

NEW & EXPERIENCED ELECTION OFFICER TRAINING

**For the
June 2021
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**
- **Absentee ballot drop-off boxes are permanent**
- **Minor updates to acceptable IDs**
- **Continue to observe safety procedures for COVID-19**

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

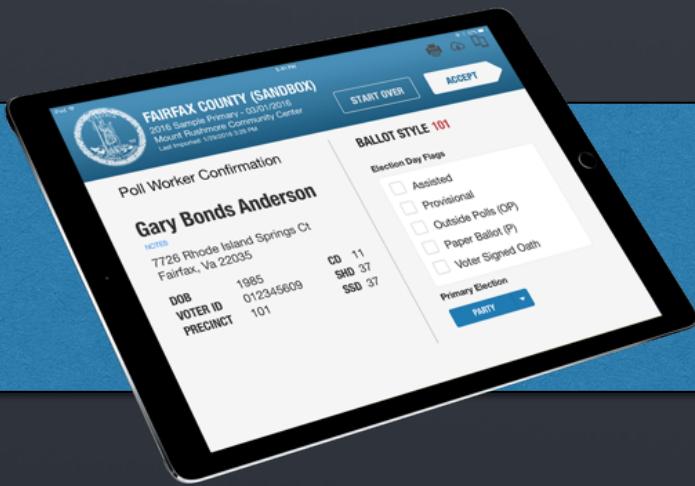


SPECIAL POSITIONS FOR THIS ELECTION

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

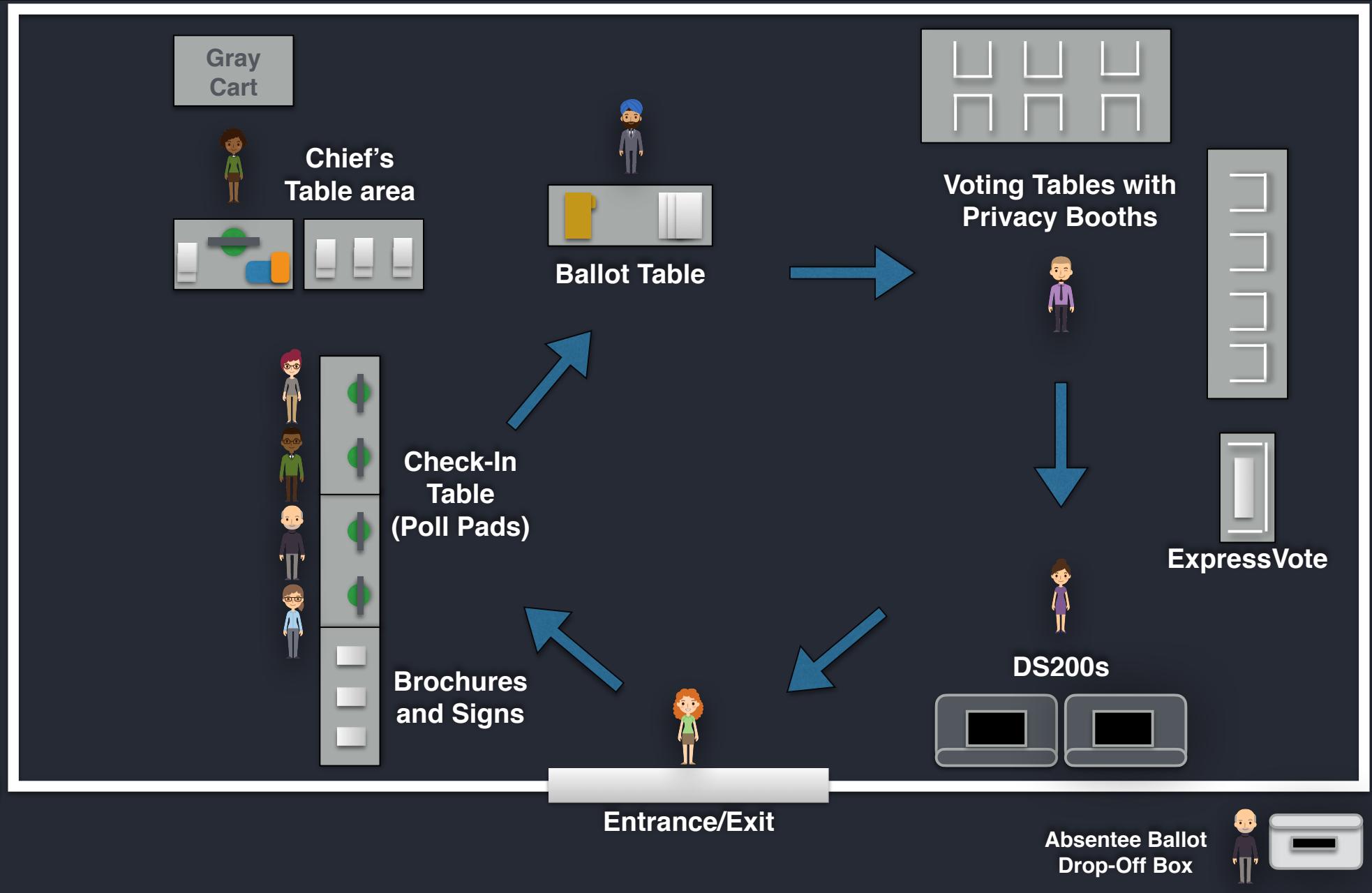
BALLOT OFFICER

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 EVERYTHING!

On election day, you will have a one-page list of all acceptable IDs that you can check 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

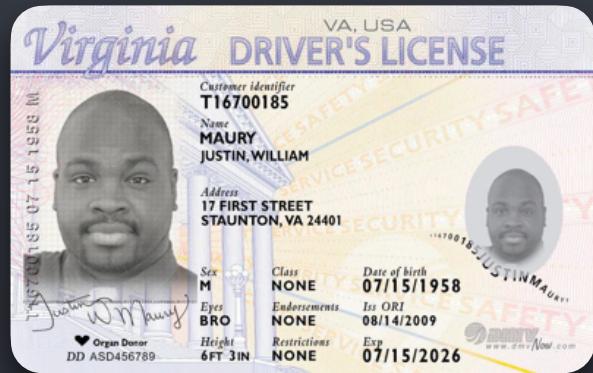
ACCEPTABLE IDs

- 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

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



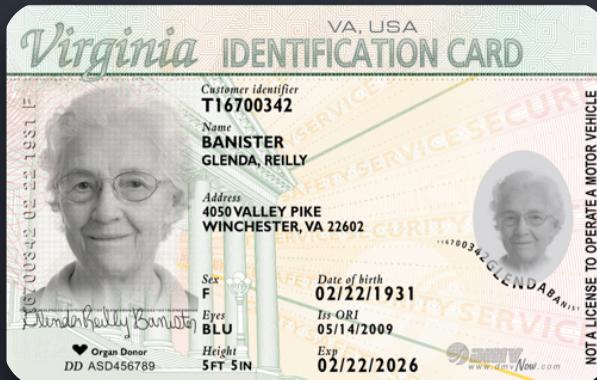
VIRGINIA DRIVER'S LICENSE



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	\$5,684.22

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	\$4,933.20
09/01/2018	30 Debit(s) This Period	\$17,414.45
09/21/2018	Ending Balance	\$5,684.22

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 518 OF 07/1582		\$18,747.99	
09/04/2018	WALMART CASHIER 1000XXXXX79	\$1,088.60		\$17,759.39
09/05/2018	HME WARRANTY #0024736045053349	\$42.99		\$17,716.40
09/05/2018	SAMS CLUB MC ONLINE PAY CXF420104256POS	\$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 PAYT	\$160.75		\$3,671.23
09/05/2018	WALMART CASHIER 1000XXXXX79	\$170.00		\$3,500.23
09/05/2018	DIVOCNSHIRE II CO CONS CP BC5198	\$195.00		\$3,305.23
09/07/2018	DEP-POSIT			\$3,959.48
09/07/2018	TARGET ONLINE PAYT	\$68.59		\$3,870.89
09/07/2018	ATM Withdrawal 09/01 MD BALTIMORE '10/101 PHILADELPHIA RD 90200 008158	\$180.00		\$3,690.89
09/07/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT FOOD I	\$70.11		\$3,620.78
09/07/2018	L A FITNESS	\$12.98		\$3,607.80
09/07/2018	AT&T MOBILITY ONLINE PAYT	\$116.22		\$3,491.58
09/07/2018	WALMART CASHIER 1000XXXXX79	\$1,088.60		\$3,303.98
09/07/2018	DIRECT DEP	\$3,038.30		\$7,131.53
09/07/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT	\$19.86		\$7,111.67
09/17/2018	ATM Withdrawal 09/15 WW INWOOD MARTINSBURG INWOOD	\$400.00		\$6,711.67
09/17/2018	Signature POS Debit 09/16 MD BALTIMORE GIANT	\$14.06		\$6,697.61

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 UDISHI
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.

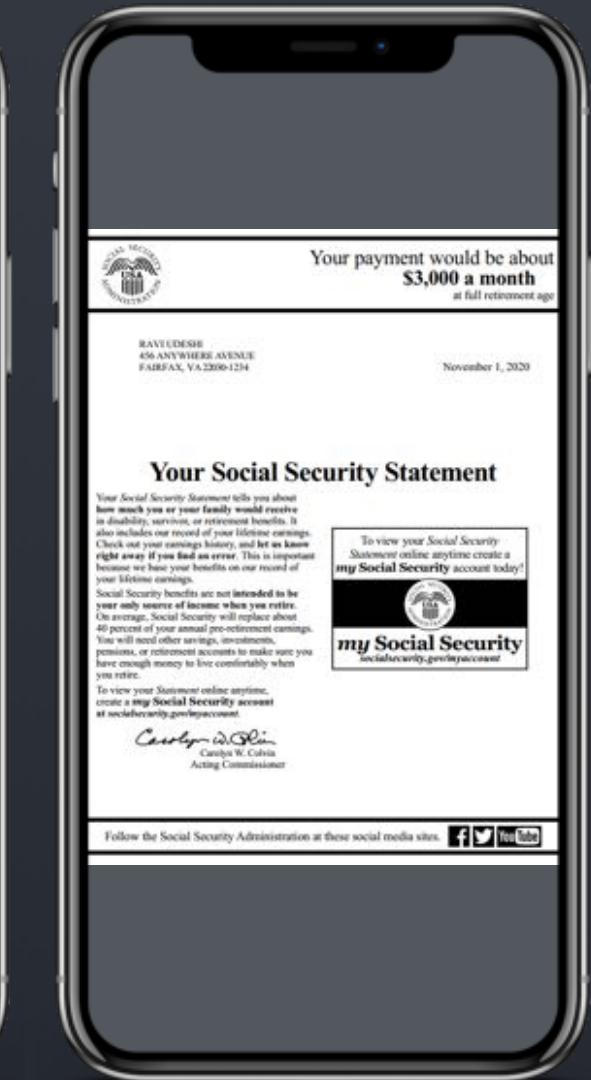
GOVERNMENT DOCUMENT
(with name & address)GOVERNMENT CHECK
(with name & address)

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.



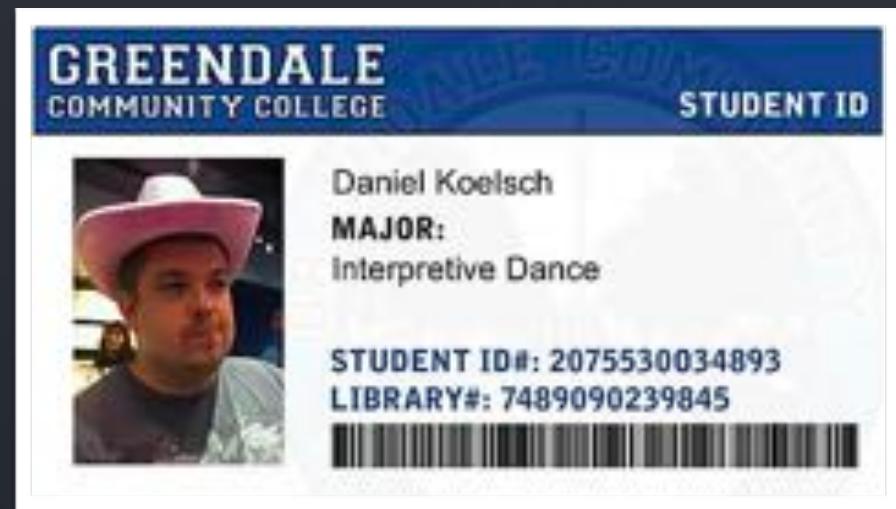
BANK STATEMENT
(with name & address)



GOVERNMENT DOCUMENT
(with name & address)

ABOUT PHOTOS...

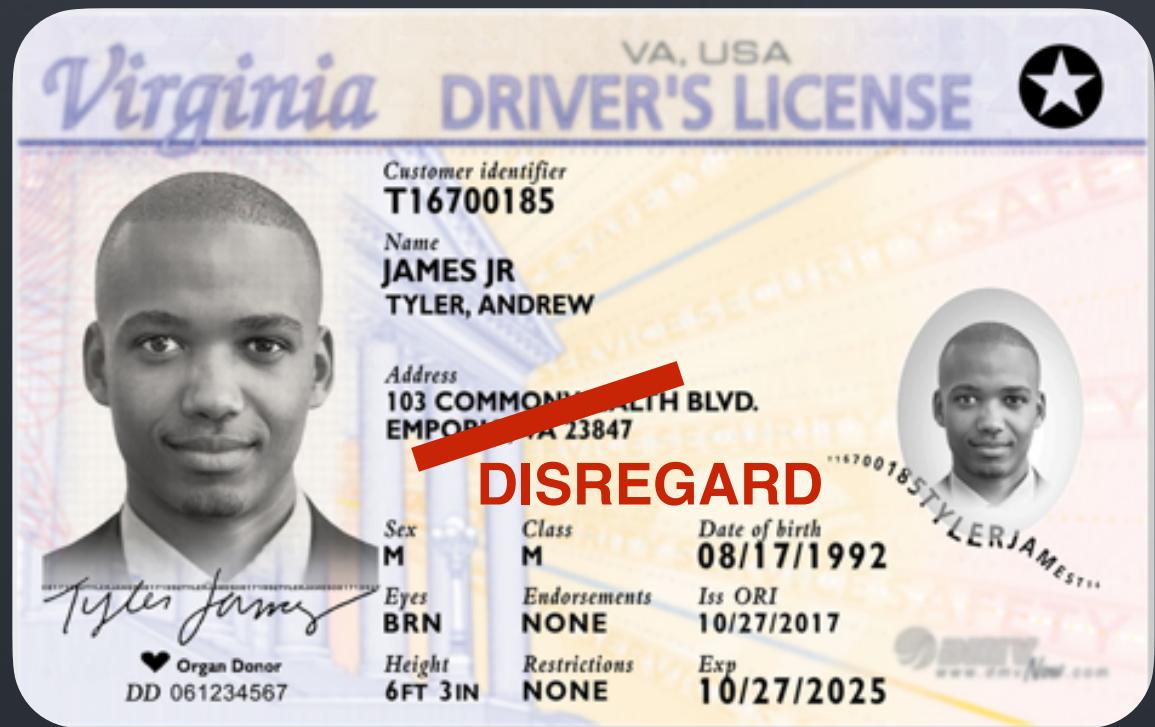
- **Previously, all IDs required a photo.**
- **Now, only some IDs still require a photo:**
 - **Employer ID**
 - **NEW: College/University ID from outside Virginia**
- **NEVER** ask a voter to remove their face mask or religious face covering to verify their identity.



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.**

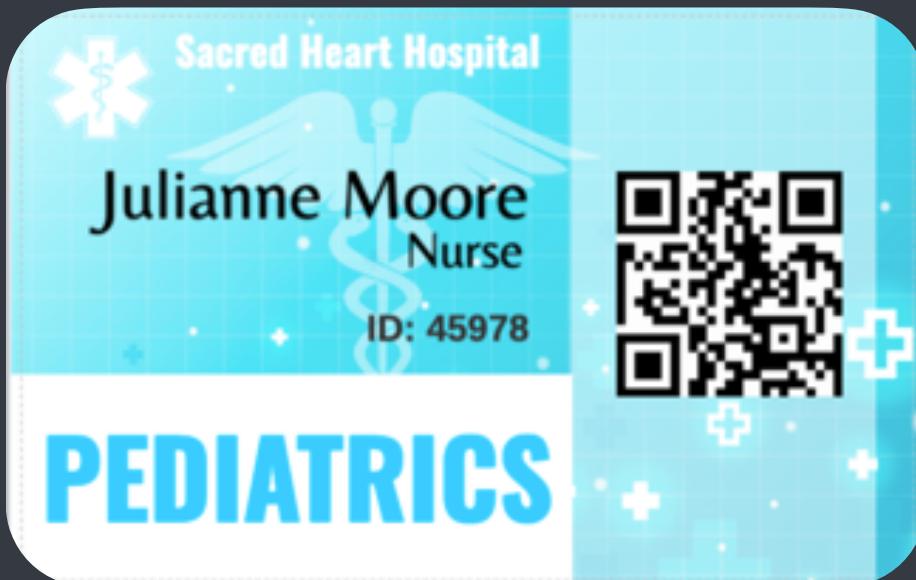
**If a voter offers an approved form of ID, you
may not ask for their driver's license instead.**

(It's against the law!)

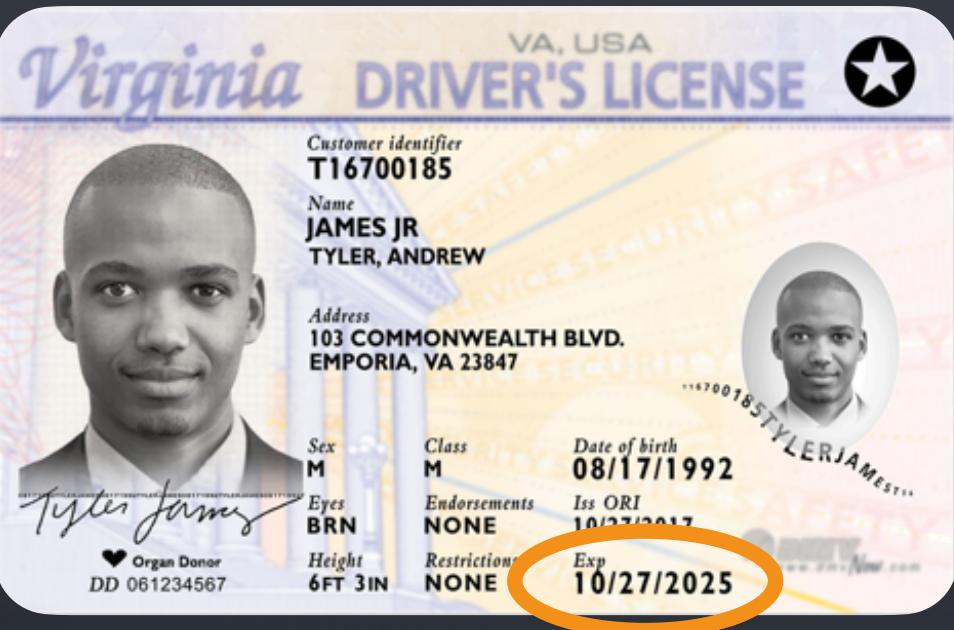
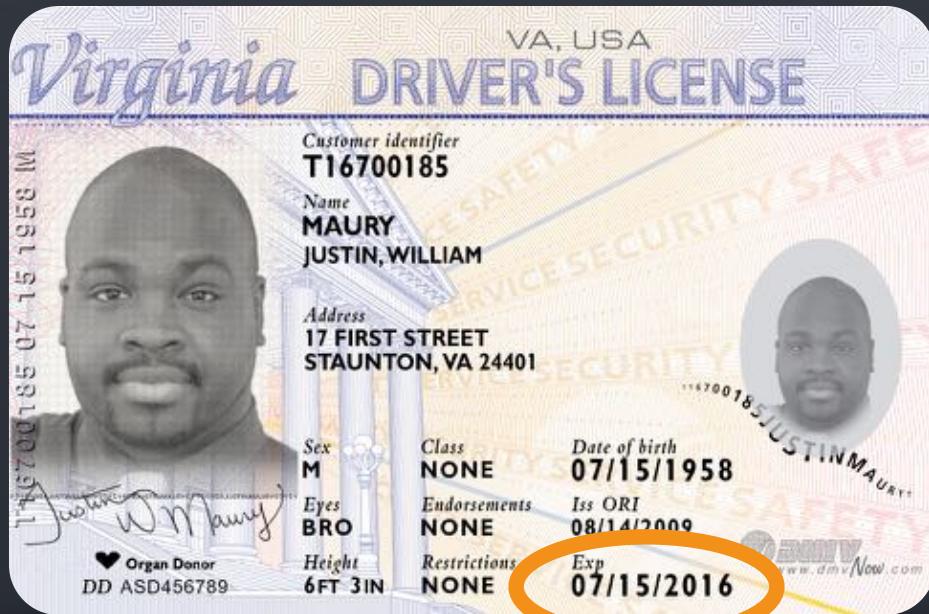
**A 17-year-old may register and vote in a
primary election if they will be 18 years old by
the date of the November general election.**

**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 setup voting room, including:**

✓ Arrange tables

✓ Post indoor signs

✓ Assemble privacy booths

✓ Setup acrylic sneeze guards

✓ Setup 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 setup Poll Pads
 - Open and setup ExpressVote
 - Open and setup DS200 scanners
 - Open and count ballots
 - Post all signs and mark 40-Foot Prohibited Area

OATH AND COMPENSATION SHEET

* VIRGINIA *
DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA
OFFICER OF ELECTION OATH

Return in # 2 Blue Pouch

COMMONWEALTH OF VIRGINIA,
OFFICER OF ELECTION OATH

ELECTION DATE: DECEMBER 1, 2021

FAIRFAX COUNTY
PRECINCT: 100 PATRIOT

OATH OF CHIEF OFFICER
DELEGATED BY THE GENERAL REGISTRAR OR THE SECRETARY OF THE ELECTORAL BOARD TO ADMINISTER OATH TO OTHER OFFICERS

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

1. SIGNATURE OF CHIEF OFFICER OF ELECTION 
Karen C. Shuler
SIGNATURE OF ELECTORAL BOARD SECRETARY

OATH OF ALL OTHER OFFICERS OF ELECTION

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Printed Names	Signatures
2. ASST CHIEF:	2. ASST CHIEF:
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

RETURN IN #2 BLUE POUCH – COMPENSATION SHEET

PRECINCT: 100 PATRIOT (SAMPLE)

County of Fairfax – General and Special Elections – November 3, 2020

#6 / Election Officer

LAST NAME:	EMAIL: 1:	Is your address the same as it was 6 months ago?	
FIRST NAME:	EMAIL: 2:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
RESIDENTIAL ADDRESS (if you have a separate mailing address, write both below):	PHONE – HOME:	Do you wish to be paid? (Some officers choose to volunteer and waive payment.)	
	PHONE – CELL:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	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)	

#7 / Election Officer

LAST NAME:	EMAIL: 1:	Is your address the same as it was 6 months ago?	
FIRST NAME:	EMAIL: 2:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
RESIDENTIAL ADDRESS (if you have a separate mailing address, write both below):	PHONE – HOME:	Do you wish to be paid? (Some officers choose to volunteer and waive payment.)	
	PHONE – CELL:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	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)	

#8 / Election Officer

LAST NAME:	EMAIL: 1:	Is your address the same as it was 6 months ago?	
FIRST NAME:	EMAIL: 2:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
RESIDENTIAL ADDRESS (if you have a separate mailing address, write both below):	PHONE – HOME:	Do you wish to be paid? (Some officers choose to volunteer and waive payment.)	
	PHONE – CELL:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	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)	

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, and verify the Power LED is illuminated. 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, and verify the Power LED is illuminated. 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 the voter file on the Poll Pad. It is used to unlock the device.
- Enter practices 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 a voter file. Verify the voter file is in the Sync Drive and follow the steps for importing the voter file (steps 6-7).

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 Power button for 10 seconds until 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 | elect@fairfaxcounty.gov | 703-324-4735

ExpressVote

**EXPRESSVOTE MARKING DEVICE
OPENING PROCEDURES**

Remove black 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. From verify the green seal securing the Poll Pad Case and its supplies from the Poll Pad Case. Verify the Power LED is illuminated. Press the Power button. After the device powers on, verify the signal shows at least 2 bars of service.

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 button to turn the screen on. After the Poll Pad powers on and the sync completes, 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 | 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. If the precinct requires 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, 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 tasks as another watches.
- Two election officers should confirm the voter registration details are accurate 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.

OPEN THE AUXILIARY COMPARTMENT 3RD

Verify the green seal securing the Ballot Box lid is intact. Verify the Machine Configuration Form. Once verified, open the Power Cord Compartment, then open the Aux Compartment and verify the metal bar is firmly positioned and secured by a white plastic clip.

OPEN THE AUXILIARY COMPARTMENT 4TH

Verify the metal prop bar is firmly positioned and secured by a white plastic clip.

OPEN THE AUXILIARY COMPARTMENT 5TH

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.

OPEN THE AUXILIARY COMPARTMENT 6TH

Verify the green seal securing the Ballot Box lid is intact. Verify the Machine Configuration Form. Once verified, open the Power Cord Compartment, then open the Aux Compartment and verify the metal bar is firmly positioned and secured by a white plastic clip.

OPEN THE AUXILIARY COMPARTMENT 7TH

Verify the metal prop bar is firmly positioned and secured by a white plastic clip.

OPEN THE AUXILIARY COMPARTMENT 8TH

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

OPEN THE AUXILIARY COMPARTMENT 9TH

At 8:00 AM, TOUCH "GO TO VOTING MODE".

www.fairfaxcounty.gov/elections | elect@fairfaxcounty.gov | 703-324-4735

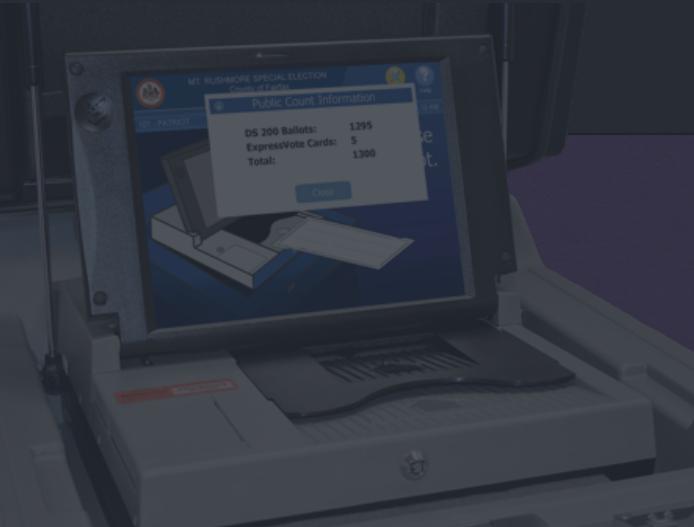


OPENING THE POLL PADS

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

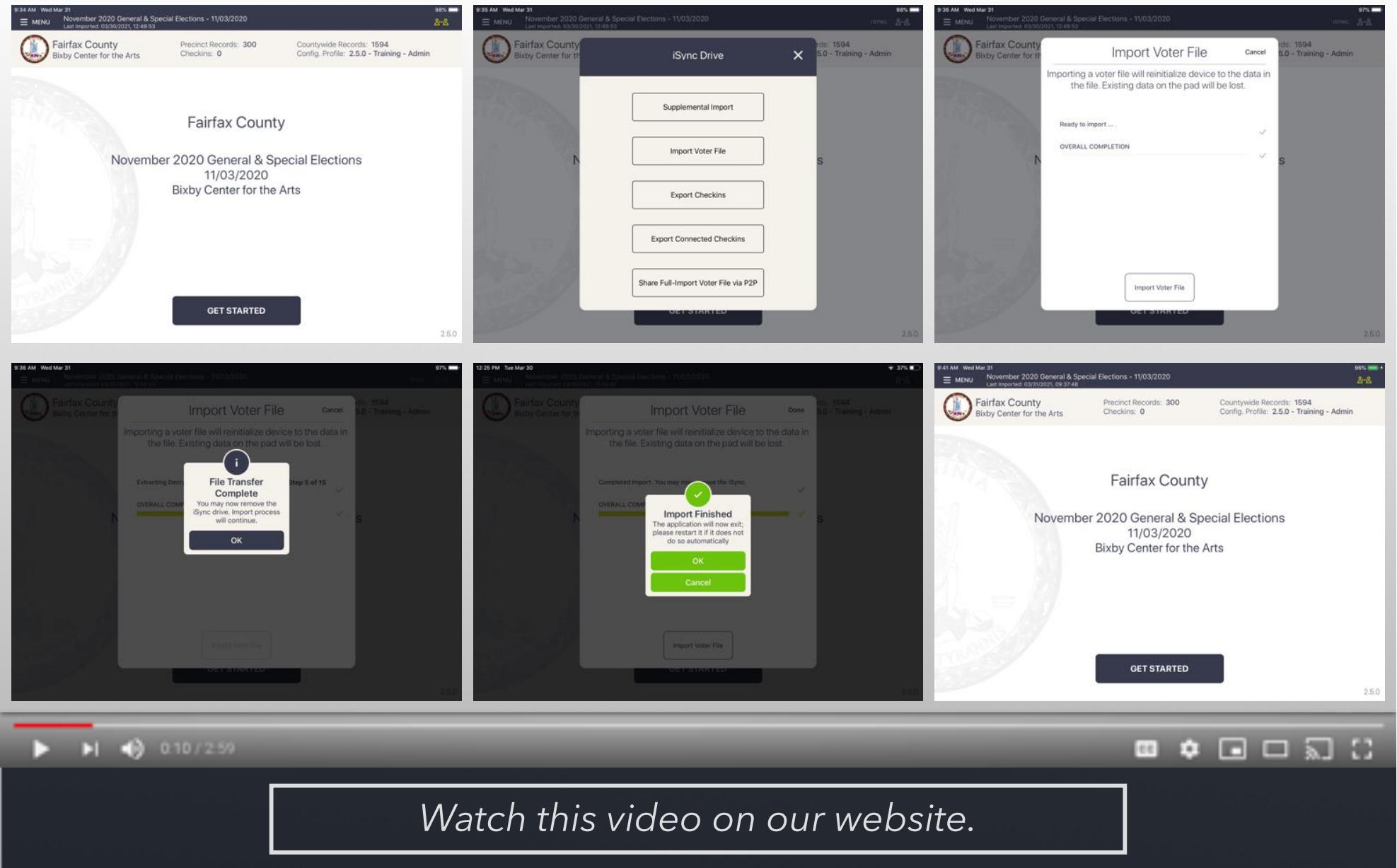
- **GRAY BIN:**
Stands, license trays,
power strips, other
parts

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



Watch this video on our website.

MENU

November 2020 General & Special Elections - 11/03/2020

Last Imported: 03/31/2021, 09:37:48

2-8

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

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

GET STARTED

2.5.0

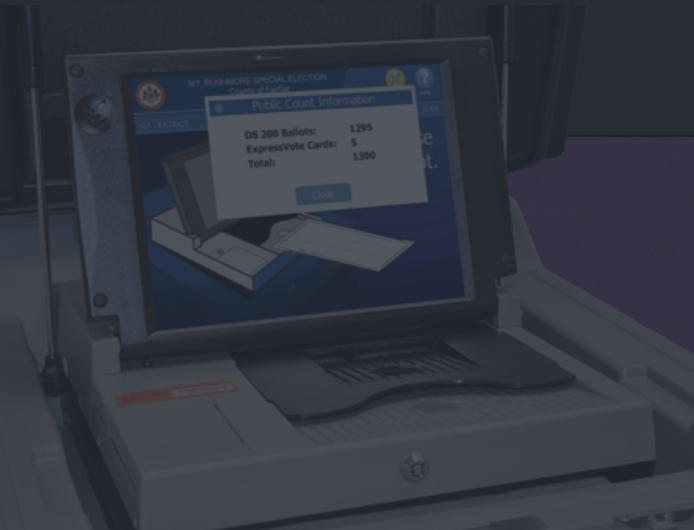


OPENING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

OPENING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



OPENING THE DS200

BALLOT VOTING DEVICE

EXPRESSVOTE



ExpressVote

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 keypad 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 keypad 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 keypad 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 keypad 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 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
1.	2.

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.**

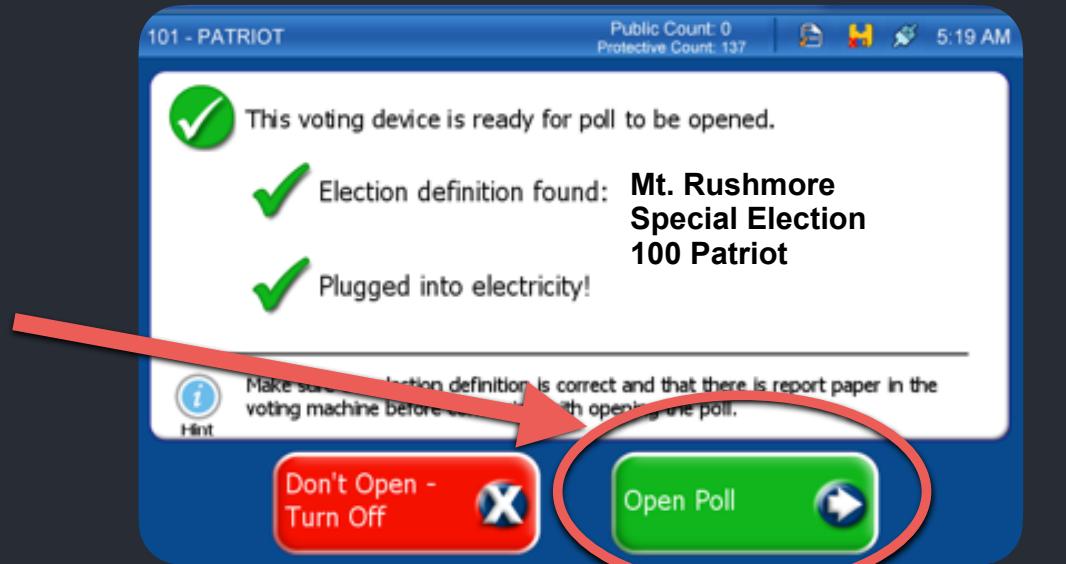
(A configuration report will print. Do not tear off this report yet.)



STEP 8:

Press "Open Poll".

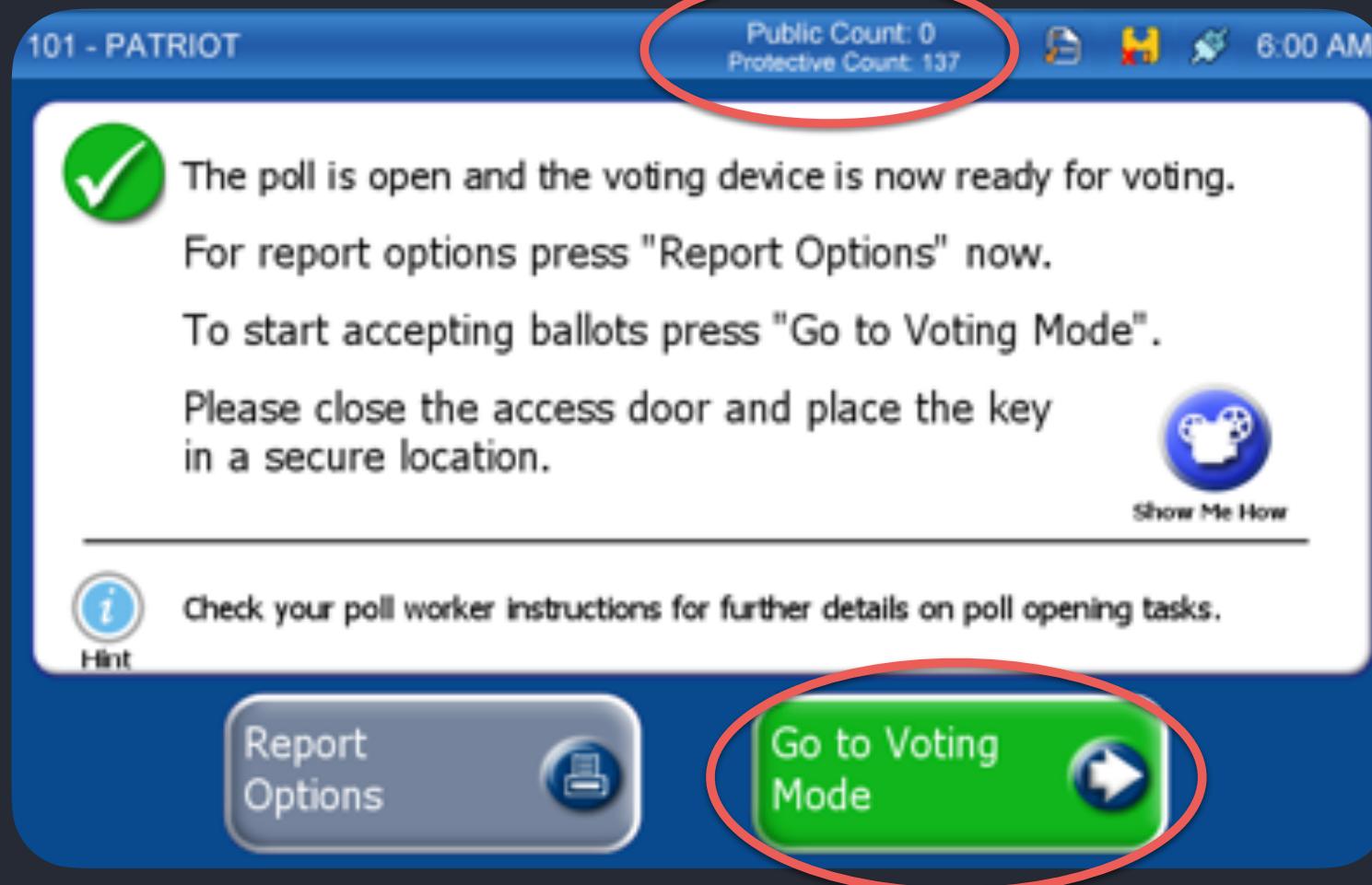
*(Zero Totals Report will print.
On election day, two officers
sign and give to Chief.)*



OPENING

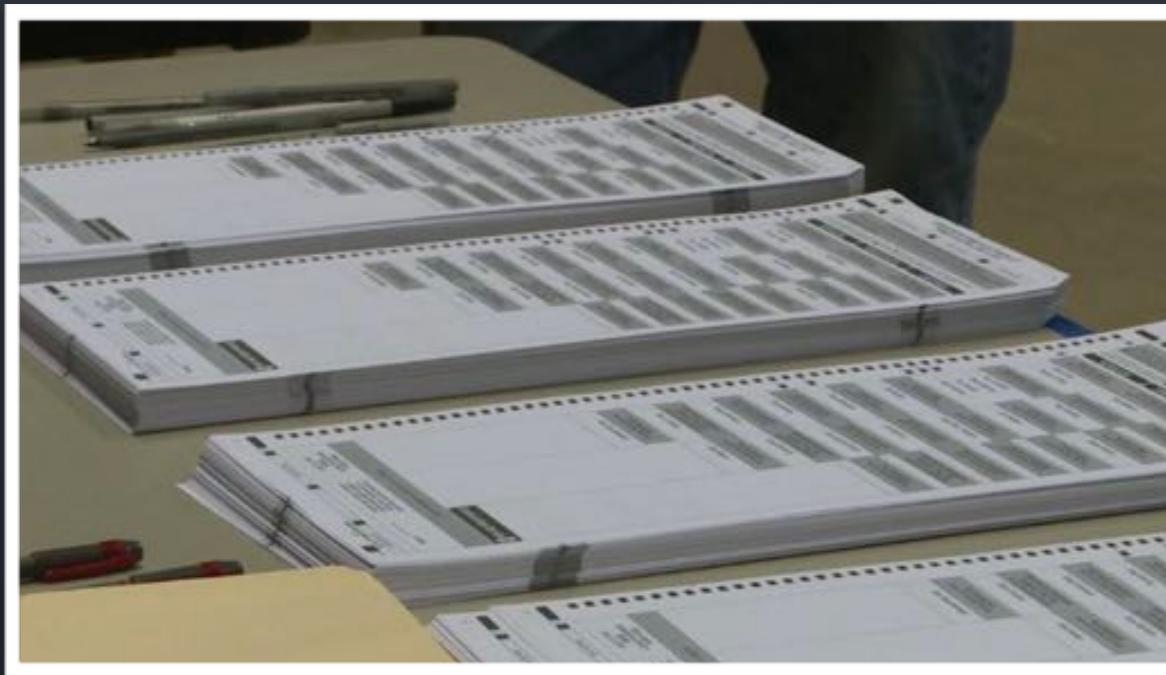
STEP 9: Verify that the Public Count is "0" and that the Protected Count matches the Machine Certification Form.

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

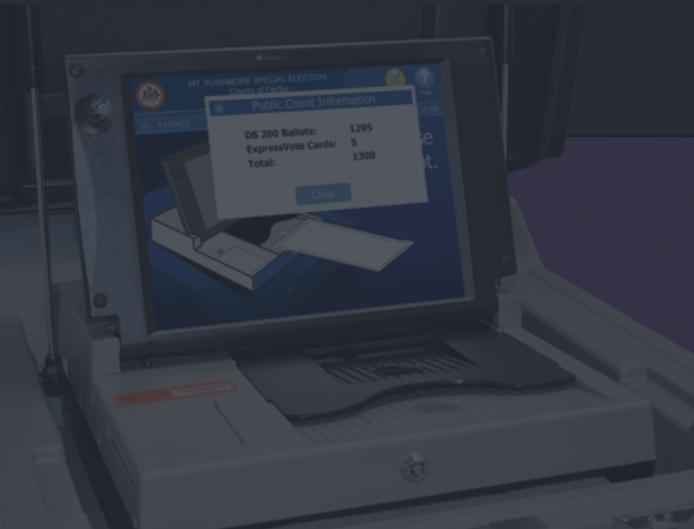


POLL PADS & CHECKING IN VOTERS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

EXPRESSVOTE & ACCESSIBILITY

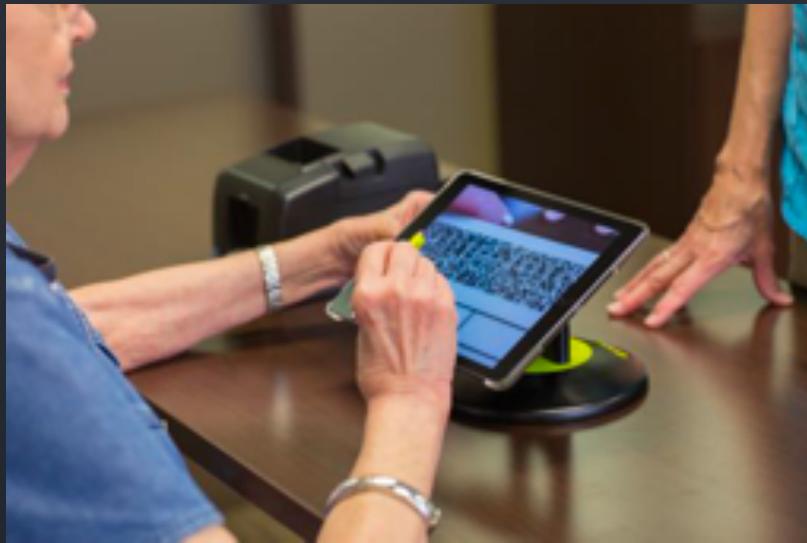
ADA-COMPLIANT BALLOT MARKING DEVICE



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.

A screenshot of a computer screen displaying an election software application. The top navigation bar shows the date and time as "9:34 AM Wed Mar 31" and the election period as "November 2020 General & Special Elections - 11/03/2020". It also displays a "Last Imported: 03/30/2021, 12:49:53" message. A "MENU" button is present. On the right, there are links for "Countywide Records: 1594" and "Config. Profile: 2.5.0 - Training - Admin". The main content area features a large circular logo for "Fairfax County Bixby Center for the Arts". Below the logo, the text "Fairfax County" is centered. Underneath, the election details are listed: "November 2020 General & Special Elections", "11/03/2020", and "Bixby Center for the Arts". At the bottom center is a large blue button labeled "GET STARTED".

8:41 AM - Wed Mar 31
November 2020 General & Special Elections - 11/03/2020
96

MENU
Last Imported: 03/21/2021 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



Virginia Driver's License



Virginia Identification Card

**PLACE THE PHOTO ID
ONTO THE ID HOLDER
WITH THE BARCODE FACING THE CAMERA**



Virginia Student Photo ID



Employer-Issued Photo ID



U.S. Government Issued Photo ID



VA Government Issued Photo ID

 SCAN BARCODE

 MANUAL ENTRY

9:43 AM Wed Mar 31

☰ MENU 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

START OVER

SM **J** **Search** **ADVANCED OPTIONS**

SEARCH RESULTS: 3

 Smith, Jean R 1989 6931 North Shore DR, Falls Church, VA 220418565 VOTER ID: 432129651	Bixby Center for the Arts Precinct: 500 - Bixby 0590500
 Smith, Jason Sean 10656 6812 Rolling Rapids CT, McLean, VA 221028555 VOTER ID: 432129810	Squire Secondary School Precinct: 300 - Squire 0590300
	Wrong Location

POLL PAD VOTER SEARCH VIDEO

8:43 AM Wed Mar 31

MENU November 2020 General & Special Elections - 11/03/2020
Last Updated: 03/31/2021, 09:37:48

 Fairfax County
Bixby Center for the Arts

Precinct Records: 300
Checkins: 0

START OVER

SM **J** **Search** **ADVANCED OPTIONS**

SEARCH RESULTS: 3

 Smith, Jean R 1989 6900 North Shore DR, Falls Church, VA 220418556 VOTER ID: 43219951	Bixby Center for the Arts Precinct: 500 - Bixby 0690500	
 Smith, Jason Sean 1965 6812 Rolling Rapids CT, McLean, VA 221028555 VOTER ID: 432126810	Squire Secondary School Precinct: 300 - Squire 0590300	Wrong Location
		
		

9:45 AM · Wed Mar 31

☰ MENU November 2020 General & Special Elections - 11/03/2020
 Last Imported: 03/31/2021, 09:37:48 96

 Fairfax County
Bixby Center for the Arts

POLL WORKER
CONFIRMATION

CONFIRM THE VOTER'S INFORMATION

Jean R Smith

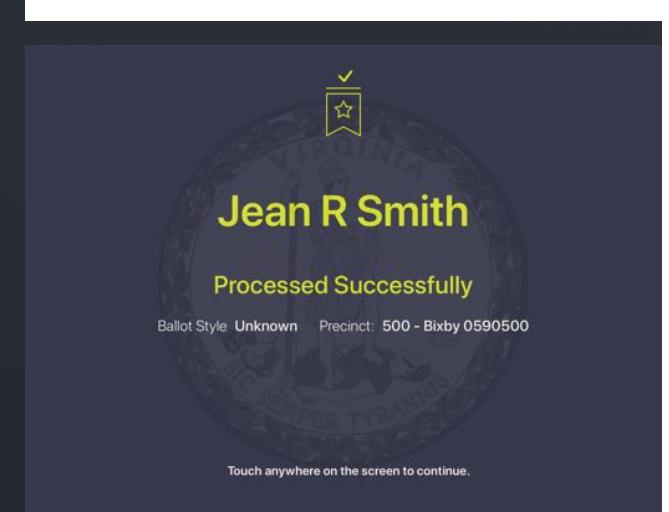
6931 NORTH SHORE DR, FALLS CHURCH, VA 220418555
 Precinct: 500 - Bixby 0590500 DOB: 1989 CD: 08
 Status: Active Voter ID: 432129651 SSD: 049
 SSD: 035

Ballot Style: Unknown

Challenge Voter Assistance Required

Curbside

Provisional



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

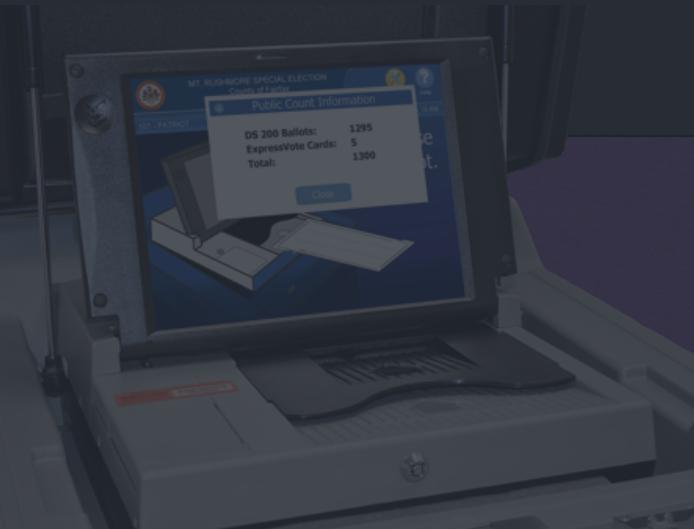


POLL PADS & CHECKING IN VOTERS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

EXPRESSVOTE & ACCESSIBILITY

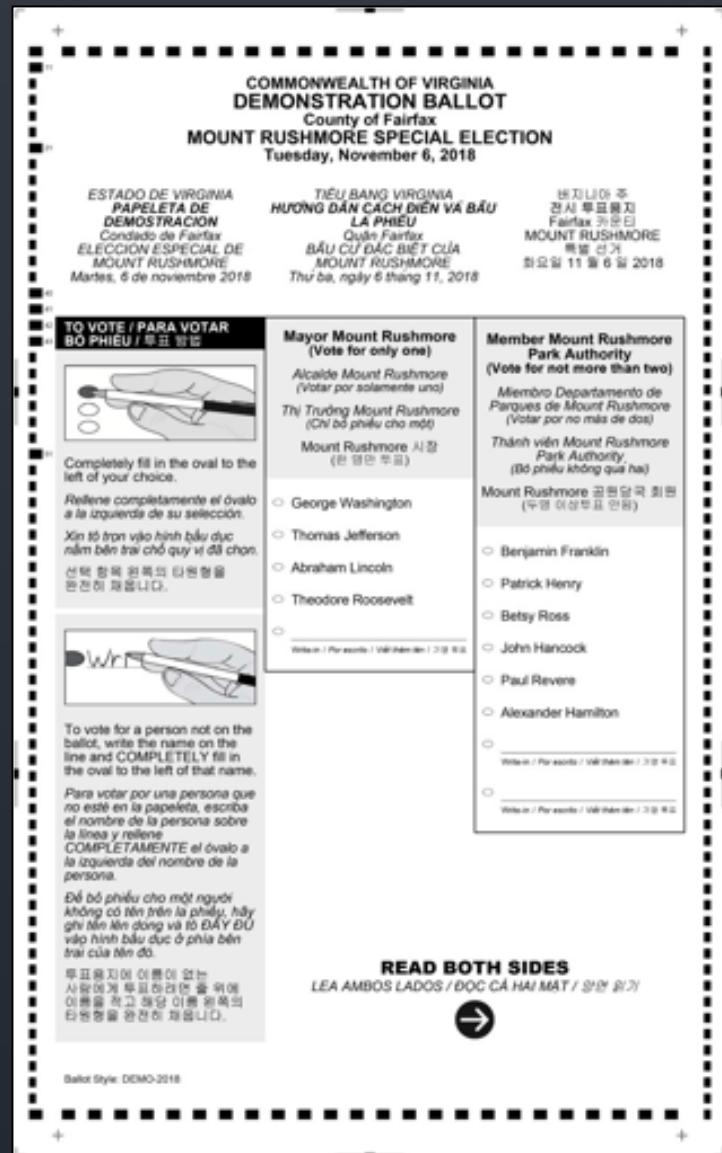
ADA-COMPLIANT BALLOT MARKING DEVICE



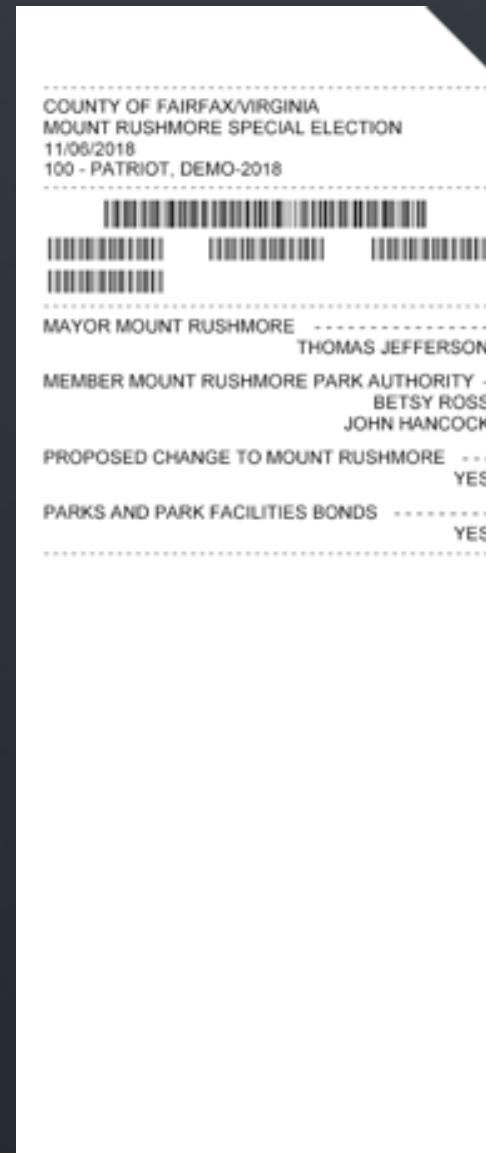
DS200 & BALLOTS

BALLOT VOTING DEVICE

Regular ballot



ExpressVote card



Both of these are inserted into the DS200.

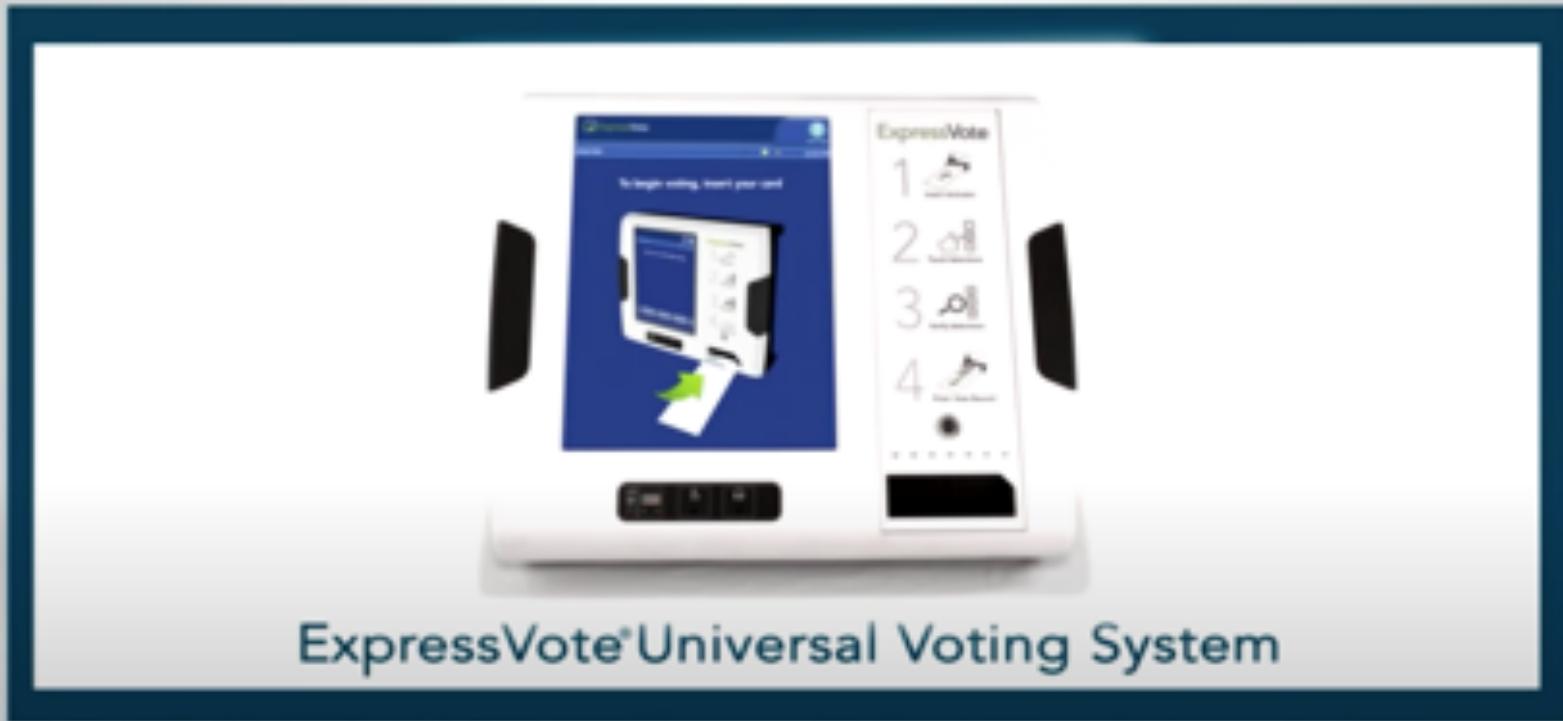
EXPRESSVOTE

- 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 / 2:59

▢ ⚙ □ □ □ □ □

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.

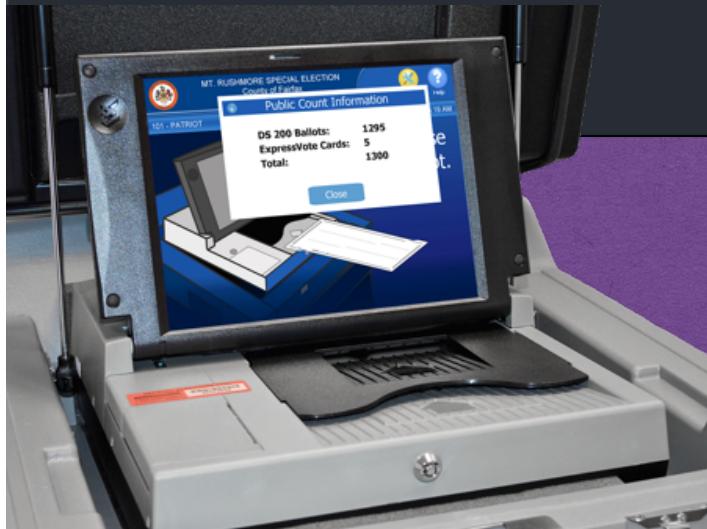


POLL PADS & CHECKING IN VOTERS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

EXPRESSVOTE & ACCESSIBILITY

ADA-COMPLIANT BALLOT MARKING DEVICE



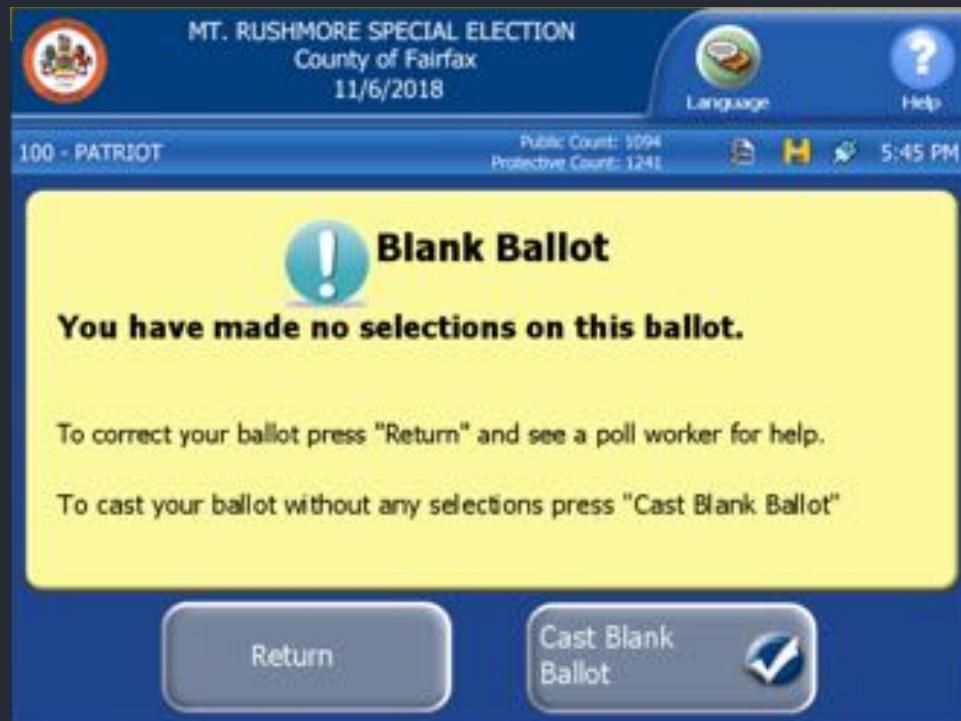
DS200 & BALLOTS

BALLOT VOTING DEVICE

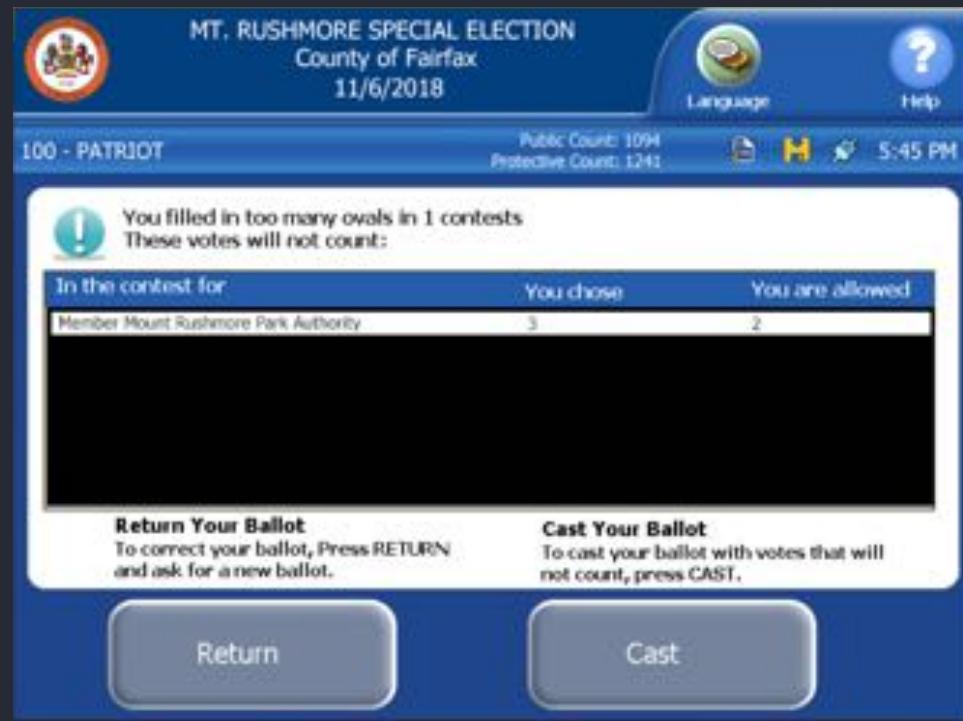
Most ballots will be **accepted** by the DS200.



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

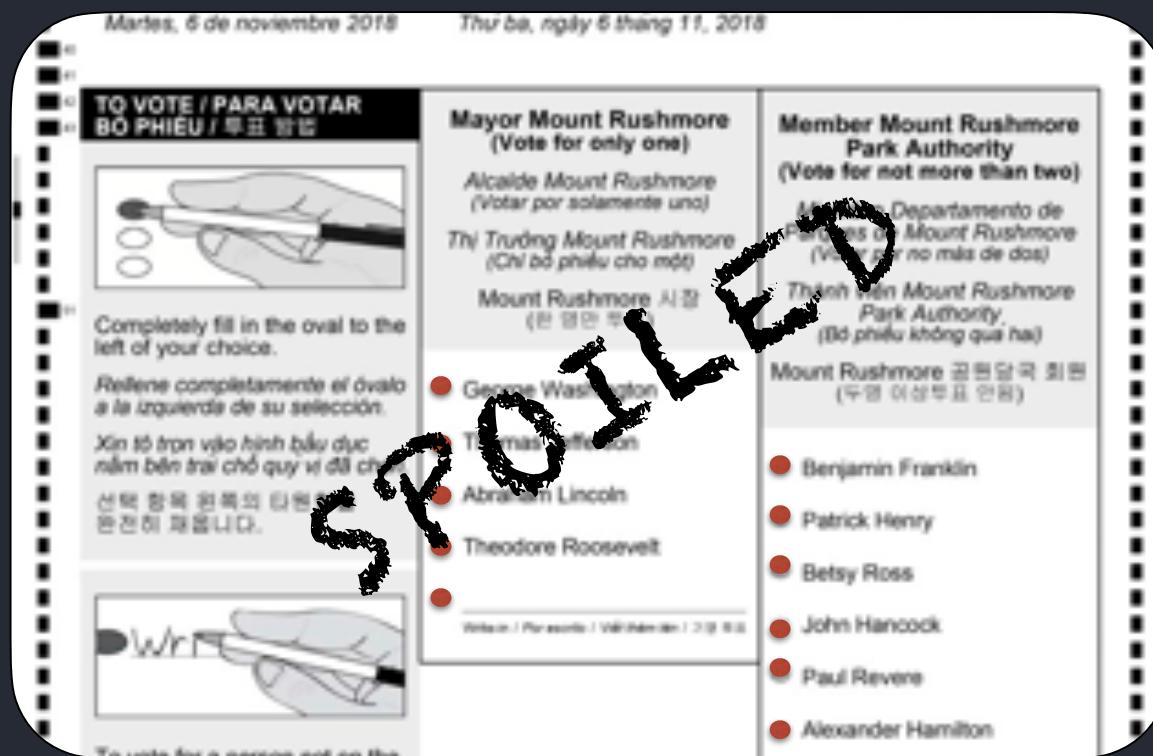


Machine will make a beeping sound

SPOILED BALLOTS

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

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

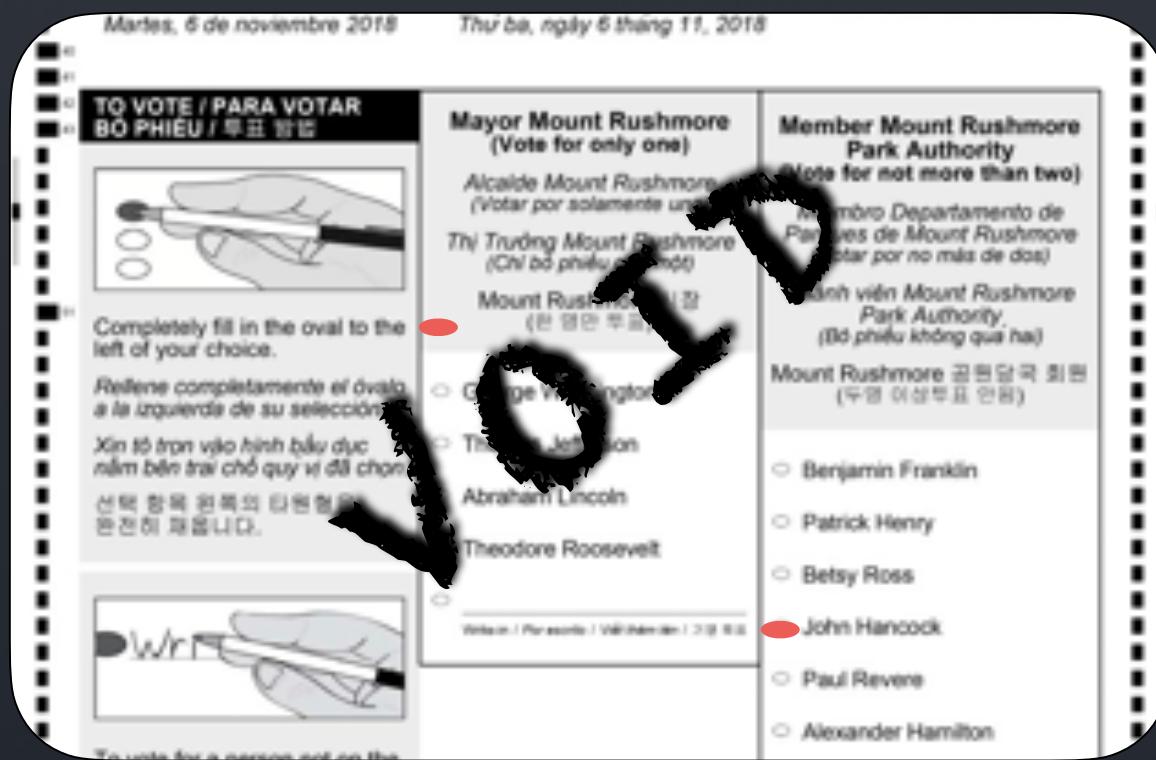


VOID BALLOTS

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 un-voted ballots
 - Remove and pack all signs and PPE supplies
 - Help load Chief's car

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!

STATEMENT OF RESULTS (SOR)			
County of Fairfax Precinct: 200-PATRIOT (sample)	Page: 1 of 4		
		December 1, 2023 General and Special Elections	
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	DS200-1 COUNTED BALLOTS (after polls close)	"Public Count" from DS200 Ballot Status Accounting Report.	
B2	DS200-2 COUNTED BALLOTS (after polls close)	"Public Count" from DS200 Ballot Status Accounting Report.	
B3	DS200-3 COUNTED BALLOTS (after polls close)	"Public Count" from DS200 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			
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	PRINTED BALLOTS _____ \$10
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[en] and EV cards in Black #6)	(# 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 #4 (Do not count absentee ballots)	
D6	BALLOTS USED FOR PROVISIONAL VOTERS	ENVELOPE #1A + ENVELOPE #3B (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.	Gross Officer	Associate Gross Officer	Officer-in-Charge
2.	Officer-in-Charge	Officer-in-Charge	Officer-in-Charge
3.	Officer-in-Charge	Officer-in-Charge	Officer-in-Charge
4.	Officer-in-Charge	Officer-in-Charge	Officer-in-Charge
5.	Officer-in-Charge	Officer-in-Charge	Officer-in-Charge
6.	Officer-in-Charge	Officer-in-Charge	Officer-in-Charge
7.	Officer-in-Charge	Officer-in-Charge	Officer-in-Charge

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.



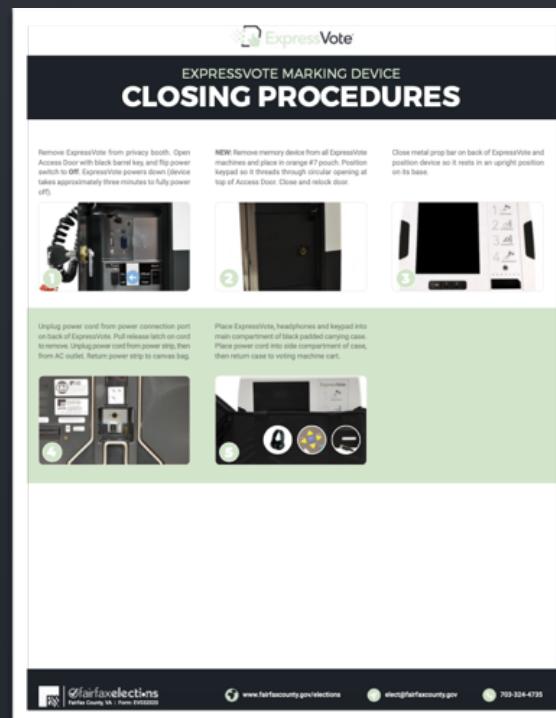
Not opened

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.



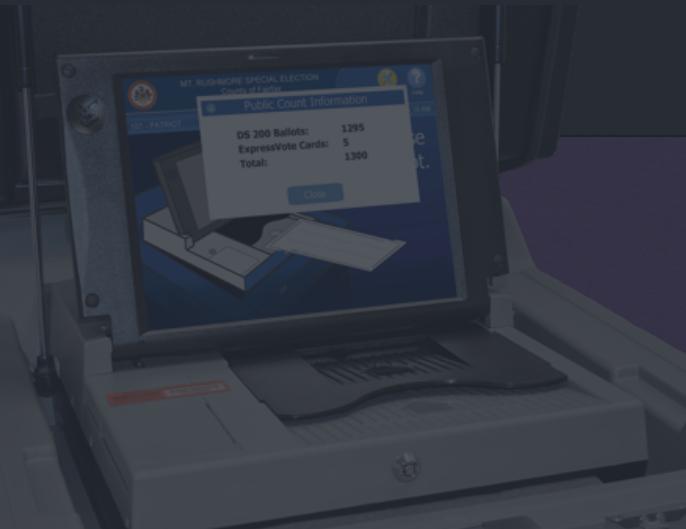


CLOSING THE POLL PADS

ELECTRONIC POLLBOOK USED FOR VOTER LOOKUP & CHECK-IN

CLOSING THE EXPRESSVOTE

ADA-COMPLIANT BALLOT MARKING DEVICE



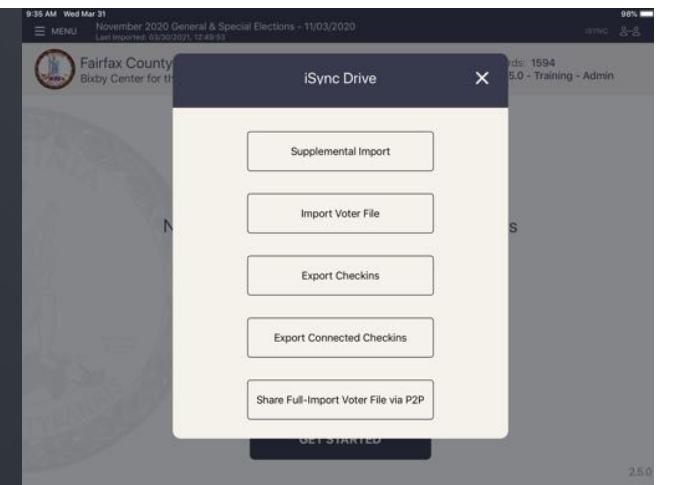
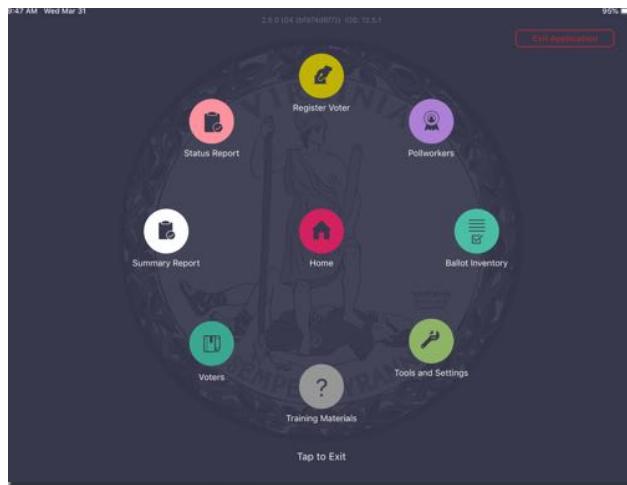
CLOSING THE DS200

BALLOT VOTING DEVICE

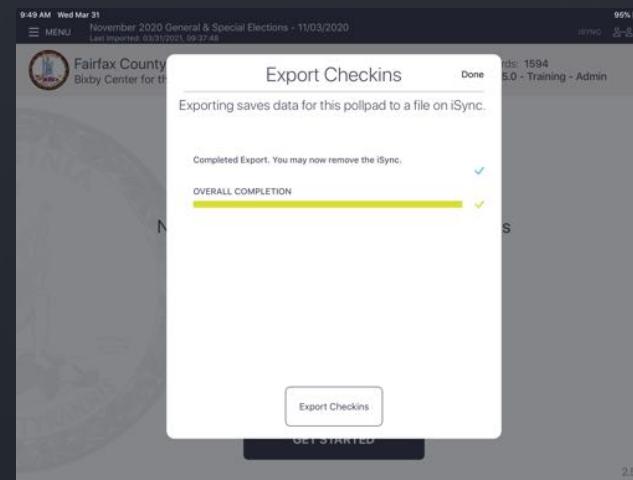
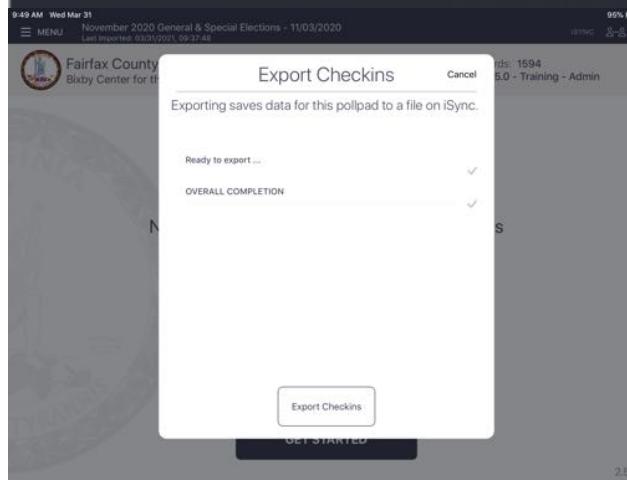
iSYNC DRIVE



- 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

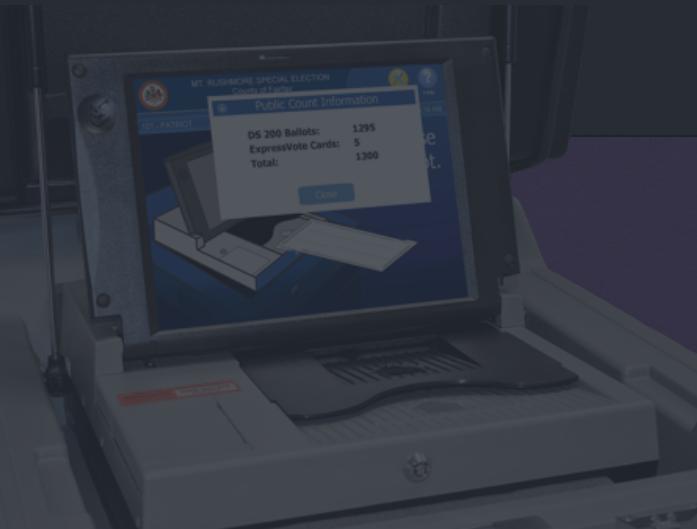
CLOSING THE POLL PADS

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 on 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 Unplug power cord from power connection port on back of ExpressVote. Pull release latch on cord to remove. Unplug power cord from power strip, then from AC outlet. Return power strip to canvas bag.

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 / Farc-EV132000
www.fairfaxcounty.gov/elections | 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.

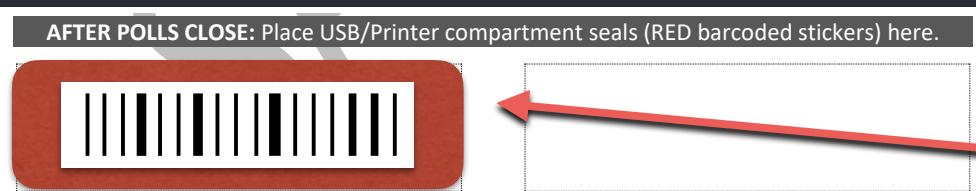
STEP 2:

**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:

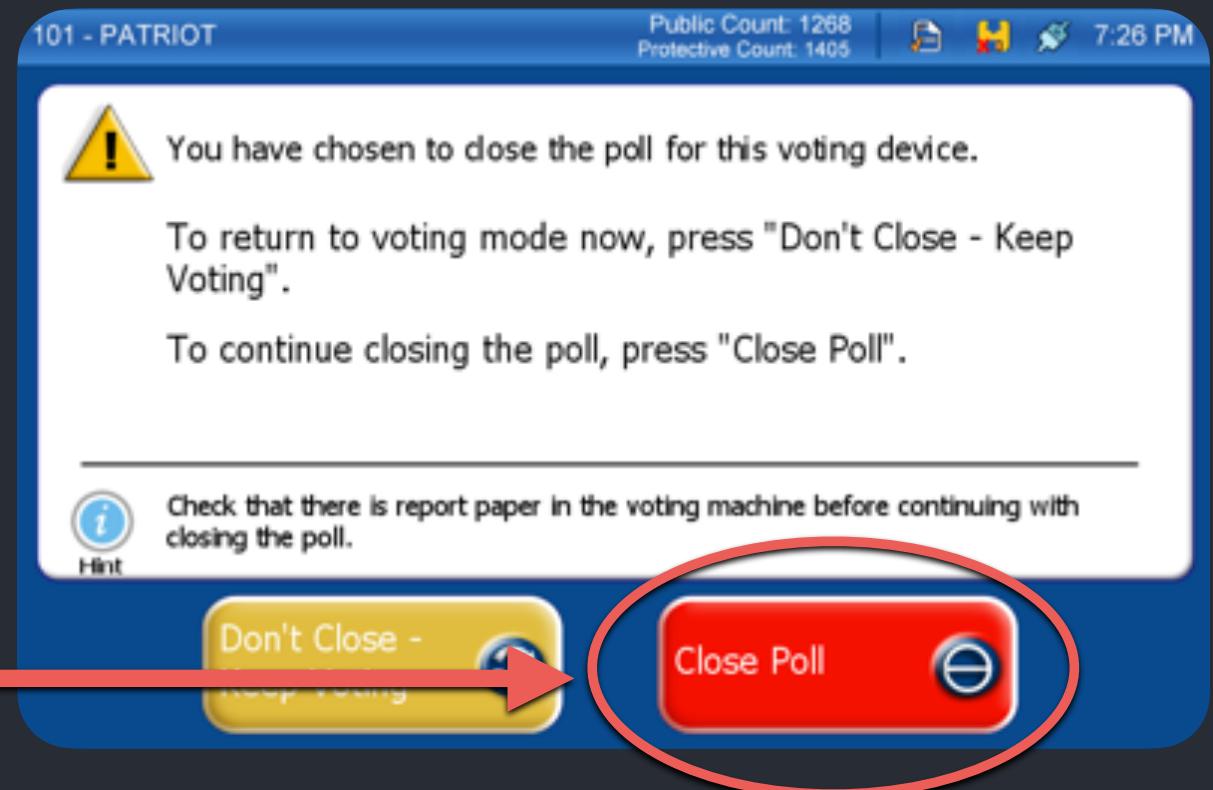
Unlock & open printer access door (underneath barcoded seal).

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.)*



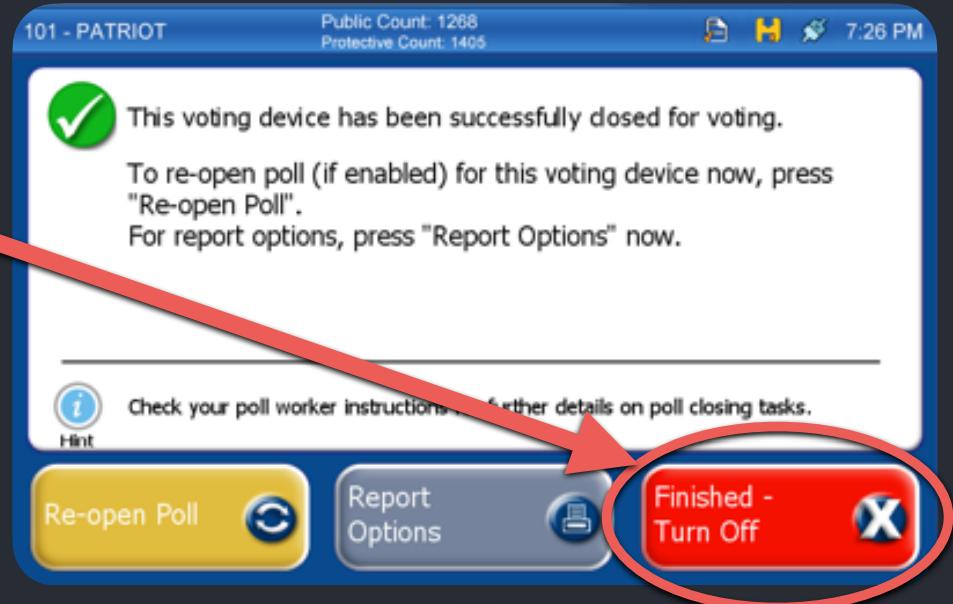
CLOSING DS200 SCANNER

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.*