

DURING THE DAY

ENTRANCE & DROP BOX

One officer should be positioned near the building entrance or voting room entrance. Assist voters as they enter and monitor the absentee ballot drop box.

ASSIST VOTERS AS THEY ENTER

- **Greet voters and verify that they are in the correct location.** (This is especially important for polling places which contain two co-located precincts.)
- **Monitor the lines and help control polling place access.** If the voting room or check-in tables are too crowded, hold the line in the hallway for a short time until the line becomes shorter.
- **Remind voters to have their ID ready.** The check-in process will go faster if voters have their ID out of their purse or wallet. If voters have questions, refer to the list of acceptable IDs.
- **Encourage voters to look at the sample ballot while they are waiting in line.**
- **Notify the Chief if there is anything of concern in the area outside the voting room or building.**

MONITOR THE DROP BOX

- The drop box must be actively monitored from 6:00 AM to 7:00 PM on election day.
- The officer monitoring the drop box should not leave until a replacement arrives, so the drop box is never unattended.
- Voters from anywhere in Fairfax County can deposit envelopes in any Fairfax County drop box. Voters are also permitted to deposit other mail intended for the Office of Elections (such as affidavits to “cure”, or fix missing information on, previously submitted absentee ballot envelopes).
- Voters are not required to provide identification or identify themselves when using the drop box.
- Voters are permitted to place more than one ballot envelope in the drop box.
- Do not give absentee ballot instructions to the voter; refer them to the instructions on the absentee ballot envelope or tell them to call the Office of Elections.
- Election officers should not sign an absentee envelope as a witness.
- If a voter with an absentee ballot wishes to vote in person instead, direct them to the voting room, where they can surrender their absentee ballot and vote in person.
- Curbside voters may give absentee ballot envelopes to election officers, who should immediately deposit them in the drop box.
- Any voters in line at the drop box at 7:00 PM may deposit their ballot envelope in the drop box.