

NEW & EXPERIENCED ELECTION OFFICER TRAINING

**For the June 2021
Party Primary Elections**

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. Opening Procedures
 3. Acceptable IDs
 4. Poll Pads & Check-in
 5. DS200 & Ballots
 6. ExpressVote & Accessibility
 7. Closing Procedures
 8. 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 or week 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



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

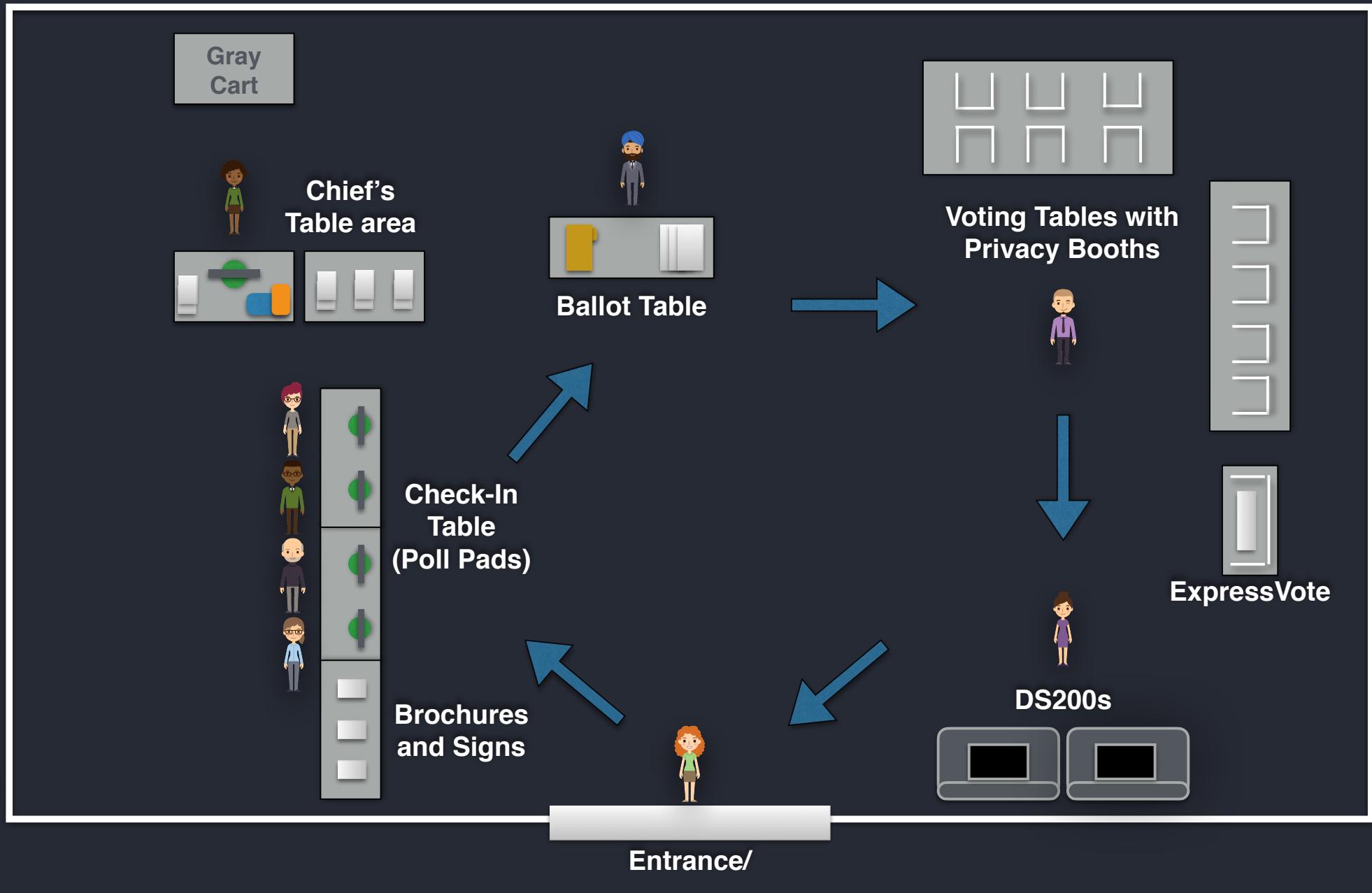
Direct voters to open voting booths

BALLOT OFFICER

Issue ballot, instruct how to mark



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



OPENING PROCEDURES

BEFORE ELECTION DAY

- ★ **Vote absentee**
- ★ **Respond to calls or emails from Chief**
- ★ **Help setup polling place the day before the election, if possible**

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 DS200 scanners
 - Open and setup ExpressVote
 - Open and count ballots
 - Post all signs (inside and outside)

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.

REPLACE WITH IMAGES
OF UPDATED GUIDES

REPLACE WITH IMAGES
OF UPDATED GUIDES

REPLACE WITH IMAGES
OF UPDATED GUIDES

POLL PADS



Electronic Poll Books used to check in voters.

POLL PAD SUPPLIES



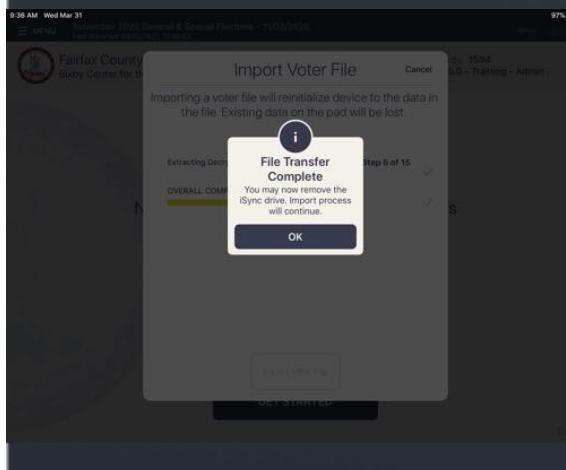
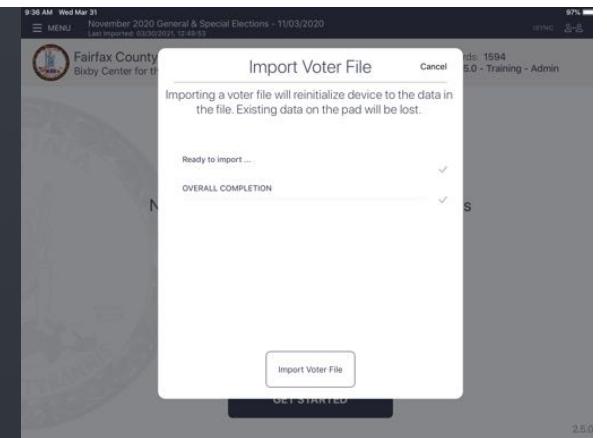
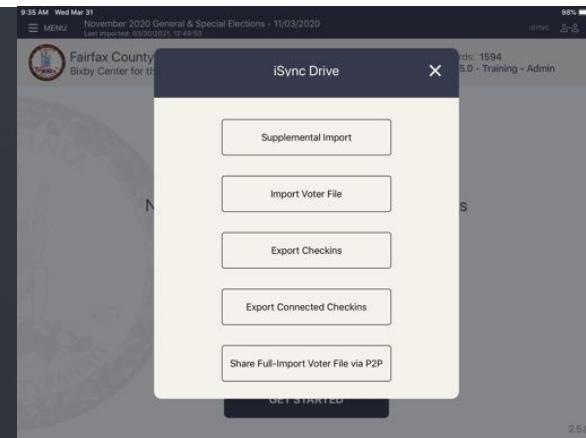
- **GREEN CASE:**
Poll Pads, power cables,
styluses, printer

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

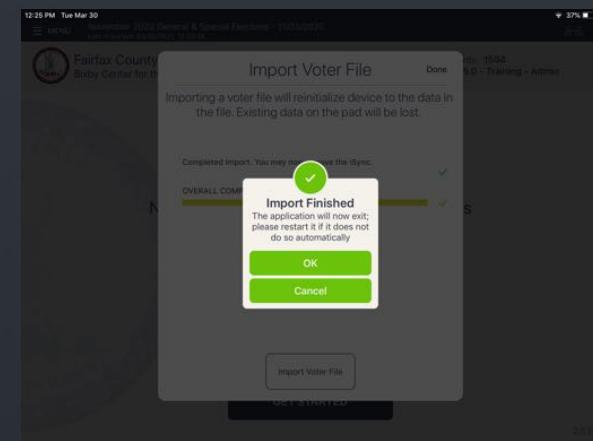
iSYNC DRIVE

- 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!





INSERT iSYNC VIDEO HERE



 MENUNovember 2020 General & Special Elections - 11/03/2020
Last Imported: 03/31/2021, 09:37:48 2-8Fairfax 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



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 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	
DS0314340498	6532158	0	Not in use	

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

AFTER POLLS CLOSE: Place USB/Printer seal (RED barcoded stickers) here.



After Polls Close: Two officers may sign below to acknowledge recording seals.

1. OFFICER OF ELECTION <i>Jane D. Doe</i>	2. OFFICER OF ELECTION <i>John T. Smith</i>
---	---

**REPLACE IMAGE WITH
NO END-OF-DAY CONTENT FILLED IN**

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".

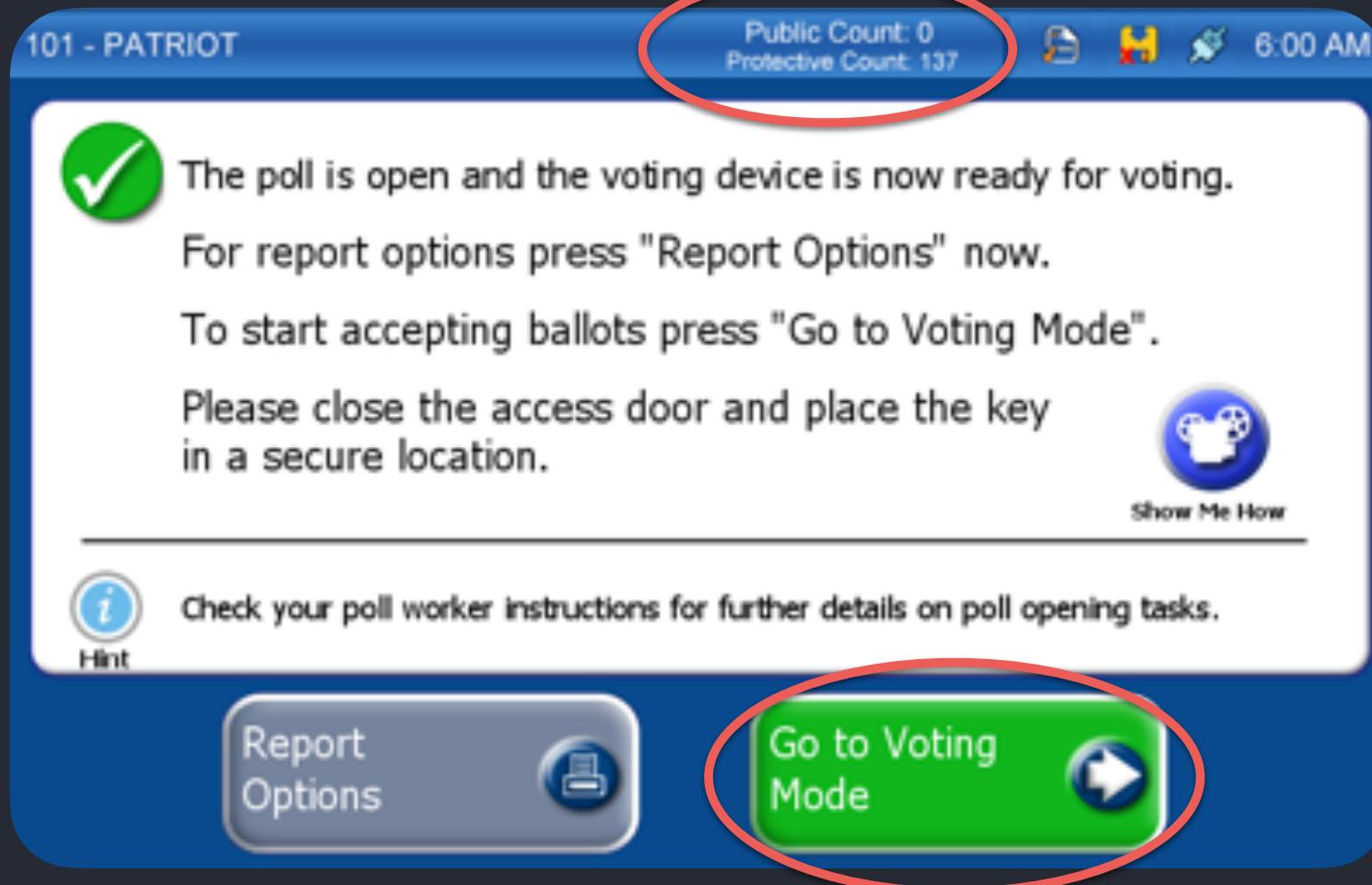
(Zero Totals Report will print.
On election day, two officers
sign and give to Chief.)



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".



EXPRESSVOTE



REPLACE WITH UPDATED GUIDE

Opening Procedures

General Reminders

Setup the DS200 as a team
A team of two election officers should work together to set up the DS200 on election morning. This includes inspecting each Ballot Box compartment, as well as verifying the scanner's seals, reports and counters.

Precincts with multiple DS200s
Each precinct receives at least 1 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

The Auxiliary Compartment is empty
The Auxiliary Compartment is accessed from the top door located on the front of the Ballot Box. Before setting up the DS200, election officers should unlock and open the compartment and verify it is empty.

Quick Tips & Actions

- Blue Ballot Security scanned ballot box must be open once per day.
- Leave the DS200 on while setting up helps verify the machine.
- Onscreen status message displays one election or another. Verify entries as another election is being processed.
- Two election officers must sign off on the totals for each contest. Verify the totals are zero before signing the Zero Report.

Troubleshooting

Election security code was entered incorrectly
When a precinct enters the wrong Election Security Code three times, the DS200 automatically powers off. If the counter reaches the red barcoded seal, then open the Access Door and press the Power button.

Once the scanner successfully restarts, contact the office for instructions on how to reseal the door.

DS200 SCANNER & TABULATOR

OPEN THE AUXILIARY COMPARTMENT 1ST

Place the blue Ballot Security Case back inside of the Ballot Compartment. Open both case lids and rest them against the inside of the Ballot Box, then close the lid of the compartment.

LOCK AND SECURE THE DS200

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

VERIFY THE DS200 IS CHARGING

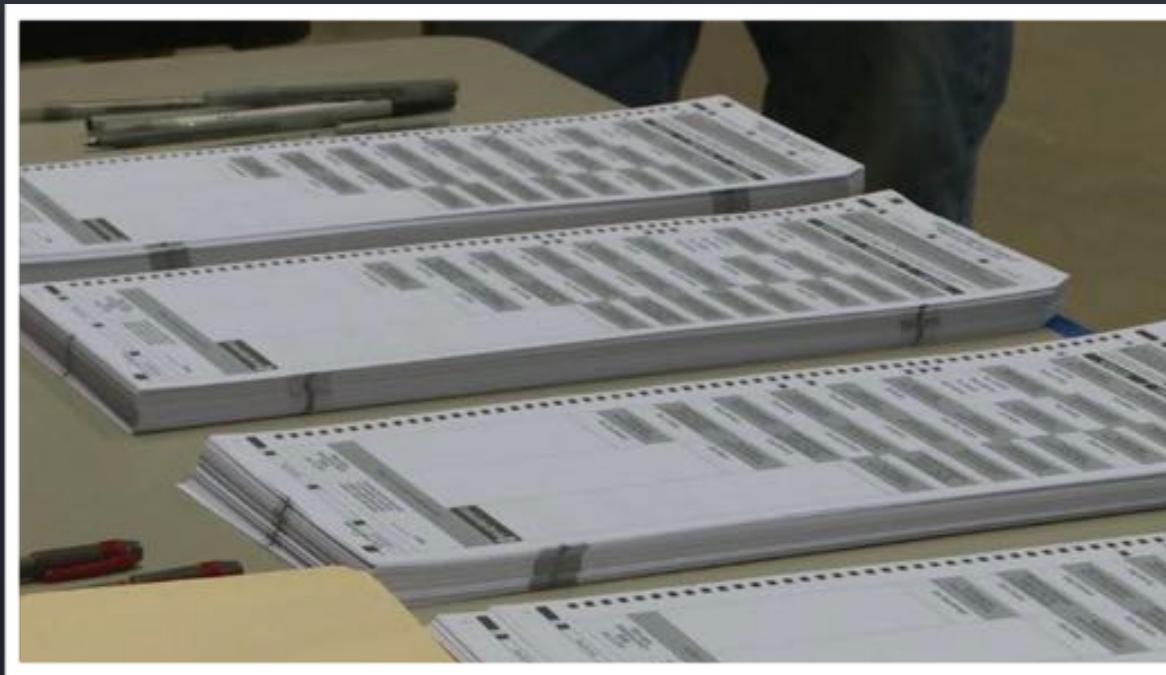
Verify (1) the election and precinct number/name are correct and (2) the DS200 is charging. Once verified, touch Open Poll to print the Zero Totals Report, then sign the tape and attach it to the SOR.

AT 6:00 AM, TOUCH "GO TO VOTING MODE"

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

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.



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.



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

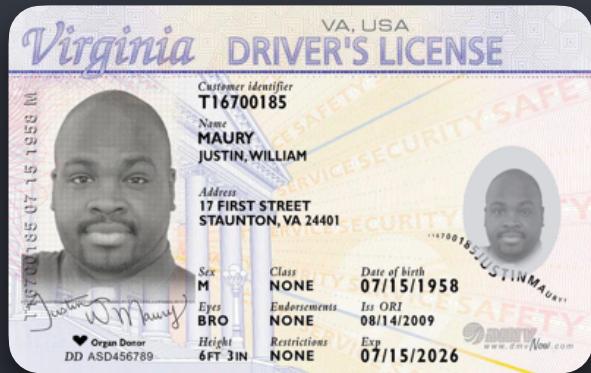
ACCEPTABLE IDs

- 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



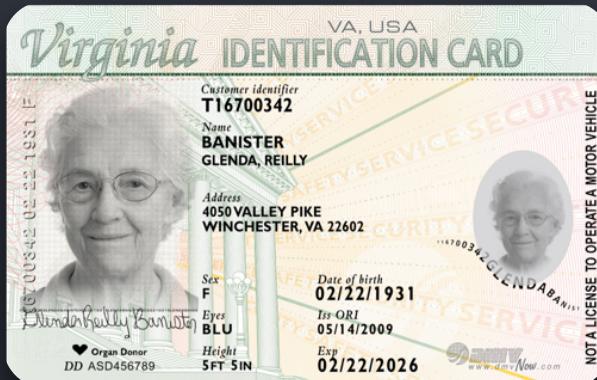
VIRGINIA DRIVER'S LICENSE



UNITED STATES PASSPORT

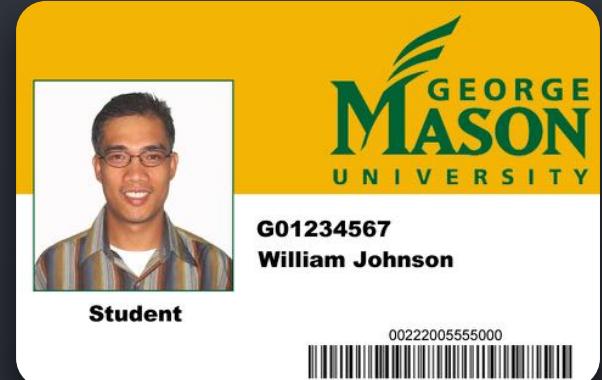


WORK ID (with photo)



VIRGINIA IDENTIFICATION CARD

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



VIRGINIA COLLEGE ID



VIRGINIA VOTER ID



UNITED STATES FEDERAL ID



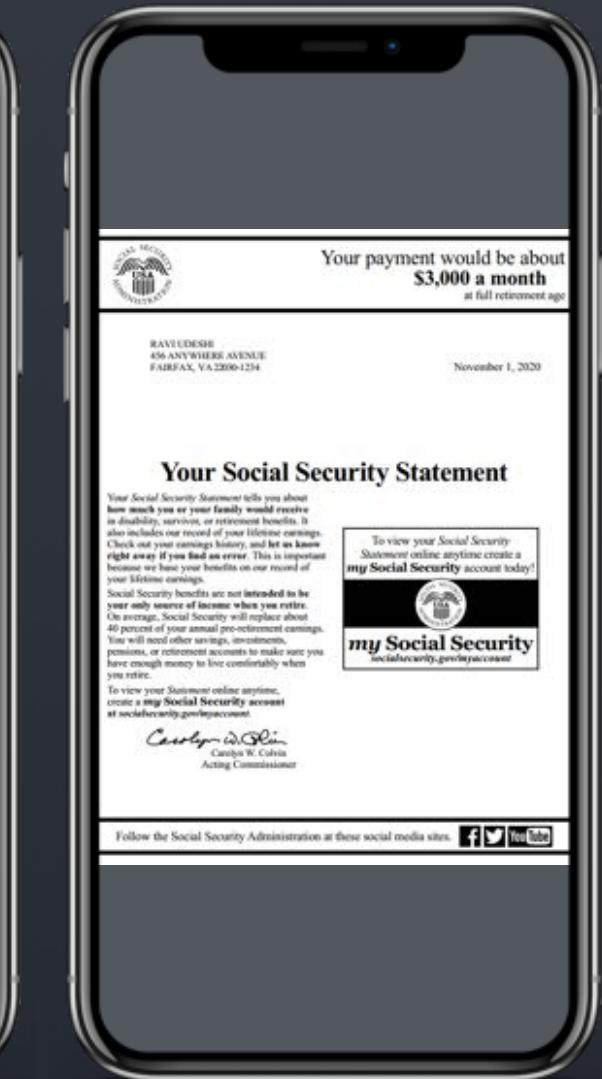
VIRGINIA GOVERNMENT ID

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.



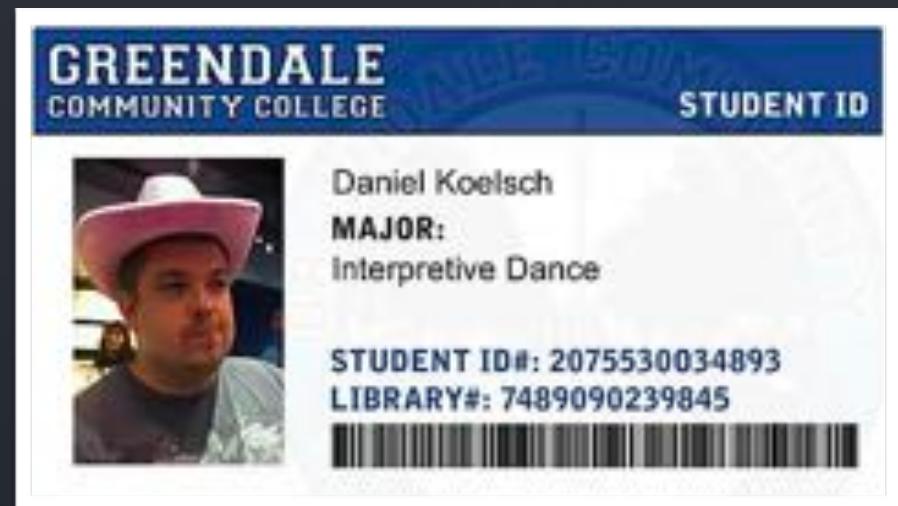
BANK STATEMENT
(with name & address)



GOVERNMENT DOCUMENT
(with name & address)

ABOUT PHOTOS...

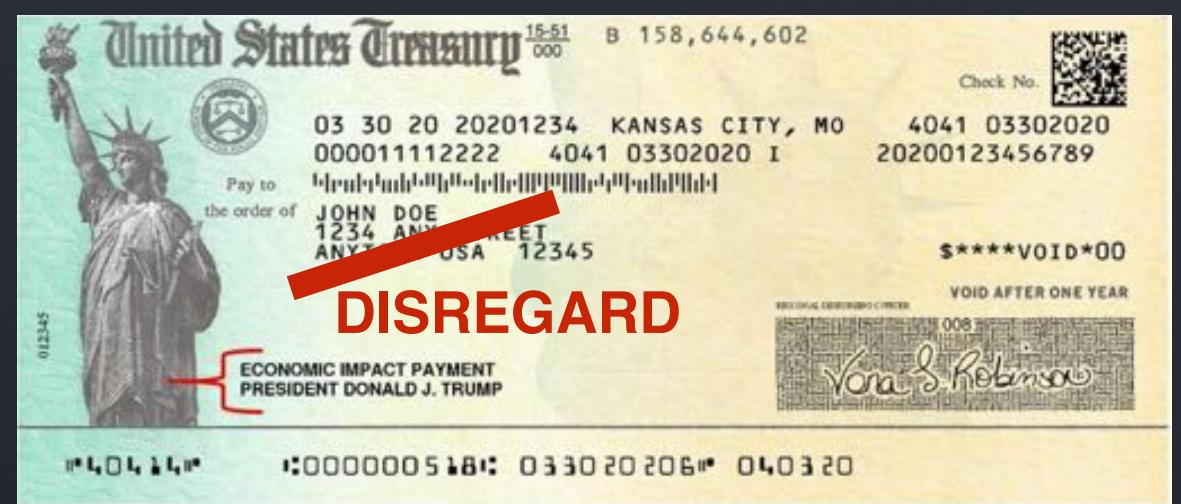
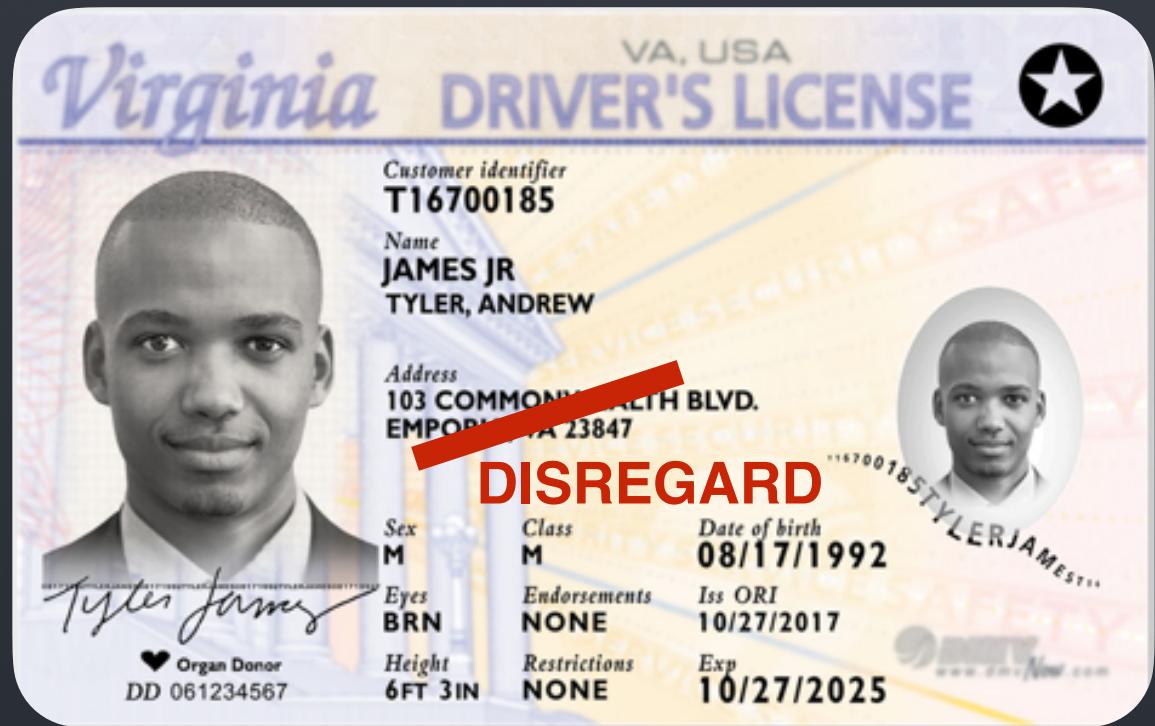
- **Previously, all IDs required a photo.**
- **Now, only some IDs still require a photo:**
 - **Employer ID**
 - **NEW: College/University ID from outside Virginia**
- **NEVER** ask a voter to remove their face mask or religious face covering to verify their identity.



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: Johnny Citizen Date: 12/1/21

Printed name of voter: Johnny Citizen

Birth Year (optional) 1 9 9 9 Last 4 digits of Social Security # (optional) 0 0 0 0

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.**

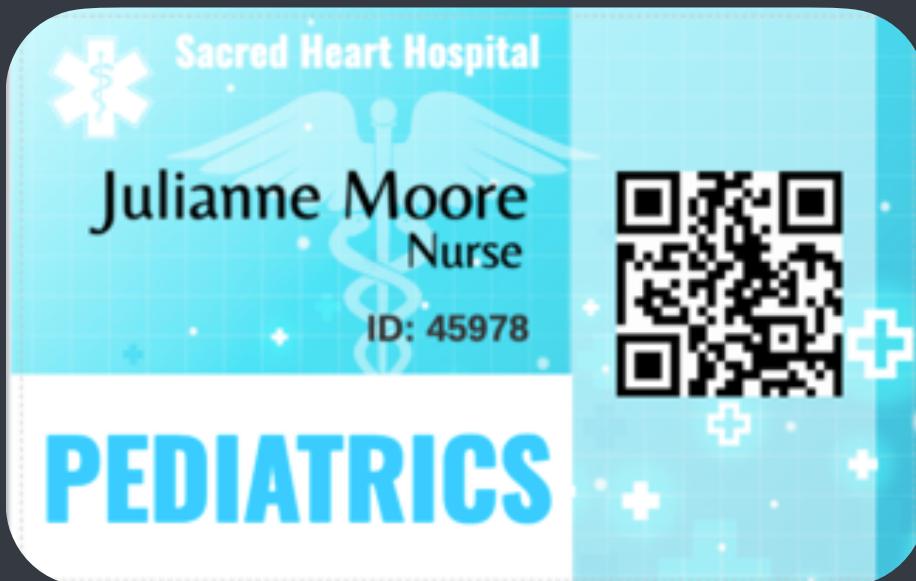
**If a voter offers an approved form of ID, you
may not ask for their driver's license instead.**

(It's against the law!)

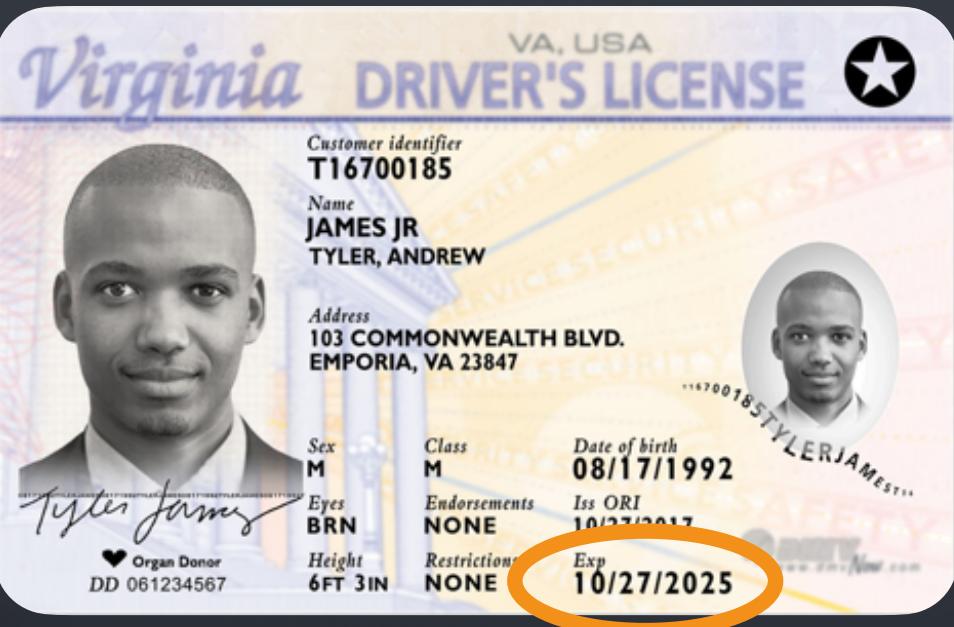
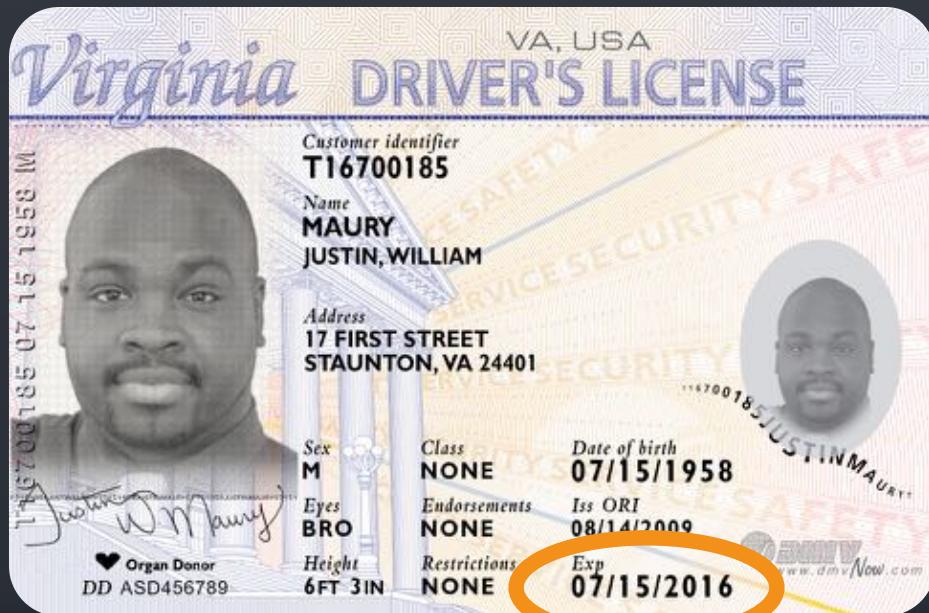
**A 17-year-old may register and vote in a
primary election if they will be 18 years old by
the date of the November general election.**

**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.

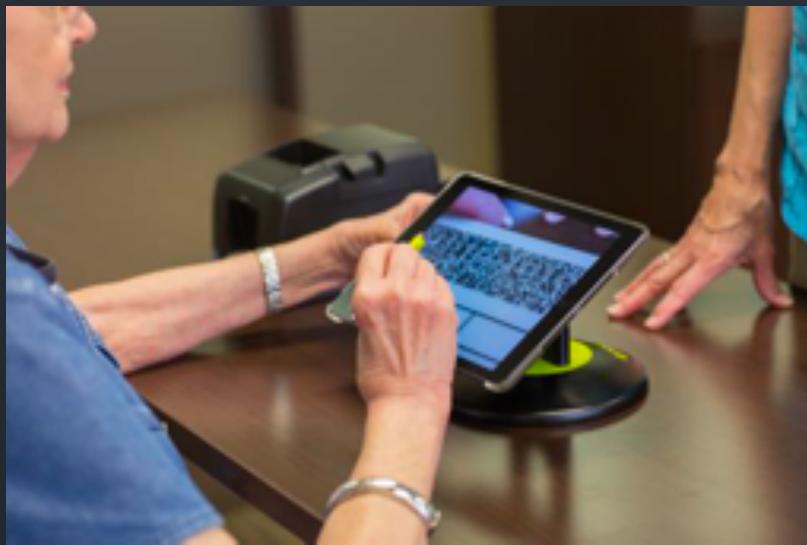
DURING THE DAY: Poll Pads & Checking In Voters

POLL PADS

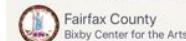


Electronic Poll Books used to check in voters.

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.



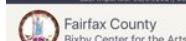
Precinct Records: 300
Checkins: 0

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



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

INSERT POLL PAD VIDEO HERE



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



POLL WORKER CONFIRMATION

START OVER

SUBMIT

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

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.

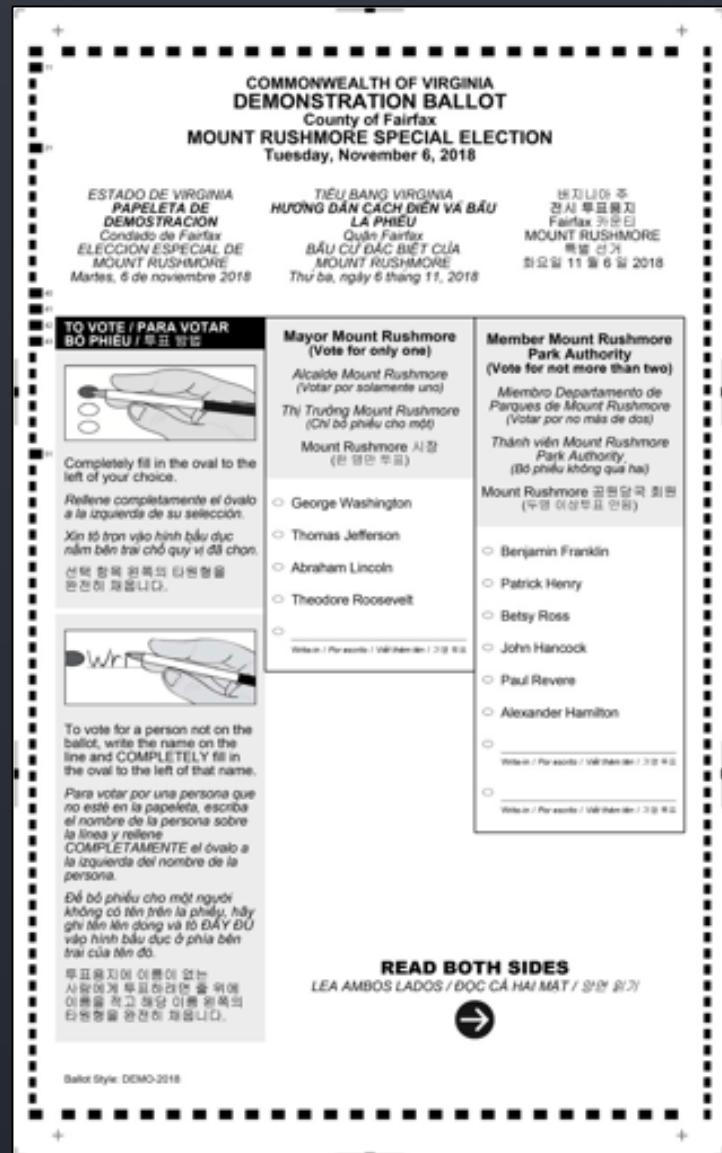
Anyone else, send to the Chief!

Issues to send to the Chief:

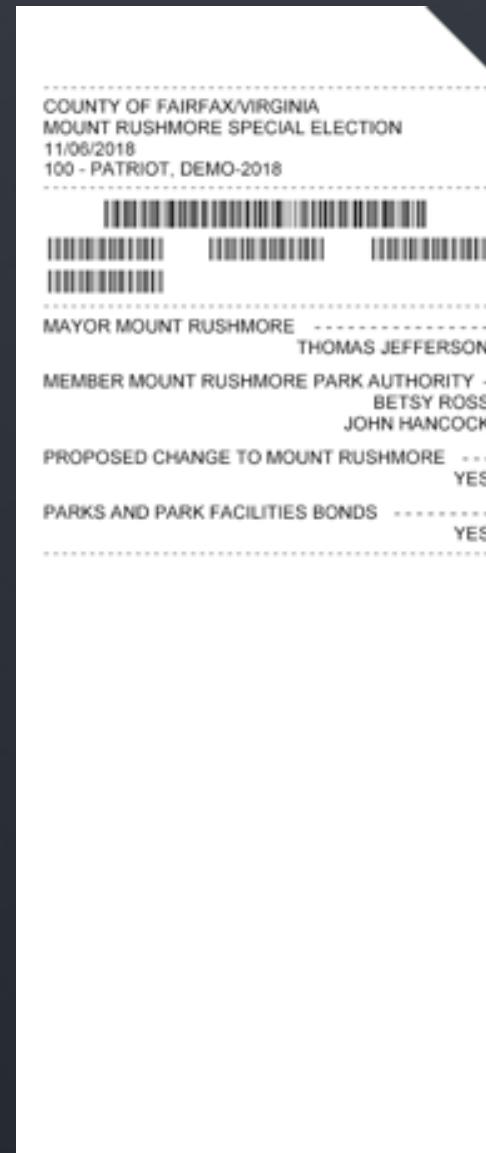
- Misspelled name
- Name change
- Voter has moved
- Wrong precinct
- No acceptable ID
- Not found in pollbook
- Absentee ballot
- Provisional ballot

DURING THE DAY: ExpressVote & Accessibility

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



▶ ▶ 🔍 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

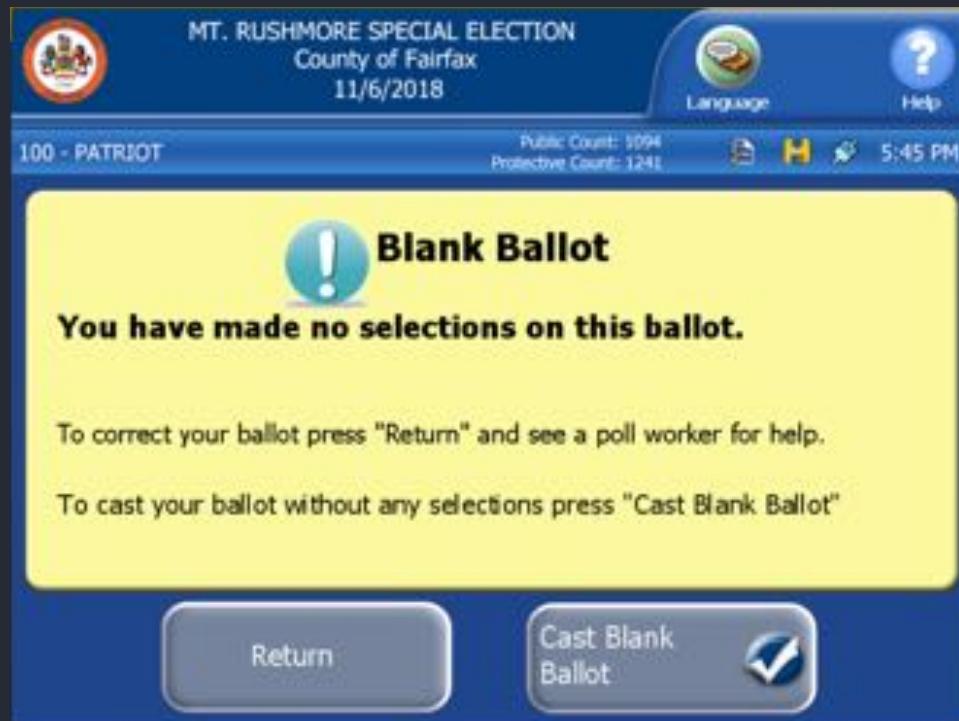
- Be respectful!
- Always ask before assisting.

DURING THE DAY: DS200 & Ballots

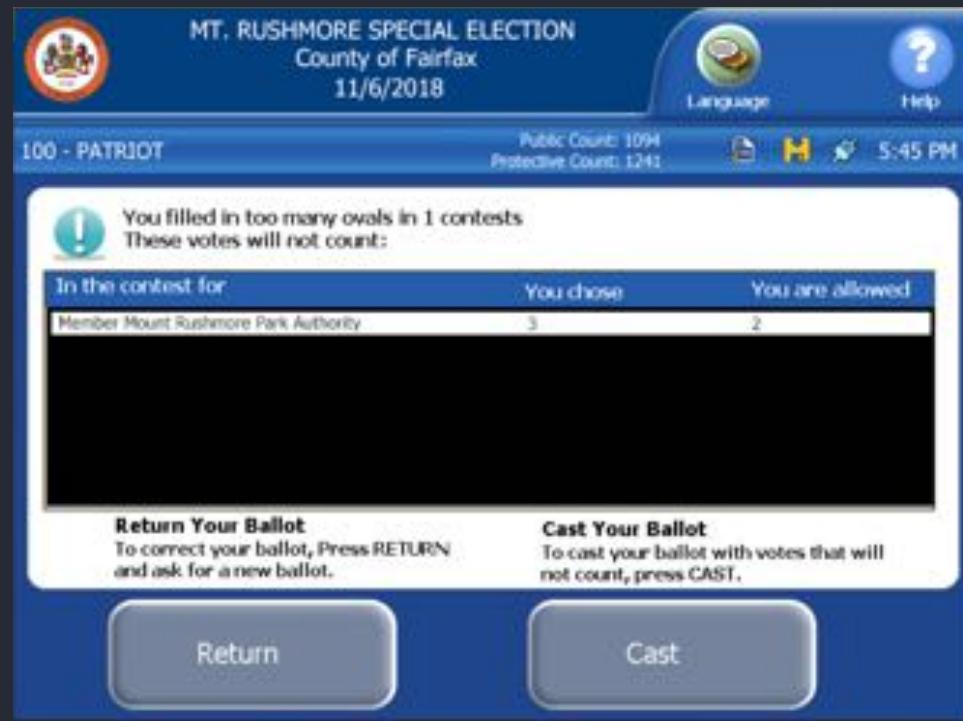
Most ballots will be **accepted** by the DS200.



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

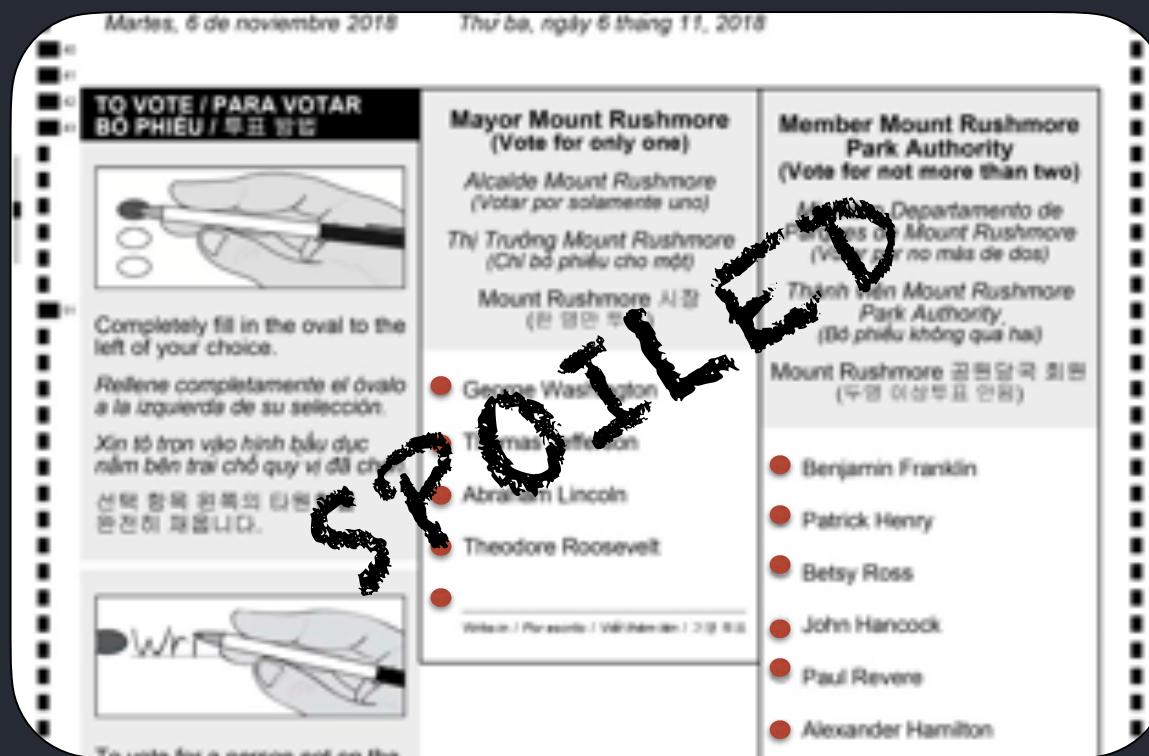


Machine will make a beeping sound

SPOILED BALLOTS

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

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

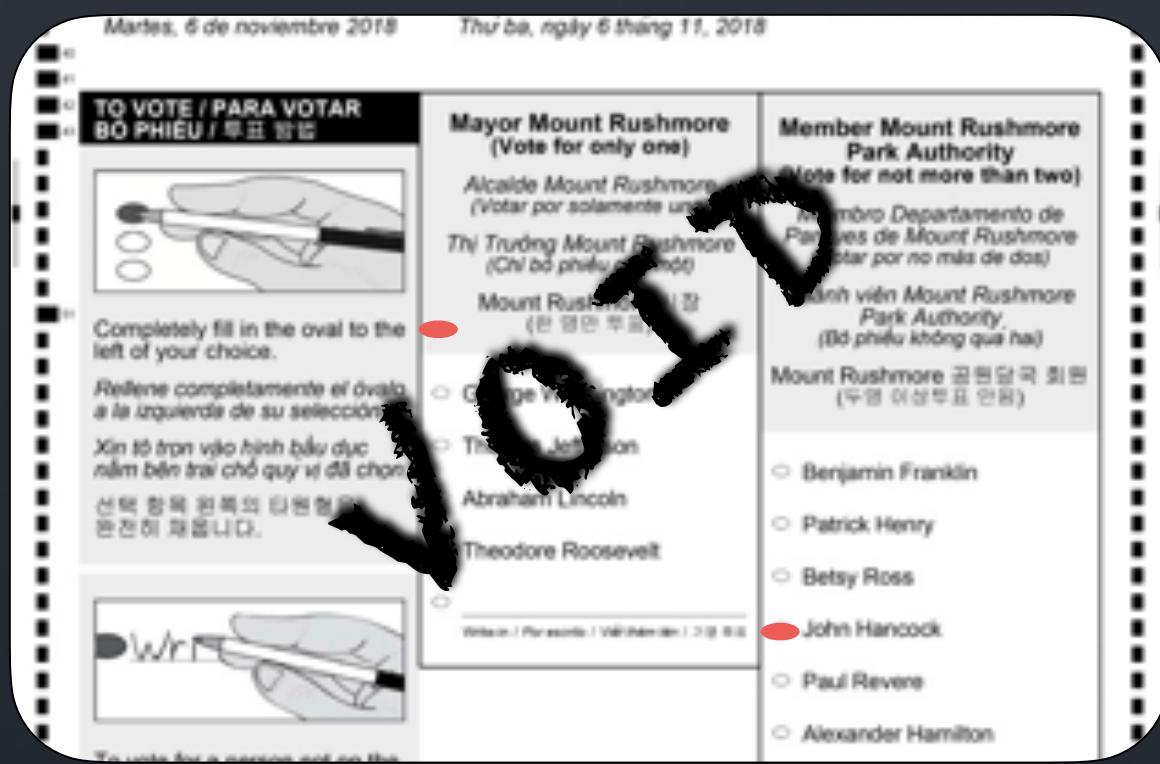


VOID BALLOTS

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

OPENING 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 DS200 scanners
 - Close and pack ExpressVote
 - Secure all voted and unvoted ballots
 - Remove all signs (inside and outside)

STATEMENT OF RESULTS

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

PART D: BALLOT CERTIFICATION		CALCULATION OR SOURCE	PRINTED BALLOTS	EXPRESSVOTE BALLOT CARDS
D1	BALLOTS RECEIVED FROM ELECTORAL BOARD - BEFORE POLLS OPEN	BOX LABELS	500	110
D2	BALLOTS RECEIVED FROM ELECTORAL BOARD - WHILE POLLS OPEN	BALLOT RECEIPT	—	—
D3	TOTAL BALLOTS RECEIVED	= D1 + D2	500	110
D4	TOTAL UNUSED BALLOTS RETURNED <i>(Return printed ballots in #6 Box(es) and EV cards in Black Kit)</i>	(# of unopened packs x 100) + (# of ballots in open packs)	404	100
D5	BALLOTS SPOILED AND VOIDED <i>(Do not include absentee ballots turned in by voters)</i>	ENVELOPE #4 3 SPOILED (Do not count absentee ballots) 2 VOID	5	—
D6	BALLOTS USED FOR PROVISIONAL VOTERS	ENVELOPE #1A ENVELOPE #1B	1	—
D7	TOTAL UNUSED BALLOTS + SPOILED/VOID + PROVISIONAL	= D4 + D5 + D6	100	—
D8	TOTAL BALLOTS COUNTED (Scanned and hand-counted)	= D3 - D7	50	10

PART E: ELECTION OFFICER CERTIFICATION - We hereby certify that the information contained in this Statement of Results is a complete record of this election and that all of the information entered herein is true.

1. <i>John Doe</i> ASSISTANT CHIEF OFFICER	2. <i>Mary Jones</i> CHIEF OFFICER	3. <i>Jane Smith</i> CHIEF OFFICER	4. <i>Bruce Lee</i> OFFICER OF ELECTION	5. <i>Tom Price</i> OFFICER OF ELECTION	6. <i>Anna Marie</i> OFFICER OF ELECTION	7. <i>Paul Martin</i> OFFICER OF ELECTION	8. <i>Erica Sabels</i> OFFICER OF ELECTION	9. <i>Bob Johnson</i> OFFICER OF ELECTION	10. <i>Mike Green</i> OFFICER OF ELECTION	11. <i>Steve Carter</i> OFFICER OF ELECTION	12. <i>Karen Lee</i> OFFICER OF ELECTION	13. <i>Linda Taylor</i> OFFICER OF ELECTION	14. <i>David White</i> OFFICER OF ELECTION	15. <i>Maria Williams</i> OFFICER OF ELECTION
---	---------------------------------------	---------------------------------------	--	--	---	--	---	--	--	--	---	--	---	--

REPLACE WITH CORRECT IMAGE

COMPLETE BOTH SIDES →

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.

REPLACE WITH IMAGES OF UPDATED GUIDES

REPLACE WITH IMAGES OF UPDATED GUIDES

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 each Ballot Box compartment, as well as verifying the scanner's seals, reports and counters.

Preincts with multiple DS200s
Each precinct receives at least 1 DS200, irrespective of the election type or number of registered voters. If a precinct receives multiple DS200 scanners, perform steps 1-8 for each device.

Auxiliary Compartment
Verify the Auxiliary Compartment is empty
The Auxiliary Compartment is accessed from the top door located on the front of the Ballot Box. Before 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.
- Onscreen steps require a firm touch. Have one election officer perform all onscreen entries as another witness.
- Two election officers should confirm the totals for each contest/candidate are zero before signing the Zero Totals Report.

Troubleshooting

Election security 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 for instructions on how to reseed the door.

Verify (1) the election and precinct number/name are correct, and (2) the DS200 is charging. Once verified, touch Open Poll to print the Zero Totals Report, then sign the tape and attach it to the SOR.

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

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Troubleshooting

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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 for instructions on how to reseed the door.

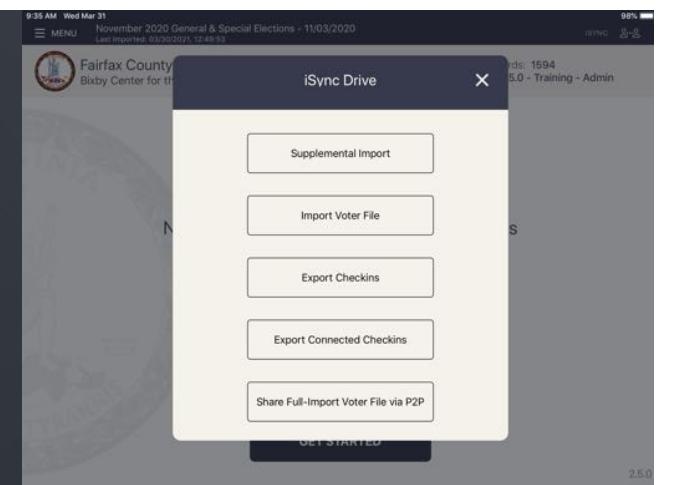
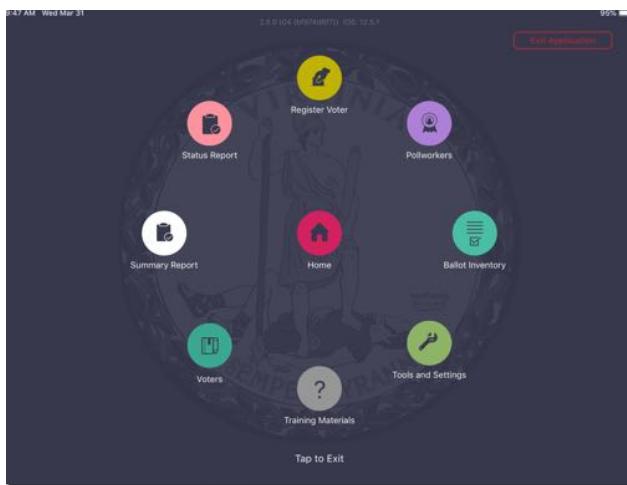
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www.fairfaxcounty.gov/elections elect@fairfaxcounty.gov [703-324-4735](tel:703-324-4735)

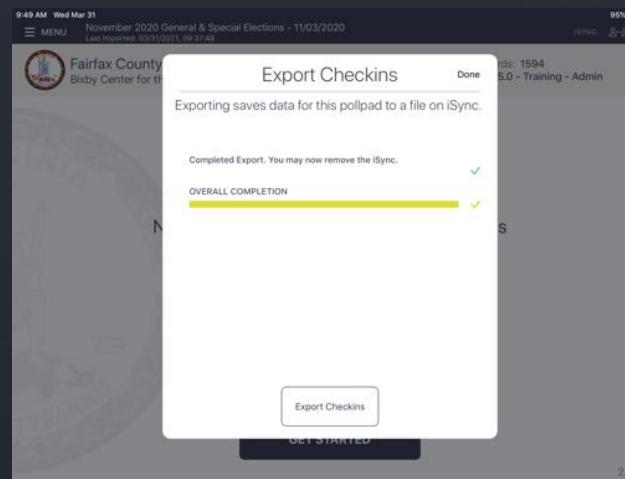
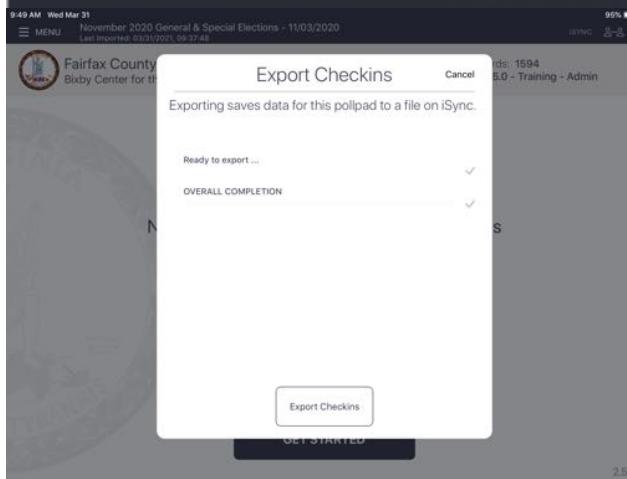
ISYNC DRIVE



- 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!



INSERT iSYNC EXPORT VIDEO HERE



SECURE POLL PADS



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

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

CLOSING DS200 SCANNER

STEP 1:

Unlock, open & inspect Auxiliary Compartment.

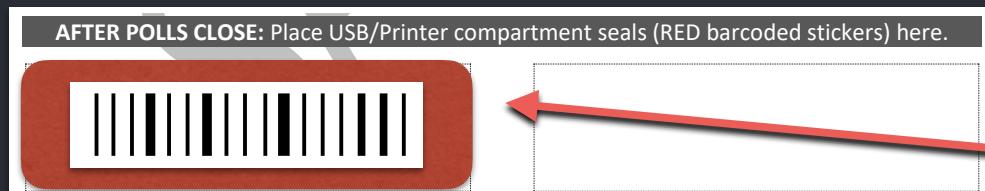
STEP 2:

**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:

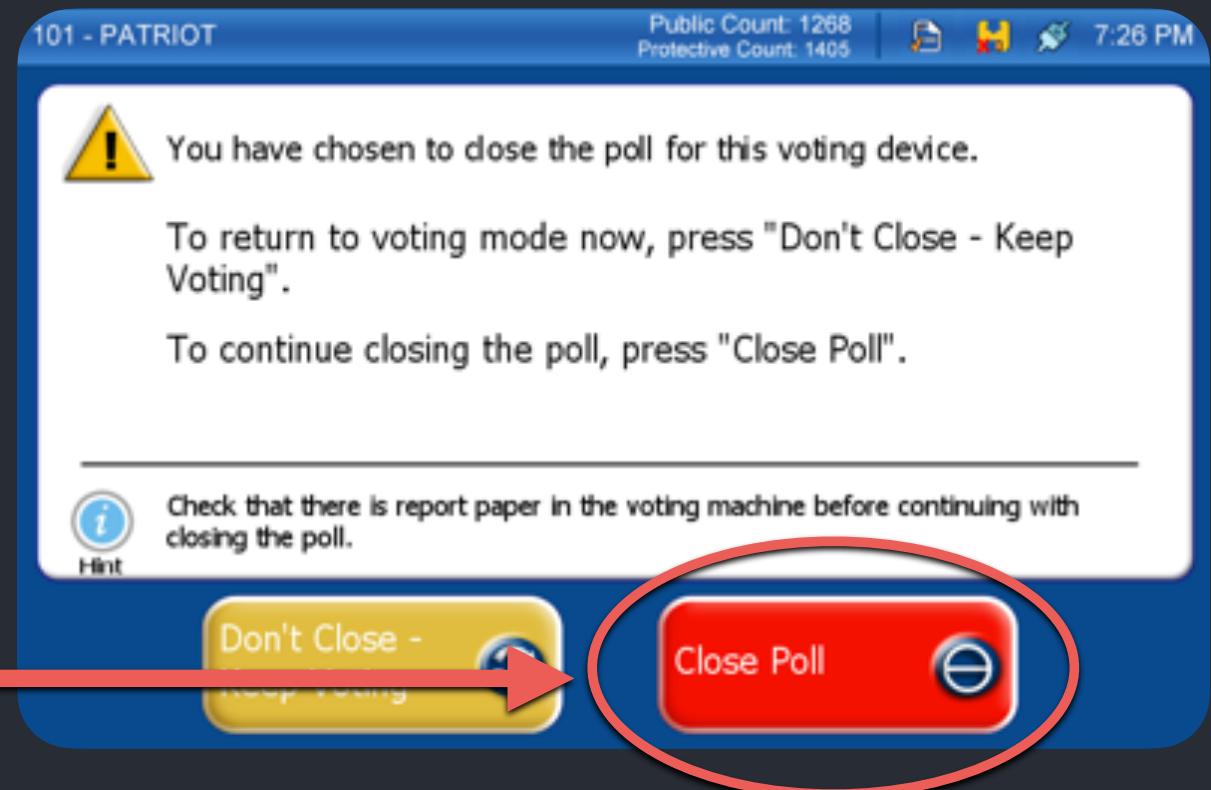
Unlock & open printer access door (underneath barcoded seal).

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.)*

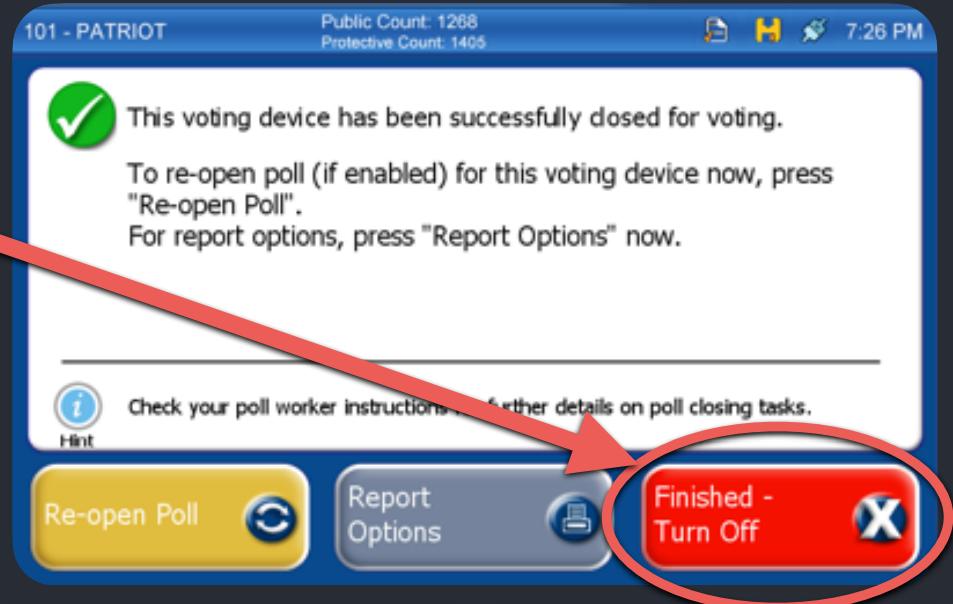


CLOSING DS200 SCANNER

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.



EXPRESSVOTE



REPLACE WITH UPDATED GUIDE

Opening Procedures

General Reminders

Setup the DS200 as a team
A team of two election officers should work together to set up the DS200 on election morning. This includes inspecting each Ballot Box compartment, as well as verifying the scanner's seals, reports and counters.

Precincts with multiple DS200s
Each precinct receives at least 1 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

The Auxiliary Compartment is empty
The Auxiliary Compartment is accessed from the top door located on the front of the Ballot Box. Before setting up the DS200, election officers should unlock and open the compartment and verify it is empty.

Quick Tips & Actions

- Blue Ballot Security scanned ballot box must be open once the DS200 is initialized.
- Leave the DS200 on while resealing the door helps verify the seal.
- Onscreen status message displays one election or another election's entry into the DS200.
- Two election officers must verify the totals for each contest before sealing the DS200 and printing the zero totals report.

Troubleshooting

Election security code was entered incorrectly
When a precinct enters the wrong Election Security Code three times, the DS200 automatically powers off. If the correct code is the red barcode seal, then open the Access Door and press the Power button.

Once the scanner successfully restarts, contact the office for instructions on how to reseal the door.

Fairfax County, VA | Form DS102018

DS200 SCANNER & TABULATOR

Unlock and open the Ballot Compartment. Once opened, remove the blue Ballot Security Case and confirm that both the interior of the case and the compartment are empty.

OPEN THE AUXILIARY COMPARTMENT 1ST

Place the blue Ballot Security Case back inside of the Ballot Compartment. Open both case lids and rest them against the inside of the Ballot Box, then close the lid of the compartment.

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

Verify (1) the election and precinct number/name are correct and (2) the DS200 is charging. Once verified, touch Open Poll to print the Zero Totals Report, then sign the tape and attach it to the SOR.

AT 6:00 AM, TOUCH "GO TO VOTING MODE"

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

REMOVE SIGNS



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 3 days.

OATH

COMPENSATION SHEET

SOR

YELLOW RETURN SHEET

SOR (COPY)

VOTED BALLOT BOXES

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.*