



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 2012-15
April 27, 2012

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 6, 2012 general election must attend a training class provided by the board of elections during the 60 days leading up to the election covering, at a minimum, the topics specified herein. To assist counties with the fiscal impact of training precinct election officials this year, each county will receive a payment in July from the state general revenue fund for precinct election official training expenses incurred in county fiscal years 2011 and 2012. The Secretary of State's office will also be providing Precinct Election Official Quick Reference Guides (flipcharts) for the general election, with delivery expected in October.

INSTRUCTION

State law¹ sets a minimum threshold for the training of precinct election officials and leaves to the discretion of the Secretary of State and county boards of election whether to require more frequent training. To help ensure the efficiency and accuracy of the administration of the November 6, 2012 general election, all county boards of elections are directed to train all precinct election officials who may work at an Election Day precinct for the November 6, 2012 general election during the 60 days leading up to the election.

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

- Duties and conduct of precinct election officials
- Duties of the presiding judge

¹ RC 3501.27

- Setting up the polling location
 - Activating the voting equipment and verifying zero counts
 - Posting flags and required notices
 - Signing the oath and payroll documents
- Security at the polling location
- When and how to contact the board of elections due to
 - Missing supplies
 - Insufficient supply quantities
 - Equipment malfunction
 - Ballot shortages
- When and how the board of elections will contact the precinct election officials
- Handling non-voting activity at the polling location
 - Observers
 - Media & Pollsters
 - Permitted review of the precinct voter lists (6:30, 11:00, and 4:00 lists)
 - Prohibitions against electioneering
- Assisting voters
 - Finding the voter in the signature poll book
 - Directing wrong-precinct voters to the correct precinct or polling location using the Precinct Voting Location Guide
 - Understanding special designations in the signature poll book (returned acknowledgement card, requested an absentee ballot, etc.)
 - Issuing the correct ballot style to the voter based on the voter's address
 - When to cancel a voter's ballot / issue replacement ballots
- Proper administration of voter ID requirement
 - Qualifying forms of valid voter identification
 - Accepting former residential address on an Ohio driver license or state identification card as valid when current address is printed in signature poll book

- Assisting provisional voters
 - Reasons for issuing a provisional ballot
 - Proper completion, by the voter, of the provisional ballot affirmation statement on the provisional envelope
 - Issuing the correct ballot style to the voter based on the voter's address
- ADA accessibility and assisting voters with a disability
- How to handle voters in line at 7:30 p.m.
- How to handle court orders to keep the polls open past 7:30 p.m.
- Closing the polls
 - Closing the voting equipment
 - Printing results tapes
 - Reconciling signatures, ballots, and public counts
 - Completing reports
 - Securing equipment and supplies
 - Transporting appropriate material to the board of elections by bipartisan teams

All boards are reminded about the availability of online precinct election official training provided by the Secretary of State's office to supplement the training provided by the county board of elections. For more information about online precinct election official training, contact Laura Pietenpol at 614-466-2585 or lpietenp@ohiosecretaryofstate.gov.

If you have any questions about this Directive, please contact the Secretary of State's elections attorney assigned to your county.

Sincerely,



Jon Husted