

Precinct Election Official

Manual

For November 3, 2020

Lorain County Board of Elections

1985 North Ridge Road, East

Lorain Ohio 44055

440-326-5901

Important Dates to Remember

PEO Training September 15- October 15, 2020

Voter Registration Deadline- Oct. 5, 2020

- BOE Open extended hours 8:30 a.m. to 9:00 p.m.

Hours for In-Person Absentee Voting (Per SOS Directive 2017-2)

8:00 a.m. to 5:00 p.m. – Tues, Oct. 6 - Fri. Oct 9, 2020

8:00 a.m. to 5:00 p.m. – Mon, Oct. 12 - Fri. Oct 16, 2020

8:00 a.m. to 5:00 p.m. – Mon, Oct. 19 - Fri. Oct 23, 2020

8:00 a.m. to 4:00 p.m. – Sat, Oct. 24, 2020

1:00 p.m. to 5:00 p.m. – Sun, Oct. 25, 2020

8:00 a.m. to 7:00 p.m. – Mon, Oct 26 - Fri. Oct 30, 2020

8:00 a.m. to 4:00 p.m. – Sat, Oct. 31, 2020

1:00 p.m. to 5:00 p.m. – Sun, Nov. 1, 2020

8:00 a.m. to 2:00 p.m. – Mon, Nov. 2, 2020 (Office open until 4:30pm-In-Person Voting ends 2pm)

Practice Makes Perfect Sessions

Register online @ www.loraincountyelections.com (click on PEO/Poll worker)

Supply Bag Pick-Up

Assistant Voting Location Managers

Sat, October 31, 2020

(Last Names Beginning with)

A-G 1-2 pm

H-O 2-3 pm

P-Z 3-4 pm

Voting Location Managers

Sun, November 1, 2020

A-G 1-2 pm

H-O 2-3 pm

P-Z 3-4 pm

Vote Center Set-up

Monday, November 2, 2020

Election Day- Tuesday, November 3, 2020

All PEO's must arrive at their designated Vote Center no later than 5:30am, and remain there until dismissed by the Voting Location Manager following the conclusion of voting and the processing of all voting regulation duties.

TABLE OF CONTENTS

Important Dates to Remember

Inside Front Cover

General Election

Overview.....	7
Challenging voters.....	8
Covid-19 Protocols.....	9

Responsibilities and Conduct

Overview.....	11
Official Conduct at Vote Centers	12
Voting Location Managers & Assistant Managers	13-16
ExpressPoll Table Officials.....	16
Voter Assistants.....	17
Help Desk Officials	17
Interpreters	17

The Vote Center

Overview	19
Hours of Operation	20
Access to Polling Locations	20-21
Register of Voters and Voter Lists	21
Persons Assisting Voters	22
Poll Observers	22-23
Members of Media	23
People Not Allowed in the Vote Center & Pollsters.....	24
Electioneering, Campaigning, Loitering.....	24-25
Security.....	25
Write in Candidates List.....	26-27
Record Keeping & Voter Registration Lists.....	27
Closing the Polls.....	28
Court Orders	28
Transportation of Ballots	30

Special Processing of Voters

Voters Requiring Special Assistance	33
Spanish-English Interpretation.....	33
Voters with Disabilities.....	34-36
Curbside Voting.....	36-37

Single Precinct Vote Centers

Vote Center Set-up.....	39
Processing Voters.....	39 & 49
Closing Procedures.....	41

ExpressPoll Book Table Officials

Overview.....	43
Before the Vote Center Opens.....	43
Voter ID Requirements.....	48 & 63-65
Networking/ Connecting to Router.....	44
ExpressPoll Log In/ Main Screen.....	45-48
Process a Voter	49-53
Voter Unable to Mark Ballot.....	52 & 57
Selecting the Ballot	53
Optional Paper Ballot.....	54
Creating the Ballot Card	54-55
When to Notify a Manager	55-58
Name Change.....	56
Canceling a Ballot/ Re-Issuing a Ballot.....	58
The Manage System Tab	59
Logging Off/ Closing Report	59-62
Voter ID Examples-/Military ID/ Conceal Carry -APPENDIX	66-71

Voter Assistants

Overview.....	73
Set Up of ExpressVote.....	73-74
Set Up of DS200 Scanner.....	75-76
Using ExpressVote	77
Fleeing Voters.....	78
Casting Write in Votes.....	78
Cancel a Ballot.....	79
Audio Tactile Keypad.....	79
Ejecting a Ballot Card.....	80
Closing ExpressVote.....	81
Folding Voting Equipment.....	82-83

Help Desk Officials

Overview.....	85
Before the Vote Center Opens.....	85
Processing Voters/ Find Polls.....	86-88
Wrong Vote Center & Transfer Slips.....	88-89
Name Change.....	89
Change of Address	90
Voter Registration Cards.....	91
Provisional Ballots.....	92-95
Provisional Quick Reference Guide.....	93 & 139
Form 12-D Precinct Verification Form.....	96
Closing the Polls.....	97

Technicians/ Set Up

Technician Overview.....	99
Dialogtech Phone System.....	99
Set Up Procedures Overview.....	100
Itinerary and Status Report	100
ADA.....	101
Set Up Sheet.....	101
Power Cord, Table & Printer Set Up.....	102
Chain of Custody Log	103
Set Up Express Vote Units.....	104
Set Up DS 200 Scanner & Box.....	105-107
Election Day Role- Technicians.....	108-109
Closing the DS200 Scanner	110-112
Trouble Shooting	113-117

Appendix

ExpressPoll Closing Report.....	60
Voter ID Examples-Military ID/ Conceal Carry.....	66-71
Emergency Preparedness & Response.....	118
Notice of Change of Name- form10L (located in ExpressPoll Table Kit)	119
Affidavit-Oath – Examination of Person Challenged-form 10-U (in Mgr Binder)	120-121
Attorney in Fact 10-g & 10-f.....	122-123
Precinct Election Official Ethics Statement	132
Attendance and Ethics Policy /Oath	133
Election Day Officials ID Samples.....	135-138
Provisional Ballot Affirmation-Provisional Envelope	124-125
Provisional Ballot Notice.....	126-127
ADA Parking	128-131
Trouble Shooting	113-117
Provisional Quick Reference Guide.....	139
Voter Flow Chart.....	Back Inside Cover



Important



Official Form



Note



Call the Board



Revised Code

Initialisms:

PEOs- Precinct Election Officials

BOE- Board of Elections

VLM- Voting Location Manager

AVLM- Assistant Voting Location
Manager

NOTES

[illegible]

General Election – November 3, 2020



Overview

The 2020 Ohio Presidential General Election will take place on the first Tuesday after the first Monday in November. In the General Election voters will determine who will be elected to represent the people at a given level of government. State, county, district, or local questions or issues may be on the ballot at any general election. (R.C. 3501.01 (A)-(C))

A Special Election may be held on the first Tuesday after the first Monday in May, August, or November. A Special Election can be held on the same day as a primary or general election.

Precinct Election Officials (PEOs) will request that the voter state their current name, current address and show a form of identification when processing the voter to issue them a ballot.

Precinct Election Officials represent both political parties and the Lorain County Board of Elections on Election Day. Precinct Election Officials should treat those they interact with in a professional manner, work efficiently and resolve problems so that voters can vote with ease. Precinct Election Official activity should not distract voters from their business at the polls.

Recent Changes or New for this Election

- Covid-19 protocols- face masks for Precinct Election Officials, social distancing of people and equipment, modified voter processing, sanitizing/ cleaning of equipment
- New Vote Centers in some locations
- Combined Vote Center locations
- ExpressPoll and Help Desk Officials will work with one person per table
- New Voting Units, Printer, and Scanners as of 2019
- **In response to COVID-19, an Ohio driver's license or state ID that expired March 9-Nov 3, 2020 is automatically extended and remains valid for the Nov. 3, 2020 General Election.**
- Election Terminology/ Manual initialisms:
 - PEOs- Precinct Election Official
 - BOE- Board of Elections
 - VLM- Voting Location Managers
 - AVLM- Assistant Voting Location Manager

Challenging Voters



IMPORTANT-The Voting Location Manager or Assistant Voting Location Manager must notify the Board of Elections before completing any challenge paperwork (10-U or 10-W).

On Election Day, voters may be challenged at the check-in table ONLY by a Precinct Election Official for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen; or
- The voter is not of legal voting age.

If challenged by a Precinct Election Official for one of the four reasons listed, the prospective voter should complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U) (Located in Manager's Binder.) In any challenge the Board of Elections must be notified. The completed form 10-U will be placed in the completed forms envelope and the challenge must be documented in the Incident Log Book.



If the voter completes the Form 10-U and a majority of the Precinct Election Officials are able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot. If the voter refuses to complete the Form 10-U, the voter must vote a provisional ballot; note this in the Provisional Log.

If a majority of the Precinct Election Officials are unable to determine the person's eligibility to cast a ballot, then provide a provisional ballot (see Provisional Ballots section) to the voter.

NOTES

Covid-19 Protocols

IMPORTANT- The following information is subject to change due to changes in State or Federal orders. We will continue to communicate updates as they may occur.



The Secretary of State's office and the Lorain County Board of Elections is committed to having an election that will be conducted in a safe manner for all parties concerned, while following all laws. Supplies will be provided to assist in the safety of all individuals.

During in-person training and on Election Day, all Precinct Election Officials must practice social distancing and wear an appropriate face mask for the prevention of contracting or spreading of the Covid-19 virus.

ExpressPoll books will be operated by one PEO at a time. ExpressPoll and Help Desk workers will rotate processing of voters as directed by the managers. When not processing voters they will assist with the cleaning of voting equipment and assist voters as needed. Managers will ensure voter processing is done properly.

All other PEOs will work in their assigned positions and assist with cleaning of the voting equipment using the alcohol products and cloths provided. PEOs will pass out individual styluses to voters to use on the ExpressPoll book and the Voting unit and PEOs will collect and sanitize them after being used.

IMPORTANT-Voting equipment may only be cleaned with the alcohol products and alcohol wipes provided by the BOE. No other cleaning products can be used on any of the electronic equipment as it can cause permanent damage. Do not oversaturate the cleaning cloth or the screen as this may damage equipment.



Voters will be asked to wear a face mask, practice social distancing and set up of the Vote Center will be done and maintained accordingly, including 6ft spacing of ExpressVote units and 6ft spacing for anyone waiting in line.

Hand sanitizer will be available for use at all tables; it should **not be used to clean any equipment**. Voters and PEOs are permitted to bring their own hand sanitizer for personal use. PEOs should caution voters not to get ballot cards wet with sanitizer as it can cause the ballot card to not work in the unit or scanner.

PEOs should be respectful, and courteous; never be confrontational with a voter or other PEO regarding Covid-19 protocols. No voter will be denied their right to vote. Managers should contact the BOE if there are any issues, questions or concerns at any time.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners and is set against a dark background.

Precinct Election Officials Responsibilities and Conduct



Overview

Precinct Election Officials (PEOs) ensure the election is conducted lawfully and are available to assist voters in a courteous and respectful manner.

One Precinct Election Official will be selected to serve as the Voting Location Manager for each Vote Center. They are responsible for overseeing the election process, including overseeing opening and closing of the polling place, and transporting of ballots and voting materials to the Board of Elections after the polls close. They will work closely with the Assistant Voting Location Manager, who will be of the opposite political party.

Precinct election officials work as a team to conduct an election at their assigned Vote Center. They must uphold election law. They also must prevent and stop any actions or attempts to obstruct, intimidate or interfere with any elector (registered voter) when checking-in or voting. They must protect official observers against being bothered or harmed in the performance of their duties. Ohio law requires that Precinct Election Officials must act in such a way as to prevent riots, violence, tumult or disorder. They are not permitted to discuss their political views or opinions with other Precinct Election Officials or voters while in the Vote Center throughout the Election Day. (R.C.3501.33; 3501.22)



Precinct Election Official General Responsibilities

- We encourage you to go to your Vote Center in advance of Election Day so you know how to get there, park, and how to enter the building;
- On Election Day, arrive at the Vote Center no later than 5:30 a.m.;
- Take and sign the Precinct Election Officials' Oath of Office, administered by the Voting Location Manager once the Vote Center is ready, before opening at 6:30am (R.C. 3501.31);
- Sign the Oath/Payroll sheet;
- Conduct the election properly and lawfully;
- Check voter ID and check in voters;
- Make sure voters are correctly issued regular or provisional ballots for the correct precinct;



- Direct voters to the correct Vote Center location (R.C. 3505.181(C) (1);
- Close and leave the Vote Center when dismissed by the Voting Location Manager and all closing duties have been completed;
- Sanitize equipment as directed using alcohol products;
- Perform any other duties as assigned by the Board of Elections.

Precinct Election Official Conduct at Vote Centers

The actions and overall attitude of a PEO sets the tone for the Vote Center and serves as an example for voters. You represent the entire voting process to the voters. Treating everyone with courtesy and respect, in a professional manner will result in a smooth Election Day process.



Note: You should dress professionally. You represent the election process, so clean, fresh, and neat attire is expected.

Do not wear: shorts, sweats, yoga pants, casual t-shirts, revealing/ low cut tops or short skirts and NO torn, stained, or soiled garments.

Examples of appropriate attire: slacks, dress shirt, blouse, knit top, sweater, skirt, jeans (not ripped).

Unacceptable Precinct Election Official Conduct:

Precinct Election Officials may **NOT**:

- Campaign at the polling location, or attempt to influence voters or other PEOS as to their vote for or against a candidate or issue;
- Have political discussions while working. We all have strong beliefs and opinions, but Election Day is not the time to share them.
- Wear or disseminate any campaign literature or paraphernalia, including, but not limited to literature, sample ballots, slate cards, campaign badges, campaign clothing, or campaign buttons;
- Introduce into the Vote Center, or use while working, items that might distract them from managing the polls (i.e., laptops, newspapers, i Pods, music players, cell phones for personal use, radios, televisions, etc.);
- Solicit contributions for raffle tickets or sell anything at the polling location, such as baked goods, candy, crafts, etc.;

- Place any food or drink on voting tables, or near voting equipment or supplies;
- Engage in any other activities identified as illegal or unacceptable according to the Board of Elections, the Secretary of State, or state or federal law; and
- Refuse to enforce election laws, especially the laws that apply to Vote Center locations. (R.C. 3501.33; 3501.35)

Precinct Election Official Roles Overview

The Voting Location Manager's Responsibilities

The Voting Location Manager (VLM) will oversee the entire operation of the Vote Center. They are responsible for the overall conduct of the election at the Vote Center location. The VLM works in tandem with the Assistant Voting Location Manager (AVLM), a member of the opposite political party, to ensure a smooth voting day experience for the voter as well as all of the PEOs.

Voting Location Manager prior to Election Day will:

- Pick up election supplies, as instructed by the Board of Elections;
- Check any supply container labels to make sure they are for your precinct, assuring that you do not break any seals in the process;
- Check supply lists. (Supply lists are located in the Manager and Assistant Manager binders.)

Election Day duties:

- Using the Vote Center Diagram found in the front of the Manager Book, confirm the proper arrangement of the Vote Center and make sure the Voting Units are set up as directed by the Board of Elections;
- Introduce themselves to the Assistant Voting Location Manager;
- Administer the oath of office to other Precinct Election Officials. All PEOs will sign the oath statement before the Vote Center is open for voting at 6:30am; (R.C. 3501.31);
- Log anything that could impact the Election in the Incident Log;
- **Sign the Chain of Custody Log located in the side pocket of the ExpressVote printer bag- place in the Completed Forms envelope;**



- Ensure the ExpressPoll Table officials each set up their respective tables correctly; **Do Not** move the back-up battery;
- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the Vote Center, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet); (R. C. 3501.30)
- Review with the ExpressPoll Table officials the proper ID requirements and how to complete the ExpressPoll book procedures;
- Contact the Board of Elections no later than 6am when one DS200 Scanner, ExpressVote Unit and ExpressPoll book are all operational;
- Before the polls open on Election Day, post the blue “Register of Voters” list found in the “Items to be Posted” envelope;
- Managers will print out a copy of their Voter Lists using the ExpressPoll book and printer at 11am and 4pm. All copies will be returned to the Board of Elections with the other posted materials in the supply bag;
- Officially open the polls by making a public announcement, able to be heard throughout the Vote Center;
- Formulate a work plan for Election Day, including work assignments, rotation of duties, and breaks (a schedule is in the Manager’s book);
- Review with PEOs any special instructions or recent changes to instructions given by the BOE and basic emergency procedures;
- Assist with stylus sanitation, distribution and collection;
- Perform Help Desk duties as needed, make the ultimate decisions in how a voter is processed and complete the Provisional Log Book.
- Process Vote Center Transfer Slips for voters in the incorrect location;
- Count the number of electors who voted, as shown on the poll books, the number of cast ballots, the soiled and defaced ballots, the provisional ballots (used and unused); fill out the reports;
- Close the Vote Center, Count the number of electors who voted, as shown on the poll books, the number of cast ballots, the soiled and

defaced ballots, the provisional ballots (used and unused); fill out the reports; (per R.C. 3501.26)



- Dismiss all PEOs from the Vote Center when all tasks have been completed (No one can leave until all tasks are done other than the AVLMM with a member of the opposite party);
- Return all ballots cards (both used and unused), voting materials and supplies to the Board of Elections 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; (all ExpressPoll books, bags and any additional boxes containing ballots are returned) and
- Perform any other duties outlined in the Manager binder.

Assistant Voting Location Manager Responsibilities

The Assistant Voting Location Manager (AVLM) serves as the counterpart to the Voting Location Manager (VLM)- ensuring the efficient, safe and ethical operation of the Vote Center and sharing in the responsibilities. They are a member of the opposite political party of the Voting Location Manager.

Prior to Election Day will:

- Pick up the yellow bags containing paper ballots for their Vote Center

Election Day duties:

- Get all ExpressVote Units ready for voters by coordinating the set up to power on and confirm the "Voter" Mode is set on all units with the Voter Assistant officials, assisted by the Help Desk as staffed;
- Get all DS200 Scanners powered on and set up to record the scanned ballot cards. Run Zero Totals reports and sign;
- Assist with Help Desk duties as needed to process Provisional voters and complete the Provisional Log Book for all Provisional voters while the voter is present;
- Assist with stylus sanitation, distribution and collection;
- Coordinate the closing of the ExpressVote Units with the Voter Assistants and Help Desk Officials as staffed;
- Log anything that could impact the Election in the Incident Log;

- Close the DS200 Scanner and run reports;
- Remove the Memory Stick when closed, complete the DS200 Scanner Audit Sheet (in the Assistant Manager's binder) and place the Memory Stick(s) in the Clear Pouch;
- Transport the Memory Stick(s) and the yellow Provisional Ballot bags with all provisional and paper ballots for the entire Vote Center, to the designated drop off location.



Note: All transportation of election supplies following the election must be done with a member of both political parties.

ExpressPoll Table Official Responsibilities

ExpressPoll Table Officials qualify each voter and issue ballot cards for each regular voter or direct them to a manager when they cannot be processed at the ExpressPoll Table. ExpressPoll Table Officials will:

- set up the ExpressPoll Tables with the tablets and printer;
- open ExpressPoll books by going through the opening procedures;
- Place all flags and posted items in Vote Center;
- process Regular Voters/ Issue Ballot Cards;
- sanitize ExpressPoll book using alcohol and wipes as indicated
- process closing the ExpressPoll books and assist with other duties.

Voter Assistant Responsibilities

Voter Assistants provide a wide range of assistance to the voter, the Managers and to the Vote Center. Voter Assistants will:

- greet voters as they arrive and direct them to the ExpressPoll Table(s);
- remind voters to have their form of ID ready for the check-in process;
- make themselves available to the voter if they require assistance;
- **ensure voters are scanning their Ballot Cards in to the DS200 Scanner before exiting the Vote Center;**
- sanitize ExpressVote units using alcohol and wipes as indicated;
- distribute styluses to voters, collect, and sanitize;

- distribute the “I ‘Heart’ Voting” stickers and assist with managing the lines of voters and the flow of voters within the Vote Center;
- assist the ExpressPoll officials and Help Desk officials as necessary;
- assist with stylus sanitation, distribution and collection;
- process closing the ExpressVote Units and assist with the DS200 Scanner closing and other closing duties.

Help Desk Official Responsibilities

Voters that do not qualify as “regular voters” are taken to the Help Desk. Help Desk Officials assist in processing these voters. Help Desk Officials will:

- look up the voter in ExpressPoll Book using “Find Polls” or by using a paper Precinct Finder;
- process all Provisional Ballots;
- assist the managers in filling out the Provisional Log for every Provisional Ballot cast;
- assist in the completion of Vote Center Transfer Slips as needed;
- assist with sanitizing ExpressVote units using alcohol and wipes;
- process closing the Help Desk, ensure all used and unused provisional and paper ballots are accounted for and in the proper precinct bags. Close the ExpressPoll book and assist with other closing duties.

Interpreter Responsibilities

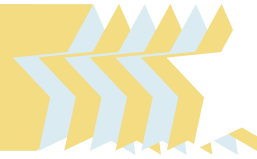
Spanish/English interpreting services are available to all voters in Lorain County. In some Vote Centers there are specially trained Interpreters available to assist Spanish speaking voters. Interpreters may work as a Precinct Election Official in another capacity beyond that of an Interpreter. Interpreters will assist:

- any voter needing Spanish language translation;
- other PEOs by interpreting for Spanish speaking voters as needed;
- any Spanish speaking provisional ballot voter needing assistance;
- any Spanish speaking voter needing assistance at the Express Vote Unit or DS200 Scanner.

NOTES

[illegible]

The Vote Center



Overview

The ExpressPoll and Help Desk tables, ExpressPoll printers, ExpressVote Units and DS200 Scanners, will already be set up when you arrive at the Vote Center. The tables and ExpressVote Units will be positioned so that voters can easily move through the Vote Center and can cast their ballots in private. The Voting Location Manager and Assistant Manager will monitor all activity around the voting equipment. The managers will be provided with a detailed diagram and picture of your individual Vote Center and confirm that it is properly arranged.

IMPORTANT- Do not change the set up of your Vote Center unless advised to do so by the Board of Elections.



Prior to Opening the Vote Center for Voters

On Election Day, before the polls open at 6:30 a.m., Precinct Election Official teams will need to work quickly and efficiently to complete all tasks before voters arrive to vote.

If for any reason you need to speak with the Board of Elections, contact the Voting Location Manager. The Voting Location Manager or Assistant Manager should call the Board of Elections if there is any occurrence or issue that could affect the operation of the Vote Center or outcome of the Election and with any other questions. DO NOT text the Board of Elections regarding any occurrences or issues. All incidents and issues should be documented in the Incident Log. The Board of Elections will call the Voting Location Manager directly if there are any issues which potentially could affect the operation of the Vote Center.

The Voter Assistants, Support Officers and Help Desk Officials (note: not all Vote Centers are staffed with all positions) will work in teams of two to set up ExpressVote Units and DS200 Scanners. They will follow opening procedures to print reports as instructed.

Before voters can cast ballots, the Voter Assistants with the Assistant Voting Location Manager must activate the equipment, verify the polling location/precinct(s), verify correct ballots for the precinct, print zero total reports, and document each step.

Preparing for Special Situations

Make sure all necessary forms and materials are available, including:



- Voter Registration Application Form (Found in the Provisional Supply Envelope);
- Challenge Forms (10-U & 10-W), used only by Precinct Election Officials, not by observers (Found in the back of the Manager's Book)

Vote Center Hours Of Operation

- Vote Centers officially open at 6:30 am. The Voting Location Manager will make the official announcement;
- Vote Centers will close at 7:30pm; the VLM will give anyone who is in line by 7:30pm a green "Authority to Vote" slip, found in the manager's supplies. The VLM will announce "The polls are closed. All those in line will be permitted to vote." Once all voters have finished voting and exited the VLM will make the official announcement that the Vote Center is closed;
- Under some extreme conditions, the courts may make a determination to keep the polls open beyond 7:30 pm. The VLM will be made aware of this by the Board of Elections, and will instruct all PEOs the next steps to be taken (see Court Orders in the Closing the Polls section).

Access to Polling Locations

Access to Vote Centers is limited to individuals that are voting, assisting voters, checking the posted voter lists, or those that are properly credentialed.

The following people are allowed in the Vote Center:

- An elections official;
- A Law Enforcement Officer;
- A person reviewing the 6:30 a.m. blue Register of Voters, listing all Registered Voters in the Precincts voting within the Vote Center.

- A person may also view the Voter Registration Lists (Voter Lists) that are posted at 11 a.m. or 4 p.m., documenting the voters that have voted up to that point in the day. These lists are able to be viewed at any time throughout the day;
- A voter (including the voter's children who are of non-voting age when accompanied by the voter);
- A person assisting another person to vote. This assistance could be for individuals needing assistance translating the ballot or other language needs (The Precinct Election Official must be notified by the voter as to who they would like to have assist them);
- An Observer bearing a Certificate of Appointment from the Board of Elections; or
- Members of the media (Notify the Board of Elections).

Note: Observers and Members of the Media should only speak with the Voting Location Manager or Assistant Manager.



Persons Checking the Register of Voters and Vote Lists:

- Any person may enter the polling location for the sole purpose of checking and taking notes from the Register of Voters (blue) that is posted at 6:30 a.m. and the Voted Lists posted at 11am and 4pm. Such persons may not wear any electioneering clothes (anything that may be construed as campaigning for or against any candidate or issue on the ballot) or accessories, and may not interfere with or disrupt the election;
- Such persons may not take the posted Register of Voters and/or Voted Lists, and election officials should be careful to place the list in a manner that it cannot be removed unnoticed by an elections official.

NOTES

Persons Assisting Voters:



- A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy. Voters who require assistance may have a person of their choice or two Precinct Election Officials – each from a different political party – assist them. **The elector may choose anyone he or she wants to provide the assistance, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any, or any candidate whose name appears on the ballot** (*R.C. 3505.24*).
- Prior to Election Day a voter may designate an attorney-in- fact, who is a person eligible to sign all election-related documents on behalf of the voter. Such signing must be done in the voter's presence. The attorney-in- fact designation is specific to Ohio election law and 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 Signature Poll Book or on the Poll List. There are currently no voters that have elected to file a designate as an attorney-in- fact in Lorain County.

Poll Observers:



- Must be appointed by political parties or groups of candidates at least eleven days prior to Election Day to observe the conduct of the election in the Vote Center;
- Will wear identification provided by the Board of Elections. See an example of this ID in the ID section of the manual.
- Must have a Certificate of Appointment of Observer (Form 215, Form 217, or Form 220) verified by the VLM and must take the observer's oath, administered by the VLM or the AVLMM;
- May be in the Vote Center before, during, and after hours of voting;
- Are permitted to move freely about the Vote Center while maintaining social distancing, to the extent that they do not engage in prohibited activity;
- May not use any electronic or communication device or any audio/visual recording device in any manner that impedes, interferes

with, or disrupts an election, or in any way intimidates a voter, risks violating the secrecy of the ballot or voter privacy. Observers using a cellular or digital telephone, walkie-talkie, or any other wired, wireless, or satellite audio communication device to discuss the election or a perceived problem with the administration of the election may not do so within the Vote Center;

- Are not permitted to interfere with PEOs doing their jobs or otherwise slow down the operation of the Vote Center, or to interact with voters in a manner that interferes with or disrupts an election. Please contact the BOE for further clarification and instructions if this situation arises;
- Are to direct all questions and/or comments to the VLM or the AVL.

Members of the Media:

- The Voting Location Manager should notify the Board of Elections immediately when a member of the media arrives at their Vote Center.



You are there to run the Vote Center, so direct them to the BOE if they request an interview from you.

- Representatives of the media are permitted inside the Vote Center. The First Amendment of the U.S. Constitution has been interpreted as allowing this access to media. The presence or activities of the media may not interfere with Precinct Election Officials' activities, interfere with the election or voters as voters exercise their right to vote, may not intimidate voters or jeopardize the secrecy of a voter's ballot;
- Members of the media will have a Board of Elections issued Identification Badge (see Appendix). If a member of the media arrives without this identification allow them access to the Vote Center;
- The media must respect a voter's right to privacy by requesting the voter's permission prior to recording the voter or the voter's actions while in or about the Vote Center.



Individuals **NOT** allowed in the Vote Center:

- Candidates or campaign workers who are campaigning or electioneering;
- A person(s) collecting signatures for a petition; or
- Those individuals not voting, and loitering in the Vote Center (R.C. 3501.35).



Pollsters:

- Pollsters conducting exit polling are not allowed inside the Vote Center. They are permitted to be outside the Vote Center – even within 100 feet of the entrance – but they should not interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a Vote Center may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot. (R.C. 3501.30)

Electioneering, Campaigning and Distributing Food Inside a Vote Center:

Campaigning, displaying campaign material or distributing food inside of the neutral zone of a polling location is prohibited. The Vote Center is a neutral zone. Electioneering or campaigning is part of the political process, but is prohibited within 100 of the entrance to a Vote Center or within 10' of voters waiting in line, if the line extends past the 100'. Voters must be free to make their choices without pressure from candidates, campaigns, Precinct Election Officials, or fellow voters, including friends and family.

Precinct Election Officials should not discuss the candidates or election issues among themselves or with voters. Voters, themselves, should not attempt to promote or oppose a candidate or ballot issue while in the polling location.

Candidates, campaign workers, and other persons entering the polling location must remove or cover all campaign garb and paraphernalia before entering. A registered voter who refuses to remove or cover up campaign garb or paraphernalia **must still be allowed to vote**. However, you must report any such incident to the Board of Elections.

Ohio law prohibits anyone from procuring or offering “money or other valuable thing 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 on bribery;. (R.C.3599.01)

Loitering

Once an individual has completed the voting process they must leave the Vote Center. Loitering is prohibited in every voting location. If the individual refuses to leave, have the Voting Location Manager contact the Board of Elections.

Ohio Revised Code, 3501.35, says in part: Individuals may not...

(1) Loiter, congregate, or engage in any kind of election campaigning within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any elector in that line;

(2) In any manner hinder or delay an elector in reaching or leaving the place fixed for casting the elector's ballot.

Collecting Signatures Inside a Vote Center

Groups may station persons outside of a Vote Center to gather signatures on a petition. Such persons are not permitted to collect signatures inside of a polling location or within the "neutral zone" outside of the polling location (within the 100' area). However, there is no prohibition against collecting signatures outside the 100' neutral zone.

Security at the Polling Location

The Voting Location Manager and Assistant Voting Location Manager, will be primarily responsible for ensuring security at the Vote Center. All other Precinct Election officials must also be continually vigilant to help in assuring that the Vote Center remains safe, undisturbed, and free from tampering.

If at any time there is a threatening or potentially dangerous situation that arises the Board of Elections and the appropriate authorities should be contacted immediately.





All Precinct Election Officials:

- Keep a record of all voters processed, and all ballots issued, including provisional ballots and soiled or defaced ballots using the ExpressPoll books, Express Poll Closing Reports and Ballot Accounting Sheets;
- Document any incident that may effect the election results, such as: machine problems, voters who were processed, but left without voting, delays in opening the vote center, and any other incidents you think could have an impact on the election – especially on tallying the votes or reconciling voting material, equipment, or supplies. Be sure to notify the Voting Location Manager or Assistant Voting Location Manager of these events. Incidence must be recorded in the red Incident Log;
- Report any suspicious activity in or around the voting machines to the Board of Elections;
- Fully and legibly complete all forms.

Managers:

- Inspect ExpressVote Units and DS200 Scanners for physical damage and check tamper evident seals, making sure the seals have not been changed since the equipment or supplies left the Board of Elections;
- Maintain control over all ExpressVote Units, DS200 Scanners and all other materials and supplies;
- Ensure that the security panel on every ExpressVote Unit and DS200 Scanner is protected from unauthorized use or tampering before the start of voting and throughout Election Day ;
- Make sure chain of custody procedures for voting materials are followed; and
- Return the materials to the Board of Elections office or other assigned location Election Night (with a member of the opposite political party).

Write-In Candidates

The Board of Elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates' names

do not appear on the ballot, whether printed or electronic, but voters may write in names from this list if they choose. The ExpressVote Unit allows for a write in option. When selected the screen will display a key pad.

The write in list is **not posted** but must be shown to voters if they request to see it. The list is in the AVL's supplies and kept at the Help Desk.

Record Keeping While the Polls Are Open

Precinct Election Officials must document events at the Vote Center, especially events that might affect the election results. The VLM will use the Incident Log and any other election forms as needed. Documentation should include the complete and accurate story of what transpired at the Vote Center on Election Day. For example, any discrepancies between the number of voters processed and the number of ballots cast.

These records are used by the Board of Elections to resolve any issues that arise during the current election and to plan for future elections, the more complete, accurate and descriptive the information the more useful it is.

Posting of Official Voter Registration Lists

The blue "Register of Voters" found in the "Items to be Posted" envelope will be posted by 6:30 a.m., (put the lists on a shelf or table near the entrance or tape them to the Vote Center wall);

- The "Voted List" copy of all voters that have voted from 6:30 am to 11:00 am will be printed at 11 am. Post it next to the Registry of Voters at the Vote Center. This list will remain posted throughout the day.
- A final copy of all voters that have voted by 4:00 pm will be printed at 4:00 pm and posted in the same location.

Processing Voters

When the Vote Center is open voters will be directed to the ExpressPoll Tables and receive a stylus to use on the voting equipment. The ExpressPoll officials will qualify each voter, have the voter sign the ExpressPoll book using the stylus they were given, and issue a Ballot card.

Any Voter not found in the ExpressPoll book list for the Vote Center will be taken to the Help Desk to determine the appropriate course of action for that voter.



Closing the Polls

Upon the official notification by the VLM the poll-closing process is completed by each team. The Manager will assign all PEOs in teams of two, their closing responsibilities.

Officially Closing the Polls

At 7:30 pm, the official closing time, the Voting Location Manager should loudly declare, “The polls are closed! All those in line will be permitted to vote.”

- To accommodate voters in line, move the line inside the closed and secured door of the polling location, if possible; or
- Distribute to every voter in line by 7:30 pm a green “Authority to Vote” slip. The slips are passed out starting at the end of the line to prevent anyone from voting who arrives after 7:30 pm.

Court Orders

If there is a court order to keep your Vote Center open past 7:30 pm, you will need to know who the last person in line was at 7:30 pm.

- Voters who were already in line at 7:30 pm get to vote a regular ballot;
- All voters who arrive at the Vote Center to vote between 7:30 p.m. and the court ordered closing of the Vote Center, vote a Provisional Ballot;
- Keep these ballots separate from other paper ballots voted during the regular voting hours, in case the court decision is later overturned. Note on the Provisional Ballot Affirmation Envelope (Form 2-B) or Optional Paper Ballot that it was cast after 7:30 pm pursuant to a court order. Affix the pink label printed “This ballot was cast after 7:30 pm pursuant to a court order to remain open” on the Provisional Envelope. All court ordered supplies are in the “Court Ordered Envelope”.

After the Voters have left the Vote Center

To properly close the polling location, the following tasks must be completed:

- Collect all voted Ballot Cards from the DS200 Scanner box. Place all

voted Ballot Cards in the burgundy bags. Place all unvoted (unused) Ballot Cards in the green bag. Ballot Cards are not counted. (Managers);

- Complete the Ballot Card Balance Sheet using the information from the ExpressPoll book, the DS200 Scanner, and the Soiled/Defaced envelope. (Managers);
- Count and record on the Ballot Accounting Chart, the total number of Provisional Ballots and regular paper ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m., the number of unvoted Provisional and regular paper ballots, and the number of soiled and defaced ballots in the Soiled and Defaced Envelope (Help Desk Officials/ Managers).;
- **In case of a court order only**, count and record the total number of Provisional Ballots cast by voters who arrived after 7:30pm. (Managers);
- Close the DS200 Scanner(s) and run reports. Remove Memory Stick(s) (Assistant Voting Location Manager and Voter Assistant);
- Close all ExpressPoll Books after completing the ExpressPoll Closing Report and pack into cases. Pack the printers and cords into their bags. (ExpressPoll Book Officials and Managers);
- Close all ExpressVote Units (Voter Assistants and Managers);
- Post Totals Reports outside of the Vote Center printed from each one placed is put in Orange Report Bag, and one is posted outside the Vote Center. (Voter Assistants and Help Desk Officials);
- Place Memory Stick(s) in the Clear Pouch after counting and filling out DS200 Scanner Closing Audit Sheet located in the Assistant Voting Location Manager's binder. (Managers);
- Take down all ExpressVote units, and take down and pack the DS200 Scanner(s) and collapsible ballot box (All PEOs);
- Put supplies, as indicated on the closing documents, in the red tote or blue bag; (All PEOs)
- Bring in the flags and take down signs inside and outside the polling location (ExpressPoll Table Officials);
- Fold the Vote-o-matic stand with the legs placed inside; (All PEOs)



- Fold up and place black flat extension cords and power strips in the blue plastic tote/bin NOT in supply bags; (All PEOs)
- Return ExpressVote Units, DS200 Scanner and box, both blue and red totes to designated location (see Managers Vote Center Set Up sheet), if no location is designated, place together near the wall; and
- Securely pack ballots and supplies for immediate return to the Board of Elections (or your designated drop off location) by the Voting Location Manager and Assistant Voting Location Manager (All).

Transportation of Ballots

The ballots and required voting materials and supplies are to be transported to the Board of Elections by the Voting Location Manager and Assistant Voting Location Manager with a PEO, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the VLM or AVLML.

The AVLML, with a member of the opposite political party, will be the first person to leave the Vote Center. They will transport all of the Memory Sticks and the voted provisional and regular paper ballots from the Vote Center to their designated drop off location. Complete the “DS200 Scanner Closing Audit Sheet” found in the back of the Assistant Manager’s book.

Ensure the bag is securely sealed. Text the Board of Elections “Vote Center #-closed and/or AVLML has left”



IMPORTANT- No Precinct Election Officials are permitted to leave a Vote Center until all Memory Sticks have been accounted for and sealed in the clear Memory Stick bag.

All other Precinct Election Officials stay with the Voting Location Manager to complete closing. No officials are to leave the Vote Center until dismissed by the manager. The VLM will leave with all remaining election supplies and return them to the designated drop off location with a member of the opposite political party. All supplies brought to the Vote Center by the VLM and AVLML must be returned.



NOTE: Precinct Election Officials that are transporting materials with the managers must be noted on the payroll sheet found in the Manager’s book.

[illegible]

NOTES

This image shows a single sheet of white paper with horizontal ruling lines, typical of notebook paper. The lines are evenly spaced and extend across the width of the page. There are approximately 20 lines visible. The paper has rounded corners and is set against a dark background.

Special Processing of Voters



Voting Process Summary

The ExpressPoll Table officials will process each voter using the steps outlined in the ExpressPoll section of the manual. It is important to note that each voter should be treated uniformly, fairly, and professionally. Some voters may require special assistance or accommodation in processing and Precinct Election Officials should follow these guidelines to assist the voter.

Voters Requiring Special Assistance

Generally, the ExpressPoll Table workers, Voting Location Manager and Assistant Voting Location Manager will identify voters that require assistance. When identified, the Voter Assistants or members of the management team representing each political party will assist the voter in a courteous and respectful manner. It is our job to help every voter to the best of our ability. Voters may elect to bring in assistance of their own.

Spanish-English Interpretation

Every voter in Lorain county will have full access to Spanish/Election translation assistance. At any point in the voting process if you identify an individual that you believe might need help of this nature contact the Voting Location Manager and they will get the voter the assistance they require.

Spanish/English Interpreters are on site in some Vote Centers in the county. Interpreters are also available to voters at the Board of Elections where they will assist voters at the Voter Center either over the phone or come in to the Vote Center directly.

There are two types of Interpreters, those that serve solely as Interpreters throughout the day and those that work in a variety of other roles in addition to their interpreting duties.

Stand-alone Interpreters, have as their primary duty, helping individuals through the voting process by translating.

The other Interpreters can serve as a Precinct Election Official in any other role. These Interpreters are able to serve in their regular capacity throughout the day and yet remain available should their interpreting skills be needed.



Voters with Disabilities

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



NOTE: The best advice for assisting voters with special needs is to treat that person as you would want to be treated.

As a Precinct Election Official, it is your duty to work with and accommodate voters who have disabilities to find the most suitable method for them to cast a ballot. No person should be denied the right to vote because of mobility, vision, speech, cognitive, intellectual, or hearing impairments. Accommodating people with disabilities is mostly a matter of clear communication and common sense.

Any voter may receive assistance from a person of their choice or two Precinct Election Officials – each from a different political party. The elector may choose anyone he or she wants to provide them assistance, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any, or any candidate whose name appears on the ballot.

Communicating with Voters with Disabilities Guidelines:

- Always speak directly to the voter with a disability, not to a companion or an interpreter;
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable;
- Always identify yourself and other Precinct Election Officials when assisting a person who is visually impaired;
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions;
- Treat adults as adults; never patronize people in wheelchairs by patting them on the shoulder or head, (unless it is necessary to get the attention of a hearing impaired individual referenced later);
- Do not lean or hang on a person's wheelchair; this device is an extension of their body;
- Never distract a service animal as they are working;
- Listen carefully when speaking with people who have difficulty speaking. Never pretend to understand; instead, repeat what you understood and allow the person to respond;

- Place yourself at eye level to speak with someone in a wheelchair;
- It is permissible to tap a person who has a hearing disability on the shoulder or wave your hand to get their attention. Always speak directly to the person, clearly, slowly and expressively, as they may be able to read lips. Speak in a normal tone;
- Relax. Don't be embarrassed if you use common expressions such as "See you later" or "Walk over here" when speaking.

Voters Who Have Speech Impairments:

- A voter who cannot speak may give a name and address simply by providing identification to the assisting Precinct Election Official, who then reads the name and address out loud;
- If you do not understand something do not pretend that you do; ask the voter to repeat what he or she said and then repeat it back;
- Follow the voter's cues to determine whether speaking, gestures, or writing is the most effective method of communication;
- When speaking, do so calmly, slowly, and directly to the voter. Do not shout. Face the voter at all times as many speech-impaired voters will be able to understand by reading the movement of your lips;
- Ask questions that require only short answers, or a nod of the head;
- Be patient.

Voters Who Are Deaf or Hearing Impaired:

- To get the attention of a voter who is deaf, tap them on the shoulder or wave your hand;
- Identify who you are (i.e., show your name badge);
- Look directly at the voter when communicating;
- When speaking, do so calmly, slowly and directly to the voter. Do not shout or exaggerate. Face the voter at all times;
- Communicate in writing, if necessary;
- If not understood at first, repeat or rephrase your thought.

Voters Who Are Blind or Visually Impaired:

- As soon as you come into contact with the voter, identify yourself and state that you are a Precinct Election Official;
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel;
- Visual impairment or blindness does not equal a hearing impairment. It is not necessary, or courteous, to raise the volume of your voice
- If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.



Interacting with Voters with Mobility Impairments:

- Note if wheelchairs are available at the Vote Center for voters with mobility disabilities and/or who are elderly, have a serious illness, or pregnant and cannot stand for a long period of time.
- Try to sit or kneel at the same level as the person in a wheelchair;
- Ask the voter if he or she wants assistance before trying to help.



Curbside Voting

Curbside voting is the process followed when a person who is physically unable to enter a polling location can send another person into the polling location to inform precinct election officials of their desire to vote. (Note: if there is a line the person sent in will have to wait in the line before being assisted.)

When you are made aware of the name of a voter who is physically outside of the Vote Center, but is physically unable to enter, follow this procedure with two Precinct Election Officials of different political parties:

- Check the ExpressPoll Book for the name of the voter using the normal check-in procedures.
- If the voter is a qualified elector and resides in a precinct within the Vote Center, the election official places the voter's name and address on a blank sheet of paper.
- Take the paper containing the voter's name and address outside the Vote Center to the voter.
 - The voter confirms the name and address are correct.
 - The voter provides appropriate ID.
 - The voter's ID is examined.
 - The voter signs the paper containing their name and address.
- Return the paper containing the voter's signature to the polling location and attempt to verify the voter's signature in the ExpressPoll Book. Place the paper in the "Completed Forms" envelope.
- Verify that the voter's signature substantially conforms to the voter's signature in the ExpressPoll Book.
- Record "Curbside Voter" in the signature box. Or, if available, select the "Signature Entered on Paper" button on the Signature Instruction Title screen. (If using the Signature Poll Book, the two election officials record next to the voter's name in the Signature Poll Book "Curbside Voter.")
- Use the regular processing procedures to process a regular paper

ballot for the voter on the ExpressPoll book.

- If the voter is determined to be a Provisional voter and not a regular voter then a provisional ballot would be issued according to the voter's address to determine the correct precinct ballot.
- Obtain the regular paper or provisional ballot.
- Both PEOs take the appropriate ballot (regular or provisional) and corresponding envelope to the voter located outside the Vote Center.
- Provide instructions to the voter on how to mark the ballot.
- The voter marks the ballot and places it in the appropriate envelope (if a provisional ballot, the voter must complete the Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) and be given a copy of the Provisional Ballot Notice (*Form 12-H*)).
- Take the envelope containing the corresponding voted ballot back into the Vote Center, mark on the envelope upper right hand corner "Curbside" and place it in the appropriate ballot container. Completed Ballots should be returned to the yellow bag by Precinct.



If a voter who wishes to utilize the curbside voting process is unable to sign his or her name:

The two election officials:

- witness the voter's mark on the sheet containing the voter's name and address that was taken outside the polling place.
- return the sheet containing the voter's mark to the Vote Center. Indicate on the sheet who the mark belongs to by printing the voter's name.
- record next to the voter's name in ExpressPoll Book "Curbside Voter – Unable to Sign." Or, if available, select the "Signature Entered on Paper" button on the Signature Instruction Title screen.

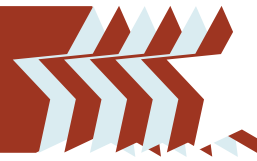
If a voter who wishes to utilize the curbside voting process is unable to mark his or her ballot (regular or provisional):

- follow the procedures for Processing Voters in the ExpressPoll section of the manual under "Signature" – "Unable to Mark Ballot".

NOTE: PEOs who assist with curbside voting should wash their hands after reentering the Vote Center. Masks must be worn outside of the Vote Center when assisting with the Curbside voting process.

This is a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top.

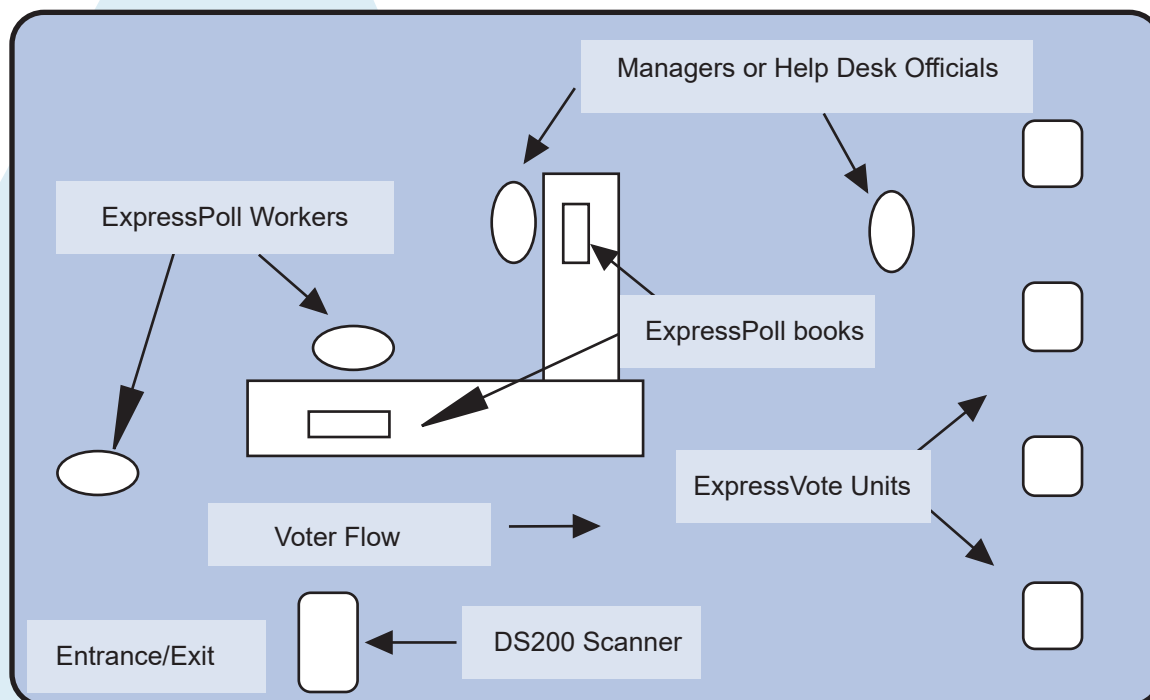
Single Precinct Vote Centers



Vote Center Set-up

A Single Precinct Vote Center is a place that only has one precinct voting within the Vote Center. Each Single Precinct Vote Center is designed to have the best possible voter flow, while providing uniformity in design county-wide. The design allows for the two ExpressPoll table workers to have direct access to ExpressPoll books, alternating so that one person at a time is seated and processing voters. The PEO not processing voters will assist voters and assist with the sanitation of voting equipment.

The Help Desk is positioned directly adjacent to the first table which allows either the Voting Location Manager or the Assistant Voting Location Manager to assist with all of the non-regular voters.



There are typically only four individuals staffed at each site. It is important that each individual is well versed in every other role so that the flow of voters is never compromised. Managers may need to utilize the PEOs in more than one role at ensure the Vote Center runs as efficiently as possible. Some Single Precinct Vote Centers will have additional PEOs working as a Voter Assistant or Help Desk Official as needed.



Opening Procedures

Opening procedures are modified for the Vote Center due to the limited number of PEOs.

The VLMM will work with the ExpressPoll Table Official of the opposite political party to put up signage, post flags, and set up the ExpressPoll Table. They will set up and go through all opening procedures for the ExpressPoll book at the ExpressPoll Table and Help Desk.

The AVLMM will work with the other ExpressPoll Official to open all ExpressVote Units and DS200 Scanner for the Vote Center and to set up the Help Desk for provisional and paper ballots using the supplies in the Yellow Provisional bag.

Processing Voters

Voters are assisted through the initial process all at one table. The ExpressPoll Table Officials will alternate processing voters throughout the day due to the Covid-19 protocols. They will work to make sure that each voter:

- is greeted and given a stylus to use;
- asked their name, current address and for a valid form of identification;
- asked to state what type of ballot they would like by party affiliation;
- receives a Ballot Card that is programmed and printed by precinct;
- is directed to an ExpressVote Unit;
- is directed to scan their Ballot Card into the DS200 Scanner to cast their ballot;

All procedures for ensuring that the voter is in the correct precinct and authorized to vote a regular ballot remain consistent. All voters will be asked their name. The ExpressPoll book Official will find the voter's name in the ExpressPoll book, ask the voter for their current address and will check it against the official record. The voter will be asked to show a valid form of identification, which will be checked by the ExpressPoll official. If the name and address that is stated match the ExpressPoll book and the id is valid, then the voter will be asked to sign their name using the stylus they were given, in the appropriate screen on the ExpressPoll book. The voter will be issued the ballot by being given a Ballot Card and directed to the ExpressVote Units. Ask the voter to return their Ballot Card to the DS200 Scanner when finished to feed the Ballot Card into the scanner to cast their vote(s) and then will receive an "I Ohio Voted" sticker and return the stylus.

The managers will be responsible for distributing, collecting and sanitizing the styluses for the voters to use on the ExpressPoll book and ExpressVote units.

Adaptability

The VLM and AVLMM will assist with the voter flow or help a voter that is voting anything other than a regular ballot. They will also be available to fill in at the ExpressPoll Table when those officials are on breaks.

Managers will provide assistance to voters, limit access to the Vote Center exclusively for those voting or authorized to be there, and ensure no one is campaigning within the 100' neutral zone.

Single Precincts will have an additional ExpressPoll Book to use at the Help Desk as the primary "Precinct Finder" for voters who are not listed in the ExpressPoll Book and for processing provisional voters.

Single Precincts will have a router to use so that both ExpressPoll books stay connected and communicate the information regarding which voters have been processed at that Vote Center. In case of an issue with the primary Express Poll book used to process voters the additional ExpressPoll book can be used as a replacement. Notify the Board of Elections prior to making this change.

Closing Procedures

The VLM and one of the ExpressPoll Table officials of the opposite political party will remove all posted signage from the Vote Center. They will review the ExpressPoll Closing Report indicating how many Ballot Cards were issued, reissued, and canceled. They will also be responsible for completing the Ballot Accounting Chart which shows how many provisional and optional paper ballots were issued, used and will be returned to the Board of Elections. They will accompany the Manager in returning all of the bags and ExpressPoll book cases. The AVLMM and one of the ExpressPoll Table officials of the opposite political party will run all final reports, and complete the ExpressVote and DS200 Scanner Closing Procedures to prepare the units for return to the BOE. They will then travel together to return the Memory Stick and yellow provisional ballot bag to the designated drop off location. They should be the first to leave the Vote Center. The managers will complete the Ballot Card Balance Sheet.

ExpressVote Units should be taken down according the Closing Procedures and returned to the designated area (see Manager's Vote Center Set Up sheet).

All extension cords and power strips should be returned to the blue bin in the Vote Center. There is a supply list inside the bin lid.

No one may leave the Vote Center until the Memory Stick has been accounted for and placed in the Memory Stick pouch for the Assistant Voting Location Manager to return with the PEO of the opposite political party. There will only be one Memory Stick per DS200 Scanner.

[illegible]

ExpressPoll Book Table Officials



Overview

In addition to all of the general duties, the ExpressPoll Table Officials will focus on qualifying voters and creating the Ballot Card for the voter. They must know which forms of identification are acceptable and work to make sure each voter is professionally assisted through the qualifying process.

Before the Vote Center Opens

Set Up your ExpressPoll Table and be ready for voters

The VLM will give each ExpressPoll Table a black case with an ExpressPoll book and stand. A printer for each ExpressPoll book and one back-up battery will already be at the Vote Center. One case will have a green tag identifying it as the Help Desk case that contains the router and an additional printer for printing reports.

NOTE: DO NOT move the back-up power pack set up for the printers.



Set up the green trays to hold the ballot cards. When given the ballot cards, fan through them to help alleviate cards sticking together.

One team will Post Flags 100 feet from the front of the main entrance to Vote Center and on the door of the Vote Center.

Take the yellow string and two cloth flags outside of the Vote Center. Unroll the string to its full 100' length from the entrance door, place the flags into the ground at that point. Place the flag in the ground as close to 100' as possible. Tape the plastic American flag outside or on the main entrance door.

Post materials on the Vote Center Walls

The white "Important Voter Information" sign will be set up. The VLM will give the ExpressPoll officials a **blue "Items to be Posted"** envelope. Put the items in this envelope on a table near the sign or on the wall at or near the entrance.

ExpressPoll Table Kit- (place contents on the table)

The following items that must be visible on the table at all times:

- Glossary of Key Election Terminology (Spanish/English)

- Language Assistance Sign (Spanish/English)(Orange)
- “Be a Poll worker” sheet
- A Map of the precincts that are in the Vote Center

The ExpressPoll Book

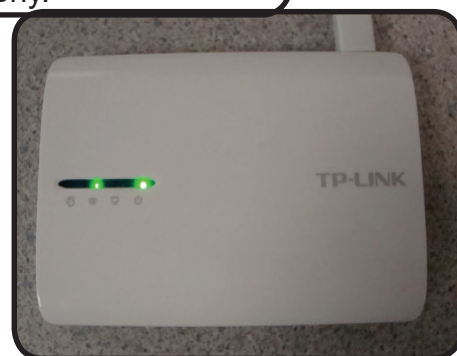
- Look up each registered voter by name, address, or scanning the Magnetic stripe on their Ohio Driver’s License or State Identification
- Determine if a voter has already been issued a ballot
- Display the voter’s signature for verification, and capture the voter’s signature on the tablet screen
- Issue and print the Ballot Card for the voter
- Print voter related documents such as voter lists at 11am & 4pm

IMPORTANT- Only use the alcohol wipes or bottled alcohol and cloths provided by the BOE to clean the ExpressPoll Book and stylus. Other cleaning products will damage the equipment. Do not oversaturate the cloth or screen, this can cause damage to the equipment.

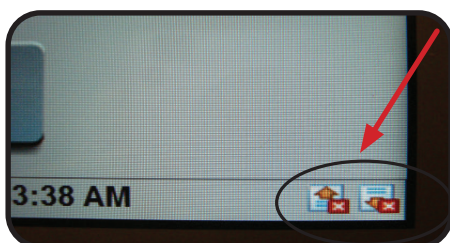
Networking ExpressPoll Books - Printer and Router

IMPORTANT- The router must be turned on before turning on any ExpressPoll book or they may not connect properly.

The router should be set up before you arrive. Ensure that the router has been plugged in and is turned to the “**ON**” position with 3G/4G. A green or yellow light will indicate that it is on and charging. A second green light will display once the router is connected to the ExpressPoll Books. At least two ExpressPoll books must be ON to connect.

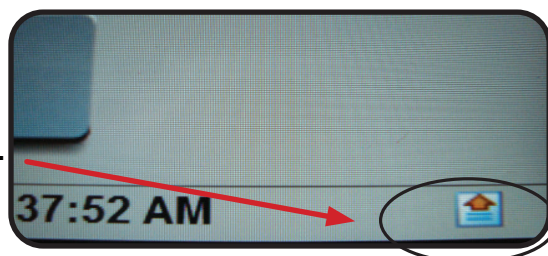


Once the ExpressPoll books are set up and powered on, check the lower right corner of the screen after 5-10min. There should be alternating orange arrows displayed indicating the router is connected. Red x's indicate that the router has not connected, notify the manager.



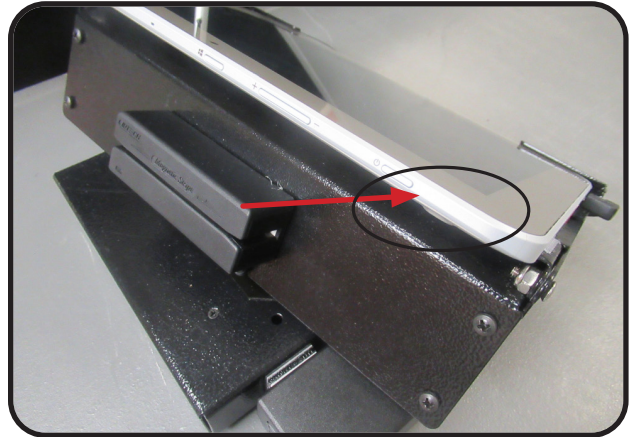
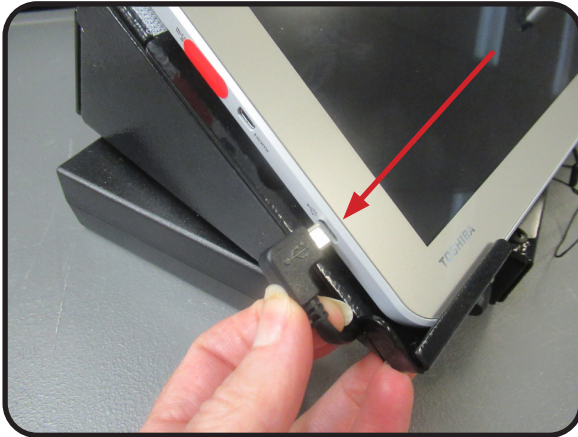
Red X- Not Connected

Orange Arrow- Connected



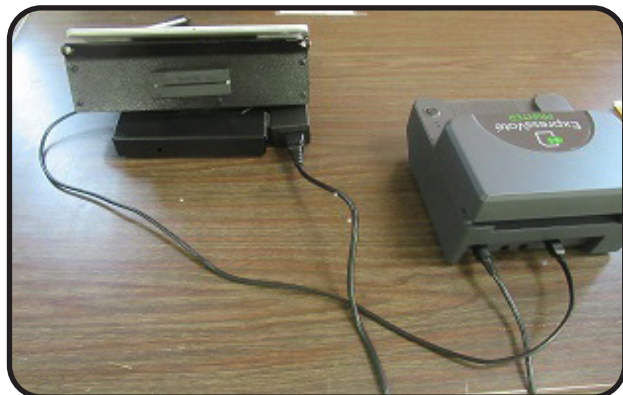
Launch ExpressPoll & Logging in to the ExpressPoll Book

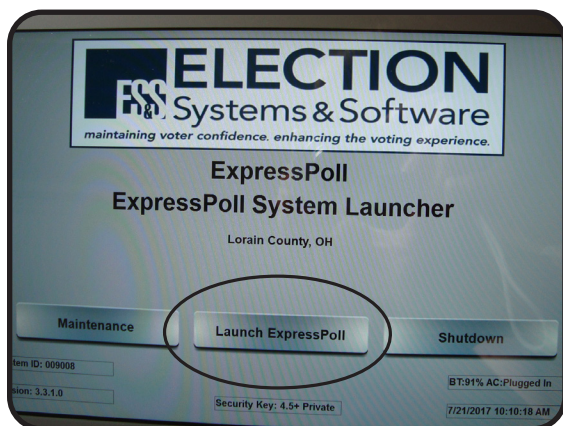
1. Unpack the black stand (Lazy Susan) from the case; lay out the cord.
2. Remove the ExpressPoll book from the neoprene case and place it on the stand. (DO NOT power on). Plug in the stand using the USB jack on the left side of the ExpressPoll book and the USB plug on the stand. Plug in power cord.



3. Plug in the ExpressVote Printer to the stand using the cord attached to the Printer. Connect into the USB port on the side of the stand. Press and hold the power button on the ExpressVote printer. A blue light indicates it is on.

4. Press and hold the power button on the upper left edge of the ExpressPoll book tablet for apx 5 sec until the screen display begins to power on. The screen with display Toshiba then ES&S.

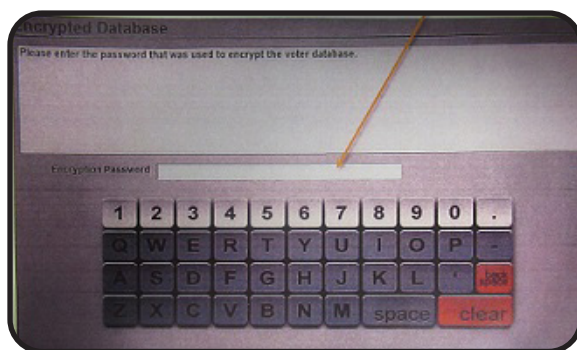




5. Tap the **"Launch ExpressPoll"** button.

6. Confirm that the date and time are accurate within a few minutes and that the "AC Plugged In" message is in the lower left corner on the log in screen. If "AC Unplugged" check the USB port to ensure it is plugged in, check the outlet and power cord.

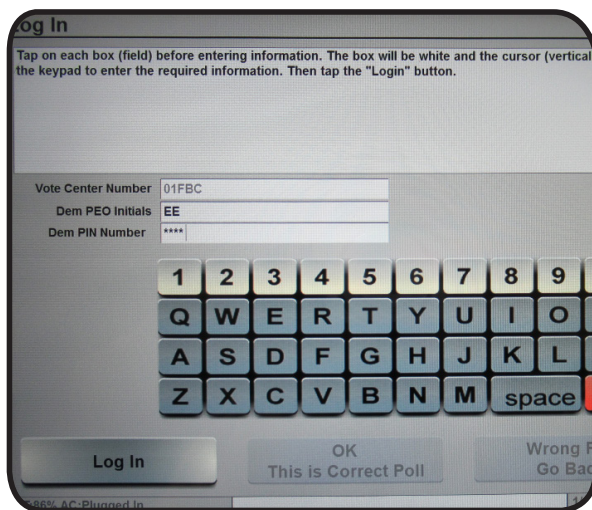
Encrypted Database Screen



The first screen will be the "Encrypted Database". Enter the number given to you by the managers. Press Continue.

The "log In" screen will be next.

Log In Screen –The first field labeled Vote Center Number will be complete. Note: It will not be your Vote Center number.



Two PEOs of different parties must log in. The managers will have the log in pin numbers.

The Democrat PEO will enter their initials first.

Tap the next field labeled **"Dem PIN"** and enter the pin. Tap the **"Log In"** button.

Repeat same steps for the Republican PEO.

NOTE: You will not be able to select the Log In button on the screen until all of this information has been filled in.



Vote Center Confirmation

If all information is correct tap **“OK This is the Correct Poll”** button.

If the Vote Center is not correct tap the **“Wrong Poll Go Back”** button. The manager must contact the Board of

Vote Center Number
01FBC
Precinct Name
FAITH BAPTIST CHURCH
Precinct Number
[Multiple]
Poll Name
FAITH BAPTIST CHURCH
440 N. LAKE STREET
AMHERST, OH 44001

Log In OK This is Correct Poll Wrong Poll Go Back

Main Screen

Verify that no ballots have been issued on the **“Manage Polls”** tab

All counts in the **“Statistics”** box and at the bottom of the screen should be zero prior to opening on Election Day.

THIS IS SAMPLE DATA

Manage Polls Issue Ballots Poll Details Manage System Status

Before opening the polls, verify that all information on the screen is correct. Verify that all "Statistics" are zeroes. If the information is not correct, notify an Election Official immediately. If everything is zero, select the "Open the Polls" button and then select the "Issue Ballots" tab.

Statistics
Ballots Cards Voters
Voter Cards 0
Paper Ballots 0

Vote Center Number 01FBC
Poll Status OPENED
Poll Opening Time 6:30AM
Poll Closing Time 7:30PM
Roster Count 2340

Open the Polls Close the Polls Log Out

RT:86% AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 1/18/2019 11:51:31 AM

Statistics
Ballots Cards Voters
Voter Cards 0
Paper Ballots 0

Open the Polls Close the Polls Log Out

Statistics
Ballots Cards Voters
Voter Cards 0
Paper Ballots 0

Vote Center Number 01FBC
Poll Status OPENED
Poll Opening Time 6:30AM
Poll Closing Time 7:30PM
Roster Count 2340

Open the Polls Close the Polls Log Out

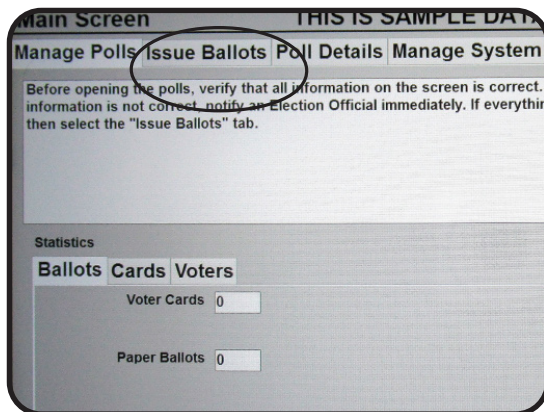
Important: If the Statistics are not 0, turn off the ExpressPoll book and the router. Call the Board of Elections immediately

Select **“Open the Polls”** if the Poll status is "CLOSED" (red).

Statistics
Ballots Cards Voters
Voter Cards 0
Paper Ballots 0

Vote Center Number 01FBC
Poll Status CLOSED
Poll Opening Time 6:30AM
Poll Closing Time 7:30PM
Roster Count 2340

Open the Polls Close the Polls Log Out



Select the **"Issue Ballots"** tab from the **"Main Screen"**.

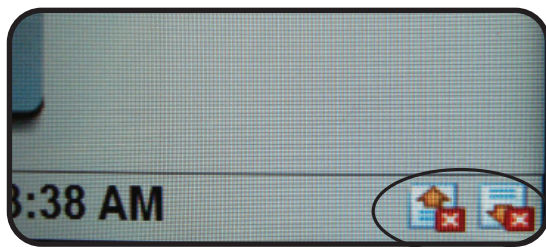
The screen should display "AC Plugged In" in the left corner.

When the ExpressPoll book is connected to the router there will be alternating orange arrows displayed in the lower right corner.

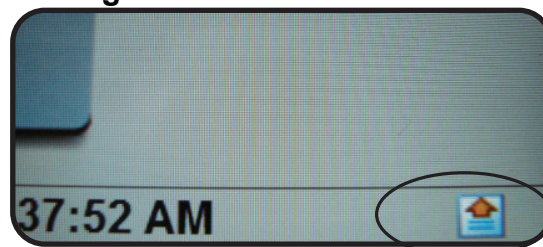


IMPORTANT- If there are not **ARROWS** displayed in the lower right corner within 10 min after powering on 2 or more ExpressPoll books or during the day contact the Board.

Red X- Not Connected



Orange Arrow- Connected



Election Day Regular Voter ID Requirements

R.C. Code 3505.18 requires every voter, upon appearing at the polling place to vote on Election Day, to announce his or her full name and current address and provide proof of the voter's identity. The forms of identification that may be used by a voter who appears at a polling place to vote on Election Day include:

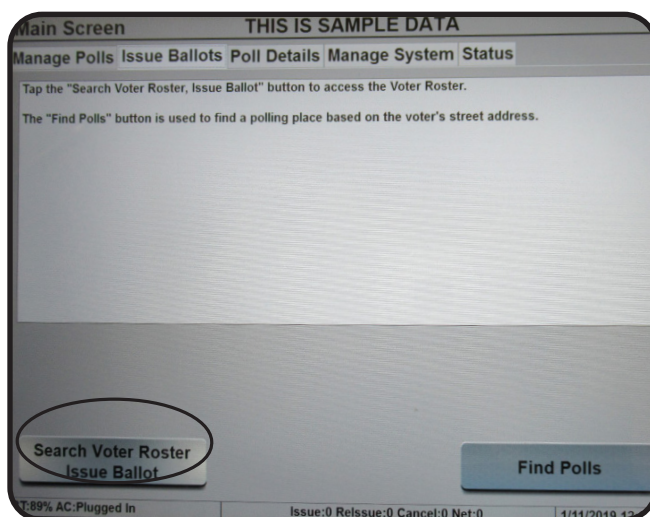
1. His or her current and valid Ohio driver's license; or
2. His or her current and valid photo identification card issued by the State of Ohio or the United States government; or
3. His or her military identification ("Military ID"); or
4. An original or copy of a current utility bill; or
5. An original or copy of a current bank statement; or
6. An original or copy of a current paycheck; or
7. An original or copy of a current government check; or
8. An original or copy of a current other government check document.

See the Voter Identification Requirements and Voter ID Examples section of the manual to review before processing voters.

To Process a Voter and Issue a Voter Ballot Card

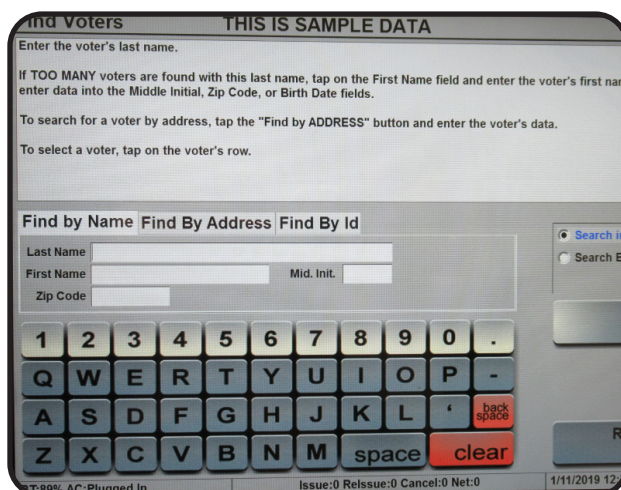
ExpressPoll Officials will be responsible for issuing ballots to Regular Voters. A regular voter is someone who meets all of the following criteria and is eligible to cast a regular ballot on a Voting Unit.

- The voter is in the correct Vote Center and their current address is listed correctly in the ExpressPoll Book
- The voter is able to provide a current and valid ID as listed in the Acceptable Forms of ID List
- There is no notation that the voter has requested an Absentee Ballot in the ExpressPoll book listing or “Provisional” is indicated in their status.



On the “**Issue Ballots**” tab select the “**Search Voter Roster Issue Ballot**” button.

Note: The Help Desk will use the “**Find Polls**” feature.



The “**Find Voters**” screen will be displayed.

On the “Find Voters” Screen there are 3 tabs- “**Find by Name**” / “**Find by Address**” / “**Find by ID**”

Under “**Find Voters**” search by using “**Find by Name**” or “**Find by ID**” to scan the Driver’s License or ID using the Magnetic Card Reader; “**Find by Name**” to type in the name; “**Find by Address**” to type in the address of the voter.

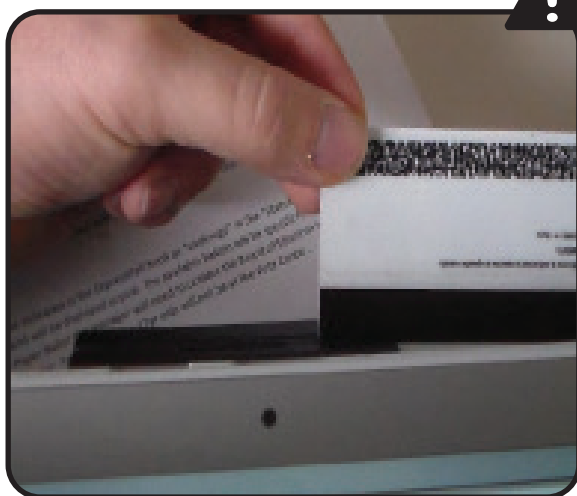
To scan the Ohio Driver’s License or State ID hold the card photo side down with the solid black magnetic stripe facing up.

Run the stripe through the card reader located on the back of the stand.

The screen can be on the “**Find by Name**” or “**Find by ID**” tab.

The reader will beep to indicate the card has been read.

Proceed with normal processing of the voter when their name is displayed on the top of the screen by confirming their address.



IMPORTANT: The reader cannot determine if the ID is expired. You must confirm the expiration date is valid. Due to COVID-19 an Ohio license or state ID that expired March 9-Nov 3, 2020 is valid for voting in this election.

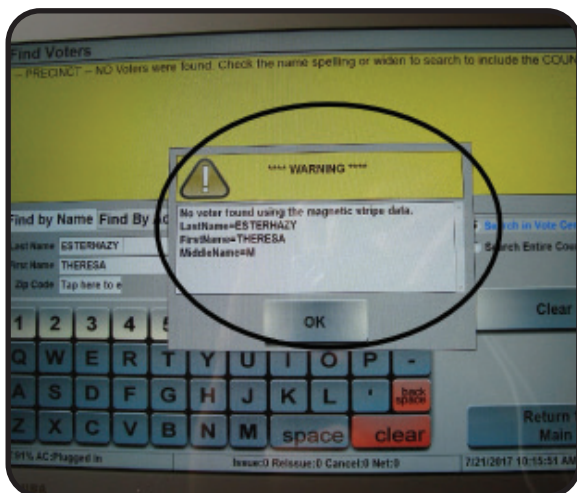
If a voter’s magnetic stripe will not scan, the screen will display a “**Warning**” message that will indicate the card could not be read.

Press “**OK**” in the “**Warning**” box and press “**Clear**” to manually enter the voter’s name.

Contact the Manager if voter is in the wrong Vote Center.

If the voter is not found by name you can select the “**Find by Address**” tab and enter the voter’s address.

Note: Under “**Find Voters**” the addresses are only those of registered voters. Do not use this to search for a voter’s new address.



Manually enter the voter's name- tap the **first three letters of their last name** in the Last Name field and the **first letter of their first name** in the First Name field.

As each letter is entered, the screen will adjust to display the names matching the entry.

Use the arrow bar on the right to scroll up or down through the names

If more than one Voter is found with the same name and address confirm the Date of Birth.

Once a voter's name has been located ask the voter to state their **CURRENT** address. If the information matches the ExpressPoll Book tap on the voter's name at the top of the screen.

The **"Voter Record"** screen will appear. Visually Review the information to ensure you have selected the correct voter.

Select the **"Issue Standard Ballot"** button.

Signature Verification

The **"Signature Instruction Title"** Screen displays the signature on record.

Tap the **"Get Signature"** button.

Turn ExpressPoll book around for the voter to sign their name using the stylus they were given.

Find Voters THIS IS SAMPLE DATA

Name	Address	DOB	Status	Issued
RICHARDS MICHELLE A	487 GOLDEN RUSSETT BLVD AMHERST 44001	01/24/1969	Active	None
RICHARDS ANDREA MICHELE	261 CROSSE RD AMHERST 44001	12/03/1986	Active	None
RINEHART JOHN H	644 WINESAP RD AMHERST 44001	03/28/1976	Active	None
RINEHART SARAH R	644 WINESAP RD AMHERST 44001	06/01/1980	Active	None

Find by Name Find By Address Find By Id

Last Name RI

First Name Tap here to enter data Mid. Init.

Zip Code

☒ Search in Vote ☐ Search Entire C

Record

3600 BEAVERCREST DR APT APT 67 LORAIN 44053

Details Identification History Precinct Details

is the correct voter and address. If there are two voters with the same name, confirm using (DOB). If any information is incorrect notify the manager before proceeding.

st LORAIN CITY 8-E 1 DOB 04/06/1954 Age 63 Status Active

17200110

Party Democrat Issued None

UserField2

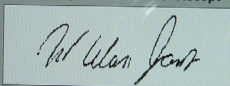
Issue Standard Ballot

Issue:0 Release:0 Cancel:0 Net:0 7/21/2017 10:28:2

Signature Instruction Title

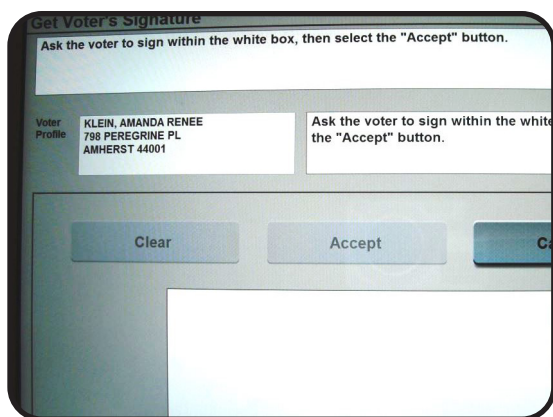
Select "Get Signature" button.

Ask the voter to sign within the white box, then select the "Accept"



Get Signature **Signature Entered on Paper** **Cancel Back to Voter**

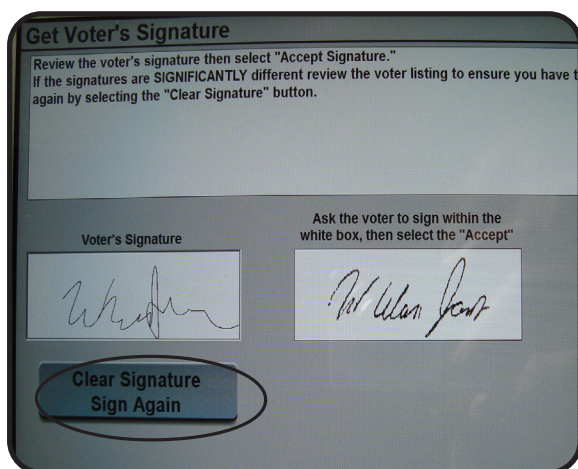
BT:93% AC:Plugged In Issue:0 Release:0 Cancel:0 Net:0 7/21/2017 10:28:2



Instruct the voter to confirm their information in the "Voter Profile".

Ask the voter to sign their name and tap "Accept" after signing. Each voter should be given a stylus to use.

Note: The voter will use the stylus to sign- do not touch the screen in any other area while signing. The stylus will also be used on the ExpressVote unit.



Turn ExpressPoll book back around and review the signature. Tap the "**Accept Signature**" button.

Reconfirm the voter's name if the signature is significantly different, to ensure the correct voter is being processed.

If a voter is unable to SIGN his or her own name in the ExpressPoll Book see additional instructions.

Voter Unable to Mark Ballot



- If the voter can, they should make their legal mark, such as an "X," in the ExpressPoll book. The precinct election official who watched the voter make their legal mark, writes the voter's name on the signature line in the ExpressPoll book following the voter's mark (R.C.3505.18(B)); <or>
- The voter can have their attorney-in-fact sign the voter's name for them. In order to have an attorney-in-fact, the voter must have completed and filed the correct forms with the Board of Elections before Election Day (Form 10-F or Form 10-G) so the attorney-in-fact's signature will be on file, and it will be noted in the ExpressPoll book. The voter must have their attorney-in-fact accompany them to the polling place. Allow the attorney-in-fact to sign the ExpressPoll book, in the presence and at the direction of the voter. The signature of the attorney-in-fact should be examined, and if it appears on its face to conform to the attorney-in-fact's signature pre-printed in the ExpressPoll book, the voter should be given

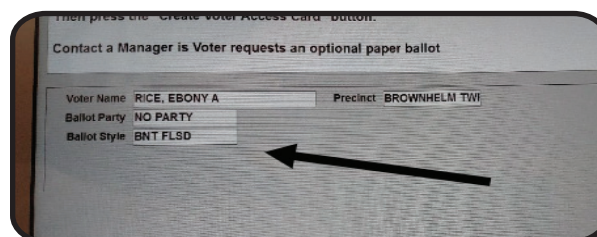
Selecting the Ballot

The Election November 3, 2020 is a General Election. Follow the General Election Procedures.

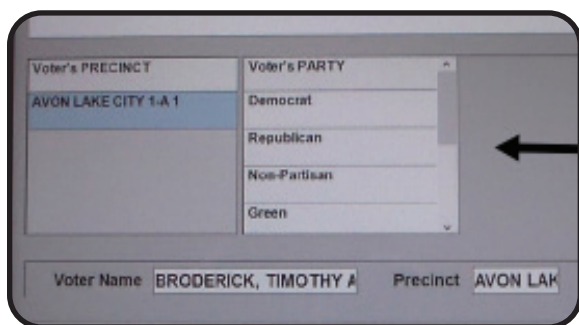
General Election- the voter will only have one ballot option that will be the same for every voter in that precinct. The ballot will automatically be set on the “Select Ballot” screen.

There will be no party and the ballot style will be set according to the voter’s precinct.

Get a manager if a voter requests an optional paper ballot.



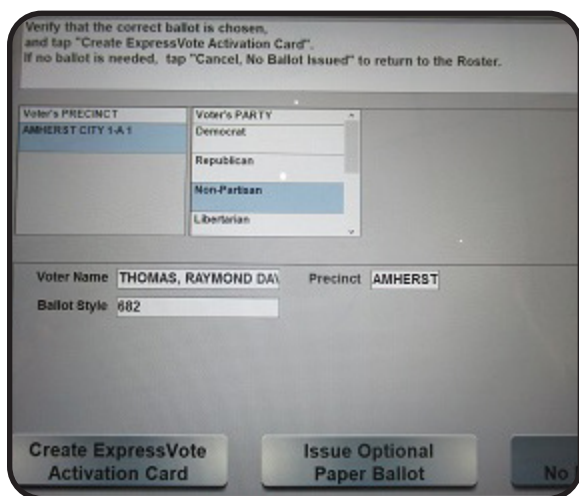
Primary Election- the voter may have to declare their party affiliation and choose what type of ballot they would like to vote.



At the “**Select Ballot**” screen the options for ballots available to the voter will display on the screen.

Ask the voter what type of ballot they would like.

If the voter asks, tell them the options available as listed on the screen.

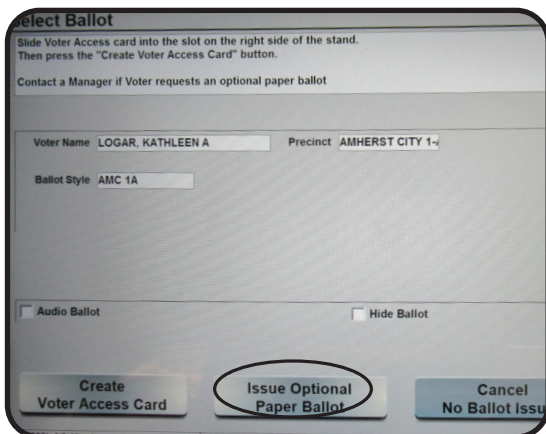


Select the ballot the voter chooses. The selection will display in blue.

If a voter has a declared party it will automatically display, but the voter is permitted to change party or vote non-partisan. NEVER assume that the voter wants the same ballot type.

Get a manager if a voter requests an optional paper ballot.

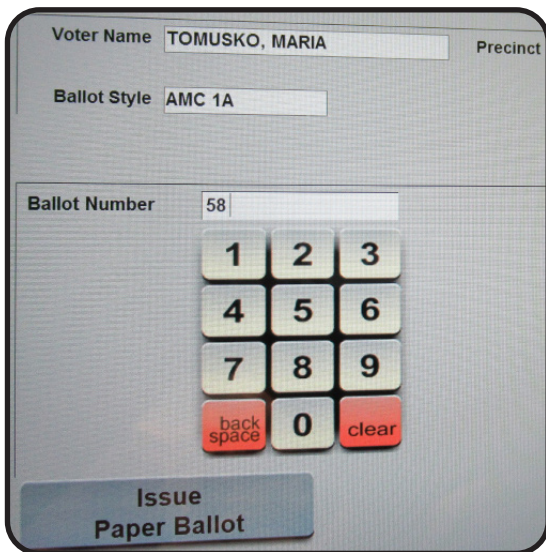
Optional Paper Ballot



If a voter requests a paper ballot select the **“Issue Optional Paper Ballot” button**. Contact a manager and inform them of the voter’s ballot style and party if applicable.

Select the correct ballot from the designated yellow bag according to the voter’s precinct.

Enter the ballot number and tap the **“Issue Paper Ballot” button**.



A ballot number cannot be repeated. Ensure the voter is given the ballot with the label that matches the voter’s specific precinct. Confirm the ballot style and the correct party or non-partisan ballot is given, if applicable. Paper ballots are returned to the same yellow bag when completed.

Creating Ballot Card

At the **“Select Ballot”** screen, tap the **“Create ExpressVote Activation Card”** button.

Insert a blank Ballot card into the printer with the notched corner on the right. Ensure that only one card is inserted. Do not remove the card.

NOTE: Once the Ballot Card has been written it cannot be changed, but a manager can void and issue a new card.

A Notice will appear that shows the name of the voter and the type of ballot issued. Select "OK".



The Ballot Card will now have a bar code printed at the top specific to the precinct of the voter and the type of ballot, if applicable. Hand the voter the Ballot Card, offer the voter a disposable secrecy envelope to use to cover their Ballot Card after printing and direct them to the ExpressVote Units. Caution the voter to not get hand sanitizer on the ballot card as it may not scan if wet. Remind the voter that they must take the finished printed Ballot Card to the DS200 Scanner to cast their ballot.

IMPORTANT- Only use the alcohol wipes or bottled alcohol and cloths provided by the BOE to clean th ExpressPoll Book and stylus. Other cleaning products will damage the equipment.



When to Notify the Manager- Special Situations

Name Change

When a voter has legally changed their name, but has not updated the voter registration ask the voter to provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter's current and prior names) as indicated on Form 10-L which the voter must complete and sign. The voter may **cast a regular ballot**, as long as the voter is registered to vote in that precinct and provides proper ID. If the voter legally changed their name and does not have proof of the legal name change, the voter must cast a provisional ballot.

IMPORTANT: A Driver's License is not proof of Name Change



Voter's Name Not in ExpressPoll Book

If the voter's name does not come up in the ExpressPoll Book, but the voter is in the correct location you can use the "Find By Address" tab to input the voter's address. The voter's name may be misspelled or have punctuation that will interfere with the "Find by Name" function. If the voter's name is displayed after entering the address you may proceed as usual.

If the voter's name IS NOT in the ExpressPoll Book, the Express Poll Table Official will notify the Voting Location Manager. The Manager will determine if the voter is to be directed to a different Vote Center or vote a provisional ballot. If the voter's name IS NOT in the ExpressPoll Book, but the voter's address is in your precinct, the voter must cast a Provisional Ballot, and fill out the Provisional Ballot Affirmation (Form 12-B) on the envelope.



Voter's Name is not an Exact Match

The Voter may state a name that is listed slightly different than in the Express-Poll book. The voter's stated name must substantially conform to the name as it appears in the ExpressPoll book. A variation of the name is allowed. Examples:

Name on ID	Name in ExpressPoll Book	Regular Voter-Issue Voter Access Card	Contact Manager
Kaye Ann Smith	K. Ann Smith	X	
Mary Evans	Mary Young		X
Robert Jones	Rob Jones	X	
Tom Sullivan	Tim Sullivan		X
Jane Rich-Thomas	Jane Thomas		X

Voter is at Wrong Vote Center

If the voter's address is outside of the precincts of the Vote Center, the Manager will use the "search entire county" function in the ExpressPoll book to search by voter name or the "Find Polls" function to search by address. The Manager will issue the voter a Vote Center Transfer Slip, and explain to the voter that a provisional ballot cast in the wrong precinct cannot be counted. As needed the Manager will provide the voter with the telephone number of the Board of Elections in case the individual has questions (R.C.3505.181(C)(1)). If the voter still insists on voting in the wrong precinct after being directed to the correct precinct or polling location, the voter must cast a provisional ballot. Note this in the Provisional Log.

Voter Changed Address - Same Vote Center

If the voter's address has changed their address the Manager will use the "Find Polls" feature to determine the Vote Center location of the voter's new address. If the voter's new address is in the same Vote Center location then it must be determined if the precinct is the same or has changed.

If the voter is in the same precinct they will fill out a Voter Registration form to update their address and then will be issued a regular ballot. The regular ballot will be issued using their name under their former address on the ExpressPoll book.

If the new address is in a different precinct in the same Vote Center the voter will be issued a provisional ballot for that precinct. They may not be issued a regular ballot.

Right Vote Center – Wrong Precinct

If the voter is in the right Vote Center and insists on voting in the wrong precinct, the precinct election official must complete the Provisional Voter Precinct Verification (Form 12-D) and attach it to the voter's completed provisional ballot envelope. This form demonstrates that the precinct election official directed the voter to the correct precinct and that the voter refused.



Voter Forgot ID/ Invalid ID

If the voter's name is in the ExpressPoll book, but the voter forgot their ID or it is not a valid ID, the voter MUST cast a provisional ballot. Each provisional voter must complete the Identification Envelope- Provisional Ballot Affirmation (Form 12-B) and be given a Provisional Ballot Notice (Form 12-H).

Voter Unable to Mark Ballot

If a voter is unable to MARK his or her ballot, the voter has the following options:

- Any elector who declares to the voting location manager that the elector is unable to mark the elector's ballot by reason of blindness, disability or illiteracy may be accompanied into the voting booth and given assistance (R.C. 3505.24);
- Any elector who declares to the voting location manager that the elector is unable to mark the elector's ballot by reason of blindness, disability or illiteracy may be accompanied at the voting booth and aided by any person of the elector's choice, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any. Assistance shall not be rendered for causes other than blindness, disability or illiteracy, and no candidate whose name appears on the ballot shall assist any person in marking that person's ballot (R.C. 3505.24);
- The elector may request and receive assistance from two election officials of different political parties to mark the ballot. (R.C. 3505.24)



Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information in regard to marking of the ballot. (R.C.3505.24)

Re-issue Ballot – (Manager Function)

Locate the “**Voter Record**” and select “**Re-issue Ballot**.”

Voter Record

YATES, GARY L. 261 CROSSE RD AMHERST 44001

Voter Details Identification History Precinct Details

The voter has already been issued a paper ballot.

Precinct AMHERST CITY 1-A 1 DOB 02/01/1968 Age 51 Status Active No

UserField1 18600400 Party NO PARTY Issued Ballot Issued

UserField2

Comments

Re-issue Ballot Go Back

Tap on the “**Issue Reason**” box and a drop down list will appear to select the reason for re-issuing the ballot.

A manager must enter a Supervisory password to proceed.

Use down arrow to display choices->

Use down arrow to display choices->

1. Wrong Party Issued

2. Voting Unit Timed Out

3. Other (write explanation in Incident Log)

The old ballot must be voided and placed in the “Soiled and Defaced” green envelope. A ballot card may not be re-issued more than 3 times due to a voter damaging the ballot or due to voter request. Contact the BOE

for special instructions or with any questions. Document all re-issued ballots in the Incident Log.

Name YATES, GARY L

☒ Remove Ballot Issued

Save Changes Cancel

Canceling an Issued Ballot (Manager Function)

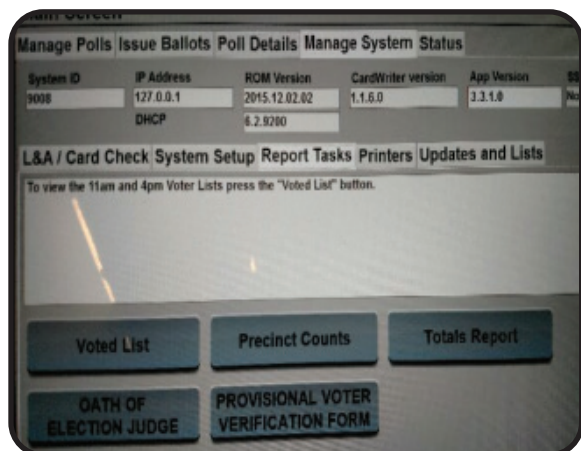
Locate the “Voter Record” and select the “**Identification**” tab. Select “**Update Status**”. The supervisor password is required. The manager must call the BOE when performing this function.

The “**Remove Ballot Issued**” check box is disabled until the voter record indicates a ballot is cast. To return the voter record to the status it had prior to issuing a ballot, check this box and select “**Save Changes**”. The ballot cancellation must be recorded in the **Incident log** for audit purposes.

Voter Record (Manager Function)

Locate the “**Voter Record**” and select the “**History**” tab to find information about each voter transaction performed on the ExpressPoll relating to a voter, such as when the ballot was issued, reissued or canceled.

The Manage System Tab – (Manager Function)



Under the “**Manage System**” tab, there are four sub-tabs, select the “**Report Task**”

Tap on the “**Voted List**” button to print the 11am & 4pm lists of voters who have cast a ballot.

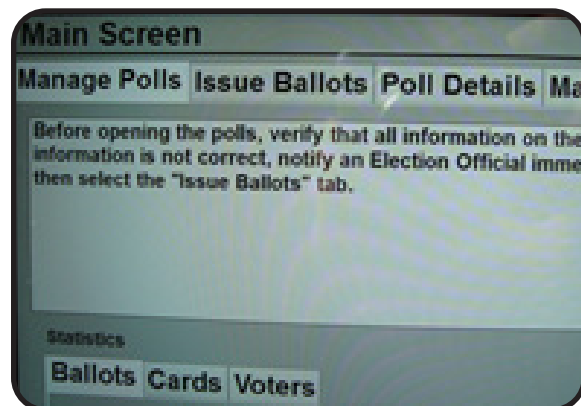
Closing the Vote Center

After all the voters that have arrived at the Vote Center by 7:30 pm and have completed the voting process the Voting Location Manager will make the official announcement that the polls are closed. Once the announcement has been made you can begin to close down your Vote Center.

The Voting Location Manager will designate an ExpressPoll Table Official to remove the posted materials from the walls of the Vote Center and to remove the flags from the front of the Vote Center and the door to the Vote Center.

Logging Out of the ExpressPoll Book

NOTE: The ExpressPoll Closing Report must be filled out prior to Logging Out of the ExpressPoll book.



Select “**Return to Main**” button.

Select “**Manage Polls**” tab. Record the ballots Issued, Re-issued, Canceled, & Net information at the bottom of the screen on the ExpressPoll Closing Report.





Certification

ExpressPoll Closing Report

BEFORE you “Close the Polls” on the ExpressPoll book record the following numbers. These numbers are found on the bottom of the screen.

Vote Center Name

Issue

Reissue

Cancel

Net

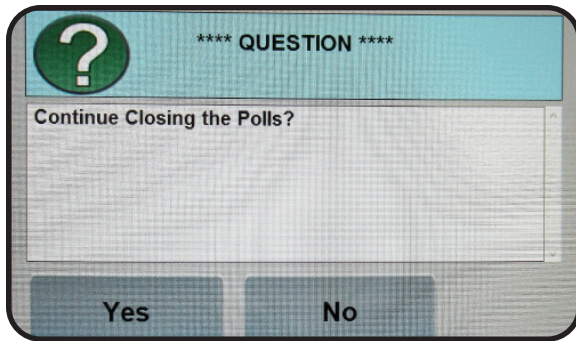
Time

Election workers completing this report sign below, then place in the black case for return.

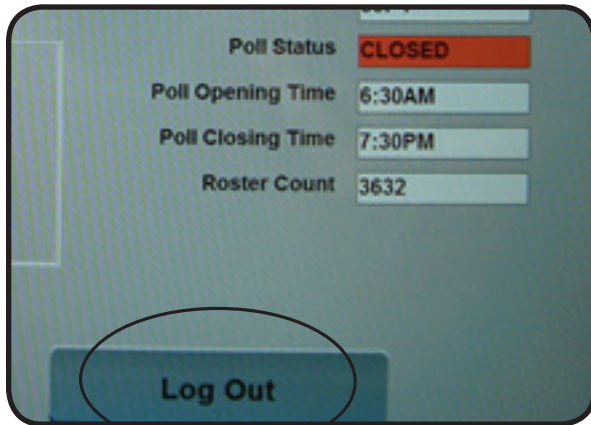
Democrat ExpressPoll PEO: _____

Republican ExpressPoll PEO: _____

Voting Location Manager: _____

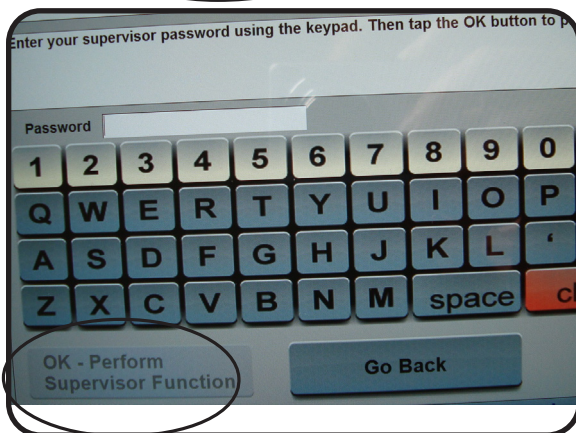


Tap the “Close the Polls” button.
A “Question” box will ask “Continue Closing the Polls?” tap “Yes”.



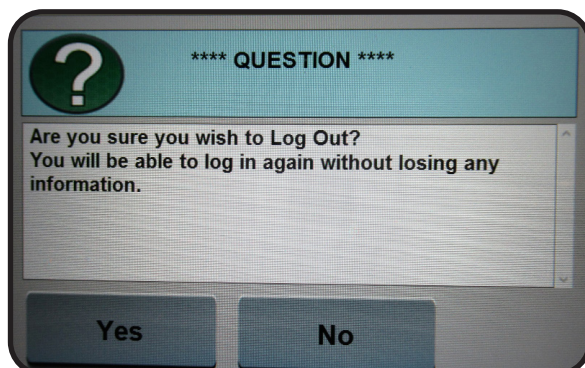
Tap on the “Log Out” button.

NOTE: Once you have logged out you will not have the information to complete the ExpressPoll Closing Report, be certain you have completed this before proceeding.



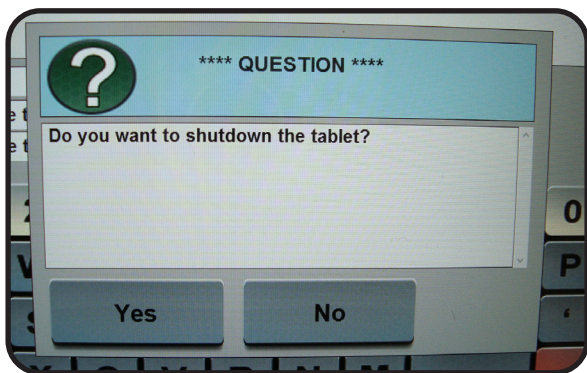
The Supervisor password box will appear. Enter the password number given to you by a manager.

Tap “OK-Perform Supervisor Function”



A “Question” box will appear asking “if you wish to log out?” Tap “Yes”.

The network will shut down.



A “**Question**” box will appear asking if you want to shutdown the tablet. Tap “**Yes**”

The screen will go black. The ExpressPoll book is now shut down.

Re-Packing the ExpressPoll Book

The tablet goes into the Neoprene case and lays on top of the rectangular compartment. The printer and router are placed beneath the tablet. The black stand sits on top of the square compartment with the cords placed beneath the stand. Place the completed ExpressPoll Closing Report in the case. Seal the case with the green security seal. Pack the Printer in the black soft sided case supplied for each Express printer.



ExpressPoll Book Battery:

- Every tablet battery should be FULLY charged prior to an Election
- When connected to AC power, the AC indicator at the bottom of the screen will display “AC: Online”.
- When the battery reaches 30% the battery display in the status bar will turn from silver to yellow.
- If the tablet is running on battery power, at 30% battery capacity, a warning message will appear every ten minutes, until AC power is connected. A red “warning” appears on the screen at 15% capacity.

Voter Identification Requirements

There Are Several Types of Valid ID That Permit a Person to Vote a Regular Ballot if they are in the Correct Precinct.

Dir 2008-80 Voter Identification Requirements.

Definitions relating to Voter ID. R.C. 3501.05. To ensure uniform application of those requirements throughout Ohio the terms are defined as:

Current- the document was issued on a date within one year immediately preceding the date of the election at which the voter seeks to vote, or has on it an expiration date which has not passed as of the date of the election*

Conform- For the purposes of verifying the identity of the voter by **name** means that the document shall contain the same last name and the same first name or derivative of the first name as the first and last name appearing in the poll list or poll book. When a middle name or initial can be matched, the poll worker should also verify the middle name or initial. Minor misspellings shall not preclude the use of a proffered ID for the purposes of voting. For the purposes of verifying the identity of the voter by **address**, "conform" does not mean an exact match. The form and content of the address can reasonably be determined to match the form and content of the address in the poll list or poll book.


1. **Photo ID:** R.C. 3501.01 (AA) Any document issued by the U.S. government or the State of Ohio that meets **ALL** the following criteria is an acceptable photo identification:
 - An **expiration date that has not passed***;(expired license or ID is not valid)
***In response to COVID-19, a license or ID that expired March 9-Nov 3, 2020 is automatically extended and remains valid for the Nov. 3, 2020 election.**
 - A photograph of the voter;
 - The voter's name, which must substantially conform to the voter's name as it appears in the ExpressPoll Book; and
 - The voter's current address which must substantially conform to the voter's address as it appears in the ExpressPoll Book **UNLESS the ID is an Ohio driver's license or State ID card.**

Note: An Ohio Interim ID or Driver's License is a Photo ID.

IMPORTANT- An Ohio driver's license or State ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is in the ExpressPoll Book.



2. **Military ID:** Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address. This form of ID must still allow a Precinct Election Official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.



Generally an acceptable Military ID is an identification issued by the U.S. Department of Defense to:

- An active duty member of any branch of the US Armed Forces (Air Force, Army, Coast Guard, National Guard, Reserves, Joint Services, Marines, Navy);
- A member of a reserve military unit;
- A retired military personnel;
- A dependent of a military personnel;
- An ROTC student; or
- Some civilian government employees and contractors.

(Examples of the various forms CAC's (Common Access Card), DD Form 2 and DD Form 1173 are included in the ID Examples section of the manual.)

- If the ID presented does have an expiration date on it, it must be confirmed that the date has not passed. An expired ID is not valid.
- Military IDs for retired military and reserve members do not have an expiration date on the, They may have "INDEF" where the expiration date would appear. They are valid without an expiration date.

3. **Utility Bill:**

- Must contain correct name and current address of the voter.
- A bill is a statement of fees owed and/or paid for services.
- It may include, but is not limited to, water, sewer, electric, natural gas, oil, cable or satellite Internet, telephone or digital telephone, and cellular telephone service.
- The bill may be a printout of an electronically transmitted statement for services owed, paid or a regular paper copy.
- The name and address on the bill must conform to the voter's information as it appears in the ExpressPoll Book.
- The utility bill must be current within one year of the Election Day.

4. **Bank Statement:**

- Must contain the name and current address of the voter.
- A bank statement includes, but is not limited to, a statement from any financial or brokerage institution.
- The bank statement may be a printout of an electronically transmitted statement or a regular paper copy.
- The name and address on the statement must conform to the voter's information as it appears in the ExpressPoll Book.
- The bank statement must be current within one year of the Election Day.

5. **Government Check:**

- Must contain name and current address of voter.
- A government check includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of funds, including a printout of an electronically transmitted statement, issued by any level of government (known as "political

- subdivision”) in Ohio, or for any other state, or the United States government.
- The document may be a printout of an electronically transmitted statement or a regular paper copy.
- The name and address on the check must conform to the voter’s
- information as it appears in the ExpressPoll Book.
- It must be current within one year of the Election Day.

6. **Paycheck:**

- Must contain correct name and current address of voter.
- A paycheck includes, but is not limited to, a paycheck, check stub or receipt provided for the direct deposit of wages or earnings from any public or private employer.
- The name and address on the check must conform to the voter's information as it appears in the ExpressPoll Book.
- It must be current within one year of the Election Day.

7. **Other Government Document:**

- Must contain correct name and current address of voter.
- A government document is a document that is issued by a government office, which includes any local (city, county, township and village governments), state or federal government office, branch, agency, department, division or similar component, including a board, commission, public college or university or public community college, whether or not in Ohio.
- Examples of government documents include, but are not limited to, letters; bills for taxes or other similar obligations; hunting, fishing and marine equipment operator's licenses; license renewal notices and other notices; filing receipts; court papers, grade reports and transcripts.
- The name and address on the government document must conform to the voter’s name as it appears in the ExpressPoll Book.
- The document must be current within one year of the Election Day.

Note: Notices from the Board of Elections are not accepted as valid forms of Government Documents under R.C. 3501.19.



Passports, Expired ID or License, Social Security Card, and Birth Certificate (unless the voter still lives at the same address) are not valid forms of voter identification.

Electronic documents on a phone, computer, tablet, etc. are not acceptable forms of identification.

Printed copies of documents may be used as indicated.

I. LEGAL REQUIREMENTS FOR PHOTO IDENTIFICATION USED FOR VOTING PURPOSES

R.C. 3501.01(AA) sets forth the requirements for photo identification used as identification for voting purposes. In short, a form of photo identification qualifies as identification for voting purposes if it is issued by the government of the United States or the State of Ohio and contains: an expiration date that has not passed; a photograph of the voter; the voter's name, which must conform to the voter's name as it appears in the poll list or signature poll book; and the voter's current address, which must conform to the voter's address as it appears in the poll list or signature poll book (an old address is acceptable for voting as long as the voter's current address is printed in the poll book).

Each of the forms of Ohio driver's licenses and identification cards issued by the BMV effective July 2, 2018 qualify as photo identification for voting purposes in Ohio.

II. FORMS OF DRIVER'S LICENSES AND STATE IDENTIFICATION CARDS

A. Ohio Interim Documentation

A Deputy Registrar will issue interim documentation to a customer who applies for, updates, or renews an Ohio driver's license or state identification card. This interim documentation is issued to the individual identified and pictured on the form and is temporarily valid while a new driver's license or identification card is being produced and mailed to the individual. An Ohio Interim Documentation that displays an expiration date that has not passed is a valid form of identification for voting purposes.

In addition to issuing interim documentation to an individual, the Deputy Register will hole punch the individual's previous driver's license or state identification and return it to the individual. A hole-punched Ohio driver's license or state identification card in the old format that displays an expiration date that has not passed is a valid form of identification for voting purposes.

OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

OHIO INTERIM DOCUMENTATION

TEMP INSTRUCTION PERMIT

Name: SAMPLEFAMILY45678901234567890123_36
ANNA MARIA, JR.
Address: 1970 W BROAD STREET AAAAAAAAAAAAAA32
COLUMBUS, OH 43218 AAAAAAAAAAAAAAAAAAAAAA40

DOB: 4/22/1969
License/ID No.: AB123456
Issued On: 12/13/2017
Class: TMP Expires On: 4/22/2020
Class: M1 Expires On: 4/22/2021
Class: M2 Expires On: 4/22/2022

Height: 5'6"
Gender: F
Eye Color: BRO
Hair Color: BLK
Weight: 135

Endorsements: MXPST
Restrictions: BGJ4F3C7C4
Nonrenewable/Nontransferable

9911 / ZA123456

TYPE:
STANDARD

UNDER 21 UNTIL: 11/22/1993
UNDER 16 UNTIL: 11/22/1987
MOTORCYCLE NOVICE UNTIL: 12/13/2018

Betty Buckeye

INTERIM DOCUMENT EXPIRES 01/26/18

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

WARNING: THE PRODUCTION, DISTRIBUTION, OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO
REVISED CODE 2913.31.



A hole-punched Ohio driver's license or state identification card in the old format that displays an expiration date that has not passed is a valid form of identification for voting purposes.

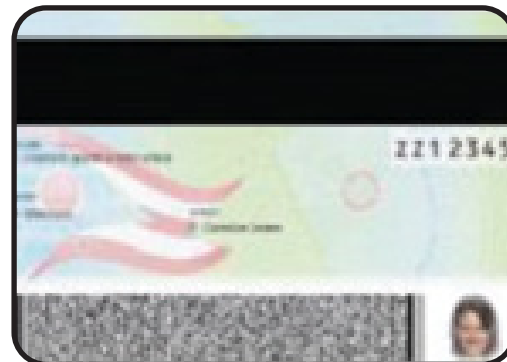


67

Back of Compliant Driver's License



Back of Standard Driver's License



Additional Examples of Ohio Driver License Cards, Ohio Identification Cards and Military Identification Cards:

The previous format for Ohio Driver's License and Identification cards is still valid until expired.

- Blue/green card in place of the salmon colored card
- Laminate on front of card now contains the word "OHIO" and the year "1803" (hologram) near the top of the card



A. Ohio Driver License Cards

An Ohio driver's license card may be used to prove a voter's identity for the purpose of voting in Ohio as long as it has the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Electronic Poll Book (ExpressPoll);



IMPORTANT: An Ohio driver's license with an old address IS ACCEPTABLE, as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the ExpressPoll Book.

Examples of Ohio driver licenses issued by the Ohio Bureau of Motor Vehicles:



Other “**header bars**” may be displayed depending on the driver license type.



B: Ohio State Identification Cards

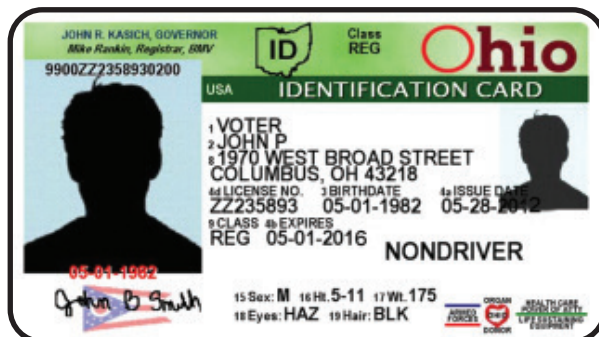
An Ohio state identification card may be used to prove a voter’s identity for the purpose of voting in Ohio as long as it has the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter’s name, which must substantially conform to the voter’s name as it appears in the Poll List or in the Electronic Poll Book (ExpressPoll book) UNLESS the ID is an Ohio driver’s license or State ID card;

IMPORTANT: An Ohio state identification card with an old address IS ACCEPTABLE, as a valid form of identification necessary to cast a regular ballot when the voter’s current address is in the ExpressPoll Book.



Examples of Ohio state identification cards issued by the Ohio BMV:



C. Military Identification Cards

There are three types of military ID issued by the U.S. Department of Defense that are acceptable for voting in Ohio:

Common Access Card (“CAC”); DD Form 2; and DD Form 1173.

Please Note: Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address (R.C.3505.18).

However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

Examples of the CACs are available for viewing at the following Web addresses:

cac.mil/CardInfoGeneva1.html; cac.mil/CardInfoGeneva2.html;

cac.mil/CardInfoPrivelege.html; cac.mil/Cardinfoidentification.html

Examples of the most common DD Form 2 and DD Form 1173 are shown below:

Ex: DD Form 2 (Retired)

Ex: DD Form 2 (Res. Ret.)

Ex: DD Form 2 (Retired)

Ex: DD Form 1173

Ex. DD Form 1173-1

D. Other Government Document

Amended Substitute House Bill 173 enacted sections 317.241 and 317.242 of the Revised Code to authorize a county recorder or county veterans service office, with the approval of the board of county commissioners, to issue Ohio veterans identification cards. Below is an example of an Ohio veteran's identification card that may be issued by a county recorder or county veteran's

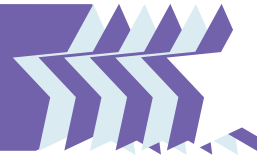
E. Conceal Carry Permit

The Conceal Carry Permit will have the individuals name, photo, address, date of birth, issue date and expiration date.

NOTES

[illegible]

Voter Assistants



Voter Assistant Overview

A range of very specific duties are performed by the Voter Assistants prior to the Vote Center being opened, during the voting process, and while closing down the Vote Center. They play a critical role in making sure every voter receives the assistance as needed, in a timely fashion.

Before the Vote Center Opens

The Assistant Voting Location Manager oversees each team of Voter Assistants in opening the ExpressVote Units and DS 200 Scanners within the Vote Center. When there are Help Desk Officials and or Support Officers in your Vote Center they will assist as well.

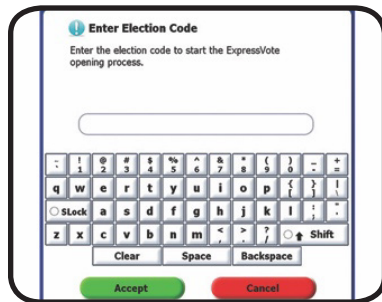
Opening the ExpressVote Units

1. Access the left side access compartment on the ExpressVote Unit using the barrel key. Inspect that the blue security seal is in tact and has not been "voided". Notify a manager is voided.
2. Push the rocker Power switch to the "ON" position.
3. Push the Mode switch to the "Voter" position.
4. The Election Configuration stick is plugged in and covered by a plate and security seal - DO NOT remove.
5. Close and lock the security compartment.
Ensure that the Tactile Keypad cord is plugged into the unit that has the Audio Tactile Keypad and feeds through the channel in the security door.
The headphones will be placed with the unit that has the Audio Tactile Keypad.
Ensure that they are accessible for any voter who wishes to use them. The headphones will be plugged in the auxiliary panel on the front of the unit
6. Do not touch the screen during initial opening when "Touch screen to Calibrate" message appears.



Power

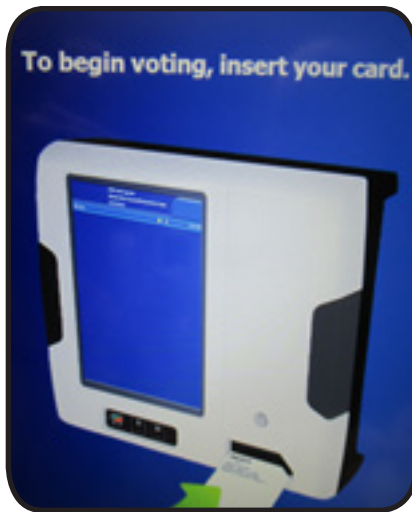
Mode



7. Enter the Election Code on the boot up screen. The code will be located in the Voting Location Manager and Assistant Manager binders.



IMPORTANT: Do not Select "Cancel". If an error is made when entering the code use the "Clear" or "Backspace" keys.



8. Confirm the information on the screen that will show a green check mark. If there is not a green check mark by each item, notify the manager.

9. On the Welcome Screen:

Confirm the date, time, election and Voter Center location are accurate as displayed at the top of the screen. On the Auxiliary Panel confirm the unit is plugged into AC power. When plugged in, there will be a gray plug icon at the top of the screen and the green indicator light will be lit on the front of the unit in the Auxiliary Panel.

The ExpressVote is ready for voting.

Auxiliary Panel

The Auxiliary Panel indicates power sources and outlets for assisting with accessible voting using an adaptive device and headphones.

If the Battery Status Indicator is green the battery is fully charged. If it is yellow, it



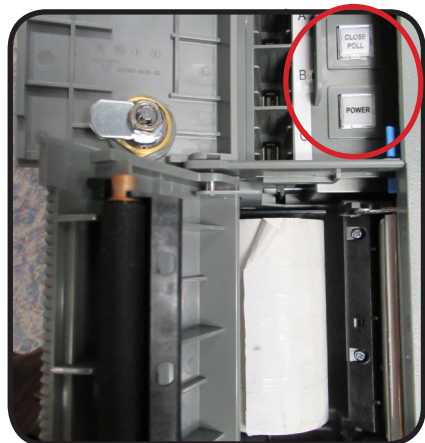
is charging. If it is red, the unit must be connected to a power source to fully charge. If there is no light the unit is not plugged in to any power source.



DS200 Scanner Opening

The Assistant Voting Location Manager will oversee the opening of the DS200 Scanner.

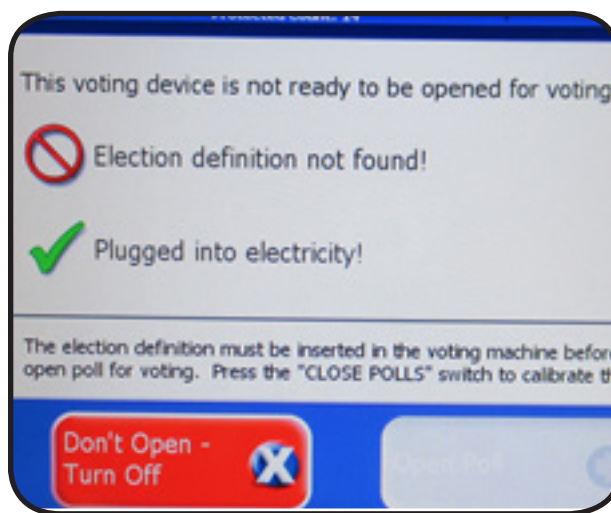
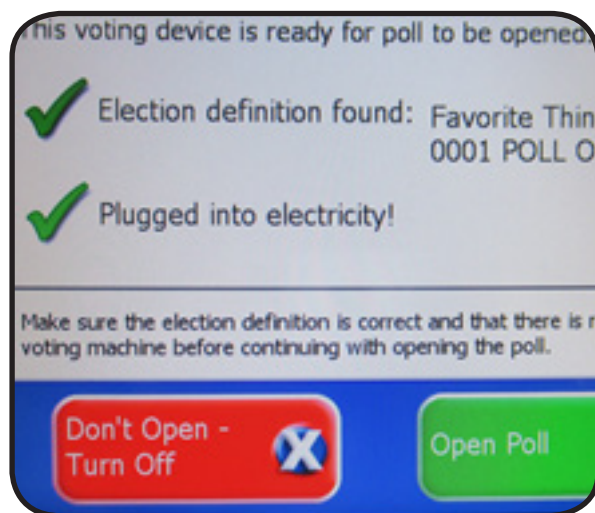
1. Lift the black lid. The DS200 will automatically power on. If it does not power on, unseal and unlock the left side access door and press the Power button.



DO NOT remove the Memory Stick.

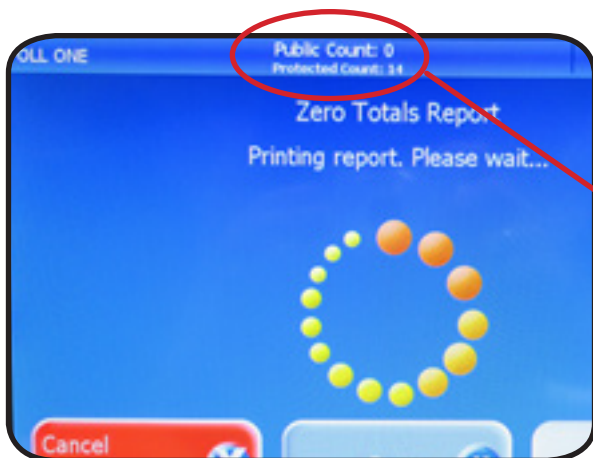


2. The Configuration Report will automatically print.
3. Make sure the screen shows a green check by "Election Definition Found!" and "Plugged into electricity!". Then press the "Open Poll" on the screen.

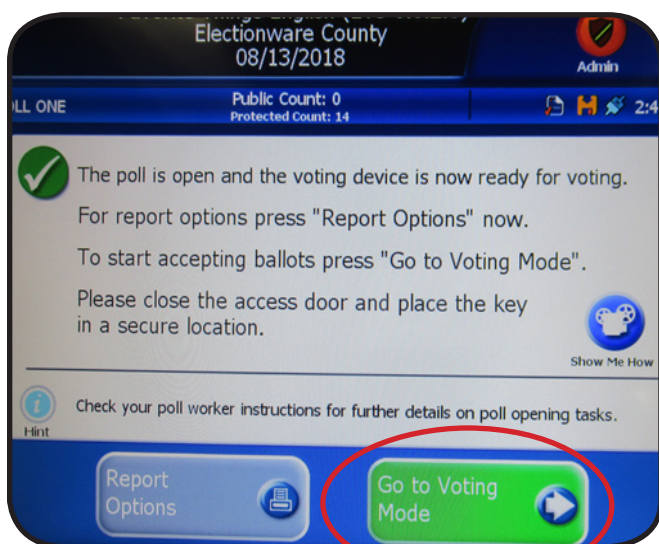
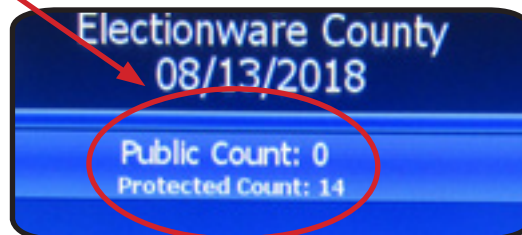


If the Election definition is not found, the screen will display "This voting device is not ready to be opened...", the manager will call the Board of Elections. Then remove the seal and unlock the left side access door to confirm that the Memory stick is pushed in all the way in port A or B.





4. Ensure the "Public Count" located under the date is "0". If not notify the manager immediately.



5. The Zero Totals report will automatically print. Both the Assistant Manager and Voter Assistant or other PEO sign the report. Tear off the reports and place in the Orange Report pouch.

6. If they do not print or there is an error press "Report Options" to print the reports. (Call the Board of Elections for instruction.)

7. Confirm the date, time, and Vote Center location are correct.



8. Press "Go to Voting Mode".

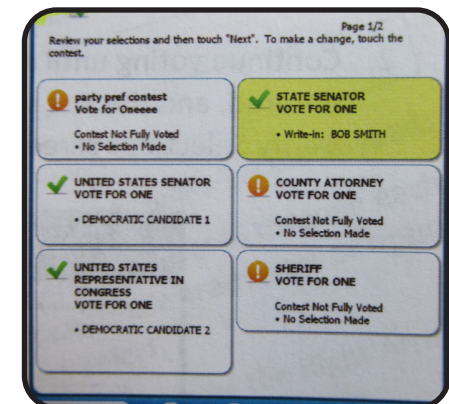
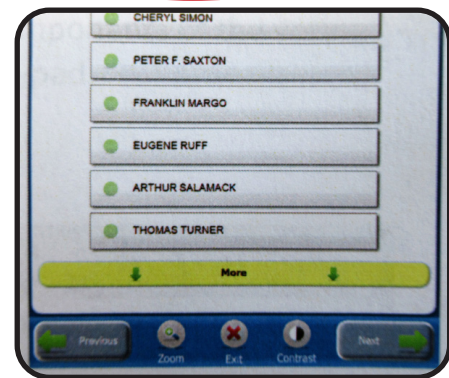
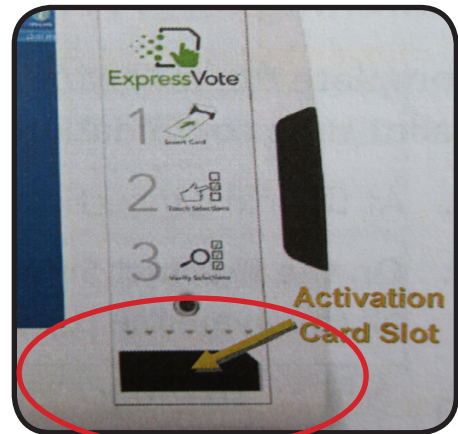
9. The screen will now display the "Insert Here" message and is ready for scanning the Ballot Cards.

10. Sanitize the screen after set up using the alcohol and cloth provided

11. Direct Voters to feed the ballot card into the scanner as indicated by the arrow. The card can be placed on the tray face up or down for privacy.

Using the ExpressVote

1. Ensure the Mode is set to "Voter" and "To begin voting, insert your card" is displayed on all units.
2. The voter will insert the ballot card into the Activation Card Slot with the cut corner to the upper right of the slot.
3. The voter can use the buttons on the bottom of the screen to change the features.
4. To select a candidate or issue choice the voter will use the touch screen using the stylus. It will display a check mark next to the selection.
5. If there are more candidates than what fit on the screen press the yellow "More" bar at the bottom of the screen to see remaining candidates.
6. To change the selection simply make a new selection. It will automatically de-select the previous selection. For multiple vote contests a message will be displayed if too many choices have been selected. De-select a previous choice before selecting a new one.
7. Use the "Next" or "Previous" buttons to navigate.
8. After selections are made the "Verify Selections" screen will display.
9. Selections may be changed by selecting the specific contest to go back.
10. Select "Next" to return to "Verify Selections" after any changes have been made.
11. To finish the ExpressVote displays the "Print your Ballot screen."
12. Sanitize the screen after each use with the alcohol and cloth provided by the BOE.



To Cancel a Ballot / Voiding a Ballot

Notify the Voting Location Manager or Assistant Voting Location Manager to process the canceling or re-issuing of a ballot. Canceling or voiding a ballot must be done by a manager with a member of the opposite political party. Any canceled, voided or re-issued ballots must be documented in the Incident Log by the managers.

If the ballot card is damaged or cannot be used in the ExpressVote or DS200 Scanner for any reason the card can be voided and a new card re-issued. If a ballot card is damaged by the voter it may be re-issued up to 3 times. A ballot may not be re-issued to a voter without the voter returning the ballot that needs to be voided.

A ballot card left in the ExpressVote Unit must be canceled. A ballot card left in the ExpressVote Unit can be cancelled by hitting the Exit button on the screen. To Void the ballot write "Void" on it and place it in the green "Soiled and Defaced" envelope.

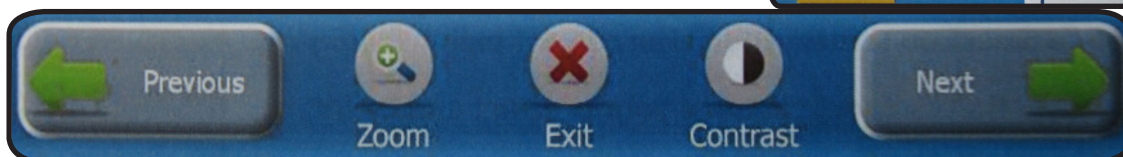
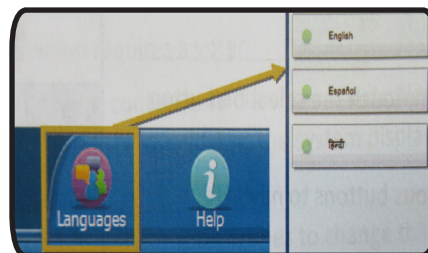
Fleeing Voters

If a voter is issued a regular ballot card, but leaves the ballot without casting it by scanning the ballot or depositing it in the ballot box as applicable, that ballot may not be counted. The ballot should be "voided" and placed in the green "Soiled and Defaced" envelope. The Voting Location Manager or Assistant Manager will be responsible for voiding the ballot and must document this in the Incident Log.

Voting Unit Features

The ExpressVote Units have special features built in to assist voters. The voter can use the buttons on the bottom of the screen to select a language (English and Spanish) and to adjust the screen appearance.

- Zoom- changes the size of the display from normal to large font. If the information displayed extends off the screen a "More" navigation bar will display allowing the voter to scroll up and down to see the entire content.
- Exit- returns the voter's unmarked card.
- Contrast- changes the display to a high contrast black and white view.
- Previous and Next- buttons are used to proceed backward and forward.



Audio-Tactile Keypad

One ExpressVote Unit in each Vote Center is equipped with an audio feature, a keypad and headphones for visually impaired voters. You may need to escort the visually impaired voter to the unit, assist with removing the keypad from the left side of the unit where it is affixed and assist them with getting started. Refer to the “Processing Voters” section for more information on assisting voters with a disability. The keypad features are:

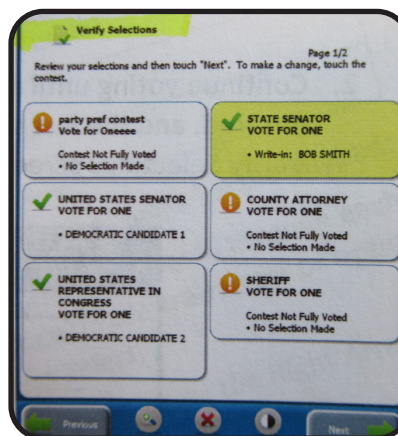
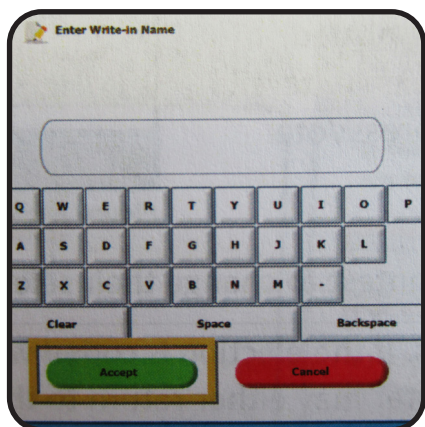
1. Up Arrow- Moves cursor up the screen
2. Back Arrow- Moves to previous screen
3. Select Square- Selects the voter's choices
4. Forward Arrow- Advances to next screen
5. Down Arrow- Moves cursor down screen
6. Home- Opens screen with voting instructions
7. Pause- Stops the audio; press again to continue
8. Screen Diamond- Press once to darken for privacy; press again to return to normal display
9. Repeat- Repeats last spoken phrase
10. Tempo- Adjust audio speed
11. Volume- Adjust audio level



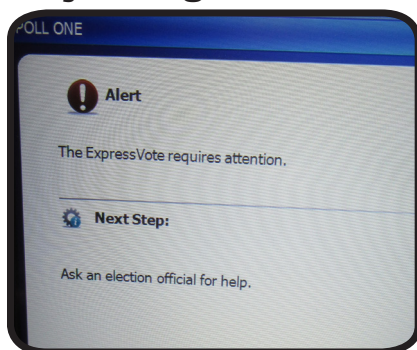
To cast a write-in vote on the Audio Keypad use the Up and Down Arrows to scroll through each letter or option as it is read then press Select. Press the Right Arrow to accept the selection and to return to the previous screen. Press the Left Arrow to close the write-in screen without entering a write-in candidate.

Casting Write-In Votes Using Touch Screen

1. For write in votes, touch the write in selection on the screen.
2. Use the on-screen keyboard to enter the name, and select “Accept”.
3. The write-in will display on the “Verify Selections” screen.



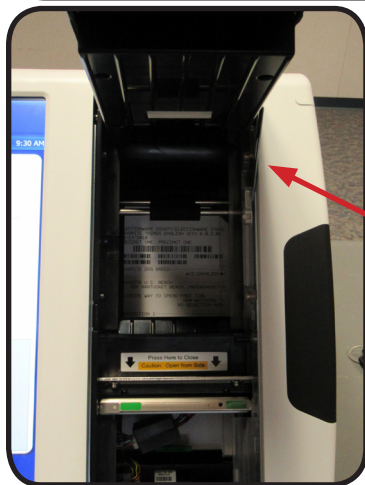
Ejecting a Ballot Card/ Jammed Ballot Card Removal



The Technician or manager can remove a jammed ballot card from the ExpressVote Unit or DS200 Scanner.

If a voter gets an "Alert" message while using the Express Vote unit tap on the "Alert" Icon. Determine what the issue is. If the message indicates a jam it must be removed.

Election Official: Jam exiting front.
Open front panel and remove card to resolve the error.



Important- Release hinge lock before lowering door.

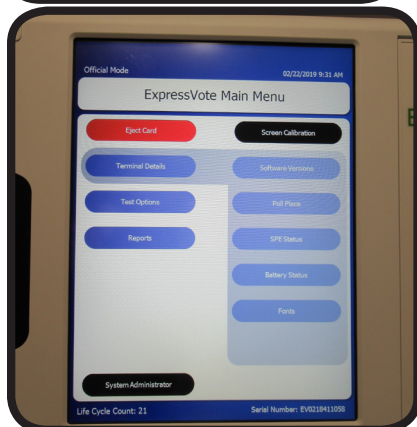


1. Open the front panel door using the barrel key. If the ballot can be accessed, carefully remove it. Release the door hinge in the upper corner, then close and lock the door it.



2. Open the right side panel door. If the ballot can be removed through the side, gently pull it out. Close and lock the door. If it still cannot be removed go to step 3.

3. If you cannot remove the jammed card manually open the left side access compartment. Switch the Mode from "Voter" to "Official". The ExpressVote Main Menu will be displayed on the screen. Select "Eject Card". Remove and void the card. Switch the Mode back to "Voter". Close, lock and reseal the access compartment.



IMPORTANT: Write "Void" on any damaged ballots and place in the green "Soiled and Defaced" envelope to be counted at closing.



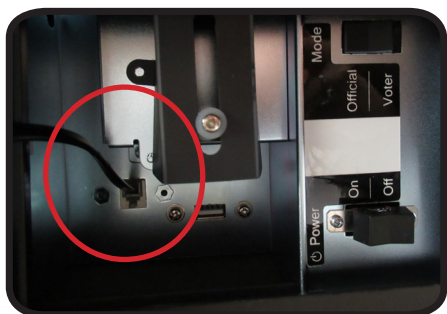
Closing the Vote Center

The Voting Location Manager will make an announcement at 7:30 that the polls are closed. You will process all voters that are in line at that time.

Once all of the voters have finished voting and left the Vote Center you may begin the closing process. Close the ExpressVote Units and assist with the DS200 Scanner.

Closing the ExpressVote Units

The ExpressVote Units must be powered off and folded down before leaving the Vote Center location. Follow the Closing Procedures.

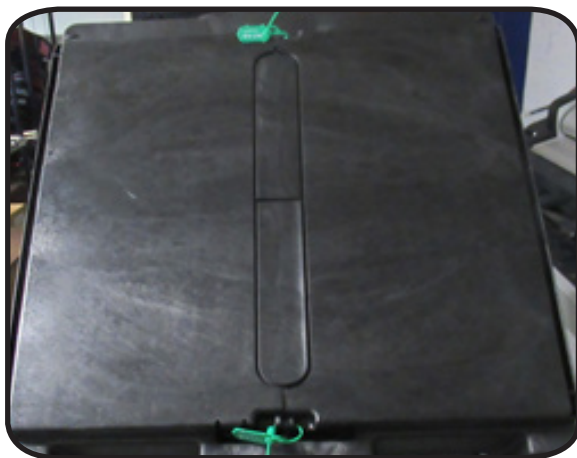


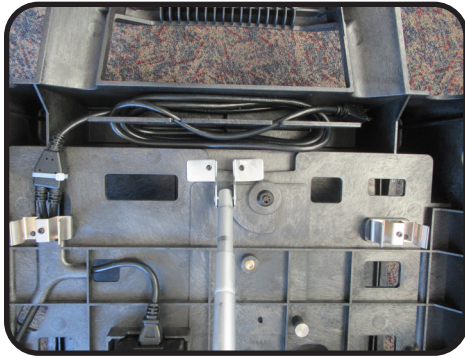
1. Inspect the blue security seal (If "void" notify a manager) remove and dispose of it.
2. Open the left side access compartment using the barrel key.
3. Power off the ExpressVote Unit.
4. Close and lock the access compartment.

Folding down the ExpressVote Units

The ExpressVote Units must be powered off and folded down before leaving the Vote Center. The units will be returned to the designated location or placed close to a wall.

1. Close the security doors making sure that they "interlock" to fully close. Secure with the green security tabs.
2. Using the push pins on the middle support bar lower the base almost parallel to the floor. Do not move the unit holding onto the doors; use the handle and base to move.

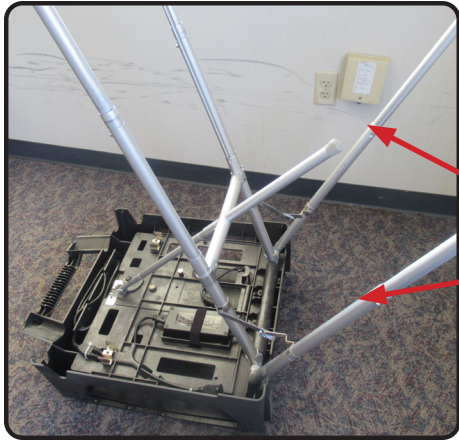




Important: Do not force the legs down. Do not lift the unit on the sides. Only use the handle at the top of the unit and the bottom base.

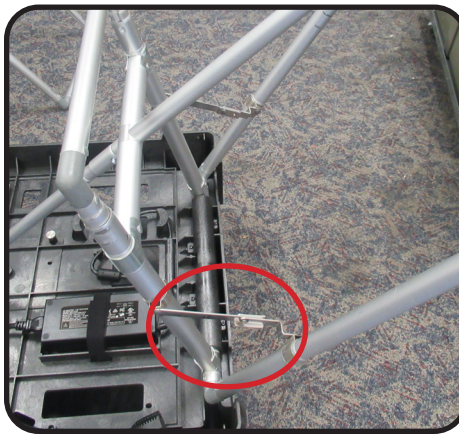


Gently turn the unit over and lay it face down on the floor with another person assisting. Lift using the handle and under the base of the unit.



3. The cord should be wrapped around the upper bracket at the top of the unit base.

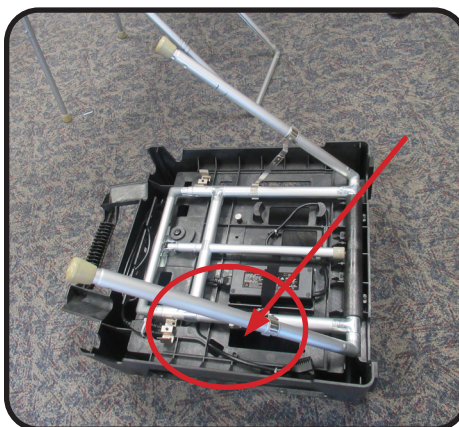
4. Using the push pin buttons located on the legs, retract the outside legs first.



5. Using the push pin buttons retract the inner "U" legs. Release the hinges.

6. Using the push pin buttons retract the middle bar. As you lower the bar the inner "U" legs and outer legs will lower down. Ensure the hinges are released before fully pushing the outer legs into the clips on the base.

Check to make sure the power cord plug is not under the metal leg on the left side so that the leg can be pushed down into place.



7. Turn the unit over, face up, and move to the designated area. **DO NOT lift the unit on the sides, only lift using the handle on the top of the unit and the bottom base.**

Additional Closing Steps

Fold down the Vote-a-Matic unit into itself. The legs are on a bungee cords and fold into the stand like a briefcase.

Unplug all extension cords from wall outlets. All black extension cords, white outlet boxes, and power strips should be put in the Blue Bin.

NOTE: The Blue Bin & Red Bin have a supply list inside the lid that references what should be returned to the bin.

Take down or put away any additional items as directed by the manager.



Ideally, closing should look like this with the ExpressVote Units stacked up to 7 high. The ExpressVote Printers and DS200 scanner(s) should be in the appropriate black padded bags. All supplies should be returned to the designated red or blue bin.



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top and bottom. The background behind the paper is a solid light gray color.

Help Desk Officials



Overview

When a voter is not able to vote a regular ballot, they will be taken to the Help Desk by the VLM or AVL. The Help Desk Official will provide individualized attention to the specific circumstances of each voter, determining the best course of action.

NOTE: Not all Vote Centers will have dedicated PEO assigned to the Help Desk. The VLM and/or AVL will fill this role in addition to their other duties.



Before the Vote Center Opens

At opening the Help Desk Officials will assist the Voter Assistants in opening the Voting Units if necessary. When all of the ExpressVote Units are operational and ready for voters, The AVL will give the Help Desk(s) officials one yellow bag for each precinct in the Vote Center. The bags will contain all Provisional ballots and paper ballots for the precincts and the supplies necessary for all voters. The bag will be sealed and the AVL with a member of the opposite political party will open that seal. Count the ballots in each bag and confirm the count on the Ballot Accounting Chart.

The Help Desk Officials will work alone at the table processing voters. The managers will determine who is at the table and alternate officials according to the needs of the Vote Center. They will need to be extremely diligent in keeping each of the precinct supply bags separate. Each of the bags will contain ballots that are unique to a specific precinct and therefore cannot be mixed in with other ballots.

An ExpressPoll Book will be at the Help Desk and must be set up. Refer to the ExpressPoll section of the manual for directions.

IMPORTANT: The small report printer will be at the Help Desk and will only work with the Help Desk ExpressPoll book. It must be plugged into the ExpressPoll stand and powered on first.

Plug in the black USB cord and the power cord to the side of the printer in the port covered by the rubber plug. Plug the USB cord to the ExpressPoll book stand base.



The router should be already tuned on at the ExpressPoll desk. Confirm that the ExpressPoll book is connected to the router by checking for the orange alternating arrows in the lower right corner. See the ExpressPoll book section for details.

Processing Voters at the Help Desk

Help Desk Officials have the responsibility of helping a variety of voters. The determination of how to proceed with each voter will be made by a member of the Management Team.

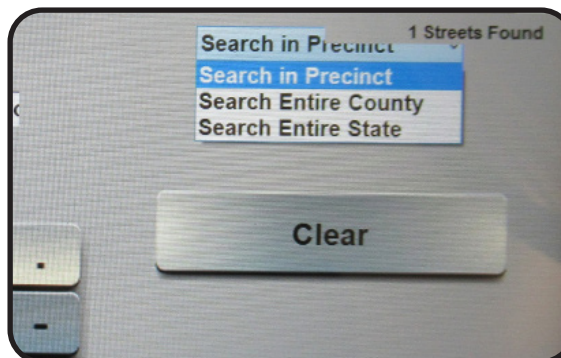
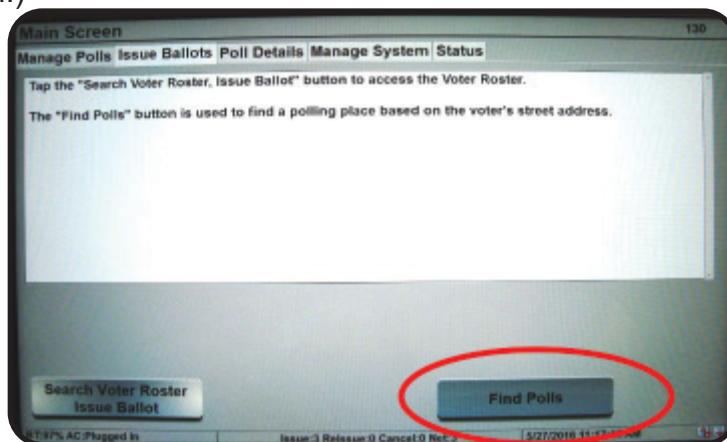
The Voting Location Manager or the Assistant Voting Location Manager will bring individual voters to the Help Desk throughout the day. These voters primarily fall into two categories- provisional voters and voters needing to be directed to a different Vote Center. Under rare circumstances Help Desk Officials will also be asked to help a voter update their address with the Board of Elections. In these cases the voter will vote a regular ballot and fill out the Voter Registration Card. (See “Change of Address” below for more information.)

Select “**Find Polls**” button on the “**Main Screen**” to search by address throughout the county.

NOTE: The “**Find Polls**” button is used to search by address for a voter who does not come up by name or address under the “**Find Voters**” screen. It is used as a **Precinct Finder** to locate the voter’s correct precinct and Vote Center.

Select the search option from the drop down list. **Search by Precinct (Vote Center)** or Search by **County**.

NOTE: To switch from Search in Precinct to Search Entire County you must enter additional information to the screen such as the zip code or reenter the street name.



Help Desk
Officials

87

Precinct Number
OBERLIN CITY #6 1

Poll Name
HOUSE OF ZION FELLOWSHIP
CTR.
81 LOCUST ST.
OBERLIN, OH 44074

The Vote Center information is displayed. Use this for the Vote Center Transfer Slip when the voter is in the wrong Vote Center.



Help Desk
Officials



87

Find By Name Find By Address Find By Id

7 voters found.

☐ Search in Vote Center
☒ Search Entire County

Clear

Return to Main

Voter Record

Y SEAV MEY 35129 POPLAR ST
N RIDGEVILLE 44039

Voter Details Identification History Precinct Details

Voter's registration is not at this polling place. See Precinct Details (above tab) to find correct polling place, or continue issuing a ballot.

Precinct N. RIDGEVILLE 2-A 1 DOB 11/16/1994 Age 24 Status
30100279

UserField1 Party NO PARTY Issued
UserField2

Comments
Wrong Poll - Please see instructions above.

The Voter Record will display. The record will indicate that the voter is in the wrong polling location.

Tap on the Precinct Details tab.

The voter's Vote Center information will be displayed.

Voter Details Identification History Precinct Details

Vote Center Number
48NREC

Precinct Name
N. RIDGEVILLE EDUCATION CEN

Precinct Number
N. RIDGEVILLE 2-A 1

Poll Name
N. RIDGEVILLE EDUCATION CENTER
5490 MILLS CREEK LN.
N. RIDGEVILLE, OH 44039

Use the Voter Record to fill out the Vote Center Transfer Slip and direct the voter to the correct polling location.



IMPORTANT- When transferring a voter, make sure you are looking at the voter's current address to locate the Vote Center. Do not use the Voter Record with the voter's former address.

Voters in the Wrong Vote Center

If a voter's name cannot be found in the ExpressPoll book it might be that they are not in the correct Vote Center. The voter's current address will be checked to determine if they are in the correct Vote Center or if they need to be issued a Vote Center Transfer Slip and directed to a different Vote Center.

Use the ExpressPoll book or the paper Precinct Finder to determine the voter's correct Vote Center or the Manager will contact the Board of Elections at 440-326-5919 to review a voter's information and determine how to proceed.

Vote Center Transfer Slips (located in Provisional Supplies Envelope)

“Vote Center Transfer Slips” are only issued by the Voting Location Manager or the Assistant Voting Location Manager. If you feel the voter is in the incorrect Vote Center after checking ExpressPoll book, contact one of the Managers so that they can double check before forwarding the voter to a different voting location. Review with the voter the exact location of the new Vote Center.


Name Change

When a voter legally changes their name but has not updated their voter registration ask the voter to provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter’s current and prior names) as indicated on Form 10-L which the voter must complete and sign. The voter may cast a regular ballot, as long as the voter is registered to vote in that precinct and provides proper ID. If the voter legally changed their name and does not have proof of the legal name change, the voter must cast a provisional ballot.

If a registered elector provides proof of a legal name change to a manager the elector may complete and sign a Notice of Change of Name (10-L) (located in the Manager’s Binder) and **cast a regular ballot**, as long as the elector is registered to vote in that precinct. Please note that if a registered voter has moved from one precinct to another precinct and changed their name the voter must vote a Provisional Ballot.

NOTE: A Driver’s License is not proof of Name Change.





Change of Address (Voters that have moved Within the Same Precinct)

When a voter has moved we need to determine the following:

- if they have moved within the same precinct; or
- if they have moved out of the precinct into a different precinct at the same Voter Center; or
- If they have moved to a different Vote Center.

If a voter has moved **within the same precinct**, and the ExpressPoll book shows their Former (old) address, have the voter complete a Voter Registration Card.

The Voter will still vote a Regular Ballot not a Provisional Ballot.


Once the voter fills out the Voter Registration Card place it in the Completed Forms Envelope. The voter should be processed using their name in the ExpressPoll book under their former address.

If you are unsure of whether or not the voter has moved within a precinct or out of a precinct within the same Vote Center call the Board of Elections. Be prepared to give both the voter's former address and current address when talking to the Board.

Voters who have moved into a different precinct than the precinct of their former address or into a new Vote Center must vote a Provisional Ballot.

Remember a Vote Center can have multiple precincts so a voter can move within the same Vote Center and have a different precinct ballot. All ballots are determined by precinct not by Vote Center.

NOTES



The Voter Registration Card (Located in Provisional Supplies Envelope)

Use this card to register a voter so that they will be able to vote in future elections or to update a voter's name and/or address as indicated. Voters DO NOT fill out a Voter Registration Card to update their information if they are filling out a Provisional Ballot. Follow the regulations regarding address and name change. Voters will be given a sanitized/clean pen to use to fill out the form.



Remember: If the voter has moved within the precinct, and their listing in the ExpressPoll Book shows their OLD address, you will need to note that old address on line 12 of the Voter Registration Card.

Also note that on line 14 the form must be signed by the voter, not the Precinct Election Official.

Place the completed Registration Card in the Completed Forms Envelope.

The form is titled "I am:" and has three checkboxes: "Registering as an Ohio voter / Regístrame para votar en Ohio", "Updating my address / Actualizar mi domicilio", and "Updating my name / Actualizar mi nombre".

Below the checkboxes are two questions: "1. Are you a U.S. citizen? / ¿Es usted ciudadano de los EE.UU.?" and "2. Will you be at least 18 years of age on or before the next general election? / ¿Tendrá usted al menos 18 años de edad el día de las próximas elecciones generales o antes?". Both have "Yes / Sí" and "No / No" options.

If the voter answered NO to either question, they are instructed not to complete the form.

The form includes fields for: Last Name / Apellido, First Name / Nombre, Middle Name or Initial / Segundo Nombre o inicial, Jr., E, etc., Home Number and Street / Número de Casa y Calle, Apt. or Lot # / Apt. o No. de Parcela, City or Post Office / Ciudad u Oficina de Correo, ZIP Code / Código Postal, Additional Rural or Mailing Address / Dirección Postal o Rural Adicional, County / Condado, Precinct / Precinct, School Dist., Cong. Dist., Senate Dist., and House Dist.

There is a section for "PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION" and a section for "CHANGE OF NAME ONLY".

Line 14 is for the voter's signature and date: "I declare my responsibility of election identification... / Su firma".

NOTES



Provisional Ballots

There are 6 basic reasons why a voter needs a provisional ballot.

1. **The voter does NOT have a valid form of identification.**
2. **The voter has moved into a new precinct.**
3. **The voter has changed their name legally and does not have proof of the name change as indicated on Form 10-L.**
4. **The voter is indicated as “Absentee” or “Vote Provisional” in the ExpressPoll book.**
5. **The voter is in the wrong Vote Center location, but refuses to go to or is unable to go to their correct location before the Vote Center will close.**
6. **The voter's name does not appear in the ExpressPoll Book.**

A provisional voter is someone that is not able to vote a regular ballot. Sometimes voters move, change their name (and are not able to provide proper documentation) or forget their identification and are therefore not able to vote on the Voting Units.

Process all voters patiently and thoroughly. Do not work alone, the Help Desk Official works very closely with the managers to provide the detailed service every voter needs. Use the Provisional Quick Reference Guide to determine the type of ballot a voter should receive, if the voter should be sent to a different Vote Center location and to determine if there are any additional forms required for that particular voter.

For every Provisional Voter you will need to complete the Provisional Log provided by a member of the Management team. The log should be completed while the voter is still present to ensure accuracy.

Provisional ballots must be kept in the yellow bags at the Help Desk according to the precinct. Each yellow bag contains a separate precinct's ballots.

Voiding a Provisional Ballot/ Re-issuing a Provisional Ballot


If the voter requests a new ballot the ballot may be re-issued up to 3 times. A ballot may not be re-issued to a voter without the voter returning the ballot that needs to be voided. Place the voided ballot in the green “Soiled and Defaced” envelope after writing “Void” on the provisional ballot envelope. Give the voter a new provisional ballot. A voter may not be issued more than 3 ballots. Contact the Board of Elections for assistance or any questions.

Canceling or voiding a ballot must be done by a manager. Any voided and any re-issued ballots must be documented in the Incident Log by the manager.

The Provisional Quick Reference Guide

Moving from left to right, this guide will tell you what type of ballot the voter should receive and what documents are needed to complete the process. Follow the guidelines as indicated. Use the Quick Reference Guide located in the back of the manual to tear out and place on the Help Desk Table.

SITUATION	COURSE OF ACTION		BALLOT TYPE	FORMS	NOTES
No Valid Identification	Provides SS #	Assist voter in filling out proper paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	
	Does not provide SS#	Assist voter in filling out proper paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	This voter must provide proper ID to the BOE within 7 days after the election
Voter has Moved	Within the Precinct	Look up the address in Find Polls	Regular	Voter Registration Form	
	Into the Precinct	Look up the address in Find Polls	Provisional	Provisional Env Prov Ballot Notice	
	Out of the Vote Center	Look up the address in Find Polls	Provisional in another Vote Center	Transfer Slip	
Name Change	Voter can provide proof of name change	Assist voter in filling out Form 10-L	Regular	Form 10-L Notice of Name Change	
	Voter cannot provide proof of name change	Assist voter with Provisional Ballot	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	
Voter's name not in Express Poll book		Look up address in Find Polls	Provisional	Provisional Env Prov Ballot Notice	Address at this Vote Center
		Look up address in Find Polls	Provisional at another Vote Center	Transfer Slip	Address Not at this Vote Center
Demands Ballot but listed as "Absentee" or "Vote Provisional"		Assist voter in filling out proper paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	
Refuses to go to the Correct Vote Center		Look up address in Find Polls. Try to give voter Transfer Slip to correct Vote Cntr	Provisional- If voter refuses to leave Vote Cntr	Provisional Env Prov Ballot Notice (enclosed in env)	Explain to voter reason that they should go to the correct Vote Ctr. Note in Log.



1) Find the appropriate ballot for the voter by looking up their current address in the ExpressPoll Book.

IMPORTANT: In the case of “split” precincts you need to find the correct split (school, township, or House District) in order to determine the correct ballot. Look for the number following the precinct letter. (Ex: 1-B 1 or 1-B 2 (the 1 and 2 designate the split) Both will be in the 1-B bag.)

2) Get the **correct precinct ballot** from the appropriate precinct yellow bag.

Look closely at the ballot and the Provisional Envelope to be sure that they both show the voter’s correct precinct (and split if applicable). Each envelope will be labeled by precinct.

Ballot Stub # 0001 Non-Partisan
Precinct: BROWNHELM TWP
Ballot Style: BNT FLSD
1510 1

3) Give the voter a sanitized/ clean pen to use. Instruct the voter to complete the Provisional Envelope and the ballot inside of the envelope, and then return them to you when finished.

4) Go over the Provisional Envelope with the voter slowly and completely. Voters should be reminded to **PRINT** their name. If a voter writes in cursive, then draw a line through it, initial the error and have the voter **PRINT** their name.

Record their date of birth- not the current date in section #2.

Print their current full address. Street address is needed, but a voter who has a PO Box mailing address can list both addresses.

If they have moved without updating their voter registration they will need to record their former address. Voters should be told that Step 4 is recommended to have the most up to date information possible.

The voter must Sign their Name and fill in the date for it to be valid.

Encourage the voter to complete the entire envelope, but if they refuse, be sure you note their refusal in the Provisional Log.

Voters should indicate their votes by filling in the ovals on the ballots. X’s or check marks will not count.

The Provisional Ballot Notice is included in the envelope for the voter to take home with them.

5) Once you have reviewed the envelope, have the voter correct any mistakes, then thank the voter and give them an "voting sticker".

6) Return the Voted Provisional Envelope to the correct Yellow Precinct Bag.

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) _____ MM/DD/YYYY
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Your Ohio driver's license number or state identification card number (2 letters followed by 6 numbers) _____ <input type="checkbox"/> Last four digits of your Social Security number _____ <input type="checkbox"/> Military identification Card <input type="checkbox"/> 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. <input type="checkbox"/> 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: <ul style="list-style-type: none"> • 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 _____ MM/DD/YYYY

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



Form 12-D (Located in Provisional Supplies Envelope)

In rare circumstances, if the Provisional voter is in the correct Vote Center, but insists on casting a provisional ballot in the wrong precinct within the Vote Center, complete the **Provisional Voter Precinct Verification Form (Form 12-D)** including all of the steps listed below to show that you directed the voter to the correct precinct and the voter refused:

- Find the voter's address in the Voting Location Guide.
- Write the name or number of the voter's correct precinct in the space provided.
- Write the name and address of the voter's correct Vote Center if different from the Vote Center where you are located.
- Instruct the voter to go to his or her correct precinct.
- Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all votes on the ballot being rejected.
- Sign Form 12-D.
- Write the precinct name/number.
- Write the Vote Center name.
- Attach the completed Form 12-D to the voter's provisional ballot envelope using one piece of tape from the election bag supplies.



NOTE: Call the Board of Elections before using this form.

NOTES

Form No. 12-D Prescribed by the Secretary of State (06-14)

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.

Closing the Polls

The Voting Location Manager will make an announcement at 7:30pm that the polls are closed and will issue a green “Authority to Vote” slip to all voters that are in line at that time.

Once all of the voters have finished voting and left the Vote Center the Manager will announce that all voters have left. You may begin the closing process.

When closing up your Help Desk be sure that you have each precinct’s ballots in their correct bags.

Record the number of every ballot type, used, unused, and defaced, for each precinct on the [Ballot Accounting Chart](#) in each bag. All ballots must be accounted for.

Take the Yellow Precinct bags to the Assistant Voting Location Manager to be sealed for return to the Board of Elections. The seal numbers will be recorded on the chain of custody tag attached to each yellow bag.

IMPORTANT: The bags should contain all paper Ballots for each precinct in the correct precinct bag (both voted and not voted ballots), the Soiled and Defaced Ballot Envelope, the Provisional Supplies Envelope with contents, the clear Completed Forms Envelope with Name Change forms, Voter Challenge forms, completed Voter Registration Cards, and the “Be a Poll worker” sheets.



Help Desk Officials assist the Voter Assistants with closing the ExpressVote Units as directed by the Assistant Voting Location Manager. Use the “Closing Procedures” to properly record the information.

It is critical that all DS200 Scanners are properly shut down and the reports have been run. The Memory sticks are removed from the DS200 Scanner and accounted for. No one is permitted to leave the Vote Center until all Memory Sticks are turned in to the managers. The Assistant Manager is the first to leave with the Memory sticks, and Yellow bags that contain the Provisional Ballots and regular paper ballots accompanied by a member of the opposite political party. The Manager will dismiss all other Precinct Election Officials when the Vote Center is fully closed and all tasks are completed.

NOTES

[illegible]

Technicians & Set Up



Overview

The role of the technicians is to maintain the proper operation of the Express Vote Units and DS200 Scanners that are set up for the election and to assist the Vote Center in maintaining supplies and other duties as directed by the Board of Elections.

Technicians know about the operation of voting equipment, but are not trained in voting procedures. They are there to reboot computers, clear jammed printers or other technology based issues. Voters, Observers, and members of the Media should all address their issues or questions to a member of the Vote Center Management Team.

Technicians must maintain communication with the Board of Elections' central operations known as the "war room". Text or call when each Vote Center is checked for ADA (American with Disabilities Act) compliance, and when there is a need for additional supplies. Continue to text or call throughout the day to update the war room as to your location at Vote Centers.

The Dialogtech Phone System

Calls can be made to the Board of Elections alerting that a particular Vote Center has an issue and that an issue has been resolved.

Text messages are the preferred form of communication for reporting ADA compliance and Ballot supply. Call with any issues or questions. Report anything that may impact the Election.

**The Dialogtech number: 440-372- 0808 to text
-Or if immediate personal contact is needed: 440-326- 5936**



Below, each example of the preferred message to the Board of Elections:

- At 8 am, confirm that your Vote Centers are ADA compliant
 - o Text "(your vote center number)- ADA compliant"
- At 3 pm, confirm that Vote Centers are adequately supplied with paper ballots.
 - o Text "(your vote center number)- adequate ballots and/or Vote Center # ballots needed"
 - o **Call if your Vote Center needs any ballots (Ballot Cards, Provisional or Regular Paper Ballots)**

Call 440-326-5936 if there is an urgent need.

Technicians need to contact the Board of Elections for each assigned Vote Center throughout the day and for ADA compliance and ballot stock:

- 1) At 8 am on Election Day to confirm each site is ADA compliant.
- 2) At 3 pm on Election Day to confirm that the Vote Center has at least 50% of their assigned Ballot Cards, Provisional and Optional Paper ballots still available for voters.

Prior to the Election - Set Up Teams

- Technicians working on the set up team will meet at the Board of Elections at an assigned time to be dispatched to the designated Vote Center locations in a team. The Team Leader will review what Vote Centers are being set up.
- Set-up each of their Vote Centers in accordance with the individual set-up diagram/Site Survey.

Technician/ Set Up Itinerary and Status Report

The report shows all of the Vote Centers the Technician will be responsible for on Election Day.

The second column shows the Vote Center number, name, address, and key contact people at each site. The right side details the number of Voting Units that are set up.

You will return the checklists with your keys and ID badge in the Red Envelope. Give the Red Envelope to the Voting Location Manager at one of your Vote Centers, or bring it to the Board of Elections by the Friday following the election.

Technician Itinerary and Status Report			
Robert Herr		Region Rover	
Set Up Day: Monday			
Beginning @	End Before		
3:30:00 PM	5:30:00 PM		
Office Number:	(440) 933-8695	10 American Legion Post #2	
Set Up Comments:		31972 Walker Road	
Voting Location in building is the Banquet Hall.		Avon Lake 40	
Notes: Stored in Meeting room (south west) Tim Sworwood Cell (440) 750-0183		Tim Sworwood (440) 933-8695	
		Pete Skora (440) 933-8695	
		VC: <input type="checkbox"/> Set Up <input type="checkbox"/> 8am	
7:00:00 PM	9:00:00 PM	11 Avon Lk Pub Library	
Office Number:	(440) 933-8128	32649 Electric Boulevard	
Set Up Comments:		Avon Lake 40	
They have an event in the room. Setup is in the Meeting Room main level, to the left of the Entrance.		MARTY FLYNN CUSTODIAN (440) 933-8695	
Notes: Fax: 933-8029		Danne Harnett (440) 933-8695	
		VC: <input type="checkbox"/> Set Up <input type="checkbox"/> 8am	
7:00:00 PM	9:00:00 PM	14 Learwood Middle School	
Office Number:	(440) 933-8142	340 Lear Road	
Set Up Comments:		Avon Lake 40	
I cone under the Pencil Sharpener. See		Mark Brandt (440) 933-8695	
		Mike Ably (440) 933-8695	

Compliance with the American with Disabilities Act (ADA)

Every Vote Center must be in compliance with the ADA. This includes providing adequate parking, accessibility throughout the Vote Center, removal/identification of potential barriers, and Voting Units that can be used for the visually impaired.

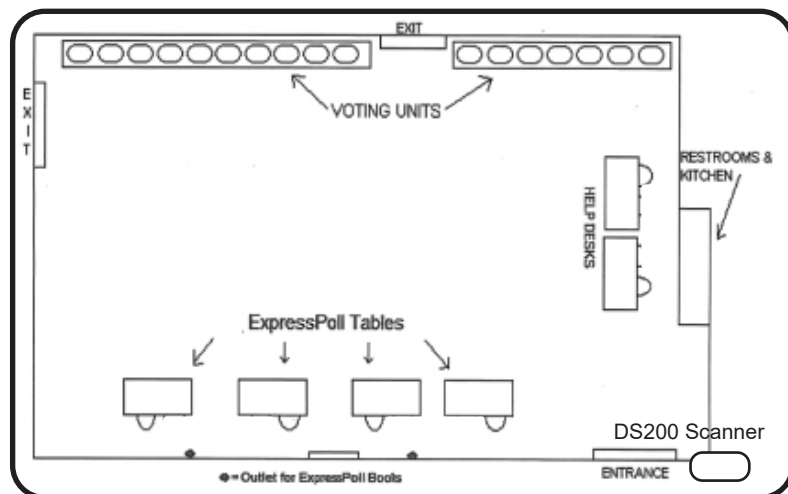
Use the Accessible Parking Guide to identify the proper way to designate Accessible Parking Spaces at each Vote Center.

The Vote Center Set-up Sheet

The Vote Center Set-up sheet will detail how many tables each site should have, how those tables should be set up and a picture of how the Voting Units should be arranged. Set up each Vote Center as closely to the Vote Center Set-up sheet as possible.

The diagram is not to scale. Please note the photos for correct set up as well as the diagram.

Vote Center Set-up Sheet Example:



Note: The diagram may not identify the exact number of units for the Vote Center. Set up and plug in all units delivered to the Vote Center 6ft apart.

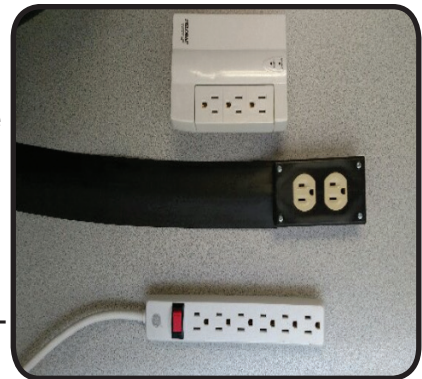
Ensure all tables have the correct power cords and one chair each.

The ExpressVote Units, DS200 Scanner, ExpressVote Printers, the white “Important Voter Information” sign, the “Stop- Scan Ballots” sign & pole, and the blue tote will all be delivered for set up.

The blue tote contains supplies, including the extension cords, white outlet boxes, and power strips. Cords should be placed under the tables. Extension cords may be needed for the ExpressVote Units also.

The ExpressPoll Tables and Help Desk

All Vote Centers will have one blue tote that contains the extension/power cords to be set up for the equipment. Set up one table for each ExpressPoll book, based on the number of precincts at that Vote Center. You may need to locate tables and chairs at the Vote Center to set up. Each ExpressPoll book must have a multi plug outlet connected to an extension cord from the wall outlet. Each ExpressPoll book must have 2 plugs, one for the ExpressPoll book and one for the ExpressVote printer.



The Help Desk will have an ExpressPoll book with the ExpressVote printer and an additional smaller printer. The Help Desk must have the multi plug outlet power strip to accommodate 3 plugs.



The black flat cord with the white multi plug extension outlet is used for the ExpressPoll tables. Two ExpressPoll books plug into the 6 plug white box, black cords can be “daisy chained” together and end with the last cord having a 2 or 3 plug box.

Set up the back-up battery at the first ExpressPoll table. One printer, the router and one ExpressPoll book will be plugged into the battery in the "Battery + Surge" section.

The set up team should plug in and turn on the router and printer(s). The router must be set to the 3G/4G setting located on the side of the box.

The ExpressPoll Tables and Help Desk Set Up

Each ExpressPoll book will have a printer that must be set up on the table and plugged.

1. Unpack the printer.
2. Place a printer on each ExpressPoll & Help Desk table.
3. Plug in to one of the outlets in the white outlet boxes attached to the black extension cords. At the first table plug one printer and the router into the back-up battery box in the "Battery + Surge" section..



Chain of Custody Log

The Chain of Custody Log will be at each Vote Center with the supplies that have been delivered. The Board of Elections Team Leader Sign this document stating that all Voting equipment was found in the Vote Center. If any items listed on the log are not in the Vote Center the Team Leader will notify the Board of Elections immediately.

Fill out the form as indicated then place it in the side pocket of an ExpressVote printer bag. The manager will complete the form on Election Day and place it in the Completed Forms Envelope.

CHAIN OF CUSTODY LOG

A BOE Employee must sign his or her name under the "RECEIVED FROM" column. A Delivery Company Employee must sign his or her name under the "RECEIVED BY" COLUMN. In all instances, the person who signs in the "RECEIVED BY" column must complete the column, "DATE/TIME" at the time of the transfer of the equipment.

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised polling location before Election Day and not to an individual, the VLM on Election Day must enter "NONE" sign and under the "RECEIVED BY" column when he or she arrives at the polling place location and is responsible for custody of the voting equipment, supplies and/or ballots before the polls open on Election Day. In such case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots in the precinct must be in the presiding judge's supply bag along with the accompanying Directive 2008-24.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM, YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME
<i>example</i> Signature of BOE employee, and printed name: Board Of Elections Warehouse	<i>example</i> Signature of person picking up equipment, and printed name:	<i>example</i> November 3, 2009 7 p.m.
<i>Bo</i> Signature of BOE employee, and printed name: Board Of Elections Warehouse	<i>Matthew Twining</i> Signature of person picking up equipment, and printed name: Delivery Vendor	<i>10-29-14</i> <i>8:00</i>
	<i>Rosa E. Kuyumcu</i> Signature of person picking up equipment, and printed name: Avon Branch Library	<i>10-29-14</i> <i>10:45</i>
	<i>Mad O. Farrel</i> Signature of person picking up equipment, and printed name: Technician Support Officer	<i>11/4/14 5:50 am</i>
	<i>[Signature]</i> Signature of person picking up equipment, and printed name: VLM	<i>11/4/14 5:50 am</i>

After VLM signs this log, place this form in the Completed Forms Envelope

Friday, October 24, 2014 Chain of Custody : 2014 General Election. Page 12 of 163

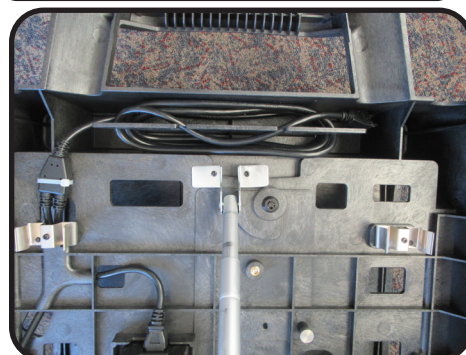
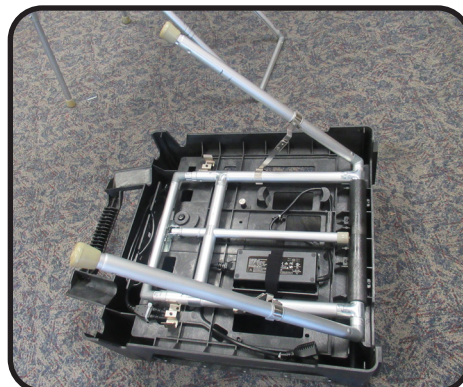
Technicians/
Set Up

NOTES

Setting Up ExpressVote Units

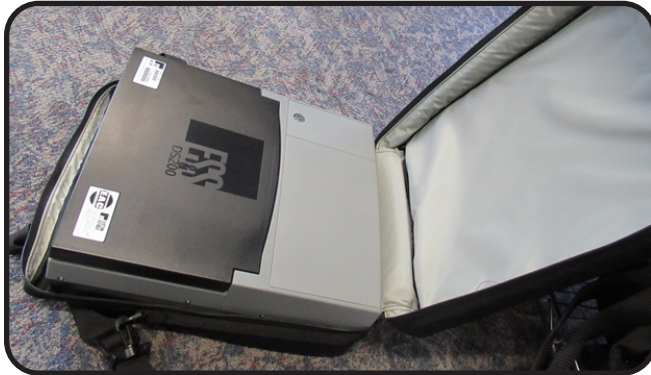
All Vote Centers will have multiple ExpressVote Units. Follow the Vote Center Set Up Diagram to position the units as indicated. *Vote Center set up has been modified to accommodate social distancing.

1. With the Voting Unit face down, pull out the two outer legs first.
2. Pull out the inner “U” legs. Ensure the hinges are locked in place to prevent collapsing.
3. Extend the legs fully and ensure the push pins are out. Flip the machines over using the handle at the top of the machine.
4. Place the machines at angles for privacy. Leave at least 36 inches between the machines to allow people with disabilities, and a person assisting a voter, room to maneuver. (***Due to Covid-19, units will be spaced 6ft apart.***) Election Officials must be able to monitor activity around units to see if voters need assistance.
5. Unwrap the electrical cord from the back and plug in the units. Up to 7 units can be daisy chained together. Use extension cords as needed. Make sure that electrical cords do not present a hazard. Cords should be taped to the floor, or as provided, use a rubber cord pad, to prevent tripping.
6. Twist off the green security tabs and remove from the doors. Dispose of properly.

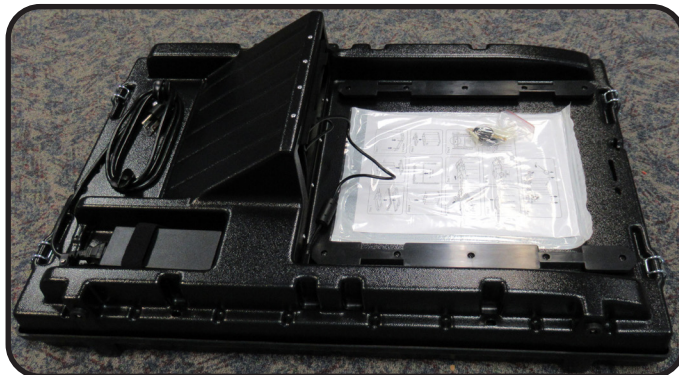


Setting Up DS200 Scanners

All Vote Centers will have one or two DS200 Scanners depending on the number of precincts at that location. The DS200 Scanner will be positioned near the exit door according to the set up diagram. Due to Covid-19, scanners will be spaced apart to accomodate social distancing.



1. Unpack the DS200 Scanner from the bag. Ensure that the seal on the bag has not been broken.



2. Unhinge the ballot box. Lift the top and remove the contents. Use the illustrated instructions on the top.

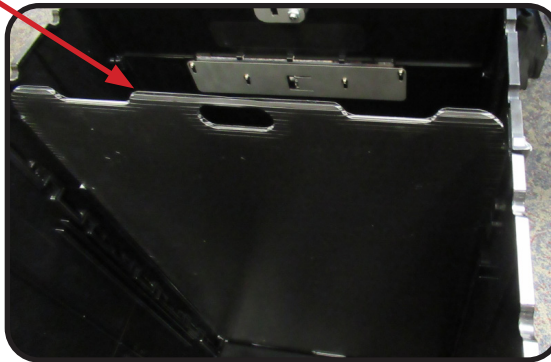
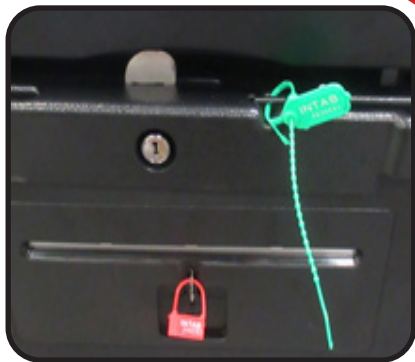
3. The ballot box consists of 4 parts: the top that connects to the scanner, the collapsible box, the partition, and the base.



4. Expand the box by following the arrows that indicate how the accordion walls expand. Place it into the base.

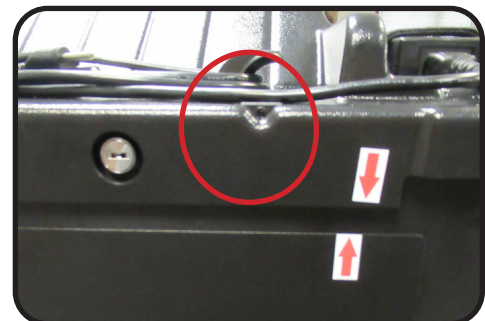


5. Lower the partition wall into the box by following the track that is labeled “Partition Insert Here”. The wall will divide the auxiliary bin from the regular ballot box section. **The auxiliary bin is the smaller front section of the box with the slot that is sealed with the metal plate.**



6. Lower the top of the box straight down matching the arrows on the top and the back of the box and the pins located on the upper edges of the box. If the top does not fit flat, remove and check to ensure the partition is in the correct track and slot in the base of the box. Lock the base using the hinges.

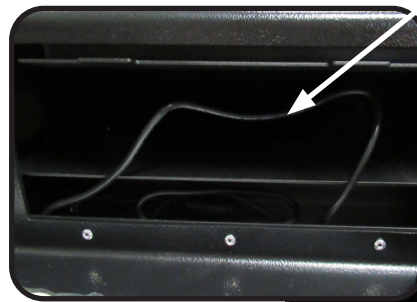
7. Place a green security seal into the opening on the front and back of the top of the ballot box.



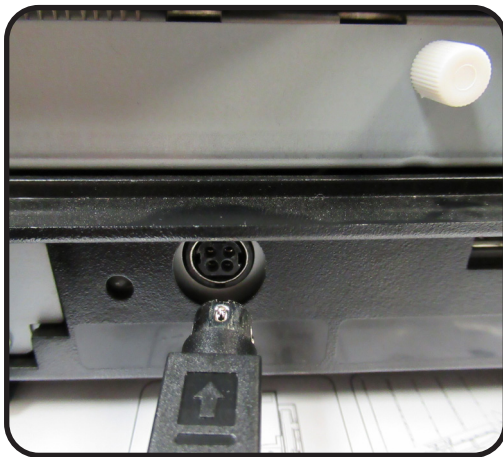


8. Slide the DS200 Scanner onto the top of the box using the tracks located on opposite sides of the illustrated instruction page. Before sliding fully back you will need to plug in the barrel power cord.

Ensure the power cord is tucked into the lower portion of the ballot slot well. If the cord extends over the upper portion of the well it will cause ballot jams.



Incorrect-
cord is
blocking
upper well



Correct- cord
is tucked into
lower portion



9. Use the flat key to lock the top to the box by turning the metal locking bracket into place in the front and the back of the box.

Note: You may need to push back on the DS200 Scanner to secure it firmly into place to lock the front bracket.



10. Plug in the power cord located on the back by the red arrows.

Note: If you need to unplug the DS200 Scanner unit from the box base unit you must pull back on the rectangular base of the cord at the arrow, where it plugs in to the unit to unlock it before pulling the cord fully from the unit.

Before Leaving the Vote Center make sure of the following:

All tables, chairs and power cords are appropriately set up in accordance with the Vote Center Diagram.

The 3X4 foot "Important Voter Information" sign has the metal feet attached and is displayed at the front of the Vote Center. The "Stop- Scan Ballot" sign is located at the exit door.

All Voting Units are set-up with the green seals on the doors removed, plugged in, security sealed with the blue seal on the side panel door, and charging. They are arranged to allow for smooth and private voting. The voting room is locked to maintain security.

Check to ensure all ExpressVote Units are connected to power. Check the light on the front panel of the ExpressVote Units.



Technicians-On Election Day

Arrive at the Vote Center as assigned if you have been given the keys to unlock the door at 5:30am. If you are not unlocking any Vote Centers then arrive at the Vote Center with the greatest number of ExpressVote & DS200 Scanners by 5:30am. Introduce yourself to the managers. Assist the PEOs with opening if needed. Move on to the next Vote Center. If you determine that a Vote Center needs urgent help in getting opened, contact the Board of Elections immediately.

You will move to each assigned Vote Center, checking for compliance with ADA guidelines and smooth voter flow. Throughout the day you will check in with the Vote Centers to assist as needed with any technical issues. Remain within 15 min of the Vote Centers as applicable to ensure quick access in the event of an immediate need.

If you need to distribute any of your supplies that you were issued to a Vote Center notify the Board of Elections.

Keep communication with the Board of Elections "war room" by text or calling. The war room should know where you are at throughout the day and when you are taking a meal break.

At 8 am, confirm that your Vote Centers are ADA compliant

- o Text (the Vote Center number)- "#___ ADA compliant"

At 3 pm, confirm that Vote Centers are adequately supplied with paper ballots.

- o Text (your vote center number)- "#___ adequate ballots" or "#___ needs ballots (Provisional/Paper/Ballot Cards)"
- o **Call if your Vote Center needs any ballots (Ballot Cards, Provisional or Regular Paper Ballots) to provide details.**

**The Dialogtech number: 440-372- 0808 to text
-Or if immediate personal contact is needed call: 440-326- 5936**

If the Vote Center has used more than 50% of the ballot cards, optional paper ballots or provisional ballots by precinct or by party type in the Primary Election that is considered to be not adequately supplied.

It is the job of the Technician to ensure that the Vote Center has the supplies needed and that the equipment is working properly throughout the day. If there are any issues the Technician must report to the Board of Elections and may be asked to come to the Board to pick up and deliver supplies or equipment to the Vote Center.

Technicians Role in Closing the Polls

Start by going to your Vote Center with the greatest number of Voting Units or as assigned to the Vote Centers that may need the most assistance with taking down the ExpressVote units. The first priority is to have all memory sticks, returned to the Board of Elections or the designated drop off location as quickly as possible.

Demonstrate the way to fold up the units with a few ExpressVote Units for PEOs and instruct them to do the same with the rest of the Voting Units. Your job is to support them through the process. Make sure they have the bag for the DS200 Scanner.

When all Voting Units have been taken down, all signage removed and everything packed away, you may give your red envelope to the Voting Location Manager. The envelope should contain your ID and key. The envelope can be put into the Blue Supply Bag.

Please do not go to the designated drop off locations unless advised to do so by the Board of Elections.

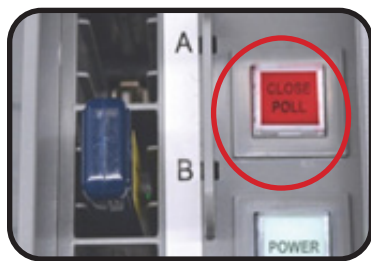
Closing DS200 Scanners

The Voting Location Manager will make an announcement at 7:30 that the polls are closed. You will process all voters that are in line at that time.

Once all of the voters have finished voting and left the Vote Center you may begin the closing process. **Follow the Closing Procedures step by step.**

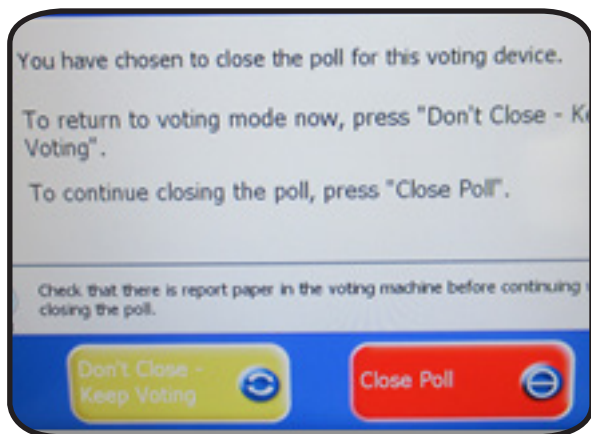
The DS200 Scanners will be closed by the **Assistant Voting Location Manager** and a member of the opposite political party. The Assistant Voting Location Manager will assign the precinct election officials ExpressVote Units to close down in teams of two.

1. Check the security seals on the box and on the access panel on the DS200. If the seal has been tampered with notify the Board of Elections immediately.



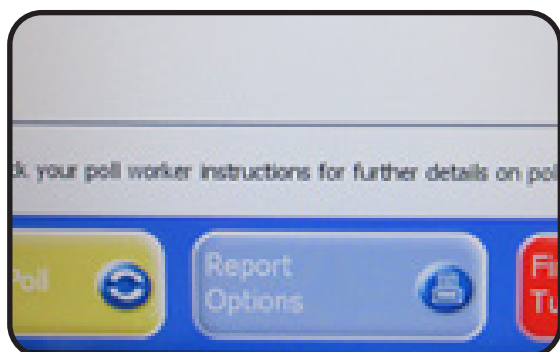
2. The Assistant Voting Location Manager will fill out the Ballot Card Balance Sheet (located in the Red Tote).

3. To officially close the polls, unlock the access door, press and release the square "Close Poll" button. The "Close Poll" button will flash red and then turn off.



4. An Alert screen will appear to confirm that you want to close the Poll- tap the "Close the Poll" button on the screen.

5. The DS200 will automatically print the closing reports. There will be 2 copies. One copy will be placed in the Orange Report pouch and the other copy will be posted outside of the Vote Center location. **Both the AVLM and other PEO sign the reports.**



6. If there is an error in printing, tap the "Report Options" button to access the report screen and print voting results.

7. Press "Finished-Turned Off" to shut down the DS200 Scanner.

8. Call the Board of Elections before printing any reports from the Report screen if they do not automatically print.

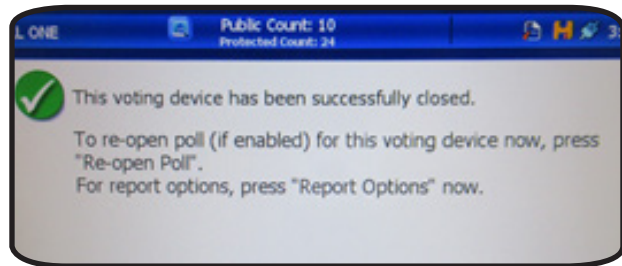
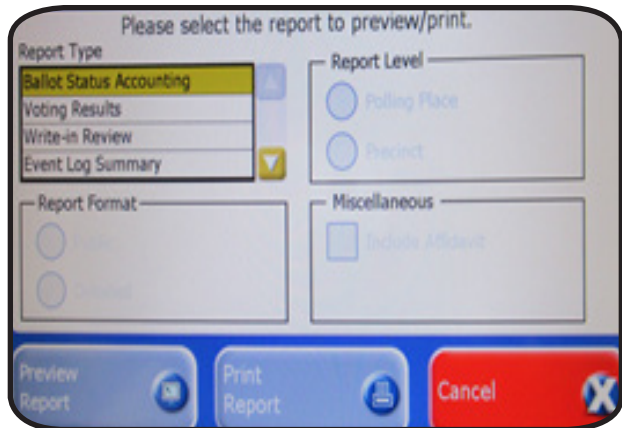


9. The screen will display a message that the device has been successfully closed.

10. **DO NOT** remove the Memory Stick until the “Power” button is no longer lit up red and the screen is black. Place the Memory Stick in the Clear Memory pouch.



11. Complete the DS200 Scanner Closing Sheet located in the AVL M.



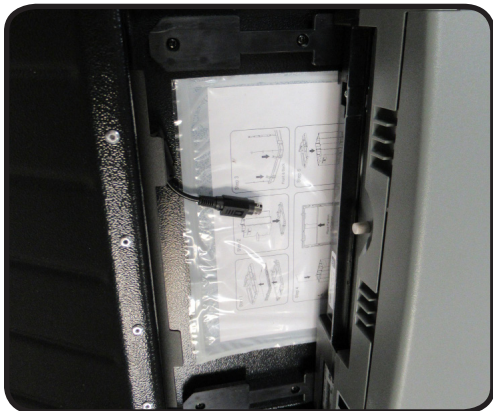
DS200 Scanner

Disassembling the DS200 Scanners



1. Unplug the DS200 Scanner power cord.
2. Using the flat key unlock the metal hinges to disconnect the top from the box of the scanner base unit.
3. Twist to remove the green security seal on the front and back of the top of the box.
4. Slide the DS200 Scanner forward.
5. Gently pull back on the plug at the arrow to disconnect the locking hinge and unplug.

6. Pack the DS200 Scanner into the bag. Seal zipper on the bag and record in the manager's binder.



7. Remove the top and remove all scanned ballots from the back of the box. The scanned ballots are to be placed in the burgundy bag which will be sealed and returned to the Board of Elections.

IMPORTANT: If there are any ballots in the front auxiliary bin DO NOT REMOVE. Call the Board of Elections Immediately!



8. The ballot box consists of 4 parts. The top that connects to the scanner, the collapsible box, the partition, and the base that holds the box. Remove the partition. Unhinge the box from the base. Follow the arrows to collapse the box.



9. Place the collapsed box and partition into the base. Sanitize each section as you place it in the base using the alcohol and wipe. Place the top onto the base and lock in place using the hinges. Put all items in the designated storage area or against the wall with the ExpressVote units.



ExpressPoll Tables and Help Desk - Trouble Shooting

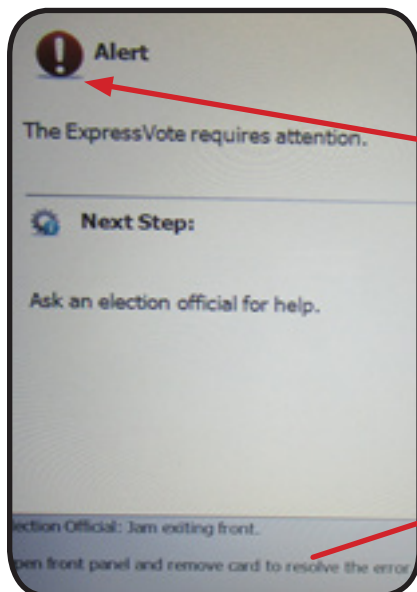
The ExpressPoll books are connected to the stand by a USB port on the left side. If not connected the screen will display a Warning message and the tablet will be running on battery.

The router must be turned on and set to 3G/4G prior to turning on the ExpressPoll books, then two or more ExpressPoll books must be turned on to connect. A green or yellow light will indicate that the router is turned on. In the lower right corner of the ExpressPoll book screen it will display 2 alternating arrows to indicate that the router is connected <OR> display 2 red X's to indicate that it is not connected.

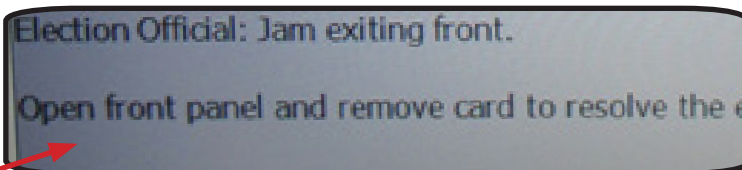
If the ExpressVote printer is not connecting to the ExpressPoll book power down the tablet by pressing and holding the power button on the top and sliding the screen down. Power on the tablet and fully relaunch and log in. This will typically resolve the issue.



Trouble Shooting- ExpressVote



When the ExpressVote has an issue an "Alert" message will be displayed on the screen. Tap on the icon (exclamation point circle) to see a message that will give you instructions on how to proceed.



Trouble Shooting- ExpressVote

APPENDIX

Jammed Ballot Card

See the Voter Assistant section of the Manual for instructions. (Page 80)

There are 3 ways to remove a ballot card jam- the front panel or side door can be opened using the barrel key to manually remove the card or the ExpressVote can be switched to "Official" mode to access the Administrative menu and select "Eject Card".

Screen Calibration Issues



Problem: The voter pushes the oval for their selection on the screen and another oval is selected instead.

Solution: Clean the screen using ONLY isopropyl alcohol on a soft cloth and wipe clean. If this does not solve the problem contact the Board of Elections.

Problem: An error message stating the barcode is unreadable appears when inserting the Ballot Card into the ExpressVote.

Solution: Technician or Board of Elections Official Only- On the System Administration Menu, touch Screen Calibration. On the Scanner Calibration Utility screen, verify the Card State field show as Empty. If it shows Home Print Position, there is a Ballot Card in the printer path and it must be removed.

Touch the green button next to each step, starting at Step 1. Follow the on screen instructions until the procedure is complete.

Election Definition Not Found



Problem: The Election Definition media is not found when opening the ExpressVote.

Solution: **Contact the Board of Elections.** The Election Definition media stick will be located in the left side compartment. Do not remove it at any time unless instructed by the Board of Elections. It may be loose and need to be re-inserted, but the Board of Elections will provide guidance in this issue.

Idle Error Message

Problem: After several minutes the following message appears on the screen:

"Continue Voting? There has been no activity for five minutes"

This problem occurs when the Express vote has been idle for 5 minutes.

Solution: If the voter is still using the ExpressVote, the voter can select "previous" to continue. If the ballot card was printed the voter can re-insert the card to finish.

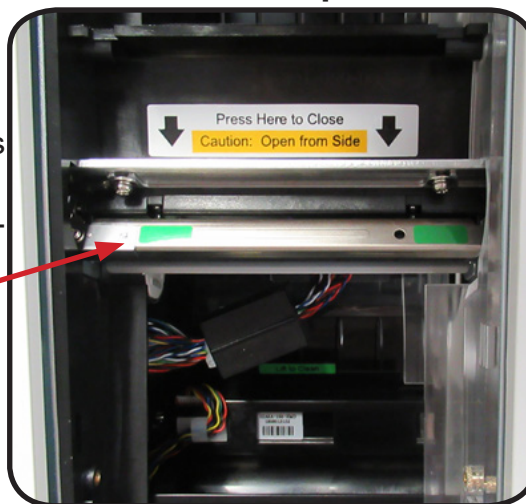
ExpressVote Not Accepting the Ballot Card or Platen is Open

Problem: When the voter feeds the Ballot Card into the ExpressVote it will not accept it. Or the alert message information states "Platen is open/ disengaged".

Solution: 1st- check to ensure the voter is inserting it with the notched corner on the right side. 2nd- check the Ballot Card to ensure it is not damaged. If it is notify a manager to have a new Ballot Card issued and "Void" the damaged card. Place it in the green "Soiled and Defaced" Ballot Envelope.

3rd- Try re-feeding the card into the slot as straight as possible.

4th- The card feeder (platen) has been dislodged and must be snapped down. Open the front panel and push down using 2 fingers on the green stickers on the silver plate. Be careful not to touch any of the wires beneath the platen in the lower section.



ExpressVote Message to remove Election Definition Media

Problem: The opening process has stopped. When entering the Election Code the poll worker selected "Cancel" which has canceled the opening process.

Solution: Unlock the left side compartment. Slide the cover plate over to access the media stick, pull the media stick straight out of the USB port, reinsert the media stick back into the USB port. The ExpressVote will reset to continue with the opening process. Advise the poll workers to select "Clear" or "Backspace" if they make an error in entering the Election Code.

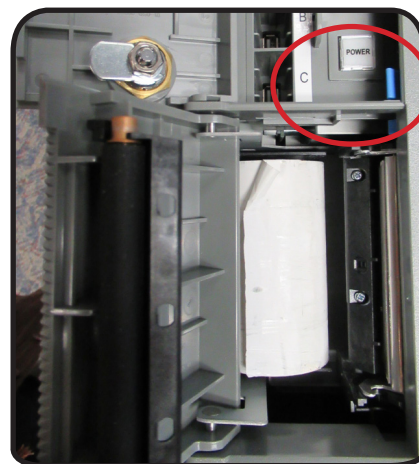


Trouble Shooting- DS200 Scanner

Reports Not Visible on the Printer Paper

Problem: The reports are generating, but the paper is blank.

Solution: Remove the Seal on the Front Access Compartment and unlock the door. Push the small blue lever located by the Power button to release the printer door. Remove the paper roll and reinsert it with the

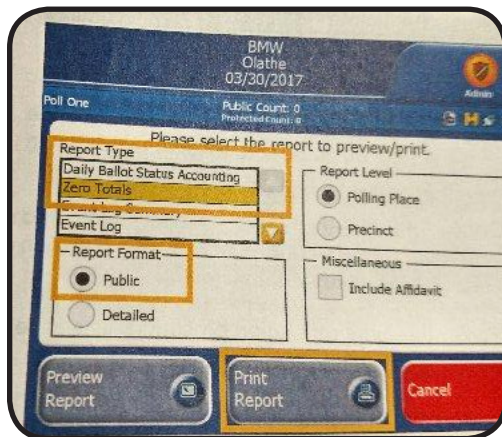


Trouble Shooting- DS200 Scanner

paper feeding under the roll coming out on the right side of the compartment.

Lock and Reseal the door. Reprint the report as needed.

Reprinting Reports



Problem: A report needs to be reprinted.

Solution: From the Open the Polls screen select "Report Options". Select "Zero Totals". Make sure the Report Format is set on "Public". Tab "Print Report".

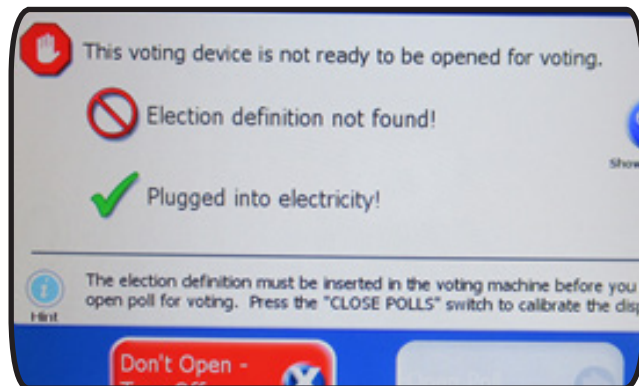
APPENDIX



Election Definition Not Found

Problem: The Election Definition media is not found when opening the DS200 Scanner. "Election Definition Not Found" message appears on the screen.

Solution: Contact the Board of Elections. The Election Definition media stick will be located in the front Access Compartment. Do not remove it at any time unless instructed by the Board of Elections. It may be loose and need to be re-inserted, but the Board will provide instruction for this issue.



Ballot Not Feeding

Problem: The Ballot Card will not feed into the DS200 Scanner or goes in part way and is returned with a message "Missed Timing Mark Error".

Solution: Using the flat key unlock the silver bar in the front of the DS200 box. Without turning off or unplugging the scanner, go to the back of the DS200 Scanner to access the Ballot well and power cord. Check to see if the power cord is tucked into the lower part of the well and not blocking the upper portion of the well.



If it is blocking the well, tuck it down into the bottom without unplugging the unit and move it back into place. Re-lock the silver bar.
If any ballot cards were lodged in the well they should be deposited into the ballot box unless the DS200 screen has indicated that the card did not scan.

DS200 Not Plugged into Power Source

Problem: Icon in top right corner of screen shows the plug is not connected.

Solution: Check the 2 power supplies. One is the plug on the back of the box at the red arrows. Ensure that it is plugged into a live power source. The other is the plug located at the back of the DS200 Scanner. Using the flat key unlock the silver bar in the front of the DS200 box.

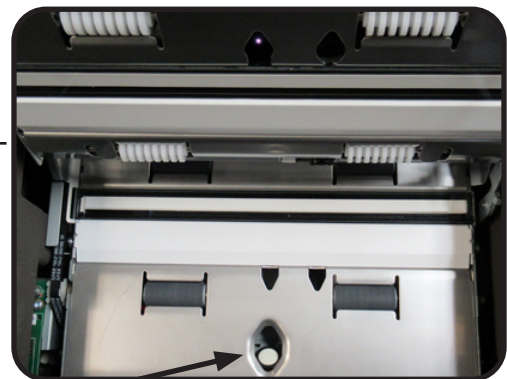
Go to the back of the unit to confirm that it is plugged in. If not, look in the lower portion of the Ballot box well to find the power cord and plug it in. If it is plugged in, unplug the power cord from the outlet, then unplug the cord in the back of the scanner and plug it back in. Plug the power cord back in and see if this has resolved the issue. Slide the scanner back being careful to tuck the cord into the lower well on the ballot box and re-lock the silver bar.



Cleaning the Screen and Scanner

The screen and scanner inside the back of the unit can both be cleaned with isopropyl alcohol. DO NOT use Windex or other ammonia based products. The back of the DS200 Scanner behind the screen, holds the scanner screen. DO NOT open this compartment without directions from the Board of Elections.

Never touch the white circular pads on the top and bottom of the compartment.



Severe weather, fire, and loss of electricity are unlikely but possible on Election Day. Poll workers need to be prepared for such events.

If in an emergency you need to leave your vote center suddenly please be sure to bring the following:

Managers-Manager Books & Keys (Yellow Bags if no Voter Assistants
Asst. Managers- Asst. Manager Book & Keys
ExpressPoll Officials- ExpressPoll Tablet (Printers and Router if present)
Voter Assistants- Yellow Bags

Do not attempt to move any voting equipment and/or remove any memory sticks from your vote center.

Above all, remain calm. Your safety is paramount.

Medical Emergency:

- Call 911
- Call the Board of Elections to report the incident
- Care for the injured individual as best you are able
- Do not speak to the media about the incident

Fire:

- Call 911
- If a small fire is detected, use a fire extinguisher if possible. If you are in immediate danger evacuate the premises
- Evacuate all voters
- PEOs should leave with the critical supplies listed above
- Notify the Board of Elections and await further instructions

Power Outage:

- Notify the Board of Elections
- The BOE may instruct you to close and power down part of your equipment. They will provide you instructions if this is necessary.
- When power is restored you will be directed by the Board on how to re-power the disabled units

If you experience any of the above situations please call the Board of Elections at 326-5901 or 326-5919 after you have taken the appropriate steps to remedy the situation.

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: _____

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 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 official 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?

(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.

ATTORNEY-IN-FACT AUTHORIZATION WITH PHYSICIAN STATEMENT ACKNOWLEDGED BEFORE AN ELECTION OFFICIAL

R.C. 3501.382(A)(1)(b) & (F), 3501.011

Notice: The powers granted by this document are limited. You may revoke this attorney-in-fact authorization if you later wish to do so.

I, _____ by reason of disability, am unable to
(Name of Voter Granting Authority)
physically sign my name and hereby appoint:

(Name of Attorney-In-Fact) MM/DD/YYYY
(Date of Birth)

(Residence Address) (Ohio Supreme Court Registration Number (if Applicable))

(City, State and ZIP)

a legally competent resident of this state who is 18 years of age or older, as my attorney-in-fact to act for me in any lawful way with respect to the following subject:

Sign my name as a candidate, signer, or circulator on a declaration of candidacy and petition, nominating petition, other petition, or other documents under Title XXXV of the Revised Code at my direction and in my presence.

The form of signature my attorney-in-fact will use when signing my name is:

(Form of signature Attorney-In-Fact will use for Voter)

A photocopy of my attorney-in-fact's driver's license or state identification card issued under section 4507.50 of the Revised Code is attached to this form.

Completed this the _____ day of _____, _____
(Day) (Month) (Year) **Voter's Mark (if Voter is able to make a mark)**

Acknowledged before _____
(Printed Name of Election Official)

PHYSICIAN'S STATEMENT

I, _____ hereby state that _____
(Name of Licensed Physician) (Name of Voter Granting Authority)

is disabled, and by reason of that disability, is physically unable to sign his/her name to petitions or other election documents.

(Signature of Licensed Physician)

(Business Address)

(City, State and ZIP Code)

(Telephone Number)

ATTORNEY-IN-FACT AUTHORIZATION EXECUTED BEFORE A NOTARY PUBLIC

R.C. 3501.302(A)(1)(a) & (F), 3501.011

Notice: The powers granted by this document are limited. You may revoke this attorney-in-fact authorization if you later wish to do so.

I, _____ by reason of disability, am unable to
(Name of Voter Granting Authority)

physically sign my name and hereby appoint:

(Name of Attorney-in-Fact)

MM/DD/YYYY
(Date of Birth)

(Residence Address)

(Ohio Supreme Court Registration Number (If Applicable))

(City, State and ZIP)

a legally competent resident of this state who is 18 years of age or older, as my attorney-in-fact to act for me in any lawful way with respect to the following subject:

Sign my name as a candidate, signer, or circulator on a declaration of candidacy and petition, nominating petition, other petition, or other documents under Title XXXV of the Revised Code at my direction and in my presence.

The form of signature my attorney-in-fact will use when signing my name is:

(Form of signature Attorney-in-Fact will use for Voter)

A photocopy of my attorney-in-fact's driver's license or state identification card issued under section 4507.50 of the Revised Code is attached to this notarized form.

Completed this the _____ day of _____, _____
(Day) (Month) (Year)

Voter's Mark (if Voter is able to make a mark)

STATEMENT OF NOTARY PUBLIC

Sworn to and acknowledged before me by _____ on the _____ day of _____
(Print name of voter granting authority) (Day)

_____, _____ in the City/Village of _____, County of _____,
(Month) (Year)

State of Ohio.

SEAL

Signature of Notarial Officer
Notary Public for the State of Ohio

My commission expires on _____.

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) _____ MM/DD/YYYY
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Your Ohio driver's license number or state identification card number (2 letters followed by 6 numbers) _____ <input type="checkbox"/> Last four digits of your Social Security number _____ <input type="checkbox"/> Military identification Card _____ <input type="checkbox"/> 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. <input type="checkbox"/> 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: <ul style="list-style-type: none"> • 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 _____ MM/DD/YYYY

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

**Escriba con letra
de molde clar****Afirmación de Papeleta Provisional**

R.C. 3503.16; 3505.18; .181; .182; .183.

Nombre Completo <i>Obligatoria</i>	1	Nombre _____ Segundo Nombre _____ Apellido _____ Sufijo _____
Fecha de Nacimiento <i>Obligatoria</i>	2	Fecha de Nacimiento _____ MM/DD/YYYY
Dirección Actual en Ohio <i>Obligatoria</i>	3	Dirección (No Apartado Postal) _____ Ciudad / Pueblo _____ Código Postal _____
Dirección Anterior <i>Voluntaria</i> Si no completa su dirección anterior, no causa su papeleta ser rechazado.	4	<p>Si no completa esta sección, no causa su papeleta ser rechazado.</p> <p>Ha cambiado de dirección sin actualizar su registro de votante? <input type="checkbox"/> Sí <input type="checkbox"/> NO</p> <p>Dirección (No Apartado Postal) _____</p> <p>Ciudad / Pueblo _____ Estado  Código Postal _____</p>
Forma de Identificación <i>Obligatoria</i> • Escribir su número de licencia de conducir de Ohio o su número de tarjeta de identificación del estado, o • Escribir los últimos cuatro dígitos de su número de Seguro Social, o • Marcar la casilla al lado de la forma de identificación que Ud. presente al funcionario electoral.	5	<p>Si no muestra su identificación ahora, debe irse a la junta electoral durante los 7 días siguientes a esta elección para mostrar una forma de identificación requerida</p> <p><input type="checkbox"/> Número de licencia de conducir de Ohio o número de tarjeta de identificación del estado (2 letras seguidas de 6 números) _____</p> <p><input type="checkbox"/> Los últimos cuatro dígitos del número de Seguro Social _____</p> <p><input type="checkbox"/> Tarjeta de identificación militar _____</p> <p><input type="checkbox"/> Un recibo o factura actual (no más de 12 meses de antigüedad) de servicios básicos, estado de cuentas bancarias, cheque del gobierno, nómina, u otro documento del gobierno, con excepción de una notificación de registro de votante enviada por la junta electoral, que muestra su nombre y domicilio actual _____</p> <p><input type="checkbox"/> Una forma de identificación con fotografía que haya sido expedido por el gobierno de los Estados Unidos o el Estado de Ohio, que muestra su nombre y domicilio actual (o su dirección de domicilio anterior si la identificación es una licencia de conducir de Ohio o tarjeta de identificación del estado) que tiene una fecha de vencimiento que no haya expirado todavía.</p>
Afirmación <i>Obligatoria</i>	6	<p>Juro o prometo, bajo pena de fraude electoral, que:</p> <ul style="list-style-type: none"> • Soy ciudadano de los Estados Unidos y tendré al menos de 18 años de edad en el momento de la elección general. • He vivido en este estado durante al menos de los 30 días previos a las elecciones en que voto esta papeleta. • Soy votante registrado en el distrito electoral en que voto esta papeleta provisional. • Soy elegible para votar en la elección en que estoy votando esta papeleta provisional. • Entiendo que, si la información proporciono en esta afirmación de papeleta provisional no es completa y correct si la junta electoral determina que no soy votante registrado, residente de este distrito electoral, o elegible para votar en esta elección, o si la junta electoral determina que ya he votado en esta elección, mi papeleta provisor no será contada. • Entiendo que, si no soy votante registrado o si no estoy registrado en mi dirección actual o en mi nombre actual este formulario servirá como una aplicación para registrarme para votar o actualizar mi registro para las elecciones futuras, mientras que proporciono toda la información para registrarme para votar o actualizar mi registro. • Entiendo que proporcionar información falsa a sabiendas es una violación de la ley y me sujete a posible procesamiento penal. • Declaro, bajo pena de fraude electoral, que las declaraciones anteriores son verdaderas y correctas a mi mejor saber y entender. <p>Firma X _____</p> <p>Fecha _____ MM/DD/YYYY</p>

AQUELLAS PERSONAS QUE COMETAN FRAUDE ELECTORAL SERÁN CULPABLES DE UN DELITO DE QUINTO GRADO.

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 November 7, 2017 election, or to learn after November 17, 2017, whether it was counted, please call the PROVISIONAL VOTER HOTLINE at:

(866) OHIO-VOTE (866-644-6868)

This Hotline is available from November 8, 2017 to December 31, 2017. If you are required to provide more information (see below) for your ballot to count, you have until 7 days after Election Day (from **November 7, 2017** through **November 14, 2017**) 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/electionofficials/boeDirectory.aspx

Your Board of Elections is: _____ **County Board of Elections**

Board office hours are: _____ **a.m. to** _____ **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.

AVISO SOBRE LA PAPELETA PROVISIONAL DE VOTACIÓN

Toda persona que vote mediante una papeleta provisional debe recibir este aviso.

TENEMOS UNA LÍNEA DIRECTA DISPONIBLE PARA EL VOTANTE PROVISIONAL: Para saber si es que debe proporcionar forma de identificación para que su voto cuente en las elecciones del 7 de noviembre de 2017 o si, después del 17 de noviembre de 2017, éste fue contado, por favor llame a la LÍNEA DIRECTA DEL VOTANTE PROVISIONAL AL

(866) OHIO-VOTE (866 644-6868)

Esta Línea Directa estará disponible del 8 de noviembre de 2017 al 31 de diciembre de 2017. Si tuviera que proporcionar más información (ver a continuación) para que su voto cuente, Usted tiene hasta 7 días después del día de la elección (del **7 al 14 de noviembre de 2017**) para proporcionarle a la junta electoral la que sea necesaria. Usted puede enterarse si necesita proporcionar alguna otra información o no leyendo la información a continuación o llamando al (866) OHIO-VOTE, o puede llamar directamente a la junta electoral. El directorio de las juntas electorales está disponible en línea en:

www.sos.state.oh.us/sos/elections/electionofficials/boeDirectory.aspx

Junta electoral que le corresponde es la del Condado de _____

Las horas de oficina de la junta electoral son de _____ a.m. a _____ p.m., de lunes a viernes.

En la Línea Directa para el Votante Provisional también podrá enterarse si su papeleta fue contada, y si no lo fue, de por qué no.

USTED TIENE QUE PROPORCIONAR UN COMPROBANTE DE IDENTIDAD O INFORMACIÓN ADICIONAL A LA JUNTA ELECTORAL EN UN PLAZO DE 7 DÍAS DESPUÉS DE LA ELECCIÓN EN LOS SIGUIENTES CASOS:

1. No tiene ninguna de las formas de identificación exigidas, o no podría presentar las formas de identificación exigidas.
2. Su derecho a votar fue cuestionado y la junta electoral determinó que había méritos para ello en una audiencia previa a la elección.

En estos casos, la ley exige que su papeleta se cuente sólo si usted se presenta en la oficina de la junta electoral y proporciona alguna información adicional para determinar si reúne los requisitos necesarios. Las siguientes son formas de identificación aceptables:

Una actual y válida identificación con fotografía, una identificación militar, o una copia de un recibo de servicios (dentro de los 12 meses previos al día de la elección), un estado de cuentas bancarias o, un cheque del gobierno, nómina u otro documento del gobierno, con excepción de una notificación de registro de votante enviada por una junta electoral, y que muestre su nombre y domicilio actual.

Es aceptable que su licencia de conducir de Ohio u otra identificación emitida por el estado no muestren su dirección actual.

"Otro documento del gobierno" puede ser, por ejemplo, una licencia de pesca o de operario de equipo marítimo, un aviso de renovación de licencia o de otra clase, documentos de un tribunal, boletas de calificaciones o certificados de estudios, que tengan su nombre y domicilio actual. Una "oficina de gobierno" incluye cualquier oficina, sección, agencia o comisión local (entre ellas de condados, ciudades, pueblos, distritos escolares y colonias), estatal o federal de gobierno (de los Estados Unidos), sucursal, agencia, comité, colegio público o universidad, o colegio público comunitario, sea o no de Ohio.



Accessible Parking Guide

Standards for Permanent Improvements Made to Accessible Parking Spaces After March 15, 2012

Effective March 15, 2012, accessible parking spaces must comply with the standards set forth in this guide when implementing permanent improvements for polling location parking. The information in this guide is taken from both Ohio Law and the *2010 ADA Standards for Accessible Design (2010 Standards)*. Elements in facilities built or altered before March 15, 2012 that comply with the *1991 ADA Standards for Accessible Design* are not required to be modified to the specifications in the *2010 Standards*. However, when making permanent improvements, the *2010 Standards* must be used.

Standards for Accessible Parking Spaces

1. Accessible Route

Accessible parking spaces must be located on the shortest accessible route of travel from parking to an accessible entrance.

2. Number of Accessible Parking Spaces

The minimum number of accessible spaces required for a parking facility (parking lot or parking structure) is illustrated in the table.

(If you have any questions about the type of parking facility you are assessing contact the ADA Coordinator.)

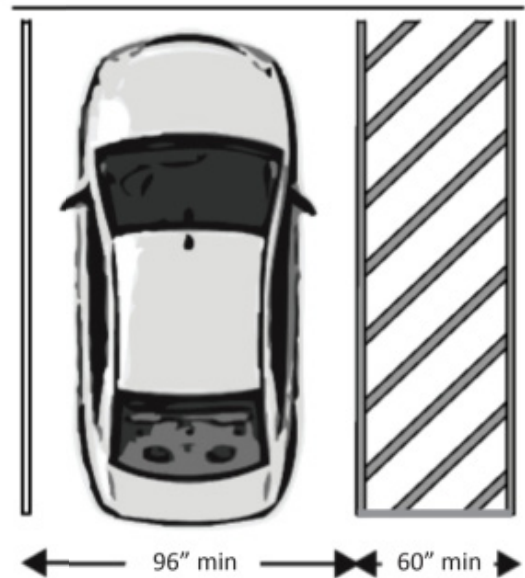
Van Parking Spaces: For every six (or fraction of six) parking spaces required by the table shown here, at least one shall be an accessible van parking space as described in Part 4 on the following page. If constructed or altered prior to March 15, 2012, parking is compliant if at least one in every eight accessible spaces is van accessible.

Total Number of Parking Spaces in Facility	Required Minimum Number of Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

For measurement purposes, where parking spaces are marked with lines, width measurements of parking spaces and access aisles must be made from the centerline of the markings. Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements are permitted to include the full width of the line defining the parking space or access aisle.

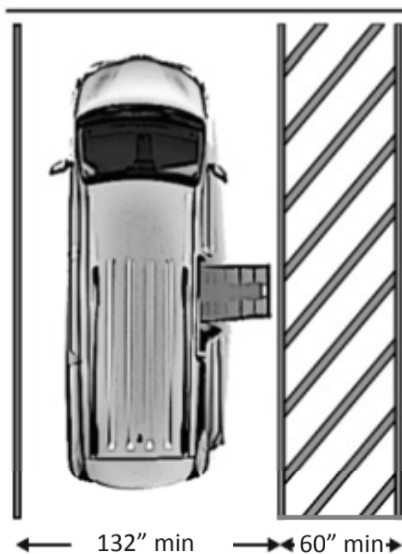
3. Accessible Parking Spaces for Cars:

Vehicle Spaces: Accessible parking for cars must be at least 96 inches wide, with an access aisle of at least 60 inches.

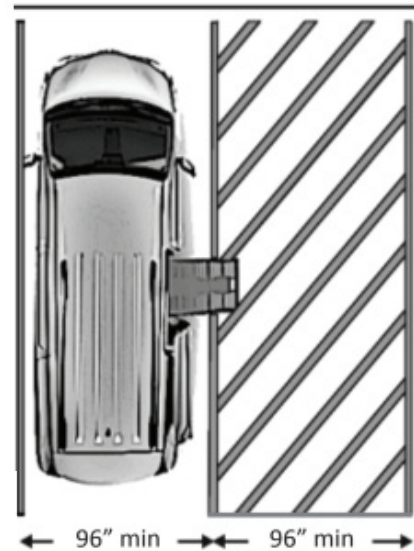


4. Accessible Parking Spaces for Vans:

Vehicle Spaces: Accessible parking for vans must be at least 132 inches wide, with an access aisle that is at least 60 inches wide. An accessible parking space for a van is also permitted to be a minimum of 96 inches wide where the accompanying access aisle is at least 96 inches wide.

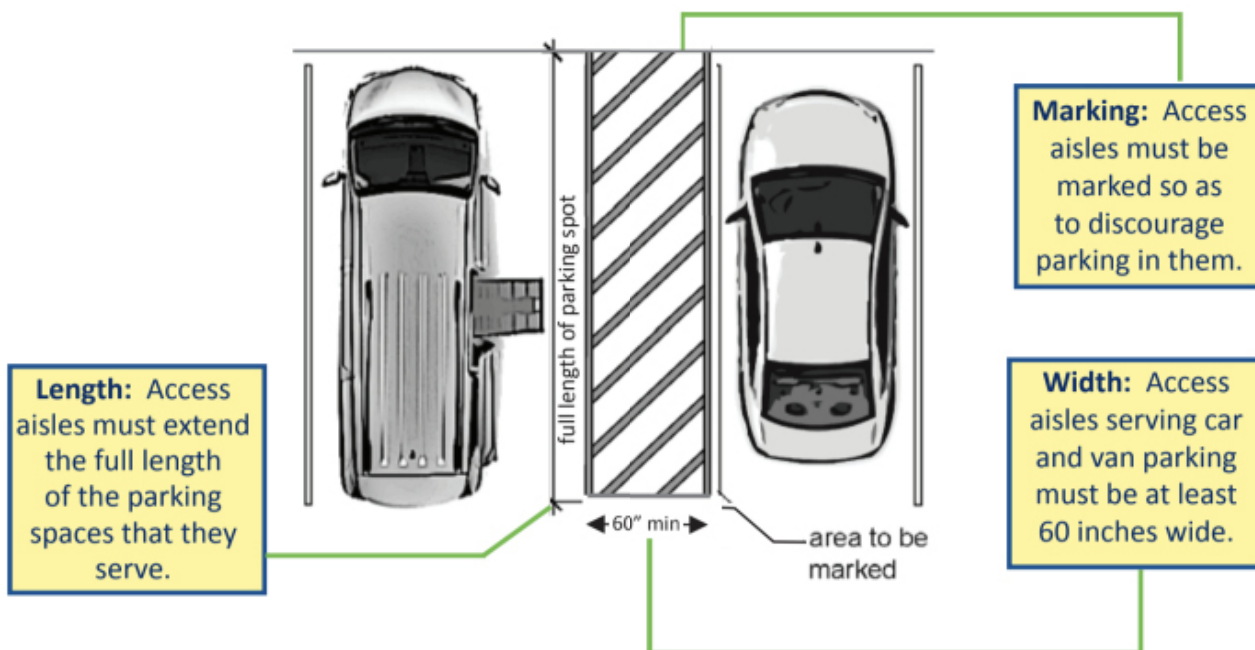


OR



5. Access Aisles:

- Access aisles must adjoin an accessible route.
- Two parking spaces are permitted to share a common access aisle.



6. Access Aisle Location: Access aisles cannot overlap the vehicular way. Access aisles are permitted to be placed on either side of the parking space, unless the space is an angled van parking space. If the space is an angled van parking space, the access aisle must be located on the passenger side of the parking space.



7. Floor and Ground Surfaces: Accessible parking spaces and access aisles must be the same level as the parking spaces they serve. Changes in level steeper than 1:48 are not permitted.

8. Vertical Clearance: Parking spaces for vans and access aisles and vehicular routes serving them must provide a vertical clearance of at least 98 inches.



1. Identification of Accessible Parking Spaces: Accessible parking spaces must be identified by signs. However, please note that where a total of four or fewer parking spaces, including accessible parking spaces, are provided on a site, vertical signs identifying accessible parking spaces are not required.

- **Vertical Signage:** Vertical signs identifying accessible parking spaces must include the international symbol of accessibility. Though helpful, symbols are not required to be marked on the pavement.
- **Van Accessibility:** Signs identifying van parking spaces must contain the designation "van accessible."
- **Mounting of Signs:** Signs are required to be mounted on a fixed or moveable post. For all signs installed after March 15, 2012, the distance from the ground to the bottom edge of the sign must be at least 60 inches.



Please note that if a sign was installed prior to March 15, 2012, the sign may meet either of the following measurement standards:

- the distance from the ground to the top edge of the sign measures 60 inches; or
- the distance from the ground to the bottom edge of the sign measures at least 60 inches.



OR



- **Fine Amount:** All signs mounted after October 14, 1999, are required to have a notice indicating the applicable fine for the offense of illegally parking a motor vehicle in a disability parking space. Under Ohio Law, the mandatory minimum fine for such a violation is \$250. Keep in mind that local ordinances may have higher mandatory minimum fines.

2. Relationship of Parking Space and Access Aisle to Accessible Route: Parking spaces and access aisles must be designed so that cars and vans, when parked, cannot obstruct the required clear width of adjacent accessible routes.

Ohio Secretary of State's Office
ADA Coordinator
Local: (614) 387-6039
Toll Free: (877) SOS-OHIO (767-6446)
TTY Local: (614) 728-3295
Toll Free TTY: 877-TTY-OHIO (889-6446)
www.OhioSecretaryofState.gov

Precinct Election Officials Ethics Statement

Appendix

Introduction: Precinct Election Officials hold positions of trust. The citizens of the State of Ohio expect a government that is open, fair, responsive, professional, and free of conflicts of interest. In order to promote public confidence in Ohio government and elections, all employees of the Secretary of State and members and employees of the boards of elections shall comply with Ohio ethics laws and the ethics policy of the Ohio Secretary of State.

R.C. 3501.15 prohibits Precinct Election Officials from serving in any precinct where the PEO is a candidate on the ballot, except for unopposed candidates for a political party county central committee.

Precinct Election Officials including Managers, Assistant Managers, Vote Center Table Workers, Technicians, Interpreters, or similar temporary election officials 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.

Precinct Election Officials including Managers, Assistant Managers, Vote Center Table Workers, Technicians, Interpreters, or similar temporary election officials 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.

Precinct Election Officials including Managers, Assistant Managers, Vote Center Table Workers, Technicians, Interpreters, or similar temporary election officials shall not engage in any political activity while on Board of Elections time.

Precinct Election Officials including Managers, Assistant Managers, Vote Center Table Workers, Technicians, Interpreters, or similar temporary election officials 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.

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

For Precinct Election Officials, 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

Conclusion: All current and future employees of the boards of elections (including Precinct Election Officials including Managers, Assistant Managers, Vote Center Table Workers, Technicians, Interpreters, or similar temporary election workers appointed by the Board of Elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the Secretary of State's ethics policy. The completed form shall be kept at the board of elections.

ATTENDANCE

Tardiness is defined as arriving late to the polling place or early departure.

Opening: All Precinct Election Officials (PEO) are required to be at his or her polling location no later than 5:30 am. PEOs arriving later than 5:30 am are late and this may result in a reduction in pay.

Closing: All PEOs must remain at the polling location until the Voting Location Manager allows him or her to leave. PEOs leaving before the appropriate time may receive a reduction in pay.

NO CALL/NO SHOW

If you are unable to fulfill your duties on Election Day, you must contact the BOE before 5:30am on Election Day. Leave a message if no one is available to answer your call.

•**Your name**

•**Polling Location**

•**Job Assignment**

Democrats: **440-326-5913** Republicans: **440-326-5927**

Not reporting to work on Election Day and not calling to report your absence is considered a “no call/no show” and is a very serious matter. An occurrence of “no call/no show” may result in removal from the Precinct Election Official list and/or no payment for training activities.

It is imperative that every Precinct Election Official be present when scheduled to fulfill his/her duties. All Precinct Election Officials are required to wear a face mask and practice social distancing while working at the Vote Center.

Form No. 351. Prescribed by the Secretary of State (12-07)

ETHICS POLICY ACKNOWLEDGMENT FORM

To be completed by poll workers/elections judges/rovers/scouts/temporary election workers at the beginning of their appointment. The completed form is to be kept by the board of elections.

Directive 2007-35

I _____ hereby acknowledge that I have received training (Printed name of poll worker/elections judge/rover/scout) 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.

(Signature of poll worker/elections judge/rover/scout
or temporary election worker)

(Date signed)

LCBOE-TR-5001

Rev Date: 12/30/13

Rev: A

Swear in all Precinct Election Officials with the following Oath:

"I do solemnly swear under the 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 a Precinct Election Official in and for (Vote Center name): _____ in the County of Lorain, in the Election to be held on the (date)_____, as required by law and the rules and instructions of the Board of Elections of Lorain 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."

(To be used to swear in PEOs **AFTER** the Vote Center is operational. PEOs will sign the combined Oath and Payroll sheet in the Managers binder. Do not remove the Oath and Payroll sheet from the binder.)

Observer Oath (ORC 3501:21):

"Do you solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and/ or that you will not disclose or communicate to any person how any elector has voted in such election."

(To be used to swear in an official Observer at your Vote Center Location. Observer should have official document of appointment as an observer with them. The Observer will sign the oath statement in the Managers binder.)

Election Official IDs

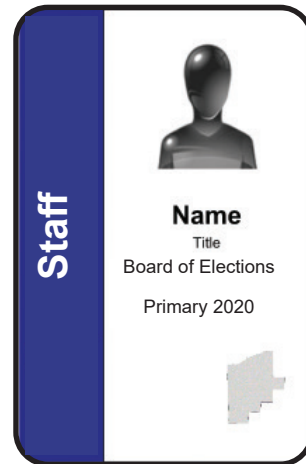
2020

Board Member and Board of Election Staff Identification

Board Member



Staff



Board Members or Board of Election Staff will have the following authority at your Vote Center:

- Full access to your Vote Center
- Observe the processing of voters
- Review and inspect all documents
- Reassign, remove or replace any worker
- Change the layout of your Vote Center
- Replace or relocate voting equipment

To properly address emergency issues, follow any directions provided by a Board Member or Board of Election Staff member.

Election Official IDs

2020

Technicians Identification

Technician



Technicians have the following access to your Vote Center:

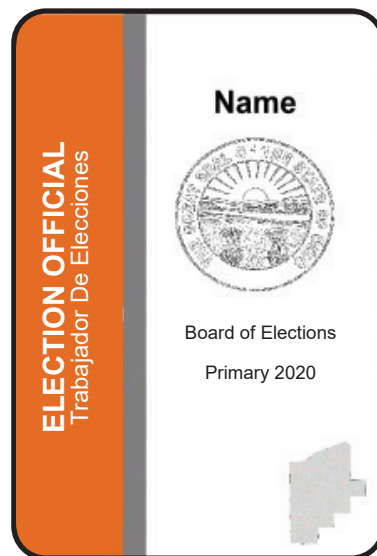
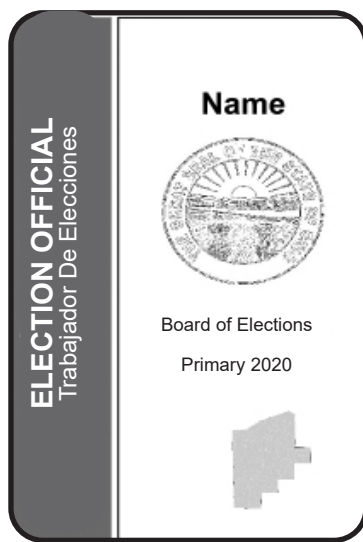
- **Address technical issues with voting equipment**
(accompanied by a member of the opposite party when working on a voting unit)
- **Assist with the opening and closing of voting units**
- **Replace or relocate voting equipment**

Technicians may also be given special assignments by the Board of Elections depending on various situations that arise on Election Day. Assist them in whatever way necessary as indicated by the Board of Elections.

Vote Center Identification

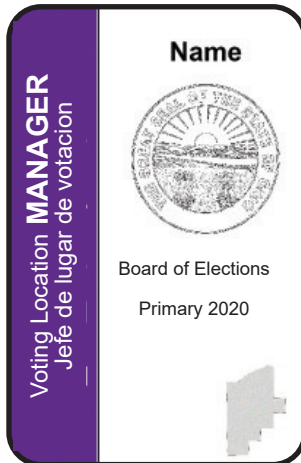
ExpressPoll Officials, Voter Assistants & Help Desk

(Bilingual Election Workers will all be identified with an ORANGE STRIPE)

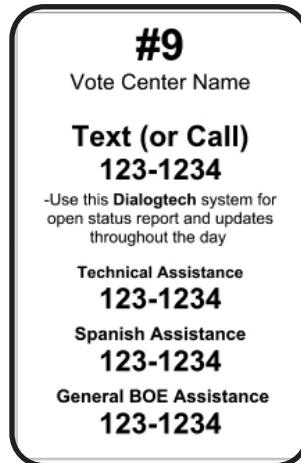


Vote Center Management Identification

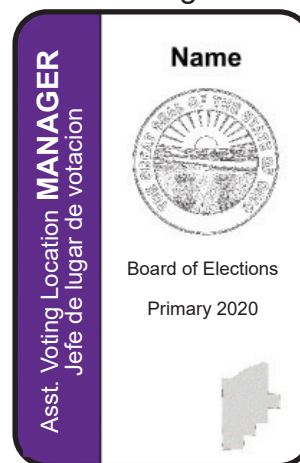
Manager



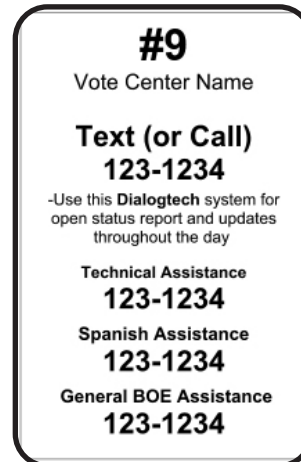
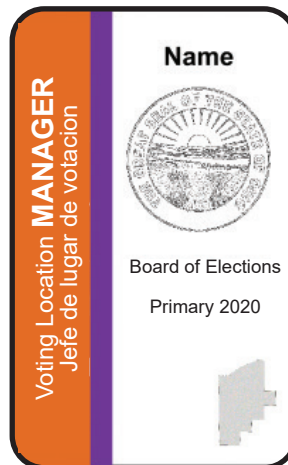
Back of Badge



Assistant Manager

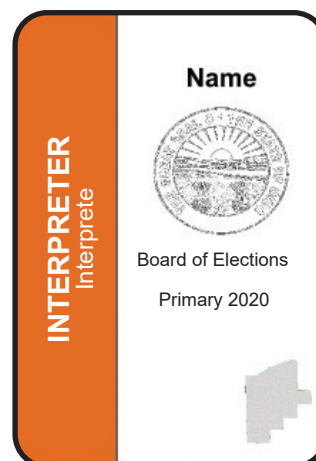


**BILINGUAL
Manager Identification**
(Bilingual Election Workers
will all be identified with an
ORANGE STRIPE)



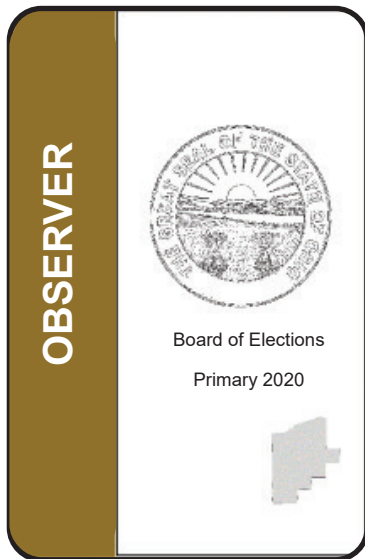
Vote Center Interpreter Identification

(In the few Vote Centers that are required to have separate Interpreters the ID will be solid ORANGE. Interpreters, as opposed to the bilingual workers listed above will not have another duty such as working at a table.)



Observer and Members of the Media Identification

Observer



Media



For a full explanation of permissible and restricted activities of members of the Media and Observers, in the Precinct Election Official Manual. (Pg 22 & 23)

Inspectors Identification

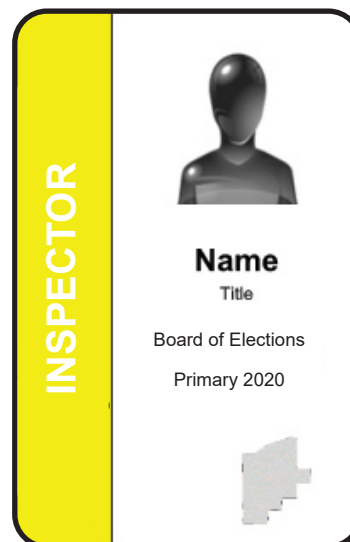
Inspectors will have the following access to your Vote Center:

Review of Provisional Ballots and their processing;

Review Set-up of your Vote Center (Interior & exterior).

- Ensure your Vote Center is arranged as depicted in the set-up sheet.

*Inspectors may also be given special assignments by the Board of Elections depending on various situations that arise on Election Day.

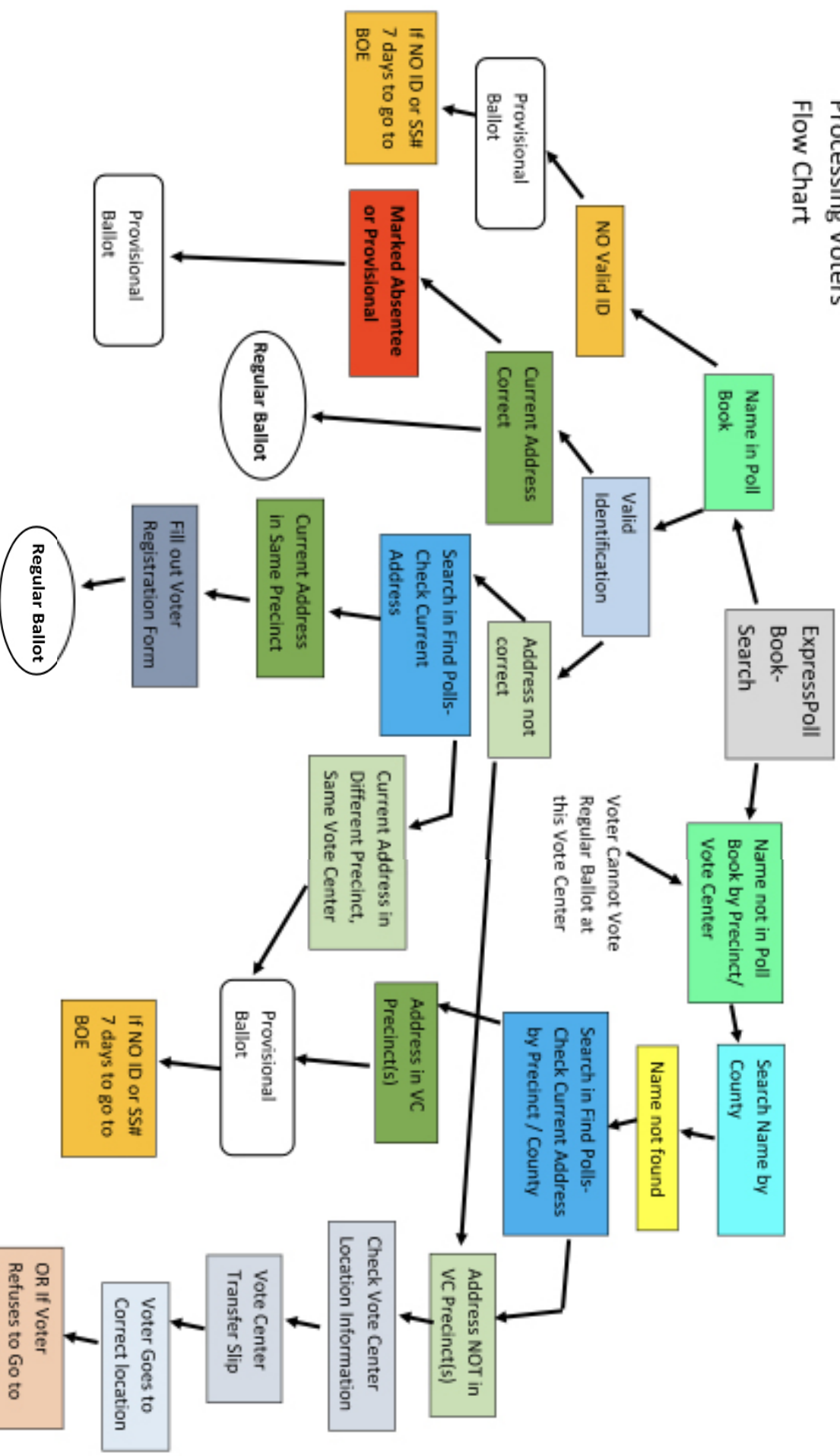


The Provisional Quick Reference Guide

This one page lists the six reasons a voter could need to vote a Provisional Ballot. Go to one of the six categories on the far left column for each voter, look at the specific circumstances of that voter in the next column then follow the guidelines outlined in the document.

SITUATION	COURSE OF ACTION		BALLOT TYPE	FORMS	NOTES
No Valid Identification	Provides SS #	Assist voter in filling out proper paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	
	Does not provide SS#	Assist voter in filling out proper paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	This voter must provide proper ID to the BOE within 7 days after the election
Voter has Moved	Within the Precinct	Look up the address in Find Polls	Regular	Voter Registration Form	
	Into the Precinct	Look up the address in Find Polls	Provisional	Provisional Env Prov Ballot Notice	
	Out of the Vote Center	Look up the address in Find Polls	Provisional in another Vote Center	Transfer Slip	
Name Change	Voter can provide proof of name change	Assist voter in filling out Form 10-L	Regular	Form 10-L Notice of Name Change	
	Voter cannot provide proof of name change	Assist voter with Provisional Ballot	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	
Voter's name not in Express Poll book		Look up address in Find Polls	Provisional	Provisional Env Prov Ballot Notice	Address at this Vote Center
		Look up address in Find Polls	Provisional at another Vote Center	Transfer Slip	Address Not at this Vote Center
Demands Ballot but listed as "Absentee" or "Vote Provision-		Assist voter in filling out proper paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	
Refuses to go to the Correct Vote Center		Look up address in Find Polls	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Explain to voter reason that they should go to the correct Vote Ctr Note in Log

Processing Voters Flow Chart





Lorain County Board of Elections

1985 North Ridge Road, East
Lorain Ohio 44055

Poll Worker Information Line 440-326-5919
(Vote Center Staffing and Provisional Voter Questions)

Dialotech - War Room
440-372-0808
Or 440-326-5936
(Opening/Closing/Technical Assistance)
Interpreter Assistance 440-326-5917
General Questions 440-326-5901

Additional Training Resources available at
www.loraincountyelections.com