

PEO training Condensed

May 2022 Primary Election

Welcome –Thank you for agreeing to be a Polling Election Official (PEO)

Contact: Zach Schmidt 419-354-9124
 Tracey Pritts 419-354-9368

- Election Preparation
- Voting guidelines
- Poll Pad procedures
- Provisional procedures
- Closing the polls
- Returning Election Supplies

If you are unable to work, please contact the Board of Elections ASAP

Election Preparation

May 2022 Primary Election

- Voting Location Managers and Deputy Voting Location Managers arrange for early set up and call all PEOs in the location
- Poll worker training questions directed to PEO coordinators
- Machines set up on legs – power cords by each machine
- Required postings hung
- Tables and check in signs posted – provisional table set up
- Voter card return table set up (with stylus and card return bins)

Managers and PEOs work together to make sure the polling location is ready for election morning.

Election Morning

- Work in Bipartisan teams
- Break seals
- Set Up Poll Pads
- Plug in ICX Voting Machines and run zero reports
- Organize Provisional/Paper ballot table – count paper ballots
- Place flags (100 ft from entrance) and hang signage (can be done the night before)

Managers will assign PEOs election morning tasks to ensure the location is ready to process voters by 6:30 am

Poll Pad Opening Procedures

- Assemble poll pad (directions in Poll Pad case) and attach poll pad printer
- Connect poll pad to power and power on (top edge)
- Check the home screen to make sure the poll pad has the correct
 - Polling location
 - Election Name and Date
 - Battery is charged to at least 90%

Printer icon colors – Green/paired

Yellow/in progress

Red/not paired

Machine Opening Procedures

- Set up ICX Voting machines. Remove seals and connect to power.
- Follow instructions for Opening the Polls – ICX voting Units
- Make sure zero report is signed by both PEOs
- Return Poll Worker card and Security Code to VLM or DVLM
- Put ICX cases in between machines to help with spacing

At least one machine and poll pad need to be ready to vote by 6:30 am

Voter Check In

Every voter should be greeted and directed to an empty check in station. The PEO working the poll pad will look up the voter and proceed with check in.

Poll Pad Procedures

- Ask voter for valid ID – make sure it hasn't expired
 - Scan bar code if Driver's License or State ID is used
 - Ask the voter his/her current address
 - If everything matches, touch the "ACCEPT" button
-
- Use Manual entry if voter uses a different ID or if the voter cannot be found by scanning
 - Select type of ID
 - Type the first 3 letters of the voter's first and last names
 - If everything is correct, touch the "ACCEPT" button

Poll Pad check in procedures

- ❖ Have voter select type of ballot –Republican, Democratic, or Issues Only – Issues only will only appear for precincts where there are issues on the ballot – Touch the Accept button
- ❖ Have voter sign on the signature screen – press the “DONE SIGNING”
- ❖ On the signature confirmation page, touch “SUBMIT”
- ❖ Insert a voter card (gold chip facing you) and touch “CREATE CARD”
- ❖ Hand the voter card to the voter after the button changes to “CARD CREATED”

Poll Pad Procedures – Special situations

17 year old voters

- Each location will have a list of potential 17 year old voters
- 17 year old voters who will be 18 by the November general election can vote in the Primary election.
- Registered 17 year old voters will check in on the poll pad but must vote on paper.
- 17 years old voters who have not registered, can vote provisionally, but their vote will not count unless they are registered in another county
- Process as paper ballot voter

Poll Pad Procedures – Special situations

Paper Ballot

- If a voter requests a **paper ballot**, after signing touch the “PAPER” button.
- Tell the voter his/her precinct number – write on note pad
- Direct voter to the Provisional/Paper Ballot table

Provisional Processing

- Provisional ballot voters must vote on **paper**
- Will be processed by the Board of Elections staff and applied to the **final count**
- Name and address changes on provisional envelope act as **updates** – voter does not need to complete a new registration

Provisional Procedures

Provisional Referral

Moved to a different precinct
 Invalid, expired or no ID
 Name change (submit proof)
 Not found on poll pad
 Requested absentee ballot
 Refuses to go to correct location Complete Form 12-D

WOOD COUNTY BOARD OF ELECTIONS

Precinct _____ Split _____
 Stab # _____ PEID _____
 Code: 1 2 3 40 Other _____

Voter Address _____
 Voter needs a ballot for Precinct _____ Split _____

Mailing Address _____
 (if different from residential)

Provisional PEID (Verify address/check precinct)

Please attach this form to the back of the provisional envelope

Use information on provisional referral to confirm voter address and retrieve correct ballot

Write Precinct # and Split

Write Stub #

- Circle type of ballot:
- 2 – Democrat**
 - 3 – Republican**
 - 40 – Issues Only**

Provisional Ballot Affirmation

Section 1: Full Name (First, Middle, Last, Suffix)
 Section 2: Date of Birth
 Section 3: Current Ohio address (Street, City/Village, ZIP)
 Section 4: Former address
 Section 5: Identification (Social Security number, Military ID, or Voter ID)
 Section 6: Signature and Today's Date

WHICHEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELDONY OF THE 96TH DEGREE

Only those voters completing a Yellow Provisional Envelope should be listed on these pages. Voter must sign in where indicated.

Voter Name (Printed)	Street Address (Printed)	City/Zip (Printed)	Voter Signature	Precinct Stab #
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
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24				
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45				
46				
47				
48				
49				
50				

Total Provisional Ballots on page _____

WOOD COUNTY Board of Elections
 1200 Walnut Street
 Findlay, OH 44830
 419-639-3781

Complete Provisional Sign in page and ask voter to sign

Provisional Procedures

Voter votes.

PEO confirms envelope is completely filled out.

Seal envelope and tape referral to back

Voter puts envelope in ballot box

PEO hands voter Provisional Hotline sheet and "I voted" sticker

Reassure voter if he/she is concerned. The vote will be included in the final count.

Provisional Referral

WOOD COUNTY
BOARD OF ELECTIONS

Moved to a different precinct
 Absent, expired or no ID
 Name change (unrecorded)
 Not found on poll card
 Requested alternate ballot
 Refused to go to correct location (Computer Error 120)

Voter Address 123 Main St.
Voter needs a ballot for Precinct 210 Split 1
Mailing Address PO Box

(If address from register)
Provisional PEO (Verify address)(Check precinct) ✓JP
Please attach this form to the back of the provisional envelope.

Curbside Voting

Identify a curbside voting parking space and monitor it frequently

Use the Curbside Pink Envelope to process voter – directions are printed on the envelope

Curbside Voter

- 1) Two PEOs (D & R), take this envelope outside the polling place to the voter.
- 2) The voter provides their name, current address and ID to the PEOs.
- 3) The voter verifies their information & signs the curbside envelope
- 4) PEOs return inside the location with this envelope to verify the voter is in the correct location and enter them in the PollPad as a paper ballot voter. At the voter signature write "curbside"
- 5) PEOs record the precinct number and split from the PollPad on the envelope and then find the matching paper ballot.
- 6) PEOs record the stub number on the envelope and then take the ballot and envelope to the curbside voter.
- 7) Voter will be given ballot & envelope and mark their selections.
- 8) After the ballot is marked and sealed in an envelope the two PEOs will take the envelope back into the polling location and place it in the ballot box.

If a voter who wishes to utilize the curbside voting process is unable to sign his/her name the two PEOs will witness the voter's mark and each sign below the signature line

Precinct: _____ Ballot Stub: _____

Voter Information

Name: _____

Street Address: _____

City: _____ Zip: _____

ID Provided:

Voter Signature

Sign : _____

Paper Ballot Voter

- Voter checks in at check in table on the poll pad
- Voter goes to paper/provisional table to retrieve ballot
- Voter is given correct ballot, paper ballot instructions or 17 year old instructions and a pen
- Voter completes ballot and returns ballot to ballot box
- PEO gives voter an "I voted" sticker

Reports

ICX machine



Poll Pad



Zero – beginning of day (1)

Closing – end of day (2)

Signed by Dem and Rep

- 1) Post on door or window
- 2) Sealed in plastic bag and placed in large yellow bag

Follow ICX opening and closing instructions for detailed checklists

11:00 and 4:00

On 1 poll pad

At the Home screen

Touch **Menu**

Summary Report

Check in

Print

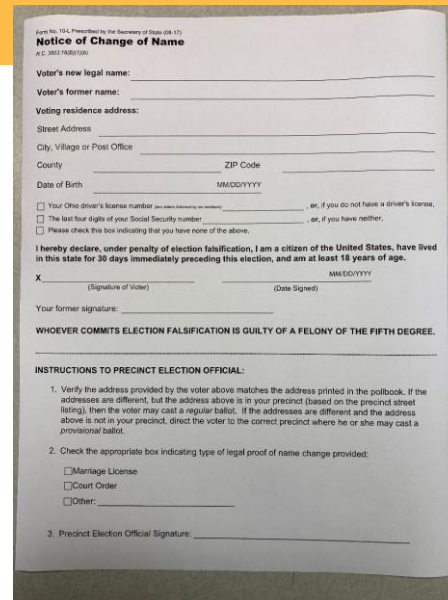
Have available for any voter to see

SOS Forms

(located in Notebook)

Name Change with legal Proof

- ❖ Regular ballot
- ❖ Complete new voter registration card
- ❖ Form and registration go to ballot box



Form No. 104, Prescribed by the Secretary of State, OS 6117
Notice of Change of Name
© 2002 16081030

Voter's new legal name: _____
Voter's former name: _____
Voting residence address:
Street Address _____
City, Village or Post Office _____
County _____ ZIP Code _____
Date of Birth _____ MM/DD/YYYY

Your Ohio driver's license number (see reverse of license) _____, or, if you do not have a driver's license,
 The last four digits of your Social Security number _____, or, if you have neither,
 Please check this box indicating that you have none of the above.

I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.

X _____ MM/DD/YYYY
(Signature of Voter) (Date Signed)

Your former signature: _____

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

INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a regular ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where he or she may cast a provisional ballot.
2. Check the appropriate box indicating type of legal proof of name change provided:
 Marriage License
 Court Order
 Other: _____
3. Precinct Election Official Signature: _____

Attorney-in Fact Authorization
Affidavit-Oath-Examination of Person Challenged
Certificate of Appointment of PEO to Fill Vacancy and Oath

PEO Recording Forms (located in Notebook)

Election Day Problem Sheet

- Inform the BOE of anything unusual
- Voter checks in but doesn't vote
- Voter insists on voting in the location after being told where he/she should go to vote

Comment Sheet

Cancelled Vote Log

- Any votes that were cancelled by the voter
- Voter left without casting
- Voter card timed out

Closing the Polls

Follow VLM and DVLM instructions

Divide into teams – follow instructions provided

- **Poll Pads**
- **ICX Machines**
- **Paper Ballots**
- **Cleaning Supplies/Flags/Postings**

Poll Pads

- ✓ Disconnect power cords from base and printer
- ✓ Disconnect card reader and stand arm from base
- ✓ Fold stand arm backwards to fit in the case
- ✓ Pack Poll Pad supplies into case – including voter cards

Poll pads are returned with the supplies on election night!

ICX Machines

- ✓ Work in teams
- ✓ Find the ICX closing envelope in the orange bag (you will also need the PW card and security code along with a printer key)
- ✓ Complete the Polling Location Summary before shutting machines down and removing USBs
- ✓ Remember to run 2 reports- one in yellow bag and one taped to the window or door
- ✓ Remove the USB and place in orange case

ICX Machines

- ✓ Machine Tear Down
- ✓ Remove power cable and place in ICX transport bag – leave ADA cord intact
- ✓ Close privacy door and return privacy shield to transport bag
- ✓ Using 2 workers, flip IXC upside down and place in bag – gently close legs by first disengaging locks then gently close hinges
- ✓ Zip transport bag closed and connect zippers with blue seals

Paper Ballots

- ✓ Unseal the Ballot box and count all of the paper ballots – report totals on the Ballot Accounting Chart
- ✓ Unused paper ballots go directly in the black supply bag
- ✓ Ballot box should contain the following before being relocked
 - All voted paper ballots
 - Completed payroll sheet
 - Polling Location Summary
 - Ballot accounting Chart
 - Provisional sign in pages
 - Any SOS forms and Voter Registration Cards

Seal the ballot box using the numbered blue/white locks and return to BOE

Closing the Polls Packing

POST-ELECTION SUPPLY PACKING

ORANGE MEMORY STICK BAG SHALL ONLY CONTAIN:

- **USB Return Case containing USB Sticks** (must be placed in the correct numerical slot)

Lock the bag using one of the numbered **BLUE** locks by feeding the end of the lock through both the hole in the zipper and the grommets in the top corner of the bag and then lock.

KEEP ORANGE BAG SEPERATE TO HAND TO BOARD OF ELECTIONS STAFF UPON ARRIVAL.

YELLOW BAG SHALL CONTAIN: Voted Paper Rolls

Voted paper rolls are placed in the bag with machine # written at the bottom of the tape.

Yellow Bag is sealed before returning it with **Red** lock.

Yellow Bag is placed in **Black Supply Bag**

Poll Pad

Pack base, printers, passwords, voter cards, lanyard, and all cords in the green case. Lock the case using one of the numbered **BLUE** locks by feeding the end of the lock through hole on the outside of the case.

BALLOT BOX(S)

- Voted Paper Ballots
- Payroll Sheet (fully completed)
- Polling Location Summary
- Ballot Accounting Chart
- Provisional Sign-in Pages
- Forms - any completed Secretary of State Forms or PEO Assessments
- Voter Registration Card completed by voters

Re-sealed the Ballot Box using numbered **BLUE** locks.

Ballots & Supplies must be returned to the BOE by a bi-partisan team!

BLACK SUPPLY BAG

Yellow Bag (Sealed)

List Bag: Information Notebook & Precinct Registration List (Sealed with Adhesive Seal)

Location Supply Bag & Supply Bag

ICX Closing Envelope

Lock Bag

United States Flags & "Vote Here" Yard Sign

Un-voted Paper Ballots & Stickers

Power Strips & Extension Cords

Unused ICX Paper Rolls

PPE Bagged Supplies

FINAL THINGS CHECK LIST

- All USB Sticks out of ICX Units and in USB Return Case in Orange Memory Stick Bag for return.
- ICX printer tapes posted on outside of building
- Packed ICX units, Power Cords in Transport cases for pickup by the delivery team.
- Remove all signs from the walls, and make sure that everything is back the way you found it.
- Delivery PEOs have Orange Memory Stick Bag in hand ready to present at courthouse and Locked Ballot Box, Sealed Poll Pads and Black Supply Bag in trunk for return to Board of Elections.

Orange Bag

USB Return Case with USB Sticks (correct numerical slot)

Lock the bag using the numbered blue locks

Keep Orange Bag separate to hand to Board of Elections staff upon arrival

Yellow Bag

Paper rolls from ICX voting machines –Initialed by 2 PEOs,
machine number written on bottom

Place in large zip lock bag

Lock yellow bag with red lock

Place Yellow bag into Black supplies bag for return to the BOE

Ballot Box

Voted Paper Ballots – Regular, Provisional and Curbside

All Forms

- Polling Location Summary
- Ballot Accounting Chart
- Any SOS forms
- All BOE forms – Comment Sheet, Election Day Problem Sheet, Cancelled Vote Log
- Provisional Sign In Sheets
- PEO Payroll Sheet

Voter Registration Cards

Reseal the Ballot Box with the numbered blue locks and return Ballot Box to the BOE on election night.

Black Supply Bag

- Yellow Bag
- List Bag – with Information Notebook (posted material enclosed)
- Supply Bags
- Precinct Registration List
- Lock Bag
- Flags and Vote Here Signs
- Closing Envelope
- Unused Paper Ballots
- I Voted stickers
- Power strips and extension cords
- Unused ICX paper rolls
- Provisional Folder and Provisional Supplies

Black Bags should be returned to the BOE office on election night.

Questions?

Review – True or False

Thank you for participating in training and
Thank you for working in the May Primary