

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

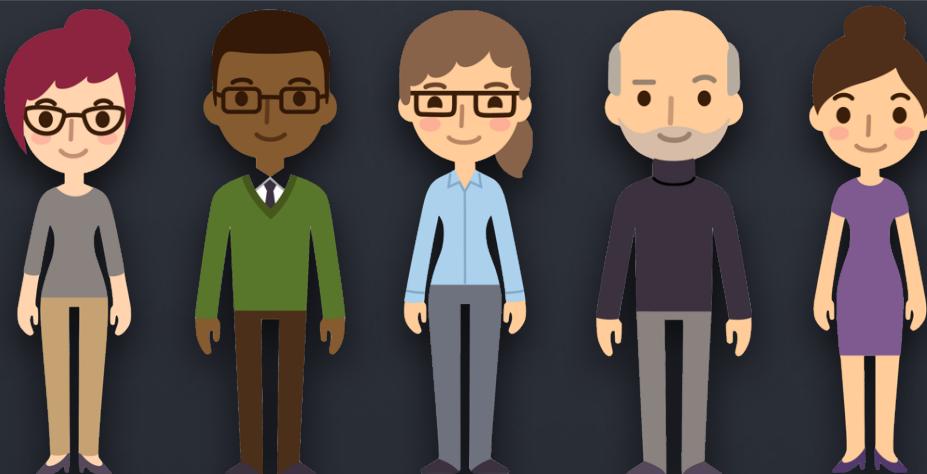
- Arrive by 5:00 AM
- Assist with setup
- Help voters
- Refer issues to Chief
- Assist with closing
- **Sign required forms!**

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

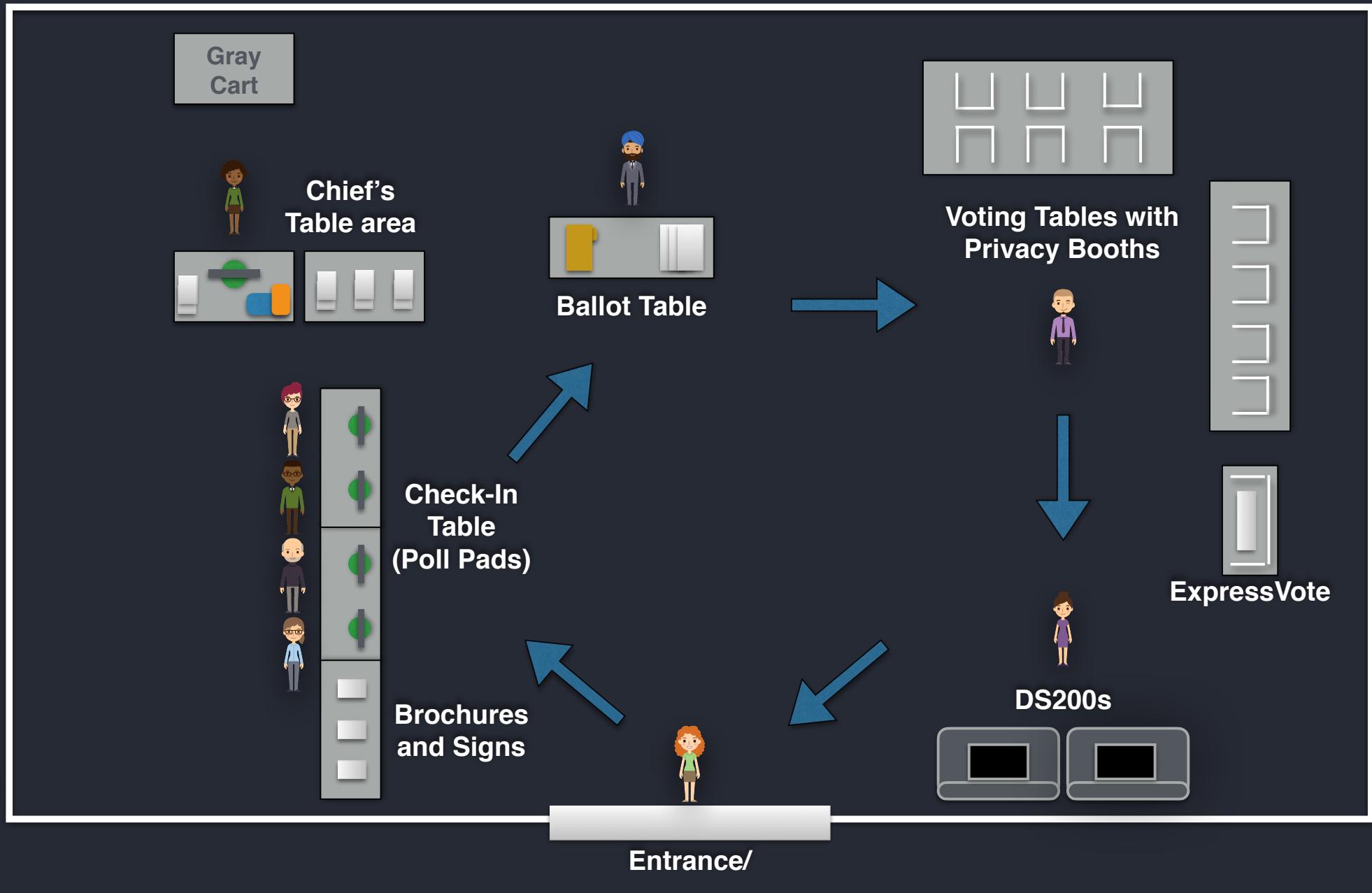
Direct voters to open voting booths

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

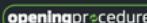
- **At 5:00 AM, the Chief will swear-in all officers**
- **From 5:00 AM to 6:00 AM, the Chief will divide you into teams to complete the following tasks:**
 - Open and setup Poll Pads
 - Open and setup DS200 scanners
 - Open and setup ExpressVote
 - Open and count ballots
 - Post all signs (inside and outside)

OATH AND COMPENSATION SHEET

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

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.



Mobile Hotspot Precincts

Mobile Hotspot Precincts

Who has a Mobile Hotspot?

Refer to the supply card in the Poll Pad Case to see if the precinct has a Mobile hotspot, if not it can't receive AT & T or Verizon Internet. See the image below.

Steps for setting up the Mobile Hotspot:

- Remove the mobile hotspot from the Poll Pad Case. Plug the Power Cord into the Adapter then plug the other end of the cord into the hotspot. Press the power button on the side of the hotspot. Verify the signal shows at least 2 bars of service.

Quick Tips & Actions

- The IMPORT password is used to update the voter file, whereas the CHFID password is used for all other Poll Pad functions.
- Every precinct receives one iSync Drive. It is important 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 setup may go in during the day. To ensure this does not happen, setup the Poll Pads within 30 s of one another.

Troubleshooting

Poll Pad setup does not launch

Verify the system home screen (a settings icon is in the top left corner) displays on the Poll Pad. If the home screen does not appear, turn off the device to re-boot to the device. Touch the Poll Pad app at the bottom of the screen and wait for the app to load.

iSync Poll Pad voter file is outdated

An Outdated Voter File message displays when a Poll Pad's data is more than 24 hours old. Once the voter file is updated, follow the steps below for importing the voter file (steps 6-7).

Voter file failed to import

If the voter file fails to import, precinct information (location, number, name, etc.) will not be sent to the Poll Pad by the Power and Adapter and follow the steps below to resolve the issue on an Apple laptop.

After the device re-boots, re-import the voter file.

Importing the voter file on an Apple laptop

Import the voter file from the Poll Pad Case. Use the numeric keyboard to enter the precinct location, number, name, and precinct ID. Once the import is complete, touch OK and remove the Sync Drive.

Import voter file from the Poll Pad Case

Import the voter file from the Poll Pad Case. Use the numeric keyboard to enter the precinct location, number, name, and precinct ID. Once the import is complete, touch OK and remove the Sync Drive.

REPEAT ON EVERY POLL PAD



1 Verify the green seal securing the Poll Pad Case matches the machine Certification Fins. Once verified, cut the seal and place it inside the # Orange Pouch.



2 Unlock and open the Poll Pad Case, then verify (1) the contents of the case and (2) the wireless setup of the precinct matches what is listed on the case's user card.



3 Open the Plastic Tote, then count the number of Poll Pad Bases and Photo ID Holders. Verify each of these items match the number of Poll Pads in the Poll Pad Case.



4 Remove the contents from the Poll Pad Case and Plastic Tote. Assemble each Poll Pad by inserting the Poll Pad Arm into the base and attaching the Photo ID Holder to the back of the Poll Pad.



5 Remove the Printer and its supplies from the Poll Pad Case. Plug the Power Cord into the Adapter, then plug the cord into the printer. Flip the power switch to ON, then press the Feed button.



6 On the Poll Pad, press and hold the Power button until the Apple logo appears. After the Poll Pad powers on and the app launches, insert the iSync Drive into the Lightning Connector.



7 Touch Import Voter File from the list of options. Use the numeric keyboard to enter the precinct location, number, name, and precinct ID. Once the import is complete, touch OK and remove the Sync Drive.



8 FAIRFAIR COUNTY
Remove the Power Cube and Cable from the Poll Pad Case. Assemble the case, then plug the cable into the Lightning Connector. Verify the battery indicator comes green and a charge icon appears.

Opening Procedures

General Reminders

Setup the DS200 as it is received.

A voter registration officer and election workers should together to unlock the ballot box in the election morning. This includes inspecting each Ballot Box compartment, as well as verifying the scanner's seals, reports and counters.

Printouts with multiple DS200s

Each precinct receives at least 1 DS200, irrespective of the number of registered voters. If a precinct receives multiple DS200s, verify the scanner's seals, reports and counters. If the precinct receives additional scanners, perform steps 1-6 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 opening the door, verify the handle is in the locked position and the compartment is empty.

Quick Tips & Actions

- Blue Ballot Security Case is used to store sensitive documents. 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 screen steps require a finger touch. Have one election officer perform all onscreen entries as another watches.
- Two election officers should confirm the table for each candidate/area are zero before signing the Zero Totals Report.

Troubleshooting

Election security code was entered incorrectly.

When a precinct enters the wrong Election Security Code, the DS200 will display an error message. If this occurs, remove 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 reset the code.

Unlock and open the Ballot Compartment. Once opened, remove the blue Ballot Security Case and counters that make up the interior of the case and the compartments that are inside.

OPEN THE AUXILIARY COMPARTMENT 1ST

Unlock and open the Power Cord Compartment. Once opened, unwrap the Power Cord and plug it into an outlet, then verify the metal bar is firmly positioned and secured by a white plastic clip.

VERIFY THE GREEN SEAL SECURING THE BALLOT BOX IS MATCHED TO THE MACHINE CERTIFICATION FORM 2ND

Unlock and open the Ballot Box lid, followed by the DS200. Lift and raise the DS200 screen to power on the scanner, then verify the red barcoded seal matches the Machine Certification Form.

ENTER THE ELECTION SECURITY CODE 3RD

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

PRINT THE CONFIGURATION REPORT 4TH

Verify [1] the election and precinct number names are correct and [2] the DS200 is charging. Once verified, touch Open Pad to print the Zero Totals Report, then sign the page and attach it to the DS200.

PRINT THE ZERO TOTALS REPORT 5TH

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

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

POLL PADS



Electronic Poll Books used to check in voters.

POLL PAD SUPPLIES



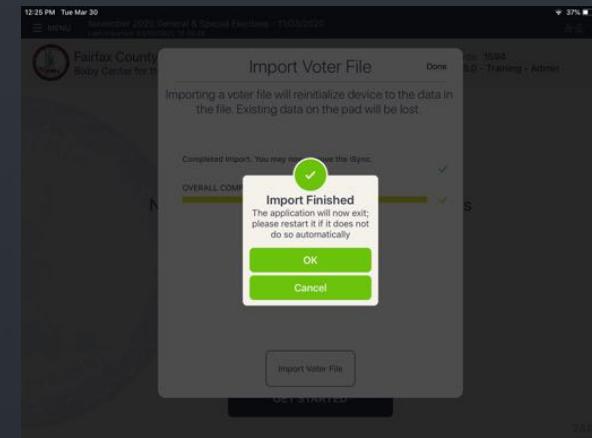
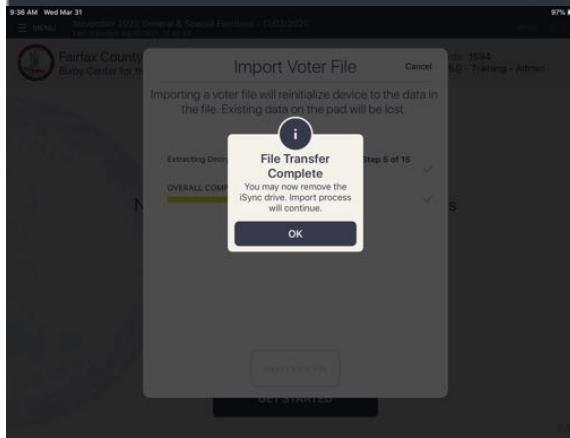
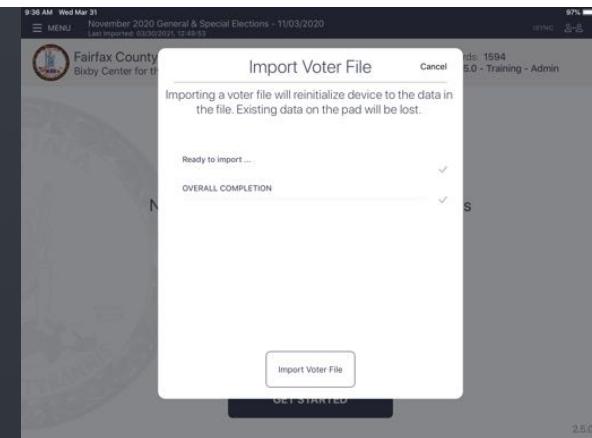
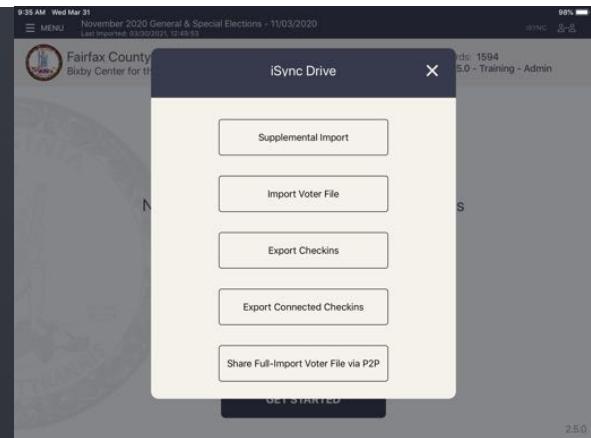
- **GREEN CASE:**
Poll Pads, power cables,
styluses, printer

- **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 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.**

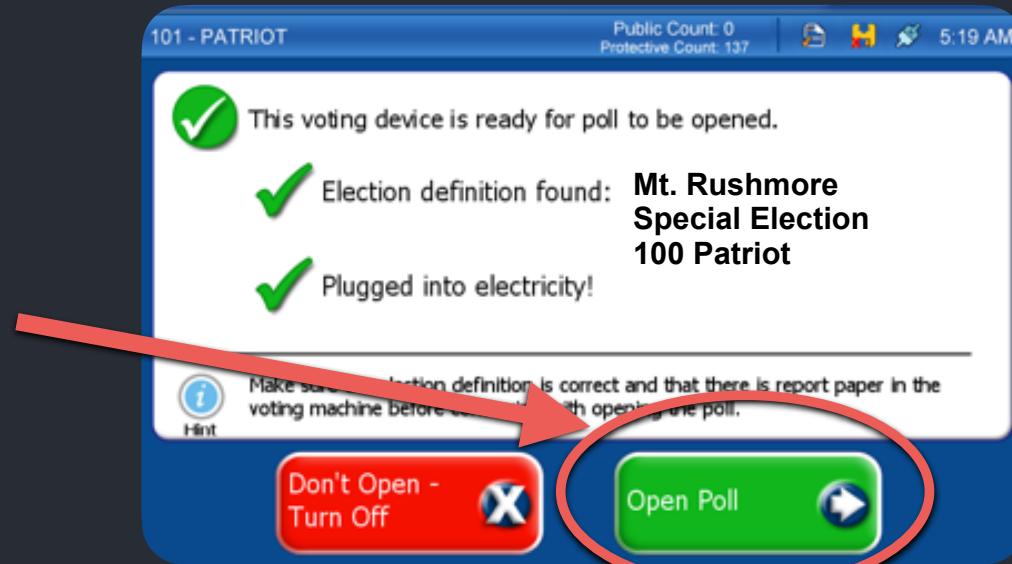
(A configuration report will print. Do not tear off this report yet.)



STEP 8:

Press "Open Poll".

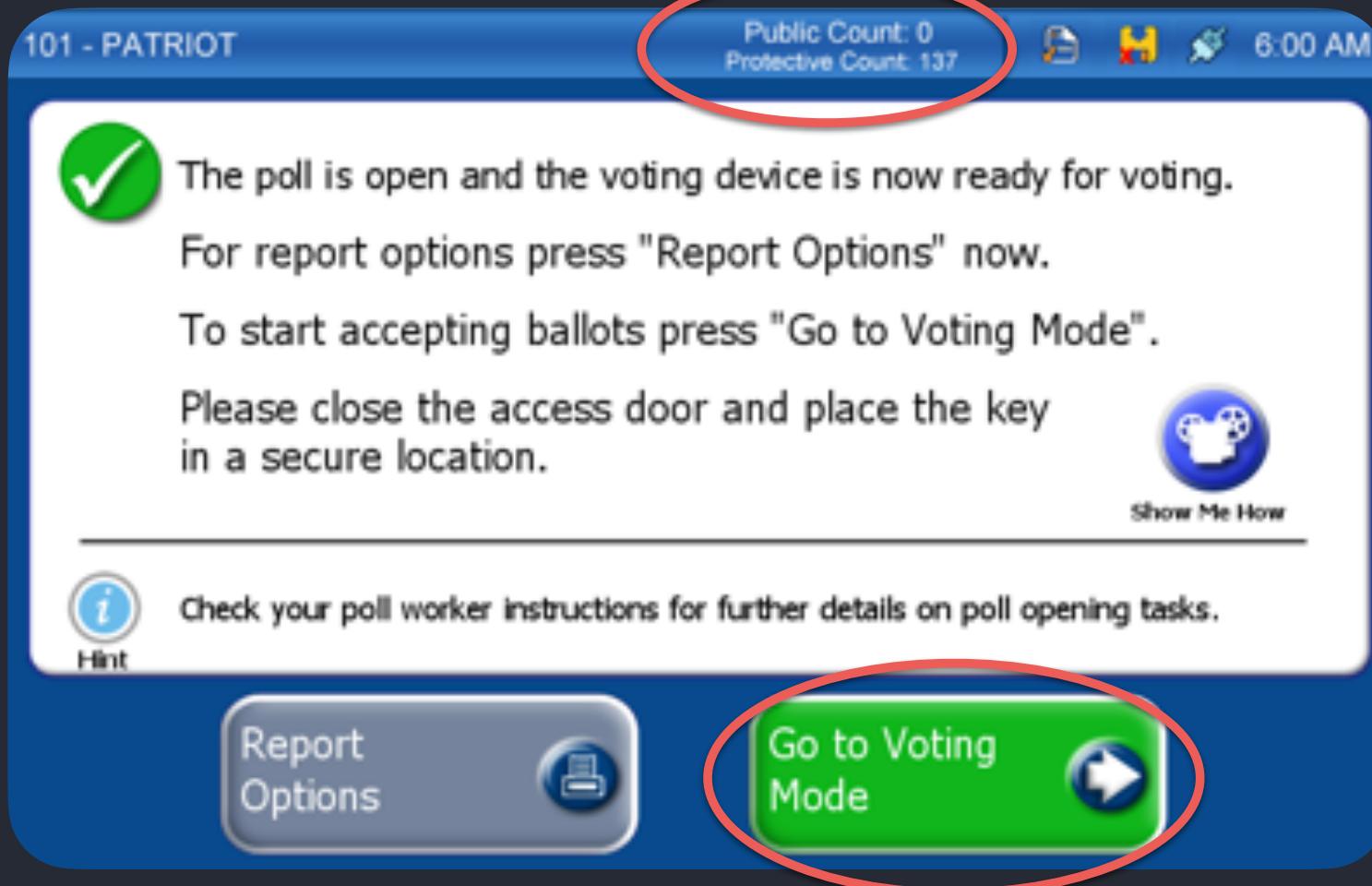
*(Zero Totals Report will print.
On election day, two officers
sign and give to Chief.)*



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".



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. Carrying case
2. ExpressVote, headphones and keypad
3. Power cord

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. Prop bar
5. ExpressVote, headphones and keypad
6. Power cord

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.

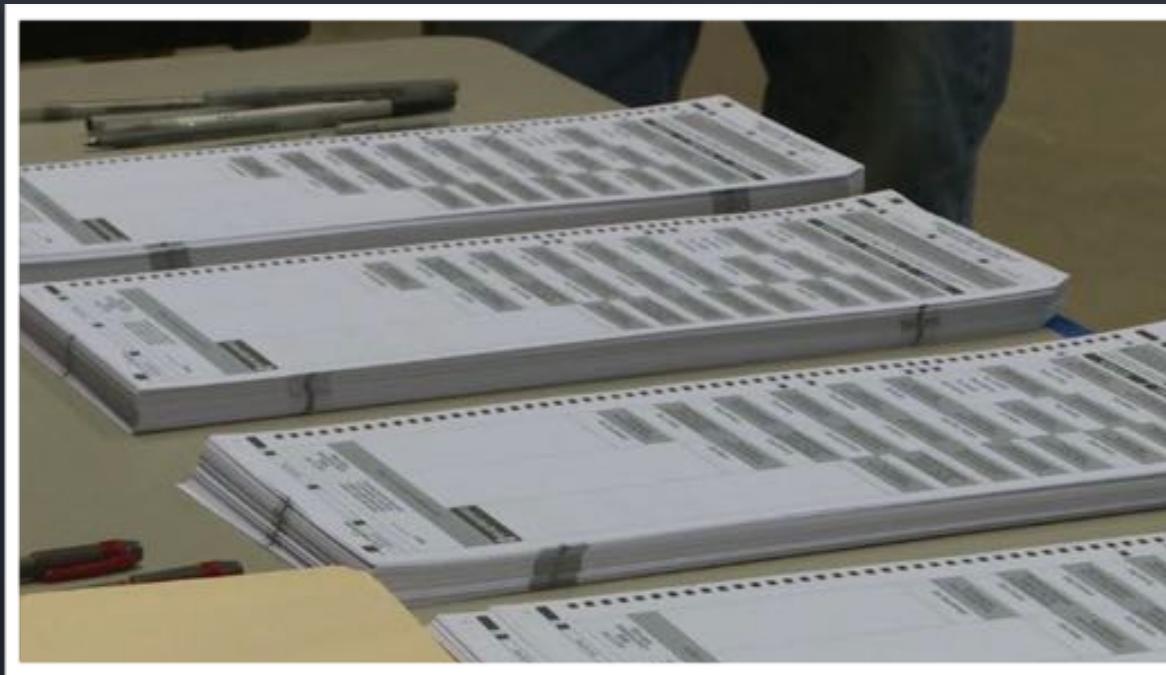
7. Prop bar
8. ExpressVote, headphones and keypad
9. Power cord

Fairfax elections
Fairfax County, VA | Phone: 703-324-4775

www.fairfaxcounty.gov/elections | elect@fairfaxcounty.gov | 703-324-4775

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

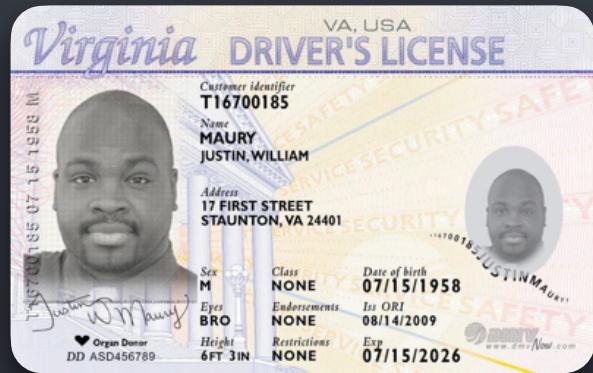
ACCEPTABLE IDs

- 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



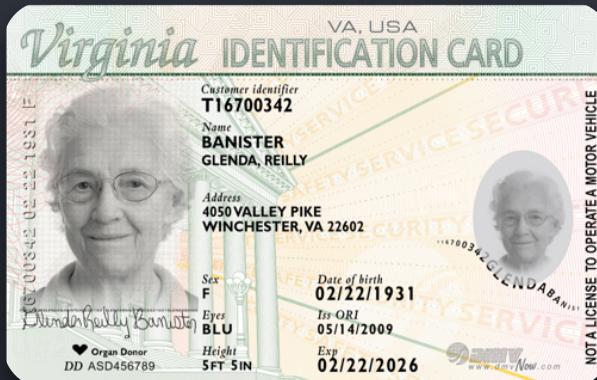
VIRGINIA DRIVER'S LICENSE



UNITED STATES PASSPORT

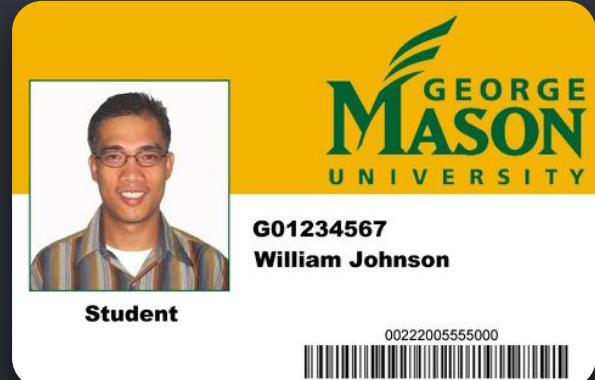


WORK ID (with photo)



VIRGINIA IDENTIFICATION CARD

All of these
IDs are
acceptable...



VIRGINIA COLLEGE ID



VIRGINIA VOTER ID



UNITED STATES FEDERAL ID



VIRGINIA GOVERNMENT ID



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	\$5,084.22

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	\$4,093.20
09/01/2018	30 Debit(s) This Period	\$17,414.45
09/21/2018	Ending Balance	\$5,084.22

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 512 OF 07/1582		\$18,747.99	
09/04/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT FOOD INC 512 OF 07/1582	\$1,088.60		\$17,759.39
09/05/2018	HME WARRANTY #002473604 545/3349	\$42.99		\$17,716.40
09/05/2018	SAMS CLUB MC ONLINE PAY COKF420104256/POS	\$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 PAY	\$160.75		\$3,671.23
09/05/2018	ATM W/INTERBANK 09/01 MD BALTIMORE '10/101	\$170.00		\$3,501.23
09/05/2018	DRIVE-INN II CO CONS CP BC5198	\$195.00		\$3,306.23
09/07/2018	DEP-DEP			\$3,959.48
09/07/2018	TARGET ONLINE PAY	\$68.59		\$3,870.89
09/07/2018	ATM W/INTERBANK 09/01 MD BALTIMORE '10/101	\$180.00		\$3,690.89
09/07/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT FOOD INC 512 OF 07/1582	\$70.11		\$3,620.78
09/10/2018	L A FITNESS	\$12.98		\$3,607.80
09/11/2018	AT&T MOBILITY ONLINE PAY	\$116.22		\$3,491.58
09/11/2018	AT&T MOBILITY ONLINE PAY	\$116.22		\$3,375.36
09/11/2018	DIRECT DEP	\$3,036.30		\$7,131.63
09/11/2018	Signature POS Debit 09/01 MD BALTIMORE GIANT FOOD INC 512 OF 07/1582	\$19.86		\$7,111.87
09/17/2018	ATM W/INTERBANK 09/15 WW INWOOD MARTINSBURG INWOOD	\$400.00		\$6,711.87
09/17/2018	Signature POS Debit 09/16 MD BALTIMORE GIANT FOOD INC 512 OF 07/1582	\$14.06		\$6,697.81

BANK STATEMENT
(with name & address)

Fairfax Water

8570 EXECUTIVE PARK AVENUE
FAIRFAX, VA 22031
www.fairfaxwater.orgBill Date 11/01/2020
Payment Due Date 12/01/2020

1 11

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 STFAIRFAX 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 ssaccount.ssa.gov/mysocialsecurity.

Carolyn W. Colvin
Acting Commissioner


Follow the Social Security Administration at these social media sites.

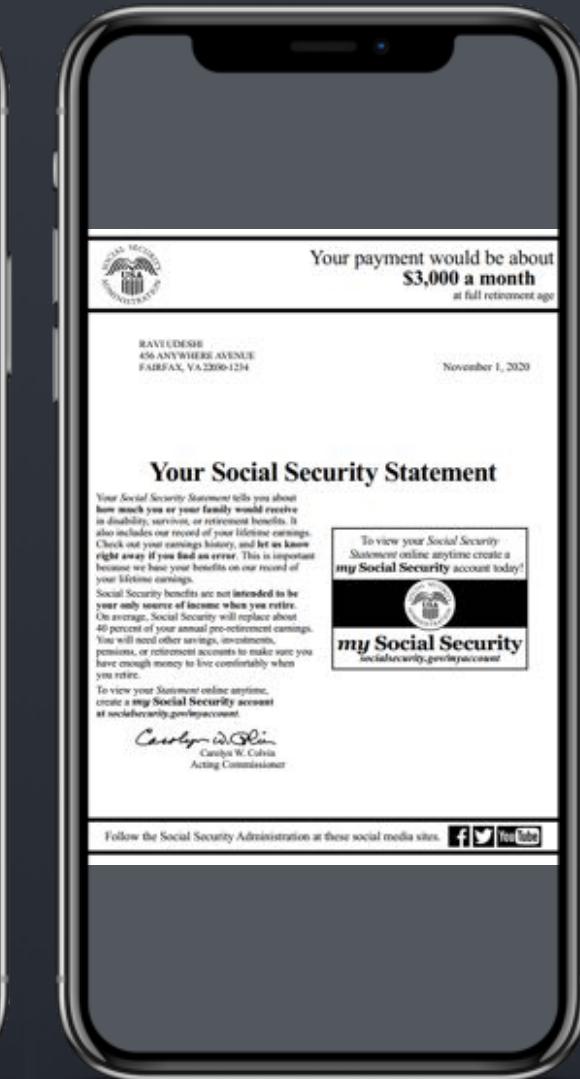
GOVERNMENT DOCUMENT
(with name & address)GOVERNMENT CHECK
(with name & address)

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.



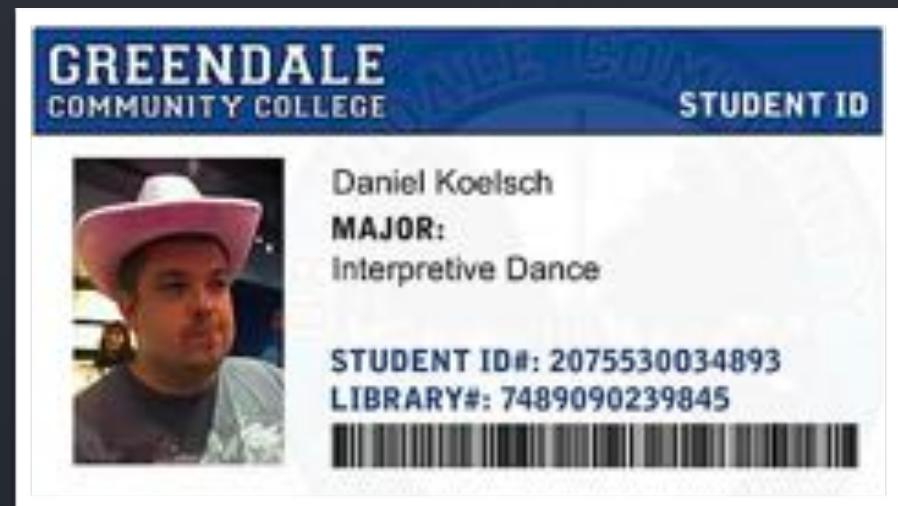
BANK STATEMENT
(with name & address)



GOVERNMENT DOCUMENT
(with name & address)

ABOUT PHOTOS...

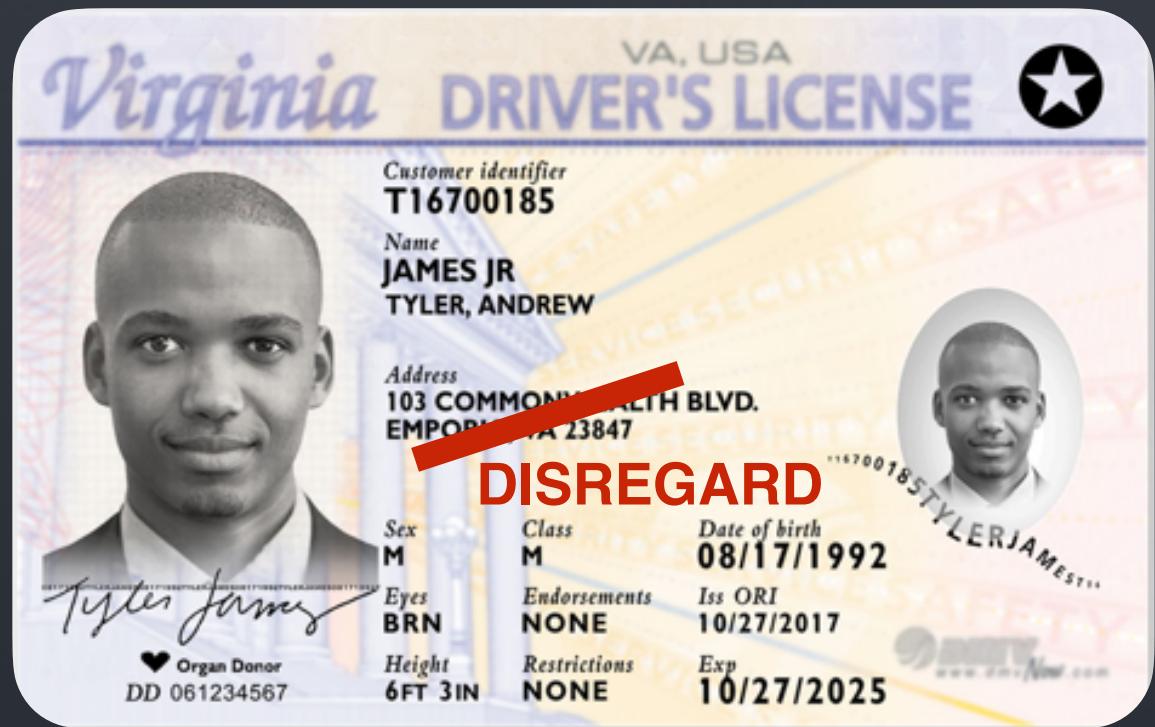
- **Previously, all IDs required a photo.**
- **Now, only some IDs still require a photo:**
 - **Employer ID**
 - **NEW: College/University ID from outside Virginia**
- **NEVER** ask a voter to remove their face mask or religious face covering to verify their identity.



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.**

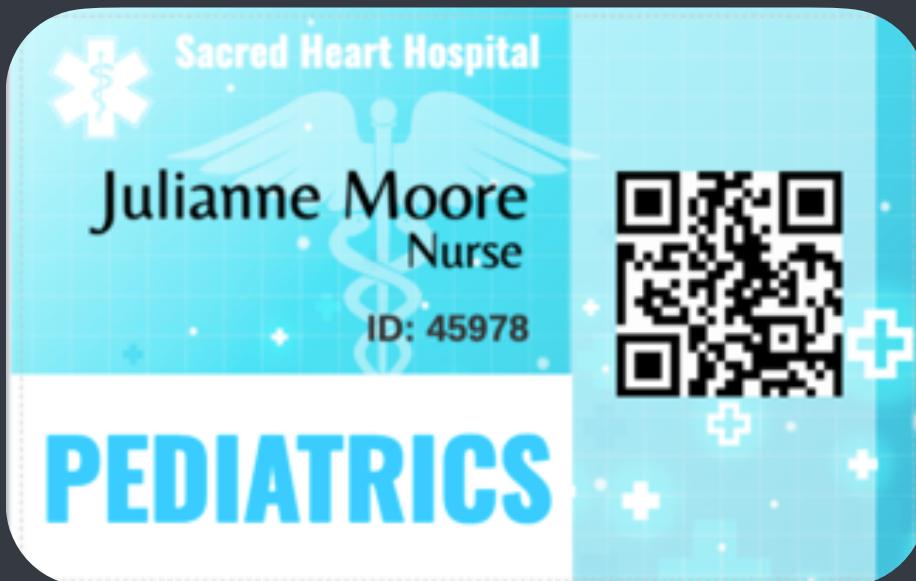
**If a voter offers an approved form of ID, you
may not ask for their driver's license instead.**

(It's against the law!)

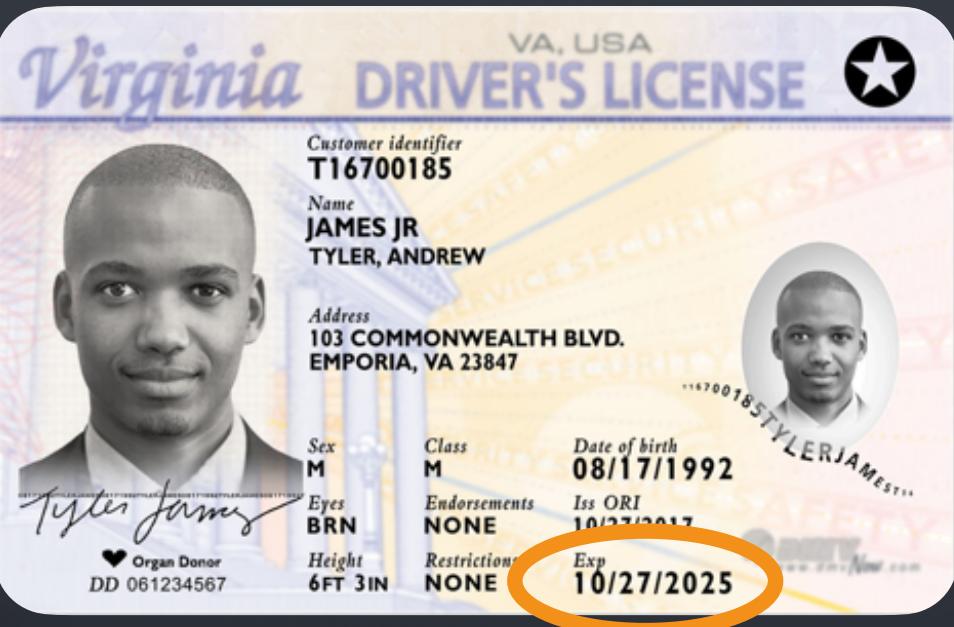
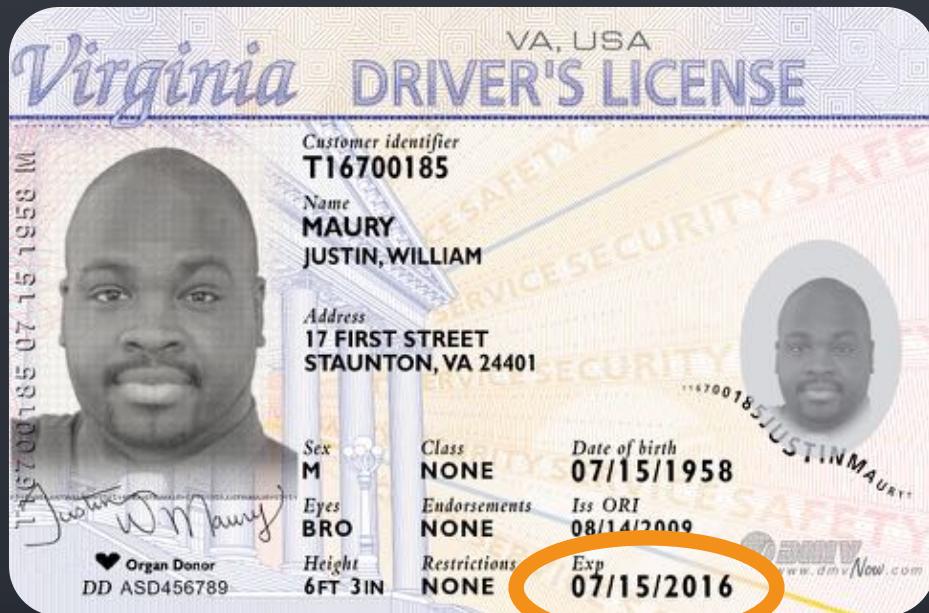
**A 17-year-old may register and vote in a
primary election if they will be 18 years old by
the date of the November general election.**

**When in doubt,
send voter to the
Chief or Assistant Chief!**

WHICH OF THESE IDs IS ACCEPTABLE?



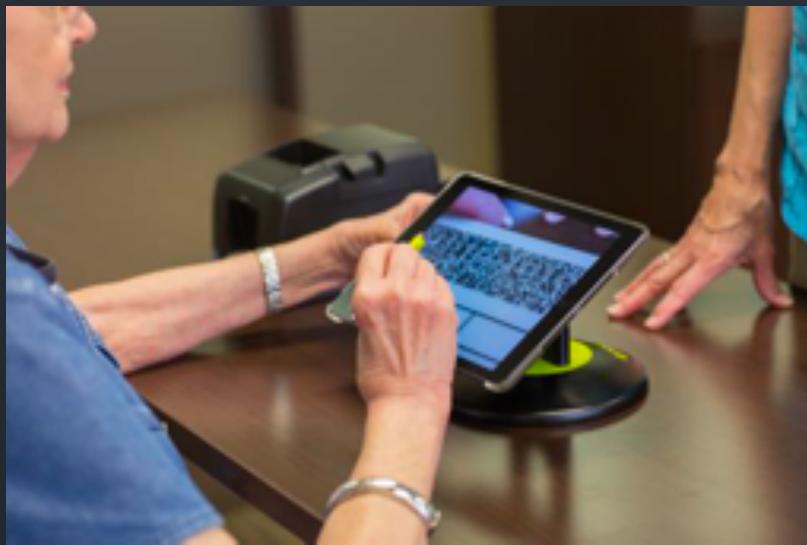
WHICH OF THESE IDs IS ACCEPTABLE?



TRICK QUESTION: Both!
Remember, you should disregard
the expiration date on driver's licenses.

DURING THE DAY: Poll Pads & Checking 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

SM 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

Wrong Location



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



Precinct Records: 300
Checkins: 0

Countywide Records: 1594
Config. Profile: 2.5.0 - Training - Admin



SCAN BARCODE

MANUAL ENTRY

INSERT POLL PAD VIDEO HERE



Precinct Records: 300
Checkins: 0

START OVER

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

Wrong Location



Precinct Records: 300
Checkins: 0

START OVER

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

Wrong Location



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.

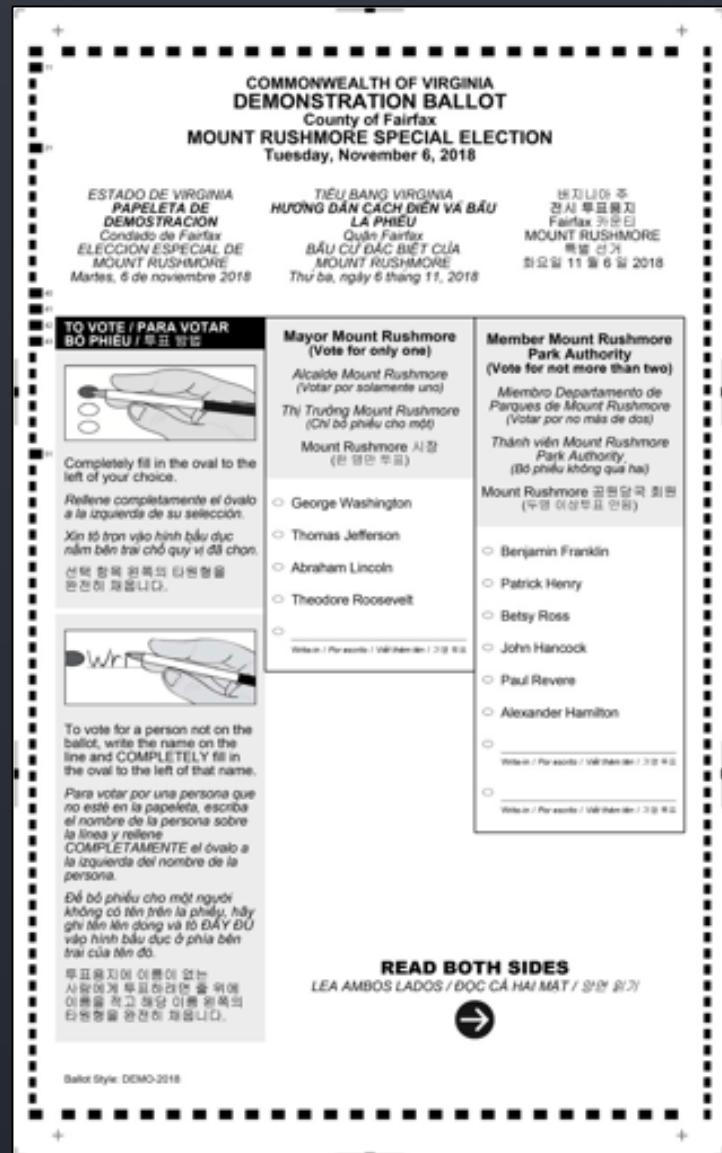
Anyone else, send to the Chief!

Issues to send to the Chief:

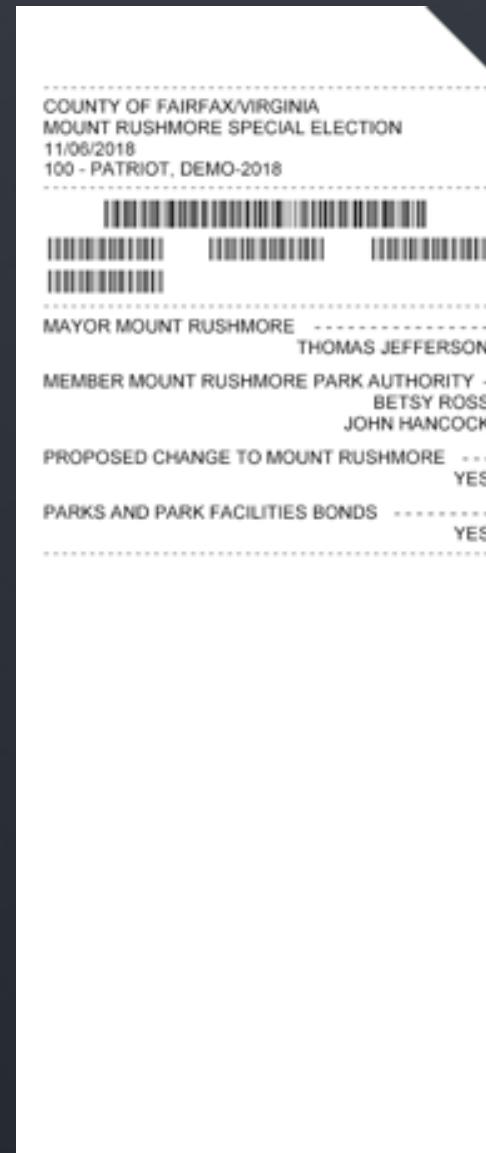
- Misspelled name
- Name change
- Voter has moved
- Wrong precinct
- No acceptable ID
- Not found in pollbook
- Absentee ballot
- Provisional ballot

DURING THE DAY: ExpressVote & Accessibility

Regular ballot



ExpressVote card



Both of these are inserted into the DS200.

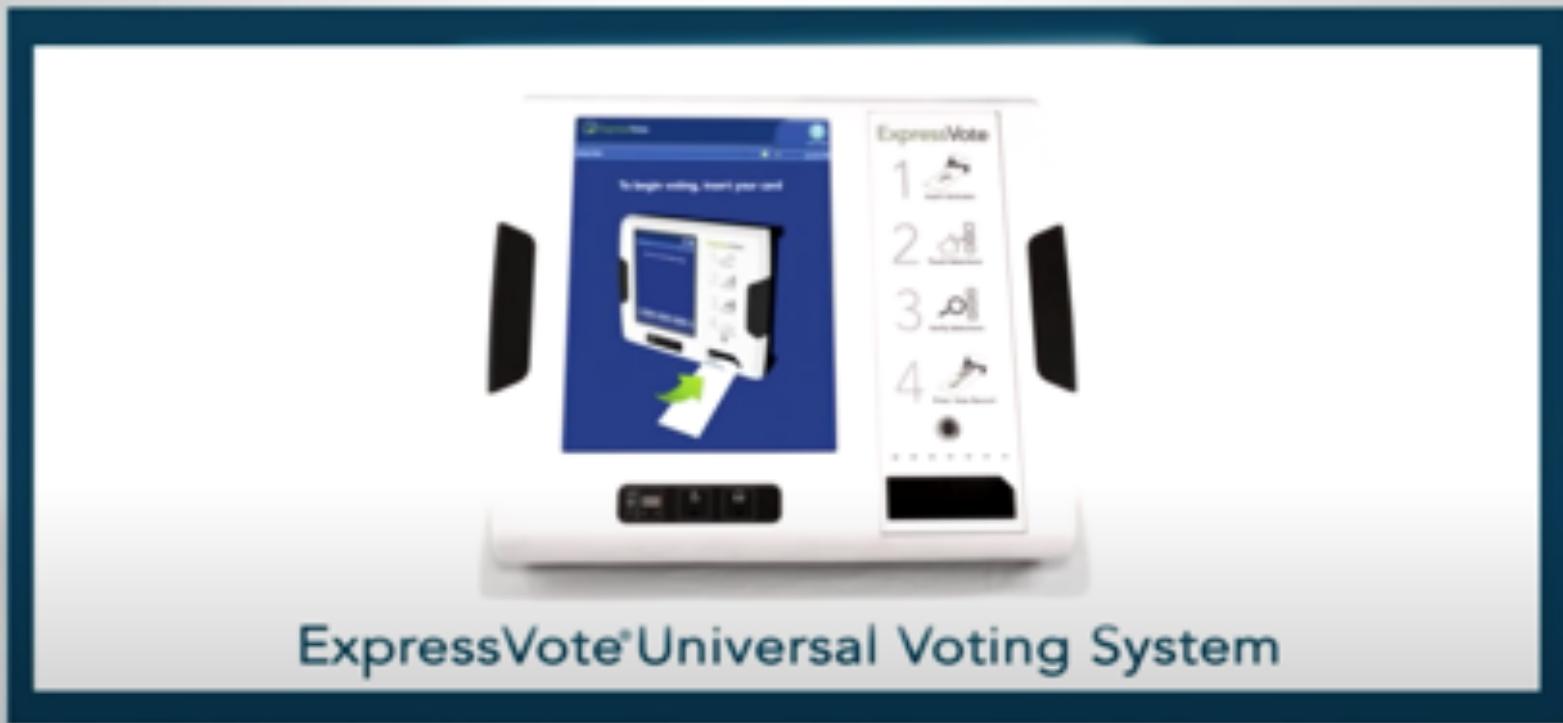
EXPRESSVOTE

- 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



ExpressVote®Universal Voting System

▶ ▶ ⏪ 0.10 / 259

▢ ⚙ □ □ □ □ □



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

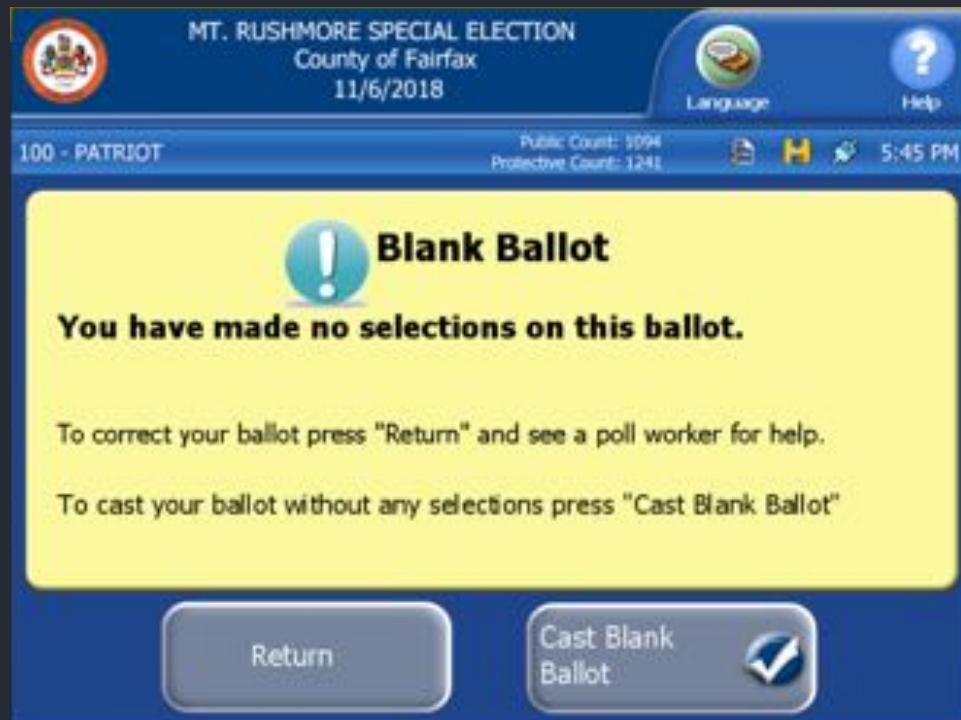
- Be respectful!
- Always ask before assisting.

DURING THE DAY:
DS200 & Ballots

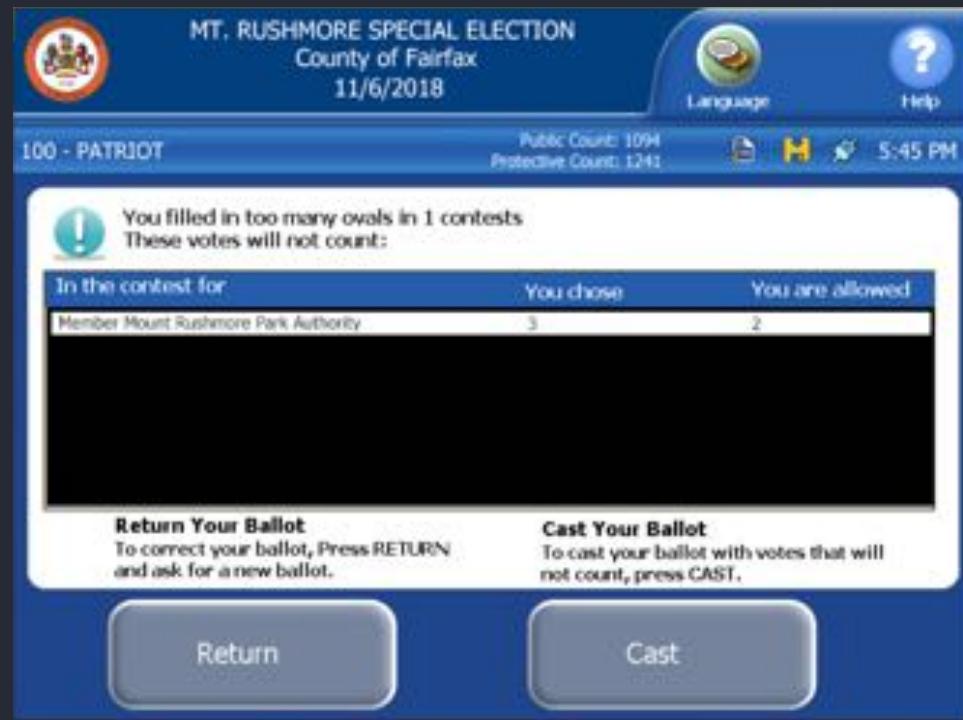
Most ballots will be **accepted** by the DS200.



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

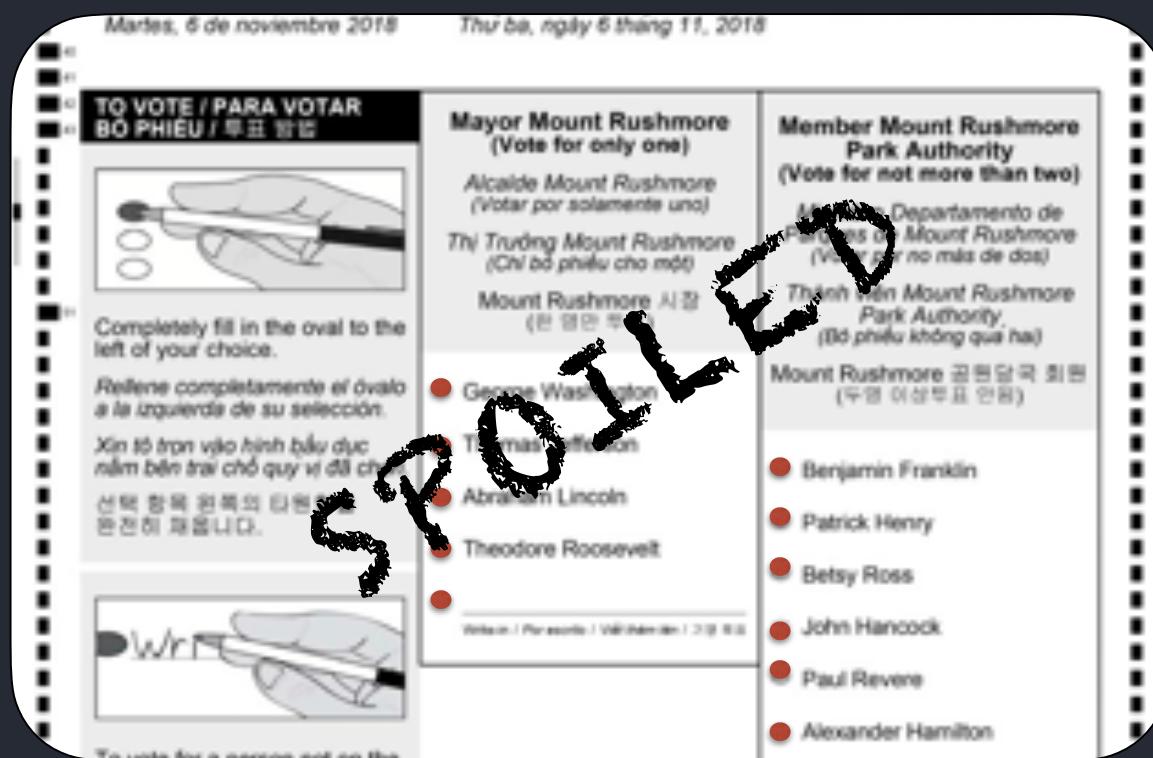


Machine will make a beeping sound

SPOILED BALLOTS

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

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

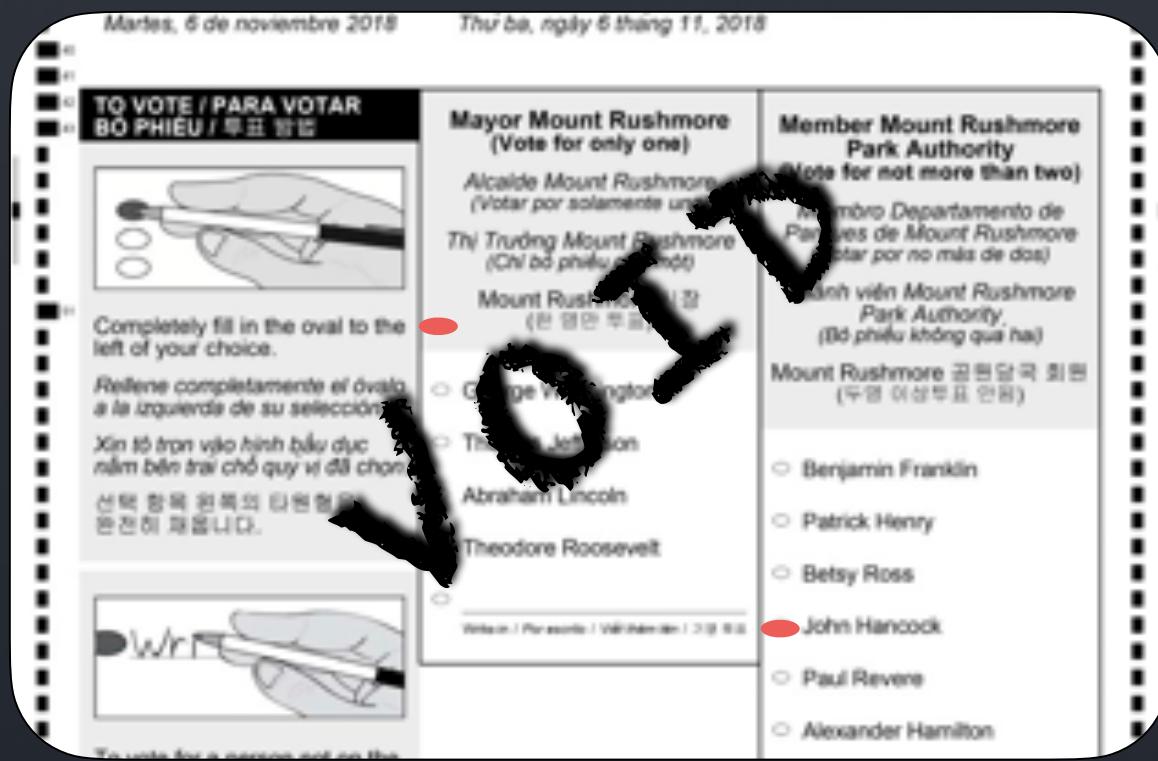


VOID BALLOTS

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

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 DS200 scanners
 - Close and pack ExpressVote
 - Secure all voted and un-voted ballots
 - Remove and pack all signs (inside and outside)
 - Pack up 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!

RETURN IN #3 BLUE POUCH		STATEMENT OF RESULTS (SOR)		
County of Fairfax Precinct: 500 PATRIOT (sample)		Page: 1 of 6		
		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)	BalLOTS voided and not scanned because voter left without casting a ballot (Fleeting Voters)		
A3	TOTAL VOTERS CASTING BALLOTS	= A1 - A2	AS 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)	BalLOTS counted by hand because they could not be scanned.		
B5	TOTAL COUNTED BALLOTS	= B1 + B2 + B3 + B4	AS TOTAL	
PART C: EXPLANATION OF DISCREPANCIES (COMPLETE ONLY IF A3 DOES NOT EQUAL B5)				
PART D: BALLOT CERTIFICATION		CALCULATION OR SOURCE	PRINTED BALLOTS	EXPRESSVOTE BALLOT CARDS
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	_____	\$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(s) and EV cards in Black Kit)	(# 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.	Office or Election	Assessor/Clerk Office	Officer/Election	
2.	Office or Election	Officer or Election	Officer or Election	
3.	Office or Election	Officer or Election	Officer or Election	
4.	Office or Election	Officer or Election	Officer or Election	
5.	Office or Election	Officer or Election	Officer or Election	
6.	Office or Election	Officer or Election	Officer or Election	
7.	Office or Election	Officer or Election	Officer or Election	

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.



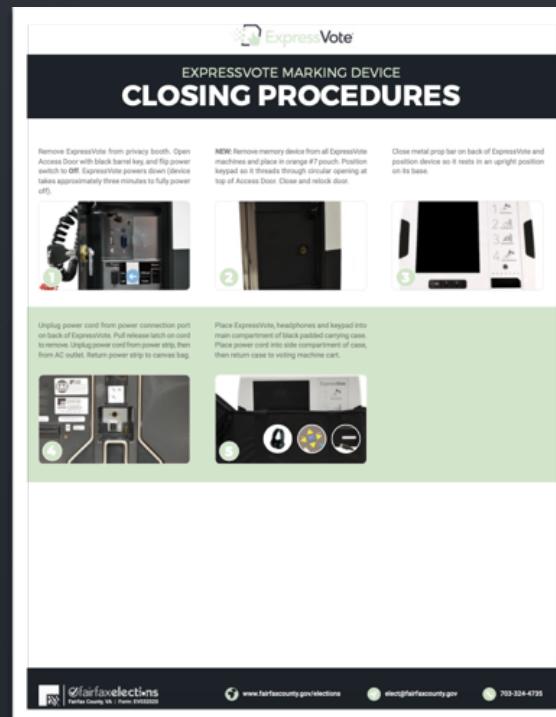
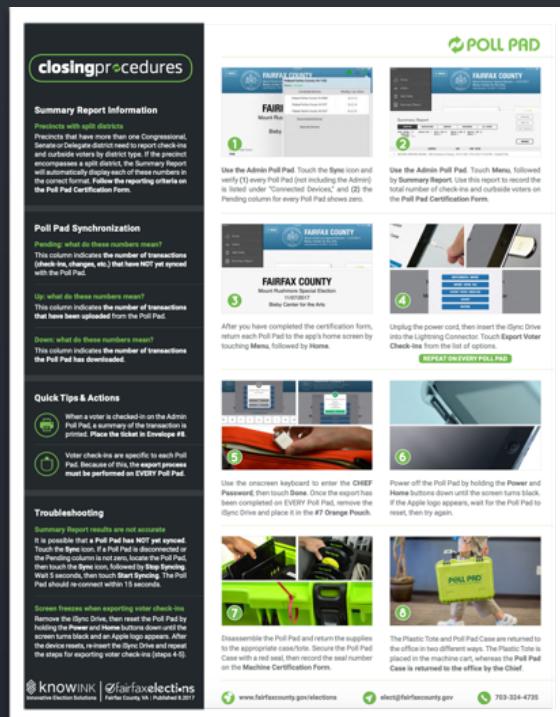
Not opened

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

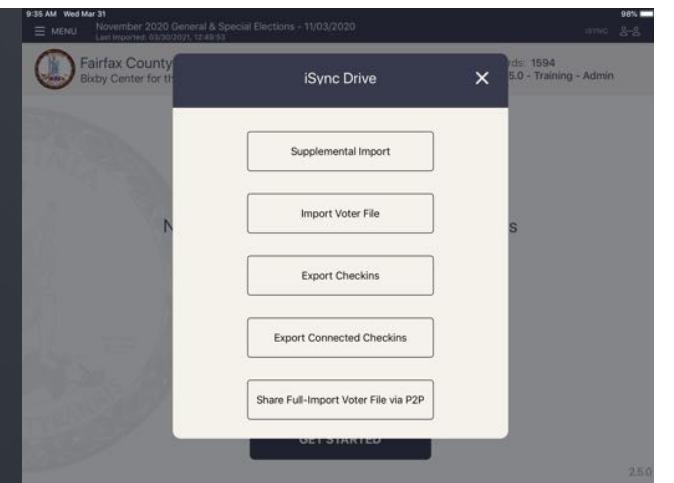
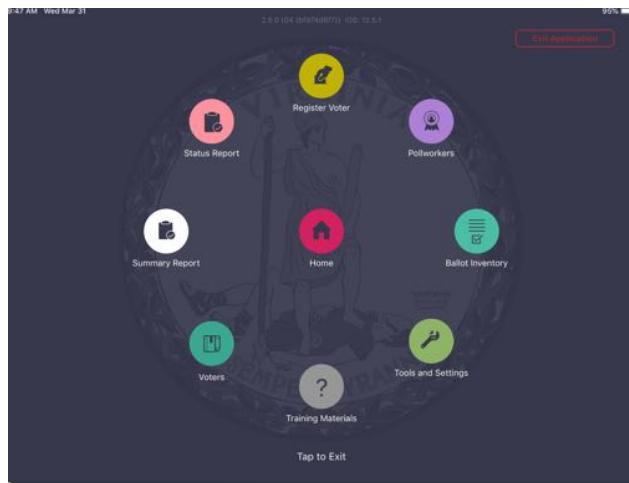
- The Chief will have one-page guides for the Poll Pads, DS200 scanners, and ExpressVote.
- They will have all the information you need for closing each piece of equipment.



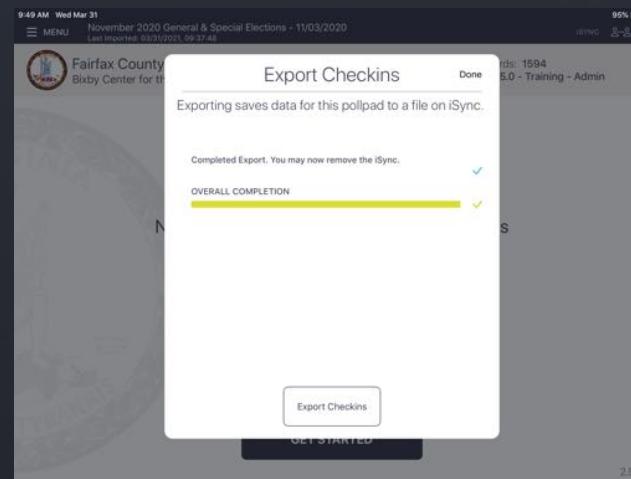
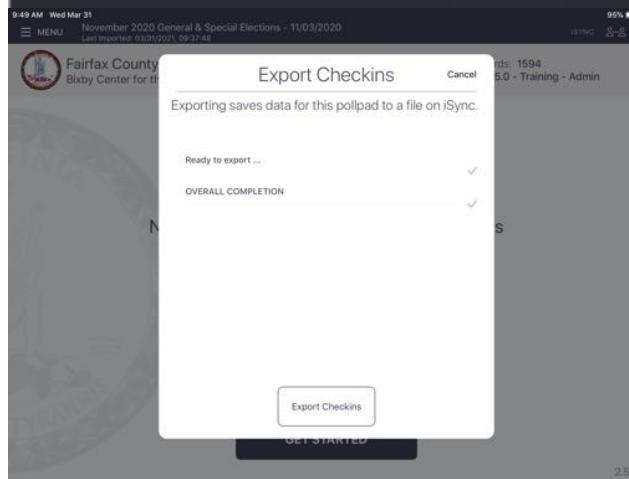
ISYNC DRIVE



- 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.

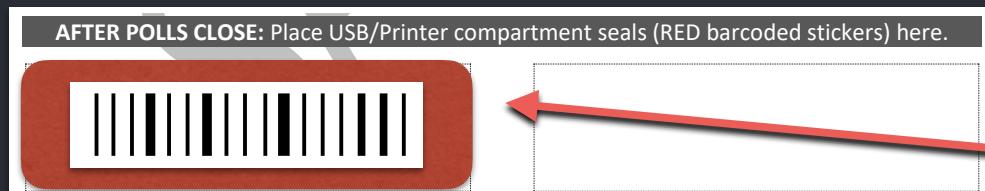
STEP 2:

**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:

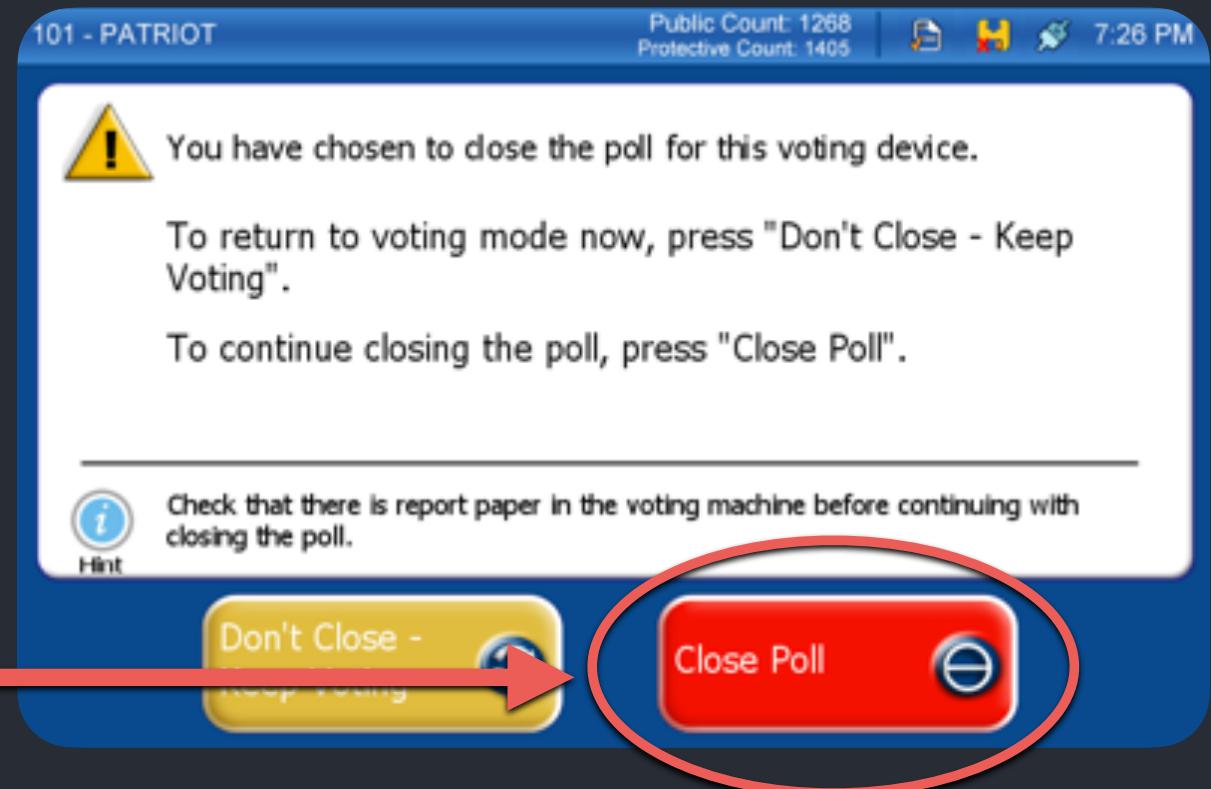
Unlock & open printer access door (underneath barcoded seal).

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.)*

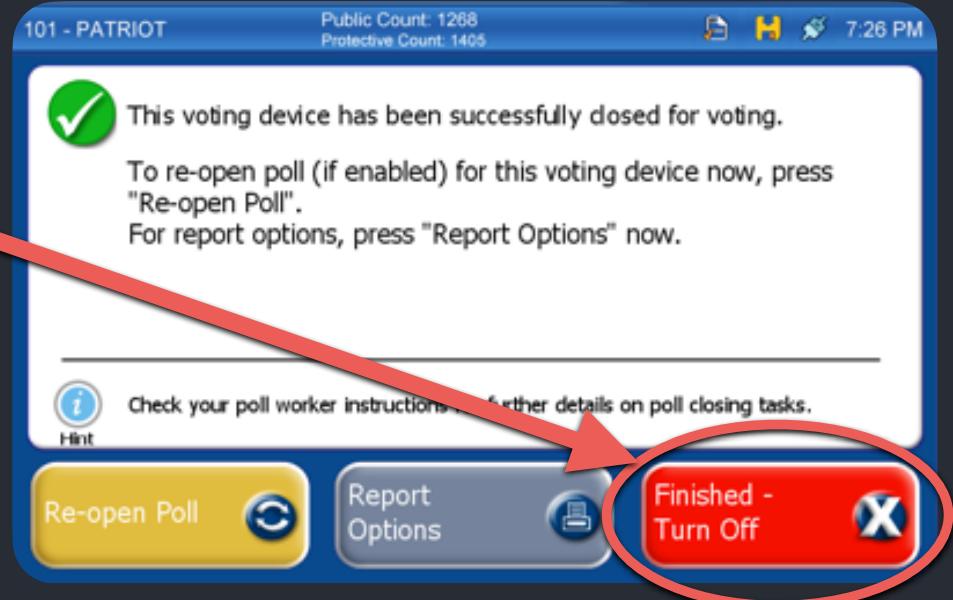


CLOSING DS200 SCANNER

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



**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).

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.

Close metal prop bar on back of ExpressVote and position device so it rests in an upright position on its base.

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

REMOVE AND PACK 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.*