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

ASSIST VOTERS AS THEY ENTER

- **Greet voters and verify that they are in the correct location**. (This is especially important for polling places which contain two co-located precincts.)

- **Monitor the lines and help control polling place access.** If the voting room or check-in tables are too crowded, hold the line in the hallway for a short time until the line becomes shorter.

- **Remind voters to have their ID ready.** The check-in process will go faster if voters have their ID out of their purse or wallet. If voters have questions, refer to the list of acceptable IDs.

- **Encourage voters to look at the sample ballot while they are waiting in line.**

- **Notify the Chief if there is anything of concern in the area outside the voting room or building.**

MONITOR THE DROP BOX

- The drop box must be actively monitored from 6:00 AM to 7:00 PM on election day.

- The officer monitoring the drop box should not leave until a replacement arrives, so the drop box is never unattended.

- Voters from anywhere in Fairfax County can deposit envelopes in any Fairfax County drop box. Voters are also permitted to deposit other mail intended for the Office of Elections (such as affidavits to "cure", or fix missing information on, previously submitted absentee ballot envelopes).

- Voters are not required to provide identification or identify themselves when using the drop box.

- Voters are permitted to place more than one ballot envelope in the drop box.

- Do not give absentee ballot instructions to the voter; refer them to the instructions on the absentee ballot envelope or tell them to call the Office of Elections.

- Election officers should <u>not</u> sign an absentee envelope as a witness.

- If a voter with an absentee ballot wishes to vote in person instead, direct them to the voting room, where they can surrender their absentee ballot and vote in person.

- Curbside voters may give absentee ballot envelopes to election officers, who should immediately deposit them in the drop box.

- Any voters in line at the drop box at 7:00 PM may deposit their ballot envelope in the drop box.

There should be one officer per Poll Pad at the check-in table.

1) For each voter, say: **"May I please have your ID?"**
   - Refer to the Voter Identification list for the different types of IDs that a voter may provide.
   - If a voter offers an approved ID, never ask for their driver's license instead!
   - If a voter does not have an acceptable ID, always direct them to the Chief. They can complete an ID Confirmation Statement, which can serve as an acceptable ID.

2) Search for the voter on the Poll Pad, open their record, and ask,
   "What is your full legal name and current residential address?"
   - If you are unable to locate the voter in the pollbook, send to the Chief.
   - Voters may provide their name and address verbally or in writing (§ 24.2-643B). This includes the option of indicating that the name/address on their ID is current. Election officers must still repeat the voter's name out loud.

3) Review the ID and address provided by the voter.
   - The name on the ID should generally match the pollbook.
   - The address provided orally or in writing by the voter should match the pollbook (disregard the address on the ID).
   - If the ID has an expiration date, it must not have expired more than 12 months ago. The only exception is a Virginia DMV-issued driver's license or other DMV-issued state ID card, which are acceptable regardless of expiration date.

4) Repeat the voter's full name (not address), like this:
   "I am checking in <voter's name> for the General Election."
   "I am checking in <voter's name> for the Democratic Party Primary."
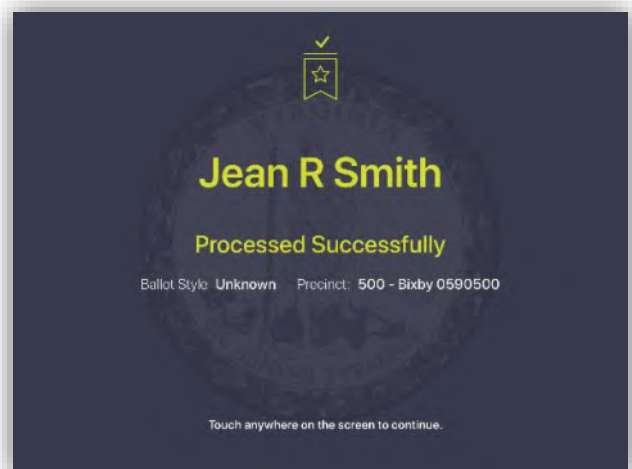   **"I am checking in <voter's name> for the Republican Party Primary."**

5) Touch **'Accept'** to move to the second voter screen.

6) Check the flag(s), if any, applicable to this voter.

7) Tap 'Submit' to complete checking in the voter.

8) **YOU MUST SEE THIS SCREEN TO COMPLETE THE CHECK-IN.** Only after the screen with the voter's name and the words "Processed Successfully" appears, give the voter a voter permit card.

Jean R Smith

Processed Successfully

Ballot Style Unknown   Precinct: 500 - Bixby 0590500

Touch anywhere on the screen to continue.

DURING THE DAY
BALLOT TABLE

One officer should be stationed at the ballot table to take voter permit cards from voters and issue ballots. Never leave the ballots, voter permit cards, or the ballot table unattended!

ISSUE BALLOTS TO VOTERS

1) Take the voter permit card from the voter.

2) Place a ballot in a privacy folder. Never put ballots in privacy folders ahead of time.

3) Give the ballot and a pen to the voter and tell them:

   "This ballot has [one/two] sides.
   Fill in the oval to the left of your choice(s).
   When you are done marking your ballot, take it to the ballot scanner."

4) Direct voters to the voting booths and point out the location of the DS200 scanner.

SPOILED AND VOIDED BALLOTS

- **SPOILED**: If a voter makes an error or wishes to change a selection, their ballot must be spoiled before you issue a replacement ballot. Write "spoiled" in large letters across the face of the ballot and ask the voter if they wish to fill in all bubbles to obscure their intended vote selections. Draw through the barcode when spoiling an ExpressVote card. Place the spoiled ballot in **Envelope #4** and issue the voter a new ballot.

- **VOIDED**: If a voter leaves a ballot in the polling place, they are considered a "fleeing voter" and their ballot must be voided. Write void on the face of the ballot and put it in **Envelope #4**. The only exception is if the ballot was left on the DS200 scanner; in that case, an election officer may cast the ballot. Notify the Chief first.

ADDITIONAL NOTES

- Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.

- If voters indicate that they prefer to vote on the ExpressVote ballot marking device, provide a blank ExpressVote card in a privacy folder and direct the voter to the ExpressVote machine. An election officer should go with the voter to the ExpressVote to assist them.

- If voters have questions about marking the ballot, use the tan-colored demonstration ballot (not a real ballot) to assist them. It is important to never point to real candidate names on an actual ballot or sample ballot.

One officer should be stationed near the voting booths to direct voters to an open voting booth and help answer questions. This can be the same officer who is monitoring the voting machines.

GUIDE AND ASSIST VOTERS

1) Direct voters with ballots to an open voting booth.

2) As voters finish marking their ballots, direct them to the DS200 ballot scanner.

3) Watch for voters asking for help marking their ballots or taking a long time to mark their ballots.

4) If a voter needs help, follow these steps (use the demonstration ballot if necessary):

   ▪ Go to the booth where a voter has requested help.

   ▪ Ask voters how you may assist and walk them through the process.

   ▪ Complete a **Request for Assistance Form** if you will see the ballot.

5) If a voter makes a mistake on a ballot, inform them that they may "spoil" the ballot and exchange it for a new ballot.

MAINTAIN THE VOTING BOOTH AREA

▪ Remove and discard any campaign literature, sample ballots, or other materials left behind in the voting booth area by voters.

▪ Remove any pens that voters left behind.

▪ Try to make sure that voters do not leave ballots in the voting booths. If a voter leaves their ballot in a voting booth, an officer will have to void the ballot.

▪ Watch for any voters walking toward the exit with a ballot. Inform the voter that the ballot can not leave the voting room.

▪ Ensure that voters do not get assistance from other voters, including spouses and family members, without completing a **Request for Assistance Form**. Reminder: A voter may be accompanied into the voting booth or assisted by their child aged 15 or younger without any forms (§ 24.2-643).

One officer should be stationed near the DS200 ballot scanners to instruct voters how to scan their ballot and help answer questions. This can be the same officer who is monitoring the voting booths.

GUIDE VOTERS IN SCANNING BALLOTS

1) Monitor the voting machine scanner from a minimum of 4 feet away – never close enough to see the ballot while the voter inserts it into the DS200. You can point to the tray and give directions for how to insert the ballot or ExpressVote card. Do not look at the voter's ballot.

2) Ensure that each voter casts only one ballot, no provisional ballots are cast on the scanner, and voters do not leave the polling place with a ballot.

3) Ask voters to wait long enough to see the confirmation message ("Thank You for Voting") that their ballot was successfully cast (it only appears for a very short time).

   o If the room isn't noisy, you will easily hear the ballot drop into the ballot compartment, confirming that the ballot was successfully cast. Listen for this audio cue and **DO NOT** look at the DS200 as the voter casts their ballot.

4) Provide voters with assistance as required. Ask the voter to read to you the message displayed on the screen so that you can guide them on the options available. When in doubt, call the Chief!

   ▪ Most voters should see the "Thank you for voting" message after their ballot is scanned.

   ▪ Blank ballot: Voter has not made any choices or made marks so small that they could not be read by the scanner. Voter has option to return ballot and mark it or confirm that they wish to vote a blank ballot.

   ▪ Over-voted ballot: Voter has filled in too many ovals in a contest. Voter has option to confirm that they wish to vote an over-voted ballot, or to return, spoil and replace the ballot. Inform the voter that the over-voted contests will not be counted (other properly voted contests will be counted).

   ▪ Mismarked ballot: If it is rejected ("ballot cannot be read"), ask the voter to try re-feeding the ballot upside down. If that doesn't work, offer to spoil and replace the ballot.

5) If a voter leaves a ballot **on the scanner** (a fleeing voter), an election officer may cast their ballot. Notify the Chief first.

DURING THE DAY
CURBSIDE VOTERS

Election officers serving in other functions (e.g., at check-in table) may be needed to assist curbside voters. Curbside voters will call the designated phone number on the yellow A-frame sign, which should ring the Chief's cell phone, another officer's phone, or available landline.

Do not ask a voter why they want to vote curbside.

---

1) Ask the caller how many people in the car want to vote. Have them describe their car so you can find it in the parking lot.

2) Send two officers to serve a curbside voter whenever possible. If practical, choose officers from different political parties. They can use the safety vests from the side pocket of the black rolling kit.

3) Invite authorized representatives and pages to observe the process from a distance.

4) Take the following supplies with you to serve all the voters in the car:
   o Poll Pad
   o Clipboard
   o Pen
   o Privacy folder
   o Ballot
   o Request for Assistance form (just in case)
   o Sticky notes (blue pencil case)

5) Ask if anyone in the car will need help filling out their ballot. Have the voter and their assistant complete a Request for Assistance form. A form is only required if the voter needs help; simply voting curbside is not "assistance."

6) Check in the voter on the Poll Pad. **Be sure to check the Curbside flag (and Assistance Required flag, if appropriate).** Call the Chief for a non-routine situation.

7) If there are multiple voters, put a sticky note on each privacy folder indicating where they sit (e.g. driver, passenger, back seat) before handing them out.

8) Step back a few feet from the car to give the voter privacy.

9) Ask the voter to wait while you take the ballot inside and cast it on the DS200. If a ballot is not accepted for any reason, put it back in the right privacy folder.

10) Return to the car with "I Voted" stickers and any rejected ballots. If a voter's ballot was rejected, explain the voter's options (cast overvoted or blank ballot; spoil and get a new ballot).

On election day, each precinct needs to complete a survey three (3) times throughout the day to record how many voters have cast a ballot and how many provisional ballots you have issued.

Instructions:

- At each designated time, we will send you a text message with an online link.
- Click on the link to submit your turnout numbers.
- You can also use the links or QR codes below.

Notes:

- We will send reminder text messages to both the Chief and Assistant Chief, but we need only 1 submission per precinct.
- Any election officer may submit each survey. You may give this page to one of your officers and ask them to submit the surveys throughout the day.
- **Schedule alarms on your phone for each time below!**

Turnout Survey #1

Open **8:30 AM** to 8:55 AM

https://form.jotform.com/FairfaxElections/turnout1

Turnout Survey #2

Open **11:30 AM** to 11:55 AM

https://form.jotform.com/FairfaxElections/turnout2

Turnout Survey #3

Open **2:30 PM** to 2:55 PM

https://form.jotform.com/FairfaxElections/turnout3