ELECTION OFFICER

TRAINING MANUAL
ADDENDUM – 2024 PRIMARY

PRINCE WILLIAM COUNTY

OFFICE OF ELECTIONS

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ELECTION DAY CONTACTS

Chief HQ:
703-792-8397
Officers with questions on Election Day should contact Chief HQ for policy and procedure clarifications, technical support, emergencies, or facility access issues.

Main Office:
703-792-6470
Officers with voter registration questions or provisional ballot questions should call the Main Office for clarification or voter look-up.

Page 40 – TUESDAY OPENING - Image update

4th checkbox down

Verify that the Provisional Ballot Bag is empty.

Close the zipper and seal the bag with a white seal. (*right)*

Page 58 – STEP BY STEP: OPEN THE POLLBOOK - Image update + Add'l info

4. Plug the hand-scanner charging cord into the adapter, and the adapter into the tablet with matching serial number.

Page 60 – FINAL STEP – START THE POLLBOOKS – Add'l step (3B): Step 3 becomes step 3A

3B. If devices are not moving beyond step 3A, remove the **TOP** thumb drive (pictured above), wait 10 sec, then reinsert it. If the key doesn't load follow the note below.

Note: *Ensure the adapter with flash drive is plugged into one of the pollbooks. Select "Load Keys from USB," click on the Pollbook Key File, then click on "Select Key File."*

Page 75 – HOW TO CHECK IN A VOTER – Add'l Step (#9)

1. **Ask voter for identification and verify it is an acceptable type of identification.** *If voter does not have acceptable identification,* they can complete the ID Confirmation Statement instead.

2. **Look up voter on the pollbook** using manual entry or the hand scanner (for licenses or voter registration cards).

3. **Select the correct voter on the pollbook.**

4. **Ask the voter for full legal name and current residence.**
   - (Voter can confirm it matches the identification instead of stating out loud.)

5. **Verify the information on the pollbook is correct.** If address does not match the pollbook or the voter is flagged, send them to the Chief/provisional station.

6. **State aloud the <u>name</u> of the voter only.** Do not state the address aloud.

7. **Click the "Check In Voter" button in the pollbook.**

8. **Click the "Continue" button.**

9. **Click the "OK" button.**

10. **Give the voter a ballot in a privacy folder.**

> **TIP:** If a voter has ID issues or a flag in the system that will not allow them to be checked in, refer them to the Chief/ Provisional station. This is important to (1) not hold up the check- in line and (2) to make sure the situation is being thoroughly reviewed without the pressure that sometimes exists at check in.

Page 79 – SPECIAL ID SITUATION – Third paragraph update

Should read as follows:

This individual may vote a regular ballot if they are in your pollbook, have another ID that is valid, or sign an ID Confirmation Statement. If they don't have another form of ID and will not sign the ID Confirmation Statement they must vote a provisional ballot.

Page 95 – PAPER JAM ERROR – Third paragraph update

Should read as follows:

If it happens repeatedly, clean the optical reader with the wipes provided. If this doesn't help notify the Chief who should contact Chief HQ for technical assistance.

Page 97 – PROVISIONAL VOTERS – Image update

A provisional ballot is a ballot cast by a voter whose eligibility cannot be determined on Election Day.
• The voter will vote a ballot that is then sealed in a provisional envelope.
• The voter will deposit the envelope in a sealed provisional ballot bag.

MAKE AN EVACUATION PLAN

Before it becomes necessary, the Chief needs to have an evacuation plan. You may be told to evacuate by emergency personnel, or the site administration based on events occurring at
your polling place.

Elements of the plan should include:

1. Pick a rendezvous point outside the polling place to meet in an emergency.

2. Assign officers to remove equipment and supplies from the polling place should you have to evacuate. Use the list below to make those assignments and make sure to communicate them to the officer team.

If possible, voting will resume once the emergency has concluded. Secure ballots and election equipment if time and conditions allow.

EMERGENCY EVACUATION CHECKLIST

Notify Chief HQ immediately if you have to evacuate

Use this checklist to help you develop an emergency evacuation plan.
After you are safely out of the building, establish a site outside to handle voters.

Image	Description	Assigned EO
	Ballots, including provisionals.	
	Pollbooks	
	Ballot box with scan attached *Will require two people	
	Document accordions	
	Drop Box	
	Extension cords & surge protectors	
	Chief Tablet (iPad)	
	Pollbook Case (if possible)	

Also found in Chief Binder

Page 124 – CLOSING THE POLLBOOKS – Simpler shutdown method

Step 6 should read as follows:

6. When the polls are closed on ALL pollbooks, turn all tablets off. (Press and hold the power button in the top left corner until the screen says, "Slide to shut down your PC.") See example below.

NOTES

Thank you for your service!

PWCVOTES.ORG