

ELECTION OFFICER OATH

RETURN IN
#2 BLUE POUCH

Precinct: 100 SAMPLE

Fairfax County – Democratic Primary – June 21, 2022



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA
OFFICER OF ELECTION OATH

OATH OF CHIEF OFFICER

DELEGATED BY THE GENERAL REGISTRAR OR THE SECRETARY OF THE
ELECTORAL BOARD TO ADMINISTER OATH TO OTHER OFFICERS

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Chief

1. x Tasha Chief

SIGNATURE OF CHIEF OFFICER OF ELECTION

Katherine F. Hanley
SIGNATURE OF ELECTORAL BOARD SECRETARY

OATH OF ALL OTHER OFFICERS OF ELECTION

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Names

Signatures

2. ASST CHIEF: Alan Assistant

2. ASST CHIEF: Alan Assistant

3. Everett Collector

3. Everett Collector

4. Diana Collector

4. Diana Collector

5. Elizabeth Officer

5. Elizabeth Officer

6. Anthony Officer

6. Anthony Officer

7. Lucas Officer

7. Lucas Officer

8.

8.

9.

9.

10.

10.

11.

11.

12.

12.

13.

13.

14.

14.

15.

15.

Chief

1. x Tasha Chief

SIGNATURE OF PERSON ADMINISTERING OATH

CHIEF ELECTION OFFICER

TITLE OF PERSON ADMINISTERING OATH

JUNE 21, 2022

DATE ADMINISTERED

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

TO BE COMPLETED BY ALL OFFICERS:

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

TO BE COMPLETED BY THE CHIEF:

Who is returning the election materials tonight?
*Whoever returns the election materials will receive a \$10 travel stipend.
(Chiefs receive an additional \$10 stipend for picking up supplies before election day.)*

☒ Chief ☐ Asst

Did all election officers, including you, generally arrive on time?
*If any officers arrived more than 10 minutes late, even for a valid reason
(e.g. got lost, sick, family emergency, etc.), document below.*

☐ Yes ☒ No

Officer Name	Exact Arrival Time	Reason
EXAMPLE: John Smith	5:15 a.m.	EXAMPLE: Couldn't find building entrance
Lucas Officer	5:20 AM	Got stuck in traffic.

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

ELECTION NIGHT NUMBERS SHEET

RETURN WITH
COLLECTOR OFFICERS

Precinct: **100 SAMPLE**

Fairfax County – Democratic Primary – June 21, 2022

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

DS200 Scanners

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

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

1

Poll Pads

Total Curbside Voters

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

11

Provisional Ballots

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

Reason code #1	Reason code #2	Reason code #3	Reason code #4	Reason code #5	Reason code #6	Reason code No ID
1	-	-	2	-	1	4
No ID All provisional ballot envelopes with "No ID" reason selected.				4		
Not Registered All provisional ballot envelopes with reason codes 1 or 2.				1		
Other All provisional ballot envelopes with reason codes 3, 4, 5, or 6.				3		

ELECTION OFFICER EVALUATION FORM

RETURN IN
EO EVALUATION ENVELOPE

Precinct: 100 SAMPLE

Fairfax County – Democratic Primary – June 21, 2022

See instructions on reverse side.

CHIEF NAME

Tasha Chief

CHIEF SIGNATURE

Tasha Chief

ASSISTANT CHIEF NAME

RATING

COMMENTS

Alex Assistant

- ☒ Excellent
☐ Good
☐ Average
☐ Needs improvement

Great first-time assistant,
Proactive and attentive to
voters and officers.

OFFICER NAMES

RATING

COMMENTS

SECTION A: Who were your best officers? Could they be a Chief? Please explain why.

Everett Collector

- ☒ Excellent officer and
potential Chief
☐ Excellent officer

Experienced officer that is
familiar with the process,
good potential as Chief.

Diana Collector

- ☒ Excellent officer and
potential Chief
☐ Excellent officer

Works well with voters and
is eager to participate.
Consider her for Chief.

Elizabeth Officer

- ☐ Excellent officer and
potential Chief
☒ Excellent officer

Excels in every officer
position, but is not interested
in being Chief.

SECTION B: Who were your good or average officers? Comments are optional.

Lucas Officer

- ☒ Good ☐ Average
☐ Good ☐ Average
☐ Good ☐ Average
☐ Good ☐ Average
☐ Good ☐ Average
☐ Good ☐ Average
☐ Good ☐ Average
☐ Good ☐ Average

SECTION C: Did you have any officers who did not perform well? Please explain why.

Anthony Officer

- ☒ Needs improvement
☐ Needs significant
improvement
☐ Needs improvement
☐ Needs significant
improvement

Okay with opening and
closing, but needs to be more
attentive to voter needs.

MACHINE CERTIFICATION FORM

RETURN IN
#2 BLUE POUCH

Precinct: **100 SAMPLE**

Fairfax County – Democratic Primary – June 21, 2022

BEFORE POLLS OPEN

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

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

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

ADDITIONAL EQUIPMENT	Gray cart (green zip-tie seal)	#2 Pouch (no seal)	#7 Pouch (no seal)
	0289588	n/a	n/a

AFTER POLLS CLOSE

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



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

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

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

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

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

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

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

Precinct: 100 SAMPLE

Fairfax County – Democratic Primary – June 21, 2022

What to do at the beginning of the day

- ☐ Print opening tapes from each DS200.
- ☐ Have two officers sign all four zero totals reports on opening tapes.

What to do at the end of the day

- ☐ Record check-in and curbside numbers from Poll Pads in Parts 1 + 2.
- ☐ Print closing tapes from each DS200.
- ☐ Have two officers sign all four voting results reports on closing tapes.
- ☐ Fill out every section of SOR A and SOR B.
- ☐ Staple appropriate tapes to this page – see right column.
- ☐ Fold bottom of tape to fit on SOR.

1 Voters checked in

From each Poll Pad’s home screen, review the top tan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says “Check-ins: 99 (EDR: 1)”, that is actually 99 + 1 = 100 voters.

Number of voters checked in on Poll Pad #1		150
Number of voters checked in on Poll Pad #2	+	115
Number of voters checked in on Poll Pad #3	+	-
Number of voters checked in on Poll Pad #4	+	-
Number of voters checked in on Poll Pad #5	+	-
Total number of voters checked in	=	265

2 Curbside voters

On any Poll Pad, open Menu, then Summary Report.

Total number of curbside check-ins		11
------------------------------------	--	----

3 Ballots cast

Using the Ballot Status Accounting Report from each DS200’s closing tape, record the number of ballots cast (“Public Count”).

Number of ballots cast on DS200 #1		264
Number of ballots cast on DS200 #2	+	0
Number of ballots counted by hand because they could not be scanned (usually 0)	+	0
Total number of ballots cast	=	264

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

___ Yes ___ No, because...

- ☐ An election officer did not properly check in some voters (include details below)
- ☐ We had fleeing voters leave without casting their ballot (include details below)
- ☐ Other (specify below):

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



Staple DS200 tapes here
(with first item on top)

CLOSING TAPE

- ☐ Ballot Status Accounting Report
- ☐ Voting Results Report
(with 2 signatures)

OPENING TAPE

- ☐ Configuration Report
- ☐ Ballot Status Accounting Report
- ☐ Zero Totals Report
(with 2 signatures)

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

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

7	Other Ballots		
	“Total ExpressVote Cards” number from DS200 Ballot Status Accounting Report(s)		4
	Number of surrendered absentee ballots in #4 envelope		3
	Please check the box and explain if any of the following are true. <div><div><input type="checkbox"/> There were more or less than 100 ballots in one or more of the packs (include details below)</div><div><input type="checkbox"/> ____ ExpressVote cards were spoiled, voided, or used for provisional voters (include details below)</div></div>		

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

PRINTED RETURN SHEET

RETURN IN
#2A ENVELOPE

Precinct: **100 SAMPLE**

Fairfax County – Democratic Primary – June 21, 2022



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

PRINTED RETURN SHEET

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

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

DS200 Serial Number(s):

#1: **DS0000111111**

#2: **DS0000222222**

Election officer signatures

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

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



Staple tapes here

From each DS200
opened for voting:

1. Zero totals report
2. Voting results report



CHIEF'S NOTESRETURN IN
#2 BLUE POUCHPrecinct: **100 SAMPLE**

Fairfax County – Democratic Primary – June 21, 2022

***** **CHIEF'S NOTES** *****

DEMOCRATIC PARTY PRIMARY ELECTION

JUNE 21, 2022

Record on...

Page 2 - MACHINE PROBLEMS

Poll Pad, DS200, ExpressVote – malfunction or other problem

Page 3 - INCIDENT REPORT

For incidents involving personal injury or property damage...

Provide details: Who, What, When, Where, Witnesses!

Page 4 - OBSERVATIONS, COMMENTS AND SUGGESTIONS

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

Page 5 - VOTER REGISTRATION / POLLBOOK DISCREPANCIES

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

Precinct:

100 SAMPLE (June 2022)**Chief:****Tasha Chief**

NAME

x*Tasha Chief*

SIGNATURE

**Assistant
Chief:****Alex Assistant**

NAME

x*Alex Assistant*

SIGNATURE

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

POLL PAD and VOTING MACHINE PROBLEMS

Device: Poll Pad X DS200 _____ ExpressVote _____ Public Counter _____ Time 5:45 AM
Problem Screen frozen Reported By Diana Collector
Action Taken Rebooted device
Comments: _____

Device: Poll Pad _____ DS200 X ExpressVote _____ Public Counter _____ Time 5:30 AM
Problem USB sticker entry error Reported By Lucas Officer
Action Taken Hand-correction made on form
Comments: Noted number on Machine Certification Form was missing a digit

Device: Poll Pad _____ DS200 X ExpressVote _____ Public Counter _____ Time 11:30 AM
Problem Misfed ballots Reported By _____
Action Taken Stopped using machine
Comments: Had to spoil one ballot stuck in the machine.

Device: Poll Pad _____ DS200 _____ ExpressVote _____ Public Counter _____ Time _____
Problem _____ Reported By _____
Action Taken _____
Comments: _____

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

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

ELECTION DAY INCIDENT REPORT

Location: n/a
n/a, n/a n/a

Victim Name: _____

Victim Address: _____

Victim Phone: Home (____) _____ Work (____) _____ Cell (____) _____

Time: _____ Location: (e.g., gym, parking lot, hallway) _____

Description of Incident: (Describe what happened. Include conditions present at the time, such as weather, construction, cleaning equipment.)

Description of Injury or Damage: (body part, personal property)

Action Taken and Outcome: (e.g., called 911, Rescue Squad took victim to hospital)

Witnesses:

Name: _____

Address: _____

Phone: (____) _____

Name: _____

Address: _____

Phone: (____) _____

Incident report completed by:

Name: _____

Title: _____

Address: _____

Phone: (____) _____

Use back of form for any additional information

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

VOTER REGISTRATION / POLLBOOK DISCREPANCIES

Identification Number 87654321 Voter Name Benjamin Ballot
Problem Code(s) A Correction Needed Checked in under voter ID 87654321
Comments Called registrar's office to confirm correct ID

Identification Number 24681012 Voter Name Paul Voter
Problem Code(s) C Correction Needed Called registrar, checked in normally
Comments Address in pollbook was outdated

Identification Number _____ Voter Name _____
Problem Code(s) _____ Correction Needed _____
Comments _____

Identification Number _____ Voter Name _____
Problem Code(s) _____ Correction Needed _____
Comments _____

Identification Number _____ Voter Name _____
Problem Code(s) _____ Correction Needed _____
Comments _____

Problem Codes: Have voter complete a new voter registration application, if applicable.

- | | |
|---|--|
| A. Duplicate Entry | E. Voter reported to have moved out of state |
| B. Name-typographical error | F. Other (Explain in Comments) |
| C. Address-typographical error | |
| D. Voter reported deceased (Complete Deceased Voter Form) | |



Fairfax County
June 21, 2022
Democratic Primary
Election

Collection Date:

06/21/2022

Collection Time:

7:45 PM

Pct 100 SAMPLE

Braddock Elementary School

7825 Heritage Dr
Annandale, VA 22003-5312

Drop Box Envelopes inside bag: **54**

We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date & time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.

Everett Collector

Collector Officer 1

x

Everett Collector

Signature

Diana Collector

Collector Officer 2

x

Diana Collector

Signature

***Place this form inside the TripLOK security bag.**

To be completed by Office of Elections Staff

Notes:

Date Received:

Drop Box Return Mailers received: _____

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

Office of Elections Staff

x

Signature