Warren County Board of Elections

Basic Training

Updated: 10/10/24

<u>Board Members</u>
Jeff Monroe, Chairman
Kathlene Applegate
Bethe Goldenfield
Lori Viars

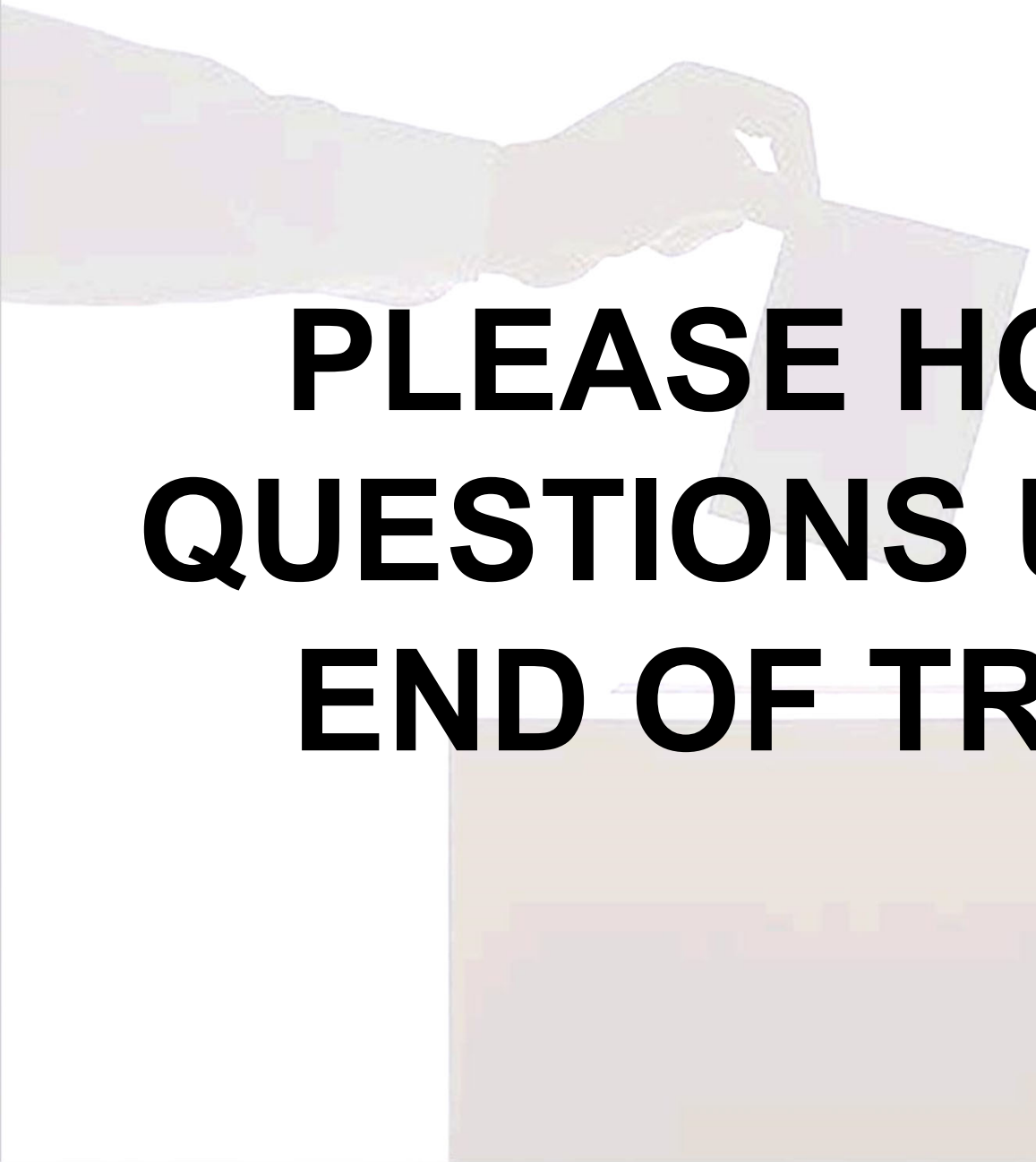
<u>Director</u>
Brian Sleeth

<u>Deputy Director</u>
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!

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

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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.

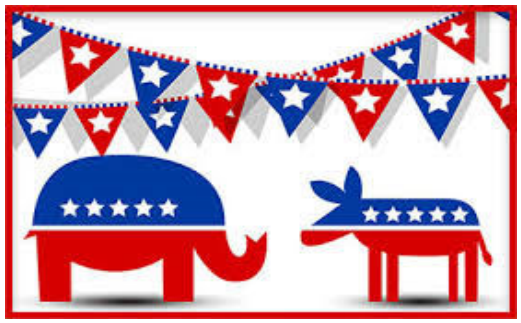
- The Provisional Specialist should process “regular” voters if they are not needed as a specialist.

This position will have a detailed instruction manual

Stations at the Polling Location

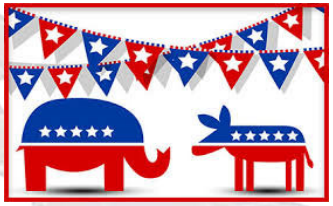
Ballot Station:

- 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.

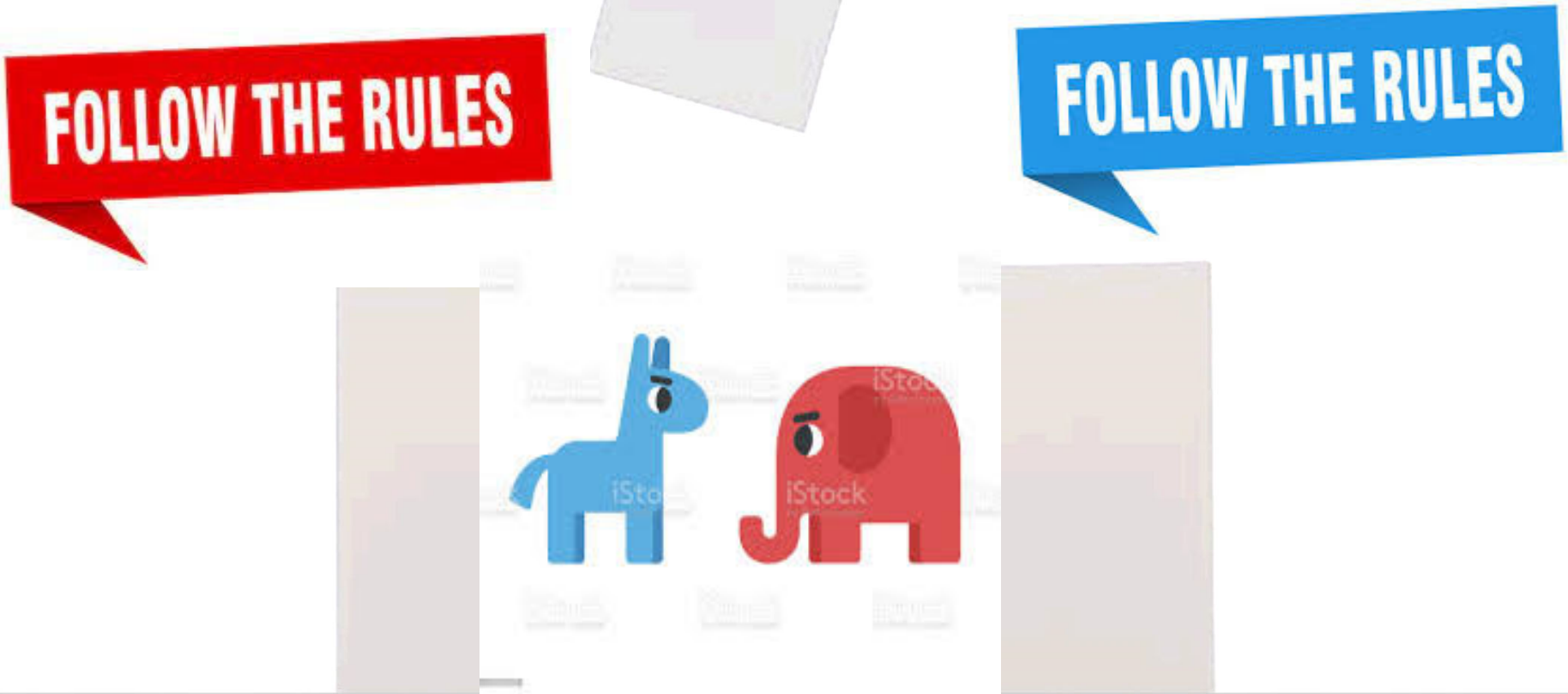
- You will be able to assist voters with any questions.

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



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 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

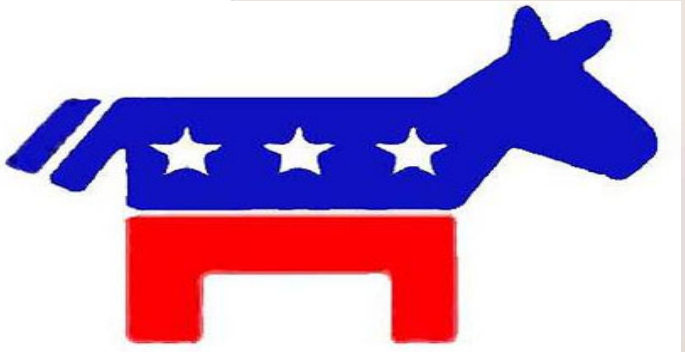
ePollbook case(s)

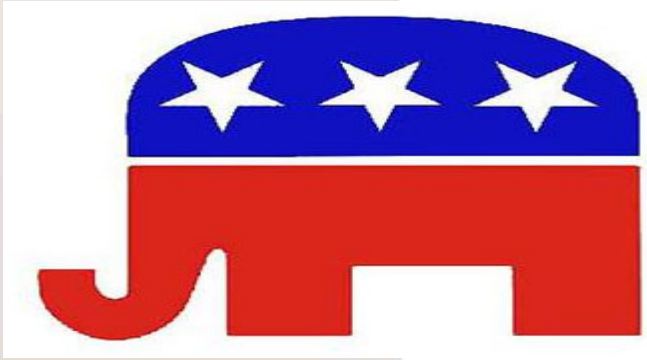
Bottom Shelf: ADA Voting Unit case, Ballot Bags with **un-voted** Ballots and overflow ePollbooks cases(s)

*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.

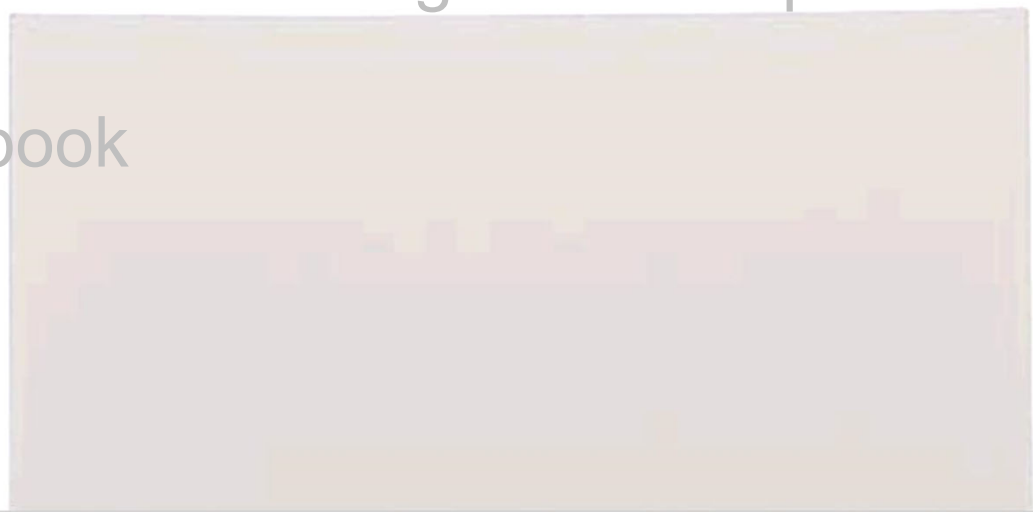
- ✓ Black Ballot Bag(s) should remain under the tables at this station.

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

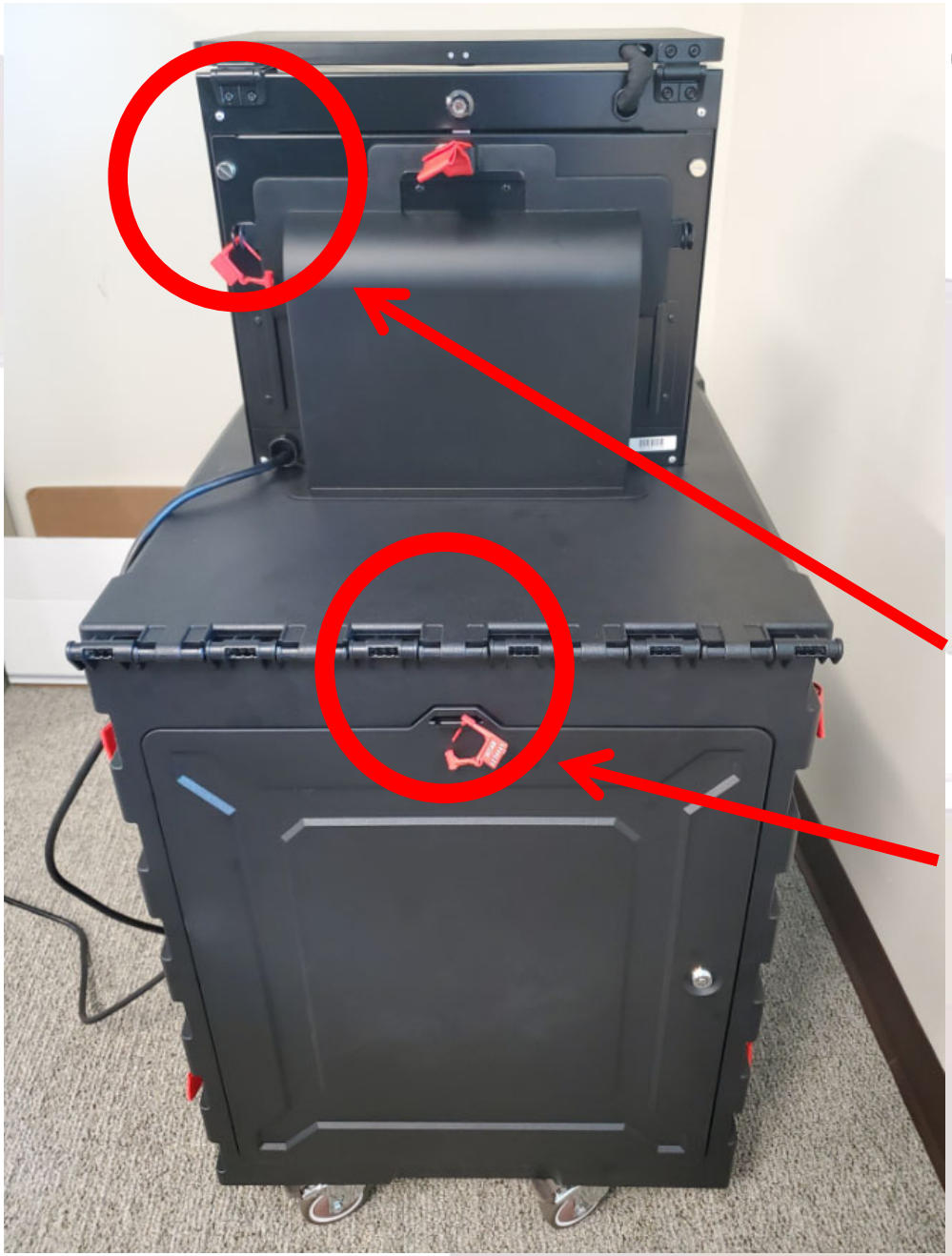
ClearCast Scanner

(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

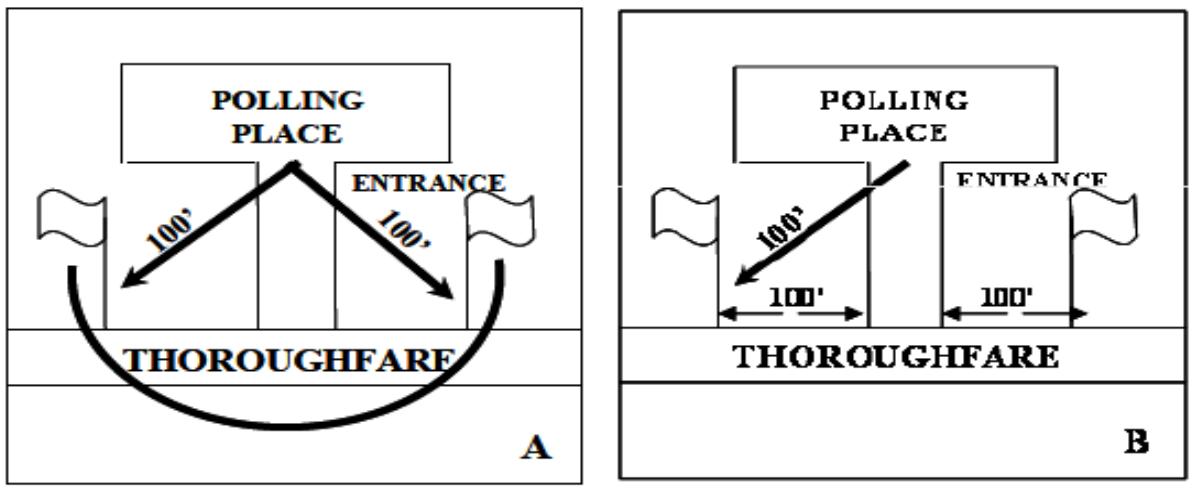
- ✓ Locate equipment that was delivered to the location and **SET UP** by your Trouble Shooter.

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.

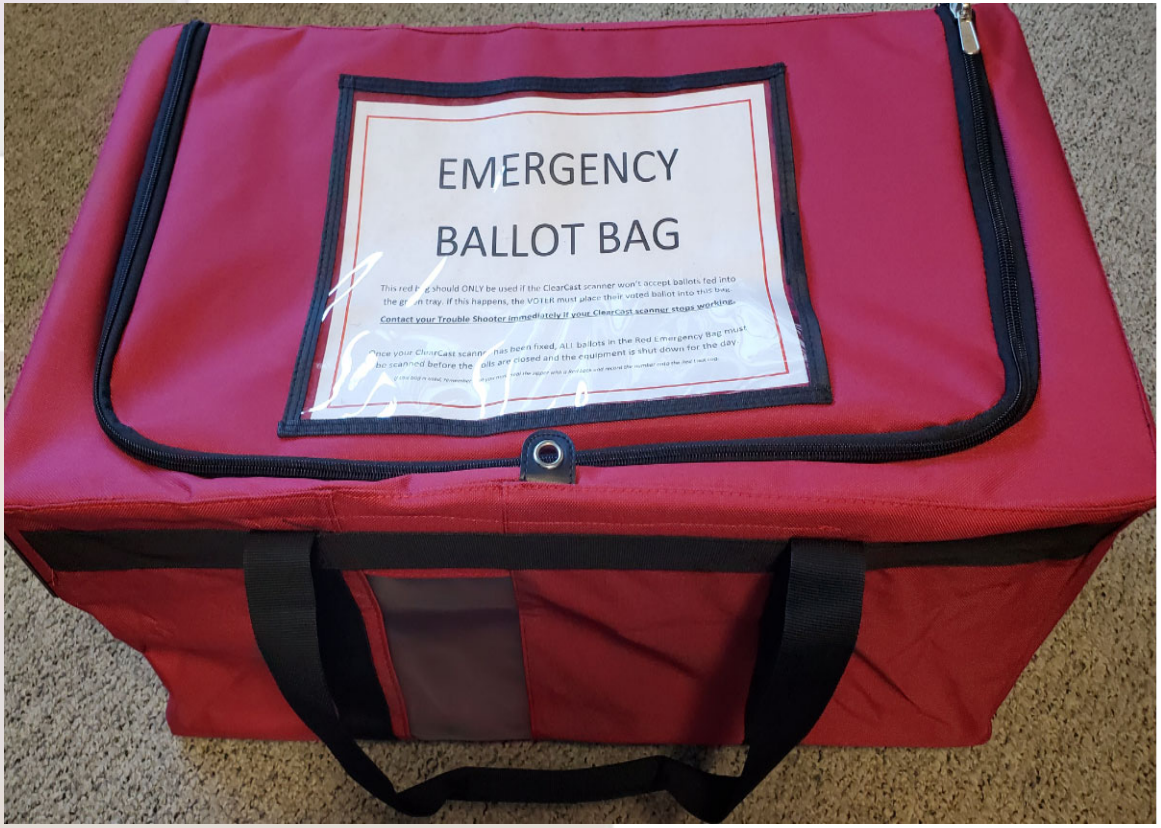
ClearCast Scanner Not Working?

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

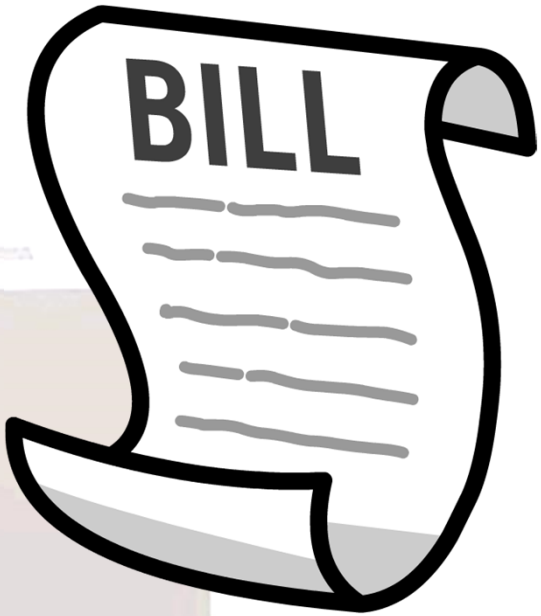
ePollbook Station

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.

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

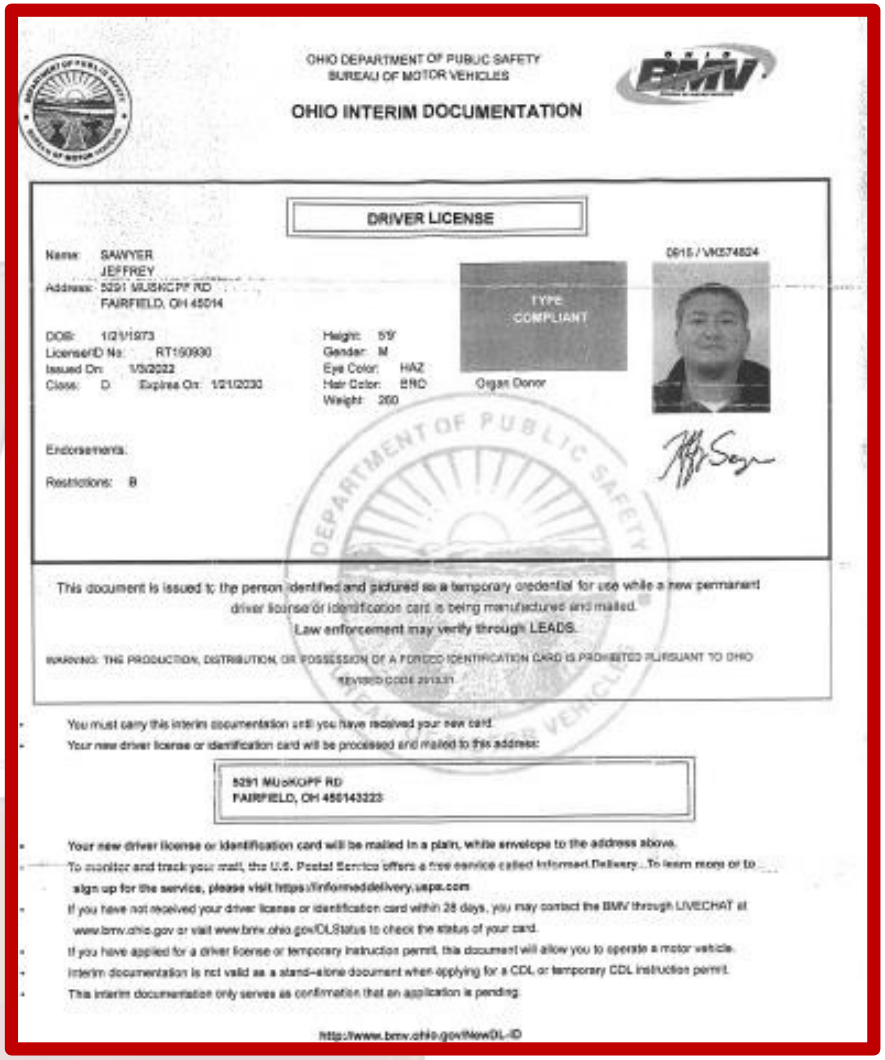
A US Passport or Passport card

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



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

OHIO INTERIM DOCUMENTATION

DRIVER LICENSE

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

DOB: 1/21/1973
License/ID No: RT150930
Issued On: 1/3/2023
Class: D Expires On: 1/21/2030

Height: 5'9"
Gender: M
Eye Color: HAZ
Hair Color: BRO
Weight: 260

TYPE COMPLIANT

Organ Donor

0515 / VK574824

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 REVISED CODE 2913.31

- 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 this address:

5291 MUSKOFF 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://informeddelivery.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 or visit www.bmv.ohio.gov/OLStatus 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 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-citezenship
- A Veterans ID issued by the county recorder's office
- Social Security Card
- Insurance Cards
- Birth Certificate
- Registration notices from Board of Elections

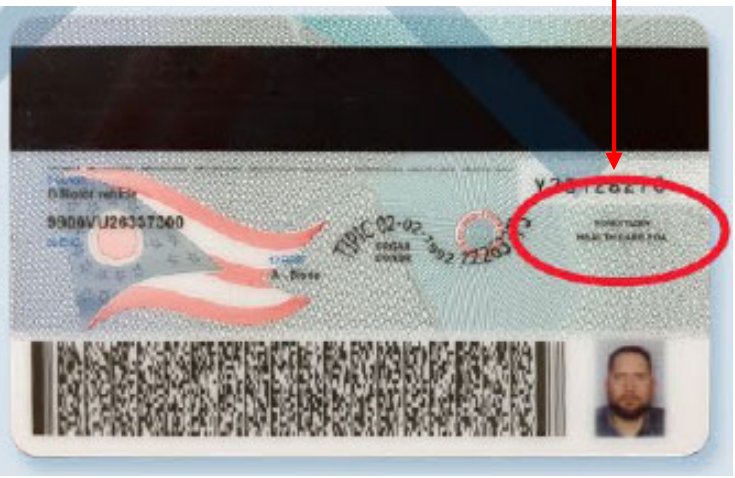
Unacceptable Voter ID (cont.)

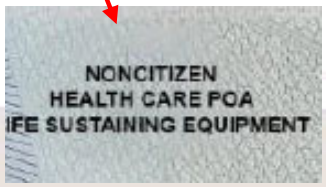
- Utility bills
- Bank statements
- Government checks
- Paychecks or direct deposit receipts
- Other government documents
- Tax bill

Examples of Unacceptable Forms of ID

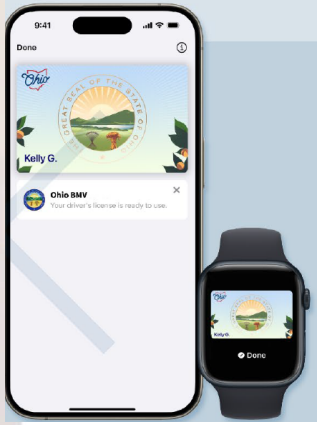
The State of Ohio noncitizen identification, also known as a Non-Renewable/ Non-Transferable credential, is not acceptable.

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

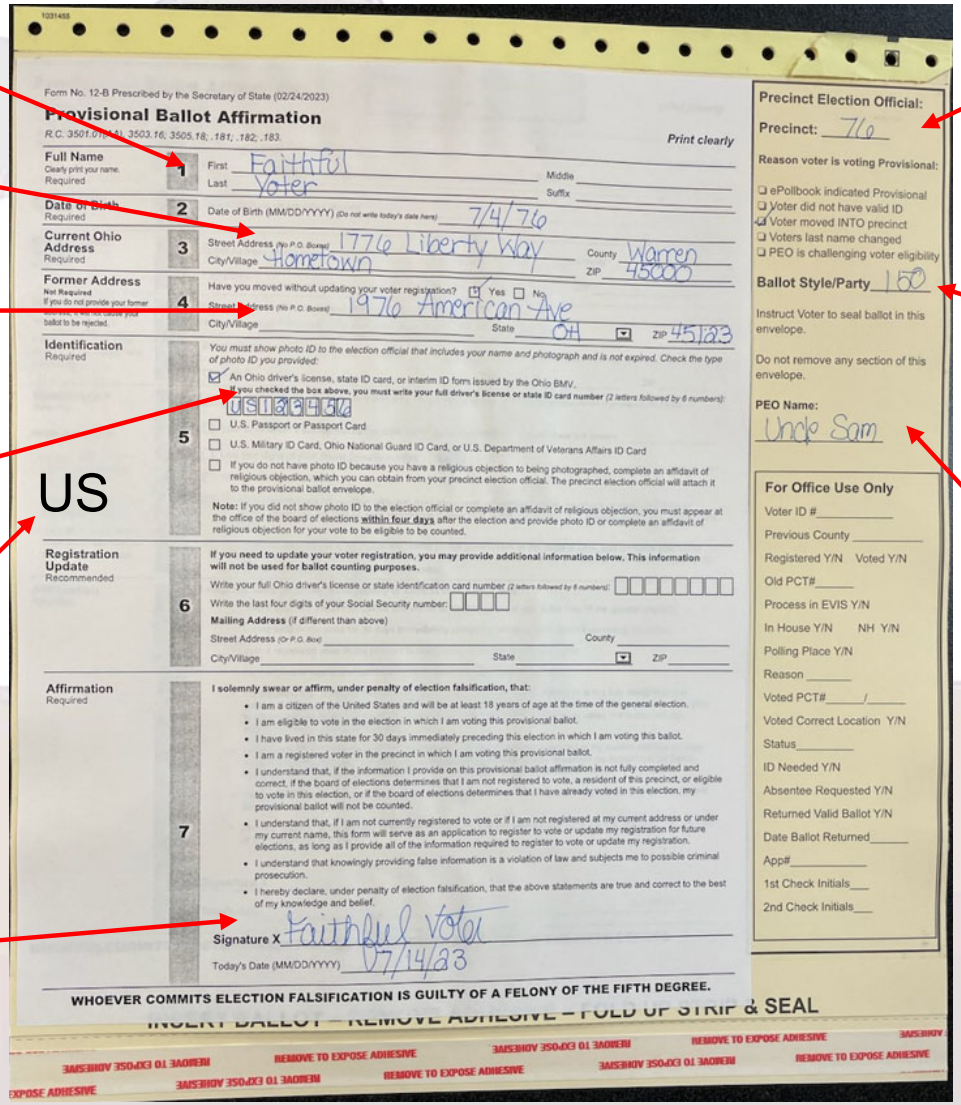
Voter's Address

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



Precinct number

Ballot number

PEO/VLM's Name or initials

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.**

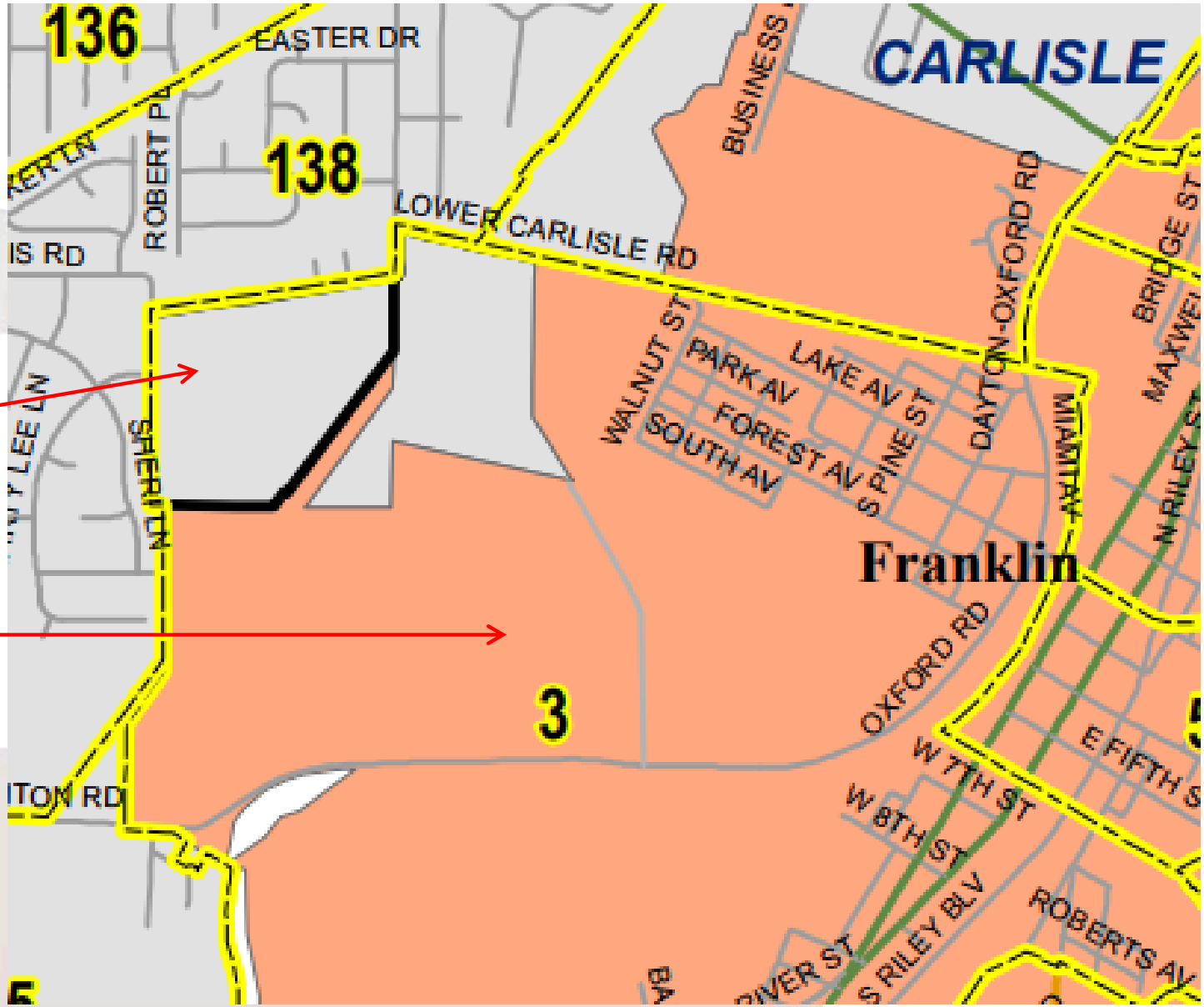
• If a precinct does not contain multiple splits, the default for the ballot is split 1. Some precincts will combine splits onto one ballot.

• The split is clearly marked in the ePollbook.

Precinct 3

Carlisle Schools (beige)

Franklin Schools (salmon)



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.

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.

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

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.

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

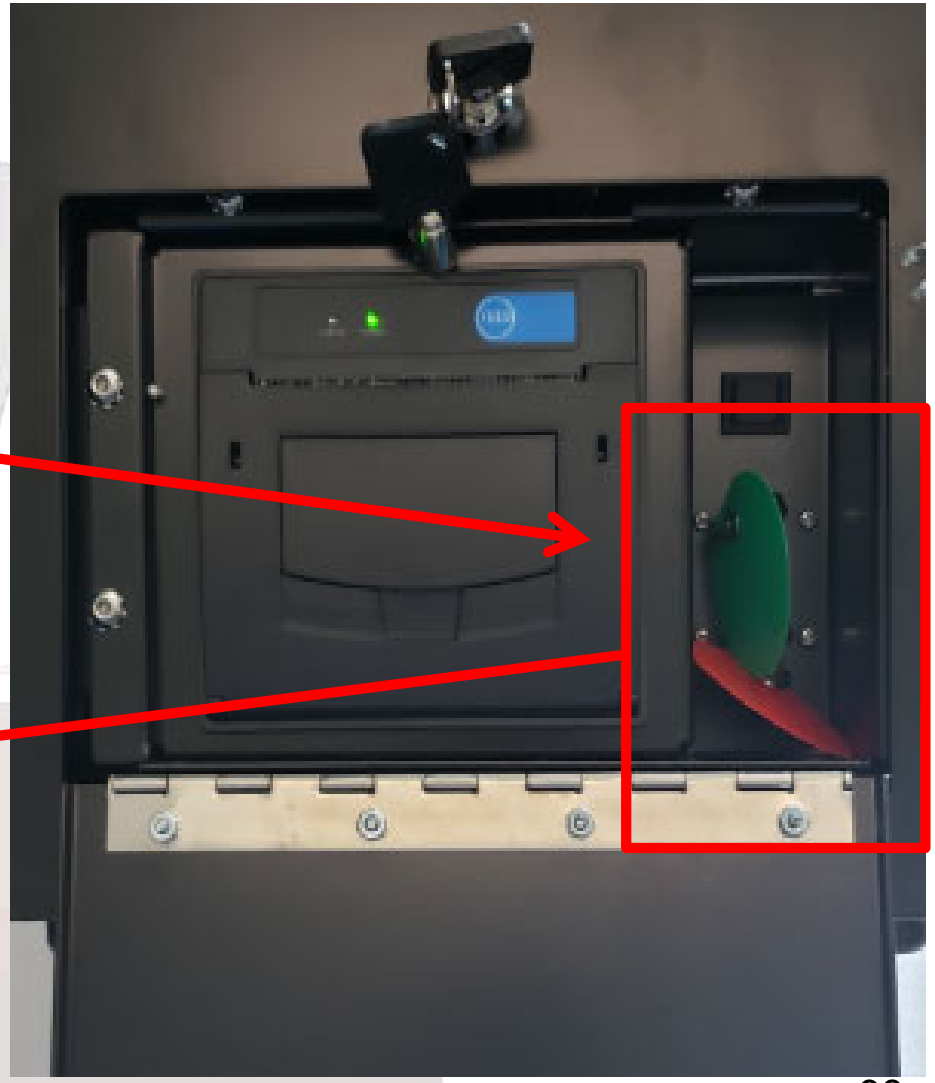
- Location Coordinator/VLM will shut down the ClearCast Scanners.
- They will read the instructions to a team of workers to expedite the shut down process.
- Do NOT remove the USB sticks until instructed to on the ClearCast Screen.

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.

Closing the ClearCast Scanner

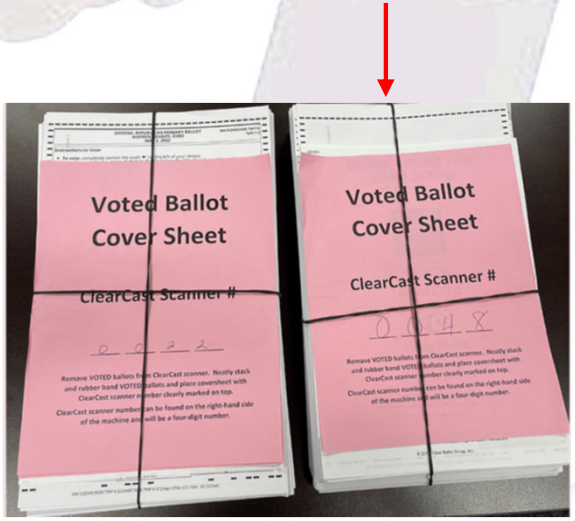
Removing the Memory Sticks

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.

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 ORGINALLY WERE IN AND PLACE ON THE SECURITY CART)

(Remember, "**Blue** goes with you, but **Black** stays back")

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

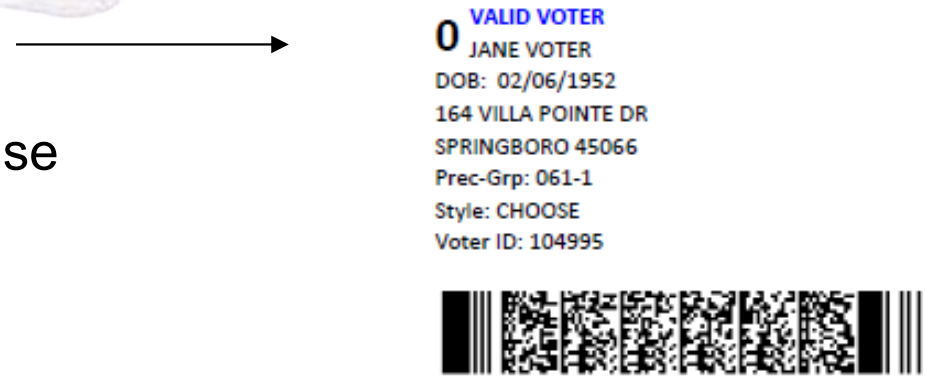
- Web Presentation: vote.warrencountyohio.gov
- Pre-Election Day reminder robo text program

Hands On Training

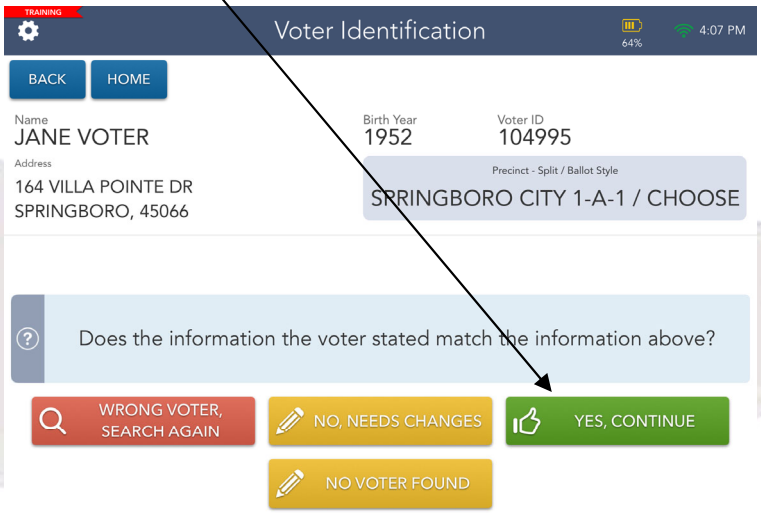
ePollbook Training Exercises

Training Exercise #1

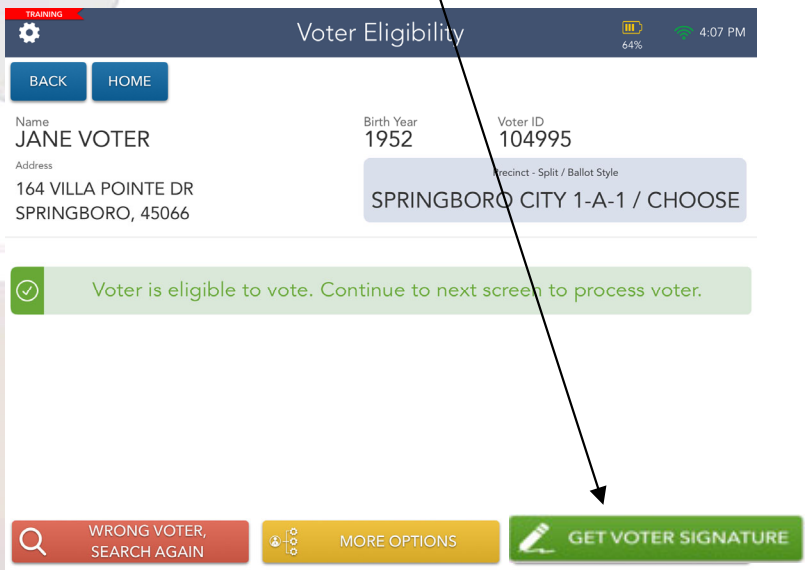
Scan License



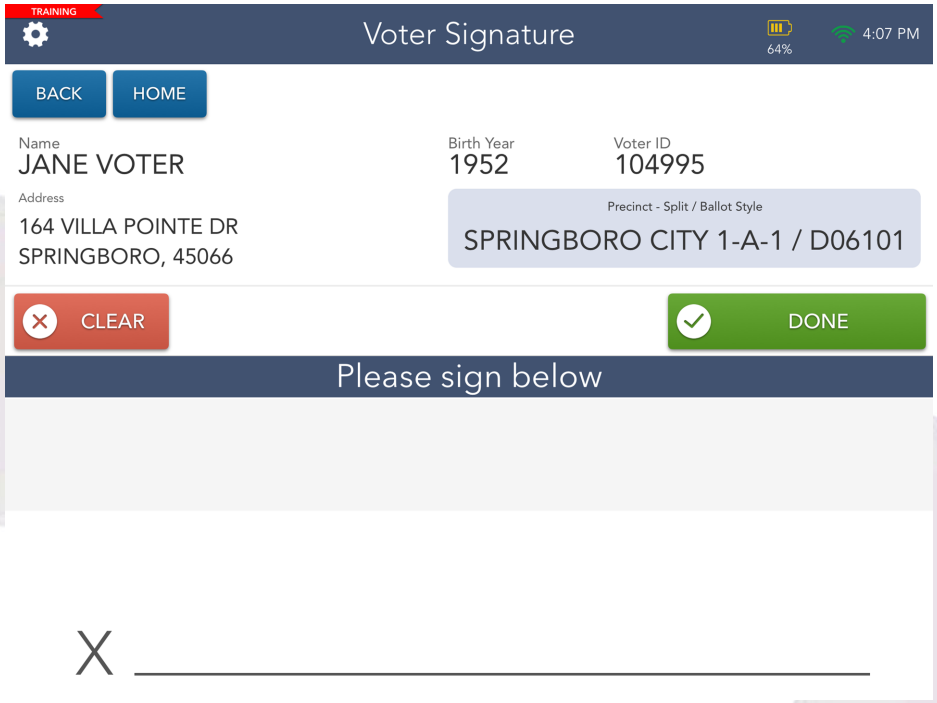
1. Ask the voter to state their address. If correct tap on YES, CONTINUE



2. Tap on Get Voter Signature

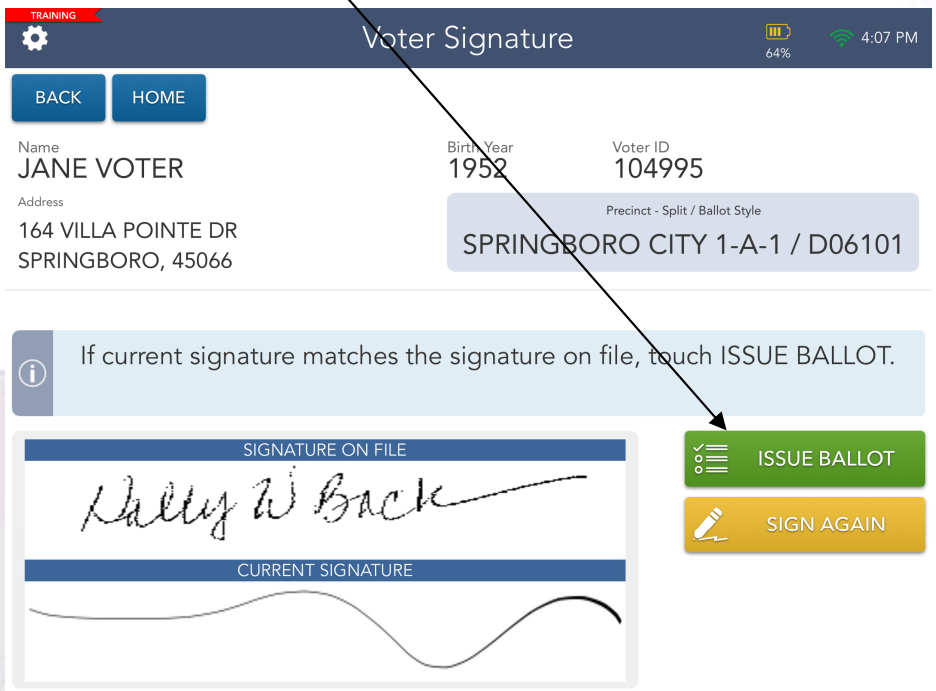


3. The voter will sign as best as they can.

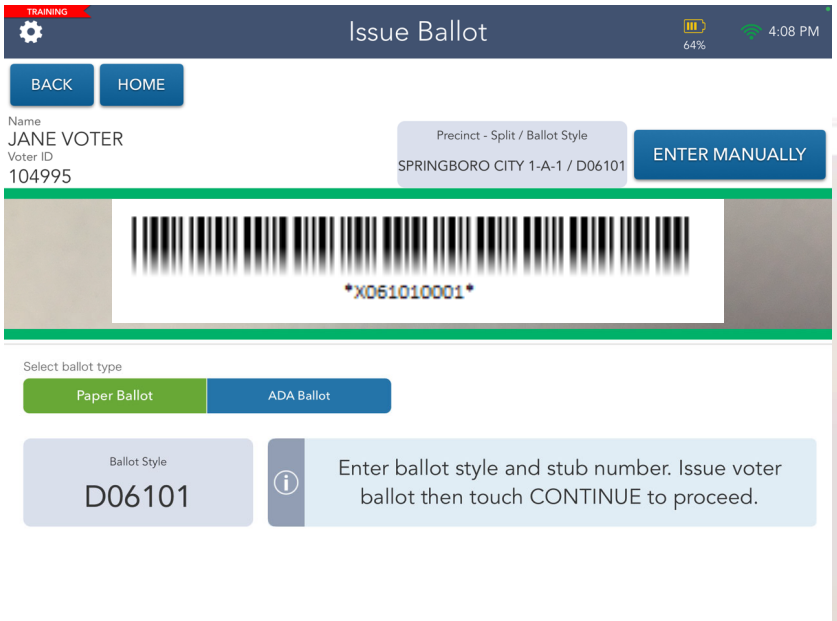


4. Since the voter showed you photo ID, you will tap on ISSUE BALLOT.

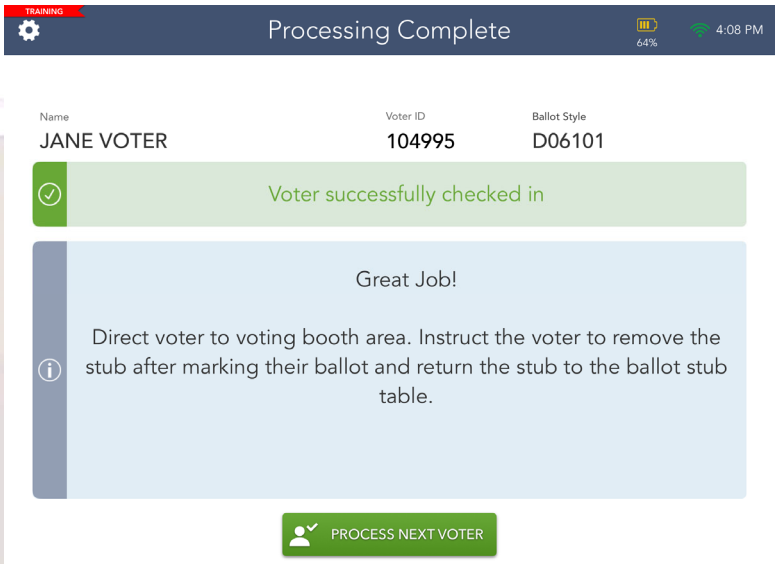
The signature does not have to exactly match.



5. Scan the correct ballot barcode..



6. Process the next voter



Curbside Voting

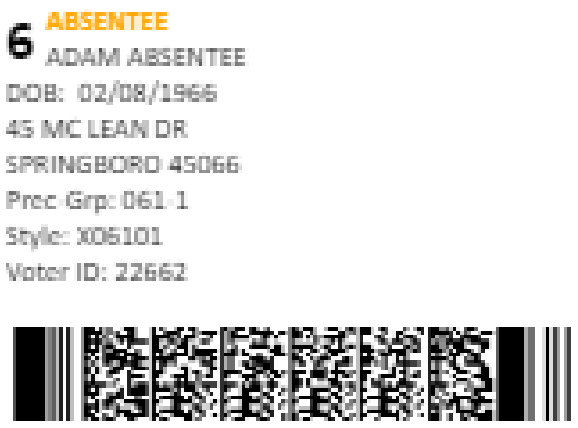
If you are alerted to a Curbside Voter: The voter completes the Curbside Authorization Form, a bi-partisan team will go to the ePollbook processing station and look up the voter, at the select ballot screen, click on MORE OPTIONS and CURBSIDE voter. This will bypass the signature requirement process.

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.**

Training Exercise # 2 - Processing a Provisional Status Voter

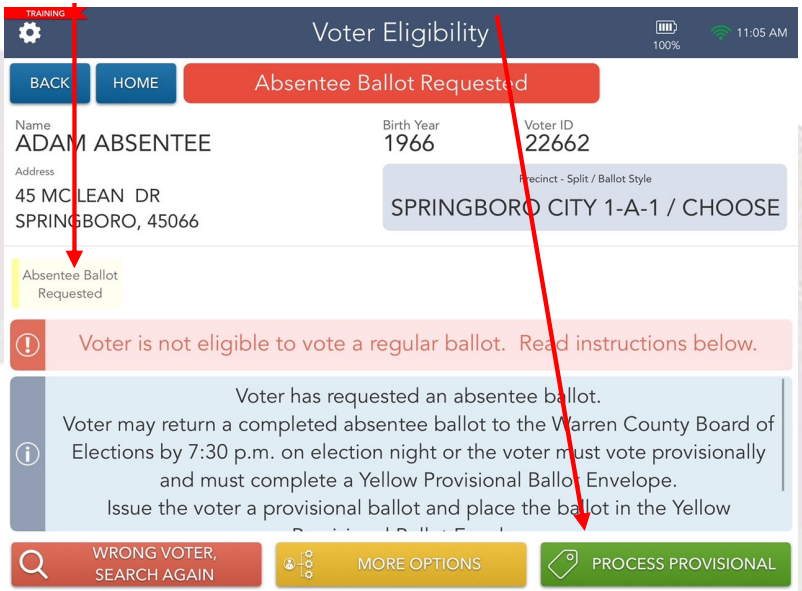
(Yellow Station - Provisional Specialist)



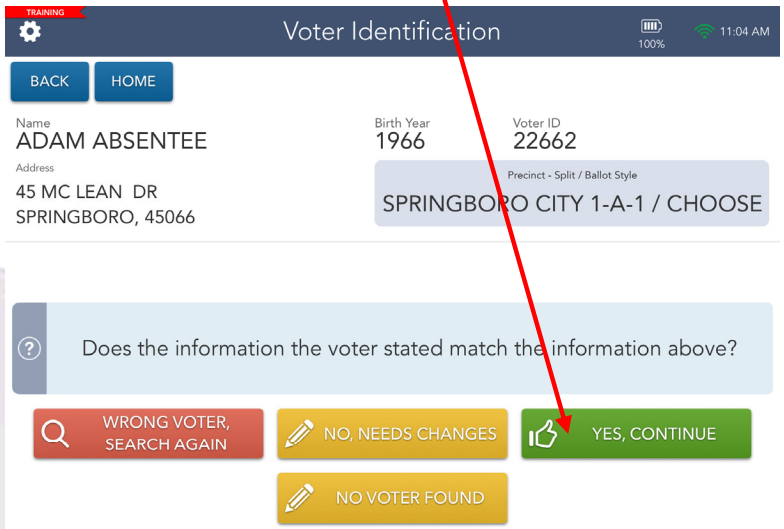
1. Scan License

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

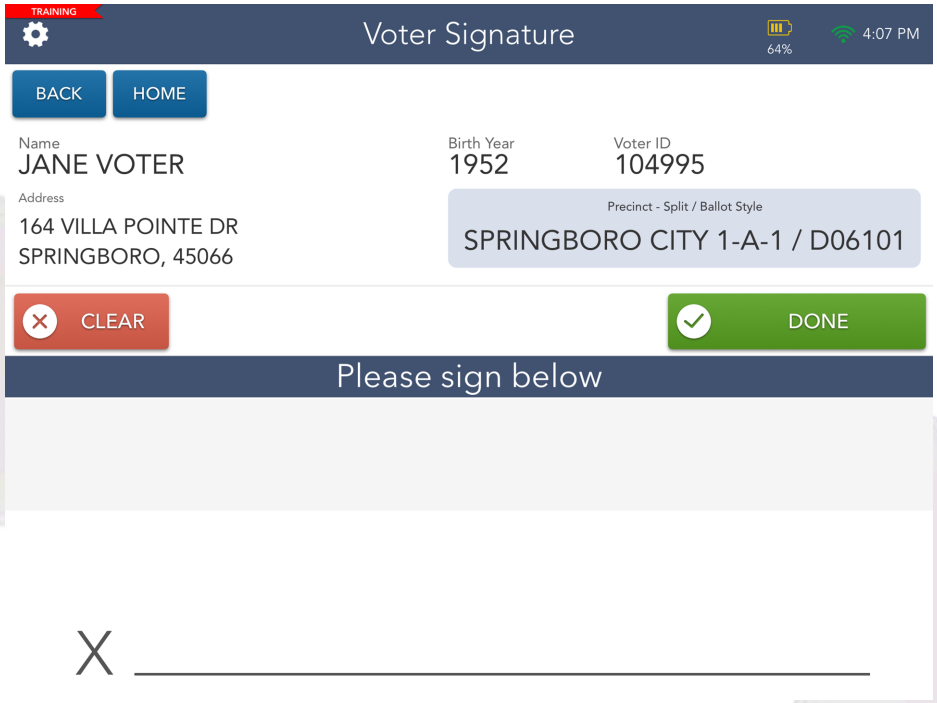
1. The record will indicate this voter is a Provisional Voter. The reason will be stated here: Touch PROCESS PROVISIONAL



2. Touch YES CONTINUE

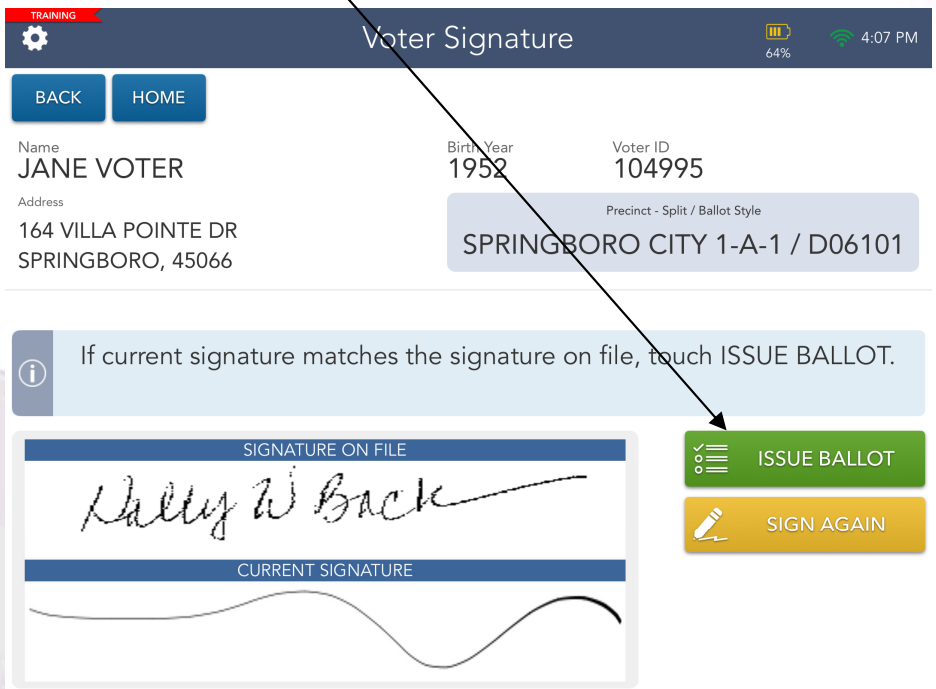


3. The voter will sign as best as they can.

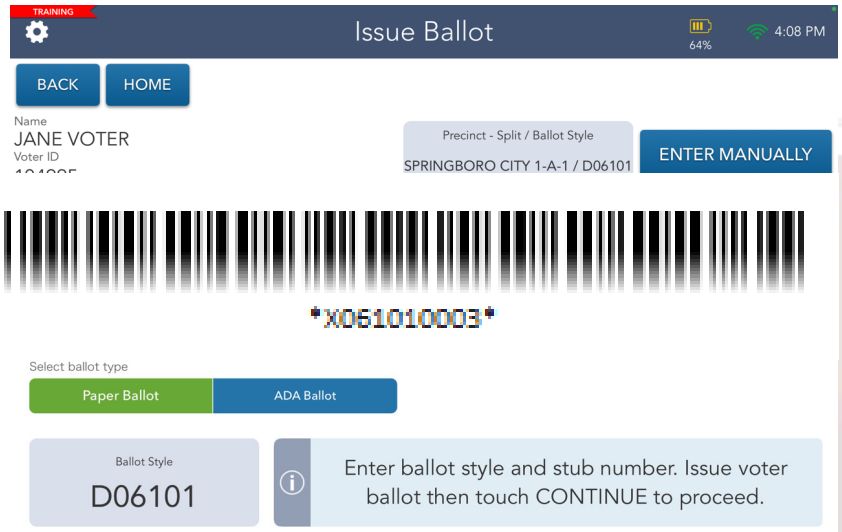


4. Since the voter showed you photo ID, you will tap on ISSUE BALLOT.

The signature does not have to exactly match.



5. Scan the correct ballot barcode..



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***)

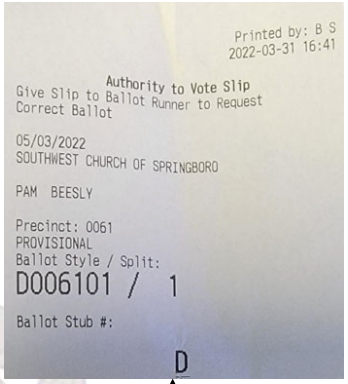
- Have voter complete the Provisional Envelope and using the template, check to see that all the following information has been completed:
  - First & last name
  - Date of birth
  - Current street address
  - Form of identification
  - Signature/Date

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.

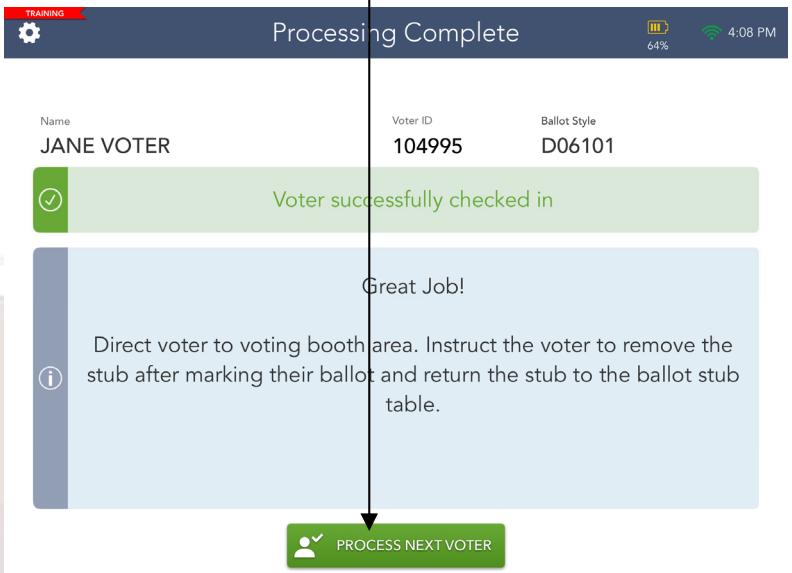
Instruct the Provisional voter to vote and then seal their ballot inside the envelope. The provisional envelope should be returned to the Ballot Table where it will be securely stored in the yellow Provisional bag.

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



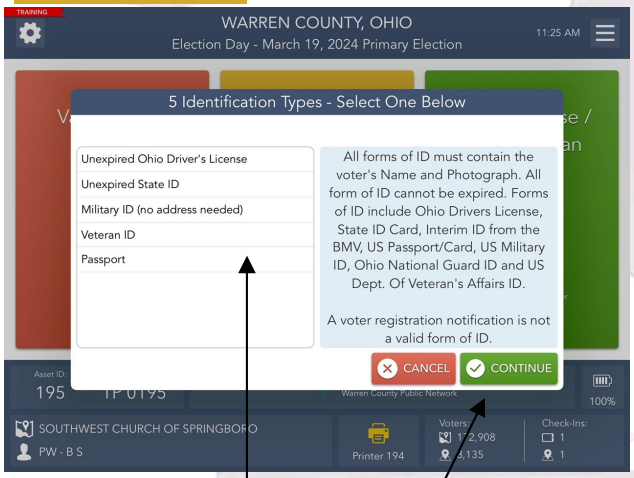
Training Exercise # 3

- Manual Voter Search

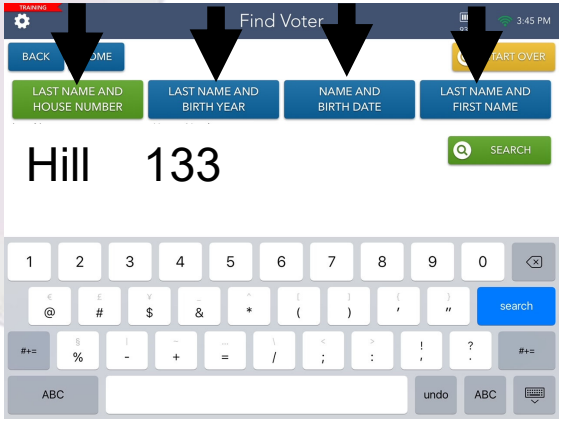
Manual Search

1. To process an eligible voter by [illegible] methods using the **yellow**

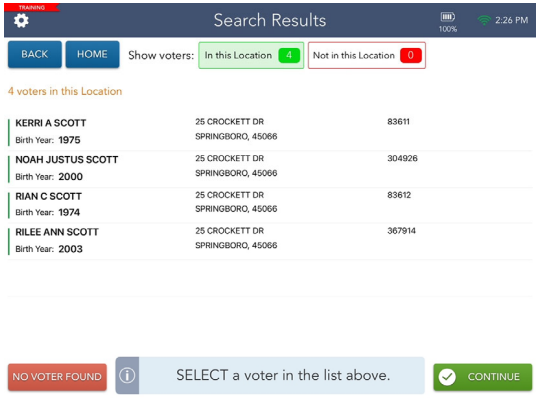
"MANUAL SEARCH"



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

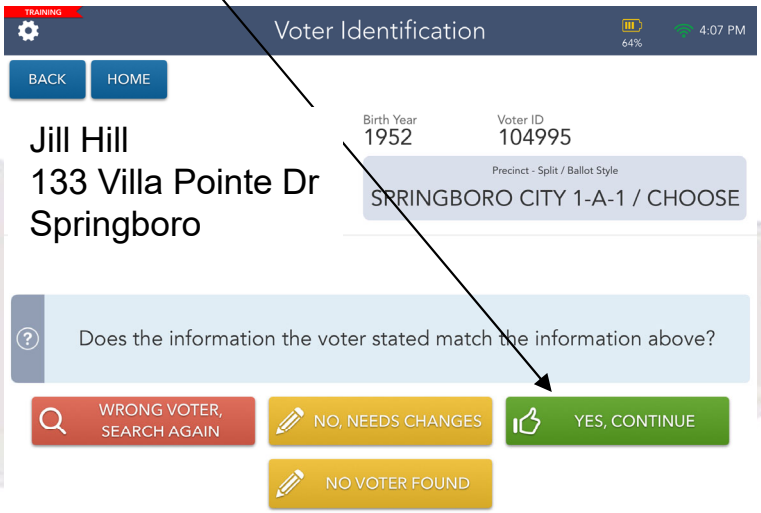


(Or if only 1 voter is found, proceed to step 5.)

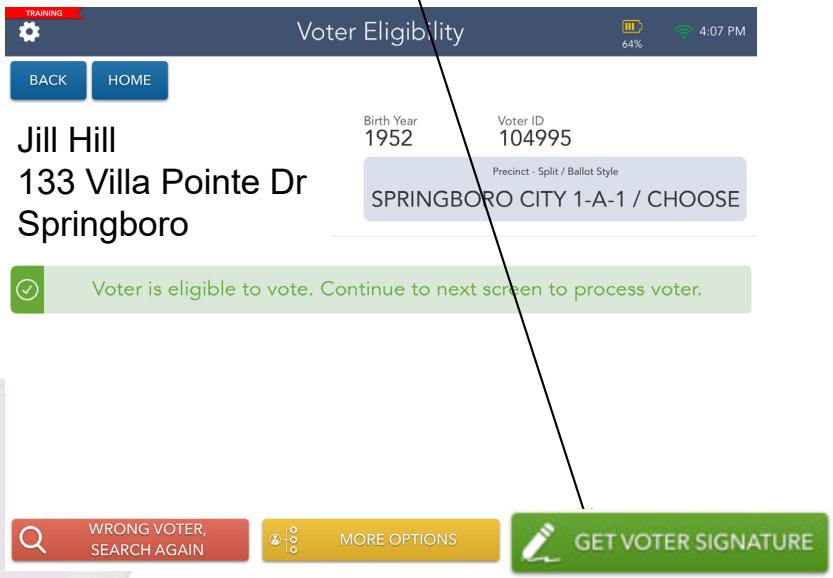


4. You may see multiple voter names, select the voter by touching the correct name

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

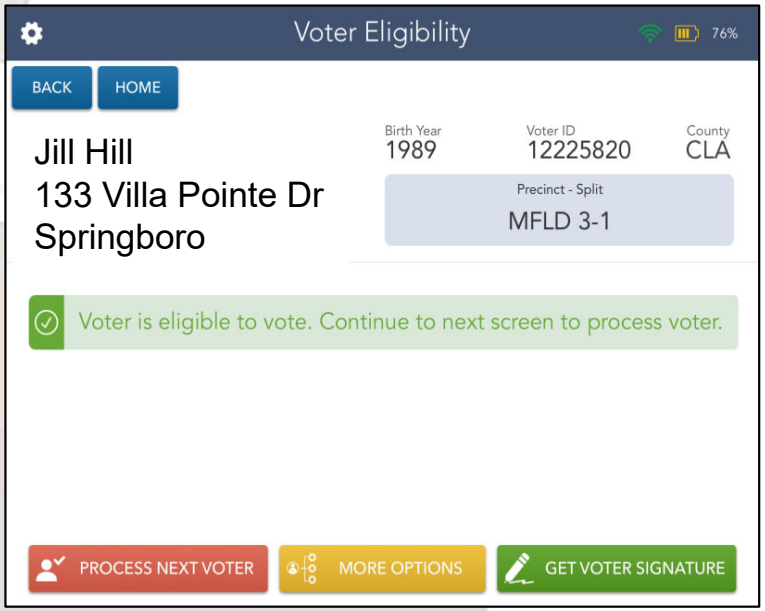


6. Tap on SELECT BALLOT



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

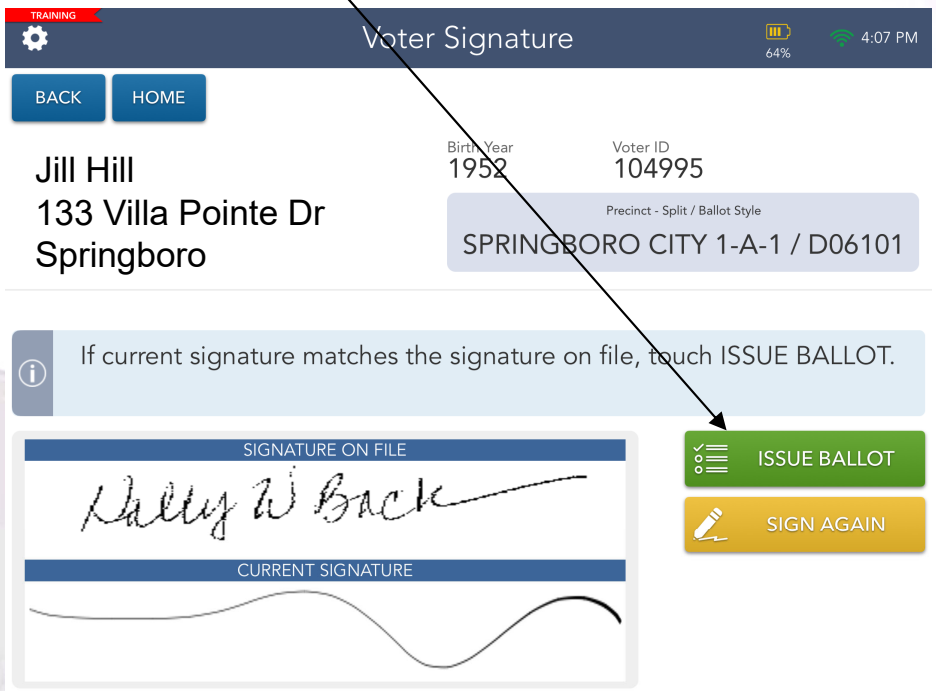
8. The voter will need to confirm their ballot choice



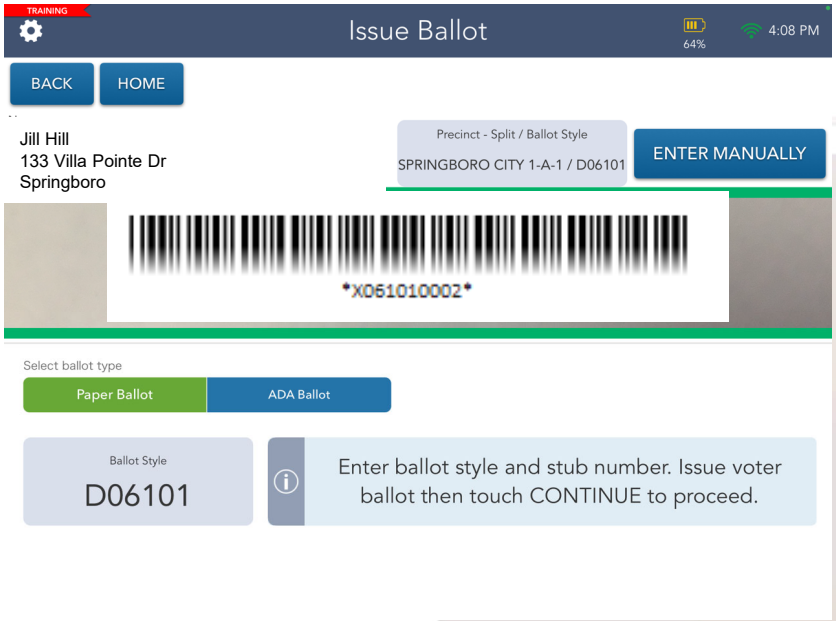
9. The voter will sign as best as they can.

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

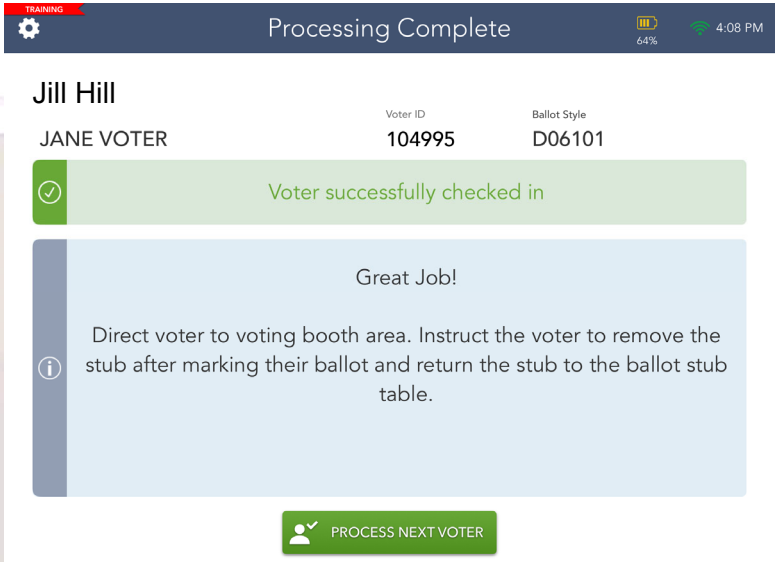
The signature does not have to exactly match.



11. Scan the correct ballot barcode..



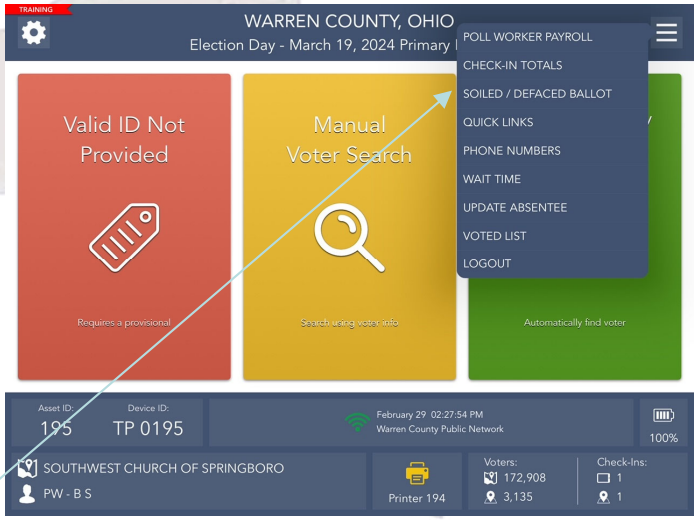
12. Process the next voter



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

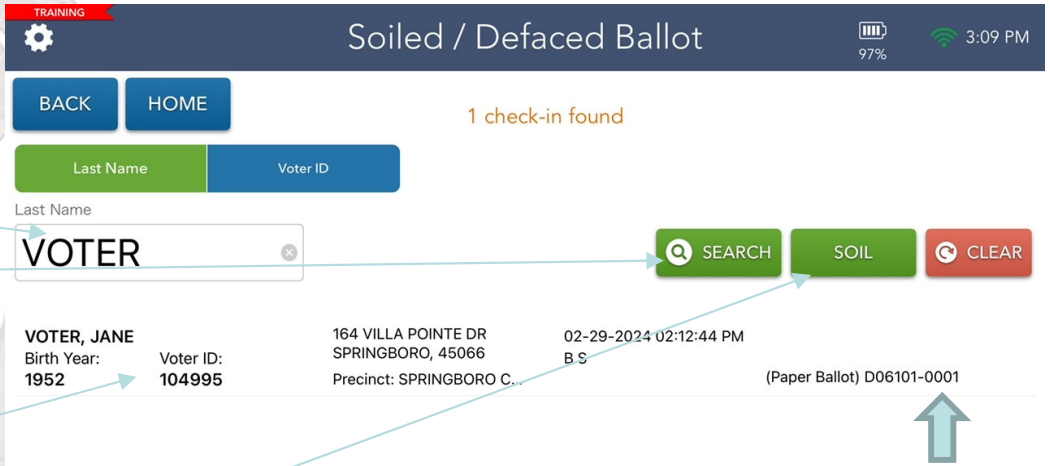
Type the Voters Last Name

Touch SEARCH

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

Touch SOIL

Touch



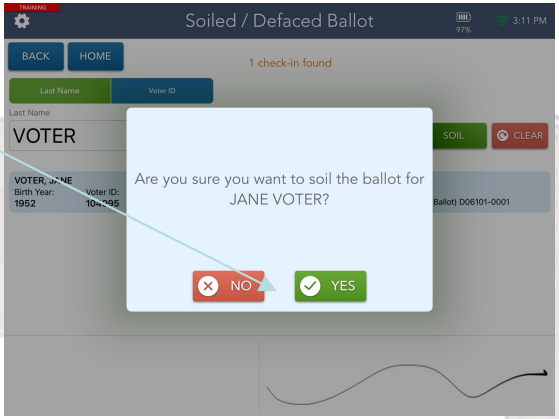
Verify the Stub number matches

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

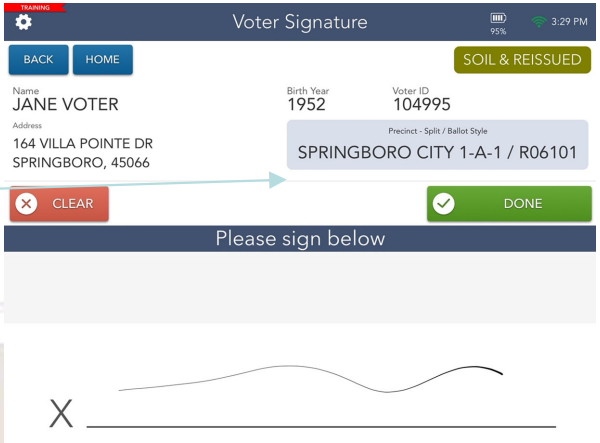
Touch YES



Voter Signs again and touch DONE

X _____

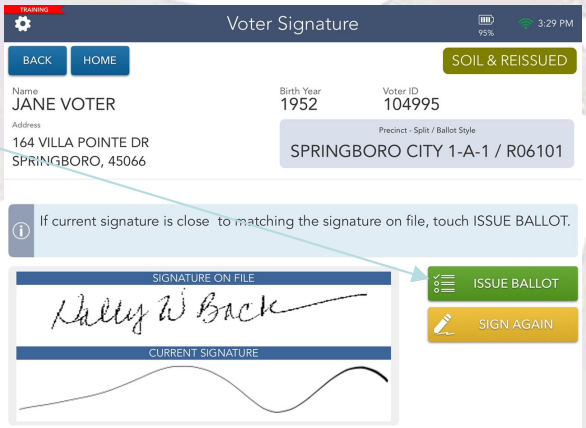
Voter signs and touches DONE



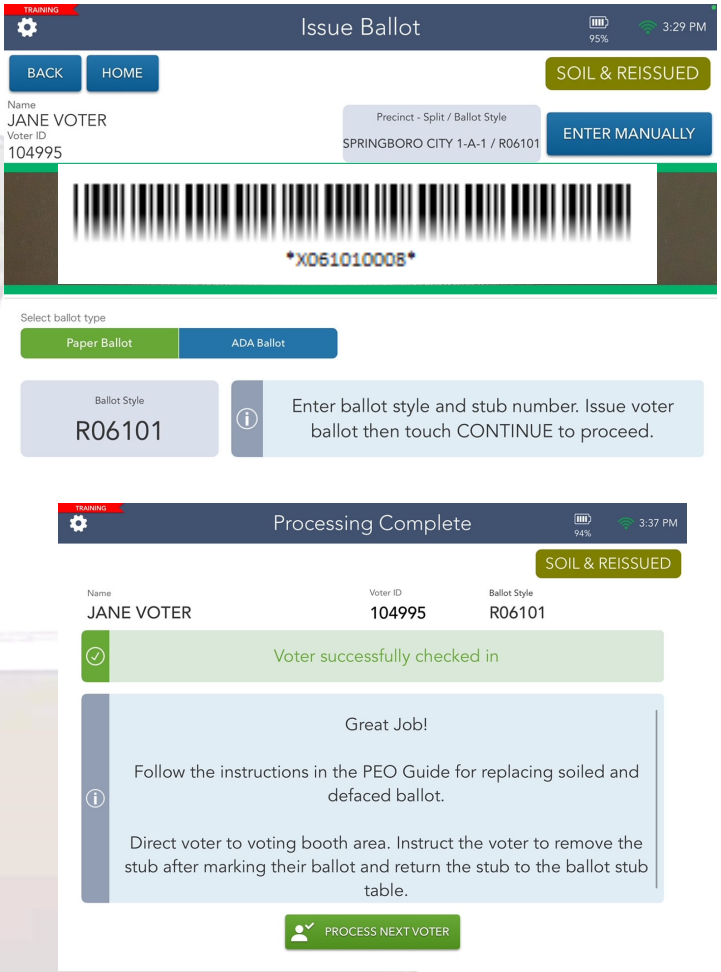
X _____

Soiled/Defaced Ballot

Touch ISSUE BALLOT



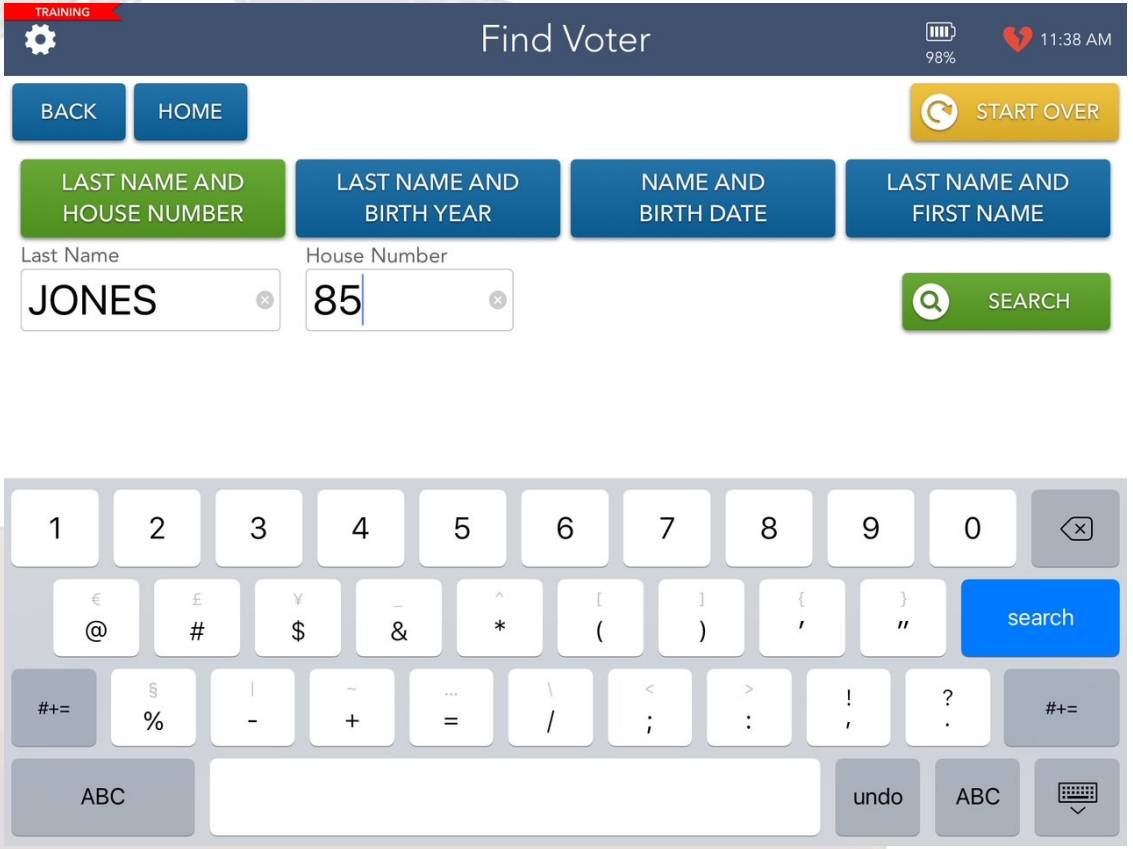
Scan Ballot Barcode



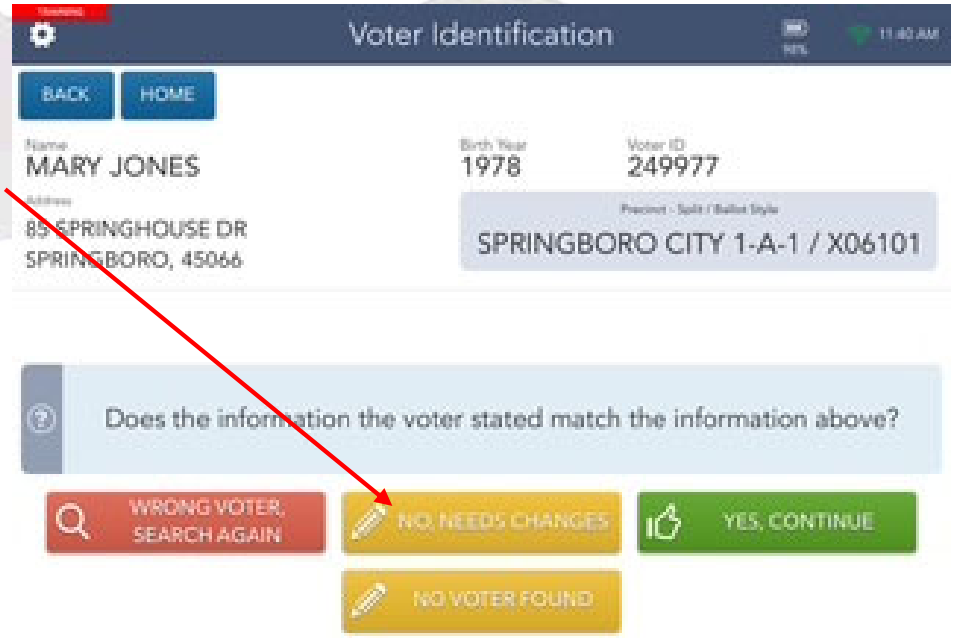
Voter that has moved

Manual Voter Search

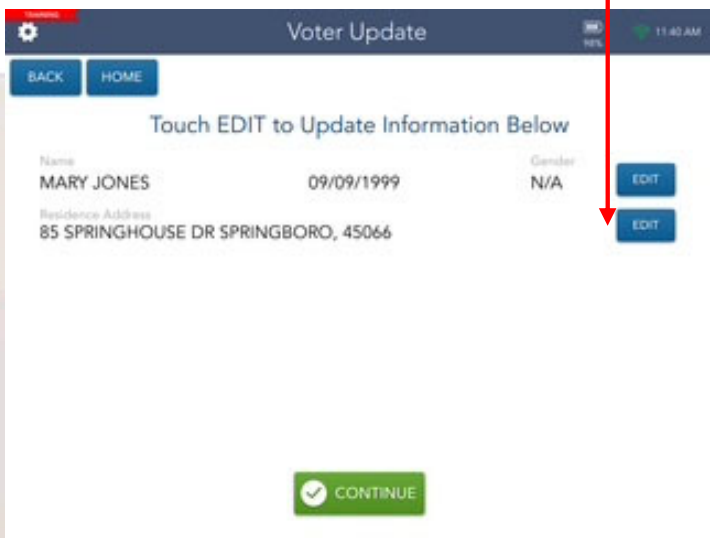
Type JONES House Number: 85



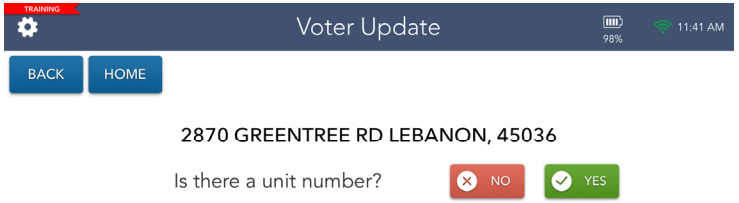
No needs changes



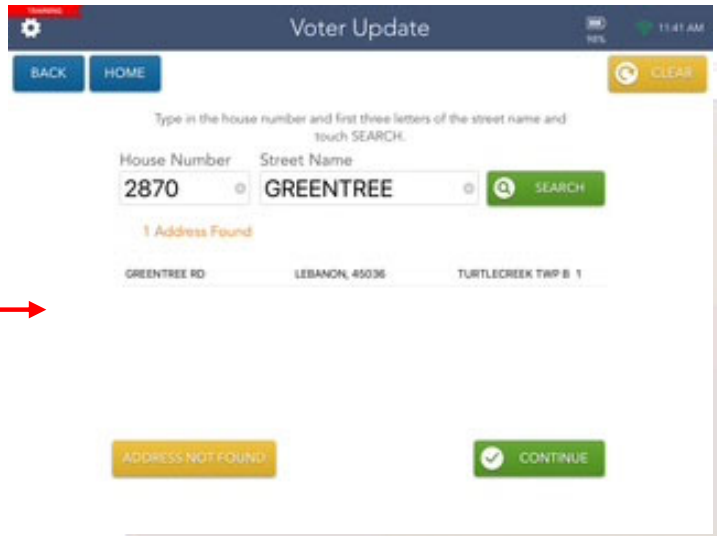
Touch EDIT

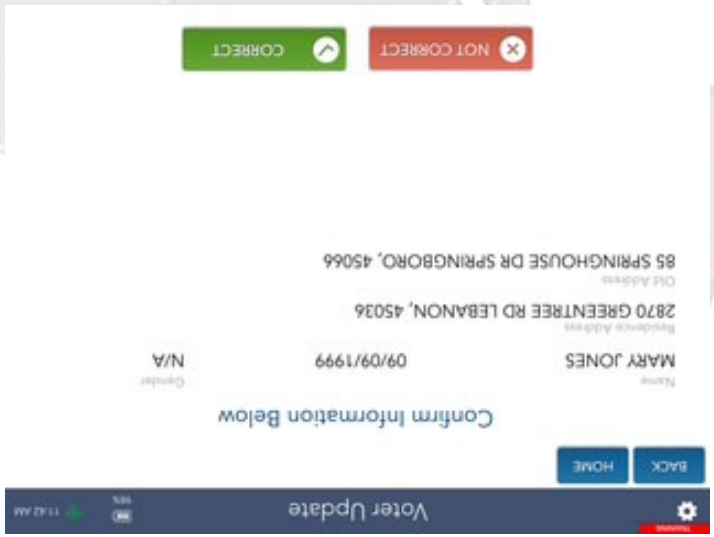


TYPE IN ADDRESS

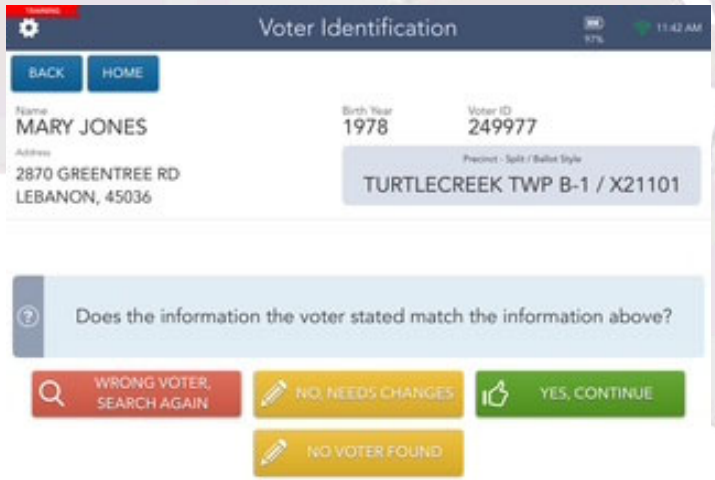


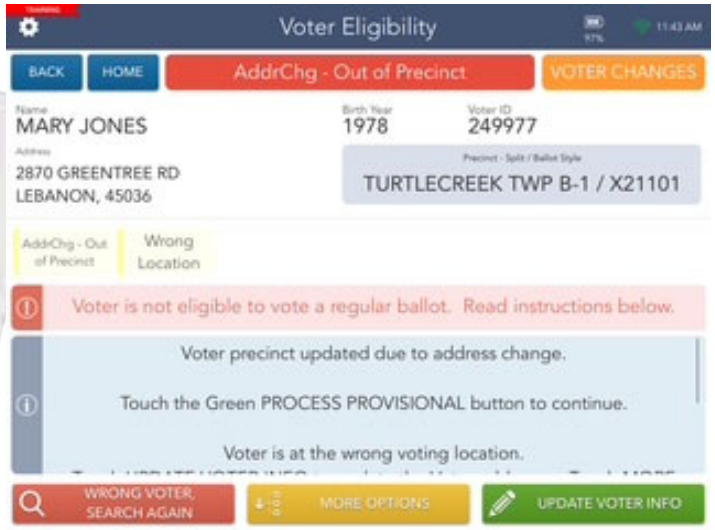
TYPE IN ADDRESS

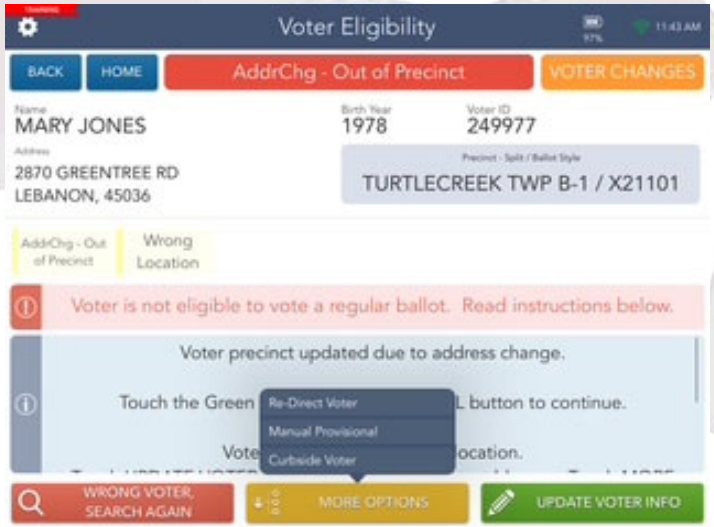



Voter Update
BACK
HOME
Confirm Information Below
Name
MARY JONES
09/09/1999
Gender
N/A
Residence Address
2870 GREENTREE RD LEBANON, 45036
Old Address
85 SPRINGHOUSE DR SPRINGBORO, 45066
NOT CORRECT
CORRECT

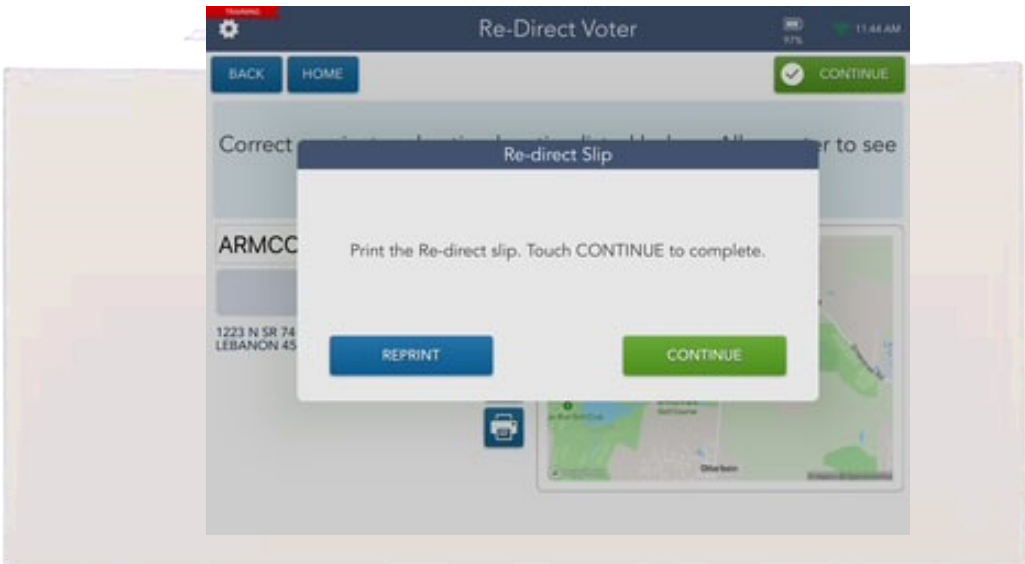
Voter Update
BACK
HOME
INFORMATION IS CORRECT
Name
MARY JONES
09/09/1999
Gender
N/A
Residence Address
2870 GREENTREE RD LEBANON, 45036
Old Address
85 SPRINGHOUSE DR SPRINGBORO, 45066
CONTINUE


Voter Identification
BACK
HOME
Name
MARY JONES
Birth Year
1978
Voter ID
249977
Address
2870 GREENTREE RD
LEBANON, 45036
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
BACK
HOME
AddrChg - Out of Precinct
VOTER CHANGES
Name
MARY JONES
Birth Year
1978
Voter ID
249977
Address
2870 GREENTREE RD
LEBANON, 45036
TURTLECREEK TWP B-1 / X21101
AddrChg - 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
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
AddrChg - 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
Manual Provisional
Curbside Voter
button to continue.
location.
WRONG VOTER, SEARCH AGAIN
MORE OPTIONS
UPDATE VOTER INFO

Re-Direct Voter
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 Voter
BACK
HOME
CONTINUE
Correct
to see
ARMCC
1223 N SR 74
LEBANON 45
Re-direct Slip
Print the Re-direct slip. Touch CONTINUE to complete.
REPRINT
CONTINUE