PRINCE WILLIAM
Office of Elections

# New Election Officer Training

PRINCE WILLIAM
Office of Elections

# Election Day Information

**Election Day**: August 4, 2026

**Type**: Primary - Republican Only

**Work Hours**: 5:00 AM ~ 8:30 PM

**Voting Hours**: 6:00 AM – 7:00 PM

Please don't talk politics or wear political clothing
Sample ballots are on our websites- **pwcvotes.org**

Vote Early !

# Highlights

## Congratulations Prince William County – Election Officers

- Top in the state for elections voter satisfaction for efficiency and customer service

## Excellence Prince William County – Department of Elections

- Multi awards achieved by PWC in one year!
- We can't do this without you!

## Headquarters Your Team!

- Introductions to your support staff
- Experiences and knowledge – Priceless!

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Office of Elections

# Prince William County Electoral Board

**Heidi Stirrup**
**(Chair)**

**Yolanda D. Montgomery**
**(Vice-Chair)**

**Keith Scarborough**
**(Secretary)**

# Message from PWC Director of Elections

Eric Olson – General Registrar

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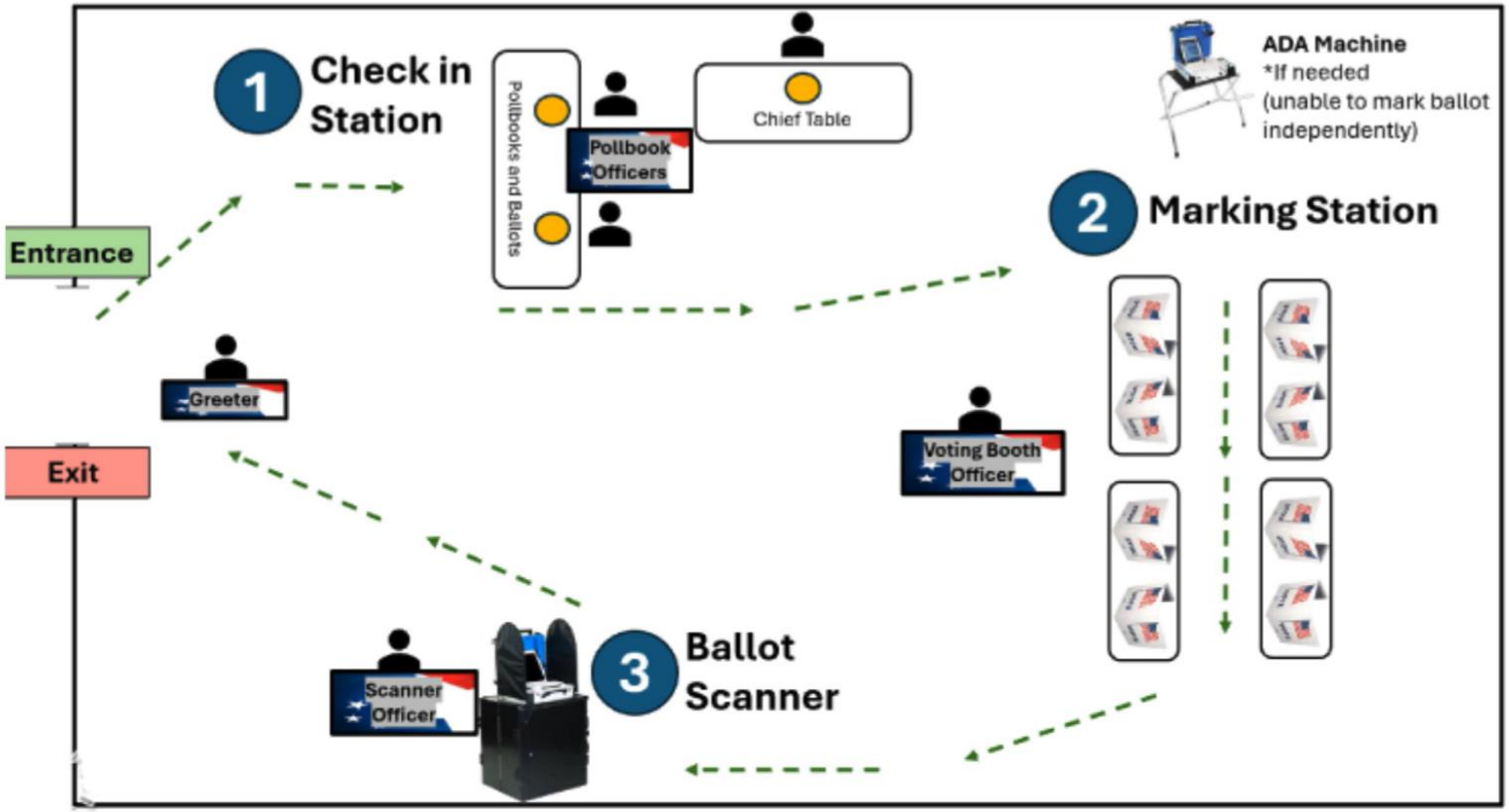
Office of Elections

# Officer Titles in Precinct

- Chief
- Assistant Chief
- Equipment Provisional Specialist
- Language Officer - **(Ese eres tú!)**
- Election Officer – **(That's You!)**

# Welcome To Your Precinct



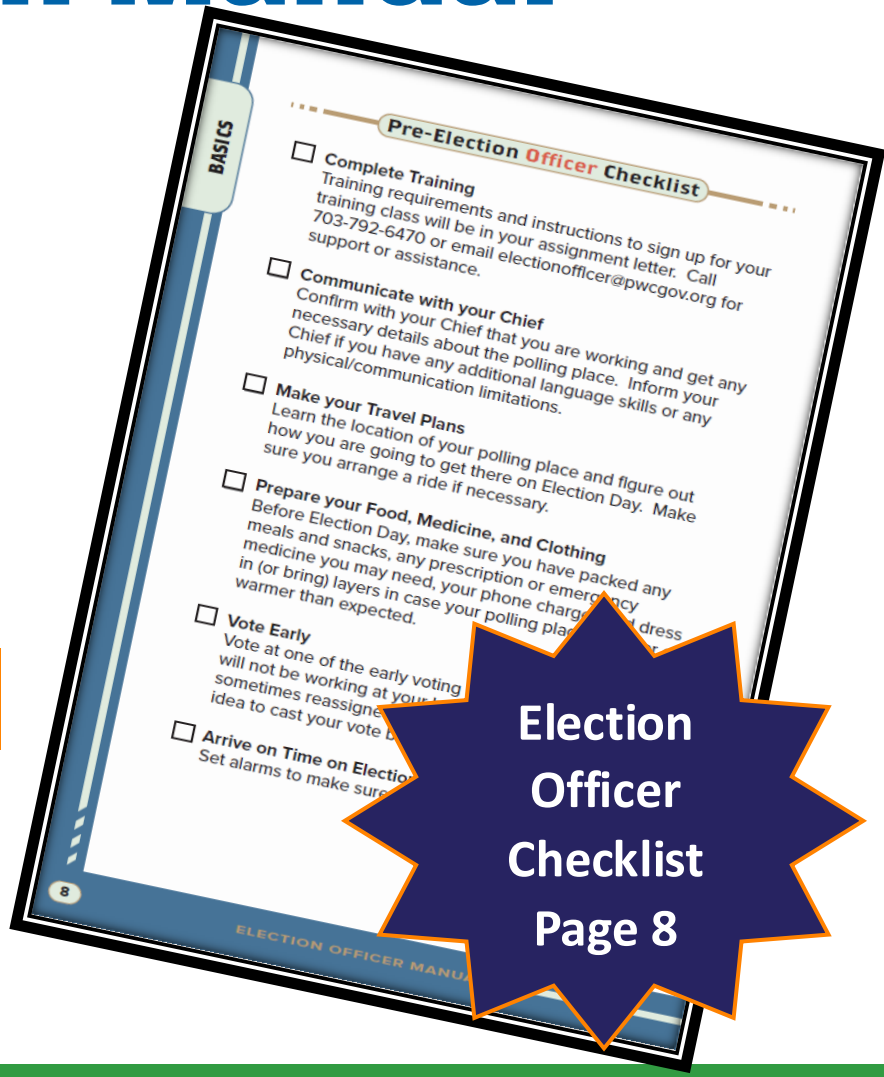
# Election Officer Training Manual

- Please review – familiarize yourself with different sections
- *located on website

# Election Day Checklists in Manual

There are several checklists in the manual

- Pre-Election Officer Checklist - page 8
- Monday Set-up Checklist – page 29
- Election Day Opening Checklist – page 41
- Election Day Closing Checklist – page 113




Election Officer Checklist Page 8

# Announcement

**Lanyards and pins**:

- Your main identification for the day – important!
- Provided by the Chief on election day

# What to wear & officer guidelines

## New dress code for warm weather
## See addendum for details

**Manual Page 19**

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# New Officer Notes:

- Pick up your election officer T-shirt after class today
- Vote Early
- Have an experienced officer with you when using pollbooks / scanner for 1st time

# What to bring for the day?

## 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

# Election Day Information

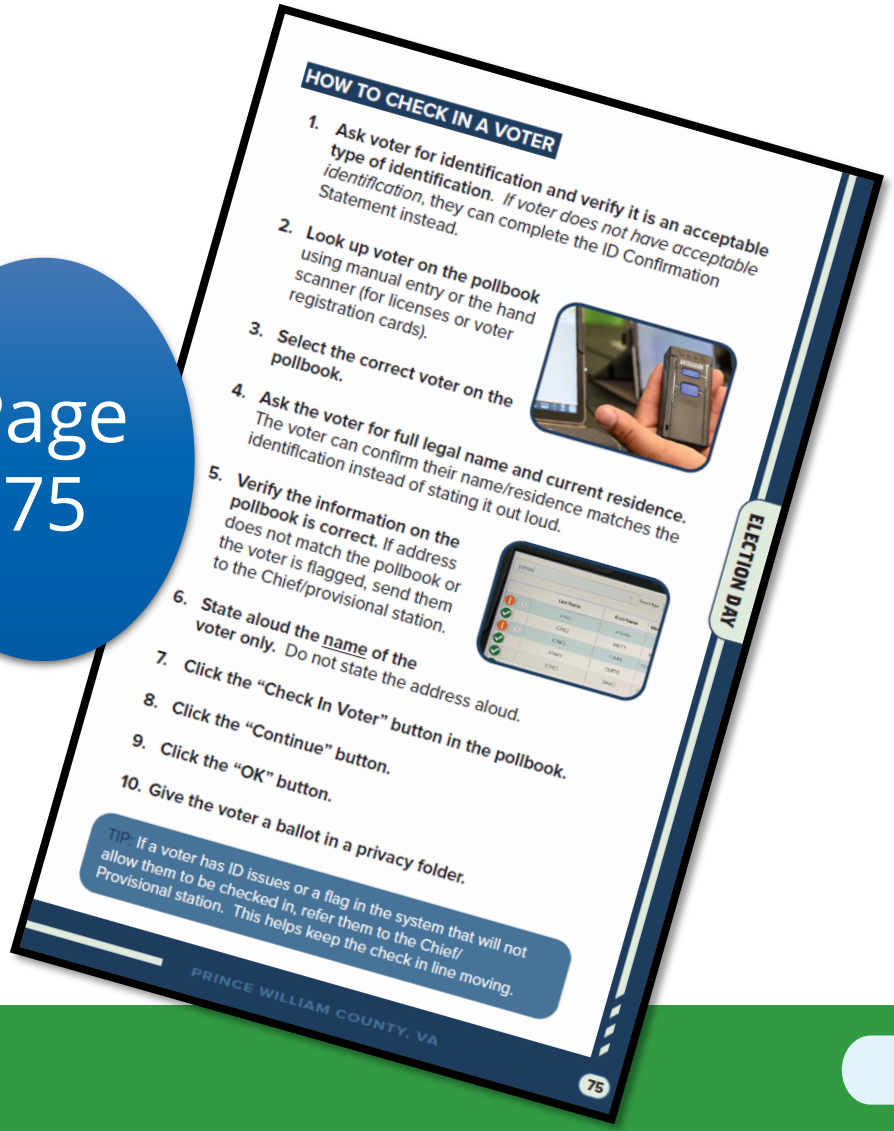
Republican Primary Only

(always an open primary)

# Pollbooks – How to check in a voter

Please read and study **BEFORE** election day

Page 75



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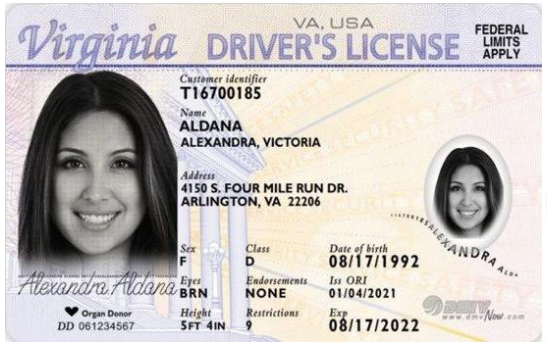
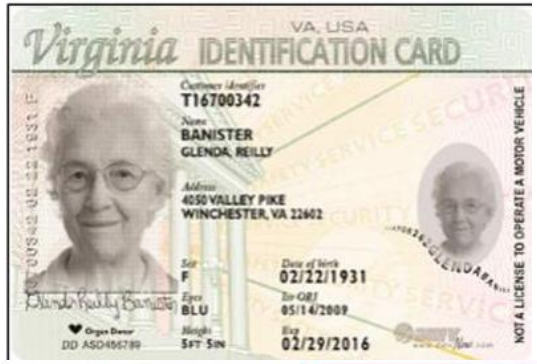
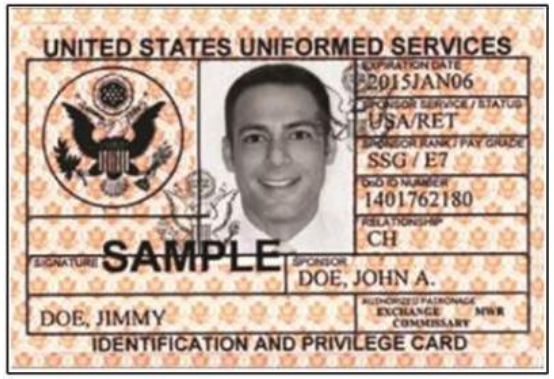
# How to Ask for Voter Information





- **"Hi!, there is only a Republican Primary being held. Would you like to continue?"**

**If voter asks why, respond with:**

- **"The Democrat candidates are unopposed in this election, so there is no Democratic Primary being held."**

PWCVOTES.ORG
PRINCE WILLIAM COUNTY, VIRGINIA

Reminder – Only accept VA drivers' license

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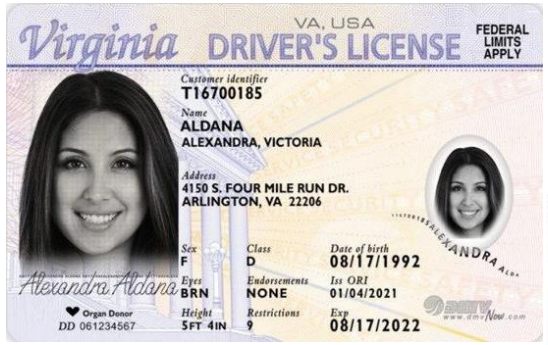
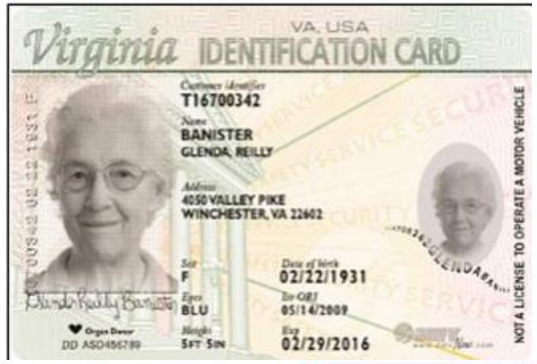
# How to Ask for Voter Information





- Please hand me your Identification
- Please state your full name and address, (orally or in writing)
- As the voter states information, your eyes are on the Pollbook to confirm what is said
- Hand back ID stating Voter's full name

PWCVOTES.ORG
PRINCE WILLIAM COUNTY, VIRGINIA

**Reminder – Only accept VA drivers' license**

# How to Ask for Voter Information

- **If a 17 year old will be 18 years old by the November General Election, they are eligible to vote in Primary Elections.**

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PRINCE WILLIAM COUNTY, VIRGINIA

Reminder – Only accept VA drivers' license

# Pollbook – check in

- The Pollbook is the tablet that holds the registered voter list from the Virginia Department of Elections
- There will be 2-3 Pollbook tablets at the Check-In Station and one at the Chief's Table

# Pollbook – check in

- Chief's Pollbook is used for special situations – Chief use only
- Please remember to keep Handheld Scanners plugged in
- Consult the Chief if you can't find the voter in the Pollbook

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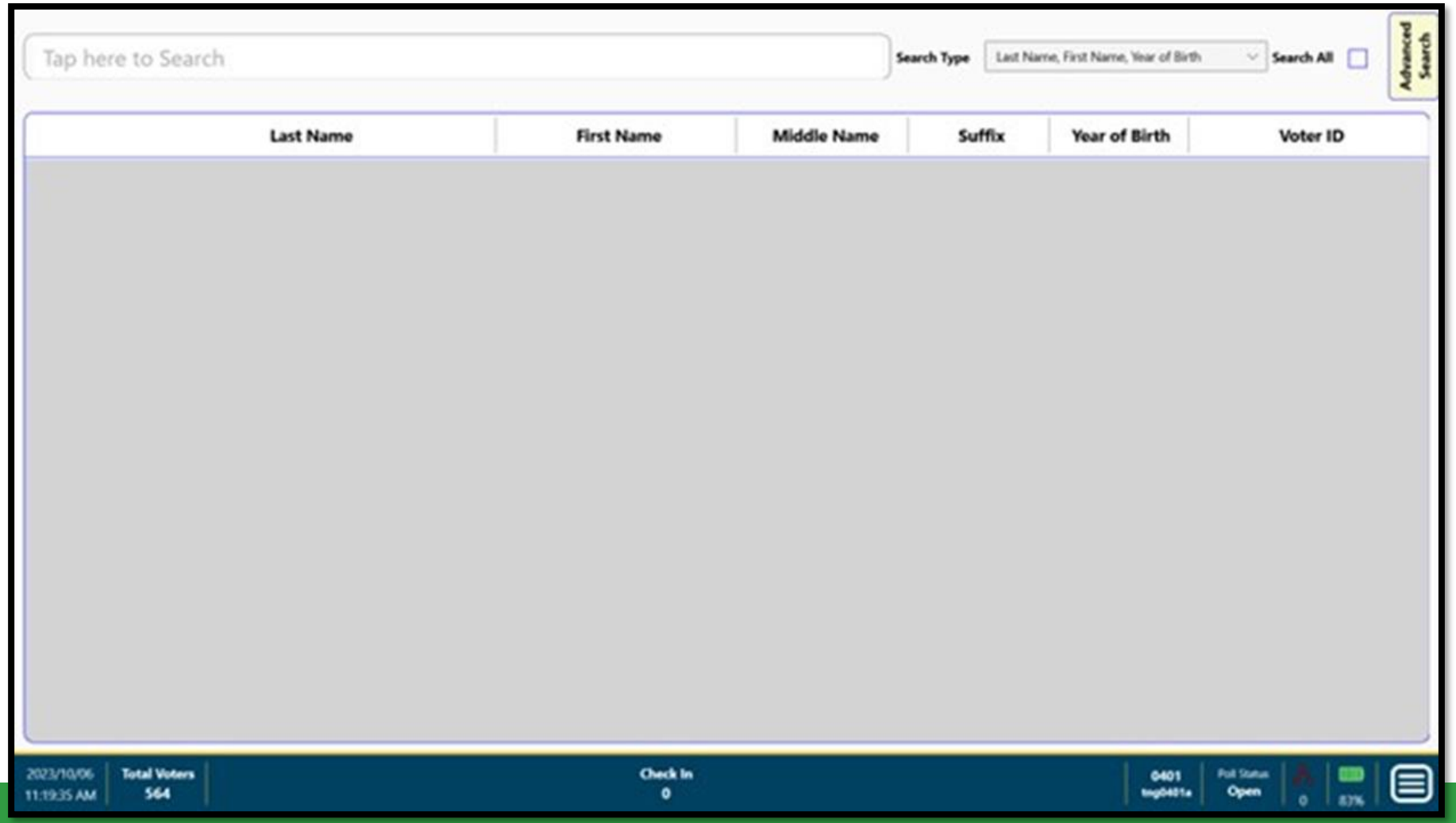
# Pollbooks-Voter Check-in Practice

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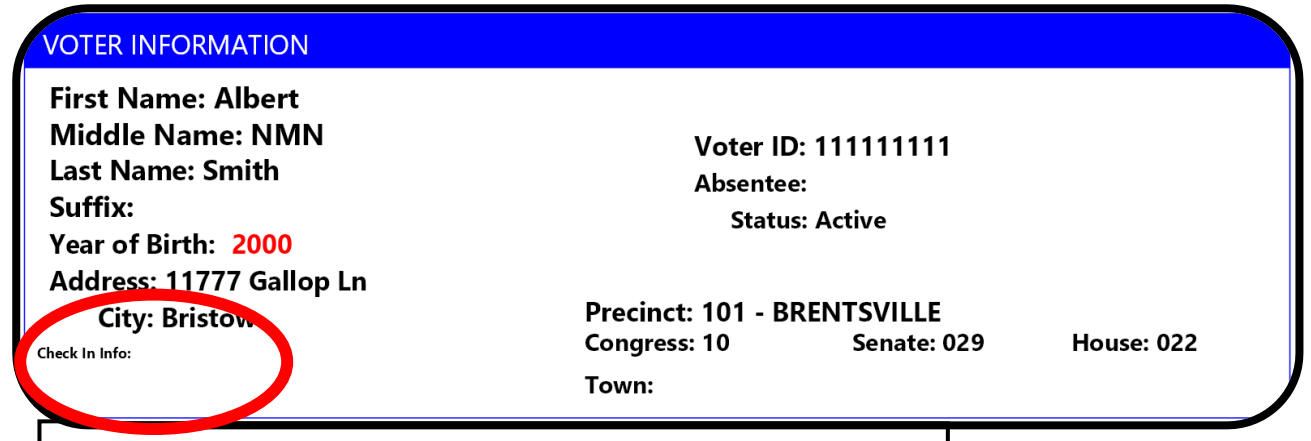
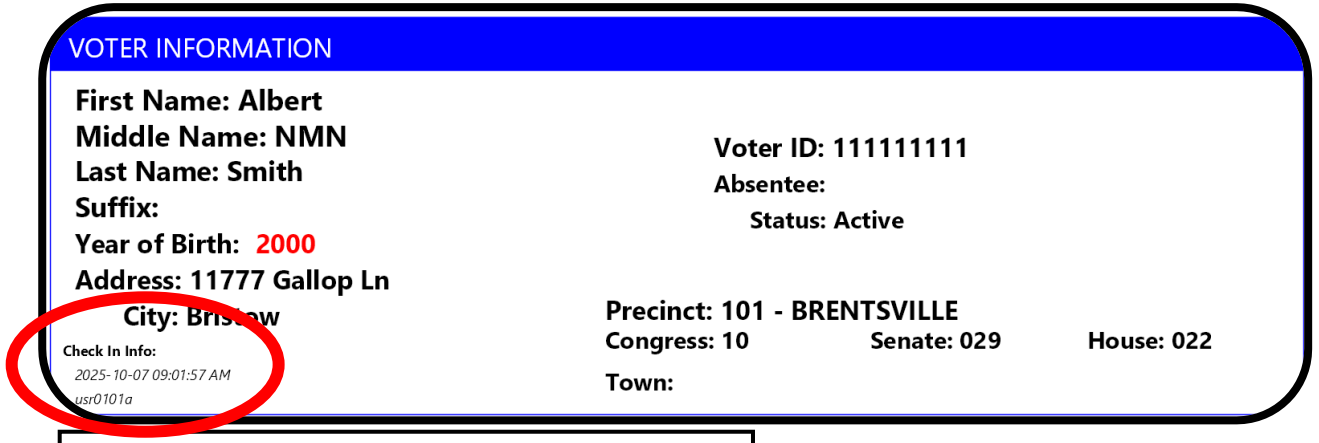
# New Officer Practice Voter Look-up

| VID | LAST_NAME | FIRST_NAME |
|---|---|---|
| 111111368 | Adams | Aida |
| 111111326 | Bright | Aimee |
| 111111111 | Smith | Albert |
| 111111124 | Johnson | Albert |
| 111111144 | Rodriguez | Albert |
| 111111166 | Bryant | Albert |
| 111111184 | Washington | Albert |
| 111111205 | Lincoln | Albert |
| 111111262 | FitzPatrick | Alexander |
| 111111372 | Adams | Alexander |
| 111111324 | Bright | Alexandra |
| 111111260 | FitzPatrick | Alexis |

# Time Stamp (Double Check)



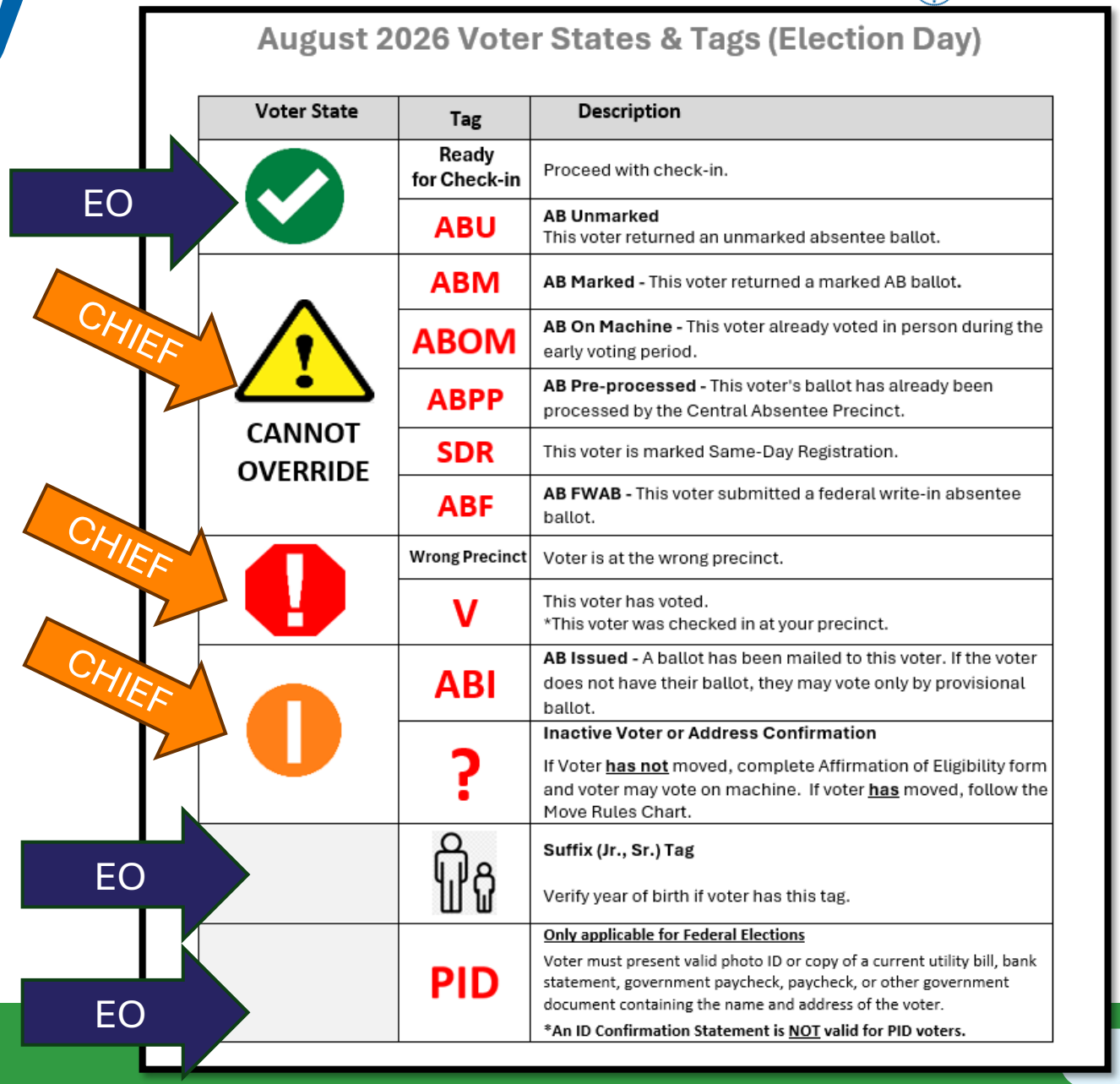

**NEW – Check In Info**
will be blank prior to checking in a voter




**Check In Time & User/Device**
will display if voter info screen is reopened

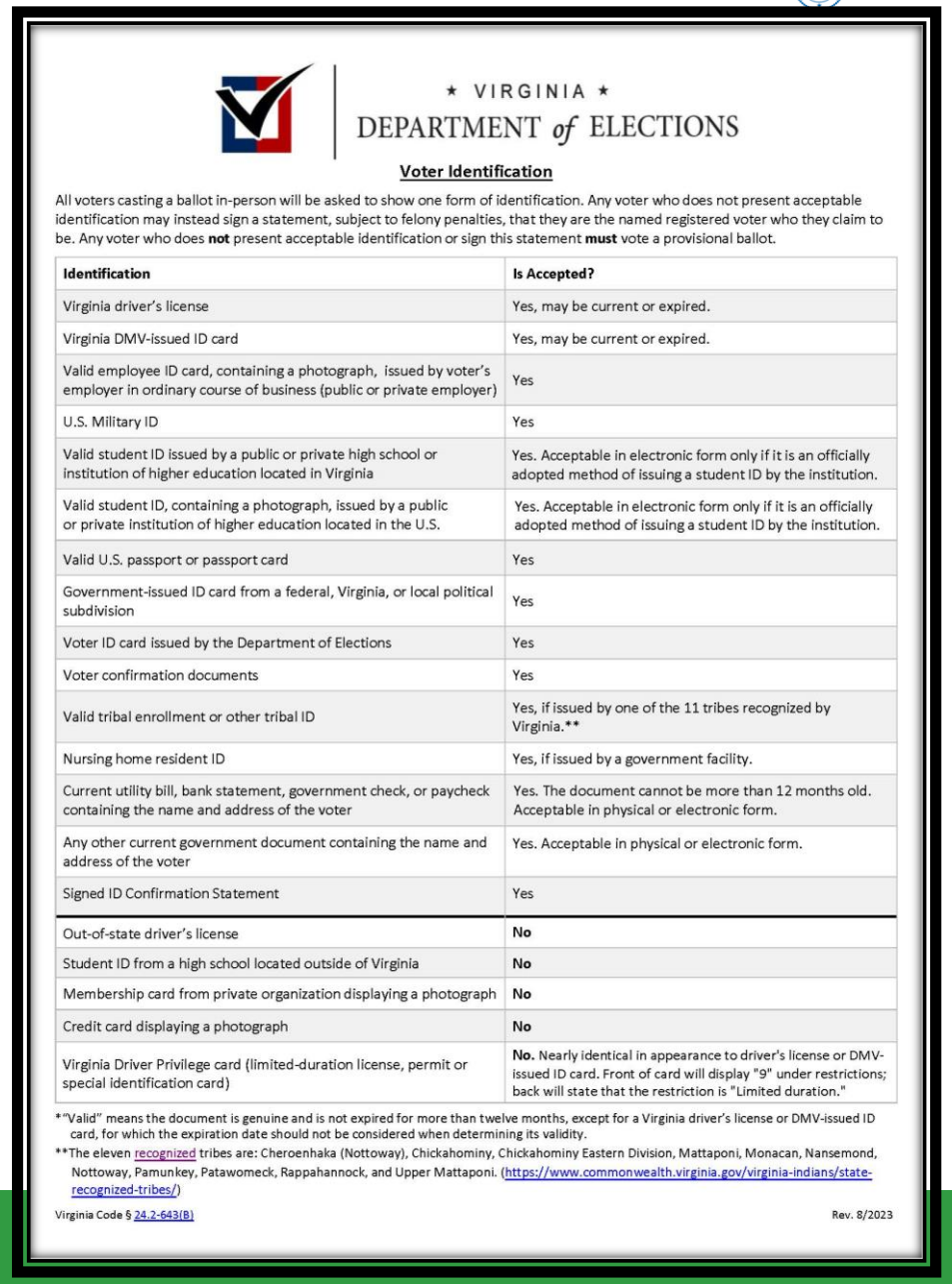
# “Flags” that may pop-up while checking in a voter

## When Checking in a Voter “States & Tags”



# Pollbooks Voter IDs

- **Note 1:** Only 2 IDs are required to have a photo:
  - an employer issued ID and
  - a 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.



★ 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 officially 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 officially 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 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** |
| 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, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

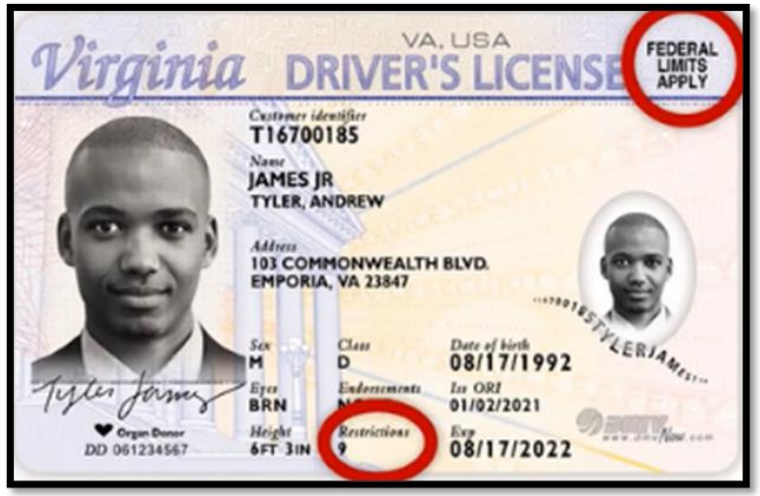
Virginia Code § 24.2-643(B) Rev. 8/2023

# 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 commonly used - yet

# Pollbooks - Driver's Privilege

Page 79



**NOTE: If all three requirements are met – This ID is not acceptable. Chief may issue an Affirmation of Eligibility if it is known or suspected that the voter is not eligible**

**If the restriction code is a 9, please notify the Chief. The restriction code does not necessarily mean that the voter is not a citizen. Other restrictions could include medical, physical, etc.**

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Office of Elections

# When do voters get a provisional ballot?

Absentee Voters without ballot

Not on your Pollbook

Already voted

**SEND THESE VOTERS TO THE CHIEF!**

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PRINCE WILLIAM COUNTY, VIRGINIA

# Ballot Scanner

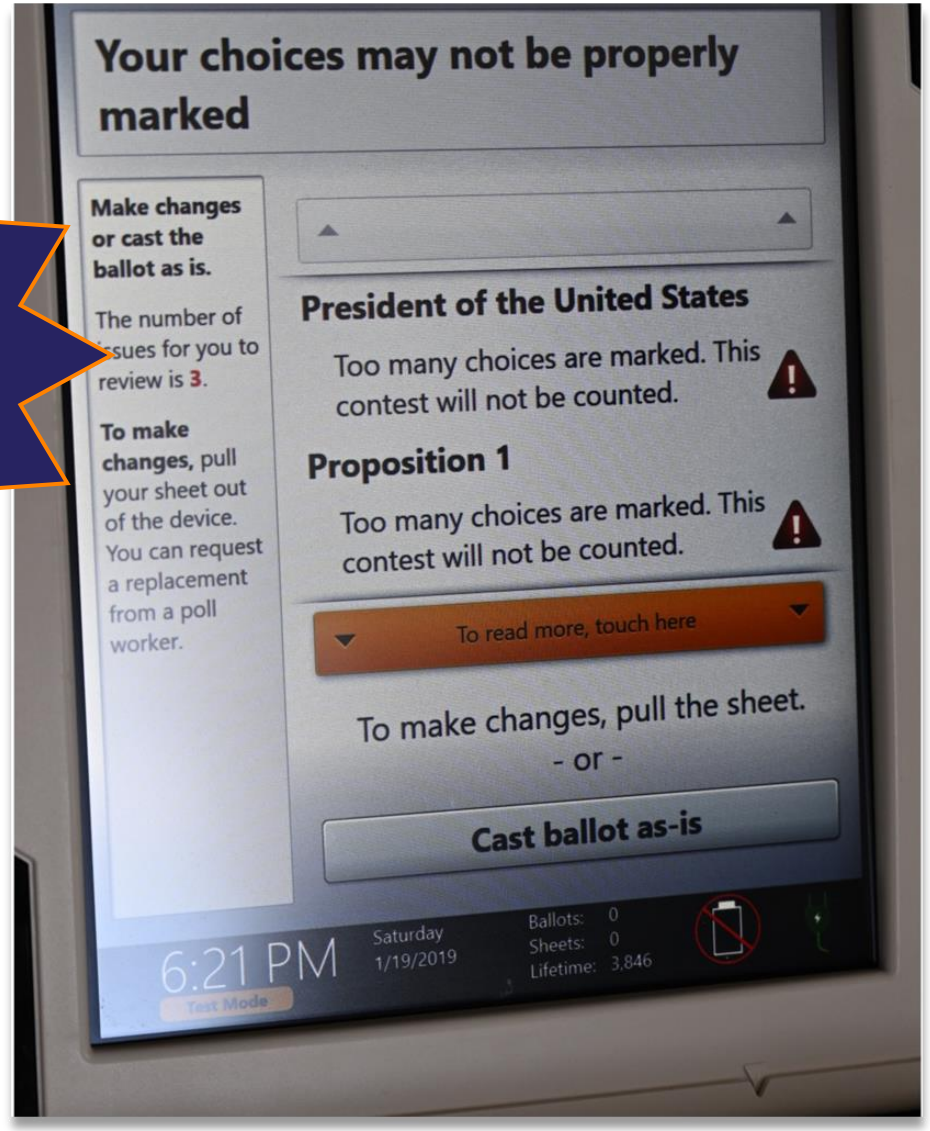
- Ballots can be scanned on either side
- Stand behind scanner when in use
- See the blue light
- Rejected ballot, engage with voter to determine issue

Manual Page 92

# Rejected Ballots

Manual Page 93-95

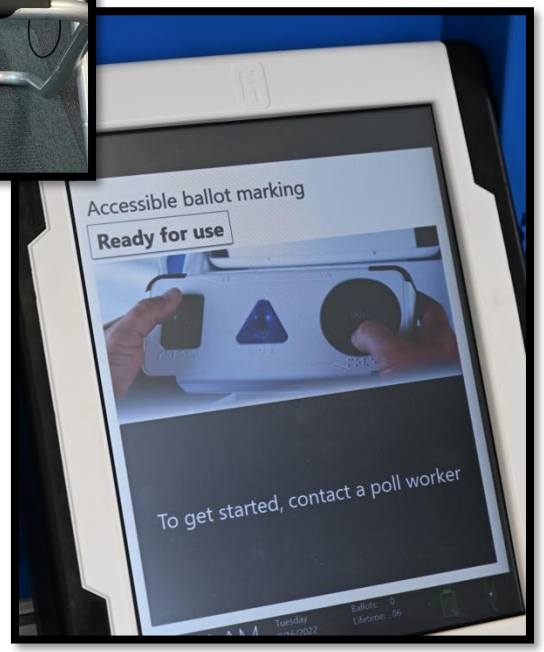
- Overvote
- Blank Ballot
- Ballot Error / Misfeed



# Touch Writer - ADA

- ADA marking device
- For voters who have difficulties marking a ballot
- The CO, AO, or EPS will assist those voters

Manual
Page 87



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# Any Questions?

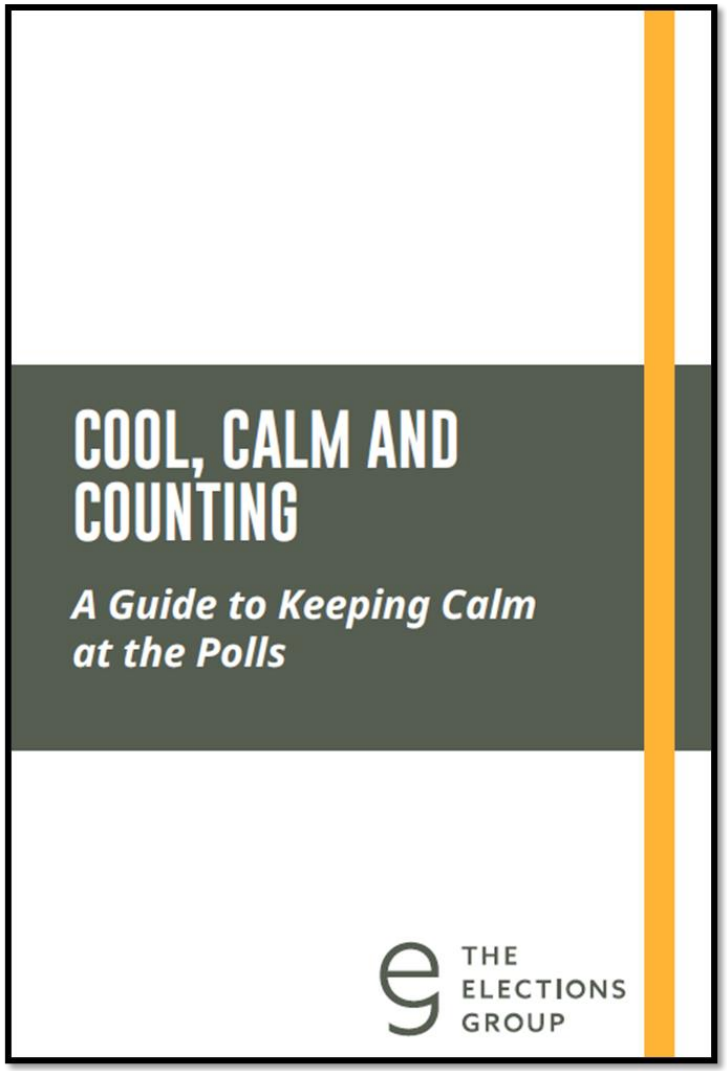
# GET THE CHIEF!

# De-Escalation

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

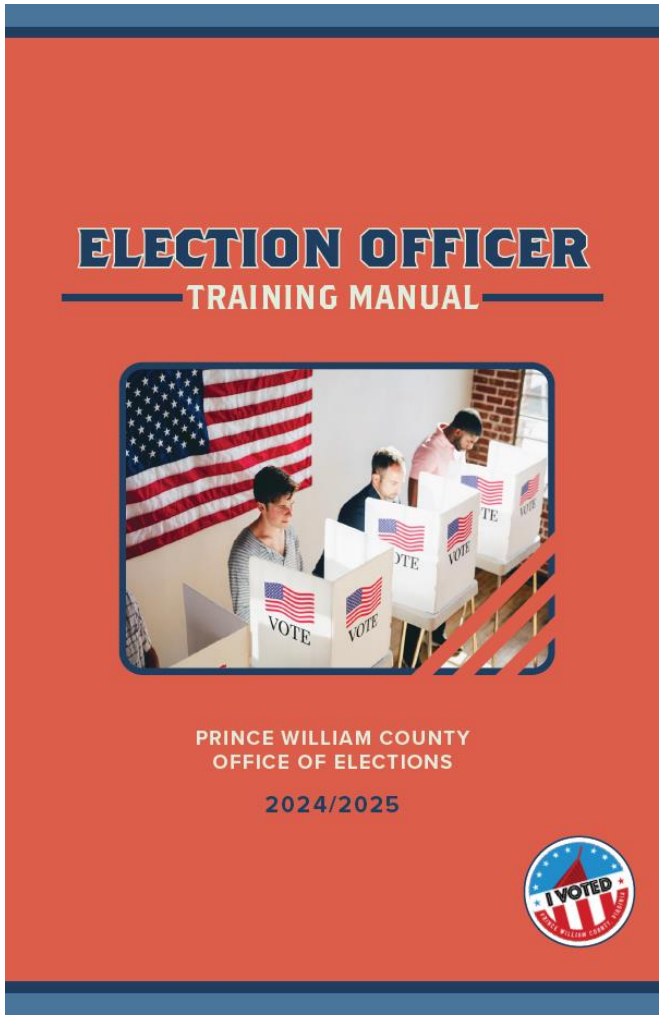
*** Pamphlet will be in Chief Bag**

*** Also located on the website**



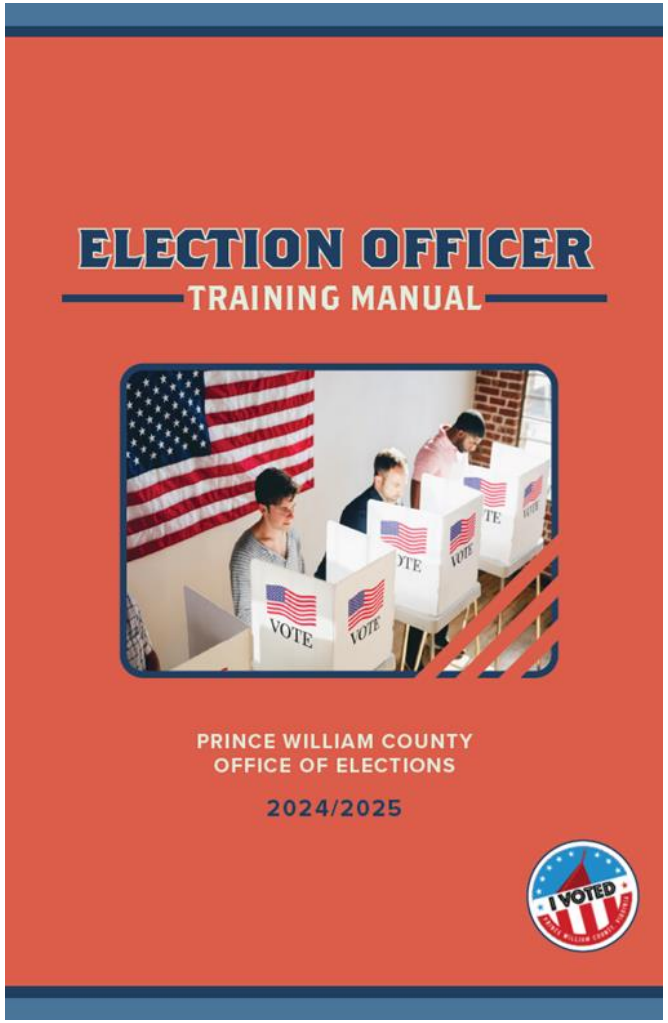
# Training Manual Review

- Page 30 – Equipment Cage
- Page 41 – Precinct Open Checklist
- Page 64 – Outside Signs
- Page 71 – Drop Box
- Page 72 & 73 – Outside Polls Procedures

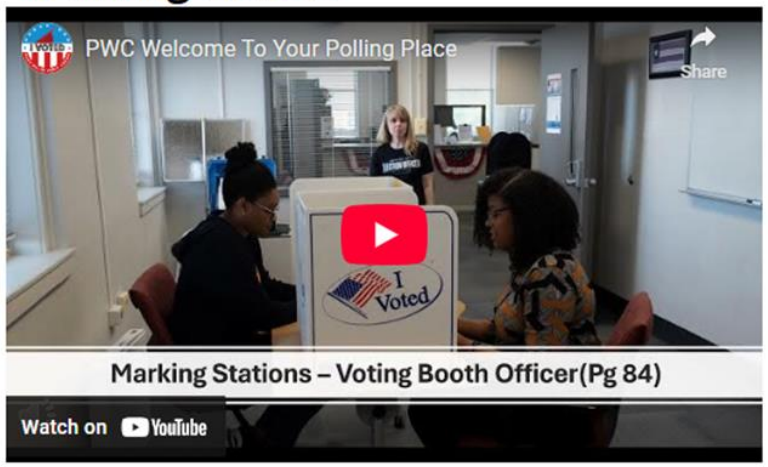


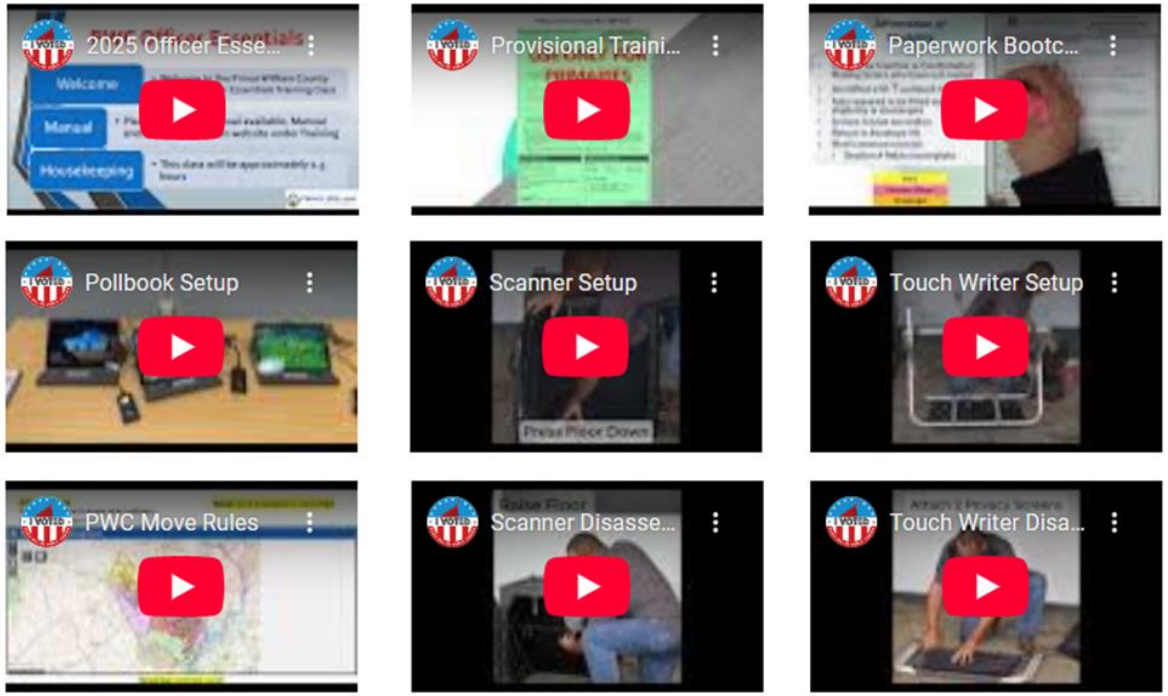
# Training Manual Review

- Page 93 – Rejected Ballots
- Page 102 – Prohibited Area
- Page 103 – Safety - Firearms
- Page 104 – Authorized Person
- Page 105 – Media Guidelines
- Page 106 – Poll Watchers



## Training Videos




# pwcvotes.org/training

- 10+ Videos
- Training Slides & Videos
- Manual

# Final Notes

- Make sure to register in the Officer Portal and county payroll – Mobius (Assignment Letter)
- Look for an email from your Chief with Election Day Information and possible Monday set-up details
- If you have not heard from your Chief 2 WEEKS BEFORE the election, send an email to electionofficer@pwcgov.org or call the Staffing Department at 703.792.6485

# Workshops

## Old Manassas Court House

*July 22nd 10 AM – 6 PM*

***July 23rd 10 AM – 4 PM***

PRINCE WILLIAM
Office of Elections

# *Thank You!*

## We appreciate your commitment to the election process in PWC!

*We can not do this without you!*