

WARREN COUNTY BOARD OF ELECTIONS



Voting Location Manager

Updated: 10/20/21

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. 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.

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

You might have fewer or more PEOs than you are used to this election. We hope by reducing and adding PEOs in certain locations you will find you have the right team to run the location successfully. Please let us know if there are adjustments we need to make to further guarantee success.

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

We have included an abbreviated checklist at the beginning of this binder with the following tasks:

Prior to the Election:

- ✓ No later than Sunday call all your co-workers to confirm that they are working. Remind them to not park at closest spots at polling location.
- ✓ If you are working at a 3 or more-precinct location, you will have a Coordinator and they should call you to confirm.
- ✓ Review job instruction manuals. You will have instructions to distribute and one combined set in your binder for reference.

Election Morning:

- ✓ Arrive at your location by 5:50am.
- ✓ Have a quick morning meeting with your workers. If you have a Coordinator/other VLMs, work together to assign PEOs to their job assignments.
- ✓ Turn on all ePollbooks, printers and at some point in the morning, have PEOs sign into Pollworker Payroll. (This can be done on multiple tablets at any time.) If a PEO is not listed in the tablet, have them add their name using the directions.
- ✓ Have the PEOs assigned to start the day at the ePollbook, log in as the users so that you are ready for the first voters.
- ✓ Remove your precinct's ballot bag from the security cart with a member of the opposite party and place small stacks of each ballot set on the Ballot Table. All ballots for the location should be placed together in precinct order on the centrally located table. You will find index cards with the ballot number and split number preprinted, in the black precinct ballot bags. Place these index cards on top of each ballot set to clearly identify each stack.
- ✓ Work with other VLMs to turn on each ClearCast scanner. At least one person from each party will need to sign the zero tape. Place the tape in your results envelope.
- ✓ Turn on the ADA voting unit and printer. No need to log on until a voter asks.
- ✓ Work with other VLMs to set up Stub Table using the supplies from the security cart.
- ✓ Set up Voter Assistance/Provisional table.
- ✓ Assign PEOs to post all your signs throughout the location.
- ✓ Confirm that PEOs haven't taken the closest parking spots as parking is often limited.

7:30 PM and after all voters have left:

- ✓ Assign PEOs to start taking down signs and packing up the voting booths.
- ✓ VLMs and Coordinators will need to close the ClearCast scanners and print the reports that will be needed to complete Ballot Accounting Chart.
- ✓ Post the results tapes from each machine on the outside door of the polling location.
- ✓ Assign a bi-partisan team to remove voted ballots from each voting machine and place in Blue Voted Ballot bag (do not seal at this time.)

- ✓ Assign PEOs to disassemble ballot scanners, ballot boxes and pack ADA computer/printer.
- ✓ VLMs and Coordinator will need to work together on a single ePollbook to complete the Ballot Accounting Chart. Follow directions in the ePollbook manual. You will need the totals tape from **each** ClearCast scanner to complete this task.
- ✓ Assign someone to disassemble the rest of the ePollbooks and pack in the case. Remember to get all power cords, power strips and extension cords. One case will need to have the MiFi device included with the ePollbooks.
- ✓ Place all unvoted ballots into precinct specific black ballot bags, and place in security cart.
- ✓ After all supplies and equipment have been put away, lock the security cart, and complete the lock log.
- ✓ Blue voted ballot bag should have all voted ballots, provisional envelopes, and soiled and defaced envelopes. There will be a check list in the Blue Voted bag for these items as well as the order to pack these items. The last step is completing the Red Lock Log, recording the red lock seal and place the log in the Blue Voted Bag. Zip and lock with a member from each party witnessing.
- ✓ The Coordinator or 1 VLM will bring back the Blue Voted Ballot Bag (with green and red memory USB Sticks visible on the top of the bag) and the Navy Blue Supply Bags to the Board of Elections. As a Voting Location Manager, you are responsible for helping to put your supplies in the vehicle of the Coordinator.
- ✓ Make sure to ask a member of the opposite party to “ride along” with the ballots. The ride along will get paid an additional \$10.00. We only need one ride along **per location** and they must be in the same car with the ballots to qualify. Record ride along name on the security cart lock log. If no one is willing to ride along, please document on the Chain of Custody form that it was offered.

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 ePollbook 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.
- Are the voting machines connected to the internet?
No voting machines are connected to the internet. Ever. In fact, the law prohibits connecting a voting machine to the internet in any way, and machines certified for use in Ohio are tested for networking capabilities. Certified systems used in Ohio are examined by an independent Voting System Test Laboratory and the bipartisan Ohio Board of Voting Machine Examiners to ensure they are secure and function as intended. This includes a check for any wireless network capabilities.