

Warren County Board of Elections VLM Advanced Training

1.5 Hours

Updated 3/8/2024

Board Members
Jeff Monroe, Chairman
Kathlene Applegate
Beth Goldenfield
Lori Viars



Director
Brian Sleeth
Deputy Director
Shari Huff

March 19, 2024 Primary Election

BOE CONTACTS

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**Cell Phones on Vibrate
Please**



No Food or Drink

**Please hold questions to the end of training.
Due to the informal format of this class,
no breaks are scheduled.
Please feel free to take a break when needed.**



Disclaimer

The following training is not intended to cover the election process in detail. Rather, it is specifically designed to highlight new procedures and give those with election experience an opportunity for hands-on practice with the equipment they will use on Election Day.

Procedural Changes and Updates

- Security Cart
- Positions at the Polling Location
- Election Morning Priorities
- Chain of Custody
- Primary Election
- Voter ID Law Changes
- Provisional Ballots
- Ballot Station Reminders
- ePollbook Updates
- Observers
- Curbside Voters
- ClearCast Reminders
- End of Night

Security Cart

Attached to the cart door is a clipboard that has the **Red Lock Log**.

This log must stay on the cart on Election Night!!

Is **NOT** returned to the BOE at the end of the night.



Positions at the Polling Location

Greeter

- Greets all voters as they enter. Asks the voter if they have a valid Ohio Driver License or State ID and directs them to the **Green Line** ePollbook station. If the voter does not have valid ID or they have an alternate ID, they will be directed to the Yellow Line.
- The Greeter should speak to groups of voters walking in. They perform this task quickly and should not be the bottleneck at the entrance.
- Depending on staffing location site or number of voters, there could be multiple Greeters.
- Should send regular voters to the Yellow Line when that line is not busy.

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 or answering questions about the voting process.
- If needed, assists voters at the ClearCast Scanner. Floaters should not stand too close to the scanner and should give the voter privacy unless help is needed.
- Available to help voters needing additional assistance. For example, curbside voting.
- Assist the Greeters when not busy.

Positions at the Polling Location

ePollbook Station

This station will have ePollbooks that are designated either **Green Line** or **Yellow Line**.

- Green Line processes voters with a valid Ohio Driver License or State ID card and do not need any additional assistance.
- Yellow Line processes voters with valid alternate ID, no ID, Voters that moved and have not updated their address, name change, Curbside Voters, ADA Voting Machine and Reissue Ballots.
- Yellow Line helps Green Line when not assisting voters.
- Each ePollbook Station works with the Ballot Station to retrieve the correct ballot.

Positions at the Polling Location

Ballot Station

- Bipartisan team at all times.
- Works with the ePollbook station to bring the correct ballot.
- Keeps voted Provisional Ballot Envelopes.

Stub Table

- Staffed by at least 1 election official. Collect the voter's ballot stub and places it in the Stub Envelope.
- I Voted Stickers at Stub Table
- Assist voters with any questions



Election Morning Priorities

Always refer to the directions in your binder!

All VLMs/Coordinators will have a morning startup meeting with PEOs. At this meeting you will:

- Administer the Oath of Office and have workers sign. (Oath can be found in the VLM/Coordinator Binder).
- Hand out name tags.
- Complete your morning job assignment list. Ask workers if they have worked the ePollbook station and/or Ballot Station. Place the experienced workers at these stations at the start. Jobs should be rotated throughout the day.
- Assign morning tasks to your PEOs. The task list can be found in your binder.



Election Morning Priorities

Morning To Do List

The following should be delegated:

- Remove Ballots from Security Cage and place at the Ballot Station Table. Organize ballots by precinct, split and party. Place Table Tents on each corresponding ballot stack.
- Turn on ePollbooks/ printers and log in.
- Turn on ClearCast Scanners and open polls.
- Turn on ClearAccess ADA unit and printer.
- Set up Stub table.
- Place location signs in the appropriate spots.
- Job instructions at each position.
- All workers should take turns clocking in on the ePollbooks.(if there is time)

Reminder- all Voting Machines and ePollbooks must be set up and used



Chain of Custody

- In a folder in the Security Cart supplies tub.
- Recently updated and is now easier to use.
- Please fill it out **completely** according to the instructions.
- When dropping off supplies at the end of the night, you must have the form signed and ready to turn into the election official.



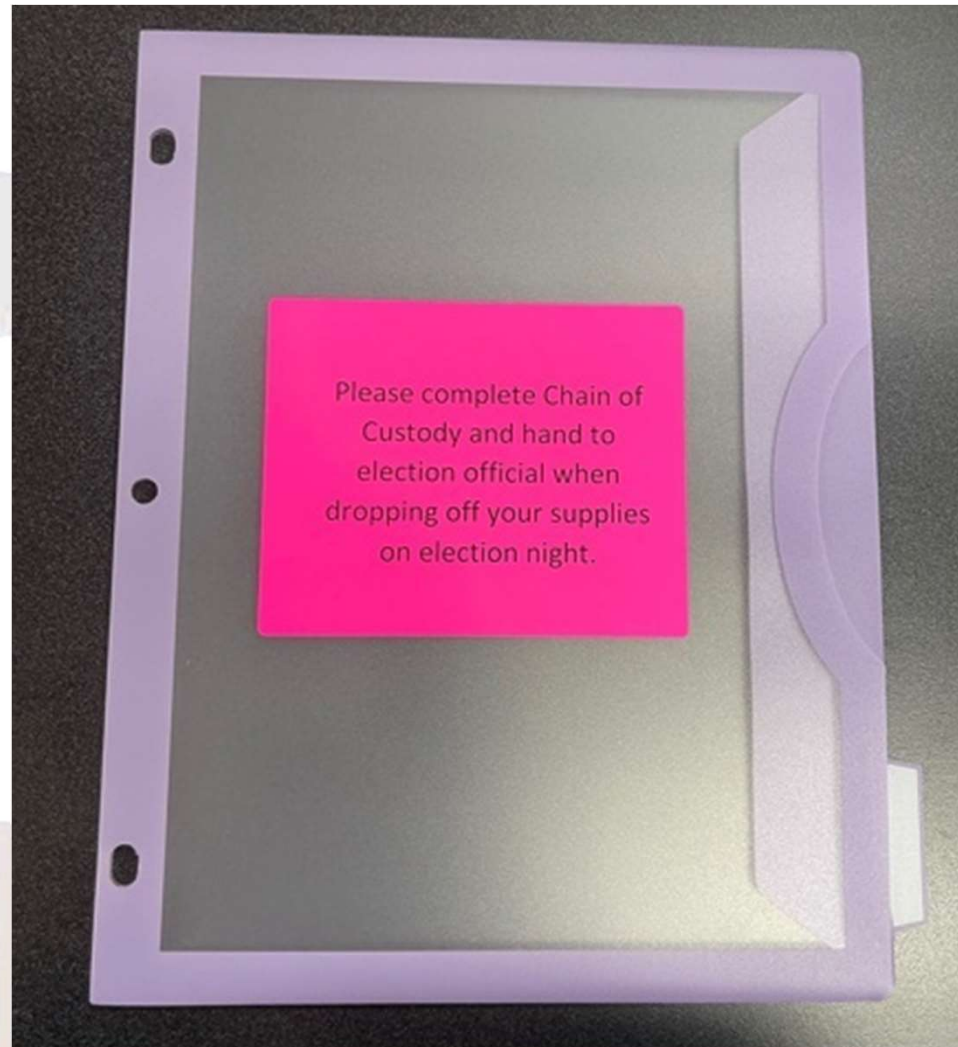
Updated Section of Chain of Custody

Returning: Voted Ballots with memory sticks sealed inside of the ballot bag.

Whenever voting equipment, supplies and/or ballots change hands or location this form must be signed. By signing this form, you are stating that you have examined the equipment, supplies and/or ballot packets to ensure that all seals are in place and that the equipment, supplies and/or ballot packets appear to be intact and in sufficient working order as can be determined by a visual inspection, if you find a problem, please immediately notify the board of elections and seek further instruction.

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME/PLACE
1) Warren County Board of Elections 520 Justice Dr Lebanon, Ohio 45036	2) _____ BOE Representative (Our office signs when Supplies are loaded onto the Security Cart)	3) SUPPLIES DROPPED OFF AT POLLING LOCATION: DATE: 11/4/22 or 11/7/22
4) NONE	5) _____ LC/VLM Signature (Sign here election morning)	6) SECURITY CART OPENED: DATE: 11/8/22
7) _____ LC/VLM Signature _____ Opposite Party Signature (Ride-along) (sign here after security cart is sealed)	8) _____ Drop Off Signature (sign here at election night drop off) _____ BOE Representative	9) SUPPLIES DROPPED OFF AT BOE: DATE: 11/8/22

Chain of Custody Folder

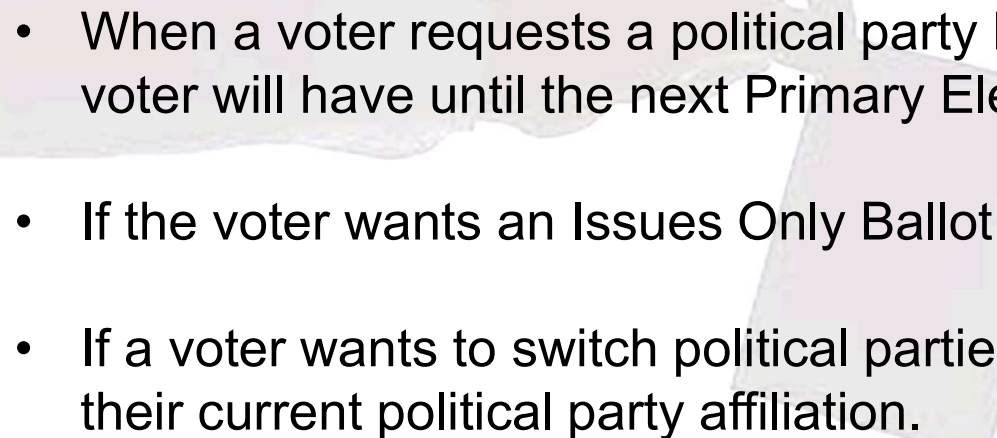
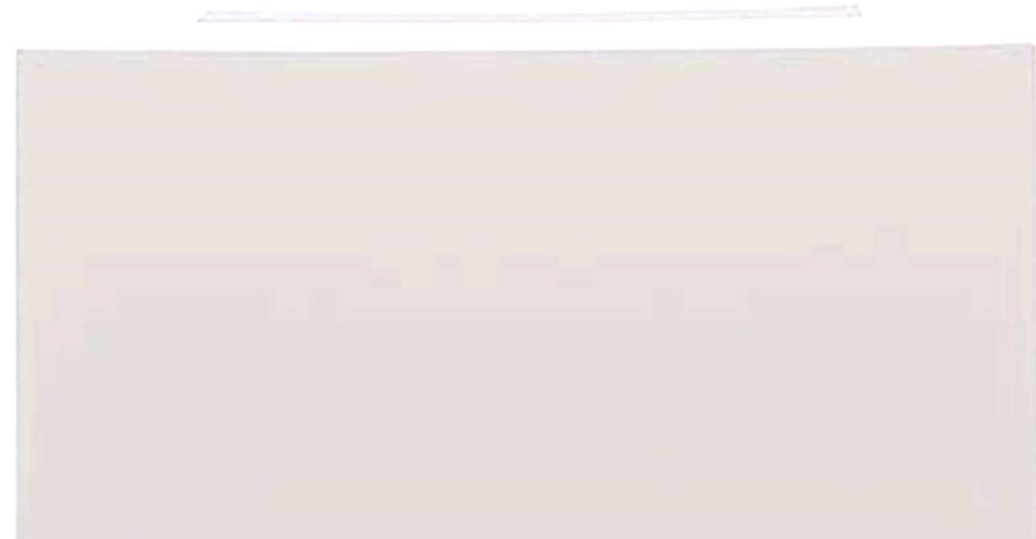


Please have the form signed and ready to hand to the person checking you in when you drop off your supplies at the BOE.



Primary Election Information

This is a Primary Election; voters will decide which party ballot they would like or an Issues Only Ballot, if available. There are not issues in every precinct/split.

- When a voter requests a political party ballot, this is the political affiliation the voter will have until the next Primary Election.
 - If the voter wants an Issues Only Ballot, they will not be affiliated with a party.
 - If a voter wants to switch political parties, they are free to do so regardless of their current political party affiliation.
- 
- 



Primary Election Information

Challenging a Voter – Party Affiliation

- If a precinct election official has personal knowledge that a voter is not affiliated with or a member of the political party whose ballot they have requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of Person Challenged as to Party Affiliation (Form 10-W).
- **Personal knowledge requires more than just a notation of party affiliation in a board record such as a pollbook. Precinct election officials must not rely solely on information contained in the pollbook to challenge an elector's party affiliation.**
- Such challenges will be rare, and a voter is required to complete Form 10-W, only if they are challenged.

17-Year Old Voters

- A 17-year-old voter can vote in Primary Elections IF they previously registered to vote 30 days prior to the Election. They can not vote on issues, only candidates. If you have any of these voters, we will include a special note in the ballot bag with additional instructions.
- The ePollbook will clearly identify 17-year-old voters by displaying a message.
- There will be special Democratic and Republican ballots in your bag labeled 17-year-old Ballots on the ballot. This ballot has a barcode and will be scanned to the voter's record.

TRAINING

Voter Eligibility

67% 11:57 AM

BACK HOME

Name: SUZY IS SEVENTEEN Birth Year: 2006 Voter ID: 21947

Address: 95 HARBOUR DR SPRINGBORO, 45066 Precinct - Split / Ballot Style: SPRINGBORO CITY 1-A-1 / CHOOSE

17 Year Old

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

** IMPORTANT **
Make sure that you give this 17-Year Old voter a ballot specifically designated for 17-Year Old's.
Do not give them a regular ballot!
Instruct the voter to remove their stub prior to scanning their ballot.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS SELECT BALLOT



Voter Identification Requirements

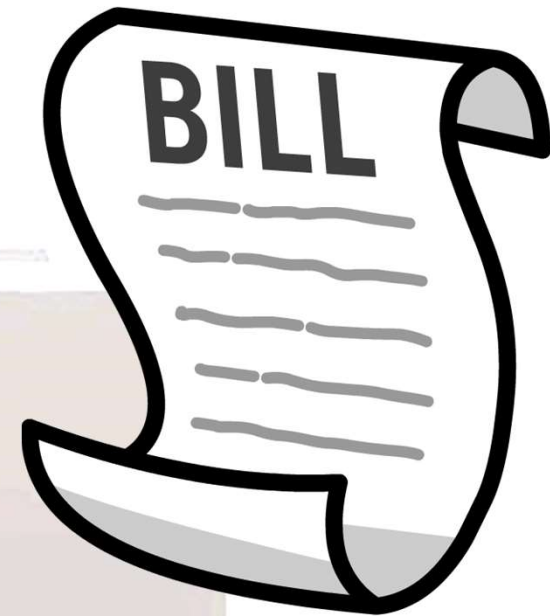


House Bill 458

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





Valid Photo Identification

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

- Ohio Driver License
- Ohio State Identification Card
- Interim ID form issued by the Ohio BMV
- US Military Card
- Ohio National Guard ID Card
- US Department of Veterans Affairs ID Card
- US Passport or Passport Card



NEW

Never scan an expired Driver License or State Identification Card. A voter with expired ID must vote a Provisional Ballot

Examples of Valid ID

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



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

Examples of Valid ID

A US Passport or
Passport card

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

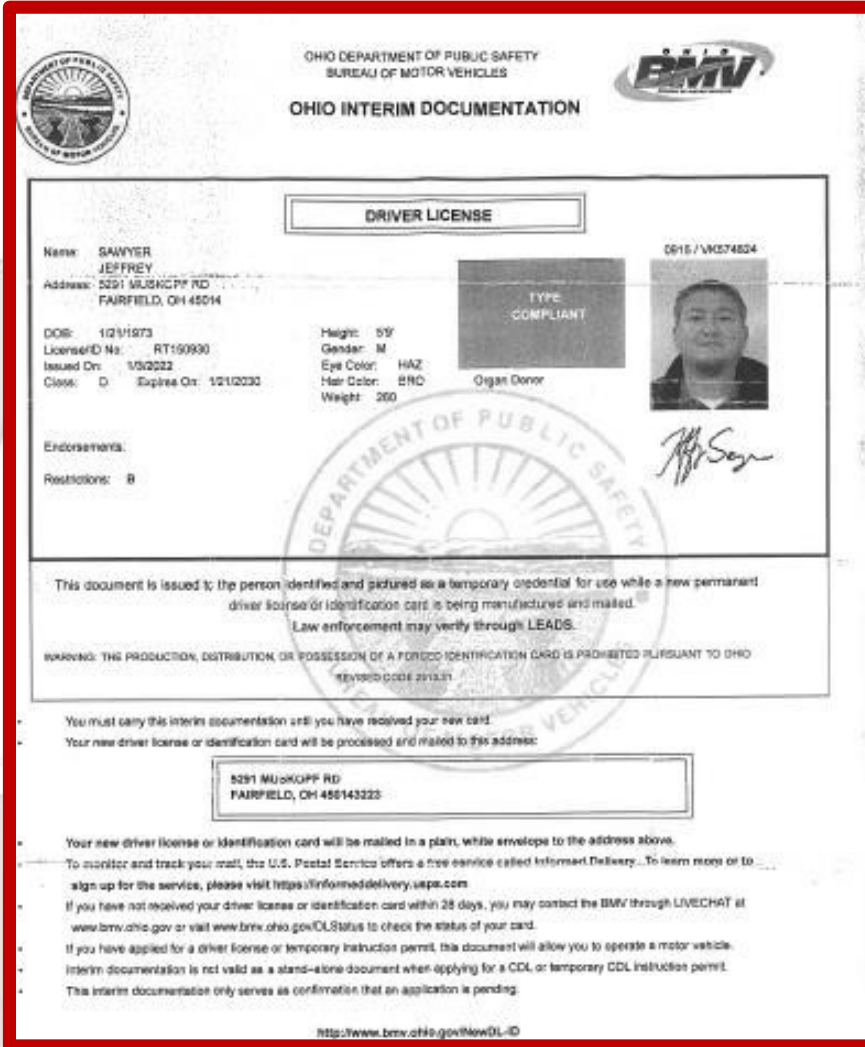


digital only



Interim ID

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



The image shows a sample of an Ohio Interim Documentation form. At the top, it features the Ohio Department of Public Safety logo and the Ohio BMV logo. The title is "OHIO INTERIM DOCUMENTATION". The form is for a "DRIVER LICENSE" issued to Jeffrey Sawyer. It includes personal information such as name, address, date of birth, gender, height, eye color, hair color, weight, and organ donor status. A photograph of the applicant and a signature are also present. The form contains a disclaimer stating it is a temporary credential and a warning against producing or possessing a forged identification card. It provides instructions on how to receive the new license or card, including mailing to the address on file and using the U.S. Postal Service's Informed Delivery service. The form ends with the website <http://www.bmv.ohio.gov/newDL-ID>.

OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

OHIO INTERIM DOCUMENTATION

DRIVER LICENSE

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

DOB: 1/11/1973 License/ID No.: RT190930
Issued On: 1/3/2022 Class: D Expire On: 12/1/2032

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

TYPE COMPLIANT

Organ Donor

0615 / VK374824

Endorsements:
Restrictions: B

DEPARTMENT OF PUBLIC SAFETY

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

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

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

5291 MUSKOPF RD
FAIRFIELD, OH 450143223

Your new driver license or identification card will be mailed in a plain, white envelope to the address above.
To monitor and track your mail, the U.S. Postal Service offers a free service called Informed Delivery. To learn more or to sign up for the service, please visit <https://informedelivery.usps.com>
If you have not received your driver license or identification card within 28 days, you may contact the BMV through LIVECHAT at www.bmv.ohio.gov or visit www.bmv.ohio.gov/DLStatus 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

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)

Military ID

Military Identification is specifically defined as one of the following:

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



US Department of Veterans Affairs

Veteran ID Cards are commonly known as (“VIC”).

- As of September of 2022, the US Department of Veterans Affairs no longer issues a physical card and now issues only a digital copy.
- Election Officials **must** accept a digital ID card as a valid photo ID.

This is the **only** form of an ID that may be shown digitally.





Voter ID Law Changes Cont.

- We can no longer accept Concealed Carry Permits nor county issued Veteran ID cards, as a valid form of ID.
- We have provided a document listing acceptable forms of ID with samples shown on the back. Please be sure to have **ALL** election officials review this document before processing voters.



Voters Without Proper ID

- Voters who do not have a photo ID at the time of voting may vote a Provisional Ballot.
- Voters can no longer provide the last 4 digits of their Social Security Number in lieu of Photo ID
- If a voter does not have ID because of a Religious Objection, they will need to complete a 12-O form (found with your provisional supplies) and they can vote provisionally.



Voters Without Proper ID

Continued

- The voter without proper ID **MUST** go to the Board of Elections office no later than 4 days after the election and provide a valid photo ID.
- Each Provisional Voter **MUST** be given a special notice notifying them of this requirement. (Provisional Binder)



Green/Yellow Line

The ePollbook Station consists of the Green and Yellow Lines. The Greeter sends the voter to the correct line.

Send voters to the Green Line for:


- Valid Unexpired Driver License or State ID

Send voters to the Yellow Line for:

- **Valid IDs** (Temp BMV, US Passport, Us Military, Ohio National Guard, US Department of Veteran Affairs)
- Invalid Ohio Driver's License or Ohio State ID
- Expired Ohio Driver's License or Ohio State ID
- Incorrect Name (name change) in ePollbook
- Incorrect Address (address change) in ePollbook
- Voting Regular Ballot with Physical Accommodations
- ePollbook Indicated Provisional (Acknowledgement Card Returned Undeliverable or Requested an Absentee Ballot)
- Soiled or Defaced Ballot
- When not processing voters, must help process Green Line Voters



Yellow Line Station



All materials are now
in a Yellow Binder

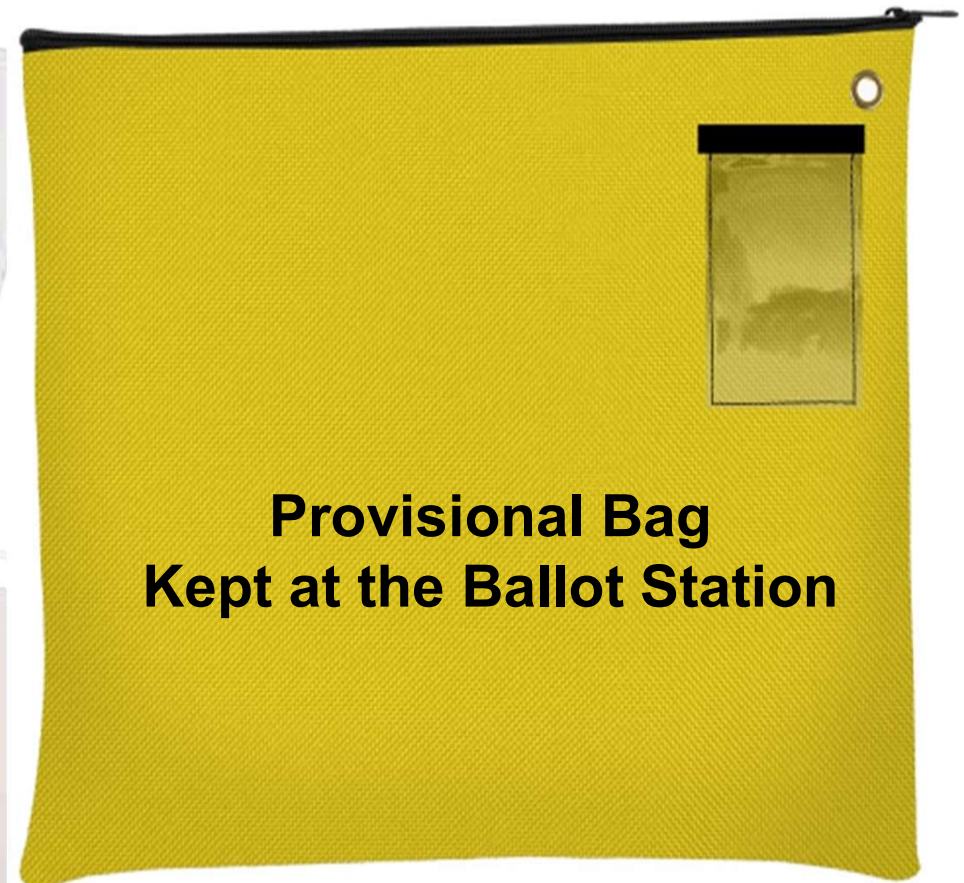


Provisional



Provisional Ballots

- Completed Provisional ballots sealed in envelopes placed in the large location-specific yellow canvas-style bag.
- The Yellow Provisional Canvas Bag **must** remain at the Ballot Station in the Blue Voted Ballot Bag throughout the day.
- Even if you have not processed any Provisional ballots, please keep the yellow Provisional bag in the Blue Voted Ballot Bag.





Provisional Ballots Cont.

- At the end of the night, confirm that each precinct's Provisional ballots are rubber banded together with the completed cover sheet indicating the number of Provisionals voted in EACH precinct.
- Please be sure to complete a yellow cover sheet even if you have no Provisional ballots.

**Provisional Cover
Sheet**

Pct. # _____

**# of Provisional ballots
issued**

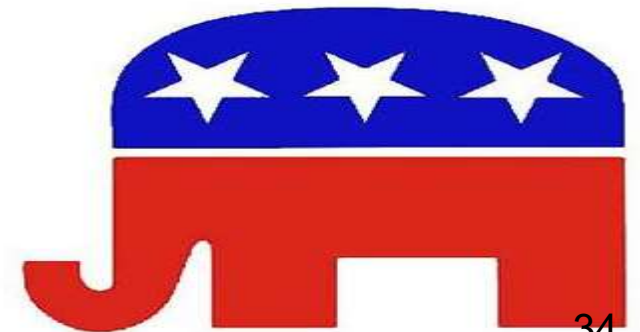
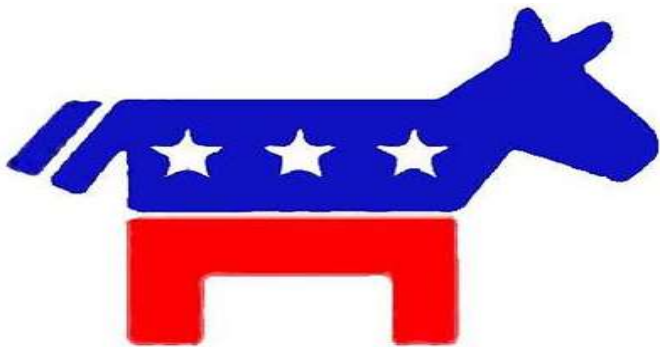
At the end of the night, please rubber band all ballots from this pct. together and place in the Yellow Canvas Provisional Bag. The yellow bag will be returned in the Blue Voted Ballot Bag.

Ballot Station Reminders

- ✓ Start with stub number ONE for each precinct and split.
- ✓ Place numbered table tents on top of ballots with their corresponding precinct and split numbers.



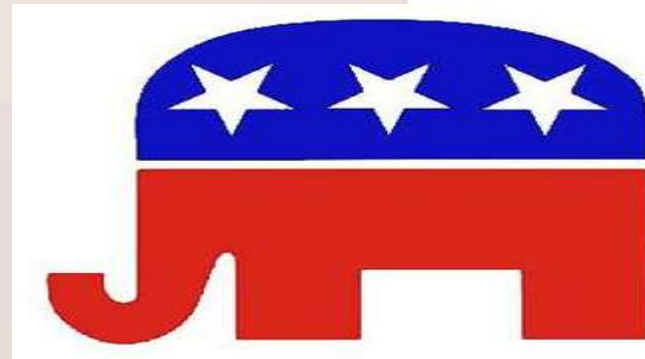
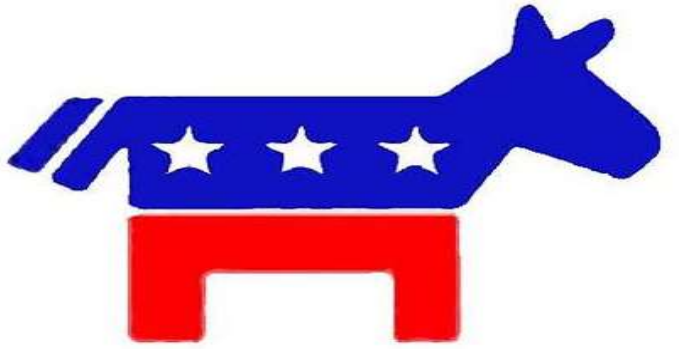
Pct. 17



Ballot Station Reminders

Cont.

- Black Ballot Bag(s) should be placed under the tables at this station.
- Always keep the Blue Voted Ballot Bag at the ballot station.
- Keep **ALL** yellow Provisional Bags and Green Soiled and Defaced Envelopes in the Blue Voted Ballot Bag even if they are empty.

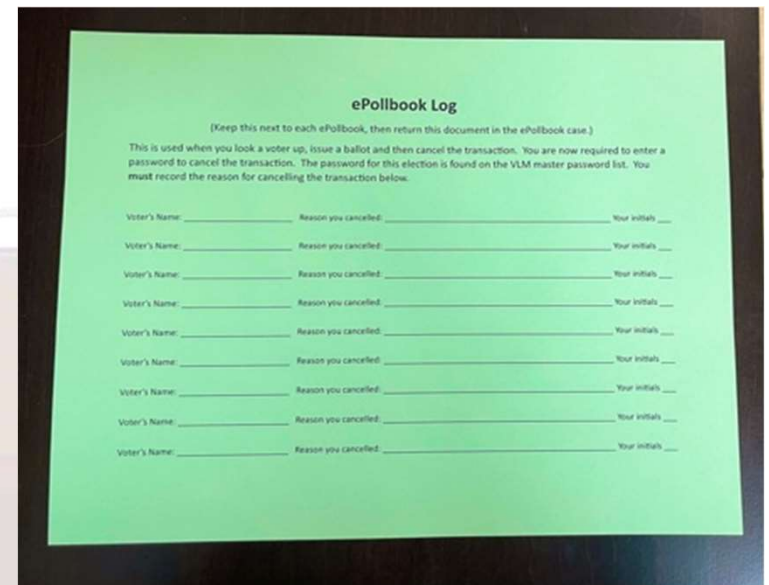
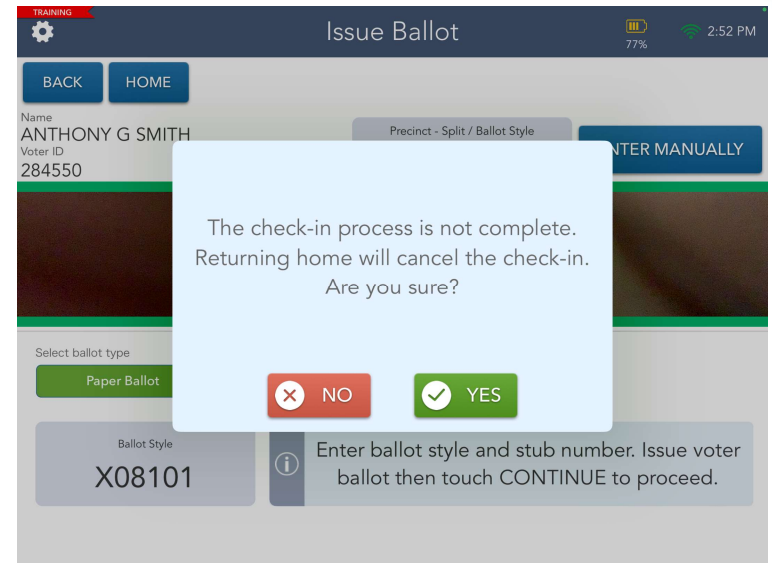


Password to Cancel a Voter

When a voter is processed all the way through the ePollbook and the pollworker hits home before scanning the ballot stub, a message will appear and a password will need entered.

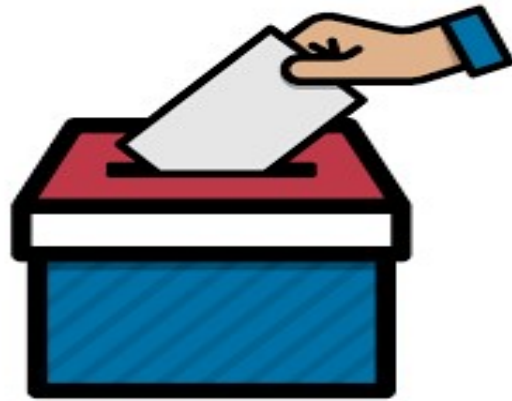
The ePollbook station will have a log, the worker must record the voter's name and why they didn't process the voter all the way through.

Each election we have 100s of transactions that are started but never finished. This makes balancing hard at the BoE. Do not cancel out a voter unless it is necessary.



ePollbook Reminders

- When issuing a ballot to a voter at the ePollbook station, please remember to hand the ballot to the voter with the back facing up and fold the stub up once to make it easier for the voter to remove.
- Direct the voter to the Voting Booth. Some new voters from touch screen voting counties are used to taking a blank ballot to a voting machine and inserting. We do not want voters to vote a blank ballot.
- As part of your instructions, please remind the voter to check both sides of the ballot before scanning it.



Observers



- Only Observers bearing a Certificate of Appointment are permitted in the polling locations. The Observer's name must be on the list provided by the WCBOE. If an Observer shows up and is not on this list, call our office to verify their appointment.
- Observers are to observe, not interfere with the election process.
- If there is a question or concern, please contact your Troubleshooter immediately.

Observer Form

Form No. 215-A Prescribed by the Secretary of State (2017)

print clearly
fill out both sides
Reads 1, 2 & 3

Notice of Appointment or Amendment of Observer(s) at Precincts on Election Day

R.C. 20A.21

Lawful appointing authorities may appoint one observer to each precinct on Election Day. The Notice of Appointment must be filed with the Board of Elections not less than 11 days before Election Day.

Any Notice of Amendment to the original appointment must be filed by 4 p.m. on the day before Election Day.

Please indicate substitutions underneath the original appointee's name.

Specify Appointing Authority, Sign and Date
Required

You must choose ONE of these options

Today's Date _____ WED0711YY

The Central Committee Chairperson and Secretary of the _____
(Name of Political Party) Party. (Name of County or State)

REQUIRED signatures of party Central Committee Chairperson AND Secretary

Chairperson _____
Secretary **OR**

The undersigned group of five or more candidates.

REQUIRED ALL signatures of members of group of five or more candidates

_____ **OR**

The undersigned duly recognized committee _____
(Resolving or Opposing)

the following ballot issue _____
(Name of Ballot Issue)

(Name of Committee Supporting)

REQUIRED signatures of ALL members of duly recognized committee supporting or opposing a ballot issue

Specify Appointment
Required

2 hereby appoint the following person(s) to observe in _____
(Name of County)

County for the election to be held on _____

Date of Election _____ WED0711YY

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Curbside Voters

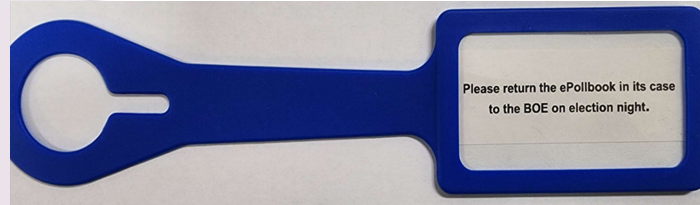
- A curbside voter is one who is physically unable to enter the polling location and follow the regular voting process.
- The ePollbook Yellow Line will process Curbside Voters
- If you have a Curbside voter, please follow the instructions in the ePollbook. Do **NOT** remove the ePollbook from the polling location. Use the form provided in the ePollbook manual instead.
- Once completed, place the curbside form in the blue envelope found in the Blue Voted Ballot Bag
- The Quick Reference Guide is a good resource to use if you have questions.

ClearCast Reminders

- When closing at the end of the night please be sure to properly shut down each ClearCast unit.
- Remember to run a results report by precinct from each ClearCast unit for the Ballot Accounting.
- **Important:** Each ClearCast unit at the location must have had the polls opened and closed regardless if there were ballots cast. ALL USB Memory Sticks need removed and placed in the window of the Blue Voted Ballot Bag.

End of Night

- Please bring all ePollbooks back with your election night supplies. They will now be marked with a blue luggage tag to help remind you.



- Remember ... Blue with you, black stays back.
- All ePollbooks should be returned in their cases to the Board of Election at the end of election night.
- Please remember to pack the Jetpack/Mifi in the ePollbook case marked with an orange dot.



Machine Review

- ePollbook general overview
- ClearCast Voting Machine- Opening/Closing polls, printing reports, ballot accounting, disassembling the Ballot Box
- ClearAccess overview
- Disassembling the Voting Booths