

Election Training Requirements – 2012

The Fairfax County Office of Elections is conducting training classes for all Election Officers in response to the 2011 State Board of Elections mandate, VA Code § 24.2-103 B; § 24.2-115. Attendance at one class, appropriate to the position you are serving in, by late October 2012 is mandatory for all Election Officers.

Training classes	Curriculum	Required for	Class duration
For Election Officers			
EO 101	Basic precinct procedures, including machine training on Electronic Pollbooks, Touch Screen and Optical Scan voting units	All Officers who have never gone through training before	3 hours
EO 102	Refresher on precinct procedures and use of voting machines; Electronic Pollbook training *	All Officers who have served but completed but EO training prior to 2012	2 ½ hours
For those assigned as Chief and Assistant Chief Officers ONLY			
C 101	Covers precinct operations from start to finish. Includes information for handling Poll watchers, solving problems using the What Ifs, completing the SOR, opening and closing both types of voting systems. It will also include Chief-specific information on using the Electronic Pollbook machines.	All Chief or Assistant Chief Officers who have never served in these positions before	2 ½ to 3 hours
C 102	Refresher on precinct procedures and use of voting machines; Electronic Pollbook training * -- from the perspective of a Chief or Assistant Chief Officer.	All Chief and Assistant Chief Officers who have previously served in these positions	2 ½ hours
*Electronic Pollbook training is on an updated system, new for this year.			

Training Schedule: Training classes will begin in February and continue through October 2012. Actual dates, times and locations for the classes will be listed on the Office of Elections website [www.fairfaxcounty.gov/eb – Working at the Polls] as soon as they are finalized.

Advance reservations for a training class are required...by email to electionofficers@fairfaxcounty.gov; or by calling the training RSVP message line at 703-324-4751. Seating is limited in all sessions in order to provide important hands-on training experiences. When you respond, please indicate a first and second class choice. *We will contact you **only** if you cannot be placed in your first choice.*

In the event of inclement weather, classes will be cancelled if Fairfax County Government is closed or the county workers are authorized to take “*Unscheduled Leave*” as reported in the local TV or electronic media.

Special Note concerning EO 102 and C 102 classes:

All officers expecting to serve in the June Federal Primaries must have attended a training class, appropriate to the position you are filling, in 2012. A prompt reservation for a class is essential so you can be trained in time to serve in the election. Remember: training is SBE-mandatory before serving again. (If you attended a class in February you will have met the SBE mandate. Please do not attend another class – space is limited and we have many more officers to train.)

More classes will be available through the Fall for Election Officers who have not trained in 2012 yet expect to continue to serve as an Election Officer in Fairfax County. Again, this training is SBE-mandatory before serving again.

OK...you have gone through retraining but you still want some practice: When the schedule allows, we will include the following review workshops. Space is limited in each session and pre-registration is required.

	Review Workshops	Purpose	Duration
EO 103	Election Officer Machine Review practice workshop	An open session of hands-on practice with the voting machines and Electronic Pollbook for precinct Election Officers	30 minutes of class space
C 103A	Statement of Results workshop	Chief/Assistant Chief training session on how to complete an accurate and complete Statement of Results	TBD
C 103B	Voting Machines workshop	Chief/Assistant Chief refresher hands-on workshop on the mechanics of setting up and closing down both the Touch Screen and Optical Scan voting systems, including hints on trouble-shooting machine problems	TBD
C 103C	Electronic Pollbook workshop	Chief/Assistant Chief refresher hands-on workshop on the use of an Electronic Pollbook in a precinct, from the point of view of these particular officer positions	TBD