

# Warren County Board of Elections Basic Training

Updated: 10/10/24

## Board Members

Jeff Monroe, Chairman  
Kathlene Applegate  
Bethe Goldenfield  
Lori Viars



## Director

Brian Sleeth

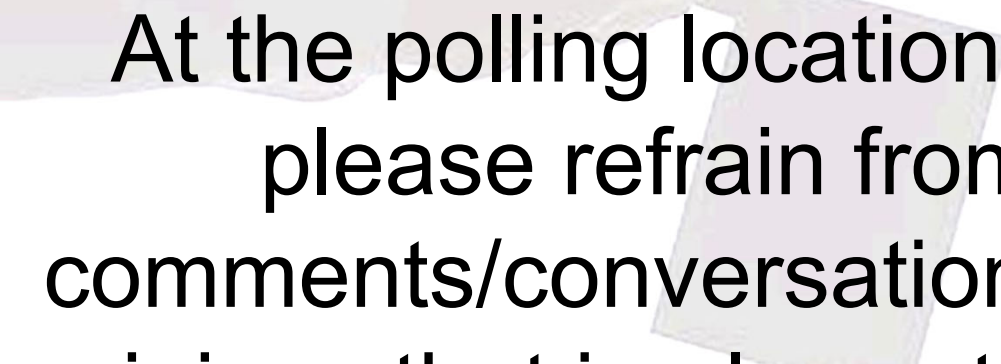
## Deputy Director

Shari Huff

November 5, 2024 - Presidential Election



# No Political Conversations



At the polling location and in this class,  
please refrain from ALL political  
comments/conversation as well as voicing  
opinions that imply anything negative about  
any political party, candidate or issue.



**PLEASE HOLD ALL  
QUESTIONS UNTIL THE  
END OF TRAINING!**

*Please...*



**BE SURE THAT YOUR  
CELL PHONE IS ON  
QUIET OR VIBRATE**



In order to stay on schedule, please hold all questions until the end of class

**There will NOT be a scheduled break during this class!**  
Please feel free to take a break when needed.



# BOE CONTACTS

- Democratic Election Official Coordinator

Noel Shamleffer

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- Republican Election Official Coordinator

Mary Elmer

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# Disclaimer

The following training is an overview of the entire election process. This may seem overwhelming to new workers. Please keep in mind that you will be working with experienced workers on Election Day.

In order to be a successful Precinct Election Official, we highly encourage you to read the training materials on our website and review the job instructions for all positions prior to the election.

# Security

We have taken steps to assure your safety at the polls.

- Local law enforcement has committed to having extra officers out on Election Day patrolling all polling locations.
- You will have the direct number to your local police jurisdiction to report any serious issues.
- For non-serious issues please call your Trouble Shooter and/or the Board of Elections to report.
  - Please watch the De-Escalation videos and read all materials that will be emailed to you.

<https://www.youtube.com/watch?v=PAfb7KViYpc>

# Election Day Scenarios

Precinct Election Officials main focus should be inside the polling location

## DON'T call Police- call TroubleShooter

- Voter being loud in a location
- Campaigners yelling outside
- Campaigners approaching voters inside of the 100 ft campaign barrier
- Campaigners approaching voter's cars in the parking lot
- Campaigners arguing

## Call Police- then call TroubleShooter

- Threats of violence
- People/Campaigners fighting
- Bomb threats
- Accidents with physical harm

Please call the Board of Elections 513-695-1358 and ask for Brian or Shari if Police have been called.





# Types of Elections

- **Primary Election-** March or May
- **General Election**
- **Special Election-** August



# Types of Elections

- **General Elections** (November)
  - Determines who will be elected to represent the people at a given level of government.
  - Federal, state and county candidate elections are held in even numbered years.
  - City, village, township and board of education candidate elections are held in odd numbered years.
  - State, county, district or local issues may also be on the ballot.



# Types of Workers at a Polling Location

- Trouble Shooter
- Location Coordinator (at 2 or more precinct locations)
- Voting Location Manager (VLM) (1 per precinct)
- Precinct Election Official (PEO) (3 per precinct)

# Trouble Shooters

- Every location will have a Trouble Shooter assigned to it.
- The Trouble Shooter will have extra supplies, important messages from our office for your location, etc.
- They are liaisons between our office and polling locations. They are available to help you out in many ways if needed. **Trouble Shooters represent our office and have our authority to make decisions.**
- The VLM or Coordinator will call the Trouble Shooter they need help
- First Visit (can't stay long)
- Subsequent visits throughout the day





# Location Coordinator

*This position is only applicable at locations with 3 or more precincts*

## What is a Location Coordinator?

- Liaison for all Voting Location Managers (VLMs) at the location.
- Coordinate all positions at the polling location. They will assign everyone their starting positions and help them rotate jobs throughout the day. It's imperative that everyone work together to achieve this task.
- Coordinate breaks and schedule lunches.
- Fill in where needed at the location.
- Is the main contact at the location.
- Picks up supplies before the election.
- Returns all voted ballots and certain supplies to the Board of Elections office at the end of the night.



# Voting Location Manager

## What is a Voting Location Manager? (VLM)

(1 per precinct)

- Responsible for picking up precinct supplies from the Board of Elections on the Friday before the Election.
- Works closely with the Location Coordinator to help assign jobs to PEOs, coordinate breaks, etc.
- If working at a one or two precinct location, the VLM will bring ballots, ePollbooks and certain supplies back to the Board of Elections on Election night.

*(You may be asked to be a “ride along” back to the BoE if you are a member of the opposite party)*

- In charge of helping to complete the Ballot Accounting Chart.
- Processes voters and rotates jobs as needed at the location.



# Precinct Election Official

## What is a Precinct Election Official? (PEO)

- There are many PEOs assigned to a location.
- Processes voters and rotates jobs as needed at the location.
- Reports to the VLM and/or Location Coordinator for morning job assignment.


*Remember to complete the payroll section in the ePollbook)*

Election officials should think in “location mode” and work together as a team, processing each voter in the location completely and correctly by sharing the workload for the building.



# Polling Location Stations



- Greeter
  - ePollbook Station – Green Line
  - Provisional Specialist – Yellow Line
  - Ballot Station
  - Stub Table
  - Floater
- 





# Stations at the Polling Location

## Greeter:

- The Greeter(s) will be stationed at the main entrance where they will:
  - ✓ **Ask** Voters if they have a valid ID. (You can ask multiple voters at the same time.) If the voter indicates they do, direct the voter to the **Green Line**. If the voter does not have valid ID they will direct the voter to the **Yellow line**.
  - ✓ You will need to make sure voters are not wearing campaign attire inside of a polling location.

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

- Attire and paraphernalia displaying the name of a political party;
- Attire and paraphernalia displaying the name or picture of a candidate; and
- Attire and paraphernalia demonstrating support of or opposition to a ballot question or issue.

*\*when a voter is carrying in campaign literature and the content is visible, please ask them to fold it or put it in their pocket until at the voting booth.*

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

- ✓ Approach the voter in a very polite manner and let them know of the law and that they will need to cover the items in violation up.
  - ✓ If a voter challenges the law, please show them the Secretary of States Flip Chart section.
  - ✓ If the voter still persists, the law says that you must let them vote and report to the Board of Elections Office. Please let the ePollbook station know that you have already tried to address this with the voter.

## TIPS:

- **Do not inspect the voter's ID at this station- you do NOT want to stop the voter from getting into a line.**
- Be familiar with the types of valid IDs.
- The **Yellow line** does not necessarily mean the voter is going to vote a provisional ballot. This station is for voters who may need additional assistance. The **Green Line** is meant to streamline the processing of voters who have an Unexpired Driver's License or State ID Card.
- If there are no voters at the **Yellow Line**, then send regular voters there if the **Green Line** is busier.

**This position will have a detailed instruction manual**



# Stations at the Polling Location

## ePollbook Station:

- There will be at least 2 ePollbooks at this table. All ePollbooks will be linked together with the same information. This is called “location mode”.
- The ePollbook station does not need to be bi-partisan.
- It does not matter which ePollbook is used to process a voter. The voter should go to the shortest line to present their valid ID. **(Green Line)**
- Voters using any ID other than an unexpired Ohio Driver License **OR** State ID will be processed in the **Yellow Line**.
- **This position will have a detailed instruction manual.**



# Stations at the Polling Location



## ePollbook Reminders

- Remember to log out of the ePollbook when switching users.
- If you are processing a voter and stop before scanning the voter's ballot barcode and back out of the transaction, this is called an abandoned transaction. You will need to record on your log sheet why you backed out of the transaction.
- ALL ePollbooks and the Jetpack must be returned at the end of the night.



# Stations at the Polling Location

## Provisional Specialist:

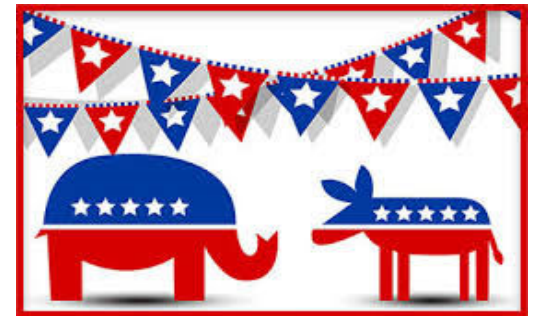
- There should be at least 3 people trained as Provisional Specialists at each location. One Democrat, one Republican and the Location Coordinator.
- All provisional voters, or voters who have an alternate ID, an expired ID, a name or address change, a soiled and defaced ballot, or need an ADA or curbside ballot will be sent to the Provisional Specialist at the **Yellow Line**.
- The Provisional Specialist should process “regular” voters if they are not needed as a specialist.

**This position will have a detailed instruction manual**

# Stations at the Polling Location

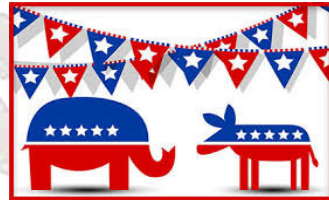
## Ballot Station:

- The Ballot Station Table is located directly behind the ePollbook station.
- There **must** be a mix of Democrats and Republicans at the ballot station. There should **NEVER** be a single party working this station.
- The ballots are separated by party(if applicable), precinct and split.
- You will find numbered table tents (in the black ballot bag) to place on top of the appropriate ballots for easier identification. The tent numbers correspond to party (during Primary elections), precinct, and split.
- Remember **ALWAYS** start with the lowest stub number for each precinct/split.



# Stations at the Polling Location

## Ballot Station:



- The ePollbook worker will tell you which party ballot, precinct and split needed.
- When possible, the Runner can look at the ePollbook in advance to know which ballot is needed.
- The Runner should repeat back the ballot information to verify they heard correctly.
- A 1:1 ratio is preferred for Ballot Runner to ePollbook but not mandatory in slow times.



# Stations at the Polling Location

## Stub Table:

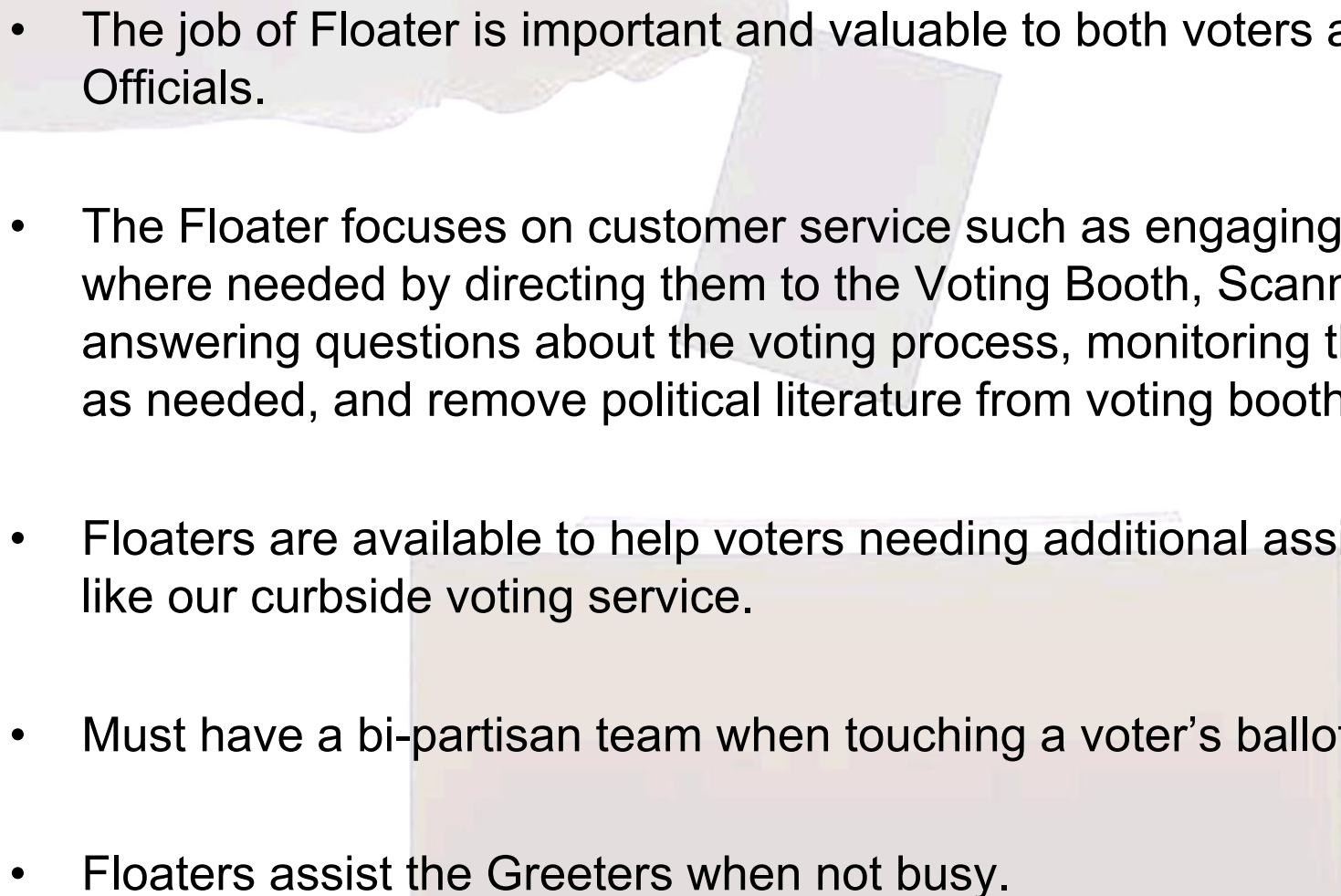
- This table will be staffed by at least 1 election official. You will collect the voter's stub and place it in the Stub Envelope.
- You will have the I Voted Stickers at your table.
- You will be able to assist voters with any questions.





# Stations at the Polling Location

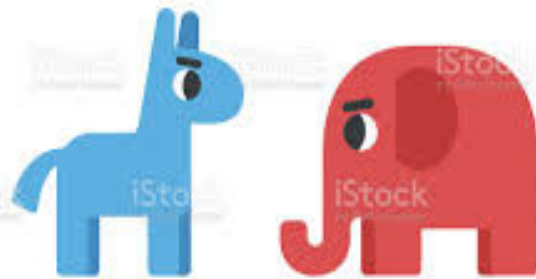
## Floater:

- 
- The job of Floater is important and valuable to both voters and the other Election Officials.
  - The Floater focuses on customer service such as engaging or assisting the voter where needed by directing them to the Voting Booth, Scanners or Stub Table, answering questions about the voting process, monitoring the ClearCast scanner as needed, and remove political literature from voting booths and location.
  - Floaters are available to help voters needing additional assistance. For example, like our curbside voting service.
  - Must have a bi-partisan team when touching a voter's ballot.
  - Floaters assist the Greeters when not busy.

# General Rules While Serving at the Polling Location










**FOLLOW THE RULES**

**FOLLOW THE RULES**





# Election Official Dos


-  **Be on time** election morning (5:50 am).
-  Dress in order to be flexible (temperature, etc.).
-  Be friendly and courteous to the voters.
-  Be friendly and courteous to your co-workers.
-  Please plan to work the entire voting day (except breaks and lunch).
-  Review the directions to your assigned work location before Election morning.
-  Call Noel or Mary ASAP if you have a conflict that will prevent you from working.
-  If something does not seem right to you, report it ASAP to your VLM, Coordinator, Trouble Shooter and/ or the Board of Elections Office.
-  **Remember to VOTE !**



# Election Official Don'ts

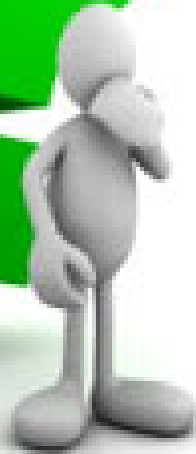
 Discuss a voter's or Election Official's party affiliation in a negative light.

 Bring political materials into the polling location

 Discuss candidates, issues or **anything political** while serving as an Election Official. When working at a polling location, it is your duty to speak up if your co-workers are talking about political matters. If any of your co-workers continue to talk about anything political, you must report it to the BoE office and they may be asked to leave.

 Eat or drink in front of voters. **Please no food at any** <sup>28</sup>  
**of the Station Tables.**

# Who is Allowed in the Polling Location





# People Permitted in Polling Location

## ☛ Voters (must not be displaying political campaign materials)

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

- Attire and paraphernalia displaying the name of a political party;
- Attire and paraphernalia displaying the name or picture of a candidate; and
- Attire and paraphernalia demonstrating support of or opposition to a ballot question or issue.

*\*when a voter is carrying in campaign literature and the content is visible, please ask them to fold it or put it in their pocket until at the voting booth.*

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

- ☛ Children of voters who are not yet of voting age
- ☛ A person assisting a voter with the voting process
- ☛ Persons checking the Voter Registration List which should be posted near the entrance of the polling location.



# People Permitted in Polling Location

- With proper credentials, the following people are allowed in the Polling Location
  - ☛ Observers bearing a certificate of appointment
  - ☛ Members of the media (*Please call Board of Elections if media comes to your location and refer all questions to our office*)
  - ☛ Employee(s) of the facility housing the Polling Location
  - ☛ Other persons who are assigned to a precinct by the Board of Elections or the Secretary of State's Office (ie. Trouble Shooters and Board Members)

***Please refer to the Secretary of State's Quick Reference Guide for further instructions.***



# Election Morning Duties







# ELECTION MORNING

- ☛ Election Official no shows:

- ☛ Notify Noel or Mary immediately if the VLM or Location Coordinator has not arrived by 6:00 a.m. or a few minutes after.

- ☎ Call 513-695-1358

- ☎ Have the Election Official's name, location, precinct and the party they were to represent when reporting a missing worker.



# ELECTION MORNING

- Polling Hours are from 6:30 a.m. until 7:30 p.m. or until all people in line at 7:30 P.M. have voted. (unless a court order has been issued, then it is mandatory from the court. Further instructions would be provided).
- Arrive at your location no later than 5:50 a.m..
- **VLMs/Location Coordinators: As soon as possible have a very QUICK morning meeting to assign election officials to their starting positions. Election officials should be asked what position they have worked before and try to assign them accordingly. Jobs should be rotated throughout the day so that everyone can get experience. We provide the Location Coordinators a blank schedule/position sheet for the workers.**
- Each job instruction manual has a morning check list for that station.



# Payroll



- All workers should sign into payroll by using the ePollbook. It is preferable that you do this before the polls open. This can also be done after the initial rush of voters in the morning.
- Your Trouble Shooter will confirm with your Coordinator later in the day that your location's payroll sign-in was complete.
- Please be sure to check the Ride-along box if you have been asked to be the Ride-along for the night. This information is necessary for payroll.



# Ride-alongs



- One of the PEOs should have been previously selected by BoE staff. If a Ride-Along is still needed, we ask that Trouble Shooters, LC/VLM help determine which PEO would be best.
- Must be the opposite party of the Location Coordinator or VLM bringing the supplies back to the office.
- Ride-alongs are required state-wide and must ride **in** the car with the ballots, not follow in the car behind.



# ELECTION MORNING Security Cart

- This cart stores all your polling location supplies and is locked with a red plastic lock and a combination lock. The Location Coordinator/VLM will have the code for this lock with the master password sheet.
- Your Trouble Shooter will know the code and will have already removed the election equipment for setup prior to the election.
- Attached on the inside of the cart is a clipboard with the red lock log envelope. Your team will use this log to record **ALL** the red lock serial numbers for the election.
- Place **all** used red locks in the red envelope.



# ELECTION MORNING Security Cart

Top Shelf: Clear Plastic Tub  
(location specific materials)

Middle Shelf: ClearCast Ballot  
Scanners Case(s)  
Expandable Ballot Box  
ePollbook case(s)

Bottom Shelf: ADA Voting Unit  
case, Ballot Bags with **un-voted**  
Ballots and overflow ePollbooks  
cases(s)

\*Please note that the Trouble  
Shooter removes and sets up  
equipment before election day.

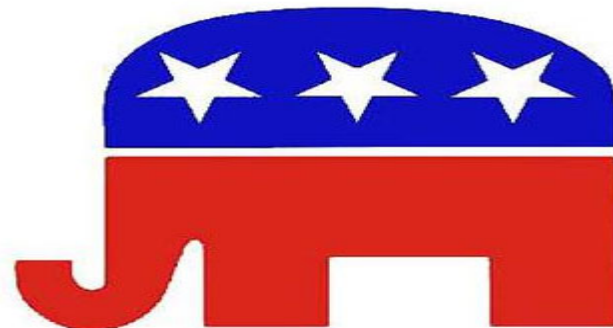
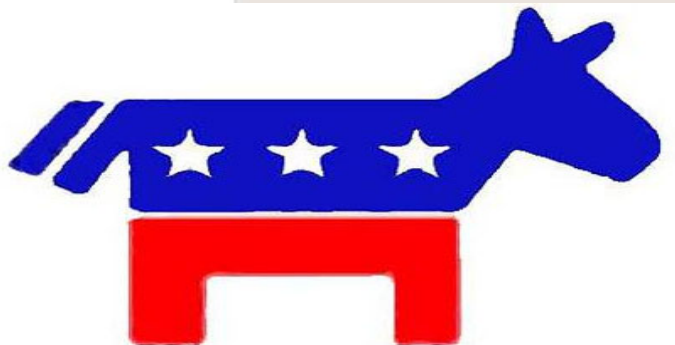




# ELECTION MORNING

## Ballot Bag

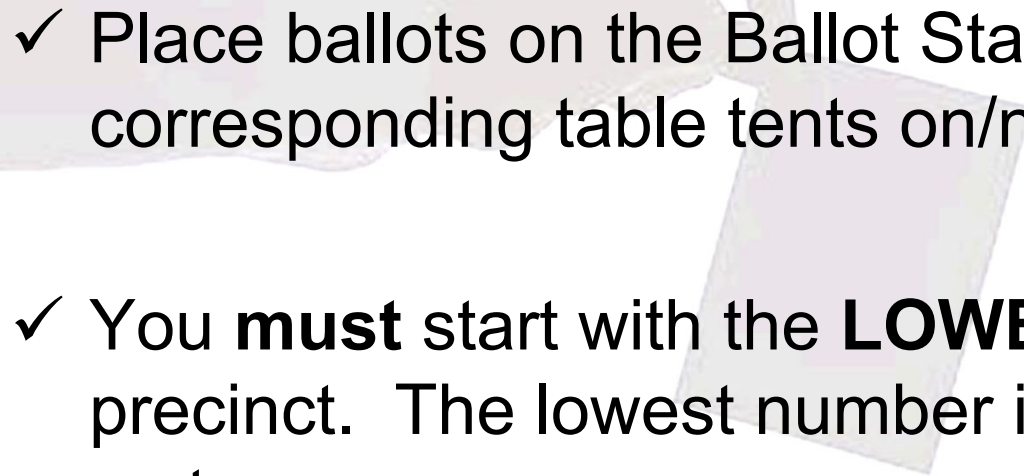
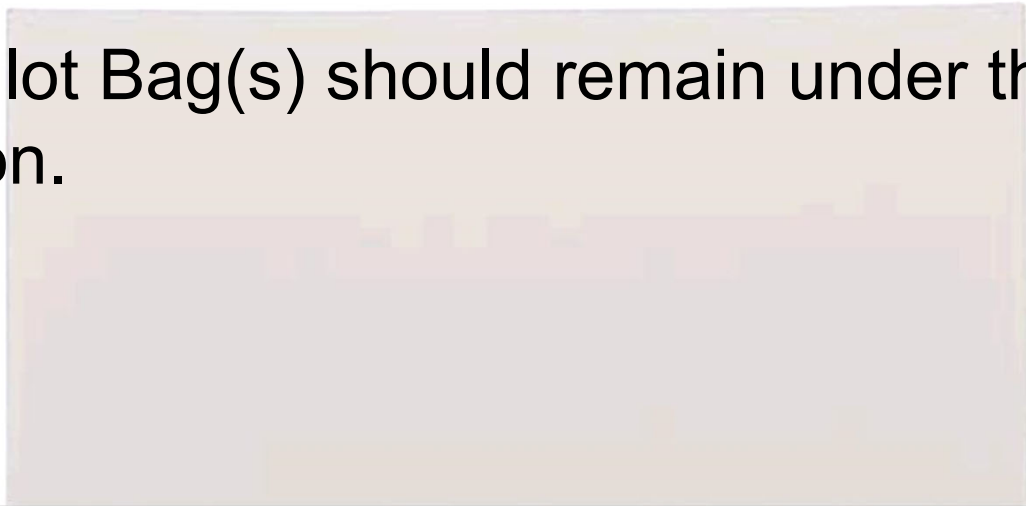
- ✓ Locate the **CORRECT** ballot bag for your precinct on the Security Cart. Bags are clearly marked with the precinct numbers.
- ✓ With a member of both parties, remove ballots.
- ✓ All ballots are shrink wrapped; **you MUST take ALL the ballots out of the bag to verify quantity and check for the ballots with splits and parties.** (splits explained in later slides)





# ELECTION MORNING

## Ballot Bag

- 
- 
- ✓ Place ballots on the Ballot Station table with their corresponding table tents on/near the ballots.
  - ✓ You **must** start with the **LOWEST** number ballot for each precinct. The lowest number in the ballot stack will be on top.
  - ✓ Black Ballot Bag(s) should remain under the tables at this station.





# Steps to Ready Equipment

Please note that this is just brief overview of the steps to ready your equipment. You will find a detailed set-up/end of night check off sheet with your supplies.



✓ Locate equipment that was delivered to the location and **SET UP** by your Trouble Shooter.

1. ClearCast Scanner with attached ballot box

2. ClearAccess ADA voting unit

3. One Voting Booth per precinct

4. Confirm that the flags are set up

5. ePollbook



# ClearCast Scanner

(sitting on the Ballot Box)



Make sure Red Lock is here



# ClearCast Scanner

(sitting on the Ballot Box)



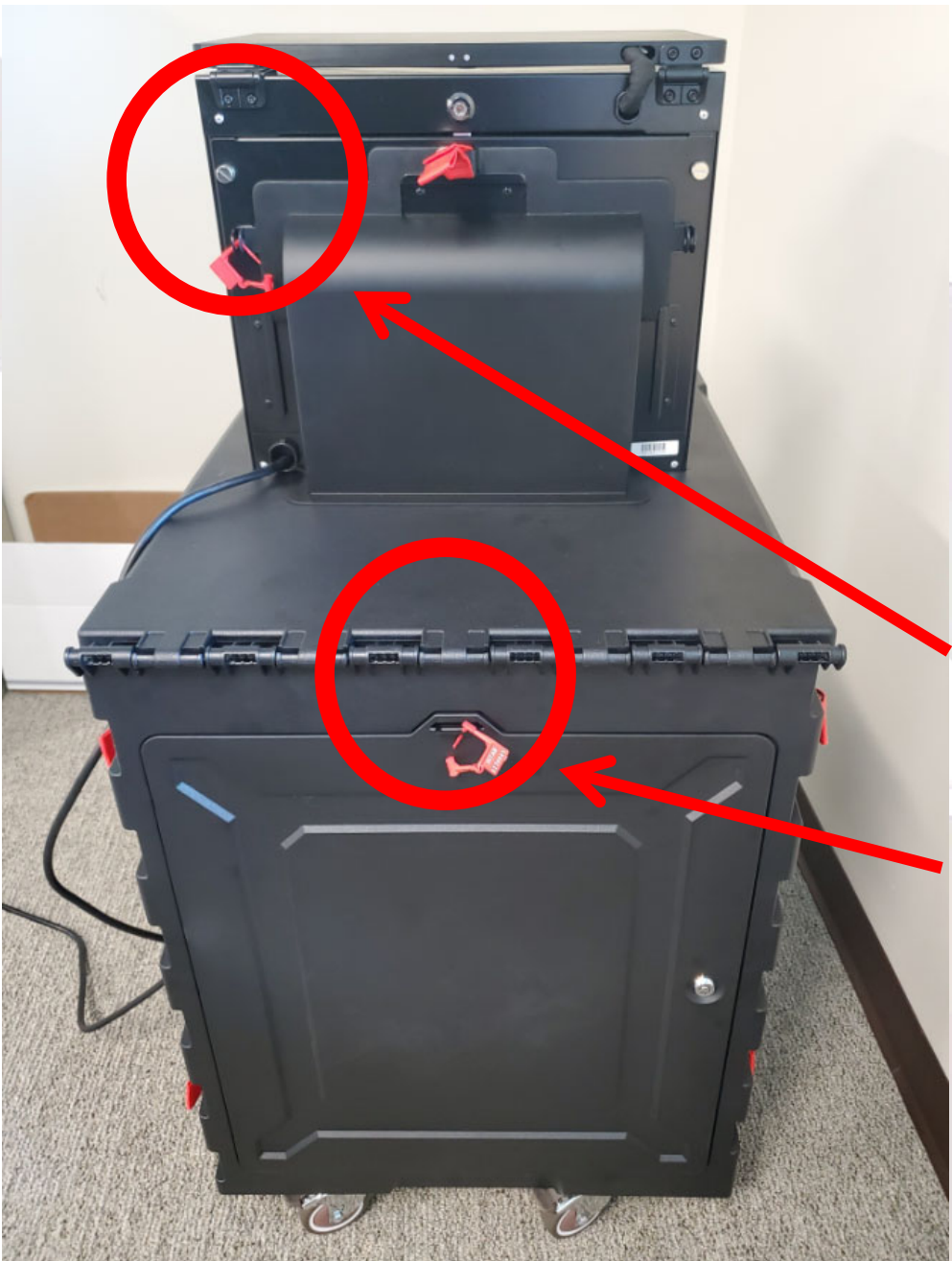
Inspect the Ballot Box to ensure that no ballots are in this unit prior to opening the polls.

(The Ballot Box lock key is the same as the one for the ClearCast scanner)





# Securing the ClearCast Scanner with Ballot Box



You will use a total of **2 Red Locks** for each voting unit.

Place a Red Lock on one side of the exit chute attached to the voting unit.

Place a Red Lock on this door.

Record Red Lock numbers on the Red Lock Log. (located on the Security Cart) This is **not** done by the Trouble Shooter



# Election Day

✓ Locate equipment that was delivered to the location and **SET UP** by your Trouble Shooter.

1. ClearCast Scanner with attached ballot bag

2. ClearAccess ADA voting unit

3. One Voting Booth per precinct

4. Confirm that the flags are set up

5. ePollbook

Please do **not** move voting equipment once it has been set up.

# ClearAccess Voting Unit

- The ADA Compliant voting unit allows voters with sight or other impairments to vote unassisted.
- Federal law requires that this must be set up and available for the entire day.



# ClearAccess Voting Unit Continued

- Simple log in instructions will be with the machine along with user instructions for the voter.
- Do **NOT** turn off unit until after last voter has left.
- Only 1 unit per location.







# ClearAccess Voting Unit Continued

Once a voter has indicated that they would like to vote using the ClearAccess Ballot Marking Device, use the following procedures:  
*(Instructions included with machine)*

## **LOADING PAPER SPECIAL MESSAGE FOR THIS ELECTION ONLY**

1. The voter should **FIRST** be processed through the ePollbook. Procedures can be found in the ePollbook manual.
2. The VLM or LC will select the correct precinct and split that was listed in the ePollbook.
3. The voter's ballot will now be on the touch screen of the ADA unit. The voter will be able to make selections on the ballot. Once the voter is finished, the ballot will print.
4. The voter will still need to scan the ballot in the ClearCast Scanner.



# Election Day

✓ Locate equipment that was delivered to the location and **SET UP** by your Trouble Shooter.

1. ClearCast Scanner with attached ballot bag
2. ClearAccess ADA voting unit
3. One voting booth per precinct
4. Confirm that the flags are set up
5. ePollbook

Please do **not** move the voting equipment once it has been set up.

# Voting Booths





# Voting Booths

- Each booth has 4 sides for the voters to use. You may also use any tables at the location for voters.
- Each booth has a seated lower section. You may want to place a chair nearby allowing access for wheelchairs if needed.
- The Trouble Shooter will set these up, but election officials must take them down. Work as a team to put away the equipment at the end of the night **after** all voters have left the building.

(Instructions located in the job instruction manuals.)



# Election Day

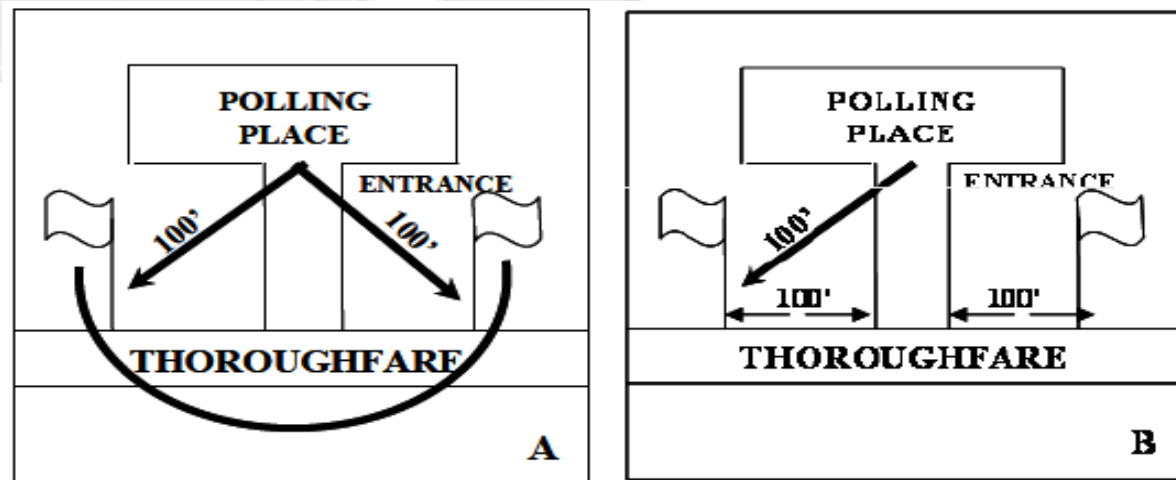
✓ Locate equipment that was delivered to the location and **SET UP** by your Trouble Shooter.

1. ClearCast Scanner with attached ballot bag
2. ClearAccess ADA voting unit
3. One Voting Booth per precinct
4. **Confirm that the flags are set up**
5. ePollbook

Please do not move the voting equipment once it has been set up.

# Flags to mark polling location

Each Polling Location will have 3 flags already placed by the Trouble Shooter at the entrance of the polling location. This is to mark the 100-foot campaigning/petition drive boundary.



📌 The 100' measurement begins from the outermost door that the majority of voters will use. Campaigners must stay outside of this boundary. This should be monitored throughout the day. If a campaigner is challenging this boundary, your Trouble Shooter can help enforce this.

📌 Every polling location is different; there is no “one size fits all” instruction for flags.



# Election Day

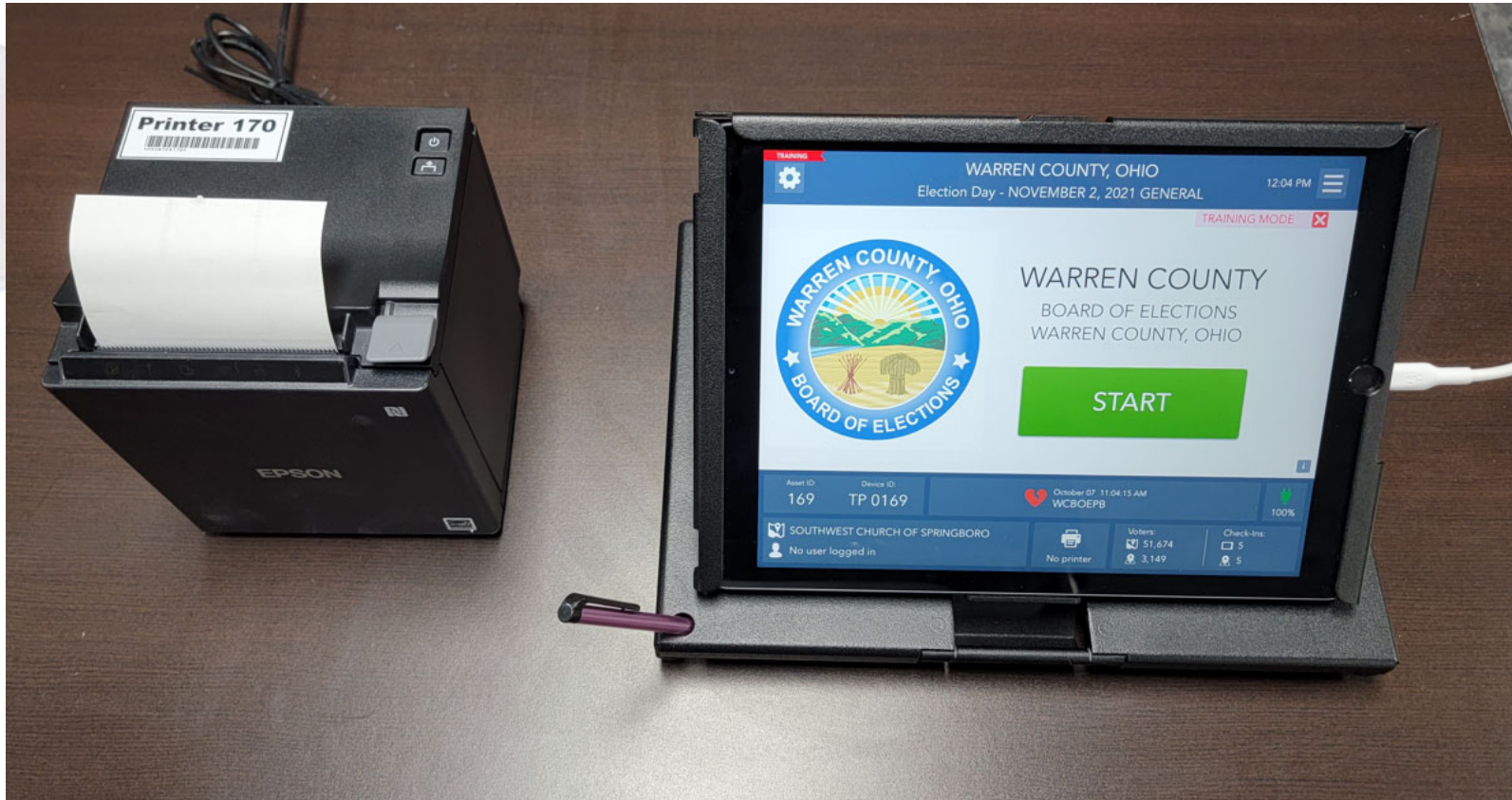
✓ Locate equipment that was delivered to the location and **SET UP** by your Trouble Shooter.

1. ClearCast Scanner with attached ballot bag
2. ClearAccess ADA voting unit
3. One Voting Booth per precinct
4. Confirm that the flags have been set up

## 5. ePollbook

Please do not move the voting equipment once it has been set up.

# ePollbook



Will be set-up by Trouble Shooter. Confirm that the unit is plugged in and powered on.

*(See instructions on morning checklist)*





# Equipment Problems

- In case of all the ePollbooks are not working, the ePollbook Station will use an emergency roster that contains a master list of all voters who are registered at that location. The list is found in the clear plastic tub on the security cart.
- Instructions are located in ePollbook instruction manual at the ePollbook station.



# Equipment Problems Continued

- **NEVER** turn any voters away because of equipment issues. Process voters using all emergency procedures if necessary. If you are ever in doubt about how to process a voter in an emergency, ask your Trouble Shooter or VLM/Coordinator. If they are not available, call the BoE office. If a voter cannot wait, you must get their name and cell/phone number.
- Be sure to notify your VLM/Coordinator and they will call the Trouble Shooter if there are any equipment problems.



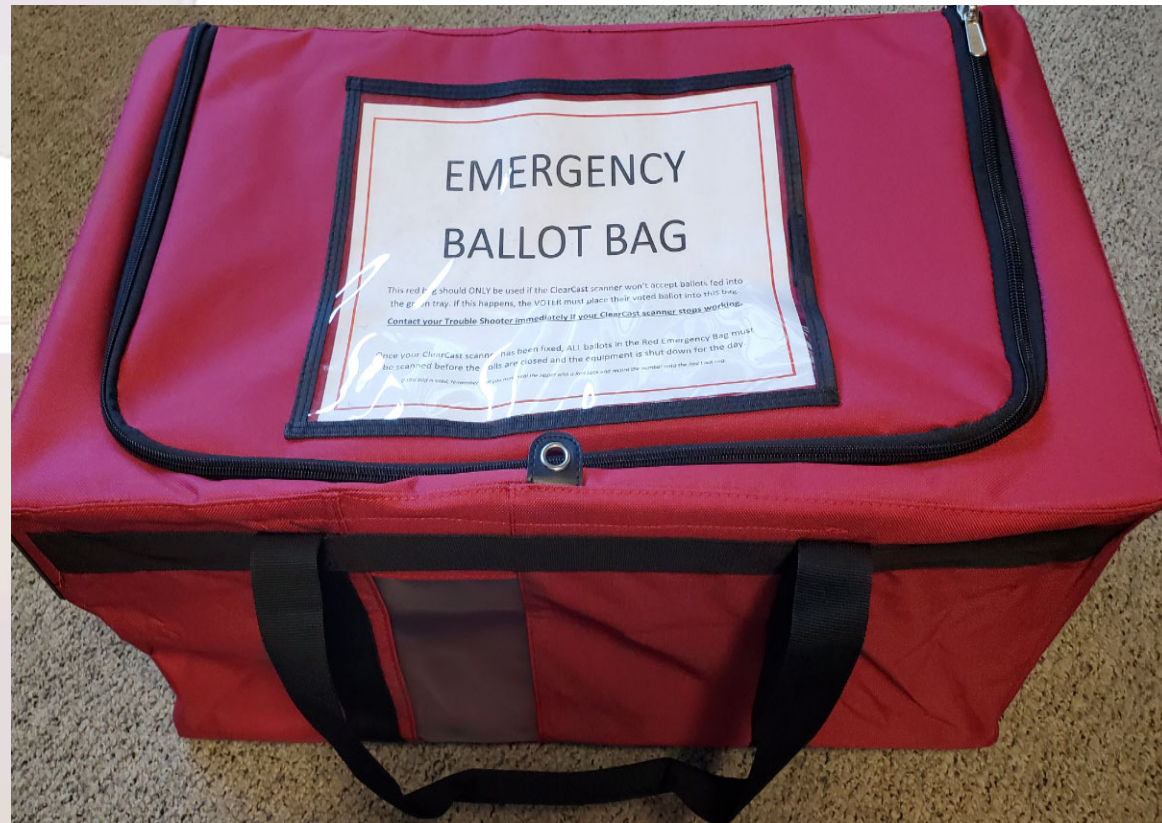
# ClearCast Scanner Not Working?

In case of ClearCast Scanning Unit malfunction:

**If one scanner is down**, Station someone near non-functioning scanner to direct voters to other working scanners.

**If ALL machines are not working**: Locate the red emergency ballot bag on security cart and assemble. Place red lock on the bag (record the number on the Red Lock Log) and instruct voters to use the slot in the side of the bag until your ClearCast scanners can be used again.

**Keep the red emergency bag in the presence of PEOs at all times.**



# Processing Voters





# ePollbook Station

- 1) Greet Voters
- 2) Voters should go to the shortest **Green Line** unless otherwise instructed.
- 3) Ask voter for their ID and confirm that it has not expired.
- 4) If a voter is using a Driver License or State ID, place it on the ePollbook stand with barcode facing up. *(There will be a sample ID on the ePollbook stand).*
- 5) If the voter has any other form of ID, direct them to a Provisional Specialist in the **Yellow Line**. *(If there is a long line at the other station then the voter should be processed at the **Green Line**)*
- 6) Ask the voter to please state their name and current address.
- 7) Once you verify the voter, you will let the Ballot Runner know which ballot that you need. The Ballot Runner will bring you the correct ballot and repeat the ballot information to confirm that they have retrieved the correct ballot.
- 8) You will need to scan the ballot barcode to the voter's record.
- 9) Hand the voter the ballot face down and direct the voter to the voting booth.

The background of the slide features a stylized illustration. At the top left, a portion of the American flag's blue field with white stars is visible. Below this, a hand is shown in the process of inserting a ballot into a grey ballot box. The bottom right corner of the slide is decorated with the red and white stripes of the American flag. The text is centered over the middle of the image.

# **Voter Identification Requirements**

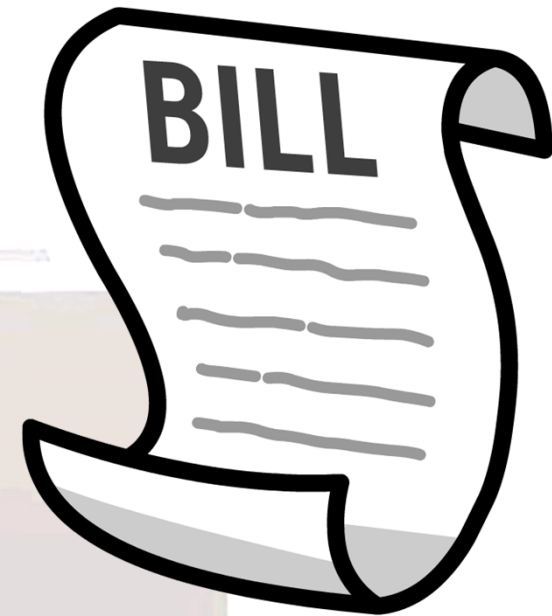


# House Bill 458

H.B. 458 was passed on January 6, 2023, and was signed by the Governor, making changes to election laws.

## Updates include:

- Voter Identification
- Religious Objections
- Provisional Ballots
- Curbside Voting





# Voter ID Law Changes

The only acceptable forms of ID for Voting in Ohio are: (Cannot be expired)

- Ohio Driver License, State ID card, or interim ID form used by the BMV
- United States Passport or Passport card
- A US Military ID card, Ohio National Guard ID card, or a US Department of Veterans Affairs ID card



# Examples of Valid ID

Driver License, State ID card or interim ID issued by the BMV

An unexpired, suspended driver license may be used as a photo ID for voting.



# Examples of Valid ID

A US Passport or  
Passport card

A US Military ID card  
or US Department of  
Veterans Affairs ID  
card

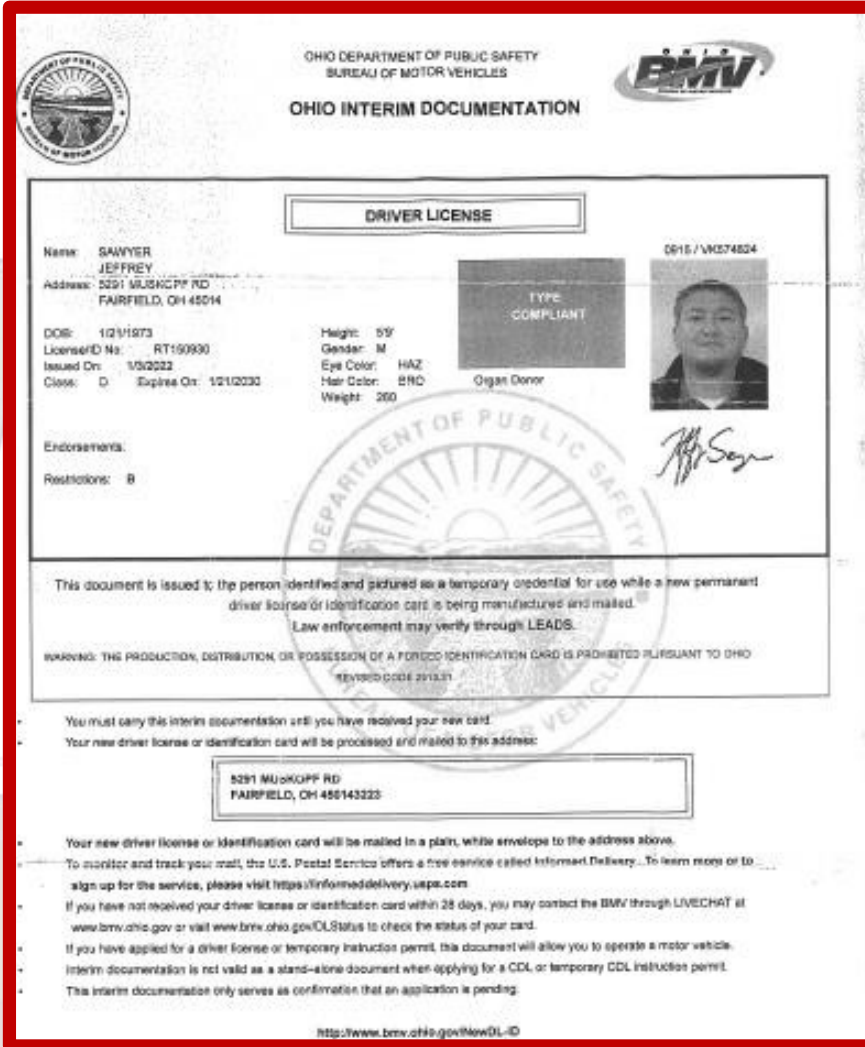


digital only



# Interim ID

- Interim ID issued by the Ohio BMV
  - Driver License or
  - State Identification Card



The image shows a sample of an Ohio Interim Documentation form. At the top, it features the Ohio Department of Public Safety logo and the Ohio BMV logo. The title is "OHIO INTERIM DOCUMENTATION". The form is for a "DRIVER LICENSE" issued to Jeffrey Sawyer. It includes personal information such as name, address, date of birth, gender, height, eye color, hair color, weight, and organ donor status. A photo of the applicant and a signature are also present. The form contains a disclaimer stating it is a temporary credential and a warning against producing or possessing a forged ID card. It provides the address for mail delivery of the new license and instructions on how to track the mail and check the status of the application.

OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

OHIO INTERIM DOCUMENTATION

**DRIVER LICENSE**

Name: SAWYER  
JEFFREY  
Address: 5291 MUSKOPF RD  
FAIRFIELD, OH 45014

DOB: 1/11/1973  
License/ID No.: RT190930  
Issued On: 1/3/2022  
Class: D Expires On: 12/1/2030

Height: 5'9"  
Gender: M  
Eye Color: HAZ  
Hair Color: BRN  
Weight: 200

TYPE COMPLIANT

Organ Donor

0615 / VK374824

Endorsements:  
Restrictions: B

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

WARNING: THE PRODUCTION, DISTRIBUTION OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO REVENUE CODE 2913.11

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

5291 MUSKOPF RD  
FAIRFIELD, OH 450143223

Your new driver license or identification card will be mailed in a plain, white envelope to the address above.  
To monitor and track your mail, the U.S. Postal Service offers a free service called Informed Delivery. To learn more or to sign up for the service, please visit <https://informedelivery.usps.com>  
If you have not received your driver license or identification card within 28 days, you may contact the BMV through LIVECHAT at [www.bmv.ohio.gov](http://www.bmv.ohio.gov) or visit [www.bmv.ohio.gov/DLS/status](http://www.bmv.ohio.gov/DLS/status) to check the status of your card.  
If you have applied for a driver license or temporary instruction permit, this document will allow you to operate a motor vehicle. Interim documentation is not valid as a stand-alone document when applying for a CDL or temporary CDL instruction permit.  
This interim documentation only serves as confirmation that an application is pending.

<http://www.bmv.ohio.gov/newDL-ID>



# Identification Requirements

A voter must have photo ID to cast a regular ballot (unless the voter has a religious objection to being photographed).

## **A photo ID must meet the following criteria:**

- Not expired (never scan an expired Driver License or State ID card)
- Photograph
- Voter's name (unless voter has legal proof of a name change, which includes a marriage license or court order)

# Military ID

Military Identification is specifically defined as one of the following:

- US Military ID card
- Ohio National Guard ID card
- US Department of Veterans Affairs ID card



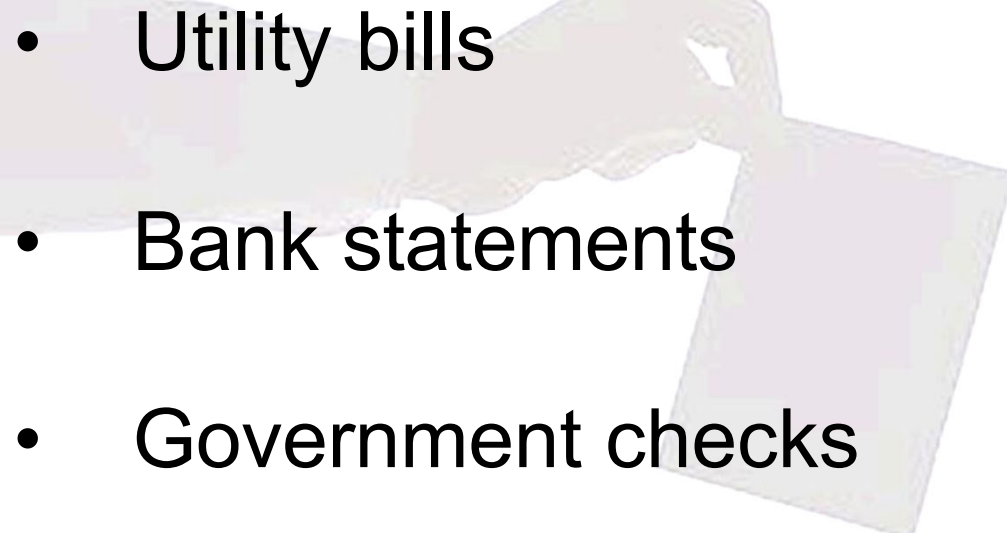
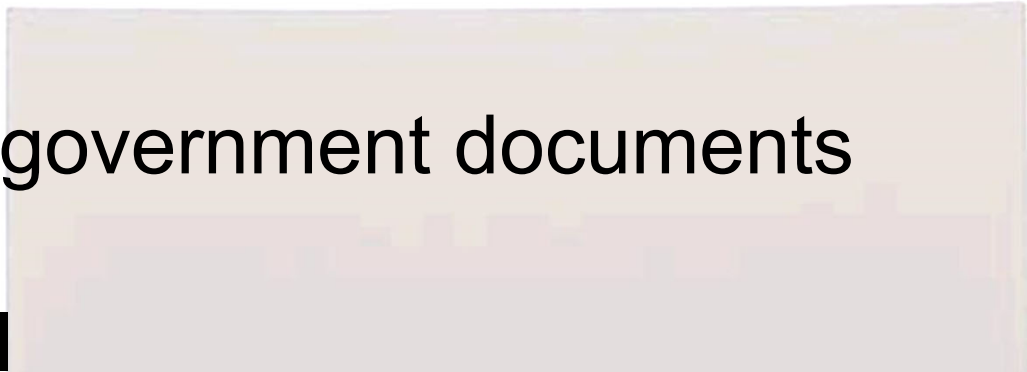
# Unacceptable Voter ID

- Driver License or photo ID issued by a different state or organization
- An ID that indicates non-citizenship
- A Veterans ID issued by the county recorder's office
- Social Security Card
- Insurance Cards
- Birth Certificate
- Registration notices from Board of Elections





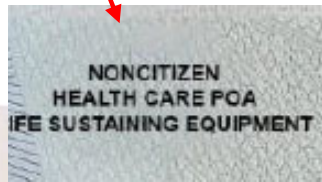
# Unacceptable Voter ID (cont.)

- 
- Utility bills
  - Bank statements
  - Government checks
  - Paychecks or direct deposit receipts
  - Other government documents
  - Tax bill
- 

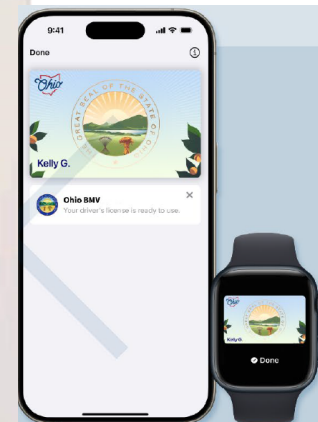
# Examples of Unacceptable Forms of ID

The State of Ohio noncitizen identification, also known as a Non-Renewable/ Non-Transferable credential, is not acceptable.

When checking the voters ID, please check to make sure the license does not have this notation. *Note: All new DL after 8/2023 will notate non-citizenship if applicable.*



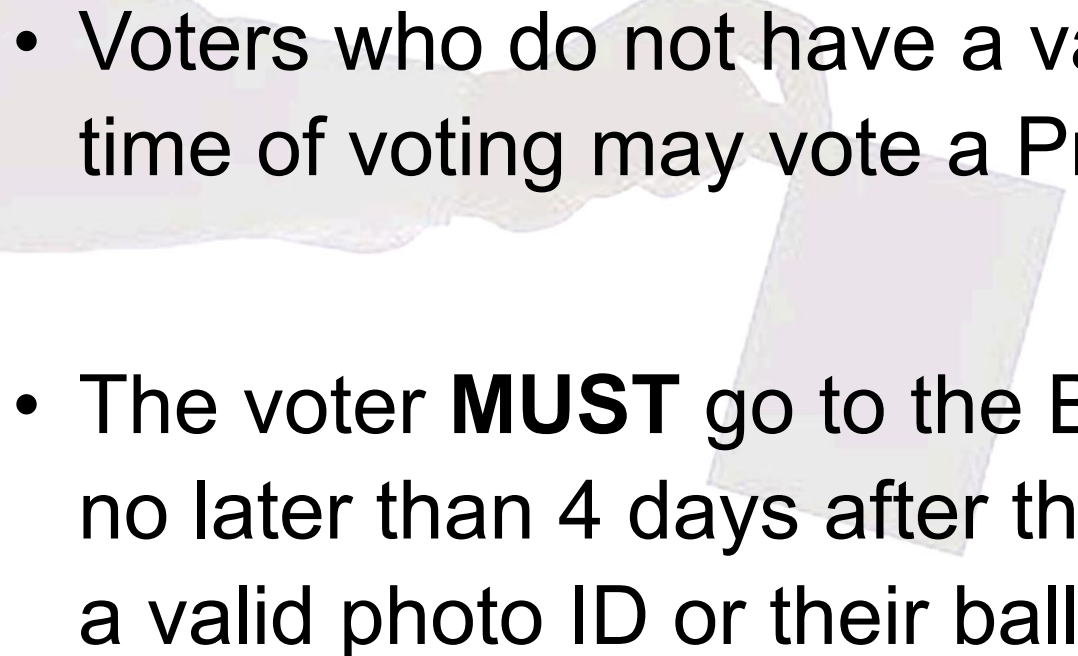

**Ohio Mobile ID is NOT a valid form of photo identification when casting a ballot**







# Voters Without Proper ID

- Voters who do not have a valid photo ID at the time of voting may vote a Provisional Ballot.
  - The voter **MUST** go to the Board of Elections office no later than 4 days after the election and provide a valid photo ID or their ballot will NOT count.
- 
- 



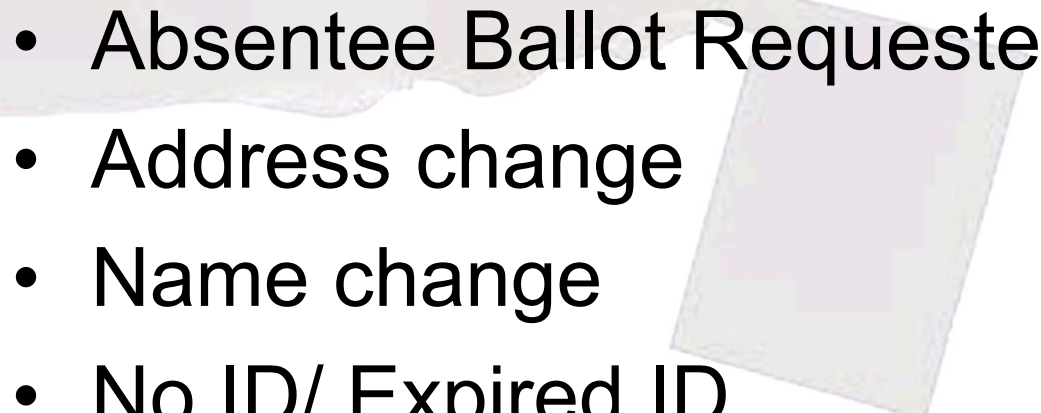
# What is a Provisional Ballot?

A provisional ballot is used to record a vote if a voter's eligibility is in question, or the voter would otherwise not be permitted to vote at his or her Polling Location. The content of a provisional ballot is not different from a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote in that particular precinct at the election.

***Additional training is provided to Provisional Specialist in a separate class***



# Reasons to vote a Provisional Ballot

- 
- Absentee Ballot Requested
  - Address change
  - Name change
  - No ID/ Expired ID
  - ePollbook indicates voter is provisional
  - Voter's name is not found in the ePollbook
  - Voter refuses to vote in the correct precinct/location

# Sample Provisional Ballot Envelope

Voter's name

Voter's Address

Voter's previous address

Voter's photo ID information

Initials if you have seen the voter's photo ID

Voter's signature and the date

Form No. 12-B Prescribed by the Secretary of State (02/24/2023)  
R.C. 3507.07(A), 3503.16, 3505.16, 181., 182., 183.

### Provisional Ballot Affirmation

Print clearly

**1** Full Name  
Clearly print your name.  
Required  
First Faithful Middle \_\_\_\_\_  
Last Voter Suffix \_\_\_\_\_

**2** Date of Birth (MM/DD/YYYY) (do not write today's date here)  
Required  
7/4/76

**3** Current Ohio Address  
Required  
Street Address (No P.O. Boxes) 1776 Liberty Way County Warren  
City/Village Hometown ZIP 45000

**4** Former Address  
Not Required  
If you do not provide your former address, your ballot may be rejected.  
Have you moved without updating your voter registration?  Yes  No  
Street Address (No P.O. Boxes) 1976 American Ave  
City/Village \_\_\_\_\_ State OH ZIP 45123

**5** Identification  
Required  
You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided:  
 An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV.  
If you checked the box above, you must write your full driver's license or state ID card number (2 letters followed by 6 numbers):  
US1234567  
 U.S. Passport or Passport Card  
 U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card  
If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.  
Note: If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections within four days after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.

**6** Registration Update  
Recommended  
If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.  
Write your full Ohio driver's license or state identification card number (2 letters followed by 6 numbers): \_\_\_\_\_  
Write the last four digits of your Social Security number: \_\_\_\_\_  
Mailing Address (if different than above)  
Street Address (No P.O. Boxes) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**7** Affirmation  
Required  
I solemnly swear or affirm, under penalty of election falsification, that:  
• I am a citizen of the United States and will be at least 18 years of age at the time of the general election.  
• I am eligible to vote in the election in which I am voting this provisional ballot.  
• I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.  
• I am a registered voter in the precinct in which I am voting this provisional ballot.  
• I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.  
• I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.  
• I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.  
• I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.  
Signature X Faithful Voter  
Today's Date (MM/DD/YYYY) 07/14/23

**Precinct Election Official:**  
Precinct: 76  
Reason voter is voting Provisional:  
 ePollbook indicated Provisional  
 Voter did not have valid ID  
 Voter moved INTO precinct  
 Voters last name changed  
 PEO is challenging voter eligibility  
Ballot Style/Party 150  
Instruct Voter to seal ballot in this envelope.  
Do not remove any section of this envelope.  
PEO Name:  
Uncle Sam

**For Office Use Only**  
Voter ID # \_\_\_\_\_  
Previous County \_\_\_\_\_  
Registered Y/N Voted Y/N  
Old PCT# \_\_\_\_\_  
Process in EVIS Y/N  
In House Y/N NH Y/N  
Polling Place Y/N  
Reason \_\_\_\_\_  
Voted PCT# \_\_\_\_\_  
Voted Correct Location Y/N  
Status \_\_\_\_\_  
ID Needed Y/N  
Absentee Requested Y/N  
Returned Valid Ballot Y/N  
Date Ballot Returned \_\_\_\_\_  
App# \_\_\_\_\_  
1st Check Initials \_\_\_\_\_  
2nd Check Initials \_\_\_\_\_

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.  
INSERT BALLOT REMOVE ADHESIVE FOLD UP STRIP & SEAL

Precinct number

Ballot number

PEO/MLM's Name or initials

A graphic illustration of a ballot station. At the top left, a portion of the American flag with white stars on a blue field is shown. Below it, a hand is depicted in the process of inserting a ballot into a grey ballot box. The box has a narrow slot at the top. At the bottom right, the red and white stripes of the American flag are shown waving. The text "Ballot Station" is centered in a bold, dark blue font.

# Ballot Station

# Ballot Station

The Ballot Station is located directly behind the ePollbook Station.

All the ballots at the location are placed on a table by precinct, party and split.

Ballots should be placed in order of precinct number. There will be table tents provided with the precinct number, split number and ballot type. These should be placed on or near the corresponding stack of ballots.

- For the Primary Election there are Democrat and Republican ballots in all of the precincts. Some precincts will have Issues Only ballots with no candidates.
- Some Precincts will have special 17-Year-Old Ballots. These are to be issued when the ePollbook indicates the voter is underage.

There will be at least 1 Democrat and 1 Republican working at this station. The ePollbook workers will let the Ballot Station know which ballot they need and the Ballot Station worker will bring the correct ballot to the ePollbook Station.

You will need to verify the ballot with the ePollbook station by repeating back the precinct number, split and party ballot if applicable.

# What are Splits ?



- Splits occur when a precinct has more than one district within its boundaries.
- An example is Precinct 3 in Franklin. Within this precinct's boundaries there are two different school districts: Franklin School District and Carlisle School District.
- If these schools both had issues that were on the ballot, then this precinct would have two different ballot sets for the same precinct. There would be a split 1 ballot set for one school and a split 2 ballot set for the other.
- If neither school is on the ballot, then we would combine the splits onto one ballot and the ballot would be labeled with both splits.

# Splits Continued



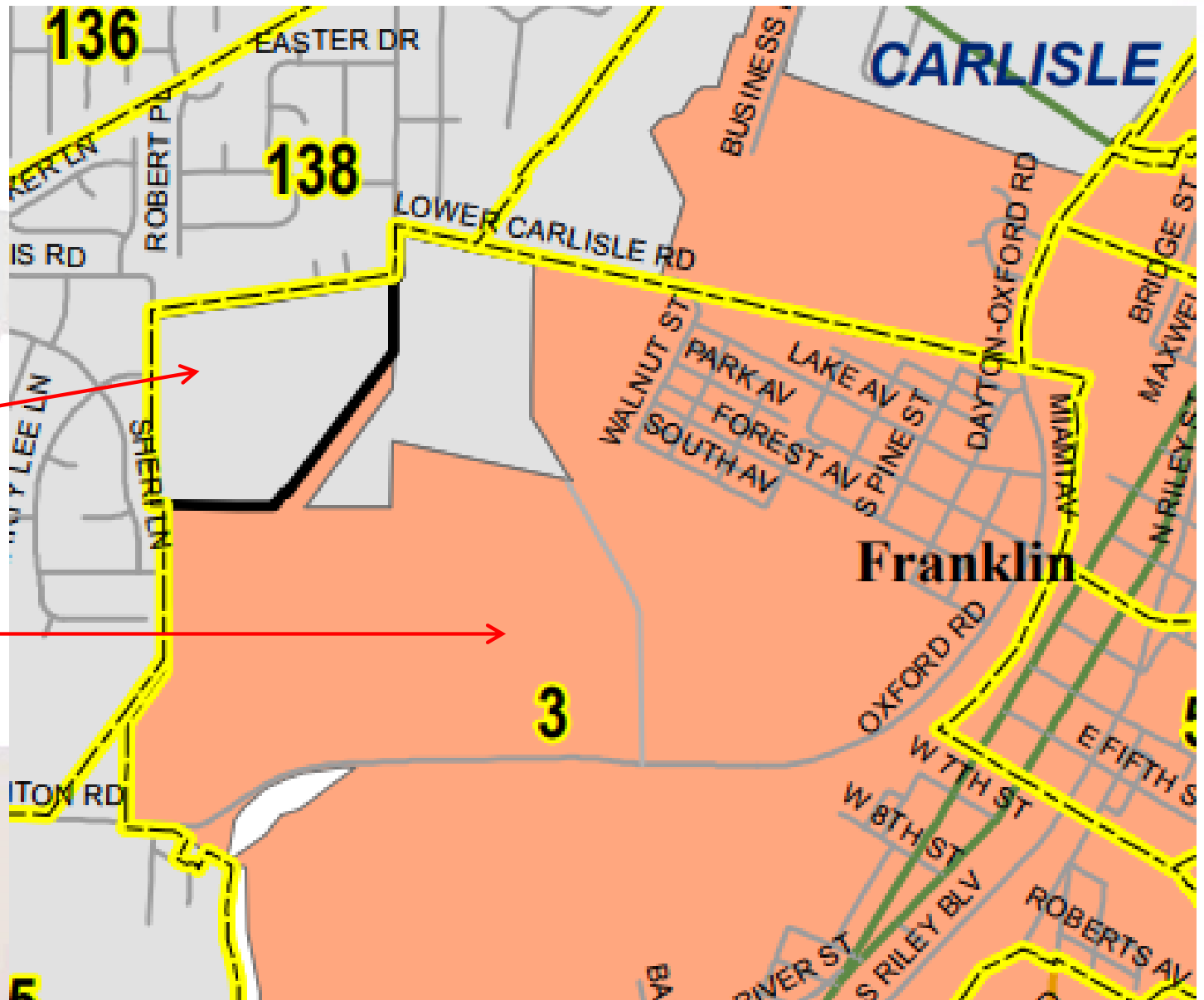
- The ePollbook will scan the ballot on the voter's stub to confirm that it is the correct ballot and split.
- **It is extremely important that you give the correct ballot split to the voter so that they can only vote on issues for which they are taxed and represented.**
- If a precinct does not contain multiple splits, the default for the ballot is split 1. Some precincts will combine splits onto one ballot.
- The split is clearly marked in the ePollbook.



# Precinct 3


Carlisle Schools  
(beige)

Franklin Schools  
(salmon)



The background features a stylized American flag with white stars on a blue field at the top and red and white stripes at the bottom. In the center, a hand is shown in a light beige tone, holding a ballot and placing it into a grey ballot box. The text is overlaid on this scene.

# **Voters with Disabilities and Curbside Voting**



Voters who require assistance voting may bring a person of their choosing (with few exceptions) or one Election Official from each party may assist a voter if requested.

\*\* When assisting a voter be sure and ***ask them how you can help.*** Don't make assumptions on what help the voter may require.

***Please refer to the Secretary of State's Quick Reference Guide for further instructions.***



# Curbside Voting

Curbside voting is the process followed when a person who is physically unable to enter a polling location, sends another person to inform the precinct election officials of his or her desire to vote.

When precinct election officials are made aware of the name of a voter who is outside of the polling location, the following should be done:

(notify a Provisional Specialist, LC or VLM)



Under **NO** circumstance  
should you take the  
ePollbook outside to process  
a curbside voter.



## Curbside Voter Authorization Form

*Refer to the Secretary of State Quick Reference Flip Chart for more detailed instructions.*

***This form should be used for every curbside voter. A Democratic and Republican Precinct Election Official must be present at all times while processing these voters.***

Complete all information below. Process the voter's information inside the polling location as if they were a regular voter. At the E-Pollbook Station use the CURBSIDE VOTER button to bypass the signature of this voter. Both PEOs should take the correct ballot to the voter's vehicle in a secrecy folder and allow them to vote the ballot. Once they are finished voting, take ballot back to the voter's precinct in the polling location and scan their ballot in the correct M100 Scanner.

Voter's Name \_\_\_\_\_

Voter's Address \_\_\_\_\_

Voter's Date of Birth \_\_\_\_\_

Type of valid ID used \_\_\_\_\_

Voter's Signature \_\_\_\_\_

Precinct Number \_\_\_\_\_ Stub Number \_\_\_\_\_



# Curbside Voting Processing

1. The Provisional Specialist checks the ePollbook for the name of the voter.
2. If the voter is a qualified elector and in the correct precinct, the election official places the voter's name and address on a curbside form provided in the ePollbook binder.
3. One Democratic and one Republican election official take the form with the voter's name and address, outside to where the voter is waiting.
4. The voter confirms their name and address are correct and provides appropriate ID. (If address/name on record is incorrect, they must vote a provisional ballot).
5. The voter signs the sheet containing his/her name and address. (*The voter will **not** sign the ePollbook Do **NOT** take the ePollbook outside*).
6. The two election officials return the form containing the voter's signature, to the polling location and verify the voter's name and address in the ePollbook.
7. The Provisional Specialist will process the CURBSIDE VOTER.
8. The two election officials should take the appropriate ballot to the voter with a clipboard, a secrecy sleeve, a pen and an I voted sticker.
9. After the voter has voted the ballot, assure them that the ballot will be scanned into the ClearCast Scanner in the presence of both election officials.

The image features a stylized illustration of a hand placing a ballot into a ballot box. The background is decorated with the stars and stripes of the American flag. The text is centered in a bold, dark blue font.

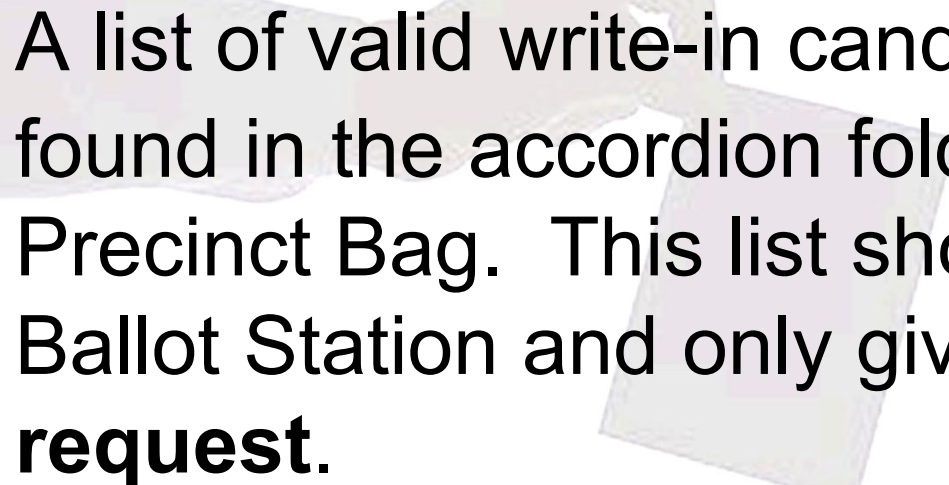
# **Additional Voting Information**



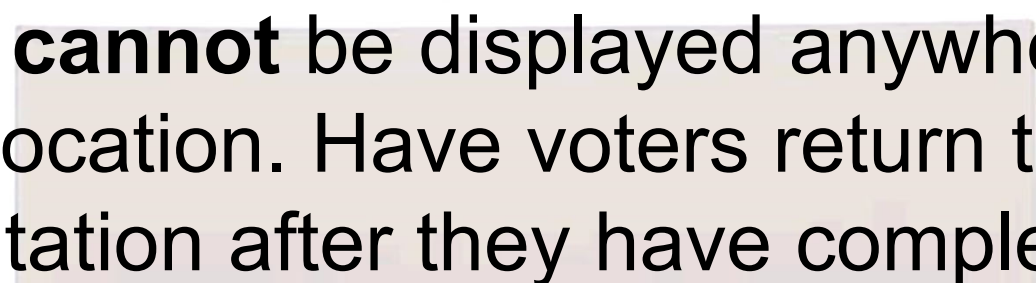


# Write in Candidates

(when applicable)



A list of valid write-in candidate names can be found in the accordion folder, in the Navy Precinct Bag. This list should be kept at the Ballot Station and only given to the voter **upon request.**



This list **cannot** be displayed anywhere in the polling location. Have voters return the list to the Ballot Station after they have completed voting.

An illustration featuring a hand in a white sleeve placing a ballot into a ballot box. The background includes a stylized American flag with stars in the upper left and stripes in the lower right. The text "Emergency Plan" is centered in a bold, dark blue font.

# Emergency Plan



# Emergency Plan

- Familiarize yourself with the exit route posted in your polling location.
- Fire/Flood - The first priority is the safety of all workers and voters.
  - Secure the ballots and poll books
  - If possible, roll the Ballot Box with you out of the building.
  - Supplies must remain with at least one Election Official at all times.
  - Do **not** risk your safety!
- Bomb Threats/other emergencies –
  - **Three people make calls simultaneously**
  - Call 911
  - Call your Trouble Shooter
  - Call the Director/Deputy

An illustration featuring a hand in a white sleeve dropping a ballot into a grey ballot box. The scene is framed by the stars and stripes of the American flag. The word "Reminders" is written in a bold, dark blue font across the center of the image.

# Reminders



# General Reminders

- All equipment, including the ClearAccess ADA unit, must remain set up until the last voter is processed. **(THIS IS A STATE/FEDERAL ELECTION LAW)**
- All election officials, must remain at the polling location until all closing tasks are completed at the location. You will be dismissed by the LC/VLM.  
(If there are special circumstances, please call Board of Elections)
- You may use your cell phone in the Voting Location to call for assistance.
- Absentee Ballots **CAN NOT** be turned in at the polling location. Voters **MUST** bring their ballot to the Board of Elections office before 7:30 pm that day for it to count.



# General Reminders

- Precinct election officials **must** document issues at the polling location (especially issues that might affect the election results) in the Event Log found in the VLM binder.
- Event Logs provide an accurate story of what transpired at the polling location on Election Day. (For example, any discrepancies between the number of voters who enter, and the number of ballots cast must be recorded.)
- These records are used by our office to resolve any issues that arise during the current election and to plan for future elections. The more thorough, accurate and descriptive the information the more useful it is.
- Of course, let the VLM/Coordinator or call the Trouble Shooter or our office immediately if the issue needs brought to our attention right away.

The image features a stylized illustration of a hand dropping a ballot into a ballot box. The hand is positioned at the top left, holding a white ballot. Below it is a grey ballot box with a slot on top. The background is decorated with the stars and stripes of the American flag. The text "Closing the Polls" is centered in a bold, dark blue font.

# Closing the Polls



# Closing the Polls

- The Location Coordinator/VLM must announce the close of the polls at 7:30 p.m.
  - ☛ If someone arrives right at 7:30, use good judgment and always give the benefit of the doubt to the voter.
  - ☛ All voters in line at 7:30 get to vote. You may place an election official at the end of the line if necessary.
  - ☛ Do not begin tearing down equipment while voters are still in the building.
  - ☛ If you used it, check the Red Emergency Ballot Bag for any un-scanned ballots **BEFORE** closing the polls.





# Closing the ClearCast Scanner

- Location Coordinator/VLM will shut down the ClearCast Scanners.
- They will read the instructions to a team of workers to expedite the shut down process.
- Do NOT remove the USB sticks until instructed to on the ClearCast Screen.

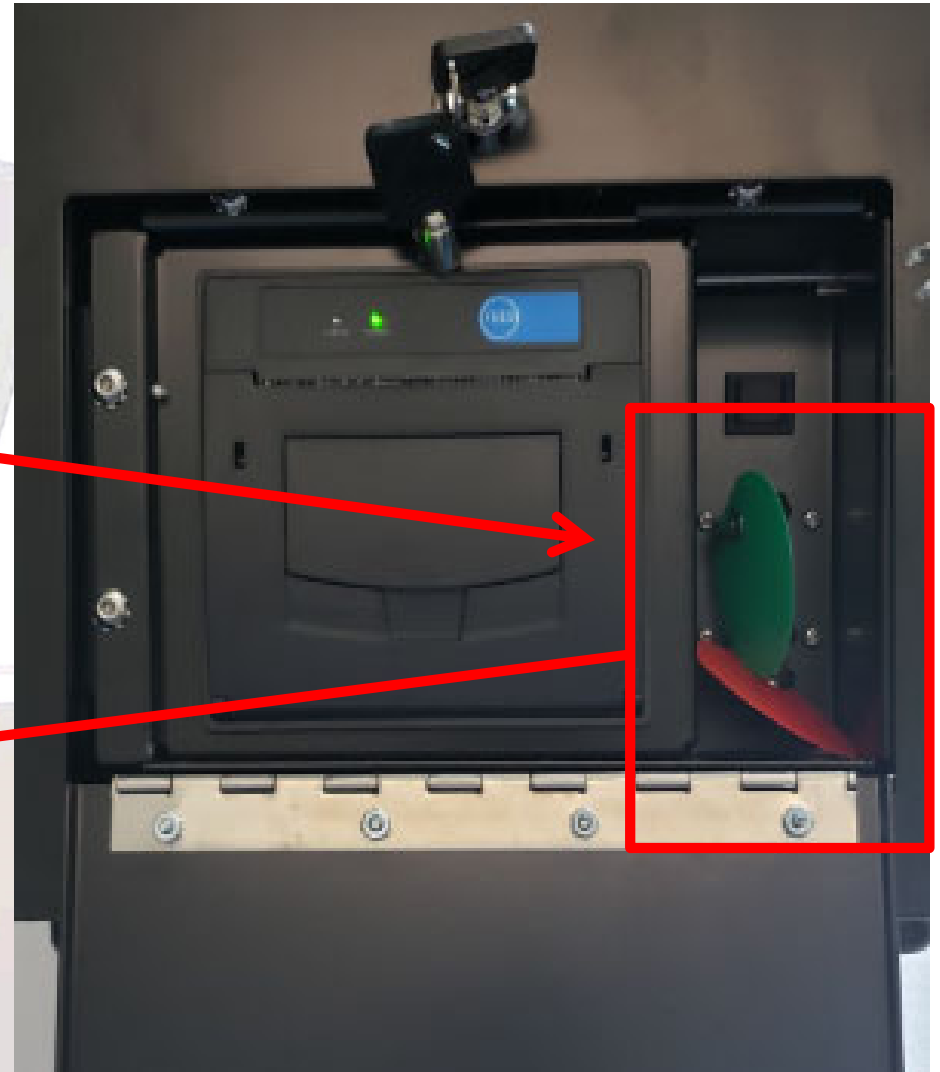


# Closing the ClearCast Scanner

## Removing the two Memory Sticks

**IMPORTANT STEP THAT YOU CANNOT SKIP!**

Remove both the **RED** and **GREEN** memory sticks from the unit.



# Closing the ClearCast Scanner

## Removing the Memory Sticks

In the Blue Voted Ballot Bag you will find the NEW security bag.

Gather all the memory sticks from **each** scanner at the location and place in baggie.

If a machine was not used- you must still open and close the polls on the machine.

CAUTION: ATTEMPTS TO REOPEN WILL INDICATE TAMPERING

DO NOT CUT HERE TO OPEN - Alert Security Products

**ALERT SECURITY BAG**

Serial Number: 8020751

INSTRUCTIONS:  
1. Use ballpoint pen. Work on a smooth, flat surface.  
2. Complete required information in all white areas of the bag and receipt.  
3. Tear-off perforated receipt. Remove adhesive backing and fold at line indicated to create tamper evident seal.

**Personal Property Inventory**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Identification # \_\_\_\_\_

Inventory	Received By
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Comments \_\_\_\_\_

Stock Number 912PP

MANUFACTURED IN USA BY  
PRIMARY PACKAGING INC.  
A FIELD PACKAGING SOLUTIONS COMPANY

www.SecurityBag.com  
1-888-467-1916

TO OPEN BAG - CUT ALONG THIS DOTTED LINE



# Closing the ClearCast Scanner

## Removing the Memory Sticks

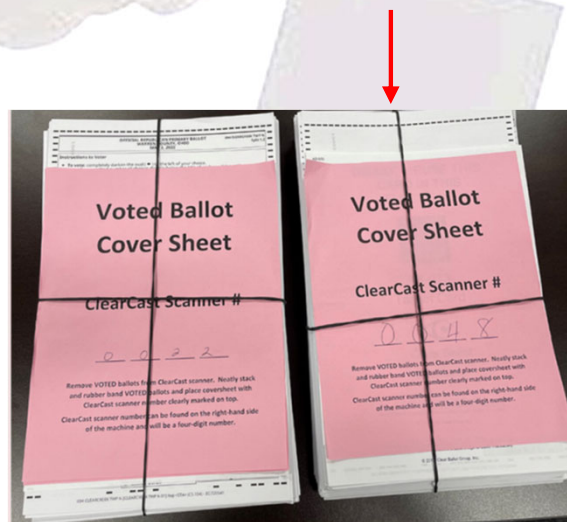
Place the Green and Red memory stick bag in the inside clear pocket of the ballot bag.



The memory sticks **MUST** be visible before the bag can be locked.

# Removing Ballots from the Ballot Box

Remove ballots from the back of EACH ballot box. Neatly stack each scanner's ballots and rubber band together with a pink cover sheet. For auditing after the election, we need you to identify which scanner ran each stack of ballots so the ClearCast Scanner number MUST be recorded on the pink cover sheet. Place all ballot stacks in the Blue Voted Ballot Bag neatly.



Ballots should NEVER look like this in a Blue Voted Ballot Bag





# Packing the Blue Voted Ballot Bag

1. Voted ballots separated and rubber banded with completed coversheet on top indicating which scanner ballots were taken from.
2. Completed Provisional Envelopes with ballots separated and rubber banded by precinct with corresponding coversheet placed in location specific yellow canvas bag. Complete a coversheet even if you had no provisional voters in your precinct.
3. Soiled and Defaced envelopes.
4. Blue Clear Envelope with all complete forms.
5. Clear Results Envelope containing the zero results tapes and the signed final results tapes.
6. Green and Red USB Memory Sticks placed in the clear plastic window.
7. Blue Voted Ballot Bag Cover Page should be placed on **top** of everything in the bag



# Blue Voted Ballot Bag Cover Page

(Located in the Blue Ballot Bag inside of the Results Envelope)

Place in the top of the bag **BEFORE** sealing

Please complete form below at the end of the night for the Blue Location Voted Ballot Bag:  
Ride Along's should print and sign their name legibly for payroll purposes.

We hereby certify that the voted ballots located in the **Blue Voted Ballot Bag** being delivered to the Board of Elections was locked in the presence of the VLM of each precinct and at least 1 member of the opposite party.

You must complete all of the following:

Name of polling location: \_\_\_\_\_

Blue Ballot Bag red seal number \_\_\_\_\_

Blue Ballot Bag Sealed by: \_\_\_\_\_

VLM: \_\_\_\_\_ PEO: \_\_\_\_\_

Witness our hands this \_\_\_\_\_

Person bringing back ballots: \_\_\_\_\_

(if different from VLM above)

This seal will be placed on the Blue Voted Ballot Bag at the end of the night.

Once sealed this bag should not be opened. If seal breaks, replace and record new seal number.

This process ensures that the ballots remain secure from polling location to Board of Election Office.



# Closing the Polls

- ☑ Place the ClearCast results tape on outside door of the polling location. This will be left overnight.
- ☑ Take down all signs, flags, etc.
  - 👉 Please make sure you leave the polling location as nice or nicer than you found it. (No “I VOTED” stickers, tape, trash etc. left behind)
- ☑ Pack up the equipment
  - ✓ Voting Booths - packed into cardboard box(s) and left by the Security Cart
  - ✓ ClearAccess ADA Scanner & Printer - packed in cases, place on Security Cart
  - ✓ ClearCast Ballot Scanner - packed in case and place on Security Cart
  - ✓ ClearCast Ballot Box - disassembled and place on Security Cart
  - ePollbook(s) - packed in case with printers and the JetPack/Mifi.  
**(These are returned to the BoE by the VLM/LC)**





# Closing Tasks Recap

All stations have detailed closing tasks listed in each instruction manual which include:

- ✓ Putting all equipment back into its case and place in its designated area.
- ✓ Tearing down voting booths.
- ✓ Cleaning up the location. Checking for tape and stickers on location property.
- ✓ Helping VLM/LC load Blue Voted Blue Ballot, Supply Bags and ePollbooks into their vehicle. DO NOT leave until everything is **completely** finished.

A graphic illustration featuring a hand in a white sleeve holding a white envelope, positioned as if to drop it into a grey ballot box. The background includes a blue field with white stars at the top left and red and white stripes at the bottom right, evoking the American flag. The text "Supply Return" is centered in a bold, dark blue font.

# Supply Return



# Supply Return

Single precinct locations:

- VLM needs to bring back the supplies with the opposite party Ride Along

Two or more precinct locations:

- The Location Coordinator will bring back the supplies with the opposite party Ride Along

The only supplies that the VLM/Coordinator will return are the Blue Voted Ballot Bag (voted ballots), Navy Blue Precinct Supply Bags, ePollbooks and the **Chain of Custody form**.

*(DO NOT RETURN UNUSED BALLOTS, PLACE IN THE BLACK BALLOT BAGS THEY ORIGINALLY WERE IN AND PLACE ON THE SECURITY CART)*

**(Remember, “Blue goes with you, but Black stays back”)**<sup>107</sup>



# Supply Return Continued ...

- All supplies not listed for return in the Blue Voted Ballot Bag should be placed in the smaller Navy-Blue Supply Bag or on the Security Cart.
- If we sent it with you, please return it ... DO NOT ASSUME anything is trash.
- VLM or Location Coordinator must come straight back to the BoE with your Ride-Along, when you leave your location with your supplies.
- Supply drop off is at the BoE Office.
- Depending on when you arrive there may be a line of cars, but we will try and keep the line moving as quickly as possible.

Your patience at the end of a long day is  
very much appreciated!



# FINAL ANNOUNCEMENTS



- Web Presentation: [vote.warrencountyohio.gov](http://vote.warrencountyohio.gov)
- Pre-Election Day reminder robo text program

# Hands On

# Training

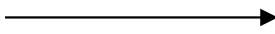


The background features a stylized American flag with white stars on a blue field in the top left and red and white stripes in the bottom right. A hand is shown holding a tablet computer in the center, and a ballot box is visible below it.

# **ePollbook Training Exercises**

# Training Exercise #1

Scan  
License



**0** VALID VOTER  
JANE VOTER  
DOB: 02/06/1952  
164 VILLA POINTE DR  
SPRINGBORO 45066  
Prec-Grp: 061-1  
Style: CHOOSE  
Voter ID: 104995





1. Ask the voter to state their address. If correct tap on YES, CONTINUE

TRAINING

Voter Identification

64% 4:07 PM

BACK HOME

Name  
JANE VOTER

Birth Year  
1952

Voter ID  
104995

Address  
164 VILLA POINTE DR  
SPRINGBORO, 45066

Precinct - Split / Ballot Style  
SPRINGBORO CITY 1-A-1 / CHOOSE

Does the information the voter stated match the information above?

WRONG VOTER, SEARCH AGAIN

NO, NEEDS CHANGES

YES, CONTINUE

NO VOTER FOUND

2. Tap on Get Voter Signature

TRAINING

Voter Eligibility

64% 4:07 PM

BACK HOME

Name  
JANE VOTER

Birth Year  
1952

Voter ID  
104995

Address  
164 VILLA POINTE DR  
SPRINGBORO, 45066

Precinct - Split / Ballot Style  
SPRINGBORO CITY 1-A-1 / CHOOSE

Voter is eligible to vote. Continue to next screen to process voter.

WRONG VOTER, SEARCH AGAIN

MORE OPTIONS

GET VOTER SIGNATURE

3. The voter will sign as best as they can.

TRAINING Voter Signature 64% 4:07 PM

BACK HOME

Name: JANE VOTER Birth Year: 1952 Voter ID: 104995  
Address: 164 VILLA POINTE DR SPRINGBORO, 45066  
Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / D06101

CLEAR DONE

Please sign below

X \_\_\_\_\_

5. Scan the correct ballot barcode..

TRAINING Issue Ballot 64% 4:08 PM

BACK HOME

Name: JANE VOTER Voter ID: 104995  
Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / D06101 ENTER MANUALLY

\*X061010001\*

Select ballot type: Paper Ballot ADA Ballot

Ballot Style: D06101

Enter ballot style and stub number. Issue voter ballot then touch CONTINUE to proceed.

4. Since the voter showed you photo ID, you will tap on ISSUE BALLOT.

The signature does not have to exactly match.

TRAINING Voter Signature 64% 4:07 PM

BACK HOME

Name: JANE VOTER Birth Year: 1952 Voter ID: 104995  
Address: 164 VILLA POINTE DR SPRINGBORO, 45066  
Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / D06101

If current signature matches the signature on file, touch ISSUE BALLOT.

SIGNATURE ON FILE: Kelly W Back  
CURRENT SIGNATURE: \_\_\_\_\_

ISSUE BALLOT SIGN AGAIN

6. Process the next voter

TRAINING Processing Complete 64% 4:08 PM

Name: JANE VOTER Voter ID: 104995 Ballot Style: D06101

Voter successfully checked in

Great Job!

Direct voter to voting booth area. Instruct the voter to remove the stub after marking their ballot and return the stub to the ballot stub table.

PROCESS NEXT VOTER

# Curbside Voting

If you are alerted to a Curbside Voter: The voter completes the Curbside Authorization Form, a bi-partisan team will go to the ePollbook processing station and look up the voter, at the select ballot screen, click on MORE OPTIONS and CURBSIDE voter. This will bypass the signature requirement process.

## PROCESSING A CURBSIDE VOTER

1. Bipartisan team retrieves voter's Driver License or a valid form of ID and completes the Curbside Authorization Form in front of voter.
2. Process as you would a regular voter, select CURBSIDE VOTER on the ePollbook.
3. Bipartisan team puts ballot inside of a folder for privacy and takes to the voter. (Remember to take a clipboard for the voter to complete their ballot.)
4. Bring the voted ballot back inside of polling location and scan in the voting machine as a bi-partisan team.
5. Give the stub to the stub table.

The screenshot shows the ePollbook interface for a voter named Jane Voter. The top bar indicates 'Voter Eligibility' with a 64% battery level and 4:07 PM. Below the bar are 'BACK' and 'HOME' buttons. The voter's information is displayed: Name: JANE VOTER, Birth Year: 1952, Voter ID: 104995, Address: 164 VILLA POINTE DR, SPRINGBORO, 45066, and Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / CHOOSE. A green message bar states 'Voter is eligible to vote. Continue to next screen to process voter.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'GET VOTER SIGNATURE'. A red arrow points from the 'MORE OPTIONS' button in the bottom bar to the 'MORE OPTIONS' button in the top bar. Another red arrow points from the 'MORE OPTIONS' button in the top bar to the 'Curbside Voter' option in a dropdown menu.

# Training Exercise # 2 - Processing a Provisional Status Voter

(Yellow Station - Provisional Specialist)

**6** ABSENTEE  
ADAM ABSENTEE  
DOB: 02/08/1966  
45 MC LEAN DR  
SPRINGBORD 45066  
Prec Grp: 061-1  
Style: X05101  
Voter ID: 22662



1. Scan License

2. Follow on screen directions until you reach this screen:

1. The record will indicate this voter is a Provisional Voter. The reason will be stated here: Touch PROCESS PROVISIONAL

TRAINING

Voter Eligibility

100% 11:05 AM

BACK HOME Absentee Ballot Requested

Name ADAM ABSENTEE Birth Year 1966 Voter ID 22662

Address 45 MC LEAN DR SPRINGBORO, 45066 Precinct - Split / Ballot Style SPRINGBORO CITY 1-A-1 / CHOOSE

Absentee Ballot Requested

! Voter is not eligible to vote a regular ballot. Read instructions below.

Voter has requested an absentee ballot. Voter may return a completed absentee ballot to the Warren County Board of Elections by 7:30 p.m. on election night or the voter must vote provisionally and must complete a Yellow Provisional Ballot Envelope. Issue the voter a provisional ballot and place the ballot in the Yellow Provisional Ballot Envelope.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS PROVISIONAL

2. Touch YES CONTINUE

TRAINING

Voter Identification

100% 11:04 AM

BACK HOME

Name ADAM ABSENTEE Birth Year 1966 Voter ID 22662

Address 45 MC LEAN DR SPRINGBORO, 45066 Precinct - Split / Ballot Style SPRINGBORO CITY 1-A-1 / CHOOSE

? Does the information the voter stated match the information above?

WRONG VOTER, SEARCH AGAIN NO, NEEDS CHANGES YES, CONTINUE NO VOTER FOUND

3. The voter will sign as best as they can.

TRAINING Voter Signature 64% 4:07 PM

BACK HOME

Name: JANE VOTER Birth Year: 1952 Voter ID: 104995

Address: 164 VILLA POINTE DR SPRINGBORO, 45066 Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / D06101

CLEAR DONE

Please sign below

X \_\_\_\_\_

4. Since the voter showed you photo ID, you will tap on ISSUE BALLOT.

The signature does not have to exactly match.

TRAINING Voter Signature 64% 4:07 PM

BACK HOME

Name: JANE VOTER Birth Year: 1952 Voter ID: 104995

Address: 164 VILLA POINTE DR SPRINGBORO, 45066 Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / D06101

If current signature matches the signature on file, touch ISSUE BALLOT.

SIGNATURE ON FILE: *Nally W Back*

CURRENT SIGNATURE: \_\_\_\_\_

ISSUE BALLOT SIGN AGAIN

5. Scan the correct ballot barcode..

TRAINING Issue Ballot 64% 4:08 PM

BACK HOME

Name: JANE VOTER Voter ID: 104995 Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / D06101 ENTER MANUALLY

\*X061010003\*

Select ballot type: Paper Ballot ADA Ballot

Ballot Style: D06101

Enter ballot style and stub number. Issue voter ballot then touch CONTINUE to proceed.

6. Prepare a Provisional Envelope

After you have processed the voter in the ePollbook, give the voter their yellow provisional envelope (**marking provisional reason on the front of the envelope AND precinct, split and party (if a primary) on the top right of the envelope**)

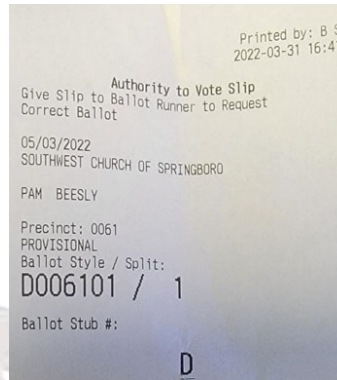
- Have voter complete the Provisional Envelope and using the template, check to see that all the following information has been completed:
  - First & last name
  - Date of birth
  - Current street address
  - Form of identification
  - Signature/Date

Be sure to indicate the reason they are voting provisionally on the front of the envelope and write the precinct/split and stub number on the top right of the envelope.

Hand the voter the correct ballot based off the information on the Authority to Vote Slip.

Instruct the Provisional voter to vote and then seal their ballot inside the envelope. The provisional envelope should be returned to the Ballot Table ← where it will be securely stored in the yellow Provisional bag.

At some point complete the Provisional Log Sheet



Note: An Authority to Vote Slip will **NOW** print for a Provisional Voter. Place this inside of the voter's envelope.

## 8. Touch PROCESS NEXT VOTER

TRAINING Processing Complete 64% 4:08 PM

Name	Voter ID	Ballot Style
JANE VOTER	104995	D06101

✓ Voter successfully checked in

Great Job!

Direct voter to voting booth area. Instruct the voter to remove the stub after marking their ballot and return the stub to the ballot stub table.

PROCESS NEXT VOTER

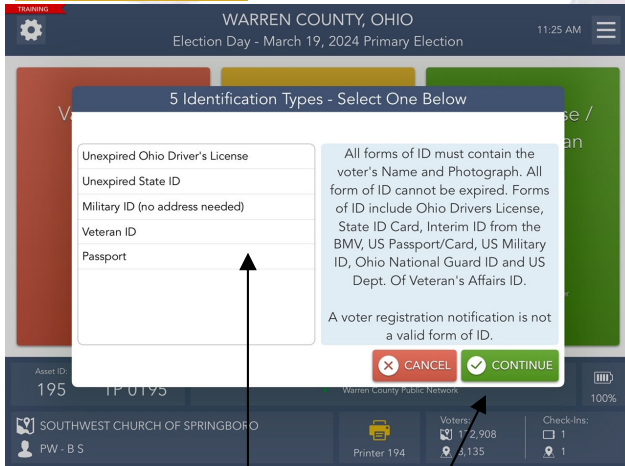
# Training Exercise # 3



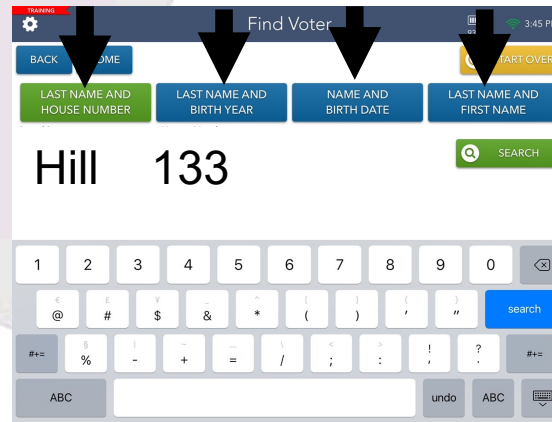
## Manual Search

- To process an eligible voter by using the **yellow** "MANUAL SEARCH"

## Manual Voter Search

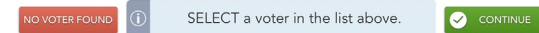
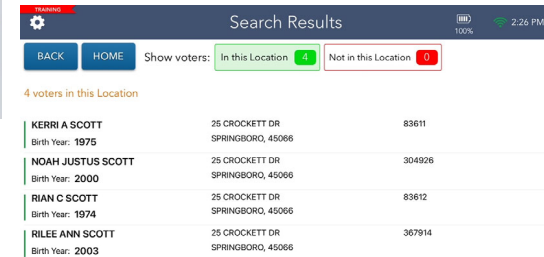


- Select the type of ID the voter is presenting, and touch "CONTINUE".



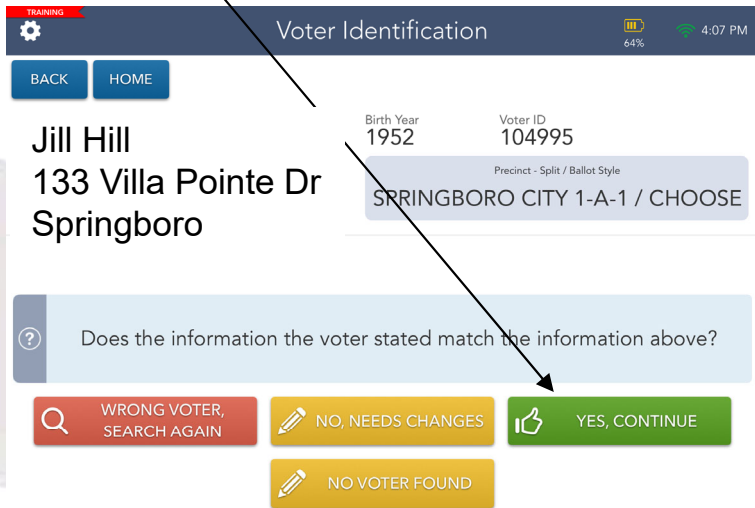
(Or if only 1 voter is found, proceed to step 5.)

- You may see multiple voter names, select the voter by touching the correct name



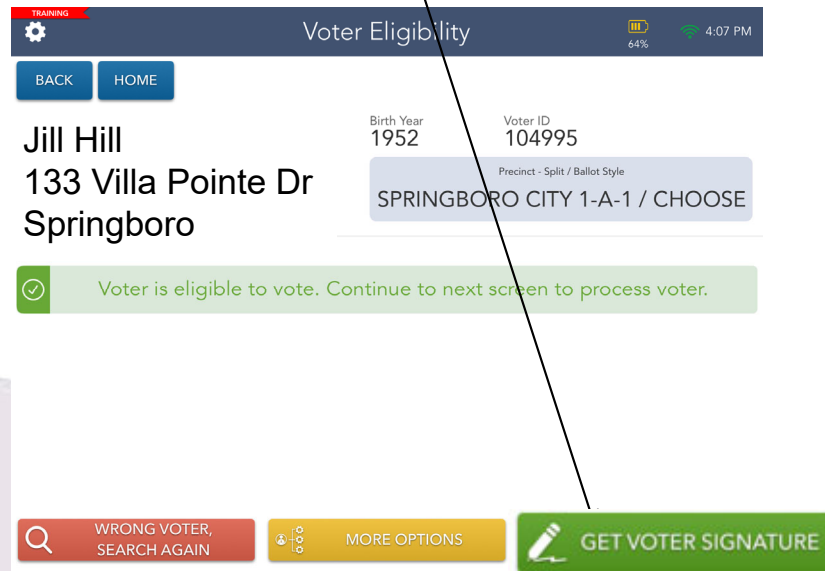


5. Ask the voter to state their address. If correct tap on YES, CONTINUE



The screenshot shows the 'Voter Identification' screen. At the top, there's a 'TRAINING' indicator, a settings gear, and the title 'Voter Identification'. Below the title are 'BACK' and 'HOME' buttons. The voter's name 'Jill Hill' and address '133 Villa Pointe Dr Springboro' are displayed. To the right, the birth year '1952' and voter ID '104995' are shown. Below this is a dropdown menu for 'Precinct - Split / Ballot Style' with the selected option 'SPRINGBORO CITY 1-A-1 / CHOOSE'. A question box asks 'Does the information the voter stated match the information above?'. At the bottom, there are four buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'NO, NEEDS CHANGES' (yellow), 'YES, CONTINUE' (green), and 'NO VOTER FOUND' (yellow).

6. Tap on SELECT BALLOT



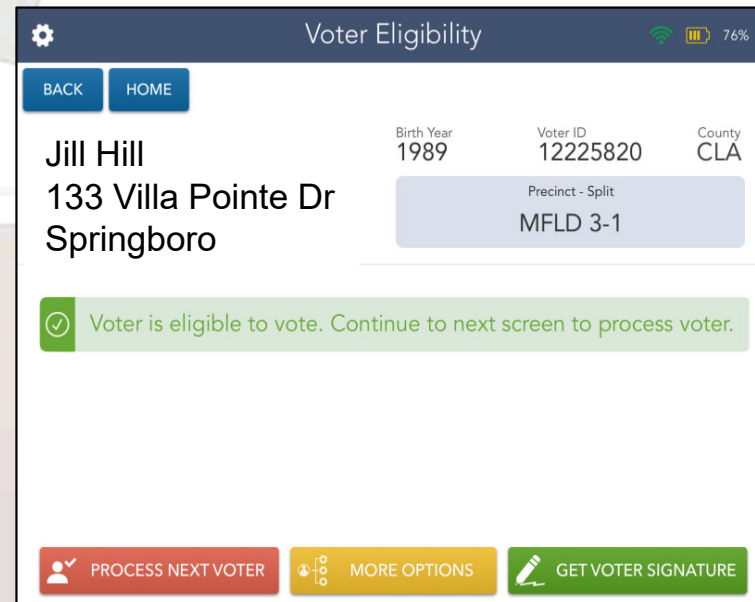
The screenshot shows the 'Voter Eligibility' screen. At the top, there's a 'TRAINING' indicator, a settings gear, and the title 'Voter Eligibility'. Below the title are 'BACK' and 'HOME' buttons. The voter's name 'Jill Hill' and address '133 Villa Pointe Dr Springboro' are displayed. To the right, the birth year '1952' and voter ID '104995' are shown. Below this is a dropdown menu for 'Precinct - Split / Ballot Style' with the selected option 'SPRINGBORO CITY 1-A-1 / CHOOSE'. A green message box with a checkmark says 'Voter is eligible to vote. Continue to next screen to process voter.'. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

7. Rotate the screen to the voter and ask them to select the type of ballot they would like to receive



The screenshot shows the 'Voter Signature' screen. At the top, there's a 'TRAINING' indicator, a settings gear, and the title 'Voter Signature'. Below the title are 'BACK' and 'HOME' buttons. The voter's name 'Jill Hill' and address '133 Villa Pointe Dr Springboro' are displayed. To the right, the birth year '1957' and voter ID '166840' are shown. Below this is a dropdown menu for 'Precinct - Split / Ballot Style' with the selected option 'SPRINGBORO CITY 1-A-1 / X006101'. At the bottom left, there is a 'CLEAR' button (red) and a 'DONE' button (green). Below the buttons is a dark blue bar with the text 'Please sign below' and a large 'X' on a line for the signature.

8. The voter will need to confirm their ballot choice



The screenshot shows the 'Voter Eligibility' screen. At the top, there's a settings gear and the title 'Voter Eligibility'. Below the title are 'BACK' and 'HOME' buttons. The voter's name 'Jill Hill' and address '133 Villa Pointe Dr Springboro' are displayed. To the right, the birth year '1989', voter ID '12225820', and county 'CLA' are shown. Below this is a dropdown menu for 'Precinct - Split' with the selected option 'MFLD 3-1'. A green message box with a checkmark says 'Voter is eligible to vote. Continue to next screen to process voter.'. At the bottom, there are three buttons: 'PROCESS NEXT VOTER' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

9. The voter will sign as best as they can.

TRAINING Voter Signature 64% 4:07 PM

BACK HOME

Jill Hill  
133 Villa Pointe Dr  
Springboro

Birth Year 1952 Voter ID 104995  
Precinct - Split / Ballot Style  
SPRINGBORO CITY 1-A-1 / D06101

CLEAR DONE

Please sign below

X \_\_\_\_\_

11. Scan the correct ballot barcode..

TRAINING Issue Ballot 64% 4:08 PM

BACK HOME

Jill Hill  
133 Villa Pointe Dr  
Springboro

Precinct - Split / Ballot Style  
SPRINGBORO CITY 1-A-1 / D06101 ENTER MANUALLY

\*X061010002\*

Select ballot type  
Paper Ballot ADA Ballot

Ballot Style  
D06101

Enter ballot style and stub number. Issue voter ballot then touch CONTINUE to proceed.

10. Since the voter showed you photo ID, you will tap on ISSUE BALLOT.

The signature does not have to exactly match.

TRAINING Voter Signature 64% 4:07 PM

BACK HOME

Jill Hill  
133 Villa Pointe Dr  
Springboro

Birth Year 1952 Voter ID 104995  
Precinct - Split / Ballot Style  
SPRINGBORO CITY 1-A-1 / D06101

If current signature matches the signature on file, touch ISSUE BALLOT.

SIGNATURE ON FILE  
*Jilly W Back*

CURRENT SIGNATURE  
\_\_\_\_\_

ISSUE BALLOT SIGN AGAIN

12. Process the next voter

TRAINING Processing Complete 64% 4:08 PM

Jill Hill

JANE VOTER Voter ID 104995 Ballot Style D06101

Voter successfully checked in

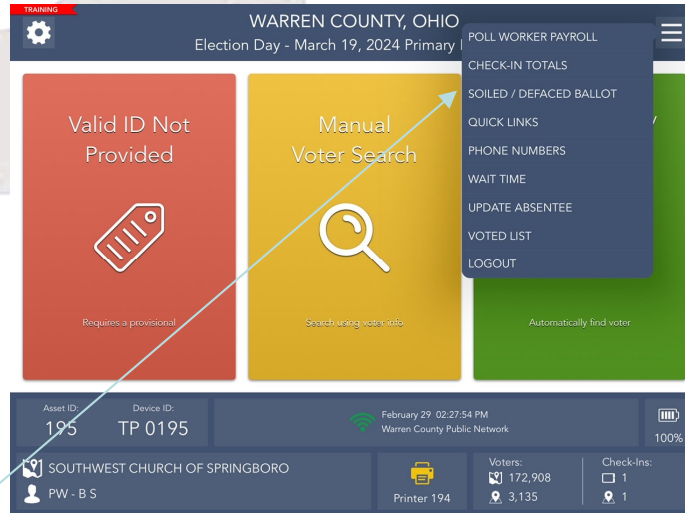
Great Job!

Direct voter to voting booth area. Instruct the voter to remove the stub after marking their ballot and return the stub to the ballot stub table.

PROCESS NEXT VOTER

# Training Exercise # 4- Soiled/Defaced Ballot

If a voter makes a mistake on a ballot and needs a new one, they must be directed to the Yellow Line with their ballot in hand.



Tap on the 3-line sandwich menu and select SOILED/DEFACED

# Soiled/Defaced Ballot

Type the Voters Last Name

Touch SEARCH

Touch on the voter's name and check the stub number listed against the number displayed

Touch SOIL

Touch

TRAINING Soiled / Defaced Ballot 97% 3:09 PM

BACK HOME 1 check-in found

Last Name Voter ID

Last Name VOTER SEARCH SOIL CLEAR

VOTER, JANE Birth Year: 1952 Voter ID: 104995 164 VILLA POINTE DR SPRINGBORO, 45066 Precinct: SPRINGBORO C... 02-29-2024 02:12:44 PM B S (Paper Ballot) D06101-0001

Verify the Stub number matches

Soil Ballot

Reason for soil?

Voter Requested  Administrative Issues

Are you issuing a replacement ballot?

Yes  No

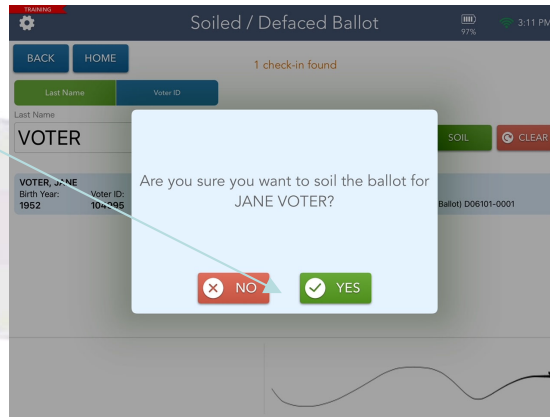
CANCEL CONTINUE

Note: Administrative Issues is used for when a mistake is made by a poll worker. Selecting this will not count towards the 3-ballot issue limit.

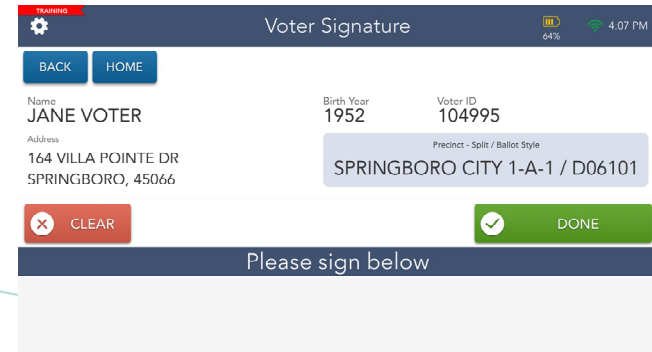
Selecting NO is used for if the voter does not want to vote after being issued a ballot.

# Soiled/Defaced Ballot

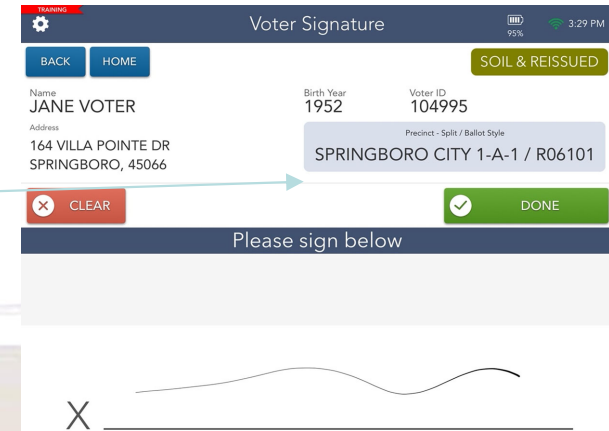
Touch YES



Voter Signs again and touch DONE



Voter signs and touches DONE



# Soiled/Defaced Ballot

Touch  
ISSUE  
BALLOT

TRAINING  
Voter Signature  
95% 3:29 PM

BACK HOME SOIL & REISSUED

Name: JANE VOTER  
Birth Year: 1952  
Voter ID: 104995  
Address: 164 VILLA POINTE DR, SPRINGBORO, 45066  
Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / R06101

If current signature is close to matching the signature on file, touch ISSUE BALLOT.

SIGNATURE ON FILE  
Kally W Back  
CURRENT SIGNATURE

ISSUE BALLOT  
SIGN AGAIN

Scan  
Ballot  
Barcode

TRAINING  
Issue Ballot  
95% 3:29 PM

BACK HOME SOIL & REISSUED

Name: JANE VOTER  
Voter ID: 104995  
Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / R06101

ENTER MANUALLY

\*X061010008\*

Select ballot type  
Paper Ballot ADA Ballot

Ballot Style: R06101

Enter ballot style and stub number. Issue voter ballot then touch CONTINUE to proceed.

TRAINING  
Processing Complete  
94% 3:37 PM

SOIL & REISSUED

Name: JANE VOTER  
Voter ID: 104995  
Ballot Style: R06101

Voter successfully checked in

Great Job!

Follow the instructions in the PEO Guide for replacing soiled and defaced ballot.

Direct voter to voting booth area. Instruct the voter to remove the stub after marking their ballot and return the stub to the ballot stub table.

PROCESS NEXT VOTER

# Voter that has moved

## Manual Voter Search

Type JONES House Number:  
85

The screenshot shows a mobile application interface titled "Find Voter". At the top, there is a status bar with "TRAINING" on the left, a gear icon, and "Find Voter" in the center. On the right, there is a battery icon at 98%, a heart icon, and the time "11:38 AM". Below the status bar are four buttons: "BACK", "HOME", "START OVER" (with a circular arrow icon), and a search filter menu. The search filter menu has four options: "LAST NAME AND HOUSE NUMBER" (highlighted in green), "LAST NAME AND BIRTH YEAR", "NAME AND BIRTH DATE", and "LAST NAME AND FIRST NAME". Below the filter menu are two input fields: "Last Name" with the text "JONES" and "House Number" with the text "85". To the right of these fields is a green "SEARCH" button with a magnifying glass icon.



No needs changes

**Voter Identification** 11:40 AM

BACK HOME

Name	MARY JONES	Birth Year	1978	Voter ID	249977
Address	85 SPRINGHOUSE DR SPRINGBORO, 45066				
	Precinct - Split / Ballot Style SPRINGBORO CITY 1-A-1 / X06101				

Does the information the voter stated match the information above?

WRONG VOTER, SEARCH AGAIN

NO, NEEDS CHANGES

YES, CONTINUE

NO VOTER FOUND

Touch EDIT

**Voter Update** 11:40 AM

BACK HOME

Touch EDIT to Update Information Below

Name	MARY JONES	09/09/1999	Gender	N/A	EDIT
Residence Address	85 SPRINGHOUSE DR SPRINGBORO, 45066				EDIT

CONTINUE



TYPE IN  
ADDRESS

Voter Update 11:40 AM

BACK HOME CLEAR

Type in the house number and first three letters of the street name and touch SEARCH.

House Number Street Name

2870 GREENTREE SEARCH

Q W E R T Y U I O P  
A S D F G H J K L search  
Z X C V B N M .123

TYPE IN  
ADDRESS

Voter Update 11:41 AM

BACK HOME CLEAR

Type in the house number and first three letters of the street name and touch SEARCH.

House Number Street Name

2870 GREENTREE SEARCH

1 Address Found

GREEN TREE RD LEBANON, 45036 TURTLECREEK TWP # 1

ADDRESS NOT FOUND CONTINUE

Voter Update 11:41 AM 98%

BACK HOME

2870 GREENTREE RD LEBANON, 45036

Is there a unit number? NO YES

Voter Update

11:42 AM

BACK HOME

Confirm Information Below

Name	MARY JONES	Gender	N/A
Birth Date	09/09/1999		
Residence Address	2870 GREENTREE RD LEBANON, 45036		
Old Address	85 SPRINGHOUSE DR SPRINGBORO, 45066		

BACK HOME

CORRECT

NOT CORRECT

Voter Update

11:42 AM

BACK HOME

INFORMATION IS CORRECT

Name	MARY JONES	Birth Date	09/09/1999	Gender	N/A
Residence Address	2870 GREENTREE RD LEBANON, 45036				
Old Address	85 SPRINGHOUSE DR SPRINGBORO, 45066				

CONTINUE

**Voter Identification** 11:42 AM

BACK HOME

Name: **MARY JONES** Birth Year: **1978** Voter ID: **249977**

Address: **2870 GREENTREE RD  
LEBANON, 45036** Precinct - Split / Ballot Style: **TURTLECREEK TWP B-1 / X21101**

Does the information the voter stated match the information above?

WRONG VOTER, SEARCH AGAIN NO, NEEDS CHANGES YES, CONTINUE

NO VOTER FOUND

**Voter Eligibility** 11:43 AM

BACK HOME AddrChg - Out of Precinct VOTER CHANGES

Name: **MARY JONES** Birth Year: **1978** Voter ID: **249977**

Address: **2870 GREENTREE RD  
LEBANON, 45036** Precinct - Split / Ballot Style: **TURTLECREEK TWP B-1 / X21101**

Add-Chg - Out of Precinct Wrong Location

Voter is not eligible to vote a regular ballot. Read instructions below.

Voter precinct updated due to address change.

Touch the Green PROCESS PROVISIONAL button to continue.

Voter is at the wrong voting location.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS UPDATE VOTER INFO

**Voter Eligibility** 97% 11:43 AM

BACK HOME **AddrChg - Out of Precinct** VOTER CHANGES

Name: **MARY JONES** Birth Year: **1978** Voter ID: **249977**

Address: **2870 GREENTREE RD LEBANON, 45036** Precinct - Split / Ballot Style: **TURTLECREEK TWP B-1 / X21101**

Add-Chg - Out of Precinct Wrong Location

**Voter is not eligible to vote a regular ballot. Read instructions below.**

Voter precinct updated due to address change.

Touch the Green Re-Direct Voter button to continue.

Manual Provisional Curbside Voter location.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS UPDATE VOTER INFO

**Re-Direct Voter** 97% 11:44 AM

BACK HOME CONTINUE

Correct precinct and voting location listed below. Allow voter to see map view of voting location if needed.

**ARMCO PARK- PAVILION**

Location: **211**

1223 N SR 741 LEBANON 45036

Map, Print, Mail, Location, Print icons

**Re-Direct Voter** 97% 11:44 AM

BACK HOME CONTINUE

Correct precinct and voting location listed below. Allow voter to see map view of voting location if needed.

**ARMCO PARK- PAVILION**

Location: **211**

1223 N SR 741 LEBANON 45036

**Re-direct Slip**

Print the Re-direct slip. Touch CONTINUE to complete.

REPRINT CONTINUE

Map view of voting location