

Leadership Certification Training

November 2023 General Election

November 7, 2023

INTRODUCTIONS

- Welcome to LCT.
- Training is ever changing, so we try to keep it interesting and informative.
- You will be working independently today.
- Let us know if you find this new training format helpful.

REMINDERS

- **Vote Early.**
- **Don't** tape codes or passwords to machines.
- **Don't** bring Gray Box to supply return.
- Check-in clerk will send all voters with issues to the Chief.
 - A standard voter is one where the name comes up and you check them in.
 - Anything else is an issue.

REMINDERS

- Call Chief Headquarters
- Call Chief Headquarters
- **Call Chief Headquarters**

CHANGES

- The EES is now the Equipment Provisional Specialist (EPS).
- Drop Box ballots will be returned in an envelope.
- iPads and iPhones
 - TallyPoint
 - Translate
- The Provisional Ballot Envelope has changed.

PROVISIONAL BALLOT CHANGES

6

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

YOU MUST SELECT THIS REASON CODE.

#1: Same Day Registration (or not on pollbook)

Did voter show ID or complete ID Confirmation Statement?
 YES NO

Comments:

Election Officer: _____
Sign Here

OFFICE/ELECTORAL BOARD USE ONLY

Voter ID # _____

Adjudication: COUNT DO NOT COUNT

Voter Identification

1. If the voter returns with the proper identification, check this box and sign _____

2. Attach a copy of the identification document.

Same Day Reg



Non-Same Day

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: *Sign Here _____

Today's Date: [] [] / [] [] / [] [] [] []

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

You Must Select a Reason Code.

#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 ID Confirmation Statement

Comments:

Election Officer: _____
Sign Here

OFFICE/ELECTORAL BOARD USE ONLY

Voter ID # _____

Adjudication: COUNT DO NOT COUNT

Voter Identification

1. If the voter returns with the proper identification, check this box and sign _____

2. Attach a copy of the identification document.



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
 - By fax: 703-792-6461

To see list of acceptable identification please visit:

www.elections.virginia.gov/registration/voterid/index
Or Scan this QR code with your phone:



Voltea la pagina para Español



Querido Votante,

Usted voto una **papeleta provisional** hoy.

Su Junta Electoral local decide cuales boletas provisionales van a contar.

La junta electoral se reunen a las 12:00 pm de la tarde el Miercoles despues de la eleccion en 9250 Lee Ave, Suite 1, Manassas, VA 20110.

La papeleta provisional no sera contada si la junta electoral no puede confirmar que el votante este calificado y registrado para votar en este recinto.

Usted puede proporcionar pruebas de que es calificado para votar en este recinto en persona antes de la fecha limite, o usted puede atender la reunion de la junta electoral para proporcionar pruebas. (La mayoría de las personas no necesitan asesoria legal, pero puedes traer un abogado contigo.) Si tiene preguntas, llame a la officine de su Registrador General - 703-792-6470.

Despues de finalizar la cuenta de votos, usted puede averiguar si su papeleta fue contada llamando al Departamento de Elecciones - 866-839-2556.

Razones por las que recibió una papeleta provisional

- Registro el mismo día (no aparecio en el libro de votacion)
- Voto despues de las cerradas de elecciones por orden judicial
- Voto por correo: no hay papeleta para rendir
- Aparece en el libro de votacion como ya aver votado
- Otra razon: _____
- El votante no tiene la identificación requerida y se negó a completar la Declaración de confirmación de identificación

Si se registro por el DMV o otra agencia del gobierno:

- Proporcione el nombre de la agencia, su ubicacion, y la fecha que se registro.
- Muestre un recibo, si tiene uno, al funcionario electoral o al Registrado General.

Si se entero que tu registro fue cancelado,

pero crees que no debería haber sido, contacte a su Registrador General.

INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

Informacion

- Fecha limite de entregar identificacion es 12:00 pm el Viernes despues de la eleccion. (Lunes, si Viernes es feriado.)
- Como entregar identificacion
 - En persona o por coreo a nuestra oficina
 - Por coreo electronico: pwcvote@pwcgov.org
 - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite:

www.elections.virginia.gov/registration/voterid/index
O Escanee este codigo QR con su telefono:



Flip page for English

POLLBOOK SETUP

- Everyone go to your round table.
- Turn to page 56 in your manual.
- Complete Merlin and Pollbook setup.

POLLBOOK SETUP (continued)

- STOP at the Windows login screen
- You will be given the password

POLLBOOK SETUP (continued)

- STOP once you see the “Pollbook Keys” window.
- We will talk about the KEY.

POLLBOOK SETUP (continued)

- Login and open polls on Pollbook.
- When you are ready to check voters in return to your seat.
- Bring one tablet and the iPad back to your seat with you.

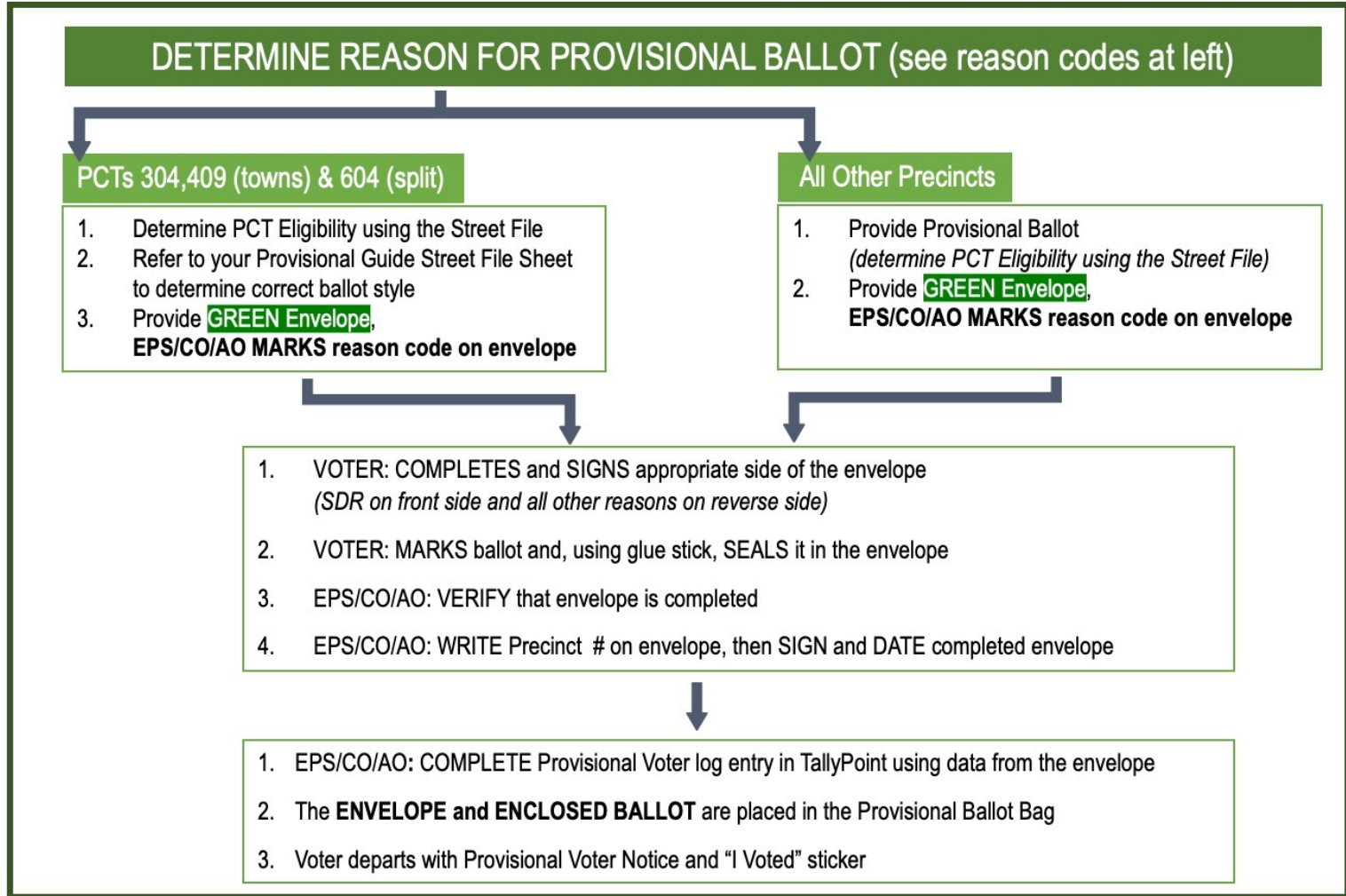
Reason Codes

GREEN ENVELOPE:

Reasons Codes 1 thru 7
(there is no Reason Code 2)

1. Same Day Registration
(or not on pollbook)
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 ID Confirmation Statement

Provisional Ballot Workflow



SAME DAY REGISTRATION

- Second year for Same Day Registration (SDR).
- Voter is not listed in the Pollbook in your precinct.
- Voter has moved into your precinct (check Moving Conditions).
- Use Street File Lookup on Pollbook.
- ID rules are the same for all voters.

SCENARIOS

- During this section, I will give you different scenarios.
- You will look voters up on the Pollbook.
- If they are not ready to check in, you will conduct research and complete paperwork.
- You will also make Tallypoint entries.

TALLYPOINT

You will use the TallyPoint iPad to:

- Enter the hourly vote count,
- To record provisional ballots on the Provisional Ballot Log,
- If you need to translate for a voter,
- Interactive “What If’s”
- And to send your precinct results to Chief HQ.

Tallypoint Action

Log into Tallypoint

Scenario #1



Regular Check-in

- Name: Anna Everett Baker
- Address Provided: Voter lives at 16182 Crusade Ct

Conclusion

- Check in and vote
- Take note of the two check boxes on confirmation screen.

Tallypoint Action

7 am: Update Turnout!

Scenario #2



Special Situation

- Name: Danicia Case Davy (Blind Voter)
- Address: 15771 Palmer Ln
- Voter requests assistance from Election Officer

Conclusion

- Voter completes Request for Assistance form, place in Envelope #8.
- Proceed with check in.
- Give voter, or assistant, ballot and voter votes on machine.



Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2500.

OFFICER OF ELECTION

Precinct #/name: _____ Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:

- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____
Required Required

Residence address: _____ City/state: _____ zip: _____
Required Required Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature: _____ Printed name: _____ Representing: _____

Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:

- Write on the *Signature of Voter* line (Section A), "blind voter" (A blind voter is NOT required to sign or make their mark);
- Print the voter's name on the line below the signature line (Section A); and
- Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:

- Write on the *Signature of Voter* line (Section A); "voter unable to sign";
- Print the voter's name on the line below the signature line (Section A); and
- Sign and complete Section B.

Scenario #3



Inactive Voter/Address Confirmation



- Name: Anna Bonny Albertson
- Address Provided: 4335 Padgett Dr

Conclusion

- Voter Completes Affirmation of Eligibility.
- Proceed with check in (will require CO/AO override - **bos0401a**).
- Check "Affidavit" box on confirmation screen.
- Give voter ballot, votes on machine.

Scenario #4



**Wrong
Precinct**

Same Day Registration (SDR)

- Name: John Riley Beach
- Address provided: 4335
Padgett Dr
- Address on Pollbook: 12926
Vixen Ct

Conclusion

- Use Street Lookup on the Pollbook to find voter's new precinct (New address is within precinct)
- Complete Voter Registration Application on Provisional Envelope, Provisional Voter Notice, & Pre-printed Provisional Ballot
- Make entry on Provisional Ballot Log (reason 1)

Scenario #5



Provisional Voter

- Name: Anna Raul Del Rio Ybarra
- Address Provided: 4508 Jennifer Ln
- Does not have Absentee Ballot

Conclusion

- Voter may only vote provisional
- Complete Provisional Ballot Envelope, Provisional Voter Notice, and Pre-printed Provisional Ballot
- Make entry on Provisional Ballot Log (reason 4)

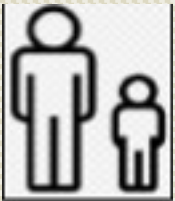
Tallypoint Action

8 am: Update Turnout!

Scenario #6



Regular Check in with AB Issued Status



- Julie Woodward Mckenzie
- Voter lives at 1511 Mercer Rd
- Has Absentee Ballot to exchange

Conclusion

- Spoil absentee ballot, place in envelope #4
- Check voter in (Pollbook will require CO/AO override **bos0401a)**
- Give voter a ballot, voter proceeds to vote on machine

Scenario #7



Wrong Precinct

- Name: Christopher Lee Head
- Address Provided: 7439
Boundary Ave

Conclusion

- Send voter to the correct precinct

Scenario #8



Regular Check in (No ID)

- Name: Rebecca Garcia Zink
- Address Provided: 2520 Little River Rd
- Voter appears in Pollbook but does not have ID

Conclusion

- Complete ID Confirmation Statement (place in Envelope 8)
- Check in & vote on machine

ID Confirmation Statement

Commonwealth of Virginia Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____|

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

Tallypoint Action

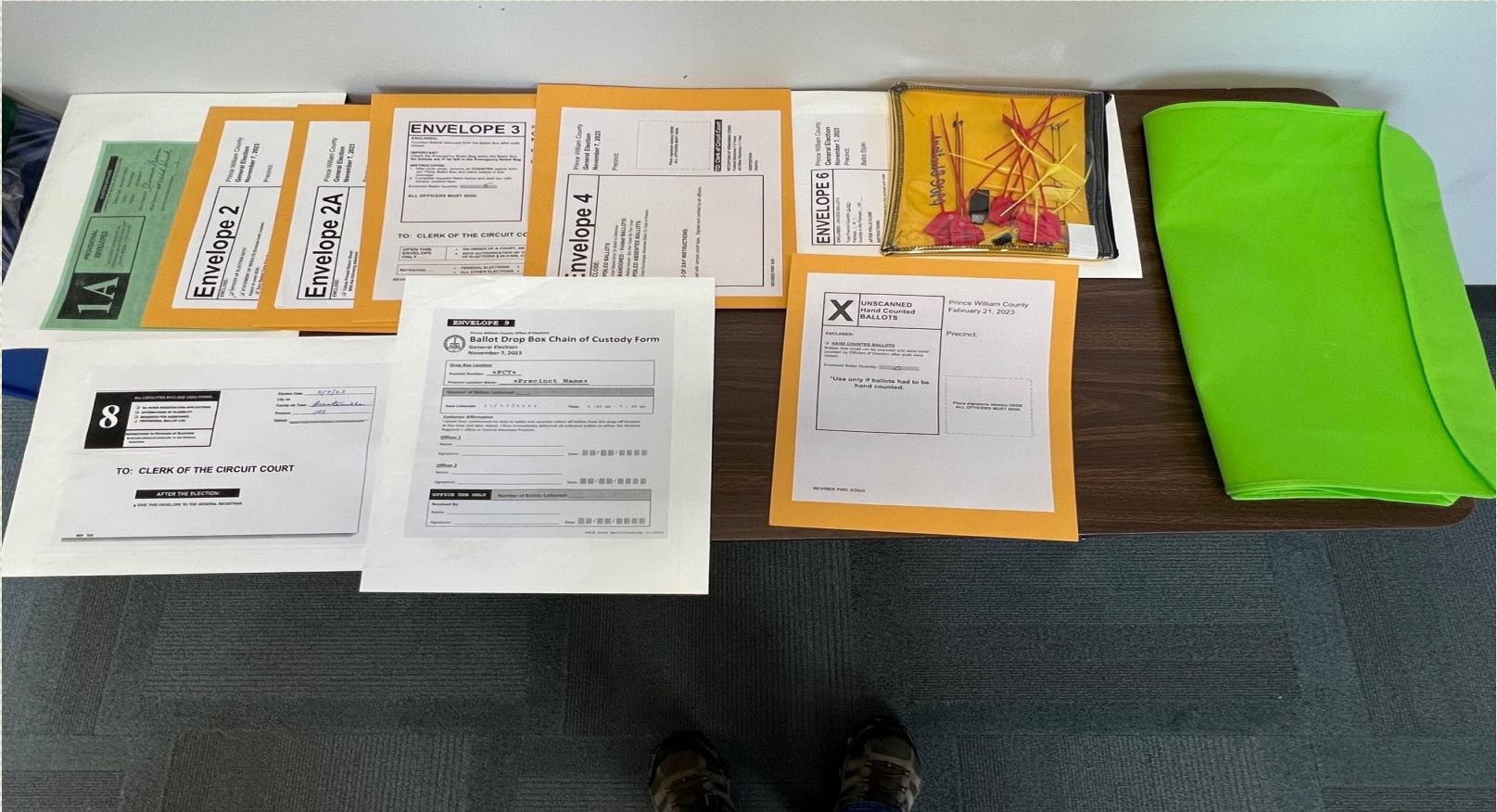
7 pm: Update Turnout!

CLOSING

- Complete your pollbook summary report
- Tally Tape (Give tally tape)
- Enter results on Tallypoint
- Complete Statement of Results with tapes.
- Complete the Yellow Printed Return sheet

END OF NIGHT ENVELOPES

END OF NIGHT ENVELOPES



ELECTION DAY OATH

"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."

VOTING MACHINES

- Setup the Scanner and the TW - pp 31, 43
- Open Polls on Scanner and TW - pp 51
- Print one ballot on TW - pp 87
- Close Polls on Scanner - pp 120
- Break down the Scanner - pp 121
- Breakdown the TW - pp 123
- Closing Pollbooks - pp 124

Once you have opened the polls on both machines let us know. We will get the following from you:

- **From the Scanner:** Power on tape, open polls tape, zero tape, tally tape, and vDrive.
- **From the TW:** power on tape, open polls tape, and zero tape.
- **From the Pollbooks:** Pollbook Summary Report and thumb drive from Merlin.