Dear Precinct Election Official,

For every election, it is the responsibility of the Board of Elections to help voters make their voices heard. As a Precinct Election Official on Election Day, you are on the front lines of this important process. We could not do our job without you and on behalf of the registered voters of Franklin County, we thank you for performing this critically important public service.

In order to ensure a smooth and successful Election Day for both you and the voters, rigorous training is required. To that end, we have created this training manual as a thorough informational resource. It is vitally important that you read it before Election Day and refer to it during your service on Election Day. In fact, while you read it, we encourage you to underline, highlight, dog-ear corners, or do whatever else is necessary to underscore important topics you believe you may need to refer to on Election Day.

This manual will provide you with the necessary information to effectively and efficiently perform your duties as a Precinct Election Official. Some of the topics covered in your elections administration training include:

- What to do before Election Day
- Opening procedures on Election Day
- Processing Voters and Voter Identification Requirements
- What to do in difficult and/or special situations
- Voters with Specific Needs
- Poll closing procedures

As always, we welcome and desire your feedback. Please let us know how we can improve your training program and if you have ideas about improving the processes on Election Day – we want to hear from you! By working together as a team, we will continue to provide excellent customer service to the voters in Franklin County.

Please know we value your commitment to the election process. Thank you for your dedicated service – past, present, and future. We could not have an election without YOU!

Sincerely,

Matthew M. Damschroder
Director

Dennis L. White
Deputy Director
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Appendix Sections
Section 1: Overview and Key Information

- About Being a Precinct Election Official
- Job Descriptions
- Emergency Procedures and Important Phone Numbers
- Take a Quick Look
About Being a Precinct Election Official

Precinct Election Officials (PEO) in Demand

The Franklin County Board of Elections is committed to conducting fair and impartial Elections that are well organized and professionally managed. This would be impossible without the thousands of dedicated Precinct Election Officials who serve on Election Day.

Precinct Election Officials are always in great demand. The Board hires about 5,000 dedicated, community-minded individuals as Precinct Election Officials to staff and operate the polling locations of the County each Election Day.

Persons interested should call the Board of Elections at 462-3100 or go online at www.FranklinCountyOhio.gov/BOE. Independent voters are not required to change their party affiliation.

Precinct Election Officials’ Compensation

- Presiding Judges: $95 for Election Day; $15 to attend training; $15 for Travel
- Judges: $95 for Election Day; $15 to attend training

Precinct Election Officials’ Commitment

- Precinct Election Officials serve a long day, approximately 15 hours, at the voting location on Election Day (from 5:30 a.m. until the Presiding Judge releases the Precinct Election Officials team at approximately 8:30 p.m.)

Voting Locations are open to the public from 6:30 a.m. to 7:30 p.m. on Election Day. We know it’s a long day for you...and we appreciate your service!

- Plan ahead! Voting location team members can leave the voting location on Election Day for a one-hour lunch (to be scheduled by the Presiding Judge). There must always be at least one Democrat and one Republican present.
- Bring any medications you require.
- Bring drinks, meals and snacks – but don’t bring them near the voting area.
- Arrange for the care of any dependents or pets.
- Some voting locations are cold...and some are hot! Bring layers of clothes.
Precinct Election Officials may not:

- Be a candidate or spouse of a candidate who is running for an office on the ballot in that precinct.
- Discuss politics while serving in the voting location.
- Wear campaign buttons or campaign-related clothing at the polling station.
- Bring any items that might distract from neutral managing of the poll (such as lap top, newspaper, iPods, etc.)

Exception: You may bring a laptop computer or portable video player (VHS/DVD) if it is used ONLY for the purpose of playing the training video supplied to you to aid in the set up, use, and closing of the voting machines. Once these tasks are complete, the lap top computer or video player should be stored in a safe place.

Training Class

Training is mandatory and is offered before each election. There are always new procedures, so you'll really miss out if you skip out!

Precinct Election Officials should expect to spend at least 3 hours for an in-depth and hands-on training session.

Remember you are only paid for attending a training class if you work on Election Day.

Practice Makes Perfect!

We encourage you to stay after class or stop by the Board Office to take more time to get comfortable with the new voting machines. During the last weekend before the election, special “Practice Makes Perfect” classes will be offered to “brush up on your skills,” seek answers to your questions, and increase your confidence.
JOB DESCRIPTIONS

A. Precinct Election Officials Teams

Precinct Election Officials teams are responsible for the election process at each voting location.

The teams are comprised of 1 Presiding Judge and at least 3 other Election Judges.

B. Presiding Judge

The Presiding Judge is the person in charge of the voting location and is responsible for the operation of the voting location.

On the Saturday preceding the election, the Presiding Judge picks up election supplies at 1719 Alum Creek Drive. The Presiding Judge checks all supplies using the supply checklist, gives absentee voters credit for voting by placing “AB” in the “Authority-to-Vote” box of the signature poll book, marks all three of the voter registration listings for each absentee voter, and notifies the Election Office of any missing supplies. The Presiding Judges are encouraged to visit the voting location prior to Election Day.

On Election Day, the Presiding Judge administers the oath of office, notifies the Board of Elections of any absent Judges and assigns the duties to the Precinct Election Officials team who assist by arranging the voting location to receive voters, posting all signs and work materials. The Presiding Judge supervises or manages the Signature Poll Book to check in voters, and is responsible for ensuring the successful opening/closing of all voting machines.

On Election Night, the Presiding Judge officially closes the polls by closing the doors to the polls at 7:30 p.m., but allows voters who are in line at 7:30 p.m. to have the opportunity to vote. Following the printing of the Closing Results Tape and removal of the Compact Flash Memory Cards from voting machines, the Presiding Judge returns all supplies to the designated Drop-off Zone.

STOP

It is important that Election Judges have the opportunity to rotate among different tasks such as checking in voters or assisting voters with the machines. Rotation of duties ensures that every member of the team can feel valued AND be able to replace another team member in an emergency!
C. Election Judges

The Election Judges assist the Presiding Judge and share responsibility for the operation of the polling site. They greet and check-in voters, accompany voters to a voting machine, and verify ballot information on the voting machine screen. Following the close of the polls at 7:30 p.m., all Election Judges assist the Presiding Judge in closing the polling site.

Special Note: In partnership with KidsVoting/Central Ohio, our Youth at the Booth program has recruited several hundred high school seniors to work at polling locations during the election. These students have received the same training as adult Precinct Election Officials. They should be accorded the same respect as adult Precinct Election Officials.

D. Field Technicians

Field Technicians receive specialized training and are assigned a certain number of voting locations to lend assistance to Precinct Election Officials. They periodically visit their assigned voting locations to troubleshoot problems and provide Election Day support.

Some Specific Judge Duties

1. Set up and open voting machines for voting
2. Supervise A-K and L-Z poll books and check in voters
3. Make sure voters are voting properly as “Regular” or “Provisional”
4. Check voter ID
5. Escort voters to machine and initiate a ballot for them
6. Answer voter questions or refer to the proper authority
7. Give “I Voted Today” sticker
8. Make sure the voting location runs smoothly and that all laws are enforced (such as anti-electioneering, voter challenges, observers)
9. Close and tear down machines after the election is over
Emergency Procedures and Important Telephone Numbers

Medical Emergency

1. In the event of a MEDICAL emergency, call 911.

2. When the medical emergency is under control, please make a follow-up call to the Election Office at 462-4100. (This number is for Precinct Election Officials ONLY! Please do not share with voters.)

A Evacuation of Your Voting Location

1. If you must leave your Voting Location due to any emergency (fire, tornado, other):
   - DO NOT PANIC - Your safety and the safety of your co-workers and the voters is our first concern.
   - Gather and secure the Master PEB (Personal Electronic Ballot) cartridge and all Supervisor PEBs, the cell phone, the Precinct Workbook, the Provisional Precinct Workbook, and the Signature Poll Books.
   - Go to a safe place, as instructed by public safety officials or as determined by the Presiding Judge.
   - As soon as you can, contact the Election Office at 462-4100 for further instructions.

When the Voting Location Can Be Re-opened

1. Inspect your voting area.

2. Report any irregularities or problems to the Board of Elections at 462-4100.

3. Continue processing voters.
Take a Quick Look

1) Voting Machines: 7 Benefits
   • Voter intent is clear
   • Reduces voter error
   • Voter can review summary of choices before casting ballot
   • Allows visually impaired voters to vote unassisted using the audio ballot
   • Precinct Election Officials will find them easy to use
   • We have more than enough machines!!
   • Voter Verified Paper Audit Trail (VVPAT) allows voters to view a permanent paper record of their votes, which is the official ballot of record, prior to casting their ballot.

2) Provisional Ballots Cast on Machines
   • Provisional Voters will cast their provisional ballots on the voting machines instead of on paper ballots.

3) Identification Required of All Voters
   • Before processing a Voter through the poll book, each voter must show the Precinct Election Officials a valid form of identification
   • Voters who do not have a qualifying form of identification MUST be permitted to vote using a provisional ballot.

4) Revised Forms:
   • Election Day Balance Sheet: Will help you to balance the number of voters with the number of votes cast throughout the day.
   • Provisional Ballot Application
   • Payroll and Oath of Judge

5) Voter Official Tabulation Results (VOTR) Book
   • Used to return Master PEB, Supervisor PEBs, all compact flash memory cards, and one copy of the zero/results tapes.
   • The VOTR book is returned to the drop-off zone by the Presiding Judge.
6) Terms

- **iVotronic**

  The iVotronic touch screen is a direct recording electronic (DRE) voting machine manufactured by the Election Systems and Software Company (ES&S) of Omaha, Nebraska, and is designed with a Voter Verified Paper Audit Trail (VVPAT), also called a Real Time Audit Log (RTAL), that records the voter’s ballot choices. The iVotronic enables visually impaired voters to cast a secret ballot aided by an audio recording.
iVotronic (Front View)

- Voter Verified
- Paper Trail Viewer
- Headphone Port
- Audio Ballot Controls
- Leg Support Locks

iVotronic (Top/Rear Views)

- Memory Card Port
- Printer Port
- Power Cable with Red Power Light
• 2 types of PEBs (Personal Electronic Ballot):
  i) Master PEB (yellow band) — The "key" that opens and closes the voting machines. During the day the Master PEB should be stored away. At the end of Election Day you will use the Master PEB to collect all of the vote totals from each machine so that they can be tallied at Election Central.

Master PEB

Supervisor PEB

ii) Supervisor PEB (blue band) — The tool used to bring up the correct ballot for the voter (including provisional and audio ballots).

STOP

Never let the backs of the PEBs touch each other for extended periods of time. This will drain them of power.

• Compact Flash Memory Cards — In addition to the internal memory, each machine has one removable compact flash memory card that records all votes when the polls are closed.

• Opening Zero Tape — Voting system printout confirming all the voting machines have no votes on them in the morning

• Closing Results Tape — Voting system printout that indicates total votes for all candidates and questions.

• Public Counter — The number of ballots cast on each machine on Election Day.

• Protective Counter — Cumulative number of votes collected on each machine since it was delivered to the Election Office.