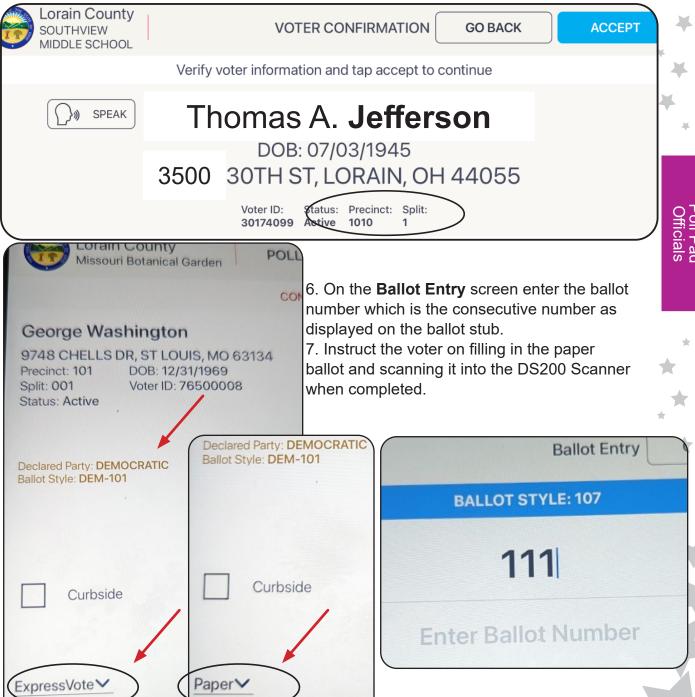


43

### **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 manger 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
- 3. On the Poll Worker Confirmation Screen reconfirm that the paper ballot the manager has gotten for the voter matches their precinct and ballot type on the screen.
- 4. At the bottom left tap the "ExpressVote" and select "Paper".
- 5. Select "Accept"





- If the voter can, they should make their legal mark, such as an "X," in the Poll Pad. 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 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. The voter must have their attorney-in-fact accompany them to the polling place. Allow the attorney-in-fact to sign the Poll Pad, 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)).



### When to Notify the Manager- Special Situations





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

If the voter's name is not found in the Poll Pad, use the "Find By Address" tab to input the voter's address. The voter's name may be misspelled or have punctuation that will interfere with the "Find by Name" function. If the voter's name is found after entering the address, proceed as usual.

If the voter's name IS NOT in the Poll Pad after looking my name and/or DOB, the Poll Pad Official will notify a manager. The Manager will 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 address is in your precinct, 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. The voter's stated name must substantially conform to the name as it appears in the Poll Pad. A variation of the name is allowed. Examples:

Name on ID	Name in	Regular Voter-	Contact Manager	
	Poll Pad	Issue Ballot Card		
Kaye Ann Smith	K. Ann Smith	X		
Mary Evans	Mary Young		X	
Robert Jones	Rob Jones	Х		
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 Manager will use the "search entire county" function in the Poll Pad to search by voter name or the "Find Polls" function to search by address. The Manager will 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.

### **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 <u>same precinct</u> 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.

If the new address is in a <u>different precinct</u> in the same Polling Location the voter will be issued a provisional ballot for that precinct. They may <u>not</u> 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, 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.



G (5) 07 10

- 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. **MUST Call BOE to cancel voter Checkin.** 





5. The screen will display Spoil Ballot.

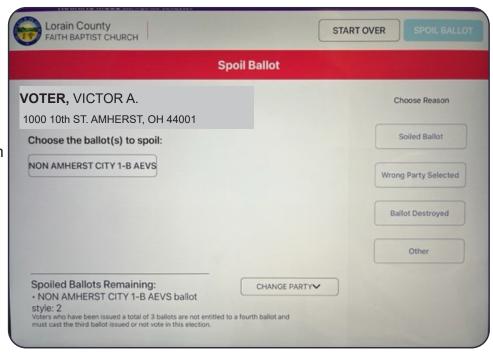
NOTE: To change ballots in a Primary Election you MUST select the "Change Party" option at the bottom of the screen to re-issue the new ballot.

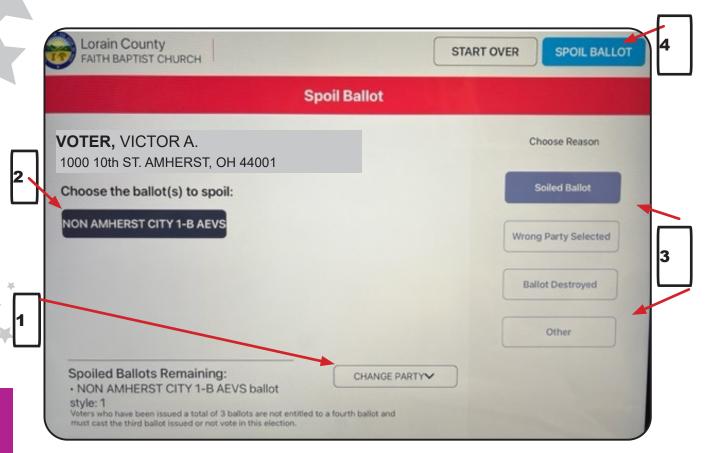
This feature is not used for Optional Paper Ballots.



Enter Password

Done





### Spoil Ballot Screen

- 1. Select the "Change Party" to select the new ballot if you are issuing a new party ballot at the voter's request, otherwise this is optional.
- 2. Select the ballot displayed under the voter's name "Choose the ballot(s) to spoil" the displayed ballot will then be black.
- 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.

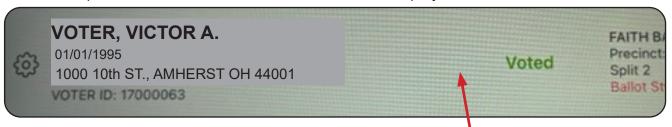
The screen will then display to enter the ballot style. Type in the number based on how many ballots that have been spoiled thus far. (Ex: 1st ballot being spoiled -enter 1, 2nd ballot- enter 2, etc.).

Place spoiled/voided ballot in the Soiled and Defaced envelope and enter the detailed information in the red Incident Log.

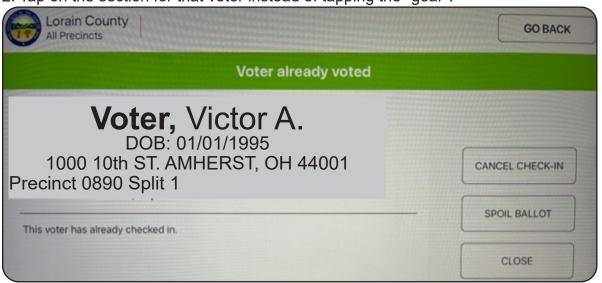
If there is no ballot to void due to the printer not printing an original ballot, make sure this is indicated in the Incident Log.

### **Alternate Option to access Spoil Ballot**

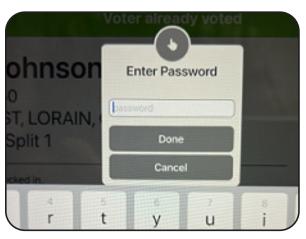
1. Look up the voter on the Poll Pad. "Voted" will be displayed on the screen.



2. Tap on the section for that voter instead of tapping the "gear".



- 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".



"Spoil Ballot Screen" on pg 48. 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 the voters that have arrived at the Polling Location by 7:30pm and have completed the voting process the VLM will make the official announcement that the polls are closed. Once the announcement has been made you can begin to close down your Polling Location.

The VLM will designate an Poll Pad Table Official to remove the posted materials from the walls of the Polling Location, to remove the flags from the entrance and outside the Polling Location.

The Certification Poll Pad Closing Reports must be filled out for every Poll Pad.

The Ballot Card Inventory report must be filled out. The manager will use the Summary Report at the Help Desk to complete this.

### **Logging Out of the Poll Pad**



## NOTE: The Certification Poll Pad Closing Report must be filled out prior to Logging Out of the Poll Pad.

To shut down the Poll Pad press and briefly hold the power button on the upper left side.

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



Unplug the tablet. Pull up on the silver POLL PAD lever at the top to release the pad from the stand.





### **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 in side 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 Poll Pad instruction booklet for more details on packing.









2023 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)						
Election workers completing this report sign below, then place this form along with the Poll Pad in the black case for return.						
Democrat Poll Pad PEO:						
Republican Poll Pad 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 Guide ID card; or
- US Department of Veterans Affairs ID card

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. R.C. 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 contact 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 is it an electronically issued Military ID.)

IMPORTANT- An unexpired Ohio driver's license, State ID or Interim Documentation with a former address IS an ACCEPTABLE form of identification when your current address is in the Poll Pad.



### 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. 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

### **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

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.





A hole-punched Ohio driver's license or state identification card in the 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



Front of Standard Driver's License



Onco Driver License

Onco Bal 23456

10089-16-2000

65 07-02-2018

100 244

Williams

OMAR

123 ANYWHERE STREET

ANYTOWN, OH 12345

D 01-21-2021

AB123456

AB123456

SEE M

AB123456

OD 16 2000

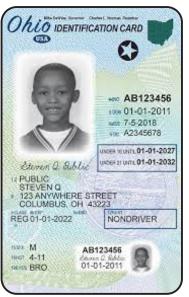
Ohio Compliant License for driver under age 21

Back of Compliant Driver's License



Back of Standard Driver's License





Ohio Compliant Identification for driver under age 21

Note: License or ID will have a vertical format for 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 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. 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;
- A photograph of the voter; and
- An expiration date that has not passed; (expired passport is not valid)

The 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 it is listed in the Poll Pad.





PASSPORT

United States

of America

### 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;
- 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.

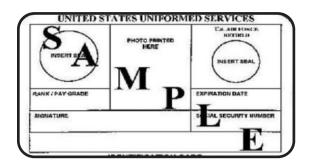
(Examples of the various forms CAC's (Common Access Card), DD Form 2 and DD Military IDs for retried military and reserve members do not have an expiration date on the, They may have "INDEF" where the expiration date would appear. They are valid without an expiration date.

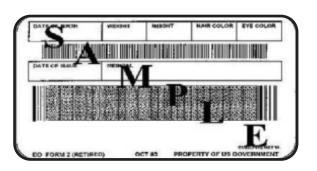
### **Military Identification Cards Examples:**

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.

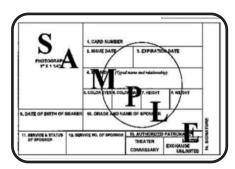
Examples of the most common DD Form 2 and DD Form 1173 are shown below: Ex: DD Form 2 (Res. Ret)



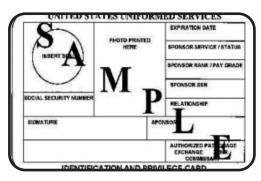


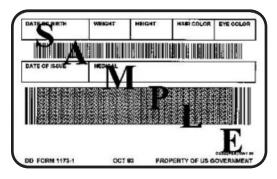


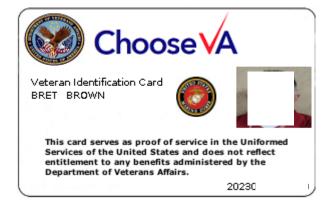
### Ex: DD Form 1173 & 1173-1











VA ID on a phone or device.

The veteran's name and photo will be displayed.


Voter Identification Requirements





# NOTES

### **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 after every voter.

### **Before the Polling Location Opens- Equipment Custody**

The AVLM 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 will assist.

The AVLM will locate the Equipment Custody (see pg 98) in the side pocket of the ExpressVote Printer bag at the Help Desk. Two PEOs will check the seal numbers on all ExpressVote units and DS200 Scanners using the form and sign it when done. Notify the AVLM if there are any discrepancies or seals are voided. The AVLM and VLM must also sign the form. If you cannot find the form, collect the blue 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 AVLM.
- 2. Open the left side access compartment on the ExpressVote Unit using the barrel key. Remove the seals and discard unless otherwise instructed.
- 3. Push down on the rocker Power switch to the "ON" position. Push the Mode switch to the "Voter" position.
- 4. Close and lock the security compartment. One unit will have the Audio Tactile Keypad, ensure that it is plugged in and the cord feeds through the channel in the security door. The head phones located in the red tote, will be placed on that unit and plugged into the auxillary panel on the front. Ensure that they are accessible to any voter who wished to use them.







5. Enter the Election Code. If you make a mistake entering the code 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. After 3 incorrect entries the unit will "time out" for 30 sec then allow you to continue.





6. On the Welcome Screen: Confirm the date, time, election and Polling Location are accurate as displayed at the bottom left corner of the screen.

Check the Auxiliary Panel to confirm power.

Protected Count: 1

Time: 09:33 AM 8/11/21

Power: AC
Poll: 0001 POLL ONE

### **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.



Unit plugged in to outlet

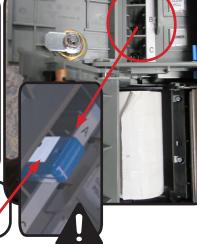
**Head Set Plug in location** 

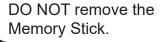
### **DS200 Scanner Opening**

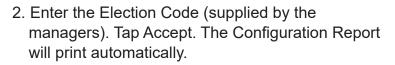
The Assistant Voting Location Manager will oversee the opening of the DS200 Scanner.

1. Unlock and lift the black lid. The DS200 will automatically power on. If it does not power on, call the BOE. Then remove the yellow seal and unlock the left side access door to power on as instructed by the BOE then press the power button.







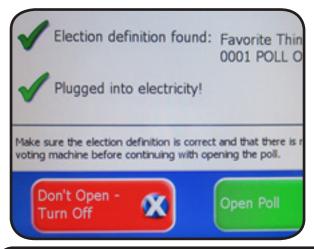


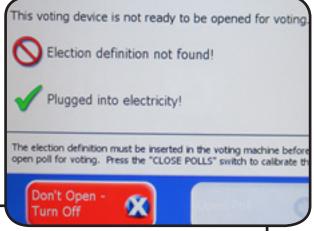
3. Make sure the screen shows a green check mark by "Election Definition Found!" and "Plugged into electricity!". Then press "Open Poll" on the screen.





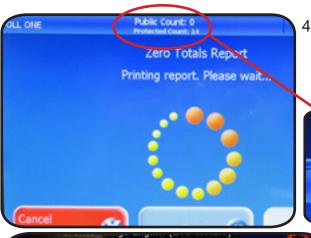




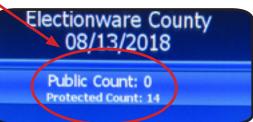


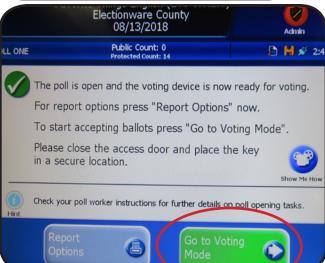
If the Election definition is not found, the screen will display "This voting device is not ready to be opened...", the manager will call the BOE. Then remove the yellow seal and unlock the left side access door to confirm that the Memory stick is pushed in all the way in port A or B.





 Ensure the "Public Count" located under the date is "0". If not notify the manager immediately.





- 5. The Zero Totals report will print automatically. Both the AVLM and Voter Assistant or other PEO sign the report. Tear off the reports and place in the Orange Report pouch.
- 6. If they do not print or there is an error press "Report Options" to print the reports. (Call the Board of Elections for instruction.)
  - 7. Confirm the date, time, and Polling Location are correct.
    - 8. Press "Go to Voting Mode".
    - The screen will now display the "Insert Here" message and is ready for scanning the Ballot Cards.
- Insert Here

  10. Sanitize the screen after set up using the alcohol and cloth provided.
  - 11. 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.



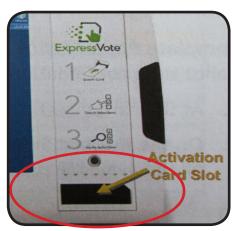


Note: the red seal on the back of the scanner is never removed.

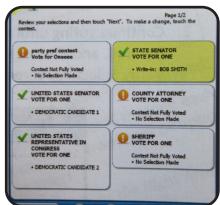


### **Using the ExpressVote**

- 1. Ensure the Mode is set to "Voter" and "To begin voting, insert your card" is displayed on all units.
- 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 bottom 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. 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 each use with the alcohol and cloth provided by the BOE.









### **Casting Write-In Votes Using Touch Screen**

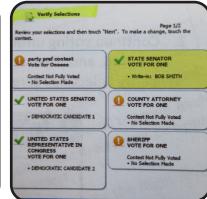
- 1. For write in votes, touch the write in selection on the screen.
- 2. Use the on-screen keyboard to enter the name, and select "Accept".
- 3. The write-in will display on the "Verify Selections" screen.

The managers will keep

Write-in

FAVORITE WAY TO SPEND FREE TIME
Use the keyboard to enter your write in selection.

WERTVULSOP



the official Write-In candidate list to give to 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.



### **Audio-Tactile Keypad**

One ExpressVote Unit in each Polling Location is equipped with an audio feature, a keypad and headphones for visually impaired voters. 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 and Tactile Keypad (the keypad may already be attached.)



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- Opens screen with voting instructions
- 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.

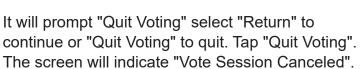
If the ballot card is damaged or cannot be used in the ExpressVote or DS200 Scanner, the card will be voided and a new card re-issued. The voter must return the original ballot to be voided first.

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 up to 3 times.



If a voter wants to cancel the voting session they can select the "Quit" button on the screen in the top right corner.



Select "CONTINUE". Follow the prompts to Enter the Election Code and the reason for cancelling.



The ballot card will not contain any vote selections. Void the ballot.

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

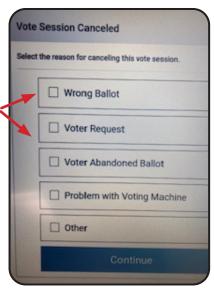


The unit will ask you to select the reason for canceling the vote session. Tap the screen indicating the reason and the item will display as a green



box with a checkmark. Void the ballot card.

To Void the ballot write "Void" on it and 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**

With a Manager or Technician:

- 1. Open the front panel door using the barrel key. If the ballot can be accessed, carefully remove it. Release the door hinge then close and lock the door. If not successful go to step 2.
- 2. Open the right side panel door. Remove the ballot by gently pulling it out. Close it and lock the door.

3. If it still cannot be removed remove the blue security seal, 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 when powered on.

Enter the Election Code and complete the reopening the unit. A new blue security seal will be placed on the door. The manager should record the new seal number in the Incident Log.

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.



Cancel

### Important-Release hinge lock before lowering door.





**O** Shut Down

### **Closing the Polling Location**

The Voting Location Manager will make an announcement at 7:30 that the polls are closed. You will 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. The headset on the VIBs unit should be removed and placed in the Red tote. Take down the units and stack as directed. See pg 74 & 75 for further instructions.

### **Closing the ExpressVote Units**



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

- 1. Inspect the blue 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.



- 3. Push the rocker switch down to power off.
- 4. The screen will prompt to confirm shut down.
  Select "Shut Down"
- 5. Close and lock the access compartment.
- 6. Return the keys to the managers when finished.

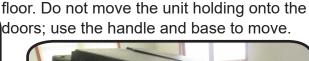
### Folding down the ExpressVote Units

The ExpressVote Units must be powered off and folded down before leaving the Polling Location. The units will be returned to the designated location or placed close to a wall.

Close the security doors making sure that they "interlock" to fully close.
 Secure with the green security seal. (You do not have to record seal numbers)

2. Using the push pins on the middle support bar lower the base almost parallel to the





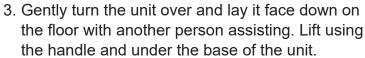












4. The cord should be wrapped around the upper bracket at the top of the unit base.

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

- 6. Using the push pin buttons retract the inner "U" legs. Release the hinges.
- 7. 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.

8. 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 7 high.

Unplug all extension cords from wall outlets. All black extension cords, white outlet boxes, 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.

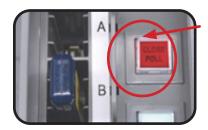


### **Closing DS200 Scanners**

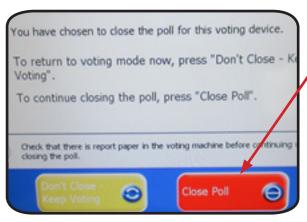
The Voting Location Manager will make an announcement at 7:30 that the polls are closed. You will process all voters that are in line at that time.

Once all of the voters have finished voting and left the Polling Location you may begin the closing process. **Follow the Closing Procedures step by step.** The DS200 Scanners will be closed by the **AVLM** and a member of the opposite political party.

- 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 Board of Elections immediately.
- 2. The AVLM will fill out the **Ballot Card Inventory** form (located in the Red Tote).



Unlock the access door, press and release the square "Close Poll" button. The button will flash red, then turn off.

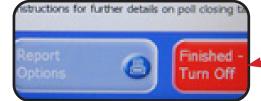


4. An Alert screen will appear to confirm that you want to close the Poll- tap the "Close the Poll" button on the screen.

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. The AVLM and other PEO sign the reports.

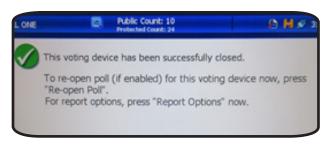


6.If there is an error in printing, tap the "Report Options" button to access the report screen and print voting results. Call the BOE before printing any reports from the Report screen if they do not automatically print.



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

- 8. A message will indicate that the device has been successfully closed.
- 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.
- 10.Complete the DS200 Scanner Closing Sheet located in the AVLM binder.

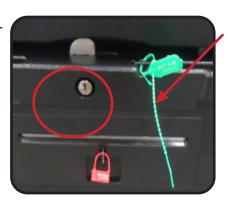




# **DS200 Scanners- Take Down**



- 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 green security seal on the front and back of the top of the box. Do not remove the red seal.



- 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 unto the base and lock in place using the hinges. Put all items in the designated area.
- Place scanner in soft sided padded bag and seal zipper toggles with green seal.
   Record seal number in VLM binder.







# **Additional Closing Steps** (Detailed photos in VLM Binder.)

## **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.)







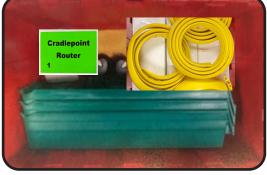
NOTE: The Blue Tote & Red Tote have a supply list on the box to indicate what should be returned to the bin.

The **Red Emergency Supply bag** is left at the Polling Location.

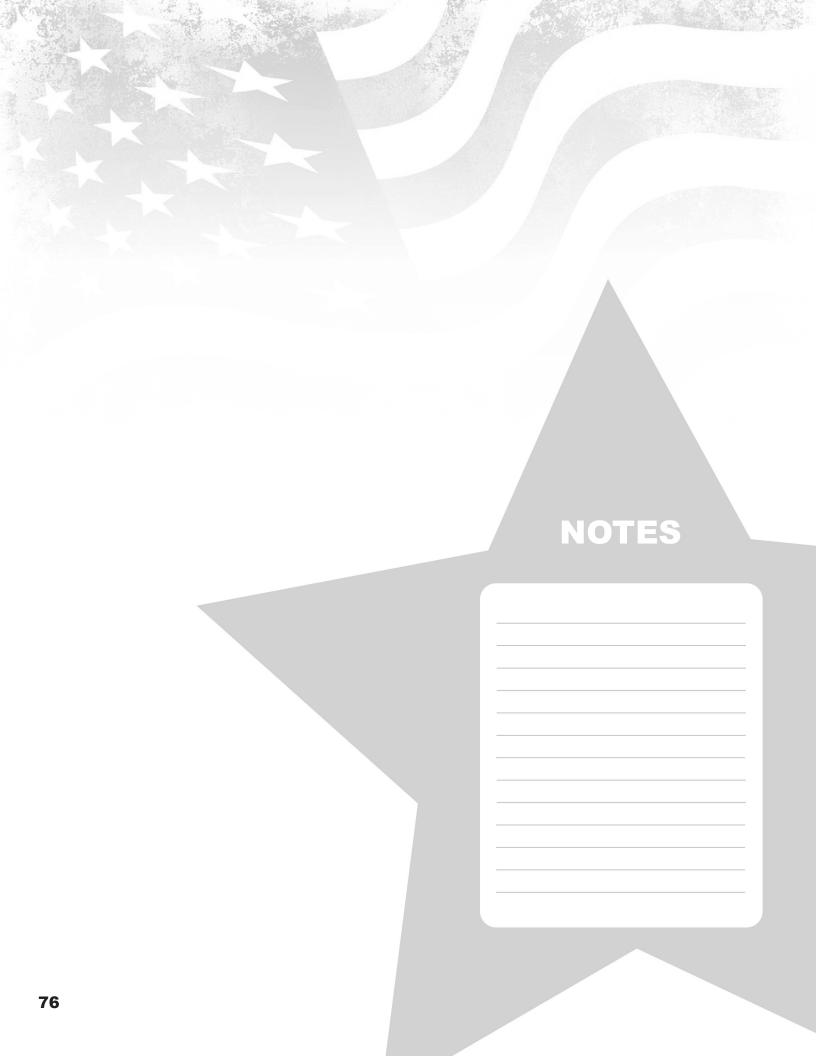
**Blue Tote:** Orange extension cords, power strips, Stop-Scan Ballot sign, back up battery, and wooden sign base.

**Red Tote:** Green trays, headphones, paper rolls, and flash lights. Unused Ballot Cards, yellow cord guards & Cradle point. **Red Tote is sealed before leaving Polling Location.** 

ExpressVote Units (stack up to 7 high). The Express Vote Printer and DS200 scanner(s) should be put in the black padded bags. Supplies should be returned to the designated red or blue tote as indicated.



All items posted are taken down and placed in blue supply bag with flags. Poll Pads stands packed into cases. Collect orange cones from parking lot. Put metal base for white Important Voter Information sign in cardboard box. Place items together in a neat stacked manner.



# **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 AVLM. 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 managers will determine who is at the table and alternate officials according to the needs of the Polling Location. 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/or AVLM will fill this role in addition to their other duties.

# **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 AVLM 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 Poll Pad section of the manual or the Help Desk booklet for instructions.

The Help Desk will have the CradlePoint plugged into the backup battery.

### **IMPORTANT:**

The report printer will be at the Help Desk. Test the printer by running a Progress Summary report.

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



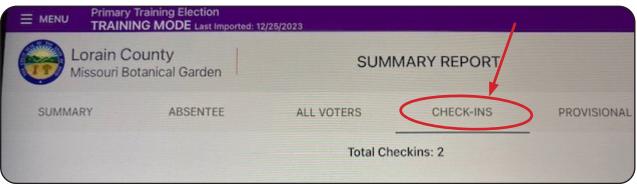
# **Summary Report/ Check-Ins List (Voted List)**





To navigate to the Summary Report or the Precinct Finder, tap Menu in the upper left corner of the screen. On the Home screen tap on the application icon as indicated. Enter the password when prompted for the

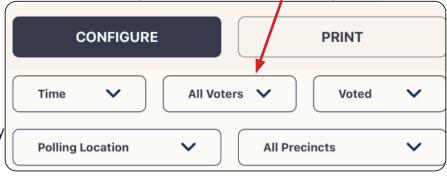
Summary Report feature.



To print the Check-Ins list at 11am & 4pm on the Summary Report screen tap on the Check-Ins tab. The screen will display all voter's who have been checked in. (the test report prior to opening will show 0 voters.) Unplug the tablet before printing. Tap "PRINT". The summary and check-ins will both print. Post the Check-ins report.

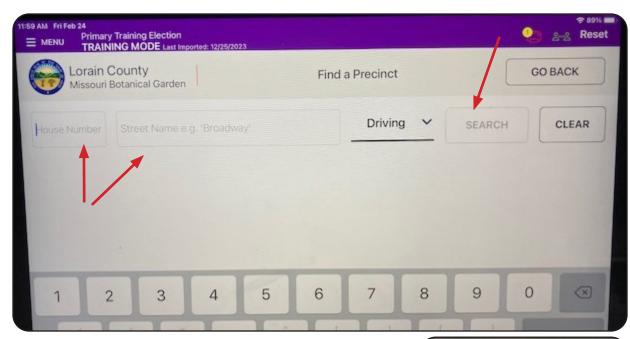
The reports are posted at 11a & 4pm. At closing, reports go in the Orange report pouch.

In a Primary Election-Select "Configure" to display the options. Tap on the "All Voters" box and select the



specific party. The report will only print from the Help Desk Poll Pad with the printer. See Manager's binder for additional instructions.

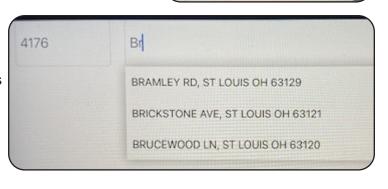
# **Processing Voters at the Help Desk**



Using the Precinct Finder accessed thru the MENU:

- 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.
- 3. Enter the street name. A drop down may appear with street names as you type. You may tap on the correct street if it is displayed.
- 4. Tap on "Search".
- 5. The Poll Pad will display the Precinct and Polling Location details for that address.

**Pro Tip**: If the street name includes N/S/E/W do not type in the direction just the street name. The options that appear will include the direction so that you can select the correct one.

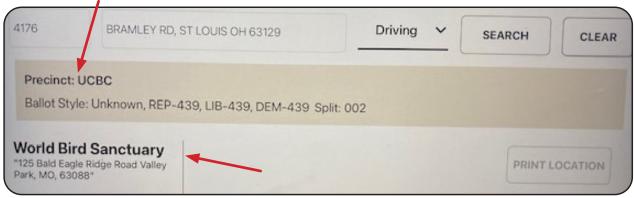


Wait

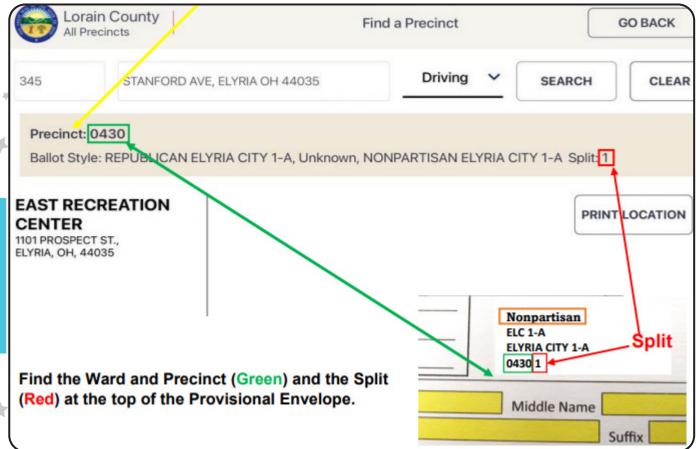
Please enter house number

first.

OK



- 6. If it has been determined that the voter is in the correct Polling Location in a Primary Election, ask the voter what style of ballot they would like based on the party or non-partisan ballots 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. (The ballot label will have the



Party in the Primary Election.) Match the label to the Precinct by the name, number, letter (if applicable) and number, if there is a split in the precinct, following the letter (Ex: LORAIN CITY 6-A 1; OBERLIN CITY 6 1 / 2; AMHERST 1-B 2). When an area has a split precinct that is combined in an election, it will be indicated by the last number (1, 2, 3, 4, 5 or 1-2, etc).

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.

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

NOTE: Under some circumstances Help Desk Officials will also be asked to help a voter update their address with the BOE. In these cases the voter will vote a regular ballot and fill out the Voter Registration Card. (See "Change of Address")

**IMPORTANT-** When transferring a voter, make sure you are looking at the voter's current address to locate the Polling Location. Do not use the Voter Record with the voter's former address.

# **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 Slips** (located in Provisional Supplies Envelope)

Vote Center Transfer Slip/Resguardo de la transferencia Centro de Votacion	<b>]</b> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Use Precinct Finder before Issuing/Buscando de Recinto de uso antes de utilizar	"Vote Center Transfer
Voters Name/Nombre del Votante:	Slips" are only issued by the VLM or the AV LM.  If you see the voter is in
Address/ Dirección:	the incorrect Polling  Location after checking
New Precinct/ Resguardo Nuevo:	Poll Pad, notify a Manager so that they can double
New Vote Center Location/Nueva localización del Centro de Votacion:	the voter to a different voting location. Review
VLM / AVLM Signature	with the voter the exact location information.
issuing vote center.	┛

# **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 VLM binder. The form should be placed in the Completed Forms Envelope.

# **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 out of the precinct into a different precinct at the same Polling Location;
- 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 still 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 Board of Elections. 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 move within the same Polling Location and have a different precinct ballot. All ballots are determined by precinct not by 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 <u>current and prior names</u>) 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.

If a registered elector provides proof of a legal name change to a manager the elector may complete and sign a Notice of Change of Name (10-L) (located in the Manager's Binder) and **cast a regular ballot**, as long as the elector is registered to vote in that precinct. Please note that if a registered voter has moved from one precinct to another precinct <u>and</u> changed their name the voter must vote a Provisional Ballot.

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



# **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.

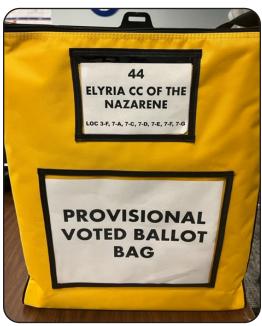
A provisional voter is someone that is not able to vote a regular ballot. Sometimes voters move, change their name (and are not able to provide proper documentation) or do not have proper identification and are therefore not able to vote on the Voting Units.

The Help Desk Official works with the managers to provide the detailed service every voter needs. Use the Provisional Quick Reference Guide located in the back of the manual to determine the type of ballot a voter should receive, 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.

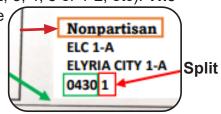
Provisional ballots must be kept in the yellow bags at the Help Desk according to the precinct. Each yellow bag contains a separate precinct's ballots. Voted provisional ballots will be placed in the Voted Ballot Bag via the slot at the top of the bag.





# **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.
- 2. Get the **correct precinct ballot** from the appropriate precinct yellow bag. Look at the Provisional Envelope that contains the ballot to confirm the voter's correct precinct (and split if applicable indicated by a 1, 2, 3, 4, 5 or 1-2, etc). The split is the last number. In a Primary Election select the correct Party or non-partisan ballot that the voter has chosen. Each envelope will be labeled by precinct. (label may differ slightly with each election and may not contain a ballot style number)

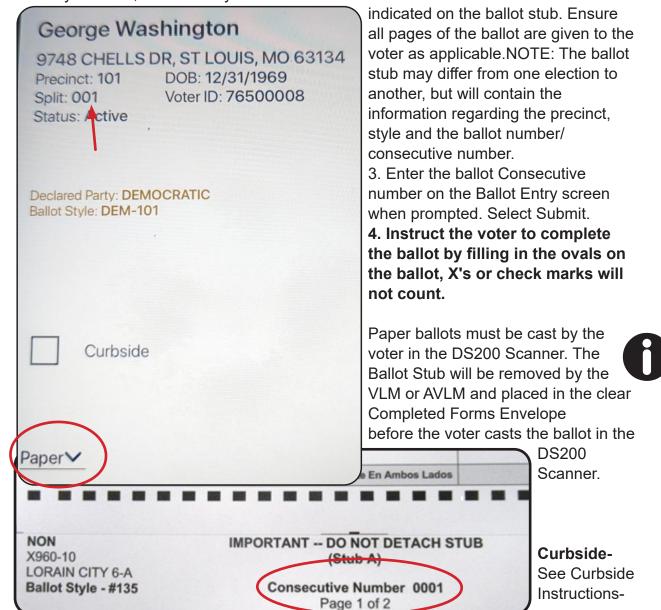


- 3. Give the voter a pen to use. Instruct the voter to complete the Provisional Envelope, the ballot inside the envelope, and to return it to you when finished. The Provisional Ballot Notice is included in the envelope for the voter to take home with them. See page 114-115 for copy of the Affirmation envelope.
- 4. Go over the Provisional Envelope 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.
- 6. Fill out the Provisional Log. Place envelope in the sealed Provisional Voted Ballot bag. All voted provisional ballots will go in the sealed bag.



# **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 as



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 AVLM and a PEO of the opposite political party.

Declared Party: Libertarian Ballot Style: LIB-101

Curbside

V

# Voiding a Provisional Ballot/ Re-issuing a Provisional Ballot

If the voter requests a new ballot the ballot may be re-issued up to 3 times. A ballot may not be re-issued to a voter without the voter returning the ballot that needs to be voided. Place the voided ballot in the green "Soiled and Defaced" envelope after writing "Void" on the provisional ballot envelope. Give the voter a new provisional ballot. A voter may not be issued more than 3 ballots. Contact the Board of Elections for assistance or any questions.

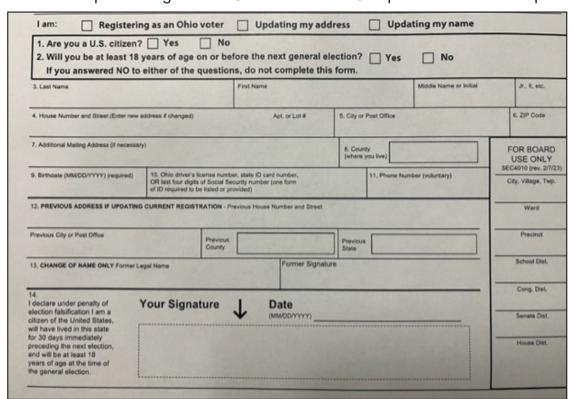
Canceling or voiding a ballot must be done by a manager. Any voided and any re-issued ballots must be documented in the Incident Log by the manager.

# 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.



# 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 his or her 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 (Ub-14)

### 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.

# **Provisional Log**

For every Provisional Ballot issued the Provisional Log must be completed.

- 1. Fill out the name of the voter and the time of processing.
- 2. Check the appropriate box indicating why the voter is voting provisionally. If the reason is "Other" the BOE should have been contacted. If the voter's license is expired enter the expiration date.
- 3. Indicate the PEOs or BOE staff who looked up the voter information.
- 4. After reviewing the Affirmation statement on the envelope once the voter has completed it, indicate if all areas were completed properly. If a voter has left a required area blank or made an error inform the voter and ask them to correct it. A voter may cross out any mistake on the Affirmation, initial it and correct it. NOTE: if a required area is not filled out correctly the ballot will not be cast.
- 6. Make any additional notes if needed regarding any unusual or unique information about the Provisional Ballot issuance circumstances.
- 7. The VLM or AVLM will sign off on each log. Return the Log in one of the yellow Provisional Ballot Bags with unused ballots.

# **Closing Ballot Accounting Chart**

The closing Ballot Accounting Chart is located inside the AVLM kit. The chart should be filled out with the unused Provisional and Optional Paper ballot totals for each precinct yellow bag. At closing the chart is completed and returned to the sealed provisional Voted Ballot bag. To complete the log:

- 1. Count all Soiled / Voided Provisional Ballots (located in the green Soiled and Defaced envelope- fill out block.
- 2. Count all unused Provisional Ballots fill out block.
- 3. Count all unused Optional Paper Ballots. -fill out block.

NOTE: Do not open a sealed package if no ballots were issued.

- 4. Add the ballot totals to calculate the number of ballots voted.
- 5. Fill out the total. **DO NOT OPEN** the sealed provisional Voted Ballot bag.
- 6. The AVLM and a member of the opposite party sign the bottom of the chart when completed.

# **Chain of Custody Tags - Seals**

Assist the managers as needed with filling out the Chain of Custody tags on each yellow provisional bag with the number of unused ballots and the seal number used on the bag. Red "zipper" seals are used to seal the bag(s). Assist as needed with sealing the new provisional Voted Ballot bag. The AVLM will complete the tag with the seal number information. Put the closing Ballot Accounting chart and the green Soiled and Defaced envelope in the bag before it is sealed. A red clip seal will be used to seal the bag ballot slot on the top of the bag.

# **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 Ballot bag. Fill out the closing Ballot Accounting Chart with the unused ballot totals. Place in the new provisional Voted Ballot bag.

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**: The provisonal bags should contain **all unused Provisional Ballots** and unused **Optional paper Ballots** (voted paper ballots are cast in DS200) for each precinct. Place the **Provisional Log** in one of the bags.

The Voted Ballot bag will contain all **voted Provisional ballots**, the green **Soiled** and **Defaced** envelope and the **Closing Ballot Accounting Chart**.

Before shutting down the Poll Pad the manager will need to look at the Summary Report to fill out the Ballot Card Inventory form.

Complete the Poll Pad Closing Report, 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 Express-Vote 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 bags, 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.



# PROVISIONAL VOTED BALLOT BAG

# **Help Desk Bags**

The AVLM will bring in both yellow types of Provisional Ballot bags.

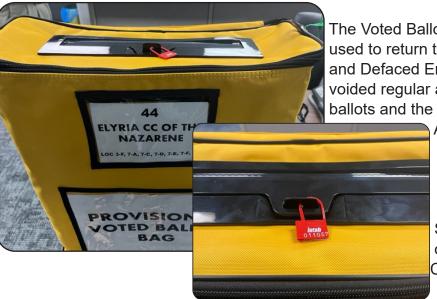
The bags will be marked by precinct and contain the provisional and optional paper ballots for that precinct.

The ballots should remain in the bag until one is needed for a voter.
Remove the ballots in the consecutive order by referring to the ballot stub.

The voted (completed) Provisional ballots will be dropped in the sealed Voted Ballot Bag. All the voted provisional ballots for the polling location will be placed in this bag. Large multi-precinct locations may have 2 bags.

DO NOT break the green seal on the zipper of the bag. This bag should not be opened without contacting the BOE.

The AVLM will return both yellow Provisional Ballot bags to the drop off location as assigned.



The Voted Ballot bag will also be used to return the green Soiled and Defaced Envelope with all voided regular and provisional ballots and the Closing Ballot

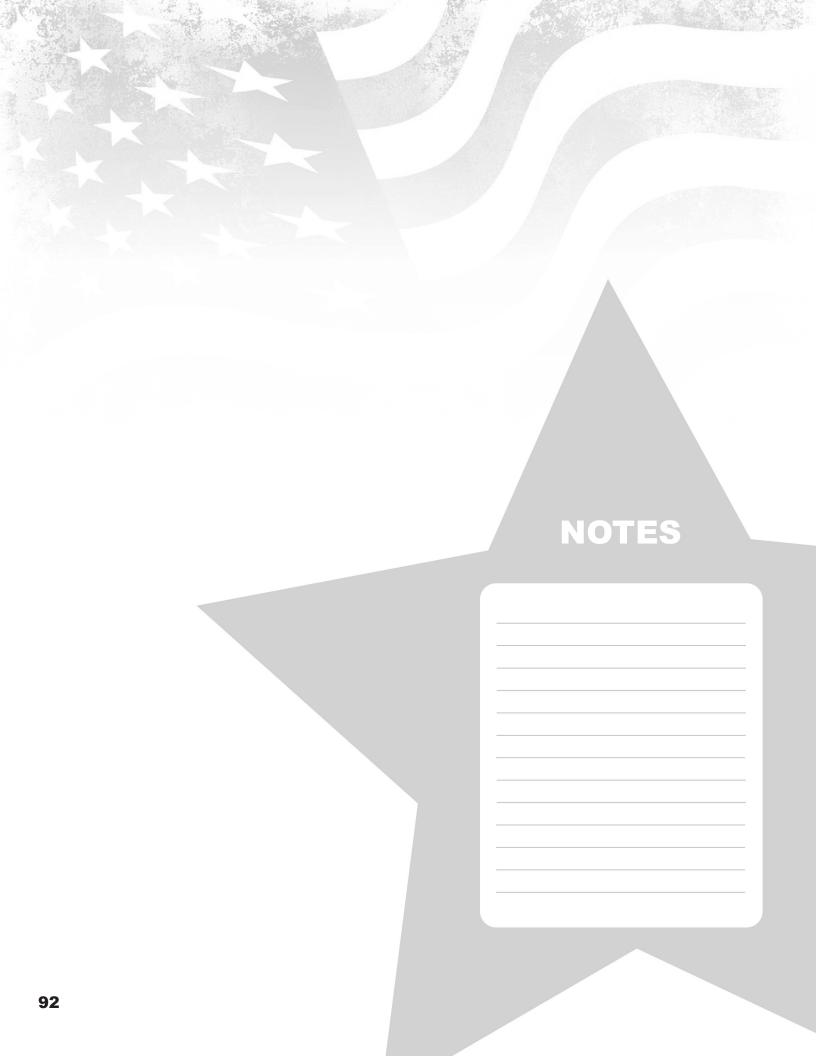
Accounting Chart.
Seal with the red
seal after all items
have been placed
inside.

Seals are recorded on 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	COURS	E OF ACTION	BALLOT TYPE	FORMS	NOTES
No Valid Identification		up Precinct oter'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	Regular Ballot	Voter Registration Form	Look Up both New & Old Addresses
	Into a New Precinct (This includes a l	Look up address in Poll Pad NEW Precinct at the sar	Provisional me Polling Location	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 Pollir Location		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



# **Technicians & Set Up**



# **Overview**

The role of the technicians is to maintain the proper operation of the Express Vote Units and DS200 Scanners that are 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. 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. Text or call when each Polling Location is checked for ADA (American with Disabilities Act) compliance, and when there is a need for additional supplies. Continue to text or call throughout the day to update the war room as to your location at Polling Locations.

# **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 all Set Up Team Leaders and Technicians to use. **KEEP the Phone ON at ALL TIMES.** 

# Call with any issues or questions. Report anything that may impact the Election.

- if immediate personal contact is needed: 440-326-5953



Set Up Team Leader must notify the Board after each Polling Location is completed. A photo is taken and sent in from each location to the BOE as directed.

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.
- 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 the ballot cards, Provisional or Optional Paper ballot



- The set up team will meet at the Board of Elections at an assigned time to be dispatched to the designated Polling Location locations in a team.
   The Team Leader will review what Polling Locations are being set up.
- Set-up each of their Polling Locations in accordance with the individual set-up diagram/Site Survey.

# **Prior to the Election - Technicians**

- Technicians will receive their assigned Polling Locations
- Technician review the "Trouble Shooting" pages 105-111
- Technician Kits will be issued and 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.

Kits include: red, blue and green seals, tags, flashlights, stickers, printer and scanner paper rolls, provisional envelopes and inserts, blank ballot cards, a flat key, a barrel key, and additional items.

# 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 that can be used for the visually impaired.

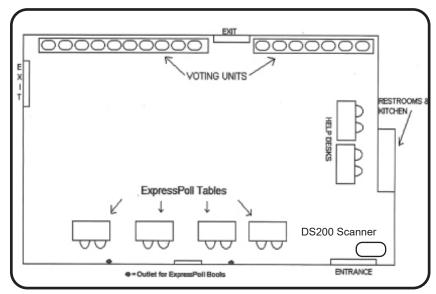
Use the Accessible Parking Guide to identify the proper way to designate Accessible Parking Spaces at each Polling Location.

# **The Polling Location Set-up Sheet**

The Polling Location Set-up sheet will detail how many tables each site should have, how those tables should be set up and a picture of how the Voting Units should be arranged. Set up each Polling Location as closely to the Polling Location Set-up sheet as possible.

The diagram is not to scale. Please note the photos for correct set up as well as the diagram.

# **Polling Location 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 6ft apart.



Ensure all tables have the correct power cords and one chair each.
The ExpressVote Units,
DS200 Scanner, Express-Vote Printers, the white

"Important Voter Information" sign, the "Stop- Scan Ballot" sign & pole, and the blue tote 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 Poll Pad Tables and Help Desk

All Polling Locations will have one blue tote that contains the extension/power cords to be set up for the equipment. Set up one table for each Poll Pad, based on the number of precincts at that Polling Location. You may need to locate tables and chairs at the Polling Location to set up. DO NOT open the red tote.

The Help Desk will have the green Poll Pad case and a black ExpressVote printer bag. Set up the back-up battery at the Help desk table. The Cradle Point will also be set up at the Help Desk. The Poll Pad printers and Cradle Point will be plugged into the battery in the "Battery + Surge" section.

Each Poll Pad table must have a multi plug outlet using the orange extension cord from the wall outlet.

Each Poll Pad stand will have a printer that must be set up on the table and plugged. The printers will be in cases for the teams to unpack

.

# To Set Up:

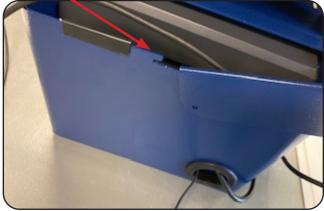
1. Position the tables as indicated on the set up sheet.

Run an orange extension cord, as indicated on the set up sheet, to each table.

- 2. Unpack the printer, stand and cords. Place the blue stand with the printer on each Poll Pad table and plug in so that the cords are on the poll worker side of the table.
- 3. Attach the card tray to the back of the blue stand by sliding it into the grove.







- 4. Press and hold the power button on the printer. It will turn blue when on.
- 5. Set up a chair at each table.

Note: A few locations may have to have the cords "daisy chained" due to the lack of outlets at that location. This will be indicated on the set up sheet.



- 6. Unpack the green Help Desk case and black ExpressVote printer bag.
- 7. Plug in the black back up battery into the orange extension cord or power strip and power on.
- 8. Plug in the ExpressVote printer, the Poll Pad white report printer in the blue stand and the additional Y cord with the small power box (that will be attached to the ExpressVote printer and to the Poll Pad on election day) into the battery in the "Battery + Surge" section.



- 9. Attach the card tray to the back of the blue stand by sliding it into the grove.
- 10. Press and hold the power buttons to power on both printers.
- 11. Ensure all cords are running towards the poll worker and not on the voter side of the table.
- 12. Leave the black printer bag on the Help desk and place the Election Equipment Custody in the bag pocket so that it is still visible after the Team Lead has signed it.







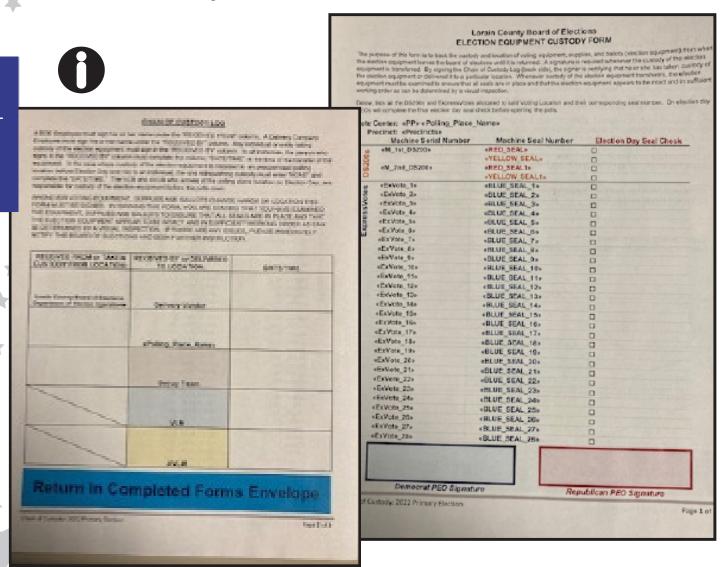


The Elections Equipment Custody Form will be at each Polling Location with the supplies that have been delivered. Team Leader will Sign this document stating that all Voting equipment was found in the Polling Location as indicated. If any items listed on the form are not in the Polling Location or the information is not accurate, the Team Leader will notify the Board of Elections immediately.

# Sign the form as indicated then place it in the side pocket of an ExpressVote printer bag. Leave the bag on the Help Desk table.

The managers will complete the form on Election Day and place it in the Completed Forms Envelope.

**NOTE:** Technicians should remind the VLM to sign the form upon arrival at the Polling Location in the morning.



# **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. \*Vote

Center set up has been modified to accomodate social distancing.

- 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.
- 4. Place the units at angles for privacy. Leave at least 36" between units to allow for room to maneuver. (Due to COVID, units will be spaced 6ft apart) 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. Twist off the green security tabs and remove from the doors. Dispose of properly.













# **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. Due to Covid-19, scanners will be spaced apart to accommodate social distancing.



 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 slot that is sealed with the metal plate.** 





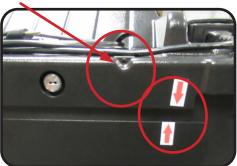


6. Lower the top of the box straight down matching the arrows on the top and the back of the box and the pins located on the upper edges of the box. If the top does not fit flat, remove and check to ensure the partition is in the correct track and slot in the base of the box. Secure the base using the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

7. Place a green security seal 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 unto 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.



Incorrectcord is blocking upper well

Correct- the cord is tucked into the bottom well



8

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

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

# **Set Up: Before Leaving the Polling Location Ensure:**

- All tables, chairs and power cords are appropriately set up in accordance with the
- Polling Location Diagram.
- The 3X4 foot "Important Voter Information" sign has the metal feet attached and is
- displayed at the front of the Polling Location.
- The "Stop- Scan Ballot" sign is located at the exit door.
- All Voting Units are set-up, the green seals on the doors removed, plugged in,
- security sealed with the blue seal on the side panel door, and charging (check the light on the front panel). Units are arranged to allow for smooth and private voting.
- The Election Equipment Custody Form is in the printer bag on the Help Desk table.
- The voting room is locked to maintain security.
- The DS200 is set up with the slot with the metal plate and red seal is in the front.

Light is lit when plugged in.



# **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 any Polling Locations then arrive at the location with the greatest number of ExpressVote units & DS200 Scanners by 5:30am. Introduce yourself to the managers. Assist the PEOs with opening if needed. Move on to the next Polling Location. If you determine that a Polling Location needs urgent help in getting opened, contact the Board of Elections immediately.

Go to each assigned Polling Location, checking for compliance with ADA guidelines and smooth voter flow. Look for cord placement: power cords should not be in the path of the voter, hazard tape may be used to prevent voters from going in between voting units set up back to back, 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 you will check in with the Polling Locations to assist as needed with any technical issues. Remain within 15 min of the locations, as applicable, to ensure quick access in the event of an immediate need.

# Keep communication with the Board of Elections "Command Center" by calling.

At 8am or once all locations are seen, confirm that your Polling Locations are ADA compliant o Notify the BOE is there is a compliance issue.

At 3pm, confirm that Polling Locations are adequately supplied with paper ballots.

- Call if your Polling Location needs any ballots (Ballot Cards, Provisional or Regular Paper Ballots) to provide details.
- Call: 440-326-5953 to speak with the BOE Command Center

If the Polling Location has used more than 50% of the ballot cards, optional paper ballots or provisional ballots by precinct or by party type in the Primary Election, that is considered to be not adequately supplied.

The Technician needs to 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 Board of Elections 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 105-111**



# **Technicians Role in Closing the Polls**

Start by going to your Polling Location with the greatest number of Voting Units or to the Polling 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 Board of Elections or the designated drop off location as guickly as possible.

Demonstrate the way to fold up the units with a few ExpressVote Units for PEOs and instruct them to do the same with the rest of the Voting Units. 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 along with the completed mileage sheet.

# **Poll Pad Tables and Help Desk - Trouble Shooting**

The Poll Pads are connected to the printer and power thru the USB port on the right side. Call the BOE to confirm Poll Pad should be rebooted before proceeding.

# **Poll Pad is Unresponsive**

- 1. Unplug the unit. Wait 10 seconds and plug back in. It not responsive go to step 2.
- 2. Slide screen from bottom up to access the open applications and remove any

unnecessary open windows.

3. If this does not work power off Poll Pad to reboot. After Poll Pad relaunches return to main screen.

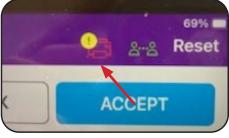




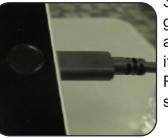
# **Poll Pad not Printing Ballot Card**

- 1. Check the printer icon in the upper right corner of the screen.
- 2. Red Printer display indicates that the printer is not connected. Check that the printer is powered on indicated by the blue light. If not hold button until powers on. Check power cords are plugged in fully.









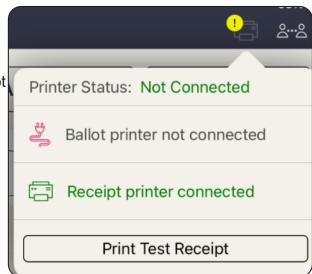
3. If icon does not turn green unplug the Poll Pad and flip the cord over. Plug it back in after 10 sec.
Re-check the printer symbol after 10 sec.

4. If pad is still not connecting to printer, call the BOE for instructions. 5. Tapping on the printer icon will indicate the Printer Status. The Ballot Printer/ Express Vote Printer will be connected to all Poll Pads. The

NOTE: When printing reports the tablet should be unplugged so it will be connected via Bluetooth.

Receipt/ Report Printer will only be

connected to the Help Desk.



# **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.

# **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.

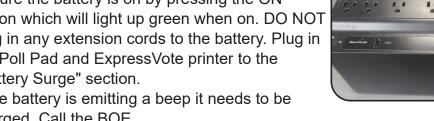


# Back up Battery

At the Help Desk table there will be a back-up battery where the Poll Pad, printer, and Cradlepoint will be plugged in. 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.



# **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.



 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.



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 blue security seal will be placed on the access door and the manager will record the new seal number in the Incident Log.

# **Trouble Shooting- ExpressVote**

# **APPENDIX**

# **Screen Calibration Issues**



**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 cancelled.

**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 69.

# ExpressVote Not Accepting the Ballot Card or Platen is Open

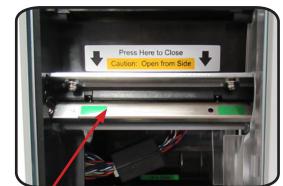
Problem: The ExpressVote is will not accept the Ballot Card Or the alert message

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.

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.

Open the front panel. Check if the card feeder (platen) has been dislodged. Push down using



**PLATEN** 

2 fingers on the green stickers on the sliver plate. Do not touch wires in lower section.

# **Changing Date & Time**



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

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

Supervisor Menu.

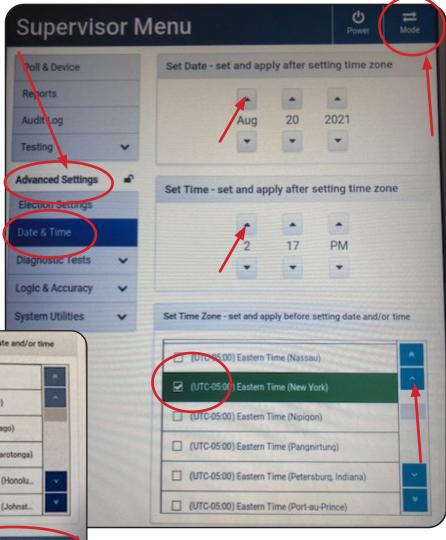
Select the Advanced Settings, enter the Administration code when prompted. Select Date & Time from the drop down list.

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.



Time: 02:11 PM 8/20/21

Poll: 0001 POLL ONE

Power: AC

# **Trouble Shooting- DS200 Scanner**

# **Reports Not Visible on the Printer Paper**

Problem: The reports are generating, but the paper is blank. Solution: Remove the Seal on the Front Access Compartment and unlock the door. Push the small blue lever by the Power button to release the printer door. Remove the paper



roll and reinsert it with the paper feeding under the roll coming out on the right side of the compartment. Lock and reseal the door. Reprint the report as needed.

# **Reprinting Reports**

From the Open the Polls screen select "Report Options". Select "Zero Totals". Make sure the Report Format is set on "Public". Tab "Print Report".

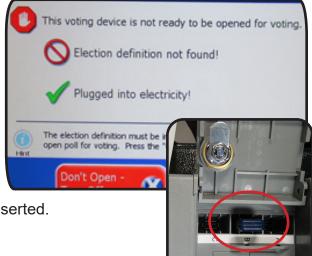
# **Election Definition Not Found**



**Problem**: The Election Definition media is not found when opening the DS200 Scanner. "Election Definition Not Found" message appears on the screen.

Solution: Contact the BOE. The Election Definition media stick will be located in the front Access Compartment. Do not remove it at any time unless instructed by

the BOE. It may be loose and need to be re-inserted.



# **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 flat key unlock the silver bar in the front of the DS200 box. Slide the scanner forward several inches.

Without turning off or unplugging the scanner, go to the back of the DS200 Scanner 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 the well, tuck it down into the bottom without unplugging the unit and move it back into 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, with a member of the opposite party feed ballot back through the scanner and confirm it was accepted.

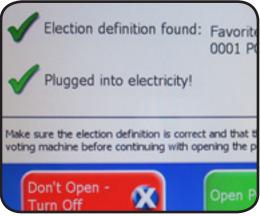


# **DS200 Not Plugged into Electricity**

**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.



# Affidavit-Oath-Examination of Person Challenged

re.c. 550	00.20		
The S	State of	f Ohio,	County, ss.
I,			the undersigned, swear or affirm under penalty of election
			er all of the following questions put to me, concerning my
Being	g chall	lenged as unqualified on th	e grounds that:
(A)	_ T	The person is not a citizen,	the following question shall be asked:
	A	Are you a citizen of the Unite	d States? Ans.
		If the person offering to vo entitled to vote a regular ba	te answers the question in the affirmative the person shall be illot.)
(B)		The person is not a residen the following questions sha	t of the state for thirty days immediately preceding election,
			state for thirty days immediately preceding this election?
	,	Ans.	If yes:
		(a) Where have you reside	ed? Ans.
	(	(2) Did you properly register t	to vote? Ans.
		3) Can you provide some for his precinct?	m of identification containing your current mailing address in
		Ans	Please provide that identification.
		(4) Have you voted or attemp his election? Ans.	ted to vote at any other location in this or in any other state at
	(	(If, from the above responses, the pre-	bsent voter's ballot in any state for this election? Ans
		shall provide and the person may vote	a provisional ballot.) It of the precinct where the person offers to vote, the
(C)		following questions shall b	·
	(	1) Do you reside in this preci	inct? Ans.
	(	2) When did you move into the	his precinct? Ans.
	7	(3) When you came into this pourpose of making it your hor	precinct, did you come for a temporary purpose merely or for the me?
		Ans.	
	(-	(4) What is your current maili	ng 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 attemp	ted to vote at any other location in this or in any other state at this
		Ans.	
	(	(7) Have you applied for any	absent voter's ballot in any state for this 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. Ans. (3) Do you have some official identification verifying your age? 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) (Year) (Month) Signature of Voting Location Manager Name of Precinct Township or Ward and City or Village

(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

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**

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

Full Name Clearly print your name. Required	first	MiddleSuffix		
Date of Birth Required	2 Date of Birth (MM/DD/YYYY) (Do not write	today's date here)		
Current Ohio Address Required	Street Address (No P.O. Boxes)  City/Village	County ZIP		
Former Address Not Required If you do not provide your former address, it will not cause your ballot to be rejected.	Have you moved without updating your  Street Address (No P.O. Boxes)  City/Village	voter registration?		
Identification Required	of photo ID you provided:  An Ohio driver's license, state ID constitution of the license, state ID constitution of the license of the license, state ID constitution of the license of th	r's license, state ID card, or interim ID form issued by the Ohio BMV.  Ithe box above, you must write your full driver's license or state ID card number (2 letters followed by 6 numbers):  It or Passport Card  D Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card  nave photo ID because you have a religious objection to being photographed, complete an affidavit of ction, which you can obtain from your precinct election official. The precinct election official will attach it		
Registration Update Recommended	will not be used for ballot counting p	ate identification card number (2 letters followed by 6 numbers):  Security number:  County		
Affirmation Required	I am eligible to vote in the ele I have lived in this state for 3 I am a registered voter in the I understand that, if the inform correct, if the board of election to vote in this election, or if the provisional ballot will not be of a understand that, if I am not my current name, this form welections, as long as I provide I understand that knowingly prosecution.  I hereby declare, under pena of my knowledge and belief.	tates and will be at least 18 years of age at the time of the general election.  ction in which I am voting this provisional ballot.  days immediately preceding this election in which I am voting this ballot.  precinct in which I am voting this provisional ballot.  nation I provide on this provisional ballot affirmation is not fully completed and ans determines that I am not registered to vote, a resident of this precinct, or eligible board of elections determines that I have already voted in this election, my ounted.  currently registered to vote or if I am not registered at my current address or under ill serve as an application to register to vote or update my registration for future all of the information required to register to vote or update my registration.  providing false information is a violation of law and subjects me to possible criminal try of election falsification, that the above statements are true and correct to the besides.		

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

# Afirmación de Papeleta Provisional

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

NombreApellido	Segundo NombreSufijo	
Fecha de Nacimiento (MM/DD/YYYY) (No escriba la fecha de hoy aquí.)		
Dirección (No escriba su apartado postal)  Ciudad/Pueblo		
Ha cambiado de dirección sin actualizar su registro de votante? SÍ  Dirección (No escriba su apartado postal)  Ciudad/Pueblo Estado		
Deberá mostrar una identificación con fotografía al funcionario electoral que incluya su nombre y fotografía y 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 emitida por el BMV de Ohio. Si marcó la casilla, debe escribir el número completo de su licencia para conducir o tarjeta de 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 Na Ohio o tarjeta de identificación con foto porque tiene una objeción religiosa a ser fotografíado, complete un declaración jurada de objeción religiosa, que puede obtener del funcionario electoral de su precinto. El ficencia de la junta declaración con fotografía al funcionario electoral, ni completó una declaración jurada de objeción presentarse a la oficina de la junta electoral dentro de los cuatro días posteriores a la elección y proporcionar una identifotografía o completar una declaración jurada de objeción religiosa para que su voto sea elegible y pueda ser contado.		
Si necesita actualizar su registro de votante, puede proporcionar información no se utilizará para fines de conteo de votos.  Escriba su número de licencia de conducir o una tarjeta de identificación e secriba los últimos cuatro dígitos de su número de Seguro Social:  Dirección de envio (si es diferente al número tres)  Dirección  Ciudad/Pueblo  Estado		
<ul> <li>Soy eligible para votar en la elección en la que estoy votando e</li> <li>He vivido en este Estado al menos 30 días previos a las eleccio</li> <li>Soy votante registrado en el distrito electoral en que voto esta p</li> <li>Entiendo que, si la información que proporcioné en esta afirmac correcta, si la junta electoral determina que no soy votante regis elegible para votar en esta elección, o si la junta electoral deter papeleta provisional no será contada.</li> <li>Entiendo que, si no soy votante registrado o si no estoy registra este formulario servirá como una aplicación para registrarme pa elecciones futuras, siempre y cuando proporcione toda la inform registro.</li> <li>Entiendo que proporcionar información falsa a sabiendas es un procesamiento penal.</li> </ul>	e los Estados Unidos y tendré al menos 18 años de edad en el momento de la elección general. votar en la elección en la que estoy votando en esta papeleta provisional.  Estado al menos 30 días previos a las elecciones en las que estoy votando en esta papeleta. trado en el distrito electoral en que voto esta papeleta provisional.  a información que proporcioné en esta afirmación de papeleta provisional no está completa y ta electoral determina que no soy votante registrado, residente de este distrito electoral, o ar en esta elección, o si la junta electoral determina que ya he votado en esta elección, mi nal no será contada.  no soy votante registrado o si no estoy registrado en mi dirección actual o en mi nombre actual, pervirá como una aplicación para registrarme para votar o actualizar mi registro para las se, siempre y cuando proporcione toda la información para registrarme para votar o actualizar mi porcionar información falsa a sabiendas es una violación a la ley y podría someterme a posible enal.  la de fraude electoral, que las declaraciones anteriores son verdaderas y correctas a mi mejor	
	Fecha de Nacimiento (MMDD/YYYY) (No escriba la fecha de hoy aqui.)  Dirección (No escriba su apartado postal)  Ciudad/Pueblo  Ha cambiado de dirección sin actualizar su registro de votante? Si Dirección (No escriba su apartado postal)  Ciudad/Pueblo Estado  Deberá mostrar una identificación con fotografía al funcionario electoral quigente. Seleccione el tipo de identificación con fotografía que proporcion un la cientida por el BMV de Ohio. Si marco la casilla, debe escribir el número competito entitida por el BMV de Ohio. Si marco la casilla, debe escribir el número competito entitida por el BMV de Ohio. Si marco la casilla, debe escribir el número competito entitida por el BMV de Ohio. Si marco la casilla, debe escribir el número competito entitida por el BMV de Ohio. Si marco la casilla, debe escribir el número competito de la capita de identificación militar de los Estados Unidos, una tarjeta Ohio o tarjeta de identificación con foto porque tiene una objeción religio declaración jurada de objeción religiosa, que puede obtener del funcielectoral del precinto la adjuntará al sobre de la boleta provisional.  Nota: Si no muestra su identificación con fotografía al funcionario electoral, ni compresentarse a la oficina de la junta electoral dentro de los cuatro días posteriores fotografía o completar una declaración jurada de objeción religiosa para que su voto su casilla de completa provisional de la junta electoral dentro de los cuatro días posteriores fotografía o completar una declaración jurada de objeción religiosa para que su votos.  Escriba su número de licencia de conducir o una tarjeta de identificación información no se utilizará para fines de conteo de votos.  Escriba los últimos cuatro dígitos de su número de Seguro Social:  Dirección  Ciudad/Pueblo Estado al menos 30 días previos a las elección el secriba los últimos cuatro dígitos de su número de Seguro Social:  Soy ciudadano de los Estados Unidos y tendré al menos 18 años so so se diservido en esta estado al menos 30 días previos a las elección el	

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

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**

<u> </u>				
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 podria 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.

Form No. 10-L Prescribed by the Secretary of State (08-17)

# **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 num	IDEF (two letters followed by six numbers)	, or, if you do not have a driver's license,
☐ The last four digits of your Soc	ial Security number	, or, if you have neither,
Please check this box indicating	g that you have none of the above.	
X(Signature of Vote	er)	(Date Signed)
Your former signature:		
		Y OF A FELONY OF THE FIFTH DEGREE.
INSTRUCTIONS TO PRECI	NCT ELECTION OFFICIAL:	
addresses are differer listing), then the voter	nt, but the address above is in your may cast a regular ballot. If the ac	the address printed in the pollbook. If the precinct (based on the precinct street ddresses are different and the address of precinct where he or she may cast a
2. Check the appropriate	box indicating type of legal proof	of name change provided:
Marriage License		
☐Court Order		
Other:		
Precinct Election Offic	cial Signature:	

# Standard for Accessible Parking Spaces

### 1. Accessible Route

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

# 2. Number of Accessible Parking Spaces,

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 make from the centerline of

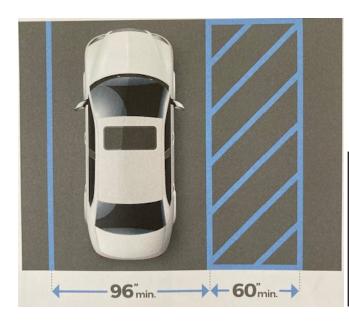
Minimum Number of Accessible Parking Spaces 2010 Standards (208.2)					
Total Number of Parking Spaces Minimum Number of Accessible Parking Spaces Spaces (I of 6 accessi (per facility) (car and van)					
1 to 25	1	1			
26 to 50	2	1			
51 to 75	3	1			
76 to 100	4	1			
101 to 150	5	1			
151 to 200	6	1			
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				
1,001 and over	20 plus 1 for each 100 over 1,000	1/6 of Column A*			
*One out of every 6 accessible spaces					

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.

<sup>6 2010</sup> ADA Standards- 208.3 Location

<sup>7 2010</sup> ADA Standards- 208.32 Minimum Number

<sup>8 2010</sup> ADA Standards- 502.1 General



# 3. Accessible Parking Spaces for Cars,

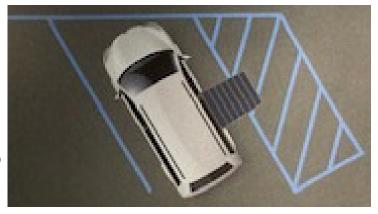
**Vehicle Spaces:** Accessible parking for cars shall be at least 96 inches wide, with an access aisle of at least 60 inches.

## **Tip #1**

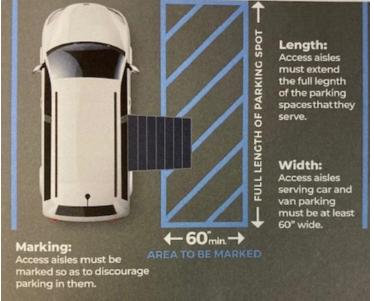
When accessible parking spaces are adjacent to other parking spaces, the measurements for width of the accessible parking spaces and access aisles should be taken from the centerline of the markings.

# 4. Accessible Parking Spaces for Vans<sub>10</sub>

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 Aisles

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.

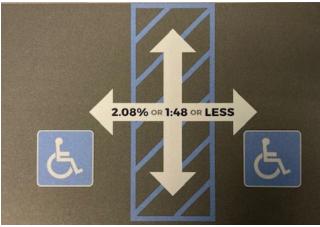
#### 6. Access Aisle Location 12

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 angles 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.

112010 ADA Standards- 502.3 Access Aisle 122010 ADA Standards- 502.3.4 Location



132010 ADA Standards- 502.4 Floor or Ground Surfaces, 302 Floor or Ground Surfaces



Tip #3
To ensure accessible parking spaces and access aisles remain level, curb ramps providing access to sidewalks must not proturde out into parking spaces or access aisles.

#### Floor and Ground Surfaces

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 Clearance152010 ADA Standards- 502.6 Identification, ORC4511.69 Parking Requirements

<sup>16</sup>ORC 4511.69(E) Parking Requirements <sup>17</sup>2010 ADA Standards-502.7 Relationship to Accessible Routes

#### 8. Vertical Clearance<sub>14</sub>

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



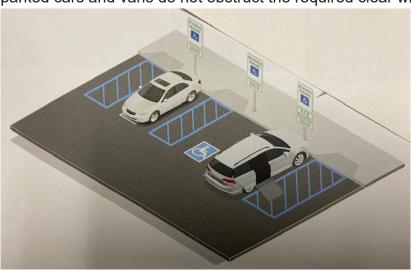
# 9. Identification of Accessible Parking Spaces<sub>15</sub>

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 Route<sub>17</sub>

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.

#### 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:

"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 County of Lorain, in the Election to be held on the (date) \_\_\_\_\_\_, as required by law and the rules and instructions of the Board of Elections of Lorain County; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations 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 **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.

## **Appendix**

#### **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.

be kept by the board of e	lections.							
Directive 2007-35								
l	hereby ackno	owledge that I have						
received training (Printed	eceived training (Printed name of poll worker/elections judge/rover/scout) rom the board of elections regarding the secretary of state's ethics policy and Dhio ethics laws, that I will comply with the same, and that failure to comply with							
from the board of election								
Ohio ethics laws, that I w								
the ethics policy or Ohio	ethics laws may serve as good and	sufficient reason for						
my removal from my app	ointed position.							
(Signature of poll worker/	elections judge/rover/scout	(Date signed)						
or temporary election wo	rker)							
LCBOE-TR-5001	Rev Date: 12/30/13	Rev: A						

# **Election Official IDs**

General 2023

## **Board Member and Board of Election Staff Identification**

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





**Board Member** 

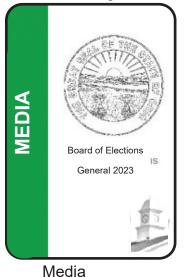
Staff

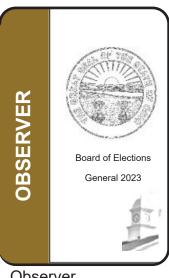
- Full access to your Polling Location
- Observe the processing of
- Review and inspect all documents
- Reassign, remove or replace any worker
- Change the layout of your Polling Location
- Replace or relocate voting equipment

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

# Observer and Members of the Media Identification

For a full explanation of permissible and restricted activities of members of the Media and Observers, see Pg 20.

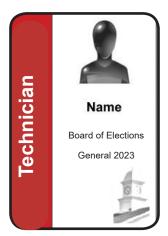




Observer

#### **Technicians Identification**

Technician



Technicians have the following access to the Polling Location:

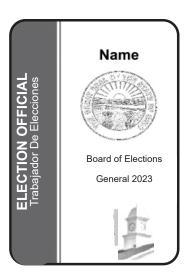
- Address technical issues with voting equipment (accompanied by a member of the opposite party when working on a voting unit)
- Assist with the opening and closing of voting equipment as needed
- Replace or relocate voting equipment
- Report ADA compliance
- Report ballot quantity needs

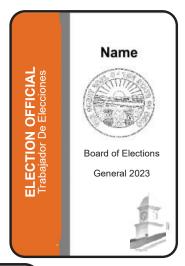
Technicians may also be given special assignments by the BOE depending on various situations that arise on Election Day. Assist them in whatever way necessary as indicated by the BOE.

# Poll Pad Officials, Voter Assistants & Help Desk

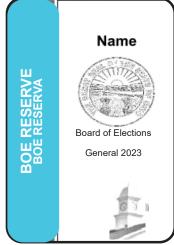
(Bilingual Election Workers will all be identified with an ORANGE badge with a grey stripe and Interpreters will have a solid orange badge)

Bilingual Interpreter









# **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.

# **Polling Location Management Identification**

Manager

Noting Location MANAGER

Jordan de Votacion

Board of Elections

Generall 2023

Back of Badge

#9
Vote Center Name

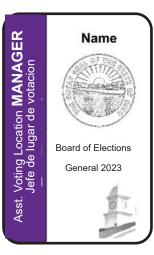
Text (or Call)
123-1234

-Use this Dialogtech system for

open status report and updates throughout the day

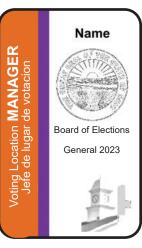
> 123-1234 Spanish Assistance 123-1234

General BOE Assistance 123-1234 Assistant Manager



# BILINGUAL Manager Identification

(Bilingual Election Workers will all be identified with an ORANGE badge with a purple stripe)



#9

Vote Center Name

Text (or Call) 123-1234

-Use this **Dialogtech** system for open status report and updates throughout the day

Technical Assistance 123-1234

Spanish Assistance 123-1234

General BOE Assistance 123-1234

# **Inspectors Identification**

# Inspectors will have the following access to your Polling Location:

This position may not be used in the General Election.

- Review of Provisional Ballots and their processing;
- Review Set-up of your Polling Location (Interior & exterior).

Inspectors may also be given special assignments by the Board of Elections depending on various situations that arise on Election Day.



# Manager's Supply List (For Reference Only)

Cloth Flags (1 set-post outside)

String (to measure 100')

"I Voted Today" stickers

2 Clipboards

**Burgundy Bag** 

Clear and Orange pouches (Empty)

Paper Flag (post on door)

Polling location Staffing Sheet

Authority to Vote slips (green slips wrapped in white paper)

**Observer Badges** 

## Manager's Kit:

Spare "Election Official" ID stickers (6)

**Precinct Finder** 

Completed Forms envelope (return in Manager's blue bag)

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** 

(Other election/location specific documents may also be included for posting.)

#### Poll Pad Table Kit: (One for each team)

Picture Layout of Station (on outside of envelope)

Glossary of Key Elections Terms (English/Spanish)

Be a Poll Worker sheet

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)

One for each Clear Pouch

One for each Burgundy Bag (Scanned Ballots)

One for each Yellow Bag

One for the Blue Pouch

One for each Orange Pouch

\*Extra seals may be provided

#### Green Seals (closing only)

2 for each ExpressVote machine (to Keep Front Doors Closed)

1 for each DS200 scanner (to Seal Black Scanner Case)

## One Barrel key (Black Wrist Band)

For ExpressVote machines and DS200 scanner

#### One Flat key (Red Wrist Band)

For Ballot Box (1-2)

(VLM will collect and return the AVLM blue pouch along with the VLM blue pouch at closing.)

# **Items found at Polling Location on Election Day**

#### **Red Tote:**

Blank ballot cards

Ballot Card Inventory form

Ballot card trays (1 for each Poll Pad)

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 & Tactile Keypad- unless already attached to ExpressVote unit at set up

Disposable Ballot Secrecy Envelopes

#### **Cradle Point Box**

White Important Voter Information Sign, Metal Base, (box for base)

#### **PPE Burgundy Bag:**

70% Isopropyl Alcohol

Green ExpressVote Cleaning Cloths

Hand Sanitizer (for each Poll Pad 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)

# **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)

The Yellow Provisional Bag is to remain sealed until you arrive at the Polls.

## Yellow Provisional Voted Ballot Bag(s) (sealed)

#### Green Bag

#### **AVLM Blue Pouch:**(sealed)

Blue Seals

One for each ExpressVote unit power compartment door

One for each DS200 scanner

Two extra

Red Seals (2-4) for Voted Ballot Bag(s) (provisional)

Barrel keys (Black Wrist Band)

For ExpressVote machines and DS200 scanner (2 or more)

Flat key (Red Wrist Band)

For 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:

Polling Location Staffing Sheet

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)

Closing Ballot Accounting Chart

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)

**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

Provisional Supply Envelope

## Provisional Supplies envelope (in Help Desk Kit):

Voter registration forms (25)

Vote Center Transfer slips (2 pads of 25)

SOS Form 12-D (7)

Note Pad

#### **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 (Yellow Bags if no Voter Assistants Asst. Managers- Asst. Manager Book & Keys

Poll Pad Officials- Poll Pad Tablet (Printers and Router if present) Voter Assistants- Yellow Bags

Do not attempt to move any voting equipment and/or remove any memory sticks from your Polling Location.

Above all, remain calm. Your safety is paramount.

#### 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 440-326-5901 or 326-5919 after you have taken the appropriate steps to remedy the situation.

# **Ballot Card Inventory**

(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.
Othor:
Other:
Number of Ballot Cards Soiled / Defaced
VLM Signature:
Detum in Completed Forms Forestone

Return in Completed Forms Envelope

(Example of Form Only)

# **Additional Closing Steps** (Details & photos in AVLM & VLM Binders.) **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.









## Leave at Polling Location:

**Blue Tote:** Orange extension cords, power strips, back up batter, Stop-Scan Ballot sign and wooden base.

**Red Tote:** Green trays, headphones, paper rolls, yellow cord guards, flash lights, unused Ballot Cards &

Cradlepoint in the labeled box. **Red Tote is sealed** 

before leaving Polling Location.

Poll Pad Cases (grey & green)

Red Emergency Supply bag

**Burgundy PPE bag** 

ExpressVote Units (stack up to 7 high).

Express Vote Printer in printer bag

DS200 scanner(s) in the black padded bags &

base of scanner taken down

White Important Information Sign & metal

base (place in cardboard box)

Collect **orange cones** from parking lot.





# **AVLM Returns the Following Items:**

Yellow Provisional Bags: unused Provisional Ballots & Optional Paper Ballots

<u>Voted Ballot Bag</u>: All voted Provisional Ballots, Soiled & Defaced envelope and Closing Ballot Accounting form. <u>Clear Pouch</u>: Memory Stick(s)

Burgundy Bag: Cast Ballot Cards and Cast Optional Paper Ballots

**Green Bag:** Help Desk Kit, AVLM Kit, AVLM Binder (Blue pouch stays with VLM)

**VLM Returns the Following Items:** 

Poll Pad Case: containing all Poll Pads & the Poll Pad Closing Reports

<u>Blue Supply Bag</u>: 2 <u>Blue Pouches</u>, <u>Orange Pouch</u>: Zero Totals Report(s) & Closing Report(s) printed by DS200 Scanner(s), 11a & 4p reports; <u>Clear Completed Forms</u> Envelope: Equipment Custody Report, Ballot Card Inventory form, & any Ballot Stubs, Items Posted envelope, & all other supplies. **See AVLM & VLM Binders for additional details.** 

# 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.

A-Frame Sign

ExpressVote Printer

DS200 Scanner(s)

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)

Red Tote (with Cradle Vote-o-matic(s) ExpressVote Printer Red Emergency Bag

A-Frame Sign White Important Info

Sign & base Stop Scan Ballot sign, pole, & base

Orange cones from parking lot (not pictured)

ExpressVote CPOULPRD

Red Emergency Bag

DS200 Base(s)

**Burgundy PPE Supplies** 

# 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	Within the Same Precinct	e Look up both addresses in Poll Pad	Regular Ballot	Voter Registration Form	Look Up both New & Old Addresses
Moved	Into a NE Precinct	Look up address W in Poll Pad Precint Finder	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Look Up New & Old Address if same location
	(This inclu	ides a NEW Precinct a	t the same locatio	n.)	
	Out of the Polling Location	new address	Provisional in another Polling Location	Vote Center <b>Transfer</b> Slip	Unless voter refuses to go (see below)
Name Change	Voter CA provide proof of no change	in filling out ame Form 10-L	Regular Ballot	Form 10-L Notice of Name Change	Must be a . Legal document. Driver's License is NOT proof.
	Voter car provide proof of r change	by former name	<b>Provisional</b>	Provisional Env Prov Ballot Notice (enclosed in env)	Note Voter's Former name in "Comments" in Prov Log
Voter's name not in Poll	Correct Location	Look up address	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Confirm that address IS at Polling Location
Pad	Wrong Location	Look up address	Provisional	Transfer Slip	Confirm that address is NOT at Polling Loc
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 in Poll Pad Attempt to transfe to correct Polling Location	er	Provisional Env Prov Ballot Notice (enclosed in env)	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 (Vote Center Staffing and Provisional Voter Questions)

BOE -Command Center for PEO & Technical Assistance 440-326-5953 440-372-0808 (use as directed)

**Interpreter Assistance 440-326-5924** 

General Questions 440-326-5901

Additional Training Resources available at www.voteloraincountyohio.gov