READY
for Election Day

Michele L. White, Prince William County Director of Elections

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Prince William County Office of Elections

Did you sign in for training?

Did you silence your cell phone?

Do you need to Absentee Vote?

Please Hold Questions to the end.

Note About New online training

Your Choice:
Attend a class in person
-or-
take course online.

If you take an equipment course online you should attend the lab to ensure that you can set up and take down equipment.

All Officers Need to Sign:

1. Officer of Election OATH
2. ALL copies of the ZERO tape
3. ALL copies of the TALLY tape
4. ALL Ballot Count Tapes from the Touch Writer
5. LAST PAGE of the Statement of Results – TWO copies!
6. ALL SEALS and ALL ENVELOPES
7. YELLOW printed return sheet
8. Pay Sheet

Write these on the back cover of your manual.
Check this list on election night!

June is a DUAL primary

Handouts:

Dual Primary Instructions

Voter Changes His/Her Mind

Page 16 EPB Manual

Precinct: 201 - SAUNDERS
Voters: 2619 | Checked In: 0

Election Status
Open

Select a Document
Select a Form

ADVOCATE

Text Size A A A A

Voter Details

Voter ID:	177223149	Status:	Active	Precinct:	201 - SAUNDERS
Last Name:	WILSON	Address:	5839 Riverside Dr	Congress:	11
First Name:	MATTHEW	City Zip:	Woodbridge 22193-3751	Senate:	029
Middle Name:	LEE	Mailing:		House:	031
YOB:	1990	City Zip:			
Gender:	M			Election:	2017 June Republican Primary
				Checked:	False- (No)
				Absentee:	False- (No)

Select the voter's party

Democrat
Republican

Continue
Cancel

Options
Show Keyboard

3/7/2017 4:37 PM Election Date: 3/7/2017 Prepared: 3/7/2017 3:43:42 PM
Status: Alone | 1 Total Device(s) | Plugged in (Battery 100%)

Precinct: 201 - SAUNDERS
Voters: 2619 | Checked In: 0

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Middle Name:	LEE	Mailing:		House:	031
YOB:	1990	City Zip:			
Gender:	M			Election:	2017 June Republican Primary
				Checked:	False- (No)
				Absentee:	False- (No)

Select the voter's party

- Democrat
- Republican

Continue

Cancel

Options

Show Keyboard

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YOB:	1990	City Zip:			
Gender:	M			Election:	2017 June Republican Primary
				Checked:	False- (No)
				Absentee:	False- (No)

Select the voter's party

- Democrat
- Republican

Continue

Cancel

Options

Show Keyboard

3/7/2017 4:37 PM Election Date: 3/7/2017 Prepared: 3/7/2017 3:43:42 PM

Status: Alone | 1 Total Device(s) | Plugged in (Battery 100%)

June is a DUAL primary

Note:

In the EPB the Election will be titled:

Election: 2017 June Democratic Primary

(this is ok)

The EPB

Affirmation of Eligibility

See pink manual and Page 14 of What If

The EPB

The Epic EPB Bag Packing Video

June is a DUAL primary

Handout:

Sample Ballots

Remember please use two 1As
and mark D or R on the Voter Envelope.

The *NEW* SOR

See handout.

Equipment Hands On Workshop

Verity Voting Equipment

EPBs

Radios

Tallypoint

All Day Equipment Labs

Lab 1

Woodbridge Warehouse Location

Tuesday May 30 thru Friday June 2

8:30am to 5:00pm

All Day Equipment Labs

Lab 2

Woodbridge Warehouse Location

-and-

Old Courthouse 9248 Lee Avenue

Monday June 5 thru Friday June 9

8:30am to 5:00pm

All Day Equipment Labs

Lab 3 – Last Saturday June 10

Woodbridge Warehouse Location
starts at 10:00am to 5:00pm

-and-

Old Courthouse 9248 Lee Avenue
starts at noon to 5:00pm

Supply Pick Up

Buckhall Fire Station
7190 Yates Ford Rd, Manassas, VA 20111

Supply Pick Up

Sunday
June 11, 2017
Hours: noon to 5:00pm

Supply Pick Up

Monday
June 12
Hours: 8:30am to NOON

Monday Precinct Team Set-up

The day or night before you can:

Completely set up your Touch Writer.

Do not open polls, keep locked and shut overnight.

Completely set up your EPBs.

You can seal your laptop lids with tamper tape.
In the morning you simply open the lid of each laptop,
you will be synced and ready to check in voters.

Conduct Your site visit early!

Conduct your site visit ASAP,
Report any changes on voting room locations to Winston Forrest.

Do what you can on Monday

On Monday June 12, be ready for a phone call or email from Office of Elections Staff to notify you of your precinct's cage delivery.

OPENING POLLS – CHIEF DUTIES

Administer Election Day Oath
All Officers must sign, place in Envelope #2

Distribute vests and buttons.

Officer Vests & Buttons

Officer Vests & Buttons

Chief and Assistant Chief
2 Orange Vests

All other Officers of Election
14 Yellow Vests

Officer Vests & Buttons

All vests are packed in
your precinct's Provisional Ballot Bag.

Voters and Emergency Personnel
can easily identify Officers of Election.

OPENING POLLS – CHIEF DUTIES

Welcome Authorized Representatives.

Ask for letter of authorization. Letter goes in Envelope 8

Distribute their buttons.

Review Limitations of Authorized Representatives. *See pink manual.*

OPENING POLLS – CHIEF DUTIES

Read the “When Ballot Cast Regulation”
out loud to all Officers and to
all Authorized Representatives.
See Election Day Guide in pink manual.

OPENING POLLS – CHIEF DUTIES

Electoral Board Directive:

You are required to set up all voting booths provided, regardless of the type given.

Special Assistants will be checking for this to be completed during their visit.

Chief and Assistant Chief Responsibilities
Before Polls Open

- Supervise the setting up of the voting equipment, EPBs and ballot tables
- Make sure ZERO tapes read “0” from both Scan and TouchWriter
- Ensure that ALL OFFICERS SIGN ALL of the ZERO tapes
- Post one ZERO tape for public view

Chief and Assistant Chief Responsibilities
Before Polls Open

- Verify ballots provided
- Confirm that ballots are for your precinct and match your sample ballot(s).
- Ensure that privacy folders are ready to be handed out with each ballot at the ballot table

Chief and Assistant Chief Responsibilities

Before Polls Open

- Ensure that all EPBs are synced and ready to check in voters – if not, open polls with at least one EPB to take voters at 6:00 am. Polls MUST open by 6:00am
- Chief should verify that data needed before polls open is on the Pollbook Summary Report
- Once polls open, the Chief should actively supervise voter check in for the first hour (when most mistakes occur)

OPENING POLLS – CHIEF DUTIES

REMINDER:

If a complete EPB failure occurs, be prepared to open polls with all voters voting provisionally.

A complete EPB failure means **NO** EPBS are working and it is very close to 6:00am

OPENING POLLS – CHIEF DUTIES

Change: NO NEWS IS GOOD NEWS

If you are not open at 5:45 am
you must radio to Chief HQ
that you are in a bind.

OPENING POLLS – CHIEF DUTIES

Polls are Open means:

EPBs are synced and ready to check in voters.

Ballots are unpacked and ready for voters.

Scan is ready with green landing lights and “Insert Ballot” screen.

OPENING POLLS – CHIEF DUTIES

Change: NO NEWS IS GOOD NEWS

If you are not open at 5:45 am
you must radio to Chief HQ
that you are in a bind.

Radio Etiquette video

OPENING POLLS – CHIEF DUTIES

Welcome Authorized Representatives

See manual.

OPENING POLLS – CHIEF DUTIES

Last step:

At exactly 6:00am, go outside
and announce
loudly and clearly,
“This polling place is open.”

Chief Headquarters

We are all about you
at Chief HQ.

Chief Headquarters

All Chief Phone calls should go to
Chief HQ on Election Day.
Use the number from your Chief Binder.

Your calls will not be mixed in with
calls from the public.

Chief Headquarters

Dedicated senior staff of 6 including the Registrar to answer your questions.

Turn on your cell phone in case we need to call you!

Chief Headquarters

Remember that during the day you can
use the radio
to initiate a call to you.

Chief Headquarters

Knowing when to call
Chief HQ.

When you need to call

- Emergencies
- Provisionals – *call if you need us, but calling is not required*
- Moved Rules
- Equipment Issues
- Facility Issues
- Ballots or Supplies are needed
- Authorized Representative Issues
- Officer of Election Issues
- Unruly Voters

When to call and why?

Emergencies

- Immediate emergency procedures if necessary (evacuate)
- Call 911 first
- Call Registrar using Chief HQ so that she can put emergency procedures into effect -OR-
- Use Radio. Example: “Police are Needed at Kerrydale precinct. Repeat need police at Kerrydale.”
- We need to be aware of the issue

Provisionals

- Calling Chief HQ about a possible potential provisional ballot is optional
- **If you are confident in your decision to issue provisional ballots, there is no need to call the office or Chief HQ**
- NOTE: the deadline for voters to submit Photo ID to the Office of Elections is now Friday at noon.

Equipment Issues

- Ticket in Poll Chief
- May be able to resolve issue over phone
- Can call to us by radio.
  “EPB issue at Cabin Branch. Repeat EPB issue at Cabin Branch, please call.”
- Dispatch staff or Special Assistant
- Deliver new equipment?

Facility Issues

- Ticket in Poll Chief
- May be able to resolve it over phone
- We can help you contact Facility
- Refer to facility contact sheet with clipboard items

Ballots or Supplies are Needed

- Ticket in Poll Chief
- Can use radio to initiate call
- We will dispatch a Special Assistant
- New – Ballot Receipt for both SP and CO with transfer of ballots
- Electoral Board member may dispatched for supplies
- Check your Chief EPB for PDFs of forms and ballots

Authorized Representatives Issues

- We need be aware if voters or media inquire
- Chief HQ needs to be consulted first,
- An Electoral Board member will be dispatched
- 24.2 – 604 D & E:
  D. It shall be unlawful for any authorized representative, voter, or any other person in the room to (i) hinder or delay a qualified voter; (ii) give, tender, or exhibit any ballot, ticket, or other campaign material to any person; (iii) solicit or in any manner attempt to influence any person in casting his vote; (iv) hinder or delay any officer of election; (v) be in a position to see the marked ballot of any other voter; or (vi) otherwise impede the orderly conduct of the election.

  E. The officers of election may require any person who is found by a majority of the officers present to be in violation of this section to remain outside of the prohibited area. Any person violating subsection A or D shall be guilty of a Class 1 misdemeanor.

Election Officer Issues

- Ticket in Poll Chief
- Resolve the issue
- Be aware of the issue
- Dispatch staff/Special Assistant
- Dispatch stand by Election Officers

Unruly Voters (Extreme)

- We need be aware if voters or media inquire
- Chief HQ needs to be consulted first, but in emergencies call 911 first, then Chief HQ
- 24.2 – 607 is a last resort
- **§ 24.2-607. Prohibited conduct; intimidation of voters; disturbance of election; how prevented; penalties.**
- A. It shall be unlawful for any person to hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The officers of election may order a person violating this subsection to cease such action. **If such person does not promptly desist, the officers of election, or a majority of them, may order the arrest of such person** by any person authorized by law to make arrests, and, by their warrant, may commit him to the county or city jail, as the case may be, for a period not exceeding twenty-four hours. Any person violating this subsection shall be guilty of a Class 1 misdemeanor.
- B**. No person shall conduct himself in a noisy or riotous manner at or about the polls so as to disturb the election or insult or abuse an officer of election.** Any person authorized to make arrests may forthwith arrest a person engaging in such conduct and bring him before the officers of the election, and they, by their warrant, may commit him to the county or city jail, as the case may be, for a period not exceeding twenty-four hours; but they shall permit him to vote if he is so entitled.

How to call the Office

What to Have Ready when Calling Chief HQ

(Staff is using Poll Call on Election Day)

1. Precinct # and name
2. Your name
3. Which phone # to call back
   Precinct Phone or Cell Phone?
4. Relay the problem
5. Voter name if applicable
6. We may pass your call on to the right staff member
7. Be ready to jot down a ticket number

No High School Pages this election

1. **Line Length Data Collection Sheet**
2. Assist line chasing - remind voters of need for ID, carry necessary forms and directions to polling places
3. **Return pens, clipboards and privacy folders to the front**
4. Hand out “I voted Stickers”

The Line Data Collection Sheet

See yellow manual.

Fill this out every hour.

Request from the Bipartisan Policy Center, they are a federal partner in the election process.

The EPB

It is impermissible to reject a voter
if the name stated or provided in written form
is substantially similar
to the name listed in the pollbook.

See pink manual.

The EPB

“Michelle Lynn White”

Michele Lynne White

National Election Poo

September 26, 2016

Dear Michael White, Prince William Registrar of Vote

Edison Research has been commissioned on behalf of the
on November 8, 2016.

Vote Collection - We will collect individual precinct res
precinct(s):

The EPB

“Albert Wayne White”

Elbert Wayne White

The EPB

Be aware of Senior and Junior
living at the same address. Check year of birth on License or ask for YOB before checking in voter.
See EPB Flags handout.

New flag in EPB reminds Officers to check for Senior vs. Junior. Once confirmed proceed with check in as normal.

The EPB

New: A voter may state verbally, write down, or otherwise provide in written form their residence address. The latter option includes the ability to indicate that the address on the previously provided voter ID be used. In any case, the officer of election must repeat the address aloud in a voice audible to party representatives who may be present.

Written form = Driver's License

See handout examples of Photo ID

The EPB

Reminder:
Face coverings and Photo ID.

If the voter presents a valid Photo ID, check the voter in and proceed. Taking off a head or face covering is not required by law and should not occur in the precinct.

The EPB Officer

Before polls open

- If, for some reason, you cannot open any poll books, voters CANNOT be turned away.
- 24.2-611-E states that you must start using a written list and these voters must vote provisionally
- See Page 20 of the What If – EPB malfunction

Voter Check In

The Chief or AO should stop and observe/oversee the check in process during the first 60 minutes the polls are open.

Mistakes tend happen this first hour the polls are open.

At the Chief's Table

- Find where the voter is still registered
- If the voter is eligible to vote there (moved rules) and their correct polling place is in PWC give them the address to the correct place
- If it is in another locality give them the phone number
- Voter can fill out any necessary forms
- Vote Provisional Ballot
- Death Pad
- Absentee Ballots brought to the polling place

Gone in 30 Seconds

The EPB Officer:

- See Photo ID
- Scan it if possible
- Ask the voter to state their name and address, or not…
- Check the information against the Detail Screen
- **Officers repeat the name and address back to the voter**
- Checks the voter in

Meanwhile…

The Ballot Officer

- Pulls the Ballot
- Retrieves a privacy folder
- Hands materials to the voter
- Instructs the voter to grab a pen

Photo ID Differences

- Photo ID does not have to be a Drivers License
- Passport? Start typing…
- The address on the ID does not matter at all
- The name DOES NOT need to match exactly…

Minor Address Differences

- Misspelled
- Drive versus Lane, etc.

Inactive Voters That Have Not Moved

- **If the Name and address matches the Pollbook, check in the voter and proceed!**
  ? = read the Flag! Affirmation of Eligibilty
- Voter votes on the machine
- Voter credit activates them

Cannot Find on Pollbook

Remember to exhaust all possibilities:

- Name anomalies (‘,-, ,)
- Slight name differences (less is more)
- Maiden names
- All button (search outside your Precinct)

Marked for Address Confirmation ?

If the voter has not moved, the voter will have to fill out an Affirmation of Eligibility before being allowed to vote on the machine.

If the voter has moved the Chief must determine if the voter is eligible (Moved Rules).

Absentee Voters **AB**

This message appears for various reasons. The voter has been issued an absentee ballot either in person or by mail. The voter may need to vote a Provisional Ballot.

If the voter is to be allowed to vote on the machine, the Chief's password is needed to check the voter in. This only applies of the voter brings their absentee ballot to the polling place.

Chiefs -please pay careful attention to the voter message.

No Valid Photo ID

The voter can return later with a valid Photo ID and vote then

-or-

else the voter will have to vote a Provisional Ballot.

Not on Pollbook

If, after exhausting all possibilities, you cannot find the voter on the Pollbook then the voter will have to vote a Provisional Ballot.

The Provisional Officer or Assistant (Chief or Assistant Chief when not using PO) is to handle all Provisional Ballots.

If you are confident in your decision to issue a Provisional Ballot you do not need to call the Office or Chief HQ.

DO NOT
CHECK IN
PROVISIONAL VOTERS
ON THE EPB

The EPB

Reminder:
Some voters might show a
PO BOX for their address.
This is ok. Check the voter in.

The EPB

You can add your Chief EPB to the check process if you need to or want to.

Call if you need more EPBs.

PDFs and Forms on your EPB

RED means READY

The 3 Cs:

Check in

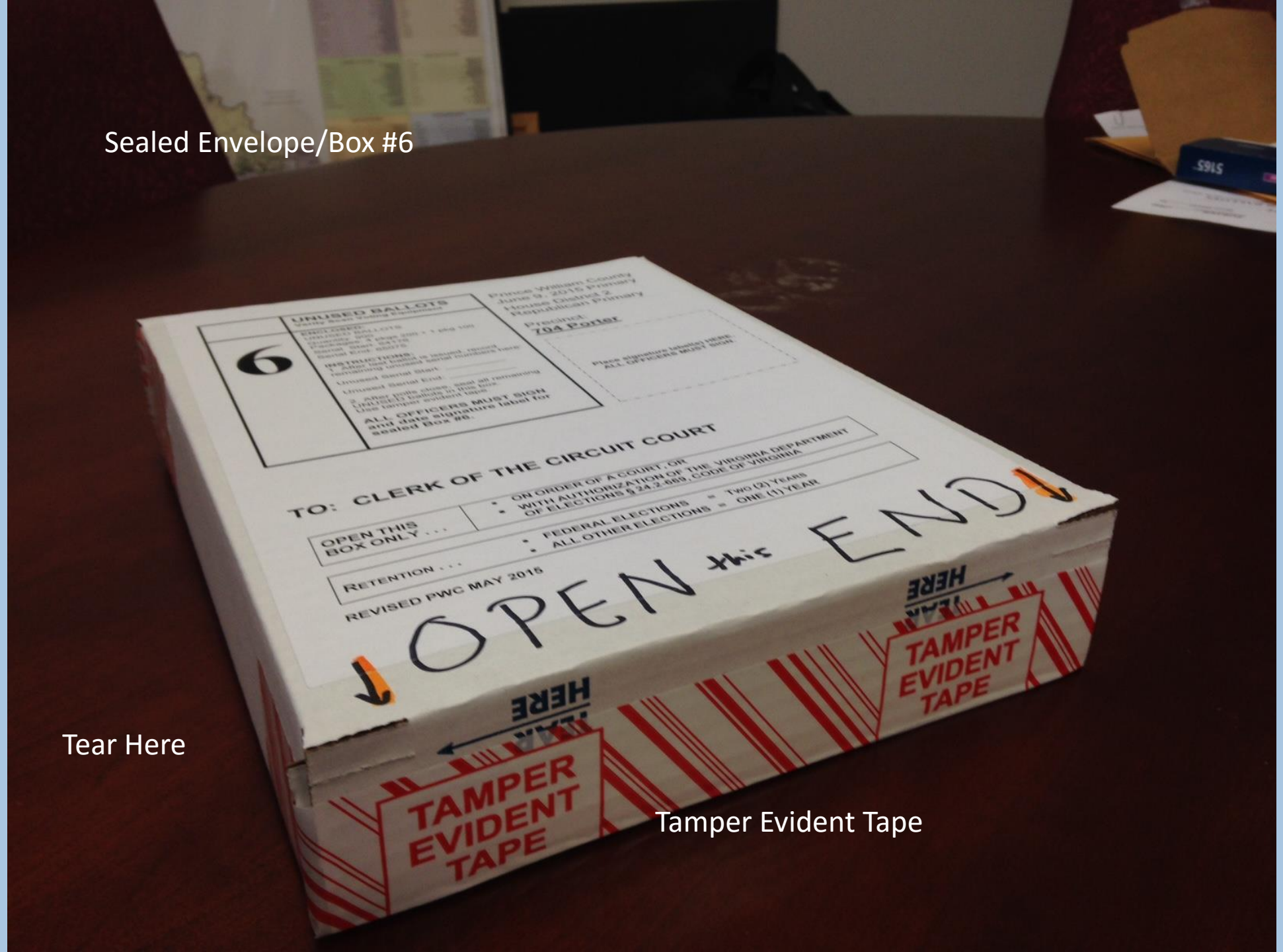
Confirm

Clear

Ballot Delivery

OPENING BALLOTS

- Open bag and Box #6 first thing in the morning
- Verify the precinct name on the ballot
- Open only one package at a time
- Be aware of ballot security; don’t leave ballots unattended.
- Only open what you need
  - Open additional packs as needed
  - Near the end of the day, estimate the need

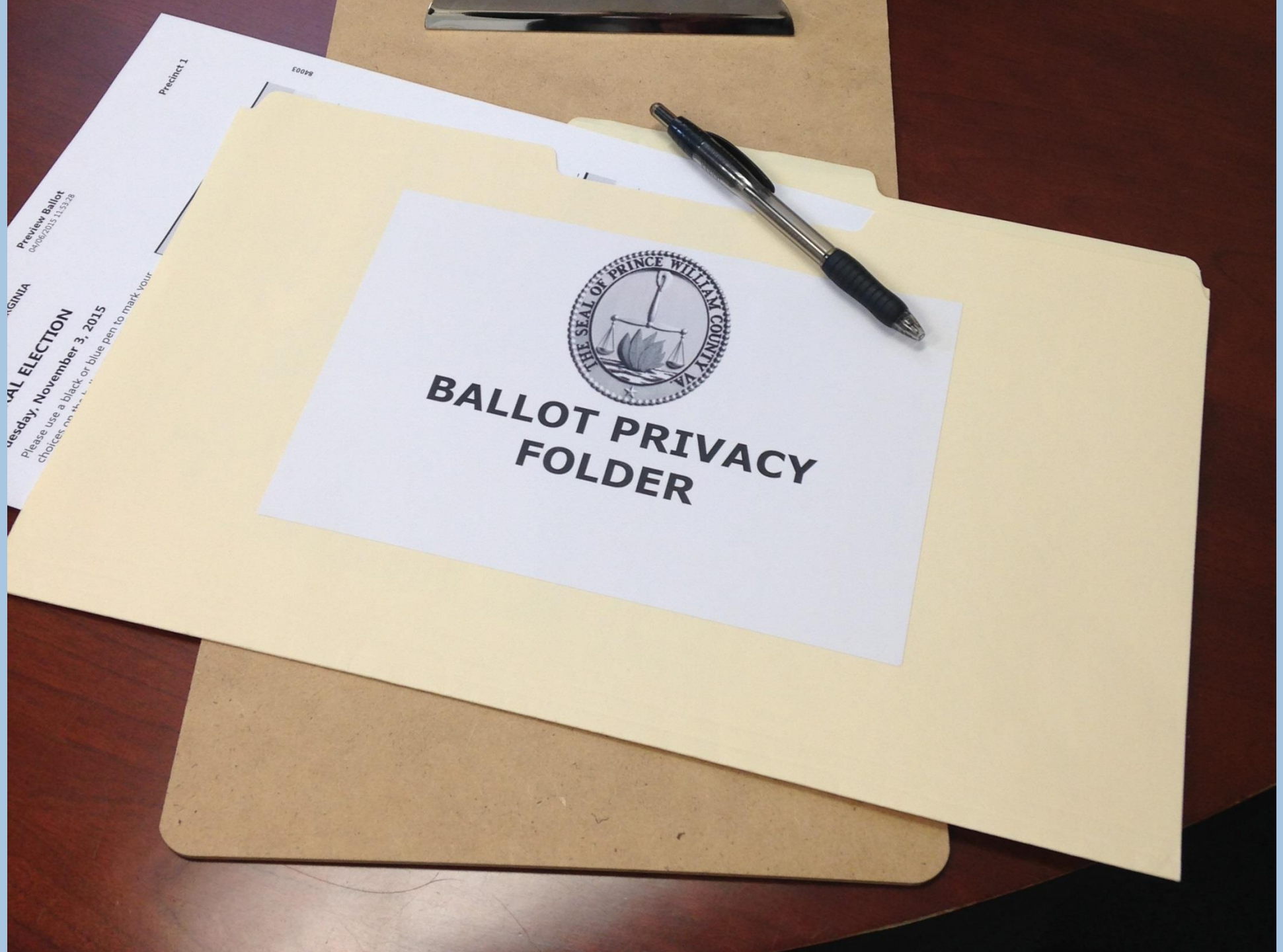

Sealed Envelope/Box #6
6
UNUSED BALLOTS
Prince William County
June 9 - 2015 Primary
House District 2
Republican Primary
Precinct:
704 Porter
Place signature sheet(s) HERE
ALL OFFICERS MUST SIGN
TO: CLERK OF THE CIRCUIT COURT
OPEN THIS BOX ONLY . . .
ON ORDER OF A COURT; OR
WITH AUTHORIZATION OF THE VIRGINIA DEPARTMENT OF ELECTIONS § 24.2-669, CODE OF VIRGINIA
RETENTION . . .
FEDERAL ELECTIONS = TWO (2) YEARS
ALL OTHER ELECTIONS = ONE (1) YEAR
REVISED PWC MAY 2015
OPEN this END
TEAR HERE
TAMPER EVIDENT TAPE
TEAR HERE
TAMPER EVIDENT TAPE
Tear Here
Tamper Evident Tape

The Ballot Back-Up Plan

- Use the first batch of ballots from the ballot bag
- If you need more ballots after what is used from the bag, use the next box #6 from the cage.
- (If there is an emergency, your assigned Special Assistant in the area has back up ballots in their car)
- If there is a really bad emergency, the Chief has a PDF of your ballot on his EPB flash drive. **Call Chief HQ for permission to make copies.**

VOTER PRIVACY

- Always insert the blank ballot into privacy folder before handing the ballot to the voter
- Have pens and clipboards ready at the ballot table in case voters want to use them


Precinct 1
84003
Preview Ballot
04/06/2015 11:53:28
AL ELECTION
esday, November 3, 2015
Please use a black or blue pen to mark your
choices
THE SEAL OF PRINCE WILLIAM COUNTY VA
BALLOT PRIVACY
FOLDER

VOTER PRIVACY
at the ballot marking table

- Do not set marking booths too close to each other. Set about 18” apart, space between
- Set no more than three or four per table
- Always set up all marking booths provided
  either 6 or 12 booths depending on number of voters registered
- Don’t hover over voters and don’t allow other voters to hover while waiting for an available marking station
- Direct voter traffic with tape and cues

VOTER PRIVACY
at Scan

- Scan should be turned in a direction that does not allow other voters or officers behind the voter using Scan to see the tablet or the ballot
- Use tape and cues to keep voters in line at a distance away from Scan
- Collect privacy folders and issue “I Voted” stickers

“Put your ballot into the machine, doesn’t matter which way. Watch the screen and look for the American Flag. When you see the Flag, that means you voted.”

Help

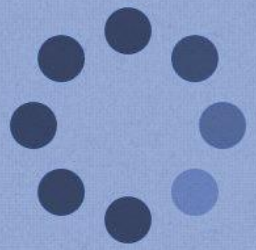
Insert Ballot

11:29 AM

Friday
12/12/2014

Ballots: 0
Sheets: 0
Lifetime: 22

Please wait



Processing...

11:29 AM

Friday
12/12/2014

Ballots: 0
Sheets: 0
Lifetime: 22

Your vote has been recorded.
Thank you for voting.

11:30 AM

Friday
12/12/2014

Ballots: 1
Sheets: 1
Lifetime: 23

Help

Your ballot may not be properly marked.

Make changes or cast the ballot as is.

There is **1** incorrectly marked contest.

To make changes, pull your ballot out of the machine. You can request a replacement ballot from a poll worker.

United States Senate

Too many choices are marked.
This contest will not be counted.

To make changes, pull the ballot.

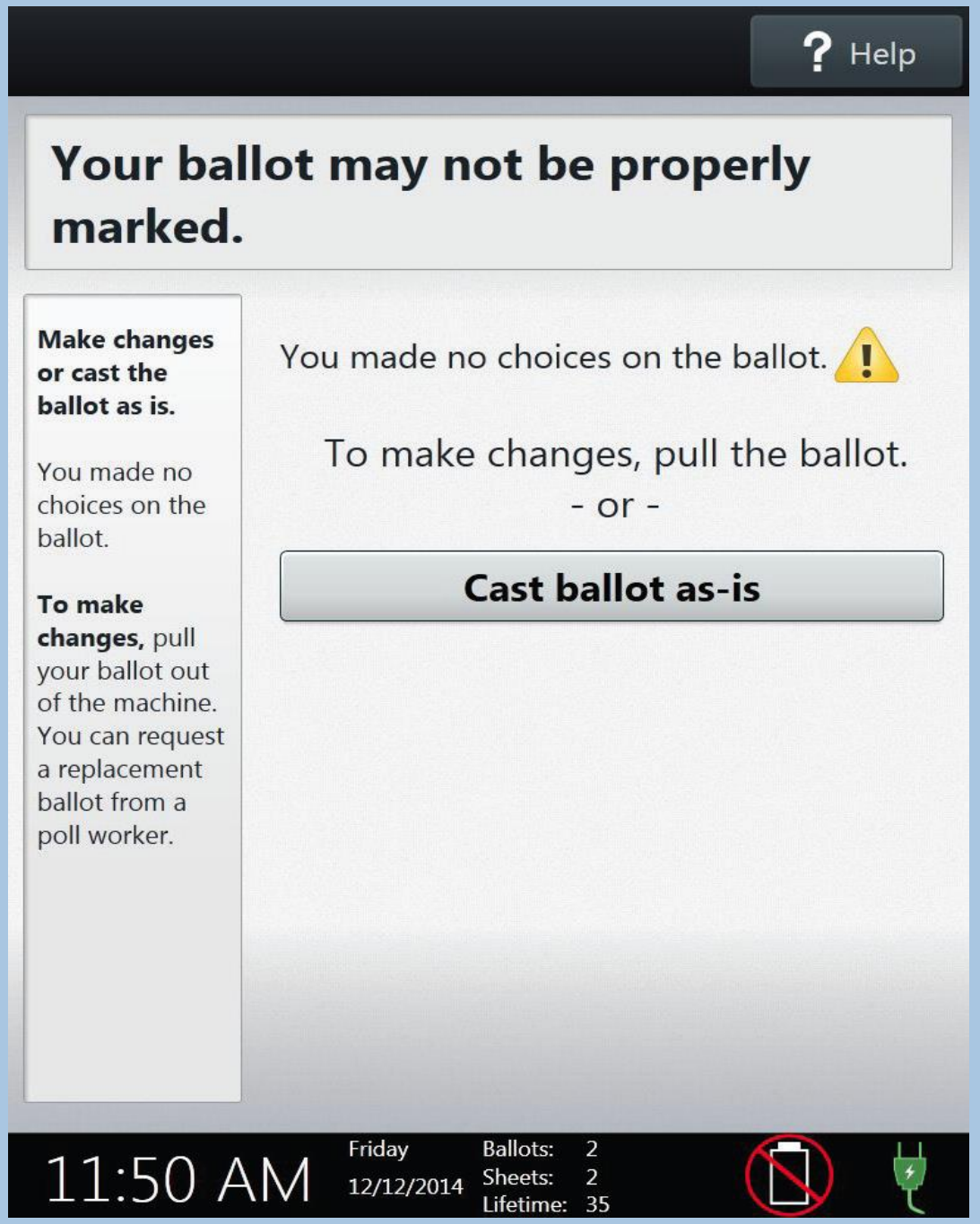
- or -

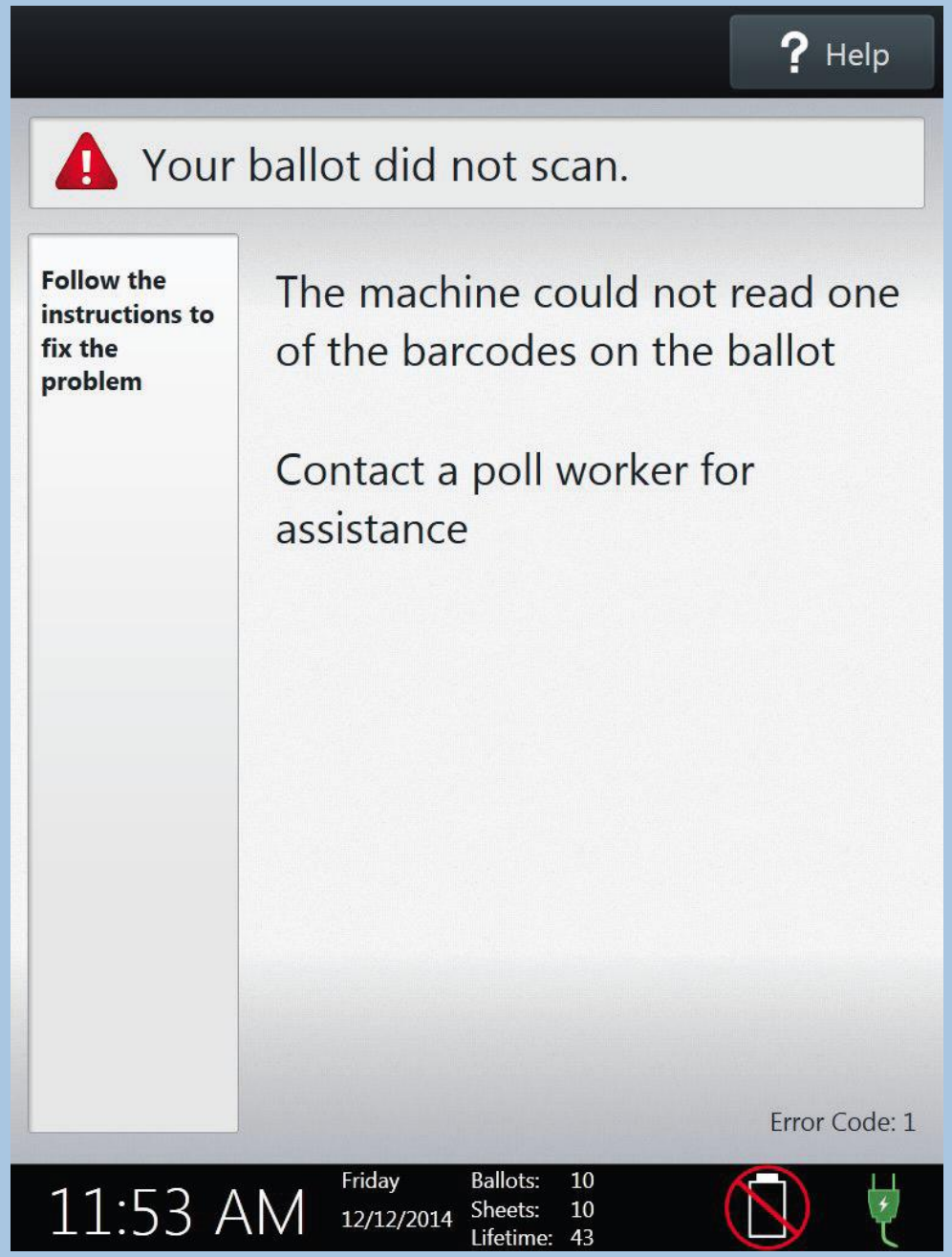
Cast ballot as-is

11:52 AM

Friday
12/12/2014

Ballots: 9
Sheets: 9
Lifetime: 42


Help
Your ballot may not be properly marked.
Make changes or cast the ballot as is.
You made no choices on the ballot.
To make changes, pull your ballot out of the machine. You can request a replacement ballot from a poll worker.
You made no choices on the ballot.
To make changes, pull the ballot.
- or -
Cast ballot as-is
11:50 AM
Friday
12/12/2014
Ballots: 2
Sheets: 2
Lifetime: 35


Help
Your ballot did not scan.
Follow the instructions to fix the problem
The machine could not read one of the barcodes on the ballot
Contact a poll worker for assistance
Error Code: 1
11:53 AM
Friday
12/12/2014
Ballots: 10
Sheets: 10
Lifetime: 43

If there is an emergency that requires leaving the polling place:

- Note the time and Public Counter on Scan
- Gather the ballots, pens, clipboards, poll books and other items
  Have a “pre-plan” as to who is grab what
- Leave Scan as is, inside the polling area
- Once all Voters and Officers are reassembled at a location outside,
  and if voting needs to resume outside, use the Ballots UNSCANNED Envelope X
  for those ballots cast.
- If you are allowed back into the facility, and voting resumes back inside, bring the Ballots UNSCANNED Envelope X with the voted ballots back inside.
- After the facility closes and after the last voter has voted, **BUT BEFORE polls are closed on Scan,** all Officers should witness those ballots being scanned into the voting equipment.

Ballot Activity Log

for Verity Scan Voting Equipment

June 9, 2015 Primary

Page 1 of 2

TIME of Ballot Activity	Outside Polls (Curbside) use Privacy Folder, Record in Part F of the SOR	NO ID Provisional	ALL OTHER Provisional	TouchWriter Ballot (ADA Machine): If a TouchWriter ballot is printed and scanned add to SOR Part 4.3	SPOILED or "Replacement" Ballot: A ballot found defective or an Absentee ballot brought to the Polling Place by the Voter	VOIDED or "Abandoned" Ballot: A ballot not put into Scan by the voter himself. Abandoned ballots SHOULD NOT be scanned by Officers. Record here and on SOR Part C2	Return in Envelope 2 IF SCAN GOES DOWN During the Day: 1.) Remove the white seal on the emergency slot on the ballot box 2.) Record the time Scan went down 3.) Record the number on the Public Counter from Scan	
10:30 am	1							Record the Time and Public Counter Number if Scan is down.
11:18 am				1				Record the Time and Public Counter Number if Scan is down.
noon						1		Record the Time and Public Counter Number if Scan is down.
3:15 pm							3:15/115	Record the Time and Public Counter Number if Scan is down.
4:02	1							Record the Time and Public Counter Number if Scan is down.
TOTALS Carry sums to next page as needed.	2			1		1		

Ballot Activity Log

for Verity Scan Voting Equipment

June 9, 2015 Primary

Page 2 of 2

Return in Envelope 2

Notes: Scan went down at 3:15. Voters used emergency slot to cast ballots. Public counter was at 115. After polls closed, ballots were pulled from emergency slot and scanned by all officers.

All Officers of Election sign this log:

Chief. [signature]
Signature:

[signature]
Signature:

EO [illegible]
Signature:

Signature:

Signature:

Signature:

Signature:

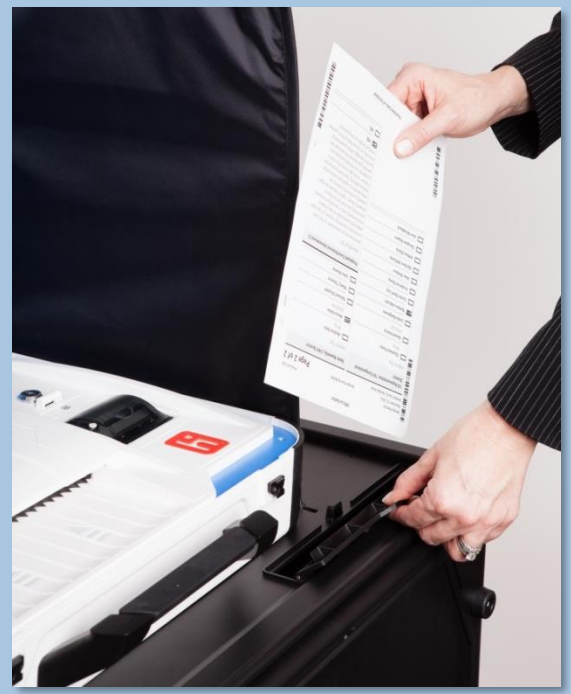
Signature:

Signature:

If Scan Goes Down

The Emergency Unscanned ballot bag

- The emergency ballot slot on the top of the ballot box diverts ballots into a ballot bag



- An additional door is located in the back of he Scan ballot box. The CH key is required to open the unscanned ballot door.

Before Polls Open, Work in Teams

At the same time the following must be set up FIRST:

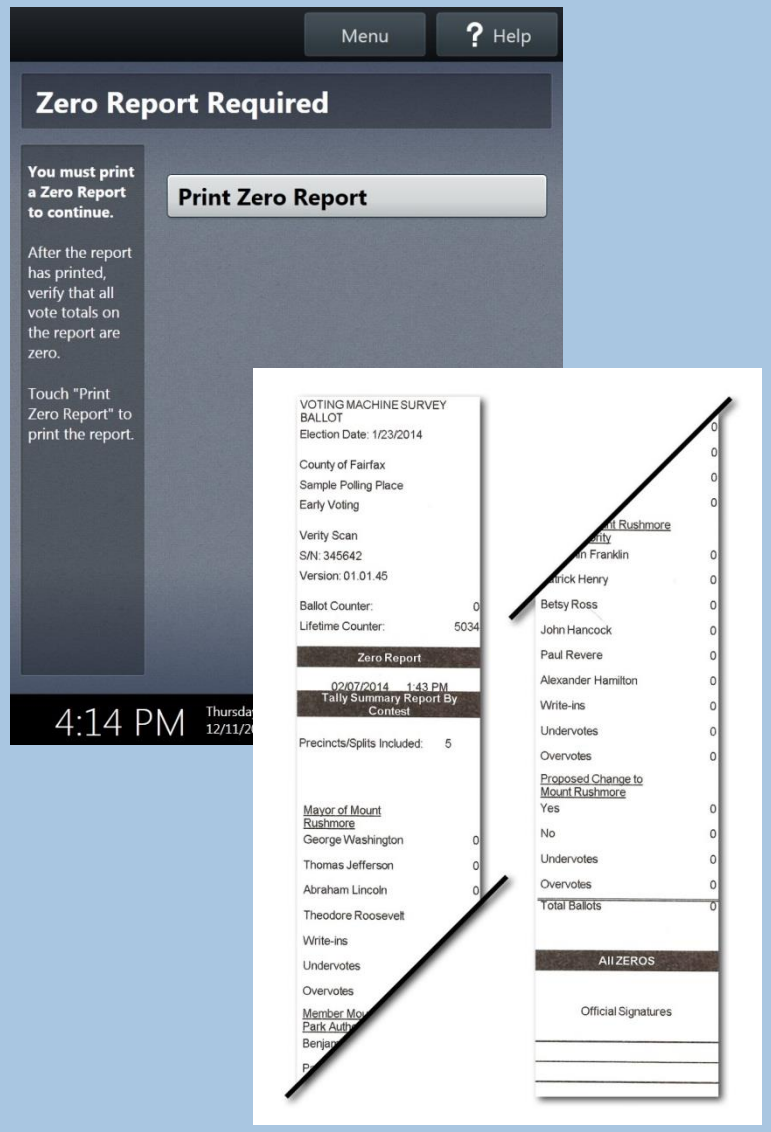
1. **Scan, EPBs and the Ballot Table**
    A. Scan – set up, verify that the ballot box and emergency ballot bag are empty. Follow PAGE 1 Of the SOR, the Chief Certification and then verify Serial Numbers and Red seals on equipment, Page 3 of SOR.
    B. EPBs – sync, attach scanners
    C. Ballot table – open your first #6 box, check and follow Page 2 of the SOR, verifying ballots provided.
2. **THEN set up the Voting Booths, Touch Writer, Posters & Signs**

Printing Zero Reports

Print the first of three Zero tapes

Tap **Print Zero Report** on the touchscreen

- Verify that no votes have been cast on the device for the current election
- Verify the precinct number matches your precinct.

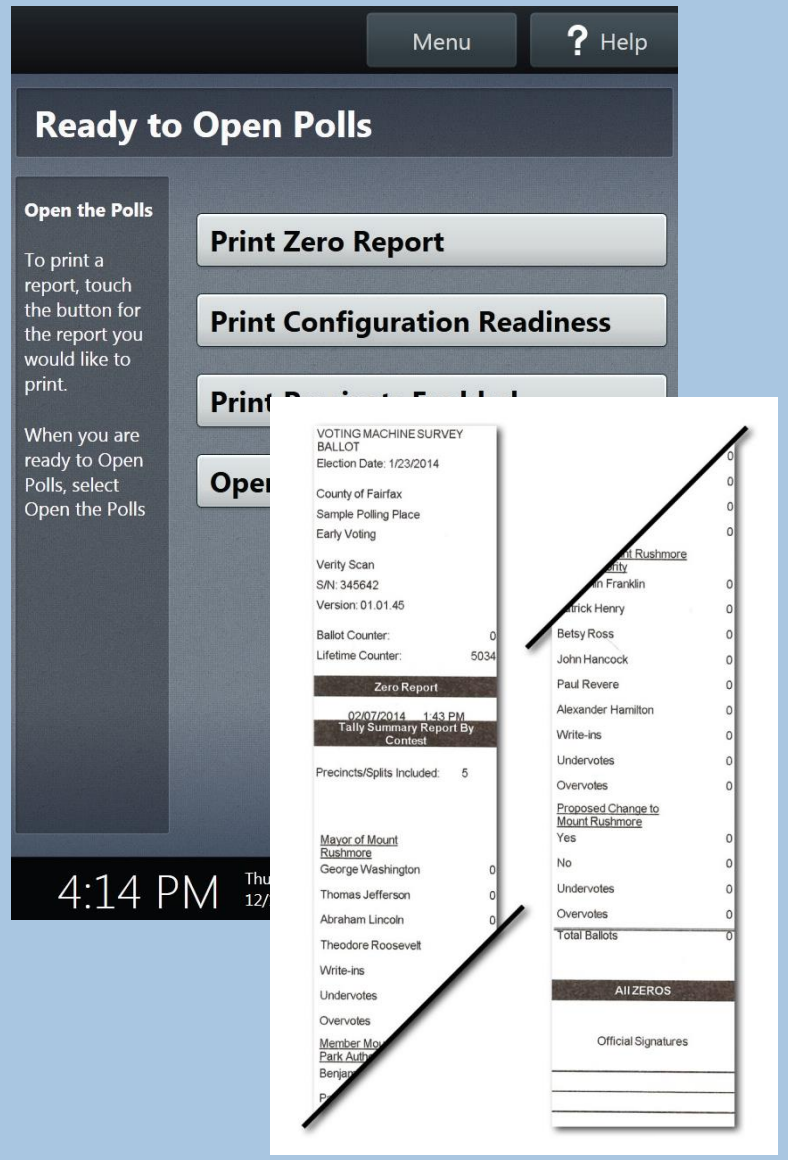


Printing Zero Reports

Print two more Zero tapes

Tap **Print Zero Report** on the touchscreen

- **Remove all tapes**
- Post one copy close to the machine
- Place other two copies in Envelope #2 to preserve for evening reporting



Polls Open on Scan

- Verity Scan screen displays **Insert Ballot**, the device is ready to scan ballots.

GREEN LANDING LIGHTS = Ready to scan ballots!

Special Note Regarding Seals

See Yellow Manual…
Go to Tab #5 or "Other Stuff"

WHITE Verity Seals

Locations:

1. Front of Ballot Box
2. Emergency Ballot Slot
3. Rear door of Ballot Box

Ballots

Reminder – no permits.

Ballot Officer issues ballots between
2 EPB Officers

Ballots

Key is restocking pens, clipboards and privacy folders back to the front.

Remember to keep voters voting.

Ballots

Ballot Receipt:
will tell you the total number of ballots issued for the day, before polls opened.

Ballots

If ballots are received during the day from a Special Assistant, you will have a second ballot receipt.

Ballots

See Yellow ballot handouts.

No provisional ballots will be issued.
If a Provisional Ballot is needed,
a provisional ballot can be printed from
the Touch Writer.

Spoiled Ballots

Send the voter to the Help Desk.

Voter spoils the ballot.

Officer holds open Envelope 4 for voter to place spoiled ballot into Envelope.

Protect privacy of the ballot.

Issue new replacement ballot to voter.

Record on SOR Part F!

Fled or Abandoned Ballots

Found ballots without voters are abandoned or fled voters.

Your EPB will have one more voter checked than ballots scanned.

Remember Number of Ballots Cast worksheet - *see handout.*

Fled or Abandoned Ballots

Record Fled or Abandoned ballots on SOR Part F

See handout – Part F and Number of Ballots Scanned

These ballots are also put into Envelope 4.

Spoiled and Abandoned Ballots

After polls close, these ballots remain sealed in Envelope 4 and are returned to the Office.

PROVISIONAL BALLOTS

What are they and why do I care?

WHAT are they?

- Provisional Ballots are for voters whose eligibility to vote in the election at that precinct is questionable
- **NOT TO BE SCANNED**

WHEN are they used?

- The voter does not show up on the Pollbook
- Voting hours have been extended by court order
  (use SBE Envelope 1B)
- The voter has been issued an absentee ballot and it cannot be accounted for
- The voter shows up as already checked in on the Pollbook
- Some other reason – EPB malfunction
- The Voter does not present a valid Photo ID
  (use No ID Provisional Ballot Envelope – bright green)

WHERE do they come from?

- In the gray lock box in the cage
- Green Provisional Accordion Folder
- Provisional Ballots in the gray box

WHO fills out what?

The Voter

- Miscellaneous forms (VRA/Affirmation of Eligibility)
- Front of ballot envelope
- Signs and dates the back of the ballot envelope
- The ballot

The Provisional Officer

- Signs the ballot envelope
- The Precinct Provisional Ballot Log – Stop means Stop! (EB decides if it is counted or not, not you, not me)

Voter has NO PHOTO ID

- Require bright green envelope
- Require different notice with specific instructions

Step 3: Provisional Ballot Envelope and Ballot

1. Chief gives voter correct Ballot
   (correct district, full, federal-only or president-only)
2. Chief gives voter correct Provisional Ballot Envelope
   (bright green for No ID)
3. Voter fills out front of envelope, signs and dates the back
4. Voter marks Ballot and seals it in Envelope
5. Chief VERIFIES envelope is complete
6. Chief SIGNS the ballot envelope

Step 4: Check in....NO!

DO NOT CHECK IN PROVISIONAL VOTERS ON THE EPB

Step 7: The Precinct Provisional Ballots Log

- Use the Provisional Voter Information Sheet to complete the Provisional Ballot Log – STOP means STOP.
- Only the Electoral Board can decide whether a ballot is counted or not

End of Day

- Remove all Provisional Ballot Envelopes from the Provisional Ballot Bag
- Transfer necessary information onto Envelope 1A
- Provisional Ballot Envelopes and Provisional Log are sealed in Envelope 1A

The Provisional Handout.

See yellow manual.

The Complaint Card

All Officers should carry
the complaint cards.
Refer to Voter Rights Poster
in your polling place.

No more written forms are packed.

The Complaint Card

Voter goes online or calls the Virginia Department of Elections

The Complaint Card

1. Creates Accountability
2. Voter commits to complaint
3. All complaints routed through the State Dept of Elections
4. GR is emailed complaint and asked to reply to voter and copy Department on response to voter.

Closing Polls - RADIO

Several Radio Prompts!

Please remember these!

Report if you have a long line after 7:00pm

Report when the last voter has voted

Closing Polls - RADIO

Use the radio to confirm receipt of Call In Sheet

Report when building locked and you are headed to return election materials

Warning:

Viewers may be exposed
to disturbing images.

1530404
34231 34232 34233
34234 34235
SIMPLIFY
PARKING

ELECTION MATERIALS ENCLOSED
Verity Scan Voting Equipment
11
ENCLOSE:
ALL vDrives from
Verity Scan Voting Equipment
INSTRUCTIONS:
Close Polls on Scans & T
Remove Red "Intab" Se
and Touch Writer (Used
Envelope 7).
Remove vDrives from both Scans and the
Touch Writer.
Place vDrives into this Envelope.
Reseal vDrive compar new Red
"Intab" Seal. Record mber on
both SORs and on
TWO OFFICERS verify
sealing.
and date seal label.
Prince William County
Special Election
April 18, 2017
[redacted]
erk of Circuit Court
S ENVELOPE ONLY:
On order of a Court; or
with Authorization of the State Board of
Elections, 24.2-659.
AFTER THE EXPIRATION OF THE
RECOUNT OR CONTEST PERIOD,
WITH NEITHER PENDING,
DELIVER THIS ENVELOPE AND
CONTENTS TO THE GENERAL
REGISTRAR.

FRONT
1530702
34388 34389 34390
34391 34392

Video on how to
NOT PACK A CAGE.

Polls are closed …

- **Follow Directions to Close the EPBs**
- Pollbook Summary Report
- Use Chief Password to close EPBs
- *Place flash drives in new EPB Thumb drives envelope*
- Give data to Chief/SOR officers
- SEE end of handout for pictures of packing the cages at night.

Chief and Assistant Chief Responsibilities
After the Polling Place is Closed

- Close polls and print tally tapes from both Scan
- Print the Ballot Count Tapes from the Touch Writer
- Have all Officers sign all of the Tally Tapes and all of the Ballot Count Tapes
- Call in the results to the Office
- Cut the red seals, remove the vDrives and *seal vDrives in Envelope 11.*

Chief and Assistant Chief Responsibilities

After the Polling Place is Closed

- Cut the white seals on the ballot box and remove all of the ballots, place in Box #3.
- All Officers sign Box #3.
- Follow the After the Polls Close Chief Certification on both SORs
- Replace the cut red seals with new red seals and record the new seal numbers on both copies of the SOR
- Have all Officers sign the last page of the SOR, both copies.

Chief and Assistant Chief Responsibilities

After the Polling Place is Closed

- Collect all provisional ballots cast during the day and seal in Envelope 1A.
- Staple one zero tape and one tally tape from Scan and the TouchWriter to the “Yellow Printed Return Sheet”
- Have all Officers sign the “Yellow Printed Return Sheet” and seal the return sheet in Envelope 2A
- Ensure all ballots (used or unused) are returned to the Registrar’s Office. All boxes #3 and #6.

Chief and Assistant Chief Responsibilities

After the Polling Place is Closed

- Make sure all Officers sign the Pay Sheet
- Ensure that all of the equipment is returned to the cage and that the cage is locked.
- Oversee cleaning up the facility and locking the facility as needed

Closing Polls - reminders

Announce outside at 7:00pm
“The Polls Are Closed”

Voters in line at 7:00pm
are allowed to vote!

Closing Polls - reminders

If you have voters in line:

Two Officers should go to the last voter in line.

One Officer should stay with that last voter.

The second must record the name of each voter in line. Write the names down.

Tally Point video

New Election Night Reporting Online

Call in sheets are packed just in case.

Results will be sent in via by a separate tablet. A few clicks, enter data from the results tape. Click Send.

Will be a training video soon.
Call Winston.

Tally Point

- We are deploying laptops to all precincts for use with our new Election Turnout and Results reporting system – Tally Point
- We will be providing a checklist with each laptop with the steps to connect to the local internet (for non-school locations) and how to start Tally Point.

Closing Polls - reminders

Authorized Reps who choose to stay in the polling place must wait until the results are sent into the office.

Tapes at the End of the Day

Attach to the SOR and place in Envelope #2

- Zero Tapes
- Tally tapes
- Ballot Count Tapes
- All other tapes can be put into Envelope #8

Removing Ballots

- After the polls are closed…
- And after all voters have left the precinct…
- And in front of all officers and authorized representatives…
- And after checking the emergency ballot bag for ballots…
- And after the unscanned ballots have been scanned, if any,
- Open the ballot box by cutting the white seal on the door
- Gather all the marked ballots and place in Envelope/Box #3
- Seal Box #3 with tamper evident tape
- Affix label
- <u>All Officers sign Box #3.</u>

Cell Phones in the Polling Place

Reminder – cell phones are permitted in the polling place and photos may be taken by the voters as long as it is not a disturbance to others.

Closing Polls - REMINDERS

Please have the chiefs return the following equipment back with the chief bag to the office & warehouse

Radio & charger

End of day tally laptop

Chief notebook

Please do not place in the cage at the end of the night.

The Envelopes

See handout.

The What If…

See handout.

All Election Materials

Must Be Returned
Election Night.

Both the Woodbridge and Manassas locations will be available.

Supply Return!

Do Not put ANY ballots –

USED or UNUSED back in the cage.

ALL BALLOTS MUST BE RETURNED BY OFFICERS ON ELECTION NIGHT.

Both Box #3 and Box #6

Reminder – any voter over the age of 65 can vote curbside – Outside Polls

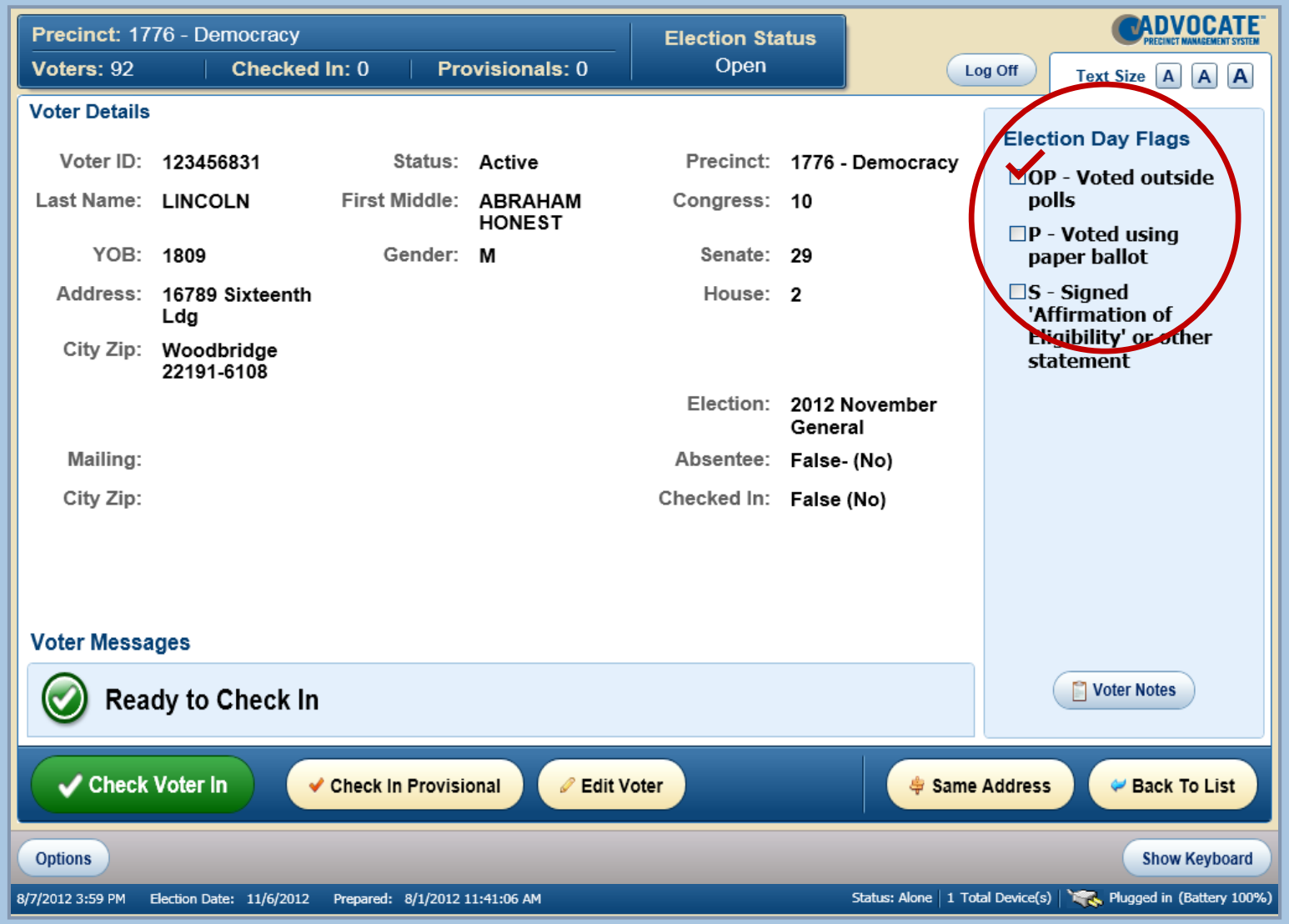
Outside Polls Voters

- Procedures
  - Check ID
  - Voter states name and address aloud
  - Officer repeats
  - Explain procedure to the voter
  - Allow voter to mark ballot in private unless the Assistance form has been completed
  - Voter inserts ballot into Outside Polls Transfer Folder
  - Give the voter the “I Voted” sticker
  - Offer Annual Absentee Ballot if appropriate
  - Return folder to building and place ballot into the scanner
  - Process voter in EPB (check OP)

Outside Polls Voters

- Once the voter has given you the ballot, they are finished
- Their companion may come in to verify that the ballot is scanned, but may not change the outcome of the ballot
- If the ballot is rejected by Scan the Officer casts the ballot “as is”

Outside Polls Voter in EPB …



The Election Day Oath

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election, so help me God.

Questions