

LOCATION COORDINATOR PRECINCT ELECTION OFFICIAL TRAINING

NOVEMBER 3, 2020 | GENERAL ELECTION



ELECTION
OFFICIAL
TRAINING
CLASS

OVERVIEW

Class Time – 2.5 Hours

- I. Class Overview | What's New**
 - ❖ New for November 2020 General Election
- II. COVID-19 & LCPEO Supplies**
- III. Election Officials Parking**
- IV. No Campaigning Zone**
- V. Ohio Revised Language Code**
- VI. Professionalism & Final Items**

OVERVIEW | WHAT'S NEW



NEW FOR NOVEMBER 3, 2020 ELECTION

- ✓ This has always been the law, but it can't be stressed enough that Vote-by-Mail (absentee) ballots **CANNOT** be accepted at a polling location. Instruct the voter he/she must take the ballot to the Drop-Off box at the BOE by 7:30 p.m. on Election Day.
- ✓ Due to the Emergency Order issued by Governor DeWine that is still in place, any driver licenses or State IDs set to expire on or after **March 9, 2020**, are automatically extended and remain valid through the November 3, 2020 General Election.

NEW FOR NOVEMBER 3, 2020 ELECTION

- ✓ Curbside voting has always been an option for voters in Ohio, but we expect a significant increase in the number of voters who wish to utilize this voting option in November. Here is the exact language used by the SOS when detailing who is eligible to vote a Curbside ballot:
 - ❖ Boards of elections must offer curbside voting to any voter who is physically unable to enter a polling location or concerned about entering a polling location

ACRONYMS

- ✓ PEO – Precinct Election Official
- ✓ VLD – Voting Location Deputy
- ✓ VLM – Voting Location Manager
- ✓ VAT – Voter Assistance Table (i.e. provisional table)
- ✓ EPB – Electronic Pollbook
- ✓ DS200 – Voting Machine (ballot scanner)
- ✓ QRG – Quick Reference Guide
- ✓ BOE – Board of Elections (election headquarters)
- ✓ ORC – Ohio Revised Code
- ✓ SOS – Secretary of State

WHAT DO THESE ABBREVIATIONS MEAN?

ACRONYM MATCHING GAME

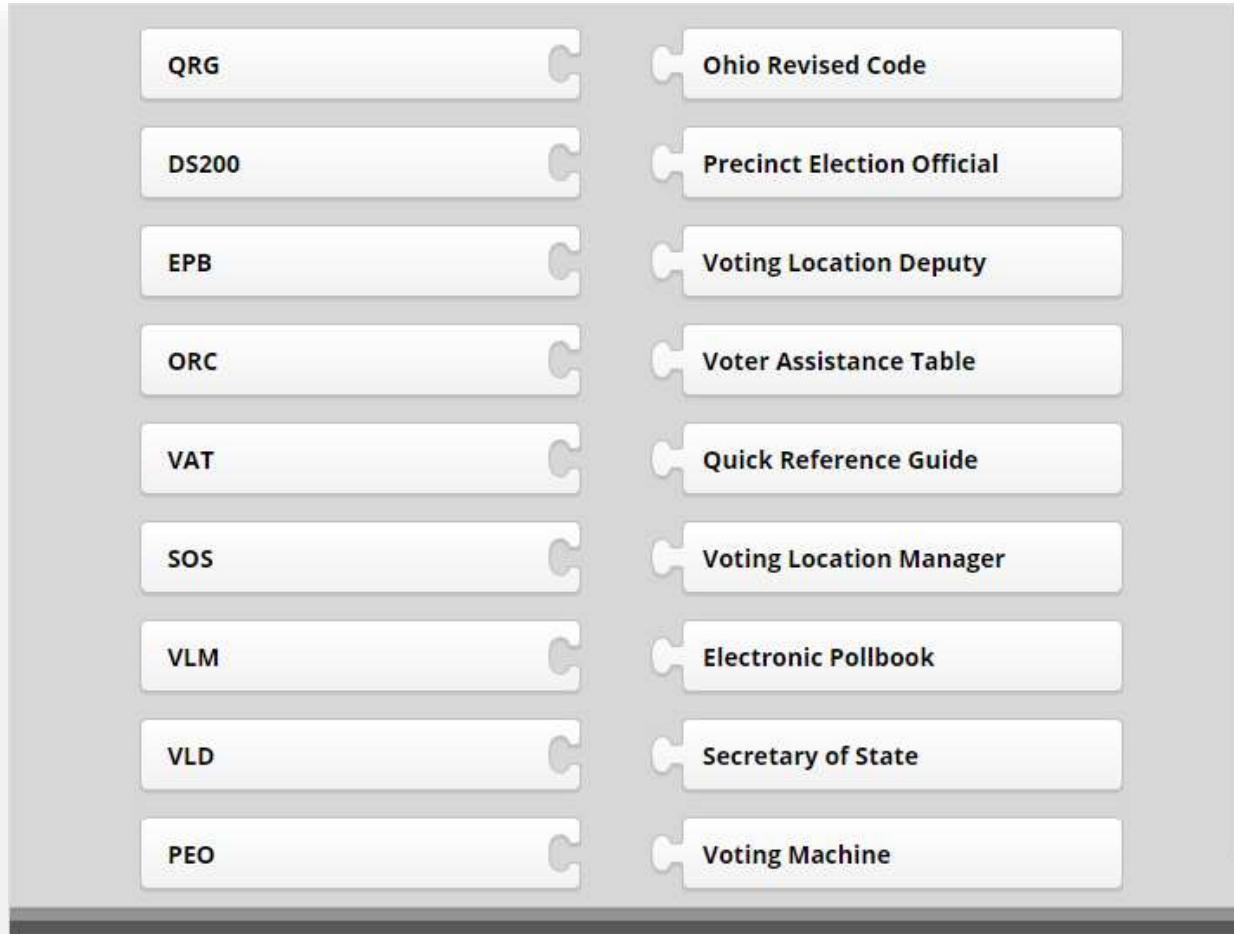
Alright, those were a lot of terms but you'll be seeing them quite often, so let's play a short game to help you remember them all.

You'll be matching the acronyms you just looked over with their descriptions to help familiarize yourself:



Quiz

Click the **Quiz** button to edit this object



QRG	Ohio Revised Code
DS200	Precinct Election Official
EPB	Voting Location Deputy
ORC	Voter Assistance Table
VAT	Quick Reference Guide
SOS	Voting Location Manager
VLM	Electronic Pollbook
VLD	Secretary of State
PEO	Voting Machine

SUMMARY

- ✓ There will be several resources available to you at the polling location, so you are not expected to remember everything covered in the upcoming chapters. There is a Quick Reference Guide (QRG) for every task at the polls.

Cuyahoga County Student PEO Training

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Exit activity

- ✓ Once you've completed this activity , you may exit this and all following activities by either pressing the **“Exit Activity”** button in the upper right portion of the page, or clicking on any of the **former extensions** leading you to the activity.

LCPEO ROLES & DUTIES OVERVIEW

- ❖ Be flexible!
- ❖ Monitor “No Campaigning/Neutral Zone” (100 feet from the entrance to the Polling Location) and the parking lot.
- ❖ Ensure all public direction signage posted – may have two voter entrances for location.
- ❖ Inform the VLM of lunch breaks, and coordinate with the other LCPEO so one LCPEO is always present at polling location.
- ❖ No breaks at high traffic times such as lunch or dinner times.
- ❖ Along with another LCPEO of political party, take Memory Stick bag to the BOE Tabulation Center downtown as soon as the polls close.

VLM/VLD & LCPEO WORKING RELATIONSHIP

- ✓ VLM/VLD work as a TEAM
- ✓ VLM responsible for inside of voting location, LCPEO outside (Enforce designated parking map for workers)
- ✓ LCPEO is a HANDS-OFF position
- ✓ LCPEO is NOT trained to troubleshoot equipment
- ✓ Memory sticks are removed from the DS200 by PEOs who place them in Memory Stick bag
- ✓ LCPEOs detach Memory Stick Bag from Red Ballot Box and deliver Memory Sticks to BOE Tabulation Center in the same car immediately after all DS200s are shut down

KEEPING OUR LCPEOs SAFE DURING COVID-19 PANDEMIC

- ✓ Although it's not required, encourage voters and campaigners to wear masks, but avoid confrontations
- ✓ All poll workers are required to wear masks throughout Election Day
- ✓ Masks should cover both the nose and the mouth
- ✓ Everyone must maintain 6-ft distances from each other
- ✓ LCPEOs are encouraged to wash their hands often
- ✓ LCPEOs are encouraged to use their hand sanitizer throughout the day

LCPEO SUPPLIES

Chain of Custody Form

2 Facemasks

2 Orange Flags

2 Flashlights w/ 2 back-up batteries

Hand Sanitizer

2 Handwarmers

2 Lanyards

2 Ponchos

1 Pair of Scissors

Directions to the BOE Warehouse



All Election Officials are required to park in the designated area on Election Day. **NO EXCEPTIONS!**

VLM: Distribute to each Election Official assigned to work at this location during the Monday Night Organizational Meeting.

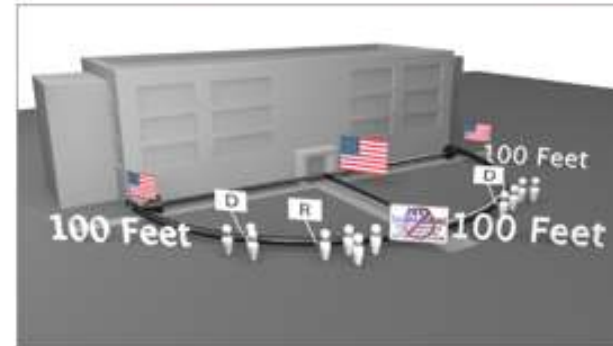
ELECTION OFFICIALS PARKING DIRECTIONS

Your location will have a designated area where all Election Officials will park on Election Day.

No CAMPAIGNING/ NEUTRAL ZONE

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

OHIO REVISED CODE LANGUAGE

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

ELECTION DAY ASSISTANCE

If a campaigner fails to comply with your directions, you are to call (216) 443-3277 for assistance.

SUMMARY

- ✓ Along with the other LCPEO of opposite political party, take Memory Stick bag to the BOE Tabulation Center downtown as soon as the polls close.
- ✓ Monitor “No Campaigning/Neutral Zone” (100 feet from the entrance to the Polling Location) and the parking lot.
- ✓ The LCPEOs are considered the Rovers for their polling location. A Rover will NOT be making regular rounds at consolidated locations.

FINAL ITEMS & PROFESSIONALISM



SAFETY OF LOCATION

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

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

SECURITY OF ELECTION EQUIPMENT

- ✓ Questions about the security of election equipment (i.e. hacking), refer to the VLM first
- ✓ In most cases, the VLM will instruct the voter to call the Board of Elections with questions
- ✓ Do not engage with a voter on this topic
- ✓ There will be more information about the security of our election equipment on our website

PROFESSIONALISM

Attire

NO...

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

Language/Behavior

NO...

- ✗ Foul or abusive language
- ✗ Comments on race, ethnicity, gender, disabilities, or political affiliation
- ✗ Harassment or discrimination
- ✗ Mistreatment of the facilities

BOE WEBSITE: 443VOTE.US

Videos used in this training program are available with additional training videos online at the BOE website.

There are also downloadable and printable copies of the Flip Chart, QRGs and other printed material you will have at the polling location.

