Chief & Assistant Chief Training

June 2025 Primary Election

Introductions

Dominick Schirripa, Chair

Richard Samp, Vice Chair

Kim Phillip, Secretary

Gretchen Reinemeyer, General Registrar

Alyssa Myers, Deputy Director of Elections

In This Training

- ►About this Election/New
- ►Before the Election
- ►Election Admin
- ►Election Night
- ►Paperwork Session

About This Election

► Single party primary

► Low turnout

► ADA Survey

► Post-election feedback

A Very Chill Election?

▶Single-party primary

▶No ranked choice voting

▶Same voting equipment

▶Only full and provisional ballot styles

A Very Chill Election?

- ►Very low turnout
- ►3 pollbooks, 1 scanner
- ►20 or less provisional ballots
- ►Separate ballot table optional

ADA Survey

- Digital
- Do as time allows
- For every polling place

Post-election emails

► Status emails about paperwork

► Automatically generated during canvas process

► Meant to give you and your precinct more information

► Canvassing team will note issues or all ok

Post-election emails

Email 1
- By end of day on June 18th
- Missing signatures, action needed

Status Emails
- Within 7 days
- Summary reports

Provisional Email
- 14 days after election
- Provisional Ballot/log feedback

Election night

Official Canvas

Document inspection and Retention

Provisional ballot processing

Post-Election mail ballot processing

Board Certifies Results

Before the Election

Oaths!

- Officer of Election Oath
- Chief Oath

Officer Email

- Contact your officers
- Let us know if your officers have any updates

Chief Pickup

- Monday, June 16, 10 AM – 6 PM

- Free parking on first floor of parking garage

- Use yellow parking pass

- Room 317

Chief Meeting

- Virtual meeting

- Tuesday, June 10 at 6 PM

- Last minute announcements

- Opportunity to ask questions

- Optional

- Updates discussed will be sent out to all Chiefs

Election Admin

- Election Day Comms
- Provisional Tracking
- Post Election Feedback From You
- Emergencies

Election Day Communication

703.228.3456

	Up to three contacts
	Phone
	Web Form
	Use these only!

Forms

- Report of Problems
- Opening
- 10 AM
- 1:30 PM
- 5 PM
- Closing

Calls

- Main office number
- Cell

Texts

Election Day Communication

Opening survey

Submit by 6 AM

Confirm your precinct is ready for voters
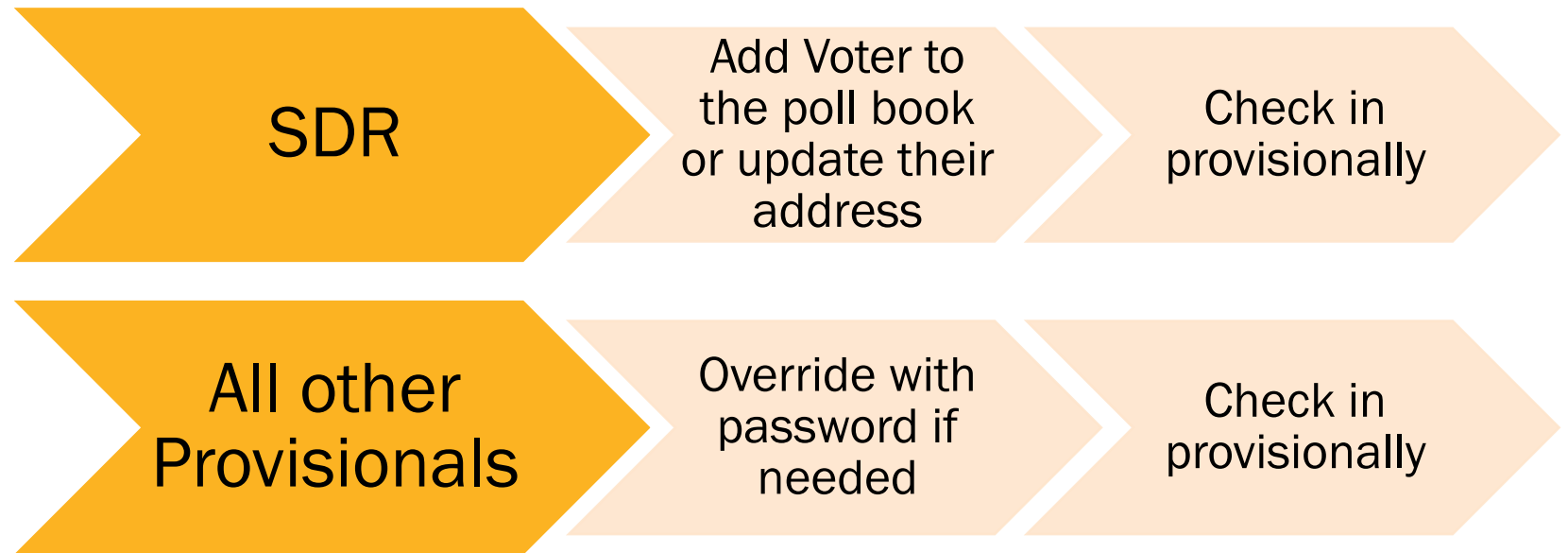
Report opening issues

Missing/late officers

Provisional Ballots

- Separate, labeled provisional ballots
- Won't be read by scanner
- Track on Provisional Ballot Logs

Ballot

Precinct 101

Provisional

Everyone Goes in the Poll Book Now

| SDR | Add Voter to the poll book or update their address | Check in provisionally |

| All other Provisionals | Override with password if needed | Check in provisionally |

Provisional Ballot Record Report

► The main office needs some data Election Night

► Also tracks provisional ballot usage

► Goes in Envelope 8

Provisional Ballot Record Report

Democratic Party Primary Election

Arlington County
Precinct:

June 17, 2025

Before Polls Open

Enter the number of provisional ballots you received in your Chief's bag on the confirmation line.

	Total Ballots	Initials
Ballots Delivered in Chief's Bag		CS/JL / gn
Confirmation		

While Polls Open

Only used in special circumstances. Fill in all boxes. Enter 0 if none.

	Total Ballots	Initials
Delivered By Electoral Board		
Reproduced at Polls		

After Polls Close

Enter ballots printed on the ballot marking machine, ballots that remain unused, and the total ballots used from the back of this form. Enter 0 if none.

	Total Ballots	Initials
Provisionals Printed on BMM		
Provisional Ballots Unused		
Provisional Ballots Used Voted + Spoiled + Void		

Provisional Log Summary

During the day, make a tick mark each time you issue a provisional ballot in the appropriate reason code.
At the end of the day, count the tick marks, total, and record on call in sheet. Return ballots in Envelope 1A.

D

			Tally Marks	Total
Voter's name **IS NOT** on pollbook.	1	**Same Day Registration**		
		Total Same Day Registration		
Voter's name **IS** on the pollbook.	3	**Voting after hours** due to court order		
	4	**Vote by mail** - no ballot to surrender		
	5	Shown on pollbook as **already voted**		
	6	**Other** (any reason not captured in the other codes)		
		Total Reasons 3 through 6		
	7	**Voter does not have required ID and declined to complete ID Confirmation statement**		
		Total NO ID		
	✳	**Grand Total** (Add All Reasons)		

Ballot Accounting

During the day, make a tick mark each time a voter has an issue with a provisional ballot.
At the end of the day, add Provisional Log Summary + Ballot Accounting to total used ballots, and record on front of form. Return Void and Spoiled Ballots in Envelope 4.

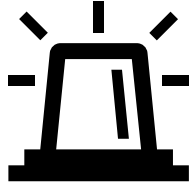|		Tally Marks	Total
	Spoiled		
	Void		
	Total Used		

Election Officer Evaluations

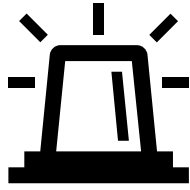Evaluate your team as a whole

Recommend officers for promotion

Identify weaknesses and strengths

Talk to your officers!

- Emergency Cards

- Evacuation Point

- Priorities

► Safety

► Continuation

► Security

Emergency Situations

- Other rules still apply (to the best of your ability)

- The polling place is the friends we made along the way

- Try to document what your team has done

- Tell us if you don't know where to evacuate

Evacuation

Closing & Breakdown

Tapes

► Pull numbers from results tapes for Results Call In

► Attach tapes to required documents using Election Day Guide

► Put remainder of tapes in Envelope 2B

Pollbooks

► Everything is in the Summary

► Numbers for SOR
   ► Check-Ins
   ► Curbside Checkins

► Numbers for Provisional Ballot Record Report
   ► Provisional = Total provisional envelopes
   ► Registrations = Total Reason 1 (SDR)

Provisional Numbers

Provisional check-ins

Provisional Ballot Record Report

1A

Provisional Ballot envelopes

Call in/
Report Results

▶ Tally/results sheet

▶ Online form

▶ Call Office

iSync

- ►Download data from each Poll Pad separately

- ►Better twice than not at all

- ►iSync goes in the Chief's Poll Pad case

- ►Seal it!

- ►Not through the handle, though. That does nothing

TM & Keys

- ▶ TM pulled from the scanner once turned off

- ▶ TM and keys go in red Envelope 7

- ▶ Don't put anything extra in 7

Envelopes

(And Boxes)

Envelopes

1A 2 sets of signatures!

Envelopes

2A

- Do this one right or else! (We can't see it)

Envelopes

3

- Voted ballots from the scanner
- Everyone signs!

Envelopes

6

- ALL UNVOTED BALLOTS OF EVERY TYPE
- ALL OF THEM
- PINKY PROMISE ME

Envelopes

8

- Provisional Ballot Record Report
- All other paperwork

Envelopes

13 Mail ballots from the drop box

Dropoff

- 2nd person if there are mail ballots

- Don't put in the chief's bag

- First floor of the parking garage

- Don't block the loop!

Checked Immediately

- Pollbooks
- Right number of envelopes
- Box 3
- Box 6
- Empty ballot bag
- TM