

IN THE SUPREME COURT OF OHIO

STATE OF OHIO EX. REL.	:	CASE NO. 2024-1372
MARCELL STRBICH	:	
	:	
Relators,	:	Original Action in Mandamus
	:	
vs.	:	
	:	
MONTGOMERY COUNTY BOARD	:	
OF ELECTIONS, et al.	:	
	:	
Respondents.	:	

RESPONDENTS' SUBMISSION OF EVIDENCE

MATHIAS H. HECK, JR.
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Barbara P. Gorman, Erik R. Blaine,

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Counsel for Relator
Marcell Strbich

Pursuant to the Court's Entry of October 1, 2024, Respondents, Montgomery County Board of Elections, Rhine L. McLin, Barbara P. Gorman, Erik R. Blaine, and Thomas A. Routsong, by and through Counsel, submit the following exhibit as evidence in support of Respondents' defense:

1. Exhibit 1 - The Affidavit of Jeff Rezabek.

Respectfully submitted,

MATHIAS H. HECK, JR.
PROSECUTING ATTORNEY

By: /s/ Nathaniel S. Peterson
Nathaniel S. Peterson, #0095312
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Attorney for Respondents
Montgomery County Board of Elections
and Rhine P. McLin, Barbara P. Gorman, Erik R.
Blaine, Thomas A. Routsong, Members.

AFFIDAVIT OF JEFF REZABEK

STATE OF OHIO :
 : SS
COUNTY OF MONTGOMERY :

The affiant, Jeff Rezabek, deposes and states of his own personal knowledge the following:

1. I am a resident of Montgomery County, Ohio, of adult age and sound mind.
2. I am the Director of the Montgomery County Board of Elections ("BOE"). I have served in that role since February 16, 2021.
3. The BOE is the county board of elections for Montgomery County, created under Chapter 3501 of the Ohio Revised Code and tasked by the Ohio Revised Code to oversee all elections conducted in Montgomery County.
4. The duties of the Director of the BOE are set by R.C. 3501.13 and at the determination of the Board of Elections ("Board").
5. On September 25, 2024, I visited both the New PEO Training class and the Returning PEO class at the end of their training, as I do to thank all of the volunteers for helping us on Elections Day. I provided a few remarks and took any questions from the trainees.
6. I noticed that Mr. Marcell Strbich was in the Returning PEO Class; however, noting that he is a first-time PEO. Mr. Strbich did not ask me any questions when given the opportunity at the end of the class. Please note that additional time was given to these trainees to come to our Board Room if they had any pending questions or needed extra help.
7. I was in the Board Room waiting on any trainees with additional questions when Mr. Strbich entered and appeared to be very frantic and distressed. Mr. Strbich had lost his phone and was unable to locate it. Mr. Strbich did not ask any questions related to the election or training. However, he went with the trainer, William Hibner, and they found his phone in the auditorium where the training he attended had happened. Mr. Strbich left, and I have had no further contact with him.

8. When the trainer returned, he indicated that Mr. Strbich raised an issue regarding citizenship and documents. However, he stated that Mr. Strbich was being coy about the topic and that it was a very convoluted question. The trainer indicated that he did his best to answer him.

9. Immediately, our two trainers and I began evaluating the training curriculum and slides for both PEO classes. I also contacted other Directors and the Secretary of State's Office staff.

10. Approximately two (2) hours after Mr. Strbich left, I received text messages from individuals claiming that the Montgomery County BOE was not properly training PEOs.

11. We determined the area of concern was non-citizens and immediately added additional slides and talking points for the trainers. Within hours of the issue being raised, the new slides enhanced the New and Returning PEO training class presentations.

12. I was scheduled to train in a PEO class on the evening of September 25, 2024, and I specifically trained on this topic that night using the new slides in our presentation. The New and Returning PEO training class presentations were corrected on that day. On September 29, 2024, the training staff corrected the VLM training class presentations and added a few additional slides. We added the additional information/slides/handouts to our additional resource file and manual. (See Exhibits 1-3)

13. The content of these slides is provided by the Ohio Secretary of State and specifically provides training on legally permissible photo IDS or unacceptable forms of photo ID for non-citizens, as required by *Directive 2024-09*. (Exhibit 1)

14. The content of the Supplemental Training Documents is provided by the Ohio Secretary of State and specifically provides training on legally permissible photo IDS or unacceptable forms of photo ID for non-citizens, as required by *Directive 2024-09*. (Exhibit 3)

15. We review the training classes regularly and evaluate them for content and presentation. We have and continue to adjust our training based on questions from trainees, new/unique situations proposed to us, new statutes, or new directives issued by the Secretary of State. The training process evolves constantly. We have always encouraged our PEOs to assist and let us know if our training works or suggest new ideas.

16. Additionally, if new information is added to any training pieces, we generally email all volunteers at the end of the training season to ensure that all PEOs have the updated information.

17. An email with the updated slides and training pieces as detailed in Exhibit 1 and Exhibit 3 will be sent to all PEOs who took training classes prior to the evening of September 25th. Mr.

Strbich, Ms. McGirr, or Ms. Shook will all specifically receive an email with the updated slides and training materials.

18. As an additional catch-all training, we do a final training with our PLS, Polling Location Supervisors, just before Election Day. This training covers all the changes in the law, directives, or special circumstances. We will highlight all of the changes we have made during the training to ensure everyone is on the same page.

19. The final training before Election Day will include the training on legally permissible photo IDS or unacceptable forms of photo ID for non-citizens, as required by *Directive 2024-09*.

20. In speaking with the trainer for the September 20, 2024, class, they did not recall anyone raising questions on this issue.

21. In speaking with the trainer for the September 27, 2024, class, they did not recall anyone raising questions on this issue.

22. Since before this filing, all classes have updated training slides, including the slides with training on legally permissible photo IDS or unacceptable forms of photo ID for non-citizens, as required by *Directive 2024-09*. All classes are therefore being trained properly. It is noted that several individuals are taking pictures of the slides when we train on this topic.

23. Neither I nor the Montgomery County Board of Elections received any calls from Mr. Hartman, Mr. Strbich, Ms. McGirr, or Ms. Shook regarding any training issue. If anyone had reached out, the Montgomery County Board of Elections would have immediately addressed the situation and enhanced our training and any procedures to make sure all of our PEOs are trained properly, just like we did in this situation.

Further, Affiant sayeth naught.



Jeff Rezabek

Sworn to before me and subscribed in my presence by said Jeff Rezabek, this 07TH day of OCTOBER, 2024.



PETER F. GARLAND
Notary Public, State of Ohio
My Commission Expires
13 June 2029
2024RE878569





November 2024 Poll Worker Training

Exhibit 1



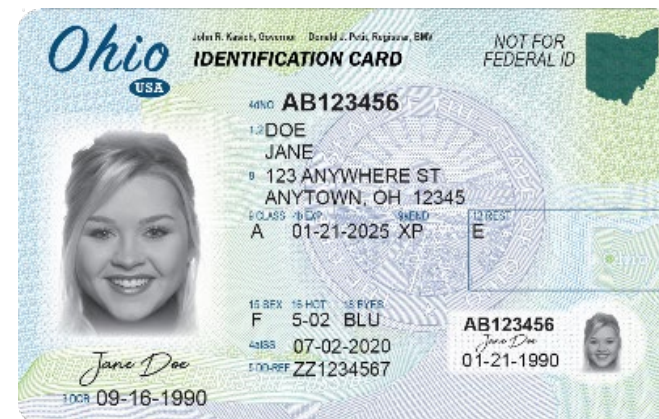
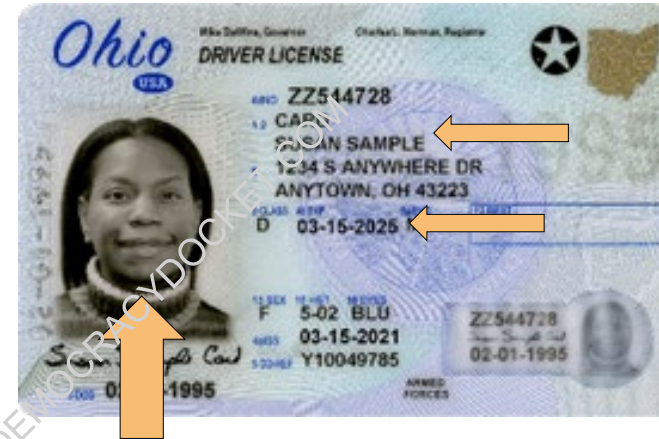
Voter ID Review

RETRIEVED FROM DEMOCRACYDOCKET.COM

Valid Forms of Photo ID

Photo ID must be **UNEXPIRED** & include the voter's name and photograph. Acceptable forms of photo ID include:

Driver's license, state ID card,
or interim ID form issued by
the BMV.



An Ohio Interim Documentation form. The form includes a photo of a woman on the right, her signature at the bottom right, and a star emblem on the left. The text on the form reads: "Ohio INTERIM DOCUMENTATION", "ABNO Z2544728", "CLASS: A", "DOB: 03-15-2026", "SEX: F", "HT: 5-02", "WGT: 120", "EYES: BLU", "HAIR: BRN", "ADDRESS: 1234 S ANYWHERE DR, ANYTOWN, OH 43223", "EXPIRATION: 03-15-2021", "ENDORSEMENTS: Y10049785", "ISSUED: 02-01-1995", and "ARMED FORCES".

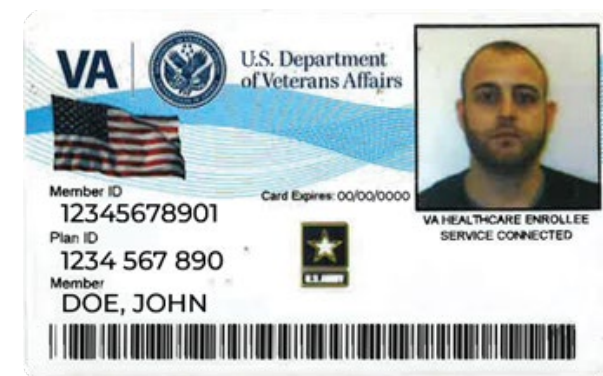
Note: A suspended driver's license that is not expired may still be used as photo identification for voting.



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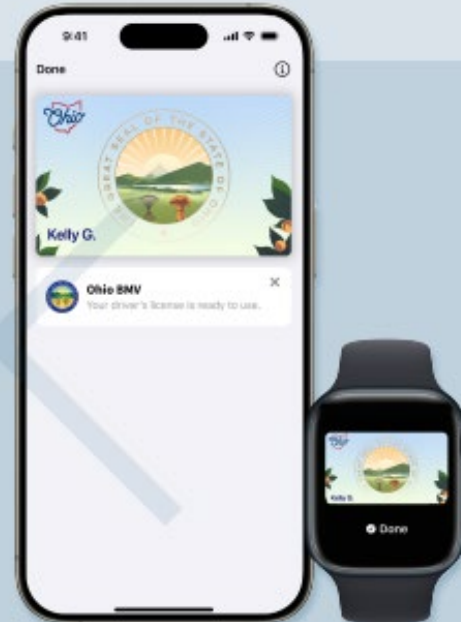


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The State of Ohio noncitizen identification, also known as a Non Renewable/ Non Transferable credential, is not acceptable.



Ohio Mobile ID is not a valid form of photo identification when casting a ballot.



Invalid Forms of Photo ID

Social Security Card

Birth Certificate

Bank Statement

Paycheck

Utility Bill

Driver's license or government ID card that is from outside the state of Ohio

Government Check

Other Government Documents

Insurance Card

If a voter does NOT have any form of valid photo ID, they MUST be allowed to cast a provisional ballot!

ANY FORM OF ID IS INVALID IF IT IS EXPIRED!!



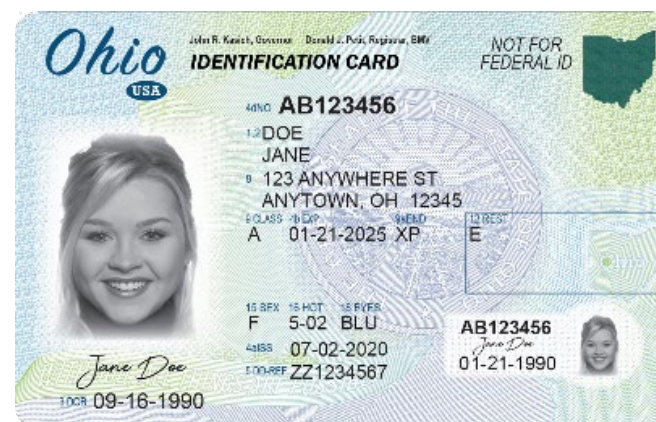
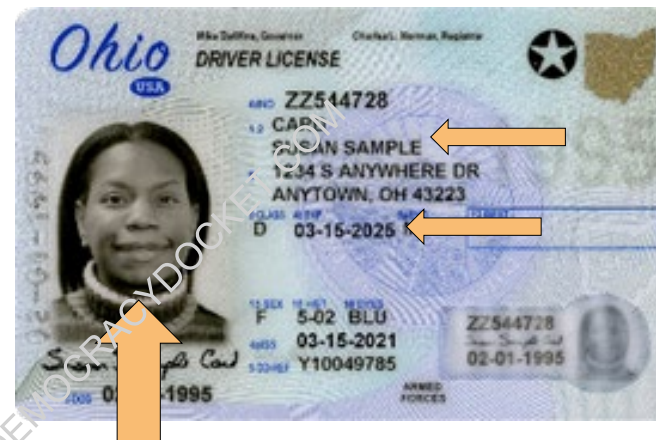
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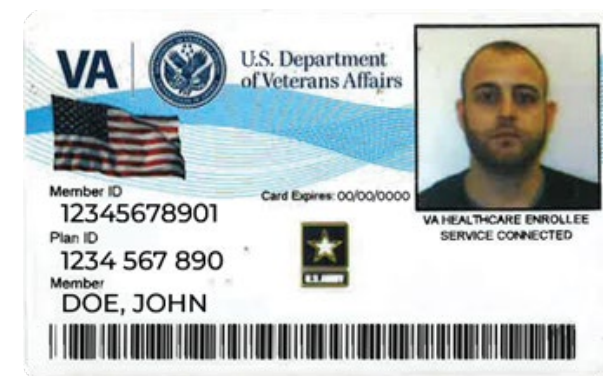
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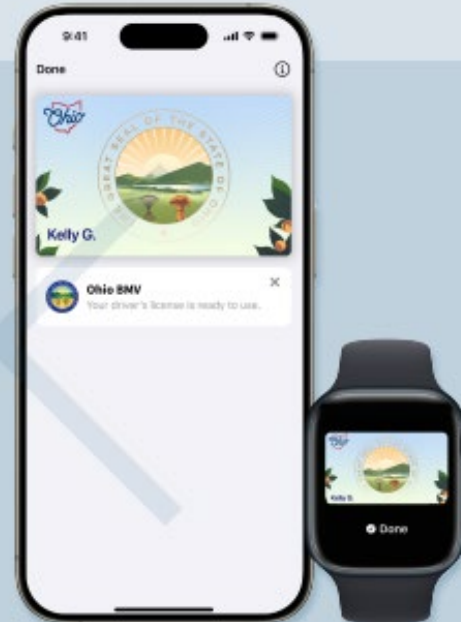


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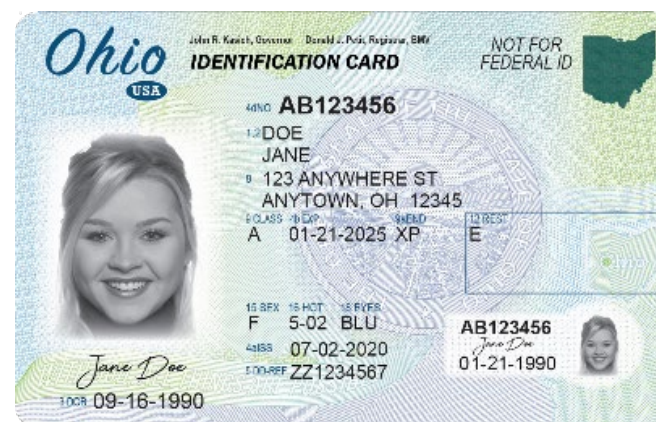
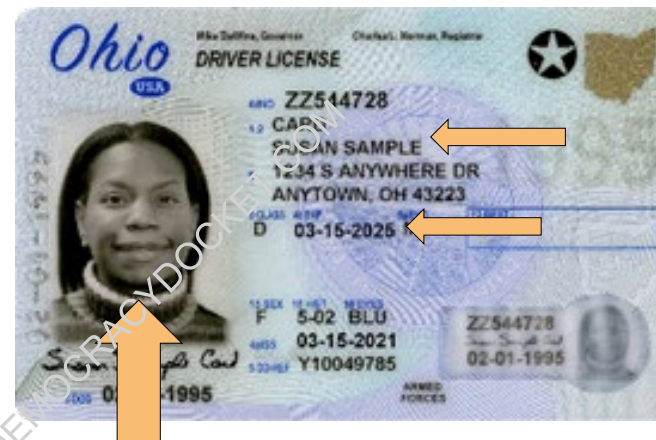
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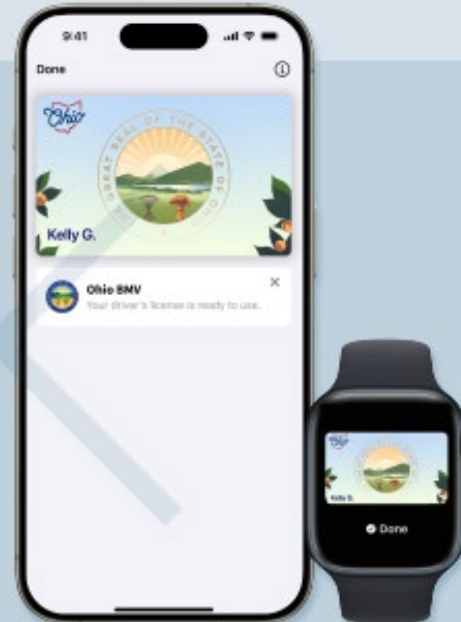


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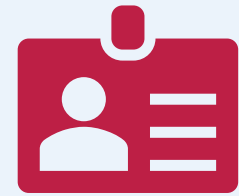
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Acceptable IDs

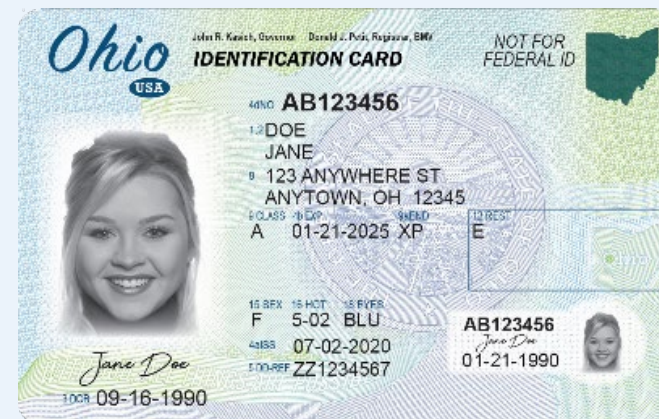


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An Ohio Interim Documentation form. The form includes a photo of a woman, her signature, and the following details: ID# ZZ544728, CLASS A, EXPIRATION DATE 03-15-2025, SEX F, HEIGHT 5-02, EYES BLU, BIRTHDATE 03-15-2021, and ENDORSEMENTS Y10049785. It also features the Ohio state seal and the text 'NOT FOR FEDERAL ID'.

Note: A suspended driver's license that is not expired may still be used as photo identification for voting.



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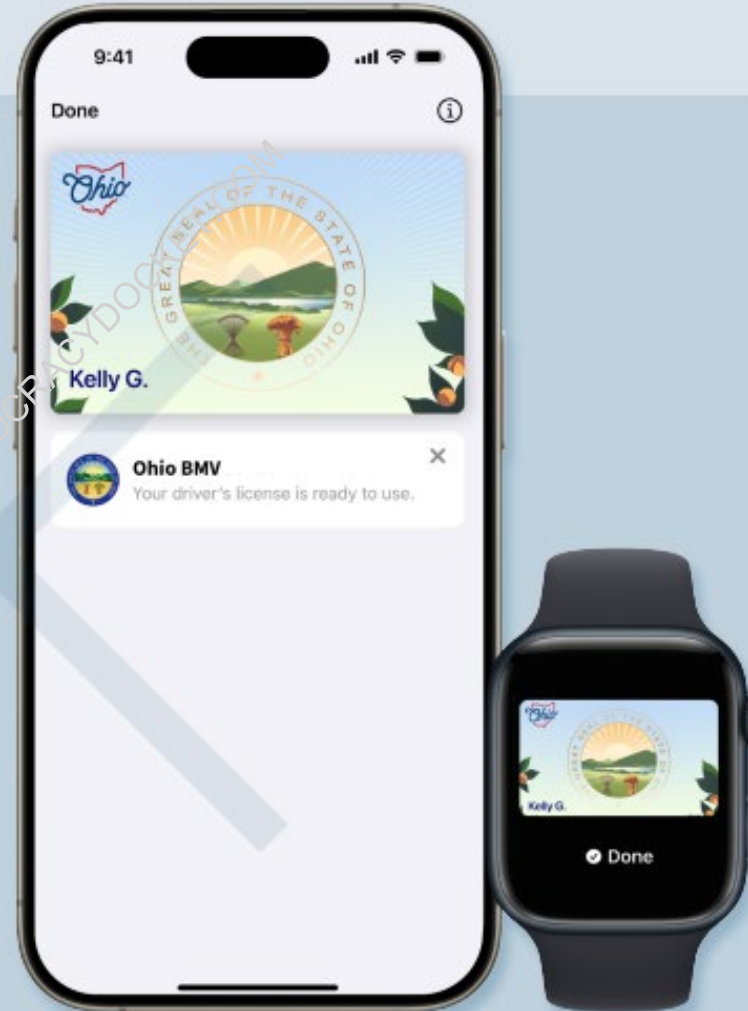
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Precinct Elections Official Manual

2024

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MONTGOMERY COUNTY
BOARD OF ELECTIONS

Exhibit 2



MONTGOMERY COUNTY
BOARD OF ELECTIONS

SAFE

Secure. Accurate. Fair. Efficient.



MONTGOMERY COUNTY
BOARD OF ELECTIONS

SECTION ONE: INTRODUCTION

Thank you for stepping up to serve our community, the State of Ohio, and the nation as a Precinct Election Official. Your service is the key to a fair and efficient voter experience on Election Day.

The foundations of our Republic are built on the assumption of secure and accurate elections administered without favor or prejudice. Since the earliest days of the Union, elections have been run by small groups of dedicated citizens – often in pubs and town halls.

We have come a long way from counting colored marbles dropped into clear glass jars! This manual will explain the rules that govern modern elections and the security and procedures in place that protect them.

The manual and election day materials are designed to help you find the step-by-step instructions that you need, when you need them, where you need them. When in doubt, rely on the checklists and the information on the screens.

As always, if you're not sure, please call us – we have the phones staffed all day. We are very excited about PLS iPhones because it is now so easy for your PLS to *show* us exactly what an issue is, and we can help that much faster!

In these divided times, we thank you for your commitment to secure, accurate, fair, and efficient elections.

On behalf of the Board and the entire staff, thank you!



Jeffery Rezabek
Director



Russ Joseph
Deputy Director

ELECTION DAY PHONE NUMBERS

Operations Hotline

(937) 225-5661

Use this number when a situation is slowing or impeding the voting process at your location. Example: equipment is broken; a voter is causing a disturbance; there is an emergency situation with your polling location; etc.

Advanced Procedures Hotline

(937) 225-5021

Use this number when you need additional help processing a voter, but otherwise your voting location is operating normally. Example: help processing a provisional voter; looking up a voter's correct polling location; etc.

Voters Hotline

(937) 225-5656

Give this number to voters to contact the Board of Elections. The staff answering this number are trained to assist voters with their common questions and issues.

WHO WE SERVE

- 360,000 to 380,000 Voters
- ~ 381 Precincts
- 140 to 150 Polling Locations

WHAT IS A VOTER?

To be a Voter (also known as a Qualified Elector) in the state of Ohio, a person must:



- 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

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

WHERE WE SERVE

All PEOs must be qualified electors in the county where they serve, which means you must be a registered voter in Montgomery County.

You will be assigned to a precinct and a polling location. A polling location normally houses several precincts, usually between two and four. Roughly 1,400 voters are assigned to each precinct, and ideally every voter in a precinct will have the same contests on their ballots.

Occasionally some other line will split a precinct (like a school district). When this happens, that precinct may have more than one ballot style. This is called a split precinct. If there is an open split precinct at your polling location, a more experienced PEO can show you how to server voters in a split precinct.

WHEN WE SERVE

On Election Day, all polling locations are open for voting from 6:30 AM until 7:30 PM. PEOs arrive early to prepare the location in the morning and stay a bit later to help close it after voting ends.

TYPES OF ELECTIONS

General Elections

General elections are held on the first Tuesday after the first Monday in November. General elections determine who will be elected to represent the people at a given level of government. Federal, state, county, and other partisan office elections are held in even numbered years. City, village, township, and boards of education elections are held in odd-numbered years. Issues, questions, and levies may be on the ballot at any election. Most of these are non-partisan but there are some exceptions.

Primary Elections

Primary Elections are generally held on the first Tuesday after the first Monday in May of even years. Presidential Primaries are scheduled in March of a Presidential Election year. Primaries are intra-party contests to determine a party's nominee in a general election. Primary voters also elect members of the controlling committees of political parties, and delegates to conventions of political parties.

Under Ohio law, voters *affiliate* with a political party by requesting that political party's ballot in a primary election. If a voter does not want to affiliate with a political party, the voter may request an issues-only ballot which will include only issues, questions, or levies, or the occasional contest to fill an unexpired term. Issues-only ballots *will not* have any candidates for partisan offices.

Special Elections

Special Elections are generally held on the first Tuesday after the first Monday in May. However, there can also be a Special Election contest on a Primary or General Election ballot; usually these are to fill an unexpired term.

HOW WE SERVE

SAFE VOTING SYSTEM

SAFE is an acronym for secure, accurate, fair, and efficient. All words that are made real when running elections in Montgomery County. The SAFE voting system provides the voter with an efficient 3-step process:

1. **Sign-in** – Verify voter is registered & are qualified to vote
2. **Select** – Voter marks selections on a manual (hand-marked) or digital (touch-screen-marked) paper ballot
3. **Submit** – Voter places completed ballot in Submit scanner to be tabulated

Only when the voter has completed all three steps have they voted. Our equipment was selected with our voters in mind, allowing voters to choose a hand-marked or touch-screen-marked paper ballot. By educating our voters about our voting process, we hope to generate excitement, increase voter turnout, and ultimately provide voters with a secure, easy voting experience.

EQUIPMENT OVERVIEW

For each step of our three-step voting process, there is specific equipment. For more information on the equipment, please refer to the checklists in the file box or Chapter 5: Troubleshooting.



Step One: Sign-In

Sign-in Stations

There are two types of sign-in stations, the color of the box identifies the role for each. The **black** Sign-In Station box is for our **regular voter check-in tables**. The **blue** Sign-In Station box is specifically for the **Advanced Procedures table**.

Sign-in Station iPads

The iPad (also referred to as a **PollPad**) at each sign-in station is used to verify each voter's registration, validate their chosen form of ID, collect their signature, and issue their ballot.

Digital Ballot Printer

Located in the black sign-in station box, the digital ballot printer is used for coding blank digital ballot stock with the ballot-style code for use with the touch-screen digital selection unit.

Thermal Receipt Printer

Found only in the blue **Advanced Procedures** table sign-in station, the thermal receipt printer is configured to print the 11:00 AM and 4:00 PM reports and print the address of a voter's correct polling location.

Step Two: Select

Digital Selection Unit

The digital selection unit, put simply, is ballot marking using a touchscreen. Each location will have four to eight digital selection units installed on the SAFE. The number of units will depend on the number of precincts a Polling location serves. **ALL** units must be opened for use on Election Day. The digital booth is a ballot-marking device that does NOT tabulate votes. By inserting a barcoded digital ballot into the digital booth, the touch-screen unit will display the correct ballot style for each voter. The voter makes their selections, reviews them, and the digital selection unit will print and eject the ballot. The voter takes the marked ballot to the submit scanner.

Manual Selection Booths

Each location has multiple manual selection booths with privacy shields and table-top privacy screens. The voter will hand-mark their pre-printed manual ballot with a black ink pen, then take the marked ballot to the submit scanner.

Step Three: Submit

Submit Scanners

Every polling location has two submit scanners for tabulating and retaining ballots. **BOTH scanners MUST be opened for every election.** After marking their ballot, each voter will insert the ballot directly into the Submit Scanner. The scanner will read the ballot, tabulate it, and drop the ballot into the blue ballot box secured inside the lower compartment.

The scanner is the *only* piece of equipment in the SAFE voting system that tabulates and records election data.

SAFE Cart

SAFE carts are used to securely 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. Permanently installed on each SAFE are four digital selection units.

Additional supplies & equipment will be in the wooden location box. Some locations, depending on the number of precincts served, will have two SAFEs. The second SAFE will contain additional equipment and supplies in it.

Please refer to the checklists in the file box for how to use these supplies and equipment to setup your location.

POLLING LOCATIONS OVERVIEW

LOCATION LAYOUT BEST PRACTICES

When setting up your polling location, ensure the following:

- **Visibility for Poll Workers:** Poll workers should be able to observe voters as they enter, during the voting process, and as they exit the voting area.
- **Transparency of the Voting Process:** Every stage of the voting process should be visible to voters, except for how others cast their ballots.
- **Efficient Organization:** Arrange tables and materials efficiently. Ensure that all voting supplies are easily accessible to Poll Election Officials (PEOs).
- **Accessibility for All Voters:** Ensure that all voters, including those with disabilities, can easily enter and exit the polling place. They should have access to any voting devices and be able to easily read signs and informational postings.
- **Smooth Voter Movement:** Set up the space so voters can easily move from sign-in stations to selection booths and then to submit scanners to cast their ballots.
- **Directional Signage:** Post directional signs outside the entrance and throughout the building.
- **Campaign-Free Zone:** Place small flags and "No Campaigning" signs 100 feet from the entrance.
- **Main Entrance Identification:** Place a large flag at the main entrance to indicate the voting location.
- **Prominent Posting of Required Information:** All required signs and voter registration lists should be prominently displayed inside the polling location.
- **Separate Area for Food and Drinks:** Ensure that food, drinks, and snacks are located in a separate area away from voting supplies and equipment.

ASSISTING VOTERS WITH DISABILITIES

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

General Guidelines

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

- Be courteous and respectful.
- Use common sense—it will provide the answers to most questions.
- Do not underestimate persons with disabilities—disability does not equal inability.
- Allow a little extra time to get things done. It is considerate to offer a seat and give unhurried attention to the elderly, those with disabilities, and those who have difficulty speaking or hearing.
- Always speak directly to the voter and not to their companion, aide or interpreter.
- **ASK** before you help. The person may not want or need assistance. Don't insist; respect the voter's wishes.
- Offer assistance discreetly; your courtesy will be appreciated. Once assistance is offered, wait until the offer is accepted. Then listen and wait for instructions.
- Relax. Common expressions like "see you later" or "walk over here" are unlikely to make a person with a disability uncomfortable; don't be embarrassed if you use one.

Common Barriers to Accessibility:

- Lack of designated accessible parking spaces
- Lack of vertical signage or access aisles at accessible parking spaces
- Sidewalks without curb-cuts
- Steps at voting location entrances, or inside them
- Thresholds or steps that have an extreme change in height
- Gravel, grates, or cracks in sidewalks
- Heavy interior doors
- Doors not operable with a closed fist (i.e., round doorknobs, thumb operated handles, etc.)
- Tripping hazards, such as loose mats or unsecured electrical cords
- Obstructions that protrude from the wall and are undetectable by a cane or are sitting in a walkway that make maneuvering difficult

To do your part to help ensure voters with disabilities can access the voting location, travel the route from the accessible parking space(s) through the accessible entrance. Make sure the route to the voting area, inside the location and the voting area itself is also accessible. If equipment is provided by the Board of Elections to temporarily mitigate any barrier (e.g., temporary parking sign(s), cones for designated parking space(s), ramp(s), etc.), check that you have properly set it up.

Assisting Voters with Specific Disabilities

Voters needing assistance reading/marketing the ballot due to blindness, disability or other extenuating circumstance may ask for assistance from any individual of their choice apart from:

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

A voter may designate an attorney-in-fact to provide assistance. An attorney-in-fact is a person who is eligible to sign all election-related documents on behalf of a voter at the voter's direction, and in their presence. (R.C. 3501.382 (B)(2)) The attorney-in-fact designation is specific to Ohio election law and NOT a general power of attorney. Voters may appoint an attorney-in-fact by filing either Form 10-F or Form 10-G with the Board of Elections prior to Election Day. Voters may also receive assistance from a team of two PEOs, each from a different political party.

Voters Who Are in Wheelchairs or Have Mobility Impairments:

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

Voters Who Have Speech or Hearing Impairments

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

Voters Who Are Deaf

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

Voters Who Are Blind or Visually Impaired

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

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SECTION 2: ROLE OF A PEO

WHO IS A PEO?

Precinct Elections Officials (PEOs) are often the only representatives of the Board of Elections most voters ever meet. PEOs are the face and voice of the Board and provide the excellent service that is a hallmark of the Montgomery County BOE.

Throughout the day PEOs will play many roles from setting up the location, to assisting voters at each of the 3 steps in the SAFE voting process, to closing the location at the end of election day. We count on PEOs to adhere to the checklists for each procedure which keep the SAFE voting system seamless for voters.

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 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.

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.

WHEN & WHERE DOES A PEO TRAIN & SERVE?

Each location may have up to four precincts. Each Precinct is assigned four Precinct Election Officials (PEO's), no more than two may represent either major political party. One PEO from each location team will be a Voting Location Manager (VLM) who will work with the Polling Location Supervisor (PLS) to make sure tasks are completed according to the checklists.

TRAINING REQUIREMENTS

In-Person Training

New PEOs and VLMs, and all PLSs are expected to attend mandatory in-person training classes. Depending on your position, you should expect to spend around two hours at an in-depth, hands-on session.

Online Training

We strongly recommend you complete a viewing of the online training videos. The full set of videos is about 90 minutes. New and updated videos may be added each election.

Reading the Manual

ALL Precinct Election Officials, Voting Location Managers, and Polling Location Supervisors are expected to read and comprehend the training manual prior to working on Election Day.

ELECTION DAY HOURS

How much time is expected of me?

Election Day voting is from 6:30 AM to 7:30 PM. PEOs must arrive by 5:45 AM to help set up the location so that voters can be served at 6:30 AM.

The entire polling location team must help close the location, clean up, and prepare data and supplies for return to the BOE at the end of voting. A bipartisan team will be released first to bring ballots, data, and supplies back to the BOE.

The Polling Location Supervisor will release the rest of the PEO team when the location is clean and all equipment secured. Usually between 8:30 and 9:00 pm.

Please make sure to vote prior to Election Day as we cannot guarantee enough time off on Election Day to go to your home polling location. You should also plan to bring snacks or food and to dress in layers in case the temperature of the location changes throughout the day.

Will I get breaks?

The State of Ohio requires us to staff the polling locations with more than enough precinct elections officials to serve the voters of Montgomery County. This means there will be ample PEOs at your location to allow you to take small breaks throughout the day in addition to a scheduled one-hour lunch break. In very heavy turnout elections, breaks and lunches may be shorter as there are more voters to serve.

PEO ROLES THROUGHOUT THE DAY

SETTING UP THE LOCATION

Upon arrival at 5:45 AM on Election Day, VLMs and PEOs will report to the Polling Location Supervisor (PLS) and help to setup the location to be ready for voters by the time the polls open at 6:30 AM.

The PLS will distribute checklists to VLMs and PEOs to complete while the PLS completes their own set of checklists. Duties may include laying out sign-in station boxes, setting up the interior and exterior signage, and arranging tables and chairs, etc.

OPENING THE POLLS

All members of the polling location team will work together, using the step-by-step checklists in the file box to ensure that the polling location is open and ready for voters promptly at 6:30 AM.

PEOs will assist VLMs and PLSs with tasks such as securing powers cords, to ensure the location is safe and free of tripping-hazards for voters and setting exterior signage for voters to more easily be able to find the location.

The PLS and VLM will delegate these tasks to the PEOs as needed and everyone must follow the checklists to ensure the process is done completely and correctly. (Checklists provided in the File Box)

Documentation

At the beginning of the day, it is the responsibility of each PEO to make sure that all their information is correct on the payroll sheet: name, address, mailing address (*if applicable*), and job title. Corrections must be printed in legible writing. Failure to submit correct information on the payroll sheet will result in significant payroll delays.

VOTING

Each location will have a minimum of two regular sign-in station tables. Each sign-in station will be staffed by one PEO. The PEO will check IDs, verify addresses, collect signatures, determine the desired ballot style on the iPad, and issue both digital and manual ballots.

Voter Identification

Ohio law requires that every voter, upon appearing at the polling place to vote on Election Day, must state their full name and current address then provide proof of identity. Voters will be required to show photo ID to cast a regular ballot on Election Day. Voter IDs provided digitally (i.e. on a voter's cell phone) are **NOT** acceptable. Any voter who does not provide photo ID must be allowed to cast a provisional ballot. All photo IDs **must be unexpired**.

The acceptable forms of identification that may be used by a voter who appears at a polling place to vote on Election Day include:

- An Ohio driver's license, state ID card, or interim ID form issued by the Bureau of Motor Vehicles. This includes a commercial driver's license, motorcycle operator's license, probationary or restricted license, or temporary instruction permit.
- An interim identification form is a BMV document issued to a person who has just applied for a driver's license or state ID card, to use until the permanent card arrives in the mail. A suspended driver's license that is not expired may still be used as photo identification for voting. Note: The address listed on a voter's photo ID

does **not** need to match the address in the system, so long as the address at which the voter states they currently reside matches the address in the system.

- A U.S. military ID card, Ohio National Guard ID card, or U.S. Department of Veterans Affairs ID card.
- A U.S. passport or passport card.

CLOSING THE POLLS & CLEANING UP THE LOCATION

At the end of Election Day, the polling location team will work together to ensure that the voting equipment is closed down and the polling location cleaned up. **NO** equipment may be powered down or put away prior to the close of polls, regardless of the number of voters the location has or has not had on Election Day.

The PLS and VLM will delegate closing tasks to the PEOs, and the PEOs must follow the checklists to ensure the process is completed correctly.

The runners will be the first team released by the PLS. This bipartisan team brings the ballots, election data, and other supplies back to the BOE. The team is made up of one VLM and a PEO of the opposite party will be asked on Election Day to be the other runner. When the location is completely clean and equipment secured, the PLS will release the entire team.

PEO ROLES IN THE POLLING LOCATION

Greeter

The greeter stands near the entrance to the voting room directing voters to the next available sign-in table. If a line forms, the greeter can chat pleasantly with voters, offer to answer questions, etc. It is *mandatory* that all conversation remain *non-political* and pleasant. Additionally, the greeter should monitor voters leaving the location to make sure that they do not still have a ballot. Anyone observed holding a completed ballot should be directed back to the Scanners.

Voter Sign-In

Each location will have at least two regular sign-in tables. Each regular sign-in table will have one black sign-in station and will be staffed by one PEO. The voter sign-in PEO will use the step-by-step checklist in the file box. Steps include checking photo IDs, verifying addresses, collecting signatures, determining ballot styles on the iPad, and issuing both digital and manual ballots. Sign-in PEOs will work with the Ballot Table PEO to select the correct manual ballot for voters.

Advanced Procedures Table (*Formerly Provisional Table*)

Any special situation voter will be served at the Advanced Procedures table. The PEO staffing the AP table will verify the voter's status or work to direct them to their proper polling location. The checklist for provisional voting can be found in the Advanced Procedures Binder.

The AP table role is best suited for a more experienced PEO, VLM, or PLS.

Manual Ballot Table

In elections with high turnout, or a Primary Election with multiple ballot styles for each precinct, the manual 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 voters who request a manual ballot as it is critical that every voter get the correct ballot.

Select Station

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, directing voters to available selection booths and directing voters to the submit scanners. The Select Station PEO should be available if a voter requires assistance but must also respect the privacy of a voter's selections.

If a voter requires assistance completing their ballot, the select station PEO will alert the PLS that a bi-partisan team is needed to assist the voter.

Submit Scanner

The submit scanner PEO directs 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.

This role is essential to make sure no ballots leave the location with a voter. However, the PEOs are not to hover over the voter while they submit their ballot. **POLL WORKERS SHOULD NEVER TOUCH A VOTER'S COMPLETED BALLOT.** The voter themselves should insert the ballot into the submit scanner.

HOW DOES A PEO SERVE?

POLLING LOCATION CONDUCT

How PEOs conduct themselves sets the tone for the location and serves as an example for voters. Treating voters and other election officials with courtesy and respect is the foundation for a smooth process. If you have patience with them, they will have patience with you should a problem arise.

Your Election Day assignment is one that can be trying if voter turnout is high, so please think about practical things like getting plenty of rest before your long day of service. In short, please prepare for Election Day so you can treat voters in a professional manner, work efficiently, and resolve any issues that may arise. Your behavior has a strong impact on the Election Day experience for voters and other workers. Please always treat voters in a professional manner, even if the voter is impolite. Do not use foul or abusive language. Please do not share personal information that could make others uncomfortable.

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

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, 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
- Place any food or drink on the check-in table or near equipment
- 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 their ballot, or voting their ballot other than as directed, or telling anyone how they 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

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SECTION 3: ROLE OF A VLM

WHO ARE VLMS?

ELECTION DAY ROLE

The VLM assists the Polling Location Supervisor (PLS) by managing tasks and checklists that have been delegated to the VLM by the PLS. The PLS will rely on VLMs to perform certain specific tasks with their PEO teams.

VLMs are expected to demonstrate the highest levels of professionalism, leadership, and service.

PRECINCTS & PARTY AFFILIATION

Ohio law requires that one PEO assigned to the polling location is named the Voting Location Manager (VLM). The VLM must have the same political affiliation as the party whose candidate for governor received the most votes in that location at the last gubernatorial general election.

CONTINUING EDUCATION & FUTURE PLS

As VLMs become more experienced their PLS may begin to train them to process provisional voters, lead a curbside voting team, spoil ballots, and create status reports.

Eventually, VLMs may be asked to continue their public service journey by becoming a PLS.

WHEN & HOW DOES A VLM TRAIN?

TRAINING REQUIREMENTS

Mandatory, In-Person Training

New PEOs and VLMs, and all PLSs are expected to attend mandatory in-person training classes. Depending on your position, you should expect to spend around two hours at an in-depth, hands-on session.

Online Training

We strongly recommend you complete a viewing of the online training videos. The full set of videos is about 90 minutes. New and updated videos may be added each election.

The Manual

ALL Precinct Election Officials, Voting Location Managers, and Polling Location Supervisors must read the training manual prior to working on Election Day.

HOW DOES A VLM SERVE?

LEADERSHIP AND ELECTION NIGHT MATERIAL RUNNING

When opening and closing the polls, VLMs will be assigned oversight of specific areas, and work with all PEOs to make sure each area is set-up or broken-down quickly and arranged neatly. VLMs assumes the main leadership role in the Polling Location in the absence of the PLS.

At the end of voting, a bipartisan team will serve as runners. Runners serve by returning ballots, election data, and other required materials back to the BOE. The PLS will ask the VLM and one PEO of the opposite party affiliation to serve as the runner team.

PAYROLL

It is the responsibility of every PEO, VLM, and PLS to make sure that all their information is correct on the payroll sheet: name, registration address, mailing address, job title, and if they are a runner. Corrections must be legible. Failure to submit correct information on the payroll sheet will result in significant payroll delays for everyone.

VOTING

Once the polls are open and voters are being served, the PLS will assign tasks to every member of the team and may choose to rotate jobs, but this is not required.

Throughout the day various special situations may arise including, but not limited to, curbside voting, spoiling ballots, assisting voters in a bipartisan team to complete their ballot, 17-year-old voters (only in partisan Primaries), voters in Confirmation status, etc.

The VLM should work with their PLS to learn more about these advanced procedures and how to properly process each voter. Detailed instructions on many of these situations are detailed in Section 4, with step-by-step instructions on the checklists in the file box.

VLM ROLES

DUTIES DELEGATED BY PLS

As a Voting Location Manager, it is your job to use the checklists to help the PLS and PEOs complete the setup of the voting location, including the machines, room arrangements, and placement of equipment, both inside and out.

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

RUNNING ELECTION DATA TO BOE

After the voting has ended, specific election materials will need to be returned directly to the Board of Elections. One VLM and one PEO, of opposite party affiliations, will act as runners to bring those materials back to the Board of Elections.

Runners are required to travel to the BOE in the **same** vehicle and they must be the **only** people in the car.

The PLS will ensure all necessary materials are in the runners' possession before they are released. Please refer to the Close & Go Certification Form in the file box on Election Day for the full list of items.

If the returns are incomplete, BOE staff will send the runners back to the location and CANNOT accept the Chain of Custody binder, etc.

PROCESSING PROVISIONAL VOTERS

A Provisional ballot is the same as a manual ballot used by all voters on Election Day but, to determine eligibility to cast a ballot, the BOE requires additional information. A completed Provisional envelope will often provide enough information to process a valid ballot.

Some of the possible reasons that a voter must cast a provisional ballot are:

- The voter's name is not in the pollbook or on the supplemental voter list.
 - **Note:** Before a precinct election official issues a provisional ballot for this reason, they must make sure that the voter is in the correct precinct and is not eligible to cast a regular ballot in a different precinct or polling location. If the voter is in the wrong precinct, the precinct election official must direct the voter to the correct precinct.
- The voter does not provide or is unable to provide valid photo identification.
- The voter has changed their name and moved to a different precinct without updating their address by the voter registration deadline (30 days prior to the election).
- The voter has moved to a different precinct without updating their address by the voter registration deadline (30 days prior to the election).
- The voter has changed their name and does not have proof of the legal name change.
 - **Note:** A voter who changes their name and fails to update their registration may be eligible to cast a regular ballot if that voter presents one of the following to the election officials prior to Election Day or precinct election officials on Election Day and completes and signs Form 10-L: Court order; Marriage license; or Proof of legal name change that includes both the voter's former and current names. A new Driver's License/Social Security Card/Utility Bill is NOT sufficient as legal proof of name change.
- The voter's signature does not match the signature on file with the board of elections (i.e., the signature in the pollbook or displayed by the electronic pollbook).
- The voter has been challenged, and the challenge has been resolved against the voter.
- The notice of registration or acknowledgment notice has been returned to the board as undeliverable.
- The voter is marked in the pollbook as having requested an absentee ballot and appears at a precinct polling location to vote on Election Day.
- The voter has already cast a provisional ballot.

At the top of the envelope, the *PEO must place the precinct sticker labelled with the voter's current precinct*, and this should match the ballot you give the voter.

The voter **must** complete every highlighted area. You must verify that this information is complete, and **you must ask a PEO of opposite party to double check**. Focus on the date of birth, form of ID, and a completed signature.

The voter's voted ballot is sealed inside the envelope and placed in the yellow ballot bag on Election Day. Board of Elections staff will verify the information provided on the Provisional Envelope during the cure period after Election Day.

Please assist BOE staff in verifying Provisional voter information by making notes on the back of the Provisional envelope. Please list why the voter was given the Provisional ballot, any other relevant information, and **your name and personal mobile number in case they have follow up questions.**

Additional Information

The members of the Board of Elections will determine which provisional ballots may be tabulated. If a Provisional voter is determined to be eligible, the ballot is counted and included in the official canvass and certified election results.

To be counted, a Provisional ballot must be completed in the voter's correct polling location on the correct ballot style for where they live on election day. If a voter used to live in one of the precincts served by your location but has since moved to another precinct served by another location, print a slip from the Provisional sign-in station directing them to their correct current polling location. Then use your BOE-issued phone to call that location and let them know the voter is on their way. This will help the voter know that they can trust this process and that they will get efficient assistance at their new polling location.

If a voter is in the wrong location, but insists on voting in your location, issue a Provisional ballot but then instruct the voter to sign the Precinct Verification Form (found in the Advanced Procedures file box).

After the election is certified, Provisional ballots are processed like Voter Registration Forms which will help a voter change their voting address, update their name, or become registered if they were not.

CLOSING THE LOCATION

Once the runners have been released, all other election equipment and supplies must be gathered and returned to their proper places in the wooden Location Box and/or the SAFE carts.

All PEOs not working on the Close & Go procedures 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 and seal the election equipment.

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

SECTION 4: ROLE OF A PLS

WHO IS A PLS?

A Polling Location Supervisor is the main point of contact at a polling location. The PLS is responsible for setting the location up on Monday before Election Day, supervising election day staff in their location, working with their VLM & PEOs to get the location open for voting by 6:30 AM, properly closing the location, and ensuring that election data and materials are returned to the BOE in a timely manner.

PLSs are the most experienced members of our election day staff. They receive extensive training and are expected to manage their location in compliance with the procedures developed by the Board of Elections. Their extensive training means they will be able to troubleshoot most equipment and voter issues in their location and will be the main point of contact with the BOE in the event their location needs material or personnel support.

PLSs are responsible for specific technical tasks associated with opening and closing the polls. They assign checklists for location set up, job assignments, and location shut down to the VLM and PEOs.

The BOE will issue an iPhone to each PLS that is programmed for their location and loaded with contact information for every polling location and the BOE election day team. This phone is critical to the BOE's election day communications and the ability of locations to work together. In order to answer calls as needed, please ensure the phone is turned ON and the volume is turned up.

WHEN DOES A PLS TRAIN?

TRAINING REQUIREMENTS

Mandatory, In-Person Training

You must attend in-person training. In accordance with your position as a PLS, you should expect to spend around two hours at least one in-depth, hands-on training session per election.

Online Training

We strongly recommend you complete a viewing of the online training videos. The full set of videos is about 90 minutes. New and updated videos may be added each election.

Reading The Manual

ALL Precinct Election Officials, Voting Location Managers, and Polling Location Supervisors must read and comprehend the training manual prior to working on Election Day.

HOW DOES A PLS SERVE?

MONDAY SETUP

As the PLS for your location, you must work in a bipartisan team with another PLS to set up both of your locations during the afternoon on Monday and pick up election day equipment from the BOE on Monday evening.

You and your PLS partner will make sure the correct equipment has been delivered to both of your polling locations. After reviewing the set-up checklist and confirming the correct equipment is present, you both will lay out and/or set up all sign-in station boxes, the manual voting booths, and privacy screens. You will then set up sign-in tables with chairs, electrical cords & power strips, and stage 100-foot equipment near the entrance to the location. You will also verify your location contact person.

On Monday evening, PLSs will pick up the PLS backpack containing the sign-in station iPads, Emergency Vote Kit, keys, cell phone bag, payroll sheets, and the chain of custody binder.

Please use the contact information provided on the payroll sheet to contact each PEO and VLM assigned to your location on Monday night to make sure that your location is fully staffed on Tuesday morning.

OPENING THE POLLS

Your location must be ready to serve voters at 6:30 AM. The Open & Vote checklist walks you through the steps you must complete to get the sign-in stations, digital select booths, and submit scanners working. This is the most critical priority.

Once you are certain you are ready to serve voters, you can focus on opening the remaining pieces of equipment for voting. If needed, the remaining Open & Vote tasks can be completed after the polls are open.

Open & Vote

First, assign items from the Open & Vote- VLM/PEO checklist to your VLM and instruct them to work on each task with their PEOs.

Next, complete the Open & Vote- PLS checklist to make sure you have one complete set of equipment open and ready for voters by 6:30 AM. As time permits, repeat the steps to get every piece of voting equipment open and ready for voting.

The pre-printed manual ballots are inside the blue ballot bin in the submit scanners. Give these to the VLM in charge of setting up the sign-in area and ballot table.

The iPads for the sign-in stations are in the PLS backpack; you will need the blue and red password envelopes from the File Box and one PEO of each Party to open the sign-in stations for voting.

After you have completed your Open & Vote - PLS tasks, please check that the Open & Vote - VLM/PEO tasks have been completed correctly.

PEO Oath and Payroll

On Tuesday morning, the PLS will administer the Precinct Election Official Oath to all members of the Election Day team, and they must sign the form. It is best practice to administer the oath prior to the open of voting but opening for voting is the number one priority.

All VLMs and PEOs must *verify* their own payroll information. *All payroll information must be updated on the payroll sheet in **LEGIBLE** handwriting* – including any name changes, permanent or mailing address changes, etc. Failure to provide accurate information on the payroll sheet will delay payroll for everyone.

Please make note of tardiness, early departures, and who the Runners are on the payroll sheet so that every election day staff person can be paid what they have earned.

VOTING

Begin the day by assigning your election day staff to the sign-in stations, ballot table, the select area, and the submit scanner area. If you have enough people, assign a greeter, and if you have an experienced PEO or VLM, you can assign them to the Advanced Procedures table.

Throughout the voting day, you can rotate your staff through different jobs, but it is not required.

Anyone working at the sign-in stations should rely on the on-screen prompts to determine whether or not a photo ID is acceptable for voting.

If you have PEOs & VLMs who are capable and ready to move up, please start training them in processing Provisional voters, curbside voters, issuing 11 AM and 4 PM reports, etc. The more educated and well-trained your polling location team, the smoother your Election Day!

Early in the day, identify VLMs & PEOs who will be your team leaders at close of polls and assign a bipartisan team of runners to return ballots, data, and other items to the BOE. Please note the runners on the Payroll Sheet.

SPOILING BALLOTS

If a voter needs a replacement ballot issued, *please follow the instructions on the green Spoiled Ballots Envelope exactly. **If you have an issue after your first attempt, call the BOE immediately.*** The system will only allow each voter to be issued up to 3 ballots and we want to work with you to make this process work correctly.

You can only re-issue a ballot to a voter if they still have their original ballot in their possession. Once a ballot has been inserted in the Submit scanner, no new ballot can be reissued.

VOTERS IN SPECIAL SITUATIONS

Curbside Ballots

When a voter is physically unable to enter the polling location, it is the responsibility of every member of the Election Day team to ensure they are given the opportunity to cast their ballot from their vehicle. The person that drove the voter to the location must stand in line and inform election day staff that there is a curbside voter outside.

When notified of a curbside voter, it is the responsibility of the PLS to ensure that a bipartisan team of two PEOs from opposite political parties follow the steps of the Curbside Voting Checklist and record the voter's information and signature on the pink curbside pages in the Advanced Procedures Binder.

If the voter is unable to mark his or her ballot, a bipartisan team of PEOs may assist the voter under the voter's guidance. Please see the Curbside Voting Checklist in the file box for further details on curbside voting,

Absentee By Mail Ballots

On Election Day, completed absentee ballots can *only* be accepted at the Board of Elections office; they may not be returned to the polling location. If the voter's name appears in a pink-colored bar in the PollPad, the color indicates that the voter has previously requested an absentee ballot. The voter should be directed to the provisional table for processing. For processing provisional voters, see the Provisional Voting Checklist in the file box.

Additional Special Situations

Confirmation Status

In the PollPad, the record for a voter in Confirmation status is yellow with the word CONFIRMATION written in red. Confirmation status means that for some reason, usually returned mail, the BOE cannot be certain the voter still lives at their registered address.

When you tap the voter's record, you will be taken to a special ID verification page that ask if the voter's current address matches the address on record. If the address on the voter's ID matches the address on the screen, you may process the voter as a regular voter.

If the ID does NOT match the screen, the voter must be issued a Provisional ballot *after* determining if they are still in the correct location.

This is the only case in which the address on an Ohio Driver's License or Ohio ID card must match the address on record with the BOE.

Name Change

If a voter has changed their name, but has not updated their registration, and they have proof of name change with them on Election Day they can cast a regular ballot. Proof of legal name change must include both the voter's former & current names.

Acceptable name change documents include:

- Court order
- Marriage license
- Divorce decree

After providing one of the above documents to the poll worker, you must have them complete Form 10-L (in the File Box), and the poll worker must complete and sign the bottom portion. Place the completed 10-L in the Completed Forms envelope, place the envelope back in the File Box and issue the voter a regular ballot.

If the voter does NOT have proper legal documentation with them, the voter must be issued a Provisional ballot. A Driver's License/Social Security Card/Utility Bill with the voter's new name is **NOT** sufficient as legal proof of name change.

No Photo ID Due to Religious Objection

Voters who do not have a photo ID due to a religious objection to being photographed are required to vote provisionally and must be given a Form 12-O to be completed and affixed to the provisional envelope.

No Signature on File

On the signature confirmation screen on the PollPad there should be an image of the voter's on-file signature in the upper right corner. Occasionally that box will read: No Signature on File. If the voter has provided acceptable ID and all else is correct, please ask the voter to complete a Voter Registration Form (in File Box), making sure that the signature line is complete. Place the completed VRF in the Completed Forms envelope (in File Box) and issue the voter a regular ballot. This helps us keep our system updated!

Moved Within the Precinct

If a voter has moved and their new address is in the same precinct as their registered address, they may be able to vote a regular ballot.

Using the address lookup function, you must verify in the PollPad that the new address is in the same precinct as the registered address.

Give the voter a new Voter Registration Form to update their address and place the completed VRF in the Completed Forms envelope (in File Box). Issue the voter a regular ballot.

If the voter's ID does *not* reflect the new address, issue the voter a Provisional ballot and make notes on the back of the Provisional envelope explaining why the Provisional ballot was issued. Include your name and contact phone number.

Voter In Wrong Location

If a voter is in the wrong location, their record in the PollPad is gray. Confirm that the voter has not moved and forgotten to update their registration. On the Provisional sign-in station print a receipt with the name and address of the correct polling location for where they currently reside and instruct the voter to go to the correct location.

Using your BOE-issued iPhone, call the location to let them know the voter is on their way so that the experience for the voter is as efficient as possible.

If the voter refuses to go to their correct location, issue a Provisional ballot and instruct the voter that the ballot will likely not be tabulated.

Voter listed as Address on File

If a voter comes up in the pollpad as "Address on File" or "Protected Address", please call the Board of Elections for assistance.

Seventeen-Year-Old Voters (*Partisan Primary Elections ONLY*)

The only time a 17-year-old can vote is in Primary elections when a Party's nominees are being selected for the General Election. 17-year-old voters can only vote in Primary contests, and cannot vote on any levies, issues, questions, or in contests where a candidate will be elected (ex: a Special Election to fill an unexpired term).

These are the conditions that must be met:

- Will be 18 on or before date of General Election
- Are registered at least 30 days before date of Primary Election
- Must choose a partisan ballot, cannot be issued an Issues-only ballot

If the 17-year-old voter meets the above criteria, issue a regular *manual* ballot for the preferred Party, and ask the voter to complete the 17-year-old Voter envelope (in File Box). Have a poll worker of opposite party verify that envelope has been completed correctly.

Place completed envelope with ballot sealed inside in the Yellow Provisional ballot bag.

MANAGING & MAINTAINING YOUR LOCATION

LOITERING, ELECTIONEERING, AND NEWS MEDIA AT THE POLLS

No one is allowed inside the Polling Location except voters, Precinct Election Officials, Election Officials, members of the news media, officially registered observers, 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. Voters may *not* wear or distribute campaign materials while standing in line to vote or while voting.

Campaign workers and candidates may check the Official Precinct Voter Registration Lists and the 11 AM and 4 PM reports 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 markers. If the line of voters extends beyond the 100-foot marker, 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 if the sign is not within the 100-foot zone. A polling location host must either allow anyone to place a sign on their property on Election Day or no one 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.

ELECTION OBSERVERS

Official election observers must present a copy of their BOE-issued certificate in order to be permitted to "observe" in a Polling Location.

Observers MAY only observe the precinct(s) designated on the Certificate of Appointment and speak only to PEOs. Observers MAY NOT use audio or video recording equipment inside the Polling Location. Observers are NEVER to impede the election process or prevent PEOs from completing their duties, handle any election materials, or speak to voters while inside the Polling Location. Please contact the Board of Elections if any questions or issues arise.

Observers **CANNOT** challenge an elector's right to vote; only Precinct Election Officials have that responsibility.

Additional Information

Only a person who is officially appointed by a political party, a group of five or more Candidates, or an official ballot issue committee recognized by the Board of Elections 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, and the BOE will issue a certificate.

VOTER REPORTS

Official Precinct Voter Registration Lists

The official Precinct Voter Registration Lists can be found in the Chain of Custody binder. The lists must include Party Affiliation and are required by law be posted outside the door to the Polling Location by 6:30 AM on Election Day. Any person may enter the polling location for the sole purpose of checking and taking notes from the official Precinct Voter Registration Lists that are posted at 6:30 AM and voter activity report printed at 11:00 AM and 4:00 PM. 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 Lists, and election officials should be careful to post the lists in a manner that they cannot be removed unnoticed by an election official.

Midday Voter Activity Reports

At 11 AM and 4 PM on Election Day, a Voter Activity Report must be posted at the entrance to the Polling Location showing who has voted in the Polling Location since voting opened at 6:30 AM. There is no requirement to post a final list showing voters between 4 PM and Close of Polls at 7:30 PM.

The 11 AM and 4 PM Voter Activity Reports are produced from the printer in the Blue Provisional Sign-in Station box.

Per R.C. 3503.23, division (B)(2), these lists **must** be posted by the entrance to the polling location. Campaign workers may come inside and record the information on the postings. They may not interfere with voters or poll workers inside the location.

A full checklist for producing these lists will be in the File Box on Election Day.

CLOSING THE POLLS

All polls must close at 7:30 PM, unless a court order extends the voting period. Prior to the close of polls, PEOs should announce that the polls are closing shortly and that everyone in line will have the opportunity to cast a ballot. **NO** equipment may be powered down or put away prior to the close of polls, regardless of the number of voters the location has or has not had on Election Day.

At exactly 7:30 PM, one PEO must announce that "The polls are closed!"

If voters are waiting to vote at closing time, they must be permitted to vote. 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 PM to prevent additional people from joining the line.

BALLOT ACCOUNTING

At close of voting, you must fill out the Ballot Accounting Chart. While PEOs or the VLM may assist in its completion, the responsibility for the chart falls solely on the PLS. The Ballot Accounting Chart is sent out in the blue ballot bins

inside of the submit scanners. It is printed with your location's 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. (Party/Issues-only in a Primary).

At the end of Election Day, you will use the Ballot Accounting Chart to record the following:

- Total number of manual ballots issued
- Total number of unused manual ballots remaining
- Total number of spoiled ballots in the green Spoiled Ballot envelope
- Total numbers of Provisional ballots and Curbside ballots issued
- Remaining packs of UNOPENED Digital Ballot stock. Do **NOT** count each individual piece of ballot stock.
- The "Total Standard Ballot Sheets" and "Total ExpressVote Cards" from the Ballot Status Accounting Report printed from *each of* the submit scanners

CLOSE & GO

After the polls have closed and all voters have been served and exited the voting room, you must assign tasks from the Closing Location checklist to your VLM and PEOs. Additionally, you need to personally complete the Close & Go checklist, though you may have the runners assist you with this task.

Releasing the Runners

The Runners will work with the PLS to prepare the election day returns, then bring the materials to the BOE. The PLS is **NOT** to serve as a runner, unless given permission by BoE due to extenuating circumstances.

The PLS will ensure all necessary materials are in the runner's possession before they are released. The Close & Go system is designed for the runners to be released before the location is completely shut down so that we can process Election Day data and release returns to the public as soon as possible. Please refer to the Close & Go Certification form in the file box for the full list of required items and make sure that both runners verify all materials are present before the PLS and both runners sign the form.

If the returns are incomplete, BOE staff will send the runners back to the location and will NOT accept the Chain of Custody binder, etc.

CLOSING THE LOCATION

While preparing the materials for the runners, ensure that all election equipment and supplies are gathered and returned to their designated places in the wooden location box and/or SAFE carts. Assign tasks from the Closing Location checklist to the PEOs and review their work once you have finished your tasks.

The final and crucial step in securing the location is to clean and tidy up. Return any tables and chairs to their storage areas, and secure and seal the election equipment.

After all tasks are completed and the location is secured, the PLS may release the remaining PEOs to go home.

SECTION 5: TROUBLESHOOTING

SIGN-IN STATIONS

OPENING POLLPAD APP ON SIGN-IN IPAD

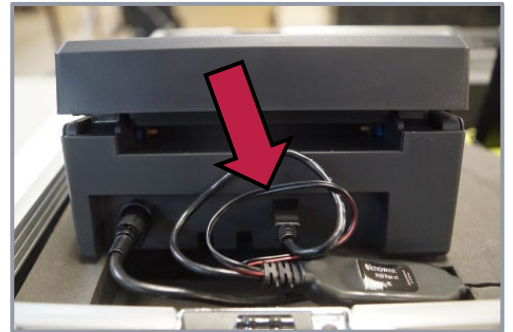
- ☐ If application does not automatically launch when powered on, tap the Poll Pad App icon at the bottom of the Home Screen
- ☐ Verify correct homepage is displayed by verifying your Polling Location Name

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 (Blue & Red envelopes in 5:45 AM folder)

NOT PRINTING/STOPS PRINTING - DIGITAL BALLOT PRINTER

- ☐ Make sure blue power light is lit on printer
- ☐ Check power connections are snug – remove foam cover piece
 - ☐ Outlet strip/extension cord/wall outlet connections
 - ☐ Outlet strip is powered ON
 - ☐ 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
- ☐ Check 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)
- ☐ Make sure print server box on the Y-cord isn't overheating and that it is out of the foam



WIRELESS RECEIPT PRINTER (PROVISIONAL BOX)

Stops/Not Printing

- ☐ 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

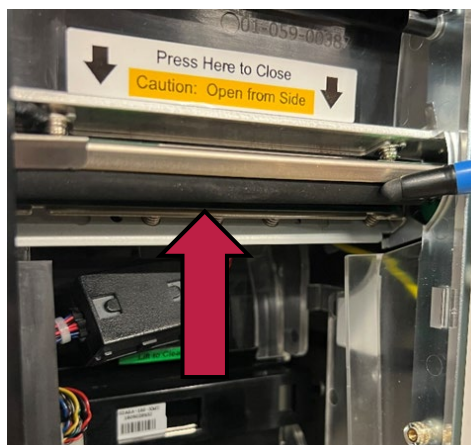
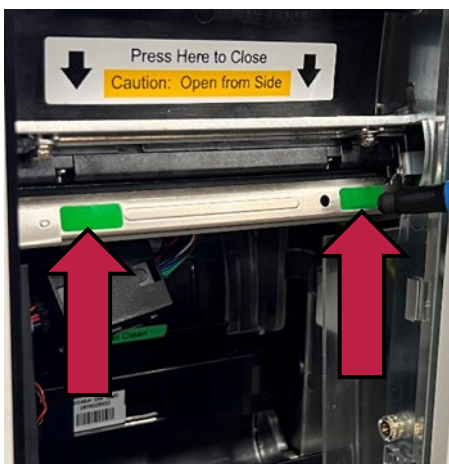
- ☐ Open Printer (pull latch on right-hand side forward)
- ☐ Remove old paper roll or cardboard tube
- ☐ Retrieve new paper roll from Misc. Box (the larger roll)
- ☐ Reload paper with the paper flap toward you, feeding from the bottom/underneath the roll
- ☐ Close & Print test receipt by tapping green printer icon on upper right corner of screen

DIGITAL SELECTION UNITS

CLEANING DIGITAL UNITS

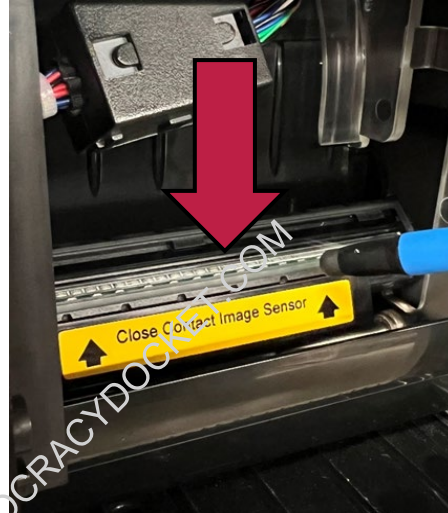
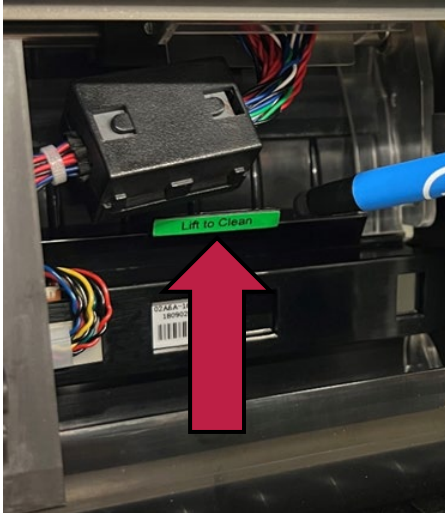
For the Top Roller

- ☐ Open the front compartment on the digital booth using the black barrel key on the red keychain
- ☐ Place a finger under each of the green pad (pictured below) in the compartment and flip the metal piece upwards, a rubber roller should become visible
- ☐ Using the isopropyl alcohol wipes in the SAFE, wipe down the rubber roller. Be sure to rotate the roller so the entire piece gets cleaned.
- ☐ Let dry completely. To close the metal piece, place a finger on each green pad and press downward until the piece clicks into place.



For the Bottom Sensor

- ☐ Place a finger on the green tag (pictured below) and flip downwards until a yellow sticker is visible. The yellow tag has arrows that will point out the sensor that is to be cleaned.
- ☐ Using an isopropyl alcohol wipe, wipe down the sensor.
- ☐ Allow the area to dry thoroughly. Then reach in and flip the compartment cover back up into place. The original green tag should be visible. If it is not, the area has not been shut correctly and ballots will not be able to be fed through the machine.
- ☐ Close the front compartment door on the digital unit and lock using the black barrel key on the red keychain. The unit has now been cleaned and is ready for voters once again.



DIGITAL BALLOT CARD DOES NOT PRINT

- ☐ Press center of red circle on touchscreen
 - ☐ Enter Election Code (black PLS password envelope)
 - ☐ Select **EJECT CARD** on screen

If ballot is undamaged, voter can re-start voting session by inserting ballot into any Digital Selection Unit, no spoiling process required.

DIGITAL BALLOT JAM IN PRINTER AREA

- ☐ 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

“NO ACTIVITY” MESSAGE, VOTER HAS LEFT LOCATION

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

SUBMIT SCANNERS

REPORTS PRINTING, NOT VISIBLE ON PAPER

- ☐ Unlock media compartment using black barrel key on red keychain (on left near Scanner Screen)
- ☐ Press blue lever to open the printer door
- ☐ Reinsert 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

Call the Board of Elections IMMEDIATELY at (937) 225-5661

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 the submit 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, call the Board office.

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

SAFETY IS YOUR FIRST CONCERN

- ☐ Do NOT worry about voting until everyone is at a safe location
- ☐ If everyone is safe, continuing voting while in the safe location

Call the Board of Elections IMMEDIATELY at (937) 225-5661

EMERGENCY VOTE KIT SUPPLIES YOU NEED TO SERVE VOTERS

- ☐ Official Precinct Voter Registration List (Found in the Chain of Custody Binder in the morning and on the front door of the location during the voting day)
- ☐ Shrink Wrapped Emergency Vote Kit
 - ☐ Yellow Ballot Bag
 - ☐ Blank Manilla Envelopes
 - ☐ Provisional Envelopes
 - ☐ Sign-In Sheet
 - ☐ Pens
 - ☐ Emergency Ballots

What You Need to Do

- ☐ Verify a voter is on the Precinct Voter Registration List and what ballot style the voter needs
- ☐ Have the voter sign the Sign-In Sheet
- ☐ Have the voter vote their ballot and place in a Blank Manilla Envelope
- ☐ Place the ballot in the Yellow Ballot Bag
- ☐ Use a Provisional Envelope if the voter needs to vote Provisionally

STAY IN CONTACT WITH THE BOE!

THE CHECKLISTS

Following the checklists, step-by-step, is critical to a successful election day!

THE CHECKLIST SYSTEM

Election Day Procedures change between elections and even up until Election Day itself!

That's why the SAFE Voting system is designed to give you the information you need, where you need it, when you need it.

Following each item on every checklist is the only way you can be sure that you are implementing current Election Day procedures correctly.

Inside the File Box in the SAFE cart, there are checklists that the PLS will give to VLMs & PEOs to complete. Meanwhile, the PLS will be completing their own specific set of checklists.

No one can remember everything, so use the checklists to make your work easier and to guarantee that every voter is served in a SAFE way!

POLLING LOCATION SUPERVISORS - THE CHECKLISTS FOR ALL ELECTION DAY PROCEDURES ARE IN THE FILE BOX IN THE SAFE. PLEASE ENSURE THAT ALL CHECKLISTS ARE PRESENT IN THE FILE BOX DURING MONDAY SETUP. REPLACEMENTS ARE AVAILABLE DURING MONDAY NIGHT SUPPLY PICKUP.

The image shows a sample 'PROCEDURE CHECKLIST' form. The title 'PROCEDURE CHECKLIST' is at the top. Below it, there are three numbered sections: 1., 2., and 3. Each section has a list of items with checkboxes. A large diagonal watermark reading 'TRAINING USE ONLY' is overlaid across the entire form. The form is otherwise blank, with no data entered.

SUPPLEMENTAL TRAINING DOCUMENTS



SECURING OHIO'S ELECTIONS

VOTING EQUIPMENT IS CERTIFIED

Federal and bipartisan state experts test, examine, and certify all voting equipment as secure.



The U.S. Election Assistance Commission



Ohio Board of Voting Machine Examiners

SAFELY STORING VOTING EQUIPMENT

Ballots and voting machines are all locked with tamper proof seals and stored behind double locked doors that may only be accessed when unlocked together by Republican and Democratic election officials.



TESTING

Before voting begins, voting machines and tabulators go through a full battery of logic and accuracy testing by a bipartisan team to ensure they work properly and have not been manipulated.



Regardless of how you vote, every Ohio ballot is recorded in hard-copy on paper.



Ohio's voting machines and tabulators are never connected to the internet.

BALLOTS STAY SECURE



Each of Ohio's 88 county boards of elections has **TWO REPUBLICAN** members and **TWO DEMOCRATIC** members. Any handling of ballots or voting equipment must take place by a bipartisan team of election officials.

All precincts are staffed by a bipartisan group of poll workers and open to the media and poll observers.



At VoteOhio.gov, absentee voters can track the status of their ballot just like you would track a package.

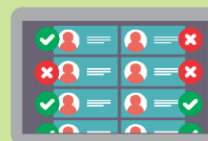
Absentee voters must complete and sign the identification envelope.



To vote absentee, a ballot **MUST** be requested by a voter. Ohio does not send absentee ballots to every registered voter.



ENSURING THE INTEGRITY OF OHIO'S VOTER ROLES



As required by federal and state law, Ohio has a robust voter list maintenance program to ensure accurate voter registration records.

AUDITS ENSURE ACCURACY



Throughout the election, boards of elections reconcile voter lists and ensure no voters were counted twice. Any attempts to do so are referred for prosecution.

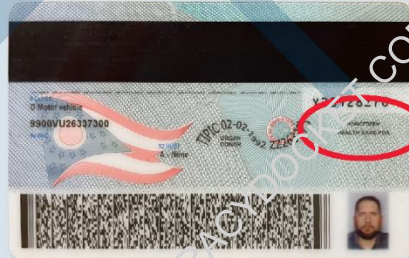
After an election, every county board of elections conducts a post-election audit. All audits are open to the public.



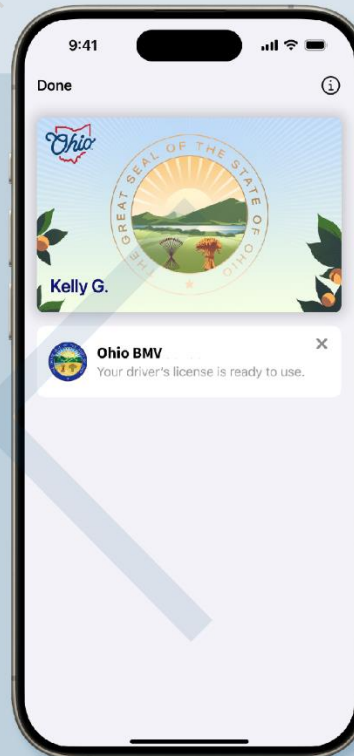
STATEWIDE RESULTS SHOW A
99.98% ACCURACY RATE
IN THE 2020 PRESIDENTIAL ELECTION

EXAMPLES OF UNACCEPTABLE FORMS OF IDENTIFICATION

The State of Ohio noncitizen identification, also known as a Non Renewable/ Non Transferable credential, is not acceptable.



Ohio Mobile ID is not a valid form of photo identification when casting a ballot.



For more information about acceptable and unacceptable forms of identification please visit

VoteOhio.gov



HAVE YOUR ID READY

▼ Acceptable Forms of Photo Identification ▼

Driver's License



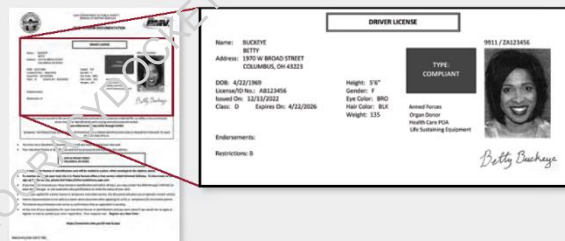
State ID



US Passport



Interim ID



US Passport Card



US Military ID or Ohio National Guard ID



US Department of Veterans Affairs ID



Make sure your voice is heard!
Learn more at:
VoteOhio.gov



This poster presents the acceptable forms of photo ID, but these forms of ID may have alternate designations.

TENGA SU IDENTIFICACIÓN PREPARADA

▼ Formas Válidas de Identificación con Fotografía ▼

Licencia para Conducir



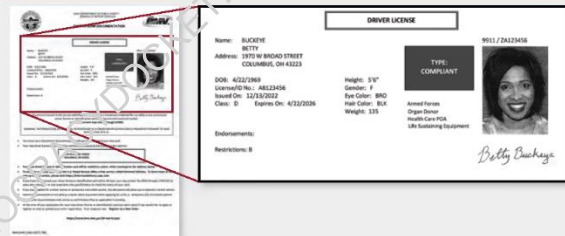
Tarjeta de Identificación Estatal



Pasaporte



Identificación Provisional con Fotografía (BMV)



Tarjeta de Pasaporte Estadounidense



Tarjeta de Identificación Militar de los Estados Unidos o una Tarjeta de Identificación de la Guardia Nacional de Ohio



Tarjeta de Identificación del Departamento de Asuntos de Veteranos de los Estados Unidos (VA)



solo digitales



¡Haz que tu voz se escuche!
Aprende más en:
VoteOhio.gov



Este póster muestra las formas aceptables de identificación con fotografía, pero estas formas de identificación pueden tener designaciones alternativas.

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As required by federal and state law, Ohio has a robust voter list maintenance program to ensure accurate voter registration records.

AUDITS ENSURE ACCURACY



Throughout the election, boards of elections reconcile voter lists and ensure no voters were counted twice. Any attempts to do so are referred for prosecution.

After an election, every county board of elections conducts a post-election audit. All audits are open to the public.

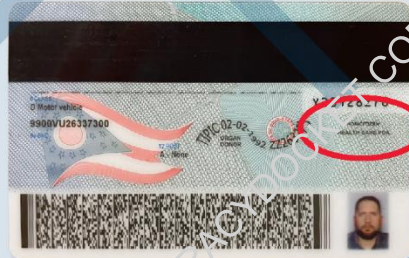


STATEWIDE RESULTS SHOW A
99.98% ACCURACY RATE
IN THE 2020 PRESIDENTIAL ELECTION

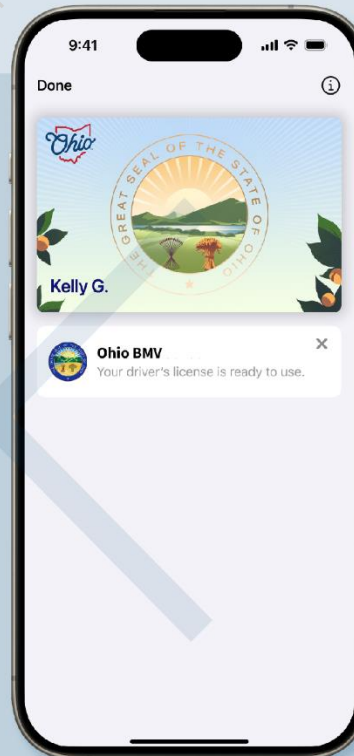
(07/2024) SOS 2278 Printed In-House

EXAMPLES OF UNACCEPTABLE FORMS OF IDENTIFICATION

The State of Ohio noncitizen identification, also known as a Non Renewable/ Non Transferable credential, is not acceptable.



Ohio Mobile ID is not a valid form of photo identification when casting a ballot.



For more information about acceptable and unacceptable forms of identification please visit

VoteOhio.gov



HAVE YOUR ID READY

▼ Acceptable Forms of Photo Identification ▼

Driver's License



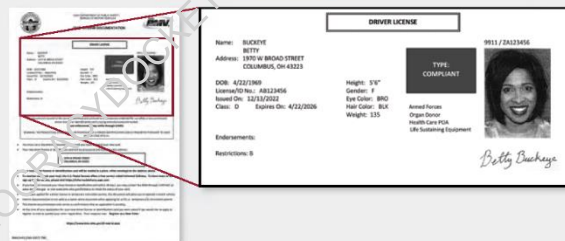
State ID



US Passport



Interim ID



US Passport Card



US Military ID or Ohio National Guard ID



US Department of Veterans Affairs ID



Make sure your voice is heard!
Learn more at:
VoteOhio.gov



This poster presents the acceptable forms of photo ID, but these forms of ID may have alternate designations.

TENGA SU IDENTIFICACIÓN PREPARADA

▼ Formas Válidas de Identificación con Fotografía ▼

Licencia para Conducir



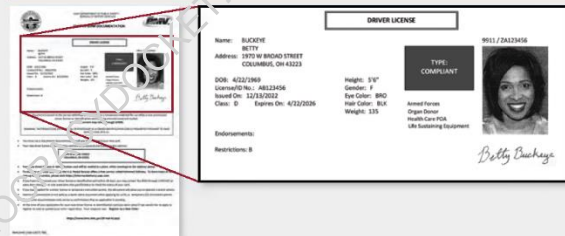
Tarjeta de Identificación Estatal



Pasaporte



Identificación Provisional con Fotografía (BMV)



Tarjeta de Pasaporte Estadounidense



Tarjeta de Identificación Militar de los Estados Unidos o una Tarjeta de Identificación de la Guardia Nacional de Ohio



Tarjeta de Identificación del Departamento de Asuntos de Veteranos de los Estados Unidos (VA)



solo digitales



¡Haz que tu voz se escuche!
Aprende más en:
VoteOhio.gov



Este póster muestra las formas aceptables de identificación con fotografía, pero estas formas de identificación pueden tener designaciones alternativas.