



New Election Officer Training



Election Day Information

Election Day: November 3, 2026

Type: General Election - Federal

Work Hours: 5:00 AM ~ 8:30 PM

Voting Hours: 6:00 AM – 7:00 PM



Please don't talk politics or wear political clothing
Sample ballots are on our websites- **pwcvotes.org**



Vote Early !



Highlights

Congratulations Prince William County – Election Officers

- Top in the state for elections voter satisfaction for efficiency and customer service

Excellence Prince William County – Department of Elections

- Multi awards achieved by PWC in one year!
- We can't do this without you!

Headquarters Your Team!

- Introductions to your support staff
- Experiences and knowledge – Priceless!



Prince William County Electoral Board



Heidi Stirrup
(Chair)



Yolanda D. Montgomery
(Vice-Chair)



Keith Scarborough
(Secretary)

Message from PWC Director of Elections



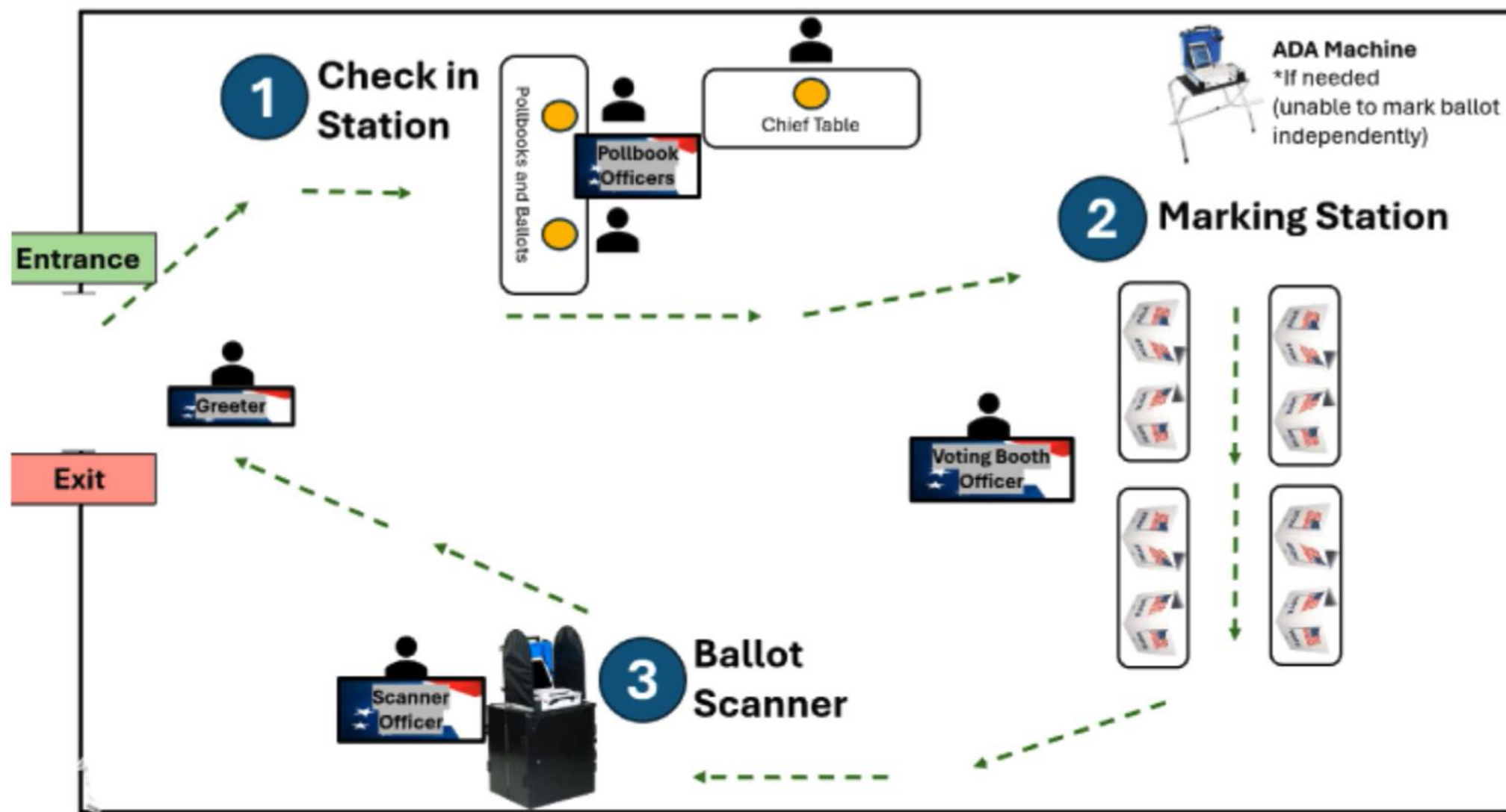
Eric Olsen – General Registrar



Officer Titles in Precinct

- Chief
- Assistant Chief
- Equipment Provisional Specialist
- Language Officer - **(Ese eres tú!)**
- Election Officer – **(That's You!)**

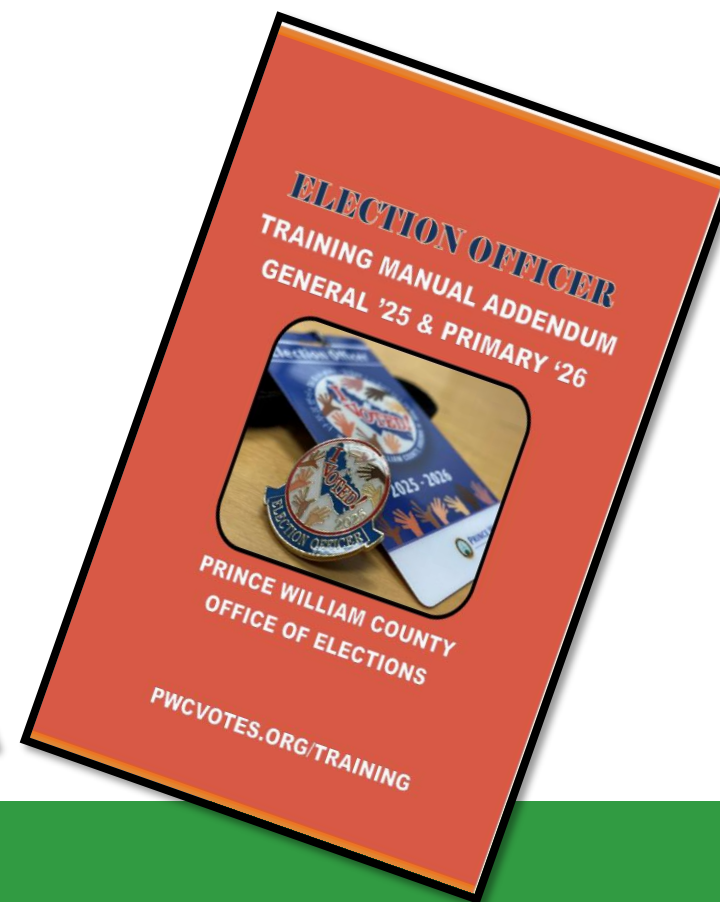
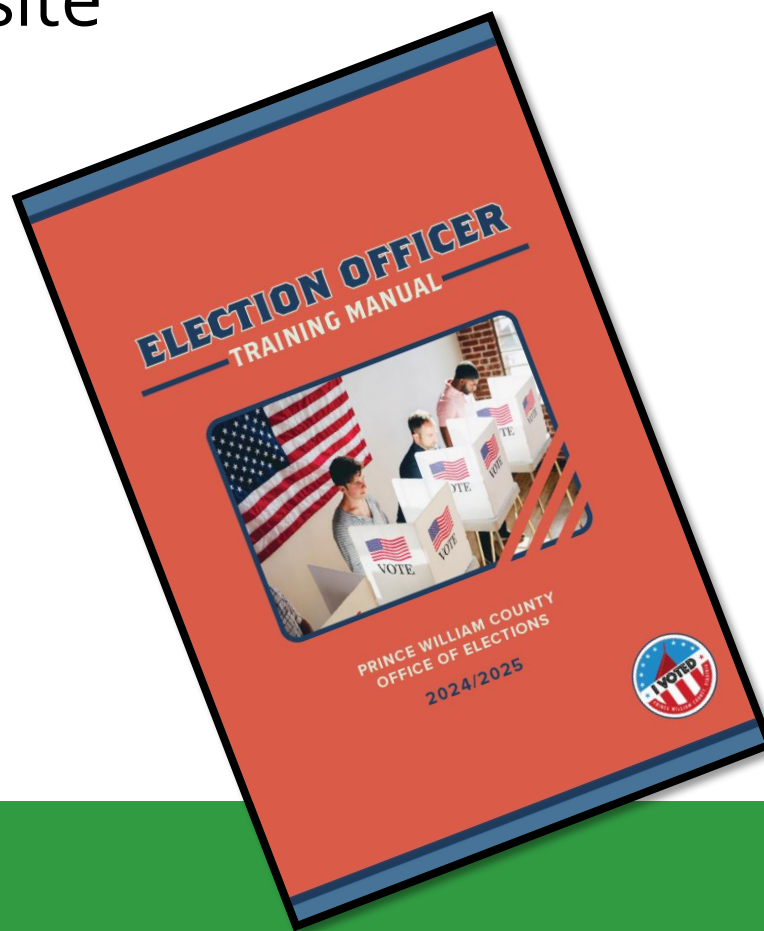
Welcome To Your Precinct





Election Officer Training Manual

- Please review – familiarize yourself with different sections
- *located on website

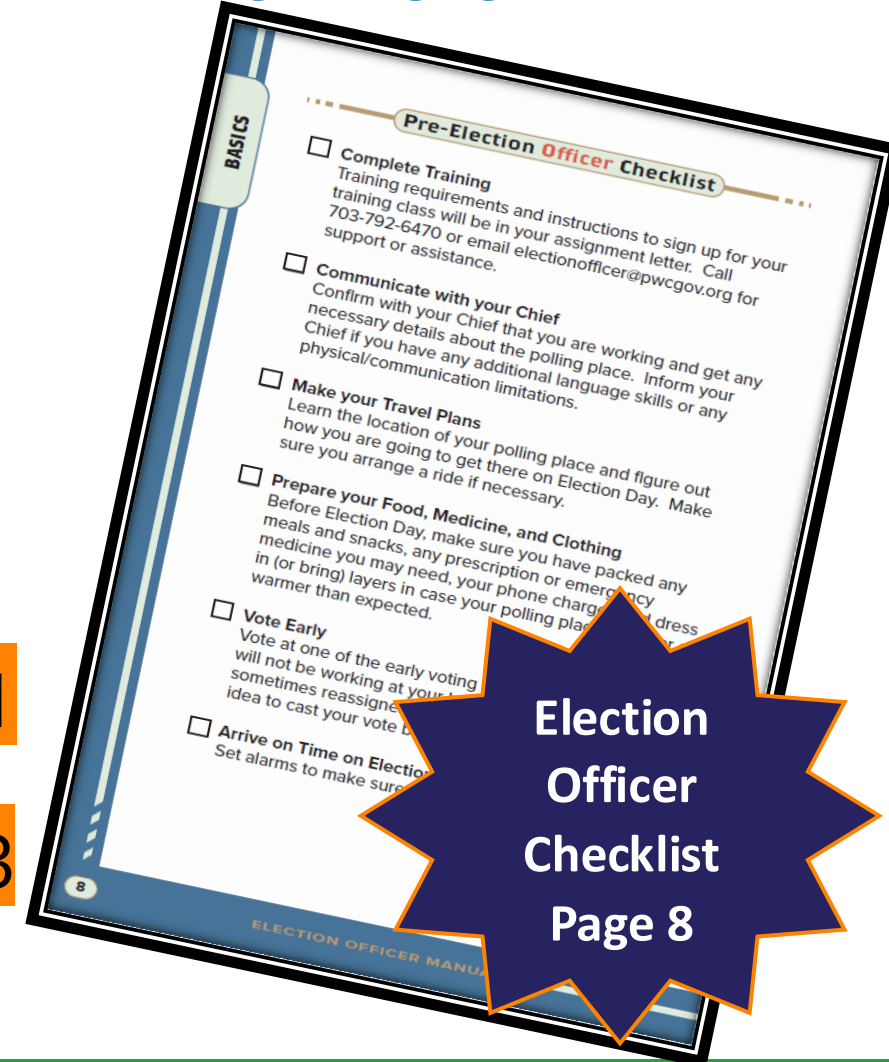




Election Day Checklists in Manual

There are several checklists in the manual

- Pre-Election Officer Checklist - page 8
- Monday Set-up Checklist – page 29
- Election Day Opening Checklist – page 41
- Election Day Closing Checklist – page 113





Announcement

Lanyards and pins:

- **Your main identification in the precinct**
- **Lanyards will be distributed from Chief Bag @ 5:00 AM Election Day**



What to wear & officer guidelines



- **Business casual**
- **No exercise outfits**
- **No ripped jeans**



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New Officer Notes:



- **Pick up your election officer T-shirt after class today**
 - **Vote Early**
 - **Have an experienced officer with you when using pollbooks / scanner for 1st time**
- 

What to bring for the day?

Food and Beverages for Entire Day

- Chief may do a Potluck, bring your own, or you can have food delivered/dropped off

Medications

- Bring medications
- You cannot leave the precinct once you arrive

Book/Phone Use

- There will be some downtime-Bring something to do
- Put away when voters are present





Pollbooks – How to check in a voter

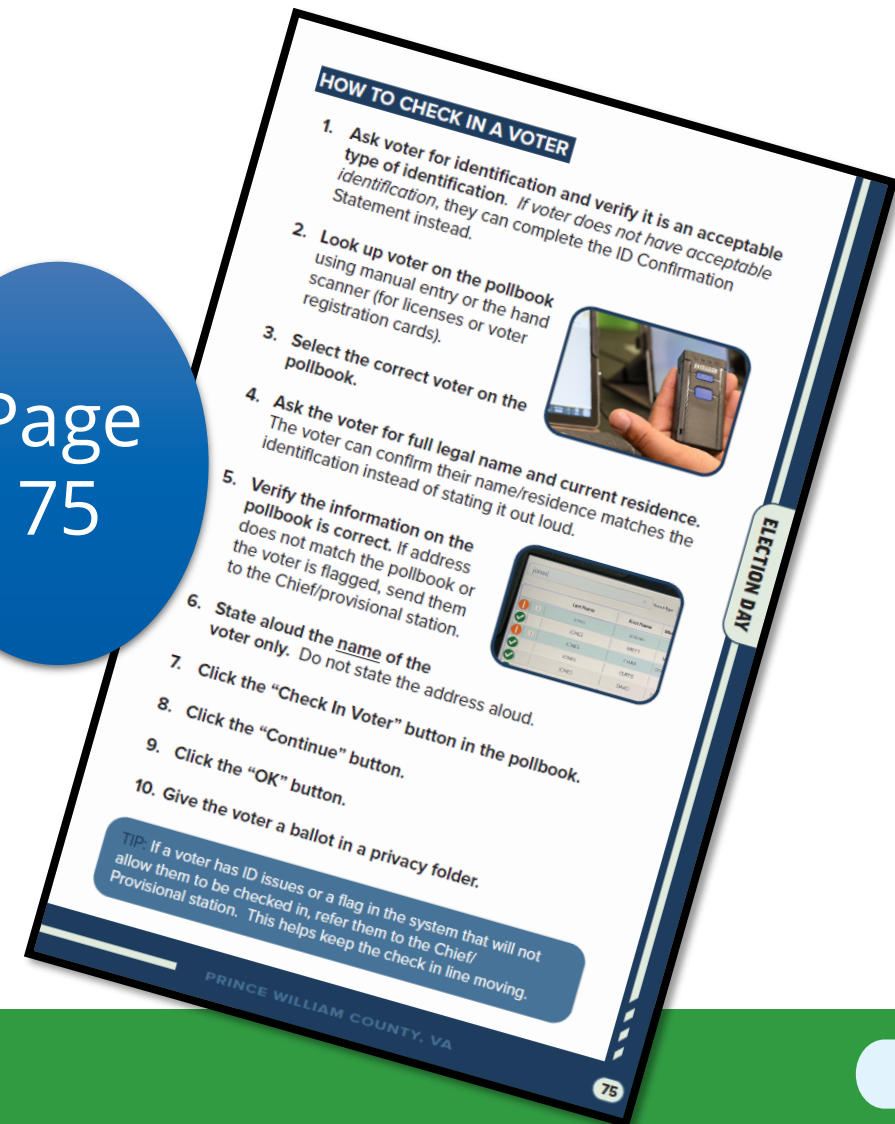
Please read
and study

BEFORE

election
day

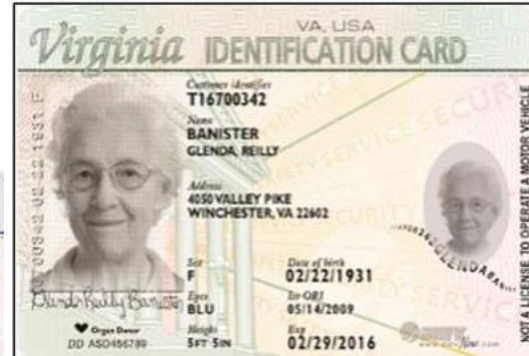
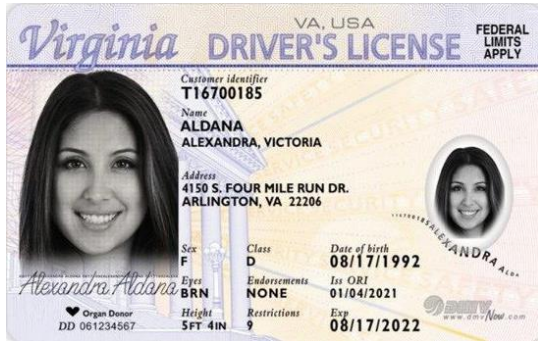


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How to Ask for Voter Information



- Please hand me your Identification
- Please state your full name and address, (orally or in writing)
- As the voter states information, your eyes are on the Pollbook to confirm what is said
- Hand back ID stating Voter's full name



Reminder – Only accept VA drivers' license



Pollbook – check in

- The Pollbook is the tablet that holds the registered voter list from the Virginia Department of Elections
- There will be 2-3 Pollbook tablets at the Check-In Station and one at the Chief's Table





Pollbook – check in

- Chief's Pollbook is used for special situations – Chief use only
- Please remember to keep Handheld Scanners plugged in
- Consult the Chief if you can't find the voter in the Pollbook





Pollbooks-Voter Check-in Practice

Search Type

Last Name, First Name, Year of Birth

Search All

Advanced Search

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
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2023/10/06
11:19:35 AM

Total Voters
564

Check In
0

0401
tsp0401a

Poll Status
Open

0

83%



New Officer Practice Voter Look-up

VID	LAST_NAME	FIRST_NAME
111111368	Adams	Aida
111111326	Bright	Aimee
111111111	Smith	Albert
111111124	Johnson	Albert
111111144	Rodriguez	Albert
111111166	Bryant	Albert
111111184	Washington	Albert
111111205	Lincoln	Albert
111111262	FitzPatrick	Alexander
111111372	Adams	Alexander
111111324	Bright	Alexandra
111111260	FitzPatrick	Alexis





Time Stamp (Double Check)



VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

House: 022

Town:

NEW – Check In Info

will be blank prior to checking in a voter

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

2025-10-07 09:01:57 AM

usr0101a

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

House: 022

Town:

Check In Time & User/Device

will display if voter info screen
is reopened



Quick - FYI

- **Voter must always be in possession of ballot**
- **Once checked-in Voter can not leave precinct**





"Flags" that may pop-up while checking in a voter

Be familiar
with your
pollbook flags



November 2026 Voter Flags (Election Day)

Symbol	Flag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. The voter must exchange AB ballot to vote or vote provisionally.
	?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow Moving Conditions Chart.
	Suffix (Jr., Sr.) Tag	Verify year of birth if voter has this tag.
	PID	<u>Only applicable for Federal Elections</u> An ID Confirmation Statement is NOT valid for PID voters.
	FED ONLY	<u>Only applicable for Federal Elections</u> Issue a Federal Only ballot from Touch Writer.

Rev 9/2026



Pollbook "Flags"

PID

Only applicable for Federal Elections

Voter must present valid photo ID or copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter.

*An ID Confirmation Statement is NOT valid for PID voters.

Please read carefully! No ID Confirmation Statement allowed



Pollbooks Voter IDs

- **Note 1:** Only 2 IDs are required to have a photo:
 - an employer issued ID and
 - a school ID issued by a school outside Virginia.
- **Note 2:** Never turn a voter away for lack of valid ID. Always offer the option to sign the ID Confirmation Statement.





★ 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.

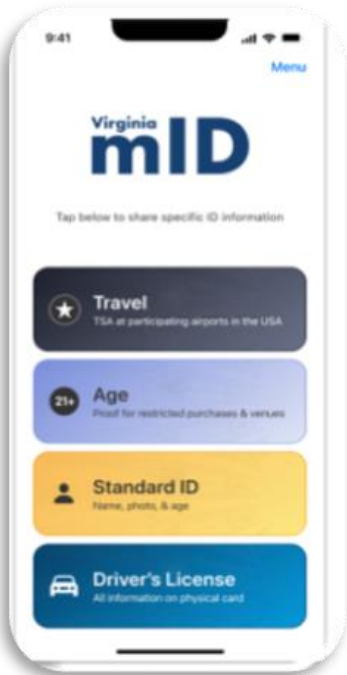
**The eleven recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)

Rev. 8/2023



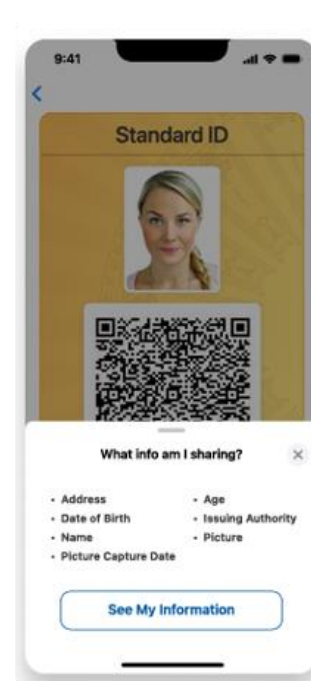
How is the Virginia Mobile ID app presented?



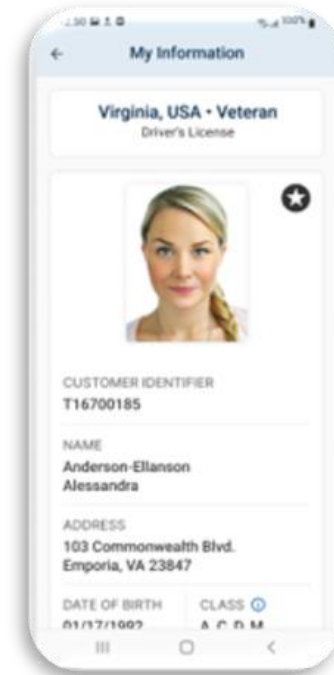
The user selects the yellow "Standard ID" tab



The user taps "What info am I sharing?"



The user taps "See My Information"

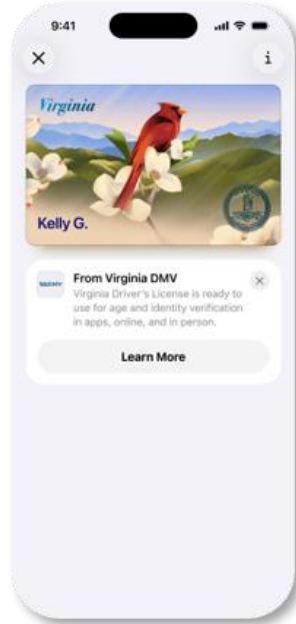


The "See My Information" screen displays all information needed to verify voter registration eligibility





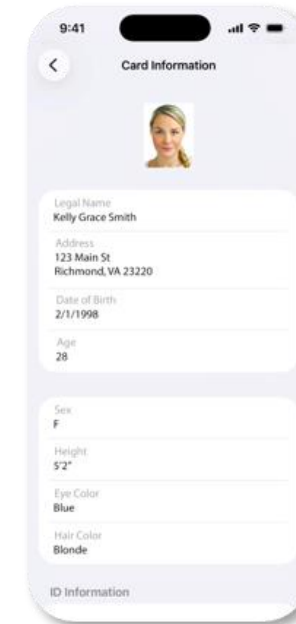
How is the ID in Apple Wallet presented?



The user selects their Virginia ID in Apple Wallet and then selects the “i” in the top right corner



The user selects “Card information”

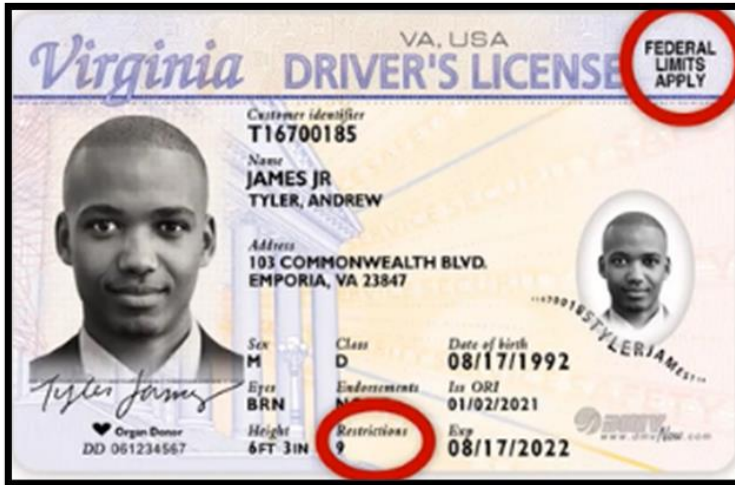


The “Card information” screen displays all information needed to verify voter registration eligibility



Pollbooks - Driver's Privilege

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NOTE: If all three requirements are met – This ID is not acceptable.

If the restriction code is a 9, please notify the Chief. The restriction code does not necessarily mean that the voter is not a citizen. Other restrictions could include medical, physical, etc.



Always call HQ if unsure



When do voters get a provisional ballot?

Absentee
Voters
without
ballot

Not on
your
Pollbook

Already
voted

DO YOU
KNOW
WHAT A
**PROVISIONAL
BALLOT** IS?



**SEND THESE VOTERS
TO THE CHIEF!**





Ballot Scanner

- Ballots can be scanned on either side
- Stand behind scanner when in use
- See the blue light
- Rejected ballot, engage with voter to determine issue



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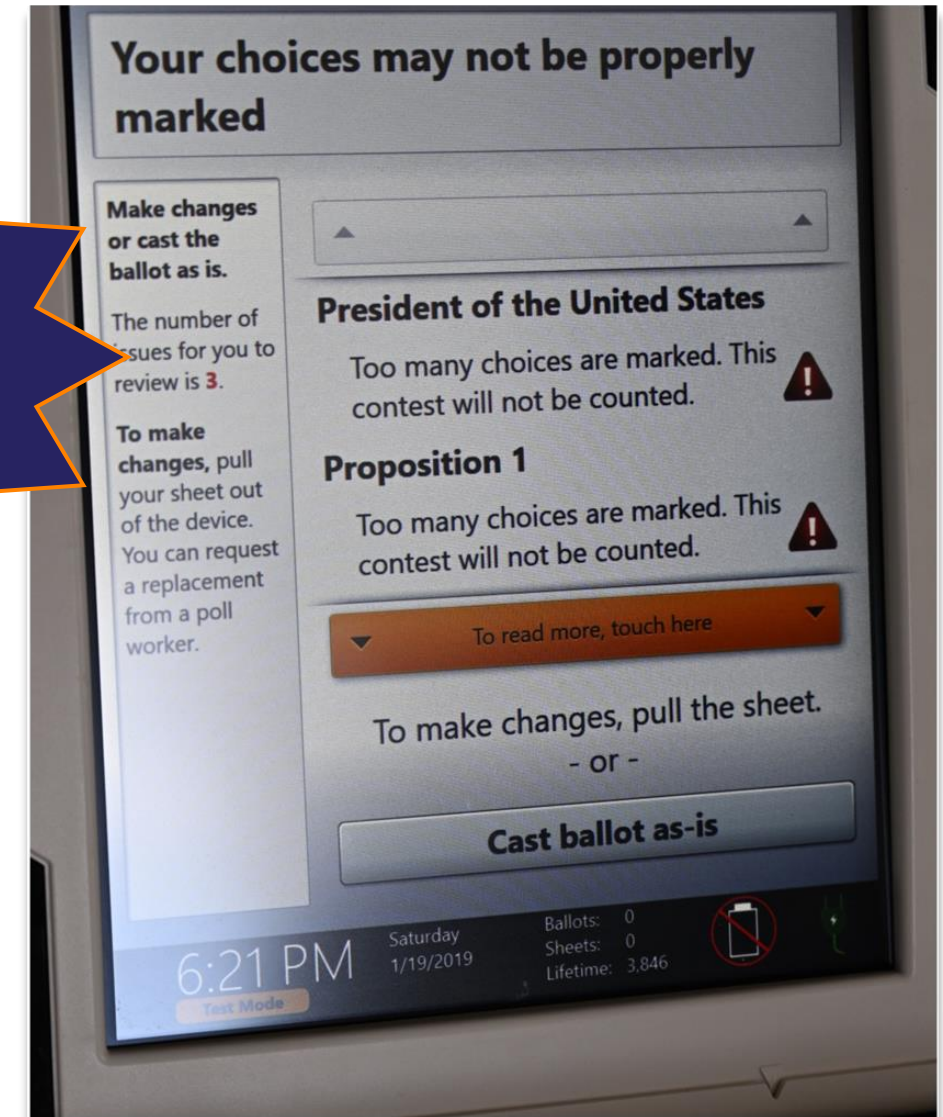




Rejected Ballots

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- Overvote
- Blank Ballot
- Ballot Error / Misfeed



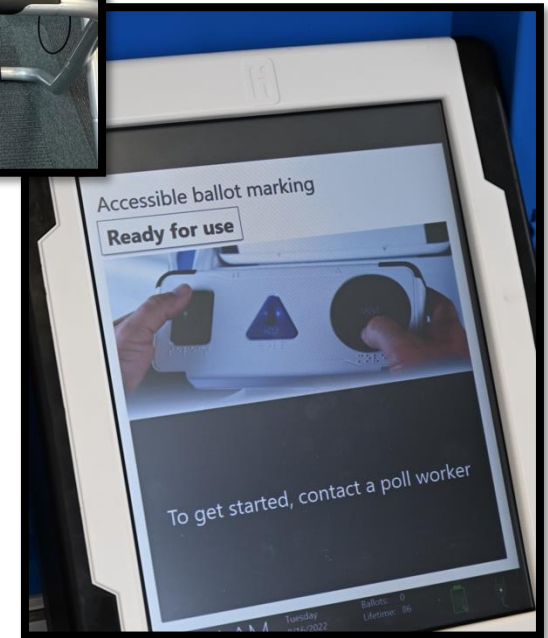


Touch Writer - ADA

- ADA marking device
- For voters who have difficulties marking a ballot
- The CO, AO, or EPS will assist those voters



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Any Questions?

GET THE CHIEF!



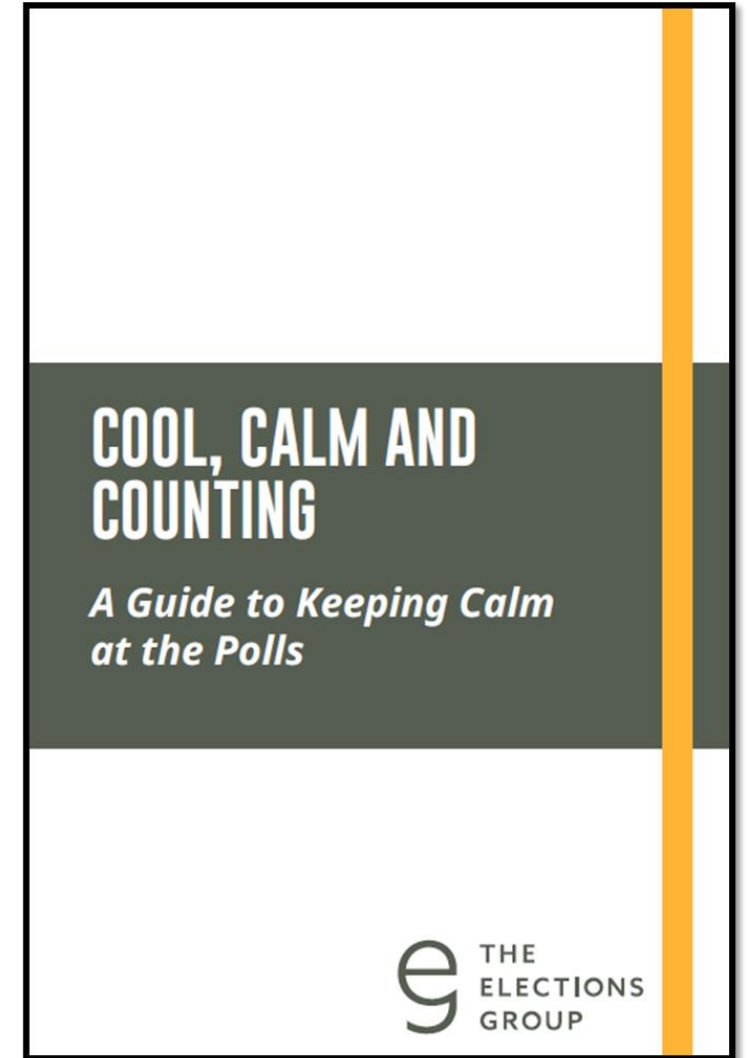


De-Escalation

- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief

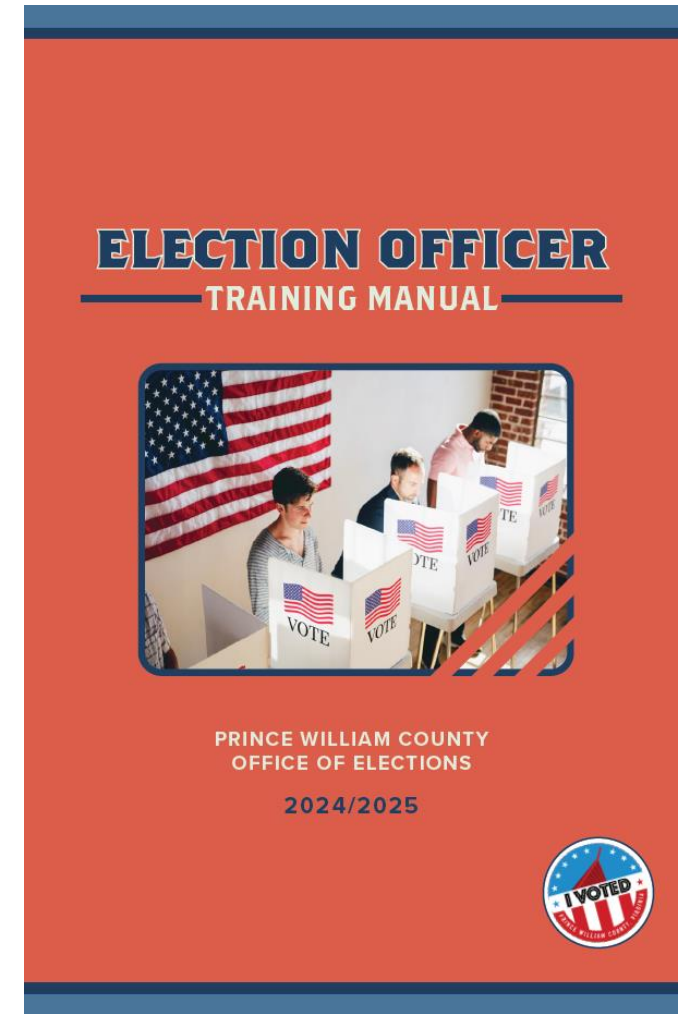
*** Pamphlet will be in Chief Bag**

*** Also located on the website**



Training Manual Review

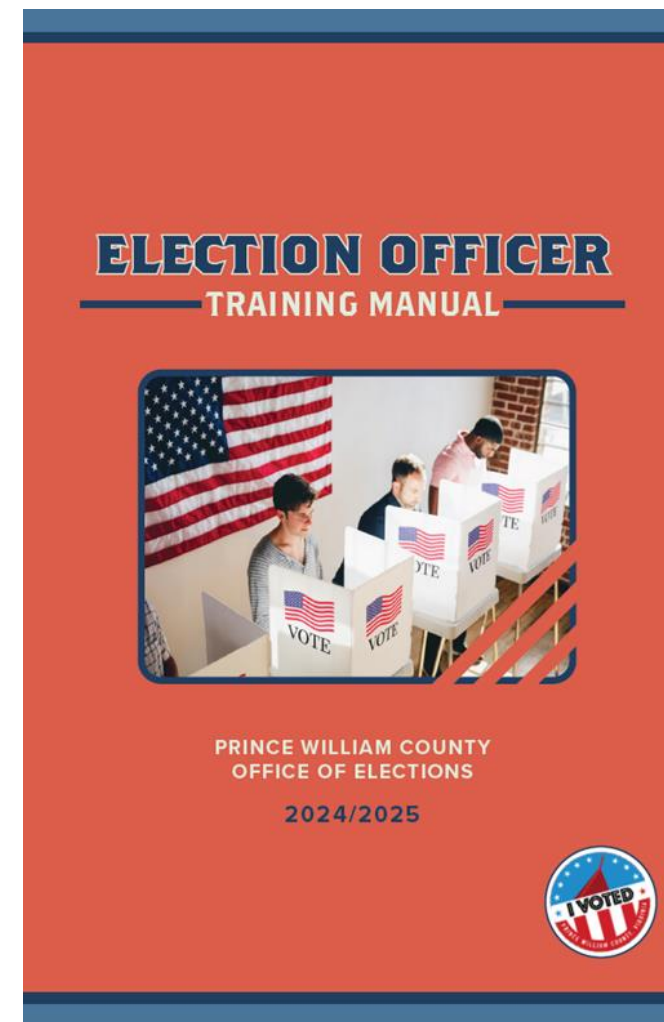
- Page 30 – Equipment Cage
- Page 41 – Precinct Open Checklist
- Page 64 – Outside Signs
- Page 71 – Drop Box
- Page 72 & 73 – Outside Polls Procedures



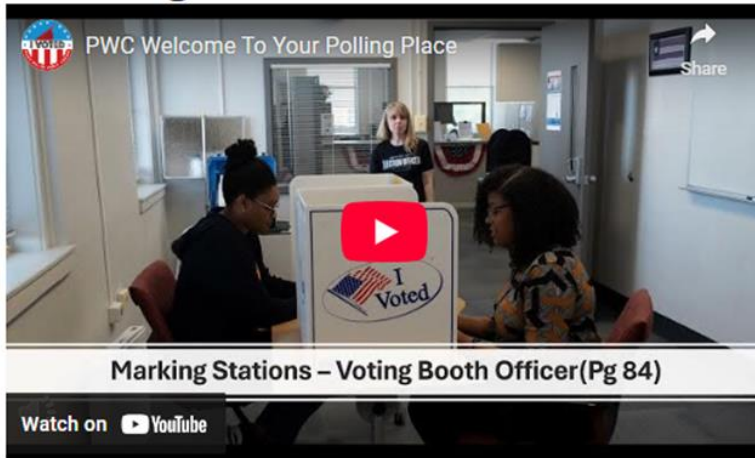


Training Manual Review

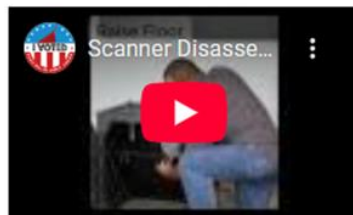
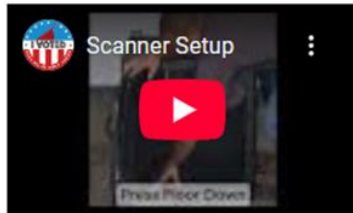
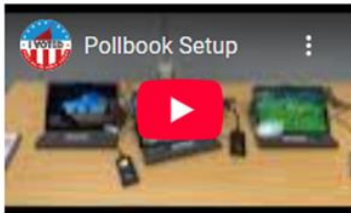
- Page 93 – Rejected Ballots
- Page 102 – Prohibited Area
- Page 103 – Safety - Firearms
- Page 104 – Authorized Person
- Page 105 – Media Guidelines
- Page 106 – Poll Watchers



Training Videos



pwcvotes.org/training



- 10+ Videos
- Training Slides & Videos
- Manual

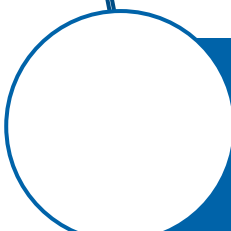




Final Notes



Make sure to register in the Officer Portal and county payroll – Mobius (Assignment Letter)



Look for an email from your Chief with Election Day Information and possible Monday set-up details



If you have not heard from your Chief 2 WEEKS BEFORE the election, send an email to electionofficer@pwcgov.org or call the Staffing Department at 703.792.6485



The background of the image shows a blurred scene of people standing at voting stations. An American flag is visible in the upper center. The stations have signs, one of which partially shows the word 'VOTE'. The entire scene is overlaid with a large, light blue circular graphic containing text.

Workshops

Old Manassas Court House

October 16th 11:30 AM – 8 PM

October 17th 12 PM – 5 PM



Thank You!

**We appreciate your commitment
to the election process in PWC!**

We can not do this without you!