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# ePOLLBOOK STATION JOB DESCRIPTION

*Updated 4/27/21*

Ohio Election Law requires that a voter must be processed at **any** ePollbook Station in the location. Therefore, all the ePollbooks are set up at a central table by the front door and are programmed to process any voter in the location. Although you are assigned to a precinct for scheduling purposes, you should think in “location mode” instead of as an individual precinct. You will work as a **location** to set up, serve voters, give breaks, and clean up. This cooperation benefits everyone as the location runs more efficiently.

This manual is reference for the voting flow at the location and specifically the **ePollbook Station**. Specifics on processing voters in the ePollbook can be found in the ePollbook Resource Guide.

## Election Morning

- Working at a location with 3 or more precincts? As soon as you arrive at the location find the Location Coordinator. They are responsible to coordinate all Election Official positions in the location. Any worker at the location can work at the ePollbook Station **regardless of party affiliation** because during Primary Elections voters choose their own party ballot.
- All the ePollbooks will be together at a table located near the entrance to the location. Your Trouble Shooter should have already set this table up including plugging all ePollbook stands and printers into an extension cord/outlet. The cords should have been taped down to the table/floor. Check plugs to ensure that everything is still receiving power. Power on the unit following the instructions in the ePollbook Resource Guide.

- Once the unit is powered up it should be ready to process any voter at the location Voters should be encouraged to go to the shortest line.
- For greater efficiency we are now keeping ALL the ballots for your location TOGETHER, on one or two tables, located adjacent to the ePollbook Station. These tables will be set up so that the Precinct Election Officials working at the Ballot Table can easily hand ballots to those manning the ePollbooks. **There must always be always 1 Democrat and 1 Republican securing this Ballot Table.**
- After you verify the voter's ID and they sign the ePollbook, you will ask the Precinct Election Official assigned to your station-your Ballot Runner, for the correct ballot based on the voter's record. *When possible*, the Ballot Runner should be of the opposite party to the PEO they are assisting at the ePollbook Station.
- Once your Ballot Runner gives you the correct ballot you will scan the ballot's bar code and the stub number will be entered, by the scanner, automatically into the voter's record. If the Ballot Table gave you the incorrect ballot the ePollbook will give you an error message alerting you of the mistake.
- If the voter makes a mistake (or wants a different party ballot in a Primary election) the voter will return to your table with the old ballot. You will need to confirm this is the same ballot you originally gave them by comparing the stub number on their record. Once verified, place a large **X** on the ballot and give the returned ballot to the Ballot Table to place in the Soiled and Defaced Envelope. Request a new ballot from the Ballot Table and scan their new stub number using the barcode scanner. The voter can now vote the new ballot.

### **Voter Assistance Table & Provisional Voting.**

- All locations with three or more precincts will have a Voter Assistance Table. Preferably this table will be set up near the ADA equipment. If a disabled voter needs help using the ADA equipment or if a voter needs any other assistance the PEO assigned to this table will be available to help once the voter has been processed in the ePollbook. If a voter requests to use the ADA equipment the ePollbook

station will process their record and provide the Voter Assistance Table with a piece of paper with their ballot style and split (*and party- if applicable*) **ADA voters do NOT receive a regular ballot from the Ballot Table.**

- Our E-Pollbooks now have the capability of processing provisional voters by clicking on that specific button on the home screen. (*Instructions for this can be found in the ePollbook Reference Guide in this binder.*) Once you have processed them as a provisional voter in the ePollbook you can provide their ballot. The ePollbook station should mark on the right upper corner of the envelope, the precinct, split and stub number of the ballot they will be voting. *Please complete this step as we need that information when processing the provisional ballot.*
- If you have a Voter Assistance Table direct them to the table for further help in completing the envelope. *If the Voter Assistance Table is closed or not applicable for your location-* Be sure and instruct them to return their ballot sealed in the provisional envelope to the Ballot Table. Provide the voter with the Provisional Voting Notice found in the yellow section of your ePollbook Resource Guide.
- At locations with 3 or more precincts, the Location Coordinator is responsible to coordinate your breaks and lunches. You might not need all the ePollbooks always manned. We would ask that you would plan your lunches during non-peak times. You can choose to close one station at a time for breaks and lunches but do know that you need to ask for help if you start to get busy.

\*A few reminders:

- You must check the voter's acceptable form of ID. **Read the Quick Reference Guide Flip Chart** for specific ID requirements.
- If the voter's address is **incorrect** in the ePollbook they **MUST** vote a Provisional Ballot in their new precinct.
- If a voter is allowed to vote a provisional ballot at the wrong location, then their ballot will NOT count.
- You only need to enter the first 3 letters of the voter's last name and the first 2 letters of their first name if you are looking up the voter manually.

- The ePollbook will automatically print many of the forms that are required however be sure to keep **completed** Notice of Name Change, Provisional Voter Precinct Verification, Affidavit Challenges, Voter Registrations and Curbside Voter forms, sealed in the clear plastic zippered pouch in the back of this binder.
- **SPECIAL COVID PROCEDURES:** *You will have a supply of clean pens in a clear plastic box at your table. You will hand each voter a pen. If you start to get low on pens, contact the Floater/Greeter so they can supply you with more clean pens.*
- If something does not seem right or you see workers not following the procedures, it is your duty to either bring it to their attention or call the Board of Elections office immediately.

## **Closing the Polling Location**

- After 7:30 p.m. and after all the voters have been checked in, you may begin to tear down your ePollbook Station. Follow the procedures listed in the ePollbook Resource Guide.
- Place 2 ePollbooks and 2 printers in each case. Be sure and put jet pack, extension cords and power cords in large zip lock bag. Please take the case and set it in the security cart.
- After your specific end of the night task is completed, find someone else to help. No one should leave the location until the entire location has been cleaned up. The Trouble Shooter should have already discussed with you where the equipment needs placed at the end of the night. Working together as a location, complete the following:.

# General Closing Tasks

1. Voting tables should be disassembled.
2. ClearCast Ballot Scanner shall be placed in its precinct specific case. The scanner number is on the side and the case has the number clearly displayed.
3. ClearAccess ADA unit with printer shall be placed in its appropriate case.
4. \*If applicable all tables and chairs at the location should be put away.
5. All signage should be taken down with the exception of the results that should be posted on the outside of the location door.
6. It is imperative that we DO NOT leave the location a mess. All trash should be thrown away. Make sure voters did not place the "I Voted Stickers" anywhere in the location.
7. Notify the Board of Elections immediately if there is any damage to the location.
8. All Equipment should be placed back onto the Security Cart. *(Follow the packing picture attached to cart.*



The following procedures are suggested in case of an emergency. The safety of voters and election officials are paramount. Please use good judgment in any emergency situation. Once the location is secure please resume voting as soon as possible.

**Unruly Voter:**

As a team of at least two people, try to calm the voter. If possible, move the voter away from the voting area. If the voter persists with unacceptable behavior, warn them that you will have to call the Police and have them removed. Then you must call the Board of Elections and your Troubleshooter.

**Unruly Protesters Interfering with Voters:**

If you receive complaints, call your Troubleshooter and the Board of Elections. They will send a representative out ASAP to assess the situation. As a last resort, in a team of at least two election officials, try to calm the protester and explain that they must be 100 feet from the entrance and not interfere with the voters accessing the building.

**Bomb Threat:**

Take notes and detail as much as you can from the caller. Stay on the phone with the caller and have another worker call 911. Ask caller where bomb is located and when it is set to go off. Calmly evacuate voters, election officials and staff to a safe location. *(Election Officials should stay in a group)* Secure all ballots and memory card if possible. When safe call the Board of Elections for further instruction.

**Fire/ Fire Alarm/ Bad Weather:**

Call 911 and calmly evacuate voters, election officials and staff to a safe location. Secure all ballots and memory card if possible. When safe, call the Board of elections for further instruction.

**Suspicious Person or Package:**

Alert the other election officials and call 911. Do not approach person or package. Try not to cause alarm to others. Call the Board of Elections.