

# **Election Officer Training**

Dual Primary Election

June 20, 2023

# Introductions

2



# Announcements

- **Masks/Face Covering** - We cannot require voters to remove masks or face covering.
- **Paper Pollbooks** - Good job in November using the paper Pollbooks.
- **The Merlin** - Don't pull wires from the Merlin. Don't try to take everything out of the case.
- **Pollbook** - When checking in a voter after the screen goes back to the voter **RED** means ready to vote.
- **Dual Primary** - **ALL** voters **MUST** state which primary ballot they want.

# General Information

- **Election Day:** June 20, 2023
- **Type:** Dual Primary
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am - 7:00 pm
- **Monday Setup:** Unavailable because of holiday
- **Officer in Charge:** Chief Officer

# On the Ballot

## Democratic Ballot

- **State Senate:** 29th, 33rd
- **House of Delegates:** 19th
- **PWC Board of Supervisors:** Chairman
- **PWC County BOCS:**  
Neabsco and Potomac Districts

## Republican Ballot

- **State Senate:** 29th, 30th
- **House of Delegates:** 21st
- **PWC Board of Supervisors:** Chairman

# Topics Covered



## New Stuff



## Election Basics

Jobs

Dual Primary



## The Polling Place

Opening Polls

Duties

Closing Polls



## Questions

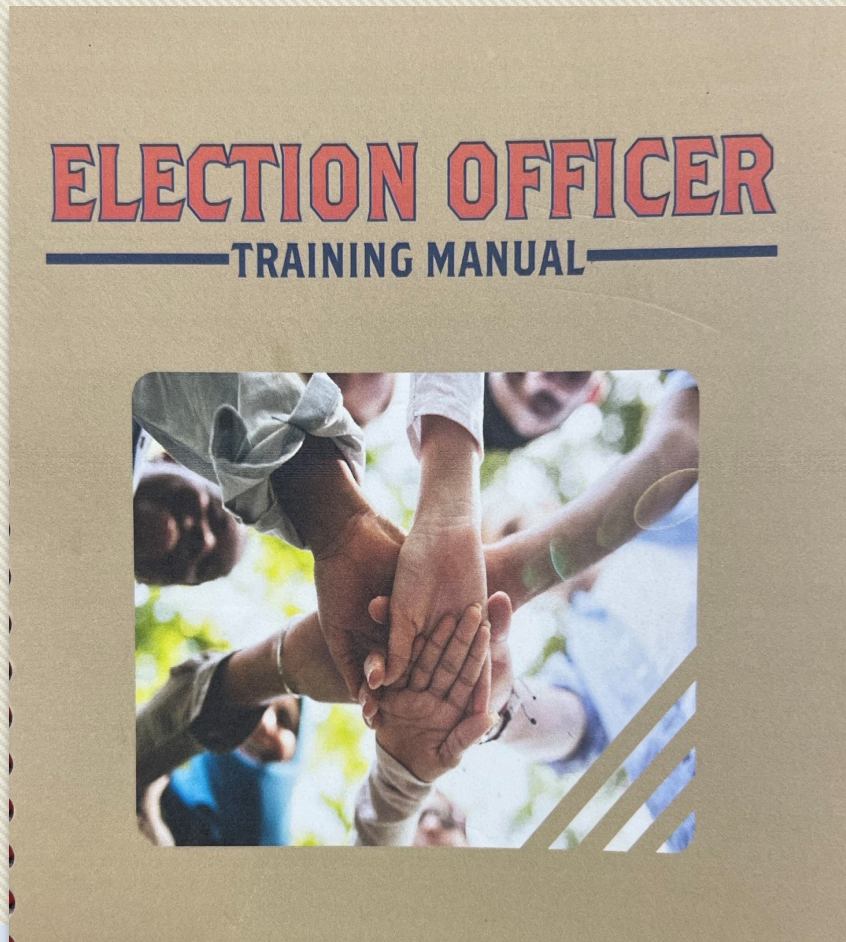
# New Stuff

# New Stuff

- Driver Privilege Card (pic)
- USB adapter for each tablet (pic)
- New Quick Guides
- If something is locked, and we give you a key **you need to keep it LOCKED!**

# There are some changes

New Stuff



Review the list of [changes to the manual](#).

## **Attire:**

- Tee Shirt or Vest.
- If you work curbside voting, you are **required** to wear the vest.
- Don't mix the worn vests with the clean ones in bag.

# **Election Basics**

10



# Reminders

- **Election Officers are non-partisan on Election Day.**
- **Minimize use of mobile devices.**
  - Don't use while serving voters
  - Do bring readers, phones, or books to keep entertained
- **Dress is casual or business casual.**
  - Don't wear political clothing
  - Wear comfortable shoes
- **Bring necessary items for the day.**
  - Can't leave the polling place
  - Bring any food or medication you will need

# Officer Pay



## Election Day

- \$175 Election Officer
- \$200 Assistance Chief
- \$225 Chief

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

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

# Class Paperwork

## Vendor Registration

- All new Election Officers must register as a vendor with Prince William County Finance. (Mobius)
- You are required to do this once, unless your banking information changes, then you'll have to update your vendor account.
- You are allowed to waive your pay.

## Election Officer Oath

- All must complete the oath.
- This is the oath for your two-year term.
- We will complete it at the end of today's training.

# Who is allowed at the polling place?

- **Election Officers** – of course
- **Voters** - Obviously
- **Poll Watchers** – Must have signed authorization from a candidate. Can't disturb the process inside the 40-foot area.
- **Media** – Can't impact voter privacy, CANNOT interview people inside the 40-foot area.
- **Office Staff, Electoral Board Members, and Special Assistants.**
- **Others** – DOJ, International Observers, and others. We will tell you!

# What is not allowed at the Polling Place

- **Voter Intimidation**
  - If you observe voter intimidation, notify your Chief.
  - If you observe a crime or fear for someone's safety, call 911.
- **Firearms are not permitted at or near polling locations in Virginia.**
  - Prohibited on school buildings and grounds.
  - Carrying/brandishing firearms that might cause reasonable fear to those arriving to vote.
  - Law Enforcement Officers are permitted to carry firearms in polling place.

# QUESTIONS

# The Polling Place

17

# Be On Time



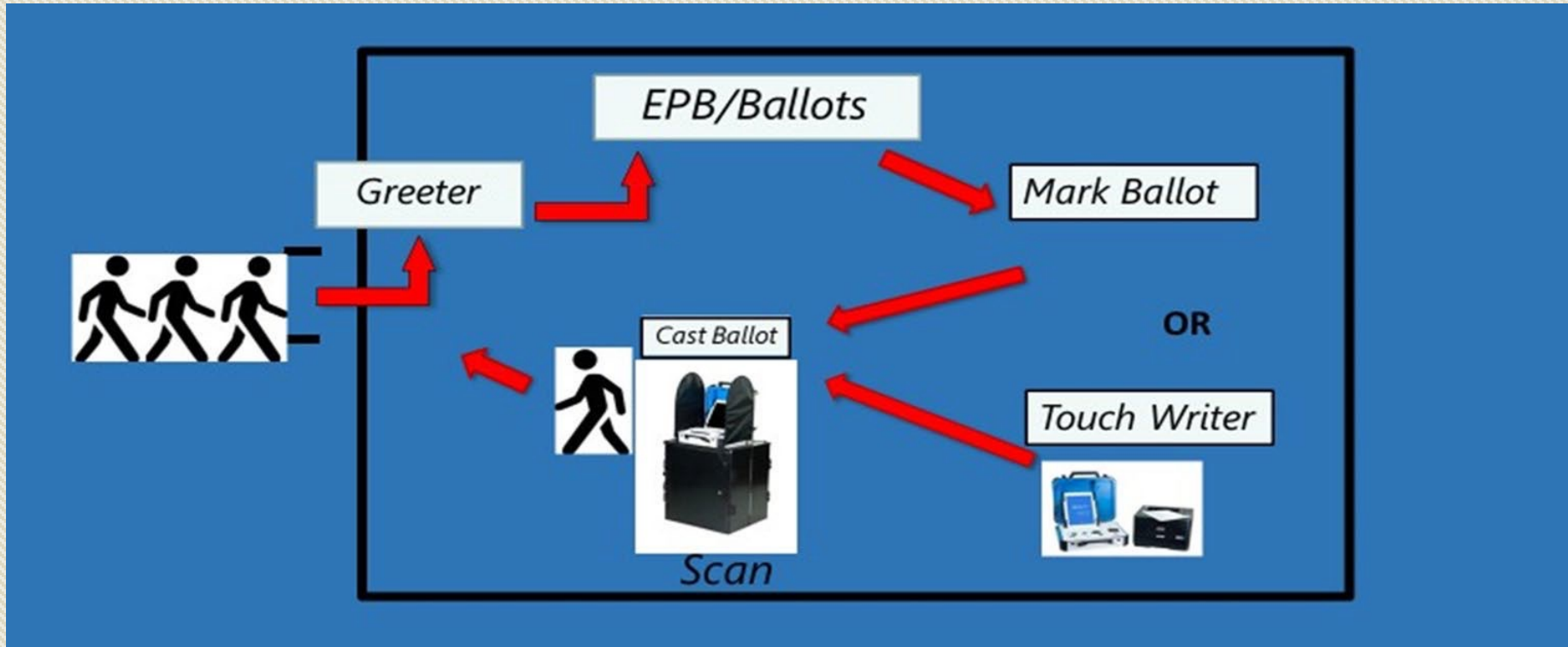
- Helps Chief lead the Team
  - Assign duties to team members.
  - Plenty to accomplish in the first hour to be open on time.

## \* Monday Setup

- Monday is a holiday.
- Not an option at schools or libraries this June.
- Equipment must remain locked in cage.



# Example of Polling Place Layout



# Opening the Polls

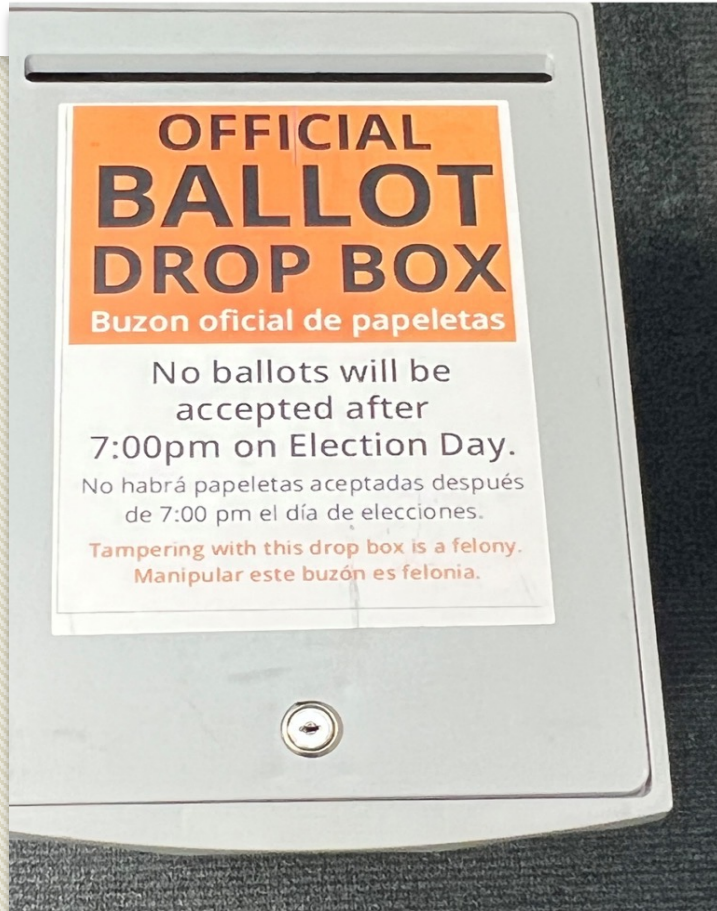
# Check-In Station



Pollbooks

- The Equipment Specialist (ES) will set-up and open polls on the Pollbook.
- All polling places will have three Pollbooks.
- All polling places distribute ballots at the check-in station.
- Pollbooks must be ready to check-in voters before 6:00 am.

# Mail Ballot Drop Box



- Place Drop Box next to check-in station.
- Ensure Drop Box is locked.
- Drop Box voters do not have to wait in line.

# Voting Booths



Place three on 6-foot table



- Polling places are issued 12 tabletop marking stations (voting booths)
- Stand up voting booths are available during Chief supply pick up.
- Make sure aisles are wide and free of debris

# Voting Machines



- All polling places will have 1 Scanner and 1 Touch Writer.
  - Some will have 2 Scanners.
- Scanner must be ready to scan ballots before 6:00 am.

Scanner



Touch Writer



# Before Polls Open

- Ensure all this is done before 6:00 am.
  - The Pollbook Summary Report
  - Polls open on Pollbook and Scanner.
    - Pollbook and Scanner setup is the priority before 6:00 am.
  - The zero tapes from the Scanner and Touch Writer are taped to the wall.
  - Ballots are ready to pass to voters at the Check-in station.
  - The Oath.
  - The Pink Comp Sheet.

# 40-foot Prohibited Area

- Each polling place will establish a 40-foot boundary outside the polling place entrance.
- This is defined as the exterior entrance to the building, not the voting room if it is inside a building.
- Certain activity is prohibited inside that line including:
  - Electioneering
  - Media interviews



# Questions

# Officer Duties



# 6 AM : Polls Are Open

CO outside announcing, "The Polls are Open."

# Chief Officer

- The Chief is responsible for everything that happens in the polling place.
- If you have doubts or questions talk to the Chief.
- If you disagree with the Chief talk to them off to the side.
- Then do what they say.



# Officer Positions

## Assistant Chief

Assist the Chief as needed or requested

### Greeter

Direct traffic outside of polling place  
Control entry into the room

### Pollbook Officers

Check in voters on the Pollbook and distribute ballots

### Voting Booth Officer

Help direct voters to open marking stations and provide assistance to voters as requested

### Scanner Officer

Monitor the ballot marking area, the Scanner, and assist as needed



# 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.
- Ensure voters who are bringing mail ballots to the Drop Box don't wait in check-in line.
- Direct voters to the check-in station.
- Assist voters as requested.
- If anything unusual happens outside, tell the Chief.





# Pollbook Officer

Check-in Officer handing voter a ballot.



# Pollbook Officer Duties

- Check in voters on the Pollbook.
- Distribute ballots to voters.
- Refer special issues to the Chief.

# Process to check-in Voters

1. Ask voter for ID, no ID use ID Confirmation Form.
2. Locate voter's name on Pollbooks.
3. Ask voter for name and address, they can give it to you in writing.
4. Verify the information is correct.
5. State voter's name only out loud. (No address)
6. Select the correct voter.
7. Check the voter in on the Pollbooks.
8. Give the voter a ballot in a privacy folder.

# Voter ID

## 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.

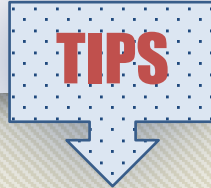
Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID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

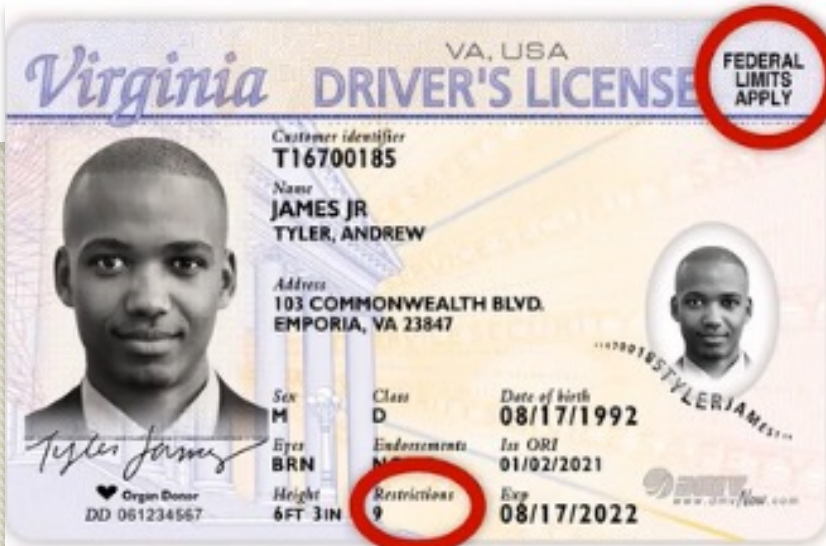
- **Note 1:** Only 2 IDs are required to have a photo:
  - an employer issued ID and
  - a school ID issued by a school outside Virginia.
- **Note 2:** Never turn a voter away for lack of valid ID, always offer the option to sign the ID Confirmation Statement.

# Notes on Acceptable ID



- 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 will state current address when the written address does not match Pollbooks.
- We accept various spelling of names.
- We should have voter complete a Voter Registration Application
- Registration form when Pollbooks does not match ID.
- 17-year-olds who will be 18 on or before November 7, 2023, can vote in this primary






# Driver Privilege Card



- 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" that card is not valid for voting.
- If **all 3 things** are on the ID, you will ask for another form of ID.

# Voter States & Tags

February 2023 Voter States & Tags

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	?	Address Confirmation - Voter is marked for address confirmation. If address matches pollbook, proceed with regular check-in. If it doesn't match, refer to move rules chart.
 <b>DO NOT OVERRIDE</b>	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter's ballot has already been processed by the Central Absentee Precinct.
	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 (reason 4).
	?	Inactive Voter - This voter is inactive. <i>* If Voter <b>has not</b> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <b>has</b> moved, follow move rules sheet.</i>
	Suffix (Jr., Sr.) Tag	Verify year of birth if voter has this tag.

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



# Required Dual Primary Options

Voter ID: 332620682

Select Party

Which Primary are you voting in today?

Select party from the dropdown list below

OutsidePolls  
 Affidavit

Select

Submit

Cancel

Voter ID: 332620682

Select Party

Which Primary are you voting in today?

Select party from the dropdown list below

OutsidePolls  
 Affidavit

Select

Democratic

Republican

Cancel

➔ Required question for every voter before they can be given a ballot!

# Checking in Voters on the Pollbooks

This will be live





# **Polltab Walkthrough**

## Current Pollbook on ePollTab:

**Id:** 6692aa64-

dcec-4af1-9278-35acd2a1f79a

**Filename:** June 2023 Dual

Training\_2023\_04\_19\_14\_16\_05\_2023\_04\_19\_14\_16\_11.pollbook

**Name:** June 2023 Dual Training

**Election Date:** 2023/06/20

**Description:** June 2023 Dual Training

Load from File

Open

Archive

Upload to Merlin

## Pollbook on Merlin:

**Id:** 6692aa64-

dcec-4af1-9278-35acd2a1f79a

**Filename:** June 2023 Dual

Training\_2023\_04\_19\_14\_16\_05\_2023\_04\_19\_14\_16\_11.pollbook

**Name:** June 2023 Dual Training

**Election Date:** 2023/06/20

**Description:** June 2023 Dual Training

Download

Archive

Pollbooks match



## Current Pollbook on ePollTab:

**Id:** 6692  
dcec-4a

**Filename:**  
Training  
9\_14\_16

**Name:**

**Election**

**Description**

Load

Al

## Pollbook on Merlin:

### Pollbook Keys

#### Waiting for Pollbook Key

The preferred method is to wait for the Merlin to send the keys. Insert the **USB stick with the Pollbook Key** into the Merlin. This popup will automatically close and the pollbook will open.

Alternatively, you can insert the USB stick with the Pollbook Key into this device. Select 'Load Keys from USB' and select the Pollbook Key file.

Load Keys from USB

Alternatively, you can contact the main office to get a key to open the pollbook.

Get Key

Cancel

023\_04\_1

ning

ve

## Primary User

Log In



**Polls not Open**

**The polls need to be  
opened before  
checking voters in.**

OK

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



a



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

ADAMS

JULIANNA

1966

989571318

ADAMSON

RAYMOND

ALEXANDER

1981

460236629

ADHIKARI

TERESA

JOY

2002

741496589

ALBERTSON

ANNA

BONNY

1995

064770879

ALCANTARA

DANESHA

LYNN

1978

919813975

ALCANTARA

GWENDOLYNE

JOHN

1968

919194695

AMRANI

DANESHI

ANNETTE

1960

000217040

ANDERSON

JULIANNE

ALYSSA

1981

919070450

ANDERSON

RAYMOND

ALLEN

1994

011345585

anderson

TERESA

marie

1963

981453118



## VOTER INFORMATION

**NAME: ADAMS, JULIANNA**

**Suffix:**

**Voter ID: 989571318**

**Year of Birth: 1966**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 2406 Little River Rd**

**City: Haymarket**

**Precinct: 401 - EVERGREEN**

**Congress: 10**

**Senate: 030**

**House: 021**

**Town:**

[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)



Ready to Check-In.





## VOTER INFORMATION

**NAME: ADAMS, JULIA**

**Suffix:**

**Year of Birth: 1966**

**Address: 2406 Little River**

**City: Haymarket**

**House: 021**

### System



Log Out of  
Pollbook



Peripheral  
Devices



Import Audits



Export Audits



Import Live  
Backup

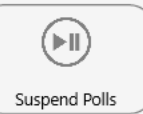


Sync Status

### Polls



Open Polls



Suspend Polls



Close Polls



Complete Election

### Summary



Pollbook Summary



Location Summary



Add Location Note

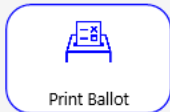
### Utilities



Street Look-up



Polling Locations



Print Ballot



Add Voter



Device Voter Activity

Close

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

2023/05/15  
1:05:26 PM

Total Voters  
564

Check In  
0

0401  
tng0401a

Poll Status  
Closed

0

100%



## VOTER INFORMATION

**NAME: ADAMS, JULIANNA**

**Suffix:**

**Voter ID: 989571318**

**Year of Birth: 1966**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 2406 Little River Rd**

**City: Haymarket**

**Precinct: 401 - EVERGREEN**

**Congress: 10**

**Senate: 030**

**House: 021**

**Town:**

**Add Voter Note**

**Edit Voter**

**Voter History**

**Print Directions**

**Check Voter In**

**Return to Search**

## VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

### Select Party

**Which Primary are  
you voting in today?**

Select party from the  
dropdown list below

OutsidePolls

Affidavit

Select

Democratic

Republican

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

Check Voter In

2023/05/15  
1:07:30 PM

Total Voters  
564

Check In  
0

0401  
tng0401a

Poll Status  
Open

0

100%



## VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

### Select Party

**Which Primary are  
you voting in today?**

Select party from the  
dropdown list below

OutsidePolls

Affidavit

Select

Democratic

Submit

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

Check Voter In



## VOTER INFORMATION

**NAME: ADAMS, JULIANNA**

**Suffix:**

**Voter ID: 989571318**

**Year of Birth: 1966**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 2406 Little River Rd**

**City: Hay**

**Please give Voter Ballot**

**No Ballot**

OutsidePolls

Affidavit

Continue

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Check Voter In

Return to Search

## VOTER INFORMATION

**NAME: ADAMS, JULIAN**

**Suffix:**

**Year of Birth: 1966**

**Address: 2406 Little River**

**City: Haymarket**

**House: 021**

Success

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

Ok

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

Check Voter In



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



V Prv

ADAMS

JULIANNA

1966

989571318



ADAMSON

RAYMOND

ALEXANDER

1981

460236629



ADHIKARI

TERESA

JOY

2002

741496589



Prv Ovr ?

ALBERTSON

ANNA

BONNY

1995

064770879



ALCANTARA

DANESHA

LYNN

1978

919813975



ALCANTARA

GWENDOLYNE

JOHN

1968

919194695



AMRANI

DANESHI

ANNETTE

1960

000217040



ANDERSON

JULIANNE

ALYSSA

1981

919070450



ANDERSON

RAYMOND

ALLEN

1994

011345585



?

anderson

TERESA

marie

1963

981453118



beach



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

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
[Empty table body]					





beach



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

BEACH

NICHOLE

MICHAEL

2001

518292162

BEACH

JOHN

RILEY

2000

152818292

BEACH

STEPHANIE

CARTER

1949

920123766

BEACH

KAINE

CAROL

1961

918408344

BEACH

THOMAS

MICHELLE

1991

485053986

BEACH

RODNEY

LYNN

1970

405000479

BEACH

MICHAEL

DAVID

Jr.

1971

917546972

BEACH

DENNIS

SMITH

1977

695973450

BEACHY

TYLER

LYNN

1968

903014271

2023/05/19  
11:54:00 AM

Total Voters  
564

Check In  
4

0401  
tng0401a

Poll Status  
Open

0

98%



## VOTER INFORMATION

**NAME: BEACH, JOHN RILEY**

**Suffix:**

**Voter ID: 152818292**

**Year of Birth: 2000**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 12926 Vixen Ct**

**City: Bristow**

**Precinct: 114 - BRISTOW RUN**

**Congress: 10**

**Senate: 030**

**House: 022**

**Town:**

[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)



**Voter is in the wrong precinct.**

## VOTER INFORMATION

**NAME: BEACH, JOHN**

**Suffix:**

**Year of Birth: 2000**

**Address: 12926 Vixen Ct**

**City: Bristow**

**House: 022**

### System



Log Out of  
Pollbook



Peripheral  
Devices



Import Audits



Export Audits



Import Live  
Backup



Sync Status

### Polls



Open Polls



Suspend Polls



Close Polls



Complete Election

### Summary



Pollbook Summary



Location Summary



Add Location Note

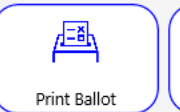
### Utilities



Street Look-up



Polling Locations



Print Ballot



Add Voter



Device Voter Activity

Close

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Voter is in the wrong  
precinct.

VOTER INFORMATION

NAME: BEACH, JAMES

Suffix:

Year of Birth: 2000

Address: 12926 VANDERBILT DR

City: Bristow

### Street Look-Up

Street Number:

401 - EVERGREEN (L153-P0401)

Pre-Direction:

Street Name:

Street Type:

Post-Direction:

City:

State:

Zip:

Search

Add Voter

Print

Address

City, State Zip

Polling Place

4120 to 4335 PADGETT DR

20169

401 - EVERGREEN (L153-P0401)

Close

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

: 022



Voter is in the wrong precinct.



## VOTER INFORMATION

**NAME: DEL RIO YBARRA, ANNA RAUL**

**Suffix:**

**Voter ID: 917014310**

**Year of Birth: 1967**

**Absentee: ISSUED**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 4508 Jennifer Ln**

**City: Haymarket**

**Precinct: 401 - EVERGREEN**

**Congress: 10**

**Senate: 030**

**House: 021**

**Town:**

**Add Voter Note**

**Edit Voter**

**Voter History**

**Print Directions**

**Override**

**Return to Search**

**This voter requires the Chief's attention to vote.**

**ABI**

A ballot was mailed to this voter and must be returned in order to vote.

# Questions



# Ballot Distribution

**Ensure voters receive the correct ballot style!**

- Voters receive ballots at the check-in table.
- **2 ballot styles** per polling place, 1 Democrat and 1 Republican.
- 1 split will have 4 ballot styles.
  - 604 Gar-field
- Give voter correct ballot in privacy folder.

# Election Day - Send to Chief

- Inactive Voters
- Absentee Issued (if they don't have ballot)
  - Wrong Polling Place
    - Overseas
    - Voted



**Send Voter to Chief**



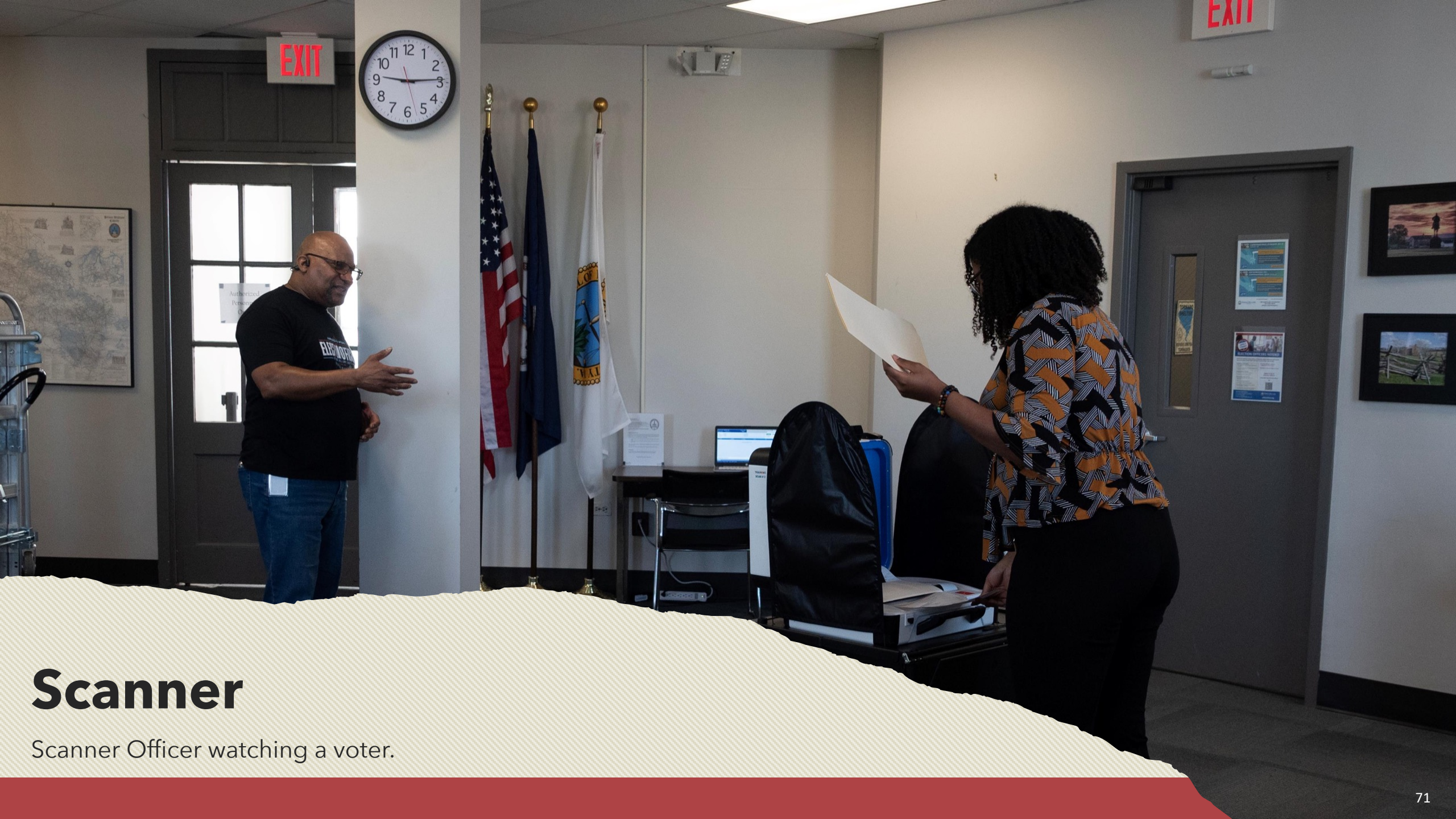
# Voting Booth Officer

Monitor the Ballot Marking Area

# Voting Booth Officer Duties

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





# Scanner

Scanner Officer watching a voter.

# Scanner Officer Duties

## Remain

Remain near the Scanner keeping a safe distance for privacy.

## Assist

Assist voters having difficulties.

## Keep

Keep "I Voted" stickers near exit.

## Return

Return privacy folders to the check-in station.

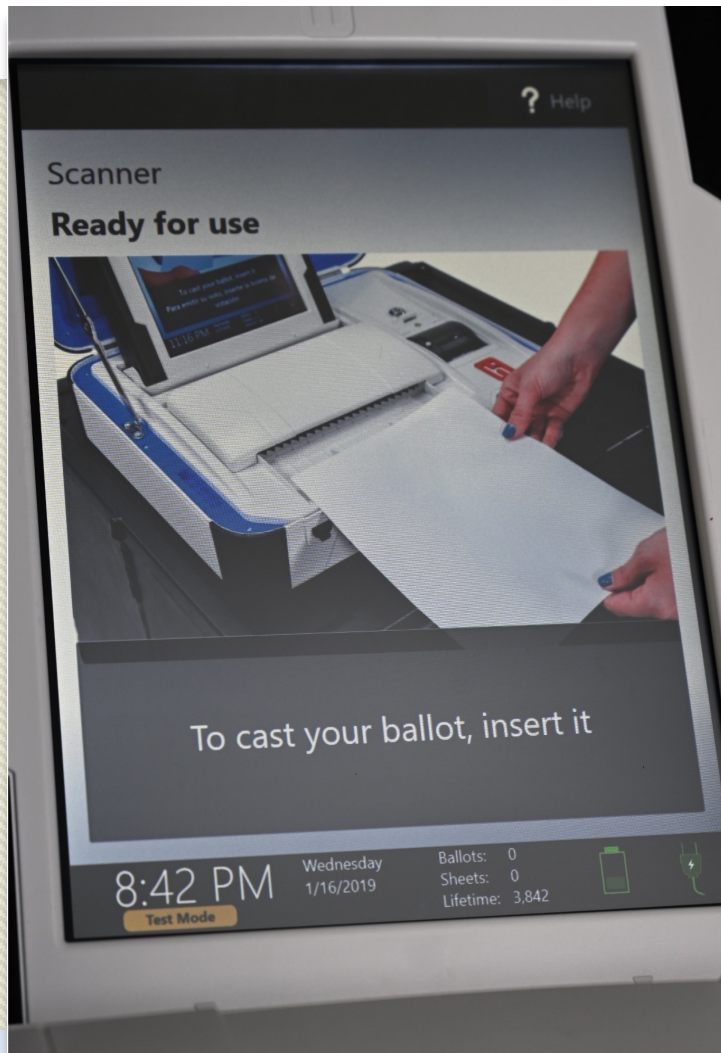
# Back of Scanner



- You need to be behind the Scanner while voters are scanning ballots.
- You should be able to see the “blue light.”
  - The blue light starts flashing when a voter scans a ballot.
  - If the blue light is still flashing after 30 seconds, the ballot has a problem.
- If a ballot gets rejected, you need to engage with the voter to help them vote.

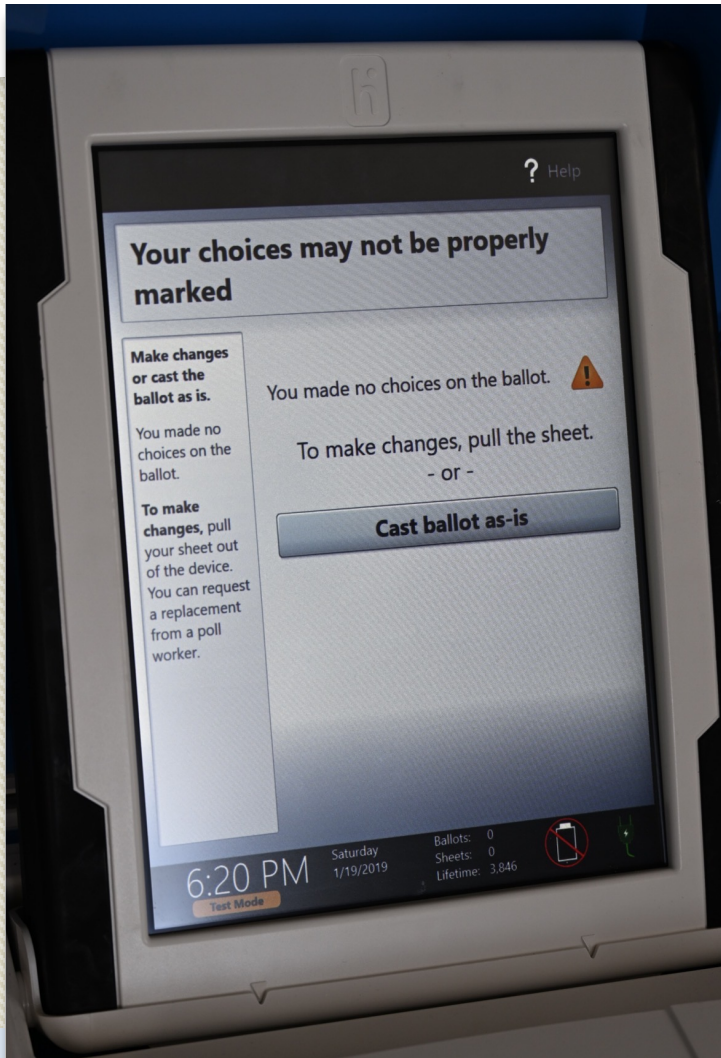


# "Ready for use" screen



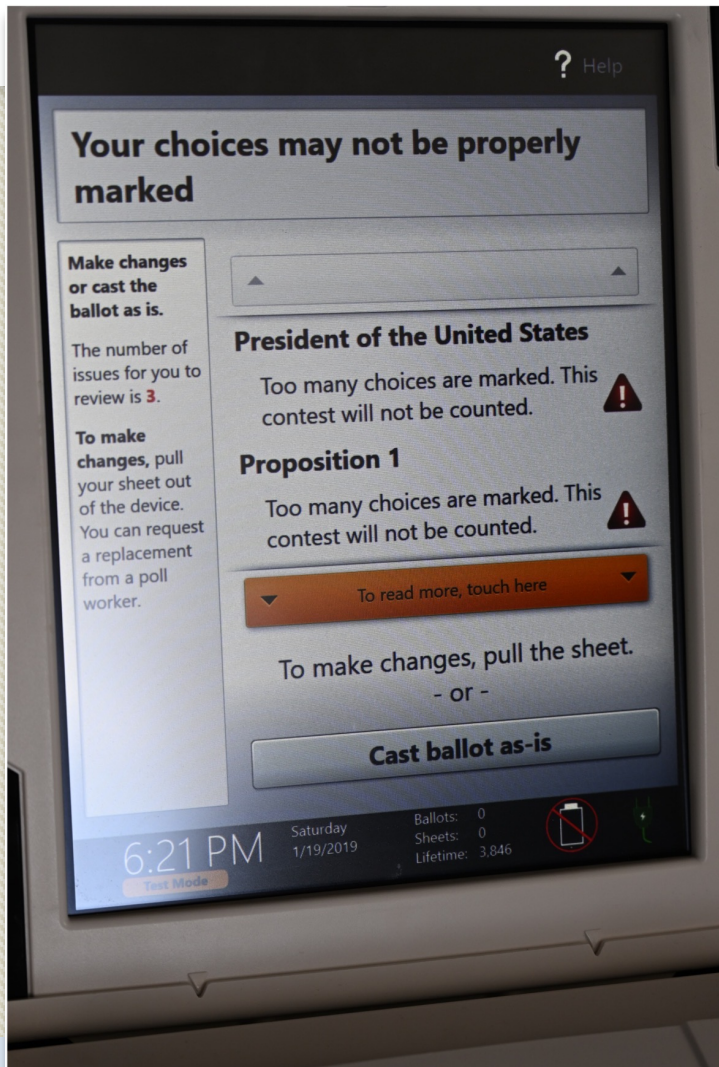
This is when a voter will scan their ballot.

# Ballot Rejected #1



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

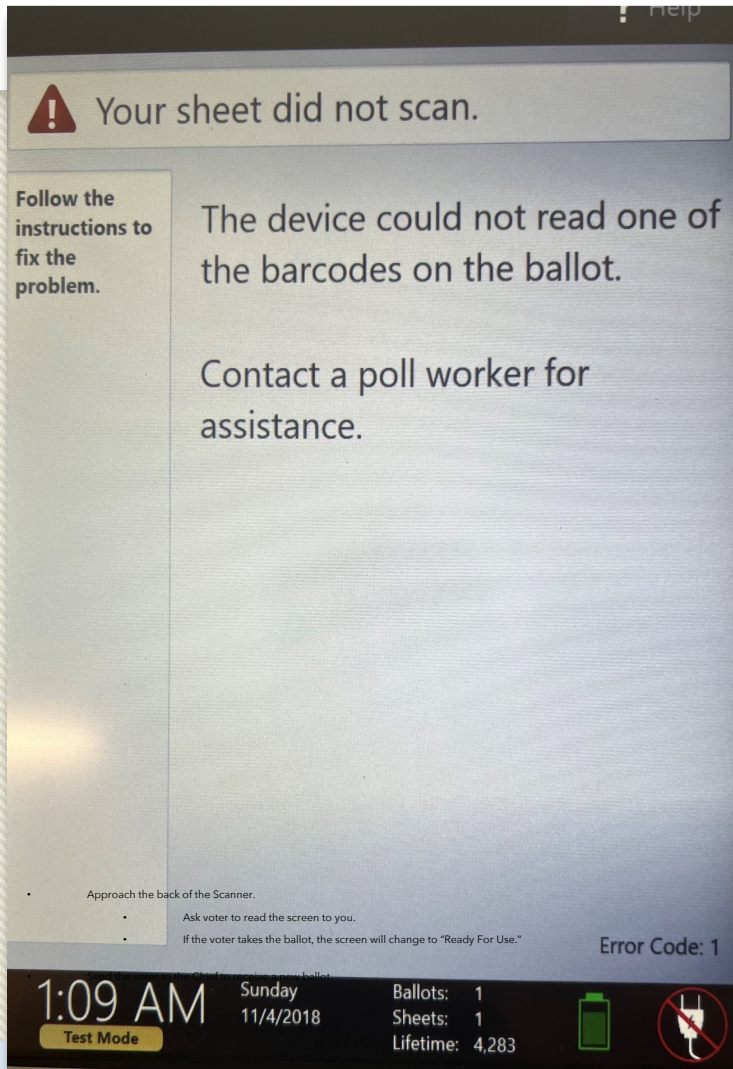
# Ballot Rejected #2



- Approach the back of the Scanner.
  - Ask voter to read the screen to you.
  - If the voter takes the ballot, the screen will change 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.

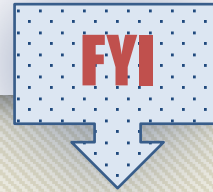


# Ballot Rejected #3



- Approach the back of the Scanner.
  - Ask voter to read the screen to you.
  - If the voter takes the ballot, the screen will change to "Ready For Use."
- Send the voter to the Chief to receive a new ballot.

# Spoiled Ballots



## How to spoil a ballot:

1. Have voter mark all candidate boxes.
2. Write big S for "Spoiled" on ballot.
3. Draw line through Top Left Bar Code.
4. Place in #4 Envelope.

When a voter brings an unopened Absentee Ballot, open the envelope, and follow the above procedure.

Put the ballot back into the AB envelope before you place it into #4 Envelope.



**ALL SPOILED BALLOTS WILL HAVE A  
LINE DRAWN THROUGH THE TOP LEFT  
BAR CODE.**

# Example Spoiled Ballot

Test Ballot

Sample County General Election  
October 6, 2021  
Sample County

Preinct 301  
Page 1 of 2

Please use a black or blue ink pen to mark your ballot. To vote for your choice in each contest, completely fill in the box next to your choice.

**President of the United States**

Vote for One

Abraham Lincoln

Darth Vader

Write in

**U.S. Representative, District 2**

Vote for One

Jim Thorpe

Hester Prynne

Write-in

**Mayor of Sampleville**

Vote for One

John Muir

Homer Simpson

Write-in

**Sampleville School Board, At Large**

Vote for no more than Three

Ansel Adams

Paul Bunyan

George Washington Carver

Sam Spade

Frank Lloyd Wright

Marie Curie

Write in

*Joan of Arc*

Write-in

*Anne Boleyn*

Write in

**Proposition 1**

Vote YES or NO

Shall there be an amendment to the Constitution to limit the maximum amount of any ad valorem tax on real property such that it shall not exceed one percent (1%) of the full cash value of such property?

YES

NO

0931-bqhw-hbx8c (C-000054-00-9000000000)

44413 14

Read Both Sides of the Ballot

Be sure to draw line through the top left bar code!

# **Provisional Ballots and Same Day Registration (SDR)**

80

# Basic Information on Same Day Registration

- SDR (Same Day Registration) is a process where a Voter can register to vote and vote on Election Day. It will only be handled by the CO or the AO in a precinct.
- SDR voters **MUST** cast a Provisional Ballot, they **CANNOT** vote on the Scanner and are not checked in on the Pollbooks.



# Basic Thought

Provisional

- ALL SDR voters are Provisional Voters. Not all Provisional Voters are SDR voters.
- The CO hands the SDR voter to the Officer who will help the voter with the provisional process. The Officer will follow the procedures for PB voters.

# Provisional Voters

Provisional  
I >  
Paperwork  
k

**DEPARTMENT of ELECTIONS** | Provisional Voter Notice  
§ 24.2-653, Code of Virginia

**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**

<input type="checkbox"/> Your name was not on the poll book	<input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot
<input type="checkbox"/> You voted after the polls closed due to court order	<input type="checkbox"/> Our records show that you have already voted
<input type="checkbox"/> You did not show proper ID or sign ID Confirmation	<input checked="" type="checkbox"/> Other: <u>SDR</u>
<input type="checkbox"/> You voted after registering to vote on the same day.	

**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.
- How and where to deliver your ID
  - In person or mail to our main office (address above)
  - By email: [pwcvote@pwcv.gov](mailto:pwcvote@pwcv.gov)
  - By fax: 703-792-6461

To see list of acceptable identification please visit: [www.elections.virginia.gov/registration/votetid/index](http://www.elections.virginia.gov/registration/votetid/index)  
Or Scan this QR code with your phone:



Provisional Voter Notice  
ELECT-653B

**Voltea la pagina para Español**

Rev 8/2022

- When does a voter become a provisional voter
- All provisional paperwork is green
- Flip page for Spanish
- Give voter a Provisional Voter Notice with reason checked. For SDR check "other" and write SDR.

# Provisional Voters

Provisional  
I >  
Paperwork  
k

**Provisional Vote** **D** Precinct 401

Voter: fill in your information on this side.

**Voter name**

1 Last name DORSEY Middle \_\_\_\_\_  
First name JACK Suffix \_\_\_\_\_

2 Birthdate 11/21/01/2001

**Address**

3 Address 123 Some Ave Apt. number \_\_\_\_\_  
City/Town Anywhere State VA Zip Code 121011

4 Phone 1234567890

5 Social Security number (last 4 digits required) XXXXHXX000

**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. Your address information will be used to update your voter registration record.

Voter: sign here

6 X Jack D

Election officer: sign here

X Allen Jones

Today's date 10/6/20/2300

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article 8, § 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 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. SAC-453 REV 5/18

**Provisional Vote** **R** Precinct 401

Voter: fill in your information on this side.

**Voter name**

1 Last name DORSEY Middle \_\_\_\_\_  
First name JACK Suffix \_\_\_\_\_

2 Birthdate 11/21/01/2001

**Address**

3 Address 123 Some Ave Apt. number \_\_\_\_\_  
City/Town Anywhere State VA Zip Code 121011

4 Phone 1234567890

5 Social Security number (last 4 digits required) XXXXHXX000

**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. Your address information will be used to update your voter registration record.

Voter: sign here

6 X Jack D

Election officer: sign here

X Allen Jones

Today's date 10/6/20/2300

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article 8, § 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 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. SAC-453 REV 5/18

- Write Precinct # and "D" or "R" on Envelope.
- Give voter a Provisional Ballot Envelope to complete and sign.
- Ensure voter completes required fields on envelope.
- Voter inserts Ballot into Envelope.
- Voter seals envelope and gives to EO.

# Provisional Voters

**Provisional Ballot Log**

GR/Satellite Office: \_\_\_\_\_

Election Date: \_\_\_\_\_ Log Date(s): \_\_\_\_\_

Fraction Type: \_\_\_\_\_

Locality: \_\_\_\_\_

Place in Envelope 8

**What to do at the end of the day**

Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on pollbook. Voter:	1	is a resident of the precinct, or has been since the November general election last year	_____
	2	has been a resident of the precinct for the last 2 Federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct	_____
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	_____
	4	applied for an absentee ballot, but does not have the ballot	_____
	5	is shown in the pollbook as already having voted	_____
	6	Other (any reason not captured in the other codes, including Same Day Registration)	_____
No ID		voter did not show required ID	_____

**What to do during the day**

Copy information from the Provisional Vote envelopes below

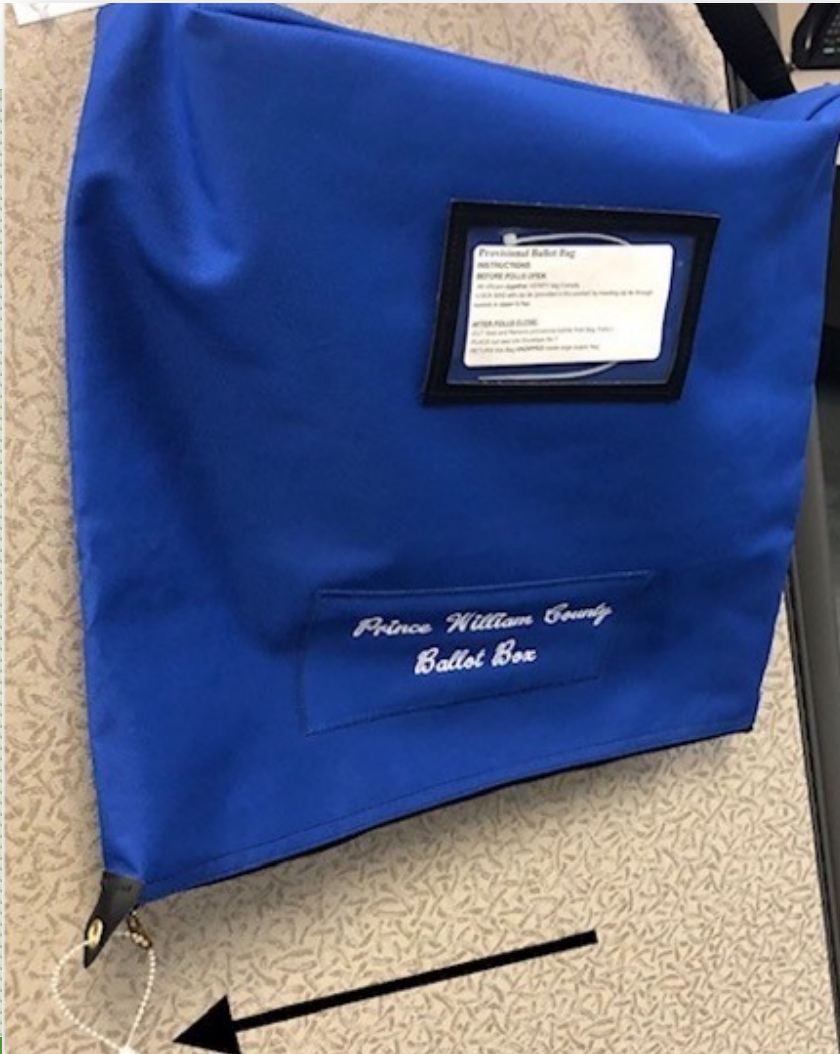
<p><b>1</b></p> <p><b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____</p> <p><b>Address</b> City/Town _____ State _____ Zip code   ____ ____ ____ ____  <b>Birth year only</b>      <b>Phone number</b> (____) _____-____-____</p>	<p><b>SSN# last 4</b>      <b>Reason code</b> ____      1 2 3 4 5 6 No ID</p> <p><b>Notes</b> _____</p>	<p><b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____</p>
<p><b>2</b></p> <p><b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____</p> <p><b>Address</b> City/Town _____ State _____ Zip code   ____ ____ ____ ____  <b>Birth year only</b>      <b>Phone number</b> (____) _____-____-____</p>	<p><b>SSN# last 4</b>      <b>Reason code</b> ____      1 2 3 4 5 6 No ID</p> <p><b>Notes</b> _____</p>	<p><b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____</p>
<p><b>3</b></p> <p><b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____</p> <p><b>Address</b> City/Town _____ State _____ Zip code   ____ ____ ____ ____  <b>Birth year only</b>      <b>Phone number</b> (____) _____-____-____</p>	<p><b>SSN# last 4</b>      <b>Reason code</b> ____      1 2 3 4 5 6 No ID</p> <p><b>Notes</b> _____</p>	<p><b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____</p>

- Ensure envelope is correct.
- Be sure to sign envelope.
- Complete Provisional Ballot Log.



# Provisional Bag

Provisional



- Have voter insert envelope containing ballot in the provisional bag.

# Questions



# Closing the Polls



# 7 PM: Polls Are Closed

CO outside announcing, "The Polls are Closed."



# Just Before Closing

- At 6:45pm, an election officer must go outside and announce "Polls Close in 15 minutes"
- Anyone in line by 7:00 pm can vote. If you have a line, place an Election Officer at the end and announce "Polls are closed."

# Closing the Scanner

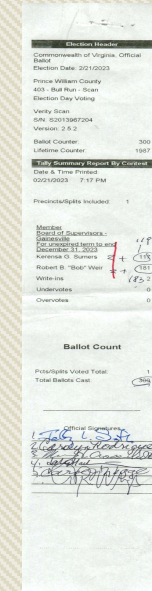
→ Make sure no ballots are in the emergency bin! ←



ES Presses Blue Button



ES Follows Screen Prompts



Print 3 Copies Tally Tape

# In closing the scanner, the ES will:

- Close Polls
- Press the red button to turn the Scanner off
- Remove the scanner vDrive

# Call In Results

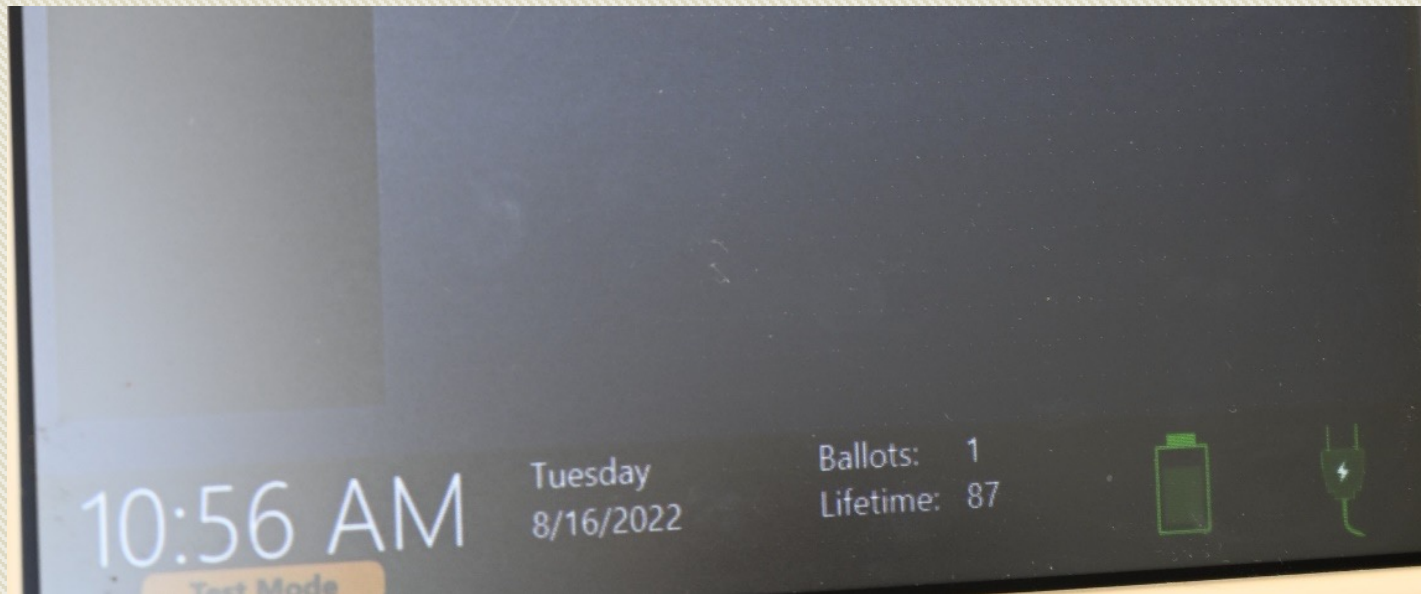
- Your polling place should submit the results via Tally Point as soon as possible
- Don't complete the Statement of Results first

## **You'll need:**

- Provisional Numbers from Log
- Pollbook Summary Report
- Results Tape



# Closing the Touch Writer



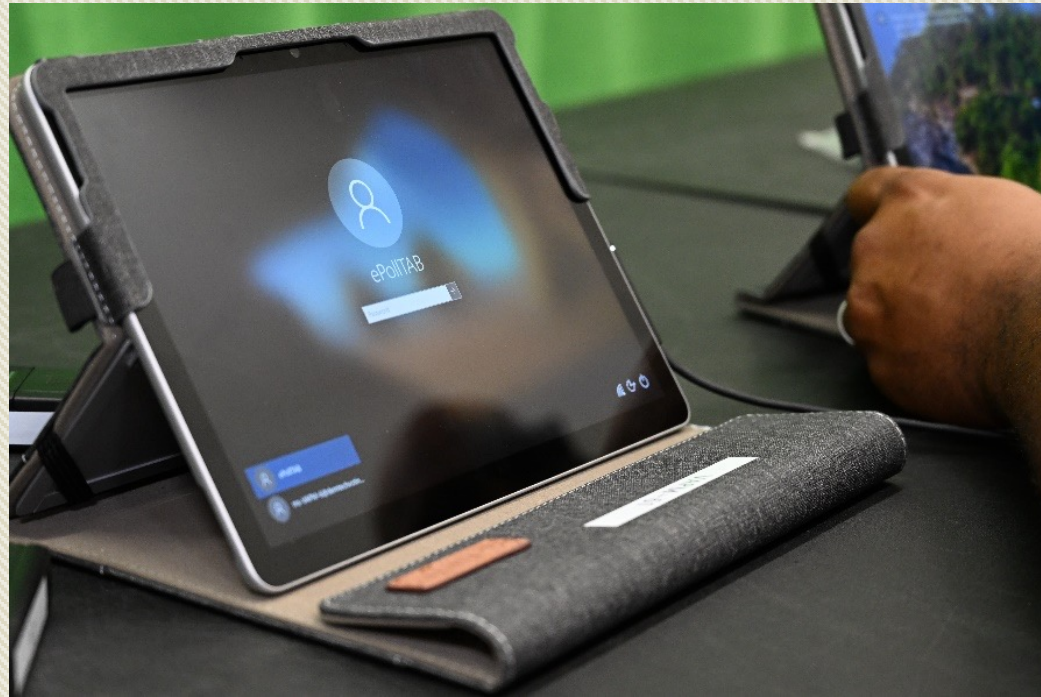
Get the numbers from bottom of screen and the red seal number.

# Shut Down and Power Off



# Packing the Pollbook

The Polling Place >  
Closing The Polls



# Before Packing Up the Pollbook

## Part A: Turnout

Obtain these numbers from the **Pollbook Summary**, *not the tape*

1. Total number of voters checked in	
2. Of the total number above, provide the number that voted outside the polls.	

Prior to closing polls on Pollbooks, ES must:

- Complete Pollbook Summary Report
- Record the total number of check ins and voters from outside the polls

Pollbook Summary Report  
Precinct: 101  
Election: General Election Date: November 8, 2022  
Return all copies in Envelope 2

Refer to the Election Day section of your Election Officer Manual for steps on accessing Pollbook Summary in ePolltab.

	EPB Serial Number #: 59		EPB Serial Number #: 60		EPB Serial Number #: 61		EPB Serial Number #: N/A	
	Open	Close	Open	Close	Open	Close	Open	Close
Voter Count								
Checked in Count (Required on the SOR)								
Absentee Count								
OP Count								
% Turnout								
Election Officer Initials: (Equipment Specialist)								

**Pollbooks have no shut down procedure, just pack carefully.**

# Box up the Ballots

- Voted Ballots go in Box 3
- Unused ballots go in Box 6 (including stubs)
- Do not seal boxes until you are sure all ballots are in the appropriate boxes
- All ballots must be returned with the Chief

# Clean Up the Polling Place

- Remove signs and tape from floors and walls
- Make sure all items that were outside are cleaned up
- Assist Chief with tasks as assigned



# Closing Reminder

## → All Election Officials must sign 7 things:

1. Officer of Election OATH (at beginning of day)
2. Pay sheet (at beginning of day)
3. ALL copies of ZERO tapes
4. All copies of Tally tapes
5. Last Page of SOR - TWO copies
6. YELLOW printed return sheet
7. ALL Labels and ALL ENVELOPES



**Questions?**

# **The Oath**

# **RECITE the below OATH on THREE**

Officer Oath

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 (so help me God).

# Email

104

[electionofficer@pwcgov.org](mailto:electionofficer@pwcgov.org)  
[www.pwcvotes.org/eo-training](http://www.pwcvotes.org/eo-training)

**Thank You!**

