

New Election Officer Training

November 2024 Presidential Election

November 5, 2024

Introduction and Housekeeping

The job of the Office of Elections is to:

- Maintain the VOTER ROLLS, and
- CONDUCT & CERTIFY ELECTIONS with your help.

General Information

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

PWC Electoral Board



London Steverson

Secretary

Vice-Chair
Vacant



Keith Scarborough

Chairman



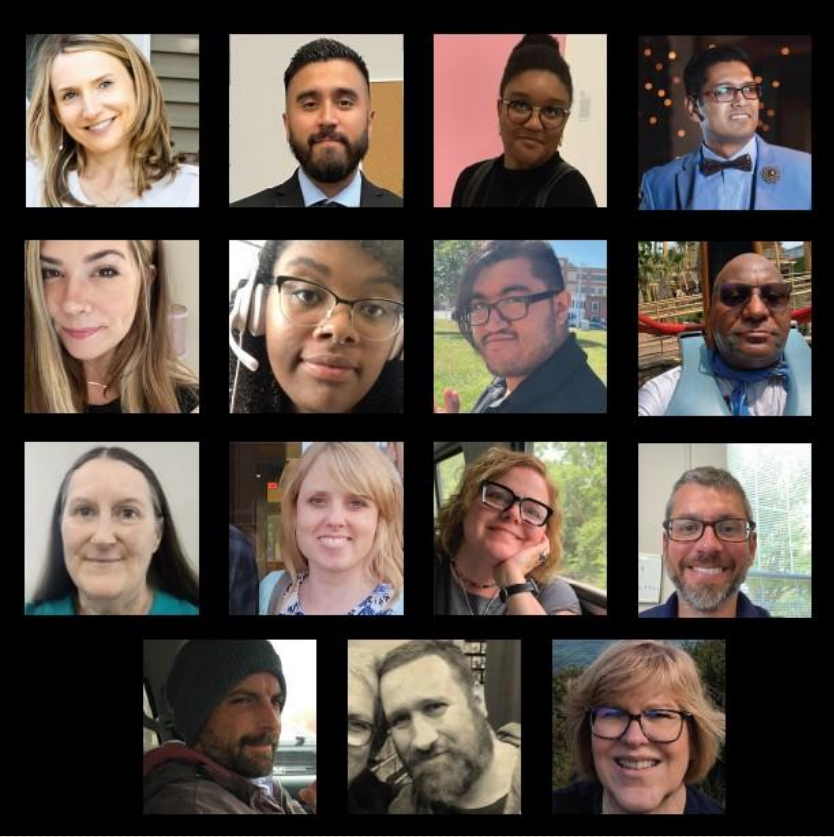
PWC Director of Elections/General Registrar

Eric Olsen

Manual
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Deputy Registrars

Office of Elections
Support Staff



Election Officer Basics

What is an Election Officer?

- You will be part of a Team.
- Conduct the Election fairly
- Assist voters in a courteous, respectful manner
- Non-Partisan on Election Day

Election Officer Basics

Election Officer Titles

- Chief Officer (CO)
- Assistant Chief (AO)
- Equipment and Provisional Specialist (EPS)
- Election Officer (EO)

Election Officer Basics

Election Officer Roles on Election Day

- Chief
- Assistant Chief
- Greeter
- Pollbook Officer
- Voting Booth Officer
- Scanner Officer
- Provisional Officer

Plan Ahead

- Vote early!!
- **YOU ARE NOT ALLOWED TO LEAVE THE POLLING PLACE.**

What to Bring

- Food and beverages
 - Potluck, bring your own, or have food delivered/dropped off.
- Medications
- Emergency contact information

What to Wear

- Comfortable clothes and shoes.
 - Dress is business casual.
- Election Officer Shirt.
- Lanyard that you will receive on election day.

Officer Pay



Election Day

- \$200 Election Officer
- \$225 Equipment Provisional Specialist
- \$250 Assistant Chief
- \$300 Chief

+ \$25 Extra for picking up supplies (1 person selected by CO)

+ \$25 Extra for dropping off supplies (2 people selected by CO)

Expect payment within 4 weeks of Election Day

Election Day Schedule

- Arrive at your polling location by 5:00 am.
- Polls are open from 6:00 am until 7:00 pm.
- You are at the precinct until closing duties are complete.

Questions

Sample Polling Place



Polling places are in public buildings.

Anything within 40-feet of the polling place is known as the Prohibited Area.

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.
- Media may not conduct interviews inside 40-foot area or the polling place.

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.

What is Allowed Outside the Prohibited Area

- Campaigning that does not hinder voters.
- Media may do interviews and broadcast remarks.
- Campaign stickers, buttons, and apparel can be worn by anyone.

What is Allowed inside the Prohibited Area

- Voters are allowed to wear campaign apparel while voting.
- Authorized Representatives are allowed to observe but not disturb the voting process.
- News media is allowed to take background shots **ONLY!**

What is Allowed in the Voting Booth

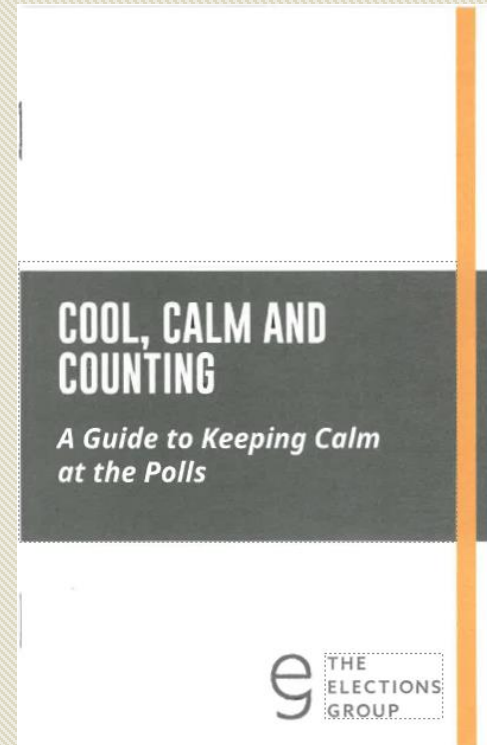
- Sample ballots and other campaign materials.
- Voters are allowed to do research on their cell phones while in the voting booth.
- Voters can take pictures of themselves or **their own** ballot.

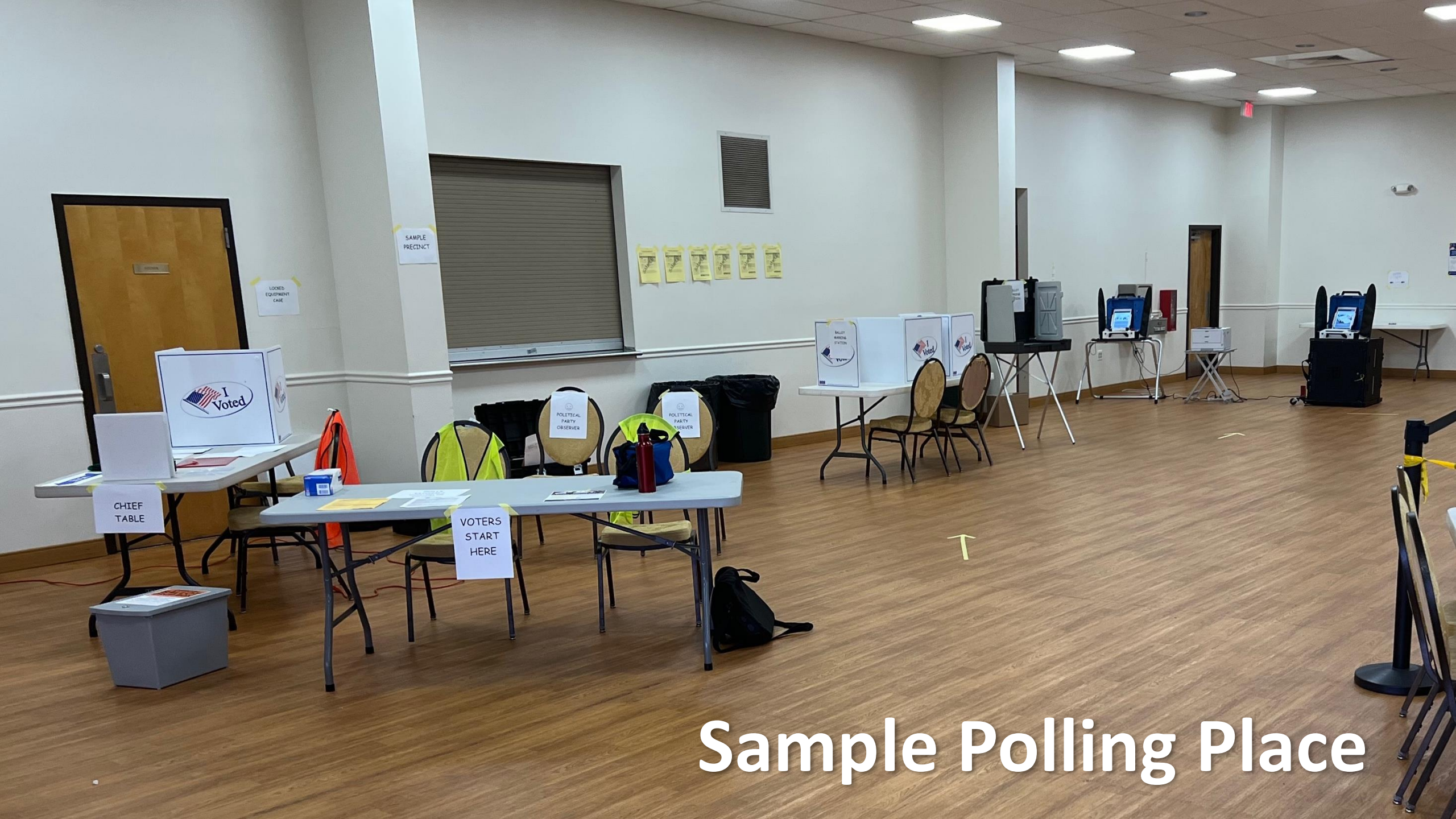
Selfie Picture



DE-ESCALATION

- Remain Calm.
- Listen to voter.
- Explain the issue if possible.
- Send voter to the Chief.





SAMPLE
PRECINCT

LOCKED
EQUIPMENT
CASE

I
Voted

CHIEF
TABLE

VOTERS
START
HERE

POLITICAL
PARTY
OBSERVER

POLITICAL
PARTY
OBSERVER

Ballot
Station

I
Voted

I
Voted

I
Voted

I
Voted

I
Voted

Sample Polling Place



Greeter

Directing traffic into the room where voting takes place.

Greeter Duties

- Greet voters as they arrive at the polls.
- Remind voters to have ID ready.
- Direct voters to the check-in station or the mail ballot Drop Box.
- Assist voters as requested.



Pollbook Officer

Check-in Officer handing voter a ballot.

Pollbook Officer Duties

- Check in voters on the Pollbook.
- Distribute ballots to eligible voters.
- Voter requests Assistance.
- Refer special issues to the Chief.

PROCESS TO CHECK IN A VOTER

Check-In

- 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.**
10. **Give the voter a ballot in a privacy folder.**

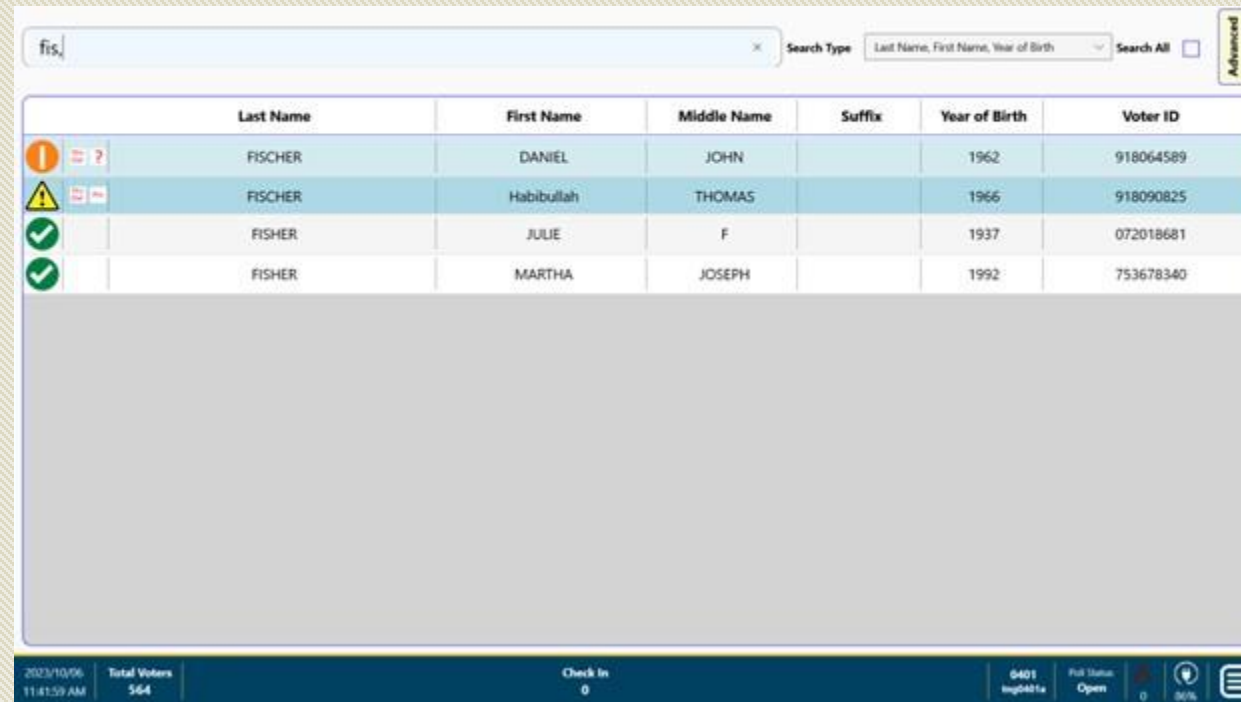
PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

The screenshot displays a web-based voter check-in interface. At the top, there is a search bar with the placeholder text "Tap here to Search". To the right of the search bar, there is a "Search Type" dropdown menu currently set to "Last Name, First Name, Year of Birth", and a "Search All" checkbox. A yellow "Advanced Search" button is located in the top right corner. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table body is currently empty. At the bottom of the interface, there is a dark blue status bar containing the following information: the date and time "2023/10/06 11:19:35 AM", the label "Total Voters" with a value of "564", the label "Check In" with a value of "0", the location "6401 Ing0401a", the "Poll Status" "Open", and a battery icon showing "83%".

PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process



The screenshot shows a web application interface for checking in voters. At the top, there is a search bar containing the text 'fis'. To the right of the search bar, there is a 'Search Type' dropdown menu set to 'Last Name, First Name, Year of Birth' and a 'Search All' checkbox. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table contains four rows of data. The first two rows have an orange warning icon with a question mark, and the last two rows have a green checkmark icon. The bottom of the interface features a dark blue status bar with the following information: Date and Time (2023/10/06 11:01:59 AM), Total Voters (564), Check In count (0), Precinct ID (0401 Ing0401a), Precinct Status (Open), and a progress indicator (0/564).

	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 11:01:59 AM | Total Voters: 564 | Check In: 0 | 0401 Ing0401a | Precinct Status: Open | 0/564

PROCESS TO CHECK IN A VOTER (cont.)

The screenshot shows a web application window titled "VOTER INFORMATION". The main content area displays the following details for a voter:

- NAME:** FISHER, JULIE F
- Suffix:** (blank)
- Year of Birth:** 1937
- Address:** 3504 Delashmutt Dr, City: Haymarket
- Voter ID:** 072018681
- Absentee:** (blank)
- Status:** Active
- Mailing Address:** (blank)
- Mailing City:** (blank)
- Precinct:** 401 - EVERGREEN
- Congress:** 10
- Town:** (blank)
- Senate:** 030
- House:** 021

Below the information box are three yellow buttons: "Add Voter Note", "Edit Voter", and "Voter History". At the bottom of the main content area, there is a "Print Directions" button.

A status bar at the bottom of the window shows a green checkmark icon and the text "Ready to Check In". Below this is a green "Check Voter In" button and a yellow "Return to Search" button.

The footer of the application displays the following information:

- Date and Time: 2023/10/06 11:02:51 AM
- Total Voters: 564
- Check In: 0
- Location: 0401 Ing0401a
- Post Status: Open
- Progress: 0%
- Signal strength: 90%

PROCESS TO CHECK IN A VOTER (cont.)

The screenshot displays a web-based voter check-in interface. At the top, a blue header reads "VOTER INFORMATION". Below this, the following details are listed: NAME: FISHER, JULIE F; Suffix: (blank); Year of Birth: 1937; Address: 3504 Delawarrut Dr; City: Hay (partially visible). To the right, Voter ID: 072018681; Absentee: (blank); Status: Active; Mailing Address: (blank); Mailing City: (blank). A white modal dialog box is centered over the information, containing the text "Please give Voter Ballot 401" and two checked checkboxes: "OutsidePoll" and "Affidavit". Below the checkboxes are "Continue" and "Cancel" buttons. On the right side of the interface, there are buttons for "Add Voter Note", "Edit Voter", "Voter History", "Print Directions", and "Return to Search". At the bottom left, a green checkmark icon is next to the text "Ready to Check In", with a large green "Check Voter In" button below it. The bottom status bar shows the date and time "10/23/10/06 11:48:47 AM", "Total Voters 544", "Check In 0", and a user profile for "0401 log2481a" with "Print Issues Open" and a battery level of "87%".

PROCESS TO CHECK IN A VOTER (cont.)



PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

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 6401 Inq0481a Print Status: Open 0 87%

PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

The screenshot displays a web-based voter check-in interface. At the top, there is a search bar with the placeholder text "Type Search or Scan ID". To the right of the search bar, there is a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth", a "Search All" checkbox which is checked, and a yellow "Advanced Search" button. Below the search bar is a table with the following columns: "Last Name", "First Name", "Middle Name", "Suffix", "Year of Birth", and "Voter ID". The table body is currently empty. At the bottom of the interface, there is a dark blue status bar containing the following information: "2023/10/06 11:47:19 AM", "Total Voters 564", "Check In 1", "6401 Ing0481a", "Poll Status Open", "0", "87%", and a menu icon.

PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

Search interface showing a search for 'fis,h' with columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, Voter ID.

	Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISCHER	HORACIO	AMELIA		1944	306051825
	FISHER	HALIMA	QUINLAN		1953	608009755

Footer: 2023/10/06 11:48:13 AM Total Voters 564 Check In 1 6401 img04874a Print Status Open 0 80%

PROCESS TO CHECK IN A VOTER (cont.)

VOTER INFORMATION

NAME: FISCHER, HORACIO AMELIA

Suffix: Voter ID: 306051825

Year of Birth: 1944 Absentee: Status: Active Mailing Address: Mailing City:

Address: 5618 SOLHEIM CUP DR Precinct: 413 - REAGAN

City: Haymarket Congress: 10 Senate: 030 House: 021

Town:


Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

 Voter is in the wrong precinct.

2023/10/06 11:50:02 AM Total Voters 564 Check In 1 0401 Inq0401a Poll Status Open 0 80%

Voter ID



★ 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.

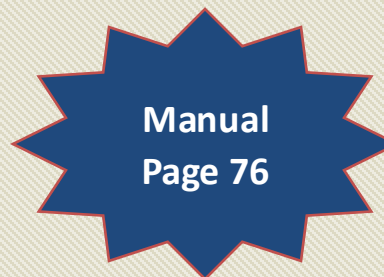
Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	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: Cherokee (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/>)

Check In >
Need to Know

- **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.



Notes on Acceptable ID

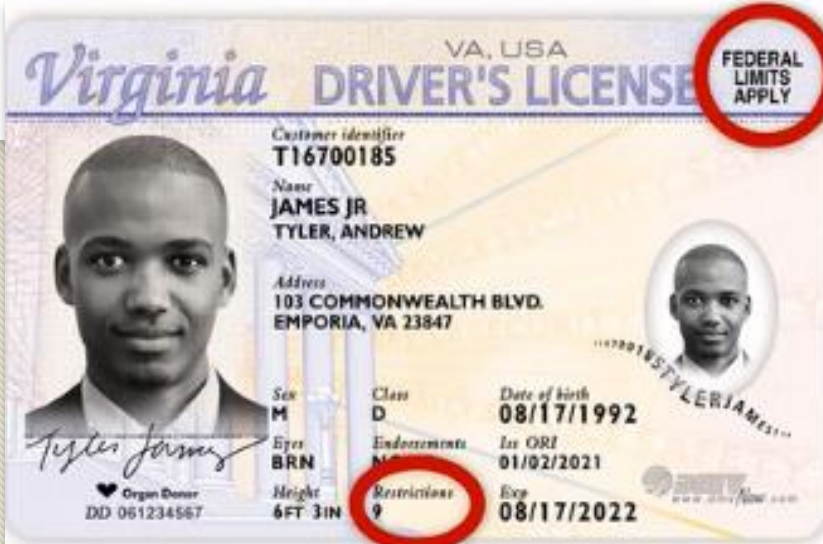


TIPS

- Voter does not have acceptable ID and will not sign ID Statement.
 - Send voter to Chief. Voter must vote a provisional ballot.
- Name does not have to match exactly.
 - Similar name: Terry (Terrence) = OK
 - Initials: TJ (Tim Jack) = OK
 - Maiden Name = OK
- Address on ID does not have to match Pollbooks.
 - Voter can state current address when the written address does not match Pollbooks.
- We accept similar spelling of names.
- Voter should complete a Voter Registration Application when pollbook does not match ID.
- An expired VA Driver's license is ALWAYS valid for voting.

Driver License not Valid for Voting

Check In >
Need to Know



- Driver Privilege Card are expressly excluded from the list of acceptable forms of identification.
- The things to look for are:
 1. In the front top right if it says, “FEDERAL LIMITS APPLY,” AND
 2. Front bottom middle has a number “9” under “Restrictions,” AND
 3. On the back under “Restrictions” it will say, “Limited Duration.”
- If **all 3 things** are on the ID, that license is not valid for voting. You will ask for another form of ID.

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Voter States & Tags

November 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	Only applicable for Federal Elections 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 NOT valid for PID voters.
	F	Federal Only (Infrequent) Call HQ if you have a voter with this tag for instructions on how to proceed.

Voters with GREEN will vote on machine.

Voters with YELLOW or RED can only vote a Provisional Ballot, see CO

Voters in ORANGE, see CO

Check Birthdate for Jr, Sr

PID 1st time Federal Voter

F Federal Only **Call Chief HQ**

Year of Birth in RED

Check In >
Process

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 jffovls Poll Status Open 0 100%

Election Day – Send to Chief

Check In >
Need to Know

- Inactive Voters
 - Absentee Issued if they don't have ballot
- Wrong Polling Place (or cannot find on Countywide Lookup)
 - Overseas
 - Already Voted



Send Voter to Chief

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Provisional Voters

[Check In >](#)
Provisional Voters

- Absentee Voters without ballot
- Not on your Pollbook
- Already voted

Same Day Registration Provisional Ballot

SDR

Precinct #

Where resides in this precinct but is not on this precinct's pollbook

Primary elections—Party ballot

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

1 * Yes No I am a citizen of the United States of America
* Full social security number
* 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 * Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
If yes, has your right to vote been restored?

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.
A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address

(Complete only if you have checked a box in this section)

5 I am currently registered to vote in another state. Name of state

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warnings.

* Signature X Today's date (MM/DD/YYYY)

I declare that my office both that I am a person 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 registration.

Election Officer Use
#1 Same Day Registration (not on pollbook)
Time: a.m. p.m. (circle one)
Yes No Did voter show ID or complete ID Confirmation Statement?
Comments
Election Officer Signature X

EL/CT-653-English-07/2024

Same Day Reg



Other reasons

Provisional Ballot - All other provisional reasons

Precinct #

Where is on this precinct's pollbook

Primary elections—Party ballot

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 (MM/DD/YYYY)

3 * Social Security Number
Last 4 digits required
Providing your full Social Security number may help determine 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 (MM/DD/YYYY)

5 Email Phone

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.

* Signature X Today's date (MM/DD/YYYY)

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.

Violators may be sentenced up to 18 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Election Officer Use
Select a Reason
#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 the ID Confirmation Statement
ID Confirmation Statement
Comments
Election Officer Signature X

EL/CT-653-English-07/2024

Questions

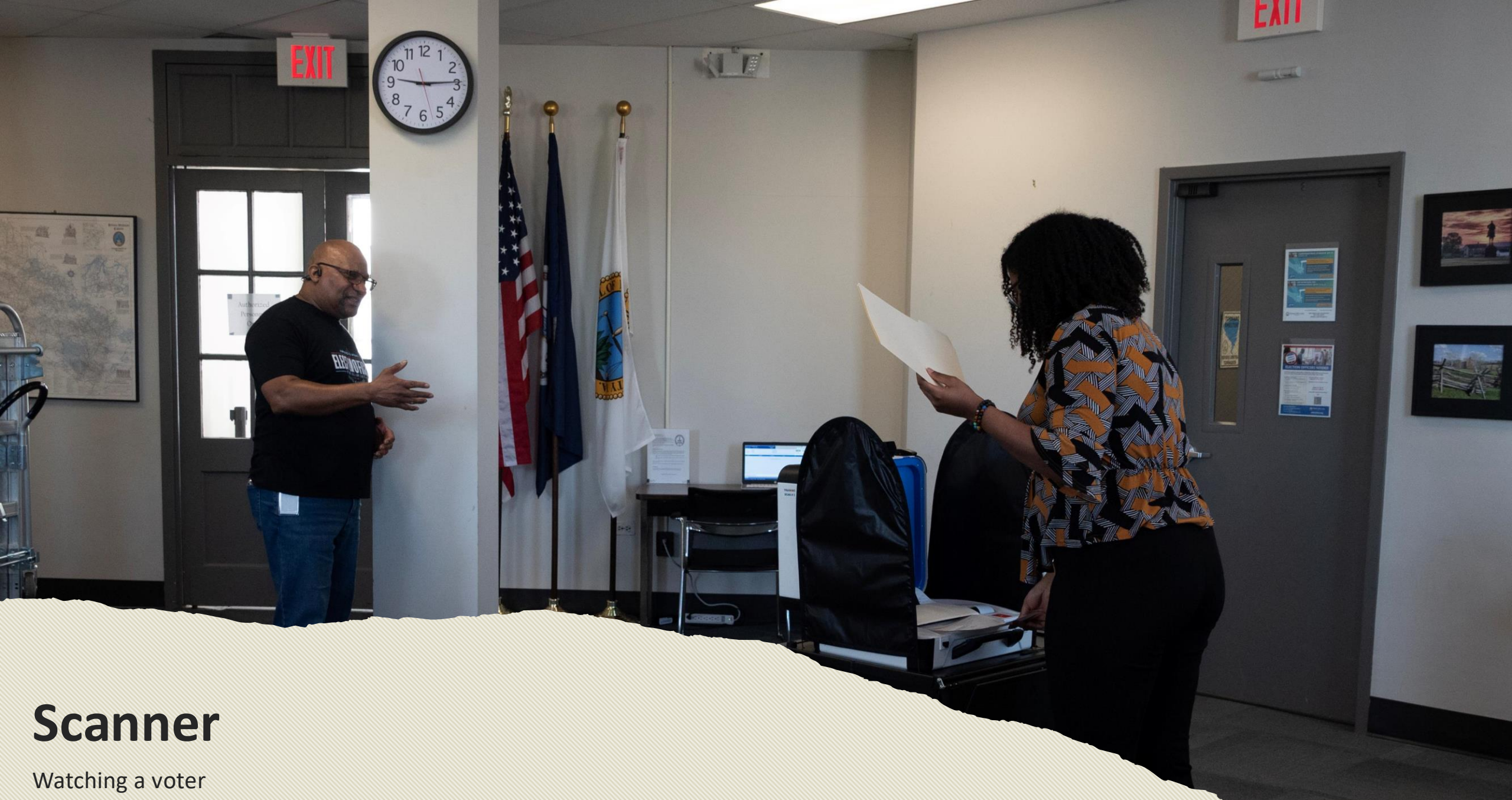


Voting Booth Officer

Monitoring the Ballot Marking Area

Voting Booth Officer Duties

- Control voters in the ballot marking area.
 - One voter per booth, no talking unless the Request for Assistance Form is completed.
Ensure marking stations remain clear of papers and personal items.
- Assist voters as requested.
- Maintain distance for privacy.



Scanner

Watching a voter

Scanner Officer Duties

Remain

Near the Scanner
keeping a safe
distance for privacy.

Assist

Voters having
difficulties.

Keep

“I Voted” stickers
near exit.

Return

Privacy folders to
the check-in
station.

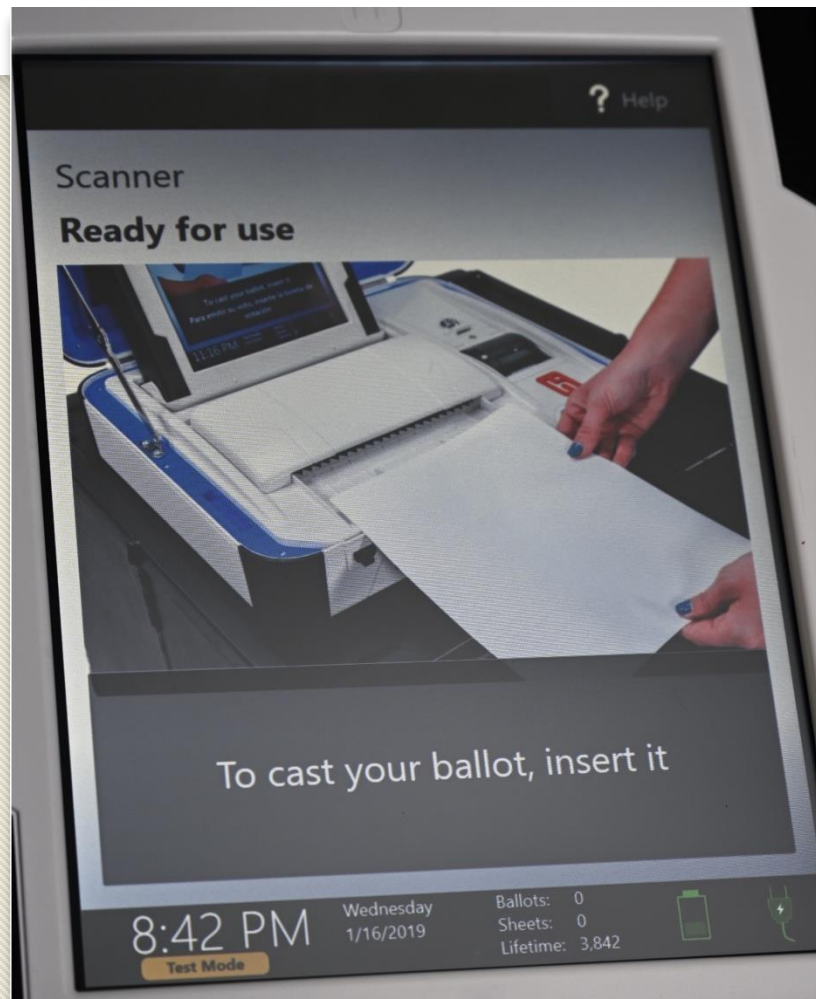
Back of Scanner



- You need to be behind the Scanner while voters are scanning ballots.
- You should be able to see the “blue light.”
- If a ballot gets rejected, you need to engage with the voter to determine the issue.

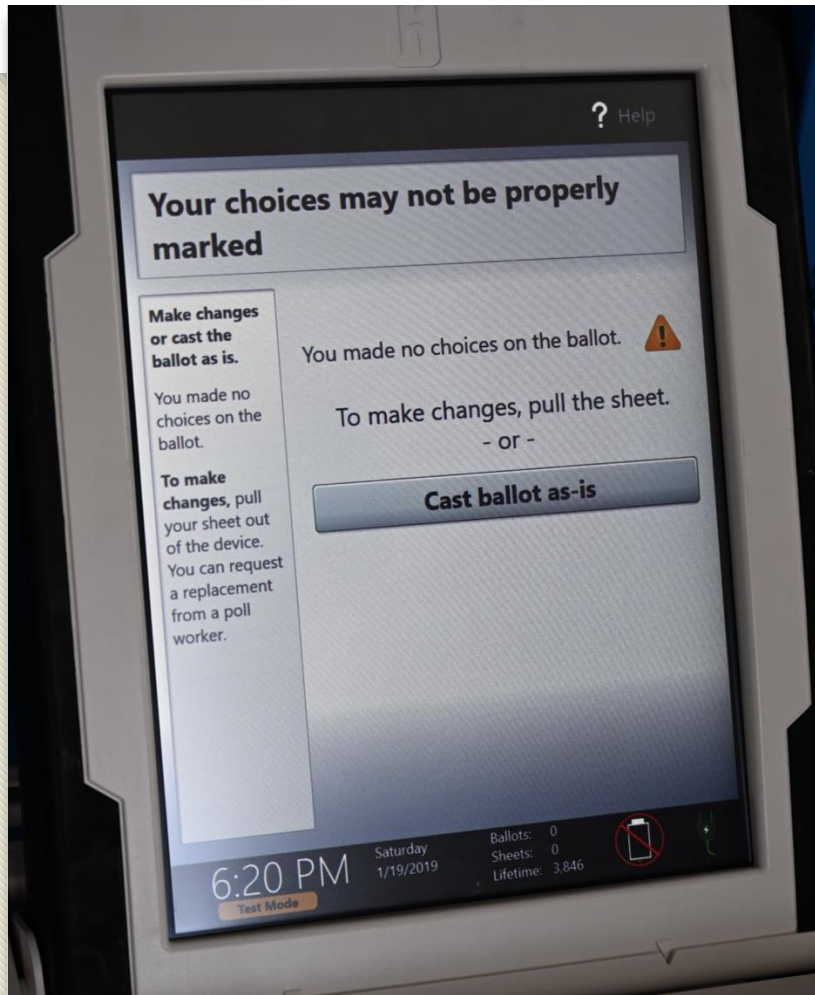
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“Ready for use” screen



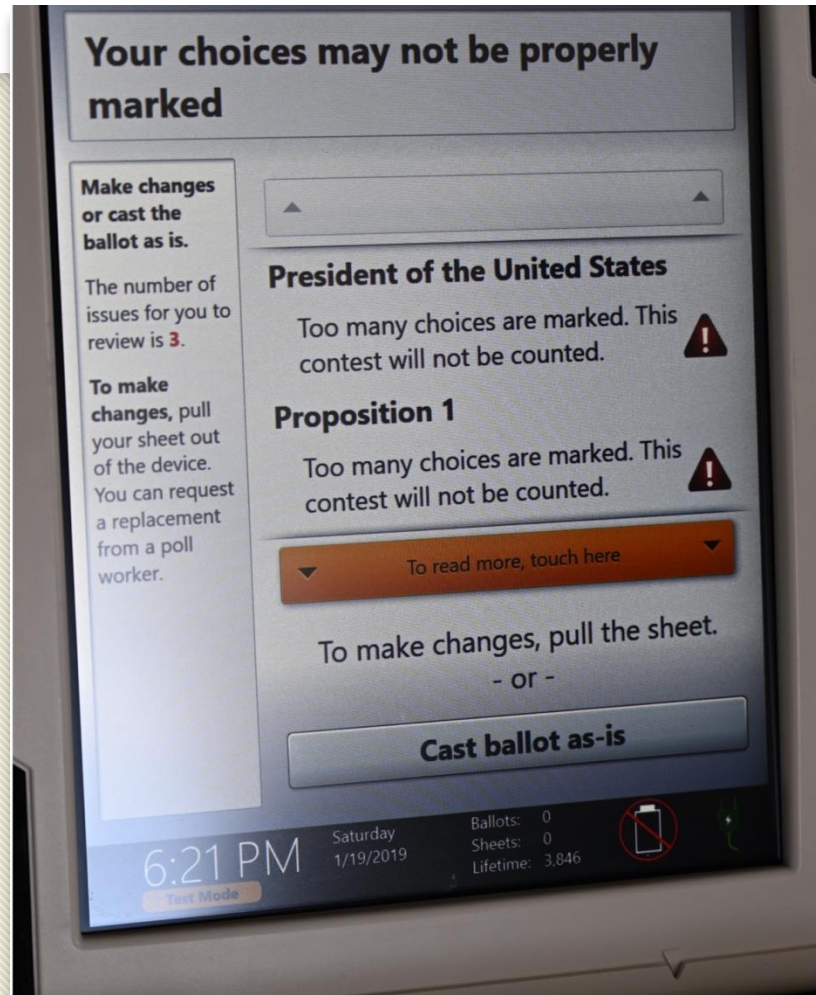
- The machine is ready to accept a ballot.
- This is when a voter will scan their ballot.

Ballot Rejected Reason #1 | Blank Ballot



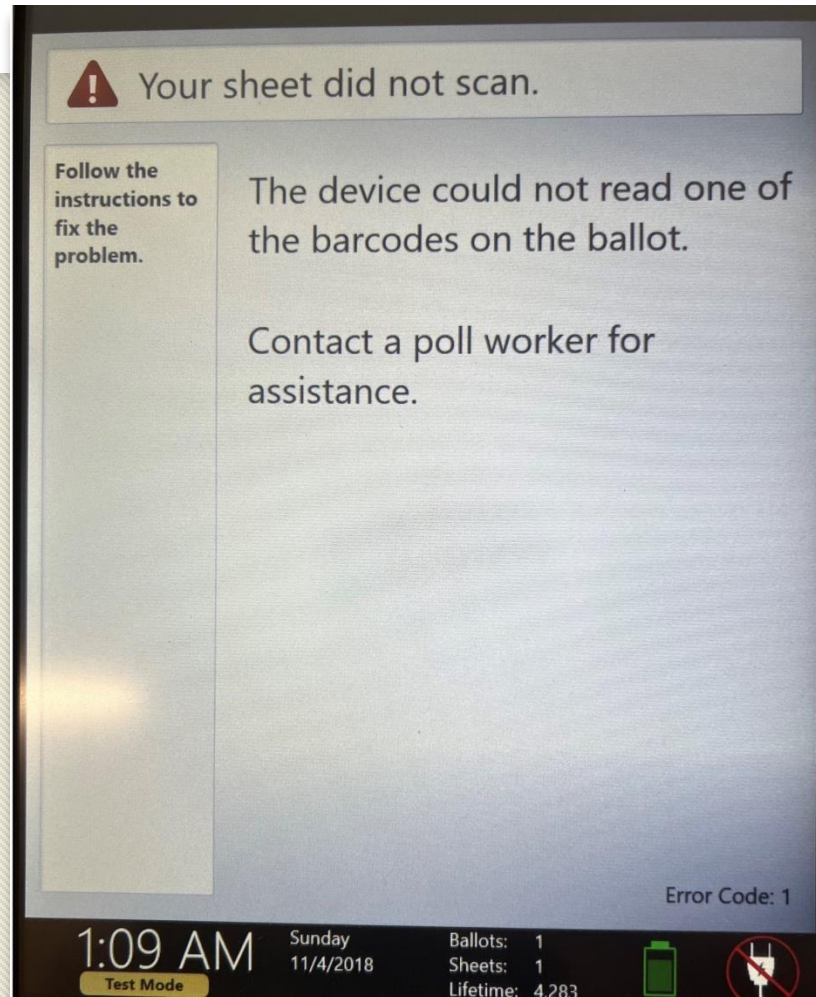
- Ask voter to read the screen to you.
 - If the voter removes the ballot, the screen will change back to “Ready For Use.”
- Give voter the option of taking the ballot and marking it or pressing the “Cast ballot as-is” button.

Ballot Rejected Reason #2 | Overvote



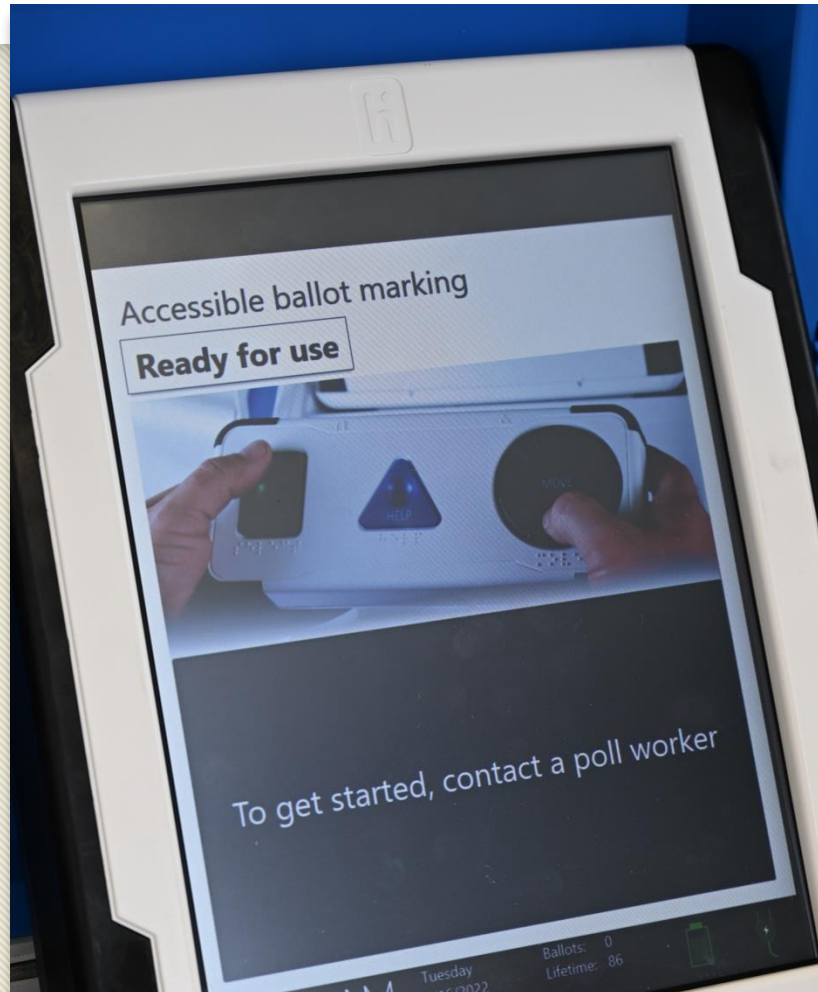
- Ask voter to read the screen to you.
 - If the voter removes the ballot, the screen will change back to “Ready For Use.”
- Give voter the option of taking the ballot to the Chief and getting a new one or pressing the “Cast ballot as-is” button.

Ballot Rejected Reason #3 | Ballot Error/Misfeed



- Ask voter to read the screen to you.
 - If the voter removes the ballot, the screen will change to “Ready For Use.”
- Have voter attempt to rescan ballot.
- If the ballot does not scan, send the voter to the Chief to receive a new ballot.

TOUCH WRITER



- The Touch Writer is our ADA marking device.
- It is used for voters who have difficulties marking a ballot.
- The CO, AO, or EPS will assist those voters.

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Questions

Final Notes

- Thank you again.
- Look for an email from your Chief.
- If you have not heard from your Chief 1 month BEFORE the election, send an email to electionofficer@pwcgov.org or call Dena (staffing coordinator) at 703.792.6485.

Hands- On Practice

Machine Open House/Workshop

Buckhall VFD 7190 Yates Ford Rd, Manassas

October 15th	2:00 pm – 6:00 pm
October 18th	9:00 am – 3:00 pm
October 31 st	3:00 pm – 9:00 pm
November 2 st	9:00 am – 1: 00 pm

After I read the Oath, say “I will”

I do solemnly swear (or affirm) that I will support the
Constitution of the United States, and the
Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially
discharge all the duties incumbent upon me as an
Officer of Election of Prince William County according to the best of my ability.

ENJOY THE ELECTION!!!

