



Welcome Officers to the Officer Essentials Class





PWC Officer Essentials

Welcome

- Welcome to the Prince William County Election Officer Essentials Training Class – Election Officer, Language Officer

Manual

- Please have your manual available. Manual and slides available on website under Training

Housekeeping

- This class will be approximately 1.5 hours





PWC Officer Essentials

Congratulations Prince William County – Election Officers

- Top in the state for elections voter satisfaction for efficiency and customer service
- 2.3% Improvement in Provisional ballot acceptance

Excellence Prince William County – Department of Elections

- Multi awards achieved by PWC in one year! (That's by you!) Can't do this without you!

Headquarters Go Team!

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





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 !

Message from PWC Director of Elections



Eric Olson – General Registrar

Prince William County Electoral Board



Heidi Stirrup
(Chair)



Yolanda D. Montgomery
(Vice-Chair)



Keith Scarborough
(Secretary)



Candidate Drop Out

CD 7

CD10

When we have a candidate drop out...here are the details:

- Signs will be posted at precinct and in each marking station
- Sign verbiage example:

“This candidate has withdrawn from this election after the ballots were printed”

Commonwealth of Virginia, Official Ballot Estado de Virginia, Papeleta Oficial		Commonwealth of Virginia, Official Ballot Estado de Virginia, Papeleta Oficial	
Prince William County Republican Party Primary Election Tuesday, August 4, 2026		Prince William County Eleccion Primaria Partido Republicano Martes, Agosto 4, 2026	
Instructions Instrucciones	Begin voting here Comience a votar aqui	Begin voting here Comience a votar aqui	Begin voting here Comience a votar aqui
To vote for a candidate, fill in the box next to the name. If you want to change a vote or if you have made a mistake, ask an election worker for a replacement ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.	Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno	Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno	Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno
<i>Para votar por un candidato, llene la casilla al lado del nombre. Si desea cambiar un voto o si ha cometido un error, solicite a un funcionario electoral una papeleta de reemplazo. Si usted hace marcas en la papeleta ademas de llenar la casilla, es posible que sus votos no se cuenten.</i>	☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams	☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams	☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams
	Member House of Representatives 7th District Miembro Cámara de Representantes Distrito 7 Vote for only one Vote por solo uno	Member House of Representatives 10th District Miembro Cámara de Representantes Distrito 10 Vote for only one Vote por solo uno	Member House of Representatives 10th District Miembro Cámara de Representantes Distrito 10 Vote for only one Vote por solo uno
	☐ Philip A. Harding ☐ Doug A. Ollivant ☐ Rick S. Smithers	☐ Dave T. Beckwith ☐ M. Sam Wong ☐ Anthony L. Suttles ☐ Julie Anna Perry	☐ Dave T. Beckwith ☐ M. Sam Wong ☐ Anthony L. Suttles ☐ Julie Anna Perry
	End of Ballot Fin de papeleta	End of Ballot Fin de papeleta	End of Ballot Fin de papeleta





Candidate Drop Out



NOTICE OF WITHDRAWAL

M. Sam Wong is no longer a candidate for Member House of Representatives 10th District.

This candidate withdrew after the ballot had already been printed and therefore still appears on the ballot.

AVISO DE RETIRO

M. Sam Wong ya no es candidato para Miembro Cámara de Representantes Distrito 10.
Este candidato se retiró después de que la papeleta ya había sido impresa y, por lo tanto, todavía aparece en la papeleta.





Announcement

Lanyards and pins:

- Your main identification for the day – important!
- Use your existing lanyards
- Limited extras available on election day





What to wear & officer guidelines

New dress code for warm weather
See addendum for details



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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

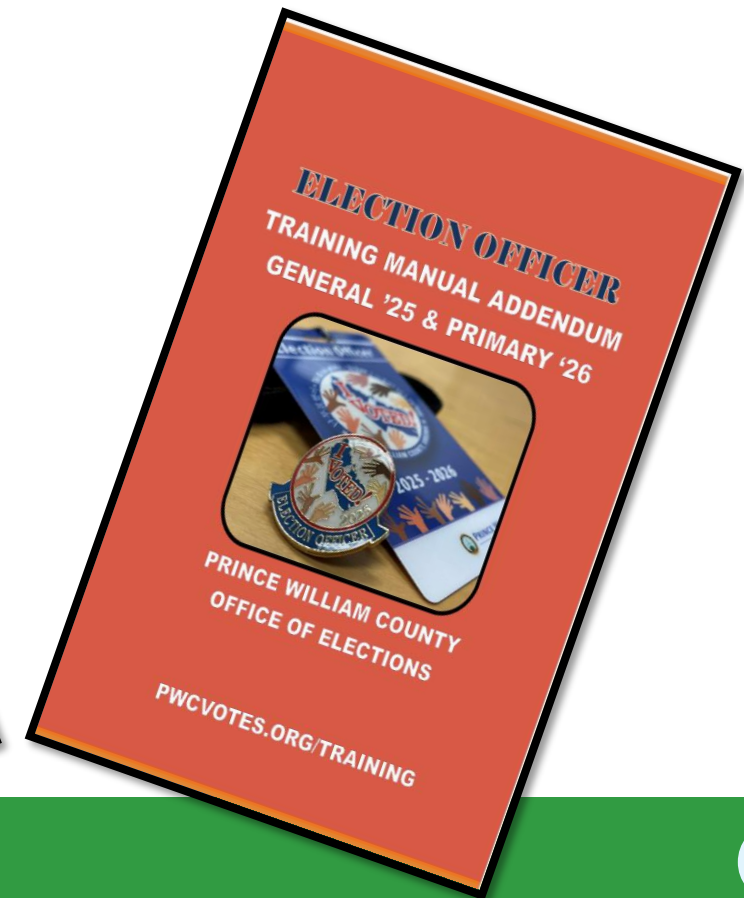
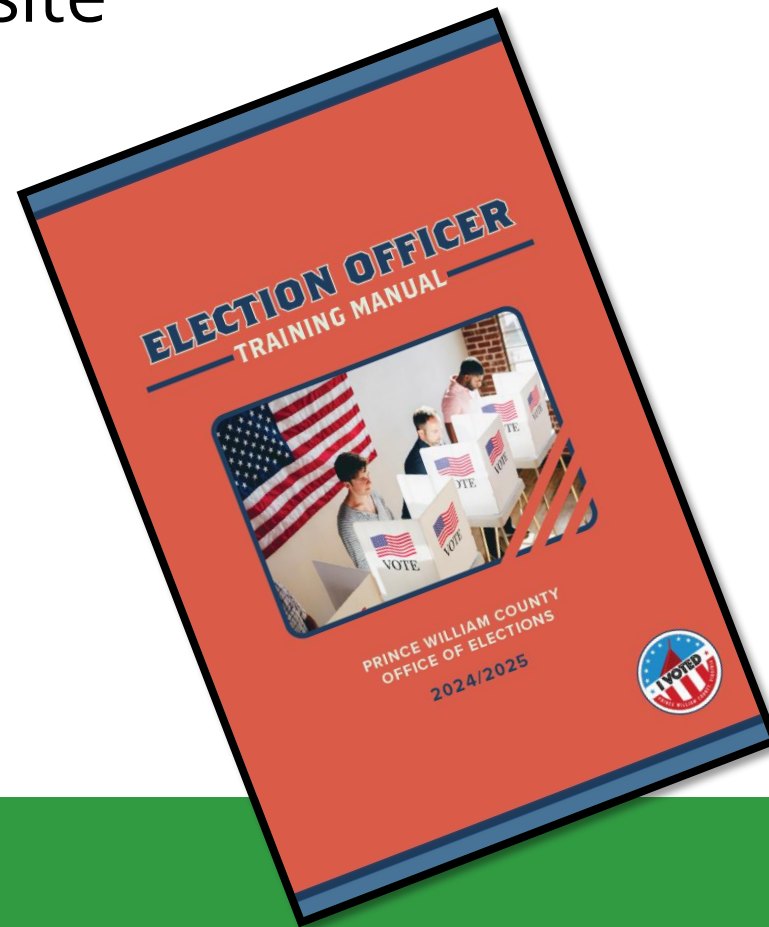
- There will be some downtime-Bring something to do
- Put away when voters are present





Election Officer Training Manual

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

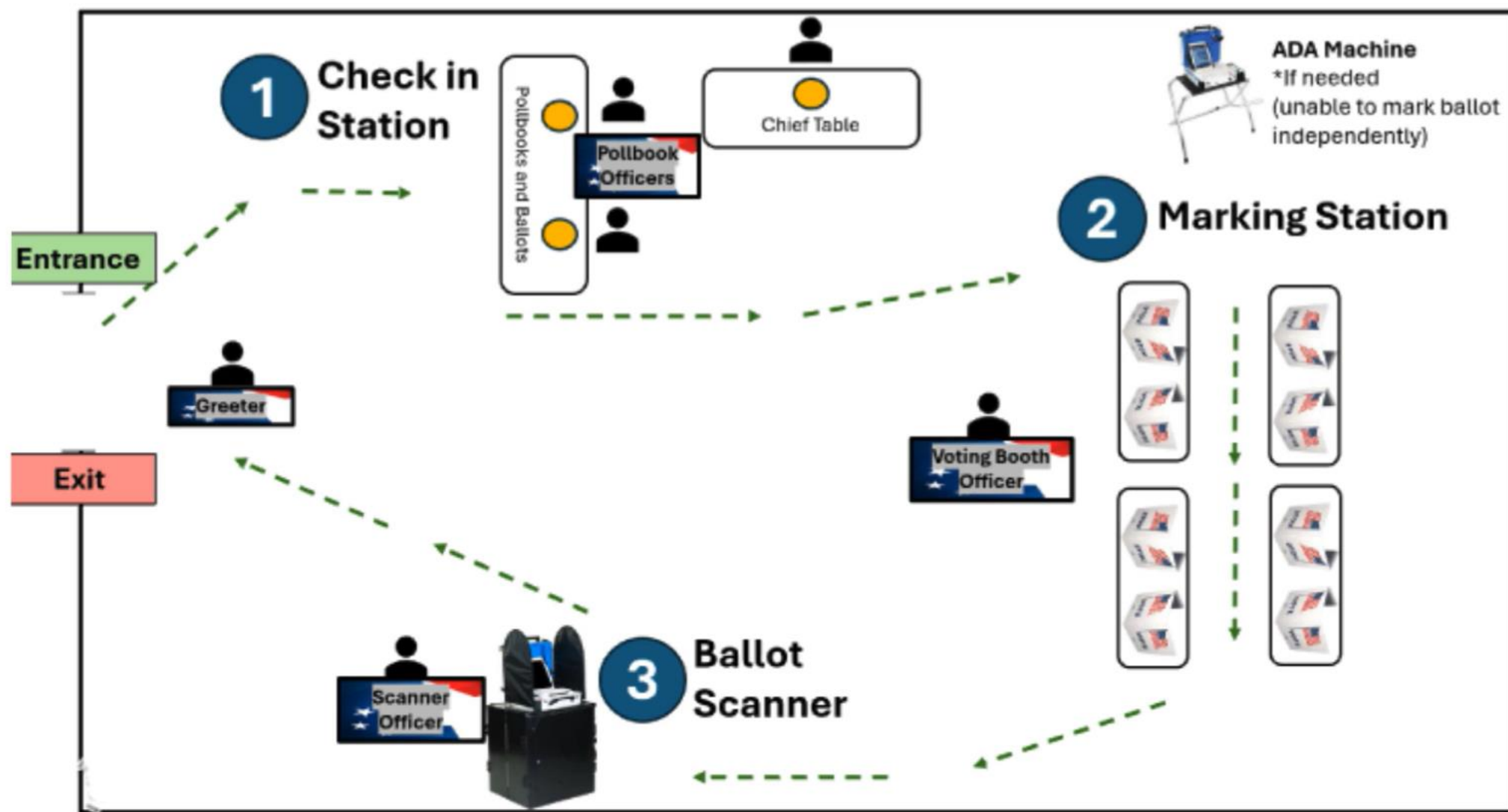




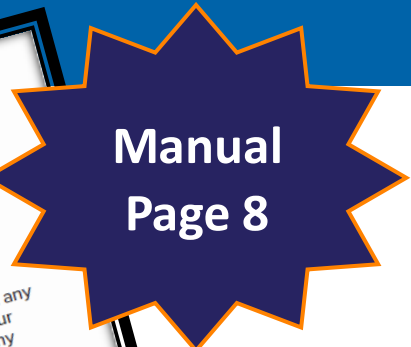
Office Titles in Precinct

- Chief
- Assistant Chief
- Equipment Provisional Specialist
- Language Officer
- Election Officer

Welcome To Your Precinct

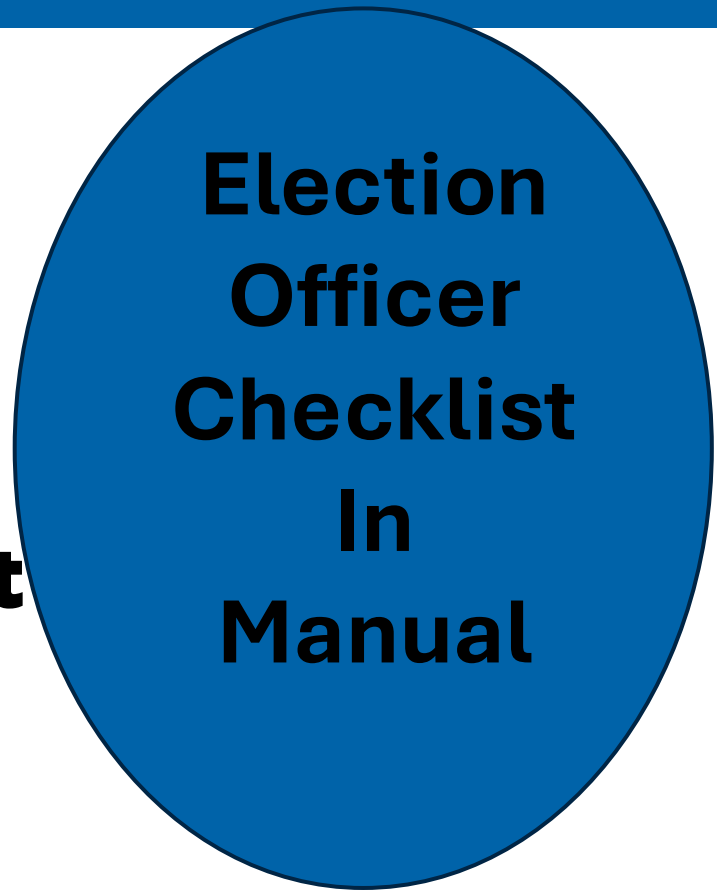


There are several checklists in the manual

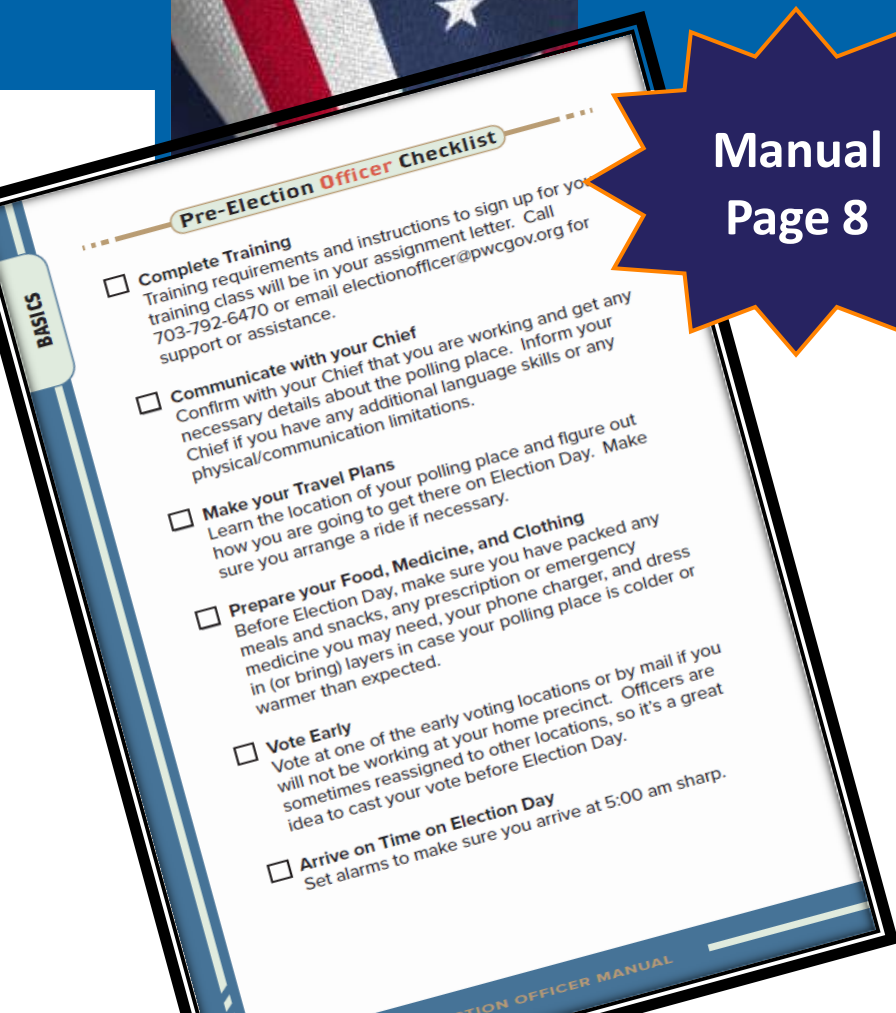


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- **Pre-Election Checklist**
- **Monday Set-up Checklist**
- **Election Day Opening Checklist**
- **Election Day Closing Checklist**



**Election
Officer
Checklist
In
Manual**

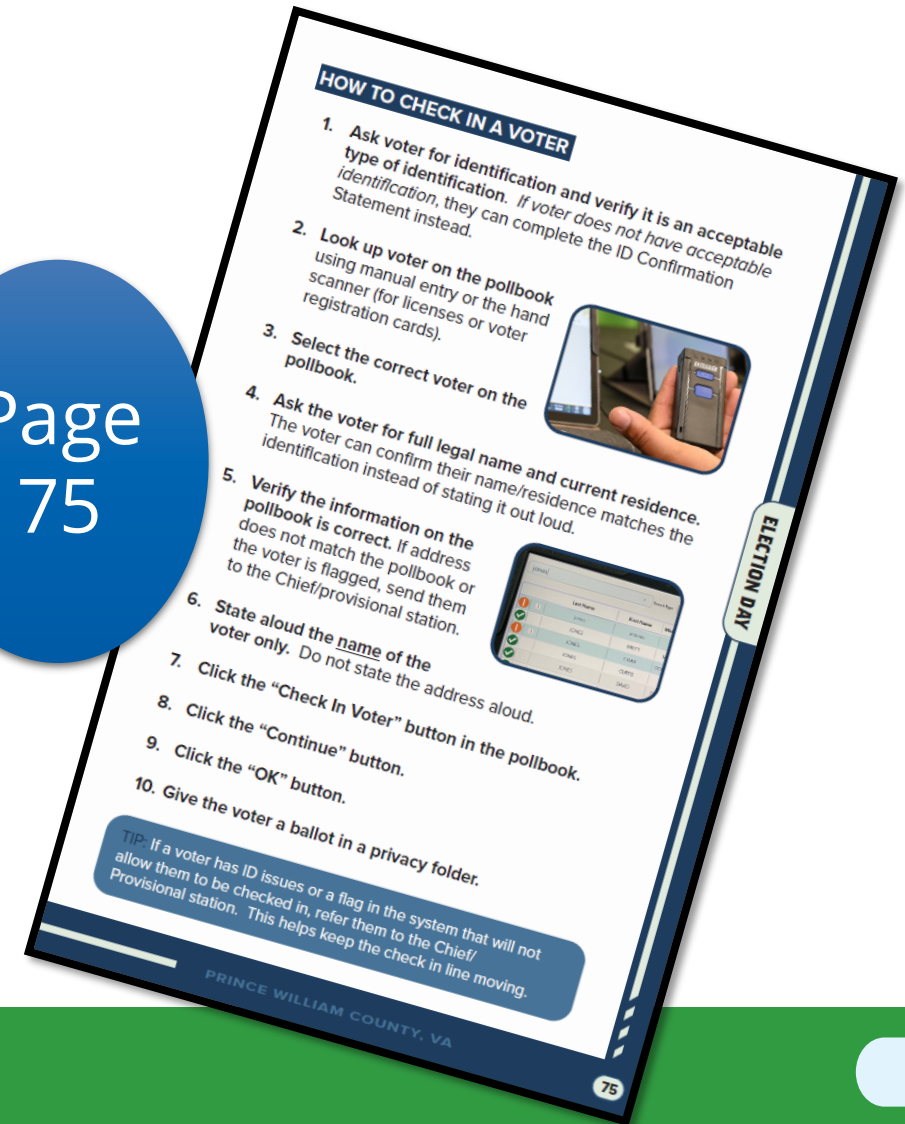




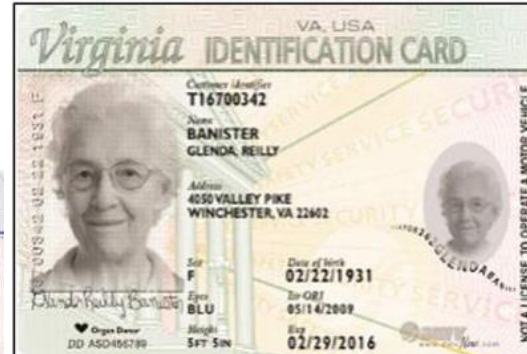
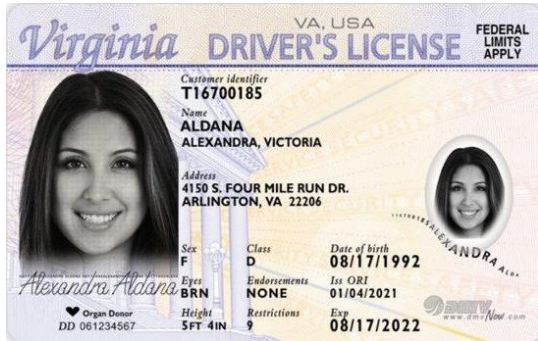
Pollbooks – How to check in a voter

Please read
and study
BEFORE
election day

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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:

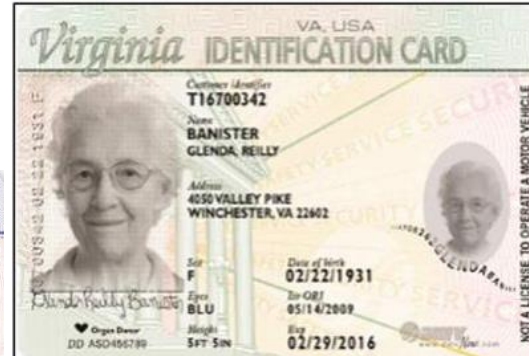
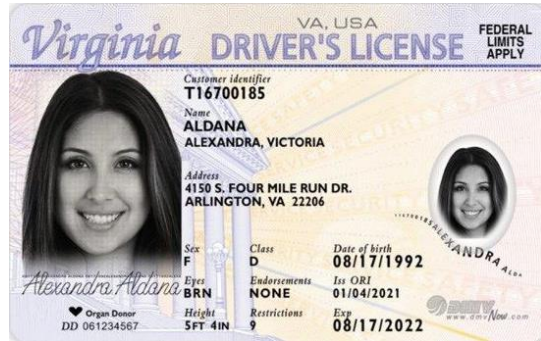
- **“The Democratic candidates are unopposed in this election, so there is no Democratic Primary being held.”**

Reminder – Only accept VA drivers' license





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



Reminder – Only accept VA drivers' license

How to Ask for Voter Information



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

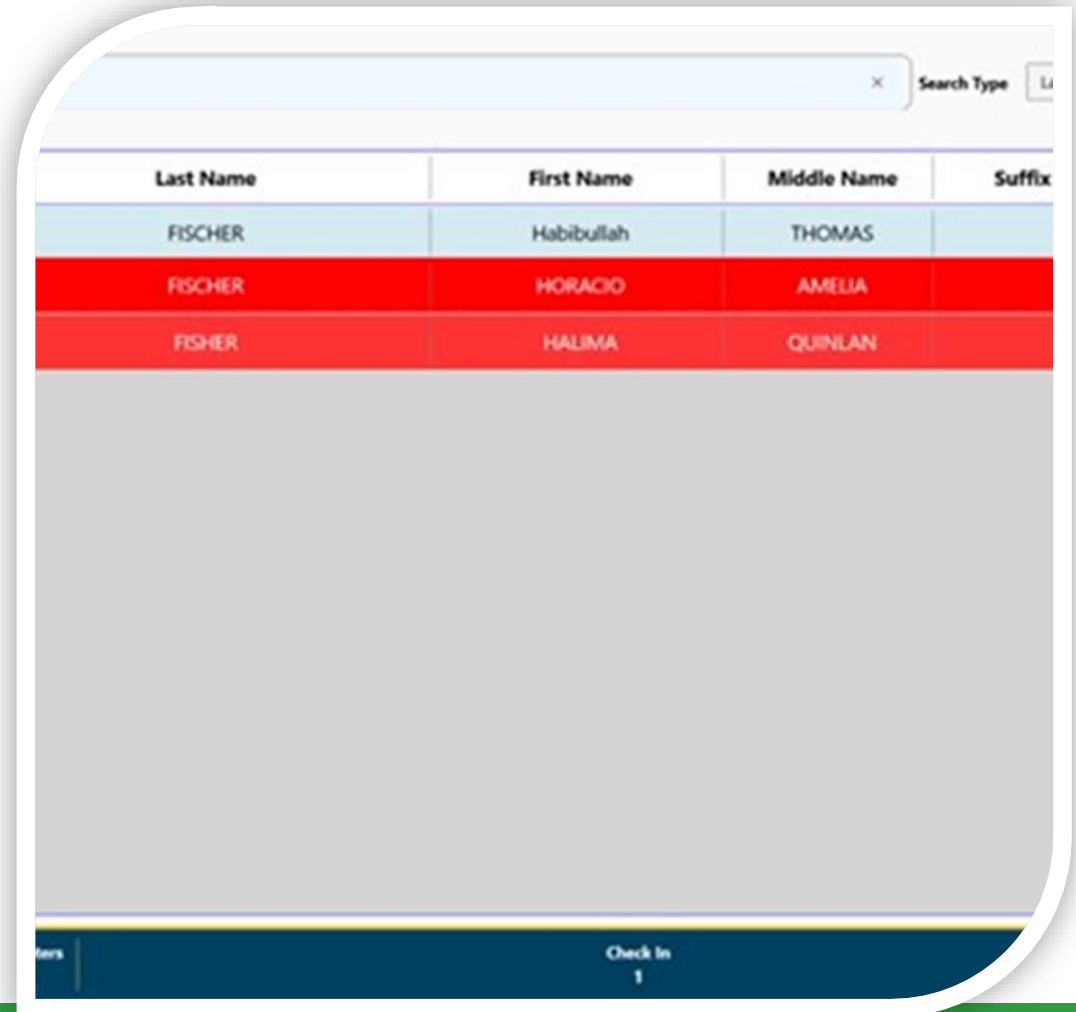


Reminder – Only accept VA drivers' license



Pollbook Reminders

- Three letters of last name, then a comma, then three letters of first name (add comma and “year of birth” if needed)
- Remember there is an Advanced Search – See Leadership for assistance



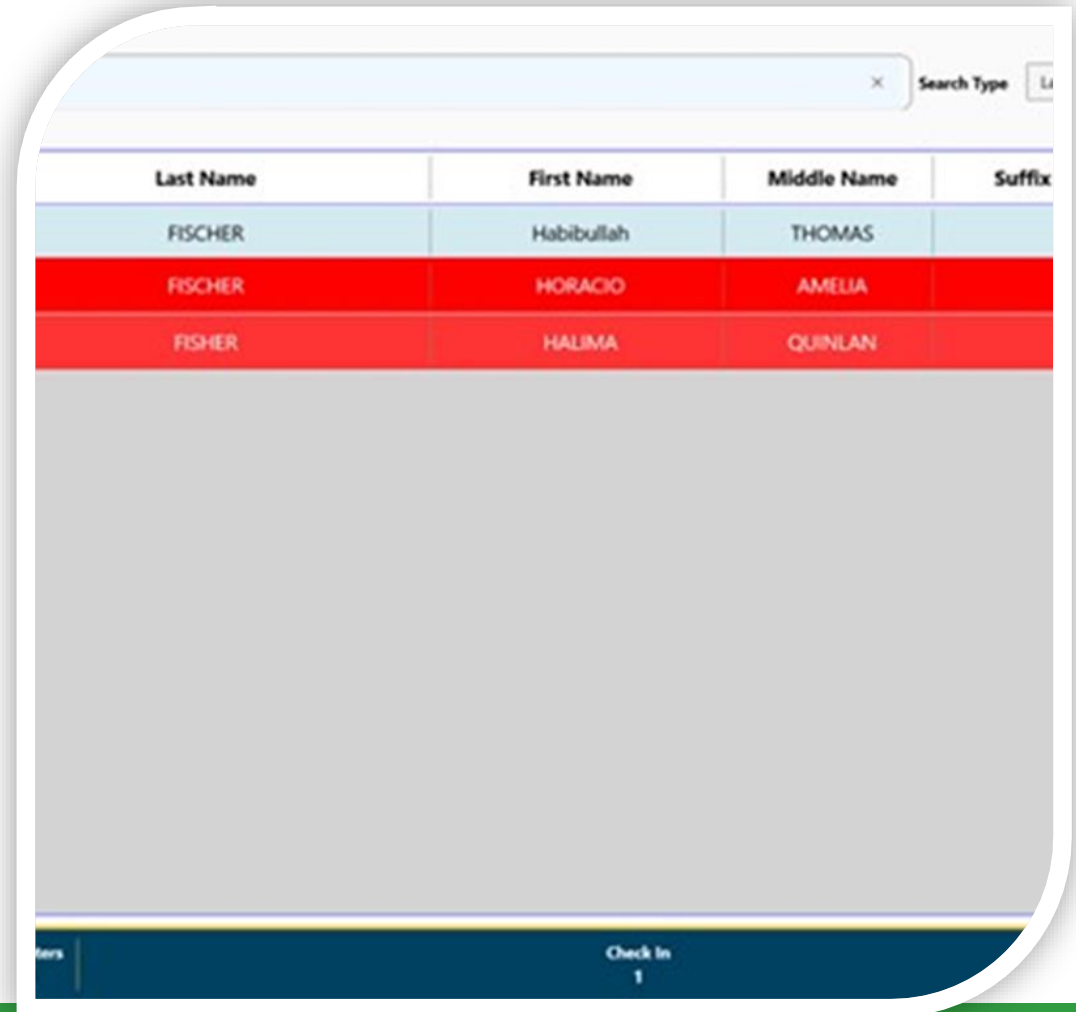
Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	





Pollbook Reminders

- **THREE click process**
 - “Check in Voter”
 - “Continue”
 - “OK”
- **RED means “Checked-In”**



Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	

Check In
1



Voter Information Screen

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10Senate: 029House: 022

Town:

Add Voter Note

 Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

 0

 46%





Check the Red Text Information

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Town:

Senate: 029

House: 022

Add Voter Note

Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

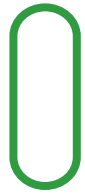
0101
usr0101a

Poll Status
Open

0

46%





Check Voter In

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

House: 022

Town:

Add Voter Note



Ready to Check-In.

Check Voter In

Return to Search



2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

46%



Check Voter In – Additional Questions

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallen Ln
City: Brist

Voter ID: 111111111
Absentee:
Status: Active

Check In Info:

Please give Voter Ballot
Ballot Style 1

☐ OutsidePolls
☐ Affidavit

Continue

Cancel

Add Voter Note

✓ Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:00:54 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

48%



Check Voter In – Last Question

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Check In Info:

Success

Voter has been
checked-in and is to
be given a ballot.

Ok

House: 022

Add Voter Note

Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:01:35 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

49%



Check Voter In – Completed

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
 	Smith	Albert	NMN		2000	111111111
	Smith	Brian	NMN		2000	111111112
	Smith	Charles	NMN		2000	111111113
	Smith	Dexter	NMN		2000	111111114
	Smith	Elizabeth	NMN		2000	111111115
	Smith	Frederick	NMN		2000	111111116
	Smith	George	NMN		2000	111111117
	Smith	Hanah	NMN		2000	111111118
	Smith	Igor	NMN		2000	111111119
	Smith	Jimmy	NMN		2000	111111120

2025/10/07
 9:02:05 AM

Total Voters
 351

Check In
 1

0101
 usr0101a

Poll Status
 Open


 0


 49%





Time Stamp (Double Check)

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10 Senate: 029 House: 022
Town:

Check In Info:

NEW – Check In Info

will be blank prior to checking in a voter

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10 Senate: 029 House: 022
Town:

Check In Info:
2025-10-07 09:01:57 AM
usr0101a

Check In Time & User/Device

will display if voter info screen
is reopened





Pollbook – Default Screen

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
-----------	------------	-------------	--------	---------------	----------

Voters in PCT

Counter

Statuses

User

Poll

Sync

Power

2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

59%





Pollbook – Default Screen

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
-----------	------------	-------------	--------	---------------	----------

Menu
“Hamburger Icon”



2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

 0

 59%







Pollbook – System Operations

Tap here to Search

Search Type Last Name, First Name, Year of Birth Search All ☐

Advanced Search

Last Name	Year of Birth	Voter ID
-----------	---------------	----------

System

Log Out of Pollbook

Peripheral Devices

Import Audits

Export Audits

Import Live Backup

Auto Issue Logs

Sync Status

Polls

Open Polls

Suspend Polls

Close Polls

Complete Election

Summary

Pollbook Summary

Location Summary

Add Location Note

Utilities

Street Look-up

Polling Locations

Print Ballot

Add Voter

Device Voter Activity

Close

Open Polls

Pollbook Summary

Street Look-up



PWC VOTES.ORG

PRINCE WILLIAM COUNTY, VIRGINIA

2025/10/07
8:57:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Closed

0

45%





Pollbook – System Operations

Tap here to Search

Search Type Last Name, First Name, Year of Birth Search All

Advanced Search

Last Name

Year of Birth

Voter ID

System

Log Out of Pollbook Peripheral Devices Import Audits Export Audits Import Live Backup Auto Issue Logs Sync Status

Polls

Open Polls Suspend Polls Close Polls Complete Election

Summary

Pollbook Summary Location Summary Add Location Note

Utilities

Street Look-up Polling Locations Print Ballot Add Voter Device Voter Activity

Close

Pollbook Summary

Street Look-up

Close Polls

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0

45%





Acceptable Voter IDs

- **Note 1:** Only 2 IDs are required to have a photo:
 - -Employer issued ID
 - -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: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

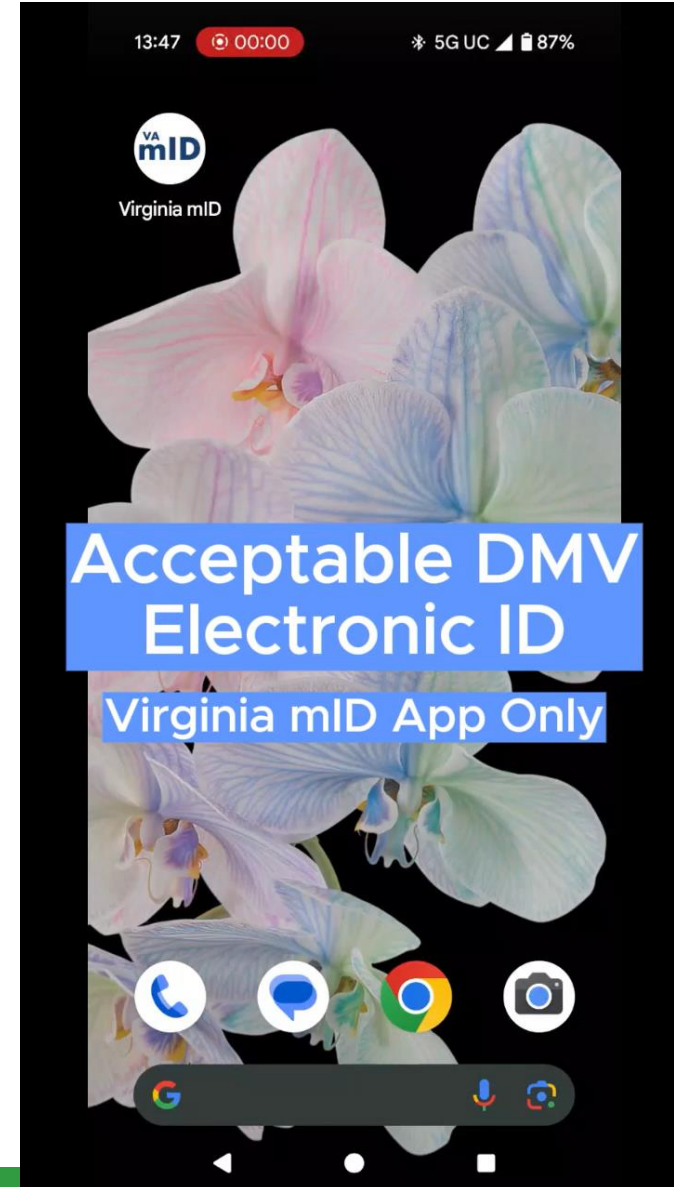
Virginia Code § 24.2-643(B)

Rev. 8/2023



Acceptable Voter IDs

- Can only be accessed via **VA mID** app
- QR Code is not scannable like a barcode
 - Pollbook manual search only
- Not expected to be commonly used





"Flags" that may pop-up while checking in a voter

When Checking in a Voter "States & Tags"



August 2026 Voter States & Tags (Election Day)		
Voter State	Tag	Description
 EO	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
 CANNOT OVERRIDE CHIEF	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.
 CHIEF	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
 CHIEF	ABI	AB Issued - A ballot has been mailed to this voter. If the voter does not have their ballot, they may vote only by provisional ballot.
	?	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 the Move Rules Chart.
EO		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.
EO	PID	<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.



Pollbook "Flags"

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.

Please read carefully! No ID Confirmation Statement allowed





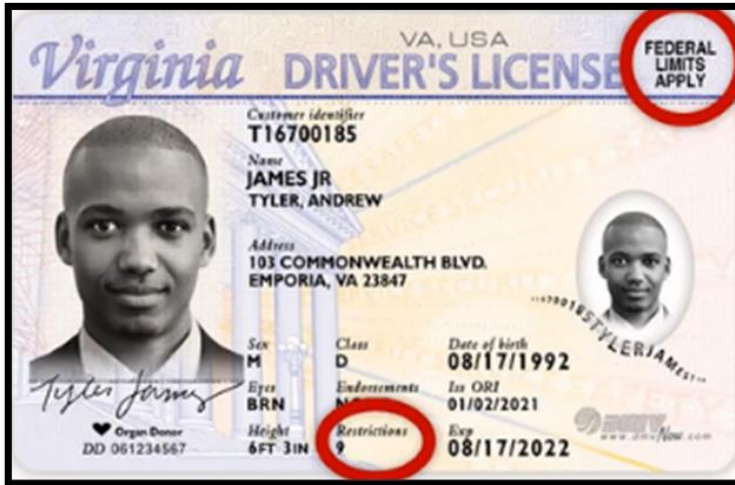
When to Send Voter to the Chief

- Wrong Polling Place (or cannot find on Countywide Lookup)
- Inactive Voters
- Absentee Issued
- Overseas
- Already Voted



Pollbooks - Driver's Privilege

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NOTE: If all three requirements are met – This ID is not acceptable.

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.



Always call HQ if unsure



Marking Station Reminders

- No Talking While in the Marking Station
- Cell Phone research is allowed





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



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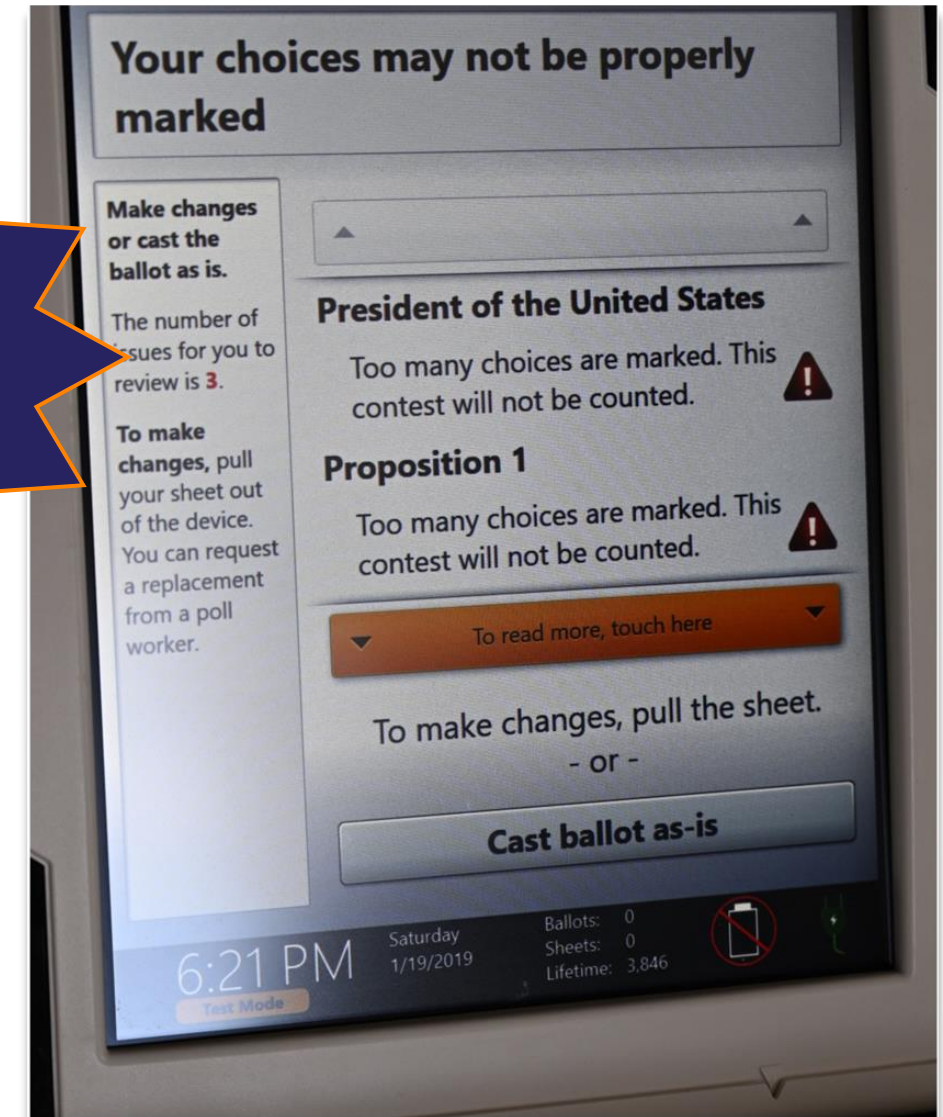




Rejected Ballots

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- Overvote
- Blank Ballot
- Ballot Error / Misfeed

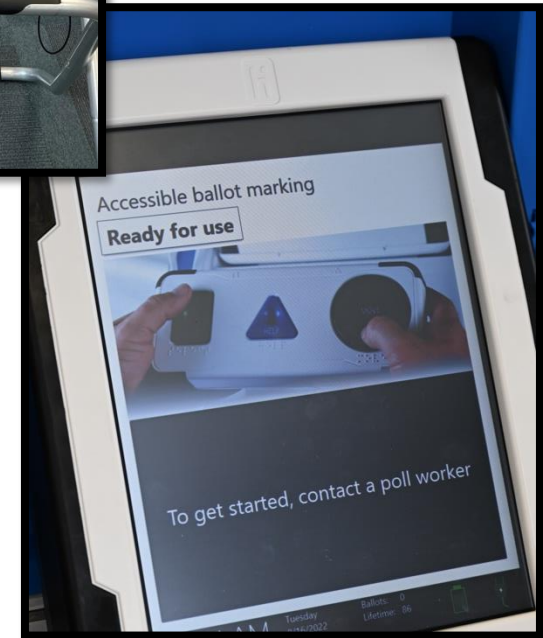


Touch Writer - ADA

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

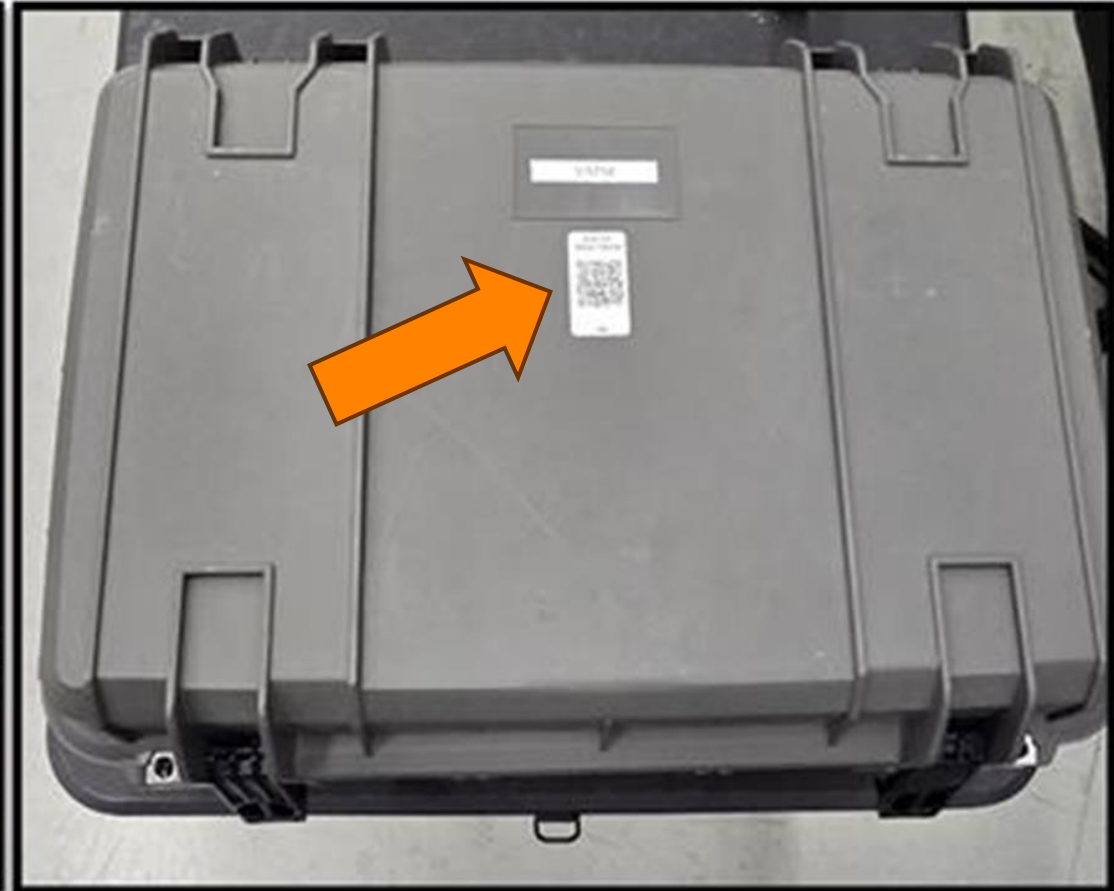


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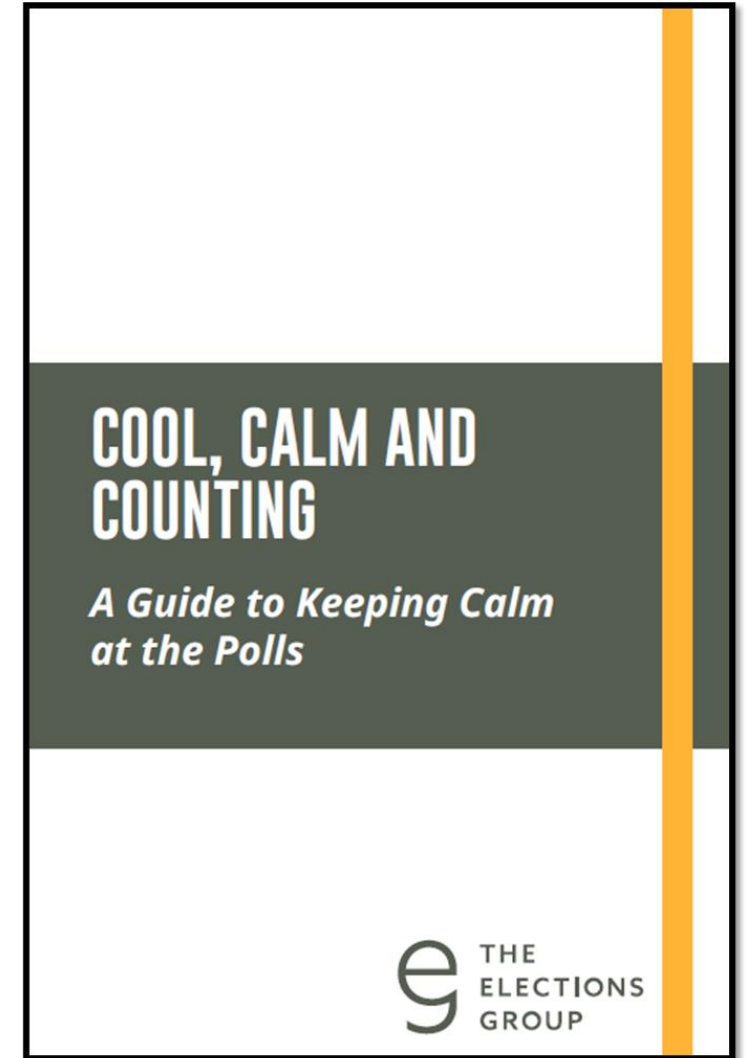
QR Codes - 2 Minute “Set-Up” Videos





De-Escalation

- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief
- ✳ **Pamphlet will be in Chief Bag**





Polls Closed

Please use the Closing Checklist in the Manual

- Don't close down equipment until all voters have voted
- Clean up
- Remove all tape
- Take down signs
- Put tables & chairs away
- Clean up food area

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Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

PRIORITY TASKS

- ☐ Close the doors to the polling place
- ☐ Check emergency ballot bag (scan ballots)
- ☐ Complete the Pollbook Summary
- ☐ Close Polls on the ballot scanner (p. 120)
- ☐ **PRIORITY** Chief: Report results in Tallypoint
Double check all work for accuracy. Complete by 7:45.
- ☐ Close the pollbooks (p. 124)
- ☐ Remove ballots from ballot scanner and pack Box #3
- ☐ Pack the Scanner (p. 121) and Ballot Box (p. 122)
- ☐ Breakdown and pack the Touch Writer/printer (p. 123)
- ☐ Chief completes the SOR (p. 125)
- ☐ Pack unused ballots in Box #6
- ☐ Empty Ballot Drop Box into (new) Envelope #9 (p. 125)

CHECK YOUR WORK

- ☐ Clean up the polling place (p. 126)
- ☐ Complete polling place closing paperwork (p. 128)
- ☐ Make sure officers sign ALL tapes and required forms
- ☐ Pack and seal all the envelopes properly (p. 128)
- ☐ Double-check you have all drop off items (p. 130)
- ☐ Two officers must return ballots and key items (p. 130)

PRINCE WILLIAM COUNTY, VA

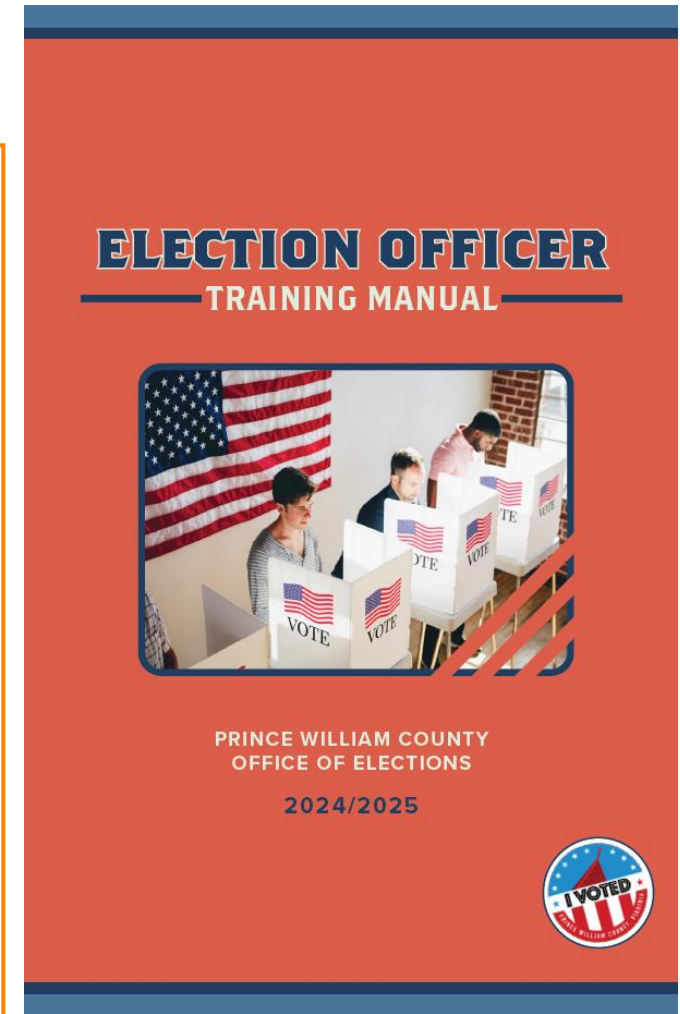
119



Reminder: If a voter is in line at 7pm – They CAN vote!

Training Manual Review

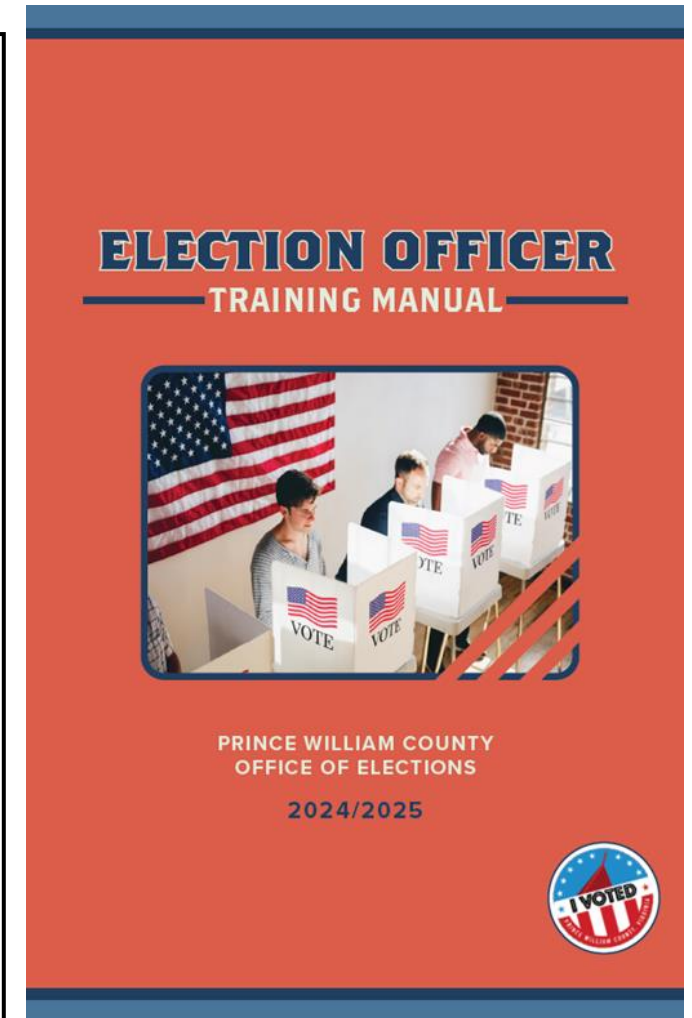
- Page 30 – Equipment Cage
- Page 41 – Precinct Open Checklist
- Page 64 – Outside Signs
- Page 71 – Drop Box
- Page 72 & 73 – Outside Polls Procedures

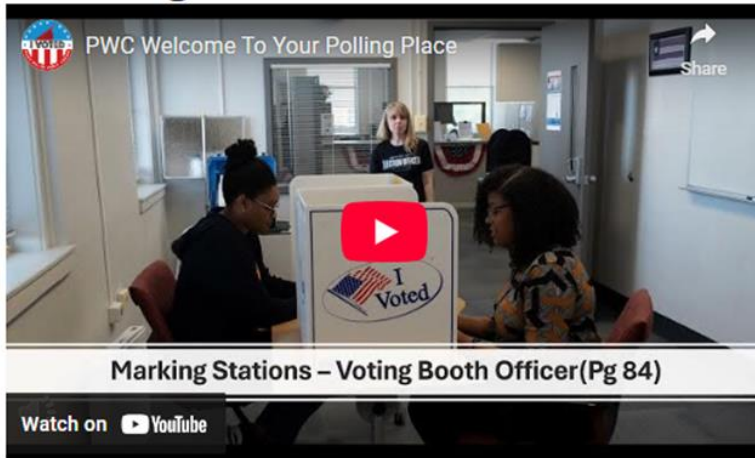




Training Manual Review

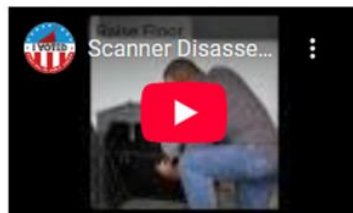
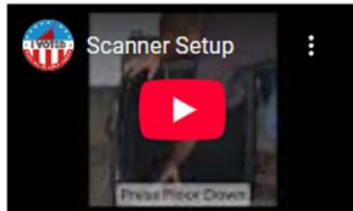
- Page 93 – Rejected Ballots
- Page 102 – Prohibited Area
- Page 103 – Safety
- Page 104 – Authorized Person
- Page 105 – Media Guidelines
- Page 106 – Poll Watchers





pwcvotes.org/training

- 10+ Videos
- Training Slides & Videos
- Manual

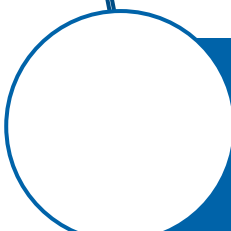




Final Notes



Make sure to register in the Officer Portal and county payroll – Mobius – Contact Office



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



The background image shows a workshop setting with several people standing behind easels. An American flag is visible in the background. The text is overlaid on a white circular shape.

Workshops

Old Manassas Court House

July 22nd 10 AM – 6 PM

July 23rd 10 AM – 4

PM

The background of the slide is a blue-tinted photograph of several people standing at voting stations. Each station consists of a white privacy screen on a metal tripod stand. An American flag is visible in the background, hanging from a pole. The people are seen from the waist down or their heads are visible above the screens. The overall scene is dimly lit, with the primary light source being the ambient room light, giving it a somber and official feel.

Thank You!

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

We can not do this without you!