



Comprehensive Manual

A Complete Guide to Working the Polls: Part One

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Election Vocabulary

Defining a Precinct

Polling locations are sometimes called **Voting Locations!**

Voters live and vote in geographical areas called **precincts**. Each precinct has a unique name and number (ex. 0101 Cincinnati 1A). Voters cast their ballots in a defined **polling location**. Some polling locations contain more than one precinct; these are called **multiple locations**. Each multiple location has a **home precinct**, the first precinct in letter/number order. For example, if a location contains Green A, Green B, and Green C, Green A is the home precinct.

The following equipment is provided by precinct, specific for each precinct:

- Ballots
- Provisional Envelopes
- Unscanned Envelopes
- Split materials (if applicable)
- Write-in candidates list in envelope (if applicable)
- The Vscan, Access Writer, and ePoll Books (ePB) are shared amongst all precincts at the location
-

Precinct Election Officials (PEOs) ensure that elections are conducted lawfully. PEOs are assigned to polling locations based on their political parties: Democrat, Republican, or non-affiliated. Not more than one-half of PEOs at a polling location may be members of the same party. Both a Republican and a Democrat must be represented when handling ballots and voting equipment at each location.

PEOs are always **curteous** and **respectful!**

All PEOs must be non-partisan when performing election duties.

The Hamilton County Board of Elections (Board) selects a minimum of two registered voters to serve as PEOs in each precinct. One PEO at each polling location must be appointed as the **Voting Location Manager (VLM)**. The VLM oversees a specific polling location, and all election processes at said polling location.

The Board appoints a **Voting Location Deputy (VLD)** as a second in command to the VLM. The VLD must be a member of the opposite political party from the VLM. However, the VLM, VLD, and all PEOs must work together to conduct elections at their assigned polling location.

PEOs ensure that voters are in the correct polling location based on their current living address. PEOs process voters according to the Ohio Secretary of State and Board guidelines.

See more about PEOs and their responsibilities in **Section Two!**



Election Vocabulary


Each VLM receives a Supply Pickup time and location for Saturday Supply Pickup. Saturday Supply Pickup occurs the last Saturday before Election Day. The VLM contacts each PEO to inform them of the following:

- PEO assignment
- Polling Location
- Monday Night Setup Meeting - Arrive at 6:30 pm
- Tuesday Election Day - Arrive at 5:30 am

VLDs in multiple locations may be required to participate in Saturday Supply Pickup. **VLDs and all PEOs should check their PEO packets for specific duties. This information is also available on the PEO portal, an online forum for PEOs.**

Polling locations, and all area extending 100 feet from the polling location entrance, exist as **Campaign Neutral Zones**. Inside a Campaign Neutral Zone, no campaigning is permitted. There should never be any campaigning inside a Campaign Neutral Zone. Two small US flags are placed 100 feet from the polling location entrance to mark the Campaign Neutral Zone.

PEOs also place *NO CAMPAIGNING* signs at the US flags to further define the Campaign Neutral Zone.

 Or as close to 100 ft. as physically possible, sometimes 100 ft. is in the middle of the street, so PEOs must be reasonable!

Election Security

Polling locations are sometimes called **Voting Locations!**

Keeping Elections Secure

An election system, like any piece of technology, is vulnerable to ever-changing security environments. Under the direction of the Ohio Secretary of State, the Board of Elections implemented the following security measures:

- Physical improvements
- Personnel background checks
- Cyber attack detection and tracking tools
- Secure websites and emails
- Board staff security training

The Vscan and Access Station **are not connected to the internet.** Voting equipment is certified for use by the US Election Assistance Commission and the Ohio Board of Voting Machine Examiners. Before voting begins, the Board's bipartisan teams test all equipment.



Ballots cast in the Vscan are recorded on secure Vdrives. These Vdrives are tabulated Election Night at the Board office. Paper ballots back up all Vdrive data, and the Board conducts audits after each election.

PEO Security Responsibilities

PEOs, as mentioned previously, are assigned by both the Democratic and Republican parties. PEOs ensure that elections are secure at their assigned polling location.

To keep elections secure, PEOs do the following:

- Check all tamper-proof zip tie seals on equipment.
- On Election morning, print a *Zero Report* to show that no ballots were cast for current election on the Vscan.
- Keep watch over equipment, materials, and supplies on Election Day.
- Report any suspicious activity.
- Document any incidents on the *Notes Pages*.
- Follow all chain of custody procedures.
- Call 911 if there is an emergency. The polling location address is listed on the back of the Check-in and VAT signs.

If a voter has questions regarding election integrity, PEOs may provide them the *Ohio Elections are Secure* document from the Secretary of State. This document is located in the *Admin Bag*.

PEOs should also post the *Election Security* poster found in the *Documents and Signs to be Posted Bag*.

Election Security

PEOs work in bipartisan teams to ensure that the democratic process is not interfered with or disrupted.

PEOs maintain control over the caddy, all voting equipment, keys, ballots, and other election supplies at all times. Any suspicious activity or damage to the equipment must be immediately reported to the Board. The Board provides each VLM with a list of people to contact in the event of an emergency. These are listed on the back cover of this binder.

Emergency Action Plan and Evacuation

Emergency Action Plan

In the event of an emergency at the polling location, PEOs' first priority is safety for themselves, voters, and other election officials. The Board has a plan to handle emergencies at polling locations. PEOs are required to review the **Emergency Action Plan**.

To prepare for an emergency evacuation and define the polling locations Emergency Action Plan, PEOs should do the following:

1. On Monday night, locate all exits.
2. VLM designates a spot outside as the evacuation meetup area.
3. VLM distributes Emergency Action Cards found in the *Special Instructions Bag*.
4. Read your card and **leave it at the polling location overnight**. We don't want you to forget it at home.
5. The VLM should keep the red *Emergency Bag* by the VAT at all times.

Evacuation of the Polling Location

If PEOs must evacuate, they must remain calm.

Their safety and the voters' safety is the first concern. If there is time to safely do so, PEOs gather the item that the VLM assigned them:

- Vscan(s)
- Voted ballots (just pick up the ballot box)
- Unvoted ballots (inside *Blue Ballot Bags*)
- VAT ePBs
- *Provisional and Unscanned Ballot Bag*
- Red Emergency Bag
 - Voters in the process of voting when the evacuation occurs may finish voting once out of the building in a safe place. They may use the clipboard and place the ballot in an unscanned envelope. The unscanned envelope should be placed by the voter into the *Provisional and Unscanned Ballot Bag*. This bag must remain in the custody of bipartisan PEOs.

PEOs should call the Help Desk as soon as it is safe to do so.



Scan to watch
evacuation
process!

Emergency Action Plan and Evacuation

If it is safe to do so during an emergency situation, PEOs should complete the following steps:

- VLM follows script on his or her Emergency Action Card to calmly inform voters of the need to evacuate.
- Voters with ballots should take their ballots outside with them.
- Refer to Emergency Action Card to know what piece of equipment for which each PEO is responsible.
- If a PEO's assigned equipment is plugged into an outlet, separate the equipment from its cord before taking it outside.
- Once safely outside, PEOs call the Board to inform them of the situation, and the Board sends help to the affected polling location.

Two people are assigned each Vscan.
Here's how to move it:
One PEO uses the black key to unlock the black ballot box.
Inside the box, the PEO pulls the white string forward to unlatch the Vscan.
Use the black key to relock the black ballot box.
One PEO carries the Vscan outside.
The other assigned PEO drags the black ballot box outside.



Grab one handle with each hand and lift!

Campaign Neutral Zone

People Allowed in Polling Locations

The following people are permitted in the polling location:

- Voters
- A voter's minor children
- Persons assisting voters
- Election officials, PEOs, credentialed Board staff
- Persons reviewing 6:30am, 11am, 4:30pm Voted Lists
- Appointed Observers with Certificate of Appointment
- Police Officers
- Credentialed media - may film but cannot film a voter's ballot, cannot broadcast live from the voting area
- If a reporter requests an interview, contact the Help Desk.

The following people are not permitted in the polling location:

- Candidates, campaigners
- Pollsters
- Persons collecting petition signatures, persons or group distributing food

Service Animals

Only either dogs or miniature horses can be service animals. Emotional support animals are not permitted in the polling location.

Legally, PEOs may ask only two questions to determine if an animal is a service animal:

1. Is this service animal required because of a disability?
2. What task is the animal trained to perform?

If the voter responds, "Yes" to the first question and provides a description of the tasks the animal performs, PEOs should assume that the animal is a service animal. The voter should then be admitted with their service animal. PEOs should **never** inquire as to the nature of a voter's disability. PEOs should not interact with the service animal, nor should the PEO refuse the voter admittance based upon the perception of the service animal's task.

If the voter responds, "No" to the first question, the PEO should inform the voter that only service animals are permitted inside the polling location. The PEO should ask the voter to return their animal to the voter's vehicle. If a voter refuses, PEOs must still allow the voter to vote.



↑
To be posted
at the polling
location

Campaign Neutral Zone

The Polling Location - No Campaigning

The polling location, and 100 feet from the polling location entrance, is, as mentioned previously, a campaign neutral zone. As such, all campaign solicitors and materials must remain outside the Campaign Neutral Zone. People can campaign outside the 100 ft. boundary flags. Voters may bring materials, like sample ballots, into the Campaign Neutral Zone as long as it is only for personal use.

Inside the Campaign Neutral Zone, people cannot do the following:

- Wear attire or display paraphernalia that displays the name of a political party
- Wear attire or display paraphernalia that displays the name of a candidate
- Wear attire or display paraphernalia that displays support or opposition to a ballot question or issue.
 - School spirit clothing generally does not explicitly advocate for or against the passage of a school levy, so is permitted.

If a voter refuses to remove or cover prohibited campaign attire or paraphernalia, the voter must still be allowed to vote.

Even though particular attire may be viewed by some as a political statement, voters are permitted to wear attire as long as it does not fit into the categories above: the name of a party or candidate, or in support of, or opposition of, a ballot question or issue.

PEOs should **never** display or wear anything even remotely political. PEOs are held to a higher standard than voters.



If questions arise about political attire or campaign activity, call the Help Desk. Campaigning, displaying campaign materials, or distributing food inside the Campaign Neutral Zone is prohibited.

Ohio Law prohibits anyone from providing or offering "money or other valuable thing to or for the use of another, with the intent that it or part thereof shall be used to induce such person to vote or refrain from voting." ORC, 3599-01.

As such, food, discounts, and other such inducements are "things of value" for the purposes of election law statutes on bribery.

Outside the Campaign Neutral Zone

Outside the Campaign Neutral Zone, all citizens may exercise their First Amendment rights. All campaigners must be treated with respect, regardless of viewpoint.

Observers and Pollsters

Observers

Political parties, groups of candidates, or committees advocating or opposing a ballot issue or question may appoint observers to observe the casting and counting of ballots at one, or multiple, precincts on Election Day.

All observers **must** present a Certificate of Appointment to the VLM or VLD. Then, the VLM/VLD **must** administer the oath and have the observer sign the Observers signature page in the *Forms Binder*.

Observer Oath:

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

Observers are **not** PEOs, election officials, enforcers of the law, nor are they advocates for voters before PEOs.



Form No. 215-B Prescribed by the Secretary of State (09-17)

Certificate of Appointment of Observer at Precincts on Election Day

print clearly

R.C. 3505.21

This certificate must be presented to the appropriate election official at the time of observation.

We, the appointing authority
Required

You must choose
ONE of these options.

Today's Date _____ MM/DD/YYYY

☐ The Central Committee Chairperson and Secretary of the _____
(Name of County or State)
_____ Party,
(Name of Political Party)

REQUIRED signatures of party Central Committee Chairperson **AND** Secretary

Chairperson _____ Secretary _____ **OR**

☐ The undersigned group of five or more candidates,
REQUIRED ALL signatures of members of group of five or more candidates

OR

☐ The undersigned duly recognized committee _____
(Supporting or Opposing)
the following ballot issue _____
(Name of Ballot Issue)

(Name of Committee if Applicable)

REQUIRED signatures of **ALL** members of duly recognized committee supporting or opposing a ballot issue

hereby appoint the following person(s) _____
(Name(s) of Observer(s))

to observe in _____ County **at precinct** _____
(Name of County) (Name of Precinct)

for the election to be held on

Date of Election _____ MM/DD/YYYY

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

Observers and Pollsters

Observers can do the following:

- When PEOs are present, be in the polling location before, during, and after voting hours.
- Use **silenced** electronic devices to send/receive messages, emails, and other non-verbal communication.
- Move freely in the polling location to the extent that they do not engage in prohibited activity.
- Observe only in the precinct to which they are duly appointed, as displayed on their certificate.

Observers cannot do the following:

- Interfere with election officials completing their official duties.
- Have audible conversations on a communication device inside the polling location.
- Use any device to take photos, videos, or recordings inside the polling location.
- Engage in any kind of election campaigning.
- Hinder or delay a voter in reaching or leaving the polling location.
- Disrupt the election in any way.
- Intimidate, harass, or attempt to influence voters or PEOs.
- Carry a firearm or other deadly weapon.
- Risk violating the secrecy of the ballot or the privacy of the voters.

Removing Observers

Only VLM, Director, Deputy Director, and appointed authorities have the authority to remove observers from their posts. Law enforcement officials have the statutory duty to remove observers at the order of one of the above. When removed, the observer may be requested to turn in their certificate of appointment.

Exit Pollsters

Exit pollsters are distinct from observers. Exit pollsters stand outside a polling location to ask leaving voters about their ballot choices. Exit polling is not considered campaigning, and therefore may take place inside the 100 ft. Campaign Neutral Zone boundary. Exit pollsters may not enter the polling location, interfere with or disrupt the election, or otherwise violate the law. Exit pollsters may not wear or display anything that may be construed as campaigning for or against a candidate or issue on the ballots.

VLMs receive notice from the Board if they are to expect exit pollsters at their location. Any PEOs with questions on Election Day are encouraged to call the Help Desk.

Election Day Accessibility

Voters with Disabilities

Ohio law, the *Americans with Disabilities Act*, and the *Help America Vote Act* all require that voters with disabilities have access to polling locations and the voting process. The Board of Elections verifies the accessibility of the voting location for voters with disabilities before Election Day. However, PEOs are also responsible for ensuring an accessible route into the polling location.

To check that a polling location remains accessible, PEOs should do the following:

- On Monday night, travel the route from the accessible parking space(s) through the accessible entrance. PEOs should travel all the way into the polling location to make sure there are no barriers for voters with disabilities. PEOs should call the Help Desk to report any perceived issues.
- On Tuesday morning, attach the *Curbside Voting Sign* to one of the ADA parking spot signs.
- Post directional signs to guide voters to the nearest accessible polling location entrance
- Mitigate any barriers to accessibility using Board provided equipment. For example, this might be a ramp, ADA parking spot sign, cones, or something else.
- If an alternate entrance is used as an accessible entrance, ensure that it is unlocked.
- Ensure that any elevator used for voters to move between floors is in good, working condition and can be operated independently by someone with disabilities.
- Ensure there is a 36-inch wide path through the voting area.
- Ensure all equipment - tables, Access Writer, privacy shields, and signs - allow voters with disabilities to comfortably use them
- Post no signs higher than four feet from the floor.

PEOs should be prepared to provide reasonable accommodations to voters with disabilities or for voters who require assistance. For example, ensure chairs are available for voters with mobility disabilities and/or voters who are elderly, have serious illness, or for women who are pregnant and cannot stand for extended periods of time.

Curbside Voters:

See page 6-22 for step-by-step guide on curbside voters!

If a voter is unable to enter the polling location due to a physical disability, the voter may request PEO assistance. If the voter requests PEO assistance, both a Democrat and Republican PEO must assist, and the instance should be recorded in the *Notes* pages. Please keep your cell phone on, the BOE may call you if you have a curbside voter outside your polling location; or a voter requesting PEO assistance may send a representative into the polling location to alert the PEOs of a curbside voter in a vehicle. Either procedure is acceptable!

Election Day Accessibility

Service Animals

Only either dogs or miniature horses can be service animals. Emotional support animals are not permitted in the polling location.

Legally, PEOs may ask only two questions to determine if an animal is a service animal:

1. Is this service animal required because of a disability?
2. What task is the animal trained to perform?

If the voter responds, “Yes” to the first question and provides a description of the tasks the animal performs, PEOs should assume that the animal is a service animal. The voter should then be admitted with their service animal. PEOs should **never** inquire as to the nature of a voter’s disability. PEOs should not interact with the service animal, nor should the PEO refuse the voter admittance based upon the perception of the service animal’s task.

If the voter responds, “No” to the first question, the PEO should inform the voter that only service animals are permitted inside the polling location. The PEO should ask the voter to return their animal to the voter’s vehicle. If a voter refuses, PEOs must still allow the voter to vote.



To be posted
at the polling
location

Section 2: PEO Responsibilities

PEO Conduct and Ethics

Expectations for PEO behavior and handling voters
Election Day Incident Log- Form 450

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VLM Responsibilities

All the VLM is expected to do

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VLD Responsibilities

All the VLD is expected to do

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PEO Responsibilities

All the PEOs are expected to do

2-8

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PEO Ethics and Conduct

PEO Ethics

PEOs serve Hamilton County voters and guide them through the democratic process. PEOs must do the following:

- Treat all voters in a professional manner
- Work efficiently
- Resolve problems so voters can vote with ease and confidence
- Remain non-partisan and work together as a team.
- Respect and abide VLM's instructions
- Be the front line of American democracy - PEOs can and should utilize the Quick Guide, Comprehensive Manual, troubleshooters, and Help Desk to successfully facilitate elections.
- Allow voters to be heard and recognize the importance of voting.

PEOs must also remember to only use electronics provided by the Board on Election Day. PEOs may not use personal tablets, laptops, music players, radios, or other non-essential devices. Furthermore, cell phones should be on with volume up so that the Board can reach PEOs at any time on Election Day.

PEOs should **never** display or make any type of statement which may be political in nature.



How to Handle Tense Situations with Voters

When handling difficult voters, PEOs should remember the following:

- The first 10 seconds of a situation are the most critical - listen first
- Body language is a powerful tool
 - Always allow voters to maintain their personal space
 - Maintain professional and welcoming posture - PEOs should keep arms uncrossed with hands off their hips
- Listen to the voter's concerns and questions. PEOs should communicate using positive and helpful statements such as,
 - "I want to help you"
 - "Let's call the Help Desk to figure this out"
- If stressed, pause and breathe
- Remember **LEAPS**
 - **L**isten
 - **E**mpathize
 - **A**sk general questions to better assist
 - **P**araphrase voters' words
 - **S**ummarize and clarify the message on voting

PEO Ethics and Conduct

PEO Behavior Guidelines

All PEOs are required to sign the *Ethics Policy Acknowledgment Form* contained in the PEO confirmation packet each calendar year.

PEOs should treat voters with professionalism. PEOs should work efficiently and resolve problems so that voters can vote with ease, comfort, and privacy. PEO activity should not disrupt voters.

PEOs must **never** do any of the following:

- ✗ • Campaign at the polling location
- ✗ • Attempt to influence any voter or other PEOs
- ✗ • Wear or display any campaign literature or paraphernalia including but not limited to literature, partisan sample ballots, campaign badges, campaign clothing, or campaign buttons
- ✗ • Bring any items that may distract a PEO from their working the polls (ex. laptops, radios, newspapers, iPods, televisions, etc.)
- ✗ • Solicit sales for raffle tickets, baked goods, candy, crafts, etc., or any other sales
- ✗ • Place food or drink on the check-in or VAT table or on/near and voting equipment, ballots, or supplies
- ✗ • Engage in any activity identified as illegal or unacceptable according to the Hamilton County Board of Elections, the Ohio Secretary of State, State of Ohio, or federal law
- ✗ • Refuse to enforce election laws

Election Day Incident Log - Form 450

If there is ever a situation of imminent danger to PEOs or voters, PEOs should immediately call the police and then the Help Desk. Use **Form 450** in the Forms Binder to report any issues, misconduct, disruptive incidents, or possible election violations at the polling location. Confidential, marked envelopes are provided in the *Forms Binder*.



VLM Responsibilities

VLM Overview

The VLM is responsible for the overall conduct of an assigned polling location during an election. The VLM receives a packet that includes the following:

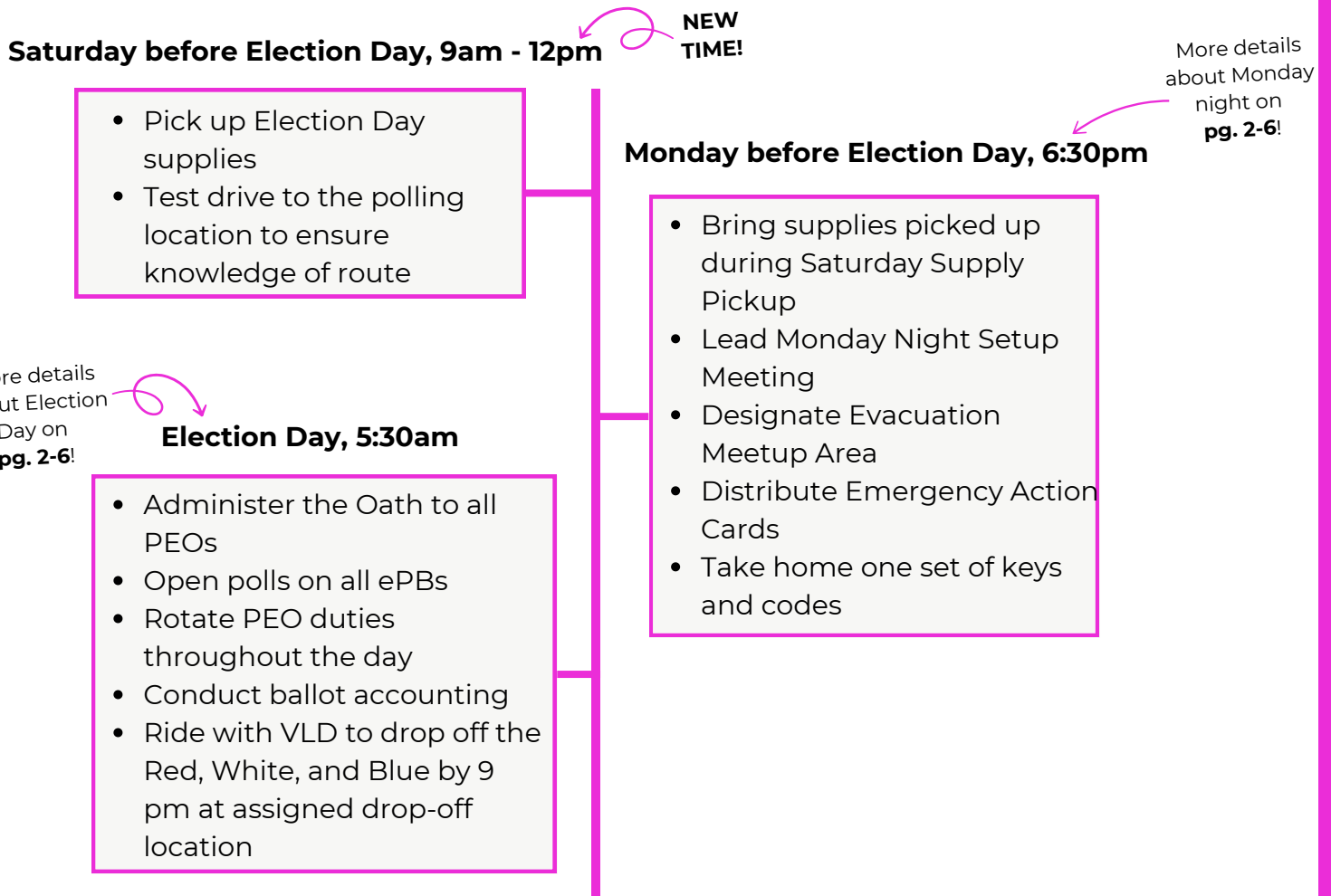
- Saturday Supply Pickup Location
- PEO contact information for their polling location
- Any other special instructions

Section **One**
contains more
details about
the call!

VLMs call each of their PEOs before the election, during which they emphasize the importance of being on time. If PEOs are unable to work the election, or the PEO is unreachable, the VLM should inform the Board as soon as possible.

The VLM ensures all PEOs at his assigned location understand the parking situation and any building entrance stipulations. The VLM performs election-related tasks on the Saturday before the election, the Monday night before the election, and Election Day.

VLM Responsibility Overview Timeline



VLM Responsibilities

VLM Monday Night Setup Meeting Responsibilities

On Monday night, the VLM should start the **Monday Night Setup Meeting** promptly at 6:30 pm. The VLM organizes the meeting, makes job assignments, and works with PEOs to set up the polling location.

The following materials should be brought to the meeting from Saturday Supply Pickup:

- *Blue Ballot Bag* with ballots and *Keys & Codes*
- *Special Instructions Bag*
- *Overflow Bag* (if applicable)

At the polling location, the VLM makes sure of the following:

- Equipment and supplies are labeled for the correct polling location
- All seals match the *Seal Report*. VLM should notify the Board of any discrepancies
- Ballots and provisional envelopes are precinct-specific for the location
- VLM reviews the *Special Instructions Bag*
- Vscan is set up and locked
- Access Writer is set up and locked
- Router is plugged in and turned on, all ePBs are turned on
- VLM locks *Blue Ballot Bag* and all ePBs overnight in a caddy
- VLM designates job assignments for Election Day
- All indoor signs are posted
- VLM designates **Evacuation Meetup Area**
- VLM takes one set of keys home

VLM Election Day Responsibilities

The VLM should arrive at their assigned polling location by **5:30 am**. The VLM should bring the one set of keys and codes that were taken home from the polling location after the Monday Night Setup Meeting.

On Election Day, the VLM does the following:

- Ensure all PEOs clock-in
- Administer the Oath
- **Keep cell phone on at all times**
- Review PEO job assignments, coordinate lunch/break schedules
- Rotate PEO jobs
- Confirm all equipment and supplies are for the correct location
- Review emergency procedures and special instructions
- Open polls (with member of opposite party) by **6:30 am**
- Monitor all procedures and equipment throughout the day
- Process voters on the Access Writer (with member of opposite party)
- Close polls at **7:30 pm**
- Complete ballot accounting with VLD
- Drive the red ePB case, white Vscan, *Blue Ballot Bag* (with ballots inside), and blue *Provisional and Unscanned Ballot Bag* to the drop-off location with VLD in the same car by **9 pm**

VLD Responsibilities

VLD Overview

The VLD is the second-ranking PEO assigned to a polling location. The VLD is the opposite political party of the VLM, and in general maintains more responsibility than the average PEO only on Election Day. However, some VLDs are asked to pick up supplies during Saturday Supply Pickup. The Board informs any pick-up VLDs of their responsibilities prior to Election Day. All **VLDs must attend the Monday Night Setup Meeting** and **take home one set of keys and codes**. Then, on Election Day, the VLD works to manage the polling location with the VLM.

VLD Election Day Responsibilities

On Election Day, the VLD must arrive at the polling location by **5:30 am**. On Election Day, VLD duties include the following:

- Clock-in on the VAT ePB
- Sign the Oath and Ethics Statement on the VAT ePB
- Conduct all PEO responsibilities assigned by VLM
- Open and close polls on the check-in ePBs and VAT ePB
- **Keep cell phone on at all times**
- Check in voters at the VAT ePB
- If the VLM is late, assume responsibilities of VLM and open polls by 6:30 am
- Drive the red ePB case, white Vscan, *Blue Ballot Bag* (with ballots inside), and blue *Provisional and Unscanned Ballot Bag* to the drop-off location with VLM in the same car by **9 pm**

PEO Responsibilities

PEO Overview

PEOs must be able to do all jobs and rotate responsibilities on Election Day. All PEOs ensure a fair and accurate election by following all procedures and instructions from the VLM and the Board. The VLM contacts all PEOs to confirm their polling location and times for the Monday Night Setup Meeting and Election Day (**6:30 pm and 5:30 am**). Prior to Election Day, PEOs should ensure they know how to get to their polling location and the parking situation.

PEO Monday Night Setup Meeting Responsibilities

All PEOs must attend the Monday Night Setup Meeting. At the meeting, PEOs should do the following:

- Assist setting up the polling location
- Review all job responsibilities
- Clock in on the VAT ePB
- Sign the Oath and Ethics Statement on the VAT ePB

PEO Election Day Responsibilities

On Election Day, PEOs must arrive at their assigned polling location by **5:30 am**. PEOs should prepare to do the following:

- Clock in on the VAT ePB
- Sign the Oath and Ethics Statement on the VAT ePB
- **Keep cell phone on at all times**
- Perform all jobs assigned by VLM
- Assist in setting up polling location
- Assist in opening and closing the polls
- Assist voters in courteous and respectful manner
- Sufficiently use the ePB, Vscan, and Access Writer to do the following:
 - Check in voters on the ePB
 - Pull, and scan barcode for, correct precinct ballot
 - Ensure voters are voting at the correct polling location
 - Ensure voters present valid, unexpired photo ID
 - Ensure voters fill out either a regular or provisional ballot based on ePB guidance
- Ensure the voting equipment security
- Verify and sign forms as needed
- Ensure all campaigners and campaign materials 100 ft. from the polling location entrance
- Close polls and pack up supplies - PEOs may not leave polling location until all items are packed

Section 3: Saturday Supply Pickup

Saturday Supply Pickup

3-2

What it is and whose responsible

Saturday Supply Pickup

Saturday Supply Pickup Overview

All VLMs and designated VLDs receive a packet that informs them of their Saturday Supply Pickup location and all PEOs who work at their location. VLMs call their PEOs prior to Saturday Supply Pickup.

On the Saturday before Election Day, VLMs should go to their Saturday Supply Pickup location to retrieve the following:

- *Blue Ballot Bag(s)* containing ballots, *Keys and Codes*, and seals
- *Overflow Ballot Bag*
- *Special Instructions Bag*
- *Security Seal Report*
- *Registered Voters List*

On the Saturday before Election Day, designated VLDs should go to their Saturday Supply Pickup location to retrieve the following:

- *Blue Ballot Bag(s)* containing ballots, *Keys & Codes*, and seals

If a VLM or designated VLD notices that the equipment retrieved from Saturday Supply Pickup is for the **wrong polling location**, the **VLM/VLD should immediately call the Board.**



Section 4: Monday Night Set Up Meeting

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Monday Night Overview

Monday Night Overview

On Monday night, the VLM brings the *Blue Ballot Bag(s)* containing ballots, Keys and Codes, and *Special Instructions Bag* to the Monday Night Setup Meeting. The **meeting begins promptly at 6:30 pm**. All PEOs should be ready and at the location by the meeting start time.

Can't find Caddy in Polling location?
Call **the Board** ASAP!



Checklist

At the Monday Night Setup Meeting, complete the following tasks:

- ☐ Open and review materials in the *Special Instructions Bag*.
- ☐ Remove the keys and codes from the end pouch of the *BBB*.
- ☐ Power on router **first**, then plug in.
- ☐ Power on and set up all ePBs.
- ☐ Clock in on the VAT ePB.
- ☐ Remove supplies delivered for Monday night from the supply box and confirm all supplies and equipment were received.
- ☐ Confirm on the Ballot Check-in sheet that correct number of ballot pads received for correct precincts.
- ☐ Assemble Black Ballot Boxes, secure Vscan on top.

Do not plug into outlet.
- ☐ Assemble Access Station.

Do not plug into outlet.
- ☐ Remove blank ballot paper from the brown accordion folder and place into Access Ballot Printer.
- ☐ Set up the Provisional and Unscanned Envelope bag, seal the top, and place it on the VAT table.
- ☐ Assemble and arrange voting booths and privacy shields.
- ☐ Post indoor signs.
- ☐ VLM assigns starting jobs for Election Day.
- ☐ **Log out temporarily** from all ePBs, turn them off, and place router and ePBs in the caddy.
- ☐ Secure BBB with ballots in the caddy.
- ☐ Lock caddy.
- ☐ VLM and VLD each take home one set of keys and codes.

Monday Night Supplies and Equipment

Monday Night Caddy

1. Take plastic sheet covering caddy and flip it up.
2. Remove all contents from caddy.
3. Check that all equipment is present and labeled for correct polling location.
4. Arrange tables and booths to ensure voters can access them.
5. Set up equipment. Power up only the ePB and router.

All other equipment should remain off.

At least one caddy is supplied to every polling location. The caddy contains all equipment (other than the supplies from the Saturday Supply Pickup) necessary to run an election.



The voting booths and the caddy are delivered to the polling location. The VLM brings the *Blue Ballot Bags* (with ballots, Keys & Codes) and the *Special Instructions Bag* to 6:30pm Monday Night Setup.

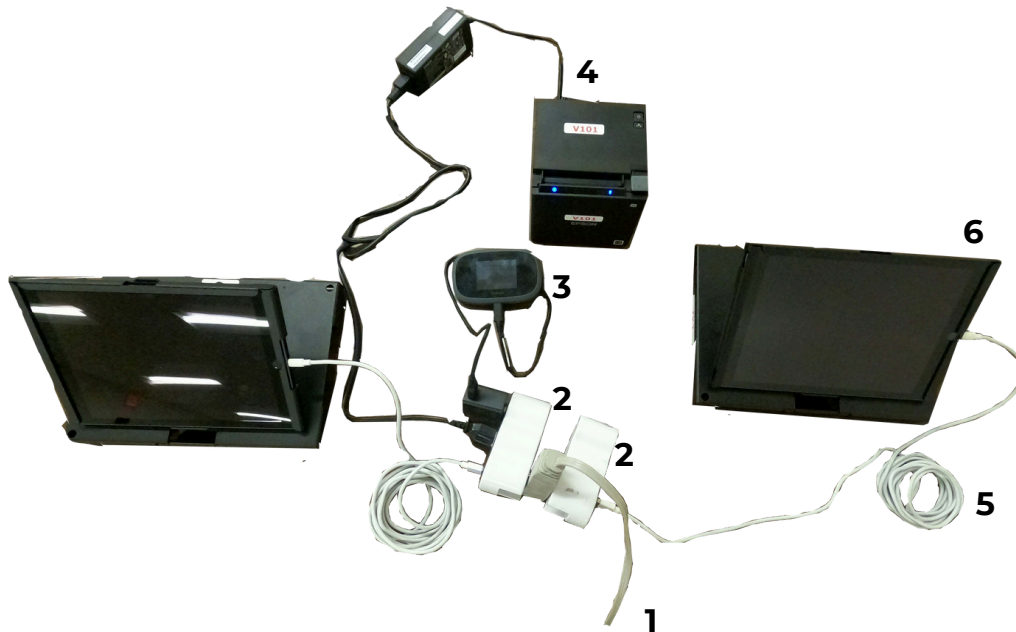


Monday Night Supplies and Equipment

Voting Equipment Overview

ePB Case contains:

- ePB(s)
- ePB Surge Protector(s)
- Router (one per location)
- ePB printer (one per location)
- extension cords(s)
- Power cords and styli
- ePB set-up instruction sheets



- 1.Extension cord (plugged into wall outlet).
- 2.ePB Surge Protector (one for each ePB; plugged into extension cord).
3. Router and power cord (plugged into ePB Surge Protector).
- 4.ePB printer and power cord (plugged into ePB Surge Protector).
- 5.ePB power cord (plugged into ePB Surge Protector).
- 6.ePB VAT (one VAT per location)

Monday Night Supplies and Equipment

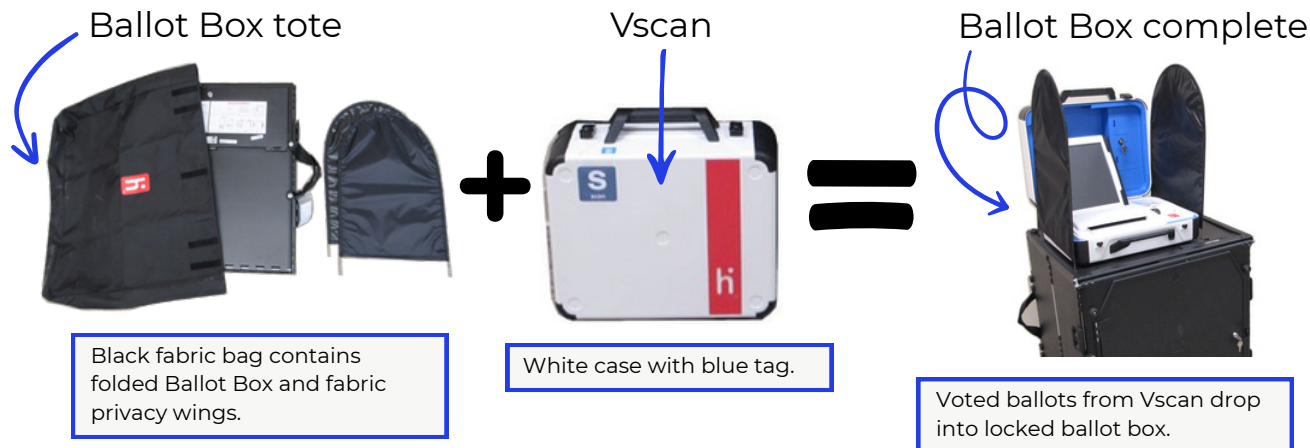
Key Rings

The Key Rings can be found in the end compartment of the *Blue Ballot Bag*, in the *Keys and Codes bag* (one each for the VLM and VLD).



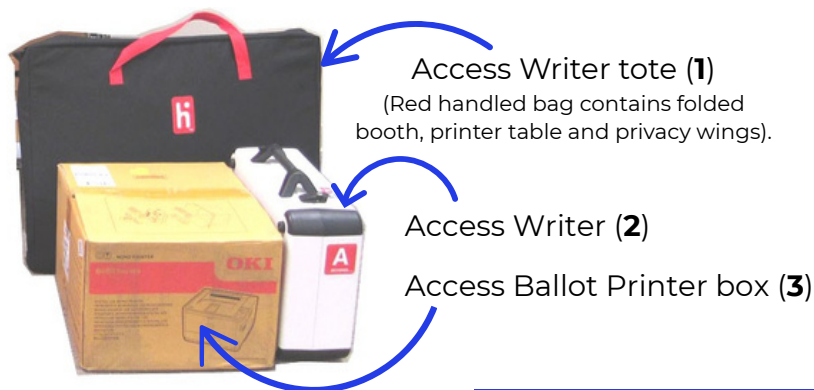
Silver- Caddy padlock
Black- Ballot Box doors
Purple- outside locks on Vscan & Access Writer
Yellow- screen lock insides Vscan & Access Writer

Vscan



Access Station

Complete set of voting equipment (1+2+3) used by a voter with disabilities to mark their ballot, and print their completed ballot. Voter takes printed ballot and feeds it into Vscan (unless provisional).



Access Writer (1+2)

Allows a voter to mark their ballot on a touch screen or by using the Access Controller (white case with red tag secured to booth and connected to printer).

Access Writer Booth (1)

Folding stand that supports the Access Writer and privacy wings. Voter sits in chair or wheelchair to mark their ballot.

Access Printer Table (in 1)



Access Controller (in 2)

Alternative to using the touch screen. Compatible with headphones, tactile input, switches, and other inputs. Turn wheel to activate audio.

Access Ballot Printer (3)

Prints ballot marked on Access Writer. Voter then casts ballot on Vscan.

Monday Night Set Up Meeting

The VLM (and designated VLDs) bring all the Saturday Pickup supplies to the Monday night meeting (at 6:30pm).

All PEOs

Check all equipment and supplies for correct polling location. There must be specific ballots, provisional envelopes, unscanned envelopes, split materials (if applicable) and Write-in Candidates envelope(s) (if applicable) labeled for each precinct at the location. Use the Monday Night Election Supply checklist found in the Supply Box to check for missing supplies.



Arranging the Polling Location

Find the suggested layout for your location in the *Special Instructions Bag*. PEOs are responsible for setting up the polling location so that it is efficient, convenient and accessible to all voters, including those with disabilities. Allow for walkers, wheelchairs, crutches, canes, scooters, service animals, a friend's arm, other mobility aids, etc.

- Remove equipment and supplies from the Caddy using the supply list
- Set up voter check-in table(s) and VAT (including ePBs and router)
- Set up Ballot Box(es) with Vscan(s)
- Set up Access Station
- Arrange equipment so voters can vote privately
- Arrange voting booths and additional tables so voters can move easily around the polling location
- Position equipment near available power outlets (only TURN ON router, printer, and ePBs)

When finished with set up and clock-in, secure the ePBs and router inside the Caddy. Place the *Blue Ballot Bag(s)* (with ballots inside), *blue Overflow Ballot Bag* (if your location has one, with ballots inside), empty cases, boxes, bags and totes inside the Caddy and lock with the padlock.

Sample Layouts with Job Titles and Descriptions

Single Precinct Location (4-6 workers)

Tuesday morning- Election Day

- VLM: Remind PEOs of their assigned jobs, make sure all PEOs have clocked-in VAT ePB.
- VLD and PEO (opposite parties): Open Polls on VAT ePB and check-in ePB.
- VLM and PEO (opposite parties): Open Polls on Vscan and Access Station.
- 2 PEOs assist VLM or VLD opening equipment, post signs, inside and out Tuesday (before polls open).

VLM is the BOE point of contact. Coordinates all activities. Assigns VLD and PEOs jobs using the lists in the Quick Guide and VLM handbook, handles issues with voters and PEOs.

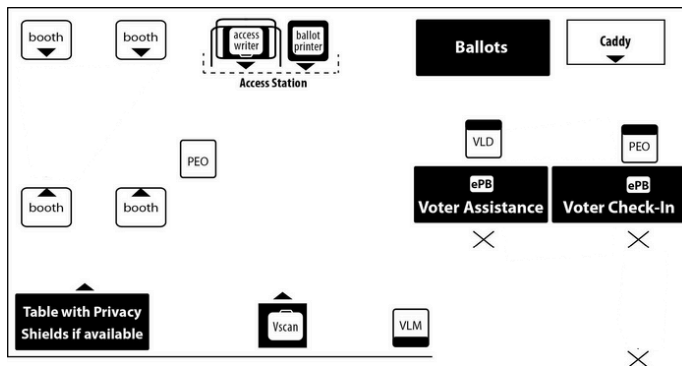
VLD is the opposite party of the VLM, the second in command. Can work the VAT ePB.

PEO can assist VAT (Voter Assistance Table, with VAT ePB)/ pull ballots, Check-In ePB, assist Check-In / pull ballots, assist voters on floor.

Tuesday night- Election Night

- VLD and PEO (opposite parties): Close polls Vscan and Access Station, close polls check-in ePB then VAT ePB.
- VLM and PEO (opposite parties): Complete ballot accounting VAT ePB, pack up *Blue Ballot Bag*.
- PEOs: Assist VLM and VLD with equipment, remove signs inside, begin packing up supply box, and voting booths, etc. Pack the Caddy (everything except Red, White and Blue) and stack voting booths near the Caddy. Everyone works together!

VLM and **VLD** (opposite parties) deliver Red (packed ePB cases), White (locked Vscans) and Blue (packed *Blue Ballot Bags*, *Provisional & Unscanned Envelope bag*, and *Overflow Ballot Bag* - if you have one), to Drop Off Location no later than 9pm.



Suggested Example

See *Special Instructions Bag* in *BBB* for suggested layout of your location!

VOTER STARTS HERE
Single Location

Sample Layouts with Job Titles and Descriptions

Double Precinct Location (8 workers)

Tuesday morning- Election Day

- VLM: Remind PEOs of their assigned jobs, make sure all PEOs have clocked-in VAT ePB.
- VLD and PEO (opposite parties): Open Polls on VAT ePB and check-in ePB.
- VLM and PEO (opposite parties): Open Polls on Vscan and Access Station.
- 2 PEOs assist VLM or VLD opening equipment, post signs, inside & out Tuesday (before polls open).

VLM is the BOE point of contact. Coordinates all activities. Assigns VLD and PEOs jobs using the lists in the Quick Guide and VLM handbook, handles issues with voters and PEOs.

VLD is the opposite party of the VLM, the second in command. Can work the VAT ePB.

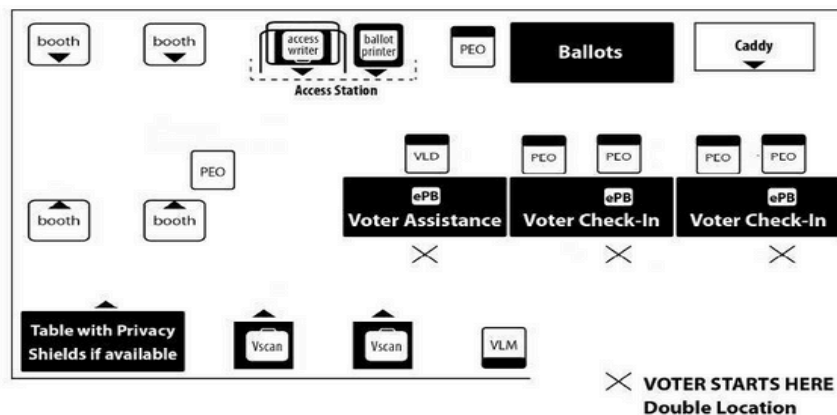
PEO can assist VAT (Voter Assistance Table, with VAT ePB)/ pull ballots, Check-In ePB, assist Check-In / pull ballots, assist voters on floor.

Tuesday night- Election Night

- VLD and PEO (opposite parties): Close polls Vscan and Access Station, close polls check-in ePB then VAT ePB.
- VLM and PEO (opposite parties): Complete ballot accounting VAT ePB, pack up *Blue Ballot Bag*.
- PEOs: Assist VLM and VLD with equipment, remove signs inside, begin packing up supply box, and voting booths, etc. Pack the Caddy (everything except Red, White and Blue) and stack voting booths near the Caddy. Everyone works together!

VLM and **VLD** (opposite parties) deliver Red (packed ePB cases), White (locked Vscans) and Blue (packed *Blue Ballot Bags*, *Provisional & Unscanned Envelope bag*, and *Overflow Ballot Bag* - if you have one), to Drop Off Location no later than 9pm.

Check out pgs 38-39 in the Quick Guide for full list of equipment breakdown!



Suggested Example

See Special Instructions Bag in BBB for suggested layout of your location!

Sample Layouts with Job Titles and Descriptions

Triple Precinct Location (12 workers)

Tuesday morning- Election Day

- VLM: Remind PEOs of their assigned jobs, make sure all PEOs have clocked-in VAT ePB.
- VLD and PEO (opposite parties): Open Polls on VAT ePB and check-in ePB.
- VLM and PEO (opposite parties): Open Polls on Vscan and Access Station.
- 2 PEOs assist VLM or VLD opening equipment, post signs, inside & out Tuesday (before polls open).

VLM is the BOE point of contact. Coordinates all activities. Assigns VLD and PEOs jobs using the lists in the Quick Guide and VLM handbook, handles issues with voters and PEOs.

VLD is the opposite party of the VLM, the second in command. Can work the VAT ePB.

PEO can assist VAT (Voter Assistance Table, with VAT ePB)/ pull ballots, Check-In ePB, assist Check-In / pull ballots, assist voters on floor.

Tuesday night- Election Night

- VLD and PEO (opposite parties): Close polls Vscan and Access Station, close polls check-in ePB then VAT ePB.
- VLM and PEO (opposite parties): Complete ballot accounting VAT ePB, pack up *Blue Ballot Bag*.
- PEOs: Assist VLM and VLD with equipment, remove signs inside, begin packing up supply box, and voting booths, etc. Pack the Caddy (everything except Red, White and Blue) and stack voting booths near the Caddy. Everyone works together!

VLM and **VLD** (opposite parties) deliver Red (packed ePB cases), White (locked Vscans) and Blue (packed *Blue Ballot Bags*, *Provisional & Unscanned Envelope bag*, and *Overflow Ballot Bag* - if you have one), to Drop Off Location no later than 9pm.

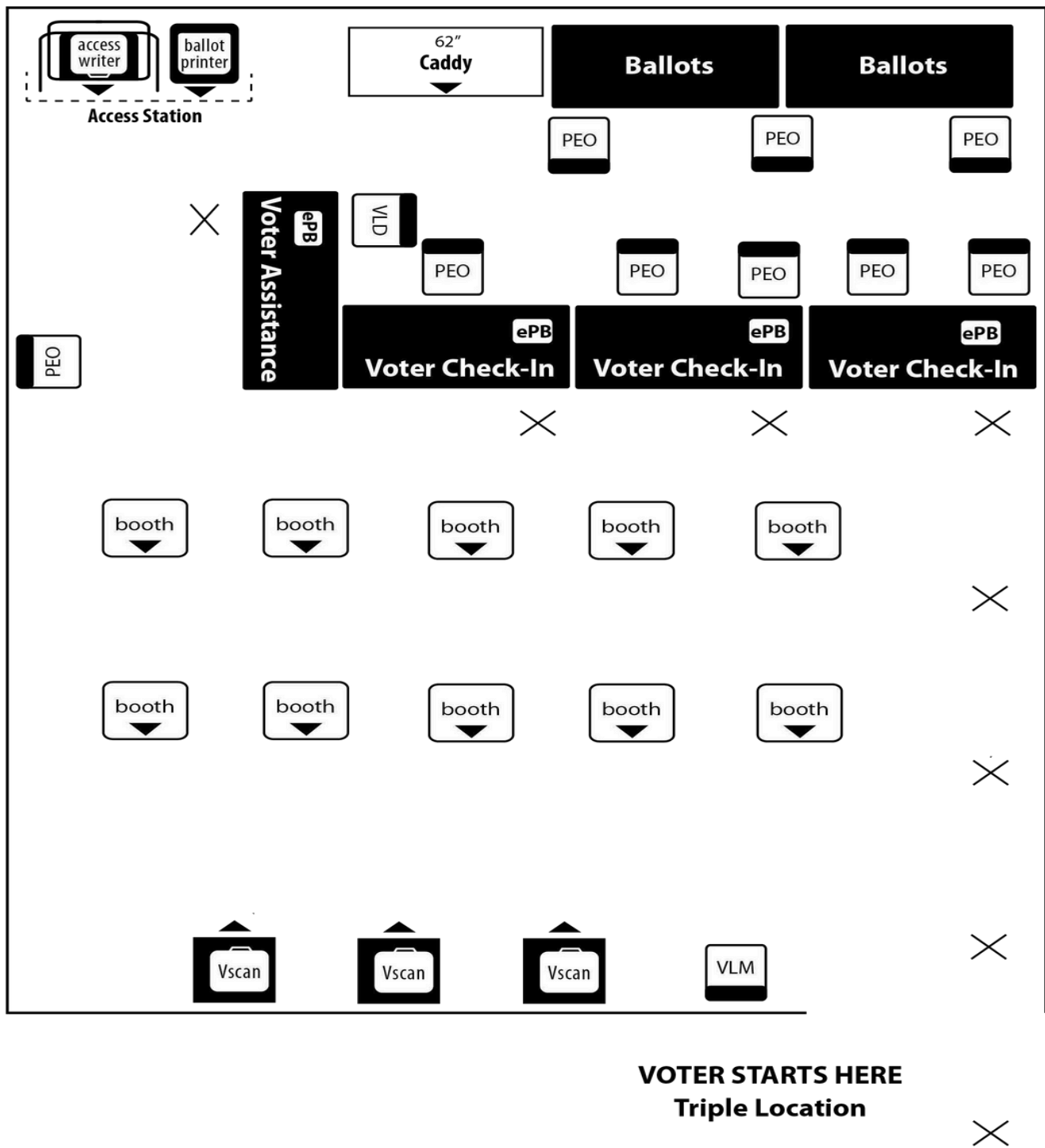
Suggested Example layout on the following page.

See *Special Instructions Bag* in *BBB* for suggested layout of your location!

Check out pgs
38-39 in the
Quick Guide for
full list of
equipment
breakdown!

Sample Layouts with Job Titles and Descriptions

Suggested Example layout for Triple Precinct.



Sample Layouts with Job Titles and Descriptions

Quad Precinct Location (16 workers)

Tuesday morning- Election Day

- VLM: Remind PEOs of their assigned jobs, make sure all PEOs have clocked-in VAT ePB.
- VLD and PEO (opposite parties): Open Polls on VAT ePB and check-in ePB.
- VLM and PEO (opposite parties): Open Polls on Vscan and Access Station.
- 2 PEOs assist VLM or VLD opening equipment, post signs, inside & out Tuesday (before polls open).

VLM is the BOE point of contact. Coordinates all activities. Assigns VLD and PEOs jobs using the lists in the Quick Guide and VLM handbook, handles issues with voters and PEOs.

VLD is the opposite party of the VLM, the second in command. Can work the VAT ePB.

PEO can assist VAT (Voter Assistance Table, with VAT ePB)/ pull ballots, Check-In ePB, assist Check-In / pull ballots, assist voters on floor.

Tuesday night- Election Night

- VLD and PEO (opposite parties): Close polls Vscan and Access Station, close polls check-in ePB then VAT ePB.
- VLM and PEO (opposite parties): Complete ballot accounting VAT ePB, pack up *Blue Ballot Bag*.
- PEOs: Assist VLM and VLD with equipment, remove signs inside, begin packing up supply box, and voting booths, etc. Pack the Caddy (everything except Red, White and Blue) and stack voting booths near the Caddy. Everyone works together!

VLM and **VLD** (opposite parties) deliver Red (packed ePB cases), White (locked Vscans) and Blue (packed *Blue Ballot Bags*, *Provisional & Unscanned Envelope bag*, and *Overflow Ballot Bag* - if you have one), to Drop Off Location no later than 9pm.

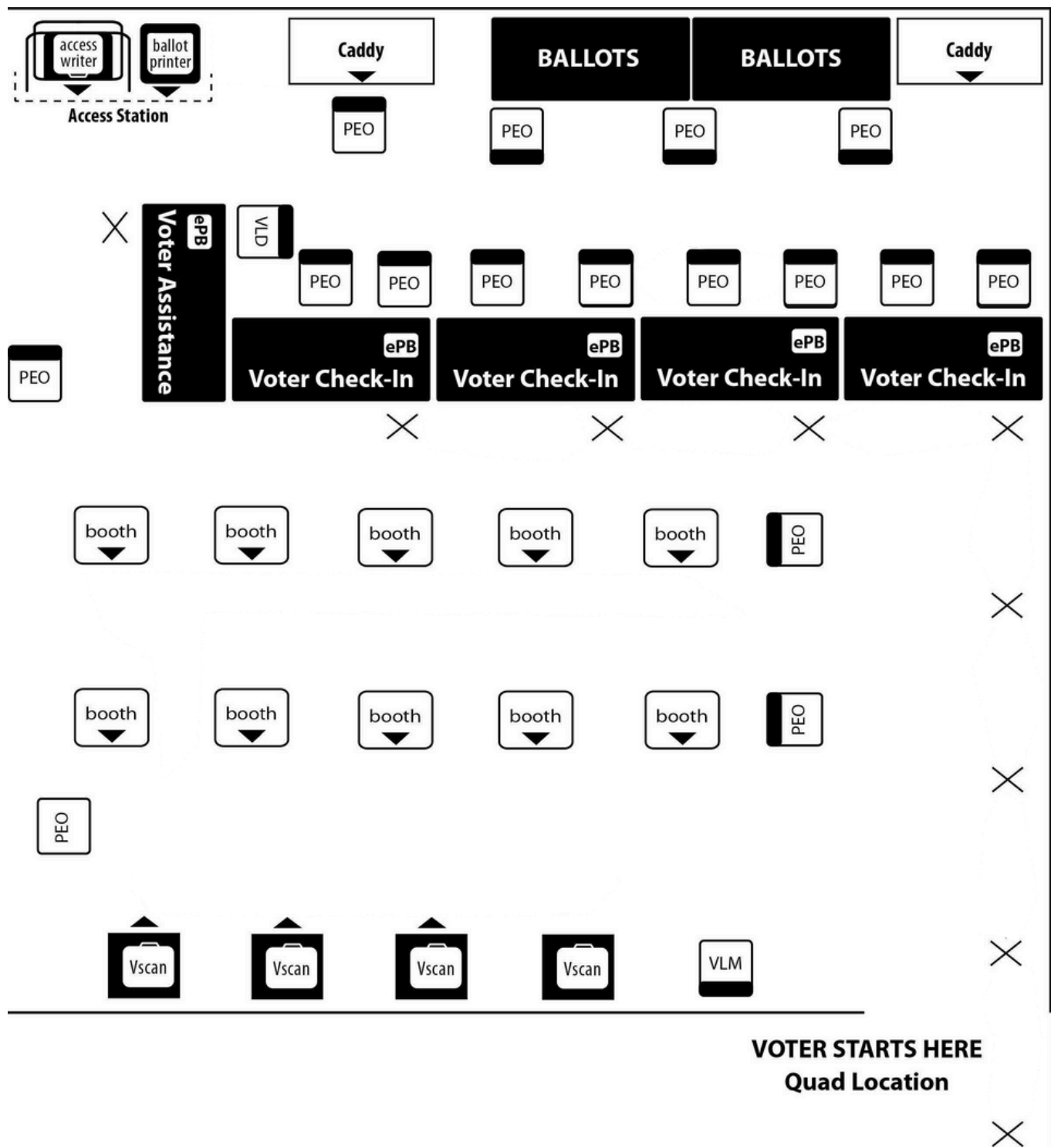
Suggested Example layout on the following page.

See *Special Instructions Bag* in *BBB* for suggested layout of your location!

Check out pgs
38-39 in the
Quick Guide for
full list of
equipment
breakdown!

Sample Layouts with Job Titles and Descriptions

Suggested Example layout for Quad Precinct.



Ballot Check-in

VLM and **VLD** (opposite parties) count the number of ballot pads for each precinct. Find the Ballot Check-in sheet stapled to the *Supplies Delivered for Monday Night* list. Follow instructions on the sheet to verify your location has the correct ballots for your precinct(s) and the correct number of ballot pads for each ballot style. Remember you may have ballots in an *Overflow Ballot Bag*.

If the information on the Ballot Check-in sheet does not match your ballot pads, call the Help Desk immediately.

Mt. Washington Rec. Center
103 Cincinnati 1-C
Cincinnati 1-G

Ballot Check-In

Monday Night Organizational Meeting

**If the information below does not match your ballot pads call the
HELP DESK immediately: 946-8585**

In your Blue Ballot Bag(s):

Near the top right corner of every pad find your precinct number:

0103 Cin 1-C-0 0107 Cin 1-G-0

Sample

Near the bottom of the front **cover sheet** find the number of ballot pads for each style:

For example: PAD 1 of 1 Pad 1 of 4 Pad 1 of 6 etc.

Be sure you have the correct number of pads for each ballot style.

Monday Night Equipment Set Up

Overview

- ✓ Power up router, printer, and ePBs only (do NOT power up Vscans or Access Station on Monday night).
- ✓ Remove contents of ePB case(s) and place on table. Set up router, printer, and ePBs (as described on *next page* and *page 9* of Quick Guide).
- ✓ Position Voting Booths in the polling location to ensure the privacy of the voters, and arrange for a one-way traffic flow.
- ✓ Position table privacy shields on available tables (for use in the event of large voter turn out, or for voters who need to sit while voting).
- ✓ Arrange all supplies on your check-in table, ballot table, and VAT (if your polling location is secure overnight; if not, keep supplies in the Caddy until Tuesday morning).
- ✓ Other duties (found in Monday Night Checklist on *page 4-2* and in the Quick Guide on *page 7*).
- ✓ Post all indoor signs and notices (if your polling location is secure overnight), otherwise, wait until Tuesday Morning. Make sure to post signs in prominent locations and at a height where voters can see them easily.
- ✓ The 100' flags, *NO CAMPAIGNING*, and *VOTE HERE* signs will be placed outside on Tuesday morning, before the opening of polls.



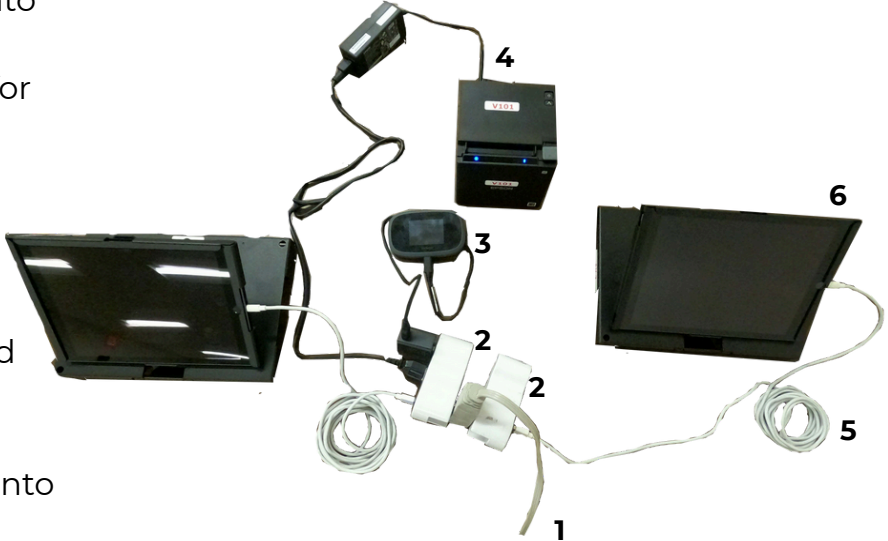
The ballots, ePBs, and router should always be secured overnight in the locked Caddy!

Monday Night Equipment Set Up

Set up ePBs and Clock-in

On Monday night you must turn on the router (then plug it in), power on **ALL** ePBs, and clock-in on the VAT ePB.

1. Extension cord (plugged into wall outlet).
2. ePB Surge Protector (one for each ePB; plugged into extension cord).
3. Router and power cord (plugged into ePB Surge Protector).
4. ePB printer and power cord (plugged into ePB Surge Protector).
5. ePB power cord (plugged into ePB Surge Protector).
6. ePB VAT (one VAT per location)



Scan to watch ePB set up!



Plug the ePB Surge Protector directly into both sides of extension cord. **DO NOT** plug the ePB Surge Protector into another surge protector.

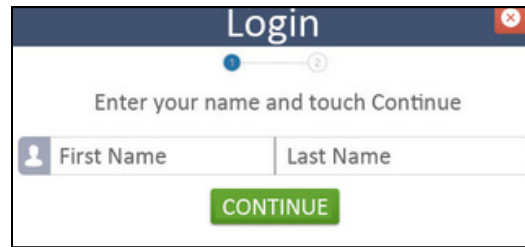
Once everything is plugged into the surge protectors and wall outlet:

1. Press the **home button** (indented circle) to unlock the ePB.
 - a. Use the stylus to complete the remaining steps
2. Touch the **ePB icon** at bottom of screen to begin (blue box with check mark).
3. Verify that the current election shows at the top of the screen, the Wifi icon is green, and the correct location displays at the bottom.
4. Touch **START** (if the screen goes black, touch home button again).



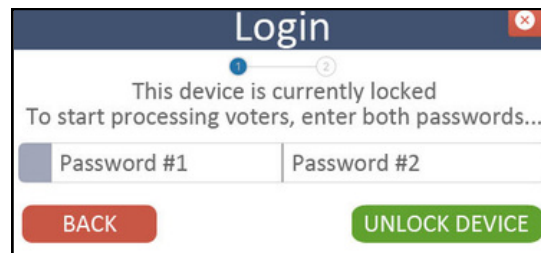
Monday Night Equipment Set Up

5. Type in the **PEO's first name** and **last name**, touching the text boxes with the stylus to move the cursor to the appropriate box (the keyboard should display automatically when the stylus is touched to the box). Then touch **CONTINUE**.




The screenshot shows a 'Login' screen with a progress indicator at the top showing steps 1 and 2. Below the indicator, it says 'Enter your name and touch Continue'. There are two text input fields: 'First Name' and 'Last Name'. Below these fields is a green button labeled 'CONTINUE'.

6. Enter the **Democratic PEO password** in Password #1 box, and the **Republican PEO password** in Password #2 box (found in the *Keys and Codes bag* in the *Blue Ballot Bag*). Select **UNLOCK DEVICE**. Then select **CONTINUE**.



The screenshot shows a 'Login' screen with a progress indicator at the top showing steps 1 and 2. Below the indicator, it says 'This device is currently locked To start processing voters, enter both passwords...'. There are two text input fields: 'Password #1' and 'Password #2'. Below these fields are two buttons: a red 'BACK' button and a green 'UNLOCK DEVICE' button.

7. Begin by clocking-in. Touch the  icon in the top right corner. Touch **PEO CLOCK-IN**. Find your name on the list, then touch the blue **CLOCK-IN** button (next to your name). Verify the information is correct, then touch **YES, CONTINUE**.

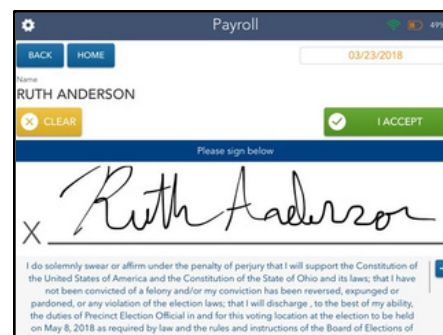


The screenshot shows a main menu screen for 'HAMILTON COUNTY, OHIO Election Day - May 04, 2021'. It has a sidebar menu on the right with options: CHECK-IN LOGS, PRECINCT LOOKUP, CHECK-IN TOTALS, VOID BALLOT, HELP GUIDE, PHONE NUMBERS, PEO CLOCK-IN, UPDATE ABSENTEE, DEVICE INFO / LOGOUT, UPDATE ABSENTEE, 11/4 VOTED LIST, and UPDATE ACK CARD. The main area has two large buttons: 'No Photo ID No RID ID' (red) and 'Manual Voter Search' (yellow). The bottom status bar shows: Asset ID: 214, Device ID: HELP DESK 31, Date/Time: June 22 10:53:07 AM, Location: PREC-CEN, Touchpads: 2 Touchpads Connected, Voters: 592,356, Check-ins: 2,238, and a battery level of 83%.




If your name doesn't display, tap **NEXT PAGE**, press **ADD WORKER** and search for your name. If you still can't find your name, select **I AM NOT ON THE LIST** and follow the prompts. Call the Help Desk with any questions.

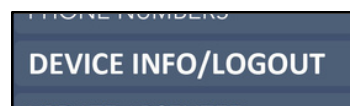
8. Read the Oath and Ethics statement written under the signature line. Sign **your name** on the line provided, then touch **I ACCEPT**.



The screenshot shows a 'Payroll' screen. At the top, there are 'BACK' and 'HOME' buttons and a date '03/23/2018'. Below that, the name 'RUTH ANDERSON' is displayed with a 'CLEAR' button and an 'I ACCEPT' button with a checkmark. A signature line shows a handwritten signature 'Ruth Anderson'. Below the signature is a scrollable text area containing an Oath and Ethics statement: 'I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony and/or my conviction has been reversed, expunged or pardoned, or any violation of the election laws; that I will discharge, to the best of my ability, the duties of Precinct Election Official in and for this voting location at the election to be held on May 8, 2018 as required by law and the rules and instructions of the Board of Elections of Hamilton County, Ohio.'

9. Screen will return to the list of assigned PEOs. **Every** PEO will touch the blue **CLOCK-IN** button, sign, and accept.

10. When every PEO has clocked-in, touch the **HOME** button. Touch the  icon, then select **DEVICE INFO/LOGOUT**. Select **LOGOUT TEMPORARILY**.



The screenshot shows a menu screen with three options: 'PHONE NUMBERS', 'DEVICE INFO/LOGOUT', and 'UPDATE ABSENTEE'.

Monday Night Equipment Set Up

Power Down Devices


Power Down ePB:

1. Hold the ePB power button until **SLIDE TO POWER OFF** displays.
2. Swipe the screen from left to right over the message to turn off the ePB.
3. **Unplug** ePB, fold over cover. Place the ePB in the Caddy.
4. Repeat steps 1-3 with **every ePB**.

ePB Power Button




Power Down Router:

1. Hold  until **SHUT DOWN OK** displays.
2. Press **OK**.
3. **Unplug** the router when the screen is black, and place back in the Caddy.

Router power button



Power Down ePB Printer:

1. Press  to turn off ePB printer (there should be no lights on the printer once it is off).
2. Leave the **printer, Surge Protector, and extension cord** in place overnight.

ePB Printer power button



Remember to **close** and **lock** the Caddy once the router and **ALL** ePBs are placed inside.

Monday Night Equipment Set Up

Set up Ballot Box and Vscan

Ballot Box:

1. Remove **ballot box** and **privacy wings** from the *Ballot Box Tote*.
2. Flip the **ballot box** so that the white labels face upwards.
3. Unhook the **three rubber bands** near the bottom of the box to release the box lid.
4. Unlatch **two clips** from **each** edge of the box.
5. Watch for **yellow pinch points** as you pull open the ballot box and press out the side panels until they are flat.
6. Inside the box, lower the **panel**, but don't worry about dropping it all the way.
7. Pull the **white string** on the ballot box lid.
8. Lift the **lid** all the way up and lay it flat against the ballot box. Press it onto the **top** of the box. Don't force the lid, it should easily lay flat.
9. Use the black ballot box **key** to unlock and open the ballot box door.
10. Use your foot to **press firmly** on the bottom panel inside the box. This **locks** the panel in place.

Scan this QR code for more help!



Notice how the handles are to the **side**. This will assist in finding the four clips in Step 4.



DON'T FORGET to set up the *Provisional and Unscanned Envelopes* bag and **zip tie** it shut. Place the assembled bag on the VAT table so voters can secure their provisional envelopes with completed ballots sealed inside on Election Day.



Monday Night Equipment Set Up

Vscan:

1. Place a **Vscan** on each assembled Black Ballot Box. Align the **footpads** with their matching indentations. Don't be afraid to slide the Vscan around until it **clicks in**!
2. Reach inside the ballot box. Push the **white string** back to lock and secure the Vscan in place. Pull up on the Vscan **handle** to ensure it is secure.
3. Lock the ballot box's **door** and attach **privacy wings**.
4. From *Vscan Cords Bag*, remove all cords and cables. Attach the **power cord**, flat side up, to the back of the Vscan. Insert firmly until you hear a small **click**.



Push the string toward the back of the box.



REMEMBER

DO NOT plug the Vscan into an outlet on Monday night!

Bi-partisan teams assigned by the VLM are responsible for assembling the ballot boxes and placing Vscans on top Monday Night.



If a PEO has any questions on the set up of the equipment, please call the Help Desk.

Monday Night Equipment Set Up

Set up Access Station

Access Station Booth and Table:

1. Remove the **white printer table** from *Access Writer tote* and set it up.
2. Remove the **booth table**. Use the white printer table as a base on which you can slide the rubber bands from around the legs.
3. Unfold the **legs** from the booth table and slide the **inside bar** up.
4. Lock the **legs** in place.
5. Attach the **U-shaped rear leg** and press the **metal buttons** to lock the legs in place.
6. Attach the **two front legs**. Use **metal buttons** to lock legs in place.
7. Flip the **booth**. The front is open for wheelchair access.

Scan this QR code for more help!



Access Writer Tote

Booth table
Front legs



Privacy Wings



White Printer table



U-shaped rear leg



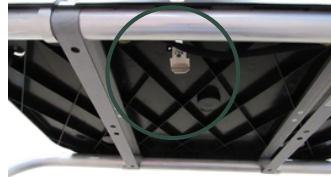
Great work everyone!
Almost finished for the night!



Monday Night Equipment Set up

Access Writer and Printer:

1. Place **Access Writer** on booth, aligning footpads with indentations. Don't be afraid to slide the Access Writer around until it **clicks in**!
2. Slide **metal tab** underneath booth towards the back to secure the Access Writer in place. Pull up on the Access Writer **handle** to ensure it is secure.
3. Attach **privacy wings** found in *booth tote*.
4. Set **white printer table** next to the booth.
5. Remove the **Access Ballot printer** from its cardboard box and place it on the white printer table.
6. Remove all cords and cables from the *Access Station Cords Bag*. Attach the **power cord**, flat side up, to the back of the **Access Writer**. Insert firmly until you hear a small **click**.
7. Connect **blue end** of **USB** cable to the **Access Writer**. The **black end** connects to the **Access Ballot printer**.
8. Attach the **printer power cord** to the back of the printer.
9. Pull **paper tray** out on Access Ballot printer. Extend the **blue plastic** at back of the tray and add **ballot paper**.



Can't find where to plug USB in? Be sure to slide the **black plastic** covering to the **right** to access USB slot.



We **DO NOT** plug the Access Writer into an outlet on Monday night!



Sample Supplies Delivery List

TRAINING

MT WASHINGTON RECREATION CENTER 103 CINCINNATI 1-C

Materials Delivered to Polling Location:

Voting Booths

CADDY (containing):

- ☐ Vscan(s)
- ☐ Ballot Box Tote(s)
- ☐ Access Writer
- ☐ Access Writer Tote (Red handle)
- ☐ Access Ballot Printer
- ☐ Ballot Paper for Access Writer
- ☐ ePoll Book case(s)
- ☐ Provisional & Unscanned Envelope Bag

Vscan Cords Bag (containing):

- ☐ Vscan Power Brick and AC cord
- ☐ Orange extension cord
- ☐ Equipment Surge Protector
- ☐ Gray adapter plug
- ☐ Duct Tape

Access Station Cords Bag (containing):

- ☐ Access Writer Power Brick and AC cord
- ☐ Orange extension cord
- ☐ Equipment Surge Protector
- ☐ Gray adapter plug
- ☐ Access Ballot Printer AC power cord
- ☐ Access Ballot Printer USB cable
- ☐ Access Writer Headphones

Black Privacy Shields (for tables)

- ☐ Check-In Table Sign(s)
- ☐ Voter Assistance Table Sign (VAT)
- ☐ Clipboards
- ☐ Flags & Signs

Sanitation Bag:

- ☐ Disinfecting Wipes

Supply Bag:

- ☐ Blue Ink Pens
- ☐ Electrical Outlet Adaptors
- ☐ Name Tags
- ☐ "I Voted" Stickers
- ☐ Glue Stick
- ☐ Safety Scissors
- ☐ Rubber Bands
- ☐ Blue Painters Tape
- ☐ Paper Rolls for Access/Vscan Units

Supplies Delivered for Monday Night Set Up Meeting

May 6, 2025 Primary Special Election

Directions: Place a '✓' next to each item to verify receipt

Supply Box with contents:

- ☐ SOS Flip Chart
- ☐ Forms Binder (white)
- ☐ Manila Folder Ballot Privacy Shields
- ☐ Precinct Election Official (PEO) Quick Guides
- ☐ 11am and 4pm Voted Lists Clipboard
- ☐ PEO Lapel Pins
- ☐ Disinfecting Wipes

ePoll Book Supply Bag:

- ☐ Voided Ballot Bag with Labels
- ☐ Voided Ballot Envelope (red)
- ☐ Unscanned Ballot Instructions/Envelopes Bag
- ☐ Find Voters List (green)
- ☐ Acceptable ID Chart

Provisional VAT ePoll Book Processing Bag:

- ☐ Provisional Ballot Hot Line Notice
- ☐ Provisional Labels with Instructions
- ☐ Provisional Ballot Affirmation Envelopes
- ☐ 12-O Form (Affidavit of Religious Objection)
- ☐ Provisional Voter Precinct Verification Form 12D (in multiple polling locations)
- ☐ Provisional & Unscanned Envelope Bag Instructions

Administration Bag:

- ☐ Election Night Supply Pack Up List
- ☐ Voted on Access Writer Bag
- ☐ Election Day Reports Bag
- ☐ Ballot Stub Bags
- ☐ Split Precinct Envelope (not all locations)
- ☐ Write-in Candidates Envelope (not all locations)
- ☐ Voting Guide for Deaf/Hard of Hearing Voters
- ☐ 17 Year Old Information
- ☐ SOS Security Flyers

Documents & Signs to be posted Bag:

- ☐ Location with Precinct(s) Sign
- ☐ Campaign Neutral/Cell Phone/Firearms Sign
- ☐ Acceptable ID Sign
- ☐ Sample Ballot(s)
- ☐ 10-V Notice (vote once)
- ☐ Precinct Map(s)
- ☐ Help Wanted Form(s)
- ☐ How to Cast Your Ballot Using Verity Scan
- ☐ Special Voting Instructions
- ☐ Voting Rights Information
- ☐ Voter ID Poster
- ☐ Elections are Secure Poster
- ☐ Social Media Poster
- ☐ Miscellaneous Postings

Section Five: Election Morning Set Up and Open Polls

Tuesday Morning Set Up

5-3

Tuesday morning checklist

Open Polls Overview

5-4

Tuesday Opening the Polls

Set Up ePBs and Clock-in (by 6:30am)

5-5

Set up ePBs with bipartisan team

PEO Clock-in Instructions

Power Up Vscan and Access Station (by 6:30am)

5-8

Steps to power up Vscan

Steps to power up Access Writer

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Tuesday Morning Set Up

**DOORS MUST OPEN TO VOTERS AT 6:30AM SHARP
(according to the clock on the Vscan)**

Tuesday Morning Checklist:

- ☐ Power on **router** and connect to **surge protector** (note Wifi in bottom left corner. Red circle shows how many ePBs are connected).
- ☐ Power on ePB Printer (note one blue light).
- ☐ **All ePBs:** 2 PEOs (opposite parties) plug in and power on.
- ☐ **Vscans:** 2 PEOs (opposite parties) plug into outlet and power on. Print *Zero Report*, open polls, sign *Zero Report*, and *Open Polls Report*.
- ☐ **Access Station:** 2 PEOs (opposite parties) power on, print *Zero Report*, open polls, sign *Zero Report*, and *Open Polls Report*.
- ☐ **All PEOs** clock-in (read oath), and **sign**.
- ☐ Place VOTE HERE, 100' Flags, and NO CAMPAIGNING signs.
- ☐ Post **6:30am** purple *Registered Voters List #1*.

Post the *Official Precinct Voter Registration List* at 6:30am and post updates at **11:00am** and **4:00pm** showing who has voted in the precinct. In lieu of the traditional method of marking and posting the copies of the official registration list, it is acceptable for a PEO to print from an ePB a list of only those voters who have voted in that polling location at 11:00am and again at 4:00pm. The general public is permitted to be in the polling location to read and take notes from these lists while the polls are open. A message will appear on the ePBs at 11:00am and 4:00pm to remind PEOs of this responsibility.

- ☐ Organize check-in ePB(s) and VAT ePB.

Make sure *Provisional & Unscanned Envelope bag* is zip-tied and placed next to VAT ePB.

- ☐ Unwrap **ballot pads** and arrange in **precinct order**.
- ☐ **All PEOs** put on **nametags**.
- ☐ **All PEOs** keep your cellphones on **ALL DAY**.
- ☐ **OPEN DOORS TO VOTERS AT 6:30AM SHARP.**

Open Polls Overview

Tuesday Opening the Polls

PEOs arrive and set up at 5:30am (all PEOs are required to be at the polling location NO LATER THAN 5:30am Tuesday morning, Election Day).

Set up, Open Polls, and Clock-in

Set up and open polls on router, ePB printer and ePBs first, then the Vscan(s) and Access Station. ALL PEOs take the Oath of Office and Clock-In Payroll/Oath/Ethics on VAT ePB.

The VLM and PEO (opposite parties) set up and open the Vscan(s) and Access Station. The VLD and PEO (opposite parties) will set up the check-in table(s), the VAT and put up signs and flags.

Polls Open **must** be completed by 6:30am.

Please call the Help Desk immediately if you are having difficulties with the equipment.

Flag and Sign Placement

Put out the *VOTE HERE*, *NO CAMPAIGNING* signs, and flags. *VOTE HERE* signs should be placed to help voters find the polling location and precinct. Two small U.S. flags must be placed at 100 feet from the entrance to each polling location (or as near to 100 feet as possible). These flags designate the Campaign Neutral Zone.

VOTING BEGINS AT 6:30AM (Ohio State Law)



If you CANNOT begin voting at 6:30am, get the name and daytime phone number of any voter who needs to leave. Call the Board of Elections Help Desk immediately.

NO absentee ballots can be accepted at the polling location on Election Day. A voter must return their voted absentee ballot to the office of the county Board of Elections no later than 7:30pm on Election Day, this includes PEOs. If the voter does not have time to travel to the Board of Elections by 7:30pm Election Day, offer the voter a Provisional Ballot.

Set Up ePBs and Clock-in (by 6:30am)

Set up ePBs


The following tasks **must** be completed by a bipartisan team of PEOs (D and R, or D/R and independent):

1. Remove the **router** and **ePBs** from the Caddy.
2. Press and hold the **power button** on the top right of the router. Wait for the Verizon Logo to disappear. Router home page will display.
3. Plug the **router cord** into the router, then the router cord in the **ePB Surge Protector**.
4. Plug the **ePB printer** into the **ePB Surge Protector**. Wait until only **one solid blue** icon displays.
5. Connect the **ePB cord** to the ePB and plug the ePB cord into the **Surge Protector USB slot**. The ePB **turns on automatically** once connected to power.
6. Press **indent button** to unlock device, then tap the ePB icon at the bottom of the screen.
7. On the START screen, verify green Wifi icon is **on**. Then touch **START**.
8. On the Login screen, enter PEO First Name and Last Name. Touch **CONTINUE**.
9. A pop-up will display that says either:

This is a Touchpad for Hamilton County **CHECK-IN** ePollbook. Please press CONTINUE.

OR

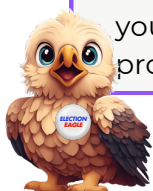
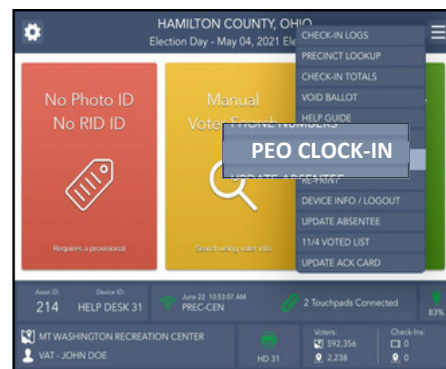
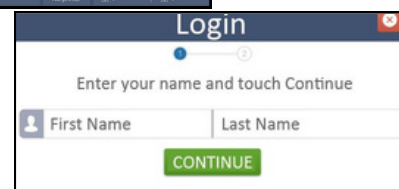
This is a Touchpad for Hamilton County **VAT** ePollbook. Please press CONTINUE.

10. Press **CONTINUE**.
11. Verify your name and title are shown in the lower left corner of the screen.
12. On the VAT ePB, tap  in top right corner. Select **PEO CLOCK-IN**.
13. Tap **CLOCK-IN** opposite your name and press **YES, CONTINUE** if there are no changes.

If your name doesn't display, tap **NEXT PAGE**, press **ADD WORKER** and search for your name. If you still can't find your name, select **I AM NOT ON THE LIST** and follow the prompts. Call the Help Desk with any questions.



Do **NOT** plug the router into a power source until the home page displays.



Set Up ePBs and Clock-in (by 6:30am)

14. Read the *OATH/Ethics Statement*.
15. Sign **your name** on the signature line, then hit **I ACCEPT**.
16. Screen displays: **YOU HAVE BEEN CLOCKED IN.**
17. Repeat steps 11-15 until **ALL PEOs** are clocked in at the VAT ePB.
18. Select **HOME**.

PEO Clock-In

- 1 Touch PEO CLOCK-IN from drop down menu
Touch **CLOCK-IN** opposite your name
Is information correct? Touch YES, CONTINUE
(Touch NO, NEEDS CHANGES to make corrections)

- 2 Read Oath, sign by the X then Touch I ACCEPT

- 3 If your name is not listed Touch NEXT PAGE (if any)
Still not listed? Touch **ADD WORKER**

- 4 Touch NEXT PAGE as needed to check for your name
Still not listed? Touch **I AM NOT ON THE LIST**

- 5 Enter First Name, Last Name, Address, City, Zipcode
Select party from drop down arrow, Touch CONTINUE

Select Assignment from drop down arrow
Touch CONTINUE

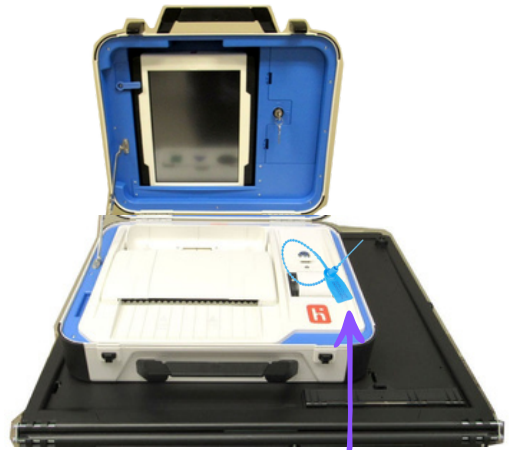
Read Oath, sign by the X
then Touch I ACCEPT

Power Up Vscan and Access Station (by 6:30am)

Steps to Open Vscan:

1. **Open** the Vscan. Use the **purple key** to unlock and then open the Vscan lid (the key only goes in halfway, so don't force it).
2. Press the **metal brace** on the **left** of the case to lock the Vscan open.
3. Unlatch the screen and use the **yellow key** to unlock and **remove** the screen from the Vscan.
4. Carefully place the screen in the **Vscan dock**. Tilt the screen back and use the **yellow key** to lock the screen in place.
5. Plug the Vscan power brick into a surge protector. Plug the surge protector into the wall outlet.
6. Verify that the **light** above the tape is **green**.

If the light above the tape is **red**, unlock and undock the screen, **repeat steps 4-6**.



Do **NOT** remove the **blue zip tie seal** from inside the Vscan. **This should not be touched.**


Open the Polls on the Vscan:

1. Press the **red power button** on the back of the Vscan to turn it on. Press the button **only once**.
2. Select **Print Zero Report**.
3. On the printed list, verify that the correct precinct name displays. Verify that all precincts in the location are listed.
4. Verify that the report displays *Ballot Counter: 0*.
5. Verify that the bottom of the screen shows **zero ballots**.
6. Select **Open the Polls**.
7. A Democrat and Republican enter the **Open Polls Code**.
8. Select **Accept**. Report prints and green lights flash.
9. Screen displays: *Scanner Ready for use, to cast your ballot insert it*.
10. **Tear off** reports from the Vscan.
11. The VLM and a PEO (opposite party) sign both the *Zero Report* and the *Open Polls Report* and place these reports in the *Election Day Reports Bag*.

Election	
Verity Touch Writer	
Ballot Counter:	0
Lifetime Counter:	8
Zero Report	
Date & Time Printed:	
Access Code Summary Re	
All ZEROS	
Official Signatures	
—	
Election	
Verity Touch Writer	
Ballot Counter:	0
Lifetime Counter:	8
Open Polls Report	
Date & Time Printed: Polls are open Ready to issue ballots	
Official Signatures	
—	

Power Up Vscan and Access Station (by 6:30am)

Steps to Open Access Writer:

1. Plug the **Access Ballot Printer** power cord into a surge protector.
2. Plug the **surge protector** into a wall outlet.
3. Press  in the bottom right corner of the printer until the screen says *Please Wait*. Proceed when the screen says, *Ready to Print*.
4. Use the **purple key** to unlock and open the **Access Writer** (don't force it, the key only goes in halfway).
5. Use the **yellow key** to unlock the screen. Unlatch and remove the screen.
6. Gently place the screen in the dock. Tilt it back and use the **yellow key** to lock the screen in place.
7. Plug the **Access Writer power brick** into the surge protector.
8. Verify that the light above the tape is **green**.



Do not remove the **red zip tie seal** from inside the Access Writer. **This should not be touched.**

If the light above the tape is **red**, unlock and undock the screen, **repeat steps 4-6**.

Power on Access Writer

1. Press the **red power button** on the back of the Access Writer to turn it on. Press the button only once.
2. Select *Print Zero Report*.
3. Verify that the correct precinct name displays. Verify that all precincts in the location are listed.
4. Verify that the report displays **Ballot Counter: 0**.
5. Verify that the bottom of the screen shows zero ballots.
6. On the screen, select **Open the Polls**.
7. A Democrat and Republican enter the Open Polls Code and select **Accept**. Report will print and the screen displays: *Accessible ballot marking Ready for use*.
8. **Tear off** reports from Access Writer. The VLM and a PEO (opposite party) sign both the *Zero Report* and the *Open Polls Report*. Place these reports in the *Election Day Reports Bag*.
9. Plug the **headphones** into the **top left** of the Access Controller. Ensure they are completely plugged-in and hang the headphones from the **Access Writer handle**.

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