

# **NEW & EXPERIENCED ELECTION OFFICER TRAINING**

**For the June 2021  
Party Primary Election**

# CLASS NOTES

- ★ **Review these slides and notes at your own pace.**
- ★ **At the end, you must complete a quiz to receive credit for the class.**

- ★ **Class topics:**
  1. Basic Information
  2. Acceptable IDs
  3. Opening Procedures
  4. During the Day:
    - Poll Pads
    - ExpressVote
    - DS200 Scanners
  5. Closing Procedures
  6. Conclusion/Quiz

# NEW AND NOTABLE FOR JUNE 2021

- **New Poll Pad software**
- **Minor updates to acceptable IDs**
- **Absentee Ballot Drop-Off Boxes at all polling places**
- **Continue to observe all safety procedures during COVID-19 pandemic**

# Contingency Response Plan for COVID-19

- ★ **We are implementing measures similar to what we did in 2020, which were well-received by more than 95% of all officers according to post-election surveys.**
- ★ **You will receive more information about the final Contingency Response Plan for COVID-19 closer to election day.**

# Contingency Response Plan for COVID-19

1. Provide each polling place with face masks, face shields, gloves, disinfecting wipes, and hand sanitizer for election officers. (You may bring and wear your own face mask.)
2. Provide each polling place with clear acrylic “sneeze guards” to place at each check-in table and other areas.
3. Require all election officers to wear a face mask or face shield at all times in the voting area.
4. Limit the number of voters in the voting room.
5. Require voters to maintain a 6-foot distance from each other and from election officers.
6. Provide all training online.
7. If any election officer is ill before election day, we will replace them immediately.
8. If any election officer appears ill on election day, we will send them home immediately.

# BASIC INFORMATION

# GUIDING PRINCIPLES

## INTEGRITY

*We will uphold the highest standards in the conduct of the election.*

## NEUTRALITY

*We will treat all voters in a fair and unbiased manner.*

## ACCURACY

*We will strive for perfection in every part of the election process.*

## TRANSPARENCY

*Nothing we do is secret except the voter's ballot.*

# BASIC INFORMATION

## WORKING HOURS:

5:00 AM until  
dismissed by the Chief.

## WHAT TO BRING:

*Food, medicine,  
something to read.*

## COMPENSATION:

\$175 for a full  
day of service.

## WHAT TO WEAR:

*Business casual.  
Wear layers.*

## DURING THE DAY:

*No political comments.  
You cannot leave the precinct.*

# TIMELINE

## PRE-ELECTION

- Complete training
- Vote absentee!
- Call from Chief
- Initial setup day before election

## DURING THE DAY

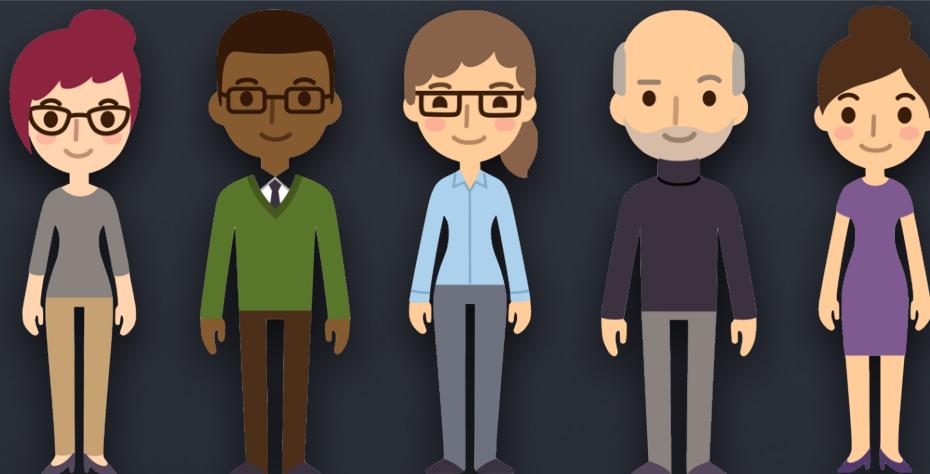
- Arrive by 5:00 AM
- Assist with setup
- Help voters
- Refer issues to Chief
- Assist with closing
- **Sign required forms!**

## POST-ELECTION

- If you forget to sign a required form, you **MUST** come to the office within 2 days
- Post-election survey
- Look for payment **4-6 weeks** after election day

# CHIEF & ASSISTANT CHIEF

WORK TOGETHER AS A TEAM TO  
MANAGE THE PRECINCT



# ELECTION OFFICERS

HELP VOTERS WITH CHECK-IN AND  
DIRECT VOTERS TO MARK & CAST BALLOTS



# HIGH SCHOOL PAGES

ONLY SERVE IN NOVEMBER ELECTIONS;  
MAY NOT OPERATE VOTING EQUIPMENT

# SPECIAL POSITIONS FOR THIS ELECTION



## PPE SPECIALIST

RECEIVES ADDITIONAL TRAINING,  
RESPONSIBLE FOR PPE, MAINTAINS SOCIAL  
DISTANCING, AND SANITIZES SURFACES

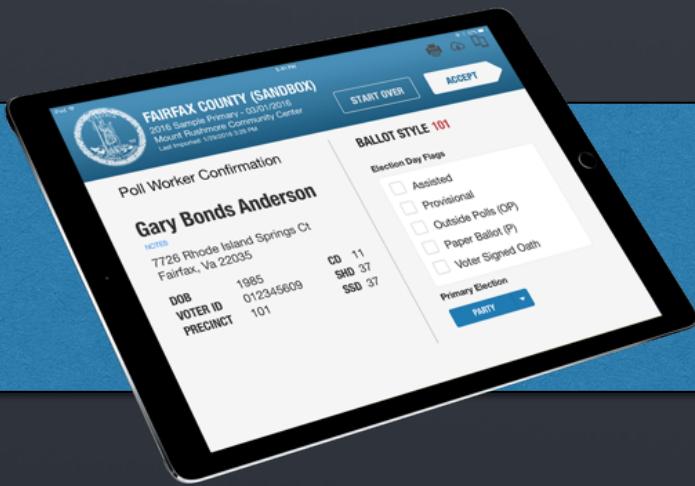


# SPECIAL POSITIONS FOR THIS ELECTION

## ABSENTEE BALLOT COLLECTORS

IMMEDIATELY AFTER POLLS CLOSE,  
DELIVER BALLOTS FROM DROP-OFF BOX  
TO OFFICE OF ELECTIONS





## POLL PAD

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



## DS200 DIGITAL SCANNER

BALLOT VOTING DEVICE

# ELECTION OFFICER ROLES

## VOTER INFORMATION OFFICER

*Greet voters, remind them to have ID ready*

## VOTING MACHINE OFFICER

*Maintain line, monitor privacy, provide guidance*

## POLLBOOK OFFICERS

*Check in voters on Poll Pads*

## VOTING BOOTH OFFICER

*Direct voters to open voting booths*

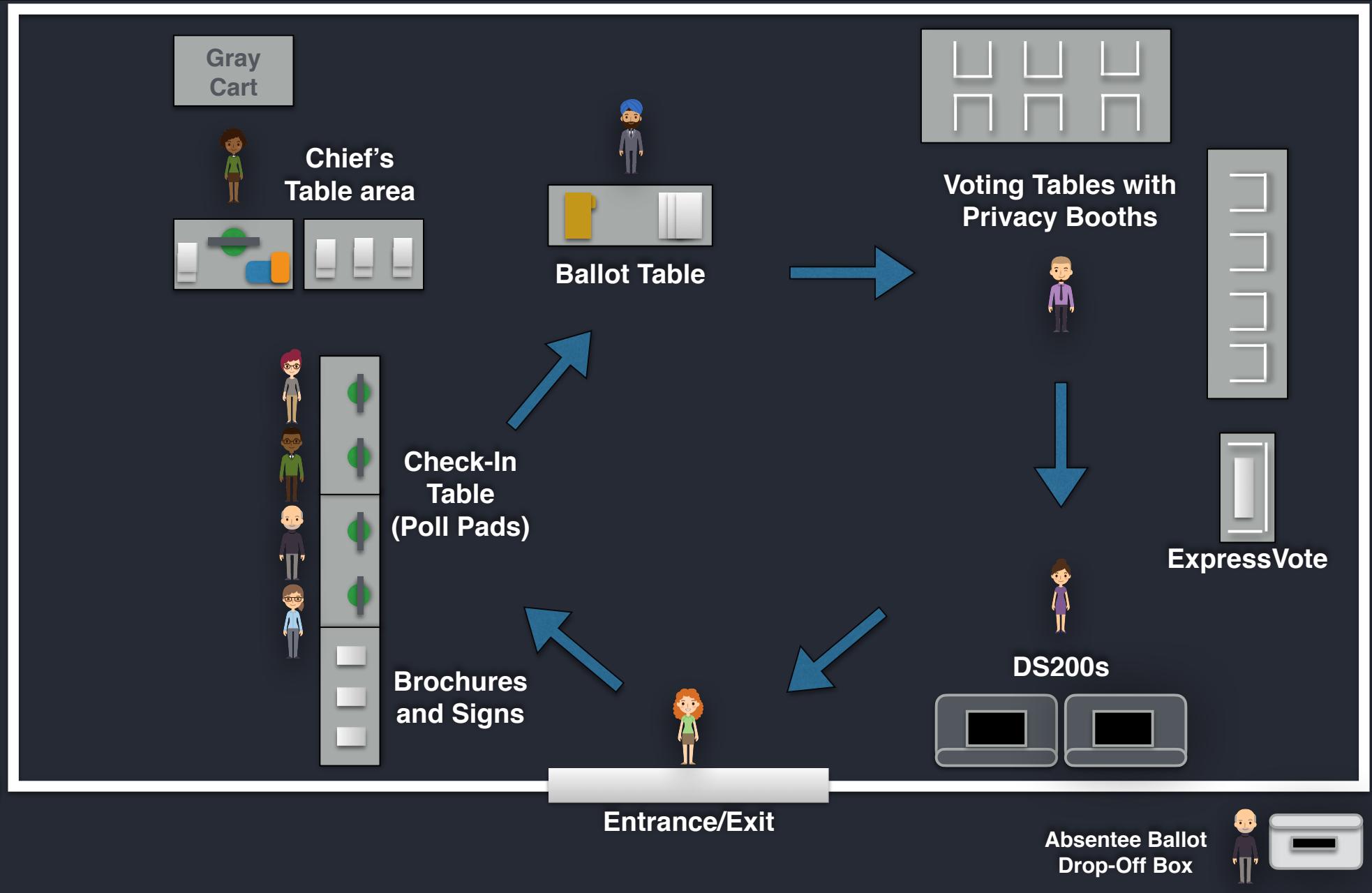
## BALLOT OFFICER

*Issue ballot, instruct how to mark*

## DROP-OFF BOX OFFICER

*Monitor absentee ballot drop-off box*

# VOTING ROOM LAYOUT



# POLLING PLACE ETIQUETTE

## **ALWAYS**

- ✓ Always be professional, welcoming, and kind.
- ✓ Always ask before offering assistance. Never assume!
- ✓ Always be mindful of your verbal & nonverbal communication.

## **NEVER**

- ✗ Never tell a voter that they cannot vote.
- ✗ Never touch a voter without their permission.
- ✗ Never discuss political topics.

# INSIDE THE POLLING PLACE

## POLL WATCHERS

- Authorized representatives of a party or of a candidate allowed in a polling place.
- Send to the Chief!

## NEWS MEDIA & INTERVIEWS

- Permitted, with restrictions.
- Send to the Chief!

## ELECTRONIC DEVICES

- Voters are allowed to use personal electronic devices, such as cell phones.
- However, must not impede privacy of other voters.
- Selfies are allowed!   
(But MUST ask for permission to take photos that include other voters.)

# OUTSIDE THE POLLING PLACE



# ACCEPTABLE IDs

# YOU DON'T NEED TO MEMORIZE ANYTHING!

**On election day,  
you will have a  
one-page list of  
all acceptable  
IDs that you can  
review any time.**



\* VIRGINIA \*  
DEPARTMENT *of* ELECTIONS

## Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that he is the named registered voter who he claims to be. Any voter who does not present acceptable identification and does not sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Valid* Photo ID	Yes, if issued by an employer; the U.S. or Virginia government; a high school located in Virginia; or a college or university located in the U.S.
Government-issued ID card from a federal, VA, or local political subdivision	Yes
Valid DMV-issued ID card	Yes
Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA**
Valid U.S. passport or passport card	Yes
Valid employee ID card containing a photograph issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Nursing home resident ID	Yes, if issued by government facility
Voter ID card issued by the Department of Elections	Yes
Valid student ID issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public high school in VA	Yes
Valid student ID issued by a private high school in VA	Yes
Valid Virginia driver's license	Yes
Voter confirmation documents	Yes
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes

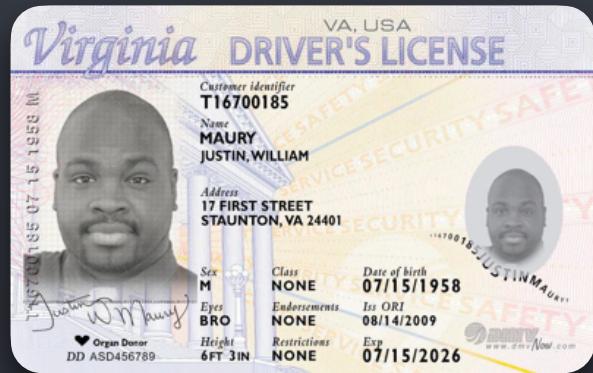
# ACCEPTABLE IDs

- Virginia driver's license
- US Passport
- Virginia voter ID card
- Voter confirmation documents
- Other government IDs
- Employer ID (with photo)
- Virginia high school ID
- Virginia college/university ID
- United States college/university ID (**NEW:** with photo)
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter

# WHICH IDs ARE NOT ACCEPTED?

## NOT ACCEPTED

- Out-of-state driver's license
- Foreign passport
- Membership card from private organization
- Credit card
- Costco card
- **NEW:** Driver privilege cards (for non-citizens)



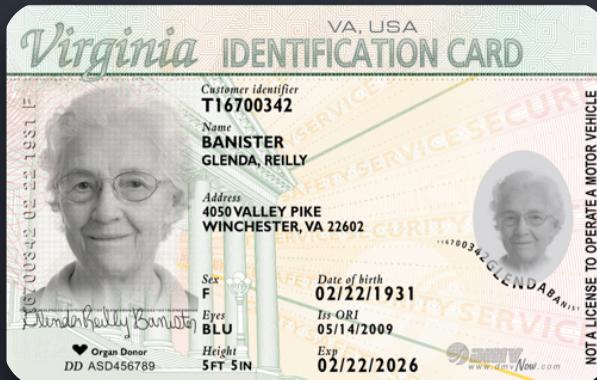
VIRGINIA DRIVER'S LICENSE



UNITED STATES PASSPORT



WORK ID (with photo)



VIRGINIA IDENTIFICATION CARD

**All of these  
IDs are  
acceptable...**



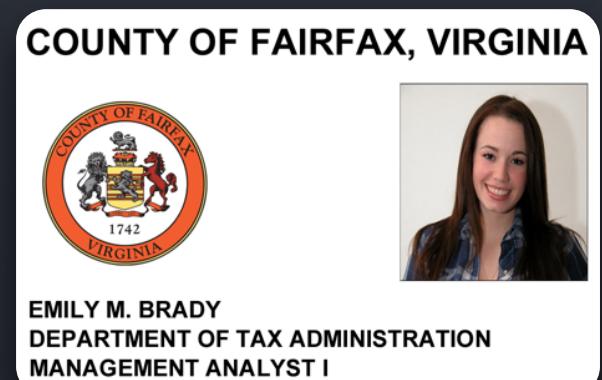
VIRGINIA COLLEGE ID



VIRGINIA VOTER ID



UNITED STATES FEDERAL ID



VIRGINIA GOVERNMENT ID



RETURN SERVICE REQUESTED

John Doe  
123 Main Street  
Baltimore, MD 21224

## Statement Ending 09/21/2020

Page 1 of 4

## Managing Your Accounts

Primary Branch	Canton
Phone Number	443-673-4800
Online Banking	HowardBank.com
Telephone Banking	1-877-627-2705
Mailing Address	3311 Boston Street Baltimore, MD 21224

## Summary of Accounts

Account Type	Account Number	Ending Balance
HOWARD RELATIONSHIP CHECKING	300XXXXX4101	\$5,084.22

## HOWARD RELATIONSHIP CHECKING-XXXXXX4101

## Primary Checking

## Account Summary

Date	Description	Amount
09/01/2018	Beginning Balance	\$18,805.47
09/01/2018	3-Credit(s) This Period	\$4,093.20
09/01/2018	30 Debit(s) This Period	\$17,414.45
09/21/2018	Ending Balance	\$5,084.22

## Account Activity

Trans Date	Description	Debits	Credits	Balance
09/01/2018	Beginning Balance		\$57.48	\$18,805.47
09/04/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT FOOD INC 512 OF 07/1582		\$18,747.99	
09/04/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT FOOD INC 512 OF 07/1582	\$1,088.60		\$17,759.39
09/05/2018	HME WARRANTY #002473604 545/3349	\$42.99		\$17,716.40
09/05/2018	SAMS CLUB MC ONLINE PAY COKF420104256/POS	\$4,671.42		\$12,045.98
09/05/2018	DISCOVER BANK ET TRANSFER	\$8,213.00		\$3,831.98
09/05/2018	BALTIMORE GAS & ELECTRIC PAYMENT	\$160.75		\$3,671.23
09/05/2018	ATM W/W/ATM 09/01 MD BALTIMORE '10/101	\$170.00		\$3,501.23
09/05/2018	DIVISIONSHIRE II CO CONS CP BC5198	\$195.00		\$3,306.23
09/07/2018	DEP-DEP			\$3,959.48
09/07/2018	TARGET ONLINE PAYT	\$68.59		\$3,870.89
09/07/2018	ATM W/W/ATM 09/01 MD BALTIMORE '10/101	\$180.00		\$3,690.89
09/10/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT FOOD I	\$70.11		\$3,620.78
09/10/2018	L A FITNESS	\$12.98		\$3,607.80
09/11/2018	AT&T MOBILITY ONLINE PAYT	\$116.22		\$3,491.58
09/11/2018	AT&T MOBILITY ONLINE PAYT	\$116.22		\$3,375.36
09/11/2018	DIRECT DEP	\$3,036.30		\$7,131.63
09/11/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT	\$19.86		\$7,111.87
09/17/2018	ATM W/W/ATM 09/15 WW INWOOD MARTINSBURG INWOOD	\$400.00		\$6,711.87
09/17/2018	Signature POS Debit 09/16 MD BALTIMORE GIANT	\$14.06		\$6,697.81

BANK STATEMENT  
(with name & address)

## Fairfax Water

8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VA 22031  
www.fairfaxwater.org

Bill Date 11/01/2020  
Payment Due Date 12/01/2020

1 11   
LAWRENCE DANFORTH  
1200 HOLDEN ST  
FAIRFAX, VA 22030

## QUARTERLY BILL 0000300987654

Amount Due	\$235.49
Amount Due if Received After 12/01/2020	\$244.66
Amount Enclosed	\$

Make payable to Fairfax Water

Account Number 0000300987654  
Service Address 1200 HOLDEN ST

FAIRFAX WATER  
PO BOX 71076  
CHARLOTTE NC 28272-1076

04042313052313000000710000000071000003050414510

UTILITY BILL  
(with name & address)

And all of  
these  
are  
acceptable  
too!



Your payment would be about

\$3,000 a month

at full retirement age

RAVE UDESH  
456 ANYWHERE AVENUE  
FAIRFAX, VA 22080-1234

November 1, 2020

## Your Social Security Statement

Your Social Security Statement tells you about how much you or your family would receive in disability, survivor, or retirement benefits. It also includes our record of your lifetime earnings. Check out your earnings history, and let us know right away if you find an error. This is important because we base your benefits on our record of your lifetime earnings.

Social Security benefits are not intended to be your only source of income when you retire. On average, Social Security will replace about 40 percent of your annual pre-retirement earnings. You will need other savings, investments, pensions, or retirement accounts to make sure you have enough money to live comfortably when you retire.

To view your Statement online anytime, create a [my Social Security account](#) at [sssecurity.gov/mystatement](#).

Carolyn W. Colvin  
Acting Commissioner

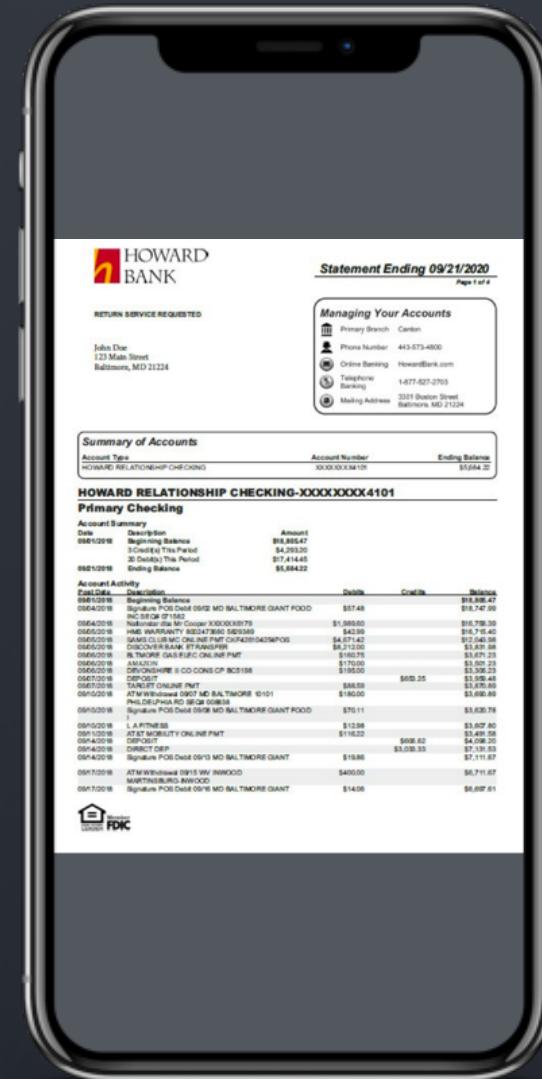


Follow the Social Security Administration at these social media sites.

GOVERNMENT DOCUMENT  
(with name & address)GOVERNMENT CHECK  
(with name & address)

# DIGITAL COPIES OF SOME IDs ARE ACCEPTABLE

- For some IDs, a voter can show you an electronic version, such as on a cell phone.
- An electronic form of the following documents is acceptable for voting purposes: **a current utility bill, bank statement, government check, paycheck, or other government document** containing the name and address of the voter.



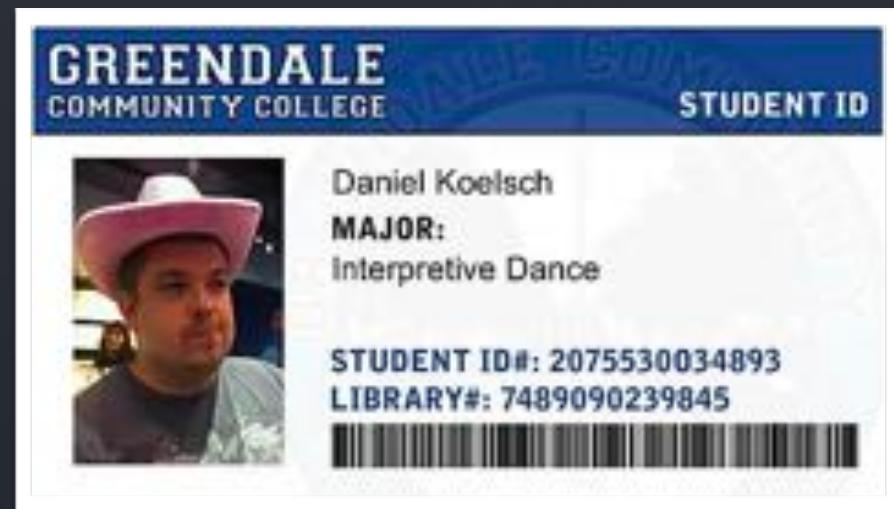
**BANK STATEMENT**  
(with name & address)



**GOVERNMENT DOCUMENT**  
(with name & address)

# ABOUT PHOTOS...

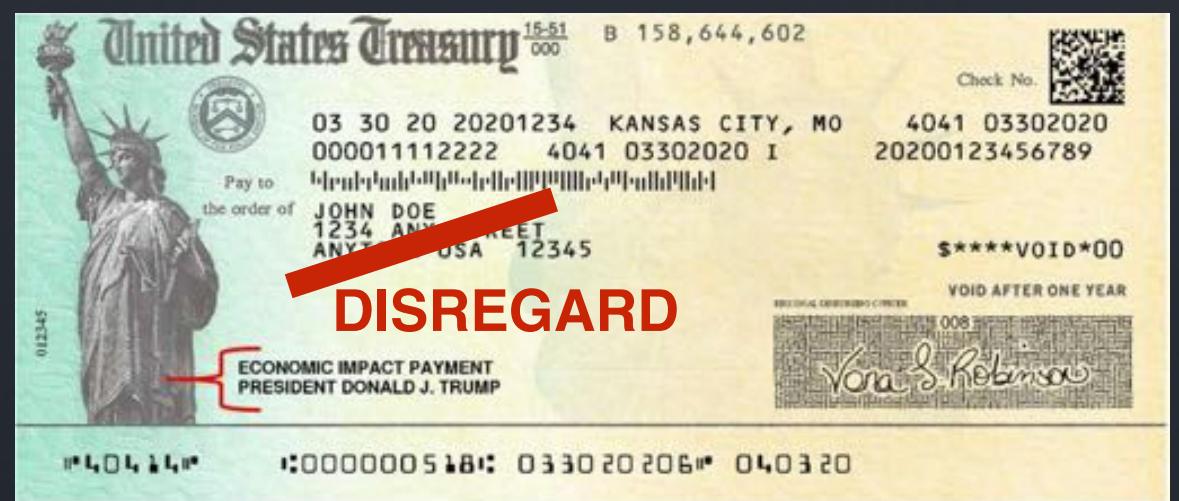
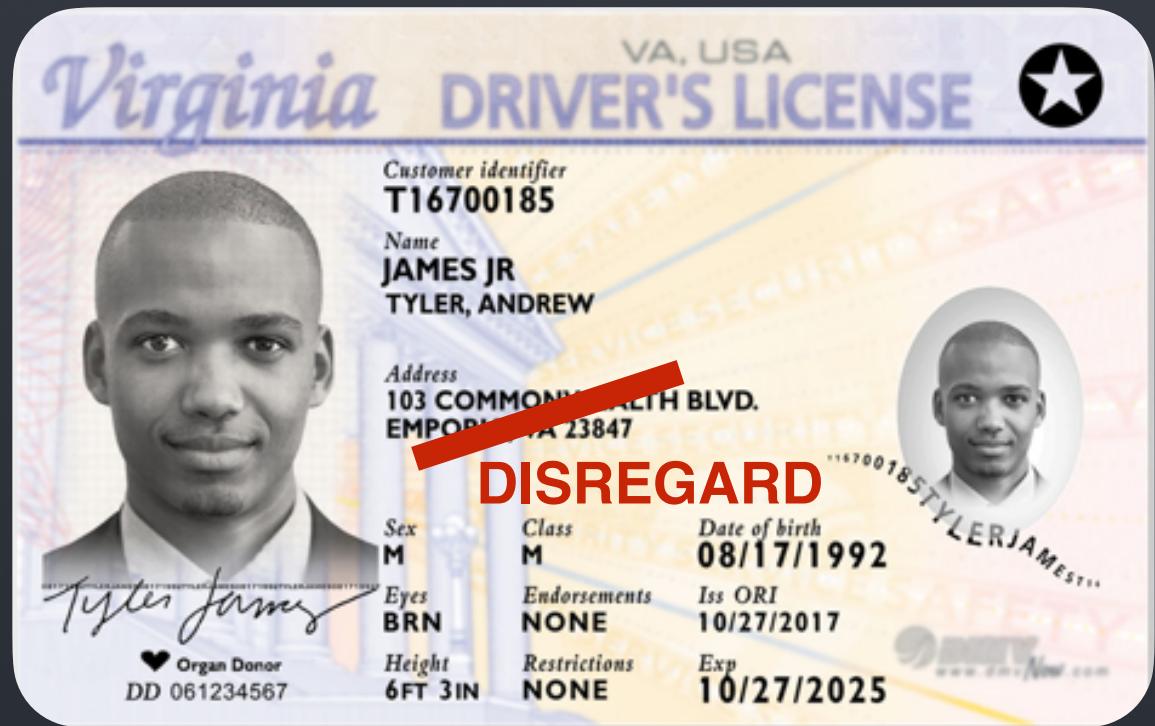
- **Previously, all IDs required a photo.**
- **Now, only some IDs still require a photo:**
  - **Employer ID**
  - **NEW: College/University ID from outside Virginia**
- **NEVER** ask a voter to remove their face mask or religious face covering to verify their identity.



# ABOUT ADDRESSES...

You should  
**DISREGARD** the  
address on a  
voter's ID.

Instead, always use  
the address the  
voter provides  
orally or in writing  
during check-in.



# ABOUT EXPIRATION DATES...

- **For most IDs:**
  - *If there is no expiration date listed, it can be accepted.*
  - *If there is an expiration date listed, it must not be expired more than 12 months.*
- **Driver's licenses may be accepted regardless of their expiration date.**
  - § 24.2-643: "*The expiration date on a Virginia driver's license shall not be considered when determining the validity of the driver's license offered for purposes of this section.*"
- **A utility bill, bank statement, government check, paycheck, or other government document must not be more than 12 months old.**

# WHAT IF VOTER HAS NO ACCEPTABLE ID?

## CALL THE CHIEF!

*The Chief will offer 3 options:*

- **OPTION 1:** Voter can sign an **ID Confirmation Statement** and vote normally.
- **OPTION 2:** Voter can cast a **Provisional Ballot**.
- **OPTION 3:** Voter can return with a valid ID.

# ID CONFIRMATION STATEMENT

Commonwealth of Virginia

Place in Envelope #8

## ID Confirmation Statement - § 24.2-643 of the Code of Virginia

**A Officer of Election:**

Precinct No./Name: 100 PATRIOT Date: 12/1/21 O of E Initials: RKU

**B Affirmation of Voter:**

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Signature of voter: Vicky Voter Date: 12/1/21

Printed name of voter: Vicky Voter

Birth Year (optional) 1 9 9 9 Last 4 digits of Social Security # (optional) 1 2 3 4

**WARNING:** Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

## ADDITIONAL NOTES

**A voter's name on their ID  
does NOT have to exactly match  
how it appears on the Poll Pad.**

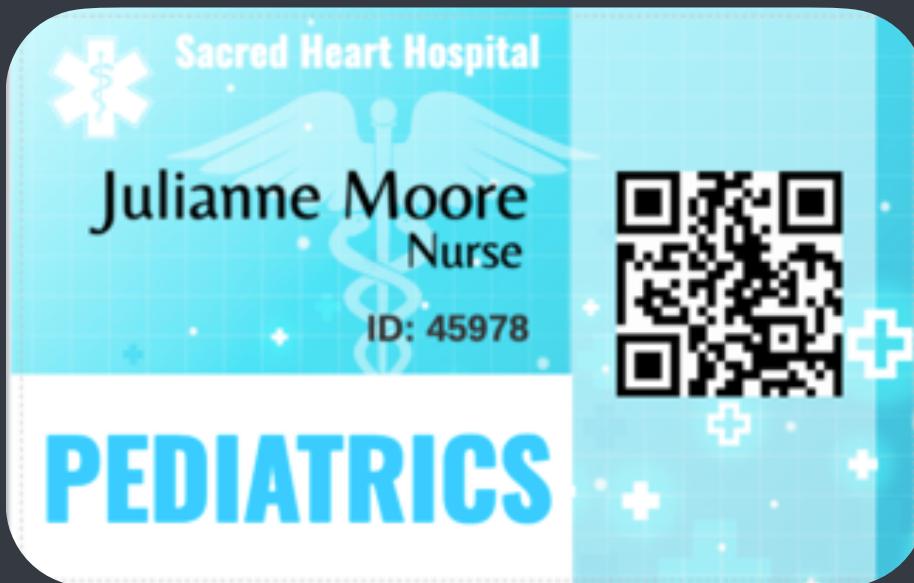
**If a voter offers an approved form of ID, you  
may not ask for their driver's license instead.**

*(It's against the law!)*

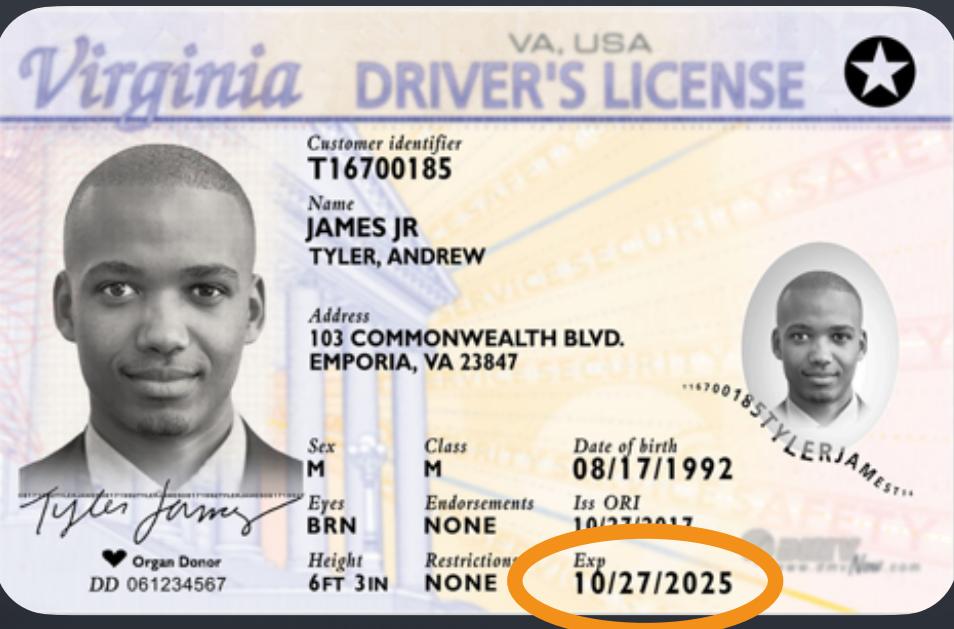
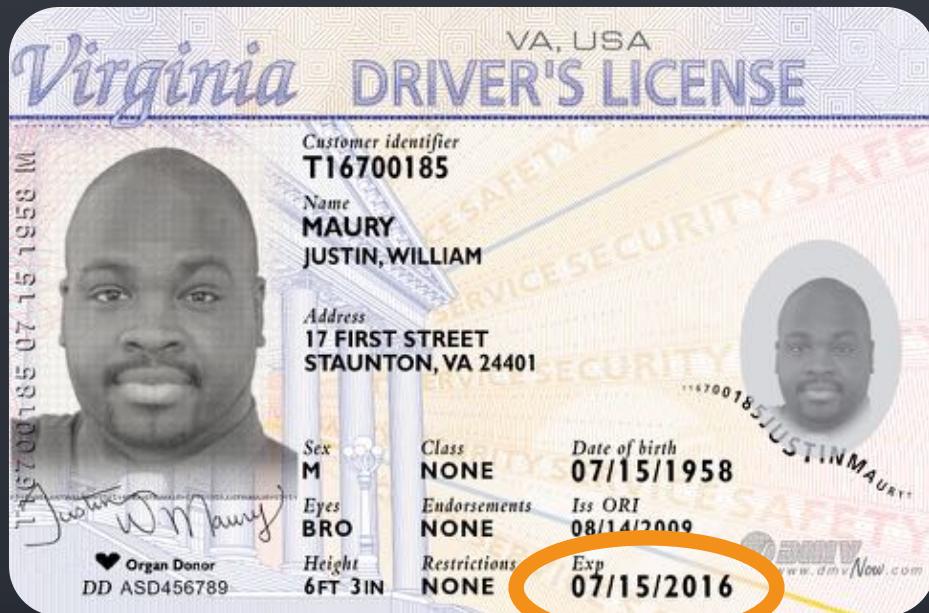
**A 17-year-old may register and vote in a  
primary election if they will be 18 years old by  
the date of the November general election.**

**When in doubt,  
send voter to the  
Chief or Assistant Chief!**

# WHICH OF THESE IDs IS ACCEPTABLE?



# WHICH OF THESE IDs IS ACCEPTABLE?



**TRICK QUESTION: Both!**  
**Remember, you should disregard**  
**the expiration date on driver's licenses.**

# OPENING PROCEDURES

# BEFORE ELECTION DAY

★ **Vote absentee**

★ **Respond to calls or emails from Chief**

★ **Help set up voting room, including:**

- ✓ Arrange tables

- ✓ Assemble privacy booths

- ✓ Post indoor signs

- ✓ Set up acrylic sneeze guards

- ✓ Set up Absentee Ballot Drop-Off Box

# ELECTION MORNING

- **At 5:00 AM, the Chief will swear-in all officers**
- **From 5:00 AM to 6:00 AM, the Chief will divide you into teams to complete the following tasks:**
  - Open and set up Poll Pads
  - Open and set up ExpressVote
  - Open and set up DS200 scanners
  - Open and count ballots
  - Post all signs and mark 40-Foot Prohibited Area

# OATH AND COMPENSATION SHEET

RETURN IN #2 BLUE POUCH – COMPENSATION SHEET		
<b>PRECINCT: 100 PATRIOT (SAMPLE)</b>		
County of Fairfax – General and Special Elections – November 3, 2020		
<b>#6 / Election Officer</b>		
LAST NAME:	EMAIL 1:	Is your address the same as it was 6 months ago? <input type="checkbox"/> Yes <input type="checkbox"/> No  Do you wish to be paid? <small>(Some officers choose to volunteer and waive payment.)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No
FIRST NAME:	EMAIL 2:	
RESIDENTIAL ADDRESS (if you have a separate mailing address, write both below):	PHONE – HOME:	
	PHONE – CELL:	
	PHONE – WORK:	
NOTES (optional):	Which shift are you assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)	
		Signature: [Redacted]
<b>#7 / Election Officer</b>		
LAST NAME:	EMAIL 1:	Is your address the same as it was 6 months ago? <input type="checkbox"/> Yes <input type="checkbox"/> No  Do you wish to be paid? <small>(Some officers choose to volunteer and waive payment.)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No
FIRST NAME:	EMAIL 2:	
RESIDENTIAL ADDRESS (if you have a separate mailing address, write both below):	PHONE – HOME:	
	PHONE – CELL:	
	PHONE – WORK:	
NOTES (optional):	Which shift are you assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)	
		Signature: [Redacted]
<b>#8 / Election Officer</b>		
LAST NAME:	EMAIL 1:	Is your address the same as it was 6 months ago? <input type="checkbox"/> Yes <input type="checkbox"/> No  Do you wish to be paid? <small>(Some officers choose to volunteer and waive payment.)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No
FIRST NAME:	EMAIL 2:	
RESIDENTIAL ADDRESS (if you have a separate mailing address, write both below):	PHONE – HOME:	
	PHONE – CELL:	
	PHONE – WORK:	
NOTES (optional):	Which shift are you assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)	
		Signature: [Redacted]

# POST SIGNS

- There are a number of signs that must be posted inside and outside of the polling place.
- Make sure to also mark the 40-foot Prohibited Area outside the polling place building.



# ONE-PAGE EQUIPMENT GUIDES

- The Chief will have one-page guides for the Poll Pads, DS200 scanners, and ExpressVote.
- They will have all the information you need for setup.

**openingprocedures**

**Mobile Hotspot Precincts**

Verify the green seal securing the Poll Pad Case and its supplies from the Poll Pad Case. Plug the Power Cord into the Adapter, then the adapter into the Sync Drive. Press the Power button. After the device powers on, verify the signal shows at least 2 bars of service.

**Steps for setting up the Mobile Hotspot**

Remove the Mobile Hotspot and its supplies from the Poll Pad Case. Plug the Power Cord into the Adapter, then the adapter into the Sync Drive. Press the Power button. After the device powers on, verify the signal shows at least 2 bars of service.

**Quick Tips & Actions**

- The IMPORT password is used to update voter file. Verify the voter file is imported in all other Poll Pad.
- Enter precinct requires one Sync Drive. Use this device to update the voter file on EVERY Poll Pad.
- Once the voter file has been updated, verify the Last Imported field (at the top of the Poll Pad) displays the current date/time.
- Poll Pad recycling may go in/out during the day. To ensure this does not happen, setup the Poll Pad with the Write 20% of time another.

**Troubleshooting**

Poll Pad app does not launch

An Outdated Voter File message displays when a poll pad connects to the mobile hotspot. Press the sync drive and hold the sync drive until the screen turns black and an Apple logo appears. After the device resets, re-import the voter file.

Voter file failed to import

If the voter file fails to import precinct information (location, number of voters, etc.), reset the Poll Pad by holding the sync drive until the screen turns black and the screen turns black and an Apple logo appears. After the device resets, re-import the voter file.

**REPEAT ON EVERY POLL PAD**

[www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections) | [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov) | 703-324-4735

**ExpressVote**

**EXPRESSVOTE MARKING DEVICE  
OPENING PROCEDURES**

Remove blue padded carrying case (ExpressVote and device peripherals are media-based from voting machine cart). Place case on an accessible table and provide a chair for voters.

Unlock and open the Poll Pad Case. If wireless verification is listed on the case and (2) the wireless setup of the precinct matches what is listed on the case's Orange Pouch.

Remove ExpressVote, headphones and keypad from rear compartment of black padded carrying case. Remove power cord from side compartment of case; then return case to voting machine cart.

Plug power cord into power strip, then into AC outlet. Plug other end of power cord into power connection port on back of ExpressVote. Insert cord until you hear a click to ensure cord is secure.

Lift out and extend the metal prop bar on back of ExpressVote. Position device so that it rests in an upright position at a slight angle.

Open Access Door on left side of ExpressVote with black keypad. Verify keypad is plugged into the keypad port. Place headphones and keypad on table as they are accessible for voters.

Verify mode switch is set to Voter, then flip power switch to On. ExpressVote powers on and boots up (device takes approximately three minutes to fully power on).

After the system initializes, enter Election Security Code. Work as a team: one officer enters code as other officer watches screen to avoid inadvertent entries. Touch Accept.

Verify precinct number/name on screen is correct and unit is receiving power. Touch OK. Place keypad cord as it threads through circular opening at top of Access Door. Close and lock door.

Place a privacy booth around ExpressVote and position screen so it is facing away from public view. ExpressVote is now ready for use.

On the Poll Pad, press and hold the Power button then the Sync Drive button. Once the Sync Drive icon appears, after the Poll Pad powers on and the sync drive, insert the Sync Drive into the Lightning Connector. Verify the battery indicator turns green and a Charge icon appears.

**REPEAT ON EVERY POLL PAD**

[www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections) | [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov) | 703-324-4735

**Opening Procedures**

**General Reminders**

Setup the DS200 as a team. A team of two election officers should work together to setup the DS200 on election morning. This includes inspecting the exterior of the ballot box and verifying the scanner type or number of registered voters. Each precinct receives one DS200, irrespective of the election type or number of registered voters. If the precinct receives additional scanners, perform steps 1-8 for each device.

**Auxiliary Compartment**

Verify the Auxiliary Compartment is empty. The Auxiliary Compartment is accessed from the top and bottom of the Ballot Box. Once the DS200 is set up, the Auxiliary Compartment is used for setting up the DS200, election officers should unlock and open the compartment and verify it is empty.

**Quick Tips & Actions**

- Blue Ballot Security Case is used to store scanned ballots. Make sure both lids are open once it is placed in the Ballot Box.
- Leave the Power Cord Compartment open while the DS200 is powered on. Doing so helps ventilate the scanner.
- One election officer performs all voter registration and voter verification tasks.
- Two election officers should confirm the voter registration and voter verification tasks are done before signing the Zero Totals Report.

**Troubleshooting**

Electronically scanned code was entered incorrectly. When a precinct enters the wrong Election Security Code 3 times, the DS200 automatically powers off. If this occurs, remove the red barcode seal, then open the Access Door and press the Power button. Once the scanner successfully restarts, contact the office the instructions on how to reset the code.

Verify (1) the election and precinct number/name are correct and (2) the DS200 is charging. Once the DS200 is charged, print the Zeros Totals Report, then sign the tape and attach it to the DS200.

Verify the Public Counter is zero and the Protective Counter matches the Machine Configuration Form.

**DS200**

**OPEN THE AUXILIARY COMPARTMENT 1ST**

Unlock and open the Ballot Compartment. Once opened, remove the blue Ballot Security Case and nest them against the inside of the Ballot Box, then close and relock the compartment.

**OPEN THE AUXILIARY COMPARTMENT 2ND**

Verify the blue Ballot Security Case back inside of the Ballot Box. Open the Power Cord Compartment and nest them against the inside of the Ballot Box, then close and relock the compartment.

**VERIFY THE MACHINE CERTIFICATION FORM**

Verify the green seal securing the Ballot Box lid identifies the Machine Certification Form. Once verified, open the seal and place it inside of the #7 Orange Pouch.

**OPEN THE POWER CORD COMPARTMENT**

Unlock and open the Power Cord Compartment. Once opened, remove the blue Ballot Security Case and nest them against the inside of the Ballot Box, then close and relock the compartment.

**VERIFY THE PUBLIC COUNTER**

After the DS200 powers on and initializes, enter the Election Security Code, then touch Accept to print the Configuration Report.

**VERIFY THE PROTECTIVE COUNTER**

After the DS200 powers on and initializes, enter the Election Security Code, then touch Accept to print the Configuration Report.

**VERIFY THE MACHINERY CONFIGURATION FORM**

Verify the Public Counter is zero and the Protective Counter matches the Machine Configuration Form.

**AT 8:00 AM, TOUCH "GO TO VOTING MODE"**

[www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections) | [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov) | 703-324-4735

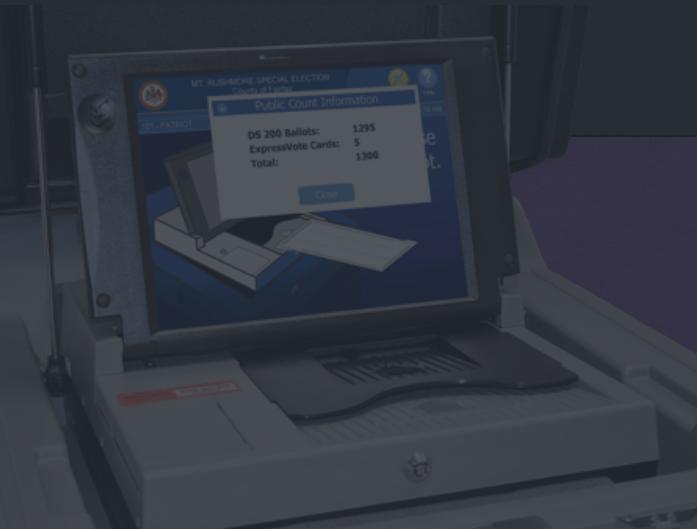


## OPENING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## OPENING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



## OPENING THE DS200

BALLOT VOTING DEVICE

# POLL PADS



Electronic Poll Books used to check in voters.

# POLL PAD SUPPLIES



- **GREEN CASE:**  
Poll Pads, power cables,  
styluses, printer

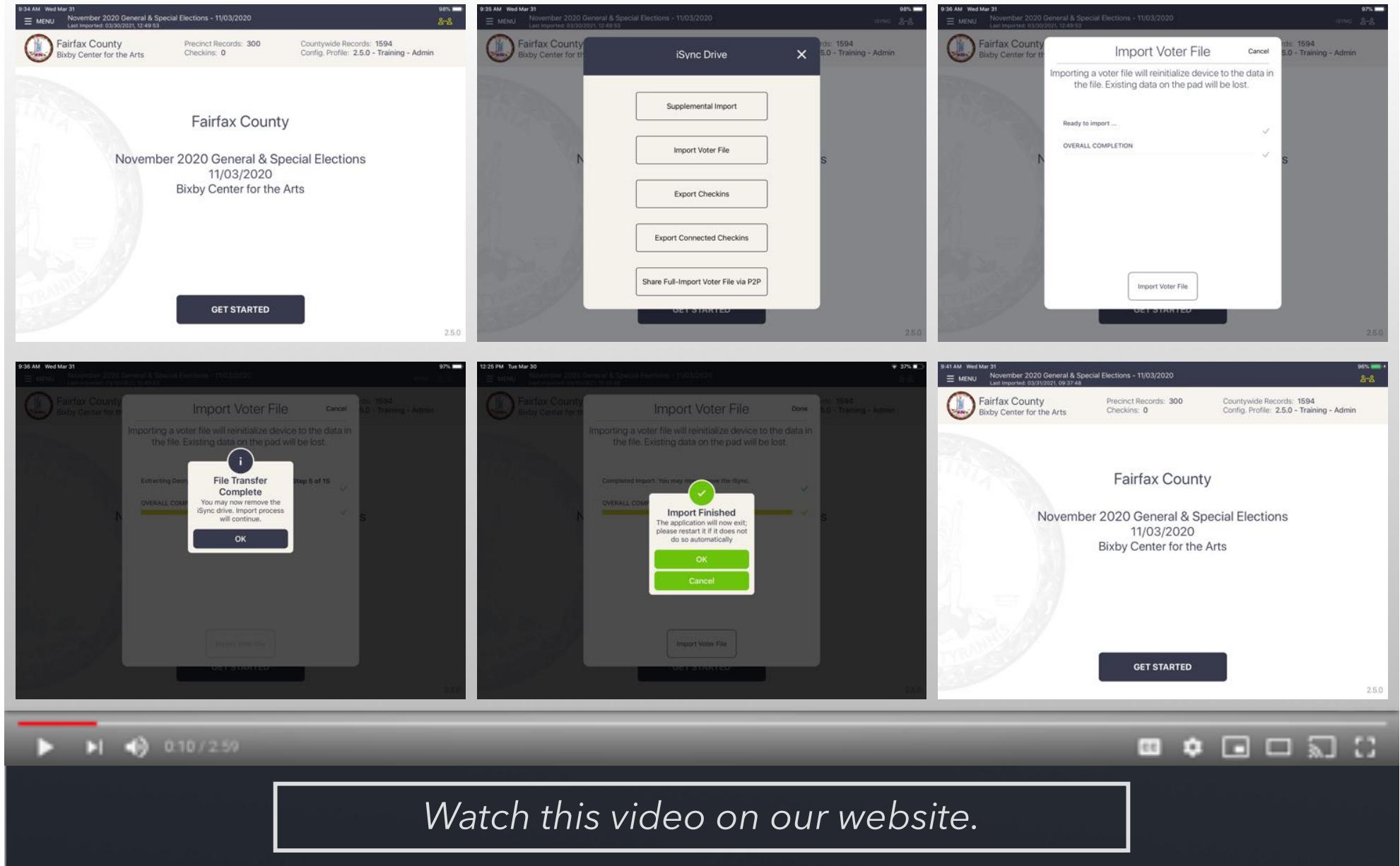
- **GRAY BIN:**  
Stands, license trays,  
power strips, other  
parts

# iSYNC DRIVE

- Each precinct receives 1 iSync drive.
- Contains the most current list of registered voters and absentee voters.
- During **opening** procedures, insert iSync drive into each Poll Pad to update voter list.
- If you forget, it takes us up to 4 hours to fix each Poll Pad!



# iSYNC IMPORT VIDEO



 MENU

Mount Rushmore Special Election - 12/01/2021

Last Imported: 12/01/2021, 09:35:11

Fairfax County  
Bixby Center for the ArtsPrecinct Records: 300  
Checkins: 0Countywide Records: 1594  
Config. Profile: 2.5.0 - Training - Admin

When you last used  
iSync drive to update  
voter file

Sync menu

## Fairfax County

Mount Rushmore Special Election  
12/01/2021  
Bixby Center for the Arts



GET STARTED

2.5.0

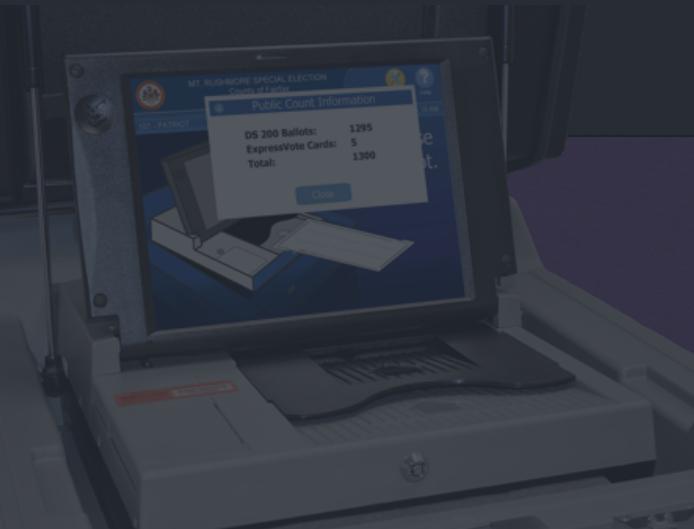


## OPENING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## OPENING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



## OPENING THE DS200

BALLOT VOTING DEVICE

# EXPRESSVOTE



## ExpressVote MARKING DEVICE OPENING PROCEDURES

Remove black padded carrying case (ExpressVote and device peripherals are inside case) from voting machine cart. Place case on an accessible table and provide a chair for voters.

Remove ExpressVote, headphones and keypad from main compartment of black padded carrying case. Remove power cord from side compartment of case, then return case to voting machine cart.

Plug power cord into power strip, then into AC outlet. Plug other end of power cord into power connection port on back of ExpressVote. Insert cord until you hear a click to ensure cord is secure.

1. Remove black padded carrying case (ExpressVote and device peripherals are inside case) from voting machine cart. Place case on an accessible table and provide a chair for voters.

2. Remove ExpressVote, headphones and keypad from main compartment of black padded carrying case. Remove power cord from side compartment of case, then return case to voting machine cart.

3. Plug power cord into power strip, then into AC outlet. Plug other end of power cord into power connection port on back of ExpressVote. Insert cord until you hear a click to ensure cord is secure.

Lift out and extend the metal prop bar on back of ExpressVote with black barrel key. Verify keyboard is plugged into the keypad port. Place headphones and keypad on table so they are accessible for voters.

Open Access Door on left side of ExpressVote with black barrel key. Verify keyboard is plugged into the keypad port. Place headphones and keypad on table so they are accessible for voters.

Verify mode switch is set to Voter, then flip power switch to On. ExpressVote powers on and boots up (device takes approximately three minutes to fully power on).

4. Lift out and extend the metal prop bar on back of ExpressVote with black barrel key. Verify keyboard is plugged into the keypad port. Place headphones and keypad on table so they are accessible for voters.

5. Open Access Door on left side of ExpressVote with black barrel key. Verify keyboard is plugged into the keypad port. Place headphones and keypad on table so they are accessible for voters.

6. Verify mode switch is set to Voter, then flip power switch to On. ExpressVote powers on and boots up (device takes approximately three minutes to fully power on).

After the system initializes, enter Election Security Code. Work as a team; one officer enters code as other officer watches screen to avoid inadvertent entries. Touch Accept.

Verify precinct number/name on screen is correct and unit is receiving power. Touch Ok. Place keypad cord as it threads through circular opening at top of Access Door. Close and relock door.

Place a privacy booth around ExpressVote and position screen so it is facing away from public view. ExpressVote is now ready for use.

7. After the system initializes, enter Election Security Code. Work as a team; one officer enters code as other officer watches screen to avoid inadvertent entries. Touch Accept.

8. Verify precinct number/name on screen is correct and unit is receiving power. Touch Ok. Place keypad cord as it threads through circular opening at top of Access Door. Close and relock door.

9. Place a privacy booth around ExpressVote and position screen so it is facing away from public view. ExpressVote is now ready for use.

Fairfaxelections  
Fairfax County, VA | Phone: 703-324-4775

[www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections) [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov) [703-324-4775](tel:703-324-4775)



## OPENING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## OPENING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



## OPENING THE DS200

BALLOT VOTING DEVICE



# DS200 DIGITAL SCANNER



## **SCANNER:**

Captures an image as it scans & counts each ballot.



## **AUXILIARY COMPARTMENT:**

Used if the DS200 jams or malfunctions.



## **BALLOT COMPARTMENT:**

Voted ballots drop into here.

# MACHINE CERTIFICATION FORM

- During opening procedures, verify the DS200 seal and counter numbers against the Machine Certification Form.

**RETURN IN #2 BLUE POUCH – MACHINE CERTIFICATION FORM**

**PRECINCT: 100 PATRIOT (SAMPLE)**

County of Fairfax – Special Election – December 1, 2021

**BEFORE POLLS OPEN:** Verify seals and counter numbers.

If any seals are broken or do not match numbers below, contact Election Support.

DS200 Serial Number	Seal Number (GREEN zip-tie seal)	USB/Printer seal (RED barcoded sticker)	Protected Counter	Public Counter
DS0314340327	0249787	45456996	1965	0
DS0314340498	0249705	45456997	4238	0

Additional Equipment	GRAY CART [GREEN zip-tie seal]	POLL PAD CASE [GREEN zip-tie seal]	#2 POUCH [no seal]	#7 POUCH [no seal]
	0214664	0214665	n/a	n/a

**AFTER POLLS CLOSE:** Record new seal and counter numbers.

DS200 Serial Number	Seal Number (RED zip-tie seal)	# of Boxes of Voted Ballots	Protected Counter	Public Counter
DS0314340327				
DS0314340498				

Additional Equipment	GRAY CART [RED zip-tie seal]	POLL PAD CASE [RED zip-tie seal]	#2 POUCH [BLUE plastic tab seal]	#7 POUCH [RED plastic tab seal]

**AFTER POLLS CLOSE:** Place USB/Printer compartment seals (RED barcoded stickers) here.

**AFTER POLLS CLOSE:** Any two officers may sign below to acknowledge recording seals.

OFFICER OF ELECTION	OFFICER OF ELECTION
<b>1.</b>	<b>2.</b>

# OPENING



## STEP 1:

**On election day, verify green seal number matches the Machine Certification Form.**

## STEP 2:

**Unlock Auxiliary Compartment.  
Verify it is empty, then re-lock.**

## STEP 3:

**Unlock Ballot Compartment.  
Verify it is empty, then re-lock.**

# OPENING



**STEP 4:**  
**Unlock Power Cord Compartment.**  
**Check silver bar. Plug cord in.**

*Always use a surge protector!*

**STEP 5:**  
**Unlock and open machine lid.**

**STEP 6:**  
**Unlock and open screen to power on.**

*Machine will boot on...*

# OPENING

## STEP 7:

**Enter election code  
from password card.**

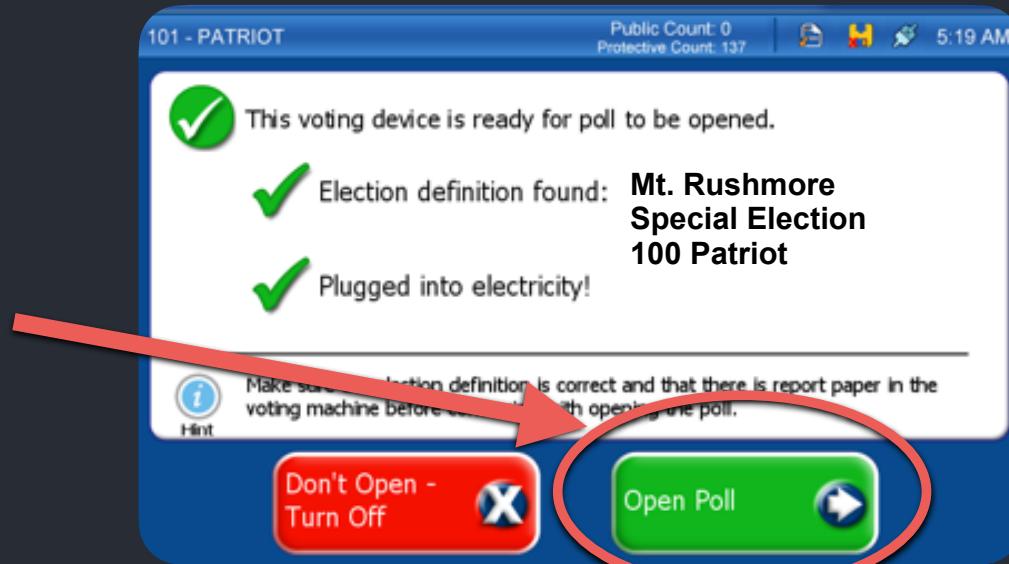
*(A configuration report will print. Do not tear off this report yet.)*



## STEP 8:

**Press "Open Poll".**

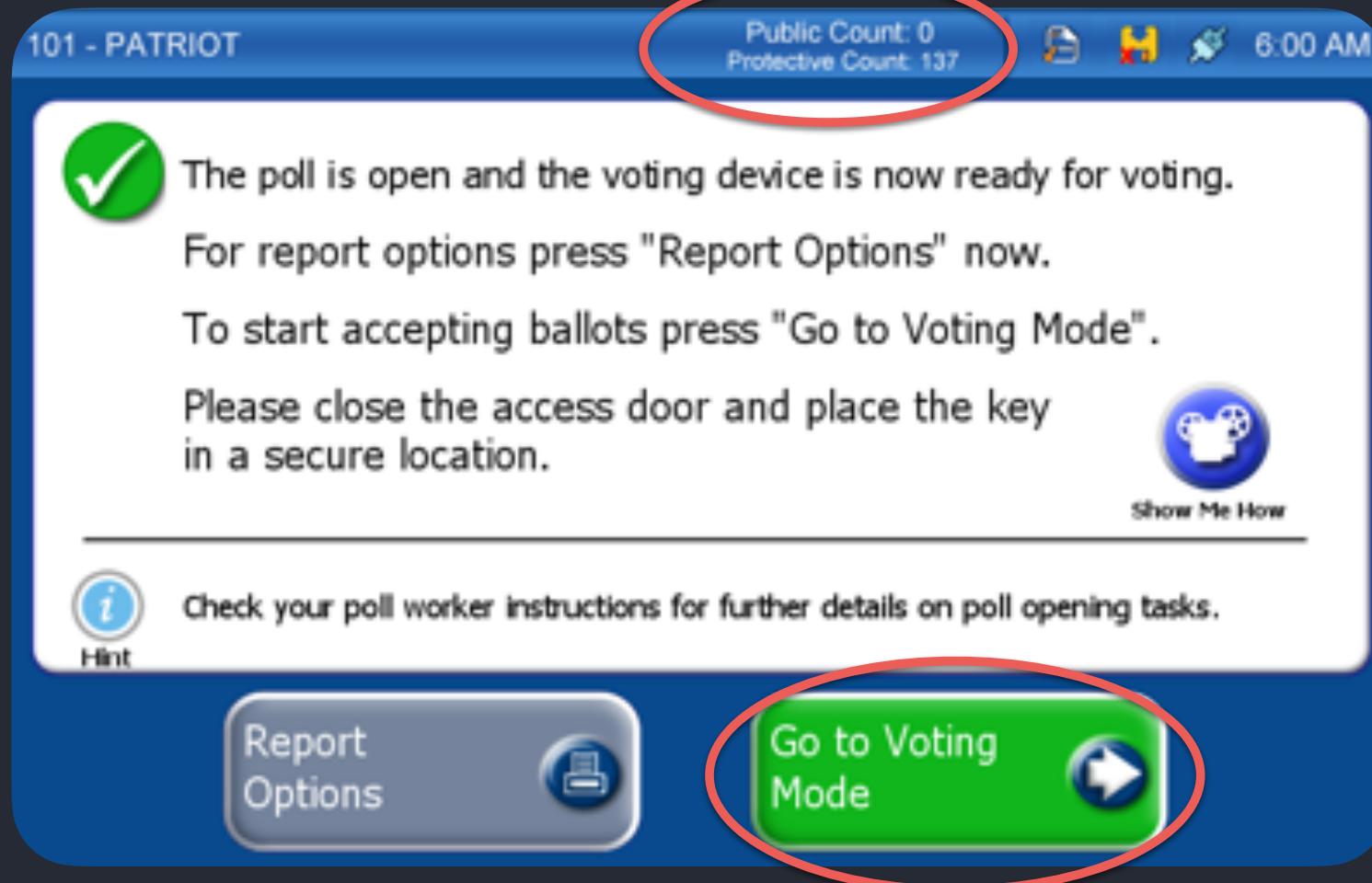
*(Zero Totals Report will print.  
On election day, two officers  
sign and give to Chief.)*



# OPENING

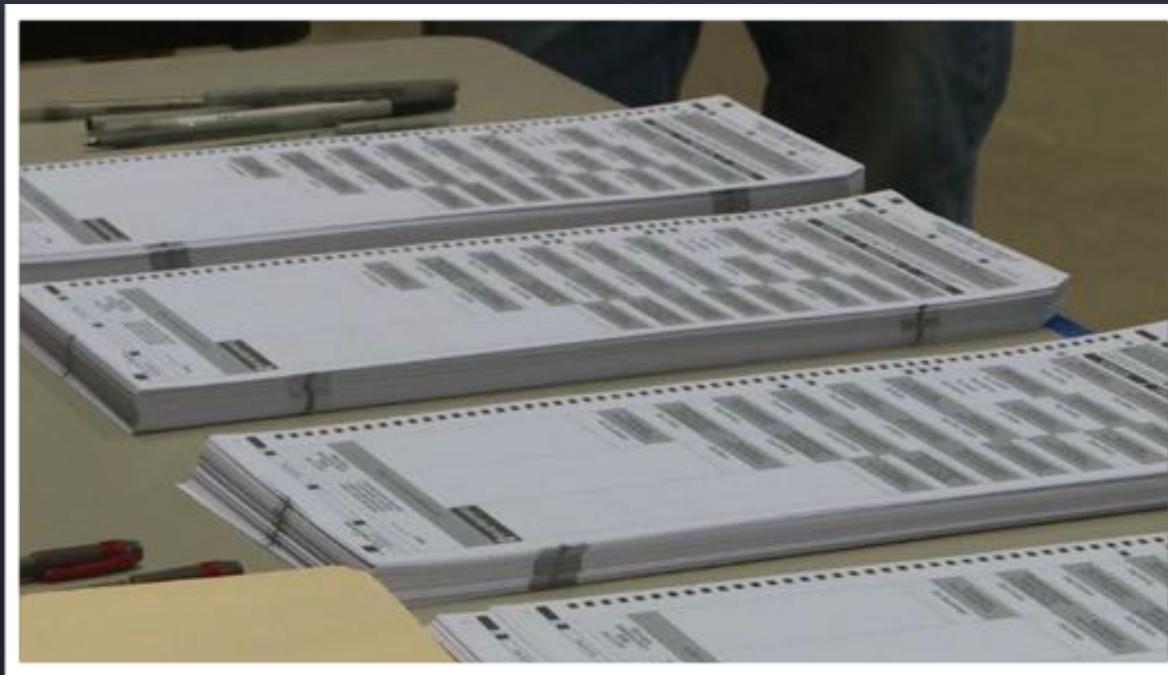
**STEP 9: Verify that the Public Count is "0" and that the Protected Count matches the Machine Certification Form.**

**STEP 10: At 6:00 AM...press "Go to Voting Mode".**



# OPEN BALLOTS

- During opening procedures, open and count at least 2 packs of ballots so you are ready for morning voters.
- Ballots should arrive in packs of 100. If the quantity enclosed is not exactly 100, notify the Chief.



# DURING THE DAY

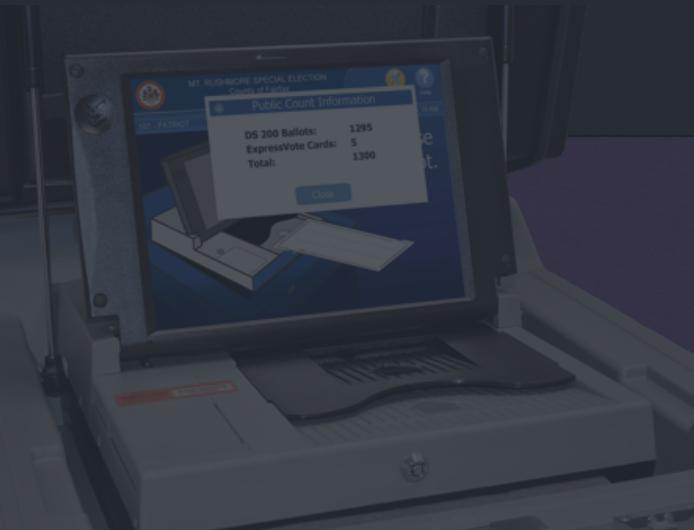


## POLL PADS & CHECKING IN VOTERS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## EXPRESSVOTE & ACCESSIBILITY

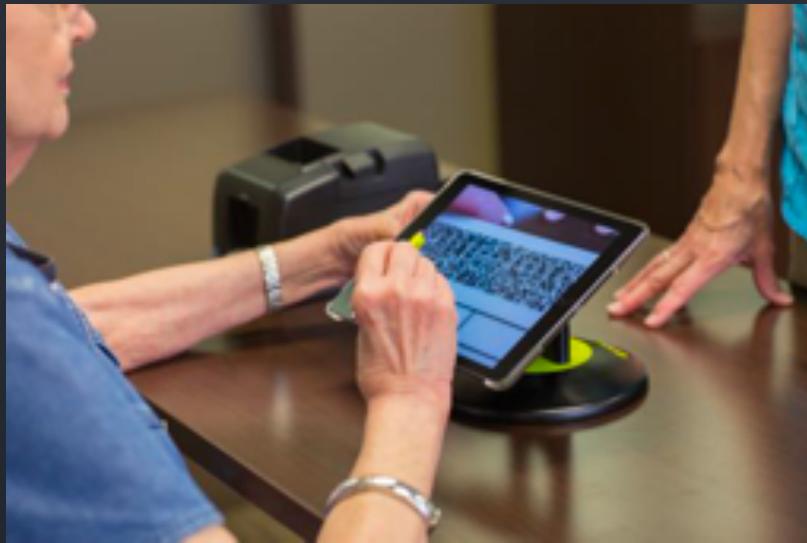
ADA-COMPLIANT BALLOT MARKING DEVICE



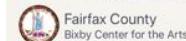
## DS200 & BALLOTS

BALLOT VOTING DEVICE

# SCAN DRIVER'S LICENSE



- For 95% of voters, you will simply scan their driver's license.
- Place the license in the scanning tray, with the barcode facing the Poll Pad camera.
- The Poll Pad will recognize it and open the voter's record automatically.



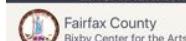
Precinct Records: 300  
Checkins: 0

Countywide Records: 1594  
Config. Profile: 2.5.0 - Training - Admin

## Fairfax County

November 2020 General & Special Elections  
11/03/2020  
Bixby Center for the Arts

**GET STARTED**

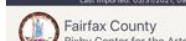


Precinct Records: 300  
Checkins: 0

**START OVER**

SM      J      **Search**      ADVANCED OPTIONS  
  
SEARCH RESULTS: 3  
  
Smith, Jean R  
1989  
6931 North Shore DR, Falls Church, VA 220418555  
VOTER ID: 432129651  
Bixby Center for the Arts  
Precinct: 500 - Bixby 0590500

Smith, Jason Sean  
1965  
6812 Rolling Rapids CT, McLean, VA 221028555  
VOTER ID: 432126810  
Square Secondary School  
Precinct: 300 - Square 0590300  
Wrong Location



VOTER CONFIRMATION

**GO BACK**

**ACCEPT**

Verify voter information and tap accept to continue



**Jean R Smith**

DOB: 1989

6931 NORTH SHORE DR, FALLS CHURCH,  
VA 220418555

Voter ID: 432129651 Status: Active Precinct: 500 - Bixby 0590500 CD/SHD/SSD: 08/049/035



Precinct Records: 300  
Checkins: 0

Countywide Records: 1594  
Config. Profile: 2.5.0 - Training - Admin



Precinct Records: 300  
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Countywide Records: 1594  
Config. Profile: 2.5.0 - Training - Admin



Precinct Records: 300  
Checkins: 0

Countywide Records: 1594  
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9:45 AM Wed Mar 31  
November 2020 General & Special Elections - 11/03/2020  
Last Imported: 03/31/2021, 09:37:48

Fairfax County  
Bixby Center for the Arts

Precinct Records: 300  
Checkins: 0

Countywide Records: 1594  
Config. Profile: 2.5.0 - Training - Admin

SM      J      **Search**      ADVANCED OPTIONS

SEARCH RESULTS: 3

Smith, Jean R  
6931 North Shore DR, Falls Church, VA 220418555  
VOTER ID: 432129651  
Bixby Center for the Arts  
Precinct: 500 - Bixby 0590500

Smith, Jason Sean  
1965  
6812 Rolling Rapids CT, McLean, VA 221028555  
VOTER ID: 432126810  
Square Secondary School  
Precinct: 300 - Square 0590300  
Wrong Location

**SCAN BARCODE**      **MANUAL ENTRY**

# POLL PAD VOTER SEARCH VIDEO

9:45 AM Wed Mar 31  
November 2020 General & Special Elections - 11/03/2020  
Last Imported: 03/31/2021, 09:37:48

Fairfax County  
Bixby Center for the Arts

POLL WORKER  
CONFIRMATION

CONFIRM THE VOTER'S INFORMATION

Jean R Smith  
6931 NORTH SHORE DR, FALLS CHURCH, VA 220418555  
Precinct: 500 - Bixby 0590500 DOB: 1989 CD: 08  
Status: Active Voter ID: 432129651 SHD: 049  
SSD: 035

Ballot Style: Unknown

Challenge Voter     Assistance Required

Curbside

**START OVER**      **SUBMIT**

Provisional

9:45 AM Wed Mar 31  
November 2020 General & Special Elections - 11/03/2020  
Last Imported: 03/31/2021, 09:37:48

Fairfax County  
Bixby Center for the Arts

Precinct Records: 300  
Checkins: 0

SM      J      **Search**      ADVANCED OPTIONS

SEARCH RESULTS: 3

Smith, Jean R  
6931 North Shore DR, Falls Church, VA 220418555  
VOTER ID: 432129651  
Bixby Center for the Arts  
Precinct: 500 - Bixby 0590500

Smith, Jason Sean  
1965  
6812 Rolling Rapids CT, McLean, VA 221028555  
VOTER ID: 432126810  
Square Secondary School  
Precinct: 300 - Square 0590300  
Wrong Location

9:45 AM Wed Mar 31  
November 2020 General & Special Elections - 11/03/2020  
Last Imported: 03/31/2021, 09:37:48

Fairfax County  
Bixby Center for the Arts

PRECINCT RECORDS

SEARCH RESULTS: 3

Smith, Jean R  
6931 North Shore DR, Falls Church, VA 220418555  
VOTER ID: 432129651  
Bixby Center for the Arts  
Precinct: 500 - Bixby 0590500

Smith, Jason Sean  
1965  
6812 Rolling Rapids CT, McLean, VA 221028555  
VOTER ID: 432126810  
Square Secondary School  
Precinct: 300 - Square 0590300  
Wrong Location

9:45 AM Wed Mar 31  
November 2020 General & Special Elections - 11/03/2020  
Last Imported: 03/31/2021, 09:37:48

Fairfax County  
Bixby Center for the Arts

POLL WORKER  
CONFIRMATION

CONFIRM THE VOTER'S INFORMATION

Jean R Smith  
6931 NORTH SHORE DR, FALLS CHURCH, VA 220418555  
Precinct: 500 - Bixby 0590500 DOB: 1989 CD: 08  
Status: Active Voter ID: 432129651 SHD: 049  
SSD: 035

Ballot Style: Unknown  
Precinct: 500 - Bixby 0590500

Processed Successfully

Touch anywhere on the screen to continue.

# CHECK-IN FLAGS

## ASSISTANCE REQUIRED

*For voters requiring assistance in marking their ballot.  
Voter and assistant must sign Request for Assistance form.*

## CURBSIDE

*For voters who choose to vote outside the polls.  
No form is required from the voter.*

## VOTER SIGNED OATH:

*For voters who complete Affirmation of Eligibility form and  
for voters who complete an ID Confirmation Statement.*

# CHECK-IN STEPS

## 1. Ask voter for an ID.

*If voter gives a valid ID, never ask for their driver's license instead.*

## 2. Find voter on Poll Pad.

*For most voters, you can scan their driver's license. Otherwise, do a manual search.*

## 3. Ask voter to provide their name & address (orally or in writing).

*Voter may provide an address that is different from the address on their ID.*

## 4. If info matches on Poll Pad, repeat name audibly.

**§ 24.2-643:** "The officer of election shall repeat, in a voice audible to party and candidate representatives present, the full name provided by the voter."

## 5. DUAL PRIMARIES ONLY: Ask if voter wants a ballot for Democratic primary or Republican primary.

*Never ask a voter if they are a Democrat or Republican!*

## 6. Press 'Submit' to officially check in the voter.

*Give voter a ballot or Voter Permit Card.*

Remember...more than 95% of all check-ins are routine voters.

## **Anyone else, send to the Chief!**

### **Issues to send to the Chief:**

- Misspelled name
- Name change
- Voter has moved
- Wrong precinct
- No acceptable ID
- Not found in pollbook
- Absentee ballot
- Provisional ballot

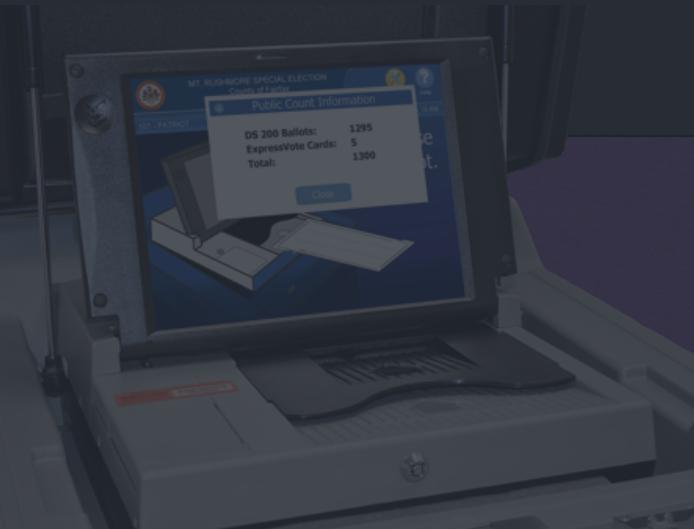


## POLL PADS & CHECKING IN VOTERS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## EXPRESSVOTE & ACCESSIBILITY

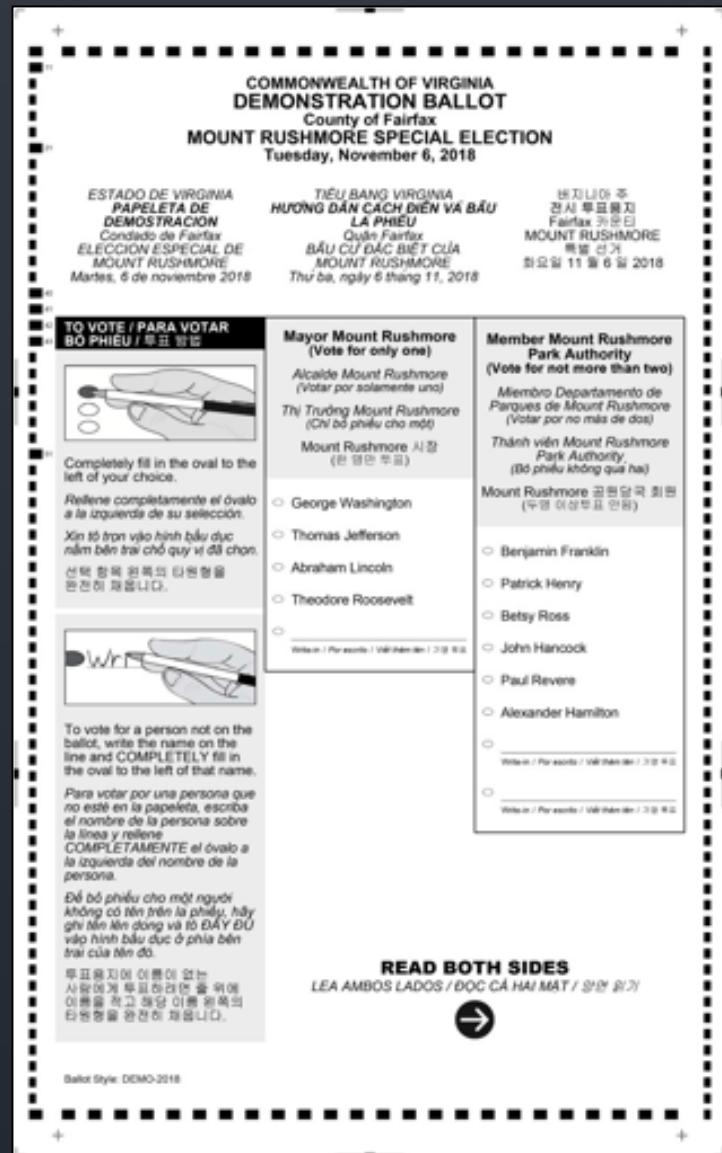
ADA-COMPLIANT BALLOT MARKING DEVICE



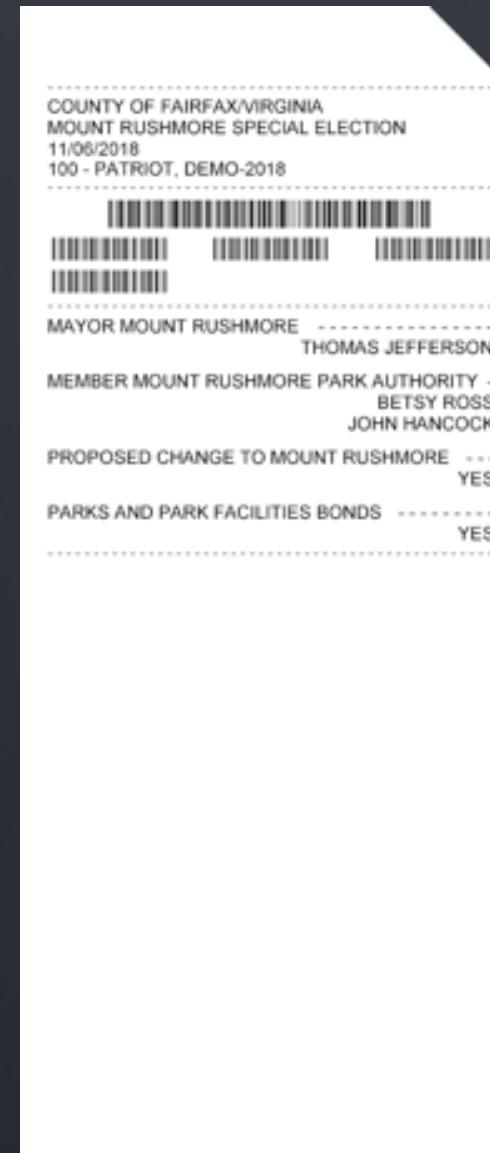
## DS200 & BALLOTS

BALLOT VOTING DEVICE

# Regular ballot



# ExpressVote card



*Both of these are inserted into the DS200.*

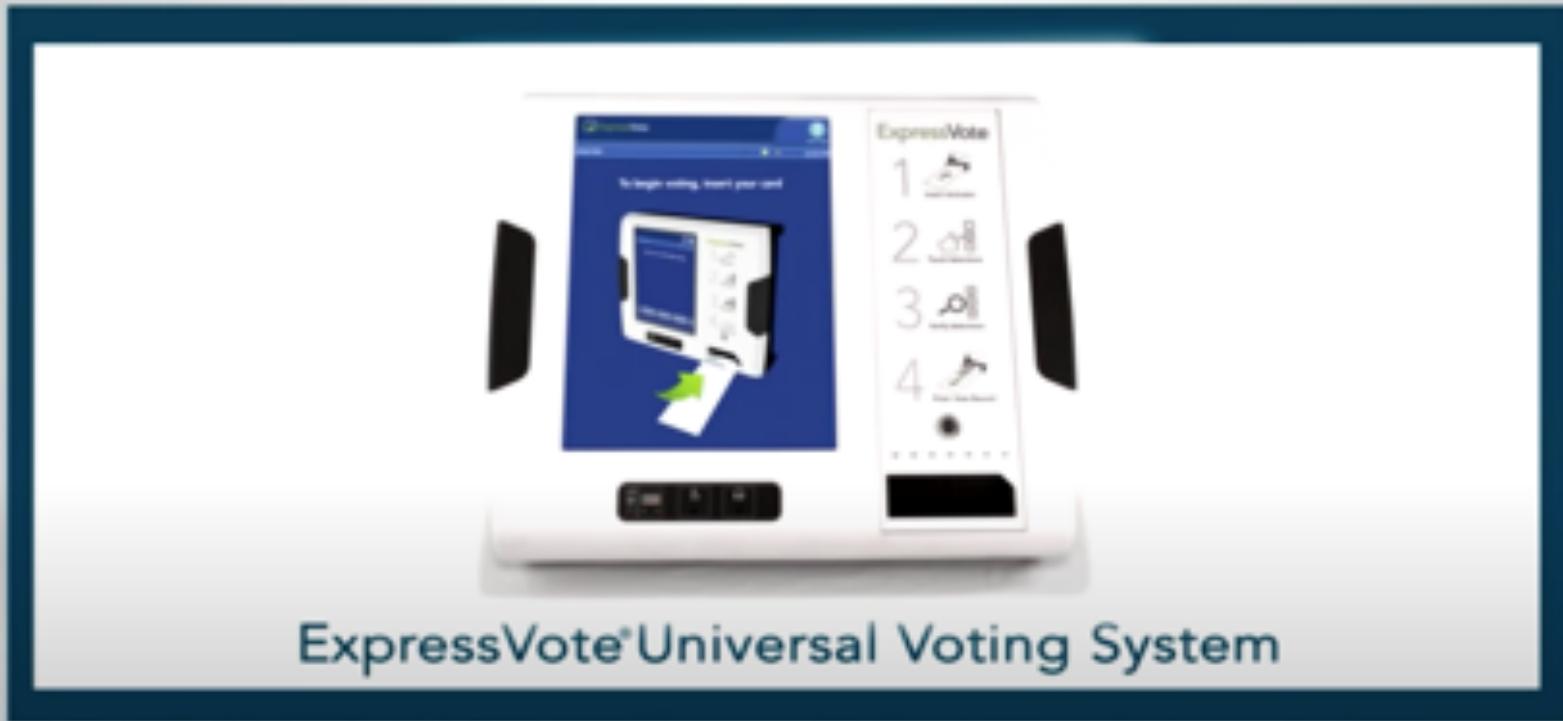
# EXPRESSVOTE

- Marking device only
- ADA-compliant
- Can display ballot in multiple languages (English, Spanish, Vietnamese, and Korean)
- Voter uses touchscreen, audio cues, or directional pad to make vote selections
- Voter receives a marked paper ballot, which can be cast on DS200



**Any voter may choose to  
use the ExpressVote!**

# EXPRESSVOTE VIDEO



ExpressVote® Universal Voting System



▶ ▶ ⏪ 0.10 / 259



*Watch this video on our website.*

# ASSISTANCE & ACCESSIBILITY

## REQUEST FOR ASSISTANCE

- Voters may have someone help them in the voting booth, but the voter and assistant must both sign a Request for Assistance form.
- *Exception:* If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

## LANGUAGE SERVICES

- Language Officers
- Phone translation line
- All signs and documents in 4 languages (English, Spanish, Vietnamese, and Korean)

## VOTERS WITH DISABILITIES

- Be respectful!
- Always ask before assisting.



## POLL PADS & CHECKING IN VOTERS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## EXPRESSVOTE & ACCESSIBILITY

ADA-COMPLIANT BALLOT MARKING DEVICE



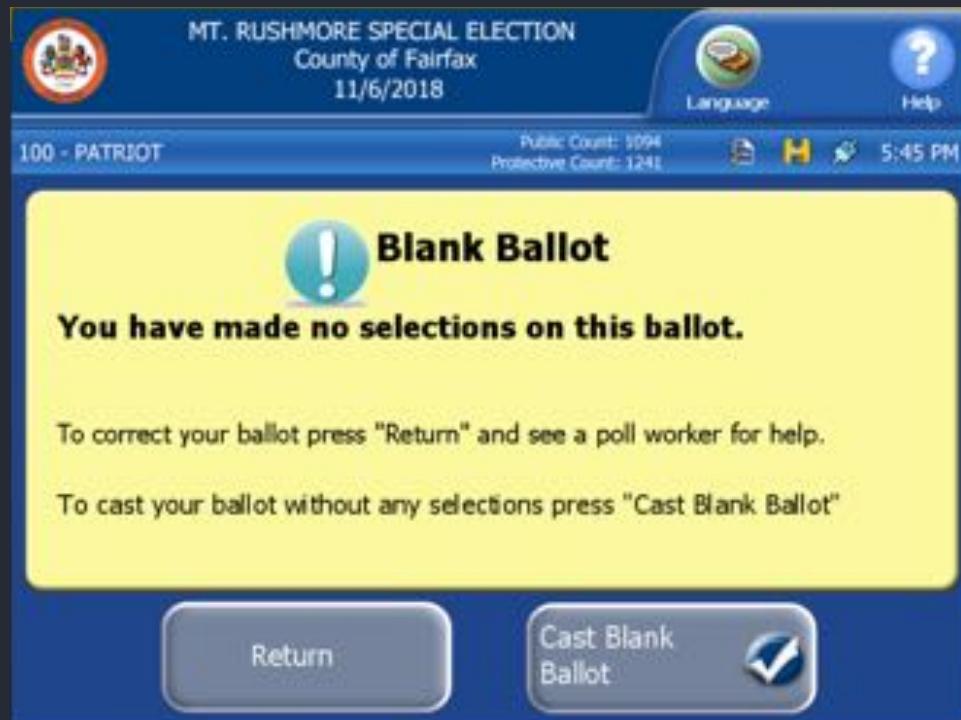
## DS200 & BALLOTS

BALLOT VOTING DEVICE

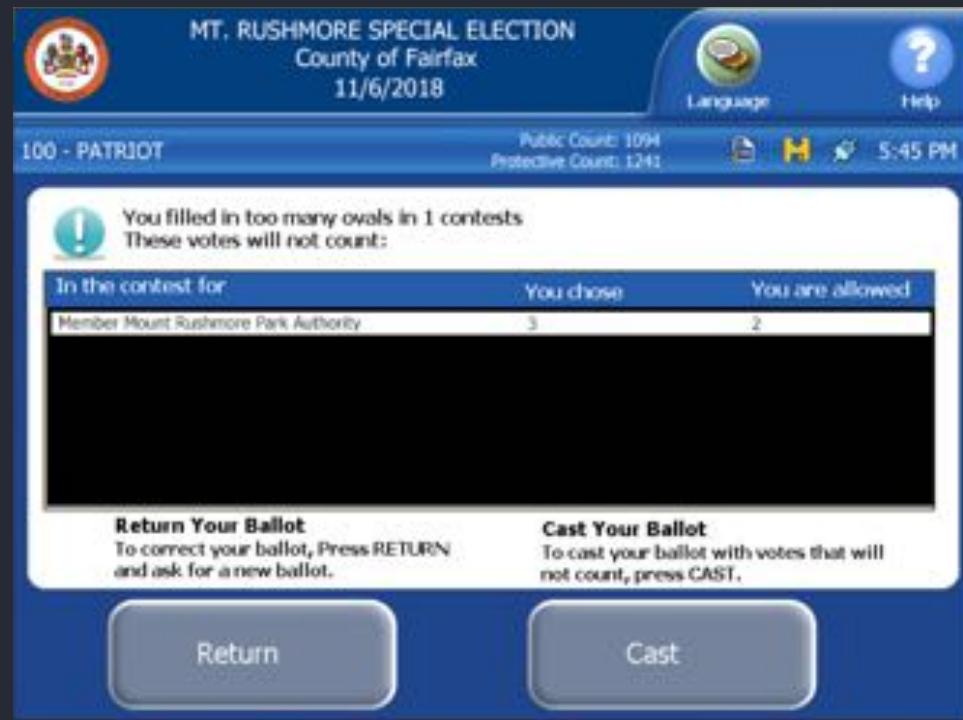
Most ballots will be **accepted** by the DS200.



# Some ballots need **confirmation** on the DS200.



**Blank Ballot:**  
*No selections*



**Over-voted Ballot:**  
*Too many selections*

Some ballots are **rejected** by the DS200.

*If a ballot is rejected,  
call the Chief or Assistant Chief!*

### How do you know?



Machine will return the ballot

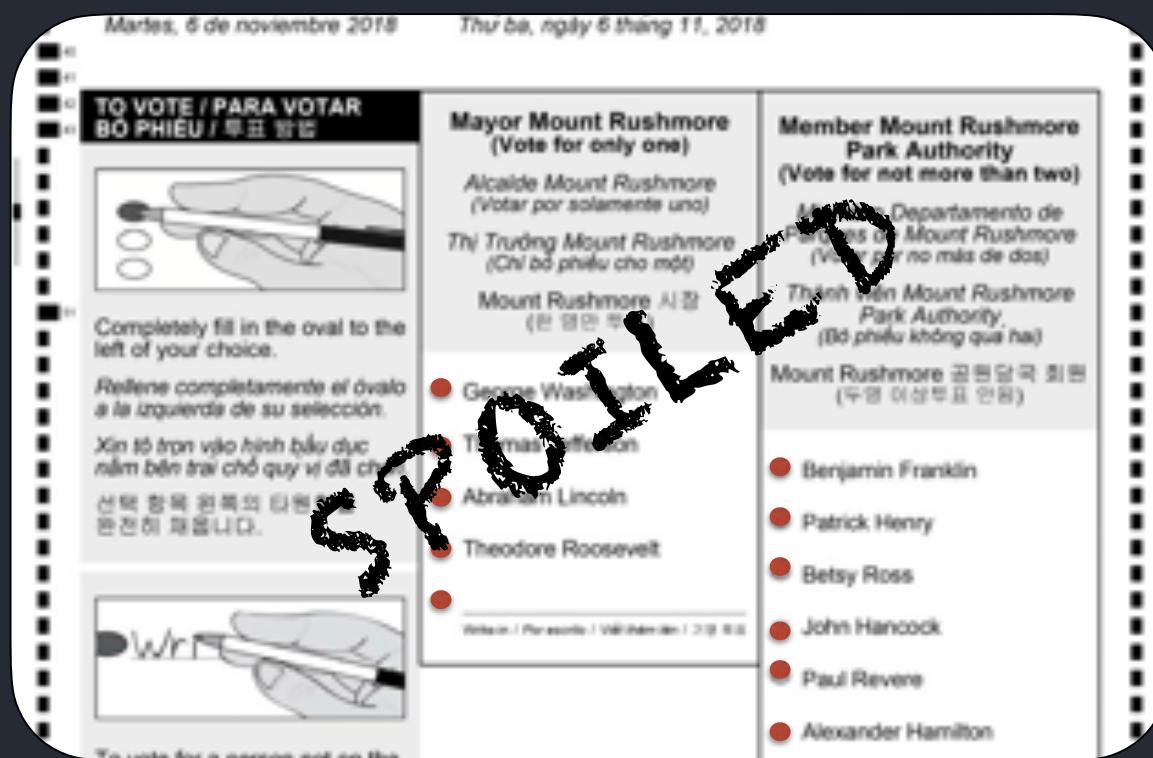


Machine will make a beeping sound

# SPOILED BALLOTS

If voter makes an error, they may receive a new ballot.

**Write SPOILED and give to Chief.  
Issue voter new ballot.**

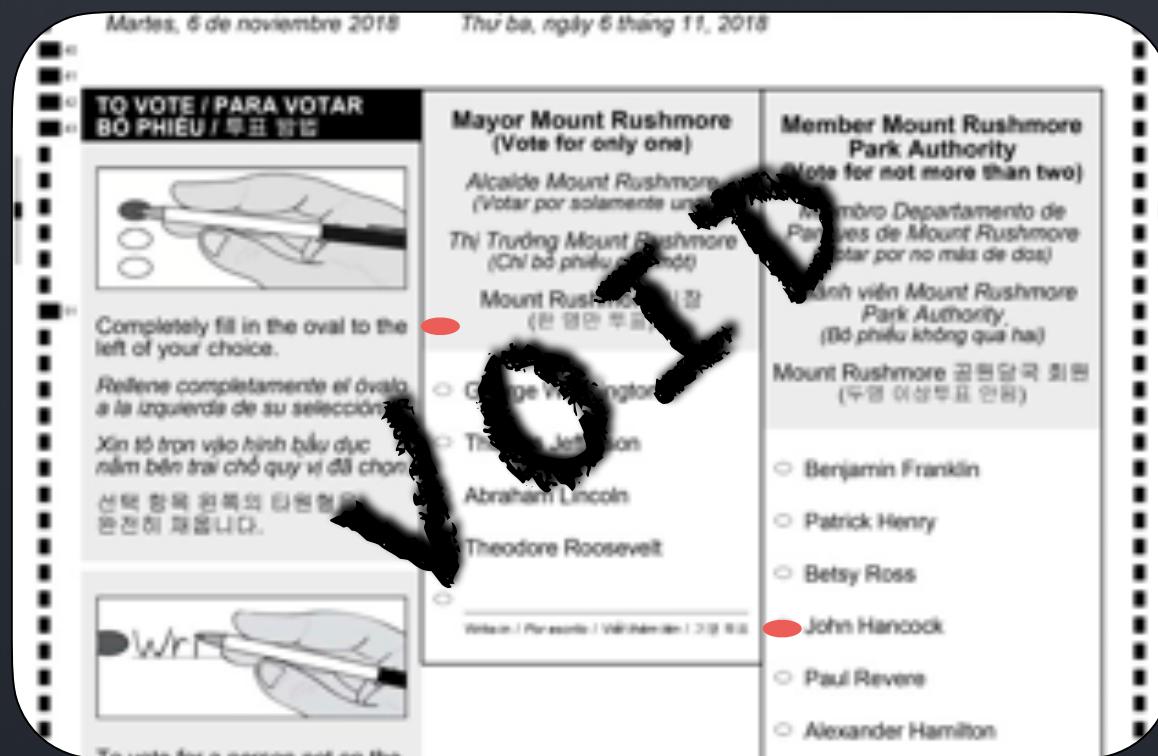


# VOID BALLOTS

If voter leaves ballot in the polling place, they are a FLEEING VOTER.

If the ballot is still on the scanner, you may cast it for them. Otherwise...

# **Write VOID and give to Chief.**



# CLOSING PROCEDURES

# CLOSING PROCEDURES

- **At 7:00 PM (or after the last voter leaves), the Chief will lock the voting room and begin closing procedures. The following tasks must be completed before you can leave:**
  - Fill out all required documents
  - Close and pack Poll Pads
  - Close and pack ExpressVote
  - Close and pack DS200 scanners
  - Secure all voted and unvoted ballots
  - Remove and pack all signs and PPE supplies

*NOTE: Absentee Ballot Collector officers will secure absentee ballots from Drop-Off Box and immediately drive them to Government Center.*

# STATEMENT OF RESULTS

- The most important document during closing procedures is the Statement of Results (SOR). This is the record of all votes in your precinct.
- Do not leave the polling place without signing the SOR and the SOR copy!

RETURN IN #2 BLUE POUCH  
County of Fairfax  
Precinct: 100-PATRIOT (sample)

## STATEMENT OF RESULTS (SOR)

Page 1 of 4

December 1, 2021

General and Special Elections

STAPLE TAPES HERE			
<b>BEFORE THE POLLS OPEN</b>			
<ul style="list-style-type: none"> <li>D5200 Configuration Report</li> <li>D5200 Ballot Status Accounting Report</li> <li>D5200 Zero Totals Report</li> </ul>			
<b>AFTER POLLS CLOSE</b>			
<ul style="list-style-type: none"> <li>D5200 Ballot Status Accounting Report</li> <li>D5200 Voting Results Report</li> </ul>			
PART A: POLLBOOK CERTIFICATION			
	CALCULATION OR SOURCE	Number of Voters	
A1	TOTAL VOTERS CHECKED IN	Poll Pad Certification	
A2	TOTAL FLEETING VOTERS (PRINTED BALLOTS OR CARDS)	Balloons voided and not scanned because voter left without casting a ballot (Fleeting Voters).	
A3	TOTAL VOTERS CASTING BALLOTS	= A1 - A2	AD TOTAL
PART B: COUNTED BALLOTS CERTIFICATION			
	CALCULATION OR SOURCE	Number of Ballots	
B1	D5200-1 COUNTED BALLOTS (after polls close)	"Public Count" from D5200 Ballot Status Accounting Report.	
B2	D5200-2 COUNTED BALLOTS (after polls close)	"Public Count" from D5200 Ballot Status Accounting Report.	
B3	D5200-3 COUNTED BALLOTS (after polls close)	"Public Count" from D5200 Ballot Status Accounting Report.	
B4	HAND-COUNTED BALLOTS (if needed)	Balloons counted by hand because they could not be scanned.	
B5	TOTAL COUNTED BALLOTS	= B1 + B2 + B3 + B4	BD TOTAL
PART C: EXPLANATION OF DISCREPANCIES (COMPLETE ONLY IF A3 DOES NOT EQUAL B5)			
PART D: BALLOT CERTIFICATION			
	CALCULATION OR SOURCE	PRINTED BALLOTS	EXPRESSIVE BALLOT CARDS
D1	BALLOTS RECEIVED FROM ELECTORAL BOARD - BEFORE POLLS OPEN (Includes Full Ballots in English, Spanish, Vietnamese, and Korean as well as Presidential-only and Federal-only ballots in all languages)	BOX LABELS	SD
D2	BALLOTS RECEIVED FROM ELECTORAL BOARD - WHILE POLLS OPEN	BALLOT RECEIPT	
D3	TOTAL BALLOTS RECEIVED	= D1 + D2	
D4	TOTAL UNUSED BALLOTS RETURNED (Return printed ballots in #6 Box(es) and EV cards in Black KH)	(# of unopened Full (English) packs x 100) + (# of ballots in open packs) + (# typed on unopened packs of foreign language, Presidential-only, and Federal-only ballots)	
D5	BALLOTS SPOILED AND VOIDED (Do not include absentee ballots turned in by voters)	ENVELOPE #6 (Do not count absentee ballots)	
D6	BALLOTS USED FOR PROVISIONAL VOTERS	ENVELOPE #1A + ENVELOPE #1B (if used)	
D7	TOTAL UNUSED BALLOTS + SPOILED/VOID + PROVISIONAL	= D4 + D5 + D6	
D8	TOTAL BALLOTS COUNTED (Scanned and hand-counted)	= D3 - D7	
PART E: ELECTION OFFICER CERTIFICATION - We hereby certify that this STATEMENT OF RESULTS is a complete record of this election and that all of the information entered herein is true and correct.			
1.	Governor	Secretary-Governor	Director of Elections
2.	Governor's Election	Governor's Election	Governor's Election
3.			
4.	Governor's Election	Governor's Election	Governor's Election
5.			
6.			
7.	Governor's Election	Governor's Election	Governor's Election
8.			

# MACHINE CERTIFICATION FORM

- During **opening procedures**, you verified the green seal numbers were correct.
- During **closing procedures**, record the red seal and counter numbers and affix the red sticker seal. Two officers must sign at the bottom.

## RETURN IN #2 BLUE POUCH – MACHINE CERTIFICATION FORM

**PRECINCT: 100 SAMPLE**

County of Fairfax

**BEFORE POLLS OPEN:** Verify seals and counter numbers.

If any seals are broken or do not match numbers below, contact Election Support.

DS200 Serial Number	Seal Number (GREEN zip-tie seal)	USB/Printer seal (RED barcoded sticker)	Protected Counter	Public Counter
DS0314340327	0249787	45456996	1965	0
DS0314340498	0249705	45456997	4238	0

Additional Equipment	GRAY CART (GREEN zip-tie seal)	POLL PAD CASE (GREEN zip-tie seal)	#2 POUCH (no seal)	#7 POUCH (no seal)
	0214664	0214665	n/a	n/a

**AFTER POLLS CLOSE:** Record new seal and counter numbers.

DS200 Serial Number	Seal Number (RED zip-tie seal)	# of Boxes of Voted Ballots	Protected Counter	Public Counter
DS0314340327	6532157	3	2575	610
DS0314340498	6532158	0	Not used	Not used

Additional Equipment	GRAY CART (RED zip-tie seal)	POLL PAD CASE (RED zip-tie seal)	#2 POUCH (BLUE plastic tab seal)	#7 POUCH (RED plastic tab seal)
	5651295	5651294	5651296	5651297

**AFTER POLLS CLOSE:** Place USB/Printer compartment seals (RED barcoded stickers) here.



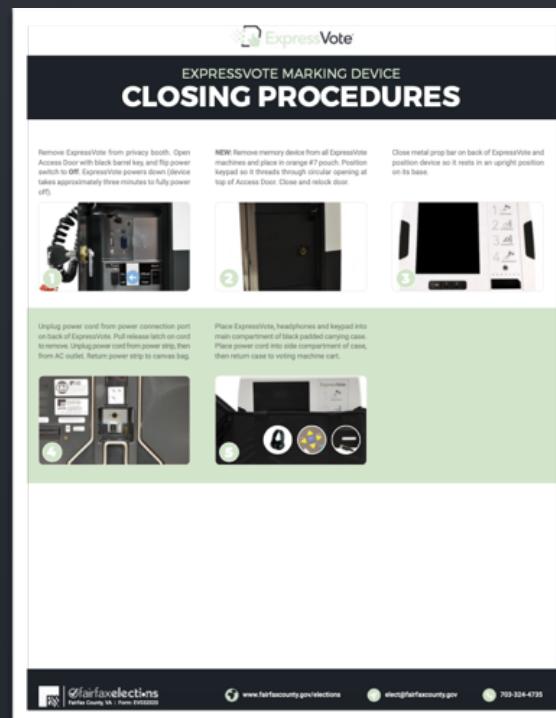
Not opened

**AFTER POLLS CLOSE:** Any two officers may sign below to acknowledge recording seals.

1. <i>Jane Z. Doe</i>	2. <i>John T. Smith</i>
--------------------------	----------------------------

# ONE-PAGE EQUIPMENT GUIDES

- The Chief will have one-page guides for the Poll Pads, DS200 scanners, and ExpressVote.
- They will have all the information you need for closing each piece of equipment.



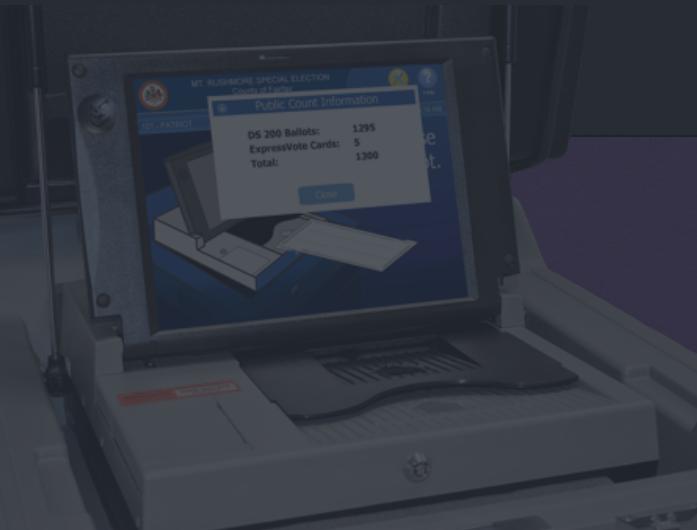


## CLOSING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

## CLOSING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



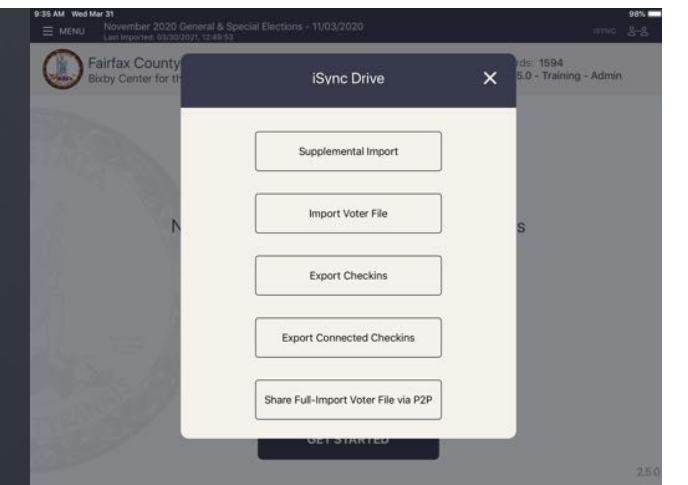
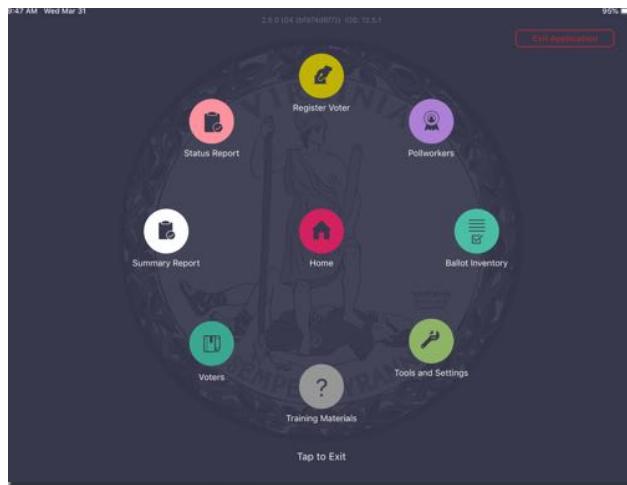
## CLOSING THE DS200

BALLOT VOTING DEVICE

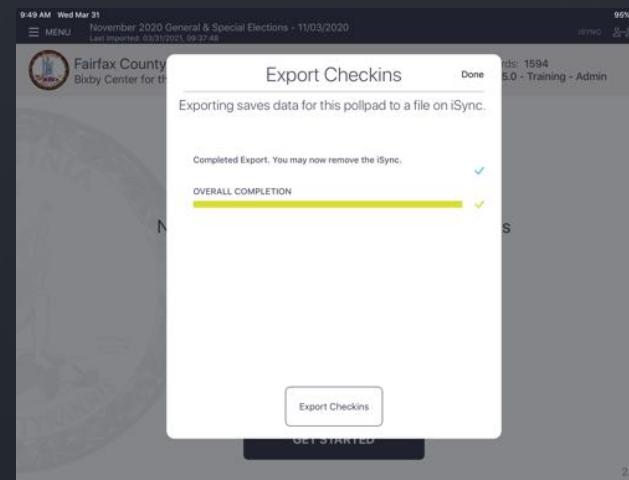
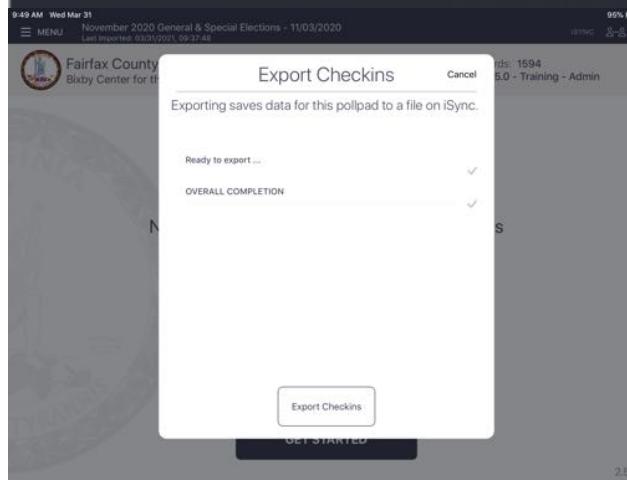
# iSYNC DRIVE



- During **closing** procedures, insert iSync drive into each Poll Pad to export data.
- If you forget, it takes us up to 4 hours to fix each Poll Pad!



# POLL PAD iSYNC EXPORT VIDEO



# SECURE POLL PADS



- **GREEN CASE:**  
Poll Pads, power cables,  
styluses, printer

- **GRAY BIN:**  
Stands, license trays,  
power strips, other  
parts

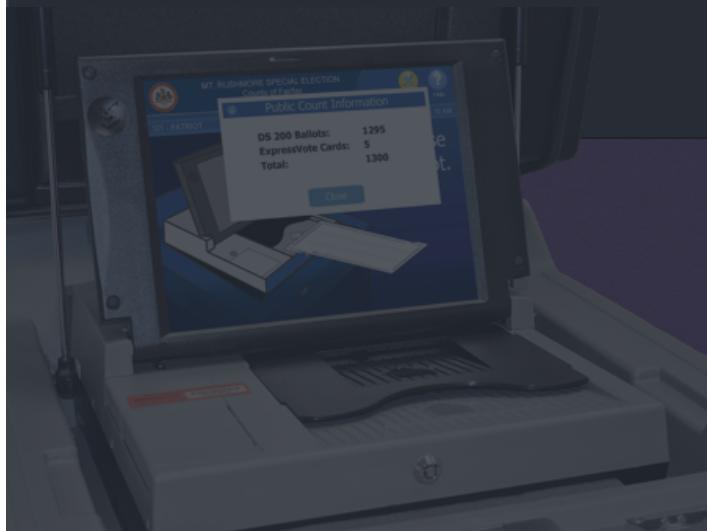
## CLOSING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN



## CLOSING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



## CLOSING THE DS200

BALLOT VOTING DEVICE

# EXPRESSVOTE



## ExpressVote MARKING DEVICE CLOSING PROCEDURES

Remove ExpressVote from privacy booth. Open Access Door with black barrel key and flip power switch to **OFF**. ExpressVote powers down (device takes approximately three minutes to fully power off).

① Remove memory device from all ExpressVote machines and place in orange #7 pouch. Position keypad so it threads through circular opening at top of Access Door. Close and relock door.

② Close metal prop bar on back of ExpressVote and position device so it rests in an upright position on its base.

③ Place ExpressVote, headphones and keypad into main compartment of black padded carrying case. Place power cord into side compartment of case, then return case to voting machine cart.

**fairfaxelections**  
Fairfax County, VA | FMS-EV52000  
[www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections) | [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov) | 703-324-4735

## CLOSING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN



## CLOSING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



## CLOSING THE DS200

BALLOT VOTING DEVICE

# CLOSING DS200 SCANNER

## STEP 1:

**Unlock, open & inspect Auxiliary Compartment.**

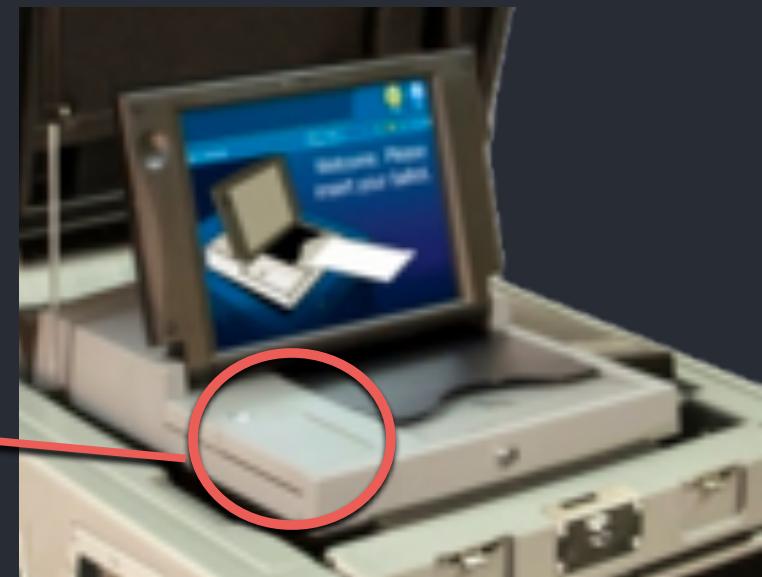
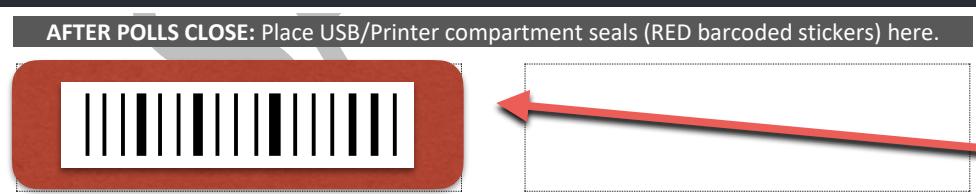
## STEP 2:

**Record Protected &  
Public Counter  
numbers on Machine  
Certification Form.**

AFTER POLLS CLOSE: Record new seal and counter numbers.				
DS200 Serial Number	Seal Number (RED zip-tie seal)	# of Boxes of Voted Ballot	Protected Counter	Public Counter
DS0314340327	6532157	3	2575	610
DS0314340498	6532158	0	Not used	Not used

## STEP 3:

**Remove barcoded seal from printer  
access door & place on Machine  
Certification Form.**



# CLOSING DS200 SCANNER

## STEP 4:

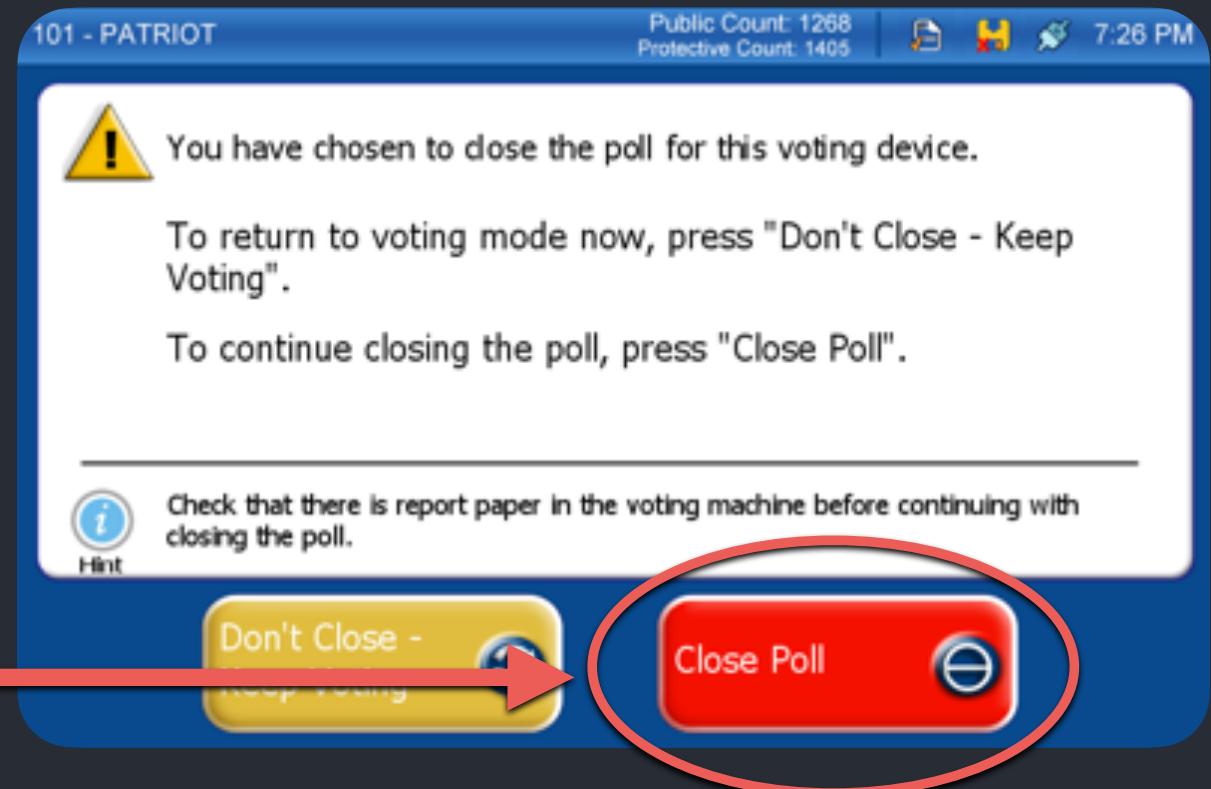
**Unlock & open printer access door (underneath barcoded seal).**

**Press “CLOSE POLL” physical button.**

## STEP 5:

**Press “Close Poll” on screen.**

*(Multiple reports will print.  
On election day, two officers sign each and give to Chief.)*



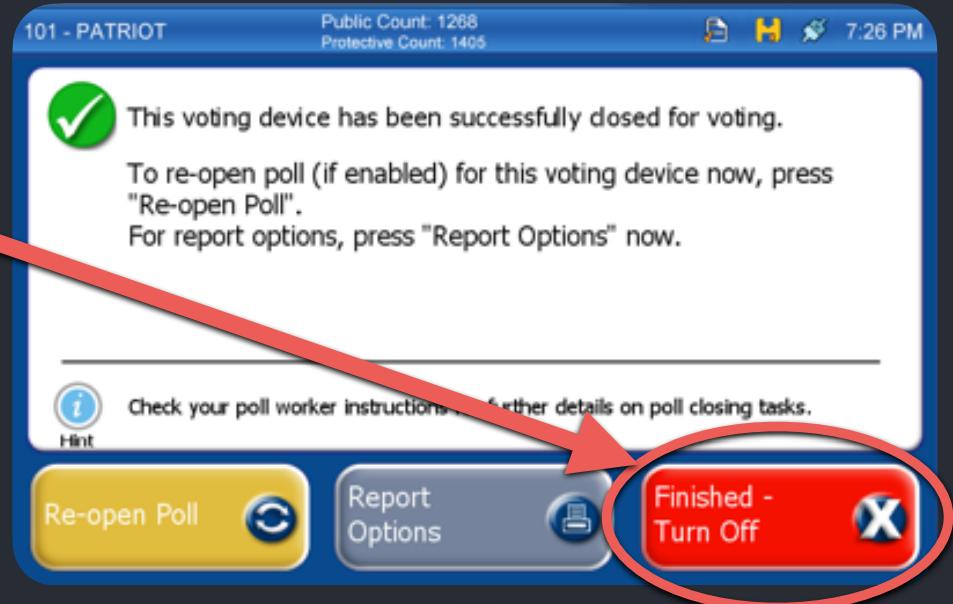
# CLOSING DS200 SCANNER

**STEP 6:**  
Press "Finished - Turn Off".

**STEP 7:**  
Unplug the power cord.  
Close & re-lock the power  
cord compartment.

**STEP 8:**  
After DS200 turns off, remove  
2 memory sticks.

- Printer compartment
- Battery compartment



# CLOSING DS200 SCANNER



**STEP 9:**  
**Close & re-lock DS200 screen.**  
**Close & re-lock outer machine lid.**

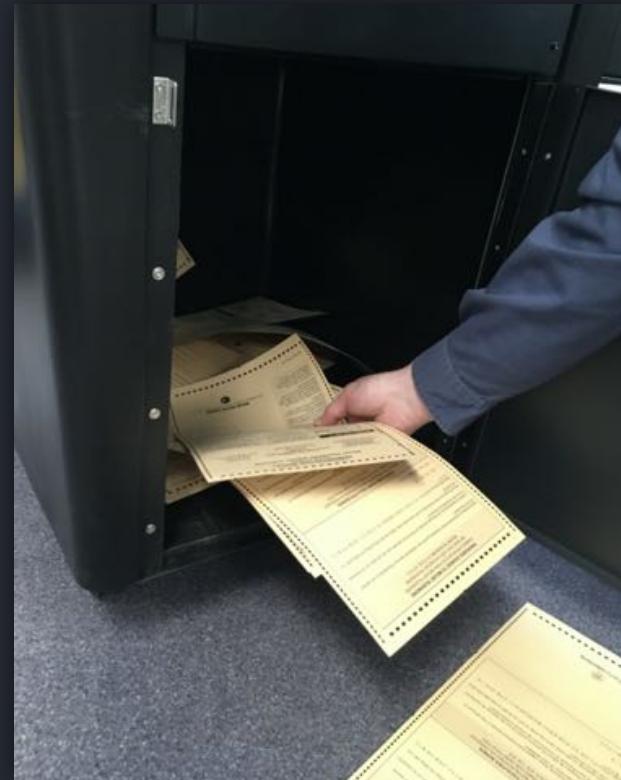
**STEP 10:**  
**On election day, secure with  
red zip-tie seal and record number  
on Machine Certification Form.**

# SECURING VOTED BALLOTS

**FINAL STEP!**

**Unlock & open Ballot Compartment.**

**Carefully move all voted ballots into voted ballot boxes.**



# REQUIRED SIGNATURES

- When all work is complete (usually around 9:00 PM), the Chief will dismiss all election officers.
- Before that, confirm with your Chief that you've signed all required documents!
- If you do not sign a required document, you will have to come to the Office of Elections within 2 days.

**OATH**

**COMPENSATION SHEET**

**SOR**

**YELLOW RETURN SHEET**

**SOR (COPY)**

**VOTED BALLOT BOXES**

# AFTER ELECTION DAY

- Complete the post-election survey as soon as possible after election day (no later than the Sunday after election day).
- Look for payment 4-6 weeks after election day.

***Thank you very much for  
serving as an election officer!***

# CONCLUSION

**703-324-4735**

ElectionOfficers@fairfaxcounty.gov

**TRAINING RESOURCES:**

All training handouts and videos.

**fairfaxcounty.gov/elections/officers/resources**

**ELECTION OFFICER PORTAL:**

Check your precinct assignment.

**vote4fairfax.com**

You have now finished reviewing the online training materials.

**You must return to the Election Officer Portal and pass the quiz to receive credit for completing this class.**

*If you need help, contact us at **703-324-4735** or [ElectionOfficerTraining@fairfaxcounty.gov](mailto:ElectionOfficerTraining@fairfaxcounty.gov).*