



County of Fairfax, Virginia

LAST MINUTE REMINDERS

DATE: Sunday, November 5, 2023

TO: All Chief and Assistant Chief election officers

FROM: Eric Spicer, General Registrar and Director of Elections
Ravi Udeshi, Election Manager

SUBJECT: Final updates, reminders, and clarifications for November 7 general election

Thank you again for serving as Chiefs and Assistant Chiefs! Here are some important final updates, reminders, and clarifications to help you have a successful election day.

Questions or concerns? Contact us anytime at **703-324-4735** or **ElectionOfficers@fairfaxcounty.gov**.

CHIEFS NOTEBOOK CORRECTIONS

Make the following corrections to your Chiefs Notebook:

- **On page 5.9, correct step #3.** The first two sentences should read: "Return to the bottom of the tape. Label the bottom report under 'End of Report' as Copy 3."
- **On page 8.7, step #5 should come before step #4.** Voter completes provisional envelope. Next, officer adds voter to electronic provisional ballot log. Then, voter completes provisional ballot.
- **In section 8, correct Required Signature Checklist (and matching handout in Closing Envelope).** Next to Election Officer Oath, strike out "~~and bottom~~." Corrected version is: "The Chief must sign at top."

PRE-ELECTION AND SITE SETUP

- **Lock and seal all voting equipment (Poll Pads, ExpressVotes, DS200s) in equipment cart overnight:** You will have more space after removing items needed for setup, including cardboard privacy booths, blue free-standing privacy booth, electrical items in the small canvas bag, and/or the large blue supply bag.

ELECTION MORNING

- **Call immediately if polling place is not open by 5:00 AM:** If you have not been able to enter your polling place by 5:00 AM for any reason, call 703-324-4735. We will do whatever is necessary to secure entry and enable you to start voting at 6:00 AM.
- **Remove ballots from DS200 bottom compartment, then unload DS200s from cart:** Unload DS200s carefully. Follow the written guides and always use 3 people.
- **Verify you have correct ballots immediately:** At 5:00 AM, verify that your ballots have your precinct name and number at top right of the ballot. If not, call 703-324-4735 immediately.



DURING ELECTION DAY

- **Keep ballots secure:** Make sure to keep all ballots secure on election day. You may either (1) keep your ballots locked in your equipment cart and retrieve additional ballots as needed, or (2) keep the ballots with officers at the ballot table as long as they are never left unattended.
- **If any of your Poll Pads ask you to install a software update, tap 'no' or 'decline'.**
- **Direct voters to use both DS200s equally:** The number of ballots cast on each DS200 should be about the same. Otherwise, you will have to wait twice as long during closing for write-in tapes to finish printing!
- **Same day registration (SDR):** Carefully follow the instructions in SDR Guide packet for processing SDR voters. If you have any questions at all, call 703-324-8765 on election day.
- **Provisional voters:** For non-SDR provisional voters with unusual situations (e.g. voter marked as having voted already), attach a note to the provisional envelope with any additional information you can gather. For example: Do people with same/similar names live at voter's address? What do election officers recall about the voter's check-in?
- **Chiefs Notes:** Record only observations and comments in your Chiefs Notes. If you have suggestions for future elections, submit later in the post-election survey.

CLOSING PROCEDURES

- **Write-in tapes will take additional time to print:** In the average precinct, if you used both DS200s equally, we estimate it will take 20 to 30 minutes for your write-in tapes to print. In the largest precincts, it may take up to 60 minutes.
- **Wait until write-in tapes have printed and DS200 powers off before removing USB thumb drives:** If you remove a USB thumb drive from DS200 before it powers off, all officers must stay at the precinct and re-scan all ballots on another DS200 that we deliver to you. This will take about 3 additional hours. Do not remove your USB thumb drives too early!!
- **Continue closing procedures while write-in tapes are printing:** Cut the DS200 tape after the second voting results report prints (see page 5.10 in Chiefs Notebook). This gives you all the tapes you need to complete the Statement of Results and other documents, even as the write-in tapes continue printing.
- **Collector Officers will leave later than normal and must wait for DS200 to print all tapes and power off:** Based on the longer times to print write-in tapes, it will take longer before Collector Officers can leave with the DS200 thumb drives. This is completely OK—there is no specific time by which Collector Officers must leave the precinct. Collector Officers can help with other closing tasks while waiting.
- **If you have a very large number of write-ins, you may need to insert an additional DS200 paper roll:** Each precinct has two additional paper rolls. Insert a new paper roll by following instructions in the video we previously sent. If needed, call your rover for help. Use blue tape to attach tape segments together.

Thank you and have a great election day!

