

# Election Day Guide

A manual for the effective  
operation of polling places

2022

Primary, General  
& Special Elections



**ARLINGTON**  
VIRGINIA

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# Key Contact Information

## Election Officer Information

For assistance scheduling classes, finding out about being an Election Officer, and to get more details about your assignment.

Phone 703-228-3456  
Website [vote.arlingtonva.us](http://vote.arlingtonva.us)  
Email [pollworkers@arlingtonva.us](mailto:pollworkers@arlingtonva.us)



**Election Day Support**  
Call **703-228-3456** for immediate support.  
Report non-urgent matters or questions using the online form.



## Staff Members

**(Do not call individual staff numbers for Election Day support)**

	Office Phone	Mobile
Gretchen Reinemeyer, Director of Elections	703-228-3455	571-319-9742
Tate Fall, Deputy Director	703-228-3462	571-481-8676
Jackie Letizia, Election Specialist	703-228-3457	703-850-6533
Tania Griffin, Outreach Coordinator		
Cheryl Scannell, Absentee Coordinator		
Bill Sands, Senior Assistant Registrar		
Don Hodgen, Senior Assistant Registrar		

## Electoral Board Members

Kimberly Phillip, Chair  
Matthew Weinstein, Vice Chair  
Scott McGear, Secretary

## Other Virginia Election Offices

Alexandria	703-838-4050
Falls Church	703-248-5085
Fairfax County	703-222-0776
Fairfax City	703-385-7890
Loudoun County	703-777-0380
Prince William County	703-792-6470

# Basic Information

Key information to  
understand the role  
of Election Officers  
and prepare before  
Election Day

# Pre-Election Checklist

## Weeks Before the Election



### Complete Training

Follow instructions in your assignment email.



### Communicate with Your Chief/Election Officials

Get details on the location, entrance, and food options.



### Know Your Work Location

Plan how you will get to your work location, which door is the entrance, parking, etc.

## Day Before the Election



### Pack Necessary Food & Medication

Bring all food and medication you will need for the entire day. Your polling location may or may not have access to a kitchen or microwave so plan accordingly.



### Pack Your Clothing & Shoes

Make sure you have clean clothes, layers for changing temperatures, and comfortable shoes.



### Pack Phone Chargers



### Set Your Alarm

Set an alarm to arrive at your polling place by 5 a.m.

----- Election Officer Ready!

# Chief's Pre-Election Checklist

## Weeks Before the Election

- Complete Training**  
Follow instructions in your assignment email.
- Communicate with Your Election Officials**  
Confirm they know where they will be working, where to park, and which entrance to use. Let them know what the food options are.
- Visit Your Polling Place**  
Determine layout, check outlets, confirm your cell phone will work inside the building, know who will open the facility election morning.

## Day Before the Election

- Pick up Chief's Supplies**  
Between 10am and 6pm Monday before the Election, pick up your black bag and pollbooks.
- Pack Your Clothing & Shoes**  
Make sure you have clean clothes, layers for changing temperatures, and comfortable shoes.
- Pack Phone Chargers**
- Set Your Alarm**  
Set an alarm to arrive at your polling place by 5 a.m.

----- **Chief Election Officer Ready!**

# Election Worker Basics

## ROLES

### Chief & Assistant Chief

Responsible for overall management of precinct. To become a chief or assistant chief, you must have worked a few elections. If you are interested in becoming a chief or assistant chief, contact us.

### Election Officers

Election Officers assist voters with the process of casting their ballot and might be asked to do a number of tasks on election day.

#### Pollbook Officer

Pollbook Officers are responsible for ensuring voters are qualified to vote in the precinct. They ensure voters have appropriate ID, are registered to vote at the correct address, and mark who has voted. They should be comfortable using an electronic tablet and sitting for long periods of time.

#### Ballot Officer

Ballot Officers are responsible for managing ballots. They maintain the ballot record report, account for all used, unused, void and spoiled ballots. They should be detail oriented and able to count.

#### Voting Booth Officer

Voting Booth Officers are responsible for traffic flow once voters have their ballots. They direct voters to empty marking stations, answer basic questions on how to mark a ballot, make sure no voter leaves their ballot behind, remove campaign literature left behind by voters, and rescue runaway pens. This position requires long periods of standing.

#### Scanner Officer

Scanner Officers provide basic instructions to voters on how to feed their ballot into the scanner, assist voters if their ballot is rejected by the scanner, ensure the scanner is not tampered with, and distribute 'I Voted' stickers.

## VOLUNTEERS

### High School Pages & Greeters

Pages and Election Officers can serve as greeters. Greeters are the first point of contact for voters. They help identify voters who might have trouble waiting in line to offer chairs, remind voters to have IDs ready, pass out sample ballots, manage the line, and identify voters who might be in the wrong polling place. Pages can only perform these tasks.

## CELL PHONE POLICY

Election Officers are only permitted to talk on their cell phone in the room where voting is taking place when talking to our office. You are permitted to use your mobile device and check messages during your breaks.

E-Readers are also permitted. All other electronic devices should be left at home.

Voters and Poll Watchers are not allowed to talk on their phones inside the room where voting is taking place. They may use their phones if it is done silently. Voters may take photos of their ballot as long as they do not violate the privacy of other voters. Poll Watchers are not permitted to take any photos or videos inside the polling place.

Please do not plug personal chargers into power strips that are used for election equipment.

## EMPLOYMENT

### Employment Protection

The Code of Virginia provides certain employment protections to Officers of Election. Officers shall not be discharged from employment nor have any adverse personnel action taken against them. They shall also not be required to use sick or vacation leave provided reasonable notice has been given. This provision might not apply if you work for the federal government or your employer is outside of Virginia. (§ 24.2-118.1)

### Jury Duty Exemption

Election Officers are exempt from jury duty service on election day. (§8.01-341.1)

### Compensation

Election Officers are paid for their service at the following rates:

Chiefs - \$230

Assistant Chief - \$200

Regular Worker - \$175

Chiefs or their appointed representative are given a reimbursement of \$12 for each drop-off and pickup of supplies the day before Election Day and after the polls close.

Election Officers are be paid via a mailed check. Payments are issued 3-4 weeks after the election. Election Officers can also opt to waive compensation. (§24.2-116)

To expedite payment, help us by ensuring we have your current name and address prior to Election Day. A W-9 form is located on the website if you need to update your information.

# Setting up the Polling Place

Tasks to complete  
before the polls  
open Election Day  
morning.

# Opening Checklist

## SETUP

### Tasks to complete prior to opening the polls

- Chief's Tasks
- Set up Scanner & Ballot Marker
- Set up Pollbook & Check In Station
- Set up Drop Box
- Prepare Ballot Table
- Set up Voting Stations
- Hang Signs
- Accessibility Checklist
- Complete Opening Paperwork

----- Election Ready!

# Polling Place Supplies

## Polling Place Supplies

Election supplies are delivered in 2 places:

- **Precinct Cart** delivered before Election Day.
- **Black Bag** that is picked up by the Chief, or their representative, the night before the Election.

## Precinct Cart Contents

- |   |   |
|---|---|
| <input type="checkbox"/> Power Cords                | <input type="checkbox"/> 2 Stand up Voting Stations                 |
| <input type="checkbox"/> Power Strips               | <input type="checkbox"/> Polling Place Yard Signs                   |
| <input type="checkbox"/> Extension Cords            | <input type="checkbox"/> Empty Cardboard Ballot Box                 |
| <input type="checkbox"/> Green Privacy Folders      | <input type="checkbox"/> Empty Mail Ballot Drop Box                 |
| <input type="checkbox"/> Privacy Folders            | <input type="checkbox"/> 2 Yellow Cones and Curbside<br>Voting Sign |
| <input type="checkbox"/> Headset                    |   |
| <input type="checkbox"/> Tape Measure               |   |
| <input type="checkbox"/> "I Voted" Stickers         | <b>Optional</b>   |
| <input type="checkbox"/> "Future Voter" Stickers    | Included in some Precinct Carts as<br>needed.                       |
| <input type="checkbox"/> Green Tape                 | <input type="checkbox"/> Tables                                     |
| <input type="checkbox"/> Blue Tape                  | <input type="checkbox"/> Chairs                                     |
| <input type="checkbox"/> White Tape                 | <input type="checkbox"/> Cord Cover                                 |
| <input type="checkbox"/> Blue Sign Bag              | <input type="checkbox"/> A-frame                                    |
| <input type="checkbox"/> Unused Ballots             | <input type="checkbox"/> Door Stops                                 |
| <input type="checkbox"/> Ballot Box                 | <input type="checkbox"/> Sign Stand                                 |
| <input type="checkbox"/> ADA Cardboard Station      |   |
| <input type="checkbox"/> Cardboard Marking Stations |   |

# Black Bag Contents

## Side Pocket

- Chief's Folder
  - Officer of Election Oath
  - Ballot Record Report
  - Statement of Results (2 copies)
  - Machine Problem Report (Beige)
  - Printed Return Sheet (Yellow)
  - Call-In Sheet (Gray)
  - Scanner Header & Close Cards
  - Provisional Ballot Log (Green)
- Paper Pollbook
- Yellow Bag - Contains 1 Pack of 100 Ballots for each ballot style
- Green Ballot Bag (Used for voted Emergency and Provisional Ballots)
- Envelopes & Bags for Paperwork
  - # 1A Provisional Ballots (Green Stripe)
  - # 2 Blue Bag / Envelope
  - # 2A Printed Return Sheet (Yellow Stripe)
  - # 4 Spoiled and Void Ballots (Orange Stripe)
  - # 7 Red Bag / Envelope – Keys, Lanyard, Seals, and Cable Ties
  - # 8 Maroon Bag
  - # 13 Mail Ballot Drop Box
- Apartment Change Form (white)
- Line Count Sheets (white)
- Envelope 2B (for tapes)
- Label for Box 3- Counted Paper Ballots
- Label for Box 6- Unused Ballots
- Label for Pink Envelope 13 (Drop Box)
- Envelope Seals

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## Main Pocket

- Accordion File Folder (Blue or Gray)
  - Has Voter Moved & "Mini" What If Sheet
  - Phone Inquiry & Election Day Referral Forms
  - Affirmation of Eligibility
  - ID Confirmation Form
  - Request for Assistance
  - Provisional Envelopes & Receipts (mint green)
- Signs to be Posted & Handouts
- Blue Supply Case
- Virginia Election Law Book
- Voter Registration Applications
- Comment & Complaint Forms
- Incident Report
- Death Notification & Request to Cancel
- Absentee Ballot Applications
- Scratch Pads & blank paper
- Tally Sheets
- Magnifier
- Clipboard
- Name Tags
- Pollbooks

# Chief's Tasks



## Welcome Authorized Persons

List of Persons Permitted in Polling Place on Page 43.  
Verify persons are authorized to witness **polls open**.  
Verify Persons are registered voters in Virginia.  
Place Authorizations in Maroon Bag 8.



## Administer Oath of Officer of Election

All workers including Chief sign. High School Pages DO NOT sign.  
Place Oath in Blue Bag / Envelope 2



## Pink Payroll Form

All workers verify their address.  
All workers being compensated must sign.  
Return to Chief's Folder



## Assign Opening Duties

Set up the Scanner  
Set up Pollbooks  
Set up Ballot Marker  
Set up Ballot Officer Table  
Set up Voting Stations  
Set up Drop Box  
Hang Signs

----- Chief's Ready!

# Scanner Set up

Each precinct is given at least 1 scanner. In larger elections, 2 scanners will be provided. **You should set up every scanner that is provided.**

## Supplies You'll Need

- |  |  |
|--|--|
| <input type="checkbox"/> Keys (Red Bag / Envelope 7) | <input type="checkbox"/> Header Card       |
| <input type="checkbox"/> Ballot Box                  | <input type="checkbox"/> Seal & Count Form |
| <input type="checkbox"/> Scanner                     | <input type="checkbox"/> Envelope 2B       |
| <input type="checkbox"/> 1 Power Cord                | <input type="checkbox"/> Pen               |

## Ballot Box

1. Remove Ballot Box from Cart.
2. Place in desired location in room.
3. Check both Main and Emergency Ballot compartments are empty using key on lanyard in Red Bag / Envelope 7.

## Scanner

1. Set Scanner on table while still in case.
2. Confirm that you have the correct scanner issued to your precinct by verifying the number on the Seal & Count Form.
3. Remove Scanner from case.
4. Place Scanner on Ballot Box (2 Election Officers should work together).
5. Lock Scanner onto Ballot Box.
6. Plug Scanner into power outlet.
7. Power On Scanner.
8. Place Screen in upright position by lifting at top and pushing back kickstand.
9. Record seal number on Seal & Count Form.
10. WAIT until Machine Information Tape prints.
11. Insert Scanner Header Card. Verify that it has your Precinct name & number.
12. A Zero Tape will Print.
13. Scanner Header Card will eject.

# Scanner Set up Continued

14. 2 Officers review & sign Zero Tape.
15. Record Public & Protective Counter numbers on Seal & Count Form.
16. Place tapes in Envelope 2B.
17. Return Header Card to folder.
18. Press 'Done' on screen.
19. Screen should read "**Please Insert Paper Ballot.**"
20. Repeat if you have a 2nd scanner.

## TIP

Don't forget to press **DONE** on the screen after inserting the Header Card.

**Your scanner is now ready!**

## Sticker Table Set up

- Lay out stickers for easy pick up.
- Provide hand sanitizer for voters.
- Set up a place to stack privacy folders to be returned.

## Paperwork

1. Confirm the Public and Protective Counter numbers match what is on the Seal & Count Form. Initial.
2. 2 Election Officers should sign both the opening and zero count tapes confirming that zero votes have been cast.
3. Place tapes in Envelope 2B

# Pollbook Set up

Each precinct is given 2-6 pollbooks depending on the Election. The Chief will have all the pollbooks with their supplies.

## Supplies You'll Need

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Pollbooks    | <input type="checkbox"/> Seal & Count Form |
| <input type="checkbox"/> Power strips | <input type="checkbox"/> Pen               |

## Pollbooks

1. Record Seal numbers on Seal & Count Form.
2. Cut and Discard Seal.
3. Open Case. Press down on Gray Button. Lift Latch.
4. Remove iPads. Place **FACE UP!**
5. Remove Base. Set on Table.
6. Remove and Straighten Arm.
7. Attach Arm to iPads. Pinch green tabs on arm. Rotate until you hear a click to lock, and make sure the sticker is on the top.
8. Put Arm with iPad Attached into Base. You might need to rock back and forth.
9. Attach ID Tray. Barcode faces up as tray slides into back.
10. Place Stylus.
11. Connect Power cord to the Brick and iPad. Plug into power.
12. Press and hold the Power Button to Turn On.
13. Verify the following:
  - Precinct is Correct
  - Number of Precinct Records Match
  - Check in number = 0
  - iPad's Syncing
  - iPad's receiving Power

**Repeat for each pollbook.**

**Your pollbooks are now ready!**



# Pollbook Set up Continued

## Paperwork

1. Confirm that the case and seal numbers match what is on the Seal & Count form. Initial.

## Check In Table Set up

Ensure the check in table has the following items:

- Sign informing voters to state their name and address
- Apartment Number Change Form
- ID Confirmation Statements
- Pens for Voters
- Privacy Folders
- Request for Assistance Forms

# Ballot Marker Set up

The Ballot Marker (BM) is designed for voters who cannot mark a paper ballot independently without assistance. It provides audio, large print, and sip & puff features to mark a ballot. Any voter can request to use the BM. Election Officers can offer the BM to any voter who might benefit from using it.

The BM should be placed on a standard height table with the screen facing a wall, or where voters will not pass behind the BM, with 5 feet of space on all sides to allow a voter using a wheelchair to access the BM.

## Supplies You'll Need

- |   |  |
|---|--|
| <input type="checkbox"/> Ballot Marker      | <input type="checkbox"/> Seal & Count Form |
| <input type="checkbox"/> 2 Power Cords      | <input type="checkbox"/> Pen               |
| <input type="checkbox"/> ADA Privacy Shield | <input type="checkbox"/> Envelope 2B       |

## Ballot Marker

1. Remove BM from case. Place in desired location.
2. Confirm that the seal number on the front of the BM matches what is on the Seal & Count Form.
3. Plug in Power Cord from behind screen.
4. Plug in Power Cord from Precinct Cart in back of BM.
5. Power On.
6. Lift up on Screen.
7. Lock Kickstand.
8. Remove Key Pad from back and place in front.
9. Locate Headphones from Precinct Cart.
10. Place ADA Privacy Shield Around.
11. WAIT until the BM Powers On. It will print a Machine Info Tape.
12. Press 'Continue' to open voting. An Open Report will print.
13. 2 Officers verify & sign Open Report has zero votes issued.
14. Record Public & Protective numbers on Seal & Count Form using Open Report.
15. Place Reports in Envelope 2B
16. The '**Precinct ID Entry Screen**' should show.

**Your Ballot Marker is now ready!**

# Ballot Marker Set up Continued

## Paperwork

1. Confirm the Public and Protective Count numbers match what is on the Seal & Count Form. Initial.
2. 2 Election Officers Sign Open Report.
3. Place signed Open Reports in Envelope 2B.

## Using the BM

1. This voter should be checked in as a regular voter on the Pollbook.
2. Ensure the voter is seated.
3. If the voter is voting an audio ballot, provide basic instructions to use the key pad or headphones such as where the volume buttons are, that you will bring up their ballot on the machine, and that they will begin to hear instructions read. Inform them that you will remain close enough to assist if they have a question, that their ballot will print out when they have completed marking it, and that it must be inserted into the scanner to be counted.
4. Enter the correct Precinct ID for this voter to bring up a ballot. This code will be in the Chief's folder on the Header Card and Gold Form.
5. When the voter has finished marking their ballot it will print.
6. The voter must insert their ballot into the scanner for it to be counted. Offer the voter a privacy folder to conceal their ballot.

# Ballot Officer Table Set up

Ballots are delivered in the Precinct Cart. Your Chief will have 100 ballots of each style inside of a yellow bag in case you are not able to enter your precinct on time.

## Supplies You'll Need

- |  |  |
|--|--|
| <input type="checkbox"/> Unused Ballots from Cart  | <input type="checkbox"/> Pens              |
| <input type="checkbox"/> Yellow Bag from Black Bag | <input type="checkbox"/> Envelope 4        |
| <input type="checkbox"/> Ballot Record Report      | <input type="checkbox"/> Seal & Count Form |
| <input type="checkbox"/> Privacy Folders           | <input type="checkbox"/> Rubber Fingers    |

## Setting up the Table

1. Confirm and Initial the seal number for the Yellow Bag on the Seal & Count Form.
2. Combine ballots from the Precinct Cart and Yellow Bag.
3. Count the number of Packs.
4. Confirm that you received the correct number of ballot packs on Ballot Record Report Part 1.
5. Open 1-3 packs of ballots as needed for morning rush.
6. Ensure each opened pack contains 100 ballots.
7. Record the number of ballots in each pack counted on Ballot Record Report Part 4.

Dual Primary Note: You will have 2 Ballot Record Reports and 2 Ballot Styles in a Dual Primary. **You will need to complete these steps for each ballot style.**

## Paperwork

1. Complete Part 1 on the Ballot Record Report
2. Complete Part 4 on the Ballot Record Report for the packets that you opened.

# Voting Stations Set Up

Most precincts receive 2 red stand-alone voting booths and several cardboard stations that can be placed on tables.

## Supplies You'll Need

- |  |  |
|--|--|
| <input type="checkbox"/> Voting Booths                                 | <input type="checkbox"/> Scratch Paper     |
| <input type="checkbox"/> How To Mark Your Ballot Signs                 | <input type="checkbox"/> Cardboard Screens |
| <input type="checkbox"/> Party Affiliation Signs (Not Used in Primary) | <input type="checkbox"/> Tables            |
|  | <input type="checkbox"/> Chairs            |

## Setting up the Voting Booths

2 Election Officers should work together. Booths weigh ~50lbs.

1. Remove the booth on the Right Side of the compartment
2. Remove the booth on the Left Side of the compartment.
3. Rotate booth until wheels are facing upward.
4. Open Buckle by pushing in the red button.
5. Uncurl Booth.
6. Raise the Blue Table using the red pull strap until it interlocks with the rail.
7. Rotate the red catch clockwise until it engages fully.
8. Repeat steps 5-7 for the remaining sections.
9. Pull each leg up until it locks.
10. Rotate booth until it is upright.
11. Rotate blue visors up.
12. Adjust legs as needed to level station.
13. Test each shelf.
14. Mount signs in each station.

## Setting Up the Cardboard Stations

These can be simply placed on a table.

## Each Voting Station Needs

- How To Mark Your Ballot Signs
- Party Affiliation Signs (Not Used in Primary)
- Scratch Paper for voters to test pens.

# Drop Box Set Up (for Mail Ballots)

All polling places are mail ballot drop locations. A blue collapsible bag labeled 'Mail Ballot Drop Box' will be in the Precinct Cart.

## Supplies You'll Need

- Drop Box (blue bag)
- Cable Tie without a number
- Wire Cable
- Lock from the Gray Cart
- Table

## Setting up the Table

1. Assemble the bag, secure the internal sides panels to the Velcro panel, the bag should stand on its own.
2. Ensure the bag is empty.
3. Seal the zipper with a cable tie without a number. Leave some slack.
4. Secure the drop box to a table using the wire cable and lock from the cart.
5. Open the top slot.
6. Position so that the Mail Ballot Drop Box Sign faces out.

## Paperwork

There is no paperwork to open the drop box.

# Chief's Table Set up

Every Chief has a different set up. Make sure you take time to set up your table election morning.

## Supplies You'll Need

- Table
- Chairs
- Accordion File Folder (Blue or Gray)
- Blue Supply Case
- Envelopes & Bags
- Pens
- Cardboard Booth for Provisional Voters
- Chief's Pollbook

## Set up Table

How you organize your table is your choice. Chiefs have found an L shape works best. They can keep their envelopes and supplies on one table and let provisional voters vote on the other table.

# Guide to Hanging Signs

Signs are provided in a Blue Bag in the Precinct Cart and in a Clear Envelope inside the Black Bag.

Hang signs at eye level; 48-67 inches high.

## Using the right adhesive

Remember that we are guests at these sites. Owners of the facility might have special requirements. Please adhere to these.

- Drywall, Painting Wall, Wood, Table—Blue Painter’s Tape
- Outdoor signage—Green Tape

## Inside polling place

Post Sample Ballots near the voting room entrance, in a location where the voters can easily read them. Post other signs provided.

## Outside Polling Place

- Post Accessible/ADA Entrance, Polling Place Here, and directional arrow signs as necessary.
- Place Yellow Cones and Curbside Voting Signs at a designated spot within 100 ft of polling place entrance.
- Post the Persons Allowed in Polling Place sign near the entrance to the voting room.

## Prohibited Area

Political activity is prohibited within 40 feet of the entrance to the building in which the polling place is located. Post one Prohibited Area sign as close as possible to the 40-foot boundary (40 feet from the main entrance to the polling place). The other sign can be posted at or near the entrance to the voting room.

Use the tape measure, found in the precinct cart, to measure the 40-foot boundary, if necessary. Use common sense: If the boundary falls in the middle of a roadway, designate it in a safe place, but not closer than 40 feet from the building entrance. Mark the boundary with the green tape.



# Accessible Polling Places

The Americans with Disabilities Act (ADA) is a federal civil rights law that provides protections to people with disabilities to ensure that they are treated equally in all aspects of life. Title II of the ADA requires state and local governments ensure that people with disabilities have a full and equal opportunity to vote. The ADA's provisions apply to all aspects of voting, including polling places.

## Ensuring Facilities are Accessible

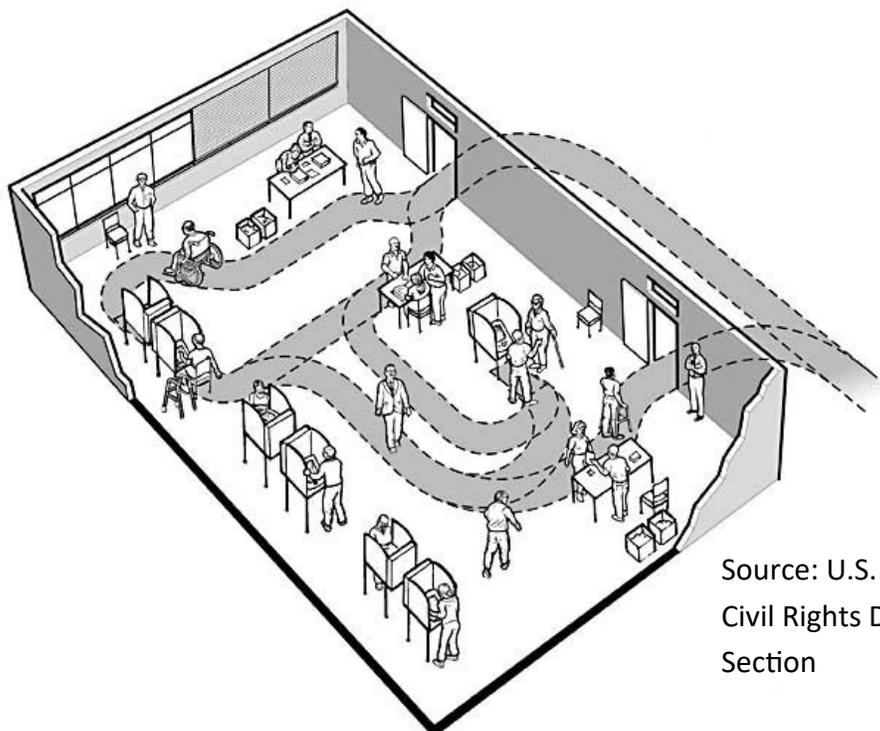
The voting area must have an accessible entrance and adequate space for voters who use wheelchairs or scooters, or who walk with mobility devices, to maneuver around the voting area, sign in at the check-in table, and go to the voting stations or machines.

Within the voting area there must be enough clearance for an individual with a disability to access and use all the voting equipment.

Voting Stations and the Ballot Markers should be on a surface 28-34 inches from the floor. If voters are expected to vote at counters or tables, there should be a writing surface that provides knee and toe clearance so that a voter who uses a wheelchair may sit at and use the counter or table.

Service animals are permitted.

See the **Assisting Voters** section for information on serving voters with disabilities.



Source: U.S. Department of Justice,  
Civil Rights Division, Disability Rights  
Section

# Accessibility Checklist



## Outside Polling Place

Accessible parking is provided and clearly marked.  
Curbside area is designated with Yellow Cones and signs.  
Accessible entrance is marked.  
Signs posted for parking, curbside voting, and accessible entrance.  
All entrances are unlocked during voting hours.



## Paths

All paths, from parking lot to exit, are at least 36 inches wide.  
Paths are clear of obstructions, protruding objects, cords, steps, abrupt changes in level.  
Walking surfaces are stable, firm, and slip resistant



## Inside Polling Place

There is 60 inches of turning space in front of at least 1 voting station, the BM, and Scanner.  
BM is on a surface 28-34 inches high, turned on and ready for use with headphones and touchpad out.

# Opening Paperwork Checklist



## Officer of Election Oath

Signed by All Election Officers including the Chief.  
High School Pages DO NOT sign.



## Pink Payroll Form

Signed by All Election Officers who want to be paid.  
High School Pages DO NOT sign.



## Seal & Count Form

Opening Box for Scanners & Ballot Marker.  
Opening Box for Pollbooks.  
Opening Box for Envelope 7 & Yellow Bag.  
Opening Box for Pink Envelope 13 (Blue Mail Ballot Drop Box).



## Ballot Record Report

Part 1: Confirm the number of ballots delivered.  
Part 4: Ballot Packs Opened.

----- Coffee Time!

# Serving Voters on Election Day

How to assist voters  
checking in, getting  
a ballot, and casting  
their ballot.

# Election Officer Positions

In small elections, you might serve in several positions simultaneously.

## **Greeter**

Directs traffic outside of the polling place and controls the line at the point of entry into the voting room.

## **Pollbook Officer**

Checks in voters on the pollbook and distribute ballots.

## **Ballot Officer**

Keeps a record of ballots issued. Responsible for ensuring the Ballot Record Report is completed.

## **Voting Booth Officer**

Helps direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

## **Scanner Officer**

Monitors the ballot scanner and provide assistance as needed.

# Greeter

Directs traffic outside of the polling place and controls the line at the point of entry into the voting room.

## Duties

- Direct voters into the voting room.
- Remind voters to have their ID ready.
- Pass out sample ballots and information on amendments and bond information (if applicable).
- Answer questions about the voting process, how to mark a ballot, etc.
- Identify voters who might have difficulty standing in line. Allow voters to sit and mark their place in line so they don't have to stand for a long duration.
- Direct the line to where it is safe for voters (for example along a sidewalk, not across a parking lot).
- Make sure the path of the line is accessible (for example watch for curbs, obstructions, trip hazards)

# Pollbook Officer

Checks in voters on the pollbook and distribute ballots.

## Duties

- Check in voters on the Poll Pad.
- Distribute ballots to voters.
- Refer special issues to the Chief's or Special Issue Table.

## Check In Process

1. Ask voter to show ID
2. Look up voter in pollbook
3. Ask voter to state name and current address
4. Select the correct voter on the Poll Pad
5. Repeat **name only**
6. Hit the blue "Accept" button
7. Hit the blue "Submit" button
8. Give the voter a ballot and basic instructions

**Never** turn a voter away for lack of ID. Voters can sign the **ID Confirmation Statement.**

## Ballot Distribution

Provide basic instructions about the ballot. **Example**, "The ballot is double sided. Fill in the oval completely using one of the pens provided. If you have any questions, ask for help."

## Special Issues

Voters that show a status other than **ACTIVE** should be directed to the Chief's table. For instructions on processing voters, see **What Ifs**.

- **Inactive:** We believe these voters have moved. The voter needs to confirm their address before voting.
- **Absentee:** These voters have been issued an absentee ballot.
- **Federal Only:** These voters have permanently moved out of the US. They are permitted to vote for federal offices only.
- **Overseas:** These voters are listed as living overseas. Follow prompts on Pollbook.
- **Wrong Polling Place:** This voter is in the wrong polling place. Voters must vote at their assigned polling place in Virginia.
- **Verify ID:** In federal elections, this voter is not eligible to sign the ID Confirmation Statement. They did not provide ID when registering & it's their first time voting in a federal election.
- **Voted:** This voter has already been checked in. They can vote a provisional ballot.

# Ballot Officer

Keeps a record of ballots issued. Responsible for ensuring the Ballot Record Report is completed.

## Duties

- Responsible for ensuring the Ballot Record Report is completed.
- Open & Count Ballot Packs.
- Distributes Provisional Ballots as needed.
- Collects Void & Spoiled Ballots in Envelope 4.

## Void or Spoiled Ballot

- A **void ballot** happens when a voter is checked in on the pollbook, but does not insert their ballot into the scanner. Only the voter can insert their ballot into the scanner.
- A **spoiled ballot** is when a voter makes a mistake marking their ballot, and would like another ballot.

In both cases, do the following:

- The voter should insert their ballot into the Orange Envelope 4 for Void & Spoiled Ballots. Do not look at the ballot.
- Make a mark in the appropriate box on the Ballot Record Report for Void or Spoiled.

## Provisional Ballot

Review the section on provisional ballots for more information. If the Chief determines that a voter needs to cast a provisional ballot, do the following:

- Give the Chief a ballot.
- Make a mark in the appropriate box on the Ballot Record Report for Provisional Ballot.

# Scanner Officer

Monitors the ballot scanner and provide assistance as needed.

## Duties

- Position yourself to be available between the voting booths and scanner.
- As voter approaches scanner, remind voter to insert in either direction and to wait for green light to assure ballot is accepted.
- Maintain adequate distance for privacy.
- Keep “I Voted” stickers stocked on a table near the scanner.

## What If Scanner Rejects Ballot?

The scanner will reject ballots for 3 reasons: Overvote, Blank Ballot, Invalid Ballot. The scanner will print a tape if the ballot is overvoted or blank. If the ballot is invalid, it will display this message on the screen.

Never ask to look at a voter’s ballot. Ask the voter to remove the tape, if printed, and read it to you.

- **Overvote** is when a voter makes too many selections for an office.
- **Blank Ballot** is when the voter failed to make a clear mark in any oval. The voter has 2 choices. (1) They can cast their ballot as is or (2) get a new ballot. If the voter wants a new ballot, direct them to the Ballot Table. If the voter wants to cast their ballot as is the voter should insert ballot into scanner again. The ballot will be rejected again. At this point, the voter should select “Accept Ballot” check box and insert their ballot again. All contests marked correctly will be tabulated.
- **Invalid Ballots** happens if the scanner does not get a proper picture of the ballot. The voter can simply change the direction of the ballot and try inserting it again. If the scanner still rejects it, they can get a new ballot from the Ballot Table.

## Ballot Jams

Occasionally the scanner will jam. You should contact the office for technical assistance.

If a voter inserts a political party sample ballot into the scanner, you can power off & on. The jam should clear.

# Voting Booth Officer

Helps direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

## Duties

- Remove pens, folders, and campaign literature left behind.
- Answer basic questions voters have.
- Maintain a safe distance from voters and do not disturb their privacy.
- Make sure voters take ballots to the scanner and that none are left behind in the voting booths.
- Periodically spray and wipe voting booth surfaces with disinfectant.

# Chief & Assistant Chief

Responsible for overall management of precinct. To become a chief or assistant chief, you must have worked a few elections. If you are interested in becoming a chief or assistant chief, contact us.

## Duties

- Periodically monitor the Prohibited Area. Confirm that campaign workers are in compliance with electioneering limits.
- Assist at the check-in table and machines to resolve problems and relieve other officers. Please make sure your workers are following procedures correctly. If you notice a worker having problems that seems to be slowing down the process, move that worker to another task.
- During slow times, check your machine totals with the Pollbook numbers to see they have the same totals.
- Note all problems and discrepancies on both copies of the Statement of Results (SOR).
- Respond to questions and concerns from voters with tact and consideration. Give voters with concerns the opportunity to complete a comment form (inside the pleated folder) to leave with you or to take home and mail directly to the Voter Registration office.
- Process voters whose names cannot be found on the rolls or who need assistance. Call us (703.228.3456) if necessary.
- Resolve problems with political workers outside the polls, or with poll watchers inside the polling place.

# Polling Place Laws

The Chief is responsible for making sure they are following all laws that govern polling places on Election Day. On the following pages, we highlight different laws and special scenarios.

## Laws

Voter ID

Provisional Ballots

Assisting Voters

Persons Permitted Inside Polling Place

Media

What Ifs

# Voter ID

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that he is the named registered voter who he claims to be. Any voter who does not present acceptable identification and does not sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Valid* Photo ID	Yes, if issued by an employer; the U.S. or Virginia government; a high school located in Virginia; or a college or university located in the U.S.
Government-issued ID card from a federal, VA, or local political subdivision	Yes
Valid DMV-issued ID card	Yes
Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA**
Valid U.S. passport or passport card	Yes
Valid employee ID card containing a photograph issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Nursing home resident ID	Yes, if issued by government facility
Voter ID card issued by the Department of Elections	Yes
Valid student ID issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public high school in VA	Yes
Valid student ID issued by a private high school in VA	Yes
Valid Virginia driver's license	Yes
Voter confirmation documents	Yes
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes (Unless Marked Verify ID)
Credit card displaying a photograph	No
Membership card from private organization displaying a photograph	No
Valid out-of-state driver's license	No

# Voter ID Continued

Virginia voter identification requirements: Va. Code § 24.2-643(B)

## Voter Confirmation Documents

- Valid Virginia driver's license
- Valid United States passport
- Any other identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States
- Valid student identification card issued by any institution of higher education located in the Commonwealth of Virginia
- Valid student identification card issued by any institution of higher education located in any other state or territory of the United States
- Valid Student identification card issued by any public or private high school located in 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
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter
- A signed ID Confirmation Statement (unless marked Verify ID in pollbook)

Remember: Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter.

- "Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license, for which the expiration date should NOT be considered when determining its validity.

\*\* 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 Ballots

A provisional ballot is a ballot cast by a voter whose eligibility cannot be determined on election day. Instead of inserting their ballot in the scanner, the voter will seal it in a green envelope and insert it into the green provisional ballot bag.

## Provisional Ballot Meeting

After the election, the Electoral Board meets to determine the eligibility of provisional ballots and count those accepted.

Voters who cast a provisional ballot have the right to appear at the provisional ballot meeting. This meeting is held Wednesday after the election at noon.

## Reasons a Provisional Ballot Issued

1. Name not on pollbook
2. Voter applied for a mail ballot
3. Voter is shown as already voted
4. Voter is voting after normal poll closing time due to court order
5. Voter has no ID and does not want to sign the ID Confirmation Statement
6. Any Other Reason

## Process

If a Pollbook Officer encounters a problem during check in, voters are referred to the Chief's table. The Chief or Assistant Chief should use the What Ifs to determine if the voter needs to be issued a provisional ballot. Use the following steps if it is determined that a provisional ballot should be issued.

- Check Voter's ID
- Explain why they are voting a Provisional Ballot and their options.
- Give the voter the Provisional Ballot Receipt, Envelope, & Pen.
- Get a ballot from the Ballot Officer. (Ballot Officer should tick under Provisional on the Ballot Record Report.)
- Give voter ballot. DO NOT allow voter to go too far when marking ballot.
- Complete the Provisional Ballot Log using completed envelope.
- Election Officer signs complete envelope.
- Voter inserts & seals ballot into Envelope.
- Voter inserts completed envelope into green bag.
- Give voter a sticker.

# Assisting Voters

Section 51.5-43 of the *Code of Virginia* states that, “Discrimination against qualified persons with disabilities in exercising the right to vote is prohibited.” It is your duty to enforce this law. No qualified voter has a disability that prohibits voting; only those who have been adjudicated by the courts as mentally incapacitated lose their qualification to vote. It is your job to be aware of all legal options available, and to work with voters who have disabilities to find the most suitable method for them to cast a ballot.

## Guidelines

1. Be courteous and respectful.
2. Be considerate of extra time it may take for a person who is disabled or elderly to get things done, and give unhurried attention to a person who has difficulty speaking.
3. Always speak directly to the voter, and not to a companion, aide, or interpreter.
4. Ask before you help.
5. On the other hand, don't be shy about offering assistance.
6. Be sure that sufficient signs are in place to direct a person to the most accessible route to the polling location.

## Voters with Mobility Impairments

1. Do not touch another person's wheelchair or equipment without prior consent.
2. Try to put yourself at eye level when talking to someone in a wheelchair. Sit or kneel in front of the person.
3. Ask before helping.
4. Know where the accessible restrooms and water fountains are in the building.
5. When giving directions to a person in a wheelchair, consider distance, weather conditions, and physical obstacles (curbs, stairs, steep hills, etc.).
6. Either fasten mats and throw-rugs down securely or move them out of the way. A person with mobility impairment could trip.
7. Keep floors as dry as possible on rainy or snowy days.
8. Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.

## Voters with Speech or Hearing Impairments

1. A voter who cannot speak can confirm his name and address in writing.
2. Follow the voter's cues to determine whether speaking, gestures, or writing are the most effective means of communication
3. If speaking, speak calmly, slowly, and directly to the voter.
4. Do not shout.
5. Let the person take the lead in establishing the communication modes.

# Assisting Voters Continued

## Voters who are Blind or Low Vision

A voter who is blind may choose to either use an assistant or vote an audio ballot unassisted. Remember that a blind voter is never required to sign any form, including the Request for Assistance, but the person assisting must complete Section B of this form. Read aloud any required oaths or affirmations to the blind voter, and, if the voter so affirms, write “blind voter” on the signature line.

1. Identify yourself and state that you are an Officer of Election.
2. If guiding a blind voter, offer your arm to the voter, rather than taking the voter’s arm. Walk slightly ahead of the person.
3. As you guide the person into a room, describe the layout and the location of furniture, and note who else is nearby. Point out doors, stairs, and other barriers as you approach them. Be specific about describing the location of objects: “There’s a table two feet to your left.”
4. If a blind voter has a guide dog, walk on the opposite side of the voter from the dog. Do not pet or otherwise distract a guide dog without permission from the owner.
5. Let the blind person know if you must leave his or her presence.

## Language Assistance

Officers of Election can provide translation assistance if requested

- You must ask party or candidate observers present if they are able to provide interpretation assistance in the voter’s language.
- If any such observers can provide assistance, they must be permitted to observe while the Officer of Election provides language assistance.
- Any such party or candidate observers must also sign the Section C of the Request for Assistance form (one representative from each party/candidate only).

## Outside the Polls (Curbside)

Voters aged 65 and older or who are physically unable to come into the polling place are permitted to vote curbside. Confirm Voter’s Identity on Pollbook. Check the Curbside box. Take a blank ballot, pen, clipboard, privacy folder, Request for Assistance Form, and sticker to voter. Immediately insert ballot into scanner upon returning to polling place.

## Request for Assistance Form

Use a *Request for Assistance* form if the voter asks for assistance in casting a ballot. The voter may choose anyone in the polling place except for a poll watcher, neutral observers, voter’s employer or union representative to serve as an assistant.

Election Officers and High School Pages can serve as assistants.

If the voter is unable to sign, the Assistant can write ‘Blind Voter’ or ‘Unable to Sign’ in the signature line for the voter as appropriate.

# Persons Permitted Inside Polling Place

## Authorized Persons

- Any member of the Arlington County Electoral Board or office staff
- Rovers assigned to assist your precinct
- Officers of Election assigned to work the election
- Media
  - Must present press credentials
- Party or Candidate Representatives
  - Must be qualified Virginia Voter
  - Must present letter of authorization from the Party or Campaign
- Neutral observers authorized by the Electoral Board
  - Must present letter of authorization from General Registrar

## Party or Candidate Representatives (Poll Watchers)

### Before Polls Open (§24.2-639)

One watcher of each political party or of each independent candidate is allowed to observe opening the polling place.

### While Polls are Open (§24.2-604)

For each pollbook, one watcher of each political party or of each independent candidate is allowed. If less than three pollbooks in use, you have discretion to limit reps to a maximum of three.

Watchers must respect the privacy of voters and not interfere. They are permitted some movement in the polling place. The Chief should determine a reasonable distance from which they can observe without interference.

### After Polls Close (§24.2-655)

Two watchers of each political party and one watcher of each independent candidate may observe you closing the polls. The watcher must remain until the precinct has reported results.

Watchers may witness the completion of the results and make notes but may not touch or handle ballots, voting equipment, or official document, nor may they interfere in any manner

# Media

All media are welcome at the polls provided they follow these Guidelines.

- Their presence doesn't disrupt the election.
- Voters don't feel uncomfortable with their presence.

## Media Guidelines

- Media are permitted inside the polling place when the polls are open.
- Media should contact the Chief upon entering the voting area.
- Media should display press credentials.
- The Chief will show media where to set up equipment so as not to show the faces of those attempting to vote or hinder the flow of voting.
- The length of any visit is restricted to a reasonable and limited period of time, and all representatives should leave immediately when done filming.

## Permitted and Prohibited Activities

- Interviews or taping reporters' remarks are prohibited inside the Prohibited Area. There shall be no interviews or discussions with voters, election officials, authorized representatives, and others inside the Prohibited Area and polling place.
- Media are prohibited from filming or photographing any person who specifically asks that he/she not be filmed or photographed.
- No filming or photographing may be performed in a way that divulges how any individual is voting.
- Representatives shall not film or photograph the voter list or any other voter record or material at the precinct in such a way that it divulges the name or other information concerning any individual voter.
- Electioneering within the Prohibited Area is prohibited. This includes, but is not limited to, wearing campaign apparel, handing out campaign literature, and urging the election or defeat of any candidate or issue.

## Exit Polls

- Question only those people leaving the polling place.
- Advise people that answering questions is voluntary — don't press anyone who refuses to answer or seems uncomfortable or annoyed.
- Don't interfere in any way with polling place access.
- Don't position yourself within 40 feet of the polling place entrance.

# What to do when...

A complete guide for helping  
voters with exceptional situations

## Identification

Problems 1-3

## Address Changes

Problems 4-8

## Pollbook

Problems 9-13

## Provisional

Problem 14

## Accessibility

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## Absentee

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# Abbreviations

AB	Absentee Ballot
AB Report ballot	List of voters who have absentee voted or applied for an absentee ballot
CAP	Central Absentee Precinct
EPB	Electronic Pollbook
ID	Identification
OP	Outside Polls
S	Voter has completed a required statement including the <i>Affirmation of Eligibility</i> and <i>Virginia Registration Application</i> .
SOR	Statement of Results
VRA	Voter Registration Application
24.2 Laws.	Title of the Code of Virginia, also known as the Virginia Election

Voter may have moved and must confirm their current residential address. Voter may also be listed as “*inactive*” or “*marked for address confirmation.*”

Federal Only –overseas voter eligible to vote for federal offices only.

? The answer to this question determines which way to proceed.

➡ Indicates additional information.

# Acceptable ID List

## Voter Identification List:

- Voter registration confirmation documents.
- Virginia driver's license or Virginia DMV-issued ID (regardless of expiration date).
- Valid United States passport or passport card.
- Any other valid ID issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States government.
- Valid student ID issued by any public or private high school or institution of higher education located in Virginia. Chief should have a list of qualified colleges and universities.
- Valid student ID issued by an institution of higher education located in any other state or territory of the United States.
- Valid employee ID containing a photograph issued in ordinary course of business.
- Copy of a current utility bill, bank statement, government paycheck, or paycheck.
- Any other government document containing the name and address of the voter.
- Tribal ID issued by one of the 11 recognized tribes in Virginia, [§8.01-385, 51.1-700]:
  - Cheroenhaka (Nottoway)
  - Chickahominy
  - Eastern Chickahominy
  - Mattaponi
  - Monacan
  - Nansemond
  - Nottoway of Virginia
  - Pamunkey
  - Patawomeck
  - Rappahannock
  - Upper Mattaponi

# 1

## **Voter does not have acceptable ID or you are unsure you can accept the provided ID.**

If the voter does not have an acceptable form of ID, the voter may sign an ID Confirmation Statement.

If the voter does not have an acceptable form of ID and does not complete or sign the statement, the voter may vote a provisional ballot.

Is not having ID or signing an ID statement the only reason the voter must vote a provisional ballot?

- If this is the only reason the voter must vote a provisional ballot, go to problem 14 and have them vote a provisional ballot.



Never turn a voter away because of lack of ID. If you are unsure whether a voter has presented an acceptable ID, call the General Registrar.

### **Verify ID—Help America Vote Act (Federal Elections Only)**

If the voter is marked Verify ID, they are required by the Help America Vote Act (52 U.S.C. § 21083(b)) to show identification the first time they vote in a federal election. The voter must present one of the following:

- A current and valid photo identification.
- A copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter.

If the voter does not have an acceptable form of ID, go to problem 14 and have them vote a provisional ballot. An ID Confirmation Statement is not acceptable in these circumstances.

## 2

### **Name on ID does not match name in pollbook.**

1. Allow voter to vote if the name on the voter's ID is:

- similar to the name in the pollbook; and/or
- lists a maiden name, nickname, or initials instead of the full name.



If you believe the person on the ID is not the voter, use the Affirmation of Eligibility to challenge the voter.

1. Officer fills out and initials Section A on the Affirmation of Eligibility and checks Box C.
2. Officer (or other Challenger) fills out and signs the Statement of Challenger using Reason 7.
3. Voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed.
6. Officer places completed documents in Maroon Bag 8.
7. Voter casts ballot as normal in precinct.



If challenged voter will not sign the Affirmation of Eligibility, they cannot vote. Go to problem 14 and follow the provisional instructions using Reason 6.

643-2.24§(C)

## 3

### **Voter provides address (orally or in writing) that does not match address in pollbook.**

1. Refer to “Moving Conditions” Chart and/or Problems 4-8.



The address the voter provides orally or in writing must match the address in the pollbook but it does NOT have to match the address

on the ID.

- ➔ If an address on an ID does not match the address on the pollbook, it does not make the ID unacceptable for proving voter identity.
- ➔ Some acceptable forms of ID do not have an address.
- ➔ If you are uncertain, call the General Registrar.

Use Affirmation of Eligibility form ELECT-651  
§ 24.2-428.2, §24.651-2

## 4

### Voter is marked “Inactive”

Has voter moved?

- If yes, go to problems 5-8
- If no, you must challenge the voter using the Affirmation of Eligibility Form.
  1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box A. *Disregard Statement of Challenger.*
  2. Voter fills out and signs Section B –Affirmation of Voter.
  3. Officer makes sure voter signs Section B.
  4. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed. Depending on how your pollbooks are set up, you might need to enter the Chief’s password.
  5. Officer places completed documents in Maroon Bag 8.
  6. Voter casts ballot as normal in precinct.

➔ Why does this happen?

Voter was sent an address confirmation notice and the Elections Office did not receive a response. The confirmation notice was sent because:

- There was a possible address change OR
- Previous mailings from the Election Office were returned as undeliverable.

**Use this “Moving Conditions” chart when a voter has moved.**

**Ask the voter:**

Question 1: Where did you move?

Question 2: When did you move?

How far did voter move? →	Within precinct	Within county/city	To a different county/city	Outside of Virginia
When did voter move? ↓				
<b>On or After November 3, 2021</b>	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered.	See problem 7: Voter can vote in precinct where registered.	See problem 8b for presidential elections; see problem 8a for non-presidential elections.
<b>Between November 7, 2018 and November 2, 2021</b>	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered with Affirmation of Eligibility.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.
<b>On or Before November 6, 2018</b>	See problem 5: Voter can vote.	See problem 6: Voter may vote provisionally in precinct where they live.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.

## 5

### Voter moved within the same precinct.



Voter might be marked 'inactive'

1. Officer asks voter to complete and sign a Voter Registration Application.
2. Officer checks voter into the pollbook as normal.
3. Officer places completed documents in Maroon Bag 8.
4. Voter casts ballot as normal in the precinct.

§24.2-401

## 6

### Voter moved to a different precinct within the same county/city.



Voter might be marked 'inactive'

Choose which statement describes **when** the voter moved and use the instructions that follow.

#### ? Voter moved on or after November 3, 2021.

1. Voter completes and signs a Voter Registration Application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed documents in Maroon Bag 8.

#### ? Voter moved between November 7, 2018 and Nov. 2, 2021.

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 4.
2. Voter fills out and signs Section B – Affirmation of Voter using their new address.
3. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed.
4. Voter casts ballot as normal in precinct where still registered.
5. Officer places completed documents in Maroon Bag 8.

**? Voter moved on or before November 6, 2018.**

1. Voter may vote a provisional ballot. See problem 14, Reason 1 or 2.
2. Voter completes and signs a Voter Registration Application.
3. Officer places completed documents in Maroon Bag 8.

§24.2-401

# 7

## **Voter moved to a different county/city.**



Voter might be marked 'inactive'

Choose which statement describes **when** the voter moved and use the instructions that follow.

**? Voter moved on or after November 3, 2021.**

1. Voter completes and signs a Voter Registration Application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed documents in Maroon Bag 8.

**? Voter moved before November 6, 2018.**

1. Voter may vote a provisional ballot. See problem 14, Reason 1 or 2.
2. Voter completes and signs a Voter Registration Application.
3. Officer places completed documents in Maroon Bag 8.

# 8

## Voter moved to another state.

Is this a presidential election?

? If No, go to problem 8a.

? If Yes

- Did the voter move out of state more than 30 days ago? Go to problem 8a.
- Did the voter move out of state less than 30 days ago? Go to problem 8b.

**8a:**

### Voter is no longer eligible to vote in Virginia.

1. Ask voter to fill out a Cancellation Request form (ELECT 427(A))
2. Place Cancellation Request or note in Maroon Bag 8.

If voter insists they are registered and eligible to vote in the precinct, they may vote a provisional ballot. See problem 14, Reason 1 or 2, or 6.

**8b:**

### Voter may vote a “Presidential-Only” Ballot.

(This is a presidential election AND voter moved out of state less than 30 days ago.)

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 3.
2. Voter fills out and signs Section B – Affirmation of Voter using new address.
3. Officer tells voter that the General Registrar will cancel the voter’s Virginia registration after this election.
4. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed.
5. Officer indicates in the pollbook that voter voted a presidential-only ballot.
6. Officer issues a presidential-only ballot.
7. Voter casts presidential-only ballot as normal in the precinct.
8. Officer places completed documents in Maroon Bag 8.

# 9

## Voter marked “Fed Only” in pollbook.



Voter can only vote for federal offices. Call the Office at 703-228-3456 to discuss this voter’s eligibility.

### 9a

#### **Voter marked with “Fed Only” in pollbook and they have their absentee ballot.**

Go to problem 19 and follow instructions.

### 9b

#### **Voter marked with “Fed Only” in pollbook and they DO NOT have their absentee ballot.**

Go to problem 20 and follow instructions.

Use Affirmation of Eligibility from ELECT-651  
652-24.2§

# 10

## Voter’s name is not in the pollbook.

1. Check for correct spelling or a recent name change.
2. Check if voter is in the right polling place. Ask voter for their:
  - address;
  - when/where they registered to vote; and
  - when/where they last voted.
3. Collect any documentation or registration receipts provided by the voter and put them in Maroon Bag 8.
4. Call the General Registrar. The GR will either:
  - instruct you to add a voter’s name to the pollbook;

- tell you the person can vote a provisional ballot. (See problem 14); or
- let you know if voter is registered and eligible to vote in another precinct.



If General Registrar is unavailable or unable to confirm qualifications, voter may vote a provisional ballot. See problem 14, using Reason 1 or 2.



Overseas and Military voters (or voters who have recently separated from the military) as well as spouses and dependents may be able to register today, § 24.2-420.1. Call the General Registrar.



Only the General Registrar can authorize adding a voter to the pollbook. The General Registrar will give you instructions if that is necessary.

Use Affirmation of Eligibility from ELECT-651  
-24.2§651

# 11

## Voter is challenged.



A qualified voter can challenge another voter.  
An Election Officer may be required to challenge a voter.

1. Officer fills out and initials Section A of the Affirmation of Eligibility form and checks Box C.
2. Challenger fills out and signs the Statement of Challenger.
3. Challenged voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed.
6. Voter casts ballot as normal in the precinct.
7. Officer places completed documents in Maroon Bag 8.



If challenged voter will not sign the Affirmation of Eligibility, then they cannot vote normally but can vote a provisional ballot. Go to problem 14 and follow instructions using Reason 6, Other.



If challenger will not sign the Affirmation of Eligibility, then there is no challenge and the voter, if otherwise qualified, votes in the normal way in the precinct.

§ 24.2-651.1

# 12

## Voter's name marked in pollbook as already voted.

1. Tell voter they can vote a provisional ballot.
2. Go to problem 14 and follow instructions using Reason 5.

# 13

## Provisional Reason Codes

§24.2-653

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

# 14

## Voter must vote a provisional ballot.

### Voter is voting a provisional ballot for Reasons 1 – 6.

1. Voter who is not on the pollbook or whose address needs to be updated, fills out a Voter Registration Application.
2. Voter fills out and signs the statement on the front of the green provisional vote envelope.
3. Officer signs front of envelope and marks reason for casting a provisional ballot on back of the envelope.
4. Officer asks voter for ID. If voter does not have acceptable ID, check box on the back of the envelope that reads, 'No ID: voter also did not show ID.'
5. Officer gets a ballot from the ballot officer.
6. Ballot Officer marks on the Ballot Record Report that a provisional ballot was used.
7. Voter votes a ballot and seals ballot in the provisional ballot envelope.
8. Officer copies the information from the green provisional envelope onto Provisional Ballot log.
9. Officer places the envelope in provisional ballot bag.
10. Officer gives voter the green Provisional Voter Notice(s).
11. Officer checks voter in as a provisional voter or otherwise indicates in the pollbook that voter voted a provisional ballot.



Provisional ballots must be cast in the precinct where the voter is qualified to vote—this usually means the provisional ballot will be cast in the precinct where the voter currently lives.



Absentee voters or voters shown as already having voted who must vote a provisional ballot do NOT need to fill out a Voter Registration Application, unless required for another reason.

# 15

## Voter asks for help voting.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Officer helps the voter determine who the assistant will be. Use the criteria on the Request for Assistance form.
3. Voter signs Section A – Request of Voter.



If voter is unable to sign, ask the assistant to write 'voter unable to sign' and to print the voter's name.

4. Assistant fills out and signs Section B – Agreement of Assistant.
5. Officer checks in voter as normal.
6. Officer indicates in the pollbook that assistance was given.
7. Officer shows the voter and assistant to the voting booth.
8. Voter or assistant places the ballot in the scanner or ballot box.
9. Officer places completed documents in Maroon Bag 8.



If appropriate, let voters know they have the option to mark their ballot using an electronic Ballot Marker with an audio ballot and/or larger text.



If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

# 16

## Voter asks Election Officer to translate the ballot.

Who is allowed to translate a ballot and instructions for a voter?

- An Election Officer. Follow the instructions below.
- A volunteer including third party volunteers. See Problem 15.
- A person designated by the voter. See Problem 15.



One representative interpreter for each party or candidate is allowed to observe.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Voter fills out and signs Section A – Request of Voter.
3. Election Officer-Translator fills out and signs Section C – Voter Asks Officer to Translate Ballot.
4. If Election Officer-Translator will be assisting the voter in the booth, they must also complete and sign Section B – Agreement of Assistant.
5. Officer checks voter in as normal and indicates they used an assistance form.
6. Officer shows voter to the voting booth (and assistant, if requested).
7. Voter or assistant places the ballot in the scanner or ballot box.



If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

Use Request for Assistance form ELECT-649.

649-24.2 §

# 17

## Voter is blind or low vision and asks for assistance.



Let voters know they have the option to mark their ballot independently using an electronic Ballot Marker with an audio ballot and/or larger text.

- ➡ If voter chooses to use the electronic Ballot Marker, an assistant may help but is not required. If an assistant is used:
1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
  2. Officer helps the voter determine who the assistant will be. Use the criteria for blind voters on the Request for Assistance form.

- ➡ Voters who are blind do not have to sign this form, but they must show ID.
1. Officer writes 'blind voter' on the signature line in Section A – Request of Voter and prints voter's name on the line below the signature.
  2. Assistant completes and signs Section B – Agreement of Assistant.
  3. Officer checks in voter as normal.
  4. Officer indicates in the pollbook that assistance was given.
  5. Officer shows the voter and assistant to the voting booth.
  6. Voter or assistant places the ballot in the scanner or ballot box.
  7. Officer places completed documents in Maroon Bag 8.

If Election Officer is explaining how the electronic Ballot Marker works, but will not be assisting voter with the ballot itself, no Request for Assistance form is needed.

§ 24.2-638, § 24.2-649

# 18

## **Voter asks to vote outside of the polling place.**

Voters may vote outside and within 150 feet of the entrance to the polling place if they are:

- 65 or older; OR,
- Physically disabled.

1. Check voter into the pollbook as normal (including a review of ID).
2. Indicate in the pollbook that this is an Outside the Polls (OP) voter.
3. If practicable, two Election Officers from different political parties bring the Request for Assistance form, pen, privacy envelope, and ballot to the voter.
4. Officer will place the voted ballot in the scanner or ballot box.



If this would leave too few Election Officers in the polling place to meet legal requirements, then the Election Chief or Assistant Election Chief can go alone.



If voter asks for help voting, go to problem 15.

§ 24.2-708; § 24.2-709

## 19

### **Absentee voter comes to polling place WITH their absentee ballot.**

1. Voter removes ballot from envelope and writes 'SPOILED' on the front of the ballot. If voter filled in any part of the ballot, they can fill in the rest of the ovals for privacy.
2. Voter returns the ballot and any other related materials to the envelope or attaches them together.
3. Officer places the spoiled ballot pkg. in Envelope 4.
4. Officer checks voter into pollbook and has them cast vote as normal.
5. Checking in this voter may require the Chief's password.
6. Ballot officer indicates on the Ballot Record Report that an **AB (absentee)** ballot has been returned.

§ 24.2-653; § 24.2-707; § 24.2-708

## 20

### **Absentee voter comes to polling place WITHOUT their absentee ballot.**

**20a: On Election Day:**

1. Have voter vote a provisional ballot. Go to problem 13 using Reason 4.

**20b: Before Election Day: Voter's name in the pollbook status as "Issued"**

1. Voter should complete a "Statement of Voter to be Used when Absentee Ballot Not Received or Lost" **Gold Form**
2. Officer checks voter into pollbook and has them cast vote as normal.

**Voter's name in the pollbook shows status as "Marked" or "On Machine."**

1. If voter's record says 'marked' or 'on machine' (instead of "issued") voter has already voted and cannot vote again.
2. If voter says they did not vote, go to problem 13 using Reason 5.

653-24.2 §

## 21

### **Court orders polls to stay open past 7 p.m.**

**Voters who arrive at the polling place after 7 p.m. will vote a provisional ballot.**



Let all voters who arrive BEFORE 7 p.m. finish voting before you begin issuing Provisional ballots to those who arrive after 7 p.m.



All provisional ballots issued using Reason 3 (and their log pages) must be separated from other provisional ballots and placed in Envelope 1B

Use Authorization to Reproduce Ballots form ELECT-646.1.

§ 24.2-646.1

## 22

### **You run low on ballots or provisional ballot envelopes.**

**If you run low on ballot supplies:**

1. Chief Officer will ask the Electoral Board for more ballots.
2. Follow instructions on the “Authorization to Reproduce Ballots” form.

**If you run low on provisional ballot envelopes, create an envelope on plain paper:**

1. Copy the front and back of an unused provisional envelope onto a single piece of paper. This paper does not need to be green.
2. Fill out fields as you would on the normal provisional ballot envelope.
3. Use problem 14 for provisional ballot instructions.
4. Wrap and secure the paper with the provisional ballot-envelope information around the voter’s completed provisional ballot.



Use available materials, such as paper clips.



Keep voter’s information visible.

## **23**

### **Voting equipment has malfunctioned.**

#### **23a**

##### **Electronic Pollbooks**

1. Contact the General Registrar and follow their instructions.
2. Use provided paper copies of pollbooks.

#### **23b**

##### **Tabulation Machine - Scanner**

1. Contact the General Registrar and follow their instructions.
2. Continue normal check-in procedures allowing voters to vote.
3. Place the uncounted ballots in a secure container or compartment.
4. Count the ballots after the polls close.
  - a. If you have a working scanner, run each of the uncounted ballots through the scanner.
  - b. If you do not have a working scanner, count the ballots by hand.

# EMERGENCY GUIDE

## Emergency Coordinator Duties

### 1. Conduct Safety Assessment for the Polling Location

- Locate fire extinguishers/fire alarms.
- Identify emergency escape routes/exits.
- Designate a meeting point to be used in the case of evacuation. Meeting Point must be at least 300 feet away from the building and out side of parking areas.
- Identify potential hazard areas (icy steps/sidewalks, slick/wet floors) and notify custodial or management staff of the polling place to correct the hazards.

### 2. Familiarize yourself with emergency equipment, procedures, and contacts.

### 3. Pass out Evacuation Checklists at start of day.

### 4. Assign tasks during an emergency

### 5. Complete contact information and emergency meeting point above.

### 6. Communicate meeting point to all polling place team members.

SERVE

## Emergency Contacts

Elections Office 703-228-3456

Facility Contact \_\_\_\_\_

Chief Contact \_\_\_\_\_

Meeting Point \_\_\_\_\_

# EMERGENCY GUIDE

## Fire

1. Call 9-1-1 to report the fire.
2. If the fire is very small and contained, attempt to extinguish with a fire extinguisher.
3. If the fire cannot be extinguished, evacuate all voters and Election Officers to the predetermined meeting point.
4. If evacuation is necessary, follow procedures below.
5. Call the Elections Office when safe to do so.

## Weather

The Elections Office will monitor reports of extreme weather conditions. In the event of a report of dangerous pending conditions or if you are experiencing any of these conditions, follow the appropriate plans:

**Earthquake.** Evacuate the building as described below and assemble at the predetermined meeting point.

**Tornado.** Assemble voters and election officials in an interior space away from windows. Get under something sturdy like a desk or table if possible.

**Ice or Snow.** Contact your facility's janitors or assign an Election Officer to keep entrances free of ice and snow. Post signs indicating "caution" areas (wet floors, icy walkways, etc.). Keep the Elections Office apprised of present and changing conditions.

**Flood.** Contact your facility's janitors or assign an Election Officer to keep areas dry. Post signs indicating "caution" areas (wet floors). Keep the Elections Office apprised of present and changing conditions.

## Medical Emergency

If you are uncertain of whether someone is in need of medical assistance, err on the side of caution and contact emergency services at 9-1-1.

1. Call 9-1-1. The Election Officer should identify themselves, give the precinct address, and provide details on the person's condition or injury.
2. Do NOT touch the person or offer to treat or provide medications to the individual.
3. Do NOT instruct the individual on a course of treatment (unless a licensed individual is available).
4. Do NOT make any statement admitting guilt or wrongdoing.
5. Complete an Incident Report Form.
6. Call the Elections Office to report the incident.

# EMERGENCY GUIDE

## Bomb Threat

If you or the facility receive a bomb threat:

1. Evacuate all voters and Election Officers from the polling place using the instructions in this guide.
2. Call 9-1-1 to inform emergency services.
3. Call the Elections Office when safe to do so.

## Power Outage

1. Contact the Elections Office. They will attempt to get power restored or auxiliary power provided.
2. If possible, contact the facility staff of the polling place.
3. Pollbooks: Has battery power, so checking in voters can continue.
4. Scanner: Does not run on a battery. Instruct the voter to deposit their ballots into the emergency ballot slot on the back of the ballot box.
5. Use (and suggest voters use) cell phone flash lights until power is restored.
6. The polling location may temporarily be moved to another area of the building where natural light is available or car headlights can be directed into the area.

If power cannot be restored, the electoral board may opt to move polling to another location. Should this happen, follow the directions on relocating a polling place.

## Unruly Behavior

In the event of a poll watcher or voter disrupting the polls or person(s) campaigning within the prohibited area. Unsafe behavior may include the following:

- Display of weapons.
- Shoving, pushing, unnecessary physical contact, abusive language or gestures.
- Statements that contain violent descriptions.

1. Two Election Officers should ask the offender(s) to leave.
2. If the person persists, call 9-1-1 and identify yourself as an Election Officer.
3. Complete an Incident Report.



Do not get personally involved if it is believed an assault is occurring. Instead, call 9-1-1 and complete the Incident Report.

## Election Officer Emergencies

### Chief Election Officer does not arrive

1. Any Election Officer present should notify the Elections Office by 5:15 a.m.
2. The Elections Office will attempt to reach the Chief at his home.
3. If the Chief cannot immediately get to the polls with the supplies and pollbooks, a Rover will come unlock the precinct cart and deliver extra Chief's supplies.

### Chief Election Officer has an Emergency before the election,

The Assistant Chief will now serve as Chief and will be notified to pick up the supplies.

### Supplies are Destroyed or Missing

The supplies should not to be left overnight in a car. In the event of them being destroyed or missing, contact the Elections Office immediately.

### Election Officers do not Show

Contact the Election Office as soon as possible. The Elections Office will attempt to replace the officers. The other Election Officers must proceed in opening the polls.

## Polling Location Locked

1. The Chief should contact the facility staff.
2. If the Chief cannot make contact, they should contact the Elections Office.
3. The Chief has 1 pollbook, 100 ballots, and a Green Ballot Bag.
4. Begin voting at 6am (even if not yet in the facility).
5. The Chief should contact the Elections Office once they gain entry the polling place.
6. If the location cannot be opened, the Elections Office may authorize relocation.



Section 24.2-603 of the Code of Virginia states that polls MUST be open and allow voters to cast their vote at 6:00 a.m.

## Technical Difficulties at Elections Office

### Elections Office phones are not working

Cell phones may be used until service is restored. All precincts must be notified of the new temporary number at which the staff may be reached.

## Relocation of Polling Place

If an Election Day emergency requires the polling place be moved to an alternate location:

1. The Chief should contact the Elections Office.
2. *If the polling site must be evacuated, election officials should follow the emergency procedures in this document.*
3. The Elections Office will contact local emergency services.
4. After contact with local emergency services, the Elections Office should contact the Commissioner of Elections with an alternate location and proposed method of handling the continuation of the election.
5. If safety permits, an alternate location must be established within 1,000 feet of the prior polling site. If it is unsafe to do so, an alternate location may be chosen outside of this limit, but not to exceed 1,500 feet outside the precinct boundary. Arrangements should be made to transport the necessary equipment and supplies to the new location. Resume voting as soon as possible after the Commissioner of Elections approves the new location.
6. If the Electoral Board opts to move polling to another location, the Election Officers must leave directions to the new location posted on the doors (post on both regular and handicapped accessible entryways) and the time you vacated this polling place.

# EMERGENCY GUIDE

## Evacuation from the Polling Location

1. Alert all present individuals of the emergency and the Meeting Point.
2. Scanner Officer should take note of the “Public Counter” number on machine).
3. IF TIME PERMITS, polling place officials should take with them the following:
  - Green Ballot Bag
  - Pollbook (s)
  - Public Counter number recorded from each machine
  - Ballots
  - Pens
  - Paper
  - Necessary forms and materials to allow voting to continue, such as Affirmation of Eligibility and provisional ballot envelopes
  - Voting equipment (if feasible)
  - Personal belongings
4. Evacuate all election officials and voters to the Meeting Point.
5. Designated officer should notify the Elections Office ASAP.
6. Designated officer should ensure that all Election Officers and evacuated voters are accounted for.
7. Designated officer should list the names of those who checked in before the evacuation but were unable to vote.
8. Officers should advise voters they may do one of the following:
  - Wait until the building can be re-entered.
  - Leave and return before 7 p.m.
  - Vote & cast in the Green Ballot Bag (if officers have the materials to allow it).
9. Attempt to resume the election at the Meeting Point only if circumstances permit.

Any voter who leaves and later returns to vote MUST be allowed to go to the head of any line of persons waiting to vote.

# Closing the Polls

Tasks to complete  
after the polls  
close on  
Election Day.

# Closing Checklist

## 6:45 PM

### Announce “Polls Close in 15 Minutes”

Go outside and announce polls close in 15 minutes so that anyone standing around can get in line.

### Start Organizing Teams, Paperwork, and Envelopes

## 7:00 PM

### Announce Polls are “Official Closed”

Only voters in line at 7:00pm are permitted to vote. If you have a long line, place an Election Officer at the end of the line to notify voters arriving late.

Wait until all voters have left the polling place before proceeding.

## Closing Down Polling Place

### Call In Results

Results should be called in as soon as they are available. You do NOT need to complete your entire SOR before calling in results.

### Pack Up Scanner, Pollbooks, Drop Box, Ballot Marker, & Voting Booths

Use the provided checklists to pack up all equipment.

### Complete all Paperwork & Pack Envelopes

### Pack Up and Seal Ballot Boxes 3 & 6

Box 3 will have counted ballots. Box 6 will have all unused, blank ballots.

### Ensure Equipment Sealed

Scanner, BM, Pollbook, Envelope 2, 7, & 13 should have numbered seals.

### Return supplies to Election Central

# Closing Tips

There are several paths to correctly close down your precinct. Your only requirement is to ensure that the Envelope, Paperwork, and Equipment Checklists are completed. Below are some tips to help you get there.

## Assign Teams

Assemble 2 teams: Equipment and Paperwork. It's recommended the Chief and Assistant Chief divide these duties. Both teams should work together so that they are not getting ahead of each other. Below is a sample list of tasks and order they can be completed.

Equipment Team	Paperwork Team
Pollbooks to Step 3—#s to Paperwork	SOR Part A
Scanner to Step 4—Tapes to Paperwork	Provisional Ballots
Continue with Pollbooks	Call In Sheet
Ballot Marker—Tape to Paperwork	Ballot Record Report
Continue with Scanner	SOR 1 & SOR 2
Pack Ballots from Scanner	Yellow Printed Return Sheet
Pack Voting Stations, Tables, Signs, & Clean	Drop Box
Seal Pollbooks & Voting Machines	Seal & Count Form
Complete Equipment Checklist	Paperwork & Envelope Checklist
	Check your Seals

### REMINDER: Poll Watchers at Closing

2 observers for each political party or candidate are permitted at closing. If there are fewer than 2 observers, bystanders are permitted to observe.

Observers cannot touch ballots or equipment.

Observers must remain until final results have been reported to office.

# Provisional Ballots

## Supplies Needed

- Provisional Ballot Log
- Provisional Ballot Bag
- Clippers
- Green Envelope 1A
- Call In Sheet

## Close Down Steps

1. Open Provisional Ballot Bag.
2. Ensure all envelopes have been recorded on log.
3. Complete Totals Section on Log
4. Transfer Totals to Call In Sheet
5. Put all ballots and completed log in Envelope 1A.
6. Complete the Election Officer Statement on Envelope.
7. Seal, Sign, and Date Envelope

**CLOSE**

# Call In Results

Results should be called in as soon as they are available. You do NOT need to complete your entire SOR before calling in results.

## Supplies Needed

- Provisional Ballot Log
- SOR Part A: Turnout Completed
- Election Summary Tapes from Scanner

**NOTE:** SOR Part E: Votes Cast will need to be completed if you have more than 1 scanner or had to hand count ballots.

- Completed Call In Sheet

## Complete Call In Sheet

1. Complete total section of Provisional Ballot Log.
2. Complete SOR Part A with data from pollbooks.
3. Get Election Summary Taps. Complete Part E of SOR if needed.
4. Complete Call In Sheet with these 3 items.

## How to Call In Results

- Call 703-228-3456  
OR
- Complete webform

**Report Results**



### REMINDER

You do not need to post precinct results outside of the location. If an observer is present, they can take a picture of the call in sheet.

CLOSE

# Scanner Shutdown

## Supplies You'll Need

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Keys         | <input type="checkbox"/> Seal & Count Form        |
| <input type="checkbox"/> Ballot Box   | <input type="checkbox"/> Envelope 2B              |
| <input type="checkbox"/> Scanner      | <input type="checkbox"/> Pen                      |
| <input type="checkbox"/> 1 Power Cord | <input type="checkbox"/> Cardboard Box            |
| <input type="checkbox"/> Close Card   | <input type="checkbox"/> Label 3– Counted Ballots |

## Empty Emergency Ballot Bin

1. Ensure that all voters have left the polling place.
2. Using your key, remove any ballots from the emergency ballot bin and insert into scanner.

## Shutdown the Scanner

1. Insert Close Card.
2. Follow screen prompts.
3. Print 3 copies of the Election Summary tapes. Give Tapes to Paperwork Team.
4. Print 1 Write-In report if the election allows write ins. (The Compress Images should be checked.) Place tapes in Envelope 2B
5. Press Continue.
6. WAIT while ballot images are exported. This can take 20 mins.
7. Shutdown scanner.
8. Lift screen using black button.
9. Break seal.
10. Using the barrel key, open the compartment.
11. Remove the thumb drive. Place thumb drive in the Red Envelope 7.
12. Return door.
13. Seal the compartment. Record number on Seal & Count Form
14. Turn off scanner by flipping switch in the back.
15. Unplug.
16. Unlock the scanner from the Ballot Box in the front.
17. Set up scanner's case on table.
18. 2 Officers should place scanner in case.
19. Return scanner to the Precinct Cart.

CLOSE

# Scanner Shutdown Continued

## Pack up Ballots

1. Assemble Cardboard Boxes.
2. Remove the door for the Main Ballot compartment.
3. Remove ballots & stack neatly.
4. Place in assembled cardboard box. Note: If using two scanners, ballots must be in separate piles.
5. Seal with Envelope 3 Label.
6. All Election Officers must sign.

## Sticker Table

- Pack up stickers.
- Pack up hand sanitizer.
- Pack up pens & Privacy Folders.
- Return all items to the precinct cart.

## Paperwork

1. Write the Public & Protective Counter numbers from the Election Summary Tape in the closing section on the Seal & Count Form. Initial.
2. Record the Seal number in the closing section on the Seal & Count Form
3. Record the number of votes cast from Election Summary Tape in SOR 1 & 2:  
Part B: Votes Cast

# Pollbook Shutdown

## Supplies You'll Need

- Seal & Count Form
- Pollbooks
- SOR Part A
- iSync

## Pollbooks

1. Navigate to the Summary Report
2. Enter the total Check-ins from all pollbooks on SOR Part A Line 1.
3. Enter the number of Curbside voters on SOR Part A Line 2.
4. Remove the lightening power cable.
5. Insert the iSync
6. Choose Export Voter Check-ins from Menu
7. Enter Password
8. Repeat this for ALL Poll Pads, including the Chief's
9. Return iSync to Chief's Poll Pad Case
10. Pack up Poll Pad but **DO NOT TURN IT OFF.**
11. Return Supplies to case in the following order:
  - Stylus
  - ID Holder
  - Arm (Bent)
  - Screen Cleaner
  - Lightning Cord (Detached from brick)
  - Power Brick with prongs folded up
  - Bases
  - iPads **FACE UP**
11. Close and Seal Case
12. Record Seal numbers on the Seal & Count Form



## Paperwork

1. SOR Part A. Both Lines
2. Seal & Count Form: Pollbooks. Record the Seal numbers on the closing line. Initial.

CLOSE

# Ballot Marker Shutdown

## Supplies You'll Need

- Ballot Marker
- Seal & Count Form
- Envelope 2B

## Ballot Marker Shutdown

1. Touch the lower left corner of the screen— this is a hidden button.
2. Enter the Election Password. This with your Chief paperwork.
3. Follow prompts to close voting.
4. Print 1 copy of the Close Report.
5. Give this tape to Paperwork Team to **record on the Ballot Record Report Part 6.**
6. Press the Back button.
7. Shutdown.
8. Confirm Shutdown
9. Record Protective, Public, & Seal numbers on Seal & Count Form.
10. Return Keypad to slot on back. Wrap cord around handles
11. Collapse Screen
12. Turn Power switch to off position.
13. Unplug both cords from wall.
14. Tuck one power cord under screen.
15. Remove the power cord plugged in next to switch. Return to Precinct Cart.
16. Place black case on table.
17. 2 Officers should return to case.
18. Return to Precinct Cart.

## Paperwork

1. Write the Public, Protective, & Seal numbers on the appropriate lines on the Seal & Count Form. Initial.
2. Complete Ballot Record Report, Part 6 using the Close Report.

# Ballot Officer Table

## Supplies You'll Need

- Unused Ballots
- Ballot Record Report
- Envelope 4 Void & Spoiled
- Envelope 6 or Box & Label 6–  
Unused Ballots
- Close tape from Ballot Marker
- Seals

## Steps

1. Count the number of unopened ballot packs.
2. Record on Ballot Record Report: Part 3. Initial.
3. Count the number of unused loose ballots from opened pack.
4. Record on Ballot Record Report: Part 3 & Initial.
5. Assemble Cardboard Box (if needed).
6. Place all unused ballots in box or envelope 6.
7. Seal.

## Paperwork

1. 2 Election Officers must sign seal on box or envelope 6.
2. Total the used ballots from Part 4.
3. In Part 5, count the number of tick marks in each box (provisional, void, spoiled, AB ballots exchanged). Record the total in the appropriate box.
4. Complete Ballot Record Report: Part 6 using the Close Report tape.

CLOSE

# Voting Stations

## Voting Booths

1. Remove signs, pens and scratch paper.
2. Lower Blue Flaps at the top of each booth.
3. 2 Officers work together to flip the booth upside down.
4. Lower each blue tray by unlocking the red flap and using the strap to lower the tray.
5. Lower legs. Lift up a little. Press the button in. The leg should drop.
6. Curl up.
7. Lock the safety belt.
8. Flip back over onto the wheels.
9. Return to cart carefully following the yellow labels and puzzle pieces showing you how the booths should be placed in the cart. **Wheels should always be down.** Reference the video in the online training for more details.

## Cardboard Stations

Fold and Return to Precinct Cart.

CLOSE

# Drop Box

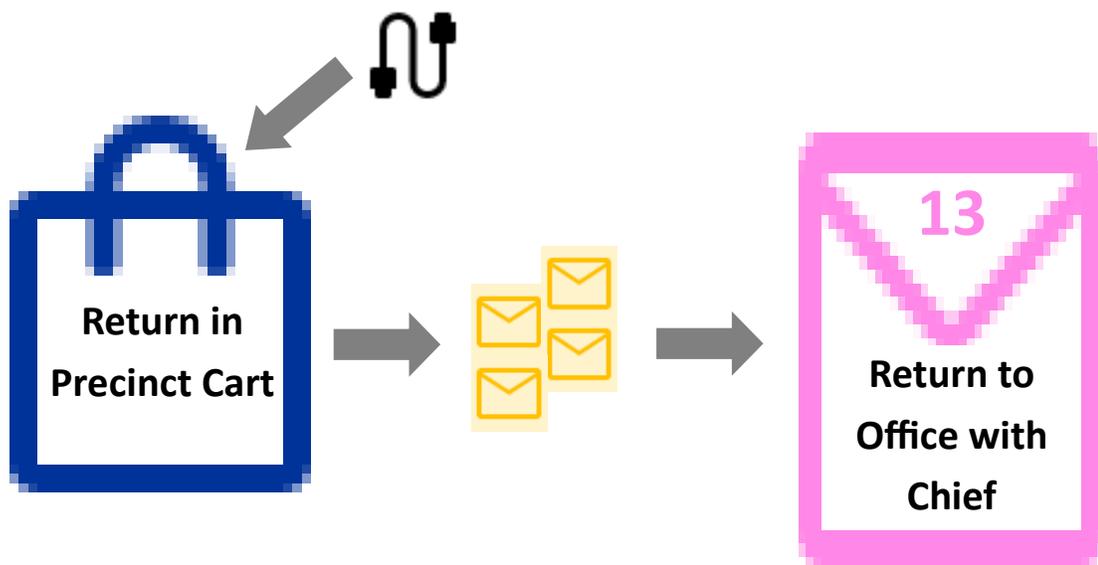
## Supplies You'll Need

- Drop box
- Keys
- Clippers
- Pink Envelope 13
- Seal

## Steps

1. Unlock bag from table.
2. Cut zip tie from zipper.
3. Remove and count mail ballot envelopes. Do not open envelopes.
4. Place the ballot envelopes in Pink Envelope 13.
5. Record the number of mail ballot envelopes on the Pink Envelope 13 seal.
6. Two Officers sign/date the seal.
7. Affix the seal to Pink Envelope 13.
8. Place the tether back in the blue bag.

CLOSE



# Equipment Checklist

## Precinct Cart Contents

- Scanner
- Ballot Marker
- Power Cords
- Power Strips
- Extension Cords
- Green Privacy Folders
- Privacy Folders
- Headset
- Tape Measure
- All Stickers
- Green Tape
- Blue Tape
- White Tape
- Blue Sign Bag
- Black Ballot Bin
- ADA Cardboard Station
- Cardboard Marking Stations
- 2 Stand up Voting Stations
- Polling Place Yard Signs
- Empty Mail Ballot Drop Box
- 2 Yellow Cones and Curbside Voting Sign

### Optional

Included as needed.

- Tables
- Chairs
- Cord Cover
- A-frame
- Door Stops
- Sign Stand

## Chief's Black Bag—Return to Office

- Chief's Folder
- Pink Payroll Form
- Yellow Bag—EMPTY
- Green Ballot Bag—EMPTY
- Envelops & Bags—Sealed
- Accordion Folder (Blue or Gray)
- Signs to be Posted—Discard Election Specific Signs
- Blue Supply Case
- Law Book
- Magnifier
- Clipboards
- Pollbooks—Sealed with iSync**
- All Ballots**
  - Box 3—Counted**
  - Box 6—Unused**
  - Green Provisional 1A**
  - Pink Envelope 13**

CLOSE

# Closing Paperwork Checklist



## Seal & Count Form

Closing Box for Scanners & Ballot Marker

Closing Box for Pollbooks

Closing Box for Bag / Envelopes 2 & 7



## Statement Of Results

Part A: Turnout all lines are complete

Part B: Votes Cast all lines are complete

Part C: Discrepancies is complete if Part A & B do not equal

Part D: **ALL** Election Officers must sign

Part E: Completed if 2 Scanners used and/or had to Hand Count



## Ballot Record Report

Part 3: Ballots After Polls Close is completed

Part 5: All Totals Boxes have numbers

Part 6: Numbers from Ballot Marker close tape recorded



## Provisional Ballot Log

Added up the Reason Codes

Confirm Each Provisional Ballot is recorded on Log. This includes:

Name

Address

Reason Code

Complete & Sign Statement on Envelope 1A



## Yellow Printed Return Sheet

Record the Machine Numbers

**ALL** Election Officers must sign



**Return all Envelopes, Boxes 3 & 6, and Bags to office with Chief Election Night.**

CLOSE

# Envelope Checklist



## Envelope 1A

- Provisional Ballots Cast during normal voting hours.
- Provisional ballot Log

## Sealing & Signing

- Enter number of Envelopes
- 2 Officers Sign Certification
- Seal with Label
- 2 Officers Sign & Date Seal



## Blue Bag / Envelope 2

- SOR 1 w/ Election Summary Tape
- SOR 2 w/ Election Summary Tape
- Ballot Record Report
- Machine Problem Report
- Oath
- Envelope 2B
- Machine Info & Open Tapes
- Close Tape
- Write In Report (not in Primaries)

## Sealing & Signing

- Seal with numbered cable tie & tag
- 2 Officers Sign & Date Tag (In Chief's Folder)
- Place Tag in Slot
- Seal with numbered cable tie (In Red Bag / Envelope 7)
- Record number on Seal & Count Form



## Envelope 2A

- Yellow Printed Return Sheet w/ Election Summary Tape Attached

## Sealing & Signing

- Seal with Label
- 2 Officers Sign & Date Seal



## Box 3

- Counted Ballots

## Sealing & Signing

- Seal with Label
- ALL Officers Sign & Date Seal



## Envelope 4

- Spoiled Ballots
- Voided Ballots
- Mail Ballots exchanged

## Sealing & Signing

- Seal with Label
- 2 Officers Sign & Date Seal



## Box 6

- Unused Ballots

## Sealing & Signing

- Seal with Label
- 2 Officers Sign & Date Seal



## Red Bag / Envelope 7

- TM from Scanner
- Machine Keys
- Extra Seals

## Sealing & Signing

- Seal with numbered cable tie & tag
- 2 Officers Sign & Date Tag
- Follow steps for Blue Bag / Envelope 2



## Maroon Bag 8

- All other forms completed by voters

## No Seal Required



## Pink Envelope 13

- Mail Ballots to be counted by CAP

## Sealing & Signing

- Seal with Label
- 2 Officers Sign & Date Seal

CLOSE

# Appendix



Additional  
Information to  
help you on  
Election Day

# Forms Guide

Several forms are used over the course of the election. All forms are located in the Blue or Gray accordion folder.

## **Telephone Form**

Complete this form before calling the office with a question about a voter.

## **Election Day Referral**

Complete this form when referring a voter to another polling place.

## **Affirmation of Eligibility**

Used when a voter's eligibility is being challenged or a voter marked Inactive has not moved.

## **Request for Assistance**

Used when a voter requires assistance marking their ballot.

## **Voter Registration Application**

Used to update a voter's name or address on Election Day. These are processed after the election.

## **Provisional Envelope & Receipt**

Used when a voter's eligibility cannot be determined on election day.

## **ID Confirmation Statement**

Used when a voter does not bring proper ID.

## **Election Officer Application Comment Form**

Used when a voter would like to file a complaint or comment.

## **Incident Report**

Used when there is an incident that needs to be reported such as an injury.

## **Death Notification**

Used to allow voters to report the death of individuals.

## **Request to Cancel Registration**

## **Absentee Ballot Application**