WARREN COUNTY
BOARD OF ELECTIONS

LOCATION COORDINATOR
INSTRUCTION MANUAL
Updated 4/27/2021

Our goal with your position and title is to streamline all multi-precinct locations so they operate in a "location mode" vs. individual precincts. With this in mind, you will be the main point of contact at your assigned facility. You are the support person for all Voting Location Managers and they should report to you. You will help coordinate the job assignments for all the Election Officials at the location. You will have location specific election supplies on the Security Cart at the polling location. The supplies will be explained in detail throughout this manual.

At the end of the night you will be in charge of bringing back **all** VOTED ballots from your location sealed in the Blue Voted Ballot Bag. The green and red USB sticks from all ClearCast Scanners at your location <u>must</u> be returned in the clear pockets located on the top of the Blue Voted Ballot bag.

Prior to the Election

- Go through your clipboard documents over the weekend and become familiar with the contents and checklists. We are providing you a master job instructions packet containing all the stations for your reference. It is imperative that you know the requirements of each of these positions.
- We will provide you a list of the workers scheduled to work at the location. This list will probably come via email closer to the election.
- Make sure the Board of Elections has your correct cell phone number for contact on Election Day.
- As soon as you can, contact your Trouble Shooter and make arrangements to gain access to the facility on Tuesday at 5:45 a.m. The Trouble Shooter's contact information can be found inside your clipboard. Notify our office if you do not know how to get into your location on Election Day.

Election Morning

- Arrive at your location by 5:45 a.m. If you cannot access the facility by 6 a.m. you will need to call the Board of Elections to alert us of the trouble.
    - Main Office: 513.695.1358. If no answer call:
    - Brian Sleeth's Cell: 513.635.8011. If no answer call:
    - Shari Huff's Cell: 513-250.5937.

    The following steps are meant to guide you through all the processes. Detailed guides are listed below the numbered steps:

    1. Locate the VLM of each precinct for morning job assignment review.
    2. Help assign all workers to the first position. (Help hand out name tags)
    3. All VLMs should work together to setup the ClearCast Ballot Scanner(s), ClearAccess ADA unit/printer and powering on the ePollbooks following the start-up procedures. Styluses for the touch screens have been included in your red lock/key envelope.
    4. Security Cart: The key to the security cart is located in your accordion folder. The VLMs also have a copy of this key. Either the VLM or someone from the Ballot Table should remove the precinct specific ballots from this cart.
    5. The Ballot Table is now centrally located behind the bank of ePollbooks and must have two bi-partisan people always assigned to it. Remind the PEOs working this table that they can keep most of the ballots securely stored in the precinct specific bags under the table but should have a stack of EVERY set of ballots. Ensure they have checked for splits and are aware of the various options of ballots.
    6. The location generic supplies will be on the top shelf of the security cart including the accordion folder. Please make sure everything is posted/ placed in the appropriate places.
    7. The Voter Assistance Table should be set up by any Election Officials available.
    8. The polling location has to be ready for voters and open by 6:30am.
    9. Once voting has started and things appear to be running smoothly, make sure all PEOs have logged into an ePollbook and start coordinating the lunch/break schedule.

Detailed Election Morning Tasks

- Find the Voting Location Managers assigned to each precinct as soon as you arrive at your location. PEOs will check in on the ePollbook but they can do that simultaneously on multiple ePollbooks and that should be completed **after the location is set up**. (If the PEOs do not check into the location first thing in the morning it will NOT affect their pay!) Work together with the VLMs to ensure that all positions at the polls are covered to begin the day. Please try and ask the other election officials which jobs they know the best. We want everyone to start off in a position they are comfortable with. Please let everyone know this is not the position they will be stuck in all day. All jobs should be rotated for cross training. If you have Election Officials in your location who are not on your list, please call Joy or Dee to confirm if they are supposed to be at this location. *VLMs should have been contacted by Joy or Dee for additional workers being added to the precinct*. Each Election Official should have a specific job. We have provided you an initial Job Assignment Sheet to help you keep track where each worker should start the day. Make sure each position has been provided the specific job instruction sheet that was included in the Voting Location Manager's binder.
  - ➢ **ePollbook Station** *(one person per ePollbook but some stations could be closed for breaks)*
  - ➢ **Ballot Table** *(MUST include one Republican and Democrat at all times)*
  - ➢ **Voter Assistance Table** *(to help provisional, ADA and curbside voters)*
  - ➢ **Floater(s)** (*You will have multiple floaters. Each floater should be assigned a specific position to begin the day, but help them understand that they will be moving to other roles as needed.*)

- Assist with helping the VLMs access the security cart. Either the VLM or someone from the Ballot Table should remove the precinct specific ballots from this cart. You will have a key to the security cart located in your accordion folder.
- The Voting Location Managers should work together to turn on the ClearCast Ballot Scanner(s) and follow the startup procedures. *(located in the ClearCast Instruction Manual)*
- All ePollbooks will be located near the entrance of the location as the first stop for all voters. The Trouble Shooter will have already set up the voting tables and the ePollbooks at the location.
- Please make sure that the Election Officials power on the ePollbooks as soon as possible. There is one jetpack at the location and will need to be turned on first thing in the morning following the directions in the ePollbook manual. The Election Officials should follow the

power up procedures in the ePollbook manual that is located in the white 3 ring binder. The Trouble Shooter will have already logged the tablets into your specific location but confirm by looking at the home screen to see the name of your location.

- On the top shelf of the security cart are generic location supplies, find the accordion folder and assign someone to post all the location generic signs. There is a Table of Contents in the folder that will list where to place each document. Help the Voting Location Managers set up their precincts. If the Voting Manager has not arrived by 6:05 a.m. call the Board of Elections right away. *Remember that everyone will need to work together to implement the flow of voters in the location.*

- The provisional supplies for the location are on the Security Cart. The processes for provisional voting have changed slightly. The ePollbook station should have provisional envelopes. Once a voter has been identified as a provisional voter, the ePollbook Station will process the voter in the ePollbook, provide a ballot and instruct the voter to proceed to the Voter Assistance Table for help completing the envelope and hand them the special notice to provisional voters.

- Your main priority is to help ensure a smooth day for everyone. Please help with voter assistance and breaks as needed throughout the day.

- During the day you are responsible to help monitor and arrange the rotation of jobs of the Election Officials and their breaks/lunches. Please remember all workers should be willing to help at ANY position in ANY precinct. (unless they have physical limitations)

Ballot Jams

IMPORTANT:
No matter what the message says, we need everyone to understand how to clear a jam and how to decide if the ballot truly counted or not.

When a jam occurs or ballots will no longer scan, please follow these procedures BEFORE breaking a red lock and opening the ballot box.

Find your Scanner key and open the top of the voting unit. (When handling voted ballots, you must have a member of the opposite party present.)

Lift this silver plate up.
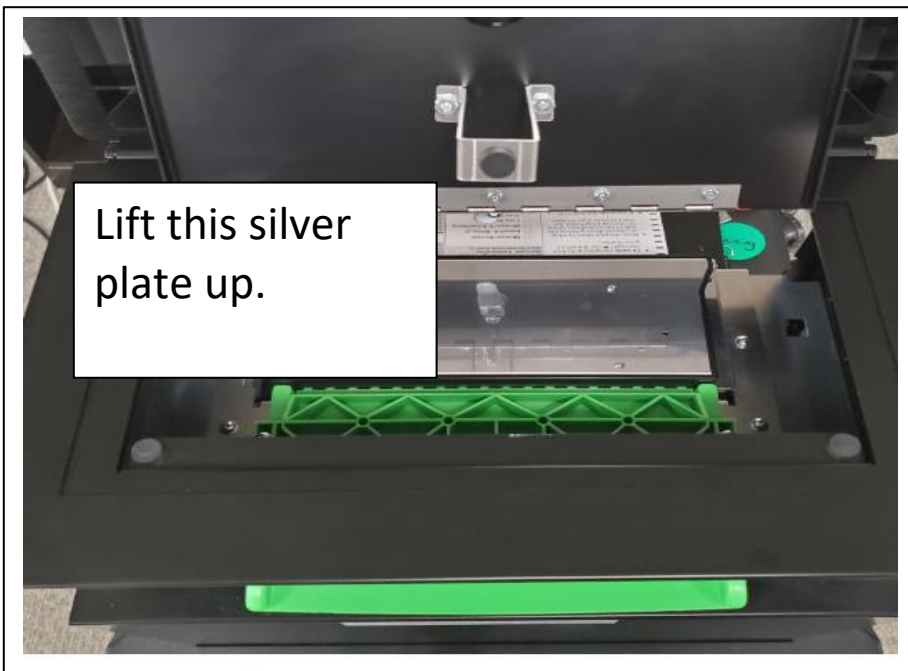
Once the silver plate is lifted, the ballot should fall out to the back of the machine and into the ballot box.
This ballot DID count! (No matter what the screen says.)
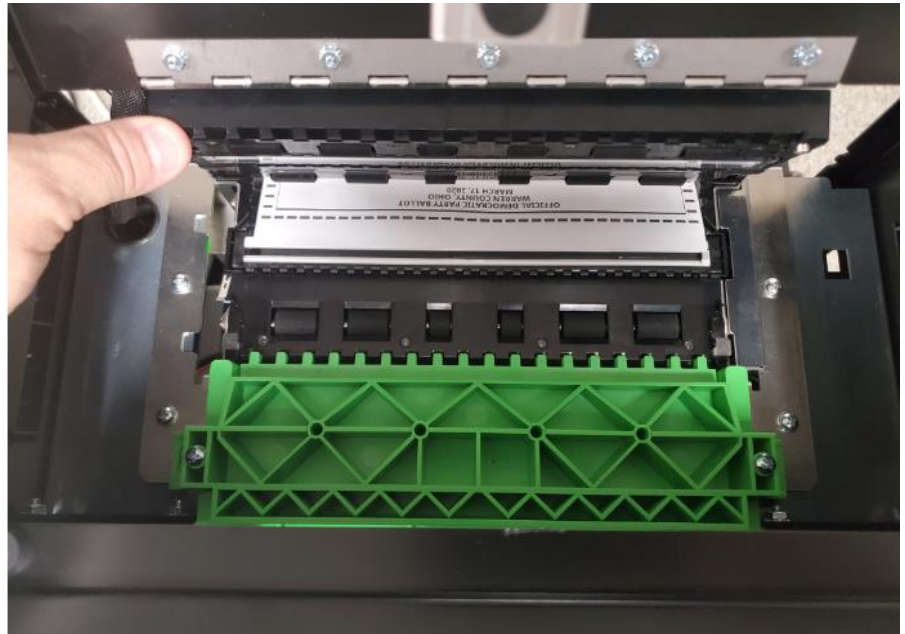
If the ballot does not fall out of the back and looks like this picture, then the ballot is NOT counted and will need rescanned.

If this does not clear your ballot jam, as a bi-partisan team, break the red seal to the back of the ballot box and open the door. Reach up the ballot chute to see if the ballot is jammed. If you can touch the ballot AND did not see the ballot when you opened the top door then this ballot DID count. Pull the ballot down into the ballot box.

If at any time the machine jams and the ballot is still sticking out of the front of the machine, the ballot did NOT count no matter what the screen says.

If ever in doubt, call your Trouble Shooter or our office for help

Updated: 4/2021

Mid-Day Tasks

- Ensure everyone is getting breaks, including a 1 hour lunch that you should have already scheduled with the workers. If it is slow they can take extra breaks but be sure to have staff ready from 4:30-7:30 as voters are coming after work.
- **One** ePollbook Tablet at the location must print a voted list at 11am and 4pm. Instructions can be found in the ePollbook manual.
- Everyone should be rotating jobs throughout the day.
- Check around the location to make sure that voters are not leaving trash in the voting booths or on the way out.
- Periodically monitor the supply of ballots making sure to report to the BOE office if you are running low of any ballot set.
- Let the BOE know of any issues at your polling location that need brought to our attention.
- Continue to check that each position at the location has job instructions at their positions.

Reminders

Make sure you report any issues to the Board of Elections right away. *(Ex. Workers not following procedures, workers rude to voters/you, workers talking politics, unruly voters and equipment malfunctions)*

For Primary Elections, the pollworker no longer has to ask the voter what party ballot they would like to vote. The voter now selects the desired ballot in the E-Pollbook.

Make sure each Ballot Table always has 2 workers of opposite parties present at all times. There is no exception to this rule!

Closing the Polling Location

- Ensure that all election officials at the location are working together to tear down all the equipment. Remember- "location mentality." <u>No one</u> should leave the location until the entire location has been cleaned up (unless they have made prior arrangements.) The Trouble Shooter should have already discussed with you where the security cart needs placed at the end of the night. Working together as a location complete the following:

DO NOT BEGIN TO TEAR DOWN ANY VOTING EQUIPMENT UNTIL AFTER 7:30PM AND AFTER ALL VOTERS HAVE LEFT THE BUILDING.

1. Voting tables should be disassembled.
2. After the green and red USB Stick(s) have been removed, the ClearCast Scanner shall be placed in its numbered specific case and placed onto the Security Cart. It is imperative that the green and red USB Sticks are placed into the provided ziplock bags. These bags must be placed in the plastic pockets and displayed on top of the Blue Voted Ballot Bag.
3. ClearCast ADA device and printer shall be placed in its appropriate case and placed onto the Security Cart.
4. The Security Cart should be packed up with the voting machines previously mentioned, un-voted ballots in their precinct specific bag (unlocked), ADA table, ePollbooks with all cords and jet pack.
   The security cart must be locked by both the master lock and a red lock. The lock log located on the door of the cart must be completed.
5. *If applicable*: all tables and chairs at the location should be put away.
6. All signage should be taken down with the exception of the results that should be posted on the outside of the location door.
7. 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.
8. Notify the Board of Elections if there is any damage to the location.

- You must communicate to all of the Voting Location Managers that they are to report to you after they are done with their closing tasks. *(Closing procedures are listed in their VLM Binder)*

They should bring you:

1. Unsealed Blue Voted Ballot Bag **with the green and red USB sticks visible in their ziplock bags in the windows of the bag.**
   The Blue Voted Ballot Bag should contain only VOTED ballots from the location and other supplies listed in the packing instructions found in the

bag. In your presence, a Voting Location Manager and a member of the opposite party must seal the Blue Voted Ballot bag with a red lock that they have recorded on the Blue Ballot Bag Lock Log located in the Results Envelope. *(You must visibly see ALL of the red and green USB Sticks before the bag is locked)*

2. Supply Bag (blue). The VLM binder can be placed in this bag.

What you need to bring back to the BoE:

Each Voting Location Manager should help put these return supplies in your vehicle.

- Blue Voted Ballot Bag *(containing only the contents listed on the packing list)*
- Blue Supply Bags from each precinct.
- Chain of Custody form. This is located on a clip board on the security cart door. Please sign this form and return on the clipboard when you drop off the supplies.

Make sure the Security Cart is locked before you leave the polling location.

- Come straight back to the Board of Elections office with your supplies. You will need to notify us of your name and location and give our staff the Chain of Custody form on the clipboard. You should sign these forms at the polling location.

The following procedures are suggested in case of an emergency. The safety of voters and election officials are paramount. <u>Please use good judgment in any emergency situation. Once the location is secure</u> **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 then 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.