



ELECTION OFFICER MANUAL

COUNTY OF FAIRFAX, VIRGINIA | PUBLISHED APRIL 2016



ELECTION OFFICER TRAINING

THE PURPOSE OF THIS TRAINING MANUAL IS TO PROVIDE ELECTION OFFICERS WITH ADDITIONAL INFORMATION ON MATERIAL PRESENTED DURING IN-PERSON TRAINING. IT CONTAINS THE BASIC ELEMENTS OF POLLING PLACE OPERATIONS AND IS NOT INTENDED TO BE USED AS A COMPREHENSIVE GUIDE OF VIRGINIA ELECTION LAW OR PROCEDURES. FAIRFAX COUNTY IS COMMITTED TO NONDISCRIMINATION IN ALL COUNTY PROGRAMS, SERVICES AND ACTIVITIES. REASONABLE ACCOMMODATIONS ARE AVAILABLE UPON REQUEST. TO REQUEST INFORMATION IN AN ALTERNATIVE FORMAT, CONTACT THE OFFICE OF ELECTIONS.

VIRGINIA ELECTION LAW GOVERNS THE CONDUCTION OF ELECTIONS IN FAIRFAX COUNTY. IF THERE IS AN INADVERTENT CONTRADICTION IN THIS TRAINING MANUAL, VIRGINIA ELECTION LAW TAKES PRECEDENCE.

FAIRFAX COUNTY OFFICE OF ELECTIONS

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INTRODUCTION

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A photograph of two women, one younger and one older, looking at a document together. They are in front of an American flag. The image is dimmed and serves as a background for the text.

SECTION ONE

ELECTION OVERVIEW

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Office of Elections
County of Fairfax, Virginia

IMPORTANT CHANGES

VOTING EQUIPMENT

In June 2014, the Office of Elections procured new voting equipment, DS200 and ExpressVote, which was deployed across the county for use in the November 2014 General and Special Elections. All voting equipment is maintained by Fairfax County personnel and supported by Election Systems & Software (ES&S).

Precincts are now equipped with the DS200 Digital Scanner, which scans and tabulates Election Day ballots. This device replaces the county's previous paper-based scanner, the Accu-Vote Optical Scanner.

Precincts are also equipped with the ExpressVote Marking Device, which provides an accessible voting option for voters with special needs. This device replaces the county's previous ADA complaint unit, the WINvote Touch Screen.

DS200 DIGITAL SCANNER

The DS200 enables a voter to mark his or her ballot with a pen and/or other device, and then insert the marked ballot into the scanner where it is then tabulated. Once a voter's ballot is inserted into the scanner, and it is neither blank nor overvoted, the scanner tallies the voter's selection(s) and stores the ballot securely in the Ballot Box.

Each precinct will receive at least one DS200 this November. Larger precincts will receive two DS200s, depending on the number of registered voters within the precinct. For primary elections, precincts generally receive one DS200.

Each precinct will receive at least six privacy booths in November. As with the DS200, larger precincts will receive additional privacy booths, depending on the number of registered voters within the precinct.

Voters have the choice to mark their ballot in privacy at a privacy booth. However, a voter may choose not to use the privacy booth and vote in an isolated area of the polling room as long as he or she does not obstruct other voters or disrupt the voting process.

EXPRESSVOTE MARKING DEVICE

The ExpressVote enables a voter with special needs the ability to cast his or her vote unassisted. However, any voter who requests to vote using the ExpressVote should be allowed to do so without being discouraged.

There are several ways to mark a ballot using the ExpressVote: touch screen; keypad (includes braille); sip and puff device; and rocker paddle device. All options can be used in conjunction with an audio ballot.

In accordance with federal law, marking devices cannot record votes. Instead, the ExpressVote acts as a pen, populating an internal ballot card based on the selections made by a voter using one of the before-mentioned methods. After the voter is finished marking his or her ballot, the ExpressVote prints out the voter's marked ballot card, which the voter then inserts into the DS200.

Each precinct will receive at least two ExpressVotes this November. Larger precincts will receive three ExpressVotes, depending on the number of registered voters within the precinct. For primary elections, precincts generally receive two ExpressVotes.

POLL PAD

The Poll Pad is an iPad-based electronic registration device that is used for both voter lookup and check-in. This simple to use device reduces the check-in time for voters, increases the accuracy of voter information, and ensures that your job as an Election Officer has never been easier. In November, the Poll Pad will be used across the county for the 2016 General and Special Elections. The Poll Pad and its ancillary items are maintained by Fairfax County personnel and supported by Knowink.

Election Systems Technology



DS200 Digital Scanner



ExpressVote



Poll Pad



VOTER ID - PHOTO ID REQUIRED

Effective July 1, 2014, voters are required by state law to show a valid photo ID when voting in precinct. This law change reflects voter ID requirements passed by the General Assembly in 2013. This law change replaces previous 2012 ID requirements allowing voters to show either a photo or non-photo ID.

Refer to the Voter ID Chart issued by the Virginia Department of Elections for a list of acceptable photo IDs. It is important to note, the term valid implies that an ID is no more than one year expired from the date of the election or the date in which a voter is voting in-person absentee.

Forms of acceptable photo ID include:

- Virginia DMV issued Driver's License
- Photo ID card issued by the Commonwealth of Virginia
- Student photo ID from a Virginia college or university
- Employer issued photo ID
- United States Passport
- Photo ID card issued by the United States
- Photo ID card issued by a local Virginia government
- Virginia issued Voter Photo ID card

Full size examples of these photo IDs are in the Forms section of this manual.

VIRGINIA ISSUED VOTER PHOTO ID CARD

Voters who do not have an acceptable photo ID are eligible to apply for a free voter ID card containing their photo. Applications can be completed throughout the year, even on Election Day.

Once a voter completes and signs the application, his or her voter photo ID card is mailed to the address on file in the Virginia Voter Registration System. It takes approximately two to four weeks to arrive by mail.

If you or someone you know needs a photo ID for voting purposes, contact the Office of Elections. For additional information, visit: <http://elections.virginia.gov/index.php/casting-a-ballot/in-person-voting/>.

VIRGINIA ISSUED TEMPORARY ID DOCUMENT

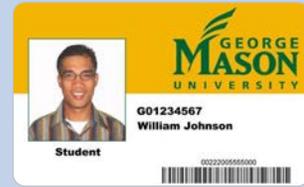
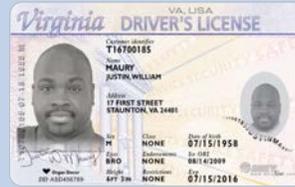
In some cases, voters may be eligible to receive a Temporary ID Document to use as an acceptable photo ID while their permanent ID card is being processed through the mail.

PHOTO ID GUIDELINES

Voters who arrive at the polls without a valid photo ID will be offered the option to vote provisionally.

Virginia's new ID requirement also applies to absentee voters who vote in-person at either the Fairfax County Government Center or satellite voting location. Refer to the [General Information](#) section of this manual for a list of in-person absentee voting locations.

Photo ID Examples



Temporary ID Document



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Office of Elections
County of Fairfax, Virginia

GENERAL INFORMATION

MISSION

The Office of Elections is committed to providing registered voters of Fairfax County with the opportunity to exercise their civil right to vote in an efficient and equitable manner. Laws are held in accordance with the Constitutions of the United States and Commonwealth of Virginia, as well as the Code of Virginia.

ELECTION OFFICER'S ROLE

Your role as an Election Officer is to ensure fair and accessible elections for voters and to protect the integrity and accompanying aspects of the election process. In accordance with federal and state laws, you are expected to perform all of the duties assigned to you by the Office of Elections and perform these duties diligently and without partiality.

ELECTION TYPES

Virginia conducts a General Election every November. Federal offices are elected in even-numbered years and state and local offices are elected in odd-numbered years.

Election	Description
General	Held on the Tuesday following the first Monday in November.
Primary	If called by a political party and there is more than one candidate for a given contest, held on the second Tuesday in June.
Town: Clifton	Mayor and Town Council - held in even-numbered years on the first Tuesday in May.
Town: Herndon	Mayor and Town Council - held in even-numbered years on the first Tuesday following the first Monday in November.
Town: Vienna	Mayor and three Town Council members - held in even-numbered years on the first Tuesday in May.
Town: Vienna	Three Town Council members - held in odd-numbered years on the first Tuesday in May.

VOTING HOURS

Polls are required by state law to open at 6:00 a.m. Election Officers are expected to arrive at their assigned polling place no later than 5:00 a.m., unless otherwise authorized by the Office of Elections.

Polls close at 7:00 p.m., however all voters in the check in line by 7:00 p.m. are permitted to vote. After the last person who is in line by 7:00 p.m. has voted, the polls are officially closed. At 6:45 p.m., an officer designated by the Chief Officer exits the polling place and announces "the polls will close in 15 minutes." At 7:00 p.m., an officer designated by the Chief Officer exits the polling place and announces "the polls are closed."

EXTENDED HOURS

The normal poll closing time may be extended due to a court order. If this occurs, the Office of Elections will notify your precinct in advance of 7:00 p.m. All Election Officers must continue to work when extended hours are issued. Any voter who arrives after 7:00 p.m. when extended hours are issued may only vote by provisional ballot. All voters in line by 7:00 p.m. are processed normally.

YOUR CONTACT INFORMATION

You are expected to keep all information current with the Office of Elections. Changes to your information should be communicated by email or phone. If your number is unlisted, please advise the Office of Elections. Your phone number will only be released to the Rover and Chief and Assistant Chief Officers of your assigned precinct. If you use a P.O. Box as your mailing address, please advise the Office of Elections. In some cases, your residential address is required.

Contact Information



Election Management

703.324.4735 | elect@fairfaxcounty.gov

Voter Registration

703.222.0776 | voting@fairfaxcounty.gov

Twitter @fairfaxvotes

#vote2016 | #ElectionDayReady

Election Dates

Presidential Primary Election: March 1, 2016

Town Elections: May 3, 2016

Congressional Primary Election: June 14, 2016

General Election: November 8, 2016

Announce Audibly

Voting Hours

Polls open @ 6:00 a.m. and close @ 7:00 p.m. All voters in line by 7:00 p.m. are permitted to vote.

Announce

@ 6:45 p.m. *the polls will close in 15 minutes*
@ 7:00 p.m. *the polls are closed*

Notify the Office of Elections if you will be out of town and unable to return messages prior to serving on Election Day. If the Chief Officer of your assigned precinct is unable to reach you before Election Day, the Office of Elections may determine you are unable to serve and begin searching for a replacement officer.

COMPENSATION

As an Election Officer, you may waive compensation and serve as an unpaid volunteer. If you serve as an unpaid volunteer, indicate your preference on your *Election Officer Oath* and *Compensation Sheet* or contact the Office of Elections.

Election Officer pay is contingent upon a full day of service from 5:00 a.m. until the polls close; all supplies are packed and returned to the voting machine cart; and the election results are certified and phoned in to the Office of Elections.

Chief Officers are reimbursed mileage for picking up and returning supplies to the Fairfax County or Mount Vernon Government Center after the polls close. Assistant Chief Officers are reimbursed mileage for picking up supplies only.

Mileage reimbursement is based on the mileage from your home address to the Fairfax County or Mount Vernon Government Center. Election Officers are not reimbursed mileage for traveling to and from the polling place, unless previously authorized by the Office of Elections.

ATTENDANCE AND VACANCIES

If you accept assignment as an Election Officer and cannot fulfill this duty because of an emergency or other extenuating circumstance, notify the Office of Elections immediately so there is not a vacancy at your precinct on Election Day.

TRAINING

You are required by state law to attend training prior to your first time serving as an Election Officer, every four years thereafter and whenever a change is made in voting equipment.

Chief and Assistant Chief Officers are required to attend an additional training class prior to every election. At training, Chief and Assistant Chief Officers are sworn in, review Election Day specifics and pick up their roster lists and polling place supplies.

Class	Description
NEW	Required for Election Officers who have not previously attended training or those who have not attended training since 2011.
EQUIP	Required for Election Officers who previously trained in 2012, 2013 and spring 2014 but did not attend training in fall 2014.
EPB	Optional for Election Officers who attended NEW or EQUIP training in 2014 and need additional hands-on practice using the electronic pollbooks.
CHIEF	Optional for Election Officers who are serving as Chief or Assistant Chief Officers for the first time and attended NEW or EQUIP training in 2014.
PRE	Required for all Chief and Assistant Chief Officers prior to every election. At training, Chief and Assistant Chief Officers are sworn in, review Election Day specifics and pick up their roster lists and polling place supplies.

Pay Rates

Election Officer: \$175.00

Assistant Chief: \$200.00

Chief Officer: \$250.00

Officers can also serve as unpaid volunteers

Training



[view training dates & times](#)

ELECTION OFFICER QUALIFICATIONS

You cannot serve as an Election Officer if you hold elected office or are the employee of an elected official within the jurisdiction to which you are serving.

Although you do not register by party in Virginia, as an Election Officer, under state law, you represent one of Virginia's two major political parties or are considered an independent.

While serving as an Election Officer, do not comment on candidates or political issues, current or general, among your fellow Officers or with voters, and do not engage in any other forms of electioneering while in the polling place and within the Prohibited area.

ELIGIBILITY REQUIREMENTS

Election Officers must complete a *Federal I-9* employment form and *Election Officer Oath* before initially serving in their first election.

Federal I-9 Employment Eligibility Verification: This form is required by the IRS and documents that Election Officers are authorized to work in the United States. Election Officers must complete Section 1 of this form and submit acceptable forms of ID. **DO NOT COMPLETE SECTION 2 OF THIS FORM.** Office of Elections staff will verify your IDs and complete Section 2.

Federal and State Income Tax: For Federal and State income tax purposes, Election Officers' wages are taxable. That is, Election Officers are required to pay income tax on the wages he or she earns as an Election Officer. If the county does not withhold income taxes from the Election Officer's paycheck, the Election Officer is responsible for reporting and paying any relevant income taxes when he or she files the appropriate federal and state tax return.

Social Security and Medicare (FICA) Taxes: Earnings below \$1600 are not taxable under Social Security (i.e. FICA taxes are not withheld from an Election Officer's paycheck) and do not count toward future Social Security benefits.

W-2 Threshold: If an Election Officer earns \$600 or more in a calendar year, the Election Officer will be issued Form W-2. If an Election Officer earns less than \$600, the county is not required to send him or her a Form W-2.

Election Officer Oath: All Election Officers are required to complete an Election Officer Oath. The current Oath is valid through February 2016, at which time all Election Officers are required to complete and submit a new Oath. The Oath is valid only if signed in-person before a Notary. The Office of Elections has several Notaries on staff who are qualified to assist you with this form.

GENERAL RULES FOR ELECTION DAY

1. Do not wear political oriented items: campaign t-shirts, buttons, etc.
2. Do not comment on candidates or political issues, current or general, among your fellow Election Officers or with voters.
3. Do not engage in any form of electioneering while in the polling place and within the Prohibited Area.
4. Dress in business casual attire: sweats and t-shirts are not permitted. Jeans are acceptable, as long as they are business casual. Bring a sweater or jacket in case the polling place is cold.
5. Bring plenty of food and drinks, enough to last you the entire day.
6. Bring any medications you may need. You may not leave the polling place to retrieve any materials.
7. For low turnout elections, you may bring reading materials. Newspaper and magazine articles containing political coverage are not permitted.
8. Electronic devices, including cell phones, tablets and electronic readers are permitted but must not be connected to the Internet.
9. No smoking inside the polling room or at the polling place entrance. There is no smoking allowed on school property and most public buildings.

Federal I-9 Form

Election Officer Oath

10. Service voters promptly and courteously and stay alert for voters who need assistance.
11. Remain at your assigned station at all times unless you are on an assigned break, using the restroom, assisting a voter or performing a task at the direction of the Chief or Assistant Chief Officer.
12. Refer questions from the media and Poll Watchers to the Chief and Assistant Chief Officers. Precinct questions that cannot be answered should be referred to the Office of Elections.

REMOVAL OF AN ELECTION OFFICER

The Office of Elections will investigate promptly any complaint it receives regarding the fitness, qualification or performance of an individual appointed as an Election Officer. The Office of Elections may remove any Election Officer who is unfit or incompetent for assignment.

VOTING OPTIONS

If you are assigned to work at your home precinct (the precinct you would vote at if not serving as an Election Officer), you may vote on Election Day in precinct.

If you are assigned to work in a precinct other than your home precinct, you may only vote by absentee ballot. You may request an absentee ballot be mailed to you, or you may vote in person at the Fairfax County Government Center or a absentee satellite location.

For General Elections, you may vote at an absentee satellite voting location. If you request an absentee ballot be mailed to you, and do not mail your voted absentee ballot in time, you may hand deliver your voted absentee ballot to the Office of Elections before Election Day.

If you request an absentee ballot be mailed to you and decide to vote in-person (at your home precinct), you need to have the absentee ballot with you when voting in-person. If you fail to bring the absentee ballot with you, you will be offered a provisional ballot.

Satellite Location	Address
Franconia Government Center	6121 Franconia Rd, Alexandria 22310
Mason Governmental Center	6507 Columbia Pike, Annandale 22003
McLean Governmental Center	1437 Balls Hill Rd, McLean 22101
Mount Vernon Governmental Center	2511 Parkers Ln, Alexandria 22306
North County Governmental Center	1801 Cameron Glen Dr, Reston 20190
Providence Community Center	3001 Vaden Dr, Fairfax 22031
Sully District Governmental Center	4900 Stonecroft Blvd, Chantilly 20151
West Springfield Government Center	6140 Rolling Rd, Springfield 22152

*Locations are subject to change. Visit our website for the most up to date info.

Absentee Satellites



Stay Current on Absentee Info

Scan the QR Code to the left to view the most up-to-date list of absentee satellite voting locations

Absentee Ballot Application

The image shows a screenshot of the 'Virginia Absentee Ballot Application Form'. The form is divided into numbered sections (1-10) and includes fields for:

- 1 Your Name & SSN:** Last Name, First Name, Middle Name, Suffix, Social Security #.
- 2 Election:** I am applying to vote in: General or Special Election, Democratic Primary, Republican Primary. Date of Election, I am assigned to vote in the: County, City of.
- 3 Reason for Absentee Ballot:** I will be out of the state on Election Day, I will be unable to appear at the polls on Election Day, I will be unable to appear at the polls on Election Day for a qualifying reason and required information are not provided.
- 4 Move Info:** Birth Year, Telephone.
- 5 Residence Address:** Address, City, State (VA), Zip/Code.
- 6 Delivery of Ballot:** I would like my ballot delivered to: Resident Address, Resident Address, Non-Resident Address. Address, City, State/Country, Zip Code, AP/Suite #.
- 7 Change of Name/Address:** Former Full Name, Former Address, Date Moved.
- 8 Assistance To Vote:** I will need assistance in completing my ballot due to a disability, blindness, or inability to read or write. I checked assistance form will be provided with ballot.
- 9 Assistant's Statement Info:** Provide Information of Assistant. Full Name, Address, City, State, Zip Code, AP/Suite #, Signature.
- 10 Applicant Signature:** I declare, under penalty for making a false statement, that the information I have provided on this form is true and correct regarding a ballot or voting in any other jurisdiction in the U.S., except the jurisdiction wherein this application relates. Signature, Today's Date.

 At the bottom, there is an 'Office Use Only' section with checkboxes for 'Received By' (In Person, By Mail, By Fax, Email, Other) and 'Application Accepted' (Yes, No, Reason Not Accepted).

ONLINE TRAINING

As a supplement to in-person training and as a mechanism for standard election review (voting equipment not included), Election Officers are encouraged to sign up for online training developed by the Virginia Department of Elections and ScytI. Online training does not replace in-person training. To sign up for online training, visit fairfax-county.vatraining.us/.

Both a username and password is required for sign in. First time users must sign up before viewing any online content. For directions on how to sign up, visit <http://www.fairfaxcounty.gov/elections/eotraining.htm>.

Since online content was developed by the Virginia Department of Elections, some material may slightly differ from what is presented at in-person training.

FAIRFAX COUNTY APP

A Fairfax County App is available for download on Apple and Android devices. To download the App, visit the App Store or Google Play and search **Fairfax County Government**. After downloading the App, select the **Vote** icon.

Downloading the App will give you access to the following information:

- Voter registration information
- Polling place locations and addresses, including directions to and from
- Absentee ballot status (if an absentee ballot was requested)
- Information on upcoming elections
- Precinct sample ballots

VOTING EQUIPMENT VIDEOS

Videos on the setup and closing procedures for the DS200 and ExpressVote are now available on YouTube. Visit <http://www.fairfaxcounty.gov/elections/eotraining.htm> for direct links to each of these videos.

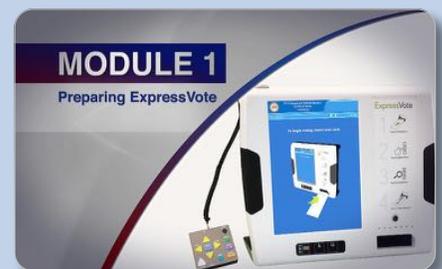
Fairfax County App



Download the App

Scan the QR Code to the left and experience what the app has to offer

Youtube Videos



Office of Elections
County of Fairfax, Virginia

ELECTION OFFICER POSITIONS

OVERVIEW

There are three types of Election Officer positions: Chief Officer, Assistant Chief Officer and Election Officer. Outlined within this section is the description and responsibilities of each.

Your *Assignment Notification* will contain your precinct and position assignment. However, all Election Officers should familiarize themselves with each Election Officer position, as the Office of Elections may ask to reassign your role prior to Election Day.

CHIEF OFFICER

Chief Officers are the supervisors of the precinct. There is one Chief Officer per precinct. Responsibilities include but are not limited to:

1. Attending Pre-Election training the week prior to Election Day.
2. Picking up your Election Day roster list and supplies.
3. Contacting your assigned polling place prior to Election Day to arrange the setup of the polling room.
4. Visiting your assigned polling place prior to Election Day to verify the voting machine cart and all voting equipment and signs were delivered to the correct polling place.
5. Diagraming and setting up the polling room.
6. Opening and closing the polls.
7. Supervising the opening and closing of the voting equipment.
8. Supervising and administering Election Officer duties.
9. Administering the *Election Day Oath* and *Election Page Oath* before the polls open.
10. Ensuring all Election Officers complete the *Compensation Sheet*.
11. Reviewing sample ballots with voters who have questions.
12. Substituting for Election Officers when on break.
13. Maintaining responsibility for ballots, keys and legal documents.
14. Maintaining order and protecting the integrity of the voting process.
15. Handling non-standard voters and referring to the *What Ifs*.
16. Making necessary phone calls to the Office of Elections and communicating with the Registrar to determine voter eligibility.
17. Administering provisional ballot materials to provisional voters.
18. Phoning in total reports to the Office of Elections.
19. Returning supplies to the Government Center after the polls close.

ASSISTANT CHIEF OFFICER

Assistant Chief Officers are similar to Chief Officers in that they are also the supervisors of the precinct. There is one Assistant Chief per precinct. In a General Election, the Chief and Assistant Chief Officers at each precinct represent different political parties. Responsibilities include but are not limited to:

1. Attending Pre-Election training the week prior to Election Day.
2. Picking up your Election Day roster list and supplies.
3. Serving as the Chief Officer if he or she is unable to fulfill his or her duties.
4. Visiting your assigned polling place with the Chief Officer prior to Election Day to verify the voting machine cart and all voting equipment and signs were delivered to the correct polling place.
5. Diagraming and setting up the polling room.
6. Opening and closing the polls.

Assignment Notification

Fairfax County Office of Elections
12000 Government Center Parkway, Suite 323
Fairfax, VA 22035-0081
www.fairfaxcounty.gov/elections

ASSIGNMENT LETTER November 4, 2014 GENERAL ELECTION

Do not reply to this email. E-mail us at elect@fairfaxcounty.gov or call 703-324-4735

Please read this e-mail in its entirety.

Name: Thomas Jefferson
Assigned Position: Officer Full-Day
Assigned Precinct: 103 PATRIOT
Precinct Location: Fairfax County Government Center
Precinct Address: 12000 Government Center Parkway
Fairfax

Dear Election Officer:

You have been assigned by the Fairfax County Electoral Board to serve as an **Election Officer** for the Special Election to be held on Tuesday, November 4, 2014.

If you have been assigned to serve at a precinct other than your own, please review the [absentee voting information page](#) on our website. Absentee voting is only available for the voters residing in the 33rd District.

"Precinct assignments may change due to our need to adequately staff the polls. We will contact you if we need to change your assignment."

The polls will be open from 6:00 AM to 7:00 PM. You are required to report to the polling place by 5:00 AM and remain until the polls close and all work has been completed. While serving, you must not engage in partisan activities or discuss political issues or candidates. Election Officers will receive \$35.00 for serving on Election Day.

On Election Day, please come prepared with food, beverages, medications, and any other provisions that you might need. You will not be permitted to leave the precinct while serving. If you have any questions or if for some reason you must cancel, please **notify us immediately by telephone at 703-324-4735**.

Thank you for serving as a Fairfax County Election Officer. The Electoral Board greatly appreciates those citizens who help us make our elections work.

Sincerely,
Fairfax County Office of Elections
(703) 324-4735
elect@fairfaxcounty.gov

Election Day Oath

COMMONWEALTH OF VIRGINIA
DEPARTMENT of ELECTIONS
OFFICER OF ELECTION OATH

ENVELOPE #2

COMMONWEALTH OF VIRGINIA
OFFICER OF ELECTION OATH

COUNTY OF _____
PRECINCT NAME _____

ELECTION DATE _____

**OATH OF OFFICER
DELEGATED BY THE GENERAL REGISTRAR OR THE SECRETARY OF THE
ELECTORAL BOARD TO ADMINISTER OATHS 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 DELEGATED OFFICER OF ELECTION

SIGNATURE OF ELECTORAL BOARD MEMBER
(OR REGISTERED ASSISTANT CLERK)

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.

Signatures of Officers of Election:

1. _____	10. _____
2. _____	11. _____
3. _____	12. _____
4. _____	13. _____
5. _____	14. _____
6. _____	15. _____
7. _____	16. _____
8. _____	17. _____
9. _____	18. _____

SIGNATURE OF PERSON ADMINISTERING OATH

TITLE OF PERSON ADMINISTERING OATH

DATE ADMINISTERED

888-611-1
REV 7/14

- Assisting the Chief Officer with the overall organization and operation of the polling place, including:
 - Supervising the opening and closing of voting equipment;
 - Reviewing sample ballots with voters who have questions;
 - Substituting for Election Officers when on break; and
 - Maintaining responsibility for back-up keys and other materials.
- Handling non-standard voters and referring to the *What Ifs*.
- Making all necessary phone calls to the Office of Elections and communicating with the Registrar to determine voter eligibility.
- Administering provisional ballot materials to provisional voters.
- Returning supplies to the Government Center after the polls close if the Chief Officer is unable to do so.

ELECTION OFFICER

Election Officers are responsible for administering the voting process, including checking in voters, directing voters to privacy booths and the DS200, activating the ExpressVote, as well as other functions. Responsibilities include but are not limited to:

- Following the Chief and Assistant Chief Officers' instructions.
- Assisting with the opening and closing of voting equipment.
- Assisting with the hanging and taking down of Election Day signs.
- Serving as a Check In Officer, Voting Unit Officer and Greeter.

Check In Officer:

Check In Officers are responsible for operating the Poll Pad. Duties include but are not limited to:

- Locating a voter's name in the Poll Pad.
- Asking the voter for his or her address.
- Asking the voter for an acceptable form of photo ID.
- Checking in the voter if he or she is eligible to vote.
- Repeating the voter's name and address in an audible voice loud enough so that it may be clearly heard by Poll Watchers.
- Providing the voter with a ballot and privacy folder and directing the voter to the corresponding Voting Unit Officer.
- Referring the voter to the Chief or Assistant Chief Officer if the voter:
 - Is not found in Poll Pad;
 - Applied for an absentee ballot and does not have the ballot present;
 - Is already marked as having checked in;
 - Has moved or changed his or her name;
 - Needs assistance casting his or her ballot;
 - Requests to vote outside the polling place (curbside); or
 - Is shown as being an Overseas Voter.
- Providing a replacement ballot to voters who return their ballot spoiled.
- Certifying the final Poll Pad count after the polls close.

Voting Unit Officer:

Voting Unit Officers are responsible for monitoring the use and security of the DS200 and ExpressVote. Duties include but are not limited to:

- Managing lines and directing voters to an open privacy booth or ExpressVote.
- Providing general instructions to voters on how to use voting equipment.

What Ifs

WHAT IF ...		REV 8/11/2014
QUICK REFERENCE TO PROBLEMS		
<p>Problem / Explanation / Action to Take For Problems 1 - 20, an explanation and the action required for each are detailed beginning on Page 2 of this document.</p> <p>Identification (See page 2 for ID requirements)</p> <ol style="list-style-type: none"> 1. Identification requirements 2. Voter has no acceptable ID <p>Address or Name Change</p> <ol style="list-style-type: none"> 3. Voter's name marked with 12 and voter did not move 4. Voter moved within same precinct, or voter changed name only 5. Voter moved within VA before the election day and after Nov. 5, 2013 6. Voter moved within VA between Nov. 3, 2010 and Nov. 5, 2013 7. Voter moved to another state <p>Pollbook</p> <ol style="list-style-type: none"> 8. Voter's name marked with 12 or 13 on pollbook 9. Voter's name not on pollbook 10. Voter's name printed from pollbook in error 11. Person is not qualified to vote 12. A. Name is not on pollbook, Registrar unavailable/ cannot confirm registration (basic; Provisional Ballot procedure) B. voter lacks ID 13. Voter is challenged by Officer or another voter 14. Voter's name already marked as having voted <p>Accessibility</p> <ol style="list-style-type: none"> 15. Voter asks for help to vote 16. Voter asks to vote outside polls <p>Other</p> <ol style="list-style-type: none"> 18. Voter's name marked with 12 on pollbook <p>Absentee</p> <ol style="list-style-type: none"> 19. Absentee voter appears at the polling place to vote. <p>Extension of Poll Hours</p> <ol style="list-style-type: none"> 20. Poll hours extended by court order 	<p>Abbreviations & Notations</p> <p>AB Absentee Ballot AB LIST Final Absentee Ballot Report CAP Central Absentee Precinct EPB Electronic Pollbook ID Photo Identification DP Outside Polls PKC Pollbook Count S Voter has completed required statement (including Affirmation of Eligibility) SOB Statement of Results SOB# Title of the Code of Virginia, also known as the Virginia Election Laws \$24.2</p> <p>Explanation of Symbols by Voter's Name (on EPB may be shown on list, in voter's details or otherwise):</p> <ol style="list-style-type: none"> 1. Voter must complete form before voting to verify current residential address. (EPB may show "Inquirer" or "address confirmation required") Action depends on whether, when and where the voter moved (Problems 3-7). Problems 4-7 also may apply if the voter's name is not marked with 12. 2. Voter has assigned number instead of Social Security Number on voter rolls (Problem 18). This applies to 2012-2013 voters. A column of "X's" (with an occasional "I" on the EPB) indicates "other" (i.e., "Inquirer") status, not "assigned number". 3. Federal only overseas voter eligible to vote in federal elections only (Problem 8). 4. Permanent overseas voter eligible to vote in all elections (Problem 8). On the EPB the "P" may be shown under "ballot style." <p>If voter has questions about any requirement, voter may call the Department of Elections at 1-800-552-8745.</p>	

Poll Pad Search Screen

Poll Pad Check In Screen

3. Duties for the DS200 include:
 - Providing instructions on how to correctly mark a ballot;
 - Directing voters who have finished marking their ballot to the DS200;
 - Explaining the correct way to insert a ballot into the DS200;
 - Assisting with ballots that do not feed into the DS200;
 - Referring voters to the ballot table if they spoil their ballot and need to obtain a replacement ballot; and
 - Handing voters an "I Voted" sticker after they cast their ballot.

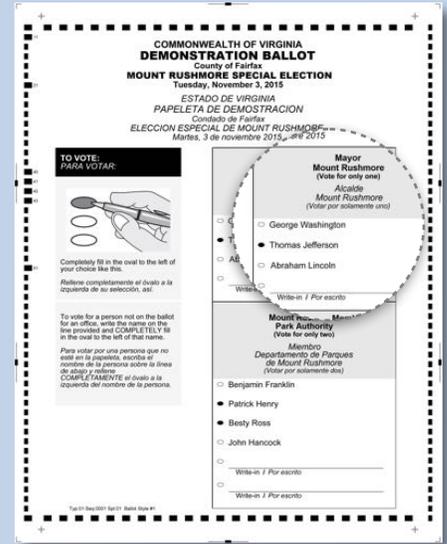
4. Duties for the ExpressVote include:
 - Instructing voters on how to properly insert the ballot card into the input slot;
 - Assisting voters with touch screen functionality;
 - Assisting voters with headphone and keypad functionality;
 - Directing voters who have finished marking their ballot to the DS200;
 - Inspecting voting area after voters have printed their ballot card; and
 - Handing voters an "I Voted" sticker after they cast their ballot.

Greeter:

Greeters are responsible for verifying voters are in the correct precinct and managing check in lines. The need for Greeters is determined by the polling place and amount of Election Officers assigned. Duties include but are not limited to:

1. Verifying voters are in the correct polling location.
2. Directing voters to their correct polling location if at the wrong precinct.
3. Assisting voters in reviewing sample ballots and signs.
4. Assisting with opening and closing the polls.
5. All other duties as assigned by the Chief and Assistant Chief Officers.

Marking a Ballot



ExpressVote Ballot Card



Office of Elections
County of Fairfax, Virginia

SECURITY AWARENESS

EQUIPMENT AND FACILITY SECURITY

Chief and Assistant Chief Officers are responsible for:

1. Maintaining physical security control over voting equipment.
2. Following procedures for securing the polling place.
3. Reporting problems and incidents to the Office of Elections.
4. Protecting and returning iSync devices.
5. Protecting and returning DS200 memory device(s).
6. Protecting and returning provisional ballots.

All Election Officers are responsible for:

1. Protecting against any tampering or defacement of voting equipment.
2. Reporting suspicious activities to the Chief or Assistant Chief Officers and to the Office of Elections.
3. Ensuring all voting unit compartments are secured prior to opening the polls and throughout Election Day.
4. Ensuring appropriate voting equipment is secured and placed inside the voting machine cart after the polls close.

SECURING VOTING EQUIPMENT

All voting equipment and materials must be secured at all times. Chief and Assistant Chief Officers are responsible for all memory devices and completing and signing all reports and envelopes.

The DS200 memory device is secured in the scanner at the time of delivery to the polling place. The iSync memory devices are delivered by the Fairfax County Sheriff's Office to the Chief Officer's home address the Monday before Election Day. Chief Officers are responsible for bringing these memory devices to the precinct on Election Day.

RETURNING MATERIALS

Return the following in **Envelope # 1A** (voted while polls are open):

- Provisional Ballot Envelope.
- Provisional Ballot Envelope – ID.
- Provisional Ballot Log.

Return the following in **Envelope # 1B** (if extended hours are issued):

- Provisional Ballot Envelope with box # 3 checked.
- Provisional Ballot Log.

Return the following in **Envelope # 2**:

- Election Day Oath.
- Poll Pad Certification.
- iSync memory devices.
- Statement of Results (original and copy).
- Compensation Sheet.
- Chief's Notes and Incident Report.
- Comment Forms completed by voters.

Return the following in **Envelope # 2A**:

- Yellow Printed Return Sheet.

Return the following in **Ballot Security Case** (previously **Brown Box # 3**):

- Scanned ballots from Ballot Box and hand counted ballots.

Memory Devices



Precinct Envelopes

1A	PROVISIONAL VOTES BALLOTS IN GREEN ENVELOPES (CAST DURING NORMAL VOTING HOURS)	Election Date: _____ City OR _____ County OR Town: _____ Precinct: _____ District: _____
	OFFICERS MUST COMPLETE CERTIFICATE ON REVERSE SIDE	
TO: CLERK OF THE CIRCUIT COURT		
ON THE DAY AFTER THE ELECTION		<input type="checkbox"/> GIVE THIS ENVELOPE TO THE ELECTORAL BOARD. <input type="checkbox"/> THEY WILL RETURN IT TO YOU, RESEALED.
RETENTION ...	<input type="checkbox"/> FEDERAL ELECTION # TWO (2) YEARS <input type="checkbox"/> ALL OTHER ELECTIONS # ONE (1) YEAR	DISPOSITION ... DESTROY
REV 205		

2	ALL LOCALITIES ENCLOSE...	County of Fairfax, VA
	<input type="checkbox"/> ELECTION OFFICER OATH FORM <input type="checkbox"/> POLLBOOK (PAPER OR ELECTRONIC) <input type="checkbox"/> POLLBOOK COUNT FORM(S) <input type="checkbox"/> STATEMENT OF RESULTS (2 COPIES) <input type="checkbox"/> COMPENSATION SHEET <input type="checkbox"/> CHIEF'S NOTES & INCIDENT REPORT <input type="checkbox"/> COMMENT FORMS (if used) <input type="checkbox"/> PAGE MATERIALS (if used)	
INSTRUCTIONS TO THE OFFICERS OF ELECTION: ■ SEAL THIS ENVELOPE WITH LABEL. ■ TWO OFFICERS VERIFYING CONTENTS MUST SIGN AND DATE LABEL.		
TO: CLERK OF THE CIRCUIT COURT		
ON THE DAY AFTER THE ELECTION		GIVE THIS ENVELOPE TO THE ELECTORAL BOARD FOR THE CANVASS
AFTER EXPIRATION OF CONTEST OR RECOUNT PERIOD, WITH NEITHER PENDING...	DELIVER TO REGISTRAR: ■ OATH FORMS ■ POLLBOOKS ■ POLLBOOK COUNT FORMS	
RETENTION OF REMAINING ITEMS...	TWO (2) YEARS	DISPOSITION OF ITEMS RETAINED... DESTROY
REV 406		

2A	PRINTED RETURN SHEET (YELLOW)	County of Fairfax, VA
	INSTRUCTIONS TO THE OFFICERS OF ELECTION: ■ SEAL THIS ENVELOPE WITH LABEL. ■ TWO OFFICERS VERIFYING CONTENTS MUST SIGN AND DATE LABEL.	
TO: CLERK OF THE CIRCUIT COURT		
ON THE DAY AFTER THE ELECTION...		MAKE THE PRINTOUT IN THIS ENVELOPE AVAILABLE FOR PUBLIC INSPECTION FOR 60 DAYS
RETENTION ...	TWO (2) YEARS	DISPOSITION ... DESTROY
REV 108		

Return the following in **Envelope # 4**:

- Spoiled and voided ballots.
- Spoiled and voided absentee ballots surrendered at the polling place.

Return the following in **Brown Box # 6**:

- Unused ballots.

Return the following in **Envelope # 7A**:

- DS200 and ExpressVote keys (silver key and black barrel key).
- Voting equipment password cards.
- Blue lanyard with voting machine cart key.

Return the following in **Envelope # 7C**:

- DS200 memory device(s).
- Opening seals from voting machine cart and voting equipment.

Return the following in **Envelope # 8** (used forms):

- Voter Registration Application.
- Affirmation of Eligibility.
- Request for Assistance.
- Deceased Voter.
- Telephone Verification.
- Election Officer Application.
- Poll Watcher Authorization.

Chief and Assistant Chief Officers should refer to their *Chief and Assistant Chief Election Manual* for specific instructions on returning materials. You will receive this manual at Pre-Election training (PRE) the week before Election Day.

INTEGRITY OF THE ELECTION PROCESS

1. Offer assistance to voters who do not appear to be following instructions.
2. Ask voters to remove personal items, including bags, food, drinks and electronic equipment, from the vicinity of voting equipment.
3. Periodically check voting units and privacy booths to ensure voters have not left behind any personal items.
4. Periodically check the Poll Pads and voting units to ensure they are plugged in and charging properly.
5. Ensure voters do not leave the polling place with a ballot.

4	COUNTED BALLOTS	Election Date: _____
	ENCLOSE	City or County or Town: _____
	<input type="checkbox"/> SPOILED BALLOTS	Precinct: _____
	<input type="checkbox"/> VOTER MAKES ERROR OR BALLOT IS DEFECTIVE, AND VOTER RETURNS SPOILED BALLOT FOR A NEW BALLOT	District: _____
	<input type="checkbox"/> VOID BALLOTS	
	<input type="checkbox"/> BALLOTS ISSUED - BUT NOT VOTED BY THE VOTER	
	INSTRUCTIONS TO OFFICERS OF ELECTION:	
	<input type="checkbox"/> SEAL THE CONTAINER WITH LABEL	
	<input type="checkbox"/> ALL OFFICERS MUST SIGN AND DATE LABEL	
TO: CLERK OF THE CIRCUIT COURT		
OPEN THIS CONTAINER ONLY ...		<input type="checkbox"/> ON ORDER OF A COURT
		<input type="checkbox"/> WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA
RETENTION ...	<input type="checkbox"/> FEDERAL ELECTIONS - Two (2) Years	DISPOSITION ...
	<input type="checkbox"/> ALL OTHER ELECTIONS - One (1) Year	DESTROY
		3/05

7A	ENCLOSE SMART CARDS	County of Fairfax, VA
	<input type="checkbox"/> LOCATION CARDS - on red wrist band with keys (1 from Chief and 1 from Assistant Chief)	
	<input type="checkbox"/> BALLOT CARDS - on black wrist bands (1 for each voting machine)	
	<input type="checkbox"/> OPTICAL SCAN ENDER CARDS	
	<input type="checkbox"/> LANYARD WITH CART KEY	
	INSTRUCTIONS TO THE OFFICERS OF ELECTION:	
	<input type="checkbox"/> SEAL THIS ENVELOPE WITH LABEL	
	<input type="checkbox"/> TWO OFFICERS VERIFYING CONTENTS MUST SIGN AND DATE LABEL	
TO: CLERK OF THE CIRCUIT COURT		
ON THE DAY AFTER THE ELECTION:		
		<input type="checkbox"/> GIVE THIS ENVELOPE TO THE SECRETARY OF THE ELECTORAL BOARD
		REV 7/04

7C	ENCLOSE ...	County of Fairfax, VA
	<input type="checkbox"/> WINVOTE BACKUP USB	
	<input type="checkbox"/> OPTICAL SCAN MEMORY CARD	
	<input type="checkbox"/> THE REMOVED SEALS	
	INSTRUCTIONS TO THE OFFICERS OF ELECTION:	
	<input type="checkbox"/> SEAL THIS ENVELOPE WITH LABEL	
	<input type="checkbox"/> TWO OFFICERS VERIFYING CONTENTS MUST SIGN AND DATE LABEL	
TO: CLERK OF THE CIRCUIT COURT		
FOR VOTING EQUIPMENT KEYS OR DATA STORAGE UNIT - OPEN THIS ENVELOPE ONLY:		
		<input type="checkbox"/> ON ORDER OF A COURT; OR
		<input type="checkbox"/> WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS § 24.2-659, CODE OF VIRGINIA
AFTER EXPIRATION OF CONTEST/RECOUNT PERIOD WITH NEITHER PENDING:		
		<input type="checkbox"/> RETURN TO SECRETARY OF THE ELECTORAL BOARD
		REV 1/08

8	ENCLOSE USED FORMS ...	County of Fairfax, VA
	<input type="checkbox"/> VA REGISTRATION APPLICATIONS	
	<input type="checkbox"/> AFFIRMATIONS OF ELIGIBILITY	
	<input type="checkbox"/> AFFIRMATIONS OF IDENTITY	
	<input type="checkbox"/> REQUESTS FOR ASSISTANCE	
	INSTRUCTIONS TO THE OFFICERS OF ELECTION:	
	<input type="checkbox"/> CLOSE USING STRING THE ONLY	
TO: CLERK OF THE CIRCUIT COURT		THIS ENVELOPE IS REUSABLE
ON THE DAY AFTER THE ELECTION...		<input type="checkbox"/> GIVE THIS ENVELOPE TO THE GENERAL REGISTRAR
		REV 3/05

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Office of Elections
County of Fairfax, Virginia

DIVERSITY & ACCESSIBILITY

CODE OF CONDUCT

On Election Day, you represent the Office of Elections. Each person who enters the polling place deserves your respect and courteous service.

Maintain a professional demeanor and project a positive attitude at all times. Your actions often contribute to a voter's experience at the polling place. Be positive and supportive to the voter, even under difficult circumstances.

1. Greet every voter.
2. Ask or say how you can provide assistance.
3. Listen carefully and maintain eye contact.
4. Focus on one voter at a time.
5. Pay attention to voter cues. Do not put a time limit on voting. If a voter appears to be struggling, offer assistance.
6. Be resourceful in how you accommodate voters:
 - Voters who are not familiar with the voting equipment should be instructed using the voting demonstration signs;
 - Voters who require language assistance should be referred to a bilingual Election Officer who has been assigned as a translator, in addition to his or her other duties;
 - Voters who are unable to stand in line should be given a chair, have a place holder assigned to their place in line or be offered the option of voting curbside; and
 - Voters who are blind or have low vision may ask you to guide them to the voting booth.
7. Thank every voter for voting.

VOTER REQUESTING ASSISTANCE

If a voter requests assistance to vote, the Election Officer must inform the Chief Officer and complete a *Request for Assistance* form.

1. Chief Officer fills in the precinct number and name and date of the election on the top of the *Request for Assistance* form.
2. Voter completes Part A of the *Request for Assistance* form, unless the voter is visually impaired.
3. Assistant completes Part B of the *Request for Assistance* form.
4. If the voter asks the Election Officer to translate the ballot (as an assistant), the Election Officer must complete Part C of the *Request for Assistance* form. Before the Election Officer assists as an interpreter, Poll Watchers shall be notified.
5. Place the completed *Request for Assistance* form in *Envelope # 8*.

AT THE VOTING BOOTH

A spouse, adult child (age 16 or older) or another voter may not accompany a voter to the privacy booth unless a *Request for Assistance* form has been completed.

Children under the age of 16 may accompany their parent to the privacy booth without filling out an assistance form. However, if the child acts as an assistant for the parent, they must complete a *Request for Assistance* form.

VOTERS WHO ARE BLIND OR HAVE LOW VISION

A voter who is blind or has vision impairments may choose to vote independently by marking a ballot or using the ExpressVote.

1. Introduce yourself. State your name and inform the voter you are an Election Officer.
2. Read any required information to the voter, if requested.

Voter Assistance

Who May Assist

Voters may be accompanied by and receive assistance from another person of their choosing

Who May Not Assist

- ➔ The voter's employer
- ➔ An agent of the voter's employer
- ➔ An officer of the voter's union
- ➔ A poll watcher or observer

Request for Assistance

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 3 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,000. You also lose your right to vote.

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.

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 use 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 § 24.2-648 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: _____ Required ZIP: _____ Required

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

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;
- Place 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";
- Place the voter's name on the line below the signature line (Section A); and
- Sign and complete Section B.

3. Follow the voter's preference based on his or her's explained needs.
4. Offer your arm if you are guiding the voter. Inform the voter of any obstacles - stairs, tables, chairs, etc.
5. If the voter uses a service animal, walk on the opposite side of the voter from the animal. Do not pet or otherwise distract a service animal without asking the owner.
6. If the voter uses a cane or other walking device, walk on the opposite side of the voter. Let the voter determine where to place his or her device while voting. It is reasonable for you to inform the voter that leaving his or her device in the open may present a tripping hazard to others.
7. If the voter requests to be seated, ask if you can guide his or her hand to the chair.
8. Verbalize what you are doing to help the voter. Give directions and do not rely on visual information.
9. Explain how the voter can get your or another Election Officer's attention, if needed.

VOTERS WITH PHYSICAL DISABILITIES

A voter who has a disability may choose to vote curbside by marking a ballot or using the ExpressVote. The voter may also vote inside the polling place.

1. Keep ramps and wheelchair accessible doors to the polling place free of clutter.
2. If there is inclement weather (rain or snow), contact the building manager or custodian. Floors should be kept as dry as possible.
3. Fasten loose mats or rugs with tape or roll them up and move them out of the way. Unsecure objects can serve as tripping hazards for voters.
4. Ask before helping the voter with any task.
5. Opening a door without warning may cause the voter to fall. A voter with a physical disability may need to lean on the door while opening it.
6. Grabbing a voter's elbow or otherwise guiding him or her without warning may throw the voter off balance.
7. For a voter who uses a wheelchair, do not lean on the wheelchair or hover over the person. Always ask before pushing or touching the wheelchair. Respect that the voter considers his or her wheelchair a part of his or her personal space.

VOTERS WITH SPEECH, HEARING OR LANGUAGE NEEDS

Patience is essential when interacting with a voter who has speech, hearing or language needs.

1. Allow for an adequate amount of time and attention to communicate successfully.
2. Speak calmly, slowly and directly to the voter. Keep your hands away from your mouth when communicating.
3. Ask the voter to repeat what was just said if you do not understand.
4. Do not become impatient or finish sentences for the voter.
5. Use short and simple sentences. Ask one question at a time.
6. Rephrase, rather than repeat, sentences that the voter does not understand. If you continue to have a difficult time communicating, consider moving to a quiet location within the polling room or write the question.
7. Refer to visual aids and other printed information.

A voter who cannot speak audibly may provide the Check In Officer with his or her name and current residential address by writing it down. The Election Officer must repeat the voter's name and current residential address in an audible voice loud enough so that it may be clearly heard by Poll Watchers.

VOTERS WITH COGNITIVE DISABILITIES

A voter with a cognitive disability may have difficulty comprehending, reading, writing or communicating. Do not challenge a voter's disability.

1. Listen carefully to the voter.
2. Give the voter sufficient time to formulate his or her thoughts.
3. Make sure your instructions are clear and concise. Use short and easy to understand words.
4. Allow time to understand the voter and ensure the voter understands you.

CROSS CULTURAL COMMUNICATION

You are responsible for assisting voters of different backgrounds, ethnicities, cultures and language abilities. Be patient and helpful, as this may be a new experience for some voters.

Select precincts are assigned an additional Election Officer who speaks another language. If your polling place has a specific language need and no Election Officer within your precinct speaks that language, notify the Office of Elections so future accommodations can be arranged.

1. Make sure your instructions are clear and concise - use short and easy to understand words.
2. Be alert for non-verbal language and aware of your own body language.
3. Organize your thoughts before you speak.
4. Speak calmly, slowly and directly to the voter. Keep your hands away from your mouth when communicating.
5. Summarize your conversation and check for understanding.
6. Listen carefully and patiently.
7. Rephrase, rather than repeat, sentences that the voter does not understand. If you continue to have a difficult time communicating, consider moving to a quiet location within the polling room or write the question.

DOCUMENT MAJOR INCIDENTS

Chief and Assistant Chief Officers should document all "major" incidents using the *Election Day Incident Report* in the *Chief's Notes*. For situations where the Chief or Assistant Chief Officer is present, an additional Election Officer should be requested for back up.

1. Record the individual's name.
2. Note whether the individual is a voter, Poll Watcher, outsider, etc.
3. Summarize the problem or conversation.
4. Note all Election Officers present during the incident.

Additional Languages Needed



Incident Report

NOVEMBER 4, 2014
101 PATRIOT

ELECTION DAY INCIDENT REPORT

Location: Fairfax County Government Center
12000 Government Center Pkwy, Fairfax, VA 22035

Victim Name: _____
Victim Address: _____

Victim Phone: Home () _____ Work () _____

Time: _____ Location: (e.g. gym, parking lot, hallway) _____

Description of Incident: (Describe what happened. Include conditions present at the time, such as weather, construction, cleaning equipment.)

Description of Injury or Damage: (body part, personal property)

Action Taken and Outcome: (e.g. called 911, Rescue Squad took victim to hospital)

Witnesses:

Name: _____ Address: _____
Name: _____ Address: _____
Phone: () _____ Phone: () _____

Incident report completed by:

Name: _____
Title: _____
Address: _____
Phone: () _____

Use back of form for any additional information

Chief/Notes NOV 2014 - Rev 4/2014 Page 4 of 6

Office of Elections
County of Fairfax, Virginia

PEOPLE & ACTIVITIES AT THE POLLING PLACE

WITHIN THE PROHIBITED AREA

State law does not permit loitering, congregating or electioneering within 40 feet of any polling place entrance.

Within the Prohibited Area (40 feet) and while the polls are open, it is unlawful to:

1. Loiter or congregate.
2. Give, offer or show any ballot, ticket or other campaign material.
3. Solicit.
4. Attempt to influence a voter in casting his or her vote.
5. Hinder or delay a qualified voter from entering or leaving the polling place.
6. Hinder or delay any Election Officer.
7. Impede on the orderly conduct of the election.

Poll Watchers, observers and other authorized visitors may not hinder or delay a qualified voter; engage in electioneering inside the polling place and within the Prohibited Area; or otherwise impede upon the orderly conduct of the election.

ELECTION OFFICERS

As an Election Officer, while you represent a political party or are independent, you must not comment on candidates or political issues, current or general, among your fellow Officers or with voters, and you must not engage in any other forms of electioneering while in the polling place and Prohibited Area. This includes wearing any clothing or other materials that supports or opposes a candidate, issue or political party.

VOTERS

A voter can wear a shirt, button, or other material that displays a political message in the polling place while casting his or her ballot. However, a voter is not allowed to linger in the polling place or within the Prohibited Area after he or she has voted.

OUTSIDE THE PROHIBITED AREA

Outside the Prohibited Area (40 feet) and while the polls are open:

1. It is unlawful to hinder, intimidate or interfere with any qualified voter as to prevent the voter from casting a secret ballot.
2. It is unlawful to act in a noisy or riotous manner at or about the polls as to disturb the election or insult or abuse an Election Officer.
3. Loud speakers cannot be used within 300 feet of the polling place.
4. Citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, exit polling, soliciting funds, etc., as long as they do not hinder voters or disrupt the election.
5. Participants in these activities may not park in spaces reserved for voters.
6. Participants in these activities must remove their tables, signs, flyers and trash from the polling place property immediately after the polls close.

If there is a violation of the Prohibited Area law during voting hours, inform the Chief or Assistant Chief Officer. If you encounter difficulties enforcing the Prohibited Area or an individual refuses to follow the listed restrictions after being informed, Chief and Assistant Chief Officers may contact law enforcement.

PEOPLE ALLOWED INSIDE THE POLLING PLACE

These individuals are allowed inside the polling place on Election Day:

1. Party or candidate representatives, otherwise referred to as poll watchers.
2. Neutral observer with prior written authorization from the Electoral Board.

Prohibited Area



Who & What is Permitted



3. Voters.
4. Individuals assisting voters.
5. Candidates voting or visiting inside the polling place for no more than 10 minutes (per polling place).
6. Children, 15 years old or under, with parents.
7. Electoral Board members and Registrars.
8. Office of Elections staff.
9. Voting equipment custodians.
10. News media.

NEWS MEDIA

News media may film or photograph in the polling place, as long as they do not:

- Film or photograph a voter without his or her permission.
- Show how a voter marked his or her ballot.
- Film or photograph any voter information.

The following activities are prohibited within the polling place and Prohibited Area:

- Interviews.
- Live broadcasts.
- Taping of a reporter's remarks.

Voters may bring voter guides from newspapers, sample ballots or campaign literature into the polling place for their own use.

POLL WATCHERS

Poll Watchers are also referred to as Authorized Representatives. State law permits properly designated individuals to serve as Authorized Representatives. Authorized Representatives typically represent candidates and political parties.

An Authorized Representative must be a qualified Virginia voter and check in with the Chief Officer when he or she first enters the polling place. An Authorized Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he or she represents. The statement (or copy) should be presented to the Chief Officer if not previously submitted to the Electoral Board.

1. May observe but not interfere with the orderly conduct of the election.
2. May observe Election Officers, before the polls open, as they examine the voting machines to see that no vote has been cast and that the counters register zero.
3. May mark his or her own list of those who have voted and make his or her own notes. An Election Officer cannot provide any lists to representatives.
4. May challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging 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 his or her 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.
5. May not campaign or display campaign materials inside the polling place.
6. May not assist with operating any voting equipment: including Poll Pads and voting machines. May not handle ballots.
7. May not engage in any electioneering within the polling place and Prohibited Area. The same restriction applies to any neutral observer authorized by the Electoral Board to be inside the polling place.

Poll Watcher Authorization

SAMPLE - POLL WATCHER AUTHORIZATION FORM

Poll Watcher Authorization

_____ is a duly registered voter in the Commonwealth of Virginia and is authorized to represent _____ as a Poll Watcher on November 5, 2013. (Party or Independent Candidate)

Signed, _____ (Party Chairman or Independent Candidate)

Code of Virginia, Virginia Election Laws

§ 24.2-604 (in part)

C. The officers of election shall permit one authorized representative of each political party or independent candidate in a general or special election, or one authorized representative of each candidate in a primary election, to remain in the room in which the election is being conducted at all times. A representative may serve part of the day and be replaced by successive representatives. The officers of election shall have discretion to permit up to three authorized representatives of each political party or independent candidate in a general or special election, or up to three authorized representatives of each candidate in a primary election, to remain in the room in which the election is being conducted. The officers shall permit one such representative for each pollbook station. However, no more than one such representative for each pollbook station or three representatives of any political party or independent candidate, whichever number is larger, shall be permitted in the room at any one time. Each authorized representative shall be a qualified voter of any jurisdiction of the Commonwealth. Each representative shall present to the officers of election a written statement designating him to be a representative of the party or candidate and signed by the county or city chairman of this political party, the independent candidate, or the primary candidate, as appropriate. Such statement, bearing the chairman's or candidate's original signature, may be photocopied, and such photocopy shall be as valid as if the copy had been signed. No candidate whose name is printed on the ballot shall serve as a representative of a party or candidate for purposes of this section. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, 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 secret vote provision of Article II, Section 3 of the Constitution of Virginia or otherwise interfere with the orderly process of the election. Any representative who complies to the chief officer of election that he is unable to hear or see the process may accept the chief officer's decision or, if dissatisfied, he may immediately appeal the decision to the local electoral board. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to use a handheld wireless communication device, except that authorized representatives shall not be allowed to use such devices when they contain a camera or other imaging device or files or photographs taken at a polling place or central absentee voter precinct. The officers of election may prohibit the use of cellular telephones or other handheld wireless communication devices if such use will result in a violation of subsection A or D or § 24.2-605. Authorized representatives shall not be allowed in any case to provide assistance to any voter as permitted under § 24.2-640 or to wear any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place.

D. It shall be unlawful for any authorized representative, voter, or any other person in the room to hinder or delay a qualified voter (i) give, tender, or exhibit any ballot, ticket, or other campaign material to any person; (ii) solicit or in any manner attempt to influence any person in casting his vote; (iii) hinder or delay any officer of election; (iv) be in a position to see the marked ballot of any other voter; or (v) otherwise impede the orderly conduct of the election.

E. The officers of election may require any person who is found by a majority of the officers present to be in violation of this section to remain outside of the prohibited area. Any person violating subsection A or D shall be guilty of a Class 1 misdemeanor.

Farmer County Electoral Board, Rev. 10/2013

Affirmation of Eligibility

VIRGINIA
DEPARTMENT OF ELECTIONS

COMMONWEALTH OF VIRGINIA
AFFIRMATION OF ELIGIBILITY
§§ 24.2-602, 24.2-603, 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. 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 AND.

PRECINCT NO./NAME: _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO ID, 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 CARRIED 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 state 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 an election 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 the 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 use a permanent table pollbook indicates person already voted

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

POLICY NOTE: 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.

87/2014

8. May observe all closing procedures, but may not leave until election results are phoned in to the Office of Elections.

Refer to the *Chief and Assistant Chief Election Manual* received at Chief and Assistant Chief Officer training the week prior to Election Day for further information.

Office of Elections
County of Fairfax, Virginia

ELECTION DAY PREPARATION

OVERVIEW

The Chief and Assistant Chief Officers are responsible for Election Day preparation activities. The information provided within this section is based on an overview of assigned duties prior to Election Day. Chief and Assistant Chief Officers should refer to the *Chief and Assistant Chief Election Manual* for details and instructions. The manual is received at Chief and Assistant Chief Officer training the week prior to Election Day.

It is important that Chief and Assistant Chief Officers of each precinct work together as a team to ensure that the polling place opens on time, functions efficiently while the polls are open and closes in an orderly manner.

THE WEEK BEFORE ELECTION DAY

Chief and Assistant Chief Officers are responsible for performing the following:

- Calling Election Officers after receiving the *Precinct Roster* at training.
- Contacting the Office of Elections if an Election Officer is unable to serve or if you are unable to reach an Election Officer.
- Verifying supplies in supply kit against supply list. Confirm you have received the correct envelopes and forms. Contact the Office of Elections if supplies are missing.
- Arranging to visit the polling place prior to the Monday before Election Day and again on Monday. Verify location's office hours and schedule an appointment, if necessary. Polling place contact information is listed on the *Precinct Roster*.
- Meeting with the building manager, custodian or an office staff member with keys.
- Confirming the individual as a source of contact between then and Election Day. Try to have at least two sources of contact.
- Recording contact information for sources of contact under the Important Phone Numbers tab in the *Chief and Assistant Chief Election Manual*.
- If at a shared polling place, arranging to visit the polling place with the Chief and Assistant Chief Officers of the other precinct.
- Inviting one or more Election Officers, if necessary, to assist with setup on the Monday before Election Day.
- Your Rover will contact you prior to Election Day. Your Rover will be able to help you with last minute problems or questions. If you have any additional questions for your Rover, his or her number is listed on the *Precinct Roster*.

THE DAY BEFORE ELECTION DAY

If you do not have authorized access to the polling place the day before Election Day, complete the following the week before Election Day.

If you have authorized access to the polling place the day before Election Day:

1. Visit the polling place. Meet with the building manager, custodian or an office staff member with keys. Remind your point of contact:
 - Election Officers will arrive at 5:00 a.m. on Election Day.
 - Outside lighting and reserved handicapped parking are required.
 - Heating and air-conditioning needs to be accessible.
 - Election Officers need all day access to restrooms, telephone, break room, etc.
 - An American Flag is required inside the polling room and outside on a pole, if available.
 - Bake sales and fundraisers must be held outside the 40-foot Prohibited Area.

Work as a Team



Precinct Roster

NO.	POSITION	NAME	PHONE #1 (H)	PHONE #2 (H)	PHONE #3 (H)
1	Chief	John Davis	(703) 324-1234	(703) 324-5678	(703) 324-9012
2	Assistant Chief	Jane Smith	(703) 324-3456	(703) 324-7890	(703) 324-1122
3	Station Officer	John Parker	(703) 324-3456	(703) 324-7890	(703) 324-1122

Important Numbers

Important Phone Numbers

VOTER REGISTRATION (703) 324-8765 (chiefs)
(General Registrar - voter eligibility) (703) 222-0776 (public)

TECHNICAL SUPPORT (703) 324-4101
(Voting Machines and EDPs)

ELECTION SUPPORT (703) 324-4735
(Election Board - election officers, supplies, facilities)

PHONE IN RETURNS (703) 222-0776

STATE BOARD OF ELECTIONS . (800) 552-9745

YOUR ROVER _____ () _____
Name Call phone number

5 a.m. Facility Contact (name) _____
(Phone number) () _____

EMERGENCY - POLICE-FIRE-RESCUE

9 1 1

POLICE (NON-EMERGENCY)
(703) 691-2131

SECURITY- FAIRFAX COUNTY PUBLIC SCHOOLS
(571) 423-2000

DOMINION VA POWER: (888) 667-3000

NO VA ELECTRIC CO-OP (NOVEC): (703) 335-0500

Be Proactive



2. Obtain the name and phone number for a 5:00 a.m. emergency contact, someone you can call to open the polling place on Election Day if your point of contact is late. Record contact information under the *Important Phone Numbers* tab in the *Chief and Assistant Chief Election Manual*.
3. Check the polling room and verify building features:
 - Note emergency evacuation routes.
 - Identify a shelter-in-place. There may already be a designated room in the facility.
 - Locate reserved parking spaces.
 - Test power outlets you expect to use to ensure they have power. Determine if you will need extension cords.
 - Locate tables, chairs, break area, restrooms, telephone and room controls for lighting, heating and air-conditioning, etc.
4. Check the exterior and interior of the polling place for accessibility:
 - Verify there is an adequate amount of reserved accessible parking spaces available. If there is not, contact the Office of Elections.
 - If the main entrance has steps, identify an alternative entrance and speak with your point of contact to ensure it will be unlocked by 6:00 a.m.
 - Check entrances, ramps and pathways for barriers. If obstacles exist, speak with your point of contact to remove or mark them.
 - If additional signage is needed, to reserve parking or direct voters to alternative entrance(s), contact the Office of Elections.
5. Diagram polling room. Plan layout and traffic flow:
 - Map out placement of check in table(s), privacy booths, DS200(s) and ExpressVote(s).
 - Note entrance/exits and hallways where voters will be waiting in line.
 - Note electrical outlets and identify where to place voting equipment. Tape down all cords so voters do not trip.
6. Locate the voting machine cart. Verify the correct cart has been delivered to the polling place. The cart number is the same as your precinct number. All carts are sealed with a green numbered seal when they leave the warehouse. Notify the Office of Elections if the cart seal is missing.
7. If two Officers representing different parties are present, you may unseal and unlock the cart.
 - Verify voting equipment and supply bags are in the cart.
 - If polling room will be secured overnight, you may arrange tables and chairs based on your diagram and post inside signs.
 - DO NOT remove voting equipment from the voting machine cart.
 - DO NOT open ballot boxes.
 - DO NOT break voting unit seals.
 - Complete and sign the *Election Cart Security Record* (affidavit) located in the pocket on the inside of the cart door. When leaving, use a new yellow seal; record that number on the affidavit and sign the affidavit. Return the affidavit to the pocket inside the door. Lock the cart with your key and secure the handle with the new yellow seal.

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Office of Elections
County of Fairfax, Virginia

POLLING PLACE SETUP & SIGNS

SETUP THE POLLING ROOM

Chief and Assistant Chief Officers are responsible for diagramming their precinct's polling room in accordance with the guidelines outlined within.

If the polling room is accessible the Monday before Election Day and will be secured overnight, Election Officers may arrange tables and chairs and post inside signs in accordance with their diagram. DO NOT setup any voting equipment.

If the polling place is not accessible the Monday before Election Day or will not be secured overnight, Election Officers must wait until Election Day to perform all polling room setup.

POLLING ROOM LAYOUT

Entrance/Exit

- Designate a primary and alternate entrance and exit.

Hallways

- Ensure there is adequate space for voters waiting in line.

Electrical Outlets

- Place voting equipment near electrical outlets.
- Test electrical outlets before plugging in voting equipment.

Poll Pad

- Place near the polling room entrance.
- Place near a wall and ensure screen is facing away from voters.
- Ensure there is adequate space for voters waiting in line.
- Ensure there is adequate space behind and to the side of the check in table.

DS200

- Place in an accessible area of the polling room.
- Place near or against a wall.
- Ensure there is enough clearance surrounding the perimeter to ensure voter privacy and allow voters easy access.

Privacy Booths

- Place in an accessible area of the polling room on a table top.
- Booth opening should face a wall so the voter's back is towards the wall.
- Ensure adequate space between the booths to ensure voter privacy.

ExpressVote

- Place in an accessible area of the polling room.
- Place near a wall and ensure screen is facing away from voters.
- Ensure there is enough clearance surrounding the perimeter to ensure voter privacy and allow voters easy access.

Chief's Table

- Place in an accessible area of the polling room that provides enough space for the Chief Officer to contact the Registrar's Office and communicate with voters without disrupting other areas.
- Ensure there is adequate space to fill out election forms and envelopes.
- Ensure there is adequate space to protect voter privacy.
- Ensure there is adequate space to setup a provisional table and privacy booth.

Polling Room Design



OUTSIDE SIGNS OVERVIEW

Outside signs are located inside the voting machine cart and can be posted (depending on the sign) using blue tape or metal stakes.

Election Officers should not post outside signs until Election Day. If performing initial setup on the Monday before Election Day, Election Officers should use blue tape to mark where to post outside signs.

Some signs will not stick to brick or other surfaces. If there is a window or door available, and you have received the building manager's approval, post the sign in this area. If there is no window or door available, post the sign on a chair or other identifiable object.

All signs sent to the precinct are to be posted.

OUTSIDE SIGNS

Signs are subject to change. Not all signs received on Election Day are listed below, as signs change prior to each election. Your polling place may receive additional signs not mentioned within this manual.

Most signs are bilingual and are printed in English and Spanish.

Chief and Assistant Chief Officers should refer to the *Supply Checklist* in the *Chief and Assistant Chief Election Manual*. If a sign is missing from your supplies, contact the Office of Elections.

Polling Place

- Use metal stake.
- Post along perimeter of polling place (street corner, parking lot entrance).
- Post at main and alternate entranceways. Ensure arrow is pointing in the correct direction, leading voters into the polling place.

Voter Parking Only

- Use blue tape.
- Post at parking spaces near main entranceway.

Vote Here

- Use blue tape.
- Post at main entranceway.

Curbside Voting

- Use blue tape.
- Post at main entranceway near parking spaces designated for curbside voters.

Curbside Call Number

- Use blue tape.
- Post at main entranceway near parking spaces designated for curbside voters.
- Chief Officer writes the polling room phone number or his or her cell phone number on sign so voters can call for assistance.

Prohibited Area

- Use blue tape.
- Post at main entranceway.
- Mark or place an identifiable object at the 40 foot limit so it is visible.

INSIDE SIGNS OVERVIEW

Inside signs are located inside the voting machine cart and can be posted using blue tape. **Do not use any other type of tape** - duct tape, packaging tape, etc. - as it may damage the facility.

Polling Place Sign



Curbside Sign



If performing initial setup on the Monday before Election Day, Election Officers may post signs within the polling room. Before posting any signs in the hallway of the polling place, Chief and Assistant Chief Officers should first check with the building manager or other source of contact.

INSIDE SIGNS

Signs are subject to change. Not all signs received on Election Day are listed below, as signs change prior to each election. Your polling place may receive additional signs not mentioned within this manual.

Most signs are bilingual and are printed in English and Spanish.

Chief and Assistant Chief Officers should refer to the *Supply Checklist* in the *Chief and Assistant Chief Election Manual*. If a sign is missing from your supplies, contact the Office of Elections.

Directional Arrows

- Use blue tape.
- Post in hallway of polling place.
- Ensure arrows are pointing in direction of polling room.

Electronic Devices

- Use blue tape.
- Post at central location of polling room so it is visible to all voters.

Voter Rights and Responsibilities

- Use blue tape.
- Post in central location of polling room so it is visible to all voters.

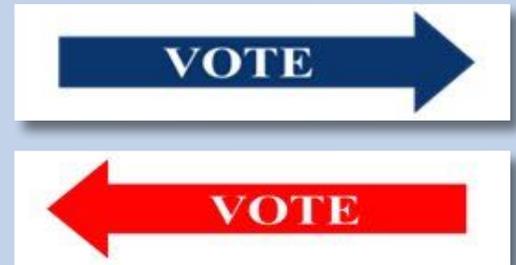
Precinct Map

- Use blue tape.
- Post at main entranceway into polling room.

Sample Ballot

- Use blue tape.
- Post in central location of polling room so it is visible to all voters.

Directional Arrows



Voter Rights Sign



A photograph of two women, one younger and one older, looking at a document together. They are standing in front of an American flag. The image is dimmed and serves as a background for the text.

SECTION TWO

OPENING THE POLLS

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Office of Elections
County of Fairfax, Virginia

GET ORGANIZED

ARRIVE AT 5:00 A.M.

All tasks are supervised and administered by Chief and Assistant Chief Officers. Refer to the *Chief and Assistant Chief Election Manual* for further instructions.

Chief and Assistant Chief Officers administer the Election Day Oath:

- Swear in Election Officers by reading the Oath in an audible voice.
- Assign each Election Officer a number.
 - Chief Officer is # 1; Assistant Chief Officer is # 2, etc.
 - This is your number for the remainder of Election Day.
 - Sign next to this number on the *Compensation Sheet, Statement of Results, etc.*
- Chief Officer signs top and bottom of Oath. All Election Officers sign bottom of Oath next to their assigned number.
- Distribute name badges.

Welcome Poll Watchers:

- Collect signed authorization form, the written statement (or copy) signed by party chairman or independent candidate.
- Verify Poll Watcher is a qualified Virginia voter.

Prioritize and divide setup assignments. Assign Election Officers to:

- Open voting machine cart.
- Assist in opening Poll Pads.
- Assist in opening DS200.
- Assist in opening ExpressVote.
- Arrange polling room. Setup tables and chairs; assemble privacy booths, etc., if not done the day before.
- Post outside signs. Post inside signs if not done the day before.

If you need assistance, contact the Rover or the Office of Elections.

SETUP ASSIGNMENTS

All setup assignments are supervised and administered by Chief and Assistant Chief Officers. Refer to the *Chief and Assistant Chief Election Manual* for further instructions.

Refer to the [Polling Place Setup and Signs](#) section of this manual for additional information and guidelines on arranging your polling room.

Remove contents from blue supply bag if not done the day before:

- Distribute contents to Election Officers assigned to post outside and inside signs. All signs must be posted.

Arrange Check In tables:

- Once the Poll Pads are setup, confirm each are plugged in, synchronized and read the correct precinct.
- Set out privacy folders, extra pens, clipboards and *Request for Assistance* forms for use as needed.
- Place a stack of *Voter Referral Worksheets* next to each Poll Pad station.
- Place magnifying glass and magnifying sheet for use as needed.

Arrange voting area:

- Tape machine cords to floor or table for safety.
- If setting up multiple ExpressVotes, arrange to ensure voter privacy.
- Assemble privacy booths and place on table tops.
- Arrange privacy booths to ensure voter privacy.
- Place a pen at each privacy booth.

Compensation Sheet

GENERAL ELECTION - NOVEMBER 4, 2014
ELECTION OFFICERS COMPENSATION
101 PATRIOT

1. CHIEF OFFICER E-MAIL ADDRESS _____
COMPLETE ADDRESS _____
TELEPHONE # HOME () _____ WORK () _____ CELL () _____
TOTAL WELFARE: to and from HOME ADDRESS to ELECTION TRAINING and RETURN OF MATERIALS (If you do not wish to be reimbursed for mileage please enter 0.)
 I DO NOT WISH TO BE PAID FOR THIS ELECTION
 My address has changed since I last served

2. ASSISTANT CHIEF OFFICER E-MAIL ADDRESS _____
COMPLETE ADDRESS _____
TELEPHONE # HOME () _____ WORK () _____ CELL () _____
WELFARE: to and from HOME ADDRESS to ELECTION TRAINING (ACT'S using out state city of election training)
 I DO NOT WISH TO BE PAID FOR THIS ELECTION
 My address has changed since I last served

3. OFFICER: E-MAIL ADDRESS _____
COMPLETE ADDRESS _____
TELEPHONE # HOME () _____ WORK () _____ CELL () _____
 I DO NOT WISH TO BE PAID FOR THIS ELECTION Split Shift? Circle one: AM or PM
 My address has changed since I last served

4. OFFICER: E-MAIL ADDRESS _____
COMPLETE ADDRESS _____
TELEPHONE # HOME () _____ WORK () _____ CELL () _____
 I DO NOT WISH TO BE PAID FOR THIS ELECTION Split Shift? Circle one: AM or PM
 My address has changed since I last served

5. OFFICER: E-MAIL ADDRESS _____
COMPLETE ADDRESS _____
TELEPHONE # HOME () _____ WORK () _____ CELL () _____
 I DO NOT WISH TO BE PAID FOR THIS ELECTION Split Shift? Circle one: AM or PM
 My address has changed since I last served

6. OFFICER: E-MAIL ADDRESS _____
COMPLETE ADDRESS _____
TELEPHONE # HOME () _____ WORK () _____ CELL () _____
 I DO NOT WISH TO BE PAID FOR THIS ELECTION Split Shift? Circle one: AM or PM
 My address has changed since I last served

Opening Polls Checklist

OPENING THE POLLS

On Election Day arrive no later than 5:00 a.m.!

Promptly at 5:00 a.m., swear in Election Officers; assign numbers.

- Swear in officers. Chief signs top and bottom of EO oath. Swear in Pages.
- Assign each Election Officer a number - Chief is #1, Asst. Chief #2, etc.
- All Officers should sign Oath, SOR and other forms next to their assigned number.
- Hand out name badges. All Officers and Pages must wear their badges during the day.

Do not wait for late Election Officers. They can be sworn in individually. It is more important to get the machines open and the room set up so that the polls will be open promptly at 6:00 a.m.

Welcome authorized representatives (Poll Watchers).

Poll Watchers must be qualified Virginia voters and have a signed authorization from a party chairman or independent candidate. Only one poll watcher for each party or candidate is permitted in the room before the polls open. They must wear a Poll Watcher badge while inside the polling room.

Get organized - assign jobs.

Assign your Election Officers to open the cart, set up machines (at your discretion), arrange room, assemble privacy booths, put up signs, set up coffee pot, etc. Prioritize and divide up the work to get your polls open on time.

First time Chiefs - ask your Rover for assistance, if you think you'll need help.

Please - no coffee, food or liquids near the pollbooks, ballots or machines!

Open voting machine cart.

- Cut the cart seal and unlock cart using the key on the Chief's lanyard.
- Check the seal number against the latest entry on the cart security record.
- Place the cut seal in Envelope #7C.
- Unplug the outside cart cord and store it in the canvas bag inside the cart.
- Carefully unplug machine cords and chargers from the power strip inside the cart.
- Remove machines, privacy booths, cords and other supplies.

Do not remove and unseal the box of paper ballots until needed.

EPB Precincts: Open the EPBs first, following the instructions in your training handouts.

Open voting machines . . .

Important: Open your machines as soon as possible. This will provide time to send a Rover or technician to your location if you have a problem.

Use the Envelope #7C and SOR to compare the seal and counter numbers.

Put the cut seals in Envelope #7C as they are removed from the Touch screen machines.

Do not remove the memory card seal from the AccuVote OS machine.

Fairfax County Office of Elections, Rev. 10/13 4.1

- Tape Voting Instruction Card inside each privacy booth.
- Setup a side table near the DS200 for voters to return privacy folders, clipboards and pens before they exit the polling room.

Accessibility for seniors and voters with disabilities:

- Set aside extra chairs for voters who may have difficulty standing in line.
- Arrange a privacy booth at an accessible table.
- Place one ExpressVote with headset and keypad at an accessible table.
- Designate Election Officers to assist curbside voters once the polls open.

Chief's Table:

- Set out verification sheets, *Affirmation of Eligibility* forms, *Request for Assistance* forms, *Voter Registration Applications* and all other forms sent to your precinct.
- Place envelopes and black supply kit in an accessible area or store in the voting machine cart.
- Set out law book and absentee voter list for use as needed.
- Setup a provisional table and privacy booth to the side of the Chief's table.

Voting machine cart:

- Place cart in an isolated area of the polling room so it does not inhibit voter accessibility.
- After all contents are removed, use cart to store blank ballots and other supplies, including Election Officers' personal items.
- Keep cart locked at all times.

Prepare ballots:

- Open box of ballots.
- Remove and open one package of ballots. Package should have 100 ballots. DO NOT open more than one package at a time.
- Count the number of ballots in the package. If the count is more or less than 100, adjust the number of ballots on the *Statement of Results*.
- Divide the ballots among each Poll Pad station.

Review emergency procedures:

- Ensure Election Officers are aware of polling place exits, evacuation route and outside meeting place.
- Ensure Election Officers are aware of the shelter-in-place location and route. Information is available in the *Chief and Assistant Chief Election Manual*.
- Ensure Officers are aware of their evacuation and shelter assignments.

Review security procedures:

- Remind Elections Officers to report any suspicious behavior or activities.
- Remind Election Officers to be alert at all times.

Review checking in voters and voting equipment procedures:

- Rotate Election Officer positions throughout Election Day so Officers have an opportunity to work in all areas.
- Remind Election Officers that the DS200 initially returns blank and overvoted ballots.
- Remind Election Officers to notify the Chief or Assistant Chief Officer if a ballot needs to be cancelled or a ballot or ballot card is found abandoned within the polling room.

Chief and Assistant Chief Officers administer *Compensation Sheet*:

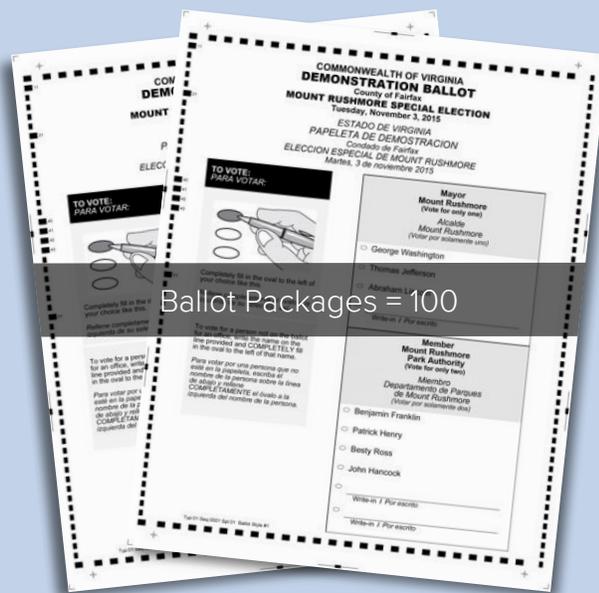
- Election Officers fill in sheet next to their assigned number.
- Place *Election Day Oath* and *Compensation Sheet* in *Envelope # 2*.

Open the Polls

Your First Election Day Priority is to

Open the voting equipment. This will provide time to send a Rover or technician to your precinct if you encounter a problem

Prepare Ballots



Split Shift Election Officers:

- Swear-in afternoon-shift Election Officers and have them sign the *Compensation Sheet*. Indicate the time they arrive at the polling place.
- Indicate the time morning-shift Election Officers leave the polling place on the *Compensation Sheet*.

Office of Elections
County of Fairfax, Virginia

DS200

DIGITAL SCANNER

OVERVIEW

Each precinct will receive at least one DS200 and Ballot Box this November. Larger precincts will receive two DS200s, depending on the number of registered voters within the precinct.

If your precinct receives two DS200s, follow the below listed instructions for both scanners and Ballot Boxes.

Each precinct will receive at least six privacy booths. As with the DS200, larger precincts will receive additional privacy booths, depending on the number of registered voters within the precinct.

SETUP

The Chief or Assistant Chief Officer and one Election Officer are responsible for setting up the DS200 and Ballot Box. Once the setup process begins, at least one Election Officer (does not have to be same Election Officer) should be stationed with the DS200 for the remainder of Election Day. Poll Watchers may observe opening procedures.

Refer to the [Forms](#) section of this manual for an overview of the DS200 and a step-by-step guide for opening the DS200 on Election Morning.

Preparing Front of Ballot Box

- Use silver key to unlock and open Auxiliary Compartment.
- Two officers of differing political parties inspect interior of compartment to confirm it is empty.
- Close and relock Auxiliary Compartment.
- Use silver key to unlock and open Ballot Compartment.
- Remove blue Ballot Security Case from compartment. Two officers of differing political parties inspect interior of compartment to confirm it is empty.
- Open blue Ballot Security Case and verify it is empty, then close case and place back inside Ballot Compartment.
- Ensure both lids are open and resting on inside of Ballot Compartment to expose inside of blue Ballot Security Case.
- Close and relock Ballot Compartment.

Preparing Back of Ballot Box

- Use silver key to unlock and open Power Cord Compartment.
- Unwrap power cord and plug into power strip. Plug power strip into AC wall outlet.
- Extension cords and power strips are located in the canvas bag inside the voting machine cart.
- Verify silver metal bar is in the down position.
- Leave compartment open while the polls are open.

Opening DS200

- Verify green seal securing Ballot Box lid matches number on *Envelope # 7C* and *Statement of Results*.
- Cut seal and place in *Envelope # 7C*.
- Use silver key to unlock and open Ballot Box lid. Unhook both latches and flip up and out to lift lid.
- Use black barrel key to unlock and open DS200 screen.
- Lift and raise DS200 screen until it is in an upright position. DS200 powers-on and boots-up automatically.
- Verify red tamper seal securing Access Door matches number on *Statement of Results*.

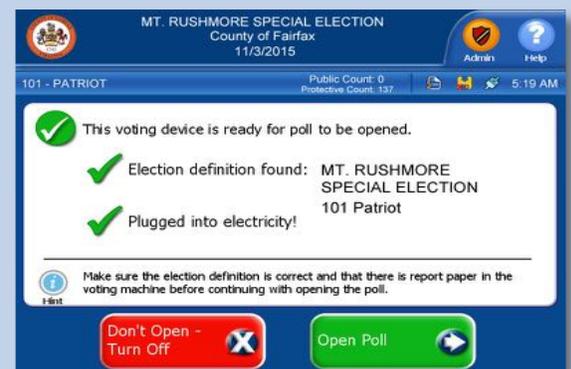
DS200 Setup



Election Code



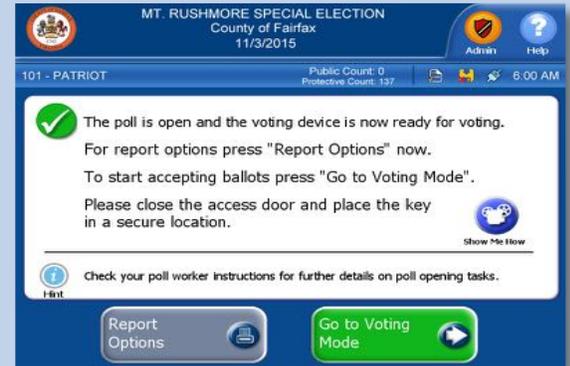
Open Poll



Preparing DS200 for Voting

- After system initializes, enter **Election Security Code**.
- One officer should enter Election Security Code as other officer watches screen to avoid inadvertent entries.
- Touch **Accept** to print a Configuration Report.
- Verify election, precinct number and name on screen are correct and DS200 is receiving power.
- Touch **Open Poll** to print a Zero Totals Report.
- Two officers of differing political parties confirm all candidates and responses on the report are zero, then tear off and sign report.
- Attach Configuration Report and Zero Totals Report to *Statement of Results*.
- Verify Public Count is zero and Protective Count matches *Envelope # 7C*.
- At 6:00 a.m., touch **Go to Voting Mode**. DS200 is ready to receive ballots.

Go to Voting Mode



Voting Screen



ZERO TOTALS REPORT

*** ZERO TOTALS REPORT ***
5:26 AM November 3, 2015
Unit Serial Number: 0123456789

County of Fairfax
GENERAL & SPECIAL ELECTIONS
101 - PATRIOT
Election Date: November 3, 2015
Poll Opened Date: November 3, 2015
Poll Opened Time: 5:26 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Protected Count: 1000
Precinct Voting Report

Unit Serial Number: 0123456789

101 - PATRIOT

Total Paper Sheets: 0

Mayor Mount Rushmore
Number to Vote For 1

George Washington	0
Thomas Jefferson	0
Abraham Lincoln	0
Write-in	0
Over Votes	0
Under Votes	0

Total Votes	0

Member Mount Rushmore Park Authority
Number to Vote For 2

Benjamin Franklin	0
Patrick Henry	0
Betsy Ross	0
John Hancock	0
Paul Revere	0
Alexander Hamilton	0
Write-in	0
Write-in	0
Over Votes	0
Under Votes	0

Total Votes	0

Proposed Change to Mount Rushmore
Number to Vote For 1

No	0
Over Votes	0
Under Votes	0

Total Votes	0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION IS
BEING HELD IN ACCORDANCE WITH THE LAWS
OF THE STATE.

Election Officer

Election Officer

Election Officer

Election Officer

101 - PATRIOT
Unit Serial Number: 0123456789

*** END OF REPORT ***

Office of Elections
County of Fairfax, Virginia

EXPRESSVOTE

OVERVIEW

Each precinct will receive at least two ExpressVotes. Larger precincts receive three ExpressVotes, depending on the number of registered voters within the precinct.

You are only required to setup one ExpressVote, unless otherwise authorized by the Office of Elections. Store remaining unopened ExpressVote(s) inside the voting machine cart until needed. Remember to keep cart locked when not in use.

Chief and Assistant Chief Officers may decide to open more than one ExpressVote. If more than one ExpressVote is needed, follow the below listed instructions for each ExpressVote opened.

SETUP

The Chief or Assistant Chief Officer and one Election Officer are responsible for setting up the ExpressVote. Once the setup process begins, at least one Election Officer (does not have to be same Election Officer) should be stationed with the ExpressVote for the remainder of Election Day. Poll Watchers may observe opening procedures.

Refer to the [Forms](#) section of this manual for an overview of the ExpressVote and a step-by-step guide for opening the ExpressVote on Election Morning.

Preparing ExpressVote

- Remove black padded carrying case from voting machine cart.
- Place black padded carrying case on an accessible table and provide a chair for voters.
- Remove ExpressVote, headphones and keypad from main compartment of black padded carrying case.
- Remove power cord and power brick from side compartment of black padded carrying case.
- Return black padded carrying case to voting machine cart.
- Plug power cord into power strip. Plug power strip into AC wall outlet.
- Plug other end of power cord into power connection port on back of ExpressVote.
- Insert power cord until you hear a click to ensure power cord is secure.

Opening ExpressVote

- Lift out and extend metal prop bar on back of ExpressVote.
- Position ExpressVote so that it rests in an upright position at a slight angle.
- Use black barrel key to unlock and open Access Door on left side of ExpressVote.
- Verify keypad is plugged into keypad port.
- Place headphones and keypad on table so they are accessible for voters.
- Verify mode switch is set to Voter.
- Flip power switch to **On**.
- ExpressVote powers-on and boots-up (device takes about three minutes to fully power on).

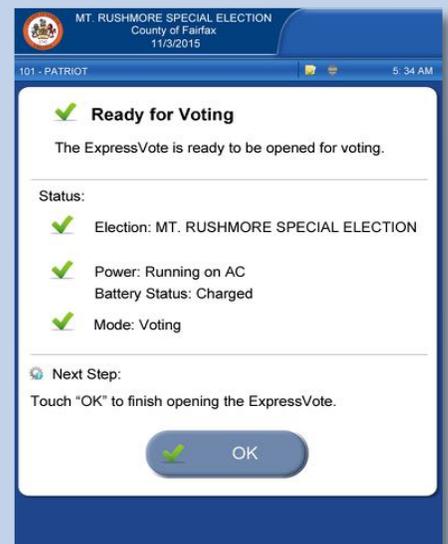
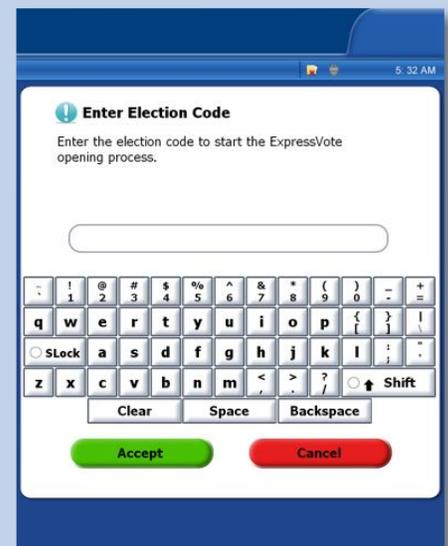
Activating ExpressVote

- After system initializes, enter **Election Security Code**.
- One Officer should enter Election Security Code as other Officer watches screen to avoid inadvertent entries.
- Touch **Accept**.
- Verify election, precinct number and name on screen are correct and ExpressVote is receiving power. Touch **Ok**.

ExpressVote Setup



Election Code



- Position keypad cord so it threads through circular opening at top of Access Door.
- Close and relock Access Door.
- Place privacy booth around ExpressVote and position screen so it is facing away from public view.
- ExpressVote is now ready for use.

Voting Screen



This page intentionally left blank.

The image shows two women in light blue short-sleeved shirts. They are looking down at a document or envelope they are holding together. The woman on the left is smiling. The woman on the right is wearing glasses and a watch. In the background, an American flag is visible on the left side. The entire image has a dark blue overlay.

SECTION THREE

DURING ELECTION DAY

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Office of Elections
County of Fairfax, Virginia

ELECTION DAY PROCEDURES

CHECK IN TABLE

All tasks are supervised and administered by Chief and Assistant Chief Officers. Refer to the [Poll Pad Appendix](#) for more information and guidelines on checking in voters.

Locate the voter in the Poll Pad:

- Ask the voter for his or her full legal name (first and last), current residential address and an acceptable form of ID.
- Acceptable forms of ID include but are not limited to:
 - Valid Virginia Driver's License.
 - Other government issued photo ID.
 - Valid employee photo ID.
 - Refer to the [Forms](#) section to view the Voter ID Chart issued by the Virginia Department of Elections.
- Locate the voter in the Poll Pad and select the voter's record.

If the voter is qualified to vote:

- Repeat the voter's first and last name and current residential address in an audible voice.
- Check in the voter on the Poll Pad.
- Hand the voter a ballot and privacy folder, and direct the voter to an open privacy booth.
- If the voter requires the use of an accessible voting device or specifically requests to use the ExpressVote, hand the voter a ballot card and privacy folder and direct the voter to the ExpressVote.

If the voter has no acceptable form of ID and is not marked with a restrictive code and is otherwise qualified to vote:

- Ask the voter if he or she is able to easily retrieve their ID. Offer the voter the option of retrieving his or her ID or voting a provisional ballot.
- If the voter chooses to retrieve his or her ID and returns to the polling place with an acceptable form of ID, he or she is checked in on the Poll Pad and votes normally, as outlined above.
- If the voter chooses to vote a provisional ballot, send the voter to the Chief or Assistant Chief Officer for assistance.

If the voter is not found; has applied for an absentee ballot; already marked as having checked in; moved; changed his or her name; needs assistance; wishes to vote outside the polling place; or is marked with a restrictive code:

- Ask the voter to step out of line, so other voters are not delayed.
- Contact the Chief or Assistant Chief Officer for assistance.
- Chief or Assistant Chief Officer refers to the *What Ifs* and contacts the Registrar, if necessary, to determine the voter's eligibility.

If voter is qualified to vote:

- Chief or Assistant Chief Officer directs the voter back to the front of the check in line to complete the check in process.
- For a curbside voter, the Chief or Assistant Chief Officer arranges for a ballot or ExpressVote and ballot card to be taken out to the voter.

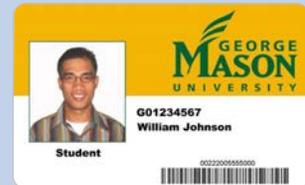
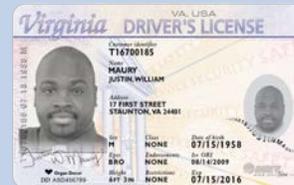
If voter is at the wrong precinct or is not qualified to vote, as instructed by the Registrar's Office:

- Chief or Assistant Chief Officer directs the voter to his or her correct precinct or explains why the voter is not eligible to vote in this election.
- Provide the voter with a *Voter Registration Application*, if necessary.
- Offer the voter the option to vote a provisional ballot, if necessary.

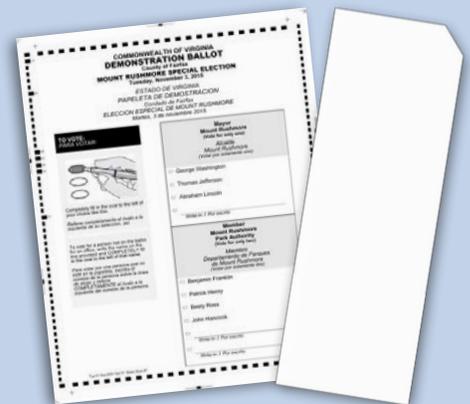
Find Voter in Poll Pad



Verify Voter's ID



Hand Voter a Ballot



BALLOT TABLE

All tasks are supervised and administered by Chief and Assistant Chief Officers. Refer to the [DS200 Digital Scanner](#) section of this manual for more information and guidelines on non-standard ballots.

If a replacement ballot is issued:

- Voter must return his or her spoiled or damaged ballot to obtain a replacement ballot.
- To protect voter privacy, the voter should fill in all ovals on his or her ballot.
- Election Officer writes "spoiled" across the face of the returned ballot.
- Fold the ballot and place in *Envelope # 4*.
- Record a tick mark on the front of *Envelope # 4* to keep track of the number of ballots spoiled during Election Day. Enter this number on the *Statement of Results* after the polls close.

When providing a replacement ballot (if applicable to the situation):

- Clarify the voter's understanding of how to fill in the ovals on the ballot and how many selections can be made in each contest.
- Refer to the instruction poster in the privacy booth, if necessary.
- Give the voter options on how to proceed:
 - Vote another ballot.
 - Use the ExpressVote.
 - Request assistance.

BALLOT SECURITY

Ballots must remain inside the polling location unless there is a curbside voter. No voter should leave the polling location with a ballot in hand. This requirement does not apply to sample ballots brought into the polling place by a voter.

Notify the Chief or Assistant Chief Officer if any ballot is found abandoned (fleeing voter) within the polling room:

- Chief or Assistant Chief Officer notes event in the *Chief's Notes* and in the discrepancy section of the *Statement of Results*.
- Abandoned ballots must be accounted for on the *Statement of Results*.
- Election Officer writes "void" across the face of the abandoned ballot.
- Fold the ballot and place in *Envelope # 4*.
- Record a tick mark on the front of *Envelope # 4* to keep track of the number of ballots voided during Election Day. Enter this number on the *Statement of Results* after the polls close.

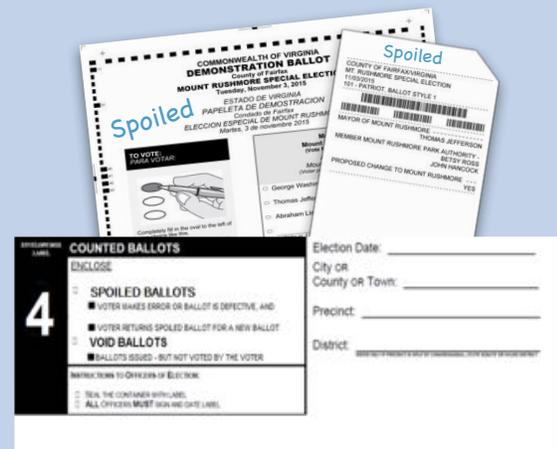
Notify the Chief or Assistant Chief Officer if a voter leaves the polling place before casting his or her ballot on the ExpressVote:

- Try to catch the voter.
- If the voter is still present, inform him or her that to vote, he or she should touch Print Card and insert the ballot card into the DS200.
- If the voter has already left the polling place, the ballot card must be canceled.
- Chief or Assistant Chief Officer witnesses while an Election Officer cancels the ballot card. Cancel the ballot card by touching Exit on the ExpressVote screen.
- Chief or Assistant Chief Officer notes event in the *Chief's Notes* and on the *Statement of Results*. Void the ballot following the steps listed above.

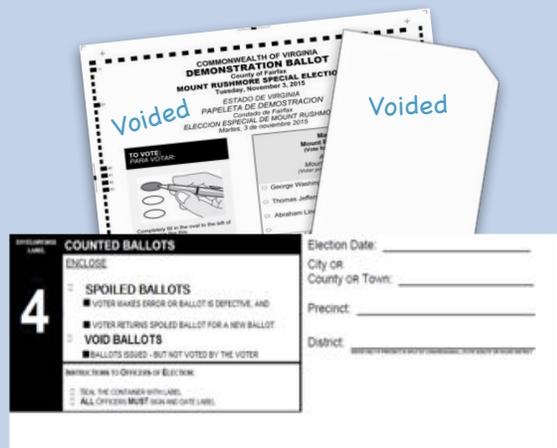
DS200

Do not stand directly in front of, behind or to the side of the DS200. Ensure there is enough clearance surrounding the perimeter to ensure voter privacy and allow voters easy access. Also ensure there is enough space for Election Officers

Spoiled Ballot



Voided Ballot



to be readily accessible if there is a problem or if a voter has a question.

- Manage the line.
- Ensure Election Officers stand at least four feet away from the Ballot Box to protect voter privacy when a voter inserts his or her ballot.
- Note that a ballot can be fed into the DS200 either face up or face down, top first or bottom first.
- Ensure the Public Count increases by one after the ballot is inserted into the DS200.
- Give the voter an "I Voted" sticker, and thank him or her for voting.
- Return privacy folders, clipboards and pens to the Check In table.

EXPRESSVOTE

Do not stand directly in front of, behind or to the side of the ExpressVote. Ensure there is enough clearance surrounding the perimeter to ensure voter privacy and allow voters easy access. Also ensure there is enough space for Election Officers to be readily accessible if there is a problem or if a voter has a question.

- Ask voters to leave drinks and food to the side and outside of the privacy area.
- Inspect the privacy area for campaign literature and stickers after every voter.
- When the voter is ready to begin, instruct him or her to insert the ballot card and select his or her desired language from the available options.
- Stand away from the voting booth to ensure voter privacy.
- Give voter an "I Voted" sticker, and thank him or her for voting.

DS200 Digital Scanner



ExpressVote



Office of Elections
County of Fairfax, Virginia

DS200

DIGITAL SCANNER

OVERVIEW

Outlined below is a list of steps Election Officers should follow when using the DS200 during Election Day.

Remember, a ballot can be fed into the DS200 either face up or face down, top first or bottom first. The DS200 will initially caution voters whose ballots are either blank or overvoted.

INSERTING A BALLOT

- Direct the first voter in line to an available DS200.
- Stand at least four feet to the side of the DS200 to ensure voter privacy.
- Instruct the voter:
 - DO NOT fold the ballot.
 - Ballot can be fed into the DS200 in any direction.
 - Try to allow for either the top or bottom portion of the ballot to stick out of the privacy folder, ensuring no selections are exposed.
 - DO NOT insert the privacy folder into the DS200.
 - DO NOT force the ballot into the DS200, but instead allow for the DS200 to accept the ballot.
- Direct voter to insert his or her ballot into the DS200.
- Display reads "Thank you for voting. Your ballot has been counted."
- Collect the empty privacy folder from the voter or instruct the voter to return the privacy folder to the ballot table.
- Give voter an "I Voted" sticker, and thank him or her for voting.

If a voter is at the DS200 for an extended period of time, you may approach the voter to offer assistance. DO NOT look at or handle a voter's ballot unless the voter requests assistance and gives you permission to do so.

BLANK BALLOT

Display reads "Blank Ballot."

- Inform the voter the ballot can be cast as is (blank) or the voter may choose to review the ballot and mark his or her selection(s).
- If the voter chooses to cast the ballot as is, instruct the voter to touch **Cast Blank Ballot**.
- If the voter chooses to review the ballot, instruct the voter to touch **Return**.
- Instruct the voter to place the blank ballot into the privacy folder and go back to an open privacy booth to mark his or her selection(s).

If the voter accidentally touches **Cast Blank Ballot** instead of **Return**, the voter has completed his or her ballot and is not eligible to vote again. Contact the Office of Elections if additional information is needed.

OVERVOTED BALLOT

When a voter selects a greater number of candidates or responses than vacancies for one or more contests.

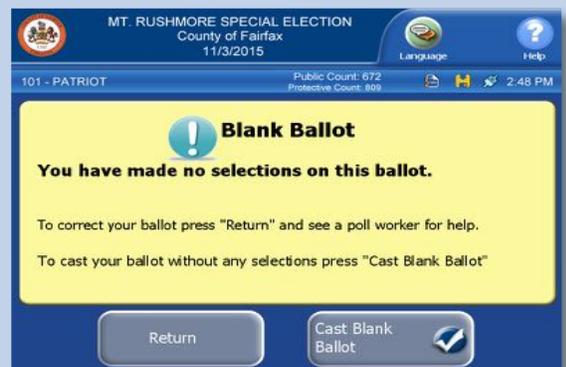
Display reads "You filled in too many ovals in (#) contests." The display also lists which contest(s) is overvoted.

- Inform the voter that he or she has selected a greater number of candidates than vacancies for one or more contests.
- Inform the voter the ballot can be cast as is (overvoted) or the voter may choose to spoil the ballot and obtain a new one.
- If the voter chooses to cast the ballot as is, instruct the voter to touch **Cast**.
- Inform the voter that no vote is recorded for the overvoted contest(s). All other contest(s), which are neither blank nor overvoted, are recorded.

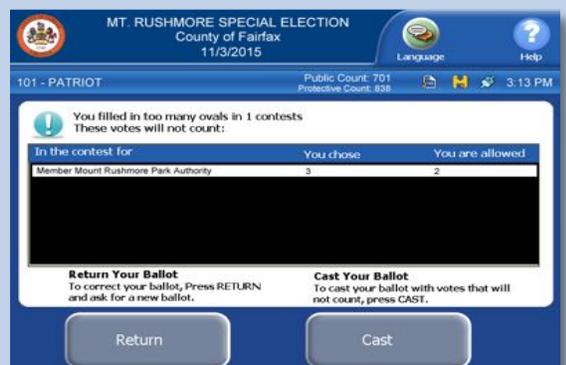
Thank You for Voting



Blank Ballot



Overvoted Ballot



- If the voter chooses to spoil the ballot, instruct the voter to touch **Return**.
- Instruct the voter to mask his or her selection(s) by filling in the ovals for each contest.
- Notify the Chief or Assistant Chief Officer and write "spoiled" across the face of the returned ballot.
- Fold the ballot and place in *Envelope # 4*. Record a tick mark on the front of *Envelope # 4* to keep track of the number of ballots spoiled during Election Day. Enter this number on the *Statement of Results* after the polls close.
- Instruct the voter to obtain a replacement ballot from the ballot table and go back to an open privacy booth to mark his or her selection(s).

If the voter accidentally touches **Cast** instead of **Return**, the voter is not eligible to vote again. Contact the Office of Elections if additional information is needed.

DS200 MALFUNCTIONS

Notify the Chief or Assistant Chief Officer. Call the technical support number listed in the *Chief and Assistant Chief Election Manual* to report the problem.

- Notify Election Officers at the check in table of the machine problem.
- Chief Officer uses silver key to unlock and open Auxiliary Compartment.
- Pull the metal flap (inside the Auxiliary Compartment door) down.
- Chief Officer closes and relocks Auxiliary Compartment.
- Direct voters to insert their ballot into the Auxiliary Compartment.

One Election Officer (does not have to be same Officer) must be stationed with the DS200 as long as the metal flap is in the down position.

- Once the problem is resolved, and the DS200 is functioning normally, the Chief Officer unlocks and opens the Auxiliary Compartment.
- Pull the metal flap (inside the Auxiliary Compartment door) up.
- Chief Officer closes and relocks Auxiliary Compartment.
- Process voters normally by having them insert their ballot into DS200.

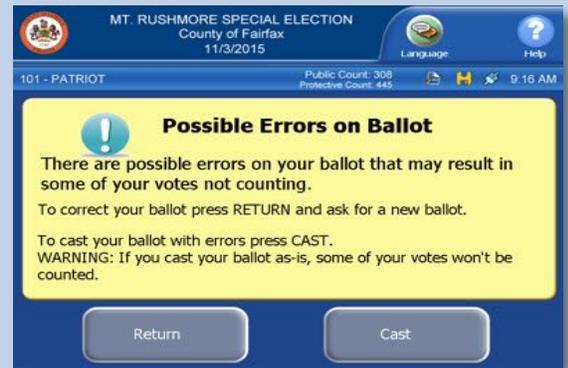
MISMARKED BALLOT

When a voter marks the ballot in a manner other than filling in the oval to the left of his or her selections. If a voter's ballot cannot be scanned, and the voter insists on casting the ballot as is, notify the Chief or Assistant Chief Officer.

- Inform the voter the ballot can be cast as is (mismarked) or the voter may choose to spoil the ballot and obtain a new one.
- If the voter chooses to cast the ballot as is, instruct the voter to touch **Cast**.
- Inform the voter that no vote is recorded for contests marked incorrectly.
- If the voter chooses to spoil the ballot, instruct the voter to touch **Return**.
- Instruct the voter to mask his or her selection(s) by marking the ballot in a manner that mimics their previous selections.
- Notify the Chief or Assistant Chief Officer and write "spoiled" across the face of the returned ballot.
- Fold the ballot and place in *Envelope # 4*. Record a tick mark on the front of *Envelope # 4* to keep track of the number of ballots spoiled during Election Day. Enter this number on the *Statement of Results* after the polls close.
- Instruct the voter to obtain a replacement ballot from the ballot table and go back to an open privacy booth to mark his or her selection(s).
- If the ballot cannot be scanned by the DS200, follow the instructions outlined above and place ballot into the Auxiliary Compartment for hand counting after the polls close.

If the voter accidentally touches **Cast** instead of **Return**, the voter is not eligible to vote again. Contact the Office of Elections if additional information is needed.

Mismarked Ballot



TROUBLESHOOTING: DS200 NOT CHARGING

Follow these steps if the DS200 display reads "Not plugged into electricity" or shows a battery icon. The battery status indicator appears next to the time icon.

- Start from the back of the DS200 and make sure every connection is secure including the transformer and any extension cords.
- Check the power cord and ensure the power strip indicator is switched to on.
- If using an extension cord, ensure it is plugged in properly.
- If you are still having a problem, verify the electrical outlet is working by plugging in a different electrical device. If the outlet is not working, use a different outlet.
- If the problem remains, notify the Chief or Assistant Chief Officer. Call the technical support number listed in the *Chief and Assistant Chief Election Manual* to report the problem.

Battery Icon



Office of Elections
County of Fairfax, Virginia

EXPRESSVOTE

OVERVIEW

Outlined below is a list of steps Election Officers should follow when using the ExpressVote during Election Day.

TOUCH SCREEN DISPLAY OPTIONS

Use icons at bottom of screen to access display options and navigate ballot card.

- **Zoom** adjusts size of display font. In instances where a contest extends off the screen, use navigation bar to scroll up and down to view contest.
- **Contrast** changes screen display from color to black and white (white text on black background).
- **Previous** and **Next** are used to navigate backward and forward between contests.
- **Exit** returns a voter's ballot card unmarked.

MARKING BALLOT CARD: TOUCH SCREEN

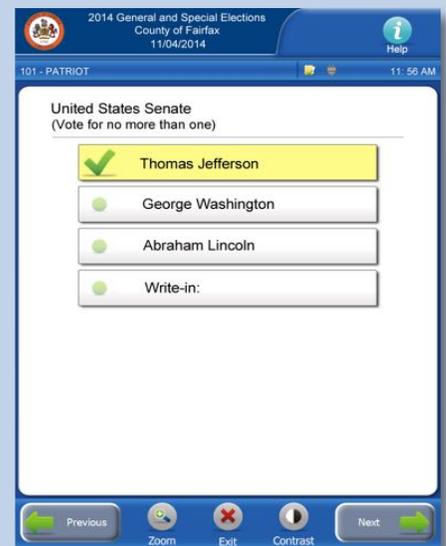
Display reads "To begin voting, insert your card."

- Stand at least four feet to the side of the ExpressVote to ensure voter privacy.
- Instruct voter to insert ballot card into input slot, face up with slanted corner to the right. Follow ExpressVote screen display, if necessary.
- Instruct voter to touch desired **Language** from available options to begin voting. The voter performs the following.
 - Select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
 - To change a selection in a "vote for one" contest, touch the oval or anywhere on the line of the new selection. The previous selection is de-selected, the new selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
 - To change a selection in a "vote for more than one" contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
- To select a write-in (General Elections only), touch **Write-In**. Screen displays a digital keyboard. Enter write-in name using keyboard, then touch **Accept**. The write-in displays as the selection turns yellow, and a green checkmark appears next to the write-in text.
- To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. Screen displays a digital keyboard. Touch **Clear**, then touch **Accept**.
- Touch **Previous** or **Next** to navigate backward and forward between contests.
- After voter is finished making his or her selections, a Summary of Selections screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.
- To change a selection, touch **Contest** on Summary of Selections screen. After changes are made, touch **Next**. ExpressVote returns to Summary screen. When finished reviewing selections, touch **Next**.
- To mark ballot card, touch **Print Card**. Populated ballot card ejects from input slot.
- Direct voter to DS200 to insert his or her ballot card.

Touchscreen Options



Mark Ballot



KEYPAD FUNCTIONS

- **Up Arrow** and **Down Arrow** are used to navigate through screen and audio options.
- **Left Arrow** and **Right Arrow** are used to navigate backward and forward between contests.
- **Select** chooses available option.
- **Home** opens screen with voting instructions.
- **Pause** stops audio.
- **Screen** toggles monitor screen on and off.
- **Repeat** replays last spoken phrase.
- **Tempo** adjusts speed at which synthesized voice reads text. Each time it is pressed, current phrase is re-started at newly selected speed.
- **Volume** adjusts synthesized voice to preferred audio level.

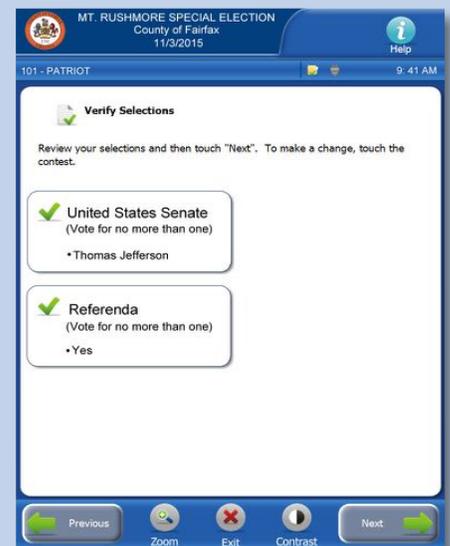
MARKING BALLOT CARD: AUDIO HEADSET AND KEYPAD

- Plug headphones into audio port on front of ExpressVote. Hand headphones to voter.
- Instruct voter to insert ballot card into input slot, face up with slanted corner to the right. Follow ExpressVote screen display, if necessary.
- Instruct voter to press **Screen** if they prefer to turn the monitor off.
- Instruct voter to use **Down Arrow** on keypad to scroll through available language options. Press **Select** to select desired language and to begin voting.
- ExpressVote identifies ballot card, begins playing voting instructions and provides an overview on keypad functions. The voter performs the following.
- Press **Right Arrow** to proceed to first contest. ExpressVote identifies contest information, including name, number of permitted selections and number of candidates or choices.
- Press **Down Arrow** to scroll through candidates or choices.
- Press **Select** to make a selection after it has been read.
- To change a selection in a "vote for one" contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection. The new selection replaces the previous one.
- To change a selection in a "vote for more than one" contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection.
- To select a write-in (General Elections only), press **Down Arrow** to navigate to write-in option. Press **Select**. ExpressVote begins playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select** to choose a letter. When finished, press **Right Arrow**. ExpressVote returns to contest and repeats the write-in selection.
- To remove a write-in, press **Down Arrow** to navigate to write-in option. Press **Select**. Press **Down Arrow** or **Up Arrow** to scroll to **Clear**. Press **Select**, then press **Right Arrow**. Write-in selection is removed.
- Press **Left Arrow** or **Right Arrow** to navigate backward and forward between contests.
- After a voter is finished making his or her selections, a Summary of Selections begins. Press **Down Arrow** or **Up Arrow** to navigate through and review selections.
- To change a selection, press **Down Arrow** or **Up Arrow** to navigate to contest, then press **Select**. After changes are made, press **Right Arrow**. ExpressVote returns to Summary of Selections. When finished reviewing selections, touch **Right Arrow**.

Keypad Options



Confirm and Print Ballot



- To mark ballot card, press **Select**. Populated ballot card ejects from input slot.
- Direct voter to DS200 to insert his or her ballot card.
- Unplug headphones from audio port.

VERIFYING MARKED BALLOT CARD

ExpressVote allows a voter to re-insert his or her marked ballot card back into the input slot to verify his or her selections. This step is for verification purposes only. No changes can be made, as the voter will only be able to view or hear the summary of his or her selections.

- Instruct voter to insert ballot card into input slot, face up with slanted corner to the right.
- Instruct voter to touch desired **Language** from available options.
- A Verification screen displays listing instructions on how to review selections.
- Touch **Next** to access Verification Summary screen.
- Review selections. When done, touch **Next**. Populated ballot card ejects from input slot.
- Direct voter to DS200 to insert his or her ballot card.

EXCHANGING A BALLOT

Notify the Chief or Assistant Chief Officer if a voter chooses to exchange his or her ballot card for a standard ballot.

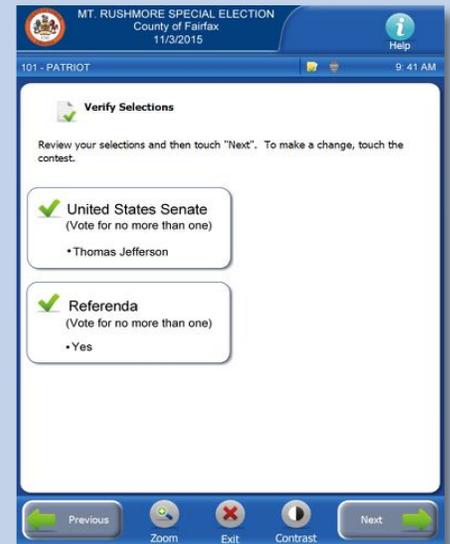
- Instruct voter to touch **Exit**. Ballot card is returned unmarked.
- Return unmarked ballot card to ballot table.
- Instruct voter to obtain a replacement ballot from ballot table and go to an open privacy booth to mark his or her selection(s).

VOIDED BALLOT

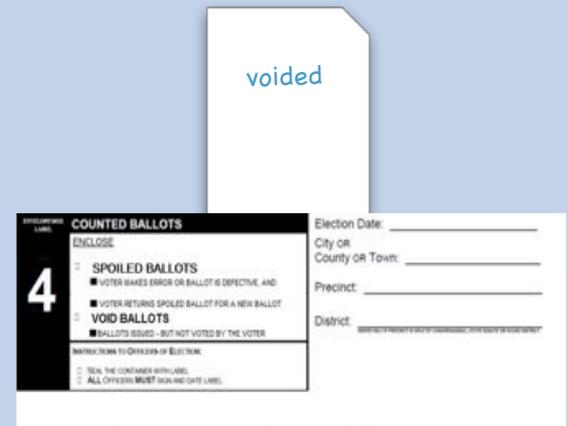
Notify the Chief or Assistant Chief Officer if a voter leaves the polling place before printing his or her ballot card or if the voter decides to void his or her ballot card.

- Touch **Exit**. Ballot card is returned unmarked.
- Write "voided" across face of returned ballot card.
- Fold ballot card and place in *Envelope # 4*. Record a tick mark on front of *Envelope # 4* to keep track of number of ballot cards voided during Election Day. Enter this number on *Statement of Results* after polls close.
- Voided ballot cards are recorded on *Statement of Results* to avoid reconciliation issues regarding the Poll Pad and ballot counts.

Verify Ballot



Voided Ballot Card



Office of Elections
County of Fairfax, Virginia

PROVISIONAL

WHEN TO ISSUE A PROVISIONAL BALLOT

Refer to the *What Ifs* issued by the Virginia Department of Elections in the *Chief and Assistant Chief Election Manual*, and contact the Registrar before issuing a provisional ballot.

1. A voter's name is not on the Poll Pad, the voter believes he or she is registered in precinct and the Registrar's office cannot be contacted to verify that the voter is registered.
2. The normal voting hours are extended by court order - pertains to all voters who arrive at the polling place after 7:00 p.m. (those who were not in line by 7:00 p.m.).
3. A voter, who was sent an absentee ballot, has not received or has lost the ballot. The voter's AB status in the Poll Pad is listed as "issued."
4. A voter, who was sent an absentee ballot, previously returned the ballot spoiled or damaged. The voter's AB status in the Poll Pad is listed as "unmarked."
5. Poll Pad indicates the voter has already cast a ballot in the current election.
6. A voter fails to present an acceptable form of ID.

PROVISIONAL BALLOT ENVELOPE - ID

Use this provisional ballot envelope when a voter is voting provisionally due to lack of ID only.

Provisional Ballot Envelope – ID (Front)

- Chief or Assistant Chief Officer records precinct number and name.
- Voter completes identifying information.

Provisional Ballot Envelope – ID (Back)

- Voter reads Statement of Voter.
- Chief or Assistant Chief Officer records election date.
- Chief or Assistant Chief Officer and voter both sign.
- Do not complete any other fields.

PROVISIONAL BALLOT ENVELOPE

Use this provisional ballot envelope for all provisional scenarios, except for when a voter is only voting provisionally due to lack of ID. If a voter is voting provisionally for one of the previously listed reasons and also does not have an acceptable form of ID, use this envelope.

Provisional Ballot Envelope (Front)

- Chief or Assistant Chief Officer records precinct number and name.
- Voter completes identifying information.

Provisional Ballot Envelope (Back)

- Voter reads Statement of Voter.
- Voter marks reason(s) for provisional ballot.
- Chief or Assistant Chief Officer records election date.
- Chief or Assistant Chief Officer and voter both sign.

PROVISIONAL VOTING PROCEDURES

Follow the *What Ifs* issued by the Virginia Department of Elections in the *Chief and Assistant Chief Election Manual*, and contact the Registrar if there are any questions when issuing a provisional ballot.

No Acceptable Form of ID:

- Chief or Assistant Chief Officer confirms voter does not have an acceptable form of ID.

Provisional Envelope - ID

The image shows two views of a 'PROVISIONAL VOTE - ID ONLY' envelope. The top view is the front, which includes fields for 'NUMBER NAME OF PRECINCT', 'PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.', 'FIRST NAME', 'FULL MIDDLE OR MADDEN OR ANY PRIOR LEGAL NAME', 'LAST NAME', 'SUFFIX IF ANY', 'COMPLETE RESIDENCE ADDRESS (INCLUDING ZIP CODE)', 'DATE MOVED HERE', 'IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS (INCLUDING ZIP CODE)', 'SOCIAL SECURITY NUMBER (Last 4 digits required)', 'GENDER' (Male/Female), 'BIRTHDATE', 'AREA CODE', and 'DAYTIME TELEPHONE NUMBER, IF ONE'. It also contains a 'Privacy Act Notice' and a 'STATEMENT OF VOTER' section. The bottom view is the back, featuring an 'OFFICER OF ELECTION' section with a signature line and date, and a 'Voter later provided a copy of identification (attach copy)' checkbox with a signature line and date. A warning about election fraud is also present.

Provisional Envelope - All Other

The image shows two views of a 'PROVISIONAL VOTE' envelope. The top view is the front, which includes fields for 'NUMBER NAME OF PRECINCT', 'PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.', 'FIRST NAME', 'FULL MIDDLE OR MADDEN OR ANY PRIOR LEGAL NAME', 'LAST NAME', 'SUFFIX IF ANY', 'COMPLETE RESIDENCE ADDRESS (INCLUDING ZIP CODE)', 'DATE MOVED HERE', 'IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS (INCLUDING ZIP CODE)', 'SOCIAL SECURITY NUMBER (Last 4 digits required)', 'GENDER' (Male/Female), 'BIRTHDATE', 'AREA CODE', and 'DAYTIME TELEPHONE NUMBER, IF ONE'. It also contains a 'Privacy Act Notice' and a 'STATEMENT OF VOTER' section. The bottom view is the back, featuring an 'OFFICER OF ELECTION' section with a signature line and date, and a 'Voter later provided copy of required identification (attach copy)' checkbox with a signature line and date. A warning about election fraud is also present.

Provisional Ballot Log

- Chief or Assistant Chief Officer explains to voter that he or she is required to submit a copy of an acceptable form of ID no later than noon on the Friday after the election.
- Voter completes identifying information on front of provisional envelope.
- Voter reads and signs the *Statement of Voter*.
- Chief or Assistant Chief Officer records precinct number and name on front of provisional envelope.
- Chief or Assistant Chief Officer signs the *Statement of Voter*.
- Chief or Assistant Chief Officer records election date.
- Chief or Assistant Chief Officer enters voter's information and reason for voting a provisional ballot on the *Provisional Ballot Log*.
- Chief or Assistant Chief Officer issues the voter a ballot.
- Voter marks his or her ballot at the privacy booth setup at the Chief's Table and seals ballot in envelope.
- DO NOT feed ballot through the DS200.
- Chief or Assistant Chief Officer puts provisional envelope in *Envelope # 1A*.
- Chief or Assistant Chief Officer gives voter a *Provisional Voter Notice – ID*.
- After the close of polls, record the number of sealed provisional envelopes on *Statement of Results*, and return *Envelope # 1A* to the Office of Elections.

Not in Poll Pad or Address Issue:

- Chief or Assistant Chief Officer confirms voter is in correct precinct.
- Voter completes a new *Voter Registration Application*.
- Chief or Assistant Chief Officer completes *Voter Referral Worksheet*.
- Voter completes identifying information on front of provisional envelope.
- Voter reads and signs the *Statement of Voter*.
- Voter marks reason(s) for provisional ballot.
- Chief or Assistant Chief Officer records precinct number and name on front of provisional envelope.
- If voter ALSO does not have an acceptable form of ID, Chief or Assistant Chief Officer marks "Voter ALSO did not present required ID."
- Chief or Assistant Chief Officer signs the *Statement of Voter*.
- Chief or Assistant Chief Officer records election date.
- Chief or Assistant Chief Officer enters voter's information and reason(s) for voting a provisional ballot on the *Provisional Ballot Log*.
- Chief or Assistant Chief Officer issues the voter a ballot.
- Voter marks his or her ballot at the privacy booth setup at the Chief's Table and seals ballot in envelope.
- DO NOT feed ballot through the DS200.
- Chief or Assistant Chief Officer puts provisional envelope in *Envelope # 1A*.
- Chief or Assistant Chief Officer gives voter a *Provisional Voter Notice* with the reason(s) for why the voter cast a provisional ballot marked.
- If voter was also unable to present an acceptable form of ID, Chief or Assistant Chief Officer gives voter a *Provisional Voter Notice – ID*.
- Chief or Assistant Chief Officer attaches *Voter Referral Worksheet* to the *Voter Registration Application* and places in *Envelope # 1A*.
- After the close of polls, record the number of sealed provisional envelopes on *Statement of Results*, and return *Envelope # 1A* to the Office of Elections.

Absentee or List as Already Checked In:

- Chief or Assistant Chief Officer completes *Voter Referral Worksheet*.
- Voter completes identifying information on front of provisional envelope.

PRECINCT PROVISIONAL BALLOTS LOG (Attachment 1A, 11B of Form)

Enter the information requested below for each voter who completes a provisional ballot. Do NOT mark pollbook for provisional voters. Circle multiple reasons for casting the provisional ballot if multiple reasons apply. If lack of ID is one of multiple reasons, the ballot should be placed in the regular provisional envelope. Put LOG in Envelope 1A with voted, sealed provisional ballot envelopes completed during normal voting hours.

If voting hours are extended by court order, begin new LOG sheet, restart page count from "1" and check "after hours" below. These voters may only vote by provisional ballot (reason #3, other reasons may also apply). Do NOT mark pollbook for provisional voters. Provisional ballots and LOG sheets must be kept separate from those used during normal voting hours. Put after hours LOG in Envelope 1B with all voted, sealed provisional ballot envelopes completed by those persons voting after the normal close of polls.

County or City of _____ Precinct Name # _____ Log Page # _____ Election Date _____
 Cong. Dist. # _____ Check off after hours

Please print legibly

Voter's Full Name, Virginia Address, SSN, Date of Birth, Gender and Phone # from Provisional Ballot Envelope	Reason(s) PB issued (circle; explain if necessary)						EB counted?	If not counted, reason why?
	1	2	3	4	5	6		
1.							Yes	No
2.							Yes	No
3.							Yes	No
4.							Yes	No
5.							Yes	No
6.							Yes	No
7.							Yes	No
8.							Yes	No
TOTALS:								

Provisional Reasons: 1 or 2-Voter's name NOT on Pollbook (if indicates residency status); 3-Court order extending voting hours; 4-Absentee ballot cannot be confirmed as returned; 5-Voter listed as having already voted; 6-Other ID-Voter failed to present proper identification

1001-001-000, Rev. 7/14 Page # _____

Voter Referral Worksheet

Precinct: _____ (Returns to Envelope #1)

Voter Referral Worksheet

Section A: Completed by the Pollbook Officer
 Check appropriate boxes in the left-hand column, then give this form to the voter and refer him/her to the Chief.

Reason for Referral (by Election Officer)	What If Reference (for the Chief)
<input type="checkbox"/> Voter not listed in pollbook	What if # 9, 10, 12, and Provisional Checklist B.
<input type="checkbox"/> Stated address different from pollbook address, and/or <input type="checkbox"/> Name changed	What if # 3, 4, 5, 6, 7. May need Affirmation of Eligibility or Voter Registration Application.
<input type="checkbox"/> Inactive voter	What if # 3, 4, 5. May need Affirmation of Eligibility or Voter Registration Application.
<input type="checkbox"/> Absentee voter	What if # 15 and Provisional Checklist C.
<input type="checkbox"/> Marked as already checked in	What if # 14 and Provisional Checklist C.
<input type="checkbox"/> Curbside voter (DP)	What if # 17. May need Request for Assistance form.
<input type="checkbox"/> Assistance requested	What if # 15 and Request for Assistance form.
<input type="checkbox"/> Voter is blind	What if # 16. May need Request for Assistance form.
<input type="checkbox"/> Other Message: e.g., "overseas voter", HAVA	What if # 1, 2, 8.
<input type="checkbox"/> Challenged voter	What if # 13 and Affirmation of Eligibility.
<input type="checkbox"/> No ID	What if # 1, 2 and Provisional Checklist A.

Section B: Completed by the Chief before calling the Registrar's Office
 Sign this sheet to the voter's registration application, if applicable.

For voter eligibility issues, call the Registrar... 703-324-8765 or 703-222-0776

Voter's first name: _____ Middle: _____ Last: _____
 Voter's previous name: _____ Last 4 digits of SSN (optional): _____
 Year of birth: _____ Current street address, apt # and zip: _____ Date moved to current address: _____
 Previous address: _____

Voter not in pollbook and name changed: If voter says he/she registered or updated registration:

<input type="checkbox"/> By mail	<input type="checkbox"/> Through DMV. Please provide: Driver's license number: _____ Date license issued: _____
<input type="checkbox"/> In person	<input type="checkbox"/> Through voter registration drive DMV location: _____

Approximate date of registration: _____ Voter has receipt (attach original or copy)

Any other information to help resolve eligibility issue: _____

PLEASE COMPLETE DISPOSITION ON BACK OF FORM

Provisional Voter Notice - ID

- Voter reads and signs the *Statement of Voter*.
- Voter marks reason(s) for provisional ballot.
- Chief or Assistant Chief Officer records precinct number and name on front of provisional envelope.
- If voter ALSO does not have an acceptable form of ID, Chief or Assistant Chief Officer marks "Voter ALSO did not present required ID."
- Chief or Assistant Chief Officer signs the *Statement of Voter*.
- Chief or Assistant Chief Officer records election date.
- Chief or Assistant Chief Officer enters voter's information and reason(s) for voting a provisional ballot on the *Provisional Ballot Log*.
- Chief or Assistant Chief Officer issues the voter a ballot.
- Voter marks his or her ballot at the privacy booth setup at the Chief's Table and seals ballot in envelope.
- DO NOT feed ballot through the DS200.
- Chief or Assistant Chief Officer puts provisional envelope in *Envelope # 1A*.
- Chief or Assistant Chief Officer gives voter a *Provisional Voter Notice* with the reason(s) for why the voter cast a provisional ballot marked.
- If voter was also unable to present an acceptable form of ID, Chief or Assistant Chief Officer gives voter a *Provisional Voter Notice – ID*.
- Chief or Assistant Chief Officer puts *Voter Referral Worksheet* in *Envelope # 1A*.
- After the close of polls, record the number of sealed provisional envelopes on *Statement of Results*, and return *Envelope # 1A* to the Office of Elections.

PROVISIONAL VOTER NOTICE – IDENTIFICATION
§§ 24.2-643 and 24.2-653 of the Code of Virginia

An officer of election must give this notice to every voter who completes a provisional ballot for lack of proper identification.

Dear Provisional Voter:
You voted a provisional ballot today because you did not present the required identification. **Your vote will not count unless you provide the required photo identification by the deadline listed below.** Your local electoral board will meet to determine which provisional ballots should be counted. The meeting will begin at _____ AM/PM on _____ at _____. You have the following options to provide the required photo identification documents:

- attend the meeting at which you can request an additional day to provide the requisite identification; or
- no later than noon on Friday after the election, provide the electoral board a copy of your required identification. You may use fax, email, U.S. mail, or a commercial delivery service as long as the identification document is actually received by the electoral board by the deadline.

If you have questions, please call the general registrar's office at _____ After the completion of the provisional vote count, you can find out if your ballot was counted by calling the toll-free number: **866-839-2556** asking for locality # _____.

How to Submit Your Required Identification

Please provide a copy of your required photo ID in-person or to the address, email, or fax number below by noon on the Friday after the election. If you do not possess acceptable identification, a temporary ID may be made for you at your local general registrar's office.

<p>Electoral Board Address Information: Mailing Address: _____ <small>(Note: US mail arrives at address by noon on Friday after election.)</small></p> <p>Email: _____</p> <p>Fax: _____</p>	<p>Physical Address: _____</p> <p>Phone: _____</p>
--	--

Acceptable forms of identification include:

- valid Virginia driver's license;
- valid United States passport;
- voter photo identification card issued by the Department of Elections;
- identification card issued by a government agency;
- valid student photo identification card from an institute of higher education located in the Commonwealth;
- valid employee identification card issued in the normal course of business.

Voters have until noon on the Friday after the election to provide an acceptable form of photo ID.

- You may fax, email, mail, or submit your photo ID to the electoral board.
- Please contact the Department of Elections at 1-800-552-9748 or your local registrar at the number listed above if you have questions.

SBE-643, Rev. 7/14

Provisional Voter Notice - All Other

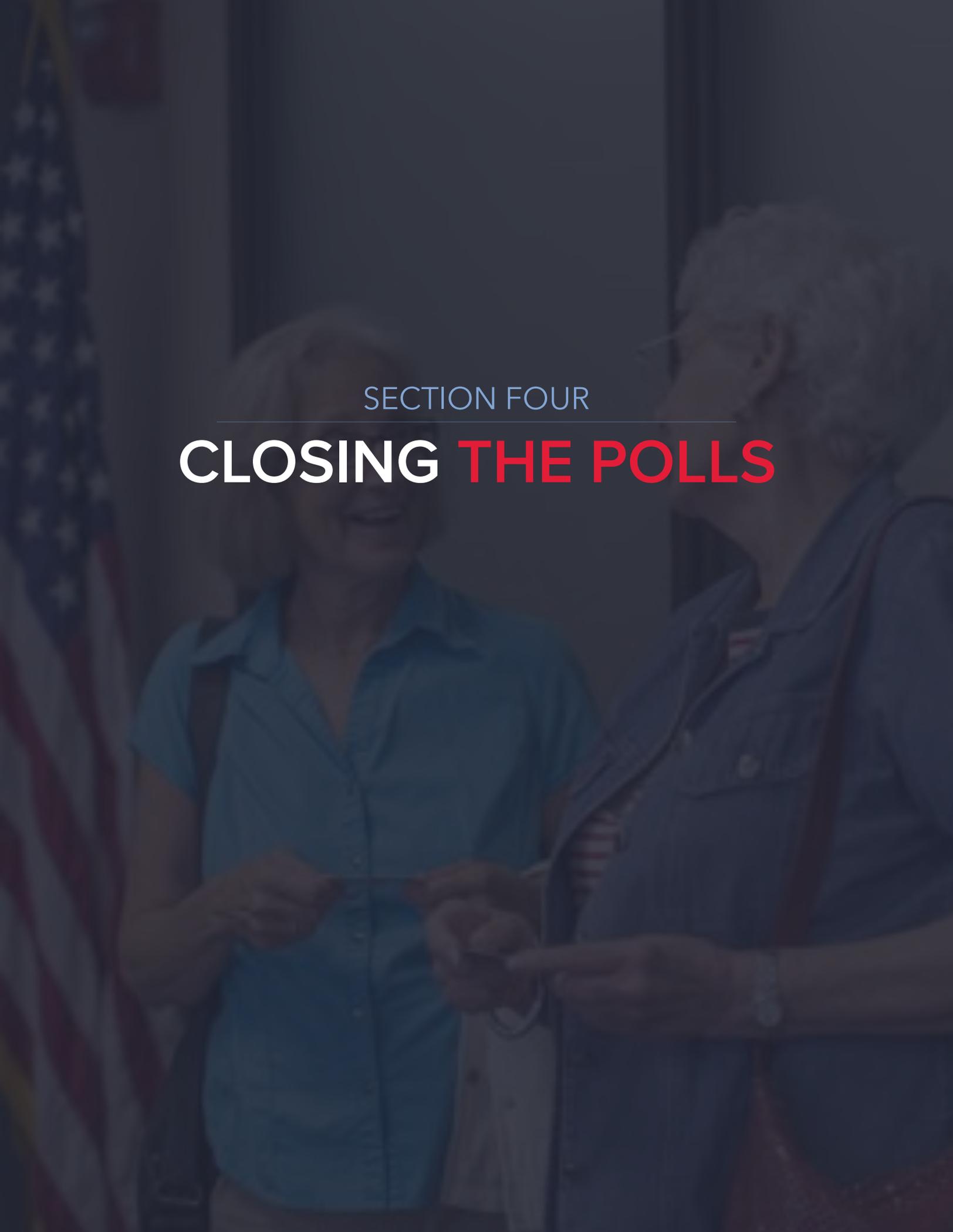
VIRGINIA
DEPARTMENT of ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-653, Code of Virginia

The officer of election must give this notice to every voter completing a provisional ballot at the polling place for one of the reasons indicated below. The officer must also check the provisional reasons below that correspond to the voter's provisional ballot envelope.

Dear Provisional Voter,
You voted a provisional ballot today for the reason(s) checked below. Your local electoral board will determine which provisional ballots should be counted. The meeting will begin at _____ AM/PM on _____ at _____. You have the right to attend the meeting to present any information that might prove you are a qualified registered voter of this precinct; you may bring legal counsel with you. You may also request an extension of the meeting to the next day in order to provide such information. If you have any questions, call the general registrar's office at _____. If the electoral board cannot determine that you are a qualified registered voter of this precinct, then your ballot will not be counted. After the completion of the vote count, you can find out if your ballot was counted by calling the toll-free number: **866-839-2556** asking for locality # _____.

<p><input type="checkbox"/> Name not on pollbook (Reason #1 and #2 on provisional ballot envelope) Your name did not appear on the list of persons registered to vote in this precinct and the general registrar either could not determine your qualifications to vote or could not be reached. Since you told the election officer that you are qualified and registered to vote in this precinct, the electoral board must determine that you are or should have been registered for this election and are qualified to vote in this precinct. If you applied for registration at a DMV or another government agency, please provide the agency name, location and approximate date to the officer of election. If you have a registration receipt from an agency, please provide the information to the officer while you are at the polls, or call your local general registrar before the meeting listed above. If it is proven that you attempted to register before the close of books at a DMV office or another National Voter Registration Act designated agency (and only at these offices), the registrar will use the voter registration application you completed and turned in at the polls today to determine your qualifications to be registered, which may result in your ballot being counted. If your registration was cancelled and you believe this was in error, you may provide information to this effect to the general registrar before the meeting listed above, or attend to present your information. The general registrar will notify you in writing if you are not properly registered.</p>	<p><input type="checkbox"/> Voted after normal poll closing (Reason #3) You were required to vote a provisional ballot because you voted after the normal poll closing time due to a court order extending the voting hours established by state law. If the court order has not been overturned when the ballots are ready to be counted, and you are otherwise registered and qualified to vote in this precinct, your ballot will be counted. If another provisional reason also applies to you, please see that reason.</p> <p><input type="checkbox"/> Absentee ballot cast or not received (Reason #4) You were required to vote a provisional ballot because our records show that you were issued an absentee ballot but it had not been returned prior to election day, either marked or unmarked. You offered to vote in your regular polling place, indicating that your absentee ballot was unavailable. If you are otherwise registered and qualified to vote in this precinct, your provisional ballot will be counted after the electoral board verifies that your absentee ballot was not received and counted.</p> <p><input type="checkbox"/> Shown as having already voted (Reason #5) You are required to vote a provisional ballot because the pollbook shows you have already cast a ballot. If election officials are able to determine that you did not actually cast a ballot, or that there is an error within their records, your ballot will be counted.</p> <p><input type="checkbox"/> Other (Reason #6)</p>
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A photograph of two women, one younger and one older, looking at a document together. They are standing in front of an American flag. The image is dimmed and serves as a background for the text.

SECTION FOUR

CLOSING THE POLLS

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Office of Elections
County of Fairfax, Virginia

CLOSING PROCEDURES

ANNOUNCE...

All tasks are supervised and administered by Chief and Assistant Chief Officers. Refer to the *Chief and Assistant Chief Election Manual* for further instructions.

At 6:45 p.m. — "The polls will close in 15 minutes:"

- An officer designated by the Chief or Assistant Chief Officer exits the polling place to make this announcement.
- Chief or Assistant Chief Officer reminds Election Officers to vote if they have not done so already.
- Chief or Assistant Chief Officer reminds campaign workers and others to remove their signs, tables and trash from the polling place property as soon as the polls close

At 7:00 p.m. — "The polls are officially closed:"

- All voters who are in line at 7:00 p.m. are permitted to vote.
- An officer designated by the Chief or Assistant Chief Officer exits the polling place to make this announcement.
- If possible, close the door to the polling room or building behind the last voter in line.
- If the line extends beyond the outside entrance, try to gather the eligible voters inside the building or position an Election Officer at the end of the line.

AFTER THE LAST VOTER EXITS THE POLLING PLACE

Welcome Poll Watchers:

- Poll Watchers may observe but not participate or interfere with tallying or closing procedures.
- Poll Watchers may not leave or phone in returns until after the final results are certified, called in to the Office of Elections and posted.

Prioritize and divide shutdown assignments. Assign Election Officers to:

- Assist in closing Poll Pads, DS200 and ExpressVote.
- Chief or Assistant Chief Officer must be present during the shutdown of voting equipment.
- Reset room. Pack up tables and chairs and disassemble privacy booths.
- Take down outside signs. Take down inside signs.
- Return supplies to voting machine cart.
- If you need assistance, contact the Rover or the Office of Elections.

CERTIFY EPBS AND UNUSED BALLOTS

Complete and sign EPB Certification:

- Record final Checked In count from each Poll Pad.
- Record OP Count (curbside voters) from Poll Pad.
- Sign the *Poll Pad Certification Sheet*.
- Return iSync memory devices in *Envelope # 2*.

Count and box unused ballots:

- Count unused ballots, and enter the number on the *Statement of Results*.
- It is not necessary to open and count the un-opened packages — assume each package has 100 ballots.
- Place unused ballots in *Brown Box(es) # 6*. Seal box flaps with clear tape and secure with red tamper tape.
- Place seal across box top flaps. Two officers sign.

Announce Audibly

Voting Hours

@ 6:45 p.m. the polls will close in 15 minutes

@ 7:00 p.m. the polls are closed

Closing Polls Checklist

CLOSING THE POLLS	
— At 6:45 p.m. — Announce outside "The polls will close in 15 minutes."	<ul style="list-style-type: none">- Remind campaign workers, bake sales, etc. to remove all their tables, trash and signs from the polling place property as soon as the polls close.- Remind your Election Officers to vote if they haven't done so already!
— Check official TIME at U.S. Naval Observatory: 202-762-1401 or 202-762-1069	<p>Do not use the school clock as the "official time." Do not rely on a cell phone — they aren't always correct or consistent, either.</p>
— At 7:00 p.m. — Announce outside "The polls are officially closed."	<p>All voters who are in line at 7:00 p.m. are permitted to vote.</p> <ul style="list-style-type: none">- If possible, close and lock the door to the polling room and/or building behind the last voter in line.- If the line extends beyond the outside entrance, try to herd the eligible voters inside or have 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 p.m.
After the last voter has voted and departed the polling place . . .	
— Welcome authorized Representatives (Poll Watchers.)	<ul style="list-style-type: none">- Poll Watchers must be qualified voters in Virginia and have written authorization from a party chairman or independent candidate on the ballot.- Only two representatives for each party and one representative for each independent candidate are permitted in the room after the polls close. (If there are less than four individuals serving as Closing Poll Watchers, bystanders may be invited to fill this role up to a maximum of four people.)- Poll Watchers may observe, but not participate or interfere with, tallying and closing.- Poll Watchers may not leave or phone in returns until after the final results are certified, called in and posted.
— Get organized: assign tasks for Election Officer teams.	<ul style="list-style-type: none">• Team 1 to certify the Pollbook(s) and unused paper ballots<ul style="list-style-type: none">- Record numbers and sign certification forms(s)- Return Paper Pollbooks and Count Sheets in Envelope #2.- EPB precincts: Return USB flash drives, Certification form and back-up paper pollbook in Envelope #2.- EPB precincts: Pack up laptops and peripherals to return in the CART.- Label boxes, count and package unused ballots.• Team 2 to close touch screen machines<ul style="list-style-type: none">- Record numbers and print results tapes- Pack up machines• Team 3 to close the optical scan machine and certify voted paper ballots<ul style="list-style-type: none">- Record numbers, print results tapes and pack up the OS reader(s)- Label boxes, remove and package voted ballots
Office of Elections, Rev. 10/13	8.1

Poll Pad Certification Sheet

Return in Envelope #2 with the EPB Thumb Drives

County of Fairfax
Precinct: 101 PATRIOT
Republican Party Presidential Primary – November 4, 2014

ELECTRONIC POLLBOOK CERTIFICATION

Election Officers: Please copy the following numbers from the "Summary Screen" before closing the EPBs and exporting the data:

Total Checked in By Precinct _____
OP by Precinct* _____

*OP includes both Optical Scan (paper) and iSync (touch screen) voters

Waived #14 Exceptions: The voter(s) listed below offered to vote, however they were already checked in on the EPBs. Put the EPB involutions in Waiver #14, the voter was deslected and then checked-in after providing a valid ID and signing the Affirmation of Eligibility. Therefore, the EPB count is under by _____ voter(s) as explained in Part F of the SQR.

(Use back of page, if needed, for additional names.)

<p>CERTIFICATION:</p> <p>We, the undersigned, certify that the total number of voters checked in by precinct on the electronic pollbook is _____. This number represents the number of qualified voters who voted in this election at this polling place.</p> <p>_____ _____ Signature of Pollbook Officers when Polls Closed</p>
--

Fairfax County Office of Elections, Rev. 2/12

Count spoiled and voided envelopes; sign and seal Envelope # 4:

- Count spoiled and voided ballots placed in *Envelope # 4* during Election Day. Verify number matches tick marks on front of envelope.
- Enter number on the *Statement of Results*.
- If any absentee ballots were surrendered (voided) by voters during Election Day, write an explanation on the *Statement of Results*. Do not include these ballots in the spoiled/voided ballot count.
- Place seal across envelope. Two officers sign.

SHUTDOWN AND CERTIFY VOTING EQUIPMENT

Refer to subsequent sections of this manual for guidelines on how to shutdown the Poll Pads, DS200 and ExpressVote.

- Shutdown and certify Poll Pad.
- Shutdown and certify DS200 and ballots.
- Shutdown and certify ExpressVote.

Seal and sign Envelope # 7C:

- Verify machine seal and count numbers are recorded on back of envelope.
- Verify all opening seals are in envelope.
- Verify DS200 memory device(s) are in envelope.
- Seal envelope. Two officers must sign. DO NOT put seal over information recorded on back of envelope.

Complete Statement of Results:

- Chief or Assistant Chief Officer and one or two additional Election Officers should work together to complete the *Statement of Results*.
- Once completed, all Election Officers sign both the *Statement of Results* and copy of the *Statement of Results*.
- Remaining Chief or Assistant Chief Officer should supervise and administer Election Officers and complete remaining closing procedures.

RETURN SUPPLIES

Reset polling place:

- Take down outside signs. Take down inside signs.
- Remove tape from signs.
- Pack blue supply bag. Refer to the *Returning Materials* tab in the *Chief and Assistant Chief Election Manual*.
- Discard remaining flyers, sample ballots, political signs, trash, etc. This includes political signs and flyers that were left behind outside the polling place.
- Return borrowed supplies — tables, chairs, etc. — to original location.
- Remind building staff that warehouse personnel will pick up the voting machine cart and Ballot Box starting the next morning.

Return supplies to voting machine cart:

- Place ExpressVote(s) in carrying case and place inside the cart.
- Place privacy folders inside the cart.
- Place folded up privacy booths inside the cart where space allows.
- Place Poll Pad Case and Plastic Tote inside of the cart.
- Place machine and extension cords in canvas tote bag. Place on top shelf of the cart.
- Return any special signs and equipment inside the cart where space allows.

Statement of Results

Part A: BALLOT CERTIFICATION	CALCULATION OR SOURCE	PRINTED BALLOTS	BALLOT CARDS	TOTALS
A1	BALLOTS RECEIVED FROM ELECTORAL BOARD - BEFORE POLLS OPEN	BOX LABELS	1000	100
A2	BALLOTS RECEIVED FROM ELECTORAL BOARD - WHILE POLLS OPEN	BALLOT RECEIPT		
A3	EMERGENCY BALLOTS INTRODUCED - WHILE POLLS OPEN	EXPLAINED IN PART F		
A4	TOTAL BALLOTS RECEIVED	= A1 + A2 + A3		
A5	UNUSED BALLOTS REMAINING - AFTER POLLS CLOSE	COUNT		
A6	BALLOTS SPOILED AND VOIDED - AFTER POLLS OPEN	ENVELOPE #4		
A7	BALLOTS USED FOR PROVISIONAL VOTES	ENVELOPE #1A ENVELOPE #1B		
A8	TOTAL UNUSED AND USED BUT NOT COUNTED	= A5 + A6 + A7		
A9	TOTAL BALLOTS VOTED AND COUNTED	= A4 - A8		
A10	TOTAL BALLOTS VOTED AND COUNTED	DS200 SUMMARY		

Check and lock voting machine cart:

- After all machines and supplies have been returned to the cart, complete and sign the *Security Log* and seal the cart with a numbered seal.

Security Log

PLACE THIS SHEET INSIDE OF THE DOOR OF THE CART

PATRIOT 101 November 4, 2014
General and Special Elections

ELECTION CART SECURITY RECORD

INSTRUCTIONS: At least **TWO PEOPLE** must be present to open a cart:
 1) If you need to open the cart, both officials must compare the recorded seal number on this sheet.
 If the numbers do not match, contact the Office of Elections at 703-324-4735 immediately!
 2) When you lock and seal the Election Cart, record the date, time, and new seal number.
 3) Both officials must print and sign their name.
 4) Be sure to record all your information below and place this sheet back inside the cart **before** you lock & seal the cart.

Date	Time	Reason	Seal Number	Printed Name Title	Signature	Printed Name Title	Signature
		Sealed at the warehouse.					
		Sealed at the end of Election Day.					

Questions? Call the Office of Elections at 703-324-4735.

Office of Elections
County of Fairfax, Virginia

DS200

DIGITAL SCANNER

SHUTDOWN

The Chief or Assistant Chief Officer and one Election Officer are responsible for shutting down the DS200 and securing the Ballot Box. Once the closing process begins, at least one Election Officer (does not have to be same Election Officer) should be stationed with the DS200 until it is closed and secure. Poll Watchers may observe closing procedures.

Refer to the [Forms](#) section of this manual for a step-by-step guide on closing the DS200 after the polls close.

Tallying Stored Ballots

Use Auxiliary Compartment to store voted ballots if DS200 malfunctions during Election Day.

- Use silver key to unlock and open Auxiliary Compartment.
- Remove un-scanned ballots and insert into DS200.
- If ballot cannot be scanned, set ballot aside for hand counting on *Statement of Results*.
- Close and relock Auxiliary Compartment.

Closing Polls

- Enter Public Count and Protective Count numbers on *Envelope # 7C* and *Statement of Results*.
- Touch **Summary** icon and record number of printed ballots and ballot cards scanned on *Statement of Results*. These numbers also appear on the Ballot Status Accounting Report.
- Remove red tamper seal from Access Door and place on back of *Envelope # 7C*.
- Use black barrel key to unlock and open Access Door. Press **Close Poll** button (button turns red when first pressed).
- Screen reads "You have chosen to close the poll for this voting device."
- Touch **Close Poll** to print three copies of the Voting Results Report.
- Enter write-in names as they appear on tapes on *Statement of Results*. This should be conducted for General Elections only.

Transcribing Write-In Votes

- Perform these steps only if the write-in names cannot be read as they are printed on the machine tapes.
- Touch **Write-In** icon at top right corner of screen.
- Use Write-In Counter at top center of screen to track the number of write-in ballots cast on Election Day.
- Use Up and Down Arrows on right side of screen to navigate through front and back of each ballot.
- Use Previous and Next Arrows at bottom of screen to advance through write-in ballots.
- Examine write-in ballot images and enter write-in names on *Statement of Results*.
- When all write-in ballot images are examined, touch **Exit**.

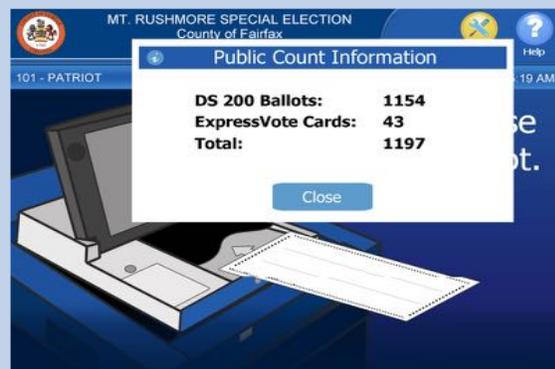
Removing Machine Tapes and Memory Device

- Two Officers tear off and sign all three copies of the Voting Results Report.
- Set reports aside for processing with *Statement of Results*.
- Screen reads "This voting device has been successfully closed for voting."
- Touch **Finished-Turn Off** and wait for DS200 to power off.
- When light on Power button goes out, remove memory device and place in *Envelope # 7C*.
- Close and relock Access Door.

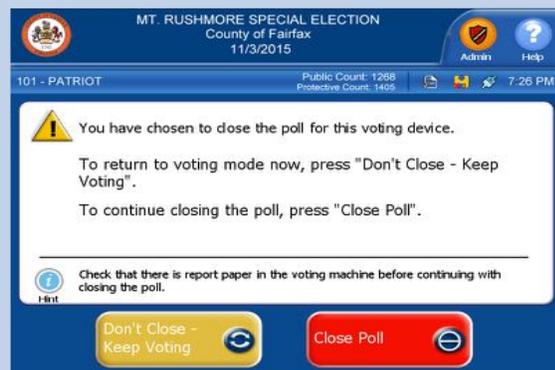
DS200 Shutdown



Ballot Summary



Close Poll



Hand Counting Ballots that Could Not be Scanned

- Perform only if ballot cannot be scanned.
- Inspect hand counted ballots and enter total number of hand counted ballots on *Statement of Results*.
- Inspect hand counted ballots and enter candidate and response results on *Statement of Results*.
- Place all hand counted ballots into blue Ballot Security Case after it is removed from Ballot Compartment.

Securing Voted Ballots

- Use silver key to unlock and open Ballot Compartment.
- Close blue Ballot Security Case by closing right lid first, then left, so lids interlock.
- Use strap handle to pull blue Ballot Security Case out of Ballot Compartment.
- Verify Ballot Compartment is empty. Close and relock Ballot Compartment.
- If there are hand counted ballots, open blue Ballot Security Case and place inside, then reclose.
- Use silver key to lock top front and back of blue Ballot Security Case.
- Secure blue Ballot Security Case with red seal and record number on *Envelope # 7C*.
- All Officers sign *yellow # 3 Counted Ballots label*. Place label on top of blue Ballot Security Case.

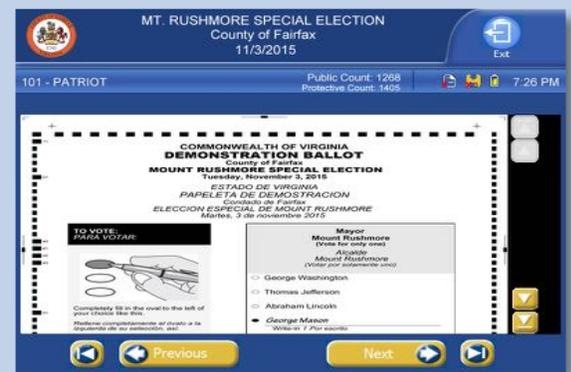
Securing DS200 and Ballot Box

- Unplug power cord from power strip. Unplug power strip from AC wall outlet.
- Return power strip to canvas bag.
- Rewrap power cord and place inside Power Cord Compartment.
- Use silver key to close and relock Power Cord Compartment.
- Use black barrel key to close and relock DS200 screen.
- Close Ballot Box lid and re-hook lid latches.
- Use silver key to lock Ballot Box lid.
- Secure Ballot Box lid with red seal and record number on *Envelope # 7C* and *Statement of Results*.
- DS200 and Ballot Box are now closed and secure.

DS200 Shutdown



Write-In Summary



RESULTS REPORT

*** RESULTS REPORT ***
7:18 PM November 3, 2015
Unit Serial Number: 0123456789

County of Fairfax
GENERAL & SPECIAL ELECTIONS
101 - PATRIOT
Election Date: November 3, 2015
Poll Opened Date: November 3, 2015
Poll Opened Time: 5:26 AM
Poll Closed Date: November 3, 2015
Poll Closed Time: 7:17 PM
Public Count: 1300

Protected Count: 2300
Precinct Voting Report

Unit Serial Number: 0123456789

101 - PATRIOT

Total Paper Sheets: 1300

Mayor Mount Rushmore
Number to Vote For 1

George Washington	600
Thomas Jefferson	455
Abraham Lincoln	210
Write-in	15
Over Votes	0
Under Votes	20

Total Votes	1300

Member Mount Rushmore Park Authority
Number to Vote For 2

Benjamin Franklin	350
Patrick Henry	270
Betsy Ross	305
John Hancock	75
Paul Revere	182
Alexander Hamilton	24
Write-in	15
Write-in	10
Over Votes	20
Under Votes	49

Total Votes	1300

Proposed Change to Mount Rushmore
Number to Vote For 1

Yes	650
No	608
Over Votes	1
Under Votes	41

Total Votes	1300

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION IS
BEING HELD IN ACCORDANCE WITH THE LAWS
OF THE STATE.

Election Officer

Election Officer

Election Officer

Election Officer

101 - PATRIOT
Unit Serial Number: 0123456789

*** END OF REPORT ***

Office of Elections
County of Fairfax, Virginia

EXPRESSVOTE

SHUTDOWN

The Chief or Assistant Chief Officer and one Election Officer are responsible for shutting down the ExpressVote. Once the closing process begins, at least one Election Officer (does not have to be same Election Officer) should be stationed with the ExpressVote until it is packed and returned to the voting machine cart. Poll Watchers may observe closing procedures.

Refer to the [Forms](#) section of this manual for a step-by-step guide on closing the ExpressVote after the polls close.

Closing ExpressVote

- Remove ExpressVote from privacy booth.
- Use black barrel key to unlock and open Access Door.
- Flip power switch to **Off**.
- ExpressVote powers-down (device takes approximately three minutes to fully power off).
- Do not remove memory device from ExpressVote.
- Position keypad so it threads through circular opening at top of Access Door.
- Close and relock Access Door.
- Return privacy booth to voting machine cart.
- Position ExpressVote so that it rests in an upright position on its base.
- Close metal prop bar on back of ExpressVote.
- Unplug power cord from power connection port on back of ExpressVote.
- Pull release latch on power cord to remove.
- Unplug power cord from power strip. Unplug power strip from AC wall outlet.
- Return power strip to canvas bag.
- Place ExpressVote, headphones and keypad into main compartment of black padded carrying case.
- Place power cord and power brick into side compartment of black padded carrying case.
- Return black padded carrying case to voting machine cart.
- ExpressVote is now closed and secure.

ExpressVote Setup



Close ExpressVote





SECTION FIVE

GLOSSARY

A

Absentee Ballot (AB)	Ballot provided to voters who, for a valid reason, cannot get to their polling location on Election Day. The ballot is applied for in advance and must be returned, by mail or in person, to the Office of Elections by the close of the polls on Election Day. In Fairfax County, voters can also vote absentee in-person at special locations during a set time period in advance of Election Day. A list of absentee voters is provided to each precinct on Election Day and their names are marked off on the Poll Pad.
Accessibility	A polling location is accessible when all voters can enter the facility; travel the polling room and voting area; and vote without obstacles.
Auxiliary Compartment	First compartment located on the bottom of the Ballot Box. Used to store ballots if the DS200 malfunctions during Election Day. Refer to the compartment guide in the DS200 Digital Scanner section for a diagram on its location.

B

Ballot	Official paper or electronic document listing the candidates and/or issues for the current election. A ballot is marked (manually or electronically) and cast by the voter on the DS200 for tallying on Election Day.
Ballot Box	Secure storage box/area for scanned ballots that have been cast through the DS200. This device also secures ballots that need to be processed after the polls close or need to be conveyed to the Office of Elections for later evaluation (provisional ballots).
Ballot Compartment	Second compartment located on the bottom of the Ballot Box. Houses the blue Ballot Security Case and is used to store ballots cast through the DS200.
Ballot Security Case	Blue plastic case with two flaps and a black handle that is located inside the Ballot Box. This device collects and securely stores ballots on Election Day.
Blank Ballot	Voter has made no indication of choices on his or her ballot. A blank ballot is initially returned by the DS200 and the voter has the option of marking the selections he or she desires or voting the blank ballot as is.
Blue Supply Bag	Large bag of supplies (signs, forms, etc.) that is provided to each polling place for use on Election Day. It arrives in the voting machine cart and is returned by the Chief Officer to the Office of Elections after the polls close on Election Day.

C

Candidate	Individual who is running for public office or party position.
Canvass	Process, overseen by the Electoral Board, in which the voting tallies from the precincts are opened and checked. This meeting is held the day after the election. By ascertaining the correctness of the reported votes, the Electoral Board then certifies the vote count for each candidate or issue on the ballot. These become the official results and are reported to the Virginia Department of Elections for final certification.
Contest	Candidates who run against each other or amongst themselves for a particular office or number of offices.

D

District	Commonly referred to as precinct — the election district and precinct number to which you are assigned. For reporting purposes, this information will be included on most of the forms you complete.
DS200	Voting machine that digitally scans and reads ballots and tabulates vote totals. The “scanned/read” ballots are stored in the Ballot Box.

E

Electioneering	Includes distributing, wearing or carrying political literature, posters, banners or buttons or soliciting votes. Prohibited inside the polling place and within 40 feet from the entrance to the polling place.
Electoral Board	Consists of three members appointed by the judges of the Circuit Court for staggered, three-year terms. The Electoral Board is responsible for appointing the General Registrar, establishing local policies, ascertaining the official results of each election and meeting to determine whether provisional ballots are entitled to be counted.
Exit Pollsters	Represent news services or other organizations. May interview voters outside the 40 foot Prohibited Area, with the voter’s permission.
ExpressVote	Device used to mark paper ballots. A voter can mark his or her ballot using either the touch screen, keypad (includes braille), sip and puff device or rocker paddle device. All options can be used with an audio ballot.

F

Federal Only Ballot	Ballot used for voters who were registered in Virginia before moving overseas. These voters can vote a special ballot only in Federal elections, usually by Absentee Ballot. If a voter marked as Federal Only (on the Poll Pad) appears at the polling place on Election Day, the Chief Officer should refer to the <i>What Ifs</i> .
Fleeing Voter	Voter who leaves the polling place without casting a ballot. The Chief Officer must be notified of this situation immediately when it happens in order to keep a record of these numbers for completing the Statement of Results at the end of the day.

G

General Election	Election held every year on the Tuesday following the first Monday in November to elect individuals to public office.
General Registrar	Appointed by the Electoral Board for a four-year term. Maintains voter registration records and street files. Notifies voters of changes in their election districts, precincts or polling place. Verifies the accuracy of the Poll Pads provided for each election.

H

HAVA	Help America Vote Act (2002). A national law mandating that all states upgrade voting machines, registration and election procedures to enable all qualified Americans to access their right to vote. Includes a provision for individuals who register to vote by mail and do not send an acceptable copy of ID with their voter registration application.
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I

ID Requirements	All voters must present an acceptable form of ID. Voters who are unable to present an acceptable form of ID may choose to vote by provisional ballot.
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M

Media Representatives	Reporter, photographer, cameraman, etc. from a newspaper, radio or television station or other source.
Memory Device	Portable flash drive or USB used in voting equipment to store election information and results.

O

Outside the Polls	Voter who is 65 or older or disabled: may request to vote outside the polls (curbside). After being certified to vote, at the direction of the Chief or Assistant Chief Officer, a ballot or ExpressVote and ballot card is taken outside to the voter.
Overvote	Indication that the voter has made more selections than allowed in a particular race or contest. DS200 will prompt the voter to either cast or return a ballot with an overvote.

P

Page	High School government or language student who is volunteering in the polling place on Election Day. Under the direction of the Chief Officer, this individual can help with the general needs of the voters and Election Officers.
Poll Watcher	Also known as an Authorized Representative. These individuals are workers for a candidate or political party who are approved to observe the operation of the election from inside the polling location. Their activities are governed by Virginia Election Laws.
Polling Location	Building in which voting takes place on Election Day. This term is used interchangeably with precinct.
Precinct	Territory/area designated as an election district. This term is used interchangeably with polling location.
Presidential Only Ballot	Ballot used for voters who were registered in Virginia but moved out of the state less than 30 days before a Presidential Election. The voter will be able to vote only for President in that election. If a voter marked as Presidential Only (on the Poll Pad) appears at the polling place on Election Day, the Chief Officer should refer to the <i>What Ifs</i> .
Primary Election	Election, if called by the political parties, held on the second Tuesday in June to choose candidates for the General Election.
Privacy Booth	Cardboard booth used by voters to ensure privacy while filling out their ballot.

Privacy Folder	Manila folder used to cover the selections made by a voter until his or her ballot can be inserted into the DS200.
Prohibited Area	40 foot distance outside the polling location doors beyond which campaigning and other political activities are allowed to take place. No one may congregate, loiter or campaign inside the prohibited area.
Protective Count	Count on the DS200 that shows the total number of votes that have been cast on the device since it was first used.
Provisional Ballot	Ballot that is completed by voters whose eligibility to vote cannot be confirmed through the Registrar. It is submitted in green envelopes and returned to the Office of Elections in Envelope # 1A or # 1B for evaluation.
Public Count	Count on the DS200 that shows the total number of votes that have been cast on the device in an election.

R

Recount	Process by which a defeated candidate in a close race may request that the results of his or her election be re-tallied to ensure that no mistakes were made.
Registered Voter	Must be a United States citizen. Must be a resident of the Commonwealth of Virginia. Must be 18 years old by the day of the General Election in November. May not claim the right to vote in any other state. May not be currently declared incompetent by a court of law. If a convicted felon, must have had his or her right to vote restored. Are entitled to vote a secret ballot. Must show an acceptable form of ID before voting. May request assistance from an Election Officer or another person. If disabled or 65 or older, may request to vote curbside.
Results Report Tape	A paper report printed during the closing of the DS200 that details election results.
Rover	Carry extra supplies to precincts on their routes on Election Day. Assist, within their abilities, with minor machine problems and difficult situations. Serve "on call" to assist the Office of Elections with pre-election material preparation, equipment servicing and staff support.

S

Spoiled Ballot	Ballot that has been marked by the voter but cannot be processed by the DS200 because of extra marks, creases, etc. The voter should be given a replacement ballot to make his or her voting selections. Spoiled ballots are returned in Envelope # 4.
Statement of Results	Certification paperwork that is prepared within each polling location to reconcile and report a precinct's vote count for a particular election.

U

Undervote	Indication that the voter has made fewer selections than allowed in a particular race. DS200 will not return a ballot with an undervote.
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V

Voided Ballot	Ballot not processed by the DS200 because the voter left the precinct without casting it. Voided Ballots are accounted for in the Statement of Results and returned in Envelope # 4.
Voting Machine Cart	A metal cart on wheels that is delivered to each precinct. It contains voting machines, cardboard privacy booths, signs, blue supply bag and other supplies for Election Day.
Voting Machine Technicians	Rovers, Fairfax County Department of Information Technology personnel or vendor technicians with Fairfax County identification. May provide extra machines and supplies for emergencies, provide phone and field support for precincts, as well as assist with machine problems and opening and closing machines.

W

What Ifs	Reference guide of explanations provided by the Virginia Department of Elections to answer problem situations that might arise during the day in the polling place. Used by only Chief and Assistant Chief Officers.
Write-In	Vote cast for a candidate other than those on the ballot.

Z

Zero Count Report	A paper report printed during the opening of the DS200 that details the zero counts of the device.
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A photograph of two women, one younger and one older, looking at a document together. The younger woman on the left is wearing a light blue short-sleeved button-down shirt and glasses. The older woman on the right is wearing a denim jacket over a red and white striped shirt, glasses, and a watch. They are standing in front of an American flag. The image is dimmed with a dark blue overlay.

SECTION SIX

ELECTION FORMS

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AFFIRMATION OF ELIGIBILITY - SECTION A

AFFIRMATION OF ELIGIBILITY - SECTION B

* 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 "7" 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.

SBE-651 07/2014

* 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 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.

SBE-651 07/2014

REQUEST FOR ASSISTANCE

VOTER REFERRAL WORKSHEET

* VIRGINIA *
DEPARTMENT of ELECTIONS
Commonwealth of Virginia
REQUEST FOR ASSISTANCE
§ 24.2-649 of the Code of 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. You also lose your right to vote.

PRECINCT #/NAME: _____ DATE: _____

OFFICER OF ELECTION

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: _____ Required zip: _____ 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.

SBE-649 REV 7.2014

Return in Envelope #8

Precinct: _____

Voter Referral Worksheet

Section A: Completed by the Pollbook Officer

Check appropriate box(es) in the left-hand column, then give this form to the voter and refer him/her to the Chief.

Reason for Referral (by Election Officer)	What If Reference (for the Chief)
<input type="checkbox"/> Voter not listed in pollbook	What if # 9, 10, 12, and Provisional Checklist B.
<input type="checkbox"/> Stated address different from pollbook address, and/or Name changed	What if # 3, 4, 5, 6, 7. May need Affirmation of Eligibility or Voter Registration Application.
<input type="checkbox"/> Inactive voter	What if # 3, 4, 5. May need Affirmation of Eligibility or Voter Registration Application.
<input type="checkbox"/> Absentee voter	What if # 19 and Provisional Checklist C.
<input type="checkbox"/> Marked as already checked in	What if # 14 and Provisional Checklist C.
<input type="checkbox"/> Curbside voter (OP)	What if # 17. May need Request for Assistance form.
<input type="checkbox"/> Assistance requested	What if # 15 and Request for Assistance form.
<input type="checkbox"/> Voter is Blind	What if # 16. May need Request for Assistance form.
<input type="checkbox"/> Other Message: e.g., "overseas voter", HAVA	What if # 1, 2, 8.
<input type="checkbox"/> Challenged voter	What if # 13 and Affirmation of Eligibility.
<input type="checkbox"/> No ID	What if # 1, 2 and Provisional Checklist A.

Section B: Completed by the Chief before calling the Registrar's Office

Staple this sheet to the voter's registration application, if applicable.

For voter eligibility issues, call the Registrar... 703-324-8765 or 703-222-0776

Voter's first name: _____		Middle: _____	Last: _____
Voter's previous name: _____		Last 4 digits of SSN: (optional) _____	
Year of birth: _____	Current street address, apt # and zip: _____		Date moved to current address: _____
Previous address: _____			

Voter not in pollbook and name changed: if voter says he/she registered or updated registration :

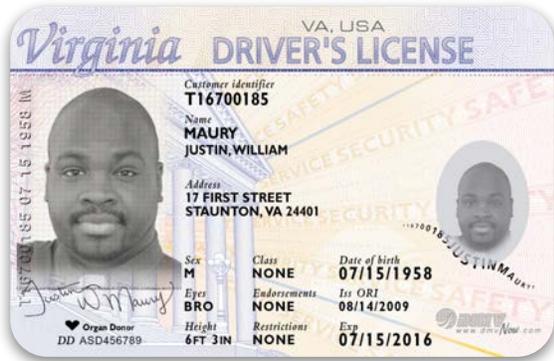
<input type="checkbox"/> By mail	<input type="checkbox"/> Through DMV. Please provide:
<input type="checkbox"/> In person	Driver's license number _____
<input type="checkbox"/> Online	Date license issued _____
<input type="checkbox"/> Through voter registration drive	DMV location _____

Approximate date of registration _____ Voter has receipt (attach original or copy)

Any other information to help resolve eligibility issue: _____

PLEASE COMPLETE DISPOSITION ON BACK OF FORM

EXAMPLES OF ACCEPTABLE PHOTO IDS



VIRGINIA DMV-ISSUED DRIVER'S LICENSE

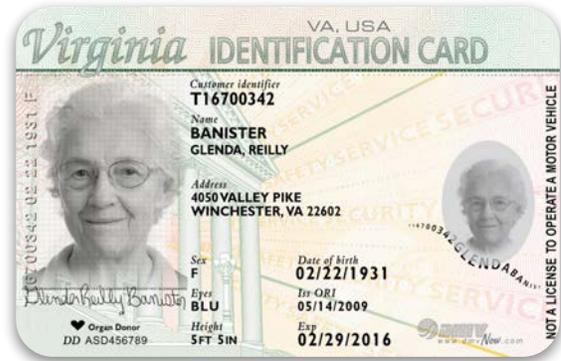
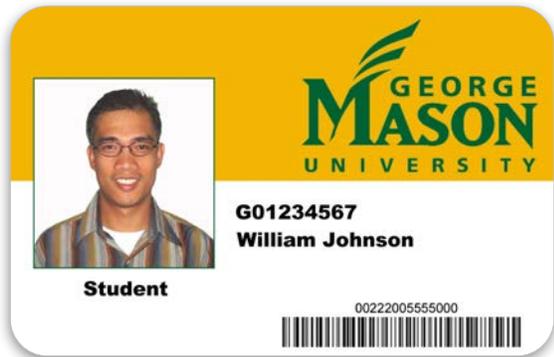


PHOTO ID CARD ISSUED BY THE COMMONWEALTH OF VIRGINIA



STUDENT PHOTO ID FROM A VIRGINIA COLLEGE OR UNIVERSITY



EMPLOYER-ISSUED PHOTO ID



UNITED STATES PASSPORT OR PASSPORT CARD



PHOTO ID CARD ISSUED BY THE UNITED STATES



PHOTO ID CARD ISSUED BY A LOCAL VIRGINIA GOVERNMENT



VIRGINIA-ISSUED VOTER PHOTO ID CARD



Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification must vote a provisional ballot.

Identification		Is it accepted?
Photo IDs	Valid* photo ID	Yes, if issued by government, employer, or institute of higher education in VA.
	Government-issued ID card from federal, VA, or local subdivision (including political subdivisions)	Yes
	DMV-Issued Photo ID Card	Yes
	Tribal enrollment or other tribal ID	Yes, if issued by one of 11 tribes recognized by VA.**
	US Passport or Passport Card	Yes
	Valid* employee ID card issued by voter's employer in ordinary course of business (public or private employer)	Yes
	Credit card displaying photograph	No
	Membership card from private organization	No
	Military ID	Yes
	Nursing home resident ID	Yes, if issued by government facility.
	Voter Photo Identification Card issued by the Department of Elections	Yes
Identification		Is it accepted?
Student IDs	Valid* student ID issued by a public or private school of higher education located in VA displaying photo	Yes
	Valid* student ID issued by a public or private school of higher education outside of VA displaying photo	No
	Student ID issued by a public high school in VA displaying a photo	Yes
	Student ID issued by a private high school in VA displaying a photo	No
Driver's License or non-operating state identification	Valid* Virginia Driver's License or DMV-issued Photo ID	Yes
	Virginia Driver's License that is expired for less than 12 months	Yes
	Virginia Driver's License that is expired for more than 12 months	No
	Valid* out-of-state driver's license	No

Virginia requirements: Va. Code § [24.2-643\(B\)](#)

- valid Virginia driver's license;
- valid United States passport;
- any other photo identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States;
- valid student identification card containing a photograph of the voter issued by any institution of higher education located in the Commonwealth of Virginia;
- any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business

* Valid = the document is genuine, bears the photograph of the voter, and is not expired for more than 12 months

** Political subdivisions include recognized Indian tribes and governmental divisions with authority to make rules and regulations having force of law. See Va. Code §§ 8.01-385, 51.1-700. Eleven tribes are: Cheroenhaka (Nottoway), Chickahominy, Eastern Chickahominy, Mattaponi, Monacan, Nansemond, Nottoway of Virginia, Pamunkey, Patawomeck, Rappahannock, & Upper Mattaponi.

PROVISIONAL BALLOT ENVELOPE - ID (FRONT)

PROVISIONAL VOTE—ID ONLY
[PLACE VOTED BALLOT IN THIS ENVELOPE] NUMBER/NAME OF PRECINCT _____

PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.

FIRST NAME _____ FULL MIDDLE, OR MAIDEN, OR ANY PRIOR LEGAL NAME _____ None LAST NAME _____ None SUFFIX, IF ANY _____

COMPLETE RESIDENCE ADDRESS [INCLUDING ZIP CODE] _____ DATE MOVED HERE _____

IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS [INCLUDING ZIP CODE] _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS REQUIRED) _____ Male Female BIRTHDATE _____ AREA CODE _____ DAYTIME TELEPHONE NUMBER, IF ONE _____

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. 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 Support 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. **SBE -653ID REV 7/2014**

PROVISIONAL BALLOT ENVELOPE - ID (BACK)

OFFICER OF ELECTION: Use this envelope only when a voter whose name IS on the pollbook does not have the required identification. If any issue other than identification applies to this voter, a regular provisional ballot envelope must be used. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter's information in Precinct Provisional Ballots Log. Do NOT mark pollbook. Electoral Board will determine voter qualification. If voter returns with proper identification, check the box in bottom section, sign, date, and attach a copy of the document.

STATEMENT OF VOTER – I hereby state, subject to felony penalties, that I am qualified and registered to vote in this precinct; to the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth, and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.

WARNING: INTENTIONALLY 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.

SIGNATURE OF OFFICER OF ELECTION _____ SIGNATURE OF VOTER _____

DATE _____

Voter later provided a copy of identification (attach copy)

SIGNATURE OF ELECTIONS OFFICIAL _____ DATE _____ **SBE -653ID REV 7/2014**

PROVISIONAL BALLOT ENVELOPE - ALL OTHER (FRONT)

PROVISIONAL VOTE
[PLACE VOTED BALLOT IN THIS ENVELOPE] NUMBER/NAME OF PRECINCT _____

PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.

FIRST NAME _____ FULL MIDDLE, OR MAIDEN, OR ANY PRIOR LEGAL NAME _____ None LAST NAME _____ None SUFFIX, IF ANY _____

COMPLETE RESIDENCE ADDRESS [INCLUDING ZIP CODE] _____ DATE MOVED HERE _____

IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS [INCLUDING ZIP CODE] _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS REQUIRED) _____ Male Female BIRTHDATE _____ AREA CODE _____ DAYTIME TELEPHONE NUMBER, IF ONE _____

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. 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 Support 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. **SBE -653 REV 7/14**

PROVISIONAL BALLOT ENVELOPE - ALL OTHER (BACK)

OFFICER OF ELECTION: Use this envelope only when (A) the name of the voter IS NOT on the pollbook and you either have no way to contact the General Registrar or the General Registrar authorizes its use or (B) the voter's name IS on the pollbook but voter meets conditions 3 – 6 below. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter's information in Precinct Provisional Ballots Log. Do NOT mark pollbook. Electoral Board will determine voter qualification.

STATEMENT OF VOTER – I hereby make the following statement, subject to felony penalties: I am qualified and registered to vote in this precinct, and [check box(es) that apply]:

A. VOTER'S NAME IS NOT ON POLLBOOK

1. I am now or have been an actual resident of this precinct at some time since the November general election last year; OR

2. I have been an actual resident of this precinct at some time since the second preceding general federal election, I am now an actual resident of this county or city, and my present residence is in the same congressional district as this precinct.

B. OTHER REASON(S) STATED BELOW (MULTIPLE REASONS MAY APPLY)

3. I am voting after the normal poll closing time due to a court order extending the time established by state law for closing the polls; OR

4. I applied for an absentee ballot but my return of the unvoted, damaged or spoiled ballot cannot be confirmed;

5. I am shown in the pollbook as having already voted; OR

6. Other: _____

To the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.

WARNING: INTENTIONALLY 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.

Voter ALSO did not present required identification For Office Use: Voter later provided copy of required identification (attach copy). Initials of Election Official _____ Date _____

SIGNATURE OF OFFICER OF ELECTION _____ SIGNATURE OF VOTER _____

DATE _____ **SBE -653 REV 7/2014**

PROVISIONAL VOTER NOTICE - ID

PROVISIONAL VOTER NOTICE – IDENTIFICATION

§§ 24.2-643 and 24.2-653 of the Code of Virginia

An officer of election must give this notice to every voter who completes a provisional ballot for lack of proper identification.

Dear Provisional Voter:

You voted a provisional ballot today because you did not present the required identification. **Your vote will not count unless you provide the required photo identification by the deadline listed below.** Your local electoral board will meet to determine which provisional ballots should be counted. The meeting will begin at _____ AM/PM on _____ at _____. You have the following options to provide the required photo identification documents:

- attend the meeting at which you can request an additional day to provide the requisite identification; or
- no later than noon on Friday after the election, provide the electoral board a copy of your required identification. You may use fax, email, U.S. mail, or a commercial delivery service as long as the identification document is actually received by the electoral board by the deadline.

If you have questions, please call the general registrar's office at _____. After the completion of the provisional vote count, you can find out if your ballot was counted by calling the toll-free number: **866-839-2556** asking for locality # _____.

How to Submit Your Required Identification

Please provide a copy of your required photo ID in-person or to the address, email, or fax number below by noon on the Friday after the election. If you do not possess acceptable identification, a temporary ID may be made for you at your local general registrar's office.

Electoral Board Address Information:

Mailing Address: _____

(Note: ID must arrive to address by noon on Friday after election.)

Email: _____
 Fax: _____

Physical Address: _____

Phone: _____

Acceptable forms of Identification include:

- valid Virginia driver's license,
- valid United States passport
- voter photo identification card issued by the Department of Elections
- identification card issued by a government agency,
- valid student photo identification card from an institute of higher education located in the Commonwealth
- valid employee identification card issued in the normal course of business.

- Voters have until noon on the Friday after the election to provide an acceptable form of photo ID.
- You may fax, email, mail, or submit your photo ID to the electoral board.
- Please contact the Department of Elections at 1-800-552-9745 or your local registrar at the number listed above if you have questions.

SBE-643, Rev 7/14

PROVISIONAL VOTER NOTICE - ALL OTHER



* VIRGINIA *
 DEPARTMENT OF ELECTIONS

PROVISIONAL VOTER NOTICE
 § 24.2-653, Code of Virginia

The officer of election must give this notice to every voter completing a provisional ballot at the polling place for one of the reasons indicated below. The officer must also check the provisional reason(s) below that correspond to the voter's provisional ballot envelope.

Dear Provisional Voter,

You voted a provisional ballot today for the reason(s) checked below. Your local electoral board will determine which provisional ballots should be counted. The meeting will begin at _____ AM/PM on _____ at _____. You have the right to attend the meeting to present any information that might prove you are a qualified registered voter of this precinct; you may bring legal counsel with you. You may also request an extension of the meeting to the next day in order to provide such information. If you have any questions, call the general registrar's office at _____. If the electoral board cannot determine that you are a qualified registered voter of this precinct, then your ballot will not be counted. After the completion of the vote count, you can find out if your ballot was counted by calling the toll-free number: **866-839-2556** asking for locality # _____.

Name not on pollbook (Reasons #1 and #2 on provisional ballot envelope)

Your name did not appear on the list of persons registered to vote in this precinct and the general registrar either could not determine your qualifications to vote or could not be reached. Since you told the election officer that you are qualified and registered to vote in this precinct you have been given a provisional ballot to vote.

To count your ballot, the electoral board must determine that you are or should have been registered for this election and are qualified to vote in this precinct.

If you applied for registration at a DMV or another government agency, please provide the agency name, location and approximate date to the officer of election. If you have a registration receipt from an agency, please provide the information to the officer while you are at the polls, or call your local general registrar before the meeting listed above. If it is proven that you attempted to register before the close of books at a DMV office or another National Voter Registration Act designated agency (and only at these offices), the registrar will use the voter registration application you completed and turned in at the polls today to determine your qualifications to be registered, which may result in your ballot being counted.

If your registration was cancelled and you believe this was in error, you may provide information to this effect to the general registrar before the meeting listed above, or attend to present your information.

The general registrar will notify you in writing if you are not properly registered.

Voted after normal poll closing (Reason #3)

You were required to vote a provisional ballot because you voted after the normal poll closing time due to a court order extending the voting hours established by state law.

If the court order has not been overturned when the ballots are ready to be counted, and you are otherwise registered and qualified to vote in this precinct, your ballot will be counted. If another provisional reason also applies to you, please see that reason.

Absentee ballot lost or not received (Reason #4)

You were required to vote a provisional ballot because our records show that you were issued an absentee ballot but it had not been returned prior to election day, either marked or unmarked. You offered to vote in your regular polling place, indicating that your absentee ballot was unavailable.

If you are otherwise registered and qualified to vote in this precinct, your provisional ballot will be counted after the electoral board verifies that your absentee ballot was not received and counted.

Shown as having already voted (Reason #5)

You are required to vote a provisional ballot because the pollbook shows you have already cast a ballot.

If elections officials are able to determine that you did not actually cast a ballot, or that there is an error within their records, your ballot will be counted.

Other (Reason #6)

HAVA-5 Provisional Voter Notice -

Rev 07/14

PROVISIONAL BALLOT LOG

Envelope 1A (1B if used)

PRECINCT PROVISIONAL BALLOTS LOG

➢ Enter the information requested below for each voter who completes a provisional ballot. Do NOT mark pollbook for provisional voters. Circle multiple reasons for casting the provisional ballot if multiple reasons apply. If lack of ID is one of multiple reasons, the ballot should be placed in the regular provisional envelope. Put **LOG** in Envelope 1A with voted, sealed provisional ballot envelopes completed during normal voting hours

➢ If voting hours are extended by court order, begin new LOG sheet, restart page count from "1" and check "after hours" below. These voters may only vote by provisional ballot (reason #3; other reasons may also apply). Do NOT mark pollbook for provisional voters. Provisional ballots and LOG sheets must be kept separate from those used during normal voting hours. Put after hours **LOG** in Envelope 1B with all voted, sealed provisional ballot envelopes completed by those persons voting after the normal close of polls.

County or City of _____ Log Page # _____ Election Date _____
 Precinct Name / # _____ Cong. Dist. # _____ Check if after hours

Please print legibly

Voter's Full Name, Virginia Address, SSN, Date of Birth, Gender and Phone # from Provisional Ballot Envelope.	Reason(s) PB Issued (circle; explain if necessary)						EB counted?	If not counted, reason why:
	1	2	3	4	5	6		
1.						ID	Yes No	
2.						ID	Yes No	
3.						ID	Yes No	
4.						ID	Yes No	
5.						ID	Yes No	
6.						ID	Yes No	
7.						ID	Yes No	
8.						ID	Yes No	
TOTALS:						ID		

Provisional Reasons: 1 or 2-Voter's name NOT on Pollbook (# indicates residency status); 3-Court order extending voting hours; 4-Absentee ballot cannot be confirmed as returned; 5-Voter listed as having already voted; 6-Other; ID-Voter failed to present proper identification

SBE-653 LOG, Rev 7/14

Page # _____

Getting to know the... DS200 Digital Scanner



DS200 compartment overview is available on YouTube
Subscribe to **Fairfax County Government**



1. Auxiliary Compartment

2. Ballot Compartment

3. Power Cord Compartment

4. Ballot Box Lid Lock

5. Ballot Box Lid Latch

6. Ballot Box Lid

7. DS200 Screen Lock

8. DS200 Screen

9. Access Door

10. Printer Compartment

BE IN THE KNOW. ENSURE ACCURACY. GETTING TO KNOW THE DS200 DIGITAL SCANNER.

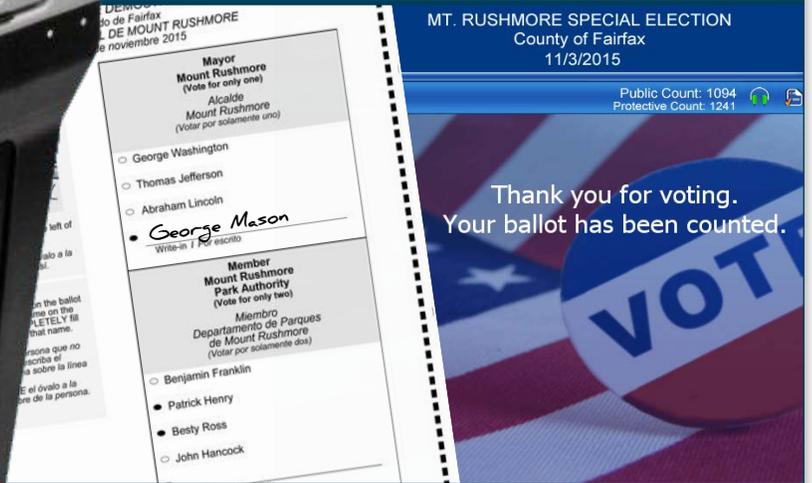


KEY BENEFITS & FEATURES

The DS200 Digital Scanner is a precinct-based ballot scanner developed by ES&S and maintained by Fairfax County. With a large interactive touch screen and intuitive system prompts, your job as an Election Officer has never been easier.

Onscreen instructions guide Election Officers in how to open and close the polls and collect and report election totals. Instant voter verification safeguards voter intent, reduces the number of mismatched ballots and eliminates ballot adjudication.

The DS200 Digital Scanner makes casting ballots easy. A voter marks his or her ballot, then places the ballot into the scanner, where it is tabulated and secured. The DS200 quickly processes both sides of the ballot and stores a digital image of each ballot scanned.



ES&S DS200
DIGITAL SCANNER

fairfaxelections
FAIRFAX PUBLICATION

BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN OPENING THE POLLS.

PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for setting up the DS200 and Ballot Box. Once the setup process begins, one officer should remain stationed with the DS200 for the remainder of Election Day. If Poll Watchers are present, invite them to observe the opening procedures, as they are performed.

PREPARING BALLOT BOX

Open Auxiliary Compartment (top door on front of Ballot Box) with silver key. Two officers of differing political parties ensure interior of compartment is empty, then close and relock compartment.



Open Ballot Compartment (bottom door on front of Ballot Box) with silver key. Remove blue Ballot Security Case from compartment. Two officers of differing political parties verify case and interior of compartment are empty.



Place blue Ballot Security Case back inside Ballot Compartment. Verify both lids are open and resting on inside of compartment to expose inside of case and allow for scanned ballots to fall into case. Close and relock compartment.



OPENING DS200

Open Power Cord Compartment (door on back of Ballot Box) with silver key. Unwrap power cord and plug into power strip, then into AC outlet. Verify silver metal bar is in down position. Leave door open for the remainder of election day.



Verify green seal securing Ballot Box lid matches number on Envelope # 7C. Cut seal and place in envelope. Open lid with silver key, then unhook both latches and flip up to lift lid.



Open DS200 with black barrel key. Lift and raise screen until it rests in an upright position. DS200 powers on and boots up automatically. Verify red barcoded seal securing the Access Door matches number on Envelope # 7C.



PREPARING DS200 FOR VOTING

After the scanner initializes, enter Election Security Code. Work as a team: one officer enters code as other officer watches screen to avoid inadvertent entries. Touch **Accept** to print the Configuration Report.



Verify precinct number and name on screen is correct and unit is receiving power. Touch **Open Poll** to print the Zero Totals Report. Two officers of differing political parties inspect and sign tape, then tear off and attach to SOR.



Verify Public Count number is zero and Protective Count number matches Envelope # 7C. At 6:00 a.m., touch **Go to Voting Mode**. DS200 is ready to receive ballots.



11
21

COMMONWEALTH OF VIRGINIA
DEMONSTRATION BALLOT
 County of Fairfax
MOUNT RUSHMORE SPECIAL ELECTION
 Tuesday, November 3, 2015

ESTADO DE VIRGINIA
 PAPELETA DE DEMOSTRACION
 Condado de Fairfax
 ELECCION ESPECIAL DE MOUNT RUSHMORE
 Martes, 3 de noviembre 2015

40
41
42
43

**TO VOTE:
 PARA VOTAR:**



51

Completely fill in the oval to the left of your choice like this.

Rellene completamente el óvalo a la izquierda de su selección, así.

To vote for a person not on the ballot for an office, write the name on the line provided and COMPLETELY fill in the oval to the left of that name.

Para votar por una persona que no esté en la papeleta, escriba el nombre de la persona sobre la línea de abajo y rellene COMPLETAMENTE el óvalo a la izquierda del nombre de la persona.

**Mayor
 Mount Rushmore
 (Vote for only one)**
*Alcalde
 Mount Rushmore
 (Votar por solamente uno)*

George Washington

Thomas Jefferson

Abraham Lincoln

George Mason
 Write-in / Por escrito

**Member
 Mount Rushmore
 Park Authority
 (Vote for only two)**
*Miembro
 Departamento de Parques
 de Mount Rushmore
 (Votar por solamente dos)*

Benjamin Franklin

Patrick Henry

Besty Ross

John Hancock

 Write-in / Por escrito

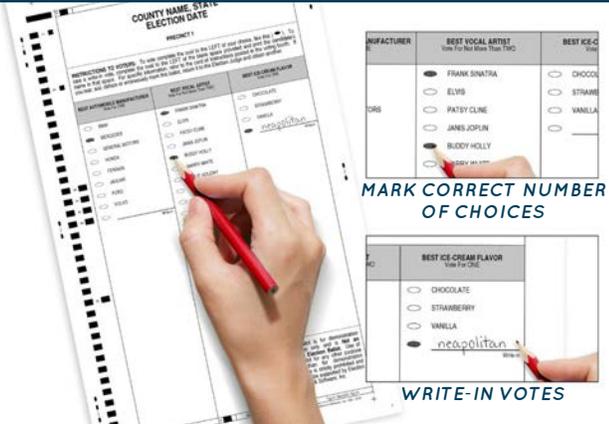
 Write-in / Por escrito

For translation in Farsi, Korean, Arabic, Chinese Mandarin and Chinese Cantonese, contact the Office of Public Affairs since the characters for these languages are currently not available on the Web.

Digital Scan Voting with the ES&S DS200[®]

Votación de escaneo digital con el ES&S DS200[®]

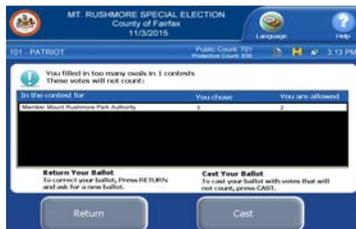
1 MARK BALLOT MARQUE LA PAPELETA



2 INSERT BALLOT INTRODUZCA LA PAPELETA



3 REVIEW BALLOT REVISE LA PAPELETA



Consult with a poll worker about over-voting and blank ballot messages



A **Thank you for voting** screen will appear after your ballot is accepted



A Fairfax County, VA Publication Rev 08/2014

Fairfax County Office of Elections
12000 Government Center Parkway, Suite 323
Fairfax, VA 22035

To request reasonable ADA accommodations
Call the Electoral Board 703-324-4735
Fax: 703-324-4706
TTY: 711 (Virginia Relay)
E-mail: elect@fairfaxcounty.gov

BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN CLOSING THE POLLS.

PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for shutting down the DS200 and securing the Ballot Box. Once the closing process begins, one officer should remain stationed with the DS200 until it is secured. If Poll Watchers are present, invite them to observe the closing procedures, as they are performed.

CLOSING DS200

If Auxiliary Compartment was used during election day, open with silver key. Remove any un-scanned ballots and insert into DS200. If a ballot cannot be scanned, set it aside for hand counting on SOR. Close and relock compartment.



Enter Public Count and Protective Count numbers on Envelope # 7C and SOR. Touch **Summary** icon (square to left of Public Count) and record number of ballots scanned on SOR. Remove red tamper seal and place on back of Envelope # 7C.



Open Access Door with black barrel key and press **Close Poll** button. Screen reads "you have chosen to close polls..." Touch **Close Poll** to print three copies of the Voting Results Report. Two officers of differing political parties inspect and sign tapes.



SECURING VOTED BALLOTS

Use machine tapes to enter write-in names on SOR (General Elections). Tear off reports and set aside for SOR. Touch **Finished Turn Off**. Once DS200 fully powers off, remove memory device and place in Envelope # 7C. Close and relock Access Door.



Open Ballot Compartment with silver key. Close blue Ballot Security Case by closing right lid first, then left, so lids interlock. Use handle to remove case. Two officers of differing political parties verify compartment is empty. Close and relock.



Lock top front and back of blue Ballot Security Case with silver key. Secure case with red seal and record number on Envelope # 7C. Place yellow # 3 Counted Ballots label on top of case. All officers date and sign label.



SECURING DS200 AND BALLOT BOX

Unplug power cord from power strip, then from AC outlet. Return power strip to canvas bag. Rewrap cord and place inside Power Cord Compartment. Close and relock compartment with silver key.



Close and relock DS200 screen with black barrel key. Close and relock Ballot Box lid with silver key and re-hook lid latches. Secure lid with red seal and record number on Envelope # 7C. DS200 and Ballot Box are now closed and secure.



Getting to know the... ExpressVote Marking Device



ExpressVote compartment overview is available on YouTube

Subscribe to **Fairfax County Government**

1. Power Connection Port
2. Metal Prop Bar
3. Access Door
4. ExpressVote Screen
5. ExpressVote Screen
6. Power Indicator
7. Accessibility Port
8. Headphone Port
9. Ballot Card Entry Slot
10. Printer Compartment

BE IN THE KNOW. ENSURE ACCURACY. GETTING TO KNOW THE EXPRESSVOTE MARKING DEVICE.



KEY BENEFITS & FEATURES

The ExpressVote Marking Device is an ADA-compliant voting solution developed by ES&S and maintained by Fairfax County. With a large interactive touch screen and intuitive system prompts, your job as an Election Officer has never been easier.

There are several ways to mark a ballot, including the use of the touch screen; keypad (includes braille) and headset; as well as a port voters may use for sip and puff or rocker paddle peripherals.

The ExpressVote Marking Device enables a voter with special needs the ability to cast his or her ballot unassisted. The voter inserts a blank ballot card, then makes his or her selections using one of the methods mentioned above. After all selections are made, a verifiable paper record is produced, which the voter then inserts into the DS200 Digital Scanner.



BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN OPENING THE POLLS.

PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for setting up the ExpressVote. Once the setup process begins, one officer should remain stationed with the ExpressVote for the remainder of Election Day. If Poll Watchers are present, invite them to observe the opening procedures, as they are performed.

PREPARING EXPRESSVOTE

Remove black padded carrying case (ExpressVote and device peripherals are inside case) from voting machine cart. Place case on accessible table and provide a chair for voters.

Remove ExpressVote, headphones and keypad from main compartment of black padded carrying case. Remove power cord from side compartment of case, then return case to voting machine cart.

Plug power cord into power strip, then into AC outlet. Plug other end of power cord into power connection port on back of ExpressVote. Insert cord until you hear a click to ensure cord is secure.



OPENING EXPRESSVOTE

Lift out and extend the metal prop bar on back of ExpressVote. Position device so that it rests in an upright position at a slight angle.

Open Access Door on left side of ExpressVote with black barrel key. Verify keypad is plugged into the keypad port. Place headphones and keypad on table so they are accessible for voters.

Verify mode switch is set to **Voter**, then flip power switch to **On**. ExpressVote powers on and boots up (device takes approximately three minutes to fully power on).



ACTIVATING EXPRESSVOTE

After the system initializes, enter Election Security Code. Work as a team: one officer enters code as other officer watches screen to avoid inadvertent entries. Touch **Accept**.

Verify precinct number and name on screen is correct and unit is receiving power. Touch **Ok**. Place keypad cord so it threads through circular opening at top of Access Door. Close and relock door.

Place a privacy booth around ExpressVote and position screen so it is facing away from public view. ExpressVote is now ready for use.



COUNTY OF FAIRFAX/VIRGINIA
MT. RUSHMORE SPECIAL ELECTION
11/03/2015
101 - PATRIOT, BALLOT STYLE 1



MAYOR OF MOUNT RUSHMORE -----
THOMAS JEFFERSON

MEMBER MOUNT RUSHMORE PARK AUTHORITY -
BETSY ROSS
W/I: THOMAS COLLINS ←

PROPOSED CHANGE TO MOUNT RUSHMORE ---
YES

For translation in Farsi, Korean, Arabic, Chinese Mandarin and Chinese Cantonese, contact the Office of Public Affairs since the characters for these languages are currently not available on the Web.

Voting with the ES&S ExpressVote®

Votando con el ES&S ExpressVote®

1 INSERT CARD *INSERTE LA TARJETA*



2 MAKE SELECTIONS *HAGA SELECCIONES*



3 CONFIRM SELECTIONS *CONFIRME LAS SELECCIONES*



4 PRINT CARD *IMPRIMA LA TARJETA*



5 INSERT INTO DS200 *SE INTRODUCE EN LA MAQUINA DS200*



A Fairfax County, VA Publication Rev 08/2014

Fairfax County Office of Elections
12000 Government Center Parkway, Suite 323
Fairfax, VA 22035

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Call the Electoral Board 703-324-4735
Fax: 703-324-4706
TTY: 711 (Virginia Relay)
E-mail: elect@fairfaxcounty.gov

BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN CLOSING THE POLLS.

PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for shutting down the ExpressVote. Once the closing process begins, one officer should remain stationed with the ExpressVote until it is secured. If Poll Watchers are present, invite them to observe the closing procedures, as they are performed.

CLOSING EXPRESSVOTE

Remove ExpressVote from privacy booth. Open Access Door with black barrel key, and flip power switch to **Off**. ExpressVote powers down (device takes approximately three minutes to fully power off).



Do not remove memory device from ExpressVote (this step differs from DS200). Position keypad so it threads through circular opening at top of Access Door. Close and relock door.



Close metal prop bar on back of ExpressVote and position device so it rests in an upright position on its base.

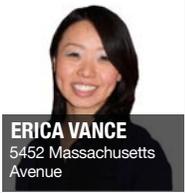
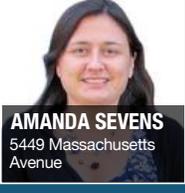


Unplug power cord from power connection port on back of ExpressVote. Pull release latch on cord to remove. Unplug power cord from power strip, then from AC outlet. Return power strip to canvas bag.



Place ExpressVote, headphones and keypad into main compartment of black padded carrying case. Place power cord into side compartment of case, then return case to voting machine cart.



 <p>ERICA VANCE 5452 Massachusetts Avenue</p>	<p>1 VOTER LOOK UP</p> <p>Ask the voter to provide their full legal name (first and last), current residential address and an acceptable form of photo identification. Once found, repeat the voter's name and address in an audible voice, then check in the voter by selecting Check Voter In followed by Confirm.</p>	<p>NOTES:</p>
 <p>BUDDY KNOX 4421 Maryland Harbour Place</p>	<p>2 VOTER NEEDS ASSISTANCE</p> <p>The voter indicates they need assistance with casting their ballot. Mark the <i>Voter Referral Worksheet</i> and send the voter to the Chief Officer. The voter completes a <i>Request for Assistance</i> form and returns to the pollbook table to check in. Which Election Day Flag should you select?</p>	<p>NOTES:</p>
 <p>DONALD KING 3216 Connecticut Landing Way</p>	<p>3 INACTIVE VOTER</p> <p>Upon reviewing the voter details screen, you notice the voter is listed as inactive. Mark the <i>Voter Referral Worksheet</i>, and send the voter to the Chief Officer. The voter completes a <i>Signed Affirmation of Eligibility</i> form and returns to the pollbook table to check in. Which Election Day Flag should you select?</p>	<p>NOTES:</p>
 <p>SARA APPLEBY 4324 Maryland Harbour Place</p>	<p>4 CURBSIDE VOTER</p> <p>The Chief Officer receives a phone call indicating there is a voter who needs to vote from the convenience of their vehicle. The Chief Officer exits the polling place and returns with the voter's information. Which Election Day Flag should you select?</p>	<p>NOTES:</p>
 <p>AMANDA SEVENS 5449 Massachusetts Avenue</p>	<p>5 MISPELLED NAME</p> <p>Search for the voter using their address. Select the Advanced Search option, and enter only the voter's house number in the Address Line 1 field. Then click Search. Mark the <i>Voter Referral Worksheet</i> and send the voter to the Chief Officer.</p>	<p>NOTES:</p>
 <p>RUSSELL TIMM 1099 Alaska Plains Terrace</p>	<p>6 VOTER CANNOT BE FOUND</p> <p>Since the voter cannot be found using their first and last name or address, change the Search Scope from precinct to all. In which precinct is the individual registered to vote?</p>	<p>NOTES:</p>
 <p>WILL PETERS, III 5438 Massachusetts Avenue</p>	<p>7 VOTER ALREADY CHECKED IN</p> <p>Upon reviewing the voter details screen, you notice the voter is listed as having already checked in. Mark the <i>Voter Referral Worksheet</i>, and send the voter to the Chief Officer.</p>	<p>NOTES:</p>
 <p>BRIAN WILSON 5522 Massachusetts Avenue</p>	<p>8 ABSENTEE VOTER</p> <p>Upon reviewing the voter details screen, you notice the voter is listed as an absentee voter. Mark the <i>Voter Referral Worksheet</i>, and send the voter to the Chief Officer. What does the pollbook show as the voter's absentee status?</p>	<p>NOTES:</p>

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POLL PAD PROCEDURE GUIDE

COUNTY OF FAIRFAX, VIRGINIA | PUBLISHED APRIL 2016

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OVERVIEW



- ① Camera
- ② Sleep/Wake Button
- ③ Lightning Connector
- ④ Home Button
- ⑤ Multi-Touch Display

WHAT'S IN THE POLL PAD CASE?



- ① Poll Pad & Attachment
- ② Poll Pad Stylus
- ③ Power Cube & Cord
- ④ Star Micronics Printer
- ⑤ Printer Power Cord
- ⑥ Mobile Hotspot & Cord

Inside of the Poll Pad Case is an index card containing the number of Poll Pads assigned to your precinct and the wireless configuration of the polling place. If the index card reads "1 Mobile Hotspot," the case contains a Mobile Hotspot that you need to turn on for use on Election Day. If the index card reads "Wireless Enabled," then the precinct contains a wireless network that has been pre-configured by the Office of Elections. No Mobile Hotspot will be in the case.

POLL PAD STAND AT A GLANCE



- ① Circular Base
- ② Swivel Attachment
- ③ Poll Pad & Plastic Shell
- ④ Photo ID Holder
- ⑤ Stylus Holder



WHAT'S IN THE PLASTIC TOTE?



- ① Circular Base
- ② Photo ID Holder
- ③ Power Strips

The number of Circular Bases and Photo ID Holders your precinct receives is based on the number of Poll Pads. Unlike the Poll Pad Case, the Plastic Tote does not contain an internal index card listing its contents. All you have to do is count the number of Poll Pads in the case and compare them to the number of Circular Bases and Photo ID Holders in the tote. If the numbers match, your precinct has received all of its supplies.

POLL PAD SYNCHRONIZATION



Let's face it, wireless technology has its corks. To ensure that the Poll Pads are properly talking to one another, assess your precinct's layout and try to setup all of the Poll Pads within a 30 foot radius. Please be mindful that this also includes the Chief's Poll Pad. If you are unable to setup the Poll Pads within this radius, the check-in counts will not synchronize properly.

VOTER CHECK-IN UPDATES



Throughout election day, the Poll Pads will perform a series of local updates. While this may occur at unexpected intervals, don't be alarmed when this popup displays. This popup is completely normal and is necessary to ensure that all Poll Pads have processed the correct information.

Unfortunately, you will be unable to check-in any voters when these local updates are taking place. If a voter proceeds to the check-in table, please ask he or she to wait or ask one of your check-in mates if they can process the voter instead. Don't worry, this popup will not display if you have already started the check-in process for a particular voter.

SUMMARY REPORT



We know you're anxious to find out the total check-in counts for your precinct. We also understand the level of frustration that's involved with having to add the check-in counts for every Poll Pad together.

To ensure that your check-in counts are as close to accurate as possible, please minimize your use of the summary report throughout election day. When you leave this report open, it will not update, and as a result, the precinct counts will be inaccurate.

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OPENING PROCEDURES



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1

OPENING PROCEDURES VERIFY POLL PAD SUPPLIES...



① REMOVE CASE & TOTE

Setting up the Poll Pad is not only quick - it is also easy. To start, simply remove the Poll Pad Case and Plastic Tote from the voting machine cart, and place each of these containers on top of the check-in table.

Note: Each container is unique, both in color and in size, from all other precinct supplies. The case is green with an industrial grade plastic shell; and the tote is grey and resembles a standard bin.



② VERIFY CASE SEAL

Place the Poll Pad Case on its base, then verify the green numbered seal securing the case matches **Envelope #7**. After verifying the seal matches, cut the seal and place it inside of the envelope.



③ UNHOOK POWERCLAW

To unlock the Poll Pad Case, press down on both grey buttons securing the case lid, then lift the black latches up and out to open the lid and expose the contents of the case.



4 VERIFY CASE CONTENTS

Inside of the Poll Pad Case is an index card listing the number of Poll Pads assigned to your precinct and the wireless set up of the polling place. Verify the number of Poll Pads match what is listed on the index card. If the index card also reads "1 Mobile Hotspot," follow **Opening Procedures #4**.

Note: The number of Poll Pads inside of the Poll Pad Case is the amount of devices available for precinct use.



5 VERIFY TOTE CONTENTS

To open the Plastic Tote, lift up on both lids and extend them outward so that the contents of the tote are visible. Count the number of Circular Bases and Photo ID Holders and verify they match the number of Poll Pads.

Note: Unlike the Poll Pad Case, the Plastic Tote does not contain an internal index card listing its contents.

2

OPENING PROCEDURES ASSEMBLE POLL PAD STAND...



1 REMOVE SUPPLIES

Now that you have accounted for the Poll Pad and its supplies, remove the Circular Base from the Plastic Tote, and the Poll Pad from the Poll Pad Case, then place each of these items on top of the check-in table.

Note: Remember to place the Chief's Poll Pad to the side, since it is configured differently than the other Poll Pads.



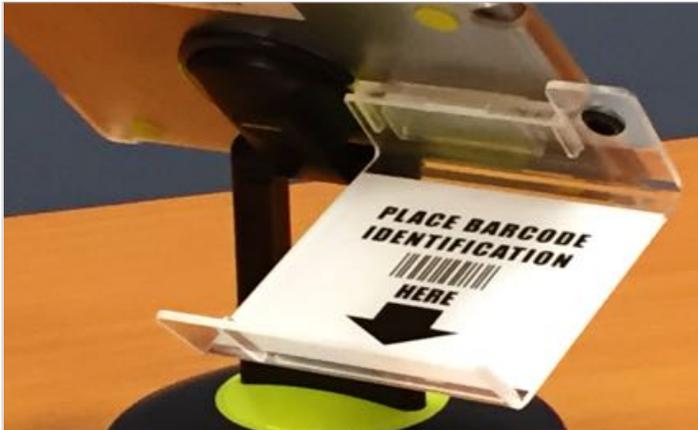
2 ROTATE POLL PAD

Rotate the Poll Pad so that it rests horizontally with the Home button and Swivel Attachment facing the right. Use your left hand to firmly hold the Poll Pad in place, then use your right hand to adjust the attachment downward until it locks into place.



3 CONNECT POLL PAD

Insert the Swivel Attachment into the Circular Base, then use the opening on the attachment to gently push down on the Poll Pad until it is firmly connected to the base.



4 ATTACH ID HOLDER

Remove the Photo ID Holder from the Plastic Tote, and attach it to the back of the Poll Pad.

Note: The Photo ID Holder may not attach at first. If this happens, gently guide the holder into place by sliding it left-to-right.



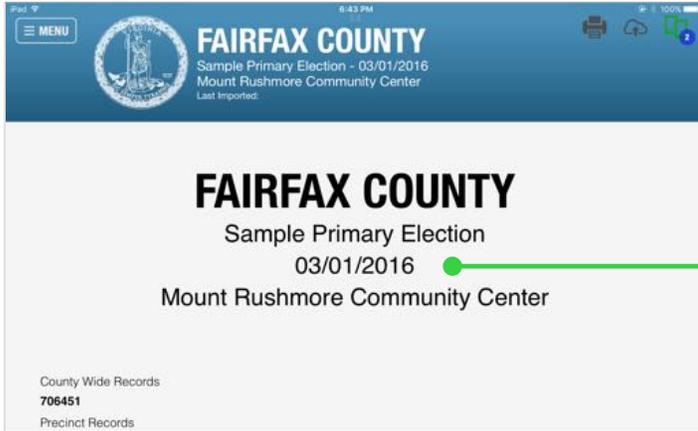
5 ATTACH STYLUS

Remove the stylus from the Poll Pad Case, and insert it into the circular opening on the Photo ID Holder.

Note: Once this step is complete, rotate the Poll Pad so that the screen faces you; then adjust the screen, as needed, to avoid glares.

3

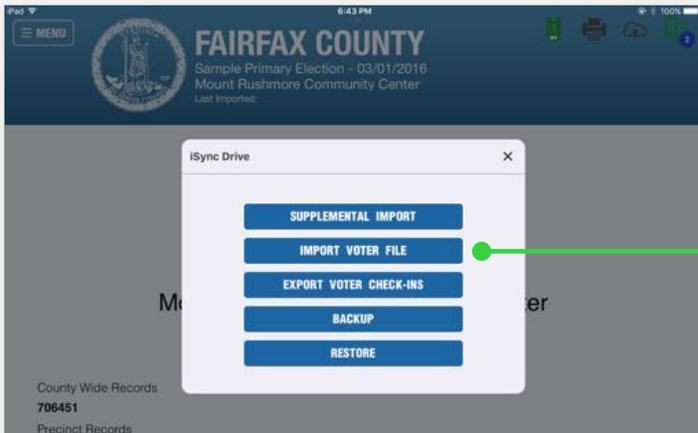
OPENING PROCEDURES UPLOAD ELECTION FILE...



1 VERIFY PRECINCT INFO

Press the **Sleep/Wake** button to unlock the Poll Pad, then verify the Election Name, Date, and Polling Location are correct.

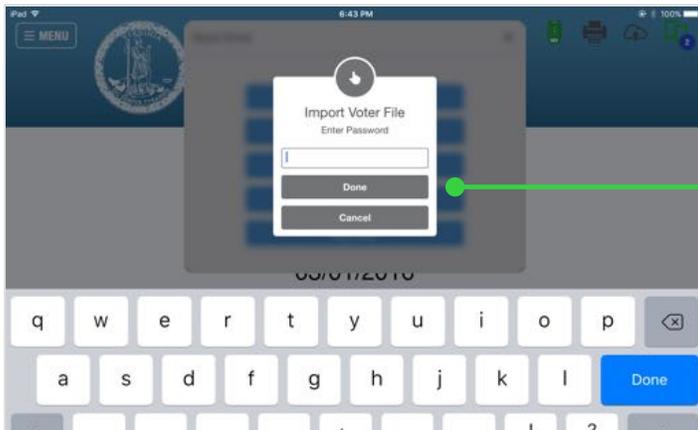
Note: If the Poll Pad screen remains black, plug the device into an AC outlet, then press the **Sleep/Wake** button. The Poll Pad application will open with a popup that reads “Enter Passcode.” Press **Cancel** to close the popup, then unplug the Power Cable and continue with the following steps.



2 PLUG-IN ISYNC DRIVE

To upload the current election file, plug the iSync Drive into the Lightning Connector on the side of the Poll Pad. After a second or two, a popup displays onscreen. Touch **Import Voter File** from the list of options to start the upload process.

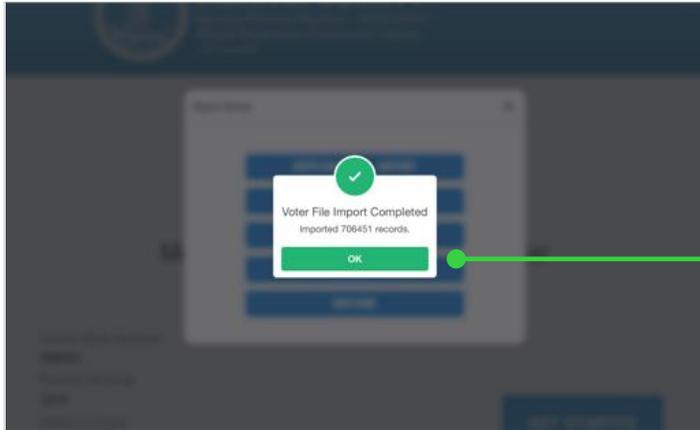
Note: Your precinct will only receive one iSync Drive. The Chief Officer should use this device to upload the election data file on every Poll Pad, including the Chief’s Poll Pad.



3 ENTER PASSWORD

Use the onscreen keyboard to enter the **IMPORT Password** provided by the Office of Elections, then touch **Done**.

Note: The Chief Officer is responsible for entering the password on each Poll Pad, since he or she is the only precinct official who is provided with this material.



4 IMPORT ELECTION DATA

After entering the Password, a summary of the import status displays onscreen. Once the import process is complete, touch **OK**, then remove the iSync Drive from the Lightning Connector and secure it until after the polls close.



5 PLUG-IN POWER CUBE

Remove the Power Cube and Power Cable from the Poll Pad Case, then plug the cube into an AC outlet. Plug the USB end of the cable into the cube, then plug the opposite end of the cable into the Lightning Connector on the Poll Pad.

Note: In the top right corner of the screen, verify a **Charge** ⚡ icon appears next to the battery indicator.



6 READY FOR ACTION

At 6:00 a.m., touch **Get Started**. Good job! The Poll Pad is now ready to check-in and process voters.

CHIEF OFFICER SHOULD PERFORM STEPS 2 - 4

4

OPENING PROCEDURES SETUP MOBILE HOTSPOT...

101 - PATRIOT
5 POLL PADS
1 MOBILE HOTSPOT

101 - PATRIOT
5 POLL PADS
WIRELESS ENABLED

① WHO HAS THIS DEVICE?

We're glad you asked. Refer to the index card in the Poll Pad Case to determine if your precinct has a Mobile Hotspot. If the index card reads "1 Mobile Hotspot," you should follow each of these steps. If the index card reads "Wireless Enabled," simply disregard these steps, as they are not necessary.



② PLUG-IN POWER CORD

Remove the Mobile Hotspot and Power Cord from the Poll Pad Case. Plug the cord into an AC outlet, then plug the opposite end of the cable into the Power Connection port on the bottom of the device.



③ VERIFY SIGNAL STRENGTH

Hold the **Power** button down until the Verizon logo displays onscreen. In the top right corner of the screen, verify the signal strength  has at least three bars of service.

Note: If the signal strength has less than three bars of service, unplug the Mobile Hotspot from the Power Cord and move it to another area of the polling room.

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5

OPENING PROCEDURES SETUP POLL PAD PRINTER...



① ASSEMBLE PRINTER

Remove the Printer and Power Cord from the Poll Pad Case and place them on top of the chief's table. Plug the Power Cord into an AC outlet, then plug the other end of the cord into the Power Connection Port on back of the printer.

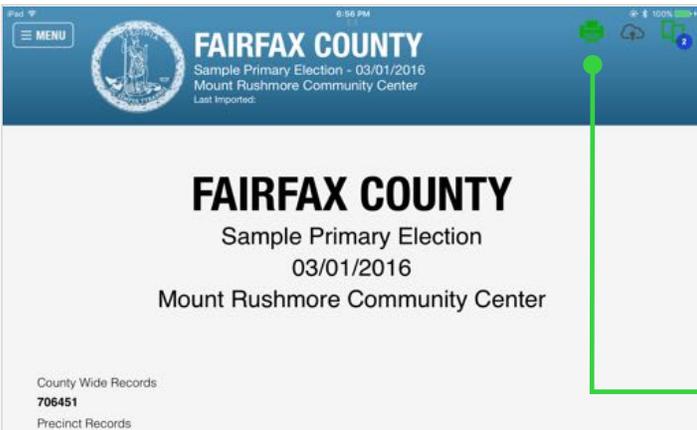
Note: The Power Cord is similar to that of the ExpressVote and DS200. Remember that the cord is firmly connected to the unit once you hear a click.



② TURN ON PRINTER

After the Printer is plugged into a power source, it should turn on automatically. Verify the power indicator on front of the unit is green, then press **Feed** to ensure that the printer paper is positioned properly.

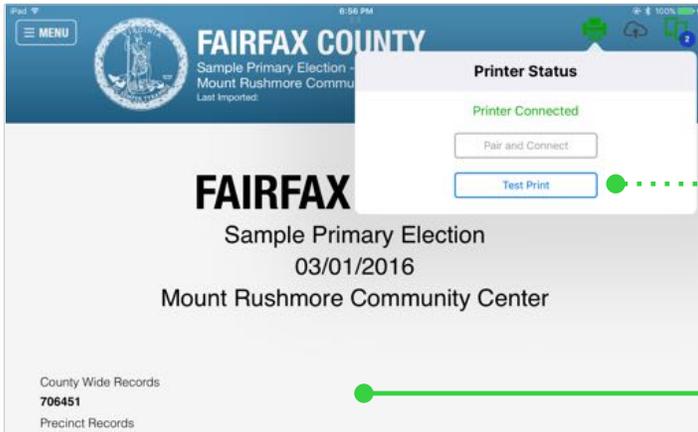
Note: If the Printer does not power on automatically, turn it on using the **On/Off** switch located on the left side of the device.



③ PRINTER ICON = GREEN

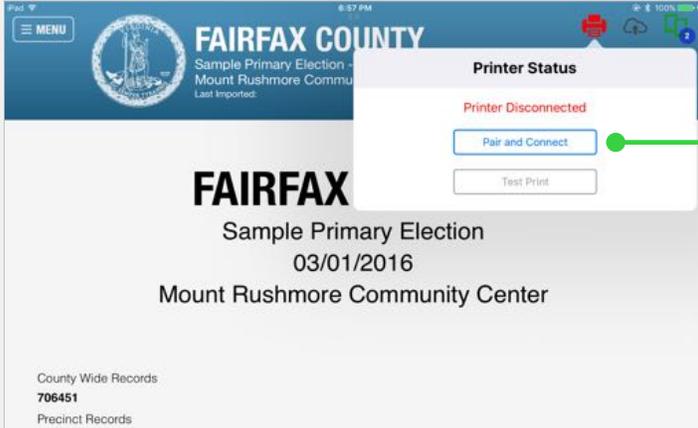
On the Chief's Poll Pad, verify the Printer icon in the top right corner of the Home screen is **Green**. If the icon is green, the printer is paired to the Poll Pad.

Note: The Printer icon on every Poll Pad, except for the Chief's Poll Pad, is grey, since they are not paired with a printer.



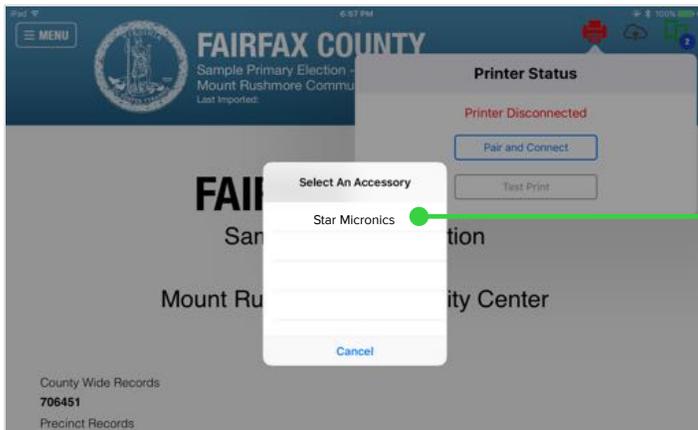
4 TEST PRINT

Touch the **Printer** icon, followed by **Test Print**. After the printer prints, touch the **area of the screen** to the left or right of the popup to return to the Home screen.



5 PRINTER ICON = RED

If the Printer icon is **Red**, the printer is not paired with the Poll Pad. Touch the **Printer** icon, followed by **Pair and Connect**.



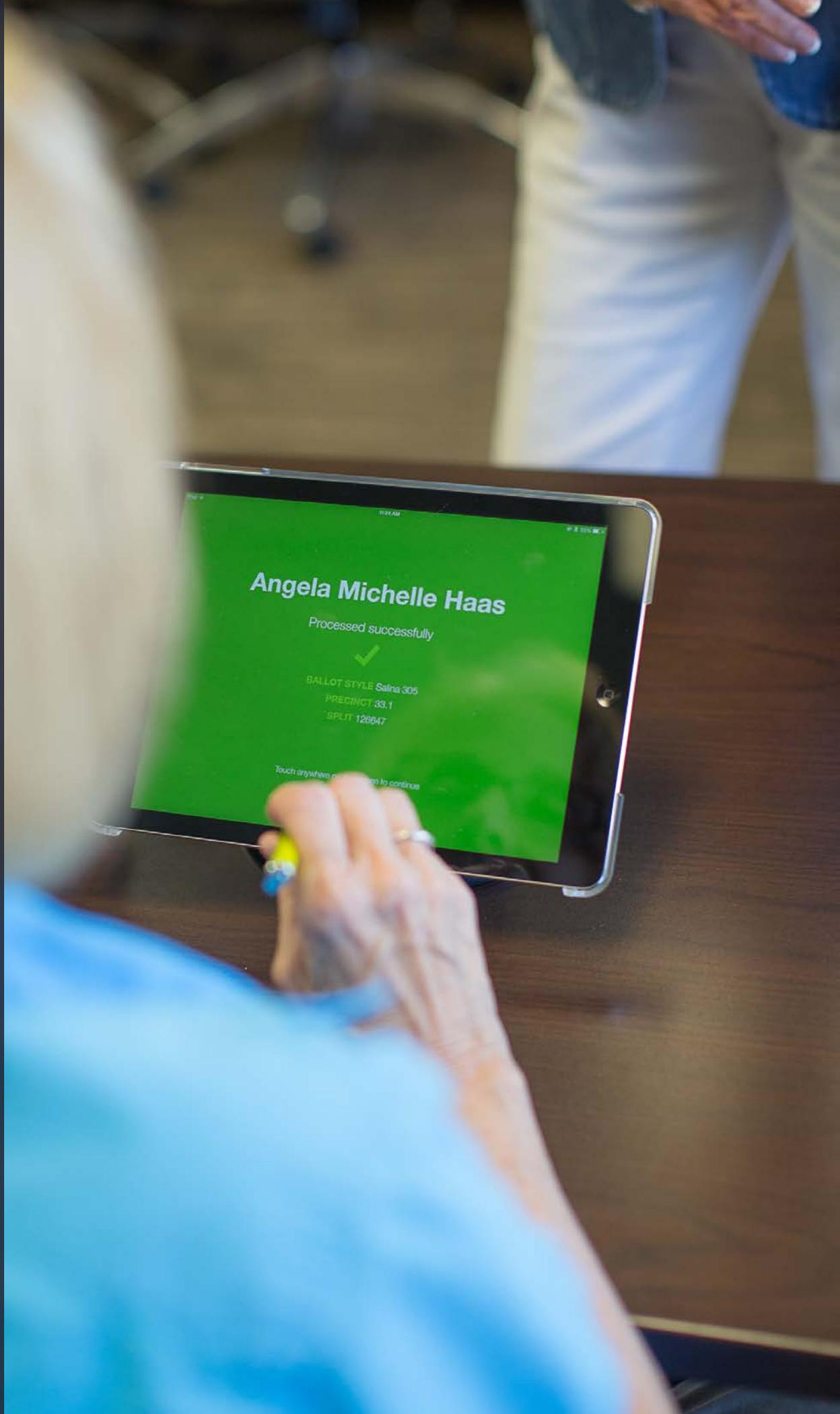
6 TEST PRINT (IF NECESSARY)

Select the correct Printer from the Accessory Menu by touching **Star Micronics**. Once paired, touch **Test Print**.

Note: If there is no Printer to select from the Accessory Menu, contact the Office of Elections for additional instructions.

USE CHIEF'S POLL PAD FOR STEPS 1 - 6

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1

PROCESSING VOTERS SEARCH BY PHOTO ID...



① WHAT CAN BE SCANNED?

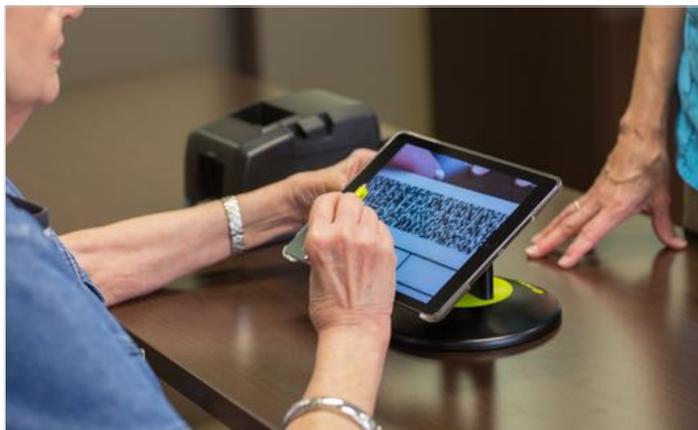
We're glad you asked. Since the barcode on a photo ID has individual-specific information, your precinct's Poll Pad is only able to scan two types of photo IDs. If for some reason the ID will not scan, find the voter using his or her first and last name.

- ① Virginia Driver's License
- ② Virginia Photo ID Card



② VERIFY VOTER'S INFO

Ask the voter to provide his or her first and last name, current residential address, and an acceptable form of photo ID. After verifying the voter's photo ID is valid, start the check-in process by touching **Scan Barcode**.



③ SCAN VOTER'S PHOTO ID

A live image of the Photo ID Holder displays onscreen. Have the voter place his or her photo ID (with the barcode facing the camera) onto the holder.

Note: If the camera is unable to scan the voter's photo ID or if the ID is not placed onto the holder within five seconds, the Poll Pad will revert to the Verification screen. If this occurs, simply touch **Scan Barcode** again.

FAIRFAX COUNTY
Sample Primary Election - 03/01/2016
Mount Rushmore Community Center
Last Imported:

START OVER ACCEPT

Poll Worker Confirmation

Matthew Austin Faber
NOTES
4332 Maryland Harbour PI
Fairfax, Va 22035

DOB 1988 CD 11
VOTER ID 012345653 SHD 37
PRECINCT 0101 SSD 37

BALLOT STYLE 0101

Election Day Flags

Assisted
 Provisional
 Outside Polls (OP)
 Paper Ballot (P)
 Voter Signed Oath

Primary Election
PARTY

4 CONFIRM CHECK-IN

After the barcode is recognized, the Poll Worker Confirmation screen displays. Repeat, audibly, the voter's first and last name and current residential address, then touch **Accept**.

Note: For dual party primaries, you must select which primary election the voter is participating in: Democrat or Republican.

Matthew Austin Faber

Processed successfully

PRECINCT 0101
SPLIT

Touch anywhere on the screen to continue

5 YOU'RE DONE

Good Job! You successfully processed the voter. Hand him or her their ballot, then touch anywhere on the screen to check-in other voters.

Note: If you do not touch the screen within three seconds, the Poll Pad does the work for you and automatically returns to the verification screen.

2 PROCESSING VOTERS SEARCH BY FIRST & LAST NAME...



1 WHY SEARCH BY NAME?

We're glad you asked. Since not every voter has a photo ID that can be scanned, in some instances, you'll have to locate the voter using his or her first and last name. Outlined below is a list of select photo IDs the Poll Pad cannot scan.

- 1 Student Photo ID Card
- 2 Employee Photo ID Card
- 3 Military Photo ID Card
- 4 Virginia Photo ID Card



2 VERIFY VOTER'S INFO

Ask the voter to provide his or her first and last name, current residential address, and an acceptable form of photo ID. After verifying the voter's photo ID is valid, start the check-in process by touching **Manual Entry**.



3 ENTER VOTER'S NAME

Use the onscreen keyboard to enter the **first few letters** of the voter's first and last name, then touch **Search**.

Note: If you make a mistake, don't worry, just touch the **X** to clear the field and start over.



4 SELECT VOTER'S RECORD

Every record matching the search criteria displays onscreen. Locate the voter's record, and verify it does not contain any exceptions, then select the voter by touching **his or her record**.

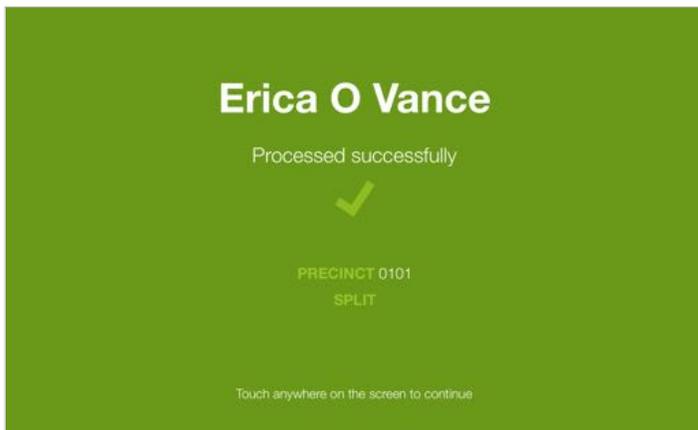
Note: Search results show both in-precinct and out of precinct voters. In-precinct voters display in white, and out of precinct voter's display is grey.



5 CONFIRM CHECK-IN

After selecting the voter's record, the Poll Worker Confirmation screen displays. Repeat, audibly, the voter's first and last name and current residential address, then touch **Accept**.

Note: For dual party primaries, you must select which primary election the voter is participating in: Democrat or Republican.



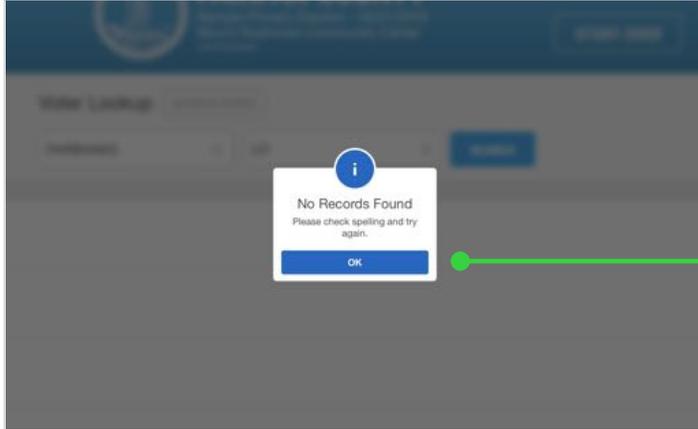
6 YOU'RE DONE

Good Job! You successfully processed the voter. Hand him or her their ballot, then touch anywhere on the screen to check-in other voters.

Note: If you do not touch the screen within three seconds, the Poll Pad does the work for you and automatically returns to the Verification screen.

3

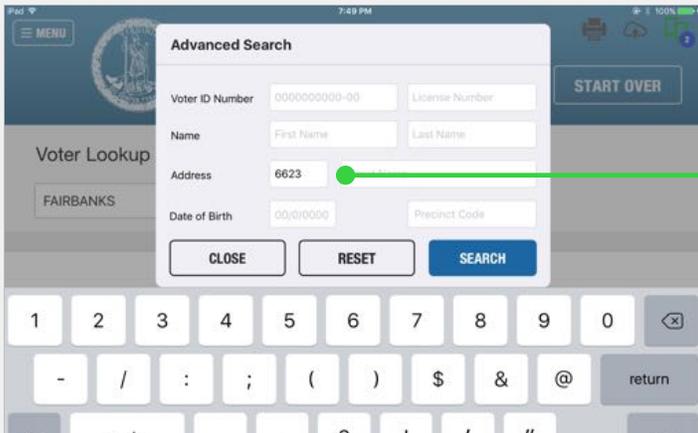
PROCESSING VOTERS SEARCH BY ADDRESS...



1 WHY SEARCH BY ADDRESS?

It's actually quite simple. In some instances, a voter's photo ID cannot be scanned and he or she is unable to be found when searching by first and last name.

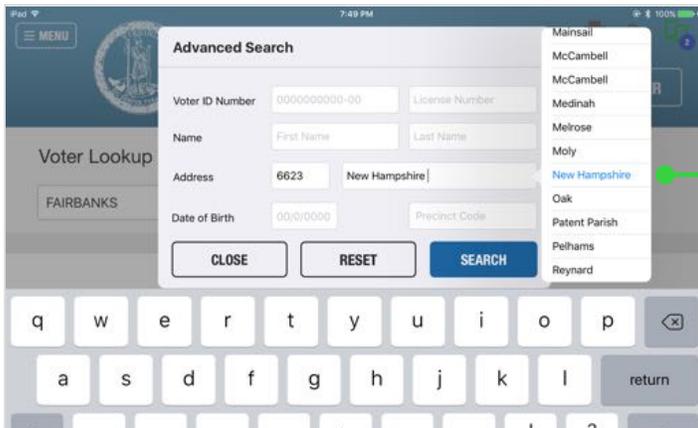
Note: When a voter's record is not found, a popup message displays onscreen confirming there were "No Records Found." To search by address, touch **OK**, then touch **Advanced Search**.



2 ENTER VOTER'S HOUSE NO.

Touch **House #** to enable the field, then use the onscreen keyboard to enter the voter's house number.

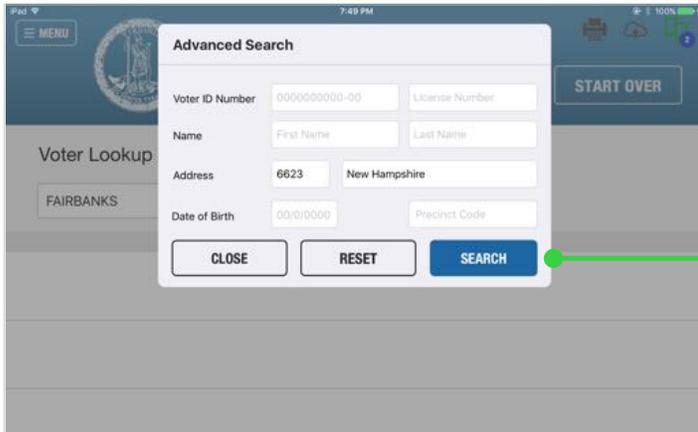
Note: If the voter lives in an apartment, you do not need to enter the apartment number. This number will display on the address portion of the voter's record.



3 SELECT STREET NAME

Touch **Street Name** to enable the field, then use your finger to scroll through the list of streets. Select the appropriate street by touching the **Street Name**.

Note: You can also use the onscreen keyboard to enter the street name. As you enter characters, the list begins to narrow.



4 SEARCH FOR STREET NAME

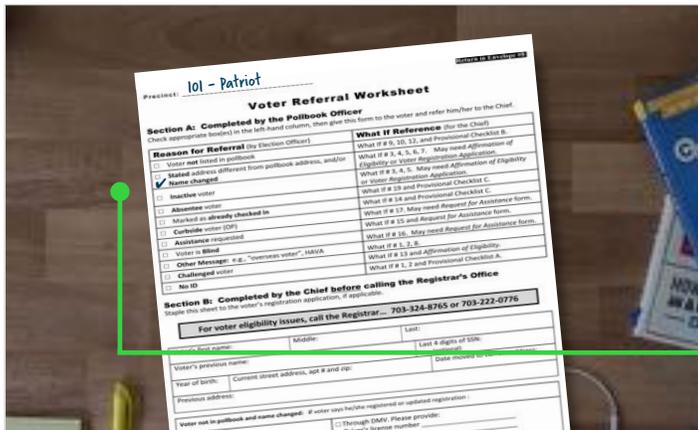
After selecting the street name, touch the **area of the screen** to the left or right of the Advanced Search function to hide the keyboard, then touch **Search**.

Note: You can also touch the  on the keyboard to hide it.



5 SELECT VOTER'S RECORD

Every record matching the search criteria displays onscreen. Locate the voter's record, and verify it does not contain any exceptions, then select the voter by touching **his or her record**.



6 SEND VOTER TO CHIEF

If there is a discrepancy, such as the voter's first or last name is misspelled, mark the **Voter Referral Worksheet** and notify the Chief Officer. If no discrepancy exists, continue as follows.

FAIRFAX COUNTY
Sample Primary Election - 03/01/2016
Mount Rushmore Community Center
Last Imported:

Poll Worker Confirmation

Lou Reed Firbank
NOTES
6623 New Hampshire Dr
Fairfax, Va 22035

DOB	1965	CD	11
VOTER ID	012345660	SHD	37
PRECINCT	0101	SSD	37

BALLOT STYLE 0101

Election Day Flags

- Assisted
- Provisional
- Outside Polls (OP)
- Paper Ballot (P)
- Voter Signed Oath

Primary Election

PARTY ▼

7 CONFIRM CHECK-IN

After selecting the voter's record, the Poll Worker Confirmation screen displays. Repeat, audibly, the voter's first and last name and current residential address, then touch **Accept**.

Note: For dual party primaries, you must select which primary election the voter is participating in: Democrat or Republican.



8 YOU'RE DONE

Good Job! You successfully processed the voter. Hand him or her their ballot, then touch anywhere on the screen to check-in other voters.

Note: If you do not touch the screen within three seconds, the Poll Pad does the work for you and automatically returns to the Verification screen.

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4

PROCESSING VOTERS CURBSIDE VOTER...



1 LOOKUP VOTER

Lookup the voter's record using either the **Search by Photo ID** or **Search by Name** instructions, and verify it does not contain any exceptions.

Note: If a voter requests to voter curbside, do not check him or her in until an Election Officer exits the polling place and returns with the voter's information.



2 MARK OP FLAG

After selecting the voter's record, the Poll Worker Confirmation screen displays. Under the Election Day Flags section, touch the **box next to Outside Polls (OP)**. Repeat, audibly, the voter's first and last name and current residential address, then touch **Accept**.

Note: For dual party primaries, you must select which primary election the voter is participating in: Democrat or Republican.



3 YOU'RE DONE

Good Job! You successfully processed the voter. Hand the Officer the voter's ballot, then touch anywhere on the screen to check-in other voters.

Note: If you do not touch the screen within three seconds, the Poll Pad does the work for you and automatically returns to the Verification screen.

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5 PROCESSING VOTERS VOTER REQUESTS ASSISTANCE...



1 LOOKUP VOTER

Lookup the voter's record using either the **Search by Photo ID** or **Search by Name** instructions, and verify it does not contain any exceptions.

Note: A voter may be accompanied by and receive assistance from another person of his or her choosing, however, certain exceptions apply. Refer to your precinct manual for a list of who is not eligible to assist a voter.



2 SEND VOTER TO CHIEF

Check the assistance box on the **Voter Referral Worksheet**, then send the voter to the Chief Officer. Continue checking in other voters until the voter and his or her assistant return to the check-in station.



3 MARK ASSISTED FLAG

After selecting the voter's record, the Poll Worker Confirmation screen displays. Under the Election Day Flags section, touch the **box next to Assisted**. Repeat, audibly, the voter's first and last name and current residential address, then touch **Accept**.

Note: For dual party primaries, you must select which primary election the voter is participating in: Democrat or Republican.

Dorsey M Burnette

Processed successfully



PRECINCT 0101

SPLIT

Touch anywhere on the screen to continue

4 YOU'RE DONE

Good Job! You successfully processed the voter. Hand him or her their ballot, then touch anywhere on the screen to check-in other voters.

Note: If you do not touch the screen within three seconds, the Poll Pad does the work for you and automatically returns to the Verification screen.

6

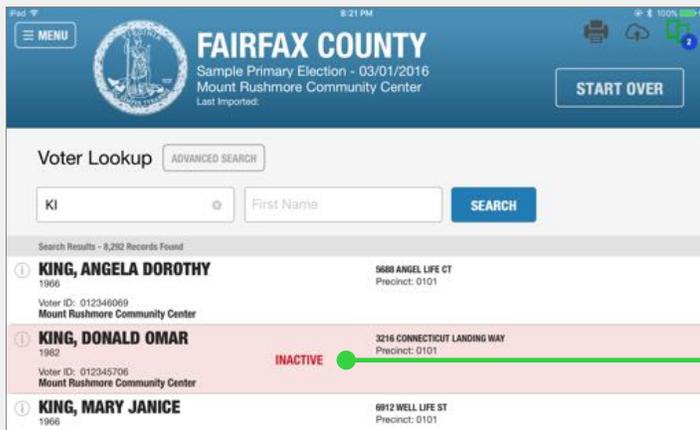
PROCESSING VOTERS VOTER LISTED AS INACTIVE...



1 LOOKUP VOTER

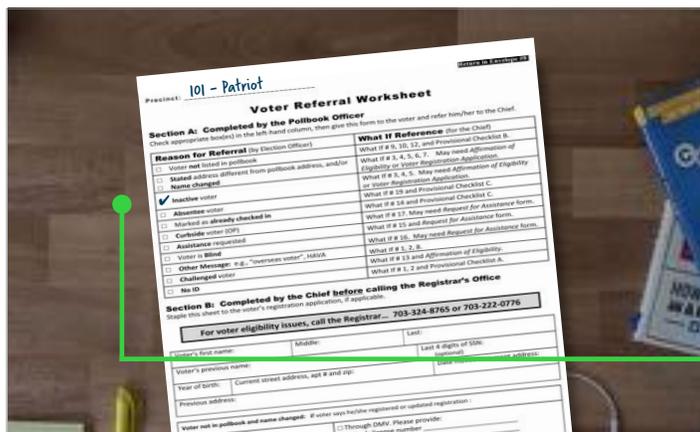
Lookup the voter's record using either the **Search by Photo ID** or **Search by Name** instructions.

Note: A voter is marked as inactive because he or she did not respond to a confirmation notice mailing relating to a change of address.



2 LOCATE VOTER'S RECORD

Every record matching the search criteria displays onscreen. You notice the voter's record is highlighted in red and contains an exception that reads "Inactive."



3 SEND VOTER TO CHIEF

Check the inactive box on the **Voter Referral Worksheet**, then send the voter to the Chief Officer. Continue checking in other voters until the voter returns to the check-in station.

FAIRFAX COUNTY
Sample Primary Election - 03/01/2016
Mount Rushmore Community Center
Last Imported:

Poll Worker Confirmation

Donald Omar King
NOTES
3216 Connecticut Landing Way
Fairfax, Va 22035

DOB 1982 **CD** 11
VOTER ID 012345706 **SHD** 37
PRECINCT 0101 **SSD** 37

BALLOT STYLE 0101

Election Day Flags

Assisted
 Provisional
 Outside Polls (OP)
 Paper Ballot (P)
 Voter Signed Oath

Primary Election
PARTY

START OVER ACCEPT

4 MARK SIGNED OATH FLAG

After locating the voter's record, the Poll Worker Confirmation screen displays. Under the Election Day Flags section, touch the **box next to Voter Signed Oath**. Repeat, audibly, the voter's first and last name and current residential address, then touch **Accept**.

Note: For dual party primaries, you must select which primary election the voter is participating in: Democrat or Republican.

Donald Omar King

Processed successfully

✓

PRECINCT 0101
SPLIT

Touch anywhere on the screen to continue

5 YOU'RE DONE

Good Job! You successfully processed the voter. Hand him or her their ballot, then touch anywhere on the screen to check-in other voters.

Note: If you do not touch the screen within three seconds, the Poll Pad does the work for you and automatically returns to the Verification screen.

7 PROCESSING VOTERS VOTER LISTED AS ABSENTEE...



1 LOOKUP VOTER

Lookup the voter's record using either the **Search by Photo ID** or **Search by Name** instructions.

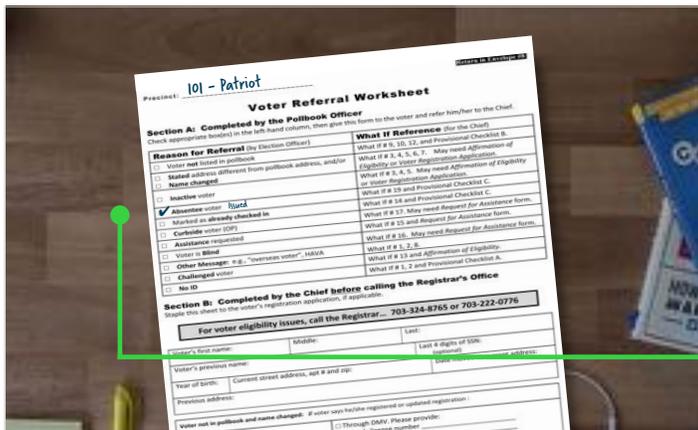
Note: Whether an absentee voter can cast a ballot in-precinct depends on the absentee ballot status and whether he or she has the absentee ballot with them.



2 LOCATE VOTER'S RECORD

Every record matching the search criteria displays onscreen. You notice the voter's record is highlighted in red and contains an exception that reads "Absentee."

Note: Listed below the absentee designation is the status of the voter's absentee ballot. The status will contain one of the following codes: Issued, Marked, On Machine, or Unmarked.



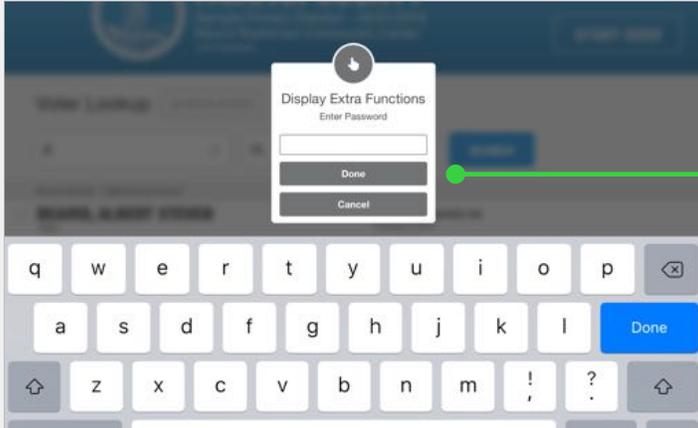
3 SEND VOTER TO CHIEF

Check the absentee box and record the voter's absentee ballot status on the **Voter Referral Worksheet**, then send the voter to the Chief Officer. Continue checking in other voters.



4 ENABLE EXTRA FUNCTIONS

If the voter is eligible to vote in-precinct, locate the voter's record, then touch the **Extra Functions** icon (i) located next to the voter's name.



5 ENTER PASSWORD

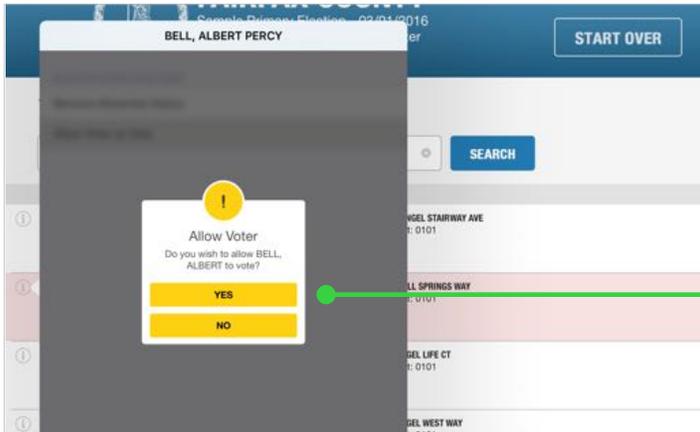
Use the onscreen keyboard to enter the **ADMIN Password** provided by the Office of Elections, then touch **Done**.



6 SELECT VOTER FUNCTION

After entering the Password, a list of selected voter functions displays onscreen. Touch **Allow Voter to Vote**.

USE CHIEF'S POLL PAD FOR STEPS 4 - 6



7 CONFIRM ELIGIBILITY

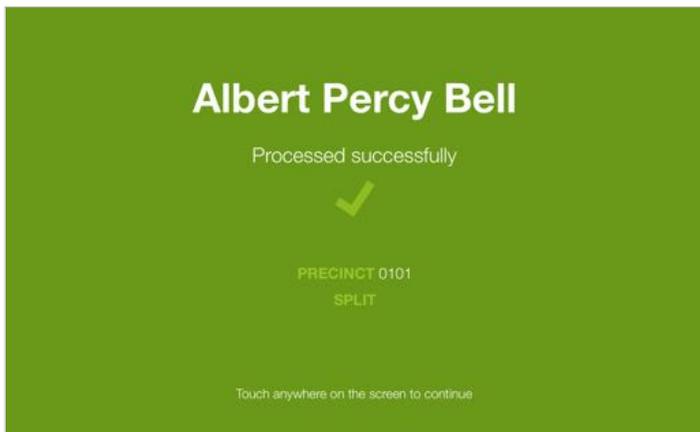
A popup message displays onscreen asking “Do you wish to allow this voter to vote?” Touch **Yes**.



8 CONFIRM CHECK-IN

After selecting yes, the Poll Worker Confirmation screen displays. Repeat, audibly, the voter’s first and last name and current residential address, then touch **Accept**.

Note: For dual party primaries, you must select which primary election the voter is participating in: Democrat or Republican.



9 YOU'RE DONE

Good Job! You successfully processed the voter. Hand him or her their ballot, then touch anywhere on the screen to check-in other voters.

Note: If you do not touch the screen within three seconds, the Poll Pad does the work for you and automatically returns to the Verification screen.

USE CHIEF'S POLL PAD FOR STEPS 7 - 9

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PROCESSING VOTERS VOTER IS IN THE WRONG PRECINCT...



1 LOOKUP VOTER

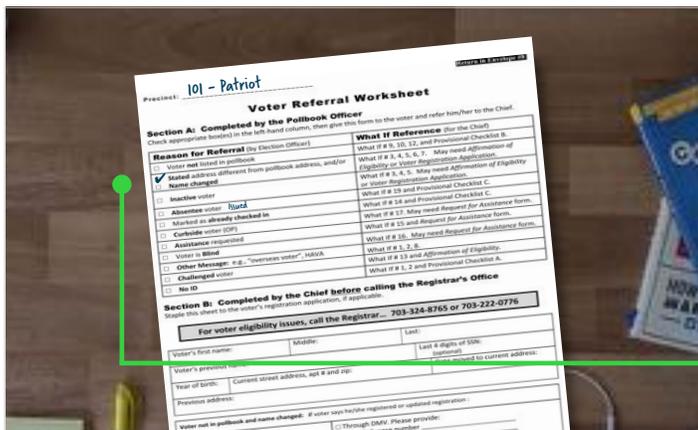
Lookup the voter's record using either the **Search by Photo ID** or **Search by Name** instructions, and verify it does not contain any exceptions.

Note: In some instances, a voter may arrive at the polls who is registered to vote in a different precinct. The Chief Officer is responsible for confirming the voter's eligibility to vote with the Office of Elections.



2 LOCATE VOTER'S RECORD

Every record matching the search criteria displays onscreen. You notice the voter's record is highlighted in grey and contains an exception that reads "Wrong Precinct."



3 SEND VOTER TO CHIEF

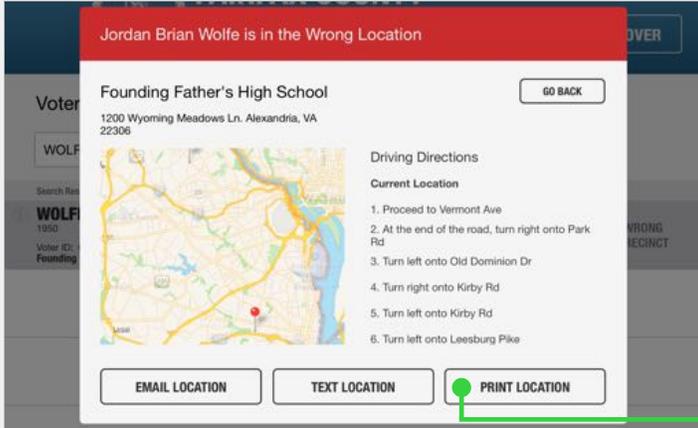
Check the address box on the **Voter Referral Worksheet**, then send the voter to the Chief Officer. Continue checking in other voters.

Note: When and where the voter moved are both important in determining his or her eligibility to cast a ballot. The Chief Officer should refer to the What If's and contact the Office of Elections for guidance, as needed.



4 SELECT VOTER'S RECORD

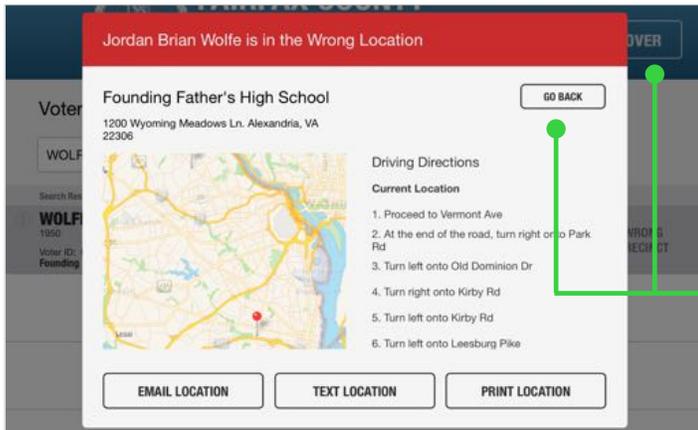
If the voter is eligible to vote in the precinct in which he or she is registered, locate the voter's record, then select the voter by touching **his or her record**.



5 PRINT DIRECTIONS

After selecting the voter's record, a map and directions to his or her polling place display onscreen. Touch **Print Location** to print directions for the voter.

Note: Do not touch **Email Location** or **Text Location**, as the use of these functions will be made available in future elections.



6 YOU'RE DONE

Hand the voter directions to his or her polling place, then touch **Go Back**, followed by **Start Over**, to clear the search results.

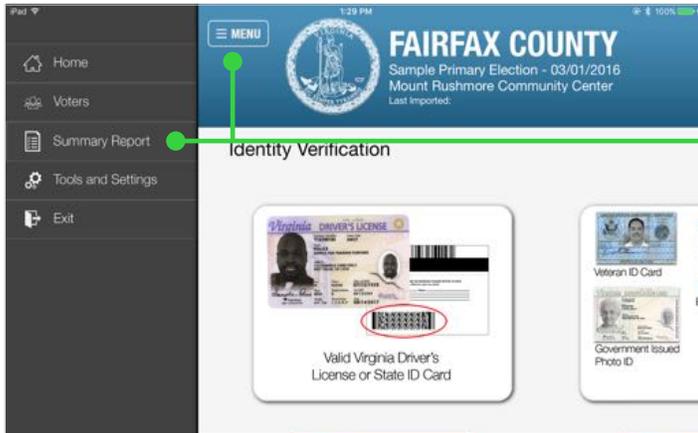
USE CHIEF'S POLL PAD FOR STEPS 4 - 6

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1 CLOSING PROCEDURES EXPORT VOTER CHECK-INS...



① OPEN SUMMARY REPORT

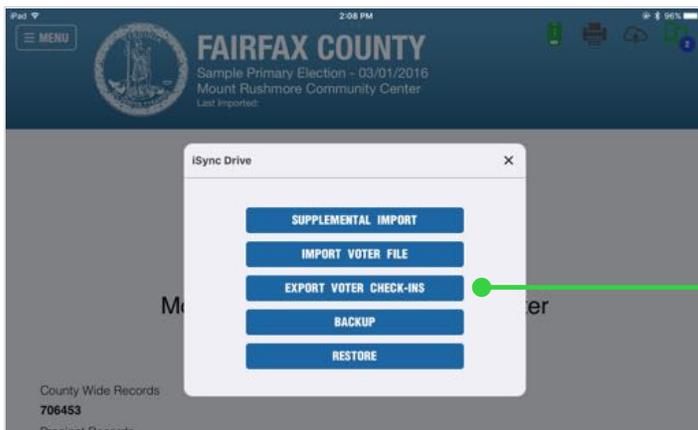
After the last voter casts his or her ballot and exits the polling place, touch **Menu**, followed by **Summary Report**.

Note: Remember that even though the polls close at 7:00 p.m., all voters who are in line by this time are permitted to vote.



② VERIFY & RECORD CHECK-INS

Verify the total number of **Check-Ins** match for every Poll Pad, including the Chief's Poll Pad. Record the total check-in count on the **Poll Pad Certification Sheet**. After you certify the check-ins, touch **Menu**, followed by **Home**.

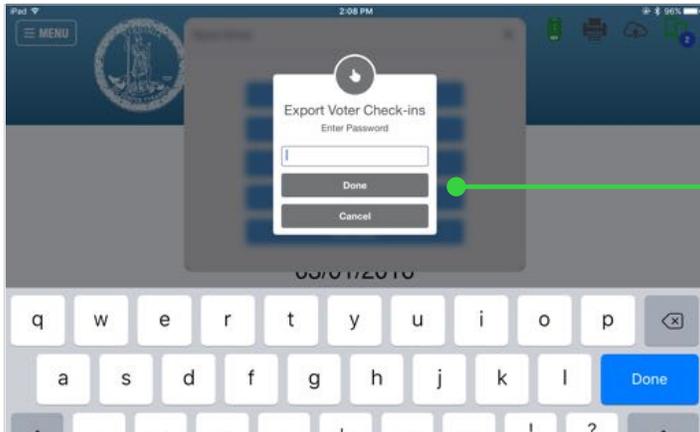


③ PLUG-IN ISYNC DRIVE

To export the voter check-in list, plug the iSync Drive into the Lightning Connector on the side of the Poll Pad. After a second or two, a popup displays onscreen. Touch **Export Voter Check-Ins** from the list of options to start the export process.

Note: The export process needs to be performed on **EVERY** Poll Pad used on Election Day, including the Chief's Poll Pad.

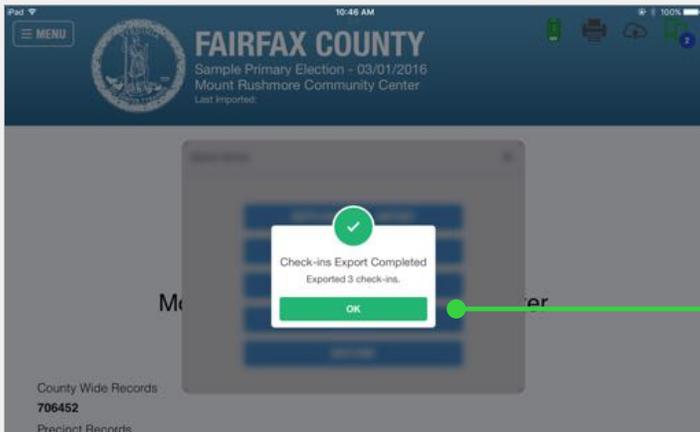
Continued >>



4 ENTER PASSWORD

Use the onscreen keyboard to enter the **ADMIN Password** provided by the Office of Elections, then touch **Done**.

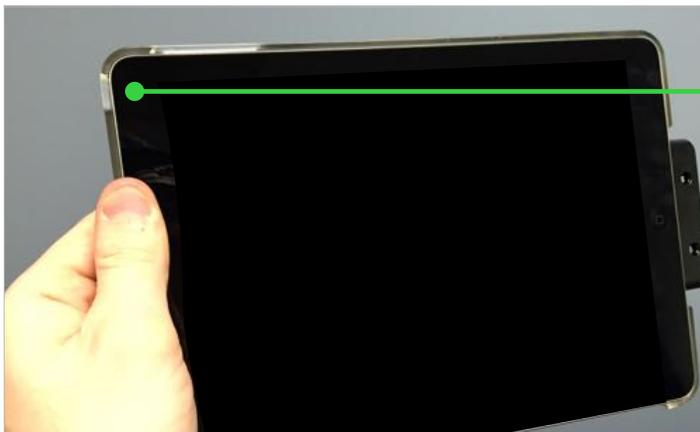
Note: The Chief Officer is responsible for entering the password, since he or she is the only precinct official who is provided with this material.



5 EXPORT VOTER CHECK-INS

After entering the Password, a summary of the export status displays onscreen. Once the export process is complete, touch **OK**, then remove the iSync Drive from the Lightning Connector and secure it in **Envelope #2**.

Note: Contact the Office of Elections if the export process takes more than three minutes to complete.



6 LOCK POLL PAD

Press the **Sleep/Wake** button to lock the Poll Pad. Once the Poll Pad is locked, the screen will turn black.

2

CLOSING PROCEDURES SECURING POLL PAD SUPPLIES...



① PACK POLL PAD CASE

Disassemble the Poll Pad and return the following items to the Poll Pad Case. Close the lid and secure it with a red numbered seal, then record the number on **Envelope #7**.

- ① Poll Pad & Attachment
- ② Poll Pad Stylus
- ③ Power Cube & Cord
- ④ Star Micronics Printer
- ⑤ Printer Power Cable
- ⑥ Mobile Hotspot & Cord



② PACK PLASTIC TOTE

Disassemble the Poll Pad and return the following items to the Plastic Tote:

- ① Circular Base
- ② Photo ID Holder
- ③ Power Strips



③ YOU'RE DONE

There's something to be said about a job well done. We hope you enjoyed your experience with the Poll Pad, and are ready for the additional features we'll be releasing in the months to come.



FAIRFAX COUNTY OFFICE OF ELECTIONS
12000 Government Center Pkwy, Suite 323
Fairfax, VA 22035
703.324.4735 | elect@fairfaxcounty.gov
www.fairfaxcounty.gov/elections

FAIRFAX COUNTY THANKS YOU FOR
SERVING AS AN ELECTION OFFICER

DO YOU KNOW SOMEONE WHO IS INTERESTED
IN SERVING AS AN ELECTION OFFICER?



SCAN QR CODE TO FILL OUT OUR EO INTEREST FORM OR VISIT
<https://voterinfo.sbe.virginia.gov/OnlineForms/OfficerofElection>

