ELECTION OFFICER
TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

2022/2023

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Message from the Director

Thank you for your interest and commitment to serving as an election officer. Being an election officer has never been an easy task, but it is exceptionally rewarding role and an essential service in furtherance of democracy and allowing the voices of your community to be heard.

Your service comes at a time of intense scrutiny, so I invite you to take this opportunity to convince those observing that elections in Virginia are fair, accurate, transparent, and safe. Myself and my staff are fully committed to that goal and we appreciate you being part of those efforts.

I want to remind you of one word that should be central to your service of that goal - duty.

Your duty is to uphold the laws of Virginia, regardless of your personal agreement with them.

Some of you will travel to another polling place to uphold our commitment to partisan parity at our voting locations. We appreciate your commitment to that duty.

Many of you represent political parties, but the words of your oath should remind you that you are serving to “faithfully and impartially discharge all the duties” of an election officer.

That duty begins with educating yourself on the proper procedures and how to open, operate, and close the polling place. The pages in this manual will help you execute that and you will be supported on Election Day by our staff.

Your service truly represents the act of a hero and we hope you proudly wear your Election Officer t-shirts on Election Day as a reminder to your community that they should have faith in you and your fellow election officers. Thank you!

Eric Olsen
Director of Elections, Prince William County



AMERICAN HERO

ELECTION OFFICER

PRINCE WILLIAM COUNTY

OFFICE OF ELECTIONS

Election Officer Basics



Pre-Election Officer Checklist

- [ ] **Complete Training**
  Training requirements and instructions to sign up for your training class will be in your assignment letter. Call 703.792.6470 or email electionofficer@pwcgov.org for support or assistance.

- [ ] **Communicate with your Chief**
  Confirm with your Chief that you are working and get any necessary details. Inform your Chief if you have any additional language skills or any physical or communication limitations they should be aware of.

- [ ] **Make your Travel Plans**
  Learn the location of your polling place and figure out how you are going to get there on Election Day. Make sure to arrange a ride if necessary.

- [ ] **Prepare your Food, Medicine, and Clothing**
  Before Election Day, make sure you have packed any meals and snacks, any prescription or emergency medicine you may need, and bring layers in case your polling place is colder or warmer than expected.

- [ ] **Arrive on Time**
  Set alarms to make sure you arrive at 5:00 am sharp.

Pre-Election Chief Checklist

- [ ] **Complete Training**
  Instructions for registering for training will be in your assignment letter that you receive via email. Call 703-792-6470 or email electionofficer@pwcgov.org for support or assistance.

- [ ] **Communicate with your Election Officers**
  Within 7 days of receiving your assignment letter, send an email to introduce yourself to your officers. Confirm they will be working and encourage them to complete their training. Officers who cannot work should contact the Office of Elections as soon as possible.

- [ ] **Contact the Election Officer Coordinator (EOC)**
  Contact the EOC at 703-792-6470 or by email at electionofficer@pwcgov.org if there are any issues with your team.

- [ ] **Visit your Precinct**
  Determine layout, parking, and entry door; check outlet locations; and confirm who will open the building on Election Day. Report any issues to the Office of Elections Operations Center at 703-792-8397 or electionofficer@pwcgov.org.

- [ ] **Pick up Chief Supplies**
  Dates and hours for pickup will be provided at Chief training. Make sure to inventory the contents of your Chief bag and contact the Office of Elections if there are any issues.

Support

BEFORE ELECTION DAY

Main Office Line: **703-792-6470**
Officers with questions before Election Day should contact the Main Office and ask for the Election Officer Team. Responses are generally immediate or at least within 24 hours. Office hours are 8:30 am to 5:00 pm on weekdays.

Officer Email: **electionofficer@pwcgov.org**
Officers can email questions and concerns to the officer email address and generally receive replies within 2 business days.

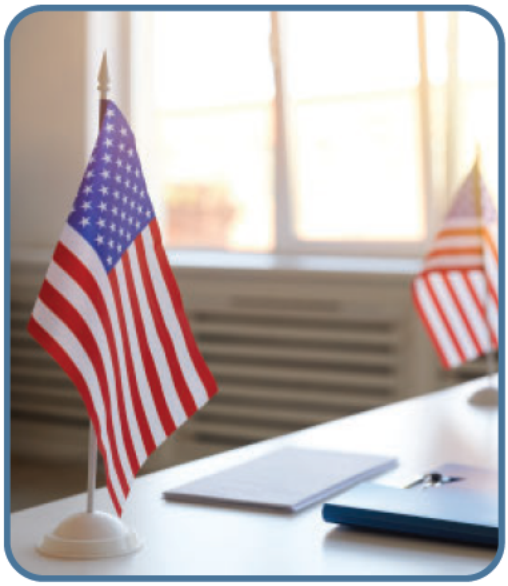
ONLINE ACCESS

Website: **www.pwcvotes.org/electionofficer**
Officers can view training schedules, training materials, and other important information on the Office of Elections' website.

Twitter: **@PWCVotes**
Follow us on social media for updates.

ON ELECTION DAY

Chief HQ:
703-792-8397
Officers with questions on Election Day should contact Chief HQ for policy and procedure clarifications, technical support, emergencies, or facility access issues.



Officer Requirements

OFFICER QUALIFICATIONS

All election officers must:

- Be a registered voter of the Commonwealth of Virginia.
- Not hold elected office or be an employee of an elected official.
- Be available from 5:00 am to 9:00 pm on Election Day without leaving the polling place.

STEPS TO BECOME AN ELECTION OFFICER

1. Application: Complete an online application with Prince William County to become an election officer. This only has to be completed once.

2. Appointment: Complete your appointment response. Officers are appointed each year by our Electoral Board and emailed a link to accept their appointment. This process is completed each year and officers are notified in early March.

3. Assignment: You will receive an email with your assignment to a polling place approximately 6 weeks prior to each election.

> Not all officers will be assigned to each election based on staffing needs and party representation requirements. Per the Virginia Code, preference is given to officers who are nominated/approved by a party, but nonpartisan officers may also be assigned to work elections. Please note that these requirements may sometimes mean we cannot grant officers their preferred work location.

Training: If assigned, you must complete a training course prior to each election. Your training may be customized to your work position, election work experience, and the type of election, etc. Your assignment letter will contain your training requirement and further information.

Voting Basics

VOTING PROCESS

Voter Checks In - The voter checks in to the polling place by stating (or writing) their name and address and presenting identification. The election officer finds the voter in the pollbook and verifies them.

Voter Gets a Ballot - The election officer gives the voter the proper ballot and some basic instructions for how to complete it.

Voter Completes the Ballot - The voter proceeds to the voting booth and completes the ballot.

Voter Scans the Ballot - The voter proceeds to the ballot scanner and inserts the ballot to be scanned and tallied.

Voter Gets a Sticker - The voter gets their "I Voted" sticker!

This manual is going to teach you:

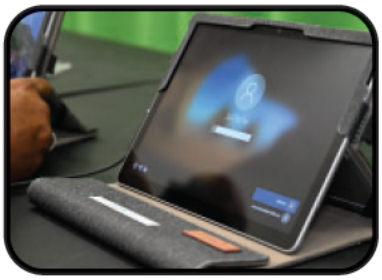
- How to get the polling place ready for voting.
- The expectations are for all election officers.
- How to assist voters with each step in this process.
- Special exceptions for some voters that are outside this process and how to handle them.
- How to close the polling place, follow proper procedures, and report results.

Please consult this manual when uncertain of the proper procedures on Election Day.

ELECTION EQUIPMENT

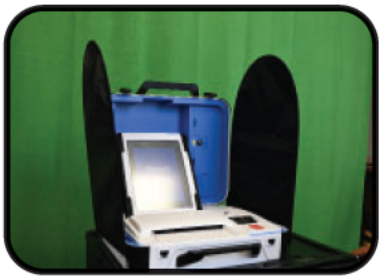
Pollbook

Pollbooks are used at each polling place to check in voters and provide election officers with key information. The pollbook lists all voters for Prince William County and flags voters with special conditions in case the officer needs to take some special action for a particular voter. The PWC Office of Elections uses the ePollTab tablet pollbook by DemTech.



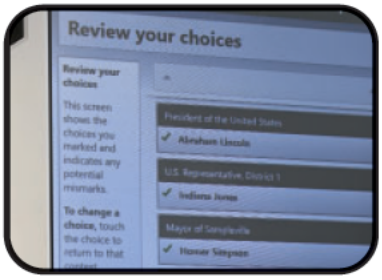
Ballot Scanner

The scanner is the machine that scans and tallies votes on Election Day. It is generally the voter's last stop before they leave the polling place. The ballot scanner serves several functions including scanning each voter's ballot, storing the paper ballots securely (in the ballot box), storing a digital image of the ballot, tabulating results for an individual polling place, and printing out reports such as the Tally Tape that allows officers to report results. The PWC Office of Elections uses the Hart Intercivic ballot scanner.



Touch Writer

The Touch Writer is a ballot marking device that ensures the polling place is compliant with the Americans with Disabilities Act. Votes are not cast on this device. Instead, it allows voters with visual and physical disabilities to use the machine to mark a ballot that must then be scanned by the ballot scanner. The PWC Office of Elections the Touch Writer by Hart Intercivic.



Election Officer Duties

OFFICER POSITIONS

Chief Officer (Chief)
The Chief is responsible for the overall management of the precinct. They are also responsible for all materials and equipment provided (ballots, electronic devices, etc.) and all aspects of provisional voting in the precinct, including completing both the paper Provisional Ballot Log and the Electronic Log. The Chief determines if a voter needs to complete a Provisional Ballot.

Assistant Chief (Assistant)
The Assistant is responsible for assisting the Chief in all tasks and overseeing other Officers.

Election Officers (Officers)
Officers assist voters with the process of casting their ballot and might be asked to do several different tasks on Election Day. The possible roles you might serve in are enumerated on the next page.

Election Equipment Specialist (EES)
Some Officers take on the additional task of the designated Election Equipment Specialist during opening and closing on Election Day. These officers are responsible for setting up the Scanner, Touch Writer, or pollbooks before the polls open. Once the machines are ready for voting, they will be asked to rotate to other roles in the precinct. After the polls are closed, they are responsible for printing tapes, completing the pollbook summary report, and shutting down and packing the machines away in the Cage.

If you are interested in becoming a Chief, Assistant, or Election Equipment Specialist, contact us by email at electionofficer@pwcgov.org.

OFFICER ROLES

The Chief assigns officers to roles to perform all the core functions needed in the polling place. Chiefs will generally rotate officers through several roles during the day depending on their skills and comfort level.

Pollbook Officers - These Officers check voters in on the pollbooks, issue ballots to qualified voters, and provide basic instructions on how to mark a ballot. They ensure voters are qualified by checking ID and verifying the address. They should be comfortable using electronics and sitting for long periods of time.

Voting Booth Officers - These Officers are responsible for traffic flow once voters have their ballots. They direct voters to available marking stations, answer basic questions on how to mark a ballot, rescue runaway pens, and ensure the voting booths are free of campaign literature and other things voters may leave behind. This role requires long periods of standing.

Scanner Officers - These Officers provide basic instructions to voters preparing to feed their ballot into the Scanner, assist voters if the ballot is rejected, ensure the scanner is not tampered with, and distribute “I Voted” stickers.

Provisional Officers - Due to a likely increase in provisional ballots with the new Same-Day Registration law, a new role in each polling place will be assisting the Chief and Assistant with provisional ballots.

Greeters and High School Pages - Officers and Pages can serve as greeters. Greeters are the first point of contact for voters. They offer chairs to voters who might have trouble waiting in line, remind voters to have IDs ready, pass out sample ballots, manage the line, and identify voters who might be in the wrong polling place. Pages can hand out “I Voted” stickers. Pages can only perform these tasks.

Election Officer Policies

CELL PHONE POLICY

Officers are only permitted to talk on their cell phones in the room where voting is taking place when talking to our Office. You are permitted to use your mobile device and check messages during your breaks. Voters and Poll Watchers are not allowed to talk on their phones inside the room where voting is taking place. They may use their phones if it is done silently. The only things voters may photograph are themselves and their own ballot (no other people or equipment). Officers and Poll Watchers are not permitted to take any photos or videos inside the polling place.

EMPLOYMENT PROTECTION

Virginia Code provides certain employment protections to Officers. They shall not be discharged from employment nor have any adverse personnel action taken against them. They also shall not be required to use sick leave or vacation leave provided reasonable notice has been given to their employer. (Virginia Code § 24.2-119.1)

DISCRIMINATION BASED ON DISABILITY PROHIBITED

Virginia Code § 51.5-43 prohibits any "Discrimination against qualified persons with disabilities in exercising [the] right to vote." It is your duty to enforce this law. Only voters who have been adjudicated by the courts as mentally incapacitated lose their right to vote. It is your job to be aware of all legal options available and to work with voters who have disabilities to find the most suitable method for them to cast a ballot.

JURY DUTY EXEMPTION

Election Officers are exempt from jury duty on Election Day. (Virginia Code § 8.01-341.1) If you need assistance with this, please contact our office at 703-792-6470.

COMPENSATION

Election Officers are paid for their service at the following rates:

Chief Officer	$225
Assistant Chief Officer	$200
Election Officer	$175

Officers make an additional $25 payment for completing each of the following:

- Officers who become Election Equipment Specialists receive an additional $25 each to attend a specialized training course focusing on election equipment.
- The Chief (or other designated officer) who picks up precinct supplies prior to Election Day receives an additional $25 payment.
- The two officers (one from each party if possible) who return all ballots, forms, and key items on election night receive an additional $25 each.

Officers are generally paid via direct deposit within 4 weeks of the election.

New officers are required to enroll in the PWC finance system, Mobius, unless the intent is to waive compensation. To expedite payment, ensure your banking information is up to date in your Mobius account.

CUSTOMER SERVICE GOALS

All interactions with voters must meet a certain baseline expectation of service. Officers should meet all of the following:

- Treat every voter and visitor with dignity, respect, and courtesy to ensure that all voters and visitors have a positive experience at the polling place.
- Remain calm and neutral in all circumstances.
- All voters deserve to be treated equally, regardless of race, color, ethnicity, gender, political affiliation, sexual orientation, and physical or language ability.
- Listen carefully and be patient.
- Voters may have different physical and/or language abilities that may require your assistance. Be patient and remember that these disabilities may not always be obvious or visible.
- Make reasonable accommodations to assist voters.

If a voter is being disrespectful or disturbing other voters and you are unsure of how to proceed, contact your Chief.

If the Chief needs support, contact Chief HQ at 703-792-8397.



BASIC OFFICER GUIDELINES

It is the duty of officers to know the fundamental rules of the polling place and the laws that govern elections:

- Provide support to all voters according to the law and instructions provided by the Office of Elections.
- Follow procedures in this manual to be sure no voter is denied the right to vote.
- With more than 400 pages of Virginia Code that governs elections, there is no way that officers can know ALL the applicable laws. When uncertain, ask your Chief or call the Office of Elections for support at 703-792-6470.

Furthermore, officers take an Oath to "faithfully and impartially" execute their duties.

- Officers may not discuss candidates, political parties, issues on the ballot, or political topics.
- If you are unsure and think something could be a political topic, it is best to assume that it is and avoid it.

An election officer also must prevent "fraud, deceit, and abuse." If you identify any of those while working on Election Day, contact Chief HQ at 703-792-8397.

You may discuss the specific needs of a voter who needs support or assistance in a quiet and respectful manner to protect that voter's privacy. Keep the precinct peaceful and quiet – loud talking and other noises make it difficult for voters to concentrate.

TIP: In order to present a professional appearance on Election Day, officers should wear business casual attire. Jeans are acceptable, but ripped jeans, shorts, or leggings worn as outer garments are not.

Do not wear perfumes or scents to the polling place. You will be interacting with many people and may risk someone having a bad reaction.

Voters with Disabilities

It is important that all election officers understand the proper ways to assist voters with disabilities at the polling place.

GENERAL GUIDELINES

- **Be courteous and respectful.** Remember that disabilities are not always visible or obvious.
- **Be considerate of the extra time it may take** for a person who is disabled or elderly to get things done.
- **Always speak directly to the voter** and not to a companion, aide, or sign language interpreter. Be patient with any person who has difficulty speaking.
- **Ask before you help.** Don't be shy about politely offering assistance, but never assume someone wants help and always ask first.
- **Be sure that sufficient signs are in place** to direct a person to the most accessible route to the voting room.
- **Know what options are available.** If a voter requests special assistance, know what equipment and services can be provided to assist that voter.

Request for Assistance Form
The Request for Assistance Form must be signed when another person (often an assistant, family member, or election officer) is going to assist a voter in marking or casting a ballot.

Use a Request for Assistance Form if someone other than the voter is going to see how a person voted their ballot.

The voter may choose anyone in the polling place to serve as an assistant except for a poll watcher, the voter's employer, or a union representative. Those individuals are prohibited by law from assisting a voter. (Virginia Code § 24.2-649)

If the voter is unable to sign, the Assistant should write "Blind Voter" or "Unable to Sign" on the signature line for the voter.

Voters with Mobility Impairments

- Do not push or touch another person's wheelchair or equipment without consent.
- Try to put yourself at eye level when talking to someone in a wheelchair. Sit, bend, or kneel in front of the person.
- Know where the accessible restrooms are in the building.
- When giving directions to a person in a wheelchair, consider distance, weather conditions, and physical obstacles (curbs, stairs, steep hills, etc.).
- Either fasten mats and throw-rugs down securely or move them out of the way. Anyone could trip.
- Keep floors as dry as possible on rainy or snowy days.
- Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.

Voters with Speech or Hearing Impairments

- Voters who cannot speak can confirm their name and address in writing.
- Let the voter take the lead in establishing the mode of communication with which they are most comfortable including speaking, gestures, or writing.
- Do not cover your lips in case someone is reading them.
- If speaking, speak calmly, slowly, and directly to the voter.
- Do not shout.



Voters Who Are Blind or Have Low Vision

A voter who is blind or has low vision may choose to use an assistant to vote a paper ballot or mark a ballot using the Touch Writer.

Remember that a blind voter is never required to sign any form, including the Request for Assistance, but the person assisting must complete Section B of this form. Read aloud any required oaths or affirmations to the blind voter, and, if the voter so affirms, write "Blind Voter" on the signature line.

To assist a blind/low vision voter:

1. Identify yourself and state that you are an election officer.
2. If guiding a blind voter, offer your arm to the voter, rather than taking the voter's arm. Walk slightly ahead of the person.
3. As you guide the person into a room, describe the layout and the location of furniture, and note who else is near-by. Make sure to identify doors, stairs, and other barriers as you approach them. Be specific about describing the location of objects: "There's a table two feet to your left."
4. If a blind voter has a guide dog, walk on the opposite side of the voter from the dog. Do not pet or otherwise distract a guide dog without permission from the owner.
5. Let the blind person know if you must leave his or her presence.

OUTSIDE THE POLLS VOTING

Voters 65 and older or those with physical disabilities are permitted to vote outside the polling place.

Each polling place will have a designated parking space or area for voters that require this service.

Election officers should not attempt to verify the age or disability of voters opting to use this service. Allow voters to identify for themselves if they qualify.

SERVICE ANIMALS



All service animals are allowed in the polling place.

How do you identify if an animal is a service animal? Simply ask the voter. If they identify the animal as a service animal, that is sufficient. Identification or special clothing for the animal is not required.

If an animal is a pet, it should wait outside the polling place.

Additional Information

LANGUAGE ASSISTANCE

Prince William County is required to provide all documents and forms in both English and Spanish for voters. All signage and posters should be displayed in both languages.

A translation app will be available on the Tallypoint laptops/ tablets given to the Chiefs.

Officers who speak another language are allowed to assist voters in that language. Poll watchers at the precinct must be notified if an election officer is translating for a voter so they can observe the interaction.

Officers should avoid posting handmade or improvised signs and should contact the Office of Elections for a translation if one becomes necessary due to a safety concern or other emergency situation.

REMOVAL OF ELECTION OFFICERS

Officers generally do a great job and serve their community with professionalism and courtesy, but in some circumstances you may be removed as an officer if you do not adhere to basic standards of conduct.

Here is the policy of the Prince William County Electoral Board in this area:

"The Board can remove election officers from their assignment and/or appointment for any cause including, but not limited to, the following:

- *Failing to follow the Code of Virginia or procedures outlined in election officer training;*
- *Discussing political opinions or candidates with fellow officers or voters;*
- *Failing to properly secure and monitor critical election equipment; or*
- *Attempting to hack, test, or use election equipment in ways not authorized by training.*

The Board can make a removal for a certain period, or it can be permanent.

The General Registrar can suspend any officer for the duration of an election for any of the above reasons until the Electoral Board has time to further review that election officer."

Setting Up & Opening the Polling Place



INTRODUCTION

There are two components of setting up the polling place for Election Day.

Monday Setup (if possible)
This is not available for all precincts, but allows officers at most voting locations to partially set up the polling place. Some facilities are not accessible the day before the election.

Attendance at Monday setup is generally not required but aways appreciated. The Chief at each polling place will communicate with officers about if and when Monday set up will take place.

Please note that the ballot scanners, pollbooks, and ballot marking device are NEVER turned on or opened on Monday. Election equipment and pollbooks must remain locked in the Cage on Monday and remain turned off until at least 5:00 am on Election Day.

Tuesday Opening
From 5:00 am (when officers arrive) to 6:00 am (when the polls open) there is a lot of work to do to prepare the polling place for Election Day, including:

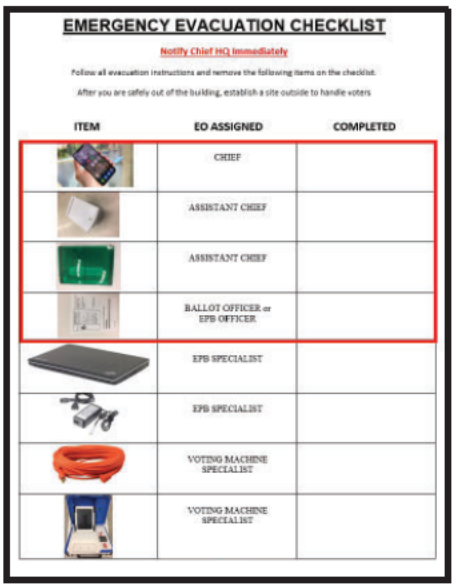
- Completing any setup elements not completed on Monday.
- Opening all election equipment.
- Placing signs outside to direct voters to the voting room.
- Completing officer oath and signing all required forms.
- Verifying equipment tapes.

Monday Setup

If available, please go to Monday setup to assist your election officer team with the following activities.

MONDAY SETUP CHECKLIST

- ☐ **Set up tables and chairs** in voting room.
- ☐ **Hang all indoor signs** in voting room and hallways.
- ☐ **Place electrical cables** in position and tape down.
- ☐ **Set up the voting booths.**
- ☐ **Set up the ballot box** (not the Ballot Scanner).
- ☐ **Set up the Touch Writer printer** (not the TW itself).
- ☐ **Chief:** Inventory the contents of the Cage and contact Chief HQ at 703.792.8397 if anything is missing.
- ☐ **Chief: Review evacuation checklist** *(right)* and select a meeting point in case of an emergency.
- ☐ **Chief: Lock the Cage** with election machines and ballots inside.
- ☐ **Secure the room** before leaving Monday. Complete opening steps if Tuesday morning.



EMERGENCY EVACUATION CHECKLIST

Notify Chief HQ Immediately

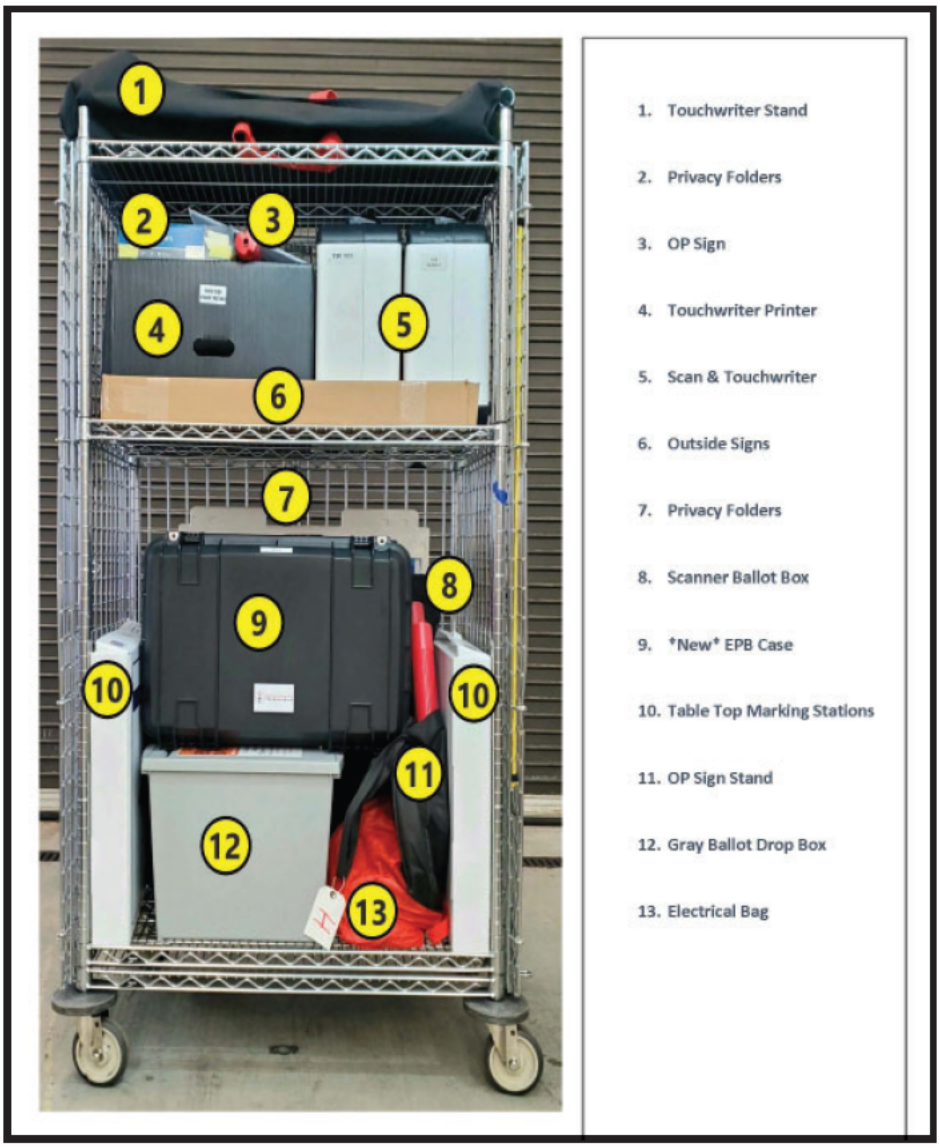
Follow all evacuation instructions and remove the following items on the checklist.

After you are safely out of the building, establish a site outside to handle voters

ITEM	EO ASSIGNED	COMPLETED
	CHIEF	
	ASSISTANT CHIEF	
	ASSISTANT CHIEF	
	BALLOT OFFICER or EPB OFFICER	
	EPB SPECIALIST	
	EPB SPECIALIST	
	VOTING MACHINE SPECIALIST	
	VOTING MACHINE SPECIALIST	

EQUIPMENT

Each Cage will have a diagram (*below*) on the front that tells you where all the key items are in each cart. Cages have either two or three shelves and your Cage will have a diagram that reflects this. Please note that in some locations, items are delivered on the top of the cart.



MACHINE KEYS

The voting machines (Ballot Scanner and Touch Writer) use 3 keys for setup and closing. Each key serves a different function and is color-coded.

Green/Square Key — Unlocks the outer case of the voting machines.

Yellow/RS Key — Unlocks and locks the screen in place.

Red/CH Key — Unlocks and locks wherever you can gain access to voted ballots: the front and rear doors of the Ballot Box and the vDrive compartments of the TW and Scanner.

MACHINE CODES

You will be supplied with 3 codes for the voting machines:

Open Polls Code — Used to open the polls on the Ballot Scanner and the Touch Writer.

Poll Worker Code — Used to access the Poll Worker Menu on the Touch Writer.

Close Polls Code — Used to close the polls after voting has concluded (7:00 pm) on the Ballot Scanner and the Touch Writer.

The delivery mechanism for these codes is explained in Chief training. Codes are changed each election for security purposes.

STEP-BY-STEP: SETTING UP TOUCH WRITER PRINTER





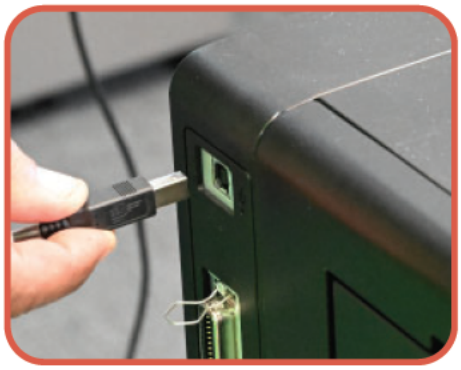
1. SET UP THE FOLDING PRINTER TABLE FOUND IN THE RECTANGULAR HART BAG.



2. LOCATE THE OKI PRINTER IN THE BLACK BOX AND PLACE IT ON THE PRINTER TABLE.



3. PLUG POWER CORD INTO THE BACK OF THE PRINTER AND A SURGE PROTECTOR.



4. PLUG THE SQUARE END OF THE USB PRINTER CABLE INTO THE PRINTER. *ONLY PLUG OTHER END INTO TW ON TUESDAY MORNING.*

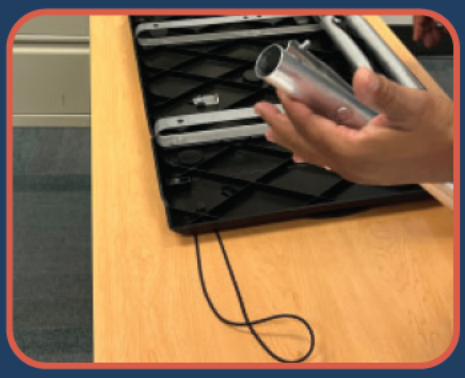


5. LOAD THE PRINTER WITH THE CORRECT SIZE PAPER (IF NEEDED).

STEP-BY-STEP: TOUCH WRITER STAND SETUP



1. FIND THE STAND IN THE HART BAG AND PLACE IT TOP SIDE DOWN ON A TABLE.



2. RELEASE THE STRAPS KEEPING THE LEGS OF THE STAND IN PLACE AND UNFOLD THE LEGS.





3. ATTACH THE REAR AND FRONT LEG EXTENSIONS. REMEMBER FLAT AND ANGLED EDGES ATTACH TO THE OPPOSITE ON THE REAR LEGS.



4. FLIP THE STAND UPRIGHT. PLACE IT WITH THE TWO INDEPENDENT LEGS IN FRONT FOR WHEELCHAIR ACCESS.

STEP-BY-STEP: SETTING UP THE BALLOT BOX



1. REMOVE BALLOT BOX FROM BAG FOUND IN OR ON TOP OF THE CART.



2. POSITION THE FOLDED BALLOT BOX AS SHOWN.



3. UNLATCH THE FOUR CLIPS (TWO ON EACH SIDE).



4. PULL OPEN THE BALLOT BOX.



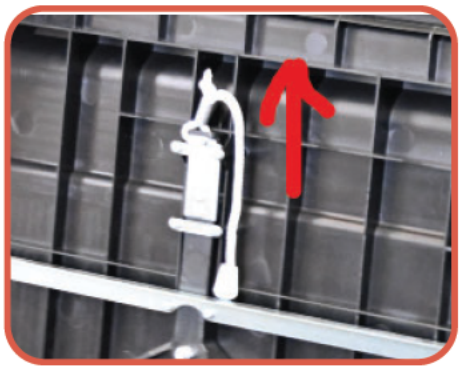
5. PRESS THE SIDE PANELS OUTWARD UNTIL THEY ARE FLAT. BE CAREFUL NOT TO PINCH YOUR FINGERS.



6. LOWER THE BOTTOM PANEL BUT DO NOT PRESS DOWN.



7. RELEASE THE LID BY UN-HOOKING THE THREE STRAPS.



8. PULL THE STRING ON THE UNDERSIDE OF THE LID UP-WARD TO UNLOCK THE LID.



9. LIFT THE LID WHILE GENTLY PULLING UP AND OUTWARD, ENSURING THAT THE DOUBLE HINGE IS FULLY EXTENDED.



10. LAY THE LID ACROSS THE TOP OF THE BALLOT BOX, THEN PRESS IT DOWN. DO NOT FORCE IT.



11. UNLOCK THE FRONT DOOR WITH THE RED/CH KEY.



12. PRESS FIRMLY ON BOTTOM PANEL TO LOCK IT IN PLACE.

VOTING BOOTHS

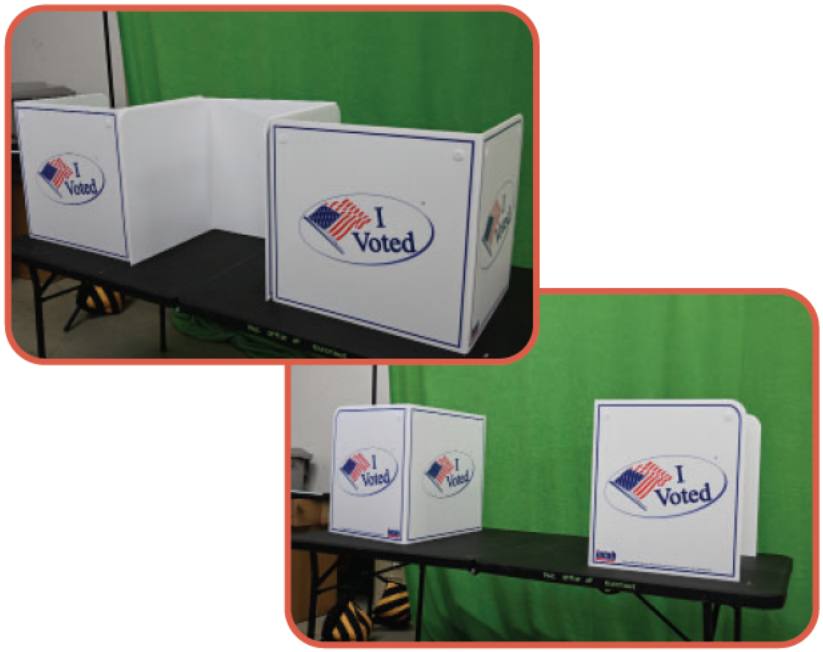


Voting booths should be set up to ensure voters have privacy and with enough room around them for a voter with a wheelchair to navigate the room properly.

There are two kinds of voting booths you may use on Election Day:

- **Tabletop booths:** These can be placed on tables in your polling place to allow for seated voting. The privacy shields come in a pizza box-shaped container (*above*) and can simply be set atop tables (if tables are available).
- **Standing booths:** These can be assembled and placed for voters. Instructions to assemble them are shown on the next several pages.

When placing tabletop booths, use one of the configurations shown below to ensure voters have adequate privacy while using space efficiently.



STEP-BY-STEP: GRAY/BLUE VOTING BOOTHS



1. OPEN THE BOOTH.



2. LOCATE THE LEG PIECES IN THE LID. NOTE SCISSOR LEGS ARE ALL LABELED “A” AND “B.”



3. REMOVE THE LEG PIECES.



4. THE BUTTON IS USED TO LOCK THE LEG PIECES TOGETHER AFTER ASSEMBLY.



5. LOCATE THE “A” HOLES.



6. LOCATE THE “B” HOLES.

GRAY/BLUE STANDING VOTING BOOTH (CONTINUED)



7. EXPAND AND PLACE THE TWO “A” LEG PIECES IN THE “A” SLOTS. PLACE THE TWO “B” LEG PIECES INTO THE “B” SLOTS. SEAT THEM SECURELY.



8. INSERT THE “SILVER PEG” INTO THE ROUND HOLE IN THE CENTER OF THE 4-PIECE LEG SECTION TO LOCK THEM INTO PLACE.



9. THIS IS WHAT THE ASSEMBLED BOTTOM PORTION SHOULD LOOK LIKE.



10. PLACE 4 LEG EXTENSIONS ON THE 4-PIECE LEG SECTION AND TURN UNTIL THEY LOCK.



11. STAND BOOTH UP, OPEN THE LID, AND SNAP SIDE PANELS INTO THE TOP OF THE LID.



12. AFFIX BALLOT MARKING INSTRUCTIONS SIGN TO THE INSIDE OF EACH BOOTH.

STEP-BY-STEP: SILVER STANDING VOTING BOOTH



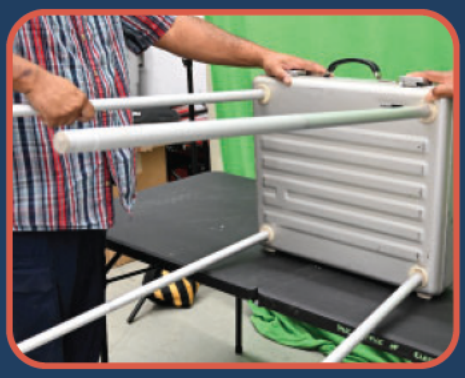
1. OPEN THE BOOTH.



2. LOCATE THE LEG PIECES IN THE LID.



3. UNFOLD EACH LEG AND SLIDE THE 2 PIECES TOGETHER.



4. ATTACH THE 4 LEGS INTO THE 4 SLOTS ON THE BOTTOM OF THE CASE.



5. STAND BOOTH UP AND OPEN THE LID.



6. SNAP SIDE PANELS INTO THE TOP OF THE LID.

CHIEF OPENING CHECKLIST

The following tasks need to be completed by the Chief (or the Assistant Chief if delegated) prior to the opening of the polling place at 5:00 am.

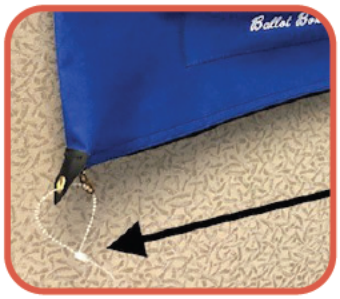
- ☐ **Admit Poll Watchers**
  Allow any authorized representatives of parties and campaigns present at 5:00 am to observe opening procedures.

- ☐ **Complete the Election Officer Oath**
  - CO administers the oath to all officers.
  - All officers must sign the form.
  - Chief signs and dates the form in two places and places in Env. #2.
  - Pages sign a form that goes in Env. #8.

- ☐ **Pink Compensation Form**
  - Have all officers verify their information and sign.
  - If you are concerned you have too few officers by 5:30 am, call Chief HQ at 703-792-8397.
  - Print "No Show" for missing officers at 6:00 am.
  - Place the signed form in Env. #8.

- ☐ **Read "When Ballot Cast" statement to officers**

- ☐ **Verify that the Provisional Ballot Bag is empty**
  Close the zipper and seal the bag with a white seal (*right*).



- ☐ **Assign officers to the tasks on the next page.**

TUESDAY OPENING CHECKLIST

The following tasks need to be completed by the officers. The Chief will generally assign officers to different tasks. If the Chief and/or facility person admitting the team is not present by 5:15 am at the latest, please call Chief HQ at 703-792-8397.

Details on each step can be found in the rest of this section.

- ☐ ***Complete unfinished items from Monday setup*** *(p. 29)*
- ☐ **Set up/open the Ballot Scanner**
  - Print Zero Report and put in #7 pouch
- ☐ **Set up/open the Touch Writer ballot marking device**
  - Print Zero Report and put in #7 pouch
- ☐ **Post a copy of the Zero Reports on the wall**
- ☐ **Set up/open the pollbooks**
- ☐ **Setup all outdoor signs**
  - Establish the 40' prohibited area
- ☐ **Make sure the polling place is accessible for voters**
  - Establish the curbside voting space
  - Assemble the bell and plug in the receiver
  - Make sure paths and walkways are clear
- ☐ **Set up the Ballot Drop Box in a secure location**
- ☐ ***Chief has completed all tasks on the previous page***
- ☐ **Open the doors at 6:00 am** (even if not fully ready)

STEP-BY-STEP: SET UP THE SCANNER



1. ALL OFFICERS VERIFY THE BALLOT BOX AND EMERGENCY BALLOT BAG ARE EMPTY.



2. PLACE THE SCANNER ON BALLOT BOX, ALIGNING FOOT-PADS WITH THE INDENTATIONS.



3. REACH IN THE BALLOT BOX AND PULL THE CORD TOWARD THE REAR TO LOCK IT IN PLACE.



4. LIFT UP ON THE SCANNER HANDLE SLIGHTLY TO ENSURE IT IS ATTACHED.



5. CLOSE AND LOCK THE FRONT BALLOT BOX DOOR USING THE RED/CH KEY.



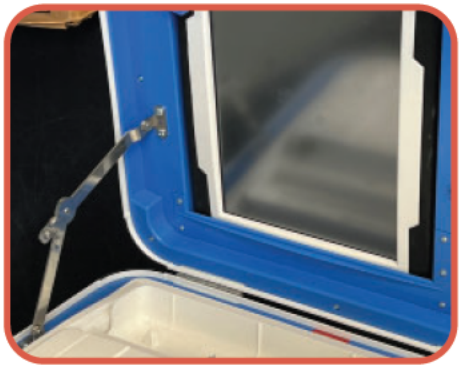
6. OPEN THE SCANNER CASE USING THE GREEN/SQUARE KEY. (DO NOT PLUG IN YET!)



7. REMOVE THE POWER CORD FROM THE STORAGE COMPARTMENT. CLOSE THE COMPARTMENT AND CASE.



8. PLUG THE CORD INTO THE POWER BRICK, PLUG THE BRICK INTO THE BACK OF THE SCANNER (FLAT SIDE UP).



9. OPEN THE SCANNER CASE AND LOCK THE BRACE IN PLACE.



10. UNLOCK THE TABLET USING THE YELLOW/RS KEY.



11. UNLATCH THE TABLET USING THE BLUE LEVER.



12. REMOVE THE TABLET.

SETUP THE SCANNER (CONTINUED)



13. SEAT THE TABLET IN THE CRADLE AND TILT IT BACK.



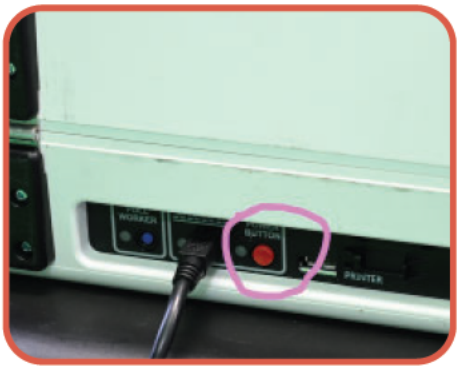
14. LOCK THE TABLET IN PLACE USING THE YELLOW/RS KEY.



15. VERIFY THE SCANNER RED SEAL NUMBER LOCATED ON THE VDRIVE COMPARTMENT WITH THE NUMBER ON THE NOTE CARD ON THE #7 POUCH.



16. PLUG THE POWER CORD INTO AC POWER.



17. PRESS THE RED BUTTON ON THE BACK OF THE SCANNER TO TURN IT ON.



18. THE SCANNER TAKES ABOUT 5 MINUTES TO POWER ON. A POWER-ON SELF-TEST REPORT WILL PRINT. *(IF ANY ISSUES ARE NOTED, RESOLVE THEM AT THIS TIME.)*



19. ATTACH PRIVACY SCREENS TO THE SIDES OF THE BALLOT BOX.



20. ATTACH 3 YELLOW SEALS TO THE BALLOT BOX AS SHOWN ABOVE.

TIP: While waiting for the scanner to power on (step #18 above), you can start the setup process for the Touch Writer.

STEP-BY-STEP: SETUP THE TOUCH WRITER



1. PLACE TW ON THE ADA STAND AND ALIGN FOOTPADS WITH THE INDENTATIONS.



2. OPEN THE SCANNER CASE USING THE GREEN/SQUARE KEY. (DO NOT PLUG IN YET!)



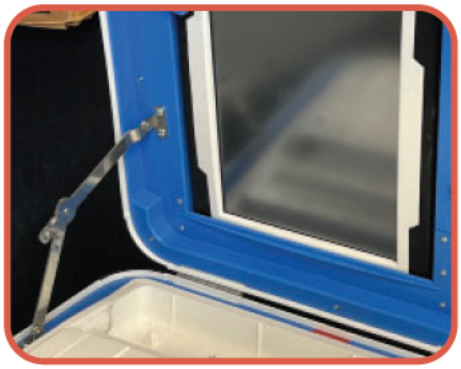
3. REMOVE THE POWER CORD. CLOSE THE COMPARTMENT AND CASE.



4. PLUG THE CORD INTO THE POWER BRICK. PLUG THE BRICK INTO THE BACK OF THE TW.



5. PLUG THE FLAT END OF THE USB CABLE FROM THE BALLOT PRINTER IN THE BACK OF THE TW WITH NOTCH FACING UP.



6. OPEN THE TW CASE AND LOCK THE BRACE IN PLACE.



7. UNLOCK (A) USING THE YELLOW/RS KEY.



8. UNLATCH (B).



9. REMOVE THE TABLET.



10. SEAT THE TABLET IN THE CRADLE AND TILT IT BACK.



11. LOCK THE TABLET IN PLACE USING THE YELLOW/RS KEY.



12. VERIFY THE TW RED SEAL NUMBER LOCATED ON THE VDRIVE COMPARTMENT WITH THE NUMBER ON #7 POUCH.

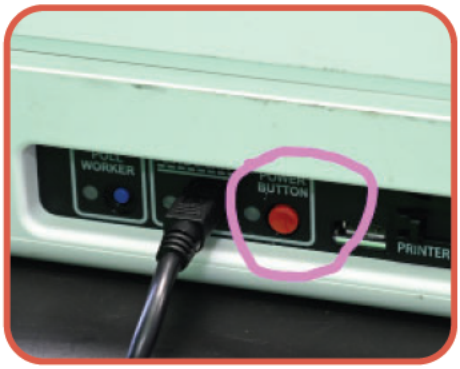
SETUP THE TOUCH WRITER (CONTINUED)



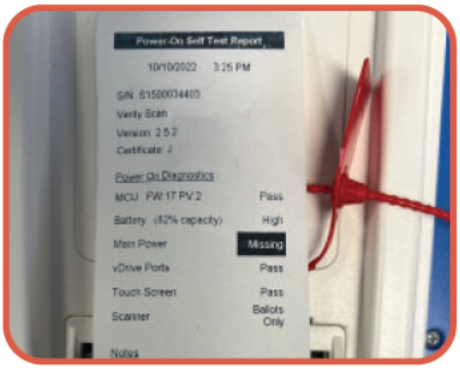
13. PLUG THE POWER CORD INTO AC POWER.



14. PRESS THE SWITCH ON THE BOTTOM RIGHT SIDE OF THE PRINTER TO TURN IT ON.



15. PRESS THE RED BUTTON ON THE BACK OF THE TW TO TURN IT ON.



16. THE TW TAKES ABOUT 5 MINUTES TO POWER ON. A SELF-TEST REPORT WILL PRINT. *(IF ANY ISSUES ARE NOTED, RESOLVE THEM AT THIS TIME.)*



17. ATTACH PRIVACY SCREENS TO THE SIDES OF THE ADA STAND.

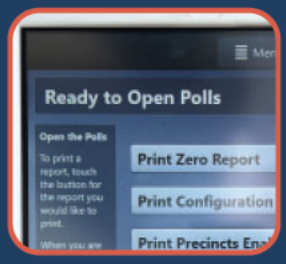
FINAL STEPS:
OPEN THE BALLOT SCANNER AND TOUCH WRITER

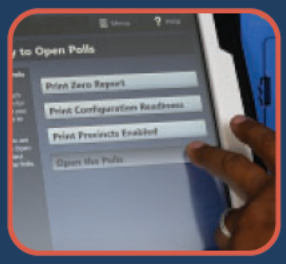
1. Check the time and date.
2. If it is correct, select "Print Zero Report." (*right*)
3. Wait while the Zero Report prints.
4. Verify the Zero Report is correct:
   a. Ballot count is correct.
   b. Verify the precinct is correct.
5. All officers must sign the Zero Report.
6. Post one copy on the wall near the machine for the public.
7. **Scanner Only:** From the next screen, print two more Zero Reports and place tapes in Envelope #2.

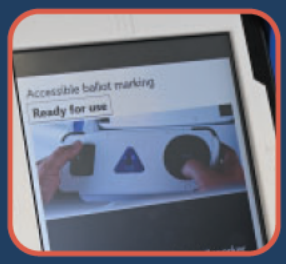
   WARNING: Once you "Open the Polls," you can no longer print a Zero Report. Make sure you print extra copies from the Scanner.

8. Select "Open the Polls" (right) and enter the Open Polls Code (found in the Chief Binder).
9. An Open Polls Report will print.
10. Place it in Envelope #8.
11. The "Ready for Use" screen will appear (right).
12. Repeat this process for both the Ballot Scanner and the Touch Writer.









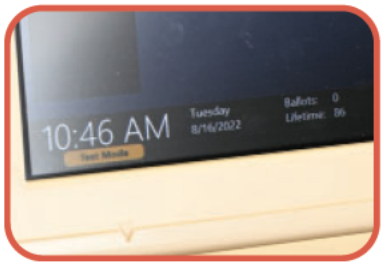
Your voting machines are now open and ready for voters!

If you encounter issues with any of these steps, contact Chief HQ at 703-792-8397.

VOTING MACHINE SCREEN ORIENTATION

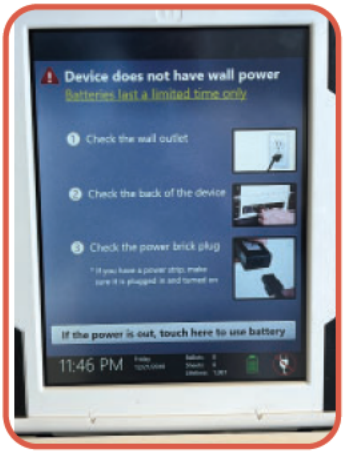
When turned on for the first time during an election, the machine will show the Print Zero screen.

The following appears at the bottom of the screen:



- **Time and date:** Verify the accuracy of the date and the time within 5 minutes.
- **Ballots:** The number of ballots scanned or printed on the device for the current election. At opening, the number should be zero.
- **Lifetime:** The number of ballots scanned or printed for the lifetime of the machine.
- **Sheets (Scanner only):** The number of sheets scanned on the device for the current election. At opening, the number should be zero. This number will match the number of ballots unless there is a multi-page ballot.
- **AC and battery power indicators:** A green battery icon indicates that the battery is connected. A green plug indicates that AC power is connected. The specific battery power level can be found on the Scanner Power-on Self-Test report.

VOTING MACHINE POWER



If AC power is not available, the device will automatically switch to battery power and a warning message will display. To dismiss the message and continue operating on battery power, touch "If battery power is out, touch here to use battery."

Call Chief HQ at 703-792-8397 if you are having power issues. The battery will last for only 4 hours or less, so call as soon the issue arises to resolve in a timely manner.

BACK OF MACHINE



Blue poll worker button: This button will bring up the menu options.

Red power button: The red power button turns the machine on and off. Do not hit this while in operation and until after the polls are closed and all tapes are printed.

THERMAL PRINTER OPERATION

The thermal printer is located on the right-hand side of the Scanner and Touch Writer. To open the paper compartment: While standing in front of the device, pull the lever on top of the printer cover towards you (*right*) and lift up to open the paper compartment.



To replace the paper: Remove the old roll and place a new roll into the printer compartment. The paper must roll up from the bottom (*right*).



When closing the printer cover, the paper must extend out from underneath the cover. The white button to the left of the paper can be used to advance the paper so you have room for signatures (*right*).



STEP-BY-STEP: POLLBOOK CASE



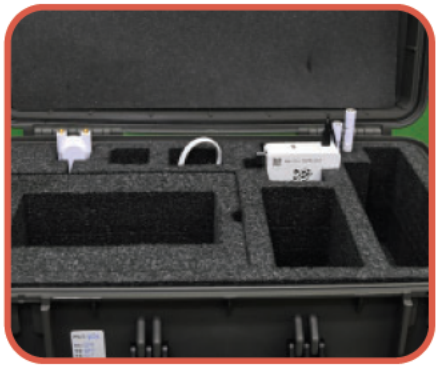
1. LOCATE THE POLLBOOK CASE IN THE CAGE.



2. USE THE RELEASE BUTTON BENEATH THE HANDLE ON THE BOTTOM OF THE CASE TO RAISE AND LOWER THE HANDLE.

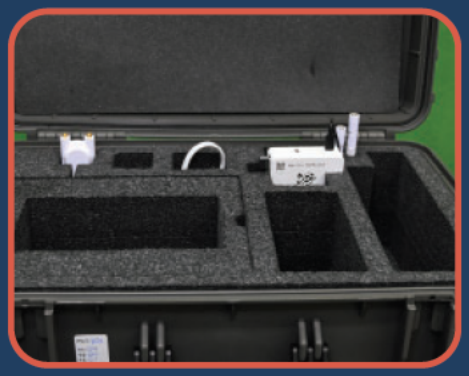


3. PLACE THE CASE FLAT. UNLOCK IT BY TURNING THE ROUND LOCKS 1/4 TURN COUNTERCLOCKWISE AND OPEN IT.



4. REMOVE THE TABLETS AND TABLET ACCESSORIES. PLACE THEM AT THE EPB STATION. **DO <u>NOT</u> REMOVE THE MERLIN KIT FROM THE CASE.**

STEP-BY-STEP: MERLIN UNIT



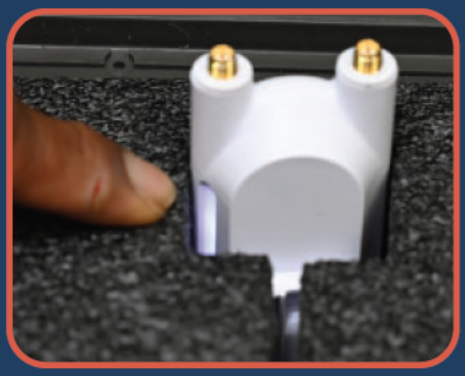
1. PLACE THE OPEN CASE SOMEWHERE SECURE. DO NOT PULL ON THE CORD.



PLUG THE MERLIN POWER CASE CORD INTO AN OUTLET. THE UNIT WILL POWER UP.



3. ENSURE THE MERLIN DEVICE TURNS ON BY WATCHING FOR THE RED LIGHT.



4. ENSURE THE UBIQUITI DEVICE TURNS ON. IT STARTS WHITE, FLASHES, AND TURNS BLUE AFTER 30 SECONDS.



5. REMOVE THE UBIQUITI ANTENNAE FROM THE HOLDING SLOT IN THE FOAM.



6. SCREW THE ANTENNAE ONTO THE UBIQUITI DEVICE.

7. DO NOT ATTEMPT TO CLOSE THE CASE ONCE THE ANTENNAE ARE ATTACHED. IT SHOULD REMAIN OPEN ALL DAY.

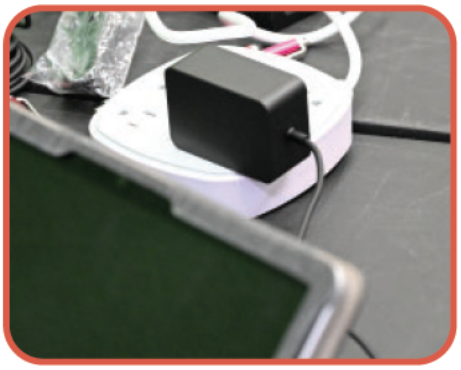
STEP-BY-STEP: SETUP THE POLLBOOK



1. OPEN THE TABLETS AND PLACE ON A TABLE USING THE KICKSTANDS ON THE BACK.



2. PLUG THE BLACK POWER CORD INTO THE RIGHT SIDE OF THE TABLET.



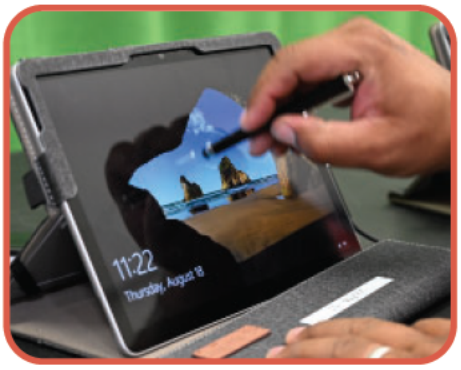
3. PLUG THEM INTO THE WHITE SURGE PROTECTOR IN THE CASE AND PLUG THE SURGE PROTECTOR INTO AN OUTLET.



4. PLUG THE HAND-SCANNER CHARGING CORD INTO THE WHITE SURGE PROTECTOR USB PORT.



5. TO POWER ON THE TABLET, PRESS THE POWER BUTTON ON THE TOP LEFT.



6. FROM THE INITIAL SCREEN, SWIPE UP TO GET TO THE LOG-IN SCREEN.



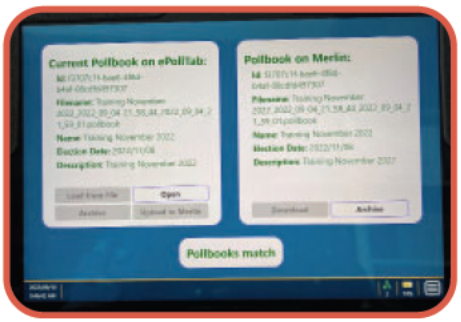
7. MAKE SURE THE USER NAMED “EPOLLTAB” IS SELECTED, NOT THE ADMIN USER. ENTER THE PASSWORD FOUND IN THE CHIEF BINDER.



8. DOUBLE-CLICK ON THE EPOLLTAB ICON ON THE SCREEN TO LAUNCH THE APPLICATION.

STARTING WITH EPOLLTAB

1. Once ePollTAB is open, you will see two boxes on the screen and a button at the bottom that says “Pollbooks match.” The text in the boxes will be green. Now, **select “Open” to open the pollbook on each tablet.**



2. Once you open the pollbook, you will be prompted for a key. At this point **give the pollbooks a couple of seconds to find the key.**

   Note: If the devices are not moving beyond the key prompt screen, call Chief HQ at 703-792-8397.

3. When you see the Peripheral Devices dialog box, **click the “Close” button on <u>each</u> tablet.**

4. Now you should be on the Log In screen. Each pollbook requires a unique username and password, found in the Chief binder. **Enter the username and password, then click the “Log In” button.**

5. The next screen says “Polls not Open.” The polls need to be opened before checking voters in.” **Click “OK.”**

6. Once you are logged in, **the Election Equipment Specialist (EES) should complete the Pollbook Summary Report.** To locate the information, click on the Menu icon (the "Hamburger") in the lower right-hand corner of the screen and select the "Pollbook Summary" option. This action is to be completed on <u>each</u> tablet.

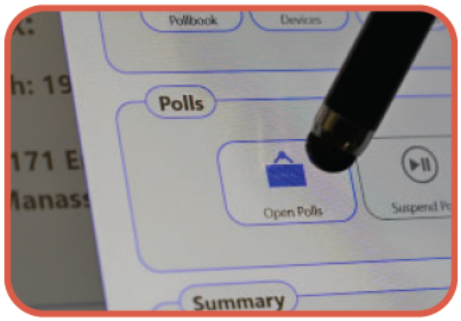






Note: If at the start of Election Day the device is showing any voters already checked in, call Chief HQ at 703-792-8397.

7. When the Pollbook Summary is complete, **open the polls using the Menu icon on only <u>ONE</u> of the tablets.** This will open the polls on all tablets.



REMINDER: Do not attempt to remove the foam or the Merlin and Ubiquiti components from the case! There are electronics and wires that make it work located at the bottom of the case.

BELL FOR OUTSIDE THE POLLS VOTING

Make sure the voting parking space or area is established within 150' of the polling place entrance.

Assemble the bell (*bottom left*) included in the cart.

Make sure to plug in and test the bell receiver (*bottom right*).

The doorbell receiver is in the Chief Bag and must be plugged into an outlet nearby so the bell can be heard. The bell is often placed near the Chief's table.

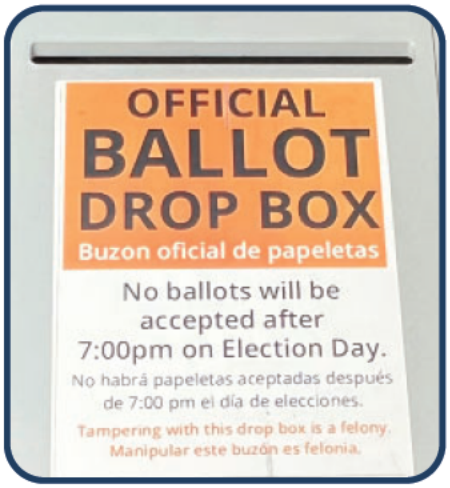




BALLOT DROP BOX

Setup the Drop Box in a secure location that is not too close to the exit. It should be easily visible to voters and election officers alike so it can be monitored during the day.

The Chief's table can be an excellent location to keep the Drop Box.



OUTDOOR SIGNS

Make sure on Election Day morning you post all the necessary outdoor signs to direct and assist voters when they arrive at the polling place.



40-FOOT PROHIBITED AREA SIGN (ENGLISH AND SPANISH SIGNS)



VOTE HERE ARROWS



PARKING FOR VOTERS WITH DISABILITIES (IF ISSUED AT YOUR LOCATION)



A-FRAME WITH "VOTE HERE," HOURS, AND DROP BOX INFORMATION

OPEN THE POLLING PLACE - 6:00 AM

Your voting machines are ready. Your forms are completed and signed. Your voting booths are open and waiting.

Now you are ready to open your polling place doors and welcome voters with a smile!



Please remember that if your polling place is not fully ready, you still must open your doors at 6:00 am to voters while you finish the last steps.

Call Chief HQ at 703-792-8397 for support.

Election Day



INTRODUCTION

At 6:00 am, open the doors and let the voters into the polling place. The Chief should go to the entrance and announce loudly “The polls are now open.”

Your job now is to keep the line moving and provide guidance to voters so they can exercise their RIGHT TO VOTE.

All officers should have an assigned position by this point. Chiefs should rotate officers through different roles in the precinct throughout the day while considering individual officers skills, experience, and limitations.

It is the Chief’s job to ensure that all officers get some breaks during the day.

Now let’s go help some voters!

CHIEF DUTIES

The Chief is responsible for overall management of the precinct including the following:

- Administer the oath to all officers.
- Oversee the setup and opening of the polling place.
- Supervise the officers working in the precinct and assign them rotating roles and tasks throughout the day.
- Communicate with media and poll watchers (if present).
- Assist voters who have issues and questions.
- Monitor the Prohibited Area for rules violations.
- Verify the pollbook check-in count matches the votes cast on the Scanner each hour on the hour. Enter the totals on Tallypoint and explain discrepancies on SOR Part F.
- Maintain the Provisional Ballot Log throughout the day (both the electronic and paper versions).
- Oversee the closing of the voting machines and the closing of the polling place.
- Ensure all paperwork is completed and returned to the supply drop-off locations by two officers.

ASSISTANT CHIEF

The Assistant Chief is responsible for all of these duties as designated by the Chief and fills in for officers in different roles so they can take breaks throughout the day.

ELECTION OFFICERS

The remainder of the officers fill a variety of roles described in the following pages.

Greeter

The Greeter directs voter traffic outside of the Polling Place and controls the line at the point of entry into the voting room.

GREETER DUTIES

The Greeter has the following duties on Election Day:

- Direct voters into the voting room.
- Remind voters to have their ID ready.
- Pass out sample ballots and information on amendments, etc. that may be on the ballot.
- Identify voters who might have difficulty standing in line and offer them a chair.
- Direct the line to where it is safe for voters (for example along a sidewalk, not across a parking lot).
- Make sure the path into and around the polling place is accessible (e.g. - watch for trip hazards).
- Direct voters dropping off a mail ballot to the Drop Box.
- Check for any Outside Polls voters and notify the Chief of their arrival.

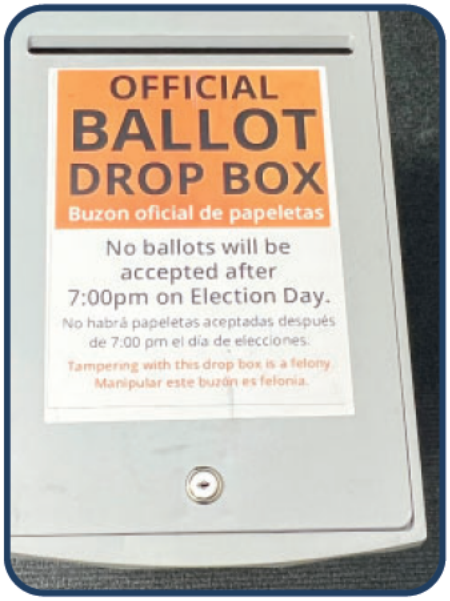
BALLOT DROP BOX

On Election Day, all polling places are required to have a Dropbox for mail ballots. Voters who request mail ballots are allowed to return them to the Drop Box at any polling place (it does not have to be their assigned polling place) and are not required to show identification to do so.

The Drop Box in each polling place should be located where it is under the control of the election officers. The Chief's table is often a highly recommended location. Do not place the Drop Box near an exit door.

If there is a line outside the room where voting takes place, the Greeter will send voters who need the Drop Box into the polling place. They do not need to wait in the check-in line.

If you see any suspicious activity around the Drop Box, please report it to your Chief and they should report it to Chief HQ at 703-792-8397. The Chief should also document it on SOR Part F.



OUTSIDE POLLS VOTER



Voters who are 65 and older or are disabled can vote outside the polling place.

The Outside Polls voting area must be within 150 feet of the exterior entrance to the polling place. The doorbell parts are in the Cage and need to be assembled. It is used to notify you that you have an outsider voter.

Make sure to test the doorbell at the start of the day to make sure it is working.

How does the process work?
A voter eligible to vote outside shall be handed a printed ballot by an officer of election. He shall mark the ballot in the officer's presence but in a secret manner and, obscuring his vote, shall return the ballot to the officer in a privacy folder. The officer shall immediately return to the polling place and shall deposit a ballot in the Scanner.

Who assists these voters?
It is preferred that the Chief or Assistant handle all Outside Polls voters, but the Chief or Assistant may delegate this duty to an officer who understands the process.

TIP: Any person who is with an Outside Polls voter may walk into the polling place with the election officer and watch the ballot being scanned. That person cannot touch the ballot.

Who is allowed to vote outside?
While intended for voters with disabilities and those 65 and older, there is no verification process. Any voter who rings the bell will be allowed to vote outside. All voters in the car with the outside voter can vote Outside Polls as well.

Can Outside Polls voting be observed by poll watchers?
Yes, a poll watcher can watch this process but must give a voter privacy while completing their ballot.

HOW TO ASSIST AN OUTSIDE POLLS VOTER

1. Go to the car and greet the voter.
2. Ask the voter for name and address.
3. Get identification from the voter.
4. Take ID to the pollbook to check in the voter.
5. Pollbook officer will complete the check-in procedure.
6. Remind the pollbook officer to check "Outside Polls" on the pollbook.
7. Place ballot in a privacy folder on a clipboard with a pen and an "I Voted" sticker.
8. Give the clipboard to the voter so they can mark the ballot. Be sure to return the ID to the voter.
9. Give the voter privacy to vote the ballot.
10. The voter will give the officer back the ballot when done.
11. Take the ballot directly to the Ballot Scanner and insert it into the machine.
12. If the voter is still there or waited, confirm the ballot scanned properly with the voter.

If the voter is still located in the Outside Polls area and there is an issue, spoil the ballot and get the voter a new ballot.

If the ballot is rejected because it is an overvote or blank and the voter left, the officer will touch "Cast ballot as-is."

If the ballot CANNOT be scanned and the voter is no longer in the Outside Polls area, the ballot must be hand-counted. Put the ballot in the emergency ballot slot.



Pollbook Officer

The Pollbook Officer starts the voting process for voters. They check voters in on the pollbook and distribute ballots.

DUTIES

The Pollbook Officer has the following duties on Election Day:

- Check in voters on the pollbook.
- Distribute ballots to qualified voters.
- Refer any issues or provisional ballot situations to the Chief.

VOTER ID

Pollbook Officers will ask all voters to present identification as part of the check-in process.

Any voter who does not present an acceptable identification may instead sign an ID Confirmation Statement, subject to felony penalties, that they are the registered voter they claim to be.

Any voter who does not present an acceptable identification and does not sign this statement must vote provisionally. Send them to the Chief's station.

Please note that only the Voter Notice, Voter Registration Card, and Driver's License are scannable. For other types of ID, you will need to use manual entry to look up the voter.

See pages 72-73 for a full list of acceptable identification forms in Virginia.

HOW TO CHECK IN A VOTER

1. **Ask voter for full name and current address.** This can be given in writing.

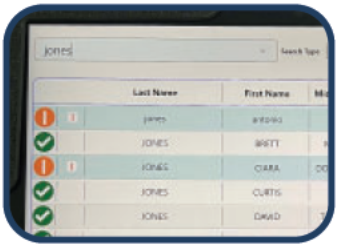
2. **Look up voter in the pollbook** using manual entry or hand-scanning a Virginia Driver's License, Voter Registration Card, or Voter Notice with the scanner from the pollbook case.



3. **Ask voter for identification and verify it is an acceptable type of identification** (*see the full list on next page*).

4. **Select the correct voter on the pollbook** (*right*).

5. **Verify the information is correct** on the pollbook.



6. **State aloud the <u>name</u> of the voter only** (do not say the address).

7. **Click the "Check Voter In" button.**

8. **Click the "Continue" button.**

9. **Give the voter a ballot** in a privacy folder and provide basic instructions about how to complete the ballot.

TIP: If a voter has ID issues or a notice in the system that will not allow them to be checked in, refer them to the Chief. It is important to keep the check-in line moving.

★ 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 they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private school of higher education located in Virginia	Yes
Valid student ID, containing a photograph, issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public or private high school in Virginia	Yes
Valid U.S. passport or passport card	Yes

Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	**No**
Membership card from private organization displaying a photograph	**No**
Credit card displaying a photograph	**No**
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	**No.** Nearly identical in appearance to driver s license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date shou d not be considered when determining its va idity.

SPECIAL CHECK-IN SITUATIONS

Voters who show certain voter statuses in the pollbook may require an extra step or might be directed to the Chief. Here is how to handle these situations.

Situations where voters issued a ballot by Pollbook Officer:

- ***If there is a "Junior Senior" tag***, check the birth date to ensure you are checking in the correct voter. Once you have confirmed this, then check in the voter.
- ***If there is an "R" tag,*** the voter is protected and allowed to use a P.O. Box as their address. Check the voter in. Do not make any comment about the voter's protected status or ask for a physical address.
- ***If there is an AB Unmarked (ABU) tag***, the voter has returned the absentee ballot mailed to them and can receive and vote a regular ballot.

Situations where you refer the voter to the Chief for a provisional ballot, special instructions, or further clarification:

- **AB Marked** - A ballot was received from the voter and they can only vote via a provisional ballot if they think that is incorrect.
- **Address Confirmation** - Send to the Chief. The voter will need to complete the Affirmation of Eligibility to be able to get a regular ballot.
- **No Primary -** Send a voter to the Chief.
- **AB On Machine -** This person is marked as having voted during early voting and can't vote a regular ballot. They can vote a provisional ballot if they think this is in error.
- **Other Locality** - Voters in the wrong jurisdiction should go to the Chief station to be redirected.
- **Any Other Tags** - If a voter has any other tag in the pollbook, refer the voter to the Chief.

BALLOT DISTRIBUTION

Once you have determined the voter is qualified and have checked them in on the pollbook, give one ballot to the voter.

Make sure you do the following:

- Place the ballot in a privacy folder.
- Tell the voter to shade in the box completely next to their selections using one of the pens provided.
- Direct the voter to the voting booth.

If there are any special instructions to provide the voter for a particular election, make sure to provide them. They will be noted in your training class if applicable.

ABSENTEE BALLOT SITUATIONS

Some voters applied for and received an absentee ballot. Here is how you handle those situations.

Voter has brought the ballot to drop off.

Direct the voter to the Drop Box, do NOT check them in on the pollbook, and make sure the envelope is sealed when they place it in the Drop Box.

Voter has brought in their ballot but wants to vote in person.

The voter can surrender their ballot. The Pollbook Officer takes the ballot, checks in the voter, and gives the voter a new ballot. The officer should then take the surrendered absentee ballot to the Chief.

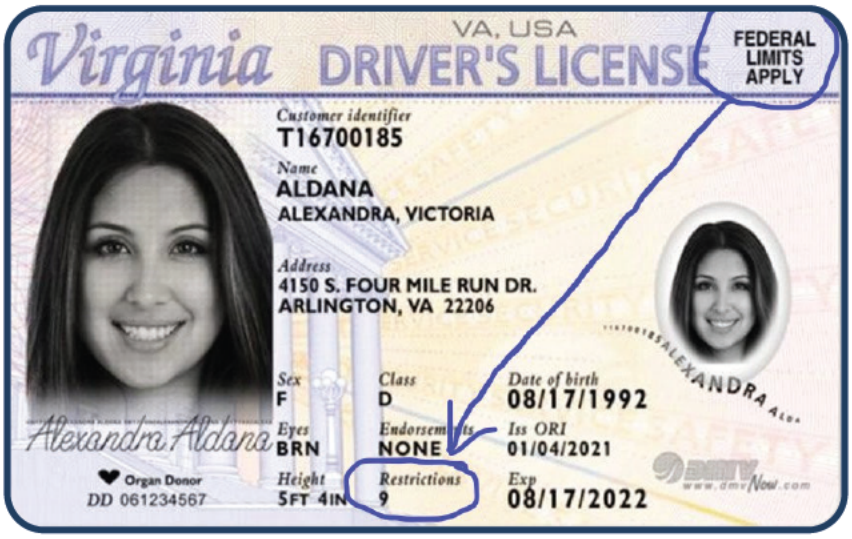
Voter applied for absentee ballot, but did not receive it or did not bring it with them.

Direct the voter to the Chief. The voter will have to vote a provisional ballot.

SPECIAL ID SITUATION

There is one type of Driver's License that is not acceptable because it is given only to non-citizens. It's called a Driver's Privilege Card. To identify this type of license, you must see BOTH of the following - (1) "Federal Limits Apply" in the top right corner AND (2) "9" listed under Restrictions in the bottom middle of the license.

Only an ID with BOTH of these distinctions (*see circles below*) is a Driver's Privilege Card and not valid.



Voting Booth Officer

The Voting Booth Officer directs voters to open voting booths, keep booths clear of papers, and responds to questions from voters.

DUTIES

- Manage the flow of traffic through the voting area.
- Answer basic voter questions about the process of voting.
- Maintain a safe distance from voters and do not disturb their privacy.
- Observe voters to ensure they do not disturb others,
- After the voter leaves the marking station, check to ensure the voter has the ballot.
- Remove folders, campaign literature, or anything else left behind by the voter.
- Provide voters with pens when needed.
- If the voter makes a mistake, send them to the Chief to get a replacement ballot.
- Assist voters with the Touch Writer (the accessible ballot marking device) if requested by the Chief.

REMINDERS

- Officers cannot explain or interpret the meaning of ballot questions or comment on candidates.
- No talking is allowed unless the voter has completed the Request for Assistance Form.
- Voters may use a cellphone to do research, but cannot talk on the phone.

REQUEST FOR ASSISTANCE FORM

The Request for Assistance Form must be used if the voter asks for assistance in casting a ballot or anytime an assistant would see how the voter has voted. The voter may bring an assistant, helper, or family member to assist them. They may also choose someone in the polling place including an election officer.

Poll watchers, a voter's employer, or a voter's union representative are prohibited from assisting a voter.

If the voter is unable to sign, the Assistant can write 'Blind Voter' or 'Unable to Sign' on the signature line for the voter, as appropriate.



* VIRGINIA *
DEPARTMENT *of* ELECTIONS

Commonwealth of Virginia
ASISTENCIA PARA VOTAR
§ 24.2-649 del Código de Virginia

Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to $2500.

OFFICER OF ELECTION Precinct #/name: _____ Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:

- **I will vote this voter's ballot as the voter instructs.**
- **I will not solicit or attempt to influence how the voter votes.**
- **I will not disclose or indicate how the voter votes on any office or question.**
- **I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board.** (See § 24.2-604 for additional information)
- **I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union.** (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____
Required Required

Residence address: _____ City/state: _____ zip: _____
Required Required Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- **I will not solicit or attempt to influence how the voter votes.**
- **I will not disclose or indicate how the voter votes on any office or question.**

Signature: _____ Printed name: _____ Representing: _____

Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:
- ☐ Write on the *Signature of Voter* line (Section A), "**blind voter**" (A blind voter is NOT required to sign or make their mark);
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:
- ☐ Write on the *Signature of Voter* line (Section A): "**voter unable to sign**";
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Sign and complete Section B.

ABOUT THE TOUCH WRITER

The Touch Writer (TW) is an accessible ballot marking device. Any voter may use the TW to make ballot selections using either the touchscreen or the Verity Access device (described below). Once a voter has finished voting and reviewed their choices, they will print a paper ballot marked with their choices from the attached printer. The voter then casts the ballot using the Scanner. Votes are not cast or stored on the TW and it does not tally results.

VERITY ACCESS AND PRINTING BALLOTS WITH THE TOUCH WRITER

Verity Access is intended for voters who cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices for voters with physical disabilities).

With Verity Access, a voter can:

- Navigate through a ballot with the Move wheel (*right*);
- Make selections on a ballot with the Select button;
- Activate help text using the Help button.



Anything visible on the screen will be heard through the headphones for visually impaired voters.

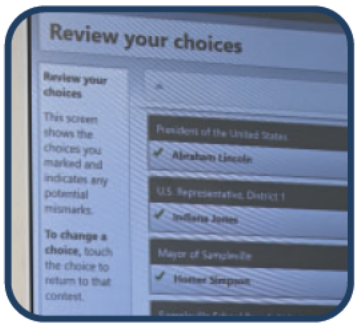
ACTIVATING AND PRINTING BALLOTS WITH THE TOUCH WRITER



1. When the device is ready to be used for marking ballots, the Ready for Use screen (*right*) will display.
2. Press and hold your finger on the Ready for Use button to continue or, alternately, press the blue Poll Worker button on the back of the TW.
3. Enter the Poll Worker Code found and select "Accept."
4. Select "Activate ballot."
5. Choose the correct ballot style and select "OK." (*To activate a provisional ballot*, select "Mark as provisional.")
6. Confirm the selection you have made, then select "Yes, activate this ballot."
7. The voter chooses whether they would like to use the Verity Access accessibility features. (Explain to them what it is if they ask.)
8. *If the voter chooses "Yes,"* help them change the settings, they will proceed to the next step.
9. If the voter chooses "No, skip straight to voting," they will be taken to the "About Your Ballot" screen.
10. Give the voter a privacy folder for when they are done.
11. Tell the voter you are nearby if they need assistance. Stand far enough away so you can't see the screen.
12. The voter can start by selecting "Begin Voting."

VOTING A BALLOT ON THE TOUCH WRITER

- The voter can use the touchscreen or the Move Wheel and Select Button on the Access Device to makes choices.
- A selected choice will display a green box with a check mark.
- Select "Next" to advance to the next contest.
- When the voter has reached the end of the ballot, the Review your ballot screen will appear (*right*).



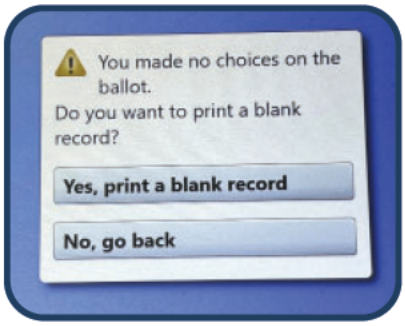
- After reviewing and confirming choices, the voter selects "Print" to print the marked ballot.
- The voter selects "Yes, print my ballot."
- The voter retrieves the ballot from the printer.
- The voter places the ballot in a privacy folder.
- The voter takes the ballot to the Scanner to cast it.

MAKING WRITE-IN CHOICES (GENERAL ELECTION ONLY)

- To vote for a write-in candidate on the ballot (if applicable): On the page for that contest, the voter selects "To enter a write-in, touch here."
- The voter enters the name of the desired write-in candidate, using the touchscreen or Verity Access, and then selects "Accept.:
- The voter's write-in choice will appear with a green box and a check mark.

PRINTING BLANK BALLOTS

If the voter has marked no choices and selects the “Print” button, the Touch Writer will ask the voter to confirm before printing a blank ballot.

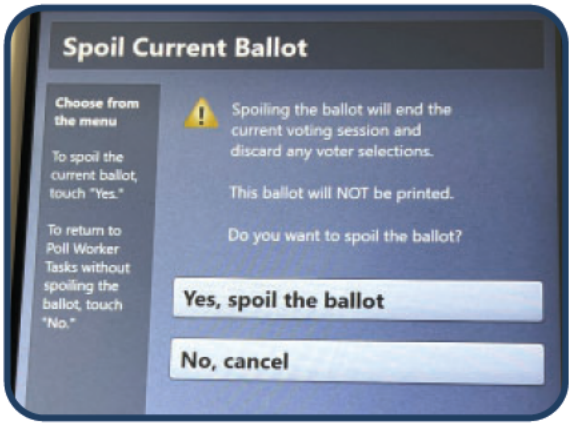


If you are printing a provisional ballot, you can skip until you see “Review your choices” and then “Print.”

SPOILING A BALLOT ON THE TOUCH WRITER

If you need to spoil a ballot on the Touch Writer:

1. Press the blue Poll Worker button on the back of the TW.
2. Enter the Poll Worker Code and select “Accept.”
2. Select “Spoil current ballot.”
3. Select “Yes, spoil the ballot” and then select “OK.”



TOUCH WRITER HELP AND FEATURES

Each TW is equipped with context-specific help text and settings that can be accessed from the touchscreen or by using Verity Access.

To exit the “Help” or “Settings” screens and resume voting, select Exit Help or Return to ballot on the bottom right. Options include:

- Voters can select the Language button at the top left of the screen to change the language of the instructions and ballot.
- Voters can select the Screen button to change the screen settings (contrast and text size) or to turn the screen off.
- Voters can select the Audio button to change the audio settings (volume and speed) for the headphones.
- Voters can select the Help button at the top right of the screen to see help text.

Scanner Officer

The Scanner Officer monitors the Scanner and helps voters as needed.

DUTIES

- Maintain the security of the Ballot Scanner.
- Position yourself near the Scanner to help as needed.
- Keep distance for privacy - do NOT stand right next to the Scanner or behind it. You should NOT be able to see how a voter has voted their ballot.
- Tell voters to watch for the American flag screen to know their ballot has been scanned.
- Keep "I Voted" stickers stocked on a table near the exit.
- Assist voters with issues or problems as requested.
- Report any machine issues to the Chief immediately.

HOW TO KNOW A BALLOT HAS BEEN ACCEPTED



- Position yourself behind the Scanner so you can see the blue flashing light (*right*).
- The voter will see the American Flag when the ballot is accepted.
- Ballots can be inserted any direction and upside down as long as it is not inserted sideways.

UNDERVOTES

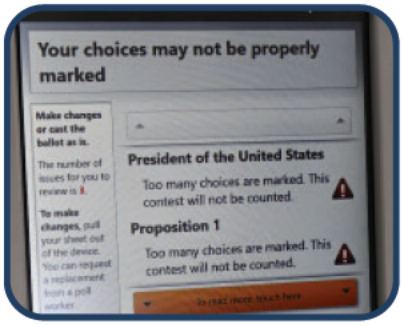
Please note that undervotes are accepted on the Scanner. If a voter has selected too few candidates in one or more contests, the ballot will scan and the voter cannot change their vote or get another ballot once it has been accepted by the Scanner.

REJECTED BALLOTS

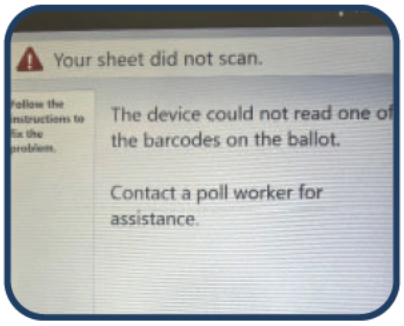
The Scanner will reject ballots for the following reasons and will display a message on the screen in each case:



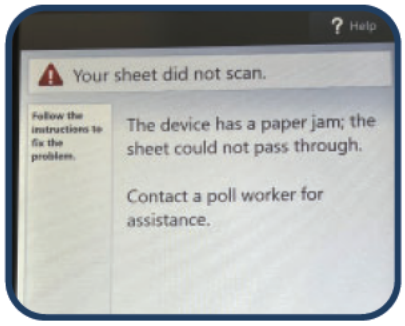
BLANK BALLOT ERROR



OVERVOTE ERROR



DID NOT SCAN ERROR



PAPER JAM ERROR

Never ask to look at a voter's ballot. Ask voters to read what they see on the screen to you.

If the voter removes the rejected ballot from the machine, the Scanner will go to the default "Ready for use" screen. Ask the voter to scan the ballot again but leave it on the machine when it gets rejected. The voter can now read what is on the screen to you.

The next page explains how to handle these situations.

BLANK BALLOT - WHAT TO DO

A blank ballot is when the voter failed to make any choices for any contest on the ballot.

The voter can cast this ballot (the voter should select the "Cast Ballot as-is" button from the screen) if they choose or return to a voting booth with the ballot to make their selections.

OVERVOTE - WHAT TO DO

Overvote is when a voter makes too many selections for any contest on the ballot.

The voters have 2 choices - (1) cast the ballot as is OR (2) get a new ballot.

If the voter wants a new ballot, direct them to the Chief where they can get a replacement ballot.

If the voter wants to cast their ballot as is, the voter should:

1. Insert the ballot into the Ballot Scanner again.
2. The ballot will be rejected again.
3. At this point, the voter should select the "Cast Ballot as-is" button on the screen.
4. The ballot will then be accepted. Any contests marked correctly will be tabulated.

PAPER JAM - WHAT TO DO

Occasionally the Scanner may jam as dust particles can build up over time.

If it happens once, try rescanning the ballot.

You should contact Chief HQ at 703-792-8397 for technical assistance if it happens repeatedly.

DID NOT SCAN - WHAT TO DO

When you see an error that a voter's ballot "did not scan," it could not read one or more of the bar codes. This happens for one of the following reasons:

- One or more of the bar codes was not readable.
- Voter attempted to scan a provisional ballot.
- Ballot was fed unevenly.

Have the voter scan the ballot again, preferably in a different direction or by flipping it upside down. Occasional smudges or print marks can sometimes have slight issues and work themselves out.

If the issue is not resolved, send the voter to the Chief to get a replacement ballot.

Provisional Officer

The Provisional Officer is a role intended to assist the Chief and Assistant Chief with the provisional ballot process during busy elections. Starting in 2022, this may become a more regularly needed position with an increased number of provisional ballots expected due to the new same-day registration law.

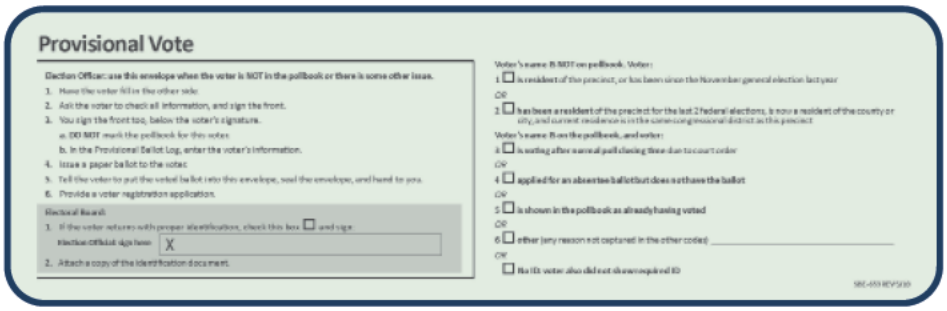
DUTIES

- Assist voters with the provisional ballot process.
- Provide explanations to voters.
- Direct voters to their correct voting location when appropriate.

PROVISIONAL BALLOTS

Provisional ballots (VA Code§ 24.2-653) are an important part of the voting process. If there is uncertainty about a voter's eligibility to vote, they can still vote a ballot. But it is not cast on the ballot scanner like most voters.

A provisional ballot is voted and then sealed inside an envelope until it can be reviewed after the election. The Electoral Board must determine if a provisional ballot counts or not.


Provisional Vote

Election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.

1. Have the voter fill in the other side.
2. Ask the voter to check all information, and sign the front.
3. You sign the front too, below the voter's signature.
   a. DO NOT mark the pollbook for this voter.
   b. In the Provisional Ballot Log, enter the voter's information.
4. Issue a paper ballot to the voter.
5. Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.
6. Provide a voter registration application.

Electoral Board:

1. If the voter returns with proper identification, check this box ☐ and sign.
   Election Official: sign here: X
2. Attach a copy of the identification document.

Voter's name IS NOT on pollbook. Voter:

1 ☐ is a resident of the precinct, or has been since the November general election last year

OR

2 ☐ has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as the precinct

Voter's name IS on the pollbook, and voter:

3 ☐ is voting after normal poll closing time due to court order

OR

4 ☐ applied for an absentee ballot but does not have the ballot

OR

5 ☐ is shown in the pollbook as already having voted

OR

6 ☐ other (any reason not captured in the other codes): _____

OR

☐ No ID: voter also did not show required ID

SBE-650 REV 5/19

PROVISIONAL BALLOTS AND VOTERS

- A provisional ballot is a ballot cast by a voter whose eligibility cannot be determined on Election Day.
- The voter will vote a ballot that is then sealed in a provisional envelope.
- The voter will deposit the envelope in a sealed provisional ballot bag.

This is generally done under the supervision of the Chief. There should be an area by the Chief's table set aside so that voters can complete the paperwork.



The voter completing a provisional ballot will not leave this area until the provisional ballot is placed in the provisional bag.

REASONS A VOTER WILL VOTE PROVISIONALLY

A voter may be asked to vote a provisional ballot because:

- The voter's name is not on the pollbook.
- The voter is voting after normal poll closing time due to a court order.
- The voter applied for a mail ballot and does not have the ballot.
- The pollbook indicates the voter has already voted.
- The voter has no ID and will not sign the ID Confirmation Statement.
- Same-Day Registration (SDR) - A voter registering for the first time or updating their registration with the intent to vote a ballot in their new location.

HOW TO DETERMINE A PROVISIONAL VOTER

If the Pollbook Officer cannot find the voter on the pollbook or if a pollbook message directs the officer, send the voter to the Chief.

The Chief will determine if the voter will vote a provisional ballot:

- **Voter is listed in the pollbook** - Check the "Moving Conditions" chart for the correct course of action.
- **Voter on pollbook with a status/flag** - Check status to determine the appropriate action (see page 74).
- **Voter is not in the pollbook -** The voter can vote a Same-Day registration provisional ballot. Use the "Moving Conditions" chart to determine if the voter is in the correct location.
- **Voters voting after regular voting hours (ordered by a court)** - The voter must vote via a provisional ballot.
- **Voters that do not have a valid ID and will not sign the ID Statement** - The voter must vote a provisional ballot.

ASSISTING A VOTER WITH A PROVISIONAL BALLOT

Follow the steps below when working with a voter who may be voting a provisional ballot, in order every time:

1. Explain to the voter why voting a provisional is necessary.
2. Check the applicable reason the voter received a provisional ballot on the back of the envelope.
3. Give the Provisional Voter Notice to the voter to keep and check the reason on the notice.
4. Have the voter complete the front side of the provisional envelope (*right*).
5. When complete, verify the voter has signed the envelope. This is very important.
6. Give the voter a provisional ballot from stock or the Touch Writer (provisional ballots cannot be scanned).
7. Have the voter mark the ballot.
8. Have them seal the ballot in the envelope.
9. An election officer must (a) sign the envelope on the front, (b) add the precinct number in the top right corner, and (c) make sure the reason is marked on the back side of the envelope.
10. The Chief or officer completes the Provisional Ballot Log.
11. Have the voter place the provisional envelope in the sealed provisional bag.
12. Give the voter an "I Voted" sticker.


Provisional Vote

Precinct

Voter: fill in your information on this side.

1 Voter name

Last name

Middle

First name

Suffix

2 Birthdate

3 Address

Address

Apt. number

City/Town

State

Zip Code

4 Phone

5 Social Security number

(last 4 digits required)

6 Statement of voter

To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

Your address information will be used to update your voter registration record.

Voter: sign here

X

Election officer: sign here

X

Today's date

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2, Title 24.2 of the Code of Virginia, and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

WARNING: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to $2,500.

Be sure to update the electronic version of the provisional log in Tallypoint with the information from the paper version of the log.

SAME-DAY REGISTRATION

Same-day registration (SDR) is a new process in Virginia where a voter can complete a Voter Registration Application (VRA) and vote a provisional ballot on Election Day.

All voters who are trying to BOTH (1) register and (2) vote on Election Day MUST cast a provisional ballot. This means these voters cannot vote on the Ballot Scanner at your polling place.

The normal ID rules apply for same-day registrants, including signing the ID Confirmation Statement if they do not present a valid ID. (*See the full list of valid identifications.*)

In Prince William County, there are two different colored Voter Registration Applications. Same-Day Registration Applications are green. Other applications are white (example - for a voter simply trying to correct a name spelled incorrectly).

Remember that all same-day registrations will have an accompanying provisional ballot and Voter Registration Application on green paper.

If the voter does not want to vote on Election Day, they are welcome to complete a regular Voter Regular Application and leave it with the Chief to be returned to the Office of Elections.

Place the provisional envelopes into the #1A box and the SDR Voter Registration Applications into Envelope #8.

MOVE RULES

If a voter is registered to vote in one precinct but has moved to another precinct, they have the option of going to the old precinct and voting on the machine or filling out a green SDR Voter Registration Application and voting a provisional ballot in the precinct where they now live.

Explain to the voter the difference between voting on the machine and voting a provisional ballot. Let the voter choose.

It is very important to ensure the voter is in the correct precinct before allowing them to vote a provisional ballot under the same-day registration rules. This ensures the voter gets the correct ballot.

If the voter decides to use SDR, the Chief will use the Street File Lookup on the pollbook to ensure that the voter is in the correct precinct.

For assistance, use the "Moving Conditions" chart in your materials.

Note: Street File lookup only works with PWC addresses.

STREET FILE LOOKUP

1. Before issuing a PB, the voter's address must be verified. This is to ensure the voter is at the correct precinct.
2. Select the Menu icon.
3. Select the "Street File Lookup" option.
4. Complete house number and street name fields ONLY, then click "Submit."
5. A list of results should appear with the assigned precincts.
6. If the voter is not in the correct precinct, give them the address for their polling place and send them to the correct location.

Prohibited Area

Starting at 5:00 am and continuing until 8:00 pm, certain things and activities are things not allowed within 40 feet of the entrance to the polling place or inside the voting room. Political activity and weapons are not allowed in this zone. This is called the Prohibited Area.

Before the polls open, post the "Prohibited Area" signs at least 40 feet from the exterior entrance to the polling place. Please note this can be either a main entrance to the building if the hallway(s) that lead to the voting room start there. It can also be a doorway that is a direct, exterior entrance to the voting room itself. Please note the 40 feet is always measured from an exterior entrance, not an interior one.



Election officers have control over what happens within the Prohibited Area. The officers may require any person who is found by a majority of the officers present to be in violation of the Prohibited Area rules to leave the Prohibited Area.

Political Activity

Some examples of political activity not allowed inside the prohibited area are:

- Wearing campaign shirts, hats, buttons, or stickers.
- Carrying campaign signs, flyers, or postcards.
- Actively discussing candidates or initiatives.

Voters who are voting may wear campaign clothing, but once they have voted, they must exit the polling place and Prohibited Area immediately.

Voters may bring sample ballots and other campaign flyers into the polling place. They must take those items with them or throw them away.

WEAPONS

Weapons are not allowed inside the Prohibited Area or in the polling place.

If a voter enters the polling place carrying/holstering a weapon, the voter should be informed that weapons are not allowed in the polling place. No permit provides an exception to this law.

If there is a voter with a weapon, but there is no immediate danger, contact Chief HQ at 703-792-8397.

If the person starts to brandish the weapon or you feel your safety is threatened, CALL 9-1-1 immediately.

The Office of Elections is in communication with the police on Election Day to help respond to issues.

OUTSIDE THE PROHIBITED AREA

While most activities outside the 40-foot area are not the domain of election officers, a few activities are not allowed within 300 feet of the polling place entrance. They include:

- Using a loudspeaker.
- Brandishing weapons.
- Intimidating voters.
- Gathering in a militia (a group in military fatigues).

If you see these activities, contact Chief HQ at 703-792-8397 as soon as possible.

Authorized Persons

There are any number of persons authorized to be in the polling place on Election Day. The law allows them to be there in the interest of transparent, fair, and free elections.

LIST OF AUTHORIZED PERSONS

- Members of the PWC Electoral Board (badge)
- Office of Elections staff (badge)
- Election officers assigned to work the election
- Voters who are there to vote
- Children under the age of 16 with their parents
- Media members following the guidelines in this manual
- Poll watchers (authorized representatives)
- Neutral observers with written authorization from the Electoral Board or Office of Elections

MEDIA MEMBERS

Media representatives with credentials from their company or organization are permitted inside the polling place only during voting hours (6:00 am to 7:00 pm).

They must contact the Chief immediately and are restricted to a reasonable and limited period of time inside the polling place. All representatives should leave immediately after completion of their work. Only filming or photographing is allowed.

Interviews or taping of reporters' remarks are prohibited inside the Polling Place and the Prohibited Area, but permitted outside of the Prohibited Area.

VIDEO AND PHOTOGRAPHY

Media can shoot video or photograph voters, officers, and the polling place, but it must be wide shots that follows these rules:

- Media representatives are prohibited from filming or photographing any person who specifically asks that he/she not be filmed or photographed.
- No filming or photographing may be performed in a way that divulges how any individual is voting, the voter list, or any other voter record or material at the precinct.
- Filming and photography should never be executed near the voting booths or ballot scanner.
- Media representatives shall not impede the voting process or the work of the election officers.

Poll Watchers

POLL WATCHER BASICS

Election officers should maintain a friendly and helpful disposition towards poll watchers and respect their right to perform certain functions.

Poll watchers should respect that for security and the continuity of operations of voting, some limitations are placed on their communications and behavior.

The goal is to provide all poll watchers with access to observe the voting process and they may not "hinder or delay" a voter or election officer (Virginia Code § 24.2-604(C)(i), (iv)).

A poll watcher must:

1. **Present the Chief with an authorization form or letter** signed by the party chair or the candidate.
2. **Be a qualified registered voter in Virginia.** Officers should verify this in the pollbook and contact Chief HQ at 703-792-8397 if they cannot be found in the pollbook.

Poll watchers are NOT permitted to:

- Campaign or electioneer inside the polling place or the Prohibited Area.
- Wear/carry clothing, buttons, or signs for a political party or candidate.
- Provide assistance to voters who need help in marking or casting their ballot.
- Delay a qualified voter or interfere with the orderly conduct of the election.

Poll watchers should direct all communications and requests to the Chief and should NOT communicate with election officers or voters.

NUMBER OF POLL WATCHERS

Before Opening:
1 poll watcher per political party or candidate

While Polls Are Open:
Up to 3 poll watchers for each political party with a candidate on the ballot and up to 3 for each independent or primary candidate on the ballot. When there are multiple electronic pollbook stations, one representative from each party and one from each independent/primary candidate is allowed for each pollbook.

After Polls Close:
Each political party with a candidate on the ballot in that election may have 2 poll watchers and an independent/primary candidate on the ballot in that election may have 1 poll watcher during closing. Bystanders should be notified if there are less than 4 poll watchers from the parties and candidates at closing.

Getting the maximum number of poll watchers is rare, but if you are unsure or if space is an issue, please call Chief HQ at 703-792-8397 for support and advice.

BEFORE OPENING

Poll watchers may observe what election officers do as they open the polling place for the day, including observing the equipment being opened.

Poll watchers who come to observe opening should be at the polling place by 5:00 am to be let in by the Chief.

While officers are preparing to open the polling place, poll watchers must give them space to complete their duties.

WHILE POLLS ARE OPEN

Any questions or concerns from poll watchers should be directed to the Chief. Poll watchers should not communicate with officers and are "prohibited from interfering with the officers of election in any way." (Virginia Code §24.2-655)

Poll watchers can sit/stand near the check-in tables and should be able to hear voters check in. They cannot "be in a position to see the marked ballot of any other voter" near the voting booths or Scanner (Virginia Code §24.2-604).

The Chief can designate the areas poll watchers may sit or stand to enable the observance of these rules. There must be an area near the check in station and another area where poll watchers can see the voting and scanning of ballots without being too close as to violate voter privacy. Poll watchers must be allowed to be in more than one location if possible given the size of the voting room.

Poll watchers can observe outside polls voting assistance and travel between designated poll watcher areas.

The Chief will notify poll watchers when issues arise so they can observe the resolution of those issues.

Poll watchers authorized to be inside the polling place during the day have the right to be close enough to hear how election officers resolve issues regarding voters.

Election officers should speak loud enough that poll watchers can hear directions and communication to voters, but officers are not required to repeat instructions or communications if a poll watcher is not nearby or did not hear it.

Poll watchers may use devices such as tablets and smart-phones for the purpose of recording lists of voters present, but they cannot use any such device outfitted with a camera to take photos or video inside the polls.

Poll watchers may not be on phone calls inside the polling place, although they can send and receive text messages. All phones must be set to silent or vibrate while inside the precinct.

Poll watchers can observe any language translation done to assist voters.

AFTER POLLS CLOSE

After the polls are closed, if there are fewer than 4 authorized representatives (poll watchers) in total at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as 4 (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party with candidates in the election and one from each independent candidate or primary candidate. (Code of Virginia, § 24.2-655).

A person who wants to watch the counting as a bystander is advised to let the Chief know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close.

There are no qualifications in the Code for the “bystanders” so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).

Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than 4 poll watchers.

The representatives and bystanders cannot leave until the final results are ascertained and the Chief has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to this rule.

Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine, or any official document.

The representatives and bystanders present shall have an unobstructed view of the election officers and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

ISSUE RESOLUTION WITH POLL WATCHERS

Chiefs who are unsure if a poll watchers' request or action is permissible should contact Chief HQ at 703-792-8397 to seek guidance.

Poll watchers found to be violating the rules herein can be removed by a majority vote of the officers present. (Code of Virginia, §24.2-604)

Poll watchers who refuse to leave the polling place after a majority vote of officers will be removed by the police and face any criminal penalties that result from their behavior under Virginia Code §24.2-607.

However, most issues can be resolved with good communication and patience on both the part of the elections officers and the poll watchers.

Emergency Guide

There can be many different emergencies in the Polling Place on Election Day.

EMERGENCIES

If you need to call 9-1-1 for any reason that is a life-threatening emergency, make the call to ensure the safety of the voters, election officers, and general public. These can include fire, active shooter, or any other life-threating emergency.

When calling 9-1-1:

- Use the building address on the front of the Chief Binder.
- Send someone outside to meet emergency personnel.
- When things calm, call Chief HQ at 703-792-8397.
- Document the incident on SOR Part F.

MAKE AN EVACUATION PLAN

Before it becomes necessary, the Chief needs to have an evacuation plan. You may be told to evacuate by emergency personnel or the site administration based on events occurring at your polling place.

Elements of the plan should include:

1. **Pick a rendezvous point** outside the polling place to meet in an emergency.
2. **Assign officers to remove equipment and supplies from the polling place should you have to evacuate.** Use the list on the opposite page to make those assignments and make sure to communicate them to the officer team.

If possible, voting will resume once the emergency has concluded. Secure ballots and election equipment if time and conditions allow.

EMERGENCY EVACUATION CHECKLIST

Notify Chief HQ Immediately

Follow all evacuation instructions and remove the following items on the checklist.

After you are safely out of the building, establish a site outside to handle voters

ITEM	EO ASSIGNED	COMPLETED
	CHIEF	
	ASSISTANT CHIEF	
	ASSISTANT CHIEF	
	BALLOT OFFICER or EPB OFFICER	
	EPB SPECIALIST	
	EPB SPECIALIST	
	VOTING MACHINE SPECIALIST	
	VOTING MACHINE SPECIALIST ***Scan will need to be moved with Scan attached to the ballot box and will take several people to move as one unit. Radio Michele before moving.***	

Voter Challenges

In Virginia, any qualified voter may, and the officers SHALL, challenge the vote of any person listed on the pollbook who is known or suspected not to be a qualified voter.

The Affirmation of Eligibility form will be used whenever there is a challenge.



VIRGINIA DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES. OFFICER OF ELECTION'S INITIALS: _____
- HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR READ AFFIRMATION TO VOTER].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #5.

PRECINCT NO./NAME: _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

A. ☐ VOTER'S NAME MARKED WITH "P" ON **POLLBOOK** . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.

B. ☐ VOTER'S NAME OMITTED FROM **POLLBOOK** IN ERROR; REGISTRAR HAS VERIFIED OFFICER'S ADD NAME.

C. ☐ VOTER'S NAME ON **POLLBOOK** . . . BUT VOTER IS **CHALLENGED BY ANOTHER VOTER OR AN OFFICER** AND COMPLETES AND SIGNS STATEMENT BELOW

Statement of Challenger

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

☐ 1. The named person is not a citizen of the United States;
☐ 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other that a general election date, will not reach the age of 18 before the next general election;
☐ 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
☐ 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
☐ 5. The named person is not a resident of the town in the case of a town election;
☐ 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
☐ 7. The named person is not the identical person he represents himself to be; or
☐ 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."

✦ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

Privacy Notice: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

The reasons allowed for any voter challenges are listed on the form.

One of the election officers will complete Section A of the form until you get to "Statement of Challenger."

The person making the challenge will complete the rest of the form.

If the person making the challenge will not complete or sign the form, no challenge is made.

Officer Challenges

An officer SHALL challenge voters AND complete the form if the pollbook shows a voter has already voted. This voter can only vote a provisional ballot.

Challenged Voter
The voter will complete Section B of the form and then is allowed to vote UNLESS the pollbook shows they have already voted (in which case they must vote provisionally).

If the voter will not complete the form, they SHALL NOT vote.

Note: The Affirmation of Eligibility Form is also used when a voter is tagged as "?" in the pollbook. Check Section A, check Box A, and have the voter complete Section B.

Military Voters

Active-Duty military and their dependents are allowed to register and vote on Election Day.

If you have a member of the military member show up at your polling place who is not registered, please contact the Office of Elections at 703-792-6470 for further instructions.

Closing the Polling Place



7:00 PM

ANNOUNCEMENTS

At 6:45 pm, one election officer should announce outside the building loudly and clearly “The polls will close in 15 minutes.”

At 7:00 pm, one election officer should announce outside the building loudly and clearly “The polls are now closed” and tape the “POLLS CLOSED” sign to the outside of the door.

VOTERS IN LINE

Voters in line to check in to vote by 7:00 pm are allowed to vote no matter how long your line is.

If you have a long line at 7:00 pm, place an officer at the end of the line to designate the last voter. Any voters arriving after 7:00 pm are not allowed to vote.

CHIEF ASSIGNS TASKS

To help facilitate closing, it is a best practice for Chiefs to plan out and assign tasks to items on the closing checklist by (or well before) 7:00 pm so officers know their duties at closing.

Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

PRIORITY TASKS

- [ ] **Close the doors to the polling place**
- [ ] **Check the emergency ballot bag (scan ballots if any)**
- [ ] **Close Polls on the Scanner (p. 114)**
- [ ] **Chief reports results from the Tally Tape in Tallypoint**
  This is a priority task at closing. Make sure you have another officer double checking your work. Accuracy on this task is critical! Call Chief HQ if you have issues.

- [ ] Close the pollbooks (p. 118)
- [ ] Remove ballots from Scanner and pack Box #3
- [ ] Pack the Scanner (p. 115) and Ballot Box (p. 116)
- [ ] Breakdown and pack the Touch Writer/printer (p. 117)
- [ ] Chief complete both copies of the SOR (p. 119)
- [ ] Empty Drop Box and put into cardboard box (p. 119)
- [ ] Clean up the polling place (p. 120)

CHECK YOUR WORK

- [ ] **Complete polling place closing paperwork (p. 122)**
- [ ] **Make sure officers have signed <u>ALL</u> required forms**
- [ ] **Pack and seal all the envelopes properly (p. 122)**
- [ ] **Double-check you have all drop off items (p. 125)**
- [ ] **Two officers must return ballots and key items (p. 124)**

CLOSING THE POLLS ON THE SCANNER

1. Once all voters have voted and left the precinct, cut the yellow seal on the emergency ballot door and unlock the door using the Red/CH key.
2. Place all cut seals in pouch #7.
3. Check the emergency ballot bag for unscanned ballots. If there are any ballots, inform the Chief. All election officers should gather around the Scanner to remove and scan these ballots.
4. Close polls on the Scanner and print 3 tally tapes.
5. Press the blue Poll Worker button on the back of the Scanner.
6. Select "Close the Polls."
7. Select "Yes, Close the Polls."
8 Enter the Close Polls code from the Chief Binder.
9. Select "Accept."
10. One tally tape will print automatically. Then print 2 more. ENSURE YOU HAVE 3 TALLY TAPES with enough room for all signatures on the bottom. Use the white button to advance the tape before tearing.
11. *If you have a Town Election*, print 3 write-in tapes with enough room for all signatures on the bottom. Use the white button to advance the tape before tearing.
12. Remove the Zero Report tapes from the wall and take all tapes to the Chief.
13. Record the Lifetime and Ballot Counts on the Scanner and write the numbers on the #7 pouch note card.

BREAKDOWN THE SCANNER

1. Press the red power button on the back of the Scanner.
2. Using the Yellow/RS key, unlock the tablet.
3. Return the tablet to its storage area and lower the blue lever to keep it in place.
4. Using the Yellow/RS key, lock the tablet in place.
5. Once the Scanner shuts down, cut the red seal that secures the vDrive compartment.
6. Place the cut seal in the #7 pouch.
7. Use the Red/CH key to unlock the vDrive compartment.
8. Remove the vDrive and place it in the #7 pouch.
9. Close the vDrive compartment, seal it with a new red seal on the vDrive compartment, and record the number on the #7 note card.
10. Unplug the power cord and return it to the storage compartment.
11. Close the Scanner lid ensuring both latches are secured at the top and bottom.
12. Lock the Scanner case using the Green/Square key.
13. Cut the remaining 2 yellow seals on the ballot box. Place them into the #7 pouch.
14. Unlock the front door of the ballot box with the Red/CH key.
15. Pull the white cord toward the front door to unlock the Scanner from the ballot box.
16. Remove the Scanner from the ballot box.

PACK THE BALLOT BOX

1. Ensure the rear emergency ballot box door is closed and locked using the Red/CH key.
2. Remove the ballots from the ballot box and place them in the #3 Box.
3. Raise the bottom panel of the ballot box.
4. Using the Red/CH key, close and lock the front door of the ballot box.
5. Flip the top panel of the ballot box over and down in front of the front panel.
6. Push in on both sides, being mindful of the pinch zones, and push the box flat.
7. Latch the 4 latches (2 on each side) shut.
8. Use the 3 elastic cords to secure the lid against the front panel of the box.
9. Place the Ballot Box in the square black bag.

BREAKDOWN AND PACK THE TOUCH WRITER

NEW PROCEDURE FOR THE TOUCH WRITER ONLY!
DO NOT CLOSE POLLS ON THE TW AND DO NOT REMOVE THE vDRIVE FROM THE COMPARTMENT.

Touch Writer Breakdown

1. Note the Lifetime and Ballot Counts on the Touch Writer and write numbers on the #7 pouch note card.
2. Press the red power button on the back of the TW.
3. Using the Yellow/RS key, unlock the tablet.
4. Return the tablet to its storage area and lower the blue handle.
5. Unplug the cord and return it to the storage compartment.
6. Unplug the printer cable from the TW.
7. Close and lock the TW using the Green/Square key.

Pack the Touch Writer

8. Pull the latch on the underside of the stand to unlock it.
9. Remove the TW from the stand.
10. Turn the stand upside down on the table and remove the legs by depressing the latch button.
11. Return the legs to the large black bag with the rubber feet toward the bottom of the bag.
12. Fold down the attached leg assembly and use the elastic cord to secure them to the stand.
13. Turn the stand over and insert the privacy screens into the slots on the stand.
14. Return the stand to the rectangular black bag.

Pack Printer

15. Switch printer off.
16. Remove the power cord and printer cable.
17. Place the printer in the box with the front of the printer toward the back of the box.
18. Place the cables in the box on either side of the printer.

CLOSING THE POLLBOOKS

1. After all voters have left the precinct, complete the Pollbook Summary and take it to the Chief.
2. Close the polls on the pollbooks.
3. Select the Menu icon (the “hamburger”).
4. Select “Close Polls.”
5. Enter the Username and Password that you get from the Chief which is unique to each pollbook.
6. When the polls are closed on ALL pollbooks, turn all tablets off. Scroll up until the task bar appears. Click the Windows icon. Click the Power icon. Select “Shut down.”
7. Unplug the Merlin; remove, then store the Ubiquiti antennae.
8. Pull the Merlin up slightly and gently to remove the top flash drive. Push the unit back down securely into the foam setting.
9. Place the flash drive in the #7 pouch and close the zipper.
10. Store the tablets and accessories in the case.
11. Close the case and place it in the appropriate place in the Cage.

CHIEF & ASSISTANT CHIEF

RESULTS & FORMS

1. As soon as you get 1 copy of the Tally Tape and the Pollbook Summary, report the election results in Tallypoint.
2. Create 3 sets of tapes, 1 for each SOR and 1 for the Yellow Printed Return Sheet.
3. Complete the Yellow Printed Sheet and staple the tapes to the Sheet in order. Place in Envelope #2A.
4. Chief and an officer complete SOR #1 and attach tapes.
5. Assistant and an officer complete SOR #2 and attach tapes.
6. Make sure ALL officers review and sign both SORs.
7. Place both SORs in Envelope #2.

PROVISIONAL BALLOTS

1. Prepare the #1A provisional box.
2. Cut the seal on the provisional bag; the seal goes into the #7 pouch.
3. Remove provisional envelopes from the bag and place them in the #1A box.
4. Complete the label on the #1A box EVEN IF there are no provisional ballots.
5. Place the paper Provisional Log in Envelope #8.

DROP BOX BALLOTS

1. Prepare the cardboard Ballot Drop Box from the Cage.
2. Unlock the gray Drop Box and remove the ballots.
3. Count the ballots.
4. Place the Ballots in the cardboard box for transport.
5. Complete the box label (even if there are no Drop Box ballots) and the Chain of Custody form.
6. Write quantity on SORs.

CLEANUP THE POLLING PLACE

Make sure to pack up and put away all of the following items.

1. Pack and put away all the voting booths.
2. Take down and put away all signs. Be careful when removing tape from walls.
3. Gather all cords and remove security tape.
4. Pack the equipment Cage according to the provided picture.
5. Clean up your break area.
6. Pack up and make sure to take any personal belongings with you .

All items in the polling place should either be taken by the Chief to return on Election Day night or returned to the Cage.

Make sure the Cage is locked when you leave the polling place.

If there is any damage to or problems at the facility, please report that to the Office of Elections the following day at 703-792-6470.

CHECK FORMS & PACK ENVELOPES

The Chief should gather all election officers around the table and ensures envelopes are packed correctly, labeled and signed where required.

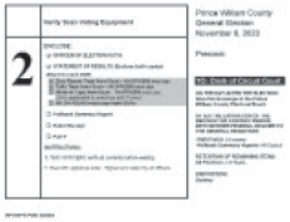
☐ **#1A Box (Provisional ballots)**
Include all provisional ballots in green provisional envelopes and complete the envelope. Seal with tamper tape.



☐ **#1B Envelope (After-hour provisionals)**
Court-ordered after-hours provisionals (if applicable)

☐ **#2 Envelope (SOR, Tapes, Etc.)**

- Officer Oath (signed)
- Statement of Results #1 and #2 with the following attached (top to bottom):
  - Tally Tape from Scanner
  - Write-in tape from Scanner (for Town elections)
  - Zero Report from Scanner
- EPB Summary Report
- Ballot Receipt
- Statement of Results - Part F



☐ **#2A Envelope (Return sheet)**
Yellow Printed Return Sheet with the following attached to each copy (top to bottom):

- Tally Tape from Scanner
- Write-in tape from Scanner (for Town elections)
- Zero Report from Scanner



☐ **Box #3 (Counted ballots)**
Be sure to record the quantity and package count in the highlighted sections and seal with tamper tape.

☐ **Envelope #4 (Spoiled ballots)**
Pack all spoiled and abandoned ballots (including surrendered mail ballots).

☐ **Box #6 (Unused ballots, stubs)**
Be sure to record the quantity and seal with tamper tape.

☐ **#7 Pouch (Drives, seals, keys)**

- vDrive(s) from the Scanner(s) (not the Touch Writer)
- EPB Flash drive from the Merlin (only one returned)
- Keys
- Seals (used and unused)
- Complete required fields on notecard

NEW PROCEDURE: At closing, 2 officers must verify and initial to prove the verification of the Scanner Red Seal #, Lifetime Count, and Ballot Count. The TW seal should not be cut, so the open/close Red Seal # for the TW should be the same.

☐ **Envelope #8 (Everything else!)**
(Tip: Do Not Seal this Envelope)

- Provisional Log
- Voter Registration Applications and Same-Day VRAs
- Extra/unused Scanner or TW tapes
- Extra signed EO signature labels
- Envelope #X
- Any other form or return item you aren't sure where it goes.

IMPORTANT: Allow officers to verify and check any forms before the signature labels are attached.

Seal all envelopes, add tamper tape where required, and attach signature labels.

Don't forget to remove the POLLS CLOSED sign from the outside of the door as you leave!

Supply Dropoff

Now that your precinct is cleaned up and supplies are packed up in the Cage, it is time to return your key items to the Supply Dropoff locations and call it a night.

WHERE AND HOW TO RETURN SUPPLIES

To bring back supplies, you need the following:

- Two election officers
- One election officer from each political party (if possible)

You can return your supplies to one of two locations:

- Office of Elections, 9250 Lee Avenue, Manassas
- Supply Warehouse, 13851 Telegraph Road, Woodbridge

Chiefs will get a map of each site in their supplies. Please make sure to note the entry and exit points at your dropoff site so we can ensure an efficient and safe return process.

If you have any issues or are running later than 10:00 pm, contact Chief HQ at 703-792-8397 to keep us informed of your status.

SUPPLY DROP-OFF CHECKLIST

- ☐ **Ballots - Box #3 and Box #6**
- ☐ **Drop Box Ballots with Drop Box Chain of Custody Form**
- ☐ **Provisional Ballots — 1A box**
- ☐ **#7 Pouch**
- ☐ **15 x 20 Manilla Envelope with numbered envelopes**
- ☐ **Chief Bag and contents**

Other supplies delivered in the Cage should be returned to the Cage following the picture on the front of the Cage. Make sure to lock the Cage.

Supplies delivered in the Chief Bag should be returned in the Chief Bag, including the Chief Binder and Tallypoint tablet.

Thank you for your service!

(Now go home and get some rest.)