

Election Officer Quick Guide - June 2025

PRE-ELECTION CHECKLIST

- ☐ Pack Food and Medication - Take all needed for the entire day.
- ☐ Pack Your Clothing and Shoes - Remember to bring layers.
- ☐ Pack Phone/Devices - Make sure to bring a charger.
- ☐ Set Your Alarm - Be at your polling place promptly at 5:00.

SETTING UP & OPENING THE POLLING PLACE

Setting Up Key Reminders

- Be helpful to the Chief.
- Use arrows and Xs to direct voters.
- Set up voting booths so paths are 36 inches apart.

Opening Reminders

- Prioritize getting the scanner and PollPads ready first. (Watch videos if needed)
- Make sure the scanner and PollPads are marked for the correct location and start at "0".
- Make sure facility is accessible.
- Get ballots ready.
- Polls **MUST** open at 6am.

General Rules for All Election Officers

Be helpful and courteous to all voters and each other.

Wear your Election Officer badge.

Do not use your cell phones or devices at your work station.

No political discussions.

Never tell a voter "you can't vote today," send to the Registration Clerk if uncertain.

FREQUENTLY ASK QUESTIONS

Am I allowed to leave the polling place on election day? Election officers must stay at the polling place, but can have items or food delivered.

Will we be assigned to a role all day or will we rotate roles? Most chiefs will allow offers to change roles during the day.

What types of ID are acceptable? A list of accepted IDs will be posted at the pollbook. If a voter does not have an ID, they can sign a Voter Confirmation Statement.

Who can vote in a primary?

Anyone who is eligible to vote in Virginia can vote in a primary. Voters are not registered by party, so any voter can choose to vote in this Democratic primary.

Can voters use their own pens?

Yes, voters may use their own pen, but they must be blue or black ballpoint pens.

Can voters drop off a mail ballot?

Yes, all polling places have drop boxes. Voters can drop off a ballot without checking in. If the voter wants to vote and use the scanner, they will go to the Registration Clerk.

What ballots are rejected by the scanner? Overvotes and blank ballots are rejected. Ask the voter if they would like a new ballot or have them press "Accept Ballot" if they want to cast the rejected ballot.

What do I do if there is an emergency? Call 9-1-1.

What is the 40' prohibited area?

No political activity is permitted inside of this boundary (speaking to voters, handing out partisan materials, etc.)

Can voters wear clothing with candidates or parties on it? Yes.

When does a voter fill out a Voter Assistance Form? A Voter Assistance Form is completed if another person or election officer will assist a voter and see their ballot (e.g translation assistance).

What do I do if I see voter intimidation? Notify the Chief immediately if you see individuals or groups blocking voters, trying to intimidate voters, or carrying weapons.

GREETER

- Direct voters to the voting room.
- Remind voters to have ID ready.
- Offer sample ballots or referenda explanations.
- Help voters who have difficulty standing to seats at the front of the line.
- Watch for and assist curbside voters.
- Notify Chief of issues/40' violations.

VOTING BOOTH OFFICER

- Direct voters to open booths.
- Ensure booths have pens.
- Answer voters' questions.
- Remove campaign literature left in voting booths.
- Assist voters who request use of the ballot marking device.

SCANNER OFFICER

- Script: "Remove your ballot from the privacy folder. Lay your ballot flat on the tray and give it a good push. Wait until the light turns to green."
- Be present, but not too close, to assist voters at the scanner.
- Assist voters with rejections.
- Maintain sticker table.

BALLOT OFFICER

- Count ballot packs.
- Maintain Ballot Record Report.
- Give voter a ballot. Remind voters: "This is your ballot. Please confirm that it matches your voting permit. Fill in the oval next to your choice(s) completely. Voting booths are {point}. Insert into the scanner when you're done."

POLLBOOK OFFICER

Steps to Check In a Voter

1. Ask voter for ID.
2. Look up voter in pollbook.
3. Ask voter to state name and current address.
4. Select the correct voter on the pollbook.
5. Repeat the name only.
6. Hit the blue "Accept" button.
7. State the voter's name only
8. Hit the blue "Submit" button.
9. Give the voter a Voting Permit.

EXCEPTIONS - VOTER STATUSES & WHAT TO DO

Overseas - If still overseas, check in as normal. If returned, refer to Registration Clerk. Use a referral slip to send all other reasons to the Registration Clerk.

Registration Statuses

Inactive
Wrong Location
Federal Only
Overseas - Returned

Absentee Statuses

Issued
Marked
Pre-Processed
On Machine

ID Rules Reminders (Post ID List at station)

Voter Does Not Have ID > ID Confirmation Statement
Voter won't or can't Sign Confirmation Statement > Send to Registration Clerk.

Acceptable IDs

- Similar Names, Initials, or Maiden Name = OK
- ID does not need a picture if on list.
- Expired VA Driver's License = OK
- Out-of-State Driver's License = NOT ok

Voter With a Mail Ballot

- Voter has a Mail Ballot and wants to drop it off. → Voter uses Drop Box. Do not check in.
- Voter has Mail Ballot but wants to vote in person. → Send to Registration Clerk. They will exchange ballots.
- Voter Applied for a Mail Ballot, but has no ballot. → Send to Registration Clerk for a provisional ballot.