No food or drinks (even water!) allowed on the table.
Please silence your phones.
Restrooms & water fountains are outside across the hall.

Class is 3 hours total:
1. Basic information, part 1
2. Acceptable IDs
3. Poll Pad hands-on
4. Basic information, part 2
5. Ballot types
6. DS200 hands-on

Who is a RETURNING election officer?
Who is a NEW election officer?

Integrity
We will uphold the highest standards in the conduct of the election.

Neutrality
We will treat all voters in a fair and unbiased manner.

Accuracy
We will strive for perfection in every part of the election process.

Transparency
Nothing we do is secret except the voter’s ballot.

Follow along with your handout!

Basic information we will go over today is covered in more detail in your Election Officer handout.
BASIC INFORMATION

**Working hours**
5:00 AM to about 9:00 PM (when all work is complete).

**Compensation**
$175 for a full day of service.

**What to bring**
Food, medicine, something to read.

**What to wear**
Business casual. Wear layers.

**During the day**
No political comments. You cannot leave the precinct.

CHIEF & ASSISTANT CHIEF

**Chief & Assistant Chief**
Work together as a team to manage the precinct.

**Election Officers**
Assist voters with check-in and direct voters to mark & cast ballots.

**High School Pages**
Only serve in November elections. May not touch voting equipment.

CHIEF & ASSISTANT CHIEF

ASSIST VOTERS WITH CHECK-IN AND DIRECT VOTERS TO MARK & CAST BALLOTS

HIGH SCHOOL PAGES
ONLY SERVE IN NOVEMBER ELECTIONS MAY NOT TOUCH VOTING EQUIPMENT

TIMELINE

• **3 MONTHS BEFORE:**
Submit your availability.

• **2 MONTHS BEFORE:**
Enroll in training (if needed).

• **1 MONTH BEFORE:**
Confirm precinct assignment.

• **2-6 WEEKS BEFORE:**
Vote absentee!

• **1 WEEK BEFORE:**
Chief contacts all officers.

• **THE DAY BEFORE:**
Initial polling place setup.

• **ELECTION DAY: 5:00 AM - 6:00 AM**
Opening Procedures: Set up equipment and arrange room. Polls must open on time!

• **ELECTION DAY: 6:00 AM - 7:00 PM**
Help voters vote!

• **ELECTION DAY: 7:00 PM - 9:00 PM**
Closing Procedures: Close polls, pack equipment, restore room. Sign all forms!
THE DAY AFTER:
The Office of Elections verifies your vote tabulations, documents, and signatures. If you forgot to sign a document, you will have to come to the office within 2 days. (It’s the law!)

THE WEEK AFTER:
Post-election survey!

4-6 WEEKS AFTER:
Receive payment.

WHAT TO LOOK FOR ON AN ID

Required:
NAME & PHOTO

Ignore:
ADDRESS
(must use the address voter says when checking in, even if different)

Optional: EXPIRATION DATE
(but if listed, may not have expired more than 12 months ago)

IF VOTER HAS NO ACCEPTABLE ID...

- Voter can go retrieve an acceptable ID
- Voter can get a temporary photo ID from the Office of Elections
- Chief or Assistant Chief can issue a Provisional Ballot

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- Voter can get a temporary photo ID from the Office of Elections
- Chief or Assistant Chief can issue a Provisional Ballot
CHECK-IN BASICS

1. Ask voter for a photo ID. Confirm photo is of voter. If voter gives an approved ID, never ask for their driver’s license instead.

2. Find voter on Poll Pad. We will demonstrate this next.

3. Ask voter to provide name and address (orally or in writing). They can provide an address that is different from the address on their photo ID card.

4. If name and address match on Poll Pad, repeat audibly. § 24.2-643: “The officer of election shall repeat, in a voice audible to party and candidate representatives present, the full name and address provided by the voter.”

5. PRIMARIES ONLY: Ask if voter wants a ballot for Democratic primary or Republican primary. Never ask a voter if they are a Democrat or Republican!

6. Press ‘Accept’ to check-in the voter. Give voter a ballot or ballot permit card.

When in doubt, send a voter to the Chief or Assistant Chief!

POLL PADS

• Electronic Poll Books used to check in voters.

• GREEN CASE: Poll Pads, cables, printer

• GRAY BIN: Stands, other parts

iSync Drive

• Each precinct receives 1 iSync drive.

• Contains the updated list of absentee voters.

• Prepared 2 days before the election. (Backup paper pollbooks are printed 2 weeks before the election and do not have the most updated list.)

• During OPENING procedures, insert iSync drive into each Poll Pad to import updated list. (If you forget, it takes us up to 4 hours to fix each Poll Pad!!)

• During CLOSING procedures, insert iSync drive into each Poll Pad to export data.
When you last used iSync drive to update voter file (on your training Poll Pad, should be today!)

FAIRFAX COUNTY
Mount Rushmore Special Election
11/06/2018
iSync Verification

County Wide Count
1532 Total voters in county
Precinct Records
337 Total voters in your precinct
Check-in Count
0 Total voters currently checked-in

GET STARTED

Sync menu (disabled for training)

Voter requires assistance: Voter and companion must fill out Request for Assistance form. Check “Assisted” flag.

PROVISIONAL BALLOT: Send provisional voters to the Chief! NEVER check-in on Poll Pad or use “Provisional” flag.

CURBSIDE VOTER: Voters who are disabled or 65+ may request to vote outside the polls. Check “Outside Polls (OP)” flag.

INACTIVE VOTER: Moved or not voted in some time. Send to Chief. If permitted to vote, complete Affirmation of Eligibility form. Check “Voter Signed Oath” flag.

CHECK-IN THESE VOTERS

#1: VICTOR RICHARDS
6450 Sydenstricker Road
Most check-ins are this simple!

#2: ALI ZAFAR
6822 Davidsons Crossing
Voter needs assistance - which flag?

#3: YULIA DORRA
4015 Davidsons Crossing
Misspelled name - can she vote?

#4: EVELYN LABERTA
7204 Davidsons Crossing
Wrong precinct - can she vote?

#5: SEVINC IVASHOV
4524 Davidsons Crossing
Curbside voter - which flag?

#6: ISABELLA CARLETTA
7100 Wolftrap Cove
Inactive voter - which flag?

#7: VINCENT CHUA
4017 Davidsons Crossing
Absentee voter - can he vote?

#8: VICTOR RICHARDS
6450 Sydenstricker Road
Already checked in - can he vote?

Remember...more than 95% of all check-ins are routine voters.
But now you’re prepared for the other 5% too!
REVIEW

1. What time must you arrive? When can you leave?

2. Is an ID required to have a photo? An address? An expiration date?

3. During opening procedures, why is it so important to insert the iSync drive into each Poll Pad?

4. Which Poll Pad flag will you never use?

5 MINUTE BREAK

BATHROOMS & WATER FOUNTAINS ARE OUTSIDE AND ACROSS THE HALL

1 MINUTE REMAINING

BATHROOMS & WATER FOUNTAINS ARE OUTSIDE AND ACROSS THE HALL

BASIC INFORMATION, PART 2

OFFICER DUTIES, PEOPLE AT THE POLLING PLACE, ACCESSIBILITY & ASSISTANCE

ELECTION DAY DUTIES

- Greet Voters
- Check in voters
- Give ballot to voters
- Direct voters to mark ballot
- Direct voters to cast ballot
- Chiefs Table

PROHIBITED AREA

- Building Entrance
- Voting Room
- Prohibited Area (40 feet)
PEOPLE & ACTIVITIES

• Poll Watchers
  Authorized representatives of a party or candidate allowed in a polling place.

• News Media & Interviews
  Refer to the Chief or call the Office of Elections!

• Electronic Devices
  Voters are allowed to use personal electronic devices such as cell phones in a polling place.

ASSISTANCE & ACCESSIBILITY

• Request for Assistance
  If someone accompanies a voter or helps them vote a ballot, both must sign the Request for Assistance form.
  Special exception for children 15 years old or younger simply accompanying a parent.

• Language services
  Language Officers, phone translation line, all signs and documents in 4 languages (English, Spanish, Vietnamese, Korean).

• Voters with disabilities
  Be accommodating (e.g. if a voter is hard of hearing, communicate in writing).

EMERGENCY PROCEDURES

BEFORE:

Be ready.
(An earthquake happened on Election Day not long ago!)

Identify emergency exits and posted evacuation route.

Designate an outside location as a meeting place.

DURING:

Direct voters and poll watchers to the nearest exit.

Call 911 and building authorities, as appropriate.

Notify the Office of Election of the emergency.

AFTER:

If time permits, take ballots and voting materials outside.

If possible, the Chief will direct officers to continue voting outside.

BALLOT TYPES

MARKED & UNMARKED BALLOT STYLES

REGULAR BALLOT:
A properly voted ballot with a selection for each contest.
REGULAR BALLOT: A properly voted ballot with a selection for each contest. The DS200 will accept without additional confirmation.

OVER-VOTED BALLOT: Voter made too many selections. DS200 will ask the voter to confirm before accepting this ballot.

UNDERVOTED BALLOT: Voter made too few selections. DS200 will accept the ballot without additional confirmation.

BLANK BALLOT: Voter made no selections in any contest.
BLANK BALLOT: Voter made no selections in any contest. DS200 will ask the voter to confirm before accepting this ballot.

MISMARKED BALLOT: Voter made marks outside the bubbles. DS200 will only look at information inside bubbles in determining whether to accept ballot. (A voter may choose to "spoil" the ballot.)

WRITE-IN: The DS200 will scan and save images of all write-in votes. The DS200 will accept without additional confirmation.

SPOILED BALLOT: When a voter has made an error in marking their ballot and needs a replacement ballot. Ask voter to fill in all bubbles and write SPOILED across face of ballot.
VOID BALLOT: Ballot not processed by the DS200 because the voter left the precinct without casting it.

MINI-REVIEW!

- Will DS200 ACCEPT, ASK, or REJECT: EXPRESSVOTE BALLOT?
- Will DS200 ACCEPT, ASK, or REJECT: OVER-VOTED BALLOT?
- Will DS200 ACCEPT, ASK, or REJECT: UNDER-VOTED BALLOT?
- Will DS200 ACCEPT, ASK, or REJECT: BLANK BALLOT?
- Will DS200 ACCEPT, ASK, or REJECT: MISMARKED BALLOT?
- Will DS200 ACCEPT, ASK, or REJECT: WRITE-IN BALLOT?
- Will DS200 ACCEPT, ASK, or REJECT: SPOILED/VOID BALLOT?

EXPRESSVOTE

- ADA-compliant marking device, not a voting device
- Voters use touchscreen or audio cues to make vote selections and receive a marked paper ballot, which they can insert into DS200
- Voters can display ballot in different languages
- Any voter may choose to use the ExpressVote. (If you run out of ballots, use the ExpressVote!)

VOTING EQUIPMENT

EXPRESSVOTE & DS200

DS200 DIGITAL SCANNER

- The DS200 captures an image as it scans and counts each ballot.
- If a DS200 jams or malfunctions, you may temporarily store ballots in the Auxiliary Compartment.
- Voted ballots drop into the blue Ballot Security Case. (If you forget to open the flaps, a DS200 will jam after about 15 ballots!)

DS200 HANDS-ON

- You will now set up a DS200, insert sample ballots, and close a DS200. (Before inserting each ballot, predict whether it will be accepted or rejected!)
- The following are slightly different than on Election Day:
  - The election security code is Election1
  - The DS200 has BLUE training sticker seals instead of RED election day sticker seals
  - As you are using a sample Machine Certification Form, the GREEN seal number will not match
### Complete Your Quiz
**Use Your Handouts and Trainers for Help!**

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### Basic Information, Part 1

<table>
<thead>
<tr>
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<td>(13) Can a voter request assistance from an Election Officer to read translation materials?</td>
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<td>(2) Are polling stations located within a polling place?</td>
<td>(14) Anyone who assists a voter must sign a Request for Assistance form. Is there an exception for children 15 or younger?</td>
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<td>(3) Can a voter leave the precinct during the day?</td>
<td>(15) If a voter presents a weak ID, can you ask for their driver’s license instead?</td>
</tr>
<tr>
<td>(4) What should election officers do to help with the day before the election?</td>
<td>(16) When can a voter use an expired ID?</td>
</tr>
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<td>(5) What is the process for signing a document on election day? What will you have to do within 2 days, as required by law?</td>
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### Acceptable IDs

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### Poll Pad & Checking In Voters

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<td>(9) Why is it important to insert the voter’s name into each Poll Pad during opening and closing procedures?</td>
<td>(11) When searching for a voter by name, how many letters of the last name should you type? How many letters of the first name?</td>
</tr>
<tr>
<td>(10) Which Poll Pad will you never use?</td>
<td>(12) Does a voter’s name on the Poll Pad have to exactly match the way it appears on their photo ID?</td>
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### Basic Information, Part 2

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### Bonus!

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**OFFICE OF ELECTIONS WEBSITE:**
- Training videos and PDF guides
- [https://www.vote4fairfax.com](https://www.vote4fairfax.com)

**ELECTION OFFICER PORTAL:**
- Your availability, assignment, and training
- [https://www.vote4fairfax.com](https://www.vote4fairfax.com)

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**Turn in your quiz to be officially certified for the current 2-year term!**

**703-324-4735**

ElectionOfficers@fairfaxcounty.gov