

The background of the slide is a close-up, slightly blurred image of the United States flag, showing the stars and stripes. A dark grey rectangular box is overlaid on the right side of the image, containing the text.

New Election Officer Training

June 2025 Dual Primary

June 17, 2025

Introductions and Training Agenda



Introduction

General Registrar Welcome

Training Manual Review

Welcome To Your Precinct

Guidelines & Reminders

Hands On Pollbook Training

Equipment Demo

Election Day Information

[About >
This Election](#)



Election Day:	June 17, 2025
Type:	Dual Primary
Work hours:	5:00 am - ~ 8:30 pm
Voting Hours:	6:00 am - 7:00 pm
Officer in Charge:	Chief Officer

Message from the PWC Director of Elections



Eric Olsen

PWC Electoral Board



Marcus Moyer



Keith Scarborough



Heidi Stirrup

- 87 Precincts will have a Democrat Ballot ONLY
- Conduct regular “Check-In”
- Make sure that this document is posted by “Greeter” and is taped to the “Check-In” table in-between pollbooks

Attention

Which Primary are you voting in today?

June 2025 Primary Races

 <p>Republican Ballot</p> <p><input checked="" type="checkbox"/> VA House of Delegates</p>	 <p>Democratic Ballot</p> <p><input checked="" type="checkbox"/> Lt. Governor <input checked="" type="checkbox"/> Attorney General</p>
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 PRINCE WILLIAM
Office of Elections

Voters can vote in one primary, not both, but can choose which primary they want to vote in.

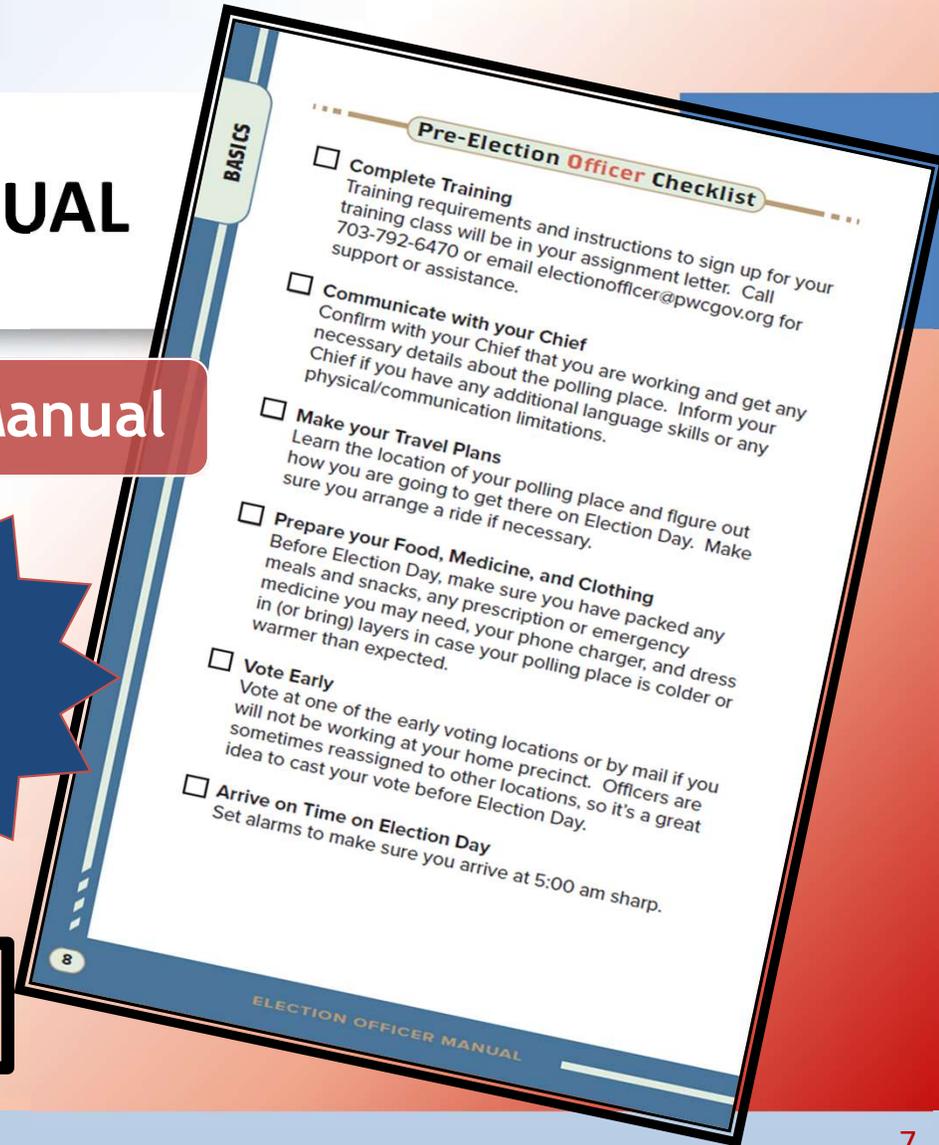
 PRINCE WILLIAM
Office of Elections

Election Day Checklists in MANUAL

There are several Checklists in the Manual

- Pre-Election Officer Checklist
- Pre-Election Chief Checklist
- Monday Set-up Checklist
- Election Day Chief Checklist
- Election Day Opening Checklist
- Election Day Closing Checklist

Election
Officer
Checklist
Page 8



Bring Manual on Election Day

Training Manual Review

ELECTION OFFICER TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

2024/2025



Pg. 30 Equipment Cage - Chief direction only! Try to put items away safely and neatly

Pg. 41 Precinct Opening Checklist - Review prior to election so you can be helpful to your Chief

Pg. 64 Pictures of the Outside Signs that you may be asked to put out

Pg. 71 Drop Box - Every precinct has one, let Chief know if a person comes to drop off a ballot

Pg. 72 & 73 Outside Polls procedures - Read manual and see Chief

Training Manual Review Cont.

ELECTION OFFICER TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

2024/2025



Pg. 93 Rejected Ballots on Scanner -
Never look at ballot....Ask them to try to
scan again

Pg. 102 Prohibited Area - 40 ft away from
front door is considered part of the
precinct

Pg. 103 Safety - Firearms are NOT allowed
in precinct. Discreetly let Chief know if
voter is packing

Pg. 104 Authorized Person in the precinct
- Other than Poll Watchers

Pg. 105 Media Guidelines - Get Chief for
assistance

Pg. 106 Poll Watchers - They are
concerned citizens and should be treated
with kindness

De-Escalation

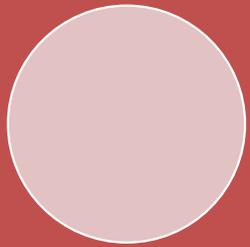
- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief

COOL, CALM AND COUNTING

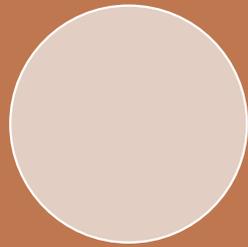
*A Guide to Keeping Calm
at the Polls*

 THE
ELECTIONS
GROUP

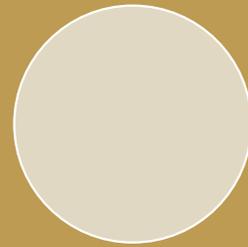
Office Titles in Precinct



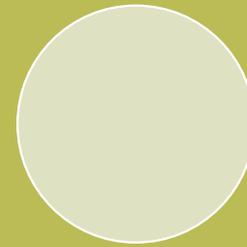
Chief



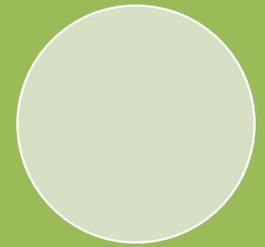
**Assistant
Chief**



**Equipment
Provisional
Specialist**



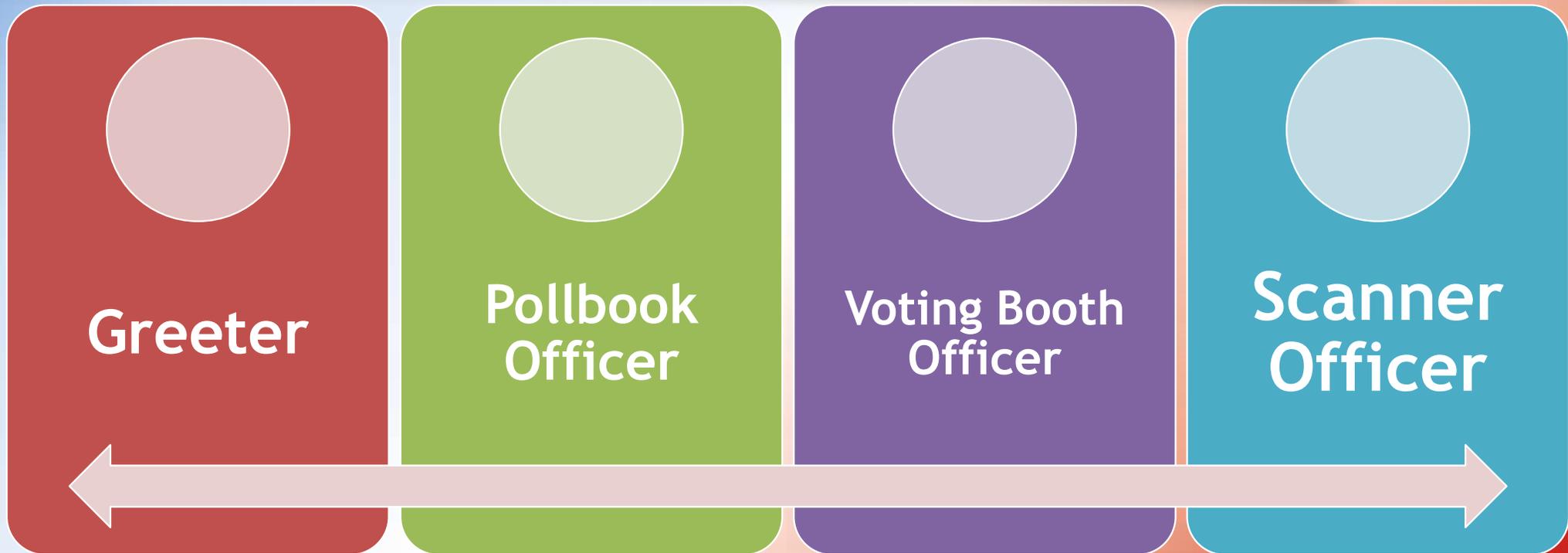
**Language
Officer**



**Election
Officer**



Office Roles in Precinct



Precinct Layout/Roles Video



PRINCE WILLIAM
Office of Elections

Welcome To Your Polling Place



Guidelines That Will Be Covered

About >
Election Officers

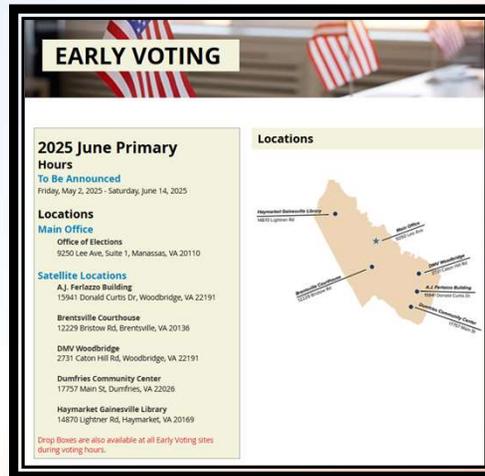
Plan Ahead/Vote Early

What to Bring

What to Wear

Election Day Information

Be respectful to voters and other officers



EARLY VOTING

2025 June Primary
Hours
To Be Announced
Friday, May 2, 2025 - Saturday, June 14, 2025

Locations

Main Office
Office of Elections
9250 Lee Ave, Suite 1, Manassas, VA 20110

Satellite Locations

A.J. Ferlazzo Building
19441 Donald Curtis Dr, Woodbridge, VA 22191

Brentsville Courthouse
12229 Bristow Rd, Brentsville, VA 20136

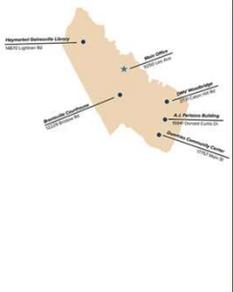
DMV Woodbridge
2731 Caton Hill Rd, Woodbridge, VA 22191

Dumfries Community Center
17757 Main St, Dumfries, VA 22026

Haymarket Gainesville Library
14870 Lightner Rd, Haymarket, VA 20169

Drop Boxes are also available at all Early Voting sites during voting hours.

Locations



What to Wear & Officer Guidelines

Manual
Page 19

Comfortable clothes and shoes

- Dress is business casual

Election Officer Shirt

Lanyard

BASIC OFFICER GUIDELINES

It is the duty of officers to know the fundamental rules of the polling place and the laws that govern elections:

- Provide support to all voters according to the law and instructions provided by the Office of Elections.
- Follow procedures in this manual to be sure no voter is denied the right to vote.
- With more than 400 pages of Virginia Code that govern elections, there is no way that officers can know ALL the applicable laws. If you have questions before Election Day, call or email the Office of Elections at 703-792-6470. On Election Day, call Chief HQ at 703-792-8397.

Furthermore, officers take an Oath to "faithfully and impartially" execute their duties.

- Officers may not discuss candidates, political parties, issues on the ballot, or political topics.
- If you are unsure and think something could be a political topic, it is best to avoid it.

An election officer also must prevent "fraud, deceit, and abuse." If you see something questionable or suspicious on Election Day, contact Chief HQ at 703-792-8397.

You may discuss the specific needs of a voter who needs support or assistance in a quiet and respectful manner to protect that voter's privacy. Keep the polling place peaceful and quiet. Loud talking and other noises make it difficult for voters to concentrate.

TIP: In order to present a consistent appearance on Election Day, officers should wear their election officer badge (with lanyard) and their officer shirt. When outside, officers should wear the provided vest for safety.

Jeans are acceptable, but ripped jeans are not. Shorts or leggings worn as outer garments are not proper. Do not wear heavy perfumes or scents to the polling place.

What to Bring

Election Day >
General Information

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

The background of the slide is a close-up, slightly blurred image of the American flag, showing the stars and stripes. A dark grey horizontal bar is overlaid on the right side of the image.

Questions

Let's Review the "Flags" That May Pop-Up While Checking In a Voter



Voter State	Tag
	Ready for Check-in ABU
 CANNOT OVERRIDE	ABM
	ABOM
	ABPP
	SDR
	ABF
	Wrong Precinct V
	ABI ?

Pollbooks

Voter States & Tags – These are “Flags” while checking-in

Check In >
Need to Know

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
 CANNOT OVERRIDE	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive voter or Address Confirmation If voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
	Suffix (Jr., Sr.) Tag	Verify year of birth if voter has this tag.

States

Provide you with a visual to easily identify check in action.

Pollbooks

Voter States & Tags

Check In >
Need to Know

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
 CANNOT OVERRIDE	ABU	AB Unmarked - This voter returned an unmarked absentee ballot.
	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB WAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
	Suffix (1st, Sr.) Tag	Verify year of birth if voter has this tag.

Tags
Are codes, or icons, that usually typically indicate voter's state.

Pollbooks

Voter States & Tags

Check In >
Need to Know

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked - This voter returned an unmarked absentee ballot.
 CANNOT OVERRIDE	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation If voter has not moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter has moved, follow move rules sheet.
	Suffix (Jr., Sr.) Tag	Verify year of birth if voter has this tag.

Description
Defines tags

Pollbooks

Voter States & Tags

Check In >
Need to Know

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
 CANNOT OVERRIDE	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation If voter has not moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter has moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.

***The Suffix (Jr., Sr.) Tag is the only one that can appear with any state.**

Pollbooks

Voter States & Tags

Check In >
Need to Know

Voter State	Tag	Description
	Ready for check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	ABIM	AB marked - This voter returned a marked absentee ballot.
 CANNOT OVERRIDE	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.

Green
Checkmark =
Ready to vote



Pollbooks

Voter States & Tags

Check In >
Need to Know

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	ABM	AB Marked - This voter returned a marked AB ballot.
 CANNOT OVERRIDE	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.

Yellow Caution = Unable to Check in
This state flags voters who voted absentee or in-person during early voting period.

Send to the chief if voter persists.

Pollbooks

Voter States & Tags

Check In >
Need to Know

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
 CANNOT OVERRIDE	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.

Red Stop = Cannot vote at your pct
Voter is either at the wrong pct or has already voted at your pct.

*Voters may only vote at precincts in which they are registered.

Pollbooks

Voter States & Tags

Check In >
Need to Know

This form will be on the table at the Check-In Station

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter's ballot has not been marked.
	ABM	AB Marked This voter's ballot has been marked.
	ABP	AB Processed This voter's ballot has already been processed by another precinct.
	CAN	Cannot Vote This voter is marked Same-Day Registration.
	AB FWAB	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted.
	AB I	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	Inactive Voter or Address Confirmation	Inactive Voter or Address Confirmation
	?	If voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.

Orange = Requires CO or AO Override
Voter requires additional verification due to inactive or AB Issued status.

Pollbooks Voter IDs

• **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:** Don't turn a voter away for missing an ID. Always offer the option to sign the ID Confirmation Statement.

This form will be on the table at the Check-In Station

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★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification Confirmation Statement

All voters casting a ballot in-person will be asked to show acceptable identification. If a voter does not have acceptable identification, the voter may instead sign a statement, subject to the signature of a pollbook, that they are the voter who they claim to be. Any voter who does **not** present acceptable identification will be asked to sign a provisional ballot.

Identification	Acceptable?
Virginia driver's license	Yes, may be current or expired.
Virginia Driver's License (expired)	Yes, may be current or expired.
Virginia Driver's License (expired) issued by voter's employer (public or private employer)	Yes
Virginia Driver's License (expired) 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.
Virginia Driver's License (expired) 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

When Do Voters Get a PROVISIONAL BALLOT?

Absentee
Voters
without
ballot

Not on
your
Pollbook

Already
voted

DO YOU
KNOW
WHAT A
PROVISIONAL
BALLOT IS?



SEND THESE VOTERS TO THE CHIEF

Pollbooks Driver's Privilege

Check In >
Need to Know



Is this ID acceptable?

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Pollbooks

How To Check In A Voter

Please read/study
BEFORE election day

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HOW TO CHECK IN A VOTER

1. Ask voter for identification and verify it is an acceptable type of identification. If voter does not have acceptable identification, they can complete the ID Confirmation Statement instead.
2. Look up voter on the pollbook using manual entry or the hand scanner (for licenses or voter registration cards). 
3. Select the correct voter on the pollbook.
4. Ask the voter for full legal name and current residence. The voter can confirm their name/residence matches the identification instead of stating it out loud.
5. Verify the information on the pollbook is correct. If address does not match the pollbook or the voter is flagged, send them to the Chief/provisional station. 
6. State aloud the name of the voter only. Do not state the address aloud.
7. Click the "Check In Voter" button in the pollbook.
8. Click the "Continue" button.
9. Click the "OK" button.
10. Give the voter a ballot in a privacy folder.

TIP: If a voter has ID issues or a flag in the system that will not allow them to be checked in, refer them to the Chief/Provisional station. This helps keep the check in line moving.

PRINCE WILLIAM COUNTY, VA

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ELECTION DAY

Let's Talk About the Pollbook (Tablet to Check-In Voters)



- The Pollbook is the tablet that holds the registered voter list from the Virginia Department of Elections
- There will be 2-3 Pollbook tablets at the Check-In Station and one at the Chief's Table

Let's Talk About the Pollbook (Tablet to Check-In Voters)

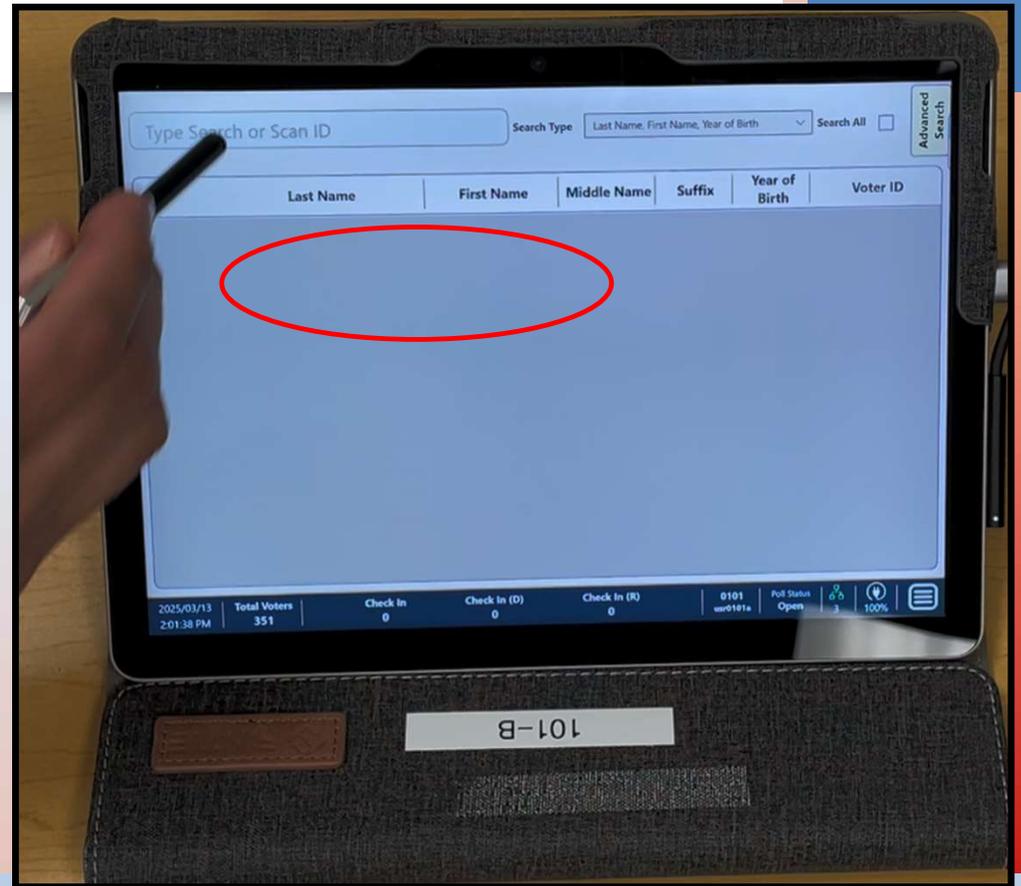


- Chief's Pollbook is used for special situations – Chief use only
- Please remember to keep Handheld Scanners plugged in
- Consult the Chief if you can't find the voter in the Pollbook

Check In Process

VERY IMPORTANT!

- **Use script when asking voters to select primary**



Pollbooks-Voter Check-In Practice

Check In >
Process

Tap here to Search

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
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2023/10/06 11:19:35 AM Total Voters 564 Check In 0 0401 Inq4476 Poll Status Open 0 0.7%

New Officer Practice Voter Look-Up

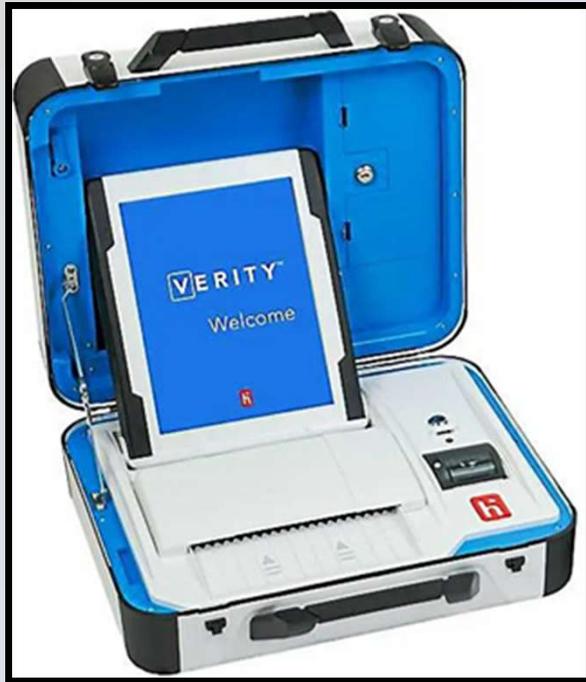


VID	LAST_NAME	FIRST_NAME
11111368	Adams	Aida
11111326	Bright	Aimee
11111111	Smith	Albert
11111124	Johnson	Albert
11111144	Rodriguez	Albert
11111166	Bryant	Albert
11111184	Washington	Albert
11111205	Lincoln	Albert
11111262	FitzPatrick	Alexander
11111372	Adams	Alexander
11111324	Bright	Alexandra
11111260	FitzPatrick	Alexis

When in Doubt on Pollbook

Get the Chief!

Let's Talk About the Ballot Scanner



Ballot Scanner

Note:
Ballot can be
submitted on either
side

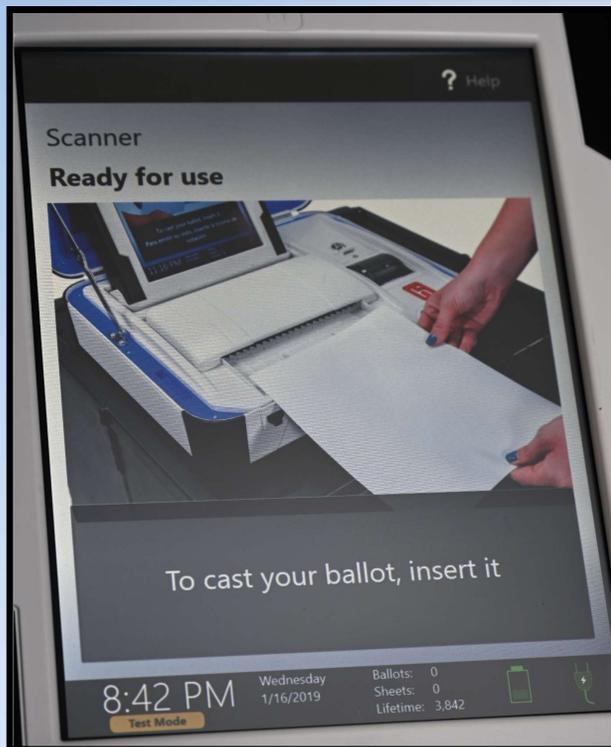
Scanner Officer Highlights

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



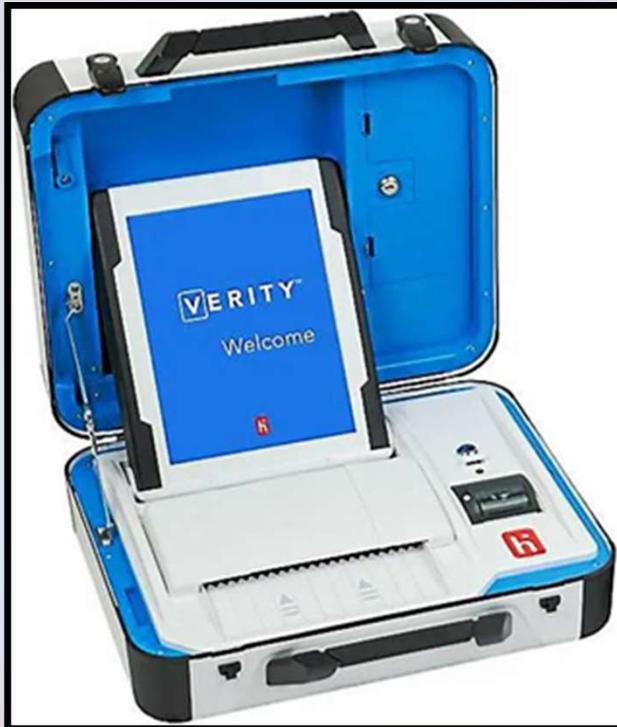
Manual
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“Ready for use” Screen



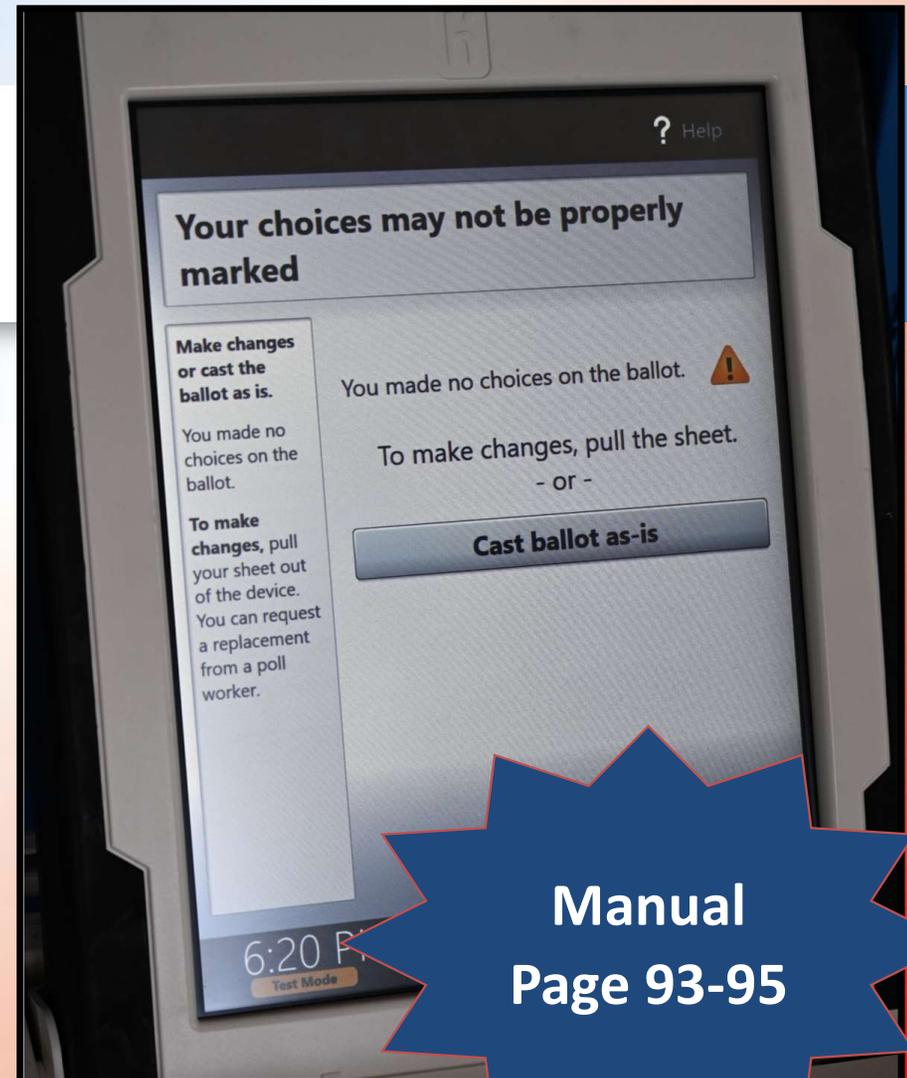
- The machine is ready to accept a ballot
- This is when a voter will scan their ballot

Let's Talk About Rejected Ballots



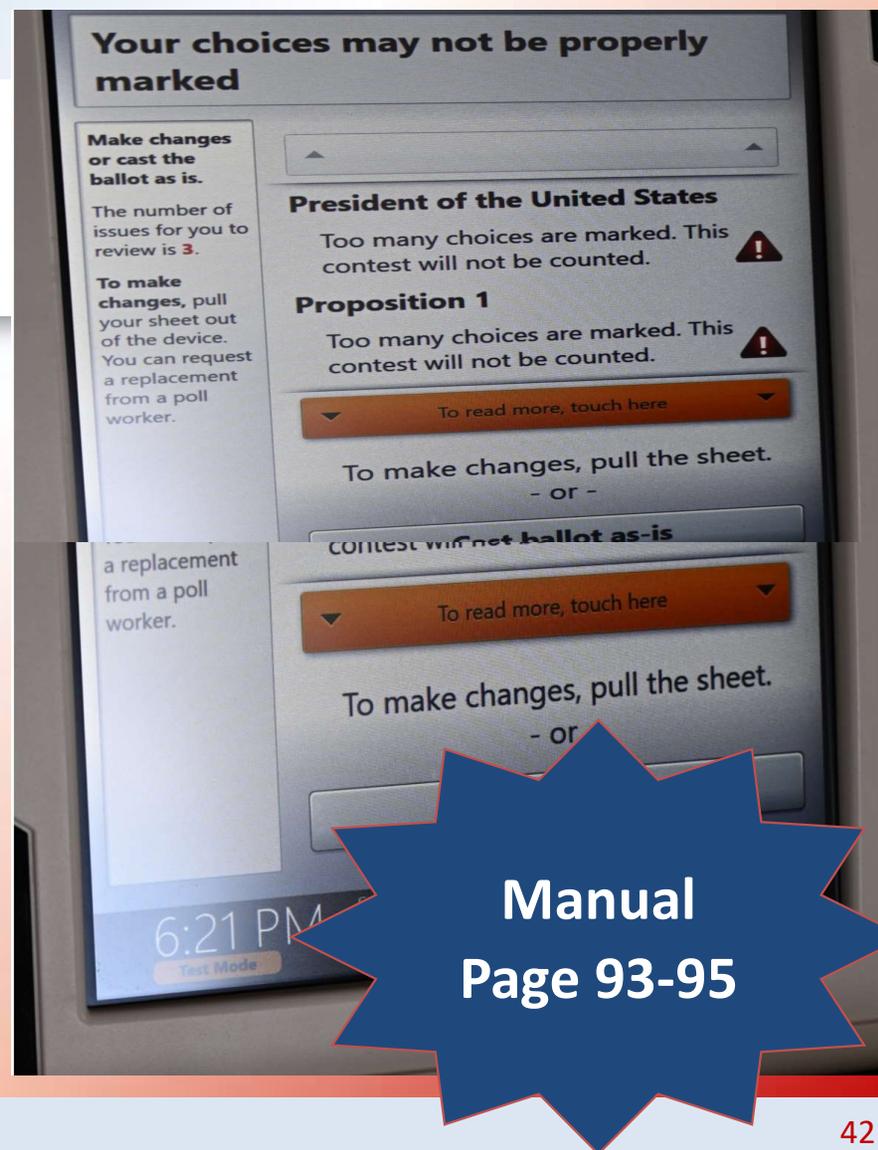
Rejected Reason #1 Blank Ballot (uncommon)

- Ask voter to read the screen to you, as you are not allowed to view a voter's ballot
- If the screen reads, “You made no choices on the ballot”
- Give voter the option of taking the ballot and marking it or pressing the “Cast ballot as-is” button



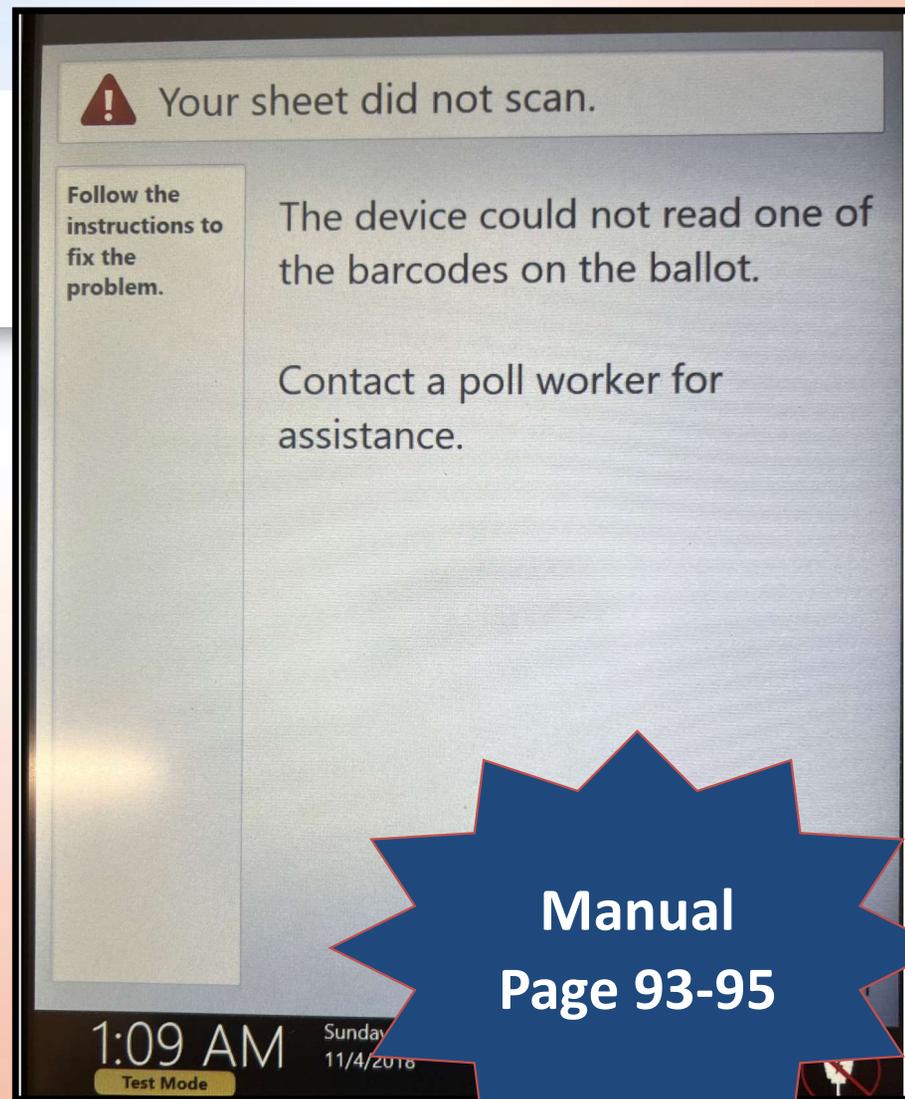
Rejected Reason #2 Overvote (uncommon)

- Ask voter to read the screen to you
- If the screen reads, “Too many choices are marked...”
- Give voter the option of taking the ballot to the Chief and getting a new one or pressing the “Cast ballot as-is” button



Rejected Reason #3 Ballot Error/Misfeed

- Ask voter to read the screen to you
- If the screen reads, “Your sheet did not scan”
- Have voter attempt to rescan ballot
- If the ballot does not scan, send the voter to the Chief to receive a new ballot

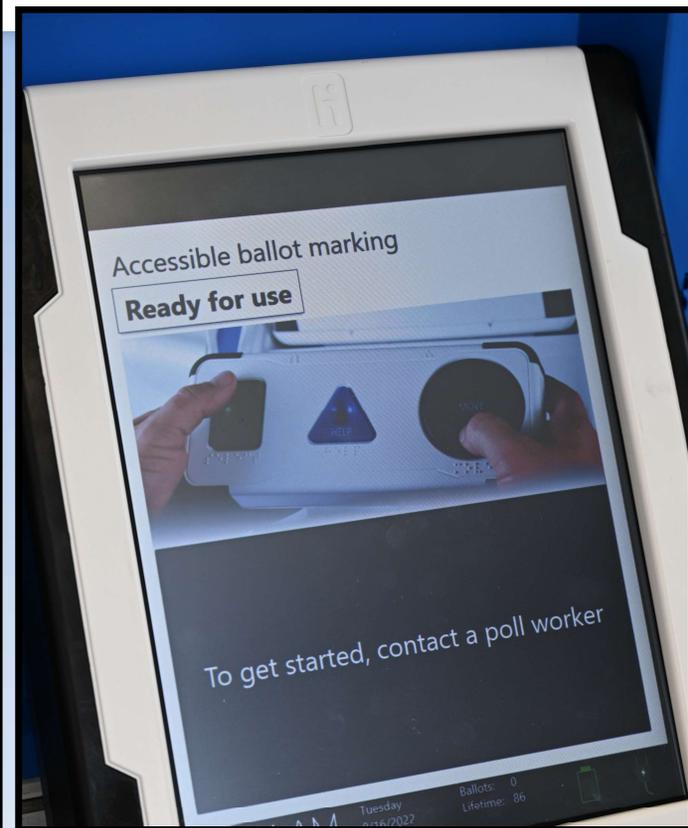


TOUCH WRITER Highlights

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



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A close-up, slightly blurred image of the American flag, showing the stars and stripes. The flag is the background for the entire slide.

Questions

Final Notes



Make sure to register in the Officer Portal and county payroll - Mobius (Assignment Letter)
Election Day Pay \$200

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

Thank YOU!



We really appreciate your commitment to the election process in Prince William County

We have 700-1000 Officers in the field on election day

We couldn't do it without YOU!