



Chief & Assistant Chief Training

June 2024 Primary Election

Introductions



Richard Samp, Chairman

Dominick Schirripa, Vice Chair

Kim Phillip, Secretary

Gretchen Reinemeyer, General Registrar

Alyssa Myers, Deputy Director of Elections

- Do you like democracy?
- Are you willing to talk to strangers, use a phone, do data entry, and/or count things?
- Do you like the elections staff enough to hang out with us for 20-40 hours a week?

APPLY NOW



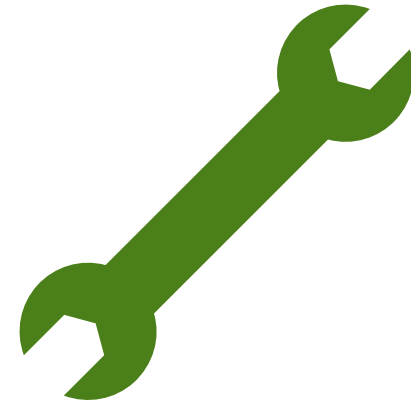
Seasonal Election Jobs



Voter Registration &
Elections Assistant



Early Voting / Mail
Ballot Clerk



Voting Machine
Technician Assistant

Seasonal Election Jobs



- Positions run approximately from Labor Day through Thanksgiving
- Apply through the County Jobs Board :
governmentjobs.com/careers/Arlington

Oaths!



Officer of Election Oath



Chief Oath

This Election

- June 18, 2024
- Same 2 ballot styles in all precincts
- Dual Party Primary
- U.S. Senate and County Board

Dual Party Primary

- Open to all eligible voters
- Virginia does not register by party
- Voters must select ONE ballot
- The ballots contain different races

Key Election Dates

May 3

- First day of Early Voting
- Mail ballots go out

May 28

- Voter Registration Deadline
- Start of SDR

June 11

- Training completion deadline

June 15

- Last day of early voting

June 18

- Election Day!

In This Training



- Before the Election
- About this Election
- During the Day
- Election Night
- Paperwork Session

Before the Election

- Training
- Paperwork
- Communicate with Officers
- Chief pickup



Optional Training – Equipment Lab

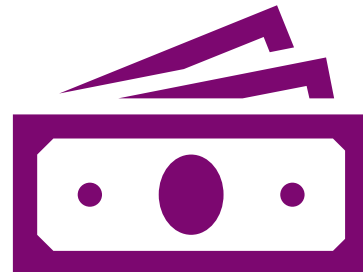
- Equipment
- Paperwork
- Registration Clerk practice questions

Hiring Paperwork Needed



Moved

Changed
banks



First time
payee



Officer Email

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

Vote!

- If you're not scheduled to your home precinct
- Early voting
 - Ends Saturday, June 15 at 5 PM
- By mail
 - Request by Friday, June 10 at 5 PM



Chief Pickup

- Monday, June 17, 10 AM – 6 PM
- Free parking on first floor of parking garage
- Use yellow parking pass
- Room 317
- Schools closed June 17th for Eid





About this Election

- Dual Party Primary
- Ranked Choice Voting
- Miscellaneous updates

Dual Party Primary

- Two separate elections
- Open Primary
- No party registration in Virginia
- Voters must choose ONE election

Commonwealth of Virginia, Official Ballot

County of Arlington
Democratic Party Primary Election
Tuesday, June 18, 2024

Precinct #

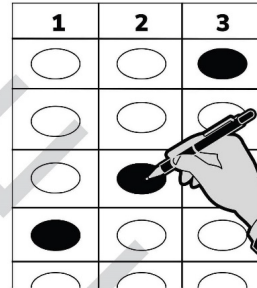
Voting Instructions:

1. Use a blue or black ballpoint pen.
2. Completely fill in the oval to the right of your choice.
3. Rank up to 3 candidates in the order of your choice.



Ranked Choice Voting Instructions

- Select your 1st choice by filling in the oval under the number 1 to the right of the candidate's name.
- To select a 2nd choice, fill in the oval under the number 2 to the right of the candidate's name.
- To select a 3rd choice, fill in the oval under the number 3 to the right of the candidate's name.
- Mark at least one candidate for your vote to count.
- If you make a mistake or need assistance, ask an election officer.



Member County Board			
One Candidate will be elected. Rank candidates in the order of your choice.			
Mark no more than 1 oval in each column			
	1	2	3
Tenley D. Peterson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natalie U. Roy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Julius D. "JD" Spain, Sr.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Julie E. Farnam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
James A. DeVita	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Authorized by: Arlington County Electoral Board,
2100 Clarendon Blvd, Suite 320
Arlington, VA 22201, (703) 228-3456

Democratic Ballot

- Arlington County Board only
- Ranked choice voting
- Voters can rank up to three candidates

Commonwealth of Virginia, Official Ballot

County of Arlington
Republican Party Primary Election
Tuesday, June 18, 2024

Precinct #

Voting Instructions:

1. Use a blue or black ballpoint pen.
2. Completely fill in the oval to the right of your choice.
3. If you make a mistake, ask an election worker for another ballot.



Member United States Senate	
Vote for only one	
Hung Cao	<input type="radio"/>
Edward C. "Eddie" Garcia Jr.	<input type="radio"/>
Jonathan W. Emord	<input type="radio"/>
C. L. "Chuck" Smith, Jr.	<input type="radio"/>
Scott Thomas Parkinson	<input type="radio"/>

Republican Ballot

- U.S. Senate only
- Voters must choose one candidate



Authorized by: Arlington County Electoral Board,
2100 Clarendon Blvd, Suite 320
Arlington, VA 22201, (703) 228-3456

Anticipate Voter Confusion

- Greeters should prepare voters
- Post copies of the ballots at check-in
- Check-in officers should refer to ballots



Differences in voting process

- Voter chooses at check-in
- Voting permit
- Separate ballot table
- Voter Changes Mind (VCM)

- 1 Deface ballot (if issued)
- 2 Mark on Ballot Record Report
- 3 Undo the voter's check-in on Poll Pad
- 4 Begin process over again



Voter Changes Mind (VCM)



Arlington County
All County

Precinct Records: 181116

Checkins: 1

EDR: 2

REGISTER

START OVER

MYE



ALY



Search

ADVANCED
OPTIONS

SEARCH RESULTS: 2

ALYSSA CHRISTINE MYERS



SAME DAY REGISTRATION

Mark Voter Absentee



ALLOW VOTER TO VOTE

REPRINT VOTER RECEIPTS

CANCEL VOTER CHECKIN

EDIT VOTER CHECKIN

REPRINT BALLOT

MYERS, ALYSSA MICHELLE



1992

3400 S CLARK ST APT 612, ARLINGTON, VA 222024057

VOTER ID: 215347745

Active

150

Precinct: 150 - PRECINCT

150 0130150



Arlington County
All County

Precinct Records: 181116

Checkins: 1

EDR: 2

REGISTER

START OVER

MYE



A



Search

ADVANCED
OPTIONS

Enter Password

password

Done

Cancel

SEARCH RESULTS: 2

MYERS, ALYSSA CHRISTINE

1992

1670 21ST RD N APT 13, ARLINGTON, VA 222091138

VOTER ID: 052309949



ct: 144 - PRECINCT
130144

CHK: 05/17/2024, 14:43:08

MYERS, ALYSSA MICHELLE

1992

3400 S CLARK ST APT 612, ARLINGTON, VA 222024057

VOTER ID: 215347745



Active

150

Precinct: 150 - PRECINCT
150 0130150

Step 1: Poll Worker Name and Reason



Cancel Voter Check-In

NEXT

J Black

Poll Worker Name

Type Details

SELECT REASON



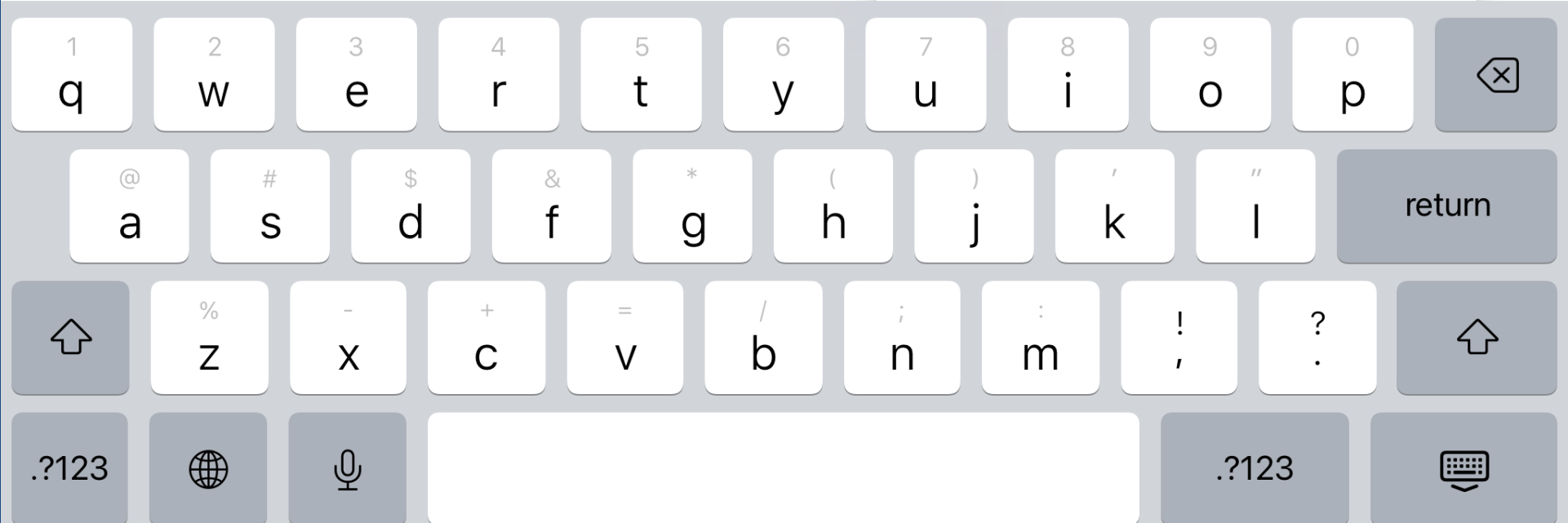
Voter Changed Party

Wrong Voter Processed

Wrong Party Selected

Voter Voted Provisionally

5



Step 1: Poll Worker Name and Reason



Cancel Voter Check-In

NEXT

J Black

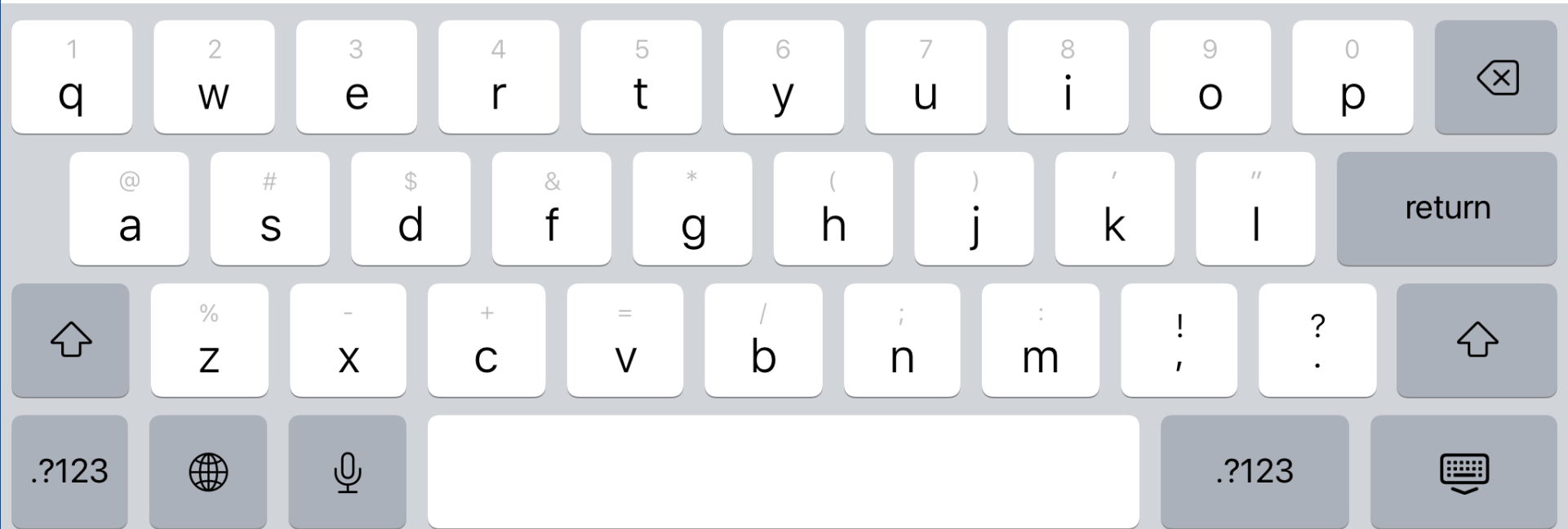
VOTER CHANGED PARTY



Poll Worker Name

Type Details

0/255



Cancel Voter Check-In

SUBMIT

Voter Information:

Myers, Alyssa Christine - 1992
1670 21ST RD N APT 13, ARLINGTON, VA 222091135

CLEAR SIGNATURE

Cancellation Reason:

Voter Changed Party



Election Judge Signature



VCM Demonstration

Administrative Differences

- Two Ballot Record Reports
- Provisional Ballot Dot Markers
- Determine party preference at check-in
- Ballot Table

Ranked Choice Voting

- ONLY on Democratic Ballot
- Rank up to three candidates
- One candidate will be selected
- Not required to rank all three

Member County Board			
One Candidate will be elected. Rank candidates in the order of your choice.			
Mark no more than 1 oval in each column			
	1	2	3
Tenley D. Peterson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natalie U. Roy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Julius D. "JD" Spain, Sr.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Julie E. Farnam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
James A. DeVita	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ranked Choice Voting

**REJECTED BY
SCANNER**

Arlington's Favorite Sweet Treat One sweet treat will win. Rank candidates in the order of your choice. Mark no more than 1 oval in each column			
	1	2	3
Sugar Cookie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Praline Blondies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oatmeal Chocolate Chip Cookie	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sticky Toffee Pudding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brownies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ranked Choice Voting

**REJECTED BY
SCANNER**

Arlington's Favorite Sweet Treat One sweet treat will win. Rank candidates in the order of your choice. Mark no more than 1 oval in each column			
	1	2	3
Sugar Cookie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Praline Blondies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oatmeal Chocolate Chip Cookie	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Sticky Toffee Pudding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brownies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ranked Choice Voting

**ACCEPTED BY
SCANNER**

Arlington's Favorite Sweet Treat One sweet treat will win. Rank candidates in the order of your choice. Mark no more than 1 oval in each column			
	1	2	3
Sugar Cookie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Praline Blondies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oatmeal Chocolate Chip Cookie	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sticky Toffee Pudding	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brownies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ranked Choice Voting

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Praline Blondies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oatmeal Chocolate Chip Cookie	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sticky Toffee Pudding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brownies	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



Miscellaneous Updates and Changes

Ballot

Precinct 101

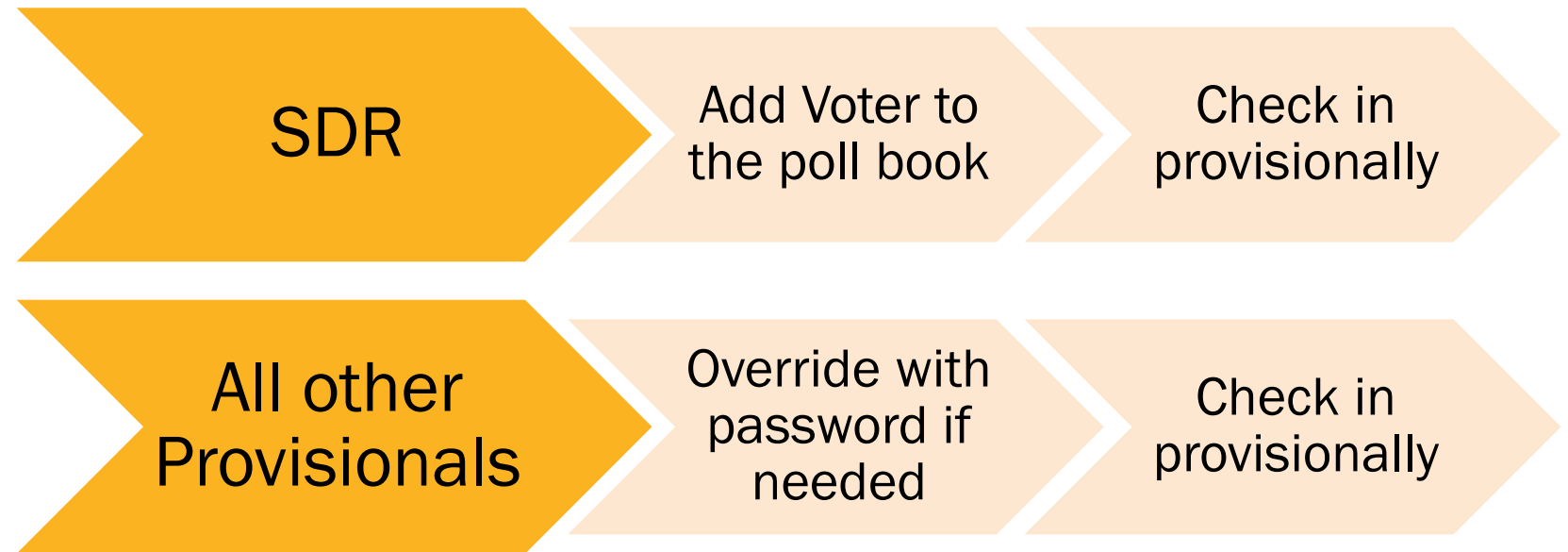


Provisional

Provisional Ballots

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

Everyone Goes in the Poll Book Now





SDR Voter Processing



All Other Provisionals

Provisional tracking sheet

- The main office needs some data Election Night
- Also tracks provisional ballot usage
- Democratic and Republican Ballots

Registration Clerk Referral

Registration Clerk Referral Slip

Reason

- | | |
|---|---|
| <input type="checkbox"/> Could not find voter in Pollbook | <input type="checkbox"/> Mail Ballot Alert |
| <input type="checkbox"/> Address given is different from pollbook (Ignore address listed on the ID) | <input type="checkbox"/> Issued |
| <input type="checkbox"/> No acceptable ID | <input type="checkbox"/> Marked |
| <input type="checkbox"/> Name Change | <input type="checkbox"/> Pre-processed |
| <input type="checkbox"/> Marked as having already voted (Green) | <input type="checkbox"/> On Machine |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Overseas: Returned |
| | <input type="checkbox"/> Fed Only |

Election Officer Evaluations



Evaluate your team as a whole

Recommend officers for promotion

Identify weaknesses and strengths

TRUE or FALSE?

At the end of election day, all voters (provisional and regular) should be in the pollbook

TRUE or FALSE?



TRUE

TRUE or FALSE?

**The County Board contest
is on both the Republican
and Democratic Ballots**

TRUE or FALSE?



FALSE

Election Day Communication

703.228.3456



Up to three
contacts



Phone



Web Form



Use these only!

Forms

- Opening
- 10 AM
- 1:30 PM
- 5 PM
- Closing

Calls

- Main office number
- Cell

Texts

- One-way
- Two-way



Election Day Communication

Opening survey



Submit by 6 AM

Confirm your precinct is ready for voters

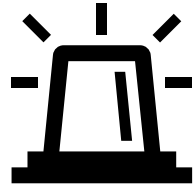
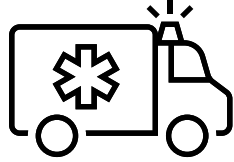
Report opening issues

Missing/late officers



ADA Survey

- New construction
- Test buttons, door weight, etc
- Look for damage/surfaces



- Emergency Cards
- Evacuation Point
- Priorities
 - Safety
 - Continuation
 - Security

Emergency Situations

Turnout Reporting



By party



In summary
report



Use the link
sent out

TRUE or FALSE?

The best ways to contact the main office on election day are through the web form or calling 703 228 3456

TRUE or FALSE?



TRUE



Closing & Breakdown

iSync

- Download data from each Poll Pad separately
- iSync goes in the Chief's Poll Pad case
- Seal it!
- Not through the handle, though. That does nothing



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



Provisional Numbers

Provisional
check-ins

Voters
added

Provisional
Ballot log

Provisional Ballot
envelopes



Call in/ Report Results

- Online form
- Call Office
- Tally/results sheet



TM & Keys

- TM pulled from the scanner once turned off
- TM and keys go in red Envelope 7
- EXTRA important this time – Ranked Choice Voting
- Don't put anything extra in 7



Envelopes

1A

Voted
Provisional
Ballot Envelopes

Envelopes

2

- SORs W/ closing scanner tapes
- Oath
- Ballot Record Reports

Envelopes

2A

- Printed Returns Sheet
- 1 copy of scanner closing tapes

Envelopes

3

- Voted ballots from the scanner
- Everyone signs!

Envelopes

4

- Spoiled
- Void
- VCM
- Surrendered mail ballots

Envelopes

6

- Unvoted regular ballots
- Unvoted provisional ballots

Envelopes

7

- TM from scanner
- Equipment keys
- Unused seals and ties

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
- Doesn't have to be in the chief's bag
- First floor of the parking garage
- Don't block the loop!

TRUE or FALSE?

**Unvoted provisional and
standard ballots should go
into box 6 together**

TRUE or FALSE?



TRUE

TRUE or FALSE?

**The only documents that
needs all officers'
signatures are the SORs**

TRUE or FALSE?



FALSE

Paperwork

The background features three large, overlapping geometric shapes: a teal triangle pointing downwards in the top left, a yellow triangle pointing downwards in the top right, and a purple parallelogram pointing downwards in the middle right.

Why?

Paperwork determines results

Ranked Choice Voting

Increased scrutiny

Accuracy

2A Envelope



Why?

Chain of custody

Results

Track ballots



Seal & Count Form

Dual Party Primary

Arlington County

Precinct: 101

June 18, 2024

If seal/count numbers do not match at Opening, Call immediately 703-228-3456		OPENING Verify & initial before polls open		CLOSING Complete & initial after polls have closed	
SCANNER(S)	Scanner 1	✓ Verify	Initials	Scanner 1	Initials
Serial Number	1111			1111	
TM Seal Number					
Front Seal Number					
Protective Counter					
Public Counter	0				
BALLOT MARKER		✓ Verify	Initials	Record Numbers	Initials
Serial Number	2222			2222	
Front Seal Number					
Protective Counter					
Public Counter	0				
POLLBOOKS		✓ Verify	Initials	Record Seal Number	Initials
Chief's Pollbook	333			333	
Case Seal Number					
Pollbook Number(s)	444			444	
Case Seal Number					
Pollbook Number(s)					
Case Seal Number					
Pollbook Number(s)					
Case Seal Number					
ENVELOPES/BALLOT BAG		✓ Verify	Initials	Record Seal Number	Initials
Envelope 2 Seal #	No AM Seal				
Envelope 7 Seal #					
Yellow Bag Seal #				Return Empty No Ballots!!	

Ballot Record Report

Ballot Record Report



Democratic Party Primary

Arlington County
Precinct: 101

June 18, 2024

Complete all 6 Parts on both sides of this form

Part 1: Ballots Delivered to Precinct Before Polls Open

	Packs	Total Ballots	EO Initials
Emergency Packs in Chief's Bag	1	100	JL
Regular Ballots in Cart	5	500	JL

→ Did you receive 600 ballots? Yes No Initials: _____

Part 2: Ballot Adjustments - Special Circumstances- Fill in all boxes completely, including totals (use 0, if none)

	Regular Ballots	EO Initials
Delivered by EB Representative		
Reproduced at Precinct (EB permission needed)		

Part 3: Ballots After Polls Close - use numbers not n/a or dash (-)

	Regular Ballots	EO Initials
Unopened Packs (include Emergency Ballot Pack, if not used)		
Unused Loose Ballots		

Over →

Fill in all boxes **Completely** including **Totals** (use 0, if none)



Part 4: Ballot Packs Opened

Pack	No. # in Pack	E.O. Initial	Pack	No. # in Pack	E.O. Initial
1			22		
2			23		
3			24		
4			25		
5			26		
6			27		
7			28		
8			29		
9			30		
10			31		
11			32		
12			33		
13			34		
14			35		
15			36		
16			37		
17			38		
18			39		
19			40		
20			41		
21			42		
Total Packs Opened:					Total
Total Ballots in opened packs:					Total
E.O. initials: _____					

Part 5: Ballot Accounting

Regular Ballots	
Voter Changed Mind (VCM)	
	Total
Place in Envelope 4	
Spoiled	
	Total
Place in Envelope 4	
Void	
	Total
Place in Envelope 4	
Used as Provisional Ballot	
	Total
Place in Envelope 1A	
Mail Ballots exchanged at Polls	
	Total
Place in Envelope 4	

Part 6: BMM

Ballots Printed on Ballot Marking Device	
Total Ballots Printed (from Close Report)	
Note: For Ballots printed on Ballot Marker Only If 0 printed, enter 0 in Totals	
BMM Ballots used as Provisional Ballots	
	Total
Envelope 1A	
Spoiled	
	Total
Envelope 4	
Voter Changed Mind (VCM)	
	Total
Envelope 4	
Envelope 4	
	Total

Provisional Ballot Record Report

Precinct:

Provisional Ballot Record Report

Arlington County
Precinct:

Democratic Party Primary

June 18, 2024

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		
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		
Unused		
Used		
Voted + VCM + 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

		Tally	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		

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 for both parties to total used ballots, and record on front of form. Return Ballots in Envelope 4.

	Tally	Total
Voter Changed Mind (VCM)		
Spoiled		
Void		
Total Used		

Statement of Results # 1

Dual Party Primary

Arlington County
Precinct: 101

June 18, 2024

Consolidated Report

Part A: Turnout

Obtain these numbers from the [Pollbook Summary Screen](#), not the scanner tape

	Column A: Democratic Primary	Column B: Republican Primary	Column C: Total
1. Total number of voters checked in			
2. Of the total number above, provide the number that voted outside the polls.			

Part B: Votes Cast

Obtain this information from the [scanner tape\(s\)](#). (use pages cast)

	Column A: Democratic Primary	Column B: Republican Primary	Column C: Total
1. Number of votes cast on scanner 1:			
2. Number of votes cast on scanner 2:			
3. Number of hand-counted votes (from Part E)			
4. Total number of votes cast			

Does the total number of voters checked-in (Part A, Line 1)
= the total number of votes cast (Part B, Line 4)?

Yes No

If 'No,' please provide an explanation in Part C on the next page.

Statement of Results # 1

Dual Party Primary

Arlington County
Precinct: 101

June 18, 2024

Part C: Discrepancies

Please provide an explanation **if** the total number of voters checked in does not equal the total number of votes cast.

For example:

- At 9am a voter left the precinct w/o casting a ballot. The ballot was voided. Because of this, our pollbook total is one more than our scanned total.
- Our total number of ballots scanned does not equal the number checked in on the pollbook. We do not know why this happened, but we accept the machine total.

Statement of Results # 1

Dual Party Primary

Arlington County
Precinct: 101

June 18, 2024

Part D. Certification

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

Statement of Results # 1

Dual Party Primary

Arlington County
Precinct: 101

June 18, 2024

Part E: Votes Cast – Candidates and Issues

Enter Totals From:	Election Summary Reports		Hand-counted Ballots		Total
	Scanner 1	Scanner 2	Hand Counts		
Machine Serial Numbers:	5227		Tick Marks	Total	
Democratic Party Primary					
Total Number Voting ["pages cast" on tape(s)]					
Member, County Board					
Total Votes Cast for Office					
Tenley D. Peterson					
Natalie U. Roy					
Julius D. "JD" Spain, Sr.					
Julie E. Farnam					
James A. DeVita					
Under Votes					
Over Votes					
Republican Party Primary					
Total Number Voting ["pages cast" on tape(s)]					
Member, United States Senate					
Total Votes Cast for Office					
Hung Cao					
Edward C. "Eddie" Garcia Jr.					
Jonathan W, Emord					
C.L. "Chuck" Smith, Jr.					
Scott Thomas Parkinson					
Under Votes					
Over Votes					

Printed Return Sheet



Attach here
Election Summary Tape #3 only

Commonwealth of Virginia

Precinct 101

Printed Return Sheet

Dual Party Primary

County of Arlington
Precinct: 101

June 18, 2024

This form must be signed by **all Officers of Election** and placed in **Envelope #2A**.

The Clerk of Circuit Court must make it available for public inspection on the day following the election and for sixty days thereafter.

Machine Numbers:

Scanner(s) _____

Ballot Marker(s) _____

Signatures of Officers of Election:

We hereby certify that the attached machine tapes are a true and correct copy of the election results printed out by the voting machines used in this precinct.

1 _____	11 _____
2 _____	12 _____
3 _____	13 _____
4 _____	14 _____
5 _____	15 _____
6 _____	16 _____
7 _____	17 _____
8 _____	18 _____
9 _____	19 _____
10 _____	20 _____