Precinct: 100 SAMPLE Fairfax County – Democratic Primary – June 21, 2022



COMMONWEALTH OF VIRGINIA

OFFICER OF ELECTION OATH

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.

Chief

1. X Tasha Chief

SIGNATURE OF CHIEF OFFICER OF ELECTION

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.

<i>Names</i>	Signatures
2. ASST CHIEF: Alan Assistant	2. ASST CHIEF: <i>Clan Clssistant</i>
3. Everett Collector	3. Everett Collector
4. Diana Collector	4. Diana Collector
5. Elizabeth Officer	5. Elizabeth Officer
6. Anthony Officer	6. Anthony Officer
7. Lucas Officer	7. Lucas Officer
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.

Chief 1. X

1. X Tasha Chief

SIGNATURE OF PERSON ADMINISTERING OATH

CHIEF ELECTION OFFICER

TITLE OF PERSON ADMINISTERING OATH

JUNE 21, 2022

DATE ADMINISTERED

SBE-611.1-FFX REV. 5/2022

Fairfax County – Democratic Primary – June 21, 2022

Complete and sign next to the number you are assigned based on the precinct roster.

TO BE COMPLETED BY ALL OFFICERS:

Officer	Full Name	Signature	Do you wish to be paid?
#1 / Chief	Tasha Chief	Tasha Chief	X Yes No
#2 / Assistant Chief	Alex Assistant	Alex Assistant	X Yes No
#3 / EO	Everett Collector	Everett Collector	X Yes No
#4 / EO	Diana Collector	Diana Collector	X Yes No
#5 / EO	Elizabeth Officer	Elizabeth Officer	X Yes No
#6 / EO	Anthony Officer	Anthony Officer	Yes X No
#7 / EO	Lucas Officer	Lucas Officer	X Yes No
#8 / EO			Yes No
#9 / EO			Yes No
#10 / EO			Yes No

T	O BE COMPLETED B	Y THE CHIEF:					
Who is returning the Whoever returns the election ma (Chiefs receive an additional \$10 stipe)	aterials will receive a \$10 to	avel stipend. X Chief Asst					
Did all election officers, inclu If any officers arrived more than (e.g. got lost, sick, family e	10 minutes late, even for a	valid reason Yes X No					
Officer Name	Exact Arrival Time	()tticar Nama Rason					
EXAMPLE: John Smith 5:15 a.m. EXAMPLE: Couldn't find building entrance							
EXAMPLE: John Smith	5:15 a.m.	EXAMPLE: Couldn't find building entrance					
EXAMPLE: John Smith Lucas Officer	5:15 a.m. 5:20 AM	EXAMPLE: Couldn't find building entrance Got stuck in traffic.					

If any election officers leave early (e.g. sick, family emergency, etc.), explain here. All officers are expected to stay until the end of closing procedures. Any officers who leave early will have their pay deducted accordingly.				

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INSTRUCTIONS: An officer should gather these numbers immediately after polls close. Collector Officers must then drive this form to the Fairfax County Government Center, along with other election materials.

DS200 Scanners

How many DS200s were opened and used to scan ballots – 1 or 2?

Most precincts will only open and use one DS200. Some precincts may have needed to open their second DS200. 1

Poll Pads

Total Curbside Voters

On any Poll Pad, open Menu, then Summary Report. Also found in Part 2 of the Statement of Results (SOR). 11

Provisional Ballots

Tally the number of provisional ballots by reason code. Then, group totals by category below.

| Reason code |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| #1 | #2 | #3 | #4 | #5 | #6 | No ID |
| 1 | _ | _ | 2 | _ | 1 | 1 |
| | | | | | _ | • |

No ID

All provisional ballot envelopes with "No ID" reason selected.

4

Not Registered

All provisional ballot envelopes with reason codes 1 or 2.

1

Other

All provisional ballot envelopes with reason codes 3, 4, 5, or 6.

3

Fairfax County – Democratic Primary – June 21, 2022

See instructions on reverse side.

CHIEF NAME	
Tasha Chief	

CHIEF SIGNATURE	
Tasha Chief	

ASSISTANT CHIEF NAME	RATING	COMMENTS
Alex Assistant	Excellent Good Average Needs improvement	Great first-time assistant, Proactive and attentive to voters and officers.

OFFICER NAMES	RATING	COMMENTS				
SECTION A: Who	SECTION A: Who were your best officers? Could they be a Chief? Please explain why.					
Everett Collector	Excellent officer and potential Chief Excellent officer	Experienced officer that is familiar with the process, good potential as Chief.				
Diana Collector	Excellent officer and potential Chief Excellent officer	Works well with voters and is eager to participate. Consider her for Chief.				
Elizabeth Officer	Excellent officer and potential Chief Excellent officer	Excels in every officer position, but is not interested in being Chief.				
SECTION B: W	ho were your good or av	erage officers? Comments are optional.				
Lucas Officer	◯ Good ☐ Average					
	Good Average					
	Good Average					
	Good Average					
	Good Average					
	Good Average					
	Good Average					
	Good Average					
SECTION C: Did y	ou have any officers who	did not perform well? Please explain why.				
Anthony Officer	Needs improvement Needs significant improvement	Okay with opening and closing, but needs to be more attentive to voter needs.				
	☐ Needs improvement ☐ Needs significant improvement					

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BEFORE POLLS OPEN

Verify seal and counter numbers. If any are broken or do not match, call Election Support. If you open and update Poll Pads on Monday, write new seal numbers.

POLL PADS	Poll Pad 1 (EPB-0098)	Poll Pad 2 (EPB-0099)	Poll Pad 3 (EPB-0100)	Poll Pad 4 (EPB-0101)	Poll Pad 5 (n/a)	Provisional (EPB-0397)
As delivered (green zip-tie seal)	3004238	3002523	3004203	3003846	n/a	3004127
If re-sealed (yellow zip-tie seal)	1000777	1000888	1000999	1001010	1001111	1001212

<u>DS200s</u>	Case seal (green zip-tie seal)	USB/printer seal (red barcoded sticker)	Public Count	Protected Count
#1: DS0318411646	289882	45791319	0	1602
#2: DS0315411213	289329	45791320	0	7297

ADDITIONAL	Gray cart (green zip-tie seal)	#2 Pouch	#7 Pouch	
EQUIPMENT	0289588	n/a	n/a	

AFTER POLLS CLOSE

Record new seal and counter numbers. You must remove and affix the USB/printer compartment seals from all DS200s, whether or not they were used for voting.





<u>DS200s</u>	Machine seal (no seal)	# of boxes of voted ballots	Public Count	Protected Count
#1: DS0318411646	n/a	1	264	3400
#2: DS0315411213	n/a	_	_	_

ADDITIONAL	Gray cart	#2 Pouch	#7 Pouch
<u>ADDITIONAL</u>	(red zip-tie seal)	(blue plastic tab seal)	(red plastic tab seal)
<u>EQUIPMENT</u>	100123	100456	100789

PRECINCT DATA SHEET	RETURN IN #2 BLUE POUCH
Precinct: 100 SAMPLE	Fairfax County – Democratic Primary – June 21, 2022

INSTRUCTIONS: Assign an election officer (or high school page, in November elections) to track the below numbers throughout the day of election. They should inform you immediately if any numbers are not what they should be.

As close to each hour as possible, enter the below numbers.

- If there are no voters in line at a given time, write "0".
- Do not count non-voters (e.g. children who are waiting with their parents).
- "Voters checked in but not yet cast ballot" includes voters who are at the ballot table, in the voting booths, or in line at the ballot scanner.
- [Voters checked in on Poll Pads] should always equal [voters checked in but not yet cast ballot] plus [ballots cast on DS200s]. If not, figure out why (e.g. an officer did not properly check in voters) and record in the Chief's Notes.

Time	Voters in line at Poll Pads	Check-in stations (Poll Pads)	Voters checked in on Poll Pads	Voters checked in but not yet cast ballot	Ballots cast on DS200(s)
Example	8	2	120	3	117
6:00 AM	6	2	0	0	0
*6:30 AM	4	2	25	3	22
7:00 AM	2	2	45	5	40
8:00 AM	0	2	65	3	62
9:00 AM	0	2	85	2	83
10:00 AM	2	2	100	4	96
11:00 AM	3	2	120	3	117
12:00 PM	0	2	140	5	135
1:00 PM	2	2	150	6	144
2:00 PM	1	2	170	3	167
3:00 PM	0	2	185	2	183
4:00 PM	0	2	200	3	197
5:00 PM	2	2	220	4	216
6:00 PM	2	2	240	3	237
7:00 PM	4	2	265	6	259
Time last voter c	hecked in:		7:00 P	M	

Count and double-count the number of ballots in each pack as you open them. Each ballot pack *should* have 100 ballots. However, if any pack has more or less than 100, you will need to know when completing the Statement of Results.

Ballot pack	Number of ballots in pack						
1	100	11		21		31	
2	100	12		22		32	
3	100	13		23		33	
4		14		24		34	
5		15		25		35	
6		16		26		36	
7		17		27		37	
8		18		28		38	
9		19		29		39	
10		20		30		40	

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_	nat to do at the beginning of th		I <u>_</u> I		
_	int opening tapes from each DS200. ave two officers sign all four zero totals report		Staple DS200 tapes here (with first item on top)		
_	nat to do at the end of the day				CLOSING TAPE
☐ Pr	ecord check-in and curbside numbers from Pole int closing tapes from each DS200. In two officers sign all four voting results rep	☐ Ballot Status Accounting Report			
Fil	II out every section of SOR A and SOR B. aple appropriate tapes to this page – see right				☐ Voting Results Report (with 2 signatures)
∐ Fo	old bottom of tape to fit on SOR.				OPENING TAPE
1	Voters checked in From each Poll Pad's home screen, review th the number of voters checked in. If there is a it to the number of voters checked in. For exa "Check-ins: 99 (EDR: 1)", that is actually 99 +		□ Configuration Report□ Ballot Status Accounting Report□ Zero Totals Report		
	Number of voters checked in on Poll Pad #1	1 – 10	150		(with 2 signatures)
	Number of voters checked in on Poll Pad #2	+	115		
	Number of voters checked in on Poll Pad #3	+ ,	-		I
	Number of voters checked in on Poll Pad #4	+	-		
	Number of voters checked in on Poll Pad #5	+	-		
	Total number of voters checked in	=	265		
2	Curbside voters On any Poll Pad, open Menu, then Summary	Repo	rt.		
	Total number of curbside check-ins		11		
3	Ballots cast Using the Ballot Status Accounting Report fro closing tape, record the number of ballots ca				
	Number of ballots cast on DS200 #1		264		
	Number of ballots cast on DS200 #2	+	0	4	
	Number of ballots counted by hand because they could not be scanned (usually 0)	+	0		
	Total number of ballots cast	=	264		
			41 (1)		

Does the number of voters checked in (box 1) match the number of ballots cast (box 3)?

____Yes ____ No, because...

___ An election officer did not properly check in some voters (include details below)

____ We had fleeing voters leave without casting their ballot (include details below)

____ Other (specify below):

A voter left their ballot at the voting table. X X

Fairfax County – Democratic Primary – June 21, 2022

5	Standard Ballots Issued					
	Number of ballots received in gray cart before election day		1000			
	Number of ballots received from Rover on election day (usually 0)	+	0			
	Total number of ballots issued	=	1000			

6	Standard Ballots Used and Unused						
	"Total Standard Ballot Sheets" from DS200 Ballot Status Accounting Report(s)		260				
	Number of hand-counted ballots (usually 0)	+	0				
	Number of spoiled ballots in #4 envelope	+	5				
	Number of voided ballots in #4 envelope		1				
	Number of provisional ballots in #1A and #1B envelopes	+	8				
	Number of unopened ballot packs, multiplied by 100 (e.g. 5 unopened packs x 100 = 500)	+	700				
	Number of unused ballots remaining in the last pack(s) you opened	+	26				
	Total number of ballots used and unused	=	1000				

7	Other Ballots	
	"Total ExpressVote Cards" number from DS200 Ballot Status Accounting Report(s)	4
	Number of surrendered absentee ballots in #4 envelope	3
	Please check the box and explain if any of the following are true. There were more or less than 100 ballots in one or more of the packs (inclu ExpressVote cards were spoiled, voided, or used for provisional voters	· ·

8	We	Collect signatures to certify We hereby certify that the two copies of the Statement of Results are a complete record of this election and all information entered here is true and correct.						
	1	Chief	Name: Tasha Chief	x Tasha Chief				
	2	Asst. Chief	Name: Alex Assistant	x Clex Assistant				
	3	EO	Name: Everett Collector	x Everett Collector				
	4	EO	Name: Diana Collector	x Diana Collector				
	5	EO	Name: Elizabeth Officer	x Elizabeth Officer x Anthony Officer				
	6	EO	Name: Anthony Officer					
	7	EO	Name: Lucas Officer	x Lucas Officer				
	8	EO	Name:	X				
	9	EO	Name:	X				
	10	EO	Name:	X				
	11	EO	Name:	X				
	12	EO	Name:	x				

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This form must be signed by all officers of election <u>present during closing</u> <u>procedures</u> and placed in Envelope #2A.

The Clerk of Circuit Court must make it available for public inspection on the day following the election and for sixty days thereafter.

DS200 Serial Number(s):

#1: DS0000111111

#2: DS0000222222

Election officer signatures

We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.

#	POSITION	NAME	SIGNATURE
1	Chief	Tasha Chief	x Tasha Chief
2	Asst Chief	Alex Assistant	x Clex Assistant
3	EO	Everett Collector	x Everett Collector
4	EO	Diana Collector	x Diana Collector
5	EO	Elizabeth Officer	x Elizabeth Officer
6	EO	Anthony Officer	x Anthony Officer
7	EO	Lucas Officer	x Lucas Officer
8	EO		х
9	EO		х
10	EO		х
11	EO		х
12	EO		х
13	EO		х
14	EO		x
15	EO		х

I___

Staple tapes here

From each DS200 opened for voting:

- 1. Zero totals report
- 2. Voting results report

Fairfax County – Democratic Primary – June 21, 2022

******** CHIEF'S NOTES ******** DEMOCRATIC PARTY PRIMARY ELECTION JUNE 21, 2022

Record on...

Page 2 - MACHINE PROBLEMS

Poll Pad, DS200, ExpressVote – malfunction or other problem

Page 3 - INCIDENT REPORT

For incidents involving personal injury or property damage... Provide details: Who, What, When, Where, Witnesses!

Page 4 - OBSERVATIONS, COMMENTS AND SUGGESTIONS

Polling place access, signs, supplies, voter, and poll watcher issues

Page 5 - VOTER REGISTRATION / POLLBOOK DISCREPANCIES

Duplicates, typographical errors, moved/deceased voters, etc.

Precinct:	100 SAMPLE (June 2022)					
Chief:	Tasha Chief	x Tasha Chief SIGNATURE				
Assistant Chief:	Alex Assistant	x Clex Clssistant SIGNATURE				

JUNE 21, 2022

Precinct: 100 SAMPLE (June 2022)

POLL PAD and VOTING MACHINE PROBLEMS

Device: Poll Pad X DS200 ExpressVote Public Counter Time 5:45 AM Problem Screen frozen Reported By Diana Collector Action Taken Rebooted device Comments:
Device: Poll Pad DS200_X ExpressVote Public Counter Time 5:30 AM
Problem USB sticker entry error Reported By Lucas Officer
Action Taken Hand-correction made on form
Comments: Noted number on Machine Certification Form
was missing a digit
Device: Poll Pad DS200_X ExpressVote Public Counter Time 11:30 AM
Problem Misfed ballots Reported By
Action Taken Stopped using machine
Comments: Had to spoil one ballot stuck in the machine.
Device: Poll Pad DS200 ExpressVote Public Counter Time
ProblemReported By
Action Taken
Comments:

FOR ASSISTANCE - CALL TECH SUPPORT at 703-324-4101

Chief Notes, Rev 5/2022 Page 2 of 5

JUNE 21, 2022

Precinct: 100 SAMPLE (June 2022)

ELECTION DAY INCIDENT REPORT

Location: n/a n/a, n/a n/a	
Victim Name: Victim Address:	
Victim Phone: Home ()Wo	ork ()Cell ()
Time: Location: (e.g., gym, parking lot,	hallway)
Description of Incident: (Describe what happened construction, cleaning equipment.)	. Include conditions present at the time, such as weather,
Description of Injury or Damage: (body part, person	onal property)
Action Taken and Outcome: (e.g., called 911, Reso	ue Squad took victim to hospital)
Witnesses:	
Name: Address:	Name: Address:
Phone: ()	Phone: ()
Incident report completed by:	
Name: Title: Address:	
Phone: ()	

Use back of form for any additional information

Chief Notes, Rev 5/2022 Page 3 of 5

JUNE 21, 2022 Precinct: 100 SAMPLE (June 2022)

Time	OBSERVATIONS, COMMENTS, AND SUGGESTIONS
7:30	Had to ask authorized representative not to stand too
AM	close to voters or look at their ballots. Authorized
	representative was okay with this.
8:00	We had two more voters checked in than ballots cast, one
AM	voter left without casting ballot and we think the other
	was incorrectly checked in
1:00	Bake sale in the 40-foot prohibited area, asked to move
PM	outside area. Issue resolved without problem.
7:05	Purple Pouch Seal #: 123456
PM	Triplok Bag Seal #:12345678
	Number of Absentee Ballots in Drop Box: 7

Chief Notes, Rev 5/2022 Page 4 of 5 **JUNE 21, 2022**

Precinct: 100 SAMPLE (June 2022)

VOTER REGISTRATION / POLLBOOK DISCREPANCIES

Identification Number 87654321 Voter Name Benjamin Ballot
Problem Code(s) A Correction Needed Checked in under voter ID 87654321
Comments Called registrar's office to confirm correct ID
Identification Number 24681012 Voter Name Paul Voter
Problem Code(s) C Correction Needed Called registrar, checked in normally
Comments Address in pollbook was outdated
Identification Number Voter Name
Problem Code(s)Correction Needed
Comments
Identification NumberVoter Name
Problem Code(s)Correction Needed
Comments
Identification Number Voter Name
Problem Code(s)Correction Needed
Comments

<u>Problem Codes</u>: Have voter complete a new voter registration application, if applicable.

A. Duplicate Entry

E. Voter reported to have moved out of state

B. Name-typographical error

F. Other (Explain in Comments)

- C. Address-typographical error
- D. Voter reported deceased (Complete Deceased Voter Form)

Chief Notes, Rev 5/2022 Page 5 of 5

Precinct: 100 SAMPLE Fairfax County – Democratic Primary – June 21, 2022

See instructions on reverse side.

CHIEF NAME Tasha Chief

CHIEF SIGNATURE	
Tasha Chief	

ASSISTANT CHIEF NAME	RATING	COMMENTS
Alex Assistant		Great first time assistant, proactive and attentive to voters and officers

	☐ Needs improvement	
OFFICER NAMES	RATING	COMMENTS
SECTION A: Who were your best officers? Could they be a Chief? Please explain why.		
Everett Collector	Excellent officer and potential Chief Excellent officer	Experienced officer that is familiar with the process, good potential as Chief.
Diana Collector	Excellent officer and potential Chief Excellent officer	Works well with voters and is eager to participate. Consider her for Chief.
Elizabeth Officer	Excellent officer and potential Chief Excellent officer	Excels in every officer position, but is not interested in being Chief.
SECTION B: W	ho were your good or ave	erage officers? Comments are optional.
Lucas Officer	X Good ☐ Average	
	Good Average	
	Good Average	
	Good Average	
	☐ Good ☐ Average	
	☐ Good ☐ Average	
	Good Average	
	Good Average	
SECTION C: Did you have any officers who did not perform well? Please explain why.		
Anthony Officer	Needs improvement Needs significant improvement	Okay with opening and closing, but needs to be more attentive during the day.
	☐ Needs improvement ☐ Needs significant improvement	



Collection Date: 06/21/2022 **Collection Time:** 7:45 PM

Pct 100 SAMPLE **Braddock Elementary School**

Annandale, VA 22003-5312	
# Drop Box Envelopes	inside bag: 54
We attest that we performed our duty to collect all envelopes date & time stated above. As directed, we sealed all collected We then immediately delivered all collected envelopes to the	safely and securely from this drop-off location on the envelopes and this form in the TripLOK security bag. Office of Elections Staff or Central Absentee Precinct.
Everett Collector	Everett Collector
Collector Officer 1	Signature
Diana Collector	Biana Collector
Collector Officer 2	Signature
*Place this form inside the Trip	
To be completed by Office	
Notes:	Date Received:

I attest that I opened the sealed TripLOK security bag and verified the quantity of return mailers collected from this drop-off location.

Office of Elections Staff

Signature