



# Precinct Leadership Training

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November 5, 2024 General  
Election

# Introductions



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Richard Samp, Chairman

Dominick Schirripa, Vice Chair

Kim Phillip, Secretary

Gretchen Reinemeyer, General Registrar

Alyssa Myers, Deputy Director of Elections

# **In This Training**

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- **About this Election, New (ish) things**
- **Before Election Day**
- **During the Day**
- **Election Night**
- **Visitors at the Polling Place**





# About this Election

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# High Turnout

- Long lines
- Long ballot
- Two scanners
- More pollbooks



# Ranked Choice Voting

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- Only the County Board Race
- Single winner
- When reporting results, report first round results only.

# Election Officer Evaluations



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Evaluate your team as a whole

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Recommend officers for promotion

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Identify weaknesses and strengths

# Language Line

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- Used by many other jurisdictions
- Professional, qualified translators
- NOT subject specific. ONLY translate what you say word for word



# Language Line

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- Give voter privacy if possible
- Invite observer to watch
- Fill out Request for Assistance ONLY if you would otherwise

# Language Line

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1. Call language line
2. Enter account code
3. Explain the situation to the translator
4. Put phone on speaker

# Ballots

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- Full ballot
- Provisional ballot
- Federal Only ballot
- President Only ballot

**Ballot**

**Precinct 101**



**Provisional**

# Registration Clerk Processes

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- Referral
- Separate provisional ballots
- New(ish) pollbook process

# 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           |

# Provisional Ballot Record Report

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- The main office needs some data on Election Night.
- Also tracks provisional ballot usage.
- Ballot Marker ballots used as Provisionals go on both record reports.

# Digital Provisional Ballot Log



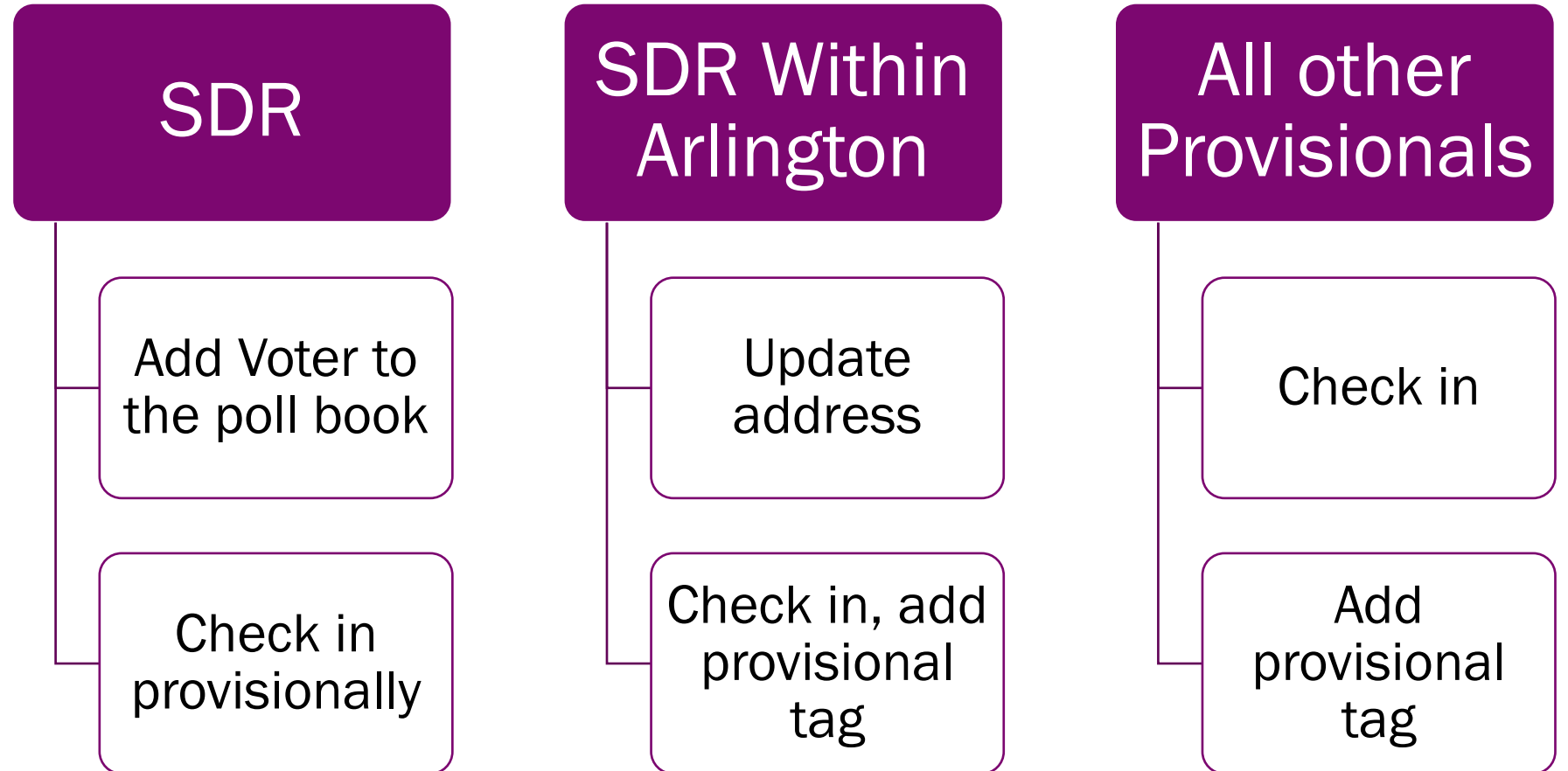
This process replaces the handwritten provisional ballot log ONLY

The numbers in your Poll Pad **MUST MATCH** your provisional ballot record report and provisional envelopes.

Use the provisional envelopes to confirm at the end of the day. Edit check-ins if necessary.

# Everyone Goes in the Poll Book Now

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# Pollbook demo time

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- Summary Report
- Edit Check-In
- Provisional Flag
- Delete provisional flag

# TRUE or FALSE?

**At the end of the day, provisional  
and regular voters should be  
checked in on the pollbook**

**TRUE or FALSE?**



**TRUE**

# TRUE or FALSE?

**All voters voting a Presidential  
or Federal Only ballot must  
use the Ballot Marker**



**TRUE or FALSE?**



**TRUE**

# TRUE or FALSE?

**Anyone with an Overseas  
Flag must be given a  
Federal Only ballot**

**TRUE or FALSE?**



**FALSE**

# Officer Email

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- Contact your Officers
- Make sure Officers are using forms
- More new officers than usual
- Include logistical details

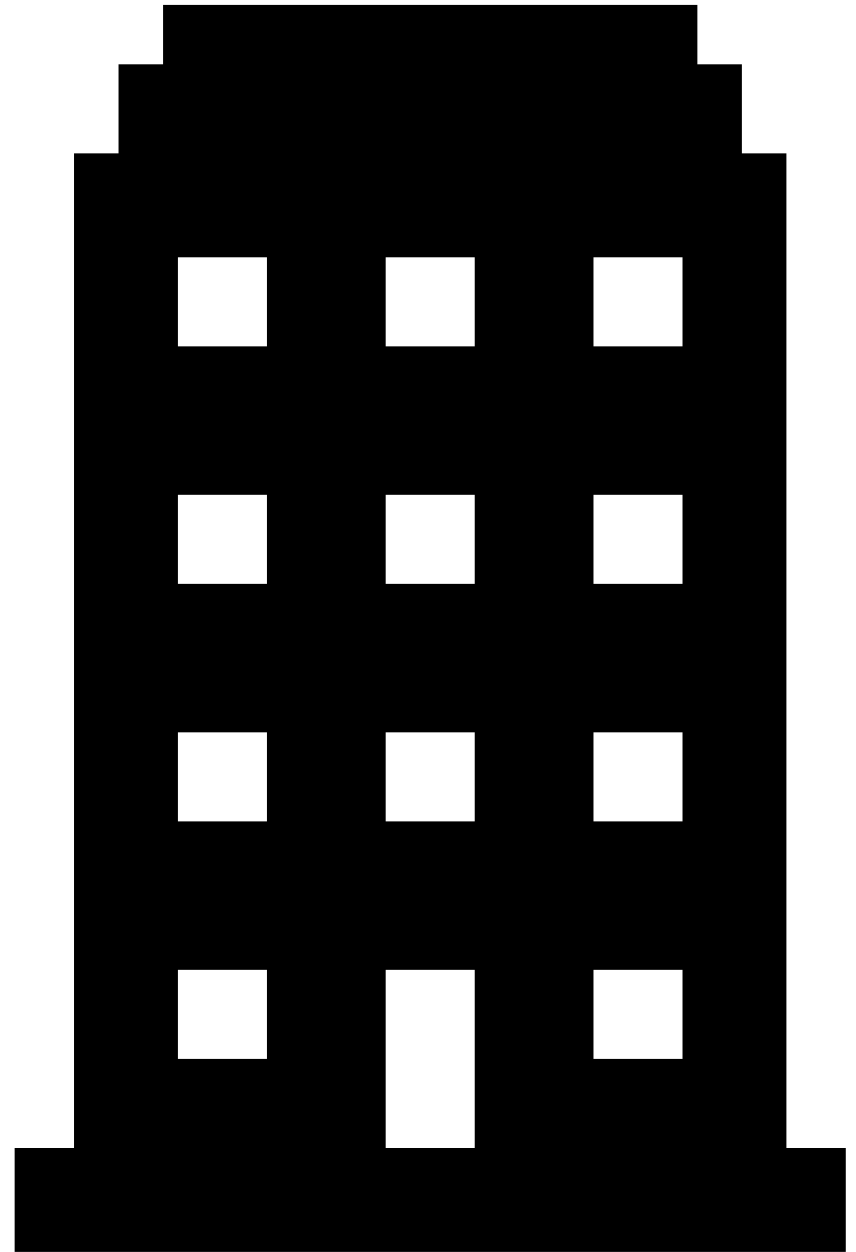




# Polling Place Information

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- Will come by email
- Reach out to contacts
- Let us know if you have updates



# Chief Pickup

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10 AM – 6 PM

Monday, November 4

Main Office

Parking Pass



# Election Day Communication

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703.228.3456



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

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# Opening survey



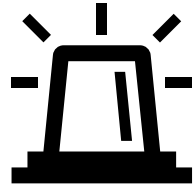
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Submit by 6 AM

Confirm your precinct is ready for voters

Report opening issues

Missing/late officers

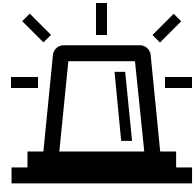


- Emergency Cards
- Evacuation Point
- Priorities
  - Safety
  - Continuation
  - Security



# Emergency Situations

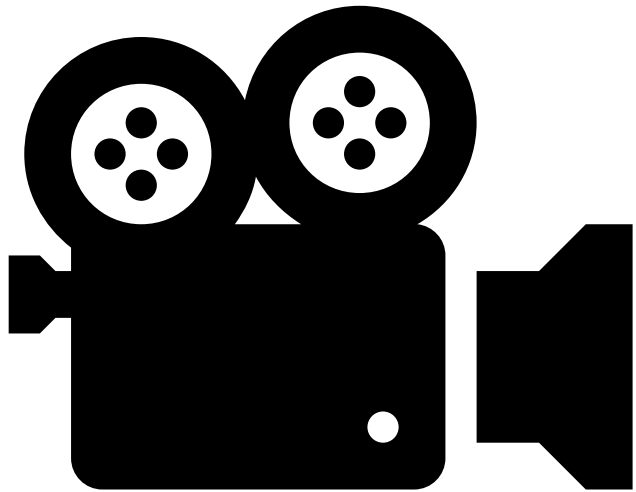
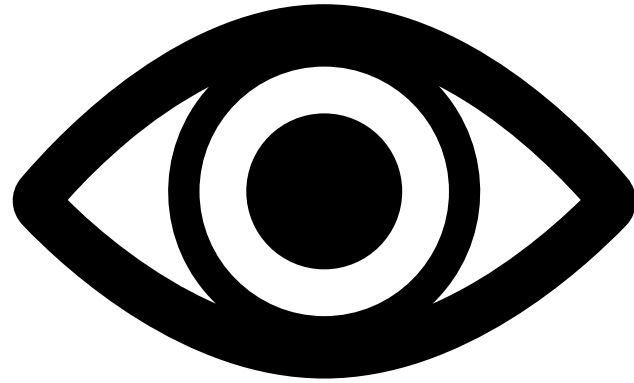
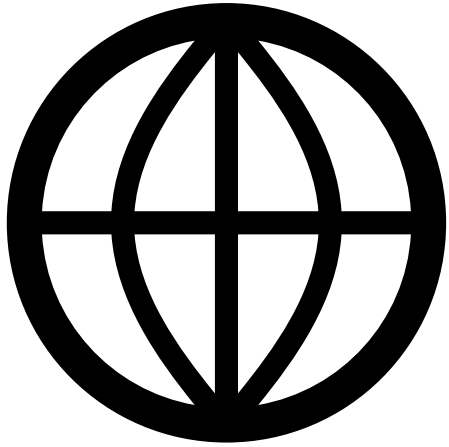
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- Police
- Emergency Services
- Coordination with Federal Agencies

# Emergency Situations

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

# **Polling Place Visitors**

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# Authorized Representatives

(AKA Observers AKA Poll Watchers)

- Must have letter from party or campaign
- Must be registered in Virginia
  - Call office if needed

# Authorized Representatives

(AKA Observers AKA Poll Watchers)

1 observer per party/campaign during setup

1 observer per party/campaign per pollbook during election day (up to three)

2 observers per party/campaign after polls close.

# Authorized Representatives

(AKA Observers AKA Poll Watchers)

- Observe ONLY
- May not touch ballots or voting equipment
- May not interfere with voting
- Can take notes
- Cannot take photos or recordings
- Usually sit behind pollbooks.

# Neutral Observers

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- Often from international groups
- Will have a letter of authorization from Gretchen (General Registrar)
- Are instructed to find the Chief when they arrive
- Given a sheet of guidelines by the main office.

# Media

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- Allowed inside when the polls are open
- Should coordinate with the Chief
- Should display press credentials
- Can shoot B-roll only
- Restricted to a “reasonable and limited period of time while the polls are open”

# Media MAY NOT

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- Interview voters inside the prohibited area
- Hinder voters
- Broadcast live inside the prohibited area
- Film voters against their will

# Advance Notice

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We will provide you with information on Neutral observers and Media that will be at your polling place.

# 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**

# TRUE or FALSE?

**If your precinct must evacuate, you need to wait for permission from the Electoral Board to start voting again outside the polling place**

**TRUE or FALSE?**



**FALSE**

# TRUE or FALSE?

**Media can broadcast live as long as there are no voters in the shot**

**TRUE or FALSE?**



**FALSE**



# **Closing & Breakdown**

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# Tapes

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- Pull numbers from results tapes for Results Call In
- Attach tapes to required documents following instructions in Election Day Guide
- Put remainder of tapes in Envelope 2B



# Poll Pad Numbers



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- From the Summary Report
- Total check-ins
- Total Provisional check-ins



# Provisional Numbers

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1. Open the green bag
2. Use the provisional envelopes to confirm
  1. Everyone has been provisionally checked in on the pollbooks
  2. New SDRs have been added to the pollbooks
  3. Numbers on the provisional ballot log are correct



# Call in/ Report Results

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# iSync

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- 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



# TM & Keys

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- 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 Red Envelope 7



# Envelopes

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1A

Voted  
Provisional  
Ballot Envelopes

# Envelopes

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2

- SOR 1 & 2 w/  
Election  
Summary tapes
- Oath
- Ballot Record  
Report

# Envelopes

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2A

- Printed Returns Sheet
- 1 copy of Election Summary tape

# Envelopes

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3

- Voted ballots from the scanner
- Everyone signs!
- Each scanner boxed separately



# Envelopes

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4

- Spoiled
- Void
- Surrendered mail ballots

# Envelopes

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6

- Unvoted regular ballots
- Unvoted provisional ballots

# Envelopes

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7

- TMs from scanners
- Equipment keys
- Unused seals and ties

# Envelopes

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8

- Provisional Ballot Record Report
- All other paperwork

# Envelopes

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13

Mail ballots from  
the drop box

# Dropoff

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- 2<sup>nd</sup> person if there are mail ballots, either in same car or follower car
- Follower cars can split off

# Dropoff

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- 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?

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Paperwork determines results

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Ranked Choice Voting

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Increased scrutiny

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Accuracy

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2A Envelope



# **Why?**

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Chain of custody

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Results

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Track ballots



# Oaths!

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Officer of Election Oath



Chief Oath