



Jon Husted Ohio Secretary of State

180 East Broad Street, 16th Floor
Columbus, Ohio 43215
Tel: (877) 767-6446 Fax: (614) 644-0649
www.OhioSecretaryofState.gov

DIRECTIVE 2016-16

June 28, 2016

To: All County Boards of Elections
Directors, Deputy Directors, and Board Members

Re: Mandatory Training for Precinct Election Officials

SUMMARY

All precinct election officials appointed to work at an Election Day precinct for the November 8, 2016 General Election must attend, during the 60 days leading up to the election, a training class provided by the board of elections that covers, at a minimum, the topics specified herein. To assist with the fiscal impact of training precinct election officials this year, each board will receive in July a payment for precinct election official training expenses. The Secretary of State's Office also will be providing Precinct Election Official Quick Reference Guides (flipcharts) for the general election, with delivery expected in September.

INSTRUCTIONS

State law sets a minimum threshold for the training of precinct election officials, leaving to the discretion of the Secretary of State and the boards of election whether to require more frequent training.¹ To help ensure the efficiency and accuracy of the administration of the November 8, 2016 General Election, all boards of elections are directed to train, during the 60 days leading up to the election, all precinct election officials who may work at an Election Day precinct polling location for the election.

The training must include, at a minimum, instruction on the following specific topics:

- Duties and conduct of precinct election officials.²
- Duties of the voting location manager.³
- Setting up the polling location:
 - Opening supplies;⁴
 - Activating the voting equipment and verifying zero counts;

¹ R.C. 3501.27.

² See, e.g., R.C. 3501.22, 3501.26, 3501.33, 3501.35, 3505.26, 3505.27, 3505.29, 3505.30, 3505.31, 3599.07, 3599.17, 3599.18, 3599.19, 3599.20, 3599.25, 3599.26, 3599.32, 3599.33, 3599.38; 52 U.S.C.A. §10701, 52 U.S.C.A. §10307, 18 U.S.C. 241, 242, 608(a).

³ R.C. 3501.22(A)(1), 3501.31, 3501.32.

⁴ R.C. 3501.30, 3505.16.

- Posting flags, required notices,⁵ and the registration list⁶ (6:30 a.m. voter list with absentee voters marked⁷);
- Signing the oath and payroll documents;⁸
- Activating and ensuring the proper setup of the electronic poll books (if using); and
- Printing and posting the 11:00 a.m. and 4:00 p.m. lists from the electronic poll book or marking and posting the 11:00 a.m. and 4:00 p.m. paper lists.
- Security at the polling location.⁹
- When and how to contact the board of elections due to:
 - Absent PEOs;
 - Missing supplies;¹⁰
 - Insufficient supply quantities;
 - Equipment malfunction (and when to utilize backup paper ballots);¹¹ or
 - Ballot shortages.
- When and how the board of elections will contact the precinct election officials.
- Handling non-voting activity at the polling location:
 - Observers;¹²
 - Media & pollsters;¹³
 - Permitted review of the precinct voter lists (6:30, 11:00, and 4:00 lists);¹⁴ and
 - Prohibitions against electioneering.¹⁵
- Assisting voters:¹⁶
 - Processing voters using “any line, any time;”¹⁷
 - Finding the voter in the signature or electronic poll book (using primary and secondary search methods):
 - Processing voters who have changed their residential address within the precinct as regular ballot voters rather than provisional ballot voters;¹⁸ or
 - Processing voters who have changed their name but have not changed residential address, or who have changed their name and have changed their residential address within the precinct, as regular ballot voters rather than provisional ballot voters.¹⁹

⁵ R.C. 3501.11(W), 3501.30, 3505.12.

⁶ R.C. 3503.23.

⁷ R.C. 3509.09.

⁸ R.C. 3501.31.

⁹ R.C. 3501.33, 3501.34, 3501.35, 3599.24, 3599.31; Directive 2015-29.

¹⁰ R.C. 3505.17.

¹¹ Directive 2015-26.

¹² R.C. 3505.21; Directive 2015-29.

¹³ R.C. 3501.35(B); Directive 2015-29.

¹⁴ R.C. 3501.35(B), 3503.23(C).

¹⁵ R.C. 3501.30, 3501.33, 3501.35, 3599.24(A)(5); Directive 2015-29.

¹⁶ R.C. 3505.18, 3505.181(E)(2); Directive 2015-29.

¹⁷ Directive 2015-24; Advisory 2016-01.

¹⁸ R.C. 3503.16(B)(1)(a).

¹⁹ R.C. 3505.16(B)(1)(b), Directive 2015-29.

- Directing wrong-precinct voters to the correct polling location using the Precinct Voting Location Guide or electronic poll book;²⁰
- Understanding special designations in the signature or electronic poll book (e.g., returned acknowledgement card, requested an absentee ballot, etc.);²¹
- Issuing the correct ballot style to the voter based on the voter's address;²² and
- When to cancel a voter's ballot / issue a replacement ballot.²³
- Proper administration of voter ID requirement:
 - Qualifying forms of valid voter identification;²⁴
 - Accepting former residential address on an Ohio driver license or state identification card as valid when current address is printed in signature poll book;²⁵ and
 - Comparing the name and address on the voter's identification with the voter's name and address in the signature or electronic poll book.
- Processing provisional voters:
 - Reasons for issuing a provisional ballot;²⁶
 - Proper completion, by the voter, of the provisional ballot affirmation statement on the provisional envelope;²⁷
 - Proper use of [Form 12-D](#) whenever a voter insists on casting a provisional ballot in the wrong precinct of a multi-precinct polling location;²⁸ and
 - Issuing the correct ballot style to the voter based on the voter's address.
- ADA accessibility and assisting voters with a disability.²⁹
- How to handle voters in line at 7:30 p.m.³⁰
- How to handle court orders to keep the polls open past 7:30 p.m.³¹
- Closing the polls:³²
 - Closing the voting equipment;
 - Printing results tapes;³³
 - Reconciling signatures, ballots, and public counts;³⁴
 - Completing reports;³⁵
 - Securing equipment and supplies;³⁶ and
 - Transporting appropriate material to the board of elections by bipartisan teams.³⁷

²⁰ R.C. 3505.181(C)(1).

²¹ R.C. 3503.19(C)(2), 3503.24(D)(2), 3505.181(A)(3), 3505.19, 3509.09(A), 3511.011.

²² R.C. 3505.18.

²³ R.C. 3505.23.

²⁴ R.C. 3505.18(A); Directive 2015-29.

²⁵ R.C. 3501.01(AA)(2), 3505.18(A)(1); Directive 2015-29.

²⁶ R.C. 3503.16(B)-(C), 3505.18(A)(2), 3505.181(A); 52 U.S.C.A. §20507, 52 U.S.C.A. § 21082, 52 U.S.C.A. §21083.

²⁷ R.C. 3505.181(B)(2), 3505.182.

²⁸ R.C. 3505.181(C).

²⁹ R.C. 3501.29(B)-(C), 3501.382, 3505.18(B), 3505.181(F), 3505.23, 3505.24; 52 U.S.C.A. §10508, 20102 -20104.

³⁰ R.C. 3501.32(A).

³¹ 52 U.S.C.A. §21082.

³² R.C. 3501.26, 3505.26, 3505.29.

³³ R.C. 3505.30.

³⁴ R.C. 3501.26, 3501.30, 3505.26, 3505.27.

³⁵ R.C. 3501.26, 3505.26, 3505.29.

³⁶ R.C. 3501.30, 3501.37, 3505.31; Directive 2015-29.

³⁷ Directive 2015-29.

All boards are reminded that online precinct election official training provided by the Secretary of State's Office is available to supplement, not replace, the training provided by the board of elections. Likewise, online precinct election official training provided by a Board of Elections Office may supplement, not replace, the in person training provided by the board of elections. For more information about online precinct election official training, contact Matthew Tlachac at (614) 466-2585 or MTlachac@ohiosecretaryofstate.gov.

If you have any questions about this Directive, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,

A handwritten signature in black ink that reads "Jon Husted". The signature is stylized with a large, looping "J" and a cursive "Husted".

Jon Husted