



Welcome Officers! to the Prince William County Officer Essentials Class



PRINCE WILLIAM
Office of Elections

PWC Officer Essentials



Welcome

- Welcome to the Prince William County Election Officer Essentials Training Class

Manual

- Please have your manual available. Manual and slides available on website under Training

Housekeeping

- This class will be approximately 1.5 hours



Message from the PWC Director of Elections



Eric Olsen

Prince William County Electoral Board



Marcus Moyer



Keith Scarborough



Heidi Stirrup



Please save your questions for
designated Q&A slides or add them to
the chat if on-line

Election Day Details & Additional Information

Election Day: Tuesday, November 4, 2025

Type: General Election

Officer Hours: 5 a.m. – 8:30 p.m.

Voting Hours: 6 a.m.– 7 p.m.

Monday Set-up: Available

Election Officer Pay: \$200

Officer in Charge: Chief



Please be flexible with Precinct Assignments!



- The Staffing Department spends hundreds of hours each election ensuring that every precinct has each title needed and keeps party parity
- Once your home precinct fills up – please be flexible to move
- Officers may serve in one precinct for several elections and THEN be relocated due to leadership changes, etc.

Announcements, Reminders & New Information!



- National Clearie Award and Honorable Mentions from the US Election Assistance Commission
- 335,000 Registered voters in PWC
- 7-9 officers per precinct in NOV
- Please don't talk politics or wear political clothing
- Sample ballots are on our websites- **pwcvotes.org**

What to Wear & Officer Guidelines

Comfortable clothes and shoes

- Dress is business casual

Election Officer Shirt

Lanyard

Manual
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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 govern elections, there is no way that officers can know ALL the applicable laws. If you have questions before Election Day, call or email the Office of Elections at 703-792-6470. On Election Day, call Chief HQ at 703-792-8397.

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 avoid it.

An election officer also must prevent "fraud, deceit, and abuse." If you see something questionable or suspicious on Election Day, contact Chief HQ at 703-792-8397.

Officers should discuss the specific needs of a voter who needs assistance in a quiet and respectful manner to protect that voter's privacy. Keep the polling place peaceful and quiet. Loud talking and other noises make it difficult for voters to concentrate.

TIP: In order to present a consistent appearance on Election Day, officers should wear their election officer badge (with lanyard) and their officer shirt. When outside, officers should wear the provided vest for safety.

Jeans are acceptable, but ripped jeans are not. Shorts or leggings worn as outer garments are not proper. Do not wear heavy perfumes or scents to the polling place.



What to Bring



Food and Beverages for Entire Day

- Chief may do a Potluck, bring your own, or you can have food delivered/dropped off

Medications

- Bring medications
- You cannot leave the precinct once you arrive

Book/Phone Use

- There will be some downtime-Bring something to do
- Put away when voters are present



Reminders



- Lanyards with badges. Yours to keep!
- Pick up on election day from Chief's bag!



Contests

Sample Ballot

VA - HD - 25 - Occoquan - Town

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County
General and Special Elections
Tuesday, November 4, 2025

Condado de Prince William
Elecciones Generales y Especiales
Martes, Noviembre 4, 2025

Instructions
Instrucciones

To vote for a candidate, fill in the box next to the name.

To write in a qualified candidate who is not already on the ballot, fill in the box next to **Write-in** and write the name of the person on the line.

If you want to change a vote or if you have made a mistake, ask an election worker for a replacement ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.

Lieutenant Governor
Vicegobernador

Vote for only one
Vote solo por uno

☐ Ghazala F. Hashmi - D

☐ John J. Reid, II - R

☐

Write-in Por escrito

Attorney General
Procurador General

Vote for only one
Vote solo por uno

☐ Jay C. Jones - D

☐ Jason S. Miyares - R

☐

Write-in Por escrito

Member
House of Delegates
25th District
Miembro
Cámara de Delegados
Distrito 25

Vote for only one
Vote solo por uno

☐ Briana D. Sewell - D

☐

Write-in Por escrito

Governor
Gobernador

Vote for only one
Vote solo por uno

☐ Abigail D. Spanberger - D

☐ Winsome Earle-Sears - R

☐

Write-in Por escrito

Tell voters
"Ballot
starts
here."

Statewide

- Governor
- LT Governor
- Attorney General

House of Delegates (PWC Districts)

- 19th – 25th

Special Elections (No Party Identifiers)

- Gainesville Supervisor
(14 pcts: 401-414)
- Member Town Council
(1 pct - Occoquan)

Manual

- Important Training Tool
- Review before Election Day
- Bring to Trainings
- Bring on Election Day
- Manual available on-line

ELECTION OFFICER — TRAINING MANUAL —

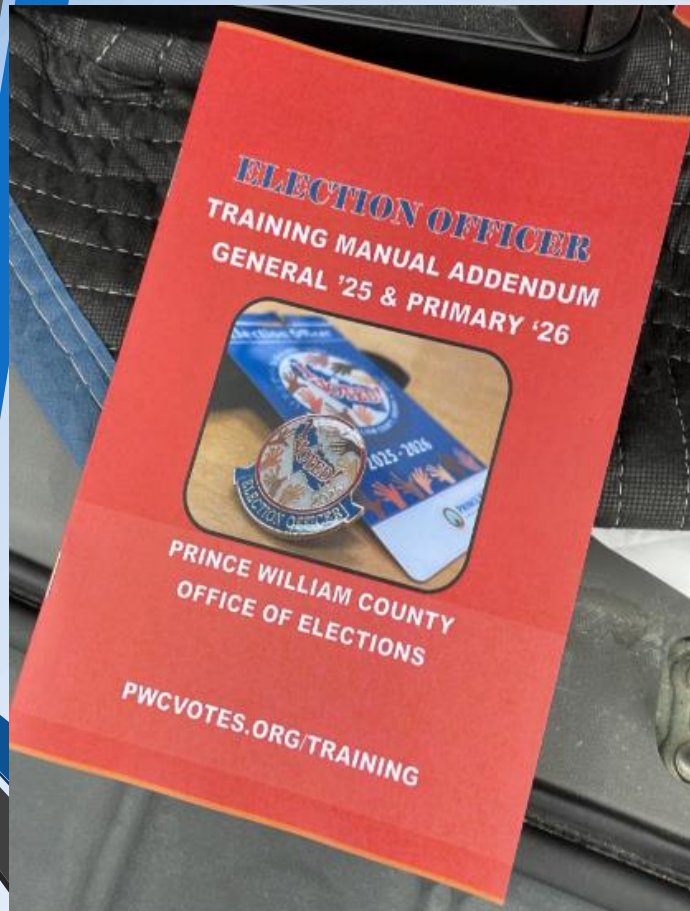


PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

2024/2025



Training Manual Addendum



Step By Step: Open The Pollbook

Final Step – Start the Pollbooks

Closing the Pollbooks

New Pollbook Feature

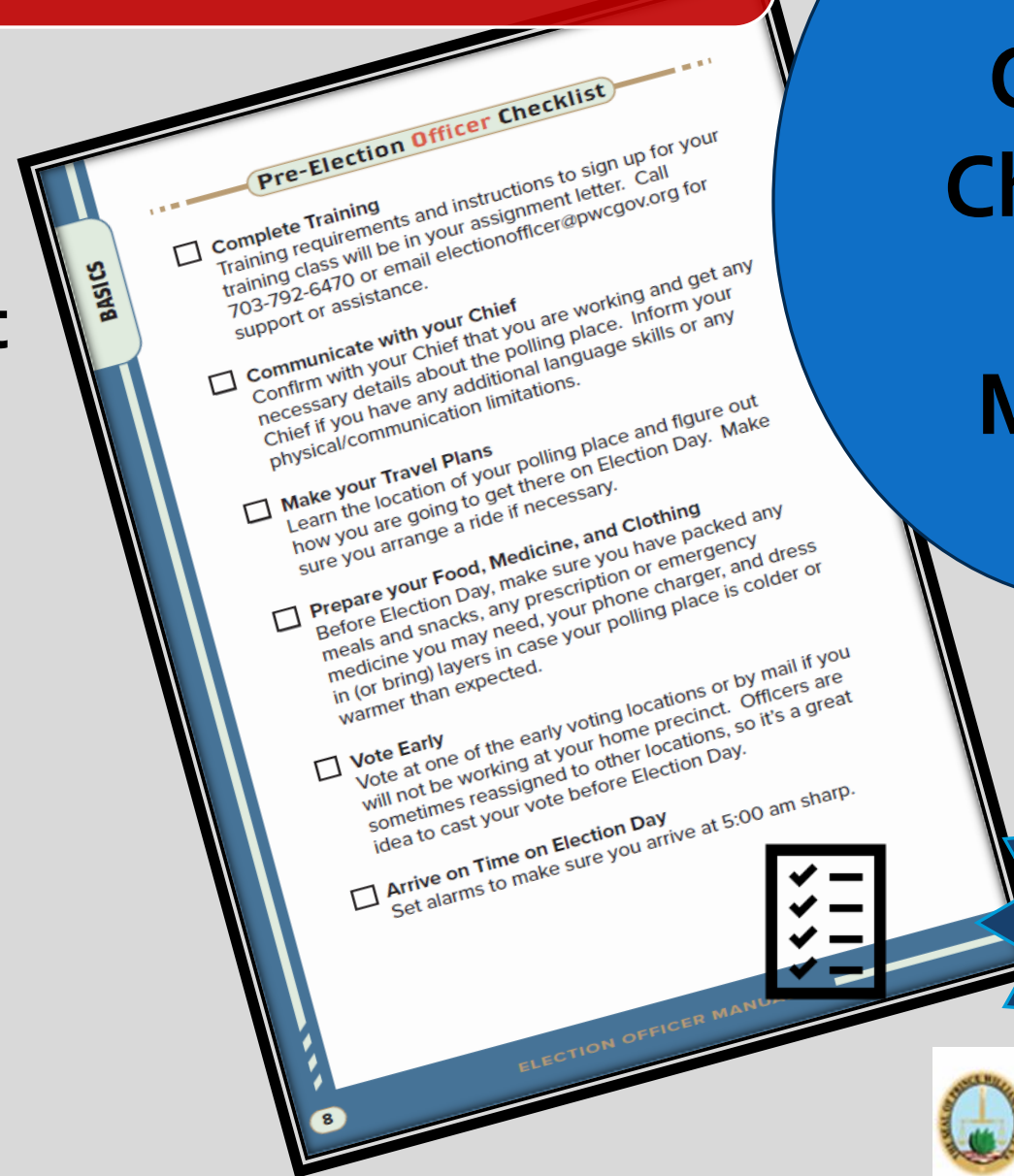
Supply Return Sheet



PRINCE WILLIAM

There are several Checklists in the Manual

- Pre-Election Checklist
- Monday Set-up Checklist
- Election Day Opening Checklist
- Election Day Closing Checklist



**Election
Officer
Checklist
In
Manual**

**Manual
Page 8**



PRINCE WILLIAM
Office of Elections



QUESTIONS?



Office Titles in Precinct



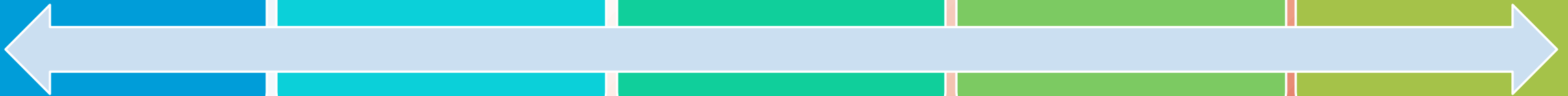
Chief

**Assistant
Chief**

**Equipment
Provisional
Specialist**

**Language
Officer**

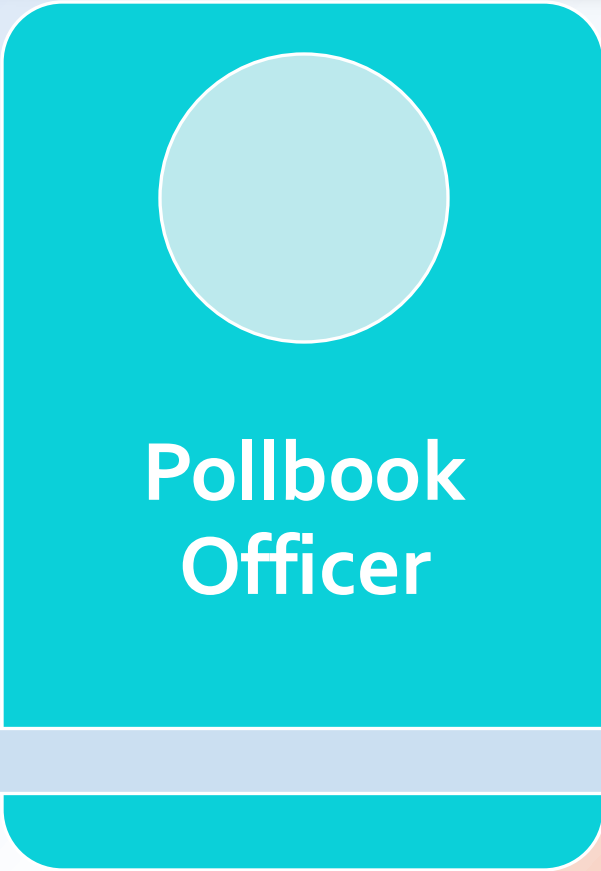
**Election
Officer**



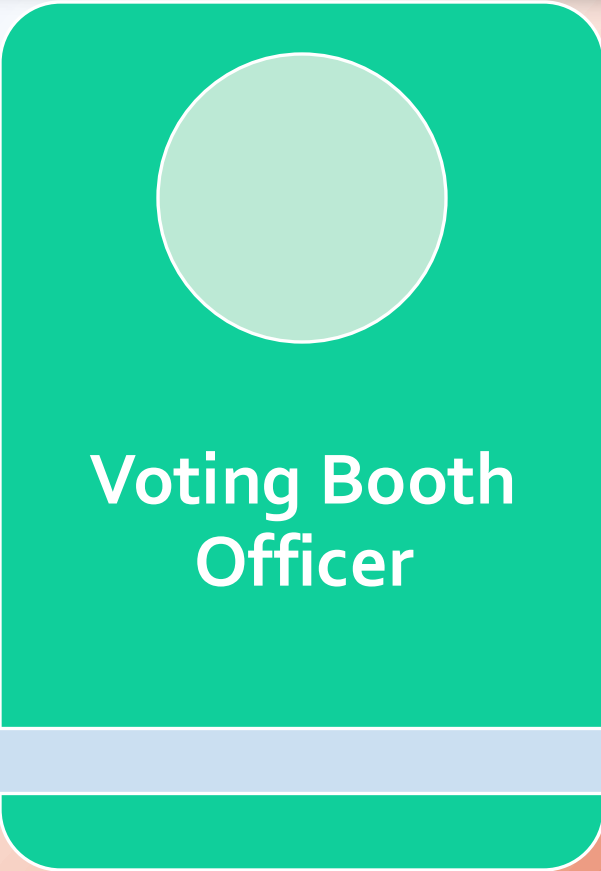
Office Roles in Precinct



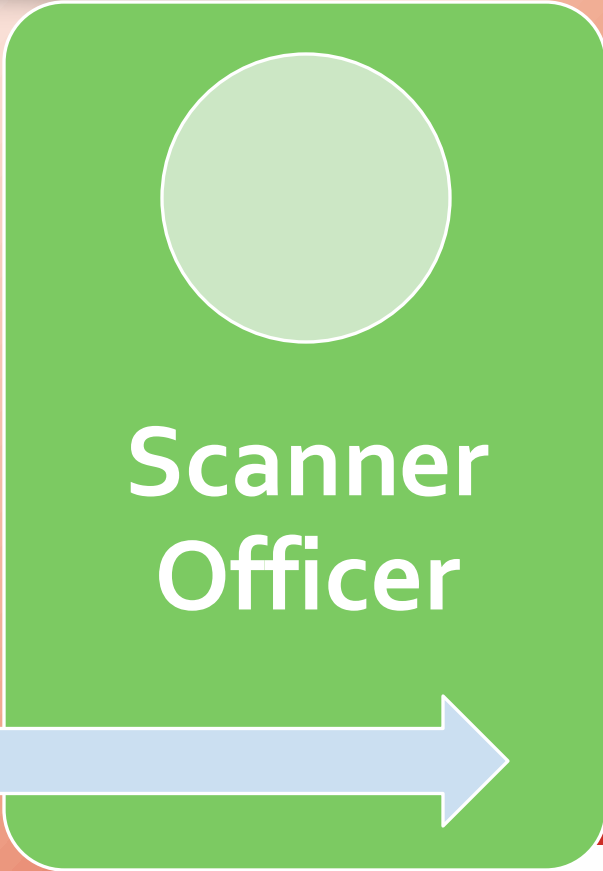
Greeter

The Greeter role box is the first of four, colored blue. It contains a light blue circle at the top and a large white arrow at the bottom pointing to the left.

Pollbook
Officer

The Pollbook Officer role box is the second of four, colored light blue. It contains a light blue circle at the top.

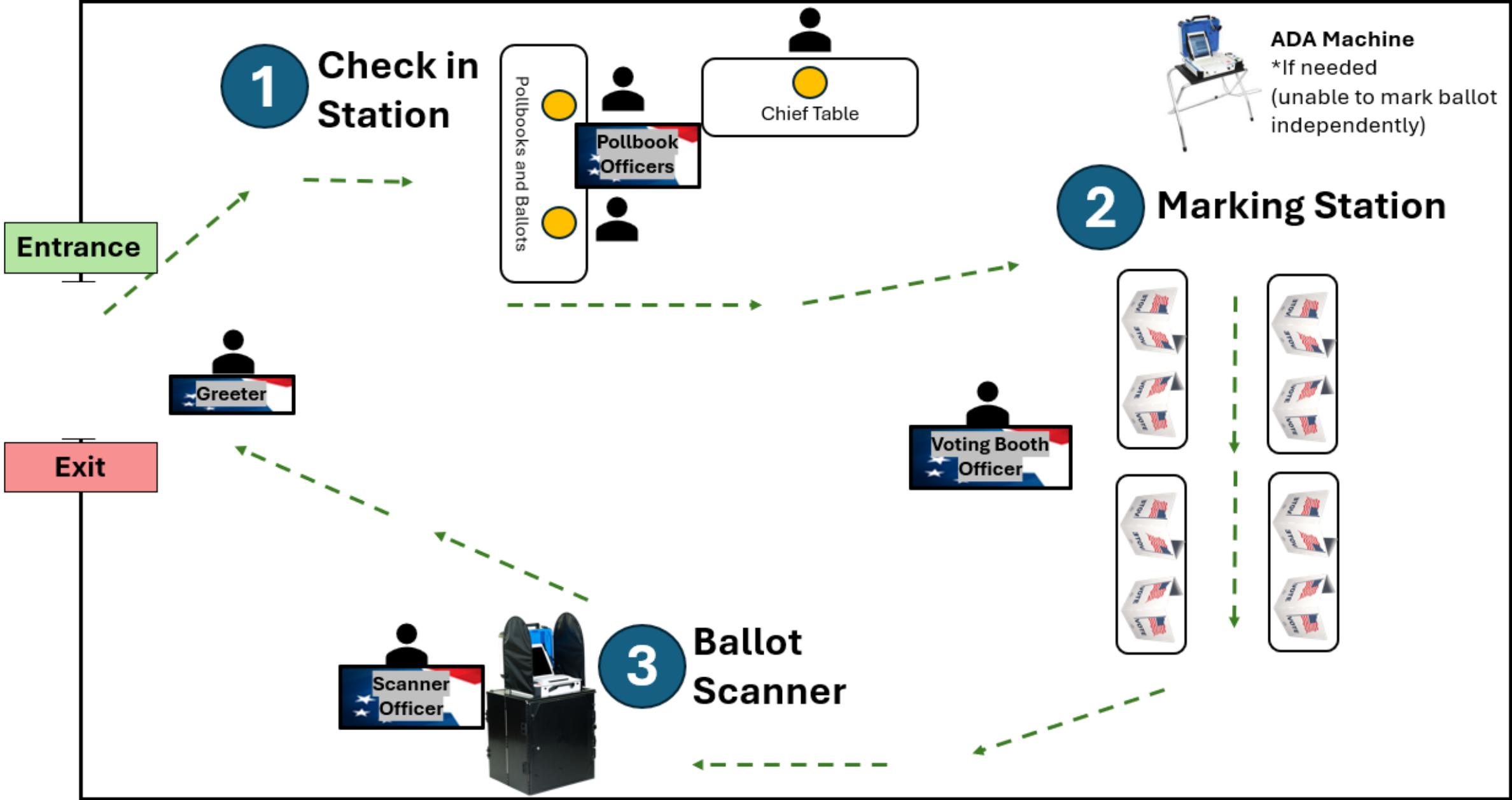
Voting Booth
Officer

The Voting Booth Officer role box is the third of four, colored teal. It contains a light teal circle at the top.

Scanner
Officer

The Scanner Officer role box is the fourth of four, colored green. It contains a light green circle at the top.

Welcome To Your Precinct





Marking Station Reminders



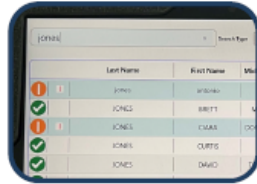
- No Talking While in the Marking Station
- Cell Phone research is allowed



How to Check-In a Voter

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HOW TO CHECK IN A VOTER

1. Ask voter for identification and verify it is an acceptable type of identification. *If voter does not have acceptable identification, they can complete the ID Confirmation Statement instead.*
2. Look up voter on the pollbook using manual entry or the hand scanner (for licenses or voter registration cards). 
3. Select the correct voter on the pollbook.
4. Ask the voter for full legal name and current residence. The voter can confirm their name/residence matches the identification instead of stating it out loud.
5. Verify the information on the pollbook is correct. If address does not match the pollbook or the voter is flagged, send them to the Chief/provisional station. 

	Last Name	First Name	ID
!	JONES	BRITNEY	
!	JONES	BRITNEY	
!	JONES	BRITNEY	
!	JONES	BRITNEY	
!	JONES	BRITNEY	
6. State aloud the name of the voter only. Do not state the address aloud.
7. Click the "Check In Voter" button in the pollbook.
8. Click the "Continue" button.
9. Click the "OK" button.
10. Give the voter a ballot in a privacy folder.

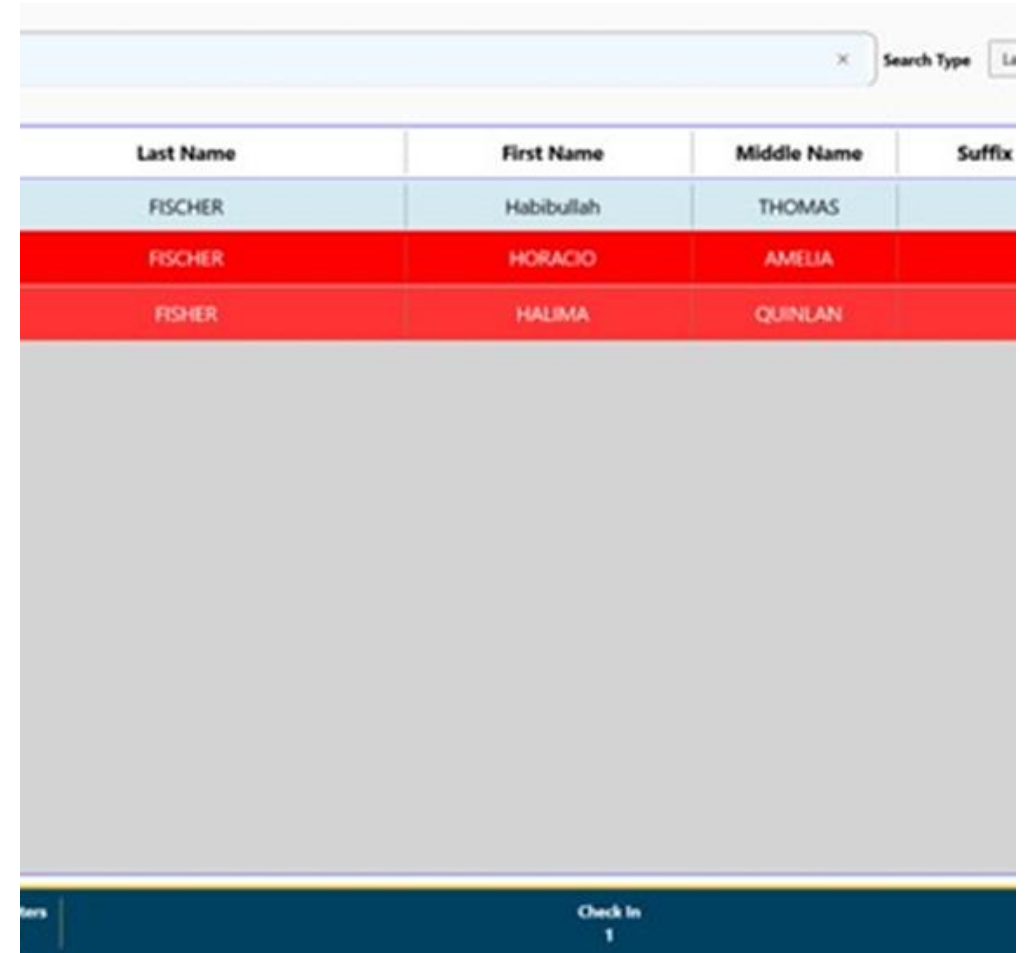
TIP: If a voter has ID issues or a flag in the system that will not allow them to be checked in, refer them to the Chief/Provisional station. This helps keep the check in line moving.

ELECTION DAY



Pollbook Reminders

- Three letters of last name, then a comma, then three letters of first name (add comma and “year of birth” if needed)
- Remember there is an Advanced Search – See Leadership for assistance

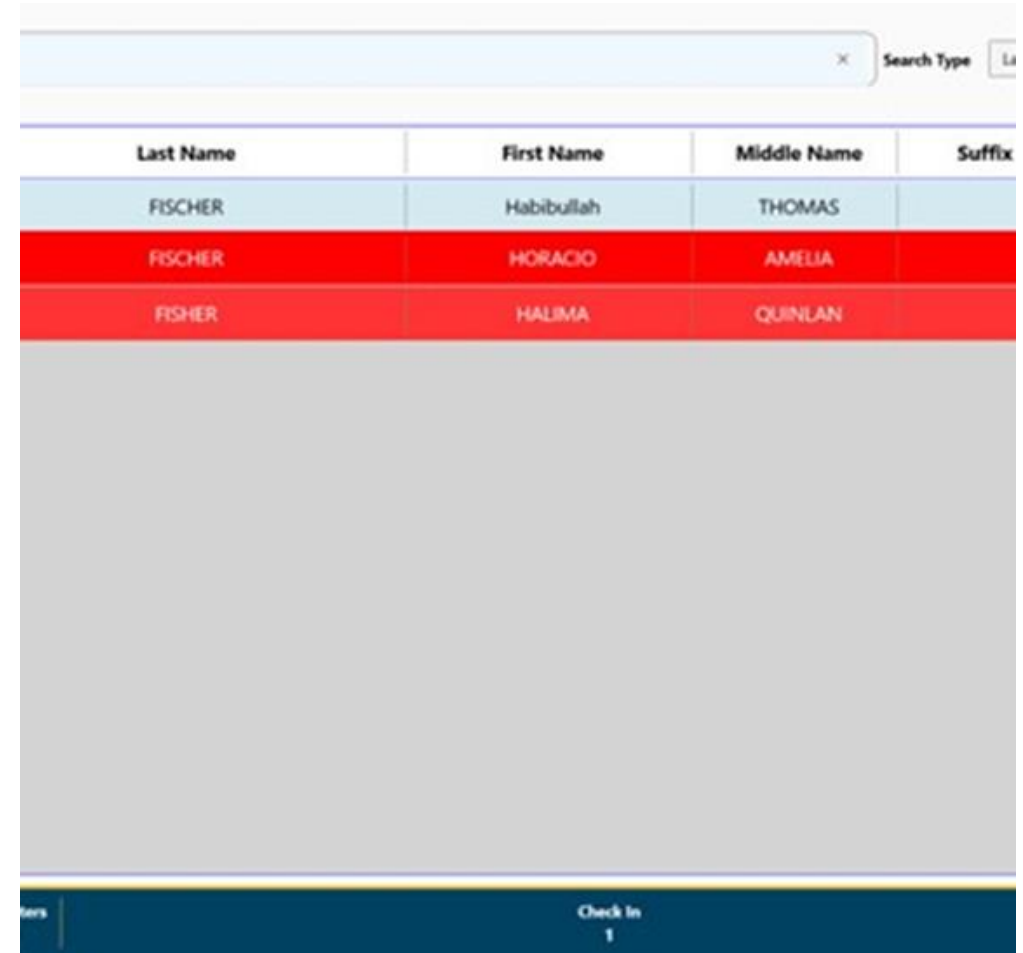


Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	



Pollbook Reminders Cont.

- THREE click process
- (4 for Primary)
 - “Check in Voter”
 - (Extra Step in Dual)
“Which Primary are you voting in today?”
 - “Continue”
 - “OK”
- RED means “Checked-In”



Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	



NEW

We've added a field in the bottom left corner. See what time and which device they were checked in for situations where an EO believes that an individual has already voted.

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

Town:

NEW – Check In Info

will be blank prior to checking in a voter

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

2025-10-07 09:01:57 AM

usr0101a

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

Town:

Check In Time & User/Device

will display if voter info screen is reopened

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
-----------	------------	-------------	--------	---------------	----------

Default Screen

Voters in PCT

Counter

Statuses

User

Poll

Sync

Power

Type Search or Scan ID

Search Type

Last Name, First Name, Year of Birth

Search All

Advanced
Search

Last Name

First Name

Middle Name

Suffix

Year of Birth

Voter ID

Default Screen

Menu
“Hamburger Icon”



2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

59%



Tap here to Search

Search Type

Last Name, First Name, Year of Birth

Search All



Advanced Search

Last Name

Year of Birth

Voter ID

Open Polls



Pollbook Summary



Street Look-up



System



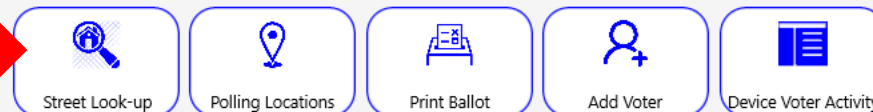
Polls



Summary



Utilities



Close

Tap here to Search

Search Type

Last Name, First Name, Year of Birth

Search All

Advanced Search

Last Name

Year of Birth

Voter ID

System



Log Out of Pollbook



Peripheral Devices



Import Audits



Export Audits



Import Live Backup



Auto Issue Logs

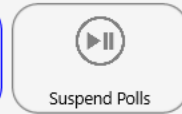


Sync Status

Polls



Open Polls



Suspend Polls



Close Polls



Complete Election

Summary



Pollbook Summary



Location Summary



Add Location Note

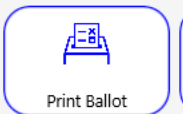
Utilities



Street Look-up



Polling Locations



Print Ballot



Add Voter



Device Voter Activity

Close

Close Polls

Type Search or Scan ID

Search Type

Last Name, First Name, Year of Birth

Search All



Advanced Search

Last Name

First Name

Middle Name

Suffix

Year of Birth

Voter ID

Voter Check In

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

House: 022

Check In Info:

Town:

Voter Information
Screen

Add Voter Note



Ready to Check-In.

Check Voter In

Return to Search



VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:

Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Check In Info:

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10 Senate: 029 House: 022
Town:

Red Text

Add Voter Note

 Ready to Check-In.

Check Voter In

Return to Search

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

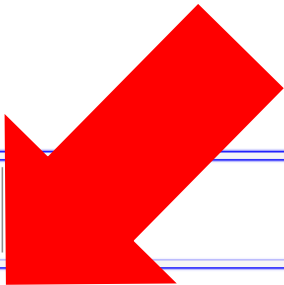
Senate: 029

House: 022

Town:

Check In Info:

Add Voter Note



Ready to Check-In.

Check Voter In

Return to Search

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:

Year of Birth: 2000

Address: 11777 Gallen Ln

City: Bristol

Voter ID: 111111111

Absentee:

Status: Active

Check In Info:

**Please give Voter Ballot
Ballot Style 1**

☐ OutsidePolls

☐ Affidavit

Continue

Cancel

Add Voter Note



Ready to Check-In.

Check Voter In

Return to Search



VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Check In Info:

House: 022

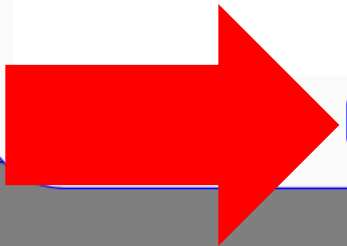
Add Voter Note

Return to Search

Success

**Voter has been
checked-in and is to
be given a ballot.**

Ok



Ready to Check-In.

Check Voter In

Last Name		First Name	Middle Name	Suffix	Year of Birth	Voter ID
 	Smith	Albert	NMN		2000	111111111
	Smith	Brian	NMN		2000	111111112
	Smith	Charles	NMN		2000	111111113
	Smith	Dexter	NMN		2000	111111114
	Smith	Elizabeth	NMN		2000	111111115
	Smith	Frederick	NMN		2000	111111116
	Smith	George	NMN		2000	111111117
	Smith	Hanah	NMN		2000	111111118
	Smith	Igor	NMN		2000	111111119
	Smith	Jimmy	NMN		2000	111111120



VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10 Senate: 029 House: 022
Town:

Check In Info:
2025-10-07 09:01:57 AM
usr0101a

Add Voter Note



Voter is already
checked in.



This voter has voted.

Undo Check-In

Return to Search



★ 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 high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an official adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an official adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal document from one of the 11 tribes recognized by the Commonwealth	Yes
Nursing home residence document	Yes, if issued by a government facility.
Current utility bill, paycheck, or other document containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Statement	Yes
Virginia driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

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

**The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Acceptable Vote

This form will be on the table at the Check-In Station

Only 2 IDs are required

and have a photo:

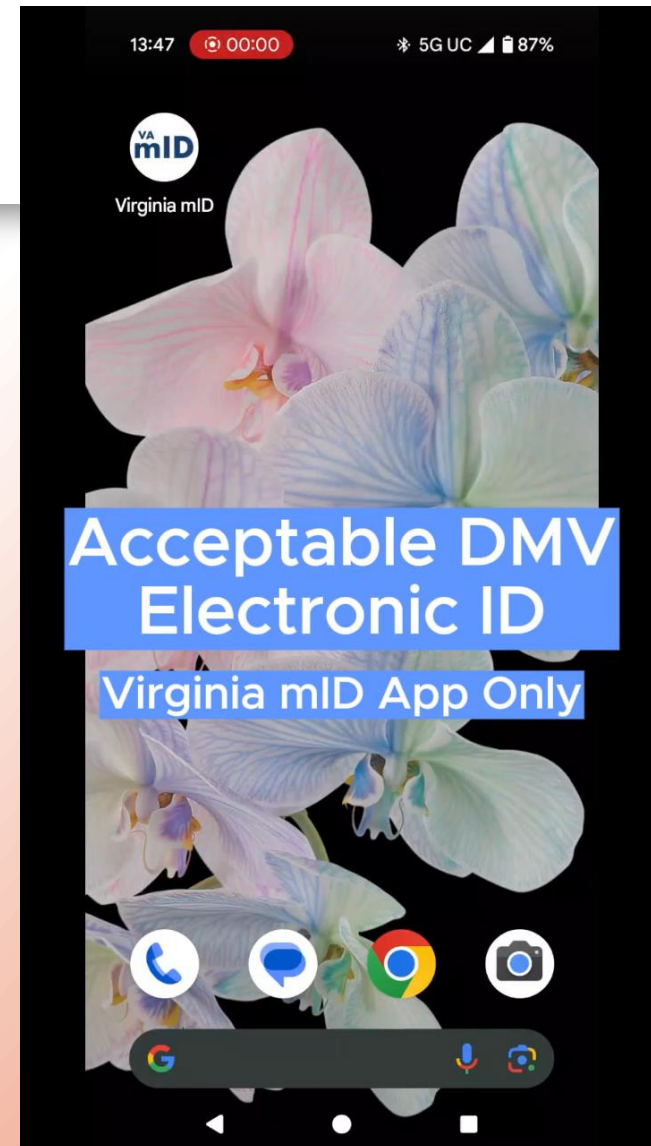
- Employer issued ID
- School ID issued by a school outside Virginia

Note 2: Never turn a voter away for lack of valid ID - Always offer the option to sign the ID Confirmation Statement



DMV Electronic ID Demo

- Can only be accessed via **VA mID** app
- QR Code is not scannable like a barcode
 - Pollbook manual search only
- Not expected to be commonly used



Pollbook "Flags" When Checking in a Voter "States & Tags"

This form will be on the table at the Check-In Station

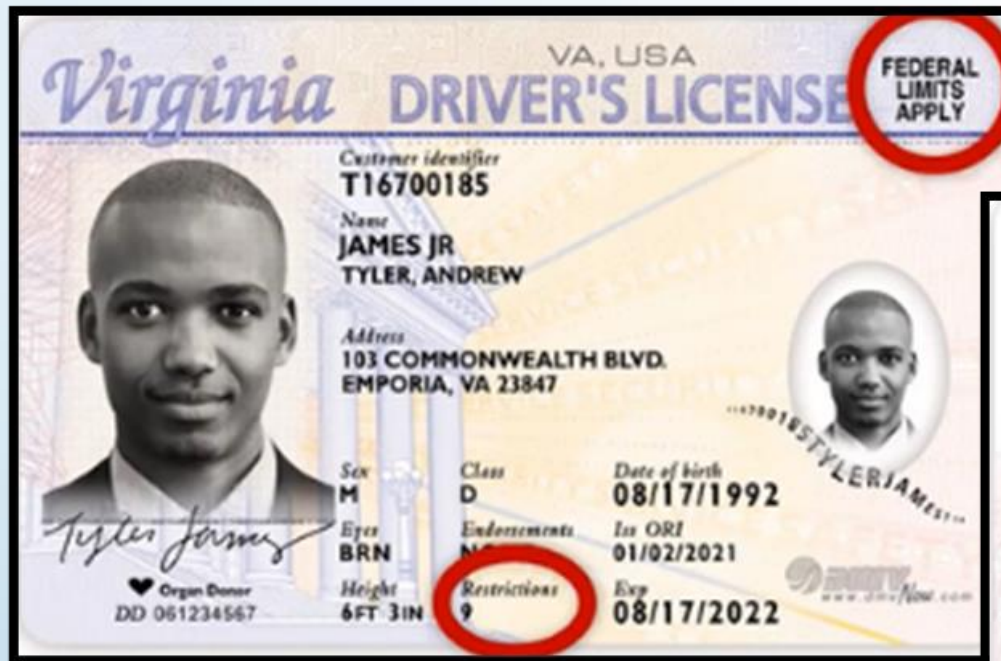
Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an
 CANNOT ON	ABM	AB Marked This voter returned a ballot.
	ABOM	AB On Machine This voter voted in person during the early
		ABOM - This voter's ballot has already been processed by Central Absentee Precinct.
		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.



Pollbooks

Driver's Privilege Card

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Is this ID acceptable?

When to Send Voter to the CHIEF

- Inactive Voters
- Absentee Issued



When to Send Voter to the CHIEF Cont.

- Wrong Polling Place (or cannot find on Countywide Lookup)
- Overseas
- Already Voted



When Do Voters Get a PROVISIONAL BALLOT?

Absentee
Voters
without
ballot

Not on
your
Pollbook

Already
voted

DO YOU
KNOW
WHAT A
PROVISIONAL
BALLOT IS?



SEND THESE VOTERS TO THE CHIEF



PRINCE WILLIAM
Office of Elections



QUESTIONS?



New QR Codes with 2 Min “Set-Up” Videos



Pollbook Setup Video

Just in-case you are asked to assist



Setting Up The Pollbooks



PRINCE WILLIAM
Office of Elections

Scanner Reminders Cont.

- You need to be behind the Scanner while voters are scanning ballots.
- You should be able to see the “blue light.”



Scanner Reminders Cont.

- If a ballot gets rejected, you need to engage with the voter to determine the issue.
- Remind the voter that the American Flag on the screen indicates that the ballot was accepted



De-Escalation

- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief

* Pamphlet will be in Chief Bag



What to do after the polls are closed

Reminder: If a voter is in line at 7pm – They CAN vote!

Please use the Closing Checklist in the Manual

- Don't close down equipment until all voters have voted
- Clean up
- Remove all tape
- Take down signs
- Put tables & chairs away
- Clean up food area

Closing Checklist	
COMPLETE ALL THESE TASKS <u>AFTER</u> VOTERS LEAVE	
PRIORITY TASKS	☐ Close the doors to the polling place
	☐ Check emergency ballot bag (scan ballots)
	☐ Complete the Pollbook Summary
	☐ Close Polls on the ballot scanner (p. 120)
	☐ PRIORITY Chief: Report results in Tallypoint <i>Double check all work for accuracy. Complete by 7:45.</i>
CHECK YOUR WORK	☐ Close the pollbooks (p. 124)
	☐ Remove ballots from ballot scanner and pack Box #3
	☐ Pack the Scanner (p. 121) and Ballot Box (p. 122)
	☐ Breakdown and pack the Touch Writer/printer (p. 123)
	☐ Chief completes the SOR (p. 125)
	☐ Pack unused ballots in Box #6
	☐ Empty Ballot Drop Box into (new) Envelope #9 (p. 125)
	☐ Clean up the polling place (p. 126)
	☐ Complete polling place closing paperwork (p. 128)
	☐ Make sure officers sign <u>ALL</u> tapes and required forms
	☐ Pack and seal all the envelopes properly (p. 128)
	☐ Double-check you have all drop off items (p. 130)
	☐ Two officers must return ballots and key items (p. 130)

PRINCE WILLIAM COUNTY, VA



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PRINCE WILLIAM
Office of Elections

Pg. 30 Equipment Cage – Chief direction only! Try to put items away safely and neatly

Pg. 41 Precinct Opening Checklist – Review prior to election so you can be helpful to your Chief

Pg. 64 Pictures of the Outside Signs that you may be asked to put out

Pg. 71 Drop Box – Every precinct has one, let Chief know if a person comes to drop off a ballot

Pg. 72 & 73 Outside Polls procedures – Read manual and see Chief

Pg. 93 Rejected Ballots on Scanner – Never look at ballot....Ask them to try to scan again



Manual Honorable Mentions

Pg. 102 Prohibited Area – 40 ft away from front door is considered part of the precinct

Pg. 103 Safety – Firearms are NOT allowed in precinct- Discreetly let Chief know if voter is packing

Pg. 104 Authorized Person in the precinct – Other than Poll Watchers

Pg. 105 Media Guidelines – Get Chief for assistance

Pg. 106 Poll Watchers – They are concerned citizens and should be treated with kindness

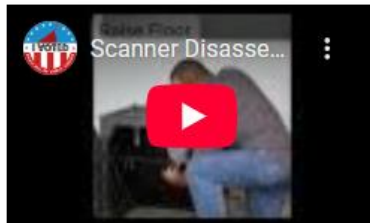
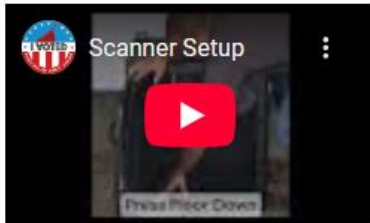
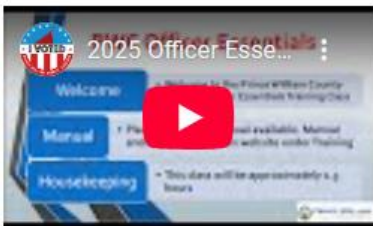


Manual Honorable Mentions

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QUESTIONS?



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Thank YOU!

Make your day a great election day!

November 4th, 2025

Please Submit Attendance Survey
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