

VOTE



CUYAHOGA COUNTY

BOARD OF ELECTIONS

Rover Training
November 5, 2024 General Election

9/5/2024

Rover Training Class

Overview

Class Time – 2 hrs.

- Welcome
- Payroll
- Rover Role and Responsibilities
- Voting Equipment
- Other Supportive Roles
- Monday Duties
- Tuesday Morning Duties
- Election Day Duties
- Post-Election Duties
- Drop Off Information
- Final Items
- Safety & Security

Trainer
Introduction and
Housekeeping
Items

Trainer Information

Be Present and
Participate

Be Respectful and
Mindful of Others

APPLICATION & ETHICS POLICY

COMPLETE ALL FIELDS ON APPLICATION TO AVOID DELAYS IN RECEIVING PAYMENT 4-6 WEEKS AFTER ELECTION.

ELECTION OFFICIALS ARE REQUIRED TO COMPLETE AN ETHICS POLICY ACKNOWLEDGEMENT FORM (OHIO SECRETARY OF STATE FORM NO. 351).

PLEASE MAKE SURE BOTH FORMS ARE COMPLETED BEFORE YOU LEAVE TODAY.

What is the role of a Rover?

Rovers travel to various polling locations to access and assist with the voting process.

1. Safeguard Sensitive Materials

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS
Drop-Off Chain of Custody Form Drop-Off #24
BROOKLYN HIGH 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: _____
RED Ballot Box(es): 1 BROOKLYN-00-B
ORANGE Ballot Box: 1
If there is a "1" ORANGE Ballot Box, BROOKLYN-00-B will be in an ORANGE Ballot Box and all remaining precincts in GRAY Ballot Boxes
GRAY Ballot Box(es): 1 BROOKLYN-00-B *orange or gray
 BROOKLYN-00-B
Clear Memory Stick Bag containing 2 memory sticks
BLUE Location Supply Bag: 1
YELLOW Provisional Bag: 1
Electronic Pollbook Case(s): 2
White Plastic Return Envelope: 1
Election Official - Democrat: _____ Election Official - Republican: _____
Van Driver: _____ Van Ride-Along: _____
Warehouse BOE Employee - Democrat: _____ Warehouse BOE Employee - Republican: _____
November 7, 2023 General Election BROOKLYN HIGH SCHOOL

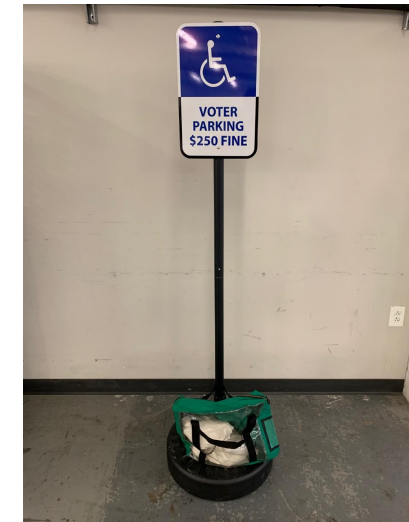
2. Deliver Election-Related Materials



3. Monitoring Activity Outside of Polling Locations



4. Ensure Accessibility



When are the required Report Times?

Monday

- **2:00 p.m. | Arrive at Zone Station** – Pick up and Deliver Supplies
- **5:30 p.m. | Report to 1st Assigned Polling Location**

Tuesday

- **4:30 a.m. | Report to Zone Station** – Retrieve Polling Location supplies
- **5:00 a.m. | Report to 1st 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.*

What are the Responsibilities of the Rovers?



- Enforce State of Ohio electioneering rules



- Verify polling locations are open, operational, and ADA compliant per Board of Elections standards



- Deliver election-related materials to polling locations on Monday and as needed Tuesday



- Ensure the VLM has placed all mandatory calls to the Board of Elections



- Verify items on prepared checklists at each location such as signs being present, location layout, etc.



- Visit your assigned voting locations throughout the day on Election Day to monitor and report any issues



- Replace voting equipment as necessary



- 2 P.M. meeting with VLM on Election Day

Rover Supplies



Voting Equipment



Electronic Pollbook (EPB)



ClearAccess Ballot Marking Device



ClearCast Go Ballot Scanner



MiFi Hotspot



Other Supportive Roles

VLM & VLD

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.

Rover vs VLM/VLD Role Comparison

Rover Role

Work as a **Team**

Responsible for **outside** the voting location

Confirms BOE cell phone is active

Hands-Off position, **Not** trained to troubleshoot equipment

Replaces voting equipment as needed

Verifies Location Diagram is followed

Arrives around 2 p.m. on Tuesday to prepare VLM/VLD for closing procedures (Avoid taking lunch at that time)

Break Down ADA Items and Cones and return to zone station after Polls Close

VLM & VLD Roles

Work as a **Team**

Responsible for managing **inside** the voting location

Makes mandatory calls to BOE

Officiates the Monday Night Organizational Meeting

Assigns PEO roles

Inventories and logs supplies and equipment

Oversees the Voter Assistant Table

Reviews alerts or notices with the Election Officials


Manages Closing Procedures after Polls Close

Closing Resources to Pack Supplies

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

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** Binder for details on the contents of each item. Look for the **PINK** tag!

VOTING LOCATION MANAGER

LESS THAN 3 PRECINCTS LOCATION



Revised: 2.6.24




Post-Election Pack-Up List

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

NOTE: items may also be packed in the Burgundy Ballot Box if available at the Polling Location.

- Memory Sticks from ALL Ballot Scanners in the Memory Stick Bag
- ALL voted ballots from ALL Ballot Scanners at the Polling Location
- ALL voted 17-Year-Old Envelopes (Primary Elections only)
- Red Curbside Poly Mailer with voted Curbside Envelopes


 **DO NOT** detach Memory Stick Bag!

Gray Ballot Boxes (1 per additional Precinct)

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

Return Envelope (1 per Location)

- Payroll Cards
- 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)

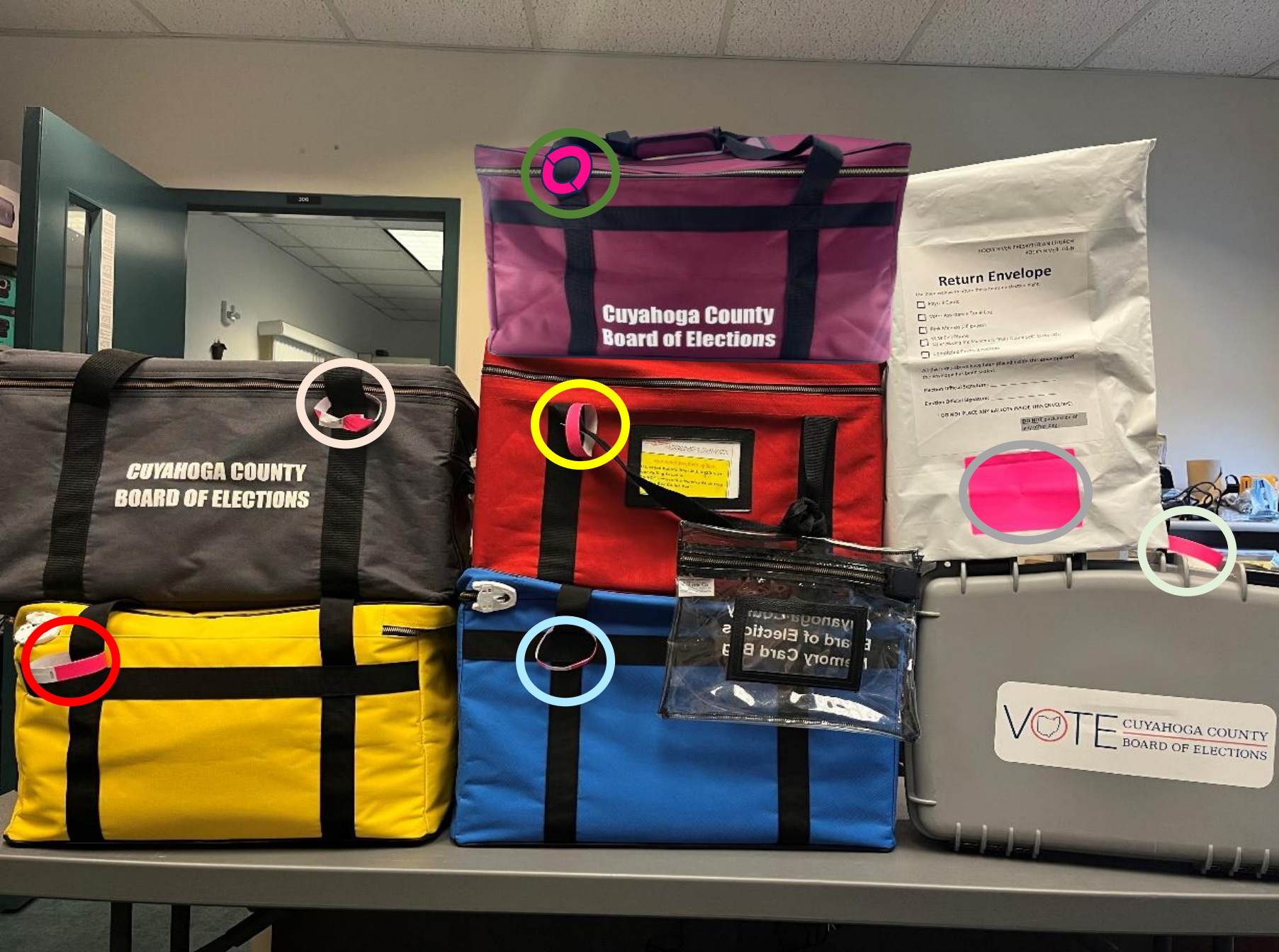
- ALL Voted Provisional Envelopes in the Clear Provisional Precinct Pouches
- Completed Forms Envelope w/ all completed forms inside
- VAT Log & Pink Memo Sheets
- ALL unused Provisional Envelopes
- QRG – Provisional Voter
- VAT Sign & Stand
- All Unused and Blank Forms

Items Returned in Yellow VAT Folder Packed in Yellow Provisional Bag:

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*)
- Stylus

Revised 4.25.2024



Colored Tags on Drop-Off Supplies

Pink tags and label match color of the **Pink** VLM Lanyard

Supportive Job Titles/Duties

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.
- ✓ Deliver extra ballots if assigned as needed.
- ✗ Does **NOT** troubleshoot equipment issues or manage Polling Location.

Questions?



Rover Duties | Monday



9/5/2024

Rover Binder



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

ELECTION DAY ROVERS | LOCATION BINDER



Report Times

Monday, November 4, 2024

- 2:00 PM** | Report to Zone Station | Green Bag/EPB Deliveries
 - Return upon completion of deliveries to receive Monday Night Assignments
- 5:30 PM** | Report to 1st Assigned Polling Location

Tuesday, November 5, 2024 (GENERAL ELECTION)

- 4:30 AM** | Report to Zone Station | Retrieve Polling Location Supplies
- 5:00 AM** | Report to 1st Assigned Polling Location
- 2:00 PM** | Report to Each Assigned Polling Location to Distribute Closing Reminder Packets to VLMS
- 6:00 PM** | (Drop-Off Captains Only) Report to Zone Station | Drop-Off Assistant Attendance and Training

ARBOR ELEMENTARY SCHOOL
20400 ARBOR AVENUE
EUCLID, OH 44123

Rover Binder

Cover Page

Monday Afternoon | Zone Station

The Zone Captain will:

- ✓ 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 Green Bag & EPB Cases



Green Bag/EPB Delivery Steps

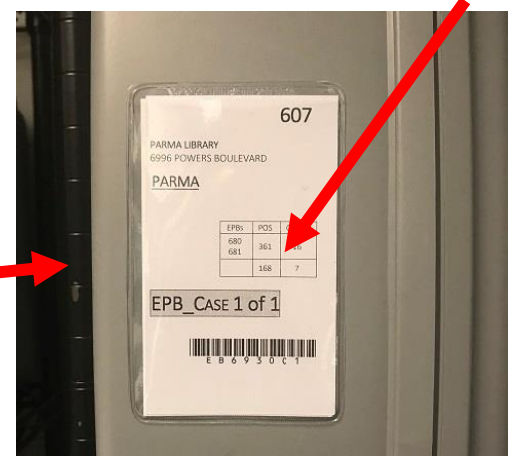
Arrive at Zone Station **by 2:00 p.m.**

- ✓ 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.

Green Bag & EPBs



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

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.

Monday Evening | Zone Station

- ✓ 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
 - ❖ Provide a Rover Binder for each assigned Polling Location.

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, Burgundy, Gray, Yellow Blue** 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.

*Some polling locations may have two (2) cages. Transfer voting booths to additional cage if additional space is needed.



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 in the cage/cart.
- ✓ Refer to the EPB Case X of X and **Green** Bag handle tag to ensure all EPBs for a location are delivered.

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: 7470

Cuyahoga County Board of Elections

Monday Green Bag Delivery Verification Form



Absentee Route #: **310**

Date of Election: 03/19/2024

Zone #: 3

Location:

ADVENT LUTHERAN CHURCH SOLON
5525 HARPER ROAD
SOLON, 44139-1828
Phone: (440) 248-6904

Hours of Operation: 9am-12pm

Contacts:

0-President-Mike Davis-(440) 749-3566
1-Pastor-Jim Lewis-(440) 248-6904

Item	Quantity	VERIFY CORRECT POLLING LOCATION ID
Green Supply Bag	1	ADVENT LUTHERAN CHURCH SOLON
Blue Supply Bag	1	ADVENT LUTHERAN CHURCH SOLON
Yellow Provisional Bag	1	ADVENT LUTHERAN CHURCH SOLON
Red Ballot Box Bag	1	SOLON -05-A
Gray Ballot Box Bag(s)	1	SOLON -05-B* <i>may be</i>
Burgundy Ballot Box Bag	1	<i>burgundy or gray</i> SOLON -05-C
Voting Booths	15	
ADA Ballot Marking Device	1	ADVENT LUTHERAN CHURCH SOLON
Electronic Poll Book Case(s)	2	ADVENT LUTHERAN CHURCH SOLON
Ballot Scanners	2	ClearCast Go - 2007787 - ADVENT LU CH SOLON 1/2 ClearCast Go - 2007788 - ADVENT LU CH SOLON 2/2

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

NEW VOTING LOCATION

Cleveland Heights Precincts 03- A; 04- I Vote at Cleveland Heights Community Center 1 Monticello Blvd	Cleveland Heights Distritos Electorales 03- A; 04- I Vote en Cleveland Heights Community Center 1 Montecillo Blvd
For additional information call: 216-443-3298	Para información adicional llame al: 216-443-3298
www.boe.cuyahogacounty.us 	www.boe.cuyahogacounty.us 

NUEVO LUGAR DE VOTACIÓN

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. Any additional yard signs 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**).
5. 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.
6. Signs remain in place Monday/Tuesday and **must be removed/returned to the Zone Station Tuesday night.**

Monday Night Organizational Meeting

9/5/2024



Rover Binder

Monday Night Organizational Meeting | First Round Tasks




ROVER | MONDAY NIGHT ORGANIZATIONAL MEETING CHECKLIST

Report back to your assigned Zone Station 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 approximately 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, Ballot Scanners and ADA Ballot Marking Devices.

First Round Tasks		
1		Arrive at your first assigned Polling Location by 5:30 PM.
		If you have Green Supply Bags/EPB Cases that were unable to be delivered to a Polling Location during the Monday afternoon 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">• Make sure you are wearing your BOE Identification and that it is visible at all times.• Do not touch any voting equipment without the knowledge and permission of the VLM.
4		Verify the PEOs have access to the Transport Cart and Voting Area.
5		MANDATORY CALL: <i>Monday Night Arrival</i> 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 Room are open. Verify voting equipment is accessible.
6		Proceed to your next assigned Polling Location. Repeat steps 1-5.

Monday Night Organizational Meeting

VLM/VLD

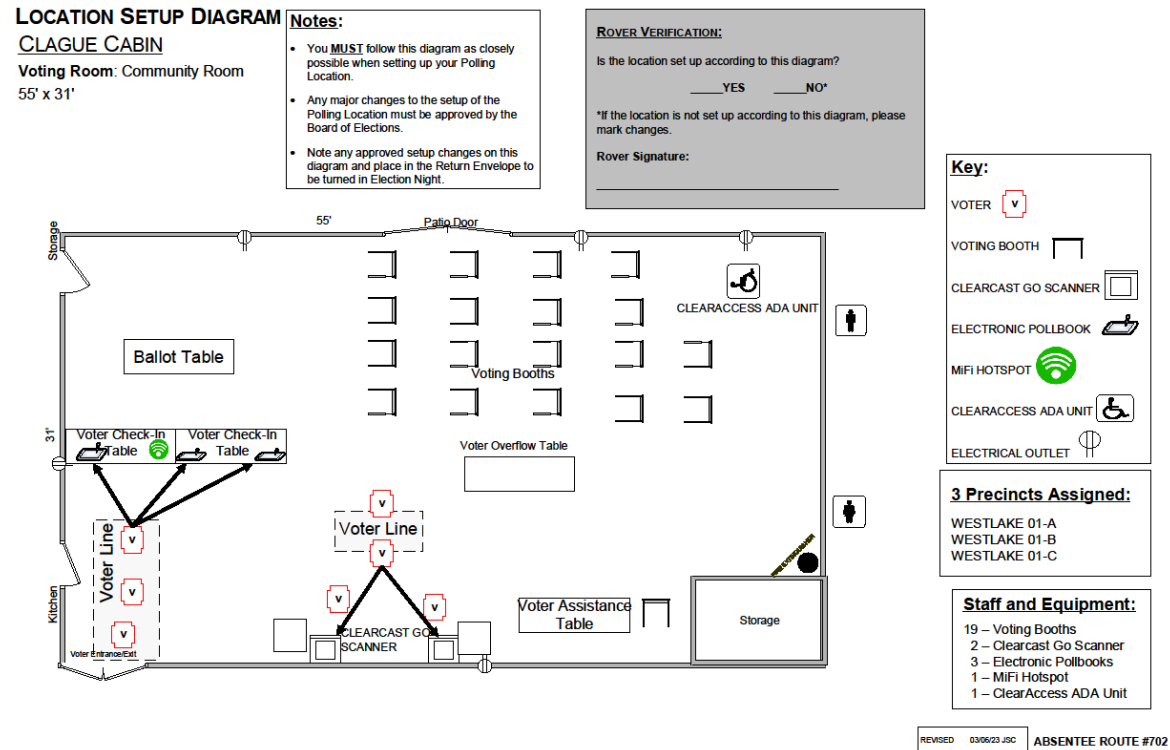
- ✓ Attend Monday Night Meeting
- ✓ Arrive no later than 5:30 p.m.
- ✓ Take Attendance and Facilitate Clocking-In
- ✓ Read important Alerts and Updates from the Board of Elections
- ✓ Distribute important handouts and supplies from the Green Supply Bag
- ✓ Direct the physical setup of the Polling Location based on the Location Setup Diagram
- ✓ Assigns jobs typically to teams of two (2)
- ✓ Monitor EPBs for connectivity
- ✓ Place the MANDATORY Call to the BOE
- ✓ Works as a TEAM with the Rover

ROVER

- ✓ Attend Monday Night Meeting
- ✓ Arrive no later than 5:30 p.m.
- ✓ Confirm the door to the building and the voting area is unlocked/open
- ✓ Place the MANDATORY Calls to the BOE and verify the VLM/VLD has placed their mandatory call
- ✓ Verify the PEOs have access to the Transport Cart and Voting Area
- ✓ Ensure Location Setup Diagram is followed
- ✓ Record any supplies needed from the Zone Stations
- ✓ Sign the bottom of the Location Setup Diagram

Rover Binder

Polling Location Setup Diagram

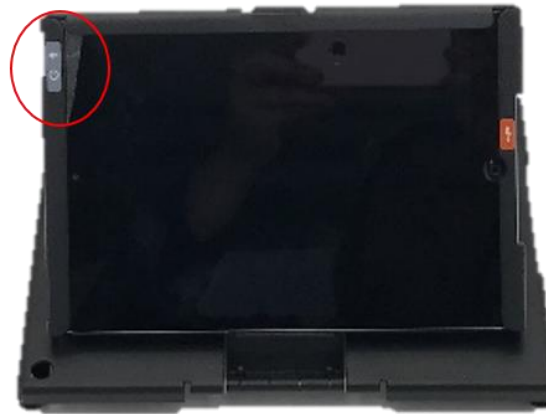


- ✓ **IMPORTANT:** MiFi Hotspot cannot be moved without reporting to the BOE.
- ✓ A change to the Diagram **MUST** be initiated by the VLM and a change can only come **AFTER** approval from the BOE. Only sign off on a change to the Diagram if approved by the BOE.

Points of Emphasis when assisting VLM/VLD

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.



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 should be set up as shown on the diagram, especially the MiFi Hotspot. Any changes to the location setup must be approved by the BOE. Notify the Election Response Team and Zone Captain of any changes that take place. Record updates on 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		MANDATORY CALL: Monday Night Set Up and Ready Call your Zone Station to report the location is ready for Tuesday's Election.
8		Proceed to your next assigned polling location. Repeat steps 2 – 8.
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.

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"/>	Monday Night 5:30 p.m.	Arrival: This call is to inform the Zone Station that your assigned Polling Location is open and Precinct Election Officials have arrived.
<input type="checkbox"/>	Monday Night	Set up and Ready: 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"/>	Tuesday Morning 5:00 a.m.	Arrival: 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"/>	Tuesday Morning 5:30 a.m. – 6:15 a.m.	<p>Open and Ready: 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>Note: 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

9/5/2024

1651

POLLING LOCATION INFORMATION SHEET

Zone 1

CLAGUE CABIN

ABS Route # 1

1500 CLAGUE ROAD
WESTLAKE

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

9/5/2024

Rover Log | Issue Tracking and Resolution

Polling Location Name:

Election Date:

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

9/5/2024

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

Time Set Up Election Morning	
Time Checked	
Time Checked	
Time Checked	
Time Checked	

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

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

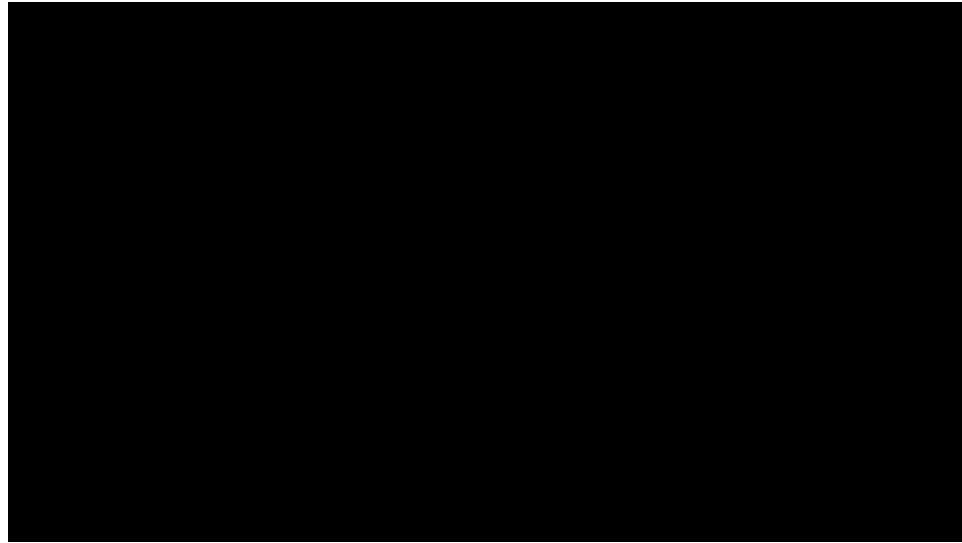
Once all assigned Polling Locations have completed their Monday Night Organizational Meetings, return to your Zone Station and prepare your supplies for Election Day.

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?



5 Minute Break



Rover Duties | Tuesday Morning




Rover Binder

Tuesday Arrival Zone Station Checklist

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		MANDATORY CALL: <i>Tuesday Morning Arrival</i> 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. Repeat steps 2-4.
		All Mandatory Tuesday Morning Arrival Calls must be placed to the Zone Station by 5:30 a.m.

PEO 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.

Rover Binder

Tuesday Morning Location Checklist | Second Round Tasks

9/5/2024

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">• Make sure you are wearing your BOE Identification and that it is visible at all times.• Do not touch any voting equipment without the knowledge and permission of the VLM.
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 Ballot Scanners and EPBs must be used for voting. At least one (1) Ballot Scanner and ALL EPBs must be ready for voters by 6:15 a.m.
6		 MANDATORY CALL: <i>Tuesday Morning Open and Ready</i> 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 ADA Ballot Marking Device. The ADA Ballot Marking Device MUST face a wall for voter privacy.
9		Confirm the American Flags are posted, properly marking the 100 Feet 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. Repeat steps 2 – 9.

Revised: 07.06.23

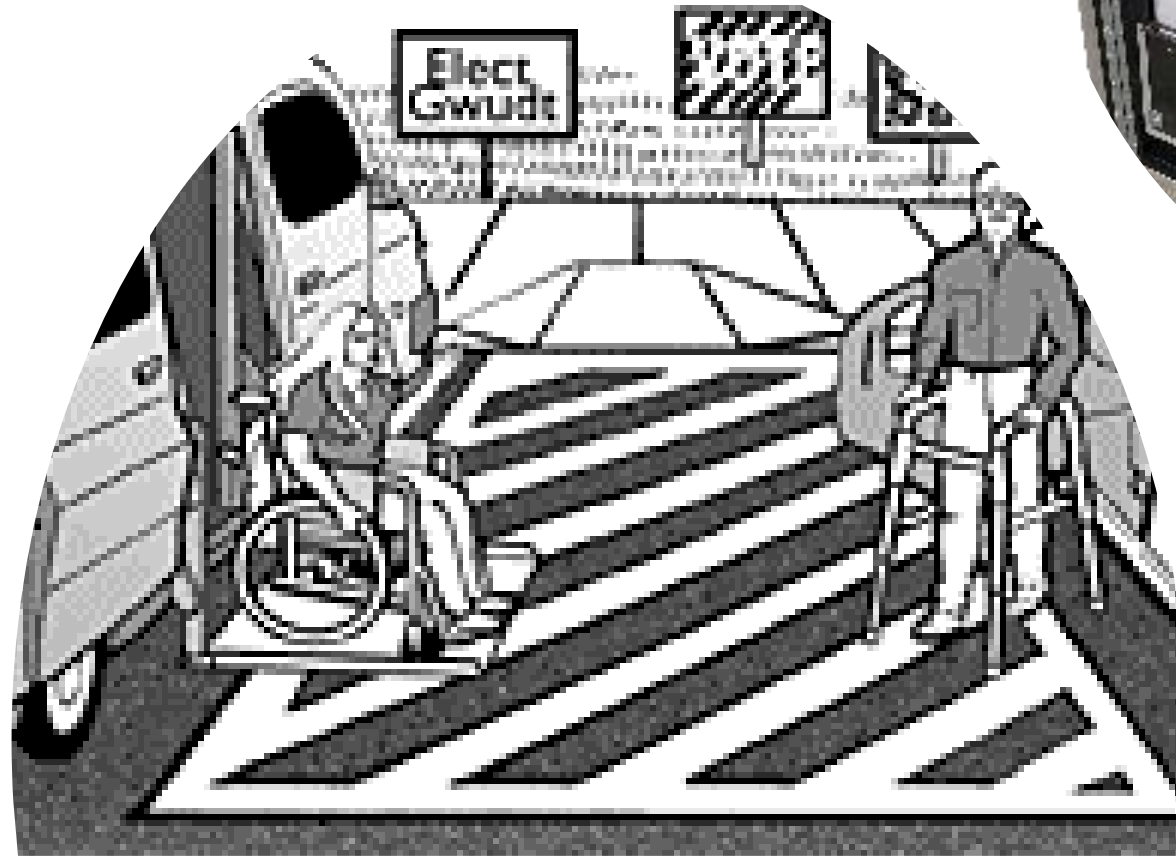
- ✓ Do not proceed to your next location until you make your Mandatory call.

Rover Binder

ADA
Compliance

Parking & ADA
Ballot Marking
Device

9/5/2024



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



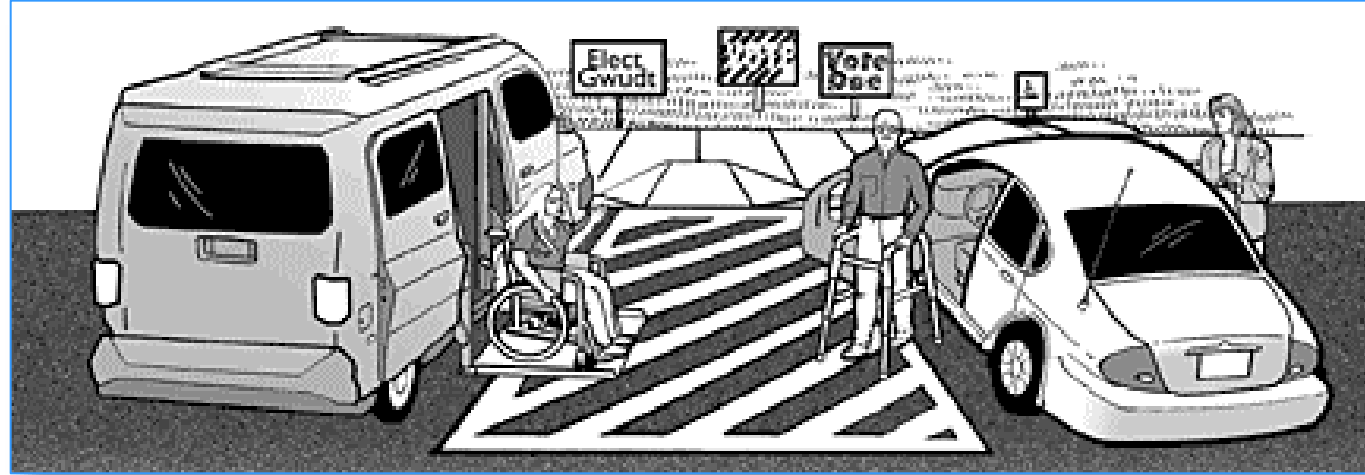
- ✓ Updated signs can be found in the inside covers of the Polling Location Binder. Clips can be found in the Binder.



9/5/2024

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

ADA Sign With Sandbag

9/5/2024



Additional ADA Requirements (If Necessary)

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



Additional ADA Equipment



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.



PEO Polling Location Set up | Ready for Voting

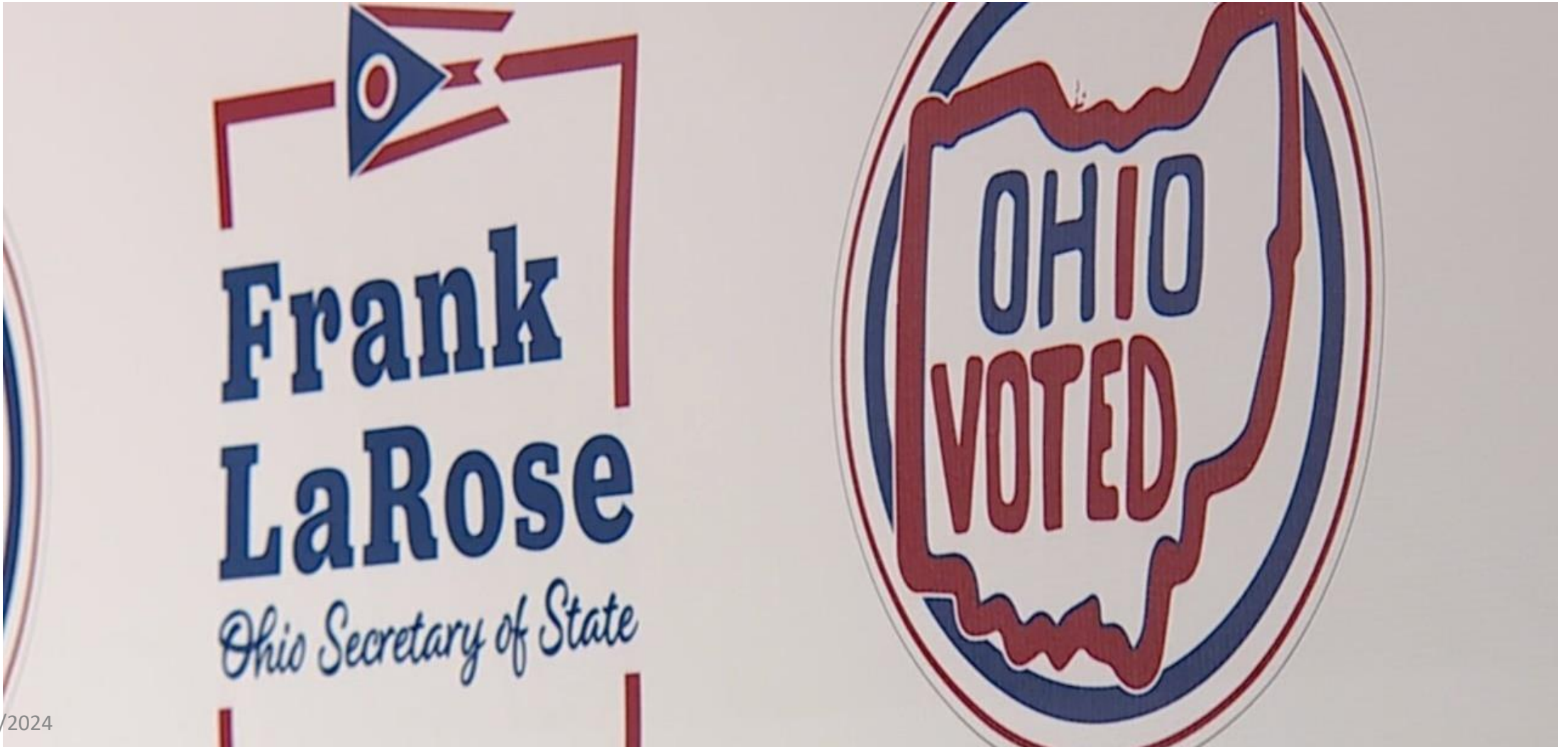
By **6:15 a.m.** all Check-In, Ballot Table(s), and Ballot Scanners in the location must be set up by poll workers and ready for voting, which means:

- 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?



Rover Duties | Election Day



Election Day Responsibilities

- ✓ **Continually check:**

- ❖ Campaigners are outside the 100' line
- ❖ ADA sign placements
- ❖ Flags and other outside signage
- ❖ 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 them of the status of your assigned location.

Campaigners

- Permitted to hand out literature outside the 100 foot “No Campaigning/Neutral Zone”
- **NOT** permitted within 100 foot “No Campaigning/Neutral Zone”
 - Discard any literature left in Voting Booths
- Monitored by Rovers



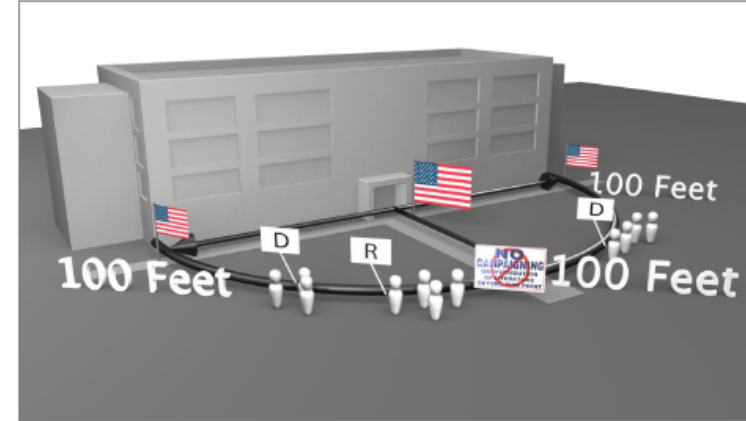
Rover Binder

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

9/5/2024

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)

9/5/2024

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

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.

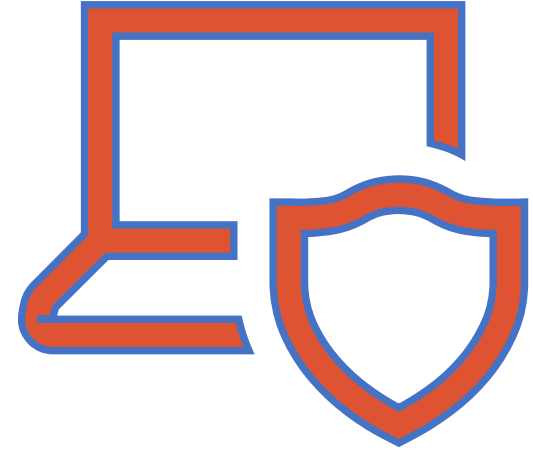
Exit Polling

- ✓ 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.

Election Safety and Security




- If a voter has questions about the security of election equipment, instruct the voter to call the Board of Elections with questions.
- Do not engage with a voter on this topic.
- There is more information about the security of our election equipment on our website:

www.boe.cuyahogacounty.gov




KEEP OUR ELECTIONS SECURE



SEE IT

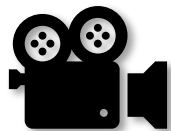
 <p>BRIBERY When someone offers a gift to vote for their candidate.</p>	 <p>VOTER FRAUD Casting a vote in the name of another person or voting more than once.</p>	 <p>VOTER INTIMIDATION Harassing someone and scaring them away from voting.</p>
 <p>BARRIERS TO VOTING Anything that would physically prevent someone from voting.</p>	 <p>BALLOT HARVESTING Delivery of your ballot to a board of elections by an unauthorized individual.</p>	

SEND IT

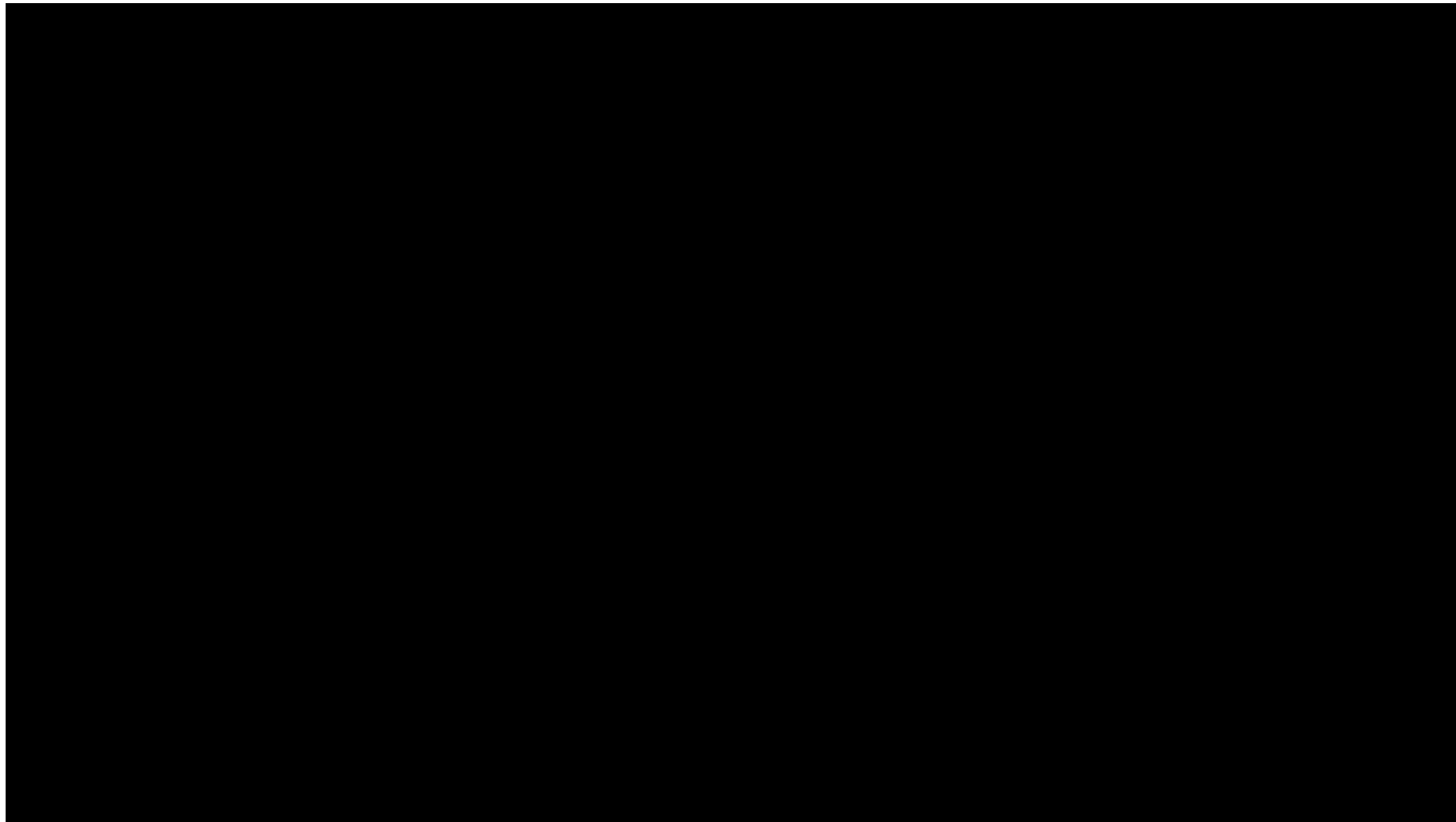


If you see activity preventing your ability to, or illegally attempting to sway your vote in Ohio's elections, **SCAN THE QR CODE ABOVE** to send your report.





Curbside Video



Other Options For ADA Voters

Voters can receive assistance:

- Family member or friend
- Two (2) PEOs of opposite political parties
- ADA Ballot Marking Device
- Curbside voting (QRG provided)

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 EPB 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. Repeat steps 2-3.

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 Ballot Scanners must be included in this bag. (Do not place any reports in this bag.)

ALL RED Ballot Box(es)

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



ALL GRAY Ballot Box(es)

- ALL unused ballots
- ALL unused Curbside Envelopes
- Blue EPB & Ballot Scanner Reports Envelopes
- Stub A Envelopes
- Authority to Vote Slip Envelopes
- ALL Security Records
- Precinct Voter Check-off List(s)
- ALL unused 17-Year-Old Envelopes (Primary Election Only)



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)
- Polling Location Diagram
- Observer Sign-In Sheet

 Do not place the Return Envelope inside any other bag.



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
- 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
- Styli



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

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)

- NOTE:** These items may also be packed in the Burgundy Ballot Box if available at the Polling Location.
- ALL voted ballots from ALL Ballot Scanners at the Polling Location
- Any voted Curbside Ballots that were not able to be scanned in the Ballot Scanners
- 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 Box. All Ballot Scanner Memory Sticks for Consolidated Locations will be placed in the Memory Stick Bags and brought to the BOE Warehouse by the LCPEOs after polls are closed.

ALL GRAY Ballot Box(es)

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



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

- Payroll Card(s)
- VLM Cell Phone
 - o (After placing the Mandatory Polls Closed Call to the BOE)
- Location Setup Diagram
- Observer Sign-In Sheet(s)



Do not place the Return Envelope inside any other bag.

CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

(CONSOLIDATED LOCATION)

ALL BLUE Location Supply Bag(s)

- GREEN Supply Bag
 - o 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
- All unused Provisional Envelopes
- All unused or blank forms
- Completed Forms Envelope
- QRG – Provisional Voter
- Unused extra paper for the ADA Ballot Marking Device
- 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
- Styli



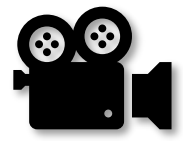
DO NOT turn off the MiFi Hotspot or the Electronic Pollbooks. The units must remain on during transport to the Drop-Off Location.

Rover Duties | Post-Election



Post-Election Preparations


- 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.



Drop-Off Location



Chain Of Custody Form

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS 

Drop-Off Chain of Custody Form Drop-Off #24

BROOKLYN HIGH 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

RED Ballot Box(es): 1	<u>BROOKLYN -00-B</u> <input type="checkbox"/>
ORANGE Ballot Box: 1	
! If there is "1" ORANGE Ballot Box, <u>BROOKLYN -00-D</u> will be in an ORANGE Ballot Box and all remaining precincts in GRAY Ballot Boxes	
GRAY Ballot Box(es): 1	<u>BROOKLYN -00-D *orange or gray</u> <u>BROOKLYN -00-G</u> <input type="checkbox"/>
Clear Memory Stick Bag containing 2 memory sticks	<input type="checkbox"/>
BLUE Location Supply Bag: 1	<input type="checkbox"/>
YELLOW Provisional Bag: 1	<input type="checkbox"/>
Electronic Pollbook Case(s): 2	<input type="checkbox"/>
White Plastic Return Envelope: 1	<input type="checkbox"/>

_____ Election Official - Democrat	_____ Election Official - Republican
_____ Van Driver	_____ Van Ride-Along
_____ Warehouse BOE Employee - Democrat November 7, 2023 General Election	_____ Warehouse BOE Employee - Republican BROOKLYN HIGH SCHOOL

Reminders For Drop-Off Personnel

- 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.
- 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



Rover Does Not Sign!



DROP-OFF ASSISTANT PAYROLL CARD

Election Date: March 19, 2024 Primary Election

Drop-Off Number: 12

Drop-Off Location: Warrensville Hts. Senior Center

Address: 4567 Green Road Warrensville Hts.

Zone: 3

Please sign in and out next to your name for payroll processing

Name	Title	Start Time	End Time	Signature
Dylan Roche	DOA1			
Vedia Satchel	DOA2			
Calvin Mitchell	DOA3			
	DOA4			

Professionalism

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.

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



CALL 911 WHEN IT IS SAFE TO DO SO

BOE Website: 443vote.us

➤ Apply at Board of Election website

➤ www.443vote.us

➤ Call 216-443-3277

The screenshot displays the website for the Cuyahoga County Board of Elections. At the top, there is a search bar with the text "Insert Keyword to search" and a magnifying glass icon. Below the search bar is a navigation menu with links for HOME, VOTERS, CANDIDATES, ELECTION DAY WORKERS, ELECTIONS, MAPS AND DATA, and ABOUT US. The main content area is titled "Election Day Workers" and includes a sub-heading "Apply Today". A paragraph of text describes the role of Election Day Workers, mentioning tasks like staffing polls, transporting ballots, and maintaining political balance. A blue button labeled "Apply to be an Election Day Worker" is prominently displayed. Below this, there is a link to "View all Election Day Positions". A section titled "Requirements" lists three bullet points: being a registered voter in Cuyahoga County, not having been convicted of a felony, and not being a candidate for an office. To the right of the text is a photograph of a person in a camouflage uniform and mask working at a polling station. At the bottom of the page, there are links for "Returning Workers" and "Training Materials". On the right side of the page, there is a "Questions?" section with contact information for phone (216-443-3277) and online (electionofficials@cuyahogacounty.gov).

Final Week Preparation

- ❖ 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 October 30-November 2.
- ❖ We train all workers on every job duty as the VLM may ask you to work multiple positions on Election Day.
- ❖ Ensure all forms are completed for payroll.

Equipment

Electronic Pollbook

[Electronic Pollbook Videos](#)

This set of seven videos requires a password

Ballot Scanner

[Monday Night Setup](#)

[Tuesday Morning Setup](#)

[Tuesday Night Closing](#)

ADA Ballot Marking Device

[How to Use](#)

Process / Procedures

Working with Voters

[Processing a Voter With Valid ID](#)

This video requires a password

[Soil / Void Ballot Process](#)

This video requires a password

[Processing a Provisional Voter](#)

[Curbside Voting](#)

[De-escalation Scenarios at the Polls](#)

Post-Election

[Post-Election Pack-up Checklist](#)

[Post-Election Process at BOE Warehouse](#)

Miscellaneous

[Tour of a Polling Location](#)

[Drop-off Location Procedures](#)

[Election Security](#)

Problems & Questions

What's The Difference?



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.