

Voting Location Floor Manager Manual



VLFM Name: _____



Stark County
Board of Elections

General Election

November 3, 2026

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What’s New for this Election:

- The Stark County Board of Elections Code of Conduct has been created to outline our expectations of the poll workers across Stark County that serve in our elections. The goal is to be clear about how poll workers are to act in keeping elections fair and nonpartisan.

Precinct Election Official Positions

Precinct Election Official (PEO):

- Greets voters and reminds them to have an ID ready.
- Checks in voters on the ePollbooks, verifies IDs, and issues Voter Access Cards.
- Informs voters that their vote is not complete until the GREEN check mark appears on the ICX screen.
- Provides assistance at the ICX Voting Machines as part of a bipartisan team and monitors the pod to listen for a variety of machine alarms.
- Performs other duties as directed by the Voting Location Leadership Team.
- Collects all Voter Access Cards once voters complete voting.
- Works as a team member with the other PEOs in the set-up and closing of the polling location.

Voting Location Floor Manager (VLFM):

- Uses the PEO roster to contact all PEOs by the Sunday before the election to confirm election availability and discuss Monday Set-up.
- Coordinates with the VATM and calls the polling location to arrange a Monday Set-up time.
- Leads PEOs on running the ICX zero report and installs the ATI unit on ICX #1.
- Handles ICX machine issues and Check-in table ePollbook issues.
- Manages the polling location and PEOs and completes PEO evaluations.
- Coordinates and monitors the set-up of the ICX Voting Machines.
- Monitors the Check-in Tables to ensure proper procedures are being followed.
- Monitors the PEOs in the ICX pods, listening for alarms and assisting voters.
- Assigns the bipartisan curbside voter team.
- Is responsible for overseeing pollsters and campaign signs outside.
- Ensures PEOs collect all Voter Access Cards from the voters who have completed voting.
- Coordinates and oversees the PEOs at closing by ensuring all PEOs complete their duties, including running the ICX Voting Machine reports and taking down the machines.

Voter Assistance Table Manager (VATM):

- Sets up the ePollbooks and MiFi on Monday during Monday Set-up.
- Unlocks the ePollbooks Tuesday morning by working with a bipartisan team to enter the codes.
- Processes EVERY Optical Scan, Provisional, Curbside, and 17-year-old ballot.
- Follows procedures for transmitting information to the BOE, including but not limited to incident reports and voter check-in reports.
- Is responsible for overseeing election observers, and members of the media.
- Handles all voters who need assistance and those who are not found or are flagged in the ePollbook.
- Monitors the Check-in Tables to ensure proper procedures are being followed.
- Assists with de-escalation of voters.
- Completes PEO evaluations.

Poll Worker Basics

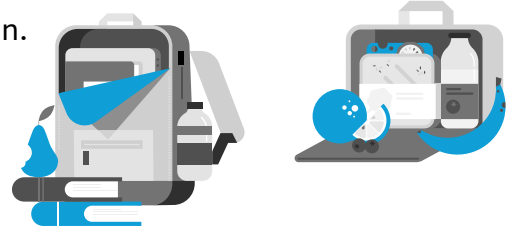
VLFM Preparation:

- Check your email daily to ensure you are up to date on any new information from the BOE.
- Communicate with your VATM to coordinate Monday Set-Up. (Your co-leader's contact information will be received on Monday, October 26th.)
- Ensure your voicemail box has been set up, and it is not full.
- Be sure to answer any calls, texts, or emails from the BOE.
- Review your VLFM checklist and Voting Location Floor Manager Manual prior to Election Day.



What to Bring:

- Food/beverages: Can be carried in or ordered. Food should be eaten away from check-in tables.
- Medications.
- Cell phone & charger: Phones should be set to silenced/ vibrate and should not be used unless when on break or when there are no voters in the polling location.
- Precinct Election Official Manual and any notes from training.



Election Day Schedule:

Monday TBD	PEOs arrive to help set up the polling location.
Tuesday 5:30 a.m.	PEOs arrive and follow the VLFM directions to open the polls.
Tuesday 6:30 a.m.	Polls open to Voters.
Tuesday 7:30 p.m.	Polls close to Voters. Any voters that are still in line at 7:30 p.m. are permitted to vote. The voters can be brought inside with the door locked, or a PEO can be posted at the end of the line.
Tuesday 8:30 p.m.	VLM and PEO Riderback leave to deliver election results to the BOE.

People in the Polling Location

People who ARE allowed in the polling location:	People who are NOT allowed inside the polling location:
• Election Officials. • Voters (and their minor children). • Someone reviewing the BLUE VOTER LIST. • An Election Observer bearing a certificate of appointment. • Members of the media.	• Pollsters (people conducting exit polls) • Candidates for office or other individuals who are campaigning or electioneering. • Anyone collecting signatures for a petition. If you have a question about someone inside the polling location, call the BOE.

Election Observers:

Election Observers bearing a certificate of appointment will be sent to the VAT Manager, who will check their certificate of appointment and administer their oath. Observers are permitted to watch and inspect but are never permitted to handle any election materials or interact with voters or PEOs.

Election Observers Must Not:

Impede, interfere with, or disrupt an election, or in any way intimidate a voter, or risk violating the secrecy of the ballot or voter privacy.

Media, Photography, and Video:

Any person may enter and check the posted **BLUE VOTER LIST**.

Members of the media are permitted in the polling location; however, a member of the Voting Location Leadership Team must call **Matthew at 330-451-7526** immediately. Media members must respect a voter's right to privacy and must not interfere with the duties of PEOs. All questions asked by any members of the media must be directed to the BOE Director or Deputy Director for official responses.

Form No. 215-B Presented by the Secretary of State (26-17)
Certificate of Appointment of Observer at Precincts on Election Day print clearly
P.C. 2005.27
 This certificate must be presented to the appropriate election official at the time of observation.

We, the appointing authority Today's Date: _____
Required
 You must choose ONE of these options.

☐ The Central Committee Chairperson and Secretary of the _____ Party, (Name of County or State)
(Name of Political Party)
REQUIRED signatures of party Central Committee Chairperson **AND** Secretary
 Chairperson _____ Secretary _____ **OR**

☐ The undersigned group of five or more candidates, (Name of County or State)
REQUIRED ALL signatures of members of group of five or more candidates
 _____ **OR**

☐ The undersigned duly recognized committee _____ (Name of County or State)
(Supporting or Opposing)
 the following ballot issue _____
(Name of Committee if Applicable)
REQUIRED signatures of **ALL** members of duly recognized committee supporting or opposing a ballot issue

hereby appoint the following person(s) _____
(Name(s) of Observer(s))
 to observe in _____ County at precinct _____
(Name of County) (Name of Precinct)
 for the election to be held on _____
 Date of Election _____
(Month/Day/Year)
WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

People and Signs Around the Polling Location

Candidates for Office:

Candidates for elected office may vote in person at their assigned polling location. They may NOT wear any campaign items (button, T-shirt, etc.) or campaign within the polling facility. Candidates may not assist voters who are casting their ballots. If a candidate is campaigning at a polling location, they must remain outside the 100-foot neutral zone. If you have any issues with a candidate's action at a polling location, please call **Matthew at 330-451-7526**.

Pollsters:

Pollsters are not permitted inside the polling location but may conduct exit polling outside the polling location within the 100-foot flag boundary. Floor Managers should keep track of pollsters to make sure they only conduct exit polls and are not approaching people before they vote.

Electioneering:

People passing out sample ballots or candidate cards are permitted to campaign at polling locations as long as they:

- Remain at least 100 feet away from the main polling entrance regardless of flag placement.
- Remain 10 feet away from the voting line if the line of voters extends past 100 feet from the main polling location entrance.

Campaign Signs:

Campaign signs should be closely monitored at the polling location. The Floor Manager will go outside periodically to make sure campaign signs are not inside the 100-foot neutral zone outside the polling location. If a sign is placed inside the 100-foot neutral zone, pick up the sign and place it face down on the ground. If a sign is placed at a **POST NO SIGNS LOCATION**, immediately remove it from the ground and place it face down. Contact **Matthew at 330-451-7526** to inform him whose campaign sign it is and which polling location you're at.

In Case of Emergency

Emergency Procedures:

In an emergency, remember to remain calm. The personal safety of all PEOs and voters at the location is the priority. If an emergency occurs, contact the Board of Elections to inform them about the situation.

Medical Emergency:

- 1.) Call 911. Anyone can call 911 during an emergency.
- 2.) Once the medical emergency is under control, call the Board of Elections.
- 3.) Complete Incident Report form 450 located in the Leadership Team Binder.

Emergency That Requires Law Enforcement:

- 1.) Call 911. Anyone can call 911 during an emergency.
- 2.) Once the emergency is under control, call the Board of Elections.
- 3.) Complete Incident Report form 450 located in the Leadership Team Binder.

The form is titled "Election Day Precinct Incident Log" and includes the instruction "To be completed and submitted by precinct election officials to the board of elections." It contains several fields for data entry: "Date of Election (MM/DD/YYYY)" and "Date of Incident (MM/DD/YYYY)" at the top; "County" and "Precinct" below them; "Polling Location" below that; a large box for "Potential Misconduct"; a box for "Name of Person(s)/Organization(s) Involved"; a large box for "Brief Statement of Facts (please attach additional sheets of paper as necessary)"; and a box for "Name(s)/Position(s) of Person(s) Making Report" at the bottom.

Emergency That Does Not Requires Law Enforcement:

- 1.) Call the Board of Elections for further instructions.
- 2.) Complete Incident Report form 450 located in the Leadership Team Binder.

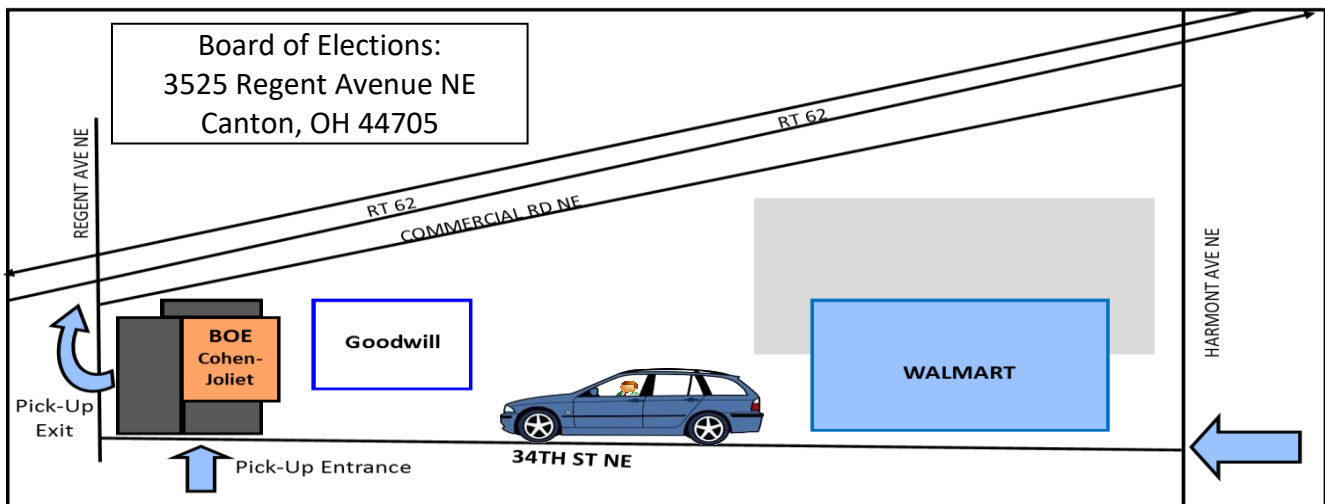
Power Outage:

In the event of a power outage, a member of the Voting Location Leadership Team must immediately contact **Matthew at 330-451-7526**. The election equipment will have enough battery life to last for a few hours. Most power outages are temporary, but if a power outage is prolonged the BOE will provide special instructions on how to process voters. DO NOT OPEN the Orange Back-Up Documents Notebook unless instructed by the BOE.

DO NOT COMPLETE AN INCIDENT REPORT ON THE EPOLLBOOK FOR THE EMERGENCIES LISTED ABOVE.

VLM Responsibilities

As the VLM, an important responsibility is the transportation of election materials to and from the Board of Elections. The VLM for the polling location must be affiliated with the party that won the most votes for governor in the gubernational election. VLMs will pick up election supplies between 7 a.m. and 11 a.m. on November 1st, the Sunday before the election. You can schedule your pick-up time with the BOE by responding to the pick-up time email.



When picking up your supplies, please come from Harmont Ave, and turn west onto 34th St. NE behind the BOE to get in the pick-up line.

VLM Letter:

The VLM letter will be sent by email. Be sure to bring it with you to pick up your supplies, or you may show a digital copy on your phone. **You will be asked to show PHOTO ID to pick up your supplies, so DON'T forget to bring your driver's license.**

Arrival on Sunday:

When you arrive, police officers and BOE staff will be directing traffic. Stay in your vehicle. BOE staff will take all items out and place them in your vehicle. It is not necessary for you to assist or to enter the building. You will receive:

- Voting Location Leadership Team Notebook
- Blue Ballot case(s) containing paper ballots
- **PINK CHAIN OF CUSTODY** forms (one for Each precinct)
- ePollbook Suitcase(s)
- Gray Suitcase(s)
- Trash can and **BLUE TURTLE CASE**
- VOTE HERE sign(s)

Please bring this page with you on
Saturday, May 5, 2018 when you pick up your
supplies for your precinct

Rodman Public Library

1

Printed Name: _____

Signature: _____

Pink Chain of Custody

VOTING MACHINE EQUIPMENT, SUPPLIES AND/OR BALLOTS CUSTODY FORM

The purpose of this form is to track the custody and location of voting equipment, including electronic poll books, supplies and/or ballots from the time the voting equipment, supplies and/or ballots leave the board of elections office until returned to the board of elections offices. A signature is required whenever the equipment, supplies and/or ballots change hands or location. By signing the Chain of Custody Log, the signer is certifying that he or she took custody of the voting equipment, supplies and/or ballots or delivered it to a particular location. Whenever custody of the voting equipment, supplies and/or ballots changes, the individual transferring custody or receiving custody must examine the voting equipment, supplies and/or ballot packets to ensure that all seals are in place and that it appears to be intact and in sufficient working order as can be determined by a visual inspection.

County Name: STARK COUNTY, OHIO

Designated for:

«PREC» «Poll Location»

DESCRIPTION OF EQUIPMENT, SUPPLIES AND/OR BALLOTS

Equipment Identifier, if any:

«Ballots» Total Paper Ballots

Other Supplies and/or Ballots (describe by type and number):

«Pollworker Cards» Pollworker Card(s), «Voter card» Voter Access Cards,
«Ballots» Paper Ballots, «TC» Transfer Case(s),
«EPC» ePollbook Case(s), «Ballot Box» Ballot Box, «Suitcases» Suitcase(s)

Description of condition of the Voting Equipment, Supplies and/or Ballots:

«Ballots» Paper Ballots shrink-wrapped

(The description must include the name of the voting equipment and whether a memory card or cartridge is already installed (e.g., AccuVote-ICX with memory card installed or ES&S M100 without memory card installed).)

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
Place: Stark County Board of Elections 3525 Regent Ave. NE Canton, OH 44705	Electrophorus Voltai <i>Voting Location Manager Print Name here</i> Electrophorus Voltai <i>Voting Location Manager Sign Name here</i>	Date: 11/1/26 Time: 8:30 a.m.

CHAIN OF CUSTODY LOG

This Chain of Custody Log must be reproduced on a single paper, front and back to prevent separation of papers. This Chain of Custody Log must be maintained by the board of elections and the voting location manager of a voting precinct depending on voting equipment location. Whenever the voting equipment, supplies and/or ballots change hands or location the person taking custody must sign the Chain of Custody Log. This Chain of Custody Log must be in the possession of either the board of elections or the voting location manager of the voting precinct to which the subject voting equipment, supplies and/or ballots has been assigned.

NEVER drive around with ballots and voting materials in your vehicle after Sunday pick-up. Store them securely in your home.

Sunday Pick-up

During Sunday pick-up, the VLM receives one **PINK CHAIN OF CUSTODY** form for EACH precinct. They will print their name, sign, date, and record the time on each form. The VLM keeps the form(s) in the Voting Location Leadership Team Notebook.

Election Night Return

The VLM will write the Release Authorization Code from the BOE on the back, lower right before they leave the polling location.

The PEO Riderback will place the Chain of Custody on their lap.

Upon arrival at the BOE, the VLM and PEO Riderback will then print and sign their names, including the date and time.

For example, before the equipment, supplies and/or ballots leave the board of elections office, the board of elections employee transferring custody of the equipment, supplies and/or ballots to another individual must sign under the

"RECEIVED FROM or TAKEN CUSTODY FROM LOCATION" column. The person receiving custody must sign in the presence of the board employee the "RECEIVED BY or DELIVERED TO LOCATION" column next to the board employee's signature. Whenever the voting equipment, supplies and/or ballots change custody again, the persons transferring custody and receiving custody must sign under the appropriate columns. This will document the custody and location of the voting equipment, supplies and/or ballots at all times while it is outside of the board of elections.

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g., a polling place before an election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter "NONE" and sign his or her name under the "RECEIVED BY" COLUMN. In all instances, the person who signs in the "RECEIVED BY" column must complete the column, "DATE/TIME/PLACE" at the time of the transfer of the equipment.

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised polling location before Election Day and not to an individual, the voting location manager on Election Day must enter "NONE" sign and under the "RECEIVED FROM" column when he or she arrives at the polling place location and is responsible for custody of the voting equipment, supplies and/or ballots before the polls open on Election Day. In such case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots in the precinct must be in the voting location manager's supply bag along with the accompanying Directive 2012-46.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM, YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

VLM WILL TAKE MEMORY CARDS, ePOLLBOOKS & BALLOT BOX WITH SUPPLIES TO BOARD OF ELECTIONS

Equipment & Supplies Delivered to Board of Elections

«ICX» ICX Memory Sticks, «Pollworker Cards» Supervisor Card, «Voter card» Voter Access Cards, «Ballots» Paper Ballots, «TC» Transfer Case(s), «EPC» ePollbook Case(s), «Suitcases» Suitcases(s), «Ballot Box» Ballot Box

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
Electrophorus Voltai <i>Voting Location Manager Print Name Here</i> Electrophorus Voltai <i>Voting Location Manager Sign Name Here</i>	Place: Stark County Board of Elections 3525 Regent Ave. NE Canton, OH 44705	Date: 11/3/26 Time: 8:30 p.m.
Electrophorus Electricus <i>PEO Riderback Print Name Here</i> Electrophorus Electricus <i>PEO Riderback Sign Name Here</i>		Release Authorization: DS821

VLS Responsibilities

As a VLS (Voting Location Supervisor), your job will be to lead the PEOs in the final tasks at the end of the night. **The priority is to get the VLM back to the BOE with the election results and supplies.** Once the VLM has left, you will proceed to help with the remaining tasks.

VLS Job Duties:

- 1.) Aid the PEOs in tearing down and putting away any remaining ICX machines. Verify that the ICX machines cases have been locked with the **RED ZIP TIE LOCK** which is located in the black pouch on the ICX machine. **Teardown teams cannot lock ICX suitcases; only poll workers can.**
- 2.) Once the machines have been locked and put into the ICX cage, sign and date the **YELLOW CHAIN OF CUSTODY** on the last page. Ensure the **BLUE ZIP TIE LOCK** numbers have been recorded, then place the completed form in the clear sleeve located in ICX cage #1.
- 3.) Return the following items in the cage: Privacy panels, small American Flags, large American flag, and the sign trifold. Refer to page 15 of how to put items back in the cage to ensure nothing is damaged.
- 4.) Lock the ICX cages with the **BLUE ZIP TIE LOCK**. **If your polling location has Tuesday Night ICX pick-up you must wait until the moving trucks arrive to take the ICX cages; then you may leave.**
- 5.) Put any tables or chairs back where they belong. Make sure the polling location is as clean as when you arrived for Monday Set-up.
- 6.) Inform the correct individual at the polling location that you have finished cleaning up so that they may lock up the facility.

Riderback Emergency:

If your designated Riderback gets sick or cannot serve all of Election Day, find a suitable replacement of the opposite party from the VLM to ride back to the Board of Elections prior to closing the polls. **IF AN EMERGENCY OCCURS** and your VLM becomes sick or unable to return the election results, the VLS and a member of the opposite party will deliver the election supplies to the Board of Elections in a bipartisan manner once the polling location has been secured.

Assisting Voters on Election Day

Assisting Voters with Disabilities:

State and federal laws require all polling locations to be accessible to people with disabilities. The Help America Vote Act (HAVA) requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act (ADA) sets standards for ensuring that people with disabilities have equal access to public services and facilities, including polling locations. Voters with disabilities have the right to vote, and PEOs must work to accommodate voters who have disabilities to find the most suitable method for them to cast a ballot. Below are some general guidelines:

- Face the voter and speak clearly.
- Always identify yourself as a precinct election official.
- Talk calmly, slowly, and directly to the voter. Do not shout. Ask questions that require only short answers or a nod of the head.
- Don't be afraid to ask how you can be most helpful.
- Voters who cannot speak may provide their ID to the PEO helping them, who reads the name and address out loud.

Assisting Voters on the ICX Machine:

As a poll worker, you can assist voters from the inside of the ICX pod by answering a voter's question, but you cannot make comments about any candidates, races, or issues. For a voter who is having difficulty on an ICX machine and has requested help, a bipartisan team made up of one Democrat and one Republican is required if it is necessary to view the voter's ICX screen.

De-escalation of Voters:

You play an important role in creating a calm, friendly, and respectful environment. Recognize that some people have strong feelings about Election Day, candidates, and issues. Your tone and approach can help defuse tense situations. Please direct any voters with issues or concerns to the Voter Assistance Table. VATMs can create an incident report in the ePollbook to inform the BOE and then can assist the voter. PEOs must contact the Board of Elections and/or the appropriate law enforcement official immediately if there is a problem with the conduct of any person at the polling location. **Refer voters with concerns to the Stark County Board of Elections by calling 330-451-8683.**

Stark County Board of Elections Code of Conduct

The Stark County Board of Elections Code of Conduct outlines the expectations regarding behavior towards voters, fellow PEOs, and Board of Elections' staff. Violations of this policy may result in dismissal from service as a precinct election official.

Professionalism:

- Attend training to understand the election process and your responsibilities.
- Dress appropriately, wear the uniform provided, and maintain good personal hygiene.
- Have appropriate nonpartisan conversations.
- Follow all applicable laws and instructions given by the Stark County Board of Elections.
- Do not use insulting, offensive, or threatening language.
- Unless you are a Team Leader, refrain from cell phone usage inside the polling location.

Conflict of Interest:

- Serve in an impartial and nondisruptive manner.
- Avoid expressing any personal opinions regarding election-related topics and voting equipment.
- Do not influence or attempt to influence any voter for or against any candidate or issue.
- Do not intimidate or harass voters.
- Do not spread disinformation that creates disruption or disorder (including any theories about aspects of the election and equipment).
- Do not engage in any political activity while on the Board of Elections' time.
- Do not wear or distribute any campaign paraphernalia at the polling location.

Teamwork:

- Treat all PEOs and voters with respect.
- Follow the instructions of the voting location managers.
- Ask for help from a Team Leader or the Board of Elections when needed.

Integrity:

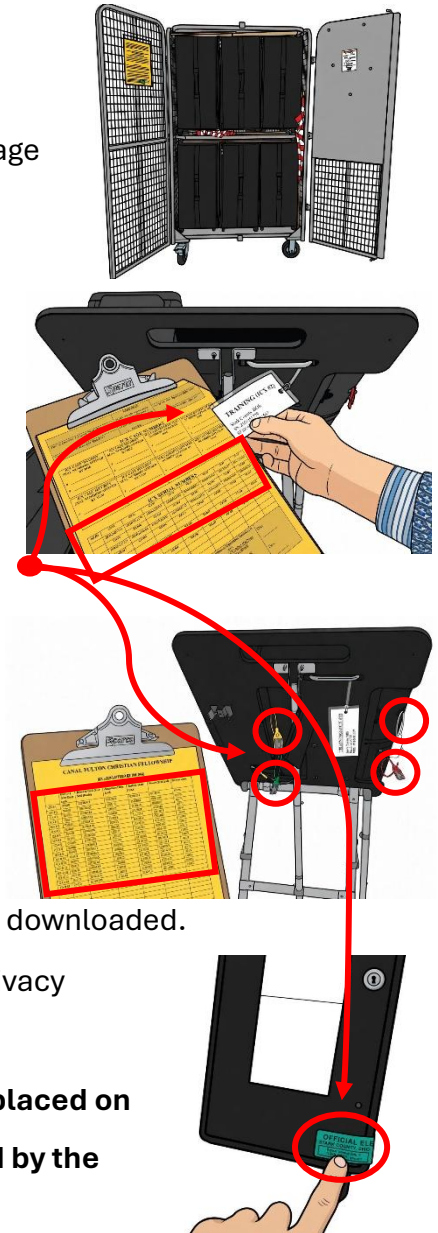
- Abide by all rules, laws, and regulations.
- Follow procedures in the poll worker manuals.
- Abide by the Oath of Precinct Election Official upon being sworn in.
- Comply with all provisions of the Ohio Secretary of State Ethics Policy.
- Champion the election process, not the outcome.

Monday Set-Up

Monday Set-up will be conducted under the guidance of the Voting Location Leadership Team. Be sure to follow the directions given in the guide and by the Floor Manager on Monday. **DO NOT CUT OFF ANY LOCKS ON THE ICX MACHINES.**

What is Expected for Monday Set-up:

- Two people will work together to **lower** the ICX suitcases out of the cage and **stand up** the ICX machines. Although machines are heavy, if you follow the proper directions, the lifting should be minimal.
- Inspect** ICX machines for physical damage and check tamperproof tapes, security seals, and seal numbers. Ensure the ICX serial numbers match what is listed on the **YELLOW CHAIN OF CUSTODY** and the **ORANGE BALLOT ACCOUNTING CHART**. If any locks or seals show evidence of tampering, contact the Board of Elections.
- Run the electrical cords for the ICX machines. Only tape down electrical cords that are in walkways to prevent voters from tripping or falling.
- VATMs will **set up** the MiFi, printers, and ePollbooks at the polling location.
- VATMs will **text** a photo to the BOE to **confirm** the delta file has been downloaded.
- VATMs will set up a table dedicated to voting on paper ballots with privacy shields.
- Hang up the election signs with blue tape. **The tape should only be placed on the back of the signs. DO NOT write or mark on any signs provided by the BOE.**
- Remove the **GREEN MONDAY PAYROLL** form from the Leadership Team Binder and have all poll workers at Monday set-up **sign**.



**Setting up the
ICX Machine Video:**

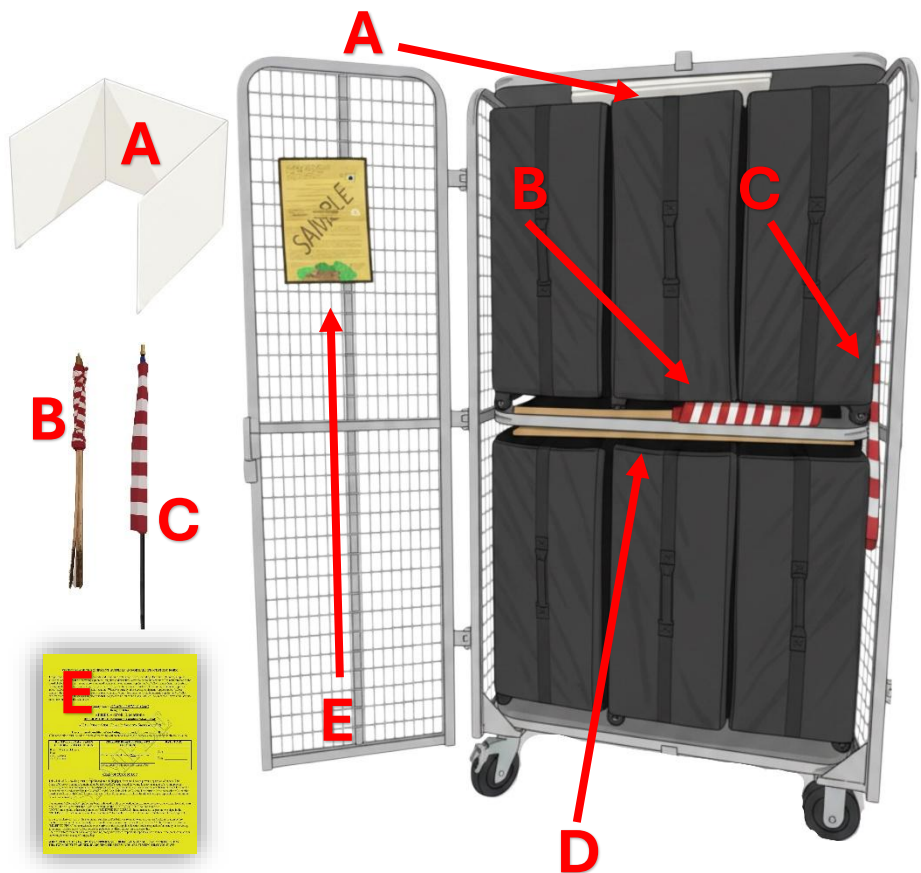


Follow the exact directions on your Leadership Checklist to ensure all necessary tasks and steps are completed for Monday Set-up at your polling location.

ICX Cage Loading and Unloading

ICX Cage Supplies:

- A. Privacy Panels are located above the black suitcases on the top shelf of the cage.
- B. The small American Flags are located under the black suitcases on the top shelf of the cage.
- C. The large American Flag is located beside the black suitcase on the side of the cage.
- D. The tri-fold sign board is located on the top of the black suitcases, on the bottom shelf.
- **Items A, B, C and D should be returned to the same spot at the end of Election Day.**



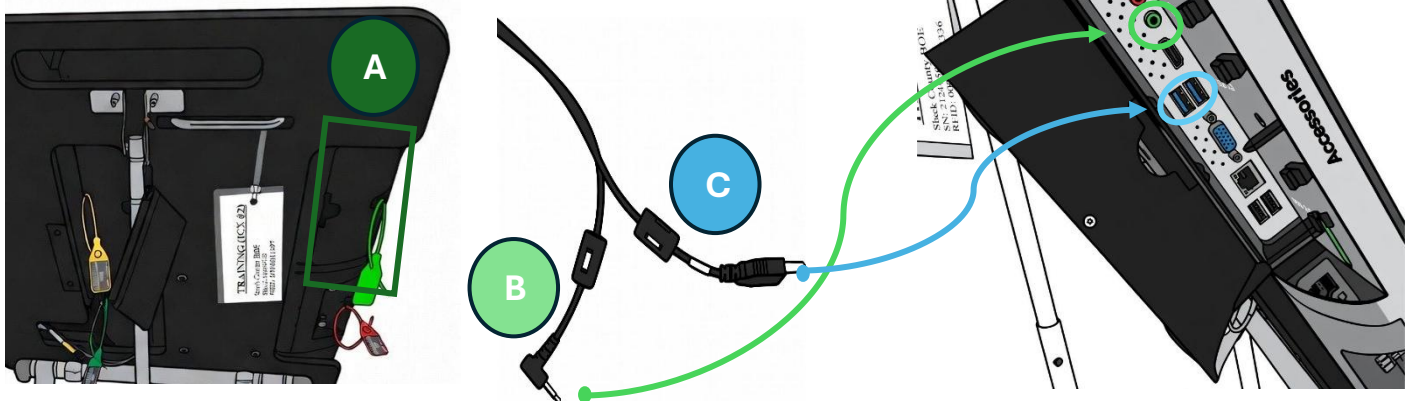
- E. The ICX Machine keys are returned to the BOE in the **YELLOW CHAIN OF CUSTODY** pouch on the inside of the cage door when you have finished removing closing reports.

ICX Cage Closing Procedure:

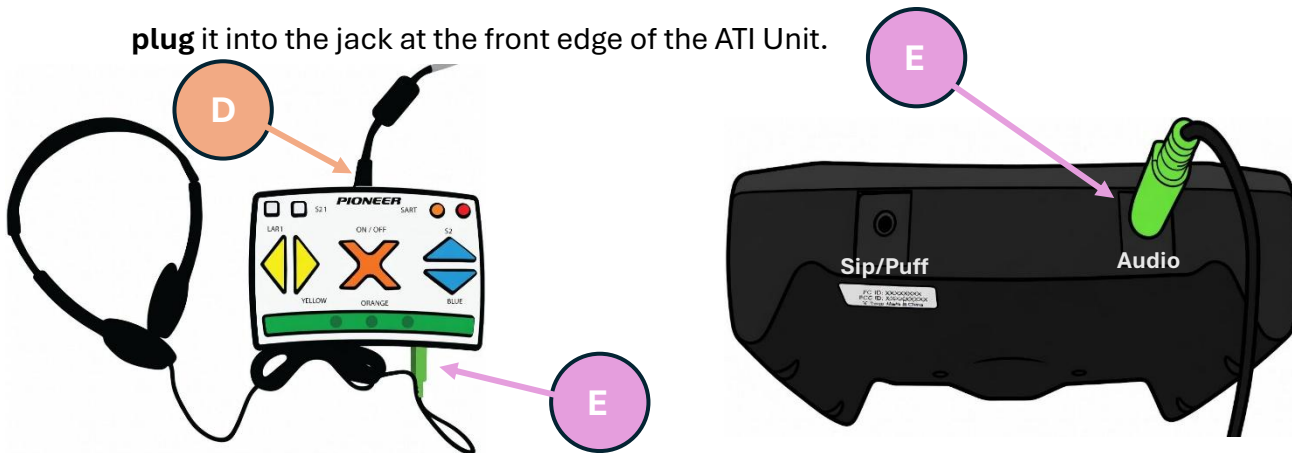
The ICX cage should be loaded carefully at the end of the night to ensure no damage occurs to any of the supplies. Ensure the large American Flag is upright on the side of the ICX cage, and the small American flag is lying horizontally on the ICX shelf. **MAKE SURE THE FLAGS ARE NOT PROTRUDING OUTSIDE THE ICX CAGE.** At the end of the night, all ICX keys will be returned in the clear pouch on the inside of the door to ICX cage #1. Make sure the white privacy panels have been returned to the top of the cage, and the sign tri-fold has been returned to the lower shelf in the ICX cage.

Installing the ATI Unit

- 1.) **Break** the **GREEN ZIP TIE LOCK** on the Accessories door on ICX #1 and open the door (A). Place the broken lock in the Locks and Seals bag.
- 2.) **Thread** both split ends of ATI cable and the cable barrels through the door cut-out.
- 3.) **Insert** the ATI audio plug (B) into the **green audio jack**.
- 4.) **Insert** the USB (C) into one of the **blue USB ports**.



- 5.) **Thread** the opposite end of the ATI cord (D) through the handle at the top of the ICX machine and **plug** it into the jack at the front edge of the ATI Unit.



- 6.) **Close** the Accessories door and attach a **GREEN ZIP TIE LOCK** (found inside the **PURPLE TRANSFER BAG**). **Record** the lock number on the **YELLOW CHAIN OF CUSTODY**.
- 7.) **Plug** the **green headset plug** into the ATI unit port labeled “Audio” (E).
- 8.) **Place** the ATI unit and headset on top of the ICX machine (F).
- 9.) **Install** the privacy shield on ICX #1.

**Setting up the
ATI Unit Video:**



Tuesday Morning

Poll workers should be at their polling location at 5:30 a.m. on Election Day to begin the process to officially open the polls. **The law requires the polls to be open and ready for the first voter by 6:30 a.m. with at least one functioning ePollbook and voting machine (ICX #1).**

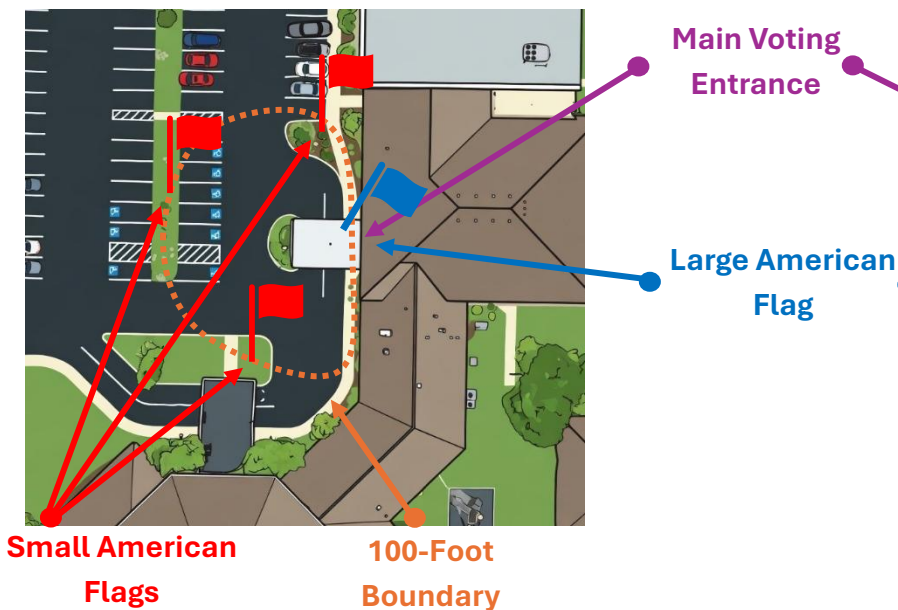
PEOs will:

- Sign the **TUESDAY PAYROLL** form in their own signature and verify the mailing address, correcting it if necessary. If a new mailing address is needed, ask the VATM for a status update sheet.
- Work in bipartisan teams, following the directions of the VLFM to open the polls on the ICX machines.
- Place the voting signs and flags outside correctly, as detailed below.
- **IF YOU'RE RUNNING LATE ON ELECTION MORNING, CALL YOUR VLFM.**
- **IF YOU'RE SICK AND CAN'T FULFILL YOUR DUTY, CALL 330-451-7027.**

Running the Zero
Report Video:



Flag Placement Example:



Main Voting Entrance Door Example:



Signs to be Hung:

- ENTER HERE TO VOTE
- WELCOME, HAVE YOUR ID READY
- NO FIREARMS ALLOWED

Flag Placement Map:

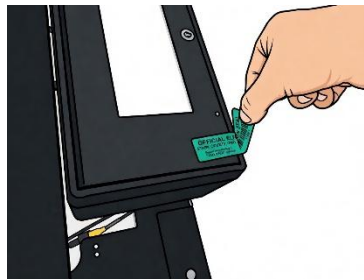
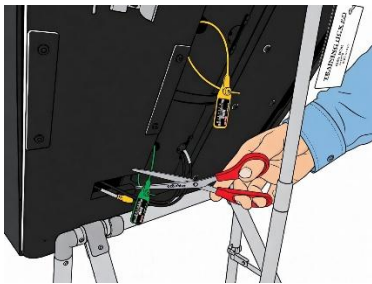
Follow the flag placement map located in the Leadership Team Binder for your polling location.

Running the ICX Zero Report

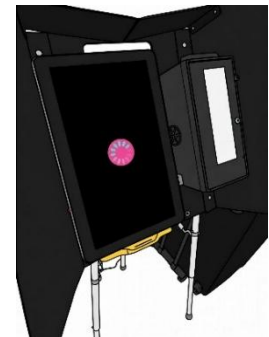
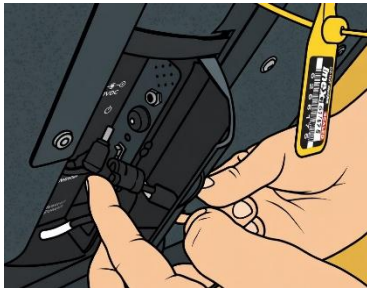
Follow the directions of your VLFM to run the ICX zero reports. Make sure to stay at pace with everyone as a group. Do not rush ahead. If you are lost or confused, ask for help from your VLFM.

ICX Zero Report Steps:

- 1.) On the rear of the ICX machine, **break** the **GREEN ZIP TIE LOCK** located on the lower left-hand corner. Also **remove** the **GREEN SEAL** located on the front of the printer housing. **Place** any locks or seals removed in the **Locks and Seals Envelope**.



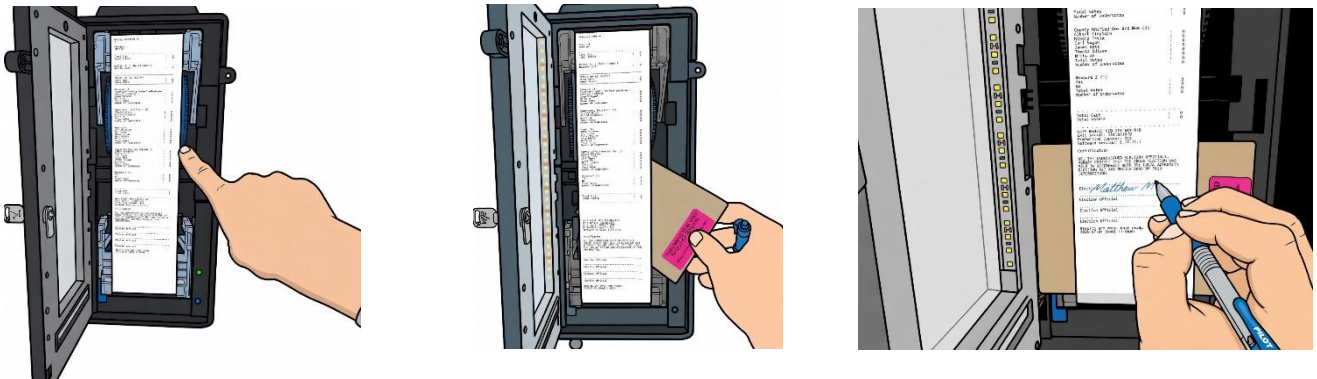
- 2.) **Insert** the power cord through the small cutout and **plug** it into the top port of the ICX machine. Once plugged in, **press** the small rubber power button located directly below the power cord you inserted. The machine will make a small beep, and the boot-up process will begin.



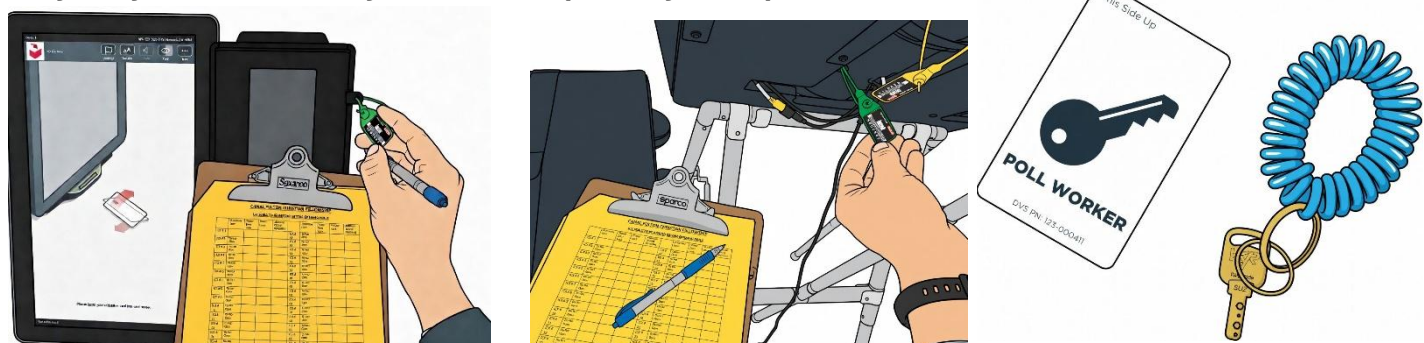
- 3.) When the ICX machine states "Insert Authorization Card," **insert** the Poll Worker Card and **type** in the password given the VLFM. Now **press** **LOGIN** on the ICX screen.



- 4.) The Time and Date Confirmation screen will now appear. **Confirm** the date is correct and the time is within 5-10 minutes of the actual time. If everything is correct, **press CONFIRM**. (If any fields are wrong, ask your VLFM for assistance.)
- 5.) Once on the Poll Administration screen, **confirm** that the total number of ballots cast, located in the lower left-hand corner, is at zero. If at zero, **press OPEN POLL**. It will ask if you would like to open the poll, **press YES**. The printer will begin printing the zero report. **DO NOT PRESS ANY BUTTONS ON THE ICX SCREEN UNTIL THE PRINTER HAS STOPPED PRINTING.**
- 6.) Using your ICX key, **open** the printer housing and confirm that all the candidates and races have zero ballots cast next to their names. Now **insert** your backing card and **sign** as a bipartisan team on the election official line. Once signed, **remove** the backing card and **close** the printer housing.



- 7.) **Press OK** on the ICX screen. The printer should now automatically take the signed zero report up into the ICX machine. The machine should now state “**Insert Voter Access Card**,” which means that the zero report has been run.
- 8.) Using the **GREEN ZIP TIE LOCK**, **lock** any door that had locks removed to run the zero reports. Start by **locking** the printer housing on the front of the ICX machine. Prior to locking the power door on the rear of the ICX machine, make sure to **verify** that the ICX machine is charging. **Record** the lock numbers on the **YELLOW CHAIN OF CUSTODY**. **RETURN** the Poll Worker Cards and ICX Keys to your VLFM once you have completed your reports.



Voter Photo Identification Requirements

Ohio law requires every registered voter, upon appearing at the polling place to vote on Election Day, to provide proof of identity that includes **photograph, expiration date, and name**.

Acceptable forms of unexpired photo ID:

- 
- Ohio driver's license
 - State of Ohio photo ID card
 - Interim photo ID form issued by the Ohio BMV (this is on paper)
 - U.S. passport or passport card
 - Ohio National Guard photo ID card
 - U.S. Department of Veterans Affairs photo ID card (VIC or VHIC)
 - U.S. military photo ID card (Current or common access card)
 - U.S. Military Dependent ID

All photo IDs must have the following:

- An expiration date that has not passed
- A photograph of the voter
- The voter's name, which must substantially conform to the voter's name as it appears in the ePollbook

Ohio law prohibits the acceptance of the following forms of ID:

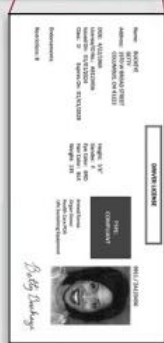
- 
- Utility bill
 - Bank statement
 - Government check
 - Paycheck
 - Ohio Mobile ID
 - Insurance card
 - Other government document (except the acceptable forms listed above) such as a social security card or birth certificate.
 - A driver's license or ID that contains a "Non-Renewable/Non-Transferable" identifier
 - A driver's license or ID that contains a "Non-Citizen" identifier may only be **used in conjunction with additional proof of citizenship**
 - Any registration acknowledgement notice from the county board of elections
 - **A photo of an ID on the voter's phone is NOT acceptable.** The only digital ID that is permitted is the **VIC or VHIC card issued by the Department of Veterans Affairs.**
 - An unexpired Ohio Driver's License or Ohio ID card with the **voter's former address is an acceptable form of identification if the correct current address is in the ePollbook.**

If the voter does not provide a valid photo ID, send them to the VAT.

State ID

CITIZENSHIP DOCUMENTATION
(If Required)

Interim ID



**U.S. Military ID or
Ohio National Guard ID**



Non Renewable/Non Transferable Credential

Ohio Mobile ID



Noncitizen Identifier



If the license or ID contains a "NONCITIZEN" identifier on the back, additional proof of citizenship, outlined below, is required.

Certificate of Naturalization



Birth Certificate



Certificate of Citizenship



**Consular Report of Birth
Abroad (CRBA) / Certification
of Report of Birth**



Form I-797 Notice of Action for Form N-565



Voter Information Verification

As poll workers it is important to slow down and pay attention to detail when checking in every voter. The ePollbook does NOT recognize expiration dates on the license. If a voter has an expired ID, send the voter to the Voter Assistance Table.

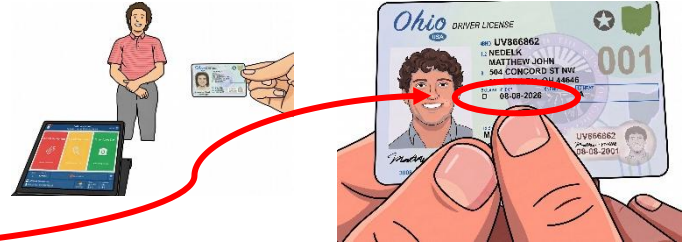
Starting the Process:

1.) **Ask:** “May I have your Photo ID?”



2.) **Confirm:** It's an acceptable form of photo ID.

3.) **Verify:** The photo on the ID matches the voter.



4.) **Check:** The expiration date.

5.) **Verify:** The back of the ID does not say “NONCITIZEN.”



6.) **Look Up:** The voter in the ePollbook.

If performing a manual search, look up the voter by their last name and date of birth (DOB).



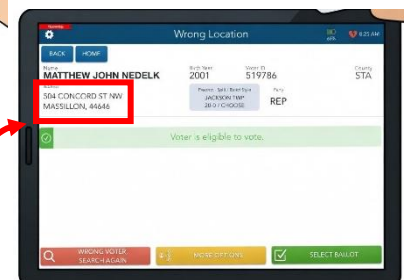
7.) **Ask:** “What is your legal name?” Confirm that the name provided matches the name in the ePollbook and the name on the photo ID. If they do not match, direct the voter to the VAT.



8.) **Return:** The photo ID to the voter.



9.) **Ask:** “What is your current address?” If the address in the ePollbook does not match, direct the voter to the VAT. If it matches, begin the steps to program a Voter Access Card.

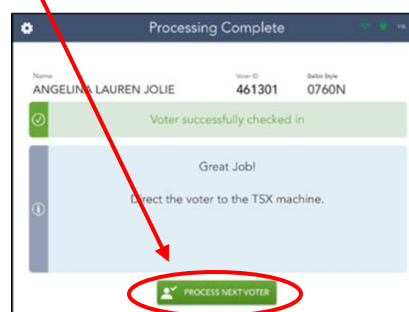
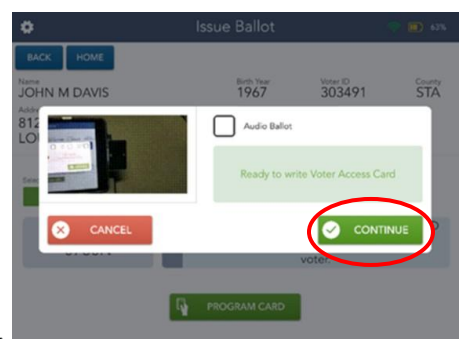
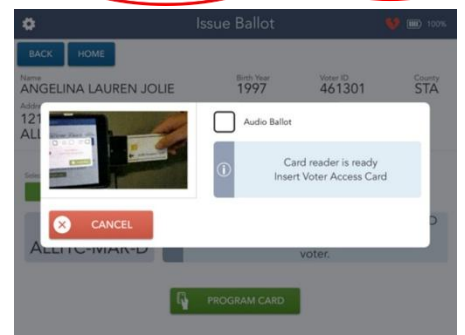
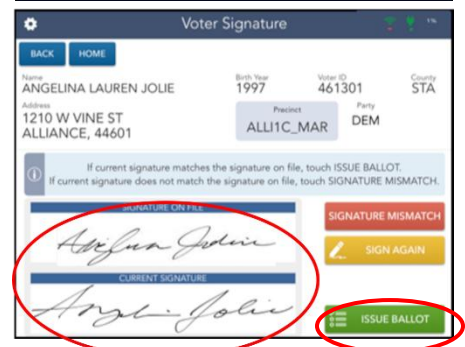
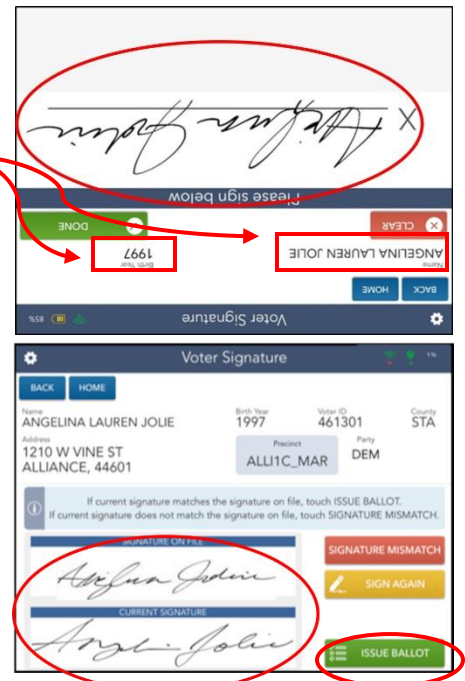


Processing Voters on the ePollbook

Once the information the voter gave you has been confirmed, you will follow the steps listed below to process a Voter Access Card (VAC) to vote on the ICX machine.

Checking in the Voter on the ePollbook:

- 1.) Press **GET SIGNATURE** located in the bottom right corner.
- 2.) Flip the ePollbook to the voter. Have **the voter confirm their date of birth and name**, then sign. It is the **voter's responsibility to press DONE** once they have finished signing.
- 3.) Flip the ePollbook back to compare the signature. If the signature is similar, proceed and press **ISSUE BALLOT**. If the signature is not similar, but the signature on the driver's license matches, have the voter complete a Form 260 Signature Update, then press **ISSUE BALLOT**.
- 4.) Press **PROGRAM CARD**.
- 5.) Insert the Voter Access Card (VAC) into the reader with the gold chip facing up.
- 6.) Press **CONTINUE**. The card programming process will now begin. Wait until the screen states "Voter successfully checked in," then remove the Voter Access Card to give to the voter. Instruct the voter to insert the card with the arrow facing the yellow slot in the ICX machine. Tell the voter not to remove the card until they have seen the big checkmark, which means they have successfully cast their ballot.
- 7.) Press **PROCESS NEXT VOTER**.



Curbside Voting

Curbside voting can only be used if a person is physically unable to enter the polling location. Do not challenge a voter's statement that they are physically unable to enter the polling location. A curbside voter may send a representative into the polling location, or a call can be relayed to the VAT Manager from the BOE.

- 1.) The person notifying the PEO that someone needs to vote curbside should be sent to the VAT.
- 2.) A bipartisan team assigned by the Voting Location Floor Manager takes the Curbside Roster on a clipboard from the VATM to the voter. The voter will completely fill out and sign the Curbside Roster. The bipartisan team will verify the voter's identity with their photo ID and return to the VAT with the voter's photo ID clipped to the completed roster.
- 3.) After the Curbside Ballot is processed by the VATM, the bipartisan team will take the scanned ballot, the White Privacy Envelope, and an "I Voted" sticker out to the curbside voter.
- 4.) With the bipartisan team standing aside to ensure privacy, the voter will fill out the ballot.
- 5.) After voting, the voter will place the paper ballot in the White Privacy Envelope and seal the envelope. Give the voter an "I Voted" sticker.



Stark County Board of Elections Curbside Voter Roster General Election: November 3, 2026		
Voter Information	PEO Section	VATM Section
Printed Legal Name: _____ Current Address: _____	Valid ID Provided: (circle one) Yes or No	Stub #: _____ Precinct: _____
Signature: _____ Ballot Selection Primary Only (circle one) Democratic Libertarian Republican Issues Only	Democratic PEO Signature _____ Republican PEO Signature _____	(circle one) Optical Scan Paper Ballot or Provisional Ballot

This section must be filled out by completely the **voter**.

This section must be filled out by the **bipartisan PEO team** going out to get the voter's information.

This section must be filled out by the **VATM**.

Double check to make sure the voter has signed.

Voter only completes this section if it is a Primary Election.

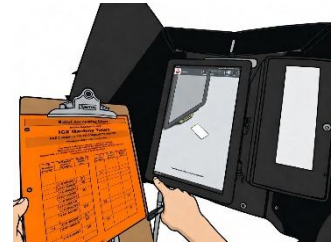
Circle "Yes" if a valid ID was provided. If no valid ID shown, circle "No."

Reminder:
A bipartisan team is a Democrat and a Republican.

Running the ICX Closing Report

Preparation for Running the ICX Closing Reports:

- 1.) **Ensure** all voters have left the voting room before starting the closing down process.
- 2.) In preparation for closing, **place** an ICX evidence bag and large paper clip on each ICX suitcase next to the corresponding ICX Machine. The ICX # on the evidence bag must match the ICX Machine.
- 3.) **Record** the number of votes (found on the bottom left of the ICX screen) on the **ORANGE BALLOT ACCOUNTING CHART**. When the totals are recorded, **give** the chart to the VATM.
- 4.) **Cut off** the **GREEN ZIP TIE LOCKS** located on the ICX printers and place them in the **Locks and Seals Envelope**.
- 5.) The VLFM will hand out **Poll Worker Cards** and **ICX printer keys**. The Election Day Passcode will also be provided as needed. VLFMs will lead the process on how to run the closing reports.



Running Closing Report Video:

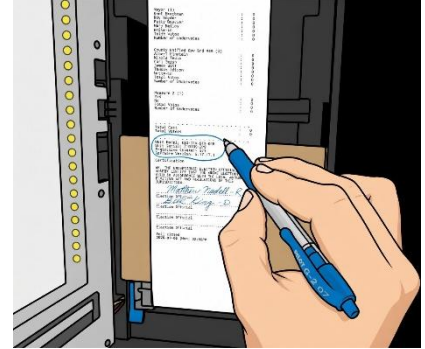
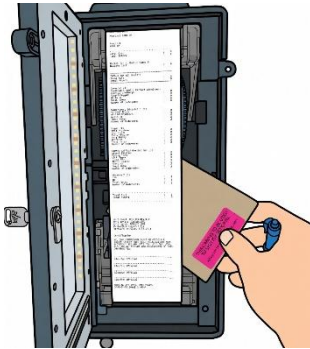


Running the Closing Reports:

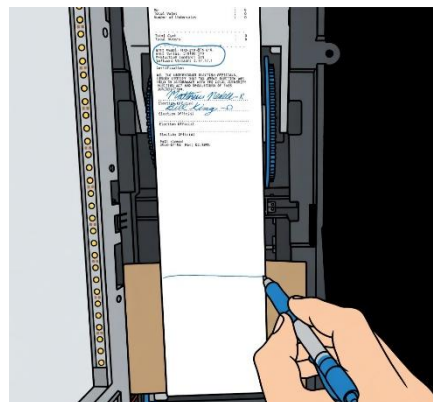
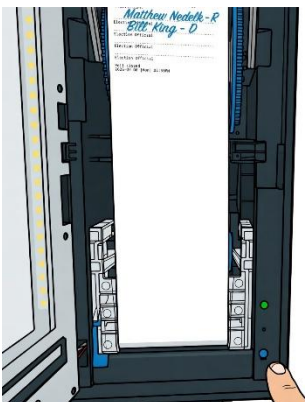
- 1.) **Insert** the Poll Worker Card into the reader. **Enter** the Election Day Passcode then press **LOGIN**.
Tap ADMIN MENU.



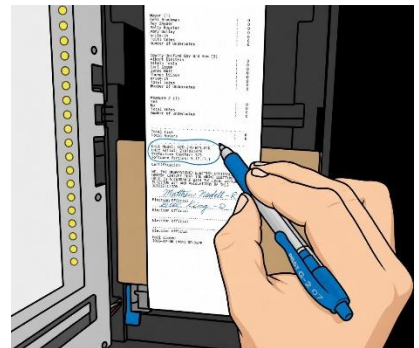
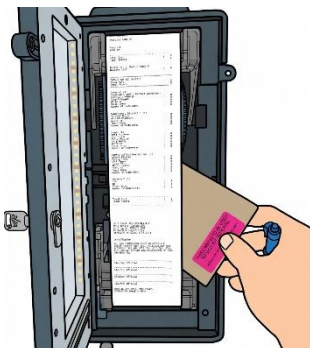
- 2.) On the Admin Menu, **tap CLOSE POLLS**, then **tap YES** to **confirm**. Report #1 will automatically be printed at this time. Be sure to stay in cadence with the directions from the VLFM.
- 3.) When the printer has stopped printing, **open** the printer door and **insert** the backing card. **Sign** on the election official line and **circle** the serial number paragraph.



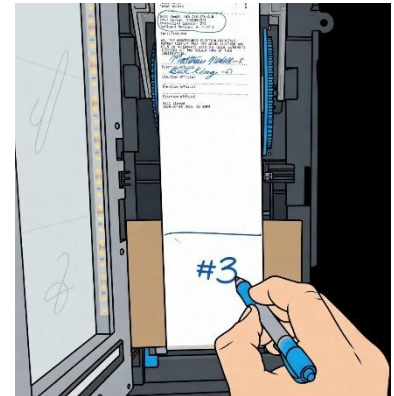
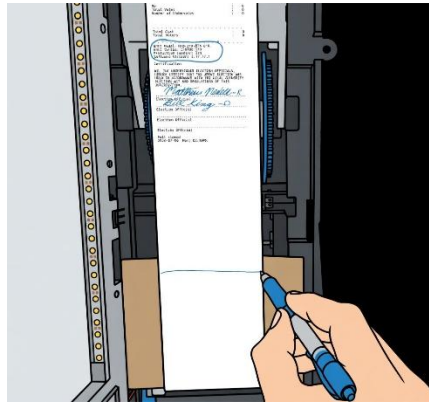
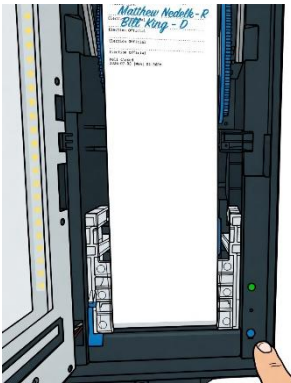
- 4.) **Press and hold** the blue paper advance button to provide enough room to tear the paper between reports. **Draw** a line across the paper. **Write** "#2" below the line on the paper. **Remove** the backing card.



- 5.) **Close** the printer housing, and **press PRINT ANOTHER REPORT** on the screen. The next report will automatically print.
- 6.) When the printer has stopped printing, **open** the printer door and **insert** the backing card. **Sign** on the election official line and **circle** the serial number paragraph.

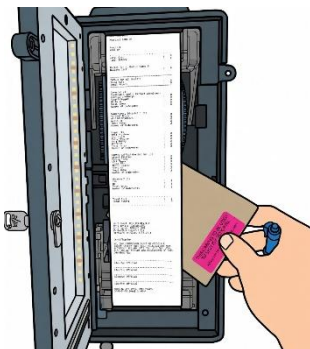


7.) **Press and hold** the blue paper advance button to provide enough room to tear the paper between reports. **Draw** a line across the paper. **Write** “#3” below the line on the paper. **Remove** the backing card.

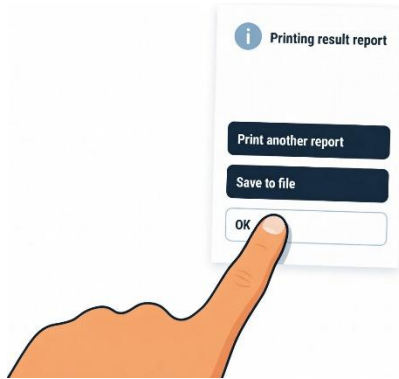
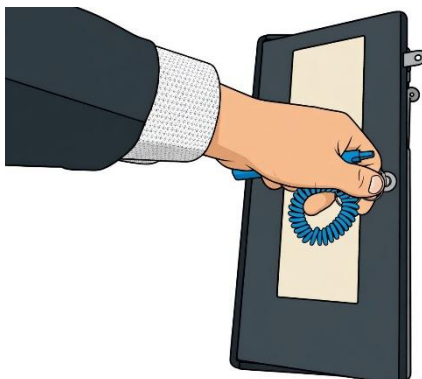


8.) **Close** the printer housing, and **press** **PRINT ANOTHER REPORT** on the screen. The next report will automatically print.

9.) When the printer has stopped printing, **open** the printer door and **insert** the backing card. **Sign** on the election official line and **circle** the serial number paragraph. **You have now finished the final report.**



10.) **Close** the printer housing and **press** **OK**. Once the printer has stopped printing, **press** **POWER OFF**. **Wait** for the display to go blank, then **remove** the Poll Worker Card. Run all the reports prior to removing any reports from the ICX machine.



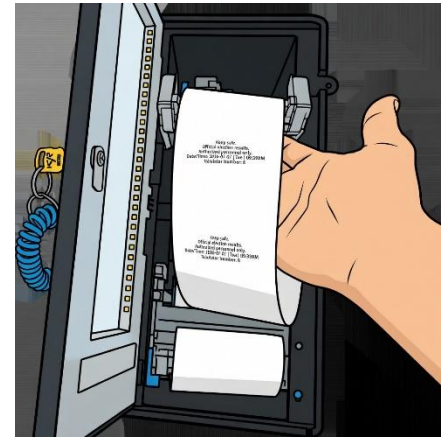
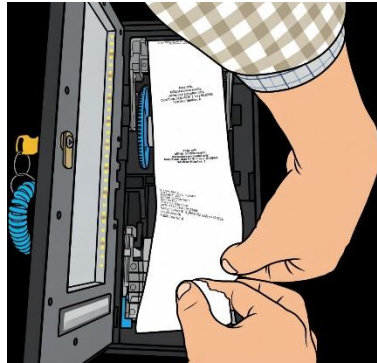
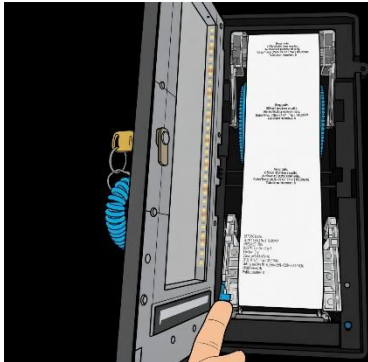
Removing the ICX Closing Report

Removing the Closing Reports:

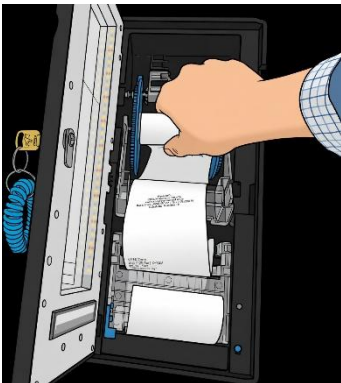
Removing the
ICX Closing
Report Video:



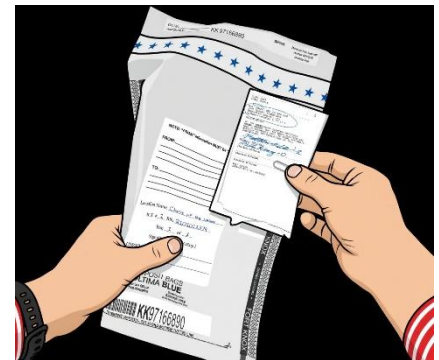
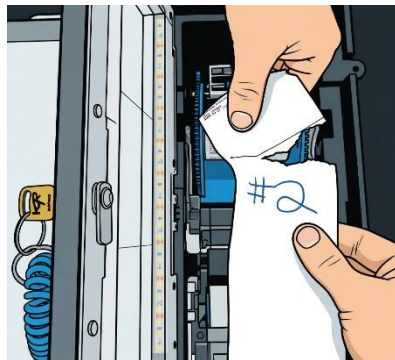
- 1.) **Open** the printer door and **lift** the small blue lever located in the bottom left. **Tear** below the last report. **Lower** the clear lever at the top down towards you.



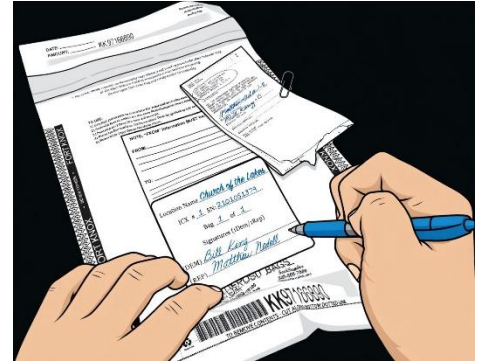
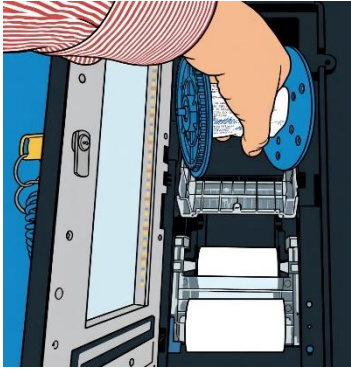
- 2.) **Loosen** the top blue spindle by gently **lifting upwards**, then **pull** the report paper towards you. **Tear** on the line above #3.



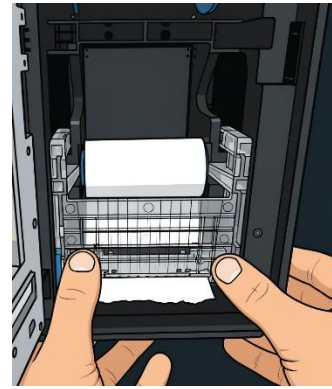
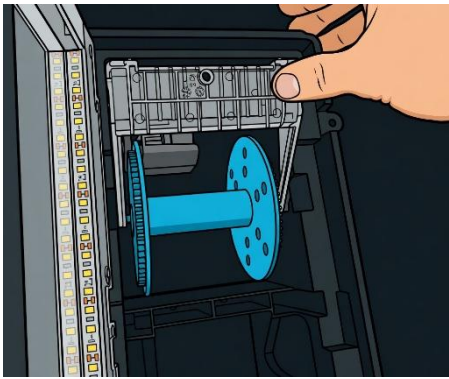
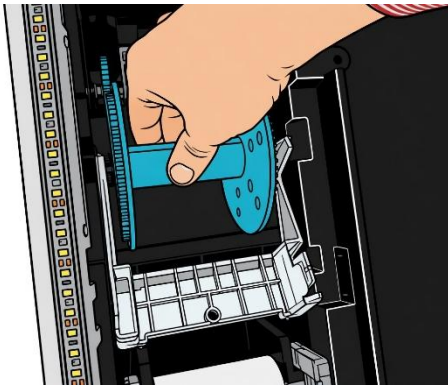
- 3.) **Hang** the **third report** on the **outside of the front door of the polling location**. **Pull** out the report and **tear** on the line above #2. Take the **second report** and **fold** it **accordion style** and **affix** it to the **ICX evidence bag** with a paper clip.



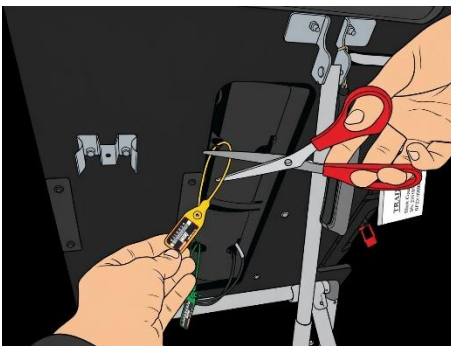
- 4.) **Remove** the top paper spool using a partner and **place** the **first report inside the ICX evidence bag**. Now **sign** the evidence bag as a bipartisan team and **verify** the bag has been fully completed. Once verified, seal the bag and place it in the **PURPLE TRANSFER BAG**.



- 5.) **Reassemble** the blue spindle and **insert** the **EMPTY** spool into the ICX machine. **Lift** the clear lever upwards. **Roll** the excess paper at the bottom of the ICX machine back in and **press** the bottom retainer back in. The VLFM will **verify** that all reports have been **removed** from the blue spool. Once verified, close and lock the ICX printer door.



- 6.) The **VLFM or VATM will be responsible for removing the ICX memory stick**. **Remove** the **YELLOW ZIP TIE LOCK** and **grab** the **BLUE TURTLE CASE** to help with the process.

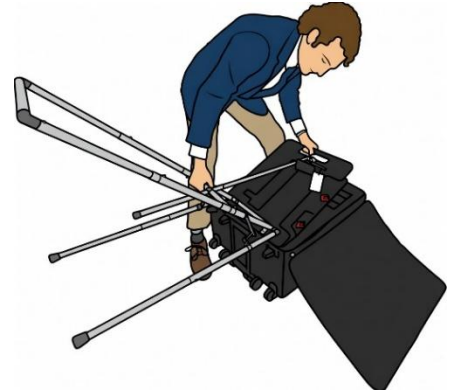
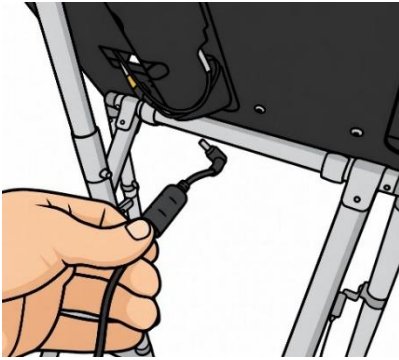


- 7.) **Load** the election materials and results into the VLM's car. **It is very important to get the VLM and Riderback on the road to deliver the election results back to the Board of Elections in a timely manner.**

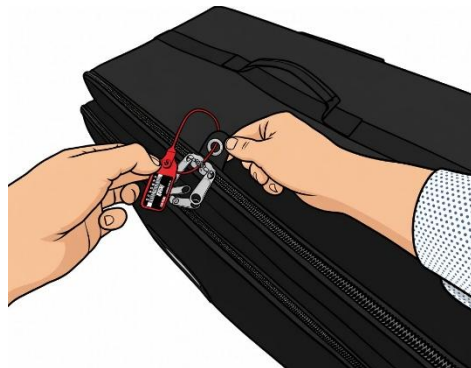
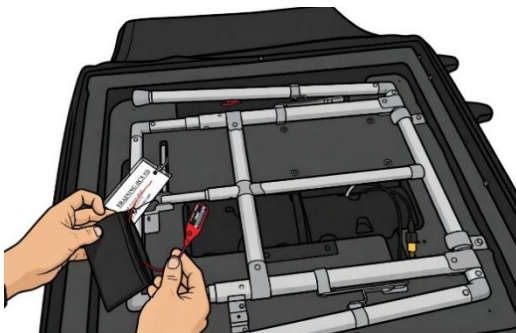
Putting Away the ICX Machines

Putting Away the ICX Machines:

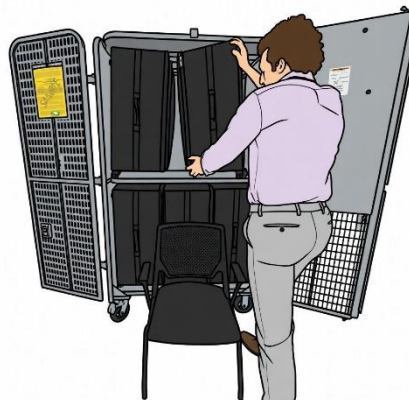
- 1.) **Put** the power cord into the ICX suitcase, then lower the ICX machines into the suitcases.



- 2.) **Remove** the **RED ZIP TIE LOCK** from the black pouch located on the back of the ICX machine. **Zip up and lock** the ICX suitcase with the **RED ZIP TIE LOCK**. **Return** the privacy shield back in the outermost pocket.



- 3.) **Load** the ICX suitcases in the correct cage. The suitcases must be placed as shown in the diagram. Once the cages have been loaded correctly, close the door and lock the cage with the **BLUE ZIP TIE LOCK**.



Board of Elections Contacts

Board of Elections Contact Information for Questions Before or on Election Day

Reason	Contact Name	Phone Number	Email Address
Voting Machine Questions or Problems	Jordan	330-451-7010	jcfisher@starkcountyohio.gov
	Jim	330-451-7012	jemartens@starkcountyohio.gov
Election Day Questions for Leadership Teams	Matthew	330-451-7526 330-437-6084 (Mobile Phone)	mjnedelk@starkcountyohio.gov
ePollbook Questions or Problems	Andrew	330-451-7011	atreed@starkcountyohio.gov
	Travis	330-451-7045	tesecrest@starkcountyohio.gov
Voters with Questions	BOE Main Line	330-451-8683	boe@starkcountyohio.gov
EDT's Name			

How to create an Incident
Report in the ePollbook video:



How to load the Purple
Transfer Bag video:



How to print another ICX
report video:



How to perform a paper
change on the ICX Machine:



How to reset the ePollbook
encoder:



How to remove the memory
sticks:

