Precinct Election Official Manual

March 17, 2020

Primary Election

MONTGOMERY COUNTY
BOARD OF ELECTIONS

Contact Information

Main Phone General Information & Voters	(937) 225-5656
Elections Operations Election Day Equipment Information	(937) 225-5661
After 9:00 p.m. Election Day	(937) 225-5672
PEO Coordinator Democratic	(937) 225-5673
PEO Coordinator Republican	(937) 225-5671

Using this Manual

This manual is set up with chapters for in-depth information about each topic presented. Each chapter is immediately followed with a checklist one-sheet detailing the steps needed to complete each part of the SAFE Voting system

The one-sheets will be available in the File Box in the SAFE cart, inside folders labeled for each time of the Election Day when important tasks must be completed.

Some very specific one-sheets are provided in the Provisional Binder, attached to the Soiled & Defaced Ballot, etc. because their uses are so unique.

The concept of this system is to provide our Election Day Precinct Election Officials with the information they need, when they need it, and where they need it.

As always, please call the Board of Elections directly if you encounter issues or concerns on Election Day that are not addressed in this Manual,

MONTGOMERY COUNTY
BOARD OF ELECTIONS

SAFE
Secure. Accurate. Fair. Efficient.

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MANUAL, ONE-PAGERS, FORMS & SIDEBARS

This manual is combination of Chapters, one-page instructional sheets, & forms.

Many pages in the chapters & one-pagers have sidebars that provide important information, while the main text of each page is instructive.

For context on equipment, systems, & procedures look in the chapters.

The one-pagers contain instructions to help you execute a flawless election, & forms will be completed with information that needs to be transmitted back to the Board of Elections.

ELECTION DAY CONTACT INFORMATION:

BOE Main Number:
(937) 225-5656

Election Operations/ Troubleshooting:
(937) 225-5661

PEO Coordinators:
Ted Brown
Republican
(937) 225-5671

Robyn Fecke
Democratic
(937) 225-5673

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0. INTRODUCTION

MISSION OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS

To maintain the highest level of voting security, accuracy and accessibility at every Montgomery County polling location.

MONTGOMERY COUNTY ELECTIONS BY THE NUMBERS

On Election Day polls are open from 6:30 a.m. until 7:30 p.m.

Montgomery County has during a full Election:

- 360 Precincts
- 150 Locations

Each Precinct has four Precinct Election Officials (PEO's)

- Two PEOs represent the Republican Party and two PEOs represent the Democratic Party
- One PEO serves as the Voting Location Manager (VLM)
  - Serves as a "Group Leader" for their assigned precinct
  - Mandated by Ohio Revised Code
  - Party of the VLM is determined by the most recent gubernatorial election results for each precinct
  - 141 VLMs are Democrats
  - 219 VLMs are Republicans

Each Polling Location is led by a Polling Location Supervisor (PLS)

- Receives extra training on equipment & procedures
- Sets up the Polling Location on Monday before the Election, in partnership with another PLS of opposite Party
- Picks up Burgundy Bag & other Supplies after Monday set-up
- Contacts VLMs & PEOs to review Election Day start time & confirm attendance
- Confirms that all supplies and materials are present & accounted for before Election Day
- Has additional duties and responsibility for opening & closing the election and managing data & materials

ONE-SHEETS, CHECK LISTS & THE FILE BOX

The File Box in the SAFE cart contains all the documents you need to execute a SAFE election. The File Box has 3 main sections: Procedures, Forms & Resources.

In each folder we break down each task into a line-by-line check list of procedures which are filed together based on time of day.

By working together, and carefully following each step we will bring the SAFE voting system to Montgomery County voters.

Contact your PEO Coordinators directly with questions or to notify the BOE of a PEO who cannot work election day:

Ted Brown
Republican
PEO Coordinator
(937) 225-5671

Robyn Fecke
Democratic
PEO Coordinator
(937) 225-5673

PEO ETHICS & CODE OF CONDUCT

DUTIES & RESPONSIBILITIES

Dereliction of Duty

Any Precinct Election Official (PEO) who willfully violates his/her duty or disobeys an election law will, if no other penalty is provided, be fined not less than $50 and not more than $1,000, imprisoned not more than one year, or both. Whoever violates his/her duty is guilty of a misdemeanor of the first degree.

Emergency Evacuation: Duty v. Safety

Your first duty is always to human safety and security. Your next priority is to secure election data & materials.

If danger is not imminent, **unplug scanners** and roll outside for evacuation; **unplug & evacuate sign-in boxes** as well as the **Manual Ballots & Provisional Box.** Once all personnel are safely outside the perimeter of the incident, call the Board office.

Always notify the Board of Elections as soon as possible in any Emergency.

Precinct Election Officials Code of Ethics

- Ohio Revised Code 3501.15 prohibits Precinct Election Officials from serving in any precinct where the Precinct Election Official is a candidate on the ballot, except for unopposed candidates for a political party county central committee.
- Precinct Election Officials (including elections PEOs, rovers, scouts, or similar, temporary election workers) may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including non-declared write-in candidates for the office.
- Precinct Election Officials (including election PEOs, rovers, scouts, or similar, temporary election workers) shall not wear or distribute shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.
- Precinct Election Officials (including elections PEOs, rovers, scouts, or similar, temporary election workers) shall not engage in any political activity while on board of elections time.
- Precinct Election Officials (including elections PEOs, rovers, scouts, or similar, temporary election workers) should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.

Code of Conduct - General Duties of ALL PEOs

- Conduct the election properly, professionally, and lawfully
- Assist voters as necessary in a courteous manner
- Learn to use our voting system and equipment properly
- Work together as a team with all PLSs, VLMs & PEOs in a Polling Location, to provide voters with a seamless and efficient voting experience
- Respect the chain of command in each Polling Location
- In the event of an emergency evacuation:
    - First, ensure the safety and security of all people, voters, and PEOs
    - Secure election data by removing Scanners, Poll Pads, and unvoted ballots & maintaining the Chain of Custody

Precinct Election Officials MUST NOT

- Discuss politics while serving in the Polling Location
- Use any item that might distract from properly and lawfully managing of the polls (such as newspapers, laptops, cellphones, iPads, or tablet device)
- Unlawfully open or permit the opening of a sealed package containing election materials to be used in the election; or
- Misplace, carry away, lose, permit to be taken, and fail to deliver, or destroy the election materials
- Distribute or process any digital or manual ballot during the receiving, counting, or canvassing of the vote, except when discharging his/her official duties or when exercising his/her individual right to vote.
- Refuse or allow the rejection of a ballot from a person whom they know to be a qualified Voter
- Knowingly permit a fraudulent ballot to be voted
- Mislead a Voter who is physically unable to vote his/her ballot, or voting his/her ballot other than as directed, or telling anyone how he/she voted
- Alter, make, or permit an alteration on any ballot.
- Remove a voting machine from the precinct or from the presence of all the Election PEOs
- Remove any election data media from any piece of equipment, or deface it in any way
- Willfully neglect or corruptly perform any duty imposed by law

VOTERS & REGISTRATION

Ohio Qualified Elector (Voter)

- Be a citizen of the United States
- Be at least 18 years old on or before the day of the General Election
- Be a resident of the State of Ohio for at least 30 days prior to the election in which they intend to vote
- Not be incarcerated (in jail or prison) for a felony conviction
- Not have been declared incompetent for voting purposes by a probate court
- Not have been permanently disenfranchised for violations of election laws

Voter Registration & Address Change Deadlines

A registration or address change must be received or postmarked 30 days before the election in which the voter intends to vote.

The Board of Elections will notify voters by mail of their correct Polling Location.

SAFE VOTING SYSTEM

THE VENDORS

ES&S is the nation's leader in elections research, equipment manufacturing & customer support.

They were the primary support vendor on our previous system, proving over time ES&S's commitment to the security and stability of our equipment, and the voters of Montgomery County.

KnowInk's Poll Pad product is revolutionizing voter sign-in, and includes impressive tools for Election Day issue resolution, rover deployment, and Election Night Reporting software.

The company was founded by an election administrator and many employees are also former elections administrators. The combination of technology and primary industry knowledge is the perfect mix for Montgomery County voters.

In November of 2019 voters in Montgomery County began casting their ballots using our SAFE voting system. This completely paper-based system is a shift from our previous electronic tabulation system.

After nearly two years of researching the options, evaluating every available system, the Montgomery County Board of Elections selected a ballot-marking and tabulation system from ES&S, supported by a voter verification and sign-in system from KnowInk.

This system uses a "hybrid" of paper ballot types – traditional pre-printed hand-marked paper ballots, and machine-marked paper ballots – that the voter can hold and verify, then submit directly into a scanner right in the polling place.

The marriage of technology and flexibility means the Montgomery County Board of Elections can continue to serve voters by continuing to deliver the secure, accurate, fair, and efficient elections they expect and deserve.

What does "voting" mean in the SAFE voting system?

Voting has always been an intersection of Voter Registration, verifying identification, ballot marking, and tabulation.

The SAFE voting system emphasizes that intersection by describing the voter experience as a 3-step process:

1. **Sign-in** – Voters verify they are a registered & are qualified to vote
2. **Select** – Voters mark their selections on a paper ballot
3. **Submit** – Voters place their marked ballot in the Scanner to be tabulated

Only when the voter has completed all three steps have they actually ***voted*** in an election.

In this manual, we will look at the overall systems, the equipment used in each step, and thoroughly describe each part of the process.

Thank you for being such an important part of securing our democratic process as we continue to focus on accuracy, fairness, and efficiency!

SAFE Voting System Description

By using hybrid paper ballot types (Manual and Digital paper ballots), Montgomery County voters will have access to a secure and accurate ballot marking system using the touch-screen **digital** technology they are already comfortable using AND the option to mark a **manual** ballot with a pen if they prefer.

Additionally, by deploying both paper ballot types in every election, even in larger gubernatorial and presidential elections, we can minimize wait times by offering voters both ballot-marking options.

In elections that traditionally have lower turn out, nearly all voters will be able to digitally mark their ballots using the digital booth ballot marking devices, keeping costs low by reducing printing bills for pre-printed manual ballots.

In this section we will introduce you to the equipment used in each step of the voting and administration process, focusing on the 3-step framework described above.

Sign-in

Before a voter can mark a ballot, they must be verified as a qualified elector – are they registered? Are they at the correct polling location? Which ballot should they receive?

As before, voter verification, ID check, and ballot distribution will be done at the sign-in stations – one station for provisional voters, the rest for regular voters. Any voter may check in at any station, regardless of which precinct they live in, if they are in the correct polling location.

Once a voter's status is verified, they will need to be issued a ballot. All voters will always have the choice of using a digital or manual ballot.

Both ballot types are paper. The only difference is that a digital ballot is marked using a touch screen machine at a Digital Booth. A manual ballot looks like a traditional provisional or absentee ballot that is marked by hand with a black pen at a Manual Booth.

***Both* paper ballot types *must* be *cast* in the scanner in order to be *tabulated*.**

ADA & VOTING WITH ASSISTIVE TECHNOLOGY

Our Digital Booths were initially developed specifically for ADA voters, in full consultation with the ADA community.

Every Digital Booth in your location is suitable for ADA voters, with an on-board navigation pad, and inputs for headphones, as well as other assistive devices.

By adapting the Digital Booth for every voter we make the process fully inclusive for all voters, while also providing a voting experience that accurately reflects each voter's selections.

PERFECT BALLOTS MAKE PERFECT ELECTIONS

When marking a manual ballot, it is very important that voters use only black ink pens & fill in the oval on the ballot completely.

Today's scanners are very fast and effective, and we want to be sure that every voter's ballot is tabulated exactly as they mark it!

Marking Selections on a Paper Ballot

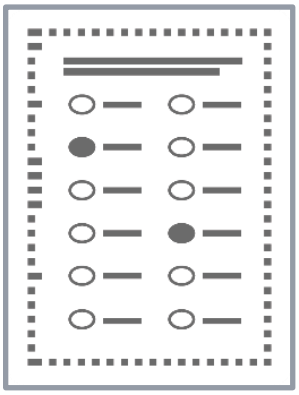
After the voter has chosen their ballot type, and the correct ballot style code has been printed on the ballot stock or selected from the ballot table, the voter proceeds to either a manual selection booth or a digital selection booth.

Manual Selection

Voters who have chosen a manual ballot will be directed to a privacy booth to mark their pre-printed ballot with a black pen. This process is exactly like filling out an absentee or provisional ballot.

Privacy screens and pens are provided to serve these voters. Each location will have a minimum of 13 stand-up privacy screens and 6 table-top privacy screens available to be setup for voter use.

Digital Selection



Voters who prefer to make their selections on a digital ballot using the digital touch-screen booth will be issued a paper ballot with their ballot style code printed directly on digital ballot stock and directed to one of the digital booths on the SAFE Cart. The voter inserts the digital ballot into the ExpressVote, which reads the printed bar code to pull up the correct ballot style.

The voter then makes digital selections on the touch screen. This experience is very similar to using most touch screen phones and tablets. Once the voter has made all of their selections, they will verify their choices on a summary screen.

The final step in the digital marking process is when the voter taps PRINT on the touch screen. The digital booth machine will print their selections and eject the ballot card. The voter can visually verify their selections on the card.

Submit

The marked ballot is next taken to the submit scanner. The voter inserts the ballot in the submit scanner which scans the ballot that then falls into a secured ballot box. The ballot box secures all ballots during the Election Day and for transport back to the Board of Elections at the end of the day.

If a voter has submitted a blank ballot, overvoted (made too many selections), or the ballot has un-readable marks, the scanner will alert the voter, giving them the choice to eject the ballot and correct the issue, or ignore the issue and cast the ballot anyway. This process is called second chance voting and helps assure the voter that their ballot is being completely and accurately tabulated.

At the end of Election Day you will collect the memory sticks and ballot boxes from the scanners, along with other documentation, to be returned to the Board for final tabulation.

GOALS FOR POLLING LOCATIONS

The goals for each polling location are straightforward:

1. That no ballots walk out of the polling location with a voter
2. That all ballot tabulation and voter activity data is properly downloaded and returned to BOE
3. That each voter experience is seamless
4. That all equipment is efficiently deployed, and packed for return to BOE

These objectives have always been central to our mission, procedures, and training, but we would like to focus on the role of the first two goals in this system.

Because the *final step* in the SAFE voting process is to submit the ballot, any ballot that is not scanned, is not voted. It cannot be tabulated.

The complete *voting process* is the foundation of everything we do, so going forward it is going to be even more important to make sure we facilitate every voter completing *the entire SAFE voting process*.

The obvious extension of making sure every voter completes the process, is ensuring that we protect and preserve that voter data for central tabulation in our office.

Each part of the process has been broken down into step-by-step guides so that each team can divide the work, sharing the procedures and streamlining the process.

The following chapters will be a combination of those step-by-step guides, and more complete information about each part of the process.

Working together on training and process integrity we will maintain our ongoing commitment to executing secure, accurate, fair, and efficient elections.

POLLING LOCATION GOALS

- That no ballots walk out of the polling location with a voter
- That all ballot tabulation and voter activity data is properly downloaded and returned to BOE
- That each voter experience is seamless
- That all equipment is efficiently deployed, and packed for return to BOE

MANUAL + ONE-SHEETS = SAFE VOTING SYSTEM

In every Polling Location we are now including a File Box that contains all the documents you need to execute a SAFE election. This box contains one-sheet guides for each process to help you on Election Day.

The Manual is a combination of regular chapters & sections, but also includes the one-pagers that are in your File Box on Election Day.

Together they fully explain the "hows" and the "whys" of the SAFE voting system.

THE EQUIPMENT

Sign-in Boxes

The boxes have been specifically designed to minimize set up time for our PEOs, decrease clutter by hiding cords and electronic components, and facilitate a seamless check-in process for the voter.

Two colors identify the different roles and contents for each box. All the sign-in boxes contain a small power strip for the equipment and necessary cords with the benefit that only one cord needs to be plugged in to power the whole box.

The **black** Poll Pad box is for our regular voter check-in tables. It contains

- One iPad loaded with the Poll Pad app – for signing-in voters & scanning manual ballot tabs
- One Digital Ballot Printer – for preparing digital ballots

The **blue** Poll Pad box is for the provisional table. It contains

- One Poll Pad – for processing Provisional voters, emergency sign-in & scanning manual ballot tabs
- One Thermal Receipt Printer – for printing 11 a.m. and 4 p.m. voter activity reports

Sign-in Boxes and equipment

Inside each Sign-in Box is an iPad loaded with the Poll Pad app that eliminates the need for paper poll books and increases the efficiency of election record keeping.

All iPads in a single polling location share live, sideways wireless communication, so all voter activity data in the location is always up-to-date.

Using a dedicated, encrypted, and secured iSync drive, Poll Pad will process the supplemental list, which is the list of absentee and early in-person voters who cast their ballots after the equipment was prepared for delivery to the polling locations. The Early Voting period is open until 2 p.m. the day before Election Day.

Each Sign-in station will verify registration, validate ID, collect signatures, and issue & track ballots all in one process, on one piece of equipment.

On the black voter Sign-in stations you will scan only the voter's Ohio Driver's License or Ohio ID card using the iPad camera, or you can look them up manually if the voter is using another form of ID. The system will automatically walk you through the process of verifying the voter, collecting the signature, and either printing a digital ballot or scanning the stub on a pre-printed manual ballot.

No matter what kind of ID a voter provides, Poll Pad will help you determine that the ID being used is acceptable and will walk you through the steps to complete the process of issuing the voter the proper ballot.

The Poll Pads in black sign-in boxes on regular sign-in tables are directly connected to a digital ballot printer that prints the correct ballot style *(precinct)* code directly on the blank digital ballot stock used by the marking devices in the digital booths.

At the Provisional station, using the blue sign-in box, Provisional voters will continue to be processed using the paper Provisional Signature book, the yellow provisional envelope, and manual ballots.

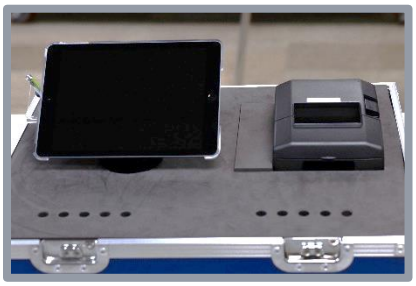
The printer provided in the blue sign-in box is a receipt printer for creating the 11:00 a.m. and 4:00 p.m. voter activity reports. The reports are created on long receipt-style tape to be posted at the entrance to the polling location.

iSync – Supplemental upload & voter history download

Designed to be the perfect companion for the Poll Pad, iSync Drive offers an easy way to transfer voter activity data to and from your Poll Pad. The drive has a lightning connector that plugs directly into the iPad's power port and includes encryption software that keeps Voter data secure across the entire system.

Before opening the polls, the supplemental list needs to be uploaded to each iPad in the location using the iSync. At the end of Election Day, voter history data will be downloaded to the iSync from just one of the sign-in stations for transport back to the Board of Elections.

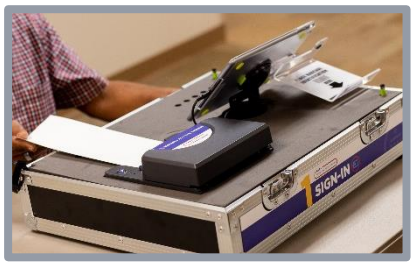
Thermal Receipt Printer for 11:00 a.m. & 4:00 p.m. Voter Activity Reports



Found in the blue Poll Pad box on the provisional table, the thermal receipt printer is configured to print 11:00 a.m. and 4:00 p.m. reports.

By following just a few easy on-screen directions, the reports will be printed and be ready for posting.

Digital Ballot Printer for coding blank digital ballot stock



Used in the black Poll Pad boxes, the digital ballot printer will print the ballot-style code directly on the blank digital ballot stock for use with the digital booths.

After the voter is verified and processed, the blank digital ballot stock is inserted into the digital ballot printer, which prints the name of the polling location & the voter's precinct.

The voter then inserts the bar-coded digital ballot directly into the digital ballot marking machine at the Digital Select booth which will automatically pull up the correct ballot-style for that voter.

Digital Selection or Ballot Marking Using the Touchscreen

The digital booth is a ballot-marking device that *does NOT tabulate votes*. By inserting a bar-coded digital ballot into the digital booth, the touch-screen unit will display the correct ballot and contest options for each voter.

Fig. 1

1. Left Access Compartment
2. Power Source Indicator Light
3. Battery Status Indicator Light
4. ADA Accessibility Device Port
5. Headphone Jack
6. Touch-screen Ballot Feed
7. Touch Screen
8. Right Access Compartment

Navigating the touch screen environment will feel very familiar to Montgomery County voters, or anyone who has used a touchscreen smart phone or tablet. After the voter has viewed every contest and made their selections, they will see a review screen that will alert them to under-votes and missed contests. The digital booth will not allow a voter to over-vote (mark too many selections)

At that point they have the option to return to those contests to alter their selections, or they can choose to print the digital ballot as is. The digital selection unit will produce the fully printed ballot, with easy to read text, and once again, the voter may review their selections. If they are satisfied, the voter then submits the ballot to the Submit Scanner to cast their ballot.

The digital selection unit handles the entire marking process, eliminating marginal marks. In Montgomery County the digital booth is used during early voting in the office and at polling locations on Election Day to fairly serve every eligible voter, including those with special needs, securely, accurately, & efficiently.

Each digital selection unit is fully equipped with ADA adaptive technology and an on-board navigational touch pad.

Every polling location in Montgomery County will have a minimum of four digital selection units on Election Day, with some of our largest voting locations receiving more.

The digital selection units are permanently installed in the SAFE cart, with two positioned to serve standing voters, and two that can be positioned to serve both standing and seated voters. All are wired within the SAFE cart, so when the SAFE cart is plugged into power, all four units are powered.

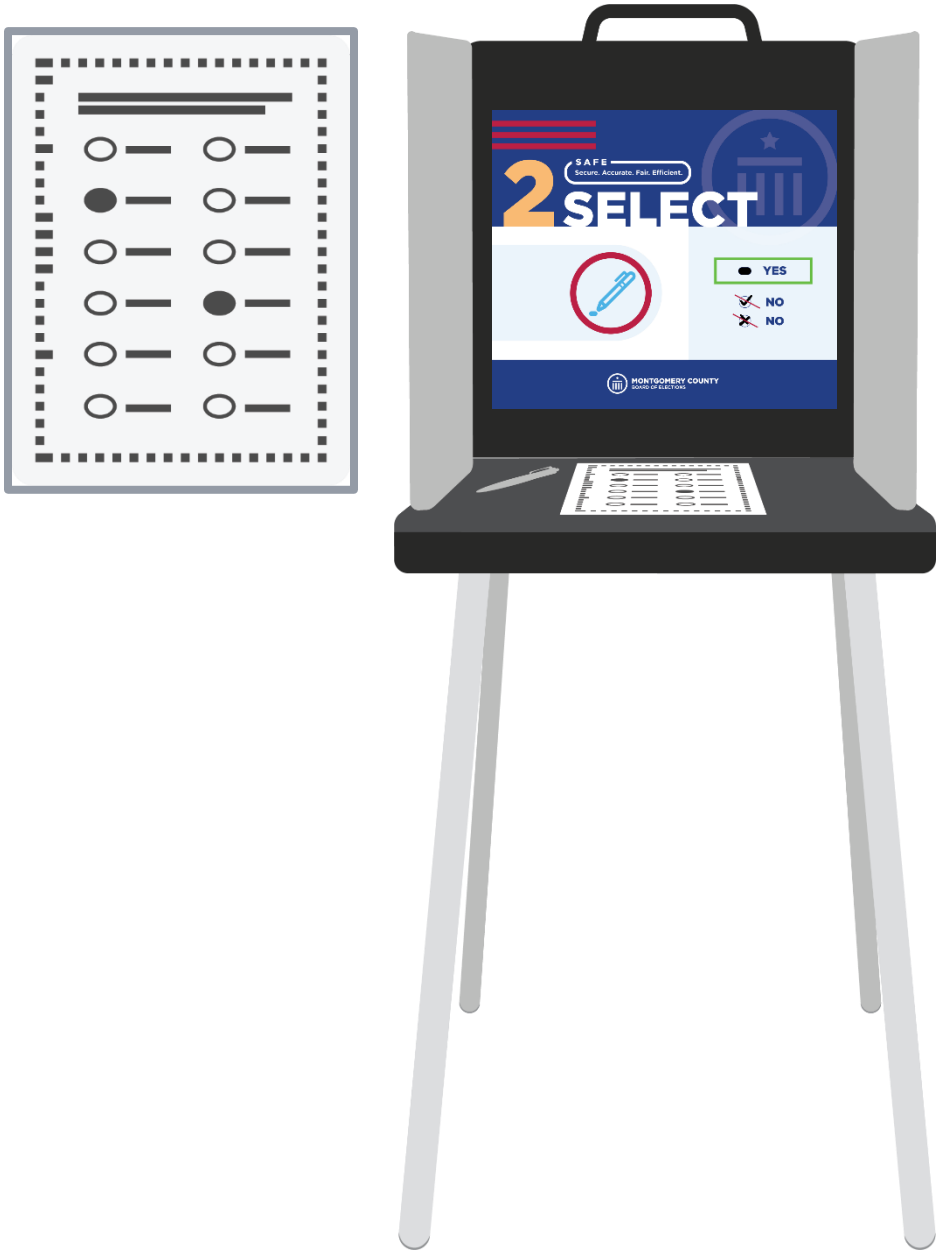
Our largest locations will receive two SAFE carts equipped with a total of eight digital booths. The second SAFE cart at these locations will also carry other election equipment including privacy booths for the manual selection process, ADA equipment, etc.

Manual Selection or Ballot Marking Using a Pen

During the sign-in process, the voter can choose a **manual ballot**, and will be issued a pre-printed manual ballot for their precinct. The ballot is issued by having a **QR code** on the ballot stub scanned by the iPads which will verify that the voter is being given the proper ballot and will record the ballot stub number.

The voter will then be directed to a **manual select booth** to mark their pre-printed ballot with a black pen. This process is exactly like filling out an absentee or provisional ballot.

Privacy screens and pens are provided to serve these voters. Each location will have a minimum of thirteen stand-up privacy screens and six table-top screens.



The manual ballot is marked using the black pens provided by the BOE and filling in the ovals completely.

Your election supplies include an ample supply of black pens, and these should be replenished throughout Election Day.

If a voter does not fill in the oval completely the scanner may notify of an unreadable mark.

For the most accurate and consistent scanning of all ballots, we encourage voters with instructions on correct ballot marking.

Submit Scanners & Scanner Carts

Every polling location will have two submit scanners for tabulating and storing the paper ballots. The scanner itself is quite small, but it is housed in a large cart that secures and stores the ballots until it is time to close the polls and take the ballots and the data drives from inside the scanners back to the BOE.

After marking one of the two ballot-types – digital or manual – each voter will submit their ballot directly into the scanner which will tabulate their selections and drop the ballot into a secured compartment housing the blue ballot box.

At the Close of Polls, the scanners are shut down, the totals tapes get printed, and signed by one Democrat & one Republican. When the scanner has powered completely off, the yellow data drives are removed, the blue ballot boxes are removed with voted ballots still inside, and everything is sealed and locked for transport back to the BOE.

Fig. 2

1. Scanner Cart Lid
2. Scanner Cart Base
3. Auxiliary Ballot Bin
4. Main Ballot Bin
5. Locking Wheels

Fig. 1

1. Rear Compartment (DO NOT OPEN)
2. Front Media Compartment
3. Thermal Printer
4. Touch Screen Lock
5. Touch-screen Ballot Feed
6. Hand-marked Ballot Feed
7. Touch Screen

SAFE Cart

The Montgomery County Board of Elections uses the SAFE Cart system to securely & efficiently store, transport, and deploy most of the equipment and supplies needed in the Polling Locations on Election Day.

The SAFE cart contains the two scanners, pre-printed manual ballots (inside the blue ballot bins) & blank digital ballot stock, electrical cords, file boxes, stickers, pens, etc. On Tuesday morning you will work with your teams to remove the supplies you will need during the day, set up the location, then close the large rear doors, attach the included electrical cord, and deploy the four ExpressVote digital ballot devices that are installed directly on the cart.

Together with the wooden Location Box, the SAFE Cart will contain nearly everything you need to execute the election, and significantly reduce the supplies PLSs pick up on Monday evening.

MANAGEMENT & ROLE ASSIGNMENTS

As Election Day voting has become centered around multi-precinct Polling Locations, it makes sense that managing a Polling Location has also evolved.

Implementing the paper-ballot SAFE Voting system means that some jobs for all ***Precinct Election Officials*** (***PEO***s) will be physically easier, while responsibility for certain tasks must be handed to the ***Polling Location Supervisors*** (***PLS***s) who have been extensively trained, and others reserved for the ***Voting Location Managers*** (***VLM***s).

PLSs are the team leaders for the entire Polling Location. In turn VLMs are the group leader for their precincts – as well as the PLS's most reliable deputies. PEOs are our front-line customer service staff.

In this section we will focus on title responsibilities, as well as role assignments in each Polling Location.

Management Structure

Polling Location Manager (PLS)

The PLS is the team leader for the entire Polling Location on Election Day. They are responsible for Monday set-up, Burgundy Bag pick-up on Monday evening, calling PEOs to confirm start time & location, overall Election Day staff management & role assignments, and making sure that Election Day data & supplies are returned to the BOE at the close of polls.

Each election cycle, every PLS must attend multiple classes to learn the SAFE voting system. They have learned about the physical equipment, troubleshooting, opening polls, closing polls, and returning election data to the BOE.

During the day on Election Day the PLS will work with the VLMs & PEOs in your location on running the election as well as plans for closing the polls. Runners are pre-identified VLMs of opposite party who will bring the ballots, data, and other supplies back to the BOE at the end of Election Day.

PLSs will also identify Polling Location Roles, assign PEOs to each role, facilitate rotation throughout the day, and print the 11 a.m. and 4 p.m. voter activity reports.

At the end of the day, the PLS will work with VLMs & PEOs to share various tasks that will ensure a speedy, efficient, and accurate end to Election Day.

Especially when opening and closing the polls, there are specific tasks that PLSs *must* complete, since they will have been extensively trained to do so. **These PLS tasks include:**

1. Opening voting on the Scanners
2. Uploading the Supplemental list to the sign-in boxes from the iSync drive
3. Supervising Payroll & PEO oath-taking
4. Printing Voter Activity Reports at 11 a.m. and 4 p.m.
5. Downloading voter activity data from the Poll Pads to the iSync drive at close of polls
6. Closing the Polls on the Scanners, and posting Closing Totals Reports
7. Preparing the memory sticks, ballots, & other materials for transfer back to BOE

All questions, concerns, and troubleshooting issues will be brought to the PLS's attention, and the PLS will address the issue, or make the call to the Board of Elections.

After voting has ended, the polls have been closed, and the materials prepared for transit, the PLS will release the VLMs designated as Runners to take the materials to the BOE. This is our Close & Go process that helps get data back to the BOE so that we can publish returns as quickly as possible and gets our Polling Locations teams home earlier than ever before!

The PLS, along with all other Election Day PEOs, will remain at the Polling Location, to finish closing the Location. When all equipment and materials have been returned to their proper places, the voting room tidied, and the location secured, the PLS will release the rest of the VLMs & PEOs for the day.

Voting Location Manager (VLM)

Voting Location Manager for each precinct will continue to reflect the party which received the most votes for Govenor in that precinct, in the last gubernatorial election.

Throughout the day, the PLS will rely on VLMs to perform certain specific tasks, while continuing to demonstrate the highest levels of professionalism, leadership, and customer service.

When opening and closing the polls, VLMs will be assigned oversight of specific areas, and work with all the PEOs to make sure each area is set-up or broken-down quickly and arranged neatly.

After the voting has ended, the paper ballots, media from the Scanners and Poll Pads, and other materials will need to be returned directly to the Board of Elections.

Prior to Election Day the PEO Coordinators at the BOE will assign two VLMs of opposite Party to act as Runners to bring those materials back to the Board of Elections. The Runners will be released back to the BOE as soon as the materials are ready. The runners will travel to the BOE in one vehicle, and both runners will need to have their own transportation.

Precinct Election Official (PEO)

As our front-line customer service staff, PEOs are often the first and only representatives of the Board of Elections most voters ever meet. PEOs are the face and voice of the Board and have always provided voters with the excellent customer service for which we are known.

Our streamlined systems and new equipment mean that each step of the set-up and closing process will be faster and easier.

We count on our PEOs to keep every step of the process seamless for voters by fulfilling various roles throughout the day.

By working together, asking questions, and carefully observing rules and procedures, we will keep our lines short, and our voters moving!

Polling Location Roles During Voting

One of the most important goals for everyone in any Polling Location on Election Day is making sure that no ballots walk out the door with a voter.

Our Polling Location set-up diagram and PEO roles are designed to make sure the voting experience is easy & accurate, and that every single ballot makes it into the submit scanners. PEOs will be rotated through each role during Election Day.

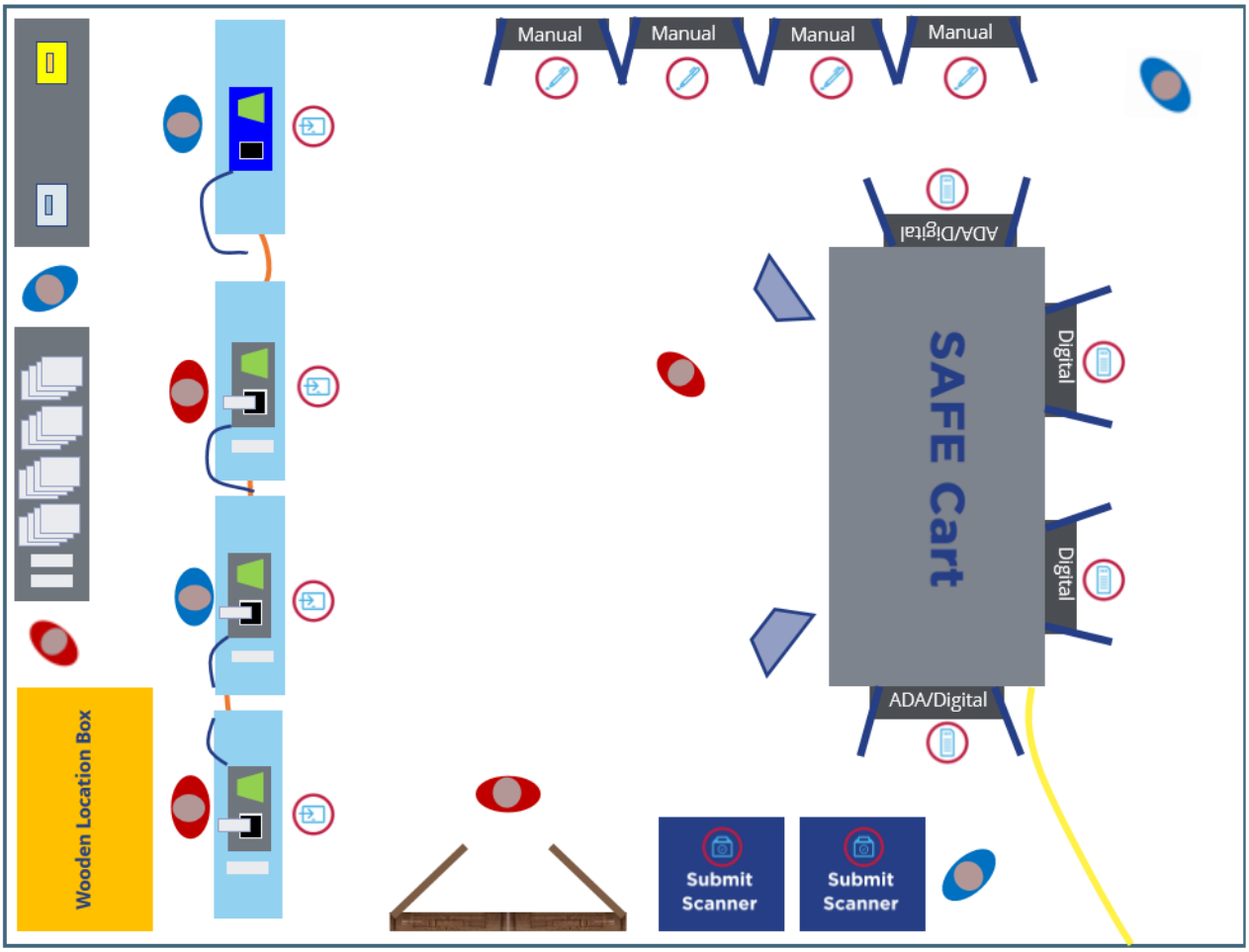
Greeter

The greeter will stand near the entrance to the voting room directing voters to the next available sign-in table. If a line begins to form, the greeter can chat pleasantly with voters, offer to answer questions, etc. *It is very important that all conversation remain non-political and pleasant*.

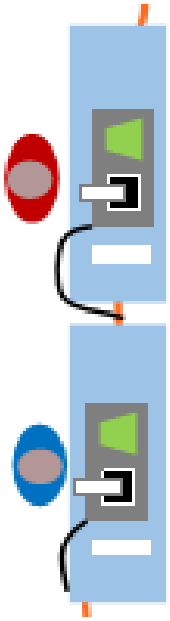
If a location gets very busy, and the line is growing, any voter who prefers a manual ballot may be processed at the provisional table. The PLS must call the BOE for permission to open the Provisional Sign-in table to regular manual ballot voters.

The greeter should work closely with the PLS and Provisional PEO on the decision to direct regular voters preferring a manual ballot for processing at the provisional table.

Additionally, the greeter should monitor voters leaving the location to make sure that they do not have a ballot. Anyone observed holding a completed ballot should be directed back to the Scanners.



Sign-in



Each location will have a *minimum* of two regular sign-in tables. Each regular sign-in tables will have one black sign-in box with the digital ballot printer.

Each sign-in table will be staffed by only one PEO. They will check IDs, verify addresses, collect signatures, determine ballot styles on the iPad, and issue both digital and manual ballots.

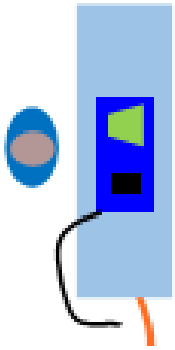
Digital ballots will be coded for the correct ballot-style directly on the digital ballot printer. Manual ballot stubs will be scanned by the iPad camera to record the stub number and confirm that the voter is receiving the proper ballot-style.

Sign-in PEOs will need to communicate clearly with the PEO assigned to the Ballot Table.

Voters should be directed to the proper location to mark their ballots; the digital ballots on the digital selection units on the SAFE cart or the privacy screens for manual ballots.

Provisional Sign-in

The provisional sign-in table will have the blue sign-in box with the wireless receipt printer. All provisional voters will be sent to the provisional table for processing, as well as voters in the wrong location to receive a print-out of their correct location & address.



The PEO staffing the provisional table will verify the voter's provisional status or work to direct them to their proper polling location. Other than verifying that the voter is in the correct location on the iPads, the procedures for provisional voters are unchanged.

If a location gets very busy, and the line is growing, any voter who prefers a manual ballot can be processed at the provisional table. **BUT this option must be cleared by the PLS with the Board of Elections before being implemented on Election Day.**

All provisional voters will be issued a manual ballot *with the ballot stub still attached* and should be directed to the privacy screens to mark their ballots and complete their yellow Provisional envelopes.

At 11 a.m. and 4 p.m. the PLS will use the provisional sign-in box to produce the required **voter activity reports**. The reports will be printed on the included receipt printer, and then posted outside the entrance to the Polling Location.

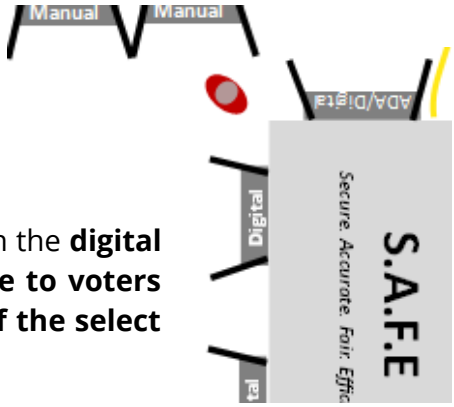
Ballot Table PEO

Especially in elections with high turn-out, or a Primary Election with multiple **ballot styles** for each precinct and split, the **ballot table** will need to be staffed. The PEO in this role must make sure that they are communicating well with the sign-in tables and pulling the correct ballot for each voter.

In high-turnout elections or at larger locations, the PLS may decide to increase the number of PEOs working at the Ballot Table or Tables.

Select Station PEO

At least one PEO will be assigned to the **select station** to assist voters with the ballot-marking options. Their primary responsibilities will be line management and to direct voters to the correct **selection booth** to mark their ballots, and then directing voters to the Scanners.



They will also be the first resource for voters needing assistance with the **digital booth** touchscreens. **The select station PEO should be available to voters needing assistance, but also respect the privacy and sanctity of the select booths.**

If the voter requires true troubleshooting, the PLS should be notified, and will attend to the issue.

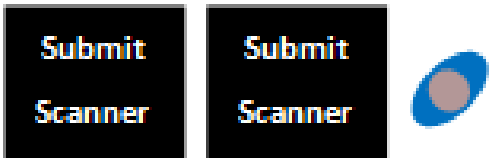
In high-turnout elections the PLS may choose to assign a second PEO to this area.

Submit Scanner PEO

Staffing the **submit scanner** is our last line of defense for making sure every single paper ballot is submitted in the scanner.

The submit scanner PEO will be available should voters require assistance with the submit scanners but should also respect the privacy of a voter's marked ballot.

If needed, the submit scanner PEO may direct voters to insert their ballot in the correct slot for their ballot type and will distribute "I Voted" stickers to voters *after* they have cast their ballots in the Scanner.



The Scanners are programmed to alert a voter to overvotes, unreadable ballots, and blank ballots. The voter will have the choice to cast the ballot anyway or eject the ballot, and have a fresh ballot issued at the sign-in table.

In this position, please be mindful of ballot privacy, and assist voters while maintaining privacy for the voter and their marked ballot.

RELEASE THE RUNNERS

To Board of Elections offices when *below* materials are gathered & sealed

- ❑ Chain of Custody Envelope
- ❑ Payroll Sheet

2 BLUE BALLOT BOXES

- ❑ Voted ballots
- ❑ "Voted Ballots End" Laminated Sheet on top

BURGUNDY BAGS

- ❑ Red Media Box
  - ❑ Silver iSync Drive
  - ❑ Yellow Scanner Drives (2)
- ❑ Yellow Provisional Bags (2)
  - ❑ Voted Provisional Envelopes
  - ❑ Voted Curbside Envelopes
  - ❑ Voted 17-Year-Old Voter Envelopes
- ❑ Provisional Binder
- ❑ Green Soiled & Defaced Envelope
- ❑ Ballot Accounting Chart
- ❑ Unvoted Ballots **– Please place in backup Burgundy Bag found in SAFE Cart**

SEAL & LOCK ballot boxes & burgundy bags

RECORD seal numbers on Seal Recording chart in SAFE

One of the most exciting innovations of the SAFE voting system is the Close & Go procedures at the close of voting.

With these procedures we break closing the polls down into two distinct sections:

1. Downloading data & gathering Election supplies for return to BOE
2. Returning voting equipment to the SAFE cart, or carts, & wooden location box, and closing the location

Downloading Data & Gathering Election Supplies for Return To Board of Elections Offices

As soon the polls close at 7:30 p.m., the first priority of every PEO in the polling location is closing voting on the submit scanners, downloading voter activity data from the sign-in boxes, and gathering specific supplies & documents for return to the BOE.

The checklist to the left outlines every item that must be secured before the runners can be released to return to the Board of Elections offices in the County Administration Building.

All this material will be collected from the submit scanners, sign-in stations, and ballot table.

Several processes require special training and experience; they are reserved for the PLS. However, every VLM and PEO in each location has their part to play in working together to help all of us get home a little earlier on Election Day!

For each task we have created a one-page checklist guide that will be found in the File Box inside the SAFE cart. The File Box is broken down in to sections and folders for each set of tasks required for each part of Election Day.

Submit Scanners

The Scanner carts contain blue ballot boxes containing the voted & scanned ballots, and the yellow election data drives that must be returned to the BOE on election night.

The PLS will remove the blue ballot bin from the two scanner carts, close the polls on the scanners, print the closing reports, have them signed by one Republican and one Democrat, post one Closing Totals Report from each scanner by the door and place the other in the Closing Totals Report envelope, and remove the yellow election data drives from the Scanners. They will place the yellow election data drives in the red box.

The PLS will ask other PEOs for assistance with putting the scanners back in the SAFE, as well as other steps in this process.

Ballots

After removal from the Scanner carts, you will drop the "Vote Ballots End Here" sheet *on top* of the voted ballots, then the blue ballot bins will be locked, sealed, and ready to return to the BOE.

The other forms listed in the checklist on page 20 will be gathered and placed in the main Burgundy Bag for return to the BOE.

The unvoted manual ballots should be placed in the backup Burgundy Bag that you find in the SAFE cart.

The PLS may ask for your assistance in some of these tasks.

Sign-in Boxes

Before the Poll Pads can be turned off and put away, the PLS will download the voter activity data to the same iSync drive that contained the Supplemental List from the morning.

After they have downloaded the Voter Activity data to the iSync and placed it in the **red box**, the PLS will ask for assistance to finish turning off the Poll Pads and printers, unplugging the cords, closing the boxes, and returning the sign-in boxes to the SAFE.

When the data drives from both scanners and the iSync drive have been placed in the **red box**, it is ready to be placed in the main Burgundy Bag for return to the BOE.

Burgundy Bag

Along with the blue ballot boxes and the backup burgundy bag, the main burgundy bag must be sealed & returned to the BOE on election night.

Before it can be sealed, the main burgundy bag must contain:

- ❑ Yellow Provisional ballot bag containing
  - ❑ Voted Provisional envelopes
  - ❑ Voted curbside envelopes
  - ❑ Voted 17-Year-Old envelopes
- ❑ Ballot Accounting chart
- ❑ Green Soiled & Defaced Ballot Envelope
- ❑ Red media box containing
  - ❑ 2 yellow data drives from the submit scanners
  - ❑ iSync drive

When packing the main Burgundy Bag, please make sure that the last thing you put in the bag is the red box, on top of all of the other materials, with the top up, facing out through the clear plastic so we can see the data drives without opening the main Burgundy Bag.

The PLS may ask for assistance gathering the forms and will review the contents before closing and sealing the bag.

The PLS will double check all of the materials and contents, then seal the burgundy bags, record all seal numbers on the Seal Recording Chart from the SAFE, and send the Runners to the BOE with the election day returns.

Runners

Two VLMs (or a VLM and a PEO), representing both parties, will be identified Runners. The Runners will work with the PLS to prepare the election day returns, then bring the materials to the BOE.

The runners will travel to the BOE in one vehicle. After turning the election day returns over to BOE staff, the runners are released and may go home.

Returning Voting Equipment to The SAFE Cart & Wooden Location Box, And Closing the Polling Location

Once the runners have been released to the Board of Elections office, all election equipment, electrical cords, supplies, ADA equipment, etc. must be gathered, and returned to the wooden Location Box and the SAFE.

All remaining PEOs & VLMs can lead the effort to gather equipment, wrap it up neatly, and load it back into our transport boxes.

The final step in securing the Location is to clean and tidy up, return any tables and chairs belonging to the location to their storage areas.

Once all these tasks are completed and the location secured, the PLS will release all remaining PEOs & VLMs to go home.

1. POLLING LOCATION OVERVIEW

POLLING LOCATION GOALS

The goals for each polling location are:

1. That each voter experiences a professional, confidence-inspiring location
2. That all ballot tabulation and voter activity data is properly downloaded and returned to BOE
3. That no ballots walk out of the polling location with a voter
4. That all equipment is efficiently deployed, and packed for return to BOE

POLLING LOCATION LOGISTICS

Polling Location Layout & Equipment Delivery

We have planned polling location layout to reflect these goals in every way. Circular traffic flow in the voting room keeps voters moving efficiently, while helping control access to the Sign-in tables and monitoring the Submit Scanners for casting ballots.

To increase efficiency for transporting and deploying voting equipment, we are employing the SAFE Carts and/or the wooden location boxes.

The wooden location boxes, or second SAFE carts, are loaded with neutral zone materials, ADA equipment, and manual select privacy screens. Every location will receive one wooden location box, or an additional SAFE.

The SAFE cart was developed by our staff at the Montgomery County Board of Elections to securely transport our Election Day equipment; ballots, sign-in boxes & other sensitive materials; and to minimize physical labor by our PEOs.

We have also developed a set of free-standing sign stands that hold all of our required signage without having to apply tape to the walls in location – keeping our location hosts happier and minimizing physical labor for PEOs.

Traffic Flow and Equipment Set-up

The following pages include checklists and location diagrams that show the ideal clock-wise traffic flow for voters through the location, where equipment should be deployed, and various PEO roles within the location.

By following this basic template, every location will efficiently serve every voter, while ensuring that every ballot is submitted, and with minimal wait times.

Team Member Roles in Setting-up the Polling Location

RESPONSIBILITIES OF A PEO

- Drive to your polling location prior to Election Day
- Arrive on time – 5:45 a.m.
- Assist in setting up the polling location
- Process voters & assist them as necessary
- Record important election information
- Pack up election supplies at the end of Election Day
- Conduct every election properly, professionally, & lawfully

POLLING LOCATION GOALS

1. That no ballots walk out of the polling location with a voter
2. That all ballot tabulation and voter activity data is properly downloaded and returned to BOE
3. That each voter experience is seamless
4. That all equipment is efficiently deployed, and packed for return to BOE

Polling Location Supervisors

The PLS for your location will set up the location on Monday, working in a bi-partisan team with another PLS. They will make sure all equipment has been delivered to the correct polling location, and they will set up manual ballot privacy screens, layout sign-in tables & chairs, electrical cords & power strips, and stage 100-foot equipment near the entrance to the location.

On Monday afternoon, PLSs will pick up the Burgundy Bag containing the Emergency Vote Kit, keys, cell phone bag, payroll sheets, and Supplemental List iSync drive.

On Election Day Tuesday morning, with both a Democrat & Republican present, the PLS will unlock the SAFE cart to begin Opening the Polls.

While the entire team executes the tasks below, the PLS will focus on:

- Preparing submit scanners for voting
- Securing zero reports
- Uploading the Supplemental List to each sign-in box using the iSync drive

Voting Location Managers & Precinct Elections Officials

Between arriving at 5:45 a.m. and 6:30 a.m., when we *must* be ready to process voters, all VLMs & PEO's will help finish setting up the location.

The tasks the must be completed by 6:30 a.m. include:

- Retrieving election supplies and materials from the SAFE cart(s) or wooden location box
- Setting up the Sign-in Tables
- Securing electrical cords
- Arranging Manual Ballots on the Ballot Table in a spot that is accessible to all Sign-in Stations
- Placing sufficient digital ballot stock on the ballot table for use throughout Election Day
  NOTE: Open only one packet of digital ballot stock at a time.
- Turning on the digital booths & attaching privacy screens
- Distributing consumable supplies throughout the location as needed
  - Black pens in the Manual Selection Booths
  - "I voted" stickers by the Submit Scanners
  - Plastic Manual Ballot Stub bags by Sign-in boxes

Polling Location During Voting

While the Polls are open, the Polling Location should be clean, safe, and accessible to all voters.

PEOs must maintain control over all voting equipment, keys, data drives, ballots and all other election supplies at all times. Any suspicious activity or damage to the equipment must be reported to the BOE immediately.

In the event of an emergency, your first priority is the safety of electors and your fellow elections officials. If you must evacuate the location, and if you can do so safely, take the submit scanners, all manual ballots, the Provisional bag & binder, and the iPads from the sign-in boxes to the evacuation area. Once all personnel have been secured and accounted for, contact the BOE office immediately to report the incident and receive instructions for continuing voting.

Team Member Roles in Closing the Location

After the Polls have closed, each team member is expected to help clean up the location, put away supplies, re-pack the SAFE cart(s) or wooden Location Box, and tidy up the location.

PLS's will immediately focus on Close & Go procedures to release the runners back to the BOE.

While that is happening other PEOs should be putting away privacy booths and cleaning up any personal items.

Once the runners have been released, all remaining equipment should be neatly packed up and returned to the SAFE cart(s) or wooden Location Box.

When the Polling Location is clean and tidy, and all election equipment has been locked and sealed, the PLS will dismiss the remaining team members for the day.

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MONDAY SET-UP

1. VERIFY YOUR SAFE CART EQUIPMENT

- ❑ Unlock brass padlock (squeeze hasp & lock together while turning brass key)
- ❑ Break red door seal (behind brass padlock)
- ❑ Initial Seal Recording Chart (clipboard inside SAFE) to verify red door seal matches last seal number
- ❑ Verify the following items are in the SAFE, but DO NOT REMOVE THEM:
  - ❑ Two Submit Scanners, orange security seals intact
  - ❑ One Black Sign-in Station for each precinct assigned to your location (2 for a single precinct location)
  - ❑ One Blue Provisional Sign-in Station

2. STAGE EQUIPMENT WHERE IT WILL BE NEEDED ON ELECTION DAY

- ❑ Setup Manual Ballot Booths (inside wooden location box or 2nd SAFE)
- ❑ Setup Tables and Chairs for ballot table(s) and sign-in stations
- ❑ Remove green bag from inside wooden Location Box or 2nd SAFE and layout cords where needed
  - ❑ Orange extension cords and power strips for Sign-in tables
  - ❑ Yellow extension cord for SAFE Cart
  - ❑ Tape for securing extension cords to floor
- ❑ Remove Sign Stands (2) from left side and setup near entrance (frames in black cylindrical bags)
- ❑ Stage "100 foot from Polls" signs, flags, & ADA equipment near entrance
- ❑ Position SAFE Cart – Near an outlet on a wall

3. SECURE EQUIPMENT & LOCATION

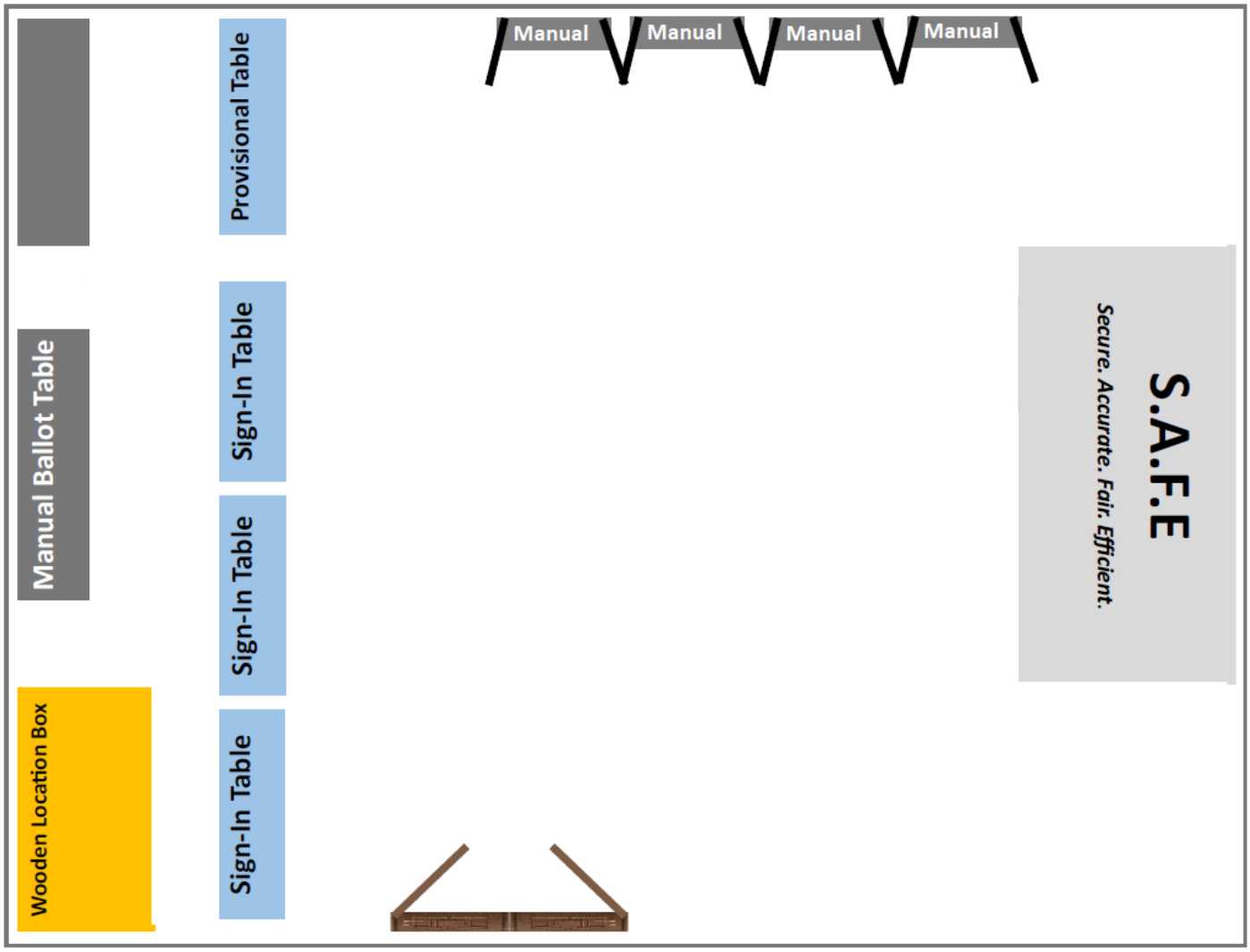
- ❑ Remove red seal from seal kit in File Box
- ❑ Record SEAL NUMBER on Seal Recording Chart clipboard
- ❑ Complete MONDAY SETUP form & bring to 4 p.m. pick-up
- ❑ Return File Box to SAFE cart
- ❑ Place & lock seal & padlock (seal behind padlock)
- ❑ Double check padlock is locked

(Continued on Back)

(Continued from Front – MONDAY SETUP)

4. VERIFY YOUR TUESDAY ACCESS INFORMATION

- ❑ CHECK LOCKS - If you have keys to location, lock and unlock door you will use to enter on Tuesday morning
- ❑ VERIFY CONTACT PERSON - Verify your point of contact at the location, confirm cell phone number in case they are not there in the morning to open the doors for you



MONDAY SETUP FORM

Complete this form and bring back to BOE office for 4:00 check-in

LOCATION NAME:	
PLS NAME:	
PLS SIGNATURE:	

EQUIPMENT	STATUS	NOTES, ETC.
Scanners (2)	❑ Present in SAFE	Seals intact and unbroken
Sign-In Stations (Black)	❑ Present in SAFE	No. of units: _____ (should be same as precincts)
Provisional Sign-In Station (Blue)	❑ Present in SAFE	No. of units: _____
Digital Booth Units	❑ Present in SAFE(S)	No. of units: _____ Seals intact
Manual Privacy Booths	❑ Unboxed & set up	No. Used: _____
Check-In Tables	❑ Set Up (1 per Sign-in Station)	
Chairs	❑ Set up	
Electrical Cords, etc.	❑ Orange Cords, power strips etc. laid out & secured, outlets identified	NOTE: Yellow cord is to plug SAFE into wall outlet
Ballot Table(s)	❑ Set up	
Other Equipment on Supply List	❑ Present	

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EQUIPMENT CHECKLIST

SAFE CART(S)

- ❑ **2 – Black Scanner Carts:**
  - ❑ 2 – orange seals intact
  - ❑ 2 – Blue Ballot Bins (inside Scanners) each containing:
    - ❑ Printed Ballots – *must be removed to Ballot Table on Tuesday morning*
    - ❑ Printed Ballot Style Separator Tabs
    - ❑ Yellow Provisional Bag
    - ❑ Green Soiled & Defaced envelope
- ❑ **4 – Digital selection units with ADA peripherals**
- ❑ **1 – I Voted Sticker Box**
- ❑ **1 –Miscellaneous Box containing BLACK ink pens, tape, spare paper rolls**
- ❑ **1 – Seal Number Recording Chart on a clip board in right-hand door**
- ❑ **1 – Spare set of keys**
- ❑ **1 – Backup Burgundy Bag**

- ❑ **1 – File Box containing:**
  - ❑ **Procedures Hanging File**
    - ❑ **Monday Set-up Folder**
      - ❑ 1 – Monday Set-up one-pager
      - ❑ 1 – Monday Set-up form (to return to BOE)
      - ❑ 1 – Equipment Checklist (this page)
    - ❑ **5:45 A.M. Folder**
      - ❑ 4 – Opening Location 1-pagers
      - ❑ 1 – Opening Sign-in 1-pager
      - ❑ 1 – Opening Scanners 1-pager
      - ❑ 1 – Black PLS envelope
      - ❑ 1 – Blue Democratic envelope
      - ❑ 1 – Red Republican envelope
      - ❑ 1 – White Zero Report envelope
      - ❑ 3 – Sheets Name Tags
    - ❑ **Voting Folder**
      - ❑ 6 – Signing-in Voters 1-pagers
      - ❑ 6 – Acceptable ID handouts
      - ❑ 6 – Ballot stub bags
    - ❑ **11:00 A.M. Folder**
      - ❑ 1 – Voter Activity Report 1-pager
      - ❑ 1 – Polling Location Report
    - ❑ **4:00 P.M. Folder**
      - ❑ 1 – Voter Activity Report 1-pager
      - ❑ 1 – PEO Evaluation form
      - ❑ 1 – PLS Suggestion form
    - ❑ **7:30 P.M. Folder**
      - ❑ 1 – Close & Go 1-pager
      - ❑ 4 – Closing Location 1-pagers
      - ❑ 1 – Closing Totals Reports envelopes
    - ❑ **2 – END OF VOTED BALLOTS sheets**
    - ❑ **1 – Seal Kit**
  - ❑ **Forms Hanging File**
    - ❑ Incident Log folder – Form 450
    - ❑ Injury Report folder
    - ❑ Name Change folder – Form 10-L
    - ❑ PEO Replacement folder – Form 104
    - ❑ PEO Sign-up folder
    - ❑ Voting Machine Event Log folder – Form 475
    - ❑ Voter Registration Forms folder

File Box (continued)

- ❑ **Resources Hanging File**
  - ❑ Manila envelope - forms
  - ❑ ADA Access to Voting folder
  - ❑ Dos & Don'ts folder
  - ❑ Magnifiers folder
  - ❑ PEO Manual folder – *Manual will be in Chain of Custody envelope*
  - ❑ SOS Flip Chart folder
  - ❑ Troubleshooting Reference folder
  - ❑ Voter ID Requirements folder – Directive 2008-80/81
- ❑ Curbside Voter Envelopes

- ❑ **1 – Provisional Box containing:**
  - ❑ Provisional Binder
    - ❑ Provisional Voters 1-pager
    - ❑ Curbside Voters – 1-pager
  - ❑ Provisional Envelopes

- ❑ **2 – Stand-up signs pre-loaded with:**
  - ❑ Double Voting Notice
  - ❑ ID Poster/Change of Address
  - ❑ ID Requirement
  - ❑ Place of Election Sign
  - ❑ Precinct Map(s)
  - ❑ Precinct Sign
  - ❑ Sample Ballot
  - ❑ Special Voting Instructions
  - ❑ Valid ID Poster
  - ❑ Voting Rights Info
  - ❑ Withdrawal Notice (if applicable)
- ❑ **2 - Stand-up Sign frame bags (black, cylindrical) containing:**
  - ❑ 2 – Pop-up sign frames
  - ❑ Flags
- ❑ **3 to 6 – Sign-in Station Boxes**
  - ❑ 1 – Blue Provisional Sign-in Station containing iPad & wireless printer
  - ❑ 2 to 5 – Black Regular Sign-in Stations containing iPad & Digital Ballot Printer
- ❑ **Blue Privacy Screen Bag containing**
  - ❑ 8 – Privacy Screens
  - ❑ 4 – Cross Bars

WOODEN LOCATION BOX

Locations receiving two SAFE Carts will not have Location Box.
All contents will be in #2 SAFE.

- ❑ **100 Ft Signs**
- ❑ **Cones**
- ❑ **Polling Place Signs**
- ❑ **13 – Free-standing Manual Booth Privacy Booths**
- ❑ **10 – White Tabletop Privacy Shields (10)**
- ❑ **Voter Parking Signs**

- ❑ **Green Electrical Bag containing:**
  - ❑ 1 – Yellow Extension cord – SAFE
  - ❑ 3 – Orange Extension cords – Scanners & Sign in stations
  - ❑ 3 – Outlet strips
  - ❑ 3 – 3-prong adapters

2. OPENING THE POLLS

On Election Day all Precinct Election Officials will work together as a team to prepare the Polling Location for voting.

All PEOs must arrive at the Location by 5:45 a.m.

The PLS will:

- ❑ Verify the labels on the Burgundy Bag & all other supplies match your Location.
- ❑ Unlock the Location & equipment
- ❑ Break the VLMs & PEOs into teams to accomplish the following tasks as explained on Opening Location one-pager:
  - ❑ Arrange equipment, tables, chairs, etc.
  - ❑ Post signs & flags
  - ❑ Prepare the ballot table
  - ❑ Turn on the digital selection units
  - ❑ Place items from the Burgundy Bag in their proper locations for Election Day
- ❑ Open the Scanners for voting
- ❑ Prepare the Sign-in Boxes for voters
  - ❑ Sign-in boxes require two usernames and passwords to open for voter check-in
  - ❑ One Democratic & one Republican – sealed red & blue envelopes are in 5:45 Folder
  - ❑ If a location does not have VLMs from both Parties, a PEO of the opposite Party will carry out the password task

All Precinct Election Officials will work together to efficiently prepare the entire location for voting

Election Day Equipment Maintenance & Security

Once the Scanners and Sign-in Stations are ready, and the rest of the equipment has been set up and prepared for voting, the PLS will administer the oath and complete the payroll form.

Precinct Election Officials must maintain control over all voting equipment, keys, memory cards, ballots, and all other election supplies at all times.

Any suspicious activity or damage to the equipment must be reported to the BOE immediately.

Voting must begin at 6:30 a.m.

Opening the polls precisely at 6:30am is a very important step in the Election Day process. Do not allow minor tasks to stand in the way of opening the polls on time. If every morning task is not complete or every piece of equipment is not yet functioning, open the polls at 6:30am, begin to process voters, then return to the uncompleted tasks to finish them.

Guidelines regarding Loitering at the Polls

- No one (with the exception of members of the News Media and officially registered observers) is allowed inside the Polling Location except Voters, Precinct Election Officials, Election Officials, and Police Officers while performing official duties.
- No one, including Voters, shall wear or distribute shirts, buttons, stickers or other campaign paraphernalia for or against any candidate or issue within 100 feet of the Polling Location. In addition, Voters may not wear or distribute campaign materials while standing in line to vote or while voting.
- Campaign Workers and Candidates may check the 1-Part Alpha Registration List posted inside near the entryway to the polling location.
    - They may copy names from the list, but they must not loiter nor be present near the voting machines or interfere with Voters waiting in line.
- Campaign Workers may distribute campaign literature, as long as they remain outside the 100-foot boundary as indicated by the two small flags placed 100 feet from the entrance to the Polling Location.
    - If the line of Voters waiting to vote extends beyond the 100-foot boundary, then loitering, electioneering, and campaigning is prohibited within 10 feet of the line.
- Election signs endorsing a candidate or issue are allowed on the property of a Polling Location, as long as the sign is not within the 100-foot zone. A Polling Location must either allow anyone to place a sign on their property on Election Day or NOT allow everyone to place a sign on their property on Election Day.
- Exit polling by news organizations may be done within the 100-foot area only if the representatives do not improperly hinder or delay a Voter from exiting or entering the Polling Location or become disruptive.
- Observers - A person who is officially appointed to observe the Election by a political party, five or more Candidates, or for an issue on the ballot.
    - The person may "observe" in the Polling Location
    - Notice of a person's appointment as an Observer, must be filed with the Board of Elections 11 days prior to Election Day
    - Observers must present a copy of the certificate to the Precinct Election Official, in order to be permitted to "observe" in a Polling Location. (R.C. 3505.21)
    - Observers CANNOT challenge an elector's right to vote; only Precinct Election Officials have that responsibility

OPENING LOCATION

1. OPEN SAFE CART

One Republican & one Democrat must be present before opening SAFE cart

- ❑ Check SAFE Cart Seal numbers against Seal Recording Chart inside right-hand door

2. LOCATION SET-UP: INSIDE THE VOTING ROOM

Use Location diagram on back to place equipment & supplies

- ❑ Remove from SAFE:
  - ❑ 2 Scanners
  - ❑ Black Sign-in Stations (1per precinct, min. 2)
  - ❑ File Box
  - ❑ Blue Provisional Station (1 per location)
  - ❑ Sticker Box
  - ❑ Miscellaneous Box
  - ❑ Blue Bag – Digital booth privacy shields
  - ❑ Stand-up signs & frame bag
  - ❑ Digital Ballot stock
- ❑ Position SAFE with digital select booths to rear
  - ❑ Plug in yellow extension cord
- ❑ Position Scanners near Exit door; use orange extension cord or power strip if needed

3. BALLOT TABLE

- ❑ Blank Digital Ballot Stock– place multiple packets on Ballot table

  OPEN ONLY 1 DIGITAL BALLOT STOCK PACKET AT A TIME
- ❑ Remove printed manual ballots & ballot separator sheets from blue ballot bins inside scanner carts
- ❑ Arrange all manual ballots on Ballot Table with divider tabs bent up

LAST 50 BALLOTS WILL BE IN BURGUNDY BAG w/ EMERGENCY VOTE KIT

4. REGULAR SIGN-IN – BLACK SIGN-IN STATIONS

- ❑ 1 Black sign-in station/table Blue is provisional table
- ❑ Open all 4 butterfly locks
- ❑ Remove Lids
- ❑ Remove clear ID tray & cleaning cloth from lid
- ❑ Attach ID tray to iPad case
- ❑ Stow lids inside SAFE or underneath Ballot Table
- ❑ Plug sign-in station power cords into power strips - use orange extension cords

(Continued on Back)

REMINDERS

Sign-in Boxes & Printers
Must be opened by PLS who is trained in these procedures

Scanners: DO NOT open scanners while plugged in. They are configured to turn on when plugged in & should only be opened when the PLS is ready

Pre-printed manual ballots:
are inside the blue ballot bins inside Scanner carts inside SAFE

Blank Digital Ballot Stock:
for Digital Selection units is in lower left side of SAFE.

Place several shrink-wrapped packets on the ballot table. **Only one package should be opened at a time.**

Each PEO working a check-in station should have a small amount of blank digital ballot stock on the sign-in table.

(Continued from front OPENING LOCATION)

5. PROVISIONAL SIGN-IN – BLUE SIGN-IN STATION

- ❑ Place Provisional File Box on/nearby; provisional binder is in Provisional Box
- ❑ Place File Box on/nearby

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6. DIGITAL SELECTION UNITS ON SAFE

- ❑ Unlock & Open digital booth doors on SAFE cart – green keychain, round silver key
- ❑ Pull Down Digital Booth Machines
  - ❑ Unlock left side panel – PLS red keychain black barrel key
  - ❑ Flip power switch to ON
  - ❑ Check that Mode switch is flipped to "Voter"
  - ❑ Verify 4 green check marks on screen
  - ❑ Tap OK icon
    Screen will read: Please insert ballot

Will take 3-5 minutes for Digital Booth Machines to fully power on

- ❑ Remove Blue Privacy Screen bag from SAFE (lower right-hand compartment)
- ❑ Install Privacy Screens and brackets

DIGITAL SELECTION UNITS CAN ONLY BE USED IN THE UP OR DOWN POSITIONS.
THEY ARE <u>NOT</u> ADJUSTABLE, AND CAN ONLY BE RE-POSITIONED BY A PEO

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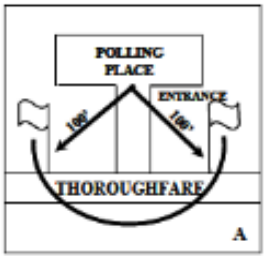
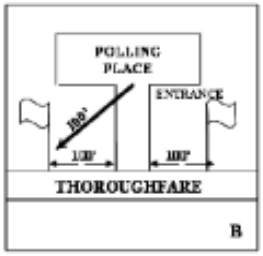
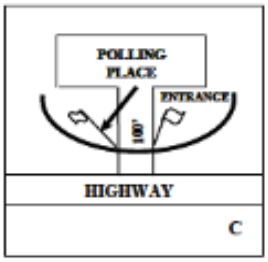
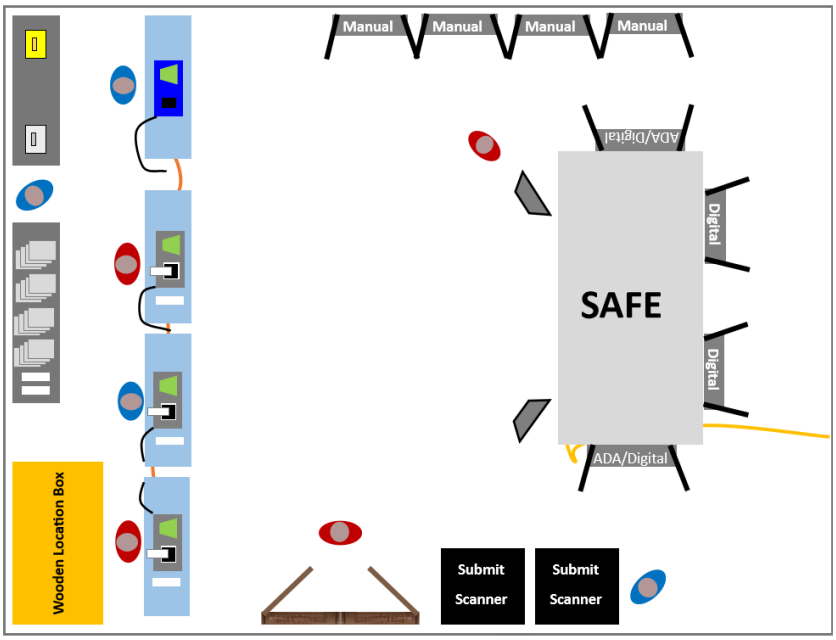
7. LOCATION SET-UP: OUTSIDE Flags & 100' Sign Placement (in location box or 2nd SAFE)

- ❑ Place the large flag at the entrance to Polling Location and smaller flags & stands 100 feet from entrance of Polling Location.
- ❑ Place flags according to A, B or C below (100-foot chalk line is in wooden Location Box or 2nd SAFE)









OPENING SIGN-IN

1. CHECK AND RECORD SEAL ON BURGUNDY BAG

- ❑ Break seal & open Burgundy Bag
- ❑ Remove red media box
- ❑ Place burgundy bag in SAFE

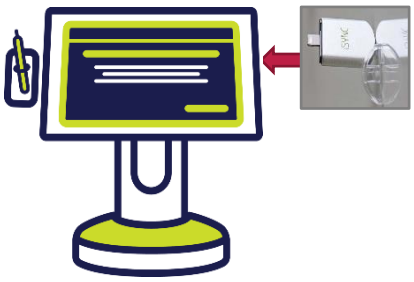
POWER UP SIGN-IN STATIONS & PRINTERS

- ❑ Black Box
  - ❑ Press Home button on iPad
  - ❑ Hold down power button on digital ballot printer for one second, release (blue light will come on)
  - ❑ Verify iPad screen displays correct location
  - ❑ Tap GET STARTED
  - ❑ Enter PARTY PASSWORDS (red & blue envelopes in File Box)
- ❑ Blue Box
  - ❑ Verify iPad displays correct location
  - ❑ Tap GET STARTED
  - ❑ Enter PARTY PASSWORDS (red & blue envelopes in File Box)

2. VERIFY PARALLEL COMMUNICATION BETWEEN ALL SIGN-IN BOXES

- ❑ Is the little person icon in the upper right corner green?
- ❑ Proper number displayed? (should be 1 less than total # sign-in stations in Location)

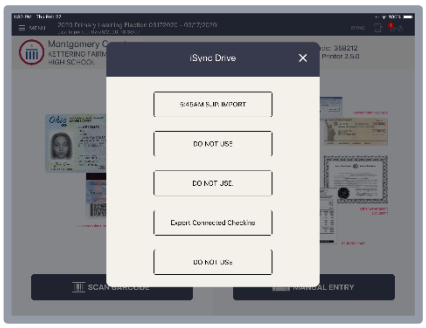
3. SUPPLEMENTAL LIST/ISYNC UPLOAD



SUPPLEMENTAL LIST UPLOAD PROCESS MUST BE COMPLETED ON EVERY IPAD IN THE LOCATION

FOLLOW THESE INSTRUCTIONS CLOSELY

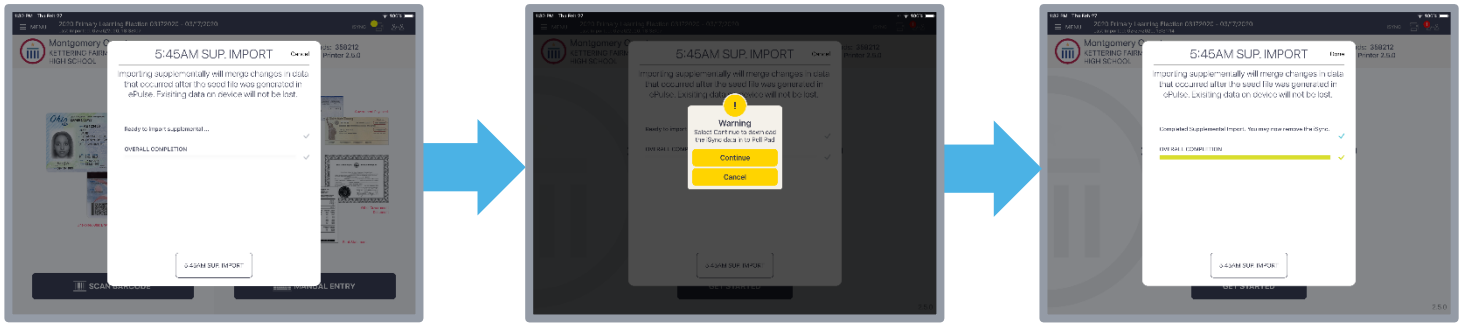
- ❑ Remove iSync drive from red media box
- ❑ Insert iSYNC into Poll Pad via the lightning (charging) port (unplug iPad power cord)
  iSYNC Drive menu will automatically display on Poll Pad screen.
- ❑ Tap 5:45AM SUP. IMPORT



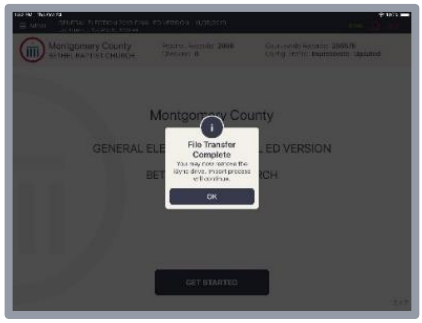
(Continued on Back)

(Continued from Front – OPENING SIGN-IN)

- ❑ Tap 5:45 SUP. IMPORT again, then Continue
  File will import, progress bar will shift from gray to bright green



REMOVE THE ISYNC DRIVE & REPEAT THE SUPPLEMENTAL IMPORT STEPS ON *EVERY* IPAD



4. CHECK PRINTER CONNECTIVITY

- ❑ Black Box
  - ❑ Plug in iPad power cord
  - ❑ Verify printer icon (upper right) is green
  - ❑ Insert test digital ballot stock into the printer
  - ❑ Tap printer icon
  - ❑ Select "PRINT TEST"

- ❑ Blue Box
  - ❑ Plug in iPad power cord
  - ❑ Verify printer icon (upper right) is green
  - ❑ Tap printer icon
  - ❑ Select "PRINT TEST" from drop down menu
    PRINTER TEST slip will print

REPEAT THESE STEPS ON *ALL* BLACK SIGN-IN BOXES & PRINTERS

5. CHECK THE SYSTEM

- ❑ Scan an Ohio Driver's License/ID
- ❑ Test the scan function to make sure it is working on each Poll Pad
- ❑ Test several names using manual entry

6. PAYROLL & PEO OATHS

- ❑ Complete Payroll & Oath (on back of Payroll) forms (in Chain of Custody envelope)

OPENING SCANNERS

1. PHYSICAL SET-UP & BALLOTS

- ❑ Plug in Scanners (Use orange extension cord & power strip if needed)
- ❑ Unlock ballot box compartments on both scanners using the silver key on red keychain
- ❑ Remove blue ballot boxes
- ❑ Unlock blue ballot boxes using silver key on red keychain
- ❑ Remove printed manual ballots and ballot separator sheets from blue ballot bins
- ❑ Give manual ballots to PEOs setting up ballot table

MAKE SURE BOTH BALLOT BINS ARE COMPLETELY EMPTY OF ALL BALLOTS

- ❑ Return both ballot bins to ballot compartments inside Scanners

FLIP OPEN BOTH LIDS ON THE BLUE BALLOT BOXES

- ❑ Close & Lock ballot compartment doors using silver key on red keychain

(Continued on Back)

PLUGGED IN SCANNERS WILL AUTOMATICALLY TURN ON

Scanners will automatically power up if they are plugged in and the lid is opened. It is important they do not power up until the PLS is ready to open voting.

MANUAL BALLOTS & BALLOT SEPARATORS...

...are inside the blue ballot boxes inside the scanners.

Place the manual ballots on the ballot table(s) with the top tab turned up on the ballot separator sheets.

The last 50 ballot pad is in the Burgundy Bag with the emergency vote kit. Use these last, and return all unvoted manual ballots in the backup Burgundy Bag.

(Continued from Front – OPENING SCANNERS)

2. OPENING THE POLLS - PREPARING SUBMIT SCANNERS TO TABULATE

- ❑ Verify seal is intact, break seal, and open the *scanner cart lid* using the round silver key on the red keychain
- ❑ Unlock the scanner screen using the black barrel key on the red keychain
- ❑ Lift scanner screen to power on the scanner
  If plugged in, the Scanners will power up as soon as scanner touch screen is lifted
- ❑ Allow default configuration reports to print. *Do not remove from printer*

- ❑ Touch Open Poll icon on screen
  Zero Report will automatically print
- ❑ Verify 2 green check marks by Election Definition Found & Plugged into electricity

Troubleshooting: Check all cords & connections on back of scanner cart, behind scanner inside cart, extension cords & wall

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- ❑ Tear off all printed reports & have signed by a Democrat & a Republican
- ❑ Place configuration report <u>and signed</u> zero reports from *both scanners* in white Zero Reports envelope (5:45 folder in File Box)
- ❑ Return white Zero Reports envelope to the 5:45 folder in File Box

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- ❑ Touch Go To Voting Mode icon on next screen

You are ready to scan ballots!

3. VOTING

VOTING OVERVIEW

"Voting" in 3 Simple Steps

We often think of voting as simply marking a ballot and having it counted, but in our SAFE Voting system, voting on Election Day is really a 3-step process:

1. **Sign-in** – PEO verifies that the voter is a qualified elector using the Poll Pad
2. **Select** – Voter marks their selections on either a digital or manual ballot
3. **Submit** – Voter submits their ballot in the Scanner

The vast majority of in-person voters are regular voters who will be signed-in at the regular sign-in tables, using the Poll Pads in the black sign-in box.

Some voters must be voted Provisionally or have other circumstances that must follow different procedures. Provisional Voters will be processed at the Provisional Table using the blue sign-in box.

In any case, all voters will be verified as a qualified elector, they will mark selections on a paper ballot, and they will submit their ballot.

All regular voters' ballots will be submitted in the submit scanners near the exit from the Polling Location. Provisional and all other special situation ballots will be returned to PEOs, and then BOE in the Yellow Provisional Ballot Bag.

The following procedures will help you determine if a voter can be issued a regular ballot for casting in the Scanners or is in a special situation that must follow different procedures.

Electronic Poll Books

Our electronic poll book system is an iPad-based app called Poll Pad. The iPads are installed in a self-contained sign-in box. The black sign-in boxes for processing regular voters contain the iPad and a digital ballot printer. Black sign-in boxes can issue both digital and manual ballots.

The blue sign-in boxes for supporting Provisional voting and issuing Voter Activity Reports at 11 a.m. and 4 p.m. contain an iPad and a wireless receipt printer. Blue sign-in boxes can issue only manual ballots for regular voters and will only be used for this purpose in very high-volume elections.

ACCEPTABLE ID

Forms of ID that are acceptable for voting include:

- OH Driver's License, ID, or other OH photo ID that has not expired[1]
- Other photo ID issued by State of OH or US Gov't
- Original or copy of current document, within 12 months, with name & address as listed in sign-in station:
  - Utility bill (ex: mobile phone bill, DP&L bill, etc.)
  - Bank statement
  - Paycheck
  - Government issued check (Social Security, tax refund, etc.)
- Military ID (Doesn't need to show Voter's address)

INVALID ID

- Passports
- birth certificate[2]
- Non-OH drivers' license
- Other documents with BOTH voter's name and address

[1] If a voter has recently renewed their Drivers' License, the paper letter issued by the DMV **is acceptable ID**

[2] Birth Certificates **are acceptable** ONLY if the address on the Birth Certificate is the same as the listed address

Processing Regular Voters

1. Identify the voter by asking for their name:
   a. Scan: OH Driver's License or OH ID on iPad camera
      i. Place ID in clear plastic ID tray, with black stripe & barcode facing the PEO (photo toward the voter)
      ii. Tap SCAN BARCODE on the Home screen of the Poll Pad app iPad camera will bring barcode into focus and scan voter's name
   b. Manual Entry: Lookup using Manual Entry If using any form of ID other than an OH Driver's License or OH ID
      i. Tap MANUAL LOOKUP on the Home Screen of the Poll Pad app
      ii. Type the first 3 letters of the last name in the LAST NAME field
      iii. Type the first 2 letters of the first name in the FIRST NAME field
      iv. Tap SEARCH
      v. A List of Voters will be displayed
      vi. Locate your voter and tap their record
      vii. The IDENTIFICATION VERIFICATION screen will appear
         - Tap your voter's form of ID from the list on the left
         - Poll Pad will ask you a series of question to help determine of the voter has provided acceptable ID
         - Read all questions carefully, and tap the appropriate responses
         - Tap ACCEPT
2. When the VOTER CONFIRMATION screen appears ask the voter:
   a. Can you please confirm your name?
   b. Can you please confirm your current address?
   c. Tap ACCEPT
3. PRIMARY 2020: The partisan ballot style selection screen will appear
   a. Spin iPad to face voter
   b. Instruct voter to select partisan ballot style & tap ACCEPT
4. The SIGNATURE screen will appear
   a. Ask the voter to sign on the line
   b. Spin the iPad back
   c. Tap the blue DONE SIGNING button in the upper left corner
5. On the POLL WORKER CONFIRMATION screen
   a. Verify that the signatures match
   b. Ask the voter: *Do you prefer a digital or manual ballot?*
   c. Proceed to next steps for the voter's preferred ***ballot-type***

ONSCREEN INFORMATION

Home Screen Data

- PRECINCT RECORDS: total voters registered in your Location, all precincts
- COUNTYWIDE RECORDS: total voter registration countywide, should read more than 360,000 for a General Election

Voter List Ordering, Manual Search

- The top of the list is qualified voters for entire Polling Location matching your search
- Lower down are voters whose names match your search, but *don't* vote in your location – these records are gray

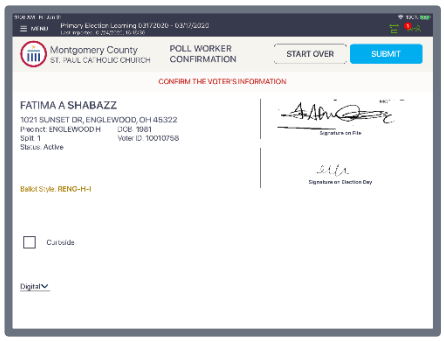
Color Shows Voter Status

- Clear: regular voters in your location: process regularly
- Yellow: Confirmation status (see: special cases)

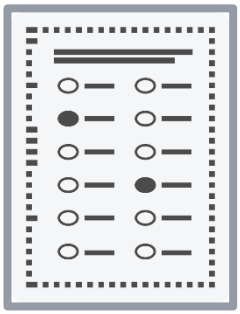
Issuing a Digital Ballot

1. Tap DIGITAL BALLOT on drop-down menu (lower left on screen)
2. Insert a piece of blank digital ballot stock into digital ballot printer
3. Tap SUBMIT in upper right corner
   Digital ballot printer will print ballot-style code on ballot
4. Give ballot to voter
   Direct voter to Digital Select booth installed on the SAFE cart

Issuing a Manual Ballot



1. Verify the voter's ballot-style (middle left on screen, brown lettering)
   Ballot-style will display as Partyinitial+precinct-name (ex: RENG-H-I)
   First letter indicates partisan ballot choice
2. Request that ballot-style from the ballot table (ex. Englewood H-1, Republican)
   Ballot Table PEO will hand you a ballot with Ballot Stub A attached
   Ballot Stub B is the <u>top</u> stub, is stapled-through, and *must* stay on the Ballot pad
   Ballot Stub A has a QR code on the upper right corner
3. Visually verify that you have the correct ballot-style by comparing precinct printed upper right corner on manual ballot with brown lettering middle-left on screen
4. Tap MANUAL BALLOT on the drop-down menu (lower left on screen)
5. Tap SUBMIT in the upper right corner
6. iPad camera will come on ready to scan
7. Scan the QR code on the ballot stub by placing QR code in ID scan area
   Poll Pad will verify correct ballot style AND record the ballot stub number for Ballot Accounting
8. Remove the ballot stub A along the dotted line, place stub in plastic bag
9. Give ballot to voter and direct them to a Manual Select booth



PAPER BALLOTS

In Montgomery County's SAFE voting system, every voter makes selections on a paper ballot.

Every voter also has the choice of ***ballot types***: a ***manual*** ballot – hand-mark a paper ballot using a pen on a pre-printed ballot

OR a ***digital*** ballot – mark a paper ballot using a digital touchscreen unit.

After marking their ballot, every voter can review their selections before *personally* placing the ballot in one of the two Submit Scanners available in each Polling Location.

Both ballot-types are fully verifiable by the voter, and auditable by the Montgomery County Board of Elections.

By choosing this hybrid, paper-based SAFE voting system, MCBOE gets the best of all worlds

- Every voter can use the paper format that is most comfortable to them
- Every election is more efficient as the MCBOE has maximum flexibility to serve voters efficiently, while also saving on overhead costs.

Marking Selections on Ballots

Digital Select Booth

Voters choosing a digital ballot will be directed to the digital selection booths where they will insert the coded ballot into the digital selection machine.

The voter will follow the on-screen instructions, making selections by tapping options. At end of ballot, voter has opportunity to review selections on-screen before printing digital ballot. Upon complete, voter prints ballot which is ejected from the digital selection unit.

Manual Select Booth

Voters choosing a manual ballot will be directed to one of the manual selection booths where black ink pens have been provided. Voter will complete ballot by completely filling in the ovals on the manual ballot

Submitting the Ballot in the Scanner

All regular voters will take their ballot from the selection area, directly to the Scanners

1. Digital Ballots will be inserted in the upper guide tray
2. Manual ballots will be inserted in the lower guide tray
3. The voter will be alerted of the following issues, and they will have the choice to eject the ballot and correct the issue, or cast the ballot as it is marked
   a. Overvote – Too many selections have been marked in a contest
   b. Blank Ballot – No selections have been marked in any contest
   c. Unclear Marks – The scanner cannot determine voter intent because of partially filled in ovals, or other marks on the ballot
4. At the Scanner station, a PEO will be available to assist the voter, or answer any questions

Voters will be issued their "i voted" sticker only after submitting ballot in the scanner

VOTERS IN SPECIAL SITUATIONS

All voters who need to vote in a manner different from the process outlined in steps 1 through 3 above should be directed to the Provisional Table

Voters in a special situation can include:

- Provisional Voters
- Curbside Voters
- 17-Year-Old Voters
- Other Special Situations

Provisional Voters

1. Verify the Voter is in the correct Polling Location using the voter's address
   - ❑ If the voter is not listed in the Poll Pad, but has ID showing current address
     - ❑ Tap Menu icon upper left corner
     - ❑ Tap teal Precinct Finder icon
     - ❑ Type in House Number, start street name – drop-down will begin to populate – choose correct address
     - ❑ If voter is in correct location, follow steps below
     - ❑ If voter needs to vote at another location, tap PRINT LOCATION
2. Pull 12-B Yellow Provisional envelope from the Provisional Box
3. Write the voter's precinct in the upper left box labeled PRECINCT
4. Instruct voter to complete all white sections
   NOTE: Under Section 5: Identification:
   - ❑ Check at least one box in Section 5
   - ❑ If the voter provides Driver's License number or last 4 digits of their Social Security Number, no other follow up to "cure" their Provisional Status is needed
   - ❑ However, if they are voting Provisionally for some other reason, make sure to review their required remedy in step 13

PROVISIONAL GUIDE

Doesn't have ID available at the Polls
Voter may provide Driver's License or last 4 digits of Social Security Number on the yellow envelope. Can also bring proper ID to BOE within 7 days for ballot to be tabulated

Not listed as a registered voter in the Poll Pad
Voter is not listed in the Poll Pad but should vote in your location based on current address.

Requested or returned an Absentee Ballot
Voter's record will be pink & listed as "Absentee"

Election Mail previously returned to BOE
Voter's record will be yellow and listed as "Confirmation"

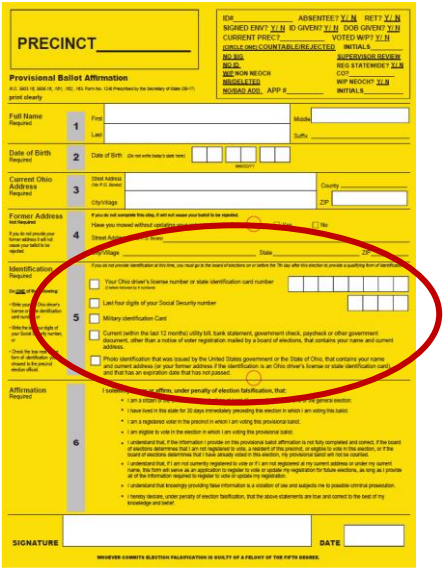
Changed name, doesn't have proof at Polls
Voter can vote regularly if name-change documentation is available & completes Form 10-L. If not, voter must vote Provisionally & provide documentation to the Board within 7 days

Signature doesn't match
A majority of PEOs in the voter's precinct *must* agree that the signatures don't match

Voting rights challenged
Very rare & PEOs will be notified of any potential occurrences

Demands to vote
No voter is turned away. Complete Form12-D & make note of circumstances on back of Yellow envelope

Provisional Voters (continued)


PRECINCT_____

Provisional Ballot Affirmation

print clearly

Full Name Required 1 First Last Middle Suffix

Date of Birth Required 2 Date of Birth

Current Ohio Address Required 3 Street Address Country City/Village ZIP

Former Address Not Required 4 Have you moved without updating your address? Yes No Street Address City/Village State ZIP

Identification Required 5 Your Ohio driver's license number or state identification card number Last four digits of your Social Security number Military Identification Card Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address. Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card) and that has an expiration date that has not passed.

Affirmation Required 6 I solemnly affirm, under penalty of election falsification, that:

- I am a citizen of the United States.
- 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 DATE

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

1. Verify the envelope is filled out completely and correctly
   Ask another PEO to also verify envelope is complete
2. Ask the Ballot Table PEO to pull the correct ballot style (Precinct & Split info)
3. Visually verify that the correct ballot style has been pulled
4. **DO NOT REMOVE BALLOT STUB**
5. Fill in by hand the voter's name & address in Provisional Signature Book
6. Ask the voter to sign the Provisional Signature book
7. Hand yellow Provisional envelope & ballot with stub attached to voter
   - ❑ Direct voter to a Manual Booth to mark their ballot
   - ❑ Remind voter to place marked ballot inside the yellow envelope before returning to Provisional Sign-in station
8. Review yellow Provisional Envelope is completely filled-out & *signed* before placing the sealed yellow Provisional envelope *containing the marked ballot* in the Yellow Provisional Bag
9. Give Provisional Ballot Notice to the voter, pointing out which section explains how to remedy their Provisional Ballot, guaranteeing that the ballot is tabulated
10. Give voter an "I voted" sticker

Curbside voters

1. Lookup curbside voter's name in Poll Pad
2. Verify curbside voter is qualified elector, in correct location & precinct
3. Sign-in voter until last page where signatures can be compared

   DO NOT PROCESS A BALLOT FOR CURBSIDE VOTER IN POLL PAD

4. Write curbside voter's correct name and address in Provisional Binder
   a. Write "curbside" next to voter's name
5. Take Provisional Binder out to curbside voter with PEO of opposite Party
6. Voter must
   a. Confirm name & address are correct
   b. Provide acceptable ID
   c. Sign the Yellow Provisional Signature sheet
7. Take the Provisional Binder back inside the Location
   a. Compare signature in Binder to signature in Poll Pad
8. If the Voter's information and signature match what is on file in the iPad, pull correct Manual Ballot from the Ballot Table
   a. Take a manila curbside envelope from the File Box, an "I Voted" sticker & the Ballot back out to voter with a PEO of opposite Party

   DO NOT REMOVE BALLOT STUB FROM CURBSIDE VOTER'S BALLOT

9. Instruct curbside voter in ballot marking & completing the envelope
10. Proof the outside of the Curbside Envelope before sealing the envelope
11. Give the Voter an "I Voted" sticker
    a. Return inside location with completed & sealed envelope
12. Place the Voter's completed ballot in the Yellow Ballot Bag.

PROVISIONAL CURBSIDE VOTER

Complete same steps above, but using a Yellow Provisional Envelope

CURBSIDE VOTER – UNABLE TO SIGN NAME

1. Witness curbside voter's mark on Signature Page, both PEO's
2. Record "Curbside voter – Unable to Sign" next to voter's mark on signature page

CURBSIDE VOTING QUALIFICATION & NOTES

To qualify for Curbside Voting, the following criteria must be met:

- The voter is physically unable to get out of a car that is driven to the Polling Location
- The driver of the vehicle stands in line and informs the PEO that curbside assistance is required

17-YEAR-OLD VOTERS

17-year-olds are only eligible to vote in primary elections when they will turn 18 prior to the day of the General Election

The March 2020 Primary is one of these elections.

17-year-old voters may only voter in nominating contests. They may not vote on levies, central committee contests, or other contests where an election is finalized.

17-Year-Old Voters

A 17-year-old who will be eighteen by the November General Election may vote in the Primary Election, but only on nominations for partisan office. A 17-year-old voter may not cast a ballot in any contest being decided during the Primary Election. For example, they may not vote on party central committee offices, ballot issues and referenda, or special elections.

A 17-year-old voter must be properly registered, come to the polling location with acceptable ID, and vote in the location where they are registered.

If your location has any 17-year-old voters registered, there will be a list in the Chain of Custody envelope along with a corresponding number of 17-Year-Old Ballot envelopes.

The voter will be processed on the Sign-in station like any other regular voter, BUT they must be issued a manual ballot. The ballot stub must remain on the manual ballot. When the voter has completed their selections, the manual ballot will be inserted and sealed in the 17-Year-Old Ballot envelope and placed in the yellow Provisional bag.

BALLOT ACCOUNTING

At close of voting you must account for used paper ballots and ballots cast.

The Ballot Account Chart will be pre-printed with your location name and the number of pre-printed manual ballots allocated to your location. The manual ballots will be listed by ballot-style (precinct and split).

At the end of the day you will record several data points on the Ballot Accounting Chart

The stub number of the last ballot used for each manual ballot style in your location

Total ballots scanned from the Closing Totals Reports (called the Voting Results Report) printed by *both the submit scanners*

NOTE: "Number of Ballots Scanned" is the combined total from both Submit Scanners added together. The reports will only show the total for the entire precinct, not the individual splits that may be present within the precinct.

Total number of ballots in the green Soiled & Defaced envelope

Total Provisional ballots issued

Total Curbside ballots issued

Remaining Digital Ballot stock (250 ballots per unopened packet)

MONTGOMERY COUNTY BOARD OF ELECTIONS

Ballot Accounting Chart

American Czechoslovakian Club

PLS Name:

Signature:

Ballot Type		Ballots Sent to Polling Location	Last Ballot Number Issued	Number of Ballots Scanned (from Submit Scanner report)
DAY-3-E		100		
DAY-3-J	(1)	150		
DAY-3-J	(2)	150		
DAY-3-J	(3)	20		

Total Ballots in Soiled Defaced Envelope

Total Provisional Ballots Issued

Total Curbside Ballots Issued

Remaining Digital Ballot Stock
(There are 250 Ballots per Unopened Packet)

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SIGNING-IN VOTERS

1. VERIFY VOTER STATUS & VALID IDENTIFICATION

- ❑ Ask the voter's name
  - ❑ Scan: OH Driver's License or OH ID on iPad camera
  - ❑ Place ID in clear plastic ID tray, with black stripe & barcode facing the PEO (photo toward the voter)
  - ❑ Tap SCAN BARCODE on the Home screen, camera will focus and scan voter's name
- ❑ Manual Lookup: *If using any form of ID other than an OH Driver's License or OH ID*
  - ❑ Tap MANUAL LOOKUP on the Home Screen of the Poll Pad app
  - ❑ Type the first 3 letters of the last name in the LAST NAME field
  - ❑ Type the first 2 letters of the first name in the FIRST NAME field
  - ❑ Tap SEARCH
    A List of Voters will be displayed
  - ❑ Locate your voter and tap their record
    The IDENTIFICATION VERIFICATION screen will appear
    - ❑ Tap voter's ID from the list on the left
    - ❑ **Respond to the screen prompts - Read all questions carefully, and tap the appropriate responses**
    - ❑ Tap ACCEPT
- ❑ When the VOTER CONFIRMATION screen appears ask the voter:
  - ❑ Please confirm your name?
  - ❑ Please confirm your current address?
  - ❑ Tap ACCEPT
- ❑ The Partisan Ballot selection screen will appear
  - ❑ Turn iPad screen to voter
  - ❑ Instruct voter to choose partisan ballot preference & tap ACCEPT
- ❑ The SIGNATURE screen will appear
  - ❑ Ask the voter to sign on the line
  - ❑ Spin the iPad back
  - ❑ Tap DONE SIGNING button in upper left corner
- ❑ On the POLL WORKER CONFIRMATION screen
  - ❑ Verify that the signatures match
  - ❑ Ask the voter: *Do you prefer a digital or manual ballot?*
    Clarifying Question: *Mark your ballot with a pen? Or touchscreen?*
  - ❑ Proceed to next steps for the voter's preferred *ballot-type*

(Continued on Back)

ONSCREEN INFORMATION

Determine Valid ID by following screen prompts

If you are signing voter in using Manual Entry, the process will take you through the ID Verification process. Just choose an ID type, then follow the prompts on the screen. The sign-in station does all the work!

A list of acceptable ID types is in the gray box on the back of this sheet.

Color Shows Voter Status

- Clear: regular voters in your location: process regularly
- Yellow: Confirmation status (*see*: special cases)
- Pink: requested Absentee ballot: send to the Provisional Table
- Green: has already voted in your location today
- Gray: Wrong Location

(Continued from Front – SIGNING-IN VOTERS)

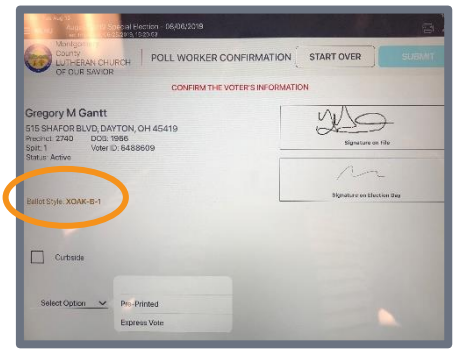
2. ISSUING BALLOTS

DIGITAL BALLOT

- ❑ Tap DIGITAL BALLOT on drop-down menu (lower left on screen)
- ❑ Insert a piece of *blank digital ballot stock* into *digital ballot printer*
- ❑ Tap SUBMIT in upper right corner
  Digital ballot printer will print *ballot-style* code on ballot
- ❑ Give ballot to voter
- ❑ Direct voter to *Digital Select booth* installed on SAFE cart

MANUAL BALLOT

- ❑ Verify *ballot-style* (middle left, brown lettering)
  Ignore the "precinct" name by voter's name – doesn't display partisanship
  Letter before precinct name indicates Party: D=Democrat
  R=Republican
  X=Issues-only
- ❑ Request the *ballot-style* from *ballot table* (XDAY-18-B-1)
  Ballot Table PEO will hand you a ballot with *Ballot Stub A* attached
  Ballot Stub B is the <u>*top*</u> stub & is stapled-through, must stay on the Ballot pad
  Ballot Stub A has a *QR code* on the upper right corner
- ❑ Visually verify that you have the correct ballot-style by comparing precinct printed upper right corner on manual ballot with brown lettering middle-left on screen



- ❑ Tap MANUAL BALLOT on the drop-down menu (lower left)
- ❑ Tap SUBMIT (upper right corner)
  iPad camera will come on ready to scan
- ❑ Scan QR code on ballot stub by placing QR code near clear plastic ID scanning tray
  Poll Pad will verify correct ballot style AND record the ballot stub number for Ballot Accounting
- ❑ Remove the ballot stub A along dotted line, place stub in plastic bag
- ❑ Give ballot to voter and direct them to a manual booth

ACCEPTABLE ID

Forms of ID that are acceptable for voting include:

- OH Driver's License, ID, or other OH photo ID that has not expired[1]
- Other photo ID issued by State of OH or US Gov't
- Original or copy of current document, within 12 months, with name & address as listed in sign-in station:
  - Utility bill (ex: mobile phone bill, DP&L bill, etc.)
  - Bank statement
  - Paycheck
  - Government issued check (Social Security, tax refund, etc.)
- Military ID (Doesn't need to show Voter's address)

INVALID ID

- Passports
- birth certificate[2]
- Non-OH drivers' license

[1] If a voter has recently renewed their Drivers' License, the paper letter issued by the DMV **is acceptable ID**

[2] Birth Certificates **are acceptable** ONLY if the address on the Birth Certificate is the same as the listed address

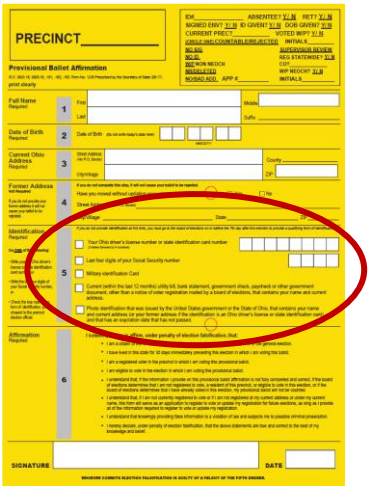
PROVISIONAL VOTERS

1. DETERMINE IF VOTER IS A PROVISIONAL VOTER

- ❑ Verify the Voter is in the correct Polling Location using the voter's address
- ❑ If the voter is not listed in the Poll Pad, but has ID showing current address
  - ❑ Tap Menu icon upper left corner
  - ❑ Tap teal Precinct Finder icon
  - ❑ Type in House Number, start street name – drop-down will begin to populate – choose correct address
  - ❑ If voter is in correct location, follow steps below
  - ❑ If voter needs to vote at another location, tap PRINT LOCATION

2. COMPLETE PROVISIONAL ENVELOPE

- ❑ Pull 12-B Yellow Provisional envelope from the Provisional Box
- ❑ Write the voter's precinct in the upper left box labeled PRECINCT
- ❑ Instruct voter to complete all white sections
- ❑ Check at least one box in Section 5
- ❑ If the voter provides Driver's License number or last 4 digits of their Social Security Number, no other follow up to "cure" their Provisional Status is needed
- ❑ However, if they are voting Provisionally for some other reason, make sure to review their required remedy in step 4 below



- ❑ Verify the envelope is filled out completely and correctly

Ask another PEO to also verify envelope is complete

- ❑ Ask the Ballot Table PEO to pull the correct ballot style (Precinct & Split info)
- ❑ Visually verify that the correct ballot style has been pulled
- ❑ DO NOT REMOVE BALLOT STUB

(Continued on Back)

PROVISIONAL GUIDE

Doesn't have ID available at the Polls
Voter may provide Driver's License or last 4 digits of Social Security Number on the yellow envelope. Can also bring proper ID to BOE within 7 days for ballot to be tabulated

Not listed as a registered voter in the Poll Pad
Voter is not listed in the Poll Pad but should vote in your location based on current address.

Requested or returned an Absentee Ballot
Voter's record will be pink & listed as "Absentee"

Election Mail previously returned to BOE
Voter's record will be yellow and listed as "Confirmation"

Changed name, doesn't have proof at Polls
Voter can vote regularly if name-change documentation is available & completes Form 10-L. If not, voter must vote Provisionally & provide documentation to the Board within 7 days

Signature doesn't match
A majority of PEOs in the voter's precinct *must* agree that the signatures don't match

Voting rights challenged
Very rare & PEOs will be notified of any potential occurrences

Demands to vote
No voter is turned away. Complete Form12-D & make note of circumstances on back of Yellow envelope

(Continued from Front – Provisional Voters)

3. COMPLETE PROVISIONAL BINDER

- ❑ Fill in by hand the voter's name & address in Provisional Signature Book
- ❑ Ask the voter to sign the Provisional Signature book

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4. VOTER VOTES

- ❑ Hand yellow Provisional envelope & ballot *with stub A attached* to voter
- ❑ Direct voter to a Manual Privacy Booth to mark their ballot
- ❑ Remind voter to place marked ballot inside the yellow envelope before returning to Provisional Sign-in station
- ❑ Review yellow Provisional Envelope is completely filled-out & *signed* before placing the sealed yellow Provisional envelope *containing the marked ballot* in the Yellow Provisional Bag
- ❑ Give Provisional Ballot Notice to the voter, pointing out which section explains how to remedy their Provisional Ballot, increasing likelihood that the ballot will be tabulated
- ❑ Give voter an "I voted" sticker

CURBSIDE VOTING

1. LOOKUP VOTER & VERIFY

- ❑ Lookup curbside voter's name at Sign-In Station
- ❑ Verify curbside voter is qualified elector, in correct location & precinct
- ❑ Process voter until last page *where signatures can be compared*
  DO NOT PROCESS A BALLOT FOR CURBSIDE VOTER ON iPAD
- ❑ Write curbside voter's correct name & address in Provisional Binder
- ❑ Write "curbside" next to voter's name

2. TAKE BINDER TO VOTER

- ❑ Voter confirms name & address are correct
- ❑ Voter provides acceptable ID
- ❑ Voter signs the Yellow Provisional Signature sheet

3. GET BALLOT FOR VOTER

- ❑ Take the Provisional Binder back inside the Location
- ❑ Compare signature in Binder to signature in Poll Pad
- ❑ If the Voter's information and signature match what is on file in the iPad, pull correct Manual Ballot from the Ballot Table
- ❑ Take a manila curbside envelope from the File Box, an "I Voted" sticker, & the Ballot back out to voter with a PEO of opposite Party

DO NOT REMOVE BALLOT STUB FROM CURBSIDE VOTER'S BALLOT

- ❑ Instruct curbside voter in ballot marking & completing the envelope
- ❑ Proof the outside of the Curbside Envelope before sealing the envelope
- ❑ Give the Voter an "I Voted" sticker
- ❑ Return inside location with completed & sealed envelope
- ❑ Place the Voter's completed ballot in the Yellow Ballot Bag.

PROVISIONAL CURBSIDE VOTER

- ❑ Complete same steps above, but using a Yellow Provisional Envelope

CURBSIDE VOTER – UNABLE TO SIGN NAME

- ❑ Witness curbside voter's mark on Signature Page, both PEO's
- ❑ Record "Curbside voter – Unable to Sign" next to voter's mark on signature page

CURBSIDE QUALIFICATIONS & NOTES

To qualify for Curbside Voting, the following criteria must be met:

- ❑ The voter is physically unable to get out of a car that is driven to the Polling Location
- ❑ The driver of the vehicle stands in line and informs the PEO that curbside assistance is required

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17-YEAR-OLD VOTERS

1. DETERMINE THE VOTER IS A 17-YEAR-OLD VOTER

- ❑ The Sign-In Station will alert you to the fact that the voter is a qualified 17-Year-Old Voter
- ❑ Verify using the 17-Year-Old voter list from your Chain of Custody Envelope

2. PROCESS VOTER AT SIGN-IN STATION

- ❑ Process 17-Year-Old Voter at the Sign-In Station in that same way you would any regular voter
- ❑ Give the 17-Year-Old Voter the following instructions:
  - ❑ Voter MUST select a manual ballot
  - ❑ Voter may NOT vote on Party Central Committee races or Ballot Issues

3. GIVE VOTER THEIR BALLOT

- ❑ Give the voter the correct manual ballot style DO NOT REMOVE BALLOT STUB A
- ❑ Also give the voter a 17-Year-Old Envelope
- ❑ Instruct voter to place their ballot in the 17-Year-Old Envelope after they have completed filling out their ballot and to return the completed ballot in the envelope to the Sign-In Station

4. PLACE BALLOT IN PROVISIONAL BALLOT BAG

- ❑ Place the sealed 17-Year-Old envelope in the Provisional Ballot Bag
- ❑ Give the 17-Year-Old voter an "I Voted" sticker

WHY CAN 17-YEAR-OLDS VOTE?

Ohio law allows a 17-year-old elector, who will be 18 before the next General Election to vote on the Nomination of Candidates in Primary Elections.

The thought behind this law is that if a voter is qualified to elect candidates in November the voter should be able to participate in the choosing of the candidates for that election.

Note: This only applies to candidates who are being *nominated* to the November ballot.

17-year-old voters are not permitted to vote in contests that are actually being decided:

- Party central committee members
- Special elections
- Ballot issues

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SOILED & DEFACED

BALLOT MAY ONLY BE RE-ISSUED IF VOTER HAS *ORIGINAL* BALLOT IN-HAND

1. LOOK VOTER'S RECORD UP IN SIGN-IN STATION

- ❑ Lookup voter's name in iPad using ID to verify
  - ❑ Record is green, signifying they have already voted today
- ❑ Tap ⚙ gear icon to left of voter's name **on list screen**
- ❑ Enter Poll Pad password – Black PLS envelope, 5:45 a.m. folder
- ❑ Tap SPOIL BALLOT button
- ❑ Spoil Ballot screen with red banner appears
  - ❑ Choose the ballot style to spoil – left-hand side
  - ❑ Choose "Soiled Ballot" as reason – right-hand side
  - ❑ If voter requires different partisan ballot-style, choose new Party from CHANGE PARTY drop-down menu – bottom-center of screen
- ❑ Tap blue SPOIL BALLOT button – upper right-hand corner

2. RE-ISSUE BALLOT

- ❑ Manual Ballot
  - ❑ Manual Ballot tab scan screen appears
  - ❑ Select correct ballot style from ballot table
  - ❑ Scan QR code
  - ❑ Remove ballot tab and place in plastic ballot tab bag
  - ❑ Give manual ballot to voter
  - ❑ Place spoiled ballot in this envelope
- ❑ Digital Ballot
  - ❑ On Manual Ballot tab scan screen, tap blue ISSUE DIGITAL button – upper-right corner
  - ❑ Enter "soil" in Ballot Code field on Ballot Entry screen
  - ❑ Tap blue SUBMIT button – upper-right corner
  - ❑ Give digital ballot to voter
  - ❑ Place spoiled ballot in this envelope

Place this envelope in the Burgundy Bag for return to the Board of Elections at close of polls

SOILED & DEFACED BALLOT INFORMATION

A Ballot can *only* be replaced if is has NOT been *scanned and cast* in the Submit Scanner

Before you begin this process, make sure you have the original ballot *in your hands*

Place ALL Soiled/Defaced ballots inside this green envelope

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4. Voter Reports

TYPES OF VOTER REPORTS

One-Part List

The One-Part List is an official copy of the Precinct Voter Registration List. The Board of Elections is required to provide each Polling Location a complete copy of the list showing every registered voter for that Polling Location.

The One-Part List will be in the Chain of Custody envelope with the Burgundy Bag that PLSs will pick up after 4 p.m. on Monday, the day before Election Day.

The list must include Party Affiliation and be posted outside the door to the Polling Location by 6:30 a.m. on Election Day.

Please note that any person may enter the polling location for the sole purpose of checking and taking notes from the official Precinct Voter Registration List that is posted at 6:30 a.m., 11:00 a.m., and 4:00 p.m.

Such persons may not wear any electioneering or campaign clothes or accessories and may not interfere with or disrupt the election. Such persons may not remove the posted official Precinct Voter Registration List, and election officials should be careful to post the list in a manner that it cannot be removed unnoticed by an election official.

Mid-Day Voter Activity Reports

At 11 a.m. and 4 p.m. on Election Day a Voter Activity Report must be posted at the Polling Location showing who has voted in the Polling Location since voting opened at 6:30 a.m.

There is no requirement to post a final list showing voters between 4 p.m. and Close of Polls at 7:30 p.m.

The 11 a.m. and 4 p.m. Voter Activity Reports will be produced from the iPads in the Blue Provisional Sign-in Station on the receipt printer.

Full instructions for producing those lists can be found in the Voter Activity Reports one-pager.

Voter Activity Download

At the end of Election Day, PEOs must transport any electronic poll book data to the Board of Elections office. The data for the entire Polling Location will be downloaded to the iSync drive from the iPad on a single Sign-in Station. Complete instructions for Completing the download can be found on the Close & Go one-pager.

TRANSPORTING & TRANSMITTING VOTER ACTIVITY DATA

The majority of Voter Registration data will be transported between the Board of Elections and the Polling Locations on the iPads in the Sign-in Station boxes.

Additional Voter Activity data will be transmitted to the iPads on the iSync drive.

The iSync drive is an encrypted, iPad-compatible data drive that will be used in the morning to upload the Supplemental Voter List directly into the data files on each iPads in the Sign-in Station boxes.

At the end of Election Day, Voter Activity Data for the day will be downloaded from one iPad to the iSync drive, which will be returned to the BOE.

The iSync will be secured and transported in the Red Media Box inside the Burgundy Bag.

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VOTER ACTIVITY REPORTS

At 11:00 a.m. & 4:00 p.m. we are required to print & post Voter Activity Reports. They are printed from Blue Provisional Sign-in Station on wireless receipt printer.

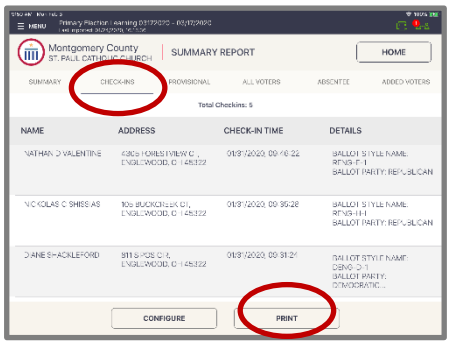
1. PRINT REPORT AT BLUE SIGN-IN STATION

- ❑ Tap menu icon in the upper left corner of the Poll Pad

- ❑ Tap the white Summary Report icon on the Menu screen

On the SUMMARY REPORT screen

- ❑ Tap CHECK INS from the menu across the top
  A list of all voters who have checked in will appear
- ❑ Tap PRINT at the bottom of the SUMMARY REPORT page
  The Voter Activity Report will print in two parts with a summary printout, then a list of voters
- ❑ Tap HOME to return to the Home screen



(Continued on Back)

2. POST REPORT AT ENTRANCE TO POLLING LOCATION

- ❑ Post the Report near the entrance to the Polling Location
  (Tape is in the Miscellaneous Box)
- ❑ 11:00 am Report
  - ❑ Print & Post report outside door of Polling Location (masking tape in Miscellaneous Box)
  - ❑ Complete the Polling Location Report form located inside the 11:00 a.m. folder in the File Box
- ❑ 4:00 pm Report
  - ❑ Print & Post report
  - ❑ Take down and dispose of 11:00 am report
  - ❑ Complete the PEO Evaluation & PLS Suggestion forms in the 4:00 p.m. folder

SUMMARY REPORT

MONTGOMERY COUNTY
AUGUST 2019 SPECIAL ELECTION
EXPRESSVOTE
ZION MEMORIAL CHURCH OF CHRIST
POLLPAD MONTGOMERY COUNTY 0001

8/7/19, 16:02:13

JURISDICTION COUNTS
TOTAL VOTERS: 268359
TOTAL CHECK-INS: 9
TURNOUT: 0.0%

LOCAL COUNTS
Check-ins: 9
Provisional: 0
Spoiled: 0
Cancelled: 0
Added Voters: 0

POLLPAD MONTGOMERY COUNTY OH 0001
MONTGOMERY COUNTY
PRINTED ON 08/06/2019, 16:02:13

Precinct: MIAMI TWP G

Trent, Joshua Nelson
1873 NASH CT, MORAINE OH 45439
Voted on: 6/25/19, 15:06:01

Trempe, Emily Beth
2249 TERRALYN AVE, MORAINE OH 45439
Voted on: 6/25/19, 15:05:18

Tram, Le Thu Lt
1868 MATTIS DR, MORAINE, OH 45439
Voted on: 06/25/19, 15:02:44

Precinct: MIAMI TWP H

Trimble, Jesse R

POLLING LOCATION FORM

COMPLETE THIS FORM AND RETURN TO THE 11:00AM FOLDER

LOCATION NAME:

PLS NAME:

Is this location acceptable for the number of precincts and amount of equipment assigned to it? If not, what needs to be changed?

_____

_____

_____

_____

_____

Could an additional precinct be assigned to this location?

_____

_____

What additional supplies or materials would help your location better serve voters?

_____

_____

Please share any other information about you Polling Location that you would like us to know.

_____

_____

_____

_____

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PEO EVALUATION FORM

COMPLETE THIS FORM AND RETURN TO THE 11:00AM FOLDER

LOCATION NAME:

PLS NAME:

Please list any PEOs at your location who you feel could benefit from additional training and explain why you feel that way.

_____

_____

_____

_____

_____

Please list any PEOs at your location who you feel have the skill set to serve as a Polling Location Supervisor.

_____

_____

_____

_____

_____

Please share any other information about the Precinct Election Officials at your location that you would like us to know.

_____

_____

_____

_____

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PLS SUGGESTION FORM

COMPLETE THIS FORM AND RETURN TO THE 4:00PM FOLDE

LOCATION NAME:

PLS NAME:

(Continued on Back)

5. CLOSING THE POLLS

REQUIREMENTS IN THE STATE OF OHIO

Closing the Polls & Ending Voting

All polls *must* close at 7:30 p.m., unless a court order extends the voting period.

Beginning about a half hour before the close of polls, precinct election officials (PEOs) should repeatedly announce the name of the precinct(s) to voters waiting in line and make sure that all voters in line are in the correct polling location and precinct. PEOs should announce that the polls are closing shortly and that everyone in line will have the opportunity to cast a ballot.

Announcement of Close of Polls

At 7:30 p.m., the official closing time, one PEO must announce that "The polls are closed!" If voters are waiting to vote at closing time, they must be permitted to vote. To accommodate voters waiting in line, the PEOs must:

- Move the line inside the locked door of the polling location, if possible; or
- Place a PEO after the last person who is in line at 7:30 p.m. to prevent additional people from joining the line

Court Order

If there is a court order to keep a polling location open past 7:30 p.m., the PEOs need to know who the last person in line was at 7:30 p.m. They must then make sure of the following:

- Voters who were already in line at 7:30 p.m. get to vote a regular ballot.
- All voters who arrive at the polling location to vote between 7:30 p.m. and the court-ordered closing of the polling location must vote a provisional ballot.
- These provisional ballots must be kept separate from other provisional ballots voted during the regular voting hours in case the court decision is later overturned.

Note on each Yellow Provisional Ballot envelope (Form 12-B) that the provisional ballot was cast after 7:30 p.m. pursuant to a court order. To do so, the PEOs must write "After Close of Polls by Order of the Court" on the provisional envelope.

VOTING ENDS AT 7:30 PM

Our Close & Go procedures focus on gathering the ballots, data & materials for return to the Board of Elections as soon as the Polls Close at 7:30 p.m.

Once these materials have been gathered, sealed & secured, the pre-identified, bi-partisan team of Runners will be released to bring the materials to the BOE office.

The team will travel in one vehicle & enter the County Building Employee Parking Garage off 3rd Street. Inside the garage Board staff will sign the Chain of Custody log & remove the Ballot Boxes & Burgundy Bag from your vehicle.

Once the materials have been delivered, the Runners are released for the evening.

Remaining PEOs & the PLS will stay behind in the Polling Location to finish cleaning up & closing the location.

CALL THE BOE OFFICE AT (937) 225-5661 IF:

- You have NOT released Runners by 8:30 p.m.
- Polling Location is NOT closed & secured by 9:30 p.m.

At the close of polls, all ballots and election supplies (i.e., paper and electronic poll books, poll lists, tally sheets, election reports, and other materials) must be returned by a bipartisan team to the board of elections office. The bipartisan team must consist of a voting location manager (VLM) and an employee or appointee of the board who is a member of a different political party than the VLM and "has taken an oath to uphold the laws and constitution of this state, including an oath that the person will promptly and securely perform the duties [of promptly and securely transporting and delivering ballots and election supplies to the board of elections]."

The data from each electronic poll book must be sealed by the precinct election officials with a tamper evident seal before being returned from the polling location to the board of elections' office.

When transporting ballots and election supplies, the bipartisan team must travel in the same vehicle.

PROCEDURES IN MONTGOMERY COUNTY

Close & Go

One of the most exciting innovations of the SAFE voting system is the Close & Go procedures at the close of voting.

With these procedures we break down closing the polls into two distinct sections:

1. Downloading data & gathering Election supplies for return to BOE
2. Returning voting equipment to the SAFE cart & wooden location box, and closing the location

Downloading Data & Gathering Election Supplies for Return to Board of Elections Office

As soon the polls close at 7:30 p.m., the first priority of every PEO in the polling location is closing voting on the submit scanners, downloading voter activity data from the sign-in boxes, and gathering specific supplies & documents for return to the BOE.

The checklist to the right outlines every item that must be secured before the runners can be released to return to the Board of Elections offices in the County Administration Building.

All this material will be collected from the submit scanners, sign-in stations, and ballot table.

Several processes require special training and experience; they are reserved for PLSs. However, every VLM and PEO in each location has their part to play in working together to help all of us get home a little earlier on Election Day!

For each task we have created a one-page checklist guide that will be found in the File Box inside the SAFE cart. The File Box is broken down in to sections and folders for each set of tasks required for each part of Election Day.

RELEASE THE RUNNERS

To Board of Elections offices when *below* materials are gathered & sealed

- ❑ Chain of Custody Envelope
- ❑ Payroll Sheet

BLUE BALLOT BOXES

- ❑ Voted ballots
- ❑ "Voted Ballots End" Sheet on top

BURGUNDY BAGS

- ❑ Red Media Box
  - ❑ Silver iSync Drive
  - ❑ Yellow Scanner Drives 2
- ❑ Yellow Provisional Bags 2
  - ❑ Voted Provisional Envelopes
  - ❑ Voted Curbside Envelopes
  - ❑ Voted 17-Year-Old Voter Envelopes
- ❑ Provisional Binder
- ❑ Green Soiled & Defaced Envelope
- ❑ Ballot Accounting Chart
- ❑ Unvoted Ballots **– Please place in backup Burgundy Bag found in SAFE Cart**

SEAL & LOCK ballot boxes & burgundy bags

RECORD seal numbers on Seal Recording chart in SAFE

Submit Scanners

The Scanner carts contain blue ballot boxes containing the voted & scanned ballots, and the yellow election data drives that must be returned to the BOE on election night.

The PLS will remove the blue ballot bins from the two scanner carts, close the polls on the scanners, print the closing reports, have them signed by one Republican and one Democrat, post one Closing Totals Report from each scanner by the door and place the other in the Closing Totals Report envelope, and remove the yellow election data drives from the Scanners. They will place the yellow election data drives in the red media box.

The PLS will ask other PEOs for assistance with putting the scanners back in the SAFE, as well as other steps in this process.

Ballots

After removing the blue ballot bins from the Scanner carts, you will drop in the "Voted Ballots End Here" sheet, then the blue ballot bins will be locked, sealed, and ready to return to the BOE.

The unused ballots from the ballot table will be placed in the backup Burgundy Bag from the SAFE cart. The other forms listed in the checklist on page 20 will be gathered and placed in the main Burgundy Bag(s) for return to the BOE.

The red media box should be the last item placed in the Burgundy Bag, with the clear front visible through the clear plastic of the bag.

The PLS may ask for your assistance in some of these tasks.

Sign-in Boxes

Before the Poll Pads can be turned off and put away, the PLS will download the voter activity data to the same iSync drive that contained the Supplemental List from the morning.

After they have downloaded the Voter Activity data to the iSync and placed the iSync drive in the red media box, the PLS will ask for assistance to complete turning off the Poll Pads and printers, unplugging the cords, closing the boxes, and returning the sign-in boxes to the SAFE.

When the data drives from both scanners and the iSync drive have been placed in the red media box, it is ready to be placed in the Burgundy Bag for return to the BOE.

Burgundy Bags

Along with the blue ballot boxes, the burgundy bag must be sealed & returned to the BOE on election night.

Before it can be sealed, the main burgundy bag must contain:

- Yellow Provisional ballot bag containing voted Provisional & curbside envelopes
- Ballot Accounting chart
- Green Soiled & Defaced Ballot Envelope
- Red media box containing both scanner data drives and the iSync drive, facing up

The backup Burgundy Bag should contain only the unvoted manual ballots, and will also be sealed.

The PLS may ask for assistance gathering the forms and will review the contents before closing and sealing the bags.

Runners

Two VLMs (or a VLM and a PEO), representing both parties, will be identified Runners. The Runners will work with the PLS to prepare the election day returns, then bring the materials to the BOE.

The runners will travel to the BOE in one vehicle. After turning the election day returns over to BOE staff, the runners are released and may go home.

Packing up Voting Equipment & Closing the Polling Location

Once the runners have been released to the Board of Elections office, all election equipment, electrical cords, supplies, ADA equipment, etc. must be gathered, and returned to the wooden Location Box and the SAFE.

All remaining PEOs & VLMs can lead the effort to gather equipment, wrap it up neatly, and load it back into our transport boxes.

The final step in securing the Location is to clean and tidy up, return any tables and chairs belonging to the location to their storage areas, and secure the location.

Once all these tasks are completed and the location secured, the PLS will release all remaining PEOs & VLMs to go home.

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CLOSE & GO

1. BALLOT TABLE

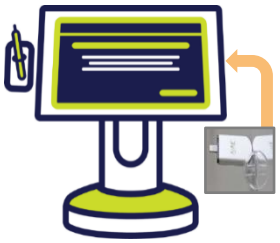
- ❑ Gather *unvoted* Manual Ballots and separator sheets into one stack
- ❑ Place unvoted Manual Ballots in back up Burgundy Bag
  Back-up Burgundy Bag is in bottom left compartment of SAFE
- ❑ Place yellow Provisional Bags inside main Burgundy Bag
- ❑ Remove Provisional Binder from Provisional Box or Table

  Place inside main Burgundy Bag

2. SIGN-IN STATIONS: DOWNLOAD VOTER ACTIVITY DATA TO iSYNC

VOTER ACTIVITY DOWNLOAD IS COMPLETED FROM *ONLY* ONE iPAD

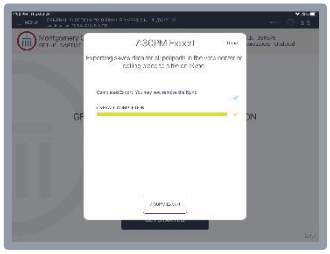
With all iPads in Location still powered ON:



- ❑ Unplug power cord from iPad on Blue Sign-in Station
- ❑ Remove silver iSync drive from red media box
- ❑ Insert iSync drive into lightning port on iPad
  iSync Drive menu will pop up
- ❑ Tap **Export Connected Check-ins**:

Tap again **Export Connected Check-ins**:

DATA FROM *EVERY* SIGN-IN STATION IN THE POLLING LOCATION WILL DOWNLOAD TO THE ISYNC DRIVE
When file has completely downloaded, the OVERALL COMPLETION bar will be completely green



- ❑ Tap Done (upper right)
- ❑ Tap X (upper right)
- ❑ Remove the iSync drive from the iPad
- ❑ Place iSync drive in red media box with yellow scanner data drives
- ❑ Close latch on red media box and place inside Burgundy Bag ONLY when yellow data drives from both Scanners are present

(Continued on Back)

ELECTION NIGHT MATERIALS FOR RETURN TO BOE

IN CAR w/ RUNNERS

- ❑ Chain of Custody Envelope
- ❑ Payroll Sheet

IN TRUNK OF CAR

2 Blue Ballot Boxes

- ❑ Voted ballots
- ❑ "Voted Ballots End" Laminated Sheet on top

Burgundy Bags

- ❑ Red Media Box
  - ❑ Silver iSync Drive
  - ❑ Yellow Scanner Drives (2)
- ❑ Yellow Provisional Bags (2)
  - ❑ Voted Provisional Envelopes
  - ❑ Voted Curbside Envelopes
  - ❑ Voted 17-Year-Old Voter Envelopes
- ❑ Provisional Binder
- ❑ Green Soiled & Defaced Envelope
- ❑ Ballot Accounting Chart
- ❑ Unvoted Ballots **– Please place in backup Burgundy Bag found in SAFE Cart**

SEAL & LOCK ballot boxes & burgundy bags

RECORD seal numbers on Seal Recording chart in SAFE

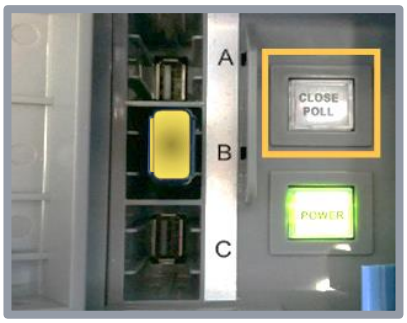
VLMs & PEOs not assisting Close & Go procedures will begin breaking down Manual Booths & cleaning up the location. Once Runners are released, the entire team can complete Closing Location

(Continued from Front – CLOSE & GO)

ALL OF FOLLOWING STEPS *MUST* BE PERFORMED ON *BOTH* SUBMIT SCANNERS

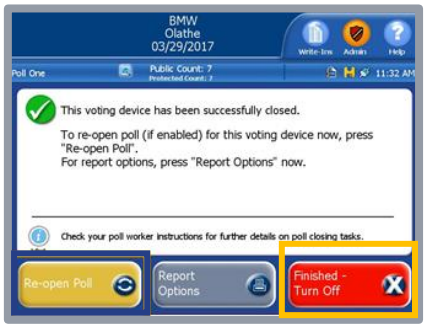
3. SUBMIT SCANNERS: SECURE VOTED BALLOTS, DATA & PRINTED REPORTS

ON BOTH SCANNERS A & B:



- ❑ Unlock media compartment using black barrel key on red keychain (on left near Scanner Screen)
- ❑ Press CLOSE POLLS button *inside media compartment*
- ❑ Tap red Close Election icon on touch screen
  Two Closing Totals Reports will begin printing immediately
  DO NOT REMOVE EITHER YELLOW DATA DRIVE UNTIL SCANNER IS COMPLETELY POWERED DOWN!
  While reports are printing a message will appear on screen that it is safe to remove media – DO NOT DO THIS

WHEN CLOSING TOTALS REPORTS HAVE <u>COMPLETELY FINISHED</u> PRINTING:



- ❑ Tap red Finished – Turn Off icon on touch screen
- ❑ Remove Closing Totals Reports from printer
  - ❑ Separate the 2 Closing Totals Reports from each scanner
  - ❑ Have both sets of reports signed by a Democrat & a Republican
  - ❑ Post 1st set of Closing Totals Report *from both Submit Scanners* at the entrance to the Polling Location
  - ❑ Place 2nd set of Closing Totals Report *from both Submit Scanners* in Closing Totals Reports Envelope
  - ❑ Place Closing Totals Reports Envelope in 7:30 folder

WHEN SCANNERS HAVE COMPLETELY POWERED OFF:

- ❑ Remove yellow data drives from the Media Compartments and place inside red media box
- ❑ Place red media box inside main Burgundy Bag
  MAKE SURE IT IS ON TOP OF OTHER MATERIALS, WITH BOS TOP VISIBLE THROUGH CLEAR PLASTIC
- ❑ Close & Lock the Media Compartment on the Scanner
- ❑ Close & Lock the Scanner Screen
- ❑ Close the black Scanner Cart Lid

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4. BLUE BALLOT BOXES

- ❑ Unlock the Ballot Box Compartments on both scanners using round silver key, red keychain
  - ❑ Flip both sides of blue ballot boxes lids down
  - ❑ Remove Blue Ballot Boxes from *both* Submit Scanners
- ❑ Relock doors Ballot Box Compartments on *both* Scanners using round silver key, red keychain
- ❑ Reopen the butterfly lids on *both* Blue Ballot Boxes
- ❑ Drop "VOTED BALLOTS END HERE" Sheet on top of Voted Ballots in *both* Blue Ballot Boxes
- ❑ Close & Lock Lids on both blue ballot boxes
- ❑ Place 1 blue seal on each Blue Ballot Box – end without handle
- ❑ Record Seal Numbers on Seal Recording Chart from inside SAFE

CLOSING LOCATION

1. DIGITAL SELECTION UNITS ON SAFE CART

- ❑ Remove brackets & privacy screens from Digital Selection Booths
- ❑ Place brackets & privacy shields inside Blue Privacy Screen bag
- ❑ Unlock & Open left side Admin panel on Digital Selection Units – black barrel key on red keychain
- ❑ Flip power switch to OFF

  FAILING TO POWER DOWN DIGITAL SELECTION MACHINES PROPERLY CAN PERMANENTLY DAMAGE THE BATTERY
- ❑ Close & Lock left side Admin panel on Digital Selection units
- ❑ Push Digital units up & back in closed position within compartments
- ❑ Close & Lock SAFE doors – round silver key on green keychain

2. CLOSING SIGN-IN STATIONS BOXES

SIGN-IN BOXES ARE VERY SNUG TO PROTECT EQUIPMENT.
IT IS VERY IMPORTANT TO PACK EQUIPMENT
CAREFULLY TO AVOID DAMAGING CORDS, ETC.

- ❑ Click power button on upper left side of iPad to put to sleep
  Click once, **do not hold**
- ❑ Remove clear ID tray from back of iPad & Stow in Sign-in Box Lid
- ❑ Unplug Sign-in Box power cord from power strip
  - ❑ Wrap power cord and secure with Velcro strip
- ❑ Confirm that iPad power cord is unplugged
- ❑ Lay iPad screen flat
  Rotate iPad so home button (button on screen) points to *voter side*
- ❑ Stow Sign-in Box Power cord *completely* underneath left side of iPad
- ❑ Place Sign-in Station Box Lid on top.

  NEVER PRESS DOWN ON BOX LID.

  If lid does not completely close, lift up to find obstruction
  Box handle should be on *Voter side* with "Sign-in" sticker
  Box feet will line up on Official side
- ❑ Lock All 4 butterfly locks
- ❑ Return Sign-in Stations to SAFE Cart & stow according to photo inside right-hand SAFE Cart door

(Continued on Back)

FINAL NOTES

Do NOT remove blue data drives from Digital Selection units – they are not tabulating data

Seal Number recording chart is inside the SAFE cart, on the right-hand door. You can drop broken seals into the same pocket for us to pick up when the SAFE carts are returned to the BOE

Equipment key chains can be dropped in a pocket on right-hand SAFE door.

(Continued from Front – CLOSING LOCATION)

3. LOADING SAFE CART

- ❑ Unplug & wrap yellow extension cord from wall, then SAFE Cart. Place in green bag
- ❑ Open large doors, and prepare to reload SAFE cart
- ❑ Clean Up other forms and miscellaneous items & return to File, Provisional & Misc. Boxes
- ❑ Reload SAFE
  - ❑ Place Provisional, Misc., & Sticker boxes in upper, center compartment of SAFE
  - ❑ Place Sign-in stations on upper shelves
  - ❑ Roll Scanners back up ramps into their compartments, front first
  - ❑ Hang Stand-up Signs (2) inside left-hand door
  - ❑ Collapse Stand-up signs frames & place frames and flags in cylindrical black bags (2)
  - ❑ Place cylindrical black bag inside SAFE, one inside each narrow end compartment
  - ❑ Return unused digital ballot stock to lower left compartment
  - ❑ Refer to load photo inside right-hand door to complete SAFE Load

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4. CLOSING & LOCKING THE WOODEN LOCATION BOX OR 2ND SAFE

- ❑ Close all Manual Privacy booths, remove & stow Legs in inner compartment
- ❑ Place Manual Privacy Booths in Wooden Location Box or 2nd SAFE
- ❑ Wrap neatly & place all extension cords & power strips in green bag & place in Location Box
- ❑ Collect all cones, 100' Foot signs, etc. from outside location & place in Location Box
- ❑ Lock Wooden Location Box using silver padlock
  Or 2nd SAFE using included brass combination/key lock

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5. CLOSING, LOCKING & SEALING THE MAIN SAFE

Once SAFE is fully reloaded, Polling Location is fully shut down & cleaned, AND PLS has signed off on SAFE Cart load:

- ❑ Remove a red seal from bag in File Box
- ❑ Place File Box in upper, center compartment in SAFE
- ❑ Record seal number on Seal Recording Chart (right side door)
- ❑ Place Seal Recording Chart Back in pocket inside SAFE
- ❑ Drop all equipment key chains inside pocket on right-hand door
- ❑ Close large doors
- ❑ Place seal
- ❑ Replace brass padlock in front of seal

---

6. CLOSING & LOCKING THE LOCATION

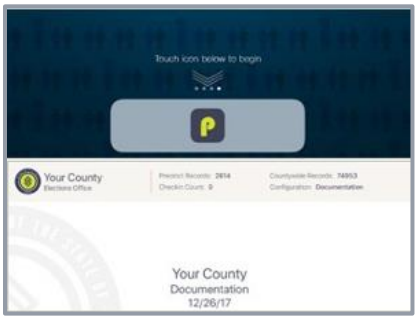
- ❑ Clean & Tidy Location
- ❑ Remove any trash to outside dumpster if necessary
- ❑ Follow procedures to secure your location
  Work with onsite staff, or lock and alarm as necessary
- ❑ Double-check that exterior doors are locked & location secured

TROUBLESHOOTING

SIGN-IN STATIONS

Opening Poll Pad app in Sign-in iPad

- ❑ If application does not automatically launch when powered on, Tap the Poll Pad App icon at the bottom of the Home Screen
- ❑ Verify correct homepage is displayed by verifying your Polling Location Name

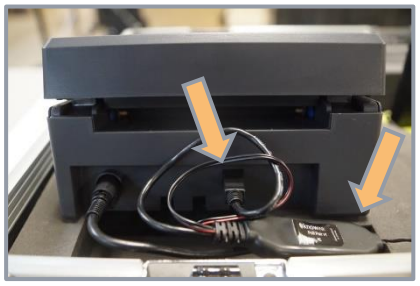


Screen is Unresponsive

- ❑ Unplug iPad from power cord
- ❑ Hold down the Power (upper, left side) and Home (round, on screen) buttons at the same time
- ❑ Release both buttons once the Apple logo displays on screen
  After app re-launches, the Democratic & Republican passwords will need to be re-entered (Red & Blue envelopes in 5:45 a.m. folder)

Not Printing/Stops Printing – Black Sign-in Station with Digital Ballot Printer

- ❑ Make sure blue power light is lit on printer
- ❑ Check power connections are snug – remove foam cover piece
  - ❑ Power cord to printer (rear of printer)
  - ❑ Power cord to power block (front, left corner of box)
  - ❑ Power cord to internal power strip (front, right corner of box
  - ❑ Box power cord to outlet strip/extension cord/wall outlet
  - ❑ Outlet strip/extension cord/wall outlet connections
  - ❑ Outlet strip is powered ON

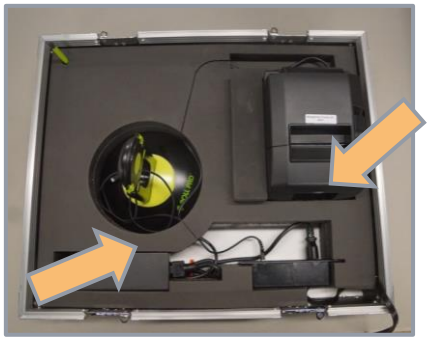


- ❑ Check print server Y-cord connections are snug (cord between iPad, Digital Ballot Printer & Power source)
  - ❑ Y-cord to printer (rear of printer)
  - ❑ Y-cord connection 1 (rear of printer)
  - ❑ Y-cord to iPad (iPad lightning power cord)
  - ❑ Y-cord to power block (front, left corner of box)
  - ❑ Y-cord to internal power strip (front, right corner of box)

Not Printing/Stops Printing – Blue Sign-in Station with Wireless Receipt Printer

- ❑ Check power connections are snug – remove foam cover piece
  - ❑ Power cord to printer (rear of printer)

  - ❑ Power cord to power block (front, left corner of box)
  - ❑ Power cord to internal power strip (front, right corner of box
  - ❑ Box power cord to outlet strip/extension cord/wall outlet
  - ❑ Outlet strip/extension cord/wall outlet connections
  - ❑ Outlet strip is powered ON



- ❑ Make sure the printer is turned ON (left side of printer)
- ❑ Check paper is installed correctly
- ❑ Confirm connection with iPad (green icon)

Changing Paper Roll – Blue Sign-in Station with Wireless Receipt Printer

- ❑ Open Printer (pull latch on right-hand side forward)
- ❑ Remove old paper roll or cardboard tube
- ❑ Retrieve new paper roll from Misc. Box (the larger roll)

- ❑ Reload paper with the paper flap toward you, feeding from the bottom/underneath the roll
- ❑ Close & Print test receipt by tapping green printer icon on upper right corner of screen

DIGITAL SELECTION UNITS

Digital Ballot Jam in Printer area

CAUSE: Although causes vary, the more typical reasons for card jams are:

- The card was inserted incorrectly, or
- The ExpressVote rollers are not functioning properly

- ❑ Open the left side security compartment on Digital Unit using black barrel key on red keychain
- ❑ Flip Mode switch to OFFICIAL
- ❑ Tap EJECT CARD icon on screen
- ❑ Flip Mode switch back to VOTER
- ❑ Close & re-lock left security compartment

If the card does not eject

- ❑ Open the front & right-side security compartments using the black barrel key on the red keychain
- ❑ Push gently on the ballot from the right-side compartment, back to front so you can grasp the ballot from the front compartment, being careful not to damage the ballot
- ❑ Close & re-lock both compartments

Protecting Ballot Privacy While Assisting Voters

PROBLEM: A voter requires assistance while using Digital Select ion Unit, but the voter's privacy should be protected

SOLUTION: The ADA Keypad is equipped with a privacy key which will turn the screen black when viewing

- ❑ Press the black diamond-shaped key at the top-right of the ADA keypad to blackout the screen
  If the Keypad is connected, this will preserve privacy. Poll workers can easily access the button on the ADA keypad without viewing the screen contents
- ❑ Remind voter to press the black diamond-shaped key again to resume the on-screen Selection process

Idle Error Message

PROBLEM: After several minutes, the following message appears on the ExpressVote screen:

> *"**Continue Voting?** There has been no activity for five minutes.*
> ***Next Step:** To continue voting, touch 'Previous'. To receive your card without printed selections, touch 'Exit'."*

CAUSE: This error message appears after the ExpressVote has been idle, with a card inserted for 5 minutes.

If the voter is still using the Digital Selection Unit

- ❑ Open left security compartment using black barrel key on red keychain
- ❑ Flip Mode switch to OFFICIAL
- ❑ Tap EJECT CARD icon on screen
  Ballot will be ejected
  If these steps fail to eject the ballot, follow procedures under "Digital Ballot Jam in Printer Area"
- ❑ Flip Mode switch back to VOTER
- ❑ Close & Lock left security compartment using black barrel key on red keychain
  If ballot is undamaged, voter can re-start voting session by inserting ballot into any Digital Selection Unit in the Polling Location

If the voter has left the Polling Location

- ❑ Follow the above procedure to eject the ballot from the Digital unit
- ❑ Place ballot in green Spoiled & Defaced envelope, making a note that voter left location while ballot was in Digital Unit

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Digital Selection Units Won't Power ON

PROBLEM: Unit isn't receiving AC power

SOLUTION: Restore AC Power

Check power connections are snug

- ❑ SAFE Cart to wall outlet
  Is yellow extension cord plugged *snugly* into the SAFE cart?
- ❑ Digital Unit power cord to Power block
  - ❑ With Digit Units in stowed position
  - ❑ Press power cords firmly into power blocks (underneath Digit Units inside Unit recess)
- ❑ Digital Unit cords plugged snuggly into power strip inside SAFE cart (Lower right corner SAFE cart)

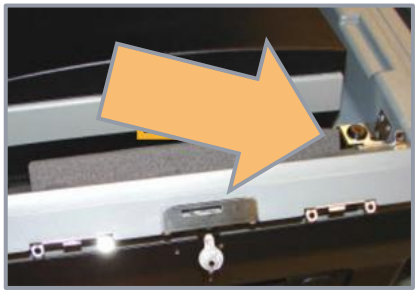
When AC power is restored, green light by plug icon (2) on front of unit will light up

SUBMIT SCANNERS

Submit Scanner is not connected to AC Power

Check all Power connections are snug

- ❑ Power cord to power block (rear of Scanner Cart)
- ❑ Power cord to Scanner
  - ❑ Unlock & Flip Down front rail using silver key on red keychain (lock is located lower right corner *beside* scanner)
  - ❑ Slide Scanner out 4-5 inches, but do not remove
  - ❑ Secure power cord to rear of Scanner unit
  - ❑ Slide Scanner back into position, being careful to tuck cord securely into cord compartment
  - ❑ Flip up & Re-lock front rail using silver key on red keychain
- ❑ Scanner cord to power strip/extension cords/wall outlet
- ❑ Power strip is turned ON



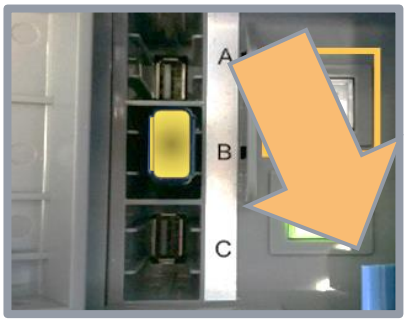
Reports Printing but Not Visible On Paper

PROBLEM: Reports are generating, but no printing is visible on the paper

CAUSE: Submit Scanner printer uses thermal paper and heat transfer to print information. Printer functionality without visible print means the paper roll is inserted incorrectly, causing the printer to print to the untreated side of the tape roll.

Re-orient the Paper Roll

- ❑ Unlock media compartment using black barrel key on red keychain (on left near Scanner Screen)
- ❑ Press blue lever to open the printer door
- ❑ Reinsert te paper roll with the treated side of the paper to the right side of the scanner (paper should wrap up from under roll to right of paper roll compartment
- ❑ Reprint report(s) as necessary by following on-screen instructions



Election Definition Not Found

PROBLEM: The scanner has been turned on and the message "Election Definition Not Found" appears. What does this mean? Can polls be opened for voting?

CAUSE: The USB memory drive is missing, blank or not installed correctly.

CALL THE BOARD OF ELECTIONS *IMMEDIATELY* AT (937) 225-5661

SAFE CART

Brass Padlock Key Won't Turn

- ❑ Gently squeeze the hasp (U-shaped Loop) and the lock together while turning the brass key on green keychain

SAFE Cart Won't Roll or Squeaks When Being Moved

Wheels may be in locked position.

- ❑ Check all four wheels brakes are in Un-Locked position

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