

ELECTION
OFFICIAL
TRAINING
CLASS

OVERVIEW

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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?

NEW FOR MAY 4, 2021 ELECTION

- ✓ Payroll (attendance) will now be recorded using the EPBs. Each worker will check-in and provide their signature through a function found in the Tools Menu. More details in the EPB section of this training.
- ✓ 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 *July 1, 2021*.

LCPEO ROLES & DUTIES OVERVIEW

- ❖ **Along with another LCPEO of political party, take Memory Stick bag to the BOE Tabulation Center downtown as soon as the polls close.**
- ❖ **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 conventional lunch and dinner times.**

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 election officials)
- ✓ LCPEO is a HANDS-OFF position
- ✓ LCPEO is NOT trained to troubleshoot equipment
- ✓ Memory sticks removed from 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 for Memory Stick Retrieval

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 to delivery Memory Sticks

ELECTION OFFICIALS PARKING DIRECTIONS

- Make sure you – as an LCPEO – get a copy of the parking map on Monday night so you understand where Election Officials (and voters) are designated to park.



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

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

ELECTION DAY ASSISTANCE

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

LCPEOs AND CONSOLIDATION LOCATIONS

- ✓ A Consolidated Location is a polling location with six (6) or more precincts.
- ✓ Historically, the LCPEO position was created so these larger locations could ensure the delivery of the Memory Sticks (vote totals) to the BOE Tabulation Center in a timely manner.
- ✓ For the November 3, 2020 General Election, there were 24 Consolidated Locations in Cuyahoga County.
- ✓ Each of the 24 Consolidated Locations had two LCPEOs.

SUMMARY

- ✓ Along with the other LCPEO of opposite political party, take Memory Stick bag to the BOE Tabulation Center downtown.
- ✓ 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, which is a BOE employee that visits polling locations and monitors the outside, will NOT be making regular rounds at consolidated locations.