

ELECTION OFFICER

TRAINING MANUAL ADDENDUM

2025 - 2026




PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

[PWCVOTES.ORG/TRAINING](https://pwcvotes.org/training)

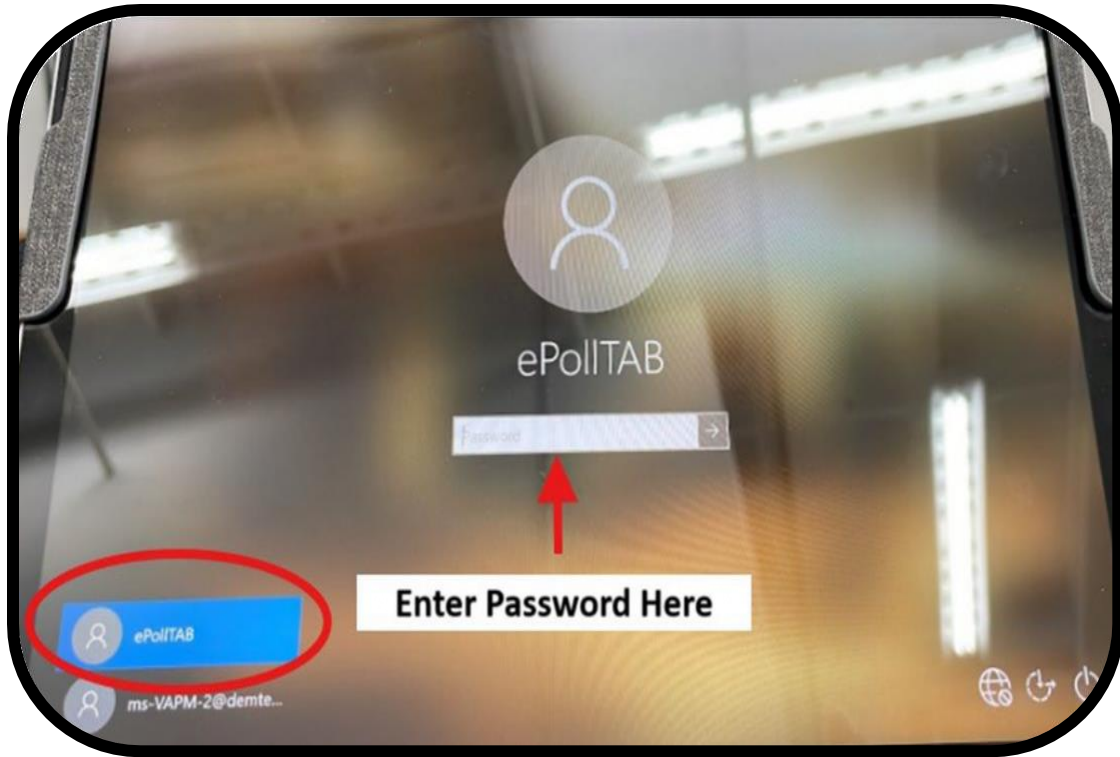
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*  (Book icon = original manual w/ page number)

Enhanced Image and Text

STEP BY STEP: OPEN THE POLLBOOK -  p.59



7. THE PASSWORD FOR THE WINDOWS LOGIN SCREEN IS LOCATED IN YOUR CHIEF BINDER. THERE IS NO LOGIN OR USERNAME FOR THIS SCREEN.

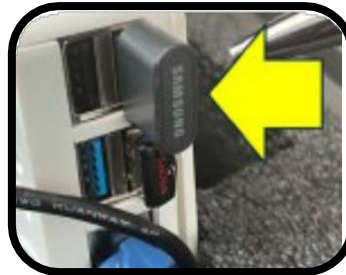
Starting the Pollbooks - Expanded Explanation

FINAL STEP – START THE POLLBOOKS -  p.60

STEP 4 (2 options)

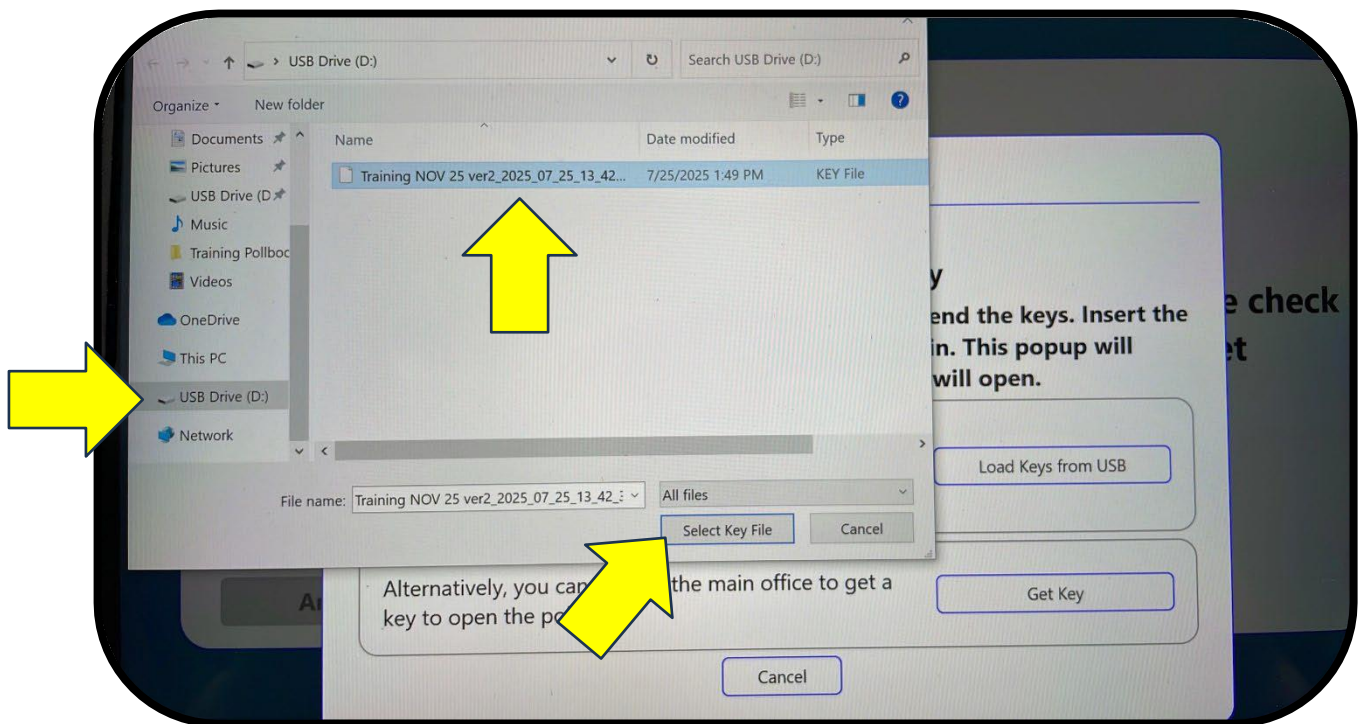
AUTO-LOAD KEY

Remove the top thumb drive, wait 10 seconds, and reinsert it.



OR LOAD KEY MANUALLY

Choose the pollbook that has the "Key" inserted in the handscanner adapter and select "Load Keys from USB". In pop-up box choose the correct file and then click "Select Key File".

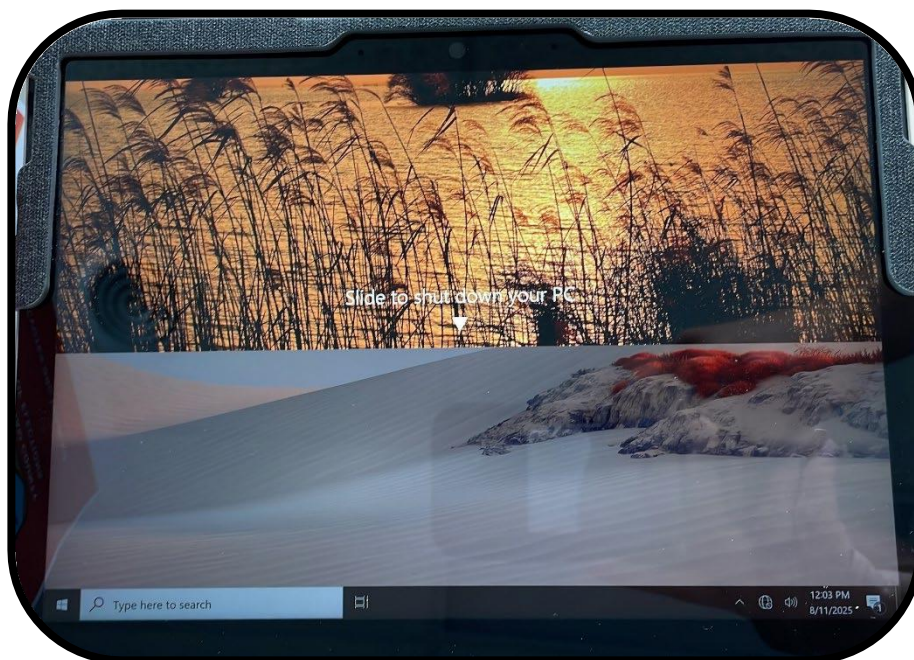


Note: repeat steps with all pollbooks if Merlin is not synced (it's okay to move the thumb drive).

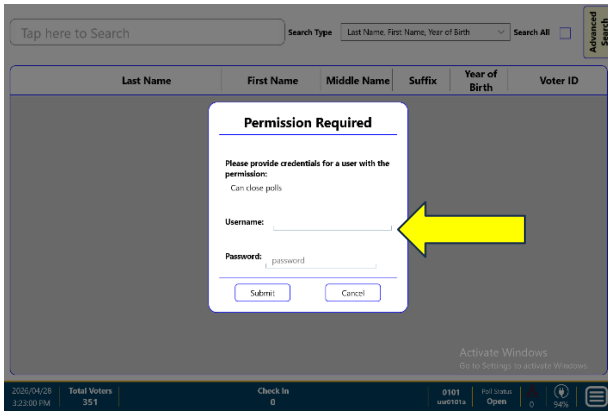
Closing the Pollbooks Add'l Steps (6-8)

CLOSING THE POLLBOOKS - p.124

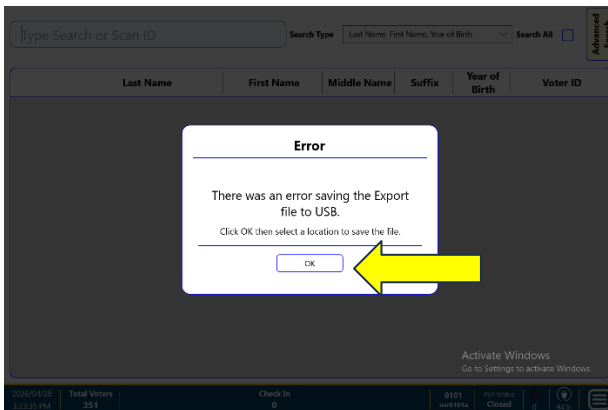
1. After all voters have left the precinct, complete the Pollbook Summary and take it to the Chief.
2. Close the polls on the pollbooks.
3. Select the Menu icon (the “hamburger”).
4. Select “Close Polls.”
5. Enter the ADMIN username and password that you get from the Chief. (see next page)
6. Error box will appear, click "Ok" to proceed.
7. Pop-up will appear and then select "Cancel" to continue.
8. Poll Closed box will appear, click "Ok" to continue.
9. When the polls are closed on ALL pollbooks, turn all tablets off. (Press and hold the power button in the top left corner until screen says “Slide to shut down your PC.” See picture below.)
10. Unplug the Merlin; remove, then store the Ubiquiti antennae.
11. Pull the Merlin up slightly and gently to remove the top flash drive. Push the unit back down securely into the foam setting.
12. Place the flash drive in the pouch #7 and close the zipper.
13. Store the tablets and accessories in the case.
14. Close the case and place it in the appropriate place in the Cage.



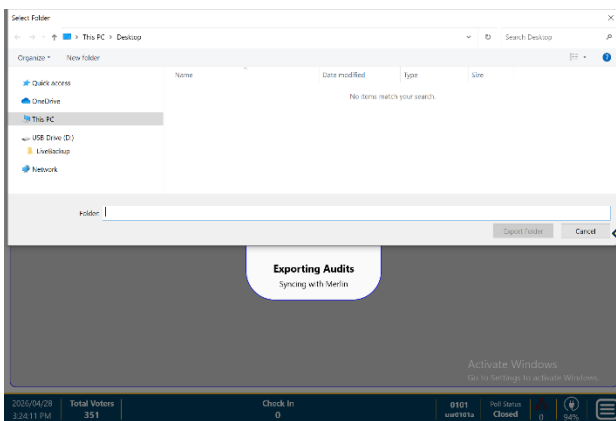
Closing the Pollbooks (Cont.)



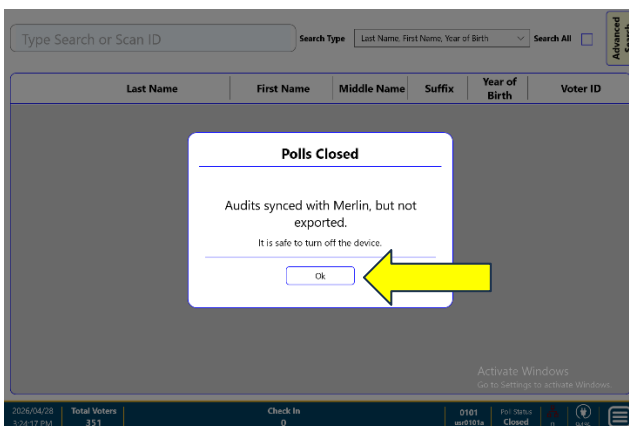
5) Use the ADMIN username and password



6) Click "OK" to proceed



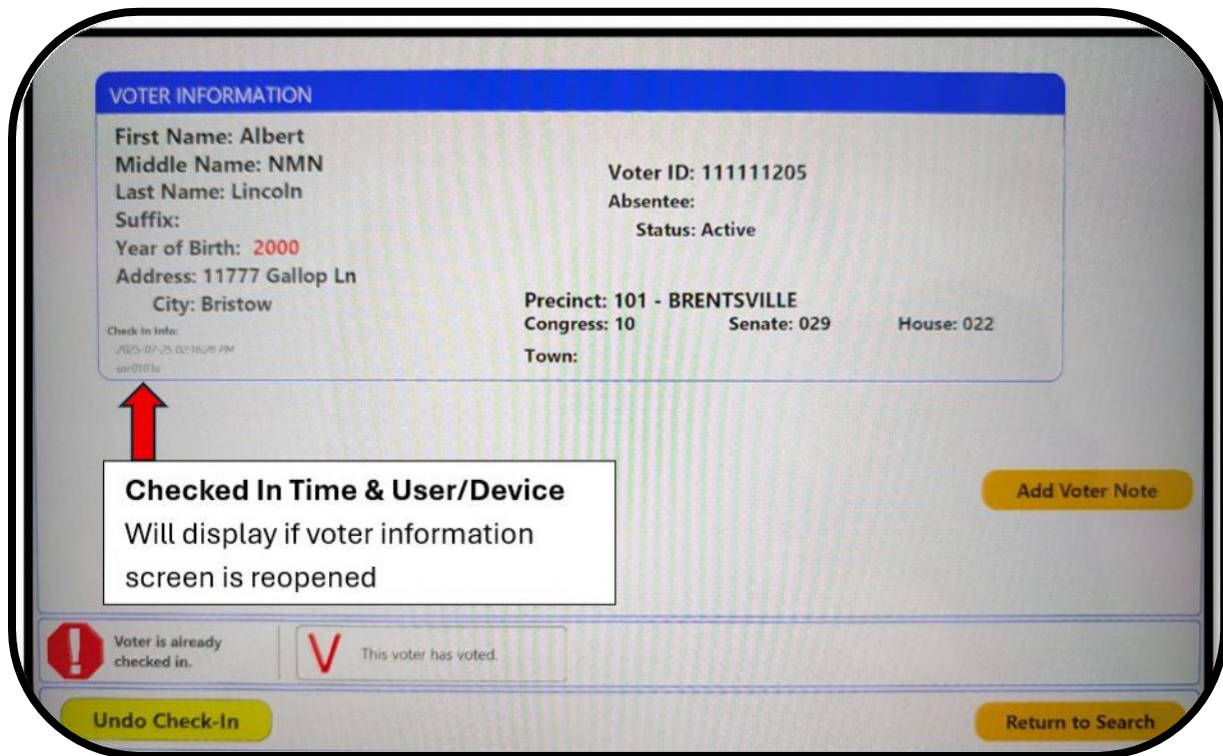
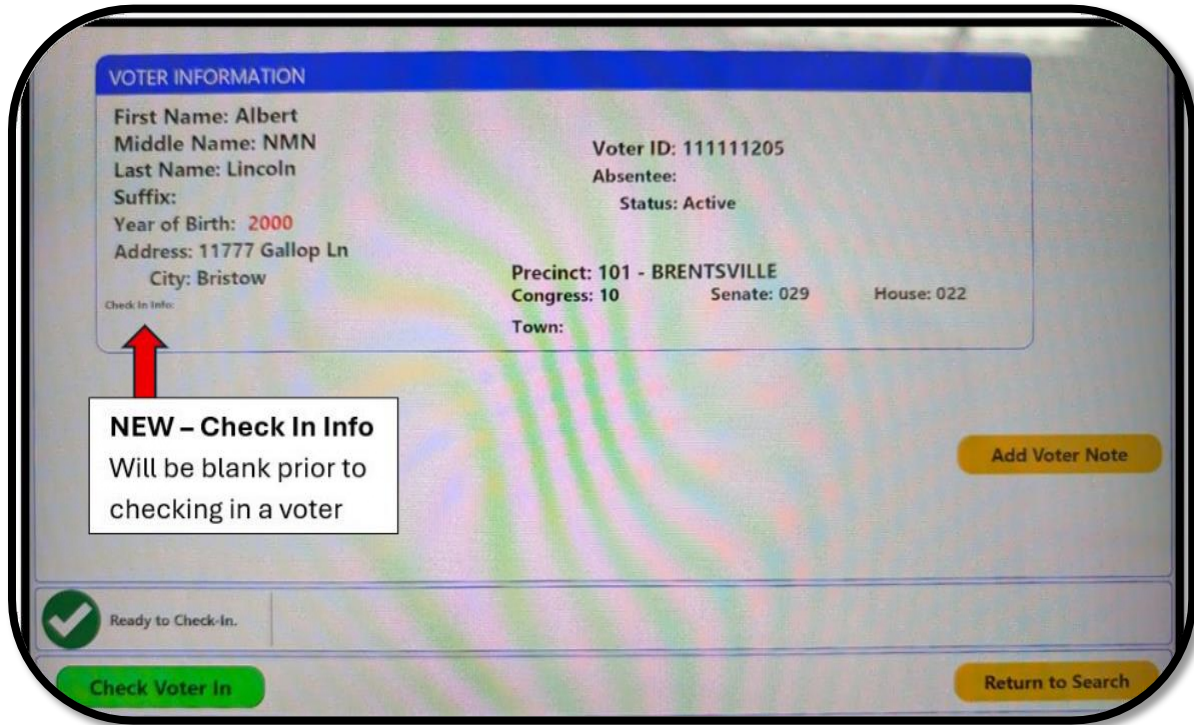
7) Select "Cancel" to continue



8) Click "Ok" to continue

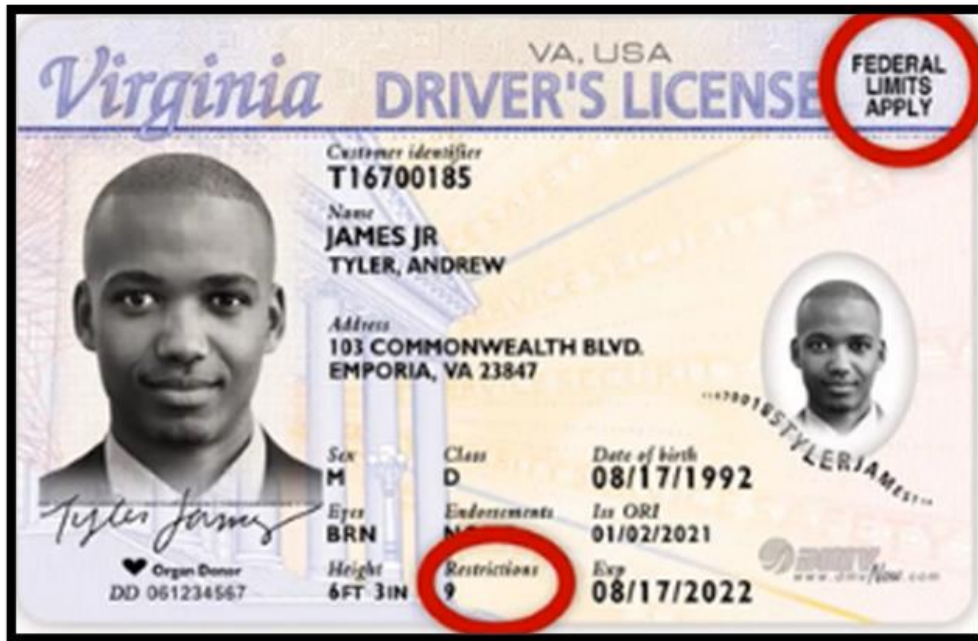
New Pollbook Feature

Timestamp is now readily available on the Voter Information screen!



Driver's Privilege Card – Add'l Note

While it's highly unlikely you will see a Driver's Privilege Card on Election Day (page 79), please have the voter complete an Affirmation of Eligibility if you know or suspect a voter is not eligible. We recommend you call Chief HQ in this rare situation.



Accountability Officer Checklist

Please verify that the items listed below are completed accurately.

- Provisional Envelopes**
- End of Day Envelopes** — all EO signatures present; correct contents
- Envelope 9** — required signatures and date verified
- Statement of Results (SOR)** — all fields must be completed (both copies)
- Yellow Printed Return Sheet**
- Pollbook Summary Report**
- Officer of Election Oath**
- Compensation Form** — ensure all EOs sign and provide emergency contact information
- Part F** — Ensure this form is returned, even if it was not used

Additional Reminder

Ensure that voter eligibility is re-verified by a leadership officer before beginning the provisional process. This includes confirming that the voter is at the **correct precinct**.

Warm Weather Dress Code

During elections in warm-weather seasons, election officers may choose to wear shorts or skirts while on duty. To maintain a professional appearance at all polling locations, the following standards apply:

- Shorts and skirts must be knee length or longer.
 - Athletic, bike, or workout-style shorts are not permitted.
 - Jean shorts are acceptable, provided they meet length and condition requirements.
 - Ripped, torn, or distressed shorts or skirts are not permitted.
- ❖ Supervisors may require an officer to change if attire does not meet these guidelines.

Thank you for helping maintain a professional and welcoming environment for voters.



Friendly Reminder

Locate the Supply Return Sheet on the **BACK COVER** of the Chief Binder and ensure it is fully completed before returning your supplies.

SUPPLY RETURN FORM Presidential General | November 5, 2024

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

PCT # _____

Hand to Elections Staff		Trunk or Backseat	
<input type="checkbox"/> E0 Check	<input type="checkbox"/> Staff Check	<input type="checkbox"/> E0 Check	<input type="checkbox"/> Staff Check
White Bag and this form (filled out) with		Chief Bag with	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellphone, Tablet, and Chargers powered off		#3 Tamper Tape	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#9 Envelope With Ballots Enclosed Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)		#6 (including unused provisionals) Tamper Tape	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#1A Envelope Tamper Tape Ballot Quantity _____		Chief Bag Items Binder, Law Book, etc.	
<input type="checkbox"/>	<input type="checkbox"/>		
#1B Envelope Ballot Quantity _____			
<input type="checkbox"/>	<input type="checkbox"/>		
#2 Envelope Tamper Tape			
<input type="checkbox"/>	<input type="checkbox"/>		
#2A Envelope Tamper Tape			
<input type="checkbox"/>	<input type="checkbox"/>		
#4 Envelope Tamper Tape			
<input type="checkbox"/>	<input type="checkbox"/>		
#7 Yellow Pouch Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals			
<input type="checkbox"/>	<input type="checkbox"/>		
#8 Envelope Do NOT Seal			
<input type="checkbox"/>	<input type="checkbox"/>		
X Envelope Seal with Tamper Tape only if used			

EOs Returning:

Print Name: _____
Phone: _____

Print Name: _____
Phone: _____

Office Use Only

PRINCE WILLIAM
Office of Elections

NEED HELP SETTING UP EQUIPMENT? CHECK OUT THESE VIDEOS!

Ballot Scanner



Pollbooks



Touchwriter



Thank you for your service!

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