



County of Fairfax, Virginia

LAST MINUTE REMINDERS

DATE: Sunday, November 6, 2022

TO: All Chief and Assistant Chief election officers

THROUGH: Eric Spicer, General Registrar and Director of Elections

FROM: Ravi Udeshi, Election Operations Manager

SUBJECT: Last Minute Reminders and Clarifications

OVERVIEW

The purpose of this memorandum is to provide you with final updates, reminders, and clarifications for the November 8, 2022 General Election.

If you have any questions, contact election staff:

- By email anytime at **ElectionOfficers@fairfaxcounty.gov**.
- By phone before election day at **703-324-4735**.
- By phone on election day using the 3 designated phone numbers in Chiefs Notebook:
 - o **703-324-4101** for technical support
 - o **703-324-8765** for voter registration issues
 - o **703-324-4735** for general issues

Thank you for helping us serve voters and maintain the integrity of the election process!

PRE-ELECTION TASKS

Pre-election tasks

If you have not already done so, make sure to do the following:

1. Contact all officers, including any last-minute replacements (check live digital roster).
2. Contact your high school student pages, as listed on the printed roster Chiefs received during supply pickup. (Pages often respond best to text messages, not calls or emails!)
3. Contact polling place.
4. Review your Chiefs Notebook. Be familiar with where to find content.
5. Check your election supplies and materials.



SITE SETUP TASKS

Update Poll Pads

- **Make sure you bring the Sheriff's envelope to Monday setup!!** It contains the iSync drive and instructions for updating the Poll Pads.
- If you have not received your Sheriff's Envelope by the time you leave to do your site setup, notify your Rover. They have backup iSync drives and may be able to join you for your site setup and help you update your Poll Pads using the backup iSync drive.
- **You must update ALL your Poll Pads with the iSync drive during site setup.**
- **Call or text your Rover to notify them once you have updated your Poll Pads.**
- If you have any issues updating your Poll Pads, notify your Rover immediately.

Re-seal Poll Pad cases

After you update Poll Pads on Monday:

- Power off Poll Pads and pack back into cases.
- Re-seal cases with yellow zip-tie seals.
- Record the new Poll Pad seal numbers on the Machine Certification Form.
- Lock the Poll Pads (now in cases) back in the gray cart.
- Record the new gray cart seal number on the Machine Certification Form.

OPENING PROCEDURES

Ballot Receipt form and Ballots

- Before opening ballots, an officer must sign the Ballot Receipt form.
- Ballots are now shrink-wrapped in packs of 200 ballots. The closing guide for "Securing Unvoted Ballots" (step 2) references the old number; we apologize for the inaccuracy.

Backup paper pollbook

- The Paper Pollbook Instructions are located in the black rolling kit's side pocket.
- Once all essential opening tasks are complete, use the instructions to update your backup paper pollbook. Any election officer can perform this task.

Phone support

- Between 5:00 AM and 6:00 AM, call for issues that prevent opening polls on time (e.g. facility is locked, can't find ballots, both DS200s not working, etc.).
- Call at 5:30 AM if you are missing any election officers.
- Call after 6:30 AM for non-critical issues.



DURING ELECTION DAY

Authorized Representatives

- Authorized representatives (poll watchers) are permitted to sit near the check-in table and see the pollbook screen, if space permits. They may also move around the voting room, as long as they do not impede voters or the voting process.
- **There is no absolute prohibition on authorized representatives speaking to voters or regular election officers.** However, authorized representatives may not instruct voters on how to vote or provide assistance in voting.
- Chiefs should be as flexible and transparent as possible with the authorized representatives to allow them to see and hear the process while maintaining order in the polling place for voters.

Same Day Registration

- Individuals can do a same day registration in the precinct in which they currently live, if otherwise eligible.
- Use the My Neighborhood tool to look up the precinct associated with a voter's address, which will determine if they are eligible to do SDR at your precinct.
- If the voter is eligible to vote routinely in their "old" precinct, offer the option to do so. To determine if a voter has moved between congressional districts, first identify the precinct using the My Neighborhood tool; then use the "Directory of Districts, Precincts, and Polling Places" to identify the Congressional District associated with each precinct.
- Write "SDR" in red ink in top right corner for all SDR voter registration forms.
- Always check the Voter Registration Application to verify it is correctly completed.
- Put SDR Voter Registration Applications in the purple envelope.
- **Enter SDR voters on paper provisional ballot log AND electronic provisional ballot log.**
- Rover will pick up first **purple** envelope mid-day. The Chief returns the second **purple** envelope in the black kit. (As mentioned in the Chiefs Briefing, Rovers will no longer pick up #1A provisional envelopes mid-day; ignore any instructions on previously-printed forms that mention this.)

Driver privilege cards

- **Instruct your election officers to follow the "Identifying Driver Privilege Cards" guide.**
- The guide is in the Chiefs Notebook ("Acceptable IDs" section) and also provided as printed handouts. Give the handouts to officers to use at the check-in table.
- An ID is only possibly a driver privilege card if it meets all three criteria: "Federal Limits Apply" on top right, restriction code "9" at bottom, and says "Limited Duration" on back. Follow written instructions if voter presents an ID with these items.
- All other DMV-issued IDs, including learner's permits and "walker's IDs" are acceptable IDs! Do not turn away voters who present valid IDs.
- Officers should refer any questions to the Chief or elections office.



Redistricting

- Due to decennial redistricting, some voters now live in a different precinct or a different Congressional District. However, 96% of voters still vote at the same polling place.
- Make every effort to get voters to the correct precinct.

Form and Notice: Request to Remove Name from Permanent Absentee Voter List

- Some voters, when applying for an absentee mail ballot, may have accidentally selected the option to be placed on the permanent absentee voter list and automatically receive an absentee mail ballot every election.
- **Instruct your officers to alert you immediately if a voter mentions they did not request an absentee ballot, but one was sent to them.**
- Give such voters the option of completing the Request to Remove Name from Permanent Absentee Voter List form.
- Place the notices about this (printed on purple paper) at voting room entrance and check-in tables.

Ballots Left Behind by Fleeing Voters

- If a voter abandons a ballot in a voting booth, the ballot should be VOIDED.
- If a voter inserts a ballot into the DS200 and it is rejected because it contains overvotes, but the voter has already left, an election officer may press the override button and scan the ballot on behalf of the voter.
- If the DS200 will not accept the ballot, it should be put in the Auxiliary Compartment and hand-counted at the end of the day.

Admin Tablet

- The Admin Tablet requires a password. The password card is sealed in the small envelope with the equipment keys, which you must wait until Tuesday morning to open in the presence of your officers. (You can open the large Chiefs envelope before election day, but not the smaller envelope inside that has the keys and password card.)
- The Admin Tablet charging cable and charger are in a bag in the black rolling kit; they have a different appearance than those used for the Poll Pads. Don't mix them up.

Co-Located Precincts

- About 25% of precincts are now co-located with another precinct in one polling place.
- If a voter gets in line at the wrong co-located precinct, don't make them stand in line twice—coordinate with the other Chief to allow such voters to move to the front of the line. For example, one Chief could text or call the other to notify them.
- If you have high school pages, they can help escort the voter to the correct precinct.



CLOSING PROCEDURES

Items returned by Collector Officers and documented in Chief's Notes

- As a reminder, Collector Officers leave polling places by 7:30 PM and drive 2 items to the Fairfax County Government Center:
 - (1) **Purple pouch** containing exactly 2 USB flash drives with yellow dots.
(Collector Officers for co-located polling places will return two purple pouches, one from each of the two precincts at the polling place.)
 - (2) **TripLok security bag** containing absentee ballots from drop box and chain of custody form.
- Record the following on the Machine Certification Form before Collector Officers leave:
 - Seal number used for purple pouch
 - Seal number from TripLok security bag
 - Number of absentee ballots in drop box

Election Night Results Survey

- As a reminder, the Election Night Results Survey on the Admin Tablet is required and replaces the process of phoning in voting results.
- If you experience technical issues submitting the form, call the elections office. It is very important that we receive this survey from all precincts before leaving.

Printed Return Sheet

- Make sure all officers sign the yellow Printed Return Sheet. The **Envelope #2A** will be delivered to the Clerk of the Circuit Court the day after the election, so there will be no opportunity for officers to come to the Government Center to sign the form.

Packing Poll Pads

- As a reminder, keep Poll Pads powered on when packing into cases.
- Ensure Poll Pads are packed in the correct case. Look for each Poll Pad's unique number (e.g. EPB-0001) and match to appropriate case.

Packing gray supply cart

- Use the gray cart picture and checklist in the Chiefs Notebook when packing the cart.
- Take care to return items properly and in the correct location of the cart. This helps save significant time when we open and clean each cart after election day.

Thank you and have a great election day!

