

WARREN COUNTY BOARD OF ELECTIONS



Voting Location Manager

Updated: 4/27/21

We would like to thank you for being a Voting Location Manager. We hope you find that as we have made changes in the polling location set up and processes, we are working to make your job easier. We ask that once you arrive at your polling location **DO NOT** rearrange any of the equipment/tables. If you do have a question about your set up, please discuss it with your Trouble Shooter on election morning.

As a Precinct Election Official, it is your job to assist voters and to help ensure that the election is conducted lawfully. Please report to our office if procedures are not being followed.

In addition, you will:

- work as part of a team to ensure that the polling location is set up properly and that Election Day runs smoothly and successfully;
- ensure that every voter can check in and vote freely by preventing any attempts to obstruct, intimidate or interfere with their rights;
- ensure that all forms, ballots and voting machines remain available, safe and free from tampering.



YOU'RE PART OF A TEAM

The Board of Elections must appoint 4 Precinct Election Officials per precinct, consisting of two Republicans and two Democrats. Team work is critical to making our elections successful. Every team at each polling location will consist of a Voting Location Manager, and 3 elections officials.

Remember that you cannot talk about politics while serving as an election official.

REMINDER:

All locations with 3 or more precincts have a Location Coordinator. This is a position appointed by the Board of Elections. These Coordinators will be the main contact at these locations.

All Voting Location Managers (VLM) will work with the Location Coordinator to assign/rotate Election Officials to each position at the location and ensure that breaks and lunches are scheduled. The Location Coordinator will be in contact with the Trouble Shooter and the Board of Elections throughout the day.

All Location Coordinators will bring back all VLM supplies such as the location's Blue Voted Ballot Bag (with green and red memory USB Sticks visible on the top of the bag) and the Navy Blue Supply Bags. As a Voting Location Manager, you are responsible for helping to put your supplies in the vehicle of the Coordinator. This will be detailed later in the job instructions in this manual.

If you are bringing the ballots back to the BOE at the end of the night, it is important that you offer a worker of the opposite party the opportunity to ride along. We only need one ride along **per location** and they must be in the same car with the ballots to qualify. The ride along will get paid an additional \$10.00. You will designate who will be riding along on the security lock log at the end of the night.

All locations with 3 or more precincts will have a separate Voter Assistance Table. All Provisional voters will now be processed in the ePollbook. You must supply the ePollbook Station with Provisional Envelopes and notices from the Security Cart. If it is determined that the voter needs to vote provisionally the ePollbook Station will provide a provisional envelope (with the precinct/split and stub written on top corner.) With their envelope and ballot in hand, the voter will proceed to the Voter Assistance Table. The Election Official at this table assists the voter in completing the rest of the envelope and then they should be instructed to return the ballot sealed in the envelope to the Ballot Table. This position does always not have to be manned if this Official is needed elsewhere. The Voter Assistance Table can also help with ADA voters and curbside voting.

Also new this election: 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.** Each person working at the ePollbook station will

have a Ballot runner who will be responsible for providing the correct ballot to the ePollbook station. The ePollbooks now have the ability to scan the bar code at the bottom of the ballot so the voter's stub number is automatically entered into their record. Having the barcode scanner will also help ensure that voters are receiving the correct precinct and split ballots as the ePollbook will give an error message if an incorrect precinct is scanned.

Although all Election Officials are assigned to a precinct for scheduling purposes, everyone should think in "location mode" instead of as individual precincts. All Election Officials will work as a **location** to set up, serve voters, give breaks, and clean up. We recognize that some Election Officials have worked at a particular precinct for years and may not adjust well at first. We are hoping that it will be obvious that this cooperation benefits everyone as the location runs more efficiently, especially during busy times and when there is a large voter turnout.



The following pages are details concerning your duties as a Voting Location Manager (VLM). These instructions should help you know what to expect prior to and on Election Day.

PRIOR TO THE ELECTION PREPARATION

- ✓ On Friday and no later than Sunday before the Election you will need to call the Election Officials assigned to your precinct. Please confirm that they are planning to work and will be on time Election Morning.
Remind them to not park in the closest spots at the location on Election Morning.
- ✓ Review all the enclosed job descriptions packets.
- ✓ If you are working at a 3 or more-precinct location you should expect to receive a call from the Location Coordinator. You do not need to call your location or your Troubleshooter. If applicable, we have included your Coordinator's information in the pocket of your VLM binder.
- ✓ You will find the emergency contact information for the local police department for your polling location located in this folder. *If you have to call the police for any reason, please call our office to give us the details as well.*
- ✓ Go through your supplies and become familiar with the documents.

ELECTION MORNING- PREPARATION

- ✓ Arrive at your polling location between 5:45 and 6:00am.
- ✓ Account for the Election Officials assigned to your precinct **Call our office if any on your list have not shown up by 7:00am.
- ✓ ***If applicable:* Meet with the Location Coordinator and decide as a team which position everyone should work to begin the day. We encourage cooperation so that everyone has a chance to work in various spots during the day. It is helpful if you will work at each station throughout the day and making sure that all procedures are followed.
- ✓ Locate your Security Cart key to unlock the cart. The key can be found in the red lock envelope. Please note that each VLM and Trouble Shooter will have a key to this cart. You or someone working the Ballot Table will need to remove your precinct ballots from this cart following the directions outlined in this packet. Make sure you look at the lock log on the security cart for proper red lock documentation.
- ✓ Hand out name tag lanyards (in accordion folder) to all the Precinct Election Officials. Have the PEOs write their first name only and PLEASE make sure they do not write their party affiliation.

The positions available at a polling location are:

(At each station, you will need to hand out the station specific job instructions that were included with your supplies)

1. **Ballot Table:** One Republican and One Democrat **at all times** manning this centrally located table.
2. **ePollbook Station:** 1 person per tablet, it does not matter the political affiliation of the PEOs working this station.
3. **Voter Assistance Table:** 1 Election Official- party affiliation does not matter. This table is only available at 3 or more precinct locations and does not need to be manned at all times if people are on break.
4. **Floater/Greeter:** The number of floaters varies depending on the number of precincts located in the building. If all the other positions are staffed, then the extra workers are considered floaters.

Please try to familiarize yourself with the job description for all these positions.

The Location Coordinator will work to schedule breaks and lunches amongst all the positions and will need Election Officials to be flexible at the location to allow everyone a chance to take a break. We have provided you with a break schedule worksheet for your convenience.

ELECTION MORNING- **CLEARCAST VOTING UNIT**

Each Location will have a predetermined number of ClearCast scanners. During busier elections your location might be assigned additional scanners based on volume. Scanners are not precinct specific and any ballot at the location can be read in any scanner. The VLMs at the polling locations will have to work together to complete the following procedures:

- ✓ *(Before 6:30am)* Locate the ClearCast Scanners and follow the startup procedures for this equipment as soon as possible. The procedure manual can be found in your accordion folder.
Please note that we have found it easier to operate the touch screens with a stylus. We have provided you with a stylus and have included it attached to your security cart keys.

ELECTION MORNING- **ClearAccess ADA Voting Unit with Printer**

There is one ClearAccess ADA Voting unit per voting location centrally located in the voting room. You must make sure that you or another Voting Location Manager turns this unit on before the polls are opened. This unit is simple to turn on. Follow the startup procedures and operating instructions provided in your accordion folder.

This unit can be used by anyone with any type of disability to assist them with the marking of the ballot. This unit prints the ballot on a separate printer. The marked ballot should then be scanned in the ClearCast Scanner. Note that the ballot stub must be removed prior to inserting the paper in the printer. Please follow operating procedures for this unit.

Federal Law mandates that ClearAccess ADA voting unit is left on for the entire day of the election. Do not turn this unit off early.

ELECTION MORNING- ePOLLBOOKs SETUP

- Find your ePollbook instruction manual/ ePollbook Job Description in your supply bag (white 3 ring binder) and keep it by EACH ePollbook. *(This will give you step by step instructions to process a voter and expectations of that station.)*
- Follow the instructions in the ePollbook manual to power on the unit so that it is ready to process the first voter.
- Place Provisional Envelopes/supplies at this station. The supplies can be found on the top shelf of the security cart.
- All ePollbooks are linked together using a small jetpack. Once a voter is processed at one tablet then all other tablets at that location will receive that information.

ePollbook General Information

- As you are aware, all ePollbooks are set up in a central location near the entrance of the polling room. 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.**
 - NOTE: There will not always be a Voter Assistance Table at a location. If the station is unavailable, help the voter complete their envelope and provide a ballot that that will return to the Ballot Table sealed in the Provisional envelope.

ELECTION MORNING- Ballot Table

- ✓ Open the ballot bag and sort ALL the ballots onto the ballot table for inspection. Check for split ballots. All splits are marked with a sticker designating the split, as well as **numbered differently** than split 1 ballots. Help sort ballots and ensure the Ballot Table staff is familiar with each stack. If space is an issue you should keep small stacks of ballots out on the table and store the rest in the precinct specific ballot bag.

- ✓ If the incorrect ballot **split** is handed out we could run out of ballots and face legal issues with the results.
- ✓ Always, always, always start assigning the ballots at the lowest stub number, unless you have splits. Find stub #1 of each party ballot and begin with these ballots. Be aware: Split ballots are numbered according to the split so Split 2 ballots will begin at 2001, split 3 at 3001 and so on.
- ✓ THE BALLOT STATION MUST HAVE A DEMOCRAT AND REPUBLICAN PRESENT AT ALL TIMES.

Stub Table

- ✓ The Stub Table (located by the door exiting the location) must have the Stub Book that will be found in your Navy Blue supply bag. On the way out of your location voters will stop here, surrender their stubs and the PEO(s) will record the stub numbers in the Stub book. They can also receive their "I Voted" Sticker at this table. Pens could also be collected at this table.

ELECTION MORNING- Signs

- ✓ Ensure that all signs are hung or displayed. *Most signs are in your location plastic tub locked in the security cart*) including but not limited to:
 - All Precinct specific signs
 - Voter List
 - 2 Sets of Maps & Street list. Keep one set at ePollbook Station
 - Place Flip Carts at E-Pollbook Stations and Ballot Table
 - Find the withdraw notices (*if applicable*) and place them in each voting station.
 - Observer notice. (*if applicable*) this notice must be placed at each station at the location.
- ✓ All generic signs are on the Security Cart in the accordion folder and larger items on the top shelf. Please help display all generic signs throughout the location.

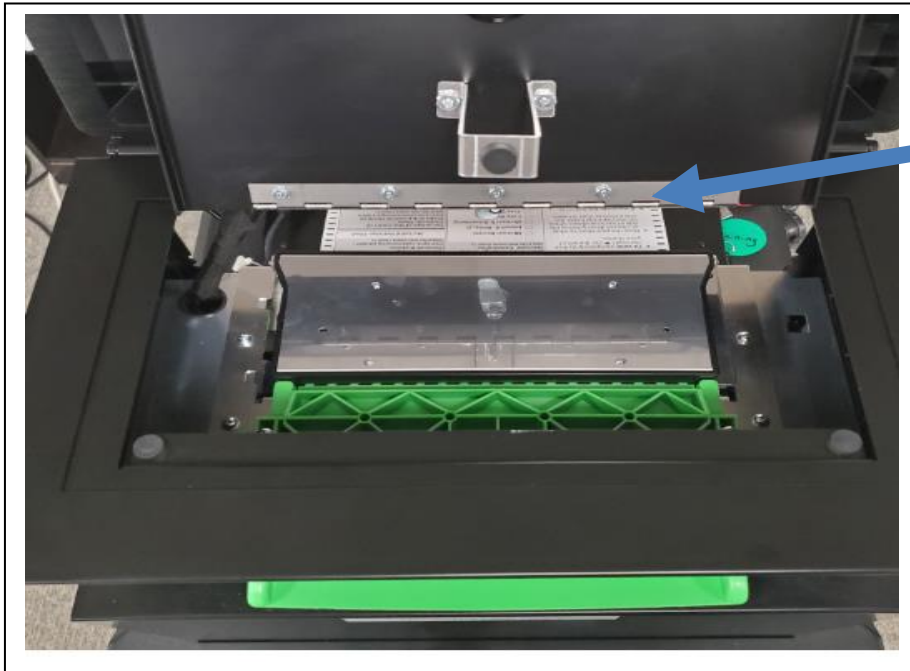
Ballot Jams

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 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



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.

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.

END OF NIGHT PROCEDURES

As a Voting Location Manager you are responsible to make sure that all of the following closing procedures are completed in your assigned precinct:

As mentioned previously, all VLMs should work together to close the ClearCast scanner(s) at the location. Please follow the general procedures outlined below. You will need to use the ClearCast instructions to help you with this process.

- ✓ After all voters have cast their ballots through the ClearCast Scanner in the location, you can start the close down procedures. First check the Red Emergency bag for un-scanned ballots. Do NOT turn off the ClearCast Scanner if you have un-scanned ballots. Call the Board of Elections with any questions.
- ✓ Follow the Closing the Polls directions of the ClearCast instruction sheet.
- ✓ Following instructions on the ClearCast instruction sheet, you will need to print a **Display Counts by Precinct** report. *If you have multiple ClearCast scanners, this process will need completed on each one.*
- ✓ One of each party must take all voted ballots out of the ballot box and neatly place them in the Voted Blue Ballot Bag. If working at a multiple precinct location, all ballots will be comingled together in the Voted Blue Ballot Bag.
- ✓ After the ClearCast Scanner(s) has been shut down, break seal and remove green and red USB Sticks from **EACH** machine. Follow the ClearCast Scanner instruction sheet.
- ✓ Ballot Accounting now will need to be completed on **one tablet by one person** with help from all VLMs/Coordinator. *Each VLM will need to provide total number of provisional ballots per precinct as well as total number of soiled and defaced ballots per precinct.*
- ✓ Secure all the voted provisional ballot envelopes from your precinct. Be ready to provide the number of provisional envelopes for your precinct when the Ballot Accounting is completed. Place all Provisional Envelopes in the plastic yellow bag (*found in your accordion folder.*)
- ✓ Follow the packing contents/procedures for the Blue Voted Ballot Bag. You will find these instructions in the bottom of this bag.
 - Starting at the bottom of the bag:***
 - ALL Voted Ballots retrieved from each ClearCast scanner
 - Soiled and Defaced Envelope(s) from each precinct
 - Stub Book(s)
 - Provisional Yellow Bag(s) containing all voted provisional ballots
 - Results Envelope containing the zero/results tapes, Blue Voted Ballot Bag Lock Log.

- Most importantly, the red and green tagged USB result sticks. You will place them in the zip lock baggies (*found in Blue Voted Ballot Bag*) into the pouches on top of the bag.

- ✓ After all voted ballots are secured in the Blue Voted Ballot Bag and the green and red USB Sticks have been placed in the window of the Blue Voted Ballot Bag, you should record the Red Security Seal number on the Blue Bag Lock log located in the results envelope. **DO NOT lock this bag until all contents have been inspected by the person bringing back the supplies.**

- ✓ Unused ballots should be placed back into their precinct specific black ballot bag. Each bag should be placed back onto the security cart. These bags do not need to be locked because the cart will be locked.
- ✓ Record the red seal number that will be used to secure the Security Cart on the Lock Log.
- ✓ Take down all your postings, hanging lists and all other election materials and place back in Navy Blue supply bag. **All materials** not listed for the Blue Voted Ballot Bag should go into this supply bag. *If applicable* the Navy Blue supply bag should also be taken to the Location Coordinator's vehicle for transport back to the Board of Elections Office.
- ✓ Notify the Board of Elections if there is any damage to the location.

PACKING UP EQUIPMENT

(You should discuss with your Trouble Shooter where to store the Security Cart at the end of the night)

- ✓ Place the ClearCast Scanner in its assigned case.
- ✓ Place the ClearAccess ADA screen and printer in its case.
- ✓ Disassemble the ePollbooks and place in the assigned case. Follow the instructions listed in the ePollbook instruction manual.
- ✓ Disassemble voting booths.
- ✓ Remove flags from the outside of the polling location and place on the top shelf of the security cart.

IMPORTANT REMINDERS

- All PEOs at the location should be willing to work any position and any table at the location regardless of the precinct that they were originally assigned.

- The only thing to return to the Board of Elections is the Blue Voted Ballot Bag, Navy Blue Supply Bag(s) and the Chain of Custody form found on the security cart on a clipboard. When dropping off the supplies, hand the clipboard to the BoE car checker. Remember that you will need to sign the Chain of Custody form if you are the person dropping off the ballots.
- Place your VLM Binder in the supply bag.
- If you do not have a Location Coordinator feel free to call the Trouble Shooter if you have any general questions or would like to help them set up your polling location. If you have a Location Coordinator, they will have the Trouble Shooter information.
- Go through the contents of your Navy Blue Supply Bag and make sure you are familiar with all the contents. All your precinct signs are in the Blue Supply Bag, and most if not all, are in the accordion binder. Please work together at the end of the night to remove all signs from the location. These signs do NOT need to be returned in the accordion binder. Remember, the flags to mark the 100' line will be placed by your Trouble Shooter but will need to be returned by one precinct at your location.
- **IMPORTANT:** On election morning, make sure that you and your Precinct Election Officials are not parking in the closest parking spaces near the building. These spots are reserved for our voters. Mention this to the Election Officials as you call them prior to the election.
- As soon as you arrive at your location election morning, turn all your equipment on to make sure everything is powered up and ready to go.
- The Director and Deputy's cell phone numbers are listed at the end of this letter and should only be used in an extreme emergency.

FREQUENTLY ASKED QUESTIONS FROM OUR PEOs

- You may be asked during the day to help clarify what the ballot issues mean or to explain something about the candidates. As much as you may want to help, you are PROHIBITED by law from speaking about anything political at a polling location. This includes explaining to a voter anything about the ballot language. If a voter asks you a question please say something like, "Unfortunately we are not allowed to provide any further clarification on issues/candidates on the ballot." This includes if someone asks for the political party of a candidate.
- In the back pocket of this folder are special business cards for the E-Pollbook Table. Feel free to give these to voters who want to contact our office with questions or concerns.
- Look for your paycheck to arrive in about 2-3 weeks after the election. We will send out a blast email the day the checks arrive at our office and will give everyone 2 days to pick up their checks and then we will mail them to you.
- If possible, send us pictures of your crew having fun at the polling location. We would like to post those to our annual newsletter.

Again, we want to thank you for taking the time to work the polls. We could not have successful elections without your help.

Sincerely,
Director, Brian Sleeth
Cell: 513-635-8011
(DO NOT GIVE# OUT)

Deputy Director, Shari Huff
Cell: 513-250-5937
(DO NOT GIVE# OUT)

Questions you may be asked by the voters:

- How close to the entrance are campaigners allowed to stand?
A: 100 Feet from the front doors of the polling location. If the line of voters is beyond 100 feet, campaigners must stay 10 feet away and not approach voters.
- Why did they move my polling location again?
A: The most common reasons we move a polling location is because it is no longer a good fit for the facility, or the building no longer meets current ADA requirements. Moving a polling location is one of the most difficult decisions we have to make at the Board of Elections. We never move locations without giving considerable thought to how it will affect voters and doing our best to notify each voter in the affected precinct.
- Why didn't the board of elections let me know my polling place moved?
A: We are required by law to send cards to each registered voter alerting them of the polling location change. We also post signs at old locations in order to direct voters on Election Day.
- How can I sign up to be a pollworker like you?
A: The easiest way is to complete the pollworker signup form. Our office will contact anyone interested. You can also call our office and offer to help.
- Where are the write-in candidate's names?
A: The list is sent to the polls in the accordion folder and should be left at the Ballot Table, available for voters who request it. This list should never be displayed.