Procedures, Policies, Guidance, Instructions

Fairfax County Office of Elections

January, 2025

Prepared at the request of the Electoral Board

General

1. Code of Virginia(Primarily Section 24.2 and Constitution)
2. Virginia Administrative Code (1 VAC 20)
3. GREB Handbook
4. Federal laws, including NVRA (National Voter Registration Act); HAVA (Help America Vote Act); US Code Title 52; Freedom of Information Act (FOIA); UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act)
4. U.S. Postal Service
5. ELECT official advisories regarding policies and procedures
6. Fairfax County Electoral Board policies
7. Staff oath (taken prior to every election)
8. Election Officer Code of Conduct
9. VERIS Manual
10. Written and verbal guidance from ELECT and vendors
11. Fairfax County personnel and finance policies
12. Guidance from the county attorney's office
13. Support from and coordination with county agencies, following/incorporating their policies and instructions, including
    - Department of Emergency Management and Security
    - Department of Information Technology
    - Facilities Management Department
    - Department of Management and Budget
    - Human Resources Department
    - Office of Public Affairs (includes FOIA)
    - Department of Finance
    - Office of the County Attorney
    - Department of Procurement and Material Management

Election Day Voting

1. Election Officer Manager Desk Manual
2. Election Officer Specialist Desk Manual
3. Election Officer Recruiter Desk Manual
4. Election Officer Seasonal Staff Onboarding Presentation
5. Election Officer Hiring Paperwork Guide (forthcoming)
6. Election Pages Manual (forthcoming)
7. Language Officer Assignments Guide (forthcoming)
8. Assignment Guide (forthcoming)

Election Day Voting continued

9 Guide to Communication with Election Officers (forthcoming)
10 Election Day Call-Taker Emergency Training Presentation
11 Election Officer Welcome Handout (at paperwork appointments)
12 Chiefs Notebook
13 Election Officer Code of Conduct
14 Election Officer Oath (for appointment term)
15 Election Officer Oath (for election day)
16 Canvass checklist and instructions

Absentee Voting

Vendor Guidelines

1 K&H Ballot Production Plan
2 Enhanced Ballot Set-up Guide and Use Procedures
3 Enhanced Results Set-up Guide
4 Ballottrax Election Set-up Guide

State guidance

1 Emergency Absentee Ballots
2 VERIS Security Standards
3 Dos and Don’ts for Campaigners and Authorized Representatives
4 Chain of Custody requirements
5 Absentee Ballot Drop off Locations standards
6 Election Security
7 Absentee Ballot Pre-Election Processing
8 Permanent Absentee Voter - VERIS maintenance

Operational Procedures

1 Absentee Voter Statement Curing
2 Absentee Ballot Secure Storage
3 Election Night Materials Return - Drop box ballots, provisional ballots, media sticks

Manuals

1 Absentee Ballot Check In
2 Absentee Mail Receipt
3 Absentee Ballot Open and Extraction
4 Absentee Ballot Scanning
5 Absentee Ballot Handcount
6 Central Absentee Precinct - Chief Election Officer

Step by step guides

1 Absentee Ballots sent by Fax (UOCAVA)
2 Absentee Mail Receipt
3 Absentee Ballot Open and Extraction

Absentee Voting continued

4. Absentee Ballot Scanning
5. Absentee Ballot Handcount
6. Absentee Ballots sent by Email (UOCAVA)
7. Undeliverable Ballot Processing
8. Rejected Absentee Ballot Processing
9. Returned Late Absentee Ballot Processing
10. Absentee Voter Statement Curing Procedures
11. Courthouse Transfer Process
12. Absentee Ballot Dropbox Collection
13. Absentee Voter Service - Ballot Re-Issuance
14. Absentee Voter Service - ADA
15. Emergency Ballots
16. CAP canvass checklist

Candidate Services

Department of Elections materials

1. Local Candidate Bulletin
2. Information and forms from Virginia Department of Elections Candidate Information
3. Campaign Finance Reporting forms
4. Quick Look Guide for Local Offices
5. Certificate of Candidate Qualification – Local Offices
6. Declaration of Candidacy and petition forms
7. Statement of Economic Interests – Local Office
8. Candidate Withdrawal Form – Local Offices

Early Voting

Manuals/Training

1. Office of Elections early voting desk manual
2. Early voting Chief's Manual
3. Early voting Election Officer Manual
4. Early voting Poll Pad Manual
5. Training PowerPoint programs (Distributed to EOs and chiefs)

One page step-by-step guides for chiefs and EOs

1. Various tasks from pre-opening through closing (Steps detailed in manual)
2. Daily closing of satellites - packet of instructions
3. Early voting issues management
4. Curbside voting practices
5. Scripts for EOs at check-in
6. Closing Day (election day) procedures for closing Scanners

ELECT forms

1. Voter ID Charts
2. Guidance for Authorized Representatives
3. "Goldenrod" statement of absentee voter

Early Voting continued

4 All other forms related to early voting

ELECT Procedures for Ballot on Demand including

1 Daily ballot printer oath
2 Blank ballot stock paper counting
3 Daily reconciliation report worksheet

Reports, forms, logs

1 Daily reconciliation worksheet
2 Machine Certification Form
3 Early Voting Cart Security log
4 Compensation Capture by shift by location by role
5 Chain of Custody for ballots and blank ballot stock
6 Curbside voting forms
7 Nightly vote totals report
8 EPulse reports (Knowink's dashboard)

Finance

Financial Policies statement (FPS) (pertinent to our agency)

1 FPS 215 Bank Reconciliation
2 FPS 240 Banking and Treasury Services
3 FPS 436 Billing and Collection Procedures
4 FPS 510 Capital Assets
5 FPS 250 Cash Proffers Monitoring and Reconciliation
6 FPS 220 Change Funds
7 FPS 634 Delegation of Authority for Financial Documents
8 FPS 450 Donations and Gift Funds
9 FPS 040 Financial and Accounting Records Retention Standards
10 FPS 100 Financial Internal Controls
11 FPS 020 Financial Reconciliation and Oversight
12 FPS 700 Grants Management
13 FPS 230 Held Checks for Pickup
14 FPS 630 Non-PO Payments
15 FPS 241 Payment Card Acceptance Program
16 FPS 470 Processing Monetary Receipts
17 FPS 049 Stop Payments and Reissuance
18 FPS 640 Vendor File Processing and Related Tax Reporting Requirements
19 FPS 625 Wire Transfers

Procedural Memoranda

1 PM 6-05 (ID Theft Prevention Program)
2 PM 06-03 Travel Policies and Procedures

Finance continued

Additional Financial Guidance

1. Accounts Receivable Processes Guide
2. Additional Guidance for Financial Reconciliation and Oversight
3. Travel Information

Risk Management Policies

1. PM 06-51 Fairfax County Emergency Action Planning
2. RMPS 2-022 Distracted Driving
3. RMPS 04-402 Property Damage: Remediation and Restoration
4. Workers' Compensation

Procurement and Material Management (DPFF)

1. County-wide policies under DPMM page that deals with purchases, contracts, etc.
2. Procurement Manual Chapters 1 to 12
3. Solicitation and contract templates
4. Sole Source blog and newsletter

Internal Policies, SOPs, and Desk Manuals

1. Telework Policy (follow County's but deviates from 60% to 40% of telework days per week)
2. Emergency Contact Information Form
3. Recruitment Process SOP
4. Termination Process SOP
5. Power point presentation on Conduct and Discipline
6. Power point presentation on Performance Management
7. All merit employees complete and update a desk manual with exceptions (verbal policy)
8. Billing and Collection Plan
9. Processing Monetary Receipts Policy

FOIA

1. Countywide Virginia Freedom of Information Act Policy (PM 13-06)
2. Countywide FOIA Office FOIA Response Templates
3. Office of Elections FOIA Desk Manual
4. Library of Virginia Records Retention Schedules
5. Fairfax County Records Management Policy (PM 70-06)

Human Resources

Payroll

1. Quarterly DHR Payroll Personnel Updates Briefing

Human Resources continued

For New Employees

1. New Employee Orientation Part 1: Welcome to Fairfax County (ILT-C006-NEOR100A)
2. New Employee Orientation Part 2: Your Benefits as a County Employee (ILT-C006-NEOR100B)
3. IT Service Orientation for New Employees NEO 100 (DOC-C006-LD-NEO110) – Document Acknowledgement
4. Facility Access and Security for New Employees NEO 100 (DOC-C006-LD-NEO120) – Document Acknowledgement
5. DIT Phishing Foundations and Security Awareness Training Curriculum (CC-C034-MTDIT)

New and Current Employees

1. EEO for Employees Curriculum (CC-C024-EEOEmp100)
2. Sexual Harassment for Employees Curriculum (CC-C024-SHW100) (Required every 2 years)
3. Fairfax County Code of Ethics Curriculum (CC-C006-Code of Ethics) (Required every 2 years)
4. The American with Disabilities Act (ADA) and the Workplace (CC-C024-ADA100) (Required one time)
5. PM 39-06 County's Policy on Discrimination, Harassment and Retaliation Curriculum (CC-C024-PM39-06-V2021) (Required every year)
6. Employee Acknowledgment of Emergency Action Planning Procedures and Requirements (ACK-C003-PM06-51)
7. Fairfax County Government: Addressing Workplace Bullying: Standards & Procedures Curriculum (CC-C006-WPB100) (Required every 2 years)
8. DIT Phishing Foundations and Security Awareness Training Curriculum (CC-C034-MTDIT) (Required every year)
9. Performance Management Curriculum (CC-C006-PMC117) (Merit employees only)
10. Payroll Overview for Employees (ONL-C006-Payroll101-VA) (Required one time)

For Supervisors

1. EEO for Managers Curriculum (CC-C024-EEO100). (Required every 2 years)
2. Sexual Harassment Training for Managers Curriculum (CC-CO24-SHW200). (Required every 2 years)
3. Labor Relations (Collective Bargaining) (CC-C006-CBUSup). (Required one time)
4. NeoGov Perform – For the Manager (C018-ISOA). (Required one time)
5. NeoGov Perform – For the Manager "Rater" (DOC-C006-Perform 102). (Required one time)

County Policies, Regulations, Procedural Memoranda

1. Standards of Conduct and Code of Ethics in Personnel Regulations Chapter 16 as addenda
2. County Employee Handbook also has Standards of Conduct and Code of Ethics
3. Personnel Regulations Chapters 1to18 under DHR Payroll Partner website
4. Personnel Payroll Administration Policies and Procedures 3 to 67 under DHR Payroll Partner website

Human Resources continued

5 Procedural Memoranda
- 11-01 Exempt Service
- 11-02 Financial Disclosure
- 39-02 Employment Policies Relating to Pregnancy and Childbirth
- 39-03 Policy and Procedure for Religious Accommodation in the Workplace
- 39-04 Policy and Procedure for the Reasonable Accommodation
- 39-05 Policy and Procedure for Reasonable Accommodation of Services and Devices
- 39-06 Policy and Procedure on Discrimination, Harassment, and Retaliation
- 39-07 Equal Employment Opportunity Reporting Requirements
- 39-08 Employment Policies related to Facility Access for Transgender Worker
- 70-05 IT Security Policy
- 70-07 DIT's involvement in IT position descriptions and hiring in other agencies

Information Technology

1 County Information Technology Security Policy Memo PM 70-05
2 Office of Elections Systems Security Policy
3 Knowink BOD instructions
4 Knowink Poll Pad instructions
5 ES&S electionware instructions
6 Office of Elections IT Division Desk Manuals
7 Enhanced Results(election results reporting software) instructions
8 ELECT election results reporting instructions
9 Public Web Site Content Policy
10 CEX Procedural Memo 70-06 County Records Management Policy
11 CEX Procedural Memo 70-08 Document-Shredding Container Use and Access Policy

Provisional Ballots

1 Provisional ballot processing manual
2 PowerPoint training program (distributed to staff)
3 Election night receipt operations

Risk-limiting Audit

1 Instructions to RLA teams
2 RLA chain of custody log

Voting Equipment Management

Manuals, operational plans/guidelines

1 Voting Equipment Security Plan
2 ES&S operators manual
3 Voting Equipment Assistant Desk Manual
4 L&A Certification Form
5 Modus Workflow
6 Rover Communication Guide

Voting Equipment Management continued

7 Equipment Delivery Guidelines
8 Virginia Election Security Standards
9 Tech & Emergency Support Manual

Checklists, forms

1 Rover checklist
2 Cage Certification Form
3 Cage Security Form

Voter Services & SDR

1 Paper voter registration application instruction processing instructions
2 OVR processing instructions
3 List Maintenance processing Instructions
4 NCOA processing Instructions
5 Voter registration denial instructions
6 Voter registration cancellation instructions
7 Undeliverable procedures.
8 Same Day Registration instructions
9 Same Day Registration Airtable instructions
10 AB application instructions
11 FPCA processing instructions (Federal Postcard Application)
12 FWAB processing (Federal Write-in Absentee Ballot)
13 Election Night Result instruction
14 U.S. Election Assistance Commission's Glossaries of Election Terminology