



Precinct Election Official Manual

Delaware County, Ohio

General Election

November 3, 2020

Additional training materials are available at the Secretary of State's website:

www.sos.state.oh.us

We would all like to say a big THANK YOU for your dedication.

Without you our elections would not be possible.

INTRODUCTION

The Delaware County Board of Elections welcomes you to the 2020 Presidential General Election and would like to thank you in advance for your hard work and preparation. Democracy isn't easy. Elections, in particular, require long hours and dedicated people like you to ensure Lincoln's hope that "government of the people, by the people, and for the people, shall not perish from the earth."

Every election has unique characteristics; what was done in one election is not always done in the next. New voting equipment is being utilized. We encourage you to ask questions, consult your Precinct Election Officials Manual, and call the Board of Elections if you have any doubt as to what needs to be done. As always, please call us at 740-833-2080 if you have questions.

Thanks again and we look forward to working with you!

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Anthony P. Saadey, Deputy Director

Board Members: Ed Helvey, Chairman, Steve Cuckler, Shawn Stevens, and Peg Watkins.

Cover photo-

Presidential Seal, U.S.A.

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EMERGENCY NUMBERS

In case of an emergency, or if it is necessary to obtain assistance from law enforcement, please have VLM call the appropriate number listed below.

Emergency Dispatcher: 911

Delaware County Sheriff's Office: 740-833-2800

Delaware County Board of Elections: 740-833-2080

Ashley Police Dept.: 740-747-2960

Columbus City Police Dept.: 614-645-4545

Delaware City Police Dept.: 740-203-1111

Dublin City Police Dept.: 614-889-1112

Genoa Police Dept.: 614-568-2060

Ostrander Police Dept.: 740-666-8500

Powell Police Dept.: 614-885-5005

Shawnee Hills Police Dept.: 614-889-8258

Sunbury Police Dept.: 740-965-1411

Westerville Police Dept.: 614-882-7444

JOB RESPONSIBILITIES

Election Officials are a vital part of the election process. Each is sworn to uphold both the Constitution of the United States of America and the Constitution of the State of Ohio and its laws.

The following job descriptions are not comprehensive; they are simply meant to give an overview of different positions and basic responsibilities required at the polls. Prior to Election Day, all Election Officials should find the polling location where they will be working. On Election Day, conduct the Election properly and lawfully and perform any other duties as assigned by the county Board of Elections, the Secretary of State, or those found in the Ohio Revised Code. Precinct Election Officials may not refuse to enforce election laws, especially laws that apply to a precinct and/or polling location (R.C. 3501.33; 3501.35).

Voting Location Manager (VLM):

Responsible for overseeing the general operation and set up of the polling location.

As a VLM, you are the leader of the location, and your responsibilities include:

- Picking up supplies from the Board of Elections (BOE)
- Ensuring Opening and Closing of Ballot Markers, Ballot Tabulators, and Poll Pads with a bipartisan team
- Contacting polling location as soon as possible before election to arrange time for Monday night setup
- Contacting Presiding Precinct Election Officials, Ballot Tabulator Supervisors, Paper Ballot Specialists, and Student Election Officials as soon as possible before Election Day to inform them of setup day and time
- Administering the Oath of Office/Ethics to all Precinct Election Officials and Observers
- Seeing that Attendance/Payroll forms are completed
- Acting as the single point of contact with the BOE
- Processing Provisional Voters and paper ballots with the Paper Ballot Specialist
- Balancing the entire polling location
- Ensuring that Security Certificate(s), Chain of Custody and other forms are completed
- Ensuring Zero Count, Election Summary tapes and Machine Info Tapes from Ballot Markers and Ballot Tabulators are printed
- Printing 1 copy each of the 11:00 a.m. and 4:00 p.m. Check-in Summary Reports
- Canceling ballots and being responsible for Ballots Canceled Without Reissue form with any election official of the opposite party
- Returning supplies to BOE on election night with a member of the opposite party

Presiding precinct election official (PPEO):

As a Presiding Precinct Election Official you will:

- Provide leadership and oversee tasks at the Team level
- Perform all duties of a PEO
- Maintain party parity at your Team table
- Pick up supplies from the Board of Elections including Poll Pad

- Contact fellow PEOs the weekend before the election regarding Monday night setup
- Be responsible for completion of your team's Chain of Custody forms
- Work closely with VLM during the balancing process
- Set up your Team's Poll Pad
- Assist in printing of Zero Count and Election Summary tapes and Machine Info Tapes
- Assist with opening/closing of Ballot Markers

Note: Poll Pad must be kept by PPEO until Election morning.

Precinct Election Official (PEO) and Student Election Official (SEO):

Learn all operations involved with processing voters and tasks needed to open and close Polling Location.

As a Precinct Election Official you will:

- Verify voter identification on Poll Pads
- Verify voters' signatures
- Activate ballot for voter on Ballot Marker
- Direct voters to the Paper Ballot Specialist table as needed
- Help balance the votes cast vs. voters' signatures at the end of the night
- Provide friendly customer service to all voters

Ballot Tabulator Supervisor (BTS)

As a Ballot Tabulator Supervisor you will:

- Set up, operate, and close the Ballot Tabulator
- Oversee and assist voters casting ballots
- Hand out "I Voted Today" stickers
- Assists VLM with jams or problems on Ballot Tabulator
- Print Zero and Election Summary tapes
- Balance Ballot Tabulator at the end of the night

Paper Ballot Specialist (PBS):

Paper Ballot Specialists are trained in requirements to correctly process a voter who needs to vote a provisional ballot, curbside ballot, those who would prefer a paper ballot, and 17-year-old voters.

As a Paper Ballot Specialist you will:

1. Set up MiFi
2. Use Address Lookup Poll Pad to check voters' address and precinct
3. Verify voter in correct polling location. If not, provide them with correct polling location and address

4. Verify the provisional envelope has been filled out correctly and signed by the voter

Field Technician (Rover):

Field Technicians provide technical support for election equipment and supplies.

As a Field Technician you will:

- Ensure voting equipment is functioning properly
- Provide additional information and supplies that Precinct Election Officials may need
- Plug in iSync to download Absentee List into Poll pads
- Provide VLM with supplemental list of people who voted absentee after voter data was loaded on Poll Pad
- Quickly convey special information that needs to be communicated to the polling locations
- Help open and close the Ballot Markers and Ballot Tabulators as needed
- Change paper rolls on the Ballot Markers and Ballot Tabulators as needed

MEDIA ACCESS TO POLLING PLACES

The media must be granted reasonable access to any polling place for the purpose of newsgathering and reporting so long as they do not interfere with Precinct Election Officials and voters as they exercise their right to vote (See R.C. 3501.33 and 3501.35).

There are several factors to consider in granting access to the media to ensure voters are not disturbed or delayed. Such factors include, but are not limited to:

- The credentials of the media representative, and whether the purported media representative is from an accredited media source as opposed to an internet writer (blogger)
- The length of time the media is present
- The length of voter lines
- The layout of the polling location
- Whether voter privacy and/or ballot secrecy may be compromised
- The conduct of the representatives of the media who are present
- The effect the presence of media has on voters and Precinct Election Officials

If a representative of the media interrupts, disrupts, interferes with, intimidates voters in any way, or jeopardizes secrecy of the ballot, or otherwise disturbs the administration of an election, he or she may be removed from the polling place. If such an event occurs, please **contact the BOE immediately at 740-833-2080** and inform us of the situation. If assistance is necessary to remove a media representative, the VLM may call law enforcement officials, requesting them to remove the offending person(s). ****NOTE ** BEFORE contacting ANY law enforcement, contact BOE.** The phone number for the Delaware County Sheriff's Office is **740-833-2800**.

If the VLM is uncomfortable confronting the media representative, please call the BOE and we will talk to the person in question and decide the course of action to be taken.

POLLSTERS AND ELECTIONEERING

- Pollsters are not allowed inside polling location, but can be within 100 feet of the entrance, if they are not promoting or opposing any issue or candidate
- People who are campaigning must stand beyond 100 of entrance
- Electioneering includes but is not limited to:
 - o The display, wearing or distribution of political badges, T-shirts, hats, stickers, pins, buttons, campaign literature, newspapers and magazines with political covers, or any other campaign paraphernalia
 - o Any discussions of a political nature by voters, Election Officials, or anyone else in the polling location, including cell phone conversations
- If the line of waiting voters extends past the 100 feet, electioneering is prohibited within 10 feet of any voter waiting outside the 100-foot zone to vote
- Groups may collect signatures outside a polling location if they stay outside the 100-foot zone

Note: If you experience any issues or problems with electioneering, call the BOE.

ELECTION OBSERVERS

Election observers play an important role in assuring the public that the election process is both transparent and accessible and upholds our principles of democracy. However, protecting the rights of voters to participate in elections free from hindrance and difficulty is paramount on Election Day.

Observers representing political parties, candidates, or issue committees are only allowed to watch the process. Observers are not permitted to interfere with Precinct Election Officials doing their jobs, to slow down the operation of the polling location, or to interact with voters in a manner that interferes with or disrupts an election. If an observer challenges and/or intimidates a voter, the VLM should immediately contact the BOE.

Only certain groups may appoint observers for Election Day. The following groups are considered “appointing authorities” on Election Day:

- Any political party (county or state) that is supporting candidates to be voted upon during this election
- Any group of five or more candidates
- A ballot issue committee recognized by the BOARD OF ELECTIONS as supporting or opposing a ballot issue

“Appointing authorities” are permitted to designate **one person**, a qualified elector, to serve as an observer for such party, candidates, or issues committee at polls on Election Day. There is a filing deadline for observers.

Persons **not** eligible to serve as an *observer*:

- A **Uniformed** peace officer, state highway patrol trooper, member of any fire department, member of the armed services or the organized militia, a person wearing any other uniform, and a person carrying a firearm or other deadly weapon
- A candidate, unless the candidate is also a member of the party controlling committee appointing him or her
- A person who did not first take the appropriate oath (administered by the VLM)
- An elector from another state because only Ohio electors may observe Ohio elections

PROCEDURE FOR HANDLING ELECTION OBSERVERS

Observers must **check in** with the VLM by showing their Certificate of Appointment. The VLM has the official Observer’s Policies located in the orange VLM Binder.

- ☐ **Check observer’s ID and address** to ensure the person is an Ohio resident. The ID check is the same as someone voting a regular ballot except they **do not** have to be observing the precinct where they would normally vote.
- ☐ **Administer the following oath:**
“Do you solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and that you will not disclose or communicate to any person how any elector has voted at such election.”

□ Observe the rights of Voters and Observers

Observers must not:

- Disrupt or interfere with the election or voters
- Take any action so as to intimidate voters or PEOs
- Handle materials
- Use cell phones, digital phones, or other devices to discuss the election within the polling location
- Take photographs or record video within 20 feet of a voter
- Serve as enforcers of the law
- Put themselves in any position that could violate either the secrecy of the ballot or a voter's privacy
- Give advice or instruction to, or act as advocates for, voters
- Engage in any kind of election campaigning

An observer acting in a manner contrary to this direction must be warned **once**. Subsequent violations may result in removal from the polling location by the VLM. **** NOTE ** Notify BOE.**

If the observer refuses to, or cannot provide the certificate of appointment, the VLM **must** notify the Board of Elections of the observer's removal from the polling location at any time during Election Day. If a VLM is not comfortable confronting the observer at any point, call the Board of Elections, notify us of the situation, and we'll speak with the observer over the phone. If necessary, Delaware County Sheriffs may remove anyone the VLM and/or the Board of Elections believe is disruptive to the election process. **The Sheriff's telephone number is 740-833-2800.**

CHALLENGING VOTERS

On Election Day, voters may be challenged at the check-in table ONLY by a precinct election official or the VLM and only for the following reasons:

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

If challenged by a precinct election official for one of the four reasons listed above, the prospective voter should complete Affidavit-Oath-Examination of Person Challenged (Form 10-U).

- If the voter completes the Form 10-U and a majority of the precinct election officials are able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
- If the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U), the voter must vote a provisional ballot and the precinct election official will need to make a note as instructed by the BOE (i.e., Problems and Corrections document, Precinct Election Official Notes, etc.).
- If a majority of the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot (see "Provisional Ballots" to the person).

VLM AND PPEO RESPONSIBILITIES PRIOR TO ELECTION DAY

VLM:

1. Contact your polling place facility to be certain the building will be open on Monday evening for set up and on Election morning. Let the BOE know ASAP if you have any problems.
2. Contact the PPEO, PBS, BTS & SEO to coordinate a meeting at the facility to set up your Polling Location and to discuss work assignments and lunch options. The PPEO needs this information to give to the PEOs.

PPEO:

- ☐ Contact the Precinct Election Officials assigned to your Team to communicate the arrangements for setting up the location on Monday Evening and to discuss lunch options.

Note: Make sure that the Precinct Election Officials that help set up indicate that they worked Monday night on their payroll sheet.

- ☐ Check supplies. All should be labeled with your Polling Location Name and Team Number.

SUPPLIES

Contents of VLM Blue Bag

- ☐ VLM Orange Binder
 - o Polling Location Layout Guide
 - o (White) Oath of Office and Ethics Policy for Precinct Election Officials and Observers
 - o Ballot Marker Security Certificate (Form 1911-B1)
 - o Ballot Tabulator Security Certificate (Form 1911-B2)
 - o List of Write-In Candidates (if applicable)
 - o Lilac Polling Location Balancing Summary
 - o Lilac Poll Pad Signature Count Sheet
 - o Ballots Canceled Without Reissue Form
 - o List of Polling Locations with addresses
 - o Record ID List
 - o Payroll and Attendance Roster Sheets
 - o List of Ballot Options
 - o Observer's Policy
 - o Codes for Poll Pads sealed in envelope
 - o Polling location keys stored in zipper bag of VLM binder (if applicable)
 - o Keys for Cart, Ballot Marker and Ballot Tabulator – 2 sets
 - o SOS Ethics Policy
 - o Emergency Preparedness Policy with Check off list
 - o Incident Report Form
 - o ADA booklet
 - o Precinct Election Officials Manual
- ☐ Secretary of State Quick-Reference Guide (flip chart)
- ☐ VLM Office Supply Bag
- ☐ Emergency Seals
- ☐ Green Ballot Return Bag which will contain pressboards to help organize ballots for return to BOE.
- ☐ Ballot Return Bag seal (for Green Ballot Return Bag)
- ☐ Clear Legal Envelope containing Yellow Precinct Headers (VLM contacts BOE for emergency use)
- ☐ Clear envelope containing City and County Polling Location Maps, Sample Ballots and Notices to be posted - place on information table
- ☐ Chain of Custody Seals
- ☐ End of Day Seals for Ballot Markers and Ballot Tabulators (blue tamper tape and red seals)
- ☐ Clear envelope for 11:00 a.m. and 4:00 p.m. Check-in Summary Reports
- ☐ Orange envelope for storage of Opening and Machine Info tapes
- ☐ Register of Voters List Notebook (Blue Binder) – place on information table
- ☐ Yellow Provisional Authority to Vote Slips
- ☐ White Authority to Vote Slips
- ☐ Clipboard
- ☐ Red Transport Media Bag – empty when picked up
- ☐ Orange Packing Card for VLM Blue Bag and Green Ballot Return Bag

Picked Up Separately by VLM

- ☐ Chain of Custody for Supplies & Ballot Box for both PBS & VLM (Form 1911-A2)
- ☐ PBS Address Lookup Poll Pad – Will have red tape around the outside.

- ☐ Blue BTS Bag
- ☐ Personal Protective Equipment for VLM/ PBS/ BTS

Contents of Paper Ballot Specialist Red Bag

- ☐ Paper Ballot Signature Notebook (Green Binder)
 - ☐ Paper Ballot Accounting Chart
 - ☐ Blank Signature List Pages by precinct
 - ☐ Voter Precinct Verification Form (Form 12-D)
 - ☐ Precinct Problems & Notes
 - ☐ Blank Voter Registration Forms
- ☐ Paper Ballot Forms Notebook (Yellow Cover)
 - ☐ Misc. Forms Index Page
 - ☐ Notice of Name Change (Form 10-L)
 - ☐ Affidavit-Oath-Examination of Persons Challenged (Form 10-U)
 - ☐ Certificate of Appt. PEO to Fill Vacancy and Oath (Form 104)
 - ☐ Election Day Precinct Incident Log (Form 450)
 - ☐ SOS Directive 2008-80
 - ☐ ADA booklet
 - ☐ Flow Chart
 - ☐ Blank Voter Registration Forms
 - ☐ Precinct Problems & Notes
 - ☐ Emergency Plan
 - ☐ Delaware County Incident Report
- ☐ Training Power Point
- ☐ PEO Manual
- ☐ Paper Ballots for Curbside, Provisional, and Emergency ballots
- ☐ Street Listing (Paper Backup for Address Lookup Poll Pad)
- ☐ Hotline Information (Form 12-H)
- ☐ Provisional Envelopes
- ☐ Privacy Folders
- ☐ "Instructions to Voters" Sheets
- ☐ Ballot Stub Envelope
- ☐ Provisional Used Authority to Vote Slips Envelope
- ☐ Soiled and Defaced Ballot Envelope for all paper ballots
- ☐ PBS Office Supply Bags
 - ☐ Provisional Stamp
 - ☐ Calculator
- ☐ Ballot Sorting Rack(s)
- ☐ Clipboard
- ☐ Plastic Secure Pack for Voted Provisional ballots
- ☐ SOS Quick Reference Guide (flip chart)
- ☐ List of Polling Locations with addresses
- ☐ I Voted Today stickers
- ☐ Provisional Tabletop stand and sign
- ☐ Chain of Custody Seals
- ☐ Orange Packing Card
- ☐ Help Sheets

Contents of Presiding Precinct Election Official's Black Bag

- ☐ PEO Manual
- ☐ Secretary of State Quick Reference Guide (flip chart)
- ☐ PPEO Office Supply Bag
 - o Key for Cart and Ballot Markers
 - o Hand Sanitizer
 - o Sharpies
- ☐ Clipboard
- ☐ Aprons – 3 per team
- ☐ Tabletop stand and ID Required sign – one for each Team
- ☐ Chain of Custody Seals
- ☐ Magnifier
- ☐ Provisional Yellow Authority to Vote Slips
- ☐ White Authority to Vote Slips
- ☐ I Voted Today stickers – Please share with Ballot Tabulator Supervisors
- ☐ Forms Notebook (Gray Marble Cover)
 - o List of BOE Phone Numbers
 - o Misc. Forms Index Page
 - Notice of Name Change (Form 10-L)
 - Affidavit-Oath-Examination of Persons Challenged (Form 10-U)
 - Certificate of Appt. PEO to Fill Vacancy and Oath (Form 104)
 - Election Day Precinct Incident Log (Form 450)
 - Precinct Problems and Notes
 - Blank Voter Registration Cards
 - o SOS Directive
 - 2008-80
 - o Flow Chart
 - o ADA booklet
 - o Emergency Plan
 - Delaware County Incident Report
- ☐ Used Authority to Vote Slips Envelope (clear plastic)
- ☐ 11:00AM and 4:00PM Summary Reports Envelope (clear plastic – Team #1 bag only)
- ☐ Orange Packing Card for PPEO Black Bag
- ☐ Personal Protective Equipment for PEOs

Contents of Navy Blue BTS Bag

- ☐ Scissors/Pens
- ☐ Flashlight
- ☐ Clear envelope containing Pink Closing Cards
- ☐ Seals – red and tamper tape styles
- ☐ Keys – master and barrel
- ☐ Clipboard
 - o Location layout guide
 - o Verification checklist for precincts loaded on Ballot Tabulators – 1 page per precinct
 - o Machine/Problem Log (more sheets are located on the clipboard inside each Ballot Tabulator cart)

- ☐ Auxiliary bin ballot count envelope (for ballots that cannot be tabulated)
- ☐ Ballot Tabulator Open & Close Quick Guides
- ☐ Orange Packing Card for BTS

Contents of White Storage Box

- ☐ Power Strips/Extension Cords
- ☐ Small Flags
- ☐ Privacy Shields for PBS
- ☐ Laminated Precinct/District Maps for your Polling Location – place on information table
- ☐ Greeter Sign Board – place on information table
 - ☐ Voters Rights Poster
 - ☐ Voting Twice Notice Poster (Form 10V)
 - ☐ Special Voting Instruction Poster
 - ☐ How to Vote Poster
 - ☐ No Political Propaganda Sign
 - ☐ Identification Required Sign
 - ☐ Voter ID poster (large one taped to front of Greeter Table and small one on Greeter Board)
- ☐ 100 foot string
- ☐ Orange Packing Card for White Storage Box

Contents of each Storage Cart

- ☐ Four Ballot Marker units per cart – Marks ballot choices/creates a Ballot Marker ballot
- ☐ Vote Here Sign(s)
- ☐ Uninterrupted Power Source (UPS) with Ballot Marker units already plugged in
- ☐ Uninterrupted Power Source (UPS) to use with Ballot Tabulators
- ☐ Blue bin w/lid containing Emergency Paper Roll Supply
- ☐ 1 folded metal Ballot Box
- ☐ Hanging clipboard containing:
 - ☐ Machine/Problem Log Sheets
- ☐ White Storage Box
- ☐ Privacy Shields
- ☐ Cord Covers – 4 per cart
- ☐ Gray box containing 4 extension cords and 2 power strips
- ☐ Personal Protective Supplies for voters

SETTING UP POLLING LOCATION Monday Evening

- **DO NOT unlock or break red security seals on voting equipment or bags until Tuesday morning.**
- **All TEAM Poll Pads must remain in PPEO possession until Tuesday morning.**
- **PBS Poll Pad must remain in VLM possession until Tuesday morning.**

o FOLLOW Location Set-up diagram provided by BOE to arrange. LET BOE know of any changes.

- Team Tables – Poll Pads need to be close enough to communicate with other Poll Pads
- PBS Table
- Information Table
- Ballot Marker Carts and Ballot Tabulators
- Open side door of Ballot Marker Cart, remove metal Ballot Box and give to PBS
- Remove materials from White Storage Box
- Power Source for Ballot Marker Carts – Cords will already be plugged into UPS
- Remove UPS intended for all Ballot Tabulators
- Place electric cord covers in traffic pattern areas
- o Post on Entrance Door
 - “No Weapons” sign
 - “Please Remove Political Advertising” sign
- o On Information Table
 - Sign Board
 - Sample Ballots from VLM bag
 - City/County Polling location maps from VLM bag
 - Register of Voters Notebook (Blue) from VLM bag
 - Laminated Maps from White Box
 - Voter ID Address Update Poster
- o At Paper Ballot Table
 - Privacy Screens from White Box
 - Ballot Box - How to assemble:
 - Extend hinged panels to form sides of box. (Make sure holes in solid panels are at top).
 - Remove Top Lid (with slot) and Bottom (with metal clips) from inside box.
 - Place extended box sides inside inverted bottom, making sure rods on two sides of box slip over outside edge of bottom. Turn two metal clips at right angles to clamp over panel flange and secure bottom. **Note: the lid and bottom fit on box only one way**
 - Place top lid on box by matching two locking holes of top to holes in solid panel. Slip top on box at back edge first and then forward to engage clips inside top slots in solid panel. (Make sure rods on two sides of box slip over outside edge of top.)
 - Lock with a Red Seal.
- o At Each Team’s Table
 - Table Top Sign
 - Authority to Vote Slips-Yellow Provisional and White Paper/Emergency
 - Poll Pad and Equipment **must remain in green case with PPEO until Election Morning.**

**** NOTE ** Make sure you have:**

- o **Teams assigned for opening**
- o **Food arrangements.**

DUTIES THAT MUST BE DONE ON TUESDAY

- **All Precinct Election Officials must report to their assigned Polling Location by 5:30 a.m.** If a PEO does not arrive by 6:00 a.m., call the BOE at 740-833-2080.
- Swear in the Precinct Election Officials (Oath is in the VLM Orange Binder).

Note: Do not cut off any location or team ID tag

- Set up Poll Pad (See “Poll Pad Quick Start Guide” for detailed instructions).
 - o To keep the Poll Pad and printer in sync, power up the system in the following order:
 1. Attach stand arm to iPad shell and place arm in Poll Pad base
 2. Plug in power cable to printer **FIRST**, then plug the printer into working outlet
 3. Turn on Poll Pad and printer
 4. Touch the Poll Pad icon to unlock
 5. Turn on the ATV Printer and make sure green power light in front is illuminated
 6. Check:
 - Polling location
 - Precinct count total (This is the number of voters in the precinct)
 - Check-in count at “0”
 - Battery life is close to full
 - Printer icon on the Poll Pad are green (in top right of screen)
 8. Plug in Poll Pad and leave it plugged in all day
 9. Press green printer icon and then press “Test Print” button and a sample receipt will print
 10. Press “Get Started” button and enter codes to unlock Poll Pad (VLM has codes)
 11. Rover will supply and process iSync drive into **EACH** Poll Pad to update Absentee voters
 12. Slide in Easel to back of Poll Pad for scanning driver’s license
 13. You are now ready to check-in voters

Note: Never attempt to remove any metal wire seals

- Remove security seals on PBS bags. Record seal numbers on correct “Chain of Custody” form (1911-A2). Compare number on seal removed with seal number pre-recorded on the 1911-A2 to make sure they match. Give used seal and Chain of Custody forms to VLM.
- Before 6:30 a.m., Rover will deliver supplemental absentee report and iSync drive. Rover will use iSync to update **EACH** Poll Pad. If that cannot be done an election official will manually mark all voters on the report in one Poll Pad. You may split the list up based on volume. Also, manually update absentee voters in Register of Voter’s Notebook (Blue Binder) by 6:30 a.m., if possible.
- Place flags & signs to make the Polling Location entrance clearly visible.
 - o Place one small flag at the entrance to the Polling Place.
 - o If not already done, place two “Poll Distance Marker,” flag stands, and large flags, 100 feet from the polling place entrance. **No campaigning is allowed inside the 100-foot perimeter. Premeasured string is provided to determine this distance.**

- Verify and record the Delaware County Serial Number, seal, tamper tape, and public count numbers of the voting machines to the Ballot Marker Security Certificate(s) 1911-B1 numbers. Blue tamper tapes which have been removed are placed on the back of Security Certificate 1911-B1. This certificate is then placed in the VLM's Orange Binder.

□ Ballot Marker Opening Quick Guide – See attached addendum #1

□ Ballot Tabulator Opening Quick Guide – See attached addendum #2

VLM declares the Polls Open at 6:30 a.m. even if all voting machines are not open. Continue opening voting machines until all of them are opened. Voters can vote on opened Ballot Markers and Ballot Tabulators.

- At 11:00 a.m. and 4:00 p.m. the VLM will print lists of all of the voters in alphabetical order who have signed in since the polls were opened (See "Poll Pad Quick Start Guide" for detailed instructions).

The Paper Ballot Specialist will:

- Power on the PBS Address Lookup Poll Pad
- Confirm the number of ballots indicated on line 1 of the Paper Ballot Accounting Chart were received by placing a check mark in the box in the upper right-hand corner of each ballot style
- Organize the Paper Ballots using the Ballot Sorting Rack

SAMPLE CHAIN OF CUSTODY - VLM

VLM
BINDER

POLLING LOCATION: Porter Township Hall November 3, 2020 General Election

CHAIN OF CUSTODY FOR VOTING LOCATION MANAGERS

Description: Whenever supplies, TMs, Poll Pads, or paper ballots change custody or location this form must be signed. By signing this form, you are stating that you have examined the supply and/or ballot bags to ensure that all seals are intact and in working order as can be determined by visual inspection. If you find a problem, please immediately notify the Board of Elections at 740-833-2080

PICK UP FROM BOE	ARRIVAL AT POLLING LOCATION	RETURN TO BOE
BOE Employee's Initials: <u>SC</u>	PBS Poll Pad # <u>209</u>	PBS Poll Pad Seal # <u>010305</u>
DATE: <u>10/30/20</u>	PBS Red Bag Seal # <u>543210</u>	PBS Red Bag Seal # <u>022375</u>
PBS Poll Pad # <u>209</u>	DATE: <u>11/03/20</u>	Prov Secure Pack UPC <u>5024689</u>
PBS Red Bag Seal # <u>543210</u>	VLM Blue Bag ☒	Red TM Bag Seal # <u>98182586</u>
VLM Blue Bag ☒	Green Ballot Bag ☒	Green Ballot Bag Seal # <u>010836</u>
Green Ballot Bag ☒	BTS Navy Blue Bag ☒	VLM Blue Bag ☒
BTS Navy Blue Bag ☒	VLM's Initials: <u>JD</u>	BTS Navy Bag ☒
Voting Location Manager's (VLM)	Precinct Election Official of	Sealed & Verified by (Sign legibly):
Initials: <u>JD</u>	Opposite Party's Initials: <u>JS</u>	Dem <u>Dan A Key</u>
		Rep: <u>John Davis</u>
	Ballot Box's Seal #	Return Team: We hereby certify that the
	Morning # <u>4567</u>	above listed election materials were
	Evening # <u>4567</u>	received by us. (Sign legibly)
	Initials Sealed by:	Dem <u>Dan A Key</u>
	Dem <u>JD</u> Rep <u>AS</u>	Rep: <u>John Smith</u>
	Initials Sealed by:	
	Dem <u>JD</u> Rep <u>AS</u>	

1911-A2 Revised 01/31/20 - JMH

SAMPLE CHAIN OF CUSTODY - PPEO

VLM
BINDER

POLLING LOCATION: Porter Township Hall - Team 1 November 3, 2020 General Election

CHAIN OF CUSTODY FOR PRESIDING PRECINCT ELECTION OFFICIAL'S BAG

Description: Whenever supplies, TMs, Poll Pads, or paper ballots change custody or location this form must be signed. By signing this form, you are stating that you have examined the supply and/or ballot bags to ensure that all seals are intact and in working order as can be determined by visual inspection. If you find a problem, please immediately notify the Board of Elections at 740-833-2080

PICK UP FROM BOE	ARRIVAL AT POLLING LOCATION	RETURN TO BOE
BOE Employee's Initials: <u>SC</u>	Poll Pad # <u>028</u>	Black Bag
DATE: <u>10/30/20</u>	DATE: <u>11/03/20</u>	Poll Pad # <u>028</u> Seal # <u>010836</u>
Poll Pad # <u>028</u>	Presiding Precinct Election Official's	Sealed Verified by (Sign legibly):
For Office Use only 	Initials: <u>JD</u>	Dem <u>Jane Smith</u>
Presiding Precinct Election Official's	Precinct Election Official of Opposite	Rep: <u>John Doe</u>
Initials: <u>JD</u>	Party's Initials: <u>JS</u>	Return Team:
		We hereby certify that the above
		listed election materials were
		received by us. (Sign legibly)
		Dem <u>Dan A Key</u>
		Rep: <u>John Doe</u>

1911-A1 Revised 01/31/20 - JMH

PROCESSING VOTERS

Positions # 1 & 2 (must be one of each party)

The Ohio Revised Code requires every voter, upon appearing at the polling place to vote on Election Day, to verbally announce his or her full name and current address, and provide proof of the voter's identity (O.R.C. 3505.18).

If the voter is voting a paper ballot by choice or Curbside, have them proceed to the Paper Ballot Specialist's Voting table after marking the correct reason on the White Authority to Vote slip (**NOT** the printed ATV slip from the Poll Pad).

Delaware County Board of Elections		
Authority to Vote		
☐ Voting Machine	☐ Paper Ballot	☐ Curbside
Primary Only Party: _____	☐ 17 Year Old (Primary Only)	☐ Questions and Issues (Primary Only)
Precinct Number: _____		Split: _____

VOTERS SHOULD NEVER BE SENT TO ANOTHER LOCATION UNLESS DIRECTED BY PAPER BALLOT SPECIALIST.

Verify Voter Identification:

ALL voters must show a valid form of ID as proof of identity in order to cast a regular ballot. If they do not supply a valid form of ID, they must cast a provisional ballot.

1. Locate the voter's name in the Poll Pad (See "Poll Pad Quick Start Guide" for detailed instructions).
2. Have the voter sign the Poll Pad.
 - If the voter is unable to sign, the voter makes their mark or, if appropriate, have their "Attorney in Fact" sign the elector's name in the Poll Pad in the voter's presence (If Form 10-F or 10-G "Attorney in Fact" exists, it will be noted on their record).
 - If the voter is unable to sign their name, the voter makes an "X" on the Poll Pad signature area and the Precinct Election Official will print the voter's name beside the "X", then initial beside the printed name as a witness. A Precinct Election Official of the opposite party should also initial as a witness.
3. Compare the voter's signature to what appears in the Poll Pad. If in the opinion of all four precinct election officials the signature does not appear to be genuine, request the voter to vote a provisional ballot.

4. Select the type of ID the Voter presented.
5. **Select ballot option. (PRIMARY ELECTIONS ONLY)**
6. Print the Authority to Vote slip.

Unacceptable Forms of Identification

- Expired Ohio driver's license
- Driver's license or photo identification card issued from any other state
- Social Security card
- Passport
- Birth certificate, unless the voter still lives at the house where he or she resided at birth and the birth certificate contains that home address, in which case this is acceptable as an "other government document"
- Insurance card
- Any registration acknowledgment notices from the county board of elections

EXAMPLES OF ACCEPTABLE IDENTIFICATION:

1. Current and valid Ohio driver's license
2. Current and valid photo identification card issued by State of Ohio or United States government
3. Military identification ("military ID")
4. An original or copy of a current utility bill, less than 1 year old with voter's name
5. An original or copy of a current bank statement, less than 1 year old with voter's name
6. An original or copy of a current paycheck
7. An original or copy of a current government check
8. An original or copy of a current other government document

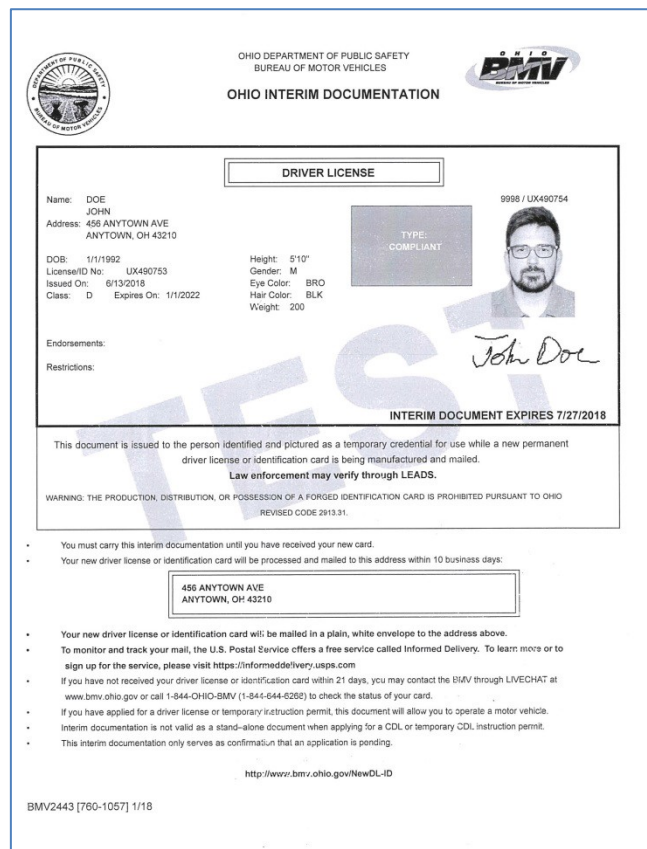
More details are available in the Forms Notebook under the tab SOS Directives, Directive 2008-80 and Quick Reference Guide issued by the Ohio Secretary of State under the tab, Voter Identification Requirements.

Valid Forms of Ohio Voter Identification Examples: Driver's License, State Identification, Interim Documentation, Military IDs, and Veteran Document Identification Cards

New Ohio Driver's Licenses, State Identification Cards, and Ohio Interim Documentation

Effective, July 2, 2018, the Ohio Bureau of Motor Vehicles will issue a new format of Ohio's driver's licenses and state identification cards (state ID).

Licenses and identification cards will no longer be produced at the Deputy Registrar offices statewide. A temporary identification document (Ohio Interim Documentation, example shown below) will be provided to an individual at a Deputy Registrar location, and the new driver's license or state ID will be mailed to an individual about 10 days later.



The image shows a sample of Ohio Interim Documentation. At the top, it features the Ohio Department of Public Safety Bureau of Motor Vehicles logo and the text "OHIO INTERIM DOCUMENTATION". Below this is a section titled "DRIVER LICENSE" containing personal information for John Doe, including his address, date of birth, license ID, and physical characteristics. To the right is a photo of John Doe and his signature. Below the photo is a box labeled "TYPE: COMPLIANT". At the bottom of the form, it states "INTERIM DOCUMENT EXPIRES 7/27/2018". Below the form, there is a warning about the production, distribution, or possession of a forged identification card. At the bottom of the page, there is a list of instructions for the holder of the interim documentation, including where to carry it, how to track the mail, and how to contact the BMV for more information. The page number "BMV2443 [760-1057] 1/18" is at the bottom left.

OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES
OHIO INTERIM DOCUMENTATION

DRIVER LICENSE

Name: DOE
JOHN
Address: 456 ANYTOWN AVE
ANYTOWN, OH 43210

DOB: 1/1/1992
License ID No: UX490753
Issued On: 6/13/2018
Class: D Expires On: 1/1/2022

Height: 5'10"
Gender: M
Eye Color: BRO
Hair Color: BLK
Weight: 200

Endorsements:
Restrictions:

9998 / UX490754

TYPE: COMPLIANT

INTERIM DOCUMENT EXPIRES 7/27/2018

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

Law enforcement may verify through LEADS.

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

- You must carry this interim documentation until you have received your new card.
- Your new driver license or identification card will be processed and mailed to this address within 10 business days:

456 ANYTOWN AVE
ANYTOWN, OH 43210

- Your new driver license or identification card will be mailed in a plain, white envelope to the address above.
- To monitor and track your mail, the U.S. Postal Service offers a free service called Informed Delivery. To learn more or to sign up for the service, please visit <https://informedelivery.usps.com>
- If you have not received your driver license or identification card within 21 days, you may contact the BMV through LIVECHAT at www.bmv.ohio.gov or call 1-844-OHIO-BMV (1-844-644-6262) to check the status of your card.
- If you have applied for a driver license or temporary instruction permit, this document will allow you to operate a motor vehicle.
- Interim documentation is not valid as a stand-alone document when applying for a CDL or temporary CDL instruction permit.
- This interim documentation only serves as confirmation that an application is pending.

<http://www.bmv.ohio.gov/NewDL-ID>

BMV2443 [760-1057] 1/18

Note: The new Ohio Interim Documentation is considered a driver's license or state identification card for purposes of voting.

An Ohio Interim Documentation with an old address IS ACCEPTABLE as a valid form of ID necessary to cast a regular ballot when voter's current address is printed in the Poll Book.

Hole-Punched Ohio Driver's License or State Identification Card

In addition to issuing the Ohio Interim Documentation shown above, the Deputy Register will hole-punch the individual's previous driver's license or state ID and return it to the individual.



Important Notice

A hole-punched driver's license or state ID or the Ohio Interim Documentation (all shown above) each are valid forms of identification for voting purposes as long as the expiration date has not passed and they meet the requirements for driver's license or state ID card below.

Ohio Driver's Licenses

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

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book; and
- The voter's current address, which must substantially conform to the voter's address as it appears in the Poll List or in the Poll Book (see exception in the **NOTE** below).

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

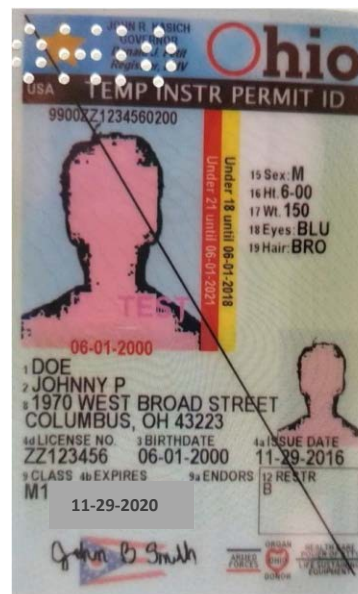
Examples of Ohio Driver's Licenses

Currently Issued (beginning July 2, 2018)



Previously Issued

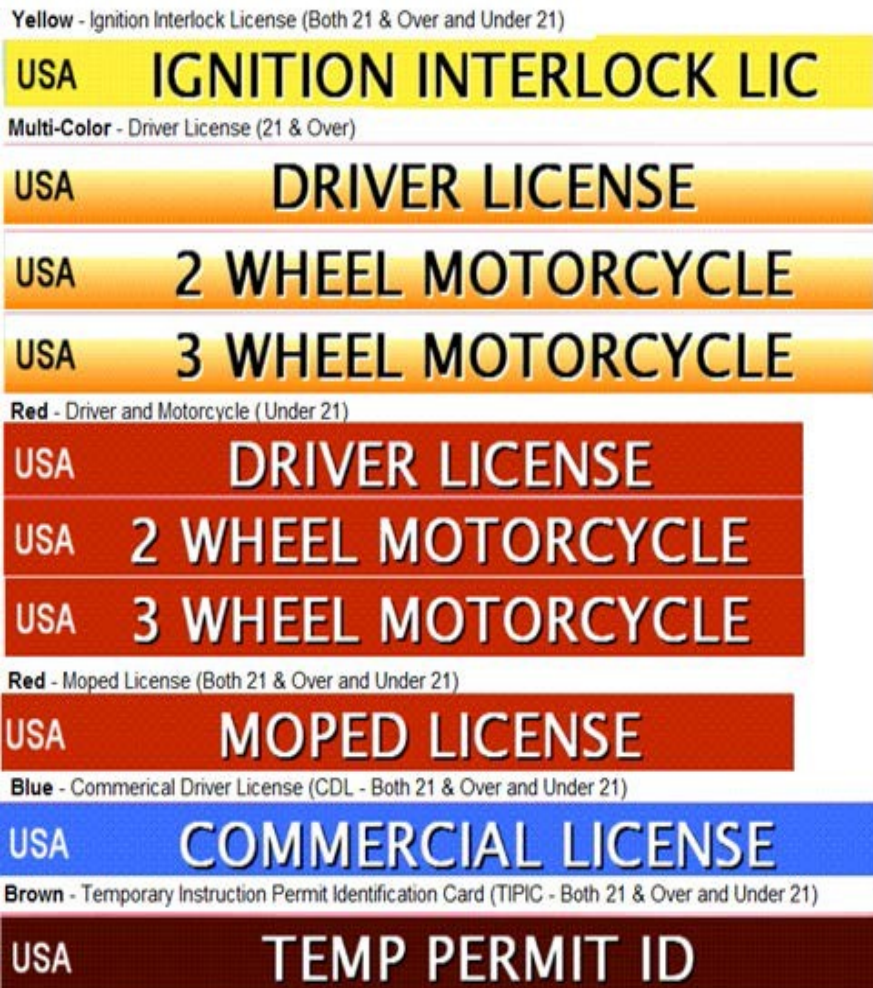
NOTE: Individuals holding a driver's license or state ID card (including a hole-punched driver's license or state ID card) printed in the old formats are still valid as long as the driver's license or state ID card expiration date has not passed.



Other “header bars” may be displayed depending on the driver’s license type. Ohio driver’s license cards with the headers shown below are acceptable forms of ID so long as they contain the following items:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter’s name, which must substantially conform to the voter’s name as it appears in the Poll List or in the Poll Book; and
- The voter’s current address which must substantially conform to the voter’s address as it appears in the Poll List or in the Poll Book (see exception in the **NOTE** below).

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



State Identification Cards

A state identification card may be used to prove a voter's identity for the purpose of voting in Ohio as long as it contains the following items:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book
- The voter's current address which must substantially conform to the voter's address as it appears in the Poll List or in the Poll Book (see exception in the **NOTE** below).

NOTE: An Ohio state ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Poll Book.

Examples of State Identification Cards

Currently Issued (beginning July 2, 2018)



Previously Issued

NOTE: Individuals holding a driver's license or state ID card printed in the old formats (including a hole-punched driver's license or state ID card) are still valid as long as the driver's license or state ID card expiration date has not passed.



Military Identification Cards

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

- Common Access Card (“CAC”);
- Uniformed Services ID Card;
- DD Form 2;
- DD Form 1173;
- DD Form 1173-1;
- DD Form 2765; and
- DoD Civilian Retiree Card.

Please Note: Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address (R.C. 3505.18). However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

Various types of military ID issued by the U.S. Department of Defense are available for viewing at the following Web addresses

- <http://www.cac.mil/common-access-card/>
- <http://www.cac.mil/uniformed-services-id-card/>

Examples of the DD Form 2 – Retired

UNITED STATES UNIFORMED SERVICES			
 INSERT SEAL	PHOTO PRINTED HERE		U.S. AIR FORCE RETIRED
			 INSERT SEAL
RANK / PAY GRADE		EXPIRATION DATE	
SIGNATURE		SOCIAL SECURITY NUMBER	
IDENTIFICATION CARD			

UNITED STATES UNIFORMED SERVICES			
 INSERT SEAL	ISSUING AUTHORITIES WILL PRINT RECIPIENT'S SURNAME HERE PRIOR TO REQUISITIONING ACTUAL PHOTOGRAPH		RETIRED
			SERVICE
GRADE		EXPIRATION DATE	
SIGNATURE		SEN/SERVICE NO.	
IDENTIFICATION CARD			

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
DATE OF ISSUE		MEDICAL		
DD FORM 2 (RETIRED) OCT 93 PROPERTY OF US GOVERNMENT				

DATE OF BIRTH	WEIGHT	HEIGHT	COLOR HAIR	COLOR EYES
SIGNATURE OF ISSUING OFFICER			DATE OF ISSUE	
MEDICAL NO CIV MED CARE AUTHORIZED AFTER			WARNING ISSUED FOR OFFICIAL USE OF THE HOLDER DESIG NATED PERSON. USE OR POSSESSION EXCEPT AS PRESCRIBED IS UNLAWFUL AND WILL MAKE THE OFFICER LIABLE TO HEAVY PENALTY-49 U.S.C. 4695 (a), (b), AND (c). CARD NO.	
PROPERTY OF THE UNITED STATES GOVERNMENT. IF FOUND, DROP IN NEAREST U.S. MAIL BOX.			POSTMASTER: RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D.C. 20301	

UNITED STATES UNIFORMED SERVICES			
 INSERT SEAL	PHOTO PRINTED HERE		U.S. AIR FORCE RETIRED
			 INSERT SEAL
RANK / PAY GRADE		EXPIRATION DATE	
SIGNATURE		SOCIAL SECURITY NUMBER	
IDENTIFICATION CARD			

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
DATE OF ISSUE		MEDICAL		
DD FORM 2 (RETIRED) OCT 93 PROPERTY OF US GOVERNMENT				

Examples of the DD Form 1173

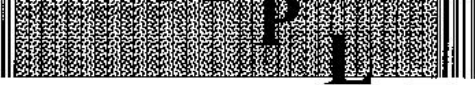
 PHOTOGRAPH 1" X 1 1/4"	1. CARD NUMBER	
	2. ISSUE DATE	3. EXPIRATION DATE
	4. DEDUCTION (Typed name and relationship)	
	5. COLOR EYES	6. COLOR HAIR
	7. HEIGHT	8. WEIGHT
9. DATE OF BIRTH OF BEARER	10. GRADE AND NAME OF SPONSOR	
11. SERVICE & STATUS OF SPONSOR	12. SERVICE NO. OF SPONSOR	13. AUTHORIZED PATRONAGE
		THEATER COMMISSARY
		EXCHANGE UNLIMITED
14. SIGNATURE		

15. MEDICAL CARE FACILITIES AUTHORIZED	
a. UNIFORMED SERVICES	b. CIVILIAN (If yes, give effective date)
16. PLACE OF ISSUE	
SIGNATURE	
TYPED NAME AND GRADE	
WARNING: USE OF THIS AUTHORIZATION BY OTHER THAN PERSON NAMED THEREON, OR ANY USE IN VIOLATION OF PROVISIONS OF DEPENDENT'S MEDICAL CARE ACT OF 1964 OR OTHER FEDERAL LAWS FOR PROSECUTION UNDER APPLICABLE FEDERAL LAWS PERTAINING TO FALSE STATEMENT (18 USC 1001)	
DE FORM 1173-1 MAR 81 UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	

NON-TRANSFERABLE - VOID IF ALTERED

PROPERTY OF UNITED STATES GOVERNMENT

UNITED STATES UNIFORMED SERVICES				
 INSERT HERE	PHOTO PRINTED HERE		EXPIRATION DATE	
	SOCIAL SECURITY NUMBER		SPONSOR SERVICE / STATUS	
	SIGNATURE		SPONSOR RANK / PAY GRADE	
	SPONSOR		SPONSOR SSN	
RELATIONSHIP		AUTHORIZED PATRONAGE		EXCHANGE COMMISSARY
EXCHANGE COMMISSARY		EXCHANGE COMMISSARY		
IDENTIFICATION AND PRIVILEGE CARD				

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
				
DATE OF ISSUE	MEDICAL			
				
DD FORM 1173-1 OCT 93 PROPERTY OF US GOVERNMENT				

Other Government Document

Amended Substitute House Bill 173 enacted sections 317.241 and 317.242 of the Revised Code to authorize a county recorder or county veterans service office, with the approval of the board of county commissioners, to issue United States Veteran Document Identification Card. Below is an example of an United States Veteran Document Identification Card that may be issued by a county recorder or county veterans service office.

United States Veteran		
Document Identification Card		
	Inst. NO.: 201305061234567	ID NO.: 2013-1
First Name: James	MI: D.	Last Name: Kaster
Address: 373 S. High St. 18th Floor Columbus, OH 43215		Date Issued: 5/6/2013
Date of Discharge: HON: 12/22/1969		Branch: Army
Dates of Service: 3/18/67-12/22/69		Expiration Date: 5/6/2023
Issued by: Terry J. Brown, Franklin County Recorder		

IF PROPER IDENTIFICATION IS PROVIDED, THE VOTER IS ELIGIBLE TO VOTE A REGULAR BALLOT IN THE FOLLOWING SITUATIONS

Voter's Name and ID Match on Poll Pad	ID with Former Address*	Voter Name Change without Address Change**
The Voter's name appears on the Poll Pad and their ID matches their name and stated address.	If the voter's ID is a current Ohio driver's license or Ohio identification card with a FORMER address, the voter votes a regular ballot if their stated address matches the Poll Pad.	Voter has legally changed their name, lives in the same precinct, and provides official proof. Must have OLD and NEW name on official form. The voter will fill out a <u>Notice of Name Change</u> (Form 10-L) and sign the Poll Pad. The voter votes a regular ballot.
Voter Moved but New Address Still in Precinct		
If the Voter has moved and the <u>new address is still in the same precinct</u> , the voter votes a regular ballot. <u>Identifying the precinct must be done by the PBS.</u> Mark the Yellow ATV slip with "Address Change" and with the precinct and split that is listed in the Poll Pad. Give the voter the Yellow ATV slip and take them to the Paper Ballot Table. The PBS will confirm the precinct and have the voter complete a registration form. The PBS will mark the same Yellow ATV slip with the correct precinct and split and escort the voter back to the check-in table. The voter will supply the PEOs at the check-in table with the Yellow ATV slip and they look up the voter in the Poll Pad again. The voter will sign the Poll Pad and receive an ATV from the Poll Pad. The PEOs will then mark the correct precinct and split on the Poll Pad ATV and take the voter to the Ballot Marker to vote a regular ballot. If the voter is in the same precinct, but a different split, the correct split will be noted on the ATV and the VLM will do a manual override for the correct split on the Ballot Marker.		

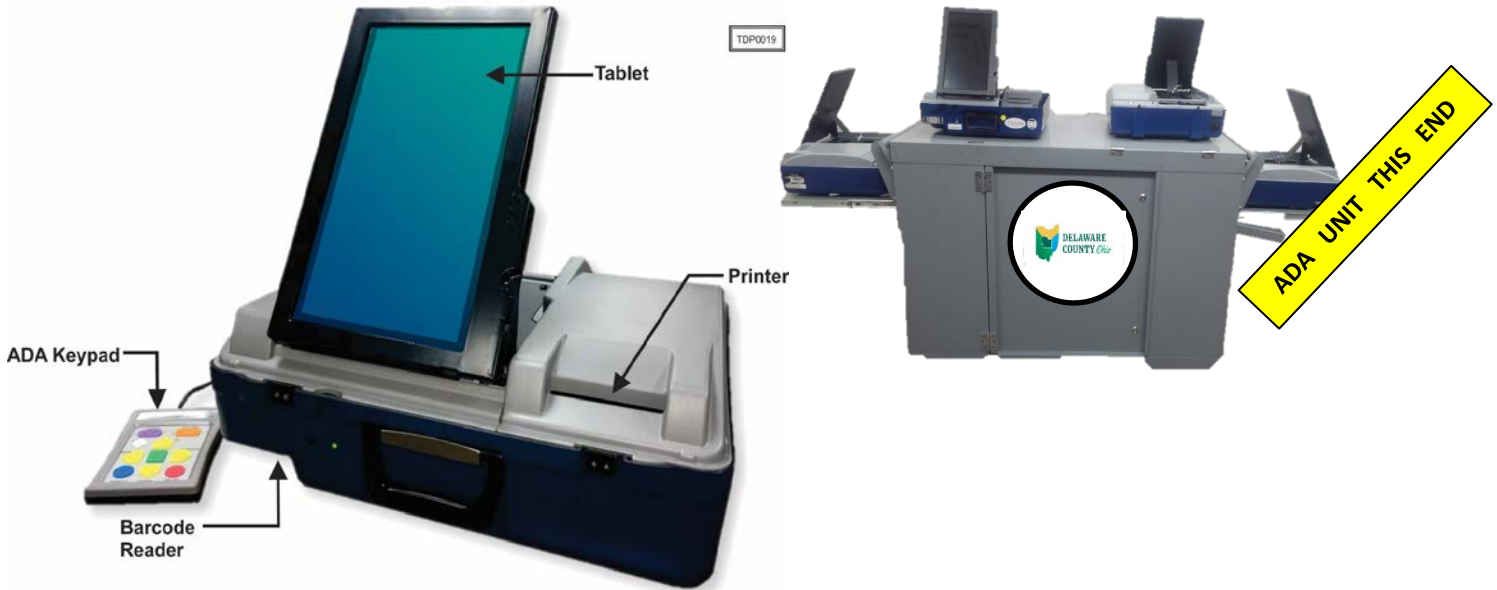
* **An exception to this rule is a voter who is marked as "Confirm Address" or "ID match required" in the Poll Pad. This voter must show ID containing stated name and listed address.**

** **If Voter does not have valid documentation of name change, they must vote a provisional ballot.**

Note: If a voter does not have or refuses to provide the required proof of identity, that voter must cast a provisional ballot.

NEW VOTING EQUIPMENT

Ballot Marker – This equipment allows the voter to make their choices, change selections, review selections, and print a paper ballot. Four of these tablets will be permanently mounted on each storage cart. One of the Ballot Markers on the end will be designated as ADA accessible. A yellow label “**ADA UNIT THIS END**” will identify the ADA Ballot Marker.



1. The ATV will contain a QR code. This QR code will pull up the correct precinct and split, Ballot Option in Primary on the Ballot Marker when it is passed under Barcode Reader. Make sure the QR code is under the green light. Confirm the precinct and split with the voter.

November 3, 2020
GENERAL ELECTION
PORTER TOWNSHIP HALL

Jacob, John
13156 Chambers Rd
Sunbury, OH 43074
VOTER ID 106845
PRECINCT 131
SPLIT 1

BALLOT STYLE

13101

ID Method Photo ID



2. Inform the voter they can swipe the screen like a smart phone, but they must scroll all the way to the bottom of each ballot choice to continue.

Cancel Page 1 of 5 EN

FOR U.S. SENATE
(Vote for ONE)

☐	Robert Ford	Democrat
☐	Hagan Kahl	Republican
☐	Freddy Heineken	Libertarian
☐	Fabian Hogarth	Green
☐	WRITE-IN	

← ? ⚙ Done →

Cancel General Usability Election EN

FOR U.S. SENATE
(Vote for ONE)

JOHN DOE Change

FOR STATE REPRESENTATIVE
(Vote for TWO)

Natalie Jones (Republican)
Undervote Change

FOR DOG CATCHER
(Vote for THREE)

MATTHEW LONG
GREGOR SAMSA
TOM WHITTON Change

JOEL GOODSSEN

NO Change

CHARLIE BABBITT

YES Change

PROPOSED CONSTITUTIONAL AMENDMENT H

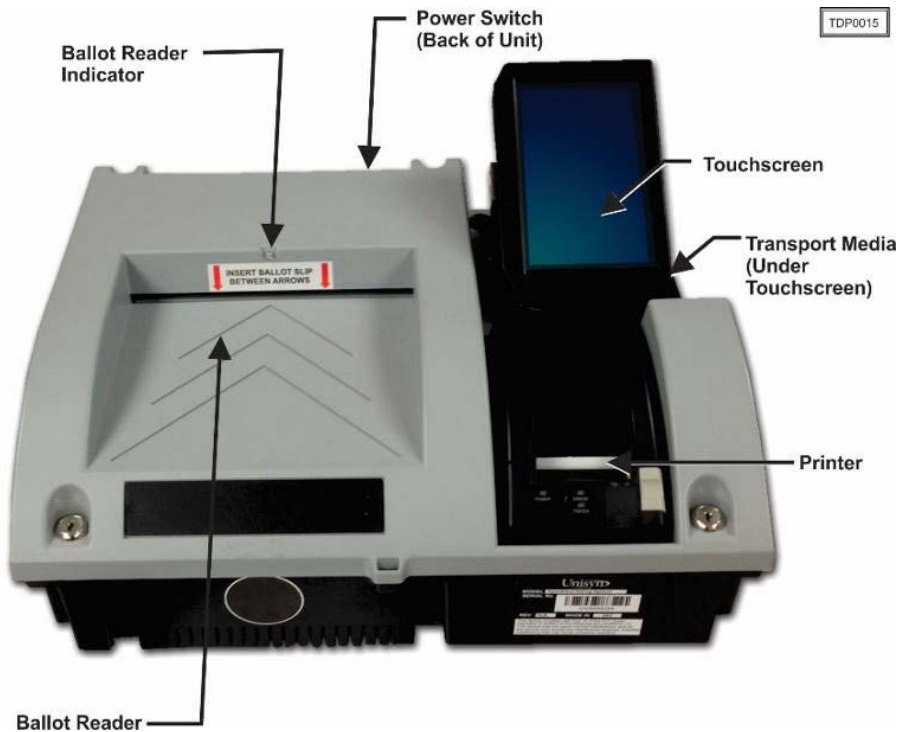
More Contests

↑ ? ⚙ Print ↓

- When voter is finished, they will press the “Print” button. Inform voter the printout will be an actual ballot, not a receipt. Escort voter to BALLOT TABULATOR SUPERVISOR for assistance. **THE BALLOT WILL NOT BE TABULATED UNTIL IT IS PLACED INTO THE BALLOT TABULATOR.**



Ballot Tabulator – This equipment will accept and tabulate paper ballots. It will not accept absentee ballots or ballots from precincts in other locations. Ballots should be inserted straight in to prevent paper jams.



Ballot Tabulator Mounted on Ballot Bin



Ballot Marker-generated ballot



Election Day paper ballot



SEE "HANDLING PAPER BALLOTS" SECTION FOR ALL OTHER SITUATIONS

- **ABSENTEE VOTER** – **DO NOT ACCEPT** absentee ballots at the polls. If a voter is marked ABSENTEE in the Poll Pad, the voter must return the absentee ballot to the Board Office by 7:30 p.m. on Election Day. If the voter is unable to return the absentee ballot to the BOE and votes a provisional ballot, the voter must destroy their absentee ballot.

VOTERS WITH DISABILITIES - Please refer to the White or Yellow Forms Notebook or VLM Binder under section ADA for "Disability Resource Guide" for more complete information or call the BOE at 740-833-2080.

BALLOT MARKER ADA TERMINAL INSTRUCTIONS

Ballot Marker ADA Set Up

Headphones

- The poll worker will plug the headphones into the side of the tablet in the audio jack for an audio presentation of the ballot and voting instructions.
- The volume and audio tempo of the presentation are controlled through the settings screen.



- ❑ **VOTERS WITH DISABILITIES** – Please refer to the White or Yellow Forms Notebook or VLM Binder under section ADA for “Disability Resource Guide” for more complete information or call the BOE at 740-833-2080.

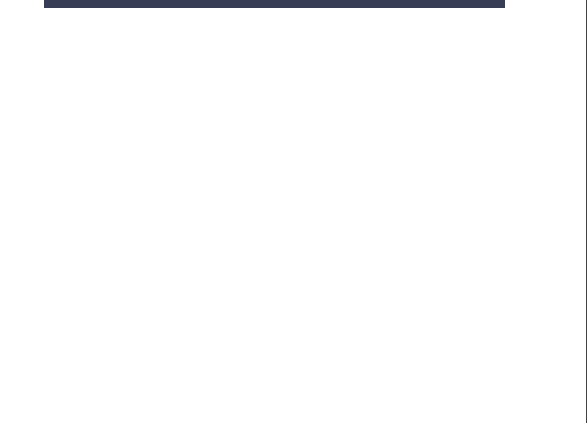
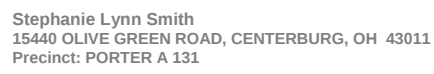
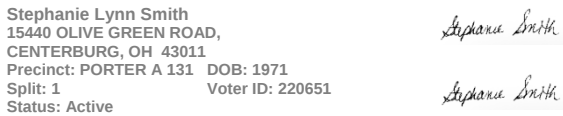


Ballot Marker Keypad

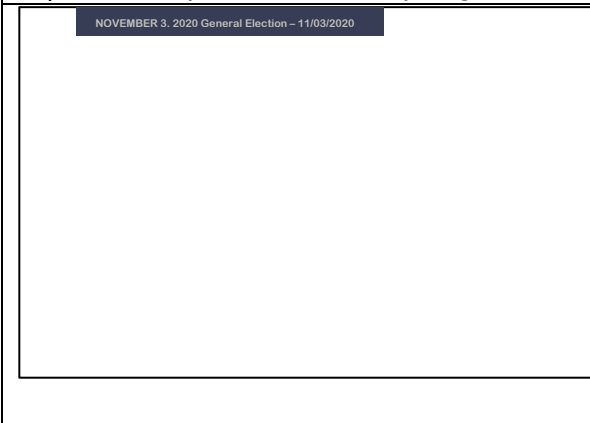
The Ballot Marker keypad has ten buttons with raised braille labels. There are four yellow directional arrow buttons, two audio adjustment buttons, a **Select**, **Help**, **Repeat** and **Pause** button.

The directional keys on the keypad will move the voter back and forth through the contests and up and down the list of candidates. The **Enter** key will select the voter's choices.

SAMPLE OF POLL PAD VOTER PROCESSING SCREENS

 November 3, 2020 General Election – 11/03/2020 PLACE DRIVER'S LICENSE IN EASEL	 November 3, 2020 General Election – 11/03/2020
1) Scan Driver's License using easel scanner or enter name manually	2) If the voter is not a regular voter, a popup window will appear with directions on how to process the voter.
 Stephanie Lynn Smith 15440 OLIVE GREEN ROAD, CENTERBURG, OH 43011 Precinct: PORTER A 131 <i>Stephanie Smith</i>	 Stephanie Lynn Smith 15440 OLIVE GREEN ROAD, CENTERBURG, OH 43011 Precinct: PORTER A 131 DOB: 1971 Split: 1 Voter ID: 220651 Status: Active <i>Stephanie Smith</i>
3) Turn Poll Pad around and have voter sign on screen	4) Compare signature
 Stephanie Lynn Smith Precinct: PORTER A Split: 1	 November 3, 2020 PRIMARY ELECTION PORTER TOWNSHIP HALL Smith, Stephanie Lynn 15440 Olive Green Road Centerburg, OH 43011 VOTER ID 220651 PRECINCT 131 SPLIT 1 BALLOT STYLE 13101 ID Method Photo ID 
5) If everything is correct, press the SUBMIT button. An Authority to Vote Slip will be printed and the "Processed Successfully" Screen will appear.	6) Give Authority to Vote Slip to voter and the next available activator will take them to a Ballot Marker.

SAMPLE OF POLL PAD MESSAGE SCREENS

	
If "Address Confirmation" appears on voter's record an ID with a former address is not acceptable. If address does not match, they must vote provisional.	If "Record ID" appears on voter's record, they did not supply BOE with required ID at registration. Each VLM will have a list of all voters within polling location that have not supplied an ID. Locate voter on list and record the supplied ID. Voter will vote a regular ballot.
	
If "ABSENTEE" appears on the voter's record, they must either vote a provisional ballot or return their absentee ballot to Board of Elections before 7:30 p.m. on Election Day. Do not accept Absentee Ballot at polling location	If "Attorney in Fact" appears on the voter's record, a 10-F form (Attorney in Fact) has been completed granting the named person the authority to sign on the voter's behalf (voter must be present).
	
If "PROVISIONAL" appears on the voter's record, they must vote a provisional ballot.	If voter is not found, complete a Provisional Authority to vote screen and send to the Paper Ballot Specialist.

17-YEAR-OLD – MUST VOTE A PAPER BALLOT

This voter MUST vote a Provisional

MARY H LAMB
2002
45 N Sandusky
Delaware, OH 43015

This voter MUST vote a paper ballot. Please send voter to Paper Ballot Specialist.

CLOSE

If '17-YEAR-OLD appears on voter's record, they must vote a ballot specially prepared for them.



FOR PRIMARY
ELECTIONS ONLY

PROVISIONAL VOTER

1. Using the YELLOW Provisional Authority to Vote slip, mark the reason code box.
2. If the Voter's name appears in the Poll Pad, write the Precinct Number and Split on the appropriate blanks. (The precinct number and split are located in the voter's record).

Note: It is very important that you fill in all blanks on the Authority to Vote Slip.

Sample of Authority to Vote Slip for Provisional Voter

Address Change
Voter's stated address does not match what is in Voter's record.

No ID
Voter did not have required ID.

Not in Poll Pad
Voter's name does not appear in Poll Pad.

Name Change
Voter's name does not match what is in the Poll Pad.

Absentee
Voter is marked as having requested an Absentee Ballot.

**DELAWARE COUNTY, OHIO
BOARD OF ELECTIONS
PROVISIONAL
Authority to Vote**

Reason Code:

- ☐ Address Change
- ☐ No ID
- ☐ Not in Poll Pad
- ☐ Name Change
- ☐ Absentee
- ☒ Poll Pad says Provisional

Precinct# 131

Split: 1

Precinct and Split
*This is the Voter's current precinct and split as listed in the Poll Pad.
Note: If the Voter is voting a Provisional ballot because they have moved, they may have a new precinct.*

3. Give voter YELLOW Provisional Authority to Vote slip and direct them to Paper Ballot Specialist's Table.

Positions # 3 & 4 (must be one of each party)

You are responsible for activating the Ballot Marker once the voter has checked in.

- **DO NOT LET ANYONE VOTE UNLESS THEY HAVE A WHITE AUTHORITY TO VOTE SLIP**
- Activate Ballot Marker by sliding the QR code on Authority to Vote slip under the front left side of the Ballot Marker so the QR code is under the green light. This will bring up the correct precinct / split and ballot option in primary. Confirm with voter.
- Do not give the ATV slip back to voter
- Mark a slash through the QR Code so the Authority to Vote slip cannot be reused.

November 3, 2020
GENERAL ELECTION
PORTER TOWNSHIP HALL

Jacob, John
13156 Chambers Rd
Sunbury, OH 43074
VOTER ID 106845
PRECINCT 131
SPLIT 1

BALLOT STYLE

13101

ID Method Photo ID



CANCELING A BALLOT

WITH REISSUE

If wrong ballot was chosen, and a new ballot will be voted, ballot must be canceled. Two Election Officials from opposite parties return to terminal and "Back out" vote on Ballot Marker by pressing the CANCEL icon in the top left side of screen. Walk voter back to the team table for a new Authority to Vote slip. ** DO NOT RECORD on Ballots Canceled Without Reissue Form.

WITHOUT REISSUE

If voter fails to print ballot, and has left Polling Location, it must be canceled and Ballots Canceled Without Reissue Form filled out. VLM and a member of opposite party "back out" vote on Ballot Marker by pressing CANCEL icon in top left side of screen.

BALLOTS CANCELED WITHOUT REISSUE FORM (To be used only when a voter leaves without casting a ballot)

POLLING LOCATION:

November 3, 2020 General Election

Time	Voter did not:		Notes:	VLM Initial	Opposite Party PEO Initial
	Print Ballot	Scan Ballot			
8:00am			Left w/o printing ballot	MAV	SMS
3:30pm			Left w/o printing ballot	MAV	WRV

Total Number of Ballots Canceled Without Reissue

(Place this total on Line 2 of the Polling Location Balancing Summary Form)

Note: Canceled ballots will NOT appear on your results tape, so it is important to keep track of them on this sheet

PAPER BALLOTS

We are required to make Paper Ballots available for provisional voters, curbside voters, voters requesting a paper ballot, and emergency situations. This will only be handled by Paper Ballot Specialists.

- Open and arrange the ballots in a rack on the table behind the Paper Ballot table.
- Confirm that the number of ballots received matches the numbers prerecorded on line 1 of the Paper Ballot Accounting Chart by placing a check in upper left-hand corner of each ballot style.
- Make sure ballot box is locked with the Red Seal (located on the Chain of Custody Seals Card).

Provisional Voters

All provisional voters MUST vote a paper ballot unless they meet ADA requirements.

Reasons for Voting a Provisional Ballot at Paper Ballot Specialist's (PBS) Table

- Voter's name does not appear in the Poll Pad and the voter is in the correct Polling Location.

Note: Complete 12-D form when voter insists on casting a provisional ballot IF:

- **name DOES NOT appear in Poll Pad (wrong location)**
- **WRONG PRECINCT of a multiple precinct location (right location but wrong precinct)**
- Voter has changed their name and does not have official documentation of the name change.

Note: If Voter has documentation of their name change including old and new name on the same official document, they fill out a Notification of Name Change (Form 10-L) and vote a regular ballot.

- The voter's stated address does not match address in Poll Pad. If voter has moved into a precinct in your Polling Location and did not update their address with BOE by deadline for that election. You must verify this by locating the voter's new address on the Address Lookup Poll Pad.
- Voter was sent an absentee ballot or voted an earlier provisional ballot at the Vote Center; a message will appear on the Poll Pad.
- Poll Pad shows PROVISIONAL.
- Voter is UNABLE to provide a valid ID.
- Voter REFUSES to provide a valid ID.
- Voter's signature, in the opinion of all four precinct election officials and VLM, does not substantially conform to signature in Poll Pad. Call BOE if any voter's signature before action is taken on voter's signature.
- Voter's eligibility to cast a ballot has been challenged by the Precinct Election Officials, and the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U)

PROCESSING PROVISIONAL VOTERS

At Check-In Team Table

- o Determine if the voter should be directed to the PBS table (see scenarios below).

NEVER SEND VOTER TO ANOTHER LOCATION UNLESS DIRECTED BY PBS.

- o If it is determined that the voter should report to the Paper Ballot Specialist, fill out a YELLOW Authority to Vote Slip, including the precinct and split that are listed in the Poll Pad.

Provisional Reason Codes	
Address Change Voter's stated address does not match Poll Pad.	Name Change Voter's name does not match Poll Pad and they did not fill out Form 10-L.
No ID Voter did not have required ID.	Absentee Voter is marked as having requested an Absentee Ballot.
Not in Poll Pad Voter's name does not appear in Poll Pad.	Poll Pad says Provisional The BOE has determined this voter must vote a provisional ballot.

- o The Precinct Election Official will escort the voter to the Paper Ballot table.

At the Paper Ballot Table

- o The PBS will look up the voter's address in the Address Lookup Poll Pad.
- o PBS determines if voter is in correct polling location or needs to be directed to a different location.
- o PBS determines if voter needs to vote a provisional or a Ballot Marker ballot if there is an address change.
- **ABSENTEE VOTER – DO NOT ACCEPT** absentee ballots at the polls. If a voter is marked ABSENTEE in Poll Pad, the voter needs to return absentee ballot in person to the Board Office by 7:30 p.m. on Election Day. If the voter is unable to return the absentee ballot to the BOE the voter MAY vote a provisional ballot. Instruct the voter to destroy their absentee ballot. ** NOTE ** The voter CANNOT NOT leave the absentee ballot at the polling location.

Ballot Marker Ballot (Same Precinct Voter)

- o If voter's new address on Address Lookup Poll Pad, shows same precinct and split as voter's previous precinct, PBS will mark "Same Precinct/Same Split" on Yellow ATV slip.
- o If new address is same precinct but different split the PBS will draw a line through split number and write "Same Precinct/Different Split" on Yellow ATV slip including the new Split number.
- o The PBS will have the voter fill out a new registration form.
- o The PBS will escort voter back to check-in table, present the revised Yellow ATV slip to the PEO, and explain that the new address is within the same precinct.
- o The PEO will look voter up again in the Poll Pad and proceed with the normal check-in process. When the ATV is printed, the PEO will update the slip with the new split (if different) by drawing a line through the incorrect information and writing in the updated information from the Poll Pad ATV. Do NOT use this ATV and mark a diagonal line thru the QR code. Use manual process on Ballot Marker to reflect new split. See VLM for specific instructions.
- o Write "Void" on YELLOW ATV. Place it in the Paper Used Authority to Vote Slip Envelope.

Provisional Ballot

- o If voter needs to vote a provisional ballot, the PBS will locate the voter's Precinct Page in the Paper Ballot Signature Notebook.
- o Print voter's name, address and precinct/split on the blank Paper Ballot Signature Notebook page and stamp with Provisional stamp. Have voter select ballot options **(Primary only)** and have them sign signature block.
- o Have voter: complete steps 1, 2, 3, 5, & 6 on front of Provisional Envelope (Form 12-B).
 - **Voters must provide their Printed (1) Name, (2) Date of Birth, (3) Current Address, (5) Acceptable ID & (6) Sign the Affirmation, for the provisional ballot to count.**
- o Place YELLOW Paper Authority to Vote Slip in the Paper Used Authority to Vote Slip Envelope.

PAPER BALLOT SPECIALISTS RESPONSIBILITIES

- Verify that all required information (*Steps 1, 2, 3, 5, and 6 are required*) has been completed by voter on the provisional envelope.

Note: This step is VERY IMPORTANT. If the voter has not filled out their information correctly, their vote may not count.

- Write Precinct and Split number **AND** name of the Polling Location on the lines at the top of the provisional envelope.
- Select correct ballot for their precinct and split based on information from the Address Lookup Poll Pad. Write ballot stub number on the BD line in Paper Ballot Signature Notebook.
- Give voter the correct Paper Ballot inside a privacy folder.

Note: Instruct voter to leave the stub on ballot and ONLY the ballot goes in envelope.

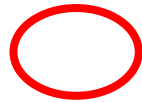
- Direct voter to the private voting area.
- Voter marks and folds the ballot, **WITH THE STUB ATTACHED**, and places it in the Provisional Envelope (Form 12-B).
- Voter seals the Provisional Envelope and returns it to the Paper Ballot table.
- Re-verify that all required information has been completed by the voter.
- Have the voter place the Provisional Envelope into the metal ballot box.
- Give the voter the "Provisional Ballot Notice", with an explanation of its purpose and an "I Voted Today" sticker.

USING THE ADDRESS LOOKUP POLL PAD

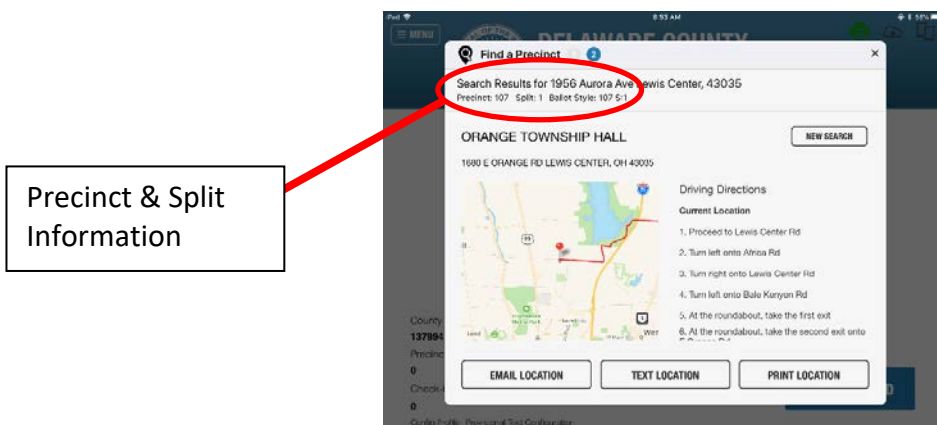
Assisting Voter to the Correct Polling Location or Confirming Voter's Correct Ballot Style

Use the Address Lookup Poll Pad to confirm the voter is in the correct Polling Location and if correct, assign the proper ballot.

- 1) If the Address Lookup Poll Pad has "gone to sleep", press the power button to bring the program back up.
- 2) Type the voter's stated address into the Address Lookup Poll Pad by:
 - Tapping the "MENU" button in the **TOP LEFT**.
 - Select "Find a Precinct".
 - Begin entering street address, when the address appears in drop-down menu, select that address and tap "SEARCH".



- Use provided information to select correct ballot type for the voter or to direct voter to correct polling location if they should not be voting in your building.
 - ☐ If the voter would like, you can Email, Text or Print turn-by-turn directions to their correct location with one of the options below.
Note: if the MiFi is not able to connect to cellular service, the turn by turn directions, text, email and map display will not be available. Move the MiFi around the room to see if a connection can be made. If no connection is possible, all other functions of the Address Look up Poll Pad are still operational.
- If you cannot find the voter's address in the Lookup Tablet, please call the BOE for assistance.



SAMPLE OF PAPER BALLOT SIGNATURE NOTEBOOK PAGE

Paper and Provisional Voters	
Precinct 131 PORTER A	Page 1
Delaware County	
11/03/20 GENERAL ELECTION	
Name: <u>Rooster W Cogburn</u>	<u>Rooster W. Cogburn</u>
Address: <u>13605 Olive Green Rd</u> <u>Sunbury, OH 43074</u>	
BD: <u>300003</u> #: <u>131/1</u>	
☐ ID: PROVISIONAL	
Name: _____	
Address: _____	
BD: _____ #: _____	
☐ ID: _____	
Name: _____	
Address: _____	
BD: _____ #: _____	
☐ ID: _____	
Name: _____	
Address: _____	
BD: _____ #: _____	
☐ ID: _____	
Name: _____	
Address: _____	
BD: _____ #: _____	
☐ ID: _____	
Name: _____	
Address: _____	
BD: _____ #: _____	
☐ ID: _____	

SAMPLE OF PROVISIONAL ENVELOPE

Form No. 12-B Prescribed by the Secretary of State (08-17) Precinct: 131/1 Polling Location: PORTER TWP

Provisional Ballot Affirmation

print clearly

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

Full Name
Required

1 First Rooster Middle Wayne
Last Cogburn Suffix _____

Date of Birth
Required

2 Date of Birth (Do not write today's date here) 05 / 26 / 1937 MM/DD/YYYY

Current Ohio Address
Required

3 Street Address (No P.O. Boxes) 13605 Olive Green Rd. County Delaware
City/Village Sunbury ZIP 43074

Former Address
Not Required

If you do not complete this step, it will not cause your ballot to be rejected.

4 Have you moved without updating your voter registration? ☐ Yes ☐ No
Street Address (No P.O. Boxes) 64 E. Main St.
City/Village Delaware State OH ZIP 43015

Identification
Required

Do ONE of the following:

- Write your full Ohio driver's license or state identification card number, or
- Write the last four digits of your Social Security number, or
- Check the box next to the form of identification you showed to the precinct election official.

5 ☐ Your Ohio driver's license number or state identification card number (2 letters followed by 6 numbers) _____
☒ Last four digits of your Social Security number 6 3 1 1
☐ Military Identification Card
☐ Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address.
☐ Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed.

Affirmation
Required

6 I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X Rooster W. Cogburn
Today's Date 11 / 03 / 2020 MM/DD/YYYY

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

Sample Provisional Ballot Notice

Form No. 12-H Prescribed by Secretary of State (08-14)

PROVISIONAL BALLOT NOTICE

This Notice must be provided to every person who votes a Provisional Ballot.

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn more about your provisional ballot, to learn if you need to provide any more information for it to be counted in the November 4, 2014 election, or to learn after November 14, 2014, whether it was counted, please call the PROVISIONAL VOTER HOTLINE AT:

1-866-OHIO-VOTE (1-866-644-6868)

This Hotline is available from November 4, 2014 to December 31, 2014. If you have questions on Election Day (November 4, 2014), please call the Secretary of State's Hotline at 1-877-868-3874. If you are required to provide more information (see below) for your ballot to count, you have until 7 days after Election Day (from November 4, 2014 through November 11, 2014) to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling 1-866-OHIO-VOTE (1-866-644-6868), or you may call the board of elections directly. A directory of boards of elections is located online at:

<http://www.sos.state.oh.us/sos/elections/electionofficials/boeDirectory.aspx>

Your Board of Elections is: Delaware County County Board of Elections

Board office hours are: 8 a.m. to 4:30 p.m., Monday through Friday.

The Provisional Voter Hotline will also allow you to learn whether your provisional ballot was counted, and if it was not counted, why it was not counted.

IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 7 DAYS AFTER THE ELECTION:

1. You had none of the required forms of identification, or you were unable to provide the required forms of identification.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility. The following are acceptable forms of identity:

A current and valid photo identification, a military identification, or a copy of a current (within 12 months of Election Day) utility bill, bank statement, government check, paycheck, or other government document, (other than a notice of voter registration mailed by a board of elections), that shows your name and current address.

It is acceptable for your Ohio driver's license or state issued identification card to not contain your current address.

"Other government document" may include, by way of example, fishing and marine equipment operator's licenses, license renewal notices and other notices, court papers, grade reports or transcripts, showing your name and current address. "Government office" includes any local (including county, city, township, school district and village), state or federal (United States) government office, branch, agency, commission, public college or university or public community college, whether or not in Ohio.

Sample of Provisional Voter Precinct Verification Form 12-D

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

SPECIAL PROVISIONAL VOTER CIRCUMSTANCES

ADA Provisional Voter

- o If person voting a **Provisional Ballot** meets ADA voting requirements, the provisional envelope may first need to be filled out by the Paper Ballot Specialist. After PBS reads provisional envelope to voter, the voter will need to sign it.
- o Enter voter in the Precinct Pages of Paper Ballot Signature Notebook as you would for any provisional voter.
- o If the ADA Provisional Voter is unable to physically fill out the ballot on their own, the voter may be assisted by any person of the elector's choice (**except for voter's employer, an agent of voter's employer, or an Officer or agent of voter's union or any candidate whose name appears on ballot**).

Two Precinct Election Officials of opposite parties may also read the ballot to the voter and mark the selections on the paper ballot.

- o If a provisional ADA voter chooses to vote on the Ballot Marker, call the BOE at 740-833-2080 for further instructions.

CURBSIDE VOTING - PROCESS TO BE USED AT BOE

- Signs at each polling location will be posted: **FOR CURBSIDE VOTING, PARK AND CALL 740-833-2080**
- When voter calls, pull up Google.doc labeled Curbside Voting 11-3-2020 and fill in the information
 - 1) Go to Google
 - 2) Select 9 dots, then Select Drive
 - 3) Select Curbside Voters 11-3-2020
- Ask the voter to state their name and address. Look voter up in EVIS
 - Verify voter's name/address, & BD if necessary. Ensure they are calling from correct polling location listed on their voter record
 - If everything matches (name, address, polling location), note their precinct/split name and number, and record their phone number on the Google.doc in case you need to call them back
- You now are finished gathering information from the voter. Tell them it may take 5-10 minutes before 2 election workers of the opposite parties will come to their vehicle
- Call either the VLM or PBS a Curbside voter is waiting. Give them the information so they can pull the correct ballot and gather other supplies
- If the voter's information does **NOT** match, they will vote a **PROVISIONAL** ballot. Do the following:
 - If address is different, are they in the correct polling location?
 - If yes, look up correct precinct/split name & number to tell Paper Ballot Specialist correct ballot style
 - If no, send them to correct location. Alert VLM at new location that a curbside voter is on their way
 - If name is different but address is the same, find out their precinct/split name & number so you can tell the Paper Ballot Specialist the correct ballot style
 - If they are not registered in Delaware County, determine their correct polling location from their address, then inform Paper Ballot Specialist

CURBSIDE VOTING - PROCESS TO BE USED AT POLLING LOCATION

The Paper Ballot Specialist will:

1. Complete a white Authority to Vote slip, and write BOE in the top right hand corner
2. Document information provided from BOE in the green Signature Notebook under correct precinct
3. Pull voter's paper ballot and write the ballot stub number in the green Signature Notebook (BD:___)
4. Print the word "Curbside" in the green Signature Notebook (ID:___)
5. Remove signature page from green Signature Notebook and place in privacy sleeve with voter's ballot

A bipartisan team consisting of the Paper Ballot Specialist and another Precinct Election Official will:

1. Hand-carry the privacy sleeve to the curbside voter, along with a clipboard and pen
2. Ask the voter to state their name, current address, and provide appropriate identification
3. Give voter a pen and ask them to sign their name on signature page from green Signature Notebook
4. Give the voter the privacy sleeve with only their ballot inside
5. Ask voter to mark their ballot (**ensuring their privacy**) and return it to privacy sleeve
6. Provide voter with "I voted" sticker

The bipartisan team returns to the Paper Ballot Specialists table to:

1. return the signature page to the green Signature Notebook;
2. remove the stub from the ballot and place it in the Ballot Stub Envelope; and
3. Walk ballot to ballot tabulator, remove from privacy sleeve, and insert ballot into the ballot tabulator.

When balancing, curbside voters will be counted as Election Day ballots on Paper Ballot Accounting Chart

SAMPLE OF A PAPER BALLOT

00101

001/1 Ashley

OFFICIAL GENERAL ELECTION BALLOT
Delaware County, Ohio
General Election
November 3, 2020

Instructions to Voter

- To vote: completely darken the oval (●) to the left of your choice.
- Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed.
- If you mark the ballot for more choices than permitted, that contest's choices will not be counted.
- To vote for a write-in candidate: completely darken the oval (●) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted.
- Do not write in a candidate's name if that person's name already is printed on the ballot for that same contest.
- If you make a mistake or want to change your vote: return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times.

Handwritten signatures:
Sharon R. Cochran
John S. Stewart
Rep. L. Asher

SOLID MEMBERS

Page 1 of 2
Vote Both Sides

For President and Vice President
 (Vote for not more than 2)

A vote for any candidate for President and Vice President is a vote for the electors of that candidate's electors. If you vote for a candidate who is not listed on this ballot, your vote will not be counted.

For President: ☐ Joseph R. Biden
 For Vice President: ☐ Kamala D. Harris

For President: ☐ Howie Hawkins
 For Vice President: ☐ Angela Walker

For President: ☐ Jo Jorgensen
 For Vice President: ☐ Spike Cohen
 Libertarian

For President: ☐ Donald J. Trump
 For Vice President: ☐ Michael R. Pence
 Republican

For President: ☐ _____
 For Vice President: ☐ _____

For Representative to Congress (12th District)
 (Vote for not more than 1)

☐ Troy Balderson
 Republican

☐ Alaina Shearer
 Democratic

☐ John S. Stewart
 Libertarian

For State Representative (67th District)
 (Vote for not more than 1)

☐ Kris Jordan
 Republican

☐ Rachael Morocco
 Democratic

For County Commissioner (Full term commencing 1-3-2021)
 (Vote for not more than 1)

☐ Jacob H. Rathbuckner
 Republican

☐ Gary Merrell
 Republican

For County Commissioner (Full term commencing 1-3-2021)
 (Vote for not more than 1)

☐ Jeff Benton
 Republican

☐ Pamela Y. Foster
 Democratic

For Prosecuting Attorney
 (Vote for not more than 1)

☐ Melissa A. Schiffel
 Republican

For Clerk of the Court of Common Pleas
 (Vote for not more than 1)

☐ Natalie Fravel
 Republican

For Sheriff
 (Vote for not more than 1)

☐ Russell L. Martin
 Republican

For County Recorder
 (Vote for not more than 1)

☐ Melissa Jordan
 Republican

For County Treasurer
 (Vote for not more than 1)

☐ Donald E. Rankey, Jr.
 Republican

For County Engineer
 (Vote for not more than 1)

☐ Chris Bauserman
 Republican

For Coroner
 (Vote for not more than 1)

☐ Mark Hickman
 Republican

SOILED AND DEFACED PAPER BALLOTS

If voter makes a mistake on paper ballot, a new ballot may be requested. The voter takes Soiled and Defaced ballot to Paper Ballot Specialist to have a new ballot issued. A maximum of three ballots total may be issued per voter.

Give voter new unmarked ballot to begin voting. On the front side of the Soiled and Defaced ballot write S & D in large print. Place it in envelope marked Soiled and Defaced (found in PBS Red bag).

Sample of a Soiled and Defaced Paper Ballot

00101 001/1 Ashley OFFICIAL GENERAL ELECTION BALLOT Delaware County, Ohio General Election November 3, 2020		
Instructions to Voter - To vote: completely darken the oval (●) to the left of your choice. - Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed. - If you mark the ballot for more choices than permitted, that contest or question will not be counted. - To vote for a write-in candidate: completely darken the oval (●) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted. - Do not write in a candidate's name if that person's name already is printed on the ballot for that same contest. - If you make a mistake or wish to change your vote, return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times.	For President and Vice President (Vote for not more than 1 pair) A vote for any candidate for President and Vice President shall be a vote for the election of those candidates whose names have been certified to the Secretary of State. ☐ For President Joseph R. Biden For Vice President Kamala D. Harris Democratic	For County Commissioner (Full term commencing 1-2-2021) (Vote for not more than 1) ☐ Jacob H. Fathbruckner Democratic ☐ Gary Merrell Republican
	☐ For President Howie Hawkins For Vice President Angela Walker Libertarian	☐ For County Commissioner (Full term commencing 1-2-2021) (Vote for not more than 1) ☐ Jeff Denton Republican ☐ Pamela Y. Foster Democratic
	☐ For President Jo J. Whelan For Vice President Spike Johnson Libertarian	For Prosecuting Attorney (Vote for not more than 1) ☐ Melissa A. Schiffl Republican
	☐ For President Donald J. Trump For Vice President Michael R. Pence Republican	For Clerk of the Court of Common Pleas (Vote for not more than 1) ☐ Natalie Fravel Republican
	☐ For President _____ For Vice President _____ _____	For Sheriff (Vote for not more than 1) ☐ Russell L. Martin Republican
For Representative to Congress (12th District) (Vote for not more than 1) ☐ Troy Balderson Republican ☐ Alaina Shearer Democratic ☐ John S. Stewart Libertarian	For County Recorder (Vote for not more than 1) ☐ Melissa Jordan Republican	
For State Representative (67th District) (Vote for not more than 1) ☐ Kris Jordan Republican ☐ Rachael Morocco Democratic	For County Treasurer (Vote for not more than 1) ☐ Donald E. Ranney, Jr. Republican For County Engineer (Vote for not more than 1) ☐ Chris Bauserman Republican	
 Steven R. Coughlin Registrar BOARD MEMBERS _____ _____ _____	For Coroner (Vote for not more than 1) ☐ Mark Hickman Republican	

CLOSING PROCEDURES

Close the doors to polling location promptly at **7:30 p.m. and the VLM declares the Polls are closed**. All voters who are in line by 7:30 P.M. are permitted to cast a ballot.

- **Court Orders** - If there is a court order to keep your polling location open past 7:30 p.m., you will need to identify who the last person in line was at 7:30 p.m.
 - Voters who were already in line at 7:30 p.m. vote a regular ballot.
 - All voters who arrive between 7:30 p.m. and court-ordered closing vote a provisional ballot.
 - Those provisional ballots must be kept separate from other provisional ballots. Note on each ID envelope "After Close of Polls by Order of the Court".

After all voters have cast their ballots, you may begin closing the Polls.

Ballot Marker - Election Day Closing Quick Guide– See attached addendum #3

Ballot Tabulator - Election Day Closing Quick Guide – See attached addendum #4

BALLOT MARKER AND BALLOT TABULATOR TAPES

Ballot Marker	Ballot Tabulator	
CLOSE REPORT ELECTION TITLE: ACCEPTANCE TESTING DELAWARE COUNTY, OHIO November 3, 2020 ELECTION DATE: November 3, 2020 CURRENT DATE: TUE November 3, 2020 SOFTWARE VERSION: FVT 2.0.1 OS VERSION: 4.4.4 PRINTER MODEL: STAR MICRONICS TSP700II READER MODEL: NEWLAND FM420 ELECTION ID: 937 ELECTION VERSION: 221.2.0 CUSTOMER: RBM SESSION TYPE: ELECTION DAY-LAT (BALLOT) VOTING STATUS: CLOSED OPEN TIME: TUE NOV 3, 2020 5:50 AM EST CLOSE TIME: TUE NOV 3, 2020 7:55 PM EST PROTECTIVE COUNT: 4 PUBLIC COUNT: 12 SESSION COUNT: 1 SESSION CANCELLED: 5 PRECINCTS COUNT: 1 13100-REP (1): 1 SIGNATURES _____ _____ _____ _____	ELECTION SUMMARY Delaware County, Ohio General Election November 3, 2020 Election Date Tue November 3, 2020 Report Printed: Tue Nov 3, 2020 8:05:03 PM EST Software Version: 05 Version: ovo os 2.0.00 Machine Name: UVS020087 Election ID 120 Election Version 144.8.0 Public Count 15 Protective Count 464 Open Poll Tue Nov 3, 2020 5:55:07 AM EST Close Poll Tue Nov 3, 2020 7:57:22 PM EST	Clerk of Municipal Court (REP) (Vote for not more than 1) Total: 1 Cindy Dinovo (REP) 1 100.00% Kris Jordan (REP) 0 00.00% Village of Ashley - Tax Levy (Renewal) - Parks and Recreation - 1 mill / 5 years commencing 2019 (NP) Total: 4 BLANK[8] For the Tax Levy 2 50.00% Against the Tax Levy 2 50.00% Signatures _____ _____ _____ _____ _____ _____

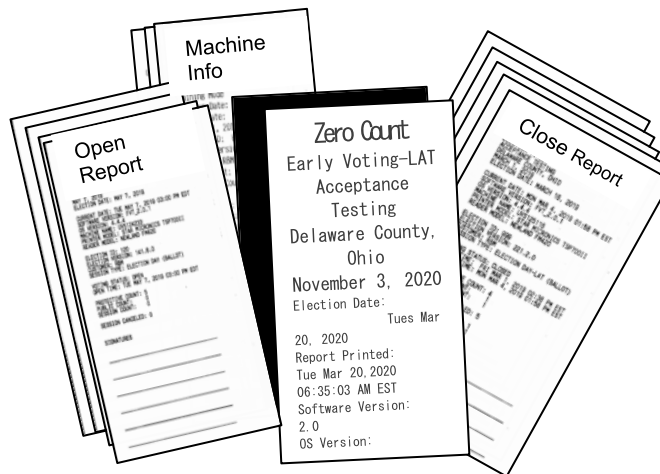
Remove Transport Media (TM) from each Ballot Tabulator and place in red TM bag, with One copy of Summary and Write-in tapes.



Posting the Results and Write-In tapes at the Polling Place

Federal Law requires a posting the results for each precinct at the polling place. An Election Official from each party must sign all Election Summary tapes and write-in tapes. Two copies must be printed. Post one copy of each on the **inside** of a window facing out and visible for anyone to see. The other copy is put in the Red TM bag above.

Ballot Marker Open Reports & Close Report, Ballot Tabulator Zero Count & Machine Info tapes go into the orange envelope.



SAMPLE OF ELECTION SUMMARY TAPE

Note: The number of results tapes is equal to the number of Precincts x Ballot Tabulators

Ballot Tabulator

Election Summary	
EDLAT	
Delaware County Ohio	
General Election	
November 3, 2020	
Election Date	Tue November 03, 2020
Report Printed	Tue November 3, 2020 07:50:02 PM EST
Software Version	2.0
OS Version	QVO OS 2.0.00
Machine Name	UVS920087
Election ID	120
Election Version	144.8.0
Public Count	5
Protective Count	464
Open Poll	Tue Nov 3, 2020 05:45:32 AM EST
Close Poll	Tue Nov 3, 2020 07:43:28 PM EST
ASHLEY 001	
00100	
Pages Cast	5
VVVVV	
Pages Cast	5

Clerk of Municipal Court (REP)	
(Vote for not more than 1)	
Total: 1	
Cindy Dinovo (REP)	1 100.00%
Kris Jordan (REP)	0 00.00%
Village of Ashley - Tax Levy	
(Renewal) - Parks and Recreation	
- 1 mill / 5 years commencing	
2019 (NP)	
Total: 4	
BLANK[8]	
For the Tax Levy	2 50.00%
Against the Tax Levy	2 50.00%
Signatures	

The Election Summary Tape for polling locations will have the vote totals for EACH ballot tabulator in the polling location. Record the Public Count on the Polling Location Balancing Chart.

Bi-Partisan (one from each party) Precinct Election Officials that reviewed the Election Summary tape need to sign.

BALANCING PROCEDURES

Balancing Ballot Tabulators to Poll Pad Signature Count

- Insert total from Poll Pad Team 1
- Insert total from Poll Pad Team 2
- Insert Total Curbside / Paper Ballot Count (from PBS)
- Total ALL Team Signatures and Curbside/Paper on line 1
- Insert total of all ballots casts from each Ballot Tabulator Election Summary Report
- Line 1 should equal line 2

** NOTE

- 1) If line 1 is not equal to line 2, check **"Ballots Canceled without Re-Issue"** and number on **Envelope for Auxiliary Ballots that could not be tabulated.**
- 2) Record ANY balancing discrepancies you have.

Bi-partisan signatures

POLLING LOCATION BALANCING SUMMARY		
For Polling Location Porter Township Hall Porter A (131) Porter B (132)		
VLM BINDER		
		
Poll Pad and Curbside / Paper Balancing		
	Total of Voters Checked in by: Team 1 (From Poll Pad Signature Count Sheet)	5
	Total of Voters Checked in by: Team 2 (From Poll Pad Signature Count Sheet)	7
	TOTAL CURBSIDE / PAPER / 17 YEAR OLD BALLOTS (Confirm with PBS)	3
1)	TOTAL OF ALL TEAM SIGNATURES AND CURBSIDE / PAPER ABOVE	15
Ballot Tabulator Balancing		
2)	TOTAL VOTES TABULATED ON ALL BALLOT TABULATORS (From Ballot Tabulator Election Summary Reports)	15
Line 1 should equal line 2		
Record Ballot Marker count. This is for information only and is NOT required.		
To be used ONLY if you cannot balance votes using above information		
Ballot Marker Balancing		
	TOTAL OF ALL BALLOTS PRINTED ON BALLOT MARKERS (From Ballot Tabulator Election Summary Reports)	12
	TOTAL NUMBER OF AUTHORITY TO VOTE SLIPS	12
We, the undersigned Precinct Election Officials of the above named Polling Location, do hereby certify that to the best of our knowledge and belief, this is a true and correct accounting of the Ballot Marker ballots cast in the Presidential General Election held in the above named precincts in Delaware County, Ohio on November 3, 2020. Dee Mock Voting Location Manager Dean Martin Precinct Election Official of Opposite Party		

POLL PAD SIGNATURE COUNT SHEET FROM VLM BINDER

For board use only Checked by: _____ Dated Checked: _____	*VLM* BINDER	TOTAL SIGNATURES FROM TEAM POLL PAD 3
Number of signatures from Team's Poll Pad.		

Poll Pad Signature Count

For

Training

Team 1

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

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

We, the undersigned Precinct Election Officials of the above-named Polling Location Team, do hereby certify that, to the best of our knowledge and belief, this team's Poll Pad correctly shows the names of all electors who were processed on the team Poll Pad in the November 3, 2020 General Election.

<u>Dee Mock</u> Presiding Precinct Election Official <u>Allan E Phant</u> Precinct Election Official	<u>Annie Body</u> Precinct Election Official <u>Dean Martin</u> Precinct Election Official
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BALANCING - PAPER BALLOT ACCOUNTING CHART

At close of day the Paper Ballot Specialist will remove the provisional envelopes from the ballot box and work with the Ballot Tabulator Supervisor to obtain a count of Requested Paper and Curbside. Complete the Paper Ballot Accounting Chart.

1. Record the total number of provisional ballots voted for each precinct on line 3 in the column for that split. (Do not open the provisional envelopes)
2. Record the total number of Paper Ballots voted for each precinct by regular & curbside voters on line 4
3. Add lines 3 & 4 down for each column and record on line 5
4. Add line 5 across and put in TOTALS
5. Record the "Sum Total" of all signatures for Provisional Voters for that precinct in Line 6.
6. Record "Sum Total" of all signatures for regular & curbside voters for that precinct in Line 7.
7. Add lines 6 & 7 down for each column and record on line 8
8. Add line 8 across and put in TOTALS
9. Totals from line 5 and 8 should agree
10. Place in Provisional Ballots Secure Pack:
 - completed Paper Ballot Accounting Chart
 - all provisional ballots
 - white envelope with ballots from ballot tabulator auxiliary bin that would not tabulate

SAMPLE – PAPER BALLOT ACCOUNTING CHART

We hereby certify that the following Accounting Chart of the number of Paper Ballots being delivered to the Board of Elections is true and correct for Paper Ballots cast at the General Election held in Precinct Porter A (131), Delaware County, Ohio, on November 3, 2020

Witness our hands this 3rd day of November, 2020

CLOSING DOWN YOUR POLLING LOCATION

At this point all:

- Ballots have been removed from each Ballot Tabulator, placed between 2 pieces of pressboard, rubber-banded at both ends and sealed in Green Ballot Return bag
- 11:00AM and 4:00PM Voter Check-in Summary Reports are placed inside Team 1 Black Bag.
- Election Summary Results and Write-in Reports tapes and TMs from each Ballot Tabulator have been placed inside the red Transport Media bag and sealed
- Ballot Marker Open Reports, Ballot Marker Close Report, Ballot Tabulator Zero Count, and all Machine Info tapes will be placed inside the Orange Envelope and transported back to the BOE.

Note: If the Field Tech is available, they may help remove paper ballots from the Ballot Bin with assistance from a Precinct Election Official of the opposite party.

Packing the Poll Pads

- ☐ See "Poll Pad Quick Start Guide" for detailed instructions
- ☐ Use Red seal to lock all Poll Pads (from Chain of Custody Seals Card)

SIGNATURES NEEDED

EVERYONE NEEDS TO SIGN:

- ☐ Oath of Office and Ethics Policy
- ☐ Attendance/Payroll (Make sure address and phone are correct and **indicate if you helped with Monday night set-up**)

Individual Signatures

- ☐ The Election Officials Return Team (to BOE) will need to sign all Chain of Custody forms for all items returned to BOE.
- ☐ The Bipartisan Election Officials Team verifying the opening part of the Ballot Marker Security Certificate (Form 1911-B1).
- ☐ The Bipartisan Election Officials Team verifying the opening part of the Ballot Tabulator Security Certificate (Form 1911-B2).
- ☐ Zero Count, Election Summary, and Write-in Report tapes will need to be verified and signed by two Precinct Election Officials, one of each party.
- ☐ The VLM and a member of the opposite party that completes
 - o Polling Location Balancing Summary.
 - o Poll Pad Signature Count Form from each Team.
 - o Paper Ballot Accounting Chart.

ITEMS THAT MUST BE RETURNED ELECTION NIGHT

Pack all items according to the Orange packing cards and the packing lists below

Ballot Return Green Bags (VLM Has Custody of This Bag) – Sealed*

- ☐ All ballots removed from each Ballot Tabulator Bin, sorted, and placed between pressboard holders.
- ** NOTE **** All ballots from auxiliary bin that could not be counted must be put in designated white return envelope with ballot count on front. Place in SecurePack with Provision Envelopes.

Poll Pads – Sealed*

VLM Blue Bag* - Not Sealed

- ☐ VLM Orange Binder
 - o Polling Location Layout Guide
 - o Oath of Office, Payroll Sheets, and Ethics Policy for Precinct Election Officials
 - o Ballot Marker Security Certificate (Form 1911-B1)
 - o Ballot Tabulator Security Certificate (Form 1911-B2)
 - o Polling Location Balancing Summary
 - o Poll Pad Signature Count Sheet
 - o Ballots Canceled Without Reissue Form
 - o 1911-A1 and 1911-A2 Chain of Custody Forms
 - o Precinct Problems and Notes
 - o Location keys if applicable
 - o Voter Registration cards, 10-L, 450 or any other forms used
- ☐ VLM Office Supply Bag
- ☐ Emergency Seals (Unused)
- ☐ Register of Voter's List Notebook (Navy Blue Binder)
- ☐ County and/or City Polling Location Maps, County Road Maps, Sample Ballots and 2 door signs (No Weapons and No Political Advertising) from Information Table
- ☐ Orange envelope for storage of Zero Summary and Machine Info tapes
- ☐ Red TM Bag, sealed, attached to outside of blue bag with a permanent red metal seal
- ☐ Any original contents not listed here
- ☐ Orange Packing Card

Paper Ballot Specialist Red Bag* - Sealed

- ☐ Paper Ballot Signature Notebook (Green Binder)
- ☐ Paper Ballot Forms Notebook (Yellow cover)
- ☐ Paper Ballots (Unused)
- ☐ Ballot Stub Envelope
- ☐ Used Yellow Authority to Vote Slips Envelope
- ☐ Soiled and Defaced Ballot Envelope
- ☐ Plastic Secure Pack for Voted Provisional Ballots

- ☐ Tabletop stand and sign
- ☐ Any original contents not listed here
- ☐ Orange Packing Card

Presiding Precinct Election Official's Black Canvas Bag* – Not Sealed

- ☐ Forms Notebook (Gray Marble Cover)
- ☐ Used Authority To Vote Slips Envelope (clear plastic)
- ☐ 11:00 a.m. and 4:00 p.m. Voter Check-in Summary reports generated by Poll Pads, inside clear plastic envelope – Team 1 Black bag only
- ☐ Aprons – 3 per team
- ☐ Tabletop stand and sign
- ☐ Hand Sanitizer - please return in plastic bag
- ☐ Any original contents not listed here
- ☐ Orange Packing Cards for PPEO Black Bag

Ballot Tabulator Navy Blue Bag

- ☐ 1911-B2 Security form – 1 per Ballot Tabulator – Give to VLM
- ☐ Any used forms or envelopes – Give to VLM
- ☐ Verification checklist for precincts loaded on Ballot Tabulators
- ☐ Scissors
- ☐ Flashlight
- ☐ Clear legal envelope containing Pink Closing cards
- ☐ Keys, master and barrel
- ☐ Clipboard containing Location layout guide
- ☐ Any original contents not listed here

White Storage Boxes

- ☐ Small Flags
- ☐ 100 foot string
- ☐ Greeter Sign Board
- ☐ Laminated Precinct/District Maps
- ☐ Any original contents not listed here
- ☐ Orange Packing Card for White Storage Box

Ballot Marker Cart

- ☐ Vote Here Sign(s)
- ☐ Metal Ballot Box
- ☐ White Storage Boxes
- ☐ Power Strips/Extension Cords in Gray Bin
- ☐ Emergency Paper Roll Supply in Blue Bin/Lid
- ☐ Hanging clipboard – Give all used forms to the VLM
- ☐ All Uninterrupted Power Sources (UPS, from Ballot Marker cart and Ballot Tabulator)
- ☐ Misc. Signs

- Cord Covers inside / Privacy shields on top of Ballot Marker covers.

Please leave the polling place as you found it. Do not leave any supplies or papers behind except for the Election Summary and Write-In tape(s) posted on the front door.

ELECTION NIGHT RETURN PROCEDURES

After everything is packed and loaded in the Return Team's car, the VLM or designated Precinct Election Official, and an Election Official from the opposite party will return immediately to the BOE Office at **2079 US HIGHWAY 23 NORTH, DELAWARE, OH 43015**. We are located next to Big Lots.

Notes: Please call the BOE at 740-833-2080 and let us know you are on your way.

Notes: The Bipartisan Return Team must ride together (**students cannot perform this duty**).

Upon arriving at BOE, follow directions of Sheriff's Deputies. They are there to help you get in and out quickly.

- Return Team **will not leave their car**. Please have bags and Poll Pads available for easy access.
- Our election night workers will take items from you and have both of you sign the check-in time sheet. Please note who drove and who rode.
- Our runners will carry the election items into the BOE Office.
- Deputies will direct you on exiting the parking lot. The return team's responsibility is now complete.

Please call the BOE office the following day if you have concerns you would like to talk over with us.

The Board Members and Staff of the Delaware County Board of Elections want to thank you for your continued dedication to the election process and all your hard work. We hope that you had a good day and look forward to the next election.