



Arlington County

Election Officer Code of Conduct

Respect

- **Courtesy:** Treat all individuals (including voters, staff, observers, and fellow officers) with courtesy and civility. Respect others' personal boundaries.
- **Impartiality:** Exercise impartiality when serving voters, regardless of voters' backgrounds, beliefs, abilities, or affiliations.
- **Confidentiality:** Uphold every voter's right to cast a secret ballot without fear or intimidation.

Trustworthiness

- **Transparency:** Be transparent when performing all duties and avoid any appearance of impropriety. The only part of the voting process that is secret is how a voter fills out their ballot.
- **Integrity:** Report any concerning or improper behaviors or procedures to your Chief or the main Office of Elections. Be honest with yourself and your fellow officers when you deviate from proper procedure and take steps to self-correct.

Accuracy

- **Adherence to Procedures:** Follow all election procedures and policies established by the Arlington County Office of Elections, Virginia Department of Elections, Code of Virginia, and other applicable laws and regulations.
- **Accountability:** Thoroughly document any mistakes or inconsistencies, including the context in which the mistake was made.
- **Collaboration:** Collaborate with fellow officers to conduct all election operations efficiently and accurately. Double-check other officers' work when needed. Correct colleagues when they deviate from procedure and accept correction from others in good faith.

Professionalism

- **Punctuality and Preparation:** Arrive on time and well-prepared for all duties and remain in the precinct continuously until voting has concluded and you have been released by the Chief Election Officer, except in cases of emergency. Ensure you are familiar with all materials, instructions, and equipment needed for the day.
- **Neutrality:** Maintain a neutral and unbiased approach in all interactions. Do not show favor or influence toward any party, candidate, or cause during your duties.
- **Presentation:** Dress in clean clothes without tears or logos. Wear assigned name tags and/or badges where they are clearly visible to others. Do not take unannounced breaks, and refrain from using personal electronic devices in front of voters.