

OFFICER OF ELECTION TRAINING

November 2021
Tommy Dorsey



Prince William County Office of Elections

We are here together?

- We will go over the manual
- We will discuss rules and regulations
- We will talk about preparing for the Election
- We will discuss the voting process
- We will look at roles and responsibilities



Prince William County Office of Elections

House Keeping

- Vote early either by mail or in person
- Call the office and your Chief if you cannot serve
- Questions? Assignments or training call Lateef or Tommy at 703.792.6470 or email electionofficer@pwcgov.org



Prince William County Office of Elections

Drop Boxes are Here To Stay

- On election day all precincts will have a **Drop Box** for mail-in ballots.
- Voters who requested a mail ballot can have the ballot deposited at the precinct
- Your Chief will have the plan for the drop box.




Prince William County Office of Elections



When you see this page in Poll Access you can and should let us know if you are interested in working any future Elections.





Poll Worker Online Web Access

Eastern Standard Time: Wednesday, May 27, 2020 7:35:00 PM

Home

Messages

My Assignment

Work Assignment

Training Classes

Training Materials

My Profile

Technical Help

Logout

Save

Next to My Assignment >>

Upcoming Elections (3)

2020 June Dual Primary

Election Date

06/23/2020

Interested In working?

☐ Yes

☐ No

☐ Outside Home PCT?

Nov 3 2020 Pres General AB

Election Date

From 09/18/2020 To 10/31/2020

Interested In working?

☐ Yes

☐ No

☐ Outside Home PCT?

Prince William County Office of Elections

Workshops at Buckhall VFD

- Address 7190 Yates Ford Rd Manassas, VA 20111

- Monday – Thursday

- 11 – 14 October 10 am – 8 pm
- 18 – 21 October 10 am – 8 pm
- 25 – 28 October 10 pm – 8 pm

Saturday

- 16 October 9 am – 3 pm
- 23 October 9 am – 3 pm
- 30 October 9 am – 1 pm

Prince William County Office of Elections



The Manual

- Read it
- Bring it
- Keep it



Prince William County Office of Elections



The Manual

- Contents for Election Officers
 1. Election Day Guide
 2. Authorized Reps dos and don'ts
 3. Chief Information
 1. END of Night
 2. Provisional Voter
 3. Misc Forms
- Separate Books
 - Voting Machine Field Guide
 - EPB Manual



Prince William County Office of Elections



The Manual

Know what you need to know:

- Election Day General Reminders
- Overview of people and functions
- Persons Allowed/Activities Prohibited



Prince William County Office of Elections

Preparing for Election Day

- Make sure you have marked it on calendar
- Sign up and attend necessary training
- Recommend you vote EARLY even if you are assigned to your precinct
- Double check your alarm clock



Prince William County Office of Elections

Rules and Regulations

- Arrive no later than 5am
- No campaign or political materials (pins, clothing , literature)
- Do not discuss politics on Election Day
- Voters ALWAYS come first
- All officers are required to sign certain tapes, forms and envelopes
- You may not leave the polling place until closing duties are complete



Prince William County Office of Elections

Be Careful of Voters issues

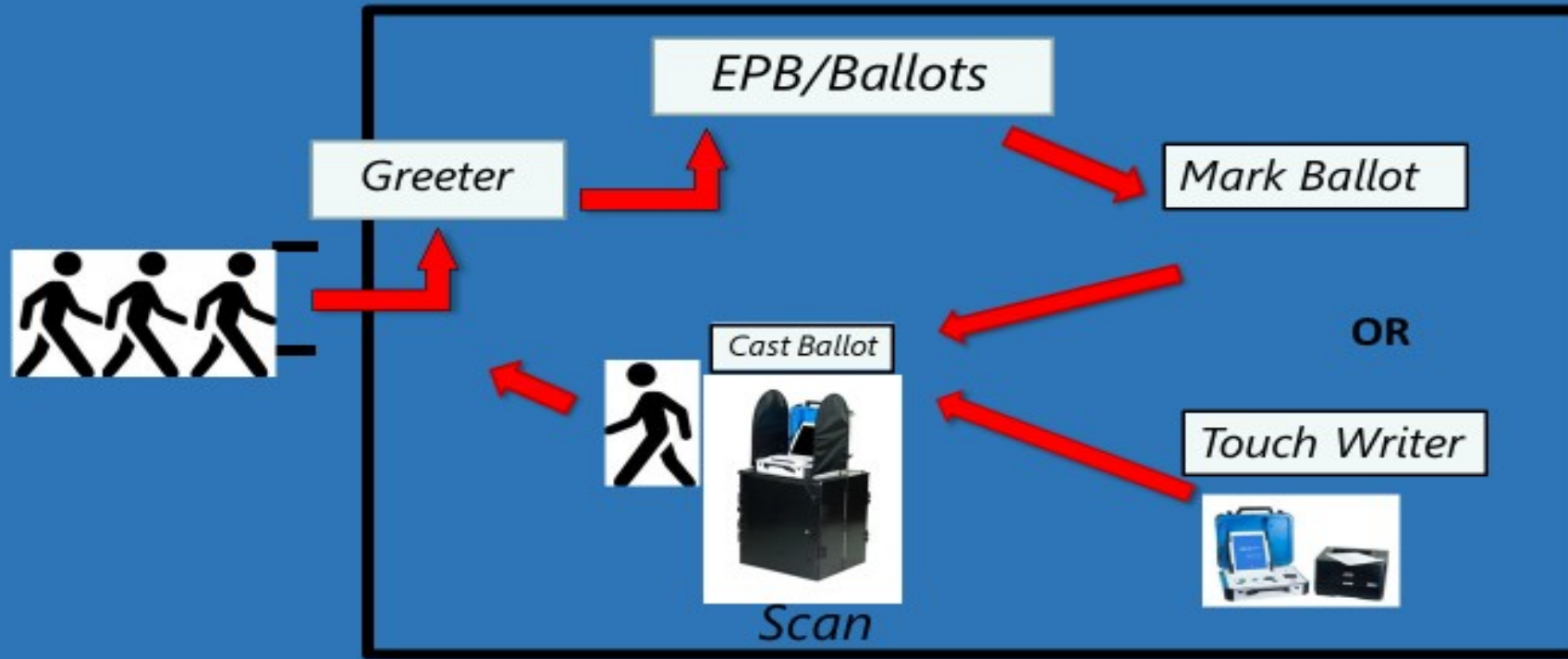
The Chief takes care of all voters who have a problem that you cannot resolve quickly!

Send them to the Chief



Prince William County Office of Elections

The Voting Process



Prince William County Office of Elections

Roles and Responsibilities

- Greeter
- EPB Officer
- Ballot Officer
- Booth Officer
- Scan Officer

Chief Officer
Assistant Chief Officer



Prince William County Office of Elections

Greeter

- Greet the voter
- Ask all voters “Are you here to vote or are you returning a ballot”
- Ask voter to have ID out and ready
 - Voters returning ballots don’t have to wait in line or show ID
- Send voter to next available EPB or
- Send voter who is dropping off a mail in ballot to the Drop Box



Prince William County Office of Elections

Drop Box Duties

- Duties at the Drop Box
 - Never leave the Drop Box unattended
 - Take ballot from voter (no questions asked)
 - Remember **NO ID required** to drop ballot off
 - Drop ballot in box



EPB Officer

Step 1: Ask the voter for any one of Virginia's acceptable forms of identification

OR

Step 2: Ask the voter for their full legal name and current residence address!



EPB Officer

They can give you that information in writing.

Step 3: Locate voter's name on the pollbook or EPB.



EPB Officer

- Step 4: Repeat the voter's **full name** in a loud and clear tone so that the party and/or candidate representatives can hear.*

***NOTE:** As of July 1, 2020, officers shall only state out loud the voter's full name!! No longer state the voter's address out loud!



EPB Officer

- Step 5: Compare voter's current address with the address printed on the pollbook or seen on the EPB screen.
- Step 6: Check in voter on EPB



EPB Officer

- Step 7: Give the voter a ballot. After being checked in on the EPB, the voter must remain in the polling place until they cast their vote.



List of Voter IDs in Virginia

- 1. Voter confirmation documents
- 2. Virginia Driver's license
- 3. Any other ID card issued by a government agency of the Commonwealth, one of its political subdivision, or the United States



List of Voter IDs in Virginia

- 4. Student ID card issued by any institution of higher education located in the Commonwealth of Virginia
- 5. Student ID card issued by any institution of higher education located in any other state or territory of the United States
- 6. Student ID card issued by any public or private high school located in Virginia



List of Voter IDs in Virginia

- 7. Any employee ID card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business
- 8. . **A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter**



List of Voter IDs in Virginia

- Note: Unless stated IDs DO NOT have to contain a photograph of the voter.
- Note: Expiration date on Virginia driver's license is not considered, any other form of ID can not be expired longer than 12 months

Voter ID Tips

- A voter is at the EPBs for Check-in. You notice his name on the poll book reads “Matthew Wilson Smith” but his ID reads “Matthew Wilson-Smith.” He correctly states his name and address based on what you see in the poll book. You will check the voter in and recommend he fill out a registration application to correct the error.





Voter ID Tips

- If you are unsure if a voter's ID is valid, send the voter to the Chief.
- We are not authorized to ask voters to remove masks or any other head covering





Voter ID Tips

- A woman walks in, hands you her ID, and you look her up. She recites everything correctly EXCEPT her last name. You inform her there is a discrepancy in her last name and inquire as to whether it has changed recently. If she says yes and provides the correct information, check her in. Recommend she fill out a registration application to change her name on the voter rolls.





Voter ID Tips

- A voter walks in and hands you her Virginia driver's license. You notice that the driver's license has an exact match to the poll book regarding her name and address. You then state her name for confirmation purposes and so any observers can hear her information and complete the check in process on the EPB.





Voter ID Tips

- Below is the information you should be concerned about when inspecting a voter's ID.

a. Name

b. Address

c. Expiration. Can be used for one year after it expires

a. Except a Virginia Drivers License used for voting DOES NOT expire





Voter Check In

EPB OFFICER



“Gone” in 30 seconds...

- Voter should have ID ready – Greeter to remind voters
- Scan if Virginia Driver’s License
- If voter presents ID other than DL do not waste more time getting a DL



EPB OFFICER

- **Obtain Voter ID. If the Voter has NO acceptable ID**
- **Have Voter complete ID Confirmation Statement**
- **If Voter chooses not to complete statement send them to the Chief**



ID Confirmation Statement

Commonwealth of Virginia		Place in Envelope #8
ID Confirmation Statement - § 24.2-643 of the Code of Virginia		
A	Officer of Election:	
	Precinct No./Name: _____ Date: _____ O of E Initials: _____	
B	Affirmation of Voter:	
	If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.	
	Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.	
	Signature of voter: _____ Date: _____	
	Printed name of voter: _____	
	Birth Year (optional) ____ ____ ____ ____ Last 4 digits of Social Security # (optional) ____ ____ ____ ____	
	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	
ELECT-643ID 8/2020		



EPB OFFICER

- Look up Voter in EPB
 - Either scan the Voter's VA Drivers License or start typing the Voter's last name
- 3.3 Tip** (e.g. First 3 letters Last name Comma First 3 Letters First Name)
Example: Tommy Dorsey – DOR,TOM

Precinct: 201 - SAUNDERS
Voters: 2619
Checked In: 0
Election Status: Open

Select a Document
Select a Form

Text Size: A A A A

Search: wilson
Simple
Advanced
Examples: Smith, Amanda, Jan, 1980 or Smith, Amanda, Jan, 11/23/1980 or Prospect Street, 2010

Search Scope: Precinct [] All

Voter ID	Last Name	First Name	Address	YOB
016660465	WILSON	ANTHONY	5921 Riverside Dr	1966
602013540	WILSON	LANA	5839 Riverside Dr	1964
177223149	WILSON	MATTHEW	5839 Riverside Dr	1990
603013540	WILSON	ROBIN	5839 Riverside Dr	1959
031872615	WILSON	TOMEKA	5789 Rockcliff Ln	1969

5 Matches | Page 1 of 1

Options
3/6/2017 2:17 PM Election Dates: 3/2/2017 Prepared: 3/3/2017 12:49:42 PM Status: Alone | 1 Total Device(s) | Battery: 28%



EPB OFFICER

- Beware of spelling anomalies like **O'HARA vs. OHARA**
- Display the Voter Details screen by clicking on the Voter Name from the list screen, if you scanned the Voter's ID the Voter Details screen will open automatically.
- If the wrong Voter Details screen opens, click "Back to List".



Voter Details Screen

Precinct: 201 - SAUNDERS

Voters: 2619

Checked In: 0

Election Status
Open

Select a Document

Select a Form

ADVOCATE

Text Size A A A A

Voter ID: [REDACTED]

Last Name: WILSON

First Name: MATTHEW

Middle Name: [REDACTED]

YOB: 1990

Gender: [REDACTED]

Status: Active

Address: [REDACTED]

City Zip: [REDACTED]

Mailing: [REDACTED]

City Zip: [REDACTED]

Precinct: 201 - SAUNDERS

Congress: 11

Senate: 029

House: 031

Election: 2017 June Republican Primary

Checked: False (No)

Absentee: False- (No)

Election Day Flags

☐ OP - Voted outside polls

☐ Signed 'Affirmation of Eligibility' or other statement

Voter Notes

Ready to Check In

Check Voter In

Same Address

Back To List

Options

Show Keyboard

3/6/2017 2:17 PM Election Date: 3/2/2017 Prepared: 3/3/2017 12:49:42 PM

Status: Alone | 1 Total Device(s) Battery 28%





EPB OFFICER

- To qualify the Voter, verify the voter's ID info, and what appears on the EPB screen.

USE THE ADDRESS AS STATED OR WRITTEN BY VOTER TO VERIFY ADDRESS

- IF THE VOTER'S NAME AND ADDRESS INFORMATION IS CORRECT,

STATE NAME ONLY BACK TO VOTER SO OBSERVERS CAN HEAR.

We no longer state VOTERS address

- Verify the Election District Information to determine which ballot to give the voter (if necessary).



Voter Details Screen

Precinct: 101 - BRENTSVILLE

Voters: 2449

Checked In: 0

Provisionals: 0

Election Status
Open

ADVOCATE

Text Size A A A A

Voter Details

Voter ID: [REDACTED]

Status: Active

Precinct: 101 - BRENTSVILLE

Last Name: SMITH

First Name: CURTIS

Town Prec.: [REDACTED]

YOB: 1925

Middle Name: [REDACTED]

Congress: 01

Address: [REDACTED]

Gender: [REDACTED]

Senate: 028

City Zip: [REDACTED]

Party: [REDACTED]

House: 051

Mailing: [REDACTED]

Election: Presidential Primary

City Zip: [REDACTED]

Checked In: False (No)

Absentee: False- (No)

Election Day Flags

☐ OP - Voted outside polls

☐ Signed 'Affirmation of Eligibility' or other statement

Voter Notes

Voter Messages

✓ Ready to Check In

✓ Check Voter In

✓ Check In Provisional

Same Address

Back To List

Options

1/28/2016 2:25 PM Election Date: 1/26/2016 Prepared: 1/27/2016 3:23:36 PM Status: Alone | 1 Total Device(s) Battery 91%



Voter Details Screen

Precinct: 101 - BRENTSVILLE

Voters: 2449

Checked In: 0

Provisionals: 0

Election Status
Open

ADVOCATE

Text Size A A A A

Voter Details

Voter ID: [REDACTED]

Status: Active

Precinct: 101 - BRENTSVILLE

Last Name: SMITH

First Name: CURTIS

Town Prec.: [REDACTED]

YOB: 1925

Middle Name: [REDACTED]

Congress: 01

Address: [REDACTED]

Gender: [REDACTED]

Senate: 028

City Zip: [REDACTED]

Party: [REDACTED]

House: 051

Mailing: [REDACTED]

Election: Presidential Primary

City Zip: [REDACTED]

Checked In: False (No)

Absentee: False- (No)

Election Day Flags

☐ OP - Voted outside polls

☐ Signed 'Affirmation of Eligibility' or other statement

Voter Notes

Voter Messages

✓ Ready to Check In

✓ Check Voter In

✓ Check In Provisional

Same Address

Back To List

Options

1/28/2016 2:25 PM Election Date: 1/26/2016 Prepared: 1/27/2016 3:23:36 PM Status: Alone | 1 Total Device(s) Battery 91%



EPB OFFICER

Confirm Voter (see below)

Precinct: 201 - SAUNDERS
Voters: 2619 | Checked In: 0

Election Status
Open

Select a Document
Select a Form

ADVOCATE

Text Size A A A A

Voter Details

Voter ID: [REDACTED]
Last Name: WILSON
First Name: MATTHEW
Middle Name: [REDACTED]
YOB: 1990
Gender: [REDACTED]

Status: Active
Address: [REDACTED]
City Zip: [REDACTED]
Mailing: [REDACTED]
City Zip:

Precinct: 201 - SAUNDERS
Congress: 11
Senate: 029
House: 031

Election: 2017 June Republican Primary
Checked: False (No)
Absentee: False- (No)

Click Confirm to check voter in.

Confirm

Cancel

Options

Show Keyboard

3/6/2017 2:17 PM Election Date: 3/2/2017 Prepared: 3/3/2017 12:49:42 PM

Status: Alone | 1 Total Device(s) | Battery 28%

EPB OFFICER

Default search screen should appear after confirming (see example below)

The screenshot displays the EPB Officer search interface. At the top, a blue header bar contains the following information: "Precinct: 201 - SAUNDERS", "Voters: 2619", "Checked In: 0", "Election Status: Open", and a "Select a Document" dropdown menu. To the right of the header is the "ADVOCATE" logo and a "Text Size" control with four icons (A, A, A, A). Below the header, the "Search" section features a large input field with a "Simple" tab selected and an "Advanced" tab. A small example text is visible below the input field: "Example: Smith, Amanda, Jean, 1980 or Smith, Amanda, Jean, 11/23/1980 or Prospect Street, 2010". To the right of the input field are "Search" and "Clear" buttons. Below the input field is a "Search Scope" slider set to "Precinct" with "All" as the other end. The main area of the interface is a table with the following headers: "Voter ID", "Last Name", "First Name", "Address", and "YOB". The table body is currently empty. At the bottom of the table area, there are "Previous Page" and "Next Page" buttons, and a status bar indicating "0 Matches | Page 1 of 1". The footer of the interface includes an "Options" button, a "Show Keyboard" button, and a status bar with the following information: "3/6/2017 2:17 PM", "Election Date: 3/2/2017", "Prepared: 3/3/2017 12:49:42 PM", "Status: Alone", "1 Total Device(s)", and "Battery 28%".

**Next Voter in
Line, Please!**



EPB OFFICER

- *** If** you feel that the VOTER was not Checked-In correctly you can **VERIFY** by one of 2 steps listed:

1. Rescan the Photo ID – Red Exclamation point displayed in voter messages section indicates voter has been checked in (example below).

The screenshot displays the EPB Officer interface for Precinct 211 - SIGNAL HILL. The top header shows 'Voters: 3213' and 'Checked In: 5'. The 'Voter Details' section includes fields for Voter ID, Last Name (ALVAREZ MALDONADO), First Name (JONATHAN), Middle Name, YOB (1988), Gender, Status (Active), Address, City Zip, Mailing, and City Zip. The 'Election Status' section shows 'Open' and 'Select a Document'. The 'Election Day Flags' section includes checkboxes for 'OP - Voted outside polls' and 'Signed 'Affirmation of Eligibility' or other statement'. The 'Voter Messages' section shows a message 'Checked In 8/31/2020 1:48:37 PM' with a red exclamation point icon. The 'Voter Has Notes' section is highlighted in yellow. The bottom navigation bar includes 'Undo Check In', 'Same Address', and 'Back To List'.

Precinct: 211 - SIGNAL HILL
Voters: 3213 | Checked In: 5
Election Status: Open

Select a Document

Text Size: A A A A

Voter Details

Voter ID: [REDACTED] Status: Active Precinct: 211 - SIGNAL HILL
Last Name: ALVAREZ MALDONADO Address: [REDACTED] Congress: 10
First Name: JONATHAN City Zip: [REDACTED] Senate: 029
Middle Name: [REDACTED] Mailing: [REDACTED] House: 013
YOB: 1988 City Zip: [REDACTED] Election: 2020 November General
Gender: [REDACTED] Checked: True (Yes)
Absentee: False- (No)

Election Day Flags

☐ OP - Voted outside polls
☐ Signed 'Affirmation of Eligibility' or other statement

Voter Messages





Checked In 8/31/2020 1:48:37 PM

Voter Has Notes

Undo Check In Same Address Back To List

EPB OFFICER

Repeat manual search and if name appears highlighted
RED on list, it means that voter has been checked in
(example below).

		SMILEY	DANIEL	EDWARD	1960	
		SMILEY	GUNTHER	WARREN	1989	
		SMITH	ADAM	DAVID	1980	est I
		SMITH III	BENJAMIN	MELFORD	1964	

RED means READY TO VOTE!
(If you do the search)



EPB OFFICER

The 2 Cs:
Check in
Confirm



EPB OFFICER

- Reminder to polling places with two ballots (splits): Ensure the voter receives the correct ballot!



Voter Details Screen

Precinct: 101 - BRENTSVILLE

Voters: 2449

Checked In: 0

Provisionals: 0

Election Status
Open

ADVOCATE

Text Size A A A A

Voter Details

Voter ID: [REDACTED]

Last Name: SMITH

YOB: 1925

Address: [REDACTED]

City Zip: [REDACTED]

Mailing: [REDACTED]

City Zip: [REDACTED]

Status: Active

First Name: CURTIS

Middle Name: [REDACTED]

Gender: [REDACTED]

Party: [REDACTED]

Precinct: 101 - BRENTSVILLE

Town Prec.: [REDACTED]

Congress: 01

Senate: 028

House: 051

Election: Presidential Primary

Checked In: False (No)

Absentee: False- (No)

Election Day Flags

☐ OP - Voted outside polls

☐ Signed 'Affirmation of Eligibility' or other statement

Voter Notes

Voter Messages

✓ Ready to Check In

✓ Check Voter In

✓ Check In Provisional

Same Address

Back To List

Options

1/28/2016 2:25 PM Election Date: 1/26/2016 Prepared: 1/27/2016 3:23:36 PM Status: Alone | 1 Total Device(s) Battery 91%



Voter Details Screen

Precinct: 101 - BRENTSVILLE

Voters: 2449

Checked In: 0

Provisionals: 0

Election Status
Open

ADVOCATE

Text Size A A A A

Voter Details

Voter ID: [REDACTED]

Status: Active

Precinct: 101 - BRENTSVILLE

Last Name: SMITH

First Name: CURTIS

Town Prec.: [REDACTED]

YOB: 1925

Middle Name: [REDACTED]

Congress: 01

Address: [REDACTED]

Gender: [REDACTED]

Senate: 028

City Zip: [REDACTED]

Party: [REDACTED]

House: 051

Mailing: [REDACTED]

Election: Presidential Primary

City Zip: [REDACTED]

Checked In: False (No)

Absentee: False- (No)

Election Day Flags

☐ OP - Voted outside polls

☐ Signed 'Affirmation of Eligibility' or other statement

Voter Messages

✓ Ready to Check In

✓ Check Voter In

✓ Check In Provisional

Same Address

Back To List

Voter Notes




Options

1/28/2016 2:25 PM Election Date: 1/26/2016 Prepared: 1/27/2016 3:23:36 PM

Status: Alone | 1 Total Device(s) Battery 91%



Election Day Voter Messages (NOV2021)

Name	Message	Flag
Issued	Does the voter have his or her ballot? If YES, spoil the ballot and issue a new one. The voter CAN vote on the machine. If NO, the voter CANNOT vote on the machine. The voter will become provisional.	ISSUED
Junior Senior	This voter may share an address with another voter of the same name. MAKE SURE YOU ARE CHECKING IN THE CORRECT PERSON.	
Marked	A ballot was received from the voter. The voter CANNOT vote on the machine. If voter persist issue provisional.	STOP
Marked for Address Confirm:	If they have not moved, voter must complete Affirmation of Eligibility, after completion, voter CAN vote on the machine. If they have moved, refer to What Ifs.	?
On Machine	The voter voted early in-person. The voter CANNOT vote on the machine. If voter persist issue provisional.	STOP
Other Locality	This voter is registered in MANASSAS PARK	
Other Locality	This voter is registered in MANASSAS CITY.	
Overseas Voter	If the voter has not moved, the voter CAN vote on the machine. If they have moved, refer to "What Ifs". The voter must also fill out new VRA.	R
P.O. BOX	This voter is allowed to use a P.O. BOX as his or her address.	P.O. Box
Pre-Processed	A completed ballot was received by the office and cast. The voter CANNOT vote on the machine. If voter persist issue provisional.	STOP
Unmarked	An unused ballot was returned to the office. The voter CAN vote on the machine.	UM

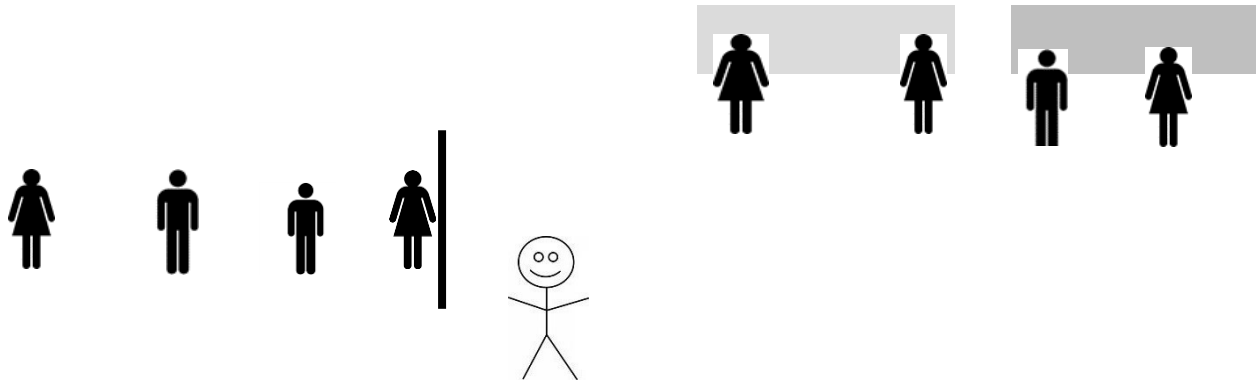


EPB OFFICER/BALLOT OFFICER

- When you hand the voter a ballot tell them the following:
 - **“Be sure to read both sides of your ballot.”**
- Hand each voter their ballot in a Privacy Folder.



Booth Officer

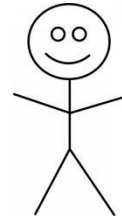


Booth Officer

- Manage line (with tape)
- Send voter to next available marking station
- Answer questions (cannot interpret/explain ballot questions)
- Give privacy
- Observe
- Send voters to Chief for replacement ballot if needed
- **Ensure voters don't leave anything behind**



Scan Officer



Scan Officer

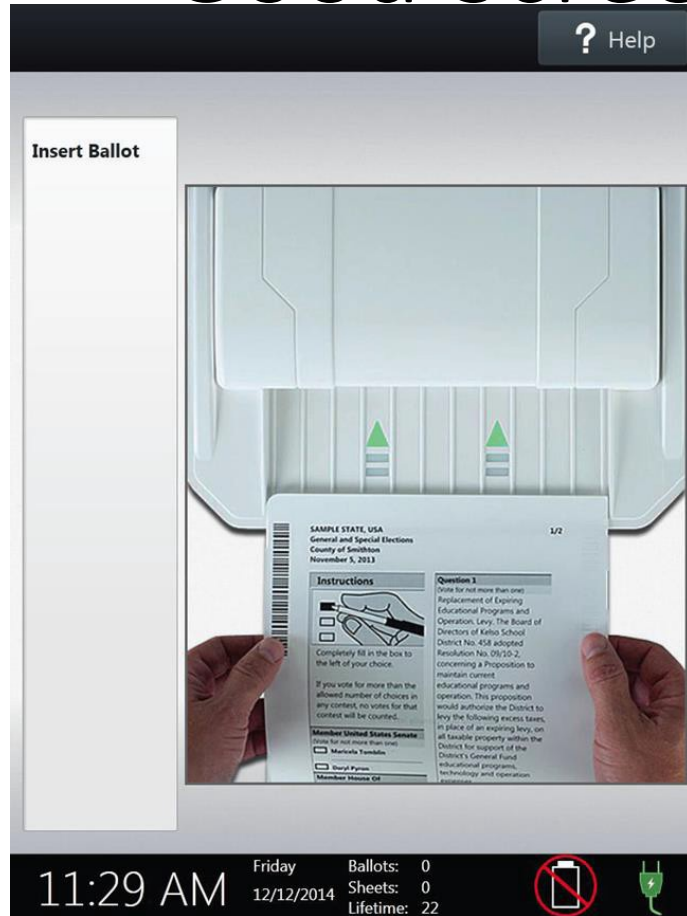
- Manage line (with tape)
- Let voter proceed to either Scan when one is available
- **Remind every voter to look for the American Flag**
- Keep an eye on power indicators
- Observe voters (know your Machine Screens and Error Messages)
- Send voters to Chief for replacement ballots



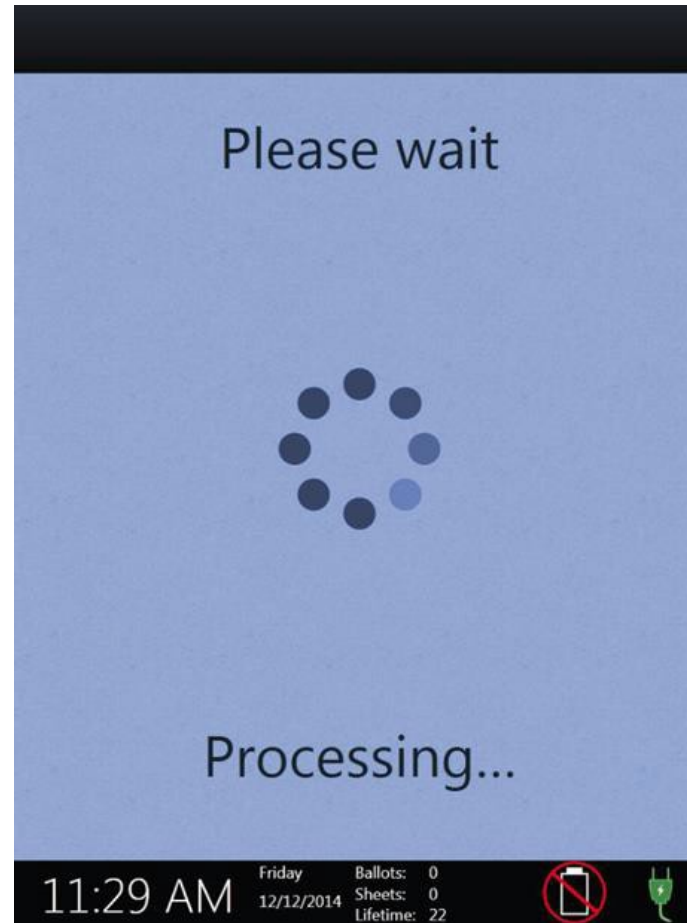
Power Indicators



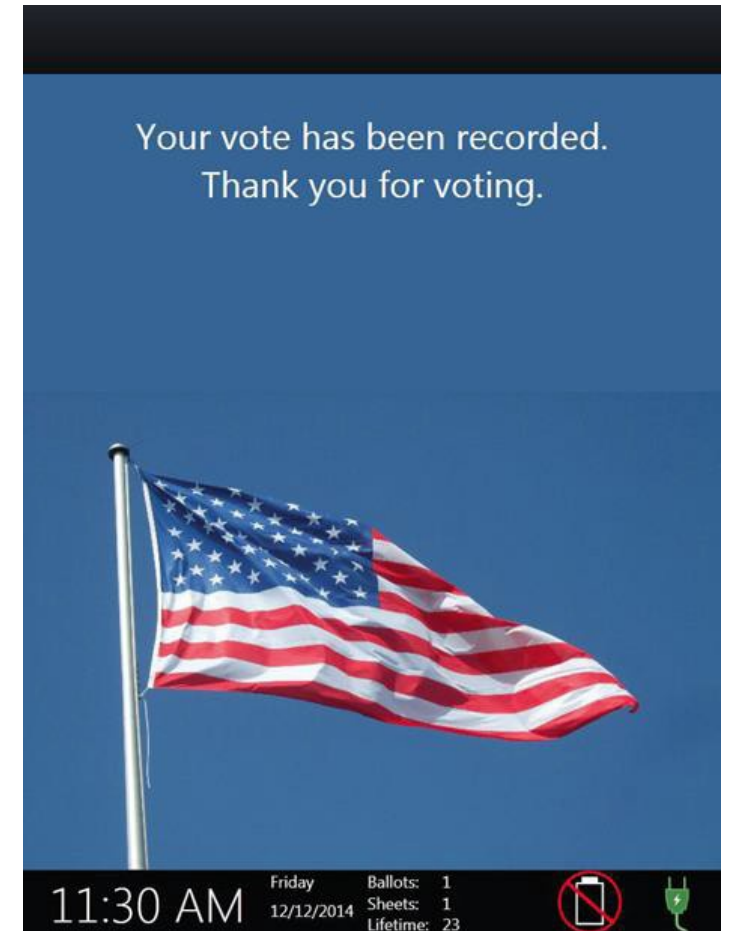
Good Screens



Solid

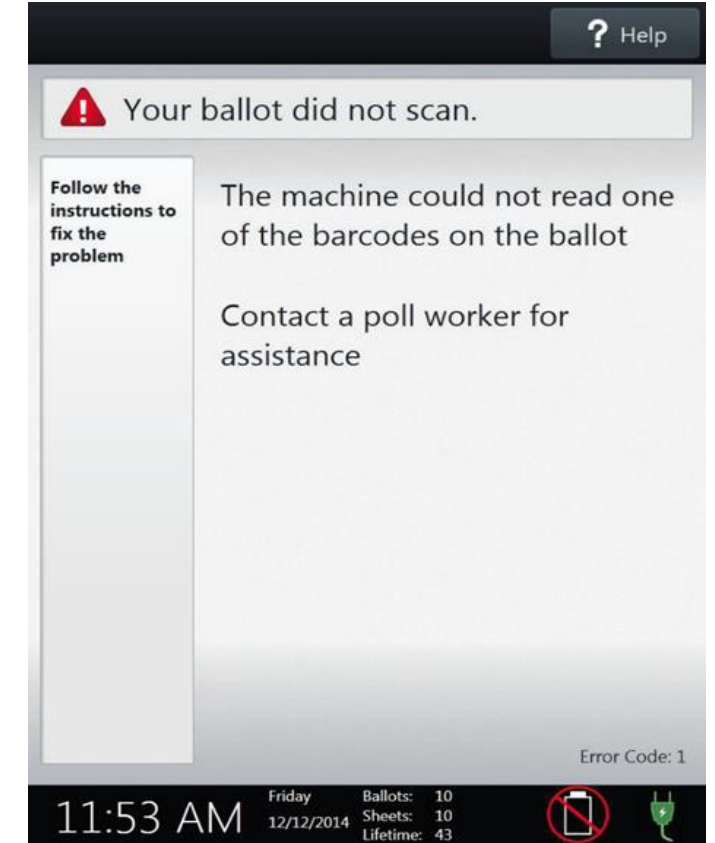
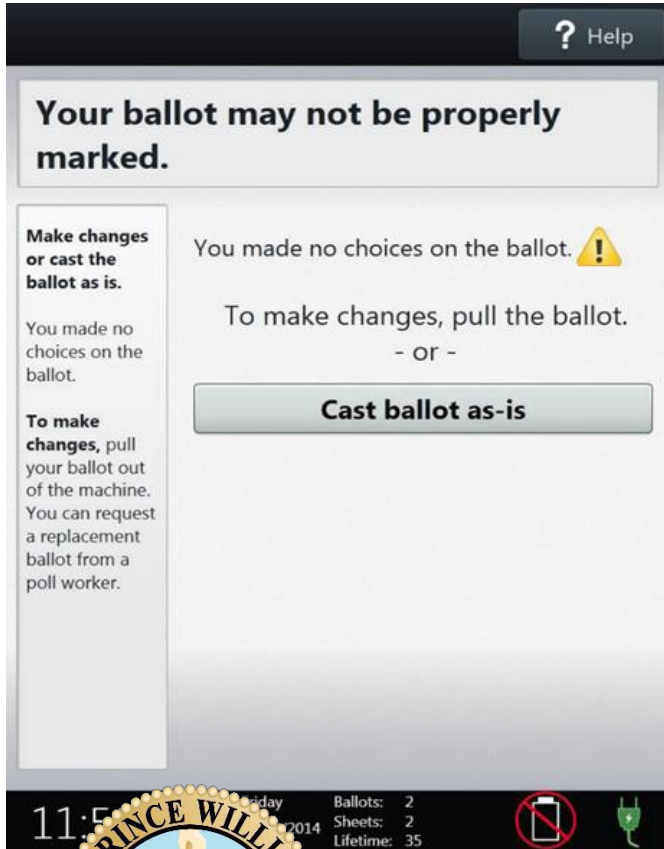


Flashing



Solid

Evil Screens



FLASHING

FLASHING

FLASHING

Undervotes and Overvotes



Under Voting is when the voter has not selected all the choices on their ballot. They are not required to vote for all offices or issues on the ballot and so the machine will take the ballot.

Over Voting is when the voter has selected more choices on one office or ballot issue than allowed. A common error is to vote for the candidate of their choice and then write in the name – the computer cannot tell the difference. The machine will reject the ballot.

If requested, we can assist voters who ask for help before they cast their ballot on the scanner.



Scanner rejected the ballot?

1. Voter will have another opportunity to correct their ballot:

IF THE BALLOT IS NOT MARKED the machine will reject the ballot and voter will be allowed to correct the ballot or cast **AS-IS**

If voter **OVER VOTED** the ballot the machine will reject the ballot and voter will be allowed to get a new ballot or cast **AS-IS**

2. Voter will not have an opportunity to correct their ballot if they **UNDER VOTED**: The machine will take under voted ballots.



Stickers

- Keep “I voted” stickers on table near exit door
- Collect pens, clipboards, and privacy folders in box near door



Other Roles (Other Training)

- Chief Officer (Chief)
- Assistant Chief (Chief)
- EPB Specialist
- Machine Specialist



Election Officer Oath

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, so help me God.



Any Questions?



Thank You!
Have Fun!

