FAIRFAX COUNTY OFFICE OF ELECTIONS

ELECTION DAY CHIEFS NOTEBOOK

Democratic & Republican Presidential Primaries
Tuesday, March 5, 2024

IMPORTANT PHONE NUMBERS

VOTER REGISTRATION
(questions about specific voters, voter eligibility, SDR, voter registrations, correct precinct, etc.)

703-324-8765 (Chiefs)
703-222-0776 (Public)

TECH SUPPORT
(Poll Pads, DS200s, ExpressVotes, Admin Tablets, or any other equipment)

703-324-4101
(from 5:00 AM to 6:00 AM, call only if the issue will prevent you from opening polls on time)

GENERAL SUPPORT
(all other questions, including policies & procedures, your facility, supplies, election officers, forms, documents, etc.)

703-324-4735
(from 5:00 AM to 6:00 AM, call only if the issue will prevent you from opening polls on time)

YOUR ROVER
NAME: _____

PHONE: _____

POLLING PLACE INFORMATION
BUILDING:_____

ADDRESS: _____

ENTRANCE #:_____

VOTING ROOM: _____

5:00 AM CONTACT
(the person you will call if your building is not open at 5:00 AM on election morning)

NAME: _____

PHONE: _____

STATE BOARD OF ELECTIONS	**1-800-552-9745**
(Police/Fire/Rescue) EMERGENCY	**911**
(Police) NON-EMERGENCY	**703-691-2131**
FCPS SCHOOL SECURITY	**571-423-2000**
DOMINION ENERGY	**888-667-3000**
(NOVEC) NOVA ELECTRIC CO-OP	**703-335-0500**
LANGUAGE ASSISTANCE	**718-838-9317 PIN 639 648 22#**

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DEMOCRATIC AND REPUBLICAN PRESIDENTIAL PRIMARY ELECTIONS
Tuesday, March 5, 2024

It is our duty to ensure that every citizen in Fairfax County can exercise their right to vote in a fair, unbiased, and efficient manner. We trust that you will adhere to our guiding principles to provide the highest quality voting process in Fairfax County.

Security:	*Our highest priority is to maintain the security of all voting equipment, voting data, and every component of the election process.*
Accuracy:	*We will strive for perfection in every part of the election process.*
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.*
Transparency:	*Nothing we do is secret except for the voter's ballot.*

PREFACE

The purpose of the Chiefs Notebook is to guide all Chiefs and Assistant Chiefs (both new and experienced) through preparing for the election, managing all operations of your polling place, and working with your election officers.

Review this notebook before election day so that you are familiar with its contents and their locations. It is important that Assistant Chiefs also study the notebook because Chiefs and Assistant Chiefs work hand-in-hand to manage each polling place on election day. The Chief may ask the Assistant Chief to take primary responsibility for certain Chief duties.

The Office of Elections truly appreciates the willingness of all Chiefs and Assistant Chiefs to take on the important and demanding responsibility of these positions. You are indispensable to Fairfax County's ability to hold elections.

PRECINCT RESOURCE ALLOCATION

Each precinct will receive the following:
- **6 to 10 total election officers**
- **3 to 5 Poll Pads**
- **2 DS200 ballot scanners**
- **2 ExpressVote ballot marking devices**
- **Admin Tablet with a keyboard**
- **Ballots in sealed packages of 200 each**
  - Democratic ballots for 40% to 45% of active registered voters
  - Republican ballots for 40% to 45% of active registered voters

OVERVIEW OF POLLING PLACE OPERATIONS

DUAL-PARTY PRIMARY ELECTION OVERVIEW

This election is a dual-party primary. All procedures and forms are updated to reflect that you are conducting <u>two</u> elections, a Democratic Party Primary and a Republican Party Primary.

- **You receive two ballot types: Democratic ballots and Republican ballots.** Each precinct receives an equal number of each ballot type.

- **Virginia law (24.2-530) allows voters to vote in only one party's primary.** You will receive signs with this text to help inform voters.

- **Each voter must indicate during check-in which party's primary they want to vote in.** In Virginia, voters do not register by party. Any voter may vote in any party's primary.

- **When checking in voters on the Poll Pad, officers select the party primary (Democratic or Republican) in which the voter wishes to vote.**

- **Check-in officers issue voters a voter permit card in one of two colors to identify which ballot they wish to vote.** Voters then exchange their voter permit card at the ballot table for either a Democratic ballot or Republican ballot accordingly. If a voter uses an ExpressVote, an election officer will first need to select the correct party primary ballot.

- **Voters are permitted to scan their ballot in any DS200.** Do NOT require voters to scan ballots in different DS200s based on party.

- **During closing, you box ballots by DS200.** Do NOT separate ballots by party.

- **On many forms, you record separate totals for Democratic and Republican ballots.** These include the Ballot Receipt, Results Worksheet, Results Notice, Statement of Results, and others.

- **On the top right of each provisional ballot envelope, write "D" or "R" to identify party.**

- **The electronic provisional ballot log requires you to identify the party of each provisional ballot.** If needed, you also have two separate backup paper logs in the Emergency Envelope—one for Democratic ballots and one for Republican ballots.

- **You will have four large #1A envelopes.** Return provisionals in the appropriate envelope:
    o Large green #1A SDR provisionals envelope – Democratic ballots
    o Large green #1A SDR provisionals envelope – Republican ballots
    o Large green #1A Non-SDR provisionals envelope – Democratic ballots
       Large green #1A Non-SDR provisionals envelope – Republican ballots
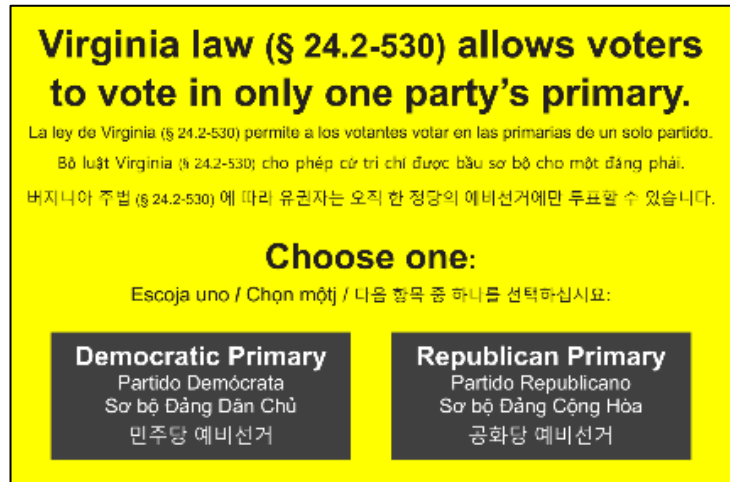
OVERVIEW OF POLLING PLACE OPERATIONS
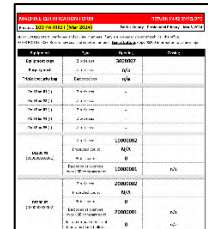
WHAT'S NEW THIS ELECTION?

Each election, we improve or streamline procedures and supplies based on your feedback. See below for an overview of updates for this election, which will also be covered in more detail during the Chiefs Briefing. (If you are a first-time Chief, you may skip ahead.)

WHAT'S NEW THIS ELECTION?

MACHINE CERTIFICATION FORM

We have significantly redesigned the Machine Certification Form to make it simpler. All numbers you need to review during opening are in one column and all numbers you need to fill in during closing are in another column. Don't forget to sign at the bottom! See example in *Sample Forms* chapter.

ELECTION OFFICER RECRUITMENT SIGN

We have significantly updated the design of this sign.

Post it prominently and remind voters they can apply to become an election officer and help serve with you next election!
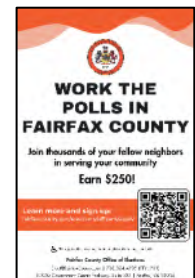
#10 ENVELOPE

Election officer evaluations are returned in a new #10 Envelope.

TAMPER TAPE

We are using a new type of red tamper tape. The new tape is much more adhesive – only use it to seal the #3 and #6 boxes of ballots during closing. Do **NOT** use it to hang signs or posters or it will severely damage the wall!

EQUIPMENT CAGES

All precincts now receive a new-style equipment cage. Most precincts will receive the gray cage pictured later in this notebook.

About 10% of precincts will receive a black cage that is designed to fit in narrower doorways. If you are in one of these precincts, you will receive a separate handout (not in this notebook) for how to pack your cage.
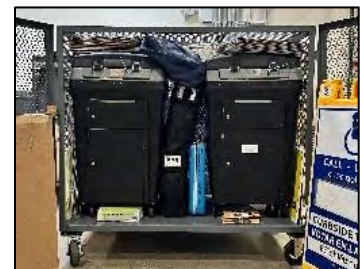
OVERVIEW OF POLLING PLACE OPERATIONS

DMV-ISSUED ID CARDS DURING CHECK-IN

If you scan a voter's DMV-issued ID on the Poll Pad and the voter appears, you may accept their ID and continue check-in. If a DMV-issued ID does not scan, check to see if it is a driver privilege card, which is not an acceptable ID. For more info, see *Acceptable IDs* chapter.

HAVA VERIFY ID (FEDERAL ELECTIONS ONLY)

If a voter is marked "Verify ID" on the Poll Pad, they may check in using any ID on the Virginia Voter Identification List. However, if the voter does not have an acceptable ID, they are NOT permitted to complete an ID Confirmation Statement instead.

This is to comply with the Help America Vote Act (HAVA), which requires voters who register by mail to present a compliant ID the first time they vote in a federal election.
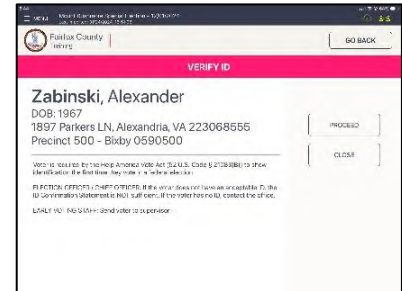
CONFIRMATION MAILING ON POLL PAD

If a voter is marked "Confirmation Mailing" on the Poll Pad and the voter has not moved, you will now receive a prompt reminding you to ask the voter to complete an Affirmation of Eligibility.

The procedures are the exact same as for "Inactive" voters.

POLL PAD APP

Poll Pads are configured in "single app mode" and you cannot exit the Poll Pad app. If you experience any issues, call Technical Support.

OVERVIEW OF POLLING PLACE OPERATIONS

CHANGES TO PROCEDURES OR SUPPLIES IN RECENT ELECTIONS

If you did not serve in the previous election, see below for other updates made in the past year. If you served in the November 2023 election, you already saw or experienced these updates.

CHIEF SUPPLY PICKUP

Chiefs pick up their black kit, Poll Pads, and other materials on the Monday before the election. You no longer need to perform any Poll Pad updates on election morning.

NEW EQUIPMENT CAGE

All precincts will receive a new, larger steel mesh equipment cage that holds the DS200 scanners and all precinct supplies.

SDR SPECIALISTS

All precincts will be assigned a new type of officer: **SDR Specialist**. This officer will help process Same Day Registration (SDR) voters. This notebook contains a new During the Day SDR Specialist procedure guide.

COLLECTOR OFFICERS

Most precincts are assigned two Collector Officers. At co-located polling places, each precinct is now assigned one Collector Officer. They will leave the polling place together with all required materials from both precincts.

STREET RENAMING & VOTER CHECK-IN

Fairfax County has renamed two roads:
- Lee Highway is now **Route 29**.
- Lee Jackson Memorial Highway is now **Route 50**.

During check-in, if a voter provides the former street name, you may accept it.

ZIP-TIE SEAL COLORS

All equipment delivered to your precinct will be sealed using **green** seals. You will only use **yellow** seals to seal equipment (e.g. to re-seal cage after Monday setup or when returning items on election night).

BALLOTS DELIVERED IN DS200

Boxes of ballots will be delivered sealed inside the compartment of the DS200 on the right inside of your equipment cage.

DS200 FLASH DRIVE LABELS

Each DS200 USB flash drive has a new **orange** or **yellow** label. The label indicates whether the drive goes in **Envelope #7** or the **Purple Pouch**.

OVERVIEW OF POLLING PLACE OPERATIONS

CHANGES TO PROCEDURES OR SUPPLIES IN RECENT ELECTIONS

OUTDOOR SIGNAGE

There are 4 new outdoor signs, with consistent colors and design.

EMERGENCY ENVELOPE

Contains documents that you will only use in emergencies:
- #1B Provisional Envelope
- Paper Provisional Log
- Authorization to Reproduce Ballots form
- Emergency Relocation Instructions

OPENING ENVELOPE & CLOSING ENVELOPE

Contains all materials you need for setup/opening in one envelope and all materials you need for closing in another envelope.

PROVISIONAL ENVELOPE

The provisional envelope is 8.5" x 11". A separate voter registration application is no longer required for same day registrations.
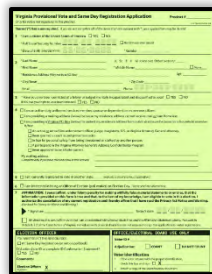
PROVISIONAL BALLOT LOG

Enter all provisional voters on the electronic provisional ballot log on the Admin Tablet. Use the paper provisional log ONLY if the electronic log is not working.

BALLOT RECEIPT

The updated **Ballot Receipt** form combines the former Ballot Receipt and Ballot Worksheet forms.
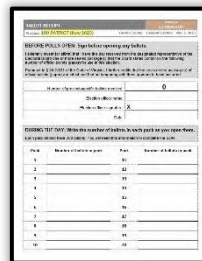
OATH & COMPENSATION SHEET

Election officers now sign only the **Oath** form on election morning. Use the Compensation Sheet only to note if an officer arrives late or leaves early.
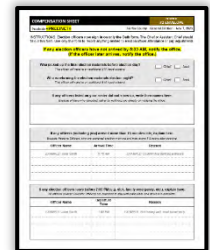
RESULTS WORKSHEET & RESULTS NOTICE

On election night, copy vote totals from each DS200 to the Results Worksheet. Tally total votes and copy to the Results Notice.
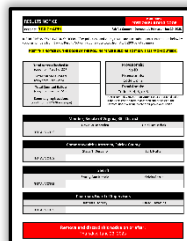
CHIEF SUPPLY RETURN FORM

This form replaces the windshield sign from past elections. It serves as a return receipt for materials returned on election night.
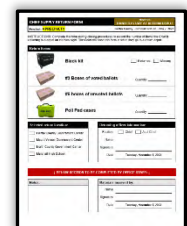
OVERVIEW OF POLLING PLACE OPERATIONS

VOTING EQUIPMENT
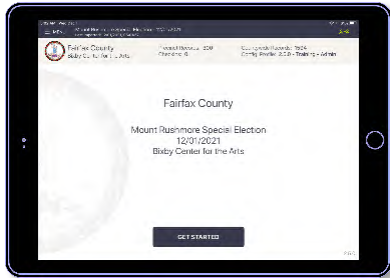
POLL PAD

An electronic pollbook used for voter record lookup and check-in. This is an iPad-based tablet device.

Each Poll Pad and its peripherals are stored in an individual green case. One Poll Pad will be dedicated for the Chief's use.

DS200 BALLOT SCANNER

The DS200 ballot scanner automatically captures an image of each ballot and counts the votes. Voted ballots are stored securely during the day in the sealed ballot compartment (and auxiliary compartment, if necessary). Set up both scanners even if you only use one.

EXPRESSVOTE BALLOT MARKING DEVICE

The ExpressVote only marks ballots - it does not record votes. This device prints out a ballot card after the voter has made their selections. The ballot card must be cast on the DS200 to be counted.

This ADA-compliant device is especially helpful for voters who are visually impaired or have difficulty marking a regular ballot. However, <u>any voter</u> may choose to use the ExpressVote device.

ADMIN TABLET

An iPad-based device that includes the following items:
- **Provisional Ballot Log**
- **My Neighborhood:** Enter a voter's address to see their precinct and polling place.
- **Precinct Locator:** PDF of all precincts, polling places, and districts (needed for processing SDR voters)
- **Turnout Surveys:** Three icons to complete the 9 AM, 12 PM, and 3 PM turnout surveys.
- Other helpful websites and links

OVERVIEW OF POLLING PLACE OPERATIONS

ELECTION OFFICER ROLES & RESPONSIBILITIES

CHIEF & ASSISTANT CHIEF

The Chief and Assistant Chief are responsible for overall management of the polling place on election day. During voting hours, the Chief has the primary responsibility to process non-routine voters. The Assistant Chief should be able to assume any Chief responsibilities as necessary and may need to fill in for other officers.

Chiefs and Assistant Chiefs must demonstrate impartiality in all dealings with voters, election officers, and the Office of Elections.

Your other responsibilities are to work together to:

- Complete all pre-election duties by deadlines, including training.
- Visit the polling place the week before election day, if possible.
- Visit the polling place the day before election day to set up the voting room, if possible.
- Design the voting room layout and plan officers' opening, during the day, and closing assignments.
- Plan officer assignments and rotation schedule.
- Oversee your election officers.
- Interact with people authorized to be in the voting room.
- Maintain security of the voting room, voting equipment, and polling place exterior.
- Oversee accurate completion of paperwork and procedures.
- One person drives election materials to assigned location at the end of election day.

In general elections, the Chief represents the party of the current sitting Governor and the Assistant Chief represents the next largest party.

In single-party primary elections, the Chief and Assistant Chief represent the party conducting the primary, if practicable.

SAME DAY REGISTRATION SPECIALIST

- SDR Specialists work with the Chief and Assistant Chief to process same day registration voters.
- They attend a separate training class to learn how to apply the same day registration and moving condition rules.
- They may be stationed at a help table and, depending on need, might not rotate through other election officer duties.
- In lower turnout elections, SDR Specialist duties may be assigned to the Chief.

OVERVIEW OF POLLING PLACE OPERATIONS

COLLECTOR OFFICERS

- Each polling place is assigned two Collector Officers. If two precincts share one polling place, one Collector Officer will come from each precinct.
- Until 7:00 PM, Collector Officers perform regular election officer duties.
- Duties begin when polls close at 7:00 PM. They should leave the precinct by 7:30 PM.
- Return two items to the Fairfax County Government Center:
  1) Purple Pouch containing DS200 USB flash drives; and
  2) TripLok security bag containing absentee ballot envelopes from the drop box.
- The two Collector Officers must ride together to the Fairfax County Government Center in the same car.

LANGUAGE OFFICERS

- Language Officers assist voters in a language other than English. Perform all other election officer duties when not providing this assistance.
- Currently, officers are assigned for Spanish, Vietnamese, and Korean assistance in needed precincts.
- Language Officers are assigned every election, regardless of their party affiliation.
- They must fluently speak English in addition to their other language.
- Language Officers wear a special name badge on election day which identifies them as a Language Officer and the language they speak.

REGULAR ELECTION OFFICERS

Election officers' primary responsibilities are to check in voters and to direct voters to mark and cast ballots during voting hours. Officers also may assist with pre-election setup and will help open and close the polls.

Regular officers should refer all non-routine voters and polling place issues to the Chief for resolution. Instruct officers to "**Call the Chief!**" for any non-routine situation. Officers should never turn away any voter.

HIGH SCHOOL PAGES

Pages only serve in November elections and volunteer for 8-hour shifts. Some polling places may be assigned more than one page per shift. They must be at least 16 years old, live in Virginia, and be actively enrolled in high school. They must complete mandatory training and a quiz.

Pages:
- May help in many ways under Chief's direct supervision.
- May **not** operate or supervise use of voting equipment and may **not** administer ballots.
- May help set up voting equipment before polls open.

Consult the information in the **Guidelines** section for what pages may and may not do.

OVERVIEW OF POLLING PLACE OPERATIONS

ELECTION OFFICER RULES & INFORMATION

WORKING HOURS

- From 5:00 AM until dismissed by Chief when closing is complete.
- Officers may not leave the polling place premises during these hours.

WHAT TO WEAR

- Business casual attire. Clean, unripped jeans are OK.
- Officers are encouraged to wear layers and comfortable shoes.
- Attire must not be politically oriented or offensive in nature.

WHAT TO BRING

- Food, beverages, medicine for a long day. You may have materials delivered to you by family or a friend.
- Reading material is allowed but cannot be politically oriented.

ELECTRONIC DEVICES

- Personal cell phone, tablet, or laptop is allowed but may not be used when assisting voters.
- Must use devices outside of voting room for personal business.

DURING THE DAY

- No partisan comments on candidates or issues are allowed, whether current or past.
- Officers should always refer non-routine voters to Chief. NEVER turn away a voter!

BASIC ETIQUETTE

- Treat all voters with respect, courtesy, and impartiality.
- Ask voter before offering assistance. Don't assume need.
- Don't touch anyone without permission.

OVERVIEW OF POLLING PLACE OPERATIONS

PEOPLE ALLOWED INSIDE THE POLLING PLACE PROHIBITED AREA

Electoral Board Members

- May visit at any time to observe the process or provide guidance.
- Will have a Fairfax County ID badge.

Current members of the Electoral Board:

- o **Chairman**: Hon. Katherine K. Hanley
- o **Vice Chairman**: Jeffrey K. Shapiro
- o **Secretary**: Amb. (ret.) Christopher Henzel

Rovers and Office of Elections staff

- Rovers are staff members who support multiple precincts before and on election day.
- Staff may visit at any time to deliver extra supplies or provide support.
- All staff will have a Fairfax County ID badge.
- As time/duties permit, make yourself available to your Rover to give an update on operations and to ask questions.

📞 Call 703-324-4101 if you can't reach your Rover.

Voting Equipment Technicians

- Technicians can either be members of Office staff or represent an equipment vendor.
- They must have proper identification. May wear a vendor ID or Fairfax County ID badge.
- They may accompany Rover.

DO NOT allow anyone claiming to be a technician access to a voting machine without proper ID.

📞 Call Technical Support at 703-324-4101 if you have any doubt about vendor presence or credentials.

Individuals doing exit polls:

- Must do interviews **outside** the Prohibited Area.
- Do not need a letter of authorization.

Press / TV crew (§ 24.2-604.5)

- May visit for a short time.
- May film or take pictures if doing so does not disrupt voting. May not film or take close-up pictures of individuals without permission.
- May **not** take photos of voter information (Poll Pad screen), voted ballots, or other sensitive election materials.
- May conduct interviews outside of the Prohibited Area.
- May interview the Chief if interview does not disrupt voting.

If interviewed:
- Make it brief (you are busy helping voters).
- Give only facts (number registered, number voting).
- Do not make predictions or offer opinions.
- Do not discuss individual voters, problems, or incidents.
- Refer press to Office of Elections.

Credentials:
Ask anyone identifying as media for a credential. Not all media visitors will have a traditional ID badge, but all must follow the rules that apply to press organizations while they are within the Prohibited Area.

OVERVIEW OF POLLING PLACE OPERATIONS

Candidates
(§ 24.2-604)

- May enter their own polling place to vote.
- May visit any polling place <u>for no more than 10 minutes</u> to observe.
- May not campaign or display campaign materials within the 40-foot Prohibited Area.
- Can only speak with voters outside the Prohibited Area.

Other visitors / neutral observers
(§ 24.2-604.5)

Some organizations receive advance permission from the Electoral Board or General Registrar to observe. The Chief will normally receive advance notice of this from the Office of Elections.

Observers:
- Must have signed written authorization from the Office of Elections.
- Generally follow same guidelines that apply to Authorized Representatives and the press.
- May not film or take photos of individuals without their express permission.

Authorized Representatives
(§ 24.2-604.4)

- Represent a political party or candidate, depending on election.
- Must first report to the Chief.
- Must present authorization form.
- Must wear badge provided by Chief.
- Can observe operations anywhere in polling place as long as they comply with the rules.

See the *Authorized Representatives* section in this chapter for more detailed information on the applicable rules.

Call the Office of Elections for guidance on dealing with difficult Authorized Representatives.

Use of Electronic Devices
within Prohibited Area

Voters:

- May use electronic devices, such as cell phones, as long as such use does not interfere with voting process or voter privacy.
- May take selfies & pictures of their own ballot.
- May not film or take photos of other people without permission.

Authorized representatives:
- May use electronic communication device (smartphone, laptop, tablet).
- May not take any photos or record video.
- Should only make or answer phone calls outside the voting room.

<u>Loitering within the Prohibited Area (§ 24.2-604(A)):</u>

Virginia Code prohibits loitering or congregating inside a polling place and within 40 feet of any entrance to the polling place.

Watch for people who are lingering in the voting room or within the Prohibited Area but who are not in line to vote, not a voter's child or assistant, or not wearing an ID badge.

- Ask: "May I help you?" or "Are you waiting for someone?"
- Maintain a proper distance.
- Stay calm.
- Give warning that you will call the police if the person refuses to leave.

Call the police if the person refuses to leave. Call 9-1-1 if you perceive a potential threat or if anyone is in fear of their safety. Document the situation in the Chief's Notes and call the Office of Elections if police are summoned.

OVERVIEW OF POLLING PLACE OPERATIONS

AUTHORIZED REPRESENTATIVES

Authorized representatives cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process and have broad discretion to manage affairs within the polling place, including with authorized representatives **(§ 24.2-604, 24.2-607)**.

QUALIFICATIONS AND AUTHORIZATION:

MUST BE A QUALIFIED VIRGINIA VOTER	MUST SUBMIT AUTHORIZATION FORM TO CHIEF

You may verify their Virginia voter status if you have any doubt:
 	
• Fairfax County resident: Name will be listed on the Poll Pad.
 	
• Non-county residents: Authorized representatives may use their own phone to access their voter record in the online Virginia Department of Elections Citizens Portal and show the record to you.
 	
• Can't locate voter record? Call the Registrar to verify qualified Virginia voter status.
	Form must include the following elements:
	
	• Identify the authorized representative by name.
	
	• Identify which candidate or party they represent.
	
	• Contain a valid signature:
	
	    o General or special election: Chairperson of local party committee or an independent candidate on the ballot.
	
	    o Primary election: Candidate on the ballot.
	
	Photocopied forms or signatures are acceptable. Each representative must submit their own form. **Forms must be physical pieces of paper, not digital copies.**
	
	Put the authorization form in **Envelope #8**.

OVERVIEW OF POLLING PLACE OPERATIONS

NUMBER OF AUTHORIZED REPRESENTATIVES ALLOWED IN POLLING PLACE

BEFORE POLLS OPEN	DURING VOTING HOURS	AFTER POLLS CLOSE
General or Special Election • **1** for each party or independent candidate **Primary Election** • **1** for each candidate	**General or Special Election** • **3** for each party or independent candidate **Primary Election** • **3** for each candidate If more than 3 Poll Pads are used at check-in table, **1** representative for **each** party/independent candidate for each Poll Pad may be present.	**General or Special Election** • **2** for each party with nominee on ballot • **1** for each independent candidate **Primary Election** • **1** for each candidate If fewer than 4 representatives, Chief may choose bystanders to fill vacant slots. Record bystander names in Chief's Notes.

RULES FOR AUTHORIZED REPRESENTATIVES IN THE POLLING PLACE

AUTHORIZED REPRESENTATIVES **MAY**	AUTHORIZED REPRESENTATIVES **MUST NOT**
• May be anywhere inside the polling place if they don't impede voters or officers or touch voting materials. • May report any issues they observe in the polling place to an election officer or to their local party committee (may not discuss with voters). We encourage them to report any issues they observe immediately. • May *observe* opening and closing procedures but may not touch anything or participate. • May see the Poll Pad screen. • May position their chairs to clearly hear voter names as voters are checked in. • May observe (without invading voter privacy) officers who are rebooting a machine, clearing a jammed ballot, serving a curbside voter, etc. • May speak with a voter (subject to other restrictions and without impeding order) within election officer's discretion.	• Must not speak to election officer while the officer is assisting a voter. • Must not sit at the voter check-in table. • Must not hinder or delay any voter or officer. • Must never be in a position to see the marked ballot of any voter. Must never handle any ballot or view information on provisional envelope. • Must not assist any voter or indicate in any way that they are available to assist a voter inside the Prohibited Area. • Must not campaign or display campaign or political material inside Prohibited Area or influence voter in casting a ballot. 💥 If staying for closing, must not leave the polling place or call, text, email, tweet, photograph, record video, or otherwise communicate the returns until after officers tabulate and post the election returns.

OVERVIEW OF POLLING PLACE OPERATIONS

VOTERS WHO NEED LANGUAGE ASSISTANCE

Any voter may bring an assistant to translate or read the ballot for them.

Translator does not need to be adult or registered voter. Translator must sign the *Request for Assistance* form along with voter if the translator is 16 years old or older.

If the voter asks an election officer to translate as an assistant, the officer must first ask any authorized representatives whether they have a volunteer translator available. The volunteer translator must complete Part C of the *Request for Assistance* before observing.

LANGUAGE INTERPRETER PHONE LINE

If a voter needs translations in Spanish, Vietnamese, or Korean, you can call **703-222-0776** and select the appropriate language. We have staff members who speak these languages and can help the voter!

If a staff member is not available or a voter needs help in another language, note that Fairfax County also uses **Liberty Language Services** for over-the-phone interpretation services.

You can use your phone or the voter's phone.

Dial: 1-718-838-9317
Enter PIN: 639 648 22#

Listen to the prompts and then choose from the following Quick Dials:

- 1 – Operator (all other languages)
- 2 – Spanish
- 3 – Korean
- 4 – Vietnamese
- 5 – Arabic
- 6 – Amharic
- 7 – Farsi
- 8 – Hmong
- 9 – Mandarin

You should speak to the interpreter first to briefly explain the situation. When speaking to an interpreter, follow these suggested practices:

- Speak clearly and pause after each complete sentence to give the interpreter time to interpret.

- Do not use acronyms unless you clarify the acronym the first time you use it.

- The interpreter may need clarification of a term, and so they will address you directly.

- The interpreter is required to interpret everything that is said. Don't say anything you don't want to be interpreted.

Professional interpreters will use the first person "I," not "they say that."
Professional interpreters do not offer their own opinions.

OVERVIEW OF POLLING PLACE OPERATIONS

DISABILITY AWARENESS

Many disabilities are not visible. Take people at their word. Do not challenge a person's disability status when handling an accommodation request.

- Don't assume a voter needs assistance. Wait for a request.
- Allow the voter to first indicate how best to assist them. Ask questions if you are unsure how to help.
- Speak to the voter directly and make eye contact, even if they are accompanied by a companion.
- Do not rush voters. Some people need more time to process information.
- Treat adults as adults. Address voters with disabilities the same way you would any other voter.
- Provide voters with disabilities the same privacy as other voters.

Frail or elderly voters

- At your discretion, you may move frail, elderly, or disabled voters to the front of the line. Most able-bodied voters won't object.
- Provide chairs if there are long waits.

Voters with visual impairments

- Identify yourself and others by name and say where you are.
- Identify yourself as an election officer.
- Give specific directions to locations in the voting room, such as, "The ExpressVote is located straight ahead about 15 feet on the right."
- If you guide a person, state which arm you are offering and describe the path ahead.
- Let the person know when you are leaving their presence.

Voters who are wheelchair users

- Wait for permission before touching a wheelchair; it is part of the user's personal space.
- Do not ask any person to carry things on their wheelchair.
- If there is difficulty navigating an obstacle, ask first if the person needs help before pushing the wheelchair.
- Keep paths around the polling place and within the voting room free of obstacles.

Voters who have hearing impairments

- Do not relate hearing loss or inability to vocalize with cognitive impairment.
- Speak clearly, directly, slowly, and expressively to the voter directly, not their assistant.
- Keep mouth and lips visible when speaking.
- Use normal vocal volume. Hearing aids are usually tuned to normal speech volume.
- Rephrase rather than repeat statements. Some words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.

Voters with a service animal

- Voter is not required to provide certificate or license. You may ask if dog is a service dog.
- Service animal is not required to be on leash but must be under the handler's control.
- Do not pet, talk to, distract, or offer treats to a working animal.

Voters with language impairments

- Do not assume a non-speaking voter cannot understand you.
- Ask voter to repeat what they said if necessary.
- Ask questions that require yes and no answers.

OVERVIEW OF POLLING PLACE OPERATIONS

ACCESSIBILITY CHECKLIST

Parking Lot

☐ **1.** Are designated handicapped parking spaces clearly marked? See the **Opening Procedures Signs & Posters** guide for assistance.

☐ **2.** Are there at least two accessible parking spaces?

☐ **3.** Is one of these spaces van-accessible so that a wheelchair user can exit and reenter the van?

☐ **4.** If not, did you block off other spaces to create a van-accessible space with a clear pathway to a ramp?

See the suggested solution in the illustration below. Notice the cones and temporary signpost.
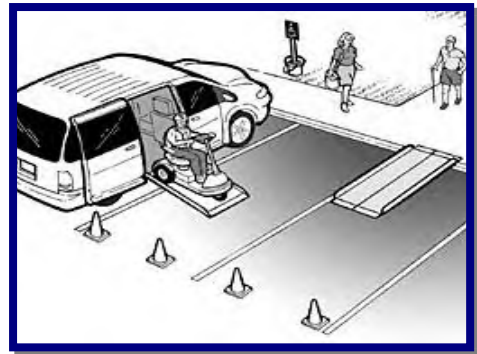
☐ **5.** Are the ramp and pathway at least 36 inches wide? Is the slope no more than a 1:12 slope (i.e., each 12 inches of length has no more than a 1-inch height increase)?

☐ **6.** Is the pathway to the entrance relatively level and obstacle-free?

☐ **7.** If vegetation or other objects extend into the path of travel, did you place a sign or cone under or before the barrier to be cane-detectable?

☐ **8.** Did you place the yellow Curbside Voting sandwich board where voters entering the parking lot can easily see it? See the **Opening Procedures, Signs, & Posters** guide.

💥 **Important: Designated curbside area must be within 150 feet of the main voter entrance.**

OVERVIEW OF POLLING PLACE OPERATIONS

Entrances to the building

☐ **1.** If the main entrance has stairs or other obstacles, is there an alternate, accessible entrance?

☐ **2.** Are there visible signs directing voters to the accessible entrance? See the **Opening Procedures, Signs, & Posters** guide.

☐ **3.** Are the entryways at least 36 inches wide?

☐ **4.** Are there at least 18 inches of clear wall space on the pull side of the door next to the handle?

☐ **5.** Are the handles (1) at least 48 inches from the ground and (2) operable with a single closed fist from a sitting and standing position? Is the door easy to open?

Interior of the polling place

☐ **1.** Are all interior pathways at least 36 inches wide?

☐ **2.** Are the doorways that voters will use accessible?

☐ **3.** Do interior paths have an area to turn around in that is either 5 foot square or at an intersection of two 36-inch pathways?

☐ **4.** Are any objects that are hanging or protruding more than 4 feet from the ceiling or wall marked with a cone to be cane-detectable?
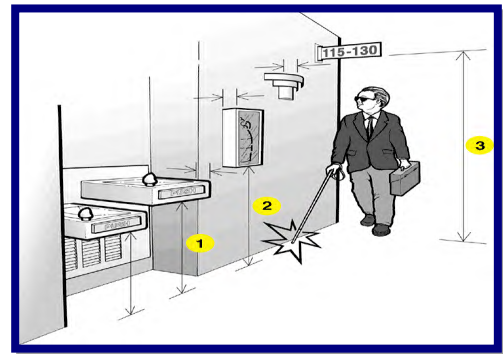
☐ **5.** If the voting room is not on the main entrance floor, is there an accessible elevator?

☐ **6.** Is there a smooth travel path inside the voting room that does not require a lot of turning, has wide aisles, and is free of obstacles?

☐ **7.** Is there at least one voting booth table that a wheelchair can fit under with an adequate navigation area around the table? Is the ExpressVote set on a wheelchair-accessible table?

☐ **8.** Are signs hung between 48 inches and 60 inches above the ground?

☐ **9.** Are thresholds, rugs, and carpets short and flat?

BEFORE ELECTION DAY

BEFORE ELECTION DAY

Congratulations, you've been assigned as a Chief or Assistant Chief! You're going to have a great time managing your polling place and helping non-routine voters on election day. But remember, your job starts well before election day to ensure everything goes smoothly.

Your tasks as a Chief or Assistant Chief will begin about two weeks before election day. It is important to complete each of these tasks in order and in a timely manner. Use the checklists in this chapter to complete tasks in the order given. Delays may create problems later, interfering with your ability to succeed as a Chief or Assistant Chief.

Resources provided electronically through the Election Officer Portal prior to and on election day:

Chiefs and Assistant Chiefs have a dedicated page in the election officer portal with a wealth of resources to support them before and on election day. Select the "Chiefs" tab in the navigation banner at the top of the home page.

Most information is published about two weeks prior to the election. Regularly check the page for updates, including:

- Chiefs Notebook PDF
- Chiefs Briefing information and recording
- Precinct roster (including high school pages, if applicable)
- Recent cancellations
- Co-located precinct information (if applicable)
- Rover contact information
- Polling place information – voting room, equipment storage, contacts
- Potential visitors on election day (media, candidates living in precinct)
- Form to select depot and Monday supply pickup time/site setup time

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Chapter Table of Contents:

BEFORE ELECTION DAY

TWO WEEKS BEFORE ELECTION DAY...

☐ **Complete all required and optional training.**

☐ **Review the Chiefs Notebook.**

☐ **Watch the Chiefs Briefing.**
- The briefing will be conducted live online.
- We will email a recording afterward to all Chiefs and Assistant Chiefs who were unable to attend the online Briefing. You must watch the Briefing within 3 days.

☐ **Contact your Assistant Chief and other election officers (see 1ˢᵗ contact email template later in this chapter for reference).**

☑ Confirm that all officers are still available to serve on election day. You can access your precinct roster in the election officer portal. The roster is updated in real time to reflect cancellations and new assignments.

☎ If any of your officers are no longer able to serve, contact us at ElectionOfficers@fairfaxcounty.gov or 703-324-4735 as soon as possible!

☑ Confirm that your officers know when to arrive, the location of their assigned polling place, where to park, and which entrance you will use on election morning. Ask if they are available to help with Monday setup. Ask them questions about prior officer experience and comfort with using election equipment. Answer any questions they have about serving.

☑ Confirm that your officers understand the rules related to behavior and appropriate dress, cell phone use, what to bring, when to arrive, early voting, and not leaving the polling place until closing completed.

☎ Return your Rover's first message as soon as possible. The Rover can provide guidance on polling place setup and operational issues.

BEFORE ELECTION DAY

ONE WEEK BEFORE ELECTION DAY...

☐ **Check your electronic precinct roster for any personnel changes.**
- Provide the same information to new officers that you sent to officers assigned earlier.

☐ **Visit your polling place for the pre-election site inspection.**

Contact your polling place facility staff to arrange the date and time for a pre-setup site visit by you and your Assistant Chief (if possible) or another officer. You cannot show up unannounced.

Confirm that the information provided for your polling place is still correct, especially the information for the 5:00 AM contact person, building entrance, and voting room location. You can view this information in the election officer portal.

Establish (1) the setup time for the Monday before the election and (2) who will open and lock up the facility on Monday.

Follow the **Pre-Election Site Visit Checklist** later in this chapter to determine layout, check for correct equipment delivery, check outlets, assess the parking situation, plan for signage, determine accessibility, and confirm cell phone reception.

If you have trouble reaching facility staff, have difficulty setting up a site visit, or if the Polling Place Information has changed, contact the office at 703-324-4735 for assistance.

☐ **Contact your officers a second time (see 2ⁿᵈ contact email template later in this chapter for reference).**
- Confirm availability and give last-minute reminders.
- Inform them of the setup time and location for the Monday before the election.
- Let them know what their election day setup and first shift assignments will be.

BEFORE ELECTION DAY

ONE WEEK BEFORE ELECTION DAY...

☐   **Develop a plan for election day.**

- Meet with the **Assistant Chief** either virtually or in person. Determine which functions will be performed primarily by the Chief or the Assistant Chief.

- Plan election officer assignments based on known skills and experience. Determine a schedule for shift changes.

- Diagram your room to plan layout and traffic flow. See a suggested layout diagram below.

- Email a copy of your room diagram to the Rover and to building staff if they will be supplying or moving furniture. Specify the number of tables and adult-sized chairs needed.

SUGGESTED VOTING ROOM LAYOUT
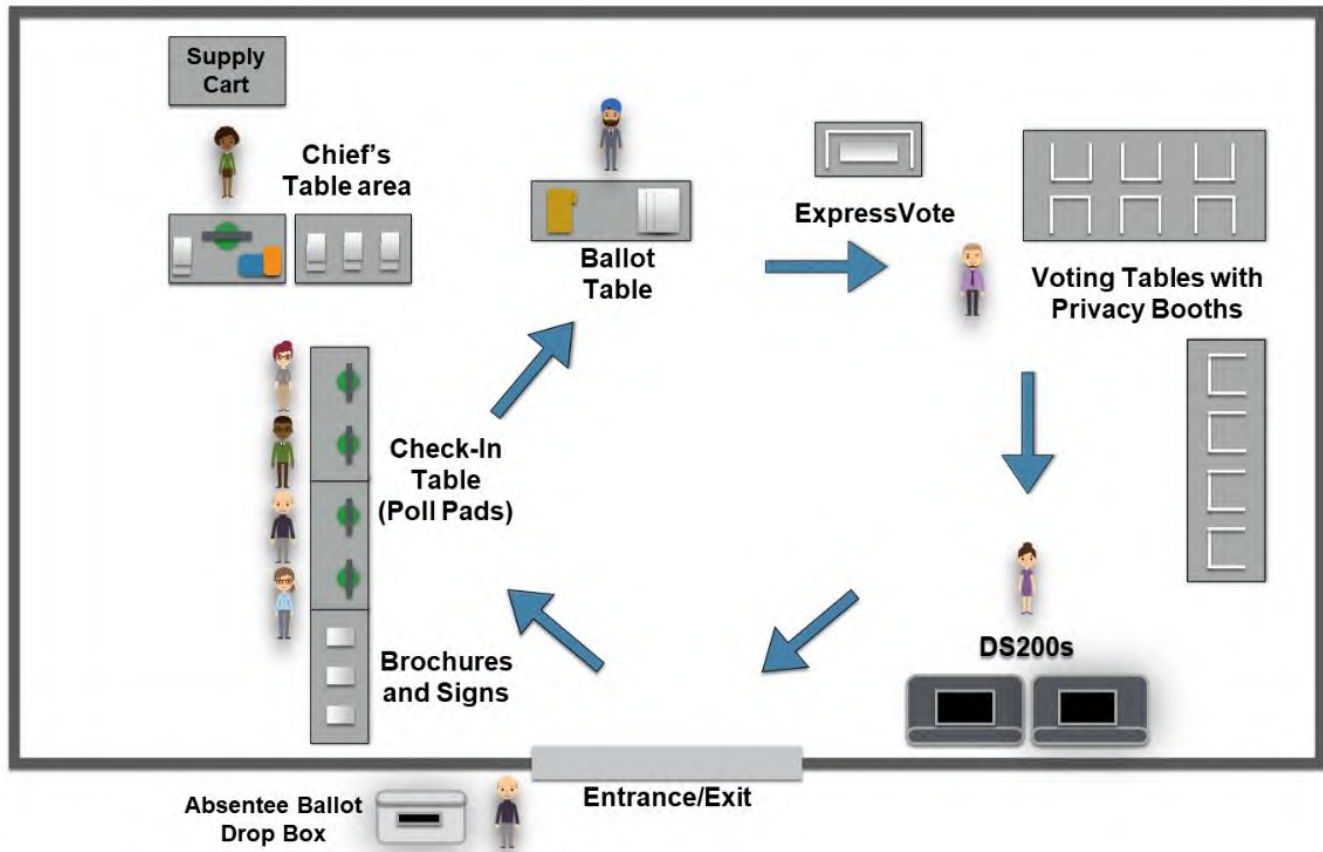
BEFORE ELECTION DAY

THE MONDAY BEFORE ELECTION DAY...

☐ **Pick up Poll Pads and election materials.**

- Pick up Poll Pads at your scheduled time and location. Office staff will update Poll Pads with latest voter file before Chief pickup (saving you time on election morning!).
- Pick up black kit with other election materials.
- Drive Poll Pads and black kit <u>directly</u> to polling place for Monday setup.

☐ **Set up your polling place at the arranged time**

- See the **Monday Pre-Election Polling Place Setup Checklist** later in this chapter.

☐ **Verify you have all items you need to immediately begin setup the next morning.**

We are now providing you with an "Opening Procedures" envelope that has most of these items. If there is anything else you need, make sure to verify you have it handy!

- Election Officer Oath and a pen
- Page Oath form
- Name badges for officers, authorized representatives, and student pages
- Machine Certification Form
- Password Card
- Equipment cage key on lanyard and small envelopes containing machine keys
- Opening guides for Poll Pad & Check-In Table, DS200 scanner, ExpressVote, Signs & Posters, Equipment Cage, and Ballot Table

☐ Pack your mobile phone charger with your personal election day supplies so your phone can stay charged throughout election day.

BEFORE ELECTION DAY

Week Before – Pre-Election Site Visit Checklist

☐ **Meet with the building manager, custodian, and/or office staff and remind them of the election day requirements:**

- Building must open at 5:00 AM on election morning.
- In the parking lot, outside lighting, reserved voter parking spaces, and reserved curbside voter parking spaces are required.
- Cones are needed to reserve voter parking places and on which to post signs. In primary elections, reserve 5 voter parking spots. In general elections, reserve 10 voter parking spots.
- Elementary schools <u>must</u> provide adult-size tables and chairs. Chairs cannot be attached to tables. Give staff as much lead time as possible so they can request additional furniture from FCPS, if necessary.
- Heat/air conditioning is required from 5:00 AM to at least 9:00 PM.
- Election officers need <u>all-day</u> access to telephone and restrooms.
- Election officers may be there until 9:00 PM or later.
- Bake sales and fundraisers must be outside the 40-foot Prohibited Area.

☐ **Verify building contact names and phone numbers against polling place info in the portal, including:**

- Two 5:00 AM election morning building contacts.
- Staff member opening the facility for Monday pre-election setup.

☐ **Locate the equipment cage.**

- All delivered materials, including DS200 scanners, will be locked inside the equipment cage. <u>Do not open the cage or remove materials</u>.
- Check the attached labels to ensure they are for the correct precinct.
- Verify that the equipment cage is sealed with a zip-tie seal at the top and padlocks at the top and bottom.
- Secure the cage in the same location before you leave.

☐ **Check for cell phone coverage in the voting room.**

- If cell phone coverage is weak, ask for access to a landline.

Week Before – Pre-Election Site Visit Checklist

☐ **Check voting room features to plan layout and traffic flow.**

- Test power outlets. Determine where extension cords will run depending on number and location of power outlets.
- Assess the physical layout of the voting room to map out placement of equipment, tables, privacy booths, and equipment cage.
- Reference the **suggested voting room layout diagram** in this chapter**.**
- Identify places where voting room signage can be posted, consulting **Opening Procedures Signs & Posters Guide.**
- Verify that you have enough <u>adult-size</u> tables and enough <u>adult-size</u> chairs (that move separately from the table).

☐ **Check building features for voter access to and from the building and the voting room.**

- Outside:
    - Determine how signage can best direct voters from the parking lot into the building. Where will "Vote Here" and "Polling Place" signage need to be located? Check how far out to the street the signage must be placed.
    - Locate voter parking spaces and reserved accessible parking spaces. Determine the best place to put the Curbside Voting sandwich board.
    - Assess how the Prohibited Activities Area will be marked.
- Inside:
    - Determine what kinds of signage will direct voters to and from the voting room and where informational signs can be posted.
- Reference **Opening Procedures Signs & Posters** and **Marking Prohibited Area** guides as needed**.**
- Note emergency evacuation routes and identify the shelter-in-place location.

☐ **Check exterior and interior pathways for accessibility.**

- See the *Accessibility* section later in this Notebook with the Checklist.

☐ **Call your Rover or office staff (703-324-4735) if you have any questions or concerns about:**

- Additional supplies that you need.
- Construction, voter access, parking, or building issues that need to be addressed.
- Difficulty dealing with facility staff.
- Any other pre-election issues.

BEFORE ELECTION DAY

Monday – Pre-Election Polling Place Setup Checklist

☐ **Meet your team at the pre-arranged time and location.**

☐ **Meet with your facility contact.**

- Verify that the voting room will be secured overnight.
- Verify that someone will be at the facility on election morning at 5:00 AM to open the building and voting room.

☐ **Assign tasks to teams.**

☐ **Verify that the correct equipment cage was delivered. Move the cage to the voting room.**

- If the cage does not fit in the voting room, leave it outside the room in as close a location as possible.

Important reminders:

- **<u>DO NOT</u> OPEN sealed ballot boxes before election day.**
- **<u>DO NOT</u> REMOVE DS200 scanner seals before election day.**
- **<u>DO NOT</u> OPEN Poll Pad cases or remove seals before election day.**
- **<u>DO NOT</u> OPEN the envelopes containing machine keys.**

☐ Verify that all the tasks on the **Pre-Election Site Visit Checklist** were completed.

Monday – Pre-Election Polling Place Setup Checklist

☐ **Open the equipment cage using the lanyard key.**

- Cut the zip-tie seal on the top. Scissors are in the green pouch.
- Place cut seal in **Envelope #7**.
- Follow unlocking instructions in the **Opening Procedures Equipment Cage** guide.
- Verify the cut seal number against the **Machine Certification Form** and the previous entry on the **Election Cage Security Log**, located inside of the right door.

- Fill in the Log with the date, time, and reason for opening. <u>Two</u> election officers should print and sign <u>their</u> names.
- Return **Election Cage Security Log** to inside left door.

☐ **Remove contents from the cage (but do not unload the DS200s).**

- Hand out the **Opening Procedures Equipment Cage** guide to the equipment team.
- Follow the unpacking sequence.
- Election materials are packed on top of or in front of the DS200s. You may remove the election materials for setup but leave the DS200s and ExpressVotes in the cage until election morning.

Monday – Pre-Election Polling Place Setup Checklist

☐ **Check equipment seal numbers against the numbers on the Machine Certification Form.**

If you can't read the seal numbers on the DS200s in the cage, wait until election morning.

☐ **Check the blue bag and black rolling kit contents against the supply lists.**

- Assign two officers to do the inventory.
- Some forms and other materials are contained within the "wrap" (secured with orange rubber bands). Open the "wrap" to check for materials stored there.

☐ 📞 **Call Rover or General Support telephone number if any supplies or equipment are missing.**

Monday – Pre-Election Polling Place Setup Checklist

☐ **Arrange tables and chairs, secure electrical cords and surge protectors, set out privacy booths, post indoor signs.**

💥 **Do not tape anything to school gymnasium floors!**

- Use only blue painter's tape to affix signs to interior walls.
- Use the **Opening Procedures Signs & Posters Guide** handout.
- Consult the *Accessibility* section in the ***Overview of Polling Place Operations*** chapter.

☐ **Assemble the drop box.**

- Use the **Opening Procedures Drop Box Assembly Guide** handout.
- Hardware is in clear plastic envelope in black kit.

☐ **Attach Curbside Voting telephone number to the white slider with tape and gently slide into the plastic slot on the yellow sandwich board.**

- See the **Opening Procedures Signs & Posters** guide for reference**.**
- The alternate telephone number on the back of the slider is the Office of Elections general support number.

☐ **Assemble any remaining Voter Parking Here and Polling Place signs on the wire frames.**

- Leave the assembled signs and other exterior signage outside of the equipment cage Monday night for quick access on Tuesday morning.

BEFORE ELECTION DAY
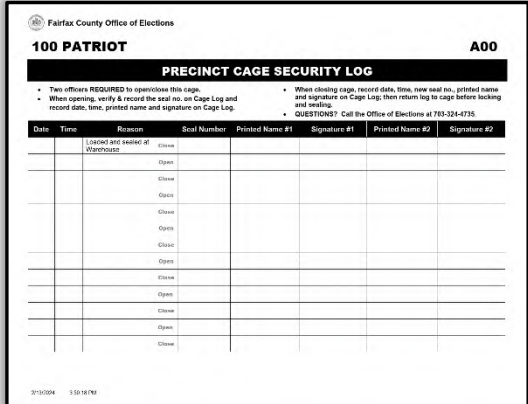
Monday – Pre-Election Polling Place Setup Checklist

☐ **On a table, organize the materials your teams will need quick access to before the cage is unlocked on election morning. Supplies include:**

- Interior and exterior signage
- Prohibited Area kit
- Tape and scissors
- Cones

☐ **Fill out the Election Cage Security Log.**

- Write the new **zip-tie seal number** for securing the cage overnight.
- Fill in the date, time, and reason for closing. <u>Two</u> election officers should print and sign names.
- Return the log back inside the equipment cage.

☐ **Close and lock up the equipment cage.**

- Store Poll Pad cases, Admin Tablet, and ExpressVotes in equipment cage with the DS200s.
- Store any other supplies you want to have secured overnight.
- Lock the cage and seal with a zip-tie seal. Use the Closing Procedures Equipment Cage guide.

☐ **Inform your facility contact when setup is complete.**

- Instruct them to secure the voting room overnight.
- Confirm once more that the election day facility contact will be there at **5:00 AM SHARP**.

NOTE: Whenever the cage is unsealed/opened or resealed/closed, you are **required** to complete and sign the Election Cage Security Log located in the pocket on the inside of the cage door. <u>Two officers</u> must do this together.

BEFORE ELECTION DAY

Suggested email template for 1st email to officers (two weeks before election day):

My name is [Chief name] and I will be the Chief election officer at [precinct name and number] at [building name] for the upcoming election. I am a first-time Chief, but I have previously served in [number of elections] at this polling place.

Some information about our polling place:
- We will set up the voting room the day before the election at [time]. Hope you can join!
- Our voting room is the [gym/cafeteria/other]. Use entrance [#] to get there.
- On election day, you should park in [parking information]. Don't park in voter parking!
- [Any other information specific to your polling place]

Some general reminders:
- Arrive no later than 5:00 AM on election day.
- Wear non-partisan business casual clothing. Jeans are fine (no holes). Dress in layers.
- You cannot leave the polling place during the day, so bring all food and medications.
- We will rotate duties every 2 hours, and everyone will be able to take breaks.
- If you do not live in this precinct, vote early!
- If you need a refresher, review the training material in the election officer portal.

Please reply to this email with answers to the following questions:

1. Are you able to join us for pre-election setup on [day before election] at [time]? The elections office says all officers should join, if possible.
2. How many times have you served as an election officer?
3. How comfortable are you with opening and using the Poll Pads, DS200, and ExpressVote?
4. Do you have any questions for me?

Thanks and I look forward to serving with all of you!
- [Chief name, email address, and phone number]

Suggested email template for 2nd email to officers (weekend before election day):

Hello again! This is [name], the Chief of [precinct and building]. I'm looking forward to serving with all of you on Tuesday. If you are no longer available for any reason, let me and the Office of Elections (electionofficers@fairfaxcounty.gov) know immediately.

We have [#] people helping set up the polling place on Monday at [time]. If anyone else can join, let me know—it should only take about 1 hour!

I've made a plan for how we will divide tasks during setup and the first shift on election morning – see attached. Remember that we will rotate tasks every two hours and everyone will get breaks. If you have concerns about your assigned tasks, please let me know.

Make sure to arrive no later than 5:00 AM on election day so I can swear in everyone on time. Set multiple alarms! If you're running late, call or text me at [phone number]. If you don't notify me, the elections office may send a replacement and you will not be permitted to serve.

As a reminder, here is our polling place information:
- [Building name and address]
- [Voting room]
- [Building entrance]
- [Parking information] (and remember, don't park in voter parking!)
- [Any other information specific to your polling place]

Finally, don't forget to pack all food and medications! You cannot leave the polling place during the day, but you can have items delivered to you.

Thanks and see you all on Monday for setup and Tuesday for the election!
- [Chief name, email address, and phone number]

BLACK ROLLING KIT CONTENTS – be sure to open the "wrap"

ENVELOPES AND POUCHES

- ☐ (2) # 1A Non-SDR envelope – for returning non-SDR provisional ballots cast during regular hours
- ☐ (2) # 1A SDR envelope – for returning SDR provisional ballots cast during regular hours
- ☐ # 2 envelope – for returning Statement of Results and other election forms
- ☐ # 2A envelope – for returning yellow printed return sheet
- ☐ # 4 envelope – for returning spoiled, voided, and surrendered absentee ballots
- ☐ # 7 envelope – for returning used seals and one set of USB flash drives from DS200 scanners
- ☐ # 8 envelope – for returning voter forms
- ☐ # 10 envelope – for returning election officer and high school page forms
- ☐ Opening Envelope (green label) – materials needed during site setup or opening procedures
- ☐ Closing Envelope (red label) – materials needed during closing procedures
- ☐ Purple pouch – for returning one set of USB flash drives from DS200 scanners
- ☐ Orange pouch – for returning keys, equipment cards, lanyards, lost IDs and licenses, etc.
- ☐ Green pouch – for Post-Its & flags, scissors, paper clips, red and black pens, black marker, rubber fingertips, clippers, stapler/staple remover, glue stick for sealing envelopes, etc.
- ☐ TripLok security bag – for returning drop box ballots
- ☐ Red Emergency Envelope – materials needed in emergency situations (#1B provisional envelope, paper provisional ballot log, emergency relocation sheet, Authorization to Reproduce Ballots, etc.)
- ☐ Key envelope – Chief and Assistant Chief keys and equipment cards
- ☐ Clear plastic portfolio – drop box hardware, zip-tie seals, flag & stand, DS200 tape roll

FORMS

- ☐ Election officer oath form
- ☐ Compensation Sheet
- ☐ Chief's Notes (stapled packet)
- ☐ Election officer evaluation sheet
- ☐ Voter Count Worksheet
- ☐ Drop box chain of custody form
- ☐ Printed return sheet (yellow)
- ☐ Results Worksheet
- ☐ Results Notice
- ☐ Statement of Results (SOR) – A and B
- ☐ Hand Count Report
- ☐ Ballot Receipt
- ☐ SDR stapled handout
- ☐ Chief Supply Return form

SIGNS & POSTERS

- ☐ Districts, Precincts and Polling Place booklet (precinct locator)
- ☐ Voter ID list from VA Dept. of Elections
- ☐ Voting Information (HAVA-2) sign with voting hours (lime green)
- ☐ Sample ballots (large yellow posters)
- ☐ Demonstration ballot (tan/yellow)
- ☐ Large wall map
- ☐ Election officer recruitment poster
- ☐ Co-located precincts only: signs & maps

OTHER MATERIALS

- ☐ Admin Tablet with charger and power cable
- ☐ Provisional ballot envelopes (green)
- ☐ Provisional notices (green)
- ☐ Brown envelope with blank ExpressVote cards
- ☐ Virginia law book
- ☐ Voter permit cards
- ☐ Blue/black lanyards with key for equipment cage
- ☐ Name badges for Chiefs and Asst Chiefs
- ☐ Name badges for regular election officers
- ☐ Peel-off name labels for authorized representatives
- ☐ Peel-off signature label for numbered return envelopes
- ☐ Magnifier and magnifier sheet
- ☐ Microfiber cloth – to clean device screens
- ☐ Drop box instruction sign – to be inserted in drop box acrylic holder

SIDE POCKET OF KIT

- ☐ Vests and ponchos
- ☐ Backup paper pollbook and Count Sheet
- ☐ Paper pollbook Instructions
- ☐ Rulers

SUPPLY CHECKLIST

LARGE BLUE BAG CONTENTS

SIGNS & POSTERS

- ☐ "Vote Here" large poster
- ☐ Prohibited Area Signs – 2 posters: English/Spanish and Vietnamese/Korean
- ☐ VA Voters' Rights & Responsibilities – 2 posters: English/Spanish and Vietnamese/Korean
- ☐ Voter Parking Only signs
- ☐ Universal accessibility signs (blue wheelchair symbol)
- ☐ DS200 instructions poster
- ☐ ExpressVote instructions poster
- ☐ Curbside voting notice
- ☐ Attention Authorized Representatives sign
- ☐ "Do You Have Your ID?" yellow sign – post where voters <u>exit</u>
- ☐ Exit signs (1), blue arrows (15), red arrows (15)
- ☐ Attention All Voters signs – white with blue lettering, in 4 languages
- ☐ Opting Out of Permanent Absentee list – poster (yellow)
- ☐ No Talking in Voting booth sign
- ☐ DUAL PRIMARIES ONLY: Virginia law allows voters to vote in only one party's primary poster
- ☐ PRIMARIES ONLY: No write-ins in a primary sign

VOTER FORMS

- ☐ Request for Assistance forms – 2 pads: English/Spanish and Vietnamese/Korean
- ☐ Affirmation of Eligibility forms – 4 pads: English, Spanish, Vietnamese, Korean
- ☐ Comment Form – 1 pad
- ☐ Voter Referral Worksheets (yellow) – 1 pack of about 50 sheets
- ☐ Blank notepad
- ☐ Virginia Complaint forms – 1 packet: English, Spanish, Vietnamese, Korean
- ☐ Request to Cancel Voter Registration – 1 set in 4 languages.
- ☐ ID Confirmation Statement – 1 pad in 4 languages
- ☐ Request to Remove Name from Permanent Absentee Voter List – English/Spanish, Vietnamese/Korean
- ☐ Report of Death of Registered Voter – 1 pad in 4 languages

OTHER MATERIALS

- ☐ Clear tape – for attaching labels, closing ballot return boxes
- ☐ Red tamper tape – **only** for sealing cardboard ballot return boxes *(will damage all other surfaces!)*
- ☐ Blue painters' tape – for posting signs on painted walls
- ☐ Pens – for marking paper ballots
- ☐ "I Voted" stickers
- ☐ "Future Voter" stickers
- ☐ "No Campaigning" package of chalk, yellow tape, 40-foot rope – for marking Prohibited Area

Having trouble finding something? Contact Kay!

Kay.Garrison@fairfaxcounty.gov
703-324-4757

OPENING THE POLLS

OPENING THE POLLS

By law, the polls must open for voting at exactly 6:00 AM. There is a lot to accomplish in the one hour before opening, particularly if your polling place was unavailable for setup the day before.

Delegate tasks and work in parallel. Split up tasks among your officers and have them get started. Put your best officers on the most important tasks.

Prioritize the tasks necessary to open the polls on time. This includes swearing in officers, setting up one Poll Pad, setting up one DS200, and opening and counting ballots.

Assign the following tasks and verify that they have been completed properly. More detailed instructions follow.

- **Begin the opening process and swear in officers**
- **(1) Poll Pad Team:** Set up Poll Pads, Admin Tablet, and check-in table
- **(2) DS200 Team:** Set up DS200s
- **(3) Ballots/ExpressVote Team:** Setup ballot table, count ballots, setup ExpressVote
- **(4) Inside Team:** Set up drop box, privacy booths, post indoor signs
- **(5) Outside Team:** Mark 40-foot Prohibited Area, post outdoor signs
- **Final instructions to election officers before the polls open**

Open polls promptly at 6:00 AM. You must open the polls on time, even if you haven't finished lower-priority tasks like putting up signs, marking the 40-foot Prohibited Activities area, securing voter parking, or organizing the Chief's table.

> **IMPORTANT:** From 5:00 AM to 6:00 AM, we get a very large volume of phone calls. Avoid calling the office during this hour <u>unless you are experiencing an emergency that will prevent you from opening the polls on time</u>.
>
> Most issues can be resolved a little later in the day. For example, if one of your Poll Pads or DS200s is not working correctly, that's OK – that's why we give you more than one! Call us after 6:30 AM and we can help you at that time.

Chapter Table of Contents:

1. Getting Started
2. Assign Opening Duties to Teams
   a. Equipment Team(s)
   b. Paperwork Teams(s)
   c. Voting Area Team / Drop Box Assembly
   d. Polling Place Exterior Team
   e. Interior Signage Team
3. Final Checks, Instructions, and Paperwork

OPENING THE POLLS

GETTING STARTED

☐ **Open green Opening Procedures Envelope, which has the materials you need at 5:00 AM.**

☐ **All officers sign oath.**

- Do not wait for late officers.
- Chief signs the Oath first in the block toward the top.
- Verify all present officers are on your final roster or are last-minute replacements assigned to your precinct. (If you are in a polling place with two precincts, verify officer should not be in the other precinct.)
- Swear in officers.
- Instruct officers to sign on numbered line in same order as on roster.
- Hand out election officer badges.
- Instruct officers to write first name on the badge and their line number from oath in the corner (e.g. #2 for Assistant Chief, #3 for Collector Officer, etc.). This is where they will sign SOR and other forms later in day.
- If any officers arrive late, mark that on the Compensation Sheet.

☐ **If any officers do not arrive by 5:30 AM, call the office.**

If available, we will send Reserve Officers as replacements. If any no-show officers later arrive, call the office.

☐ **Welcome Authorized Representatives.**

- See **Authorized Representatives** section in *Overview of Polling Place Operations* chapter for specifics on qualification and number allowed.
- Provide badges to Authorized Representatives.
- Place authorization document in **Envelope #8**.

☐ **Show all officers the envelope containing keys and passcodes.**

All officers should have the opportunity to see that the seals on the envelope are **UNBROKEN**, in accordance with the law.

OPENING THE POLLS

GETTING STARTED

☐ **Cut the plastic security seal on the cage.**

- Scissors are in the green pouch.
- Put the cut seal in **Envelope #7.**

☐ **Use lanyard key to open equipment cage.**

- Follow instructions in **Opening Procedures Equipment Cage** guide**.**
- After you unlock the cage, check the seal number against the **Security Log.** Chief and another officer sign, date, and fill in reason for opening.

☐ **Officers remove contents from the cage and distribute to teams responsible for that function.**

- Hand out **Opening Procedures Equipment Cage** guide.
- **TIP:** Remove ballots from base of DS200 before removing DS200s from cage.

 The DS200 scanner is large and top heavy.
THREE PEOPLE should safely unload scanners from the cage.

☐ **Assign opening duties to teams.**

Delegate tasks and distribute **Opening Procedures** guides to each team.

Teams should work on their tasks in parallel alongside other teams. The Chief and Assistant Chief should help and/or monitor teams.

OPENING THE POLLS

POLL PAD TEAM

☐		**Instruct Poll Pad team officers to open and set up the Poll Pads.** Give the team the **Opening Procedures – Poll Pad & Check-in Table** guide.
☐		**Chief verifies zero check-ins and correct precinct** • Verify that the check-ins are zero (0). • Verify that precinct on screen is correct. • Verify that election on screen is correct. • Verify that date on screen is correct.
☐		**Set up Admin Tablet** • Power on the tablet. • Enter the passcode on the lock screen from the Chief's password card. • Admin Tablet should open to home page. • Keep Admin Tablet at the Chief's Table.
☐		**Set up the Check-in Table.** • Hand out the **Opening Procedures Poll Pad & Check-in Table** guide • Direct team members to where needed materials are located.
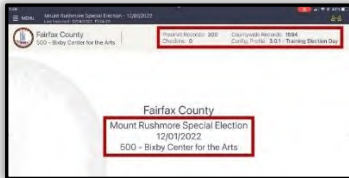
OPENING THE POLLS

DS200 TEAM
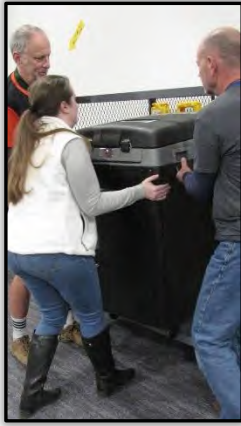
☐ **Instruct DS200 team officers to unload, open, and set up the DS200s.**

- Give the team the **Opening Procedures – DS200 Ballot Scanner** equipment guide.
- *NOTE: About 10% of precincts have been issued a narrower, taller black cage. See separate instruction*s.
- **TIP:** Remove ballots from base of DS200 before removing DS200s from cage.

> The DS200 scanner is top heavy and unwieldy. **THREE PEOPLE** should safely unload each scanner from the cage.

- Set up **two** DS200s, even if you only need to use one for voting.
- Put up a privacy booth to surround each scanner to provide ballot secrecy.

Do not tape any cords or other materials to school gymnasium floors!

OPENING THE POLLS

BALLOT TEAM

☐ ✒️ **Sign Ballot Receipt form**

- Instruct the ballot team to match the number on the **Ballot Receipt** form with the number of ballots delivered.
- The label on each sealed box states how many ballot packs of 200 are enclosed.
- One officer signs the form.
- Keep **Ballot Receipt** form with the uncounted ballots in the cage so that counted ballot pack numbers can be recorded throughout the day**.**

☐ ✒️ **Set up the Ballot Table and double count 200 ballots.**

> 💥 **Never leave ballot table, ballots, or voting permit cards unattended!**

- Hand out **Opening Procedures – Ballot Table** guide.
- Direct team members to where needed materials are located.
- Remind officers to double count the ballots and to enter the number of ballots in each opened packet on the **Ballot Receipt** form.
- Keep the **Ballot Receipt** form with the uncounted ballots in the cage.

☐ **Instruct ballot team officers to open and set up one ExpressVote.**

- Give the team the **Opening Procedures ExpressVote guide.**
- Put the ExpressVote on a wheelchair-accessible table in a visible area but where voter privacy is still protected.

INSIDE TEAM
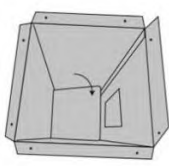
☐ **Assemble absentee ballot drop box.**

Use **Assembly Instructions – Absentee Ballot Drop Box** guide.

☐ **Prepare voting area.**

- Set up cardboard privacy booths on tables.
- Arrange booths to have space between them for privacy from other voters seated, walking by, or standing in line.
- Set up a table or chair near the DS200 scanners for return of pens/folders and to hold "I Voted" stickers.
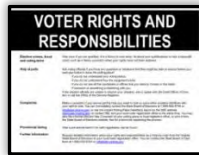
☐ **Post interior signage in the voting room and interior hallways if not done during Monday setup.**

Hand out **Opening Procedures Signs & Posters** guide.

💥 **Do not tape anything to school gymnasium floors!**

OUTSIDE TEAM

Yellow safety vests

There are yellow safety vests in a side pocket of the black kit to use for better visibility for officers working outside the building. These vests can also be used during the day by the curbside voting officers.
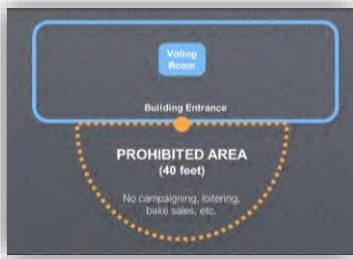
☐ **Mark 40-foot Prohibited Area.**

- Hand out **Opening Procedures Marking Prohibited Area**

- Use chalk, yellow rope, and caution tape to mark 40-foot Prohibited Area.
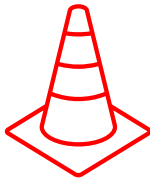
☐ **Mark voter parking.**

- Use traffic cones to reserve voter parking **early** before non-voters park in those spaces.
- In primary elections, reserve 5 voter parking spots.
- In general elections, reserve 10 voter parking spaces.

☐ **Put up outdoor signs.**

- Hand out **Opening Procedures Signs & Posters** guides to team.
- Ensure **Prohibited Activities** poster is posted near building door and visible from outside the polling place.

☐ **Put up signage for Curbside Voting.**

- Designated curbside area must be within **150 feet** of building entrance.
- The alternate number on the slider is for Office of Elections general support.

OPENING THE POLLS

Prepare Chief's Table and Provisional Voter Table

☐ • Chief's Table should be located away from check-in area and the flow of voters.
   • Provisional voter table should be next to Chief's Table, in a location which prevents the voter from casting a provisional ballot in DS200 scanner, while affording voting booth privacy.
   • How you arrange the materials on the table is the Chief's choice.

Materials needed:
   • Numbered envelopes and pouches
   • Voter forms, in particular:
      o ID Confirmation Statement
      o Request for Assistance
      o Affirmation of Identity
      o Voter Registration Application
      o Provisional ballot envelopes and notices
   • Other forms, as necessary
   • Virginia Code book
   • Absentee voter list
   • Poll Pad for non-routine voter check-in
   • Admin Tablet
   • Pens, stapler, small paper pad
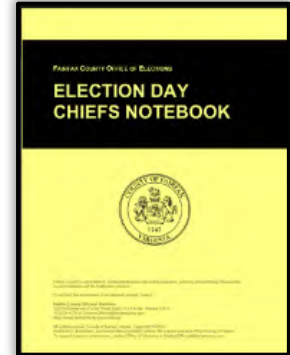
EXAMPLE OF SETUP FOR CHIEF'S TABLE

OPENING THE POLLS

FINAL CHECKS, INSTRUCTIONS, AND PAPERWORK

☐ **Chief gives final instructions to officers.**

- Review voter check-in procedures.
- Remind officers they are non-partisan on election day.
- Remind officers to refer all non-routine voters to Chief or Assistant Chief.
- Remind officers to bring any voting equipment or ballot issues to Chief or Assistant Chief.

AB **Identify officer(s) who will update paper pollbook after polls open and assign task**

- The **Backup Paper Pollbook** can be found in one of the side pockets in your Black Kit along with a **Pollbook Count Sheet**. There are instructions on pink paper for using the Backup Paper Pollbook.

- There is also a **Close of Books** report. This is the list of names that may have been added to or deleted from your Backup Paper Pollbooks after the Backup Paper Pollbooks were printed. If you need to use your Backup Paper Pollbook, check the Close of Books Report for names that you cannot find.

  The Chief must keep the Absentee Applicant List in the polling place on election day as a public record open for inspection by any person <u>upon request</u> while the polls are open.

☐ **Review security and emergency procedures.**

- Ask officers and authorized representatives to stay alert and bring any issues to your attention.
- Go over emergency evacuation and shelter-in-place procedures.

  EMERGENCY PROCEDURES instructions are located on the inside of the Notebook's back cover.

☐ **Chief and Assistant Chief should use this checklist and the Opening Guides for a final review of preparations.**

☐ **At 6:00 AM sharp:**

- Instruct officer to go outside the building entrance to announce loudly, **"The polls are now open!"**

- Instruct an officer to touch **"Go to Voting Mode"** on <u>both</u> DS200 scanners.

1. Unlock top and bottom padlocks

- ☐ Cut the zip-tie seal on the top. Unlock top and bottom padlocks with equipment key on lanyard.

- ☐ Compare seal number to latest entry on **Cage Security Log** on inside of right cage door. If cage was not opened for setup, also verify seal number matches **Machine Certification Form**.

- ☐ <u>Two officers</u> fill out a new opening entry on **Cage Security Log**. Write date, time, reason, cut seal number, names, & signatures.

- ☐ Put the cut seal in **Envelope #7**.

2. Release upper and lower slide bolts on left door

- ☐ Open the right door first.

- ☐ Find the slide bolts inside the top and bottom of the left door.

- ☐ Rotate the slide bolt handles toward you (see red arrow).

- ☐ Push down to lower upper bolt and pull up to raise bottom bolt.

- ☐ Open the left door.

3. Remove ALL loose items from the cage

- ☐ Curbside voting sign and drop box container are packed in front of DS200s upon cage delivery.

- ☐ Remove privacy booths and blue bag from top of DS200s.

- ☐ On election day **only**, remove ExpressVotes in black cases.

- ☐ Remove standing privacy booth in blue hard case.

- ☐ Remove flat packed cardboard boxes and real estate signs tucked between DS200s and walls of the cage.

- ☐ When cage is delivered, there are no items packed behind the DS200s. You do not need to remove the DS200s to set up your precinct during Monday site setup.

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4. On election morning, open and unpack DS200 ballot compartments

☐ Verify that green zip-tie seal number on DS200 ballot compartment matches **Machine Certification Form**.

☐ Cut zip-tie seal on DS200 ballot compartment and place in **Envelope #7**.

☐ Use flat silver key on wristband to unlock ballot compartments.

☐ Remove all items stored in ballot compartments.

5. Gather THREE people to unload DS200s

☐ ⚠ The DS200 scanner is top heavy and unwieldy. **THREE PEOPLE** should safely unload each scanner from the cage.

☐ One person stands on each side of the DS200 while a third person stands in front.

☐ The people on the sides grasp the scanner using the **BLACK** handholds built into the base.

DO NOT GRASP THE GRAY CUTOUTS IN THE CLAMSHELL.
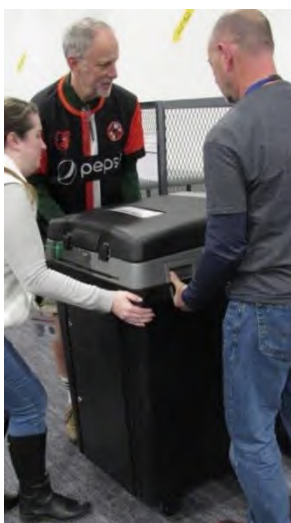
6. Carefully unload the DS200s

☐ Slowly roll the DS200 forward out of the cage.

☐ The person standing in front braces the DS200 to be sure it doesn't fall forward.

☐ The people on either side lift the DS200 out of the cage, gently setting it on the floor.

☐ Repeat for the second DS200.

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1. Check security of case

☐ Bring Poll Pad cases to the check-in table for assembly.

☐ Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.

☐ Cut seal and put in **Envelope #7**.

2. Remove contents from cases

☐ Remove contents from the green cases.

☐ Each case contains one Poll Pad and its peripherals:

- o Poll Pad
- o Poll Pad base
- o Power cord and charger
- o Clear plastic ID holder
- o Stylus

3. Assemble base

☐ Hold Poll Pad sideways so home button is on the right.

☐ Rotate the arm so that it points toward you.

☐ Insert the arm into the slot in the green circle in the base. **CAUTION!** Push down on the arm, <u>not</u> on the Poll Pad.

4. Assemble ID holder and plug in to power

☐ Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!

☐ Insert stylus into the round hole of the ID holder.

☐ Plug small end of power cable into Poll Pad below Home button, then plug large end of power cable into charger.

☐ Plug charger into surge protector and keep plugged in all day. Tape down cords.

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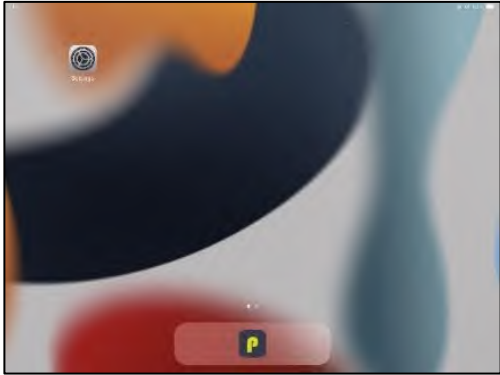
5. Turn on Poll Pad

☐ Find power button on the left side of the Poll Pad.

☐ Press and hold power button until Apple logo appears.

☐ Tap the **green "P" icon** on the bottom of the screen to start the Poll Pad application.

6. Finish assembly

☐ Battery icon should be green with a lightning bolt.

☐ Position Poll Pads within 30 feet of each other so they can sync.

☐ Check the **sync icon** that looks like two people connected by dots. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon should turn green. Yellow means Poll Pad is waiting to sync with others.

☐ The cloud icon may be **red** or not visible while polls are open. This is OK!

7. Place other required items at check-in table
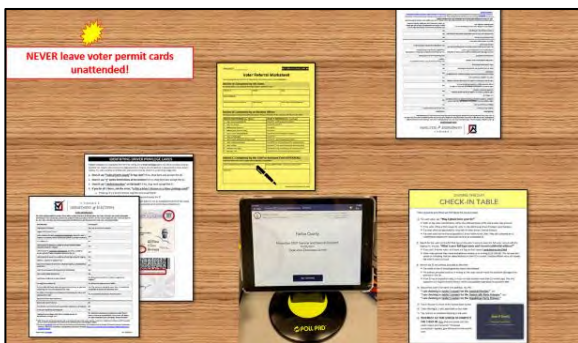
☐ Place documents and items next to each Poll Pad:
  - o Voter Identification Chart
  - o Identifying Driver Privilege Cards guide
  - o During the Day Check-In Table function description
  - o Voter Referral Worksheets and pen
  - o Voting Permit Cards (never leave unattended!)

☐ Place a copy of the Voter Identification Chart facing out toward voters.

☐ Arrange tables and chairs for check-in officers.

☐ Provide chairs for voters who may have difficulty standing in line.

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1. Front of the DS200 scanner

☐ Verify that green seal numbers on the black DS200 lid and ballot compartment with "Unopened Ballots Inside" label match the numbers on the **Machine Certification Form**. In most precincts, only one DS200 will have this label.

☐ Cut the green seal(s) and place in **Envelope #7**.

☐ Use the flat silver key to unlock and open the auxiliary compartment. <u>Two officers</u> confirm that the auxiliary compartment is empty.

☐ Keep the silver metal flap in the upright position. Close and re-lock the compartment.

☐ Use the flat silver key to unlock and open the ballot compartment.

☐ <u>Two officers</u> verify that ballot compartment with "Unopened Ballots Inside" label contains sealed ballot box(es). Remove all boxes from ballot compartment. **Verify the ballot compartment is empty.**

☐ Put sealed ballot box(es) in the equipment cage.

☐ Close and re-lock the ballot compartment.

2. Back of the DS200 Scanner

☐ Use the flat silver key to unlock the power cord compartment.

☐ Unwrap the power cord and plug it into a power strip or surge protector. Plug the surge protector into an AC wall outlet.

☐ Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.

☐ Leave the power cord compartment open for ventilation while the voting machine is being used.

3. Top of the DS200 Digital Scanner

☐ Use the flat silver key to unlock the black DS200 lid.

☐ Open both latches and flip them out, then lift the black DS200 lid.

☐ Use black barrel key to unlock the scanner screen.

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4. Boot up the scanner

☐ Lift the screen. The DS200 scanner will power on automatically. It may take 2-3 minutes until it is ready for the next step.

☐ Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.
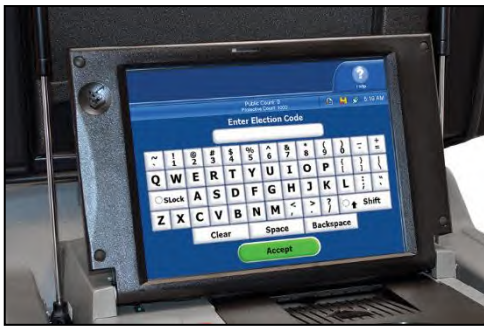
5. Enter election security code; verify election and power

☐ Enter the election security code (password) after the system has finished powering on. Password is case-sensitive. Tap **Accept**.

☐ The DS200 digital scanner will print a **Configuration Report,** but **DO NOT** tear off the tape yet.

☐ Verify on screen that the date, the election, and the precinct name & number are correct.

☐ Verify on screen that DS200 is receiving power.

6. Prepare DS200 for voting

☐ Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and three (3) **Zero Totals Reports** will print.

☐ Tear off the entire tape.

☐ <u>Two</u> officers sign all three (3) copies of the **Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.

☐ Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.

☐ Place a privacy booth around the DS200 screen.

7. Ready to go!

⚠️ **<u>Wait</u> until 6:00 AM to tap "Go to Voting Mode."**

☐ At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.

☐ The DS200 is now ready to accept ballots.

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1. Collect needed materials and arrange on table

☐ **During the Day Ballot Table** guide

☐ **Ballot Receipt** form and a pen.

☐ **Ballot Worksheet**.

☐ **Envelope #4** (unless Chief keeps at Chief's table).

☐ **Demonstration ballot.**

☐ Loose pack of 10 **ExpressVote cards** (contained in clear plastic bag inside brown envelope in kit)

☐ Privacy folders.

☐ Pens, magnifying glass, magnifying sheet, clipboards.

💥 **NEVER LEAVE BALLOT TABLE UNATTENDED!**

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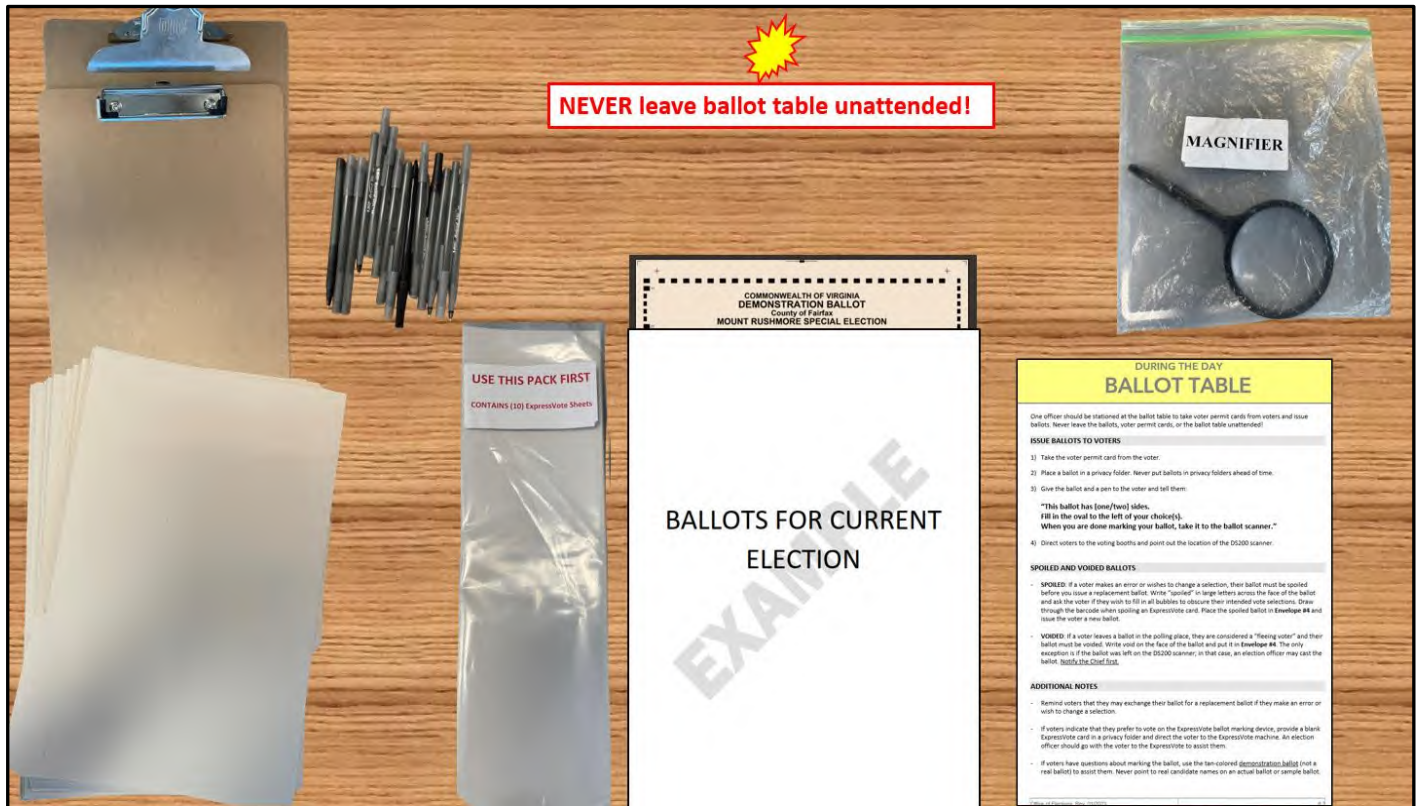
2. Open and count out ballots

☐ Verify the number of Democratic and Republican ballots delivered to your precinct matches the **Ballot Receipt** form. In some precincts, Democratic and Republican ballots may be packed together in one cardboard box. Assume each box of ballots contains the number(s) listed on the label.

☐ Sign the **Ballot Receipt** form and give it to the Chief.

☐ Open one cardboard box(es) of ballots.

☐ Confirm that the correct precinct number and name are printed in the upper right corner of the ballots.

☐ Open one sealed pack of 200 ballots for each party. During the day, open just one sealed pack at a time.

> 💥 **Keep all unopened boxes of ballots locked in the cage until needed.** Keep **Ballot Receipt** form with ballot boxes in cage.

☐ <u>Two officers</u> (or one officer and one page in November) must double-count each pack of ballots before they can be given to voters.

☐ **Double-count method:**

- o Count 10 ballots at a time, then crisscross each group of 10, until you have a stack of **20** groups. The stack should add up to **200** ballots.

- o When the first officer finishes the count, the second officer recounts the ballots using the same group of 10 crisscross method.

- o You may use the provided rubber fingers to help; do not lick your fingers to help count ballots!

☐ Record the number of counted ballots by party on the **Ballot Receipt**. Note when there are more or fewer than 200 ballots in a pack. When not counting ballots, keep the **Ballot Receipt** in cage with uncounted ballots.

☐ **Use the 10 loose ExpressVote cards first**. Do not open other packs until you need them. Count the cards to make sure there are 10 in the brown envelope.

BALLOT RECEIPT   RETURN IN #2 ENVELOPE
Precinct: **100 PATRIOT (Mar 2024)**   Fairfax County – Presidential Primaries – Mar 5, 2024

BEFORE POLLS OPEN: Sign before opening any ballots.

I solemnly swear [or affirm] that I have this day received from the designated representative of the Electoral Board one or more sealed package(s) that the Board states contain(s) the following number of official ballots (paper) for use in this election.

Pursuant to § 24.2-621 of the Code of Virginia, I further certify that the seals on the package(s) of official ballots (paper) are intact and that no tampering with them appears to have occurred.

Number of precinct-specific **Democratic** ballots received: _____ **1000**

Number of precinct-specific **Republican** ballots received: _____ **1000**

Election officer name: _____

Election officer signature: **X** _____

Date: _____

DURING THE DAY: Write the number of ballots in each pack as you open them.
Each pack should have 200 ballots. You will need this information to complete the SOR.

Pack	Democratic ballots: Number of ballots in pack	Pack	Republican ballots: Number of ballots in pack
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

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1. Initial setup

☐ The ExpressVote is heavy. Two officers should perform these tasks.

☐ Identify an accessible table with space for wheelchair access.

☐ Provide a chair for voters.

☐ Lay the case down on the table. Unzip it and **gently** slide the ExpressVote out with the screen facing down.

☐ Remove power cord and power brick from exterior side pocket. Remove headphones from inside the case with the ExpressVote.

2. Connect to power

☐ Connect the two halves of the power cord.

☐ Plug the power cord into a surge protector.

☐ Plug the surge protector into an outlet.

☐ Hold the power connector with the flat side facing up and plug it into the back of the ExpressVote. Make sure you hear/feel the click that tells you the cord is secure.

3. Extend prop bar

☐ Extend the prop bar on the back of the machine.

☐ Make sure the machine is stable and resting upright at a slight angle.

4. Prepare keypad and set out headphones

☐ Open the access door on the left side of the machine with the black barrel key.

☐ Verify the keypad is plugged into the keypad port.

☐ The keypad is attached to the side with Velcro. Pull to detach it.

☐ Place the keypad and headphones on the table so they are accessible to voters. Keep headphones unplugged until a voter needs them.

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5. Turn machine on

☐ Flip the power switch on.

☐ The device will take about three (3) minutes to power on.

☐ Verify the unit is receiving power by looking for the green light below the screen.

6. Enter election security code

☐ After the system initializes, enter the election security code (password), then touch "accept".

☐ On the next screen, verify that the date, election, and precinct number and name are correct.

7. Prepare for voters

☐ Close and re-lock the access door, ensuring that the keypad cord threads through the opening in the door.

☐ Place a privacy booth around the ExpressVote.

☐ Return the carrying case to the equipment cage.

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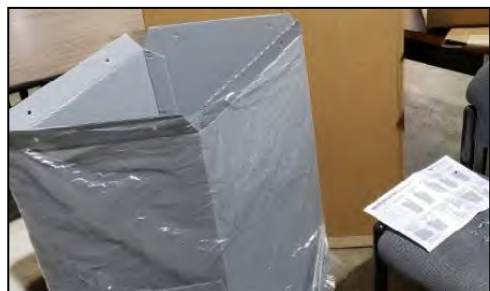
1. Unpack contents from box

Verify you have the following items:

- ☐ One (1) gray base body.
- ☐ One (1) top lid panel.
- ☐ One (1) weighted base.

2. Remove the hardware from the clear plastic portfolio

- ☐ The clear plastic portfolio is stored in the black kit. The hardware is in a clear plastic baggie inside the portfolio.
- ☐ Remove the lock and key.
- ☐ There are eight bolts and eight wingnuts.
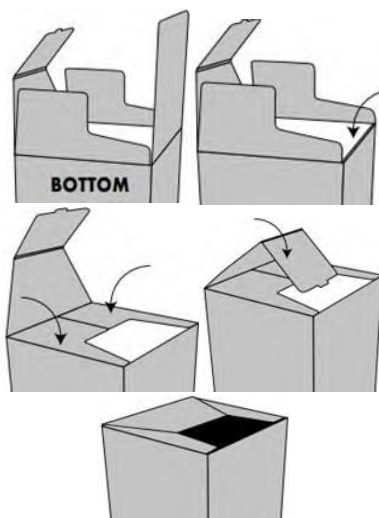
3. Unfold main body and fold side and back flaps

- ☐ Unfold main body unit with large flaps (bottom of unit) on top.
- ☐ Fold large end flap over and into unit as shown.
- ☐ Fold two side flaps into unit as shown.
- ☐ Bend back flap over and insert into unit.
- ☐ Fold end piece back towards rear of unit.
- ☐ Insert tab into pre-cut slot. Unit should appear as shown.
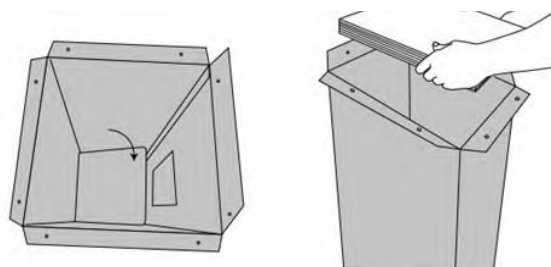
4. Insert weighted base and top lid panel

- ☐ Carefully turn unit right side up.
- ☐ Press large flap down into bottom of unit.
- ☐ Flap will lock into place through pre-cut slit inside of unit.
- ☐ Insert weighted base into unit and place squarely at bottom.

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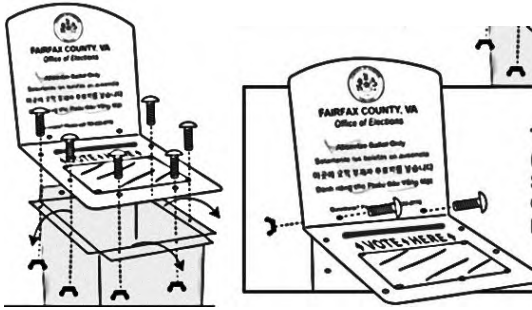
5. Secure top lid panel

- ☐ Fold upper flaps on base of unit outward.
- ☐ Set lid with door down into position.
- ☐ Align holes in lid with holes in flap.
- ☐ Secure with six (6) nuts and bolts as shown.
- ☐ Use two (2) bolts to secure back graphic to body of unit.
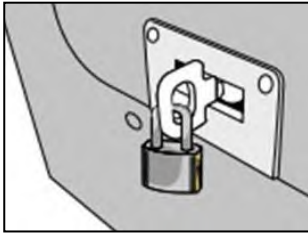
6. Secure back door during the day

- ☐ The drop box must be secured during the day.
- ☐ Close the door on the back of the box.
- ☐ Use the lock to secure the swivel hasp on the back door.
- ☐ Put the key back in the plastic baggie. Put plastic baggie back into the clear plastic portfolio and put in black kit.
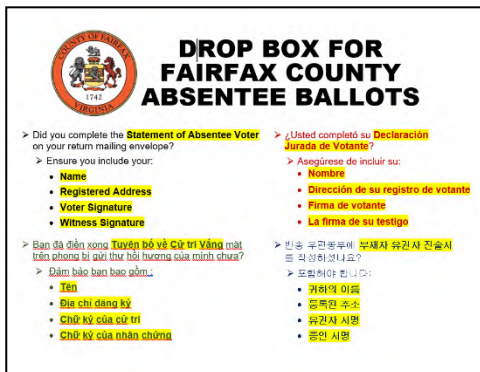
7. Insert multilingual sign

- ☐ Insert the "Drop box for Fairfax County absentee ballots" multilingual sign from <u>right</u> side of the acrylic window.
- ☐ Return the cardboard box to the equipment cage.

8. Position the drop box

- ☐ The drop box should be located near the <u>building entrance</u> or near the <u>voting room entrance</u>, at the discretion of the Chief.
- ☐ The drop box should be ready for voter use by 6:00 AM.

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Post these signs INSIDE, near the entrance to the voting room.
They should be visible to voters waiting in line to check in.

- **Attention All Voters** signs. Post all languages together.
- **Sample ballots** (front and back of ballot). Post one set near the voting room entrance and one set inside the voting room on the way to the check-in table.
- **DS200** instruction posters.
- **ExpressVote** instruction posters.
- **Voter Rights and Responsibilities** posters. Post all languages together.
- **Opting Out of the Permanent Absentee List** poster.
- **Work the Polls in Fairfax County** poster (you may post this near the exit instead, if you prefer).
- Primary elections only: **No Write-Ins in a Primary**
- Dual-party primary elections only: **Vote in only one party's primary**

Post these additional signs INSIDE the voting room.

- Post additional signs as needed, such as ARROWS, ENTRANCE, and EXIT to direct voters into the voting room and through the voting process without crossing paths with other voters.
- Post "Do you have your ID?" sign near **exit** to help cut down on the number of people who forget their IDs in the polling place!

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Post these signs OUTSIDE the polling place near the building entrance.

- **Polling Place** sign(s) at the most visible site from road/parking lot.
- **Vote Here** signs. One on or next to outside entrance and one on or next to voting room entrance.
- **Voting information** (HAVA-2) sign with voting hours at outside entrance.
- **Authorized Representatives** sign at outside entrance.
- Additional **polling place** signs (plastic signs on metal frames) on street corners or parking lot entrances as needed, especially if your polling place is difficult for new voters to locate.
- **Prohibited Activities** posters outside the main building entrance facing out toward oncoming voters and within the 40-foot boundary. Post all languages together.
- Post additional signs if needed, such as arrows to direct voters to voting entrance. This is especially important if you are not in your normal voting room.

Post these signs OUTSIDE near your curbside voting area.

- Designated curbside area must be within 150 feet of building entrance.
- Place yellow **curbside voting** sign where it is most visible near the designated curbside voting area or the accessible parking spaces.
- Attach curbside phone number to the white slider with a small piece of clear tape. Gently slide it into pocket on the yellow A-frame curbside sign.
- Post **alternate entrance** signs and establish additional **accessible parking** spaces close to your entrance, as needed.
- Place cones at reserved parking spaces, including accessible parking. Inspect exterior and interior pathways for obstacles.

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1. Identify supplies for marking Prohibited Activities Area

Outside the polling place, there must be a marked 40-foot Prohibited Activities Area, which provides voters unimpeded access to the building.

Verify you have the following items in the "No Campaigning" Kit:

☐ 40-foot length of yellow rope.

☐ Three pieces of yellow chalk.

☐ "NO CAMPAIGNING" caution tape.

☐ Roll of blue painter's tape from the blue supply bag.
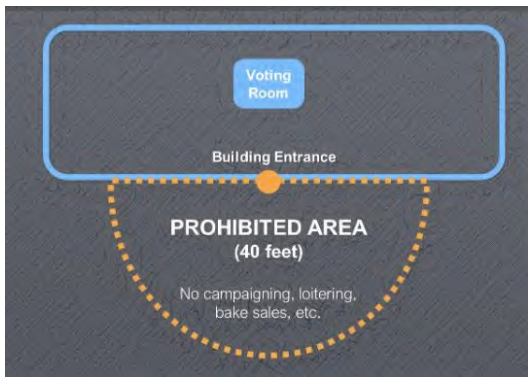
2. Measure and mark Prohibited Activities Area

☐ Identify the <u>building entrance</u> which will primarily be used by voters.

☐ Use the yellow rope to mark the 40-foot distance from the center of the identified building entrance.

☐ Use yellow chalk to draw the entire arc the rope creates as you measure the area from left to right of the door.

☐ Add blue painter's tape to further emphasize the line (especially since the chalk may fade over the day).

☐ Affix the "NO CAMPAIGNING" tape to the surface.
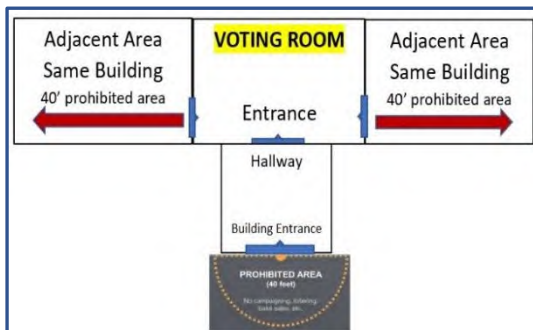
3. Exception for marking interior Prohibited Activities Area

☐ In some precincts, the 40-foot prohibited area is located within the building and <u>is measured from the entrance to the voting room.</u> (Electoral Board decision pursuant to § 24.2-310(E)).

Affected precincts:

  o **426** GREENSPRING
  o **509** PLAZA
  o **514** CROSSROADS (must **also have exterior** Prohibited Activities area marked for voters coming in from outside)

☐ Check with facility staff for the specifics of how to mark the interior Prohibited Area. This image is an example only.

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DURING THE DAY

DURING THE DAY

While polls are open, the principal jobs of the Chief and Assistant Chief are to **manage all operations** of the polling place and to **process non-routine voters**. You will need to be organized, detail-oriented, vigilant, friendly, patient, and willing to delegate tasks.

The Chief and Assistant Chief should communicate clearly with each other throughout the day about what they are doing and what they plan to do. It is important that each is always aware of the other's decisions and activities. Both Chief and Assistant Chief should be equally able to handle non-routine voters and use the *What-Ifs*.

Your primary management responsibilities:

- Oversee election officers in all positions
- Process non-routine voters
- Interact with people authorized to be in the polling place during the day
- Maintain security of the voting room and voting machines
- Oversee the polling place exterior
- Work with difficult people to defuse touchy situations

Further guidance for each of these areas of responsibility is set out below. Do not rely on memory alone! Consult the Chief's Notebook frequently, and do not hesitate to call the Office of Elections at 703-324-4735 with any questions.

OVERSIGHT OF ELECTION OFFICERS

Your election officers will process all routine voters. For those voters, your officers serve as the face of the election. It is important that you instruct your officers in their duties and that you monitor their performance for accuracy, consistency, and courtesy.

Emphasize to your officers to **"Call the Chief!"** if they have a non-routine voter or encounter any situation in the polling place they don't know how to handle.

Rotate officers through all positions **every 2-3 hours** so they get to perform all duties and get regular breaks. The Chief may make exceptions if they observe that a particular officer is not a good fit for a position, but note this on the Election Officer Evaluation Form.

Remind your officers that they must conduct themselves in a non-partisan manner the entire day, even if voters are not present.

Chapter Table of Contents

1. Chief's primary management responsibilities
2. Oversight of election officers
3. Scheduled tasks during the day
4. Maintain voting room and Prohibited Area security
5. Maintain voting machine security

DURING THE DAY

OFFICER FUNCTIONS

During the day, rotate your election officers among these 5 areas:

- **Greeter/Drop Box Monitor** – One officer should be positioned near the building entrance or voting room entrance to assist voters and monitor the drop box.

- **Check-In Table** – One officer should be stationed at each Poll Pad to check in voters.

- **Ballot Table** – One officer should be stationed at the ballot table to receive voter permit cards from voters and issue them a ballot. This officer may also help voters spoil their ballots when necessary and void any abandoned ballots.

- **Voting Booths** – One officer should be stationed near the voting booths to direct voters to an open voting booth. They should also clear out materials left behind in voting booths. In small elections, this officer may be the same officer monitoring the DS200.

- **DS200 Scanner** – One officer should be stationed near the DS200 scanner and guide voters on how to scan their ballot into the DS200. This officer should also distribute "I Voted" stickers to each voter. In small elections, this officer may be the same officer monitoring the voting booths.

As needed, officers assigned to some functions will also assist curbside voters.

Reminder: Schedule breaks for your officers!

At the appropriate duty stations, distribute or post the **During the Day** function descriptions. There is a separate guide for each position. The guides describe the duties of election officers and expectations for their performance. Make sure your officers understand the instructions and allow them to ask questions.

Reminder: Election officers can simultaneously serve in multiple functions as needed, but the drop box, check-in table, ballot table, and DS200 scanner **must never be left unsupervised**.

DURING THE DAY
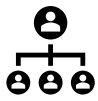
OVERVIEW

- Manage all operations of the polling place
- Work with non-routine voters
- Oversee election officer performance in all positions
- Interact with people allowed in the polling place
- Maintain voting room and equipment security
- Work with difficult people to defuse touchy situations
- Monitor the polling place exterior on a periodic basis

Do not rely on memory alone. Use the **Chiefs Notebook** and the guides. Call the Office of Elections at 703-324-4735 as necessary.

Consult the Chief info page in your **election officer portal account** for details related to your roster, polling place, rover, potential visitors on election day, and co-located precinct (if applicable).

Consult *Overview* chapter for guidance on the following topics:

- Resource allocation and equipment overview
- Officer roles, responsibilities, and rules
- Dealing with people allowed inside the polling place
- Working with authorized representatives
- Voters who need language assistance
- Disability awareness and accessibility checklist

Emergency Procedures are spelled out on the inside of the back cover of the Notebook.

Work with the Assistant Chief throughout the day

- Communicate clearly with each other throughout the day about what each is doing and what each plans to do.
- Decide which person takes on primary responsibility for which management task. For example, while Chief helps non-routine voters, the Assistant Chief manages officer rotations and oversees proper check-in procedure on a regular basis.
- Assistant Chief should be equally prepared to help non-routine voters.
- Chief also oversees Assistant Chief performance.

DURING THE DAY
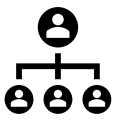
Use the During the Day guides to monitor and improve officer performance

- **Distribute the guides.** Post the guides at the different duty stations (for example, taped to the back of the DS200 lid). Each Poll Pad officer should have a copy of the Check-In Table guide next to the Poll Pad.

- The guides describe the duties of election officers and expectations for their performance. Make sure your officers understand the instructions and encourage them to ask questions.
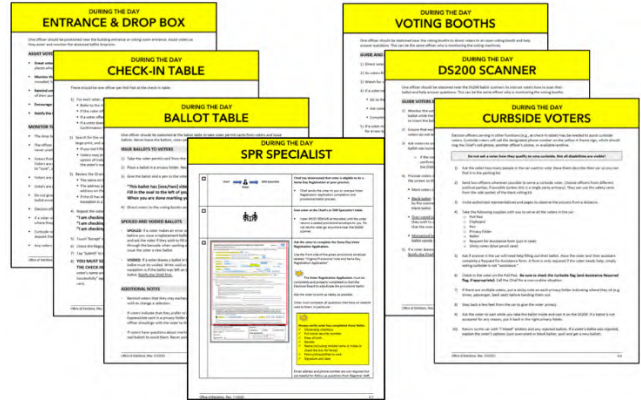
Ensure that officers rotate among all positions and get breaks during the day

- Rotate positions every 2-3 hours.
- Schedule breaks for all officers, especially meal breaks. Don't wait for officers to ask for a break.

> 💥 If the Chief observes that an officer is not a good fit for a particular position, they can decide not to rotate the officer into that position. Include this information on the Election Officer Evaluation Form.

Chief!

- **Instruct officers to "*Call the Chief*" if:**

  o They have a non-routine voter.
  o A voter needs to spoil a ballot or a ballot needs to be voided.
  o They encounter a situation in the polling place they don't know how to handle.

- Remind officers to NEVER turn away any voter.

DURING THE DAY

SCHEDULED TASKS DURING THE DAY

6:00 AM to 7:00 PM

Process these materials throughout the day:

- Once used, immediately store spoiled and voided ballots, surrendered absentee ballots, voter forms, and provisional ballot envelopes in the appropriate envelopes.
- Fill in electronic Provisional Log on Admin Tablet while you process each provisional voter.

All day

Record information throughout the day in the Chief's Notes.

Record machine issues, unusual incidents, voter problems, other problems, and any other information that reflects operations at your polling place on election day.

Every two hours

Every two hour tasks:

- Check that Poll Pads are still syncing with each other (any officer can do this).
  - Bring the Poll Pad on the Chief's Table close to the check-in table to sync with other Poll Pads.
- Fill in the **Voter Count Worksheet** at the intervals noted on the Worksheet. Assign an officer or page to do this.

> 💥 Matching check-in numbers against DS200 public counter numbers will catch discrepancies early. You will need this information to complete the Statement of Results during closing.

DURING THE DAY

SCHEDULED TASKS DURING THE DAY

9:00 AM

12:00 PM

3:00 PM

Submit Turnout Survey Numbers

- Use the three Turnout icons on the Admin Tablet to enter numbers and submit surveys at 9:00 AM, 12:00 PM, and 3:00 PM.
- Any officer or high school page can do this. Ask them to schedule alarms for these times on their phone.

5:00 PM to 7:00 PM

Begin advance preparation for closing the polls

- Complete the **Election Officer Evaluation Form**.
- Start filling in the back of **Envelope #7** with the opening information (DS200 seal numbers, Protected Count, Public Count) from the **Machine Certification Form**.
- Collect the following materials and organize on tables away from voters:
  o **Closing Procedure** guides (with a red banner) along with the materials needed for each task.
  o Organize numbered envelopes and pouches.
  o Assemble flattened boxes for voted and unvoted ballots but do not attach labels or tamper tape.
  o Put rolls of tape and scissors in assembled boxes.
  o Write out a list of assignments and teams, place list on table, and inform officers what their closing tasks will be.
  o Ask officers to review the guide(s) for their assigned task(s) if they have time.

6:45 PM

6:55 PM

Outside, an officer announces loudly that "The polls will close in 15 minutes" and check for curbside voters

- Two officers check clocks on their phones to verify official time.
- Any officer can make the announcement.
- Remind any officers registered to your precinct that if they haven't yet voted, do it now.
- At 6:55 PM, an officer checks curbside voting area to check if there are any curbside voters.
- At 6:55 PM, a Collector Officer goes to the drop box to permit any voter in line at 7:00 PM or any curbside voter with an absentee ballot to drop their envelope into the drop box (or give to the Collector Officer to drop in for the voter).

7:00 PM

Outside, an officer loudly announces, "The polls are officially closed!"

- Voting hours are now closed.

DURING THE DAY

BALLOT ISSUES

If voter makes a mistake on their ballot…

- Voter must return spoiled or damaged ballot/ballot card to the ballot officer to obtain a replacement ballot.
- Offer voter option to fill in all ovals to obscure intent.
- Officer writes **SPOILED** in large letters on ballot.
- Officer folds ballot in half and places it in **Envelope #4**.
- Use Demonstration Ballot to instruct voters on how to properly mark ballot. The Demonstration Ballot has generic contests and candidates.
- Place magnifying glass or sheet on ballot table to make ballot easier to read.
- Offer option for voter to use ExpressVote to mark ballot.
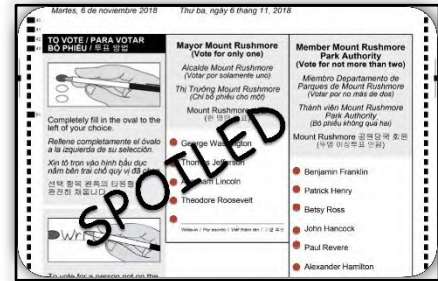
If voter leaves ballot behind without casting it…

- If voter leaves ballot in voting room:
  - Mark the ballot **VOID** and put it in **Envelope #4**.
  - Make a note in the **Chief's Notes** with time of discovery.
- If voter attempts to scan ballot on DS200 but leaves before DS200 indicates that ballot was not accepted:
  - Officer should alert Chief before doing anything.
  - Invite Authorized Representatives to observe.
  - Chief directs officer to cast ballot.
- Remind voting area officers to periodically check for abandoned ballots and other materials.
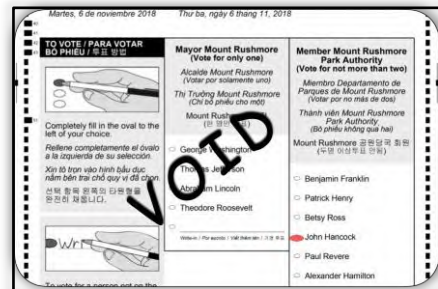
If DS200 does not accept ballot…

- Blank ballot:
  Voter has option to (1) return ballot and mark it or (2) confirm that they wish to vote a blank ballot.
- Over-voted ballot (too many ovals filled in a contest):
  Voter has option to (1) confirm that they wish to vote an over-voted ballot or (2) spoil and replace ballot. Inform the voter that the over-voted contests will not be counted (other properly voted contests will be counted)
- Mismarked ballot:
  If the ballot is rejected, the officer should ask the voter to insert the ballot upside down. If that doesn't work, send the voter to the ballot table to spoil and replace the ballot. If the voter leaves before the ballot is accepted, store the mismarked ballot in auxiliary ballot compartment during voting hours. During closing, you will need to hand count the ballot. Use the **Hand Count Report**. This is not a fleeing voter.
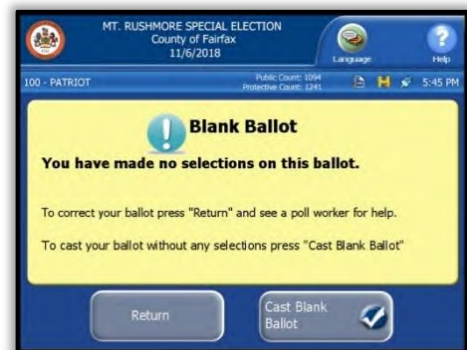
DURING THE DAY

MAINTAIN SECURITY OF VOTING ROOM AND VOTING EQUIPMENT

Enforce ID (badge) security and watch for unauthorized people

- Check the identification of anyone claiming to be a technician before allowing access to a voting machine.

    ☎ Call Technical Support when in doubt.
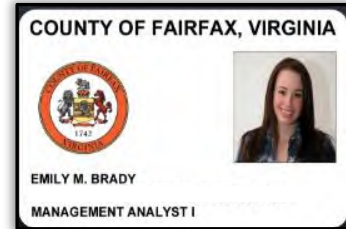
- Consult *Overview* chapter on *People Allowed inside the Polling Place* for who must wear badges.

- Be alert for people who are lingering inside the voting room. Consult *Overview* chapter on *People Allowed inside the Polling Place* for rules on loitering within the Prohibited Area.

Maintain security of ballots and election materials

💥 **Never leave ballots, ExpressVote cards, or voting permit cards unattended.**

- Ballot officers should never pre-fill privacy folders.
- Lock unused ballots inside the cage along with extra supplies.
- Keep cage locked at all times.
- Keep materials on the Chief's table under your control and away from voters.
- Locate the cage near the Chief's table so voters will not have access to it while moving through the room.
- If your cage does not fit into the voting room, leave it just outside the room or as close a location as possible.

💥 **Tampering with voting equipment is a Class 5 felony. § 24.2-1009**

- Be vigilant! You and your officers should observe all voter behavior around voting equipment.

- Watch for (not an exclusive list):
    - A voter takes an extra-long time to insert their ballot into the DS200.
    - A voter makes a lot of unusual motions while inserting ballot into the scanner.
    - A voter carries liquids, food, or other items that could damage a ballot or machine.
    - A voter is accompanied by children who are touching machines, cords, or chargers.

    If you observe these kinds of behaviors, politely ask, "Do you need assistance?"

DIFFICULT SITUATIONS OR VOTERS

Try the following:
- Give the voter a Fairfax County Electoral Board comment form or Virginia Department of Elections complaint form.
- Encourage them to contact us. They can:
  - Email elect@fairfaxcounty.gov.
  - Call our office: 703-324-4735.
  - Call the State Board of Elections at 800-552-9745.
  - Contact their federal or state elected officials who can change the laws.
- If the voter insists they should be allowed to vote in your precinct, issue a provisional ballot. Document in the **Chief's Notes**.
- Use the below chart to help evaluate and handle situations.

FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM
Name _____ Phone _____
Address _____
Precinct _____ Date _____ Election Officer _____

Level 1: VOTER NEEDS ASSISTANCE

Examples	**What can you do?**	**Helpful Responses**
• Questions about their ballot • What happens when I …? • How do I know my vote will be counted? • I need some help	• Put yourself in their shoes • Listen and try to understand • Be a partner • Find a solution • Provide information you have • Officer refers voter to the Chief; Chief calls the Office	• "That's a great question. Here's what I can tell you…" • "I don't know the answer. Let me look that up for you…" • "I'm sorry to hear that." • "I am going to refer you to the Chief for help."

Level 2: VOTER IS UPSET

Examples	**What can you do?**	**Helpful Responses**
• Voter doesn't like what is on the ballot • Voter disputes what is on their voter record • Voter missed deadlines for getting service from us • Voter wants to talk for +15 minutes	• Be calm, acknowledge their frustration • Avoid arguments, confirm what you understand to be the issue • Give them the available options and let voter choose • Officer refers voter to the Chief; Chief calls the Office	• "I'm sorry, but I need to help other voters. Is there one last thing I can do for you?" • "I would be frustrated too if that happened to me." • "This is what I can do to help."

Level 3: VOTER IS DISRUPTIVE

Examples	**What can you do?**	**Helpful Responses**
• Profanity directed at staff or other voters • Racist, sexist, or homophobic jokes or comments • Person threatens staff or others • Person continually interferes with operations or other voters	• If person was referred to you, learn what has happened so far • Inform person that their behavior/comments are unacceptable. • Tell the person to finish up and leave the voting room • Call on other officers to witness the incident • Call law enforcement if you perceive a serious threat	• "If you continue to curse at officers or other voters, you will have to leave the voting room." • "If you continue to make threats, I will call law enforcement." • "Please finish voting and leave now."

DURING THE DAY

Document major or other incidents in Chief's Notes *(we review these very carefully!)***:**

- Document incidents involving injury, property damage, or emergency responders in the "Election Day Incident Report".
- Document other events on the pages titled "Observations / Comments".
- Try to get names of everyone involved in the situation.
- Note whether the difficult person was a voter, authorized representative, or outsider.
- Summarize the problem/conversation. In particular, record details of any type of threat. Direct quotations are very helpful.
- Note if the Chief and Assistant Chief and/or other officers were witnesses.

Document all Poll Pad, ExpressVote, and DS200 problems in Chief's Notes

- Use the page titled "Poll Pad and Voting Equipment Problems".
- Specify equipment serial number and the time the problem occurred.
- Specify public counter number for DS200 (if applicable) and description of problem.
- Document who reported the problem (voter's or election officer's name).
- Describe what action was taken to correct the problem.
- Include any other comments or observations concerning the problem.

☎ IMMEDIATELY CALL your Rover or Technical Support if technical problems prevent you from checking in voters or voters from casting their ballots.

Document the instructions given by telephone

- Name of person giving instructions.
- What action was taken to correct the problem.
- Any other comments or observations concerning the problem.

Document any work by a technician or Rover

- Name of technician, Rover, or Office of Elections staff member.
- Procedure used to correct problem (e.g., machine rebooted, machine replaced).
- Results of procedure (successful or unsuccessful).
- Time that the machine was placed back in service (or time a substitute placed into service) along with machine serial numbers.

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(s) 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 to ensure 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.

- 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 voter in line at the drop box at 7:00 PM may deposit their absentee 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, do not ask for their driver's license instead.

   - If a voter does not have an acceptable ID, 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, tap on the voter's name to open the full voter record with the large print, and ask, **"What is your full legal name and current residential address?"**

   - If you can't find the voter, or if there is a flag on their record, send them to the Chief.

   - A voter 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.

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 driver's license, which is acceptable regardless of expiration date.

4) Tap '**Accept**' to move to the Ballot Party Selection screen.

5) Ask the voter:
   "Do you wish to vote in the Democratic Party Primary or in the Republican Party Primary?"
   Never ask if the voter is a Democratic or Republican! Voters do not register by party in Virginia.

6) Tap **'Accept'** to move to the confirmation screen.

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

8) Repeat the voter's full name, like this:
   "I am checking in [voter's name] for the [Democratic or Republican] Party Primary."

9) Tap '**Submit**' to complete checking in the voter.

10) Only after the screen with the voter's name and the words "Processed Successfully" appears, give the voter a voter permit card.
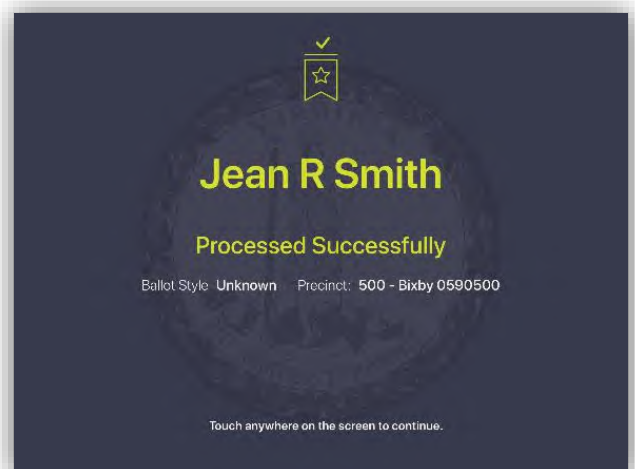
One officer should be stationed at the ballot table to take voter permit cards from voters and issue ballots. **Never leave ballots, voter permit cards, or the ballot table unattended!**

ISSUE BALLOTS TO VOTERS

1) Take the voter permit card from the voter. (There are different color cards in dual-party primaries and in co-located precincts).

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:

   "I am giving you a ballot for the [Democratic/Republican] primary election.
   This ballot has one side.
   Fill in the oval to the left of your choice.
   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 without casting it on the DS200, 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 after the voter attempted to cast it; in that case, an election officer should <u>notify the Chief and then may cast the ballot</u>.

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 and to ensure the correct party primary ballot is selected.

- If voters have questions about marking the ballot, use the <u>demonstration ballot</u> (not a real ballot) to assist them. 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 cannot leave the voting room.

- Ensure that voters do not get assistance from other voters (especially while in the voting booths), 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). If you notice voters talking to each other while in the voting booths, say to them: "If you need assistance reading or marking your ballot, speak to an election officer."

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 can 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 will 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 the 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 the option to confirm that they wish to vote an over-voted ballot, or they may 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 after attempting to cast it**, an election officer may cast their ballot. Notify the Chief first but do not leave the scanner unattended. Another election officer should act as witness. Invite Authorized Representatives to observe.

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 how they qualify to vote curbside. Not all disabilities are visible!**

1) Ask the caller how many people in the car want to vote (if it is a dual-party primary, also ask which party primary they wish to vote in). Have them describe their car so you can find it in the parking lot.

2) Send two officers whenever possible to serve a curbside voter. Choose officers from different political parties, if possible, unless this is a single party primary. 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:
   - Poll Pad
   - Clipboard
   - Pen
   - Green privacy sleeve
   - Ballot (put ballot in the 19" green privacy sleeve for transporting to and from curbside)
   - Request for Assistance form (just in case)
   - Sticky notes (green pouch)

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 (e.g. cast overvoted or blank ballot; spoil and get a new ballot).

DURING THE DAY
TURNOUT SURVEYS

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.

Use the Admin Tablet to submit each turnout survey.

Notes:

- Any election officer or high school page may submit each survey.

- Whoever is assigned to submit the turnout surveys should schedule alarms on their phone for each time below.

- You will have approximately 15 minutes to submit your turnout survey at each given time. If you try to submit it after that time, the survey may be closed and submissions will no longer be accepted. It's OK, but just make sure to submit the next survey on time!

Turnout survey #1:
Submit between 8:45 AM and 9:00 AM

Turnout survey #2:
Submit between 11:45 AM and 12:00 PM

Turnout survey #3:
Submit between 2:45 PM and 3:00 PM

EXPRESSVOTE – ACCESSIBLE BALLOT MARKING DEVICE

What is an ExpressVote?

The ExpressVote is an ADA-compliant ballot marking device that enables a voter to mark their ballot without assistance.

In accordance with federal law, marking devices cannot record votes. Instead, the ExpressVote acts as a pen, and prints out a marked ballot card which the voter then inserts into the DS200.

Voters may use the touch screen, keypad (includes braille), sip and puff device, or rocker paddle device. All options can be used in conjunction with an audio ballot.

How do you use an ExpressVote?

Most voters will use the ExpressVote touchscreen. To assist them:

1. Instruct the voter to insert the ballot card into the slot with the card cutout corner at upper right.
2. In a dual-party primary election, the election officer selects the party primary the voter is voting in.
3. Instruct the voter to follow the prompts on the touchscreen to select the language.
4. Point out that the voter may use "zoom" to adjust the font or "contrast" to change the screen display.
5. Instruct the voter that they will have the opportunity to review the ballot after making selections.
6. Instruct the voter to review the ballot, then touch "print card".
7. Insert the printed card into a privacy folder and then instruct the voter to take the card to the DS200 to have the ballot scanned and counted.

Can blind or visually impaired voters use an ExpressVote?

Yes! To assist voters who are blind or visually impaired:

1. Help the voter get seated and comfortable. (If the voter has an assistant or companion, allow the companion to take the lead in helping the voter get situated.)
2. Briefly, describe the ballot marking device (ExpressVote) and how the voter will use it.
3. Gently, place the keypad in the voter's hand(s) and describe the various buttons and their functions. Allow the voter time to get acquainted with the arrows/buttons and to feel each shape.
4. Plug in the headphones and help the voter to put them on and adjust the volume.
5. Describe the ballot card and explain that you will insert the card (or help the voter to insert the card) to start the program/audio prompts.
6. Explain that you will step away to give the voter privacy and quiet, but that you are available (close by) if help is needed.
7. Stay at least five feet away from the voter to give them privacy.
8. After making all selections, a Summary of Selections will begin to give the voter the opportunity to review the entire ballot and make changes, if desired.
9. When the voter has completed voting, as needed, help the voter place the marked ballot into a privacy folder and take it to the DS200 to be scanned.

EXPRESSVOTE – ACCESSIBLE BALLOT MARKING DEVICE

What are the buttons on the ExpressVote keypad?

YELLOW TRIANGLES: Navigation Arrows/Buttons

- UP: go to or repeat previous voting option
- DOWN: go to (or scroll) to next voting option
- LEFT: go back to previous contest/issue
- RIGHT: go forward to next contest/issue

BLUE SQUARE: SELECT (choose) an option.

WHITE PENTAGON: HOME button – push once for language selection; push twice for help. The button opens screen with general voting instructions.

TURQUOISE HEXAGON: PAUSE button to stop/resume audio.

GREEN CIRCLE: REPEAT button to repeat the last instruction or option.

ORANGE RECTANGLE: VOLUME control. Use left (minus) to decrease volume; right (plus) to increase volume. *IMPORTANT: The default volume is quite low. You may have to assist the voter to increase the volume when they first put on the headphones.*

PURPLE OVAL: TEMPO button can be used to decrease (minus) or increase (plus) the speed of the audio output.

BLACK DIAMOND: SCREEN display toggle will turn off/on the ExpressVote screen to protect the privacy of the voter while they are voting. Pushing the black diamond 4 times before the ballot is printed will eject the ballot card and EXIT the program.

Is there anything else I should know about the ExpressVote keypad?

- The LEFT and RIGHT arrows help the voter navigate backward and forward between contests.

- The UP and DOWN arrows help the voter navigate through the candidates/choices within the contest.

- To change a selection in a "vote for one" contest, use the UP or DOWN arrows to scroll through the choices. Press SELECT to make a new selection. The new selection replaces the previous selection.

- To change a selection in a "vote for more than one" contest, use the UP or DOWN arrows to scroll to the selection to be removed. Press SELECT to remove (de-select) the previous selection and then scroll to the new selection.

- To enter a write-in, select "write-in" and follow the audio prompts. Use the UP and DOWN arrows to scroll through the alphabet and select the letters to spell the name. (This is a very tedious process.)

- The ExpressVote will alert the voter if they have undervoted, i.e., moved on to the next contest without making selections in the previous contest. The voter may proceed, however, if they wish to skip a contest or question without voting.

- If the voter wishes, they may reinsert the ballot into the ExpressVote, to confirm the selections, before they take the ballot to the scanner.

- A damaged or mis-marked ballot card may be spoiled and exchanged for a replacement card.

- If the voter leaves before the ballot has printed (fleeing voter), an Officer must touch EXIT on the screen to eject the ballot card. Mark VOID on the ballot card and place it in the **#4 Envelope**. Record a tick mark on the **#4 Envelope** to keep track of the ballots voided (fleeing voters) during the day to record on the **SOR** after the polls close.

CLOSING THE POLLS

CLOSING THE POLLS

Closing begins after the last voter who was <u>in line</u> at 7:00 PM has voted. Do not start taking down signs or putting away materials until they have left the room.

For a smooth and successful closing, do the following:

(1) Read this chapter thoroughly beforehand.
(2) Create a plan for assigning tasks to different teams.
(3) Organize closing guides and supplies.
(4) Delegate tasks to separate teams and **hand out closing guides** with supplies.
(5) Instruct and assist teams while they work on their tasks.

Preparation is the most important step in closing. Everyone is tired after a long day. Planning reduces errors and helps you go home sooner.

Closing the polls involves many tasks. Some tasks are independent, but many are dependent on other tasks. It helps to think of closing in phases:

Phase A: **PREPARATION**	• Prepare for closing between 5:00 PM and 7:00 PM • Begin the closing process

Phase B: **CLOSE EQUIPMENT**	• Collector Officers secure items and leave polling place • Close DS200 scanners • Close ExpressVote • Close Poll Pads • Close Admin Tablet • Secure voted ballots • Secure unvoted ballots • Collect indoor and outdoor signage

Phase C: **COMPLETE SOR & PAPERWORK**	• Complete Statement of Results • Cut and attach DS200 tapes • Complete Results Worksheet and Results Notice

Phase D: **SIGNATURES & ENVELOPES**	• Collect and verify all signatures • Pack all numbered envelopes • Seal all numbered envelopes

Phase E: **PACKING**	• Pack return items • Notify Rover and pack Chief's car • Chief returns election materials to depot

CLOSING THE POLLS

BEGIN THE CLOSING PROCESS

☐ **5:00 PM** — **At 5:00 PM – Begin preparing for closing.**

- Review all documents and procedures.
- Determine which election officers will perform which tasks.
- Complete Election Officer Evaluation Form, if not already done.
- See Scheduled Tasks in the **During the Day** chapter.

☐ **6:45 PM** — **At 6:45 PM – Announce outside "The polls will close in 15 minutes."**

- Two officers check clocks on their phones to verify official time.
- Any officer can make the announcement.
- Remind any officers registered to your precinct that if they haven't yet voted, do it now.

☐ **6:55 PM** — **At 6:55 PM – Check for final voters in curbside voting area and to deposit ballot in drop box.**

- At 6:55 PM, an officer checks curbside voting area to determine whether there are curbside voters. Voters in the curbside area by 7:00 PM may vote curbside or deposit a completed absentee ballot envelope in the drop box.
- At 6:55 PM, a Collector Officer goes to the drop box to permit any voter in line by 7:00 PM to drop their envelope in the drop box.

☐ **7:00 PM** — **At 7:00 PM – Go outside to loudly announce, "The polls are officially closed."**

- Ask two election officers to check the clock on their phones to confirm the official time.
- **All voters who are in line or within the polling place building (and making their way to the voting room) at 7:00 PM are permitted to vote.**
- **All voters who are in line, waiting to vote curbside, or within the polling place at 7:00 PM may deposit their absentee ballots in the absentee ballot drop box.**
- Close and lock the door to the voting room behind the last voter in line.
- If the line extends beyond the outside entrance, direct the eligible voters inside the door or post an election officer at the end of the line to close it off.
- If necessary, make a list of all voters in line at 7:00 PM, starting with the last person and working forward.

CLOSING THE POLLS

☐ **Welcome Authorized Representatives.**

- See *Authorized Representatives* section in ***Overview*** chapter for specifics on qualification and number allowed.
- Provide badges to Authorized Representatives.
- Place authorization documents in **Envelope #8**.

> **Representatives staying to observe closing procedures may not leave the polling place or call, text, email, photograph, record video, post online, or otherwise communicate the returns until after officers tabulate and post the election returns.**

☐ **Assign closing tasks to different teams. Teams should work in parallel for an efficient closing.**

- Distribute red **Closing Procedures** guides to each team.
- Chief and Assistant Chief should answer questions and help as needed.
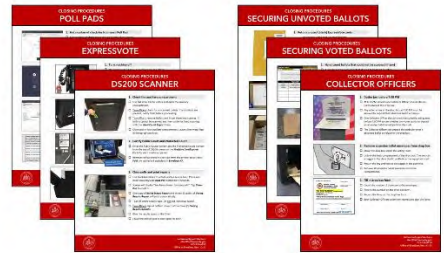
CLOSING THE POLLS

CLOSE DS200s AND EXPRESSVOTE

☐   **Instruct a team of officers to first shut down the DS200s.**

- The DS200s are the first voting equipment closed down so the Collector Officers can leave the polling place with the flash drives in the purple pouch by 7:30 PM.

- Direct the team to follow the exact sequence of steps in the **Closing Procedures DS200 Ballot Scanner** guide.

- Close one DS200 completely before starting on the next one. Do not try to close both at the same time.

> 💥 **Instruct officers to wait until each DS200 fully powers down before removing the two flash drives.**

- Check for <u>two officer signatures</u> on all three copies of the Voting Results Report from each DS200 closing tape.

- Do not put DS200s into the equipment cage yet.

☐   **Secure the right drives in the right place (this is <u>critical</u>):**

- Two flash drives with **orange** labels go in **Envelope #7.**

- Two flash drives with **yellow** labels go in the **Purple Pouch**. Secure the pouch with a zip-tie seal threaded through the hole in the pouch and the zipper pull tab.

☐   **ExpressVote**   **Instruct a team of officers to close down the ExpressVote(s).**

- Give the team the **Closing Procedures ExpressVote** guide.
- Do not put ExpressVotes(s) into the equipment cage yet.

CLOSING THE POLLS

COLLECTOR OFFICERS SECURE ITEMS AND LEAVE POLLING PLACE

☐ **Instruct Collector Officers to secure the absentee ballots while waiting for DS200 team to shut down the scanners.**

- Direct your Collector Officers to follow the separate instructions in **Closing Procedures Collector Officers** guide.
- In co-located precincts, there is one Collector Officer assigned to each precinct. They will work together to complete tasks.
- If co-located precincts shared a drop box, only one precinct should record the number of absentee ballots on their **Statement of Results**.

☐ **Disassemble the drop box.**

- Collector Officers follow the **Disassembly Instructions - Absentee Ballot Drop Box** guide to disassemble the drop box and secure absentee ballots.

☐ **Secure absentee ballots in TripLok bag.**

- Record number of absentee ballots from the drop box on the **Statement of Results**.
- Record the TripLok bag seal number on the **Machine Certification Form**.
- Put TripLok tear-off receipt strip in **Envelope #7.**

☐ **Verify purple pouch contents.**

- Must contain <u>two</u> USB flash drives, both with yellow labels.
- Seal the pouch.
- Record seal number on **Machine Certification Form**.
- Give pouch to Collector Officers.

☐ **Collector Officers leave polling place to drive TripLok bag and purple pouch to Fairfax County Government Center.**

- Chief verifies that Collector Officers have the TripLok bag <u>and</u> the sealed purple pouch before they leave.
- They must travel together in the same car.
- They do not return to the polling place (unless one Collector Officer needs to retrieve their car).

CLOSING THE POLLS

CLOSE POLL PADS AND ADMIN TABLET

☐   **Poll Pads**   **Instruct a team of officers to provide you the check-in and curbside numbers from the Poll Pads.**

- Give the team the **Closing Procedures Poll Pads** guide.

- Direct officers to provide you with the **check-in numbers by party through the Summary Report.** Confirm each Poll Pad shows the same numbers.

- Direct officers to provide you with the **total curbside check-in numbe**r from one Poll Pad through the Summary Report.
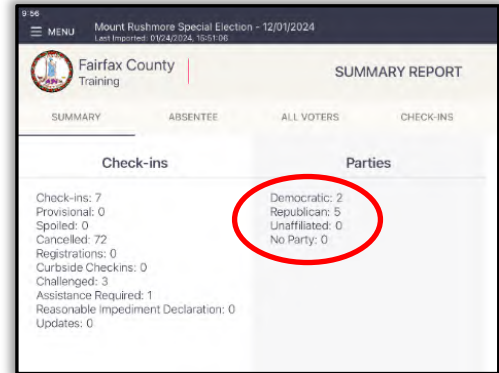
☐   **Direct this team to pack the Poll Pads and peripherals in individual green cases.**

- **IMPORTANT: Keep Poll Pads powered <u>ON</u> when packing them away!**

- Match the EPB number on the back of the Poll Pad screen with the EPB number on the blue tag on the green case.

☐   **Shut down Admin Tablet.**

- Unplug charger and power cable.
- Press and hold down the power button on the left side until you see the "slide to power off" message appear.
- Swipe from left to right to power down.
- Close up the dark blue case and store Admin Tablet in rolling kit.

CLOSING THE POLLS

SECURE VOTED AND UNVOTED BALLOTS; TAKE DOWN SIGNS

☐ **Secure voted ballots in #3 boxes.**

- **#3 box(es)** hold voted ballots.
- Give the team the closing guides for **Securing Voted Ballots**.
- Box labels must be signed. Consult **Required Signature Checklist** for number of officers who must sign each type of label.

> ⭐ **Do not mix voted and unvoted ballots!**

☐ **Secure unvoted ballots in #6 boxes.**

- **#6 box(es)** hold unused, blank ballots.
- Give the team the closing guide for **Securing Unvoted Ballots**.
- Box labels must be signed. Consult **Required Signature Checklist** for the number of officers who must sign each type of label.

> ⭐ **Do not mix voted and unvoted ballots!**

☐ **Interior Signage** — **Instruct a team to take down all interior signs and remove all tapes, staples, and tacks.**
- Remove unused election materials from Check-in, Ballot, and Chief's tables and put on a table for sorting.
- Pick up and discard any flyers, sample ballots, political signs, food containers, etc.
- Put trash and recycling in proper containers.
- Clean up break area.

☐ **Exterior Signage** — **Bring in yellow curbside voting A-frame, cones, real estate signs on wire frames, and signs posted on exterior walls.**
- Collect signs close to the street.
- Wipe down signs, if wet, before packing away.
- Sort the signs using the **Items to Return** checklist.

> ⭐ Do not start packing the equipment cage yet. Packing the cage takes place at a later stage and must be done in a particular order.

CLOSING THE POLLS

COMPLETE THE STATEMENT OF RESULTS

The **Statement of Results (SOR)** is the most important document you will complete because it is the record of voters and ballots cast in your precinct. The SOR answers three main questions:

- How many <u>voters</u> were checked in on the Poll Pads?
- How many ballots were <u>cast</u> on the DS200?
- How many ballots, used and unused, were <u>returned</u> on election night? This accounts for every ballot issued to your precinct.

☎ If you need any help completing your SOR, do not hesitate to call General Support for help!

☐ **You will need these materials. Use separate table for completing the SOR:**
- Statement of Results (SOR) – copies A and B; pen and calculator
- Ballot Status Accounting Report (top segment of DS200 closing tapes)
- Poll Pad check-in numbers; Curbside check-in number
- Number of provisional ballots stored in Envelopes **#1A SDR** and **#1A non-SDR**.
- Numbers for spoiled, voided, absentee surrendered ballots in **Envelope #4**.

☐ **Starting with SOR A: complete each section, except signatures.**
- The instructions for each section explain where to find each number or other piece of information (for example, "each Poll Pad's home screen" or "**Envelope #4**").
- Use the example Ballot Status Accounting Report on the next page to help with Parts 6 and 7.
- Numbers for "Public Count" and "Standard Ballot Sheet" are not the same.
- In most sections, simply add the numbers and write the total in the last row.

☐ **Copy all information from SOR A to SOR B.**

☐ **Have all officers sign <u>both</u> SORs.**
- All officers <u>staying for closing</u> must sign <u>both</u> SORs after they are completed.
- For Collector Officers and any officers who left early, write "CO" or "Left early" in their numbered spot so there are no blank signature boxes.

☐ **Confirm that all officers staying for closing have signed both copies.**

🌟 Chiefs and Assistant Chiefs must be available by phone and in person on the Wednesday, Thursday, and Friday following the election in case the Electoral Board requires information or clarification regarding your Statement of Results. If there is a discrepancy in the numbers and no explanation, or <u>if there are any missing signatures</u>, you will be called into the office to complete and sign this section.

CLOSING THE POLLS

*Looking for required numbers on the
DS200 Ballot Status Accounting Report?
This may help!*

(The **Ballot Status Accounting Report** is located at the top of each DS200 closing tape.)

```
***  BALLOT STATUS ACCOUNTING REPORT  ***
7:05 PM March 05, 2024
Unit Serial Number: 0314340269

County of Fairfax
Presidential Primary
0100 100 – PATRIOT
Election Date: March 05, 2024
Poll Opened Date: March 05, 2024
Poll Opened Time: 6:00 AM
Poll Closed Date: March 05, 2024
Poll Closed Time: 7:00 PM
Public Count: 1212


Poll Voting Report

Master Accounting:
     Total Blank:          2
     Total Overvote:       0
     Total Undervote:     10

Ballot Counts Per Party

Republican Party          655
Democratic Party          557
NONPARTISAN                 0

Total Standard Ballot Sheets: 1205
Total ExpressVote Cards: 7
_____
Total Sheets Processed: 1212

Ballots for Code 00000-01-01    555
Ballots for Code 00000-02-01    650

Cards for Style
D 100 – PATRIOT
                  2
R 100 – PATRIOT
                  5

0100 100 – PATRIOT
Unit Serial Number: 0314340269

***  END OF REPORT  ***
```

SOR Part 3
Number of ballots
scanned into DS200

SOR Part 6
Number of preprinted paper
ballots scanned into DS200

SOR Part 7
Number of ballots printed by
EV and scanned into DS200

CLOSING THE POLLS

CUT AND ATTACH DS200 TAPES TO DESIGNATED DOCUMENTS

☐ **You will need these materials:**
- DS200 Opening and Closing tapes.
- SOR A and SOR B.
- Printed Return Sheet.
- **Envelope #2 and Envelope #2A**.
- Scissors, pen, and stapler from small blue pencil case.

☐ **Verify that <u>all three copies</u> of the opening *Zero Totals Report* and closing *Voting Results Report* were signed by <u>two officers</u>.**

☐ **Label sections of tapes, cut tapes, and staple to correct document. Refer to the image on the next page for an example.**

Use this method to first label and then cut the 3 sections of each tape:

1. Starting from the bottom of the tape, move your finger up the tape until you come to the phrase "End of Report." Draw a line across the width of the tape just below "End of Report."

2. Move your finger further up the tape, until you come to the next "End of Report" and draw a line across the width of the tape just below "End of Report."

3. Return to the bottom of the tape. Label the bottom report under "End of Report" Copy 3. Move up the tape until you get to the line drawn under "End of Report," label the middle report Copy 2. The remainder of the tape toward the top is all part of Copy 1.

4. Cut the tapes only at the lines you drew under each "End of Report."

Copy 1: Staple to SOR-A.
Copy 2: Staple to Printed Return Sheet
Copy 3: Staple to SOR-B

<u>Recommendation</u>: Wait to staple the correct opening and closing tapes to SOR A and SOR B until both SORs are filled in.

Put SOR-A, SOR-B, and Printed Return Sheet in correct envelopes:

- Place <u>both</u> SORs with attached tapes in **Envelope #2**.

- **All officers present during closing sign the Printed Return Sheet**.
- Place the Printed Return Sheet with attached tapes in **Envelope #2A**.

OPENING TAPE

Configuration Report

Ballot Status
Accounting Report

Zero Totals Report

Mae Jemison
Thomas Edison

Copy 1

End of Report

✂ --------- CUT HERE ---------

Zero Totals Report

Mae Jemison
Thomas Edison

Copy 2

End of Report

✂ --------- CUT HERE ---------

Zero Totals Report

Mae Jemison
Thomas Edison

Copy 3

End of Report

CLOSING TAPE

Ballot Status
Accounting Report

Voting Results Report

Mae Jemison
Thomas Edison

Copy 1

End of Report

✂ --------- CUT HERE ---------

Voting Results Report

Mae Jemison
Thomas Edison

Copy 2

End of Report

✂ --------- CUT HERE ---------

Voting Results Report

Mae Jemison
Thomas Edison

Copy 3

Write-In Report

Wonder Woman
Loki Laufeyson

➜ Attach Copy 1 to:
SOR A (original)

➜ Attach Copy 2 to:
Printed Return Sheet

➜ Attach to:
SOR B (copy)

CLOSING THE POLLS

COMPLETE RESULTS WORKSHEET AND RESULTS NOTICE

☐ **You will need these materials:**

- Results Worksheet
- Results Notice
- Statement of Results
- Copy of the Voting Results Report from each DS200 closing tape
- Number of each type of provisional ballot by reason code (obtain from Numbered Envelopes team)
- Pen, ruler, or other straight edge to align vote totals with correct candidate or contest

You can delegate this task to two election officers.

☐ **Results Worksheet**
- Complete the Results Worksheet.
- Tally contest totals from each DS200 machine tape.

☐ **Results Notice**
- Copy over the numbers at the top of the sheet from the Results Worksheet.
- Add together the vote counts for each candidate or contest recorded on the Results Worksheet and record the cumulative number on the "Total Votes" line for each candidate or contest.

☐ **What to do with each form:**

Results Worksheet
Return Worksheet in the black rolling kit on top of other materials. The Chief must turn it in at a return depot location on election night.

Results Notice
Find a place at the main entrance to the building where you can post the Results Notice.
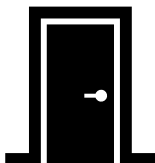
- The Results Notice must <u>face out</u> towards to the public.
- Tape Results Notice securely to the surface.

RESULTS NOTICE	INSTRUCTIONS: POST ON BUILDING DOOR
Precinct: **100 PATRIOT**	Fairfax County –General Election – Nov 7, 2023

INSTRUCTIONS FOR ELECTION OFFICERS: After polls close and voting results are ascertained, enter information below by copying numbers from Backup Results Notice, including vote totals from ALL DS200 ballot scanners.

POST THIS NOTICE ON THE DOOR OF THE POLLING PLACE BUILDING SO IT IS VISIBLE FROM OUTSIDE.

CLOSING THE POLLS

SIGNATURES AND ENVELOPES

☐ **Required Signature Verification**

Chief assigns one officer to verify that all forms and labels have the required signatures.

- Give the officer the **Required Signature Checklist**.
- Verify that all officers signed the **Oath**, **SORs**, and the **Printed Return Sheet** so no one has to come into the office later to sign.
- Chief should do secondary review for required signatures.
- Instruct Signature Officer to verify all **green provisional envelopes** in all #1A envelopes have election officer signature in Election Officer block.
- Instruct SDR Specialist to fill in any missing signatures.

☐

Post or place the Return Lists on an empty table for each list so that materials can be sorted properly.

Return lists:

- Items to Return in **Blue Bag**
- Items to Return in **Equipment Cage**
- Items to Return in **Black Kit**
- Items to Return to **Depot**

CLOSING THE POLLS

SIGNATURES AND ENVELOPES

☐ **Prepare numbered envelopes**

Collect materials for return envelopes and orange pouch and place contents ON TOP OF envelopes and pouch for review.

- Use a separate table for laying out envelopes and placing materials on top of each envelope.
- Hand out **Closing Procedures Packing Return Envelopes** guide.
- Team must use **Items to Return in Black Kit** list and contents list on front of envelopes and pouches.

☐ **Review numbered envelopes**

Chief reviews all numbered envelopes and pouches for the required documents and signatures, seals, keys, and other items.

- Use the **Items to Return in Black Kit** list and the list of contents on the front of the envelopes and pouches.
- It is <u>critical</u> that all required items are returned in Envelope #2 for the post-election canvass.
- Verify that all provisional envelopes have an election officer's signature.
- After final review is complete, direct **Numbered Envelopes Team** to insert materials into correct envelopes and pouch.

CLOSING THE POLLS

SIGNATURES AND ENVELOPES

☐ **Seal Numbered Envelopes**

✒

Seal the numbered envelopes in the order below. Two officers must sign each label.

> 💥 **DO NOT seal Envelope #2 or the orange pouch at this stage.** There are items that will be stored here after later closing tasks are completed. Set them aside.

- Place the sheet with numbered peel-off signature labels and a pen on the table.
- Seal envelopes in this order:

1. **Envelope(s) #1A Non-SDR**
2. **Envelope(s) #1A SDR**
3. **Envelope #1B** (only if used)
4. **Envelope #2A**
5. **Envelope #4**
6. **Envelope #7**
7. **Envelope #8**
8. **Envelope #10**

Page 1
Please use these labels to sign and seal
Your Numbered envelopes and unused ballot
boxes. It is not necessary to "lick" the envelope
flaps.

ALL ENVELOPES AND BOXES MUST BE RETURNED
ON ELECTION NIGHT.

Do not leave them in the cart

1A PROVISIONAL BALLOTS
County of Fairfax
January 10, 2023
Officer
Officer

1A PROVISIONAL BALLOTS
County of Fairfax
January 10, 2023
Officer
Officer

1B PROVISIONAL BALLOTS - after 7 p.m
[Don't use seal unless envelope is used.]
County of Fairfax- January 10, 2023
Officer
Officer

2 BROWN ENVELOPE
County of Fairfax
January 10, 2023
Officer
Officer

2A Yellow PRINTED RETURN SHEET
County of Fairfax
January 10, 2023
Officer
Officer

4 SPOILED / VOIDED BALLOTS
County of Fairfax
January 10, 2023
Officer
Officer

6 UNUSED BALLOTS
County of Fairfax
November 8, 2022
Officer
Officer

6 UNUSED BALLOTS
County of Fairfax
November 8, 2022
Officer
Officer

CLOSING THE POLLS

PACK RETURN ITEMS IN THIS ORDER

☐ **Pack large blue supply bag.**

Use the **Items to Return in Blue Bag** checklist.

☐ **Pack the equipment cage.**
- Use the **Closing Procedures Equipment cage** checklist and photo to pack the cage.
- Remove the **Security Log** from inside the door of the cage.
- Write the new seal number on the Security Log and sign the affidavit.
- Return the Security Log to the inside of the cage door.
- Lock the cage. Secure the lock with a zip-tie seal.
- Write the seal number on the **Machine Certification Form.**
- Put **Machine Certification Form** in **Envelope #2.**
- Seal **Envelope #2,** sign label, and place in black kit.

☐ **Pack and seal final items.**
- Put both sets of cage keys (on the lanyard) and the two wristbands with equipment keys in the **orange pouch**.
- Zip and lock the **orange pouch**.

☐ **Pack the black rolling kit.**
- Use the **Items to Return in Black Kit** checklist to collect loose items, unused forms and put them in bottom of kit.
- Return yellow safety vests in a side pocket.
- Add the **orange pouch** and **Evaluations Envelope**.
- After **numbered envelopes** have all been sealed, put them in order on top of the loose items (**#1A** on top and **#10** on bottom).
- Put the **Results Worksheet** on top of the numbered envelopes and zip up the kit.

CLOSING THE POLLS

PACK THE CHIEF'S CAR AND CALL OR TEXT ROVER

☐ **Use the *Items to Return to Depot* checklist**

- Place all items to be returned in the Chief's car by the voting room exit. See illustration below.
- Complete and sign the **Chief Supply Return** form. Put it on your front passenger seat for easy access.
- <u>All officers</u> help pack the Chief's car.

Chief must return these items to a depot:

- Black kit
- Poll Pads
- #3 boxes
- #6 boxes
- Chief Supply Return form

☐ **Call or text your Rover when you are leaving the polling place.**

- Inform Rover that all closing work is complete.
- Be prompt. Your Rover cannot go home until you contact them!

☐ **Dismiss your officers, then drive to your assigned depot.**

At the depot, give the completed **Chief Supply Return** form to the staff taking delivery of election materials.

Thank you!

1. Open Summary Report on one Poll Pad

☐ Tap **Menu** in top left corner of screen of any Poll Pad.

☐ Tap white **Summary Report** icon.
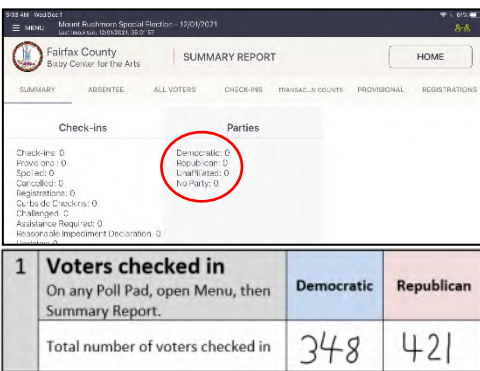
2. Get number of check-ins by party

☐ Find number of **check-ins for each party primary** in the middle of the screen on the Summary Report.

☐ Open the Summary Report on all other Poll Pads and confirm they show the same numbers for check-ins by party primary. If not, the devices have not synced with each other properly (call Tech Support at 703-324-4101 for help).

☐ Record these numbers in Part 1 of the **Statement of Results**.
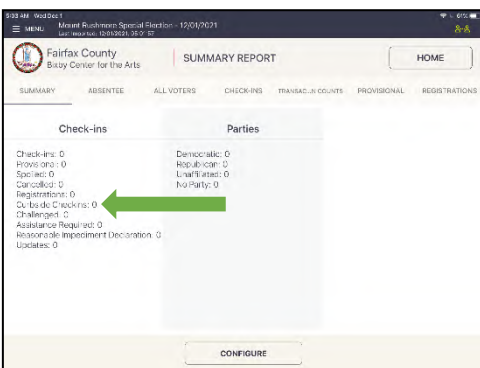
3. Get number of curbside voters

☐ On the Summary Report, look on left side for number of **Curbside Check-ins**.

☐ Record this number in Part 2 on the **Statement of Results**.
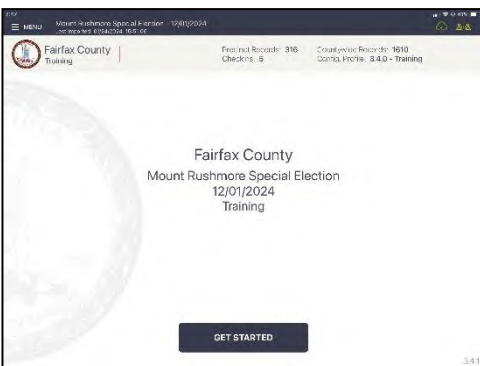
4. Do <u>NOT</u> power off Poll Pads

⚠️ **Check the Statement of Results to verify that Poll Pad check-in and curbside numbers were entered correctly.**

☐ Return to the main screen of the Poll Pad app (with "Get Started" button at the bottom).

☐ **Keep the Poll Pads powered on** when packing them into their cases. (The screens may dim after some time; that is OK.)

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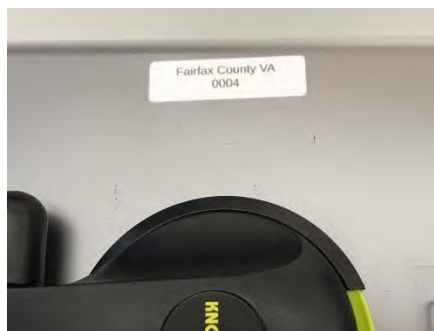
5. Identify matching case for each Poll Pad

☐ Each Poll Pad must be packed in its matching case.

☐ Find the white label on the back of the Poll Pad.

☐ Match the Poll Pad label (e.g., 0004) to the number on the blue case tag (e.g., EPB-0004).

6. Disassemble Poll Pad

☐ Disconnect the power cable from the Poll Pad and charger, and then unplug the charger from the surge suppressor.

☐ Remove stylus from ID holder.

☐ Carefully slide the ID holder sideways off the back.

☐ Hold down the base with one hand. Grasp the arm and pull up out of the base. Pull on the arm, **not** on the Poll Pad itself.

☐ Pack the base, ID card holder, stylus, charger, and power cable in the bottom of the case.

7. Pack Poll Pad

☐ Hold the Poll Pad sideways so that the home button is on the right. Rotate the arm so that it points at your right hand.

☐ Lay the Poll Pad in the case with the home button on the right. **Remember—the Poll Pad stays powered on!**

☐ Close the lid and make sure the latches are secure.

8. Seal Poll Pad cases with zip-tie seals

☐ Seal each Poll pad case with one zip-tie seal. Thread seal through a hole on either side of the latches. Pull it snug.

☐ Record seal numbers on the **Machine Certification Form**, matching numbers on Poll Pad tags to numbers on the form.

☐ Put all Poll Pad cases with other materials to be loaded in Chief's car.

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1. Turn machine off

☐ The ExpressVote is heavy. Two officers should perform these tasks.

☐ Open the access door on the left side of the machine using the black barrel key.

☐ Flip the power switch to off.

☐ Close and re-lock the access door, ensuring the keypad cord is threaded through the door opening.

2. Close prop bar

☐ Unplug the headphones from the front.

☐ Attach the keypad to the Velcro square on the side.

☐ Lay the ExpressVote **gently** down on its screen.

☐ Snap the prop bar down flat against the back.

3. Unplug machine

☐ There is a collar around the power connector. Pull to slide it back slightly, and then pull to disconnect it from the back of the ExpressVote.

☐ Unplug the power cord from the surge protector and the surge protector from the wall outlet.

4. Return machine to case

☐ Slide the ExpressVote into the carrying case.

☐ Put the headphones in the case with the ExpressVote.

☐ Separate the power cord into two sections and place them in the side compartment.

☐ Close the side and top compartment zippers.

5. Return case to the equipment cage

☐ Close the carrying handle straps with their Velcro.

☐ Put the case in the equipment cage with the side compartment facing out. Tuck straps inside the cage.

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1. Check the auxiliary compartment

☐ Use flat silver key to unlock and open the auxiliary compartment.

☐ <u>Two officers</u> check for unscanned ballots. If any ballots are present, notify Chief before proceeding.

☐ <u>Two officers</u> remove ballots and insert them into scanner. If ballots cannot be scanned, set them aside for hand counting with the **Hand Count Report** form.

☐ Close and re-lock auxiliary compartment. Leave silver metal flap in the upright position.

2. Certify Public Count and Protected Count

☐ Enter the Public Count number and the Protected Count number from the top of DS200 screen on the **Machine Certification Form** for each machine opened.

☐ Remove red barcoded sticker seal from the printer access door. **Fold** the seal in half and place in **Envelope #7**.

3. Close polls and print reports

☐ Use black barrel key to unlock printer access door. Press and hold down physical **Close Poll** button for 3 seconds.

☐ Screen will display "You have chosen to close polls". Tap **Close Poll** to confirm.

☐ One copy of **Ballot Status Report** and three (3) copies of **Voting Results Report** will print automatically.

☐ Tear off *entire* results tape. Do <u>not</u> cut individual tapes!

☐ <u>Two officers</u> sign at bottom of each of the three (3) **Voting Results Reports**.

☐ Give the results tapes to the Chief.

☐ Leave the printer access door open for now.

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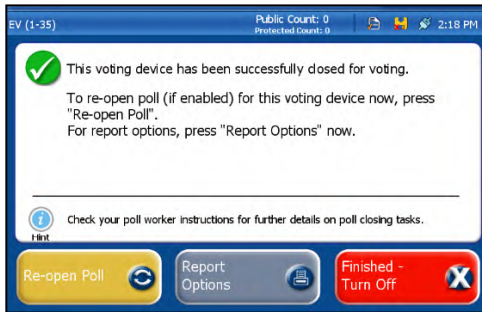
4. Power down DS200

☐ Screen will read "this device has been successfully closed for voting." Tap on-screen red **Finished – Turn Off** button

☐ ⚠️ Wait for the screen to turn completely dark and the red power light to go off.

☐ Unplug power cord. Re-wrap cord and place it inside the power compartment.

☐ Use the flat silver key to close and lock the power compartment.
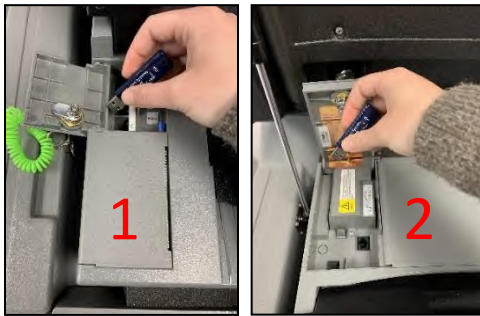
5. Remove 2 USB flash drives from both DS200s

☐ ⚠️ **Only** DS200 closing team removes flash drives. Remove first USB flash drive from the compartment in front of the screen.

☐ Use black barrel key to re-lock printer access door. Lower screen halfway.

☐ Use black barrel key to open battery compartment directly behind the screen. Remove second USB flash drive.

☐ Re-lock battery compartment door.

☐ **Follow entire closing procedure for each opened machine before removing flash drives. If a DS200 was not turned on, do not power it up! Just unlock compartments and remove drives.**

☐ Give four (4) USB flash drives to Chief to secure as required.

6. Close the DS200

☐ Lower screen. Use black barrel key to re-lock screen.

☐ Close the black machine lid and hook the latches.

☐ Use the flat silver key to re-lock the front of the black machine lid.

☐ Seal the black machine lid with one zip-tie seal. Thread seal through the two holes on either side of the latches. Pull it snug.

☐ Record the seal number on the **Machine Certification Form,** matching the serial number to the number on the form.

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1. Duties just before 7:00 PM

☐ **At 6:55 PM**, one Collector Officer should stand at the drop box.

☐ Any voter in line at the drop box at 7:00 PM must be allowed to deposit their absentee ballot envelope.

☐ Any curbside voters in the curbside area at 7:00 PM can deposit their absentee ballot envelope.

☐ The Collector Officer can deposit the curbside voter's absentee ballot envelope in the drop box.

☐ In co-located precincts, the two collector officers work together on tasks.
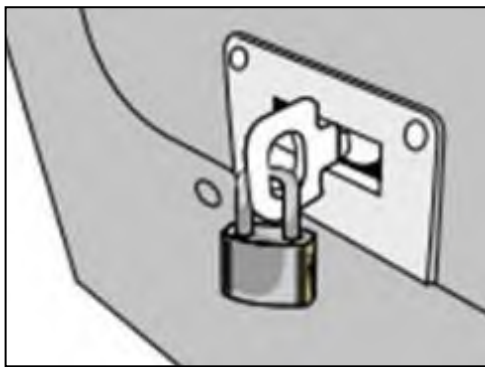
2. Remove absentee ballot envelopes from drop box

☐ Move the drop box inside the voting room. Co-located precincts may have shared a drop box during the day.

☐ Unlock the back compartment of the drop box. The key is in a baggie in the clear plastic portfolio in the black kit.

☐ Return the key and lock to the baggie in the portfolio.

☐ Remove all absentee ballot envelopes from the compartment.

3. Fill in drop box form

☐ Count the number of absentee ballot envelopes.

☐ Record the number on the drop box form.

☐ Record the time on the drop box form.

☐ Both Collector Officers write their names and sign the form.

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4. Secure envelopes in TripLok security bag

- ☐ Put the envelopes in the TripLok security bag.
- ☐ If you only need one bag to secure all envelopes, place any unused TripLok bags inside the first bag.
- ☐ Place the drop box form in TripLok bag with the information side facing out.
- ☐ Tear off the receipt strip, then seal the TripLok bag.
- ☐ Give the tear-off bag receipt to Chief to put in **Envelope #7**.
- ☐ Tell Chief the absentee ballot envelope count total for recording on the **Statement of Results**.

5. Receive Purple Pouch

- ⚠️ Other officers (not Collector Officers) will remove the flash drives from the DS200s.
- ☐ Wait until the Chief gives you the sealed **Purple Pouch** containing **2** DS200 flash drives. Check to be sure both flash drives are marked with **yellow labels**.
- ☐ In co-located precincts, the collector officers will transport **two** Purple Pouches.
- ☐ Keep the **Purple Pouch** outside of the TripLok bag.
- ☐ **STOP!** Do not leave the precinct before the Chief has given you all required materials.

6. Drive items to Fairfax County Government Center

- ☐ Leave the precinct as soon as possible (ideally by 7:30 PM).
- ☐ Drive directly to the Fairfax County Government Center. You must travel together in the same car.
- ☐ Follow signs to designated drop-off site in the front of the building. (Ignore signs for Chief return, which is elsewhere.)
- ☐ After dropping off election materials, you may go home. You may return to polling place parking lot if one officer needs to pick up their car.

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1. Hand count ballots that could not be scanned (if any)

☐ If you do not have any ballots that need to be hand-counted, skip to next numbered step & begin preparing cardboard boxes.

☐ Invite Authorized Representatives to observe.

☐ The Chief or Assistant Chief should supervise two officers of different party affiliations, if possible, to hand count ballots that could not be scanned.

☐ **IMPORTANT**: If the voter's intent is not absolutely clear, call the Office of Elections for help.

☐ Record the results on the **Hand Count Report**.

2. Prepare cardboard boxes

☐ First use any empty boxes in which your ballots were delivered.

☐ Extra boxes are packed flat in the equipment cage. If needed, assemble with clear tape.
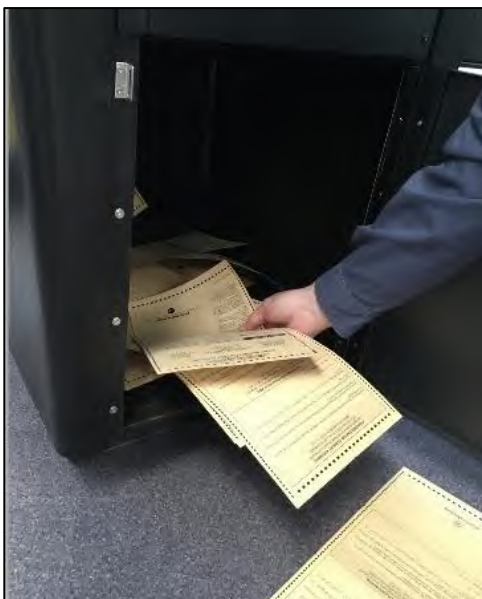
3. Remove ballots from DS200, place in cardboard box

☐ ⚠ Remove and secure ballots from **one scanner at a time** to make sure you put them in separate labeled boxes. Follow these instructions from start to finish for each scanner.

☐ Start with the scanner labeled as DS200 #1 on the **Machine Certification Form**.

☐ Use the flat silver key to open the ballot compartment.

☐ Remove all voted ballots from the ballot compartment.

☐ **Two officers** should use a flashlight to verify ballot compartment is empty and that no voted ballots have been left behind.

☐ Straighten ballots into a pile.

☐ Put the ballots in a cardboard box. It is not necessary to separate ballots in dual party primaries.

☐ Put any hand-counted ballots on top of the scanned ballots.

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4. Seal cardboard box with red tamper tape

☐ Wrap red tamper tape around the box, completely circling the box in both directions.

5. Attach white #3 Counted Ballots label

☐ Record the DS200 serial number on one white **#3 Counted Ballots** label per box.

☐ Record the number of each box on the label (for example, Box 1 of 2, Box 2 of 2).

☐ Attach **#3 Counted Ballots** label to one end (small side) of each box.

6. Attach yellow #3 Signature Label

☐ All officers present at closing must sign the **#3 Signature Label** for each box of ballots. Sign the label before affixing it.

☐ Attach the label to the top of the box, then use clear tape to secure it.

☐ Signature Officer checks yellow label for all required signatures.
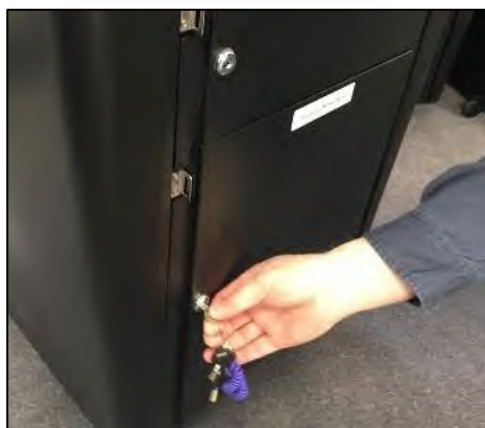
7. Lock the DS200

☐ Use the flat silver key to close and lock the ballot compartment.

☐ Repeat all steps for DS200 #2 if any ballots were scanned into it. (If Public Count is zero, no ballots were scanned into it.)

☐ Write the total number of #3 boxes of voted ballots on the **Chief Supply Return Form**.

☐ Put sealed boxes with materials to be loaded in Chief's car.

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1. Return unused (blank) ExpressVote cards

☐ Put all unused ExpressVote cards back in their brown envelope.

☐ Put the brown envelope in the **black rolling kit**.

☐ Try not to bend cards so they can be used in future elections.

2. Count unused ballots

☐ Count and write down the number of unopened ballot packs. (Don't open sealed boxes that were never opened during the day. Use the label information to determine number of ballots inside. Assume each pack contains 200 ballots.)

☐ Count and write down the number of unused ballots remaining in the last pack(s) you opened.

☐ Record this information on the **Statement of Results**.
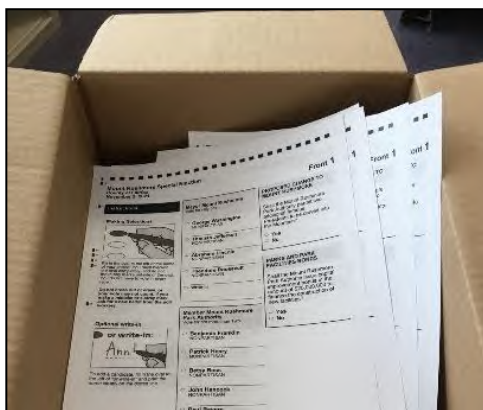
3. Box and seal unused ballots

⚠️ **Do not mix voted and unvoted ballots!**
Keep boxes for voted and unvoted ballots SEPARATE.

☐ Place all <u>UNUSED</u> ballots in cardboard boxes. Loose ballots can be added to an opened box containing sealed packs.

☐ Use opened box(es) in which ballots had been delivered.

☐ Seal the box flaps with clear tape.

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4. Seal cardboard box with red tamper tape

☐ Wrap red tamper tape around the box, completely circling the box in both directions.

☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.

5. Attach blue #6 Unused Ballots label

☐ Attach a blue **#6 Unused Ballots** label to one <u>end</u> (small side) of each box.

☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.

☐ Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).
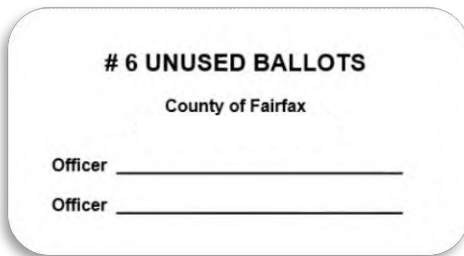
6. Attach white #6 Signature label

☐ Place the small white **#6 Signature Label** across the box top flaps.

☐ <u>Two officers must sign the label</u>.

7. Put boxes in the right places

☐ Return any **empty** boxes to the equipment cart. Break them down and lay them flat.

☐ Put **sealed** boxes with materials to be loaded in the Chief's car.

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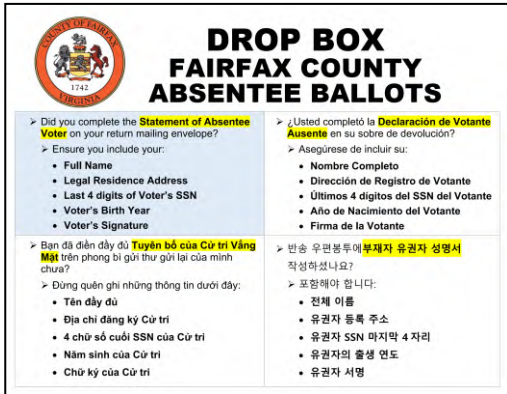
1. Leave multilingual sign in drop box

☐ Leave the "Drop box for Fairfax County absentee ballots" multilingual sign in the acrylic window.
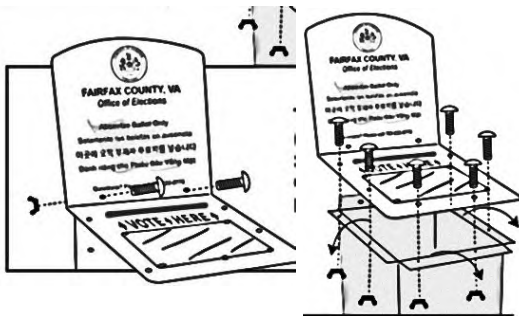
2. Remove top lid panel

☐ Remove two (2) wing nuts and bolts that secure back graphic to body of unit.

☐ Remove six (6) wing nuts and bolts that attach the lid to the body.

☐ Lift lid off the base and set aside.

☐ Return bolts and wing nuts to the clear plastic bag in the clear plastic portfolio in the black kit.
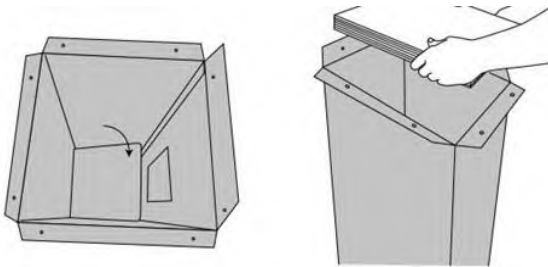
3. Remove weighted base and fold body flat

☐ Lay the body of the unit on its side on a table or the floor.

☐ Unfold the various flaps so that the entire body of the unit can be folded mostly flat.

4. Repack contents in box

☐ Find the brown cardboard packing box, which is usually in the equipment cage.

☐ Pack the flattened body of the unit, the weighted base, and the top lid panel in the cardboard box.

☐ Seal the box with clear tape.

☐ Put the box in the back left corner of the equipment cage.

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1. Load large items behind DS200s

☐ Place yellow A-frame curbside voting sign against back wall.

☐ Place cardboard box containing absentee drop-box against back wall.

☐ Place real estate signs upside-down just in front of A-frame and cardboard box. (Do not remove wire frames from signs.)

☐ Use bungie cord to secure items against back wall of cage.

2. Gather THREE people to load DS200s

☐ ⚠ The DS200 scanner is top heavy and unwieldy.
THREE PEOPLE should safely load each scanner into the cage.

☐ One person stands on each side of the DS200 while a third person stands in front.

☐ The people on the sides grasp the scanner using the **BLACK** handholds built into the base.
DO NOT GRASP THE GRAY CUTOUTS IN THE CLAMSHELL.

3. Carefully load the DS200s

☐ The person standing in front braces the DS200 to be sure it doesn't fall forward.

☐ The people on either side lift the DS200 into the cage, gently setting it on the cage floor.

☐ Slowly roll the DS200 toward the back of the cage.

☐ Repeat for the second DS200.

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4. Load loose items into cage

- ☐ Tuck unused flat packed cardboard boxes between right DS200 and wall of the cage.
- ☐ Load standing privacy booth in blue hard case between DS200s.
- ☐ Stack ExpressVotes in their black padded cases between DS200s.
- ☐ Load privacy booths in two stacks on top of DS200s.
- ☐ Lay blue bag and small canvass with power cords on top of ExpressVotes.

5. Secure upper and lower slide bolts on left door

- ☐ Write new seal number on **Cage Security Log** on inside of right cage door. Two officers fill out a new closing entry. Write date, time, reason as "End of election day", names, and signatures.
- ☐ Close left door first.
- ☐ Find the slide bolts inside the top and bottom of the left door.
- ☐ Rotate the slide bolt handles toward you (see red arrow).
- ☐ Pull up to raise upper bolt and push down to lower bottom bolt.
- ☐ Close the right door.

6. Secure with zip-tie seal and two padlocks

- ☐ Write zip-tie seal number on **Machine Certification Form**.
- ☐ Thread zip-tie seal through "rabbit ears" on top of cage.
- ☐ Lock top and bottom padlocks.

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REQUIRED SIGNATURE CHECKLIST

All officers must sign. Any officer who does not sign will be contacted and required to come to the elections office to sign.		
☐	**Election Officer Oath**	**All** officers sign this form during opening. The Chief must sign at top <u>and</u> bottom.

All officers staying for closing procedures must sign these items (i.e. Collector Officers and any officers who leave early will not sign). Any required officer who does not sign will be contacted to come to the elections office to sign.		
☐	**SOR A**	**All** officers sign after polls close.
☐	**SOR B**	**All** officers sign after polls close.
☐	**Printed Return Sheet (yellow)**	**All** officers sign after polls close.
☐	**#3 Yellow Label (for each box of voted ballots)**	**All** officers sign after polls close.

Two officers must sign each of these items during closing procedures.		
☐	**Voting machine tapes**	**Two** officers sign each section.
☐	**#1A non-SDR green envelopes**	**Two** officers complete and sign the back of the envelope and sign a label used to seal the envelope.
☐	**#1A SDR green envelopes**	**Two** officers complete and sign the back of the envelope and sign a label used to seal the envelope.
☐	**#2 envelope**	**Two** officers sign a label used to seal the envelope.
☐	**#2A envelope**	**Two** officers sign a label used to seal the envelope.
☐	**#4 envelope**	**Two** officers sign a label used to seal the envelope.
☐	**#6 seal for cardboard box**	**Two** officers sign a label used to seal the box.
☐	**#7 envelope**	**Two** officers complete the reverse side and sign a label used to seal the envelope.
☐	**#8 envelope**	**Two** officers sign a label used to seal the envelope.
☐	**#10 envelope**	**Two** officers sign a label used to seal the envelope.

ITEMS to RETURN in BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING
☐ **#1A Non-SDR** Green Envelope	☐ Provisional ballot log ☐ Non-SDR provisional ballot envelopes	Complete & sign Certification. Seal with label – 2 signatures.
☐ **#1A SDR** Green Envelope	☐ SDR provisional ballot envelopes and associated voter registration applications	Complete & sign Certification. Seal with label – 2 signatures.
☐ **#1B** Green Envelope	Only used if a court order extends voting hours past 7:00 PM. Otherwise, return unsealed and unmarked. ☐ Provisional ballot envelopes with box #3 checked	If used, seal with label – 2 signatures. Otherwise, return empty, unmarked, and unsealed.
☐ **#2** Envelope	☐ Election Officer Oath ☐ Compensation Sheet ☐ Machine Certification Form ☐ Statement of Results – A (original) ☐ Statement of Results – B (copy) ☐ Ballot Worksheet ☐ Hand Count Report ☐ Chief's Notes ☐ Hourly Data Worksheet ☐ Electoral Board Comment Forms ☐ Paper pollbook & paper pollbook count forms (if used)	Seal with label – 2 signatures.
☐ **#2A** Brown Envelope	☐ Printed Return Sheet (yellow) with tapes.	Seal with label – 2 signatures.
☐ **#4** Brown Envelope	☐ Spoiled ballots ☐ Voided ballots ☐ Surrendered absentee ballots	Seal with label – 2 signatures.
☐ **#7** White Envelope	☐ Seals removed from voting equipment and gray cart ☐ One set of USB flash drives from both DS200s (2 drives with orange dots)	Seal with label – 2 signatures.
☐ **#8** White Envelope	**Used (filled-in) forms:** ☐ Voter Registration Applications (non-SDR only) ☐ Affirmations of Eligibility ☐ Requests for Assistance ☐ ID Confirmation Statements ☐ Voter Referral Worksheets (yellow) ☐ Authorized representative forms ☐ Request to Cancel Voter Registration ☐ Request to Remove Name from Permanent Absentee List	Seal with label – 2 signatures. Unused/blank forms should be returned in the Blue Bag. Do not mix filled-out forms with blank forms.
☐ Yellow Envelope	☐ Election Officer Evaluation Form ☐ Student Page Oath & Evaluation Form	Seal if desired.
☐ Orange Pouch	☐ Keys for voting equipment (on red and black wristbands) ☐ Keys for gray cart (on blue lanyard) ☐ Sync drive (if provided) ☐ Equipment password cards ☐ Lost IDs, drivers' licenses, etc.	Use special red seal from clear plastic portfolio in gray cart.

1. Organize forms and items, return envelopes, and pouches on empty table

⚠️ **DO NOT seal any envelopes yet! That will happen at a later stage.**

☐ Use the **Items to Return in Black Kit** checklist and contents list on each envelope to organize materials.

☐ Set out the envelopes in numerical order.

☐ Put the collected materials **on top of** the correct envelope or orange pouch.

AFTER THE POLLS CLOSE *AND* BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]
- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST DURING NORMAL VOTING HOURS;
- ENTER ON LINE 1 THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED; *OR* WRITE *"NONE"* IF APPLICABLE
- SIGN THE CERTIFICATION [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

CERTIFICATION OF OFFICERS

1. GREEN ENVELOPES CONTAINING *PROVISIONAL* BALLOTS [CAST DURING NORMAL VOTING HOURS] .... | NUMBER ENCLOSED:

SIGNATURE OF OFFICER OF ELECTION

SIGNATURE OF OFFICER OF ELECTION

2. Count provisional ballots and add numbers to appropriate forms

☐ Count the number of provisional envelopes stored in each of the **#1A Envelopes.** Provide provisional numbers to the Chief for SOR.

☐ Record on the **Results Worksheet** the number of provisional ballots for each provisional Reason Code (or write on separate sheet of paper and give to Chief).

☐ <u>Two officers</u> fill out and sign the *Certification of Officers* on the back of all **#1A Envelopes**.

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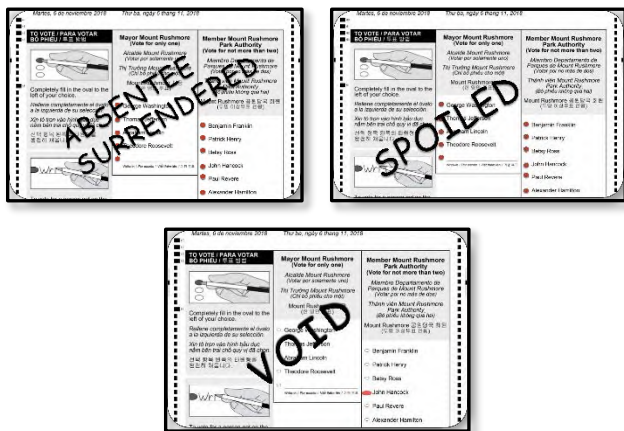
3. Count voided, spoiled, and surrendered absentee ballots stored in Envelope #4.

☐ Provide these numbers to the Chief for the SOR.

☐ Verify that these numbers were tallied correctly in Part 6 and Part 7 of the **Statement of Results**.

THIS ENVELOPE CONTAINS VOTING EQUIPMENT DATA STORAGE UNIT(S) AND VOTING EQUIPMENT SEAL(S) LISTED BELOW:

BALLOT SCANNER SERIAL NUMBER	BALLOT SCANNER SEAL NUMBER OPEN	CLOSE	PROTECTIVE COUNTER NUMBER OPEN	CLOSE	PUBLIC COUNTER NUMBER OPEN	CLOSE
DS04052593	3170289	3220980	4896	5824	0	928
DS04052593	3170283	3222979	5093	5632	0	539

4. Complete Envelope #7

☐ Deposit DS200 orange label flash drives, all cut zip-tie seals, red barcoded seals, and TripLok receipt strip(s) in **Envelope #7.**

☐ For each DS200 ballot scanner, copy from the **Machine Certification Form** to the back of the #7 envelope:

- DS200 serial numbers
- Opening and closing seal numbers
- Opening and closing protective counters
- Opening and closing public counters

☐ **Do not** include any information from the Poll Pads or the equipment cage.

5. Final collection of materials

☐ Put all voter and Authorized Representative forms in **Envelope #8**.

☐ Put Election Officer and any student page evaluation forms in **Envelope #10**.

☐ Put all keys and small items like forgotten driver's licenses in the **Orange Pouch.**

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ITEMS TO RETURN IN BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING
☐ **#1A Non-SDR** **Green Envelope** (Democratic ballots)	☐ Democratic Non-SDR provisional ballots ☐ Paper provisional ballot log (only if used)	Complete & sign Certification. Seal with label – 2 signatures.
☐ **#1A Non-SDR** **Green Envelope** (Republican ballots)	☐ Republican Non-SDR provisional ballots ☐ Paper provisional ballot log (only if used)	Complete & sign Certification. Seal with label – 2 signatures.
☐ **#1A SDR** **Green Envelope** (Democratic ballots)	☐ Democratic SDR provisional ballots	Complete & sign Certification. Seal with label – 2 signatures.
☐ **#1A SDR** **Green Envelope** (Republican ballots)	☐ Republican SDR provisional ballots	Complete & sign Certification. Seal with label – 2 signatures.
☐ **#1B** **Green Envelope**	**Only used if a court order extends voting hours past 7:00 PM. Otherwise, leave in Emergency Envelope.** ☐ Provisional ballot envelopes with box #3 checked	If used, seal with label – 2 signatures. Otherwise, return empty, unmarked, and unsealed in Emergency Envelope.
☐ **#2** **Envelope**	☐ Statement of Results – A (court's copy) ☐ Statement of Results – B (registrar's copy) ☐ Chief's Notes ☐ Election Officer Oath ☐ Compensation Sheet ☐ Machine Certification Form ☐ Ballot Receipt ☐ Hand Count Report ☐ Voter Count Worksheet ☐ Electoral Board Comment Forms (filled in) ☐ Paper pollbook & paper pollbook count forms (if used)	Seal with label – 2 signatures.
☐ **#2A** **Brown Envelope**	☐ Printed Return Sheet (yellow) with tapes	Seal with label – 2 signatures.
☐ **#4** **Brown Envelope**	☐ Spoiled ballots ☐ Voided ballots ☐ Surrendered absentee ballots	Seal with label – 2 signatures.
☐ **#7** **White Envelope**	☐ Seals removed from voting equipment and equipment cage; receipt strip from TripLok bag ☐ One set of USB flash drives from both DS200s (2 drives with **<u>orange</u>** labels)	Seal with label – 2 signatures.

ITEMS TO RETURN IN BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING
☐ **#8** **White Envelope**	**Used (filled-in) forms:** ☐ Voter Registration Applications (non-SDR only!) ☐ Affirmations of Eligibility ☐ Requests for Assistance ☐ ID Confirmation Statements ☐ Voter Referral Worksheets (yellow) ☐ Authorized representative forms ☐ Request to Cancel Voter Registration ☐ Request to Remove Name from Perm. Absentee List	Seal with label – 2 signatures. Unused/blank forms should be returned in the Blue Bag. **Do not mix filled-out forms with blank forms.**
☐ **#10** **Brown Envelope**	☐ Election Officer Evaluation Form ☐ NOVEMBER ONLY: Student Page Oath/Evaluation Form	Seal with label – 2 signatures
☐ **Orange Pouch**	☐ Keys for voting equipment on red and black wristbands ☐ Keys for equipment cage on black/blue lanyard ☐ Equipment password cards ☐ Lost IDs, drivers' licenses, etc.	Zip and lock (do not use seal).
☐ **Other Items**	☐ Results Worksheet on top of numbered envelopes ☐ Final Absentee Report from Final Envelope ☐ Close of Books Report from Final Envelope ☐ Admin Tablet with charger and power cable ☐ **Unused ExpressVote cards in brown envelope** (do not bend or seal) ☐ **Unused provisional envelopes/notices** ☐ Green pouch with miscellaneous tools/supplies. ☐ Magnifying glass ☐ Magnifying sheet ☐ Code of Virginia law book ☐ Backup paper pollbook and count sheet (if unused) ☐ Dual polling places only – maps and signs ☐ County map ☐ Districts, Precincts, and Polling Place booklet ("Precinct Locator") ☐ Voting permit cards ☐ Small clippers/pliers for cutting seals (in small pouch) ☐ Chief/Assistant Chief badges with ribbons ☐ Election officer badges ☐ Microfiber cloth for cleaning computer screens ☐ **Yellow safety vest for outside use in side pocket** ☐ **Any unlisted items, such as "lost and found" items**	Put the precinct number on "lost and found" items so we can try to get things back to their owners.

ITEMS TO RETURN IN BLUE BAG

ITEMS	DESCRIPTION	COMMENTS
Unused forms (on tear-off pads)	☐ <u>Unused</u> Request for Assistance forms ☐ <u>Unused</u> Affirmation of Eligibility forms ☐ <u>Unused</u> Electoral Board Comment forms ☐ <u>Unused</u> Voter Referral Worksheets (yellow) ☐ <u>Unused</u> ID Confirmation Statement pads ☐ <u>Unused</u> Request to Cancel Voter Registration forms ☐ Writing pad	Assistance forms: 2 sets, one for English/Spanish and one for Vietnamese/Korean Eligibility forms: 4 sets, one for each language
Unused forms (loose or banded)	☐ <u>Unused</u> Voter Registration forms ☐ <u>Unused</u> Voter Complaint forms ☐ <u>Unused</u> Request to Remove Name from Permanent Absentee List forms	Registration forms: 4 languages Complaint forms: 4 languages
Reference items	☐ Voter ID chart for check-in table ☐ Demonstration Ballot (tan or yellow)	**Gold sample ballots** and **leftover bond information** may be discarded or recycled.
Large signs	☐ Vote Here ☐ Voter Parking Only ☐ Prohibited Area ☐ Voter Rights and Responsibilities ☐ DS200 Instruction Poster ☐ ExpressVote Instruction Poster ☐ Curbside Notice ☐ PRIMARIES ONLY: Dual-Party Primary sign ☐ PRIMARIES ONLY: No Write-Ins in a Primary	Prohibited Area & Rights and Responsibilities signs: 2 sets, one for English/Spanish and one for Vietnamese/Korean. **Remove all tape from signs!**
Small signs	☐ Voting Information (lime green) – HAVA 2 ☐ Opting Out of the Permanent Absentee List (yellow) ☐ Work the Polls in Fairfax County (orange/white) ☐ Attention All Voters (white/blue) ☐ Attention Authorized Representatives ☐ Do you have your ID? (yellow) ☐ No Talking in Voting Booths ☐ Exit signs ☐ Red and blue arrows ☐ Universal accessibility symbol (wheelchair) ☐ Any other small posters that can be re-used	Attention All Voters: 4 sets, one for each language. **Remove all tape from signs!**
Precinct supplies	☐ <u>Unused</u> Authorized Representative stickers ☐ 40-foot "No Campaigning" kit ☐ Tape rolls: clear, blue painter, red tamper ☐ Ballpoint pens for marking ballots ☐ "I Voted" and "Future Voter" stickers ☐ Unused preprinted number labels and sheets	Return in good condition so we can reuse for future elections.

ITEMS TO RETURN IN EQUIPMENT CAGE

BEHIND SCANNERS:
- ☐ Yellow A-frame curbside voter sign
- ☐ Cardboard box containing the disassembled absentee ballot drop box
- ☐ <u>Unused</u> flat cardboard boxes for ballots
- ☐ Real estate signs (do not remove wire frames)

ON TOP OF SCANNERS:
- ☐ Cardboard privacy booths

INSIDE LEFT SCANNER BALLOT BIN:	**INSIDE RIGHT SCANNER BALLOT BIN:**
☐ Should be empty	☐ Should be empty
BELOW LEFT SCANNER BALLOT BIN:	**BELOW RIGHT SCANNER BALLOT BIN**
☐ Privacy folders	☐ Clipboards

BETWEEN THE SCANNERS:
- ☐ Blue supply bag
- ☐ 2 ExpressVotes in black padded cases
- ☐ Standing privacy booth (blue hard case)
- ☐ Canvas bag with extension cords and surge protectors

ITEMS TO RETURN TO DEPOT

<u>The Chief will drive the following items to the designated return depot location:</u>
(Warning: Some items are heavy! Ask all officers to help load Chief's car before leaving.)

CONTAINER	CONTENTS	INSTRUCTIONS
☐ **Black rolling kit**	*See chart on previous pages*	Contains envelopes, pouches, etc.
☐ **Green Poll Pad cases (3 to 5)**	☐ Poll Pads and attachments ☐ Stylus and cloth ☐ Chargers and power cords	Seal with yellow zip-tie seals.
☐ **#3 cardboard boxes of voted ballots**	☐ All scanned ballots ☐ All hand-counted ballots	Verify boxes are sealed with red tamper tape. Verify boxes have **white #3 label** affixed to one end of each box and each box is numbered. Verify yellow signature label is affixed to the top of each box over the flaps with <u>all</u> officers' signatures.
☐ **#6 cardboard boxes of unvoted ballots**	☐ Unused (blank) standard ballots	Verify boxes are sealed with red tamper tape. Verify boxes have **blue #6 label** affixed to one end of box. Verify white signature label is affixed to the top of each box over the flaps and <u>two</u> officers signed.
☐ **Chief Supply Return Form**	☐ Checklist (with precinct number on back)	Keep near passenger seat of Chief's car for easy access.
☐ **Loose items**	☐ Any stray items that did not get put in the cage, black kit, or blue bag.	Before you leave, check for signs that were posted outside or along the road to direct voters.

CHIEFS

COLLECTOR OFFICERS

FAIRFAX COUNTY GOVERNMENT CENTER
12000 Government Center Pkwy; Fairfax, VA 22035

Friars Ct

Sherwood Regional Library

Whitman Middle School

Parkers Ln

Parkers Ln

Parkers Ln

Schelhorn Rd

Mount Vernon Governmental Center

Drop off Entrance # 2

Fire Station

Inova Mount Vernon Hospital

Holland Rd

Mt Woodley Pl

Holland Rd

St Elliott Ct

Holland Rd

Hinson Farm Rd

Merrifield Ct

Andrus Rd

Andrus Rd

Andrus Rd

Seaton St

Derek Rd

Fordson Rd

Fordson Rd

Dumas St

Douglas St

Sherwood Hall Ln

Fordson Rd

Douglas St

Dunbar St

Richm...

Route 1

Kingland Rd

Richmond Hwy

Richmond Hwy

Mount Vernon Government Center
2511 Parkers Lane, Alexandria, VA 22306
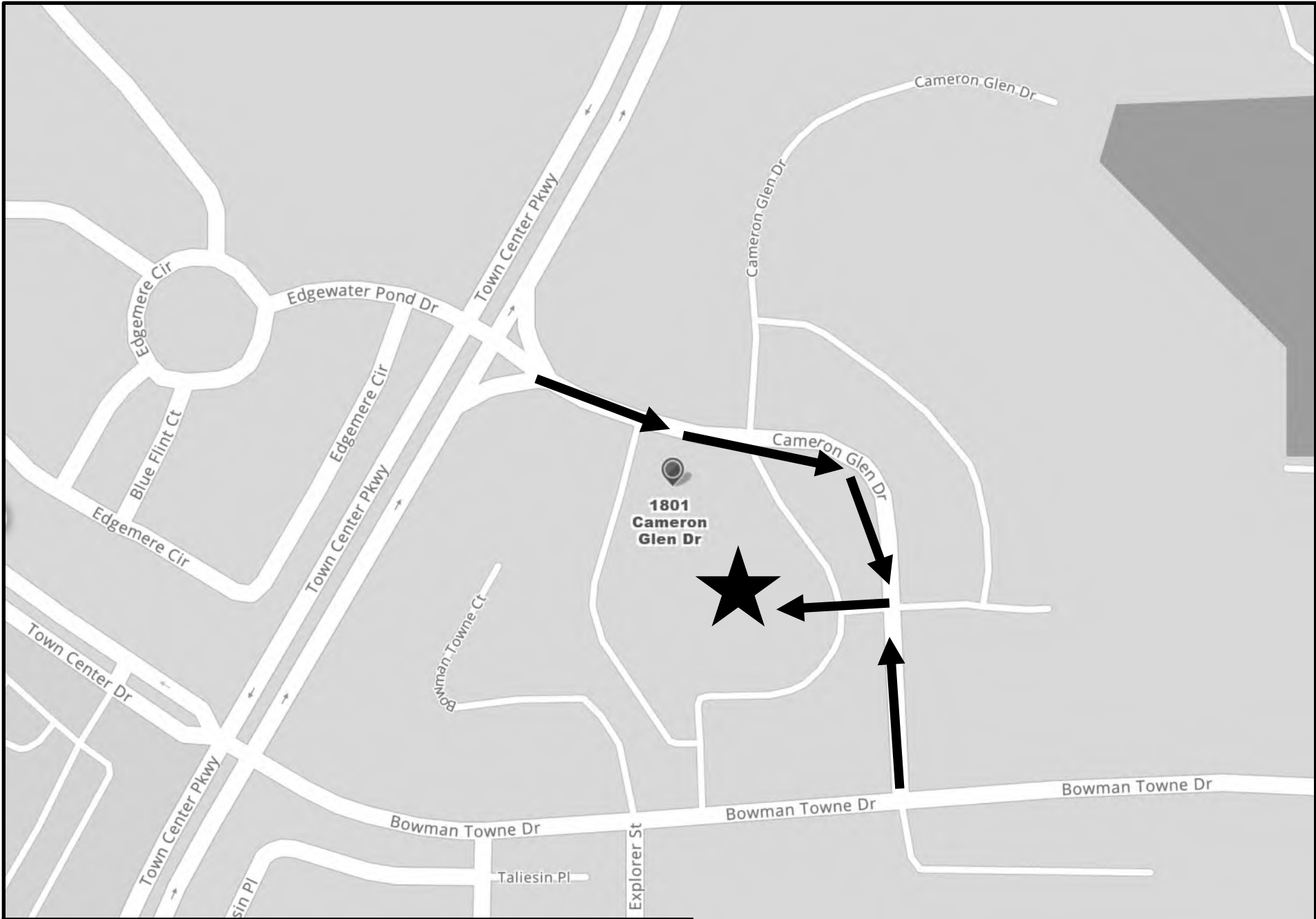
NORTH COUNTY GOVERNMENT CENTER
1801 Cameron Glen Dr; Reston, VA 20190

MARSHALL HIGH SCHOOL
7731 Leesburg Pike, Falls Church, VA 22043

ACCEPTABLE IDs

ACCEPTABLE IDs

Virginia law requires each voter to present an acceptable form of identification when checking in to vote. The Virginia Department of Elections provides a one-page list of all acceptable IDs. Copies of this voter identification list should be posted at the check-in table.

PRESENTING ID AT CHECK-IN

If officers can reasonably confirm that the person in front of them is the person in the pollbook, they may be checked in.

- The name on someone's ID does not have to exactly match how it appears on the electronic pollbook. For example, someone's ID may say "Bill" but the pollbook says "William."
- Ignore the address on the voter's ID. Instead, **always use the address that the voter provides during the check-in process.** A voter may provide their address orally, in writing, or by simply pointing to their ID.
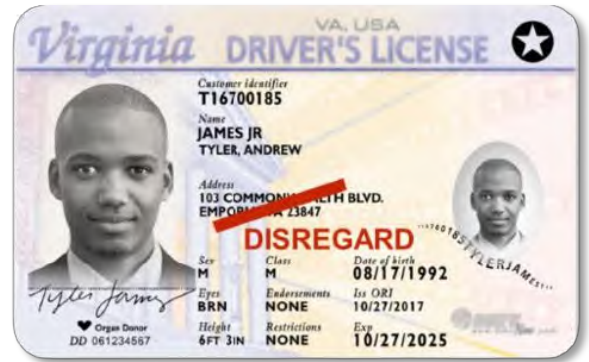
IMPORTANT: If check-in officers are unsure about whether a particular form of ID is acceptable, remind them to "Call the Chief!" Officers should NEVER turn away a voter.

Student IDs from institutions outside the state of Virginia and ID cards issued by voters' employers are required to contain a photograph. When reviewing photo IDs, keep in mind:

- A person's appearance may have changed substantially from the time that their photo was taken.
- Gender discrepancies on ID should not play a role in verifying a person's identity.
- Never ask a person to remove their face mask or face covering for any reason.
- If a voter's identity is challenged, contact the office. If necessary, refer to #11 in the "What-Ifs" section.

EXPIRATION DATES ON A VOTER'S ID

A Virginia driver's license may always be used for voting, regardless of when it expired.

> *§ 24.2-643(B): "The expiration 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."*

For most other IDs:

- If there is no expiration date listed, it can be accepted automatically.
- If there is an expiration date listed, it must not be expired for more than 12 months. After that, the ID is no longer valid for voting.

Some documents used as IDs (utility bill, bank statement, government check, paycheck, or other government document) must not be more than 12 months old. Don't forget to look for a date on these documents!

ACCEPTABLE IDs

FORMS OF ACCEPTABLE IDS

There are many IDs that are acceptable for voting purposes:

- Voter confirmation documents (e.g., voter ID card, voter registration notice postcard, etc.)
- Virginia DMV-issued driver's license
- Virginia DMV-issued identification card
- United States passport or passport card
- Student ID card from any institute of higher education or private school located in Virginia
- Student ID card <u>with photo</u> from any institute of higher education located in any other state or territory of the United States
- An employer ID <u>with photo</u> (employer does not have to be located in Virginia)
- A tribal ID issued by one of the 11 tribes recognized by Virginia
- Other IDs issued by the federal government, the Commonwealth of Virginia state government, or local Virginia government
- A copy of a current utility bill, bank statement, government check, paycheck, or any other government document containing the name and address of the voter ("current" is considered as within the last 12 months)

> **IMPORTANT:** If the voter offers an approved form of ID, you may not ask for their driver's license instead. This is against the law!

DIGITAL COPIES OF ACCEPTABLE IDs

Voters may show you an electronic version of some IDs instead of a physical version.

An <u>electronic form of the following documents</u> 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 ("current" is considered as within the last 12 months).

ELECTRONIC STUDENT IDS

Some student IDs are now offered electronically. An electronic student ID is only acceptable if it is an officially adopted method of issuing an ID by the institution. A screenshot or photograph of an ID is not acceptable.

ACCEPTABLE IDs

UNACCEPTABLE FORMS OF IDENTIFICATION

There are also many IDs that you cannot accept for voting, including:

- NOT ACCEPTED: Screenshots or pictures of physical IDs
- NOT ACCEPTED: Out-of-state driver's license
- NOT ACCEPTED: Virginia driver privilege card
- NOT ACCEPTED: Foreign passport
- NOT ACCEPTED: Employee ID *without* a photo
- NOT ACCEPTED: Non-Virginia university ID *without* a photo
- NOT ACCEPTED: Membership card from a private organization
- NOT ACCEPTED: Credit card

DRIVER PRIVILEGE CARDS

A driver privilege card is nearly identical to a driver's license, but is not an acceptable ID for voting. Driver privilege cards are issued to non-citizens who cannot prove legal presence in Virginia.

If a voter's ID scans on the Poll Pad, you may accept it. If an ID does not scan, check if it is a driver privilege card:

1. Does it say "**Federal Limits Apply**" in the top right?
2. Does it say "**9**" under Restrictions at the bottom?
3. Does it say "**Limited Duration**" on back?

If yes to all three, ask the voter for another form of ID or offer an ID Confirmation Statement.
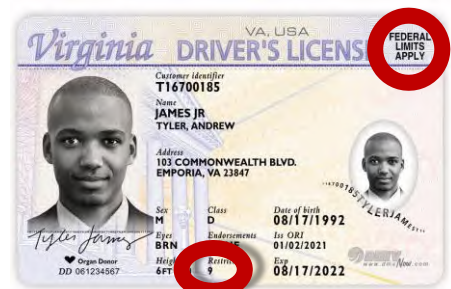
ID CONFIRMATION STATEMENT

If a voter does not have an acceptable form of ID, offer them an ID Confirmation Statement. A completed ID Confirmation Statement is an acceptable ID and the voter may then vote normally.

On the Poll Pad, make sure to select the "Voter Signed Oath" flag!

If a voter refuses to sign the ID Confirmation Statement, they may vote a no-ID provisional ballot.

17-YEAR-OLD VOTERS

You may have voters who are 17 years old in a primary election. If they are registered and listed in the Poll Pad, they are permitted to vote. Any registered voter who will be 18 years old by the date of a general election may vote in its corresponding primary.

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 they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
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
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	**No**
Student ID from a high school located outside of Virginia	**No**
Membership card from private organization displaying a photograph	**No**
Credit card displaying a photograph	**No**
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	**No.** Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

INSTITUTIONS OF HIGHER EDUCATION IN VIRGINIA

If an institution of higher education has a campus in the United States, a student ID with photo is acceptable.
If an institution of higher education has a campus in Virginia, a student ID without photo is acceptable.

LIST OF INSTITUTIONS OF HIGHER EDUCATION WITH A CAMPUS IN VIRGINIA:

1. Advanced Technology Institute
2. Alliance Medical & Health Sciences College
3. American College of Commerce & Technology
4. American National University - Salem
5. American Public University System
6. American University
7. Appalachian College of Pharmacy - Oakwood Campus
8. Appalachian School of Law
9. Argosy University - Washington D.C. Campus
10. Art Institute of Virginia Beach, The
11. Art Institute of Washington, The
12. Atlantic University
13. Averett University - Danville
14. Aviation Institute of Maintenance - Chesapeake
15. Aviation Institute of Maintenance - Manassas
16. Bethel College
17. Blue Ridge Community College
18. Bluefield College
19. Bon Secours Memorial College of Nursing
20. Boston University Metropolitan College
21. Bridgewater College
22. Bryant and Stratton College - Hampton
23. Bryant and Stratton College - Richmond
24. Bryant and Stratton College - Virginia Beach
25. California University of Management and Sciences (Virginia Campus)
26. Cambridge College - Chesapeake
27. Catholic Distance University, The
28. Catholic University of America, The - Engineering
29. Centra College of Nursing
30. Central Michigan University Global Campus - Alexandria
31. Central Michigan University Global Campus - Fort Belvoir
32. Central Michigan University Global Campus - Joint Base Myer
33. Central Michigan University Global Campus - Pentagon
34. Central Michigan University Global Campus - Richmond
35. Central Texas College
36. Central Virginia Community College
37. Centura College - Alexandria
38. Centura College - Chesapeake
39. Centura College - Newport News
40. Centura College - Norfolk
41. Centura College - Richmond
42. Centura College - Richmond West
43. Centura College - Virginia Beach
44. Chamberlain College of Nursing
45. Chester Career College
46. Christendom College
47. Christopher Newport University
48. College of William and Mary
49. Columbia College
50. Dabney S. Lancaster Community College
51. Dallas Theological Seminary
52. Danville Community College
53. DeVry University - Arlington
54. DeVry University - Chesapeake
55. DeVry University - Manassas
56. Dulles University
57. Eastern Mennonite University
58. Eastern Shore Community College
59. ECPI University
60. ECPI University - Newport News
61. ECPI University - Northern Virginia Campus
62. ECPI University - Virginia Beach
63. Edward Via College of Osteopathic Medicine-Virginia Campus
64. Embry-Riddle Aeronautical University - Norfolk
65. Emory and Henry College
66. Everest College - Chesapeake
67. Everest College - Newport News
68. Everest College -Vienna
69. Ferrum College
70. Florida Institute of Technology - Fort Lee Graduate Center
71. Florida Institute of Technology - Hampton Roads Graduate Center
72. Florida Institute of Technology - NCR Graduate Center
73. Fortis College - Norfolk
74. Fortis College - Richmond
75. Geneva College
76. George Mason University
77. George Washington University
78. Germanna Community College
79. Global Health College
80. Hampden-Sydney College
81. Hampton University
82. Hampton University - Roanoke Higher Education Center
83. Hampton University - Virginia Beach
84. Hollins University
85. HyperLearning Technologies, Inc.
86. iGlobal University
87. Institute for the Psychological Sciences
88. ITT Technical Institute - Chantilly
89. ITT Technical Institute - Norfolk
90. ITT Technical Institute - Richmond
91. ITT Technical Institute - Salem
92. ITT Technical Institute - Springfield
93. J Sargeant Reynolds Community College
94. James Madison University
95. Jefferson College of Health Sciences
96. John Tyler Community College
97. Johns Hopkins University - Whiting School of Engineering (Crystal City)

98. King University- Southwest Virginia Community College
99. Kings Park University School of Acupuncture and Oriental Medicine
100. Lancaster Bible College/Capital Bible Seminary
101. Liberty University
102. Life Pacific College
103. Lindsey Wilson College School of Professional Counseling
104. Longwood University
105. Lord Fairfax Community College
106. Lynchburg College
107. Mary Baldwin College - Staunton
108. Marymount University
109. Medtech College
110. Mercyhurst University - McLean
111. Miller-Motte Technical College - Lynchburg
112. Missouri State University
113. Mountain Empire Community College
114. National Graduate School, The - Arlington
115. New River Community College
116. Norfolk State University
117. Northern Virginia Community College
118. Nova Southeastern University - Norfolk
119. Old Dominion University
120. Park University - Fort Myer
121. Park University - Henderson Hall
122. Patrick Henry College
123. Patrick Henry Community College
124. Paul D Camp Community College
125. Piedmont Virginia Community College
126. Radford University
127. Randolph College
128. Randolph-Macon College
129. Rappahannock Community College
130. Reformed Theological Seminary
131. Regent University
132. Richard Bland College
133. Riverside School of Health Careers
134. Roanoke College
135. Saint Leo University - Fort Lee
136. Saint Leo University - SHRC Joint Expeditionary Base Little Creek-Fort Story
137. Saint Leo University - Virginia Peninsula Center
138. Saint Michael College of Allied Health
139. Sanford-Brown College
140. Sentara College of Health Sciences
141. Shenandoah University - Winchester
142. Skyline College
143. Skyline College - Roanoke
144. South Baylor University
145. South University - Richmond
146. South University - Virginia Beach
147. Southeast Culinary & Hospitality College
148. Southern Illinois University Carbondale-Naval Air Station Oceana
149. Southern Virginia University
150. Southside Regional Medical Center Professional Schools
151. Southside Virginia Community College
152. Southwest Virginia Community College
153. Standard Healthcare Services College of Nursing
154. Stratford University
155. Strayer University - Arlington Campus
156. Sweet Briar College
157. Thomas Nelson Community College
158. Tidewater Community College
159. Troy University - Chesapeake
160. Tysons College
161. Union Theological Seminary & Presbyterian School of Christian Education
162. University of Fairfax
163. University of Management and Technology
164. University of Mary Washington
165. University of Maryland University College - Fort Belvoir
166. University of North America
167. University of North Carolina at Chapel Hill-Kenan Flagler Business School
168. University of Oklahoma, The - Arlington
169. University of Phoenix - Crowne Plaza
170. University of Phoenix - Richmond
171. University of Richmond
172. University of the Potomac
173. University of Virginia
174. University of Virginia's College at Wise
175. Valley Forge Christian College - Woodbridge Campus
176. Virginia College
177. Virginia Commonwealth University
178. Virginia Highlands Community College
179. Virginia International University
180. Virginia Military Institute
181. Virginia School of Massage
182. Virginia State University
183. Virginia Tech
184. Virginia Tech Carilion School of Medicine
185. Virginia Union University
186. Virginia University of Lynchburg
187. Virginia University of Oriental Medicine
188. Virginia Wesleyan College
189. Virginia Western Community College
190. Walden University - Distance Education
191. Washington and Lee University
192. Washington Baptist University
193. Webster University - Fort Belvoir
194. Westwood College - Annandale
195. Westwood College - Arlington Ballston
196. World College
197. Wytheville Community College

NON-ROUTINE & WHAT-IFS

NON-ROUTINE VOTER SITUATIONS

This chart helps summarize some common non-routine voter situations; for more details, read the *What-Ifs*. For **all** provisional ballot situations, follow the provisional ballot checklists in the *Provisional & SDR* chapter of this notebook. Call the Office of Elections if you have any questions!

SITUATION	ACTION TO TAKE
No acceptable ID	▪ Voter may complete an ID Confirmation Statement.
Voter is marked "Inactive" or "Confirmation Mailing" on Poll Pad but voter did not move	▪ Voter may complete Affirmation of Eligibility form, then vote a regular ballot.
Voter moved but did not update their voter registration	▪ Use the **Moving Conditions Chart** in the *What-Ifs* to determine if voter can cast ballot routinely. ▪ If not, voter will be able to vote a **Same Day Registration** provisional ballot in precinct where eligible.
Voter's name is not on the Poll Pad	▪ Check for spelling errors or name changes first. ▪ Run an advanced search on the Poll Pad. ▪ Call the office to see if voter is registered elsewhere (if so, voter can go to registered precinct). ▪ Otherwise, offer an SDR provisional ballot.
Voter requests assistance	▪ Voter and assistant must complete a Request for Assistance form, then voter is permitted to vote a regular ballot.
Voter asks to vote curbside	▪ Voter is permitted to vote a regular ballot. ▪ Follow curbside instructions in *What-Ifs* and the *During the Day Curbside Guide.*
Voter comes to polling place <u>with</u> their absentee ballot and does not want to deposit it in drop box	▪ Verify absentee "Issued" or "Unmarked" status on Poll Pad. ▪ Voter surrenders absentee ballot package -OR- removes ballot from envelope and writes "ABSENTEE SURRENDERED" across the front of the ballot. Voter may fill in all ovals to obscure their choice. ▪ Put the surrendered absentee ballot in Envelope #4. ▪ Check in voter on Poll Pad. Voter votes a regular ballot.
Voter comes to polling place <u>without</u> their absentee ballot	▪ Voter may cast a provisional ballot. (Consult *What-If* 20**a,** "On Election Day") ▪ Do NOT check in voter on Poll Pad.
Voter is flagged as "On Machine" or "Marked"	▪ Voter voted absentee and cannot vote again. ▪ Voter may cast a provisional ballot if they say they did not vote.

For other situations, refer to the What-Ifs!

NON-ROUTINE VOTER SITUATIONS

POLL PAD FLAGS ON VOTER RECORD

Inactive or Confirmation Mailing	• The Office of Elections has received information indicating that the voter may have moved. • Ask the voter: "Did you move?" If the answer is no, offer the voter an **Affirmation of Eligibility** form to fill out. Check in the voter normally and select "Voter Signed Oath" flag. • If the voter did move, check "Moving Conditions" chart on page 10 of the *What Ifs.* Voter may be eligible to vote routinely in "old" precinct where registered after completing **Affirmation of Eligibility**.
Absentee Flags	• <u>Issued</u>: The voter requested an absentee ballot, and it was mailed to the voter. • <u>Unmarked</u>: The voter requested an absentee ballot and it was mailed to the voter, but was returned as undeliverable or the voter returned the ballot unmarked (not voted) or with a deficiency in the ballot package that is awaiting curing. The voter may vote a normal ballot. • <u>Marked</u>: The voter returned a voted ballot by mail or in a drop box. • <u>On Machine</u>: The voter voted in person during the early voting period. • <u>SDR Provisional</u>: The voter voted a same day registration provisional ballot during the early voting period. • Tap on the voter record. An explanation of the flag will appear.
Verify ID	• The voter is required by the Help America Vote Act to show identification the first time they vote in a federal election. This voter cannot sign the ID Confirmation Statement.
Permanent Absentee Ballot Application Status	• A voter may insist they did not request an absentee ballot for a particular election. • Ask the voter, "Is it possible you selected the permanent absentee ballot option when applying for the absentee ballot?" • Offer the voter the **Request to Remove Name from Permanent Absentee Voter List Form** and refer them to the poster in the voting room for more information.
Overseas Voters / Military Service Personnel	• Certain same-day registration/absentee ballot rules apply to military service personnel and their dependents, and to persons living temporarily overseas. ☎ **Call the office** for assistance.

NON-ROUTINE VOTER SITUATIONS

CANCELLING A VOTER CHECK-IN

- It is permissible to reverse the check-in of a voter on a Poll Pad, if specifically requested by the voter.

  o If a voter abandons their ballot and leaves, they are a *fleeing* voter and the ballot is voided. If a voter leaves their ballot in the DS200 and leaves before it is accepted, that is *not* a fleeing voter.

  o If a voter returns their ballot to an election officer and requests their check-in be reversed, the Chief or Assistant Chief election officer may cancel their check-in.

  o Ask the voter to present ID again so you may verify their name and ensure the appropriate voter's check-in is cancelled.

  o Mark the surrendered ballot as "SPOILED" and put it in Envelope # 4.

- Note that you cannot cancel the check-in of a voter unless the voter specifically asks. As a best practice, <u>ask any voter who returns their ballot if they would like their check-in to be cancelled</u>.

- If a voter check-in is cancelled, the voter may later vote routinely at another time during early voting or on election day.

How to cancel a voter check-in on Poll Pad

Follow these steps if a voter asks for their check-in to be reversed or if an election officer checked in the wrong voter. Only do this before a ballot has been issued to the voter or if the voter is still in front of you.

1. Ask the voter to show you their valid form of ID.

2. Ask the voter to give you back their ballot, if they received one.

3. Find the voter using the **Manual Entry** option.

4. Select the **Gear icon** to the left of the voter's name.

5. Use the onscreen keyboard to enter the **Chief Password**, then tap **Done.**

6. Tap **Cancel Voter Check-In.**

7. Record the name of officer, the reason for cancellation from the pull down menu, and fill in the block to describe the reason for cancellation. Then tap **Next.**

8. Sign your name on the screen, then tap **Submit.**

How to edit a voter check-in on Poll Pad
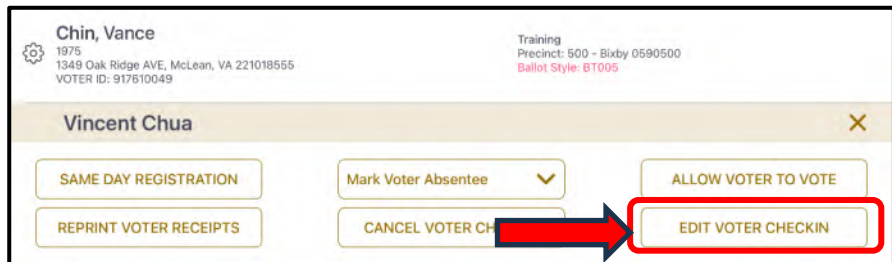
Follow these steps if a voter required assistance after being initially checked in or if an election officer forgot to select a flag when checking in a voter.

1. Find the voter using the **Manual Entry** option.

2. Select the **Gear** icon to the left of the voter's name.

3. Use the onscreen keyboard to enter the **Chief Password**, then tap **Done**.

4. Tap **Edit Check-In**, verify you have selected the right voter, then tap **Accept**.

5. **DO NOT tap** "Allow Voter to Vote" choice!

6. Check the appropriate flag, then tap **Submit** to process the change.

What to do when…

A complete guide for helping voters with exceptional situations

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Abbreviations

AB	Absentee Ballot
AB Report	List of voters who have absentee voted or applied for an absentee ballot
CAP	Central Absentee Precinct
EPB	Electronic Pollbook
ID	Identification
OP	Outside Polls
S	Voter has completed a required statement including the *Affirmation of Eligibility* and *Virginia Registration Application.*
SDR	Same Day Registration
SOR	Statement of Results
VRA	Voter Registration Application
24.2	Title of the Code of Virginia, also known as the Virginia Election Laws.
?	Voter may have moved and must confirm their current residential address. Voter may also be listed as "*inactive"* or "marked for *address confirmation."*
F	Federal Only – overseas voter eligible to vote for federal offices only.
A	Voter has yet to provide their social security number and it is required.
?	**The answer to this question determines which way to proceed.**
➲	Indicates additional information.

Acceptable Voter ID List[1]

- Voter registration confirmation documents.
- Virginia driver's license or Virginia DMV-issued ID (may be current or expired).
- Valid United States passport or passport card.*
- United States Military ID.
- Voter ID card issued by the Department of Elections.
- Nursing home resident ID issued by a government facility.
- Any other valid ID issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States government.
- Valid student ID issued by any public or private high school or institution of higher education located in Virginia. (electronic form acceptable only if it is an officially adopted method of issuing a student ID by the institution).**
- Valid student ID issued by a public or private institution of higher education located in the United States (electronic form acceptable only if it is an officially adopted method of issuing a student ID by the institution).**

- Valid employee ID containing a photograph issued in ordinary course of business (public or private employer).
- Copy of a current utility bill, bank statement, government check, or paycheck containing the name and address of the voter (cannot be more than 12 months old; may be in physical or electronic form).
- Any other government document containing the name and address of the voter (may be in physical or electronic form).
- Signed ID Confirmation Statement.
- Tribal ID issued by one of the 11 recognized tribes in Virginia, [§8.01-385, 51.1-700]:
  - Cheroenhaka (Nottoway)
  - Chickahominy
  - Eastern Chickahominy
  - Mattaponi
  - Monacan
  - Nansemond
  - Nottoway of Virginia
  - Pamunkey
  - Patawomeck
  - Rappahannock
  - Upper Mattaponi

*When used on this list, "valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**Chief should have a list of qualified colleges and universities.

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[1] For complete list, see *Department of Elections Voter Identification List*

1
Voter does not have acceptable ID or you are unsure you can accept the provided ID.

If the voter does not have an acceptable form of ID, the voter may sign an ID Confirmation Statement. Officer places completed documents in Envelope #8.

If the voter does not have an acceptable form of ID and does not complete or sign the statement, the voter can vote a provisional ballot. Go to problem 14.

- If federal election, first see Help America Vote Act section below.

⮞ Never turn a voter away because of lack of ID. If you are unsure whether a voter has presented an acceptable ID, call the General Registrar.

Help America Vote Act

If the voter is required by the Help America Vote Act (52 U.S.C. § 21083(b)) to show identification the first time they vote in a federal election, the voter must present one of the following:

- A current and valid photo identification.

- A copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter.

If the voter does not have an acceptable form of ID, go to problem 14a and have them vote a provisional ballot. An ID Confirmation Statement is not acceptable in these circumstances.

2
Name on ID does not match name in pollbook.

1. Allow voter to vote if the name on the voter's ID is:
   - similar to the name in the pollbook; and/or
   - lists a maiden name, nickname, or initials instead of the full name.
2. Ask voter to complete and sign a Voter Registration Application.
3. Officer places completed documents in Envelope #8.

➲ If you believe the person on the ID is not the voter, use the Affirmation of Eligibility to challenge the voter.

1. Officer fills out and initials Section A on the Affirmation of Eligibility and checks Box C.
2. Officer (or other Challenger) fills out and signs the Statement of Challenger using Reason #7.
3. Voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed.
6. Officer places completed documents in Envelope #8.
7. Voter casts ballot as normal in precinct.

➲ If challenged voter will not sign the Affirmation of Eligibility, they cannot vote a traditional ballot. Go to problem 14 for provisional vote procedures.

3
Voter provides address (orally or in writing) that does not match address in pollbook.

Does the address the voter provides orally or in writing match the address in pollbook?

- If yes, check the voter in normally.
- If no, go to problems 4-8.

➲ The address the voter provides orally or in writing must match the address in the pollbook but it does NOT have to match the address on the ID.

➲ If an address on an ID does not match the address on the pollbook, it does not make the ID unacceptable for proving voter identity.

➲ Some acceptable forms of ID do not have an address.

➲ If you are uncertain, call the General Registrar.

4

There is a ☐ next to voter's name or pollbook says "Inactive" or "Marked for address confirmation."

Has voter moved?

- If yes, go to problems 5-8

- If no, you must challenge the voter using the Affirmation of Eligibility Form.

    1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box A.

    2. Officer does **not** complete *Statement of Challenger* section (leave blank).

    3. Voter fills out and signs Section B –Affirmation of Voter.

    4. Officer makes sure voter signs Section B.

    5. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed. Depending on how your pollbooks are set up, you might need to enter the Chief's password.

    6. Officer places completed documents in Envelope #8.

    7. Voter casts ballot as normal in precinct.

➡ Why does this happen?

Voter was sent an address confirmation notice and the Elections Office did not receive a response. The confirmation notice was sent because:

- There was a possible address change OR

- Previous mailings from the Election Office were returned as undeliverable.

Use this "Moving Conditions" chart when a voter has moved.
Ask the voter:

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? ➔ ---------- When did voter move? ⬇	Within precinct *See problem 5 for more details*	Within county/city AND congressional district (but not the same precinct). *See problem 6 for more details*	To a different county/city OR congressional district (still within Virginia) *See problem 7 for more details*	Outside of Virginia *See problems 8a/8b for more details*
On or after November 8, 2023	Voter can vote routinely. *(Ask voter to complete regular Voter Registration Application to update registration)*	Voter can vote in "old" precinct where registered **-OR-** Do SDR in "new" precinct where voter now lives	Voter can vote in "old" precinct where registered. **-OR-** Do SDR in "new" precinct where voter now lives	Not eligible to vote in non-presidential elections.
From November 4, 2020 through November 7, 2023	Voter can vote routinely. *(Ask voter to complete regular Voter Registration Application to update registration)*	Voter can vote in "old" precinct where registered after signing *Affirmation of Eligibility*. **-OR-** Do SDR in "new" precinct where voter now lives	Voter may do SDR in precinct where voter now lives.	Not eligible to vote in non-presidential elections.
On or before November 3, 2020	Voter can vote routinely *(Ask voter to complete regular Voter Registration Application to update registration)*	Voter may do SDR in precinct where voter now lives.	Voter may do SDR in precinct where voter now lives.	Not eligible to vote in non-presidential elections.

5
Voter moved within the same precinct.

➲   There may be a **?** next to voter's name or the pollbook says 'inactive' or 'marked for address confirmation.'

1. Officer asks voter to complete and sign a Voter Registration Application.
2. Officer checks voter into the pollbook as normal.
3. Officer places completed documents in Envelope #8.
4. Voter casts ballot as normal in the precinct.

➲   **Do not** enter voter's new address in pollbook.

Town Elections Only

A voter who moved out of town **cannot** vote in the town election but may be eligible to vote in non-town elections *§ 24.2-101; Qualified voter in a town.*

§24.2-401

6

Voter moved to a different precinct within the same county/city AND congressional district.

➲ There may be a **?** next to voter's name or the pollbook says 'inactive' or 'marked for address confirmation.'

Voter may choose to do **SDR** in the precinct where they now live. Or, choose which statement describes **when** the voter moved and use the instructions that follow.

❓ Voter moved on or after November 8, 2023.

1. Voter completes and signs a Voter Registration Application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed documents in Envelope #8.

❓ Voter moved from November 4, 2020 through November 7, 2023.

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 4.
2. Voter fills out and signs Section B – Affirmation of Voter using their new address.
3. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed.
4. Voter casts ballot as normal in precinct where still registered.
5. Officer places completed documents in Envelope #8.

❓ Voter moved on or before November 3, 2020.

Voter may vote a provisional ballot. See problem 14a for Same Day Registration.

➲ **Do not** enter voter's new address in pollbook.

Town Elections Only

A voter who moved out of town **cannot** vote in the town election but may be eligible to vote in non-town elections. *§ 24.2-101; Qualified voter in a town*.

7

Voter moved to a different county/city OR a different congressional district within the same county/city.

➲   There may be a **?** next to voter's name or the pollbook says 'inactive' or 'marked for address confirmation.'

➲   Some counties/cities have more than one congressional district. If you do not have a street file map, call the General Registrar.

Voter may choose to do **SDR** in the precinct where they now live. Or, choose which statement describes **when** the voter moved and use the instructions that follow.

? **Voter moved on or after November 8, 2023.**

1. Voter completes and signs a Voter Registration Application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed VRA in Envelope #8.

? **Voter moved before November 8, 2023.**

Voter may vote a provisional ballot. See problem 14a for Same Day Registration.

➲   Do not enter voter's new address in pollbook.

➲   If voter moved to a new precinct within the same county/city AND congressional district go to Problem 6.

Town Elections Only

A voter who moved out of town **cannot** vote in the town election but may be eligible to vote in non-town elections. *§ 24.2-101; Qualified voter in a town*.

8
Voter moved to another state.

Is this a presidential election?

? **If No, go to problem 8a.**

? **If Yes**

- Did the voter move out of state more than 30 days ago? Go to problem 8a.
- Did the voter move out of state less than 30 days ago? Go to problem 8b.

8a:
Voter is no longer eligible to vote in Virginia.

1. Ask voter to fill out a Cancellation Request form (ELECT 427(A))
   or write and sign a note that:
   - states they have moved out of state;
   - asks to cancel their Virginia voter registration; and
   - includes their name, date of birth, and new address, (SSN optional).
2. Place Cancellation Request or note in Envelope #8.

If voter insists they are registered and eligible to vote in the precinct, they may vote a provisional ballot. See problem 14.

8b:
Voter may vote a "Presidential-Only" Ballot.
(This is a presidential election AND voter moved out of state less than 30 days ago.)

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 3.
2. Voter fills out and signs Section B – Affirmation of Voter using new address.
3. Officer tells voter that the General Registrar will cancel the voter's Virginia registration after this election.
4. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed.
5. Officer indicates in the pollbook that voter voted a presidential-only ballot.
6. Officer issues a presidential-only ballot.
7. Voter casts presidential-only ballot as normal in the precinct.
8. Officer places completed documents in Envelope #8.

§ 24.2-420.1, § 24.2-453, , § 24.2-653.1, § 24.2-708, § 24.2-711, §24.2-712

9

Voter marked with federal symbol F in pollbook.

➲   Symbol may be in the voter's details, message box, or ballot style.

➲   Voter can only vote for federal offices.

1. Check voter into the pollbook.
2. Check 'Federal Only' flag.
3. Give voter a Federal Only ballot.

9a
Voter marked with federal F and absentee symbols AB in pollbook and they have their absentee ballot.

Go to problem 19 and follow instructions.

9b
Voter marked with federal F and absentee symbols AB in pollbook and they DO NOT have their absentee ballot.

Go to problem 20 and follow instructions.

10

Voter's name is not in the pollbook.

➲ Make sure to look:

- in the pollbook;

- at the end of the alphabetical section in the pollbook; and

- in any other listings provided by the General Registrar.

1. Check for correct spelling or a recent name change.

2. Check if voter is in the right polling place. Ask voter for their:

- address;

- when/where they registered to vote; and

- when/where they last voted.

3. Collect any documentation or registration receipts provided by the voter and put them in Envelope #8.

4. If the voter is a Same-Day Registration (SDR) voter, see problem 14a.

5. Call the General Registrar. The GR will either:

- instruct you to add a voter's name to the pollbook;

- tell you the person can vote a provisional ballot. (See problem 14a); or

- let you know if voter is registered and eligible to vote in another precinct.

➲ If General Registrar is unavailable or unable to confirm qualifications, voter may vote a provisional ballot. See problem 14a.

➲ Overseas and Military voters (or voters who have recently separated from the military) as well as spouses and dependents may be able to register today, § 24.2-420.1. Call the General Registrar.

➲ Only the General Registrar can authorize adding a voter to the pollbook. The General Registrar will give you instructions if that is necessary.

11
Voter is challenged.

➲   A qualified voter can challenge another voter.
     An Election Officer may be required to challenge a voter.

1. Officer fills out and initials Section A of the Affirmation of Eligibility form and checks Box C.

2. Challenger fills out and signs the Statement of Challenger in Section A.

3. Challenged voter fills out and signs Section B – Affirmation of Voter.

4. Officer makes sure voter signs Section B.

5. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed.

6. Voter casts ballot as normal in the precinct.

7. Officer places completed documents in Envelope #8.

➲   If challenged voter will not sign the Affirmation of Eligibility but maintains that they are qualified (including that they are a resident of the precinct) then they must vote a provisional ballot. Go to problem 14.

➲   If challenger will not sign the Affirmation of Eligibility, then there is no challenge and the voter, if otherwise qualified, votes in the normal way in the precinct.

§ 24.2-651.1

12
Voter's name marked in pollbook as already voted.

1. Tell voter they can vote a provisional ballot.
2. Go to problem 14b and follow instructions using Reason #5.

⮮ Voter does not have to fill out a Voter Registration Application, unless needed for another reason.

Voter changes mind about which primary ballot they want to vote.

If voter has NOT yet scanned their ballot, they may switch ballots and vote in the other political party's primary election:

For electronic pollbooks (EPBs), use your EPB instructions to:

1. look up the voter;
2. undo check-in and
3. re-check the voter in for the correct primary or leave unchecked if there is only one political party's primary election taking place.

The pollbook officer will likely need the Chief Officer to enter the Chief's password to complete the check-in process.

⮮ If voter has already been issued a ballot, you will first need to SPOIL the ballot and place it in Envelope #4.

⮮ After the polls close, the number of names stricken from a primary election's pollbook because the voter changed their mind or was given the wrong ballot must be entered on that Primary's Statement of Results for in the EXPLANATION OF DISCREPANCY section.

For paper pollbooks, follow the separate instructions from ELECT.

Constitution of Virginia Art. II, § 2;§ 24.2-418; § 24.2-643(D)

13

There is an A symbol in the pollbook on the voter's record.

➲   On the EPB, the A symbol may be in the voter's details or in the message box.

On paper pollbooks, the A symbol appears left of the voter's name.

This is very rare.

1. Voter fills out a Voter Registration Application.
2. Officer writes 'SSN update' next to or above the social security number on the form.
3. Do not enter the social security number in the pollbook.
4. Do not ask voter to say their social security number aloud.

➲   What does this mean?

The Election Office does not have this voter's social security number and it is required.

§24.2-653

Provisional Reason Codes

Same Day Registration (or not on pollbook)

1	Voter **not on the pollbook and**: • is unregistered and otherwise qualified to register using Same Day Registration; • is a resident of the precinct or has been since the November general election last year; or, • has been a resident of the precinct for the last two federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct.

Non-Same Day Registration

3	Voter is **voting after hours** due to court order.
4	Voter **applied for an absentee ballot, but does not have the ballot with them.**
5	Voter **is shown in the pollbook as already having voted.**
6	**Other** (any reason not captured in the other codes).
7	**Voter did not show required ID and declined to complete ID confirmation statement.**

§24.2-653

14

Voter must vote a provisional ballot.

14a: Voter Using Same Day Registration (or not on pollbook).

Complete only Same Day Registration (SDR) side of provisional envelope.

1. Voter completes SDR side of envelope and signs the affirmation statement.
2. Officer selects "Reason Code #1: Same Day Registration (or not on pollbook)" in ELECTION OFFICER box on the envelope.
3. Officer asks voter for ID and selects "Yes" or "No" to question "Did voter show ID or complete ID Confirmation Statement?" in the ELECTION OFFICER box on the envelope.
4. Officer signs envelope in ELECTION OFFICER box on envelope.
5. Officer proceeds to **14c** to issue ballot and complete provisional log.

14b: Non-SDR Voter using Reason Codes #3-7.

Complete only Non-SDR side of provisional envelope.

1. Voter completes non-SDR side of envelope and signs the Statement of Voter.
2. Officer asks voter for ID. If ID is not provided (and ID Confirmation Statement is not completed), Officer selects "Reason Code #7: Voter does not have required ID and declined to complete ID Confirmation Statement" in ELECTION OFFICER box on envelope.
3. Officer marks all other applicable Reason Codes #3-6 as reason for casting a provisional ballot in ELECTION OFFICER box on envelope.
4. Officer signs envelope in ELECTION OFFICER box on envelope.
5. Officer proceeds to **14c** to issue ballot and complete provisional log.

14c: Voter casts provisional ballot.

1.   Officer gets a ballot from the ballot officer.
2.   Ballot Officer marks on the Ballot Record Report that a provisional ballot was used.
3.   Voter votes a ballot and seals ballot in the provisional ballot envelope.
4.   Officer copies the information from the green provisional envelope onto Provisional Ballot Log.
5.   Officer places the envelope in provisional ballot box.
6.   Officer gives voter the green Provisional Voter Notice.

➲   Provisional ballots must be cast in the precinct where the voter is qualified to vote—this usually means the provisional ballot will be cast in the precinct where the voter currently lives.

➲   If there is a dual-party primary, there will be a separate Provisional Ballot Log for each primary.

Use Request for Assistance form ELECT-649.
§ 24.2-649

15
Voter asks for help voting.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Officer helps the voter determine who the assistant will be. Use the criteria on the Request for Assistance form.
3. Voter signs Section A – Request of Voter.

⮕   If voter is unable to sign, ask the assistant to write 'voter unable to sign' and to print the voter's name.

4. Assistant fills out and signs Section B – Agreement of Assistant.
5. Officer checks in voter as normal.
6. Officer indicates in the pollbook that assistance was given.
7. Officer shows the voter and assistant to the voting booth.
8. Voter or assistant places the ballot in the scanner or ballot box.
9. Officer places completed documents in Envelope #8.

⮕   If appropriate, let voters know they have the option to mark their ballot using an electronic ballot marking device with an audio ballot and/or larger text.

⮕   If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

Use Request for Assistance form ELECT-649.
§ 24.2-649(C)

16
Voter asks an Election Officer to translate the ballot.

Who is allowed to translate a ballot and instructions for a voter?

- An Election Officer. Follow the instructions below.
- A volunteer including third party volunteers. See Problem 15.
- A person designated by the voter. See Problem 15.

➲ One representative interpreter for each party or candidate is allowed to observe.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Voter fills out and signs Section A – Request of Voter.
3. Election Officer-Translator fills out and signs Section C – Voter Asks Officer to Translate Ballot.
4. If Election Officer-Translator will be assisting the voter in the booth, they must also complete and sign Section B – Agreement of Assistant.
5. Officer checks voter in as normal and indicates they used an assistance form.
6. Officer shows voter to the voting booth (and assistant, if requested).
7. Voter or assistant places the ballot in the scanner or ballot box.

➲ If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

17
Voter is blind or low vision and asks for assistance.

➡ Let voters know they have the option to mark their ballot independently using an electronic ballot marking device with an audio ballot and/or larger text.

➡ If voter chooses to use the electronic ballot marking device, an assistant may help but is not required. If an assistant is used:

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.

2. Officer helps the voter determine who the assistant will be. Use the criteria for blind voters on the Request for Assistance form.

➡ Voters who are blind do not have to sign this form, but they must show ID.

1. Officer writes 'blind voter' on the signature line in Section A – Request of Voter and prints voter's name on the line below the signature.

2. Assistant completes and signs Section B – Agreement of Assistant.

3. Officer checks in voter as normal.

4. Officer indicates in the pollbook that assistance was given.

5. Officer shows the voter and assistant to the voting booth.

6. Voter or assistant places the ballot in the scanner or ballot box.

7. Officer places completed documents in Envelope #8.

If Election Officer is explaining how the electronic ballot marking device works, but will not be assisting voter with the ballot itself, no Request for Assistance form is needed.

§ 24.2-638, § 24.2-649,
42 U.S.C §12102, 42 U.S.C. §12132

18
Voter asks to vote outside of the polling place.

Voters may vote outside and within 150 feet of the entrance to the polling place if they are:

- 65 or older; OR
- Disabled (mentally or physically).

1. Officer taking the curbside assistance call should ask the curbside voter to put on the car's flashers to make it easier to locate the voter's car.
2. Two officers, of different political parties (except in a single-party primary), take a Poll Pad, a ballot in a privacy sleeve, Request for Assistance form (just in case), a pen, and a clipboard out to the curbside location.
3. Verify the voter's ID. Ask the voter to provide their legal name and current residential address as you would with any voter.
4. Check in the voter on Poll Pad. On the "Accept" screen, select the box for "Curbside". Then tap Submit to complete the check-in process.
5. Give the voter the ballot in the privacy sleeve. Step back to allow the voter privacy to fill out the ballot. Ask voter to insert the filled out ballot into the privacy sleeve.
6. Both officers take the ballot in the privacy sleeve into the voting room and scan the ballot into the DS200.
7. One officer returns to the curbside location to tell the voter that their ballot was successfully cast. Give the voter an "I Voted" sticker.

➲ If using two officers would leave too few Election Officers in the polling place to meet legal requirements, then the Chief or Assistant Chief can go alone.

➲ If voter asks for help voting, go to problem 15.

19

Absentee voter comes to polling place WITH their absentee ballot. If voter does not have their absentee ballot, go to 20.

1. Officer makes sure that voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, call general registrar's office.

2. Officer notes on the absentee voter applicant list, opposite the name of the person returning the ballot, the fact that the ballot was returned unused and the date of the return.

3. Voter removes ballot from envelope and writes "**ABSENTEE SURRENDERED**" on the front of the ballot. If voter filled in any part of the ballot, they can fill in the rest of the ovals for privacy.

4. Voter returns the ballot and any other related materials to the envelope or attaches them together.

5. Officer places the spoiled ballot pkg. in Envelope #4.

6. Officer checks voter into pollbook and has them cast vote as normal.

   - Checking in this voter may require the Chief's password to override the AB symbol and complete the check-in process.

➥ On paper pollbooks, draw line through 'AB' next to voter's name and assign the next pollbook count number.

➥ Voters marked with a federal symbol **F** in pollbook may vote a ballot for federal offices only. A ballot issued to this voter must be a federal-only ballot.

§ 24.2-653; § 24.2-707; § 24.2-708

20

Absentee voter comes to polling place WITHOUT their absentee ballot.

20a
On Election Day: Voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, go to 20c.

Call the Election Office to ask if voter returned an unmarked ballot.

1. If GR tells you that voter returned an unmarked ballot, have voter cast vote as normal.

2. If GR tells you that voter did not return their ballot or you cannot reach the Election Office, have voter vote a provisional ballot. Go to problem 14b using Reason #4.

20b
Before Election Day: Voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, go to 20c.

Call the Election Office to ask if voter returned an unmarked ballot.

1. If GR tells you that voter returned an unmarked ballot, have voter cast vote as normal.

2. If voter lost or did not receive their ballot, and GR tells you that voter did not return their ballot (or you cannot reach the Election Office), voter may complete a "Statement of Voter to be Used when Absentee Ballot Not Received or Lost" form. If voter signs and completes this form, they can vote a replacement ballot.

3. If the voter does not wish to sign the form, have the voter vote a provisional ballot. Go to problem 14a using Reason #4

➲   Voters marked with a federal symbol **F** in pollbook, may vote a ballot for federal offices only. A provisional ballot issued to this voter must be a federal-only ballot.

➲   Voter does not have to fill out Voter Registration Application, unless needed for another reason.

20c
Voter's name in the pollbook OR Final Absentee List shows status as "Marked" or "On Machine."

1. If voter's record says 'marked' or 'on machine' (instead of "issued") voter has already voted and cannot vote again.

2. If voter says they did not vote, go to problem 14b using Reason #5.

§ 24.2-653

21

Court orders polls to stay open past 7 p.m.

Voters who arrive at the polling place after 7 p.m. will vote a provisional ballot.

➥ Let all voters who arrive BEFORE 7 p.m. finish voting before you begin issuing Provisional ballots to those who arrive after 7 p.m.

1. Locate a new Provisional Ballot Log for each check-in line.

2. Check voters into pollbook as provisional.

➥ On paper pollbooks, **do not** write anything in the paper pollbook.

1. Record each voter's information onto Provisional Ballot Log using Reason #3.

2. Go to problem 14b and follow instructions for issuing a provisional ballot using Reason #3.

➥ Voter does not have to fill out Voter Registration Application, unless needed for another reason.

➥ All provisional ballots issued using Reason #3 (and their log pages) must be separated from other provisional ballots and placed in Envelope #1B

Use Authorization to Reproduce Ballots form ELECT-646.1.
§ 24.2-646.1

22

You run low on official ballots or provisional ballot envelopes.

22a
If you run low on official ballot supplies:

1. Chief Officer will ask the Electoral Board for more ballots.

2. If directed by the local Electoral Board, follow instructions on the "Authorization to Reproduce Ballots" form to reproduce ballots.

22b
If you run low on provisional ballot envelopes, create an envelope on plain paper:

1. Use problem 14 for provisional ballot instructions.

2. Copy the relevant side (SDR or Non-SDR) of an unused provisional envelope onto a single piece of paper. This paper does not need to be green.

3. Fill out fields as you would on the normal provisional ballot envelope.

4. Wrap and secure the paper with the provisional ballot-envelope information around the voter's completed provisional ballot.

➲ Use available materials, such as paper clips.

➲ Keep voter's information visible.

23
Voting equipment has malfunctioned.

23a
Electronic Pollbooks

1. Contact the General Registrar and follow their instructions.
2. Use provided paper copies of pollbooks.

23b
Tabulation Machine - Scanner

1. Contact the General Registrar and follow their instructions.
2. Continue normal check-in procedures allowing voters to vote.
3. Place the uncounted ballots in a secure container or compartment.
4. Count the ballots after the polls close.
   a. If you have a working scanner, run each of the uncounted ballots through the scanner.
   b. If you do not have a working scanner, count the ballots manually.
   c. The Chief or Assistant Chief should supervise two officers of different party affiliations, if possible, to hand count ballots that could not be scanned.
   d. Invite Authorized Representatives to observe.
   e. **IMPORTANT:** If the voter's intent is not absolutely clear, call the Office of Elections for help.
   f. Record the results of the hand count on the Hand Count Report.

SAME DAY REGISTRATION & PROVISIONAL

SAME DAY REGISTRATION & PROVISIONAL

If you have any questions about provisional voter situations, always call the office!
- For specific voter research, call Voter Registration **(703-324-8765)**
- For general guidance, call General Support **(703-324-4735)**

Provisional ballots are used for non-routine voters who have situations that prevent them from being checked in on the Poll Pad to vote a regular ballot. Once someone has voted provisionally, they CANNOT vote again later that day. A provisional ballot is the voter's one ballot for the election.

Most often, a voter is issued a provisional ballot because:

	Situation	Steps to Take
A	The voter residing in your precinct is not registered in Fairfax County or has moved, so they need to complete a Same Day Registration (SDR).	Consult the Same Day Registration Checklist in this section.
B	The voter requested an absentee ballot but did not bring it to the polling place.	Consult What-If #20.
C	The voter's name is marked in the pollbook as having already voted.	Consult What-If #14(b).
D	Other: Any other issue where the voter believes they are in the correct precinct but cannot be checked in on the Poll Pad to vote a regular ballot.	Call the office. If you cannot reach the office, you may issue the voter an SDR provisional. Consult the Same Day Registration Checklist in this section.

IMPORTANT: For their vote to be able to count, Virginia law requires a voter to vote in their registered precinct on election day or to complete an SDR provisional ballot in the precinct in which they live. Strongly encourage voters to go to the correct precinct.

SAME DAY REGISTRATION FLAG ON VOTER RECORD

If you see an SDR flag on the voter's pollbook record, it means the voter submitted a same day registration provisional ballot during the early voting period. In this case, the voter has already cast a ballot in this election and is not eligible to vote again. Call the office for confirmation.

SAME DAY REGISTRATION & PROVISIONAL

PROVISIONAL PROCESS ON ELECTION DAY

For each provisional voter, follow the checklists on pages 8.4 and 8.5. Keep in mind:

- All provisional voters must complete their ballot and provisional envelope while seated at either the SDR Specialist's or the Chief's table.

- Voters seal their completed ballot in a green provisional envelope. Depending on the situation, voters fill out one of the two sides of the envelope (SDR or non-SDR). **Always make sure the voter fills out the correct side of the envelope!**

- All information about why the voter is voting provisionally must be on the OUTSIDE of the envelope. (Write any notes in the comments field on the envelope and tape additional notes to the envelope if needed.)

- Place completed, sealed, and signed provisional ballot envelopes in the appropriate #1A envelope.

> **Provisional voters are NEVER checked in on the Poll Pad.**
> **Provisional ballots are NEVER scanned on the DS200.**

PROVISIONAL PROCESS AFTER ELECTION DAY

- Provisional ballots are set aside on election day and adjudicated later.

- Immediately after election day, elections staff conduct research on each provisional voter's situation. The Electoral Board reviews this research and determines whether to accept each ballot.

- The Electoral Board only opens provisional envelopes they have accepted. This is why it is critical to put all supporting information on the outside of the envelope!

- All accepted provisional ballots are included in the official election results.

- If the provisional ballot is not accepted, the voter will be notified by postal mail within 90 days after the election.

> **IMPORTANT:** The Electoral Board—and only the Electoral Board—decides whether to accept provisional ballots. Never tell anyone their ballot will or will not be counted. That is the Electoral Board's decision!

COURT EXTENDS HOURS

If a court order extends voting hours, every voter who gets in line to vote after 7:00 PM must vote a provisional ballot. The office will provide more guidance and additional provisional ballot envelopes as necessary.

In this situation, use the #3 reason code on the provisional envelope (non-SDR side). Place all sealed ballot envelopes in the large green **#1B envelope** (found in the Emergency Envelope).

SAME DAY REGISTRATION & PROVISIONAL

TOP MISTAKES TO AVOID

SECTION #3 MUST BE COMPLETED

By far, the most common reason an SDR application is denied and the accompanying provisional ballot is not accepted is because the Chief did not ensure that section #3 was completed.

Always look at section #3 and verify two things:

- The voter marked either the "Yes" or "No" checkbox on the far right. This is **REQUIRED**.

- **If** the voter marked "Yes" to the first checkbox, they **must** mark "Yes" or "No" in the second checkbox in the middle of the page.

"INACTIVE" AND "CONFIRMATION MAILING" VOTERS MAY VOTE NORMALLY

If a voter is marked "Inactive" or "Confirmation Mailing" on the Poll Pad, they do not need to vote provisionally! Instead, if they have not moved, they simply need to complete an Affirmation of Eligibility form and can then vote normally. Follow the more detailed instructions in the *Non-Routine* chapter of this notebook.

Remember that the Poll Pad will provide you guidance for any voter listed with a non-routine flag. Tap on their name to see guidance on what steps or forms you need to complete to be able to process the voter.

SAME DAY REGISTRATION & PROVISIONAL

Same Day Registration Checklist

1. **Search for voter's name in the pollbook.**

    a. If voter is NOT listed in the pollbook as registered in any precinct:

    i. Use Poll Pad's advanced search to make sure that your initial search did not miss voter's name.

    ii. Use My Neighborhood app to confirm voter lives in your precinct. If they do, they may do an SDR. Skip to checklist on next page.

    b. If voter IS listed in the pollbook, note their precinct number and name.

2. **Use My Neighborhood to determine precinct where voter currently lives.**

    a. Tap pink icon to open the **My Neighborhood** tool on the Admin Tablet.

    b. Enter voter's address in search bar.
    i. *Note: Call the office for Fort Belvoir addresses or any other Fairfax County addresses not identified.*

    c. In left column, look for "Voting Precinct."
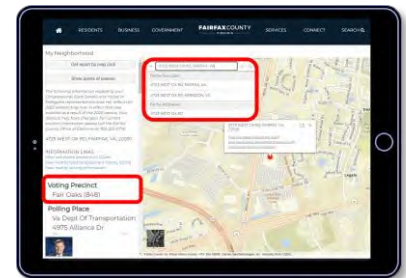
3. **Use Precinct Locator to determine congressional district where voter currently lives.**

    a. Use either printed copy or digital copy on Admin Tablet.

    b. Find row with the voter's precinct.

    c. Use column labeled "CONG" to identify the congressional district for each precinct.

4. **Use Moving Conditions to determine where voter is eligible to vote.**

    a. Use either Moving Conditions grid or flow chart.

    b. If voter has options for where to vote, inform them of both options.

    i. ***Note: A voter can only do a same day registration in the precinct in which they reside****. If the voter does not live in your precinct, let them know the precinct and polling place for where they live now. Explain that they may go there if they want to do a same day registration.*

    c. If voter is eligible to and chooses to do an SDR, continue to Provisional Ballot Checklist.

SAME DAY REGISTRATION & PROVISIONAL

Provisional Ballot Checklist

Verify voter eligibility.	
1	Confirm voter lives in your precinct. If they do not, call 703-324-8765.
2	Verify voter has provided an acceptable ID. If voter does not have an acceptable ID, they may complete an ID Confirmation Statement.
Complete provisional envelope.	
3	Instruct voter to complete the **correct side** of the provisional envelope (Same Day Registration side for SDR, Non-SDR side for all other provisionals).
4	Ensure voter has completed all required fields:

<table>
<tr><td colspan="2">SDR Required Fields</td><td colspan="2">Non-SDR Required Fields</td></tr>
</table>

SDR Required Fields

Block 1
- Citizenship
- Full Social Security Number
- Date of Birth

Block 2
- Last Name
- First Name
- Middle Name
- Residence Address
- City/Town
- Zip Code

Block 3
- 1st checkbox (on far right)
- 2nd checkbox (if applicable)

Blocks 4, 5, 6: If applicable

Non-SDR Required Fields

Block 1
- Last Name
- First Name
- Middle Name

Block 2
- Date of Birth

Block 3
- Social Security Number *(last 4 digits)*

Block 4
- Residence Address
- City/Town
- Zip Code
- Date moved (if applicable)

5	Verify voter signed and dated envelope.
6	Complete "Election Officer" box.
7	Verify YOU signed envelope.
8	**Write the precinct and party ("D" or "R")** in the upper right corner of the envelope.
Complete provisional ballot log.	
9	Enter data on electronic provisional ballot log on Admin Tablet. *If the electronic log is not working, use the printed provisional ballot log from the Emergency Envelope.*
10	Place checkmark on upper right corner of envelope to indicate it was entered in log.
Finish process.	
11	While they remain seated at your table, instruct voter to complete ballot.
12	Fill out green Provisional Voter Notice, selecting appropriate reasons for issuing provisional ballot. Give notice to voter.
13	**Instruct voter to seal completed ballot in provisional envelope.** Provisional voters must NEVER cast their ballot in the DS200.
14	Place sealed provisional envelope in appropriate #1A envelope.

SAME DAY REGISTRATION & PROVISIONAL

Moving Conditions Grid

If a voter has moved, ask: (1) Where did you move? (2) When did you move?

How far did voter move? ➜ ---------- When did voter move? ⬇	Within precinct *See problem 5 for more details*	Within county/city AND congressional district but in different precinct *See problem 6 for more details*	To a different county/city OR congressional district within Virginia *See problem 7 for more details*	Outside of Virginia *See problems 8a/8b for more details*
On or after November 8, 2023	Voter may vote routinely. *(Ask voter to complete regular Voter Registration Application to update registration)*	Voter may vote in "old" precinct where registered -OR- Do SDR in "new" precinct where they live.	Voter may vote in "old" precinct where registered -OR- Do SDR in "new" precinct where they live.	Not eligible to vote in non-presidential elections.
From November 4, 2020 through November 7, 2023	Voter may vote routinely. *(Ask voter to complete regular Voter Registration Application to update registration)*	Voter may vote in "old" precinct where registered after signing *Affirmation of Eligibility*. -OR- Do SDR in "new" precinct where they live.	Voter may do SDR in precinct where they live.	Not eligible to vote in non-presidential elections.
On or before November 3, 2020	Voter may vote routinely. *(Ask voter to complete regular Voter Registration Application to update registration)*	Voter may do SDR in precinct where they live.	Voter may do SDR in precinct where they live.	Not eligible to vote in non-presidential elections.

SAME DAY REGISTRATION & PROVISIONAL

Moving Conditions Flowchart

Is the voter currently registered in Virginia?

- **No** → Complete SDR in precinct where they live
- **Yes** → **Have they moved?**
  - **No** → Vote in precinct where they live
  - **Yes:**
    - **Out of Virginia** → Not eligible to vote in non-presidential elections.
    - **To a different county in Virginia**
      - **Moved on or after Nov 8, 2023:** SDR in precinct where they now live -OR- Vote where registered
      - **Moved on or before Nov 7, 2023:** SDR in precinct where they now live
    - **Within Fairfax County?**
      - **Within Fairfax County and different congressional district**
        - **Moved on or after Nov 8, 2023:** SDR in precinct where they now live -OR- Vote where registered
        - **Moved on or before Nov 7, 2023:** SDR in precinct where they now live
      - **Within Fairfax County and same congressional district**
        - **To a different precinct**
          - **Moved on or after Nov 4, 2020:** SDR in precinct where they live -OR- Vote where registered (Affirmation of Eligibility required if moved between Nov 4, 2020 and Nov 7, 2023)
          - **Moved on or before Nov 3, 2020:** SDR in precinct where they now live
        - **Within the same precinct** → Vote routinely on machine. Have voter update registration.

SAME DAY REGISTRATION & PROVISIONAL

PROVISIONAL ENVELOPE – Non-SDR side

Non-SDR provisional voters complete a paper ballot and this side of the envelope.
The voter and the election officer must complete all information and sign the envelope.

Virginia Provisional Vote (Non-Same Day Registration)
If Same Day Registration, complete only the other side.

Precinct # _____
Use blue or black ink

Starred (*) items are required. *If you do not complete all of the items that are marked with *, your vote may not count.*

1 *Last Name _____ Jr. Sr. II III IV *(Circle one)* Other *(write-in)*: ____

   *First Name _____ *Middle Name _____ ☐ None

2 *Date of Birth ☐☐ / ☐☐ / ☐☐☐☐

3 *Social Security Number   ☐☐☐ - ☐☐ - ☐☐☐☐
   Last 4 digits REQUIRED
   Providing your full Social Security number, though not required, may prove helpful in determination of your eligibility to vote.

4 *Residence Address *(May not be a P.O. Box)* _____ Apt. _____

   *City/Town _____ *Zip Code _____

   If address is different than voter registration record, provide the date you moved: _ _ / _ _ / _ _ _ _ .
   Your address information will be used to update your voter registration record.

5 Phone ☐☐☐ - ☐☐☐ - ☐☐☐☐   Email _____

6 **Statement of Voter**
   To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

   Voter: X   **Today's Date:**
   Sign Here   ☐☐ / ☐☐ / ☐☐☐☐

   Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

   Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to $2,500.

   ELECTION OFFICER

   You Must Select a Reason Code.
   ☐ #3: Voting after hours due to court order
   ☐ #4: Vote by mail – no ballot to surrender
   ☐ #5: Shown on pollbook as already voted
   ☐ #6: Other: _____
   ☐ #7: Voter does not have required ID and declined to complete
        ID Confirmation Statement
   Comments:

   Election Officer: X _____
   Sign Here

   OFFICE/ELECTORAL BOARD USE ONLY

   Voter ID # _____

   Adjudication: ☐ COUNT   ☐ DO NOT COUNT

   Voter Identification
   1. If the voter returns with the proper identification,
      check this box and sign ☐ X _____
   2. Attach a copy of the identification document.

   ELECT-653 - 7/2023

PROVISIONAL ENVELOPE – SDR side

SDR provisional voters complete a paper ballot and this side of the envelope.
The voter and the election officer must complete all information and sign the envelope.

Virginia Provisional Vote and Same Day Registration Application   Precinct # _____

Only for voters not registered in this precinct.

Use blue or black ink

Starred (*) items are required. *If you do not complete all of the items that are marked with *, your application may be denied.*

1   * I am a citizen of the United States of America   ☐ YES   ☐ NO

   * Full Social Security Number ☐☐☐ - ☐☐ - ☐☐☐☐   ☐ No SSN was ever issued

   * Date of Birth *(MM/DD/YYYY)* ☐☐ / ☐☐ / ☐☐☐☐   * Gender _____

2   * Last Name _____   Jr. Sr. II III IV *(Circle one)* Other *(write-in)*: _____

   * First Name _____   * Middle Name _____   ☐ None

   * Residence Address *(May not be a P.O. Box)* _____   Apt. _____

   * City/Town _____   * Zip Code _____

   Email _____   Phone ☐☐☐ - ☐☐☐ - ☐☐☐☐

3   * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? ☐ YES   ☐ NO

   If YES, has your right to vote been restored? ☐ YES   ☐ NO

4   ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.

   ☐ I am providing a mailing address *(below)* because my residence address cannot receive mail <u>or</u> I am homeless.

   ☐ I am providing a <u>Virginia P.O. Box</u> *(below)* to protect my residence address from public disclosure because I or a household member is/has:

      ☐ An active <u>or</u> retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.

      ☐ Been granted a court issued protective order.

      ☐ In fear for personal safety from being threatened or stalked by another person.

      ☐ A participant in the Virginia Attorney General's Address Confidentiality Program.

      ☐ Been approved to be a foster parent.

   My mailing address
   (Complete only if you have checked a box in this section) _____

5   ☐ I am currently registered to vote in another state: __ __ *(Indicate state of previous registration)*

6   ☐ I am interested in being an Officer of Election (poll worker) on Election Day. *Please send me information.*

7   **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning.** *(See back for Privacy Act Notice and Warning.)*

   ▶ * Signature _____   Today's date: ☐☐ / ☐☐ / ☐☐☐☐

   ☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

ELECTION OFFICER

YOU MUST SELECT THIS REASON CODE.

☐ #1: Same Day Registration (or not on pollbook)

Did voter show ID or complete ID Confirmation Statement?
☐ YES   ☐ NO

Comments:

Election Officer: **X**
Sign Here

OFFICE/ELECTORAL BOARD USE ONLY

Voter ID # _____

Adjudication: ☐ COUNT   ☐ DO NOT COUNT

Voter Identification

1. If the voter returns with the proper identification, check this box and sign ☐ **X** _____

2. Attach a copy of the identification document.

PROVISIONAL NOTICE – front side (may be on green paper)

Give this notice to provisional voters.

★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Provisional Voter Notice – 12:00 p.m.

§ 24.2-653, Code of Virginia

Dear voter,

You voted a provisional ballot today.

Your local electoral board decides which provisional ballots will be counted. They will meet starting at 12:00 p.m. the day after the election.

You can attend this meeting to provide proof that you are qualified to vote in person at this precinct. Your provisional ballot will not be counted if the Board cannot confirm that you are qualified and registered to vote in this precinct.

To attend this meeting, go to Suite 323 in the Fairfax County Government Center, 12000 Government Center Pkwy, Fairfax, VA, and you will be directed to the meeting location.

After vote counting is completed, you can find out if your ballot was counted by calling the toll free number 866-839-2556; ask for locality #059.

If you have questions, contact your General Registrar's office at 703-222-0776 or voting@fairfaxcounty.gov.

Election officer:

Give this notice to voters when:

- They registered to vote at the polling place or their name is not on the pollbook
- They voted after normal poll closing
- We do not have their absentee ballot
- The pollbook shows they have already voted
- One of the reasons above **and** they didn't show proper ID or sign the ID Confirmation Statement

---

Reasons you received a provisional ballot:

_____ Same day registration
(or not on pollbook)

_____ You voted after the polls closed
because of a court order

_____ You applied for an absentee ballot,
but you do not have the ballot.

_____ Our records show that you have already voted

_____ You did not have the proper ID and declined to
complete an ID Confirmation Statement
(see instructions on reverse side to provide ID)

_____ Other: _____

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.

- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,

but you think it should not have been, call your General Registrar at 703-222-0776.

Provisional Voter Notice- 12:00 p.m. English

Rev 09/2023

PROVISIONAL NOTICE – reverse side

This information is only relevant for voters who did not provide an acceptable ID and refused to sign the ID Confirmation Statement.

★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-643 and 24.2-653, Code of Virginia

Dear voter,

You voted a provisional ballot because you did not show proper identification or sign an ID Confirmation Statement.

Providing proper identification

For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.

The deadline to provide your ID is 12:00 p.m. on the Monday after the election. You can provide your ID in-person or by a method listed below any time before the deadline.

How and where to deliver your ID

Provide a copy of your identification by any one of these methods:

- **By email:**
  voting@fairfaxcounty.gov

- **In person:**
  Fairfax County Govt. Center (Suite 323)
  12000 Government Center Pkwy
  Fairfax, VA 22035

- **By fax:**
  703-324-2205

- **By mail:**
  Office of Elections
  P.O. Box 10161
  Fairfax, VA 22038-8061

If you have any questions, call your General Registrar's office at 703-222-0776.

Acceptable forms of identification

- Signed Voter ID Confirmation Statement
- Virginia driver's license
- Virginia DMV-issued ID card
- Valid United States passport or passport card
- U.S. Military ID
- Valid employer-issued photo ID (public or private employer)
- Valid student ID, containing a photograph, issued by a public or private high school or institution of higher education located in Virginia

- Nursing home resident ID
- Government-issued ID card from a federal, Virginia, or local political subdivision
- Valid tribal enrollment or other tribal ID
- Virginia Voter Photo ID card issued by the Department of Elections
- A copy of a current (no more than 12 months old) utility bill, bank statement, government check, paycheck, or other current government document containing the name and address of the voter

"Valid" means the document is genuine and is not expired for more than twelve months EXCEPT for a Virginia driver's license or DMV-issued ID card, for which the expiration date should NOT be considered when determining its validity.

If you do not have one of these forms of identification, you can sign an ID Confirmation Statement.

Provisional Voter Notice ID 12:00 p.m. English

Rev 09/2023

GUIDELINES & NOTICES

GUIDELINES & NOTICES

In this section, we have provided various guidelines and appendices. Use these documents as a reference or show them to individuals that may need to take action on them.

Dos and Don'ts for Campaigners and Authorized Representatives
(by Virginia Department of Elections)

- Detailed guidance on working with Authorized Representatives and what they can and can't do at the polling place.

Guidelines for election day activities

- This document addresses what activities are permitted outside the polling place and how far individuals may have to remain from the building entrance to conduct some activities.
- If you have issues with individuals breaching the 40-foot Prohibited Area, you may show them this document so they understand what is permitted and what is not.
- Remember that the 40-foot Prohibited Area is set in law. You cannot grant individuals permission to conduct activities inside the 40-foot Prohibited Area for any reason. For example, even if it is raining, restricted activities must remain outside the 40-foot Prohibited Area.

Electronic devices in polling place

- Use this code reference if there are any questions or issues about the use of electronic devices inside the polling place.

Notice 8422

- This notice was sent to the building liaison at all FCPS facilities.
- In general elections, schools must provide the gym or cafeteria to be used as a voting room. If there are any issues regarding which voting room an FCPS facility has provided, you may show your building liaison this document.
- Similarly, schools are required to let voters enter without signing in. If there are any issues, show your building liaison this document.

Notice 8422 attachment

- This attachment was sent to the building liaison at all FCPS facilities.
- Schools are required to provide a minimum number of parking spots designated only for voters. If there are any issues, show your building liaison this document.

DEPARTMENT OF ELECTIONS
1100 Bank Street, 1st Floor
Richmond, VA 23219
elections.virginia.gov

Toll-free: (Voice) 800-552-9745
(TDD) 800-260-3466
804-864-8901
info@elections.virginia.gov

Table of Contents

I. CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)

1. Campaigners must remain at least 40 feet away from any entrance to the building in which voting takes place. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to any location voting takes place. If the Electoral Board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310 (E).

2. There is no limit to the number of campaigners allowed outside of the prohibited area. § 24.2-604.

3. Campaigners cannot hinder or delay a person from entering or leaving a polling place. § 24.2-604.

4. Loudspeakers cannot be used within 300 feet of any polling place. § 24.2-605.

5. Campaign materials, including sample ballots, may be distributed on the property on which voting is taking place and outside of the prohibited area. §§ 24.2-310(E), 24.2-604. Only the Electoral Board may approve exceptions in the limited circumstances described in § 24.2-310(E).

6. Campaign signs/posters may not be posted inside the prohibited area or any location where voting takes place. Whether signs/posters can be posted outside of the prohibited area may be subject to the management policies of the property, or local ordinance. For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.

7. **Sample Ballots:**

    a. On sample ballots, any official authority statement of a local Electoral Board or the State Board of Elections should be deleted, and replaced with the publishing candidate's or group's authority statement (or "disclaimer"). § 24.2-622.

    b. For federal offices, the disclaimer required by federal law must be used. For all other offices, the required identification on campaign material is specified in the Code of Virginia. For details, go to elections.virginia.gov.

    c.   Samples of any ballot (or part of a ballot) cannot be printed on any shade of white paper and must contain the words "sample ballot" in type no smaller than twenty-four point. §24.2-622.

    d.   The voter is allowed to carry sample ballots and campaign material into the polling place but must not display them to other voters. §§ 24.2-622, 24.2-604.

    8.   No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his Electoral Board, or general registrar, at his polling place during the hours that the polls are open. § 24.2-650.

II. PARTY AND CANDIDATE AUTHORIZED REPRESENTATIVES DURING VOTING (General Information and Requirements)

    1.   Authorized representatives shall be allowed to be "close enough to the voter check-in table to be able to hear and see what is occurring; however, such observation shall not violate" the secrecy of the ballot guaranteed to all voters. § 24.2-604.4

    a.   Authorized representatives shall never see personally identifying information (PII).

    b.   If the Virginia Election and Registration Information System (VERIS) is being used for voter check-in, authorized representatives cannot see the VERIS screens. Only those authorized to use VERIS may see the VERIS screens.

    c.   If pollbooks are being used for voter check-in and space permits, authorized representatives are permitted to see the pollbook.
NOTE: During the early voting period, general registrars and staff may be completing other required duties besides checking in voters such as processing voter registration applications, absentee ballot requests, or preparing absentee ballots to be mailed to voters. These are not activities authorized representatives are entitled to hear or see, and an authorized representative may be asked to step away from the area if a voter is not actively being checked in.

    d.   One authorized representative of each political party or independent candidate in a special or general election, or one authorized representative in a primary election is entitled to attend any absentee pre-preprocessing session. 1VAC20-70-40 and § 24.2-604.4
At no time can the secrecy of the ballot be violated. Authorized representatives cannot handle any absentee ballot or envelope or view information on an absentee ballot envelope. Authorized representatives can hear check-in and view the session.
Local political party chairs must be provided the times and places of pre-processing sessions in sufficient time to allow for authorized representatives to be present.

    2.   In a primary election, each primary candidate on the ballot in that election is entitled to representation.
In a general election or special election each political party with one or more nominees on the ballot in that election is entitled to representation (even if the nominees are running for local offices for which party names are not listed on the ballot).[1]

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[1] The political organizations which currently meet the definition of a "political party" under Virginia state law (§ 24.2-101) -- and are therefore entitled to party representation inside the polls during elections in which they have a nominee on the ballot -- are the

In a general election or special election each independent candidate on the ballot in that election is entitled to representation.

Write-in candidates are not entitled to representatives at any time. They or their supporters may be able to witness the counting of votes ("ascertainment of the vote") in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.

No candidate whose name is printed on the ballot shall serve as a representative of a party or a candidate while voting is occurring. § 24.2-604.4.

3. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization.

Provide each authorized representative with a letter (or copy) signed by the party chairman or the independent/primary candidate. The representative must give this letter (or copy) to the chief officer of election at the polling place.

The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. § 24.2-604.

III. **AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)**

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present)   See § 24.2-639 for additional procedures before the polls open.

2. Number of authorized representatives permitted before polls open

    a. General and special elections
        i. One authorized representative of each political party with a nominee on the ballot in that election
        ii. One authorized representative of each independent candidate on the ballot in that election

    b. Primary elections
        i. One authorized representative of each primary candidate on the ballot in that election

    c. A candidate may serve as an authorized representative before polls open, but not while voting is taking place.

3. Representative must be a qualified Virginia voter. An officer of election has the discretion to verify an authorized representative's registration status and identity by asking the representative to provide an acceptable form of ID.

Democratic Party and the Republican Party. Other groups may qualify to put their names on the ballot beside names of their candidates, but are not entitled to representatives.

4. Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

IV. **AUTHORIZED REPRESENTATIVES <u>WHILE</u> POLLS ARE OPEN (§ 24.2-604)**

1. The primary concept with regard to authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.

2. Quantity and Qualifications for Authorized Representatives:

    a. The officers of election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.

    b. When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.

    c. A representative must be a qualified Virginia voter.

    d. The representative cannot be the candidate.[2]

3. Representatives may stay all day or they may come and go in shifts as determined by the party or independent/primary candidate.

4. The representative cannot sit at the registration table with the officers of election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the officer to disrupt his or her duties including those of processing voters. The representative has a right to immediately appeal to the local Electoral Board if he is unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the officer of election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the officer of election may require the authorized representative to move from that area.

5. All voters should check in at the check -in table with the pollbooks allowing the authorized representatives to see and hear the process. The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.

6. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.

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[2] Please reference § 24.2-604(F) for candidates in the polling place on Election Day.

7. The representative cannot in any way hinder or delay a voter or officer of election.

8. The representative cannot insult or abuse an officer of election nor conduct herself in a noisy or riotous manner.

9. The representative cannot give, offer, or show any ballot, ticket or other campaign material.

10. The representative cannot influence any person in casting his ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot he should cast.

11. The representative cannot perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph. § 24.2-604.4.

12. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and §§ 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.

13. A representative may mark or make his own list of those who have voted and make his own notes. An officer cannot provide any lists to representatives.

14. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement, he or she must be allowed to vote. If the voter refuses to sign the statement, he or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense).

15. The authorized representative is prohibited from providing assistance to any voter or wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the Electoral Board to be inside the polling place. §§ 24.2-604(C) and 24.2-649. However, there is no absolute prohibition on a representative speaking to either an officer or a voter, subject to the restrictions herein and to the officers' discretion in conducting an orderly election.

16. If voter asks an officer of election to translate the ballot:

    a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)

    b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.

c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.

d. The Request for Assistance form must be completed by the voter and assistant.

e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)

1. Quantity and qualifications of authorized representatives:

   a. Each political party with a nominee on the ballot in that election may have two representatives and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the counting of ballots and ascertainment of results.

   b. Again, the representative must be a qualified Virginia voter.

   c. Representative must have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).

   d. This representative may be someone other than the representatives used while the polls are open.

2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).

   a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.

   b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).

   c. Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.

3.   The representatives and bystanders present cannot leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to this rule.

4.   Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine or official document.

5.   The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

VI.   REPORTING ALLEGED ELECTION DAY PROBLEMS

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local Electoral Board and/or the Department of Elections at the time they occur. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

VII.   WHAT HAPPENS AFTER ELECTION DAY

1.   On election night, the local registrar's office will post unofficial results to the Department of Elections website (elections.virginia.gov). After Election Day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.

2.   The Electoral Board for the city or county will meet on the day after the election to canvass the results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the Electoral Board's meeting on provisional ballots. § 24.2-653

The Canvass:

3.   The canvass is a public, open meeting of the Electoral Board. Anyone may attend.

4.   In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local Electoral Board meets to ascertain the results of the election.

   a.   Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local Electoral Board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.

   b.   The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.

   c.   TIP: Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.

The Provisional Ballot Determination Meeting:

5. The provisional meeting is a closed meeting. Only certain entities are authorized to be present during the provisional meeting. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et, seq.), only the following are entitled to representation during the provisional meeting:

   a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel.

   b. Appropriate staff and legal counsel for the Electoral Board may be present when the Electoral Board is conducting the provisional ballot determination meeting. § 24.2-653.01.

   c. In a primary election, one representative of each primary candidate on the ballot in that election.

   d. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.

   e. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)

6. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the provisional ballot meeting:

   a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.

   b. In a primary election, one representative of each primary candidate on the ballot in that election.

   c. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.

      i. Representatives (except for the candidate or party chairman) shall present to the Electoral Board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized

representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)

7. Write-ins are never entitled to have representation during the provisional meeting.

8. Representative may not impede the orderly conduct of the determination.

9. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.

10. With regard to the provisional ballot logs, during the provisional ballot meeting, authorized representatives are permitted to inspect the provisional ballot log and take notes from the list, including the names, phone numbers, year of birth, and addresses of individuals who have voted provisionally. However, general registrars and Electoral Board members need to take steps to ensure that confidential information on the log is not disclosed. Information deemed confidential and not available for copying includes the voter's social security number, day and month of birth, and the reason for voting provisionally. Information not deemed confidential includes the voter's name, phone number, and address. You may preserve the confidentiality of information by providing photocopies, if practicable, of the provisional ballot log during the meeting with confidential information redacted. The authorized representatives can then take notes from the redacted photocopied logs. There is no prohibition for the authorized representatives to bring in a list of registered voters or other list that would allow them to cross-check the names on the provisional ballot list with the names on the list of registered voters.

*****

GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)
§§ 24.2-310, 24.2-604,.et seq., of the Code of Virginia

CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA

➥ Must be outside 40 feet of any entrance to the building in which voting takes place . Only Electoral Board can authorize limited exceptions.
➥ No limit to the number of campaigners allowed outside the polling place and prohibited area.
➥ Cannot hinder or delay a person from entering or leaving a polling place.
➥ Loudspeakers cannot be used within 300 feet of any polling place.
➥ Campaign materials, including sample ballots:
  - Must be distributed outside the polling place and prohibited area.
  - Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance)
  - Subject to a civil fine for failure to properly identify any campaign material.
➥ Sample ballots cannot be printed on white paper and must contain the words "Sample Ballot".

AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA

♦ Must be a qualified Virginia voter.
♦ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable.
♦ No campaigning is permitted by anyone inside the polling place building without Electoral Board exception.
♦ Cannot hinder or delay any officer of election or voter.
♦ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.)
♦ May create their own list of voters and mark their own list (an officer cannot provide any list to reps).
♦ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.
♦ Officers of election have authority to remove any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	ASCERTAINING THE VOTE §24.2-655
One rep of each political party having a nominee on the ballot in this election One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]	Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place For each pollbook in use in the precinct: • One rep of each political party having a nominee on the ballot in this election • One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] *** If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.	Two reps of each political party having a nominee on the ballot in this election One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] *** The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule. Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.

GUIDELINES FOR ELECTION DAY ACTIVITIES

While the Fairfax County Office of Elections understands that various organizations and individuals want to conduct fundraisers, petition drives, exit polls and other activities on election day, our office must ensure that elections are conducted in an orderly manner, according to law, and that the voters are not intimidated or delayed when exercising their right to vote.

Section 24.2-604 of the **Code of Virginia** states (in part) that "During the times the polls are open and ballots are being counted, it shall be unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii) within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to any person or to solicit or in any manner attempt to influence any person in casting his vote; or (iii) to hinder or delay a qualified voter in entering or leaving a polling place."

The following are guidelines for election day activities in Fairfax County:

➢ Outside the 40-foot prohibited area, citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, exit polling, soliciting funds, etc., as long as they do not hinder voters or disrupt the election.

➢ Organizations that wish to conduct fundraising activities must have permission from the appropriate school/church official or owner of the property. **All such activities must be located outside the building and at least 40 feet away from the entrance(s)**.

➢ Participants in these activities are asked to park either off-site or away from the polling place entrance(s) and may not park in spaces reserved for voters.

➢ Any citizen or organization involved in these activities must remove their tables, signs, flyers and trash from the polling place property immediately after the polls close.

➢ Loudspeakers are not permitted within 300 feet of the polls. (§ 24.2-605)

➢ Polling places in churches or other private facilities may have additional restrictions regarding fundraisers. Please contact their managers for specific information.

The Officers of Election have the authority to remove any person who disturbs or otherwise interferes with the orderly conduct of the election. (§ 24.2-607)

Thank you for your cooperation.

ELECTRONIC DEVICES IN POLLING PLACE

Virginia Administrative Code
Title 1. Administration
Agency 20. State Board of Elections
Chapter 60. Election Administration

1VAC20-60-30. Electronic Devices in Polling Place.

A. The use of electronic devices inside the polling place is generally permitted. However, representatives of candidates and political parties authorized to observe the election are prohibited from taking photos or video within the polling place.

B. Officers of election are authorized to monitor the use of an electronic device by any individual in the polling place. Officers of election may restrict the use of an electronic device by any individual if that use hinders, delays, or disrupts the voting process; if that use attempts to solicit or in any manner attempts to influence any person in casting his vote; or if the individual attempts to intimidate another individual through use of an electronic device. Whether use of an electronic device by an individual is deemed in violation of this section is within the discretion of the majority of officers of election at each polling place. Upon determination of a violation of this section, the officers of election may (i) require any individual to cease the use of an electronic device, (ii) require any individual to limit the use of an electronic device to outside the polling place, or (iii) remove any individual from the polling place.

C. No voter may be removed from the polling place for the use of an electronic device until after the voter has cast his ballot.

D. The determination of the officers of election of any dispute concerning the use of an electronic device shall be subject to immediate appeal to the local electoral board.

E. An electoral board may not enact any policy that disallows the use of any electronic device by all individuals.

Statutory Authority
§ 24.2-103 of the Code of Virginia.

Historical Notes
Derived from Virginia Register Volume 28, Issue 4, eff. October 5, 2011; amended Virginia Register Volume 33, Issue 4, eff. October 4, 2016.

FACILITIES

Leasing and Community Use of Facilities

Community Use of School Facilities as Polling Places for the March 5, 2024, Democratic and Republican Presidential Primary Elections

I. PURPOSE

To provide a list of the 167 school facilities that have been made available to the Fairfax County Electoral Board as polling places for the **March 5, 2024, Democratic and Republican Presidential Primary Elections** (see attachment), and to supply related information.

This notice is effective until Tuesday, March 12, 2024.

II. RESPONSIBILITIES

Responsibilities associated with the use of school facilities as polling places are set forth in the current version of Regulation 8422, Community Use of School Facilities as Polling Places. Attention is called to the paragraphs pertaining to requirements for the display of flags and times the facilities are open to election officials. Buildings must be open on time.

A polling place survey will be sent to your point of contact approximately 6 weeks prior to the election. The information collected ensures the coordination of the delivery of the voting equipment as well as the timing of access to your facility for set-up on the Monday before Election Day. Please ensure that the survey is returned by the specified deadline.

Polling facilities for all elections must comply with the Americans with Disabilities Act (ADA) including admittance from the accessible entrance to the building. If necessary, election officers will put up signs to reserve parking spaces for voters requiring accessibility near that entrance. Additionally, please ensure that no school buses are parked near an entrance designated as ingress to the polling place as state law prohibits anything that may impede voter access.

Parking spaces are to be reserved for voters. Please reference the attachment for the number of reserved parking spaces required for your facility.

Polling activities should be in either the gym or cafeteria, or in a space that provides at least 1500 square feet of unobstructed space. To accommodate multiple pieces of electronic voting equipment, tables with separate, movable, adult-sized chairs designated for ballot distribution and ballot marking, election staff, voters with disabilities and older voters must be provided. If your facility does not have an

adequate number of tables and chairs, these items should be ordered from the Logistics Center. Contact Ms. Maria Hernandez-Mata, (703) 658-3640.

Voters do not need to sign in at the main office. If your school has a door access system, please deprogram the door(s) used by the voters. If you do not want to disable the door(s) on Election Day, you must post someone near the door(s) to allow voters to enter without impediment. A school should not plan a fire drill on any Election Day.

Virginia Election Law 24.2-604 banning campaigning within 40 feet of any entrance to the polling place applies to soliciting for charitable causes as well.

The Fairfax County Office of Elections has been advised that warehouse personnel will move the election cart (58"H, 61"W, 32.5"D) from the warehouse to the schools beginning the week of Monday, February 26 through Wednesday, February 28, 2024. Voting equipment will be picked up for storage beginning Wednesday, March 6, 2024. Custodians should be advised that Office of Elections personnel will visit each location on Monday, March 4, 2024, to verify that the correct equipment has been delivered.

Each polling location listed on the attachment is authorized for two hours custodial overtime. Schools must be opened at 5:00 a.m. and outside lights must be turned on. Please check your exterior lighting prior to the polling date to ensure that all lights function properly. Additionally, please ensure that climate control is set to work in the assigned voting areas from 5:00 a.m. until 10:00 p.m. on Tuesday, March 5, 2024.

It is requested that a custodian in each school facility be advised on this subject and be prepared to direct the Office of Elections staff to the location(s) of the equipment within each facility.

Legal Reference: Virginia Election Law § 24.2-604

See also the current version of: Regulation 8422, Community Use of School Facilities as
Polling Places

Attachment   **FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES**

FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES
March 5, 2024, Democratic and Republican Presidential Primary Elections

Elementary Schools (123)	Spaces	Elementary Schools (continued)	Spaces
Aldrin (2 precincts)	20	Franklin Sherman	10
Annandale Terrace	10	Freedom Hill	10
Armstrong (2 precincts)	20	Garfield	10
Bailey's	10	Glen Forest	10
Beech Tree	10	Graham Road	10
Belle View	10	Great Falls	10
Belvedere	10	Greenbriar East	10
Bonnie Brae	10	Greenbriar West	10
Braddock	10	Groveton	10
Bren Mar Park	10	Gunston	10
Brookfield	10	Halley (2 precincts)	20
Bull Run (2 precincts)	20	Haycock	10
Bush Hill	10	Hayfield	10
Camelot	10	Herndon	10
Cameron	10	Hollin Meadows	10
Canterbury Woods	10	Hunt Valley	10
Cardinal Forest	10	Hunters Woods	10
Cedar Lane	10	Hutchison	10
Centre Ridge	10	Hybla Valley	10
Centreville	10	Island Creek	10
Cherry Run	10	Keene Mill	10
Chesterbrook (2 precincts)	20	Kent Gardens	10
Churchill Road	10	Kings Park	10
Clearview	10	Lake Anne	10
Clermont	10	Lane	10
Coates	10	Laurel Hill (2 precincts)	20
Colvin Run	10	Laurel Ridge	10
Crestwood	10	Lees Corner	10
Crossfield	10	Lemon Road	10
Cub Run	10	Little Run	10
Cunningham Park	10	London Towne	10
Deer Park	10	Lorton Station (2 precincts)	20
Dogwood	10	Lynbrook (2 precincts)	20
Eagle View (2 precincts)	20	Mantua	10
Fairfax Villa	10	Marshall Road	10
Fairhill	10	Mason Crest	10
Fairview	10	McNair	10
Flint Hill (2 precincts)	20	Mosaic	20
Floris	10	Mount Eagle	10
Forest Edge	10	Mount Vernon Woods (2 precincts)	20
Forestdale	10	Navy	10
Forestville	10	Newington Forest (2 precincts)	20
Fort Hunt	10	North Springfield	10
Fox Mill (2 precincts)	20	Oak Hill	10

FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES
March 5, 2024, Democratic and Republican Presidential Primary Elections

Elementary Schools (continued)		Middle Schools (continued)	
Oak View (2 precincts)	20	Liberty	10
Olde Creek	10	Longfellow	10
Orange Hunt	10	Luther Jackson (2 precincts)	20
Parklawn	10	Poe	10
Pine Spring	10	Rocky Run	10
Poplar Tree	10	Stone	10
Powell	10	Thoreau	10
Ravensworth	10	Whitman	10
Riverside	10		
Rolling Valley	10		
Rose Hill	10	Secondary Schools (3)	
Sangster	10	Hayfield (2 precincts)	20
Saratoga (2 precincts)	20	Lake Braddock (2 precincts)	20
Shrevewood	10	Robinson	10
Silverbrook	10		
Sleepy Hollow	10	High Schools (17)	
Spring Hill	10	Centreville (2 precincts)	20
Stratford Landing	10	Chantilly	10
Sunrise Valley (2 precincts)	20	Edison (2 precincts)	20
Terra Centre	10	Herndon	10
Timber Lane	10	Justice	10
Virginia Run	10	Langley (2 precincts)	20
Wakefield Forest	10	Lewis	10
Waples Mill	10	Madison (2 precincts)	20
Washington Mill	10	Marshall	10
Waynewood	10	McLean	10
Westbriar (2 precincts)	20	Oakton	10
Westgate	10	South County	10
Westlawn	10	South Lakes	10
West Springfield	10	Thomas Jefferson High School	
White Oaks	10	for Science and Technology	10
Willow Springs (2 precincts)	20	West Potomac	10
Wolftrap	10	West Springfield (2 precincts)	20
Woodburn	10	Woodson (2 precincts)	20
Woodley Hills	10		
Middle Schools (17)		Other School Facilities (7)	
Rachel Carson	10	Bryant Alternative High School	10
Cooper	10	Leis Instructional Center	10
Franklin (2 precincts)	20	Mountain View High School	10
Herndon	10	Pimmit Hills Center	10
Holmes	10	Sprague Technology Center	10
Hughes	10	Virginia Hills Center	10
Irving	10	FCPS Gatehouse Rd. Facility	10
Key	10		
Kilmer	10		

SAMPLE FORMS

SAMPLE FORMS

VOTER FORMS

These forms are given to voters to complete on election day.

Forms may have text in all four languages on one form (English, Spanish, Vietnamese, Korean), have one language on front and another on back (English/Spanish and Vietnamese/Korean), or have separate copies for each language.

- **10.2   Voter Registration Application**
- **10.3   ID Confirmation Statement**
- **10.4   Request for Assistance**
- **10.5   Affirmation of Eligibility (front)**
- **10.6   Affirmation of Eligibility (back)**
- **10.7   Request to Remove Name from Permanent Absentee Voter List**
- **10.8   Fairfax County Electoral Board Comment Form**
- **10.9   Virginia Voters' Election Day Complaint Form**
- **10.10 Request to Cancel Voter Registration**

ELECTION FORMS

These forms are completed by you or your election officers on election day.

- **10.11 Cage Security Log**
- **10.12 Election Officer Oath**
- **10.13 Election Officer Compensation Sheet**
- **10.14 Election Officer Evaluation Form**
- **10.15 Ballot Receipt**
- **10.16 Machine Certification Form**
- **10.17 Voter Count Worksheet**
- **10.18 Voter Referral Worksheet**
- **10.19 Backup Provisional Ballot Log**
- **10.20 Drop Box Chain of Custody Form**
- **10.21 Statement of Results (front)**
- **10.22 Statement of Results (back)**
- **10.23 Printed Return Sheet**
- **10.24 Results Worksheet**
- **10.25 Results Notice**
- **10.26 Chief Supply Return Form**

VOTER REGISTRATION APPLICATION

If a voter is not in your pollbook, they may be able to do a Same Day Registration provisional ballot. Otherwise, you may offer them a voter registration application.

Return applications in **Envelope #8**.

Virginia Voter Registration Application

Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied (See instructions on reverse side).

1.
☐ YES ☐ NO
* I am a citizen of the United States of America.
* Full social security number ☐ No SSN was ever issued.
* Date of birth M M / D D / Y Y Y Y
* Gender _____

2.
* Last name _____ Jr. Sr. II III IV *(Circle if applicable)*
* First name _____ * Middle name _____ ☐ None
* Residence address *(May not be a P.O. Box)* _____ Apt # _____
* City/Town _____ * ZIP _____
E-mail _____ Phone _____

3.
* Have you ever been convicted of a felony <u>or</u> judged mentally incapacitated and disqualified to vote? .... ☐ YES ☐ NO   If YES, has your right to vote been restored? .... ☐ YES ☐ NO

4.
☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address *(below)* because my residence address is not serviced by the U.S. Postal Service <u>or</u> I am homeless.
☐ I am providing a <u>Virginia P.O. Box</u> *(below)* to protect my residence address from public disclosure because I or a household member is/has:

   ☐ An active <u>or</u> retired law enforcement officer, judge, U.S. or Virginia Attorney General attorney.
   ☐ Been granted a court issued protective order.
   ☐ In fear for personal safety from being threatened or stalked by another person.
   ☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
   ☐ Been approved to be a foster parent.

My mailing address *(Complete only if you have checked a box in this section)*
_____
_____

5. ☐ I am currently registered to vote in another state: ___ ___ . *(Indicate state of previous registration)*

6. ☐ I am interested in being an Officer of Election (poll worker) on Election Day. *Please send me information.*

7.
AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.

* Signature _____ Today's date: M M / D D / Y Y Y Y

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

- ✂

* **Virginia Voter Registration Application Receipt**

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at *www.elections.virginia.gov/registration*. If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

Name, phone and e-mail of office, group or individual receiving application

M M / D D / Y Y Y Y
Date application received

Thank you for applying to vote in Virginia!

VA-NVRA-1 07/2020

ID CONFIRMATION STATEMENT

Voters without an acceptable ID may choose to complete an **ID Confirmation Statement**.

Return in **Envelope #8**.

ID Confirmation Statement (Commonwealth of Virginia)
Declaración de Confirmación de Identificación / Giấy xác nhận thẻ ID / 신분 확인 명세서

| Place in Envelope #8 |

Officer of Election / *Funcionario electoral / Các viên chức lo về bầu cử* / 선거 관리원:

A	Precinct No. / Name	
	Date:	
	Officer of Election Initials	

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.

Afirmación del votante: *Si no completa esta declaración o muestra identificación aceptable, será requerido que vote una boleta provisional para esta elección. Sujeto a la pena de ley, por la presente afirmo que soy la persona idéntica que me represento a ser.*

Giấy xác nhận của cử tri: *Nếu quý vị không hoàn thành giấy xác nhận này hoặc trình thẻ ID hợp lệ, quý vị có thể phải bầu lá phiếu tạm thời trong kỳ bầu cử này. Theo qui định của luật, tôi xác nhận bản thân tôi chính là người đại diện của đơn này.*

유권자 진술서: 이 성명서를 작성하지 않거나 신분증을 제시하지 않는 경우, 이번 선거에서 잠정 투표를 해야 합니다. 법의 처벌에 따라, 본인이 동일한 사람이라는 것을 여기에서 확인합니다.

Signature of voter / *Firma del votante / Chữ ký cử tri* /유권자 서명	X _____
Printed name of voter / *Imprima el nombre del votante In tên cử tri* / 정자체 유권자 성명	

Optional Opcional Tùy chọn 선택 사항	**Birth Year and Last 4 digits of Social Security #:** *Año de nacimiento y últimos 4 números del SS: Năm sinh và 4 Số cuối của số An sinh Xã Hội:* 생년 및 사회 보장 번호 마지막 4자리:	Y Y Y Y
		# # # #

ELECT-643ID-FFX 03/2022   24.2-643 of the Code of Virginia

SAMPLE FORMS

REQUEST FOR ASSISTANCE

Use for voter requests assistance for any reason. Return in **Envelope #8**.

Commonwealth of Virginia

Envelope #8

REQUEST FOR ASSISTANCE

§ 24.2-649 of the Code of Virginia

Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to $2500. You also lose your right to vote.

OFFICER OF ELECTION   Precinct #/name: _____   Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____   Printed name: _____
                                                                Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:
- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____   Printed name: _____
                              Required   Required
Residence address: _____   City/state: _____ _____ zip: _____
                          Required   Required   Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature: _____ Printed name: _____ Representing: _____
Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:
- ☐ Write on the *Signature of Voter* line (Section A), "**blind voter**" (A blind voter is NOT required to sign or make their mark);
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:
- ☐ Write on the *Signature of Voter* line (Section A): "**voter unable to sign**";
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Sign and complete Section B.

SBE-649 REV 9/12

AFFIRMATION OF ELIGIBILITY (front)

Use for an inactive voter, a voter who is challenged, or a voter whose name was omitted from pollbook. Return in **Envelope #8**.

[front side of form]

COMMONWEALTH OF VIRGINIA
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

ENVELOPE #8

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES.   OFFICER OF ELECTION'S INITIALS: _____
- HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION* TO VOTER].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

PRECINCT NO./NAME : _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

A. ☐ VOTER'S NAME MARKED WITH "**?**" ON **POLLBOOK** . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.

B. ☐ VOTER'S NAME OMITTED FROM **POLLBOOK** IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.

C. ☐ VOTER'S NAME ON **POLLBOOK** . . . BUT VOTER IS **CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW**

Statement of Challenger
"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

☐ 1. The named person is not a citizen of the United States;
☐ 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other that a general election date, will not reach the age of 18 before the next general election;
☐ 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
☐ 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
☐ 5. The named person is not a resident of the town in the case of a town election;
☐ 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
☐ 7. The named person is not the identical person he represents himself to be; or
☐ 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."
 ❖ must cast a provisional ballot if pollbook indicates person already voted

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

SAMPLE FORMS

AFFIRMATION OF ELIGIBILITY (back)

[back side of form]

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

➤ VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.
VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY **NOT** VOTE.

AFFIRMATION OF VOTER
"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO § 24.2-1016,

- THAT I AM A CITIZEN OF THE UNITED STATES,
- THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ___ DAY OF _____, _____),
- THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
    - ○ (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
- AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
- THAT MY FULL NAME IS _____;
- THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
- THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT;
    - ○ OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
- IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
- THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
- AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."

VOTER SIGNATURE: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH:_____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT: _____

MONTH/YEAR MOVED: _____

DAYTIME TELEPHONE NUMBER: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

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.

SBE-651 07/2010

SAMPLE FORMS

REQUEST TO REMOVE NAME FROM PERMANENT ABSENTEE VOTER LIST

If a voter is on the permanent absentee voter list, but does not wish to remain, give them this form. Some voters may have accidentally selected the permanent absentee list option when requesting an absentee ballot for a past election and now automatically receive a mailed absentee ballot for all elections. Return completed forms in **Envelope #8**.

VA Code §24.2-703.1(D)

Request to Remove Name from Permanent Absentee Voter List

Solicitud para remover el nombre de la lista permanente de votantes en ausencia

Yêu cầu xóa tên khỏi danh sách cử tri vắng mặt vĩnh viễn

영구 부재자 유권자 목록에서 이름 삭제 요청

Please remove my name from the permanent absentee voter list. I understand if I wish to receive an absentee ballot by mail for a future election, I must submit an application.

Por favor, remueva mi nombre de la lista de votantes permanentes en ausencia. Entiendo que si deseo recibir una boleta de voto en ausencia por correo, para una futura elección debo de presentar una nueva solicitud.

Vui lòng xóa tên tôi khỏi danh sách cử tri bầu vắng mặt vĩnh viễn. Tôi hiểu rằng nếu tôi muốn nhận phiếu bầu vắng mặt bằng thư trong tương lai, tôi phải nộp đơn ghi danh.

부재자 투표인 영구 명단에서 본인 이름을 삭제하십시요. 모든 선거에 투표용지를 우편으로 받을려면 부재자 투표 신청을 해야함을 본인은 인정합니다.

*Required / *Requerido / yêu cầu /* 필수의

_____

*Print your full name / *Escriba su nombre completo / In tên đầy đủ của bạn /* 귀하의 이름을 인쇄체로 기입하십시오

_____

*Print your registration address / *Escriba su dirección de registro / In địa chỉ đăng ký của bạn /* 등록 주소를 인쇄하십시오

_____

Last 4 of SSN / *Útimos 4 # SS/ yêu cầu 4 chữ số cuối /* 마지막 4 자리 필요   **Date of Birth /** *Fecha de Nacimiento / Ngay sinh /* 생년월일

_____

Phone / *Teléfono / Điện thoại /* 전화   **Email /** *Correo electrónico /Email /* 전자우편/팩스:

_____

*Signature/ *Firma / Ký tên của bạn /* 서명하세요   **Date /** *Fecha / Ngày tháng /* 날짜

Fairfax County Office of Elections
12000 Government Center Parkway, Suite 323, Fairfax, Virginia 22035
Phone: (703) 222-0776   TTY: 711 (Virginia Relay) Fax: (703) 324-2205
Email: absenteeballot@fairfaxcounty.gov Web: www.fairfaxcounty.gov/elections

ELECT-703.1D/ Fairfax County   Rev. 6/2022

SAMPLE FORMS

FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM

Give this form to voters who wish to offer a suggestion, register a complaint, ask a question, or provide information. The Office of Elections will respond to voters who provide their name and address.

Return completed forms in **Envelope #2**.

FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM

Name _____ Phone _____

Address _____

Precinct _____ Date _____ Election Officer _____

SAMPLE FORMS

VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM (white 4-page form)

Give this form to voters who wish to register a complaint with the Virginia State Board of Elections. The voter is responsible for having the form notarized and mailing it to the State Board of Elections. The State Board of Elections will respond to the complaint.

★ VIRGINIA ★ DEPARTMENT *of* ELECTIONS

VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM
HOW TO FILE A COMPLAINT USING THE VOTER GRIEVANCE PROCESS

VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

Ask an Election Official to help you if you need assistance completing this form.
Please write legibly.

Your Name (last, first, middle)		Today's Date

Your Address (Number and Street)	City	State	Zip Code

Your Daytime telephone number	Email address (optional)

Polling Place Name

Polling Place Address (Number and Street)	City	State	Zip Code

Name of Election Official or Volunteer if known

Date of Incident

Describe Your Complaint (attach additional pages if necessary)

Your Signature

Notary's Signature (required for formal HAVA Title III complaints)	Date

Notary's Commission Expiration Date

OFFICE USE ONLY
Complaint Number:
Date Received:
Department of Elections Staff Member Assigned:
Hearing Date:
Final Determination Issued:

REQUEST TO CANCEL VOTER REGISTRATION

Use when a voter notifies you that they should no longer be registered to vote in Virginia. Return in **Envelope #8**.

Request to Cancel Voter Registration (§ 24.2-427, Code of Virginia)

Solicitud Para Cancelar Registro de Votante / Yêu cầu hủy bỏ Ghi Danh Cử Tri / 유권자 등록 취소 요청

Place in Envelope #8

INSTRUCTIONS: Please fill in the information below. All information on this form is required unless otherwise indicated.

Instrucciones: Por favor complete la información a continuación. Toda la información en este formulario es un requisito a menos que se le indique de otra forma.

Hướng dẫn: Vui lòng điền thông tin bên dưới. Tất cả các thông tin dưới đây là bắt buộc.

지침: 아래 양식을 작성해주십시오. 다른 명시가 없는 경우 모든 정보가 필요합니다.

Please remove me from the voter registration records. I understand that I will no longer be eligible to vote in the Commonwealth of Virginia unless I reapply for registration.

Remueva mi nombre de los registros de votantes. Entiendo que ya no seré elegible para votar en el estado de Virginia a menos que vuelva a registrar.

Vui lòng xóa tên của tôi trong hồ sơ ghi danh cử tri. Tôi hiểu rằng tôi sẽ không còn đủ điều kiện để bỏ phiếu tại Virginia trừ khi tôi nộp lại đơn ghi danh cử tri.

본인을 유권자 등록에서 삭제해주십시오. 본인은 등록을 재신청하지 않는 이상 Commonwealth of Virginia 에서 투표를 할 자격이 없다는 것을 이해합니다.

First Name/*Primer Nombre / Tên gọi /* 이름	Middle /*Segundo Nombre / Tên đệm /* 중간 이름	Last Name /*Apellido / Tên họ /* 성	Suffix
Current Virginia Registration Address / *Dirección de residencia / Địa chỉ cư trú hiện thời* / 현재 등록 거주지 주소			
Locality / *Localidad / Địa phương* / 지역구		**Voter ID (optional)** / *Número de identificación de votante / Số cử tri* / 유권자ID	
Social Security Number / *NSS / SSN* / 사회보장번호		**Date of Birth (mm/dd/yy)** / *Fecha de nacimiento / Ngày sinh* / 생년월일 ___/___/___	
Current Phone (optional) / *Número de teléfono / Điện thoại* / 전화번호		**Email (optional)** / *Correo electronico / email* / 이메일	
Signature / *Firma / Chữ ký* / 서명 X _____		**Date (mm/dd/yy)** / *Fecha / Ngày* / 날짜 ___/___/___	

ELECT – 427A-FFX – 03/2022

SAMPLE FORMS

CAGE SECURITY LOG

Any time a cage is unsealed/opened/resealed, complete and sign the Cage Security Log located in the pocket on the inside of the left equipment cage door. Two officers must do this together.

Fairfax County Office of Elections

100 PATRIOT   A00

PRECINCT CAGE SECURITY LOG

- Two officers REQUIRED to open/close this cage.
- When opening, verify & record the seal no. on Cage Log and record date, time, printed name and signature on Cage Log.

- When closing cage, record date, time, new seal no., printed name and signature on Cage Log; then return log to cage before locking and sealing.
- QUESTIONS? Call the Office of Elections at 703-324-4735.
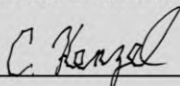
Date	Time	Reason		Seal Number	Printed Name #1	Signature #1	Printed Name #2	Signature #2
		Loaded and sealed at Warehouse	Close					
			Open					
			Close					
			Open					
			Close					
			Open					
			Close					
			Open					
			Close					
			Open					
			Close					
			Open					
			Close					

2/13/2024   3:50:18 PM

SAMPLE FORMS

ELECTION OFFICER OATH

All election officers must sign this form during opening procedures.

ELECTION OFFICER OATH	**RETURN IN #2 ENVELOPE**
Precinct: 100 PATRIOT (Mar 2024)	Fairfax County – Presidential Primaries – Mar 5, 2024

OATH OF CHIEF OFFICER
DELEGATED BY GENERAL REGISTRAR OR 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.

SIGNATURE OF ELECTORAL BOARD MEMBER: _C. Kenzel_

DELEGATED OFFICER OF ELECTION
& PERSON ADMINISTERING OATH TO OTHER OFFICERS: _CHIEF ELECTION OFFICER_

DATE OATH ADMINISTERED TO OTHER OFICERS: _MAR 5, 2024_

Officer	Full Name	Signature	Do you wish to be paid?
#1 / Chief		X	☐ Yes ☐ No

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.

Officer	Full Name	Signature	Do you wish to be paid?
#2 / Asst. Chief		X	☐ Yes ☐ No
#3 / EO		X	☐ Yes ☐ No
#4 / EO		X	☐ Yes ☐ No
#5 / EO		X	☐ Yes ☐ No
#6 / EO		X	☐ Yes ☐ No
#7 / EO		X	☐ Yes ☐ No
#8 / EO		X	☐ Yes ☐ No
#9 / EO		X	☐ Yes ☐ No
#10 / EO		X	☐ Yes ☐ No
#11 / EO		X	☐ Yes ☐ No
#12 / EO		X	☐ Yes ☐ No
#13 / EO		X	☐ Yes ☐ No
#14 / EO		X	☐ Yes ☐ No

SAMPLE FORMS

ELECTION OFFICER COMPENSATION SHEET

The Chief completes this form to indicate any payroll adjustments.

COMPENSATION SHEET	RETURN IN #2 ENVELOPE
Precinct: **100 PATRIOT (Mar 2024)**	Fairfax County – Presidential Primaries – Mar 5, 2024

INSTRUCTIONS: Use only this form to record anything related to election officer attendance.

**If any election officers have not arrived by 5:30 AM, notify the office.
(If the officer later arrives, notify the office.)**

Did any officers arrive late or not show up?

☐ No. *(You do not need to fill out any other information on this form.)*

☐ Yes, see below.

If any officers (including you) arrived more than 15 minutes late, explain here.
Exclude Reserve Officers, who are assigned election morning and may arrive 1-2 hours after opening.

Officer Name	Arrival Time	Reason
EXAMPLE: John Smith	5:20 AM	EXAMPLE: Couldn't find building entrance
_____	_____	_____
_____	_____	_____
_____	_____	_____

If any officers listed on your roster did not show up, write their names and any notes here.
Exclude officers who canceled, either by notifying you directly or notifying the office.

If any election officers leave before 7:00 PM (e.g. sick, family emergency, etc.), explain here.
All officers (except Collector Officers) are expected to stay until polls close and all work is complete.

Officer Name	Departure Time	Reason
EXAMPLE: John Smith	1:00 PM	EXAMPLE: Not feeling well, went home early.
_____	_____	_____
_____	_____	_____
_____	_____	_____

SAMPLE FORMS

ELECTION OFFICER EVALUATION FORM

The Chief should complete this form during election day. The feedback you provide about your officers plays an important role in helping us determine officer assignments in future elections.

ELECTION OFFICER EVALUATION FORM	RETURN IN #10 ENVELOPE
Precinct: 100 PATRIOT (Mar 2024)	Fairfax County – Presidential Primaries – Mar 5, 2024

The Chief should complete this form by 5:00 PM. Provide feedback about the following officers:

1. REQUIRED: Your Assistant Chief
2. OPTIONAL: Any outstanding officers who you recommend as a future Chief
3. OPTIONAL: Any officers who had notable performance-related or interpersonal issues

<u>You are NOT required to evaluate all officers.</u> If you have additional comments, you may include them in the post-election online survey, call 703-324-4735, or email ElectionOfficers@fairfaxcounty.gov any time.

CHIEF NAME	CHIEF SIGNATURE

1. REQUIRED: Rate your Assistant Chief.
If you marked "Excellent" or "Poor," please explain.

ASSISTANT CHIEF NAME	RATING	COMMENTS
	☐ Excellent (potential Chief) ☐ Good/average ☐ Poor (not recommended for leadership role)	

2. OPTIONAL: Do you recommend any officers as a future Chief?
Select all the qualities that apply. In the comments, note what makes them outstanding!

OFFICER NAME	QUALITIES	COMMENTS
	☐ Shows initiative ☐ Knows procedures well ☐ Excels on equipment ☐ Great interpersonal skills	
	☐ Shows initiative ☐ Knows procedures well ☐ Excels on equipment ☐ Great interpersonal skills	

3. OPTIONAL: Did you observe any officers with performance or interpersonal issues?
Note specific examples or incidents in the comments.
- **Performance issues:** officer struggled with equipment, made frequent mistakes, was not familiar with policies, etc.
- **Interpersonal issues:** officer made partisan comments, was not a team player, disrupted procedures, had issues interacting with voters, etc.

OFFICER NAME	TYPE OF ISSUE	COMMENTS
	☐ Performance issue ☐ Interpersonal issue ☐ Other	

BALLOT RECEIPT

The top half of this form should be completed during opening procedures, after confirming you received the correct number of ballots.

Count the number of ballots in each pack as you open them and record on bottom half of this form. You will need this information to complete the Statement of Results during closing.

BALLOT RECEIPT   **RETURN IN #2 ENVELOPE**

Precinct: **100 PATRIOT (Mar 2024)**   Fairfax County – Presidential Primaries – Mar 5, 2024

BEFORE POLLS OPEN: Sign before opening any ballots.

I solemnly swear [or affirm] that I have this day received from the designated representative of the Electoral Board one or more sealed package(s) that the Board states contain(s) the following number of official ballots (paper) for use in this election.

Pursuant to § 24.2-621 of the Code of Virginia, I further certify that the seals on the package(s) of official ballots (paper) are intact and that no tampering with them appears to have occurred.

Number of precinct-specific **Democratic** ballots received: _____ **1000**

Number of precinct-specific **Republican** ballots received: _____ **1000**

Election officer name: _____

Election officer signature: **X** _____

Date: _____

DURING THE DAY: Write the number of ballots in each pack as you open them.

Each pack should have 200 ballots. You will need this information to complete the SOR.

Pack	Democratic ballots: Number of ballots in pack	Pack	Republican ballots: Number of ballots in pack
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

SAMPLE FORMS

MACHINE CERTIFICATION FORM

During opening, review all seals and numbers on equipment to confirm they match this form. During closing, record updated numbers as you close and seal equipment.

MACHINE CERTIFICATION FORM			RETURN IN #2 ENVELOPE
Precinct: **100 PATRIOT (Mar 2024)**		Fairfax County – Presidential Primary – Mar 5, 2024	

BEFORE POLLS OPEN: Verify seal and counter numbers. If any are broken or do not match, call the office.
AFTER POLLS CLOSE: Record new seal and counter numbers. <u>Sign at bottom</u>. Copy DS200 information to Envelope #7.

Equipment	Type	Opening	Closing
Equipment cage	Zip-tie seal	**3000007**	
Purple pouch	Zip-tie seal	**n/a**	
TripLok security bag	Barcoded seal	**n/a**	
Poll Pad #1 (EPB-0001)	Zip-tie seal	**5000001**	
Poll Pad #2 (EPB-0002)	Zip-tie seal	**5000002**	
Poll Pad #3 (EPB-0003)	Zip-tie seal	**5000003**	
Poll Pad #4 (EPB-0004)	Zip-tie seal	**5000004**	
Poll Pad #5 (n/a)	Zip-tie seal	**n/a**	
DS200 #1 (DS0000000001)	Zip-tie seal	**1000002**	
	Protected count	**n/a**	
	Public count	**0**	
	Barcoded sticker seal over USB compartment	**10000001**	n/a
DS200 #2 (DS0000000002)	Zip-tie seal	**2000002**	
	Protected count	**n/a**	
	Public count	**0**	
	Barcoded sticker seal over USB compartment	**20000001**	n/a
	Ballot compartment seal (contains blank ballots)	**8000006**	n/a

We confirm that at least two election officers verified the seals on all items before polls opened and sealed all required items after polls closed.

Chief	Name:	X
Asst Chief	Name:	X

VOTER COUNT WORKSHEET

This form will help you track the number of voters checked in and ensure it matches the number of ballots cast on the DS200 throughout the day.

VOTER COUNT WORKSHEET	RETURN IN #2 ENVELOPE
Precinct: **100 PATRIOT (Mar 2024)**	Fairfax County – Presidential Primaries – Mar 5, 2024

INSTRUCTIONS: Assign an election officer or high school page to track below numbers throughout the day. They should enter numbers as close to each time as possible. Instruct them to inform you immediately if the difference is not zero.

- **[Voters checked in but have not yet cast ballot]** includes voters at the ballot table, in the voting booths, or in line to scan their ballot. Do not count non-voters, like children accompanying their parent.

- The difference should always equal zero. If it is not zero, try to figure out why (e.g. did an officer not properly check in voters?) and <u>add to your Chief's Notes</u>. Note the time the discrepancy was discovered.

Time	Total check-ins on all Poll Pads		Voters checked in who have not yet cast ballot		Total ballots cast on all DS200s		Difference
6:30 AM		−		−		=	
8:00 AM		−		−		=	
10:00 AM		−		−		=	
12:00 PM		−		−		=	
2:00 PM		−		−		=	
4:00 PM		−		−		=	
6:00 PM		−		−		=	

VOTER REFERRAL WORKSHEET

This form is <u>optional</u> but can be helpful for processing non-routine voters. The voter fills in their information, an officer identifies the non-routine issue, and then the Chief follows up accordingly.

PRECINCT: _____   **RETURN IN ENVELOPE #8**

Voter Referral Worksheet

You may optionally use this form to help process non-routine voters in your polling place.

Section A: Completed by the Voter
An election officer may complete this information on behalf of a voter.

First name:	Middle:	Last:
Current address:		
Date moved to current address:	Date of birth:	Last 4 digits of SSN *(optional)*:

Section B: Completed by an Election Officer
Check appropriate box(es) in the left-hand column, then give this form to the voter and refer them to the Chief.

REASON FOR REFERRAL *(by Officer)*	WHAT-IF REFERENCE *(for the Chief)*
☐ Voter has **no acceptable ID**	What-If #1 and Provisional Checklist A.
☐ Voter has **moved**	What-If #3 and #5-8.
☐ Pollbook says "**Inactive**"	What-If #4.
☐ Pollbook says "**Federal Only**"	What-If #9.
☐ Voter's name **not in pollbook**	What-If #10 and Provisional Checklist B.
☐ Voter is **challenged**	What-If #11.
☐ Voter's name **marked as already voted**	What-If #12 and Provisional Checklist C.
☐ Voter requests **assistance**	What-If #15 or #16 and Request for Assistance form.
☐ Voter is **blind**	What-If #17. May need Request for Assistance form.
☐ **Curbside** voter (OP)	What-If #18. May need Request for Assistance form.
☐ **Absentee** voter	What-If #19 or #20 and Provisional Checklist C.

Section C: Completed by the Chief or Assistant Chief (OPTIONAL)
Staple this sheet to the voter's registration application, if applicable.

Name of Chief/Assistant Chief helping voter:	If you called the office, who did you speak with?
Resolution:	

Fairfax County Office of Elections, Rev. 1/2020

SAMPLE FORMS

BACKUP PROVISIONAL BALLOT LOG

After the voter completes the green provisional ballot envelope, copy the information to this form before giving them a ballot. **Use this form only if the electronic log does not work.**

BACKUP PROVISIONAL BALLOT LOG

RETURN IN
#1A Non-SDR ENVELOPE

Precinct: **100 PATRIOT (SAMPLE)**   Election Date: _____

INSTRUCTIONS: Use only if the electronic log is not working. Copy information from each provisional envelope below. If a court order extends voting hours, move to a new page and write "COURT ORDER" at top of page.

1
Last name _____ Suffix _____
First name _____ Middle _____
Address _____
City/town _____ , State _____ Zip code _____
Phone: (___ ___ ___) - ___ ___ ___ - ___ ___ ___ ___   Birth year ___ ___ ___ ___
SSN# last 4: ___ ___ ___ ___   Reason code (circle): 1 3 4 5 6 7
Notes:

2
Last name _____ Suffix _____
First name _____ Middle _____
Address _____
City/town _____ , State _____ Zip code _____
Phone: (___ ___ ___) - ___ ___ ___ - ___ ___ ___ ___   Birth year ___ ___ ___ ___
SSN# last 4: ___ ___ ___ ___   Reason code (circle): 1 3 4 5 6 7
Notes:

3
Last name _____ Suffix _____
First name _____ Middle _____
Address _____
City/town _____ , State _____ Zip code _____
Phone: (___ ___ ___) - ___ ___ ___ - ___ ___ ___ ___   Birth year ___ ___ ___ ___
SSN# last 4: ___ ___ ___ ___   Reason code (circle): 1 3 4 5 6 7
Notes:

4
Last name _____ Suffix _____
First name _____ Middle _____
Address _____
City/town _____ , State _____ Zip code _____
Phone: (___ ___ ___) - ___ ___ ___ - ___ ___ ___ ___   Birth year ___ ___ ___ ___
SSN# last 4: ___ ___ ___ ___   Reason code (circle): 1 3 4 5 6 7
Notes:

5
Last name _____ Suffix _____
First name _____ Middle _____
Address _____
City/town _____ , State _____ Zip code _____
Phone: (___ ___ ___) - ___ ___ ___ - ___ ___ ___ ___   Birth year ___ ___ ___ ___
SSN# last 4: ___ ___ ___ ___   Reason code (circle): 1 3 4 5 6 7
Notes:

6
Last name _____ Suffix _____
First name _____ Middle _____
Address _____
City/town _____ , State _____ Zip code _____
Phone: (___ ___ ___) - ___ ___ ___ - ___ ___ ___ ___   Birth year ___ ___ ___ ___
SSN# last 4: ___ ___ ___ ___   Reason code (circle): 1 3 4 5 6 7
Notes:

7
Last name _____ Suffix _____
First name _____ Middle _____
Address _____
City/town _____ , State _____ Zip code _____
Phone: (___ ___ ___) - ___ ___ ___ - ___ ___ ___ ___   Birth year ___ ___ ___ ___
SSN# last 4: ___ ___ ___ ___   Reason code (circle): 1 3 4 5 6 7
Notes:

DROP BOX CHAIN OF CUSTODY FORM

As Collector Officers count and secure absentee ballot envelopes from the drop box, they will record the number of envelopes on this form.

Drop Box Chain of Custody Form

Collection Date:

_____

Fairfax County
General Election

Collection Time:

_____

Pct 100 PATRIOT (Sample)
Nancy F. Sprague Technology Center
4414 Holborn Ave
Annandale, VA 22003-4551

Drop Box Envelopes inside bag: _____

We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date & time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.

_____   x_____
Collector Officer 1   **Signature**

_____   x_____
Collector Officer 2   **Signature**

*Place this form inside TripLOK bag# DF00000001

- -
To be completed by Office of Elections Staff

Notes: **Date Received:**

_____

Drop Box Return Mailers received: _____

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

_____   x_____
Office of Elections Staff   **Signature**

SAMPLE FORMS

STATEMENT OF RESULTS (front)

The SOR is the most important form you will complete on election day. It is the record of voters, ballots, and votes in your precinct.

STATEMENT OF RESULTS – A (COURT'S COPY)　　　　**RETURN IN #2 ENVELOPE**

Precinct: **100 PATRIOT (Mar 2024)**　　　Fairfax County – Presidential Primaries – Mar 5, 2024

What to do at the beginning of the day
☐ **Print** opening tapes from each DS200.
☐ **Have** two officers sign all <u>three</u> **zero totals reports** on opening tapes.

What to do at the end of the day
☐ **Record** check-in and curbside numbers from Poll Pads in Parts 1 + 2.
☐ **Print** closing tapes from each DS200.
☐ **Have** two officers sign all <u>three</u> **voting results reports** on closing tapes.
☐ **Fill** out every section of SOR A and SOR B.
☐ **Staple** appropriate tapes to this page – see right column.
☐ **Fold** bottom of tape to fit on SOR.

|_|

Staple DS200 tapes here
(with first item on top)

CLOSING TAPE

☐ **Ballot Status Accounting Report**

☐ **Voting Results Report**
(with 2 signatures)

OPENING TAPE

☐ **Configuration Report**

☐ **Ballot Status Accounting Report**

☐ **Zero Totals Report**
(with 2 signatures)

1	**Voters checked in** On any Poll Pad, open Menu, then Summary Report.	Democratic	Republican
	Total number of voters checked in		

2	**Curbside voters** On any Poll Pad, open Menu, then Summary Report.		
	Total number of curbside check-ins		

3	**Ballots cast** Using the Ballot Status Accounting Report from each DS200's closing tape, record the total from "Ballot Counts Per Party."	Democratic	Republican
	Ballots cast on DS200 #1		
	Ballots cast on DS200 #2	+	
	Ballots counted by hand because they could not be scanned *(usually 0)*	+	
	Total number of ballots cast	=	

4	**Do the numbers of voters checked in (box 1) match the number of ballots cast (box 3), for both parties' ballots?**
	___ Yes　___ No, because…
	☐ An election officer did not properly check in some voters (write details below)
	☐ We had fleeing voters leave without casting their ballot (write details below)
	☐ Other (write details below)

SAMPLE FORMS

STATEMENT OF RESULTS (back)

On the back of the SOR, reconcile the number of ballots issued and the number of ballots used and unused. All officers present during closing procedures must sign the SOR.

STATEMENT OF RESULTS – A (COURT'S COPY)		RETURN IN #2 ENVELOPE	
Precinct: **100 PATRIOT (Mar 2024)**		Fairfax County – Presidential Primaries – Mar 5, 2024	

5	**Standard Ballots Issued**	Democratic	Republican
	Number of ballots received in cage before election day		
	Number of additional ballots received on election day *(usually 0)*	+	+
	Total number of ballots issued	=	=

6	**Standard Ballots Used and Unused**	Democratic	Republican
	"Ballots for Code" from all DS200 Ballot Status Accounting Reports Democratic = 0005-01-01 Republican = 0005-01-02		
	Number of hand-counted ballots *(usually 0)*	+	+
	Number of spoiled ballots in #4 envelope	+	+
	Number of voided ballots in #4 envelope	+	+
	Number of provisional ballots in #1A SDR envelope	+	+
	Number of provisional ballots in #1A non-SDR envelope	+	+
	Number of unopened ballot packs, multiplied by 200 *(e.g. 5 packs x 200 = 1,000)*	+	+
	Number of unused ballots remaining in the last pack(s) you opened	+	+
	Total number of ballots used and unused	=	=

7	**Other Ballots**	Democratic	Republican
	ExpressVote **"Cards for Style"** from all DS200 Ballot Status Accounting Reports		
	Number of surrendered absentee ballots in #4 envelope		

Check the box and explain if any of the following are true.

- ☐ There were more or less than 200 ballots in one or more of the packs (write details below)
- ☐ _____ ExpressVote cards were spoiled, voided, or used for provisional voters (write details below)

8	**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:	X
	2	Asst. Chief	Name:	X
	3	EO	Name:	X
	4	EO	Name:	X
	5	EO	Name:	X
	6	EO	Name:	X
	7	EO	Name:	X
	8	EO	Name:	X

SAMPLE FORMS

PRINTED RETURN SHEET

Attach a copy of the DS200 tapes and have all officers sign the form.

PRINTED RETURN SHEET	RETURN IN #2A ENVELOPE
Precinct: **100 PATRIOT (Mar 2024)**	Fairfax County – Presidential Primaries – Mar 5, 2024

★ VIRGINIA ★ DEPARTMENT of ELECTIONS

PRINTED RETURN SHEET

All election officers present during closing procedures must sign this form, then place it 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: DS0000000001   **#2:** DS0000000002

Election officer signatures

We hereby certify that the attached totals tapes are 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		X
2	Asst Chief		X
3	EO		X
4	EO		X
5	EO		X
6	EO		X
7	EO		X
8	EO		X
9	EO		X
10	EO		X
11	EO		X
12	EO		X
13	EO		X
14	EO		X
15	EO		X

I_I

Staple tapes here

From each DS200 opened for voting:

1. Zero totals report
2. Voting results report

SAMPLE FORMS

RESULTS WORKSHEET

Complete this form to tabulate the results for each contest. You will copy this information to the Results Notice.

RESULTS WORKSHEET   **RETURN IN #2 ENVELOPE**

Precinct: **100 PATRIOT (Mar 2024)**   Fairfax County – Presidential Primaries – Mar 5, 2024

INSTRUCTIONS FOR ELECTION OFFICERS: After polls close and voting results are ascertained, enter information below by copying numbers from source indicated or DS200 machine tapes.

	Democratic:	Republican:		Democratic:	Republican:
Total Voters Checked In (copy from Part 1 of SOR)			**Non-SDR Provisionals** (count from #1A non-SDR envelope)		
Total Curbside Voters (copy from Part 2 of SOR)			**SDR Provisionals** (count from #1A SDR envelope)	Democratic:	Republican:
Total Counted Ballots (copy from Part 3 of SOR)	Democratic:	Republican:	NOTE: Same-day registration voters cast a provisional ballot. If their registration form is accepted and processed, the Electoral Board will adjudicate their provisional ballot.		

Republican Party Presidential Primary

	Chris Christie	Ryan L. Binkley	Vivek Ramaswamy
DS200 Scanner #1			
DS200 Scanner #2			
Hand-counted ballots			
TOTAL VOTES			
	Donald J. Trump	Ron D. DeSantis	Nikki R. Haley
DS200 Scanner #1			
DS200 Scanner #2			
Hand-counted ballots			
TOTAL VOTES			

Democratic Party Presidential Primary

	Marianne Williamson	Joseph R. Biden, Jr.	Dean Benson Phillips
DS200 Scanner #1			
DS200 Scanner #2			
Hand-counted ballots			
TOTAL VOTES			

RESULTS NOTICE

Use this form to display the voting results at the entrance of your polling place building.

RESULTS NOTICE | **POST ON BUILDING DOOR**

Precinct: **100 PATRIOT (Mar 2024)** | Fairfax County – Presidential Primaries – Mar 5, 2024

INSTRUCTIONS FOR ELECTION OFFICERS: After polls close and voting results are ascertained, enter information below by copying numbers from Results Worksheet, including vote totals from <u>all</u> DS200 ballot scanners.

POST THIS NOTICE ON THE DOOR OF THE POLLING PLACE BUILDING SO IT IS VISIBLE FROM OUTSIDE.

	Democratic:	Republican:
Total Voters Checked In (copy from Part 1 of SOR)		
Total Curbside Voters (copy from Part 2 of SOR)		
Total Counted Ballots (copy from Part 3 of SOR) Democratic: Republican:		

	Democratic:	Republican:
Non-SDR Provisionals (count from #1A non-SDR envelope)		
SDR Provisionals (count from #1A SDR envelope)		

NOTE: Same-day registration voters cast a provisional ballot. If their registration form is accepted and processed, the Electoral Board will adjudicate their provisional ballot.

Republican Party Presidential Primary

	Chris Christie	Ryan L. Binkley	Vivek Ramaswamy
TOTAL VOTES			
	Donald J. Trump	Ron D. DeSantis	Nikki R. Haley
TOTAL VOTES			

Democratic Party Presidential Primary

	Marianne Williamson	Joseph R. Biden, Jr.	Dean Benson Phillips
TOTAL VOTES			

Remove and discard this notice on or after:
Thursday, March 7, 2024

SAMPLE FORMS

CHIEF SUPPLY RETURN FORM

The Chief should complete this form when returning supplies to a depot on election night.

CHIEF SUPPLY RETURN FORM	**HAND TO STAFF AT RETURN DEPOT**
Precinct: **100 PATRIOT (Mar 2024)**	**Fairfax County – Presidential Primaries – Mar 5, 2024**

INSTRUCTIONS: Complete this form during closing procedures to record the number of items the Chief is returning to a depot on election night. Chief will hand this form in when they go to a return depot.

Return items:

	Black kit	☐ Returned ☐ Missing
	Boxes of #3 voted ballots	Quantity: _____
	Boxes of #6 unvoted ballots	Quantity: _____
	Poll Pad cases	Quantity: _____

Return location:

☐ Fairfax County Government Center

☐ Mount Vernon Governmental Center

☐ North County Governmental Center

☐ Marshall High School

Returning officer information:

Position: ☐ Chief ☐ Asst Chief

Name: _____

Signature: **X** _____

Date: **Tuesday, March 5, 2024**

↓ FOR OFFICE USE ONLY ↓

Notes:

Materials received:

All items received & quantities match above:
☐ Yes ☐ No (explain in notes)

Name: _____

Signature: **X** _____

Date: **Tuesday, March 5, 2024**

EMERGENCY PROCEDURES

If you call 9-1-1:	• State nature of emergency. • State your name and ID yourself as election officer. • Give building name and address (not precinct name). Identify closest entrance number if in school and describe location in building. • Give your mobile contact number. • Send officer out to meet emergency personnel and notify facility staff. • Call 703-324-4735 to report incident. • Document in Chief's Notes.
In an emergency situation, do this:	**Call 9-1-1** and notify building authorities as appropriate. Remain calm & follow directions of public safety personnel. **If time permits, do this:** • Lock cart, take all keys & a notepad/pen. • DS200 officers unplug & roll out DS200s. • AC or designated EO takes SOR, used forms, envelopes. • Check-in EOs take Poll Pads (you may leave cables behind). • Ballot Officer takes out open packages of ballots, Envelope #4, related forms. • Voting booth officers brings 2-3 privacy booths. • Everyone meets outside at pre-determined meeting spot. **Evacuation:** • Designated election officers direct voters, pages, and other people in voting room to nearest exit(s). • Designated officer notifies Office of Elections by calling 703-324-4735.
Give information to voters once everyone is outside building:	**Advise voters as follows (depending upon situation):** • Voters may wait until building can be re-entered. • Voters may leave & return later – **BEFORE 7:00 PM.** • If voters were checked in but wish to leave, they must return permit cards or paper ballots and check-in canceled on Poll Pad. • Direct voters to legibly print and sign names on notepad if you cannot immediately cancel check-in on Poll Pad. Designate an officer to hold notepad and take voter names, then cancel check-ins as time permits.

If voters choose to vote outside, do this:	• <u>Voters who had been checked in & were in process of voting</u>: May complete ballot outside & cast on DS200 scanner or deposit in designated container. Set up privacy booths, if possible.
	• <u>Voters who had been checked in but leave and return later to vote</u>:
	  o Follow standard check-in procedures.
	  o Give voter new permit card or ballot, direct to privacy booth;
	  o May cast ballot on DS200 scanner or deposit in designated container.
	• <u>Voters who had not been checked in yet</u>:
	  o May vote curbside if officers brought Poll Pad, paper ballots, and DS200 scanner or other suitable ballot box outside.