



# ELECTION CONNECTION

Prince William County Office of Elections  
Conducting Fair and Transparent Elections for PWC

Summer 2023

## In Memory of Officer Rodney Reams

*They are the guardians, facilitators... access-granters,  
and gatekeepers of the in-person voting process.*

## In This Issue

- New! Election Officer Portal ..... pg. 1
- June Precinct Changes ..... pg. 2
- June Primary Election Stats ..... pg. 3
- Did you Know? ..... pg. 4
- November Officer Training Timeline ..... pg. 4
- Getting Ready for November ..... pg. 5
- New Training and  
Officer Recruitment ..... pg. 6

## Important!!

You MUST register in the new database in order to see your assignment and sign up for training. Registration is a one-time process. If selected, you will receive your Election Officer precinct assignment and will be able to view it the first week in September. Please register in the new database before September 4th in order to be ready to serve.



## Thank you for your Patience

Thank you all so much for your patience and cooperation as we introduced, and continue to roll out, our new Election Officer Portal, Integra by Soch. We know it has been a learning curve for all involved. We greatly appreciate your commitment and willingness to learn a new software to confirm your assignments and get booked for training.

## NEW! Election Officer Portal Link

### Do you know someone who would make a great Election Officer?

Send them to [pwcvotes.org/electionofficer](https://pwcvotes.org/electionofficer) to see all requirements and apply to serve.

# In Case You Missed It

## Precinct Changes

Earlier this spring, the Board of County Supervisors made adjustments to five polling places in the mid-county area. The adjustments were made with the intention of having polling places that are fully encapsulated within the boundaries of the precincts that they serve.

Some polling places have changed their name, number AND location while others have changed name and number with the physical location remaining the same. Those polling places that have new numbers will see a change in the voters who are served at those locations. The approximately, 13,000 voters who live in these affected precincts were notified by mail of their new assigned voting locations.

**NEW LOCATION:** Some of the voters who used to vote at Jenkins Elementary School will now be heading to Desanto Community Hall Fire Department, Station 13.

**NEW LOCATION:** McAuliffe Elementary School is no longer a polling place location. Voters who formerly voted at McAuliffe E.S. will now be voting at Rosa Parks Elementary School.

**SAME LOCATION, NEW FACES:** Rosa Parks Elementary School is still a polling place, but will be serving a different set of voters. Those who used to vote at Rosa Parks E.S. will now be voting at Saunders Middle School, which has been reinstated as a polling location after briefly being removed from the list after the 2022 redistricting.

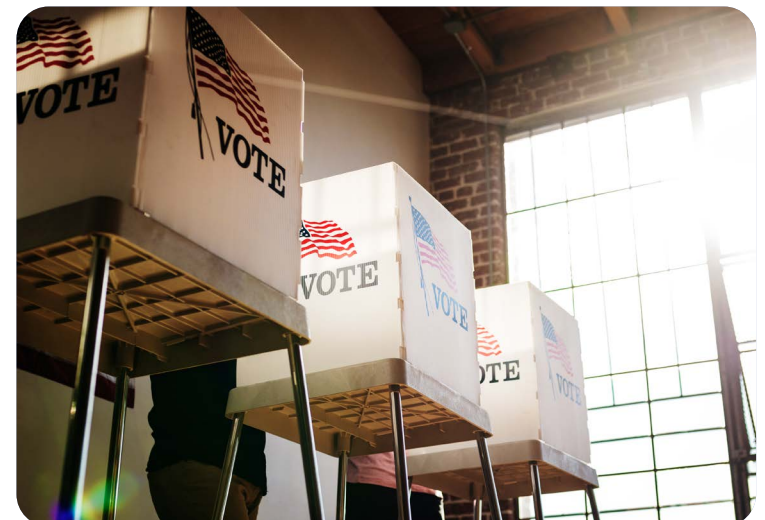
**SAME LOCATION, NEW FACES:** Penn Elementary School is also serving a new set of voters, those who formerly voted at the Dar Alnoor Islamic Center.

**SAME LOCATION, NEW FACES:** The Dar Alnoor Islamic Center is still a voting site, but will now be serving voters who formerly voted at Penn Elementary School.

## New, this Election! Voter Check-in Quick Guide:

Quick Guide   VOTER CHECK-IN ISSUES		June 2023 DUAL Primary	
<p><b>Inactive</b></p> <p>Has voter moved from the address in pollbook?</p> <p>Yes No</p> <p>See Moving Conditions Chart</p> <p>Voter Completes Affirmation of Eligibility</p> <p>Voter Casts Ballot on Machine</p>	<p><b>No ID</b></p> <p>Has voter completed ID Confirmation Statement?</p> <p>Yes No</p> <p>Voter Casts Ballot on Machine (Reason Code No ID)</p> <p>Provisional Ballot (Reason Code No ID)</p> <p><b>Wrong Precinct</b></p> <p>Has voter moved into your precinct?</p> <p>Yes No</p> <p>SDR and Provisional Ballot</p> <p>Send voter to the precinct where they live</p> <p>Use "Street Lookup" tool or call (703) 792-6470</p>	<p><b>Overseas or Military</b></p> <p>Call Main Office (703) 792-6470</p>	<p><b>Federal Only</b></p> <p>Call Main Office (703) 792-6470</p>
<p><b>Absentee Ballot Issued</b></p> <p>Does voter have ballot?</p> <p>Yes No</p> <p>Collect and spoil Absentee Ballot</p> <p>Provisional Ballot (Reason Code 4)</p> <p>Voter Casts Ballot on Machine</p>	<p><b>Not on Pollbook &amp; Address in Your Precinct</b></p> <p>Has voter ever registered to vote in Virginia?</p> <p>Yes No</p> <p>See Moving Conditions Chart</p> <p>SDR and Provisional Ballot (Reason Code 6; in Notes, write "SDR")</p>	<p><b>Not sure what to do??</b></p> <p>CALL (703) 792-6470</p>	
<p><b>Not sure which form to use??</b></p> <p>CALL (703) 792-6470</p>			

Same-Day Registration Checklist	Provisional Ballot Checklist
<ul style="list-style-type: none"> <li>Confirm voter lives in precinct</li> <li>Check ID or voter completes ID Confirmation Statement</li> <li>Voter completes and signs green registration application</li> <li>EO completes and signs provisional ballot envelope</li> <li>Give voter provisional ballot to complete</li> <li>Record on Provisional log</li> <li>Put application in #8 envelope</li> <li>Provisional ballot envelope goes into provisional bag (at end of night, will be separated by party into the appropriate 1A boxes)</li> <li>Give voter provisional notice and sticker</li> </ul>	<ul style="list-style-type: none"> <li>Confirm voter lives in precinct</li> <li>Check ID or voter completes ID Confirmation Statement</li> <li>EO completes and signs provisional ballot envelope</li> <li>Give voter provisional ballot to complete</li> <li>Record on Provisional log</li> <li>Provisional ballot envelope goes into provisional bag (at end of night, will be separated by party into the appropriate 1A boxes)</li> <li>Give voter provisional notice and sticker</li> </ul>
<p><b>Not sure what to do??</b></p> <p>CALL (703) 792-6470</p>	



Starting last election, Chief Binders included a Voter Check-in issues Quick Guide to help troubleshoot non-standard Voter Check-in situations. With colored boxes, clearly labeled incidents, and straightforward solutions, we hope this guide helps you to feel empowered to get each and every voter checked in quickly and accurately. Look for additional tools in the November 2023 General.

# June Primary *Election Stats*

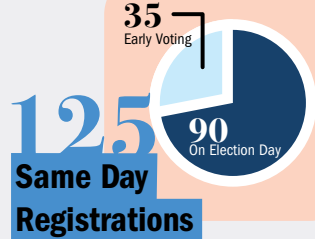
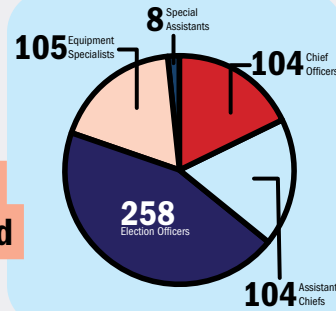


**May 5**  
**Early voting began**  
 with 25 officers in three locations. Early voting lasts for 45 days.

**45**  
**Training Classes**  
**Held**

**May 8**  
 Election Officer Training began.

**591**  
**Officers**  
**Assigned**



**125**  
**Same Day**  
**Registrations**

**8000**  
**Early**  
**Voters**

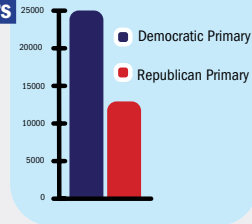
**June 17**  
**Over 8000** voters cast their  
 ballots early in-person.

**103**  
**Polling**  
**Places**

**June 20** Election Day!

**301**  
**Provisional**  
**Ballots**

Approximately  
**38,000**  
**Total Number**  
**of Voters**



**2**  
**Votes**

**Determined the Results**  
 for the VA Senate District  
 29 Republican Primary.

## Thank You

To all officers who stepped up and accepted promotions to fill leadership positions during the June Primary. We appreciate your service and support to ensure that Prince William County's elections still run smoothly even in the midst of the summer vacation season.

Thanks to you, we have deepened our leadership pool and are excited to have so many new officers trained in Precinct Leadership.

## And Congratulations!

The Election results for the 29th Virginia Senate District were tallied to a difference of just TWO votes! After conducting a recount on July 20, the Election Results remained the same, certifying that the victorious candidate did indeed win by 2 votes.

This is a true testament to your hard work as Election Officials and your commitment to conducting accurate elections here in Prince William County. **Well Done!**

## Did You Know?

- **You must respond to your Appointment Letter so that we know if you are willing to serve.**  
You can always decline assignments for specific elections, but you cannot be assigned to work ANY elections until you accept your appointment as an Election Officer (EO).
- **In June, we offered 2 types of trainings.**  
One for Elections Officers and one that combined training for Leadership and Equipment Specialists. All Leadership Classes were conducted in-person, while Election Officer classes were available in both in-person and virtual formats.
- **June was a smaller Election. For Primaries, fewer officers are assigned.**  
Not every appointed officer will be assigned to work every election. Rosters vary between Election Types with the averages listed below.

### Average Officers Per Precinct

- 🇺🇸 **Presidential:** 8- 12 officers per precinct
- **General Election:** 7-10 officers per precinct
- **Primary Election:** 5-7 officers per precinct
- **Special Election:** 5-6 officers per precinct

### November Election Officer Assignment and Training Timeline

- Assignment Letters are sent to officers notifying them of where they will be serving on Election Day.
- Leadership Certification Training begins.
- Training begins for all Election Officers.



1st Week of September

3rd Week of September

30 Days before Election

# Getting Ready For November

## November Training Updates

### New Position:

Due to last year's law changes around Same Day Registrations (SDR), and the increased prevalence of Same Day and Provisional needs during Election Day, we are creating a combined title for the positions formerly known as Equipment Specialist and Provisional Officer. The new position will be Equipment Provisional Specialist, or EPS. As the equipment set up is complete by 6AM, the idea is that this person will then be able to shift hats during polling hours to assist with all SDR and Provisional ballots, then shift back to their Equipment knowledge to direct breakdown after polls close.

### New Class Format:

The traditional training that Election Officers (EOs) have taken will now be primarily hosted online as a Chief/Officer Training Class. EVERY ASSIGNED OFFICER is required to take this class prior to working the Election, and complete the Appointment Oath that will be conducted at the conclusion of each class.

We will have 950 officers assigned in all positions for the upcoming November General Election with approximately 70 trainings.

### New Certification:

In June, we piloted a training format that featured Chief Team classes specifically for precinct leadership.

For November we will be implementing that style of training again, in the form of a Leadership Certification Class. This format mirrors the training structure of many other jurisdictions in Virginia and will be replacing the dedicated Chief Training. This specified, in-person class will feature a combination of lecture and interactive work with Election Equipment and Same Day and Provisional procedures. The resulting certification will be valid for one calendar year.

All 309 COs, AOs, and Equipment Provisional Specialists (EPS) will be required to complete this certification in addition to their Chief/Officer Training.

We hope that this new training structure helps to keep class lengths to a manageable duration while also maximizing the class time to focus on those topics which are more relevant to the Election.

## Please Note:

Assignments will be completed the first week of September, and all Assignment Letters will include training and sign-up information. All training for the November 2023 General Election will begin in September.

**REMEMBER:** You MUST register in the new Election Officer portal to see your precinct assignment and the Training Schedule for Sign-ups. After receiving your Assignment Letter, if you require assistance registering for the Election Officer Portal, please reach out to our office at (703)792-6485 and ask for one of the EO Staffing Team.



## Very Important Payment Information

To All Election Officers,

If you are becoming an election officer for the first time, you must register with Mobius, the platform used by Prince William County to process payments.

If you are an existing officer, please review your account to make sure all information, such as banking and contact details, are up to date.

**You must register in Mobius in order to be assigned.**

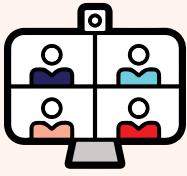
Follow the link below for both new registration and updating profiles. Once in the portal, there are instructions for each of these functions linked below their respective buttons.

If you have any questions, please contact the Prince William County Vendor Team at 703-792-8060 or via email at [financevendorrequests@pwcgov.org](mailto:financevendorrequests@pwcgov.org)

[Link To Mobius](#)

# Training Plan | 2023 November General Election

## All Officer Training



**6 Sessions // Online**

**2 Sessions // In-Person**

Required for all assigned officers, regardless of position

Must be completed prior to EVERY Election

Each in-person session will have 90 slots available

**Format:** Lecture

**Content:** General Election Knowledge  
Appointment Oath completed at the end of class

## Leadership Certification Class



**60 Sessions // In-Person**

Required for all Precinct Leadership (COs/AOs/EPs)

Certification is valid for one year

**Format:** Lecture and Hands-On

**Content (Lecture):**

1. Chief Info - Pick-Up/Open/Close
2. Provisional Process

**Content (Interactive):**

1. TallyPoint (Hands-On Practice)
2. Provisional Practice and Tools
3. Individualized Equipment Review - one officer per machine

## Spanish EO Recruitment Flyer:

### Spanish-Speaking Election Officers Needed!

The Prince William County Office of Elections has a need for Spanish Language Election Officers. Based on 2020 Census data, it is required that the Office of Elections have certain polling place services available in Spanish.

A new Election Officer Application asks applicants to identify their other languages spoken. Based on those responses, one Spanish-speaking officer will be assigned to polling places based on specific language needs. (\*see heat map to left)

Additionally, these officers will receive a \$25 Language Stipend along with their regular election officer pay. Officers MUST be registered in a precinct and assigned by the PWC Office of Elections in order to receive the stipend.

A recruitment campaign is currently underway to expand the appointment and assignment of Spanish language Officers to those precincts in need ahead of the 2023 General Election on Tuesday, November 7, 2023, and beyond.

\*Darker areas indicate precincts with a greater need for Spanish Language assistance.



**Apply to be an Election Officer Today!**

Use the QR code to the left or visit [pwcvotes.org/ElectionOfficer](https://pwcvotes.org/ElectionOfficer).

Election Officers receive a stipend of \$175 or more. **Spanish skills are highly needed.**



**PRINCE WILLIAM**  
Office of Elections

**For more information:**  
Visit: [pwcvotes.org/electionofficer](https://pwcvotes.org/electionofficer)  
Call: 703-792-6470  
Email: [electionofficer@pwcgov.org](mailto:electionofficer@pwcgov.org)



**NATIONAL POLL WORKER RECRUITMENT DAY**

## August 23rd Is National Poll Worker Recruitment Day!

The Prince William County Office of Elections is looking for Election Officers! For the upcoming November General, those who represent the Republican Party and/or are conversationally proficient in Spanish are highly needed and will receive staffing priority.

If someone you know is interested in serving as a PWC Election Official, send them to the Election Officer Application at the link below. November's staffing is happening now and Assignment Letters will be sent out the beginning of September, so have them apply today!

**THE APPLICATION DEADLINE IS 11:59PM ON LABOR DAY, SEPTEMBER 4, 2023**

[Election Officer Application Link](#)



**Prince William County Office of Elections**  
9250 Lee Avenue Manassas, Va 20110  
(703) 792-6470  
[pwcvotes.org](https://pwcvotes.org)