

CHIEF TRAINING

2022 PRIMARY ELECTION



Prince William County Office of Elections

Introductions

INTRODUCTIONS



Training Team

Tommy Dorsey –Trainer

Training Support – Lorraine, Tom, & Ted

Lateef Watson – Election Staffing

New election staffing supervisor being hired, will likely start shortly after this election

Review your manual, training does not end today

(New manual coming this fall!)

Prince William County
Office of Elections



2021-2022

Election Officer Manual

This manual is good through June 2022.
Please keep and bring it to every election
and training you attend.

NAME _____

INTRODUCTIONS



Today's Training

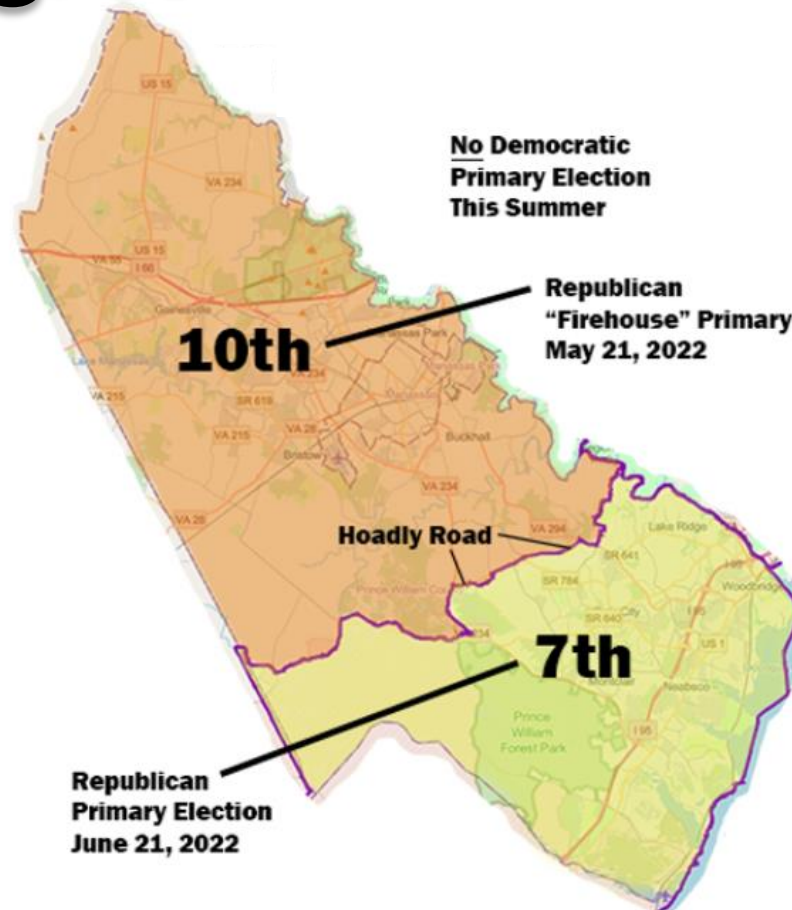
- Election Basics
- Setting Up & Opening the Polling Place
- Election Day Operations
- Special Situations
- Closing the Polling Place
- Things are changing...

Election Basics

ELECTION BASICS



New Congressional Lines



ELECTION BASICS



June 21, 2022 Primary

Party: Republican (7th District)

Open to: All voters

Work Hours: 5:00 am – ~8:30 pm

Voting Hours: 6:00 am – 7:00 pm

ELECTION BASICS



June 21, 2022 Primary

Schools:	Closed to students
Turnout:	Expected to be low
Ballot Styles:	1
Write-Ins:	NONE

Sample Ballot



Sample Ballot/Papeleta Muestra

Rep CD 07

Commonwealth of Virginia, Official Ballot

Estado de Virginia, Papeleta Oficial

Prince William County
Republican Party Primary Election
Tuesday, June 21, 2022

Condado de Prince William
Elección Primaria del Partido Republicano
Martes, Junio 21, 2022

Page 1 of 2

Página 1 de 2

Instructions

Instrucciones

Completely fill in box to the left of your choice.

Rellene completamente el cuadro a la izquierda de su selección.



Begin voting here

Comience a votar aquí

Member House of Representatives 7th District

Miembro Cámara de Representantes
Distrito 7

Vote for only one

Vote solo por uno

☐ Gina R. Ciarcia

☐ Derrick M. Anderson

☐ David Ross

☐ Crystal L. Vanuch

☐ Bryce E. Reeves

☐ Yesli I. Vega

End of Ballot

Fin de Papeleta

ELECTION BASICS



Election Day Staffing

- 5-6 total staff at most locations
- Call Chief HQ if less than 4
- Working towards partisan balance
- Make sure your equipment specialists (EES) signs up for OEW training



ELECTION BASICS



Election Day Support

- Do not guess at answers if unsure
- Call Chief HQ for support
- Phone number 703-792-8397. We want to provide excellent customer service and accurate answers to voters

ELECTION BASICS



Officer Pay

Chiefs	\$225
Assistant Chiefs	\$200
Officers	\$175



\$25 bonuses for each instance of Chief bag pickup, Election Day drop off, and equipment specialist training

ELECTION BASICS



COVID Prep

- No mask requirement for voters or officers
- Masks and face shields available if needed
- Hand sanitizer will be supplied

ELECTION BASICS



Election Officer Qualities

- Excellent customer service, friendly
- Uphold the laws and Code of Virginia
- Don't talk politics to officers, voters, or poll watchers
- Build confidence in the elections' process

Remind your officers of this when appropriate

ELECTION BASICS



Communicating with Your Team

- Let them know about food at your precinct
- Make sure they know anything special about your location (parking, room is cold, etc.)
- Group email can be a great way to reach everyone at once

“Good communication
is just as stimulating
as black coffee, and
just as hard to
sleep after.”

-Anne Morrow Lindbergh



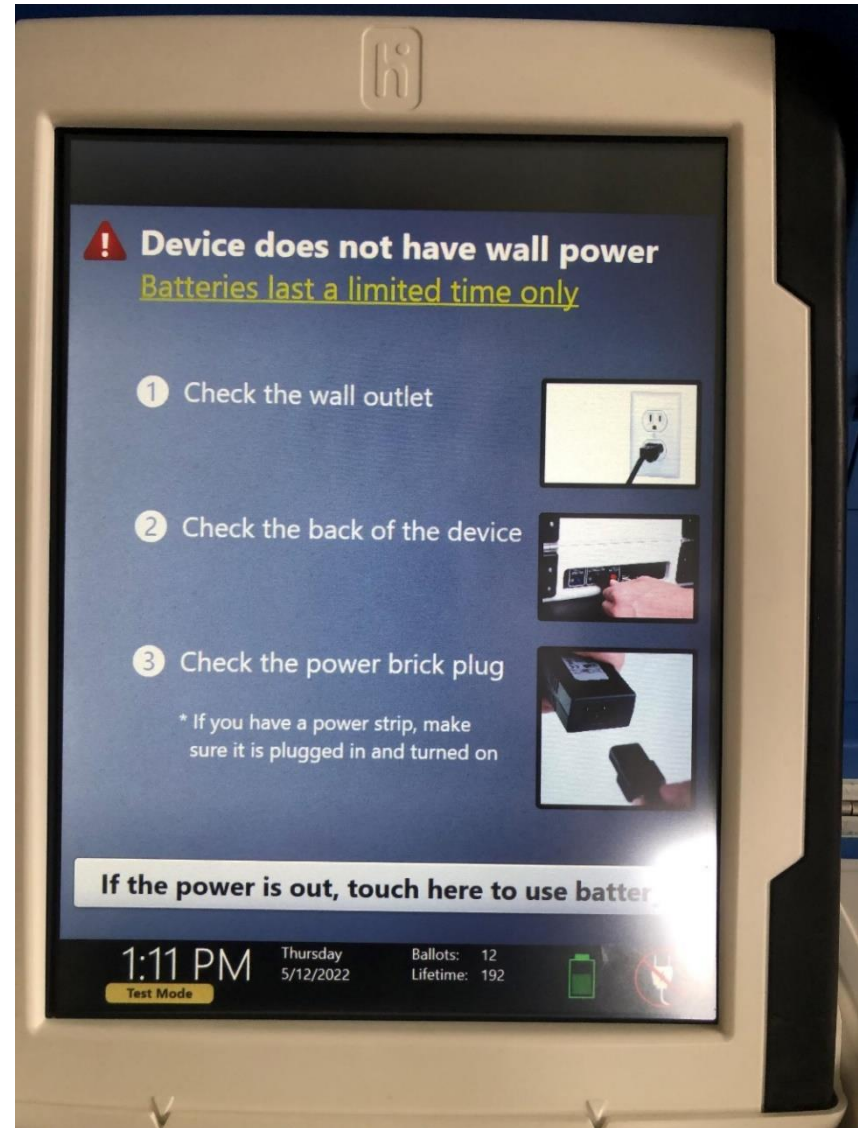
ELECTION BASICS



Lessons Learned from Last Election

- Ballot Scanner & Touch Writer – Make sure time is correct and both are plugged in
- Ballots left in polling place – Spoil them
- Don't cut seals on the machines in the morning
- New inventory sheets
- Tally Point improvements

New Screen on the Scan and TW



ELECTION BASICS



What's new?

- Redistricting – New election districts for PWC
- Spanish Language Requirement
- Returning ballots, supplies – Two officers must return items in same vehicle
- New cage pictures to help return supplies
- One less accordion than before

ELECTION BASICS



What's new?

- New ballot pads with tear stubs
- Leave stub in place
- 50 ballots per pad

A sample ballot for the Commonwealth of Virginia, Official Ballot, for the Republican Primary Election on Tuesday, June 21, 2022. The ballot is for the Member House of Representatives, 7th District. It includes instructions in English and Spanish, a list of candidates with checkboxes, and a tear stub on the left side. A black arrow points to the top of the ballot, and a black bar is visible on the left side. The ballot is labeled "Page 1 of 2" and "Rep CD 07".

PWCE
COUNT: 39201
FILE: 225901
Pallet 1 - Box 50

50

BT: CD07
No. 1

Rep CD 07

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County
Republican Party Primary Election
Tuesday, June 21, 2022
Page 1 of 2

Condado de Prince William
Elección Primaria del Partido Republicano
Martes, Junio 21, 2022
Página 1 de 2

Instructions
Instrucciones

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Rellene completamente el cuadro a la izquierda de su selección.

Begin voting here
Comience a votar aquí

**Member House of Representatives
7th District**
Miembro Cámara de Representantes
Distrito 7

Vote for only one
Vote solo por uno

☐ Gina R. Ciarcia
☐ Derrick M. Anderson
☐ David Ross
☐ Crystal L. Vanuch
☐ Bryce E. Reeves
☐ Yesli I. Vega

End of Ballot
Fin de Papeleta

ELECTION BASICS



Supply Pickup

- Thursday, June 16th, 9:00 am - 7:00 pm
- Warehouse Location Only this Election - 13851 Telegraph Road, Suite E, Woodbridge, VA 22192
- Operations Center Phone: 703-792-8397
- You or a member of your team (\$25 bonus)
- Bring ID to verify identity



Questions?

Setting Up the Polling Place

New Gray Box Contents



GRAY BALLOT DROP BOX (IN CAGE)			
Clipboards (8)	1.	Provisional Bag	6.
I Voted Stickers	2.	Clean EO Vests (inside Provisional Bag)	7.
Voter Complaint Cards	3.		
Ballot Marking Pens	4.	EO Buttons	8.
Tape Bag	5.		



New Supply List



CAGE INVENTORY	
Ballot Box for Scanner	Gray Ballot Drop Box
EPB Equipment Bag	OP Doorbell Sign + Stand
Touch Writer (TW)	Ballots
Verity Scanner (1 or 2)	Outside Signs
Tabletop Marking Stations	Electric Supply Bag
OKI (TW) Printer	Ballot Privacy Folders
PPE Kit	PCT Drop Off Ballot Box
#3 Boxes	Drop Box A-Frame
TW Stand (on top)	

GRAY BALLOT DROP BOX (IN CAGE)	
Clipboards (8)	Provisional Bag
I Voted Stickers	EO Vests (inside Provisional Bag)
Voter Complaint Cards	EO Buttons
Ballot Marking Pens	
Tape Bag	

RED PLASTIC ENVELOPE (CO CASE)	
SOR Part F (3)	Signature Labels (4)
Pollbook Summary Report	SOR Part X
Magnifier Sheet	

BLUE "GIANT" BAG / SBE ENVELOPES	
1A, 1B, 2, 2A, 4	11 - vDrives and EPB flash drives
7 (Keys and Seals)	
8 & X	

CO SUPPLY CASE	
Ballots	Election Day Envelopes in Blue "Giant" Bag
Green Accordion	Clear Plastic Pouch
Red Plastic Envelope	ENT Laptop and Cord
Signs for Posting	Notepad
VA Election Law Book	3 x 5 note cards
OP Doorbell Receiver	

CO BINDER	
Eng/Spanish Assistance	PCT Contact Sheet
Ballot Receipt	PCT Address List
EPB Voter Messages	Compensation Form
Move Rules	SA Checklist
Supply List	Evacuation Sheet
Yellow Return Sheet	Equipment Passcodes
Election Day Oath Form	List of Acceptable Forms of ID
Statement of Results (SOR)	

GREEN ACCORDION - ELECTION DAY & PROVISIONAL FORMS (CO CASE)	
Provisional Voter Notice	VRAs-Voter Registrations
Provisional Ballot Log	Report of Death Notice
Provisional Envelopes	EO Applications
Request for Assistance	Poll Watcher Log
Affirmation of Eligibility-ENG	Poll Watchers Guidelines
Affirmation of Eligibility-SPA	ID Confirmation Statement

SIGNS FOR POSTING (CO CASE)	
Posting Location Chart	Election Date and Hours
Handicap Parking (2)	Prohibited Area
Handicap Access (2)	Rights and Responsibilities
Polls Closed	Attention All Voters
Ballot Marking Instructions	EO Recruitment Poster
Directional Arrows	No Guns Allowed

CLEAR PLASTIC POUCH (CO CASE)	
Stapler and Staples	Scotch Tape
Highlighter	Calculator
Pens	Scissors
Pencils	Permanent Marker

TAPE BAG (GRAY BALLOT BOX)	
Tape Measure	Tamper Tape
Painters Tape - Post Signs/Secure Cords	Yellow Tape

ELECTRICAL BAG SUPPLIES w/ Quantities (IN CAGE)	
Surge Protectors 6 port -	
Surge Protectors 8 port - 1	
Extension Cords 25ft -	
Extension Cords 50ft -	
Extension Cords 100ft -	
3-Prong Adapter	

OUTDOOR SIGNAGE w/Quantities (IN CAGE)	
Vote Here w/ Arrow -	
No Campaigning -	
No Campaigning in Spanish -	
Handicap Accessible -	
Handicap Parking -	

New Cage Pictures



1. Touchwriter Stand
2. Drop Box A-Frame
3. Tabletop Marking Stations
4. Outside Signs
5. Scanner Ballot Box(s)
6. Privacy Folders
7. Scan(s) & Touchwriter
8. Touchwriter Printer
9. EPB Equipment Bag
10. Electrical Bag
11. OP Sign/Stand
12. Gray Ballot Drop Box

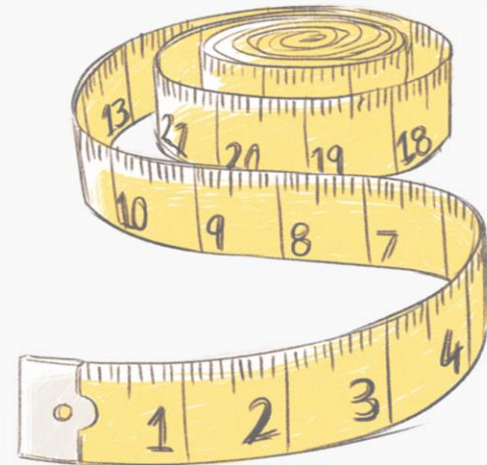


SETTING UP



Outside the Polling Place

- Signs – Be sure to post all provided signs
- Curbside – Set up doorbell within 140 feet of entrance
- Establish 40-foot boundary



SETTING UP



Inside the Polling Place

- Use tape to create directional arrows on floor
- Place hand sanitizer by door for voters to use
- Unlikely to have many voters at the same time during this election (light turnout)

SETTING UP



Accessibility



- Make sure voters with disabilities can navigate the polling place
- Make sure aisles have at least 3-feet width
- Keep pathways clear of debris, tape cords

SETTING UP



Leading Your Team

- Prepare a written plan of how you want to delegate tasks
- If possible, meet with your team on Monday to collaborate and handle set up together
- Explain your written plan and assign Officers roles for opening



Questions?

Opening the Polling Place

OPENING



Prioritize Equipment Opening

- Make sure to get election equipment ready and opened first on Election Day morning.
- Never turn on or open equipment before Election Day.
- Call Chief HQ if you encounter issues.

OPENING



Equipment for This Election

- 2 Pollbooks for check in + 1 Pollbook for Chief
- 1 Ballot Scanner
- 1 Touchwriter (ballot marking device for accessibility)

OPENING



Voting Can Start Without Equipment

- The polling place must open at 6:00 am even if there are equipment issues.
- How can we do this?

QUIZ TIME

Compensation Form –

Make sure your officers sign it. Call HQ if unexpected officers.

Prince William County Election Official Compensation Claim Form

0104 Nokesville Tuesday, November 2, 2021
RETURN IN ENVELOPE 8 Nov 2 2021 Gov General

INSTRUCTIONS: Each Officer must sign this form to confirm participation and complete and verify his/her information. Pages should not sign this form. Replacement Officers assigned on Election Day will not appear on this form and should provide their information below and sign. If someone comes to work that is not on your list, please verify that he/she is an Election Officer and not a pollworker assigned by a party.

Party/Position	Work Phone	Home Phone	Cell Phone
R CO Sharon Harris			
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input checked="" type="checkbox"/> This email is		
SIGNATURE <i>[Signature]</i>	017384439106124	Election Day Emergency Contact Name: [Redacted]	
E AO Robin Bell			
<input checked="" type="checkbox"/> I wish to waive my stipend and volunteer my service	<input checked="" type="checkbox"/> This email is correct		
SIGNATURE <i>[Signature]</i>	017391391156130	Election Day Emergency Contact Name: [Redacted]	Contact #: [Redacted]
R EPB Jennifer Youngblood			
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input type="checkbox"/> This email is correct		
SIGNATURE	017383213270639	Election Day Emergency Contact Name: [Redacted]	Contact #: [Redacted]
E VM Cher Muzyk			
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input checked="" type="checkbox"/> This email is correct		
SIGNATURE <i>[Signature]</i>	017346535063549	Election Day Emergency Contact Name: [Redacted]	Contact #: [Redacted]
D O Alice Davis			
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input checked="" type="checkbox"/> This email is correct		
SIGNATURE <i>[Signature]</i>	017338406313261	Election Day Emergency Contact Name: [Redacted]	Contact #: [Redacted]

Officer who collected election supplies	Total mileage to and from the registrar's office
Officer who returned election supplies	Total mileage to and from the registrar's office

AB=Absentee In Person, CAP=CAP OFFICER, CAPCO=CAP Chief Officer, CAPAO=CAP Assistant Chief, CAPAD, NewCO=New Chief Officer, CO=Chief Officer, AO=Assistant Chief Officer, NewAO=New Assistant Chief, PO=Provisional Officer, EPB=EPB Specialist, VM=Voting Machine Specialist, O=Officer, NO=New Officer, HD=Half Day Officer, SO=Standby Officer, PAM=PAGE - PAM, PPM=PAGE - PPM, SPAN=SPANISH, R=Republican, D=Democrat, N=No Party, D/N=Democrat/Neither, R/N=Republican/Neither

Nokesville

OPENING



Officer Vests

All Election Officers are required to wear the provided vests and buttons so that voters and others can easily see who is an Election Officer.

OPENING



Absentee List

- Numbers will be texted in cell group chat
- Verify your numbers against your Pollbook summary before Polls Open
- Write AB numbers on your EPB summary report
- A Digital (USB) AB list will be provided for public view in your precinct cage (inside plastic sleeve)
- If you have issues, call Chief HQ at 703-792-8397

OPENING



Forms

- Verify VM serial numbers using back of Envelope 7
- Ensure to print 3 Zero Tapes (1 to be posted on wall near machine)
- Place Open Polls tape and Power On Report tape in Envelope 8

OPENING



Forms

- Have provisional supplies ready
- Ensure the Pollbook Summary Report is completed prior to opening polls



Questions?

Election Day

ELECTION DAY

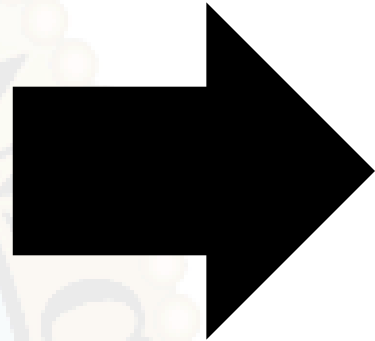


Officer Stations

- Greeter
- Pollbook Officer
- Voting Booth Officer
- Scanner Officer

The seal of Prince William County is visible in the background on the left side of the slide. It features a circular design with a scalloped border. Inside the circle, there is a central emblem with a torch and a scale of justice, surrounded by green foliage. The words "PRINCE WILLIAM" are written along the top arc, and "COUNTY" is written along the bottom arc.

Stand
Up!



Field Trip
to the
Polling
Place

ELECTION DAY



Law Change Reminders

- Officers repeat back only the name to voters, no address
- Voter identification – photo ID is not required
- If voter does not have valid ID they can sign confirmation statement

ELECTION DAY



Check In Process

1. Get name and address from voter
2. Verify voter's identification
3. Find correct voter on the pollbook
4. Check in voter in the pollbook
5. Repeat back name of voter
6. Give voter a ballot in a privacy folder

Voter Identification



- All voters must present
- Name must be the same or similar
- If address does not match or is not present, voter should state address
- Voter can sign ID confirmation statement

ELECTION DAY



Acceptable Identification (see complete list)

- Virginia Driver's License or DMV-issued ID card
- U.S. Passport
- Military ID
- Employee or Student ID (must have photo)

ELECTION DAY



Acceptable Identification (continued)

- Voter ID card
- Voter confirmation document – includes Voter Notice for redistricting
- Many other options – check document if unsure

ELECTION DAY



Voter Confirmation Statement

- If voter does not have identification and completes the statement, it serves as their ID
- If voter does not have identification and won't complete the statement, they must vote a provisional ballot

ELECTION DAY



Voter Confirmation Statement

Commonwealth of Virginia

Place in Envelope #8

ID Confirmation Statement/Declaración de Confirmación de Identificación - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B **Affirmation of Voter/Afirmación del votante:**

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 papeleta provisional en esta elección.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Sujeto a sanción legal, por la presente afirmo que soy la misma persona que represento ser.

Signature of voter/Firma del votante: _____ Date/Fecha: _____

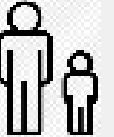



Printed name of voter/Nombre del votante: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____
Año de nacimiento (opcional) últimos cuatro dígitos de seguro social (opcional)







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 es punible según la ley de Virginia como un delito grave. Los infractores pueden recibir sentencias de hasta 10 años de prisión y/o multas de hasta \$2,500. §24.2-1016

Pollbook Special Situations

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.	
Marked for Address Confirmation	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.	
No Primary	There is no primary in voter's Congressional District (CD10).	CD10
On Machine	The voter voted early in-person. The voter CANNOT vote on the machine. If voter persist issue provisional.	

Pollbook Special Situations

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.	
P.O. BOX	This voter is allowed to use a P.O. BOX as his or her address.	
Pre-Processed	A completed ballot was received by the office and cast. The voter CANNOT vote on the machine. If voter persist issue provisional.	
Unmarked	An unused ballot was returned to the office. The voter CAN vote on the machine.	

Ten-Minute Break

Stretch. Move around. Let your brain reset itself.

ELECTION DAY



Voting a Ballot

- Voter takes ballot to booth to mark ballot
- Voter takes completed ballot to ballot scanner
- Voter feeds ballot into scanner
- Voter returns privacy folder and receives sticker as they exit



ELECTION DAY



Voting a Ballot

- Can an officer read a ballot for a voter? Mark a ballot?
- What form is completed when this happens?
- If a voter wants to know a candidate's stance, can an officer assist them?

QUIZ TIME

ELECTION DAY



Drop Box

- Place near check in
- Make sure it is secure
- Any voter can drop off a mail ballot (no ID required)



ELECTION DAY



Drop Box



Voter With a Mail Ballot

Voter has Mail Ballot and wants to drop it off



Voter uses Drop Box, do **NOT** check in

Voter has Mail Ballot but wants to vote in person



Send to Chief, they will exchange ballot

Voter Applied to Vote By Mail, but has no ballot



Send to Chief, they can vote provisionally

Provisional Ballots



Turn to Page 76
in your manual
for a review of
the process

“What If” Scenarios



- You will receive a copy of the “What Ifs” in your Chief bag
- Take a close look at the Move Rules

ELECTION DAY



Outside the Polls Voting (Curbside)

- Who's eligible?
- How many officers are required to assist this type of voter?
- What happens if the ballot is rejected and the voter has left?
- How do you know if there's a curbside voter?

QUIZ TIME

ELECTION DAY



Communications

- Use issued iPhone to text a message to Chief HQ
- Text Chief HQ when Polls are ready to open
- Text Chief HQ when Polls are Closed
- AB final numbers will be texted to the iPhone

ELECTION DAY



Leading the Team

- Rotate officers in different positions to break up the day
- Make sure to rotate breaks for officers
- Do not place officers in positions where they are not comfortable
- Communicate issues and updates

ELECTION DAY



Disagreements on Procedures

- Call Chief HQ to get help and support
- Important not to disagree in front of voters, but step aside to discuss issues
- Chief HQ can sometimes help explain problems to voters



Questions?

Special Situations

SPECIAL SITUATIONS



Assistance Forms

- Complete if voter requires assistance to complete
- Must be completed by voter and assistant
- EOs can be assistant
- Spanish on back



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Commonwealth of Virginia
ASISTENCIA PARA VOTAR
§ 24.2-649 del Código de Virginia

Warning: Intentionally making a materially false statement or entry on this form shall constitute 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 \$2500.

OFFICER OF ELECTION

Precinct #/name: _____ Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:

- I will vote 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 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____
Required

Residence address: _____ City/state: _____ zip: _____
Required Required Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

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: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:

- ☐ Write on the *Signature of Voter* line (Section A), "blind voter" (A blind voter is NOT required to sign or make their mark);
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:

- ☐ Write on the *Signature of Voter* line (Section A): "voter unable to sign";
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Sign and complete Section B.

SPECIAL SITUATIONS



★ VIRGINIA ★
DEPARTMENT OF ELECTIONS

COMMONWEALTH OF VIRGINIA

AFFIRMATION OF
§§ 24.2-428.2, 24.2-643, 24.2-652
652 of the Code of Virginia

Affirmation of Eligibility

- Complete when prompted by EPB
- Must be completed by challenger and voter
- Return in Envelope 8
- Separate sheet for Spanish

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., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. ☐ VOTER'S NAME MARKED WITH "2" 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.

SPECIAL SITUATIONS

Affirmation of Eligibility



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

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



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

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., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. ☐ VOTER'S NAME MARKED WITH "P" 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.

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: _____

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 AND/OR FINED UP TO \$2,500.

Section B:
To be completed
by voter

Section A:
To be
completed by
challenger, or
by CO if
prompted by
EPB

SPECIAL SITUATIONS



Provisional Voters

- When does a voter become a provisional voter
- All provisional paperwork is green
- Flip page for Spanish



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Dear voter,

You voted a provisional ballot today.

Your local Electoral Board decides which provisional ballots will be counted. They will meet at 12:00 pm (noon) on the Wednesday after Election Day at 9250 Lee Ave, Suite 1, Manassas, VA 20110.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at 703-792-6470.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Election officer
Give this notice to voters
when:

- Their name is not on the poll book.
- They voted after poll closing.
- Voter does not have their absentee ballot
- The poll book shows they have already voted.
- They did not show proper ID or sign ID Confirmation Statement.

Reasons you received a provisional ballot

- | | |
|--|---|
| <input type="checkbox"/> Your name was not on the poll book | <input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot |
| <input type="checkbox"/> You voted after the polls closed due to court order | <input type="checkbox"/> Our records show that you have already voted |
| <input type="checkbox"/> You did not show proper ID or sign ID Confirmation Statement (see additional information below) | <input type="checkbox"/> Other: _____ |

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,

but you think it should not have been, call your General Registrar.

NO ID PROVISIONAL INFORMATION

ID Delivery Deadline

- The deadline to provide your ID is 12:00 pm (noon) on the Friday after the election.
- How and where to deliver your ID
 - In person or mail to our main office (address above)
 - By email: pwcvote@pwcgov.org
 - By fax: 703-792-6461

To see list of acceptable identification please visit:

www.elections.virginia.gov/registration/voterid/index

Or Scan this QR code with your phone:



Provisional Voter Notice
ELECT-6538

Voltea la pagina para Español

Rev 9/2020

SPECIAL SITUATIONS

Provisional Voters

- Ensure voter completes required fields on envelope
- Don't forget to sign
- Insert Ballot in Envelope

Provisional Vote Precinct _____

Voter: fill in your information on this side.

1	Voter name	
	Last name _____ Middle _____	First name _____ Suffix _____
2	Birthdate <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3	Address	
	Address _____ Apt. number _____	City/Town _____ State _____ Zip Code _____
4	Phone <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
5	Social Security number (last 4 digits required) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Statement of voter

To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

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

Voter: sign here

Election officer: sign here

Today's date /

Place voted ballot in this envelope.

Provisional Vote

- Election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.**
1. Have the voter fill in the other side.
 2. Ask the voter to check all information, and sign the front.
 3. You sign the front too, below the voter's signature.
 - a. **DO NOT** mark the pollbook for this voter.
 - b. In the Provisional Ballot Log, enter the voter's information.
 4. Issue a paper ballot to the voter.
 5. Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.
 6. Provide a voter registration application.
- Electional Board:**
1. If the voter returns with proper identification, check this box ☒ and sign:
Election Officer: sign here
 2. Attach a copy of the identification document.

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



SPECIAL SITUATIONS



Provisional Voters

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

SPECIAL SITUATIONS




Provisional Voters

- Each provisional vote requires an entry on the log (paper & tallypoint)

Election is running

Update Turnout	Provisional Voter
Curbside Voter	



Provisional Ballot Log

Precinct: _____
Election Date: _____
Election Type: _____
Locality: Prince William County

Place in Envelope 1A

What to do at the end of the day

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

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

What to do during the day

Copy information from the Provisional Vote envelopes below

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

SPECIAL SITUATIONS



Provisional Voters

- At the end of the day, transfer ballots from provisional bag to Envelope 1A
- Complete back of 1A

1A	PROVISIONAL VOTES BALLOTS IN GREEN ENVELOPES [CAST DURING NORMAL VOTING HOURS]
	OFFICERS MUST COMPLETE CERTIFICATE ON REVERSE SIDE

Election Date: _____
City or County or Town: _____
Precinct: _____
District: _____
ENTER ONLY IF PRECINCT IS PART OF CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:

- GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.
- THEY WILL RETURN IT TO YOU, RESEALED.

RETENTION: TWO YEARS - [FEDERAL ELECTIONS]
ONE YEAR - [ALL OTHER ELECTIONS] DISPOSITION: DESTROY

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST DURING NORMAL VOTING HOURS;
- ENTER ON LINE 1 THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED; OR WRITE "NONE" IF APPLICABLE
- SIGN THE CERTIFICATION [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING PROVISIONAL BALLOTS [CAST DURING NORMAL VOTING HOURS]	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION _____	
SIGNATURE OF OFFICER OF ELECTION _____	

ELECTORAL BOARD MEMBERS: ON THE DAY AFTER THE ELECTION

- FOLLOW DIRECTIONS IN THE GENERAL REGISTRAR AND ELECTORAL BOARD MANUAL (CHAPTER 19), FOR INSTRUCTIONS ON COUNTING PROVISIONAL VOTES CAST DURING NORMAL VOTING HOURS
- ENCLOSE INSIDE THIS ENVELOPE THE OPENED GREEN ENVELOPES (VOTERS QUALIFIED)
AND
THE GREEN ENVELOPES NOT OPENED (PERSONS NOT QUALIFIED)
- ENTER THE NUMBER OF ENVELOPES ON LINES 2, 3 AND 4
- SIGN THE CERTIFICATION [SECRETARY]
- RESEAL ENVELOPE 1A BEFORE RETURNING IT TO THE CLERK OF CIRCUIT COURT

CERTIFICATION OF ELECTORAL BOARD	
2. ENVELOPES OPENED [VOTERS QUALIFIED TO VOTE]	NUMBER ENCLOSED:
3. ENVELOPES NOT OPENED [PERSONS NOT QUALIFIED TO VOTE]	NUMBER ENCLOSED:
4. TOTAL ENVELOPES ENCLOSED [MUST BE SAME NUMBER LISTED ON LINE 1]	TOTAL ENCLOSED:
SIGNATURE OF SECRETARY OF ELECTORAL BOARD _____	

1A REV 3/05

SPECIAL SITUATIONS



Pollwatchers

- Have a right to be there, treat them as guests, but make sure they understand the rules
- Can observe, but not near the voting area – close enough to hear check in, but not see the pollbook
- Should communicate only with the Chief

SPECIAL SITUATIONS



Pollwatchers

- Must be a registered Virginia voter
- Must provide an authorization letter/form from the party or candidate (place in envelope 8)
- Limit of 1 pollwatcher per candidate before 6am
- Can observe opening & closing of machines

SPECIAL SITUATIONS



Pollwatchers



- Pollwatcher log has been revised
- Have observer sign in



POLL WATCHER LOG/REGISTRO DE OBSERVADORES

Before signing in, poll watchers must/Antes de completar, los observadores deben:

1. Present a signed letter of authorization to the Chief Election Officer (CO).
Presentar una carta de autorización firmada al Funcionario Principal.
2. Receive and review *Guidelines for Campaigners and Authorized Reps.*
Recibir y revisar los *Lineamientos para campañas y representantes autorizados.*
3. Review statement below. / Revise la declaración a continuación.

If needed, CO may request to see identification to further validate poll watcher's qualifications.
Si es necesario, el CO puede solicitar ver la identificación para validar aun mas las calificaciones del observador.

By Signing this log, the poll watcher understands the guidelines in place and that the Officers of Election have the authority to remove poll watchers that do not adhere to the regulations.
Al firmar este registro, el observador comprende los lineamientos y que los funcionarios electorales tienen la autoridad para destituir a los observadores electorales que no cumplan con las regulaciones.

[illegible]

Precinct use only

PCT #: _____ Date: ____/____/____ Page: ____ of ____

SPECIAL SITUATIONS



Electioneering (Campaigning)

- Campaign electioneers must remain outside the 40-foot prohibited line
- Voters can wear campaign material while voting
- Voters can bring in literature to use
- Keep voting booths clear of campaign materials after voters leave

Weapons

Firearms of any type are not allowed in a polling place on Election Day (regardless of license type)



SPECIAL SITUATIONS



Voter Intimidation

- No loudspeakers within 300 feet
- People cannot intimidate or harass voters, even outside the 40-foot line
- Brandishing weapons or groups in military fatigues not allowed
- If unsure, call Chief HQ for assistance
- If an immediate threat to safety, call 9-1-1

SPECIAL SITUATIONS



Emergencies

- Review and follow the evacuations checklist in your Chief Binder
- Designate a location to meet in an evacuation
- Make sure you bring key items with you
- Contact Chief HQ to report the issue once safe



Questions?

Closing the Polling Place

CLOSING



Voting

- Any voter in line by 7:00 pm shall be allowed to vote or drop off a ballot.
- If a long line, place an election officer at the back of the line to notify voters it is too late to join the line after 7:00 pm.

CLOSING



Prioritize Equipment Closing

- Hands on training sessions for Election Equipment Specialist who close equipment
- Make sure you close equipment once all voters have completed scanning their ballots
- Pollwatchers can observe this process

CLOSING



Closing Checklist

Step 1.

AT 7:00 pm announce “Polls
are Closed”

CLOSING



Closing Checklist

Step 2. Election Equipment Specialist VM

- Check emergency ballot box in rear of Ballot Box
- Close polls on Scan, ensure you have three tally tapes
- Close polls on TW, one tape will print

CLOSING



Closing Checklist

Step 3. Election Equipment Specialist EPB

- Complete Pollbook Summary Report.
- Close polls and power down EPS.
- Place thumb drives in baggie #11.

CLOSING



Closing Checklist

Step 4. Chief

- With tally tape and pollbook summary complete call-in report using Tally Point on ENT computer.
- With AO complete SOR X 2.
- Move Provisional Ballots to Envelope 1A.

CLOSING



Closing Checklist

Step 5. EES VM

- Note lifetime and ballot count numbers on Scan and TW.
- Power down both machines.
- Remove vDrives and place in baggie #11.

CLOSING



Closing Checklist

Step 6. All Officers

- Place ALL scanned ballots in envelope #3
- Place ALL unscanned ballots in box #6
- Place ALL ballot stubs in box #6
- Place ALL ballots in Chief's bag to return to Election Office

CLOSING



Closing Checklist

Place equipment in cage
Clean up the polling place

Step 7. Ensure All Envelopes are
packed correctly

CLOSING



Drop Box

- Remove ballots from the Drop Box and place them in envelope (box) provided
- It is labeled "Precinct DROP BOX BALLOTS"
- Count the number of ballots collected

CLOSING



Drop Box

- Write the number on the envelope
- Write the precinct name and number
- Seal DROP BOX BALLOT ENVELOPE and fill out Chain of Custody form.

Precinct Drop Box Ballots	Prince William County General Election November 3, 2020
ENCLOSED: - Mail Ballots	Precinct: _____
INSTRUCTIONS: 1. Remove mail ballots from Drop Box . 2. Count mail. 3. Write quantity on this document. 4. Transfer mail to this box. 5. Seal box with tamper tape & signature label. 6. Give to Sheriff's Deputy.	Quantity: _____

CLOSING



TallyPoint

- ENT = TALLYPOINT
- Turn on the ENT after polls open
- Enter turnout hourly
- Check the message tab regularly
- Log all Provisionals during the day
- At the end of night, close polls, enter tally tapes

CLOSING



TallyPoint

Please take a look at your TallyPoint handout.

Election Day Envelopes & Forms



Turn to page 42 in your manual



Statement Of Results (SOR)



STATEMENT OF RESULTS 1 CIRCUIT COURT COPY

PLACE IN ENVELOPE 2

June 21, 2022, Republican Primary
Prince William County, Virginia
201 Hylton

Republican Primary

Part 1a. Turnout.

Obtain these numbers from the pollbook(s).

Total Number of Voters Checked In	
Of the total number above, provide the number that voted Outside Polls (OP)	

Part 2a. Votes Cast.

Number of Votes Cast on Machine(s) Obtain this information from the voting machine tape(s).		TOTAL VOTES CAST IN PRECINCT
SCAN 1	SCAN 2 (N/A if none)	
	+	=
Number of Votes Manually Counted This can be obtained by counting the number of ballots that were manually counted. Also staple Part X to this Statement of Results showing how the votes were tallied for offices and questions on the ballot.		
Total Number of Votes Cast in Precinct Add the Number of Votes Cast on Machine(s) and the Number of Votes Manually Counted.		

Part 2b. Drop Box.

Total Number of Ballots Received in Drop Box	
--	--

Part 3. Discrepancies.

Does the Total Number of Voters Checked In = the Total Number of Votes Cast in Precinct? ☐ Yes ☐ No

If "No," please provide an explanation. If "Yes," continue to the back of this page.



Staple ZERO tape and
TALLY results tape
here

Beginning of day:

1. Print zero tape(s).
2. All Officers sign zero tape(s).
3. Staple zero tape here.

End of day:

1. Print tally results tape(s).
2. All Officers sign tally tape(s).
3. Staple tally tape on top of zero tape
4. Fill out the SOR.
5. Report any discrepancies in Part 3 and Part F of the SOR.
6. All Officers sign SOR on the back.

STATEMENT OF RESULTS (continued from front)

June 21, 2022, Republican Primary
Prince William County, Virginia
201 Hylton

Part 3. Discrepancies (continued).

Please note any additional discrepancies here. If additional space is needed, please attach an additional sheet of paper.

Part 4. Certification.

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signature of Election Official (Print & Sign)

1	(Chief)
2	(Assistant Chief)
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

STATEMENT OF RESULTS 1 CIRCUIT COURT COPY

PLACE IN ENVELOPE 2

June 21, 2022, Republican Primary
Prince William County, Virginia
201 Hylton

Republican Primary

Part 1a. Turnout.

Obtain these numbers from the pollbook(s).

Total Number of Voters Checked In	
Of the total number above, provide the number that voted Outside Polls (OP)	

Part 2a. Votes Cast.

Number of Votes Cast on Machine(s) <small>Obtain this information from the voting machine tape(s).</small>		TOTAL VOTES CAST IN PRECINCT
SCAN 1	SCAN 2 <small>(N/A if none) Serial Number</small>	
Number of Votes Manually Counted <small>This can be obtained by counting the number of ballots that were manually counted. Also staple Part X to this Statement of Results showing how the votes were tallied for officers and questions on the ballot.</small>		
Total Number of Votes Cast in Precinct <small>Add the Number of Votes Cast on Machine(s) and the Number of Votes Manually Counted.</small>		

Part 2b. Drop Box.

Total Number of Ballots Received in Drop Box	
--	--

Part 3. Discrepancies.

Does the **Total Number of Voters Checked In** = the **Total Number of Votes Cast in Precinct**? ☐ Yes ☐ No

If "No," please provide an explanation. If "Yes," continue to the back of this page.



Staple ZERO tape and
TALLY results tape
here

Beginning of day:

1. Print zero tape(s).
2. All Officers sign zero tape(s).
3. Staple zero tape here.

End of day:

1. Print tally results tape(s).
2. All Officers sign tally tape(s).
3. Staple tally tape on top of zero tape
4. Fill out the SOR.
5. Report any discrepancies in Part 3 and Part F of the SOR.
6. All Officers sign SOR on the back.

STATEMENT OF RESULTS (continued from front)

June 21, 2022, Republican Primary
Prince William County, Virginia
201 Hylton

Part 3. Discrepancies (continued).

Please note any additional discrepancies here. If additional space is needed, please attach an additional sheet of paper.

If needed, use this
space for
information
regarding
discrepancy
between pollbook
and scan totals not
matching.

Part 4. Certification.

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signature of Election Official (Print & Sign)

1	_____ (Chief)
2	_____ (Assistant Chief)
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____

All election officers
are required to sign
this section

Please complete
all these fields. If
one of these fields
do not apply to
your precinct
write "N/A".

Return Key Items to Office of Elections



Return ballots, envelopes, drop box ballots, and forms to the Warehouse (only site this election

*Two officers must ride in the same car together to return



Questions?



Follow up?

Call “Election Officer Team” at 703-792-6470

Email:
electionofficer@pwcgov.org



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.

THANK YOU FOR YOUR SERVICE!



Prince William County Office of Elections