

CHIEFS NOTEBOOK

Presidential Election

Tuesday, November 5, 2024



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Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035
703-324-4735 (TTY 711) | ElectionOfficers@fairfaxcounty.gov
<https://www.fairfaxcounty.gov/elections>



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IMPORTANT PHONE NUMBERS

GENERAL SUPPORT 703-324-4735

Policies & procedures, forms, documents, supplies, facility issues, election officers, etc.

From 5:00 to 6:00 AM, call only if an issue will prevent you from opening polls on time

TECH & EMERGENCY SUPPORT 703-324-4101

Voting equipment, issues outside 40-foot area, medical emergencies, and emergency situations

From 5:00 to 6:00 AM, call only if an issue will prevent you from opening polls on time

VOTER SUPPORT 703-324-8765 (Chiefs)

Questions about specific voters, voter registration issues, check correct precinct

703-222-0776 (Public)

YOUR ROVER

NAME _____

PHONE _____

POLLING PLACE INFORMATION

BUILDING _____

ADDRESS _____

ENTRANCE # _____

VOTING ROOM _____

5:00 AM CONTACT

(the person you will call if your building is not open at 5:00 AM on election morning)

NAME _____

PHONE _____

CO-LOCATED CHIEF

(if you are in a co-located precinct, write the other Chief's contact information here)

NAME _____

PHONE _____

(Police/Fire/Rescue) EMERGENCY 911

(Police) NON-EMERGENCY 703-691-2131

FCPS SCHOOL SECURITY 571-423-2000

DOMINION ENERGY 866-DOM-HELP (866-366-4357)

(NOVEC) NOVA ELECTRIC CO-OP 703-335-0500

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Chapter 1

Overview

Fairfax County Office of Elections

12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035

703-324-4735

ElectionOfficers@fairfaxcounty.gov

www.fairfaxcounty.gov/elections

Overview

Preface

The purpose of the Chiefs Notebook is to guide all Chiefs and Assistant Chiefs (both new and experienced) through preparing for the election, managing all operations of your polling place, and working with your election officers.

Review this notebook before election day so that you are familiar with its contents and where to find specific topics. It is important that Assistant Chiefs also study the notebook because Chiefs and Assistant Chiefs work hand-in-hand to manage each polling place on election day. The Chief may ask the Assistant Chief to take primary responsibility for certain Chief duties.

The Office of Elections truly appreciates the willingness of all Chiefs and Assistant Chiefs to take on the important and demanding responsibility of these positions. You are indispensable to Fairfax County's ability to conduct elections.

Election type and contests

The election on November 5, 2024 is a federal election, including contests for:

- Electors for U.S. President and Vice President
- U.S. Senate
- U.S. House (8th, 10th, or 11th congressional district)
- Proposed Virginia Constitutional Amendment
- Two (2) proposed Fairfax County bond issues
- TOWN OF HERNDON ONLY: Mayor and Town Council

Precinct resource allocation

Each precinct will receive the following:

- **9 to 18 total election officers**
- **3 to 6 Poll Pads**
- **2 DS200 ballot scanners**
- **2 ExpressVote ballot marking devices**
- **2 Admin Tablets** (one for Chief/Assistant Chief and one for Provisional Specialists)
- **Full ballots for 85% to 100% of active registered voters**

Ballot types for presidential election

There are 4 ballot types for this election. However, almost all voters will receive a standard (full) ballot. If a voter must vote one of the other ballot types, it will be available on the ExpressVote.

Full ballot

- This is the standard ballot with all contests. Almost all voters will receive & vote this ballot.

Federal-only ballot

- This ballot includes only federal contests (Electors for U.S. President and Vice President, U.S. Senate, and U.S. House of Representatives).
- **Voters who are marked as “Federal Only” in the pollbook may only vote this ballot.** This typically applies to voters who have moved overseas but maintained U.S. citizenship. These voters typically vote by mail but have the option to return to the United States and vote in person. (If the voter has permanently moved back to the United States, they may do a same day registration and vote a full ballot.)
- **This ballot is only available on the ExpressVote.** If you have any “Federal Only” voters, you will escort them to the ExpressVote, insert a blank ballot card, and select the “Federal Only” ballot type. After the voter marks and prints their ballot, they will scan it on the DS200.

Presidential-only ballot

- This ballot includes only one contest (Electors for U.S. President and Vice President).
- **Voters who have moved outside of Virginia within 30 days of a presidential election are only eligible to vote this ballot.** They must return to their registered precinct to vote. This will likely be rare, as voters who have moved to Maryland or the District of Columbia also have the option to do a same day registration in their new jurisdiction.
- **This ballot is only available on the ExpressVote.** For any applicable voters, escort them to the ExpressVote, insert a blank ballot card, and select the “Presidential Only” ballot type. After the voter marks and prints their ballot, they will scan it on the DS200.

Town exception ballot (only in Town of Herndon)

Only applicable to three precincts in the Town of Herndon (HERNDON #1/#2/#3).

- This ballot contains all contests *except* Herndon Town Mayor and Herndon Town Council.
- Voters who have moved out of the Town of Herndon may only vote this ballot.
- **This ballot is only available on the ExpressVote.** For any applicable voters, escort them to the ExpressVote, insert a blank ballot card, and select the “Town Exception” ballot style. After the voter marks and prints their ballot, they will scan it on the DS200.

Voting equipment



Poll Pad

An electronic pollbook on an iPad used for voter record lookup and check-in.

Each Poll Pad and its peripherals are stored in an individual green case. One Poll Pad will be dedicated for the Chief’s use.



DS200 Ballot Scanner

The DS200 ballot scanner automatically captures an image of each ballot and counts the votes.

If the scanner is not functioning for any reason, voters can deposit ballots in the DS200 auxiliary compartment to be scanned or hand-counted later.



ExpressVote Ballot Marking Device

The ExpressVote only marks ballots—it does not record votes. This device prints out a ballot card after the voter has made their selections. The ballot card must be scanned on the DS200 to be counted.

This ADA-compliant device is especially helpful for voters who are visually impaired or have difficulty marking a regular ballot. However, any voter may choose to use the ExpressVote device.



Admin Tablet

An iPad tablet that includes the following apps:

- **Provisional Ballot Log**
- **My Neighborhood:** Enter a voter’s address to see their precinct and polling place.
- **Precinct Locator:** PDF of all precincts, polling places, and districts.
- **Turnout Surveys:** Apps to complete turnout surveys at 9 AM, 12 PM, 3 PM, and 5 PM.
- **Chiefs Notebook:** PDF version.
- **SOR Helper:** Helps complete the Statement of Results.
- **Resources:** Other helpful tools and information.

Election officer roles & responsibilities

Chief and Assistant Chief

The Chief and Assistant Chief are responsible for overall management of the polling place on election day. These officers work together to:

- Handle non-routine voter situations.
- Plan officers' rotation schedule during the day.
- Delegate tasks to officers during opening and closing procedures.
- Interact with all visitors to the polling place.
- Maintain security of the voting room, voting equipment, and polling place exterior.
- Communicate with the office as necessary.

Collector Officers

Each precinct is generally assigned 2 Collector Officers. (In co-located precincts, each precinct will have one Collector Officer for a total of two for the polling place.) These officers:

- Perform all regular election officer duties until the polls close at 7:00 PM.
- Collect certain materials after the polls close and return them to the Fairfax County Government Center (generally departing the precinct by 7:30 PM).
- Ride in the same car to return the materials.

Regular Election Officers

Regular election officers rotate through duties as directed by the Chief. These officers:

- Greet voters.
- Check in voters.
- Direct voters to mark and cast ballots.
- Refer non-routine voters and polling place issues to the Chief.
- Set up and take down equipment.

Provisional Specialists

Provisional Specialists work with the Chief and Assistant Chief to process all provisional voters, including same day registrations. These officers:

- Assist voters in completing the provisional envelope (after the Chief or Assistant Chief has determined the voter's eligibility for a provisional ballot).
- Use the Admin Tablet to look up voter information on the My Neighborhood tool and to enter information into the electronic provisional ballot log.

Language Officers

Language Officers assist voters in a language other than English. Currently, officers are assigned for Spanish, Vietnamese, and Korean assistance in precincts where there is a need. These officers:

- Rotate through regular election officer duties when not providing this assistance.
- Wear a name badge on election day that identifies them as a Language Officer along with the language they speak.

Reserve Officers

Reserve Officers are assigned to replace last-minute officer cancellations, providing crucial backup so that all precincts are fully staffed. There are Reserve Officers to fill all the different election officer positions.

If there are more Reserve Officers than there are vacant positions, some precincts may receive an extra Reserve Officer on election morning.

Election Officer Code of Conduct

Thank you for serving as an election officer in Fairfax County. As a representative of the Fairfax County Office of Elections, you share the responsibility to conduct our elections at the highest possible standard. All election officers must fulfill the following expectations whenever engaging in official election officer duties:

Show Respect

- Treat all individuals (including voters, staff, observers, and fellow officers) with courtesy and civility. Respect others' personal boundaries.
- Exercise impartiality when serving voters, regardless of voters' backgrounds, beliefs, abilities, or affiliations.

Create a Positive Voting Experience

- Uphold every voter's right to cast a secret ballot without fear or intimidation.
- Be transparent when performing all duties and avoid any appearance of impropriety.
- If you observe any concerning or improper behaviors, actions, or procedures, notify the Fairfax County Office of Elections as soon as possible so the issue can be resolved in a timely manner.

Work Effectively

- Follow all election procedures and policies established by the Fairfax County Office of Elections, Virginia Department of Elections, Code of Virginia, and other applicable laws and regulations.
- Collaborate with fellow officers to conduct all election operations efficiently and accurately. Officers should follow directions from their Chief (and may call the Fairfax County Office of Elections for clarification should the need arise).
- Perform all required tasks and duties as assigned.

Exhibit Professionalism

- Commit to working the full shift of service (taking reasonable breaks) while remaining on the polling place premises the entire time.
- Dress appropriately in business casual attire. Refrain from wearing clothing that signals political or organizational affiliation.
- Refrain from engaging in any discussions or making comments that could make others uncomfortable, including topics that are political or overly personal.
- Refrain from bringing prohibited items, including political materials and weapons.
- Refrain from using personal devices (e.g., cell phones, e-readers, tablets) for personal reasons when voters are present.

Failure to meet the above may impact future assignments with the Fairfax County Office of Elections.

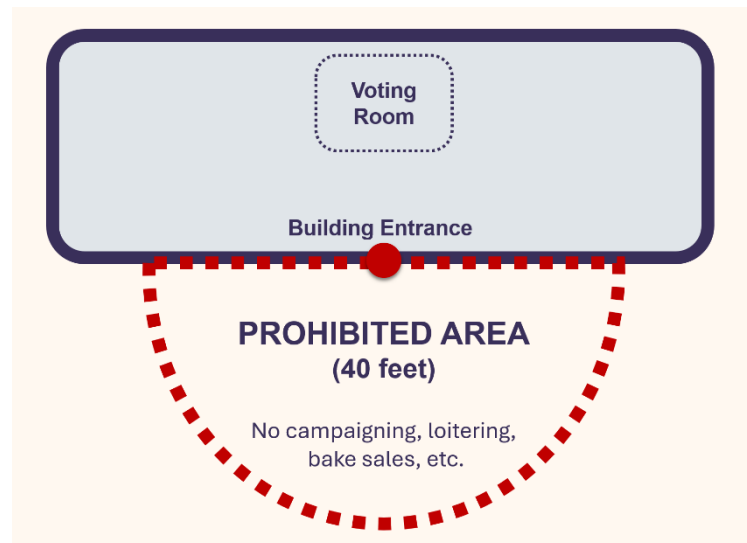
We thank you for your adherence to this code of conduct. Through your respect, diligence, and professionalism, you play an integral role in the success of our democratic process.

40-foot prohibited area

Virginia Code institutes a “prohibited area” within 40 feet of the building entrance used by voters (§ 24.2-604).

Individuals are not permitted to loiter, congregate, campaign, distribute sample ballots, or hinder or delay voters within this area.

In addition, loudspeakers are not permitted within 300 feet of the polls (§ 24.2-605).



Activities permitted outside 40-foot prohibited area

- Outside the 40-foot prohibited area, citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, hosting bake sales, conducting exit polling, soliciting funds, etc., as long as they do not hinder voters or disrupt the election. Tables and tents must not interfere in voters’ path of travel both inside and outside the prohibited area.
- Organizations that wish to conduct fundraising activities must have permission from the appropriate school/church official or property owner. **All such activities must be located outside the building and at least 40 feet away from the entrance(s).**
- Participants in these activities may not park in spaces reserved for voters.
- Media are permitted to conduct live interviews with voters or others.

If someone is violating this law

- Ask them to move outside of the 40-foot prohibited area.
- Inform them that we have no ability to waive or adjust this distance. A minimum of 40 feet is required by law, regardless of building structure, weather, or anything else.
- If needed, call the office. We will send a rover or coordinate with our police liaison, as appropriate.
- Document any incidents in the Chief’s Notes.

People allowed inside the polling place

Electoral Board Members

- May visit at any time to observe the process or provide guidance.
- Will have a Fairfax County ID badge.
- Current members of the Electoral Board:

Chairman: Hon. Katherine K. Hanley

Vice Chairman: Jeffrey K. Shapiro

Secretary: Amb. (ret.) Christopher Henzel

Rovers

- Staff members who support multiple precincts before and on election day.
- Rovers may visit at any time to deliver extra supplies or provide support.
- All rovers or other office staff will have a Fairfax County ID badge.
- As time/duties permit, make yourself available to your Rover to give an update on operations and to ask/answer questions.

Authorized Representatives (§ 24.2-604.4)

- Represent a political party or candidate.
- Must present authorization form.
- Must wear badge provided by Chief.
- Can observe operations anywhere in polling place as long as they comply with the rules.
- See *Authorized Representatives* chapter for more detailed information.

Candidates (§ 24.2-604)

- May enter their own polling place to vote.
- May visit any polling place for no more than 10 minutes to observe.
- May not campaign or display campaign materials within the 40-foot Prohibited Area.
- May only speak with voters outside the Prohibited Area.

Media (§ 24.2-604.5)

See next page for more information.

Other visitors / neutral observers (§ 24.2-604.5)

Some organizations receive advance permission from the Electoral Board or General Registrar to observe. The Chief will normally receive advance notice of this from the Office of Elections.

- Must have signed written authorization from the Office of Elections.
- Generally follow same guidelines that apply to Authorized Representatives and the press.
- May not film or take photos of individuals without their express permission.

Media at the polling place

News media are permitted to visit and film or photograph inside your polling place. We will notify you if media inform us that they plan to visit your precinct, but some may come unannounced.

Media in your precinct

- **Credentials**
 - You may request credentials from anyone identifying as media. Record their name and organization in the Chief's Notes.
 - Not all media visitors will have a traditional ID badge. If they do not provide a credential, they are permitted to stay but must adhere to the same requirements.
- **Members of the media ARE allowed to:**
 - Visit for a reasonable and limited period of time while polls are open.
 - Conduct interviews outside of the prohibited area.
 - Interview the Chief if doing so does not disrupt voting.
 - Film or take pictures inside the voting room.
- **Members of the media ARE NOT allowed to:**
 - Hinder or delay any voters or election officers.
 - Conduct any live interviews inside the polling place or the 40-foot prohibited area.
 - Take photos of voter information (Poll Pad screen, paper pollbook, completed provisional envelopes, etc.), voted ballots, or other sensitive election materials.
 - Visit while the polls are closed.
 - Be in a position to see how any individual is voting.
 - Film or photograph any individual who specifically asks not to be filmed or photographed.

When being interviewed

As long as it will not disrupt voting, media may briefly interview the Chief. In an interview:

- Stand outside the 40-foot prohibited area.
- Make it brief.
- Give only facts (number of voters registered in your precinct, number of voters so far).
- Do not make predictions or offer opinions.
- Do not discuss individual voters, problems, or incidents.
- Refer further inquiries to the Office of Elections (see phone number below).

Individuals conducting exit polls

- Must conduct exit polls or interviews **outside** of the 40-foot prohibited area.
- Do not need a letter of authorization.

For questions about media in your precinct, call 703-324-4735.

Electronic devices inside the polling place

Voters:

- May use electronic devices, such as cell phones, as long as such use does not interfere with voting process or voter privacy.
- May take selfies and pictures of their own ballot.
- May not film or take photos of other people without permission.

Authorized representatives:

- May use electronic communication device (smartphone, laptop, tablet).
- May not take any photos or record video.
- Should only make or answer phone calls outside the voting room.

Virginia Administrative Code

1VAC20-60-30. Electronic Devices in Polling Place.

A. The use of electronic devices inside the polling place is generally permitted. However, representatives of candidates and political parties authorized to observe the election are prohibited from taking photos or video within the polling place.

B. Officers of election are authorized to monitor the use of an electronic device by any individual in the polling place. Officers of election may restrict the use of an electronic device by any individual if that use hinders, delays, or disrupts the voting process; if that use attempts to solicit or in any manner attempts to influence any person in casting his vote; or if the individual attempts to intimidate another individual through use of an electronic device. Whether use of an electronic device by an individual is deemed in violation of this section is within the discretion of the majority of officers of election at each polling place. Upon determination of a violation of this section, the officers of election may (i) require any individual to cease the use of an electronic device, (ii) require any individual to limit the use of an electronic device to outside the polling place, or (iii) remove any individual from the polling place.

C. No voter may be removed from the polling place for the use of an electronic device until after the voter has cast his ballot.

D. The determination of the officers of election of any dispute concerning the use of an electronic device shall be subject to immediate appeal to the local electoral board.

E. An electoral board may not enact any policy that disallows the use of any electronic device by all individuals.

Co-located precincts

About 25% of Fairfax County precincts are co-located, which means that they share their polling place with another precinct.

Co-located precincts may share a single voting room (e.g. each precinct has one side of a cafeteria) or may use two voting rooms in the same building (e.g. cafeteria and gym).

If you are in a co-located precinct, see below for tips to work effectively with the other precinct.

Before election day

- **Coordinate with the Chief of the other precinct to plan logistics (room setup, signage, etc.) before election day.** The contact information for the other Chief in your polling place will be posted in the election officer portal approximately 2 weeks before election day, and we encourage you to get in contact as soon as you can.
- **Arrange times with other Chief to conduct polling place visit and Monday setup together.**

Voting room setup

- **Coordinate signage when setting up in the voting room and outside the polling place.** Use one precinct's materials for all outside signs. If you share a voting room, use the other precinct's materials for all inside signs (if you have separate voting rooms, each precinct should use all of their own inside signs).
- **Each precinct must use all their own assigned voting equipment (Poll Pads, ExpressVotes, and DS200s).**
- **If you are sharing a voting room, ensure distinct traffic flows for each precinct.** Voters' path of travel (between check-in table, voting area, DS200, etc.) should be fully contained within their precinct's voting area.

On election day

- **You may have one shared greeter stationed outside the voting room(s) to direct voters to the correct precinct.**
- **Each precinct will be assigned one Collector Officer.** During closing, these two officers will work together to pack all necessary materials and drive together in the same car to return materials to the Fairfax County Government Center.
- **If precincts have the same outdoor entrance, you may share one absentee ballot drop box between the two precincts.** Collector Officers will put all the absentee ballots in one TripLok bag during closing procedures, but they should return both precincts' TripLok bags.
- **When conducting a same day registration, make sure that the voter is eligible to register in *your* precinct.** When you look up a voter in My Neighborhood, verify that their address brings up the correct precinct name and number, not just the correct polling place.



Chapter 2

What's New

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

What's New

Overview

Each election, we improve or streamline procedures and supplies based on your feedback.

See below for an overview of updates for this election, which will also be covered in more detail during the Chiefs Briefing.

What's new this election?

Provisional Specialists

The position previously known as “SDR Specialist” has been renamed to “Provisional Specialist.” Responsibilities are unchanged.

Given the large number of same day registrations and provisional ballots expected this election, every precinct is assigned two (2) Provisional Specialists.

Federal-only ballots

Some voters may be marked as “Federal only” on the Poll Pad. These voters must vote a federal-only ballot, which contains only federal contests.

All federal-only ballots are handled on the ExpressVote.

Help begin every ExpressVote ballot

Election officers must help begin the process for all ExpressVote voters.

Election officer inserts the ballot card and selects the correct ballot style. After that, voter makes their own vote selections.



Admin Tablet for Chief

Each precinct will receive two (2) Admin Tablets.

One tablet is for Provisional Specialists to share.

The second tablet is for the Chief and Assistant Chief to share.



Presidential-only ballots

If a voter has moved out of Virginia within 30 days of the election, they may only vote a presidential-only ballot. This ballot contains only the presidential contest.

All presidential-only ballots are handled on the ExpressVote.

Presidential “I Voted” stickers

There are special presidential “I Voted” stickers this election.

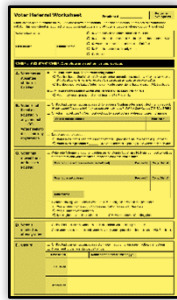
Each precinct will also receive standard “I Voted” and “Future Voter” stickers as extras.



Voter Referral Worksheet

The Voter Referral Worksheet is updated to focus on situations that are likely to require provisional ballots.

Completing a Voter Referral Worksheet is **required** for voter situations listed on the worksheet.

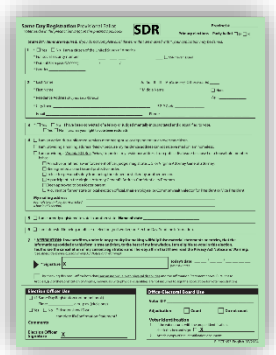


Provisional envelope

The provisional envelope is updated.

On the SDR side, some checkboxes have been moved to more logical places. Also, there is an additional protected voter option.

Flap is now on the right side (instead of the top).



De-escalation materials

You can now find de-escalation instructions in the *Problem Solving* chapter of this notebook.

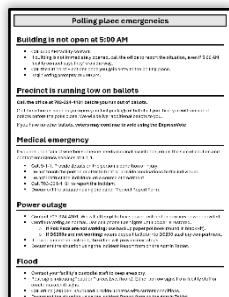
We also hosted a de-escalation online training class from CISA, which you can watch in the election officer portal.



Emergency Instructions

We have updated the *Emergency* chapter of this notebook.

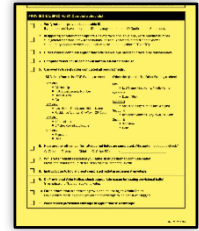
Review this important chapter before election day to be prepared for any situations that may arise.



Provisional and SDR procedures

First, the Chief or Assistant Chief determines if a voter is eligible to cast an SDR or other provisional ballot.

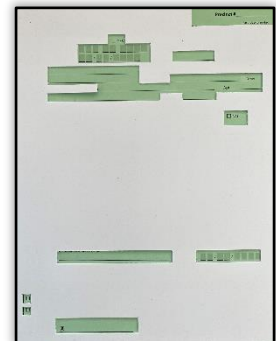
Then, the Provisional Specialist helps the voter complete the provisional envelope and logs it.



Provisional overlays

Provisional Specialists place a plastic overlay on top of completed provisional envelopes to see if any required fields are blank or incomplete.

This will help identify any issues before the voter leaves and minimizes errors in processing provisional envelopes.



Incident Reports on Admin Tablet

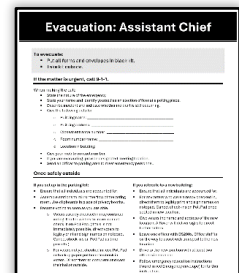
Previously, significant incidents were reported and logged in a special page of the Chief's Notes.

Now, you may document them using a new app on your Admin Tablet. This will also help us review the situation and provide support on election day, if needed.

Evacuation Guides

All "During the Day" guides now have evacuation instructions on the back.

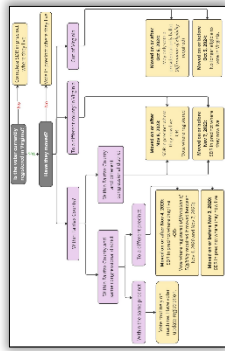
A copy of these instructions is in the *Evacuation* chapter of this notebook.



Moving Conditions

Only in presidential elections, voters who moved out of state within 30 days of the election are eligible to vote a special ballot.

See the *What-Ifs* and the Moving Conditions chart for more information.



Statement of Results

Part 7 of the Statement of Results is updated. The number of ballots issued to your precinct should always match the number of ballots used and unused at the end of the day. If they do not match, you will need to write an explanation here.

'Firearms Prohibited' sign

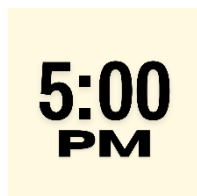
Each precinct will receive two signs indicating that firearms are prohibited.



Turnout survey at 5 PM

You will complete four turnout surveys on the Admin Tablet on election day:

- 9 AM
- 12 PM
- 3 PM
- 5 PM (*new*)

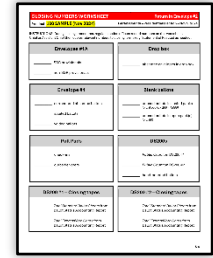


Anyone may complete the turnout surveys, including a high school page.

Closing Numbers Worksheet update

The Closing Numbers Worksheet now includes all numbers you need to complete the Statement of Results.

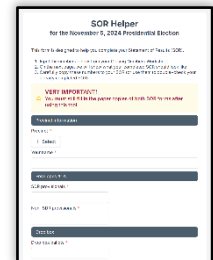
Regular officers will need to copy some numbers from the DS200 closing tapes to the Closing Numbers Worksheet.



SOR Helper app

During closing procedures, copy the numbers from the Closing Numbers Worksheet into a new app on the Admin Tablet.

It will generate an unofficial SOR with all numbers in the right place and all calculations completed. Then you can just copy to your paper SOR.



HAVA ID requirements

If an individual submitted a voter registration by mail and is voting in their first federal election, they may be marked in the pollbook as a "HAVA ID" voter.

Such voters must present a form of ID that meets both Virginia requirements and federal HAVA (Help America Vote Act) requirements.

See *What-If #1* for more details.

Commemorative pins

Each precinct will receive special commemorative pins to recognize you for working during the presidential election.

Distribute one pin to each election officer and to each high school student page.



Setup and Opening Envelope

The Setup and Opening envelope now contains purple one-page guides for setup tasks performed on the Monday before the election and green one-page guides for tasks performed during opening procedures on election morning.



Clear plastic bin

The clear plastic envelope in the black kit has been replaced with a clear plastic bin and moved to the equipment cage.



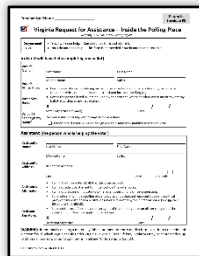
The bin contains drop box hardware, zip-tie seals, and other small items.

It is in the equipment cage under a DS200.

Request for Assistance form

The Virginia Department of Elections updated the Request for Assistance form.

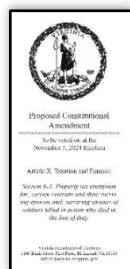
It is now double-sided.



Constitutional Amendment brochures

Each precinct will receive brochures in 4 languages for the proposed Virginia Constitutional Amendment.

Distribute brochures to voters in line. Collect brochures back from voters and reuse.



Ballots in both DS200 bins

In large precincts, sealed ballots will be delivered in the ballot compartments of both DS200 scanners (not just one).

Vote arrows

In addition to the standard red and blue arrows, all precincts will receive some yellow arrows to help direct voters through the voting room.



Cardboard box for loose items in cage

Privacy folders, green plastic privacy sleeves, clipboards, and face masks are in a cardboard box inside the ballot compartment of the left DS200.

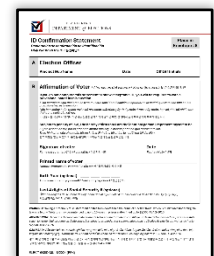


This box cannot be used to pack ballots.

ID Confirmation Statement form

The Virginia Department of Elections updated the ID Confirmation Statement form.

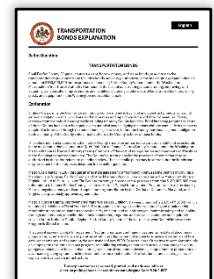
It is now a full page instead of a half-page.



Fairfax County Bond flyers

Each precinct will receive flyers in 4 languages for the two (2) proposed Fairfax County bond issues.

Distribute these flyers to voters in line. Collect flyers back from voters and reuse.



Acceptable IDs list update

See *Acceptable IDs* chapter for updated procedures to identify and handle driver privilege cards.

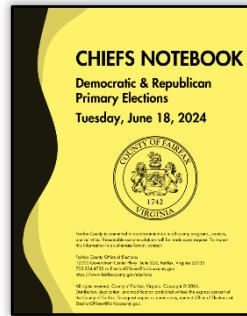
What was new in previous elections?

If you did not serve in the previous election, see below for other updates made in the past year. If you served in the June 2024 election, you already saw or experienced these updates.

Refreshed notebook

Over the past year, we made significant updates to the format and content of the Chiefs Notebook.

See the table of contents for a listing of the content available throughout the notebook.



Equipment cage

All precincts will receive a new, larger steel mesh equipment cage that holds the DS200 scanners and all precinct supplies.



Purple guides for site setup

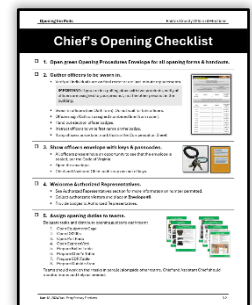
In the past, we provided guides to hand out to officers during opening and closing.

We have now created similar purple guides to use during site setup before election day.



Chief checklists for opening/closing

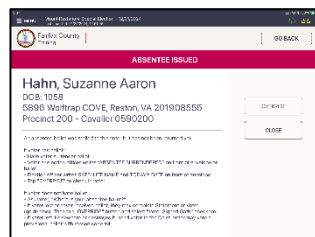
In the *Opening the Polls* and *Closing the Polls* chapters of this notebook, we separated the tasks that a Chief should oversee and verify from the tasks that regular officers should complete.



Poll Pad prompts

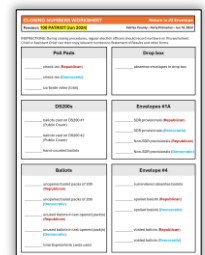
Text instructions that appear on the Poll Pad for non-routine voters are clearer and more informative.

A list of all prompts is now available in the *Non-Routine & What-Ifs* chapter of this notebook.



Closing Numbers Worksheet

During closing procedures, election officers record all numbers on this form. That will make it easier to find and copy important numbers to the Statement of Results and other forms at the end of closing.



Collector Officers return provisionals

Collector Officers will return the Provisional Envelopes #1A to the Fairfax County Government Center along with the purple pouch and absentee ballots.



DS200 flash drive labels

DS200 USB flash drives have new color labels.



White label drives go in white Envelope #7.

Purple label drives go in the purple pouch.

RFID tags and cardboard boxes

Some boxes now have RFID tags (enhanced barcode) to help us better track chain of custody.



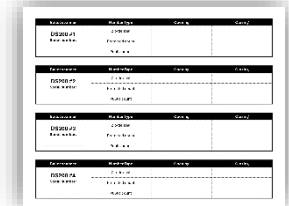
Use designated boxes to return voted ballots during closing procedures.



Return unused cardboard boxes in the equipment cage.

Envelope #7

We updated the back of Envelope #7 to make it easier to copy required data from the Machine Certification Form.



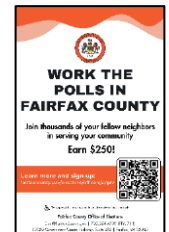
Machine Certification Form

We simplified the Machine Certification Form. All numbers you need to review during opening are in one column and all numbers you need to fill in during closing are in another column. See example in the *Sample Forms* chapter.

Machine	Model	Serial	SN
DS200	DS200	300001	001
DS200	DS200	300002	002
DS200	DS200	300003	003
DS200	DS200	300004	004
DS200	DS200	300005	005
DS200	DS200	300006	006
DS200	DS200	300007	007
DS200	DS200	300008	008
DS200	DS200	300009	009
DS200	DS200	300010	010

Election officer recruitment sign

We updated the sign's design. Post it prominently and remind voters they can apply to become an election officer and help serve with you next election!



Envelope #10

Election officer and high school student page evaluations are returned in Envelope #10.



Tamper tape

We are using a new type of red tamper tape. The new tape is much more adhesive – only use it to seal the #3 and #6 boxes of ballots during closing. Do **NOT** use it to hang signs or posters or it will severely damage the wall!



Chief supply pickup

Chiefs pick up their black kit, Poll Pads, and other materials on the day before the election.



You no longer need to perform any Poll Pad updates on election morning.

Provisional Specialists

All precincts will be assigned a new type of officer: **Provisional Specialist**. This officer will help process provisional voters. This notebook contains a new, "During the Day Provisional Specialist" procedure guide.

Street renaming & voter check-in

Fairfax County renamed two roads:

- Lee Highway is now **Route 29**.
- Lee Jackson Memorial Highway is now **Route 50**.



During check-in, if a voter provides the former street name, you may accept it.

Ballots delivered in DS200

Sealed boxes of ballots will be delivered inside the compartment of a DS200 in your equipment cage.



Poll Pad app

Poll Pads are configured in single-app mode and you cannot exit the Poll Pad app. If you experience any issues, call Technical Support.

Collector Officers

Most precincts are assigned two Collector Officers. At co-located polling places, each precinct is now assigned one Collector Officer. They will leave the polling place together with all required materials from both precincts.

Zip-tie seal colors

All equipment delivered to your precinct will have **green** seals.



You will use **yellow** seals to seal equipment (e.g. to re-seal cage after Monday setup or to return items election night).

Outdoor signage

There are four new outdoor signs with consistent colors and design.



Emergency Envelope

Contains documents that you will use only in emergencies:

- Emergency relocation instructions
- Backup paper provisional ballot log(s)
- Provisional Envelope #1B



Opening Envelope & Closing Envelope

Contains all materials you need for setup/opening in one envelope and all materials you need for closing in another envelope.



Provisional Envelope

The provisional envelope is 8.5" x 11". A separate voter registration application is no longer required for same day registrations.



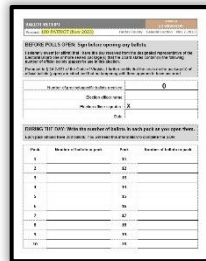
Provisional Ballot Log

Enter all provisional voters on the electronic provisional ballot log on the Admin Tablet. Use the paper provisional log ONLY if the electronic log is not working.



Ballot Receipt

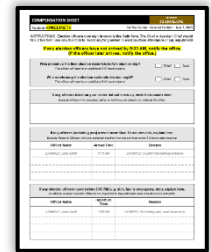
The updated Ballot Receipt form combines the former Ballot Receipt and Ballot Worksheet forms.



Oath and Compensation Sheet

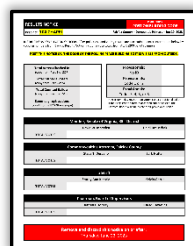
Election officers now sign only the Oath form on election morning.

Use the Compensation Sheet only to note if an officer arrives late or leaves early.



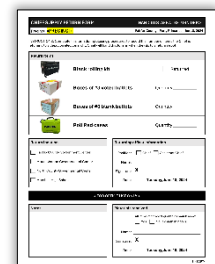
Results Worksheet & Results Notice

On election night, copy vote totals from each DS200 to the Results Worksheet. Tally total votes and copy to the Results Notice.



Chief Supply Return Form

This form replaces the windshield sign from past elections and serves as a return receipt for materials returned on election night.





Chapter 3

Before Election Day

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Before Election Day

Overview

Congratulations on being assigned as a Chief or Assistant Chief! This chapter will guide you through your pre-election responsibilities so you have a smooth election day.

Resources available in the Election Officer Portal

Chiefs and Assistant Chiefs have a dedicated page in the Election Officer Portal with a wealth of resources to support them before election day. Select the “Chiefs” tab in the navigation banner at the top of the home page to access this information.

Timeline for Chiefs

See more information about these tasks on the following pages.

<p>TWO WEEKS BEFORE ELECTION DAY (due Friday, October 25)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Contact your polling place facility staff. <input type="checkbox"/> Sign up for your supply pickup/polling place setup times. <input type="checkbox"/> Contact the officers on your roster. <input type="checkbox"/> Respond to emails, phone calls, and texts from your rover. <input type="checkbox"/> Watch the Chiefs Briefing (either live on Tuesday, October 22 or a recording after) and complete attendance quiz. <input type="checkbox"/> OPTIONAL: Attend the Chief Open House on October 23 or 24, where you can pick up the physical copy of your Chiefs Notebook.
<p>ONE WEEK BEFORE ELECTION DAY (due Friday, Nov 1)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the pre-election polling place site visit. <input type="checkbox"/> Contact officers on your roster with additional updates. <input type="checkbox"/> Read the Chiefs Notebook.
<p>DAY BEFORE ELECTION DAY (on Monday, Nov 4)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pick up your supplies. <input type="checkbox"/> Set up your polling place.

Two weeks before election day



Contact polling place facility staff.

- Arrange a date and time for a pre-election site visit.
- Establish (1) the setup time for the Monday before election day and (2) who will open and lock up the facility on this day.
- If you have trouble reaching facility staff, have difficulty setting up a site visit, or if the polling place information has changed, contact your rover and/or the office at 703-324-4735 for assistance.



Sign up for supply pickup/site setup times in the portal.

- You will be asked (1) what time you are picking up supplies, (2) which of the four depot locations you will pick up supplies at, and (3) what time you are setting up your polling place.
- We need this info to ensure your materials are sent to the correct depot.



Contact Assistant Chief and other officers.

- View your officer roster with contact info in the portal. The roster is updated in real time to reflect cancellations and new assignments.
- Use the email template on the next page for guidance on information to communicate with your officers. **If officers do not respond to your initial email, try calling/leaving a message and texting.**
- If any of your officers are no longer able to serve, notify office ASAP.
- If you are in a co-located polling place, contact the Chief of the other precinct. Their contact information will be in the election officer portal.
- Your Rover will reach out to you. Be sure to return their message. They can provide guidance on polling place setup and operational issues.



Watch the Chiefs Briefing on Tuesday, October 22.

- We will email a recording to all Chiefs and Assistant Chiefs afterward.
- Take attendance quiz by Sunday, October 27.



OPTIONAL: Attend the Chief Open House on October 23 or 24.

- This is a drop-in opportunity to get hands-on practice with equipment and forms and ask questions about Chief responsibilities.
- You may pick up your paper copy of the Chiefs Notebook.
- To attend, register in the election officer portal.

Suggested template for 1st email to officers (two weeks before election day)

My name is [Chief name] and I will be the Chief election officer at [precinct name and number] at [building name] for the upcoming election. I am a first-time Chief [OR I have served as a Chief in # of elections], but I have previously served in [number of elections] at this polling place.

Some information about our polling place:

- We will set up the voting room the day before the election at [time]. Hope you can join!
- Our voting room is the [gym/cafeteria/other]. Use entrance [#] to get there.

Some general reminders:

- Arrive no later than 5:00 AM on election day.
- Wear non-partisan business casual clothing. Jeans are fine (no holes). Dress in layers.
- You cannot leave the polling place during the day, so bring all food and medications.
- We will rotate duties every 2-4 hours, and everyone will be able to take breaks.
- If you do not live in this precinct, vote early!
- If you need a refresher, review the training material in the election officer portal.

Reply to this email with answers to the following questions:

1. Are you able to join us for pre-election setup on [day before election] at [time]? The elections office says all officers should join, if possible.
2. How comfortable are you with opening and using the Poll Pads, DS200, and ExpressVote?
3. Do you have any questions for me?

Thanks and I look forward to serving with all of you!

- [Chief name, email address, and phone number]

One week before election day

VISIT YOUR POLLING PLACE FOR THE PRE-ELECTION SITE INSPECTION



1. Remind building manager, custodian, and/or office staff of the following election day requirements:

- Building must open no later than 5:00 AM on election morning.
- Outdoor lighting for entrances and parking lot must be on no later than 5:00 AM on election morning and come on again at dusk.
- The parking lot must have reserved voter and curbside parking spaces.
In general elections, reserve at least 10 voter parking spots.
In primary elections, reserve at least 5 voter parking spots.
- Elementary schools **must** provide adult-size tables and chairs. Chairs cannot be attached to tables.
- Heat/air conditioning is required from 5:00 AM to at least 9:00 PM.
- Election officers need all-day access to telephone and restrooms.
- Election officers may be there until 9:00 PM or later.
- Bake sales and fundraisers must be outside the 40-foot prohibited area.



2. Verify building contact names and phone numbers against polling place info provided in the portal, including:

- Two 5:00 AM election morning building contacts.
- Staff member opening the facility for Monday pre-election setup.



3. Confirm details for officers to know for election day, including:

- Where officers should park.
- Whether officers will have access to a refrigerator or a microwave.
- Where officers can store personal belongings.



4. Locate the equipment cage.

- Do not open the cage or remove any materials.
- Ensure attached labels are for the correct precinct.
- Verify cage is sealed with a zip-tie seal at the top and padlocks at the top and bottom.
- Leave the cage in the same location before you leave.



5. Check for cell phone coverage in the voting room.

- If cell phone coverage is weak, ask for access to a landline and confirm it will work properly on election day.
- Optional: Use guest Wi-Fi in FCPS schools and facilities for personal devices. More info is in the portal: click **Info** tab, then **Resources**.



6. Check voting room features to plan layout and traffic flow.

- Test power outlets (use a night light, cell phone charger, etc.). Determine where extension cords will be necessary.
- Verify that you have enough adult-size tables and enough adult-size chairs that are not attached to the tables. If you do not have enough, call the office and let us know.
- Assess the physical layout of the voting room to map out placement of equipment, tables, privacy booths, and equipment cage. Reference the **Arrange Voting Room Guide** in this chapter.
- Plan for chairs where voters can wait to be assisted at Chief’s and Provisional Specialists tables.



7. Check building features for voter access to and from the building and the voting room.

- Outside:
 - Determine how signage can best direct voters from the parking lot into the building. Where will “Vote Here” and “Polling Place” signage need to be located? Check how far out to the street the signage must be placed.
 - Locate voter parking spaces and reserved accessible parking spaces. Determine the best place to put the Curbside Voting sandwich board.
 - Assess how the prohibited area will be marked.
- Inside, determine what kinds of signage will direct voters to and from the voting room and where informational signs can be posted.
- Reference **Prepare Outside Area Guide** (Chapter 4) as needed.
- Identify emergency evacuation routes and shelter-in-place location.



8. Check exterior and interior pathways for accessibility.

- See *Accessibility* chapter for more information.



9. Call your Rover or office staff (703-324-4735) if you have any questions or concerns about:

- Additional supplies that you need (including extension cords).
- Construction, voter access, parking, or building issues that need to be addressed.
- Difficulty dealing with facility staff.
- Any other pre-election issues.

GET READY FOR ELECTION DAY



Contact your officers with additional pre-election updates.

- Check your electronic precinct roster for any changes. Provide the same information to new officers that you sent to officers assigned earlier.
- Use the email template on the next page for guidance.
- If any of your officers are no longer able to serve, contact 703-324-4735 or ElectionOfficers@fairfaxcounty.gov as soon as possible.
- Meet with **Assistant Chief** either virtually or in person. Determine which functions will be performed primarily by Chief and Assistant Chief.



Read the Chiefs Notebook.

- You don't need to memorize anything! But you should be familiar with where to find key information on election day.
- Pay particular attention to the items you need for setup and where they are located.



Develop a plan for election day.

- Plan election officer assignments based on known skills and experience. Determine a schedule for shift changes.
- Diagram your room to plan layout and traffic flow. See a suggested layout diagram in the **Arrange Voting Room Guide** later in this chapter.
- Email a copy of your room diagram to the Rover (and to building staff, if they will be supplying or moving furniture). Specify the number of tables and adult-sized chairs needed.

Suggested template for 2nd email to officers (weekend before election day)

Hello again! This is [name], the Chief of [precinct and building]. I'm looking forward to serving with all of you on Tuesday. If you are no longer available for any reason, let me and the Office of Elections (electionofficers@fairfaxcounty.gov) know immediately.

We have [#] people helping set up the polling place on Monday at [time]. If anyone else can join, let me know—it should only take about 1 hour!

I've planned how we will divide tasks during setup and the first shift on election morning – see attached. Remember that we will rotate tasks every two hours and everyone will get breaks. If you have concerns about your assigned tasks, please let me know.

Make sure to arrive no later than 5:00 AM on election day so I can swear in everyone on time. Set multiple alarms! If you're running late, call or text me at [phone number]. If you don't notify me, the elections office may send a replacement and you will not be permitted to serve.

As a reminder, here is our polling place information:

- [Building name and address]
- [Voting room]
- [Building entrance]
- [Parking information] (and remember, don't park in voter parking!)
- [Any other information specific to your polling place]


Finally, don't forget to pack all food and medications! You cannot leave the polling place during the day, but you can have items delivered to you.

Thanks and see you all on Monday for setup and Tuesday for the election!

- [Chief name, email address, and phone number]

Day before election day


PICK UP SUPPLIES

- 

Pick up election materials from selected depot.

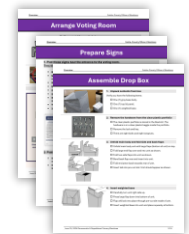
 - Pick up Poll Pads and black kit at your scheduled time and location.
 - Drive all materials directly to polling place for Monday setup.


GO TO YOUR POLLING PLACE FOR SITE SETUP

- 

1. Meet your team and delegate tasks.


 - Split team into three groups. Assign each group one of the purple guides from Opening envelope: **Arrange Voting Room, Prepare Signs, & Assemble Drop Box.**
 - If not many officers are able to join for the setup, contact your Rover. Other individuals (e.g. building staff) may assist but may not handle voting equipment.



- 

2. Verify that the correct equipment cage was delivered.

 - Look for precinct number on cage and ensure it is correct.
 - Move the cage to the voting room. If the cage does not fit in the voting room, leave it as close as possible outside the room.

- 

3. Open the equipment cage using the lanyard key.

 - Verify cage seal against **Machine Certification Form.**
 - Use the purple **Open & Close Gray Cage for Setup** guide.
 - Remove contents needed for setup.
 - DO NOT open sealed ballot boxes.
 - DO NOT remove DS200 scanner seals.
 - DO NOT open Poll Pad cases or remove seals.
 - DO NOT open the envelopes containing machine keys.



NOTE: Whenever the cage is opened and closed, you are **required to complete and sign the Security Log located in the pocket on the inside of the cage door. Two officers must do this together.**



4. Check equipment seal numbers against the numbers on the Machine Certification Form.

If you can't easily read the seal numbers on the DS200s in the cage, wait until election morning.



5. If not already done, complete all tasks from pre-election site visit list.



6. Check blue bag and black rolling kit using supply checklists.

- Assign two officers to do the inventory.
- Open the “wrap” (secured with orange rubber bands), which contains many items you will need including envelopes, yellow guides, and TripLok bag. Remember to keep this in order after opening.
- If any items appear to be missing, double check first. In almost all cases, the item was hidden behind another item. If you still can't find an item, call your Rover or 703-324-4735.



7. On a table, organize the materials your teams will need quick access to before the cage is unlocked on election morning.

- Interior and exterior signage
- Prohibited area kit
- Tape and scissors
- Cones



8. Write emergency information on “During the Day” materials.

- Fill out 9-1-1 section of black **Evacuation** guides (back side of yellow **During the Day** guides) and in Chiefs Notebooks (on back cover).



9. Close and lock the equipment cage.

- Use the purple **Open & Close Gray Cage for Setup** guide.



10. Inform facility contact when setup is complete.

- Confirm that the voting room will be secured overnight.
- Confirm once more that a facility contact will be there at **5:00 AM SHARP**.
- Take black kit home with you. Do not leave in the voting room overnight.



11. Go home and get some sleep!

- Pack a phone charger, medicine, and anything else you need.
- Set multiple alarms so you're not late on election morning.



SUPPLY CHECKLIST: Black rolling kit

ENVELOPES AND POUCHES CONTAINING MATERIALS

- Opening Envelope (purple/green label)** – materials needed during site setup & opening procedures
 - One-page guides for setup (purple header)
 - One-page guides for opening (green header)
 - Election officer Oath form
 - Compensation Sheet
 - Ballot Receipt
 - Machine Certification Form
 - Curbside cell phone number insert

- Closing Envelope (red label)** – materials needed during closing procedures
 - One-page guides for closing (red header)
 - Closing Numbers Worksheet
 - Printed return sheet (yellow)
 - Results Worksheet
 - Results Notice
 - Statement of Results (SOR) - A and B
 - Hand Count Report
 - #3 yellow labels
 - #3 white ballot labels
 - #6 blue ballot labels
 - Peel-off signature labels for numbered return envelopes
 - Chief Supply Return Form

- Red Emergency Envelope** – materials needed in emergency situations
 - Emergency relocation sheet
 - Backup paper provisional ballot log(s)
 - Provisional Envelope #1B



SIDE POCKET OF KIT

- Yellow safety vests and ponchos for outside use
- Microfiber cloth – to clean device screens
- Backup paper pollbook and Count Sheet
- Paper pollbook instructions
- Guide for hand counting ballots from Virginia Department of Elections
- Rulers



Having trouble finding anything? Contact Kay!

Kay.Garrison@fairfaxcounty.gov

703-324-4757

Black rolling kit (continued)

MATERIALS IN RUBBER-BANDED PACKET (“WRAP”)

- Envelope(s) #1A (SDR)** – for returning SDR provisional ballots
- Envelope(s) #1A (Non-SDR)** – for returning non-SDR provisional ballots
- Envelope #2** – for returning Statement of Results and other election forms
- Envelope #2A** – for returning yellow printed return sheet
- Envelope #4** – for returning spoiled, voided, and surrendered absentee ballots
- Envelope #7** – for returning used zip-tie seals, TripLok receipt strip, and white-labeled USB flash drives from DS200 scanners
- Envelope #8** – for returning voter forms
- Envelope #10** – for returning election officer and high school page forms
- One-page guides for during the day (yellow header)
- TripLok bag (for returning drop box ballots) and drop box chain of custody form
- Chief’s Notes (stapled packet)
- Election officer evaluation sheet
- Voter Count Worksheet
- Voter ID list from Virginia Department of Elections
- Voting Information sign (HAVA-2) (lime green)
- Sample ballots (large yellow posters)
- Demonstration ballot (tan/yellow)
- Large wall map
- Districts, Precincts and Polling Place booklet (precinct locator)
- Labels for authorized representatives
- Plastic overlays for reviewing provisional envelopes (SDR Overlay and Other Overlay)
- Firearms Prohibited sign
- DUAL-PARTY PRIMARIES ONLY: Vote in only one party’s primary (yellow sign)
- NOVEMBER ELECTIONS ONLY: High school student page oath and evaluation form



OTHER MATERIALS

- Purple pouch** – for returning purple-labeled USB flash drives from DS200 scanners
- Orange pouch** – for returning keys, equipment password cards, lanyards, lost IDs and licenses, etc.
- Green pouch** – for Post-its & flags, scissors, paper clips, red and black pens, black marker, rubber fingertips, clippers, stapler/staple remover, glue stick for sealing envelopes, etc.
- Key envelope** – Chief and Assistant Chief keys and equipment cards (*do not open until election day*)
- Admin Tablets (2) in plastic mesh bag with chargers and power cables
- Provisional ballot envelopes and notices (green)
- Brown envelope with blank ExpressVote cards
- Virginia law book
- Voter permit cards
- Blue/black lanyards with key for equipment cage
- Name badges for Chiefs, Assistant Chiefs, regular officers, and language officers
- Magnifying glass and magnifying sheet
- Red tamper tape – only for sealing cardboard ballot return boxes (*will damage other surfaces*)
- Blank notepad
- Commemorative pins for election officers and high school student pages
- Proposed constitutional amendment brochures in Spanish (other languages in blue bag)
- Bond issues flyers in English, Spanish, Vietnamese, Korean
- CO-LOCATED PRECINCTS ONLY: Precinct-specific maps and signs

SUPPLY CHECKLIST: Blue bag

SIGNS & POSTERS

- “Vote Here” large posters (2)
- Prohibited Area Signs – 2 posters: English/Spanish and Vietnamese/Korean
- Virginia Voters’ Rights & Responsibilities – 2 posters: English/Spanish and Vietnamese/Korean
- Voter Parking Only signs
- Universal accessibility signs (blue wheelchair symbol)
- DS200 instructions poster
- ExpressVote instructions poster
- Curbside voting notice
- Attention Authorized Representatives sign
- “Do You Have Your ID?” yellow sign – post where voters exit
- Exit signs (2), blue arrows (15), red arrows (15), yellow arrows (6)
- Attention All Voters signs – white with blue lettering, in 4 languages
- Opting Out of Permanent Absentee list poster (yellow)
- No Talking in Voting booth signs
- Election officer recruitment poster
- Proposed constitutional amendment posters (4) in English, Spanish, Vietnamese, Korean
- Proposed constitutional amendment brochures in English, Vietnamese, Korean (Spanish is in black kit)
- PRIMARIES ONLY: No write-ins in a primary sign



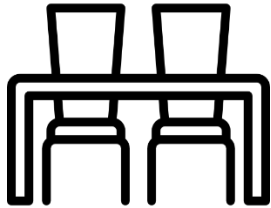
VOTER FORMS

- Affirmation of Eligibility forms – 1 pad each of English, Spanish, Vietnamese, Korean
- Request for Assistance forms – 1 pad each of English, Spanish, Vietnamese, Korean
- Comment Form – 1 pad
- Virginia Voter Registrations forms – 1 packet: English, Spanish, Vietnamese, Korean
- Virginia Complaint forms – 1 packet: English, Spanish, Vietnamese, Korean
- Request to Cancel Voter Registration – 1 set in 4 languages
- ID Confirmation Statement – 1 pad in 4 languages
- Request to Remove Name from Permanent Absentee Voter List – English/Spanish, Vietnamese/Korean
- Report of Death of Registered Voter – 1 pad in 4 languages
- Voter Referral Worksheet pads (yellow)

OTHER MATERIALS

- Clear tape – for attaching labels, closing ballot return boxes
- Blue painter’s tape – for posting signs on painted walls
- Pens – for marking paper ballots
- “I Voted” stickers (*use Presidential “I Voted” stickers from clear plastic bin first*)
- “Future Voter” stickers
- “No Campaigning” package of chalk, yellow tape, 40-foot rope – for marking Prohibited Area

Arrange Voting Room



1. Arrange tables and chairs.

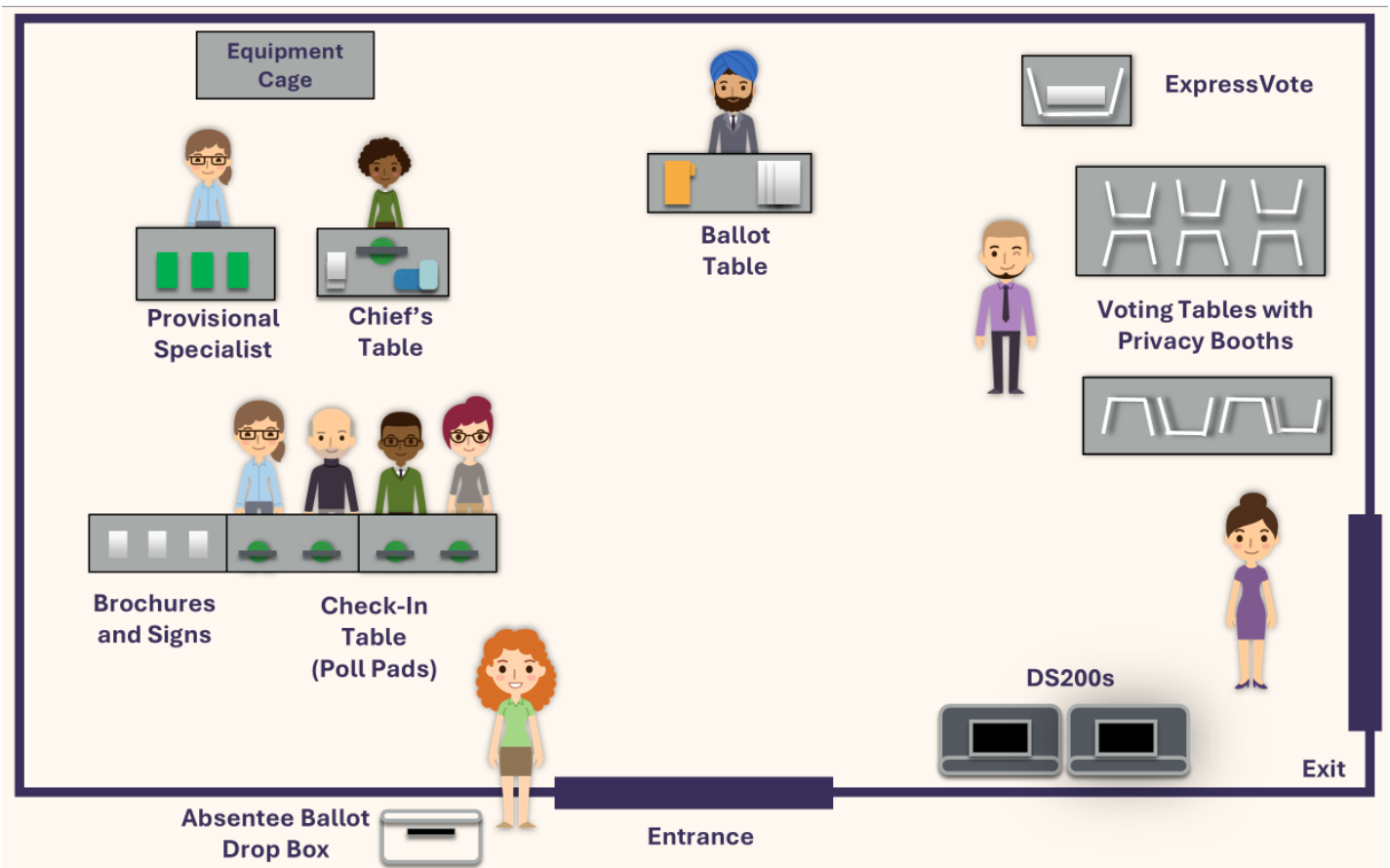
- Determine voting room layout. Reference suggested layout below. Voters should always move in a circular fashion. When possible, use separate entrance and exit doors.
- Consult *Accessibility* chapter for considerations about path of travel.
- Arrange tables, chairs, privacy booths, and power cords.
- Do **NOT** open any voting equipment.



2. Secure electrical cords and surge protectors.

- Ensure that cords are covered and not in voter path of travel to prevent a tripping hazard.
- If in a school gymnasium, **do not tape anything to floors!**

SUGGESTED VOTING ROOM LAYOUT



Open & Close Gray Cage for Setup



1. Unlock top and bottom padlocks

- Cut the zip-tie seal on the top.
- Verify seal number matches **Machine Certification Form**.
- Unlock top & bottom padlocks with equipment key on lanyard.
- Compare seal number to latest entry on **Cage Security Log** on inside of right cage door.
- Two officers fill out a new entry on **Cage Security Log**. Write date, time, reason, cut seal number, names, & signatures.
- Put the cut seal in **Envelope #7**.



2. Release upper and lower slide bolts on left door

- Open the right door first.
- Find the slide bolts inside the top and bottom of the left door.
- Rotate the slide bolt handles toward you (see red arrow).
- Push down to lower upper bolt and pull up to raise bottom bolt.
- Open the left door.



3. Remove only items needed for setup

Everything you need for setup is accessible without opening or removing the DS200 scanners.

- Remove cardboard box containing drop box (to be assembled).
- Remove yellow A-frame curbside sign.
- Remove other items you plan to use for setup (e.g., blue bag containing inside signs, outside signs on wire frames, canvas bag with cords and surge protectors, clear plastic bin with zip-tie seals and drop box hardware, privacy booths, etc.).
- CAUTION: The blue bag is heavier than usual.



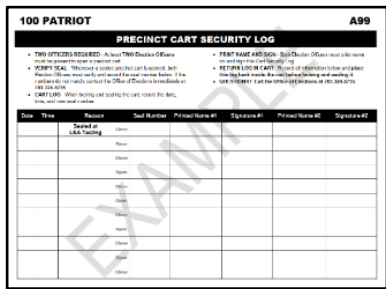
IMPORTANT: Leave DS200s and ExpressVotes in cage!

When setup is complete and you are ready to close the cage...



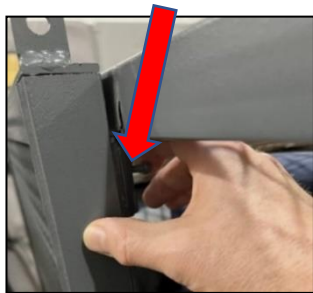
4. Store Poll Pads in cage overnight

- Store Poll Pads in cage (required). You may place them anywhere there is space.
- Add any other supplies you want to have secured overnight.
- Do not leave the black kit in the cage or polling place overnight.



5. Update Cage Security Log

- Remove **Cage Security Log** from inside the door of the cage.
- Two officers fill out a new closing entry.
- Write date, time, reason (“Setup”), new seal number, names, and signatures.
- Return the Cage Security Log to the inside of the cage door.



6. Secure upper AND lower slide bolts on left door

- Close left door first.
- Find slide bolts inside the top and bottom of the left door.
- Rotate the slide bolt handles toward you (see red arrow).
- Pull up to raise upper bolt and push down to lower bottom bolt.
- Close the right door.



7. Secure with zip-tie seal and two padlocks

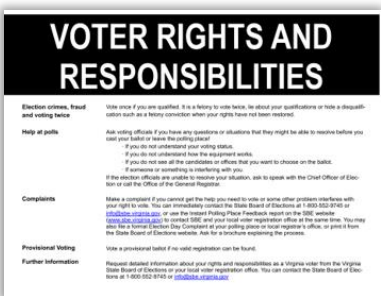
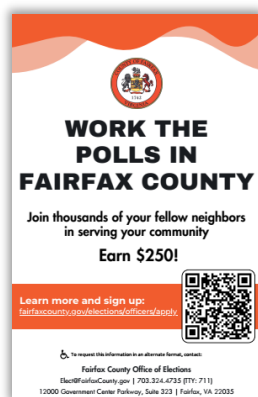
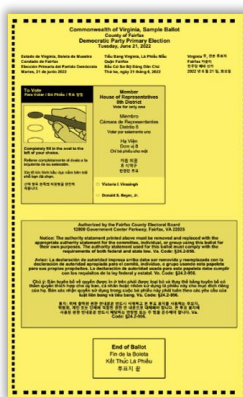
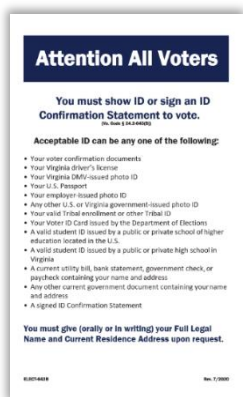
- Confirm with Chief before locking and sealing cage.
- Thread zip-tie seal through “rabbit ears” on top of cage.
- Lock top **AND** bottom padlocks.

Prepare Signs

1. Post these signs near the entrance to the voting room.

They should be visible to voters waiting in line to check in.

- **Vote Here** large white sign on or near the interior voting room entrance (if interior door exists)
- **Attention All Voters** signs (post all languages together)
- **Sample ballots** (front and back of ballot) – post one set near the voting room entrance and one set inside the voting room on the way to the check-in table
- **DS200** instruction posters (place near DS200)
- **ExpressVote** instruction posters (place near ExpressVote)
- **Voter Rights and Responsibilities** posters (post all languages together)
- **Firearms Prohibited** sign (post one near voting room entrance; other goes near building entrance)
- **Opting Out of the Permanent Absentee List** poster
- **Work the Polls in Fairfax County** poster (you may post this near the exit instead, if you prefer)
- Primary elections only: **No Write-Ins in a Primary**
- Dual-party primary elections only: **Vote in only one party's primary**



2. Post these inside the voting room.

- Post additional signs as needed, such as ARROWS, ENTRANCE, and EXIT to direct voters into the voting room and through the voting process without crossing paths with other voters.
- Post “Do you have your ID?” sign near **exit** to help cut down on the number of people who forget their IDs in the polling place!



3. Prepare curbside sign.

- Decide whether Chief’s or Assistant Chief’s cell phone number should be displayed on large yellow curbside voting A-frame. The other number listed below is the Office of Elections general support number.
- Gently slide the card with appropriate number facing out into the plastic slot on the yellow sandwich board.
- See the **Prepare Outside Area** guide for reference.



4. Assemble outside signs.

- Place yellow outside signs on wire frames, if not already assembled.
- You may leave the assembled signs and other exterior signage outside of the equipment cage for quick access on Tuesday morning.



Assemble Drop Box



1. Unpack contents from box

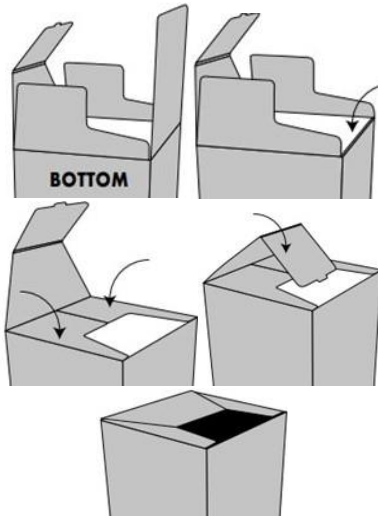
Verify you have the following items:

- One (1) gray base body.
- One (1) top lid panel.
- One (1) weighted base.



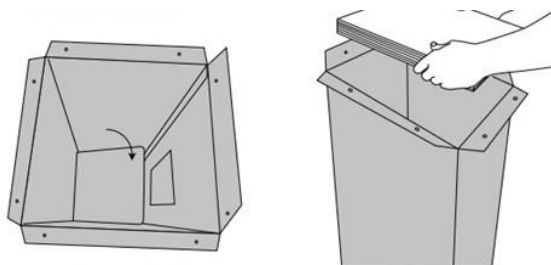
2. Remove the hardware from the clear plastic bin

- The clear plastic bin is stored under a DS200 in the equipment cage. The hardware is in a clear plastic baggie inside the bin.
- Remove the lock and key.
- There are eight bolts and eight wing nuts.



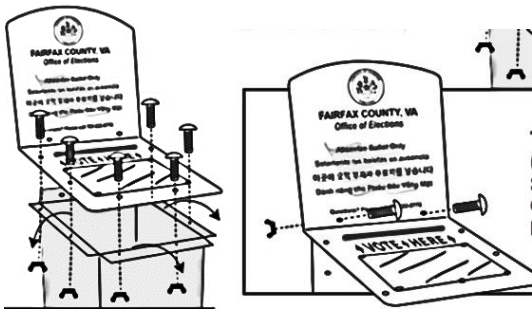
3. Unfold main body and fold side and back flaps

- Unfold main body unit with large flaps (bottom of unit) on top.
- Fold large end flap over and into unit as shown.
- Fold two side flaps into unit as shown.
- Bend back flap over and insert into unit.
- Fold end piece back towards rear of unit.
- Insert tab into pre-cut slot. Unit should appear as shown.



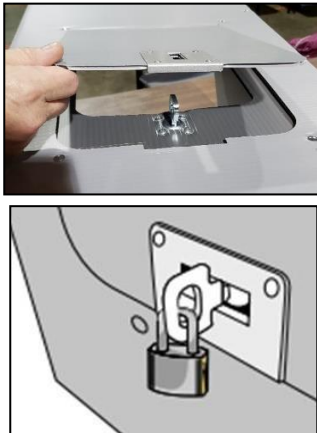
4. Insert weighted base

- Carefully turn unit right side up.
- Press large flap down into bottom of unit.
- Flap will lock into place through pre-cut slit inside of unit.
- Insert weighted base into unit and place squarely at bottom.



5. Secure top lid panel

- Fold upper flaps on base of unit outward.
- Set lid with slot down into position.
- Align holes in lid with holes in flap.
- Secure with six (6) nuts and bolts as shown.
- Use two (2) bolts to secure back graphic to body of unit.



6. Secure back door during the day

- The drop box must be secured during the day.
- Close the door on the back of the box.
- Use the lock to secure the swivel hasp on the back door.
- Put the key back in the plastic baggie.
- Put plastic baggie back into the clear plastic bin and return to equipment cage.



7. Position the drop box

- Decide where the drop box will be located near the building entrance or near the voting room entrance, at the discretion of the Chief. (Co-located precincts may choose to share a drop box if it makes sense for the polling place.)
- Keep drop box in voting room overnight on Monday, but make sure it is placed in designated location and ready for voter user before polls open at 6:00 AM.



Chapter 4

Opening the Polls

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Opening the Polls

Overview

By law, the polls must open for voting at exactly 6:00 AM. Your team has a lot to accomplish in the hour before opening, so make sure to plan ahead! During opening:

- **Delegate tasks and work in parallel.** Split up tasks among your officers and have them get started. Put your best officers on the most important tasks.
- **Prioritize the tasks necessary to open the polls on time.** This includes swearing in officers, setting up one Poll Pad, setting up both DS200s, and opening and counting ballots.
- **Open polls promptly at 6:00 AM.** You must open the polls on time even if you haven't finished lower-priority tasks like putting up signs, marking the 40-foot prohibited area, securing voter parking, or organizing the Chief's table.

IMPORTANT

From 5:00 AM to 6:00 AM, we receive a very large number of phone calls. Only call the office during this hour if you are experiencing an emergency that will prevent opening the polls on time.

Most issues can be resolved a little later in the day. For example, if one of your Poll Pads or one of your DS200s is not working correctly, that's okay. We give you more than one for this reason. For non-urgent issues, call us after 6:00 AM.

Chief's Opening Checklist

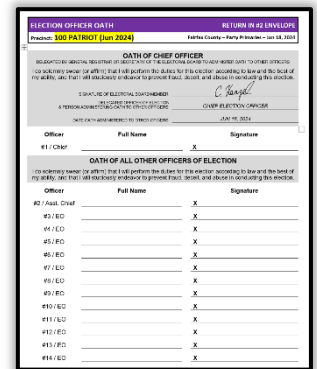
- ❑ **1. Open Opening Procedures Envelope (purple and green labels) for all opening forms & handouts.**

- ❑ **2. Gather officers to be sworn in.**

- Verify all individuals are on final roster or are last-minute replacements.

IMPORTANT: If you are in a polling place with two precincts, verify all officers present are assigned to your precinct (and not other precinct in the building) by checking against your final roster.

- Swear in officers (see Oath form). Do not wait for late officers.
 - Instruct officers to sign Oath on assigned numbered line (from roster).
 - Hand out election officer badges.
 - Instruct officers to write first name on badge.
 - If any officers arrive late, make note on the Compensation Sheet.



- ❑ **3. Show officers envelope with keys & passwords.**

- Per the Code of Virginia, ensure all officers present can verify that envelope has remained sealed until election day.
 - Open the envelope.
 - Chief and Assistant Chief each keep one set of keys.



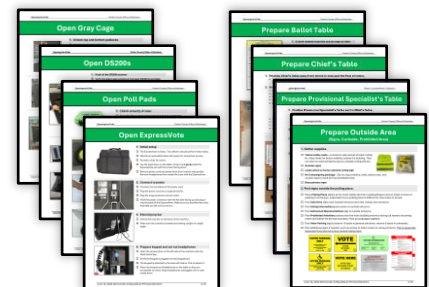
- ❑ **4. Welcome Authorized Representatives.**

- See Authorized Representatives section for more information on number permitted.
 - Collect authorization letters and place in **Envelope #8**.
 - Provide ID stickers to Authorized Representatives.

- ❑ **5. Assign opening duties to teams.**

Delegate tasks and distribute green opening guides to each team:

1. **GUIDE: Open Gray Cage**
2. **GUIDE: Open DS200s**
3. **GUIDE: Open Poll Pads**
4. **GUIDE: Open ExpressVote**
5. **GUIDE: Prepare Ballot Table**
6. **GUIDE: Prepare Chief's Table**
7. **GUIDE: Prepare Provisional Specialist Table**
8. **GUIDE: Prepare Outside Area**



Teams should work on their tasks in parallel alongside other teams. Chief and Assistant Chief should monitor teams and help as needed.

-
- 6. If any officers have not arrived by 5:30 AM, call the office.**
- If available, we will send Reserve Officers as replacements.
 - If an officer later arrives, call again to let us know you no longer need a replacement.
-
- 7. Verify all tasks are complete, including:**
- Verify check-in table is ready (all Poll Pads are powered on and ready).
 - Verify both DS200s are powered on and ready.
 - Verify one ExpressVote is powered on and ready.
 - Verify both Admin Tablets are powered on and ready.

 - Verify one pack of 200 ballots is counted and ready to distribute.
 - Verify Ballot Receipt form is signed.

 - Verify prohibited area is marked.
 - Verify outside signs have been posted.
 - Verify curbside area is marked.

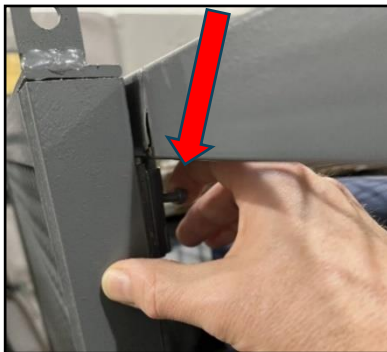
 - Verify Chief's table is ready.
 - Verify Provisional Specialist's table is ready.
-
- 8. Give final instructions to officers.**
- Remind officers they are non-partisan on election day.
 - Remind officers to refer all non-routine voters to Chief or Assistant Chief.
 - Remind officers to bring any voting equipment or ballot issues to Chief or Assistant Chief.
-
- 9. Review security and emergency procedures.**
- Ask officers and authorized representatives to stay alert and bring any issues to your attention.
 - Review procedures for emergency and evacuation situations with all officers (found in chapters 14 and 15 in notebook).
 - Instruct officers to fill in building information on their **Evacuation** guides (located on the back side of their stations' **During the Day** guides). This will facilitate immediate response in the case of a 9-1-1 call.
-
- 10. At exactly 6:00 AM:**
- Send an officer outside the building to announce, "The polls are now open!"
 - Tap "Go to Voting Mode" on **BOTH** DS200 scanners.
 - You may now begin checking in voters.

Open Gray Cage



1. Unlock the cage

- Cut the zip-tie seal on the top.
- Unlock top and bottom padlocks with equipment key on lanyard.
- Compare seal number to latest entry on **Cage Security Log** on inside of right cage door.
- Two officers fill out a new entry on **Cage Security Log**. Write date, time, reason, cut seal number, names, & signatures.
- Put the cut seal in **Envelope #7**.



2. Release upper and lower slide bolts on left door

- Open the right door first.
- Find the slide bolts inside the top and bottom of the left door.
- Rotate the slide bolt handles toward you (see red arrow).
- Push down to lower upper bolt and pull up to raise bottom bolt.
- Open the left door.



3. Remove all items except DS200s from cage

- Remove any smaller items left in the cage after setup (e.g., clear plastic bin, cardboard box containing privacy folders, blue bag, signs).
- Remove the Poll Pads in green cases.
- Remove the ExpressVotes in black cases.

4. Open and unpack DS200 ballot compartments



- Use flat silver key on wristband to unlock ballot compartments.
- Ballots are stored in DS200 #1, the one on the right with a green seal and label. Remove the label.
- Verify that green seal number on ballot compartment matches the number on the **Machine Certification Form**.
- Cut the green seal on ballot compartment and place in **Envelope #7**. Do not cut green seal on black scanner lid.
- Large precincts may have ballots stored in DS200 #2. Remove sticker, verify green seal number, and cut seal, if needed.
- Cardboard box with privacy folders, clipboards, etc. is stored in DS200 #2, the one on the left.
- Remove all items stored in compartments (may be heavy).
- Relock all compartments before removing DS200s from cage.

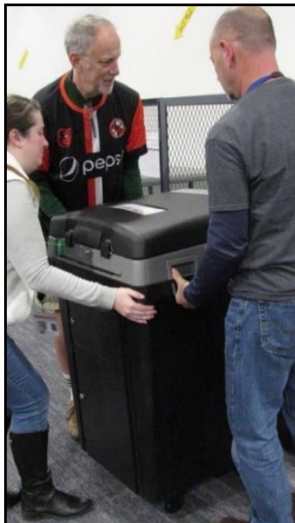
5. Gather THREE people to unload DS200s



- ⚠** The DS200 scanner is top heavy and unwieldy. **THREE PEOPLE** should unload each scanner from the cage for the safety of the election officers and equipment.
- One person stands on each side of the DS200 while a third person stands in front.
- The people on the sides grasp the scanner using the **BLACK** handholds built into the base.

DO NOT GRASP THE GRAY CUTOUTS IN THE CLAMSHELL.

6. Carefully unload the DS200s



- Slowly roll the DS200 forward out of the cage.
- The person standing in front should brace the DS200 to ensure it doesn't fall forward.
- The people on either side lift the DS200 out of the cage, gently setting it on the floor.
- Repeat for the second DS200.
- Return one ExpressVote to the cage after unloading DS200s.

Open DS200 Scanners



1. Front of the DS200 scanner

- Verify that green seal number on the black DS200 lid matches the number on the **Machine Certification Form**.
- Cut the green seal and place in **Envelope #7**.
- Use the flat silver key to unlock and open the Auxiliary Compartment. Two officers confirm that the Auxiliary Compartment is empty.
- Keep the silver metal flap in the upright position. Close and relock the compartment.
- Use the flat silver key to unlock and open the ballot compartment.
- Two officers verify that the ballot compartment is empty.
- Close and relock the ballot compartment.



2. Back of the DS200 scanner

- Use the flat silver key to unlock the power cord compartment.
- Unwrap the power cord and plug it into a power strip or surge protector. Plug the surge protector into an AC wall outlet. Do not plug the DS200 directly into the outlet.
- Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.
- Leave the power cord compartment open for ventilation while the voting machine is being used.



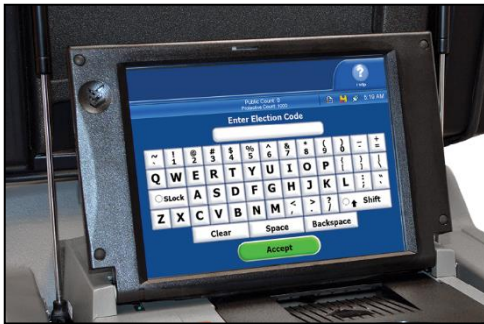
3. Top of the DS200 scanner

- Use the flat silver key to unlock the black DS200 lid.
- Open both latches and flip them out, then lift the black DS200 lid.
- Use black barrel key to unlock the scanner screen.



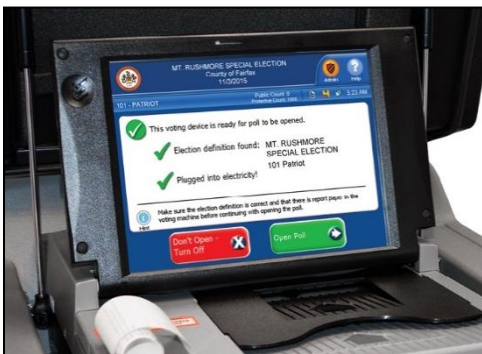
4. Boot up the scanner

- Lift the screen. The DS200 scanner will power on automatically. It may take 2-3 minutes until it is ready for the next step.
- Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.



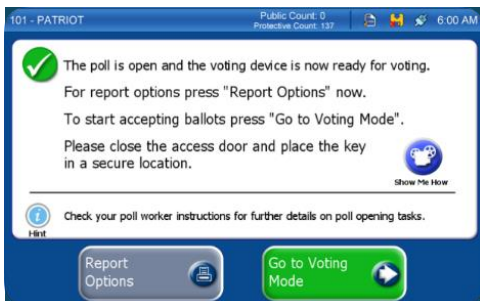
5. Enter election code; verify election and power

- Carefully enter the Election Code from Chief's password card. Password is case-sensitive. Wait for each character to appear on screen and change into an asterisk before entering the next one.
- Tap **Accept**.
- The DS200 will print a **Configuration Report**, but **DO NOT** tear off the tape yet.
- Verify on the screen that the date, the election, and the precinct name and number are correct.
- Verify on the screen that DS200 is receiving power (top right).



6. Prepare DS200 for voting

- Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and three (3) **Zero Totals Reports** will print.
- Tear off the entire tape.
- Two officers sign all three (3) copies of the **Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.
- Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.
- Place a privacy booth around the DS200 screen.



7. Ready to go!

⚠ Wait until 6:00 AM to tap "Go to Voting Mode."

- At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.
- The DS200 is now ready to accept ballots.

Open Poll Pads



1. Check security of case

- Bring Poll Pad cases to the check-in table for assembly.
- Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.
- Cut zip-tie seal on left side and put in **Envelope #7**. Do not cut off the blue tag!



2. Remove contents from cases

- Remove contents from the green cases.
- Each case contains one Poll Pad and its peripherals:
 - Poll Pad
 - Base
 - Power cord and charger
 - Clear plastic ID holder
 - Stylus



3. Assemble base

- Hold Poll Pad sideways so home button is on the right. The button is black and located on one side of the screen.
- Rotate the arm so that it points toward you.
- Insert the arm into the slot in the green circle in the base. **CAUTION!** Push down on the arm, not on the Poll Pad.



4. Assemble ID holder and plug in to power

- Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!
- Insert stylus into the round hole of the ID holder.
- Plug small end of power cable into Poll Pad near the Home button, then plug large end of power cable into charger.
- Plug charger into surge protector and keep plugged in all day. Tape down cords only when appropriate (never use tape on gym floors; use a chair to hold cords in place.)



5. Power on Poll Pad

- Find power button on the left side of the Poll Pad, opposite the side where the home button is.
- Press and hold power button until Apple logo appears.
- Tap the **green “P” icon** on the bottom of the screen to start the Poll Pad app.



6. Verify Poll Pads are ready

- Verify that the check-ins are zero (0).
- Verify that polling place on screen is correct.
- Verify that election on screen is correct.
- Verify that date on screen is correct.



7. Finish assembly

- Battery icon should be green with a lightning bolt.
- Position Poll Pads within 30 feet of each other to sync.
- Check the **sync icon** that looks like two people connected by dots. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon should turn green. Yellow means the Poll Pad is waiting to sync with others.
- The cloud icon may be **red** or not visible while polls are open. This is OK!

8. Place other required items at check-in table



- Place documents and items next to each Poll Pad:
 - Voter Identification Chart
 - Yellow During the Day Check-In Table guide
 - Voting Permit Cards (never leave unattended!)
- Place a copy of the Voter Identification Chart facing out toward voters.
- Arrange tables and chairs for check-in officers.
- Provide chairs for voters who may have difficulty standing in line.

Open ExpressVote



1. Initial setup

- The ExpressVote is heavy. Two officers should perform these tasks.
- Identify an accessible table that can accommodate a wheelchair.
- Lay the case down on the table. Unzip it and **gently** slide the ExpressVote out with the screen facing down.
- Remove power cord and power brick from exterior side pocket. Remove headphones from inside the case with the ExpressVote.



2. Connect to power

- Connect the two halves of the power cord.
- Plug the power cord into a surge protector.
- Plug the surge protector into an outlet.
- Hold the power connector with the flat side facing up and plug it into the back of the ExpressVote. Make sure you hear/feel the click that tells you the cord is secure.



3. Extend prop bar

- Extend the prop bar on the back of the machine.
- Make sure the machine is stable and resting upright at a slight angle.



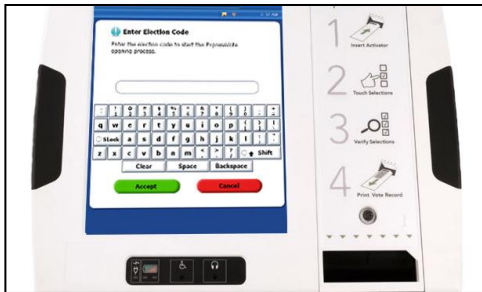
4. Prepare keypad and set out headphones

- Open the access door on the left side of the machine with the black barrel key.
- Verify the keypad is plugged into the keypad port.
- The keypad is attached to the side with Velcro. Pull to detach it.
- Place the keypad and headphones on the table so they are accessible to voters. Keep headphones unplugged until a voter needs them.



5. Turn ExpressVote on

- Flip the power switch on.
- The device will take about three (3) minutes to power on.
- Verify the unit is receiving power by looking for the green light below the screen.



6. Enter election code

- Carefully enter the Election Code from Chief’s password card after ExpressVote has finished powering on. Wait for each character to appear on screen and change into an asterisk before entering next one.
- Tap **Accept**.
- On the next screen, verify that the date, election, and precinct number and name are correct.




7. Prepare for voters

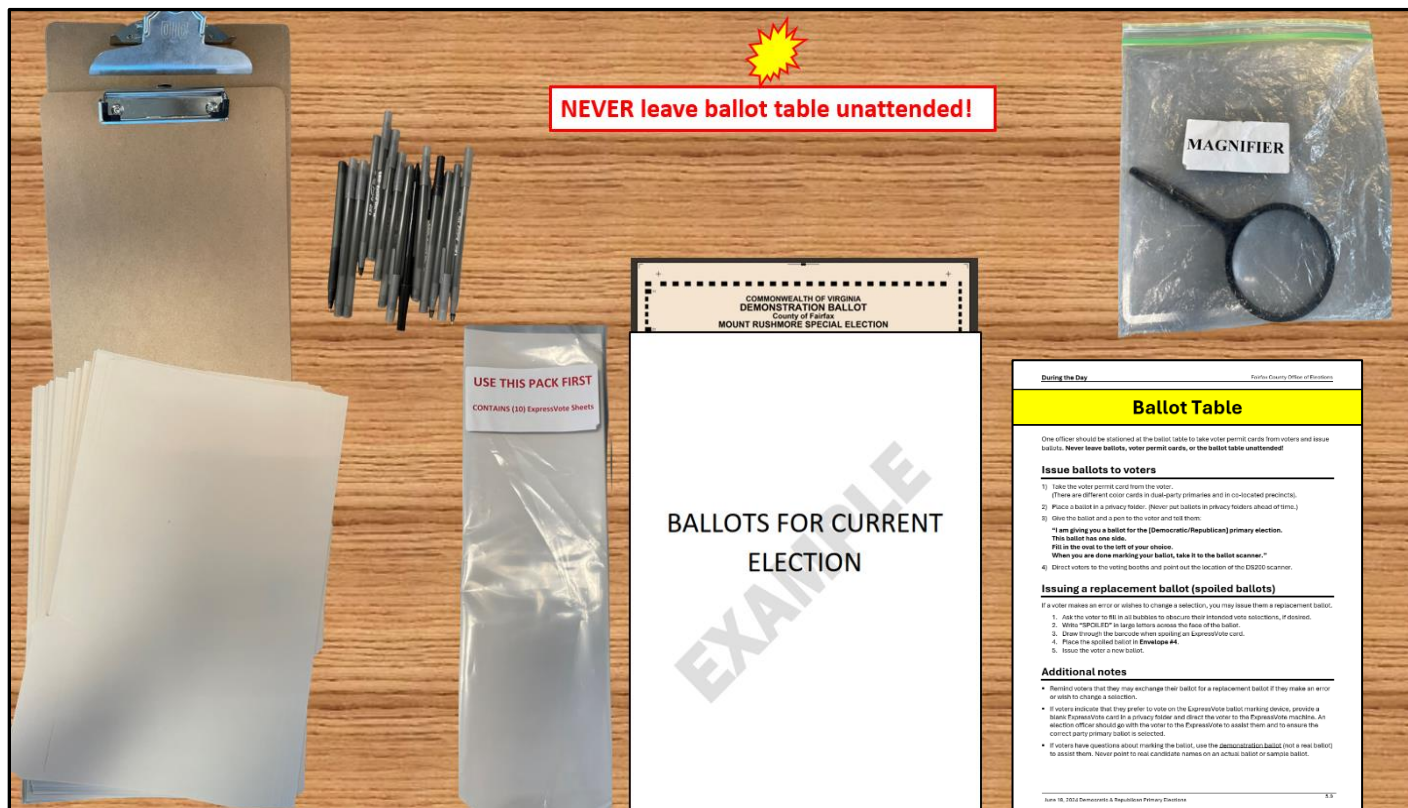
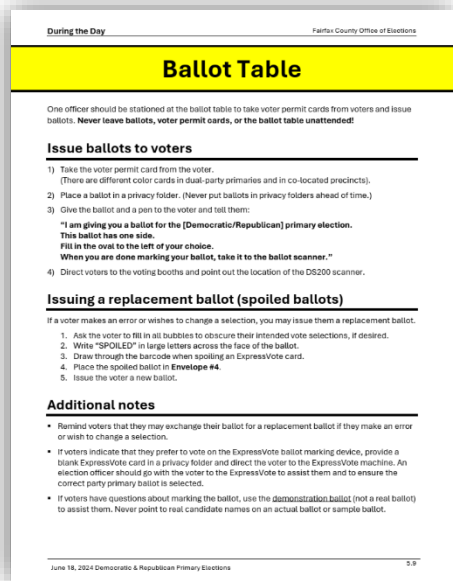
- Close and relock the access door, ensuring that the keypad cord threads through the opening in the door.
- Position the ExpressVote on a table where the screen cannot be easily seen by passersby.
- Provide a chair for voters that is easily removed to accommodate a voter in a wheelchair.
- Place a privacy booth around the ExpressVote.
- Return the carrying case to the equipment cage.

Prepare Ballot Table

1. Collect needed materials and arrange on table

- During the Day - Ballot Table guide
- Ballot Receipt form and a pen
- Demonstration ballot
- ExpressVote cards (start with loose pack of 10 in clear plastic bag from brown envelope in black kit)
- Privacy folders
- Pens, magnifying glass, magnifying sheet, clipboards

 **NEVER LEAVE BALLOT TABLE UNATTENDED!**



BALLOT RECEIPT		RETURN IN ENVELOPE #2	
Precinct: 100 SAMPLE (Nov 2024)		Fairfax County – Presidential Election – Nov 5, 2024	
BEFORE POLLS OPEN: Sign before opening any ballots.			
I solemnly swear [or affirm] that I have this day received from the designated representative of the Electoral Board one or more sealed package(s) that the Board states contain(s) the following number of official ballots (paper) for use in this election.			
Pursuant to § 24.2-621 of the Code of Virginia, I further certify that the seals on the package(s) of official ballots (paper) are intact and that no tampering with them appears to have occurred.			
Number of precinct-specific ballots received	1,000		
Election officer name _____			
Election officer signature X _____			
Date _____			
DURING THE DAY: Write the number of ballots in each pack as you open them.			
Each pack should have 200 ballots. You will need this information to complete the SOR.			
Pack	Number of ballots in pack	Pack	Number of ballots in pack
1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____
S-0			

2. Open and count out ballots

- Verify the number of ballots delivered to your precinct matches the **Ballot Receipt** form. Assume each pack contains 200 ballots, and each box of ballots contains the number(s) listed on the label.
- Sign the **Ballot Receipt** form.
- Open one cardboard box of ballots.
- Confirm that the correct precinct number and name are printed in the upper right corner of the ballots.
- Open one sealed pack of 200 ballots. During the day, open just one sealed pack at a time.

NOTE: Keep all unopened boxes of ballots locked in the cage until needed.

- Two officers (or one officer and one page in November) must double-count each pack of ballots before they can be given to voters.
- Double-count method:**
 - Count 10 ballots at a time, then crisscross each group of 10, until you have a stack of **20** groups. The stack should add up to **200** ballots.
 - When the first officer finishes the count, the second officer recounts the ballots using the same group of 10 crisscross method.
 - You may use the provided rubber fingers to help; do not lick your fingers to help count ballots!
- Record the number of counted ballots on the **Ballot Receipt**. Note when there are more or fewer than 200 ballots in a pack.
- Use the 10 loose ExpressVote cards first.** Do not open other packs until you need them. Count the cards to make sure there are 10 in the brown envelope.

Prepare Chief's Table

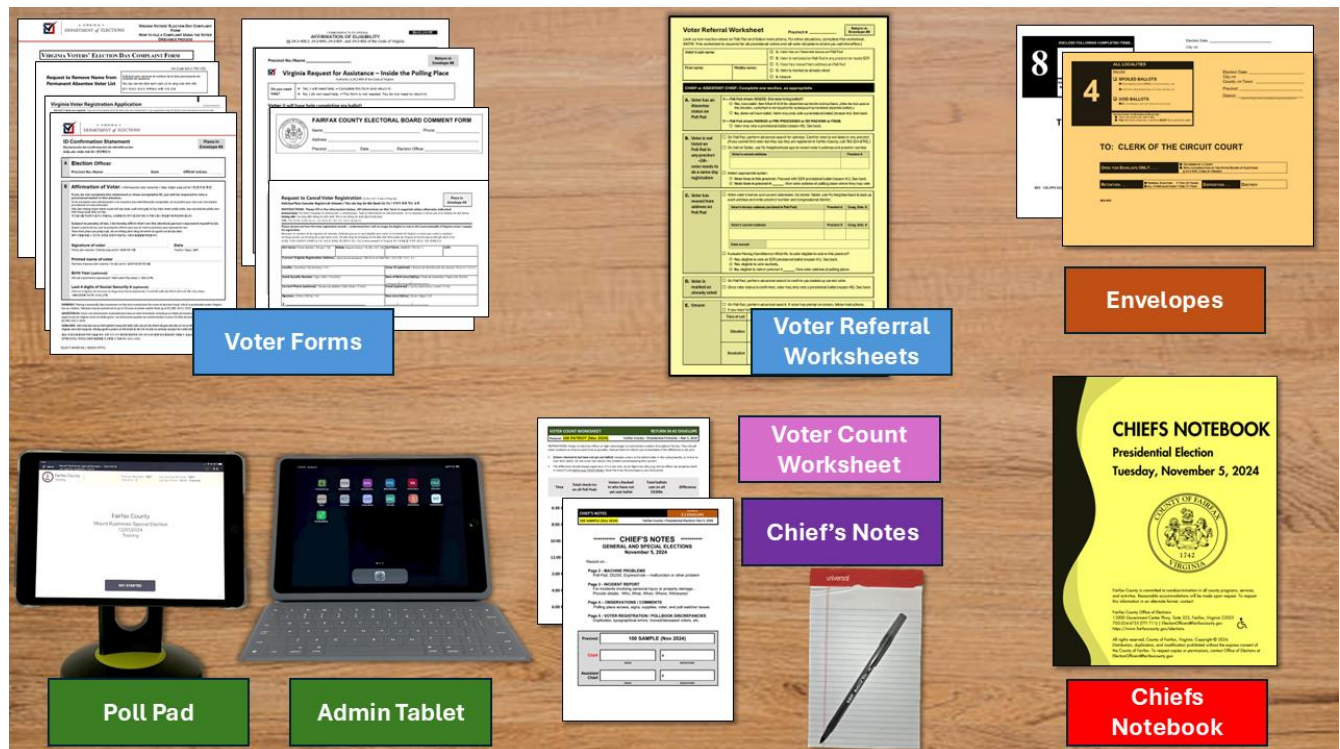
1. Position Chief's Table away from check-in area and the flow of voters.

- Provisional Specialist's table should be next to Chief's table.
- Place chairs for voters at the table and for voters waiting to be assisted.

2. Arrange frequently used materials on the table:

- Poll Pad for non-routine voter check-in
- Admin Tablet
- Chief's Notebook
- Chief's Notes
- Voter Referral Worksheet
- Voter Count Worksheet
- Voter forms:
 - ID Confirmation Statement
 - Request for Assistance
 - Affirmation of Eligibility
 - Voter Registration Application
- Other forms, as necessary
- Virginia law book
- Selected numbered envelopes
- Pens, stapler, small paper pad

EXAMPLE SETUP FOR CHIEF'S TABLE



Prepare Provisional Table

1. Position Provisional Specialist's Table next to Chief's Table.

- Provisional Specialist Table should be next to Chief's Table, in a location which prevents the voter from casting a provisional ballot in DS200, while affording voting booth privacy.
- Place chairs for voters at the table and for voters waiting to be assisted.

2. Place a privacy booth at the table.

- This is to provide privacy to voters when completing a provisional ballot.

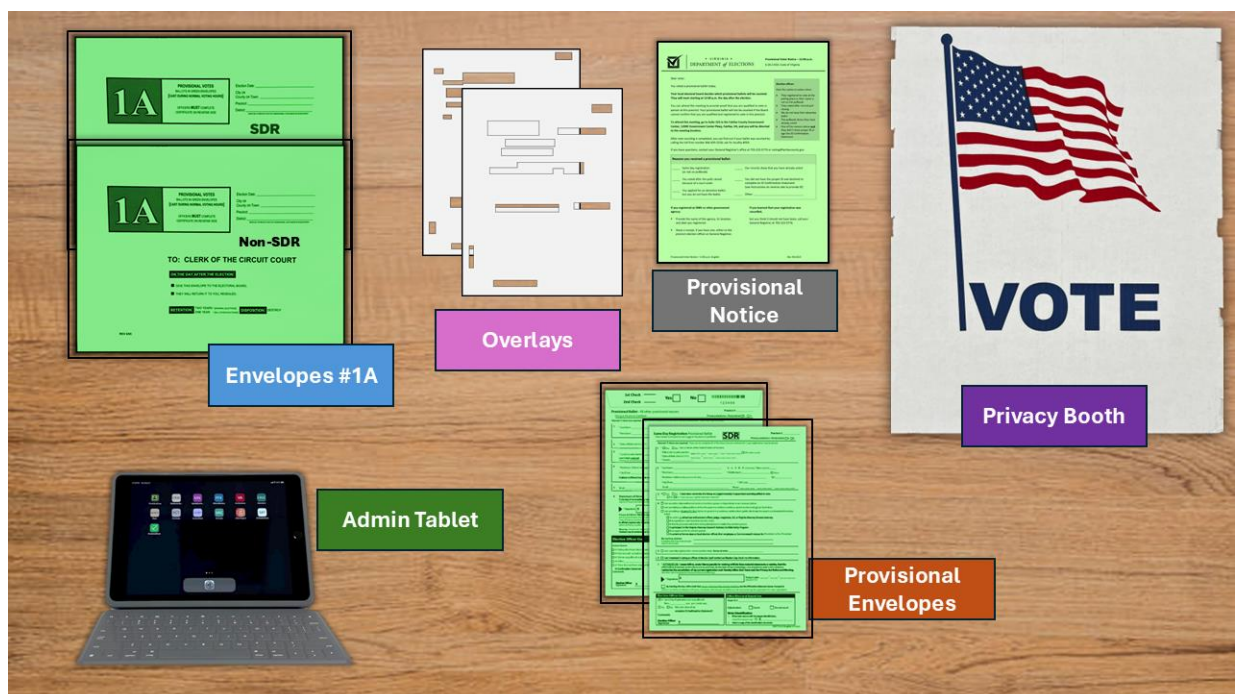
3. Open the Admin Tablet:

- Find power button on left side. Press and hold power button until Apple logo appears.
- Plug it in using cable and charger from black kit. Use a surge suppressor.
- Enter the passcode on the lock screen from the Chief's password card.
- Admin Tablet should open to home page.

4. Arrange the following materials on the table:

- Admin Tablet
- Privacy booth
- Envelopes #1A (SDR and non-SDR)
- Blank provisional envelopes
- Provisional voter notices
- SDR and other plastic overlays
- Pens
- "I Voted" and "Future Voter" stickers (use Presidential stickers from clear plastic bin first)

EXAMPLE FOR PROVISIONAL SPECIALIST TABLE



Prepare Outside Area

(Signs, Curbside, Prohibited Area)

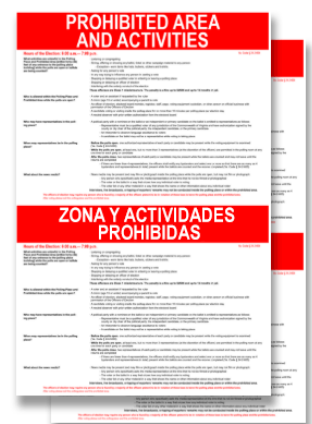
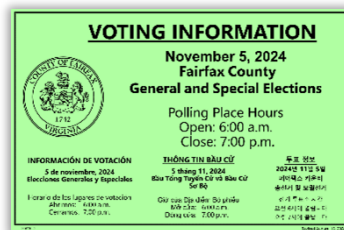
1. Gather supplies.

- Yellow safety vests** – Located in side pocket of black rolling kit. Wear these for better visibility outside the building. They can also be used during the day by curbside voting officers.
- Outside signs**
- Large yellow A-frame curbside voting sign**
- No Campaigning package** – Zip-loc bag contains chalk, yellow rope, and caution tape to mark 40-foot prohibited area.
- Blue painter’s tape**



2. Post signs outside the polling place.

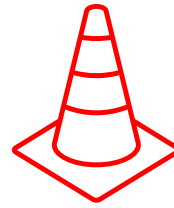
- Place yellow **Vote / Vote Here** sign(s) at the most visible site from road/parking lot and on street corners or parking lot entrances, especially if your polling place is difficult for new voters to locate.
- Post large white **Vote Here** sign near the outside entrance.
- Post **Voting Information** (green poster) at the outside entrance.
- Post **Authorized Representatives** sign at outside entrance.
- Post **Prohibited Activities** posters near the main building entrance, facing toward incoming voters and within the 40-foot boundary. Post all language versions together.
- Post **Voter Parking** signs. Reserve 10-20 spots in general elections; reserve 5 spots in primaries. If you have fewer signs than parking spots, mark beginning and end of voter parking area.
- Post additional signs if needed, such as arrows to direct voters to voting entrance. (This is especially important if you are not in your normal voting room.)



3. Prepare curbside voting area.

Curbside voting area must be within 150 feet of building entrance.

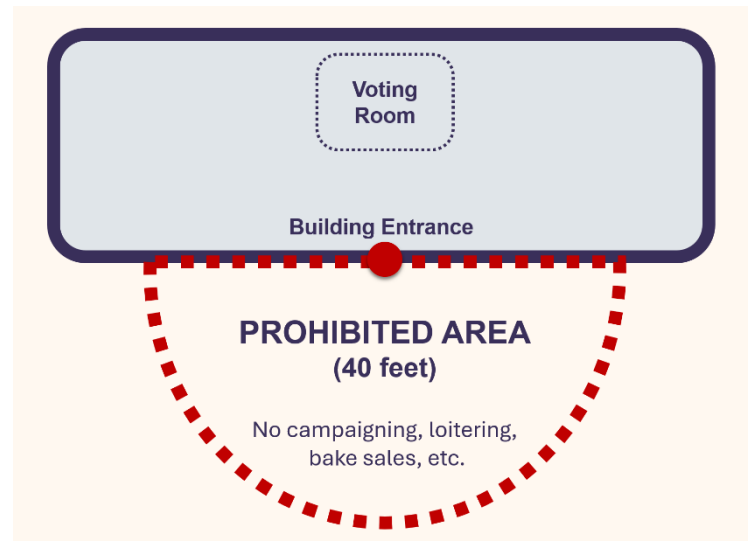
- Place yellow **curbside voting** sign where it is most visible near the curbside voting area or the accessible parking spaces.
- If not already done, slide curbside phone number into pockets on both sides of the yellow A-frame curbside sign.
- Post **alternate entrance** signs and establish additional **accessible parking** spaces close to your entrance, as needed.
- Place cones at reserved parking spaces, including accessible parking.
- Inspect exterior and interior pathways for obstacles.



4. Mark prohibited area.

Outside the polling place, there must be a marked 40-foot Prohibited Activities Area, which provides voters unimpeded access to the building.

- Identify the building entrance that will primarily be used by voters.
- Use the yellow rope to mark the 40-foot distance from the center of the identified building entrance.
- Use yellow chalk to draw the entire arc the rope creates as you measure the area from left to right of the door.
- Add blue painter's tape to further emphasize the line (especially since the chalk may fade over the day).
- Affix the yellow "No Campaigning" tape to the surface.





Chapter 5

During the Day

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

During the Day

Overview

While polls are open, the principal jobs of the Chief and Assistant Chief are to **manage all operations** of the polling place and to **process non-routine voters**. You need to be organized, detail-oriented, vigilant, friendly, patient, and willing to delegate tasks.

The Chief and Assistant Chief should communicate clearly with each other throughout the day about what they are doing and what they plan to do. It is important that each is always aware of the other's decisions and activities. **Both Chief and Assistant Chief should be equally able to handle non-routine voters and use the *What-ifs*.**

Your primary management responsibilities:

- Oversee election officers in all positions
- Process non-routine voters
- Interact with people authorized to be in the polling place
- Maintain security of the voting room, voting machines, and ballots
- Oversee the polling place exterior
- Work with difficult people to defuse touchy situations

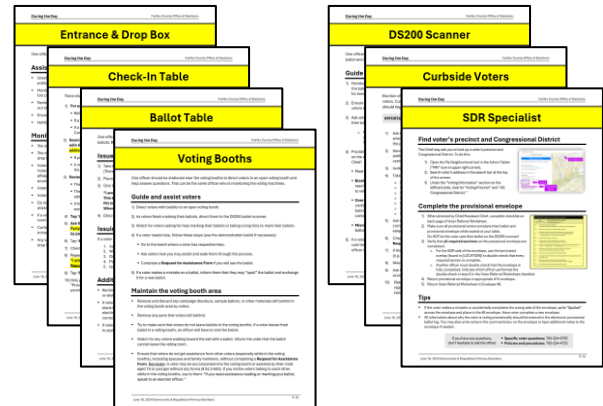
Do not rely on memory alone. Use the Chiefs Notebook and the guides.

Call the Office of Elections at 703-324-4735 as necessary.

Oversight of election officers

Your election officers will process all routine voters. For those voters, your officers serve as the face of the election. It is important that you instruct your officers of their duties and that you monitor their performance for accuracy, consistency, and courtesy.

- **Distribute yellow “During the Day” guides.** Post the guides at the appropriate stations (for example, taped to the outside of the DS200 lid).
- The guides describe the during the day duties of election officers and expectations for their performance. Make sure your officers understand these instructions and encourage them to ask questions.
- Emphasize to officers to **“Call the Chief!”** if they have a non-routine voter or encounter any situation in the polling place they don’t know how to handle.



Officer stations

During the day, rotate your election officers among these five (5) stations:

- **Greeter/Drop Box Monitor** – One officer should be positioned near the building entrance or voting room entrance to assist voters and monitor the drop box.
- **Check-In Table** – Three to five officers should be at the Poll Pads to check in voters.
- **Ballot Table** – One officer should be stationed at the ballot table to receive voter permit cards from voters and issue them a ballot.
- **Voting Booths** – One officer should be stationed near the voting booths to direct voters to an open voting booth. They should also clear out materials left behind in voting booths. In small elections, this officer may be the same officer monitoring the DS200.
- **DS200 Scanner** – One officer should be stationed near the DS200 scanner and guide voters on how to scan their ballot into the DS200. This officer should also distribute “I Voted” stickers to each voter. In small elections, this officer may be the same officer monitoring the voting booths.

As needed, officers assigned to some functions will also assist curbside voters.

At the appropriate duty stations, distribute or post the **During the Day** guides. There is a separate guide for each position. The guides describe the duties of election officers and expectations for their performance. Make sure your officers understand the instructions and allow them to ask questions.

Reminder: Election officers can simultaneously serve in multiple functions as needed, but the drop box, check-in table, ballot table, and DS200 scanner **must never be left unsupervised.**

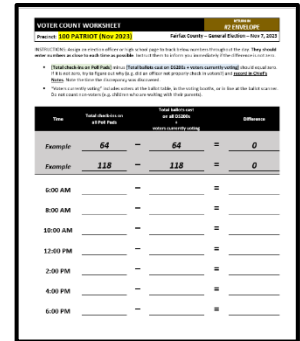
Scheduled tasks during the day



Every two hours

Fill in the Voter Count Worksheet

- An officer or page may do this.
- If there are discrepancies, document why in Chief’s Notes.
- Matching Poll Pad numbers against DS200 numbers will catch discrepancies early. You will need this information to complete the Statement of Results during closing.



9 AM
12 PM
3 PM
5 PM

Submit turnout surveys

- Use the Admin Tablet to submit turnout surveys at scheduled times to report number of voters checked in and number of provisional ballots.
- Any election officer or high school page may submit each survey.
- Schedule alarms on your phone for each submission time. (We will also send a text message reminder to Chiefs and Assistant Chiefs at each scheduled time.)
- You have 15 minutes to submit your turnout survey at each given time. If you try to submit it after that time, the survey may be closed and submissions will no longer be accepted. It’s OK, but make sure to submit the next survey on time!



Every two to four hours

Rotate officers among all stations and schedule breaks

- Rotate officers among stations every 2-4 hours.
- Schedule breaks for all officers, especially meal breaks. Don’t wait for officers to ask for a break.

NOTE: If you observe that an officer is not a good fit for a particular position, do not rotate them into that position. Include this information on the Election Officer Evaluation Form.



From 5 PM to 7 PM

Begin advance preparation for closing the polls

- Complete the **Election Officer Evaluation Form**.
- Fill in the back of **Envelope #7** with the opening information (DS200 seal numbers, Protected Count, Public Count) from the **Machine Certification Form**.
- Gather Closing guides (with red banner) and materials needed for each task.
- Organize numbered envelopes and pouches on tables away from voters.
- Write out a list of assignments and teams, place lists on tables, and inform officers of their closing tasks.
- Ask officers to review the guide(s) for their assigned task(s) if they have time.

Document issues in Chief’s Notes

Chief's Notes include three forms: Observations/Comments, Election Day Incident Report, and Poll Pad and Voting Equipment Problems.

Document any issues or observations throughout the day

- Document minor issues and observations in “Observations/Comments” section.
- If you called the office, document who you spoke to, what action was taken to correct the problem, and any other comments or observations concerning the problem.

November 7, 2023
Precinct: 100 PATRIOT (Nov 2023)

Time	OBSERVATIONS, COMMENTS, AND SUGGESTIONS
7:30 AM	Had to ask authorized representative not to stand too close to voters or look at their ballots. Authorized representative was okay with this.
8:00 AM	We had two more voters checked in then ballots cast, one voter left without casting ballot and we think the other wts incorrectly checked in
1:00 PM	Beke sale in the 40-foot prohibited area, asked to move outside area. Issue resolved without problem.
7:05 PM	Purple Pouch Seal #: 123456
	Triplink Bag Seal #:12345678
	Number of Absence Ballots in Drop Box: 7

Document major incidents

- Document incidents involving injury, property damage, or emergency responders in the “Election Day Incident Report”.
- Document other events on the pages titled “Observations / Comments”.
- Try to get names of everyone involved in the situation.
- Note whether the difficult person was a voter, authorized representative, or outsider.
- Summarize the problem/conversation. In particular, record details of any type of threat. Direct quotations are very helpful.
- Note if the Chief and Assistant Chief and/or other officers were witnesses.

Document all Poll Pad, ExpressVote, and DS200 problems

- Use the page titled “Poll Pad and Voting Equipment Problems”.
- Specify equipment serial number and the time the problem occurred.
- Specify Public Count number for DS200 (if applicable) and description of problem.
- Document who reported the problem (voter’s or election officer’s name).
- Describe what action was taken to correct the problem.
- Include any other comments or observations concerning the problem.

JUNE 21, 2022
Precinct: 100 SAMPLE (June 2022)

Device	Poll Pad	DS200	ExpressVote	Public Counter	Time
Problem	Screen frozen				5:45 AM
Reported by	Diana Collector				
Action Taken	Rebooted device				
Comments					
Device	Poll Pad	DS200	ExpressVote	Public Counter	Time
Problem	USB sticker entry error				5:30 AM
Reported by	Luzas Officer				
Action Taken	Hand-correction made on form				
Comments	Noted number on Machine Certification Form was missing a digit				
Device	Poll Pad	DS200	ExpressVote	Public Counter	Time
Problem	Misfed ballots				11:30 AM
Reported by	Stopped using machine				
Comments	Had to spoil one ballot stuck in the machine.				
Device	Poll Pad	DS200	ExpressVote	Public Counter	Time
Problem					
Reported by					
Action Taken					
Comments					



IMMEDIATELY CALL your Rover or Technical Support if technical problems prevent you from checking in voters or voters from casting their ballots.

Document any work by a technician or Rover

- Name of technician, Rover, or Office of Elections staff member.
- Procedure used to correct problem (e.g., machine rebooted, machine replaced).
- Results of procedure (successful or unsuccessful).
- Time that the machine was placed back in service (or time a substitute placed into service) along with machine serial numbers.



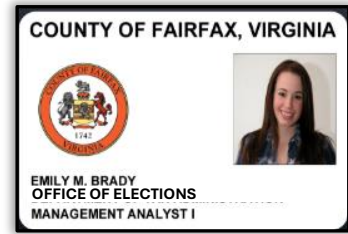
Maintain security of voting room and voting equipment

Enforce ID (badge) security and watch for unauthorized people

- Check the identification of anyone claiming to be a technician before allowing access to a voting machine.



Call Technical Support when in doubt.



- Consult **Overview** chapter on *People Allowed inside the Polling Place* for who must wear badges.
- Be alert for people who are lingering inside the voting room. Consult **Overview** chapter on *People Allowed inside the Polling Place* for rules on loitering within the Prohibited Area.

Maintain security of ballots and election materials

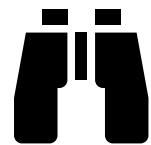
 **Never leave ballots, ExpressVote cards, or voting permit cards unattended.**



- Ballot officers should never pre-fill privacy folders.
- Lock blank ballots inside the cage along with extra supplies.
- Keep cage locked at all times.
- Keep materials on the Chief’s table under your control and away from voters.
- Locate the cage near the Chief’s table so voters will not have access to it while moving through the room.
- If your cage does not fit through the voting room door, leave it as close to the room as possible.

 **Tampering with voting equipment is a Class 5 felony. § 24.2-1009**

- Be vigilant! You and your officers should observe all voter behavior around voting equipment.
- Watch for (not an exclusive list):
 - A voter takes an extra-long time to insert their ballot into the DS200.
 - A voter makes a lot of unusual motions while inserting ballot into the scanner.
 - A voter carries liquids, food, or other items that could damage a ballot or machine.
 - A voter is accompanied by children who are touching machines, cords, or chargers.



If you observe these kinds of behaviors, politely ask, “Do you need assistance?”

Entrance & Drop Box

One officer should be positioned near the building entrance or voting room entrance.

Assist voters as they enter

- Greet voters and verify that they are in the correct location. (This is especially important for polling places with two co-located precincts.)
- Monitor the lines and help control polling place access. If the voting room or check-in tables are too crowded, hold the line in the hallway for a short time until the line becomes shorter.
- Remind voters to have their ID ready. The check-in process will go faster if voters have their ID out of their purse or wallet. If voters have questions, refer to the list of acceptable IDs.
- Encourage voters to look at the sample ballot(s) while waiting in line.
- Offer voters official brochures about constitutional amendments and bond referenda.
- Notify the Chief if there is anything of concern in the area outside the voting room or building.

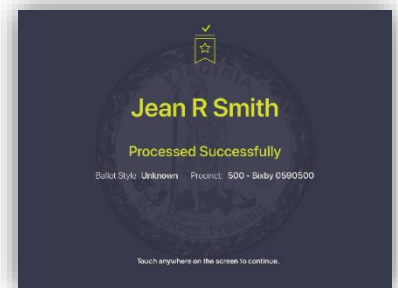
Monitor the drop box

- The drop box must be actively monitored from 6:00 AM to 7:00 PM on election day.
- The officer monitoring the drop box should not leave until a replacement arrives to ensure the drop box is never unattended.
- Voters from anywhere in Fairfax County can deposit envelopes in any Fairfax County drop box. Voters are also permitted to deposit other mail intended for the Office of Elections (such as affidavits to “cure”, or fix missing information on, previously submitted absentee ballot envelopes).
- Voters are not required to provide identification or identify themselves when using the drop box.
- Voters are permitted to place more than one ballot envelope in the drop box.
- Do not give absentee ballot instructions to the voter; refer them to the instructions on the absentee ballot envelope or tell them to call the Office of Elections.
- If a voter with an absentee ballot wishes to vote in person instead, direct them to the voting room where they can surrender their absentee ballot and vote in person.
- Curbside voters may give absentee ballot envelopes to election officers, who should immediately deposit them in the drop box.
- Any voter in line at the drop box at 7:00 PM may deposit their absentee ballot envelope in the drop box.

Check-In Table

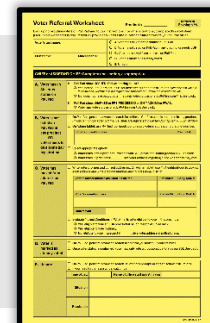
There should be one officer per Poll Pad at the check-in table.

- 1) **For each voter, ask: “May I please have your ID?”**
 - Confirm ID is on list of acceptable IDs.
 - If ID has an expiration date, it must not have expired more than 12 months ago. (Exception: a Virginia driver’s license is acceptable regardless of expiration date.)
 - If voter offers an acceptable ID, do not ask for their driver’s license instead.
 - If voter does not have acceptable ID, refer them to Chief.
- 2) **Search for voter on Poll Pad.**
- 3) **Tap on voter’s name to open full voter record.**
- 4) **Ask: “What is your full legal name and current residential address?”**
 - Voter may provide name and address verbally, in writing, or by pointing to their ID.
- 5) **Confirm name on ID and address provided by voter match Poll Pad.**
 - Substantially similar names are acceptable (e.g. “Bill” and “William”).
- 6) **Tap ‘Accept’ button.**
- 7) **Say: “I am checking in [voter’s name] for the General Election.”**
- 8) **Tap ‘Submit’ button.**
- 9) **After “Processed Successfully” screen appears, give voter a voter permit card and return their ID.**
- 10) **Direct voter to the ballot table.**



For any of the following situations, refer voter to Chief. They will use the Voter Referral Worksheet to process voter.

- Voter has an Absentee status on Poll Pad.
- Voter has moved from address on Poll Pad.
- Voter is not listed on Poll Pad in any precinct.
- Voter is shown as already checked in or SDR Provisional.



Ballot Table

One officer should be stationed at the ballot table to take voter permit cards from voters and issue ballots. **Never leave ballots, voter permit cards, or the ballot table unattended!**

Issue ballots to voters

- 1) Take the voter permit card from the voter.
(There are different color cards in co-located precincts and in dual-party primaries).
- 2) Place a ballot in a privacy folder. (Never put ballots in privacy folders ahead of time.)
- 3) Give the ballot (in privacy folder) and a pen to the voter and tell them:
**“I am giving you a ballot for the General Election.
This ballot has two sides.
Fill in the oval to the left of your choice.
When you are done marking your ballot, take it to the ballot scanner.”**
- 4) Direct voters to the voting booths and point out the location of the DS200 scanner.

Issuing a replacement ballot (spoiled ballots)

If a voter makes an error or wishes to change a selection, you may issue them a replacement ballot.

1. Ask the voter to fill in all bubbles to obscure their intended vote selections, if desired.
2. Write “SPOILED” in large letters across the face of the ballot.
3. Draw through the barcode when spoiling an ExpressVote card.
4. Place the spoiled ballot in **Envelope #4**.
5. Issue the voter a new ballot.

Additional notes

- Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.
- If voters indicate that they prefer to vote on the ExpressVote ballot marking device, provide a blank ExpressVote card in a privacy folder and direct the voter to the ExpressVote machine. An election officer should go with the voter to the ExpressVote to insert card and select ballot type (if needed).
- If voters have questions about marking the ballot, use the **demonstration ballot** (not a real ballot) to assist them. Never point to real candidate names on an actual/sample ballot.

Voting Booths

One officer should be stationed near the voting booths to direct voters to an open voting booth and help answer questions. (In small elections, this can be the same officer who is monitoring the DS200s.)

Guide and assist voters

- 1) Direct voters with ballots to an open voting booth.
- 2) As voters finish marking their ballots, direct them to the DS200 ballot scanner.
- 3) Watch for voters asking for help marking their ballots or taking a long time to mark their ballots.
- 4) If a voter needs help, follow these steps (use the demonstration ballot if necessary):
 - Go to the booth where a voter has requested help.
 - Ask voters how you may assist and walk them through the process.
 - Complete a **Request for Assistance Form** if you will see the ballot.
- 5) If a voter makes a mistake on a ballot, inform them that they may “spoil” the ballot and exchange it for a new ballot.

Maintain the voting booth area

- Ensure that voters do not get assistance from other voters (especially while in the voting booths), including spouses and family members, without completing a **Request for Assistance Form**. If you notice voters talking to each other while in the voting booths, say to them: “If you need assistance reading or marking your ballot, speak to an election officer.”
 - Reminder: A voter may be accompanied into the voting booth or assisted by their child aged 15 or younger without any forms (§ 24.2-643).
- Remove and discard any campaign literature, sample ballots, or other materials left behind in the voting booth area by voters.
- Try to make sure that voters do not leave ballots in the voting booths. If a voter leaves their ballot in a voting booth, an officer will have to void the ballot.
- Watch for any voters walking toward the exit with a ballot. Inform the voter that the ballot cannot leave the voting room.

DS200 Scanner

One officer should be stationed near the DS200 ballot scanners to instruct voters how to scan their ballot and help answer questions. (In small elections, this can be the same officer who is monitoring the voting booths.)

Guide voters in scanning ballots

- 1) Monitor the voting machine scanner from a minimum of four feet away – never close enough to see the ballot while the voter inserts it into the DS200. You can point to the tray and give directions for how to insert the ballot or ExpressVote card. **Do not look at the voter's ballot.**
- 2) Ensure that each voter casts only one ballot, no provisional ballots are cast on the scanner, and voters do not leave the polling place with a ballot.
- 3) Ask voters to wait long enough to see the confirmation message (“Thank You for Voting”) indicating that their ballot was successfully cast. This only appears for a very short time.
 - If the room isn't noisy, you can easily hear the ballot drop into the ballot compartment, confirming that the ballot was successfully cast. Listen for this audio cue. **DO NOT** look at the DS200 as the voter casts their ballot.
- 4) Provide voters with guidance as required. Ask the voter what message is displayed on the screen so you can guide them on the options available. When in doubt, call the Chief!
 - Most voters will see the “Thank you for voting” message after their ballot is scanned.
 - **Blank ballot:** Voter either did not make any choices or made marks so small that they could not be read by the scanner. Voter can either return ballot and mark it, or they can confirm that they wish to vote a blank ballot.
 - **Over-voted ballot:** Voter filled in too many ovals in at least one contest. Voter can either confirm that they wish to vote an over-voted ballot, or they may return, spoil, and replace the ballot. Inform the voter that the over-voted contests will not be counted (other properly voted contests will be counted).
 - **Mismarked ballot:** If it is rejected (“ballot cannot be read”), ask the voter to try re-feeding the ballot upside down. If that doesn't work, offer to spoil and replace the ballot.
- 5) If a voter attempts to cast a ballot, the ballot is rejected, and they then **leave the ballot on the scanner**, an election officer may cast the ballot on their behalf. Notify the Chief first but do not leave the scanner unattended. Another election officer should act as witness. Invite Authorized Representatives to observe.

Curbside Voters

Election officers serving in other functions (e.g. at check-in table) may be needed to assist curbside voters. Curbside voters will call the designated phone number on the yellow A-frame sign, which should ring the Chief's cell phone, another officer's phone, or available landline.

IMPORTANT: Do not ask voters how they qualify to vote curbside – not all disabilities are visible.

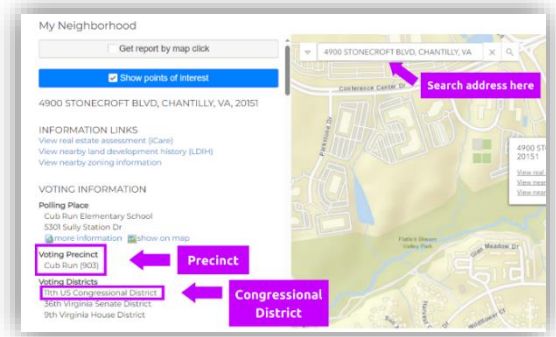
- 1) Ask the caller how many people in the car want to vote . Have them describe their car so you can find it in the parking lot.
- 2) Send two officers whenever possible to serve a curbside voter. Choose officers from different political parties, if possible. They can use the safety vests from the side pocket of the black rolling kit.
- 3) Invite authorized representatives and pages to observe the process from a distance.
- 4) Take the following supplies with you to serve each voter in the car:
 - Poll Pad
 - Clipboard(s)
 - Pen(s)
 - Green privacy sleeve(s)
 - Ballot(s) (put ballot in green privacy sleeve for transporting to and from curbside)
 - Request for Assistance form(s) (just in case)
 - Sticky notes (from green pouch of office supplies from Chief's table)
- 5) Ask if anyone in the car will need help filling out their ballot. Have the voter and their assistant complete a Request for Assistance form. A form is only required if the voter needs help filling out the ballot; simply voting curbside is not “assistance.”
- 6) Review ID and check in the voter on the Poll Pad. **Be sure to check the Curbside box (and Assistance Required box, if appropriate).** Call the Chief for a non-routine situation.
- 7) If there are multiple voters, put a sticky note on each privacy folder indicating where they sit (e.g. driver, passenger, back seat) before handing them out.
- 8) Step back a few feet from the car to give the voter privacy.
- 9) Ask the voter to wait while you take the ballot inside and cast it on the DS200. If a ballot is not accepted for any reason, put it back in the right privacy folder.
- 10) Return to the car with “I Voted” stickers and any rejected ballots. If a voter's ballot was rejected, explain the voter's options (e.g. cast overvoted or blank ballot; spoil and get a new ballot).
- 11) Plug Poll Pad into power again.

Provisional Specialist

Find voter’s precinct and Congressional District

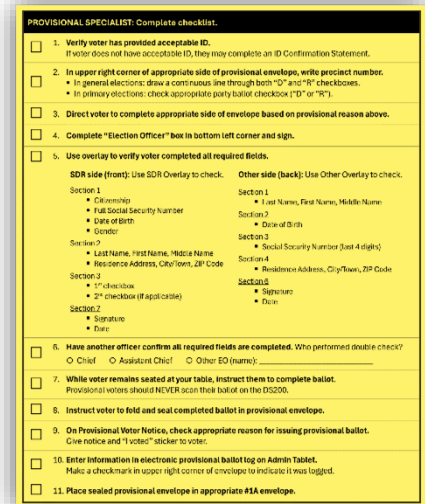
The Chief may ask you to look up a voter’s precinct and Congressional District. To do this:

- 1) Open the My Neighborhood tool in the Admin Tablet (“MN” icon in upper right corner).
- 2) Search voter’s address in the search bar at the top of the screen.
- 3) Under the “Voting Information” section on the left-hand side, look for “Voting Precinct” and “US Congressional District.” Record this information on the front of the Voter Referral Worksheet as appropriate.



Complete the provisional checklist + envelope

- 1) When directed by Chief/Assistant Chief, complete provisional checklist (on back side of Voter Referral Worksheet).
- 2) Make sure all provisional voters complete their ballot and provisional envelope while seated at your table.
Do NOT let the voter cast their ballot on the DS200 scanner!
- 3) Verify that **all required sections** on the provisional envelope are completed.
 - Use the appropriate plastic overlay to double check that every required section is complete.
 - A second officer must double-check that the envelope is fully completed. Indicate which officer performed the double-check in step 6 in the Voter Referral Worksheet checklist.
- 4) Place provisional envelope in appropriate Envelope #1A.
- 5) Place Voter Referral Worksheet in Envelope #8.



Tips

- If the voter makes a mistake or accidentally completes the wrong side of the envelope, write “Spoiled” across the envelope and place in Envelope #8. Have voter complete a new envelope.
- Any and all information about why the voter is voting provisionally should be entered in the electronic provisional ballot log. You may also write notes in the comments box on the envelope or tape additional notes to the envelope if needed.

If you have any questions, don’t hesitate to call the office!

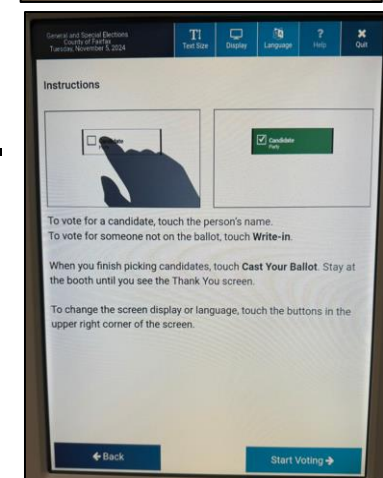
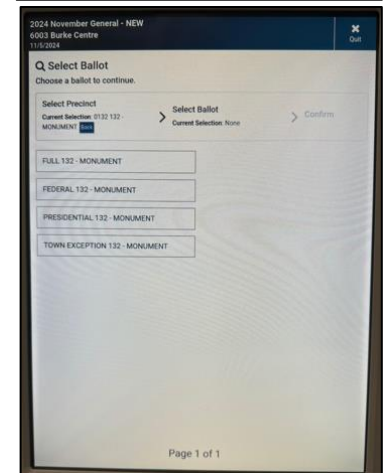
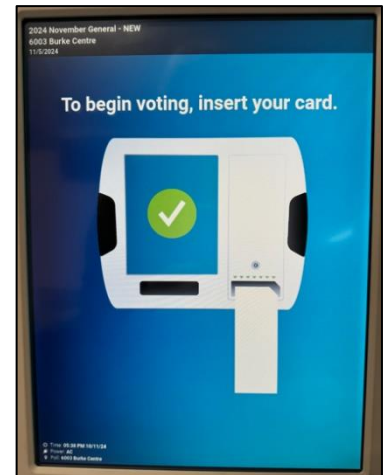
- **Specific voter questions:** 703-324-8765
- **Policies and procedures:** 703-324-4735

ExpressVote

When a voter chooses to use the ExpressVote or must do so because they are voting a special ballot style (Federal Only, Presidential Only, or Town Exception), follow the steps below. (You may take the ExpressVote outside for curbside voters, if needed. Be careful and be mindful of weather.)

Election officer steps

- 1) Retrieve ExpressVote ballot card from ballot table.
- 2) Insert ballot card into machine slot (align cutout corner of card in upper right).
- 3) Select appropriate ballot style as directed by Chief:
 - **Full:** standard ballot *(select this for most voters)*
 - **Federal:** “Federal Only” ballot
 - **Presidential:** “Presidential Only” ballot
 - **Town Exception:** “Town Exception” ballot *(only applicable for certain voters in Herndon precincts)*
- 4) Confirm ballot selection. Tap “Accept.”
- 5) Help voter customize voting experience as needed.
 - Inform voter of 3 button options at the top of screen. Offer to adjust settings on voter’s behalf.
 - **Text size**
 - **Display** (to adjust screen contrast)
 - **Language** (to display ballot and instructions in Spanish, Vietnamese, or Korean)
 - If voter chooses to use audio options or touch pad, reference *Accessibility* chapter of this notebook for further guidance.
- 6) Once voter begins marking their ballot, step away and allow voter to mark ballot in private.



Voter steps

- 1) Read instructions and select “Start Voting” when ready.
- 2) Make vote selections.
- 3) Review ballot, then select “Print Card.”
- 4) Take marked ballot card to DS200 to cast ballot.

High School Page

Requirements

- Follow all directions from the Chief and Assistant Chief.
- Stay impartial at all times. No political discussion or materials are allowed.
- Do not operate voting equipment.
- Remain on polling place premises for the duration of your shift.

General responsibilities

- **Manage voter traffic.**
 - Greet voters as they enter precinct and remind them to have their ID ready.
 - If in a building with two precincts, direct voters to correct line by showing voters large maps and helping them identify their precinct.
 - Distribute official information about ballot issues for voters to read in line.
 - Stand at end of the line when the polls close.
- **Help maintain the polling place.**
 - Remove campaign material left inside the 40-foot prohibited area.
 - Help set up/take down signs (and ensure they stay up throughout the day).
 - Help officers set up and take down their stations.
- **Ensure an accessible voting experience for voters.**
 - Show voters the accessible entrance.
 - Monitor curbside voting (ensure parking lot sign is posted/visible and alert Chief to curbside voters when they arrive).
 - Join an election officer to assist curbside voters.
 - Provide assistance to voters when requested.
- **Perform miscellaneous tasks.**
 - Open sealed packs of ballots and count number of ballots inside.
 - Complete Voter Count Worksheet every two hours.
 - Distribute “I Voted” stickers.

Remember – this is a service-learning opportunity, so be curious and ask questions!

As time permits, get to know the election officers in your precinct and learn more about what they’re doing in their stations around the polling place.

Ask the Chief or other officers to show you the ExpressVote, the Machine Certification Form, the Statement of Results, and any other election materials of interest.



Chapter 6

Closing the Polls

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Closing the Polls

Overview

Closing begins after the last voter who was in line at 7:00 PM has voted. Wait until they have left the room before taking down signs or putting away materials.

For a smooth and successful closing, do the following:

- (1) Read this chapter thoroughly beforehand.
- (2) Create a plan for assigning tasks to different teams.
- (3) Organize closing guides and supplies.
- (4) Delegate tasks to separate teams and **hand out red closing guides** with supplies.
- (5) Instruct and assist teams while they work on their tasks.

Preparation is the most important step in closing. Everyone is tired after a long day. Planning reduces errors and helps you go home sooner.

Reminders and tips for closing

- **Collector Officers should leave soon as possible after 7:00 PM.** They must transport three items to the Office of Elections. Make sure your regular officers close the DS200s, prepare the Envelopes #1A, and count the drop box ballots as soon as possible so the Collector Officers can leave quickly. Office of Elections staff are waiting to receive these time-sensitive materials.
- **Close one DS200 fully, then close the second DS200.** If there are any technical issues with the first DS200, you can re-scan the ballots immediately on the second DS200. Otherwise, you will have to wait for Office of Elections staff to deliver a new DS200 because ballots must be scanned and tabulated at the polling place. Call Tech & Emergency Support if you experience technical issues during closing.
- **Always keep ballots from each DS200 separate.** Use separate #6 boxes for each DS200.
- **Always keep voted ballots and blank ballots separate.** Do not mix in same box. Voted ballots are returned in #3 boxes with RFID tags. Blank ballots are returned in #6 boxes.
- **Wait to seal numbered envelopes.** Ask officers to pack forms and materials in each envelope but wait until end to seal them all.

Organizing and delegating closing procedures

As Chief and Assistant Chief, your primary responsibilities during closing are to **delegate tasks to officers** and then **verify they are completed correctly**. Almost all tasks can be performed by your regular officers. Assign tasks to be performed in parallel.

Here is a suggested organization plan for how to organize and distribute tasks. Notice that certain tasks are prioritized first so Collector Officers may leave and for the Closing Numbers Worksheet to be complete (so then you can work on the SOR). That leaves many tasks your officers can perform while you work on the SOR and other final paperwork.

Regular officers



Announce polls close in 15 mins

Chief/Asst Chief



Begin preparing




Distribute guides



Complete election officer evaluations

Polls close at 7:00 PM



Close drop box



Seal & pack provisional envelopes



Close DS200s

Collector Officers leave



Close Poll Pads



Pack ballot table



Secure voted ballots


Closing Numbers Worksheet complete




Take down signs



Close ExpressVote



Complete Results Notice



Complete SOR



Cut and attach DS200 tapes



Pack blue bag




Pack equipment cage



Pack black kit



Verify signatures



Pack numbered envelopes

All officers leave precinct

Chief's Closing Checklist

A. PREPARE FOR AND BEGIN CLOSING PROCESS



5:00 PM

At 5:00 PM – Begin preparing for closing.

- Open red Closing Procedures envelope for all closing forms & handouts.
- Review all documents and procedures.
- Determine which election officers will perform which tasks. Distribute one-page closing guides for officers to review.
- Complete Election Officer Evaluation Form, if not already done.



6:45 PM

At 6:45 PM – Announce outside, “The polls will close in 15 minutes.”

- Any officer may make the announcement.
- Remind any election officers registered in your precinct to vote.



6:55 PM

At 6:55 PM – Check for final voters in curbside voting area.

- Send an officer to check curbside voting area.
- Voters in curbside area by 7:00 PM may vote or deposit absentee envelopes in the drop box.



7:00 PM

At 7:00 PM – Go outside to loudly announce, “The polls are now closed.”

- Check the clock on two phones to confirm the official time.
- **All voters who are in line, waiting in the curbside area, or within the building (and making their way to the voting room) at 7:00 PM are permitted to vote.**
- Close and lock the door, if possible, to the voting room behind the last voter in line.
- If the line extends beyond the outside entrance, direct the eligible voters inside the door or post an election officer at the end of the line to close it off.
- If necessary, make a list of all voters in line at 7:00 PM, starting with the last person and working forward.



Welcome any additional authorized representatives.

- See *Authorized Representatives* chapter for more info.
- Provide ID stickers to authorized representatives. Place authorization documents in **Envelope #8**.

IMPORTANT: Authorized representatives staying for closing may not call, text, email, photograph, record video, post online, or transmit the returns until after officers tabulate and post the election returns.

B. PREPARE FOR COLLECTOR OFFICER DEPARTURE

❑ 1. Distribute guides for first closing duties to teams.

Distribute red closing guides for the following tasks first, which must be completed ASAP so Collector Officers can leave.

- ❑ **Close DS200s** – 2 officers
- ❑ **Provisional Specialist Closing** – 2 officers (*Provisional Specialist + an officer of different party affiliation*)
- ❑ **Collector Officers Closing** – 2 officers (*Collector Officers*)



NOTE: If officers closing the DS200s do not follow listed steps, they might corrupt the USB thumb drives. You would have to re-scan all ballots. To avoid this, remind officers to:

- Wait until DS200 fully powers down before removing flash drives.
- Close one DS200 completely before starting on the next one. Do not close both at same time.

❑ 2. Secure DS200 USB thumb drives in Envelope #7 and purple pouch.

- ❑ Election officers closing DS200s will give you four (4) USB thumb drives.
- ❑ Secure the right drives in the right places (this is critical):
 - Two drives with **white** labels go in **white Envelope #7**.
 - Two drives with **purple** labels go in **purple pouch**.
- ❑ Secure purple pouch with a zip-tie seal by threading it first through the zipper pull tab, then through the hole in pouch.
- ❑ Record purple pouch seal number on **Machine Certification Form**.
- ❑ Give purple pouch to Collector Officers.
- ❑ Keep Envelope #7 with thumb drives secure until ready for sealing.



❑ 3. Verify Collector Officers have all required materials, then dismiss them.

- ❑ Verify Collector Officers have all 3 required items:
 1. **Envelopes #1A**
 2. **Purple pouch**
 3. **TripLok bag**
- ❑ Verify Envelopes #1A are completed and sealed.
- ❑ Verify TripLok bag contains completed drop box form and absentee ballots.
- ❑ Verify all required numbers have been recorded on Closing Numbers Worksheet (number of provisionals, number of absentee envelopes from drop box, Public Count from each DS200).
- ❑ Dismiss Collector Officers to drive to Fairfax County Government Center. They must travel together in the same car. They do not return to the polling place unless one Collector Officer needs to retrieve their car.



C. COMPLETE CLOSING NUMBERS WORKSHEET

4. Distribute guides for duties related to Closing Numbers Worksheet to teams.

Place **Closing Numbers Worksheet** in central area.

Delegate tasks and distribute guides for the tasks below.

Instruct officers to write numbers on worksheet when directed to do so in their guide.



- Secure Voted Ballots** – 2 officers (preferably same team that closed DS200s)
- Pack Ballot Table** – 2 officers (preferably officers who worked at the ballot table)
- Close Poll Pads** – 2 officers (preferably same officers who set up Poll Pads during opening)

- Complete Closing Numbers Worksheet** – helpful reference, if needed (especially for identifying numbers on DS200 closing tapes)

5. Verify Closing Numbers Worksheet tasks are complete, including:

- Verify voted ballots are sealed in #3 cardboard boxes with red tamper tape.
- Verify #3 boxes have white #3 label affixed to one end of each box and each box is numbered.
- Verify yellow signature label is affixed to the top of each box over the flaps.
- Verify all officers signed yellow seal.

- Verify blank ballots are sealed in #6 cardboard boxes with red tamper tape.
- Verify #6 boxes have blue #6 label affixed to one end of box.
- Verify white signature label is affixed to top of each #6 box and two officers signed.

- Verify both DS200s are closed and sealed with zip-tie seal.
- Verify all Poll Pads are packed in cases with zip-tie seal.
- Verify all equipment information has been recorded on **Machine Certification Form** and there is only one blank field remaining for the cage closing seal.
- Verify all fields are filled in on **Closing Numbers Worksheet**.

D. COMPLETE FINAL CLOSING TASKS

6. Distribute guides for final closing duties to teams.

Distribute red closing guides for each task.

- Complete Results Notice** – 2 officers
- Close ExpressVote** – 2 officers
- Take Down Outdoor Signs** – 2 officers
- Take Down Indoor Signs** – 2 officers



7. Simultaneously, Chief and Assistant Chief complete paperwork.

While officers complete other final tasks, Chief and Assistant Chief should complete final paperwork. *(Take the time to complete paperwork accurately. While you're continuing to work on paperwork, officers may complete above tasks. If so, begin distributing packing guides mentioned on next page.)*

- Complete Statement of Results** – 2 officers *(ideally Chief and Assistant Chief)*
- Cut and Attach DS200 tapes** – 2 officers *(ideally Chief and Assistant Chief)*
- Verify Signatures** – 1 officer *(Chief, Assistant Chief, or another strong officer)*
- Pack Numbered Envelopes** – 2 officers *(ideally Chief and Assistant Chief)*

8. Verify paperwork is completed correctly.

- Verify **Results Worksheet** is completed (including top section and all vote totals).
- Verify **Results Notice** is completed and posted.
- Verify DS200 tapes are cut and attached to SOR A, SOR B, and yellow **Printed Return Sheet**.
- Verify yellow **Printed Return Sheet** is completed and placed in Envelope #2A.
- Verify both **SOR A** and **SOR B** are completed in full.

- Verify all officers signed **Oath**.
- Verify all officers still present during closing signed yellow **Printed Return Sheet**.
- Verify all officers still present during closing signed both **SOR A** and **SOR B**.
- Verify two officers signed **Machine Certification Form**.
- Verify two officers signed **Hand Count Report** (only if there were any hand-counted ballots).
- Verify two officers signed DS200 opening tapes in three places (below each Zero Report).
- Verify two officers signed DS200 closing tapes in three places (below each Voting Results Report).

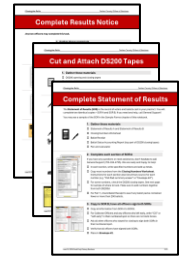
- Verify all numbered envelopes contain required documents.
- Verify each numbered envelope is sealed and signed.

E. PACK ITEMS, THEN LEAVE POLLING PLACE

9. Distribute packing guides to teams.

Distribute red closing guides for each task.

- Pack Blue Bag** – 2 officers
- Pack Equipment Cage** – 2 officers
- Pack Black Kit** – 2 officers



10. Verify materials are packed correctly.

- Verify 2 ExpressVotes (in black padded cases) are packed in cage.
- Verify large blue bag is packed in cage.
- Verify cage is locked and sealed.
- Verify black kit contains 2 Admin Tablets and charging cables.
- Verify black kit contains numbered envelopes on top of all other items.
- Verify black kit is zipped up (you don't want anything to fall out while driving).

11. Pack orange pouch.

- Fold and put **Machine Certification Form** in orange pouch.
- Put both sets of cage keys (on the lanyard) and the two wristbands with equipment keys in the orange pouch.
- Zip and close the orange pouch (do not seal).



12. Text or call your rover when you are ready to leave the polling place.

Be prompt. Your rover cannot go home until you contact them.

13. Pack Chief's car.

- Place all items to be returned in Chief's car by voting room exit.
 - Black kit
 - Poll Pads
 - #3 brown cardboard boxes (voted ballots)
 - #6 brown cardboard boxes (blank ballots)
 - Any stray items that did not get packed elsewhere (place in black kit, if possible)
- Complete and sign the **Chief Supply Return Form**. Keep it ready to hand in at depot.
- All officers should help take items to Chief's car.



14. Dismiss officers, then drive to pre-selected depot.

- As you leave, look for and pick up any outside signs that were not removed.
- At the depot, give completed **Chief Supply Return Form** to staff.



Thank you!

Close DS200s

VERY IMPORTANT: Close DS200 with most ballots completely before starting next one. If there is an error with the first DS200, you can re-scan ballots on the second DS200. Otherwise, you will have to wait for a new DS200 to be delivered as all ballots must be scanned at the polling place.



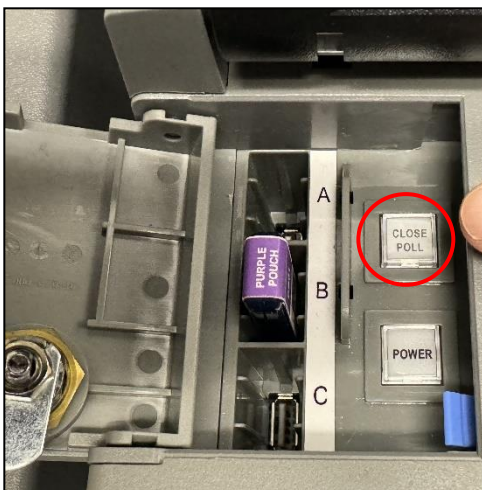
1. Check the auxiliary compartment

- Use flat silver key to unlock and open the auxiliary compartment (just above ballot compartment).
- Two officers** check for unscanned ballots. If any ballots are present, notify Chief before proceeding.
- Two officers** remove ballots and insert them into scanner. If ballots cannot be scanned, notify Chief and set them aside for hand counting with the **Hand Count Report** form.
- Close and relock auxiliary compartment. Leave silver metal flap in the upright position.



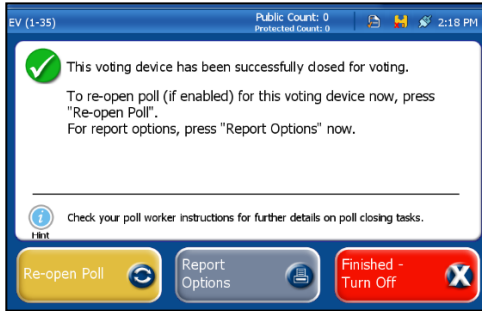
2. Certify Public Count and Protected Count

- Copy Public Count number and Protected Count number from each DS200 screen to **Machine Certification Form**.
- Copy ballots cast (Public Count) from each DS200 screen to **Closing Numbers Worksheet**.
- Remove red barcoded sticker seal from printer access door.
- Fold seal in half and place in **Envelope #7**.



3. Close polls and print reports

- Use black barrel key to unlock printer access door. Press and hold down physical **Close Poll** button for 3 seconds. Screen will display "You have chosen to close polls." Tap **Close Poll**.
- One (1) **Ballot Status Accounting Report**, three (3) **Voting Results Report**, and one **Write-In Review Report** will print.
- Tear off entire results tape. Do not cut individual tapes!
- Using **Ballot Status Accounting Report**, copy *Total Standard Ballot Sheets* and *Total ExpressVote Cards* to **Closing Numbers Worksheet**.
- Two officers** sign at bottom of each of the three (3) **Voting Results Reports**.
- Give the results tapes to the Chief.
- Leave the printer access door open for now.



4. Power down DS200

- Screen will read “This device has been successfully closed for voting.” Tap on-screen red **Finished – Turn Off** button
- ⚠ Wait for the screen to turn completely dark and the red power light to go off.
- Unplug power cord. Re-wrap cord and place it inside the power compartment.
- Use the flat silver key to close and lock the power compartment.

5. Secure 2 USB flash drives from each DS200



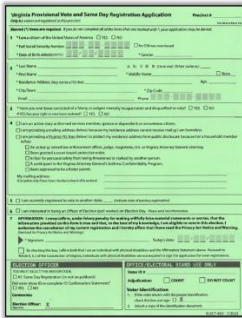
- Follow entire closing procedure for each opened machine before removing flash drives. If a DS200 was not turned on, do not power it up! Just unlock compartments and remove drives.
- ⚠ Only the DS200 closing team removes flash drives. Remove first USB flash drive with purple label from the compartment in front of the screen.
- Use black barrel key to re-lock printer access door. Lower screen halfway.
- Use black barrel key to open battery compartment directly behind the screen. Remove second USB flash drive with white label.
- Re-lock battery compartment door.
- Give four (4) USB flash drives (2 for each DS200) to Chief to secure as required.

6. Close the DS200



- Lower screen. Use black barrel key to relock screen.
- Close the black machine lid and hook the latches.
- Use flat silver key to relock the front of the black machine lid.
- Seal the black machine lid with one zip-tie seal. Thread seal through the two holes on either side of the latches. Pull it snug.
- Record the seal number on the **Machine Certification Form**, matching the serial number to the number on the form.
- Instructions for packing voted ballots are in the *Secure Voted Ballots* guide.

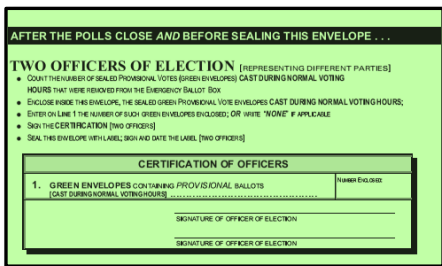
Provisional Specialist Closing



1. Count provisional ballot envelopes

- Finish logging any provisional ballot envelopes in Admin Tablet, if not already completed.
- Count used provisional ballot envelopes. Keep separate tallies of SDR and non-SDR envelopes.
- Record count of envelopes on **Closing Numbers Worksheet**.

2. Prepare #1A large green envelopes



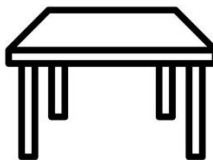
- Place individual provisional envelopes in appropriate large green **Envelopes #1A**:
 - **Envelope #1A (SDR)**
 - **Envelope #1A (Non-SDR)**
- On back of each **Envelope #1A**, complete *Certification of Officers* (write number enclosed and two officers sign).
- Show all **Envelopes #1A** to Chief to verify.
- Seal each filled **Envelope #1A** with a **white** signature label. Two officers sign each label. (Leave any unused envelopes unsealed.)
- Give all **Envelopes #1A** to Collector Officers. They will drive them immediately to the Office of Elections.

3. Close and pack Admin Tablets



- Unplug charger and power cable.
- Press and hold down the power button on the left side until you see the “slide to power off” message.
- Swipe from left to right to power down.
- Close the dark blue case. Put tablets, chargers, and cables in plastic mesh bag.

4. Clean Provisional Table



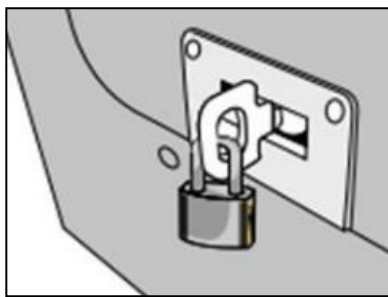
- Place all materials from Provisional Table near black kit and blue bag for later packing.

Collector Officers Closing



1. Duties just before 7:00 PM

- At 6:55 PM, one Collector Officer should stand at the drop box.
- Any voters in line at the drop box at 7:00 PM must be allowed to deposit absentee ballot envelopes.
- Any voters in the curbside area at 7:00 PM can deposit their absentee ballot envelope. (Election officers may deposit envelopes on behalf of voters.)
- The two Collector Officers should always work together (even in co-located precincts).



2. Remove absentee ballot envelopes from drop box

- Move the drop box inside the voting room. (Co-located precincts may have two drop boxes or share one drop box.)
- Unlock the back compartment of the drop box. The key is in a baggie in the clear plastic bin in the equipment cage.
- Return the key and lock to the baggie. Keep baggie handy for remaining hardware.
- Remove all absentee ballot envelopes from the drop box. Carefully inspect the interior for any ballots caught in the opening or seams.

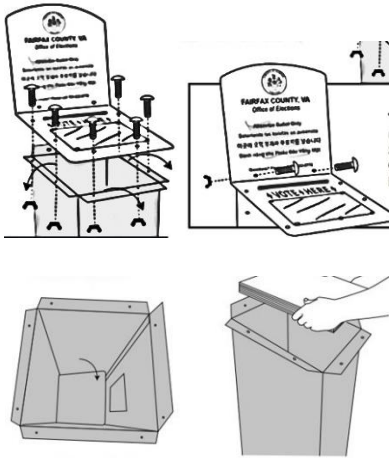


3. Fill in drop box form & secure envelopes in TripLok bag

- Each Collector Officer must independently count the number of collected ballots, per state requirements.
- Record the number of absentee ballot envelopes on **drop box chain of custody form** and on **Closing Numbers Worksheet**.
- Record the time on the drop box form.
- Both Collector Officers write their names and **sign the form**.
- Put the envelopes in the TripLok security bag.
- Place drop box chain of custody form inside TripLok bag with information side facing out.
- Tear off the receipt strip. Seal the TripLok bag.
- Give the tear-off receipt strip to Chief to put in **Envelope #7**.
- CO-LOCATED PRECINCTS** who shared a drop box will return two (2) sealed TripLok bags. One precinct will record zero envelopes.



4. Disassemble and pack drop box



- Remove two (2) wing nuts & bolts that secure back graphic to body.
- Remove six (6) wing nuts and bolts that attach the lid to the body.
- Lift lid off the base and set aside.
- Return bolts and wing nuts to the baggie in the clear plastic bin in the equipment cage.
- Remove weighted base (lay drop box on its side on a table or floor).
- Unfold the various flaps so that the entire body of the unit can be folded mostly flat.

In precincts with gray equipment cages:

- Pack flattened body of unit, weighted base, and top lid panel in original brown cardboard packing box (check equipment cage).
- Seal brown cardboard box with clear tape.
- Put brown cardboard box in back left corner of equipment cage.

5. Receive additional required materials



- Wait until the Chief and Provisional Specialist give you two additional items:
 - Multiple large green **Envelopes #1A**.
IMPORTANT: In co-located precincts, Collector Officers will have Envelopes #1A from each precinct.
 - One (1)** sealed **Purple Pouch** containing two DS200 flash drives.
IMPORTANT: In co-located precincts, Collector Officers will have **two (2) Purple Pouches**, one for each precinct.

6. Drive all 3 items to Fairfax County Government Center



- You should have three (3) types of items:
 - TripLok bag with drop box envelopes (2 if co-located)
 - Envelopes #1A (green provisional envelopes)
 - Purple Pouch (2 if co-located)
- Leave the precinct as soon as possible (ideally by 7:30 PM). Tell the Chief or Assistant Chief when you leave.
- Drive directly to the Fairfax County Government Center. **You must travel together in the same car.**
- Follow signs to designated drop-off site in the front of the building. (Ignore signs for Chief return site, which is elsewhere.)
- After dropping off election materials, go home. You may return to polling place parking lot to pick up a car but may not go inside.

Secure Voted Ballots

1. Hand count ballots that could not be scanned (if any)

HAND COUNT REPORT		#2 ENVELOPE	
Precinct: 100 PATRIOT (Nov 2022)		Fairfax County - General Election - Nov 8, 2022	
INSTRUCTIONS:			
<ul style="list-style-type: none"> - If there are no hand-counted ballots, you do not need to complete this form. - If any ballots stored in the DS200 Auxiliary Compartment cannot later be scanned on the DS200, immediately call and notify the Office of Elections at 703-324-4735. These ballots must be hand-counted. - Use this form to tally and total votes from all hand-counted ballots. - If any hand-counted ballots contain write-in votes, make sure to indicate candidate is a write-in candidate. 			
Office	Name of candidate (note if write-in)	Tally of votes	Total votes received
EXAMPLE: President	EXAMPLE: George Washington		EXAMPLE: 15
EXAMPLE: President	EXAMPLE: WRITE-IN: Malala Yousafzai		EXAMPLE: 10
1.			
2.			
3.			
4.			

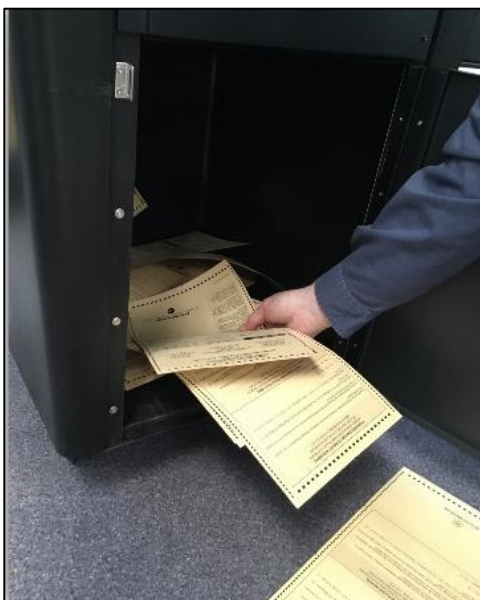
- If you do not have any ballots to be hand-counted, skip to next numbered step, and begin preparing cardboard boxes.
- Invite Authorized Representatives to observe.
- The Chief or Assistant Chief should supervise two officers of different party affiliations, if possible, to hand count ballots that could not be scanned.
- Use Virginia Department of Elections hand counting guide.
- IMPORTANT:** If the voter’s intent is not absolutely clear, call the Office of Elections for help.
- Record the results on the **Hand Count Report**.



2. Prepare cardboard boxes

- Voted ballots must be packed in cardboard boxes with white RFID tag.
- Use brown cardboard boxes packed flat in equipment cage. Do not reuse boxes in which ballots were delivered.
- Assemble only as many boxes as needed with clear tape.

3. Remove ballots from DS200, place in boxes



- ⚠️ Remove and secure ballots from **one scanner at a time** to make sure you put them in separate labeled boxes. Follow these instructions from start to finish for each scanner.
- Start with the scanner labeled as DS200 #1 on the **Machine Certification Form**.
- Use the flat silver key to open the ballot compartment.
- Remove all voted ballots from the ballot compartment.
- Two officers** should use a flashlight to verify ballot compartment is empty.
- Straighten ballots into a pile (no need to face same way).
- Put the ballots in a cardboard box assembled in step 2. (Do not separate ballots by party in dual-party primaries.)
- Put any hand-counted ballots on top of the scanned ballots.



4. Seal cardboard box with red tamper tape

- Wrap red tamper tape around the box, completely circling the box in both directions.



5. Attach white #3 Voted Ballots label

- Record the DS200 serial number on one white **#3 Voted Ballots** label per box.
- Record the number of each box on the label (for example, Box 1 of 2, Box 2 of 2).
- Attach **#3 Voted Ballots** label to one end (small side) of each box.



6. Attach yellow #3 Signature Label

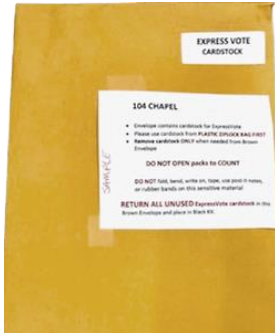
- Ask all officers present at closing to sign the yellow **#3 Signature Label** for each box of ballots. (Sign the label before affixing it.)
- Attach the label to the top of the box, covering area where two stripes of red tamper tape cross.



7. Lock the DS200

- Use the flat silver key to close and lock the ballot compartment.
- Repeat all steps for DS200 #2 if any ballots were scanned into it. (If Public Count is zero, no ballots were scanned into it.)
- Write the total number of #3 boxes of voted ballots on the **Chief Supply Return Form**.
- Put sealed boxes with materials to be loaded in Chief's car.

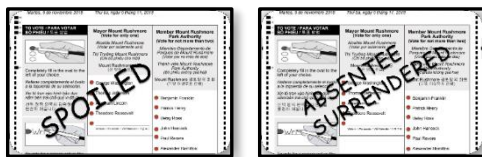
Pack Ballot Table



1. Return unused (blank) ExpressVote cards

- Put all unused ExpressVote cards back in their brown envelope.
- Put the brown envelope in the **black rolling kit**.
- Try not to bend cards so they can be used in future elections.
- Place **Ballot Receipt** in **Envelope #2**.

2. Count ballots in Envelope #4



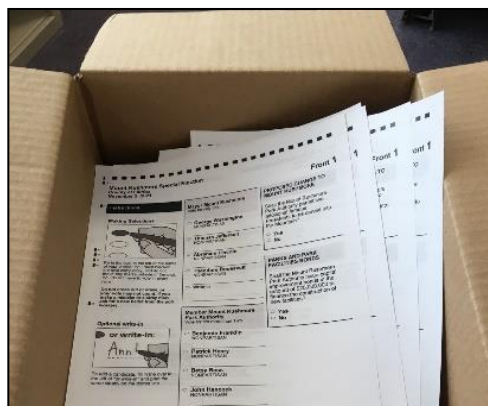
- Verify all spoiled, voided, and absentee surrendered ballots have been placed in **Envelope #4**.
- Count number of spoiled ballots.
- Count number of voided ballots (if any).
- Count number of absentee surrendered ballots.
- Record totals on **Closing Numbers Worksheet**.

3. Count blank ballots



- Count number of blank ballots remaining in the last pack(s) you opened.
- Count number of unopened ballot packs. (Do not open sealed boxes that were never opened during the day. Look at the label to determine number of ballots inside. Assume each pack contains 200 ballots.)
- Record numbers on the **Closing Numbers Worksheet**.

4. Box and seal blank ballots



**⚠ Do not mix voted and blank ballots!
Use SEPARATE boxes for voted and blank ballots.**

- Reuse brown cardboard boxes in which ballots were delivered. Do not use the flat packed boxes from the cage.
- Place all **BLANK** ballots in brown cardboard boxes. Partially opened packs and sealed packs may be packed in same box.
- Seal the box flaps with clear tape.



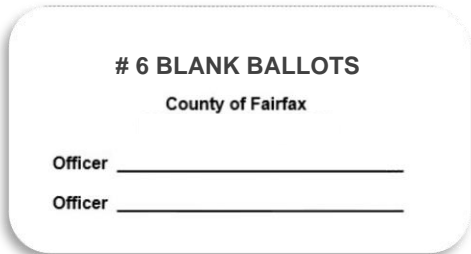
5. Seal cardboard box with red tamper tape

- Wrap red tamper tape around the box, completely circling the box in both directions.
- Do this for all boxes of unused ballots, including sealed boxes not opened during the day.



6. Attach blue #6 Blank Ballots label

- Attach a blue #6 Blank Ballots label to one end (small side) of each box.
- Do this for all boxes of unused ballots, including sealed boxes not opened during the day.
- Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).



7. Attach white #6 Signature label

- Place the small white #6 Signature Label across the box top, covering area where two stripes of red tamper tape cross.
- Two officers must sign the label.



8. Put boxes in the right places

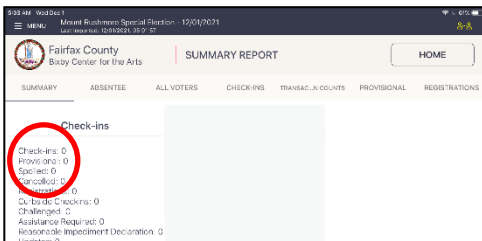
- Put **sealed** boxes with materials to be loaded in the Chief’s car.
- Return any **empty** boxes to the equipment cage. Break them down and lay them flat.

Close Poll Pads



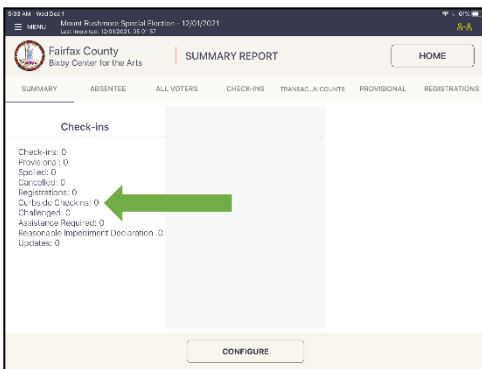
1. Open Summary Report on one Poll Pad

- Tap **Menu** in top left corner of screen of any Poll Pad.
- Tap white **Summary Report** icon.



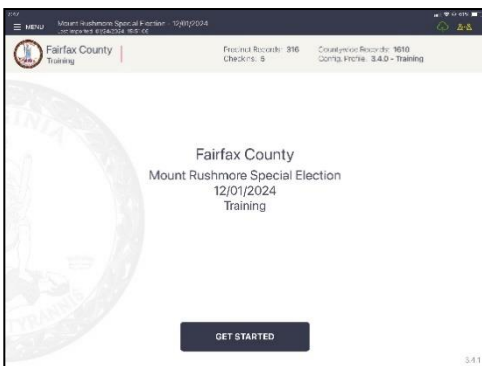
2. Get number of check-ins

- Find number of **check-ins** in the middle of the screen on the **Summary Report**.
- Open the **Summary Report** on all other Poll Pads and confirm they show the same numbers for check-ins. If not, the devices have not synced with each other properly (notify Chief and call Tech Support for help).
- Record these numbers on the **Closing Numbers Worksheet**.



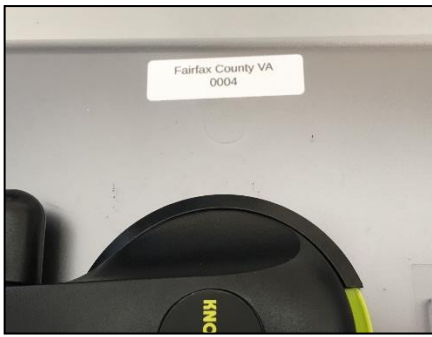
3. Get number of curbside voters

- On the Summary Report, look on left side for number of **Curbside Check-ins**.
- Record this number on the **Closing Numbers Worksheet**.



4. Keep Poll Pads powered on

- Return to the main screen of the Poll Pad app by tapping the **“GET STARTED”** button at the bottom of the screen.
- Keep the Poll Pads powered on AND with the screen on** when packing them into their cases. (The screens may dim after some time; that is OK.)



5. Identify matching case for each Poll Pad

- Each Poll Pad must be packed in its matching case.
- Find the white label on the back of the Poll Pad.
- Match the Poll Pad label (e.g., 0004) to the number on the blue case tag (e.g., EPB-0004).



6. Disassemble Poll Pad

- Disconnect the power cable from the Poll Pad and charger, and then unplug the charger from the surge suppressor.
- Remove stylus from ID holder.
- Carefully slide the ID holder sideways off the back.
- Hold down the base with one hand. Grasp the arm and pull up out of the base. Pull on the arm, **not** on the Poll Pad itself.
- Pack the base, ID card holder, stylus, charger, and power cable in the bottom of the case.



7. Pack Poll Pad

- Hold the Poll Pad sideways so that the home button is on the right. Rotate the arm so that it points at your right hand.
- Lay the Poll Pad in the case with the home button on the right. **Remember—the Poll Pad stays powered on and with the screen visible!**
- Close the lid and make sure the latches are secure.



8. Seal Poll Pad cases with zip-tie seals

- Seal each Poll pad case with one zip-tie seal. Thread seal through a hole on either side of the latches. Pull it snug.
- Record seal numbers on the **Machine Certification Form**, matching numbers on Poll Pad tags to numbers on the form.
- Put all Poll Pad cases with other materials to be loaded in Chief's car.



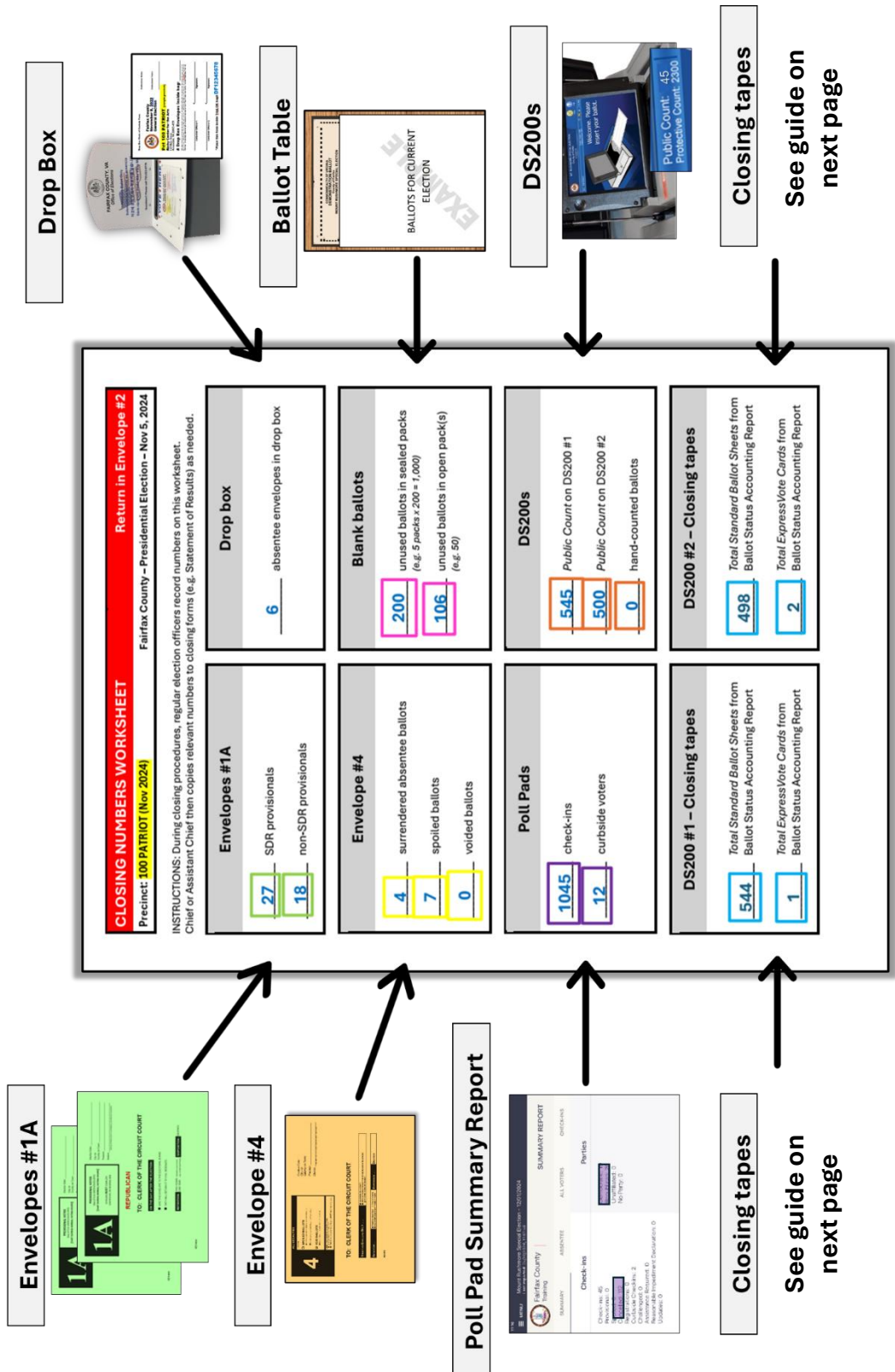
9. Pack check-in table

- Take down all signs and blank forms. Place near blue bag.

Complete Closing Numbers Worksheet

If you need help to identify source of any numbers for worksheet, review below diagram.

See next page for where to find numbers on DS200 tapes.



Where to find info on DS200 Ballot Status Accounting Report

(The **Ballot Status Accounting Report** is located at the top of each DS200 closing tape.)

Closing Numbers Worksheet (and SOR Part 3)

Total ballots scanned into DS200



```

*** BALLOT STATUS ACCOUNTING REPORT ***
07:05 PM November 05, 2024
Unit Serial Number: 0314340269

County of Fairfax
General and Special Elections
0100 100 - PATRIOT
Election Date: November 05, 2024
Poll Opened Date: November 05, 2024
Poll Opened Time: 06:00 AM
Poll Closed Date: November 05, 2024
Poll Closed Time: 07:00 PM

```

Public Count: 1214

Closing Numbers Worksheet (and SOR Part 6)

Preprinted paper ballots scanned into DS200



Poll Voting Report

Master Accounting:

Total Blank: 7

Total Overvote: 8

Total Undervote: 24

Total Standard Ballot Sheets: 1205

Total ExpressVote Cards: 9

Total Sheets Processed: 1214

Ballots for Code 00001-01-01	1205
Ballots for Code 00001-02-01	0
Ballots for Code 00001-03-01	0
Ballots for Code 00001-04-01	0

Cards for Style

FULL 100 - PATRIOT

4

FEDERAL 100 - PATRIOT

3

PRESIDENTIAL 100 - PATRIOT

2

TOWN EXCEPTION 100 - PATRIOT

0

0100 100 - PATRIOT

Unit Serial Number: 0314340269

*** END OF REPORT ***

Closing Numbers Worksheet

ExpressVote ballots scanned into DS200



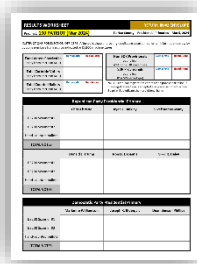
Complete Results Notice

Any two officers may complete this task.



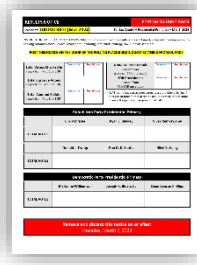
1. Gather these materials

- Results Worksheet form
- Results Notice form
- Voting Results Report (closing tape) from each DS200
- Closing Numbers Worksheet



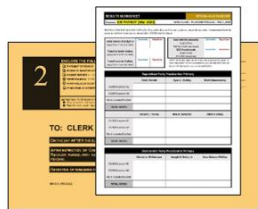
2. Complete Results Worksheet

- Fill in all information on the Results Worksheet.
- Copy provisional totals from the Closing Numbers Worksheet.
- Write votes for each candidate from each DS200 machine tape.
- Sum up votes for each candidate.



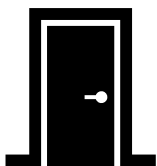
3. Complete Results Notice

- Copy numbers from the top section of the Results Worksheet.
- Copy vote totals for each contest from the Results Worksheet.
- Show completed form to Chief for verification.



4. Pack Results Worksheet

- Place Results Worksheet in **Envelope #2**.



5. Post Results Notice

- Post the Results Notice at the main entrance of the building.
- Results Notice must face out towards the public.
- Tape Results Notice to the surface using blue painter's tape.

Close ExpressVote



1. Power machine off

The ExpressVote is heavy. Two officers should perform these tasks.

- Open the access door on the left side of the machine using the black barrel key.
- Flip the power switch to off.
- Close and relock the access door, ensuring the keypad cord is threaded through the door opening.



2. Close prop bar

- Unplug the headphones from the front.
- Attach the keypad to the Velcro square on the side.
- Lay the ExpressVote **gently** down on its screen.
- Snap the prop bar down flat against the back.



3. Unplug machine

- There is a collar around the power connector. Pull to slide it back slightly, then pull to disconnect it from the back of the ExpressVote.
- Unplug the power cord from the surge protector and the surge protector from the wall outlet.



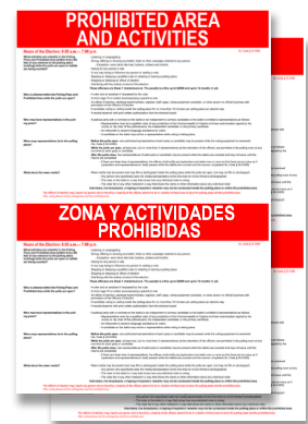
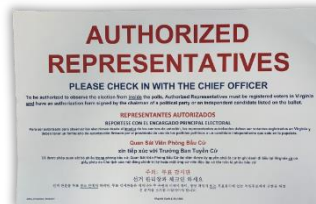
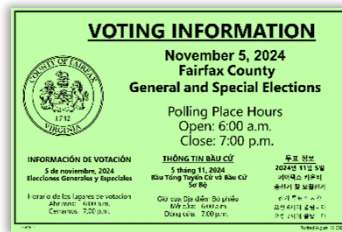
4. Return machine to case

- Slide the ExpressVote into the carrying case.
- Place headphones in case, in recess on opposite side from keypad.
- Separate the power cord into two sections and place them in the side compartment of the carrying case.
- Close the side and top compartment zippers.
- Close the carrying handle straps with their Velcro.
- Place ExpressVotes near cage for packing later.

Take Down Outdoor Signs

1. Collect signs from outside the polling place.

- Go outside and collect all signs and materials, including:
 - **Vote Here** yellow signs in parking lot and close to street
 - **Voter Parking** yellow signs in parking lot and close to street
 - **Voting Information** green poster at outside entrance (recycle or discard this one-time-use sign)
 - **Authorized Representatives** sign at outside entrance
 - **Prohibited Activities** posters near the main building entrance
 - **Vote Here** white sign at main building entrance
 - **Firearms Prohibited** sign at main building entrance
 - **Curbside Voting** large yellow A-frame sign
 - **Cones**, if used



2. Organize signs and place near packing location.

- Leave wireframes inserted in outdoor signs.
- Wipe down signs, if wet.
- Remove all tape, staples, and tacks.
- Place yellow **Curbside Voting A-frame sign** and **yellow outdoor signs** near equipment cage. (Do not pack cage yet, as that occurs later and must be done in particular order.)
- Place all other signs in or near **blue supply bag**.

Take Down Indoor Signs

1. Take down signs inside voting room and near voting room entrance.

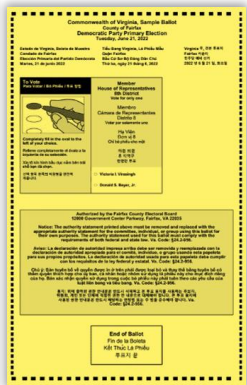
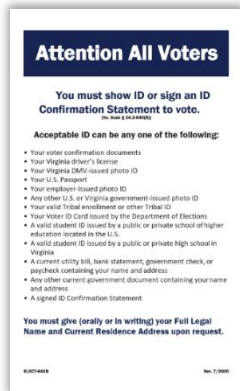
☐ Take down signs and set aside to be packed in blue supply bag:

- **Vote Here** white sign at voting room entrance
- **Attention All Voters** signs
- **DS200** instruction posters
- **ExpressVote** instruction posters
- **Voter Rights and Responsibilities** posters
- **Opting Out of the Permanent Absentee List** poster
- **Work the Polls in Fairfax County** poster
- **Vote arrows** (yellow, red, and/or blue)
- **'Do You Have Your ID?'** sign
- **Entrance and Exit** signs



☐ Recycle or discard these one-time-use signs or fliers:

- **Sample ballot** posters (yellow)
- **Constitutional Amendment** posters
- **Constitutional Amendment** brochures
- **Fairfax County Bond Issue** flyers



2. Pack signs and clean voting area.

- ☐ Remove all tape, staples, and tacks from signs. Place all signs in or near **blue supply bag**.
- ☐ Fold all privacy booths and place in stack near **equipment cage**.
- ☐ Pick up and discard any flyers, sample ballots, political signs, food containers, etc. left by voters.
- ☐ Clean up any remaining debris in voting area and break area.

Complete Statement of Results

The **Statement of Results (SOR)** is the record of voters and ballots cast in your precinct. This is the most important document you will complete during closing procedures. You can see a sample of the SOR in the *Sample Forms* chapter of this notebook.

You will complete two identical copies – SOR A (court’s copy) and SOR B (registrar’s copy).

If you have any questions or need assistance, don’t hesitate to call General Support (703-324-4735). We are ready and happy to help!



1. Gather these materials

- Statement of Results A and Statement of Results B
- Closing Numbers Worksheet
- Ballot Receipt
- Pen and calculator
- Admin Tablet

CLOSING NUMBERS WORKSHEET		Returns in Envelope #2	
Precinct: 104 CHAPEL (Nov 2024) Fairfax County – Presidential Election – Nov 5, 2024			
<small>INSTRUCTIONS: During closing procedures, regular election officers record numbers on this worksheet. Chief or Assistant Chief then copies relevant numbers to closing forms (e.g. Statement of Results) as needed.</small>			
Envelopes #1A		Drop box	
36 SDR provisionals		17 absentee envelopes in (drop box)	
15 non-SDR provisionals			
Envelope #4		Blank ballots	
5 surrendered absentee ballots		1000 unused ballots in sealed packs (e.g. 5 packs x 200 = 1,000)	
3 spoiled ballots		143 unused ballots in open packs (e.g. 50)	
0 voided ballots			
Poll Pads		DS200s	
1209 check-ins		598 Public Count on DS200 #1	
23 curbside voters		612 Public Count on DS200 #2	
		0 hand-returned ballots	
DS200 #1 – Closing tapes		DS200 #2 – Closing tapes	
593 Total Standard Ballot Sheets from Ballot Status Accounting Report		609 Total Standard Ballot Sheets from Ballot Status Accounting Report	
5 Total ExpressVote Cards from Ballot Status Accounting Report		3 Total ExpressVote Cards from Ballot Status Accounting Report	

2. Copy numbers from Closing Numbers Worksheet into SOR Helper on Admin Tablet

NOTE: If you do not wish to use the SOR Helper or it is not working, you may complete your SOR manually as in the past. Copy all numbers from the *Closing Numbers Worksheet* to the appropriate location on the SOR and add numbers where required.

- Open SOR Helper app on Admin Tablet.
- Copy numbers from the **Closing Numbers Worksheet** into the SOR Helper.
- If there are any data entry issues, the SOR Helper will alert you.
- Tap ‘Next’ to go to next page.
- If SOR Helper identifies any discrepancies, you may want to click back button and review entered numbers carefully.
- When ready, click final button to generate image of completed SOR.

SOR Helper
for the November 5, 2024 Presidential Election

This form is designed to help you complete your Statement of Results (SOR).

1. Input the numbers below from your Closing Numbers Worksheet.
2. On the next page, we will show what your completed SOR should look like.
3. Carefully copy these numbers to your SOR (or use them to double-check your already completed SOR).

VERY IMPORTANT!
⚠ You must still fill in the paper copies of both SOR forms after using this tool.

Precinct information

Precinct *
+ Select

Your name *

Envelopes #1A

SDR provisionals *

Non-SDR provisionals *

3. Copy data from SOR Helper to paper SOR forms

- Copy all numbers from preview copy on SOR Helper to paper version of SOR A.
- If there were any remaining discrepancies in Part 4 or Part 7, explain on your paper SOR.
- Copy all information from SOR A to SOR B.

4. Have all officers sign both SORs

- For Collector Officers and any officers who left early, write “Collector Officer” or “Left early” in their numbered spot so there are no blank boxes.
- Ask all officers who stayed for closing to sign both SORs in their numbered spot.
- Verify that all officers have signed both SORs.
- Place both SORs in **Envelope #2**.

Cut and Attach DS200 Tapes



1. Gather these materials

- DS200 opening and closing tapes
- SOR A, SOR B, and Yellow Printed Return Sheet
- Envelope #2 and Envelope #2A
- Scissors, pen, and stapler



2. Verify signatures

- Verify two officers signed **all three copies** of the opening Zero Totals Report.
- Verify two officers signed **all three copies** of the closing Voting Results Report.



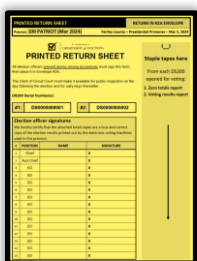
3. Label and cut tapes

- Refer to the image on the next page as a reference.
- Starting from the bottom of each tape, move your finger up the tape until you come to the phrase “End of Report.” Draw a line across the width of the tape just below “End of Report.”
- Move your finger further up the tape, until you come to the next “End of Report” and draw a line across the width of the tape just below “End of Report.”
- Return to the bottom of the tape. Label the bottom report under “End of Report” Copy 3. Move up the tape until you get to the line drawn under “End of Report,” label the middle report Copy 2. The remainder of the tape toward the top is all part of Copy 1.
- Cut the tapes only at the lines you drew under each “End of Report.”



4. Attach tapes

- Staple Copy 1 to SOR A (with closing tapes on top of opening tapes).
- Staple Copy 2 to Printed Return Sheet.
- Staple Copy 3 to SOR B (with closing tapes on top of opening tapes).



5. Complete yellow Printed Return Sheet

- Ask all officers present during closing to sign Printed Return Sheet.
- Place the Printed Return Sheet in **Envelope #2A**.

Where to cut and return DS200 tapes

OPENING TAPE

CLOSING TAPE

Configuration Report

**Ballot Status
Accounting Report**

Zero Totals Report

(2 officers sign here)



Zero Totals Report

(2 officers sign here)



Zero Totals Report

(2 officers sign here)

**Ballot Status
Accounting Report**

Voting Results Report

(2 officers sign here)



Voting Results Report

(2 officers sign here)



Voting Results Report

(2 officers sign here)

Write-In Review Report

→ Attach to:
SOR A (court's copy)

→ Attach to:
**Printed Return Sheet
(yellow)**

→ Attach to:
**SOR B (registrar's
copy)**

Verify Signatures

The Chief, Assistant Chief, or assigned officer should verify that the following documents have all required signatures.

Verify ALL officers signed:

- Election Officer Oath

Verify ALL officers present for closing (not Collector Officers) signed:

- Statement of Results A
- Statement of Results B
- Printed return sheet (yellow)
- #3 Yellow Signature Label (for each box of voted ballots)

Verify two officers signed:

- Machine Certification Form
- Tapes attached to SOR A
(below each Zero Report and Voting Result Report from each DS200)
- Tapes attached to SOR B
(below each Zero Report and Voting Result Report from each DS200)
- Tapes attached to printed return sheet
(below each Zero Report and Voting Result Report from each DS200)
- White signature labels used to seal all numbered envelopes
- Hand Count Report (only if there were any hand-counted ballots)

Verify one officer signed:

- Ballot Receipt form

Verify Chief signed:

- Chief Supply Return form

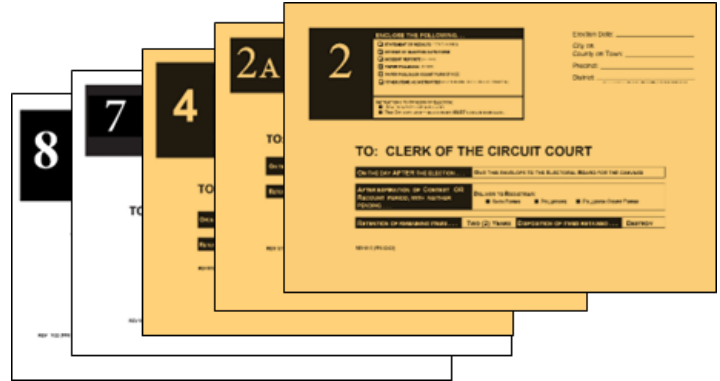
Make sure all required documents are signed!

Any officer who does not sign their required documents on election day will be required to come to the Office of Elections on the Friday or Saturday after election day to sign.

Pack Numbered Envelopes

1. Place envelopes and forms on empty table

- Lay out the envelopes in numerical order (#2, #2A, #4, #7, #8).
- Put collected forms **on top of** the correct envelope.
- Wait until all envelopes are packed to begin sealing them.



2. Complete back of Envelope #7.

- Verify Envelope #7 contains:
 - Two (2) DS200 USB thumb drives with **white** labels.
 - All seals cut from voting equipment.
 - TripLok tear-off receipt strip.
- Copy DS200 numbers from **Machine Certification Form** to **Envelope #7**.
 - For each DS200, copy serial number.
 - For each DS200, copy opening numbers.
 - For each DS200, copy closing numbers.

INSTRUCTIONS: Use blue or black ink. Copy below numbers from Machine Certification Form.

THIS ENVELOPE CONTAINS VOTING EQUIPMENT DATA STORAGE UNITS AND VOTING EQUIPMENT SEALS LISTED BELOW:

Ballot scanner	Number Type	Opening	Closing
DS200 #1 Serial number:	Zip-tie seal		
	Protected count		
	Public count		
DS200 #2 Serial number:	Zip-tie seal		
	Protected count		
	Public count		

3. Place all forms and items in envelopes.

- See list on next page.
- If you're not sure or it's unclear where to return a particular form, put it in **Envelope #2**.
- If voters left any items, place them in the **orange pouch** (e.g. keys, forgotten driver's license, etc.).

4. Seal all envelopes.

- Begin from end: seal Envelope #10, then seal Envelope #8, etc. Leave Envelope #2 until last.
- Seal all envelopes with white signature labels, even if empty; 2 officers must sign each label.
- After all envelopes are sealed, show them to the Chief and then give them to team packing black kit.

Envelope packing checklist

Orange pouch

Zip and lock (no seal).

- | | |
|--|--|
| <input type="checkbox"/> Keys for voting equipment (<i>on red and black wristbands</i>) | <input type="checkbox"/> Machine Certification Form (<i>when complete</i>) |
| <input type="checkbox"/> Keys for equipment cage (<i>on black/blue lanyard</i>) | <input type="checkbox"/> Lost IDs, drivers' licenses, etc. |
| <input type="checkbox"/> Key envelope with Chief and Assistant Chief keys and equipment password cards | |



Envelope #2

Seal with white signature label – 2 signatures.

- | | |
|--|---|
| <input type="checkbox"/> Statement of Results – A (court's copy) | <input type="checkbox"/> Voter Count Worksheet |
| <input type="checkbox"/> Statement of Results – B (registrar's copy) | <input type="checkbox"/> Closing Numbers Worksheet |
| <input type="checkbox"/> Results Worksheet | <input type="checkbox"/> Electoral Board Comment Forms (filled in) |
| <input type="checkbox"/> Chief's Notes | <input type="checkbox"/> Virginia Voters' Election Day Complaint Form (filled in) |
| <input type="checkbox"/> Election Officer Oath | <input type="checkbox"/> Paper pollbook & paper pollbook count forms (if used) |
| <input type="checkbox"/> Compensation Sheet | |
| <input type="checkbox"/> Ballot Receipt | |
| <input type="checkbox"/> Hand Count Report | |

Envelope #2A

Seal with white signature label – 2 signatures.

- Printed Return Sheet (yellow), with tapes attached

Envelope #4

Seal with white signature label – 2 signatures.

- | | |
|--|---|
| <input type="checkbox"/> Spoiled ballots | <input type="checkbox"/> Surrendered absentee ballots |
| <input type="checkbox"/> Voided ballots | |

Envelope #8

Seal with white signature label – 2 signatures.

- | | |
|--|--|
| <input type="checkbox"/> Voter Referral Worksheets | <input type="checkbox"/> Authorized representative forms |
| <input type="checkbox"/> Voter Registration Applications | <input type="checkbox"/> Request to Cancel Voter Registration |
| <input type="checkbox"/> Affirmations of Eligibility | <input type="checkbox"/> Request to Remove Name from Permanent Absentee List |
| <input type="checkbox"/> Requests for Assistance | <input type="checkbox"/> Report of Death of a Registered Voter |
| <input type="checkbox"/> ID Confirmation Statements | |

Envelope #10

Seal with white signature label – 2 signatures.

- Election officer evaluation forms
- NOVEMBER ELECTIONS ONLY: High school page oaths/evaluation

Pack Blue Bag

Unused/Blank Forms

(Only unused/blank forms are returned in the blue bag. Forms completed by voters are usually returned in Envelope #8.)

- Request for Assistance forms – 1 pad each of English, Spanish, Vietnamese, and Korean
- Affirmation of Eligibility forms – 1 pad each of English, Spanish, Vietnamese, and Korean
- Electoral Board Comment forms
- Voter Referral Worksheet pads
- ID Confirmation Statement pads
- Voter Registration forms – 4 languages
- Voter Complaint forms – 4 languages
- Request to Cancel Voter Registration forms
- Request to Remove Name from Permanent Absentee List forms
- Report of Death of a Registered Voter

Signs and Posters

(Remove all tape from signs)

- Vote Here (2 white)
- Voter Parking Only
- Prohibited Area (2 sets – different languages)
- Voter Rights & Responsibilities (2 sets – different languages)
- DS200 Instruction Poster
- ExpressVote Instruction Poster
- Curbside Notice
- Voting Information (lime green)
- Opting Out of the Permanent Absentee List (yellow)
- Firearms Prohibited
- Work the Polls in Fairfax County (orange/white)
- Attention All Voters (white/blue) – 4 sets, one for each language
- Attention Authorized Representatives
- Do you have your ID? (yellow)
- No Talking in Voting Booths
- Exit signs
- “Vote” arrows (red, blue, yellow)
- Universal accessibility symbol (wheelchair)
- PRIMARIES ONLY: Dual-Party Primary sign
- PRIMARIES ONLY: No Write-Ins in a Primary
- Any other small posters that can be reused

Other materials

Return below items in good condition so we can re-use them in future elections. You may recycle or discard sample ballots, bond fliers, and constitutional amendment posters/brochures.

- 40-foot “No Campaigning” kit
- Tape rolls: clear, blue painter’s
- Ballpoint pens for marking ballots
- “I Voted” and “Future Voter” stickers
- Unused preprinted number labels & sheets
- Unused Authorized Representative stickers
- Demonstration ballot (tan/yellow)
- Bond issues flyers

Pack Gray Cage

1. Load large items in back and sides of cage

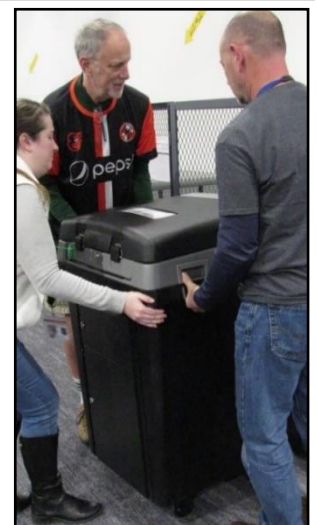
- Place **yellow A-frame curbside sign** against back.
- Place **cardboard box** (containing drop box) against back.
- Use bungee cord to secure items against back wall.
- Place all **unused cardboard boxes** on sides.
- Place **outside signs** upside-down on sides of cage. (Leave wire frames attached to signs and ensure wires don't protrude outside cage.)
- Tuck side items between cage side and box/sign to help hold them in place.



2. THREE people load DS200s into cage

⚠ The DS200 scanner is top heavy and unwieldy. **THREE PEOPLE** should load each scanner into the cage.

- Turn DS200s so that ballot bin door will face front of cage after loading.
- One person stands in front and braces the DS200 so it doesn't fall.
- Two people stand on sides and grasp the scanner using the **BLACK** (not gray) handholds built into the base.
- Lift DS200 in, gently setting it on the cage floor.
- Roll to back of cage.
- Repeat for second DS200.



3. Pack remaining items in cage, arranged as shown in photo

Place **BETWEEN** scanners:

- 2 ExpressVotes in black padded cases
- Standing privacy booth (blue hard case)
- Canvas bag with extension cords and surge protectors
- Blue supply bag

Place on **TOP** of scanners:

- Cardboard privacy booths

Place **BELOW** right scanner:

- Clear plastic bin

Place **INSIDE** ballot compartment of left scanner:

- Cardboard box containing privacy folders in box, green plastic privacy folders, clipboards, etc.

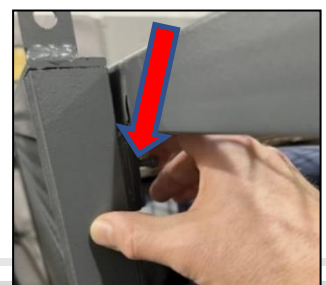


4. Update Security Log

- Remove the **Security Log** from inside the door of the cage.
- Two officers fill out a new closing entry.
- Write date, time, reason (“End of election day”), new seal number, names, and signatures.
- Return the Security Log to the inside of the cage door.

5. Secure upper **AND** lower slide bolts on left door

- Close left door first.
- Find slide bolts inside the top and bottom of the left door.
- Rotate the slide bolt handles toward you (see red arrow).
- Pull up to raise upper bolt and push down to lower bottom bolt.
- Close the right door.



6. Secure with zip-tie seal and two padlocks

- Confirm with Chief before locking and sealing cage.
- Write zip-tie seal number on **Machine Certification Form**.
- Thread zip-tie through both door eyes located on top of the cage.
- Place lock through both door eyes with zip-tie located on top.
- Lock top **AND** bottom padlocks with equipment key on lanyard.



Pack Black Kit

Miscellaneous materials

(Remove all tape from signs!)

- Final Absentee Report (in side pocket)
- Close of Books Report (in side pocket)
- Backup paper pollbook and count sheet, if unused (in side pocket)
- Admin Tablets (2) in zippered plastic mesh bag with chargers/power cables (on top of all other items)
- Unused ExpressVote cards in brown envelope (*do not bend or seal*)
- Unused provisional envelopes/notices
- Green pouch with miscellaneous tools/supplies
- Magnifying glass
- Magnifying sheet
- Virginia law book
- County map
- Districts, Precincts, and Polling Place booklet (“Precinct Locator”)
- Voter permit cards
- Blank notepad
- Red tamper tape
- Chief/Assistant Chief badge holders with ribbons
- Election officer badge holders
- Microfiber cloth for cleaning tablet screens
- Yellow safety vests for outside use (place in side pocket)
- Voter ID Lists from Virginia Department of Elections
- Guide for hand counting ballots from Virginia Department of Elections (place in side pocket)
- Plastic SDR overlay and Other (non-SDR) overlay (*avoid bending!*)
- One-page guides
- CO-LOCATED PRECINCTS ONLY: Precinct-specific maps and signs
- Any unlisted items, such as “lost and found” items (put a Post-it with your precinct number on these items, so office staff know where they came from and can try to return them to their owners)

Envelopes and pouches

Wait until envelopes are packed and sealed before placing them in black kit. Place envelopes on top of all other materials so office staff can easily remove them on election night.

- Envelope #2
- Envelope #2A
- Envelope #4
- Envelope #7
- Envelope #8
- Envelope #10
- Orange pouch



Chapter 7

Acceptable IDs

Fairfax County Office of Elections

12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035

703-324-4735

ElectionOfficers@fairfaxcounty.gov

www.fairfaxcounty.gov/elections

Acceptable IDs

Overview

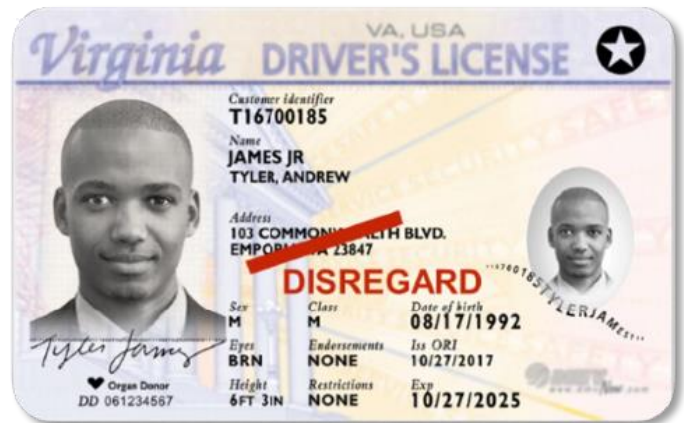
Virginia law requires each voter to present an acceptable form of identification when checking in to vote. The Virginia Department of Elections provides a one-page list of all acceptable IDs. Copies of this voter identification list should be posted at the check-in table.

IMPORTANT: If a voter offers an approved form of ID, do not ask for their driver's license instead.

Presenting ID at Check-In

If officers can reasonably confirm that the person in front of them is the person in the pollbook, they may be checked in.

- The name on someone's ID does not have to exactly match how it appears on the electronic pollbook. For example, someone's ID may say "Bill" but the pollbook says "William."
- Ignore the address on the voter's ID. Instead, **use the address that the voter provides during the check-in process.** A voter may provide their address orally, in writing, or by simply pointing to their ID.



Some IDs are required to contain a photograph. When reviewing photo IDs, keep in mind:

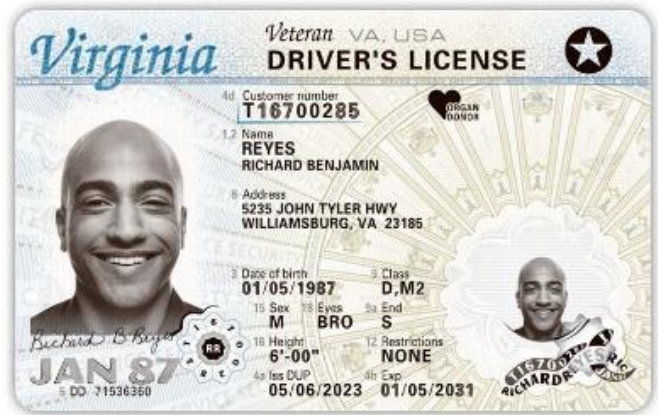
- A person's appearance may have changed from the time that their photo was taken.
- Gender discrepancies on ID should not play a role in verifying a person's identity.
- Never ask a person to remove their face mask or face covering for any reason.
- If a voter's identity is challenged, refer to #11 in the *What-ifs* section. Call the office for more help.

IMPORTANT: If check-in officers are unsure about whether a particular form of ID is acceptable, remind them to "Call the Chief!" Officers should never turn away a voter.

New look of driver’s licenses

In mid-2023, the Virginia Department of Motor Vehicles began phasing in a new design of driver’s licenses and ID cards.

Driver’s licenses and DMV-issued ID cards issued prior to implementation of the new design remain valid.



Expiration dates on a voter’s ID

A Virginia driver’s license may always be used for voting, regardless of when it expired.

§ 24.2-643(B): “The expiration on a Virginia driver’s license shall not be considered when determining the validity of the driver’s license offered for purposes of this section.”

For most other IDs:

- If there is no expiration date listed, it can be accepted automatically.
- If there is an expiration date listed, it must not be expired for more than 12 months. After that, the ID is no longer valid for voting.

Some documents used as IDs (utility bill, bank statement, government check, paycheck, or other government document) must not be more than 12 months old. Don’t forget to look for a date on these documents!

ID Confirmation Statement

If a voter does not have an acceptable form of ID, state law permits them to complete an ID Confirmation Statement and vote normally.

If a voter completes an ID Confirmation Statement, select the “Voter Signed Oath” flag on the Poll Pad.

If a voter declines to sign an ID Confirmation Statement, they may vote a provisional ballot. Call General Support for more information.

Digital copies of IDs

Voters may show you an electronic version of **some** IDs instead of a physical version.

An electronic form of the following documents is acceptable, **if issued within the last 12 months**:

- Utility bill
- Bank statement
- Government check
- Paycheck
- Other government document containing the name and address of the voter

An **electronic student ID** is also acceptable if it is an officially adopted method of issuing an ID by the institution. A screenshot or photograph of a student ID is not acceptable.



Student IDs

If a voter provides a student ID from a public or private high school or an institution of higher education with a campus in Virginia, a student ID without a photo is acceptable. Find a full list of institutions of higher education with a campus in Virginia in the Resources app on the Admin Tablet.

If a voter provides a student ID from an institution in another state in the U.S., the ID must contain a photo.

17-year-old voters

Any registered voter who will be 18 years old by the date of a general election may vote in its corresponding primary.

In primary elections, you may have voters who are 17 years old. If they are listed in the Poll Pad, they are permitted to vote (as they will be 18 years old by the next general election).

Driver privilege cards

Driver privilege cards are identical in appearance to some driver’s licenses, but they are issued to Virginia residents who are not U.S. citizens and are not an acceptable form of ID for voting.

If an ID that looks like a driver’s license does not scan on the Poll Pad, check if it is a driver privilege card.

1. Review the ID for three elements:

- Does it say “Federal Limits Apply” in top right?
- Does it say “9” under Restrictions at the bottom?
- Does it say “Limited duration” on the back?

2. If yes to all three, this is either a limited-duration driver’s license or a driver privilege card. Ask the voter:

“The Virginia DMV issues two IDs that are identical in appearance. One is a limited-duration driver’s license, which is an acceptable ID for voting. The other is a driver privilege card, which is not an acceptable ID for voting. Is this a driver’s license or a driver privilege card?”

3. Evaluate voter’s response:

- If voter says it is a **driver’s license** → Accept the ID.
- If voter says it is a **driver privilege card** → Ask voter for another form of ID or to complete an ID Confirmation Statement.
- If voter says they **don’t know** → Ask voter for another form of ID or to complete an ID Confirmation Statement.



Acceptable ID Chart from Virginia Department of Elections

This is the full list of acceptable IDs, provided by the Virginia Department of Elections.

INSTRUCTIONS: 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 and Identification Privilege Card	No

*"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 11 recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi.
[\(https://www.commonwealth.virginia.gov/virginia-indians/staterecognized-tribes/\)](https://www.commonwealth.virginia.gov/virginia-indians/staterecognized-tribes/)



Chapter 8

Non-Routine & What-Ifs

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Non-Routine & What-Ifs

Overview

This section covers how to handle non-routine voter situations.

- The chart below summarizes the most common non-routine voter situations.
- The different voter statuses on the Poll Pad are covered on the following pages.
- The *What-Ifs* (printed on yellow paper) are created by the Virginia Department of Elections and customized by the Fairfax County Office of Elections to match our voting equipment.
- For all provisional ballot situations, follow the instructions and checklists in the *SDR & Provisional* chapter of this notebook.

If you have any questions about non-routine voters, call the office!

Situation	Action to take
No acceptable ID	<ul style="list-style-type: none"> ▪ Voter may complete an ID Confirmation Statement. ▪ See What-If #1 for more information.
Voter’s name not on the Poll Pad	<ul style="list-style-type: none"> ▪ Consult Voter Referral Worksheet. ▪ See What-If #2 for more information.
Voter has moved from address on Poll Pad	<ul style="list-style-type: none"> ▪ Consult Voter Referral Worksheet. ▪ See What-Ifs #5-8 for more information.
Voter requests assistance	<ul style="list-style-type: none"> ▪ Voter & assistant complete Request for Assistance form. ▪ See What-If #15 for more information.
Voter asks to vote curbside	<ul style="list-style-type: none"> ▪ Voter may vote a regular ballot. ▪ See What-If #18 for more information.
Absentee voter comes to polling place <u>with</u> their absentee ballot	<ul style="list-style-type: none"> ▪ Consult Voter Referral Worksheet. ▪ See What-If #19 for more information.
Absentee voter comes to polling place <u>without</u> their absentee ballot	<ul style="list-style-type: none"> ▪ Consult Voter Referral Worksheet. ▪ If voter indicates they did not request an absentee ballot, it is possible they selected the permanent absentee ballot option on a past absentee ballot application. Offer the voter Request to Remove Name from Permanent Absentee Voter List form. ▪ See What-If #20 for more information.

Voter statuses on Poll Pads

Some voters will have a special status indicated on the Poll Pad. In most (but not all) cases, there will be a colored bar behind their name on the voter search screen. Tap on the voter’s name for more detailed information, including what actions the check-in table officers should take and what actions the Chief or Assistant Chief should take.

See example screenshots below. List of all Poll Pad statuses and prompts are on following pages.

This screenshot shows the voter search interface for the Mount Rushmore Special Election on 12/01/2024. The header includes a menu icon, the election name, and the last import time (09/18/2024, 07:51:20). The main area displays the Fairfax County Training logo, precinct records (1595), and check-ins (0). A 'START OVER' button is in the top right. Search filters include 'CAR' and 'BEN' with clear buttons, a 'Search' button, and fields for 'House Number' and 'Street Name'. An 'ADVANCED OPTIONS' button is also present. Below the filters, a yellow banner indicates 'SEARCH RESULTS: 1'. The search result for Benjamin J. Carlin is shown with a gear icon, his address (4334 Davidsons CROSSING, Falls Church, VA 220418555), voter ID (432124961), and status 'Absentee Marked'. Additional details include 'Training Precinct: 500 - Bixby 0590500' and 'Ballot Style: BT005'.

This screenshot shows the detailed view for Benjamin J. Carlin, who is 'ABSENTEE MARKED'. The header is identical to the search screen but includes a 'GO BACK' button. A prominent red banner at the top reads 'ABSENTEE MARKED'. The voter's name 'Carlin, Benjamin J' is displayed in large text, followed by his DOB (1947), address (4334 Davidsons CROSSING, Falls Church, VA 220418555), and precinct (500 - Bixby 0590500). A 'CLOSE' button is in the top right. Below the voter information, instructions are provided for election officers: 'ELECTION OFFICER: Check "Absentee" box on Voter Referral Worksheet, then send voter to the Chief. Tap "CLOSE" button and process next voter.', 'CHIEF OFFICER: Voter has already voted and may only vote a provisional ballot, reason code #5. Refer to What-If #20c. For questions, call the Office of Elections.', and 'EARLY VOTING: Send voter to the Chief. Voter has already voted and may only vote a provisional ballot, reason code #5. Refer to What-If #20c. For questions, call the Office of Elections.'

Poll Pad prompts

Below are all Poll Pad statuses you may see for voters with the steps you will be prompted to take. Note that some prompts may have additional information at the bottom about what to do during early voting. Disregard this information on election day.

Status	Prompt
<p>WRONG PRECINCT</p>	<p>This voter is in the wrong precinct.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief.</p> <p>CHIEF OFFICER: Ask if the voter has moved. If yes, use Voter Referral Worksheet (section C) and refer to Moving Conditions (What-Ifs #5-8). If no, direct voter to go to correct precinct.</p>
<p>INACTIVE</p>	<p>Voter has not responded to a confirmation mailing to verify their address.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Refer to What-If #4. Ask if the voter has moved. If yes, use Voter Referral Worksheet (section C) and refer to Moving Conditions (What-Ifs #5-8) If no, voter must complete Affirmation of Eligibility. Tap "OVERRIDE" button and select "Voter Signed Oath" checkbox.</p>
<p>CONFIRMATION MAILING</p>	<p>The Office of Elections has received mail back undeliverable from the voter or has received information that the voter may have moved.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Refer to What-If #4. Ask if the voter has moved. If yes, use Voter Referral Worksheet (section C) and refer to Moving Conditions (What-Ifs #5-8). If no, voter must complete Affirmation of Eligibility. Tap "OVERRIDE" button and select "Voter Signed Oath" checkbox.</p>
<p>SDR PROVISIONAL</p>	<p>This voter has already voted a same day registration (SDR) provisional ballot at an early voting location.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Voter has already voted and may only vote a provisional ballot (reason code #5). Use Voter Referral Worksheet (section D). Refer to What-If #20c. For questions, call the Office of Elections.</p>

Status	Prompt
<p>ABSENTEE ISSUED</p>	<p>An absentee ballot was mailed to this voter but has not been returned yet.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Use section A on Voter Referral Worksheet and refer to What-If #19/20. If voter surrenders ballot, tap "OVERRIDE" to check in voter. If voter does not have absentee ballot, they may vote a provisional ballot (reason #4).</p>
<p>ABSENTEE UNMARKED</p>	<p>An absentee ballot was mailed to this voter but it was returned undeliverable, unvoted, or was returned with an issue.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Confirm voter's address is correct. If there are no other issues, voter may vote routinely. Tap "OVERRIDE" to proceed.</p>
<p>ABSENTEE MARKED</p>	<p>Voter returned their voted absentee by-mail ballot.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Voter has already voted and may only vote a provisional ballot (reason code #5). Use Section A on the Voter Referral Worksheet. Refer to What-If #20c. For questions, call the Office of Elections.</p>
<p>ABSENTEE ON MACHINE</p>	<p>Voter has already cast ballot at an early voting location.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Voter has already voted and may only vote a provisional ballot (reason code #5). Use Section A on the Voter Referral Worksheet. Refer to What-If #20c. For questions, call the Office of Elections.</p>
<p>ABSENTEE PRE-PROCESSED</p>	<p>Voter has returned their voted absentee by-mail ballot.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Voter has already voted and may only vote a provisional ballot (reason code #5). Use Section A on the Voter Referral Worksheet. Refer to What-If #20c. For questions, call the Office of Elections.</p>
<p>ABSENTEE FWAB</p>	<p>Voter has already voted a federal write-in absentee ballot.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Voter has already voted and may only vote a provisional ballot (reason code #5). Use Section A on the Voter Referral Worksheet. Refer to What-If #20c. For questions, call the Office of Elections.</p>

Status	Prompt
<p>FEDERAL ONLY</p>	<p>This voter resides outside the country and is only eligible to vote in elections with federal contests. If voter lives in Fairfax County again, they may instead complete a Same Day Registration to vote a regular ballot.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Refer to What-If #9. The voter may cast a federal-only ballot; tap the "OVERRIDE" button. If voter is eligible and chooses to do SDR, refer to SDR instructions in Chiefs Notebook; the voter may then vote a regular ballot provisionally. For questions, call the Office of Elections.</p>
<p>OVERSEAS</p>	<p>Voter has overseas status in their voter registration record from a prior application.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: Ask if voter is still living overseas. If no, have voter complete Voter Registration Application to remove overseas status from their record. Write "REMOVE OVERSEAS" in red ink at the top. Voter may vote routinely if there are no other issues or change in address. Tap "PROCEED" to check in voter.</p>
<p>ID REQUIRED (HAVA)</p>	<p>Voter is required by the Help America Vote Act (HAVA), 52 U.S. Code § 21083(B), to show identification the first time they vote in a federal election.</p> <p>ELECTION OFFICER: Send voter to the Chief or Assistant Chief. Tap "CLOSE" button and process next voter.</p> <p>CHIEF OFFICER: If voter has acceptable ID, tap "PROCEED" and process the voter normally. If voter does not have acceptable ID, refer to What-If #1 (HAVA section). Call the Office of Elections for questions.</p>

What-Ifs

The What-Ifs are a guide for helping voters with non-routine situations.

They are created by the Virginia Department of Elections and adjusted to match voting equipment and procedures in Fairfax County.

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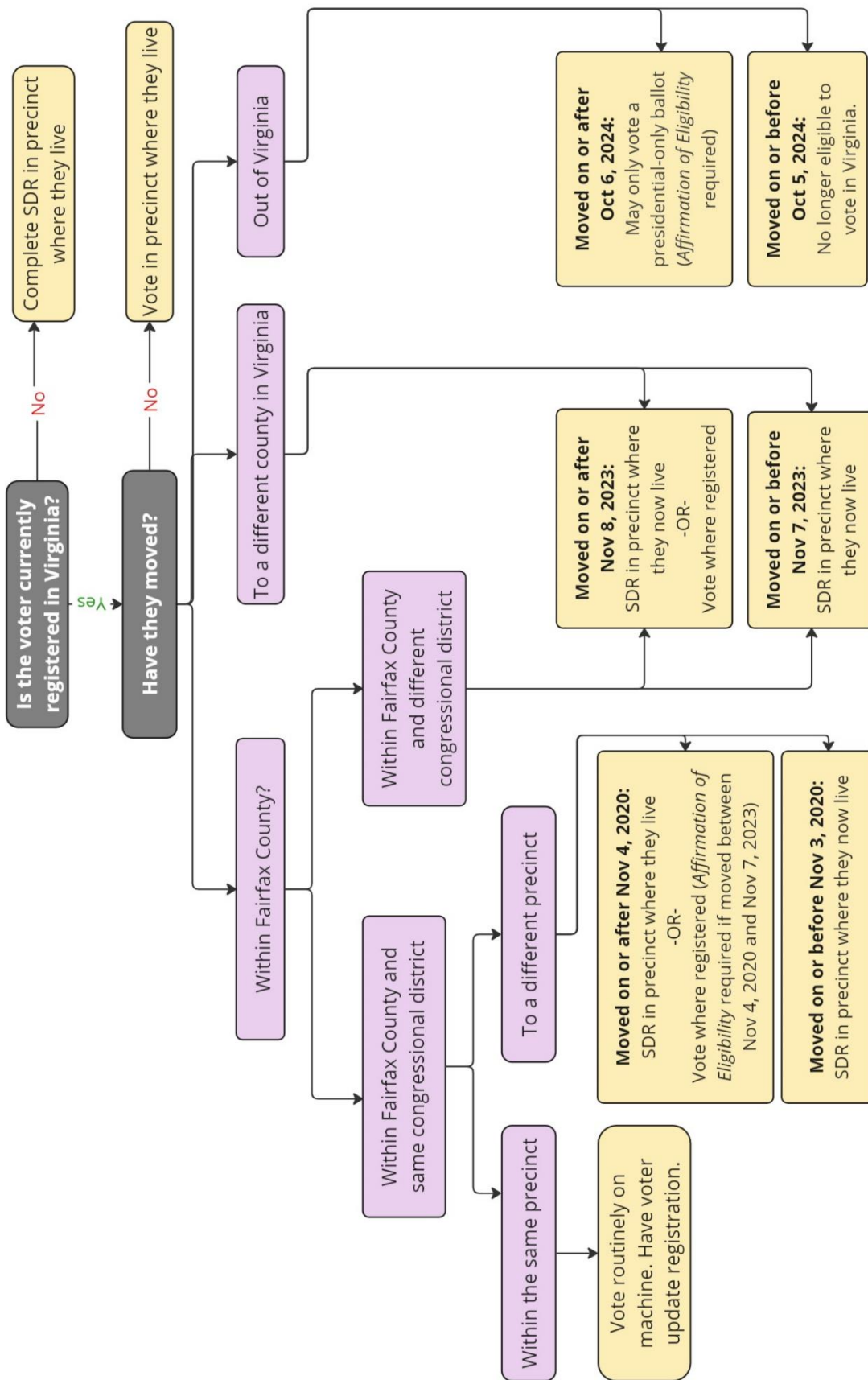
Moving Conditions grid

Use the “Moving Conditions” grid or flowchart (next page) when a voter has moved. Ask the voter:

- **Question #1: Where did you move?**
- **Question #2: When did you move?**

How far did voter move? → ----- When did voter move? ↓	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
	<i>See problem 5 for more details</i>	<i>See problem 6 for more details</i>	<i>See problem 7 for more details</i>	<i>See problems 8a/8b for more details</i>
On or after Nov 8, 2023	Voter can vote routinely. <i>(Ask voter to complete regular Voter Registration Application to update registration)</i>	Voter can vote in “old” precinct where registered -OR- Do SDR in “new” precinct where voter now lives	Voter can vote in “old” precinct where registered. -OR- Do SDR in “new” precinct where voter now lives	If voter moved on or after October 6, eligible to vote a presidential-only ballot after signing <i>Affirmation of Eligibility.</i>
From Nov 4, 2020 through Nov 7, 2023	Voter can vote routinely. <i>(Ask voter to complete regular Voter Registration Application to update registration)</i>	Voter can vote in “old” precinct where registered after signing <i>Affirmation of Eligibility.</i> -OR- Do SDR in “new” precinct where voter now lives	Voter may do SDR in precinct where voter now lives.	No longer eligible to vote in Virginia.
On or before Nov 3, 2020	Voter can vote routinely <i>(Ask voter to complete regular Voter Registration Application to update registration)</i>	Voter may do SDR in precinct where voter now lives.	Voter may do SDR in precinct where voter now lives.	No longer eligible to vote in Virginia.

Moving Conditions flowchart



1

Voter does not have acceptable ID or you are unsure you can accept provided ID.

Review acceptable ID chart from Virginia Department of Elections. If you are unsure whether a voter has presented an acceptable ID, call General Support.

If the voter does not have an acceptable form of ID:

- The voter may sign an **ID Confirmation Statement**. Place completed statement in Envelope #8, then voter may vote normally.
- If the voter declines to complete the ID Confirmation Statement, the voter may only vote using a provisional ballot, reason #7. See What-If #14b.

If voter is marked as “**ID REQUIRED (HAVA)**” on Poll Pad, see HAVA section below.



Never turn a voter away because of lack of ID. If you are unsure whether a voter has presented an acceptable ID, call the Office of Elections.

Help America Vote Act (HAVA)

If the voter is required by the Help America Vote Act (52 U.S.C. § 21083(b)) to show identification the first time they vote in a federal election, the voter must present one of the following:

- Current and valid photo identification, OR
- Copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter.

If voter’s ID satisfies HAVA criteria listed above and IS on the Virginia acceptable ID chart:

- Voter may vote normally.

If voter’s ID satisfies HAVA criteria listed above but IS NOT on the Virginia acceptable ID chart:

- Voter may complete an ID Confirmation Statement, then vote normally.

If voter does not have a HAVA-compliant ID:

- Go to What-If #14b and have voter vote a provisional ballot, reason code #7. Write “HAVA voter” in the comments section on the provisional envelope and in the provisional log.

2

Name on ID does not match name on Poll Pad.

Affirmation of Eligibility form ELECT-651; §24.2-643

Do the following:

1. Allow voter to vote if the name on the voter's ID is:
 - Substantially similar to the name on the Poll Pad; and/or
 - Lists a maiden name, nickname, or initials instead of the full name.
2. If voter's name has changed or requires a correction, ask voter to complete and sign a **Voter Registration Application**.
3. Officer places completed documents in **Envelope #8**.

If you believe the person on the ID is not the voter, use the Affirmation of Eligibility form to challenge the voter.

1. Officer fills out and initials Section A on the Affirmation of Eligibility and checks Box C.
2. Officer (or other Challenger) fills out and signs the Statement of Challenger using Reason #7.
3. Voter fills out and signs *Section B – Affirmation of Voter*.
(If challenged voter will not sign the Affirmation of Eligibility, they cannot vote a traditional ballot. Go to What-If #14 for provisional vote procedures.)
4. Officer verifies voter signed Section B.
5. Officer checks in voter on Poll Pad and selects "**Voter Signed Oath**" checkbox.
6. Officer places completed document in **Envelope #8**.
7. Voter casts ballot as normal in precinct.

3

Voter provides address (orally or in writing) that does not match address on Poll Pad.

§24.2-643 ©

Does the address voter provides orally or in writing match the address on Poll Pad?

- If yes, check the voter in normally.
- If no, go to What-Ifs #4-8.



The address the voter provides orally or in writing must match the address on the Poll Pad but it does NOT have to match the address on the ID.



If an address on an ID does not match the address on the Poll Pad, it does not make the ID unacceptable for proving voter identity.



Some acceptable forms of ID do not have an address.

4

Poll Pad status is “Inactive” or “Confirmation Mailing.”

Use Affirmation of Eligibility form ELECT-651
§ 24.2-428.2, §24.2-651

Has voter moved?

- **If yes, go to What-Ifs #5-8.**
- **If no, you must challenge the voter using the Affirmation of Eligibility Form:**
 1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box A.
 2. Officer does **not** complete *Statement of Challenger* section (leave blank).
 3. Voter fills out and signs *Section B – Affirmation of Voter*.
 4. Officer makes sure voter signs Section B.
 5. Officer checks in voter on Poll Pad and selects “**Voter Signed Oath**” checkbox.
 6. Officer places completed document in **Envelope #8**.
 7. Voter casts ballot as normal.

Why does this happen?

Voter was sent an address confirmation notice and the Office of Elections did not receive a response. The confirmation notice was sent because:

- There was a possible address change OR
- Previous mailings from the Office of Elections were returned undeliverable.

5

Voter moved within the same precinct.

§24.2-401

Poll Pad status may be “Inactive” or “Confirmation Mailing.”

1. Officer asks voter to complete and sign a **Voter Registration Application**.
2. Officer places completed document in **Envelope #8**.
3. Officer checks in voter on Poll Pad as normal.
4. Voter casts ballot as normal.

Town Elections Only

A voter who moved out of town cannot vote in the town election but may be eligible to vote in non-town contests § 24.2-101; Qualified voter in a town.

6

Voter moved to a different precinct within the same county AND congressional district.

§24.2-401

Poll Pad status may be “Inactive” or “Confirmation Mailing.”

Voter may always choose to do **SDR** in the precinct where they now live – see What-If #14a. Or, if they are on the Poll Pad in your precinct, you may see if they qualify to vote where they are registered. Determine which statement covers the time frame when the voter moved and use the instructions that follow.

If voter moved on or after November 8, 2023:

1. Voter completes and signs a **Voter Registration Application**.
2. Officer checks in voter on Poll Pad as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed document in **Envelope #8**.

If voter moved between November 4, 2020 and November 7, 2023:

1. Officer completes and initials Section A on the **Affirmation of Eligibility** form and checks Box C and Box 4.
2. Voter completes and signs *Section B – Affirmation of Voter* using their new address.
3. Officer checks in voter on Poll Pad and selects “**Voter Signed Oath**” checkbox.
4. Voter casts ballot as normal in precinct where still registered.
5. Officer places completed documents in **Envelope #8**.

If voter moved on or before November 3, 2020:

1. Voter may vote a provisional ballot in the precinct where they live. See What-If #14a for Same Day Registration.

Town Elections Only

A voter who moved out of town cannot vote in the town election but may be eligible to vote in non-town elections § 24.2-101; Qualified voter in a town.

7

Voter moved to a different county OR a different congressional district within the same county.

§24.2-401

Poll Pad status may be “Inactive” or “Confirmation Mailing.”

Voter may always choose to do **SDR** in the precinct where they now live – see What-If #14a. Or, choose which statement describes when the voter moved and use the instructions that follow.

If voter moved on or after November 8, 2023:

1. Voter completes and signs a Voter Registration Application.
2. Officer checks in voter on Poll Pad as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed document in Envelope #8.

If voter moved before November 8, 2023:

1. Voter may vote a provisional ballot in the precinct where they live. See What-If #14a for Same Day Registration.



If voter moved to a new precinct within the same county AND congressional district go to What-If #6.

Town Elections Only

A voter who moved out of town cannot vote in the town election but may be eligible to vote in non-town contests § 24.2-101; Qualified voter in a town.

8

Voter moved to another state.

§ 24.2-401, § 24.2-402

Is this a presidential election?

- **If no, go to What-If #8a.**
- **If yes:**
 - Did the voter move out of state more than 30 days ago? Go to What-If #8a.
 - Did the voter move out of state less than 30 days ago? Go to What-If #8b.

8a: Voter is no longer eligible to vote in Virginia.

1. Ask voter to fill out a **Request to Cancel Voter Registration** form.
2. Place Request to Cancel Voter Registration in **Envelope #8**.

If voter insists they are registered and eligible to vote in the precinct, they may vote a provisional ballot. See What-If #14b.

8b: Voter may vote a “Presidential Only” Ballot.

(This is a presidential election AND voter moved out of state less than 30 days ago.)

1. Officer completes and initials Section A on the **Affirmation of Eligibility** form and checks Box C and Box 3.
2. Voter fills out and signs *Section B – Affirmation of Voter* using new address.
3. Officer tells voter that the general registrar will cancel the voter’s Virginia registration after this election.
4. Officer checks in voter on Poll Pad and selects “Voter Signed Oath” checkbox.
5. Officer issues Presidential Only ballot on ExpressVote.
6. Voter uses ExpressVote to make ballot selections, prints ballot, and casts ExpressVote Presidential Only ballot on DS200 as normal.
7. Officer places completed documents in **Envelope #8**.

9

Poll Pad status is “Federal Only.”

§ 24.2-420.1, § 24.2-453, § 24.2-653.1, § 24.2-708, § 24.2-711, §24.2-712

Voter resides outside the country and is only eligible to vote for federal offices.

Ask if voter has moved back to the United States permanently.

- **If no:**
 - Voter may vote a Federal Only ballot and cast it normally on the DS200.
 - Officer issues Federal Only ballot on ExpressVote.
- **If yes, ask if voter’s address has changed from address on Poll Pad.**
 - **If yes**, go to What-Ifs #5-8.
 - **If no**, offer the voter one of two options:
 - **Option 1:** Vote a Federal Only ballot and cast it normally on the DS200. Officer issues Federal Only ballot on ExpressVote. Ask voter to complete a Voter Registration Application to remove their Federal Only status.
 - **Option 2:** Complete a Same Day Registration to vote a full ballot provisionally. See What-If #14a.



If you have any questions about the voter’s eligibility or options, call the Office of Elections.

10

Voter is not on the Poll Pad.

Use Affirmation of Eligibility from ELECT-651; §24.2-652

- First, check for correct spelling or recent name change.
- Do an advanced search on the Poll Pad using voter's address.
- Check if voter is in the right polling place. Ask voter for their:
 - Address;
 - When/where they registered to vote; and
 - When/where they last voted.
- Collect any documentation or registration receipts provided by the voter and put them in **Envelope #8**.
- If the voter is a Same Day Registration (SDR) voter, see What-If #14a.
- If you cannot find the voter but they believe they are registered in Fairfax County, call the Office of Elections – Voter Support line (703-324-8765). Staff will either:
 - Instruct you to add a voter's name to the Poll Pad;
 - Tell you the voter can vote a Same Day Registration provisional ballot (see What-If #14a); or
 - Let you know if voter is registered and eligible to vote in another precinct.



If Office of Elections staff are unavailable or unable to confirm qualifications, voter may vote a Same Day Registration provisional ballot in the precinct where they live. See What-If #14a.



Overseas and Military voters (and voters who have recently separated from the military) as well as spouses and dependents may be able to register today (§ 24.2-420.1). Call the Office of Elections.



Only the general registrar can authorize adding a voter to the Poll Pad. The office staff will give you instructions if that is necessary.

11

Voter is challenged.

Use Affirmation of Eligibility from ELECT-651; §24.2-651

Any qualified voter may challenge another voter.

In some situations, an election officer may be required to challenge a voter.

1. Officer completes and initials Section A of the **Affirmation of Eligibility** form and checks Box C.
2. Challenger completes and signs the Statement of Challenger in Section A.
3. Challenged voter completes and signs *Section B – Affirmation of Voter*.
4. Officer makes sure voter signs Section B.
5. Officer checks in voter on Poll Pad and selects “**Voter Signed Oath**” checkbox.
6. Voter casts ballot as normal.
7. Officer places completed document in **Envelope #8**.



If challenged voter refuses to sign the Affirmation of Eligibility but maintains that they are qualified (including that they are a resident of the precinct) then they must vote a provisional ballot. Go to What-If #14.



If challenger refuses to sign the Affirmation of Eligibility, then there is no challenge and the voter, if otherwise qualified, votes in the normal way in the precinct.

12

Voter is marked on Poll Pad as already voted.

§ 24.2-651.1

This may occur if the voter already voted early or if an election officer made a mistake and checked in the wrong voter.

1. Tell voter they may vote a provisional ballot.
2. Go to What-If #14b and follow instructions using Reason #5.

Dual-party primaries only: Voter changes mind about which primary ballot they want to vote.

If voter has NOT scanned their ballot, they may switch ballots and vote in the other political party's primary election.

For Poll Pads, follow instructions in the *Problem Solving* chapter of this notebook to:

1. Look up the voter
2. Undo check-in
3. Re-check in the voter for the correct primary or leave unchecked if there is only one political party's primary election taking place and the voter chooses not to vote in that primary election

The Chief must enter the Chief's password on the Poll Pad to complete the check-in process.



If voter has already been issued a ballot, you will first need to SPOIL the ballot and place it in Envelope #4.

13

There is an “A” symbol in the paper pollbook on the voter’s record.

Constitution of Virginia Art. II, § 2; § 24.2-418; § 24.2-643(D)

On paper pollbooks, the “A” symbol appears left of the voter’s name.

This is very rare.

1. Voter fills out a **Voter Registration Application**.
2. Officer writes ‘SSN update’ next to or above the Social Security number on the form.
3. Do not enter the Social Security number in the pollbook.
4. Do not ask voter to say their Social Security number aloud.

What does this mean?



The Office of Elections does not have this voter’s Social Security number and it is required.

14

Voter must vote a provisional ballot.

§24.2-653

Follow instructions in *Same Day Registration & Provisional* chapter of this notebook for all provisional voters. In particular, you will complete a Voter Referral Worksheet for each provisional voter, especially the provisional checklist on the back.

14a: Voter using Same Day Registration (or not on pollbook).

1. Voter completes **SDR side of envelope** and signs the affirmation statement.
2. See 14c.

14b: Voter using any other provisional reason - Reason Codes #3-7.

1. Voter completes **other provisional reasons side of envelope** and signs the Statement of Voter.
2. See 14c.

14c: Voter casts provisional ballot.

1. Election officer uses **provisional checklist** (on back of Voter Referral Worksheet) to complete all required steps.
2. Officer gets a ballot from the ballot officer.
3. Voter completes a ballot and seals ballot in the provisional ballot envelope.
4. Officer gives voter the green **Provisional Voter Notice**.
5. Officer copies the information from the green provisional envelope into **provisional ballot log**.
6. Officer places the envelope in appropriate **Envelope #1A**.



Provisional ballots must be cast in the precinct where the voter is qualified to vote—this usually means the provisional ballot will be cast in the precinct where the voter currently lives.



In a dual-party primary, there is a separate backup paper provisional ballot log for each primary.

15

Voter asks for help voting.

Use Request for Assistance form ELECT-649; § 24.2-649



If appropriate, let voters know they have the option to mark their ballot using an electronic ballot marking device (ExpressVote) with an audio ballot and/or larger text in any of four languages.



If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

Instructions:

1. Officer explains the purpose of the **Request for Assistance** form to voter and assistant.
2. Officer helps voter determine who the assistant will be. Use the criteria on the Request for Assistance form.
3. Voter signs *Section A – Request of Voter*. If voter is unable to sign, ask the assistant to write “voter unable to sign” and to print the voter’s name.
4. Assistant fills out and signs *Section B – Agreement of Assistant*.
5. Officer checks in voter as normal and marks “**Assistance Required**” checkbox.
6. Officer shows the voter and assistant to the voting booth.
7. Voter or assistant casts the ballot on the DS200 scanner.
8. Officer places completed document in **Envelope #8**.

16

Voter asks an election officer to translate the ballot.

Use Request for Assistance form ELECT-649; § 24.2-649(C)

Who is allowed to translate a ballot and instructions for a voter?

- An election officer. Follow the instructions below.
- A volunteer including third party volunteers. See What-If #15.
- A person designated by the voter. See What-If #15.



One representative interpreter for each party or candidate is allowed to observe.



If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

Instructions:

1. Officer explains the purpose of the **Request for Assistance** form to the voter and assistant.
2. Voter completes and signs *Section A – Request of Voter*.
3. Election officer-translator completes and signs *Section C – Voter Asks Officer to Translate Ballot*.
4. If election officer-translator will be assisting the voter in the booth, they must also complete and sign *Section B – Agreement of Assistant*.
5. Officer checks in voter on Poll Pad and marks “**Assistance Required**” checkbox.
6. Officer shows voter to the voting booth (and assistant, if requested).
7. Voter or assistant casts the ballot on the DS200 scanner.

17

Voter is blind or low vision and asks for assistance.

Use Request for Assistance form ELECT-649; § 24.2-649



Let voters know they may mark their ballot independently using an electronic ballot marking device (ExpressVote) with an audio ballot and/or larger text in any of four languages.



If voter chooses to use the electronic ballot marking device (ExpressVote), an assistant may help but is not required. If an assistant is used, follow instructions below.

Instructions:

1. Officer explains the purpose of the **Request for Assistance** form to the voter and assistant.
2. Officer helps voter determine who the assistant will be. Use the criteria for blind voters on the Request for Assistance form.

Voters who are blind do not have to sign the Request for Assistance form, but they must show acceptable ID. Do the following:

1. Officer writes “blind voter” on the signature line in *Section A – Request of Voter* and prints voter’s name on the line below the signature.
2. Assistant completes and signs *Section B – Agreement of Assistant*.
3. Officer checks in voter on Poll Pad and marks “**Assistance Required**” checkbox.
4. Officer shows the voter and assistant to a voting booth to mark the ballot.
5. Voter or assistant casts the ballot on DS200 scanner.
6. Officer places completed document in **Envelope #8**.



If election officer is only explaining how the electronic ballot marking device (ExpressVote) works but will not be assisting voter with the ballot itself, Request for Assistance form is not needed for the election officer.

18

Voter asks to vote outside of the polling place.

§ 24.2-638, § 24.2-649, 42 U.S.C §12102, 42 U.S.C. §12132

Voters may vote outside and within 150 feet of the entrance to the polling place if they are 65 or older or have a disability (mental or physical). Evidence or explanation of a disability is not necessary.

1. Ask the curbside voter to turn on the car's hazard lights to help locate them.
2. **TWO** officers, of different political parties if practical, take the following to the curbside location:
 - Poll Pad
 - Ballot in a privacy sleeve
 - Request for Assistance form (just in case)
 - Pen
 - Clipboard
3. Verify the voter's ID. Ask the voter to provide their full legal name and current residential address as you would for any voter.
4. Check in voter on Poll Pad. On the "Accept" screen, mark the checkbox for "Curbside". Tap "Submit" to complete the check-in process.
5. Give the voter the ballot in the privacy sleeve. Step back to allow the voter privacy. Ask voter to insert the marked ballot into the privacy sleeve. Tell the voter not to leave until an election officer returns to confirm their ballot was successfully cast and to give them the "I Voted" sticker.
6. Both officers take the ballot in the privacy sleeve into the voting room and scan the ballot on the DS200.
7. **ONE** officer returns to the curbside location to tell the voter that their ballot was successfully cast. Give the voter an "I Voted" sticker.



If using two officers would leave too few election officers in the polling place to meet legal requirements, then the Chief or Assistant Chief can go alone.



If voter asks for help voting, go to What-If #15.

19

Absentee voter comes to polling place with their absentee ballot.

§ 24.2-708; § 24.2-709

(If voter does not have their absentee ballot, go to What-If #20.)

1. Officer makes sure voter shows status as “Issued” or “Unmarked” on the Poll Pad or Final Absentee List (if using backup paper pollbook). If not, call general registrar’s office.
2. Backup paper pollbook only: Officer notes on the absentee voter applicant list, opposite the name of the person returning the ballot, that the ballot was returned unused and the date of the return.
3. Voter removes ballot from envelope and writes “**ABSENTEE SURRENDERED**” on the front of the ballot. If voter made any vote selections, they may fill in the rest of the ovals for privacy.
4. Voter returns the ballot and any other related materials to the envelope or attaches them together.
5. Officer places the surrendered ballot package in Envelope #4.
6. Officer checks in voter on Poll Pad and has them cast ballot as normal.



On backup paper pollbooks, draw line through ‘AB’ next to voter’s name and assign the next pollbook count number.



Voters with a “Federal Only” status on the Poll Pad may vote a ballot for federal offices only. See What-If #9.

20

Absentee voter comes to polling place without their absentee ballot.

§ 24.2-653; § 24.2-707; § 24.2-708

20a/20b – Voter’s name on the Poll Pad OR Final Absentee List shows status as “Issued” or “Unmarked.” If not, go to What-If #20c.

Follow these instructions on **election day**:

1. If Poll Pad status is “**Unmarked**,” have voter cast ballot as normal. Check voter in on Poll Pad as normal.
2. If Poll Pad status is “**Issued**,” have voter cast a provisional ballot. Go to What-If #14b using Reason #4.

Follow these instructions during **early voting**:

1. If Poll Pad status is “**Unmarked**,” have voter cast ballot as normal. Check voter in on Poll Pad as normal.
2. If voter lost or did not receive their ballot, voter may complete a “Statement of Voter to be Used when Absentee Ballot Not Received or Lost” “**goldenrod**” form. If voter signs and completes this form, they may vote a replacement ballot. Check in voter on Poll Pad and select “**Voter Signed Oath**” checkbox.
3. If the voter declines to sign the form, the voter may vote a provisional ballot. Go to What-If #14a using Reason #4.

20c – Voter’s name on the Poll Pad OR Final Absentee List shows status as “Marked,” “Pre-Processed,” “On Machine,” or “FWAB.”

1. If voter’s record says “marked,” “pre-processed,” “on machine,” or “FWAB” (instead of “issued” or “unmarked”) voter has already voted and cannot vote again.
2. If voter says they did not vote, go to What-If 14b using Reason #5.



Voters with a “Federal Only” status on the Poll Pad may vote a ballot for federal offices only. See What-If #9.

21

Court orders polls to stay open past 7 p.m.

§ 24.2-653

If a court extends voting hours, voters who arrive at the polling place after 7 p.m. must vote a provisional ballot.

Voters who arrive before 7 p.m. must finish voting before you begin issuing provisional ballots to those who arrive after 7 p.m.

Instructions:

1. Go to What-If #14b and follow instructions for issuing a provisional ballot using Reason #3.
2. Make sure to add all provisional voters to digital provisional log.



If using backup paper pollbooks, do not write anything in the paper pollbook.



If using backup paper provisional ballot log(s), begin a new page for provisional voters who arrived after 7 p.m.



Provisional ballots issued using Reason #3 (and their log pages, if used) must be kept separate from other provisional ballots and returned in Envelope #1B.

22

You run low on official ballots or provisional ballot envelopes.

Use Authorization to Reproduce Ballots form ELECT-646.1; § 24.2-646.1

22a – If you run low on official ballots

1. Call the Office of Elections to receive more ballots.

22b – If you run low on provisional ballot envelopes

1. Call the Office of Elections to receive more provisional ballot envelopes.
2. If necessary, use envelopes for other languages until more envelopes arrive.
3. If necessary, create an envelope on plain paper.
 - (a) Use What-If #14 for provisional ballot instructions.
 - (b) Copy the relevant side (SDR or Non-SDR) of an unused provisional envelope onto a single piece of paper. This paper does not need to be green.
 - (c) Fill out fields as you would on the normal provisional ballot envelope.
 - (d) Wrap and secure the paper with the provisional ballot envelope information around the voter's completed provisional ballot.



Use available materials, such as paper clips.



Keep voter's information visible.

23

Voting equipment has malfunctioned.

23a – Poll Pads

1. Contact Technical Support and follow their instructions.
2. If necessary, use provided backup paper copies of pollbooks.

23b – DS200 Scanner

1. Contact Technical Support and follow their instructions.
2. Continue normal check-in procedures allowing voters to mark their ballots.
3. Place unscanned ballots in DS200 auxiliary compartment.
4. After polls close, count the number of ballots in the auxiliary compartment.
 - (a) If you now have a working scanner, scan the uncounted ballots.
 - (b) If you do not have a working scanner, hand-count the votes on the ballots.
 - Invite any Authorized Representatives present to observe.
 - The Chief or Assistant Chief should supervise two officers of different party affiliations, if possible, to hand-count votes on ballots. Use *Virginia's Guide to Hand-Counting Ballots* located in the side pocket of the black kit.
 - **Important:** If the voter's intent is not absolutely clear, call the Office of Elections for help.
 - Record the results of the hand-count on the Hand-Count Report.



Chapter 9

Same Day Registration & Provisional

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Same Day Registration & Provisional

Overview

If you have any questions about provisional voter situations, always call the office!

- For specific voter research, call Voter Registration **(703-324-8765)**
- For general guidance, call General Support **(703-324-4735)**

Provisional ballots are used for non-routine voters who have situations that prevent them from being checked in on the Poll Pad to vote a regular ballot.

Once someone has voted provisionally, they may not vote again later that day. A provisional ballot is the voter's one ballot for the election.

Same day registration

Same day registration (SDR) is the most common provisional process. Any person who is qualified to register to vote may complete a voter registration in the precinct where they currently reside and vote a provisional ballot. For example, the following people may do a same day registration:

- Someone who is not currently registered to vote.
- Someone who moved into your precinct and has not yet updated their registration.

Provisional process steps

1. If a voter may qualify for a provisional ballot, Chief or Assistant Chief should use the Voter Referral Worksheet to evaluate the situation and document appropriate information.
 - a. Chief or Provisional Specialist can look up voter's current precinct and/or congressional district using the My Neighborhood app on the Admin Tablet.
2. Based on the worksheet, Chief determines whether a provisional ballot is appropriate.
3. If provisional is appropriate, Provisional Specialist uses the checklist on the back of the Voter Referral Worksheet to help the voter complete the correct side of the provisional envelope.

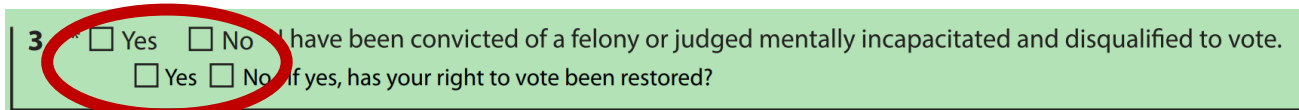
Tips for Chiefs and Assistant Chiefs

- Chief or Assistant Chief is responsible for determining whether a voter should complete a provisional ballot.
 - Use the instructions on the Poll Pad and the Voter Referral Worksheet.
 - When in doubt, call the office for clarification. We are happy to help!
- Provisional voters are **never** checked in on the Poll Pad, and they should **never** cast their ballot on the DS200 scanner.

Important: For their vote to be counted, a voter is required by Virginia law to vote in their registered precinct on election day or complete an SDR provisional ballot in the precinct where they live. Strongly encourage voters who don't meet these criteria to go to their correct precinct.

Tips for Provisional Specialists

- **All provisional voters must complete their ballot and provisional envelope while seated at the Provisional Specialist's table.**
 - All provisional ballots must be sealed in a provisional envelope and placed in the appropriate Envelope #1A.
 - Do **not** let the voter cast their ballot on the DS200 scanner!
- **Ensure the voter completes the correct side of the provisional envelope: SDR side for all same day registrations and Other side for all other provisional situations.**
 - If the voter makes a mistake or completes the wrong side of the envelope, write "Spoiled" across the envelope and place in **Envelope #8**. Have voter complete a new envelope.
- **Verify that all required sections on the provisional envelope are completed!**
 - Use the appropriate plastic overlay to double check that every required section is complete. There are separate overlays for the SDR and Other (non-SDR) sides of the envelope.
 - In particular, for SDR side, verify that Block #3 has been completed. Check two things:
 - The voter marked either the "Yes" or "No" checkbox.
 - If the voter marked "Yes" to the first checkbox, they **must** mark "Yes" or "No" in the second set of checkboxes on the next line.



- Any additional information about why the voter is voting provisionally should be entered in the notes section of the electronic provisional ballot log. You may also write notes in the comments box on the envelope or tape additional notes to the envelope if needed.

Provisional process after election day

- Immediately after election day, elections staff conduct research on each provisional voter's situation. The Electoral Board reviews this research and determines whether to accept each ballot.
- The Electoral Board only opens provisional envelopes they have accepted. This is why it is critical to put all supporting information on the outside of the envelope! Only the ballot should be placed in the envelope.
- All accepted provisional ballots are included in the official election results.
- If the provisional ballot is not accepted, the voter will be notified by postal mail within 90 days after the election.

Important: The Electoral Board—and only the Electoral Board—decides whether to accept provisional ballots. Never tell anyone their ballot will or will not be counted. That is the Electoral Board's decision!

Court extends hours

If a court order extends voting hours, every voter who gets in line to vote after 7:00 PM must vote a provisional ballot. (Voters already in line at 7:00 PM vote normally).

In this situation, use the #3 reason code on the provisional envelope (non-SDR side). Place these ballot envelopes in the large green **Envelope #1B** (found in the Emergency envelope).

The office will provide more guidance and additional provisional ballot envelopes as necessary.

Voter Referral Worksheet (front)

This form is required for all non-routine voters that may become provisional voters. Chief or Assistant Chief completes the front of the form. Then, if situation requires a provisional ballot, the Provisional Specialist should follow the provisional checklist on the back.

Voter Referral Worksheet		Precinct # _____	Return in Envelope #8														
Look up non-routine voters on Poll Pad and follow instructions. For other situations, complete this worksheet. (NOTE: This worksheet is required for all provisional voters and all voter situations where you call the office.)																	
Voter's last name:		<input type="radio"/> A. Voter has an Absentee status on Poll Pad <input type="radio"/> B. Voter is not listed on Poll Pad in any precinct or needs SDR <input type="radio"/> C. Voter has moved from address on Poll Pad <input type="radio"/> D. Voter is marked as already voted <input type="radio"/> E. Unsure															
First name:	Middle name:																
CHIEF or ASSISTANT CHIEF: Complete one section, as appropriate.																	
A. Voter has an Absentee status on Poll Pad	If — Poll Pad shows ISSUED: Did voter bring ballot? <input type="radio"/> Yes, has ballot: See What-If #19 for absentee surrender instructions. <i>(After the first voter in this situation, worksheet is not required for subsequent surrendered absentee ballots.)</i> <input type="radio"/> No, does not have ballot: Voter may only vote a provisional ballot (reason #4). See back. If — Poll Pad shows MARKED or PRE-PROCESSED or ON MACHINE or FWAB: <input type="radio"/> Voter may vote a provisional ballot (reason #5). See back.																
B. Voter is not listed on Poll Pad in any precinct –OR– voter needs to do a same day registration	<input type="checkbox"/> On Poll Pad, perform advanced search for address. Confirm voter is not listed in any precinct. <i>(If you cannot find voter but they say they are registered in Fairfax County, call 703-324-8765.)</i> <input type="checkbox"/> On Admin Tablet, use My Neighborhood app to record voter's address and precinct number. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 70%;">Voter's current address</th> <th style="width: 30%;">Precinct #</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table> <input type="checkbox"/> Select appropriate option: <input type="radio"/> Voter lives in this precinct. Proceed with SDR provisional ballot (reason #1). See back. <input type="radio"/> Voter lives in precinct # _____. Give voter address of polling place where they may vote.			Voter's current address	Precinct #												
Voter's current address	Precinct #																
C. Voter has moved from address on Poll Pad	<input type="checkbox"/> Write voter's former and current addresses. On Admin Tablet, use My Neighborhood to look up each address and write precinct number and congressional district. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 60%;">Voter's former address (as listed in Poll Pad)</th> <th style="width: 15%;">Precinct #</th> <th style="width: 25%;">Cong. Dist. #</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <th style="width: 60%;">Voter's current address</th> <th style="width: 15%;">Precinct #</th> <th style="width: 25%;">Cong. Dist. #</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Date moved</th> <td style="width: 80%;"></td> </tr> </table> </div> <input type="checkbox"/> Evaluate Moving Conditions in What-Ifs. Is voter eligible to vote in this precinct? <input type="radio"/> Yes, eligible to vote an SDR provisional ballot (reason #1). See back. <input type="radio"/> Yes, eligible to vote routinely. <input type="radio"/> No, eligible to vote in precinct # _____. Give voter address of polling place.			Voter's former address (as listed in Poll Pad)	Precinct #	Cong. Dist. #				Voter's current address	Precinct #	Cong. Dist. #				Date moved	
Voter's former address (as listed in Poll Pad)	Precinct #	Cong. Dist. #															
Voter's current address	Precinct #	Cong. Dist. #															
Date moved																	
D. Voter is marked as already voted	<input type="checkbox"/> On Poll Pad, perform advanced search to confirm you looked up correct voter. <input type="checkbox"/> Once voter status is confirmed, voter may only vote a provisional ballot (reason #5). See back.																
E. Unsure	<input type="checkbox"/> On Poll Pad, perform advanced search. If voter has prompt on screen, follow instructions. <input type="checkbox"/> If you need further assistance, call office. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 30%;">Time of call</th> <th style="width: 35%;">Name of office staff assisting you</th> <td style="width: 35%;"></td> </tr> <tr> <td style="height: 40px;">Situation</td> <td colspan="2"></td> </tr> <tr> <td style="height: 40px;">Resolution</td> <td colspan="2"></td> </tr> </table>			Time of call	Name of office staff assisting you		Situation			Resolution							
Time of call	Name of office staff assisting you																
Situation																	
Resolution																	

Voter Referral Worksheet (back)

Complete if voter is voting a provisional ballot:

Return in Envelope #8

CHIEF or ASSISTANT CHIEF: Select provisional reason.

Front side (without flap) – Same Day Registration

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

Back side (with flap) – All other provisional reasons

- Reason #3: Voting after hours due to court order
- Reason #4: Vote by mail – no ballot to surrender
- Reason #5: Shown on pollbook as already voted
- Reason #6: Other _____ (This is rare. If no other reasons apply, call office before proceeding.)
- Reason #7: Voter does not have required ID and declined to complete ID Confirmation Statement

PROVISIONAL SPECIALIST: Complete checklist.

- 1. **Verify voter has provided acceptable ID.**
If voter does not have acceptable ID, they may complete an ID Confirmation Statement.
- 2. **In upper right corner of appropriate side of provisional envelope, write precinct number.**
 - In general elections: draw a continuous line through both “D” and “R” checkboxes.
 - In primary elections: check appropriate party ballot checkbox (“D” or “R”).
- 3. **Direct voter to complete appropriate side of envelope based on provisional reason above.**
- 4. **Complete “Election Officer” box in bottom left corner and sign.**
- 5. **Use overlay to verify voter completed all required fields.**

<p>SDR side (front): Use SDR Overlay to check.</p> <p><u>Section 1</u></p> <ul style="list-style-type: none"> Citizenship Full Social Security Number Date of Birth Gender <p><u>Section 2</u></p> <ul style="list-style-type: none"> Last Name, First Name, Middle Name Residence Address, City/Town, ZIP Code <p><u>Section 3</u></p> <ul style="list-style-type: none"> 1st checkbox 2nd checkbox (if applicable) <p><u>Section 7</u></p> <ul style="list-style-type: none"> Signature Date 	<p>Other side (back): Use Other Overlay to check.</p> <p><u>Section 1</u></p> <ul style="list-style-type: none"> Last Name, First Name, Middle Name <p><u>Section 2</u></p> <ul style="list-style-type: none"> Date of Birth <p><u>Section 3</u></p> <ul style="list-style-type: none"> Social Security Number (last 4 digits) <p><u>Section 4</u></p> <ul style="list-style-type: none"> Residence Address, City/Town, ZIP Code <p><u>Section 6</u></p> <ul style="list-style-type: none"> Signature Date
---	---
- 6. **Have another officer confirm all required fields are completed.** Who performed double check?
 Chief Assistant Chief Other EO (name): _____
- 7. **While voter remains seated at your table, instruct them to complete ballot.**
Provisional voters should NEVER scan their ballot on the DS200.
- 8. **Instruct voter to fold and seal completed ballot in provisional envelope.**
- 9. **On Provisional Voter Notice, check appropriate reason for issuing provisional ballot.**
Give notice and “I voted” sticker to voter.
- 10. **Enter information in electronic provisional ballot log on Admin Tablet.**
Make a checkmark in upper right corner of envelope to indicate it was logged.
- 11. **Place sealed provisional envelope in appropriate #1A envelope.**

Rev. 09/2024 FFX

Provisional envelope – SDR side

SDR provisional voters complete a paper ballot and this side of the envelope.
Use SDR overlay to confirm all required items have been completed.

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

SDR

Precinct # _____
 Primary elections—Party ballot D R

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * Yes No I am a citizen of the United States of America
 * Full social security number _____ - _____ - _____ SSN never issued
 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____
 * Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
 * First Name _____ * Middle Name _____ None
 * Residence Address (May not be a P.O. Box) _____ Apt. _____
 * City/Town _____ * ZIP Code _____
 Email _____ Phone _____ - _____ - _____

3 * Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

4 I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address _____
 (Complete only if you have checked a box in this section)

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning.**
 (See other side of envelope for Privacy Act Notice and Warning.)

▶ * Signature **X** _____ Today's date ____ / ____ / ____
 (MM/DD/YYYY)

By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use	Office/Electoral Board Use
<input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature X _____	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input type="checkbox"/> X _____ 2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Provisional envelope – Other (Non-SDR) side

Non-SDR provisional voters complete a paper ballot and this side of the envelope. Use other overlay to confirm all required items have been completed.

Provisional Ballot - All other provisional reasons

Precinct # _____

Voter is on this precinct's pollbook

Primary elections—Party ballot D R

Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
 * First Name _____ * Middle Name _____ None

2 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____

3 * Social Security Number ____ - ____ - ____
Last 4 digits required
 Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____ Apt. _____
 * City/Town _____ * ZIP Code _____
 If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____

5 Email _____ Phone ____ - ____ - ____

6 Statement of Voter

To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

▶ * Signature **X** Today's date ____ / ____ / ____
 (MM/DD/YYYY)

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Election Officer Use

Select a Reason

- #3 Voting after hours due to court order
- #4 Vote by mail - no ballot to surrender
- #5 Shown on pollbook as already voted
- #6 Other _____
- #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments

Election Officer Signature **X** _____

Staff/Electoral Board Use

Voter ID # _____

Adjudication Count Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign _____
2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Provisional Voter Notice (front)

Give this notice to provisional voters. Printed on green paper.



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-643 and 24.2-653, Code of Virginia

Dear voter,

You voted a provisional ballot today.

The Fairfax County Electoral Board decides which provisional ballots will be counted. They will meet starting at 12:00 p.m. the day after the election. To attend this meeting, go to Suite 323 of the Fairfax County Government Center (12000 Government Center Pkwy, Fairfax, VA) and you will be directed to the meeting location.

In order for your provisional ballot to be counted, the board must be able to confirm that you are (i) qualified and registered to vote in this precinct, and (ii) that you have not already cast a ballot in this election. If you believe you need to provide proof to the board that you are qualified to vote in this precinct, you may attend the meeting. Most people do not need to provide proof of residence or need assistance of legal counsel, but you may bring a lawyer with you.

If you registered at the DMV or other government agency before the voter registration deadline: Provide the name of the agency, its location, the date you registered, and a receipt (if you have one) to the Fairfax County Office of Elections. If you completed a same day registration at the polling place, no additional information is required.

If you learned that your registration was cancelled but you think it should not have been: Contact the Fairfax County Office of Elections at voting@fairfaxcounty.gov or 703-222-0776.

For any questions, or to find out if your provisional ballot was counted, contact the Fairfax County Office of Elections at voting@fairfaxcounty.gov or 703-222-0776 no earlier than 10 days following the election. Alternately, you may view your voting record on the Virginia Department of Elections Citizen Portal: vote.elections.virginia.gov/voterinformation

Election officer:

Give this notice to voters who:

- Cast a provisional ballot, or
- Completed a same day registration (SDR)

Reason you received a provisional ballot:

- #1 Same day registration (or not on pollbook)
- #3 Voting after hours due to a court order
- #4 Applied for an absentee ballot, but do not have the ballot to surrender
- #5 Shown on pollbook as already voted
- #6 Other: _____
- #7: Do not have proper ID and declined to sign an ID Confirmation Statement (see instructions on reverse side to provide ID)

Provisional Voter Notice (back)

The information on this side only applies to provisional voters who did not provide an acceptable ID and declined to sign an ID Confirmation Statement.

The instructions below apply ONLY if you did not show acceptable identification and you did not sign an ID Confirmation Statement.

Providing acceptable identification

For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.

The deadline to provide your ID is **12:00 p.m. on the third business day after the election**. You may provide your ID in person or by a method listed below any time before the deadline.

How and where to deliver your ID

Provide a copy of your identification by any one of these methods:

- **By email:**
voting@fairfaxcounty.gov
- **By fax:**
703-324-2205
- **In person:**
Fairfax County Govt. Center (Suite 323)
12000 Government Center Pkwy
Fairfax, VA 22035
- **By mail:**
Office of Elections
P.O. Box 10161
Fairfax, VA 22038-8061

If you have any questions, call the Fairfax County Office of Elections at 703-222-0776.

Acceptable forms of identification

- Virginia driver’s license
- Virginia DMV-issued ID cards (excluding driver privilege cards)
- Valid United States passport
- Valid student ID issued by a public or private high school or institution of higher education located in Virginia
- Valid student ID, with a photograph, issued by a public or private high school or institution of higher education located in any other state or territory of the United States
- Valid employer-issued ID, with a photograph
- Valid ID card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid tribal enrollment or other tribal ID
- Voter confirmation documents
- ID Confirmation Statement
- Current utility bill, bank statement, government check, paycheck, or other current government document containing your name and address

“Current” means the document is no more than 12 months old.

“Valid” means the document is genuine and is not expired for more than 12 months. DMV-issued IDs may be accepted regardless of expiration date.

HAVA: Per the Help America Vote Act, if you submitted your voter registration by mail and are now voting in your first federal election, not all IDs above are acceptable. Instead, you must provide (i) a current and valid photo identification, or (ii) a copy of a current utility bill, bank statement, government check, paycheck, or other government document containing your name and address. Contact us with questions.



Chapter 10

Problem Solving

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Problem Solving

Overview

On election day, you may encounter a variety of issues.

If you are dealing with a non-routine voter, first check the *Non-Routine & What-Ifs* chapter of this notebook. If you are dealing with other issues, check here for helpful steps. This section covers:

- **De-escalating difficult situations**
- **Check-in issues**
 - Cancel a voter check-in on the Poll Pad
 - Edit a voter check-in on the Poll Pad
- **Voter ballot issues**
 - If a voter needs a new ballot
 - If a voter abandons their ballot
- **DS200 ballot issues**
 - Blank ballot
 - Over-voted ballot
 - Mismarked ballot

For all other issues

Remember that help is always just a phone call away! Call the appropriate number below.

- **For general support, call 703-324-4735.** We can help answer questions and resolve issues about policies and procedures, forms, documents, supplies, polling places, election officers, and more.
- **For emergencies, call 703-324-4101.** Staff can help resolve issues outside 40-foot prohibited area, coordinate with police liaison, and assist in emergency situations.
- **For technical support, call 703-324-4101.** Voting equipment technicians can help answer questions and resolve issues regarding Poll Pads, DS200s, ExpressVotes, Admin Tablets, or any other equipment.
- **For voter issues, call 703-324-8765.** Voter registration staff can answer questions about specific voters, voter eligibility, same day registration, voter registration, if a voter is in the correct precinct, and more. Basically, if it requires checking the voter registration database, call this number!
- **Voters and members of the public may call 703-222-0776 to directly speak with voter registration staff at the Office of Elections.** Staff can check their voter record, help them find their polling place, and answer other similar questions.

De-escalating difficult situations

If you have a difficult or disruptive person in the voting room, these techniques will help you prevent the situation from escalating.

To handle a difficult interaction (CLARA method)

Use the CLARA method:

- **Calm and Center:** Do your best to create a relaxed environment. Be fully present and engaged in conversation. Move interaction away from the flow of voting.
- **Listen:** Let the person vent and listen for feelings, needs, or values. Listen to understand, not judge.
- **Affirm:** Acknowledge the feeling, needs, or values you have identified. Give the person a chance to correct (e.g., “I’m hearing that you are frustrated.”).
- **Respond:** Maintain a respectful tone and rapport. Let the person know that you are trying to help. Use the techniques below.
- **Assess:** Trust your instincts. If de-escalation is not working, STOP. Get help.



BAD BODY LANGUAGE

- Standing rigidly directly in front of the person.
- Pointing your finger.
- Excessive gesturing or pacing.
- Faking a smile.



GOOD BODY LANGUAGE

- Keep a relaxed and alert stance off to the side of the person.
- Keep your hands down, open, and visible at all times.
- Use slow, deliberate movements.
- Maintain a neutral and attentive facial expression.

What to say

- Don't be scared of silence. This gives you time to choose your words carefully.
- Monitor your volume and avoid raising your voice.
- If you don't know how to answer a voter's question, call the office. We can talk with the voter if necessary.

✗ Instead of:

- "Calm down"
- "You can't..."
- "I can't help you"
- "I know how you feel"
- "Come with me"

✓ Try:

- "I can see that you are upset"
- "The law does not permit..."
- "I want to help, what can I do?"
- "I understand that you feel...."
- "May I speak with you over here?"

What to offer

- Give the voter a Fairfax County Electoral Board Comment Form or Virginia Department of Elections Complaint Form.
- Show the voter the chapter of the Chiefs Notebook or the portion of the Code of Virginia that covers the relevant law.
- Encourage them to contact us. They can:
 - Email elect@fairfaxcounty.gov
 - Call our office: 703-324-4735
 - Call the State Board of Elections at 800-552-9745
 - Contact their federal or state elected officials who can change the laws
- If the voter insists they should be allowed to vote in your precinct, you may issue a provisional ballot. Document in the **Chief’s Notes**.

The image shows a form titled "FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM". It includes a header with the Fairfax County seal and the following fields: Name, Address, Precinct, Date, Election Officer, and Phone. The form is otherwise blank.

When to get help

- First, try to get the voter to finish and leave as quickly as possible.
- If you sense a situation is getting out of hand, call for help sooner rather than later.
- Let the voter know: "If you continue [with this behavior], I will call law enforcement."

When calling 9-1-1:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe the incident and indicate whether the incident is still occurring.
- Give building name and address (not precinct name). Identify closest entrance number (if in a school) and describe location in building (room number/name).
- Give your mobile contact number.
- If you are evacuating, provide designated meeting location.
- Send an officer to parking area to meet emergency personnel.

- When safe to do so, document incident using Admin Tablet Incident Report form.

Check-in issues

Cancel a voter check-in on Poll Pad

Chiefs or Assistant Chiefs may reverse a voter check-in on Poll Pad if an election officer checked in the wrong voter or if requested by the voter. For example, the voter may ask for their check-in to be cancelled if they realize they do not wish to vote for any of the candidates listed on the ballot. If a voter check-in is cancelled, the voter may choose to return and vote later.

Ask any voter who returns their ballot if they would like their check-in to be cancelled.

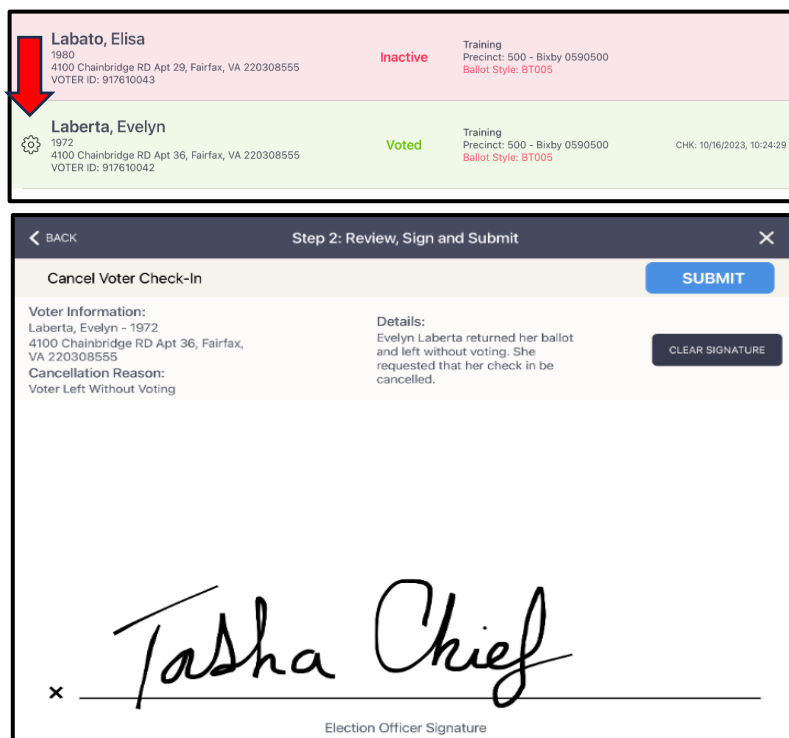
- If a voter returns their ballot to an election officer and requests their check-in be cancelled, first mark the ballot as “Spoiled,” put it in **Envelope #4**, and then cancel the check-in.
- If a voter abandons their ballot without attempting to cast it on the DS200 and leaves, they are a *fleeing* voter. Do not cancel the check-in.

In **dual-party primaries**, if the voter is checked in for one party’s primary and then changes their mind and wants to vote in the other primary, officers should cancel the initial check-in and then check the voter in selecting the other party.

How to cancel a voter check-in on Poll Pad

Follow these steps if a voter asks for their check-in to be reversed or if an election officer checked in the wrong voter. Only do this before a ballot has been issued to the voter or if the voter is still in front of you.

1. Ask the voter to show you their valid form of ID.
2. Ask the voter to give you back their ballot, if they received one.
3. Find the voter using **Manual Entry**.
4. Select the **Gear icon** to the left of the voter’s name.
5. Use the onscreen keyboard to enter the **Chief Password**, then tap **Done**.
6. Tap **Cancel Voter Check-In**.
7. Record the name of officer, the reason for cancellation from the pull-down menu, and fill in the block to describe the reason for cancellation. Tap **Next**.
8. Sign your name and tap **Submit**.



Edit a voter check-in on Poll Pad

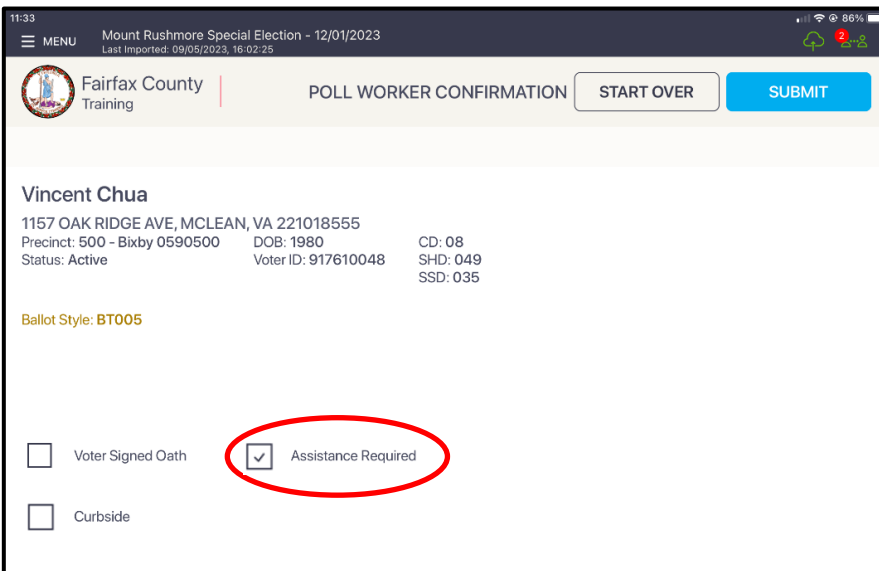
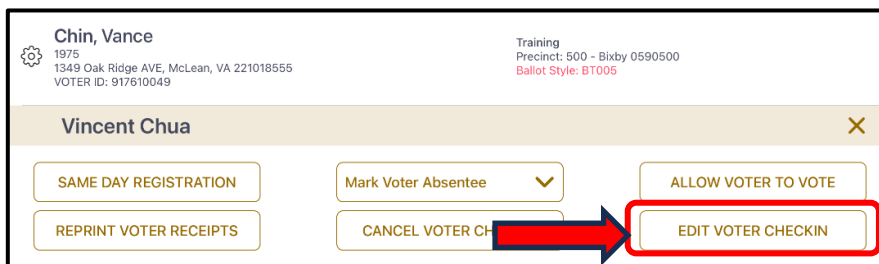
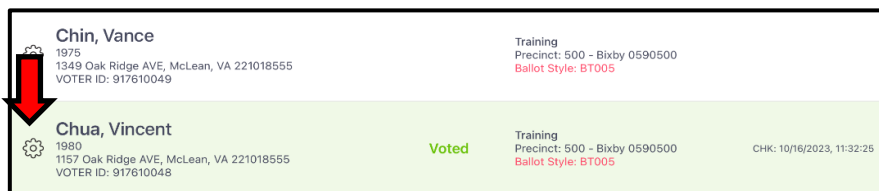
Sometimes, Chiefs or Assistant Chiefs may need to edit a voter check-in.

For example, a voter may request assistance after checking in. In this case, you need to edit the check-in to select the “Assistance Requested” checkbox.

How to edit a voter check-in on Poll Pad

Follow these steps if you need to select a checkbox after a voter is already checked in.

1. Find the voter using the **Manual Entry** option.
2. Select the **Gear** icon to the left of the voter’s name.
3. Use the onscreen keyboard to enter the **Chief Password**, then tap **Done**.
4. Tap **Edit Check-In**, verify you have selected the right voter, then tap **Accept**.
5. Check the appropriate checkbox, then tap **Submit** to process the change.

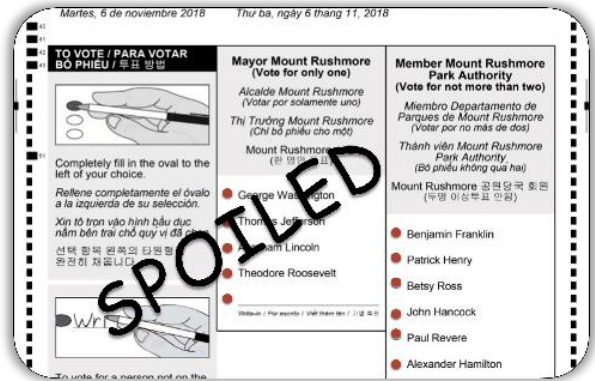


Voter ballot issues

If voter needs a new ballot → SPOILED BALLOT

If a voter makes a mistake on their ballot or needs a new ballot, you may “spoil” the ballot and issue the voter a new ballot.

- Voter must return spoiled or damaged ballot/ballot card to the ballot officer.
- Offer voter the option to fill in all ovals to obscure their intent.
- Write **SPOILED** in large letters on ballot.
- Fold ballot in half and place it in **Envelope #4**.
- Use Demonstration Ballot to instruct voters on how to properly mark ballot. The Demonstration Ballot has generic contests and candidates.
- Issue a new ballot. (If it is a dual-party primary, ensure the same party ballot is issued as the one spoiled.)
 - Offer option for voter to use ExpressVote to mark ballot.
 - If voter uses a paper ballot, offer magnifying glass or magnifying sheet to make ballot easier to read.



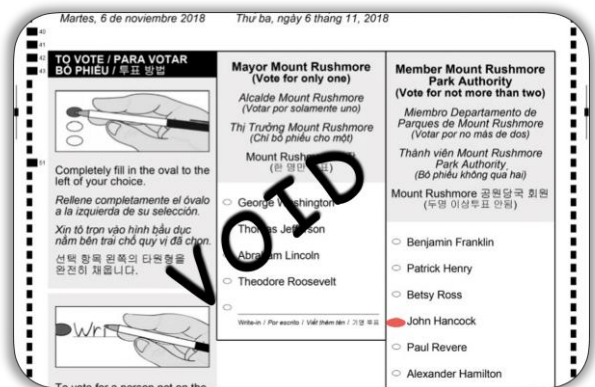
If voter abandons ballot → VOID BALLOT

If a voter leaves their ballot in voting room without attempting to cast it:

- Mark the ballot **VOID** and put in **Envelope #4**.
- Make a note in the **Chief’s Notes** with time of discovery.

If voter attempts to scan ballot on DS200 but leaves before DS200 indicates that ballot was not accepted:

- Officer should alert Chief before doing anything.
- Invite authorized representatives to observe.
- If DS200 is holding ballot (e.g. blank ballot or over-voted ballot), tap “Cast” to cast the ballot on behalf of the voter.
- If DS200 rejected the ballot, insert the ballot upside down. If the ballot is still rejected, store it in the DS200 auxiliary compartment. During closing, use the **Hand Count Report** to count the ballot. **This is not a fleeing voter because they intended to cast their ballot.**



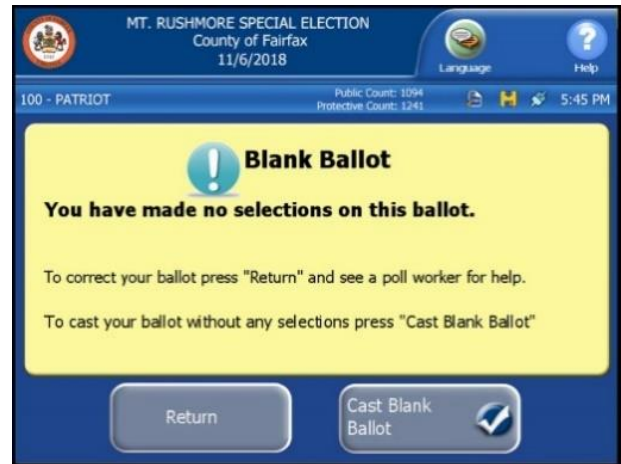
Remind voting area officers to periodically check for abandoned ballots and other materials.

DS200 ballot issues

Blank ballot

If a voter attempts to cast a blank ballot or the DS200 does not see any valid selections on the ballot (e.g., the voter circled their choices instead of filling in the oval), the DS200 will hold the ballot for confirmation.

The voter has the option to (1) have the DS200 return the ballot so they may mark it again, or (2) confirm that they wish to vote a blank ballot.

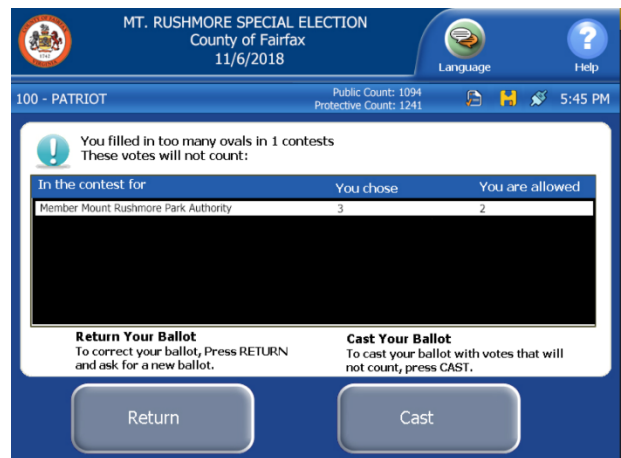


Over-voted ballot

If a voter fills in too many ovals in one or more contests (e.g. may only vote for one candidate but voter filled in two ovals), the DS200 will hold the ballot for confirmation.

Inform the voter that the over-voted contests will not be counted. (Other properly voted contests will be counted.)

The voter has the option to (1) confirm that they wish to vote an over-voted ballot and cast the ballot, or (2) return the ballot, spoil it, and vote a new ballot.



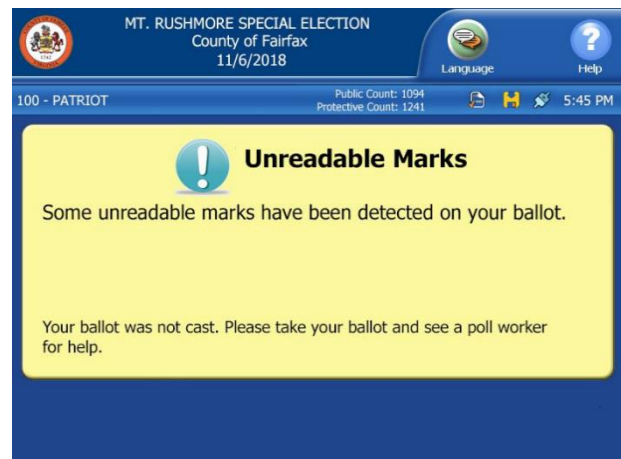
Mismarked ballot

If a voter makes erroneous marks on a ballot, the DS200 may return the ballot as unreadable.

If the ballot is rejected, ask the voter to insert the ballot upside down.

If that doesn't work, send the voter to the ballot table to spoil and replace the ballot.

If the voter leaves before the ballot is accepted, store the mismarked ballot in the DS200 auxiliary compartment. During closing, use the **Hand Count Report** to count the ballot. **This is not a fleeing voter.**





Chapter 11

Accessibility

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735
ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Accessibility

Overview

Many disabilities are not visible. Take people at their word. Do not challenge a person’s disability status when handling an accommodation request.

Tips:

- Don’t assume a voter needs assistance. Wait for a request.
- Allow the voter to first indicate how best to assist them. Ask questions if unsure how to help.
- Speak to the voter directly and make eye contact, even if they are accompanied by a companion.
- Do not rush voters. Some people need more time to process information.
- Address voters with disabilities the same way you would any other voter.
- Provide voters with disabilities the same privacy as other voters.

Request for Assistance form

If a voter needs help reading, marking, or translating their ballot, an individual may assist them. The voter and the assistant must both complete a Request for Assistance form.

If the assistant is 15 years of age or younger, the Request for Assistance form is not required.

Almost anyone may be an assistant, including an election officer. Review the form for exceptions.

When checking in an assisted voter on a Poll Pad, select “Assistance Required” checkbox.

If voter requests assistance after being checked in, you may edit the check-in to update the checkbox (see *Problem Solving* chapter of this notebook for more info).

Disability awareness



Frail or elderly voters

- At your discretion, you may move frail, elderly, or disabled voters to the front of the line. Most able-bodied voters won't object.
- Provide chairs if there are long waits.



Voters who are wheelchair users

- Wait for permission before touching a wheelchair; it is part of the user's personal space.
- Do not ask any person to carry things on their wheelchair.
- If there is difficulty navigating an obstacle, ask first if the person needs help before pushing the wheelchair.
- Keep paths around the polling place and within the voting room free of obstacles.



Voters with a service animal

- Voter is not required to provide certificate or license. You may ask if dog is a service dog.
- Service animal is not required to be on leash but must be under the handler's control.
- Do not pet, talk to, distract, or offer treats to a working animal.

NOTE: Only service animals are allowed in the voting room; other animals are not permitted.



Voters with speaking impairments

- Do not assume a non-speaking voter cannot understand you.
- Ask voter to repeat what they said if necessary.
- Ask questions that require yes and no answers.



Voters with hearing impairments

- Do not relate hearing loss or inability to vocalize with cognitive impairment.
- Speak clearly, directly, slowly, and expressively to the voter, not their assistant.
- Keep mouth and lips visible when speaking.
- Use normal vocal volume. Hearing aids are usually tuned to normal speech volume.
- Rephrase rather than repeat statements. Some words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.



Voters with visual impairments

- Identify yourself and others by name and say where you are.
- Identify yourself as an election officer.
- Give specific directions to locations, such as, "The ExpressVote is located straight ahead about 15 feet on the right."
- If you guide a person, state which arm you are offering and describe the path ahead.
- Let the person know when you are leaving their presence.

Voters who need language assistance

Any voter may bring an assistant to translate or read the ballot for them.

Translator does not need to be adult or registered voter. Translator must sign the *Request for Assistance* form along with voter if the translator is 16 years old or older.

If the voter asks an election officer to translate as an assistant, the officer must first ask any authorized representatives whether they have a volunteer translator available. The volunteer translator must complete Part C of the *Request for Assistance* before observing.

Language interpreter phone services

If a voter needs translations in Spanish, Vietnamese, or Korean, you can call **703-222-0776** and select the appropriate language. We have staff members who speak these languages and can help the voter.

If a staff member is not available or a voter needs help in another language, we also use **Liberty Language Services** for over-the-phone interpretation services.

You can use your phone or the voter's phone.

Dial: 1-718-838-9317
Enter PIN: 639 648 22#

Listen to the prompts and then choose from the following Quick Dials:

- 1 – Operator (all other languages)
- 2 – Spanish
- 3 – Korean
- 4 – Vietnamese
- 5 – Arabic
- 6 – Amharic
- 7 – Farsi
- 8 – Hmong
- 9 – Mandarin

You should speak to the interpreter first to briefly explain the situation. When speaking to an interpreter, follow these suggested practices:

- Speak clearly and pause after each complete sentence to give the interpreter time to interpret.
- Do not use acronyms unless you clarify the acronym the first time you use it.
- The interpreter may need clarification of a term, and so they will address you directly.
- The interpreter is required to interpret everything that is said. Don't say anything you don't want to be interpreted.

Professional interpreters will use the first person "I," not "they say that."

Professional interpreters do not offer their own opinions.

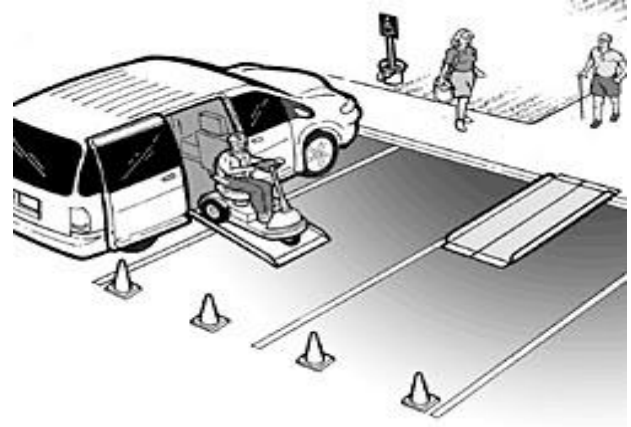
Accessibility

Parking lot

Configure the polling place to be as physically accessible as possible.

Accessible parking should be clearly marked and used only by people with an official DMV marked plate or hanging parking permit.

- There should be at least two accessible parking spaces.
- One of these spaces should be van accessible so that a wheelchair user can exit and enter the van.



Some precincts use temporary solutions to address accessibility issues. The picture to the right gives an example.

- Notice the cones and temporary signpost.
- The election officers have blocked off other spaces to ensure persons with disabilities can have clear access to the temporary ramp.

Exterior path of travel

The path to the entrance should be wide (at least 36 inches), relatively level, and obstacle-free.

Signs should be placed to direct voters to the entrance of the building.

A sign or cone should be placed under vegetation or other objects extending into the path of travel to be detected by canes.



Entrances to the building

Entrances to the building should be at least 36 inches wide with 18 inches of wall space on the pull side of the door next to the handle. If the door handle is inaccessible, the door may need to be propped open.

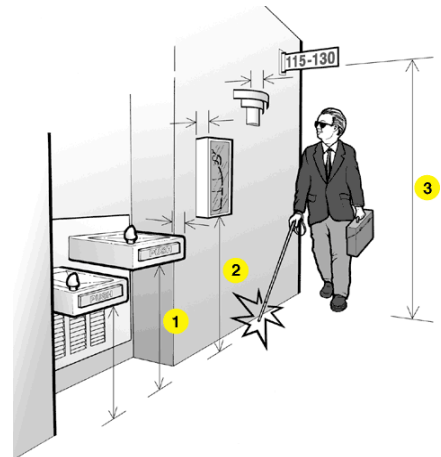
Identify an alternate, accessible entrance if the main voting entrance has stairs or obstacles that can't be addressed.



Interior path of travel

Interior paths of travel to the polling place should be treated similarly to external paths:

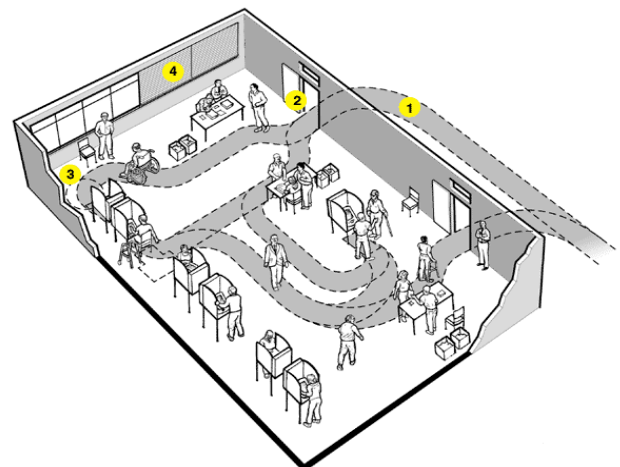
- Path is at least 36 inches wide and obstacle-free.
- Interior doors may have same barriers as exterior doors. Propping open the door may be a solution.
- Objects protruding or overhanging into the path of travel should be marked to be cane-detectable.



Interior of polling place

The biggest factor contributing to the accessibility of the polling room is the design of the path of travel through the room.

- Strive for a smooth path of travel that doesn't require a lot of turning.
- Strive for roomy aisles between voting machines.
- Watch for and remove obstacles that might impede the progress of a wheelchair user.
- A wheelchair should be able to fit under at least one voting booth table and the ExpressVote.
- Provide chairs for those who have difficulty standing for longer periods of time.



Using the ExpressVote

What is the ExpressVote?

The ExpressVote is an ADA-compliant ballot marking device that enables a voter to mark (not cast) their ballot without assistance. The ExpressVote acts as a pen and prints out a marked ballot card, which the voter then inserts into the DS200.

Voters may use the touch screen, keypad (includes braille), sip and puff device, or rocker paddle device. All options can be used in conjunction with an audio ballot.



Using the ExpressVote

Election officer:

1. Insert ballot card into the slot.
2. In elections with multiple ballot styles, select appropriate ballot style.
3. If needed, select different language, use “zoom” to adjust font size, or use “contrast” to change the screen display.

Voter:

4. Make vote selections.
5. Review the ballot, then touch “print card.”
6. Take the card to the DS200 to cast ballot.

Assisting voters who are blind or visually impaired

1. Help the voter get seated and comfortable. (If the voter has an assistant or companion, allow the companion to take the lead in helping the voter get situated.)
2. Briefly, describe the ballot marking device (ExpressVote) and how the voter will use it.
3. Gently, place the keypad in the voter’s hand(s) and describe the various buttons and their functions. Allow the voter time to get acquainted with the arrows/buttons and to feel each shape.
4. Plug in the headphones and help the voter to put them on and adjust the volume.
5. Describe the ballot card and explain that you will insert the card (or help the voter to insert the card) to start the program/audio prompts.
6. Explain that you will step away to give the voter privacy and quiet, but that you are available (close by) if help is needed.
7. Stay at least five feet away from the voter to give them privacy.
8. After making all selections, a Summary of Selections will begin to give the voter the opportunity to review the entire ballot and make changes, if desired.
9. When the voter has completed voting, as needed, help the voter place the marked ballot into a privacy folder and take it to the DS200 to be scanned.

ExpressVote keypad buttons

WHITE PENTAGON: HOME button – push once for language selection; push twice for help. The button opens screen with general voting instructions.

TURQUOISE HEXAGON: PAUSE button to stop/resume audio.

GREEN CIRCLE: REPEAT button to repeat the last instruction or option.

ORANGE RECTANGLE: VOLUME control. Use left (minus) to decrease volume; right (plus) to increase volume. *IMPORTANT: The default volume is quite low. You may have to assist the voter to increase the volume when they first put on the headphones.*

PURPLE OVAL: TEMPO button can be used to decrease (minus) or increase (plus) the speed of the audio output.

BLACK DIAMOND: SCREEN display toggle will turn off/on the ExpressVote screen to protect the privacy of the voter while they are voting. Pushing the black diamond four times before the ballot is printed will eject the ballot card and EXIT the program.



What else should I know?

- To change a selection in a “vote for one” contest, use the UP or DOWN arrows to scroll through the choices. Press SELECT to make a new selection. The new selection replaces the previous selection.
- To change a selection in a “vote for more than one” contest, use the UP or DOWN arrows to scroll to the selection to be removed. Press SELECT to remove (de-select) the previous selection and then scroll to the new selection.
- To enter a write-in, select “write-in” and follow the audio prompts. Use the UP and DOWN arrows to scroll through the alphabet and select the letters to spell the name.
- The ExpressVote will alert the voter if they have under-voted, i.e., moved on to the next contest without making selections in the previous contest. The voter may proceed, however, if they wish to skip a contest or question without voting.
- If the voter wishes, they may reinsert the ballot into the ExpressVote, to confirm the selections, before they take the ballot to the scanner.
- A damaged or mis-marked ballot card may be spoiled and exchanged for a replacement card. If the voter leaves before the ballot has printed (fleeing voter), an Officer must touch EXIT on the screen to eject the ballot card. Mark VOID on the ballot card and place it in **Envelope #4**.



Chapter 12

Authorized

Representatives

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Authorized Representatives

Overview

Authorized representatives (also known as “poll watchers”) are individuals authorized to remain in a polling place on election day. They are permitted to move around and be anywhere in the polling place as long as they do not interfere with voters or the voting process. If they observe an issue in the polling place, they should report it to an election officer or their local party committee.

A more detailed guide from the Virginia Department of Elections addressing “Dos and Don’ts for Campaigners and Authorized Representatives” appears later in this chapter.

Qualifications and authorization

An authorized representative must be a registered Virginia voter and provide an authorization form.

MUST BE A REGISTERED VIRGINIA VOTER	MUST SUBMIT AUTHORIZATION FORM
<p>To verify their Virginia voter status:</p> <ul style="list-style-type: none"> ▪ Fairfax County residents: Name will be listed on the Poll Pad. ▪ Non-county residents: Authorized representatives may use their own phone to access their voter record in the online Virginia Department of Elections Citizen Portal and show the record to you. ▪ If you cannot locate the voter record: Call Voter Support to verify Virginia voter status. 	<p>Form must include the following elements:</p> <ul style="list-style-type: none"> ▪ Name of authorized representative. ▪ Candidate or party they represent. ▪ Signature from: <ul style="list-style-type: none"> ○ In general or special elections: Chairperson of local party committee or an independent candidate on the ballot. ○ In primary elections: Candidate on the ballot. <p>Put authorization forms in Envelope #8.</p>

Number of authorized representatives allowed

BEFORE POLLS OPEN	DURING VOTING HOURS	AFTER POLLS CLOSE
<p>General or Special Election</p> <ul style="list-style-type: none"> • 1 for each party or independent candidate <p>Primary Election</p> <ul style="list-style-type: none"> • 1 for each candidate 	<p>General or Special Election</p> <ul style="list-style-type: none"> • 3 for each party or independent candidate <p>Primary Election</p> <ul style="list-style-type: none"> • 3 for each candidate <p>If more than 3 Poll Pads are used at check-in table, there may be 1 representative per party/independent candidate for each Poll Pad.</p>	<p>General or Special Election</p> <ul style="list-style-type: none"> • 2 for each party with a nominee on the ballot • 1 for each independent candidate <p>Primary Election</p> <ul style="list-style-type: none"> • 1 for each candidate <p>If fewer than 4 representatives, Chief may choose bystanders to fill vacant slots. Record names in Chief’s Notes.</p>

Rules for authorized representatives

AUTHORIZED REPRESENTATIVES MAY	AUTHORIZED REPRESENTATIVES MUST NOT
<ul style="list-style-type: none"> ▪ May be anywhere inside the polling place as long as they do not impede voters or officers or touch voting materials. ▪ May report any issues they observe in the polling place to an election officer or to their local party committee (may not discuss with voters). We encourage them to report any issues they observe immediately. ▪ May observe opening and closing procedures but may not touch anything or participate. ▪ May see the Poll Pad screen. ▪ May position their chairs to clearly hear voter names as voters are checked in. ▪ May observe officers who are rebooting a machine, clearing a jammed ballot, serving a curbside voter, etc. (without invading voter privacy) ▪ May speak with a voter (subject to other restrictions) within Chief’s discretion. 	<ul style="list-style-type: none"> ▪ Must not speak to election officer while the officer is assisting a voter. ▪ Must not hinder or delay any voter or officer. ▪ Must not influence voters in casting a ballot. ▪ Must never be in a position to see the marked ballot of any voter. ▪ Must never handle any ballot or view information on provisional envelope. ▪ Must not assist any voter or indicate in any way that they are available to assist a voter inside the prohibited area. ▪ Must not campaign or display political material inside prohibited area. ▪ If staying for closing, must not leave the polling place or communicate the returns (by call, text, email, tweet, photograph, video, or any other means) until after officers tabulate and post the election returns.



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elections.virginia.gov

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I. CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)

1. Campaigners must remain at least 40 feet away from any entrance to the building in which voting takes place. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to any location voting takes place. If the Electoral Board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310 (E).
2. There is no limit to the number of campaigners allowed outside of the prohibited area. § 24.2-604.
3. Campaigners cannot hinder or delay a person from entering or leaving a polling place. § 24.2-604.
4. Loudspeakers cannot be used within 300 feet of any polling place. § 24.2-605.
5. Campaign materials, including sample ballots, may be distributed on the property on which voting is taking place and outside of the prohibited area. §§ 24.2-310(E), 24.2-604. Only the Electoral Board may approve exceptions in the limited circumstances described in § 24.2-310(E).
6. Campaign signs/posters may not be posted inside the prohibited area or any location where voting takes place. Whether signs/posters can be posted outside of the prohibited area may be subject to the management policies of the property, or local ordinance. For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.
7. **Sample Ballots:**
 - a. On sample ballots, any official authority statement of a local Electoral Board or the State Board of Elections should be deleted, and replaced with the publishing candidate's or group's authority statement (or "disclaimer"). § 24.2-622.
 - b. For federal offices, the disclaimer required by federal law must be used. For all other offices, the required identification on campaign material is specified in the Code of Virginia. For details, go to elections.virginia.gov.



- c. Samples of any ballot (or part of a ballot) cannot be printed on any shade of white paper and must contain the words "sample ballot" in type no smaller than twenty-four point. §24.2-622.
 - d. The voter is allowed to carry sample ballots and campaign material into the polling place but must not display them to other voters. §§ 24.2-622, 24.2-604.
8. No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his Electoral Board, or general registrar, at his polling place during the hours that the polls are open. § 24.2-650.

II. PARTY AND CANDIDATE AUTHORIZED REPRESENTATIVES DURING VOTING (General Information and Requirements)

- 1. Authorized representatives shall be allowed to be "close enough to the voter check-in table to be able to hear and see what is occurring; however, such observation shall not violate" the secrecy of the ballot guaranteed to all voters. § 24.2-604.4
 - a. Authorized representatives shall never see personally identifying information (PII).
 - b. If the Virginia Election and Registration Information System (VERIS) is being used for voter check-in, authorized representatives cannot see the VERIS screens. Only those authorized to use VERIS may see the VERIS screens.
 - c. If pollbooks are being used for voter check-in and space permits, authorized representatives are permitted to see the pollbook.
NOTE: During the early voting period, general registrars and staff may be completing other required duties besides checking in voters such as processing voter registration applications, absentee ballot requests, or preparing absentee ballots to be mailed to voters. These are not activities authorized representatives are entitled to hear or see, and an authorized representative may be asked to step away from the area if a voter is not actively being checked in.
 - d. One authorized representative of each political party or independent candidate in a special or general election, or one authorized representative in a primary election is entitled to attend any absentee pre-processing session. 1VAC20-70-40 and § 24.2-604.4
At no time can the secrecy of the ballot be violated. Authorized representatives cannot handle any absentee ballot or envelope or view information on an absentee ballot envelope. Authorized representatives can hear check-in and view the session. Local political party chairs must be provided the times and places of pre-processing sessions in sufficient time to allow for authorized representatives to be present.
- 2. In a primary election, each primary candidate on the ballot in that election is entitled to representation.
In a general election or special election each political party with one or more nominees on the ballot in that election is entitled to representation (even if the nominees are running for local offices for which party names are not listed on the ballot).¹

¹ The political organizations which currently meet the definition of a "political party" under Virginia state law (§ 24.2-101) -- and are therefore entitled to party representation inside the polls during elections in which they have a nominee on the ballot -- are the
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In a general election or special election each independent candidate on the ballot in that election is entitled to representation.

Write-in candidates are not entitled to representatives at any time. They or their supporters may be able to witness the counting of votes ("ascertainment of the vote") in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.

No candidate whose name is printed on the ballot shall serve as a representative of a party or a candidate while voting is occurring. § 24.2-604.4.

3. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization.

Provide each authorized representative with a letter (or copy) signed by the party chairman or the independent/primary candidate. The representative must give this letter (or copy) to the chief officer of election at the polling place.

The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. § 24.2-604.

III. **AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)**

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present) See § 24.2-639 for additional procedures before the polls open.
2. Number of authorized representatives permitted before polls open
 - a. General and special elections
 - i. One authorized representative of each political party with a nominee on the ballot in that election
 - ii. One authorized representative of each independent candidate on the ballot in that election
 - b. Primary elections
 - i. One authorized representative of each primary candidate on the ballot in that election
 - c. A candidate may serve as an authorized representative before polls open, but not while voting is taking place.
3. Representative must be a qualified Virginia voter. An officer of election has the discretion to verify an authorized representative's registration status and identity by asking the representative to provide an acceptable form of ID.

Democratic Party and the Republican Party. Other groups may qualify to put their names on the ballot beside names of their candidates, but are not entitled to representatives.



4. Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

IV. **AUTHORIZED REPRESENTATIVES WHILE POLLS ARE OPEN (§ 24.2-604)**

1. The primary concept with regard to authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.
2. Quantity and Qualifications for Authorized Representatives:
 - a. The officers of election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.
 - b. When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.
 - c. A representative must be a qualified Virginia voter.
 - d. The representative cannot be the candidate.²
3. Representatives may stay all day or they may come and go in shifts as determined by the party or independent/primary candidate.
4. The representative cannot sit at the registration table with the officers of election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the officer to disrupt his or her duties including those of processing voters. The representative has a right to immediately appeal to the local Electoral Board if he is unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the officer of election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the officer of election may require the authorized representative to move from that area.
5. All voters should check in at the check -in table with the pollbooks allowing the authorized representatives to see and hear the process. The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.
6. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.

² Please reference § 24.2-604(F) for candidates in the polling place on Election Day.
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7. The representative cannot in any way hinder or delay a voter or officer of election.
8. The representative cannot insult or abuse an officer of election nor conduct herself in a noisy or riotous manner.
9. The representative cannot give, offer, or show any ballot, ticket or other campaign material.
10. The representative cannot influence any person in casting his ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot he should cast.
11. The representative cannot perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph. § 24.2-604.4.
12. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and § 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.
13. A representative may mark or make his own list of those who have voted and make his own notes. An officer cannot provide any lists to representatives.
14. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement, he or she must be allowed to vote. If the voter refuses to sign the statement, he or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense).
15. The authorized representative is prohibited from providing assistance to any voter or wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the Electoral Board to be inside the polling place. §§ 24.2-604(C) and 24.2-649. However, there is no absolute prohibition on a representative speaking to either an officer or a voter, subject to the restrictions herein and to the officers' discretion in conducting an orderly election.
16. If voter asks an officer of election to translate the ballot:
 - a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)
 - b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.



- c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
- d. The Request for Assistance form must be completed by the voter and assistant.
- e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)

- 1. Quantity and qualifications of authorized representatives:
 - a. Each political party with a nominee on the ballot in that election may have two representatives and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the counting of ballots and ascertainment of results.
 - b. Again, the representative must be a qualified Virginia voter.
 - c. Representative must have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).
 - d. This representative may be someone other than the representatives used while the polls are open.
- 2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
 - a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.
 - b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).
 - c. Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.



3. The representatives and bystanders present cannot leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to this rule.
4. Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine or official document.
5. The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

VI. **REPORTING ALLEGED ELECTION DAY PROBLEMS**

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local Electoral Board and/or the Department of Elections at the time they occur. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

VII. **WHAT HAPPENS AFTER ELECTION DAY**

1. On election night, the local registrar's office will post unofficial results to the Department of Elections website (elections.virginia.gov). After Election Day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. The Electoral Board for the city or county will meet on the day after the election to canvass the results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the Electoral Board's meeting on provisional ballots. § 24.2-653

The Canvass:

3. The canvass is a public, open meeting of the Electoral Board. Anyone may attend.
4. In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local Electoral Board meets to ascertain the results of the election.
 - a. Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local Electoral Board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.
 - b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
 - c. TIP: Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.



The Provisional Ballot Determination Meeting:

5. The provisional meeting is a closed meeting. Only certain entities are authorized to be present during the provisional meeting. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et, seq.), only the following are entitled to representation during the provisional meeting:
 - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel.
 - b. Appropriate staff and legal counsel for the Electoral Board may be present when the Electoral Board is conducting the provisional ballot determination meeting. § 24.2-653.01.
 - c. In a primary election, one representative of each primary candidate on the ballot in that election.
 - d. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
 - e. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)
6. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the provisional ballot meeting:
 - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.
 - b. In a primary election, one representative of each primary candidate on the ballot in that election.
 - c. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
 - i. Representatives (except for the candidate or party chairman) shall present to the Electoral Board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized



representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)

7. Write-ins are never entitled to have representation during the provisional meeting.
8. Representative may not impede the orderly conduct of the determination.
9. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.
10. With regard to the provisional ballot logs, during the provisional ballot meeting, authorized representatives are permitted to inspect the provisional ballot log and take notes from the list, including the names, phone numbers, year of birth, and addresses of individuals who have voted provisionally. However, general registrars and Electoral Board members need to take steps to ensure that confidential information on the log is not disclosed. Information deemed confidential and not available for copying includes the voter's social security number, day and month of birth, and the reason for voting provisionally. Information not deemed confidential includes the voter's name, phone number, and address. You may preserve the confidentiality of information by providing photocopies, if practicable, of the provisional ballot log during the meeting with confidential information redacted. The authorized representatives can then take notes from the redacted photocopied logs. There is no prohibition for the authorized representatives to bring in a list of registered voters or other list that would allow them to cross-check the names on the provisional ballot list with the names on the list of registered voters.



GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)
§§ 24.2-310, 24.2-604, et seq., of the Code of Virginia

CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA

- ↳ Must be outside 40 feet of any entrance to the building in which voting takes place . Only Electoral Board can authorize limited exceptions.
- ↳ No limit to the number of campaigners allowed outside the polling place and prohibited area.
- ↳ Cannot hinder or delay a person from entering or leaving a polling place.
- ↳ Loudspeakers cannot be used within 300 feet of any polling place.
- ↳ Campaign materials, including sample ballots:
 - Must be distributed outside the polling place and prohibited area.
 - Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance)
 - Subject to a civil fine for failure to properly identify any campaign material.
- ↳ Sample ballots cannot be printed on white paper and must contain the words "Sample Ballot".

AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA

- ◆ Must be a qualified Virginia voter.
- ◆ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable.
- ◆ No campaigning is permitted by anyone inside the polling place building without Electoral Board exception.
- ◆ Cannot hinder or delay any officer of election or voter.
- ◆ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.)
- ◆ May create their own list of voters and mark their own list (an officer cannot provide any list to reps).
- ◆ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.
- ◆ Officers of election have authority to remove any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	ASCERTAINING THE VOTE §24.2-655
<p>One rep of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]</p>	<p>Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> • One rep of each political party having a nominee on the ballot in this election • One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] *** <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.</p>	<p>Two reps of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] ***</p> <p>The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>



Chapter 13

Sample Forms

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Sample Forms

Voter forms

These forms may be completed by voters on election day and are available in four languages.

- 13.2 Voter Registration Application
- 13.3 ID Confirmation Statement
- 13.4 Request for Assistance (front)
- 13.5 Request for Assistance (back)
- 13.6 Affirmation of Eligibility (front)
- 13.7 Affirmation of Eligibility (back)
- 13.8 Request to Remove Name from Permanent Absentee Voter List
- 13.9 Fairfax County Electoral Board Comment Form
- 13.10 Virginia Voters' Election Day Complaint Form
- 13.11 Request to Cancel Voter Registration

Opening & during the day forms

These forms are first used by election officers during opening procedures or while polls are open.

- 13.12 Cage Security Log
- 13.13 Election Officer Oath
- 13.14 Election Officer Compensation Sheet
- 13.15 Election Officer Evaluation Form
- 13.16 Ballot Receipt
- 13.17 Machine Certification Form
- 13.18 Voter Count Worksheet
- 13.19 Voter Referral Worksheet (front)
- 13.20 Voter Referral Worksheet (back)

Closing forms

These forms are completed by the Chief or other election officers during closing procedures.

- 13.21 Closing Numbers Worksheet
- 13.22 Drop Box Chain of Custody Form
- 13.23 Statement of Results (front)
- 13.24 Statement of Results (back)
- 13.25 Printed Return Sheet
- 13.26 Results Worksheet
- 13.27 Results Notice
- 13.28 Chief Supply Return Form

Voter Registration Application

If a voter is not in your pollbook, they may be able to do a Same Day Registration provisional ballot. Otherwise, you may offer them a voter registration application.

Return applications in **Envelope #8**.

Virginia Voter Registration Application Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied (See instructions on reverse side).

1. YES NO
 * I am a citizen of the United States of America. * Full social security number No SSN was ever issued. * Date of birth / / * Gender
2. * Last name Jr. Sr. II III IV (Circle if applicable)
 * First name * Middle name None
 * Residence address (May not be a P.O. Box) Apt #
 * City/Town * ZIP
 E-mail Phone --
3. * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? YES NO If YES, has your right to vote been restored? YES NO
4. I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President.

 My mailing address (Complete only if you have checked a box in this section)
5. I am currently registered to vote in another state: _____. (Indicate state of previous registration)
6. I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.
7. **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.**

 * Signature Today's date: / /
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

*** Virginia Voter Registration Application Receipt**

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at www.elections.virginia.gov/registration. If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

/ /
Date application received

Name, phone and e-mail of office, group or individual receiving application


Thank you for applying to vote in Virginia!

VA-NVRA-1 05/2024

ID Confirmation Statement

Voters without an acceptable ID may complete an **ID Confirmation Statement**.

Return in **Envelope #8**.



★ VIRGINIA ★

DEPARTMENT of ELECTIONS

ID Confirmation Statement

Declaración de confirmación de identificación

Giấy xác nhận thẻ ID / 본인확인서

Place in Envelope #8

A Election Officer

Precinct No./Name _____ Date _____ Officer Initials _____

B Affirmation of Voter / *Afirmación del votante / Xác nhận của cử tri / 유권자의 확인*

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

Si no completa esta declaración o no muestra una identificación aceptable, se le pedirá que vote con una boleta provisional en esta elección.

Nếu bạn không hoàn thành tuyên bố này hoặc xuất trình giấy tờ tùy thân được chấp nhận, bạn sẽ phải bỏ phiếu tạm thời trong cuộc bầu cử này.

이 진술서를 작성하지 않거나 허용되는 신분증을 제시하지 않으면 이번 선거에서 임시 투표용지에 투표해야 합니다.

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

Sujeto a pena de ley, por la presente afirmo que soy la misma persona que represento ser.

Theo hình phạt của pháp luật, tôi xin khẳng định rằng tôi chính là người mà tôi đại diện.

법적 처벌을 받을 수 있으며, 본인은 본인이 대표하는 사람과 동일함을 확인합니다.

Signature of voter _____

Date _____

Firma del votante / Chữ ký của cử tri / 유권자의 서명 *Fecha / Ngày / 날짜*

Printed name of voter _____

Nombre impreso del votante / In tên cử tri / 유권자의 정자체 이름

Birth Year (optional) _____

Año de nacimiento (opcional) / Năm sinh (Tùy chọn) / 생년 (선택)

Last 4 digits of Social Security # (optional) _____

Últimos 4 dígitos del Número de Seguridad Social (opcional) / 4 chữ số cuối của Số An Sinh Xã Hội (Tùy chọn)

사회보장번호 마지막 4자리 (선택)

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

ADVERTENCIA: *Hacer una declaración materialmente falsa en este formulario constituye un delito de fraude electoral, que se castiga según la ley de Virginia como un delito grave. Los infractores pueden ser sentenciados a hasta 10 años de prisión y/o multas de hasta \$2,500. §24.2-1016*

CẢNH BÁO: *Việc khai báo sai sự thật nghiêm trọng trên biểu mẫu này sẽ cấu thành tội gian lận bầu cử và có thể bị trừng phạt theo luật Virginia như một trọng tội. Những người vi phạm có thể bị kết án lên tới 10 năm tù và/hoặc bị phạt tới 2.500 USD. §24.2-1016*

경고: 이 양식에 중대한 허위 진술을 하는 것은 선거 사기 범죄에 해당하며, 이는 버지니아 법에 따라 중범죄로 처벌될 수 있습니다. 위반자는 최대 10년의 징역형 및/또는 최대 \$2,500의 벌금형을 선고받을 수 있습니다. §24.2-1016

ELECT-643ID-ML1 8/2024 (FFX)

Request for Assistance (front)

Use if voter requests assistance for any reason. Return in **Envelope #8**.

Precinct No./Name _____

Return in
Envelope #8



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

Do you need help?	<ul style="list-style-type: none"> • Yes, I will need help. – Complete this form and return it. • No, I do not need help. – This form is not needed. You do not need to return it.
--------------------------	--

Voter (I will have help completing my ballot)

Voter's Name:	Last Name _____ First Name _____ Middle Name _____ Suffix _____
Voter's Affirmation:	<ul style="list-style-type: none"> • I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language. • I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.
Voter Sign Here:	X _____ / / _____ Voter Signature (or mark) Date
What if I can't sign my name?	*A blind voter is not required to sign or make a mark <input type="checkbox"/> Check here if voter is unable to sign due to disability or inability to read or write

Assistant (the person who is helping the voter)

Assistant's Name:	Last Name _____ First Name _____ Middle Name _____ Suffix _____
Assistant's Address:	Residence Address _____ City _____ State _____ Zip Code _____
Assistant's Affirmation:	<ul style="list-style-type: none"> • I will fill out this voter's ballot as the voter instructs. • I will not solicit or attempt to influence how the voter votes. • I will not disclose or indicate how the voter votes on any office or question. • I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board (See §§ 24.2-604.4 and 24.2-604.5). • I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).
Assistant Sign Here:	X _____ / / _____ Assistant Signature Date

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECT-649 rev. 7/2024 (2024-08 FFX)

Request for Assistance (back)



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

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

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

_____ Signature	_____ Printed Name	_____ Representing
_____ Signature	_____ Printed Name	_____ Representing
_____ Signature	_____ Printed Name	_____ Representing
_____ Signature	_____ Printed Name	_____ Representing

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Affirmation of Eligibility (front)

Use for an inactive voter, a voter who is challenged, or a voter whose name was omitted from pollbook. Return in **Envelope #8**.



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

**Return in
Envelope #8**

COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY

§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- Enter precinct number, name and date.
- Check box that applies. Officer of Election's Initials: _____
- Have voter read *Affirmation of Voter* below [or read *Affirmation to voter*].
- Have voter sign and print his/her full name – before voting.
- Place form in Envelope #8.

Precinct no./name : _____ Cong. Dist.: _____ Date: _____

IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. Voter's name Marked with "?" on **Pollbook** . . . and voter's name or address has not changed.
- B. Voter's name omitted from **Pollbook** in error; Registrar authorizes Officer to add name.
- C. Voter's name on **Pollbook** . . . but voter is **challenged by another voter or an Officer who completes and signs Statement below**

STATEMENT OF CHALLENGER

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

- 1. The named person is not a citizen of the United States;
- 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
- 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
- 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
- 5. The named person is not a resident of the town in the case of a town election;
- 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
- 7. The named person is not the identical person he represents himself to be; or
- 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."
❖ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

Affirmation of Eligibility (back)



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

**Return in
Envelope #8**

COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY

§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

- **Voter must provide all the information below and sign.**
- Voter who refuses to complete form as required, may NOT vote.**

AFFIRMATION OF VOTER

"I do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016,

- that I am a citizen of the United States,
 - that I am at least 18 years of age (or will be on the ___ day of _____, _____),
 - that I am a resident of the Commonwealth of Virginia
 - (or that I have been a resident of this Commonwealth within the preceding 30 days and am voting only for electors of President and Vice President of the United States),
 - and that according to the best of my knowledge, information and belief, I am not disqualified from voting by the Constitution and laws of this Commonwealth;
 - that my full name is _____;
 - that in such name I was duly registered as a voter of this precinct;
 - that I am now or at some time since the last November general election have been an actual resident of this precinct;
 - or that I have been an actual resident of this precinct at some time since the second preceding general federal election and have been and continue to be a resident of this county or city and this congressional district;
 - if I am voting in a town election today, that I am currently a resident of that town;
 - that I am the identical person I represent myself to be;
 - and that I have not voted in this election at this or any voting place and will not vote in this election at any other voting place."
- ❖ *must cast a provisional ballot if pollbook indicates person already voted*

Voter Signature: _____

Printed Voter Name: _____

Last 4 Digits of Social Security Number: _____

Date of Birth: _____

Current Residence Address:
(may not be a P.O. Box) _____

City/Town/State/Zip: _____

Mailing Address (if different): _____

Month/Year Moved: _____

Daytime Telephone Number: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECT-651-FFX

Rev. 05/2024

Request to Remove Name from Permanent Absentee Voter List

If a voter is on the permanent absentee voter list, but does not wish to remain, give them this form. Some voters may have accidentally selected the permanent absentee list option when requesting an absentee ballot for a past election and now automatically receive a mailed absentee ballot for all elections. Return completed forms in **Envelope #8**.

VA Code §24.2-703.1(D)

Request to Remove Name from Permanent Absentee Voter List

Solicitud para remover el nombre de la lista permanente de votantes en ausencia

Yêu cầu xóa tên khỏi danh sách cử tri vắng mặt vĩnh viễn

영구 부재자 유권자 목록에서 이름 삭제 요청

Please remove my name from the permanent absentee voter list. I understand if I wish to receive an absentee ballot by mail for a future election, I must submit an application.

Por favor, remueva mi nombre de la lista de votantes permanentes en ausencia. Entiendo que si deseo recibir una boleta de voto en ausencia por correo, para una futura elección debo de presentar una nueva solicitud.

Vui lòng xóa tên tôi khỏi danh sách cử tri bầu vắng mặt vĩnh viễn. Tôi hiểu rằng nếu tôi muốn nhận phiếu bầu vắng mặt bằng thư trong tương lai, tôi phải nộp đơn ghi danh.

부재자 투표인 영구 명단에서 본인 이름을 삭제하십시오. 모든 선거에 투표용지를 우편으로 발송하려면 부재자 투표 신청을 해야함을 본인은 인정합니다.

***Required / Requerido / yêu cầu / 필수**의


***Print your full name / Escriba su nombre completo / In tên đầy đủ của bạn / 귀하의 이름을 인쇄체로 기입하십시오**

***Print your registration address / Escriba su dirección de registro / In địa chỉ đăng ký của bạn / 등록 주소를 인쇄하십시오**

Last 4 of SSN / Últimos 4 # SS/ yêu cầu 4 chữ số cuối / 마지막 4 자리 필요 **Date of Birth / Fecha de Nacimiento / Ngày sinh / 생년월일**

Phone / Teléfono / Điện thoại / 전화 **Email / Correo electrónico / Email / 전자우편/팩스:**

***Signature/ Firma / Ký tên của bạn / 서명하세요** **Date / Fecha / Ngày tháng / 날짜**



Fairfax County Office of Elections
 12000 Government Center Parkway, Suite 323, Fairfax, Virginia 22035
 Phone: (703) 222-0776 TTY: 711 (Virginia Relay) Fax: (703) 324-2205
 Email: absenteeballot@fairfaxcounty.gov Web: www.fairfaxcounty.gov/elections

ELECT-703.1D/ Fairfax County

Rev. 6/2022

Fairfax County Electoral Board Comment Form

Give this form to voters who wish to offer a suggestion, register a complaint, ask a question, or provide information. The Office of Elections will respond to voters who provide their name and address.

Return completed forms in **Envelope #2**.



FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM


Name _____ Phone _____

Address _____

Precinct _____ Date _____ Election Officer _____

Virginia Voters' Election Day Complaint Form

Give this form to voters who wish to register a complaint with the Virginia State Board of Elections. Return completed forms in **Envelope #2**.

	* VIRGINIA * DEPARTMENT <i>of</i> ELECTIONS	VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM HOW TO FILE A COMPLAINT USING THE VOTER GRIEVANCE PROCESS
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VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

Ask an Election Official to help you if you need assistance completing this form.
Please write legibly.

Your Name (last, first, middle)	Today's Date		
Your Address (Number and Street)	City	State	Zip Code
Your Daytime telephone number	Email address (optional)		
Polling Place Name			
Polling Place Address (Number and Street)	City	State	Zip Code
Name of Election Official or Volunteer if known			
Date of Incident			
Describe Your Complaint (attach additional pages if necessary)			
Your Signature			
Notary's Signature (required for formal HAVA Title III complaints)			Date
Notary's Commission Expiration Date			

OFFICE USE ONLY	
Complaint Number:	
Date Received:	
Department of Elections Staff Member Assigned:	
Hearing Date:	
Final Determination Issued:	

Request to Cancel Voter Registration

Use when a voter notifies you that they should no longer be registered to vote in Virginia.

Return in **Envelope #8**.

Request to Cancel Voter Registration (§ 24.2-427, Code of Virginia)

Solicitud Para Cancelar Registro de Votante / Yêu cầu hủy bỏ Ghi Danh Cử Tri / 유권자 등록 취소 요청

**Place in
Envelope #8**

INSTRUCTIONS: Please fill in the information below. All information on this form is required unless otherwise indicated.

Instrucciones: Por favor complete la información a continuación. Toda la información en este formulario es un requisito a menos que se le indique de otra forma.

Hướng dẫn: Vui lòng điền thông tin bên dưới. Tất cả các thông tin dưới đây là bắt buộc.

지침: 아래 양식을 작성해주세요. 다른 별지가 없는 경우 모든 정보가 필요합니다.

Please remove me from the voter registration records. I understand that I will no longer be eligible to vote in the Commonwealth of Virginia unless I reapply for registration.

Remueva mi nombre de los registros de votantes. Entiendo que ya no seré elegible para votar en el estado de Virginia a menos que vuelva a registrar.

Vui lòng xóa tên của tôi trong hồ sơ ghi danh cử tri. Tôi hiểu rằng tôi sẽ không còn đủ điều kiện để bỏ phiếu tại Virginia trừ khi tôi nộp lại đơn ghi danh cử tri.

본인을 유권자 등록에서 삭제해주세요. 본인은 등록을 재신청하지 않는 이상 Commonwealth of Virginia 에서 투표를 할 자격이 없다는 것을 이해합니다.

First Name / Primer Nombre / Tên gọi / 이름	Middle / Segundo Nombre / Tên đệm / 중간 이름	Last Name / Apellido / Tên họ / 성	Suffix
Current Virginia Registration Address / Dirección de residencia / Địa chỉ cư trú hiện thời / 현재 등록 거주지 주소			
Locality / Localidad / Địa phương / 지역구		Voter ID (optional) / Número de identificación de votante / Số cử tri / 유권자ID	
Social Security Number / NSS / SSN / 사회보장번호		Date of Birth (mm/dd/yy) / Fecha de nacimiento / Ngày sinh / 생년월일	
Current Phone (optional) / Número de teléfono / Điện thoại / 전화번호		Email (optional) / Correo electrónico / email / 이메일	
Signature / Firma / Chữ ký / 서명		Date (mm/dd/yy) / Fecha / Ngày / 날짜	
X _____		_____/_____/____	

ELECT - 427A-FFX - 03/2022

Cage Security Log

Any time you open or close your cage, complete and sign the Security Log (located in the pocket on the inside of the left equipment cage door). Two officers must do this together.



Fairfax County Office of Elections

100 PATRIOT

A00

PRECINCT SECURITY LOG

- Two officers REQUIRED to open / close this cage.
- When opening, verify & record the seal No. on Cage Log and record date, time, printed name and signature on Cage Log.
- Ensure left door top and bottom barrel locks are both engaged before locking.
- When closing cage, record date, time, new seal no., printed name and signature on Cage Log; then return log to cage before locking both top and bottom locks and sealing.
- QUESTIONS? Call the Office of Elections at 703-324-4735.

Date	Time	Reason	Seal Number	Printed Name #1	Signature #1	Printed Name #2	Signature #2
		Loaded and sealed at Warehouse.	Close				
			Open				
			Close				
			Open				
			Close				
			Open				
			Close				
			Open				
			Close				
			Open				
			Close				
			Open				
			Close				


Election Officer Oath

All election officers must sign this form during opening procedures.

ELECTION OFFICER OATH		RETURN IN ENVELOPE #2
Precinct: 100 SAMPLE (Nov 2024)	Fairfax County – Presidential Election – Nov 5, 2024	

OATH OF CHIEF OFFICER
(Delegated by General Registrar or Secretary of the Electoral Board to administer oath to other officers)

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Signature of Electoral Board member	
Delegated officer of election & person administering oath to other officers	Chief Election Officer
Date oath administered to other officers	November 5, 2024

Officer	Full Name	Signature
#1 / Chief	_____	X

OATH OF ALL OTHER OFFICERS OF ELECTION

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Officer	Full Name	Signature
#2 / Asst. Chief	_____	X
#3 / Officer	_____	X
#4 / Officer	_____	X
#5 / Officer	_____	X
#6 / Officer	_____	X
#7 / Officer	_____	X
#8 / Officer	_____	X
#9 / Officer	_____	X
#10 / Officer	_____	X
#11 / Officer	_____	X
#12 / Officer	_____	X
#13 / Officer	_____	X
#14 / Officer	_____	X
#15 / Officer	_____	X
#16 / Officer	_____	X
#17 / Officer	_____	X
#18 / Officer	_____	X
#19 / Officer	_____	X
#20 / Officer	_____	X

SBE-611.1-FFX
S-0

Election Officer Compensation Sheet

The Chief completes this form to indicate any payroll adjustments.

COMPENSATION SHEET		RETURN IN ENVELOPE #2
Precinct: 100 SAMPLE (Nov 2024)	Fairfax County – Presidential Election – Nov 5, 2024	
<p>INSTRUCTIONS: Use only this form to record anything related to election officer attendance. If any election officers have not arrived by 5:30 AM, notify the office. (If the officer later arrives, notify the office.)</p>		
Did any officers arrive late or not show up?		
<input type="checkbox"/>	No <i>(you do not need to fill out any other information on this form)</i>	
<input type="checkbox"/>	Yes <i>(explain below)</i>	
If any officers (including you) arrived more than 15 minutes late, explain here. <i>Exclude Reserve Officers, who are assigned election morning and may arrive 1-2 hours after opening.</i>		
Officer Name	Arrival Time	Reason
<i>EXAMPLE: John Smith</i>	<i>5:20 AM</i>	<i>EXAMPLE: Couldn't find building entrance</i>
If any officers listed on your roster did not show up, write their names and any notes here. <i>Exclude officers who canceled, either by notifying you directly or notifying the office.</i>		
If any election officers leave before 7:00 PM (e.g. sick, family emergency, etc.), explain here. <i>All officers (except Collector Officers) are expected to stay until polls close and all work is complete.</i>		
Officer Name	Departure Time	Reason
<i>EXAMPLE: John Smith</i>	<i>1:00 PM</i>	<i>EXAMPLE: Not feeling well, went home early.</i>

S-0

Election Officer Evaluation Form

The Chief should complete this form during election day. The feedback you provide about your officers plays an important role in helping us determine officer assignments in future elections.

ELECTION OFFICER EVALUATION FORM		Return in Envelope #10
Precinct: 100 SAMPLE (Nov 2024)	Fairfax County – Presidential Election – Nov 5, 2024	
<p>INSTRUCTIONS: Chief should complete this form by 5:00 PM. Provide feedback about your Assistant Chief (required), any outstanding officers who you recommend as a future Chief (optional), and any officers who had notable performance-related or interpersonal issues (optional).</p> <p>You are NOT required to evaluate all officers. If you have additional comments, you may include them in the post-election online survey, call 703-324-4735, or email ElectionOfficers@fairfaxcounty.gov.</p>		
CHIEF NAME	CHIEF SIGNATURE	
	X	
1. REQUIRED: Rate your Assistant Chief. <i>If you mark "Excellent" or "Poor," explain.</i>		
ASSISTANT CHIEF NAME	RATING	COMMENTS
	<input type="checkbox"/> Excellent (potential Chief) <input type="checkbox"/> Good/average <input type="checkbox"/> Poor (do not recommend for leadership role again)	
2. OPTIONAL: Do you recommend any officers as a future Chief? <i>Select all the qualities that apply. In the comments, note what makes them outstanding!</i>		
OFFICER NAME	QUALITIES	COMMENTS
	<input type="checkbox"/> Shows initiative <input type="checkbox"/> Knows procedures well <input type="checkbox"/> Excels on equipment <input type="checkbox"/> Great interpersonal skills	
	<input type="checkbox"/> Shows initiative <input type="checkbox"/> Knows procedures well <input type="checkbox"/> Excels on equipment <input type="checkbox"/> Great interpersonal skills	
	<input type="checkbox"/> Shows initiative <input type="checkbox"/> Knows procedures well <input type="checkbox"/> Excels on equipment <input type="checkbox"/> Great interpersonal skills	
3. OPTIONAL: Did you observe any officers with performance or interpersonal issues? <i>Note specific examples or incidents in the comments.</i> <ul style="list-style-type: none"> ▪ Performance issues: struggled with equipment, made frequent mistakes, not familiar with policies, etc. ▪ Interpersonal issues: made partisan comments, not a team player, disrupted procedures, had issues interacting with voters, etc. 		
OFFICER NAME	TYPE OF ISSUE	COMMENTS
	<input type="checkbox"/> Performance issue <input type="checkbox"/> Interpersonal issue <input type="checkbox"/> Other	
	<input type="checkbox"/> Performance issue <input type="checkbox"/> Interpersonal issue <input type="checkbox"/> Other	
	<input type="checkbox"/> Performance issue <input type="checkbox"/> Interpersonal issue <input type="checkbox"/> Other	

S-0

Ballot Receipt

The top half of this form should be completed during opening procedures, after confirming you received the correct number of ballots.

Count the number of ballots in each pack as you open them and record on bottom half of this form. You will need this information to complete the Statement of Results during closing.

BALLOT RECEIPT		RETURN IN ENVELOPE #2	
Precinct: 100 SAMPLE (Nov 2024)		Fairfax County – Presidential Election – Nov 5, 2024	
BEFORE POLLS OPEN: Sign before opening any ballots.			
I solemnly swear [or affirm] that I have this day received from the designated representative of the Electoral Board one or more sealed package(s) that the Board states contain(s) the following number of official ballots (paper) for use in this election.			
Pursuant to § 24.2-621 of the Code of Virginia, I further certify that the seals on the package(s) of official ballots (paper) are intact and that no tampering with them appears to have occurred.			
Number of precinct-specific ballots received		1,000	
Election officer name			
Election officer signature		X	
Date			
DURING THE DAY: Write the number of ballots in each pack as you open them.			
Each pack should have 200 ballots. You will need this information to complete the SOR.			
Pack	Number of ballots in pack	Pack	Number of ballots in pack
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	
S-0			

Machine Certification Form

During opening, review all seals and numbers on equipment to confirm they match this form.
 During closing, record updated numbers as you close and seal equipment.

MACHINE CERTIFICATION FORM	Return in Orange Pouch
Precinct: 100 SAMPLE (Nov 2024)	Fairfax County – Presidential Election – Nov 5, 2024

BEFORE POLLS OPEN: Verify opening numbers. If any do not match or any seals are broken, call the office.
 AFTER POLLS CLOSE: Record new seal and counter numbers. **Sign at bottom.** Copy DS200 information to Envelope #7.

Equipment	Type	Opening	Closing
Equipment cage	Zip-tie seal	3000007	
Purple pouch	Zip-tie seal	n/a	
TripLok security bag	Barcoded seal	n/a	
Poll Pad #1 (EPB-0001)	Zip-tie seal	4000001	
Poll Pad #2 (EPB-0002)	Zip-tie seal	4000002	
Poll Pad #3 (EPB-0003)	Zip-tie seal	4000003	
Poll Pad #4 (n/a)	Zip-tie seal	n/a	
Poll Pad #5 (n/a)	Zip-tie seal	n/a	
Poll Pad #6 (n/a)	Zip-tie seal	n/a	
DS200 #1 (DS0000000001)	Zip-tie seal	1000002	
	Protected count	1,001	
	Public count	0	
	Barcoded sticker seal over USB compartment	1000001	n/a
	Ballot compartment seal (if contains blank ballots)	3000008	n/a
DS200 #2 (DS0000000002)	Zip-tie seal	2000002	
	Protected count	9,999	
	Public count	0	
	Barcoded sticker seal over USB compartment	2000001	n/a
	Ballot compartment seal (if contains blank ballots)	3000009	n/a

We confirm that at least two election officers verified the seals on all items before polls opened and sealed all required items after polls closed.

Chief (or other EO)	Name:	X
Asst. Chief (or other EO)	Name:	X

S-0

Voter Count Worksheet

This form will help you track the number of voters checked in and ensure it matches the number of ballots cast on the DS200 throughout the day.

VOTER COUNT WORKSHEET	RETURN IN ENVELOPE #2
Precinct: 100 SAMPLE (Nov 2024)	Fairfax County – Presidential Election – Nov 5, 2024

This form will help identify early any discrepancies between check-ins on Poll Pads and ballots cast on DS200s.
 INSTRUCTIONS: Assign an election officer or high school page to track below numbers throughout the day. Record numbers as close to each time as possible. Instruct them to inform you immediately if the difference is not zero.

- **[Voters checked in who have not yet cast ballot]** includes voters at the ballot table, in the voting booths, or in line to scan their ballot. Do not count non-voters, like children accompanying their parent.
- The difference should always equal zero. If it is not zero, try to figure out why (e.g. did an officer not properly check in voters?) and **add to your Chief's Notes**. Note the time the discrepancy was discovered.

Time	Total check-ins on all Poll Pads	–	Voters checked in who have not yet cast ballot	–	Total ballots cast on all DS200s	=	Difference
<i>Example</i>	<i>100</i>	–	<i>3</i>	–	<i>97</i>	=	<i>0</i>
6:30 AM	_____	–	_____	–	_____	=	_____
8:00 AM	_____	–	_____	–	_____	=	_____
10:00 AM	_____	–	_____	–	_____	=	_____
12:00 PM	_____	–	_____	–	_____	=	_____
2:00 PM	_____	–	_____	–	_____	=	_____
4:00 PM	_____	–	_____	–	_____	=	_____
6:00 PM	_____	–	_____	–	_____	=	_____

Voter Referral Worksheet (front)

This form is required for all non-routine voters that may become provisional voters. The Chief or Assistant Chief completes the front of the form. Then, if the situation requires a provisional ballot, the Provisional Specialist should follow the provisional checklist on the back.

Voter Referral Worksheet		Precinct # _____	Return in Envelope #8																		
Look up non-routine voters on Poll Pad and follow instructions. For other situations, complete this worksheet. (NOTE: This worksheet is required for all provisional voters and all voter situations where you call the office.)																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Voter's last name:</td> <td rowspan="2" style="padding: 2px;"> <input type="radio"/> A. Voter has an Absentee status on Poll Pad <input type="radio"/> B. Voter is not listed on Poll Pad in any precinct or needs SDR <input type="radio"/> C. Voter has moved from address on Poll Pad <input type="radio"/> D. Voter is marked as already voted <input type="radio"/> E. Unsure </td> </tr> <tr> <td style="padding: 2px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">First name:</td> <td style="padding: 2px;">Middle name:</td> </tr> </table> </td> </tr> </table>	Voter's last name:	<input type="radio"/> A. Voter has an Absentee status on Poll Pad <input type="radio"/> B. Voter is not listed on Poll Pad in any precinct or needs SDR <input type="radio"/> C. Voter has moved from address on Poll Pad <input type="radio"/> D. Voter is marked as already voted <input type="radio"/> E. Unsure	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">First name:</td> <td style="padding: 2px;">Middle name:</td> </tr> </table>	First name:	Middle name:	<input type="radio"/> A. Voter has an Absentee status on Poll Pad <input type="radio"/> B. Voter is not listed on Poll Pad in any precinct or needs SDR <input type="radio"/> C. Voter has moved from address on Poll Pad <input type="radio"/> D. Voter is marked as already voted <input type="radio"/> E. Unsure															
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First name:	Middle name:																				
CHIEF or ASSISTANT CHIEF: Complete one section, as appropriate.																					
A. Voter has an Absentee status on Poll Pad	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> If — Poll Pad shows ISSUED: Did voter bring ballot? <input type="radio"/> Yes, has ballot: See What-if #19 for absentee surrender instructions. <i>(After the first voter in this situation, worksheet is not required for subsequent surrendered absentee ballots.)</i> <input type="radio"/> No, does not have ballot: Voter may only vote a provisional ballot (reason #4). See back. </td> </tr> <tr> <td style="padding: 2px;"> If — Poll Pad shows MARKED or PRE-PROCESSED or ON MACHINE or FWAB: <input type="radio"/> Voter may vote a provisional ballot (reason #5). See back. </td> </tr> </table>			If — Poll Pad shows ISSUED: Did voter bring ballot? <input type="radio"/> Yes, has ballot: See What-if #19 for absentee surrender instructions. <i>(After the first voter in this situation, worksheet is not required for subsequent surrendered absentee ballots.)</i> <input type="radio"/> No, does not have ballot: Voter may only vote a provisional ballot (reason #4). See back.	If — Poll Pad shows MARKED or PRE-PROCESSED or ON MACHINE or FWAB: <input type="radio"/> Voter may vote a provisional ballot (reason #5). See back.																
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B. Voter is not listed on Poll Pad in any precinct –OR– voter needs to do a same day registration	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> <input type="checkbox"/> On Poll Pad, perform advanced search for address. Confirm voter is not listed in any precinct. <i>(If you cannot find voter but they say they are registered in Fairfax County, call 703-324-8765.)</i> </td> </tr> <tr> <td style="padding: 2px;"> <input type="checkbox"/> On Admin Tablet, use My Neighborhood app to record voter's address and precinct number. </td> </tr> <tr> <td style="padding: 2px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%; padding: 2px;">Voter's current address</th> <th style="width: 30%; padding: 2px;">Precinct #</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table> </td> </tr> <tr> <td style="padding: 2px;"> <input type="checkbox"/> Select appropriate option: <input type="radio"/> Voter lives in this precinct. Proceed with SDR provisional ballot (reason #1). See back. <input type="radio"/> Voter lives in precinct # _____. Give voter address of polling place where they may vote. </td> </tr> </table>			<input type="checkbox"/> On Poll Pad, perform advanced search for address. Confirm voter is not listed in any precinct. <i>(If you cannot find voter but they say they are registered in Fairfax County, call 703-324-8765.)</i>	<input type="checkbox"/> On Admin Tablet, use My Neighborhood app to record voter's address and precinct number.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%; padding: 2px;">Voter's current address</th> <th style="width: 30%; padding: 2px;">Precinct #</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Voter's current address	Precinct #			<input type="checkbox"/> Select appropriate option: <input type="radio"/> Voter lives in this precinct. Proceed with SDR provisional ballot (reason #1). See back. <input type="radio"/> Voter lives in precinct # _____. Give voter address of polling place where they may vote.										
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Resolution																					

Voter Referral Worksheet (back)

Complete if voter is voting a provisional ballot:

Return in Envelope #8

CHIEF or ASSISTANT CHIEF: Select provisional reason.

Front side (without flap) – Same Day Registration

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

Back side (with flap) – All other provisional reasons

- Reason #3: Voting after hours due to court order
- Reason #4: Vote by mail – no ballot to surrender
- Reason #5: Shown on pollbook as already voted
- Reason #6: Other _____ (This is rare. If no other reasons apply, call office before proceeding.)
- Reason #7: Voter does not have required ID and declined to complete ID Confirmation Statement

PROVISIONAL SPECIALIST: Complete checklist.

- 1. **Verify voter has provided acceptable ID.**
If voter does not have acceptable ID, they may complete an ID Confirmation Statement.
- 2. **In upper right corner of appropriate side of provisional envelope, write precinct number.**
 - In general elections: draw a continuous line through both “D” and “R” checkboxes.
 - In primary elections: check appropriate party ballot checkbox (“D” or “R”).
- 3. **Direct voter to complete appropriate side of envelope based on provisional reason above.**
- 4. **Complete “Election Officer” box in bottom left corner and sign.**
- 5. **Use overlay to verify voter completed all required fields.**

<p>SDR side (front): Use SDR Overlay to check.</p> <p><u>Section 1</u></p> <ul style="list-style-type: none"> ▪ Citizenship ▪ Full Social Security Number ▪ Date of Birth ▪ Gender <p><u>Section 2</u></p> <ul style="list-style-type: none"> ▪ Last Name, First Name, Middle Name ▪ Residence Address, City/Town, ZIP Code <p><u>Section 3</u></p> <ul style="list-style-type: none"> ▪ 1st checkbox ▪ 2nd checkbox (if applicable) <p><u>Section 7</u></p> <ul style="list-style-type: none"> ▪ Signature ▪ Date 	<p>Other side (back): Use Other Overlay to check.</p> <p><u>Section 1</u></p> <ul style="list-style-type: none"> ▪ Last Name, First Name, Middle Name <p><u>Section 2</u></p> <ul style="list-style-type: none"> ▪ Date of Birth <p><u>Section 3</u></p> <ul style="list-style-type: none"> ▪ Social Security Number (last 4 digits) <p><u>Section 4</u></p> <ul style="list-style-type: none"> ▪ Residence Address, City/Town, ZIP Code <p><u>Section 6</u></p> <ul style="list-style-type: none"> ▪ Signature ▪ Date
---	---
- 6. **Have another officer confirm all required fields are completed. Who performed double check?**
 Chief Assistant Chief Other EO (name): _____
- 7. **While voter remains seated at your table, instruct them to complete ballot.**
Provisional voters should NEVER scan their ballot on the DS200.
- 8. **Instruct voter to fold and seal completed ballot in provisional envelope.**
- 9. **On Provisional Voter Notice, check appropriate reason for issuing provisional ballot.**
Give notice and “I voted” sticker to voter.
- 10. **Enter information in electronic provisional ballot log on Admin Tablet.**
Make a checkmark in upper right corner of envelope to indicate it was logged.
- 11. **Place sealed provisional envelope in appropriate #1A envelope.**

Rev. 09/2024 FFX

Closing Numbers Worksheet


As they perform various closing procedures, election officers will record all closing numbers on this worksheet. The Chief can then easily copy these to the Statement of Results or other forms.

CLOSING NUMBERS WORKSHEET		Return in Envelope #2
Precinct: 100 SAMPLE (Nov 2024)		Fairfax County – Presidential Election – Nov 5, 2024
INSTRUCTIONS: During closing procedures, regular election officers record numbers on this worksheet. Chief or Assistant Chief then copies relevant numbers to closing forms (e.g. Statement of Results) as needed.		
<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">Envelopes #1A</div> <p>_____ SDR provisionals</p> <p>_____ non-SDR provisionals</p>	<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">Drop box</div> <p>_____ absentee envelopes in drop box</p>	
<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">Envelope #4</div> <p>_____ surrendered absentee ballots</p> <p>_____ spoiled ballots</p> <p>_____ voided ballots</p>	<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">Blank ballots</div> <p>_____ unused ballots in sealed packs <i>(e.g. 5 packs x 200 = 1,000)</i></p> <p>_____ unused ballots in open pack(s) <i>(e.g. 50)</i></p>	
<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">Poll Pads</div> <p>_____ check-ins</p> <p>_____ curbside voters</p>	<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">DS200s</div> <p>_____ <i>Public Count</i> on DS200 #1</p> <p>_____ <i>Public Count</i> on DS200 #2</p> <p>_____ hand-counted ballots</p>	
<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">DS200 #1 – Closing tapes</div> <p>_____ <i>Total Standard Ballot Sheets</i> from Ballot Status Accounting Report</p> <p>_____ <i>Total ExpressVote Cards</i> from Ballot Status Accounting Report</p>	<div style="background-color: #cccccc; text-align: center; padding: 5px; margin-bottom: 5px;">DS200 #2 – Closing tapes</div> <p>_____ <i>Total Standard Ballot Sheets</i> from Ballot Status Accounting Report</p> <p>_____ <i>Total ExpressVote Cards</i> from Ballot Status Accounting Report</p>	

Drop Box Chain of Custody Form

As Collector Officers count and secure absentee ballot envelopes from the drop box, they will record the number of envelopes on this form.

Drop Box Chain of Custody Form



Fairfax County
General Election

Collection Date:

Collection Time:

Pct 100 PATRIOT (Sample)

Nancy F. Sprague Technology Center
4414 Holborn Ave
Annandale, VA 22003-4551

Drop Box Envelopes inside bag: _____

We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date & time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.

Collector Officer 1

Collector Officer 2

x

x

Signature

Signature

***Place this form inside TripLOK bag# DF00000001**

To be completed by Office of Elections Staff

Notes:

Date Received:

Drop Box Return Mailers received: _____

I attest that I opened the sealed TripLOK security bag and verified the quantity of return mailers collected from this drop-off location.


Office of Elections Staff

x

Signature

Statement of Results (front)

The SOR is the most important form you will complete on election day. It is the record of voters, ballots, and votes in your precinct.

STATEMENT OF RESULTS – B (REGISTRAR’S COPY)		Return in Envelope #2												
Precinct: 100 SAMPLE (Nov 2024)		Fairfax County – Presidential Election – Nov 5, 2024												
<p>What to do at the beginning of the day</p> <p><input type="checkbox"/> Print opening tapes from each DS200.</p> <p><input type="checkbox"/> Have two officers sign all three zero totals reports on opening tapes.</p> <p>What to do at the end of the day</p> <p><input type="checkbox"/> Print closing tapes from each DS200.</p> <p><input type="checkbox"/> Have two officers sign all three voting results reports on closing tapes.</p> <p><input type="checkbox"/> Fill out every section of SORA and SOR B using blue or black ink.</p> <p><input type="checkbox"/> Staple appropriate tapes to this page – see right column.</p> <p><input type="checkbox"/> Fold bottom of tape to fit on SOR.</p>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">  </div> <p style="text-align: center;">Staple DS200 tapes here (with first item on top)</p> <div style="background-color: #e0e0e0; text-align: center; padding: 2px; margin-bottom: 10px;">Closing tapes</div> <p><input type="checkbox"/> DS200 #1: Voting Results Report <i>(with 2 signatures)</i></p> <p><input type="checkbox"/> DS200 #1: Write-In Report</p> <p><input type="checkbox"/> DS200 #2: Voting Results Report <i>(with 2 signatures)</i></p> <p><input type="checkbox"/> DS200 #2: Write-In Report</p> <div style="background-color: #e0e0e0; text-align: center; padding: 2px; margin-bottom: 10px;">Opening tapes</div> <p><input type="checkbox"/> DS200 #1: Zero Totals Report <i>(with 2 signatures)</i></p> <p><input type="checkbox"/> DS200 #2: Zero Totals Report <i>(with 2 signatures)</i></p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <td style="width: 20px; text-align: center;">1</td> <td>Voters checked in</td> </tr> <tr> <td colspan="2" style="font-size: small;">On any Poll Pad, open Menu, then Summary Report.</td> </tr> <tr> <td style="width: 40%;">Total number of voters checked in</td> <td style="width: 60%;"></td> </tr> </table>	1	Voters checked in	On any Poll Pad, open Menu, then Summary Report.		Total number of voters checked in									
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Total number of voters checked in														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <td style="width: 20px; text-align: center;">2</td> <td>Curbside voters</td> </tr> <tr> <td colspan="2" style="font-size: small;">On any Poll Pad, open Menu, then Summary Report.</td> </tr> <tr> <td style="width: 40%;">Total number of curbside check-ins</td> <td style="width: 60%;"></td> </tr> </table>	2	Curbside voters	On any Poll Pad, open Menu, then Summary Report.		Total number of curbside check-ins									
2	Curbside voters													
On any Poll Pad, open Menu, then Summary Report.														
Total number of curbside check-ins														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <td style="width: 20px; text-align: center;">3</td> <td>Ballots cast</td> </tr> <tr> <td colspan="2" style="font-size: small;">Using the Ballot Status Accounting Report from each DS200’s closing tape, record the number of ballots cast (“Public Count”).</td> </tr> <tr> <td style="width: 40%;">Ballots cast on DS200 #1</td> <td style="width: 60%;"></td> </tr> <tr> <td>Ballots cast on DS200 #2</td> <td style="text-align: center;">+</td> </tr> <tr> <td>Ballots counted by hand because they could not be scanned <i>(usually 0)</i></td> <td style="text-align: center;">+</td> </tr> <tr> <td>Total number of ballots cast</td> <td style="text-align: center;">=</td> </tr> </table>	3	Ballots cast	Using the Ballot Status Accounting Report from each DS200’s closing tape, record the number of ballots cast (“Public Count”).		Ballots cast on DS200 #1		Ballots cast on DS200 #2	+	Ballots counted by hand because they could not be scanned <i>(usually 0)</i>	+	Total number of ballots cast	=		
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Using the Ballot Status Accounting Report from each DS200’s closing tape, record the number of ballots cast (“Public Count”).														
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Ballots counted by hand because they could not be scanned <i>(usually 0)</i>	+													
Total number of ballots cast	=													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <td style="width: 20px; text-align: center;">4</td> <td>Does the number of voters checked in (box 1) match the number of ballots cast (box 3)?</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>___ Yes ___ No, because...</p> <p><input type="checkbox"/> An election officer did not properly check in some voters (write details below)</p> <p><input type="checkbox"/> Fleeing voters left without casting their ballot, requiring their ballot to be voided (write details below)</p> <p><input type="checkbox"/> Other (write details below)</p> </td> </tr> </table>	4	Does the number of voters checked in (box 1) match the number of ballots cast (box 3)?	<p>___ Yes ___ No, because...</p> <p><input type="checkbox"/> An election officer did not properly check in some voters (write details below)</p> <p><input type="checkbox"/> Fleeing voters left without casting their ballot, requiring their ballot to be voided (write details below)</p> <p><input type="checkbox"/> Other (write details below)</p>											
4	Does the number of voters checked in (box 1) match the number of ballots cast (box 3)?													
<p>___ Yes ___ No, because...</p> <p><input type="checkbox"/> An election officer did not properly check in some voters (write details below)</p> <p><input type="checkbox"/> Fleeing voters left without casting their ballot, requiring their ballot to be voided (write details below)</p> <p><input type="checkbox"/> Other (write details below)</p>														

COMPLETE BOTH SIDES →

S-0

Statement of Results (back)

On the back of the SOR, reconcile the number of ballots issued and the number of ballots used and unused. All officers present during closing procedures must sign the SOR.


STATEMENT OF RESULTS – B (REGISTRAR’S COPY)		Return in Envelope #2
Precinct: 100 SAMPLE (Nov 2024)		Fairfax County – Presidential Election – Nov 5, 2024
5	Ballots Issued	
	Number of ballots received in cage before election day	1,000
	Number of additional ballots received on election day <i>(usually 0)</i>	+
	Total number of ballots issued	=
6	Ballots Used and Unused	
	"Total Standard Ballot Sheets" from DS200 #1's Ballot Status Accounting Report	
	"Total Standard Ballot Sheets" from DS200 #2's Ballot Status Accounting Report	+
	Number of hand-counted ballots <i>(usually 0)</i>	+
	Number of spoiled ballots in Envelope #4	+
	Number of voided ballots in Envelope #4	+
	Number of provisional ballots in Envelope #1A (SDR)	+
	Number of provisional ballots in Envelope #1A (non-SDR)	+
	Number of unused ballots in sealed packs <i>(e.g. 5 packs x 200 = 1,000)</i>	+
	Number of unused ballots in open pack(s)	+
	Total number of ballots used and unused	=
7	Does the number of ballots issued (box 5) match the number of ballots used and unused (box 6)?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No, because... <input type="checkbox"/> There were more or less than 200 ballots in one or more of the packs (write details below) <input type="checkbox"/> Some ExpressVote cards were spoiled, voided, or used for provisional voters (write details below) <input type="checkbox"/> Other (write details below)	
8	Collect signatures to certify	
We hereby certify that the two copies of the Statement of Results are a complete record of this election and all information entered here is true and correct.		
1	Chief: X	11 EO: X
2	A/Chief: X	12 EO: X
3	EO: X	13 EO: X
4	EO: X	14 EO: X
5	EO: X	15 EO: X
6	EO: X	16 EO: X
7	EO: X	17 EO: X
8	EO: X	18 EO: X
9	EO: X	19 EO: X
10	EO: X	20 EO: X
COMPLETE BOTH SIDES →		

S-0

Printed Return Sheet

Attach a copy of the DS200 tapes and have all officers sign the form.

PRINTED RETURN SHEET		Return in Envelope #2A	
Precinct: 100 SAMPLE (Nov 2024)		Fairfax County – Presidential Election – Nov 5, 2024	



• VIRGINIA •
DEPARTMENT of ELECTIONS

PRINTED RETURN SHEET

This form must be signed by all election officers **present during closing procedures** and placed in Envelope #2A.

The Clerk of Circuit Court must make it available for public inspection on the day following the election and for sixty days thereafter.

DS200 Serial Number(s):

#1:	DS0000000001	#2:	DS0000000002
------------	--------------	------------	--------------

Election officer signatures


We hereby certify that the attached totals tapes are a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.

#	POSITION	NAME	SIGNATURE
1	Chief		X
2	Asst Chief		X
3	EO		X
4	EO		X
5	EO		X
6	EO		X
7	EO		X
8	EO		X
9	EO		X
10	EO		X
11	EO		X
12	EO		X
13	EO		X
14	EO		X
15	EO		X
16	EO		X
17	EO		X
18	EO		X
19	EO		X
20	EO		X

Staple tapes here

From each DS200 opened for voting:

1. Zero totals report
2. Voting results report



ELECT-658-FFX

S-0

Results Worksheet

Complete this form to tabulate the results for each contest. Copy totals to the Results Notice.

RESULTS WORKSHEET		Return in Envelope #2									
Precinct: 104 CHAPEL		Fairfax County – Presidential Election – Nov 5, 2024									
<p>INSTRUCTIONS FOR ELECTION OFFICERS: After polls close and voting results are ascertained, copy information below from Closing Numbers Worksheet and DS200 results tapes.</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Total Voters Checked In <small>(from Poll Pads)</small></td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 5px;">Total Curbside Voters <small>(from Poll Pads)</small></td> <td></td> </tr> <tr> <td style="padding: 5px;">Total Counted Ballots <small>(from DS200s)</small></td> <td></td> </tr> </table>	Total Voters Checked In <small>(from Poll Pads)</small>		Total Curbside Voters <small>(from Poll Pads)</small>		Total Counted Ballots <small>(from DS200s)</small>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">SDR Provisionals <small>(from Envelopes #1A)</small></td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 5px;">Non-SDR Provisionals <small>(from Envelopes #1A)</small></td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 5px;">NOTE: Same-day registration voters cast a provisional ballot. If their registration form is accepted and processed, the Electoral Board will adjudicate their provisional ballot.</p>	SDR Provisionals <small>(from Envelopes #1A)</small>		Non-SDR Provisionals <small>(from Envelopes #1A)</small>	
Total Voters Checked In <small>(from Poll Pads)</small>											
Total Curbside Voters <small>(from Poll Pads)</small>											
Total Counted Ballots <small>(from DS200s)</small>											
SDR Provisionals <small>(from Envelopes #1A)</small>											
Non-SDR Provisionals <small>(from Envelopes #1A)</small>											
Electors for President and Vice President											
	Democratic Party Harris / Walz	Republican Party Trump / Vance	Green Party Stein / Ware III	Libertarian Party Oliver / ter Maat							
DS200 Scanner #1											
DS200 Scanner #2											
Hand-counted ballots											
TOTAL VOTES											
	Independent De la Cruz / Garcia	Independent West / Abdullah	Write-Ins								
DS200 Scanner #1											
DS200 Scanner #2											
Hand-counted ballots											
TOTAL VOTES											
Member, United States Senate											
	Timothy M. Kaine – D	Hung Cao – R	Write-Ins								
DS200 Scanner #1											
DS200 Scanner #2											
Hand-counted ballots											
TOTAL VOTES											
Member, House of Representatives, 11th Congressional District											
	Gerald E. "Gerry" Connolly - D	Mike L. Van Meter - R	Write-Ins								
DS200 Scanner #1											
DS200 Scanner #2											
Hand-counted ballots											
TOTAL VOTES											
COMPLETE BOTH SIDES!											

Results Notice

Use this form to display the voting results at the entrance of your polling place building.





RESULTS NOTICE		Post on Building Door									
Precinct: 104 CHAPEL		Fairfax County – Presidential Election – Nov 5, 2024									
INSTRUCTIONS FOR ELECTION OFFICERS: Copy information below from Results Worksheet . Then post this notice on or near door of polling place so it is visible from outside.											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Total Voters Checked In <small>(from Poll Pads)</small></td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Total Curbside Voters <small>(from Poll Pads)</small></td> <td></td> </tr> <tr> <td style="padding: 2px;">Total Counted Ballots <small>(from DS200s)</small></td> <td></td> </tr> </table>	Total Voters Checked In <small>(from Poll Pads)</small>		Total Curbside Voters <small>(from Poll Pads)</small>		Total Counted Ballots <small>(from DS200s)</small>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">SDR Provisionals <small>(from Envelopes #1A)</small></td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Non-SDR Provisionals <small>(from Envelopes #1A)</small></td> <td></td> </tr> </table> <p style="font-size: x-small; margin-top: 5px;">NOTE: Same-day registration voters cast a provisional ballot. If their registration form is accepted and processed, the Electoral Board will adjudicate their provisional ballot.</p>	SDR Provisionals <small>(from Envelopes #1A)</small>		Non-SDR Provisionals <small>(from Envelopes #1A)</small>	
Total Voters Checked In <small>(from Poll Pads)</small>											
Total Curbside Voters <small>(from Poll Pads)</small>											
Total Counted Ballots <small>(from DS200s)</small>											
SDR Provisionals <small>(from Envelopes #1A)</small>											
Non-SDR Provisionals <small>(from Envelopes #1A)</small>											
Electors for President and Vice President											
	Democratic Party Harris / Walz	Republican Party Trump / Vance	Green Party Stein / Ware III								
TOTAL VOTES											
	Independent De la Cruz / Garcia	Independent West / Abdullah	Write-Ins								
TOTAL VOTES											
Member, United States Senate											
	Timothy M. Kaine – D	Hung Cao – R	Write-Ins								
TOTAL VOTES											
Member, House of Representatives, 11 th Congressional District											
	Gerald E. "Gerry" Connolly - D	Mike L. Van Meter - R	Write-Ins								
TOTAL VOTES											
Proposed Constitutional Amendment											
	Yes	No									
TOTAL VOTES											
Fairfax County Bond Issues											
	Transportation Bonds		Public Safety Bonds								
	Yes	No	Yes	No							
TOTAL VOTES											
Remove and discard this notice on or after: Thursday, November 7, 2024											

Chief Supply Return Form

The Chief should complete this form before returning supplies to a depot on election night.

CHIEF SUPPLY RETURN FORM	HAND TO STAFF AT RETURN DEPOT
Precinct: 100 SAMPLE (Nov 2024)	Fairfax County – Presidential Election – Nov 5, 2024

INSTRUCTIONS: Complete this form during closing procedures to record the number of items the Chief is returning to a depot on election night. Chief will hand this form in when they go to a return depot.

Return items		
	Black rolling kit	<input type="checkbox"/> Returned
	Boxes of #3 voted ballots	Quantity _____
	Boxes of #6 blank ballots	Quantity _____
	Poll Pad cases	Quantity _____

Return location
<input type="checkbox"/> Fairfax County Government Center
<input type="checkbox"/> Mount Vernon Governmental Center
<input type="checkbox"/> North County Governmental Center
<input type="checkbox"/> Marshall High School

Returning officer information
Position: <input type="checkbox"/> Chief <input type="checkbox"/> Assistant Chief
Name: _____
Signature: X _____
Date: Tuesday, November 5, 2024 _____

↓ FOR OFFICE USE ONLY ↓

Notes

Materials received
All items received & quantities match above: <input type="checkbox"/> Yes <input type="checkbox"/> No (explain in notes)
Name: _____
Signature: X _____
Date: Tuesday, November 5, 2024 _____



Chapter 14

Emergency

Fairfax County Office of Elections
12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035
703-324-4735

ElectionOfficers@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

Emergency

Overview

This section addresses many emergency situations that could happen on election day. Read this section in full *before* election day so you are prepared should any of these situations arise.

How to handle emergency situations

- When the situation allows, contact the office first (**703-324-4101 for Emergency Support**). We have a police liaison present in the office on election day, and they may be able to coordinate help most directly.
- **If the matter is urgent, call 9-1-1.** When making the call:
 - State the nature of the emergency.
 - State your name and identify yourself as an election officer at a polling place.
 - Describe incident and indicate whether incident is still occurring.
 - Give building name and address (not precinct name). Identify closest entrance number (if in a school) and describe location in building (room number/name).
 - Give your mobile contact number.
 - If you are evacuating, provide designated meeting location.
 - Send an officer to parking area to meet emergency personnel.
 - (When it is safe to do so, call 703-324-4101 to report the incident.)
- Notify facility staff of the situation.
- Document the situation using the Incident Report form on the Admin Tablet.

To prepare for emergency situations

- During the final instructions before the polls open, brief all officers on procedures below.
- Designate a meeting place in case of evacuation.
- Ask officers and authorized representatives to stay alert and bring any issues to your attention.

Polling place emergencies

Building is not open at 5:00 AM

- Call 5:00 AM facility contact.
- If building is not immediately opened, call the office to report the situation, even if 5:00 AM facility contact says they're on the way.
- Call the Office of Elections once you gain entry to the polling place.
- Begin voting promptly at 6:00 AM.

Precinct is running low on ballots

Call the office at 703-324-4101 before you run out of ballots.

Call the office as soon as you open your last package of ballots if you think you will run out of ballots before the polls close. We will deliver additional ballots to you.

If you have no other ballots, **voters may continue to vote using the ExpressVote.**

Medical emergency

If you are uncertain of whether someone needs medical assistance, err on the side of caution and contact emergency services at 9-1-1.

- Call 9-1-1. Provide details on the person's condition or injury.
- Do not touch the person or offer to treat or provide medications to the individual.
- Do not instruct the individual on a course of treatment.
- Call 703-324-4101 to report the incident.
- Document the situation using the paper Medical Report Form.

Power outage

- Contact 703-324-4101. We will attempt to have power restored or auxiliary power provided.
- Continue voting as normal. Use cell phone flashlights until power is restored.
 - **If Poll Pads are not working:** use backup paper pollbook (found in black kit).
 - **If DS200s are not working:** voters deposit ballots into DS200 auxiliary compartment.
- If power cannot be restored, the office will provide next steps.
- Document the situation using the Incident Report form on the Admin Tablet.

Fire / fire alarm

- Call 9-1-1.
- If the fire is very small and contained, attempt to extinguish with a fire extinguisher.
- If the fire cannot be extinguished, evacuate all voters and election officers to the predetermined meeting point.
- Notify facility staff.
- Call 703-324-4101 when safe to do so.
- Document the situation using the Incident Report form on the Admin Tablet.

NOTE: If you hear a fire alarm, take action immediately. Do not wait to see if it is a drill.

Gas leak

- If you smell gas (odor similar to rotten eggs or sulfur), call 9-1-1 to report the situation.
 - Describe the nature of the odor and give location(s) of odor in the building.
- Notify facility staff.
- Prepare for evacuation if instructed to do so by public safety personnel.
- When safe to do so, call office (703-324-4101) and provide updates with current conditions.
- Document the situation using the Incident Report form on the Admin Tablet.

Flood

- Contact your facility's custodial staff to keep areas dry.
- Post signs indicating "caution" areas (wet floors). Either borrow signs from facility staff or create makeshift signs.
- Call office (703-324-4101) and provide updates with current conditions.
- Document the situation using the Incident Report form on the Admin Tablet.

Weather

The office will monitor reports of extreme weather conditions. In the event of a report of dangerous conditions, follow the appropriate plans:

- **Earthquake:** While earthquake is occurring, instruct everyone present to drop, cover, and hold on. When shaking stops and it is safe to do so, evacuate (see instructions later in this chapter) and assemble at predetermined meeting point.
- **Tornado/Hurricane:** When instructed by authorities, shelter in place:
 - Assemble voters and election officers in an interior space away from windows. Direct them to take shelter under something sturdy, such as a desk or table.
 - If time permits:
 - Close the DS200 screen, close and lock the lid, unplug and roll into shelter, if possible.
 - Place all ballots, ballot cards, return envelopes, and other forms in the cage and lock cage – or take open packages to shelter with you.
 - Unplug Poll Pads, leave the cables – lock in cage or take to shelter.
 - Chief or Assistant Chief locks the cage with key on lanyard and keeps the key.
- **Ice or Snow:** Contact your facility’s custodial staff to keep entrances free of ice and snow. Post signs indicating “caution” areas (wet floors, icy walkways, etc.). Keep the office apprised of present and changing conditions.

Firearm in the polling place

NOTE: Certain individuals may legally possess a firearm in a polling place, such as active and retired law enforcement officers and armed security personnel.

- Politely direct the voter’s attention to "Firearms Prohibited" sign and request that they secure their firearm in their vehicle before returning to vote.
- If needed, refer voter to Virginia Code § 24.2-604 and inform voter that violation of this code is a Class 1 misdemeanor.
- If the voter does not comply, assess the situation and decide which approach would most effectively de-escalate the situation:
 - **Option 1:** Inform the voter, “You are in violation of the law, and I will need to call 9-1-1 if the firearm is not removed from the premises.”
 - **Option 2:** Have voter vote and exit the premises as quickly as possible.
- Call 703-324-4101 to notify office as soon as possible or when safe to do so.
- Document the situation using the Incident Report form on the Admin Tablet.

By law, voter must be allowed to vote (even if law enforcement is called).

Bomb threat

- Evacuate all voters and election officers from the polling place.
- Call 9-1-1.
- Call 703-324-4101 when safe to do so.
- Document the situation using the Incident Report form on the Admin Tablet.

Active assailant

If there is an active shooter/assailant, remember that **you are in a position of authority and lead by example**. Quickly determine the most reasonable way to protect life:

- **RUN: attempt to leave the premises as quickly as possible.**
 - Lead others to nearest exit.
 - Leave all items behind.
 - Keep hands visible.
- **HIDE: if leaving is not possible, hide where shooter is less likely to find you.**
 - Lock and blockade door with heavy furniture.
 - Hide away from windows and behind large items.
 - Call 9-1-1, if possible, to alert police to location. (If you cannot speak, either text 9-1-1 or leave the line open and allow dispatcher to listen.)
 - Remain quiet (silence cell phones, remove noisy footwear, etc.)
 - Identify items that could be used as a weapon. Prepare to fight if necessary.
- **FIGHT: if neither running nor hiding is possible, do whatever is needed to protect life.**
 - As a last resort, and only when your life is in imminent danger, attempt to disrupt/incapacitate the shooter by:
 - Acting as aggressively as possible
 - Approaching from multiple angles
 - Throwing items
 - Yelling

If there is an active shooter *outside* the polling place: You may be directed by law enforcement to lock down the polling place. In this scenario:

- Close and lock door to main entrance and entrance to voting room.
- Follow building's shelter-in-place instructions.
- Turn out lights. Remain quiet until law enforcement provides further instruction.

Building evacuation

If you need to evacuate the building, remain calm & follow directions of public safety personnel. Officers should follow evacuation guides printed on back of “During the Day” guides.

To evacuate:

- Instruct everyone to meet outside at pre-determined meeting location.
- If time permits:
 - **Chief:** lock cage, take keys, a notepad, and a pen.
 - **Assistant Chief:** put all forms and envelopes in black kit and take kit.
 - **Provisional Specialist:** take blank and completed provisional envelopes, Admin Tablet(s), and Envelopes #1A.
 - **DS200 officers:** unplug & roll out DS200s.
 - **Check-in officers:** take Poll Pads currently being used (leave cables behind).
 - **Ballot officer:** take all ballots and pens on table.
 - **Voting booth officers:** take clipboards from Chief’s Table.
 - **Greeter:** take drop box.
- Call 703-324-4101 when safe to do so.

Once everyone is outside the building:

- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

Emergency during supply returns

- If there is an accident or other emergency while you are on your way to return materials, call 703-324-4101. We will send a Rover to assist you.
- If an emergency blocks entry to a return depot, return ballots and materials to:
Fairfax County Government Center (12000 Government Center Pkwy, Fairfax, VA 22035)
- If an emergency blocks entry to the Fairfax County Government Center, Chiefs must return ballots and other materials to the Courthouse. We will contact you if this becomes necessary. Once you arrive at the Courthouse entrance, police and/or Sheriff Deputies will direct you.
Fairfax County Courthouse (4110 Chain Bridge Road, Fairfax, VA 22030)

Emergency envelope contents

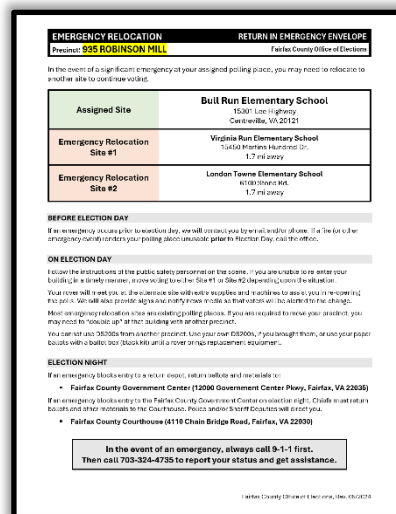
The red Emergency envelope is in the black kit. Only open this envelope if you need to access one of the materials below.

Emergency relocation sheet

If there is a significant emergency at your polling place, you may need to relocate to another site to continue voting.

This sheet gives you the addresses for 2 potential relocation sites and more instructions about relocation.

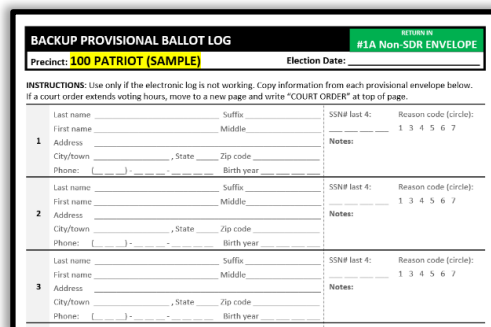
The office will provide more guidance when the move becomes necessary.



Backup paper provisional ballot log(s)

Use this log (or both logs, if a dual-party primary) **only if the electronic provisional ballot log is not working**. This may happen because of connectivity issues or other problems with the Admin Tablet.

Copy information from the provisional envelope onto this form.

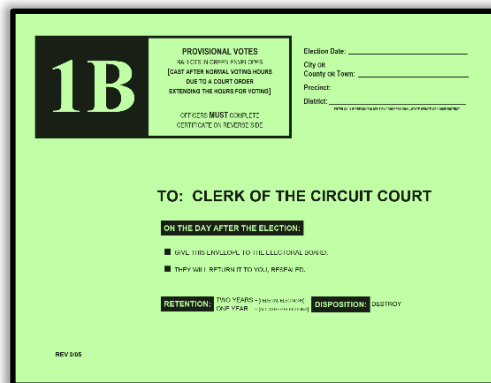


Envelope #1B

If polling hours are extended by a court order, all voters that get in line after 7:00 PM will mark ballots and seal them in provisional envelopes.

Place all completed "court order" provisional envelopes in the large green Envelope #1B.

The office will provide more guidance when this situation arises.





Chapter 15

Evacuation Procedures

Fairfax County Office of Elections

12000 Government Center Pkwy, Suite 323 | Fairfax, VA 22035

703-324-4735

ElectionOfficers@fairfaxcounty.gov

www.fairfaxcounty.gov/elections

Evacuation Procedures

Overview

In the case of an evacuation, the election officers assigned to each station in the precinct have designated responsibilities to ensure a timely and orderly exit. The following pages are the evacuation guides for each officer station.

These guides are also printed on the back of the one-page **During the Day** guides for each voting room station so officers have their instructions readily accessible.

Preparing for an evacuation

In an evacuation, every moment matters. Take time before the polls open to ensure that all officers and high school Pages in your precinct are prepared. During the final meeting with your officers before the polls open, do the following:

- Designate a central meeting location outside of the polling place. Confirm that all individuals are aware of this location. You will evacuate to this location unless directed otherwise by public safety personnel.
- Instruct all officers to read over evacuation guides for their stations.
- Instruct all officers to write the relevant building and evacuation location details on their evacuation guides. You will need this information when calling 9-1-1.

Evacuation: Chief

To evacuate:

- Remain calm. Lead by example.
- Announce meeting location outside the building.
- Instruct one officer to direct everyone to nearest exit.
- Direct all officers to follow evacuation instructions for their station (printed on back of “During the Day” guides). Each officer should take essential items:
 - **Chief/Assistant Chief:**
 - Lock cage, take keys, a notepad, and a pen.
 - Put all forms and envelopes in black kit and take kit.
 - Take Chiefs Notebook.
 - **Provisional Specialist:** Take blank and completed provisional envelopes, Admin Tablet(s), and Envelopes #1A.
 - **DS200 officers:** Unplug & roll out DS200s.
 - **Check-in officers:** Take Poll Pads currently being used (leave cables behind).
 - **Ballot officer:** Take all ballots and pens on table.
 - **Voting booth officers:** Take clipboards from Chief’s Table.
 - **Greeter:** Take drop box.
- When safe to do so, call 703-324-4101 to notify office.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

Evacuation: Assistant Chief

To evacuate:

- Put all forms and envelopes in black kit.
- Take kit outside.

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

Evacuation: Provisional Specialist

To evacuate, take the following:

- Blank and completed provisional envelopes
- Admin Tablet
- Envelopes #1A

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

Evacuation: DS200 officers

To evacuate:

- Unplug and roll out DS200s.

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

Evacuation: Check-in officers

To evacuate:

- Take Poll Pad you are currently using. Leave cables behind.

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

Evacuation: Ballot officer

To evacuate:

- Take all ballots and pens on table.

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

Evacuation: Voting booth officer

To evacuate:

- Take clipboards from Chief's Table.

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

Evacuation: Greeter

To evacuate:

- Take drop box.

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

Once safely outside

If you set up in the parking lot:

- Ensure that all individuals are accounted for.
- Assemble stations to mirror the flow of the voting room. Use clipboards in place of privacy booths.
- Resume voting as soon as you are able:
 - Voters already checked in may continue voting. If voter wishes to leave, cancel check in on Poll Pad. (If this is not immediately possible, direct voters to legibly print and sign names on notepad. Cancel check-ins on Poll Pad as time permits.)
 - For voters not yet checked in, use Poll Pad or backup paper pollbook to check in voters. Direct them to complete and cast their ballot outside.

If you relocate to a new building:

- Ensure that all individuals are accounted for.
- For any voters who were already checked in, direct them to legibly print and sign names on notepad. Cancel check-ins on Poll Pad once settled in new location.
- Give voters the name and address of the new location. A Rover will deliver signs to direct further voters.
- Leave one officer with DS200s. Office staff is on the way to assist with transport to the new location.
- Drive to the new location with at least two officers in each car.
- Follow emergency relocation instructions (found in red Emergency envelope) for further instruction.

IN AN EMERGENCY

If the situation allows, call the office first (703-324-4101).

We have a police liaison in the office on election day and they may be able to coordinate help most directly.

If the matter is urgent, call 9-1-1.

When making the call:

- State the nature of the emergency.
- State your name and identify yourself as an election officer at a polling place.
- Describe incident and indicate whether incident is still occurring.
- Give the following details:
 - Building name: _____
 - Building address: _____
 - Closest entrance number: _____
 - Room number/name: _____
 - Location in building: _____
 - Mobile contact number: _____
 - Designated meeting location: _____
- Send an officer to parking area to meet emergency personnel.

- Notify facility staff of the situation.
- Document the situation using the Incident Report form on the Admin Tablet.

**Find more instructions in the
Emergency and Evacuation Procedures chapters.**