



# **Chief & Assistant Chief Training**

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**April 2026 Special Election**

# Introductions



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Kim Phillip, Chair

Dave Leichtman, Vice Chair

Dominick Schirripa, Secretary

Gretchen Reinemeyer, General Registrar

Alyssa Myers, Deputy Director of Elections

# In This Training



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- ▶ About this Election/New
- ▶ Before the Election
- ▶ Election Day
- ▶ Election Night
- ▶ Paperwork

# About this Election

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- ▶ Special Election
- ▶ 1 Ballot style for the County
- ▶ Schools CLOSED
- ▶ High turnout

March 6

- Early Voting starts
- Mail ballots go out

March 21

- Training begins

April 11

- Books are closed

April 14

- Training deadline

April 18

- Last day of Early Voting

April 21

- Election Day!

April 24

- Mail Ballot Deadline

# Changes This Election

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- ▶ Closing instruction Sheets
- ▶ iSync in Envelope 2
- ▶ Additional Steps for Envelope 7
- ▶ No separate Envelope 13



# Closing Sheets

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- ▶ Distribute to workers in the afternoon.
- ▶ Single Use
- ▶ Feedback wanted!



# Envelope 2 - iSync

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- ▶ iSync goes in Envelope 2
- ▶ Everything else about closing the Pollbooks stays the same

# Envelope 7

- ▶ Additional information on Seal Card
- ▶ Can be completed by the officers signing the seal card

| <b>Envelope 7</b><br>(2 Election Officers must sign) |            |                 |               |
|--|------------|-----------------|---------------|
| 1. _____   |            | 2. _____        |               |
| Date: _____  |            | Bag Seal: _____ |               |
| Scanner  | Protective | Public          | Green TM Seal |
|  |            |                 |               |
|  |            |                 |               |
|  |            |                 |               |

# Envelope 13 - RIP

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- ▶ Same process to count mail ballots
- ▶ Seal ballots back into blue bag



# **Before the Election**

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# Officer Email

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- Contact your officers
- 1-2 weeks before the election
- Let us know if your officers have any updates

# Officer Email

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- Expectations
- Contact method
- Location details
- Role assignments



# Chief Meeting

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- Virtual meeting
- Thursday, April 16 at 7 PM
- Last minute announcements
- Opportunity to ask questions
- Recording will be available after



# Chief Pickup

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- Monday, April 20, 10 AM – 6 PM
- Free parking on first floor of parking garage
- Room 317



# Best Practices

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- ▶ Be in contact with your workers *ASAP*
- ▶ Reach out to your location contact
- ▶ Pass on any new info from location
- ▶ Reach out to Donna if needed





# Election Day

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# Opening

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- ▶ Gather officers for oath and check-in
- ▶ Assign roles in advance
- ▶ Open keys (Env 7) in front of officers
- ▶ Establish layout
- ▶ Set out paperwork



# Paperwork EDG pg 28



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- ▶ Signed Oath (all)
- ▶ Signed pink sheet (all)
- ▶ Signed opening tapes (2 officers)
- ▶ Seal & Count form
- ▶ Ballot Record Report
- ▶ Provisional Ballot Record Report

# Post-Opening Checks



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- ▶ Paperwork is complete
- ▶ Precinct is ADA compliant
- ▶ Signs are up
- ▶ Pollbooks are drawing power
- ▶ Cell service

# Best Practices During Voting

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- ▶ Rotate workers as able
- ▶ Use Voter Turnout Form hourly
- ▶ Adapt to your polling place
- ▶ Voters can wait

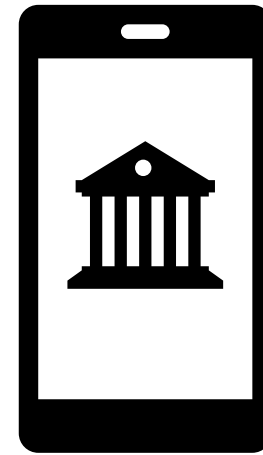


# Election Day Communication

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703 228 3456

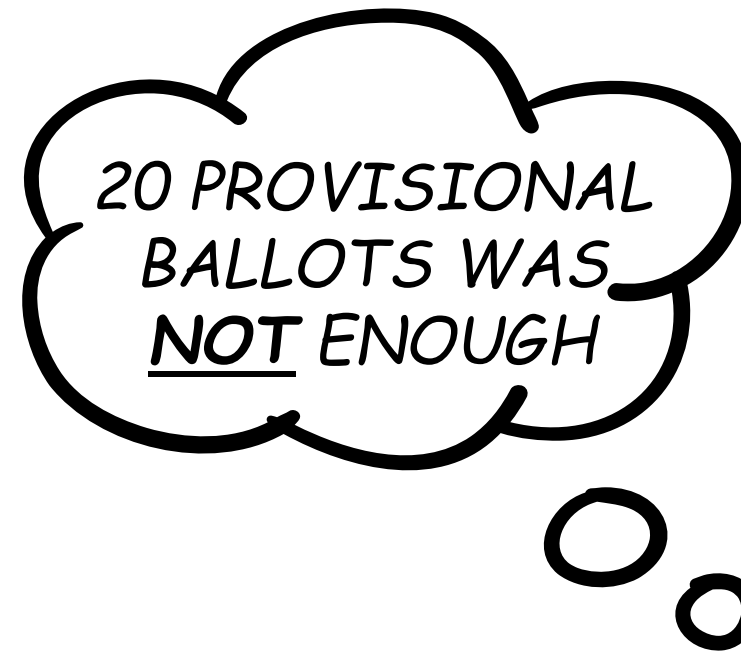


Report of  
Problems form

# Use the Form!

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- For anything!
- Creates an exact record
- No waiting on hold
- The whole office sees each submission
- NO Personally Identifiable Information
  - Full birthdate
  - Social Security Number



# When to Call the Office

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- Working with a voter
- Extremely time sensitive
- Unsure what info is needed
- Personally Identifiable Information
  - Full birthdate
  - Social Security Number



# Calling the Office

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1

- Call the general phone number

2

- Give your name, your position, your precinct number

3

- Say if you are currently with a voter

4

- Explain the general topic of the call

# Election Day Contacts



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## Must be okay with:

- receiving texts
- making and receiving phone calls
- using a small amount of data

## Receives:

- Links to all web forms via text
- Calls from the office
- Texts from the office

Report of Problems

Opening

10 AM

1:30 PM

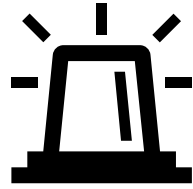
5 PM

Closing



**Forms**

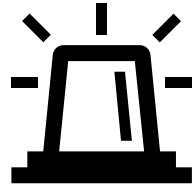
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A decorative graphic in the top right corner consisting of several overlapping diamond shapes in purple, teal, and yellow colors.

# Emergency Situations

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



- 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

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# Visitors in the Polling place

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VA Code §24.2-604.4 & 604.5,  
§24.2-655

# Authorized Representatives

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- ▶ AKA Observers AKA Poll Watchers
- ▶ Important part of the process
- ▶ **This election, representatives from both major political parties can observe**
- ▶ Can observe setup, voting, and end of day



1 per nonpartisan candidate or party during setup

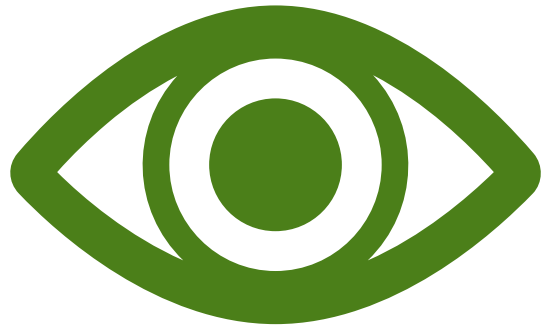


3 or # of check-in stations per nonpartisan candidate or party during voting, whichever is bigger



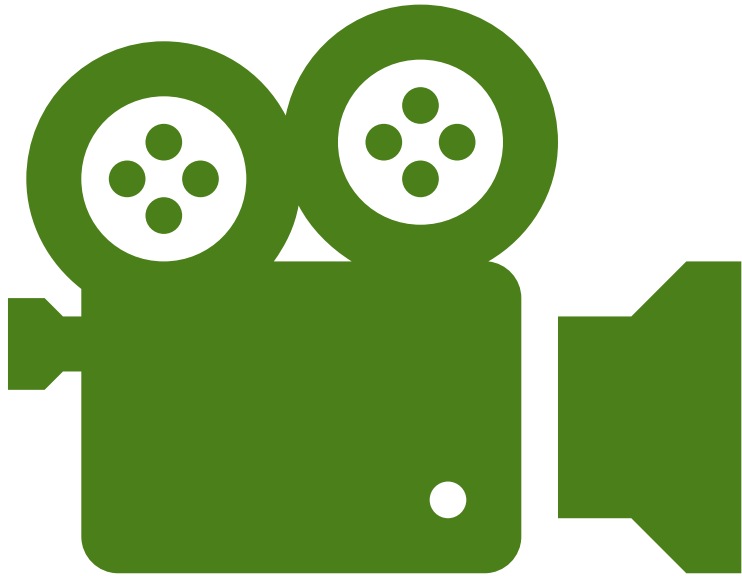
1 per nonpartisan candidate and 2 per party during breakdown.





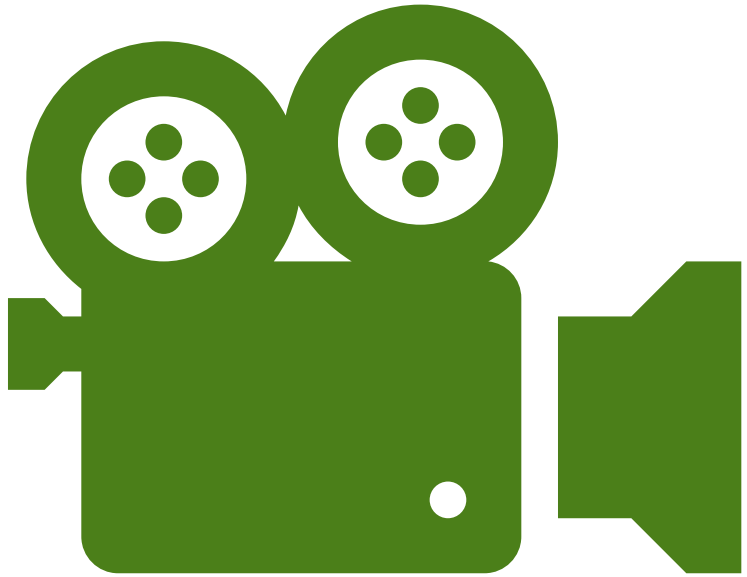
# Authorized Representatives

- Must be a registered Virginia voter. Call the office if needed.
- Must have a signed letter from the state or local party or campaign **for you to put in Envelope 8.**
- Cannot interfere with the voting process
- Local party takes precedence over state party



## Press

- Should have press credentials
- Allowed to work in the precinct **“for a reasonable and limited period of time while the polls are open”**
- No
  - Interviews
  - Live broadcasting
  - Violating privacy



## **Press**

1. Identify yourself to press when they enter
2. Announce to voters that they will be filming
3. Wait for voters who do not wish to be filmed to finish
4. While filming, have an officer at the entrance informing new voters



## Neutral Observers

- Will have a letter and pre-approval from the General Registrar
- Main office will provide them with guidelines
- Must follow the same limits as political observers
- Usually academics and nonprofits
- Collect their letter



## Federal Agents

- Do not have jurisdiction during state elections
- Deny entry unless they present a letter from the General Registrar
- Call main office



# **Closing & Breakdown**

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# Best Practices

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- ▶ Assign closing roles early – One pagers!
- ▶ Designate a paperwork area
- ▶ Have someone new double-check the Envelope Checklist and seals
- ▶ Don't put the boxes in the Chief's Bag



# Tapes

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- ▶ 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



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- ▶ Everything is in the Summary
- ▶ Numbers for SOR
  - ▶ Check-Ins
- ▶ Numbers for Provisional Ballot Record Report
  - ▶ Provisional = Total provisional envelopes

1

- Count Provisional Ballot Envelopes

2

- Compare to Provisional check-ins on pollbook

3

- Compare to the Provisional Ballot Record Report

4

- If there is a mismatch, enter missing info on the pollbook and/or correct the Provisional Ballot Record Report

5

- Transfer numbers to the Call In Sheet

# Provisional Numbers

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# Call in/ Report Results

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- ▶ Tally/results sheet
- ▶ Online form
- ▶ Call Office



# Pollbooks

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- ▶ Download data from each Poll Pad separately
- ▶ Better twice than not at all
- ▶ iSync goes in Envelope 2



# TM & Keys

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- ▶ TM pulled from the scanner once turned off
- ▶ TM and keys go in red Envelope 7
- ▶ Don't put anything extra in 7
- ▶ Write down machine info on Seal Card for 7



# Sealing Envelopes

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Seal through the zipper pull

Not too tight

Two signatures

Seal number from seal

Full date

# Everyone **MUST** Sign

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- ▶ Check In Sheet
- ▶ Oath
- ▶ Printed Returns Sheet
- ▶ 2 SORs
- ▶ Box 3(s)



# Election Day Oath

► Chiefs sign below!  
It's subtle, I know.

|    |       |    |       |
|----|-------|----|-------|
| 8  | _____ | 18 | _____ |
| 9  | _____ | 19 | _____ |
| 10 | _____ | 20 | _____ |

**Reminder:**  
Chief Must Sign Here  
on Election Day

\_\_\_\_\_

Signature of Person Administering Oath

\_\_\_\_\_

Title of Person Administering Oath

\_\_\_\_\_

Date Administered

# Dropoff

- 2<sup>nd</sup> person if there are mail ballots
- Extra cars can leave
- No boxes in the Chief's bag
- First floor of the parking garage
- Don't block the loop!

# Checked Immediately

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- Pollbooks
- Right number of envelopes
- Boxes
- Empty ballot bag
- TM

# Post-election emails



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- ▶ Status emails about paperwork
- ▶ Generated during canvas process
- ▶ Meant to give you and your precinct more information
- ▶ Canvassing team will note issues or all ok
- ▶ Will go out to Chiefs, Assistant Chiefs, and Registration Clerks

A large stack of colorful folders and papers, with a white diagonal overlay. The folders are in various colors including blue, orange, yellow, and green. The papers are stacked on top of the folders, creating a thick, layered appearance. The white overlay is a large, semi-transparent shape that covers the right side of the image.

# Paperwork

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**Ballot**

Precinct 101



**Provisional**

# Provisional Ballots

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- Provisional Ballot Record Report
- Digital Provisional Ballot Log

# Provisional Ballot Log

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- ▶ Creates a record of Provisional ballot
- ▶ Used by the electoral board and main office
- ▶ Required in code
- ▶ SEPARATE from voter registration

# Why digital?

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- ▶ Compressed post-election timeline
- ▶ Increase in provisional voting
- ▶ Handwriting 😞

# For Each Provisional Voter...

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- ✓ Profile for the voter
- ✓ Correct voting address
- ✓ Checked in PROVISIONALLY

## Provisional Ballot Record Report

Arlington County

Precinct:

### 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<br>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

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

# Provisional Numbers

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Provisional  
check-ins

Provisional  
Ballot  
Record  
Report

1A

Provisional Ballot  
envelopes



# 1A

## AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

### TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST DURING NORMAL VOTING HOURS;
- ENTER ON **LINE 1** THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED; *OR* WRITE "**NONE**" IF APPLICABLE
- SIGN THE **CERTIFICATION** [two OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [two OFFICERS]

| CERTIFICATION OF OFFICERS  |                  |
|--|------------------|
| <b>1. GREEN ENVELOPES</b> CONTAINING <i>PROVISIONAL</i> BALLOTS<br>[CAST DURING NORMAL VOTING HOURS] ..... | NUMBER ENCLOSED: |
| _____<br>SIGNATURE OF OFFICER OF ELECTION  |                  |
| _____<br>SIGNATURE OF OFFICER OF ELECTION  |                  |

## ELECTORAL BOARD MEMBERS: ON THE DAY AFTER THE ELECTION

- FOLLOW DIRECTIONS IN THE HANDBOOK (CHAPTER 13 PROVISIONAL BALLOTS), FOR INSTRUCTIONS ON COUNTING PROVISIONAL VOTES CAST DURING NORMAL VOTING HOURS
- ENCLOSE INSIDE THIS ENVELOPE THE OPENED GREEN ENVELOPES (*VOTERS QUALIFIED*)  
**AND**  
THE GREEN ENVELOPES NOT OPENED (*PERSONS NOT QUALIFIED*)
- ENTER THE NUMBER OF ENVELOPES ON **LINES 2, 3 AND 4**
- SIGN THE **CERTIFICATION** [SECRETARY]
- RESEAL ENVELOPE 1A BEFORE RETURNING IT TO THE CLERK OF CIRCUIT COURT

| CERTIFICATION OF ELECTORAL BOARD  |                  |
|---|------------------|
| <b>2. ENVELOPES OPENED</b><br>[VOTERS QUALIFIED TO VOTE] .....          | NUMBER ENCLOSED: |
| <b>3. ENVELOPES NOT OPENED</b><br>[PERSONS NOT QUALIFIED TO VOTE] ..... | NUMBER ENCLOSED: |

# Ballot Record Report

Arlington County  
Precinct: 120

**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<br>(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  |              |
|--|--------------|
| Reg. Ballots used as Provisional<br>(Ballots Not Marked Provisional) | Total        |
| Place in Envelope 4  |              |
| Spoiled  | Total        |
| Place in Envelope 4  |              |
| Void   | Total        |
| Place in Envelope 4  |              |
| <b>Mail Ballots exchanged at Polls</b>                               | <b>Total</b> |
| Total  |              |

### Part 6: BMD

| Ballots Printed on Ballot Marking Device  |       |
|---|-------|
| <b>Total Ballots Printed</b><br>(from Close Report)   |       |
| <b>Note:</b><br>For Ballots printed on <b>Ballot Marker Only</b><br>If 0 printed, enter 0 in Totals |       |
| BMM Ballots used as Provisional Ballots   | Total |
| Envelope 1A   |       |
| Spoiled   | Total |
| Envelope 4  |       |
| Void  | Total |
| Envelope 4  |       |

# Seal & Count Form

Special Election

Arlington County

Precinct: #

April 21, 2026

####



| <i>If seal/count numbers do not match at Opening, Call immediately- 703-228-3456</i> |            | <b>OPENING</b><br>Verify & initial before polls open |          | <b>CLOSING</b><br>Complete & initial after polls have closed      |          |
|--|------------|--|----------|---|----------|
| <b>SCANNER(S)</b>  | Scanner 1  | ✓<br>Verify  | Initials | Scanner 1   | Initials |
| Serial Number  | ####       |  |          | ####  |          |
| Protective Counter   | ####       |  |          |   |          |
| Seal <u>Number-TM</u>  | ####       |  |          |   |          |
| Seal Number-Front  | ####       |  |          |   |          |
| Public Counter   | 0          |  |          |   |          |
| <b>BALLOT MARKER</b>   |            | ✓<br>Verify  | Initials | Record Numbers  | Initials |
| Serial Number  | ####       |  |          | ####  |          |
| Protective Counter   | ####       |  |          |   |          |
| Seal Number  | ####       |  |          |   |          |
| Public Counter   | 0          |  |          |   |          |
| <b>POLLBOOKS</b>   |            | ✓<br>Verify  | Initials | Record Seal Number  | Initials |
| Chief's Pollbook   | 203        |  |          | 203   |          |
| Case Seal Number   |            |  |          |   |          |
| Pollbook Number(s)   | 199, 200   |  |          | 199, 200  |          |
| Case Seal Number   |            |  |          |   |          |
| Pollbook Number(s)   |            |  |          |   |          |
| Case Seal Number   |            |  |          |   |          |
| <b>ENVELOPES/BALLOT BAG</b>  |            | ✓<br>Verify  | Initials | Record Seal Number  | Initials |
| Envelope 2 Seal #  | No AM Seal |  |          |   |          |
| Envelope 7 Seal #  |            |  |          |   |          |
| Ballot Bag Seal #  |            |  |          | <b>Return Empty-No Ballots!!<br/>All Ballots in Env. #3 or #6</b> |          |
| Drop Box Seal #  | No AM Seal |  |          |   |          |



# Statements of Results

---

- ▶ A copy for us, a copy for the Clerk
- ▶ MUST be signed by all officers
- ▶ Part E if you have 2 scanners
- ▶ ANY information you have MUST be written on SORs
  - ▶ Chief's notes
  - ▶ Report of problems form
  - ▶ Machine Problem Report
  - ▶ Ballot Record Report

# Statement of Results # 1

## Special Election

Arlington County

Precinct: #

April 21, 2026

### Part A: Turnout

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

|  |  |
|--|--|
| 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\(s\)](#).

|                                       |   |
|---------------------------------------|---|
| 1. Number of pages cast on scanner 1: |   |
| 2. Number of pages cast on scanner 2: | + |
| 3. Number of pages cast on scanner 3: | + |
| 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

## Special Election

Arlington County

Precinct: #

April 21, 2026

### Part C: Discrepancies

Please provide an explanation *if* the total number of voters checked in  $\neq$  the total number of votes cast.

For example:

1. 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.
2. 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.

# **Accessing the Summary Report**



Arlington County  
144

Precinct Records: 33  
Checkins: 0  
SDR: 2

Countywide Records: 525  
Config. Profile: 3.4.8 General Election Day



Virginia Driver's License



Virginia Identification Card



**PLACE THE PHOTO ID  
ONTO THE ID HOLDER**  
WITH THE BARCODE FACING THE CAMERA



Virginia Student Photo ID



Employer-Issued Photo ID



U.S. Government-Issued Photo ID



VA Government-Issued Photo ID

SCAN BARCODE

MANUAL ENTRY

Exit Application



Voters



Summary Report



Training Materials



Home



Register Voter



Poll Book Entries



Tools and Settings

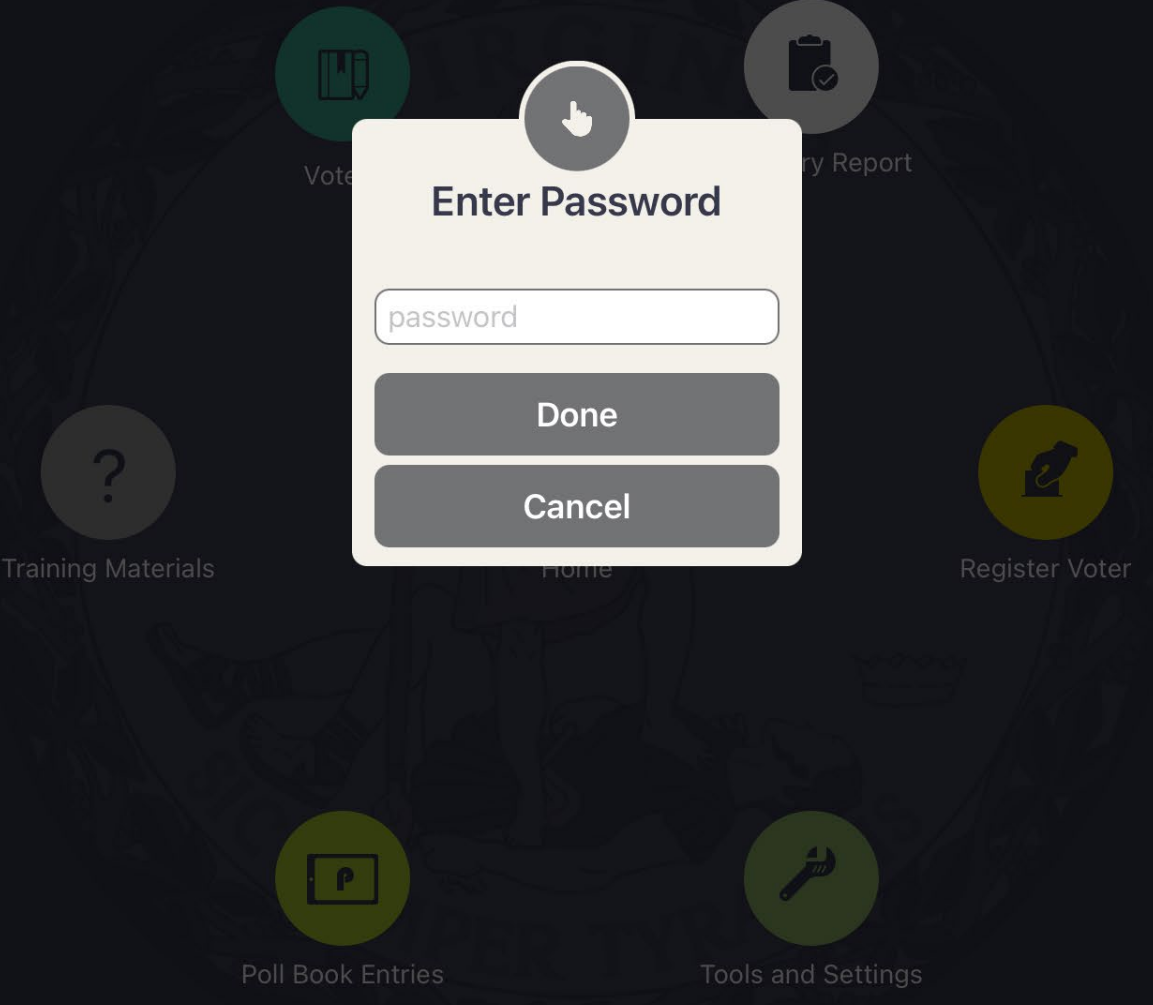
Tap to Exit

Exit Application

**Enter Password**

Done

Cancel



Tap to Exit



Arlington County  
144

## SUMMARY REPORT

HOME

SUMMARY

ABSENTEE

ALL VOTERS

CHECK-INS

PROVISIONAL

REGISTRATIONS

### Check-ins

|                                    |   |
|------------------------------------|---|
| Check-ins:                         | 0 |
| Provisional:                       | 0 |
| Spoiled:                           | 0 |
| Cancelled:                         | 0 |
| Registrations:                     | 7 |
| Curbside Checkins:                 | 0 |
| Challenged:                        | 0 |
| Assistance Required:               | 0 |
| Reasonable Impediment Declaration: | 0 |

CONFIGURE



Arlington County  
144

### SUMMARY REPORT

HOME

SUMMARY

ABSENTEE

ALL VOTERS

CHECK-INS

PROVISIONAL

REGISTRATIONS

Total Provisional Check-Ins: 0

| NAME | ADDRESS | CHECK-IN TIME | DETAILS |
|------|---------|---------------|---------|
|------|---------|---------------|---------|

CONFIGURE

Time

Voting Status

Polling Location

All Precincts

From To  
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Check-In Metadata