

NEW & EXPERIENCED ELECTION OFFICER TRAINING

**For the June 2021
Party Primary Elections**

Welcome to the **New & Experienced Election Officer** online training class!

This class will go over all information you need to know before your first election. If you are a returning election officer, this class will help satisfy the state-mandated requirement for the new two-year election officer appointment term that began in March 2021. And pay attention - there have been a lot of changes over the past year!

CLASS NOTES

★ **Review these slides and notes at your own pace.**

★ **At the end, you must complete a quiz to receive credit for the class.**

★ **Class topics:**

1. Basic Information
2. Opening Procedures
3. Acceptable IDs
4. Poll Pads & Check-in
5. DS200 & Ballots
6. ExpressVote & Accessibility
7. Closing Procedures
8. Conclusion/Quiz

Review all information in these slides and notes at your own pace.

We will go over all information you need to know for any election, including basic information for all election officers, procedures for opening the polls on election day, which IDs you may accept from voters, how to use the Poll Pads to check-in voters, how to use the DS200 ballot scanner, how to use the ExpressVote for voters needing help with accessibility, and procedures for closing the polls on election day.

If there are election-specific updates, we will notify you of those by email before election day.

At the end, you must complete a quiz to receive credit for this class.

NEW AND NOTABLE FOR JUNE 2021

- **New Poll Pad software**
- **Absentee ballot drop-off boxes are permanent**
- **Minor updates to acceptable IDs**
- **Continue to observe safety procedures for COVID-19**

There are some notable changes for the June 2021 Primary Election:

- The biggest new change this year: the Poll Pads now run updated software. It looks a bit different, but you'll soon notice that most things are in the same place. Don't worry, we'll cover it all in this training!
- Remember the absentee ballot drop-off boxes at all polling places last year? Those are now a permanent part of the voting process in Virginia.
- Last year, there were significant changes to which IDs were acceptable for voting. This year, there are some minor changes regarding school IDs and driver privilege cards.
- Finally, we will continue to observe all appropriate safety procedures, as documented in our Contingency Response Plan for COVID-19.

Contingency Response Plan for COVID-19

- ★ **We are implementing measures similar to what we did in 2020, which were well-received by more than 95% of all officers according to post-election surveys.**

- ★ **You will receive more information about the final Contingency Response Plan for COVID-19 closer to election day.**

If you are reviewing this material before the June 2021 Party Primary Elections, note that we are continuing to prepare and execute our Contingency Response Plan for COVID-19. The plan will be similar to what we did for the June 2020 Primary Elections and November 2020 General Election, which were well-received by more than 95% of all officers according to post-election surveys.

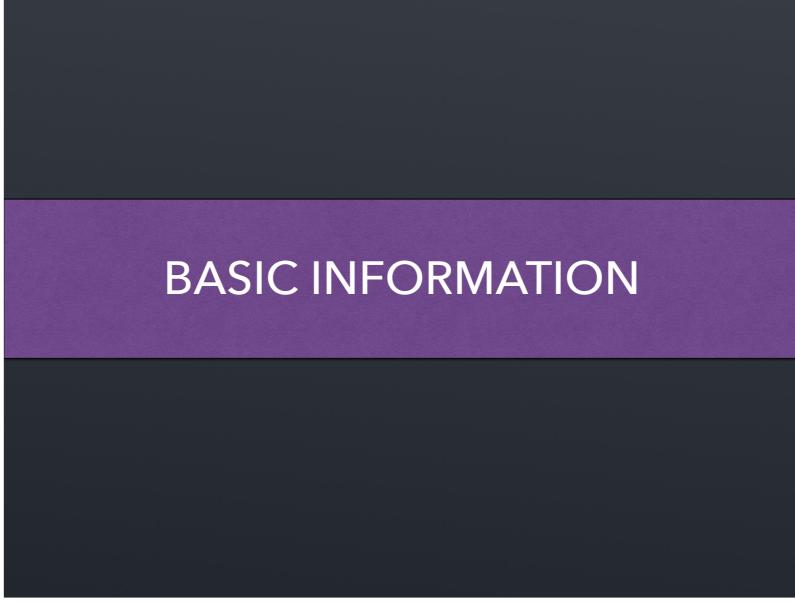
Chiefs and Assistant Chiefs will receive more detailed procedures during their pre-election briefing the week before election day. All election officers will be provided with more information about our Contingency Response Plan for COVID-19 closer to election day.

Contingency Response Plan for COVID-19

1. Provide each polling place with face masks, face shields, gloves, disinfecting wipes, and hand sanitizer for election officers. (You may bring and wear your own face mask.)
2. Provide each polling place with clear acrylic "sneeze guards" to place at each check-in table and other areas.
3. Require all election officers to wear a face mask or face shield at all times in the voting area.
4. Limit the number of voters in the voting room.
5. Require voters to maintain a 6-foot distance from each other and from election officers.
6. Provide all training online.
7. If any election officer is ill before election day, we will replace them immediately.
8. If any election officer appears ill on election day, we will send them home immediately.

The Contingency Response Plan for COVID-19 currently includes the following measures:

1. Provide each polling place with face masks, face shields, gloves, disinfecting wipes, and hand sanitizer for election officers. (You may bring and wear your own face mask.)
2. Provide each polling place with clear acrylic "sneeze guards" to place at each check-in table and other areas.
3. Require all election officers to wear a face mask or face shield at all times in the voting area.
4. Limit the number of voters in the voting room.
5. Require voters to maintain a 6-foot distance from each other and from election officers.
6. Provide all training online.
7. If any election officer is ill before election day, we will replace them immediately.
8. If any election officer appears ill on election day, we will send them home immediately.



BASIC INFORMATION

We will now go over the Basic Information you need to know to be a new election officer.

GUIDING PRINCIPLES

INTEGRITY

We will uphold the highest standards in the conduct of the election.

NEUTRALITY

We will treat all voters in a fair and unbiased manner.

ACCURACY

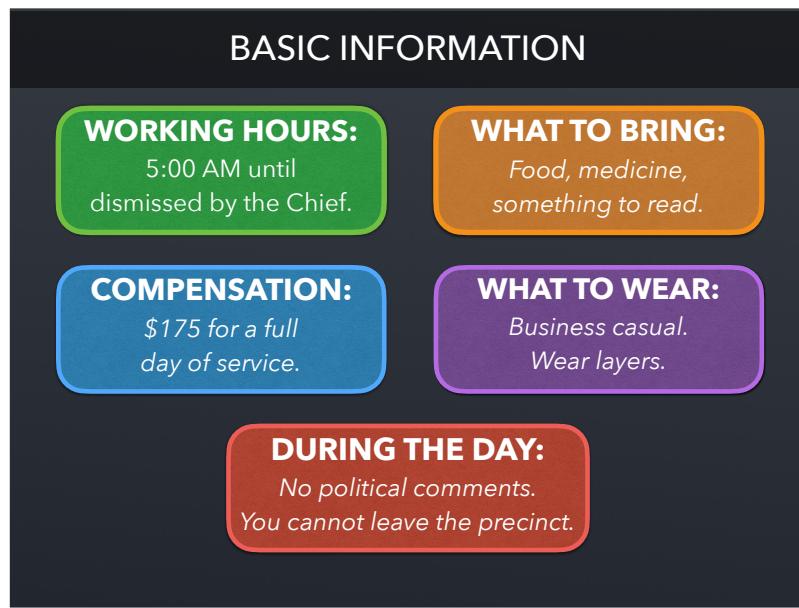
We will strive for perfection in every part of the election process.

TRANSPARENCY

Nothing we do is secret except the voter's ballot.

As we plan for and conduct each election, we follow four guiding principles.

These inform each step and action we take and it is important for you to read, understand, and embody these principles as well.



WORKING HOURS: Election officers should be inside the polling place and ready to go by 5:00 AM. The day ends when all work is complete & you are released by the Chief. Voting ends at 7:00 PM and it takes most precincts 1-2 hours to finish closing the polling place.

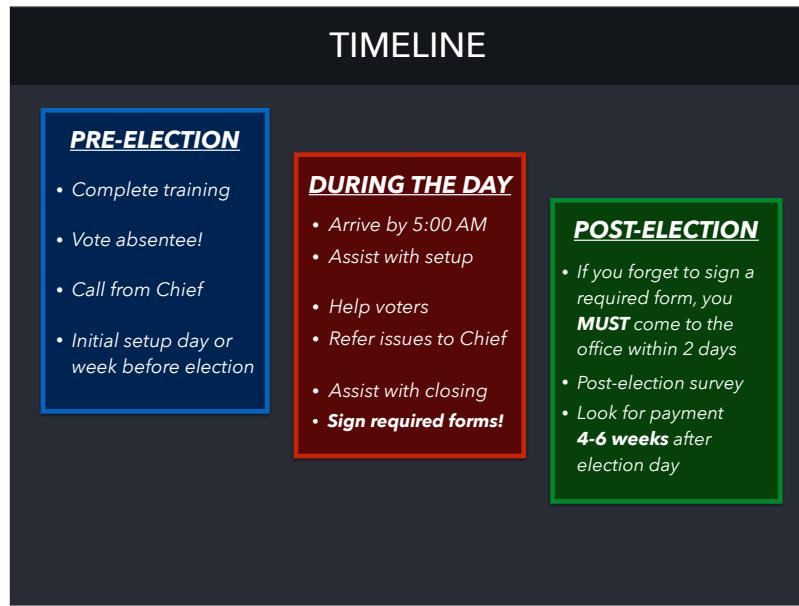
COMPENSATION: You are paid \$175 for a full day of service. Officers who arrive late (after 5:00 AM) may be penalized \$25 or dismissed immediately. We strongly encourage you to set multiple alarms so this doesn't happen!

WHAT TO BRING: You should bring all food, medicine, and reading material you need for the day. Note that reading material may not be politically-oriented, such as a newspaper. You may bring electronic devices such as a phone or tablet, but you may not use them while assisting voters.

WHAT TO WEAR: Dress should be business casual. Clean, unripped jeans are acceptable. You don't know what the temperature inside the voting room will be and it can change during the day, so wear layers! Of course, clothing should not be politically-oriented or offensive in nature. And wear comfortable shoes; it's a long day!

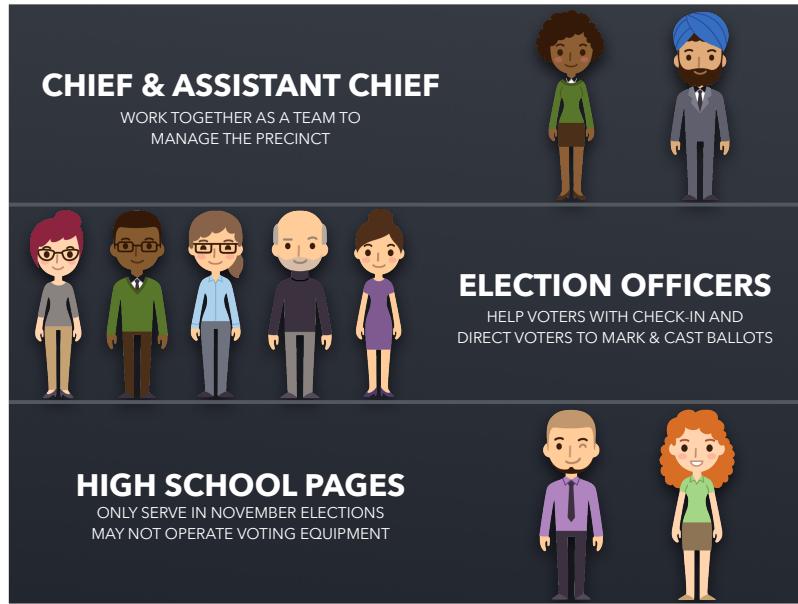
DURING THE DAY: You may not comment on candidates or political issues, current or past. It's very important to note that you can't leave the polling place during the day, so again, make sure

to bring everything you need with you for the day.



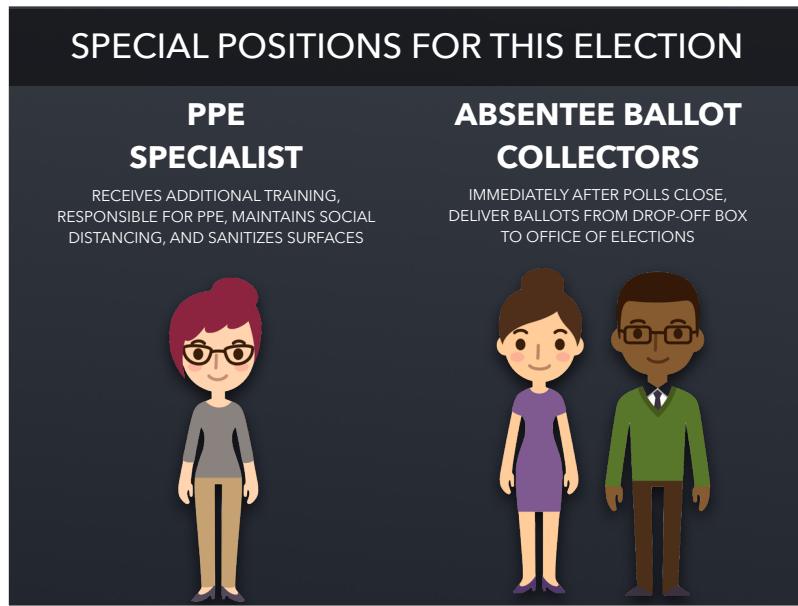
This is the timeline before, on, and after election day.

- **PRE-ELECTION:** We strongly encourage all officers to vote absentee, especially if you are not assigned to your home precinct (Virginia law requires you to vote in your registered precinct on election day). The week before the election, the Chief will contact each officer to go over precinct-specific information, such as the building entrance and voting room you are using. The Chief and Assistant Chief will also usually do initial setup of the voting room the day before the election or the week before the election - if possible, you should try to attend and help. This will also give you a chance to review the route to your polling place if you are not assigned to your home precinct.
- **DURING THE DAY:** Make sure to arrive no later than 5:00 AM and help with setup. During the day, you will assist voters and refer any issues to the Chief. In the evening, you will help with closing procedures and must sign some required forms.
- **POST-ELECTION:** If you forget to sign a required form, you will have to come to our office within 2 days to sign! After the election, you will be asked to complete a post-election survey. Due to Fairfax County's rolling pay schedule, you will receive payment 4-6 weeks after election day.



Who are the people in the polling place?

- **CHIEF AND ASSISTANT CHIEF:** Work together as a team to manage the polling place. They assign and rotate election officers throughout the day. Most importantly, they are trained to handle all non-routine voter situations.
- **ELECTION OFFICERS:** Throughout the day, regular election officers greet voters, check-in voters, issue ballots, and direct voters to mark & cast ballots. Some precincts may have Language Officers, who perform all regular officer duties and may also assist voters who speak a different language, such as Spanish, Vietnamese, or Korean. (All election officers who have been assessed for their language skills will receive a special badge.)
- **HIGH SCHOOL PAGES:** Only serve in November elections. They may help in many ways, but they are not registered voters and may not operate or supervise use of voting equipment. However, the Code of Virginia does allow Pages to help setup voting equipment before polls open and count unmarked ballots.



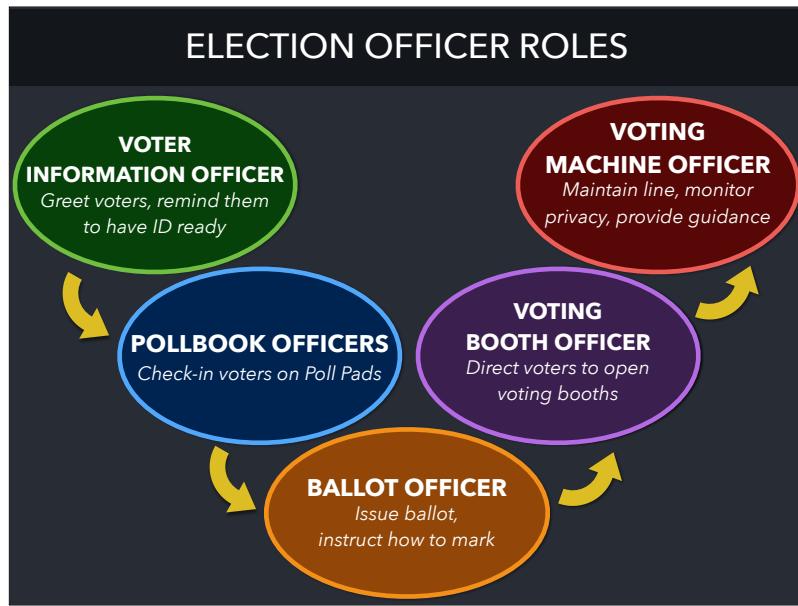
There are two special positions for the June 2021 Party Primary Elections.

- **PPE SPECIALIST:** Your precinct may be assigned one PPE Specialist. This officer will receive special training on social distancing requirements and PPE supplies (Personal Protective Equipment). This officer will be responsible for ensuring that all social distancing signs are posted, extra tables are placed in front of each check-in table for social distancing, social distancing signs are posted on the floor, and that all election officers and party observers wear a face covering or face mask at all times when they are at their work station and/or in the voting room. This officer will also be responsible for managing the use of PPE supplies and ensure that items such as single-use pens and single-use privacy folders are not recirculated or used by a second voter. This officer will also be responsible for sanitizing voting booths, check-in tables, and all other surfaces throughout the day.
- **ABSENTEE BALLOT COLLECTORS:** Your precinct may be assigned two Absentee Ballot Collectors. Immediately after polls close at 7:00 PM, these officers will drive all absentee ballots from the drop-off box to the Office of Elections at the Fairfax County Government Center, then go home.



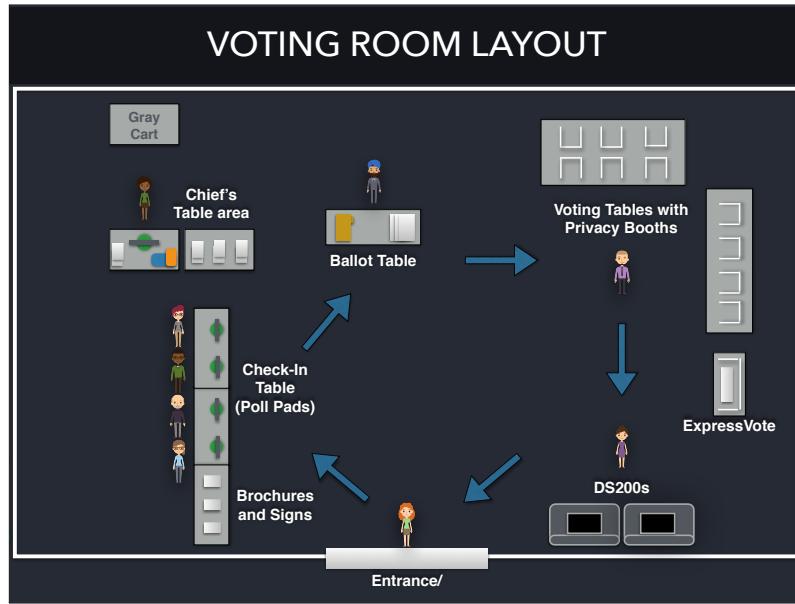
These are the 3 types of voting equipment used in the polling place. We will go into more detail about each type of voting equipment later in this training.

- **POLL PAD:** This is an iPad-based tablet device used to check-in each voter. It is also sometimes called an electronic pollbook.
- **EXPRESSVOTE:** This is a ballot marking device. It's like a big pen! It prints a marked ballot card that voters can then scan themselves. This device is especially helpful for voters who cannot read or mark a regular ballot easily.
- **DS200 SCANNER:** This is the device voters use to cast their ballot. It automatically scans and counts all votes.



During the day, election officers may rotate among 5 main duties.

- **VOTER INFORMATION OFFICER:** This officer is stationed near the voting room entrance. They greet voters and confirm they are in the right polling place, remind voters to have their ID out and ready, and direct voters to review the sample ballot before checking-in. This person should also answer any voter questions before they get to the check-in table.
- **POLBOOK OFFICERS:** These officers are stationed at the check-in tables and check-in voters on the Poll Pads. There is usually one Pollbook Officer per Poll Pad.
- **BALLOT OFFICER:** After a voter is checked-in, they move to the Ballot Table, where a Ballot Officer issues them a ballot in a privacy folder and provides instructions on how to mark the ballot.
- **VOTING BOOTH OFFICER:** This officer stands near the voting booths and directs voters to an open voting booth. If a voter has questions as they mark their ballot, they may ask this officer.
- **VOTING MACHINE OFFICER:** This officer guides the voter in casting their ballot and ensures the DS200 has accepted the ballot before the voter leaves. They stand at least 5 feet away from the scanner at all times for the privacy of voters. They also maintain the line and may usually distribute an "I Voted" sticker to voters after they cast their ballot.



This is a sample room layout to give you an idea of the flow inside a voting room.

- In this room, the voter enters, asks any questions of the Voter Information Officer, and then proceeds to the check-in table with the Poll Pads.
- If there are any issues checking in the voter, you would direct them to the Chief's Table, where the Chief or Assistant Chief may help resolve the issue.
- After the voter is checked in, they move to the Ballot Table where they will receive their ballot. Each ballot is inserted in a privacy folder.
- After receiving a ballot, the voter goes to the voting tables and sits in an empty privacy booth.
- If the voter chooses to use the ExpressVote accessible marking device, an officer should guide them there. Note that the ExpressVote also has a privacy booth around it.
- Lastly, the voter moves to the DS200, scans their ballot, and exits the room.

The voting room should always be set up to have the voter move in a circular fashion, with an election officer at each station to help guide them.

POLLING PLACE ETIQUETTE

ALWAYS

- ✓ Always be professional, welcoming, and kind.
- ✓ Always ask before offering assistance. Never assume!
- ✓ Always be mindful of your verbal & nonverbal communication.

NEVER

- ✗ Never tell a voter that they cannot vote.
- ✗ Never touch a voter without their permission.
- ✗ Never discuss political topics.

As an election officer, it is vitally important to always be professional and polite in the polling place. Always ask before assisting a voter - sometimes, they may not want assistance. Be mindful of your communication at all times.

NOTE: For the June 2021 Party Primary Election, you should also always exercise social distancing and keep 6-feet between yourself and all others in the voting room. You will also have face masks, face shields, gloves, sanitizer, and other materials as part of our Contingency Response Plan for COVID-19.

You should never tell a voter that they cannot vote; instead, direct them to the Chief or Assistant Chief, who can offer them a provisional ballot. Do not touch voters without their permission. Avoid all political topics, especially anything that may be on the ballot, whether or not voters are present in the room.

Perception is everything, so always be aware of your words and actions. You are representing the county! If you have any questions or are unsure of what is acceptable or not, contact us before or on election day.

INSIDE THE POLLING PLACE

POLL WATCHERS

- Authorized representatives of a party or of a candidate allowed in a polling place.
- Send to the Chief!

ELECTRONIC DEVICES

- Voters are allowed to use personal electronic devices, such as cell phones.
- However, must not impede privacy of other voters.
- Selfies are allowed!  (But MUST ask for permission to take photos that include other voters.)

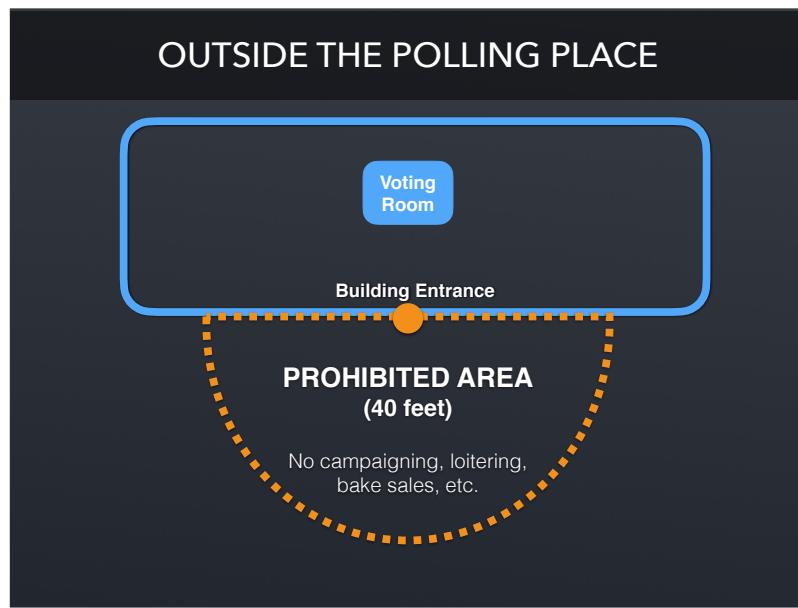
NEWS MEDIA & INTERVIEWS

- Permitted, with restrictions.
- Send to the Chief!

POLL WATCHERS: Authorized representatives of a party or candidate. Poll Watchers are allowed anywhere inside a polling place as long as they don't impede voters or touch voting equipment. Poll Watchers may stay and observe closing procedures; but if they do, they cannot leave the room or report results early.

NEWS MEDIA & INTERVIEWS: Call the Chief if someone wants to interview you! You may provide basic facts (e.g. number of voters checked in), but do not give opinions or forecasts. For anything further, call the Office of Elections.

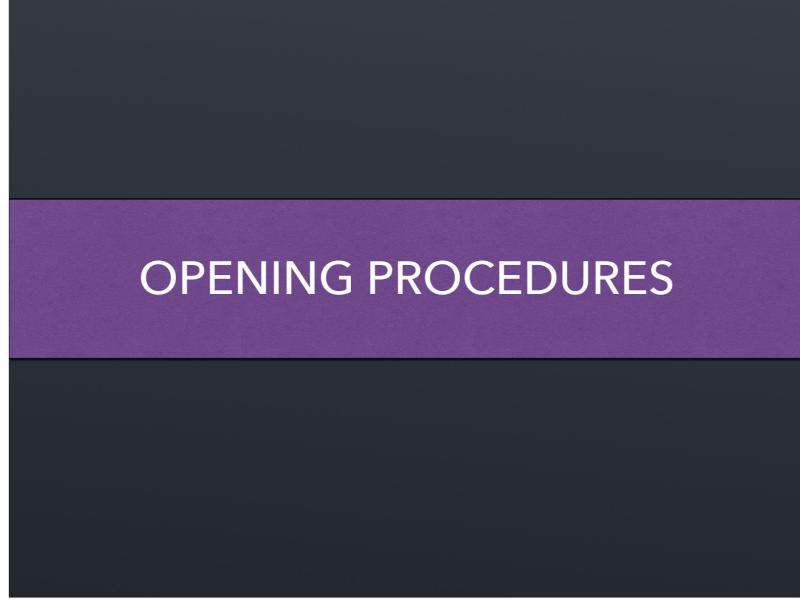
ELECTRONICS: Voters ARE allowed to use personal electronic devices inside a polling place to take photos, make calls, etc. They are also allowed to take a "selfie" of themselves and/or their ballot. If they want to take a photo that includes other voters, they must ask for and receive permission from those voters first.



Outside the polling place, there is a **40-Foot Prohibited Area**, which provides voters unimpeded access to the building.

State law does not permit loitering, congregating, or electioneering within 40 feet of a polling place entrance (i.e. the building entrance, NOT the voting room entrance). Restricted activities include **campaigning, handing out flyers, and bake sales**.

These activities are permitted outside of the 40-foot Prohibited Area.



OPENING PROCEDURES

TBD

BEFORE ELECTION DAY

- ★ **Vote absentee**
- ★ **Respond to calls or emails from Chief**
- ★ **Help setup polling place the day before the election, if possible**

- We strongly encourage all officers to vote absentee, especially if you are not assigned to your home precinct (Virginia law requires you to vote in your registered precinct on election day).
- The week before the election, the Chief will contact each officer to go over precinct-specific information, such as the building entrance and voting room you are using. Make sure to respond to your Chief promptly; if your Chief does not hear back from you, we may have to replace you.
- The Chief and Assistant Chief will also usually do initial setup of the voting room the day before the election or the week before the election - if possible, you should try to attend and help. This will also give you a chance to review the route to your polling place if you are not assigned to your home precinct.

ELECTION MORNING

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

At 5:00 AM, the Chief will swear-in all officers. Then, she will divide you into teams to complete the following tasks before 6:00 AM, when polls open:

- Open and setup Poll Pads
- Open and setup DS200 scanners
- Open and setup the ExpressVote
- Open and count 2 packs of ballots, and
- Post all signs, inside and outside.

OATH AND COMPENSATION SHEET

 DEPARTMENT OF ELECTIONS <small>COMMONWEALTH OF VIRGINIA OFFICER OF ELECTION OATH</small> Return in #2 Blue Pouch <p style="text-align: center;">OFFICER OF ELECTION OATH FAIRFAX COUNTY PRECINCT: 100 PATRIOT ELECTION DATE: DECEMBER 1, 2021</p> <p style="text-align: center;">OATH OF CHIEF OFFICER DELEGATE THE AUTHORITY TO THE CHIEF OFFICER OF THE ELECTORAL BOARD TO ADMINISTER OATH TO OTHER OFFICERS</p> <p>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.</p> <p style="text-align: right;">1. SIGNATURE OF CHIEF OFFICER OF ELECTION <i>[Signature]</i> SIGNATURE OF ELECTORAL BOARD DIRECTOR</p> <hr/> <p style="text-align: center;">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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Printed Names</th> <th style="width: 50%;">Signatures</th> </tr> </thead> <tbody> <tr><td>2. ASST CHIEF:</td><td>2. ASST CHIEF:</td></tr> <tr><td>3.</td><td>3.</td></tr> <tr><td>4.</td><td>4.</td></tr> <tr><td>5.</td><td>5.</td></tr> <tr><td>6.</td><td>6.</td></tr> <tr><td>7.</td><td>7.</td></tr> <tr><td>8.</td><td>8.</td></tr> <tr><td>9.</td><td>9.</td></tr> <tr><td>10.</td><td>10.</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Printed Names	Signatures	2. ASST CHIEF:	2. ASST CHIEF:	3.	3.	4.	4.	5.	5.	6.	6.	7.	7.	8.	8.	9.	9.	10.	10.							<p style="text-align: center;">RETURN IN #2 BLUE POUCH – COMPENSATION SHEET PRECINCT: 100 PATRIOT (SAMPLE) County of Fairfax – General and Special Elections – November 3, 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> #1 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM) </td> <td style="width: 50%; vertical-align: top;"> Is your address the same as it was 6 months ago? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you wish to be paid? (Some officers choose to volunteer without compensation) <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: <input type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"> #2 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM) </td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"> #3 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM) </td> </tr> </table>	#1 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)	Is your address the same as it was 6 months ago? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you wish to be paid? (Some officers choose to volunteer without compensation) <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: <input type="text"/>	#2 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)		#3 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)	
Printed Names	Signatures																																
2. ASST CHIEF:	2. ASST CHIEF:																																
3.	3.																																
4.	4.																																
5.	5.																																
6.	6.																																
7.	7.																																
8.	8.																																
9.	9.																																
10.	10.																																
#1 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)	Is your address the same as it was 6 months ago? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you wish to be paid? (Some officers choose to volunteer without compensation) <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: <input type="text"/>																																
#2 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)																																	
#3 / Election Officer LAST NAME: <input type="text"/> FIRST NAME: <input type="text"/> RESIDENTIAL ADDRESS (if you have a private mailing address, write both below): PHONE - HOME: <input type="text"/> PHONE - CELL: <input type="text"/> PHONE - WORK: <input type="text"/> NOTES (optional): <input type="text"/> When will you be assigned to work today? <input type="checkbox"/> Full day <input type="checkbox"/> Half-day (AM) <input type="checkbox"/> Half-day (PM)																																	

All election officers must sign two documents during Opening Procedures.

- **OATH:** After the Chief swears you in at 5:00 AM, sign the Oath form. Remember which numbered line you signed on - this will be where you sign on all required documents throughout the day. For example, if you signed in as officer #4, you should sign on line #4 for the Compensation Sheet, Statement of Results, and other documents.
- **COMPENSATION SHEET:** During Opening Procedures or at the earliest feasible time, fill out and sign the Compensation Sheet. Without this, we cannot pay you! And remember to sign on the same numbered row as you did on the Oath form (e.g. as officer #4).

ONE-PAGE EQUIPMENT GUIDES

- The Chief will have one-page guides for the Poll Pads, DS200 scanners, and ExpressVote.
- They will have all the information you need for setup.



We will now go over the steps to setup the voting equipment. But don't worry, you don't need to memorize everything! On election day, the Chief will have one-page guides instructing you on how to setup the Poll Pads, DS200 scanners, and ExpressVote.

POLL PADS



Electronic Poll Books used to check in voters.

In Fairfax County, we use **Poll Pads** as our electronic pollbooks. These are iPad-based devices used to check-in voters. They synchronize with each other wirelessly. It's a lot easier than having to check people in on paper, like we used to do!



Poll Pads arrive in your polling place in two separate cases.

- The green case holds up to 6 Poll Pads, power cables, and a printer.
- The gray bin holds the stands, driver's license trays, extension cords, power strips, and other various parts.

Assemble the Poll Pads by inserting the Swivel Attachment into the base and gently attaching the ID holder to the back of the tablet. Do not press down on the top of the Poll Pad tablet; it may break off the stand if you do.

ISYNC DRIVE

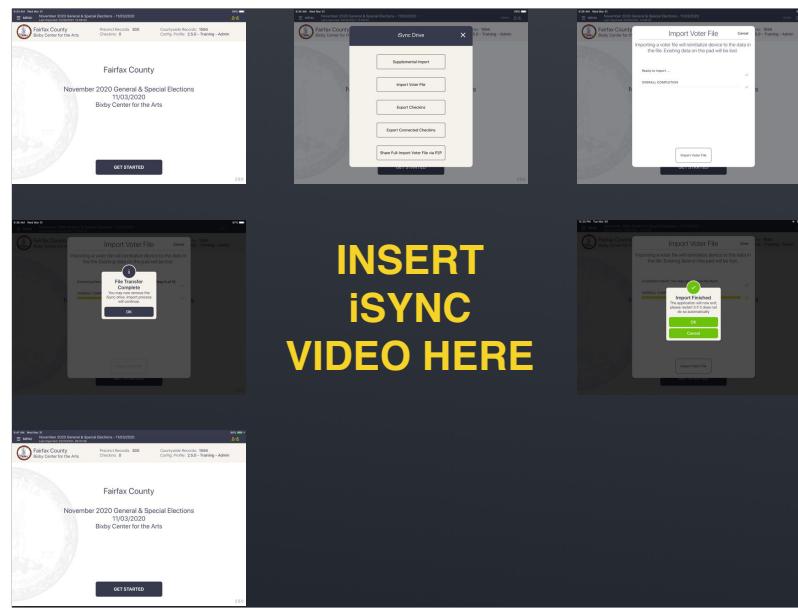
- Each precinct receives 1 iSync drive.
- Contains the most current list of registered voters and absentee voters.
- During **opening** procedures, insert iSync drive into each Poll Pad to update voter list.
- If you forget, it takes us up to 4 hours to fix each Poll Pad!



Each precinct receives 1 iSync drive, which is a small "thumb drive" that must be inserted in Poll Pads individually to update them. The iSync drive contains the most current list of registered voters and absentee voters.

You may ask, why do we need to use an iSync drive? Poll Pads must be prepared 2 weeks before election day so we can send them to your polling place in time, but do not include the final absentee voters or last-minute changes to voter registration. iSync drives are prepared 2 days before election day, after voter registration and absentee voting have ended. That's why it's so important to use the iSync drive to update your Poll Pads in the morning!

During opening procedures, insert your iSync drive into each Poll Pad to update it. If a precinct forgets to update a Poll Pad, it will have an older list of voters and it can take the Office of Elections up to 4 hours to reconcile the data for each Poll Pad.



<INSERT VIDEO HERE>

We will now demonstrate the iSync import process on a Poll Pad. On election day, you will repeat with EACH Poll Pad.

Once the Poll Pad has powered on and is on the home screen, insert the iSync drive into the Lightning Connector on the right side of the tablet. Now you are ready to import information from the iSync.

Step 1: When the pop-up menu appears, touch “Import Voter File.”

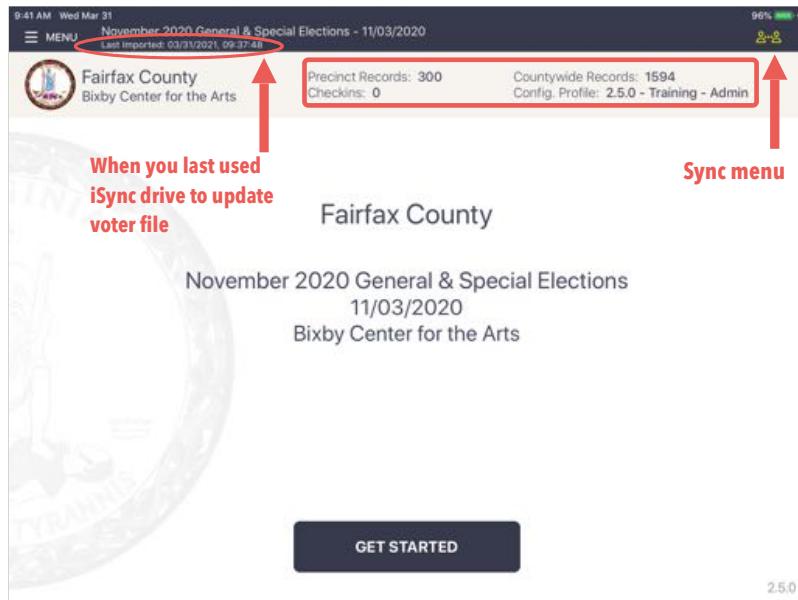
Step 2: You will see the pop-up ‘flip’ and show “Ready to import.” Touch “Import Voter File” at the bottom of the pop-up.

Step 3: Once the data import is complete, touch OK and **remove the iSync** drive. The file will continue to initialize. This process may take a few minutes.

Step 4: Touch “OK” when the “Import Finished” pop-up appears. The Poll Pad application will restart.

Step 5: The Poll Pad application should open to the home screen. Verify that the current date/time displays in the screen header under the election title.

Repeat steps 1-5 on every Poll Pad. Give the iSync drive to the Chief once you're done.



Your Poll Pads are now ready for voters! Let's go through the home screen.

TOP LEFT: The "Last Imported" date should be the day of the election, if you correctly imported the updated voter file from the iSync drive.

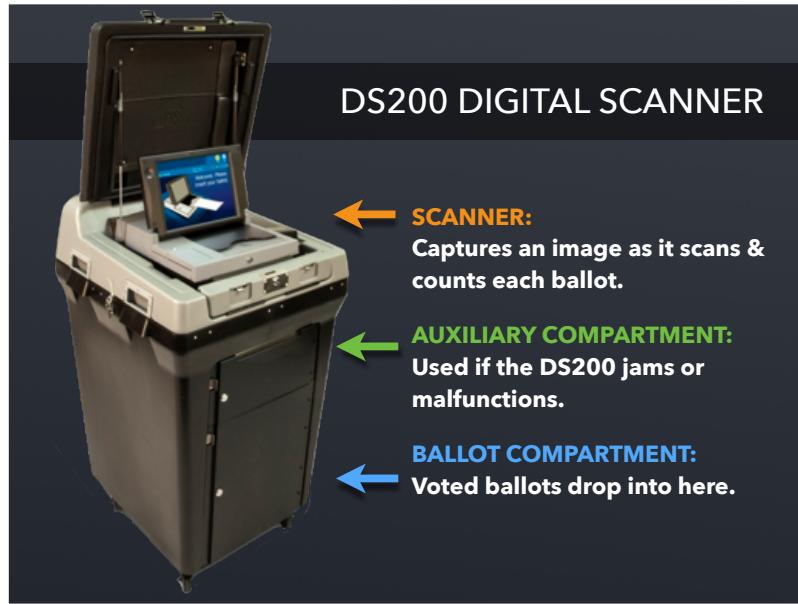
TOP RIGHT: The "Sync menu" indicates whether the Poll Pad is wirelessly synchronizing with the other Poll Pads in the precinct. You can open this on election day for more detailed information.

IMPORTANT: Poll Pads now wirelessly communicate with each other exclusively using Bluetooth. Keep your Poll Pads within 20 feet of each other for the best sync performance. If they stop synchronizing, bring them closer together or call the Chief.

IN TAN BANNER:

- **Precinct Records:** This shows how many registered voters there are in your precinct. On election day, this will show approximately 1,000-5,000 voters in your precinct.
- **Check-ins:** This shows how many voters you have checked in on this Poll Pad. As you check-in voters on election day, this number will increase. (The number of voters checked-in across all Poll Pads is accessible in the Summary Report.)
- **Countywide Records:** Shows how many registered voters there are in the county. On election day, this will show 700,000+ voters.

Remember to plug in the Poll Pads into the power strips and ensure that no cables are a tripping hazard. The battery indicator in the tablet's top right corner should turn green. Keep the Poll Pads charged throughout the day. In the event of a power outage, they can run on battery power.



DS200 DIGITAL SCANNER

- ← **SCANNER:**
Captures an image as it scans & counts each ballot.
- ← **AUXILIARY COMPARTMENT:**
Used if the DS200 jams or malfunctions.
- ← **BALLOT COMPARTMENT:**
Voted ballots drop into here.

Now let's talk about the DS200 digital scanner. It's actually a very simple machine:

- There is a **Scanner** at the top, which scans and counts each ballot.
- The ballots then drop into the **Ballot Compartment** below.
- There is also an **Auxiliary Compartment** on the front. If the DS200's scanner malfunctions or jams, the Chief can unlock this compartment and voters can temporarily insert ballots here instead. At the end of the day, election officers would remove these ballots and insert them into the scanner (if it is now working) or hand-count them.

MACHINE CERTIFICATION FORM

- During opening procedures, verify the DS200 seal and counter numbers against the Machine Certification Form.

RETURN IN #2 BLUE POUCH – MACHINE CERTIFICATION FORM				
PRECINCT: 100 PATRIOT (SAMPLE)				
County of Fairfax – Special Election – December 1, 2021				
BEFORE POLLS OPEN: Verify seals and counter numbers. If any seals are broken or do not match numbers below, contact Election Support.				
DS200 Serial Number	Seal Number (GREEN zip tie seal)	USB/Printer seal (RED barcoded sticker)	Protected Counter	Public Counter
DS0314340327	0249787	45456996	1965	0
DS0314340498	0249705	45456997	4238	0
Additional Equipment	GRAY CART (GREEN zip tie seal)	POLL PAD CASE (GREEN zip tie seal)	#2 POUCH (no seal)	#7 POUCH (no seal)
	0214664	0214665	n/a	n/a
AFTER POLLS CLOSE: Record new seal and counter numbers.				
DS200 Serial Number	Seal Number (RED zip tie seal)	# of Boxes of Voted Ballots	Protected Counter	Public Counter
DS0314340327				
DS0314340498				
Additional Equipment	GRAY CART (RED zip tie seal)	POLL PAD CASE (RED zip tie seal)	#2 POUCH (BLUE plastic tab seal)	#7 POUCH (RED plastic tab seal)
AFTER POLLS CLOSE: Place USB/Printer compartment seals (RED barcoded stickers) here.				
AFTER POLLS CLOSE: Any two officers may sign below to acknowledge recording seals.				
1.				2.
Officer of Election				Officer of Election

This is the **Machine Certification Form**. As you open and close your DS200s on election day, you will need to use this form.

During opening procedures, election officers will compare the pre-printed seal and counter numbers in the green table to those on the DS200 to ensure they match. If the numbers do not match, stop and notify your Chief, who will contact our office for next steps.



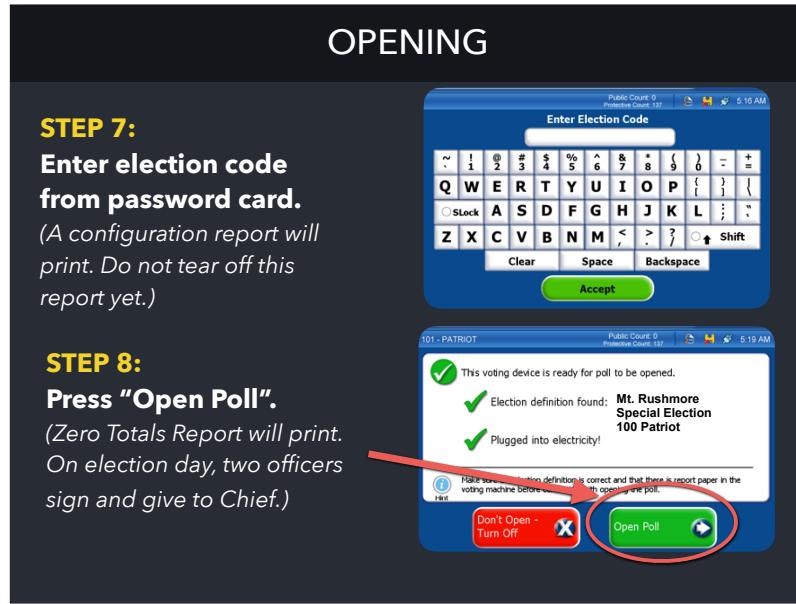
Let's go through the steps for opening a DS200. As this is an online class, we understand it will be difficult to understand all of these steps without practicing with an actual machine. But don't worry! The Chief, Assistant Chief, and many other officers will have experience doing this before. The Chief will provide election officers assigned to open the DS200 with printed instructions, the Machine Certification Form, the keys, scissors, and a password card.

- **STEP 1:** The DS200 will be closed and secured with a green zip-tie seal. An election officer will confirm the seal number matches the Machine Certification Form. If it matches, cut the seal and give to the Chief. If it does not match, contact the Chief immediately,
- **STEP 2:** An election officer will unlock the Auxiliary Compartment. Look inside to verify the compartment is empty (there should be no ballots inside), then re-lock it.
- **STEP 3:** An election officer will unlock the Ballot Compartment at the bottom. Again, look inside to verify the compartment is empty, then re-lock it.



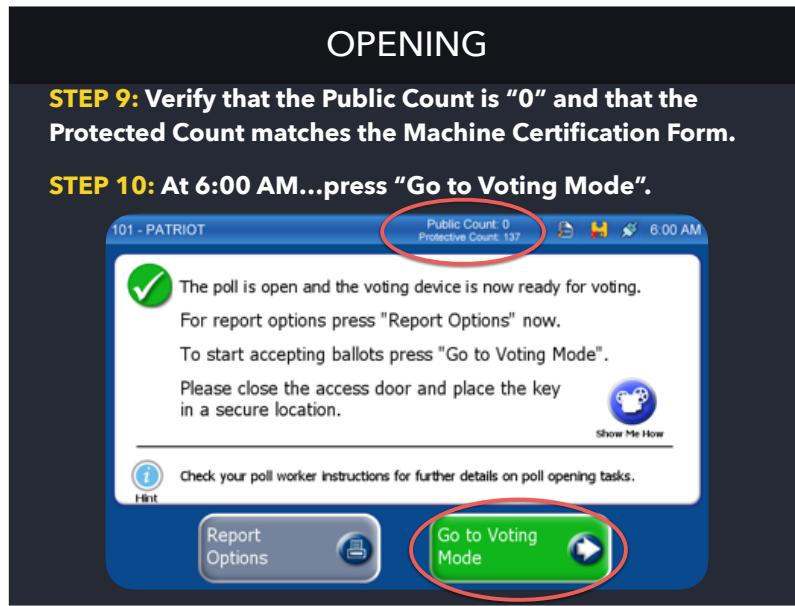
Let's continue the steps to open a DS200.

- **STEP 4:** On the back of the DS200, open the **Power Cord Compartment**. There is a silver bar which helps guide ballots into the proper compartment. Verify it is in the locked-down position. It starts that way at our warehouse but can sometimes become dislodged during transport. If all looks well, remove the power cord and plug it in. Remember to always use a surge protector between the power cord and the wall outlet! Leave this compartment open during the day.
- **STEP 5:** Unlock and open the black machine lid.
- **STEP 6:** Unlock and lift up the screen. The scanner will automatically power on.



Let's continue the steps to open a DS200.

- **STEP 7:** Carefully enter the election code from the password card (it is case-sensitive). A configuration report will print. Do not tear off this report yet.
- **STEP 8:** Press the green OPEN POLL button to print the Zero Totals Report, which verifies no votes have been cast on the machine. Tear off the entire tape. Two officers must sign the tape and give it to the Chief.



We're almost done opening a DS200!

- **STEP 9:** Verify that the "Public Count" at the top of the screen is zero. The Public Count indicates the number of votes cast in the current election on this machine - at the start of the day, it will always be zero! Also verify the "Protected Count" matches the number pre-printed in the green table on the Machine Certification Form. This number is like a car odometer - it tells you how many ballots have been cast in the lifetime of this machine, across all elections. If the number does not match, call the Chief.
- **STEP 10:** At 6:00 AM on election day, press the green "Go to Voting Mode" button. The DS200 is now ready to accept ballots!

Be sure to return all materials to the Chief, including the signed tapes, the cut green zip-tie seal, the printed instructions, the Machine Certification Form, and the DS200 keys.

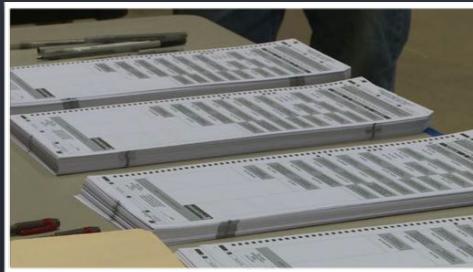


The ExpressVote accessible marking device is the easiest piece of equipment to setup in the polling place. You basically just remove it from its case and turn it on!

Again, you will have a one-page guide with step-by-step instructions.

OPEN BALLOTS

- During opening procedures, open and count at least 2 packs of ballots so you are ready for morning voters.
- Ballots should arrive in packs of 100. If the quantity enclosed is not exactly 100, notify the Chief.



During opening procedures, it is important for one or more officers to open and count at least 2 packs of ballots - you want to be ready for your morning rush of voters!

Each pack should have exactly 100 ballots. If a pack does not contain exactly 100 ballots, notify your Chief immediately.

The best practice is to have two officers each count the ballots to minimize errors. As you open additional packs of ballots throughout the day, make sure to also record them on the Ballot Log form.

POST SIGNS

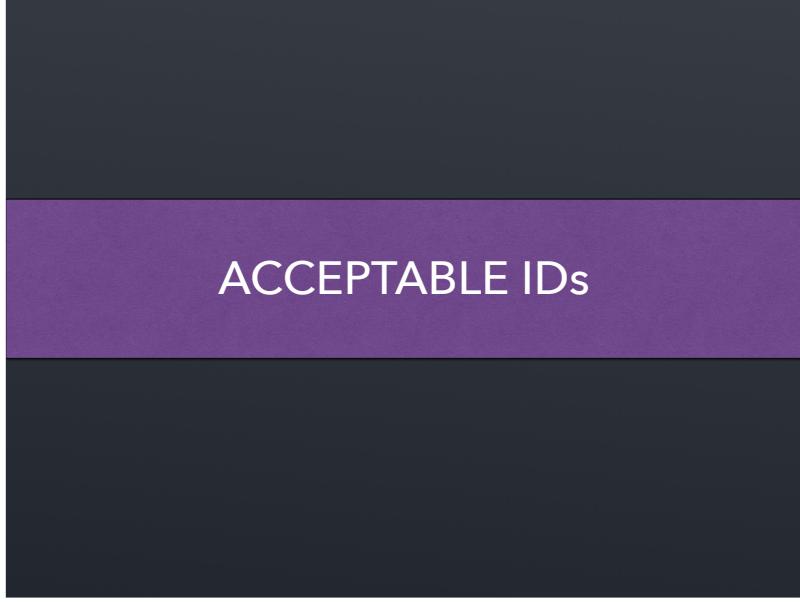
- There are a number of signs that must be posted inside and outside of the polling place.
- Make sure to also mark the 40-foot Prohibited Area outside the polling place building.



The Chief has a list of signs and which must be posted inside the polling place and which must be posted outside the polling place.

There is one sign that's a bit tricky - that's the Prohibited Area and Activities sign. It describes activities that are not permitted inside the polling place, but it must be posted in a place that is visible from OUTSIDE the polling place. We suggest posting it on the door to the polling place, especially if it is propped open.

Finally, if you're the officer designated to post the outside signs, you may also be asked to mark the 40-foot Prohibited Area line outside the entrance to the polling place building. Don't worry, the Chief will have a rope with measured increments, chalk, and safety tape to help you mark the 40-foot Prohibited Area properly.



ACCEPTABLE IDs

We will now go over the list of acceptable IDs for voting purposes.

YOU DON'T NEED TO MEMORIZE EVERYTHING!

On election day, you will have a one-page list of all acceptable IDs that you can check any time.

* VIRGINIA * DEPARTMENT of ELECTIONS	
Voter Identification	
All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that he is the named registered voter who claims to be. Any voter who does not present acceptable identification and does not sign this statement must vote a provisional ballot.	
Identification	Is Accepted?
Valid* Photo ID	Yes, if issued by an employer; the U.S. or Virginia government; a high school located in Virginia; or a college or university located in the U.S.
Government-issued ID card from a federal, VA, or local political subdivision	Yes
Valid DMV-issued ID card	Yes
Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA**
Valid U.S. passport or passport card	Yes
Valid employee ID card containing a photograph issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Nursing home resident ID	Yes, if issued by government facility
Voter ID card issued by the Department of Elections	Yes
Valid student ID issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public high school in VA	Yes
Valid student ID issued by a private high school in VA	Yes
Valid Virginia driver's license	Yes
Voter confirmation documents	Yes
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes

We are about to go over which IDs are acceptable and which IDs are not acceptable for voting.

But don't worry! On election day, you will have plenty of copies of a 1-page list of all acceptable IDs. You will keep these at your check-in table and reference them as needed.

ACCEPTABLE IDs

- Virginia driver's license
- US Passport
- Virginia voter ID card
- Voter confirmation documents
- Other government IDs
- Employer ID (with photo)
- Virginia high school ID
- Virginia college/university ID
- United States college/university ID (**NEW:** with photo)
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter

There are many IDs that are acceptable for voting purposes:

- A Virginia driver's license.
- A United States passport.
- A Virginia voter ID card.
- A voter confirmation document (e.g. Official Voter Registration Notice postcard).
- Other IDs issued by the federal government, the state of Virginia government, or local Virginia government.
- An employer ID, which must have a photo.
- A Virginia high school ID card.
- A college/university ID from schools with a campus anywhere in Virginia (the Chief has a list on election day).
- Any other US college/university ID with photo. **IMPORTANT: As of Jan 1, 2021, the Code of Virginia now requires non-Virginia college/university IDs to include a photo.**
- 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.)

WHICH IDs ARE NOT ACCEPTED?

NOT ACCEPTED

- **NEW:** Driver privilege cards (for non-citizens)
- Out-of-state driver's license
- Foreign passport
- Credit card
- Costco card
- Membership card from private organization

There are also many IDs that you cannot accept for voting.

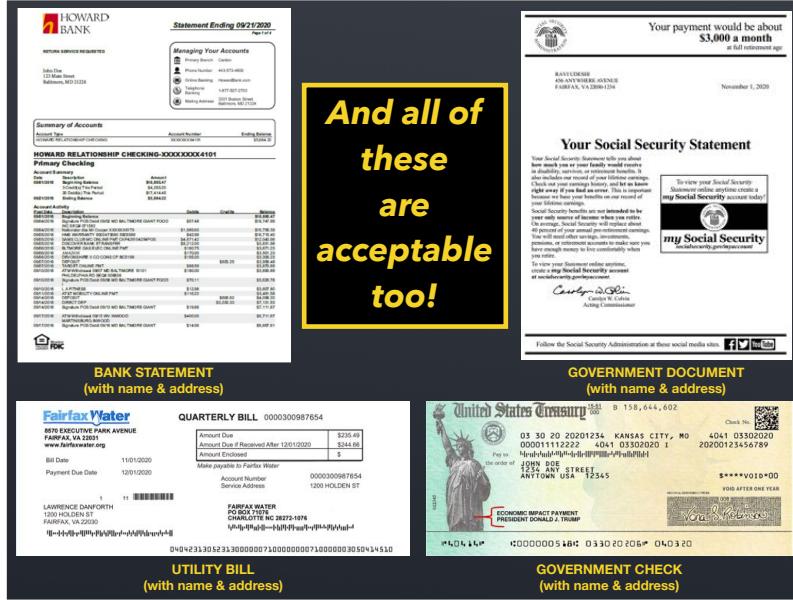
- Driver privilege cards are not accepted for voting. **IMPORTANT: On January 1, 2021, the Commonwealth of Virginia began issuing driver privilege cards to non-citizens. These look similar to driver's licenses, but are NOT acceptable for voting purposes. However, if someone applies for a driver privilege card, their registration information is transmitted to the Virginia Department of Elections and they are removed from the registered voter database. So anyone who applies for a driver privilege card should never be listed on the Poll Pad and you should not encounter any issues on election day.**
- A Virginia driver's license is OK, but an out-of-state driver's license is not.
- A US passport is OK, but a foreign passport is not.
- An ID from a person's employer is OK, but an ID from other organizations—such as a credit card or Costco membership card—are not OK.



Here are some samples of valid IDs. It includes:

- Virginia driver's license
- Virginia identification card (sometimes referred to as a "walker's license")
- Virginia voter ID (note that it has an *issue date*, not an expiration date)
- US passport or US passport card
- US federal or military ID
- Work ID with photo
- College/University ID (located in Virginia)
- Government ID from a government located in Virginia

Note that many of these IDs do not have an address or expiration date, but they are still valid for voting.



Here are some additional samples of documents that are valid for voting purposes:

- A current bank statement (with voter name and address)
- A current utility bill (with voter name and address)
- A current government check (with voter name and address)
- A current government document (with voter name and address)

Note that the Code of Virginia states that all of these documents must be “current” - this is considered as issued within the last 12 months.

If you’re ever not sure about a particular ID, ask your Chief or Assistant Chief! They receive additional training on how to handle non-routine voter situations. If they are not sure, they can always call our office for help.

DIGITAL COPIES OF SOME IDs ARE ACCEPTABLE

- For some IDs, a voter can show you an electronic version, such as on a cell phone.
- An electronic form of the following documents is acceptable for voting purposes: **a current utility bill, bank statement, government check, paycheck, or other government document** containing the name and address of the voter.



Voters may show you an electronic version of some IDs in lieu of a physical version. For example, they could show you one of these documents on their smartphone.

An electronic form of the following documents is acceptable for voting purposes: a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter.

ABOUT PHOTOS...

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



Let's talk about the photos on various IDs.

Until June 2020, ALL IDs had to have a photo to be valid for voting purposes. This has now changed. The only IDs that are explicitly required to have a photo are an employee ID and a college/university ID, if it is from a school located outside Virginia.

IMPORTANT: Although employee IDs and student IDs are required to have a photo, you should not question the appearance of the voter (their hair may be shorter or longer, they may have changed their hair color, they may have gained or lost weight, etc.) and you must **NEVER** ask a voter to remove a face mask or religious face covering to verify their identity.

ABOUT ADDRESSES...

You should
DISREGARD the
address on a
voter's ID.

Instead, always use
the address the
voter provides
orally or in writing
during check-in.



What about the address on a voter's ID? You should disregard it.

You must instead always use the address that the voter provides orally or in writing during the check-in process.

ABOUT EXPIRATION DATES...

- **For most IDs:**

- *If there is no expiration date listed, it can be accepted.*
- *If there is an expiration date listed, it must not be expired more than 12 months.*

- **Driver's licenses may be accepted regardless of their expiration date.**

- *§ 24.2-643: "The expiration date on a Virginia driver's license shall not be considered when determining the validity of the driver's license offered for purposes of this section."*

- **A utility bill, bank statement, government check, paycheck, or other government document must not be more than 12 months old.**

There is one piece of information that is on some IDs but not others - that's the expiration date. How do you handle this?

For most IDs, if it does not have an expiration date, that's OK. As long as it is a valid form of ID for voting, you can automatically accept it. If the ID does have an expiration date listed, then it can be used for up to 12 months past the expiration date. After that, it is no longer valid for voting.

There is one major exception to this rule. The Code of Virginia now specifically says that a driver's license may be used for voting, regardless of when it expired.

In terms of the new documents that can be accepted for voting purposes, note that a 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!

WHAT IF VOTER HAS NO ACCEPTABLE ID?

CALL THE CHIEF!

The Chief will offer 3 options:

- **OPTION 1:** Voter can sign an **ID Confirmation Statement** and vote normally.
- **OPTION 2:** Voter can cast a **Provisional Ballot**.
- **OPTION 3:** Voter can return with a valid ID.

If a voter does not present an acceptable form of ID, you should always call the Chief or Assistant Chief! They are trained on alternatives, including:

- **The voter can complete an ID Confirmation Statement.** This is a form that allows the voter to attest to who they are and then vote normally on election day.
- **The voter always has the option to complete a Provisional Ballot and submit their ID later.** Some people think provisional ballots are only counted in close elections. Actually, the Electoral Board reviews ALL provisional ballots and every ballot they accept is included in the official results of the election.
- **The voter can return with an acceptable ID.** However, many voters who say they will return later often do not, which is why we require Chiefs to always offer an ID Confirmation Statement or a provisional ballot in this situation.

In past elections, voters could come to our office to get a temporary photo ID used for voting. This service is no longer offered as a photo ID is no longer required to vote.

ID CONFIRMATION STATEMENT

Commonwealth of Virginia	Place in Envelope #8
ID Confirmation Statement - § 24.2-643 of the Code of Virginia	
A Officer of Election: Precinct No./Name: <u>100 PATRIOT</u> Date: <u>12/1/21</u> O of E Initials: <u>RKU</u>	
B If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election. Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be. Signature of voter: <u>Vicky Voter</u> Date: <u>12/1/21</u> Printed name of voter: <u>Vicky Voter</u> Birth Year (optional) <u>1 9 9 9</u> Last 4 digits of Social Security # (optional) <u>1234</u>	
WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016	
ELECT-643ID: 8/2020	

This is an example of the ID Confirmation statement. As you can see, it's a quick form to fill out!

By completing this short form, a voter would be allowed to vote normally. That means you would issue them a regular ballot, they would mark it at the polling place, and they would deposit it in a DS200 ballot scanner.

ADDITIONAL NOTES

**A voter's name on their ID
does NOT have to exactly match
how it appears on the Poll Pad.**

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

(It's against the law!)

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

A few additional notes:

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". As long as you can reasonably confirm the person in front of you is the person in the pollbook, you may check them in.

Also, if someone provides you a different form of ID, you may not ask for their driver's license instead just because it's easier to scan on the Poll Pads. **This is against the law!** In fact, we often get called in the office when this happens. If you notice a fellow officer doing this on election day, alert the Chief or our office.

Lastly, you may sometimes get 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! The law says that any registered voter who will be 18 years old by the date of a general election may vote in its corresponding primary.

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

If you're not sure how to handle a situation, send the voter to the Chief or Assistant Chief! The Chief and Assistant Chief are trained to handle non-routine voters and other issues. If they can't figure it out, they will call our office for assistance.



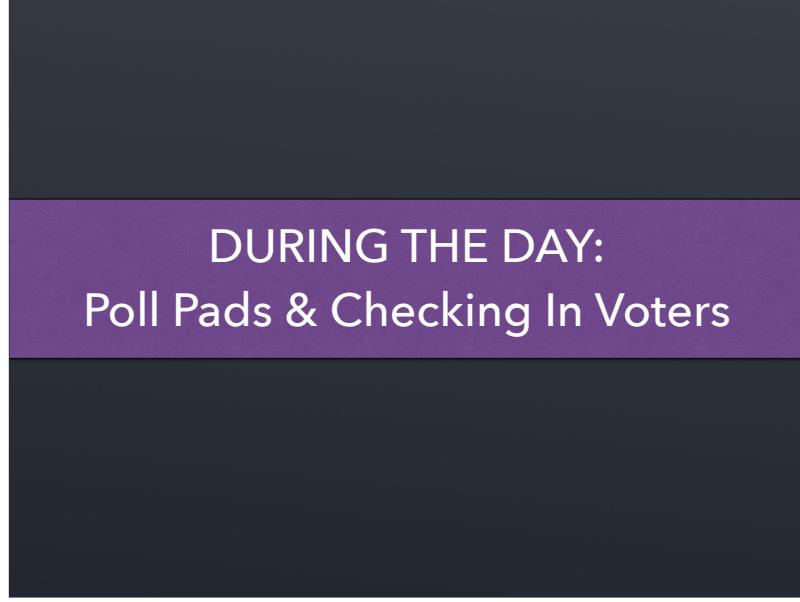
Let's do a quick review. Which of these IDs is acceptable? Which is not? Why? Take a moment to think about these questions before you read the answer below.

- **TOP LEFT:** This is a work ID, but it does not have a photo. That means it is **not acceptable**.
- **TOP RIGHT:** This is a Maryland driver's license. This is an out-of-state license, which is not on the list of valid IDs. Therefore, it is **not acceptable**.
- **BOTTOM LEFT:** This is a school ID from the University of North Florida. As this university has a campus in the United States, it is **acceptable**.
- **BOTTOM RIGHT:** This is a voter ID with photo. You may see the 2014 date and think that automatically disqualifies it. However, remember the date that is listed is an *issue* date, not an expiration date. So this ID is **acceptable** for voting.



Let's look at two driver's licenses. One expired in 2016 and one expires in 2025. Which of these is valid for voting?

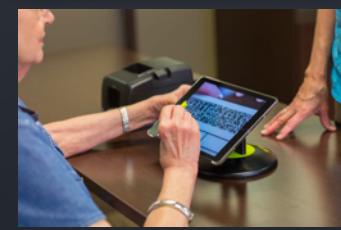
It's a trick question: both of these can be used to vote! Remember, you should completely disregard the expiration date on driver's licenses. This is the only form of ID that can be used more than 12 months past the expiration date, as specifically written in the Code of Virginia.



DURING THE DAY: Poll Pads & Checking In Voters

We will now go over the Poll Pads and how to use them on election day.

SCAN DRIVER'S LICENSE

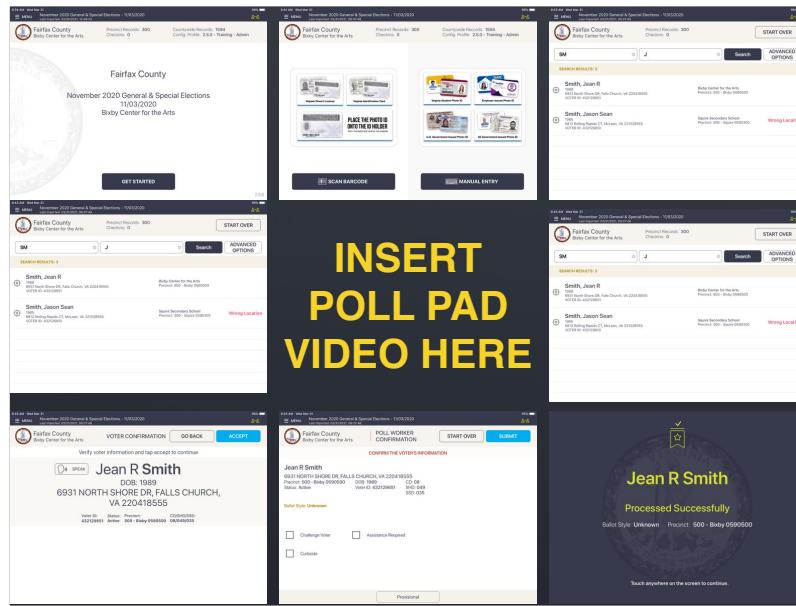


- For 95% of voters, you will simply scan their driver's license.
- Place the license in the scanning tray, with the barcode facing the Poll Pad camera.
- The Poll Pad will recognize it and open the voter's record automatically.

For the vast majority of voters, you will simply scan their driver's license.

Scanning a voter's driver license is very easy! You simply place the license in the scanning tray, which is attached to the back of the Poll Pad. Make sure the barcode is facing the Poll Pad camera. Then the Poll Pad will scan the barcode and open the voter's record automatically.

If this does not work or the voter provides a different form of acceptable ID, you can find them using a manual search.



INSERT POLL PAD VIDEO HERE

<INSERT VIDEO HERE>

First, the Poll Pad always begins on the home screen.

When you press "Get Started" on the Poll Pad's home screen, it brings you to this screen.

- Press "Scan Barcode" to scan a voter's driver's license. This is how you will check-in most voters.
- Press "Manual Entry" to search for a voter by name. This is how you will check-in voters who present a valid form of ID that is not a driver's license.

If you cannot scan a voter's ID, you will need to search for them manually. When doing a "Manual Entry," always search for 2 letters of the voter's last name and 1 letter of the voter's first name. If you type more than this, it will take longer and lead to more mistakes. It is okay to leave the address field blank!

When the list of voters is displayed, tap on the name of the voter whom you are checking-in. Be careful not to select the wrong person, such as John Smith Jr instead of John Smith Sr.

If you cannot find a voter by name, add their street name to the address field. This will filter results by both name and address. Touch search when you are ready for results.

-

If you still cannot find the voter, you can use “Advanced Options.” This will allow you to look them up by other identifying information, such as date of birth.

Once you touch “Advanced Options,” you will see a tan bar appear under the address field.

To enter information, simply click on one of the headers. A text box will appear, and you will be able to type in the identifying information. The Poll Pad will filter by all criteria you have entered. Make sure to open a text box and delete information if you have made a mistake or don’t wish to search with that information any longer. You will know you have typed information into a field because it will turn red and add a small dot underneath the header.

Once you have entered the desired information, hit the blue “Search” button.

-

When you select a voter to check-in, you will need to advance through TWO screens.

First, you will be presented with their voter information. If there are no restrictive codes or warning messages, repeat the voter’s name in an audible voice and check-in the voter by touching “Accept.”

-

Second, you will then be taken to this page, where you will be presented with three possible “flags”. We will explain these flags shortly.

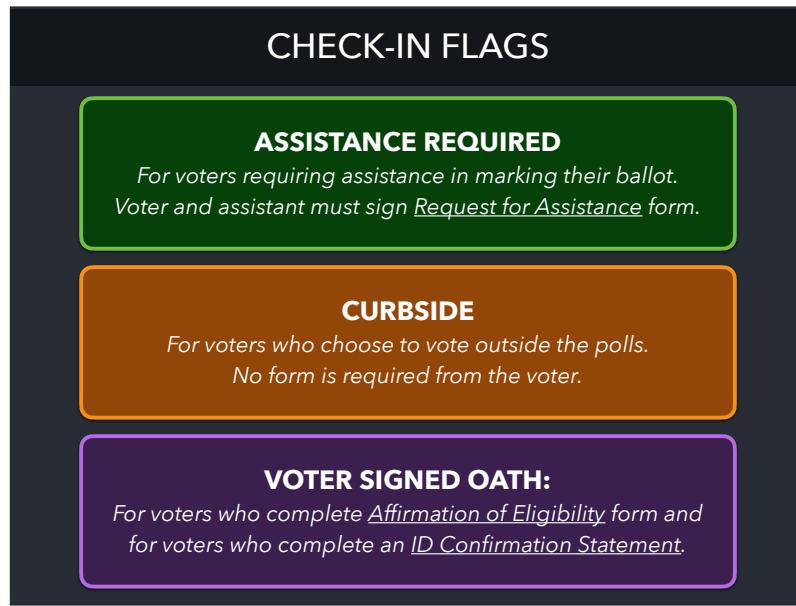
This is also the final opportunity to confirm you are checking in the right voter.

When you’re ready, press the “Submit” button.

-

When you press "Submit" to officially check-in a voter, you will be presented with this screen. Touch anywhere on the screen to continue or wait about 3 seconds for the Poll Pad to automatically return to the home screen.

Congratulations, you’ve now checked in a voter!



As we mentioned, when you select a voter to check-in, you will be presented with three possible "flags":

- **ASSISTED flag:** If a voter requires assistance in marking their ballot, send them to the Chief who may select this flag. The voter and their assistant must complete a "Request for Assistance" form.
- **CURBSIDE flag:** If the Chief asks you to check-in a "curbside voter", select this flag. A curbside voter is someone who is disabled or 65+ years of age and requests to stay in their car and vote outside the polls. (Do not question someone if they ask to vote curbside.)
- **VOTER SIGNED OATH flag:** This flag is used in two different situations.
 1. If someone is an "Inactive voter", send them to the Chief who may select this flag. Someone may become Inactive if they moved and did not update their voter registration. If they are permitted to vote, they must complete an Affirmation of Eligibility form.
 2. If someone does not have an acceptable ID, send them to the Chief. If the voter chooses to complete an ID Confirmation Statement, this flag must be selected.

You may notice the "Provisional" flag has been removed with the new Poll Pad software update. As in past elections, if someone is a Provisional voter, you **NEVER** check them in on the Poll Pad; instead, immediately refer them to the Chief instead.

CHECK-IN STEPS

- 1. Ask voter for an ID.**
If voter gives a valid ID, never ask for their driver's license instead.
- 2. Find voter on Poll Pad.**
For most voters, you can scan their driver's license. Otherwise, do a manual search.
- 3. Ask voter to provide their name & address (orally or in writing).**
Voter may provide an address that is different from the address on their ID.
- 4. If info matches on Poll Pad, repeat name audibly.**
§ 24.2-643: "The officer of election shall repeat, in a voice audible to party and candidate representatives present, the full name provided by the voter."
- 5. DUAL PRIMARIES ONLY: Ask if voter wants a ballot for Democratic primary or Republican primary.**
Never ask a voter if they are a Democrat or Republican!
- 6. Press 'Submit' to officially check-in the voter.**
Give voter a ballot or Voter Permit Card.

Now that you know which IDs are acceptable and how to use a Poll Pad, it's important to understand the full order of steps to checking-in a voter.

- **Ask the voter for their ID.** Remember, if a voter provides a different valid form of ID, you cannot ask for their driver's license.
- **Find the voter on the Poll Pad.** Scan their driver's license or do a manual search.
- **Ask voter to provide name & address.** Most voters will provide this information orally, but they also have the option of providing this information in writing or simply pointing to their ID. And remember, you always use the address the voter provided during check-in when looking at the Poll Pad.
- **Confirm the name & address match the Poll Pad, then repeat the name audibly.** The Code of Virginia requires us to state this information out loud.
- **If the election is a dual-party primary, ask if the voter wants a ballot for the Democratic primary or Republican primary.** Never ask a voter if they are a Democrat or Republican! In Virginia, voters do not register by party and are eligible to vote in whichever party's primary they prefer each election.
- **Finally, check in the voter.** Hand them a ballot or a Voter Permit Card. (A Voter Permit Card is exchanged for a ballot at the Ballot Table.)

Remember...more than 95% of all check-ins are routine voters.

Anyone else, send to the Chief!

Issues to send to the Chief:

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

Remember, MOST check-ins are very simple. For the ones that aren't, just refer the voter to the Chief.

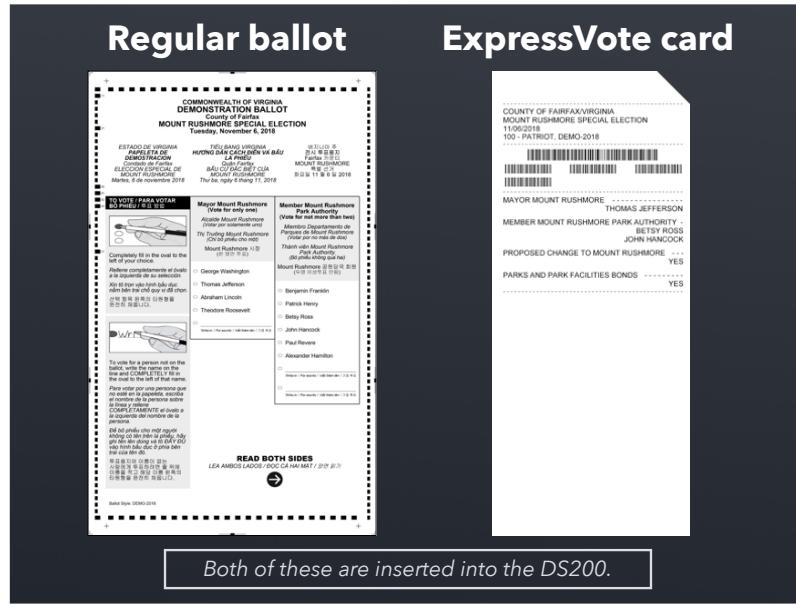
Some issues that you may encounter that you should refer to the Chief include:

- If the voter's name is misspelled in the pollbook or they had a name change,
- If the voter has moved or is in the wrong precinct,
- If the voter has no acceptable ID,
- If the voter cannot be found in the pollbook,
- If the voter requested an absentee ballot but is at the polling place,
- And, of course, anything related to provisional ballots.



DURING THE DAY: ExpressVote & Accessibility

We will now go over Ballot types and the ExpressVote accessible ballot marking device.



Until now, you have likely only been familiar with the regular ballot.

But remember, if a voter chooses to use the ExpressVote accessible marking device, it prints a marked ballot card that voters can then scan themselves. This printed ballot card is equivalent to a regular ballot.

To be counted, either of these ballot types must then be inserted into a DS200 scanner.

EXPRESSVOTE

- Marking device only
- ADA-compliant
- Can display ballot in multiple languages (English, Spanish, Vietnamese, and Korean)
- Voter uses touchscreen, audio cues, or directional pad to make vote selections
- Voter receives a marked paper ballot, which can be cast on DS200

Any voter may choose to use the ExpressVote!



The ExpressVote is an accessible marking device. It marks and prints a ballot for the voter, who then inserts the printed ballot card into a DS200 to be scanned and counted. So it's like a large pen!

The ExpressVote is ADA-compliant and offers voters multiple options, including displaying the ballot in multiple languages. The voter can use the touchscreen, audio cues, or the Braille directional pad to make vote selections.

Any voter may choose to use the ExpressVote! Do not question someone's disability or motivation for using an ExpressVote.



Watch this video to understand how a voter can use an ExpressVote: <https://youtu.be/4NNn7NcpaOU>

Summary:

- **STEP 1:** Insert a blank ballot card into the ExpressVote. Align the corner-cut on the card with the corner-cut on the machine.
- **STEP 2:** Make selections. The voter selects a candidate or option for each contest. Press the "Next" button to go to the next contest. To enter a write-in candidate, press the "Write-In" button to reveal a keyboard. If you have visual limitations, you can press the "Contrast" button to change the screen to high-contrast black-and-white. Press the "Zoom" button to make the ballot appear larger on the screen. You can also display the ballot in different languages or use a physical keypad to make selections.
- **STEP 3:** Review selections. After you have made your selections, you can review them before printing your ballot card. You can make changes if needed.
- **STEP 4:** Print marked ballot. Press the "Print Card" button and your printed card will be returned to you.
- **STEP 5:** Scan ballot. Insert your marked ballot card in the DS200 scanner to have your ballot counted.

ASSISTANCE & ACCESSIBILITY

REQUEST FOR ASSISTANCE

- Voters may have someone help them in the voting booth, but the voter and assistant must both sign a Request for Assistance form.
- *Exception:* If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

LANGUAGE SERVICES

- Language Officers
- Phone translation line
- All signs and documents in 4 languages (English, Spanish, Vietnamese, and Korean)

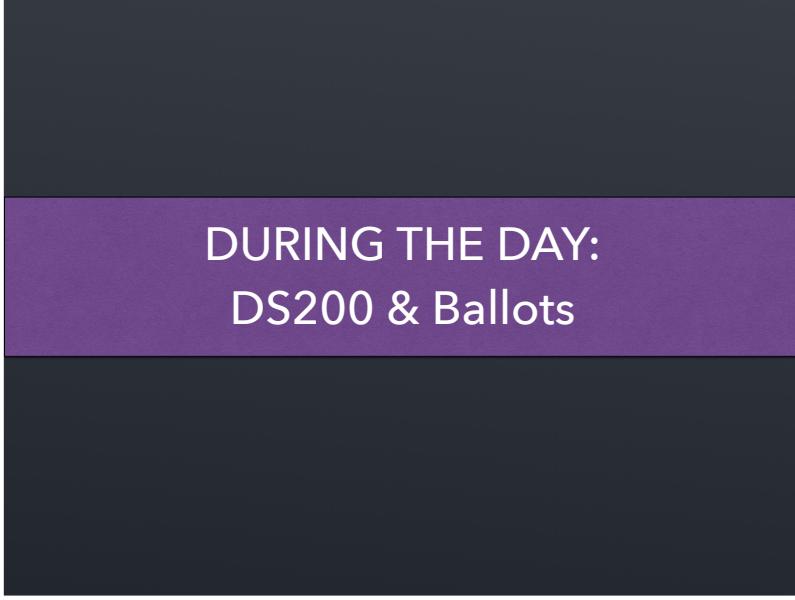
VOTERS WITH DISABILITIES

- Be respectful!
- Always ask before assisting.

REQUEST FOR ASSISTANCE: If a voter needs help in the voting booth, there is a procedure in place for that which the Chief handles. The voter selects an assistant and both must sign the Request for Assistance form. The assistant can be a family member or friend with them. The assistant can also be an election officer such as you! Note that if the assistant is 15 or younger, no form is required.

LANGUAGE SERVICES: If voters need help in another language, we offer multiple services. For example, many precincts are assigned Language Officers, who have been assessed for their language skills and can help translate (if a Language Officer assists a voter in the voting booth, they would complete a Request for Assistance form). There is also a phone translation service for more than 100 languages. All signs and documents are also translated into 4 languages: English, Spanish, Vietnamese, and Korean.

VOTERS WITH DISABILITIES: If a voter appears to have a disability, be respectful and always ask before assisting them. If a voter has limited vision or impaired hearing, you can inform them they can use the ExpressVote to mark their ballot.



DURING THE DAY:
DS200 & Ballots

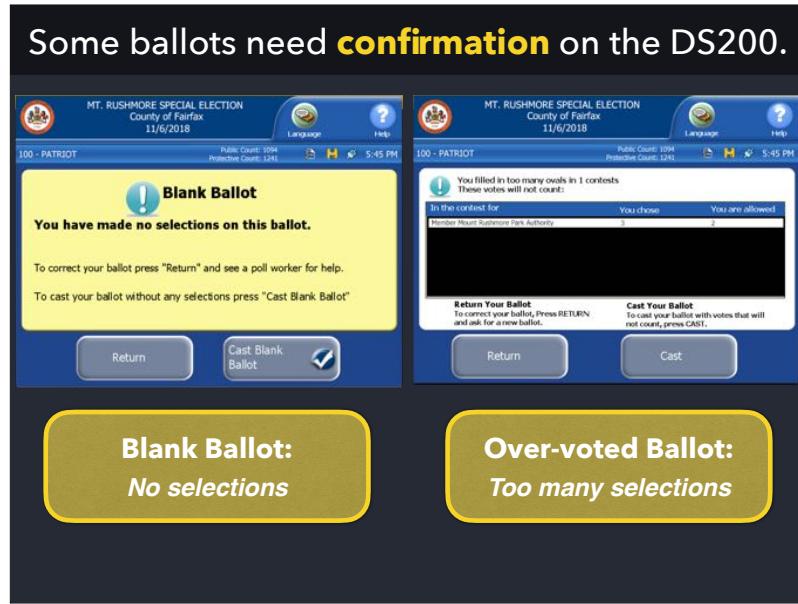
We will now go over the DS200 digital scanner used to scan ballots and tabulate votes.

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



When a voter inserts a **regularly marked ballot**, the DS200 will accept and scan it. Voters should be encouraged to wait at the machine until they hear a "clunk" sound as the ballot drops inside and the "Thank You" screen is displayed.

You will also see this screen if the voter has an **under-voted ballot**. This means the voter voted for fewer candidates or contests than they were allowed. For example, in a presidential election, some voters will only vote for president and no other contests on the ballot. Again, in this case, the DS200 will accept the ballot without issue and the "Thank You" screen is displayed.



Most ballots should be accepted by the scanner without issue. However, there are a few cases when the scanner will ask for additional confirmation before accepting the ballot.

One situation is if the voter inserts a **blank ballot**. This may happen if the voter accidentally does not mark their ballot or perhaps wishes to cast a blank ballot as a protest vote. In this case, the DS200 will confirm they want to cast a blank ballot or give them the option to return the ballot and allow them to vote.

Another situation is an **over-voted ballot**. This happens when a voter filled in too many ovals in one or more contests. For example, they were only supposed to select one candidate for Mayor, but they couldn't decide and filled in ovals for two candidates. The DS200 will give them the option to cast the ballot as it is, informing the voter that the over-voted contests will not be counted (other properly-voted contests will be counted). Or the DS200 can return the ballot to the voter, which they can SPOIL and exchange for a new ballot.

In both of these situations, clear visual and audio cues will indicate the scanner did not accept the ballot. If you're not sure how to handle them, remember your favorite word: "Chief!"

Some ballots are **rejected** by the DS200.

***If a ballot is rejected,
call the Chief or Assistant Chief!***

How do you know?

-  Machine will return the ballot
-  Machine will make a beeping sound

Finally, some ballots may be rejected entirely by the DS200.

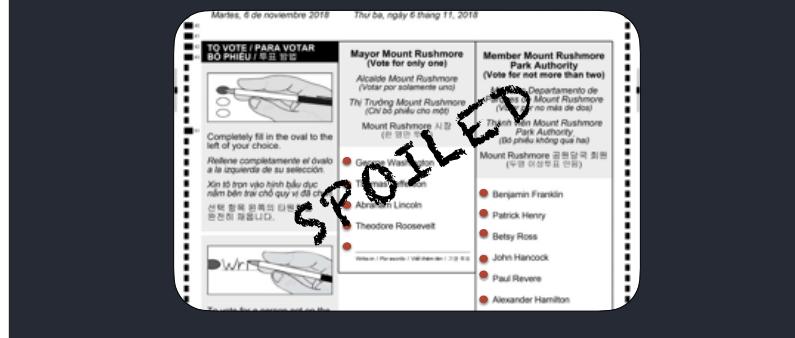
The most common situation is a **mismarked** ballot. This is when a voter has made erroneous marks outside the ovals which prevent the scanner from properly reading their selections. In this case, the DS200 will return the ballot, make a loud beeping sound, and display an error screen.

If this happens, call the Chief or Assistant Chief. They will review the situation and likely help the voter SPOIL the ballot and issue them a new ballot.

SPOILED BALLOTS

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

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



If a voter makes an error on their ballot, they may ask for a new ballot. First, if the voter made selections in any contests, ask them to fill in all bubbles in those contests so no one knows who they intended to vote for. Next, write SPOILED in large letters across the face of the ballot. Give the spoiled ballot to the Chief and issue a new ballot to the voter.

If a voter marked outside of the bubbles or made erroneous marks on the ballot, the DS200 scanner may reject it because it is unreadable. In this situation, you would follow the same steps to SPOIL the ballot and issue a new ballot to the voter.

If a voter has repeated issues marking a ballot correctly, you may want to suggest using the ExpressVote accessible marking device.

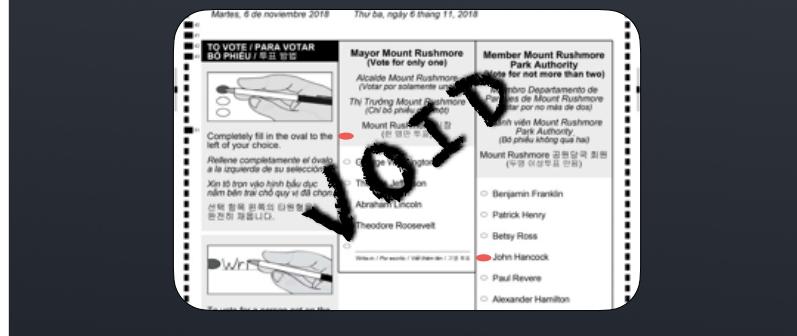
There is one other situation in which a ballot may be spoiled: If a voter requested a mailed absentee ballot, but then wants to vote in-person on election day. The voter can bring their absentee ballot (marked or unmarked), spoil it, and surrender it in exchange for a new ballot on election day. In this case, you would write "ABSENTEE SPOILED" across the face of the ballot because it must be accounted for differently during Closing Procedures.

VOID BALLOTS

If voter leaves ballot in the polling place, they are a FLEEING VOTER.

If the ballot is still on the scanner, you may cast it for them. Otherwise...

Write VOID and give to Chief.



Sometimes, a voter does not complete the process of voting.

If a voter leaves their ballot in the polling place, they are a FLEEING VOTER. If they left the ballot on the DS200 scanner, you may cast it for them. Otherwise, write VOID in large letters across the face of the ballot and give it to the Chief.



CLOSING PROCEDURES

TBD

CLOSING PROCEDURES

- **At 7:00 PM (or after the last voter leaves), the Chief will lock the voting room and begin closing procedures. The following tasks must be completed before you can leave:**

- Fill out all required documents
- Close and pack Poll Pads
- Close and pack DS200 scanners
- Close and pack ExpressVote
- Secure all voted and un-voted ballots
- Remove and pack all signs (inside and outside)
- Pack up PPE supplies
- Help load Chief's car

STATEMENT OF RESULTS

- The most important document during closing procedures is the Statement of Results (SOR). This is the record of all votes in your precinct.
- Do not leave the polling place without signing the SOR and the SOR copy!

STATEMENT OF RESULTS (SOR)																																		
Page 2 of 4																																		
December 1, 2021 General and Special Elections																																		
STAPLE/TAPE HERE																																		
BEFORE THE POLLS OPEN																																		
<ul style="list-style-type: none"> DS200 Configuration Report DS200 Ballot Status Accounting Report DS200 Zero Totals Report 																																		
AFTER THE POLLS CLOSE																																		
<ul style="list-style-type: none"> DS200 Ballot Status Accounting Report DS200 Voting Results Report 																																		
PART A: POLLBOOK CERTIFICATION CALCULATION OR SOURCE Number of Voters <table border="1"> <tr> <td>A1 TOTAL VOTERS CHECKED IN</td> <td>Poll Pad Certification</td> <td></td> </tr> <tr> <td>A2 TOTAL FUSING VOTERS (PRINTED BALLOTS OR CARDS)</td> <td>Balots voted and not scanned because voter left before completing a ballot (e.g., voter left).</td> <td></td> </tr> <tr> <td>A3 TOTAL VOTERS CASTING BALLOTS</td> <td>= A1 - A2</td> <td>AS TOTAL</td> </tr> </table>			A1 TOTAL VOTERS CHECKED IN	Poll Pad Certification		A2 TOTAL FUSING VOTERS (PRINTED BALLOTS OR CARDS)	Balots voted and not scanned because voter left before completing a ballot (e.g., voter left).		A3 TOTAL VOTERS CASTING BALLOTS	= A1 - A2	AS TOTAL																							
A1 TOTAL VOTERS CHECKED IN	Poll Pad Certification																																	
A2 TOTAL FUSING VOTERS (PRINTED BALLOTS OR CARDS)	Balots voted and not scanned because voter left before completing a ballot (e.g., voter left).																																	
A3 TOTAL VOTERS CASTING BALLOTS	= A1 - A2	AS TOTAL																																
PART B: COUNTED BALLOTS CERTIFICATION CALCULATION OR SOURCE Number of Balots <table border="1"> <tr> <td>B1 DS200-1 COUNTED BALLOTS</td> <td>*Public Count from DS200 Poll Pad Total number of printed ballots, voter cards, and voter cards on Preprinted only before or at 4:00 PM</td> <td>BY LABELS</td> <td>100</td> </tr> <tr> <td>B2 DS200-2 COUNTED BALLOTS (after polls close)</td> <td>*Public Count from DS200 Poll Pad Status Accounting Report</td> <td>BALLOT RECEIPT</td> <td></td> </tr> <tr> <td>B3 DS200-3 COUNTED BALLOTS (after polls close)</td> <td>*Public Count from DS200 Poll Pad Status Accounting Report</td> <td></td> <td></td> </tr> <tr> <td>B4 HAND-COUNTED BALLOTS (if needed)</td> <td>Before counted by hand because they could not be scanned</td> <td></td> <td>AS TOTAL</td> </tr> <tr> <td>B5 TOTAL COUNTED BALLOTS</td> <td>= B1 + B2 + B3 + B4</td> <td></td> <td>AS TOTAL</td> </tr> </table>			B1 DS200-1 COUNTED BALLOTS	*Public Count from DS200 Poll Pad Total number of printed ballots, voter cards, and voter cards on Preprinted only before or at 4:00 PM	BY LABELS	100	B2 DS200-2 COUNTED BALLOTS (after polls close)	*Public Count from DS200 Poll Pad Status Accounting Report	BALLOT RECEIPT		B3 DS200-3 COUNTED BALLOTS (after polls close)	*Public Count from DS200 Poll Pad Status Accounting Report			B4 HAND-COUNTED BALLOTS (if needed)	Before counted by hand because they could not be scanned		AS TOTAL	B5 TOTAL COUNTED BALLOTS	= B1 + B2 + B3 + B4		AS TOTAL												
B1 DS200-1 COUNTED BALLOTS	*Public Count from DS200 Poll Pad Total number of printed ballots, voter cards, and voter cards on Preprinted only before or at 4:00 PM	BY LABELS	100																															
B2 DS200-2 COUNTED BALLOTS (after polls close)	*Public Count from DS200 Poll Pad Status Accounting Report	BALLOT RECEIPT																																
B3 DS200-3 COUNTED BALLOTS (after polls close)	*Public Count from DS200 Poll Pad Status Accounting Report																																	
B4 HAND-COUNTED BALLOTS (if needed)	Before counted by hand because they could not be scanned		AS TOTAL																															
B5 TOTAL COUNTED BALLOTS	= B1 + B2 + B3 + B4		AS TOTAL																															
PART C: EXPLANATION OF DISCREPANCIES (COMPLETE ONLY IF A3 DOES NOT EQUAL B5)																																		
PART D: BALLOT CERTIFICATION CALCULATION OR SOURCE PRINTED BALLOTS EXPRESSMATIC BALLOT CARDS <table border="1"> <tr> <td>D1 BALLOTS RECEIVED FROM ELECTORAL BOARD - BEFORE POLLS OPEN</td> <td>BY LABELS</td> <td>_____</td> <td>100</td> </tr> <tr> <td>D2 BALLOTS RECEIVED FROM ELECTORAL BOARD - WHILE POLLS OPEN</td> <td>BALLOT RECEIPT</td> <td></td> <td></td> </tr> <tr> <td>D3 TOTAL BALLOTS RECEIVED</td> <td>= D1 + D2</td> <td></td> <td></td> </tr> <tr> <td>D4 TOTAL UNCOUNTED BALLOTS RETURNED (those counted before in A5 Box) and EV cards in Black K5</td> <td>(If of unprinted Poll English pads & 1000+ or 1000+ of unprinted pads of foreign language, Presentation of evidence (before or after only ballot))</td> <td></td> <td></td> </tr> <tr> <td>D5 BALLOTS SPOLDED AND VOTED</td> <td>(Do not count uncounted ballots)</td> <td></td> <td></td> </tr> <tr> <td>D6 BALLOTS USED FOR PROVISIONAL VOTERS</td> <td>ENVELOPE A4A + ENVELOPE #8 (F used)</td> <td></td> <td></td> </tr> <tr> <td>D7 TOTAL UNCOUNTED BALLOTS + SPOLDED/VOTED + PROVISIONAL</td> <td>= D4 + D5 + D6</td> <td></td> <td></td> </tr> <tr> <td>D8 TOTAL BALLOTS COUNTED (printed and hand counted)</td> <td>= D3 - D7</td> <td></td> <td></td> </tr> </table>			D1 BALLOTS RECEIVED FROM ELECTORAL BOARD - BEFORE POLLS OPEN	BY LABELS	_____	100	D2 BALLOTS RECEIVED FROM ELECTORAL BOARD - WHILE POLLS OPEN	BALLOT RECEIPT			D3 TOTAL BALLOTS RECEIVED	= D1 + D2			D4 TOTAL UNCOUNTED BALLOTS RETURNED (those counted before in A5 Box) and EV cards in Black K5	(If of unprinted Poll English pads & 1000+ or 1000+ of unprinted pads of foreign language, Presentation of evidence (before or after only ballot))			D5 BALLOTS SPOLDED AND VOTED	(Do not count uncounted ballots)			D6 BALLOTS USED FOR PROVISIONAL VOTERS	ENVELOPE A4A + ENVELOPE #8 (F used)			D7 TOTAL UNCOUNTED BALLOTS + SPOLDED/VOTED + PROVISIONAL	= D4 + D5 + D6			D8 TOTAL BALLOTS COUNTED (printed and hand counted)	= D3 - D7		
D1 BALLOTS RECEIVED FROM ELECTORAL BOARD - BEFORE POLLS OPEN	BY LABELS	_____	100																															
D2 BALLOTS RECEIVED FROM ELECTORAL BOARD - WHILE POLLS OPEN	BALLOT RECEIPT																																	
D3 TOTAL BALLOTS RECEIVED	= D1 + D2																																	
D4 TOTAL UNCOUNTED BALLOTS RETURNED (those counted before in A5 Box) and EV cards in Black K5	(If of unprinted Poll English pads & 1000+ or 1000+ of unprinted pads of foreign language, Presentation of evidence (before or after only ballot))																																	
D5 BALLOTS SPOLDED AND VOTED	(Do not count uncounted ballots)																																	
D6 BALLOTS USED FOR PROVISIONAL VOTERS	ENVELOPE A4A + ENVELOPE #8 (F used)																																	
D7 TOTAL UNCOUNTED BALLOTS + SPOLDED/VOTED + PROVISIONAL	= D4 + D5 + D6																																	
D8 TOTAL BALLOTS COUNTED (printed and hand counted)	= D3 - D7																																	
PART E: ELECTION OFFICER CERTIFICATION We hereby certify that this STATEMENT OF RESULTS is a complete record of this election and that all information contained herein is true and correct.																																		
<table border="1"> <tr> <td>1. _____</td> <td>2. _____</td> <td>3. _____</td> </tr> <tr> <td>_____ Officer in Charge</td> <td>_____ Officer in Charge</td> <td>_____ Officer in Charge</td> </tr> <tr> <td>4. _____</td> <td>5. _____</td> <td>6. _____</td> </tr> <tr> <td>_____ Officer in Charge</td> <td>_____ Officer in Charge</td> <td>_____ Officer in Charge</td> </tr> <tr> <td>7. _____</td> <td>8. _____</td> <td>9. _____</td> </tr> <tr> <td>_____ Officer in Charge</td> <td>_____ Officer in Charge</td> <td>_____ Officer in Charge</td> </tr> </table>			1. _____	2. _____	3. _____	_____ Officer in Charge	_____ Officer in Charge	_____ Officer in Charge	4. _____	5. _____	6. _____	_____ Officer in Charge	_____ Officer in Charge	_____ Officer in Charge	7. _____	8. _____	9. _____	_____ Officer in Charge	_____ Officer in Charge	_____ Officer in Charge														
1. _____	2. _____	3. _____																																
_____ Officer in Charge	_____ Officer in Charge	_____ Officer in Charge																																
4. _____	5. _____	6. _____																																
_____ Officer in Charge	_____ Officer in Charge	_____ Officer in Charge																																
7. _____	8. _____	9. _____																																
_____ Officer in Charge	_____ Officer in Charge	_____ Officer in Charge																																

The most important document during closing procedures is the Statement of Results (SOR). This is the record of all votes in your precinct. Usually the Chief and Assistant Chief will fill this out, possibly with help from other officers.

Do not leave the polling place without signing the SOR and the SOR copy!

MACHINE CERTIFICATION FORM

- During **opening procedures**, you verified the green seal numbers were correct.
- During **closing procedures**, record the red seal and counter numbers and affix the red sticker seal. Two officers must sign at the bottom.

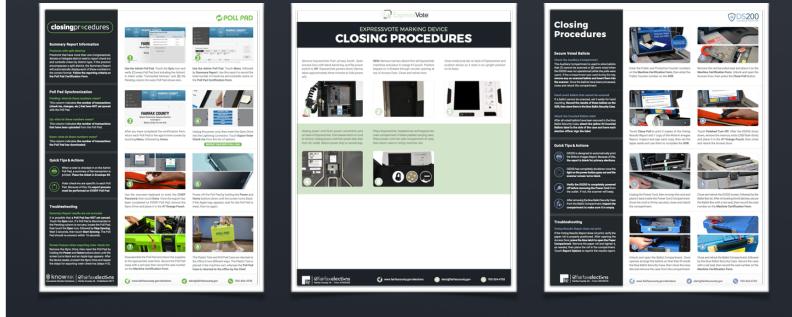
RETURN IN #2 BLUE POUCH – MACHINE CERTIFICATION FORM				
PRECINCT: 100 SAMPLE County of Fairfax				
BEFORE POLLS OPEN: Verify seals and counter numbers. If any seals are broken or do not match numbers below, contact Election Support.				
DS200 Serial Number	Seal Number (GREEN zip tie seal)	USB/Printer seal (RED barcoded sticker)	Protected Counter	Public Counter
DS0314340327	0249787	45456996	1965	0
DS0314340498	0249705	45456997	4238	0
Additional Equipment	GRAY CART (GREEN zip tie seal)	POLL PAD CASE (GREEN zip tie seal)	#2 POUCH (no seal)	#7 POUCH (no seal)
	0214664	0214665	n/a	n/a
AFTER POLLS CLOSE: Record new seal and counter numbers.				
DS200 Serial Number	Seal Number (RED zip tie seal)	# of Boxes of Voted Ballots	Protected Counter	Public Counter
DS0314340327	6532157	3	2575	610
DS0314340498	6532158	0	Not used	Not used
Additional Equipment	GRAY CART (RED zip tie seal)	POLL PAD CASE (RED zip tie seal)	#2 POUCH (BLUE plastic tab seal)	#7 POUCH (RED plastic tab seal)
	5651295	5651294	5651296	5651297
AFTER POLLS CLOSE: Place USB/Printer compartment seals (RED barcoded stickers) here.				
<p>OFFICIAL ELECTIONS SEAL REPLACES PREVIOUSLY PLACED SEAL DO NOT OVERWRITE DO NOT REMOVE DO NOT DESTROY Date: 01/31/20</p>		Not opened		
AFTER POLLS CLOSE: Any two officers may sign below to acknowledge recording seals.				
1.	Jane Z. Doe		John T. Smith	

During closing procedures, use the **Machine Certification Form** again.

During closing procedures, election officers will record all required numbers in the red table on the form, place the red sticker seal on the form, and have any 2 officers sign the bottom of the form.

ONE-PAGE EQUIPMENT GUIDES

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



We will now go over some of the steps to close the voting equipment. But again, don't worry! You don't need to memorize everything.

On election day, the Chief will have one-page guides with full instructions on how to close and pack the Poll Pads, DS200 scanners, and ExpressVote.

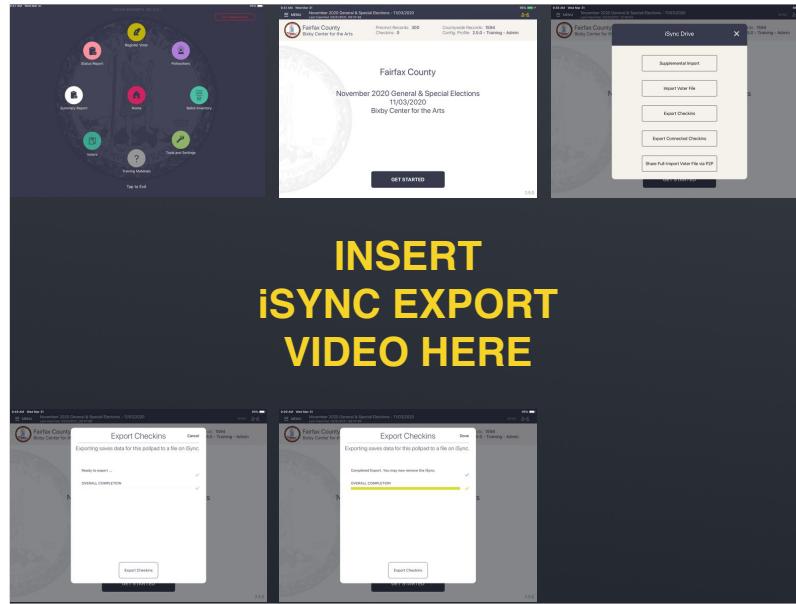
ISYNC DRIVE



- During **closing** procedures, insert iSync drive into each Poll Pad to export data.
- If you forget, it takes us up to 4 hours to fix each Poll Pad!

Remember your iSync drive? Just as you used it during opening procedures, you will need to use it again during closing procedures.

During closing procedures, insert your iSync drive in each Poll Pad to export the final voter list. If your Poll Pads do not wirelessly synchronize properly during the day, we can reconcile the data using the exports on the iSync drive.



After the last voter has voted, find the Summary Report on the Admin Poll Pad.

On the Admin Poll Pad, go to Menu in the top left-hand corner and touch the white Summary Report icon. On the pink Poll Pad Certification form, enter Total Curbside Check-ins and Total Registrations.

Next, record the number of checked-in voters from **each Poll Pad** (visible in the top of the home screen) on the pink Poll Pad Certification form. All Officers working on the Poll Pads when the polls close should sign the Certification form. You will use the pink Poll Pad Certification to complete the SOR.

After recording all necessary information, insert your iSync drive into each Poll Pad to export the final voter list.

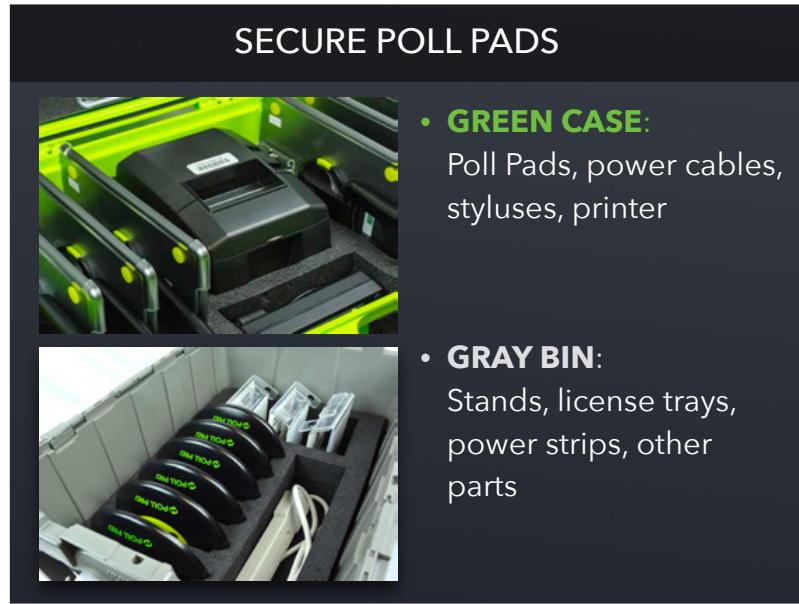
Step 1: On the pop-up screen touch the third option, “Export Checkins.”

Step 2: Like when importing, the pop-up will ‘flip’ and you should touch “Export Checkins” at the bottom of the pop-up.

Step 3: When the export is complete, remove the iSync and touch Done in the top right-hand

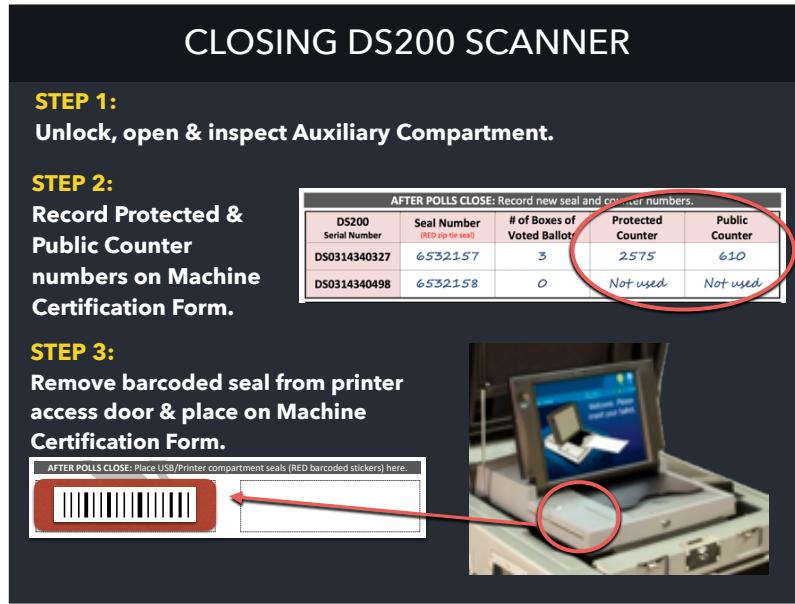
corner of the pop-up.

Repeat steps 1-3 on all Poll Pads! After each Poll Pad is done exporting, turn each one off by holding down the Sleep/Wake button and the Home button simultaneously.



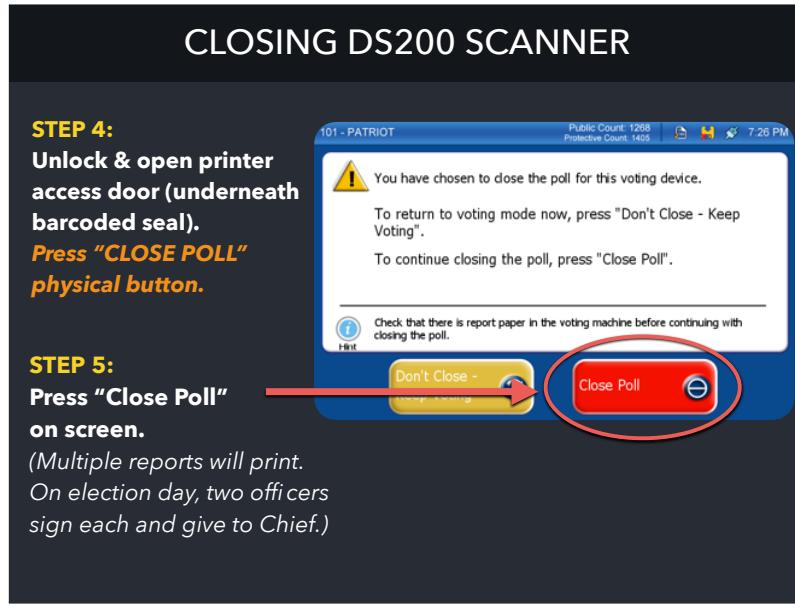
Disassemble and pack the Poll Pads back into the carrying case and seal the Poll Pad case.

Finally, two officers should seal the Poll Pad case with a red zip-tie seal, record the seal number on the Machine Certification Form, and sign the Machine Certification Form.



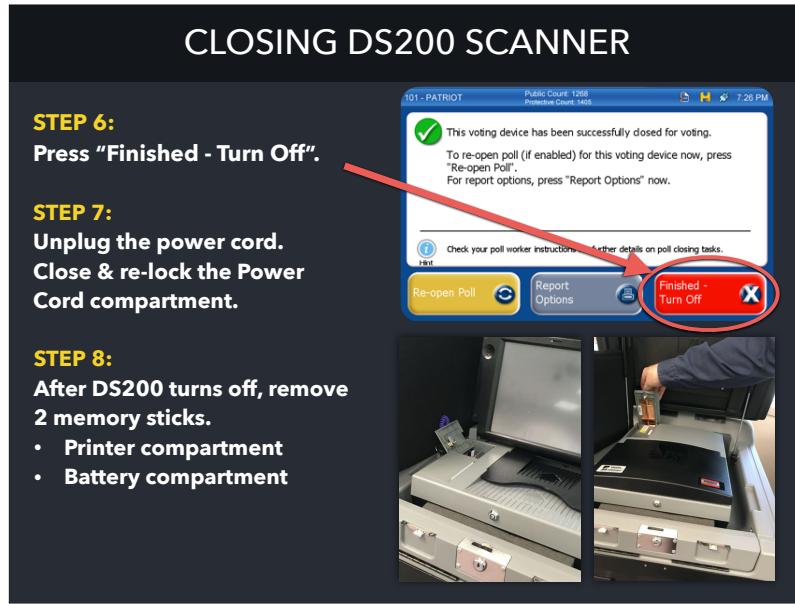
Now let's go through all the steps for CLOSING a DS200 scanner. The Chief, Assistant Chief, and many other officers will have experience doing this before. The Chief will provide election officers assigned to close the DS200 with printed instructions, the Machine Certification Form, the DS200 keys, a red zip-tie seal, and empty voted ballot boxes.

- **STEP 1:** Always open the Auxiliary Compartment and look for any ballots, even if you don't think it was used during the day. If there are any ballots inside, call the Chief, who will guide you through scanning them properly. Otherwise, re-lock it.
- **STEP 2:** Look on the DS200 screen for the "Protected Count" and "Public Count" of ballots cast. Record these numbers in the red table on the Machine Certification Form. If your precinct received a second DS200 but did not use it, you would write "Not used" in this area on the Machine Certification Form.
- **STEP 3:** There is a red barcoded sticker seal covering the printer access door on the DS200. Remove this sticker seal and place it on the Machine Certification Form.



Let's continue the steps to close a DS200.

- **STEP 4:** Now that you have removed the red sticker seal on the DS200's printer access door, unlock and open it. Inside, there is a physical button labeled "Close Poll". Press it.
- **STEP 5:** The DS200 screen will update and ask for confirmation that you want to close polls. Press the red "Close Poll" button on the screen. Multiple reports will now print. After all reports have printed, tear them off in one piece. Two officers should sign at the bottom of each report, then give them to the Chief.



Let's continue the steps to close a DS200.

- **STEP 6:** After all reports have printed, press the red "Finished - Turn Off" button on the screen.
- **STEP 7:** Unplug the power cord from the wall. Close and re-lock the Power Cord Compartment on the back of the DS200.
- **STEP 8:** After the DS200 powers off, remove the memory stick in the Printer Compartment (which is in front of the screen) and remove the memory stick in the Battery Compartment (which is behind the screen).



You're almost done! Now it's time to seal up the machine.

- **STEP 9:** Close and re-lock the DS200 screen. Then close & re-lock the black outer machine lid.
- **STEP 10:** Seal the machine with a red zip-tie seal. Record the seal number in the red table on the Machine Certification Form.

SECURING VOTED BALLOTS

FINAL STEP!

Unlock & open Ballot Compartment.
Carefully move all voted ballots into voted ballot boxes.



The last step is to unlock and open the DS200 Ballot Compartment. With multiple officers present, carefully move all voted ballots into the voted ballot boxes and seal them. The ballots must be removed from each DS200 separately and packed into separate boxes. The Chief will have more detailed instructions for this task.

Similarly, you will also pack all un-voted ballots into boxes and seal them. This is because all ballots, whether voted or not, must be secured. The Chief will return all voted and un-voted ballots on election night and they will be transported to the courthouse for safekeeping.

Finally, be sure to return all materials to the Chief, including the signed tapes, all memory sticks, the printed instructions, the Machine Certification Form, and the DS200 keys.



The ExpressVote accessible marking device will be very easy to close and pack. You basically just power it down and return it to its case.

Again, you will have a one-page guide with step-by-step instructions.

REMOVE AND PACK SIGNS



After polls close, remember to take down all signs that you posted inside and outside the polling place. You will need to separate, organize, and pack up signs for return to the Government Center. There are checklists to help you do this correctly.

REQUIRED SIGNATURES

- When all work is complete (usually around 9:00 PM), the Chief will dismiss all election officers.
- Before that, confirm with your Chief that you've signed all required documents!
- If you do not sign a required document, you will have to come to the Office of Elections within 3 days.

OATH

COMPENSATION SHEET

SOR

YELLOW RETURN SHEET

SOR (COPY)

VOTED BALLOT BOXES

When all work is complete (usually around 9:00 PM), the Chief will dismiss all election officers.

However, before you leave, make sure to confirm with your Chief that you have signed all required documents. If you do not sign a required document, you will have to come to the Office of Elections within 3 days to sign it.

These documents include:

- **OATH:** You should have signed this at 5:00 AM before beginning your service for the day.
- **COMPENSATION SHEET:** You typically signed this during opening procedures. Make sure to fill out the requested information AND sign it. Without this, we cannot pay you!
- **STATEMENT OF RESULTS:** Remember, this is the unofficial record of votes in your precinct. Once it is filled out during closing procedures, all officers must sign at the bottom of the front page.
- **STATEMENT OF RESULTS (COPY):** There are two copies of the SOR. Make sure to sign both!
- **YELLOW RETURN SHEET:** The Chief will provide you with this document during closing procedures.
- **VOTED BALLOT BOXES:** There is a secure yellow label that is placed on each box of voted ballots. All officers must sign each of these labels.

There may also be other documents you are asked to sign, especially if you help close the Poll Pads or DS200s, but the above documents are the ones that ALL officers must sign before leaving the polling place.



CONCLUSION

We will now go over the final information you need to know to complete this class.

703-324-4735

ElectionOfficers@fairfaxcounty.gov

TRAINING RESOURCES:

All training handouts and videos.

fairfaxcounty.gov/elections/officers/resources

ELECTION OFFICER PORTAL:

Check your precinct assignment.

vote4fairfax.com

If you need to contact us anytime, call 703-324-4735 or email us.

If you would like to review more training resources, you can find handouts and videos on our website at the displayed link.

And finally, you can use the Election Officer Portal to indicate your availability each election, enroll in training, and check your precinct assignment.

You have now finished reviewing the online training materials.

You must return to the Election Officer Portal and pass the quiz to receive credit for completing this class.

*If you need help, contact us at **703-324-4735** or ElectionOfficerTraining@fairfaxcounty.gov.*

Congratulations! You have now completed the online class for New and Experienced Election Officers.

To receive credit for this class, you must still take and pass the quiz. You can find the quiz in the Election Officer Portal. Go to the Training tab, scroll down, and look in the bottom-right for a link labeled "Quiz". If you do not pass the quiz the first time, you can take it again. If you need any help, don't hesitate to call or email us.

This class is now complete. Thank you and we know you'll do great on election day!