New Chief Officer Training

June 2024 Dual Primary Elections

June 18, 2024

Welcome and Introduction

Welcome to Training

- Thank you for agreeing to become a Chief Officer. Thank you for your service.
- The **Chief Officer** is responsible for the election **at your precinct** and management of the **election team**.

Introduction and Housekeeping

The Chief's Work Begins Early...

- The Chief sets the tone and establishes the initial communication for the team.
- The Chief is the <u>only</u> person on the team that <u>receives everyone's contact</u> information. It is important to connect everyone on the team by email.

Initial Paperwork for Election Day

1. Assignment Letter

- Assignments are made by the Election Officer Coordinator.
- **Everyone** receives an assignment letter.

2. Chief's Letter to the TEAM

- This letter is your initial communications with EO's.
- Send this <u>at least 1 month</u> prior to election day.

Assignment Letter

- Ensure you have the following positions assigned to your precinct:
 - Assistant Chief Officer (AO)
 - Equipment Provisional Specialist (EPS)
 - You will be assigned Election Officers (EO) as needed for your precinct.
 - These assignments are subject to change.

Example of Assignment Letter

Chief's Work >
Assignment Letter

This email is from a	n EXTERNAL source.	Use caution when	renlying or clicking	a embedded links

Hello!

Note: This message is sent to you from Prince William Office of Elections.

Message:

Dear Prince William County Election Officer,

Congratulations! You have been assigned to work the March 5, 2024, Presidential Primary Election. Click the link below to log into the Election Officer Portal, to see your precinct and sign-up for training! IMPORTANT: If you are first time user, you will need to click the "Click Here to Register" link the first time you log in to the NEW Officer Portal to set-up your password. If you are having difficulty logging in, please call us at 703-792-6485.

Officer Portal Link: Election Officer Portal

If you cannot serve in the March 5th, 2024, Presidential Primary Election, please email electionofficer@pwcgov.org to notify the Staffing Department as soon as possible so we can begin to find your replacement.

Training Note:

In case of inclement weather, we will follow the Prince William County plan. Affected classes will be notified via email and text message.

Training Requirements for each role:

Chiefs, Assistant Chiefs, and Equipment Provisional Specialists (EPS):

All Officer Training (Virtual or In-Person)

Assignment Letter

Assignment Letter

- 1. Log into the portal.
- 2. Top middle of the home page click on:
 - "Click Here for Roster"

Assignment Letter

Demonstration on how to navigate the portal.

Chief's Letter to the TEAM

- Chief's Letter to the WHOLE TEAM is usually via email.
- Send this **no later than 1 month prior** to the election.
- As Chief you should share contact information of your team with the AO as soon as possible.
- Some Chiefs host **zoom or in person meetings and/or calls** prior to election day. This allows you to gauge your team's ability and experiences.

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What Should Your Chief Letter Say?

- Welcome everyone to the precinct team. Invite everyone to the walk through of the precinct location.
- Talk about Work: Arrival Time & Assignments.
- Talk about Planning Ahead & Early Voting: Encourage your team to plan for the needs of their pets and family. Election Officers should vote early because they <u>cannot leave</u> the precinct on Election Day.
- Talk about Food: Potluck, shared dishes, order in, every person on their own.
- Talk about Training: Stress training and encourage attending the open house /workshop to practice.

Example of CHIEF'S LETTER to Officers

Hello Election Team,

Welcome to the election team for precinct number 999. The election is one month away on June 18th. **We appreciate you serving** as Election Officers, elections do not happen without people like you.

<u>Election Day Schedule</u>: Election Day is a long day from 5am to about 9pm. You are not permitted to leave your precinct until the election has ended and all end of night paperwork is complete. So, please plan for the needs of your pets, family, and **VOTE EARLY**.

Example of CHIEF'S LETTER to Officers (continued)

The Assignments for Precinct --- are as follows:

- Chief (CO): John Doe
- Assistant Chief (AO): Jane Doe
- Equipment Provisional Specialist (EPS): James Doe
- Election Officers: Jean Doe, Jack Doe, Johnny Doe, Jackie Doe
- Election Officers will rotate between greeter, check-in, marking station, ballot scanning assistance, cleaning (everyone cleans) and handing out "I Voted" stickers.
- Equipment: After the oath James and Jackie will assemble the Scanner and Touch Writer. Jean and Johnny will assemble the Pollbooks.

Example of CHIEF'S LETTER to Officers (continued)

<u>Food on Election Day</u>: Please <u>bring enough food to sustain you</u> from 5am to 9pm. If you would like to bring food to share, please feel free. However, if you prefer to take care of only your food needs that is perfectly fine. You may also order food to be delivered at your own expense.

<u>Medications</u>: Again, you cannot leave the precinct, so please **bring all medications** you are required to take.

<u>Additional Training</u>: Please take advantage of **Open House Sessions** where you can practice most elements of the election. i.e. setting up machines, end of night paperwork, and practicing checking people in on the Pollbook.

Example of CHIEF'S LETTER to Officers (conclusion)

<u>Site Walk Through</u>: We will conduct a walk through of the precinct on **June 10th at 6pm**. Please join us if you are available, so that you can meet the team in person and get familiar with the precinct space and duties.

<u>Team Meeting</u>: I will host a zoom meeting/conference call on June 11th at 6pm for the team. Please plan to attend so we may prepare for election day and address any questions or concerns

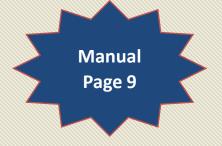
<u>Night Before Election Set Up</u>: We will be setting tables and preparing the site for the election day on Monday June 17th at 6pm. Please join us, if you are available.

Thank you, again, I appreciate your service very much. Be on the look out for my email updates as we get closer to election day. If you have any questions, please email or call me at 351-555-5555.

Sincerely, Chief Officer John Doe

CHECK OUT POLLING LOCATION

- You are required to do a walk through of the site prior to the election.
- Contact Sheet will have your facility contact information.



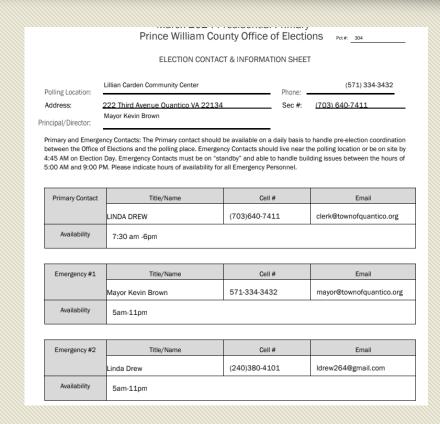
You will be sent a link to your facility contact sheet.

CHECK OUT POLLING LOCATION (cont.)

- Make this a team building exercise, if you desire.
- Invite the team members to meet you there and get familiar with the space.
- Get together and discuss the election on site, via phone, or zoom.

Site Contact

Site Contact Sheet Example



Chief's Work > Training

LET'S TALK TRAINING

- The Assignment Letter covers Training details. Be sure to read it.
- As CO, AO, and EPS, you are required to take a training for **EVERY** election. (All Officer Training) (LCT once a year between Sep and Jun)
- EOs will always be required to take training. (Either New Officer Training or All Officer Training.)
- You can suggest your EOs attend an **Open House Workshop for hands on practice** or other trainings when space is available.
- Training will be in-person and/or online. **Note:** Some training types are only available in-person.

Supplies

Supply Distribution

- You will get a review of the Chief Binder.
- You will review the contents of the Chief bag.
- You will sign for your ballots.
 - The provisional ballots will be in your Chief Bag, the regular ballots will be in the cage.
- If needed, you can pick up stand-up marking stations.
- You will be given any important last-minute information and may ask questions of election office staff at the time of pick up.

CHIEF BAG





Front Back

CHIEF BINDER

Precinct #: 999

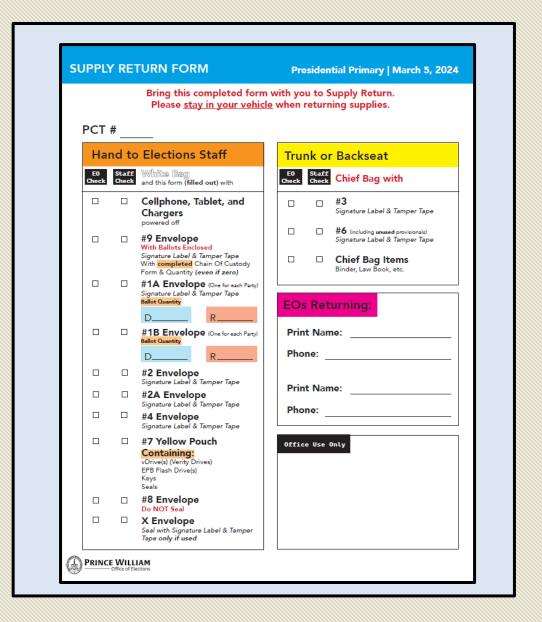
Precinct Name: Sample Precinct

Facility: Sample Facility

If you need to call 911

Provide the address below:

9250 Lee Ave Manassas, VA 20110



Supplies

Supply Distribution (cont.)

- The Chief will pick up supplies at our warehouse.
- The warehouse is located at
 13851 Telegraph Road, Woodbridge, VA.
- The person who picks up supplies gets reimbursed for driving. We recommend the Chief pick-up supplies as it serves as a review.

Supplies

Supply Pickup

Dates

- Thursday June 13th, 12 noon until 7 pm.
- Friday June 14th, 9 am until 7 pm.
- Saturday June 15th, 9 am until 1 pm.

SET-UP ON MONDAY NIGHT BEFORE ELECTION DAY

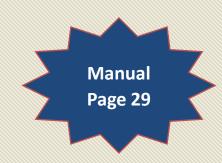
- There is some preparation that you can do on Monday night. Invite all your EO's to meet at precinct to help with team building.
 - Discuss EO's assigned job for Monday set up and election day jobs.
 - Everyone may not be able to make it, it is not required.



SET-UP ON MONDAY NIGHT BEFORE ELECTION DAY (cont.)

What's allowed for Monday Night Set up?

- Take a picture of the cage before you unload anything.
- Tables and chairs for staff and voters preparing for Tuesday morning.
- Indoor signs.
- Printer and printer table.
- Ballot box.
- DO NOT REMOVE Scanner, TW, or Pollbooks from the cage until Tuesday morning.
- Bring your Chief Bag home with you, do not leave it at the precinct.
- Lock cage.



Other Personnel

Special Assistants

What are Special Assistants (SA) and do they help us.

- A SA is the highest position an EO can attain.
- The SA is the quick response section of headquarters.
- They visit a set number of precincts on election day.
- They are sent to assist precincts as needed.
- They also ensure the precinct is following Election Office policy.

Other Personnel

Poll Watchers/Authorized Representatives

What are Poll Watchers and what are they allowed to do.

- They are political party representatives who are allowed to be in the polling place.
- Must have authorization letter from candidate on the ballot.
- One per candidate is allowed in each polling place prior to 6:00 am.
- Up to three per candidate is allowed after 6:00 am..



Other Personnel

Poll Watchers/Authorized Representatives (cont.)

What are Poll Watchers and what are they allowed to do.

- They are allowed to see and hear what happens. They shall never see any personally identifying information (PII).
- They may not hinder or delay a voter or election officer.
- They are allowed to see the pollbooks.
- Cannot violate anyone's privacy.



Media

- Members of the media <u>with credentials</u> are permitted inside.
- They can film <u>background shots only</u> when inside the polling place.
- No live interviews or reporters remarks when inside the polling place.
- No filming any person who asks not to be filmed.
- Can only stay a reasonable and limited time between 6 am 7 pm.
- Cannot violate anyone's privacy.



Election Day >
Before 6AM

ELECTION DAY: Before 6am

- Give Oath to all officers and read "When Ballot Cast Regulation aloud."
- Set up Scanner and Touch Writer.
- Print 3 Zero Tapes from Scanner and 1 Zero Tape from Touch Writer.
- Open polls on Scanner and Touch Writer.



Election Day > Before 6AM

ELECTION DAY: Before 6am (cont.)

- Complete Pollbook Summary Report.
- Open polls on Pollbook.
- Post outside signs to include Outside Polls Voter DOORBELL.
- Log into Tallypoint on iPad or iPhone and click "THIS PRECINCT IS READY."
- Please note: No one can vote before 6am.



Before 6AM

POLLBOOK SUMMARY REPORT

Pollbook S Election:Du		Report	Precin Da	ct:	5, <u>2024</u>	Return all copie in Envelope 2
Refer to the Election	Officer Man	ual for ste	os on access	ing Pollbo	ok Summary	/ in ePolltabs.
	Serial #:		Serial #:		Serial #:	
	Open	Close	Open	Close	Open	Close
Voter Count						
Checked in Count (Required on the SOR)						
Democratic Party Check ins:						
Republican Party Check ins:						
Absentee Count						
Outside Polls						
Affidavit						

Drop Box



This gray box in the cage has:

Clip Boards, Tape bag, "I Voted" Stickers, EO vests, EO buttons, and Ballot Marking pens.

- Before voting starts empty the box.
- During voting hours, the box will be the "Ballot Drop Box."
- After voting is over remove the ballots, repack the box, and return it to the cage.



Election Day

ELECTION DAY: 6am to 7pm

- At 6:00 AM: Announce the POLLS ARE OPEN.
- Your job is to ensure an orderly election day.

6AM-7PM > TallyPoint

What is TallyPoint used for?

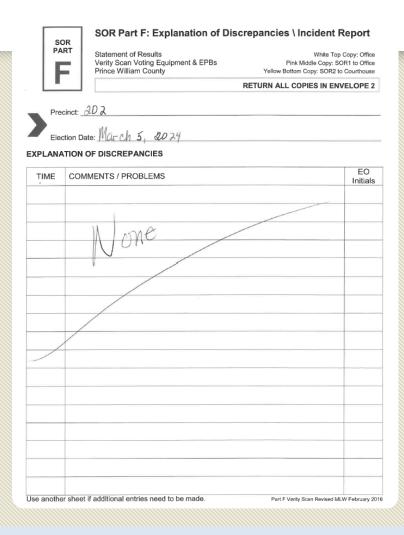
- Track Hourly Vote Counts.
- Track and log Provisional Voters.
- Used to submit Election Results at the end of the night.
- Tallypoint is loaded on iPad and iPhone
- Please note: The programs *Translate* and *What If's* are also loaded on your iPads and iPhones and may be helpful to your team on Election Day.

ELECTION DAY: 6am to 7pm (cont.)

Things to watch for:

- Check in at Pollbook: Making sure people are all the way checked in.
- Hourly Update on TallyPoint: Compare your pollbook to the scanner.
- **Provisional Voting and Same Day Registration**: Ensure envelopes are signed and fully completed, enter data into TallyPoint before they cast their vote.
- **Unruly Voters**: The job is to move voters through the process smoothly, hence you are to take control of anything unusual.
- Ballots: Make sure the provisional and regular ballots do not get mixed up.

SOR Part F

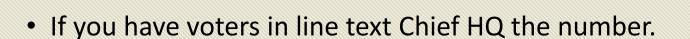


- The Part F is used when the pollbook checked in number differs from the ballot number on the Scanner.
- Use it to document any issues you have on election day.
- If there is nothing on the form draw a line through the form and put it in envelope 2.

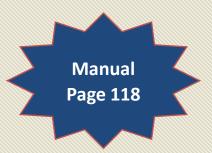
After Polls Close

ELECTION DAY: After Polls Close

- At 6:45pm: Announce "POLLS WILL CLOSE IN 15 MINS.
- At 7pm: Announce "POLLS ARE CLOSED."



- After the announcement, have an Election Officer become the last person in line.
- REMEMBER: "No one is allowed to get in line after you close the polls."



After Polls Close

ELECTION DAY: After Polls Close (cont.)

End of Night Paperwork and Data Submission

- Print 3 Tally Tapes and Gather Zero Tapes.
- Complete Pollbook Summary Report.
- Complete Tallypoint Election Results submission (High Priority).
- Complete Yellow Return Sheet.
- Complete Statement of Results (2 copies).
- Place paperwork in proper folders all day long to avoid confusion.
- Prepare end of the night envelopes and have everyone sign.

Statement of Results

Statement of Results

STATEMENT OF RESULTS 2 CIRCUIT COURT COPY Paper Clip ZERO Tape PLACE IN ENVELOPE 2 and TALLY RESULTS June 18, 2024 Dual Primary Prince William County, Virginia Tape here. «PCT» «Name» Presidential Primaries Beginning of day: Part 1a. Turnout. 1. Print zero tape(s). *Obtain these numbers from the TOTAL VOTERS 2. All Officers sign zero tape(s). 3. Attach zero tape here. pollbook(s) CHECKED IN End of day: 1. Print tally results tape(s). 2. All Officers sign tally tape(s). Outside Polls Voters 3. Attach tally tape on top of zero tape. 4. Fill out the SOR. Part 2a. Votes Cast. 5. Report any discrepancies in Number of Votes Cast on Machine(s) TOTAL VOTES Part F of the SOR. Scan 1 Serial: «Scan1_Serial» 6. All Officers MUST sign SOR. CAST IN PRECINCT Scan 2 Serial: Number of ballots counted by hand Total Number of Votes Cast the number of counted by hand. Part 2b. Drop Box. Total Number of Ballots Received in Drop Box Part 3. Discrepancies. Does the Total Number of Voters Checked In = the Total Number of Votes Cast in Precinct? ☐ Yes ☐ No If "No," please explain all discrepancies on Part F Form Part 4. Certification. We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct. Signatures of Election Officials (Assistant Chief 8 10

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- Two copies
 - 1. Circuit Court Copy
 - 2. Director's Copy
- Should be the <u>last document</u> filled out on Election Day.
- Let's review the form.

After Polls Close

ELECTION DAY: After Polls Close (cont.)

- Data Drives: Remove USB drive from the scanner and the pollbook and place in yellow pouch.
- Seals: Cut seals and place in yellow pouch and replace seals on machines
- Provisional Ballots: Break seal on the green provisional ballot bag with two people. Remove PB, record data and sign envelope 1A.
- **Drop Box:** Open grey Drop Box with key with two people. Remove envelopes, record data, and complete Chain of Custody form.
- **Drop Off Check List:** Review check list on the back of the Chief Binder to prepare for supply return.

After Polls Close

ELECTION DAY: After Polls Close (cont.)

- Jobs: Assign EO's their job for breakdown.
- Load Cage: Break down precinct and load cage. Follow picture you took before you unloaded cage to reload cage.
- **Envelopes:** Seal and load envelopes according to the drop off check list. Everyone participates in end of the night envelopes.
- Clean Up: Leave precinct neater than you found it.

THANK YOU!

Let's make it a great election

