# Montgomery County
## Officer of Election Training
## Summer 2024

# Introductions

**Electoral Board:**

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

**Registrar:**

Connie Viar

**Chief Deputy Registrar:**

Trina French

# Mission and Role of Precinct Officer

- To help every registered voter cast a ballot
- To ensure that each ballot is secure
- To provide a positive voting experience
- To ensure that the rights of everyone seeking to vote are protected
- To provide excellent customer service
- To be familiar with voter's rights
- To assist voters with disabilities

## This could not be done without you!

# Officer Positions within the Precinct

Chief Officer
Assistant Chief Officer

Poll Book Officer
Ballot Officer
Marking Booth Officer
Voting Machine Officer

- **All positions have detailed instructions in the Election Day Guide.**

- The Chief should rotate Officers through the different positions.

- Rotating officers is necessary for cross training

# Chief Officer Responsibilities

- Ensure a safe, efficient, and lawful election at the precinct assigned.

- Assist Voters to resolve check-in issues. Oversee Same Day Registration for voters participating in the process.

- Supervise other Officers to ensure proper procedures are being followed.

- Take action to correct problems.

- Evaluate Officers & make recommendations to help the Board improve overall performance.

- Check electronic poll book and voting machine counts hourly, and report counts to the Registrar at 8:00 AM, 10:00 AM, 2:00 PM, 4:00 PM.

# Assistant Chief Responsibilities

- To assist the Chief Officer to ensure a safe, efficient, and lawful election.

- Take responsibility for an area or task at the direction of the Chief Officer e.g.
  - Pollbooks – set up and shut down
  - Voting Machines – set up and shut down
  - Ballot Table – set up and closing, including Ballot Record Report reconciliation
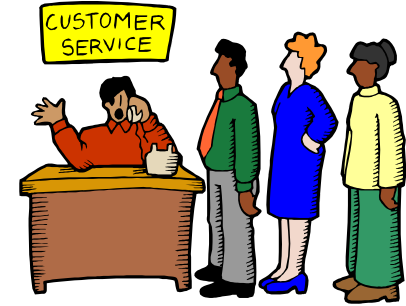  - Statement of Results preparation

# Customer Service

Officers of Election will provide prompt, courteous service to all voters.

- Greet the voter.

- Provide full attention to the voter.

- Keep the line moving.

- No eating/drinking in sight of the voter. Chief will assign breaks.

- No cell phones or personal electronics at work stations.
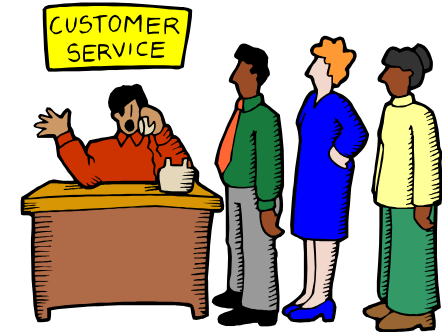
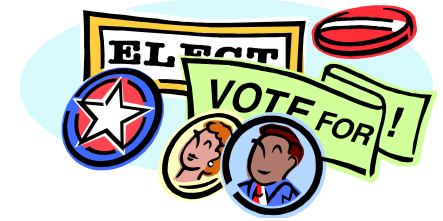# Customer Service

- Be professional. <span style="color:red">You are representing the county and carrying out an important job.</span>

- <span style="color:red">Your work on Election Day is non-partisan. Do not talk politics with voters or other Officers.</span>

- Respect the voter's privacy.

- Treat fellow Officers with courtesy and respect.

- Involve the Chief/Asst. Chief early with voter concerns and issues.

# Polling Place "Etiquette"

- <u>Political apparel</u> – Voters may wear clothing  or buttons which display the name of a candidate or party while in the polling place to vote.

- <u>Cell phones</u> – Voters may use their cell phones beyond the check-in table, as long as they do not disturb, hinder, or intimidate other voters.

See Code of Virginia § 24.2-604, § 24.2-607.

# Polling Place "Etiquette"



- Voters may take "Ballot Selfies."

- It will be up to the Officers of Election in each polling place to limit the use of cameras by a voter if it is:

  - slowing or disrupting the voting process

  - violating the privacy of other voters.

- Taking video of the polling place interior could be seen by some voters as intimidation. Intimidation is prohibited by law.

- Members of the press should ask the Chief Officer for permission to photograph or film inside the polling place and may not photograph or film voters without their permission.

# Election Day Set Up
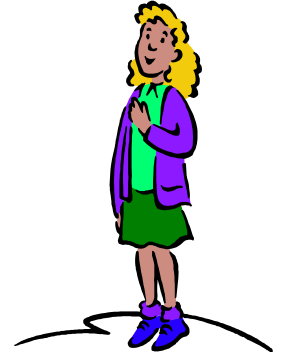
The Chief Officer will:

- Welcome Authorized Representatives.

- Administer the Oath.

- Review Emergency Safety Procedures.

- Assign Officers to arrange furniture and post signs and notices.

- Assign Officers to set up electronic poll books and print pollbook **Summary Reports** for opening.

- Assign Officers to set up voting machines. Confirm serial and seal numbers and protective and public counter numbers (Envelope 7). Print **Zero Tapes**.

- Assign Officers to count packs of ballots. Confirm that the number of paper ballots matches **Ballot Receipt** inside Box 6.

**Detailed instructions on Election Day Set-Up: Pages 3 – 7 of "Election Day Guide for Officers of Election"**

# Before the Polls Open
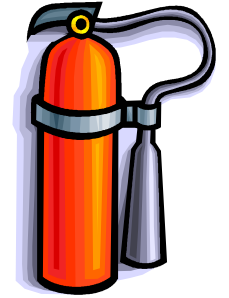
The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.

- Location of emergency exits.

- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).

- Location of emergency phone to call 911.

- Designate officer to call 911.

- Designate a safe location to meet and wait outside building.

# Cage - Top Shelf Contents



Top shelf – <u>Front Row</u>

1 Poll Pad Case must be placed in front of the other two cases.

Box/Envelope 6

Unvoted Ballots

Marking Booths (5)

Top Shelf – <u>Back Row</u>

(2) Two Poll Pads

Plastic Bin needs to be placed <u>lengthwise</u> in the cage.

**Clear Plastic Box**

- Machine Instructions w/Headphones

- Power Cords

- Surge Protectors

- Clipboards

- Privacy Folders

- Ballot Receipt Box

# Cage - Bottom Shelf Contents

**Blue Absentee Ballot Drop Box**

**(delivered unassembled)**

**Information, Log, & Seals inside**

- **Tri-Fold Poster Board**
- **Election Day Hours Sign**
- **Box 3A (Unassembled)**

**ADA Voting Machine (FVT)**

**Marking Booths (5)**

**Ballot Scanner (FVS)**
- **Locked to top of Ballot Box.**

**Power Cord**
- **Plug already inserted in back of scanner.**
- **Cord is wound up and held to handle with Velcro.**



Emergency Ballot Compartment

# Unisyn Voting Machines

Removing the scanner (FVS) from the cage

- Unlock the wheels first!
- Easy to remove the unit without lifting!

# **Unisyn Voting Machines**

Loading the scanner (FVS) back in the cage

- Easy to do without lifting!
- Don't forget to <u>LOCK THE WHEELS</u> when you're done!

# Election Day Set Up
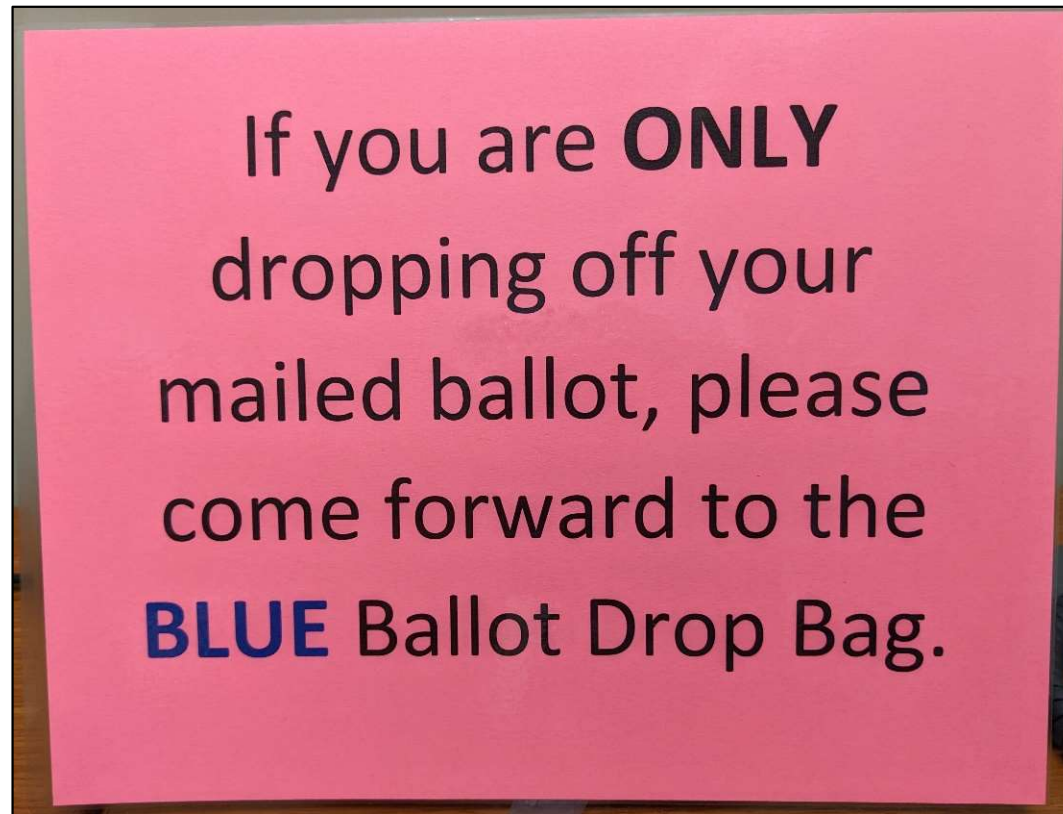## Completed Absentee Ballot Drop Off Bag and Sign

On Election Day, each polling place serves as a drop-off location for completed absentee ballots.

- An official Ballot Bag is delivered in the cage.

  - Bag is delivered flat and must be assembled into a box shape.

  - Seal must be inserted in zipper clasp after clasp is closed. Record Seal Number on Envelope 7.

  - Unused seals are stored with Ballot Bag instructions in a clear envelope inside the Ballot Bag.

The Ballot Bag location is the Chief's decision, but it should be in view of the Officers. Location may be in the lobby/entrance area if an Officer is assigned to monitor it.

# Completed Absentee Ballot Drop Off
## Post This Sign on Entry Door



If you are **ONLY** dropping off your mailed ballot, please come forward to the **BLUE** Ballot Drop Bag.

Sign is stored in the front pocket of the accordion file.

# Completed Absentee Ballot
# Drop Off

[Voters with a completed absentee ballot should not wait in the check-in line](#)!

- Direct all voters with completed absentee ballots to the Ballot Bag.

- A voter may allow a trusted family member or friend to drop off their ballot for them. Officers might see a voter insert multiple ballots in the Ballot Bag's slot.

- An Officer may be assigned to take the Ballot Bag to a voter parked at the curb.

# Setup/Shutdown Equipment Procedures
## Two minds are better than one!

- Assign two Officers to set up electronic pollbooks and two Officers to set up voting machines.

  – One Officer should read instructions as the other carries out each step.

- Follow instructions <u>as written</u>!

# Election Day Set Up
## Pollbook Officers



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.

- Print one Pollbook Opening Summary Report from each of the three Poll Pads per the Poll Pad setup instructions.

# Pollbook Officer

**Overview of check-in process:**

- Greet the voter. Ask voter for identification.

- Take the ID.

- Use the ID to find voter's name and registration information in the pollbook.

- Ask voter to state their FULL NAME and ADDRESS. (Voter may write information down instead or otherwise indicate that info on the ID is correct and up-to-date.)

- Verify voter information in the pollbook by comparing to voter's stated information.

# Pollbook Officer

**Overview of check-in process (continued):**

- Repeat voter's FULL NAME from the pollbook loudly enough for authorized representatives to hear.

    – Do not repeat the voter's address.

- Follow steps to finish checking in the voter. "Check-in Receipt" will print automatically

- Return the ID along with printed receipt.

- Direct voter to the Ballot Table where they will exchange their receipt for a ballot.

# Approved Identification
## Effective July 1, 2020, Revised August 2023



**VIRGINIA DEPARTMENT of ELECTIONS**

### Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does not present acceptable identification or sign this statement must vote a provisional ballot.

| Identification | Is Accepted? |
|---|---|
| Virginia driver's license | Yes, may be current or expired. |
| Virginia DMV-issued ID card | Yes, may be current or expired. |
| Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer) | Yes |
| U.S. Military ID | Yes |
| Valid student ID issued by a public or private high school or institution of higher education located in Virginia | Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution. |
| Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S. | Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution. |
| Valid U.S. passport or passport card | Yes |
| Government-issued ID card from a federal, Virginia, or local political subdivision | Yes |
| Voter ID card issued by the Department of Elections | Yes |
| Voter confirmation documents | Yes |
| Valid tribal enrollment or other tribal ID | Yes, if issued by one of the 11 tribes recognized by Virginia.** |
| Nursing home resident ID | Yes, if issued by a government facility. |
| Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter | Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form. |
| Any other current government document containing the name and address of the voter | Yes. Acceptable in physical or electronic form. |
| Signed ID Confirmation Statement | Yes |
| Out-of-state driver's license | No |
| Student ID from a high school located outside of Virginia | No |
| Membership card from private organization displaying a photograph | No |
| Credit card displaying a photograph | No |
| Virginia Driver Privilege card (limited-duration license, permit or special identification card) | No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration." |

*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

Virginia Code § 24.2-643(B)    Rev. 8/2023

Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license, for which the expiration date should NOT be considered when determining its validity.

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a "9" under restrictions on the front. Restriction listed on back says "Limited duration."

# Approved Identification
## Effective July 1, 2020, Revised August 2023



**ELECTRONIC FORMS OF ID**

Student IDs from <u>some</u> institutions of higher learning located in Virginia are acceptable in electronic form.

Currently, only the following student IDs are acceptable in electronic form:
George Mason University
Liberty University
Roanoke College

Please note that student IDs from high schools located outside Virginia are NOT approved in any form.

**An electronic form of these documents continues to be acceptable**: current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

# Approved Identification

**Commonwealth of Virginia**

Place in Envelope #8

**ID Confirmation Statement** - § 24.2-643 of the Code of Virginia

**A**   **Officer of Election:**

Precinct No./Name: _____ Date: _____ O of E Initials: _____

**B**   **Affirmation of Voter:**

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

**Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.**

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ___|___|___|___ Last 4 digits of Social Security # (optional) ___|___|___|___

**WARNING:** Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to $2,500. §24.2-1016

ELECT-643ID   8/2020

## Do NOT turn a voter away for lack of identification!

- Send the voter to the Chief.
- Voter can sign an ID Confirmation Statement affirming they are the registered voter they claim to be.
- Any voter who does not present acceptable identification and <u>does not</u> sign the statement must vote a provisional ballot. The voter will have until noon Friday to deliver a copy of their ID or signed ID Confirmation Statement to the Registrar's office.

# Voter Check-In Situations

**See "What if" Guide for more detailed information**

- Voter is listed as "Inactive" or "Marked for Confirmation"

- Voter is listed as "Absentee Voter"

- Voter is not found in the pollbook or asks for "Same Day Registration"

- Voter's stated name or address does not match pollbook record

- Voter is listed as having already voted.

- Voter is challenged

## Send voter to the Chief.

# Voter Check-In Situations
## Absentee Voters

- An Absentee Voter with their unused or spoiled Absentee Ballot may surrender the ballot and cast a regular ballot in the precinct.

- An Absentee Voter without their mailed ballot must cast a Provisional Ballot at the precinct.

- **Send all Absentee Voters to the Chief**.

# Voter Check-In Situations
## Same Day Registration (SDR)



**Voter may ask at check-in table to register on Election Day.**

- Send voter to the Chief.

**Voter is already flagged SDR in the pollbook.**

- This means the voter has registered after the "close of books" and has already cast a Provisional Ballot.

- Send Voter to the Chief.

# HAVA Voters At Check-In

- Poll Pad shows a blue banner and "Voter Must Show ID."

- This person registered through the mail or a third-party registration drive.

- When voting in their first federal election, this voter must show:

  - a current and valid <u>photo</u> identification OR
  - a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

- Check voter in normally if they have an ID listed above.

- If they do not have one of these IDs, send the Voter to the Chief.

**See *What Ifs*... Page 6, Problem 1.**

# Less Common Voter Check-In Situations

**The <u>name</u> on the ID does not match the voter's *record in the pollbook*.**

- Send the voter to the Chief.

- This voter may need to provide another document showing the name listed within the pollbook.

- This voter should be given a Voter Registration Application to update their record.

- Name on ID/stated name is acceptable as long as it is substantially similar to the name in the pollbook. (§ 24.2-643)

# Less Common
# Voter Check-In Situations

See "What if" Guide for more detailed information

If a voter requests assistance, e.g., <u>is blind</u>, <u>has a physical disability</u>, <u>is unable to read or write</u>, or <u>needs the ballot translated into another language</u>, **check the voter in,** and then

# Notify the Chief

- An audio ballot on ADA Tablet (Unisyn FVT) is available for voters.

- Authorized Representatives are not allowed to provide assistance to a voter.

- Anyone else (including Officers of Election) may assist a voter and must complete the **Request for Assistance form**.
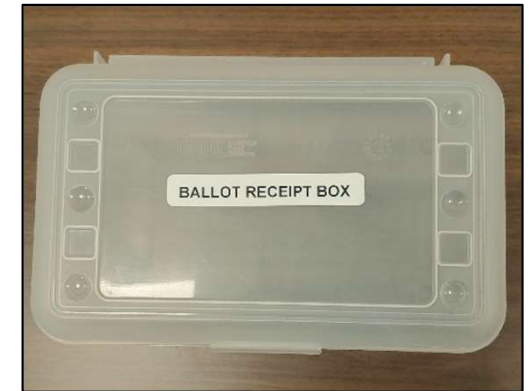
# Ballot Officer
## Before the Polls Open

- Open Box/Envelope #6.

- Find **Receipt for Ballots** on top and set aside.

- Count the shrink-wrapped packs of ballots and Envelope of Provisional Ballots.

- Record the number of packs and Provisionals on the **Ballot Record Report** form.

- Compare number of ballots received to information on the **Receipt for Ballots**. If number matches, sign the **Receipt** and give it to the Chief. If numbers do not match, inform the Chief. Chief will keep this form for return in Envelope 2B.

- As each shrink-wrapped pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the **Ballot Record Report**.

# Ballot Officer
## While the Polls Are Open



- Responsible for handing out ballots to voters

  - Take the **Ballot Receipt** from the voter and place in Ballot Receipt Box.

  - Remind voters to:
    - Fill in ovals completely and neatly
    - Check the back for additional races (if applicable)
    - Print neatly if voter chooses to write-in a name (if applicable).

  - Insert a ballot in privacy folder and hand folder with ballot to the voter.
  - Direct voter to marking booth area.

# Ballot Officer
## While the Polls Are Open

- Can take a mismarked ballot from a voter and issue a new ballot.

  – With a pen, write the word "Spoiled" across the mismarked ballot.
  – Place the ballot in Envelope #4.
  – Enter a mark under "Spoiled" on the ***Ballot Record Report*** form.
  – Hand a new ballot to the voter.

- Can issue a regular ballot in exchange for an Absentee Ballot surrendered to the Chief Officer. Enter a mark under "Absentee Ballot" section of ***Ballot Record Report***.

# Example Paper Ballot (June 2024)



Commonwealth of Virginia, SAMPLE BALLOT

Ballot Style: 1

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

**Making selections**

To vote for a candidate, fill in the oval to the left of the name.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.
If you make marks on the ballot besides filling in the oval, your votes may not be counted.

Name of Primary

Ballot Style

**Member**
**United States Senate**

Vote for only one

○ Hung Cao

○ Edward C. "Eddie" Garcia Jr.

○ Jonathan W. Emord

○ C. L. "Chuck" Smith, Jr.

○ Scott Thomas Parkinson

# **Marking Booth Officer**

- Stand near the tables with marking booths.

- Answer questions on how to mark the ballot.

- Guide voter back to Ballot Officer if voter makes a mistake marking their ballot.

- Direct voters with completed ballots to the FVS optical scan voting machine.

# Instructions for How to Mark a Ballot

- **Unisyn Freedom Vote Scanner (FVS)**
  - With updated standards, the scanner might <u>NOT</u> read all **X**s and **check marks**.



**Emphasize at all stations for voters to carefully <u>fill in the oval as completely as possible</u> - <u>without going outside the line</u>.**

# **Marking Booth Officer**

- May take over for the Voting Machine Officer if they are busy helping a voter with an issue. Do not allow the FVS Scanner to be unattended.

- Periodically check for and remove any extraneous materials from the marking booths.

# Voting Machines
## from Unisyn Voting Solutions

**Freedom Vote Tablet (FVT) for voters with disabilities**

- Large touch screen

- Can increase font, change to high contrast display

- Audio Ballot with headphones and keypad for blind voters. Keypad has brail.

- Sip-and-puff technology for paralyzed voters. Call Registrar's office if sip-and-puff kit is needed. Sheriff will deliver quickly.

- Prints narrow ballot with print out of voter's choices and coding for the scanner. (Same as for the previous generation of equipment.)

- Edge of the scanner bed is now used to guide ballot into the scanner.

# Voting Machines
## from Unisyn Voting Solutions

## Freedom Vote Tablet (FVT)

- **Can be used by ANY VOTER to create their ballot**

    - <u>If your supply of preprinted ballots runs low</u>, the Tablet can be used as "Ballot on Demand" device.

    - It takes time to use the Tablet. To avoid a line, alternate with preprinted ballots to extend supply before you run out.

- **All Ballots created must be accounted for on the Ballot Record Report.**

# Election Day Set Up
## Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the Clear Plastic Bin on the cage top shelf. FVT headphones will be with the instructions.

- For the FVS Scanner, Open and Close instructions will be in a single **GRAY** folder which matches color of scanner case.

  - Open Header Card and Close Card will be in this folder.



- For the ADA Tablet (FVT), Open and Close instructions will be in a single BLUE folder which matches color of the FVT case.

- Make sure power cord is **properly inserted** into the back of the scanner. Check for "charging" icon at top right of screen.

# Equipment Seals

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.

- Compare <u>SERIAL</u> and <u>SEAL</u> numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on back of Envelope 7.

- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Envelope 7.

- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on back of Envelope 7.

# Voting Machine Officer
## While the Polls Are Open



"Ballot Light"

Please insert paper ballot

Power light

- Stand far enough away from the FVS Scanner to ensure privacy for the voter. Officers may apply tape to the floor as a reminder.

- Answer questions on the operation of the scanner and provide guidance if ballot is rejected.

- Voter will insert ballot into the machine. Some voters may not understand this. Check folders given to you for un-scanned ballots.

- FVS Ballot Light will rapidly flash red and green while processing ballot and then stay green after ballot is accepted.

- FVS will not count a rejected ballot.

# Voting Machine Officer
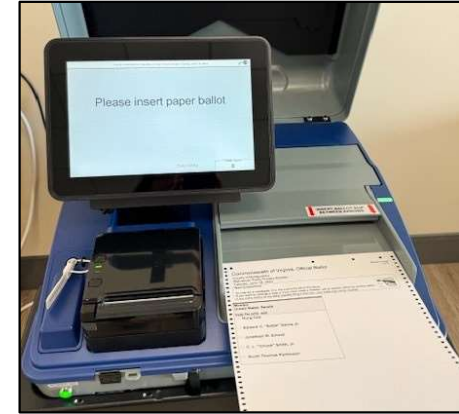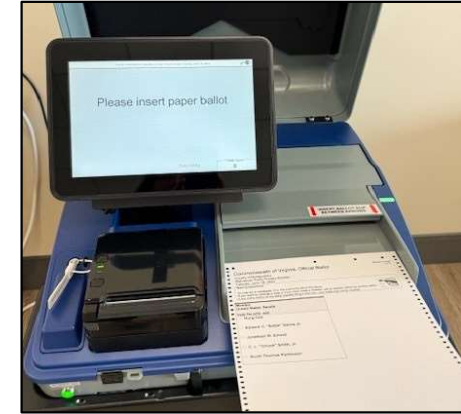


The FVS will print a guidance slip if ballot is rejected.

If the slip says "**Overvote**" –

- The voter has marked more ovals than permitted.

- The slip will indicate which race has an overvote. Do not look at the ballot itself.

- Direct the voter back to Ballot Officer for a new ballot.
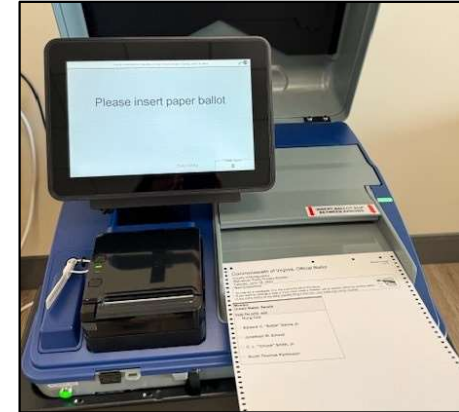
# Voting Machine Officer



If slip says "**No Selection**" –

- Scanner cannot read any marks from the voter.

- Ask voter if they filled in the ovals according to ballot marking instructions.

- If voter answers no, point out ballot marking instruction posters, send voter back to marking booth.

- If voter says yes, direct voter back to Ballot Officer for new ballot.
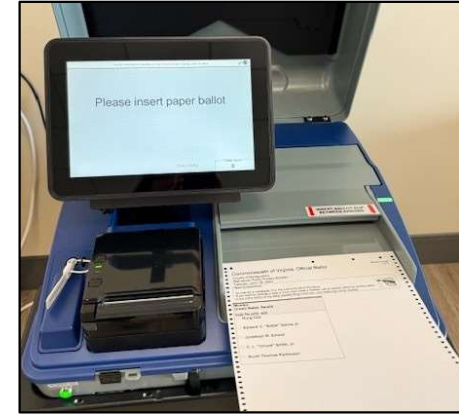
# Voting Machine Officer



If the ballot is rejected and NO slip
is printed –

- The screen will say "**Invalid Ballot.**"

- Suggest voter turn the ballot over, or around, and try again.

- If FVS scanner continues to reject ballot after a couple of tries, direct voter back to Ballot Officer for a new ballot.

# Voting Machine Officer



- A Voter may choose to send a ballot with known errors through the scanner. (Voting a blank ballot as a "protest vote," for example.)

- After ballot is rejected, Officer should select "Bypass Validation" button on screen. The NEXT ballot sent through will NOT be rejected.

- For an overvote error, properly marked races will count. Only the overvoted race will not.

# Voting Machine Officer
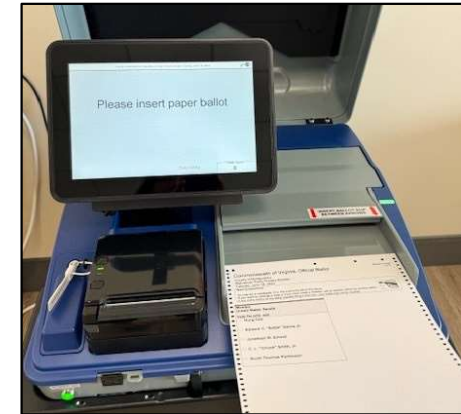


- Officer will collect privacy folders from voters for re-use.

- Check folders for un-scanned ballots.

- If Officer notices that voter has retained a precinct pen used for marking ballots, Officer should ask voter for the pen and return pen to ballot marking area.

- Officer may hand out "I Voted" stickers after voter's ballot is accepted.

# When ballot is considered "cast"

A voter, voting in person on Election Day, has not voted until a "permanent record" of the voter's intent is preserved.

- A "permanent record" is preserved by the voter by:
  - Inserting an optical scan ballot into an electronic counter
  - Placing a paper ballot in an official ballot container.

- An Officer may reinsert a ballot in the optical scan voting machine if the voter walks away and the ballot is rejected by the machine due to an overvote or undervote.

Complete wording of Virginia Regulation 1VAC20-60-40 appears on **Page 6 of the Election Day Guide**.

# Curbside Voting

## See "What If Guide" for more information

- Any voter 65-or older or physically disabled may vote outside the polling place (within 150-feet of the entrance).

- Chief Officer will assign two Officers - representing different parties - to assist a curbside voter. Chief or Asst. Chief may go alone to assist the voter.

- Inform voter that they will be using a paper ballot at the curb. If voter needs an ADA compliant machine, they will need to enter the polling place.

- Ask voter for their identification document.

- If ID lacks an address, ask voter for address of record and write it down.

# Curbside Voting

**See "What If Guide" for more information**

- Give voter a copy of "Curbside Voting" information sheet.

- Take identification document to Poll Book Officer for check-in.

- Remind Pollbook Officer to check the "Curbside" checkbox in the pollbook.

- Enter Pollbook Officer's name on the *Curbside Voter Log*.

- Take Check-in Receipt issued by Pollbook Officer to the Ballot Table and exchange the Receipt for a ballot and privacy folder.

- Take ballot, privacy folder, pen, and clip board to voter at the car.

# Curbside Voting

**See "What If Guide" for more information**

- Record voter's name and the current time on Curbside Voting Log.
- Record names of Officers assisting the voter.

## CURBSIDE VOTER LOG

<span style="background-color: yellow">**ENVELOPE 2B**</span>

MONTGOMERY COUNTY, VIRGINIA

JUNE 20, 2023 – PRIMARY ELECTION

Polling Place: A-1 101 SLUSSER'S CHAPEL CHURCH OF GOD

|    | Voter Name | Time Out | Officer Name | Officer Name | Time In | Flag in EPB | Entered by |
|----|-----------|----------|--------------|--------------|---------|-------------|------------|
| 1  |           |          |              |              |         | ☐           |            |
| 2  |           |          |              |              |         | ☐           |            |
| 3  |           |          |              |              |         | ☐           |            |
| 4  |           |          |              |              |         | ☐           |            |
| 5  |           |          |              |              |         | ☐           |            |
| 6  |           |          |              |              |         | ☐           |            |
| 7  |           |          |              |              |         | ☐           |            |
| 8  |           |          |              |              |         | ☐           |            |
| 9  |           |          |              |              |         | ☐           |            |
| 10 |           |          |              |              |         | ☐           |            |
| 11 |           |          |              |              |         | ☐           |            |
| 12 |           |          |              |              |         | ☐           |            |

\* Two Officers representing each political party must accompany ballot taken to curbside voter. Three Officers must remain inside polling place at all times. If only four officers are assigned to the polling place, the Chief Officer or the Assistant Chief Officer must perform this task.

# Curbside Voting

**See "What If Guide" for more information**

- Give curbside voters all of the options at the vehicle that they would have if they came into the polling place. Answer any questions. If a mistake is made, offer a new ballot or the option to override a rejected ballot, etc.

- Ask voter to stay parked until they are informed their ballot has been accepted by the scanner.

- Carry the ballot into the polling place in the privacy folder and insert it in the scanner.

- Let voter know the ballot has been accepted. Offer an "I Voted" sticker.

- Record "Time in."

# Campaign Workers & Candidates
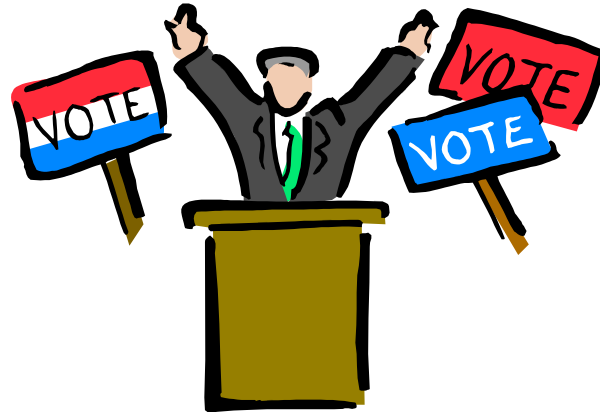
Remember the 40-foot "campaign-free" zone!

- Campaign workers and candidates MUST STAY at least 40-feet away from any entrance to the precinct building. The 40-foot "campaign-free" zone has the PROHIBITED AREA SIGN.

- Campaign materials/sample ballots may be distributed and campaign signs may be posted outside the Prohibited Area.

# Authorized Representatives

- Number in polling place is limited: one representative per party and independent candidate per pollbook *during voting hours*.

- Must have written authorization from party/candidate.

- May not offer assistance to a voter but may be asked to *provide* a translator if voter is in need.

- May challenge a voter. Must complete/sign Statement of Challenger section of Affirmation of Eligibility Form.

**See "Dos and Don'ts for Campaigners and Authorized Representatives" handout for more information.**

# Limits on Authorized Representatives

- Authorized Representatives may not hinder, intimidate, or interfere with voters. They may not insult or abuse an Officer.

- Authorized Representatives are required to <u>respect the area around voters and secrecy of the ballot</u>.

- May have electronics with a camera <u>as long as camera is not used</u>.

- Officers should report misconduct of an Authorized Representative to the Chief Officer or the Assistant Chief Officer.

# Keeping Order in the Polling Place

Prohibited:

- Hindering, intimidating or interfering with a voter
- Insulting or abusing an Officer

Officer's Action:

- Inform the Chief if you observe disruptive or abusive behavior

Chief's Action:

- Talk to person about the prohibited action, ask for compliance with law.
- Call the Registrar immediately at 540-382-5741 and Registrar will notify Sheriff if appropriate.
- Complete an Incident Report.

# Poll Closing Tasks

- Pollbook Officers will print three **Summary Reports** at closing before disassembling and packing equipment in the green cases. **Apply security seals to each case and record seal numbers on Envelope 7.**

- Ballot Officers will complete the **Ballot Record Report** then pack unused ballots in Box/Envelope 6. Have two Officers tape and seal this box.

- Voting Machine Officers will print **three copies** of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following the voting machine instructions before shutting down the equipment.

- Other Officers will remove all polling place signs and adhesive tape. Leave polling place and area inside of 40' prohibited area clean and organized.

# Packing Voted Ballots

Voted Ballots will be returned to the Registrar's office in Box/Envelope 3A. A box will be provided instead of an Envelope if turnout is expected to be over 500 voters.

- Construct Box 3A if provided.

- Cut seal and unlock the rear door of the FVS ballot box.

- Remove voted ballots and transfer to Box/Envelope 3A.

- Close Box with packing tape.

- Apply three seals. ALL Officer must sign all three seals.

- The Chief will take the box of voted ballots (#3A) with the Chief's case. The box of unused ballots (#6) should be locked in the cage.

# Completed Absentee Ballot Drop Off
## Chain of Custody Form

### Ballot Collection From Drop-Off Locations

Drop-box unique identifier (if applicable) _____

Drop-off location

Location Name _____

Address _____

City _____   State ____   Zip _____

Date and time of ballot collection

Date ___/___/___   Time ___:___ am/pm

Names of officers of election or employees who collected ballots (minimum two)

Collector 1 _____

Collector 2 _____

Any additional collectors (if applicable) _____

Number of ballots collected _____

Collector affirmation

I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.

Collector 1 signature

Signature _____   Date ___/___/___

Collector 2 signature

Signature _____   Date ___/___/___

Any additional collectors signature (if applicable)

Signature _____   Date ___/___/___

Number of ballots received in GR Office _____

Received by _____   ___/___/___

Name _____

Signature _____

ELECT-C1289(B6)                                    9/15/2020

---

After the polls close, <u>at least two</u> Officers will:

- Count absentee ballots in the Ballot Bag.

- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.

- Enter their names, then sign and date.

- <u>Officer transporting Ballot Bag to the Registrar's office must also sign</u>.

- Place *Ballot Collection* form <u>inside</u> the bag and apply <u>new seal</u> to clasp. Record seal number on Envelope 7.

- Do <u>not</u> collapse the bag before return.

> Complete the form and deliver re-sealed Ballot Bag <u>EVEN IF NO ballots</u> have been dropped off.

# Poll Closing Tasks

**See "Election Day Guide for Officers of Election" for detailed instructions**

- Complete <u>two identical copies</u> of the **Statement of Results** using <u>two different teams of two people</u>.  Complete initially in pencil. *After confirming copies match,* copy over pencil in black ink.  Make sure <u>all Officers sign both copies</u>.

- Attach a complete set of opening and closing tapes to each SOR:

| | |
|---|---|
| FVS Scanner | Zero Tape |
| | Election Summary Tape (results tape) |
| | Write-in Report (if applicable) |
| FVT Tablet | Open Report |
| | Close Report |
| Poll Pad | Opening Summary Report |
| | Closing Summary Report |

# Poll Closing Tasks

**See "Election Day Guide for Officers of Election" for detailed instructions**

- Complete the **Printed Return Sheet** (yellow paper)

- Attach a complete set of voting machine tapes to the Printed Return Sheet:

  | | |
  |---|---|
  | FVS Scanner | Zero Tape |
  | | Election Summary Tape (Results) |
  | | Write-in Report (if applicable) |
  | FVT Tablet | Open Report |
  | | Close Report |
  | Poll Pad | Opening Summary Report |
  | | Close Summary Report |

- <u>Make sure that all Officers sign this form</u>. Place in **Envelope 2A**.

- After completing the SOR(s) and the Printed Return Sheet, place any additional voting machine or pollbook tapes in Envelope 2B.

# Polls Closing Tasks

- All forms have a color-coded Envelope designation in the corner.

- Envelopes or Boxes have color designation.

- Signature seals are also color-coded to match the Envelope or Box.

# Polls Closing Tasks
## Seals for the Envelopes and Boxes

- A place for each Officer to sign.

- Color-coded to match the Envelopes and Forms.

- Number of seals per Box/Envelope is specified if more than one seal is required.



Please use seals to close the envelopes.
Please do NOT use the actual sticky flap of the envelope.

# Poll Closing Tasks

**See "Election Day Guide for Officers of Election" for detailed instructions**

- Chief will complete the **Results Reporting Sheet**, then report the unofficial election results IMMEDIATELY to the Registrar at 540-382-5741.

- Chief will announce the unofficial results inside and outside the polls if media representatives (or others) are waiting. Authorized representatives may leave at this time.

- Please use seals to close the envelopes. Please do NOT use the actual sticky flap of the envelope.

# Repacking the Cage
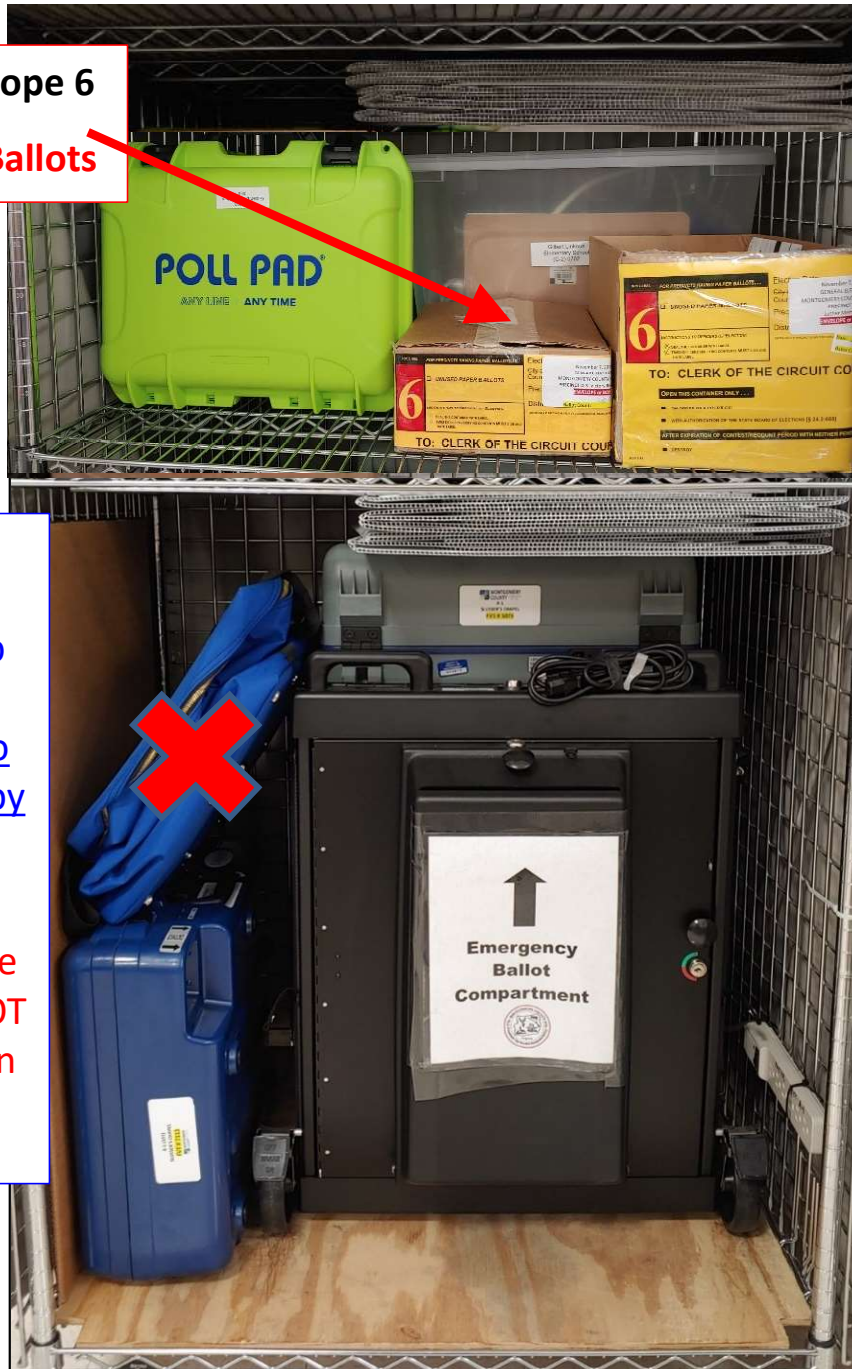
Loading the scanner (FVS) back in the cage:

- Handles "out"
- Lock wheels after bin is in cage.

Box/Envelope 6

UNUSED Ballots

Blue Absentee Ballot Drop Bag will be returned to the office by the Chief.

Do NOT collapse the bag. Do NOT place bag in cage for return.

# Repacking the Cage

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.

- Place the Scanner back in the cage with the handles facing the cage door.

- Lock wheels after cage is in place.

# Repacking the Cage



If you have "stand-up marking booths," DO <u>NOT</u> PUT THEM IN THE CAGE FOR RETURN TO THE OFFICE.

The Chief will bring the stand-up marking booth(s) back to the office.

If another Officer is assisting with the return, they may wait a day or two to bring them in.

# Closing and locking the Cage



When you close the doors and rotate the handle to secure the doors, make sure the hooks (at the top and bottom) catch properly on the frame before you apply the lock.



Wrong way to close the cage door

# Closing and locking the Cage

When the hooks catch properly, there will be much less movement of the doors (in and out).

Right way to close the cage door

# Signature Requirements

- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS**!
- FVS thumb drive padded Envelope – two Officers
- Ballot Receipt Envelope – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers
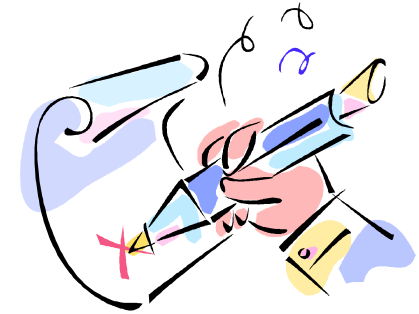
Best practice: Everybody sign everything!

**When only two Officers are required to sign, the two Officers should be of different parties.**

# Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

## Call the Registrar: 540-382-5741

# What to do in an Evacuation

- Voting Machine Officers should note "public counter" number on voting machine.

- *If possible*, take voting machines, paper pollbooks and Count Sheets, ballot box, paper ballots, forms, envelopes, and pens.

- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.

- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.

- If voter must leave and has already been issued a ballot, voter must insert completed ballot in emergency ballot box or turn ballot in to the Chief.

# Failure of Electronic Pollbooks

- Report situation to the Registrar at 540-382-5741.

- Use backup paper pollbooks and Pollbook Count Sheet to check in voters.

- Allow voters to continue voting on regular equipment per the normal procedures.

# Failure of FVS Optical Scan Voting Machines



- Voters should continue to mark paper ballots.
- Turn FVS and ballot box bin around so scanner slot is facing away from voters.
- Have voters insert ballots in "Emergency Ballot Compartment" located on back of FVS bin.

- Wait until the polls close before scanning ballots from Emergency Ballot Box. Chief and one Officer will feed ballots into the scanner. Officers have the authority to override rejected ballots so any properly marked races can be counted.

- If Emergency Ballot Compartment gets full, ballots may be moved by Chief and one Officer to Chief's Case which can serve as an Emergency Ballot Box.

# Closing Reminders

Review training documents before Election Day:

- *Election Day Guide* (Sept 2023)

- *Basic Training presentation* (Summer 2024)

- ~~*Highlights* presentation (June 2024)~~

- *SOR Example* (2024)

- *Dos and Don'ts (for Campaigners and Authorized Representatives) (Sept 2022)* and *What Ifs (Dec 2023)*

Documents are available at the Montgomery County Registrar's website: https://www.montgomerycountyva.gov/1/departments-services/office-of-elections/officers-of-election

# Thank you!

**Elections could not be held without you!**