FRANKLIN COUNTY
BOARD *of* ELECTIONS

PRECINCT ELECTION OFFICIALS'

TRAINING MANUAL

FRANKLIN COUNTY
OHIO

NOVEMBER 3
2020

GENERAL
ELECTION

Please plan to attend the "Practice Makes Perfect" training session.

PIEDMONT BUILDING, 750 Piedmont Road, Columbus, OH 43224

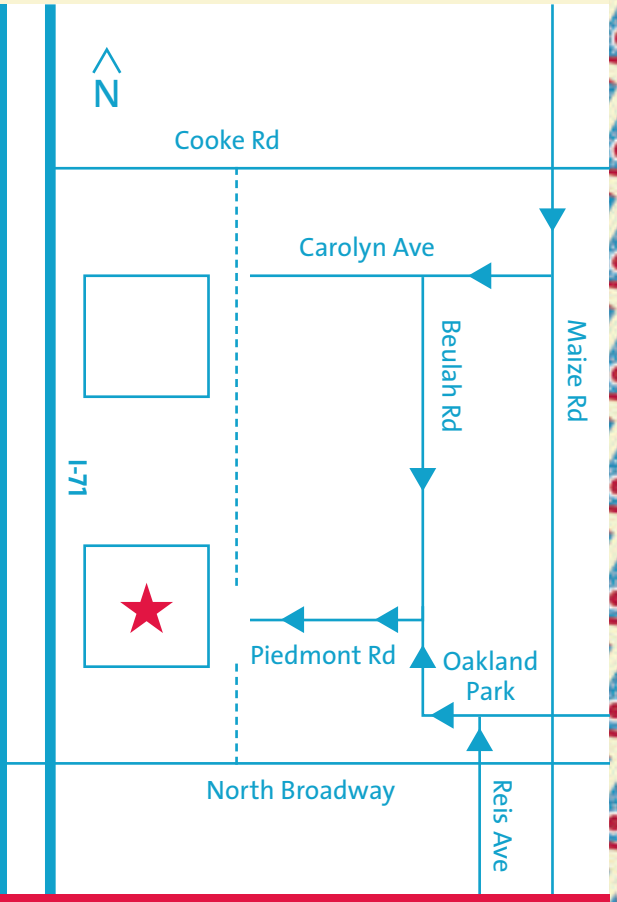
See Practice Makes Perfect insert for dates and times information.

From 71:

Via E North Broadway – East on E North Broadway to Reis Ave. Turn north (left) onto Reis Ave. Turn west (left) onto Oakland Park Ave. Turn north (right) onto Beulah Road. Turn west (left) onto Piedmont Road.

Via Cooke Road – East on Cooke Road to Maize Road. Turn south (right) onto Maize Road. Turn right (west) onto Carolyn Ave. Turn south (left) onto Beulah Road. Turn west (right) onto Piedmont Road.

There are two buildings in the Complex. PMP will take place in the southernmost building located nearest the Piedmont gate. Parking is available to the east, north, and south of the building.



IMPORTANT PHONE NUMBERS:

PEO Hotline (on Election Day): 614-525-4100

Franklin County Sheriff radio room: 614-525-3333

Provisional Voter Hotline at 614-525-6455

Voters call: 614-525-3100

Missing supplies (before Election Day): 614-525-6703

GENERAL INFORMATION

As a PEO, it is your job to:

- read and understand all of the information presented in the General Information section
- read and understand the information presented in the section relating to your position

GENERAL INFORMATION

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GOOD TO KNOW

Precinct Election Officials are always in great demand. The Board of Elections hires 4,000 individuals to serve as Precinct Election Officials for each Election Day. Persons interested in becoming Precinct Election Officials should call the Board of Elections at (614) 525-5393 or apply online at **vote.franklincountyohio.gov.**

WELCOME!

and thank you for serving as a Precinct Election Official (PEO).

The Franklin County Board of Elections is committed to conducting fair and impartial elections that are well organized and professionally managed—something that would be impossible without you.

As a PEO, it is your job to assist voters and help ensure that the election is conducted lawfully. In addition, you will:

- oversee setup of your Voting Location
- work as part of a team to ensure that Election Day runs smoothly and successfully
- help keep the entrance to the polling location open and unobstructed
- ensure that every voter is able to check in and vote freely by preventing any attempts to obstruct, intimidate or interfere with their rights
- ensure that all forms, ballots, Electronic Poll Books, and machines remain available, safe and free from tampering
- escort any person from the polling location for actions that violate any provision of Title 35 of the Revised Code (the Election Laws of Ohio)
- deal with difficult or special situations (including possible riots or violence) as the need arises.

At your earliest convenience after Election Day, please access our **online Precinct Election Official Survey Form**. The information you provide to us on the survey is very helpful in improving the Election Day experience for both PEOs and voters. The link to our survey will be accessible for one month after any election, but we ask you to provide your comments as soon as possible, while they are still fresh in your minds.

The link to our survey site is:
https://vote.franklincountyohio.gov/Voters/My-Registration

Once you have logged in, you can access the survey by selecting the “Complete the Precinct Election Official survey” link.

As a PEO, you're part of a team.

Ohio law provides that the maximum number of voters assigned to a voting precinct is 1,400, and at a minimum:

- Four voters of the county in which a single precinct is located are to be selected by the County Board of Elections to serve as PEOs in that precinct
- Two voters of the county in which multiple precincts are located are to be selected

The Board of Elections staff will select one PEO per location to act as a Voting Location Manager, with overall responsibility for overseeing the election process, including the opening and closing of the polling place and the transporting of ballots, Electronic Poll Books and voting materials to the Board of Elections after the polls close. The law requires that the Voting Location Manager has the same political affiliation as the party whose candidate for Governor received the most votes in that location at the last regular state election for Governor.

Each team is comprised of one Voting Location Manager and at least three other Election Judges. Each type of Judge has specific responsibilities, which are outlined in greater detail in dedicated sections of this book.

VOTING LOCATION NUMBERS

Every voting location is assigned a Location Identification Number or LID#, which is used to identify voting equipment, hardware, and some other materials and tells you how many precincts are in the voting location. LID#s are assigned as follows:

LID 1000s	One precinct within the voting location
LID 2000s	Two precincts within the voting location
LID 3000s	Three precincts within the voting location
LID 4000s	Four precincts within the voting location
LID 5000s	Five precincts within the voting location
LID 6000s	Six precincts within the voting location
LID 7000s	Seven precincts within the voting location
LID 8000s	Eight precincts within the voting location
LID 9000s	Nine precincts within the voting location

The number of Precinct Officials assigned to a voting location depends on how many precincts are in that location. The Voting Location Manager manages all precincts within his or her voting location.

THE TEAM AT A GLANCE

PEOs should work in the position for which they were trained. VLMs and VLDs (Voting Location Deputies) should have a good working knowledge of other judges' positions.

VOTING LOCATION MANAGER/DEPUTY

The person in charge of the voting location, who is responsible for the overall conduct of the Election at the precinct Polling Location.

ROSTER JUDGE

Processes voters using Electronic Poll Books

PAPER BALLOT JUDGE/CAPTAIN

Oversees all paper ballot voting and processes Provisional Voters

MACHINE JUDGE

Oversees voting on the Ballot Marker and Ballot Counter

YOUTH AT THE BOOTH

In partnership with KidsVoting/Central Ohio, the Youth at the Booth program has recruited several hundred high school students to work at polling locations during the Election. These students are trained to be PEOs, and receive the same training as the adults. As such, they should be accorded the same respect and held to the same expectations as adults.

FIELD TECHNICIANS

Specially trained Field Technicians visit pre-assigned voting locations to troubleshoot problems and provide Election Day support to PEOs.

AN ELECTOR CANNOT SERVE AS A PRECINCT ELECTION OFFICIAL IF THAT ELECTOR: (A) HAS BEEN CONVICTED OF A FELONY OR ANY VIOLATION OF THE ELECTION LAWS, (B) IS UNABLE TO READ AND WRITE THE ENGLISH LANGUAGE READILY, (C)IS A CANDIDATE FOR OFFICE TO BE VOTED FOR BY THE VOTERS OF THE PRECINCT IN WHICH THE PERSON IS TO SERVE, OTHER THAN A CANDIDATE FOR COUNTY CENTRAL COMMITTEE WHO IS NOT OPPOSED BY ANY OTHER CANDIDATE IN THAT PRECINCT, (D) WILL BE SERVING IN A PRECINCT OR POLLING PLACE WHERE A FAMILY MEMBER OR BUSINESS ASSOCIATE WILL APPEAR ON A BALLOT FOR ELECTION OR NOMINATION TO ANY PUBLIC OR PARTY OFFICE AT THAT SAME ELECTION.

THE BASICS
FAQs

How much time will be expected of me?

MANDATORY TRAINING: 2 TO 4 HOURS

As a PEO, you are expected to attend and pass one mandatory training class before each election. Depending on your position, you should expect to spend between two and four hours for an in-depth, hands-on session. Since there are always new and adjusted procedures to be learned, you must attend a class for each election you work and prove comprehension before being assigned.

PRACTICE MAKES PERFECT (PMP) TRAINING: VARIED

During the last weekend before the election, after you have completed your mandatory training, we offer special "Practice Makes Perfect" Open House review sessions to help you brush up on your skills, get answers to your questions, and increase your confidence. These sessions are optional for some and do not take the place of mandatory training classes. We recommend Practice Makes Perfect for all, but strongly advise first-time PEOs to attend, including those working a new position. You will find dates, times and locations for PMP sessions on the inside front cover of this book.

ONLINE PEO REVIEW: APPROXIMATELY 1.5 HOURS

If you have internet access and an e-mail account, we encourage you to complete the voluntary online review/tutorial of practices and procedures for Ohio PEOs from the Secretary of State. Information will be provided at your training class on how to log in to access this tutorial.

THERE ARE A FEW DIFFERENCES BETWEEN THE SECRETARY OF STATE'S RECOMMENDED PROCEDURES AND THOSE OF THE FRANKLIN COUNTY BOARD OF ELECTIONS. A LIST OF THOSE DIFFERENCES IS AVAILABLE AT **WWW.VOTE.FRANKLINCOUNTYOHIO.GOV**. ALWAYS FOLLOW THE PROCEDURES OUTLINED IN THIS MANUAL ON ELECTION DAY.

GOOD TO KNOW

You will only be paid for one mandatory training class (and only If you work the election). However, we encourage you to take another unpaid class or review online to get as comfortable as possible with both the machines and your assigned duties.

GOOD TO KNOW

https://opwt.sos.state.oh.us/
Password: November2020General!

After using default password above for initial log in, you must change your password once you enter the site; please make a note of your new password. If you have technical problems, please contact the SOS at 1-888-521-2262.

GOOD TO KNOW
Most Voting Locations will be available to set up the night before the election.

MONDAY EVENING SETUP: 2 HOURS

ELECTION DAY: 15 HOURS

On Election Day, you'll be expected to serve approximately 15 hours, from 5:30 a.m. until the Voting Location Manager releases the team at approximately 8:30 p.m.

How Much Will I Be Paid?

GOOD TO KNOW
During the election, there must always be at least two PEOs (cannot be members of the same political party) present to assist voters. Youth at the Booth under the age of 18 are considered to be politically neutral.

PEOs are paid for their time on Election Day, for ONE mandatory training session and for attending a "Practice Makes Perfect" Open House the weekend before the election. Please allow **FOUR WEEKS** after the Election for payroll to be processed and to receive compensation. Compensation is as follows:

MONDAY SETUP

Team Leader: $50
Team Member: $25

ELECTION DAY

All PEOs: $133.72

MANDATORY TRAINING SESSION

Voting Location Manager/Deputy: $50.00
PEO Captains: $25.00
All Other Judges: $15.00

"PRACTICE MAKES PERFECT" OPEN HOUSE

All PEOs: $10

VLM MATERIAL PICK-UP/DROP-OFF

Voting Location Manager: mileage for both pick-up and drop-off

Ride-Along PEO: $10

Will I Get Breaks?

On Election Day, the Voting Location Manager will assign meal and break times to ensure that coverage is maintained. If voter traffic allows, each PEO will get one hour for lunch, and potentially shorter breaks of 15 minutes as time allows. All PEOs must be back from lunch no later than 4 p.m., and must remain at the voting location until dismissed by the VLM.

PEO CONDUCT

Setting the tone for your voting location

Although you will find your Election Day service to be rewarding, it can be filled with long lines and short tempers. As a PEO, your behavior sets the tone for your location and serves as an example to voters. Treating both the voters and the other Precinct Election Officials with courtesy and respect are the keys to ensuring a smooth process.

REMEMBER: IF YOU ARE PATIENT WITH OTHERS, THEY WILL BE PATIENT WITH YOU...EVENTUALLY :-)

GETTING READY TO BE YOUR BEST

Plan to get plenty of rest the night before so that you can work efficiently, treat voters in a professional manner, and easily resolve any problems that may arise.

In addition, ensure your personal comfort throughout the day by:

- bringing any medications you require
- wearing comfortable shoes
- bringing drinks, meals and snacks for breaks
- arranging for the care of any children, dependents, or pets
- dressing in layers, and bringing a jacket or sweater

ETHICS EXPECTATIONS

A directive issued by the Secretary of State creates a comprehensive ethics policy for all PEOs throughout the State of Ohio. Elections Officials are expected to maintain the highest level of integrity and to comply with all legal requirements. (You'll find key components of the Ethics Directive in *appendix D* at the back of this book.)

On Election Day, all PEOs will be asked to acknowledge that they have read the Ethics Agreement and will abide by it. This acknowledgement is included as part of the "Oath of Office."

GOOD TO KNOW
The polling place is not a place for children of PEOs. Please arrange for child care while you are working the polls.

GOOD TO KNOW
About Cell Phones: The Voting Location Manager will have an official cell phone in his or her supply kit, but we encourage you to have your personal cell phone with you when you arrive in case your voting location is not open. You may use your personal cell phone during breaks, but not while performing official duties.

See *Ethics Directive by the Secretary of State* in the back of this manual.

ETHICAL EXPECTATIONS INCLUDE:

- being on the job when expected
- maintaining confidentiality
- not taking home for personal use any supplies that are provided for your voting location

UNACCEPTABLE CONDUCT

Under no circumstances may a PEO...

- campaign at the polling location or attempt to influence any voter or other PEOs as to their vote for or against a candidate or issue
- wear or disseminate any campaign literature or paraphernalia, including but not limited to literature; partisan sample ballots; and campaign badges, clothing or buttons
- introduce into the polling place or use during their working time any items that might distract them from the management of the polls (e.g., laptops not provided by the Board of Elections, cell phone for personal calls, newspapers, news magazines, iPods or other music players, radios and televisions)
- solicit contributions for raffle tickets or charities, or have for sale anything at the polling location (e.g., baked goods, candy or crafts)
- place any food or drink on the Roster Table, in the Paper Ballot Area, or on or near the voting equipment and supplies
- engage in any activities identified as illegal or unacceptable according to the Board of Elections, the Secretary of State, or state or federal law
- refuse to enforce election laws, especially the laws that apply to precinct polling locations (R.C. 3501.33 and R.C. 3501.35)
- carry a weapon or firearm into the polling location
- possess or transfer possession of a ballot outside of his/her official Election Day duties

Violations of any ethics policy by a Precinct Elected Official may result in dismissal from service and no opportunities for further service as a PEO.

KEEPING POLLING INFORMATION SECURE

On both Setup and Election Days, the PEOs are responsible for ensuring that the forms, ballots and machines remain safe, undisturbed and free from tampering. Each one of the following procedures helps to keep the voting process secure, and is critical in ensuring that, after Election Day, Election Officials can account for all that has occurred at the polling place. See the individual job sections for more information about the ultimate responsibility for each of these procedures.

- Inspect and unlock the storage carts and record that information.
- Inspect machines for physical damage and check tamperproof tapes, seal numbers and security seals
- Keep a record of all voters who enter the polling location
- Keep a record of all ballots issued, including provisional ballots and spoiled ballots
- Document any incident that may affect the election results, including:
  - delays in opening the polling location
  - machine problems
  - "fleeing" voters who leave the polling location without having their ballot marked or counted
  - any other incidents that you believe might have an impact on the election
- Report any suspicious activity in or around the voting location to the Board of Elections
- Fill out every form legibly and completely
- Return the correct materials to the Board of Elections on Election Night

GOOD TO KNOW

Keeping records of suspicious events while the polls are open is one of the most important duties the VLM is asked to perform. Accurate documentation in the Location Workbook tells the complete story of what transpired at your polling location on Election Day. Your records will be used by the County Board of Elections to resolve any issues that arise during the current election and to plan for future elections.

SAFETY & SECURITY

AWARENESS TIPS FROM THE FRANKLIN COUNTY SHERIFF'S OFFICE

As a PEO, one of your most important duties is helping to keep your polling location safe. Be observant, check in regularly with building staff and security, and keep your eyes open for anything that seems unusual, including:

- Suspicious persons who don't vote or who spend time observing the polling place
- People who ask unusual questions or show unusual interest in when the polls close, when the ballots are to be picked up, security procedures or other procedures, not related to voting
- Vehicles that appear out of place or suspicious and cannot be accounted for by building management, employees or PEOs
- People taking pictures of the polling area, other than members of the media
- People who are reluctant to identify themselves or who are obviously avoiding PEOs
- Packages left unattended or that appear to be unusual

If You See Something, Say Something.

Report any suspicious behavior or activity to The Franklin County Sheriff Radio Room at 614-525-3333 or If a situation is an emergency or life threatening, call 911.

Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, you should report only suspicious behavior and situations (e.g. an unattended backpack or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or other criminal activity.

BE PREPARED TO REPORT THE FOLLOWING DETAILS:

for individuals:	**for vehicles:**
Race/Sex	Make/Model/Year
Height/Weight	Color
Hair Color	License Plates (# and State)
Facial Hair	Description of Driver/Occupants
Tattoos or Scars	Activity
Clothing Description	Distinguishing Features

NOTES

IN CASE OF EMERGENCY

IF YOU HAVE ANY PROBLEMS, QUESTIONS OR CONCERNS CALL THE BOARD OF ELECTIONS: (614) 525-4100

Important procedures & telephone numbers

IF VOTING LOCATION IS **NOT** OPEN AT THE SCHEDULED MONDAY EVENING SETUP TIME:

- Team Leader should call the Board of Elections.

IF POLLING PLACE IS **NOT** OPEN BY 5:30 A.M. ELECTION DAY:

- VLM should call the Board of Elections.

MEDICAL EMERGENCY

- Call 911
- Once the medical emergency is under control, please make a follow-up call to the Board of Elections

EVACUATION OF YOUR VOTING LOCATION

If you must leave your voting location due to an emergency like fire or tornado:

- Keep calm. Your safety and the safety of your co-workers and the voters is our first concern
- Gather and secure the following if safety and time allow:
  - ***Voted*** Ballot Bag(s)
  - USB Stick from the Ballot Counter
  - Ballot Chute from the Kiosk
  - The Electronic Poll Books (EPBs)
  - The BUMPer Packet
  - Official Cell Phone
  - The Location Workbook
  - The Roster Workbooks
  - Paper Ballot Judge Workbook

- Authority-to-Vote (ATV) Slips
- If any of the above are removed, at least one PEO (and preferably two, not of the same political party) must remain with the equipment at all times.

- Go to a safe location, as instructed by public safety officials or as determined by the Voting Location Manager
- As soon as you can, contact the Board of Elections at for further instructions

IF AND WHEN YOUR VOTING LOCATION CAN BE RE-OPENED:

- Inspect the voting area
- Report any irregularities or problems to the Board of Elections.
- Replace USB Stick (if removed) into Ballot Counter and place new Blue Tamper-proof Seal across compartment door
- Replace Ballot Chute on Kiosk
- Continue processing voters

IF POWER GOES OUT, THE MACHINES AND ELECTRONIC POLL BOOKS HAVE BATTERY BACK-UP SO YOU CAN CONTINUE VOTING.

- Call the Board of Elections Hotline to report outage. Allow voting to continue if the location is deemed to be safe.
- Retrieve the pad of Authority-to-Vote Slips from the VLM Supply Bag to be used as follows:
  - AS AUTHORITY-TO VOTE SLIPS

    - Handwrite Precinct ID and Ballot Style on front of slip
  - AS REASON FOR PROVISIONAL BALLOT SLIPS
    - Mark through front of slip.
    - Turn slip over and write “Provisional” at the top; then write the reason for voting provisionally
- AS VOTER TRANSFER FORMS
    - Mark through front of slip.
    - Turn slip over and write the Name and Address of the Voter’s correct location. (You will still be able to obtain this information from the Electronic Poll Book)

GOOD TO KNOW
85% of polling location accidents occur during the setting up of equipment, and most falls occur in the early morning hours.

ACCIDENT PREVENTION & POLLING PLACE PROTECTION

The Franklin County Board of Elections is committed to making each and every polling place as safe and accident free as possible. To that end, we want every PEO to be aware of potential safety hazards and know how to prevent accidents. We've listed the top safety issues and steps for their prevention below.

PREVENT SLIPS, TRIPS AND FALLS

Slips generally occur when floors or other walking surfaces become wet or oily due to cleaning, rain or snow, and leaks. Trips may be caused by materials and debris left in walkways, uneven floor surfaces, improperly secured electrical cords, holes or depressions, bunched floor mats or carpets, and uneven stair risers. Should you be made aware of any of the above hazards, notify your Voting Location Manager immediately. To prevent slips and trips:

KEEP THINGS CLEAN AND CLEAR

- Keep workplaces and floors as clean, orderly and dry as possible
- Keep all aisles and passageways clear, and remove any and all obstructions
- Ensure that aisles are sufficiently wide for voters to walk to voting equipment (36″ per ADA guidelines)

CLEAN SPILLS IMMEDIATELY

- Alert the building steward and ask him/her to block off any spill as soon as it occurs. Keep it marked until it has been cleaned entirely.

WEAR PROPER FOOTWEAR

- During inclement weather, wear appropriate boots or shoes, and change into your "regular" shoes once inside the Polling Location
- Wear closed-toed shoes rather than sandals for extra protection

SECURE ELECTRICAL CORDS AND OTHER TRIPPING HAZARDS

- Secure electrical and extension cords with tape placed lengthwise along the cord

PROTECT YOUR HANDS

- When handling equipment, avoid "nip" points, which can pinch or severely injure fingers and hands
- Never use excessive force to close machine locks

KNOW YOUR POLLING LOCATION

- Determine where the exits are in case of fire or emergency
- Know safest place to go during tornados or severe storms
- Familiarize yourself with poorly lighted areas and use a flashlight in the dark to guide you

ASSISTING VOTERS WITH DISABILITIES

GOOD TO KNOW

An ADA Folder with comprehensive information regarding any necessary ADA-compliance changes to your specific voting location will be included in the VLM Supply Bag. Please be sure to read and ensure your voting location meets all stipulations.

Under both state and federal law, Ohio polling locations are required to be accessible to people with disabilities. The Help America Vote Act (HAVA) requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act (ADA) sets standards for ensuring that people with disabilities have equal access to public services and facilities, including polling locations.

GENERAL GUIDELINES

Here are some guidelines for PEOs when interacting or communicating with all voters who have disabilities.

- Be courteous and respectful.
- Use common sense—it will provide the answers to most questions.
- Do not underestimate persons with disabilities—disability does not equal inability.
- Allow a little extra time to get things done. It is considerate to offer a seat and give unhurried attention to the elderly, those with disabilities, and those who have difficulty speaking or hearing.
- Always speak directly to the voter and not to their companion, aide or interpreter.
- **ASK** before you help. The person may not want or need assistance. Don't insist; respect the voter's wishes.
- Offer assistance discreetly; your courtesy will be appreciated. Once assistance is offered, wait until the offer is accepted. Then listen and wait for instructions.
- Treat adults like ... adults. Never patronize people in wheelchairs by patting them on the shoulder or head.
- Never distract a service animal; they are working.
- If your voting location is in a building with several routes through it, be sure that there are sufficient signs to direct people to the most accessible way around the facility.
- Relax. Common expressions like "see you later" or "walk over here" are unlikely to make a person with a disability uncomfortable; don't be embarrassed if you use one.

ASSISTING VOTERS WITH SPECIFIC DISABILITIES

Voters needing assistance reading/marking the ballot due to blindness, disability or illiteracy may ask for assistance from the individual of their choice with the exception of:

- Their employer
- An agent of their employer
- An officer or agent of their union
- A candidate on the precinct's ballot

Voters may also receive assistance from two PEOs, each from a different political party.

VOTERS WHO ARE IN WHEELCHAIRS OR HAVE MOBILITY IMPAIRMENTS

- Make sure chairs are available for the disabled, ill, elderly or pregnant.
- Make sure signs are posted inside and out with regard to parking and other conveniences.
- Do not push or touch a person's wheelchair without prior consent.
- Do not lean or hang on a person's wheelchair; adaptive equipment is an extension of the body and part of someone's personal space.
- Place yourself at eye level by sitting or kneeling when speaking with someone in a wheelchair so that they don't have to look up at you to communicate.
- Ask before helping. Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to fall.
- Fasten mats and throw rugs securely or move them out of the way.
- Keep floors as dry as possible on rainy or snowy days.
- Keep the ramps and wheelchair-accessible doors to the voting location unlocked and barrier-free.

VOTERS WHO HAVE SPEECH OR HEARING IMPAIRMENTS

- Gently tap a person who has a hearing impairment on the shoulder or wave your hand to get their attention.
- Follow the voter's cues to determine whether speaking, gesturing or writing is the most effective method of communication.
- Listen carefully and never pretend to understand; instead repeat what you understood and allow the person to respond.
- Do not shout. Your facial expressions, gestures, and body movements can aid in understanding. Face the voter at all times (they may be able to read lips), and keep your face in full light.
- Ask questions that require only short answers or a nod of the head.
- Be patient.

VOTERS WHO ARE DEAF

- Gently tap a person who is deaf or has a hearing impairment on the shoulder, or wave your hand to get their attention.
- Identify who you are by showing your name badge.
- When speaking to the voter, do so calmly, slowly and directly. Do not shout or exaggerate.
- Communicate in writing, if necessary.
- If you are not understood at first, repeat or rephrase your thought.

VOTERS WHO ARE BLIND OR VISUALLY IMPAIRED

- Identify yourself and state that you are a Precinct Election Official as soon as you come in contact with the voter.
- Ask if you may be of assistance and verbally offer your arm to the voter. If assistance is accepted, gently place your arm under the hand of the voter rather than taking the voter's arm.
- If the voter has a guide dog, walk on the opposite side of the voter from the dog. Do not feed, pet or otherwise distract the dog without the permission of the owner.
- When giving verbal directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel, For example, "The precinct table is at 3:00; we are processing voters there."
- Let the voter know if you are going to leave them.
- Offer the magnifier sheet to any voter whose vision is impaired.
- Remember that visual impairment or blindness does not equal hearing impairment; do not shout.

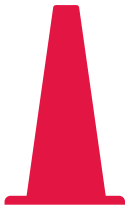
PICTURE OF A PERFECT POLLING PLACE

The VLM Supply Bag contains an ADA Folder of all changes necessary to make your voting location ADA compliant. After making all of the changes listed in your ADA Folder, double check to ensure that the following are in place. The next few pages will provide you with illustrations and more specifics to give you a preview of the sorts of things you'll be asked to do on Election Day.

THESE ITEMS MUST ALWAYS BE IN PLACE	IF NOT CORRECT THE SITUATION
Accessible parking spaces with vertical parking accessibility signs and access aisles. These signs, which include the international symbol for accessibility and fine rates of up to $500, are posted at 60" high. If applicable, "Van" signs should designate van parking space(s).	**Notify a Rover.**
Directional Signs to guide voters to the nearest accessible entrance to the polling place	**Post Directional Signs** to designate accessible entrances.
Curb cuts, level transitions or temporary ramps that allow voters to get from the parking lot to the sidewalk.	**Call the PEO Hotline** and ask for assistance.
Walkways to the polling place that are at least 36" wide. Doorways that are at least 32" wide	**Find a new route to the polling place and place signs accordingly. Leave a 36" pathway through the voting room.**
No obstacles in or on the sidewalk that could cause problems	**Find a new route to the polling place if possible, or post signs directing voters around the problem area.**
Door handles that can be used with a closed fist	**Prop door(s) open.**
No locked doors at any alternate entrances being used specifically for accessibility	**Unlock doors. Prop open, if possible.**
Seats available for elderly, ill, pregnant, or disabled voters	**Place chairs in the voting room and near the lines.**
No tripping hazards like loose mats or unsecured electrical cords	**Do your best to avoid or secure loose mats, cords and wires.**
No objects attached to the wall that protrude more than 4 inches	**Place chairs, trash cans or cones underneath the protruding object(s) to make them cane-detectable.**

EQUIPMENT AT A GLANCE

Many polling locations will be provided with some or all of the following temporary ADA equipment to use on Election Day. Here's a quick overview at what each item looks like, and where it may be used.



TRAFFIC CONES

Place under qualifying wall protrusions, and use to identify tripping hazards and mark temporary handicapped parking spaces.

BLACK RUBBER MATS

Use to level all uneven doorway thresholds and transitions with non-beveled edges measuring more than 1/4" in height.

RUBBER DOOR STOPS

Use to prop open any doors not equipped with attached door stops.

ACCESSIBLE ENTRANCE SIGNS

Use wherever necessary to more clearly mark the route from the parking lot to the accessible entrance.

VOTING TODAY SIGNS

If an accessible entrance other than the main entrance is identified, use these signs to clearly mark the interior route from the door to the voting area.

Van Accessible

$500 Fine

HANDICAPPED PARKING SIGNS

You may receive up to four different types of signs to help you designate handicapped parking spaces. These include:

- **Van Accessible Signs**
  Attach to permanent Handicap Parking signs that do not indicate van accessibility (and are wide enough (8') to accommodate a van and ramp).
- **$500 Fine Signs**
  Attach to permanent Handicap Parking signs that do not already call out $500 Fine.
- **Temporary Handicapped Parking Signs**
  Place at the head of any spaces designated as Handicapped Parking spaces in your ADA folder.
- **Temporary Handicapped/ Van Accessible Signs**
  Place at the head of any spaces designated as Van Accessible Handicapped Parking spaces in your ADA folder.

PARKING LOT

Accessible parking must be provided for people with disabilities in order for them to park and be able to enter and exit their vehicles just like any voter. Most parking lots are already ADA compliant, with the number of ADA spaces allotted based upon a percentage of the total number of spaces in the lot.

Prior to Election Day, a team will have checked for permanent Handicapped Parking spaces at your location. It is your job to set up any designated temporary Handicapped Parking spaces as indicated in your ADA folder.

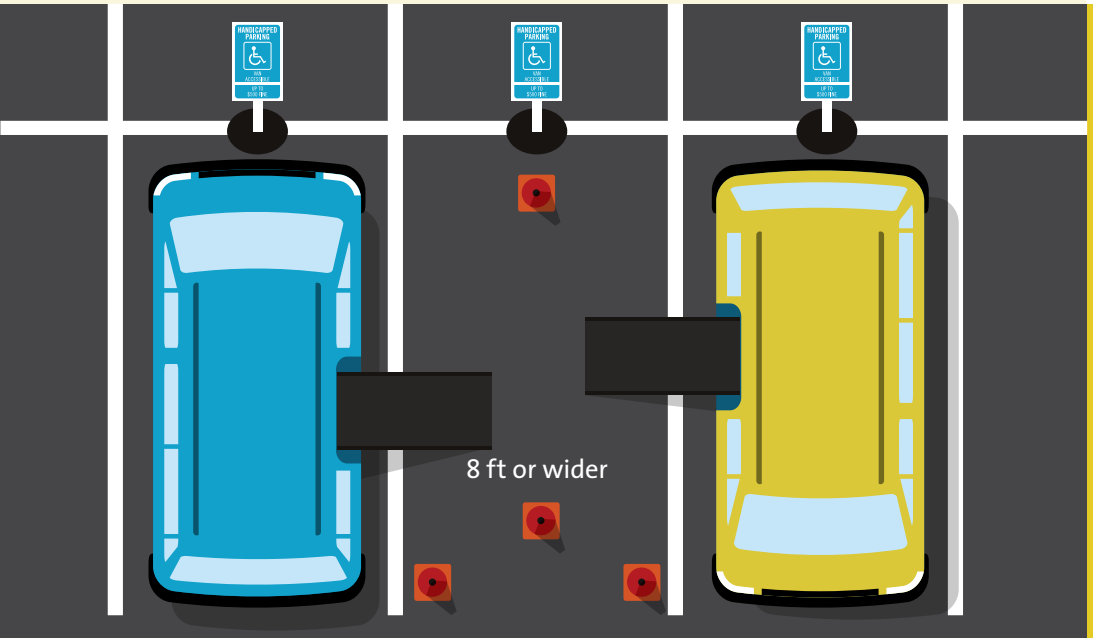
- Permanent ADA-compliant spaces will be wider than regular spaces, marked by vertical signs, painted on-ground wheelchair graphics, or both. If the space is wide enough (8') and the existing sign **DOES NOT** call out Van Accessibility, you will be asked to attach a temporary "Van Accessible" sign to the pole. If the existing sign **DOES NOT** have a "$500 Fine" sign, you will be asked to attach one to the pole.
- The diagram below shows one possible set up of temporary Handicapped Parking spaces in regular width spaces. In this example, a center space has been left open, marked with a Van Accessible sign, and blocked with cones to allow for ramps. Your ADA folder will show you any specific set ups for your location.

GOOD TO KNOW

To attach temporary "$ Fine" and "Van Accessible" to permanent ADA signs, position the temporary sign beneath the existing sign, wrap one loop of the rubber band around the front of one side of the temporary sign, stretch the rubber band around the back of the pole to the other side, and secure the other loop around the front of the other side.

QUICK FIX

Problem: Not enough signs to designate all spaces called for
Solution: Notify a Rover



If a parking space is at least 8 ft wide, it can serve as van accessible space between two parking spaces.

Handicapped parking sign

Van Accessible handicapped parking sign

Van Accessible Sign

$500 Fine Sign

QUICK FIX

Problem: Obstacles or obstructions in walkways
Solution: Mark permanent obstructions with traffic cones; move portable obstacles out of the way.

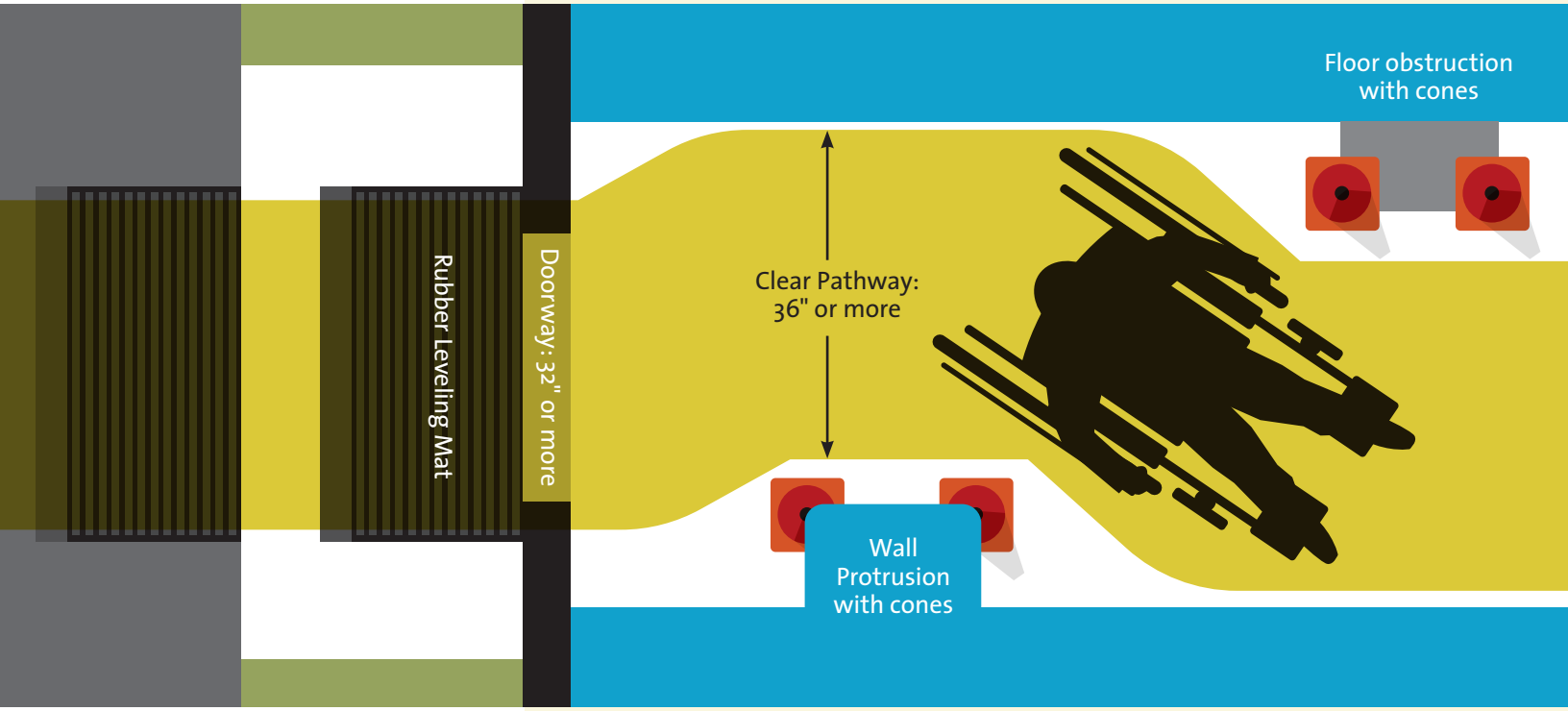
WALKWAYS & TRIPPING HAZARDS

People with disabilities should be able to exit their vehicles, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone—wide enough for wheelchairs, free of tripping hazards, and clear of obstacles.

Walkways and tripping hazards at your specific location will be predetermined before Election Day, and your ADA folder will have specific instructions for you to follow. Basic guidelines are:

WALKWAYS

The accessible walkways at your voting location have been predetermined to be at least 36” wide to allow wheelchair access. As you walk the route outlined in your ADA folder, please check for permanent obstacles that may have been overlooked, and mark any you find with a traffic cone. In the case of obstacles that may have been accidentally moved onto the walkway, e.g. trash cans, thereby narrowing the accessible path, please move them out of the way.



UNEVEN THRESHOLDS & TRANSITIONS

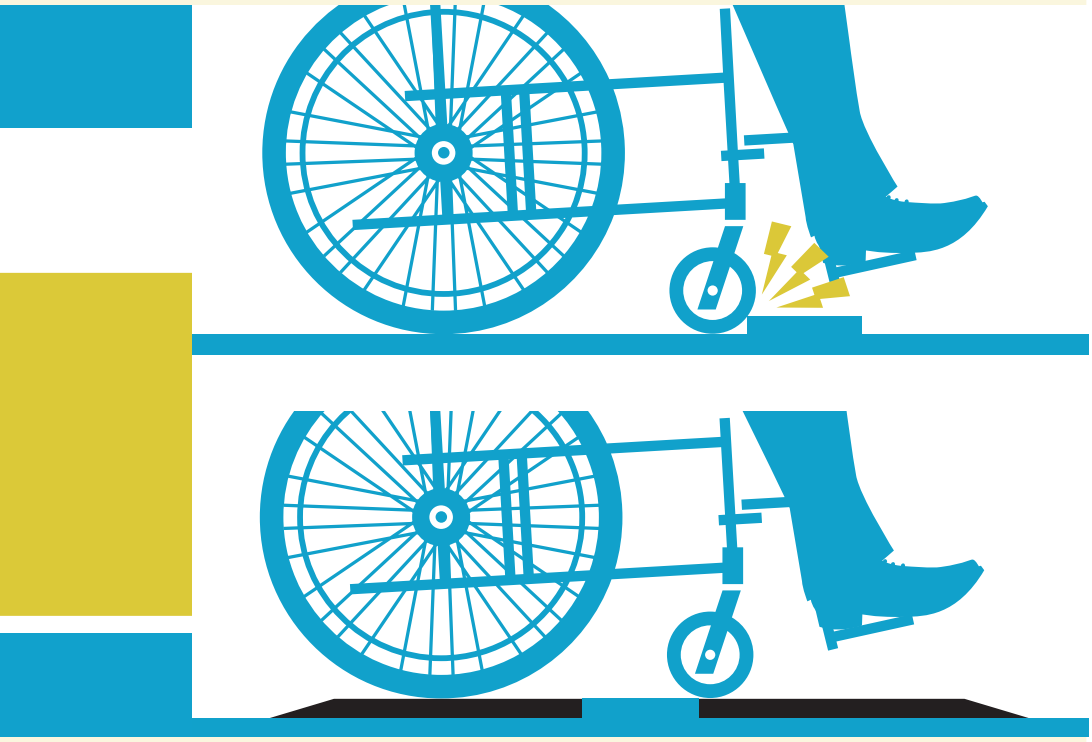
Black rubber mats must be placed on either side of a doorway threshold or transition anytime there is a change in the height of the ground greater than 1/4". If a threshold is beveled, such that a wheelchair can roll up and over smoothly, no mat is needed. If, however, the threshold has a non-beveled edge greater than 1/4" black mats must be place on either side to smooth and even the transition.

FLOOR OBSTRUCTIONS

From heat grates to potholes to the metal cleat cleaners found in some school entrance ways, floor obstructions must be clearly marked. Use traffic cones to mark any potential obstructions, and create a clear path around them.

QUICK FIX

Problem: Uneven doorway threshold or transition
Solution: Level the surface with black rubber mats placed on either side as necessary.



DOORS & DOORWAYS

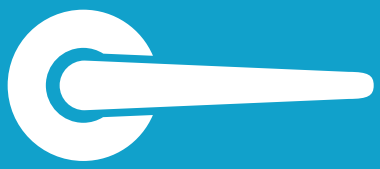
All voters, regardless of disabilities, should be able to open doors independently and move freely through the doorway. Please double check to ensure that each doorway on your location's accessible route is:

EQUIPPED WITH AN ACCESSIBLE HANDLE

All door handles must be operable with one hand without requiring grasping, turning or twisting. Lever-type handles that can be pushed down with a closed fist may remain closed. Doors with all other types of handles must be propped open.

GOOD TO KNOW

If an exterior door does not have an accessible handle and must be propped open, as a courtesy advise the facilities manager or other person in charge of your voting location building of the necessity to keep the door propped. It's likely that they have already been informed, but it's always nice to make sure they understand the situation.



ADA lever-type handle

QUICK FIX:

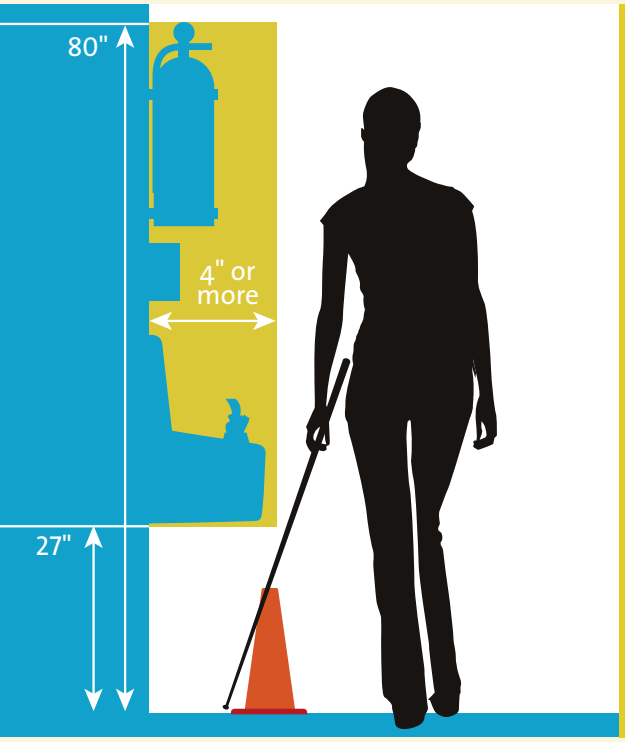
Problem: Door handle can't be operated with a closed fist

Solution: Prop door open with attached stopper or with temporary rubber stops found on the Machine Cart

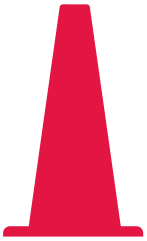
WALL PROTRUSIONS

The interior accessible route must connect the Accessible Entrance with the designated voting area or room. Hallways, lobby areas, corridors, and interior rooms and spaces must all be checked for wall protrusions that could impede the circulation path or cause injury.

- Your ADA folder will identify any and all objects that protrude 4” or more into the circulation path, and that are between 27” and 80” from the floor. It is your job to place a traffic cone underneath each one, if any.
- If the wall protrusion has a corner that juts out farther than its base, a cone must also be placed directly beneath the corner.



Typical protrusions:
Drinking fountains
Defibrillators
Fire alarm boxes
Trophy Cases
Air Conditioners
Fire extinguishers
Counter Tops



QUICK FIX:
Problem: You spot a wall protrusion that wasn’t called out in your ADA Folder, but which you think could cause an injury.
Solution: Go ahead, and place a traffic cone beneath it just in case; It’s always better to be safe than sorry.

WAYFINDING

Directions to Alternative Entrances

An accessible polling location must have at least ONE accessible entrance–connected to an accessible route to the voting area—that a person with a disability can access independently.

Your ADA folder will have instructions as to where to place way-finding signs in order to show the way to a designated handicapped-accessible entrance. Once you've posted all the signs, walk the route again to ensure all signs are positioned correctly. Specifically:

- Make sure at least one "Accessible Entrance" sign is visible from the Handicap parking spaces.
- As you walk the route, stop by each "Accessible Entrance" sign and make sure you can see the next sign.
- Ensure that all signs are positioned with the arrows pointing the correct direction.
- Crouch to seated height to ensure no bushes or other obstacles are blocking the view of the next sign.

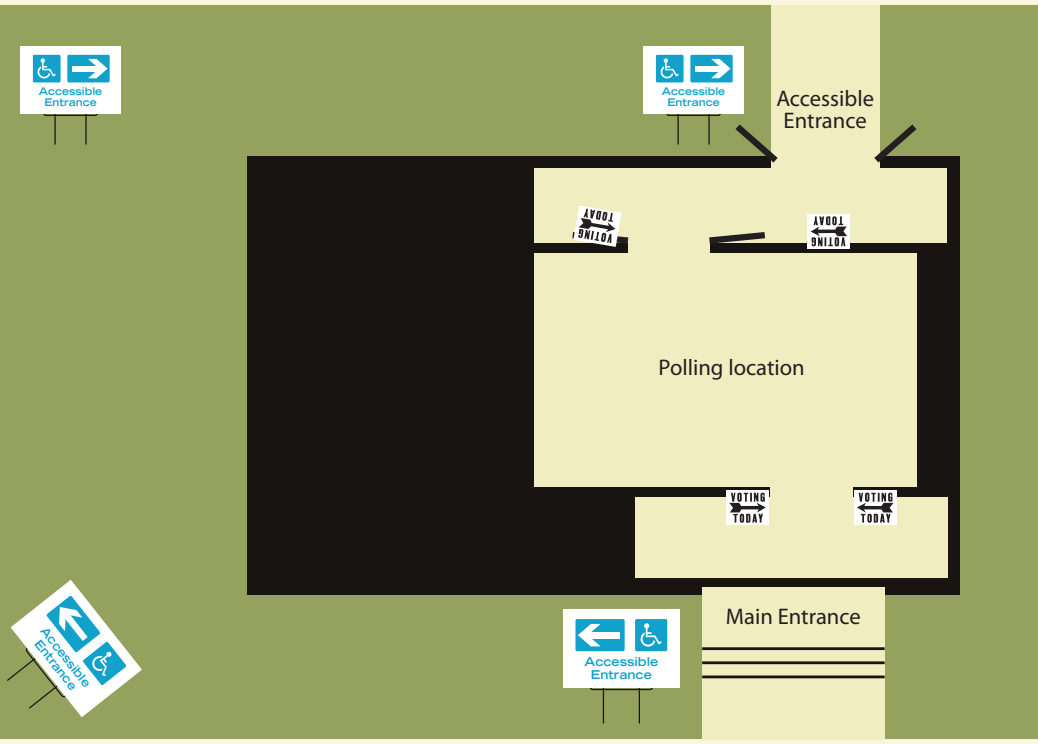
If, after walking the route, you determine more signs are needed, place them as necessary.

GOOD TO KNOW

Remember to think about the interior route from the accessible entrance to the voting area. It may be necessary to post additional "Voting Today" signs along the new interior route to make the way clear.

QUICK FIX

Problem: Signs difficult to see
Solution: Reposition signs slightly, or add more signs



CURBSIDE VOTING

When a voter is unable or unwilling to enter the Polling Location, it is every PEO's responsibility to make sure he or she is given the opportunity to cast his or her ballot from a curbside vehicle. Although Curbside Voting falls under the ultimate purview of the Voting Location Manager, ALL PEO's are permitted to help any voter who chooses to vote curbside. Please see the Voting Location Manager section of this manual for further details on assisting Curbside Voters.

ONCE AGAIN, PLEASE REMEMBER:

A team will have visited every voting location prior to Election Day to determine the temporary ADA needs of each specific site. Your role is not to change their decisions, but merely to follow the simple instructions in the official ADA folder in your VLM Supply Bag.

We're confident that our ADA team will have covered all the important bases to make each location accessible to all, but if you see something that you think might have been missed, discuss it with your rovers when they visit your location during the day.

THE VOTING LOCATION MANAGER

As a Voting Location Manager, it is your job to:

- pick up the Election Day supplies
- oversee the set up of the voting location
- check and arrange the location, inside and out
- manage the polling place throughout the day
- be able to perform the duties of other judges and fill in as needed
- supervise break down of the voting location
- assist in the completion of necessary forms
- return Election results

Remember, as the VLM, your behavior sets the tone for the entire election. Be sure to treat all PEOs and voters with the utmost courtesy.

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Voting Location Manager, need to know.

PART ONE: INITIAL PREPARATIONS	**PP. 30 TO 32**
Visiting the voting location	p. 30
Picking up the Election supplies	p. 31
PART TWO: VOTING LOCATION SET-UP:	**PP. 34 TO 42**
Set-up Overview	p. 36
Equipment Set-up	p. 37
Logging into Electronic Poll Books (EPBs)	p. 42
PART THREE: DURING THE ELECTION	**PP. 44 TO 52**
Managing the Polling Place	p. 44
• Challenging Voters	p. 49
• Curbside Voting	p. 50
• Using the Problems and Corrections Page	p. 52
• Printing the Register of Voters Lists	p. 52
PART FOUR: CLOSING THE POLLS	**PP. 53 TO 56**
Closing the Polls	p. 53
PART FIVE: AFTER THE ELECTION	**P. 57**
Returning Election Results & Supplies	p. 57

AS VOTING LOCATION MANAGER, YOUR RESPONSIBILITIES BEGIN WELL BEFORE ELECTION DAY.

Before Election Day Set-up:

- ☐ Visit your voting location.
  - ☐ Check parking and accessibility for disabled voters.
  - ☐ Find out where voting location is to be set up, and which door will be unlocked at 5:30 a.m.
  - ☐ Check availability and possible placement of tables and chairs.
  - ☐ Ensure you have a contact number for a person in the facility in case you need assistance.
  - ☐ Check for the location of lights, light switches, and power outlets.
  - ☐ Verify that the correct machine carts have been delivered, or confirm with the Board of Elections when they will arrive.
  - ☐ Check on availability of restrooms, kitchen, microwave, refrigerator and/or water.
  - ☐ Thank your building contact for use of the facility.
  - ☐ Do not remove machines or Green EPB Cases from carts, or attempt to set anything up prior to the morning of the Election!

- ☐ Verify you have received a Supply Pick-up Card (APPENDIX 7) in the mail. Please notify the BOE if you did NOT receive.

On the Sunday before Election Day:

☐ Pick up your VLM Supply Bag and Electronic Poll Book Bag(s) at the Board of Elections Warehouse.

- Drive through the BOE Warehouse located at 1700 Morse Road anytime between 9:00 a.m. and 1:00 p.m.
- Don't forget to bring your signed Supply Pick-up Card
- Check for a tag on your Supply Bag indicating whether a key to your pollling location is enclosed

YOUR ELECTRONIC POLL BOOK BAG IS SEALED WITH A SECURITY LOCK TIE; **DO NOT BREAK THE SEAL** BEFORE ELECTION DAY.

On the Sunday or Monday before Election Day:

☐ Check all supplies in the VLM Supply Bag against the Supply Checklist also included in the bag to make sure you have everything you need.

- Be certain to check for the ADA Folder with specific instructions/ diagrams concerning parking and accessibility for disabled voters.
- If any of your supplies are missing, call (614) 525-6703

☐ Check to ensure that the EPBs you received are the ones assigned to your LID#

IT IS IMPERATIVE THAT YOU CHECK YOUR VLM SUPPLY BAG FOR THE ADA FOLDER CONCERNING PARKING AND ACCESSIBILITY FOR DISABLED VOTERS AS INSTRUCTIONS MAY HAVE CHANGED, AND WE MUST ENSURE COMPLIANCE.

☐ Familiarize yourself with your cell phone and charge it so that it is ready to go when you leave to set up your Voting Location.

GOOD TO KNOW

The Voting Location Supply Listing (APPENDIX 2) is a detailed list that identifies which supplies you should have at the beginning of the Election and where they are located.

GOOD TO KNOW

Retrieve official messages on your BOE cell phone using the pass code on your instruction sheet. Under no circumstances is this pass code to be changed.

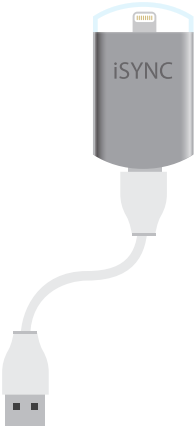
If you will be setting up your voting location on the morning of Election Day (Tuesday):

☐ It is necessary that someone be home to sign for receipt of the following, delivered by courier:

- A zippered pouch containing:
  - The Electronic Poll Book iSync Drive(s)
  - A card printed with the password needed to import the Supplemental Absentee Voter Data
- Supplemental Paper List

  OR
- Notice of No Additional Absentee Voters

Zippered Pouch



Electronic Poll Book iSync Drive

PLEASE NOTE: IF YOU ARE SETTING UP YOUR VOTING LOCATION ON MONDAY NIGHT, YOUR VLM POUCH WILL BE DELIVERED TO YOUR VOTING LOCATION ON MONDAY EVENING. YOU MUST REMAIN AT THE VOTING LOCATION UNTIL YOU RECEIVE YOUR VLM POUCH AND UPLOAD THE ABSENTEE SUPPLEMENTAL LIST TO ALL OF YOUR ELECTRONIC POLL BOOKS.

NOTES

GETTING STARTED CHECKLIST

GOOD TO KNOW
In the VLM Supply Bag you will find a Seals Inventory Sheet to help you determine the number of seals you will need at the end of the day.
See Appendix 16

NOTE: The following instructions presume a Monday evening set-up. If your location is scheduled to set up on Tuesday morning, perform the following steps, in order, as listed below.

FOR MONDAY EVENING PRE-ELECTION SET-UP

☐ If you are unable to get into your polling place, check to see if a key to the location has been placed in the VLM Supply Bag. If not, call the PEO Hotline immediately.

☐ Once inside the polling place, plug your cell phone back in to ensure it stays charged throughout set-up.

- Be sure to keep the phone on and in a secure location. Answer when it rings.
- Check for text messages from the BOE regarding any changes and/or updates.

THE KEY ATTACHED TO THE CELL PHONE BAG OPENS THE SECURITY LOCKS ON ALL STORAGE CARTS. MAKE SURE YOU KNOW WHERE IT IS AT ALL TIMES.

THE BOE CELL PHONE IS NOT TO BE USED FOR MAKING OR TAKING PERSONAL CALLS, TEXT MESSAGING OR WEB BROWSING. THESE CHARGES WILL BE BILLED TO THE BOARD OF ELECTIONS, AND IN TURN WILL BE BILLED TO THE VOTING LOCATION MANAGER WHO EITHER USED OR ALLOWED OTHERS TO USE THE PHONE FOR PERSONAL BUSINESS. A VLM WHO ALLOWS CELL PHONE ABUSE WILL NOT BE ALLOWED TO ACT AS A PEO IN ANY FUTURE ELECTIONS.

☐ If you find any supplies to be missing, call the PEO Hotline.

SET-UP OVERVIEW

As a Voting Location Manager, it is your job to oversee the set up of the voting location, including the machines, room arrangements, and placement of signs, flags, and temporary ADA equipment, inside and out.

Your polling location should be set up to be efficient, convenient and accessible to all voters, including persons with disabilities. Although some polling locations offer a significant challenge, you need to ensure that the flow of traffic is logical, and that all equipment can easily be assessed by elections officials and voters.

THE IDEAL POLLING LOCATION

In general, you want to set up your polling location to ensure:

- PEOs can observe voters entering, going through the voting process, and leaving
- Every step of the voting process is open to the voter's view (except, of course, how others are voting)
- Tables and materials are organized efficiently, and all necessary voting supplies are easily accessible to PEOs
- All voters, including those with disabilities, can easily get into and out of the polling place, have access to any voting device, and are able to easily read any signs and info postings
- Voters can move easily from the Roster Table to the place where they receive their ballot to vote, and then to the exit
- Machines or voting compartments are arranged for privacy and safety
- Directional signs are posted outside the entrance and throughout the building
- Small flags and "No Campaigning" signs are placed 100 feet from the entrance
- Large flag is placed at the main entrance
- All required signs and voter registration lists are prominently posted inside the polling location
- Food, drinks and snacks are located in an area separate from voting supplies and equipment.

GOOD TO KNOW
The flags are required by law to identify the outer boundary of the 100-foot electioneering-free zone for the polling place.

GOOD TO KNOW
You can use sand-filled plastic jugs or other heavy objects to secure signs and flags if no grassy area is available.

PLACEMENT OF TABLES, MACHINES AND PAPER BALLOT BOOTHS

Please refer to "Sample Room Layout," APPENDIX 8.

☐ Retrieve the Location Set-up Page (APPENDICES 9 AND 10) from the Red ADA Folder and work with other judges to set up your location accordingly

If the suggested set-up impedes voter privacy, use your best judgment in setting up the voting equipment

☐ Work with Roster Judge(s) to position the Roster Tables to ensure an unobstructed view of voters from sign-in to voting, and to set up Electronic Poll Books

Tables should be positioned so that PEOs are able to:

- Access electrical outlets for EPBs
- Monitor activity at the entrance so that no one can enter the polling place unobserved
- Ensure that everyone who enters the polling location checks in

☐ Working with the Paper Ballot Judge(s) set up the Provisional Ballot Booth(s), and the equipment for Regular voters voting on a Pre-printed ballot.

- The EPB on the Paper Ballot Table should be synced with the EPBs on the Roster Judge Table, so keep proximity in mind. We recommend that Paper Ballot and Roster Tables not be more than 20' apart. Check the icon in the upper right corner of the PBJ EPB screen to ensure that the number displayed is equal to the TOTAL number of EPBs less one.

☐ Work with the Machine Judges to open the Ballot Counter and place the Ballot Marker tables, Ballot Markers and Kiosk. Ensure Ballot Counter is placed by exit

SETTING UP ELECTRONIC POLL BOOKS

☐ Remove the Green EPB Case(s) from the Machine Cart

☐ Remove the security lock tie from the EPB Bag(s), and record the seal number(s) on the Electronic Poll Book Security Record (APPENDIX 20) in the Location Workbook. Place security lock ties in the plastic bag in the Office Supplies Kit.

☐ Deliver one Electronic Poll Book to the Paper Ballot Judge (it doesn't matter which one), and the remaining to the Roster Judges

- Take note of the FCO 4-digit number on the white sticker on the back of the Paper Ballot EPB

☐ Retrieve the Green EPB Case with the corresponding 4-digit number (found on the luggage tag near the case handle)

☐ Remove the security lock tie from the Green EPB Case and record both the 4-digit EPB Case # and the security lock tie # on the Electronic Poll Book Security Record. Place security lock ties in the plastic bag in the Office Supplies Kit.

☐ Remove the EPB accessories from the Green EPB Case

- Check to make sure the colored dot on the printer matches the colored dot on the EPB. If the dots are not the same color, call the PEO Hotline.

☐ Ensure all components on the EPB Components Checklist (APPENDIX 19) are accounted for.

NOTE: The Printer WILL NOT be used at the Paper Table, therefore it does not need to be set up

IF ALL OF YOUR EPBS FAIL TO TURN ON (NOT THE PRINTERS) OR IF YOU RECEIVED EPBS THAT WERE ASSIGNED TO ANOTHER LOCATION, OPEN THE BUMPER PACKET IN THE VLM SUPPLY BAG, AND USE THE CONTENTS TO PROCESS VOTERS UNTIL YOU ARE ABLE TO CONTACT THE BOE AND RESOLVE THE PROBLEM.

UPDATE ABSENTEE VOTERS LIST

- ☐ Starting with the the first EPB to have been set up, update the Absentee Voters List.
  - ☐ Retrieve an iSync Drive from the VLM Pouch
  - ☐ Record the iSync Drive number on the Electronic Poll Book Security Record
  - ☐ Remove the clear plastic cap to reveal the Lightning plug, and insert into the EPB Lightning Port
  - ☐ Temporarily disconnect the charging cord to plug in the iSync Drive. Once the iSync update is downloaded, replace the charging cord
  - ☐ Select *Supplemental Import* from the pop-up menu
  - ☐ Under *"Choose File,"* select the correct file (there should be only 1 file listed)
  - ☐ Select box that says *Supplemental Import*
  - ☐ At *"Warning"* select *Continue*
  - ☐ At *"Import Finished"* select *OK*
  - ☐ Select *Done* (upper right corner of window)
  - ☐ Press *"X"* (upper right corner of window)
  - ☐ Remove iSync Drive, repeat process with all other EPBs
  - ☐ Place iSync Drive in Red Zipper Pouch in VOTR Book

GOOD TO KNOW
You will receive two ISync Drives in your VLM Pouch. Use the second ISync as a backup should the first one fail to upload.
IF BOTH ISYNC DRIVES FAIL, CONTACT THE PEO HOTLINE IMMEDIATELY

IF THE ISYNC DRIVE FAILS TO UPLOAD, YOU CAN STILL OPEN YOUR LOCATION USING THE SUPPLEMENTAL PAPER LIST THAT WAS DELIVERED BY THE COURIER ON THE MONDAY BEFORE THE ELECTION. VOTERS WHOSE NAMES APPEAR ON THE LIST WILL VOTE PROVISIONALLY UNTIL THE UPLOAD IS SUCCESSFULLY COMPLETED.

AT THIS POINT, YOU ARE READY TO LEAVE YOUR VOTING LOCATION UNTIL TUESDAY MORNING, ELECTION DAY. Ensure all other PEOs have set up their areas correctly following the instructions in each manual section, return necessary items to their appropriate place, and lock up your Voting Location until Tuesday morning.

WELCOME BACK!

TUESDAY MORNING SET-UP CONTINUED

☐ Plan to arrive at your polling location at 5:30 a.m.

☐ Follow the prompts using the TED App on your VLM Cell phone.

☐ Once inside the polling place, plug your cell phone back in to ensure it stays charged throughout the day.

- Be sure to keep the phone on and in a secure location for the entire day. Answer it when it rings.
- Check for text messages from the BOE regarding any changes and/or updates.

☐ Retrieve the Worker List from your VLM Supply Bag. As workers arrive, check their names off.

☐ Locate the ADA Folder in the Supply Bag for compliance instructions concerning parking and accessibility for disabled voters.

☐ Have each PEO complete the Oath/Payroll Record/Ethics Policy Acknowledgement Form (APPENDIX 5) in the Location Workbook.

- ☐ Administer the Oath of Office to the PEOs
- ☐ Have all PEOs confirm that they have read the Secretary of State's Ethics Policies and Expectations for PEOs (APPENDIX D).
- ☐ Have all workers legibly print their name, provide their signature and full mailing address, and record the time they arrived.

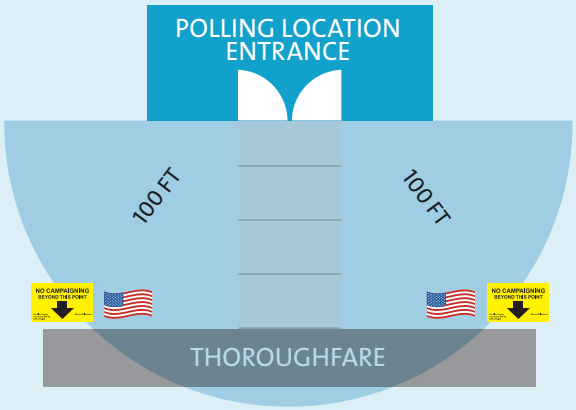
☐ If not all PEOs have arrived in a timely manner, call (614) 525-4100, option 1, to report the names of those workers who did not show up.

- If a replacement PEO is needed, either:
  1. The BOE will send a replacement to your polling location, OR
  2. You must obtain permission from the BOE to appoint a replacement PEO on the spot.
     - ☐ Complete the In Case of Vacancy form (APPENDIX 6) whenever you appoint a PEO on the spot.
- Be sure to obtain the Social Security Number and phone number for any PEO you appoint ON Election Day.
- Ensure that the new PEO completes the Oath/Payroll Record/ Ethics Policy Acknowledgement Form.

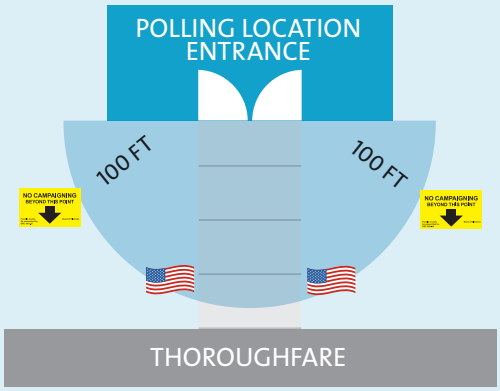
PLACEMENT OF FLAGS AND VOTING/CAMPAIGNING SIGNS

- ☐ Remove the small U.S. flags and the yellow "No Campaigning Beyond This Point" signs from Compartment #1 of the Machine Cart.
- ☐ Remove the large U.S. Flag from the Machine Cart and place at the main entrance to the voting location.
- ☐ Place at least two small flags and the yellow "No Campaigning Beyond This Point" signs 100 feet from the entrance to the voting location. See diagram below.
  - Use the 100-foot ball of string in your Office Supplies Kit to measure the correct distance if necessary.
  - If there is no place to post the signs (i.e. no grassy area, etc.), place them as far as possible **without going over 100 feet**.

Campaigning is prohibited within 100 feet of the entrance or entrances voters must use, as well as within the entire building itself.



In the above diagram, the 100-foot radius overlaps the thoroughfare. Notice that the area within which campaigning is prohibited extends across the street.



In the above diagram, the 100-foot radius does not overlap the thoroughfare. Place flags and signs accordingly.

- ☐ Strategically place the "Voting Today" signs from the entrance through the voting location to guide voters through the building.

- ☐ Tape the remaining voting location signs inside to a prominent location where voters can easily see them:
  - ☐ Voting Rights Information Poster
  - ☐ Special Voting Instructions Poster (indicates how to cast a regular and provisional ballot)
  - ☐ Notice of Double Voting Signs
  - ☐ Official Sample Ballot
  - ☐ Full Text of Condensed Ballot Language (for a question or issue on the ballot)
  - ☐ Area Map
  - ☐ Directive 2008-80: Voter Identification Requirements
  - ☐ General information of federal and state laws regarding prohibitions on fraud and misrepresentation

PERFORM APPLICATION LOG-IN

- ☐ Secure the assistance of a PEO of a different political party

- ☐ Along with the other PEO of a different party, open your respective envelopes (containing their application log-in passwords) found in any of the Green EPB Cases. All cases contain duplicates of the envelopes; you will only need to open one pair from one case.
  - If it appears envelopes have been tampered with, contact the BOE Hotline.
  - All envelopes, used and unused, can be placed in the large brown paper bag to be returned at the end of the election

- ☐ Using one of the passwords, touch *Get Started* and log into the EPB, following the on-screen prompts that will include instructions for entering the second password
  - Alpha characters will be entered in the section on the left; numerical characters will be entered in the section on the right
- ☐ Repeat log-in application process, as outlined above, for all other EPBs.
  - Ensure all EPB syncing icons are green.

YOU ONLY NEED **ONE EPB** OPENED AND UPDATED (BY UPLOADING THE ABSENTEE SUPPLEMENTAL LIST) TO BEGIN PROCESSING VOTERS. BE SURE TO **FINISH** UPLOADING THE ABSENTEE SUPPLEMENTAL LIST TO **ALL** OF THE EPBs AND THEN PRINT THE LIST TO POST

PRINT THE SUPPLEMENTAL ABSENTEE VOTER LIST

- ☐ At any time prior to 6:30 a.m., print the Supplemental Absentee Voter List (Appendix 4) from any of the Roster Table EPBs
  - ☐ From the Home Screen, touch *Menu*
  - ☐ Select ***Summary Report***
  - ☐ Touch *Absentee* tab
  - ☐ Touch *Print*
  - ☐ Select *OK* at "Finished Printing"
  - ☐ Select *Check Ins* tab
  - ☐ Touch *Print*
  - ☐ Select *OK* at *"Finished Printing"*
  - ☐ Deliver both reports to Roster Judge to post at 6:30 along with the PINK Register of Voters List. All 3 must remain posted all day.

GOOD TO KNOW:
keep all election supplies and materials secure, including workbooks, forms, paper ballots, poll books, and voted ballot bag(s)

EPB Syncing Icon
Showing 5 connected EPBs

GOOD TO KNOW

As VLM, it's your responsibility to confirm poll opening and closing times. Refer to the time displayed on the BOE cell phone to determine 6:30 a.m. poll opening and 7:30 p.m. poll closing times.

MANAGING THE POLLING PLACE

KNOWING WHO'S WHO

THE FOLLOWING PEOPLE ARE ALLOWED IN THE POLLING PLACE:

- **VOTERS**
- **CHILDREN OF VOTERS who are not yet of voting age**
- **OTHER PERSONS ASSIGNED TO A PRECINCT by the Board of Elections or the Secretary of State**
- **THE SECRETARY OF STATE'S LEGAL REPRESENTATIVE(S)**
- **EMPLOYEE(S) OF THE FACILITY housing the polling place**
- **PERSONS ASSISTING VOTERS**

  A voter may ask for assistance in marking the ballot because of blindness, disability, illiteracy or language barrier. The voter may choose anyone he or she wants to provide assistance with the exception of:

  - their employer
  - an agent of their employer
  - an officer or agent of their union, if any
  - a candidate on the precinct's ballot.

The voter may also receive assistance from two PEOs, each from a different political party. A voter may designate an Attorney-in-Fact to sign all election-related documents on his/her behalf and in his/her presence. The Attorney-in-Fact designation is specific to Ohio election law and is not a general power of attorney. If such an Attorney-in-Fact is on file with the Board of Elections, it is required to be noted in the Poll Book.

- **PERSONS CHECKING THE REGISTER OF VOTERS LISTS**

  Any person may enter the polling location for the sole purpose of checking the Register of Voters List that is posted at 6:30 a.m., and updated at both 11:00 a.m. and 4:00 p.m. Such persons may not wear any electioneering clothing or accessories, and may not interfere with or disrupt the election. They may not take the posted Register of Voters List, and officials should take care to position it in such a way that it cannot be removed unnoticed.

Persons checking the lists may take notes or photos, but should take care not to disrupt the Voting Location if they must use their cell phones.

THE FOLLOWING PEOPLE ARE ALLOWED IN THE POLLING PLACE WITH PROPER CREDENTIALS FROM THE COUNTY BOARD OF ELECTIONS:

- **CERTIFIED POLL OBSERVERS (bearing a certificate of appointment)**

  Certified Poll Observers must be appointed by the political parties, groups of candidates, or issue committees to observe the conduct of the Election. They are allowed in the Polling Location before (as early as 6:00 a.m.), during, and after the Election.

Before you permit an observer into the precinct's voting location, you must:

- Verify that he or she has a Certificate of Appointment for your location or precinct from a political party or other group. (*No Certificate, no admittance. Period.*)
- Retain the Certificate of Appointment while the Observer is on the premises
- Complete the Observer Log Sheet (APPENDIX 15) (on which you will log the in and out times of the visit)
- Have the Observer read aloud the oath on the Log Sheet before signing the log

Observers may:

- Watch, observe intently or assess activities
- Be in and about the polling place
- Observe discussions between Precinct Election Officials and ask questions (but not interfere)
- During downtimes, engage precinct election officials in casual conversation, including gathering information about how the voting location is being run
- Send and receive text messages, emails, instant messages, and similar non-verbal, electronic communications using a communication device or audio/video device

Observers may not:

- Handle materials
- Disrupt or intimidate voters or PEOs
- Violate the secrecy of the ballot or the privacy of the voter
- Engage in an audible conversation inside the polling location using a communication device or audio/video device
- Take photographs or record video within 20 feet of a voter
- Interfere with PEOs or slow down the operation of the polling location
- Interfere with voters in a way that interferes with or disrupts the Election
- Serve as enforcers of the laws
- Act as advocates for voters in front of the PEOs
- Engage in any kind of election campaigning

IF ANY VOTER OR PRECINCT ELECTION OFFICIAL COMPLAINS ABOUT THE ACTIONS OF AN OBSERVER, THE OBSERVER IS TO BE WARNED, AND CAN BE ASKED TO LEAVE THE PREMISES BY THE VLM UPON THE SECOND VIOLATION. IN THIS CASE, THE VOTING LOCATION MANAGER SHOULD CONTACT THE PEO HOTLINE AND DOCUMENT THE SITUATION ON THE PROBLEMS AND CORRECTIONS PAGE IN THE LOCATION WORKBOOK.

- **CREDENTIALED MEMBERS OF THE MEDIA**

  Representatives of the press are permitted inside the voting location—a right to access expressly protected by the First Amendment of the U.S. Constitution. However, they may not interfere with the PEOs, with voters' activities, or with voters signing in or voting. (See R.C. 3501.33 and R.C. 3501.35.) **If a member of the media arrives at your voting location, contact the Public Information Officer of the BOE at (614) 525-5351.**

While members of the media are in your polling location, you should:

- Ask to see credentials
- Direct them to acceptable locations, taking into consideration the room layout and length of lines
- Warn them if they are engaging in unacceptable behavior and, if necessary, ask them to leave the premises

Members of the media may:

- Take pictures of the polling place, but not of a voter's Ballot Marker screen or a voter's paper ballot

Members of the media may not:

- Interfere with voters or PEOs
- Compromise ballot secrecy or voter privacy

THE FOLLOWING PEOPLE ARE NOT ALLOWED IN THE POLLING PLACE:

- **ANYONE OF VOTING AGE WHO IS NOT ELIGIBLE TO VOTE AT YOUR LOCATION AND IS NOT DESCRIBED IN THIS SECTION.**
- **CANDIDATES OR CAMPAIGN WORKERS WHO ARE CAMPAIGNING OR ELECTIONEERING.**

OF COURSE CANDIDATES AND CAMPAIGNERS ARE ALLOWED TO VOTE, BUT THEY MUST NOT WEAR ANY ELECTIONEERING CLOTHING OR ACCESSORIES WHILE IN THE POLLING LOCATION.

- **POLLSTERS**

  Pollsters conducting polls are not allowed inside the polling location. They are permitted to be outside the polling location—even within 100 feet of the entrance—but they should not interfere with an orderly voting process. Pollsters may not be located within 100 feet of the entrance if they are wearing clothing or accessories that promote or oppose any candidate or issue on the ballot.

GOOD TO KNOW

If a voter shows up to vote wearing campaign paraphernalia, please ask them to remove it or cover it as necessary. A voter who refuses to do so must be allowed to vote if the voter is entitled to do so (Revised Code 3501.33). You must report any such incident to the Board of Elections.

GOOD TO KNOW

You may be asked to check outside to ensure that electioneering is not occurring within 100 ft of the location.

- **PEOPLE WHO ARE ELECTIONEERING**

  Campaigning/Electioneering or the posting and/or distribution of campaign material within 100 feet of the voting location is illegal. NOTE: If the line of waiting voters extends past the safe zone of 100 feet from the entrance to the voting location, electioneering is prohibited within 10 feet of any voter waiting outside the 100-foot zone to vote.

  Electioneering includes, but is not limited to:

  - The display, wearing or distribution of political badges, T-shirts, hats, stickers, pins, buttons, campaign literature, newspapers and magazines with political covers, or any other campaign paraphernalia
  - Any discussions of a political nature by voters, PEOs, or anyone else in the polling location, including cell phone conversations

- **PEOPLE WHO ARE COLLECTING SIGNATURES FOR ISSUES AT THE POLLING LOCATION**

  Occasionally, groups may station persons outside a polling location to gather signatures on a petition. Getting signatures must take place more than 100' from the entrance to the voting location.

- **PEOPLE WHO ARE DISTRIBUTING FOOD**

  Distributing food inside the neutral zone of a polling location is prohibited. Ohio law prohibits anyone from procuring or offering "money or other valuable things to or for the use of another with the intent that it, or part thereof, shall be used to induce such person to vote or to refrain from voting." Food, discounts, and other such inducements are "things of value" for purposes of the election law statutes of bribery.

IF YOU EXPERIENCE ANY ISSUES OR PROBLEMS WITH ELECTIONEERING, CALL THE PEO HOTLINE.

CHALLENGING VOTERS

A VOTER MAY BE CHALLENGED BY A PRECINCT ELECTION OFFICIAL FOR ANY OF THE FOLLOWING REASONS:

- Not a resident of Franklin County
- Not a resident of Ohio
- Not a U.S. Citizen
- Not of legal voting age

If a voter is challenged, you must:

- ☐ Have the voter complete the Affidavit Oath Examination of Person Challenged Form (APPENDIX 12) in the Roster Workbook
- ☐ Allow the voter to vote a regular ballot if PEOs are ABLE to determine that he/she is eligible to cast a ballot
- ☐ Give the voter a provisional ballot if PEOs are UNABLE to determine if he/she is eligible to cast a ballot

If the challenged voter refuses to fill out the Affidavit Oath Examination, you must:

- ☐ Give the voter a provisional ballot
- ☐ Make a note on the Problems and Corrections Page (APPENDIX 11) in the Location Workbook

FOR PARTISAN PRIMARY ELECTIONS ONLY:

If a precinct official has personal knowledge that a voter is not affiiated with or a member of the political party whose ballot he or she has requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of a Person Challenged as to Party Affiliation (Form 10-W or Form 10-X).

Form 10-X, Statements of Persons Challenged as to Party Affiliation for Primary Elections Only (Appendix 27) will be located in the Roster Workbook where applicable. This statement states that the person desires to be affiliated with and supports the principles of the political party whose primary ballot the person desires to vote.

GOOD TO KNOW

It's a felony to falsify an Election document (Revised Code 3505.20)
If you suspect falsification, make a note in the Problems and Corrections Page of the Location Workbook.

CURBSIDE VOTING CHECKLIST

Curbside Voting allows a voter who is unable to access the polling location to cast a paper ballot outside the voting space. When notified of a curbside voter, it is your responsibility as VLM to ensure that two PEOs from differing political parties follow the steps below. If the voter is unable to mark his or her ballot, the two PEOs may assist the voter under the voter's guidance.

IF AT ANY TIME YOU DETERMINE THAT THE VOTER IS A PROVISIONAL VOTER, STOP THE CURBSIDE PROCESS AND, INSTEAD, PROCESS THE VOTER ACCORDING TO THE "PROCESSING PROVISIONAL VOTERS CHECKLIST" IN THE PAPER BALLOT JUDGE SECTION

☐ **Take Curbside Voting Envelope (APPENDIX 17) to the voter, and retrieve the information necessary to complete the front.**

- Do not take the Electronic Poll Book out of the voting space
  - ☐ Ask the voter to state his/her name and record on envelope
  - ☐ Ask the voter to state his/her current address and record on envelope
  - ☐ Ask the voter for his/her identification and ensure that it is valid, and check box of type of ID presented
  - Following the instructions on the provided sheet or those in the Roster Judge section of this book, determine if the voter is a regular voter or should vote a provisional ballot.

☐ **Have Voter sign the Curbside Voting Envelope, and return it to you.**

- For Primary Elections only, have the voter record their party choice or write "Issues Only"

☐ **Return to the voting area to complete paperwork**

☐ **Working with the Roster Judge, pull up voter's record on EPB**

- ☐ Select *Manual Entry*
- ☐ Enter 1st three letters of the last and first name>search
- ☐ Touch correct voter's name
- ☐ Voter's record appears

☐ **Verify that the Information provided by the Voter on the front of the Curbside Voting Envelope matches the information in the Electronic Poll Book.**

- If addresses do not match, see Guidelines in Roster Judge Section

☐ **Select the ID type that the Voter presented, touch OK**

- ☐ On the Curbside Voting Envelope, fill in the 9-digit voter ID #, the LID#, and the Precinct Identifier. Choose *Accept*
- ☐ Using stylus, write "Curbside" by the "X" on the signature line. Touch *Done Signing*.
- ☐ Touch *Curbside;* a checkmark will appear in the box.
- ☐ **For Primary Elections only:** touch *Party* to select party affiliation or *"Issues Only"*
- ☐ Touch *Voting Method* and select *Paper*
- ☐ Touch *Submit*, Authority-to-Vote Slip will print
- ☐ Take the Curbside Voting Envelope and completed Authority-to-Vote Slip to the Regular Voter Paper table.
- ☐ Using the information on the ATV Slip, choose the correct Pre-printed Ballot.
- ☐ Fill in the Ballot Style on the Curbside Envelope
- ☐ Place a tick mark in the appropriate "ongoing count" box of the Pre-printed Ballot Reconciliation Sheet (APPENDIX 38) in the Paper Ballot Judge's Workbook.
- ☐ On the Regular Voter Paper Ballot Issued Log Form (APPENDIX 51), fill in all requested information.
- ☐ Place the Authority-to-Vote Slip inside the Authority-to-Vote Envelope.
- ☐ Take the appropriate Pre-printed Ballot, Curbside Envelope, Important Instructions, and an "I Voted Today" sticker to the voter.
- ☐ Wait while the voter votes the ballot and seals it in the Curbside Voting Envelope.
- ☐ Return to the voting space and have two PEOs of differing parties sign and date the Curbside Voting Envelope, and deposit it into the ***Voted*** Ballot Bag(s).

USING THE PROBLEMS AND CORRECTIONS PAGE

THERE ARE PROBLEMS AND CORRECTIONS PAGES IN:

- Monday Early Setup Binder
- The Roster Workbook
- The Location Workbook
- The Paper Ballot Judge Workbook

Although there are slight variations between the forms, they are—for the most part—more similar than different. We've featured the page from the Location Workbook as an example throughout this manual.

Use these pages to document unusual circumstances that might occur in the polling place on Election Day. Be as brief as you can in your factual description of the problem and how it was resolved (if it was). The Board of Elections staff will use this information to follow up.

PRINTING THE 11:00 AND 4:00 REGISTER OF VOTERS LISTS

Print the Register of Voters Lists (APPENDIX 26) from the Roster Table EPB

- ☐ From the EPB Home Screen, touch *Menu*
- ☐ Select *Summary Report*
- ☐ Select *Check-Ins* Tab
- ☐ Touch *Print*
- ☐ Deliver printed report to Roster Judge, who will post

CLOSING THE POLLS

Anyone still in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives thereafter that the polls are officially closed.

Once the last voter has voted, you are ready to secure the location and allow the Machine Judges to close the machines. This should be done at the same time the Roster and Paper Ballot Judges are finishing paperwork and packing away the supplies. Assist in disassembling the machines or closing other areas if needed.

- ☐ Make sure all Judges have completed their section of the Election Day Balance Sheet (APPENDIX 25) in the Location Workbook.
- ☐ Make sure the Roster Judge(s) report the number of check-ins shown on each EPB, and record the sum of ALL check-ins on the Election Day Balance Sheet.
- ☐ Make sure the Paper Ballot Judges have completed the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge's Workbook, and placed the workbook in the ***Unvoted*** Ballot Bag.
- ☐ Make sure the Roster and Paper Ballot Judges have disassembled all Electronic Poll Books, and placed the EPBs in the EPB bag(s) and the accessories in the Green EPB Cases, sealed the cases and the bag(s) with new security lock ties, and recorded the new security lock tie numbers on the Electronic Poll Book Security Record
- ☐ Take possession of the EPB bag to return to the Board of Elections.
- ☐ Ensure that the Paper Ballot Judge(s) disassemble the Provisional Ballot Booth(s) and the equipment for Regular voters voting on a Pre-printed ballot and return them to the Machine Cart

GOOD TO KNOW
Remember, the only time we stay open past 7:30pm is if the BOE issues a specific order.

- ☐ Take possession of the ***Voted*** and ***Unvoted*** Ballot Bag(s) for return to the BOE Warehouse
- ☐ Ensure that the Machine Judges have followed all instructions for closing machines, and printed the results tape
- ☐ Sign both copies of the results tape
- ☐ Take possession of the VOTR Book, ensuring the following components are included:
  - ☐ Ballot Counter USB Stick
  - ☐ Ballot Marker USB Sticks
  - ☐ Kiosk USB Stick

The following non-essential supplies are to be placed in the master cart, which will remain at the voting location:

PLACE INSIDE THE MACHINE CART:

- ☐ Green EPB cases
- ☐ Ballot Marker tables
- ☐ Black bags with Ballot Markers
- ☐ Provisional Ballot Booth(s) and
- ☐ Equipment for Regular voters voting on a Pre-printed ballot

PLACE IN COMPARTMENT 1:

- ☐ "No Campaigning" Sign
- ☐ Flags
- ☐ Wire Cutters
- ☐ "State Your Name" signs with stands
- ☐ All signs hung on wall
- ☐ Sample Ballots
- ☐ Extension Cords and Adaptors

PLACE IN COMPARTMENT 2:

- ☐ **Voting Equipment Supply Pack** (Cake Box), containing:
  - ☐ Ballot Marker Scanners
  - ☐ Headphones
  - ☐ Additional EPB Paper Rolls
- ☐ Magnifying Sheet
- ☐ Write-in Candidate Instructions
- ☐ voting locations List & Area Map
- ☐ Cell Phone Instructions
- ☐ Secretary of State Quick Reference Guide
- ☐ **The Office Supplies Kit**, containing:
  - ☐ Alcohol Wipes
  - ☐ Plastic Bag for discarded seals
  - ☐ Ink Pens
  - ☐ Roll of Masking Tape
  - ☐ Rubber Fingers
  - ☐ 100-foot string
  - ☐ Rolls of "I Voted Today" Stickers
  - ☐ Ruler
  - ☐ Unused PEO Name Tags
  - ☐ Note Pad
  - ☐ Post-it Note Pads
  - ☐ Markers for spoiling ballots

STACK NEAR THE MACHINE CART:

- ☐ All temporary ADA equipment that was placed in the morning.

☐ Remove Red Tamper-proof Security Seals from the Seals Pouch in the VOTR Book.

☐ Lock the Carts.

☐ Seal the locked carts with Red Tamper-proof Security Seals.

☐ Record the seal numbers on the Storage Cart Security Seals Form (APPENDIX 1) in the Location Workbook.

The following supplies are to be placed in the main ballot bin of the ballot counter:

- ☐ All unused ENVELOPES
- ☐ Yellow Polling Location Street Guide
- ☐ County Street & Road Guide
- ☐ Provisional Ballot Notice Pad
- ☐ Important Instructions Pad
- ☐ Form 12-D Pads
- ☐ Ballot Privacy Folders
- ☐ Instructions for 17-year-old Voters (Primary Elections only)

- ☐ Record the Judges' check-out times on the Oath/Payroll Record/Ethics Policy Acknowledgement Form

- ☐ Complete the Items to be Returned Checklist (APPENDIX 18) found in the VLM Supply Bag

- ☐ Sign the Electronic Poll Book Components Checklist (APPENDIX 19) found in the in the Red Accordian Folder

- ☐ Pack the following items in the VLM Supply Bag (be sure to check this list against the items marked with a fluorescent triangle on your Precinct Supplies List):

  - ☐ BUMPer Packet
  - ☐ VOTR Book (should contain components packed by Machine Judge)
  - ☐ Electronic Poll Books Bag(s) containing all EPBs
  - ☐ Pink Voter Registration List and All Printed Voter Registration Lists
  - ☐ Location Workbook—*Remember to sign the cover and record the time that the last vote was cast.*
  - ☐ Roster Workbook(s)
  - ☐ Cell Phone in Bag with Key attached (keep phone on and available until you reach the drop-off location.)
  - ☐ Items to be Returned Checklist (make sure both you and the ride-along judge of a different party have signed the checklist)
  - ☐ Electronic Poll Book Components Checklist
  - ☐ Seals Inventory Sheet
  - ☐ Monday Early Setup Binder

- ☐ Leave the polling location making sure you have the packed VLM Supply Bag, all ***Voted*** and ***Unvoted*** Ballot Bags, Electronic Poll Book(s), Kiosk Chute, and Sealed Ballot Counter Box(es) in your possession for drop off

- ☐ Lock the polling location if you have the key

  - ☐ Place the key in the green envelope and return it to the VLM Supply Bag.

BE SAFE! ALL JUDGES SHOULD WALK TO THEIR VEHICLES TOGETHER. IF ONE JUDGE HAS TO WAIT FOR A RIDE, ANOTHER JUDGE—NOT THE VOTING LOCATION MANAGER—SHOULD WAIT WITH HIM/HER IN A VISIBLE, SECURE AND WELL-LIGHTED PLACE.

RETURNING THE ELECTION RESULTS AND SUPPLIES CHECKLIST

- ☐ With a Ride Along judge of a different political party with you in the car, drive immediately to the drop-off location to deliver the election supplies
  - Directions to the drop-off location are located in the VOTR Book.
- ☐ Return the VLM Supply Bag, the ***Voted*** and ***Unvoted*** Ballot Bags, and the Electronic Poll Book(s), Kiosk Chute, and Sealed Ballot Counter Box(es) to the drop-off location

KEEP THE CELL PHONE TURNED ON AND ACCESSIBLE UNTIL YOU REACH THE DROP-OFF LOCATION IN CASE THE BOARD OF ELECTIONS NEEDS TO CONTACT YOU.

GOOD TO KNOW
It is unlawful for the Voting Location Manager and Ride-Along Judge to make any unauthorized stops on their way to the drop-off location.

THE ROSTER JUDGE

As a Roster Judge, it is your job to:

- set up Electronic Poll Books
- process voters
- check for valid identification
- determine whether voters are regular or provisional
- print and issue Authority-to-Vote slips and issue Blank Ballot Cards
- print and issue Reason for Paper Ballot slips
- balance Electronic Poll Book and ATV slips
- help keep the voting location secure
- understand and perform the duties of the Paper Ballot Judge
- determine lost voters and direct them to the correct polling location

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Roster Judge, need to know.

PART ONE: VOTING LOCATION SET-UP — PP. 60 TO 69

Locating Your Supplies — p. 60
Roster Table Set-Up — p. 62
Electronic Poll Books at a Glance — p. 64
Setting up Your Electronic Poll Books — p. 66

PART TWO: DURING THE ELECTION — PP. 70 TO 91

Understanding the Two Types of Voters — p. 70
Posting the Register of Voters Lists — p. 73
A Guide to Valid Photo IDs — p. 74
Military IDs — p. 76
A Guide to Valid Non-Photo IDs — p. 77
Processing Voters — p. 80
17-Year-Old Voters — p. 83
Name Change Guidelines — p. 84
Assisting Provisional Voters — p. 90

PART THREE: CLOSING THE POLLS — P. 92

Closing the Roster Table — p. 92

YOUR RESPONSIBILITIES, STEP BY STEP

NOTE: The following instructions presume a Monday evening set-up. If your location is scheduled to set up on Tuesday morning, perform the following steps, in order, as listed below.

FIRST THINGS FIRST: locate your supplies

MACHINE CART:

- Green EPB cases containing EPB accessories

ELECTRONIC POLL BOOK BAG(S):

- Containing all EPBs (from the VLM)

IN MACHINE CART COMPARTMENTS #1 and #2:

- Extension Cords, Adapters, and Power Strips for Electronic Poll Books
- Red Wire Cutters
- Stands for "State Your Name" Signs
- Full-page Magnifying Glass
- Office Supplies Kit, which contains:
  - Ink Pens
  - PEO Nametags
  - Ruler
  - Masking Tape
  - 100′ string
  - "I Voted Today" stickers
  - Note Pad
  - Post-It Note Pads
- Large Brown Paper Bag (for returned Election Supplies)

GOOD TO KNOW
Supplies have a funny way of changing locations. If you don't find your supplies where they are listed here, check the VLM Supply Bag and both compartments on the carts before calling the PEO Hotline.

GOOD TO KNOW
About Cell Phones: The Voting Location Manager will have an official cell phone in his or her supply kit, but we encourage you to have your personal cell phone with you when you arrive in case your voting location is not open. That said, personal cell phones are not to be used at any other time during the day.

IN THE VLM SUPPLY BAG:

- Location Workbook
- Pink Register of Voter List
- Roster Workbook, which contains:
  - Form 10-L Legal Name Change Forms
  - Voter Contact Sheet
  - Form 10-X Statements of Persons Challenged as to Party Affiliation (Primary Elections only) (APPENDIX 27)
  - Problems & Corrections Page
  - Voter Registration Form
- Brown Accordion File, which contains:
  - Write-in Candidate List (if applicable)
- "State Your Name" signs
- BUMPer Packet
- Monday Early Set-up Binder

IN THE BALLOT COUNTER:

- Blank Ballot Cards, divided into bundles of 25 per bundle
- Ballot Privacy Folders

YOU ARE NOW READY TO BEGIN SETTING UP THE ROSTER TABLE.

VLM Supply Bag (may differ in smaller voting locations)

Ballot Counter

GOOD TO KNOW
Printed copies of the official Register of Voters Lists are posted twice a day so that the public can see which registered voters in the location have voted.

GOOD TO KNOW
NO absentee ballots can be accepted at the polling location. The voter must return the absentee ballot to the County Board of Elections before 7:30 p.m. on Election Day or vote provisionally at their Voting Location. **NO EXCEPTIONS!**

ROSTER TABLE SET-UP CHECKLIST:

☐ Place the following items on the table:

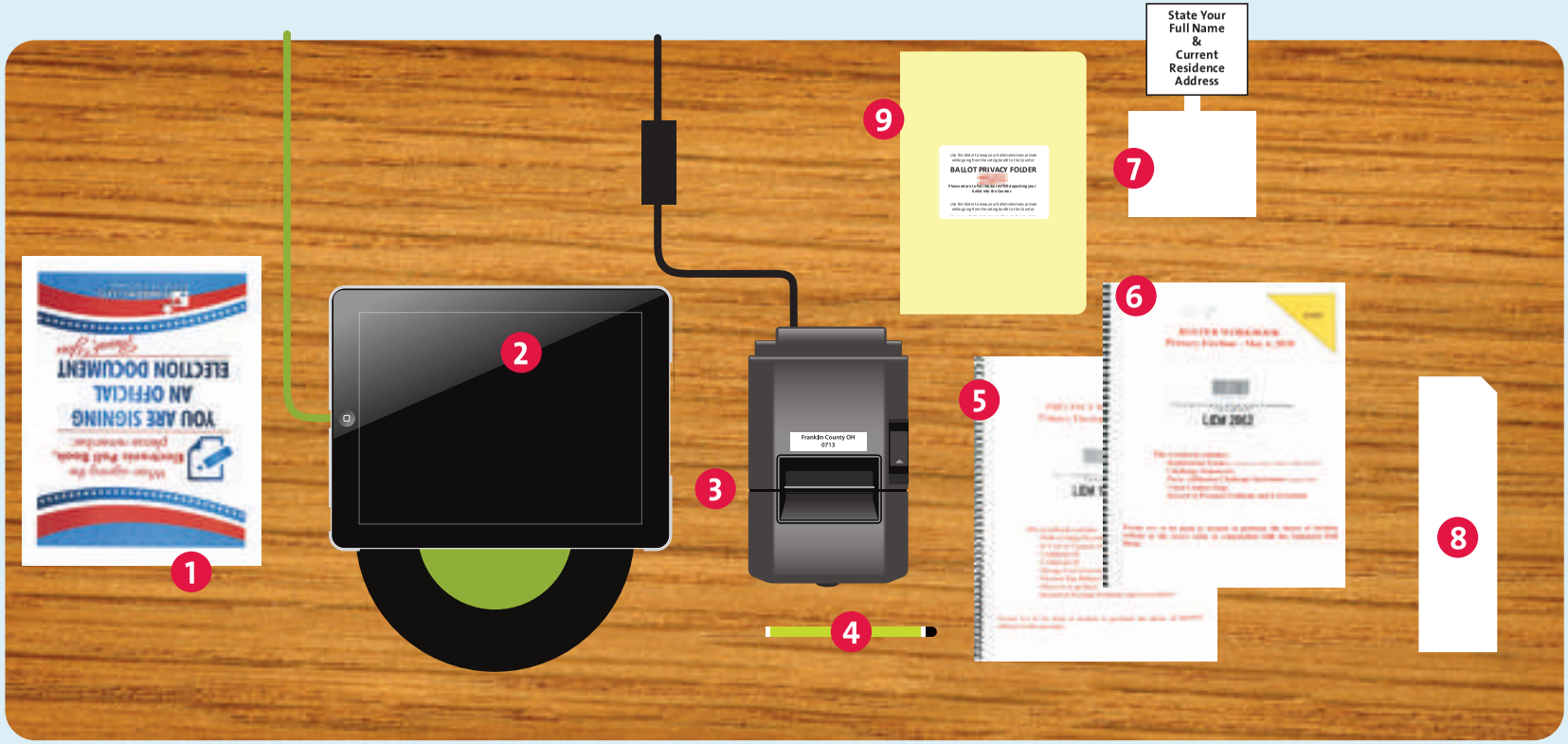
- ☐ Roster Workbook(s)
- ☐ Location Workbook
- ☐ Electronic Poll Books & Printers
- ☐ "State Your Name" Signs
- ☐ "Signing an Official Document" sheet
- ☐ Blank Ballot Cards
- ☐ Ballot Privacy Folder

☐ Set up and open your Electronic Poll Books, according to the instructions on the following pages.

☐ Once table is set up:

- ☐ Retrieve the PINK Register of Voter List (with Absentee Voters marked) from VLM
- ☐ Retrieve the updated Supplemental Absentee Voters List, printed from the EPB, from the VLM
- ☐ Post Both Lists and make sure both remain posted all day
- ☐ Count the number of Blank Ballot Card Bundles and record on the Election Day Balance Sheet. Multiply that number by 25 and record the result in the appropriate space

Sample Roster Tables Set-up



You should place the following supplies on the Roster Table:

1. *Signing an Official Document sheet*
2. *Electronic Poll Book*
3. *Electronic Poll Book Printer*
4. *Electronic Poll Book Stylus*
5. *Roster Workbook*
6. *Location Workbook*
7. *"State Your Name" Sign*
8. *Blank Ballot Cards*
9. *Ballot Privacy Folder*

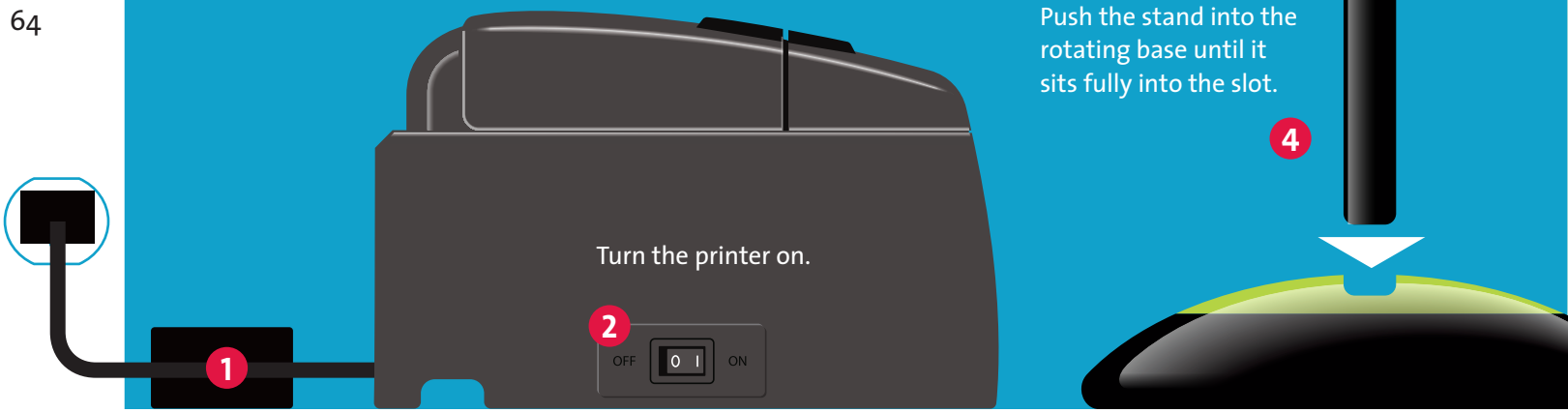
Electronic Poll Book at a Glance

Connect the printer by plugging the power supply cable into the back of the printer and then into an electrical outlet.

Turn the printer on.

Pinch the green tabs on the stand and rotate it into place on the round socket behind the tablet until it clicks.

Push the stand into the rotating base until it sits fully into the slot.



Electronic Poll Book Case

Electronic Poll Book Bag with Electronic Poll Books

Electronic Poll Book Base

Stylus

Electronic Poll Book Stand

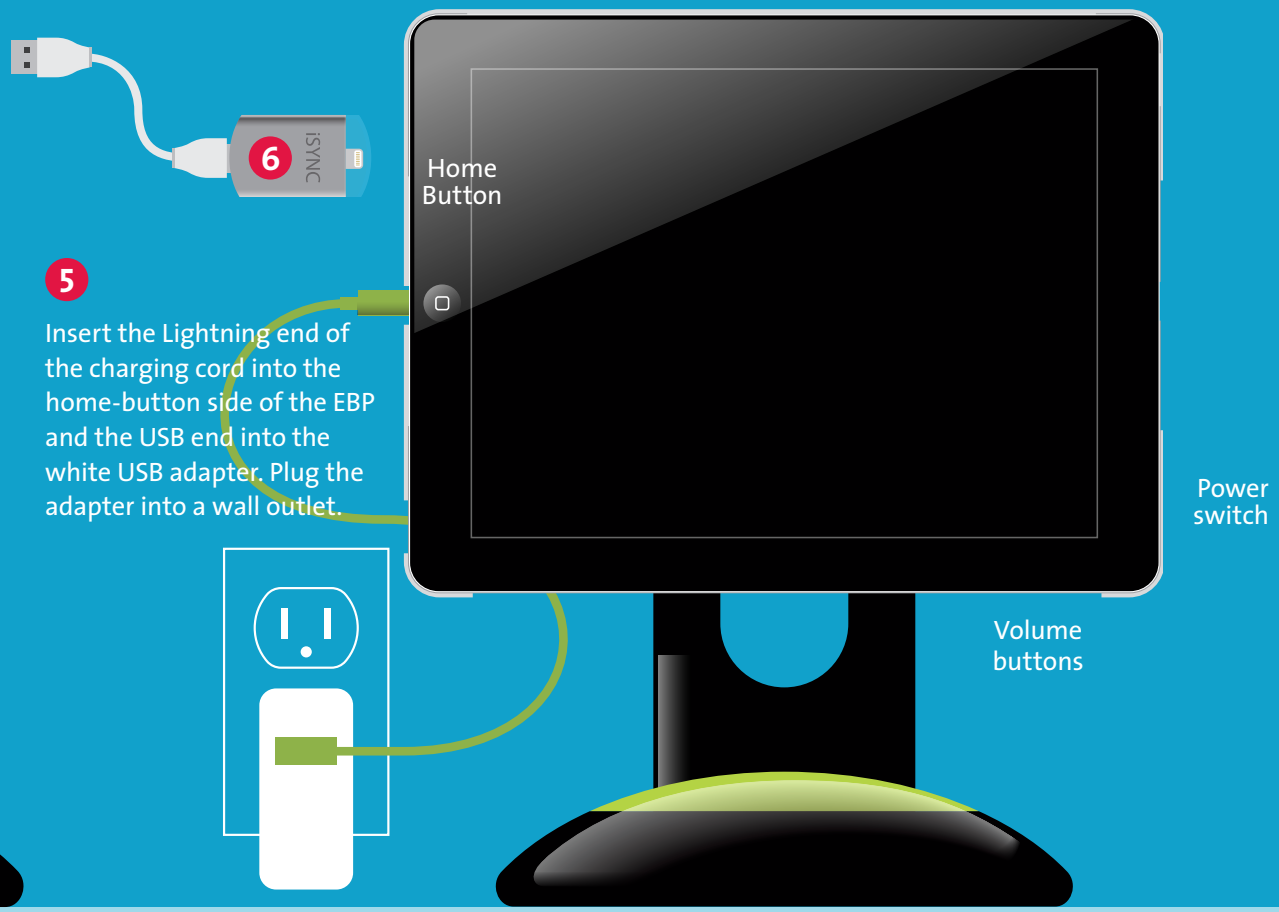
Printer

Cleaning Cloth

EPB Charging Cord

EPB Wall Adapter

Printer Power Supply



5

Insert the Lightning end of the charging cord into the home-button side of the EBP and the USB end into the white USB adapter. Plug the adapter into a wall outlet.

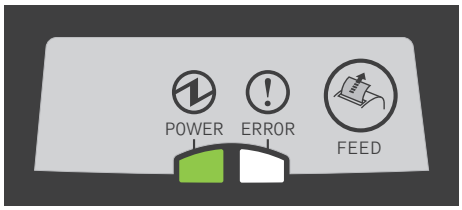
Changing the printer paper

1. Open the top of the printer by pushing the lever on the top right and it will pop open.
2. Reload paper with the paper flap towards you, feeding from the bottom/underneath the roll
3. Close top and begin printing

ELECTRONIC POLL BOOK SET-UP & OPENING CHECKLIST

GOOD TO KNOW
If the Location Workbook is temporarily unavailable, you may record the Green EPB Case#s and Seal #s on APPENDIX 20 in this manual, and transfer the information to the Location Workbook at a later time.

- ☐ Locate Green EPB Cases in the Machine Cart
- ☐ Record the green EPB case number from the tan tag on the EBP handle on the EPB Security Record Form
- ☐ Using the red wire cutters, remove the security lock ties from the Green EPB Cases, and record the numbers on the Electronic Poll Book Security Record
- ☐ Open the Green EPB Case and double check the contents against the EPB Components Checklist (APPENDIX 19). Remove only the items to be used at the Roster Table, and place the Green EPB Case in a secure location
  - If missing any accessories, contact the PEO Hotline
- ☐ Connect the Printer Power Cord to the Printer Power Supply 1
- ☐ Plug the Power Cord Connector into the back of the Printer, then plug the Printer into an electrical outlet
  - If the plug doesn't connect easily, rotate cord until pins line up correctly
- ☐ Turn Printer ON using ON/OFF switch on the side 2
- If you don't see a green power light on the front panel, check the power cord connections and make sure the outlet has power
- ☐ Advance tape by pressing "Feed" button on the front of printer to verify Printer is working



Electronic Poll Book Printer buttons

- ☐ Retrieve the EPBs from the VLM and place them on a flat surface, face down. Work with the VLM to ensure each EPB is paired with the correct printer by matching the colored dots on each

ASSEMBLE ELECTRONIC POLL BOOK (Refer to diagram)

- ☐ Partially open the Stand Arm in order to access the green tabs 3

- ☐ Pinch green tabs in, and insert Stand Arm head into the circular opening on the EPB

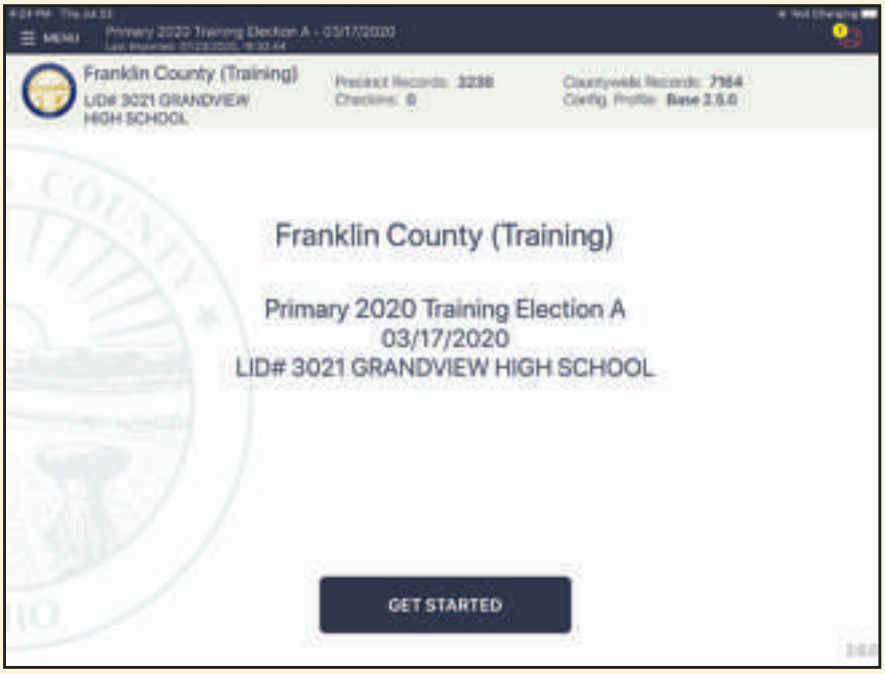
- ☐ Rotate arm into position until you hear a click.
  - Home Button will be at the left side facing you when correctly positioned.

- ☐ Insert the Stand Arm into the Base 4
  - Hold the Stand Arm while inserting; do not push down on the EPB

- ☐ Insert the Lightning end of the EPB Charging Cord into the home-button side of the EPB 5

- ☐ Insert the USB end of the EPB Charging Cord into the white wall adapter and plug into wall outlet or provided power strip 5

- ☐ Power ON the Electronic Poll Book by pressing the button at the lower right edge.
  - NOTE: Your Electronic Poll Book may go into "sleep" mode (screen goes dark). If that happens, press the circular HOME button, and slide to unlock



EPB Printer Icons

☐ When the HOME screen comes up, check for accuracy:

- Election Name and Date
- Polling Location/LID#
- Check-in Count at "0"
- Battery Life is close to full
- Ensure the EPB is charging as indicated by a lightning bolt in the upper right-hand corner of the screen

EBP Battery Status Indicator

☐ Check for Printer connection

- A green printer icon at the top right of the screen means you are connected
- A red printer icon means you are disconnected; see "Troubleshooting Your EPBs"

IF YOU ARE SETTING UP ON MONDAY NIGHT

EPB Syncing Icon
Showing 5 connected EPBs

☐ Gather all Blank Ballot Marker Cards, blank Pre-printed Paper Ballot Cards and EPBs and place them in the Main Ballot Bin of the Ballot Counter.

THEN, STOP HERE FOR THE EVENING.

IF YOU ARE SETTING UP ON TUESDAY MORNING, SKIP THE NEXT STEP, AND CARRY ON.

- ☐ Retrieve Blank Ballot Cards and EPBs from the Main Ballot Bin of the Ballot Counter. Attach EPBs to the EPB Stands before logging in.
- ☐ From the Printer home screen, press "Get Started"
- ☐ Ensure VLM and a member of a different political party log in to the EPBs as outlined in the VLM section of the manual
  - Copies of both log-in codes can be found in the Green EPB Cases; You will only need one pair of codes to open all EPBs
  - If it appears envelopes have been tampered with, contact the BOE Hotline
- ☐ Touch the green printer icon and select Test Print; a sample receipt will print
- ☐ From the Home Screen, press Get Started
- ☐ Once the VLM has logged into all EPBs, check to ensure all EPBs are syncing with one another
- ☐ To ensure all EPBs are synced, locate the "# of EPBs" icon in the upper right corner of one screen, and ensure number of EPBs shown is ONE LESS than the TOTAL number of EPBs (including the one on the Paper Ballot table). If the number is incorrect, call the PEO Hotline at 614 525-4100 option 2.

A Few Reminders Concerning Electronic Poll Books

- You only need ONE EPB opened and updated (by uploading the Absentee Supplemental List) to begin processing voters.
- Ensure that the VLM uploads the Absentee Supplemental List from the iSync Drive 6 to ALL of the Electronic Poll Books, and prints the list to post prior to 6:30 AM.
- For additional questions, refer to the Electronic Poll Book Troubleshooting section of this book on page 207, consult with your VLM, or contact the PEO Hotline at 614-525-4100, option 2

UNDERSTANDING THE TWO TYPES OF VOTERS

REGULAR VOTERS

A Regular Voter is one who meets ALL THREE of the following criteria, and thereby is eligible to cast a regular ballot.

- The voter has a valid ID
- The voter is in the correct Precinct
- The voter's stated name is an acceptable match to the name that appears on the Electronic Poll Book

THE MOST COMMON VALID FORMS OF ID ARE:

- Current and valid Ohio Driver's License
- Ohio Interim Documentation
- Federal or State of Ohio Photo ID
- Military ID

OTHER VALID FORMS OF ID

- Utility Bill
- Bank/Savings & Loan Statement
- Government Check
- Paycheck
- Other Government Document
- College/University Document
- Credit Card Statement
- Car Registration
- Speeding Ticket
- Ohio Hunting/Fishing License
- Ohio License to Carry a Concealed Handgun

The above "other forms of ID" may be accepted as long as the name on the ID is an acceptable match to the name that appears on the Electronic Poll Book AND the address on the ID is a match to the one on the Electronic Poll Book. The only exception is if the addresses are not matches because the voter has moved to a NEW ADDRESS in the SAME PRECINCT

GOOD TO KNOW

If the voter has moved within the same precinct, and his or her name appears in the Electronic Poll Book, in order to update the county's voter files he or she must complete a Voter Registration Form. Regardless, he or she is eligible to cast a regular ballot.

If the voter has moved to a different precinct within the Voting Location, that voter must vote provisionally.

GOOD TO KNOW

If the voter's STATED name and/or address are not acceptable matches to those in the Electronic Poll Book, the voter cannot restate to make a match. Once it's said, it's set in stone.

PROVISIONAL VOTERS

A Provisional Voter is one who meets **ONE** or **MORE** of the following criteria, and thereby must vote a paper ballot.

- The voter's name is not found on the Electronic Poll Book
- The voter is marked ABSENTEE or PROVISIONAL on the Electronic Poll Book
- The voter does not provide proper ID
- The voter has changed his or her name, and does not have the legal proof required to complete Form 10-L
- The voter has moved from one Franklin County Voting Precinct to another without changing his or her voter registration
- The voter was challenged before the election, a hearing was held, and the challenge was found to have merit by the Board of Elections
- The Voter's eligibility was challenged by the PEO on Election Day AND the Voter refuses to complete the Affidavit/Oath Examination of Person Challenged form

WHAT IF THE VOTER IS UNABLE TO CAST HIS/HER VOTE ON EITHER THE VOTING MACHINE OR ON A PRE-PRINTED BALLOT WITHOUT ASSISTANCE?

See "Assisting Voters with Specific Disabilities" for instruction

WHAT IF AN ELIGIBLE VOTER IS UNABLE TO SIGN HIS OR HER NAME ON THE ELECTRONIC POLL BOOK SCREEN?

If the voter is able, ask him or her to make his or her legal mark, such as an "X" on the signature line in the Electronic Poll Book. Then print the voter's name on the same line next to the mark.

Alternatively, if the voter has filed an Attorney-in-Fact with the BOE, he or she may have the Attorney-in-Fact sign the voter's name on the Electronic Poll Book in the voter's presence.

GOOD TO KNOW

The Electronic Poll Books entries are legal documents, so it's important to keep them error-free. Our best advice for accomplishing this is to focus on what you are doing at all times so that you can ensure all information is recorded accurately each time.

WHAT IS AN ATTORNEY-IN-FACT?

An Attorney-in-Fact is a person, not necessarily an attorney, of the voter's choice, who may sign all election-related documents on behalf of the voter.

- In order to have an Attorney-in-Fact, the voter must have filled out and filed the correct forms (Form 10F or 10G) with the Board of Elections prior to the election.
- At any time, the Attorney-in-Fact's power may be rescinded by completing the Attorney-in-Fact Revocation Form at the Board of Elections.
- If the voter has an Attorney-in-Fact on file with the Board of Elections, the Attorney-in-Fact's signature will be on file, and it will be noted on the Electronic Poll Book.
- The voter must have the Attorney-in-Fact accompany him or her to the polling place. If the Attorney-in-Fact is not present, the voter must vote provisionally.
- The Attorney-in-Fact may sign the voter's name on the Electronic Poll Book as long as the voter is present.

REGARDING POWER OF ATTORNEY

If a person holds a Power-of-Attorney for another, it does not necessarily mean that the person with the Power-of-Attorney has the special authority of an Attorney-in-Fact to sign elections-related documents. Because the Power-of-Attorney generally offers broad discretion to sign documents, many incorrectly believe that they can sign an elections document on behalf of the person who gave them the Power-of-Attorney responsibility. A person who holds Power-of-Attorney cannot, under any circumstance, sign an elections-related document for another voter unless a valid Attorney-in-Fact form is on file with the Board of Elections.

POSTING THE REGISTER OF VOTERS LISTS

You will be asked to post the Official Register of Votes List(s) throughout the day so that the public can see which registered voters in your location have voted.

At 6:30 a.m. Post both the PINK Register of Voters List with the absentee ballot names marked AND the printed updated Supplemental Absentee Voters List, retrieved from the VLM. Ensure both remain posted all day.

At 11:00 a.m. Get the printed list of voters (APPENDIX 26) who voted between 6:30 a.m. and 11:00 a.m. from the VLM, and post it.

At 4:00 p.m. Get the final list of voters who voted between 6:30 a.m. and 4:00 p.m. from the VLM, and post it.

At 7:30 p.m. Retrieve Pink Register of Voters and 4 p.m. list from the wall, and place in the VLM Supply Bag for return to the BOE. Place Supplimental Absentee Voter List and 11 a.m. posting in the brown bag in the Machine Cart.

GOOD TO KNOW

Register of Voter Lists will be printed alphabetically by Precinct. Printer will automatically cut the paper after each precinct.

A GUIDE TO VALID PHOTO IDs

A Photo ID is valid if it's OPEN

O Ohio Resident **P** Person matches photo **E** Not Expired **N** Name matches name on EPB

Acceptable And Unacceptable Name Matches On Photo ID

If minor differences exist, there is room for a little flexibility. Look at the photo on the ID to ensure that the voter is, indeed, the person representing himself or herself. Then check the chart below to see examples of acceptable and unacceptable name matches.

Name on Driver's License	Name on Screen	Acceptable match?
Cynthia Atkins	Cindy Atkins	YES
Alan Thompson	Alan Thomson	YES
Aaron W. Howell	Aaron Howell	YES
J. Bradley Stone	James B. Stone	YES
Lucy C. Dawson	Lucille Dawson	YES
F. Stanford Wayne	F. S. Wayne	YES
Elizabeth Daughty	Betty Daughty	YES
Mary Hendricks/Mary Jackson	Mary Hendricks-Jackson	YES
Melva M. Jones	Melva Smith	**NO**

NOTE: An Ohio Driver's License or State ID with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's correct address is listed in the EPB.

Current Ohio Driver License

that displays an expiration date that has not passed

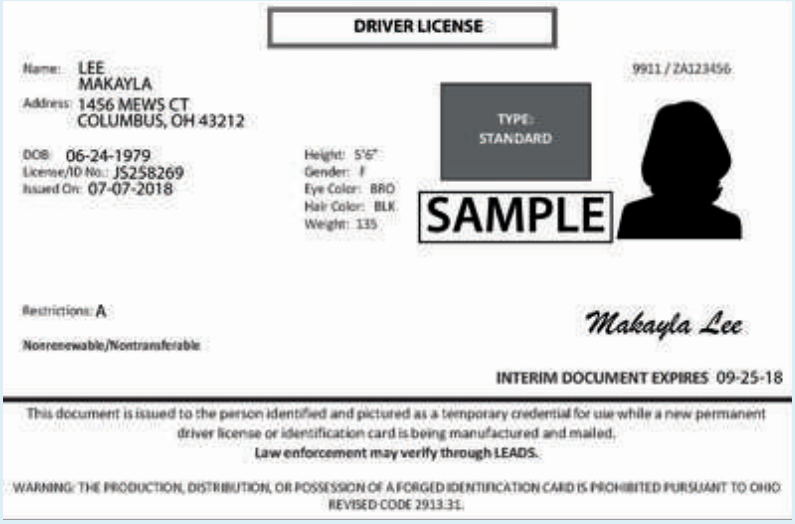
A star may or may not appear on the license

The license also comes in a vertical orientation for Voters under 21 years of age.

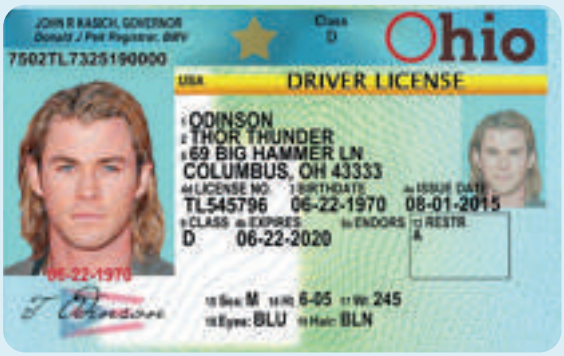
On each card, the license number is designated on the bottom right corner of the ID card, above the signature and expiration date, near the small photo.

Ohio Interim Documentation Slip

that displays an expiration date that has not passed



Standard Ohio Driver Licenses–Over 21 Years of Age

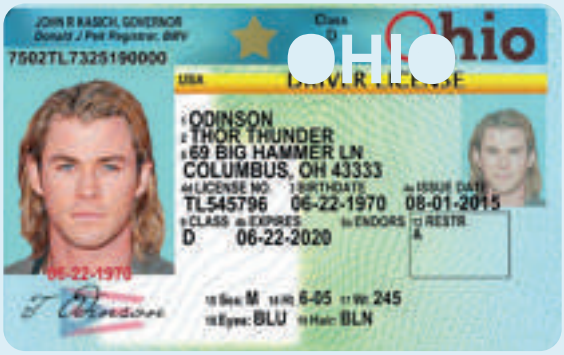


Note: On each card, the license number is designated “License No” and is not the number above the photo. The expiration dates are designated “Expires.”

Standard Driver Licenses–Under 21 Years of Age

Standard Ohio Driver License

that has been hole-punched AND displays an expiration date that has not passed. Punch may be through magnetic strip in which case, you will need to enter information manually.



State Identification Card–Over 21 Years of Age

The photo IDs represented below are for training purposes only. Information shown is OK even if it appears to be expired. Colors and content are for placement only.

Note: On each card, the license number is designated "License No." and is not the number above the photo.

State Identification Card–Under 21 Years of Age

U.S. Veterans Military ID Card

This is only one example of the many styles of valid military ID cards.

MILITARY IDs

We accept all Military IDs. We do, however, ask that a Precinct Election Official be allowed to determine that it is, indeed, the Military ID card of the person who is presenting it.

Please keep in mind that Military IDs:

- may not include a name, address or photo
- may not include an expiration date (but if it does, the ID cannot be accepted if it has expired)
- may be a copy of the card

A GUIDE TO VALID NON-PHOTO IDs

In order to be processed as a Regular Voter, the voter's non-photo ID must meet the following criteria. If the ID does not, the voter must vote provisionally.

CRITERIA THAT **MUST** BE MET FOR **ALL** VALID NON-PHOTO ID LISTED BELOW

- Must contain the correct name and current address of the voter.
- May be the actual paper letter, statement or form OR a printed copy of the electronically transmitted letter, statement or form. It may NOT be an electronic form shown on a phone, tablet, or other electronic device.
- Must be current within one year of the Election Day for which the voter is presenting it.

UTILITY BILLS, INCLUDING, BUT NOT LIMITED TO:

- water/sewer, heating gas
- cable or internet
- telephone and cellular phone

BANK STATEMENTS

GOVERNMENT CHECKS, INCLUDING BUT NOT LIMITED TO:

- paycheck, check stub, or receipt provided for direct deposit of funds issued by any level of government (known as "political subdivision") in Ohio, and any other state, or the U.S. Government.

GOOD TO KNOW

If the name on the ID and the name on the Electronic Poll Book are slightly different, see "Processing Regular Voters with a Photo ID" to determine if they are an acceptable match.

PAYCHECK, INCLUDING BUT NOT LIMITED TO:

- paycheck, check stub, or receipt provided for the direct deposit of wages or earnings from any public or private employer.

OTHER GOVERNMENT DOCUMENTS

- a document issued by a "government office," which includes any local (city, county, township, village, school district or other political subdivision), state or federal government office, branch, agency, division or similar component, including a board, commission, or public college, university or community college whether or not in Ohio.

  Examples include, but are not limited to:

  - letters
  - tax bills
  - notices
  - court papers
  - grade reports
  - transcripts
  - fishing and marine equipment operator's license

OTHER ACCEPTABLE FORMS OF ID

- College University Document
- Credit Card Statement
- Car Registration containing current address
- Speeding Ticket
- Ohio Hunting/Fishing License
- Ohio License to Carry a Concealed Handgun

UNACCEPTABLE FORMS OF ID

Ohio law does not allow for the following forms of ID to be accepted by PEOs:

- Driver's License or Photo ID issued by a state other than Ohio
- Social Security Card (last four digits can be used on Provisional Ballot Envelope only)
- Passport
- Birth Certificate (unless the voter still lives in the house where he or she resided at birth, and the birth certificate contains the home address)
- Insurance Cards
- Any registration acknowledgement from the Franklin County Board of Elections (all other documents from the Board of Elections are acceptable identification as government documents).

MAKE SURE EACH VOTER GETS HIS OR HER ID BACK. IF AN ID IS ACCIDENTALLY LEFT BEHIND, PLEASE PLACE IT IN THE CELL PHONE BAG, WHICH GETS RETURNED TO THE B.O.E. WAREHOUSE ON ELECTION NIGHT.

PROCESSING VOTERS

The majority of voters who arrive at your voting location will present you with **a photo ID—either an Ohio Driver's License or a State Identification Card.**

FOR PROCESSING VOTERS WITH NON-PHOTO IDs, SEE "GUIDE TO VALID NON-PHOTO IDs."

☐ Greet the voter.

☐ Ask the Voter for a valid form of identification.

- If a photo ID, ensure it is valid by checking against the criteria in "A Guide to Valid Photo IDs"
- If a non-photo ID, ensure it is valid by checking against the criteria in "A Guide to Valid Non-Photo IDs"
- If a Military ID, ensure it is valid by checking against the criteria in "A Guide to Military IDs"
- If the ID is expired or does not meet criteria, ask for another form of ID. Remind voter that he/she may return home to get a valid ID, if time allows.
  - If no other form of ID is available, follow the steps in "Assisting Provisional Voters" Section

☐ If a photo ID is presented, select "Scan Barcode" on the EPB, then hold ID with barcode facing up beneath camera (located at back of EPB towards bottom right corner) until you hear a beep

- The voter's information will appear on the screen.

☐ If scanning the ID doesn't work, or if other type of valid ID is presented, perform a manual search.

- Select *Manual Entry*
- Type the first three letters of the Voter's last and first names.
  - Touch *first name* box and type first three letters of first name. Touch *Search*
  - Select the correct voter from the list by touching the voter's record.
  - Select ID type presented by the Voter. Touch *OK*
  - If the voter's record says ABSENTEE or PROVISIONAL, follow the steps in the "Assisting Provisional Voters" section

NOTE: Search results show both in-location voters (displayed in white) and out-of-location voters (displayed in gray with an indicator that reads, "Wrong Polling Place")

☐ Check the name on the valid ID against the name on the Electronic Poll Book to ensure it is an acceptable match.

- If there are minor discrepancies (such as a nickname) between the name on the ID and the name on the Electronic Poll Book, see the Acceptable & Unacceptable Name Matches chart

- If the name on the ID is not an acceptable match (contains former name) to the name on the Electronic Poll Book (contains current name), ask for another form of ID containing the Voter's current name.
  - If the voter cannot provide an ID with the current name, process as a Provisional Voter according to the "Assisting Provisional Voters" section.

☐ Return the Voter's ID

☐ Ask the Voter to state his or her name and current address.

- If the voter's stated name DOES NOT match the name on the Electronic Poll Book due to a name change, he or she will need to complete Form 10-L before voting as a Regular Voter. See complete instructions under NAME CHANGE GUIDELINES.
- If the stated address DOES NOT match the address on the EPB, follow the "Addresses Do Not Match Guidelines"

☐ If the Voter's stated address matches the one on the EPB; touch *Accept*

- **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have them touch *Accept*, then sign on the signature line.

☐ Flip the screen and have the voter use the stylus to sign on the signature line

☐ Flip the screen back to face you, ensure there is a signature

☐ Touch *Done Signing*

- ☐ Touch *Voting Method* and ask the voter their voting preference, *Pre-printed Paper* or *Ballot Marker;* Select the voter's choice

- ☐ Touch *Submit;* printer will print an ATV slip

IF THE EPB PRINTER FAILS TO PRINT THE ATV, ASK YOUR VLM FOR THE PAD OF ATV SLIPS (LOCATED IN THE VLM SUPPLY BAG) AND CONTINUE TO PROCESS THE VOTER BY HANDWRITING THE VOTER'S INFORMATION ON THE ATV

- ☐ Give the voter the printed ATV slip, a Ballot Privacy Folder, and a blank Ballot Card, and direct them to the voting machines
  - If *Pre-printed Paper* was selected, give the voter an ATV slip and direct them to the Regular Voter Paper Table

17-YEAR-OLD VOTER

Ohio law allows a 17-year-old voter who will be 18 years of age on or before the date of the next general election to vote in the primary election solely on the nomination of candidates seeking election and, in a presidential primary election, for Presidential convention delegates. This is because the 17-year-old voter will be eligible to vote for the nominees at the November general election.

Voters who are 17 years old as of the primary election are not permitted to vote on any of the following:

- State Party Central Committee
- County Party Central Committee
- Questions and Issues

SPECIAL INSTRUCTIONS FOR PROCESSING (PRIMARY ELECTIONS ONLY)

SEARCH FOR VOTER BY SCANNING BARCODE OR MANUAL ENTRY. ONCE THE CORRECT VOTER INFORMATION APPEARS ON THE ELECTRONIC POLL BOOK SCREEN:

- ☐ Touch the voter's information
- ☐ Select *Choose ID Type* and select ID the voter presented, select *OK*
- ☐ Verify voter information
- ☐ Touch *Accept* (Blue Box)
- ☐ Flip the screen and have the voter select their party, then select *Accept*
- ☐ Flip the screen and have the voter use the stylus to sign on the signature line
- ☐ Flip the screen back to face you, ensure there is a signature
- ☐ Touch *Done Signing*
- ☐ Touch *Voting Method* and select *Pre-printed Paper*
- ☐ Touch *Submit,* ATV slip will print
- ☐ Give the printed ATV slip and a Ballot Privacy Folder to the voter and escort them to the Provisional Voter/17 Y.O. Paper Table

NAME CHANGE GUIDELINES

If the voter's stated name does not match the name on the EPB:

- ☐ Touch *Update Name/Address* on EPB screen
- ☐ Touch the portion of the name to be changed, then touch the *backspace* key to clear
- ☐ Type in the voter's changed name, *Next*
- ☐ Ask the voter for the appropriate legal proof of name change (Documents must be certified, NO photocopies.) Appropriate documents are:

  Official Court Documents that includes both former AND current name

  - Change of Name
  - Divorce Decree OR

  Marriage License (Abstract of Marriage, NOT a souvenir License)

  - New last name must either match the name of the spouse or be a combination of both spouses' last name (i.e. hyphenated)
- ☐ Touch the *arrow* to bring up the menu of selections

If you have verified legal proof of name change:

- ☐ Select *Marriage Certificate, Court Order* or *Other;* select *Next*
- ☐ Address confirmation will appear. Ensure the voter still resides in their registered precinct; touch *Next*
  - If address has changed, follow "Addresses Do Not Match Guidelines"

- ☐ Flip screen to face voter and ask voter to confirm name change; select *Submit*
- ☐ Touch *Accept* (Green box). 10-L Form will print.
- ☐ Touch *Accept* (Blue box)
- ☐ Flip the EPB screen to face the voter and have them use the stylus to sign their new legal name
- ☐ Flip screen back to face you, ensure there is a signature and touch *Done Signing*
- ☐ Touch *Voting Method* and ask voter their voting preference, *Pre-printed Paper* or *Ballot Marker*
- ☐ Select the voter's choice and touch *Submit*
- ☐ Remove the ATV slip and printed Form 10-L from the printer, detach Form 10-L and place in the appropriate envelope. You will not use this form.
- ☐ Have the voter fill out the top portion of Form 10-L in the Roster Workbook. The voter is required to fill out this form before voting.
- ☐ Take the Roster Workbook back from the voter and fill out the bottom portion of Form 10-L
- ☐ Give the voter the printed ATV slip, a Ballot Privacy Folder, and a blank Ballot Card and direct them to the voting machines
  - If *Pre-printed Paper* was selected, give voter an ATV slip and Ballot Privacy Folder; direct to the Regular Voter Paper Table
- ☐ Document the name change in the Problems and Corrections page in the Roster Workbook.

If you do not have verified legal proof of name change:

- ☐ Select *None;* select *Next*
- ☐ Address confirmation will appear. Ensure the voter still resides in their registered precinct; touch *Next*
  - If address has changed, follow Addresses Do Not Match Guidelines
- ☐ Flip screen to face voter and ask voter to confirm name change, *Submit*
- ☐ Touch *Accept* (Green box)
- ☐ Touch *Accept* (Blue box)
- ☐ Touch *Voting Method* and select *Pre-printed Paper*
- ☐ Touch *Submit,* RFPB will print
- ☐ Give the printed RFPB slip and a Ballot Privacy Folder to the voter and direct them to the Provisional Voter/17 Y.O. Paper Table

ADDRESSES DO NOT MATCH GUIDELINES

IF THE VOTER'S STATED ADDRESS DOES NOT MATCH THE ADDRESS ON THE EPB

- ☐ From the voter screen on the EPB, select *Update Name/Address*
- ☐ Confirm name; touch *Next*
- ☐ Touch *House Number* and type in full street number
- ☐ Type in street name letters until correct street address shows
- ☐ Touch the pop-up address, which will populate the full address
- ☐ Touch *Next*

IF THE VOTER IS IN THE CORRECT PRECINCT:

- ☐ Flip screen to face voter and ask voter to confirm address change
- ☐ Flip screen to face you and touch *Submit* (Green Box)
- ☐ Touch *Accept* (Green Box)
- ☐ Touch *Accept* (Blue Box)
  - **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have them touch *Accept*, then sign on the signature line.
- ☐ Flip the screen and have the voter use the stylus to sign on the signature line
- ☐ Flip the screen back to face you, ensure there is a signature
- ☐ Touch *Done Signing*
- ☐ Touch *Voting Method* and ask the voter their voting preference, *Pre-printed Paper* or *Ballot Marker*
- ☐ Select the voter's choice
  - Touch *Submit,* printer will print an ATV slip
  - Give the voter the printed ATV slip, a Ballot Privacy Folder, and a blank Ballot Card and direct them to the voting machines
  - If *Pre-printed Paper* was selected, give the voter an ATV slip and a Ballot Privacy Folder, and direct them to the Regular Voter Paper Table
- ☐ Ask Voter to complete a Voter Registration/Change of Address Form

IF THE VOTER IS NOT IN THE CORRECT PRECINCT:

- ☐ Flip screen to face voter and ask voter to confirm address change; touch *Next*
- ☐ Touch *Submit* (Green Box)
- ☐ Touch *Accept* (Green Box)
- ☐ Touch *Accept* (Blue Box)
  - **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have the voter touch *Accept*.
- ☐ Touch voting method and select *Pre-printed Paper*
- ☐ Touch Submit; RFPB will print
- ☐ Give the printed RFPB slip and a Ballot Privacy Folder to the voter and direct them to the Provisional Voter/17 Y.O. Paper Table

IF THE VOTER HAS MOVED OUTSIDE OF VOTING LOCATION:

- ☐ Pop-up screen will show voter's correct Precinct Identifier; touch *Next*

To send the voter to the correct location:

- ☐ Touch *Map* in the Yellow Box
- ☐ Touch *Print Location* and remove slip from printer and give to voter to direct him/her to the correct location
- ☐ Touch *Start Over*
- ☐ Touch *Start Over*

If the voter refuses to go to the correct location and wants to vote in your location:

- ☐ Explain to the Voter that he/she must vote a provisional ballot, and that a provisional ballot cast in the wrong precinct cannot be counted. The Voter can call the Provisional Hotline at (614) 525-6455 to discuss.
- ☐ Touch *Allow* in the Yellow Box
- ☐ Ask VLM for assistance
  - VLM will enter password
- ☐ Flip screen to face voter and ask voter to confirm address change
- ☐ Flip screen back to face you

- ☐ Touch *Submit* (Green Box)
- ☐ Touch *Accept* (Green Box)
- ☐ Touch *Accept* (Blue Box)
  - **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have them touch *Accept*.
- ☐ Touch *Voting Method* and select *Pre-printed Paper*
- ☐ Touch *Submit,* RFPB and Wrong Location Voter Slip will print
- ☐ Give the two printed slips and a Ballot Privacy Folder to the voter and direct them to the Provisional Voter/17 Y.O. Paper Table

IF THE VOTER HAS MOVED INTO THE LOCATION FROM ANOTHER FRANKLIN COUNTY LOCATION:

- ☐ After Barcode or Manual Entry, when voter record appears, a notation reading "Wrong Polling Place" will appear to the right of the record
- ☐ Touch the *Voter Record*. A screen showing the wrong location will appear.
- ☐ Select *Address Change*
- ☐ On the name confirmation screen, touch *Next*
- ☐ Touch *House Number* and type in the house number
- ☐ Type in the correct name letters until the correct address pops up
- ☐ Touch the pop-up address, which will populate the full address
- ☐ Touch *Next*
- ☐ Flip screen to face voter and ask voter to confirm address change; touch *Submit*
- ☐ Touch *Accept* (Green Box)
  - **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have the voter touch *Accept*.
- ☐ Touch *Accept*
- ☐ Touch voting method and select *Pre-printed Paper*
- ☐ Touch *Submit,* RFPB will print
- ☐ Give the printed RFPB slip and a Ballot Privacy Folder to the voter and direct them to the Provisional Voter/17 Y.O. Paper Table

ASSISTING PROVISIONAL VOTERS

If the voter record says ABSENTEE or PROVISIONAL:

- ☐ Select the voter from the search results; a pop-up screen will appear
- ☐ Touch *Process Provisionally*
- ☐ Select ID type that voter presented
- ☐ Touch *OK*
- ☐ On the Name Confirmation Screen, touch *Accept*
  - **For Primary Election only:** Flip the screen back to the voter and have them select *Party Affiliation* or *Issues Only*. Flip the screen back to face you
- ☐ Touch the voting method and select *Pre-printed Paper*
- ☐ Touch *Submit*, RFPB will print
- ☐ Give the printed RFPB slip and a Ballot Privacy Folder to the voter and direct them to the Provisional Voter/17 Y.O. Paper Table

UNDER NO CIRCUMSTANCES ACCEPT AN ABSENTEE BALLOT. THE VOTER CAN DROP OFF THEIR BALLOT AT THE BOARD OF ELECTIONS BEFORE THE POLLS CLOSE OR VOTE PROVISIONALLY

If the voter is unable to provide Valid ID

- ☐ On the Choose ID screen, touch *No ID*
- ☐ Touch *Process Provisionally*
- ☐ Verify the voter's stated address; touch *Accept*
  - **For Primary Election only:** Flip the screen back to the voter and have them select *Party Affiliation* or *Issues Only.* Flip the screen back to face you
- ☐ Touch *Accept* (Blue Box)
- ☐ Touch the *Voting Method* and select *Paper*
- ☐ Touch *Submit*; RFPB will print
- ☐ Give the printed RFPB slip and a Ballot Privacy Folder to the voter and direct them to the Provisional Voter/17 Y.O. Paper Table

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE DURING THE PROCESSING OF A PROVISIONAL VOTER, **CALL THE PROVISIONAL HOTLINE AT (614) 525-6455.**

GOOD TO KNOW
Remember, anyone in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives after that time that the polls are now officially closed.

CLOSING THE ROSTER TABLE CHECKLIST

- ☐ Count the Unused Ballot Cards and record number on the Election Day Balance Sheet. Place Unused Cards in the Unvoted Ballot Bag, located at the Paper Ballot Table
- ☐ Close the Electronic Poll Books
  - ☐ Once the last voter has cast his/her ballot, Go to *Menu* > *Home*
  - ☐ Record the Check-in Count on the Election Day Balance Sheet
  - ☐ Put EPB to sleep by tapping lower right power button one time
- ☐ Disassemble Electronic Poll Books and place them in EPB Bag. Place accessories in Green EPB Case
  - Verify that all accessories are accounted for by comparing against the EPB Components Checklist (APPENDIX 19)
- ☐ Seal each Green EPB Case with a new security lock tie, and record security lock tie numbers on the Electronic Poll Book Security Record. Have each Roster Judge sign the form
- ☐ Place Green EPB Cases in the Machine Cart
- ☐ Assist Voting Location Manager in gathering inside and outside flags and signs, other materials and office supplies, and placing them in Compartments #1 and/or #2 (large U.S. Flag goes back on top of Machine Cart).
- ☐ Assist the Voting Location Manager in gathering all materials that must be returned to the warehouse
- ☐ Ensure that all copies of the posted Register of Voter's Lists have been removed from the wall
  - Pink Register of Voters and 4pm Posting are placed in VLM Supply Bag. Supplemental Absentee Voter Lists and 11am Posting are placed in the brown bag in the Machine Cart
- ☐ Collect the Ballot Privacy Folders and return them to the main ballot bin of the Ballot Counter

THE MACHINE JUDGE

As a Machine Judge, it is your job to:

- set up and open the Ballot Counters, Ballot Markers and Kiosks and record seal numbers
- assist voters in getting started on the Ballot Markers
- cancel ballots on Ballot Markers and Kiosks when necessary
- assist voters who have special needs
- balance the public count on the Ballot Counters against number of Authority-to-Vote (ATV) slips four times throughout the day (at 9 a.m., 1 p.m., 4 p.m. and at closing)
- close and store equipment, record seal numbers, and print results tapes
- pack the VOTR (Voter Official Tabulation Results) Book

If you are a **Machine Judge,** you will rotate between two positions:

- Ballot Marker position
- Ballot Counter position

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Machine Judge, need to know.

PART ONE: VOTING LOCATION SETUP — PP. 94 TO 113

Locating Your Supplies — p. 94
Equipment Set Up — p. 96
Reopening the Ballot Counter — p. 102
Opening the Ballot Marker — p. 104
Opening the Kiosk — p. 106

PART TWO: DURING THE ELECTION — PP. 114 TO 127

Processing Regular Voter on Ballot Marker — p. 114
Processing Regular Voter on Kiosk — p. 115
Correcting Mistakes at Ballot Marker — p. 118
Assisting Provisional Voters with Disabilities — p. 122
Audio-assisted Voting — p. 123
About Write-in Votes — p. 125
Processing Voters at the Ballot Counter — p. 126
Balancing the Public Count — p. 127

PART THREE: CLOSING THE POLLS — P. 128 TO 133

Closing the Equipment — p. 128

YOUR RESPONSIBILITIES, STEP BY STEP

NOTE: The following instructions presume a Monday evening set-up. If your location is scheduled to set up on Tuesday morning, perform the following steps, in order, as listed below.

GOOD TO KNOW
If you don't find your supplies where they are listed here, check the VLM Supply Bag and both compartments on the Machine Carts before calling the PEO Hotline.

FIRST THINGS FIRST: Locate your supplies

IN THE VLM SUPPLY BAG:

- Storage Cart Key (attached to the cell phone bag)
- Location Workbook, which contains the following forms:
  - Storage Cart Security Seals Record (APPENDIX 1)
  - Certificate #1 (APPENDIX 49)
  - Certificate #2 (APPENDIX 50)
  - Election Day Balance Sheet (APPENDIX 25)
  - Problems and Corrections Page (APPENDIX 11)
- Authority-to-Vote Envelopes (APPENDIX 34)
- Monday Early Setup Binder

IN MACHINE CART COMPARTMENT #1

- Red Wire Cutters
- Extension Cords with Adaptors

IN MACHINE CART COMPARTMENT #2:

- Voting Equipment Supply Pack (Cake Box)
  - Headphones
  - Scanners
- Voter Official Tabulation Results (VOTR) Book, which contains:
  - Seals Pouch
  - Results Tape Pouch with keys for Ballot Counter, Ballot Markers and Kiosk
- Office Supplies Kit with name tags, plastic bag for used seals and static wipes

MACHINE CART COMPARTMENT #1

Wire Cutters

Extension Cord with Adapter

MACHINE CART COMPARTMENT #2

OFFICE SUPPLIES KIT CONTAINING:

Office Supply Box

Name Tags

Plastic Bag for used seals

Static Wipes

THE CAKE BOX CONTAINING:

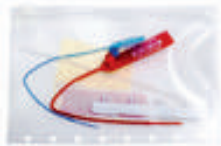
Voting Equipment Supply Pack (Cake Box)

Scanners

Headphones

VOTR BOOK CONTAINING:

VOTR Book

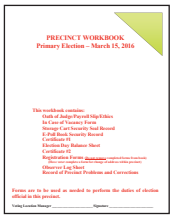


Seals Pouch

Results Tape Pouch (with Keys)

VLM SUPPLY BAG:

Storage Cart Key and Cell Phone Bag

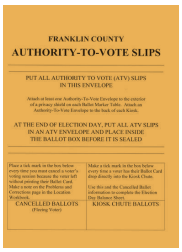

PRECINCT WORKBOOK
Primary Election – March 15, 2016

This workbook contains:
Oath of Judge/Payroll Slip/Ethics
Check-in Log Sheet
Storage Cart Security Seal Record
E-Poll Book Security Record
Certificate #1
Election Day Balance Sheet
Supplies Log
Registration Forms
Observer Log Sheet
Record of Precinct Problems and Corrections

Forms are to be used as needed to perform the duties of election official in this position.

Voting Location Manager:_____ Signature:_____

Location Workbook


FRANKLIN COUNTY
AUTHORITY-TO-VOTE SLIPS

PUT ALL AUTHORITY TO VOTE (ATV) SLIPS IN THIS ENVELOPE

Attach at least one Authority-To-Vote Envelope to the exterior of a primary shield on each Ballot Marker Table. Attach an Authority-To-Vote Envelope to the back of each Kiosk.

AT THE END OF ELECTION DAY, PUT ALL ATV SLIPS IN AN ATV ENVELOPE AND PLACE INSIDE THE BALLOT BOX BEFORE IT IS SEALED

Place a tick mark in the box below every time you must consult a voter's voting session because the voter left the voting booth to vote a ballot. Make a note on the Problems and Corrections page in the Location Workbook.

CANCELLED BALLOTS (Paying Voter)

Make a tick mark in the box below every time a voter has their Ballot Card drop directly into the Kiosk Chute.

Use this and the Cancelled Ballot information to complete the Election Day Balance Sheet.

KIOSK CHUTE BALLOTS

Authority-to-Vote Envelopes

Monday Early Setup Binder

EQUIPMENT SET-UP:

Follow the Location Set-up Page in the red ADA folder to ensure proper placement of all equipment.

OPENING THE MACHINE CARTS

☐ Locate the machine storage carts

- ☐ Check the label on the front of the compartment and verify the Location ID number (LID#). Single precinct locations will be in the 1000 range; multiple precinct locations will be in the 2000-9000 range.
  - If your LID # is incorrect, call the PEO Hotline.

☐ Remove the Red Tamper-proof Seal from each cart lock

- ☐ Record the serial numbers printed on each Red Tamper-proof Seal on the Storage Cart Security Seals Record (APPENDIX I) in the Location Workbook.
- ☐ Discard used seals in the plastic bag in Office Supplies Kit.

☐ Unlock the storage carts with the cart key and remove locks

- ☐ Place the locks in the Voting Equipment Supply Pack (Cake Box), where you will retrieve them at the end of the day.

☐ Lower ramp, and remove the blue separator bar

☐ Working with other PEOs, remove the Ballot Marker tables, Green EPB Cases, Ballot Markers, and Voter Privacy Shields, and move them to the areas designated in the Location Set-up Page

IF, WHILE OPENING ANY EQUIPMENT, AN ELECTION CODE IS REQUIRED, CALL THE PEO HOTLINE.

SETTING UP THE BALLOT COUNTER

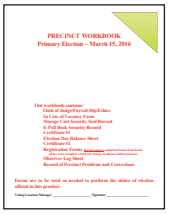
- ☐ Retrieve the keys for the Ballot Counter. You'll find them in the Results Tape Pouch in the VOTR Book on the machine carts
- ☐ Check the LID # on your Ballot Counter(s) to ensure it/they are in the correct polling location
  - If you have the wrong Ballot Counter, call the PEO hotline
- ☐ Roll the Ballot Counter to the paper table.
- ☐ Using the Red Wire-cutters, remove the blue security lock tie seal from the Main Ballot Bin (bottom door) of the Ballot Counter and record the number on Certificate #1 in the Location Workbook
- ☐ Place the old seal in the used seal bag found in the brown office supply box from the machine cart
- ☐ Open the Main Ballot Bin door using the flat key and remove the ballot box
  - Remove Pre-Printed Ballot pads and Paper Table supplies from box and give to the Paper Ballot Captain/Judge
  - Ensure blank Ballot Cards are taken to the Roster Table
- ☐ Return the empty box to the Main Ballot Bin
- ☐ Unlock the back compartment of the BALLOT COUNTER using the flat key
- ☐ Remove the power cord and plug into a wall outlet
  - Check for a green "power on" light in the upper right corner of the power cord block
  - If no green light/power, check the cord connection to the power cord block

GOOD TO KNOW

Flat Key opens the outside of the Ballot Counter.

Barrel Key unlocks the inside

Keys



PRECINCT WORKBOOK
Primary Election – March 15, 2016

This workbook contains:
Oath of Judge/Payroll Slip/Ethics
In Case of Vacancy Form
Ballot Counter Seal Log and Record
E-Poll Book Security Record
Certificate #1
Election Day Balance Sheet
Certificate #2
Registration Forms: [illegible] completed forms from both
Provisional ballots, a [illegible] voter's name, address and phone number.
Observer Log Sheet
Record of Precinct Problems and Corrections

Forms are to be used as needed to perform the duties of election official in this precinct.

Voting Location Name: _____ Signature: _____

Location Workbook

Red Wire-cutters

Plastic Bag for Collecting Used Seals

GOOD TO KNOW
Machine cords can be tripping hazards. Please be aware of them, and be careful. Extension cords can be taped securely to all floors except hardwood.

- ☐ Look through the left side plexi window below the power cord block
  - An amber light ensures the battery pack is charging
  - A solid green light shows the battery pack is fully charged.
- ☐ If no light/power, run an extension cord to the BALLOT COUNTER from another outlet. Remember, the unit must remain at the exit door
- ☐ Keep the back compartment door open while the equipment is connected to power
- ☐ Lock front wheels on the front of the BALLOT COUNTER

SETTING UP THE BALLOT MARKER TABLES

- ☐ Refer to Location Set-up Page in the red ADA folder for proper table set up to best ensure voter privacy
- ☐ Lay the tables flat on the ground, face down and unfold. It's suggested that two poll workers work together to open tables
- ☐ Press the gray tab at the center of the table's underside to prevent the table from collapsing.
- ☐ Open both legs out and ensure they lock/click into place
- ☐ Press in the silver pegs and extend the legs. Legs are fully extended when silver pegs are locked into the uppermost holes
- ☐ Stand the tables upright
- ☐ Two Ballot Markers can be placed on each table

SETTING UP THE BALLOT MARKERS

NOTE: red numbers in this section relate to illustrations on the Ballot Marker Set-up Diagram

- ☐ Remove the Blue Security Lock Tie(s) from the Ballot Marker Bag(s). Record on Certificate #1
  - ☐ Discard used lock ties in the plastic bag in Office Supplies Kit.
- ☐ Remove Ballot Marker from main compartment of bag

  NOTE: Use caution when removing the unit from the bag. It's suggested that two poll workers complete this step.
- ☐ Lay Ballot Marker flat, screen side down. 1
- ☐ Pull the silver stand up until it stops, then squeeze sides inward and continue to slide stand until it locks into a 90-degree position 2
- ☐ Connect the power cord to an outlet (you may need an extension cord) 3
- ☐ Retrieve all ATV Scanners from the Cake Box on the machine carts
- ☐ Match the number and colored dot on each ATV Scanner with the number (upper left side) and colored dot on its corresponding Ballot Marker 5
- ☐ There is no power button on the ATV Scanner. It will power on when the Ballot Marker unit is powered on
- ☐ Connect the gray cable of the ATV Scanner to the USB port just above the power block cable 6
- ☐ Stand Ballot Marker up on table 4
- ☐ Verify that the green power light (plug icon) in the lower left corner is glowing "on" ADA Pad side

Blue Security Lock Tie Seal

ATV Scanner

Black Power Block
Cable and power cord

SETTING UP THE KIOSK

NOTE: red numbers in this section relate to illustrations on the *Kiosk Set-up Diagram*.

- ☐ Locate the Kiosk in the polling location
  - It is strongly suggested that two poll workers set up the Kiosk.
- ☐ Verify that LID # on Kiosk is correct for your polling location
- ☐ Position the Kiosk according to the Location Set-Up page
  - You should not try to move the unit once it's in the upright position
- ☐ With one person on each side of unit, squeeze yellow lever and raise unit straight up, release lever and continue to raise until unit locks into place (make sure it "clicks") 1
- ☐ Push the green tabs inward to release and tilt the front of the Kiosk into the Standing Position notch 2
- ☐ Connect the Kiosk power cable to the the power outlet 3
- ☐ Units can be daisy-chained together using the outlet located on the side of the unit
- ☐ Locate the Kiosk Chute and record the blue security lock tie on Certificate #1. DO NOT REMOVE Lock Tie
- ☐ With the handle facing backwards, connect the Kiosk Chute to the back side of the machine and push in until it clicks 4
- ☐ Remove the Tamper Proof Seal from the Kiosk lid and record the # on Certificate #1
- ☐ Using the barrel key, open the front access door 5 and raise the lid of the Kiosk 6

GOOD TO KNOW

There is a difference between the Public Count and the Protective Count. The Public Count reflects all votes on each Ballot Counter tallied during ONE election. The Protective Count shows all votes tallied on the Ballot Counter for ALL elections to date.

- ☐ Open the privacy panels from the lid and secure in the slots on the front of the Kiosk 7
- ☐ Open the scanner door to the right of the front access door to provide access to the ATV Scanner 8
- ☐ Lock the front access door
- ☐ Verify there is a green power light (outlet icon – signifying there's power) on the lower left corner of the Ballot Marker

IF YOU ARE SETTING UP ON MONDAY NIGHT

- ☐ Ensure all Blank Ballot Marker Cards, blank Pre-printed Paper Ballot Cards and Pre-printed Paper Ballots have been placed back in the Main Ballot Bin of the Ballot Counter.
- ☐ Place EPB Bag and Ballot Bags back in the Main Ballot Bin of the Ballot Counter.
- ☐ Lock the door using the flat key
- ☐ Retrieve a new blue security lock tie seal from the Seals pouch in the Early Set-up Binder, and place on the Main Ballot Bin. Record the new seal # on Certificate #1

THEN, STOP HERE FOR THE EVENING.

USB Stick

IF YOU ARE SETTING UP ON TUESDAY MORNING, SKIP TO "TUES A.M. CONT," AND CARRY ON.

- ☐ Using the Red Wire-cutters, remove the blue security lock tie seal from the Main Ballot Bin (bottom door) of the Ballot Counter and record the number on Certificate #1 in the Location Workbook
- ☐ Place the old seal in the used seal bag found in the brown office supply box from the machine cart
- ☐ Open the Main Ballot Bin door using the flat key and remove the ballot box
  - Remove Pre-printed Ballot Pads and Paper Table supplies and give to Paper Ballot Captain/Judge
  - Ensure Blank Ballot Cards are taken to the Roster Table
- ☐ Return the empty box to the Main Ballot Bin
  - Ensure the lid of the box remains open so that ballots can fully drop inside.
- ☐ Lock the door using the flat key
- ☐ Retrieve a new blue security lock tie seal from the Seals Pouch in the Red VOTR Book, and place on the Main Ballot Bin. Record the new seal # on Certificate #1

TUES A.M. CONT (Opening the Ballot Counter):

- ☐ Record the # of the blue security lock tie seal on the Auxiliary Bin (top door) on Certificate #1
  - Do not remove this seal.
- ☐ Move the BALLOT COUNTER, positioning it at the exit door of the location as illustrated on the Location Set-up Page

- ☐ Remove the blue security lock tie seal from the lid of the BALLOT COUNTER and record the # on Certificate #1
- ☐ Place the old seal in the used seal bag
- ☐ Unlock the lid of the BALLOT COUNTER using the flat key
- ☐ Open the latches and raise the lid to the upright position
- ☐ Verify that the tamper-proof tape on the battery compartment has not been broken or removed. If it has been compromised, call the PEO Hotline
- ☐ Raise the screen; the opening process will begin automatically (after a few seconds)
  - If screen is locked, use the barrel key to open.
  - If the screen does not come on automatically when raised into position, close it and check your power source
  - Once power is restored, wait a few minutes for the unit to reset. Raise the screen again. The Ballot Counter will power on automatically
  - If the unit does not respond, contact the PEO hotline.
- ☐ Record number of the blue tamper proof seal on the USB/Power Button Compartment on Certificate #1
  - Do not remove this seal
- ☐ A Configuration Report will print automatically during the opening process. Do not remove the report from the Ballot Counter at this time
- ☐ Three (3) green check marks will appear on the screen indicating the polls are ready to be opened

Barrel Key

- ☐ Record Public Count and Protective Count from the screen on Certificate #1
  - The Public Count should be 0. If it is not, Have the VLM contact the PEO Hotline immediately
- ☐ On the screen, verify that polling location, date and time are correct
- ☐ Select "Open Poll" button
- ☐ A Ballot Status Accounting Report will print automatically. Remove the Configuration Report and the connected Ballot Status Accounting Report, and place both in the red Results Tape Pouch in the VOTR Book
- ☐ Select "Go To Voting Mode"
  - Ballot Counter is now ready to process votes
- ☐ Repeat the above instructions for all BALLOT COUNTERS in the polling location
  - All units must be placed at the exit of the polling location as illustrated on the Location Set-up Page.

YOU DON'T NEED TO HAVE ALL OF YOUR BALLOT COUNTERS UP AND RUNNING TO BEGIN PROCESSING VOTES. YOU CAN START SCANNING BALLOTS AS SOON AS ONE BALLOT COUNTER IS OPEN!

OPENING THE BALLOT MARKERS

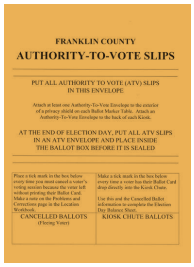
- ☐ Remove the tamper proof seal from the left side access door and record the # on Certificate 1
- ☐ Use the barrel key to open the left-side access door (ADA Pad Side). To ensure you don't stretch cord, open door slightly, lift cord out of notch, then fully open door 7
- ☐ Verify that the USB Stick is inserted. DO NOT remove

- ☐ Verify that the Ballot Marker is in the "Voter Mode."
  - If in "Official Mode," switch to "Voter Mode."
- ☐ Press the "On" button to power on the Ballot Marker. You'll hear a beep.
- ☐ If the unit battery is charging successfully, the battery indicator icon on the front of the unit will glow green
- ☐ Close and lock the left-side access door, ensuring cord is back in its notch 8
- ☐ Place a Voter Privacy Shield around the Ballot Marker. Tuck the bottom tabs underneath the Ballot Marker to hold the shield firmly in place
- ☐ Verify that there are five (5) check marks on the screen; this may take a few minutes (There should be no need to calibrate the machine)
  - Verify that the correct LID number appears on the screen. If not, call the PEO Hotline.
- ☐ Select "OK" on the screen
- ☐ Attach at least one Authority-to-Vote Envelope to the exterior of a privacy shield on each ballot marker TABLE
  - You will not have an envelope for every Ballot Marker.

YOU ARE NOW READY AND ABLE TO PROCESS VOTERS ON THIS FIRST BALLOT MARKER

- ☐ Repeat this process for all Ballot Markers, setting up the remainder of the Voter Privacy Shields once all Ballot Markers are in place

Voter Privacy Shield

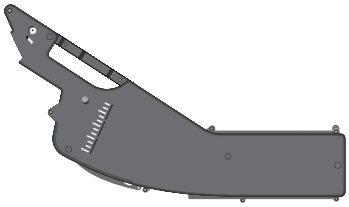


ATV Envelope

OPENING THE KIOSK

- ☐ Remove the tamper proof seal from the left side access door and record the # on Certificate 1
- ☐ Use the barrel key to open the access door on the left side of the Ballot Marker (ADA pad side) 9
- ☐ Verify that the USB Stick is inserted
- ☐ Verify that the Ballot Marker is in the "Voter Mode"
- ☐ Press the "On" button to power on the Ballot Marker. If the unit battery is charging successfully, the battery indicator icon will be green
- ☐ Close and lock the access door, ensuring cord is back in its notch
- ☐ Verify that all five (5) check marks on the screen are green
  - Verify that the correct LID number appears on the screen. If not, call the PEO Hotline.
- ☐ Select "Ok" on the screen.
- ☐ Attach an "Authority-to-Vote" Envelope to the side panel of the Kiosk
- ☐ Repeat this process for all Kiosks in the location.
- ☐ Return the Barrel Key and Flat Key to the VLM

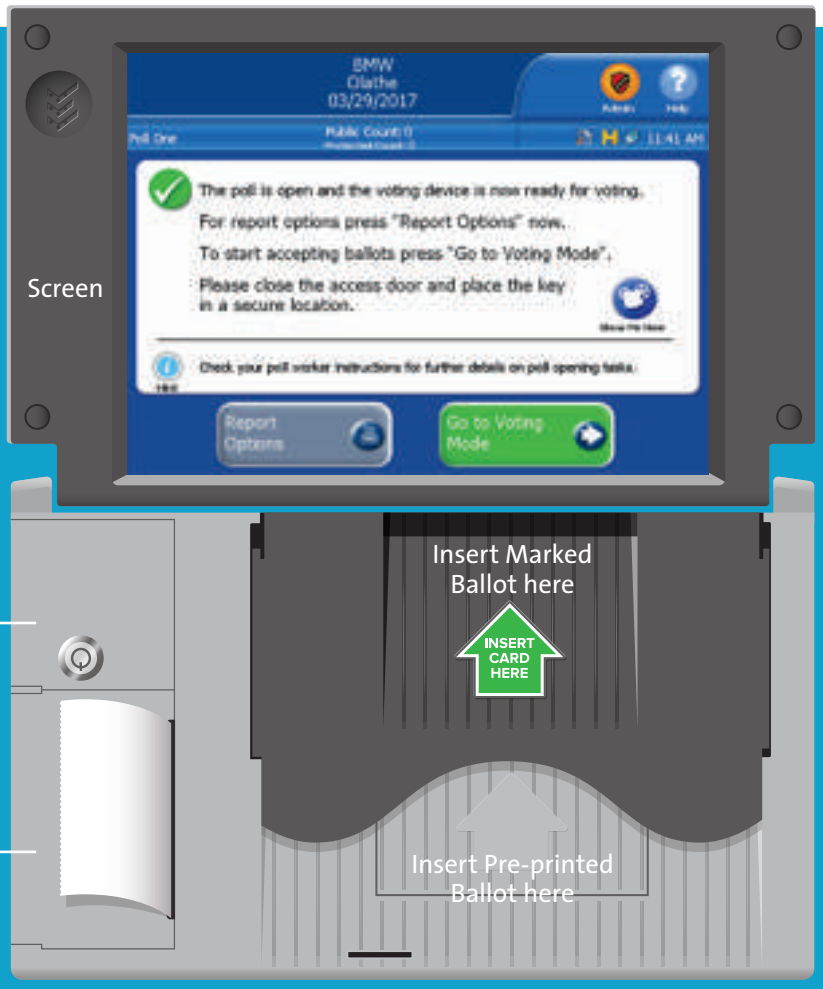
Kiosk power cord

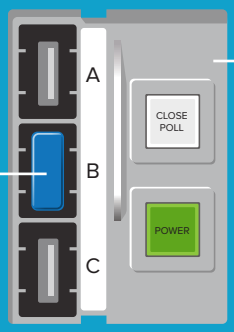


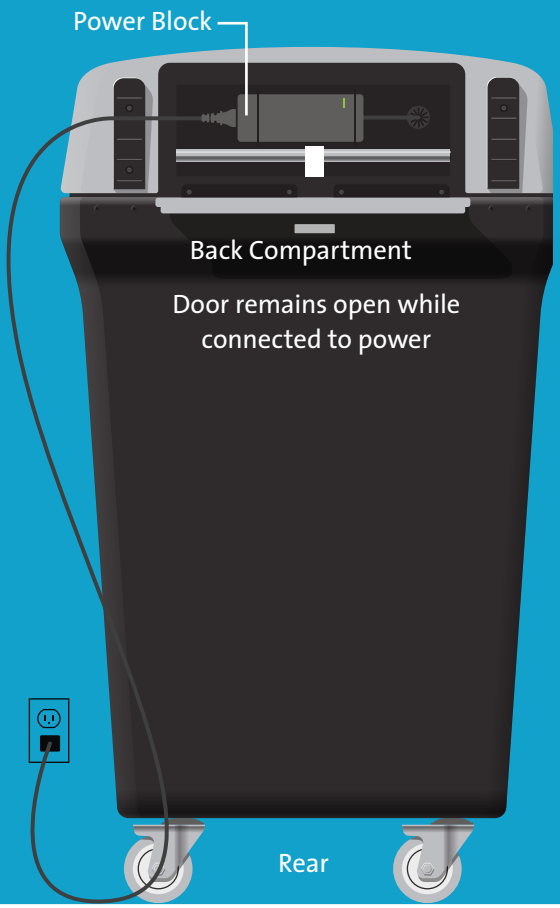
Kiosk Chute

NOTES

Ballot Counter at a Glance







Ballot Marker At a Glance

2-table Ballot Marker Set-up

1-table Ballot Marker Set-up

Ballot Marker Table Set-up

Position Ballot Markers on tables as shown to ensure voter privacy.

Once Ballot Markers are in position, remeber to place a Voter Privacy Shield around each Marker.

Ballot Marker Set-up

1 Lay the Ballot marker flat, screen-side down

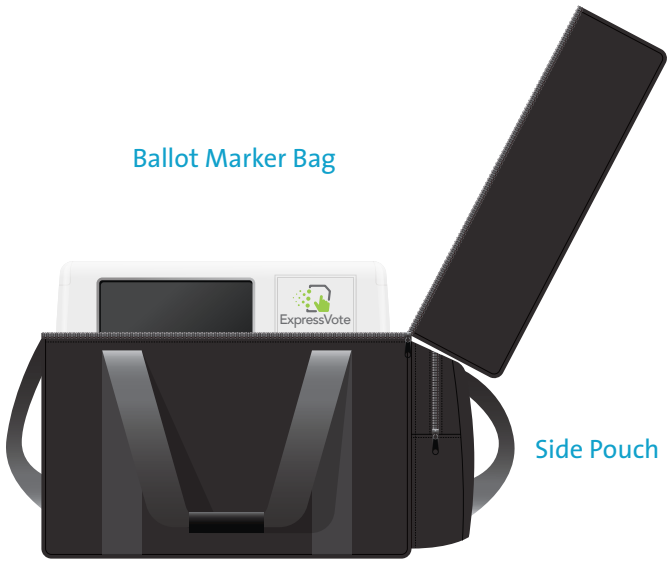
4 Set Ballot Marker up on table

2 Pull Silver Stand up to locked position

USB/Scanner Port

Power Port

3 Connect power cord to Power Block and plug into power source



Ballot Marker Bag

Side Pouch

Ballot Marker

Power Block

Power Cord

Voting Equipment Supply Pack (Cake Box)

ATV Scanner

5 Match Scanner Number to the ballot Marker Number

6 Attach gray Scanner Cable to USB Port on Ballot Marker

8 Close and lock Access Door, ensuring cord is back in the notch

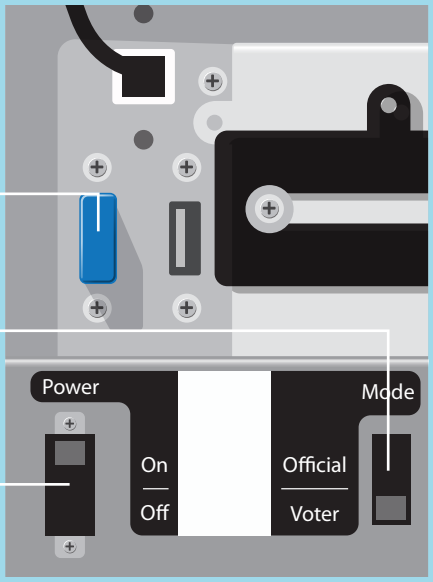
Inside Access Door

7 Open the access door and verify that:

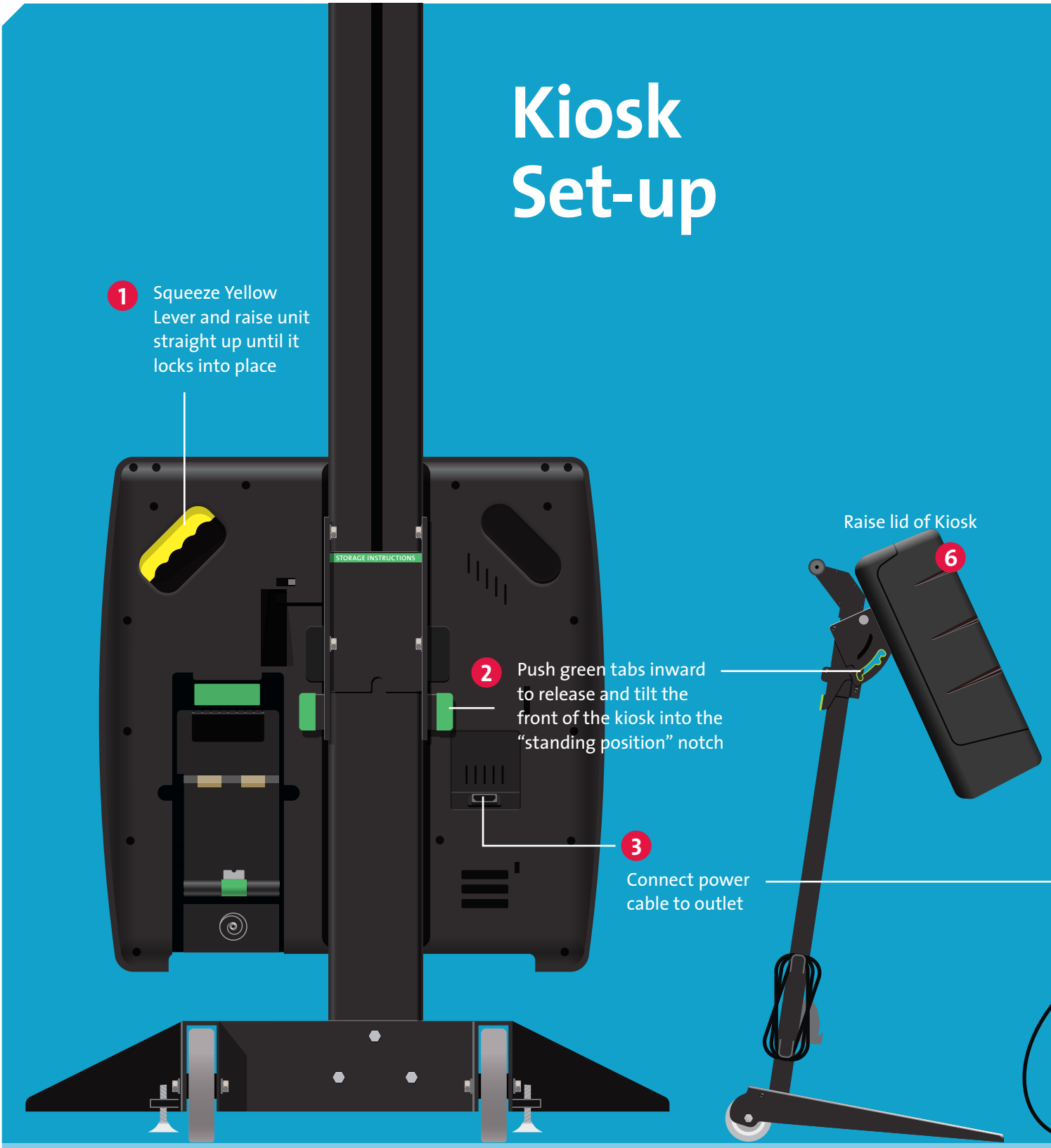
USB Stick is inserted

Ballot Marker is in “Voter” Mode

Switch the power to “On”



Kiosk Set-up


1 Squeeze Yellow Lever and raise unit straight up until it locks into place
STORAGE INSTRUCTIONS
2 Push green tabs inward to release and tilt the front of the kiosk into the "standing position" notch
3 Connect power cable to outlet
Raise lid of Kiosk
6

7 Open the privacy panels from the lid and rest on the front of the Kiosk.

9 Open the access door and verify that USB Stick is inserted and the Ballot Marker is in "Voter" Mode. Press "ON" Button.

4 With handle facing backwards, connect Kiosk Chute to back of Marker

8 Close and lock Access Door, ensuring cord is back in the notch

5 Unlock front access door

8 Open Scanner door

PROCESSING VOTERS: BALLOT MARKER POSITION

Remember, as a Machine Judge, you will be rotating between the positions of Ballot Marker and Ballot Counter throughout the election. Your VLM will assign you to a position in the morning and determine the rotation schedule throughout the day.

Blank Ballot Cards

PROCESSING A REGULAR VOTER USING THE BALLOT MARKER

- ☐ Take the ATV slip and blank Ballot Card from the voter
- ☐ Insert the blank Ballot Card into the Ballot Marker

IF THE BALLOT APPEARS ONSCREEN for the voter, then your Voting Location only has one ballot style, and there is no need to scan the ATV Slip as outlined in the step below.

- ☐ Scan the ATV slip with the scanner; the Precinct Identifier and Ballot Style will appear onscreen.
  - If the ATV scanner is not working, select "Search" from the bottom of the screen and touch the Precinct Identifier and Ballot Style that match those printed on the ATV slip; the chosen Precinct Identifier and Ballot Style will appear onscreen

ATV Slip

- ☐ Verify with the voter that the Precinct Identifier and Ballot Style shown on screen are a match to the information on the ATV slip

  If they don't match:
  - Select "Search" at the bottom of the screen
  - Select "Search" again
  - You will be returned to the search screen where you can select the correct Precinct Identifier and Ballot Style

- ☐ Have the VOTER touch "Activate" on screen to start their ballot

- ☐ Remind the voter that there is an information/help button (i) in the upper right of the screen for help navigating the ballot

- ☐ Remind the voter that the Ballot Privacy Folder can be used when he/she takes the marked ballot to the Ballot Counter

- ☐ Leave the voter to mark their ballot in private and remind the voter that they MUST deposit their printed Ballot Card in the BALLOT COUNTER before exiting (printed Ballot Card is NOT a receipt)

- ☐ Place the ATV slip in the ATV Envelope
  - Voter will make their selections on Touch Screen and review them on the Ballot Marker summary screen
  - Voter will select "Next" and print their Ballot Card by selecting "Print Card"

- ☐ Voter should verify the selections on their Marked Ballot Card before moving to the Ballot Counter
  - If the Voter finds he or she has made and error on the printed ballot card, see Correcting Changes and Mistakes section, below

- ☐ Voter places Ballot Card in a Ballot Privacy Folder and proceeds to the Ballot Counter

Ballot Privacy Folder

PROCESSING A REGULAR VOTER USING THE KIOSK

If a voter is unable to independently feed their marked ballot into the Ballot Counter, the Kiosk ensures their ballot will be automatically dropped into a chute. That said, the Kiosk can be used by any regular voter who chooses to vote using a Ballot Marker.

ABSOLUTELY NO PROVISIONAL VOTERS ARE ALLOWED TO USE THE KIOSK!

☐ Take the ATV slip and blank Ballot Card from the voter

☐ Insert the blank Ballot Card into the Ballot Marker

- If your voting location only has one ballot style, the ballot will automatically appear onscreen for the voter

☐ Scan the ATV slip below the built-in scanner; the Precinct Identifier and Ballot Style will appear onscreen.

- If the scanner is not working, select "Search" from the bottom of the screen and touch the Precinct Identifier and Ballot Style that match those printed on the ATV slip; the chosen Precinct Identifier and Ballot Style will appear onscreen

☐ Verify with the voter that the Precinct Identifier and Ballot Style shown on screen are a match to the information on the ATV slip

If they don't match:

- Select "Search" at the bottom of the screen
- Select "Search" again
- You will be returned to the search screen where you can select the correct Precinct Identifier and Ballot Style

☐ Have the VOTER touch "Activate" on screen to start their ballot

☐ Remind the voter that there is an information/help button (i) in the upper right of the screen for help navigating the ballot

☐ Remind the voter that the Ballot Privacy Folder can be used when he/she takes the marked ballot to the Ballot Counter

☐ Leave the voter to mark their ballot in private and remind them of what they need to do when they have finished printing their ballot card. (i.e. Depositing Marked Ballot in Ballot Counter, called the Scanner on-screen), or following on-screen instructions to cast vote by depositing Marked Ballot in Kiosk Chute

☐ Place the ATV slip in the ATV Envelope

- Voter will make their selections on Touch Screen and review them on the Ballot Marker summary screen
- Voter will select "Next" and mark their Ballot Card by selecting "Print Card." The card will remain in the Ballot Marker until the decision of how to cast a vote is made.

☐ IF the voter wants to retrieve the marked ballot and take it to the Ballot Counter (Scanner), they should:

- Select "Return Card"
- Verify their choices are correct
- Place marked ballot in Ballot Privacy Folder
- Take ballot to the Ballot Counter (scanner) to cast their vote

☐ If the voter wants to have their marked ballot dropped directly into the Kiosk chute, they should:

- Select "Continue"
- Review marked ballot card on-screen
- If all information is correct, touch "Next"
- Select "Cast Votes"
- Marked Ballot is automatically dropped into the Kiosk chute
- Make a tick mark on the ATV envelope in the "Kiosk Chute Ballots" box
- Give the Voter an "I Voted Today" sticker as he/she exits

CORRECTING CHANGES OR MISTAKES AT THE BALLOT MARKER

The following information contains instructions for ALL PEOs.

VOTER CHANGES MIND ABOUT USING THE BALLOT MARKER AND WANTS TO SWITCH TO A PRE-PRINTED BALLOT

☐ Inform VLM/VLD, who will in turn ensure the assistance of a PEO of a different political party

☐ IF the voter **has not yet** selected "Activate" on screen:

- Select "Exit." Unmarked Ballot Card will be returned

OR

☐ IF the voter **has selected** "Activate" on screen:

- Select "Exit" then select "Next." Unmarked Ballot Card will be returned.
- Wait for "Card Ejected" screen to appear, then touch the hot key (blank area in the topmost left corner of the screen).
- Select "Next"

☐ Take the Unmarked Ballot Card to Roster Table

☐ **IF you are still in possession of the ATV Slip** (it has not yet been put in ATV envelope) take Voter and ATV Slip to Paper Table

- ☐ The information on the ATV Slip will be used to choose the correct pre-printed ballot
- ☐ Place the ATV Slip in the ATV Envelope

- ☐ **IF you are NOT still in possession of the ATV Slip,** the VLM/VLD will reprint the ATV Slip from the EPB at the Roster Table and take the voter and the NEW ATV Slip to the Paper Table
  - ☐ The information on the ATV Slip will be used to choose the correct pre-printed ballot. "VOID" should be written on the ATV Slip before it is placed in the 10L/12D Envelope
- ☐ Ensure that a tick mark is made in the appropriate section of the "Pre-printed Ballot Reconciliation Form, AND a note on the "Problems and Corrections" page, both of which are in the Paper Ballot Judge Workbook.

VOTER BELIEVES HE/SHE IS VOTING THE WRONG BALLOT WHILE IN THE PROCESS OF MARKING BALLOT

- ☐ Inform VLM/VLD, who will in turn ensure the assistance of a PEO of a different political party
- ☐ Select "Exit" then select "Next." Unmarked Ballot Card will be returned.
- ☐ Wait for "Card Ejected" screen to appear, then touch the hot key (blank area in the topmost left corner of the screen).
- ☐ Select "Next"
- ☐ Take the Unmarked Ballot Card to Roster Table
- ☐ VLM/VLD will follow instructions on the "Cancel a Voter Check-in" handout in the VLM Supply Bag
  - A new ATV slip will be generated

- ☐ Give the Voter the new ATV slip and Blank Ballot Card
- ☐ Take Voter back to Ballot Marker and insert the Blank Ballot Card into the Ballot Marker
- ☐ Scan the new ATV Slip
- ☐ Verify with the voter that the Precinct Identifier and Ballot Style shown on screen are a match to the information on the ATV Slip
- ☐ Write "VOID" on the ATV Slip, and place the slip in the 10L/12D Envelope
- ☐ Make a note on the "Problems and Corrections" page in the Location Workbook
- ☐ Process voter as a regular voter

VOTER'S SCREEN HAS TIMED OUT

- ☐ If Voter is still at Ballot Marker, have him/her touch "Previous" and continue marking Ballot
- ☐ If Voter is NOT at Ballot Marker, and screen says "Has Been Inactive for 5 minutes," follow instructions for "Voter is a Fleeing Voter"
- ☐ If the Voter has been gone for more than 10 minutes, screen will read "Alert!". Call the PEO hotline for further instructions.

VOTER IS A FLEEING VOTER

- ☐ Inform VLM/VLD, who will in turn ensure the assistance of a PEO of a different political party
- ☐ If the screen displayed is the "Print Card" Screen, you'll need to select "Previous" from the lower left corner before following the steps below.
- ☐ Select "Exit" then select "Next." Unmarked Ballot Card will be returned.
- ☐ Wait for "Card Ejected" screen to appear, then touch the hot key (blank area in the topmost left corner of the screen).
- ☐ Select "Next"
- ☐ Make a tick mark in the "Cancelled Ballots/Fleeing Voter" section of the ATV Envelope, AND a note on the "Problems and Corrections" page in the Location Workbook.
- ☐ Return the Unmarked Ballot Card to Roster Table

SPOILING A MARKED BALLOT CARD

If, for any reason, a marked ballot needs to be spoiled, take the voter to the VLM, who will ensure the ballot is spoiled according to the Spoiled Ballots procedures in the Paper Ballot Judge section.

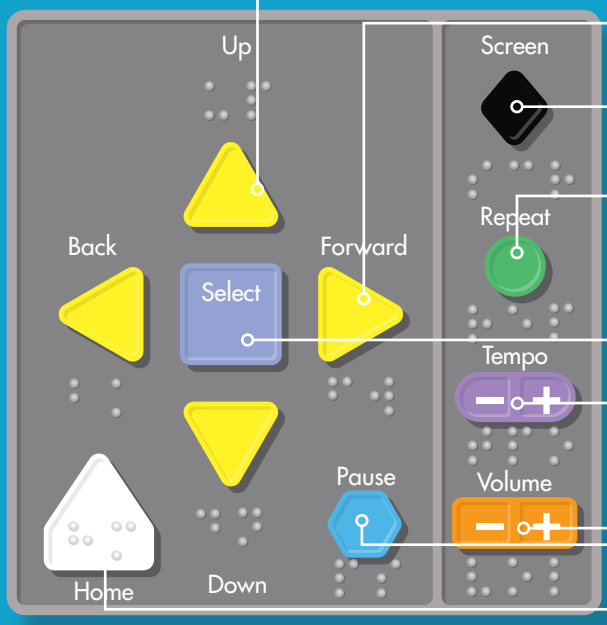
ASSISTING PROVISIONAL VOTERS WITH DISABILITIES

ONLY PROVISIONAL VOTERS WHO EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PRE-PRINTED PAPER BALLOT, AND WHO REQUEST TO VOTE ON THE BALLOT MARKER WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PRE-PRINTED PAPER BALLOT. AN ADA PROVISIONAL VOTER IS STILL A PROVISIONAL VOTER AND CANNOT USE THE KIOSK! IF ASSISTANCE IS NEEDED TO MARK THE BALLOT, A BIPARTISAN TEAM IS REQUIRED TO HELP

- ☐ Ensure voter has their Provisional Envelope
- ☐ Place voter on the available Ballot Marker closest to the paper table
- ☐ Take the Reason for Provisional Ballot slip and the blank ballot card from the voter
- ☐ Insert the blank Ballot Card into Ballot Marker and scan the RFPB slip
  - If your voting location only has one ballot style, the ballot will automatically appear onscreen for the voter
- ☐ Have voter select “Activate” on the Ballot Marker to start their ballot
- ☐ Remind voter that there is an information/help button (i) in the upper right of the screen for help navigating the ballot
- ☐ If voter has requested an audio ballot, follow the steps outlined in the Audio-assisted Voting Checklist
- ☐ Remind voter to place the printed Ballot Card in the completed Provisional Envelope and to return the envelope to the paper table. Keep an eye open to ensure voter follows steps correctly
- ☐ Leave the voter to vote in private
- ☐ Take the RFPB slip to the Paper Ballot Judge

AUDIO-ASSISTED VOTING CHECKLIST

- ☐ Remove the headphones from the Cake Box
- ☐ Plug the headphones into the Ballot Marker
- ☐ Hand the headphones to the Voter
- ☐ Hand the voter the ADA keypad and offer your assistance if needed. Point out the fact that universal shapes are raised for easy identification, and each button is also labeled with Braille.
- ☐ Insert the blank ballot card
  - If your voting location only has one ballot style, the ballot will automatically appear onscreen for the voter



Up and **down** buttons move WITHIN each office or issue

Back and **forward** buttons move BETWEEN offices or issues

Select button makes your selection

Repeat button repeats instructions and ballot information

Volume (-/+) button decreases/increases the volume

Tempo (-/+) button controls the speed

Screen button darkens the screen for privacy

Pause button pauses the reading at any time

Home button returns you to the beginning of the ballot

☐ Take the ATV slip from the voter and scan the ATV slip on the ATV scanner

☐ Verify on screen that the correct Precinct Identifier and Ballot Style have been selected; relate the onscreen information to the Voter

If Voter feels they have the wrong ballot:

- ☐ Inform VLM/VLD, who will in turn ensure the assistance of a PEO of a different political party
- ☐ Select "Exit" then select "Next." Unmarked Ballot Card will be returned.
- ☐ Wait for "Card Ejected" screen to appear, then touch the hot key (blank area in the topmost left corner of the screen).
- ☐ Select "Next"
- ☐ Take the Unmarked Ballot Card to Roster Table
- ☐ VLM/VLD will follow instructions on the "Cancel a Voter Check-in" handout in the VLM Supply Bag
  - A new ATV slip will be generated
- ☐ Give the Voter the new ATV slip and Blank Ballot Card
- ☐ Take Voter back to Ballot Marker and scan new ATV slip
- ☐ Have the voter confirm that the info on screen matches the info on the ATV slip
- ☐ Write "VOID" on the ATV Slip, and place the slip in the 10L/12D Envelope
- ☐ IF you are still in possession of the ATV Slip (it has not yet been put in ATV envelope) take Voter and ATV Slip to Paper Table
  - Make a note on the "Problems and Corrections" page in the Location Workbook
- ☐ Process voter as a regular voter

- ☐ If the ballot is correct, assist the Voter in selecting, "Activate" on the screen to begin voting
- ☐ Remind the voter that the Ballot Privacy Folder can be used when he/she takes the marked ballot to the Ballot Counter
- ☐ Leave the voter to mark their ballot in private and remind the voter to deposit their printed Ballot Card in the BALLOT COUNTER before exiting the polling location.
- ☐ Place the ATV slip in the ATV envelope
- ☐ Return the headphones to the cake box once the voter finishes voting

ASSISTING A VOTER WHO WANTS TO CAST A WRITE-IN VOTE

The VLM will have a list of eligible write-in names of candidates and offices. If your form contains no names, your location has no write-in candidates, and therefore no "Write-in" button will appear on the Ballot Marker screen. If your form DOES contain names, a "Write-in" button will appear on the screen, and voters can write in their candidates by completing the following steps:

1. The voter presses the "Write In" button when presented with a list of candidates for a particular office.
2. A pop-up keyboard will appear on the screen.
3. The voter keys in the candidate's name and presses *"Accept."*
4. The voter returns to the ballot, and can see that the write-in name has been recorded and added to the list of other candidates.

PROCESSING VOTERS: BALLOT COUNTER POSITION

Remember, as a Machine Judge, you will be rotating between the positions of Ballot Marker and Ballot Counter throughout the election. Your VLM will assign you to a position in the morning and determine the rotation schedule throughout the day.

- ☐ Position yourself between the exit door and the Ballot Counter
- ☐ Ensure no one leaves voting location holding a marked ballot card or pre-printed ballot
- ☐ As voters approach Ballot Counter, show them where to feed their marked ballots and ensure Ballots are accepted.
- ☐ Collect the Ballot Privacy Folders from the voters and return them to the Roster Table

GOOD TO KNOW
For best results when feeding ballots into the Ballot Counter, make sure Marked Ballot Cards are inserted in the top slot, marked by a green arrow, and Pre-printed Ballots are fed into the wider slot below. If Marked Ballot Cards are fed into the wide slot, there's a chance they could jam the machine.

GOOD TO KNOW
If the voter does not have a marked Ballot Card in his/her Ballot Privacy Folder, that may mean that the voter dropped his/her ballot in the Kiosk chute.

BALLOT COUNTER TROUBLESHOOTING

OVERVOTING:

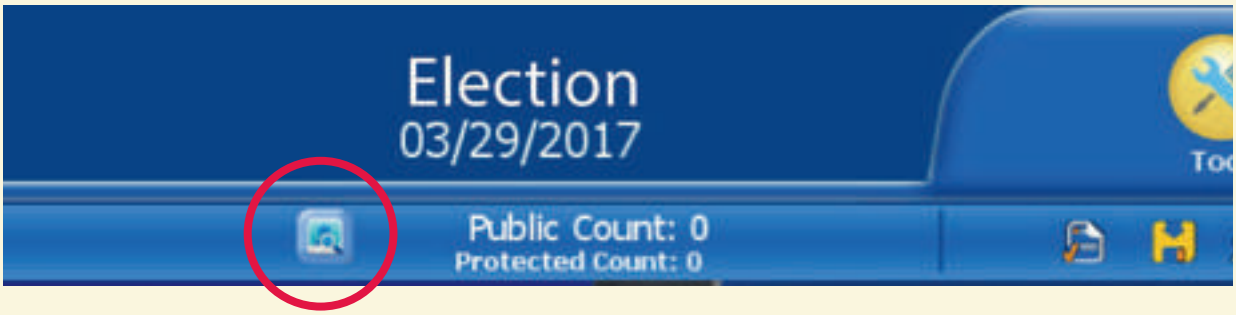
- ☐ If Voter has voted a pre-printed ballot, and has overvoted in any contest, a message will appear onscreen saying "You filled in too many ovals...these results will not count"
- ☐ Have voter choose whether he/she wants to have ballot returned or wants to cast ballot knowing parts will not count. Press either return or cast accordingly
- ☐ If Voter chooses to have ballot returned, contact the VLM who will follow steps to spoil a ballot

! ALERT YOUR VLM/VLD IF ANY BALLOT BECOMES JAMMED IN THE BALLOT COUNTER

BALANCING THE PUBLIC COUNT

Four times a day you are required to check the Public Count (the number of voters that day) for each Ballot Counter and record it, along with the number of ATVs issued and the number of EPB check-in counts, on the Election Day Balance Sheet (Appendix 25).

When completing the Election Day Balance Sheet, access the Public Count reading on the Ballot Counter by selecting the magnifying glass icon



CALCULATING THE NUMBER OF VOTES:

Total number of Public Count from each Ballot Counter
+ Number of tick marks for Fleeing Voters
+ Number of tick marks for Curbside Voters
+ Number of tick marks for Kiosk Chute Voters

_____

= Number of Votes

- ☐ Compare the Number of Votes, Total ATVs Issued and EPB Check-in Counts to balance.
  - ☐ If these totals do not agree, please make a note at the bottom of the Election Day Balance Sheet.

CHECK THE PUBLIC COUNT AT:

- ☐ 9:00 a.m.
- ☐ 1:00 p.m.
- ☐ 4:00 p.m.
- ☐ After the polls close

ONCE THE LAST VOTER HAS VOTED, YOU ARE READY TO SECURE THE LOCATION AND FOLLOW CLOSING PROCEDURES FOR CLOSING ALL VOTING EQUIPMENT.

GOOD TO KNOW
Remember, anyone in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the Roster Table line and inform anyone who arrives after that time that the polls are now officially closed.

CLOSING THE EQUIPMENT

CLOSING THE BALLOT COUNTER

- ☐ Ensure all voters have finished voting in the polling location.

YOU ARE NOW READY TO CLOSE THE POLLS.

- ☐ Get the Barrel Key and the Flat Key from the VLM
- ☐ Remove the blue security lock tie seal from the Auxiliary Ballot Bin of the BALLOT COUNTER. Record the seal number on Certificate #2
- ☐ Place the used seal in the used seal bag in the office supply box.
- ☐ Bipartisan team of two unlocks the Auxiliary Ballot Bin, and reaches inside to see if any ballots were placed there.
  - ☐ Remove them and send through the Ballot Counter
  - ☐ If needed, raise the silver slot door, close, and relock the Auxiliary Ballot Bin
- ☐ Remove the tamper-proof seal from the USB/Power Button Compartment.
- ☐ Place the used seal in the used seal bag in the office supply box.
- ☐ Use the barrel key to unlock this compartment.

- ☐ Press the “Close Poll” button inside the compartment. Touch the “Close Poll” button on the screen.
  - The Ballot Status Accounting Report will print. Do Not Remove from the Ballot Counter.
  - The Voting Results Report Tape will print. Two copies of the Voting Results Report Tape will print by default.
- ☐ Remove all printed copies
- ☐ Using the information printed on the Voting Results Report Tape, record the Protective Count and Public Count on Certificate #2
- ☐ Have the Voting Location Manager and all Voting Machine Judges sign both copies of the Voting Results Report Tape
- ☐ Tear off the second copy of the Voting Results Report Tape to post at the Voting Location
- ☐ Place the Ballot Status Accounting Report and connected first copy of the Voting Results Report Tape in the red zipper pouch of the VOTR Book
- ☐ Select the “Finished-Turn Off ” button when done printing
- ☐ When the unit is completely off, the light goes out on the “Power” button inside the compartment door
- ☐ Remove the USB Stick from the USB/Power Button compartment and place in the designated slot Red VOTR Book
- ☐ Close and lock the compartment door
- ☐ Unplug the unit, wrap and store the power supply cord in the back compartment. Lock the back compartment
- ☐ Close the screen
  - The screen does not need to be locked

- ☐ Close, latch and lock the lid to the unit
- ☐ Place a new Blue Security Lock Tie seal on one of the lid latches and record the seal number on Certificate #2.
- ☐ Remove the blue security lock tie seal from the Main Ballot Bin of the BALLOT COUNTER. Record the seal number on Certificate #2
- ☐ Place the used seal in the used seal bag in the office supply box
- ☐ Bipartisan team of two unlocks the Main Ballot Bin, and removes the Ballot Box ensuring no Pre-printed Ballots or printed Ballot Cards are left inside the compartment

DOUBLE AND TRIPLE CHECK THE MAIN BALLOT BIN FOR ROGUE BALLOTS. ONCE THE BALLOT BOX IS SEALED, IT WILL BE TOO LATE TO INCLUDE THEM.

- ☐ Collect all of the Authority To Vote Envelopes, including the one at the Paper Ballot Station, and place them in the Ballot Box
- ☐ Seal the Ballot Box with two (2) Blue Security Lock Tie seals threaded through the pre-punched holes. Record the seal numbers on Certificate #2.
- ☐ Deliver the sealed Ballot Box to the VLM, for return on election night
- ☐ Wheel the Ballot Counter to the Paper Table, and ensure all unused paper ballot supplies are placed inside the Main Ballot Bin
- ☐ Lock the Main Ballot Bin
- ☐ Repeat this process for each BALLOT COUNTER in the polling location.
  - ☐ Be sure to print Result Tapes from each BALLOT COUNTER unit.

CLOSING THE BALLOT MARKERS

- ☐ Remove all Voter Privacy Shields and return them to the Machine Cart
- ☐ Using the barrel key, unlock and open the side access door
- ☐ Press the "Off" button, wait for the screen to go dark
- ☐ Remove the USB Stick and place in the designated slot Red VOTR Book
- ☐ Close and lock the side access door
- ☐ Disassemble the unit
  - ☐ Place the unit face down on the table
  - ☐ Disconnect the ATV Scanner from the back, wrap the gray cable around the scanner, and return to the Cake Box on the Machine Cart
  - ☐ Unplug the unit from the outlet and secure cord using the velcro strap.
  - ☐ Gently pull outwards on the sides of the silver stand and lower it flush to the back of the Ballot Marker until it clicks into place
- ☐ Place the Ballot Marker inside the Ballot Marker bag and zip shut
- ☐ Place the bag back on the machine cart
- ☐ Repeat steps until all Ballot Markers have been closed

CLOSING THE BALLOT MARKER TABLE

- ☐ Turn each table upside down so legs are facing upwards
- ☐ Press in the silver pegs on each side of the legs to release and lower them fully
- ☐ Release the channel lock on the legs to fold them inward
- ☐ Release the gray tab and fold the table, and squeeze sides together until they click and lock
- ☐ Replace folded tables on the machine carts

CLOSING THE KIOSK

- ☐ Lift up and fold the privacy panels, tucking them back into the lid and locking them in place
- ☐ Using the barrel key, unlock and open the side access door.
- ☐ Press the "Off" button, wait for the screen to go dark
- ☐ Remove the USB Stick and replace in the designated slot Red VOTR Book
- ☐ Close and lock the side access door
- ☐ Unlock and open the front access door
- ☐ Press the green button inside the access door while simultaneously pressing in lightly on the Kiosk Chute, until the chute releases

GOOD TO KNOW

To recap, the following materials must be in the VOTR book at the end of the election:

- Ballot Counter USB Stick(s)
- Ballot Marker USB Sticks
- Kiosk USB Stick(s)
- One copy of the Results Tape connected to Ballot Status Accounting Report

- ☐ Do NOT remove the Blue Security Lock Tie seal from the Kiosk Chute BUT DO record the seal number on Certificate #2
- ☐ Retrieve a NEW Blue Security Lock Tie from the Seals Pouch in order to seal the Chute Flap, and record the seal number of Certificate #2
- ☐ Ensure the sealed Kiosk Chute is given to the VLM for return to the BOE on election night
- ☐ Close the scanner door
- ☐ Close the lid ensuring side tabs fit into slots. Then close and lock the front access door
- ☐ Unplug the kiosk from the outlet and secure cord using the velcro strap.
- ☐ Working in a pair, one PEO at each side of the Kiosk, hold the Ballot Marker unit at the bottom and lift away from the stand slightly while simultaneously pressing both green tabs inward. Return unit to the Lowering Position notch.
- ☐ Standing in front of the unit, squeeze the yellow lever and gently press down on the Kiosk, holding the unit as you lower it to the floor.
- ☐ Repeat steps with all Kiosks.
- ☐ Return the Barrel Key and Flat Key to the VLM

THE PAPER BALLOT JUDGE

As a Paper Ballot Judge, it is your job to:

- set up the Provisional Voting Booth and the equipment for Regular voters voting on a Pre-printed ballot
- remove ***Voted*** ballot bags from the main ballot bin of the Ballot Counter
- take inventory of unused Paper Ballot supplies at both the beginning and the end of the election
- complete and verify the Provisional Ballot Envelopes
- secure completed ballots in ***Voted*** Ballot Bag(s)
- void paper ballots when necessary
- break down and store all paper ballot supplies and equipment
- return all unvoted Pre-printed Ballots, Paper Ballot Judge Workbook, Spoiled Ballot Envelope, and used ballot stubs in the Unvoted Ballot Bag

If you are the **Paper Ballot Captain,** you have additional duties (shown in green) that include:

- using the Provisional Envelope Template to ensure that every section of a voter's Provisional Envelope has been completed
- looking up the voter's address on the Electronic Poll Book to ensure the correct ballot style was issued
- assisting voters at the Paper Ballot table when needed
- set up Electronic Poll Book

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Paper Ballot Judge, need to know.

PART ONE: VOTING LOCATION SET-UP — PP. 136 TO 141

Locating Your Supplies — p. 136
Paper Ballot Station Set-Up — p. 140

PART TWO: DURING THE ELECTION — PP. 142 TO 153

Processing Regular Pre-printed Ballot Voters — p. 142
Processing Provisional Pre-printed Ballot Voters — p. 143
Spoiled Ballots — p. 148
Processing Provisional Voters with Disabilities — p. 150
Processing 17-year-old Voters — p. 152

PART THREE: CLOSING THE POLLS — PP. 154 TO 156

Closing the Paper Ballot Station — p. 154

YOUR RESPONSIBILITIES

NOTE: The following instructions presume a Monday evening set-up. If your location is scheduled to set up on Tuesday morning, perform the following steps, in order, as listed below.

ON THE MACHINE CART(S):

- Provisional Ballot Voting Booths
- Green Electronic Poll Book Accessories Case(s)
- Equipment for Regular voters voting on a Pre-printed ballot

IN MACHINE CART COMPARTMENT #2:

- Office Supplies Kit

IN MAIN BALLOT BIN OF BALLOT COUNTER:

- ***Voted*** Ballot Bag
- Pads of Paper Ballots
- White Spoiled Ballot Envelope (appendix 33)
- Paper Ballot Judge Workbook, which contains:
  - Pre-printed Ballot Station/Security Seal Form (APPENDIX 37)
  - Pre-printed Ballot Reconciliation Sheet (APPENDIX 38)
  - Paper Ballot Issued Log Form (APPENDIX 51)
- Provisional Ballot Notice (APPENDIX 36)
- Provisional Envelopes (APPENDIX 29)
- Pink Curbside Voting Envelopes (APPENDIX 17)
- ***Unvoted*** Ballot Bag
- Envelope for 17-year-old Voters (Primary Elections) (APPENDIX 42)
- Reason for Provisional Ballot Slip Envelope

IN THE VLM SUPPLY BAG:

- Yellow Polling Location Street Guide (APPENDIX 40), in supply folder
- Provisional Voter Precinct Verification Form 12-D (APPENDIX 35)
- Important Instructions for Filling Out a Ballot (APPENDIX 41)
- Instructions for 17-year-old Voters (Primary Elections) (APPENDIX 43)
- Letter informing you of any 17-year-old Voters (Primary Elections) (APPENDIX 44)
- Provisional Envelope Template (APPENDIX 31)
- Authority-to-Vote Slip Envelope (APPENDIX 34)
- 10-L/Wrong Location Voter Envelope
- County Street and Road Guide (APPENDIX 39)

IN MACHINE CART

Green Electronic Poll Book Accessories Case

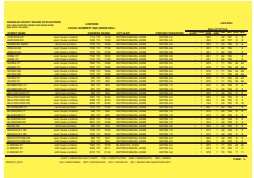
Provisional Voting Booth

ELECTRONIC POLL BOOK (FROM VLM)

Electronic Poll Book

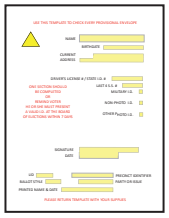
Electronic Poll Book Case

VLM SUPPLY BAG

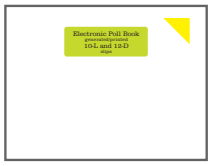


Yellow Polling Location Street Guide

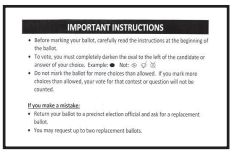
Post-it Pads of Form 12-D



Provisional Envelope Template



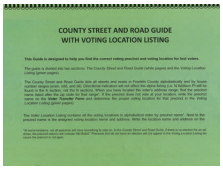
10-L /Wrong Location Voter Envelope



Important Instructions

Instructions for 17-Year-Old Voters (Primary Elections Only)

ATV Envelope

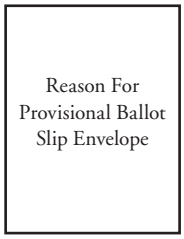


County Street and Road Guide with voting locations

MAIN BALLOT BIN OF BALLOT COUNTER

Voted Ballot Bag

Unvoted Ballot Bag



Reason For Prov. Ballot Slip Envelope

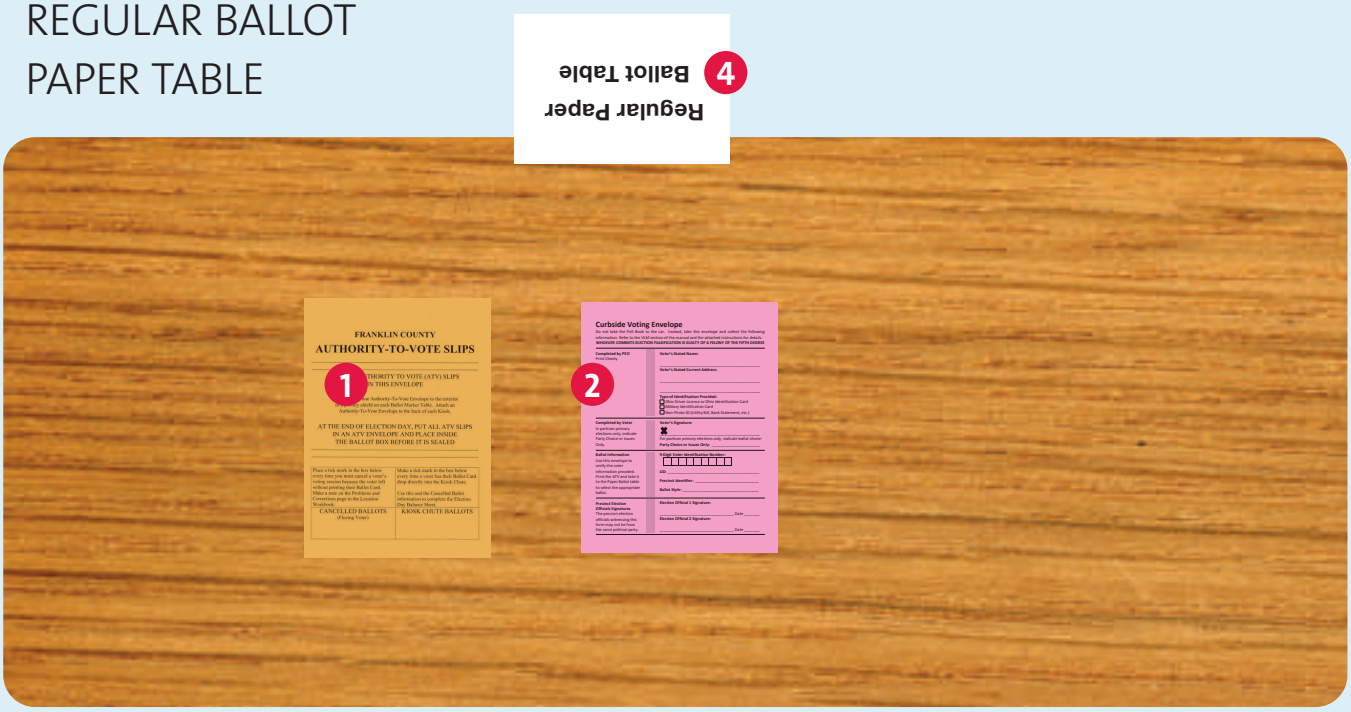
17 Y.O. Envelope (Primary Elections Only)

IN SEALS POUCH IN VOTR BOOK

Zip Tie

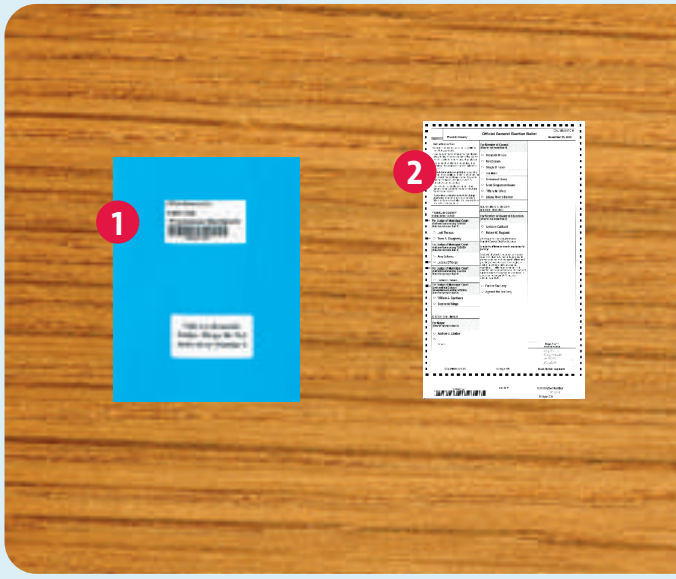
Ballot Bag Security Seals

REGULAR BALLOT PAPER TABLE



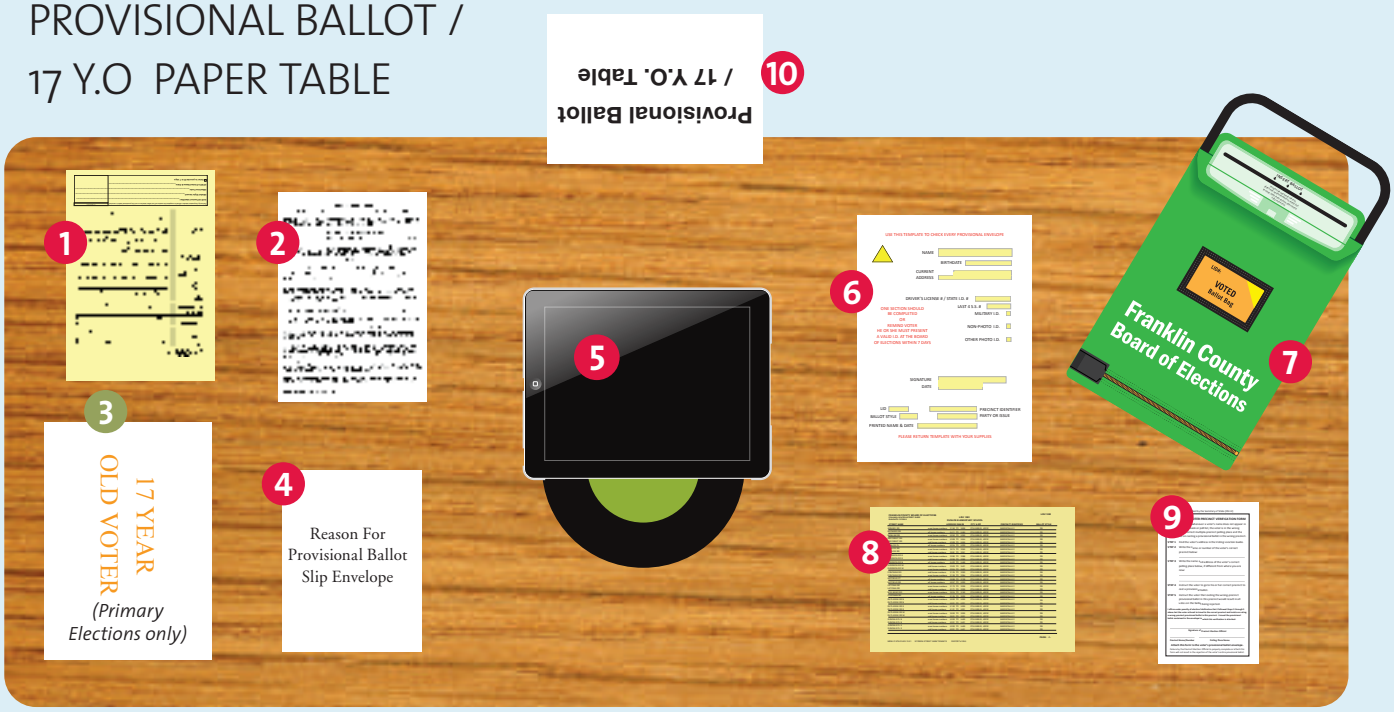
1. *Authority-to-Vote Slip Envelope*
2. *Pink Curbside Voting Envelopes*
3. *Regular Ballot Table Sign*

BACK TABLE

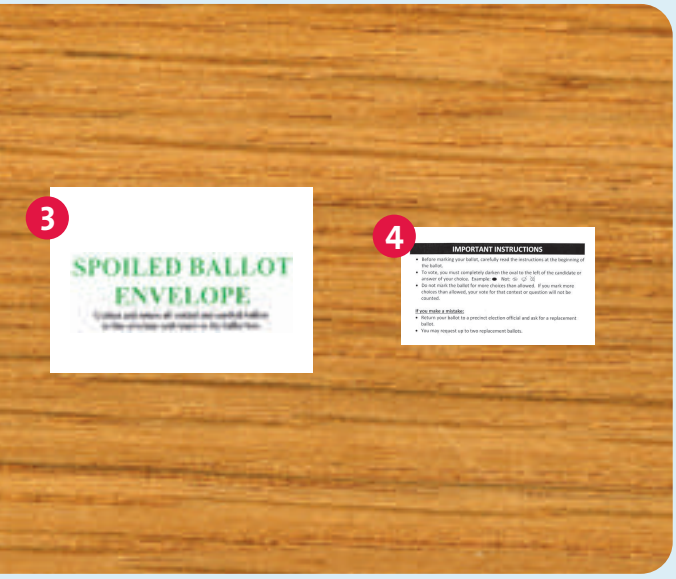


1. *Paper Ballot Judge Workbook*
2. *Paper Ballots*

PROVISIONAL BALLOT / 17 Y.O PAPER TABLE



1. *Provisional Envelopes*
2. *Provisional Ballot Notice*
3. *Envelope for 17-year-old Voter*
4. *Reason for Provisional Ballot Slip Envelope*
5. *Electronic Poll Book*
6. *Provisional Envelope Template*
7. ***Voted** Ballot Bag*
8. *Yellow Polling Location Street Guide*
9. *Form 12-D*
10. *Provisional Ballot / 17 Y.O Table Sign*



3. *Spoiled Ballot Envelope*
4. *Important Instructions*

GOOD TO KNOW
Do not open a pack of Pre-printed Ballots until you need that particular ballot style.

PAPER BALLOT STATION SET-UP CHECKLIST:

- ☐ Remove Provisional Ballot Booth(s) and equipment for Regular voters voting on a Pre-printed ballot from the machine cart.
- ☐ Assemble the Provisional booth(s), and position according to the diagram found in the Red ADA Folder.
  - ☐ Attach the legs, making sure that the wider legs are in front.
  - ☐ Open the privacy panels.
  - ☐ Place the booth(s) near the Paper Ballot Table, with voters' backs to the wall for privacy
- ☐ Assemble the equipment for Regular voters voting on a Pre-printed ballot
- ☐ Remove supplies from Main Ballot Bin of Ballot Counter.
- ☐ Without removing shrink wrap, verify number of Paper Ballots by comparing per-pad counts listed on Pre-printed Ballot Reconciliation Sheet in Paper Ballot Judge Workbook with counts shown on the bottom left of each ballot pad.
  - Ballot Pads will be grouped together by ballot style.
  - Ensure you have all the ballot styles noted on your Pre-printed Ballot Reconciliation Sheet.
- ☐ Retrieve Green EPB Case from the Machine Cart
- ☐ Record Green EPB Case # and Red Security Lock Tie # on the EPB Security Record Form in the Location Workbook
- ☐ Take the # from the luggage tag on the Green EPB Case to the VLM, and collect the corresponding EPB
- ☐ Open case and assemble the EPB following instructions from Roster Judge section of manual. NOTE: Do not set up printer.

IF YOU ARE SETTING UP ON MONDAY NIGHT

- ☐ Gather all Paper Ballots and EPBs and place them in the Main Ballot Bin of the Ballot Counter.

IF YOU ARE SETTING UP ON TUESDAY MORNING, SKIP THE FOLLOWING STEP, AND CARRY ON.

- ☐ Retrieve all Paper Ballots and EPBs from the Main Ballot Bin of the Ballot Counter and replace them on the table.
- ☐ Check all ***Voted*** Ballot Bags to ensure they are empty, and zip closed.
- ☐ Remove one Ballot Bag Security Seal from the Seals Pouch in the VOTR Book.
- ☐ Seal the zippered side of all ***Voted*** *Ballot Bags* with new plastic Security Seals and record the number of each seal on the Pre-printed Ballot Station/Security Seal Form under the heading "Opening the Polls/***Voted*** Ballot Bag(s)/ *Zippered Side* (apply new seal)." Place remaining, unused Seals in the Seals Pouch of the VOTR Book.
- ☐ Place on Voted Ballot Bag by the Paper Ballot Table in a way that ensures you are able to assist voters who deposit their envelopes
- ☐ Place the remaining Voted Ballot Bags (if any) and the Unvoted Ballot Bag(s) in a Machine Cart

! THE SEAL ON THE ZIPPERED SIDE OF THE ***VOTED*** BALLOT BAG MUST NOT BE REMOVED, AND MUST BE INTACT WHEN THE BAG IS RETURNED TO THE WAREHOUSE. IF THE SEAL BREAKS, CALL THE BOARD OF ELECTIONS IMMEDIATELY.

- ☐ Ensure VLM and a member of a different political party log into the EPB as outlined in the VLM section

CONGRATULATIONS! YOU ARE NOW SET UP AND READY TO PROCESS PAPER BALLOT VOTERS.

PROCESSING **REGULAR** PRE-PRINTED BALLOT VOTERS

- ☐ Take the Authority-to-Vote slip from the voter.
- ☐ Issue the the correct Pre-printed Ballot, based on the information on the Authority-to-Vote Slip, along with the Important Instructions, and hand the ballot to the Paper Ballot Captain for verification.
  - Use the last three numbers on the 6-digit Ballot Style printed on the Authority To Vote Slip
  - Ballot Style Number is indicated in two places: on the ballot itself, designated by "ED Style" and at the right side of the stub.
  - ☐ Be sure to remove the ballot by tearing at the perforation and leaving the stub stapled to the pad.
- ☐ Place a tick mark in the appropriate "Ongoing Count" box of the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge's Workbook.
- ☐ Ensure that the correct Pre-printed Ballot was issued to the voter according to the information on the ATV Slip
- ☐ On the Regular Voter Paper Ballot Issued Log Form (APPENDIX 51), fill in all requested information and mark voter as a Regular Ballot Voter
- ☐ Place the Authority-to-Vote Slip in the designated Authority-to-Vote Slip Envelope.
- ☐ Direct the voter to the area designated for Regular voters voting on a Pre-printed ballot
  - Be sure to remind the voter to vote both sides of all ballot pages.
- ☐ Once the voter has finished voting, have him or her take the completed Pre-printed Ballot in the Ballot Privacy Folder to the Ballot Counter to complete voting.

PROCESSING **PROVISIONAL** PRE-PRINTED BALLOT VOTERS

! IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE DURING THE PROCESSING OF A PROVISIONAL VOTER, **CALL THE PROVISIONAL VOTER HOTLINE AT (614) 525-6455.**

☐ Ask voter for Reason for Provisional Ballot Slip (APPENDIX 21), and place in Reason For Provisional Ballot Slip Envelope .

! IF A PROVISIONAL VOTER EXPRESSES A DISABILITY THAT PREVENTS THEM FROM USING A PRE-PRINTED BALLOT, THEY MAY VOTE ON A BALLOT MARKER. FOLLOW INSTRUCTIONS IN "PROCESSING PROVISIONAL VOTERS WITH DISABILITIES CHECKLIST."

☐ Take Voter's Ballot Privacy Folder and return to Roster Table

☐ Ask the voter to legibly complete the Provisional Ballot Affirmation side of the Provisional Envelope. (Mistakes can be corrected and initialed)

1. Full name (printed)
2. Date of birth
3. Current Ohio address
4. Former address if voter has moved without updating voter registration (NOT required)
5. Full eight-digit Ohio Driver's License Number **OR**
   Last four digits of Social Security Number **OR**
   CHECK the box once they have provided one of the following:
   - Military Identification Card
   - Current utility bill, bank statement, government check, paycheck, or other government document containing name and current address.
   - A form of photo identification (except U.S. Passport)
6. Signature and date
7. Party Affiliation **(Primary Elections only)**

GOOD TO KNOW
Security is paramount in any election. Be sure to keep a close eye on the ***Voted*** Ballot Bags all day, and keep unused ballots, envelopes and handouts secured at all times.

GOOD TO KNOW
For Primary Elections you must choose the correct Pre-printed Ballot based on the Voter's Party choice first, then Ballot Style number. This is because multiple parties may have the same ballot style number although they are different ballots.

GOOD TO KNOW
Having to vote a provisional ballot can be unnerving or intimidating for some voters. As a Paper Ballot Judge, you should do everything you can to make this process as simple for the voter as possible. Additionally, a federal court has determined that PEO error can sometimes be the reason that a Board of Elections is unable to count a voter's provisional ballot. To reduce the chances that you or the voter make a mistake in completing the Provisional Ballot Envelope, take your time to ensure that every necessary blank on the envelope is completed. Please do not fill in the blanks on a Provisional Ballot Envelope before one is needed. Doing so can lead to errors.

☐ Retrieve the Provisional Envelope from Voter and check for accuracy

If the voter is a Wrong Location voter, follow these steps:

- ☐ Read aloud to the voter the statement printed on the Wrong Location Voter Slip. If the Voter has not yet called the Provisional Voter Hotline, the voter can call (614) 525-6455 to discuss the issue
- ☐ Place the printed Wrong Location Voter Slip (from the Roster Table) into the 10-L / Wrong Location Voter Envelope (from the VLM)
- ☐ Select any Pre-printed ballot from an open package
- ☐ Place an "X" in the check box in the upper left corner to ensure it cannot be read by the Ballot Counter
- ☐ Use the Precinct Identifier and Ballot Style from the Pre-printed ballot that you've selected to fill in the box at the bottom of the Provisional Envelope
- ☐ Place an asterisk (*) next the Ballot Style # written at the bottom of the Provisional Envelope
- ☐ Fill in the LID#
- ☐ Make a note on the Problems and Corrections Page of the Paper Ballot Judge Workbook stating that the voter voted in the wrong location. Include the voter's name, and the precinct and ballot style from the ballot issued to the voter
- ☐ Skip the next 2 steps

☐ Check the address that the voter recorded on the Provisional Envelope against the Yellow Polling Location Street Guide to ensure that the voter votes in your location

☐ From the Yellow Polling Location Street Guide, fill in section at bottom of the Provisional Envelope (APPENDIX 29), including LID#, Precinct Identifier and Ballot Style Issued. Print your name and date

☐ Referring to the Ballot Style listed on the Provisional Envelope, select the correct Pre-printed Ballot and place an "X" in the check box in the upper left corner to ensure it cannot be read by the Ballot Counter

☐ Place a tick mark in the appropriate "Ongoing Count" box of the Pre-printed Ballot Reconciliation Sheet (APPENDIX 38) in the Paper Ballot Judge's Workbook.

☐ Give the ballot and the Provisional Envelope to the Paper Ballot Captain. Hand the voter the Important Instructions

- The Ballot Style Number is indicated in two places on each ballot: On the ballot itself, designated by "ED Style" and at the right side of the Ballot stub (APPENDIX 45).
- Be sure to remove all pages (if multiples) of each ballot by tearing at the perforation and leaving the stub attached to the pad. There will be a page printed with a stop sign between each complete ballot.

IF THE VOTER CANNOT OR WILL NOT PROVIDE A FORM OF IDENTIFICATION, (INCLUDING THE LAST FOUR DIGITS OF THEIR SOCIAL SECURITY NUMBER) HE/SHE MUST GO TO THE FRANKLIN COUNTY BOARD OF ELECTIONS ON OR BEFORE THE 7TH DAY FOLLOWING THE ELECTION TO PROVIDE A QUALIFYING FORM OF IDENTIFICATION. LET THEM KNOW THIS IS THE ONLY WAY THEIR BALLOT WILL COUNT. MAKE A NOTE ON THE PROBLEM & CORRECTIONS PAGE IN THE PAPER BALLOT JUDGE WORKBOOK.

Verify the voter's LID#, precinct identifier, and ballot style number in the Electronic Poll Book. Double check to ensure there is an "X" in the check box in the upper left corner of the Voter's Pre-printed Ballot.

☐ Select *Menu > Precinct Finder*

☐ *Using the current Ohio address written on the Provisional Envelope, type in the full house number, and street name letters until the correct address shows on a pop-up. Touch the pop-up address, then touch Search*

- If no address comes up, consult the Yellow Polling Location Street Guide

☐ *Confirm address.*

☐ Ensure that the correct paper ballot was issued to the voter

- Compare the ballot style on the Pre-printed Ballot to the ballot style # on screen
- Compare the precinct identifier on the Pre-printed Ballot to the precinct identifier on screen

- ☐ From "Find Precinct" screen, touch *Clear* to begin with a new voter.
- ☐ Use the Provisional Envelope Template to ensure all required information has been filled in on the Provisional Envelope
- ☐ On the Provisional Voter/17 Y.O. Ballot Issued Log Form (APPENDIX 52), fill in all requested information and mark voter as a Provisional Voter
- ☐ Return the Pre-printed ballot and Provisional Envelope to the voter and direct him/her to the Provisional Voting Booth
  - Be sure to remind the voter to vote both sides of all ballot pages.

If the voter is in the correct voting location and insists on voting a ballot other than the one assigned to him/her based on current address:

- ☐ Spoil the voter's issued ballot
- ☐ Complete the Form 12-D (Provisional Voter Precinct Verification form) (APPENDIX 35)
- ☐ Review steps 4 and 5 on the form with the voter
- ☐ Adhere form to the front of the Provisional Envelope
- ☐ Write "12-D" on the top of the Envelope
- ☐ Give the voter the Ballot he/she requested, and place an "X" on the upper left-hand corner of the Ballot so that it can't be read by the Ballot Counter
- ☐ Make a note on the Problems and Corrections Page of the Paper Ballot Judge Workbook stating that the voter insists on voting a wrong ballot. Include the voter's name, and the precinct and ballot style from the ballot issued to the voter

- ☐ Once the voter has finished voting, ensure that he or she places the ballot in the Provisional Ballot Envelope, seals it, and deposits it into the Voted Ballot Bag.
  - The voter can fold the ballot page(s) once if necessary to fit it into the envelope.
- ☐ Give and explain to the voter the Provisional Ballot Notice (APPENDIX 36) before they leave the polling location.
- ☐ Give the voter an "I Voted Today" sticker.

REASONS UNDER OHIO LAW FOR ISSUING A PROVISIONAL BALLOT

Ohio law outlines specific situations in which a provisional ballot should be issued:

- The voter's name does not appear in the Electronic Poll Book or on the Supplemental Voters List
- The voter has changed his or her name and is unable to provide the legal proof required to complete Form 10-L
- The voter has moved into your precinct but did not update his or her registration with the Board of Elections 30 days prior to the election
- A message appears in the Electronic Poll Book stating that the voter requested
  an absentee ballot or voted an earlier provisional ballot
- A message appears in the Electronic Poll Book stating that a Notice of Election card sent to the voter by the Board of Elections was returned as undeliverable
- The voter is unable or refuses to provide a valid ID
- The voter has changed his/her name and moved to a different precinct without updating his/her address by the Voter Registration Deadline of 30 days prior to the election
- The voter's signature does not match the signature on file at the Board of Elections
- The voter has been challenged and the challenge has either not been resolved or has been resolved against the voter

SPOILED BALLOTS

What to do when a voter makes an error or changes his or her mind

INSTRUCTIONS FOR SPOILING A PRE-PRINTED BALLOT

- ☐ Retrieve the Pre-printed Ballot from the Voter
- ☐ Using a wide black marker, draw a vertical line through the dotted-line barcode along the left-hand side of the ballot, as shown.
- ☐ Write "SPOILED" on the front of the ballot
- ☐ Place the Spoiled Ballot in the Spoiled Ballot Envelope
- ☐ Place a tick mark in the "Spoiled and Voided Pre-printed Ballots section of the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge Workbook.

INSTRUCTIONS FOR SPOILING A MARKED BALLOT CARD

- ☐ Retrieve the Marked Ballot Card from the voter
- ☐ Using a wide black marker, black out at least one entire section of the barcode
- ☐ Write "SPOILED" on the front of the ballot
- ☐ Place the Spoiled Ballot in the Spoiled Ballot Envelope
- ☐ Place a tick mark in the "Spoiled and Voided Ballot Cards" section of the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge Workbook.

IF A VOTER TEARS, SOILS, DEFACES OR INCORRECTLY MARKS A PRE-PRINTED BALLOT:

- ☐ Spoil the ballot following the steps outlined in "Instructions for Spoiling a Pre-printed Ballot"
- ☐ Issue the voter a new ballot (all pages) of the same ballot style

IF A BALLOT IS REMOVED FROM PAD BUT NOT USED, SPOIL THE BALLOT FOLLOWING THE STEPS OUTLINED IN "INSTRUCTIONS FOR SPOILING A PRE-PRINTED BALLOT

IF A VOTER WHO ORIGINALLY CHOSE TO VOTE A PRE-PRINTED BALLOT CHANGES HIS/HER MIND AND ASKS TO VOTE ON A BALLOT MARKER:

- ☐ Spoil the ballot following the steps outlined in "Instructions for Spoiling a Pre-printed Ballot"
- ☐ Make a tick mark in the "Pre-printed Ballot to Ballot Card" section of the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge Workbook.
- ☐ Take the Voter to the VLM

IF A VOTER WHO ORIGINALLY CHOSE TO VOTE ON A BALLOT MARKER CHANGES HIS/HER MIND AND ASKS TO VOTE ON A PRE-PRINTED BALLOT:

- ☐ Your VLM/VLD will escort the voter to the Paper Ballot Station with an Authority To Vote Slip
- ☐ Spoil the ballot following the steps outlined in "Instructions for Spoiling a Marked Ballot Card"
- ☐ Make a tick mark in the "Ballot Card to Pre-printed Ballot" section of the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge Workbook.
- ☐ Issue the Voter the correct Pre-printed Ballot following the "Processing REGULAR Pre-printed Ballot Voters Checklist"

THREE STRIKES, YOU'RE OUT! UNDER NO CIRCUMSTANCES MAY MORE THAN THREE PAPER BALLOTS BE ISSUED TO A VOTER. NO VOTER VOTING A PAPER BALLOT MAY LEAVE THE POLLING PLACE UNTIL HE OR SHE RETURNS EVERY BALLOT ISSUED TO HIM OR HER, REGARDLESS OF WHETHER OR NOT ANY MARKS HAVE BEEN MADE ON THE BALLOT.

PROCESSING PROVISIONAL VOTERS WITH DISABILITIES:

ONLY PROVISIONAL VOTERS WHO EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PRE-PRINTED BALLOT, AND WHO REQUEST TO VOTE ON THE BALLOT MARKER WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PRE-PRINTED BALLOT. PROVISIONAL VOTERS **MAY NOT** VOTE ON THE KIOSK.

- ☐ Place Reason for Paper Ballot Slip in Reason for Paper Ballot Slip Envelope
- ☐ Take Ballot Privacy Folder from the Voter and return it to the Roster Judge
- ☐ Retrieve a Blank Ballot Card from the Roster Judge
- ☐ Ask the Voter to complete the Provisional Ballot Affirmation side of the Provisional Envelope
- ☐ If the voter requests assistance, help voter complete any or all portions of the Provisional Envelope (except signature)
  - After the voter has filled in the top part of the Provisional Envelope, check the address recorded on the Envelope against the Yellow Polling Location Street Guide to ensure that the Voter votes in your location.

    THEN, use the information from the Yellow Polling Location Street Guide to fill in the box at the bottom of the Yellow Envelope (APPENDIX 30), including LID#, Precinct Identifier and Ballot Style Issued. Print your name and date.
  - *Primary elections only:* Ask the voter to write his/her party choice in the correct box.
- ☐ Give the Provisional Envelope to the Paper Ballot Captain.

- ☐ Using the Electronic Poll Book, verify the Voter's LID#, precinct identifier, and ballot style number in the bottom box of the Provisional Envelope

- ☐ Select *Menu* > *Precinct Finder*

- ☐ Using the current Ohio address written on the Provisional Envelope, type in the full house number, and street name letters until the correct address shows on a pop-up. Touch the pop-up address, then touch *Search*
  - If no address comes up, consult the Yellow Polling Location Street Guide

- ☐ *Confirm address.*

- ☐ From *"Find Precinct"* screen, touch *Clear* to begin with a new voter

- ☐ Use the Provisional Envelope Template to ensure all required information has been filled in on the Provisional Envelope.

- ☐ Hand the Provisional Envelope and the blank Ballot Card to the voter

- ☐ Send the voter to the Machine Judge
  - Be sure to place a tick mark in the bottom section of the Pre-printed Ballot Reconciliation Sheet

- ☐ When the voter has finished marking his/her ballot, the Machine Judge will instruct the voter to place the Provisional Envelope in the ***Voted*** Ballot Bag

- ☐ Give and explain The Provisional Ballot Notice to the voter before they leave the polling location. Give the voter an "I Voted Today" sticker.

PROCESSING 17-YEAR-OLD VOTERS

(Primary Elections Only)

A 17-year-old voter who will be 18 years of age on or before the November General election, may vote on the nomination (but not the election) of candidates. This is because the 17-year-old voter will be eligible to vote for the candidate(s) nominated for these offices at the November general election.

A 17-year-old voter CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

☐ Take the Ballot Privacy Folder from voter and return it to the Roster Judge

☐ Take the printed Authority-to-Vote Slip from the 17-year-old voter

☐ Issue the voter a designated Envelope for 17-year-old Voters.

☐ Select the correct Pre-printed Ballot, based on the information on the Authority-to-Vote Slip.

- The Precinct Identifier and the Ballot Style Number are indicated in two places on each ballot: on the ballot itself beneath the right and center columns, and to the right side of the stub. The political party is indicated at the top of the ballot. The correct ballot may include issues, however, as long as the ballot is placed in the Envelope for 17-year-old Voters, the issues will not be counted. (NOTE:17-year-old voters may not vote on issues, and may not receive an "Issues Only" ballot.)

☐ Be sure to remove the ballot by tearing at the perforation and leaving the stub stapled to the pad.

☐ Place an "X" in the check box in the upper left corner to ensure the ballot cannot be read by the Ballot Counter

☐ Place a tick mark in the appropriate "Ongoing Count" box of the Pre-printed Reconciliation Sheet in the Paper Ballot Judge's Workbook.

☐ Give the Paper Ballot and ATV Slip to the Paper Ballot Captain

- ☐ Ensure that the correct Paper Ballot was issued to the Voter according to the ATV Slip

- ☐ Double-check that there is an "X" in the check box in the upper left corner to ensure the ballot cannot be read by the Ballot Counter

- ☐ Give the Voter the Instruction Sheet for 17-year-old Voters, and the Important Instructions

- ☐ Give the voter the ballot

- ☐ On the Provisional Voter/17 Y.O. Ballot Issued Log Form (APPENDIX 52), fill in all requested information and mark voter as a 17-year-old Voter

- ☐ Place the Authority-to-Vote Slip in the designated Authority-to-Vote Slip Envelope.

- ☐ Direct the voter to the Provisional Ballot Booth.
  - Be sure to remind the voter to vote all sides of the ballot page(s).

- ☐ Once the 17-year-old voter has finished voting, have him or her place the ballot in the Envelope for 17-year-old Voters, seal it, and deposit it into the Voted Ballot Bag
  - The voter can fold the ballot page once if necessary to fit it into the envelope.

- ☐ Give the 17-year-old voter an "I Voted Today" sticker

CLOSING THE PAPER BALLOT STATION CHECKLIST:

Anyone in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives after that time that the polls are now officially closed.

- ☐ Put EPB into sleep mode by quickly tapping the power button on the lower right side one time
- ☐ Disassemble the Electronic Poll Book, and replace components in the Green EPB Case.
- ☐ Give the EPB to the Voting Location Manager to secure for return to BOE
- ☐ Close the Green EPB Case and apply a new security lock tie (from the Seals Pouch in the VOTR Book)
- ☐ Record the new security lock tie number in the Electronic Poll Book Security Record in the Location Workbook
- ☐ Work with the VLM to replace Green EPB Cases in Machine Cart
- ☐ Tally the number of ballots remaining on each Paper Ballot Pad and record on the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge Workbook.

! UNVOTED + VOTED + SPOILED = THE NUMBER OF BALLOTS YOU STARTED WITH AT THE BEGINNING OF THE DAY.

- ☐ Tally the number of tick marks on the bottom section of the Pre-printed Ballot Reconciliation Sheet

- ☐ Give the Authority-to-Vote Envelope to the designated Machine Judge to include in the total Authority-to-Vote Slip tally

- ☐ Retrieve a new plastic Ballot Bag Security Seal from the Seals Pouch in the VOTR Book for each ***Voted*** Ballot Bag, and record the number(s) on the Pre-printed Ballot Station/Security Seal Form (APPENDIX 37) under the heading ***Voted*** Ballot Bag(s)/Closing the Polls/Slotted Side (apply new seal)

- ☐ Record the number(s)of the seal(s) on the zippered side(s) of the ***Voted*** Ballot Bag(s) on the Pre-printed Ballot Station/Security Seal Form (APPENDIX 37) under the heading ***Voted*** Ballot Bag(s)/Closing the Polls/Zippered Side

- ☐ Seal the slotted side of the ***Voted*** Ballot Bag(s) with the new Security Seal(s).

- ☐ Retrieve a new plastic Ballot Bag Security Seal from the Seals Pouch in the VOTR Book for each Unvoted Ballot Bag, along with one Zip Tie. Record the Security Seal number(s) on the Security Seal Form under the heading Unvoted Ballot Bag(s)/Zippered Side. Set the Zip Tie aside, but keep it close at hand.

- ☐ Retrieve an ***Unvoted*** Ballot Bag from the Machine Cart and place the following items inside, before zipping shut:
  - Spoiled Ballots Envelope
  - Paper Ballot Judge Workbook
    - Fold and place Reason for Provisional Ballot Slip Envelope in back pocket
    - Place 10-L/Wrong Location Voter Envelope in front pocket
    - Place Ballot Issued Log Forms in front pocket
  - Used Ballot Stubs
  - Unvoted Pre-printed Ballots
  - Blank Ballot Cards

- ☐ Seal the zippered side of the Unvoted Ballot Bag(s) with the new security seal
- ☐ Using the Zip Tie, tie the Voted and Unvoted Ballot Bags together.
- ☐ Give all ***Voted and Unvoted*** Ballot Bags to your VLM
- ☐ Give the Provisional Envelope Template to the VLM
- ☐ Disassemble the Provisional Voting Booth and the equipment for Regular voters voting on a Pre-printed ballot and return them to the Machine Cart
- ☐ Place the following items into the Main Ballot Bin of the Ballot Counter once the Ballot Box has been removed
  - Yellow Polling Location Street Guide
  - County Street & Road Guide
  - Provisional Ballot Notice Pad
  - Important Instructions Pad
  - Form 12-D Pads
  - Provisional Ballot Envelopes
  - Pink Curbside Voting Envelopes
  - Instructions for 17-year-old Voters (Primary Elections only)
  - 17-year-old Voter Envelope (Primary Elections only)

Storage Cart Security Seal Records

Opening the Polls

The voting machines assigned to this voting location were on site upon our arrival and were secured in the storage and transportation carts for this location. The total number of storage carts for this location is: _____ Carts

Please record the seal number from the red Tamper-proof security seal located over key hole of storage cart locks. After recording the seal numbers for each cart remove the seals and use key on cell phone bag to open the storage cart.

Cart 1 Tamper-proof Security Seals # _____and # _____

Cart 2 Tamper-proof Security Seals # _____and # _____

Cart 3 Tamper-proof Security Seals # _____and # _____

Cart 4 Tamper-proof Security Seals # _____and # _____

Cart 5 Tamper-proof Security Seals # _____and # _____

Cart 6 Tamper-proof Security Seals # _____and # _____

Cart 7 Tamper-proof Security Seals # _____and # _____

Closing the Polls

As you close the voting location at 7:30 p.m. and after the results tape(s) are finished printing, remove the flash memory card from each machine; close the voting machine doors and seal with blue security lock tie. Place the flash memory cards and the PEB's in the VOTR Book for return to the Board of Elections.

The voting machines must be returned to the transportation/security cart, the locks applied to the doors of the cart and the tamper resistance security seal applied over the key hole of the lock. Please record the seal numbers of seals applied to the locks below.

Cart 1 Tamper-proof Security Seals # _____and # _____

Cart 2 Tamper-proof Security Seals # _____and # _____

Cart 3 Tamper-proof Security Seals # _____and # _____

Cart 4 Tamper-proof Security Seals # _____and # _____

Cart 5 Tamper-proof Security Seals # _____and # _____

Cart 6 Tamper-proof Security Seals # _____and # _____

Cart 7 Tamper-proof Security Seals # _____and # _____

SAMPLE

Voting Location Supply List
Election Date / Election Type

Supply Bag

Single precinct voting locations receive a messenger style supply bag. Multiple precinct voting locations receive a wheeled case style supply bag. The following items should be in the supply bag. If any items are missing, call the Precinct Election Official section at 614-525-5393 (on Election Day call 614-525-4100 #2).

- **Keys to the voting location:** Only supply bags with a colored label contain keys/key codes to the voting location. Most locations will provide someone to unlock the location.
- **Location Workbook:** One per location.
- **Roster Workbooks:** One book for each EPB at Roster table.
- **Pink Registration List** (Keep posted alongside EPB Voter printouts)
- **State Your Name and Address Sign:** 1 per EPB at Roster table.
- **Supply Envelope (Red Expandable Accordion Envelope)**
  - **Voting Location Supply List** (this document)
  - **Sample Ballots:** Post on the wall at the location.
  - **Poster: ID with former address is acceptable if…**
  - **Map of precincts in the location:** Post on the wall at the location.
  - **Provisional Ballot Cutout Template** – place at Paper Ballot Table
  - **Voting Location Street Listing:** Several copies. Post one on the wall at the location.
  - **List of Write-in Candidates** (if applicable) 2 copies (1) at paper ballot table (1) at Roster Table
  - **EPB Components Checklist** – (1 per EPB unit)
  - **Proper location for items to be returned to B.O.E. sheet**
  - **Security Seal List –** Instructions on different types of seals, quantity and location
  - **Envelope for 10-L and 12-D Forms printed from EPB printer** – place at Paper Ballot Table
  - **"Use Your Legal Signature"** – (1 per EPB – place on table next to EPB)
  - **Reference Book** – (Steps to: Reprint an ATV slip/ cancel a voter check in, Add a provisional voter, Clear a ballot from the ballot counter, Use ballot counter auxiliary bin, Use the BOE cell phone)
- **Authority to Vote Slip Envelopes –** 1 envelope for each voting machine assigned to location and one envelope for use at the paper ballot station
- **Reason For Provisional Ballot Slip Envelope** – Place at Paper Ballot station
- **Withdrawn Candidates List –** *(if applicable)* 1 for each voting machine and 5 for use at the paper ballot station
- **County Street and Road Directory/Voting Location Listing**
- **Secretary of State Reference Guide**
- **Statewide Issue Poster** – Post on wall in location
- **Pads of Forms**
  - **"Important" Paper Ballot Instructions** – 1 pad per precinct
  - **Provisional Voter Precinct Verification Form (12-D)** –1 pad per precinct – *"Post-It" style pad. Stick completed form to provisional envelope if voter voting in the wrong precinct.*
  - **Contact Forms** – 1 pad per precinct location. *Form provides the public phone number for the Franklin County Board of Elections.*
  - **Authority to Vote Slips –** (*to be used only as a back-up if Poll Pad Printer is not working*)
- **Poll Worker Assignment List:** List of workers assigned to your voting location. Call 614-525-4100 #1 to report missing or lost poll workers the morning of the election
- **Cellular Phone in Labeled Bag** (Instruction sheet for use provided above) A LID# 3000 or above may have multiple phones. ***Key to voting machine security cart locks is attached to this bag.***
  - **Quick Reference Phone Help Card**
- **BUMPer Packet** – ***ONLY OPEN IF INSTRUCTED BY BOE STAFF!!!***

  Signature Poll book, Rest of 3-Part Registration List: (Green and White), **Authority to Vote Slips** (in pad form-200 per pad), **Reason for Paper Ballot Form**, **Voter Transfer**, **Alpha Sign Packet**, **Understanding A Precinct Identifier**, **"Regular or Provisional"** (laminated document for determining regular or provisional voter), **Red Tamper Proof Poll book Seals, Revert to Paper Supplemental Manual**
- **EPB BAG(S)**

  All Poll Pads assigned to location

Voting Location Supply List
Election Date / Election Type

Voting Machine Storage/Security Cart

Paper/Provisional Ballot Supply Box

The following supplies are located in the provisional ballot box in the paper supply box on the cart. Break the seal and unzip the bag to remove the supplies. Reseal the bag and use for voted paper ballots.

- **Optical Scan Ballots in Pad Form –** Ballots are provided to accommodate every applicable ballot style in each voting location. The label on the ballot pads designates the precinct and the ballot style.
- **Provisional Ballot Envelopes (yellow)**
- **Curbside Voter Envelope (pink)**
- **Spoiled Ballot Envelopes (white w/green ink)**
- **Provisional Ballot Notice Forms (12-H)**
- **Secrecy manila folder** (to be used by voter to carry ballot to be scanned)
- **Paper/Provisional Ballot Workbook –** 1 per location
  - Use these forms to inventory and audit ballot supplies. Return this booklet in the Un-voted ballot bag with your Unused ballots.

Compartment #1

- Flags
- No Campaigning Beyond this Point Signs
- Extension Cords
- Wire Cutters
- Large paper bag for the return of non-zone supplies
- Surge Protector

Compartment #2

- **Voter Official Tabulation Results (VOTR) book:**
  - Counter Stick (Green Label) (larger locations may have multiple Counter Sticks)
  - Marker Stick (White Label)
  - Red Pouch (enclose result tape in the pouch, iSync Drive and Barrel/Flat Keys for return to the warehouse)
  - Clear Pouch (contains Red Tamper-Proof Seals, Blue and Red Security Lock Tie Seals, White Snap Seals and Short Zip-Tie)
  - Checklist of Items to be Returned
- **Office Supply Kit (rectangular cardboard box) -** Box containing ink pens, roll of masking tape, 100 ft length of string (use to measure 100 ft distance from entrance of polls), Election Official Nametags, "I Voted Stickers", Plastic Bag for Discarded Seals (secure seals removed from voting machines in this bag and return bag to the office supply kit at the end of the day), rubber fingers, notepad, post-it note, a 12"ruler and static (alcohol) wipes, black marker.
- **Full Page Magnifying Glass**
- **Packet of Signs:**
  - Election Day Guidelines
  - Special Voting Instructions
  - Voting Rights Information
  - Notice of Double Voting Signs (2)
  - Voting Today Signs (5)

- **Voting Machine Supply Pack (Cake Box) (Master Cart ONLY)**: headphones, power cord for Kiosk, Scanner for Table Top Markers
- Additional paper rolls for EPB Printer in sealed plastic bag

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

ITEMS THAT MUST BE RETURNED AFTER THE ELECTION:

THE VLM SUPPLY BAG, CONTAINING:

VLM Supply Bag (may differ)

BUMPer Packet

Pink Register of Voters List

4:00 Register of Voter Print Out

Monday Early Setup Binder

Bag with Storage Cart Key, Cell Phone and any collected lost items

Location Workbook

Roster Workbook(s)

Facility Key and Return Envelope (if applicable)

THE *UNVOTED* BALLOT BAG, CONTAINING:

Unvoted Ballot Bag

Paper Ballot Judge Workbook

Used Paper Ballot Stubs

Spoiled Ballot Envelope

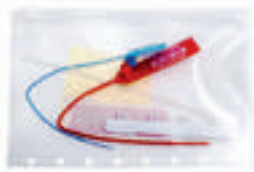
Unused Pre-printed Ballots

Blank Ballot Cards

THE *VOTED* BALLOT BAG:

Voted Ballot Bag

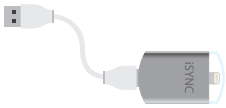
THE VOTER OFFICIAL TABULATION RESULTS (VOTR) BOOK:



Seals Pouch

USB Sticks

Contents of the Red Zipper Pouch

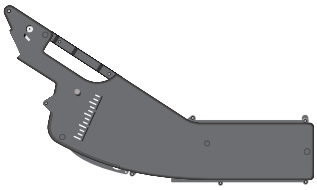


iSync Drive

Flat Key

Barrell Key

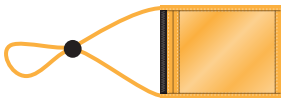
Ballot Box



Kiosk Chute

ELECTRONIC POLL BOOK BAG CONTAINING:

Electronic Poll Book Bag



VLM Name Tag in Zippered Yellow Pouch

Electronic Poll Book

SUPPLEMENTAL ABSENTEE VOTER LIST

Absentee Summary Report
Franklin County
Primary 2017
LID# 3021 GRANDVIEW HIGH SCHOOL
Pollpad Franklin County 0529

05/02/2017 6:30 AM

TOTAL VOTERS: 461
ABSENTEE SENT: 975
ABSENTEE RECEIVED: 845

_ _ _ _ _ _ _ _ _ _ _

Precinct: COLS - 33 D 01 Split:

BRADLEY, MADISON L (558945689)
1525 Glenn Ave, Columbus, OH 43212
ABSENTEE

_ _ _ _ _ _ _ _ _ _ _ _ _
FLORES, DOMINIC J (557412365)
1371 Elmwood Ave, Columbus, OH 43212
ABSENTEE

_ _ _ _ _ _ _ _ _ _ _ _ _
KUMAR, RASHAD M (554521569)
1549 North Star Ave, Columbus, OH 43212
ABSENTEE

_ _ _ _ _ _ _ _ _ _ _ _ _

PRECINCT SEPARATION

Precinct voters printed alphabetically and cut by EPB printer to tear / post

Precinct: GRANDVIEW - B 01 Split:

FLETCHER, LUCAS M (551478569)
855 Grandview Ave, Columbus OH 43212
ABSENTEE

_ _ _ _ _ _ _ _ _ _ _ _ _
MARTINEZ, ISABELLA M (557845215)
1128 Ashland Ave, Columbus OH 43212
ABSENTEE

_ _ _ _ _ _ _ _ _ _ _ _ _

PRECINCT SEPARATION

Precinct voters printed alphabetically and cut by EPB printer to tear / post

SAMPLE

OATH OF JUDGE OF ELECTIONS/PAYROLL RECORD/ETHICS POLICY ACKNOWLEDGMENT FORM

STATE OF OHIO, COUNTY OF FRANKLIN, ss.

By reading aloud and signing below, I am solemnly swearing and affirming under penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge to the best of my ability, the duties of Precinct Election Official to which I have been assigned, in the County of Franklin, in the election to be held on <<Election Date>> as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties; and hereby acknowledge that I have received materials from the board of elections regarding the secretary of state's ethics policy and Ohio ethics laws, that I will comply with the same and that failure to comply with the ethics policy or Ohio ethics laws may serve as good and sufficient reason for my removal from my appointed position.

Numbers of workers serving today: _____

Please obtain an address and phone number for workers appointed on Election Day.

NAME	Position	Phone #	Time Reporting		Please Print Full Mailing Address City/State/Zip
			In	Out	
Print:	*Voting Location Manager*				
Sign:					
Print:	*Ride Along*				
Sign:					
Print:	Judge				
Sign:					
Print:	Judge				
Sign:					
Print:	Judge				
Sign:					
Print:	Judge				
Sign:					
Print:	Y@B				
Sign:					
Print:	Y@B				
Sign:					

Oath of office to be administered to all precinct election officials by the Voting Location Manager
All workers must sign this affidavit to receive payment

«LID_NAME» *Zone #«ZONE»*

«POLL_LOCATION»

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

IN CASE OF VACANCY

Rev. Code, Sec. 3501.31

_____

Certificate of Appointment of Judge to Fill Vacancy and Oath.

<<Election Date>>

Precinct _____ **of Ward** _____

Township, City or Village

Worker 1: WE HEREBY CERTIFY, that _____ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed:_____ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

Worker 2: WE HEREBY CERTIFY, that _____ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed:_____ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

Worker 3: WE HEREBY CERTIFY, that _____ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed:_____ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

Said Election Officer thereupon was duly sworn as required by law.

Witness our hands this <<Election Date>>.

_____
Voting Location Manger

_____ _____
Precinct Official Precinct Official

_____ _____
Precinct Official Precinct Official

_____ _____
Precinct Official Precinct Official

SAMPLE

Please follow these steps for using this form to appoint a precinct election official. Providing the proper information can expedite the payroll verification process.

1. Call the precinct election official's desk to report all vacancies; (614) 525-4100 #1.
2. If you find someone that wants to fill the vacancy and work the polls, complete this form.
3. Administer the "Oath of Judge" and have replacement worker sign payroll affidavit and provide payroll information. Workers appointed on Election Day should also provide their social security number and phone number on the payroll slip.
4. Call the precinct election officials desk to report that the vacancy has been filled and provide the name, social security number and contact information via the phone to the precinct election official coordinator for the party of the replacement worker.

VLM SUPPLY PICK-UP CARD

FRANKLIN COUNTY BOARD OF ELECTIONS
YOU MUST BRING THIS CARD WITH YOU

I accept these election supplies and agree to carry out the duties required of me on Election Day.
I further agree to return the required precinct election supplies and results to the drop off location

LID# 4006

R-VLM

Signature

Supplies will be distributed at:
Board of Elections Warehouse
1700 Morse Rd - 9:00 AM to 1:00 PM

FRANKLIN COUNTY BOARD OF ELECTIONS
PRESIDING JUDGE AUTHORITY

LID# 4006

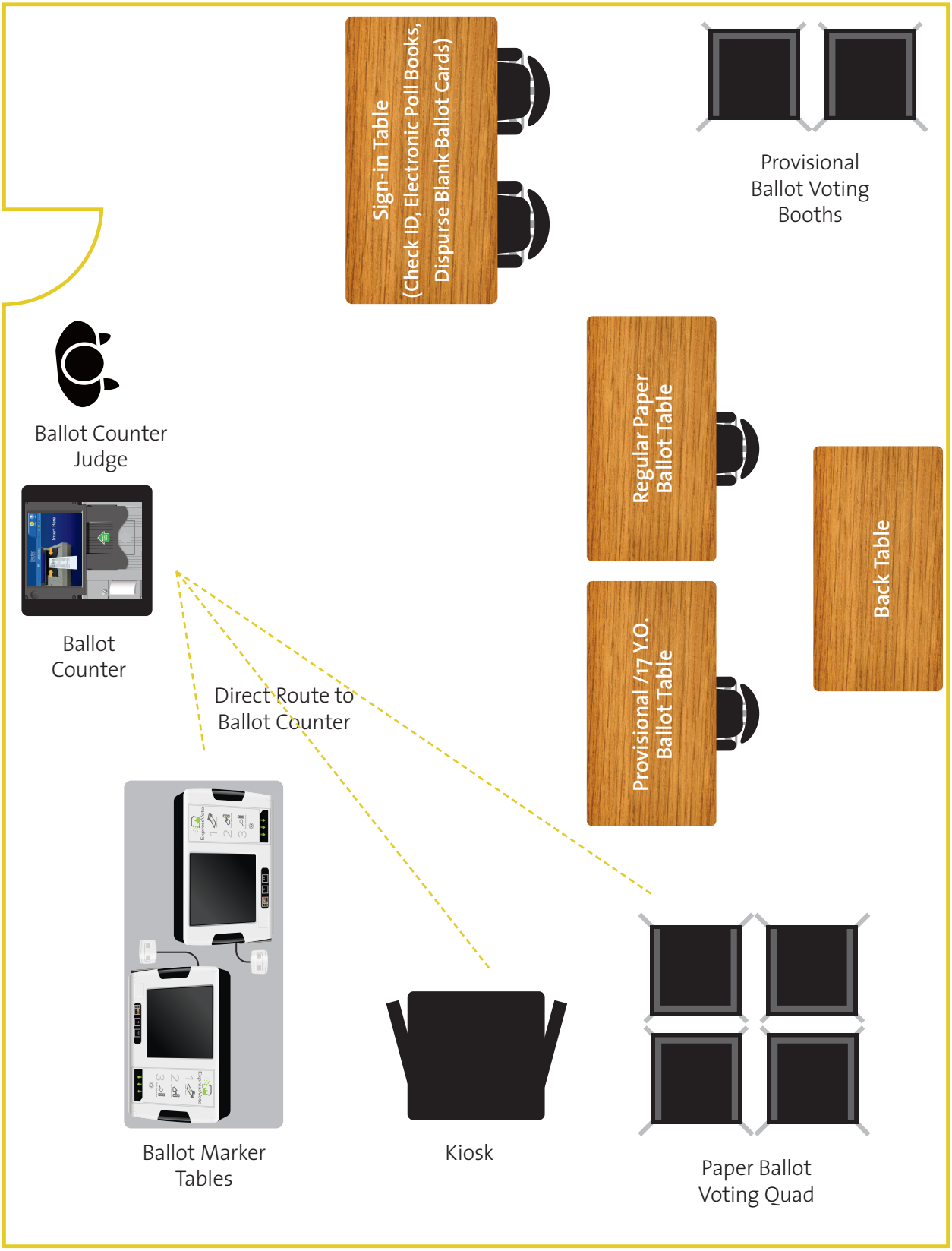
DISPLAY ON CAR DASHBOARD

020138691

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

SAMPLE ROOM LAYOUT



LOCATION SET-UP GUIDELINES

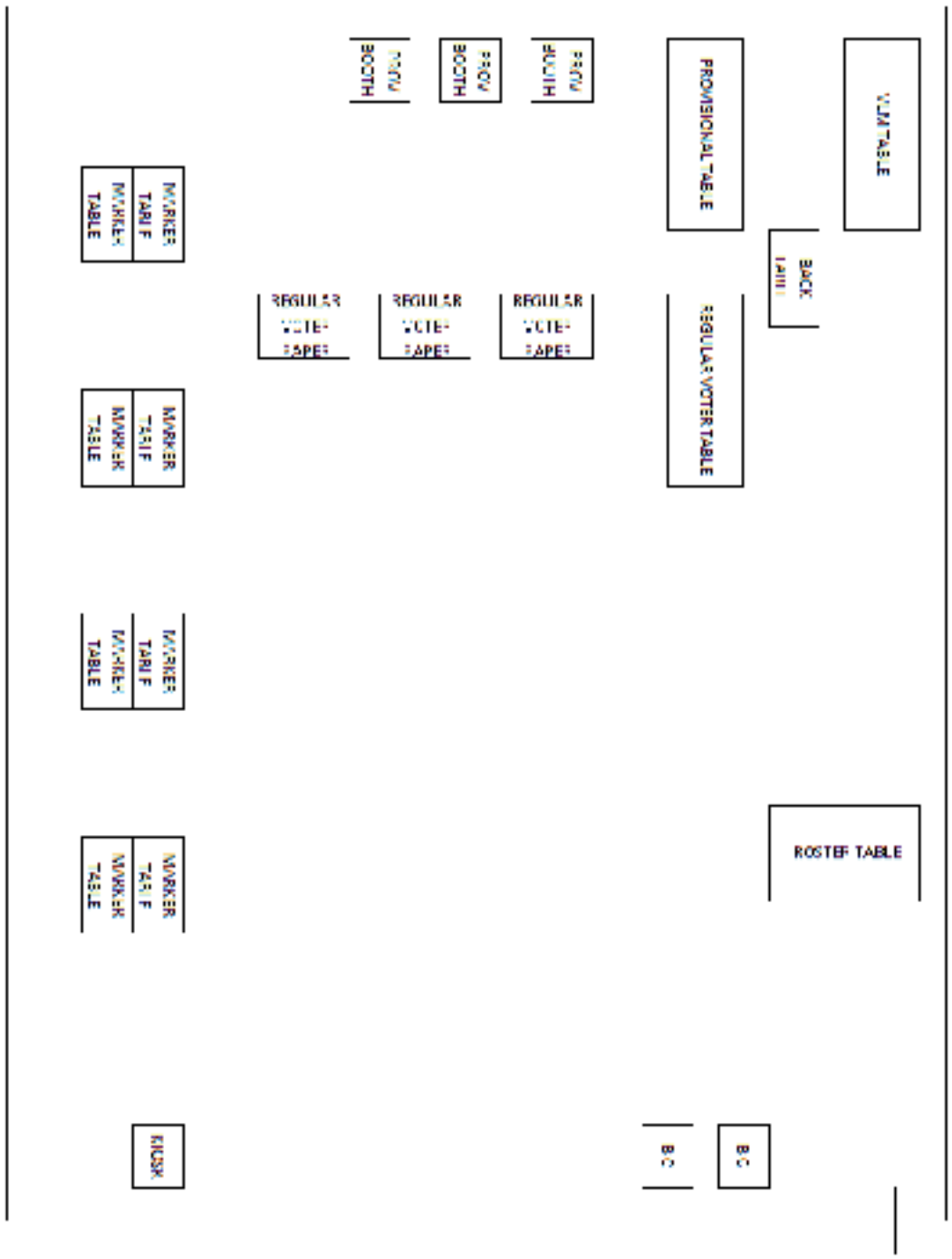
Location Setup Guidelines

You have authority to adjust your location setup to account for your facility (outlets, walls, bleachers, etc.) so that you can ensure efficient flow of voters as well as ensure the voters' privacy. Just keep in mind the following:

1. Counter(s) must be placed at the exit of your voting area
2. Set up Roster Tables within sight of the voting area entrance
3. Designate an area for Provisional / Regular Voter Paper Ballots processing near the Roster Tables
   a. Provisional / 17 Y.O. Ballot Table
   b. Regular Paper Ballot Table
   c. Back Table (within easy access of other two tables)
4. Set up area for Provisional Privacy Booth(s)
5. Set up area for Paper Ballot privacy tables
6. Designate an area for Ballot Markers
   a. If in pods of 4, offset the ballot markers by 90 degrees
7. Set up Kiosk(s) near Ballot Markers

LOCATION SET-UP PAGE EXAMPLE (LID 4)

SAMPLE LOCATION:



LOCATION WORKBOOK
PROBLEMS AND CORRECTIONS PAGE

Please provide notes on all items that should be reported to the Board below and initial your entry.

Page #	Time of Day	PEO's Initials	Brief description of item(s) to be reported to the Board

ROSEHILL ELEMENTARY SCHOOL

LID# 1001 ZONE # 2

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

Form No. 10-U Prescribed by Secretary of State (08-17)

Affidavit-Oath-Examination of Person Challenged

R.C. 3505.20

The State of Ohio, _____ County, ss.

I, _____ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an elector at this election.

Being challenged as unqualified on the grounds that:

(A) ☐ **The person is not a citizen, the following question shall be asked:**

Are you a citizen of the United States? Ans. _____

(If the person offering to vote answers the question in the affirmative the person shall be entitled to vote a regular ballot.)

(B) ☐ **The person is not a resident of the state for thirty days immediately preceding election, the following questions shall be asked:**

(1) Have you resided in this state for thirty days immediately preceding this election?

Ans. _____ If yes:

(a) Where have you resided? Ans. _____

(2) Did you properly register to vote? Ans. _____

(3) Can you provide some form of identification containing your current mailing address in this precinct?

Ans. _____ Please provide that identification.

(4) Have you voted or attempted to vote at any other location in this or in any other state at this election?

Ans. _____

(5) Have you applied for an absent voter's ballot in any state for this election? Ans. _____

(If, from the above responses, the precinct election officials are unable to determine the person's eligibility, the precinct election officials shall provide and the person may vote a provisional ballot.)

(C) ☐ **The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:**

(1) Do you reside in this precinct? Ans. _____

(2) When did you move into this precinct? Ans. _____

(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home?

Ans. _____

(4) What is your current mailing address? Ans. _____

(5) Do you have some official identification containing your current address in this precinct?

Ans. _____ Please provide that identification.

(6) Have you voted or attempted to vote at any other location in this or in any other state at this election?

Ans. _____

(7) Have you applied for any absent voter's ballot in any state for this election?

Ans. _____

SAMPLE

(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide and the person may vote a provisional ballot.)

(D) ☐ **The person is not of legal voting age, the following questions shall be asked:**

(1) Are you eighteen years of age or more? Ans. _____

(2) What is your date of birth? Ans. _____

(3) Do you have some official identification verifying your age? Ans. _____
Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the judges shall provide and the person may vote a provisional ballot.)

Other Questions and Answers Necessary to Determine Person's Qualifications to Vote in this Election (if necessary)

_____

_____

_____

_____

Signature _____
Challenged person's signature

Sworn to before me and signed in my presence, this _____ day of _____ , _____ .
(Day) (Month) (Year)

_____
Signature of Voting Location Manager

_____
Name of Precinct

_____
Township or Ward and City or Village

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person's mark or if the majority of precinct election officials believe that the person is not entitled to vote, the precinct election officials shall provide and the person may vote a provisional ballot.

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

PROPER LOCATION FOR ITEMS TO BE RETURNED TO B.O.E.

EQUALS MUST BE RETURNED TO B.O.E. ON ELECTION NIGHT

ITEMS TO BE RETURNED IN VLM SUPPLY BAG

ITEMS TO BE PLACED IN RED ACCORDION FOLDER

Curbside Voter Check List
How To Set Up Portable Printer
Assisting Voter Card/ADA
Machine Judge Reminder Card
Provisional Ballot Template
Poster: ID with former address is acceptable if ……
State Your Name & Address Signs
Pink Register of Voters and 4:00 p.m. voter list posting
Checklist of Items to be Returned
EPB Components Checklist (1 per EPB unit)
Proper location for items to be returned to B.O.E. sheet (This Document)

BUMPER PACKET

ITEMS TO BE RETURNED IN VOTR BOOK

Results Tape(s) Only (place in the Red Zipper Pouch inside book)
Flash Cards (place in empty slots only provided in plastic sheets inside book with TAB UP AND RED/BLUE SIDE UP)
Blue and Yellow PEB'S

ITEMS TO BE RETURNED IN UNVOTED BALLOT BAG

UNVOTED BALLOTS
Blue Provisional Workbooks
10-L and 12-D Envelope (Place in front pocket of the blue provisional workbook)
Spoiled Ballot Envelope
Stubs

ITEMS TO BE RETURNED IN RED EPB LUNCH BAG(S)

All Poll Pads
Yellow Pouch **(DO NOT REMOVE NAME CARD)**
iSync Drive **(PLACE IN ZIPPER SECTION OF YELLOW POUCH)**
Yellow Pouch and iSync needs to be placed in the very FRONT

ITEMS TO BE RETURNED IN MACHINE CART

Extra Poll Pad Seals & Zip Tie Envelope
County Road & Street Guide
Packet of Signs – **PLACE BACK IN ENVELOPE**
Election Day Guidelines
Special Voting Instructions
Voting Rights
Arrows/Voting Today Signs

ITEMS TO BE RETURNED IN CAKE BOX

Voted RTAL tapes from machines (if applicable)
ALL SUPPLIES PROVIDED IN CAKE BOX NEED TO BE RETURNED IN THE CAKE BOX

ITEMS TO BE RETURNED IN TRANSPORT BOX

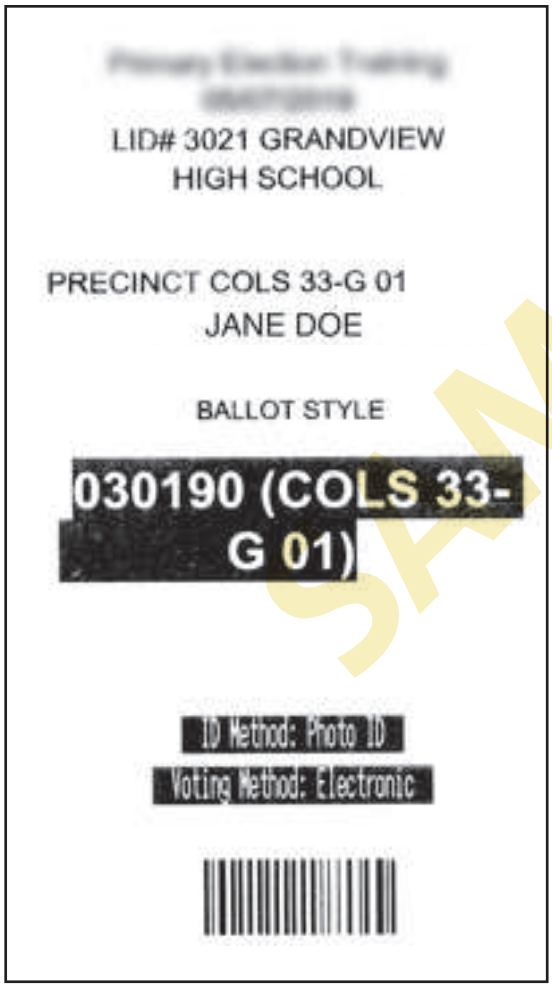
Pads of 12-H (Provisional Ballot Notice)
Pads of Important Instructions
Pads of 12-D form
Pads of BOE contact form (Blue)
Unused Envelopes

ITEMS TO BE PLACED IN THE LARGE BROWN ELECTION TRASH BAG

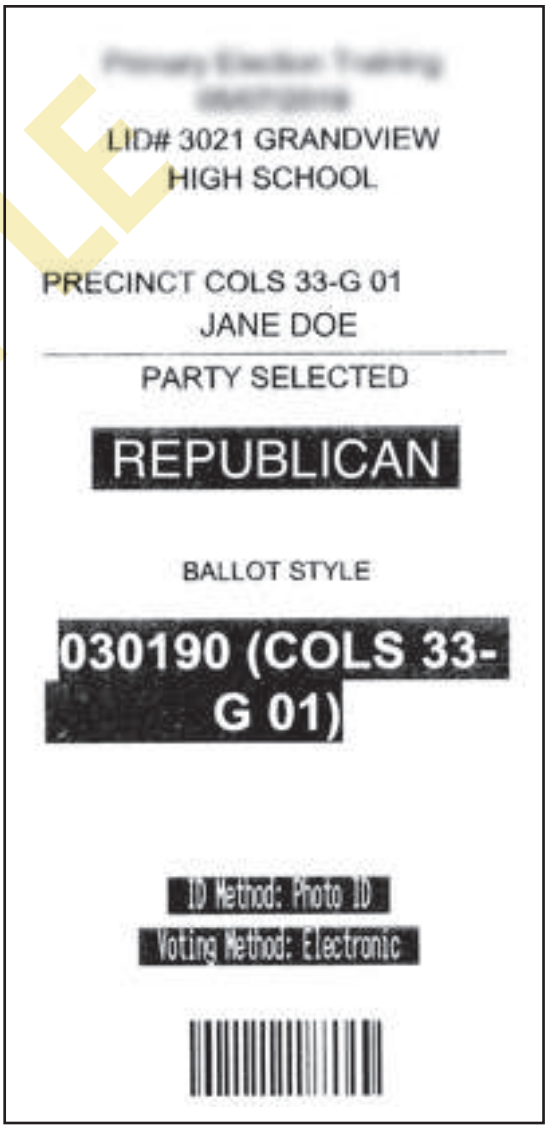
Supply list, Sample Ballots, Precinct Maps, ATV Envelopes with ATV slips, Yellow Street Guides, List of Write- in Candidates, SOS Directive, Addenda, Role of Observers/Role of PEO's, Cell Phone Instruction Sheet List, RFPB Envelope, Withdrawn Candidates List, Poll Worker Assignment, 6:30 a.m. and 11:00 a.m. Voter List Postings.

PRINTED AUTHORITY TO VOTE SLIPS

GENERAL ELECTIONS



PRIMARY ELECTIONS



THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

OBSERVER LOG SHEET

STATE OF OHIO, COUNTY OF FRANKLIN, ss.

By reading aloud and signing below, I do solemnly swear that I will faithfully and impartially discharge the duties as an official observer, assigned by law; that I will not cause any delay to persons offering to vote; and that I will not disclose or communicate to any person how any elector has voted at such election.

Name of Observer	Voting Location Manager Initials	Time Reporting	
		In	Out
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
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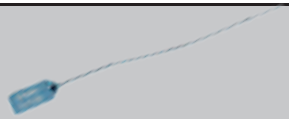
Sign:			
Print:			
Sign:			

SAMPLE

INVENTORY SHEET FOR ALL OF THE SEALS NEEDED AT THE END OF THE DAY

Inventory Sheet For All Of The Seals Needed At The End Of The Day:

Seal Type	Quantity	Calculate	Use	Location	Picture
Red Tamper-Proof Seals	1 Per Lock on Transportation/ Storage Carts	_____ carts X 2 = _____ Seals	Seal Transportation/ Storage Cart Lock	Seal pouch in Votr Book	
Blue Security Lock-Tie Seals	4 Per Counter 1 Per Kiosk	_____ Machines = _____ Seals	Kiosk Counter Ballot Box Counters X 3 (1 for Auxiliary Bin if needed)	Seal pouch in Votr Book	
Red Security Lock-Tie Seals	1 Per Green EPB Case and Orange EPB Bag	_____ Green EPB Cases + _____ Orange EPB Bag(s) = _____ Seals	Seal Green EPB Cases and Orange EPB Bag	Seal pouch in Votr Book	
White Snap Seals	Minimum 3 Per Location	N/A	2 Per Voted and 1 Per Unvoted Bag	Seal pouch in Votr Book	
Short Zip-Tie	1 Per Location	N/A	Zip Tie Voted and Unvoted Ballot Bags together at closing	Seal pouch in Votr Book	

Curbside Voting Envelope

Do not take the Poll Book to the car. Instead, take this envelope and collect the following information. Refer to the VLM section of the manual and the attached instructions for details.

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

Completed by PEO
Print Clearly

Voter's Stated Name:

_____

Voter's Stated Current Address:

_____

_____

Type of Identification Provided:

- ☐ Ohio Driver License or Ohio Identification Card
- ☐ Military Identification Card
- ☐ Non-Photo ID (Utility Bill, Bank Statement, etc.)

Completed by Voter
In partisan primary elections only, indicate Party Choice or Issues Only.

Voter's Signature:

✖ _____

For partisan primary elections only, indicate ballot choice:

Party Choice or Issues Only: _____

Ballot Information
Use this envelope to verify the voter information provided. Print the ATV and take it to the Paper Ballot table to select the appropriate ballot.

9-Digit Voter Identification Number:

LID: _____

Precinct Identifier: _____

Ballot Style: _____

Precinct Election Officials Signatures
The precinct election officials witnessing this form may not be from the same political party.

Election Official 1 Signature:

_____ Date _____

Election Official 2 Signature:

_____ Date _____

SAMPLE

CHECK LIST OF ITEMS TO BE SIGNED AND RETURNED

Voting Location Managers and their designated Ride-Along must verify signature and return to the Franklin County Board of Elections at 1700 Morse Road, Columbus, Ohio 43229.

The following election supplies must be signed by designated Precinct Election Officials:

EPB Bag with EPBs

SIGNED BY >>>

- ☐ **Voting Location Manager**
- ☐ **Assigned Roster Judge**
- ☐ **Other PEO(s) who have worked on the Electronic Poll Book**

Location Workbook

SIGNED BY >>>

- ☐ **Voting Location Manager**

Printed Results Tape

SIGNED BY >>>

- ☐ **Voting Location Manager**
- ☐ **All assigned Machine Judges**

Checklist of Materials
To Be Returned

SIGNED BY >>>

- ☐ **Voting Location Manager**
- ☐ **Designated Ride-Along**

<<< VERIFY AND SIGN FOR ALL ELECTION MATERIALS TO BE RETURNED TO BOE WAREHOUSE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

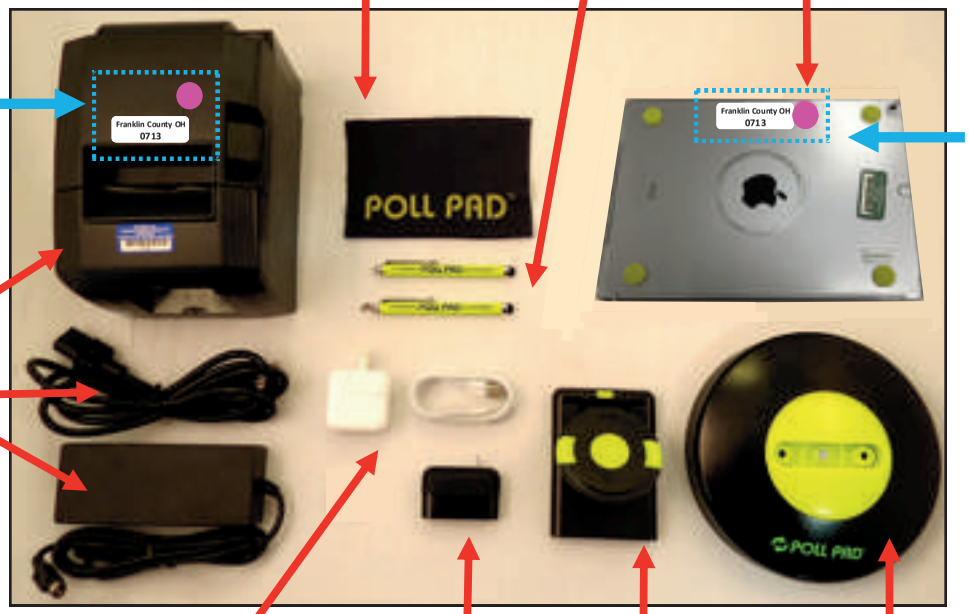
ELECTRONIC POLL BOOK COMPONENTS CHECKLIST

Please use this checklist to ensure all pieces of the EPB system are returned. Ensure the corresponding numbered printer is returned to the matching numbered case(s). The VLM is responsible for verifying and needs to sign the bottom of this checklist.

EPB PAIRING LABELS

Each Poll Pad and Printer must be set-up and packed together. Use the matching colored Dots and EPB # Labels to ensure Poll-Pad, Printer and Case matches.

Franklin County OH
0713



Poll Pad Cleaning Cloth

Stylus (2)

Poll Pad

Pairing Labels

Printer

EPB Printer Power Supply

OR

EPB Charging Adapter

EPB Charging Cord

Magnetic Card Reader

EPB Stand Arm

EPB Base

VLM SIGNATURE: _____

GREEN EPB CASE (PACK, SEAL AND SECURE ON MACHINE CART)

GUIDE

tem MUST be
side the case
am as a guide.

Security Lock Tie

(Seal and Record at Closing Procedure)

PB Stand Arm

inter

ylus (2)

lagnetic Card Reader

LID# 1001 **<Election Type>, <Election Date>**

Electronic Poll Book Security Record

iSync #: _____

iSync #: _____

Opening the Polls

The total number of Electronic Poll Books assigned for this location is: 3 EPBs

The total number of EPB Bags received: 1 Bag(s). [*If you received 2 EPB Bags, use the back of this form for the second bag.*] **Please record the number on the Security Lock Tie from the EPB Bag(s) below.**

EPB Bag Security Lock Tie #_____

Please record each Green EPB Case number (located on the bottom left corner of the barcoded sticker hanging on the handle of the case) and the seal number from the Security Lock Tie (located on the edge near the corner of the Green EPB Case). After recording the numbers for each Green EPB Case, remove the Security Lock Tie and open the case. Verify that the Printer number matches that on the outside of the case.

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

Open the EPB Bag and remove the Electronic Poll Books and match them up with the proper printer. There are 2 ways to match up the printer with the EPB. 1) Match the number printed on the label on the back of the EPB with the number printed on the label on top of the printer. 2) Match the color dot on the back of the EPB with the color dot on top of the printer. Continue to set up the EPBs.

Closing the Polls

Pack the Electronic Poll Books back into the EPB Bag. Prior to closing and sealing the EPB Bag, make sure all the Electronic Poll Books are accounted for and are in the bag. Place a Security Lock Tie through both eyelets of the zipper pull tabs. Please record the Security Lock Tie number applied to the EPB Bag below.

EPB Bag Security Lock Tie #_____

Pack all remaining EPB components into the Green EPB Case. Prior to closing and sealing the Green EPB Case, please verify that all Electronic Poll Book components are inventoried and placed correctly in the case (use the Electronic Poll Book Components Checklist). Place the Security Lock Tie placed through the hole on the edge near the corner of the case. Please record the Security Lock Tie number applied to the cases below.

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

Green EPB Case #_____ Security Lock Tie # _____

We, the undersigned Roster Judges and Voting Location Manager, attest that all information on this record is true and accurate to the best of our knowledge.

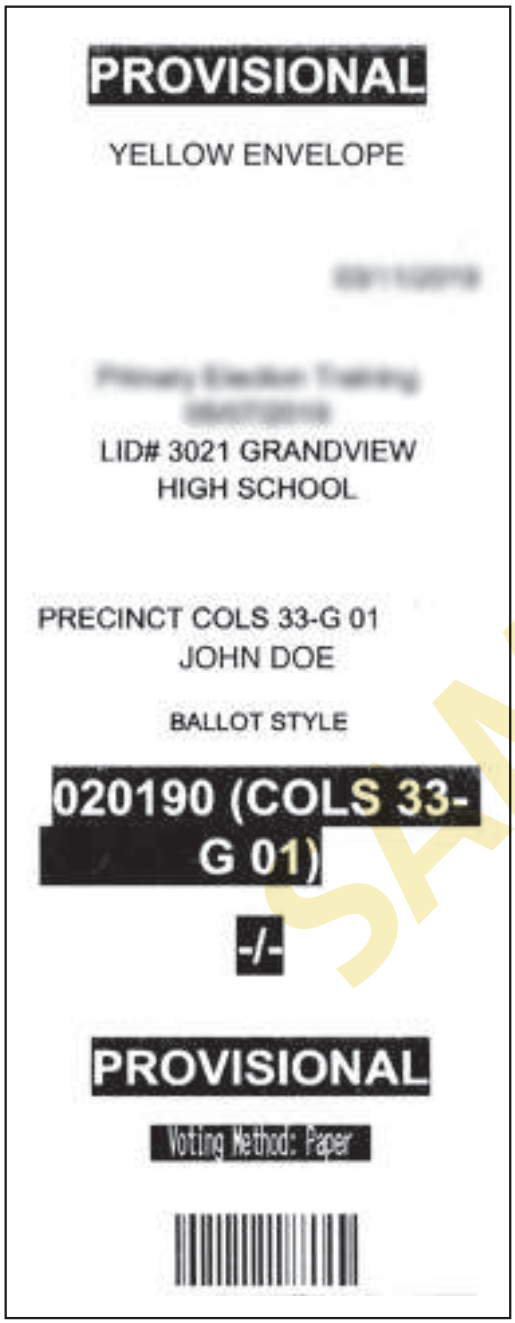
Voting Location Manager Signature: _____

Roster Judge Signatures: _____ _____

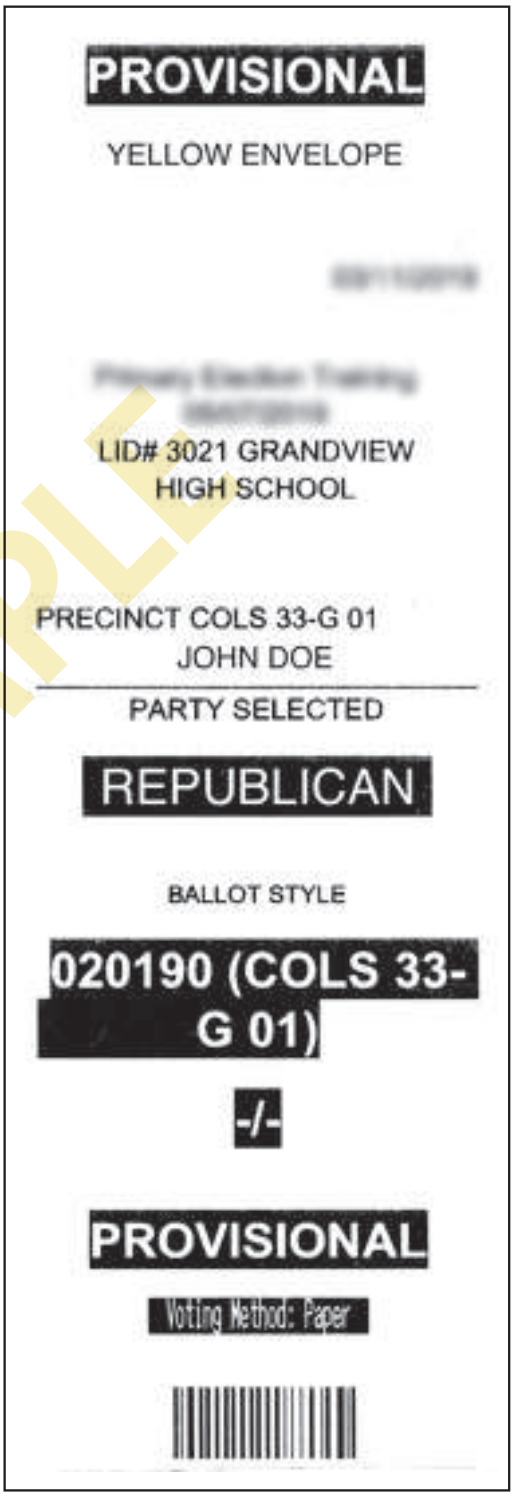
_____ _____ _____

REASON FOR PROVISIONAL BALLOT SLIP

GENERAL ELECTIONS



PRIMARY ELECTIONS



SAMPLE

VOTER CONTACT PAGE

The following voters appeared at the polls to vote on this date and were unable to cast a ballot due to problems. Name, address and phone number are to be recorded and the voter contacted when the problem is corrected.

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

SAMPLE

LID# 3021 **Zone #1**

Roster Workbook Problems and Corrections

Record problems and corrections below and initial your entry in the space provided.

Page #	Voter's Name	Time of Day	PEO's Initials	Specific description of item(s) to be reported to the Board

SAMPLE

VOTER REGISTRATION/ CHANGE OF ADDRESS FORM

1. Are you a U.S. citizen? ☐ Yes ☐ No
2. Will you be at least 18 years of age on or before the next general election? ☐ Yes ☐ No
If you answered NO to either of the questions, do not complete this form.

First Name

FOR BOARD USE ONLY

Your Signature →

Date ____/____/____
MO DAY YR

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

ELECTION DAY BALANCE SHEET

Machine | Paper | Roster | VLM

ELECTION DAY BALANCE SHEET

LID# 3021

Prior to 6:30 A.M.

Blank Ballot Cards Received	

Around the times specified, record the public count from each Ballot Counter. Copy the total Public Count Reading from each Ballot Counter to the table at the bottom of the page. Record and add the total number of tick marks for Fleeing Voters, the number of tick marks for Curbside Voters and the number of tick marks for Kiosk Chute Voters to get the Number of Voters. Record and add the number of ATVs at the Ballot Markers and the Paper Table to get the Total ATVs Issued. Record the total number of EPB Check-in Counts for all EPBs at the Roster Table. Compare the Number of Votes, Total ATVs Issued and EPB Check-in Counts. If they do not agree, please make a note at the end of this form.

9 A.M. COUNTS

	Pre-Printed Ballots (DS200 Ballots)		Voted Ballot Cards (ExpressVote Cards)	=	Total Public Count
Ballot Counter 1		+			
Ballot Counter 2		+			+
Ballot Counter 3		+			+

Grand Total	=
Fleeing Voter (Total Tick Marks on ATV Envelopes at Markers)	+
Curbside Voters (Total Tick Marks on Pre-Printed Paper Ballot Reconciliation)	+
Kiosk Chute Ballots (Total Tick Marks on ATV Envelope at Kiosk(s))	+
Number of Voters as of 9 a.m.	=

ATVs at Ballot Markers & Kiosk(s)	
ATVs at Paper Table	+
Total ATVs Issued	=

EPB Check-In Counts	=

1 P.M. COUNTS

	Pre-Printed Ballots (DS200 Ballots)		Voted Ballot Cards (ExpressVote Cards)	=	Total Public Count
Ballot Counter 1		+			
Ballot Counter 2		+			+
Ballot Counter 3		+			+

Grand Total	=
Fleeing Voter (Total Tick Marks on ATV Envelopes at Markers)	+
Curbside Voters (Total Tick Marks on Pre-Printed Paper Ballot Reconciliation)	+
Kiosk Chute Ballots (Total Tick Marks on ATV Envelope at Kiosk(s))	+
Number of Voters as of 1 p.m.	=

New ATVs since previous counts ONLY

Total ATVs from 9 A.M. COUNTS	
ATVs at Ballot Markers & Kiosk(s)	
ATVs at Paper Table	+
Total ATVs Issued	=

EPB Check-In Counts	=

SAMPLE

PRINTED REGISTER OF VOTERS LIST

All Voters Summary Report
Franklin County
Primary 2017
LID# 3021 GRANDVIEW HIGH SCHOOL
Pollpad Franklin County 0529

05/02/2017 4:00 PM

TOTAL VOTERS: 3,181
CHECK -INS: 842
PROVISIONAL: 7
TURNOUT: 32%
ACTIVE VOTERS: 842
INACTIVE VOTERS: 0

_ _ _ _ _ _ _ _ _ _ _ _

Precinct: COLS 33-D 01 Split:

ABDULLAH, MUHAMMED S
1525 Glenn Ave, Columbus, OH 43212
Voted on: 05/02/2017

_ _ _ _ _ _ _ _ _ _ _ _
BLACKBURN, OWEN M
1371 Elmwood Ave, Columbus, OH 43212
Voted on: 05/02/2017

_ _ _ _ _ _ _ _ _ _ _ _
COOPER, ISSAC J
1549 North Star Ave, Columbus, OH 43212
Voted on: 05/02/2017

_ _ _ _ _ _ _ _ _ _ _ _

PRECINCT SEPARATION

Precinct voters printed alphabetically and cut by EPB printer to tear / post

Precinct: GRANDVIEW -B 01 Split:

BECKETT, ALEXANDER
855 Grandview Ave, Columbus OH 43212
Voted on: 05/02/2017

_ _ _ _ _ _ _ _ _ _ _ _
HOFFMAN, RILEY A
1128 Ashland Ave, Columbus OH 43212
Voted on: 05/02/2017

_ _ _ _ _ _ _ _ _ _ _ _

PRECINCT SEPARATION

Precinct voters printed alphabetically and cut by EPB printer to tear / post

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

Form No. 10-X Prescribed by Secretary of State (08-17)

Statements Of Persons Challenged As To Party Affiliation

R.C. 3513.19, .20

_____ _____ _____
(ward) (precinct) (city, village or township)

(fill in date, year, county, city, village or township, ward and precinct before electors sign)

At the Primary Election held on the _____ day of _____, _____each of the electors named below were challenged as being ineligible to vote on the basis that he or she was not affiliated with or was not a member of the political party whose ballot he or she requested.

State of Ohio, County of _____ :

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

I, _____ , of _____
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

_____
(Signature of Person Challenged)

_____
(Signature of Precinct Election Official)

Right to Vote
☐ Approved ☐ Rejected

I, _____ , of _____
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

_____
(Signature of Person Challenged)

_____
(Signature of Precinct Election Official)

Right to Vote
☐ Approved ☐ Rejected

I, _____ , of _____
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

_____
(Signature of Person Challenged)

_____
(Signature of Precinct Election Official)

Right to Vote
☐ Approved ☐ Rejected

I, _____ , of _____
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

_____
(Signature of Person Challenged)

_____
(Signature of Precinct Election Official)

Right to Vote
☐ Approved ☐ Rejected

SAMPLE

Form No. 10-L Prescribed by the Secretary of State (08-17)

Notice of Change of Name

R.C. 3503.16(B)(1)(b)

Voter's new legal name: _____

Voter's former name: _____

Voting residence address:

Street Address _____

City, Village or Post Office _____

County _____ ZIP Code _____

Date of Birth _____ MM/DD/YYYY

☐ Your Ohio driver's license number *(two letters followed by six numbers)* _____ , **or,** if you do not have a driver's license,

☐ The last four digits of your Social Security number _____ , **or,** if you have neither,

☐ Please check this box indicating that you have none of the above.

I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.

X _____ _____ MM/DD/YYYY

(Signature of Voter) (Date Signed)

Your former signature: _____

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

INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a *regular* ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where he or she may cast a *provisional* ballot.

2. Check the appropriate box indicating type of legal proof of name change provided:

   ☐ Marriage License

   ☐ Court Order

   ☐ Other: _____

3. Precinct Election Official Signature: _____

SAMPLE

PROVISIONAL ENVELOPE

Form No. 12-B Prescribed by the Secretary of State (08-17)

Provisional Ballot Affirmation

print clearly

R.C. 3503.16; 3505.18; .181; .182; .183.

Full Name
Required

1

First _____ Middle _____

Last _____ Suffix _____

Date of Birth
Required

2

Date of Birth *(Do not write today's date here)* _____

Current Ohio Address
Required

3

Street Address *(No P.O. Boxes)* _____ County _____

City/Village _____ ZIP _____

Former Address
Not Required

If you do not provide your former address it will not cause your ballot to be rejected.

4

If you do not complete this step, it will not cause your ballot to be rejected.

Have you moved without updating your voter registration? ☐ Yes ☐ No

Street Address *(No P.O. Boxes)* _____

City/Village _____ State _____ ZIP _____

Identification
Required

Do ONE of the following:

- Write your full Ohio driver's license or state identification card number, or
- Write the last four digits of your Social Security number, or
- Check the box next to the form of identification you showed to the precinct election official.

5

If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.

☐ Your Ohio driver's license number or state identification card number *(2 letters followed by 6 numbers)* _____

☐ Last four digits of your Social Security number _____

☐ Military identification Card

☐ Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address.

☐ Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed.

Affirmation
Required

6

I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X _____

Today's Date _____

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

Failure by the precinct election official to complete this section will not affect whether or not this provisional ballot is counted.

	For Office Use Only
LID: _____ **Precinct Identifier:** _____	
Ballot Style: _____ **Party or Issues Only:** _____ (PARTISAN PRIMARIES ONLY)	
Machine Code: _____	
PEO's Printed Name & Date: _____	

SAMPLE

PROVISIONAL ENVELOPE TEMPLATE

USE THIS TEMPLATE TO CHECK EVERY PROVISIONAL ENVELOPE

NAME _____

BIRTH DATE _____

CURRENT ADDRESS _____

ONE SECTION SHOULD BE COMPLETED OR REMIND VOTER HE OR SHE MUST PRESENT A VALID I.D. AT THE BOARD OF ELECTIONS WITHIN 7 DAYS

- DRIVER'S LICENSE # / STATE I.D. # _____
- LAST 4 S.S. #
- MILITARY I.D.
- NON-PHOTO I.D.
- OTHER PHOTO I.D.

SIGNATURE _____

DATE

LID _____ _____ PRECINCT IDENTIFIER

BALLOT STYLE _____ _____ PARTY OR ISSUE

PRINTED NAME & DATE _____

PLEASE RETURN TEMPLATE WITH YOUR SUPPLIES

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

SPOILED BALLOT ENVELOPE

Collect and return all voided and spoiled ballots
in this envelope and return in the Unvoted Ballot Bag.

SAMPLE

AUTHORITY-TO-VOTE ENVELOPE

FRANKLIN COUNTY

AUTHORITY-TO-VOTE SLIPS

PUT ALL AUTHORITY TO VOTE (ATV) SLIPS
IN THIS ENVELOPE

Attach at least one Authority-To-Vote Envelope to the exterior of a privacy shield on each Ballot Marker Table. Attach an Authority-To-Vote Envelope to the back of each Kiosk.

AT THE END OF ELECTION DAY, PUT ALL ATV SLIPS
IN AN ATV ENVELOPE AND PLACE INSIDE
THE BALLOT BOX BEFORE IT IS SEALED

Place a tick mark in the box below every time you must cancel a voter's voting session because the voter left without printing their Ballot Card. Make a note on the Problems and Corrections page in the Location Workbook.	Make a tick mark in the box below every time a voter has their Ballot Card drop directly into the Kiosk Chute. Use this and the Cancelled Ballot information to complete the Election Day Balance Sheet.
CANCELLED BALLOTS (Fleeing Voter)	KIOSK CHUTE BALLOTS

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

_____

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

_____

_____

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

_____
Signature of Precinct Election Official

_____ _____
Precinct Name/Number Polling Place Name

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

SAMPLE

Form No. 12-H Prescribed by Secretary of State (08-17)

PROVISIONAL BALLOT NOTICE

This Notice must be provided to every person who votes a Provisional Ballot.

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn if you need to provide a required form of identification in order for your ballot to be counted in the [redacted] election, or to learn after [redacted] whether it was counted, please call the PROVISIONAL VOTER HOTLINE at:

(866) OHIO-VOTE (866-644-6868)

This Hotline is available from [redacted] If you are required to provide more information (see below) for your ballot to count, you have until 7 days after Election Day (from [redacted] through [redacted] to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling (866) OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at

www.sos.state.oh.us/sos/elections/electionsofficials/boeDirectory.aspx

Your Board of Elections is: Franklin **County Board of Elections**

Board office hours are: 8:00 **a.m. to** 5:00 **p.m., Monday through Friday.**

The Provisional Voter Hotline will also allow you to learn whether your provisional ballot was counted, and if it was not counted, why it was not counted.

IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 7 DAYS AFTER THE ELECTION:

1. You had none of the required forms of identification, or you were unable to provide the required forms of identification.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility. The following are acceptable forms of identity:

A current and valid photo identification, a military identification, or a copy of a current (within 12 months of Election Day) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of a voter registration mailed by a board of elections) that shows your name and current address.

It is acceptable for your Ohio driver's license or state issued identification card to not contain your current address.

"Other government document" may include, by way of example, fishing and marine equipment operator's licenses; license renewal notices and other notices; court papers; grade reports or transcripts, showing your name and current address. "Government office" includes any local (including county, city, township, school district and village), state or federal (United States) government office, branch, agency, commission, public college or university or public community college, whether or not in Ohio.

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

LID# 3021 – Columbus 33 D, Columbus 33 G & Grandview B
PRE-PRINTED BALLOT STATION SECURITY SEAL FORM

Opening the Polls – Pre-Printed Ballot Station

1. **Voted Ballot Bag(s)**
   a. Verify that there is nothing in the bag.
   b. Seal the zipper side with a ballot bag security seal (found in the Seal Pouch in the red VOTR Book). ***Do not seal the ballot slot***. Record the seal number in the chart below.

If you need additional Voted Ballot Bags call the Board of Elections at 614/525-4100.

Closing the Polls – Pre-Printed Ballot Station

1. **Voted Ballot Bag(s)**
   a. Seal the ballot slot using a ballot bag security seal and record the number in the chart below.
2. **Pre-Printed Ballot Reconciliation Form**
   a. Inventory the unused and spoiled Pre-Printed Ballots and record the information.
3. **Unvoted Ballot Bag(s)**
   a. Record the number of a new ballot bag security seal (for the zippered side) in the chart below.
   b. Place unvoted pre-printed ballots, unvoted blank ballot cards, any pre-printed ballot stubs, the Spoiled Ballots Envelope and Paper Workbook inside.
   c. Seal the zippered side with the new recorded ballot bag security seal.

	Ballot Bag Security Seal Numbers				
	Opening the Polls			Closing the Polls	
Voted Ballot Bag(s)	*Zippered side* ***(apply new seal)***	*Slotted side*		*Zippered side* ***(same)***	*Slotted side* ***(apply new seal)***
Bag 1		***do not seal***			
Bag 2		***do not seal***			
Bag 3		***do not seal***			
Bag 4		***do not seal***			
Bag 5		***do not seal***			
Bag 6		***do not seal***			

Unvoted Ballot Bag(s)	*Store in Machine Cart until Closing*	*Zippered side* ***(apply new seal)***	
Bag 1			
Bag 2			
Bag 3			
Bag 4			
Bag 5			
Bag 6			

The VLM must return ALL Voted and Unvoted Ballot Bags to the Warehouse at the end of Election Day

SAMPLE

LID# 3021

PRE-PRINTED BALLOT RECONCILIATION SHEET

Remove the pad(s) of ballots from the Main Bin of the Ballot Counter and inventory the ballots issued to your location. Verify the party and ballot style number on the pad and also verify the number of ballots supplied. At the end of the day, count the number of ballots on the pad that are unused and record that number in the space provided.

Precinct Name and Split	Ballot Style #	Applicable Party Ballots (Party ballot choice available in said split)	Number of Ballots on the Pad (as the polls open)	Number of Ballots Remaining on the Pad (unused – as the polls are closed)
COLS 33-D 01	185	Nonpartisan	25	
COLS 33-G 01	190	Nonpartisan	25	
COLS 33-G 02	192	Nonpartisan	25	
GRANDVIEW-B 01	195	Nonpartisan	25	
GRANDVIEW-B 02	200	Nonpartisan	25	

Tracking Pre-Printed Ballots Used

In the space provided below please keep track of the number of persons voting curbside Pre-Printed Ballots or Provisional Pre-Printed Ballots by placing a tick mark in the appropriate category below for each ballot issued.

Voided and mismarked Pre-Printed Ballots returned by the voter and exchanged for a replacement ballot should be secured in the "Spoiled Ballots Envelope" and returned in the **Unvoted Ballot Bag**.

****NO MORE THAN 2 REPLACEMENT BALLOTS MAY BE ISSUED TO A VOTER****

Ballot Type	Ongoing Count (Record a tick mark below as a ballot is issued)	Total
Regular Pre-Printed Ballots		
Provisional Pre-Printed Ballots (Yellow)		
Curbside Pre-Printed Ballots (Pink)		
17 Year Old Pre-Printed Ballot		
Total Pre-Printed Ballots Used		

NEW Track the number of Pre-printed Ballots and Ballot Cards (if any) spoiled/voided.

SPOILED BALLOTS		
Spoiled and Voided PRE-PRINTED Ballots		
Spoiled and Voided BALLOT CARDS		

NEW Also, track the number (if any) of Voters who change their voting method.

METHOD CHANGES		
Pre-Printed Ballot to Ballot Card		
Ballot Card to Pre-Printed Ballot		

ADA Provisional Ballots (voted on Ballot Marker)		

Section appears on form for Primary Elections only.

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

COUNTY STREET AND ROAD GUIDE WITH VOTING LOCATION LISTING

This Guide is designed to help you find the correct voting precinct and voting location for lost voters.

The guide is divided into two sections: The *County Street and Road Guide* (white pages) and the *Voting Location Listing* (green pages)

The County Street and Road Guide lists all streets and roads in Franklin County alphabetically and by house number ranges (even, odd, and all). Directional indicators will not affect the alpha listing (i.e. N Addison Pl will be found in the A section, not the N section). When you have located the voter's address range, find the precinct name listed after the zip code for that range*. If the precinct does not vote at your location, write the precinct name on the ***Voter Transfer Form*** and determine the proper voting location for that precinct in the *Voting Location Listing* (green pages).

The *Voter Location Listing* contains all the voting locations in alphabetical order by precinct name*. Next to the precinct name is the assigned voting location name and address. Write the location name and address on the

*At some locations, not all precincts will have something to vote on. In the *County Street and Road Guide*, if there is no election for an address, the general indexer will indicate "No Ballot". Precincts that do not have an election will not appear in the Voter Location Listing for

ELECTION POLL LOCATIONS BY CONSOLIDATED PRECINCT REPORT
PRINTED : 7/28/2011 8:17:27 AM

FRANKLIN COUNTY BOARD OF ELECTIONS
2011 GENERAL ELECTION

PREC NAME	POLL LOCATION
COLS 69-I	NOOR ISLAMIC CULTURAL CENTER 5001 WILCOX ROAD DUBLIN , OH 43017
COLS 69-J	THOMAS ELEMENTARY SCHOOL 4671 TUTTLE CROSSING BOULEVARD DUBLIN , OH 43017
COLS 69-K	NOOR ISLAMIC CULTURAL CENTER 5001 WILCOX ROAD DUBLIN , OH 43017
COLS 70-A	ECOLE KENWOOD ELEMENTARY SCHOOL 3770 SHATTUCK AVENUE COLUMBUS , OH 43220
COLS 70-B	WINTERSET ELEMENTARY SCHOOL 4776 WINTERSET DRIVE COLUMBUS , OH 43220
COLS 70-C	NORTHWEST CHRISTIAN CHURCH 1340 FISHINGER ROAD COLUMBUS , OH 43221
COLS 70-D	RIDGEVIEW MIDDLE SCHOOL 4241 RUDY ROAD COLUMBUS , OH 43214

POLL LOCATION STREET GUIDE
PRINTED 07/28/2011 8:15:30 AM

FRANKLIN COUNTY BOARD OF ELECTIONS

STREET NAME	HOUSE RANGE	CITY	PRECINCT
BLENDON POND DR	4949 ALL # TO 5040	WESTERVILLE, 43081	COLS 73-A
BLENDON RAVINE CT	4961 ALL # TO 5042	GAHANNA, 43230	COLS 73-C
BLENDON VALLEY DR	5600 ALL # TO 5799	GAHANNA, 43230	COLS 73-B
BLENDON VIEW CT	5600 EVEN # TO 5700	GAHANNA, 43230	COLS 73-A
BLENDON VIEW CT	5601 ODD # TO 5699	GAHANNA, 43230	COLS 73-A
BLENDON WAY DR	4016 EVEN # TO 4126	GAHANNA, 43230	COLS 73-D
BLENDON WAY DR	4021 ODD # TO 4129	GAHANNA, 43230	COLS 73-D
BLENDON WOODS BLVD	2500 EVEN # TO 2840	COLUMBUS, 43231	COLS 66-F
BLENDON WOODS BLVD	2551 ODD # TO 2631	COLUMBUS, 43231	COLS 66-E
BLENDON WOODS BLVD	2655 ODD # TO 2839	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2841 ODD # TO 2999	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2842 EVEN # TO 4000	COLUMBUS, 43231	COLS 66-D
BLENDON WOODS BLVD	3001 ODD # TO 3007	COLUMBUS, 43231	COLS 66-C
BLENDONBROOK LN	5700 EVEN # TO 5898	GAHANNA, 43230	COLS 73-D
BLENDONBROOK LN	5701 ODD # TO 5899	GAHANNA, 43230	COLS 73-D
BLENDONRIDGE DR	5613 ODD # TO 5699	GAHANNA, 43230	COLS 73-D
BLENDONRIDGE DR	5622 EVEN # TO 5688	GAHANNA, 43230	COLS 73-D
BLENHEIM RD	1 ODD # TO 317	COLUMBUS, 43214	COLS 19-D
BLENHEIM RD	2 EVEN # TO 168	COLUMBUS, 43214	COLS 19-D
BLENHEIM RD	170 EVEN # TO 318	COLUMBUS, 43214	COLS 19-D
BLENHEIM RD	319 ODD # TO 523	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	320 EVEN # TO 524	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	525 ODD # TO 685	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	526 EVEN # TO 686	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	687 ODD # TO 799	COLUMBUS, 43214	COLS 43-A
BLENHEIM RD	688 EVEN # TO 798	COLUMBUS, 43214	COLS 43-A
BLENHEIM RD	800 EVEN # TO 1030	COLUMBUS, 43224	COLS 43-A
BLENHEIM RD	801 ODD # TO 849	COLUMBUS, 43224	COLS 43-A
BLENHEIM RD	851 ODD # TO 1031	COLUMBUS, 43224	COLS 43-A
E BLENKNER ST	1 ODD # TO 99	COLUMBUS, 43215	COLS 08-C
E BLENKNER ST	2 EVEN # TO 98	COLUMBUS, 43215	COLS 08-C
E BLENKNER ST	100 EVEN # TO 128	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	101 ODD # TO 127	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	129 ODD # TO 191	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	130 EVEN # TO 190	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	192 EVEN # TO 218	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	193 ODD # TO 219	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	220 EVEN # TO 340	COLUMBUS, 43206	COLS 08-D
E BLENKNER ST	221 ODD # TO 341	COLUMBUS, 43206	COLS 08-D
E BLENKNER ST	342 EVEN # TO 594	COLUMBUS, 43206	COLS 08-D
E BLENKNER ST	343 ODD # TO 595	COLUMBUS, 43206	COLS 08-D
W BLENKNER ST	1 ODD # TO 99	COLUMBUS, 43215	COLS 08-C
W BLENKNER ST	2 EVEN # TO 98	COLUMBUS, 43215	COLS 08-C
BLESSING DR	8680 EVEN # TO 8770	POWELL, 43065	COLS 65-C
BLESSING DR	8701 ODD # TO 8747	POWELL, 43065	COLS 65-C
BLESSINGTON CT	7100 EVEN # TO 7200	DUBLIN, 43017	DUB 4-E
BLESSINGTON CT	7101 ODD # TO 7199	DUBLIN, 43017	DUB 4-E
BLICKLING DR	6487 ALL # TO 6523	DUBLIN, 43017	COLS 64-E
BLIND BROOK CT	8100 ALL # TO 8199	COLUMBUS, 43235	PERRY-A
BLIND BROOK DR	800 ALL # TO 1299	COLUMBUS, 43235	PERRY-A
BLINNTON PL	5696 ALL # TO 5731	COLUMBUS, 43235	COLS 63-G
BLISS ST	1400 ALL # TO 1599	COLUMBUS, 43219	COLS 06-A
BLODWEN CIR	2230 EVEN # TO 2332	GROVE CITY, 43123	GROVE CITY 4-D
BLODWEN CIR	2241 ODD # TO 3325	GROVE CITY, 43123	GROVE CITY 4-D
BLOOM DR	2582 ALL # TO 2687	COLUMBUS, 43219	COLS 25-H
BLOOMFIELD PL	7400 ALL # TO 7499	DUBLIN, 43016	COLS 74-B
BLOOMINGTON BLVD	1405 ODD # TO 1465	COLUMBUS, 43228	COLS 75-F
BLOOMINGTON BLVD	1410 EVEN # TO 1456	COLUMBUS, 43228	COLS 75-F
BLOSSOM AVE	2643 ODD # TO 2745	COLUMBUS, 43231	COLS 66-E
BLOSSOM AVE	2644 EVEN # TO 2836	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2769 ODD # TO 2835	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2837 ODD # TO 2955	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2838 EVEN # TO 2926	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2928 EVEN # TO 2960	COLUMBUS, 43231	COLS 66-C
BLOSSOM CT	5864 EVEN # TO 5898	COLUMBUS, 43231	COLS 66-C
BLOSSOM CT	5865 ODD # TO 5899	COLUMBUS, 43231	COLS 66-C
BLOSSOM CT	0 ALL # TO 99999	GROVEPORT, 43125	GROVEPORT-A
BLOSSOM WAY	4870 ALL # TO 4939	GROVE CITY, 43123	GROVE CITY 2-E
BLOSSOM GATE DR	7179 ODD # TO 7237	PICKERINGTON, 43147	COLS 86-D
BLOSSOM GATE DR	7200 EVEN # TO 7228	PICKERINGTON, 43147	COLS 86-D
BLOSSOM GREEN WAY	6600 ALL # TO 6699	CANAL WINCHESTER, 43110	COLS 86-D
BLOXOM ST	2300 EVEN # TO 2600	GROVE CITY, 43123	COLS 79-C
BLOXOM ST	2301 ODD # TO 2601	GROVE CITY, 43123	COLS 79-C
BLUE ASH CT	7769 ALL # TO 7788	CANAL WINCHESTER, 43110	CANAL WIN-A
BLUE ASH PL	1680 EVEN # TO 1760	COLUMBUS, 43229	COLS 54-C
BLUE ASH PL	1681 ODD # TO 1761	COLUMBUS, 43229	COLS 54-D
BLUE ASH RD	5100 EVEN # TO 5338	COLUMBUS, 43229	COLS 54-D
BLUE ASH RD	5101 ODD # TO 5337	COLUMBUS, 43229	COLS 54-D
BLUE ASH RD	5339 ODD # TO 5601	COLUMBUS, 43229	COLS 54-C
BLUE ASH RD	5340 EVEN # TO 5600	COLUMBUS, 43229	COLS 54-D
BLUE BELL CT	5300 EVEN # TO 5500	GROVE CITY, 43123	GROVE CITY 3-D
BLUE BELL CT	5301 ODD # TO 5499	GROVE CITY, 43123	GROVE CITY 3-D
BLUE BELL LN	2100 EVEN # TO 2300	GROVE CITY, 43123	GROVE CITY 3-D
BLUE BELL LN	2101 ODD # TO 2299	GROVE CITY, 43123	GROVE CITY 3-D
BLUE CLOUD LN	5400 EVEN # TO 5498	WESTERVILLE, 43081	COLS 82-A
BLUE CLOUD LN	5401 ODD # TO 5499	WESTERVILLE, 43081	COLS 82-A
BLUE COAT LN	4072 ALL # TO 4105	GAHANNA, 43230	COLS 73-E
BLUE FOX CT	2215 ALL # TO 2255	COLUMBUS, 43235	COLS 74-E
BLUE FOX LN	7463 ALL # TO 7511	COLUMBUS, 43235	COLS 74-E
BLUE HEN PL	6059 ALL # TO 6102	WESTERVILLE, 43081	BLENDON-D
BLUE HERON LN	6320 EVEN # TO 6352	COLUMBUS, 43230	COLS 73-J
BLUE HERON LN	6323 ODD # TO 6355	COLUMBUS, 43230	COLS 73-J
BLUE JACKET RD	4600 EVEN # TO 4898	WESTERVILLE, 43081	COLS 82-C
BLUE JACKET RD	4601 ODD # TO 4899	WESTERVILLE, 43081	COLS 82-C
BLUE JACKET RD	4900 EVEN # TO 5200	WESTERVILLE, 43081	COLS 82-A
BLUE JACKET RD	4901 ODD # TO 5201	WESTERVILLE, 43081	COLS 82-A
BLUE KNOLL DR	6300 ALL # TO 6499	CANAL WINCHESTER, 43110	COLS 86-E
BLUE LAGOON LN	5500 EVEN # TO 5700	HILLIARD, 43026	COLS 75-D
BLUE LAGOON LN	5501 ODD # TO 5699	HILLIARD, 43026	COLS 75-D
BLUE LAKE AVE	8300 ALL # TO 8599	GALLOWAY, 43119	PRAIRIE-E
BLUE LAKE CIR	8400 ALL # TO 8599	GALLOWAY, 43119	PRAIRIE-E
BLUE LARGO CT	4503 ALL # TO 4546	GAHANNA, 43230	COLS 83-B
BLUE MEADOW CT	5000 EVEN # TO 5100	COLUMBUS, 43231	COLS 81-E
BLUE MEADOW CT	5031 ODD # TO 5099	COLUMBUS, 43231	COLS 81-E

SAMPLE

YELLOW POLLING LOCATION STREET GUIDE

For General Elections, The Ballot Style Column will only show one ballot style per precict identifier.

FRANKLIN COUNTY BOARD OF ELECTIONS
POLLING LOCATION STREET AND ROAD GUIDE
RUN DATE:03/06/2014

LID# 5004

LOCAL NUMBER 1466 UNION HALL

STREET NAME		ADDRESS RANGE			CITY & ZIP	PRECINCT IDENTIFIER	LID# 5004 BALLOT STYLE DEM	GRE	LIB	REP	ISS
AMBROSE BND	all house numbers	7700	TO	7999	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
AMELIA DR	even house numbers	7700	TO	7798	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
AMELIA DR	odd house numbers	7701	TO	7799	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
ANNE CT	even house numbers	7100	TO	7200	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
ANNE CT	odd house numbers	7101	TO	7199	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
ASDEN CT	even house numbers	7500	TO	7698	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASDEN CT	odd house numbers	7501	TO	7699	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CIR	even house numbers	7700	TO	7898	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CIR	odd house numbers	7701	TO	7899	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CT	even house numbers	200	TO	398	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CT	odd house numbers	201	TO	399	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
BAINBROOK CT	even house numbers	600	TO	698	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BAINBROOK CT	odd house numbers	601	TO	699	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BELLOW PARK CT	all house numbers	500	TO	599	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BELLOW PARK DR	even house numbers	7998	TO	8272	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BELLOW PARK DR	even house numbers	8282	TO	8344	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BELLOW PARK DR	odd house numbers	7981	TO	8339	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BLACKBURN CT	all house numbers	7701	TO	7743	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
BLACKOAK CT	even house numbers	600	TO	698	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BLACKOAK CT	odd house numbers	601	TO	699	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BLACKOAK DR	even house numbers	6900	TO	7100	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BLACKOAK DR	odd house numbers	6901	TO	7099	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BRIAN DR	all house numbers	800	TO	999	REYNOLDSBURG, 43068	REYNS 02-E 01	955	955	955	955	955
BRIARCLIFF RD	even house numbers	7100	TO	8000	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BRIGHTSTONE DR	even house numbers	500	TO	600	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BRIGHTSTONE DR	odd house numbers	501	TO	599	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
E BROAD ST	odd house numbers	7303	TO	7375	BLACKLICK, 43004	REYNS 02-A 01	950	950	950	950	950
E BROAD ST	odd house numbers	7543	TO	8455	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
CADY CT	all house numbers	0	TO	199	BLACKLICK, 43004	REYNS 02-A 01	950	950	950	950	950
CATON DR	all house numbers	635	TO	709	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
CHERITON CIR	all house numbers	7700	TO	7999	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
CHEYENNE WAY	all house numbers	309	TO	412	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
COTTINGHAM RD	all house numbers	976	TO	1063	REYNOLDSBURG, 43068	REYNS 02-E 01	955	955	955	955	955
CULPEPPER DR	all house numbers	603	TO	706	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
DAUGHERTY DR	even house numbers	6868	TO	7168	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946

DEM = DEMOCRATIC GRE = GREEN LIB = LIBERTARIAN REP = REPUBLICAN ISS = ISSUES AND QUESTIONS ONLY

PAGE: -1-

MENU PATH:FILES.13.01 SCREEN:STREET MAINTENANCE REPORT:#1079

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

IMPORTANT INSTRUCTIONS
FOR FILLING OUT A BALLOT

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example: ● Not: ⊖ ⊘ ⊗
- Do not mark the ballot for more choices than allowed. If you mark more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request up to two replacement ballots.

SAMPLE

ENVELOPE FOR 17-YEAR-OLD VOTERS

17 YEAR
OLD VOTER

SAMPLE

INSTRUCTIONS FOR 17-YEAR-OLD VOTERS

17-Year Old Voter Instructions: Voting Your Optical Scan Ballot

A 17-year old registered voter who will be 18 years of age on or before the date of the next general election may vote in a primary election, including for Presidential delegates. You CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

Please read the following instructions on how to mark your ballot:

1. Before marking your ballot, make sure that there are not any marks on it.
2. If there are marks on the ballot, please return the ballot to the election officials for a clean ballot with no marks already on it.
3. Read the directions on the unmarked ballot carefully before you vote:
   - ✓ If the ballot allows you to cast **one** vote for a particular office, you may fill in only **one** oval or box on your ballot.
   - ✓ If the ballot allows you to cast more than **one** vote for the same office, you may fill in the maximum number of ovals or boxes allowed by the directions.
   - ✓ If you vote for fewer candidates than the maximum number allowed by the directions for a particular office, you have under voted that contest and your vote will be counted
   - ✓ If you vote for more candidates than the maximum number allowed by the directions for a particular office, you have over voted that contest and your vote for that contest only will NOT be counted.
4. Use the pen or pencil provided to mark your vote on the optical scan ballot.
5. Completely fill in the oval or box to the **left** of the candidate's name you want to vote for.
6. To cast a vote for a person who has filed to be a **write-in** candidate:
   - ✓ Find the blank line provided on the ballot under the names of candidates listed for that particular office.
   - ✓ Fill in the oval or box to the left of that blank line.
   - ✓ Clearly write the name of the write-in candidate on the blank line. Only votes for a person who previously filed with the board of election to become a write-in candidate will be counted.
7. If you have questions, ask the election officials for assistance.
8. If you make an error while marking your ballot, please take your ballot to the election officials. The election officials will void that ballot and give you a new one. You may request up to two replacement ballots.
9. Once you have completed marking your ballot, review it to make sure it reflects your votes and place it in the envelope given to you.
10. Once you place your ballot in the envelope given to you and return it to the election officials, you may not request another ballot.
11. Your ballot will be sent to the county board of elections with all the other ballots after the polls close. Your ballot does not identify you; your vote is secret.
12. CONGRATULATIONS! You have voted for the first time and taken an important first step toward being a lifelong voter and a regular participant in your government.

SAMPLE

3/11/2016

Letter Informing of 17-Year-Old Voters

Dear Precinct Election Official:

There are persons registered from your assigned voting location who are currently seventeen (17) years of age and who will turn eighteen (18) years of age on or before the date of the General Election. By law, these voters are permitted to nominate candidates to offices they will be eligible to vote for at the General Election.

A 17-Year-Old voter has a message printed on the record in the E-Poll Book. Have the voter sign the Electronic Poll Book at the Roster table. Issue the 17-Year-Old voter the printed 17 Y.O. ATV slip and have the voter report to the paper ballot station for a ballot.

At the Paper Ballot table, provide an orange lettered 17-Year-Old envelope, the 17-Year-Old voter instructions, and the correct paper ballot based on the voter's ballot style (obtained from 17 Y.O. ATV slip).

The 17-Year-Old voter will seal their marked ballot in the orange lettered envelope and drop it in the voted ballot bag.

NOTE: If you determine that a 17-Year-Old voter must vote a provisional ballot, please process that voter as a provisional voter.

Franklin County Board of Elections

SAMPLE

BALLOT STUB

Franklin County

Official General Election Ballot

November 05, 2018

For Member of Council

Elizabeth Brown

Rob Dorans

Shayla D. Favor

Joe Motil

Emmanuel Remy

Scott Singrasomboune

Tiffany N. White

Liliana Rivera Barron

For Member of Board of Education

Anthony Caldwell

Robert W. Ragland

For Judge of Municipal Court

Jodi Thomas

Trent A. Dougherty

Amy Salerno

Jessica D'Varga

For Judge of Municipal Court

James L. Green

For Judge of Municipal Court

William A. Sperlazza

Stephanie Mingo

For Mayor

Andrew J. Ginther

For the Tax Levy

Against the Tax Levy

SAMPLE

Consecutive Number

PRINTED RESULTS TAPE GUIDE

(TOP OF RESULTS TAPE)

*** VOTING RESULTS REPORT ***
08:38 PM March 12, 2019
Unit Serial Number: 0318330140

Franklin County
2019 Primary Training Election
LID# 3021 LID# 3021 Grandview Heights Hig
h School
Election Date: May 07, 2019
Poll Opened Date: March 12, 2019
Poll Opened Time: 06:40 PM
Poll Closed Date: March 12, 2019
Poll Closed Time: 08:38 PM
Public Count: 4

Protected Count: 87
Poll Voting Report

Total Standard Ballot Sheets: 1
Total ExpressVote Cards: 3

Total Sheets Processed: 4

REP For Member of Council City of Ours
Number to Vote For 3

Rep Candidate 1 1
Rep Candidate 2 0
Rep Candidate 3 0
Rep Candidate 4 1

(BOTTOM OF RESULTS TAPE)

****
PRECINCT: COLS 33-G 01
Public Count: 41
Ballot Style Counts
Ballot Style #234 41

CTY0001 #1 Proposed Charter Amendment
(Vote for 1) Total: 41
Yes 11
No 30
UnderVotes For Above contest: 0

****
PRECINCT: GRANDVIEW-B 01
Public Count:
Ballot Style Counts
Ballot Style 234

CTY0001 #1 Proposed Charter Amendment
(Vote for 1) Total: 66
Yes 12
No 44
UnderVotes For Above contest: 0

Time/ Date: 20:12:23 <Election Date>

Signature: Janice L Porter
Signature: Johnathan A. Liang
Signature: Rebecca Martinez
Signature: Bethany Ann Roberts

1 RECORD THE RESULTS

The Machine Judge must record the Public and Protective Count of each machine at closing after printing.

2 VERIFY THE RESULTS

All Machine Judges and Voting Location Managers who have operated the voting machines on Election Day are required to sign both printed results tapes.

3 POST/RETURN RESULTS

Two results tapes must be printed. One copy will be returned to the BOE inside the red VOTR book. The other copy must be posted at the entrance of the voting location for public display of the results.

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

CERTIFICATE #1

(BEFORE THE OPENING OF THE POLLS)

(To be completed by the Voting Location Manager and Election Officials)

WE HEREBY CERTIFY that on this <Election Date>, before the polls were open, these voting machines were delivered to your voting location. Said equipment storage/transportation carts were sealed.

Ballot Counter #1	**Main Ballot Bin** Blue Security Lock Tie Number **(Remove)**	**Main Ballot Bin** Blue Security Lock Tie Number **(Add)**	**Auxiliary Bin** Blue Security Lock Tie Number **(Do Not Remove)**	**Counter Lid** Blue Security Lock Tie Number **(Remove)**	**USB/Power Button Comp** Tamper Proof Security Seal Number **(Do Not Remove)**	**Public Count**
						Protective Count
Ballot Counter #2	**Main Ballot Bin** Blue Security Lock Tie Number **(Remove)**	**Main Ballot Bin** Blue Security Lock Tie Number **(Add)**	**Auxiliary Bin** Blue Security Lock Tie Number **(Do Not Remove)**	**Counter Lid** Blue Security Lock Tie Number **(Remove)**	**USB/Power Button Comp** Tamper Proof Security Seal Number **(Do Not Remove)**	**Public Count**
						Protective Count
Ballot Counter #3	**Main Ballot Bin** Blue Security Lock Tie Number **(Remove)**	**Main Ballot Bin** Blue Security Lock Tie Number **(Add)**	**Auxiliary Bin** Blue Security Lock Tie Number **(Do Not Remove)**	**Counter Lid** Blue Security Lock Tie Number **(Remove)**	**USB/Power Button Comp** Tamper Proof Security Seal Number **(Do Not Remove)**	**Public Count**
						Protective Count
Kiosks	**Kiosk #1 Chute** Blue Security Lock Tie Number **(Do Not Remove)**	**Kiosk #1 Lid** Tamper Proof Security Seal Number **(Remove)**	**Kiosk #1 Side Door** Tamper Proof Security Seal Number **(Remove)**	**Kiosk #2 Chute** Blue Security Lock Tie Number **(Do Not Remove)**	**Kiosk #2 Lid** Tamper Proof Security Seal Number **(Remove)**	**Kiosk #2 Side Door** Tamper Proof Security Seal Number **(Remove)**

Tabletop Ballot Markers	**Ballot Marker**		**Ballot Marker**		**Ballot Marker**	
	Blue Security Lock Tie Number **(Remove from Bag)**	Tamper Proof Security Seal Number **(Remove from Side Door)**	Blue Security Lock Tie Number **(Remove from Bag)**	Tamper Proof Security Seal Number **(Remove from Side Door)**	Blue Security Lock Tie Number **(Remove from Bag)**	Tamper Proof Security Seal Number **(Remove from Side Door)**
	1		13		25	
	2		14		26	
	3		15		27	
	4		16		28	
	5		17		29	
	6		18		30	
	7		19		31	
	8		20		32	
	9		21		33	
	10		22		34	
	11		23		35	
	12		24		36	

«LID1»

SAMPLE

CERTIFICATE #2

(AFTER THE CLOSING OF THE POLLS)

(To be completed by the Voting Location Manager and Election Officials)

WE HEREBY CERTIFY that on this <Election Date>, after the polls were closed and the last voter had voted, these Ballot Counters were immediately closed and the memory devices removed to be taken to the Board of Elections by the Voting Location Manager.

Ballot Counter #1	**Auxiliary Bin**	**Public Count**	**Counter Lid**	**Main Ballot Bin**	**Ballot Container**
	Blue Security Lock Tie Number **(Remove)**	(from Results Tape)	Blue Security Lock Tie Number **(Add)**	Blue Security Lock Tie Number **(Remove)**	Blue Security Lock Tie Numbers **(Add 2)**
		Protective Count (from Results Tape)			
Ballot Counter #2	**Auxiliary Bin**	**Public Count**	**Counter Lid**	**Main Ballot Bin**	**Ballot Container**
	Blue Security Lock Tie Number **(Remove)**	(from Results Tape)	Blue Security Lock Tie Number **(Add)**	Blue Security Lock Tie Number **(Remove)**	Blue Security Lock Tie Numbers **(Add 2)**
		Protective Count (from Results Tape)			
Ballot Counter #3	**Auxiliary Bin**	**Public Count**	**Counter Lid**	**Main Ballot Bin**	**Ballot Container**
	Blue Security Lock Tie Number **(Remove)**	(from Results Tape)	Blue Security Lock Tie Number **(Add)**	Blue Security Lock Tie Number **(Remove)**	Blue Security Lock Tie Numbers **(Add 2)**
		Protective Count (from Results Tape)			

Kiosks	**Kiosk Chute 1**	**Kiosk Chute 2**
	Verify Blue Security Lock Tie Number **(Do Not Remove)**	Verify Blue Security Lock Tie Number **(Do Not Remove)**
Kiosks	**Kiosk Chute Flap 1**	**Kiosk Chute Flap 2**
	Blue Security Lock Tie Number **(Add)**	Blue Security Lock Tie Number **(Add)**

All Main Ballot Bin Containers and Kiosk Chutes MUST be returned to the Board of Elections by the Voting Location Manager.

All USB Sticks MUST be returned to the Board of Elections By the Voting Location Manager.

«LID1»

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

«LID2» Regular Voter Paper Ballot Issued Log

Voter's Name from ATV Slip	Ballot Style # from ATV Slip (1 to 4 digit number)	Ballot Style # from Ballot being Issued (1 to 4 digit number)

SAMPLE

«LID2» Provisional/17 Y.O. Voter Ballot Issued Log

Voter's Name from ATV (17 Y.O.) or Yellow Envelope (Provisional)	Ballot Style # from ATV (17 Y.O.) or Yellow Envelope (Provisional)	Ballot Style # from Ballot being Issued	✓ if Provisional Voter (Verify 'X' is in Box in upper left corner of Ballot)	✓ if 17 Y.O Voter (Verify 'X' is in Box in upper left corner of Ballot)

SAMPLE

THERE MAY BE SLIGHT DISCREPANCIES FROM THE ACTUAL FORMS.

PROBLEMS & SOLUTIONS:

IN THE MORNING (TO OPEN)

POSSIBLE PROBLEM	POSSIBLE SOLUTION
Voting location is not unlocked or will not be unlocked by 5:30 AM	Open the TED mobile app on your phone – select Ready Board and set the status to 'needs assistance' Follow TED App instructions given on the VLM tabbed packet in your VLM Supply Bag If you cannot get the Ready Board status successfully set then call the PEO Hotline If keys are missing make sure to check with the VLM first to see if they are in their supplies
Equipment not found	For non-essential supplies not preventing you from processing voters at 6:30 AM - call the PEO Hotline after 9:00 AM For essential equipment needs - call the PEO Hotline immediately
Cell phone will not power on	Make sure you turned it on by holding down the bottom black button on the right side of the phone Swipe up on the screen to unlock the phone Determine if the battery is dead (Charging instructions in next listing)
Cell phone has a low battery indicator	Verify the power cord is attached to the phone and plugged into a working outlet Make sure the phone is powered on while charging
The screen went black	Press the bottom black button on the right side of the phone If the screen does not light up try charging the phone
Can't receive calls on my phone	Incoming calls will display on the phone and you will need to slide the circle to right across the bar to answer The upper right side of the phone will show how many bars you have related to signal strength – move to another spot in the room to see if there is a dead zone for service
Can't end calls on my cell phone	Press the red button on the screen to disconnect from a call

EPB TROUBLESHOOTING

POSSIBLE PROBLEM	POSSIBLE SOLUTION
Electronic Poll Book does not turn on or work	Contact the PEO Hotline, for immediate assistance.
Printer paper needs to be changed	Open Printer. Reload paper with the paper flap towards you, feeding from the bottom/underneath the roll. Close and begin printing. Advance tape by pressing "Feed" button" and touch printer icon and select Test Print.
Printer not printing	Make sure the printer is turned ON. Confirm the printer is plugged into an electrical outlet and cord connections are secure. Ensure paper is installed correctly. Confirm connection with Electronic Poll Book (printer icon at top of Home Screen glows green).
Lost pairing (connection)	Touch the Printer Icon at the top right of the screen; a dropdown will appear. Touch Pair and Connect. On the Accessory Screen, select First Star Micronics. Confirm connection; a blue light on back of printer will confirm the printing connection is successful.
Electronic Poll Book unresponsive	Press and hold the circular HOME button (on the front) and the Power button simultaneously for nine seconds, then release. The Apple logo will appear, and the Electronic Poll Book application will relaunch.
Battery running low	Place Electronic Poll Book into sleep mode by pressing and quickly releasing the power button. Take out of sleep mode by pressing the Home Button.
One of the roster table's electronic poll books needs to be replaced	The Electronic Poll Book at the Paper Ballot Table should be used as a replacement. Let the Paper Ballot Judge know that you need their Electronic Poll Book, and move it—along with its printer—to the Roster Table. Have VLM call the PEO Hotline to let them know Paper Ballot Table's Electronic Poll Book has been moved to Roster Table. Paper Ballot Judges will revert to using the Yellow Polling Location Street Guide. Record EPB change in the Problems and Corrections Page in the Roster Judge Workbook.

DURING VOTING

POSSIBLE PROBLEM	POSSIBLE SOLUTION
The voter brings an absentee ballot to the voting location	Absentee ballots cannot be accepted at the voting location. The voter can bring the voted absentee ballot to the Board of Elections Office (1700 Morse Road) by 7:30 p.m. on Election Day or vote a PROVISIONAL BALLOT at their voting location.
Voter moved outside of precinct	Following prompts on the Electronic Poll Book, type in voter's new address and determine if the voter is in the correct voting location or if the voter needs to be directed to a new voting location.
Voter refuses to go to correct precinct	Have voter vote a provisional ballot. Paper Ballot Judge fills out form 12-D and attach to Provisional Ballot Identification Envelope
Voter cannot provide ID	Any voter not providing valid ID MUST VOTE a Provisional Ballot. The voter must complete the provisional ballot application.
Voter has a notation of "Attorney-in-Fact" next to name in Electronic Poll Book	This notation means that someone can sign election documents on behalf of the voter, ONLY IN THE VOTER'S PRESENCE.
Voter has changed name	If the voter has changed names and has not notified the Board of Elections or the voter's name is different from the Electronic Poll Book, the voter must provide documentation of proof a name change and valid ID to complete Form 10-L or vote provisionally.
Voter has moved into your precinct	If the voter has moved into your precinct and has not notified the Board of Elections, the voter must vote a provisional ballot.
A Provisional Voter wants to vote on the voting machine instead of using a paper ballot	PROVISIONAL VOTERS MUST vote a paper ballot. The only exception is for Provisional voters who say they are *disabled* and express the desire to vote provisionally on the voting machine.
The screen has gotten dirty or smudged by fingerprints	Use a static wipe to clean the Ballot Marker screen.

IN THE EVENING (TO CLOSE)

PROBLEM	POSSIBLE SOLUTION
Voters are in line after 7:30 p.m.	Any voter in line at 7:30 p.m. is entitled to vote.
I want to close the polls at 7:15 p.m. because no voters are around	It is illegal to close the polls before 7:30 p.m.. You must wait until that time before you begin to close the equipment.

SECRETARY OF STATE FREQUENTLY ASKED QUESTIONS

1. **Must a voter show to an election official an acceptable proof of identity to vote a regular ballot?**
   Yes. If they do not, they must vote a provisional ballot.

2. **Are passports an acceptable form of voter ID?**
   No, Ohio law does not include passports as an acceptable form of identification.

3. **Who is required to transport voted ballots to the Board of Elections after the polls close?**
   The ballots and required voting materials and supplies are to be transported to the Board of Elections by a Voting Location Manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your Board of Elections for more details.

4. **How should a precinct election official respond when a voter asks specific questions about candidates or issues?**
   Precinct election officials should respond that they cannot advise, instruct, or educate voters on candidates or issues.

5. **If a voter arrives by 7:29 p.m., can they still vote?**
   Yes. Allow any voter in line at 7:30 p.m. to vote. At 7:30 p.m. lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any voters arriving after 7:30 p.m. that the polls are closed.

6. **Is there a time limit for voters to vote?**
   Yes. Am. S.B. No. 10 was signed in March 2013, and establishes a ten-minute time limit when all machines are in use and voters are waiting to use them. The ten-minute time limit for occupying a voting compartment does not apply to any voter requiring the use of a disabled-accessible voting machine. Precinct election officials should be flexible in enforcing the time limit, and should ask voters who are taking longer than normal if they need assistance or explanation.

7. **Can I refuse an irate or drunken voter?**
   No. If necessary, the sheriff, police or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters.

8. **What should a precinct election official do with a list of eligible write-in candidates provided by the Board of Elections?**
   The list should be shown to any voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

9. **A voter enters the polling location wearing campaign attire. What do you do?**
   Politely ask the voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the voter refuses, the voter can still vote, but you must notify the Board of Elections of the incident.

10. **A voter brings an absentee ballot to the voting location. What do you do?**
    Absentee ballots cannot be accepted at the polling location on Election Day. Advise the voter that he or she can take the voted absentee ballot to the Board of Elections office by 7:30 p.m. on Election Day or vote a provisional ballot at the voting location.

11. **Does a voter actually have to show to a precinct election official the form of ID that the voter is using in relation to the prescribed form on a provisional envelope (Form 12-B)?**
    It depends on the form of identification. If the voter is using the last four digits of his or her Social Security number or his driver's license number, the voter does not have to show ID to the precinct election official. If the voter is providing any other form of ID, the voter must actually show the ID to the precinct election official.

12. **Is the Secretary of State prescribed Identification Envelope - Provisional Ballot Affirmation (Form 12-B) that has been printed on a provisional ballot identification envelope sufficient to register a non-registered voter for future elections?**
    Yes. The envelope can be used to register a previously unregistered person if it is properly completed.

SECRETARY OF STATE DIRECTIVE

YOU MAY READ THE DIRECTIVE IN ITS ENTIRETY ON THE SOS WEBSITE, SECTIONS PERTINENT TO PEOS ARE LISTED BELOW.

JENNIFER BRUNNER
OHIO SECRETARY OF STATE
180 East Broad Street, 15th Floor
Columbus, Ohio 43215-3726 USA
Tel.: 1-614-466-2655
Fax: 1-614-644-0649
www.sos.state.oh.us

DIRECTIVE 2007-35
December 21, 2007

To: ALL COUNTY BOARDS OF ELECTIONS AND ALL EMPLOYEES OF THE OHIO SECRETARY OF STATE'S OFFICE

Re: Adoption of the Secretary of State's Ethics Policy

Poll Workers

All poll workers (including election judges, rovers, scouts, and other similar, temporary election-day positions) appointed by the boards of elections must comply with Ohio ethics laws and the provisions of the Secretary of State's Ethics Policy applicable to them. All current and future poll workers shall complete the Ethics Policy Acknowledgment Form (Form No. 351) attached to this directive. The board of elections shall keep the completed form for poll workers.

C. Prohibition Against Hiring Family Members

Under Ohio ethics laws, a member or employee of the board of elections may not take any part in the decision to hire his or her family member as a board employee. Moreover, Secretary of State Directive 2007-01 specifically prohibits boards of elections from hiring relatives of board of elections members, directors, and deputy directors, **except for** hiring poll workers (which includes election judges, rovers, scouts, and other similar, temporary election positions). Therefore, the remaining board of elections members **may** hire/appoint poll workers who are family members of an individual board member, the director, or the deputy director, as long as the individual board member, director, deputy director, or board employee does not participate in the decision to hire his/her own family member or in any decision specifically concerning the terms and conditions of his/her own family member's employment/appointment.

R.C. 3501.16 also prohibits poll workers from serving in any precinct where the poll worker is a candidate on the ballot, except for unopposed candidates for a political party county central committee.

Wearing or distributing shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.

Employees of the Secretary of State shall not serve as poll workers.

C. Employees of the secretary of state and members and employees of the boards of elections should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.

1. Employees of the secretary of state and members and employees of the boards of elections are hereby advised not to write letters to the editor of a newspaper or post comments on an internet blog in favor of or against any candidate or issue, identifying his or her position as an Ohio elections official.

2. Employees of the secretary of state and members of the board of elections who sign candidate and issue petitions as an elector should not participate in any way in reviewing or determining the sufficiency or validity of those petitions filed with or reviewed by the board of elections.

V. Pollworkers

A. R.C. 3501.15 prohibits poll workers from serving in any precinct where the poll worker is a candidate on the ballot, except for unopposed candidates for a political party county central committee.

B. Poll workers (including elections judges, rovers, scouts, or similar, temporary election workers) may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including no declared write-in candidates for the office.

FAMILY MEMBER INCLUDES SPOUSE, DOMESTIC PARTNER, MOTHER, FATHER, STEP-MOTHER, STEP-FATHER, MOTHER-IN-LAW, FATHER-IN-LAW, BROTHER, SISTER, STEP-BROTHER, STEP-SISTER, HALF BROTHER, HALF SISTER, BROTHER-IN-LAW, SISTER-IN-LAW, GRANDMOTHER, GRANDFATHER, AUNT, UNCLE, CHILD, STEP-CHILD, SON-IN-LAW, DAUGHTER-IN-LAW, OR OTHER FAMILY MEMBER LIVING IN THE SAME HOUSEHOLD.

C. Pollworkers (including elections judges, rovers, scouts, or similar, temporary election workers) shall not wear or distribute shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.

D. Pollworkers (including elections judges, rovers, scouts, or similar, temporary election workers) shall not engage in any political activity while on board of elections time.

E. Pollworkers (including elections judges, rovers, scouts, or other similar, temporary election workers) should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.

A. All current and future employees of the secretary of state and current and future members and current and future employees of the boards of elections (including pollworkers, election judges, rovers, scouts, and other similar, temporary election employees appointed by the boards of elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the secretary of state's ethics policy. For employees of the secretary of state, the signed statement shall be kept in the employee's personnel file. For board of elections members and employees, a copy of the completed form shall be forwarded to the secretary of state's Elections Division. For pollworkers (including election judges, rovers, scouts, and other similar, temporary election employees) the completed form shall be kept at the board of elections.

G. For pollworkers (including elections judges, rovers, scouts, or other similar, temporary election workers), violations of this policy may be reported to the director or deputy director of the board of elections. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the board of elections to the attention of the director or deputy director.

J. Violations of this ethics policy by a member or employee of the boards of elections may result in disciplinary action in accordance with the secretary of state's statutory authority under Title 35 of the Ohio Revised Code, including removal of a board member or board employee.

PROCEDURES IF COURTS RULE SOME OR ALL POLLING LOCATIONS MUST STAY OPEN BEYOND 7:30 P.M. (IF APPLICABLE)

If a court were to order that all or some of the polling places in Franklin County must stay open beyond 7:30 p.m., follow these procedures:

1. First, DO NOTHING unless the Board of Elections directly notifies your polling place with this information. Do NOT accept instructions or hearsay from the media, voters, observers, or general public. Remember, just because other locations might be ordered to stay open later, yours may not.

   Voting Location Managers must make doubly sure the voting location cell phone has been plugged in and TURNED ON for the entire day. The Board of Elections will notify your location with details about any extended hours with a message directed to your cell phone. Always be sure to have someone answer the phone as soon as possible when it rings.

2. Let's say, for example, the courts rule that your voting location is one that must remain open until 8:30 p.m. (or another specified time):

FOR A SINGLE PRECINCT VOTING LOCATION

a. At 7:30 p.m., send a Judge to the end of the line (if one exists), and note who the last voter is in line. Clearly indicate to all present that this is the last person allowed to be processed with normal voting procedures.

b. Continue to allow others to get in line behind the person specified as the last voter at 7:30p.m. For individuals getting in line past 7:30 p.m.:

   1. Verify from the Yellow Polling Location Street Guide that the voter is in your precinct, and send the voter to the Paper Ballot Station to be processed.

   2. The voter MUST VOTE A PROVISIONAL BALLOT (this is Federal law). The voter WILL NOT sign the Electronic Poll Book. The voter WILL NOT vote on a Machine NOR vote a Regular Paper Ballot.

   3. The voter must complete a provisional envelope. You will still allow the machine exception for a voter with a disability.

4. In the upper right-hand corner of the Provisional Envelope, write:

   "After Close of Polls by Order of the Court"

   before you give it to the voter. The Board can then monitor voters who vote provisionally after the 7:30 normal location closing time.

   Give the voter a correct ballot, based on his/her ballot style (make sure you provide all pages if the ballot contains multiple pages) and ask the voter to complete the ballot and place it in the Provisional Envelope prior to placing it in the ***Voted*** Ballot Bag(s).

   Continue to vote all individuals in line from 7:30 p.m. to until 8:30 p.m. (or for whatever time the court has mandated) as PROVISIONAL VOTERS. Send a PEO to the end of the line at 8:30 p.m., for example. Announce at that time that voting is now closed and do not allow persons to enter the line.

FOR A MULTIPLE PRECINCT VOTING LOCATION

a. The steps described above apply to a Multiple Precinct Location as well. However, it is possible that some precincts in the location will be allowed to vote after 7:30 p.m., and others will not.

b. It is important that the Paper Ballot Judge check the Yellow Polling Location Street Guide and, using the Precinct Identifier, note each voter's Precinct before allowing the voter to vote. If the voter does not belong in the precinct(s) specified in the court order, the voter is NOT eligible to vote.

c. As in all cases, if a voter insists on voting, even though he/she lives in a Precinct that is not eligible to vote after the close of the polls, allow the voter to cast a PROVISIONAL BALLOT. However, only votes cast by eligible voters will be counted by the Franklin County Board of Elections.

IMPORTANT: REMEMBER TO KEEP ALL AREAS OF THE POLLING LOCATION OPEN, INCLUDING THE ROSTER TABLE AND ALL MACHINES, UNTIL THE LAST VOTER HAS VOTED.

NOTES

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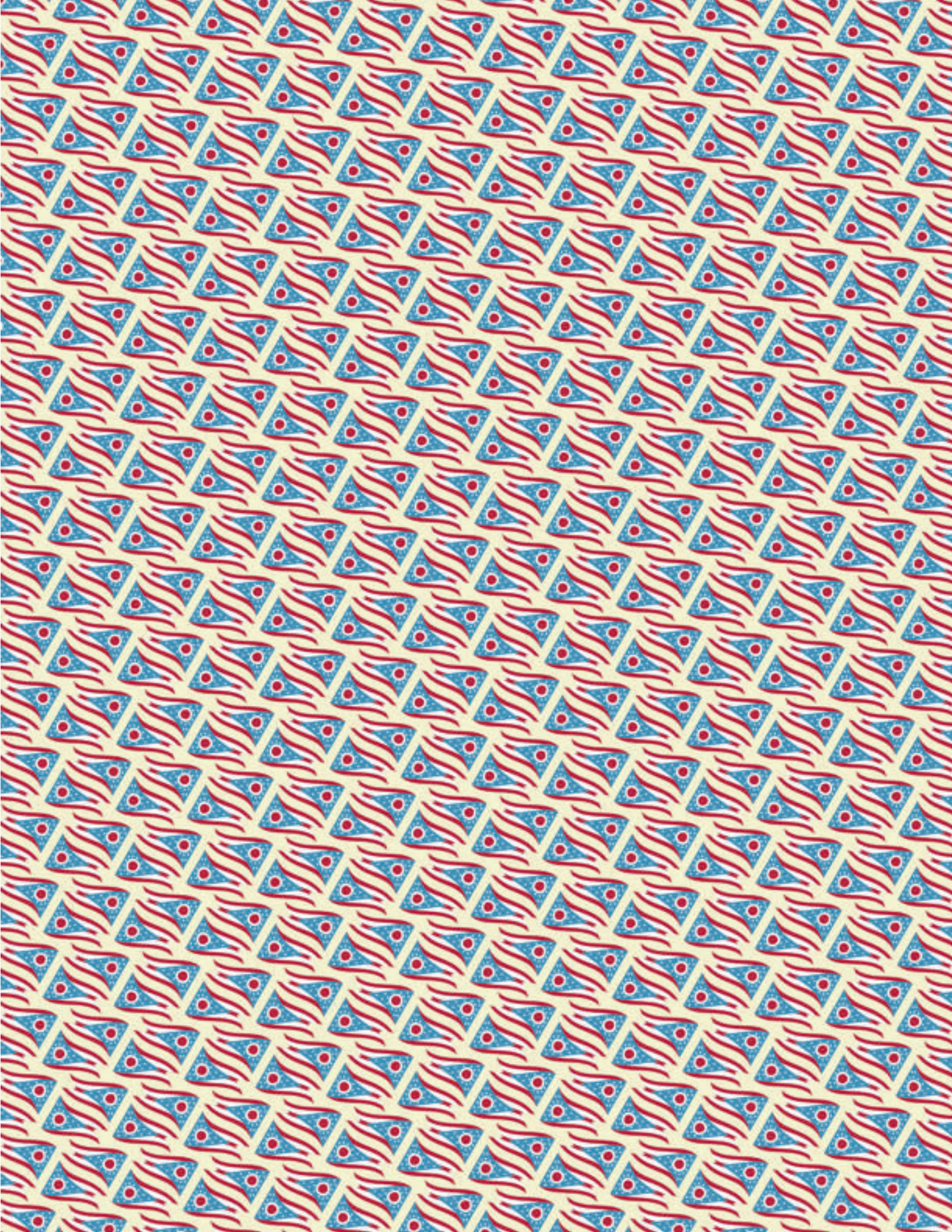

Our mission: "To recruit, train and place the best PEOs who are committed to serving voters with excellence and civic pride."

Acronyms at a glance

ADA	Americans with Disabilities Act
ATV	Authority to Vote
BOE	Board of Elections
EPB	Electronic Poll Book
LID	Location Identification Number
MJ	Machine Judge
PBJ	Paper Ballot Judge
PBC	Paper Ballot Captain
PEO	Precinct Election Official
PMP	Practice Makes Perfect
RFPB	Reason For Paper Ballot
RJ	Roster Judge
VLM	Voting Location Manager
VOTR	Voter Official Tabulation Results Book
VLD	Voting Location Deputy

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