

Leadership Certification Training

June 2024 Dual Primary Elections

June 18, 2024

INTRODUCTIONS

- Welcome to LCT.
- Training is ever changing, so we try to keep it interesting and informative.
- You will be working independently today.

General Information

[About >
This Election](#)

- **Election Day:** June 18, 2024
- **Type:** Dual Primary
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am - 7:00 pm
- **Monday Setup:** Available
- **Officer in Charge:** Chief Officer

DUAL PRIMARY

- In Virginia, we do not register to vote by party.
- Open primary state
- Two primaries on same day, voters must choose which primary to vote in by answering the following question:
 - “Which Primary are you voting in today?”

VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

Select Party

**Which Primary are
you voting in today?**

Select party from the
dropdown list below

OutsidePolls

Affidavit

Select

Democratic

Republican

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

Check Voter In



REMINDERS

- **Vote Early.**
- **Don't** tape codes or passwords to machines.
- **Don't** bring Gray Box to supply return.
- Check-in clerk will send all voters with issues to the Chief.
 - A standard voter is one where the name comes up and you check them in.
 - Anything else is an issue.

REMINDERS

Call Chief Headquarters!!

We will help you!!

CHANGES

- The EES is now the Equipment Provisional Specialist (EPS).
- Drop Box ballots will be returned in an envelope.
- iPads and iPhones
 - TallyPoint
 - Translate
 - Interactive What-Ifs
- The Provisional Ballot Envelope has changed.

PROVISIONAL BALLOT CHANGES

Virginia Provisional Vote and Same Day Registration Application

Precinct # _____

Only for voters not registered in this precinct.

Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * I am a citizen of the United States of America YES NO
* Full Social Security Number [][] - [][] - [][][][] No SSN was ever issued
* Date of Birth (MM/DD/YYYY) [][] / [][] / [][][][] * Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
* First Name _____ * Middle Name _____ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * Zip Code _____
Email _____ Phone [][][] - [][][] - [][][][][]

3 * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? YES NO
If YES, has your right to vote been restored? YES NO

4 I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.
My mailing address _____
(Complete only if you have checked a box in this section) _____

5 I am currently registered to vote in another state: ____ (Indicate state of previous registration)

6 I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7 **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning.**
(See back for Privacy Act Notice and Warning.)

* Signature _____ Today's date: [][] / [][] / [][][][]
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

ELECTION OFFICER
YOU MUST SELECT THIS REASON CODE.
 #1: Same Day Registration (or not on pollbook)
Did voter show ID or complete ID Confirmation Statement?
 YES NO
Comments:
Election Officer:
Sign Here _____

OFFICE/ELECTORAL BOARD USE ONLY
Voter ID # _____
Adjudication: COUNT DO NOT COUNT
Voter Identification
1. If the voter returns with the proper identification, check this box and sign
2. Attach a copy of the identification document.

Same Day Reg



Non-Same Day

Virginia Provisional Vote (Non-Same Day Registration)

Precinct # _____

If Same Day Registration, complete only the other side.

Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.

1 *Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
*First Name _____ *Middle Name _____ None

2 *Date of Birth [][] / [][] / [][][][]

3 *Social Security Number [][][] - [][] - [][][][]
Last 4 digits REQUIRED
Providing your full Social Security number, though not required, may prove helpful in determination of your eligibility to vote.

4 *Residence Address (May not be a P.O. Box) _____ Apt. _____
*City/Town _____ *Zip Code _____
If address is different than voter registration record, provide the date you moved: ____ / ____ / ____.
Your address information will be used to update your voter registration record.

5 Phone [][][] - [][][] - [][][][][] Email _____

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

Voter: *Sign Here
Today's Date: [][] / [][] / [][][][]

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

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

ELECTION OFFICER
You Must Select a Reason Code.
 #3: Voting after hours due to court order
 #4: Vote by mail – no ballot to surrender
 #5: Shown on pollbook as already voted
 #6: Other: _____
 #7: Voter does not have required ID and declined to complete ID Confirmation Statement
Comments:
Election Officer:
Sign Here _____

OFFICE/ELECTORAL BOARD USE ONLY
Voter ID # _____
Adjudication: COUNT DO NOT COUNT
Voter Identification
1. If the voter returns with the proper identification, check this box and sign
2. Attach a copy of the identification document.

Provisional Envelope D or R

Virginia Provisional Vote and Same Day Registration Application Precinct # _____
Only for voters not registered in this precinct. Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be rejected.

1 * I am a citizen of the United States of America YES NO
* Full Social Security Number _____ No SSN was ever issued
* Date of Birth (MM/DD/YYYY) ____/____/____ * Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
* First Name _____ * Middle Name _____ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * Zip Code _____
Email _____ Phone _____

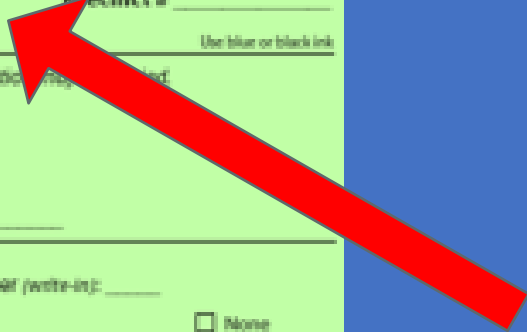
3 * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? YES NO
If YES, has your right to vote been restored? YES NO

4 I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.

My mailing address _____
(Complete only if you have checked a box in this section) _____

5 I am currently registered to vote in another state: _____ (Indicate state of previous registration)

6 I am interested in helping the Office of Election Administration or Election Day. Please send me information _____



Use this space to write which primary ballot this provisional envelope contains.

D for Democratic
R for Republican



Election Officer - Give this notice to all provisional voters

Dear voter,

You voted a **provisional ballot** today.

Your local Electoral Board decides which provisional ballots will be counted. They will meet at 12:00 pm (noon) on the Wednesday after Election Day at 9250 Lee Ave, Suite 1, Manassas, VA 20110.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at 703-792-6470.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Reasons you received a provisional ballot

- Same Day Registration (or not on pollbook)
- Voting after hours due to court order
- Vote by mail - no ballot to surrender

- Shown on pollbook as already voted
- Other: _____
- Voter does not have required ID & declined to complete ID Confirmation Statement

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,

but you think it should not have been, call your General Registrar.

NO ID PROVISIONAL INFORMATION

ID Delivery Deadline

- The deadline to provide your ID is 12:00 pm (noon) on the Friday after the election. (Monday if Friday is a Holiday.)
- How and where to deliver your ID
 - In person or mail to our main office (address above)
 - By email: pwcvote@pwcgov.org
 - By fax: 703-792-6461

To see list of acceptable identification please visit:

www.elections.virginia.gov/registration/voterid/index
Or Scan this QR code with your phone:



Voltea la pagina para Español



Querido Votante,

Usted voto una **papeleta provisional** hoy.

Su Junta Electoral local decide cuales boletas provisionales van a contar.

La junta electoral se reunen a las 12:00 pm de la tarde el Miercoles despues de la eleccion en 9250 Lee Ave, Suite 1, Manassas, VA 20110.

La papeleta provisional no sera contada si la junta electoral no puede confirmar que el votante este calificado y registrado para votar en este recinto.

Usted puede proporcionar pruebas de que es calificado para votar en este recinto en persona antes de la fecha limite, o usted puede atender la reunion de la junta electoral para proporcionar pruebas. (La mayoría de las personas no necesitan asesoria legal, pero puedes traer un abogado contigo.) Si tiene preguntas, llame a la officine de su Registrador General - 703-792-6470.

Despues de finalizar la cuenta de votos, usted puede averiguar si su papeleta fue contada llamando al Departamento de Elecciones - 866-839-2556.

Razones por las que recibió una papeleta provisional

- Registro el mismo día (no aparecio en el libro de votacion)
- Voto despues de las cerradas de elecciones por orden judicial
- Voto por correo: no hay papeleta para rendir
- Aparece en el libro de votacion como ya aver votado
- Otra razon: _____
- El votante no tiene la identificación requerida y se negó a completar la Declaración de confirmación de identificación

Si se registro por el DMV o otra agencia del gobierno:

- Proporcione el nombre de la agencia, su ubicacion, y la fecha que se registro.
- Muestre un recibo, si tiene uno, al funcionario electoral o al Registrado General.

Si se entero que tu registro fue cancelado, pero crees que no debería haber sido, contacte a su Registrador General.

INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

Informacion

- Fecha limite de entregar identificacion es 12:00 pm el Viernes despues de la eleccion. (Lunes, si Viernes es feriado.)
- Como entregar identificacion
 - En persona o por coreo a nuestra oficina
 - Por coreo electronico: pwcvote@pwcgov.org
 - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite:

www.elections.virginia.gov/registration/voterid/index
O Escanee este codigo QR con su telefono:



Flip page for English

POLLBOOK SETUP

- Everyone go to your round table.
- Turn to page 56 in your manual.
- Complete Merlin and Pollbook setup.

POLLBOOK SETUP (cont.)

- Login and open polls on Pollbook.
- When you are ready to check voters in return to your seat with one tablet and one hand scanner.
- PROVISIONAL BALLOT BAG!!

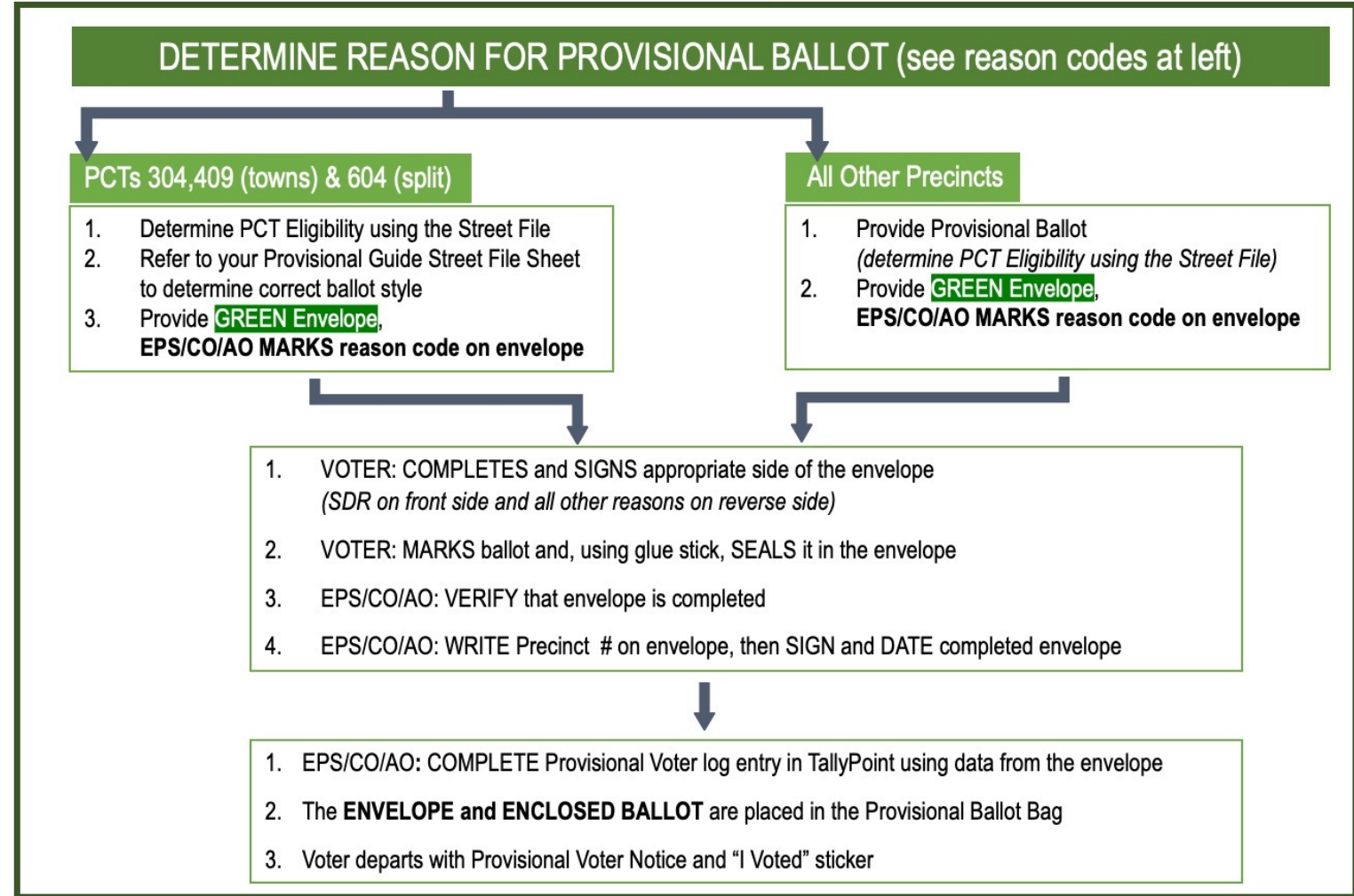
Reason Codes

GREEN ENVELOPE:

Reasons Codes 1 thru 7
(there is no Reason Code 2)

1. Same Day Registration
(or not on pollbook)
3. Voting after hours due to court order
4. Vote by mail - no ballot to surrender
5. Shown on pollbook as already voted
6. Other:
7. Voter does not have required ID and declined to complete ID Confirmation Statement

Provisional Ballot Workflow



SAME DAY REGISTRATION

- Second year for Same Day Registration (SDR).
- Voter is not listed in the Pollbook in your precinct.
- Voter has moved into your precinct (check Moving Conditions).
- Use Street File Lookup on Pollbook.
- ID rules are the same for all voters.

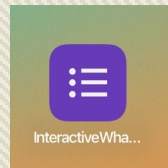
SCENARIOS

- During this section, I will give you different scenarios.
- You will look voters up on the Pollbook.
- If they are not ready to check in, you will conduct research and complete paperwork.
- You will also make TallyPoint entries.

iPAD



To translate for a voter.



To use the Interactive "What If's."



To use TallyPoint

USING TALLYPOINT

You will use TallyPoint to:

Enter the hourly vote count,

To record provisional ballots on the Provisional Ballot Log,






And to send your precinct results to Chief HQ.

iPad Action

- Wake up the iPad
 - Translate App
 - Interactive What Ifs
 - Log into TallyPoint

Voter States and Tags

March 2024 Voter States & Tags (Election Day)

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.
	PID	<u>Only applicable for Federal Elections</u> Voter must present valid photo ID or copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter. *An ID Confirmation Statement is <u>NOT</u> valid for PID voters.

- Green - Check voter in.
- Yellow, Red, and Orange - Send to Chief
- Jr., Sr. Check year of birth.
- PID - 1st time Federal Voter. Only during federal elections, cannot use the ID Confirmation Statement

Scenario #1



Regular Check-in

- Name: Elliott Estela
- Address Provided: Voter lives at 12048 Hooker Ln, Nokesville

Conclusion

- Select Primary, Check in and Vote
- Take note of the two check boxes on confirmation screen.

TallyPoint Action

23

7 am: Update Turnout!

Scenario #2



Special Situation

- Name: Lamont Walls (Blind Voter)
- Address: 11402 Parkgate Dr, Nokesville
- Voter requests assistance from Election Officer

Conclusion

- Voter completes Request for Assistance form, place in Envelope #8.
- Proceed with check in.
- Select **R** Primary.
- Give voter, or assistant, ballot and voter votes on machine.



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.

Scenario #3



Inactive Voter/Address Confirmation



- Name: Lane Johnnie
- Address Provided: 12005 Aden Rd Nokesville

Conclusion

- Voter Completes Affirmation of Eligibility.
- Proceed with check in as **D** (will require CO/AO override - **adm0101a**).
- Check "Affidavit" box on confirmation screen.
- Give voter ballot, votes on machine.

Scenario #4



Wrong
Precinct

Same Day Registration (SDR)

- Name: Mary Rae Dahl
- Address provided: 13009
Hazelwood Dr, Nokesville
- Address on Pollbook: 5000
Desert Forest Ct, Haymarket

Conclusion

- Use Street Lookup on the Pollbook to find voter's new precinct (New address is within precinct)
- Complete Voter Registration Application on Provisional Envelope, Provisional Voter Notice, & Pre-printed **R** Provisional Ballot
- Make entry on Provisional Ballot Log (reason 1)

Scenario #5



Provisional Voter

- Name: Donte Mcgee
- Address Provided: 12705
Brookfield Rd, Nokesville
- Does not have Absentee Ballot

Conclusion

- Voter may only vote provisional
- Complete Provisional Ballot
Envelope, Provisional Voter
Notice, and Pre-printed **D**
Provisional Ballot
- Make entry on Provisional Ballot
Log (reason 4)

TallyPoint Action

8 am: Update Turnout!

Scenario #6



Regular Check in with AB Issued Status

- Soto Julianne
- Voter lives at 11850 Meadow Green Ct, Nokesville
- Has Absentee Ballot to exchange

Conclusion

- Spoil absentee ballot, place in envelope #4
- Check voter in **R** primary (Pollbook will require CO/AO override **adm0101a**)
- Give voter a ballot, voter proceeds to vote on machine

Scenario #7



Wrong Precinct

- Name: Jeremy Patrick Healy
- Address Provided: 7732
Virginia Oaks Dr, Gainesville

Conclusion

- Send voter to the correct precinct

Scenario #8



Regular Check in (No ID)

- Name: May Morgan
- Address Provided: 12805 Brenttown Ct, Nokesville
- Voter appears in Pollbook but does not have ID

Conclusion

- Complete ID Confirmation Statement (place in Envelope 8)
- Check in **D** primary & vote on machine

ID Confirmation Statement

Commonwealth of Virginia Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____|

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

TallyPoint Action

7 pm: Update Turnout!

CLOSING

- Complete your pollbook summary report
- Tally Tape (Give tally tape)
- Enter results on TallyPoint
- Complete Statement of Results with tapes.
- Complete the Yellow Printed Return sheet

DE-ESCALATION TECHNIQUES

CLARA

Calm

Stay calm, try to put personal feelings aside.

Listen

Avoid interrupting, be concerned, and try to understand the speaker.

DE-ESCALATION TECHNIQUES (cont.)

Affirm

Repeat what you understand to be the issue to show you have heard them. Ask more questions to clarify.

Respond

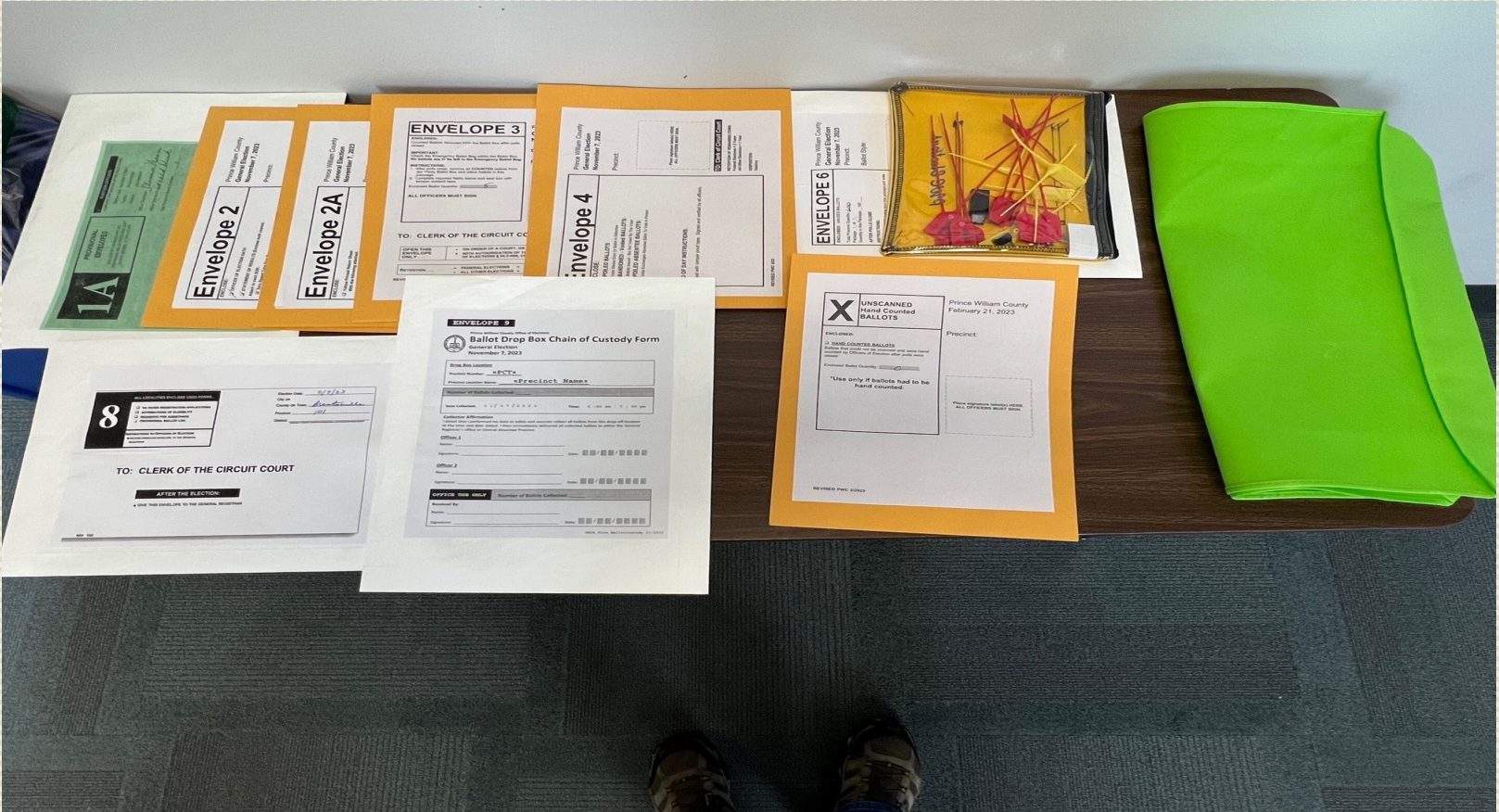
Try to brainstorm positions actions that might address their concerns. If that is not possible emphasize the reasons for any restrictions.

Add

If appropriate, point out further resources for the voter to check out later.

END OF NIGHT ENVELOPES

END OF NIGHT ENVELOPES



ELECTION DAY OATH

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

VOTING MACHINES

- Set up the Scanner and the TW tables- pp 31, 43
- Open Polls on Scanner - pp 51
- Close Polls on Scanner - pp 120
- Breakdown the TW tables - pp 123
- Break down the Scanner - pp 121
- Closing Pollbooks - pp 124

Once you have opened the polls on the Scanner let us know.

We will get the following from you:

- **From the Scanner:** Power on tape, open polls tape, zero tape, and tally tape
- **From the TW:** Nothing
- **From the Pollbooks:** Nothing

**ENJOY THE
ELECTION!!!**



Machine Open House/Workshop

**Office of Elections Warehouse: 13851 Telegraph Rd, Suite E,
Woodbridge, VA**

June 11 th	9:00 am - 3:00 pm
June 12 th	3:00 pm - 9:00 pm