

ROVER TRAINING  
AUGUST 8, 2023 | SPECIAL ELECTION



# ROVER TRAINING CLASS

## OVERVIEW

Class Time – 2 Hours

- ✓ **Welcome**
- ✓ **What's NEW?**
- ✓ **Rover Responsibilities**
- ✓ **Duties of the VLM/VLD**
  - Rover/VLM/VLD Relationship
- ✓ **Monday Supply Deliveries**
- ✓ **Monday Afternoon**
  - ✓ Location Binder
- ✓ **Monday Night Organizational Meeting**

# ROVER TRAINING CLASS

## OVERVIEW

Class Time – 2 Hours

- ✓ **Tuesday Morning Tasks (ADA)**
- ✓ **Election Day Duties**
  - ✓ **Curbside**
- ✓ **Tuesday 2pm Reminders**
- ✓ **Post-Election Duties**
- ✓ **Drop Off Information**
- ✓ **Final Items**
  - ✓ **Safety & Security**
- ✓ **Assessment**



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## APPLICATION & ETHICS POLICY

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Complete all fields on application to avoid delays in receiving payment 4-6 weeks after the election.

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Election Officials are required to complete an Ethics Policy Acknowledgement Form (Ohio Secretary of State form No. 351).

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Please make sure both forms are completed before you leave today.



# WHAT'S NEW

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- ✓ HB 458 New Laws
  - Identification
  - Provisional Voting
- ✓ Yellow (Provisional) Supply Bag
- ✓ Curbside Procedure –Scan Ballots
- ✓ Ballot Scanner slips packed in EPB and Ballot Scanner Reports Envelope
- ✓ No Sanitation Official
- ✓ Ballot Scanner & ADA Ballot Marking Device

# EQUIPMENT TRAINING AGENDA

Terminology

Comparisons

Training Videos

Equipment Demo



# EQUIPMENT SUPPLEMENTAL GUIDE



## NEW VOTING EQUIPMENT – SUPPLEMENTAL GUIDE

We would like to personally thank you for your commitment to Cuyahoga County elections by signing up to serve as an Election Day Worker. Your hard work and dedication during each election is critical to a successful Election Day. As an Election Day Worker, you are participating in a duty to protect and safeguard our democracy.

This year, we are implementing new voting equipment in our county. Every 10-15 years, voting equipment needs to be replaced to keep up to date with technological advancements. In 2018, the Ohio legislature passed Ohio Senate Bill 135, which allocated funding to all 88 Ohio counties for the purchase of new voting systems. By offsetting the cost, the funding provided by the Ohio legislature has enabled us to replace our outdated voting equipment, upgrade our election management systems, and improve the overall voter experience.

The training that you receive will equip you with the necessary skills to provide voters with a satisfactory voting experience. Your professionalism, knowledge, and pleasant interactions with each and every voter is what makes their voting experience great. Remember to use your resources, such as the Quick Reference Guides (QRGs) to help guide you through the Election Day processes and procedures. Again, we would like to thank you for your service and for making Election Day a positive, rewarding experience for yourselves, your fellow Election Day Workers, and the voters of Cuyahoga County.

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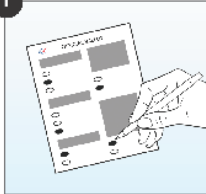
1.1	BALLOT SCANNER   MONDAY	2
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1.3	USING THE BALLOT SCANNERS	6
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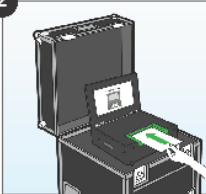
Revised 6.8.2023

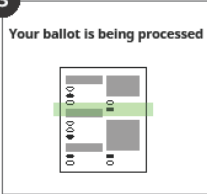
## ClearCast Go™ Training Instructions for Voters



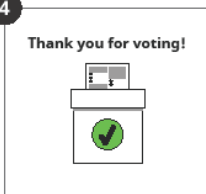
### Voting and casting a ballot with ClearCast Go™

- 

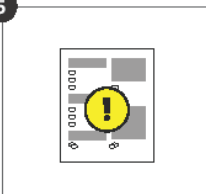
The voter marks their ballot.
- 

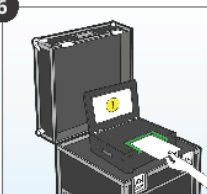
Voter places marked ballot into the ClearCast Go™ scanner.
- 

Your ballot is being processed

The voter waits for the tabulator to process the ballot.
- 

Thank you for voting!

The tabulator either alerts voter that their ballot has been cast, or returns ballot to the voter.
- 

In the event a ballot is returned, the tabulator indicates the reason with an alert message.
- 

The voter chooses for the ballot to be returned for revision, or to submit as is.

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# CLEAR BALLOT INFORMATION

**DS200 = ClearCast Go = Ballot Scanner**

**AutoMark = ClearAccess = ADA Ballot  
Marking Device**

**Report titles have changed**

**Monday** - Check power connections for surge  
protector **ONLY**

**Tuesday (AM)** - Plug in Ballot Scanner and  
run reports

**Tuesday (PM)** Close Election and run reports



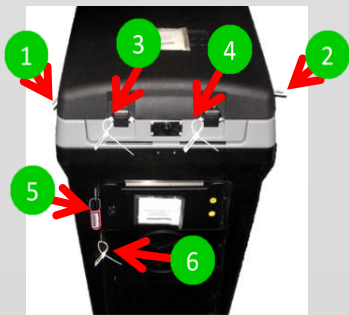
# DS200 VS CLEARCAST GO



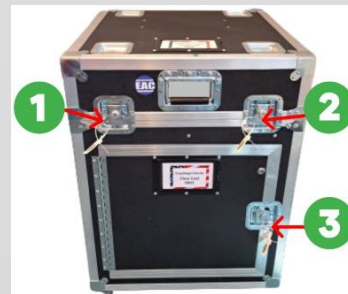
- ✓ Seals
- ✓ Keys
- ✓ Power Supply
- ✓ Sign Holder Assembly
- ✓ Ballot Compartment Contents
- ✓ Plastic Ballot Box
- ✓ Passwords
- ✓ Reports
- ✓ USB Memory Sticks

# SEALS/KEYS/POWER SUPPLY

6 SEALS



3 SEALS



4 KEYS



1 KEY



POWER SUPPLY REQUIRES KEYS



NO KEY ACCESS REQUIRED



# SIGNS/BALLOT COMPARTMENT/BLUE BAG

## SIGN HOLDER OUTSIDE



## SIGN HOLDER INSIDE



## BLUE SUPPLY BAG



## PLASTIC BALLOT BOX



## OLD TRANSPORT CART



## NEW TRANSPORT CAGE



# PASSWORDS/REPORTS/MEMORY STICKS

## OLD REPORTS

Configuration	Ballot Status
Ballot Status Accounting	Accounting
Zero Totals	Voting Results

## NEW REPORTS

Power On	Voting Suspended
Polls Opened	Polls Closed
Totals (AM)	Totals (PM)
Voting Started	2 copies

## # VOTERS

- Public Count
- Protected Count

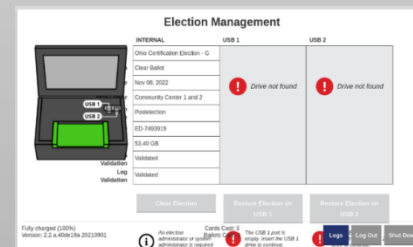
## # VOTERS

- Public Counter
- Protected Counter

## MEMORY STICKS



## USB MEMORY STICKS



# BALLOTS & SCANNER TRAY

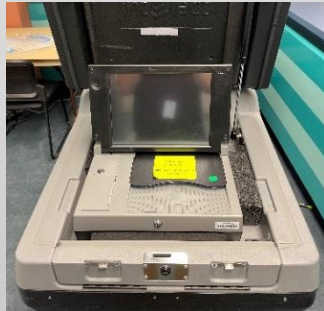
BALLOTS



BALLOTS



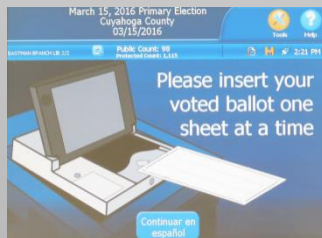
SCANNER FEED TRAY



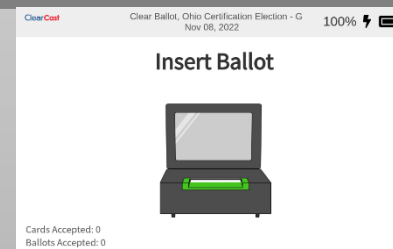
SCANNER FEED TRAY



INSERT BALLOT



INSERT BALLOT



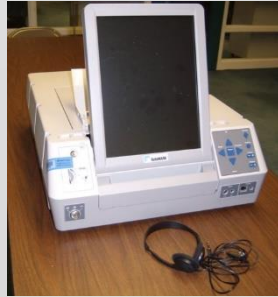


# ADA BALLOT MARKING DEVICE



# ADA BALLOT MARKING DEVICE

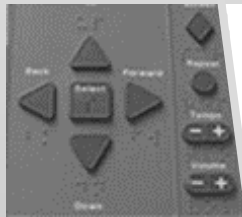
## AUTOMARK



## ALL IN ONE

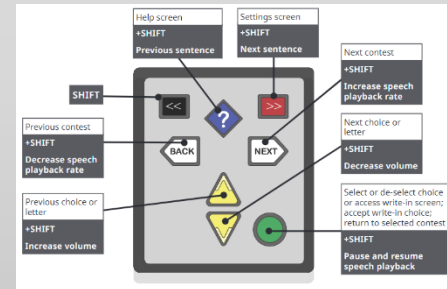


## AUTOMARK KEY PAD



- Screen
- Repeat Audio
- Audio Speed
- Volume

## EZ ACCESS KEY PAD



## BALLOT INSERTED INTO UNIT

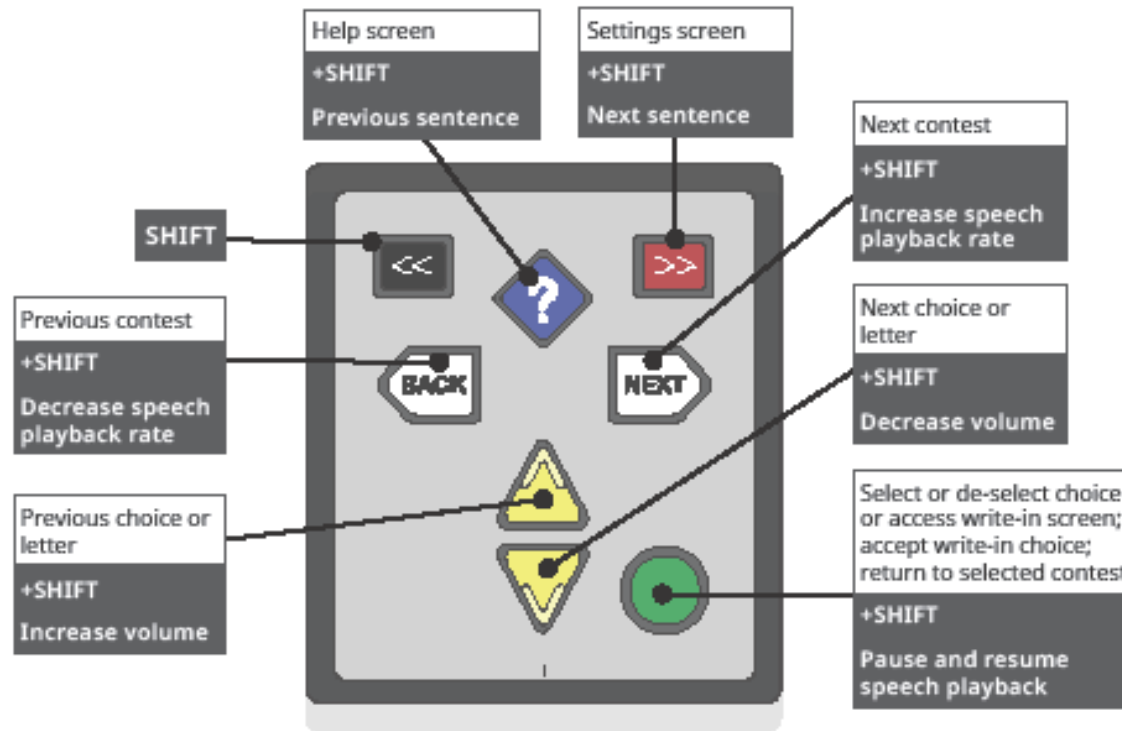


## PRINT BALLOTS AFTER USE



# EZ ACCESS KEY PAD

## ClearAccess Training EZ Access Keypad



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# ADA BALLOT MARKING DEVICE QUICK REFERENCE GUIDE

- Monday Night Organizational Meeting
- Tuesday Morning Setup
- Using the ADA Ballot Marking Device
- Tuesday Night Closing

### Monday Night Organizational Meeting


Retrieve the Location Security Record and the Setup Diagram from the **GREEN** Update Folder inside the **GREEN** Supply Bag.

Move the ADA Ballot Marking Device to the correct location based on the **Location Setup Diagram**.

Inspect the ADA Ballot Marking Device and ensure that it is properly sealed with no signs of tampering.


Record the five (5) serial numbers from the seals and tamper tape on the Location Security Record.

ClearAccess ADA Ballot Marking Device	1 Left Lid Seal	2 Right Lid Seal	Replacement Seal (Pre-installed)
	3 Printer Door Seal	4 Printer Door Tamper Tape	5 Rear Door Seal
			Replacement (Pre-installed)



**! DO NOT** remove any seals or tamper tape until Tuesday morning.

Retrieve a Surge Protector from the Scanner Team. Plug the Surge Protector into the wall behind the ADA Ballot Marking Device. Flip the switch on the Surge Protector to the "ON" position and make sure its LED light glows, indicating that the power is on.











**! DO NOT** plug the ADA Ballot Marking Device into the Surge Protector until Tuesday morning.

### Tuesday Morning Setup


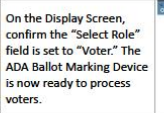
Compare the serial numbers on the ADA Ballot Marking Device to the numbers recorded in the Monday Night Recordings section on the Location Security Record to ensure they match.

Remove the four (4) plastic seals from the Left and Right Lid Latches, the Printer Door, and the Rear Door. Pack the used seals in the Clear Plastic Envelope. Remove the Tamper Tape from the Printer Door and stick it to the bottom of the Location Security Record.

**! Lift the Lid using the Front Handle ONLY! DO NOT** lift the Lid by the corners or latches.

<p>Unlatch and open the Rear Door. The power cord will be strapped to the inside of the machine on the right-hand side. Unfasten the black strap on the right side to release the power cord.</p> 	<p>Unwrap the power cord and feed it through the port on the right side of the case. Plug the power cord into the surge protector. Then, close and latch the Rear Door.</p> 	<p>Using the handle above the Display Screen, pull the screen towards you. The kickstand behind it will lock into place, holding the screen up for voters to use.</p> 	<p>Press the power button located on the back of the Display Screen, behind the power LED light on the top right.</p> 
<p>Unlatch and open the Printer Door. Press and hold the printer's power button for 3 seconds, until it powers on.</p> 	<p>Open the paper tray at the bottom to confirm there is paper loaded inside. Then, close the paper tray.</p> 	<p>Lift and open the printer extender.</p> 	<p>Push the Front Flap on the Printer Door open, so that the ballots can be retrieved through the door. Then close and latch the Printer Door.</p> 

Retrieve two (2) plastic seals from the Clear Plastic Envelope. Record the serial numbers on the Location Security Record. Seal the Rear Door and the Printer Door. Then, lock the wheels when the device is in position.

<p>On the Display Screen, enter the password found in the <b>GREEN</b> Update Folder inside the <b>GREEN</b> Supply Bag.</p> 	<p>On the Display Screen, confirm the "Select Role" field is set to "Voter." The ADA Ballot Marking Device is now ready to process voters.</p> 
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# ROVER RESPONSIBILITIES

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# REPORT TIMES - MONDAY

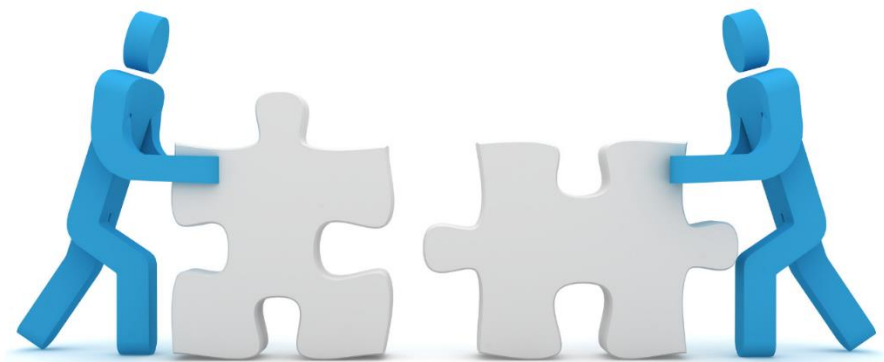
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- ✓ **3:00 p.m. | Arrive** at Zone Station-Deliver Supplies?
- ✓ **5:30 p.m. | Report** to 1<sup>st</sup> Assigned Polling Location

# REPORT TIMES - TUESDAY

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- ✓ **4:30 a.m. | Report to Zone Station – Retrieve Polling Location supplies**
- ✓ **5:00 a.m. | Report to 1<sup>st</sup> Assigned Polling Location – Election Day**
- ✓ **6:00 p.m. | Report to Zone Station – Drop-Off Assistant Attendance/Training (Drop-Off Captains only)**
- ❖ *Note: Rovers should anticipate working late Tuesday evening. Dismissal will come from BOE management.*



# VLM/VLD DUTIES

# VLM & VLD

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- ✓ Work together as **Management Team**.
- ✓ Ensure the Election Process is handled in an orderly, professional, and lawful manner.
- ✓ Ensure the Polling Location is arranged based on the Polling Location Setup Diagram.
- ✓ Serve as a technical resource to resolve issues and troubleshoot election equipment.
- ✓ Must be opposite political parties.
- ✓ Drop off election supplies Tuesday night.

# VLM DUTIES - MONDAY

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- ✓ Manage the Polling Location.
- ✓ Call the BOE with (5) Mandatory calls (*VLM can pass this assignment to the VLD as needed*).
- ✓ Officiate the Monday Night Organizational Meeting and assigns jobs to PEOs.
- ✓ Unlock the Transport Cage and inventory supplies for accuracy.
- ✓ Review alerts or notices with Election Officials.
- ✓ Oversee the Polling Location by visibly roaming the room and observing all activity. VLD will be assigned to the Voter Assistance Table (VAT).



# VLD DUTIES

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- ✓ Assists VLM with Polling Location management.
- ✓ Oversees the Voter Assistance Table (VAT) Official.
- ✓ Manage Polling Location and oversee Monday Night Organizational Meeting if VLM is absent.



# ROVER & VLM/VLD RELATIONSHIP

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- ✓ VLM/VLD and Rover work as a **TEAM**.
- ✓ VLM/VLD responsible for inside voting location.
- ✓ Rover is responsible for outside voting location.
- ✓ Rover confirms BOE cell phone is active.
- ✓ Rover is a **HANDS-OFF** position.
- ✓ Rover is **NOT** trained to troubleshoot equipment.
- ✓ Rover verifies Location Diagram is followed.
- ✓ Rover will arrive around 2 p.m. on Tuesday to prepare VLM/VLD for closing procedures. Avoid taking lunch at that time.

# SUPPORTIVE JOB TITLES/DUTIES

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## Election Response Team

- ✓ Training staff travels between Polling Locations Monday and Tuesday.
- ✓ Act as liaison to the BOE.
- ✓ Provide onsite guidance and informal training related to procedures.
- ✓ Monitor EPBs for connectivity.

## Rover

- ✓ Travel between assigned Polling Locations in Zone.
- ✓ Ensure Location Setup Diagram is followed.
- ✓ Monitor 100-foot “No Campaigning/Neutral Zone”.
- ✓ Deliver & Review Closing Reminder Checklist at 2 p.m. on Election Day.
- ✗ Does **NOT** troubleshoot equipment issues or manage Polling Location.

# LOCATION OF QRGs AT THE POLLS



## QUICK REFERENCE GUIDE (QRG) LOCATIONS SIDE 1

**QRGs – QUICK REFERENCE GUIDES**

 <b>Electronic Pollbook QRGs</b> – located in the EPB transport case; if you have more than one, they are in the case that holds the MiFi device.	 <b>EPB Monday Night QRG</b>	 <b>Ballot Scanner Monday Closing QRG</b> – Located in the plastic pocket attached to the top of the lid.	 <b>Ballot Scanner Monday Closing QRG</b>
 <b>EPB Tuesday Open/Close QRG</b>	 <b>EPB Election Day QRG</b>	 <b>Ballot Scanner Tuesday Opening QRG</b>	 <b>Ballot Scanner Tuesday Closing QRG</b>
 <b>EPB Ballot Accounting QRG</b>	 <b>EPB Troubleshooting QRG</b>	 <b>ADA Ballot Marking Device QRG</b> – Located in the ADA Ballot Marking Device Lid.	 <b>ADA Ballot Marking Device QRG</b>
 <b>Curbside Voting QRG</b> – located in the EPB transport case; if you have more than one, it is in the case that holds the MiFi device.	 <b>Curbside Voting QRG</b>	 <b>Processing a Provisional Voter QRG</b> – located inside the Yellow VAT folder within the Yellow Provisional Bag.	 <b>Processing a Provisional Voter QRG</b>
 <b>Supply Team QRG</b> – located in the Blue Supply Bag.	 <b>Supply Team QRG</b>	 <b>Ballot Team QRG</b> – located in the Red Ballot Box.	 <b>Ballot Team QRG</b>
			 <b>Ballot and Supply Teams Tues Closing QRG</b>

**Electronic Pollbook QRGs** – Located in the EPB transport case; if there are multiple EPB cases, check the one case that holds the MiFi device.

**Ballot Scanner QRGs** – Located in the plastic pocket attached to the top of the Ballot Scanner lid.

**ADA Ballot Marking Device QRG** – Located in the plastic pocket attached to the top of the ADA Ballot Marking Device lid.

**Curbside Voting QRG** – Located in the EPB transport case; if there are multiple EPB cases, check the one case that holds the MiFi device.

**Processing a Provisional Voter QRG** – Located inside the Yellow VAT folder within the Yellow Provisional Bag.

**Supply Team QRG** – Located in the Blue Supply Bag.

**Ballot Team QRG** – Located in the Red Ballot Box.

# VLM/VLD CHECKLIST

Monday Night,  
Tuesday Morning &  
Tuesday Closing

Packed inside the  
**Green** Supply Bag

## VLM/VLD CHECKLIST



### MONDAY NIGHT (65 Minutes)

Remove the BOE Cell Phone from the Clear Plastic Envelope in the Green Supply Bag, power it on and ensure the ringer volume is turned up. (2 Minutes)

### **C** Mandatory Call #1 | Monday Night Arrival Call | 6:00 PM | 216-443-3277

Remove the Election Official Roster/Payroll Card from the Green Update Folder and take attendance. (5 Minutes)

- ✓ Check Present (Mon) if the worker is present
- ✓ Check No Show if a worker is not present
- ✓ Once EPBs are unpacked, remember to have all workers clock-in on an EPB

Call the BOE to report any missing workers or workers who are present but do not appear on your roster. (3 Minutes)

Read any Alerts aloud to all PEOs in your Polling Location. (10 Minutes)

Assign PEOs to Teams. (5 Minutes)

- Supply Team | Voting Booths, Tables, Blue Location Supply Bag, Yellow Provisional Bag
- Ballot Team | Red and Gray Ballot Boxes
- EPB Team | Electronic Pollbooks (EPBs) and Printers
- Scanner Team | DS200 Ballot Scanners

Distribute supplies from the Green Update Folder and Clear Plastic Envelope. (10 Minutes)

- Security Records
  - Location Security Record – Supply Team | EPB Team
  - Ballot Security Record – Ballot Team
  - DS200 Security Record (1 per DS200) – Scanner Team
- Candidate Withdrawal Notice (if applicable) – Supply Team
- DS200 Pink and Green Keys on Lanyard – Scanner Team

Review Location Setup Diagram with all Election Officials. (5 Minutes)

Release teams to set up Polling Location.

2 people set up the AutoMARK. (Use the AutoMARK Quick Reference Guide inside the AutoMARK Transport Case.) (10 Minutes)

Inventory Green Supply Bag. (5 Minutes)

- Paper Pollbook Backup Pack
  - **(Keep in Green Supply Bag! Do Not Open** unless all EPBs are not operational on Election Day)
- Green Update Folder (items remain inside folder until Election Day)
  - EPB Passwords
  - Observer Packet
  - Precinct Voter List (1 per precinct)
  - Post-Election Pack-Up List
  - Drop-Off Location Information Sheet

### FINAL MONDAY REVIEW (10 Minutes)

Ensure location set up according to Location Setup Diagram. Rovers will check your location to verify the voting room is set up properly and the MiFi Hotspot is located exactly as indicated on the diagram. Any changes must be reported immediately and approved by the Board of Elections.

Double check EPBs, Printers and MiFi Hotspot connectivity (all icons on EPB should be GREEN).

**!** Confirm the Absentee Supplemental Files have successfully downloaded on each EPB.

Ensure **ALL** workers Clock-in using the payroll module on any EPB.

Confirm that all EPBs have been put into **sleep-mode** before locking them in the DS200 compartment.

Make sure Supply Team and Ballot Team have inventoried supplies.

Verify DS200 steps are completed including security records. (QRG on top of scanner)

If a PEO other than the VLD will accompany you to the Drop-Off Location on Election Night, report this name to the BOE operator during the Monday Night Set-Up and Ready Call.

### **C** Mandatory Call #2 | Monday Night Set-Up and Ready Call | 216-443-3277

**NOTE:** VLMs that fail to place mandatory calls to the BOE during the Monday Night Meeting and on Election Day or do not answer incoming calls from the BOE will have their pay docked for failure to complete required duties.

Revised: 2.15.23


# PINK MEMO SHEET

## Distribute blank sheets to Check-In and VAT Tables

### Pink Memo Sheet

CUYAHOGA COUNTY BOARD OF ELECTIONS

WOODMERE TOWN HALL  
AUGUST 3, 2021 SPECIAL CONGRESSIONAL PRIMARY ELECTION



**Instructions:**

- Document unusual issues and problems that occur during Election Day. Include facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents for post-election investigation and follow-up.
- Report Election Official complaints and suggestions to 216-443-3277 or the Post-Election Survey.

<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location &amp; Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>
<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location &amp; Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>
<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location &amp; Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>
<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location &amp; Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>

WOODMERE TOWN HALL

#-# PINK MEMO | PRINT CLEARLY

- ✓ Intended for documenting **unusual** issues and problems.
- ✓ Write clear and concise notes.
- ✓ Document facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents.
- ✓ This does **NOT** replace the VAT guide.

# CLOSING RESOURCES TO PACK SUPPLIES




VLM **Pink** Lanyard  
(Drop-Off Checklist)  
Delivered with Closing Packet by  
Rover at **2 p.m.** on Election Day

## VOTING LOCATION MANAGER

**VOTE** CUYAHOGA COUNTY  
BOARD OF ELECTIONS

The following items **MUST** be taken to your assigned Drop-Off Location:

- ALL **RED** Ballot Boxes
- Memory Stick Bag with Memory Sticks from **ALL** Ballot Scanners in your Polling Location (attached to Red Ballot Box)
- ALL **GRAY** Ballot Boxes
- ALL **GRAY** Electronic Pollbook Transport Cases
- 1 **WHITE** Return Envelope
- ALL **BLUE** Location Supply Bags
- ALL **YELLOW** Provisional Bags


 Use the **Post-Election Pack-Up List** in the **GREEN** Update folder for details on the contents of each item. Look for the **PINK** tag!



## Post-Election Pack-Up List

### Red Ballot Box with Memory Stick Bag attached (Alpha Precinct Only)

- Memory Sticks from ALL Ballot Scanners in Memory Stick Bags
- ALL voted Ballots from ALL Ballot Scanners at the Polling Location
- ALL voted Curbside Envelopes
- All 17-Year-Old Envelopes (Primary Elections only)

 **DO NOT** detach Memory Stick Bag!

### Gray Ballot Boxes (1 per additional Precinct)

- ALL Unvoted Ballots
- Soiled/Voided Envelope
- Blue EPB/Ballot Scanner Reports Envelope
- Stub A Envelopes
- Authority to Vote Slip Envelopes
- All unused envelopes
- All Security Records
- Precinct Voter Check-off List(s)

### Return Envelope (1 per Location)

- Payroll Cards
- Voter Assistance Table Log
- Pink Memos (all sheets)
- VLM Cell Phone
- Polling Location Diagram
- Observer Sign-In Sheet

 Do Not place the Return Envelope inside any other bag.

### Blue Location Supply Bag (1 per Location)

- Green Supply Bag
- All other Election Day supplies from the Polling Location

### Yellow Provisional Bag (1 per Location)

- ALL Voted Provisional Envelopes in the Clear Provisional Precinct Pouches
- Completed Forms Envelope
- All unused or blank forms
- Provisional Envelope Overlay
- All unused Provisional Envelopes
- QRG – Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets

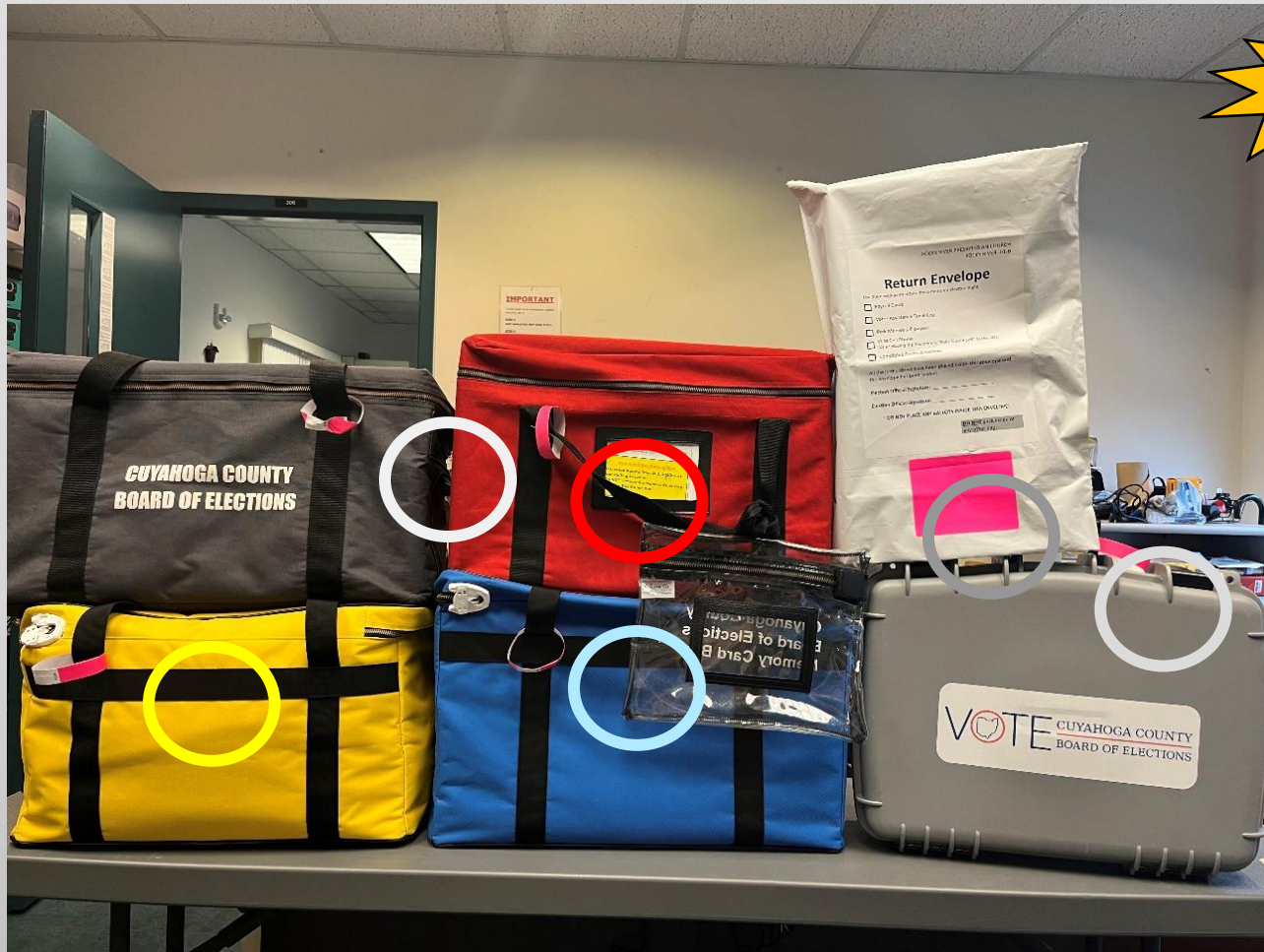
### Electronic Pollbook Transport Cases (1 – 5 per Location)

- Electronic Pollbooks w/Charging Cords (keep EPBs powered on)
- Printers w/Charging Cords
- MiFi Hotspot w/Charging Cord (keep MiFi powered on)
- Stylis

Revised 1.31.2023



# COLORED TAGS ON DROP-OFF SUPPLIES



Pink tags and label match color of the Pink VLM Lanyard

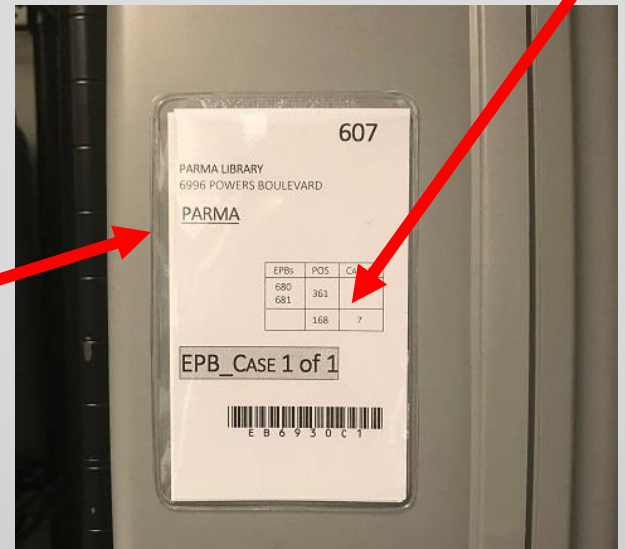
# QUESTIONS?



# MONDAY GREEN BAG & EPB CASES



# GREEN BAG(S) AND EPBs



Check the label on the side of each EPB Transport Case to ensure you have the correct Case(s).

# ROVER SUPPLY DELIVERY CONFIRMATION

---

- ✓ Confirm the **Green** Bag(s) and each EPB are in the correct Polling Location by literally reading each tags full name out loud.
- ✓ Lock the **Green** Bag(s) and EPB's the cage.
- ✓ Refer to the EPB Case X of X and **Green** Bag handle tag to ensure all EPBs for a location are delivered.

# GREEN BAG/EPB DELIVERY STEPS

**Arrive** at Zone Station **by 3:00 p.m.**

- ✓ Sign-in upon arrival at Zone Station

**Zone Captain will:**

- ✓ Assign **Green** Bag/EPB Delivery Route.
- ✓ Pass out Monday Delivery Verification Forms for your assigned locations and corresponding **Green** Bag(s)/EPBs.
- ✓ Distribute assigned Green Bag(s)/EPBs.
  - Verify the labels of the EPB Transport Case(s) and the **Green** Supply Bag match the Polling Location you are delivering to.

# BEFORE LEAVING THE ZONE STATION

---

- ✓ Determine your driving route using the Zone Station Map and/or other devices.
- ✓ **Call ahead** to confirm if the location is open and arrange a time to meet the owner/custodian.
- ✓ Sometimes the Transport Cage has been relocated at the facility

# UPON ARRIVAL AT POLLING LOCATIONS

- ✓ Identify yourself as an Election Day Rovers from the Board of Elections.
- ✓ Verify the Polling Location name on the **Green** Bag labels matches the Monday Green Bag Delivery Verification Forms.
- ✓ Locate the Election Equipment – Transport Cage
  - ❖ The owner/custodian in charge at each location will direct you to the area where the voting equipment is stored.

continued ... ***Note: Ballot Boxes can be extremely heavy***



# UPON ARRIVAL AT POLLING LOCATIONS

---

- ✓ Locate **Red**, **Gray**, **Yellow** Bags in the Transport Cage (already sealed).
- ✓ Break seal on cage.
- ✓ Place the **Green** Bag and EPB Transport Cases in cage, then close and reseal cage.
- ✓ Inspect the Election Equipment.
- ✓ Complete and sign the **Monday Green Bag Delivery Form**.
- ✓ Call the Zone Station after each delivery.

# MONDAY GREEN BAG DELIVERY VERIFICATION FORM

- ✓ Verify correct Polling Location and Precinct Information on the supply/equipment labels
- ✓ Inventory items for correct quantities
- ✓ Inspect all equipment for visible damage
  - ❖ Record any problems on Monday Equipment Verification Form.

Poll Code: 8133

VOTE CUYAHOGA COUNTY  
JUNIO OF ELECTIONS

Cuyahoga County Board of Elections  
**Monday Green Bag Delivery Verification Form**

8133

Absentee Route #: 308

Date of Election: 08/08/2023 Zone #: 3

**Location:**  
ABRAHAM LINCOLN ELEMENTARY SCHOOL  
6009 DUNHAM ROAD  
MAPLE HTS, 44137  
Phone: (216) 438-6030

**Hours of Operation:** 7:30am-4pm M-F

**Contacts:**

Item	Quantity	VERIFY CORRECT POLLING LOCATION ID
Green Supply Bag	1	ABRAHAM LINCOLN ELEMENTARY SCHOOL
Yellow Provisional Bag	1	ABRAHAM LINCOLN ELEMENTARY SCHOOL
Red Ballot Box Bag	1	MAPLE HEIGHTS -01-A
Gray Ballot Box Bag	3	MAPLE HEIGHTS -01-B MAPLE HEIGHTS -02-A MAPLE HEIGHTS -02-B
Voting Booths	25	
ADA Ballot Marking Device	0	ABRAHAM LINCOLN ELEMENTARY SCHOOL
Electronic Poll Book Case(s)	3	ABRAHAM LINCOLN ELEMENTARY SCHOOL
Ballot Scanners	0	

Equipment Storage Location: \_\_\_\_\_ Was equipment delivered in good condition? YES NO  
 Election Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Circle One



# DAMAGED/TAMPERED/MISDELIVERED EQUIPMENT?

---

- ✓ Call the Zone Station.
- ✓ Speak with Zone Captain.
- ✓ **Wait for instructions (Do Not Leave the Location without instructions).**
- ✓ Document time and nature of equipment damage or tampering on Monday Delivery Verification Form.

# WHAT IF YOU CAN'T GAIN ACCESS TO POLLING LOCATION?

---

- ✓ Find another entrance.
- ✓ Contact the location.
- ✓ Call your Zone Captain.
- ✓ Record any access problems on the Monday Equipment Verification Form.
- ✓ Proceed to the next location.

# ONCE DELIVERY ROUNDS ARE COMPLETED

---

- ✓ Revisit any Polling Location to deliver any **Green** Bags/EPBs you may not have been able to drop off earlier on your route.
  - ❖ If you are unable to deliver a **Green** Bag/EPBs, they **MUST** be delivered promptly to the Polling Location by 6:00 p.m. for the Monday Night Organizational Meeting.
- ✓ Return to the Zone Station after all deliveries are completed.

# VOTING LOCATION CHANGE SIGNS



- ✓ Rovers *not assigned to Green Bag/EPB Delivery* must post Voting Location Change Signs Monday morning

Continued ...

# VOTING LOCATION CHANGE SIGNS

---

Polling Locations will have three (3) signs for Rovers to post

1. Rovers will attach one sign at the front door.
2. Rovers will place TWO signs in the yard (one at the driveway into the location and the second along the path to the building).
3. The third yard sign will be kept at Zone Station.
4. Rovers will take photos of each sign, with the image including enough detail of the location that it can be easily identified and sent to Zone Captain (**3 photos total**).

# VOTING LOCATION CHANGE SIGNS

---

5. Zone Captain will upload the THREE photos for each location to Google Photo Album.
6. Zone Captains will assign Rovers to spot check signs throughout Election Day (typically at 6:30 a.m., 12:30 and 4:30 p.m.). The Rover will notify Zone Captain if signs are removed.
7. Signs remain in place Monday/Tuesday and ***must* be removed/returned to the Zone Station Tuesday night.**

# MONDAY EVENING ASSIGNMENTS



## LOCATION SETUP DIAGRAM BEACHWOOD COMMUNITY CENTER Voting Room: Fairmount Room 70'x 45'

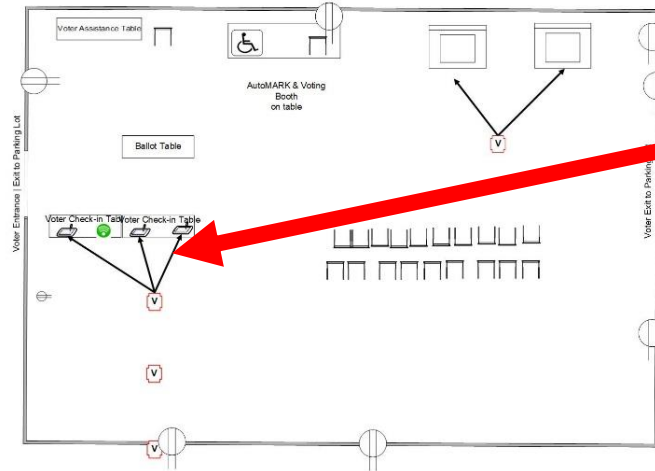
- Notes:**
- You **MUST** follow this diagram as closely as possible when setting up your Polling Location.
  - Any major changes to the setup of the Polling Location must be approved by the Board of Elections.
  - Note any approved setup changes on this diagram and place in the Return Envelope to be turned in Election Night.

**ROVER VERIFICATION:**

Is the location set up according to this diagram?  
 YES  NO

\*If the location is not set up according to this diagram, please mark changes.

Rover Signature: \_\_\_\_\_



- Key:**
- VOTER
  - VOTING BOOTH
  - DS200 SCANNER
  - ELECTRONIC POLLBOOK
  - MIFI
  - AutoMARK VOTING UNIT
  - PHYSICAL OUTLET
  - Gym Mats

**3 Precincts Assigned:**  
 BEACHWOOD 00 A  
 BEACHWOOD 00 B  
 BEACHWOOD 00 C

- Equipment:**
- 19 – Voting Booths
  - 2 – DS200 Scanners
  - 3 – Electronic Pollbooks
  - 1 – MIFI Hotspot
  - 1 – AutoMARK Voting Unit

REVISED 3/6/23 AK

ABSENTEE ROUTE #112

# MONDAY EVENING | ZONE STATION

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- ✓ Your Zone Captain will provide all assignments:
  - ❖ Polling Location Assignment
  - ❖ Zone Station Assignment
    - Phones/Logs/Issue Tracking
    - Equipment Retrieval Team
  - ❖ Post-election Drop-Off Assignment | Drop-Off Assistant



# MONDAY AFTERNOON | ZONE STATION

---

## The Zone Captain will:

- ✓ Provide a Rover Binder for each assigned Polling Location.
- ✓ Job Briefing/Training Review:
  - ❖ Updates/Changes in procedures since training.
  - ❖ Review of mandatory calls, forms, and checklists.
- ✓ Review contact procedures
  - ❖ Election Response Team (216) 443-3277
  - ❖ Zone Station (Numbers will be provided)

# MONDAY NIGHT ORGANIZATIONAL MEETING



# MONDAY NIGHT ORGANIZATIONAL MEETING

---

- ✓ Attend the Monday Night Organizational Meeting (required).
- ✓ Arrive by 6 p.m.
- ✓ VLM/VLD assigns jobs typically to teams of two (2).
- ✓ Set-up the Polling Location according to diagram. (Any changes must be approved by the BOE).
- ✓ Verify all supplies are present.
- ✓ Work as a TEAM.

# POLLING LOCATION SETUP DIAGRAM

## LOCATION SETUP DIAGRAM

### CLAGUE CABIN

Voting Room: Community Room

55' x 31'

#### Notes:

- You **MUST** follow this diagram as closely possible when setting up your Polling Location.
- Any major changes to the setup of the Polling Location must be approved by the Board of Elections.
- Note any approved setup changes on this diagram and place in the Return Envelope to be turned in Election Night.

#### ROVER VERIFICATION:

Is the location set up according to this diagram?

\_\_\_ YES \_\_\_ NO\*

\*If the location is not set up according to this diagram, please mark changes.

Rover Signature: \_\_\_\_\_

#### Key:

- VOTER
- VOTING BOOTH
- CLEARCAST GO SCANNER
- ELECTRONIC POLLBOOK
- MIFI HOTSPOT
- CLEARACCESS ADA UNIT
- ELECTRICAL OUTLET

#### 3 Precincts Assigned:

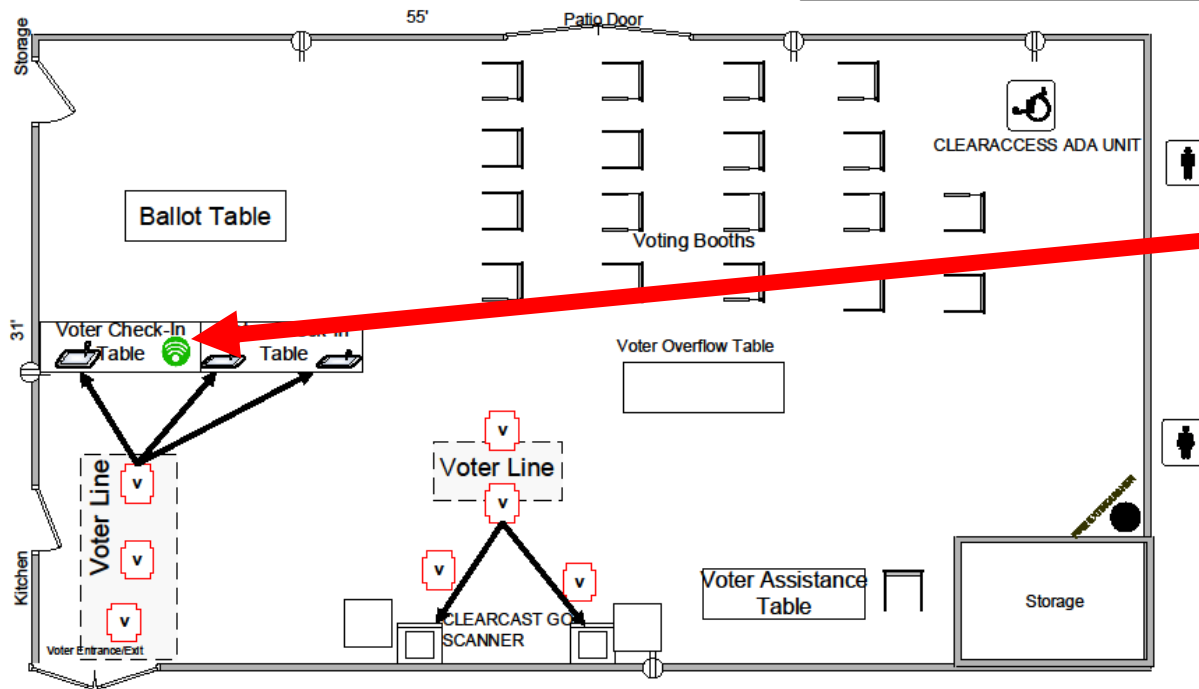
- WESTLAKE 01-A
- WESTLAKE 01-B
- WESTLAKE 01-C

#### Staff and Equipment:

- 19 – Voting Booths
- 2 – Clearcast Go Scanner
- 3 – Electronic Pollbooks
- 1 – MiFi Hotspot
- 1 – ClearAccess ADA Unit

REVISED 03/06/23 JSC

ABSENTEE ROUTE #702



# POINTS OF EMPHASIS

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- ✓ **DO NOT** log into the EPBs on Monday night.
- ❖ No passwords are entered until Tuesday morning.
- ❖ Allow Absentee Supplemental File (Delta File) to completely download before putting EPBs to sleep. Make sure Absentee Supplemental File numbers match all EPBs.

Put EPBs in “Sleep Mode” on Monday night using the power saver. Closing EPB metal case does not put the EPB to sleep.



# CLOSING AND STORING THE EPBs

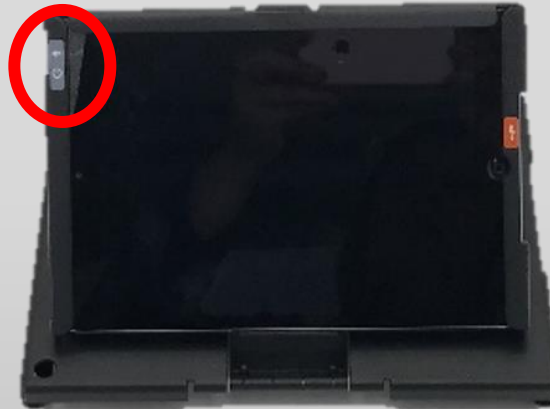
## STEP 5: ENTER SLEEP MODE

**Monday Night DO NOT POWER OFF**  
ONCE THE DELTA FILE NUMBER IS REACHED PUT THE EPBS INTO "SLEEP MODE"



For additional questions see EPB Quick Reference Guide or call 216-443-3277.

## STEP 6: STORE EPBs UNTIL ELECTION MORNING



**DO NOT TURN THE MiFi HOTSPOT OR THE PRINTERS OFF!**

# QUESTIONS?

5-MINUTE BREAK



# ROVER BINDER

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- ✓ One per Polling Location
- ✓ Contains all information and checklists needed for Election Day assignment

## ELECTION DAY ROVERS | LOCATION BINDER



### Report Times

*Monday, August 7, 2023*

**3:00 PM** | Report to Zone Station | Green Bag Deliveries

➤ Return upon completion of deliveries to receive Monday Night Assignments

**5:30 PM** | Report to 1<sup>st</sup> Assigned Polling Location

*Tuesday, August 8, 2023 (PRIMARY ELECTION)*

**4:30 AM** | Report to Zone Station | Retrieve Polling Location Supplies

**5:00 AM** | Report to 1<sup>st</sup> Assigned Polling Location

**2:00 PM** | Report to Each Assigned Polling Location to Distribute Closing Reminder Packets to VLMs

**6:00 PM** | Report to Zone Station (Drop-Off Captains Only) | Drop-Off Assistant Attendance and Training

**BEACHWOOD COMMUNITY CENTER**

25325 FAIRMOUNT BLVD

BEACHWOOD, OH 44122

# ROVER BINDER

## Mandatory Calls



The Rover must place four (4) Mandatory Calls to his/her assigned Zone Station for each assigned Polling Location. The phone number for your assigned Zone Station is located on the Polling Location Information Sheet in your Location Binder.

**Note:** These mandatory calls MUST BE MADE ON TIME!

	Time	Reports
<input type="checkbox"/>	<b>Monday Night</b> 5:30 p.m.	<b>Arrival:</b> This call is to inform the Zone Station that your assigned Polling Location is open and Precinct Election Officials have arrived.
<input type="checkbox"/>	<b>Monday Night</b>	<b>Set up and Ready:</b> This call is to inform the Zone Station that the Monday Night Organizational Meeting has occurred and that all equipment and supplies are set up (including the MiFi Hotspot, EPB Printers and Voting Booths) and ready prior to leaving.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:00 a.m.	<b>Arrival:</b> This call is to inform the Zone Station that the Polling Location is unlocked and open. This call must be made immediately after confirming both the exterior and interior entrances to your assigned Polling Location are open, and voting equipment is accessible.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:30 a.m. – 6:15 a.m.	<p><b>Open and Ready:</b> This call is to inform the Zone Station that the Polling Location is ready for voting.</p> <p>Electronic Pollbooks and MiFi Hotspots are plugged in and powered on, ballots have been placed on the Ballot Table(s), and the Ballot Scanners are set up and ready for voting.</p> <p><b>Note:</b> The PEOs MUST set up and open the polls on all EPBs and Ballot Scanners no later than 6:15 a.m.</p>

NOTE: Make all mandatory calls as soon as information is available, even if it is before the required deadline.

# ROVER BINDER

## Polling Location Information Sheet

1651

POLLING LOCATION INFORMATION SHEET  
CLAGUE CABIN  
1500 CLAGUE ROAD  
WESTLAKE

Zone 1  
ABS Route # 1

Zone Captain Name: David Hughes

Zone Captain Phone Number: (216) 325-4806

Zone Station Phone Numbers: (216) 325-2269  
(216) 325-2293  
(216) 325-2253

VLM Cell Phone Number: (216) 325-4094

Election Response Team Phone Number: (216) 443-3277

Location Entrance: Southwest entrance rear of building

Voting Equipment Storage Location: Gym storage room to the right of the stage

ADA Arrangements:

Southwest entrance - rear of building is accessible. Need two (2) 1" threshold ramps. Need two (2) yard signs at main entrance directing to accessible entrance.

Conflicts:

Special Instructions (If Applicable):

Set up in current space to the left of the access aisle in row along building to the right of entrance. Create another space to the right of access aisle.

Drop-Off Location This Polling Location Reports To:

# 1

Collinwood High School  
15210 St. Clair Avenue

# ROVER BINDER

## Rover Log Sheets

### Rover Log | Issue Tracking and Resolution

Polling Location Name: BEACHWOOD COMMUNITY CENTER

Election Date: August 8, 2023

Rover Name (**PRINT** neatly): \_\_\_\_\_

Brief Description of Issue:

Resolved (circle one): YES NO

Brief Description of Issue:

Resolved (circle one): YES NO

Brief Description of Issue:

Resolved (circle one): YES NO

# ROVER BINDER

## Rover Log Sheets

Any problems or issues you have during your rounds should be recorded on your Rover Log.

- ✓ Record all incidents
  - ❖ Campaigner violations
  - ❖ Equipment and supply replacement
  - ❖ Personnel problems
  - ❖ Procedural issues
- ✓ Fill out completely
- ✓ Print legibly
- ✓ Call Election Response Team

# ROVER BINDER

## ADA Checklist

### Rover ADA Checklist – August 8, 2023 Special Election

Polling Location: BEACHWOOD COMMUNITY CENTER

City: BEACHWOOD

- › Check off each item below once it is set up at the polling location.
- › You must ensure all ADA signs remain in place until the polls close Election night.
- › Make several visits to this location. Document the time of day during each visit to the location to ensure the ADA signs remain in place throughout Election Day. **Be sure to include AM or PM.**
- › Make any necessary comments on this checklist.
- › Remove all ADA signage at the close of polls. Anything obtained from the transport cart should be returned to the transport cart. All other signage and cones should be returned to the zone station.

This polling location requires 6 ADA parking space(s) based on Secretary of State ADA Guidelines.

Existing space(s): 14

**The following ADA materials are needed for this polling location:**

**Located on transport cart inside polling location:**

- Total Bilingual ADA Van Signs with Post:
- Total Bilingual ADA Signs with Post:
- Total ADA Directional Yard Signs Needed:
- Extra "Vote Here" Signs Needed:
- Extra "No Campaigning" Yard Signs:

**Located in Location Binder:**

- Alternate ADA Entrance Signs Needed:

**Located at Zone Station:**

- Total Cones:
- Carpet Mat:
- Threshold:
- Portable Ramp: False

<b>Time Set Up Election Morning</b>	
<b>Time Checked</b>	
<b>Time Checked</b>	
<b>Time Checked</b>	
<b>Time Checked</b>	
<b>Time Checked</b>	

**Parking Area to be used for setting up ADA Parking (if indicated):** Spaces closest to entrance

**Instructions:** Attach van and fire attachments to signs closest to entrance

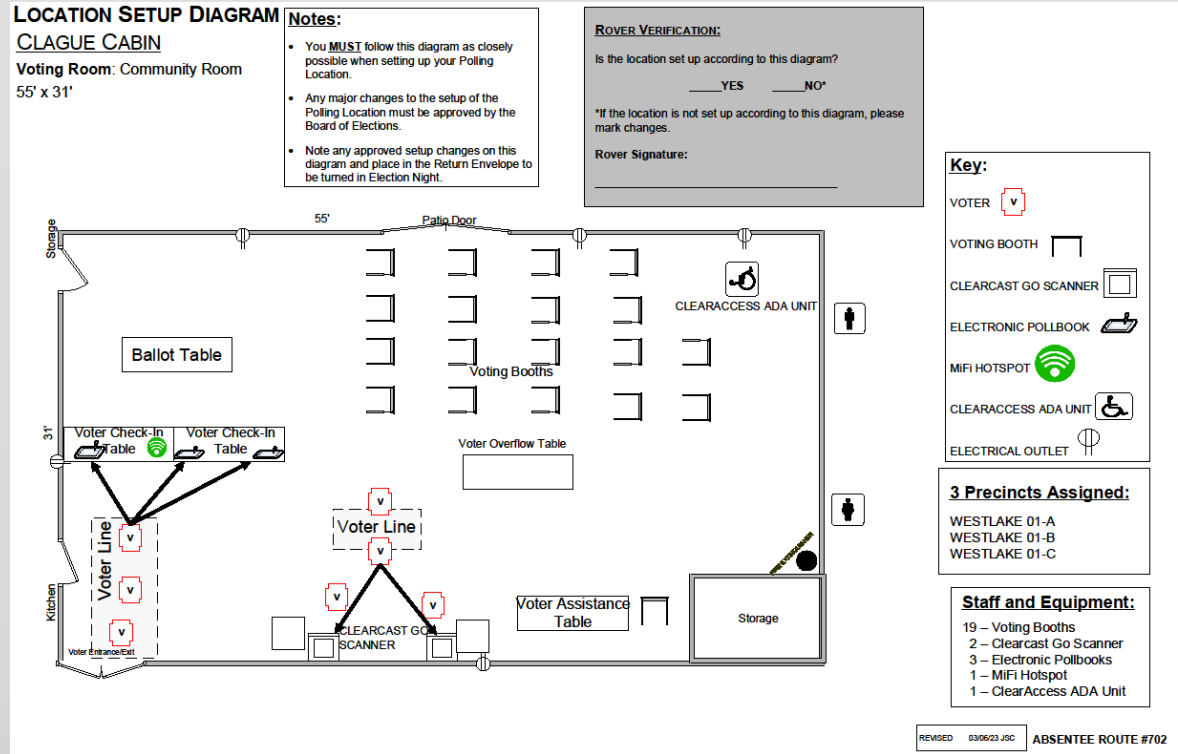
By signing below, I confirm all ADA equipment is in place at the location listed above. I also verify the times identified on this checklist to be true.

\_\_\_\_\_  
Rover Name (Please Print)

\_\_\_\_\_  
Signature

# ROVER BINDER

## Location Setup Diagram



- ✓ **IMPORTANT:** MiFi Hotspot cannot be moved without reporting to the BOE.
- ✓ A change to the Diagram **MUST** be initiated by the VLM and a change can only come **AFTER** approval from the BOE. Only sign off on a change to the Diagram if approved by the BOE.



## ROVER | MONDAY NIGHT ORGANIZATIONAL MEETING CHECKLIST




Report to your assigned Zone Station at 4:00 P.M. to sign attendance log and receive your Polling Location assignments and corresponding Location Binders.

**NOTE:** You will receive a binder for each of your assigned Polling Locations.

### Monday Night Organizational Meeting

The Monday Night Organizational Meeting is held from 6:00 p.m. until 8:00 p.m. It provides Precinct Election Officials (PEOs) with an opportunity to inventory their election supplies and prepare the Polling Location for voting on Election Day. This includes setting up tables, voting booths, Electronic Pollbooks, DS200 Scanners and AutoMARK voting units.

#### First Round Tasks

1		Arrive at your first assigned Polling Location by 5:30 PM.
		If you have Green Supply Bags that were unable to be delivered to a Polling Location during the Monday morning delivery, make that your first stop!
2		Confirm the door to the building and the voting area is unlocked/open.
		If the location is not open by 5:45 p.m., inform your Zone Captain of the situation immediately during your mandatory call. Record the incident on the Rover Log.
3		Enter the Polling Location and introduce yourself to the Voting Location Manager (VLM) if they are present. <ul style="list-style-type: none"> <li>• Make sure you are wearing your BOE Identification and that it is visible at all times.</li> <li>• Do not touch any voting equipment without the knowledge and permission of the VLM.</li> </ul>
4		Verify the PEOs have access to the Transport Cart and Voting Area.
5		<b>MANDATORY CALL: Monday Night Arrival</b> Place your Monday Night Arrival Call from your first assigned Polling Location to the Zone Station immediately after verifying the exterior and interior doors to the Polling Location are open. Verify voting equipment is accessible.
6		Proceed to your next assigned Polling Location. <b>Repeat steps 1-5.</b>

Revised: 05.24.22





# ROVER BINDER

## Monday Night Organizational Meeting | First Round Tasks

# ROVER BINDER

## Monday Night Organizational Meeting | Second Round Tasks

### ROVER | MONDAY NIGHT ORGANIZATIONAL MEETING CHECKLIST

Second Round Tasks		
1		Return to your first Polling Location.
2		Verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Monday Night Arrival Call to the BOE.
3		Call the BOE cell phone or landline phone to verify that it is operational and the ringer volume is turned up.
		If the VLM is missing, have the Voting Location Deputy (VLD) call the Election Response Hotline at 216-443-3277 to report the missing VLM and ask for instructions.
4		Verify the voting room is set up according to the Location Setup Diagram provided in the Location Binder. If the Polling Location has not started the set up yet, you can return at a later time to verify the Location Setup Diagram after checking other assigned location to verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Monday Night Arrival Call to the BOE.
		The Polling Location <b>MUST</b> be set up exactly as shown on the diagram, especially the MiFi Hotspot. <b>NO EXCEPTIONS.</b> If the VLM refuses to follow Location Setup Diagram, notify the Election Response Team immediately and inform your Zone Captain of the situation. Record the incident on a Rover Log.
		If you are not able to verify the Location Setup Diagram because your assigned location has completed their Monday Night Organizational Meeting and left for the night, verify the Location Setup Diagram after your first Mandatory Call on Tuesday Morning.
5		Record any additional supplies needed from the Zone Stations for Election Day (extension cords, surge protectors, etc.).
6		Once the Polling Location has been set up correctly, sign the bottom of the Location Setup Diagram in your Location Binder in the space provided.
7		<b>MANDATORY CALL: Monday Night Set Up and Ready</b> Call your Zone Station to report the location is ready for Tuesday's Election.
8		Proceed to your next assigned polling location. <b>Repeat steps 2 – 8.</b>
9		When all assigned Polling Locations are set up and ready, report back to your Zone Station to gather Election Day equipment and be released for the evening.

# ABSENTEE SUPPLEMENTAL LIST

---


- ✓ Sent electronically and securely through the MiFi device to all EPBs on Monday night.
- ✓ Check with the VLM/VLD on Monday night to confirm that the Absentee Supplemental List was successfully downloaded.
- ✓ Printed copy of the Absentee Supplemental List can be generated at the Zone Station but **WILL ONLY BE DONE** if there's a problem sending the Absentee List electronically.
- ✓ In this scenario, a **Rover** would take the printed Supplemental List out to the polling location, most likely first thing Tuesday morning.

# ROVER BINDER

## Monday Night Zone Station Checklist

### ROVER | MONDAY NIGHT ZONE STATION CHECKLIST

Once all assigned Polling Locations have completed their Monday Night Organizational Meetings, return to your Zone Station and prepare your supplies for Election Day.

1		Review the ADA Checklists in your Location Binders and gather all supplies needed for Election Day. Sign attachments can be found in your binder along with clips. ADA Directional Arrows are also in your binder and may be posted at the location using blue painters tape found in the BLUE Location Supply Bag. Full ADA setups and yard signs are found on the transport cart at each polling location as needed. Cones are located at your assigned zone station.
2		Identify any items or supplies recorded on your Rover Logs or otherwise requested during the Monday Night Organizational Meeting that must be taken to the Polling Locations on Election morning.
3		Place your Election Day supplies, including your Location Binders, where they will be easily accessible when you arrive at the Zone Station in the morning at 4:30 a.m. to allow for a quick departure to your first assigned Polling Location.
		All Rovers at your Zone Station will be released together by the Zone Captain.
4		Sign the attendance log before leaving the Zone Station.

# QUESTIONS?

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# TUESDAY MORNING

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# ROVER BINDER

## Tuesday Arrival Zone Station Checklist

**NEW!** Arrive by 4:30 a.m. to your Zone Station on Tuesday morning.

### ROVER | TUESDAY ARRIVAL ZONE STATION CHECKLIST

You must report to your assigned Zone Station **by 4:30 a.m.**




1		Sign the attendance log.
2		Make sure your Rover Cell Phone (or personal cell phone) is on. You must be available at ALL times.
3		Double check that you have all equipment/supplies you will need for Election Day.
		All Location Binders for your route.
		Any items identified on your Rover Logs or otherwise requested during the Monday Night Organizational Meeting.
		Any ADA equipment identified on ADA Checklist including cones.
4		Head to your first assigned Polling Location by 5:00 a.m.
		If you have Green Supply Bags that were unable to be delivered to a Polling Location on Monday, make that your first stop!

# ROVER BINDER

## Tuesday Morning Location Checklist | First Round Tasks

### ROVER | TUESDAY MORNING LOCATION CHECKLIST

Your BOE Identification must be visible at all times on Election Day.





First Round Tasks		
1		Arrive at your first assigned Polling Location by 5:00 a.m.
2		Confirm the door to the building is open, and voting equipment is accessible.
		If the door to the building is NOT open, call your Zone Captain immediately for further instructions.
3		Verify the PEOs have access to the voting room.
4		<b>MANDATORY CALL: <i>Tuesday Morning Arrival</i></b> Place your Tuesday Morning Arrival Call from your first assigned Polling Location to the Zone Station immediately after verifying the exterior and interior doors to the Polling Location are open and the voting equipment is accessible.
5		Proceed to your next assigned Polling Location. <b>Repeat steps 2-4.</b>
		All Mandatory Tuesday Morning Arrival Calls must be placed to the Zone Station by 5:30 a.m.

### ROVER | TUESDAY MORNING LOCATION CHECKLIST



# ROVER BINDER

## Tuesday Morning Location Checklist | Second Round Tasks

ROVER   TUESDAY MORNING LOCATION CHECKLIST		
Second Round Tasks		
1		Return to your first Polling Location.
2		Enter the Polling Location and introduce yourself to the Voting Location Manager (VLM). <ul style="list-style-type: none"> <li>• Make sure you are wearing your BOE Identification and that it is visible at all times.</li> <li>• Do not touch any voting equipment without the knowledge and permission of the VLM.</li> </ul>
3		Verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Tuesday Morning Arrival Call to the BOE.
4		Call the BOE cell phone or landline phone to verify that it is operational and the ringer volume is turned up.
		If the VLM is missing, have the Voting Location Deputy (VLD) call the Election Response Hotline at 216-443-3277 to report the missing VLM and ask for instructions.
5		Confirm all voting equipment is set up and functioning properly.
		All DS200s and EPBs must be used for voting. At least one (1) DS200 and ALL EPBs must be ready for voters by 6:15 a.m.
6		 <b>MANDATORY CALL: Tuesday Morning Open and Ready</b> Call your Zone Station to report the location is ready for voters.
7		After all Tuesday Morning Mandatory Calls have been made and the Polling Location is ready for voters, post ADA parking signage following the instructions on your ADA Checklist. (See ADA Checklist)
8		Verify there's a clear pathway from ADA parking to the Check-in Table and AutoMARK Voting Unit. AutoMARK MUST face a wall for voter privacy.
9		Confirm the American Flags are posted, properly marking the 100 Foot No Campaigning/Neutral Zone.
		If Precinct Election Officials have not set up flags, campaigning signs and ADA parking signs, you must complete this task.
10		Proceed to your next assigned Polling Location. <b>Repeat steps 2 – 9.</b>

✓ Do not proceed to your next location until you make your Mandatory call

ROVER BINDER

ADA  
COMPLIANCE

Parking & ADA Ballot  
Marking Device



# ADA PARKING (IF NECESSARY)

---

- ✓ Not all locations require additional ADA parking – if needed it will be listed on ADA checklist.
- ✓ The ADA parking signs with posts will be found in the transport cages.
- ✓ Ask the VLM for the signs and set them up outside election morning.
- ✓ Each Polling Location must have:
  - ❖ At least one van accessible sign
- ✓ Tape, clips and twist ties will be provided for signs to be posted on existing posts.

# ADA PARKING (CONT)

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- ✓ Updated signs can be found in the inside covers of the Polling Location Binder. Clips can be found in the Binder.

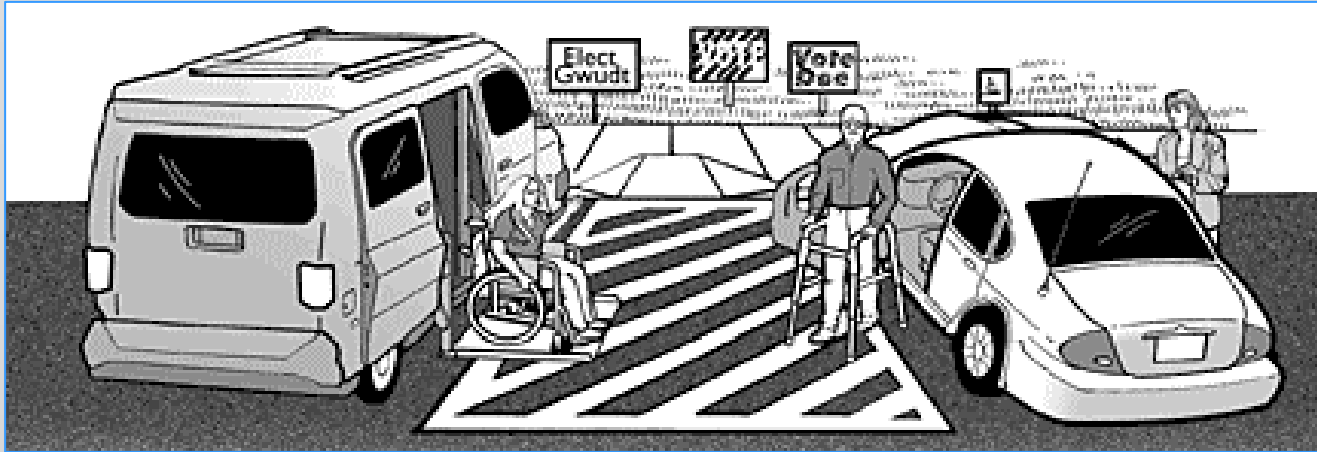
*Continued ...*





Example of an access aisle that is pre-marked

# SETTING UP ADDITIONAL ADA PARKING



- ✓ Set up additional ADA Parking for legal compliance (*as necessary*)
- ✓ Follow instructions on ADA checklist for set up
- ✓ Tape an ADA sign to an existing sign or put together a stand with a sign on top
- ✓ Must have an access aisle (two spaces can share access aisle)





Leave  
Space  
for  
access



Leave  
Space  
for  
access



NEW ADA  
SIGN WITH  
SANDBAG





# ADDITIONAL ADA REQUIREMENTS (IF NECESSARY)

---

- ✓ ADA Directional Signs
  - ❖ Found inside cover of Polling Location Binder
- ✓ No obstructions
- ✓ Closed Fist Rule



# ADDITIONAL ADA EQUIPMENT

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Ramp



Threshold

Located at Zone Station or on Transport Cage

# ADA BALLOT MARKING DEVICE

- ADA Ballot Marking Device Display Screen
  - Screen MUST face a wall for voter privacy
- Your main objectives are to ensure there is a clear path to the ADA Ballot Marking Device and it's set up in the position specified by Location Setup Diagram.



POLLING  
LOCATION  
ACTIVITIES  
TUESDAY  
MORNING

- ✓ Arrive by 5:30 a.m.
- ✓ All Election Officials receive a one-hour lunch and breaks
- ✓ Park your vehicle in an area that leaves parking spaces close to the Polling Location entrance for voters.
- ✓ Place large American flag outside main entrance to Location.
- ✓ Place two (2) or more small American flags appx. 100 feet from entrance.
- ✓ Place “No Campaigning” sign 100 feet from the entrance.
- ✓ Hang “Election Today” directional arrow signs to direct voters from the parking area and main entrance to the voting room.

# POLLING LOCATION READY FOR VOTING

By **6:15 a.m.** all Check-In, Ballot Table(s), and Ballot Scanners in the location must be ready for voting, which means:

- EPBs & ballots are in the proper locations and ready for use.
- All Ballot scanners are sealed and ready for use.
- VAT table is ready for voting.
- The VLM makes the Mandatory Call to the BOE to report location is Open & Ready by 6:30 a.m.
- At 6:30 a.m. the VLM declares “The Polls are open for voting!”

# QUESTIONS?

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# ELECTION DAY ROVER DUTIES

---



# ELECTION DAY RESPONSIBILITIES

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- ✓ Continually check:
  - ❖ Campaigners are outside the 100' line;
  - ❖ ADA sign placements;
  - ❖ Flags and other outside signage; and
  - ❖ Low supplies and/or other requests from the VLM
  - ❖ Monitor Location Change Signs at former Voting Locations.
  
- ✓ Periodically check in with your Zone Captain to report problems or inform him/her of the status of your assigned location.



# CAMPAIGNERS



Permitted to hand out literature outside the 100-foot “No Campaigning Area.”



Not permitted within 100-foot “No Campaigning Area” marked by American flags.



**Note:** Discard any literature left in the Voting Booths



Monitored by Rovers.

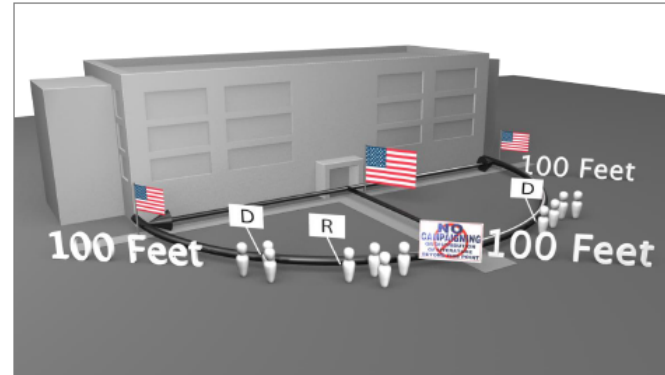
[Election Manual Page 19](#)

# ROVER BINDER

## No Campaigning/ Neutral Zone & Ohio Revised Code Language (Back Pocket)

### No Campaigning/Neutral Zone

Precinct Election Officials must place American flags 100 feet from the door used for voters entering the building to mark the 100 foot No Campaigning/Neutral Zone. All campaigners and campaign materials must be situated at least 100 feet from the Polling Location entrance. No one may loiter, congregate, or engage in any kind of election campaigning. Individuals permitted within the 100 feet include Election Officials, Observers, Police Officers, Exit Pollsters, and voters waiting to mark, marking, or casting their ballots.



#### PERMITTED:

- Campaigners are permitted to hand out literature outside of the 100 foot No Campaigning/Neutral Zone.
- Campaigners are permitted to speak to voters outside of the 100 foot No Campaigning/Neutral Zone.
- Voters can bring literature into the location as long as they keep it with them and do not display it to other voters.
- Exit pollsters are permitted to speak to voters inside the 100 feet No Campaigning/Neutral Zone, however they may NOT enter the polling location, interfere with or disrupt the election. They may not wear anything that can be considered campaigning for or against any candidate or issue on the ballot.

#### PROHIBITED:

- Attempting to hinder or delay any voter from reaching or leaving the polling location;
- Soliciting or attempting to influence any voter in casting his vote in any manner;
  - This includes any kind of incentives (e.g. money, food, favors, etc.)
- Placing literature on vehicles parked within the 100 feet No Campaigning/Neutral Zone;
- Giving or exhibiting any ballot, including one which the voter intends to cast, except to an official of the election; and
- Entering the room where voting is occurring during the election, except to vote or conduct the election.

Back Pocket

# ROVER BINDER

## No Campaigning/ Neutral Zone & Ohio Revised Code Language (Back Pocket)

### Ohio Revised Code: Rules for Campaigners and Media

#### **3501.35 No loitering or congregating near polling places.**

(A) During an election and the counting of the ballots, no person shall do any of the following:

(1) Loiter, congregate, or engage in any kind of election campaigning within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any elector in that line;

(2) In any manner hinder or delay an elector in reaching or leaving the place fixed for casting the elector's ballot;

(3) Give, tender, or exhibit any ballot or ticket to any person other than the elector's own ballot to the precinct election officials within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any elector in that line;

(4) Exhibit any ticket or ballot which the elector intends to cast;

(5) Solicit or in any manner attempt to influence any elector in casting the elector's vote.

(B)

(1) Except as otherwise provided in division (B)(2) of this section and division (C) of section 3503.23 of the Revised Code, no person who is not an election official, employee, observer, or police officer shall be allowed to enter the polling place during the election, except for the purpose of voting or assisting another person to vote as provided in section 3505.24 of the Revised Code.

(2) Notwithstanding any provision of this section to the contrary, a journalist shall be allowed reasonable access to a polling place during an election. As used in this division, "journalist" has the same meaning as in division (B)(2) of section 2923.129 of the Revised Code.

(C) No more electors shall be allowed to approach the voting shelves at any time than there are voting shelves provided.

(D) The precinct election officials and the police officer shall strictly enforce the observance of this section.

Amended by 130th General Assembly File No. 47, SB 109, §1, eff. 2/25/2014.

Amended by 130th General Assembly File No. 4, SB 10, §1, eff. 6/26/2013.

Amended by 129th General Assembly File No.105, SB 295, §1, eff. 8/15/2012.

Amended by 129th General Assembly File No.40, HB 194, §1 Made subject to referendum in the Nov. 6, 2012 election. The version of this section thus amended was repealed by 129th General Assembly File No.105, SB 295, §1, eff. 8/15/2012.

Effective Date: 03-23-1981; 05-02-2006

# OTHERS AT THE POLLING LOCATION

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## Observers

- ❖ Certificate of Appointment and Oath
- ❖ Observer packet is located inside **Green** Update Folder
- ❖ Must present Certificate of Appointment & ID
- ❖ VLM will give the Observer the Oath (Observer Packet)
- ❖ Must sign Observer Sign-In sheet each time they arrive

## Media

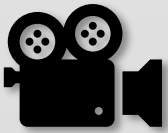
- ✓ Credentialed media may enter Polling Location.
- ✓ Permitted to take pictures and record video but CANNOT interfere with voting or infringe on voter's privacy.

## Exit Polling

- ✓ People (often media) who survey voters as they exit.
- ✓ Must take place outside of immediate voting area and must not interfere with the voting process.

# OPTIONS FOR VOTERS

- ✓ Voters can receive assistance:
  - Family member or friend
  - Two (2) PEOs of opposite political parties
  - ADA Ballot Marking Device
  - Curbside voting (QRG provided)



# CURBSIDE VIDEO



## Curbside Voting

2.16.23

# REPLACING EQUIPMENT - OVERVIEW

---

- ✓ Receive instructions from the Zone Station.
- ✓ Use the Quick Reference Guide (QRG) provided.
- ✓ **Don't Deviate!**
- ✓ Sign and return all documentation.
- ✓ Work **WITH** the VLM but only deliver and help set up replacement equipment.
- ✓ Report to the BOE and the Zone Captain when the replacement is up and running.

# REPLACING AN EPB

## Follow “Replacement Procedures | Electronic Pollbook”

### ELECTION DAY REPLACEMENTS | EPBS

When troubleshooting Electronic Pollbook (EPB) Equipment is unsuccessful, a member of the BOE Election Response Team management staff will determine whether a replacement device must be deployed. The Board of Elections will notify the assigned Zone Station of the required equipment replacement and a device will be deployed to the Polling Location. Again, only a member of the BOE Election Response Team management staff can make the decision to replace a device.

### REPLACEMENT PROCEDURES | ELECTRONIC POLLBOOK

Backup units are not preassigned to a precinct/polling location. Prior to deploying a replacement backup EPB to a Polling Location, it must be configured to the correct Polling Location. The BOE Election Response Team will assign the device to the correct Usage Location and update the Spare status through Precinct Central.

#### Assigning a Polling Location

*Completed by the Zone Captain*

- ❑ Power on MiFi Hotspot by holding the power button until the screen illuminates.



- ❑ Open the EPB stand by gently pulling the lip under the “Lift Here” label away from the base of the metal case (like opening a book). Flip the base of the case around to place the screen in the open position. Once set up, the EPB should look like this.



- ❑ Power on the iPad by pressing the power button until the white apple appears on the screen.




# QUESTIONS?

# ROVER BINDER


## Tuesday Closing Location Checklist | 2 p.m. on Election Day

### ROVER | TUESDAY CLOSING LOCATION CHECKLIST

#### Closing Reminder Checklist and Packet | 2:00 PM

1		At 2:00 p.m. on Election Day, go to your first assigned Polling Location to review the Polling Location Closing Procedures with the VLM.
2		Remove the Closing Reminder Checklist and Packet from the front pocket of the Location Binder. Hand the packet to the VLM and instruct them to wear the badge the remainder of Election Day.
3		Review the entire Closing Reminder Checklist with the VLM and remind him/her that pink tags are affixed to all items that must be taken to the Drop-Off Location.
		This checklist is to remain with the VLM to be used when packing up the election supplies after the polls close.
5		Proceed to your next assigned Polling Location. <b>Repeat steps 2-3.</b>

#### Close of Polls | 7:30 PM

1		After the polls close at 7:30 p.m., take down all ADA items.
		You must return all cones and assigned ADA items back to the Zone Station after your election night duties are complete.
2		Proceed to your next assigned Polling Location and repeat this step.
3		Once all your Polling Locations are set for the evening and no longer require your assistance, report to your assigned Zone Station to sign the attendance log and be released for the evening.

#### Drop-Off Captains:

If you are a Drop-Off Captain, report to your Zone Station at 6:00 p.m. for Drop-Off Assistant attendance and training. Then report to your Drop-Off Location at 7:00 p.m. to prepare for PEOs to drop off Election Day supplies.

- ✓ Verify VLM is wearing lanyard when visiting location after 2 p.m. round

# CLOSING REMINDER CHECKLIST-1

## CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

The VLM and VLD (or PEO of the opposite political party) **MUST** ride in the same vehicle to transport **ALL** Election Supplies from the entire Polling Location to the assigned Drop-Off Location.

Make sure **ALL** Election Day supplies are packed according to the following inventory lists.

### Memory Stick Bag attached to the RED Ballot Box

There is only one Memory Stick Bag per location. It is attached to the **RED** Ballot Box and must remain attached for delivery to the Drop-Off Location.

- Memory Sticks from **ALL** DS200s must be included in this bag. (Do not place any reports in this bag.)

### ALL RED Ballot Box(es)

- Memory Sticks from all DS200s in Memory Stick Bag (*do not detach Memory Stick Bag*)
- ALL voted ballots from ALL DS200s at the Polling Location
- ALL voted Curbside Envelopes
- All voted 17-Year-Old-Envelopes (Primary Elections only)



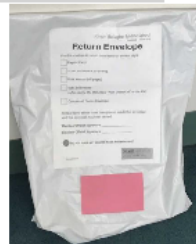
### ALL GRAY Ballot Box(es)

- ALL Unvoted Ballots from ALL precincts at the Polling Location
- Soiled/Voided Envelope
- Blue EPB & Ballot Scanner Reports Envelope
- Authority to Vote Slip Envelopes
- ALL unused envelopes
- ALL Security Records
- Precinct Voter Check-off List (s)
- Stub A Envelopes



### 1 Return Envelope (Do not pack inside any other supply bag.)

- Payroll Card(s)
  - VLM Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
  - Observer Sign-In Sheet
  - Polling Location Diagram
- !** Do not place the Return Envelope inside any other bag.



Revised 3.7.23

## CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

### ALL BLUE Location Supply Bag(s)

- GREEN** Supply Bag (Should be packed inside the **BLUE** Location Supply bag. If it does not fit, return it separately to the Drop-Off Location.)
- All other Election Day supplies from the Polling Location



### ALL YELLOW Provisional Bag(s)

- ALL Voted Provisional Envelopes in the Clear Provisional Precinct Pouches
- Completed Forms Envelope
- ALL unused or blank forms
- Provisional Envelope Overlay
- ALL unused Provisional Envelopes
- QRG – Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets



### ALL Electronic Pollbook Transport Cases

- Electronic Pollbooks w/ Charging Cords
- Printers w/ Charging Cords
- MiFi Hotspot w/ Charging Cord
- Stylis



**!** **DO NOT TURN OFF ON THE MiFi HOTSPOT OR THE EPBs. The units must remain on during transport to the Drop-Off Location.**

Revised 3.7.23

# CLOSING REMINDER CHECKLIST-2

## CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

### (CONSOLIDATED LOCATION)

The VLM and VLD (or PEO of the opposite political party) MUST ride in the same vehicle to transport ALL Election Supplies from the entire Polling Location to the assigned Drop-Off Location. Make sure ALL Election Day supplies are packed according to the following inventory lists.

#### ALL RED Ballot Box(es)

- ALL voted ballots from ALL Ballot Scanners at the Polling Location
- ALL voted Curbside Envelopes
- ALL voted 17-Year-Old-Envelopes (Primary Elections only)

Memory Stick Bags for Consolidated Locations will be removed from the handle of the Red Ballot Bags. All Ballot Scanner USB Memory Sticks for Consolidated Locations will be placed in Memory Stick Bags and brought to BOE Warehouse after polls have closed



#### ALL GRAY Ballot Box(es)

- ALL Unvoted Ballots from ALL precincts at the Polling Location
- Soiled/Voided Envelope
- Blue EPB & Ballot Scanner Reports Envelope
- Authority to Vote Slip Envelopes
- ALL unused envelopes
- ALL Security Records
- Precinct Voter Check-off List (s)
- Stub A Envelopes



#### 1 Return Envelope (Do not pack inside any other supply bag.)

- Payroll Card(s)
  - VLM Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
  - Observer Sign-In Sheet
  - Polling Location Diagram
- ! Do not place the Return Envelope inside any other bag.



Revised 3.7.23

## CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

#### ALL BLUE Location Supply Bag(s)

- GREEN Supply Bag (Should be packed inside the BLUE Location Supply bag. If it does not fit, return it separately to the Drop-Off Location.)
- All other Election Day supplies from the Polling Location



#### ALL YELLOW Provisional Bag(s)

- ALL Voted Provisional Envelopes in the Clear Provisional Precinct Pouches
- Completed Forms Envelope
- ALL unused or blank forms
- Provisional Envelope Overlay
- ALL unused Provisional Envelopes
- QRG – Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets



#### ALL Electronic Pollbook Transport Cases

- Electronic Pollbooks w/ Charging Cords
- Printers w/ Charging Cords
- MiFi Hotspot w/ Charging Cord
- Stylis



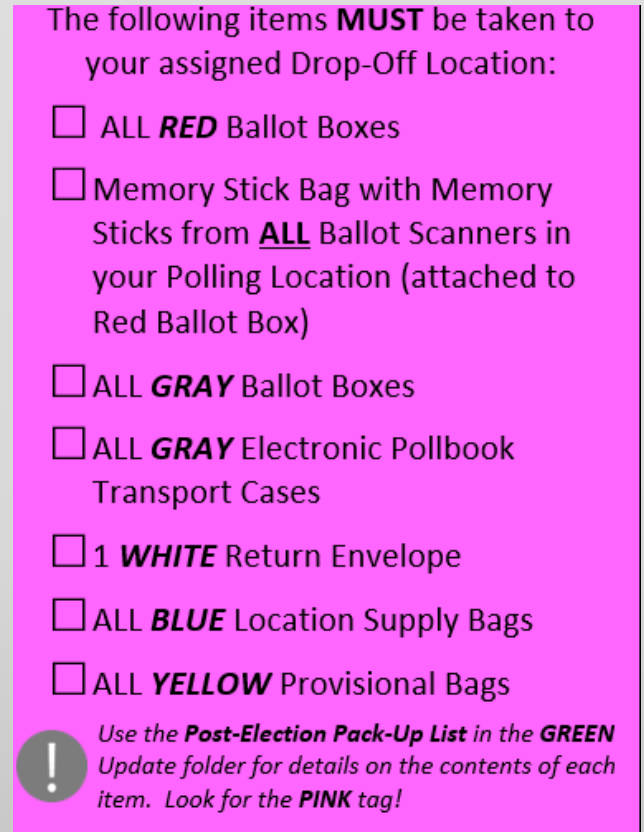
! **DO NOT TURN OFF ON THE MiFi HOTSPOT OR THE EPBs. The units must remain on during transport to the Drop-Off Location.**

Revised 3.7.23

# VLM **PINK** LANYARD (DROP-OFF CHECKLIST)



Front

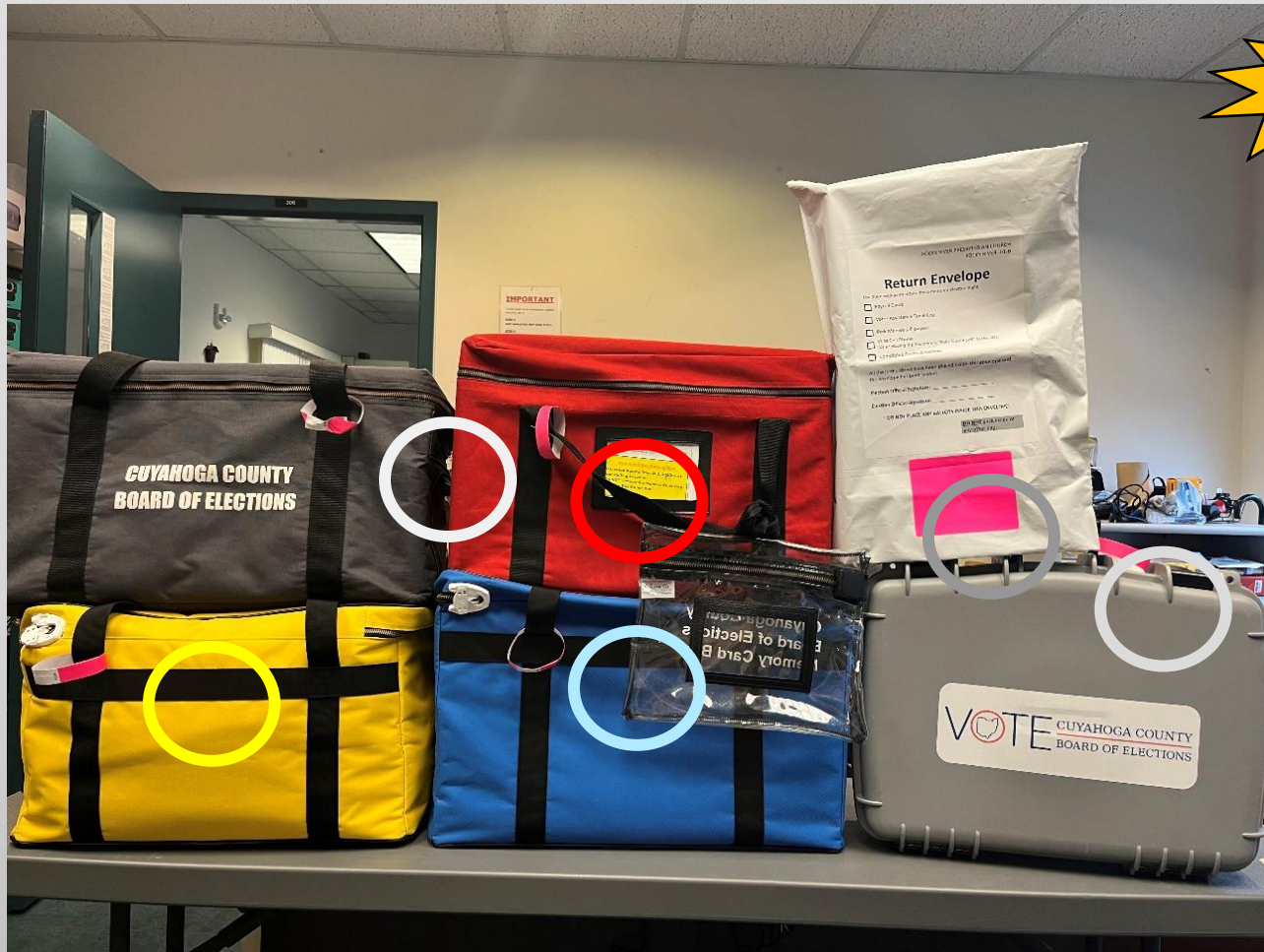


Back

Delivered with Closing Packet by Rover at **2 p.m.** on Election Day



# COLORED TAGS ON DROP-OFF SUPPLIES



Pink tags and label match color of the Pink VLM Lanyard

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# POST-ELECTION DUTIES

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# POST-ELECTION PREPARATIONS

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- ✓ Drop-Off Captains must report to the Zone Station at 6:00 p.m. for Drop-Off Assistant Training/Assignments
- ✓ All Drop-Off staff must arrive at their assigned Drop-Off Locations by 7:00 p.m.
- ✓ Some Rovers will be assigned to a Drop-Off Location after the Polling Location has closed.
- ✓ If a Rover does not have a Drop-Off Assignment, he/she should continue roving until all locations have closed.



# VIDEO: DROP-OFF LOCATION



# CHAIN OF CUSTODY FORM



Drop-Off Chain of Custody Form Drop-Off #14

**ABRAHAM LINCOLN ELEMENTARY SCHOOL**

You MUST account for all items below by checking each box. Call ERT at (216) 325-4000 to report missing items immediately! Do not leave missing signatures.

Time: \_\_\_\_\_

\_\_\_\_\_  
Drop-Off Captain/Drop-Off Assistant

<b>RED</b> Ballot	<b>1</b>	<u>MAPLE HEIGHTS -01-A</u>	<input type="checkbox"/>
Box(es):			

<b>GRAY</b> Ballot	<b>4</b>	<u>MAPLE HEIGHTS -01-B</u> <u>MAPLE HEIGHTS -02-A</u> <u>MAPLE HEIGHTS -02-B</u>	<input type="checkbox"/>
Box(es):			

Clear Memory Stick Bag containing <b>3</b> memory sticks	<input type="checkbox"/>
<b>BLUE</b> Location Supply Bag: <b>1</b>	<input type="checkbox"/>
<b>YELLOW</b> Provisional Bag: <b>1</b>	<input type="checkbox"/>
Electronic Pollbook Case(s): <b>1</b>	<input type="checkbox"/>
White Plastic Return Envelope: <b>1</b>	<input type="checkbox"/>

\_\_\_\_\_  
Election Official - Democrat

\_\_\_\_\_  
Election Official - Republican

\_\_\_\_\_  
Van Driver

\_\_\_\_\_  
Van Ride-Along

\_\_\_\_\_  
Warehouse BOE Employee - Democrat  
May 2, 2023 Primary Election

\_\_\_\_\_  
Warehouse BOE Employee - Republican  
ABRAHAM LINCOLN ELEMENTARY SCHOOL

# REMINDERS FOR DROP-OFF PERSONNEL

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- ✓ Must attend meeting at 6 p.m. at the Zone Station
- ✓ Receive diagrams showing where Drop-Off Captain will meet the van.
- ✓ Drop-Off personnel **MUST**
  - ❖ Verify all Election Supplies have been returned to the Drop-Off Location or Election Officials **MUST** return to the Location to retrieve them.
  - ❖ Drop off **MUST** call the ERT to reopen a Polling Location after telling PEOs to return to Polling Location to retrieve missing items. The phone number is on the instruction sheet.

Continued ...

# REMINDERS FOR DROP-OFF PERSONNEL

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- ✓ PEOs, Drivers, Election Transport Officials (Ride-Alongs) and Drop-Off Captains/Assistants **MUST** sign all Chain of Custody Forms if all equipment is received.
- ✓ **Drop-Off Personnel:** When checking in supplies, be sure to mark the arrival time. Check off each individual item on the Chain of Custody form as it's received.

# END OF THE NIGHT TASKS

Return to the Zone Station after the Polling Locations close and/or after leaving the Drop-Off Location

- ✓ Turn in Location Binder including:
  - ❖ All Checklists
  - ❖ All Rover Logs
  - ❖ Information Sheets and Diagrams
  - ❖ Do not remove any sheets from the Binder, it should return intact.
- ✓ Return all ADA equipment (and signs including Polling Location change signs if applicable), cones and Zone Station supplies.
- ✓ Return BOE issued cell phone.
- ✓ Rovers should anticipate working late Tuesday evening. Dismissal will come from BOE management.

# QUESTIONS?

# FINAL ITEMS





# PROFESSIONALISM

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## Attire

### NO...

- ✗ Clothing with inappropriate messages or graphics
  - Including political items
- ✗ Distressed or ripped jeans
- ✗ Shorts
- ✗ Flip Flops
- ✗ Low cut or strapless shirts
- ✗ Unwashed clothing

## Language/Behavior

### NO...

- ✗ Foul or abusive language
- ✗ Comments on race, ethnicity, sexuality, gender, disabilities, or political affiliation
- ✗ Harassment/discrimination
- ✗ Firearms or Illegal substances
- ✗ Mistreatment of the facilities
- ✗ Personal cell phone usage while processing a voter



# SAFETY OF LOCATION

- ✓ The safety of Election Officials, voters and anyone else inside the Polling Location is always the highest priority.
- ✓ Call 911!
- ✓ After proper authorities have been notified, call Board of Elections to report the incident.
- ✓ Only if time permits, take all election sensitive materials outside of the Polling Location with you during the evacuation.

## HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

### 1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### 2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

### 3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS SAFE TO DO SO**

## HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

## INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

## COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

*Contact your building management or human resources department for more information and training on active shooter response in your workplace.*

**CALL 911 WHEN IT IS SAFE TO DO SO**

## PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

## CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



# BOE WEBSITE: 443VOTE.US

- Apply at Board of Election website
- [www.443vote.us](http://www.443vote.us)
- Call 216-443-3277

The screenshot shows the website for the Cuyahoga County Board of Elections. The header includes the logo and navigation links: HOME, VOTERS, CANDIDATES, ELECTION DAY WORKERS, ELECTIONS, MAPS AND DATA, and ABOUT US. A search bar is located in the top right corner. The main content area is titled "Election Day Workers" and features a "Apply Today" button. Below this, there is a paragraph describing the role of Election Day Workers, followed by a link to "Apply to be an Election Day Worker". A list of requirements is provided, including being a registered voter, not having a felony conviction, and not being a candidate. There is also a link to "View all Election Day Positions". A photograph shows a person in a mask working at a poll station. On the right side, there is a "Questions?" section with contact information: Phone (216-443-3277) and Online (electionofficials@cuyahogacounty.gov).

**VOTE** CUYAHOGA COUNTY BOARD OF ELECTIONS

Insert Keyword to search

HOME VOTERS CANDIDATES ELECTION DAY WORKERS ELECTIONS MAPS AND DATA ABOUT US

Home / Election Day Workers

## Election Day Workers

### Apply Today

Ever wonder what it would be like to help conduct an election? People are needed on Election Day to help staff the polls, transport ballots and materials, and maintain political balance. Be a part of history, support democracy, and have fun by becoming an Election Day Worker. Starting pay is \$220.

Your community needs you!

[Apply to be an Election Day Worker](#)

[View all Election Day Positions](#)

### Requirements

- You must be a registered voter in Cuyahoga County.
- You must never have been convicted of a felony.
- You cannot be a candidate for an office or a position and serve as an election official in any precinct where your name appears on the ballot.

[Check your voter registration status](#)

### Returning Workers

### Training Materials

[Access Training Materials](#)

### Questions?

If you have any questions, please contact us.

**Phone**  
216-443-3277

**Online**  
[electionofficials@cuyahogacounty.gov](mailto:electionofficials@cuyahogacounty.gov)

# FINAL WEEK PREPARATION

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- ❖ The BOE will send email(s) during the week leading up to Election Day with further details about the election, additional training resources and Zoom sessions.
- ❖ Zoom sessions are scheduled July 29-August 5 @ 10am, 2pm, 7pm. Email and link will be sent to Election Officials.
- ❖ We train all workers on every job duty as the VLM may ask you to work multiple positions on Election Day.

# PROBLEMS & QUESTIONS

## WHAT'S THE DIFFERENCE?

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### **If you have any questions:**

- 1) Contact your Zone Captain.

### **If you have any problems/issues:**

- 1) Call the Election Response Team at 216-443-3277 to report.
- 2) Contact your Zone Captain and inform him/her of the situation.