

# **ALL OFFICER TRAINING**

June 18, 2024 Dual Primary

# Introduction and Housekeeping

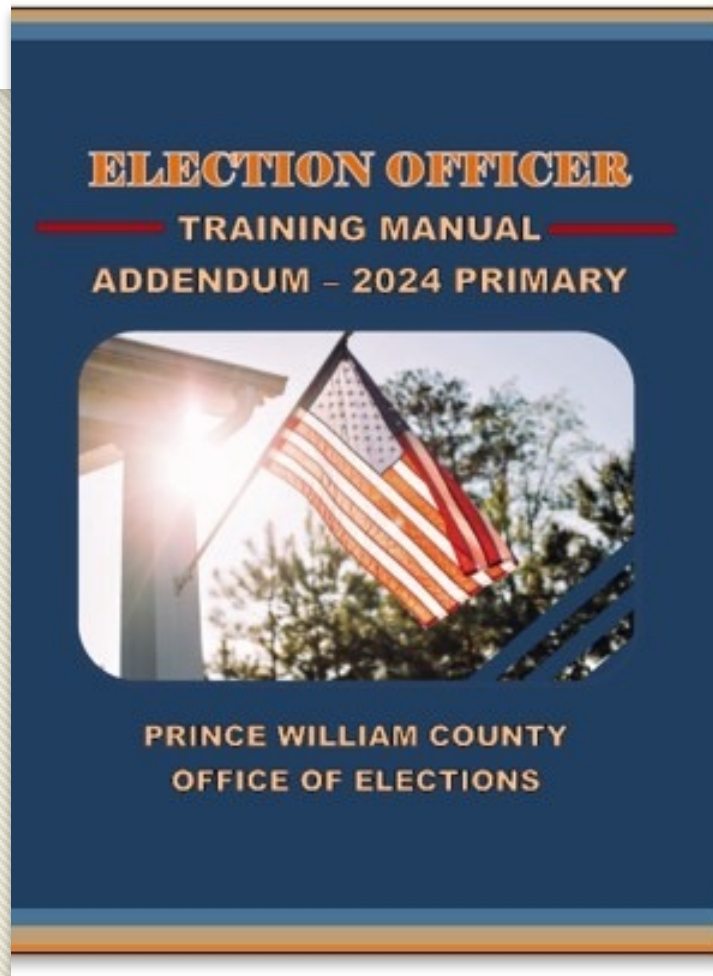
This training is for all PWC Election Officers. We will cover a lot of information. Some of it is directed to the Chiefs and Assistant Chiefs in the room, but it is all good information for everyone to have. If there is something you are not clear on, your Chief will be able to clear it up on Election Day.

# Supply Pickup

**Pick up supplies at 13851 Telegraph Road, Suite E, Woodbridge, VA.**

- Thursday, June 13th from 12pm-7pm
- Friday, June 14th from 9am-7pm
- Saturday, June 15th from 9am-1pm

# Updates to the Manual



- Manual updates will be in a booklet as shown.
- The booklet has been posted on the Website.
- We recommend that you print it from the site.
- We will also have some in the Chief Bag.
- A new manual will be given out during Training for the November Election

# 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?

# Where To Keep Provisional Ballots

- You will be given provisional ballots at Supply Pickup.
- Regular ballots will be in the cage.
- Take the regular ballots from the cage and place them at the check-in table by 6 am.
- Place the provisional ballots at the Chief/Provisional table.
- **HAVE VOTER FOLD BALLOT IN HALF BEFORE INSERTING INTO PROVISIONAL BALLOT ENVELOPE!!**

# Provisional Ballot Envelope SDR Side

**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	OFFICE/ELECTORAL BOARD USE ONLY
YOU MUST SELECT THIS REASON CODE. <input type="checkbox"/> #1: Same Day Registration (or not on pollbook) Did voter show ID or complete ID Confirmation Statement? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Comments:</b> Election Officer: <u> X </u> <small>Sign Here</small>	<b>Voter ID #</b> _____ <b>Adjudication:</b> <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT <b>Voter Identification</b> 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> X 2. Attach a copy of the identification document.

ELECT-653 - 7/2023

This side is used for Same Day Registration.

If voter is not on the pollbook but lives in your precinct use SDR.

Again - If the voter is not on your pollbook but lives in your precinct USE SDR Side.

ONLY USE ONE SIDE OF THE ENVELOPE.



# Provisional Ballot Envelope Non SDR Side

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

**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	OFFICE/ELECTORAL BOARD USE ONLY
<p><b>You Must Select a Reason Code.</b></p> <p><input type="checkbox"/> #3: Voting after hours due to court order</p> <p><input type="checkbox"/> #4: Vote by mail – no ballot to surrender</p> <p><input type="checkbox"/> #5: Shown on pollbook as already voted</p> <p><input type="checkbox"/> #6: Other: _____</p> <p><input type="checkbox"/> #7: Voter does not have required ID and declined to complete ID Confirmation Statement</p> <p><b>Comments:</b> _____</p> <p><b>Election Officer:</b> <input checked="" type="checkbox"/> _____  <small>Sign Here</small></p>	<p><b>Voter ID #</b> _____</p> <p><b>Adjudication:</b> <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT</p> <p><b>Voter Identification</b></p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> <b>X</b></p> <p>2. Attach a copy of the identification document.</p>

ELECT-653 - 7/2023

This side is used for any reason that is not SDR.

Name change, address change within precinct, or vote by mail.

ONLY USE ONE SIDE OF THE ENVELOPE.

# 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 will 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 PO Box) \_\_\_\_\_ Apt. \_\_\_\_\_  
\* City/Town \_\_\_\_\_ \* Zip Code \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

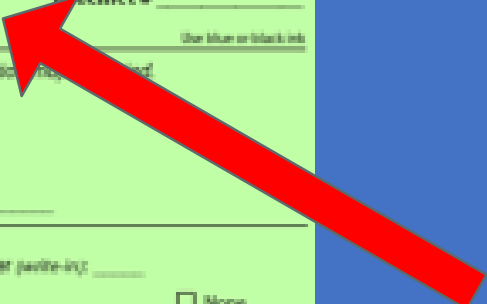
**3** \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote?  YES  NO  
If YES, has your right to vote been restored?  YES  NO

**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 PO Box (below) to protect my residence address from public disclosure because I or a household member is/have:  
 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 on the Office of Elections and Working on Election Day. Please send me information.



VERY IMPORTANT

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

D for Democratic  
R for Republican

# Provisional Voter Notice



**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](mailto:pwcvote@pwcgov.org)
  - By fax: 703-792-6461






To see list of acceptable identification please visit:

[www.elections.virginia.gov/registration/voterid/index](http://www.elections.virginia.gov/registration/voterid/index)

Or Scan this QR code with your phone:

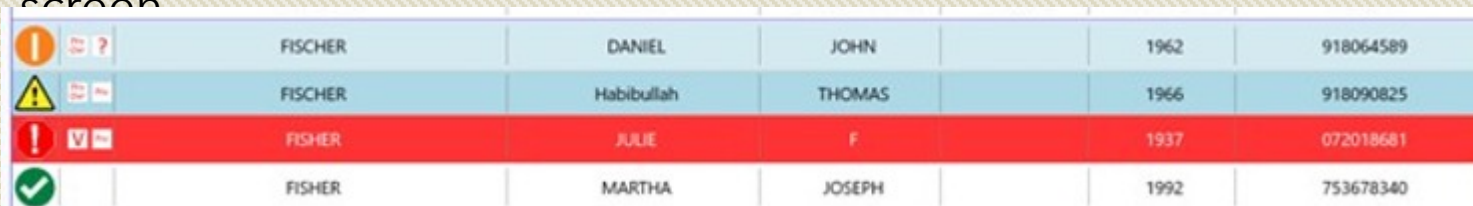






## March 2024 Voter States & Tags (Election Day)

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	<b>ABU</b>	AB Unmarked This voter returned an unmarked absentee ballot.
	<b>ABM</b>	AB Marked - This voter returned a marked AB ballot.
	<b>ABOM</b>	AB On Machine - This voter already voted in person during the early voting period.
	<b>ABPP</b>	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	<b>SDR</b>	This voter is marked Same-Day Registration.
	<b>ABF</b>	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	<b>V</b>	This voter has voted. *This voter was checked in at your precinct.
	<b>ABI</b>	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	<b>?</b>	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.
	<b>PID</b>	<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.

# Check-in Process on EPB

- Chief, please monitor the check-in process.
  - Problem - not completing the check-in process.
    - Solution - complete the process.
    - Do not give voter ballot until you see the voters name in RED on the search screen.



	FISCHER	DANIEL	JOHN	1962	918064589
	FISCHER	Habibullah	THOMAS	1966	918090825
	FISHER	JULIE	F	1937	072018681
	FISHER	MARTHA	JOSEPH	1992	753678340

- If pollbooks are not connected, only use one tablet until they are connected.

# CHECK IN NUMBERS

<b>Election</b>	<b>Ballots Cast</b>	<b>Voters Checked in</b>	<b>Difference</b>	<b>Error Margin</b>
November 2022	94,770	94,680	90	0.09%
February 2023	5,123	5,122	1	0.02%
June 2023	23,626	23,611	15	0.06%
November 2023	74,397	74,332	65	0.09%
March 2024	36,452	36,425	27	0.07%



# Voter Complaint

- I handed my ID to the election official and he asked me to state my full name, which I did. He then asked me which party I wanted to vote for, and I said, "Republican." He then said, "Oh, we're out of Republican ballots. Would you like to vote Democrat instead?" I said, "absolutely not" to which he laughed and replied that he was joking and handed me the Republican ballot.

# PROCESS 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 to confirm full legal name and current residence.** (Voter can state it was already given with the identification instead of stating out loud.)



# PROCESS TO CHECK IN A VOTER (cont.)

Check-In

**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.

**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 "OK" button.**

Manual  
Page 75

## 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

# PROCESS TO CHECK IN A VOTER (cont.)

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
	FISCHER	DANIEL	JOHN		1962	918064589
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISHER	JULIE	F		1937	072018681
	FISHER	MARTHA	JOSEPH		1992	753678340

2023/10/06 11:45:55 AM Total Voters: 564 Check In: 1 0401 mg0401a Poll Status: Open 0 87% ☰

# Voter Changes Mind After Receiving Ballot

Check In >  
Need to Know

- Voter has been checked in and given a ballot.
- Voter decides to vote in the other primary.
- Send voter to Chief with the ballot they were given.

# Year of Birth in RED

**VOTER INFORMATION**

**NAME:** [REDACTED]

**Suffix:** [REDACTED]      **Voter ID:** [REDACTED]

**Year of Birth: 1953**      **Absentee:** [REDACTED]

**Status: Active**      **Mailing Address:** [REDACTED]

**Mailing City:** [REDACTED]

**Address:** [REDACTED] Airlea Dr

**City: Nokesville**      **Precinct: 101 - BRENTSVILLE**

**Congress: 10**      **Senate: 029**      **House: 022**

**Town:** [REDACTED]

[Add Voter Note](#)

**Ready to Check-In.**

[Check Voter In](#)      [Return to Search](#)

2024/01/10 3:59:22 PM      Total Voters 321212      Check In 0      EV1 jefours      Poll Status Open      0 100%

# Questions

## STATEMENT OF RESULTS 2

### CIRCUIT COURT COPY

#### PLACE IN ENVELOPE 2

June 18, 2024 Dual Primary  
Prince William County, Virginia  
«PCT» «Name»

#### Presidential Primaries

##### Part 1a. Turnout.

\*Obtain these numbers from the pollbook(s).

Dem Count	+	Rep Count	=	TOTAL VOTERS CHECKED IN
Outside Polls Voters				

##### Part 2a. Votes Cast.

###### Number of Votes Cast on Machine(s)

Scan 1 Serial: «Scan1\_Serial»  
Scan 2 Serial:

Dem Count	+	Rep Count	=	TOTAL VOTES CAST IN PRECINCT
Number of ballots counted by hand				
Total Number of Votes Cast <i>Add the number of votes cast on machine(s) and the number of counted by hand.</i>				

##### Part 2b. Drop Box.

Total Number of Ballots Received in Drop Box	
--	--

##### Part 3. Discrepancies.

Does the Total Number of Voters Checked In = the Total Number of Votes Cast in Precinct?  Yes  No

If "No," please explain all discrepancies on Part F Form.

##### Part 4. Certification.

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

###### Signatures of Election Officials

1	(Chief)	7	
2	(Assistant Chief)	8	
3		9	
4		10	
5		11	
6		12	



Paper Clip ZERO Tape  
and TALLY RESULTS  
Tape here.

Beginning of day:

1. Print zero tape(s).
2. All Officers sign zero tape(s).
3. Attach zero tape here.

End of day:

1. Print tally results tape(s).
2. All Officers sign tally tape(s).
3. Attach tally tape on top of zero tape.
4. Fill out the SOR.
5. Report any discrepancies in Part F of the SOR.
6. All Officers MUST sign SOR.

## STATEMENT OF RESULTS 2

### DIRECTOR'S COPY

#### PLACE IN ENVELOPE 2

June 18, 2024 Dual Primary  
Prince William County, Virginia  
«PCT» «Name»

#### Presidential Primaries

##### Part 1a. Turnout.

\*Obtain these numbers from the pollbook(s).

Dem Count	+	Rep Count	=	TOTAL VOTERS CHECKED IN
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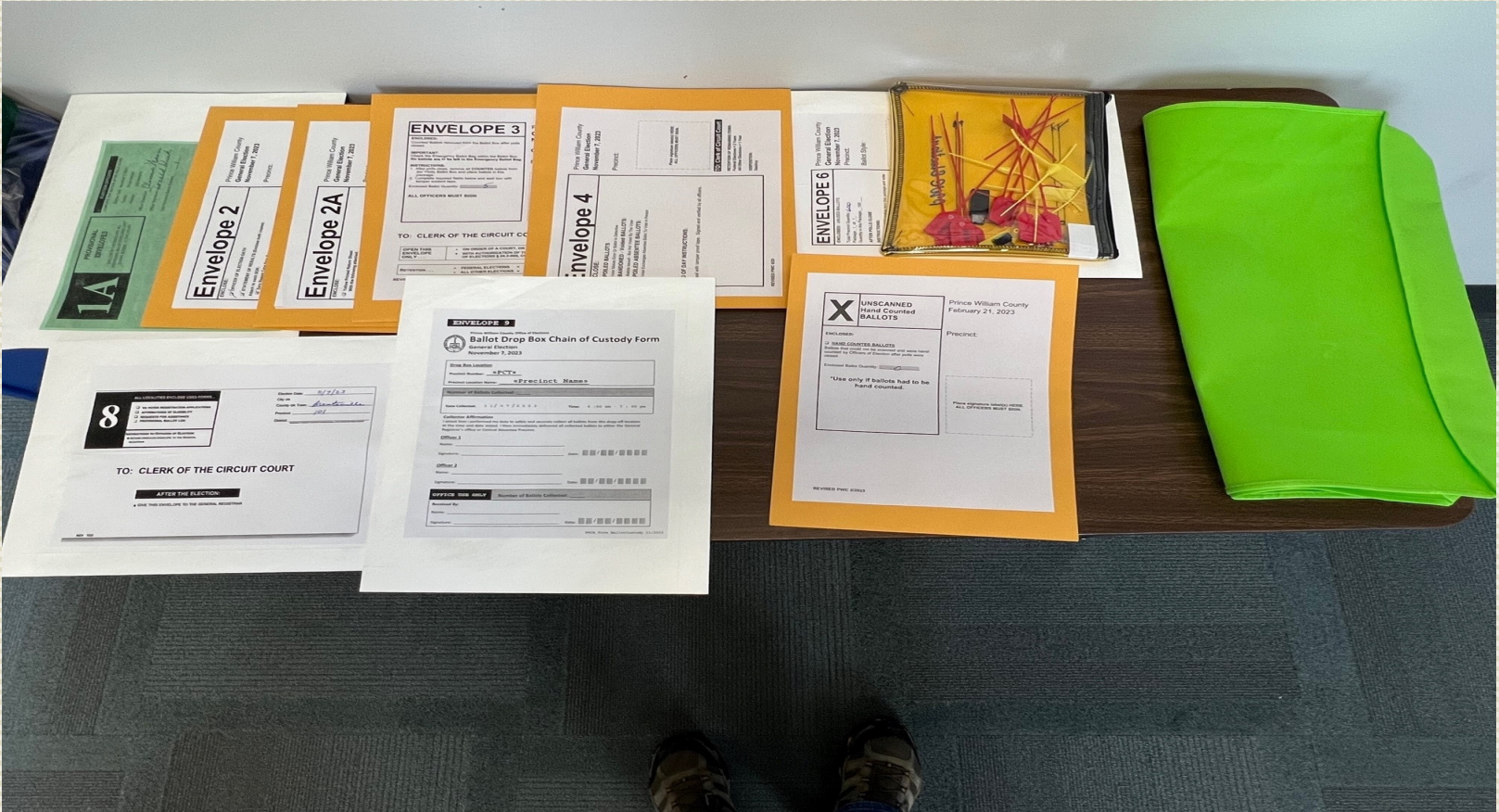
End of day:

1. Print tally results tape(s).
2. All Officers sign tally tape(s).
3. Attach tally tape on top of zero tape.
4. Fill out the SOR.
5. Report any discrepancies in Part F of the SOR.
6. All Officers MUST sign SOR.

The SOR for this  
Election!



# End of Night Envelopes





Bring this completed form with you to Supply Return.  
Please stay in your vehicle when returning supplies.

PCT # 101

COMPLETE THIS FORM BEFORE YOU LEAVE THE PRECINCT.

It is on the very back of the Chief Binder.

Hand to Elections Staff	
E0 Check	Staff Check
	<b>White Bag</b> and this form (filled out) with
<input type="checkbox"/>	<input type="checkbox"/> <b>Cellphone, Tablet, and Chargers</b> powered off
<input type="checkbox"/>	<input type="checkbox"/> <b>#9 Envelope</b> With Ballots Enclosed Signature Label & Tamper Tape With <b>completed</b> Chain Of Custody Form & Quantity ( <b>even if zero</b> )
<input type="checkbox"/>	<input type="checkbox"/> <b>#1A Envelope</b> (One for each Party) Signature Label & Tamper Tape Ballot Quantity D _____ R _____
<input type="checkbox"/>	<input type="checkbox"/> <b>#1B Envelope</b> (One for each Party) Ballot Quantity D _____ R _____
<input type="checkbox"/>	<input type="checkbox"/> <b>#2 Envelope</b> Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> <b>#2A Envelope</b> Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> <b>#4 Envelope</b> Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> <b>#7 Yellow Pouch</b> <b>Containing:</b> vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals
<input type="checkbox"/>	<input type="checkbox"/> <b>#8 Envelope</b> Do NOT Seal
<input type="checkbox"/>	<input type="checkbox"/> <b>X Envelope</b> Seal with Signature Label & Tamper Tape <b>only if used</b>

Trunk or Backseat	
E0 Check	Staff Check
	<b>Chief Bag with</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>#3</b> Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> <b>#6</b> (including unused provisionals) Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> <b>Chief Bag Items</b> Binder, Law Book, etc.

EOs Returning:	
Print Name:	_____
Phone:	_____
Print Name:	_____
Phone:	_____

Office Use Only

# DE-ESCALATION

- Remain Calm.
- Listen to voter.
- Explain the issue.
- Send voter to the Chief.
- Call Chief HQ.

## DE-ESCALATION USING THE CLARA METHOD

### CALM/CENTER

Stay calm and try to put aside any impatience or frustration. Don't let your feelings toward the disruptor or their beliefs enter the interaction.

### LISTEN

Use active listening: Avoid interrupting, demonstrate concern, and try to understand what the speaker is saying. Ask questions, using kind language and a patient, curious tone. Your affect and body language should express caring interest in their perspective-not impatience or skepticism. Ask as many questions as possible.

### AFFIRM

Once the speaker is done, repeat what you understand to be their points in an affirming way, to demonstrate you have heard them. Ask more questions to clarify.

Invite clarification and validate their experience without suggesting that any incorrect factual premises are accurate.

### RESPOND

Try to brainstorm positive actions that might address their concerns (for example, filing a formal complaint).

If addressing their concerns isn't possible because of legal or practical restrictions, emphasize the reasons for the restrictions, including the impact on voters and the community if the restrictions aren't honored.

### ADD

If appropriate, point out further resources for them to check out later. If necessary, ask them to change their behavior using positive, nonjudgmental language.

## OTHER HELPFUL TECHNIQUES

### SLOW DOWN

The primary goal of de-escalation is to stabilize, slow, and reduce the intensity of the situation, not to achieve quick resolution.

### MOVE THE DISRUPTOR

Moving away from crowds can help prevent voter intimidation and reduce conversational temperature.

### APPEAR KIND AND RESPECTFUL

Keep a low decibel, even, kind, and respectful tone. Never escalate tone or body language.

### ASK QUESTIONS

Keep the focus on simple, open-ended questions for as long as possible to slow the interaction.

### DON'T DEBATE

You may disagree, but don't get into a dispute. Instead, listen and ask questions.

### EMPHASIZE SHARED VALUES

Remind the disruptor that your responsibility is to ensure that all eligible voters can vote-and that is the goal of the rules and procedures.

### RESPECT YOUR LIMITS

De-escalation is hard. If the interaction is too challenging and you feel you cannot be calm or effective, call in help.

## COOL, CALM AND COUNTING

*A Guide to Keeping Calm at the Polls*





**NO  
CAMPAIGNING  
OR DISTRIBUTION  
OF LITERATURE  
BEYOND THIS POINT**



# What is Unlawful in the Polling Place and the 40-foot Prohibited Area

- Possessing a firearm within the 40-foot area or within the polling place. Law enforcement officer in or out of uniform allowed.
- Loitering or congregating.
- Hindering voters or election officers.

# Unlawful in the Polling Place

- Authorized Representatives cannot assist voters.
- Campaigning or showing any sample ballot or other campaign material.
- Attempting to influence any person casting a ballot.
- Looking at the marked ballot of any voter.
- Only Voters can wear campaign apparel.

# What is Allowed Outside the 40-foot Prohibited Area

- Campaigning that does not hinder voters.
- Media may do interviews and broadcast remarks. May not conduct interviews inside the polling place.







# MEDIA

- There was an issue with a person filming at one of the precincts.
- The CO did a great job with the situation. The person was removed from the precinct according to the law.
- Election Officers also have the right not to be filmed.



# Media

Other Personnel

-  Members of the media with credentials are permitted inside.
-  They can film background shots only when inside the polling place.
-  No live interviews or reporters remarks when inside the polling place.
-  No filming any person who asks not to be filmed. This includes Election Officers.
-  Can only stay a reasonable and limited time between 6 am - 7 pm.
-  Cannot violate anyone's privacy.

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# What is Allowed in the Voting Booth

- Sample ballots.
- Campaign materials.
- Voters are allowed to do research on their cell phones while in the voting booth.
- Voters can take pictures of themselves or their own ballot.

# Machine Open House/Work Shop

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

June 11 <sup>th</sup>	9:00 am – 3:00 pm
June 12 <sup>th</sup>	3:00 pm – 9:00 pm

# Questions

# Final Notes

- Thank you again for becoming an Election Officer!
- Election Officer website: <https://www.pwcvotes.org/electionofficer>
- If you have not heard from your Chief yet, send an email to [electionofficer@pwcgov.org](mailto:electionofficer@pwcgov.org) or call Dena (staffing coordinator) at 703.792.6485.

# After I read the Oath, say "I will"

"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."





**Have a great election!**