# New Election Officer Training

## November 2025 General Election

November 4, 2025

# Announcements, Reminders & New Information!

- National Clearie Award and Honorable Mentions from the US Election Assistance Commission
- 335,000 Registered voters in PWC
- 7-9 officers per precinct in NOV
- Please don’t talk politics or wear political clothing
- Sample ballots are on our websites- **pwcvotes.org**

# Announcements & New Information!

- We have lanyards and pins to identify you as an officer
- Pick up election day from Chief's Bag

# Introductions and Training Agenda

- General Registrar Welcome
- Training Manual Review
- Welcome To Your Precinct
- Guidelines & Reminders
- Hands On Pollbook Training
- Equipment Demo

# Election Day Information

| | |
|---|---|
| **Election Day:** | November 4, 2025 |
| **Type:** | General Election |
| **Work hours:** | 5:00 am - ~ 8:30 pm |
| **Voting Hours:** | 6:00 am – 7:00 pm |
| **Officer in Charge:** | Chief Officer |

# Message from the PWC Director of Elections

**Eric Olsen**

# Prince William County Electoral Board

Marcus Moyer

Keith Scarborough

Heidi Stirrup

# Please be flexible with Precinct Assignments!

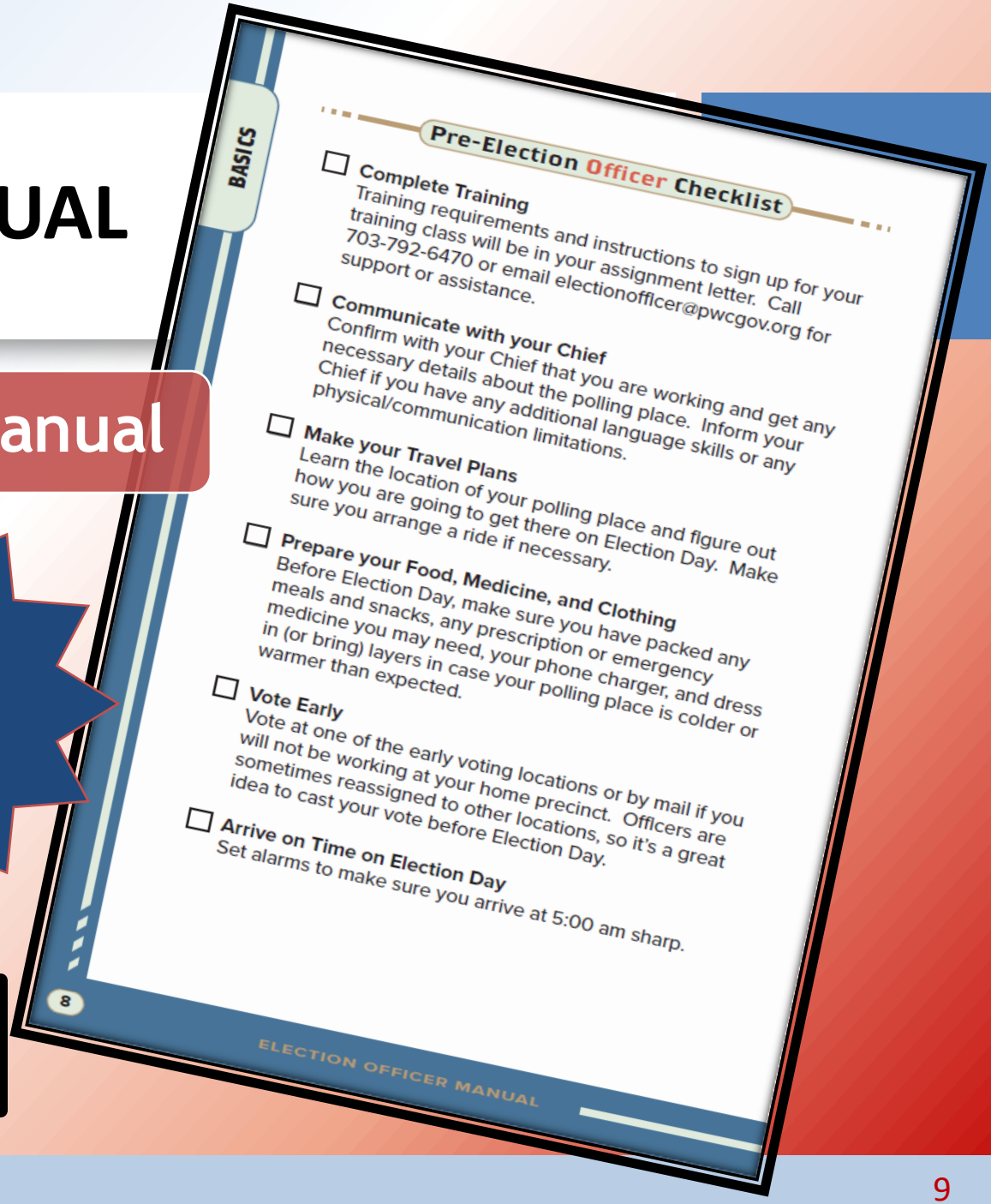
- The Staffing Department spends hundreds of hours each election ensuring that every precinct has each title needed and keeps party parity
- Once your home precinct fills up – please be flexible to move
- Officers may serve in one precinct for several elections and THEN be relocated due to leadership changes, etc.

# Election Day Checklists in MANUAL

## There are several Checklists in the Manual

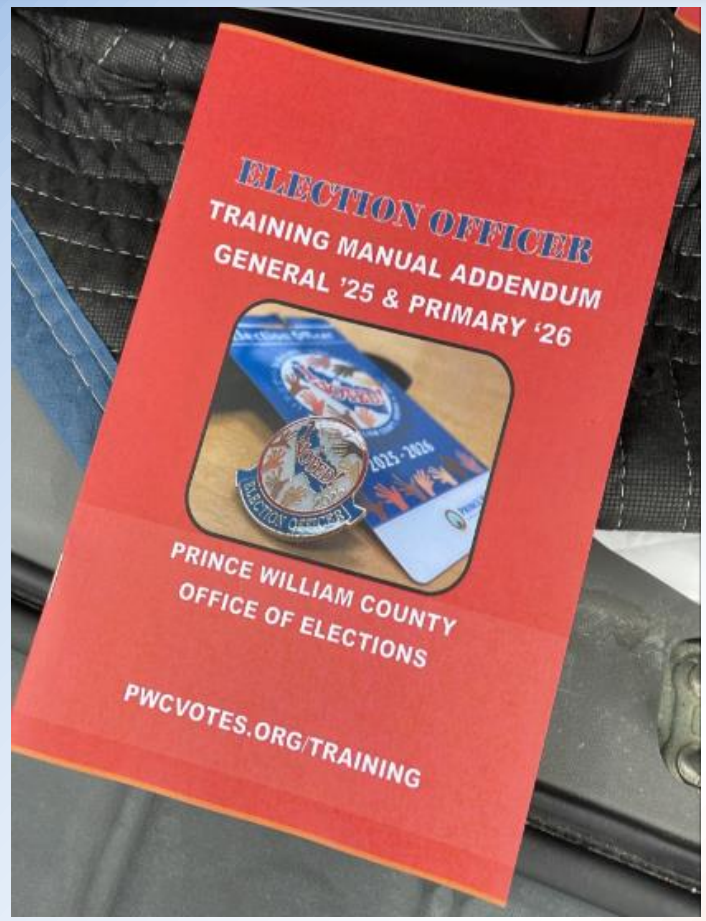
- Pre-Election Officer Checklist
- Pre-Election Chief Checklist
- Monday Set-up Checklist
- Election Day Chief Checklist
- Election Day Opening Checklist
- Election Day Closing Checklist

Election Officer Checklist Page 8




**Bring Manual on Election Day**

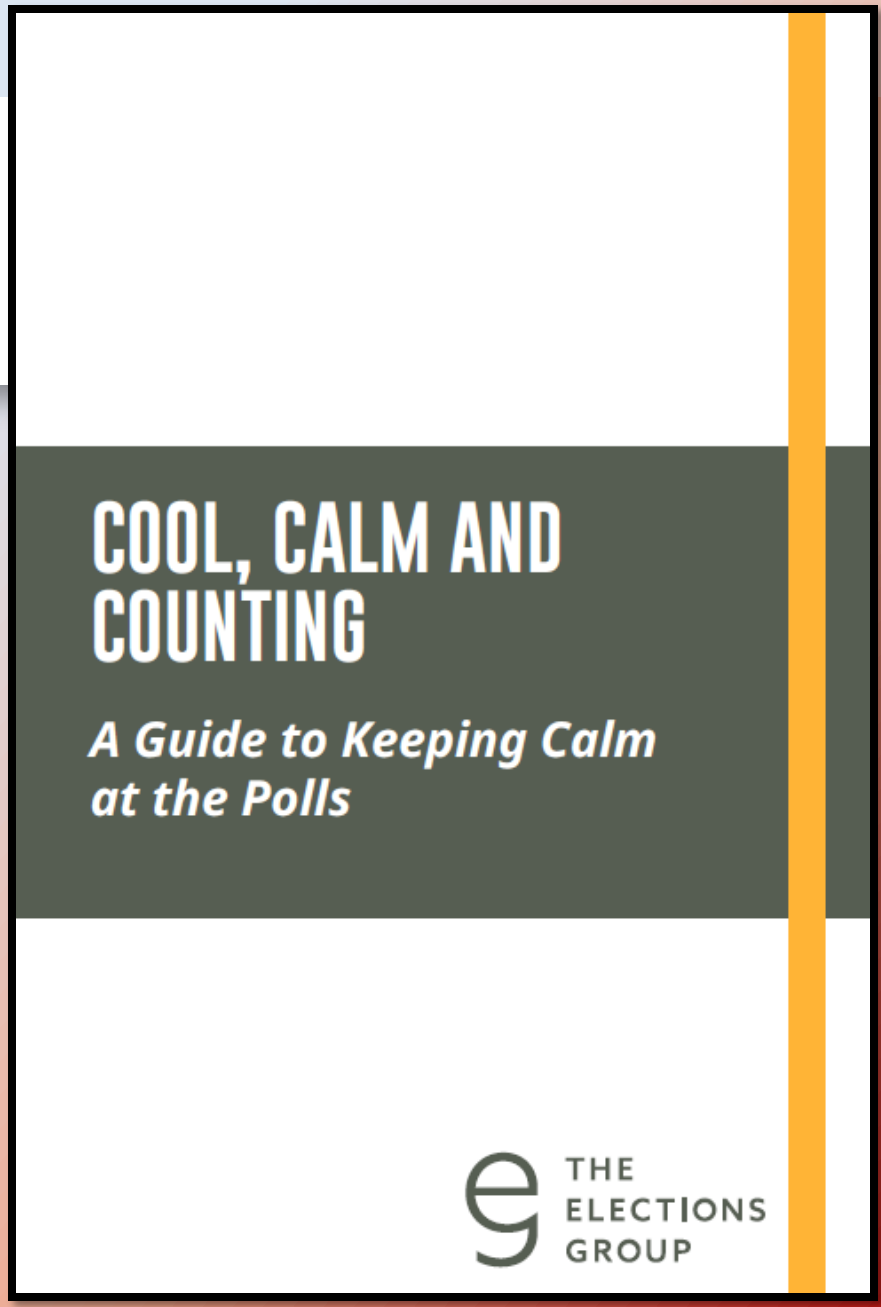
# Training Manual Addendum



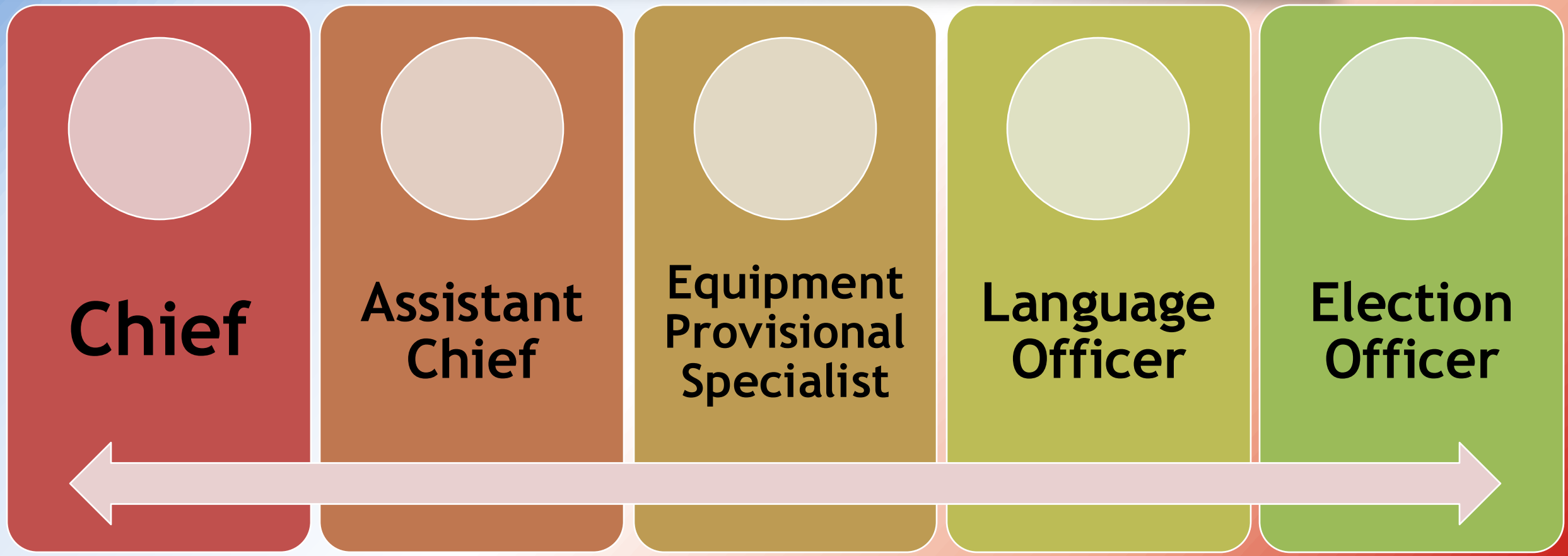

- Step By Step: Open The Pollbook
- Final Step – Start the Pollbooks
- Closing the Pollbooks
- New Pollbook Feature
- Supply Return Sheet

# De-Escalation

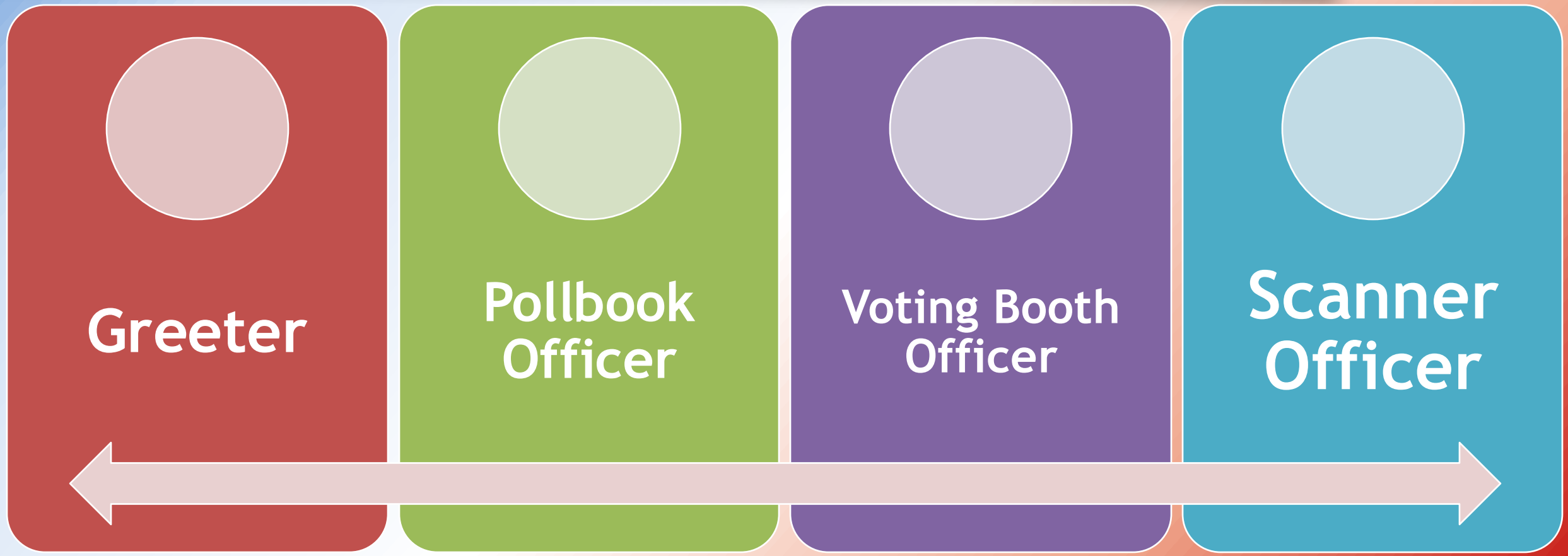
- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief



# Office Titles in Precinct



# Office Roles in Precinct

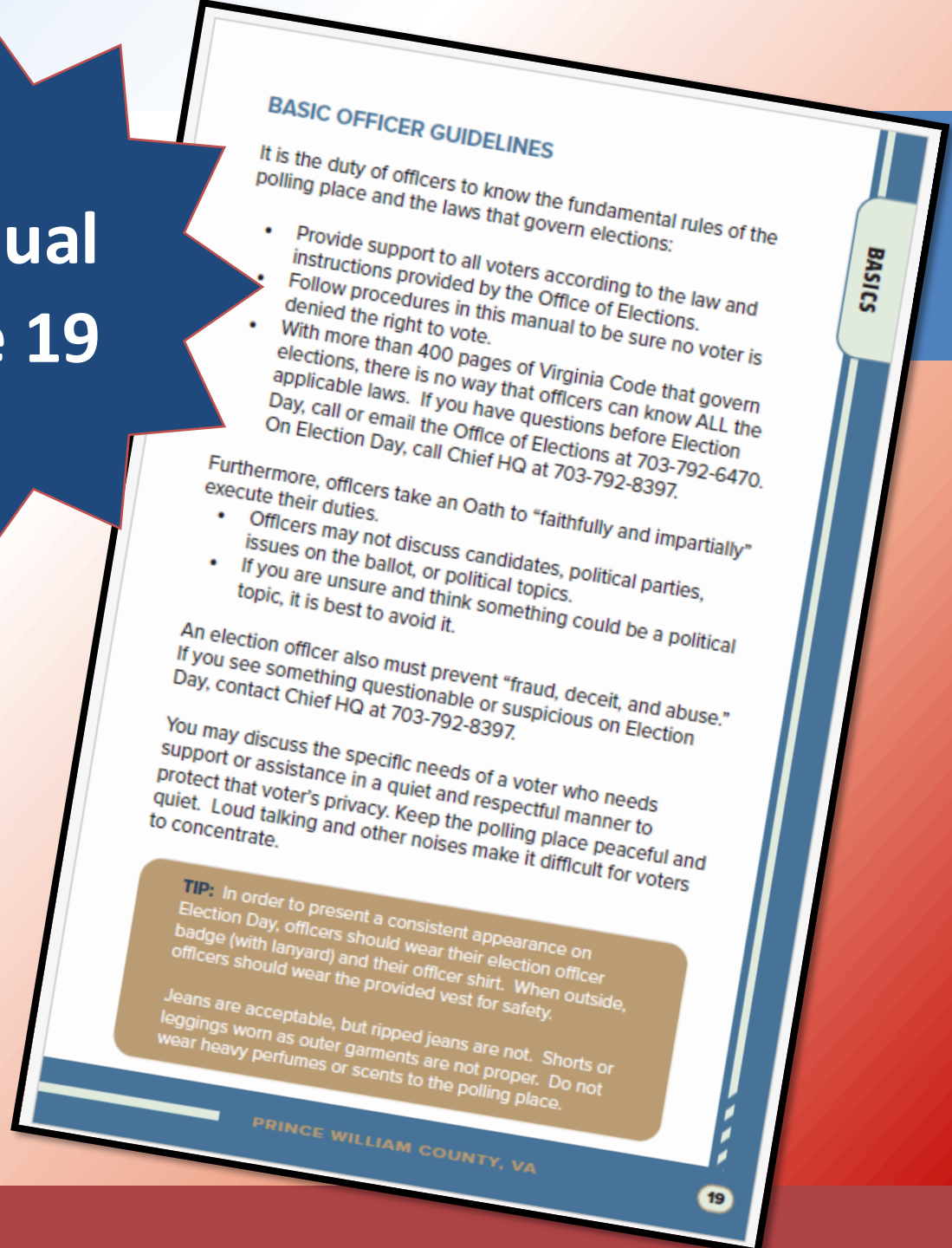


# Precinct Layout/Roles Video

# What to Wear & Officer Guidelines

**Manual Page 19**

- Comfortable clothes and shoes
  - Dress is business casual
- Election Officer Shirt
- Lanyard



BASIC OFFICER GUIDELINES

It is the duty of officers to know the fundamental rules of the polling place and the laws that govern elections:

- Provide support to all voters according to the law and instructions provided by the Office of Elections.
- Follow procedures in this manual to be sure no voter is denied the right to vote.
- With more than 400 pages of Virginia Code that govern elections, there is no way that officers can know ALL the applicable laws. If you have questions before Election Day, call or email the Office of Elections at 703-792-6470. On Election Day, call Chief HQ at 703-792-8397.

Furthermore, officers take an Oath to "faithfully and impartially" execute their duties.

- Officers may not discuss candidates, political parties, issues on the ballot, or political topics.
- If you are unsure and think something could be a political topic, it is best to avoid it.

An election officer also must prevent "fraud, deceit, and abuse." If you see something questionable or suspicious on Election Day, contact Chief HQ at 703-792-8397.

You may discuss the specific needs of a voter who needs support or assistance in a quiet and respectful manner to protect that voter's privacy. Keep the polling place peaceful and quiet. Loud talking and other noises make it difficult for voters to concentrate.

**TIP:** In order to present a consistent appearance on Election Day, officers should wear their election officer badge (with lanyard) and their officer shirt. When outside, officers should wear the provided vest for safety.

Jeans are acceptable, but ripped jeans are not. Shorts or leggings worn as outer garments are not proper. Do not wear heavy perfumes or scents to the polling place.

BASICS

PRINCE WILLIAM COUNTY, VA

19

# What to Bring

## 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

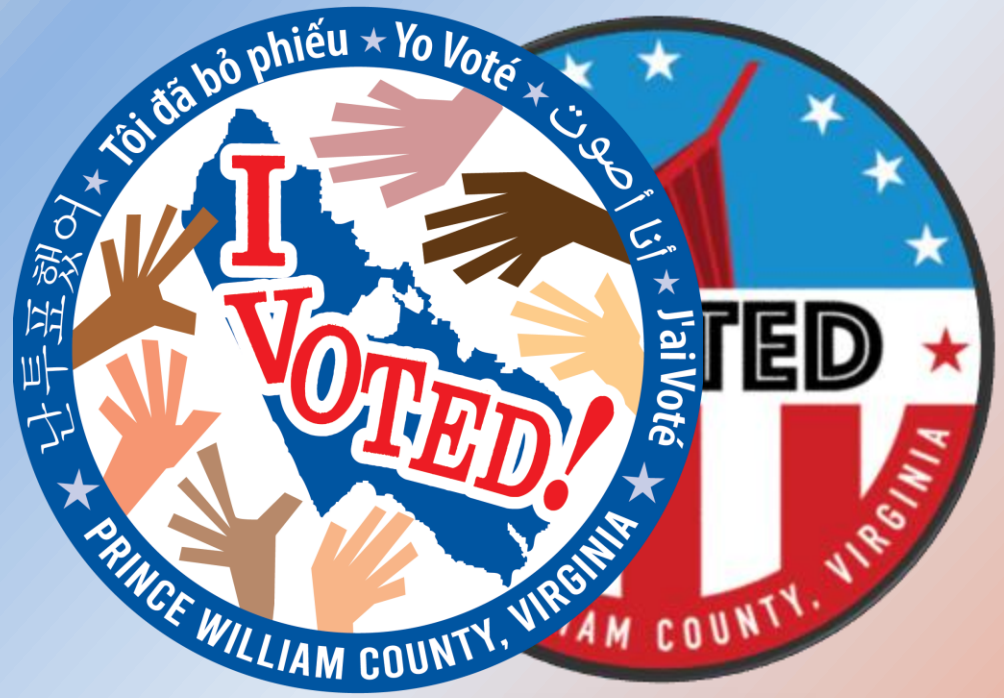
- There will be some downtime-Bring something to do
- Put away when voters are present

# New Officer Notes:

- Pick up your Election Officer T-Shirt after class today
- Please make sure someone is with you the first time you are positioned at the “check-in” station using the pollbooks
- Vote Early!

Questions

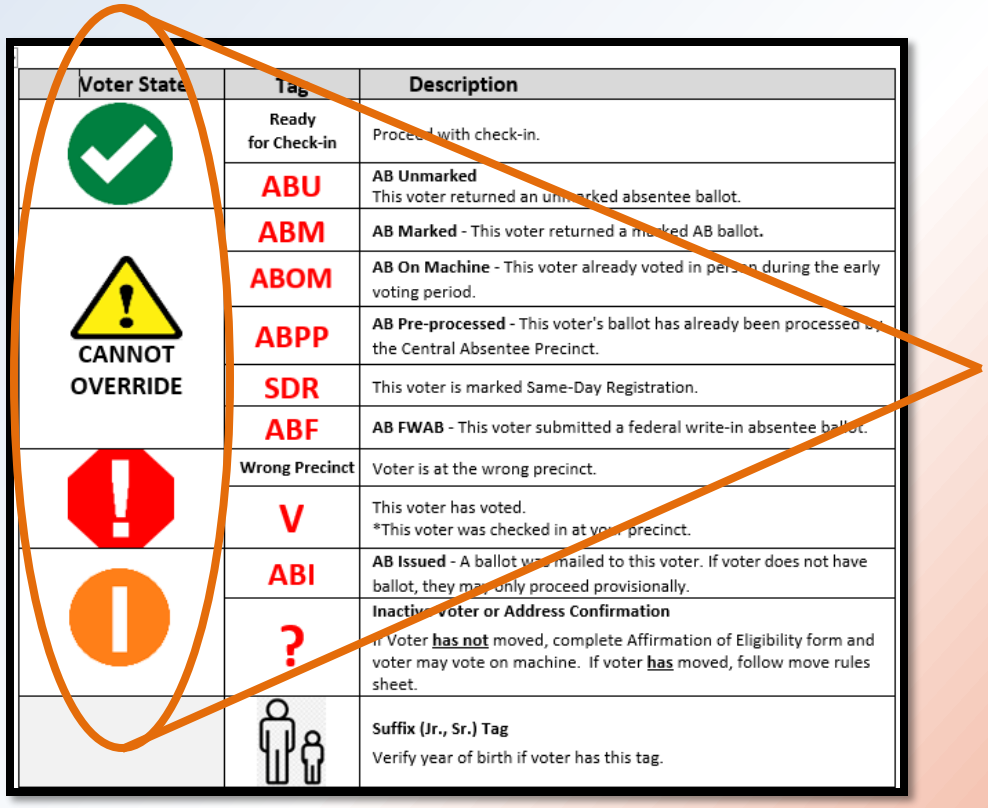
# Let's Review the "Flags" That May Pop-Up While Checking In a Voter




| Voter State | Tag |
|---|---|
| | Ready for Check-in |
| | ABU |
| CANNOT OVERRIDE | ABM |
| | ABOM |
| | ABPP |
| | SDR |
| | ABF |
| | Wrong Precinct |
| | V |
| | ABI |
| | ? |
| | |

# Pollbooks

Voter States & Tags – These are “Flags” while checking-in

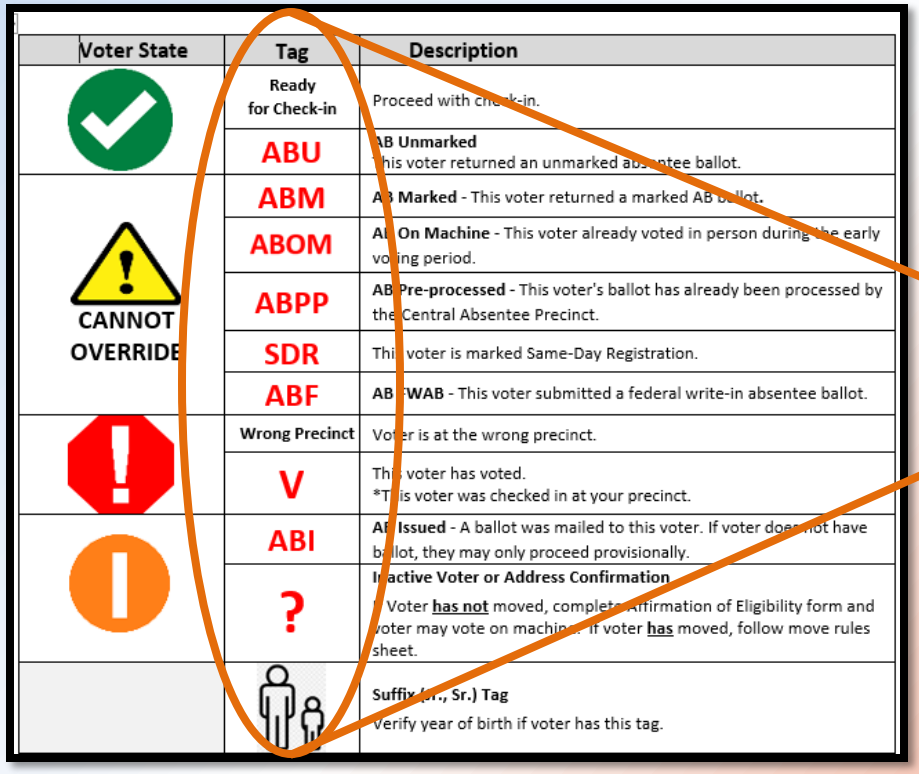


| Voter State | Tag | Description |
|---|---|---|
| | Ready for Check-in | Proceed with check-in. |
| CANNOT OVERRIDE | ABU | **AB Unmarked** This voter returned an unmarked absentee ballot. |
| | ABM | **AB Marked** - This voter returned a marked AB ballot. |
| | ABOM | **AB On Machine** - This voter 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. If voter does not have ballot, they may only proceed provisionally. |
| | ? | **Inactive Voter or Address Confirmation** If Voter **has not** moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter **has** moved, follow move rules sheet. |
| | | **Suffix (Jr., Sr.) Tag** Verify year of birth if voter has this tag. |

## States

Provide you with a visual to easily identify check in action.

# Pollbooks
## Voter States & Tags



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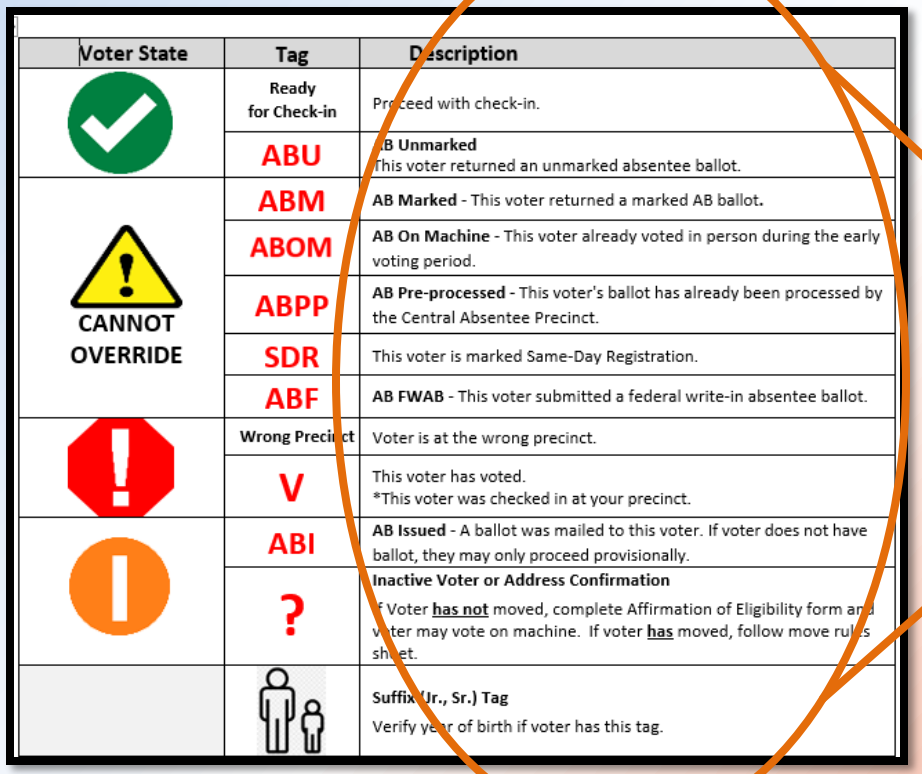
**Tags**
Are codes, or icons, that usually typically indicate voter's state.

# **Pollbooks**
## Voter States & Tags



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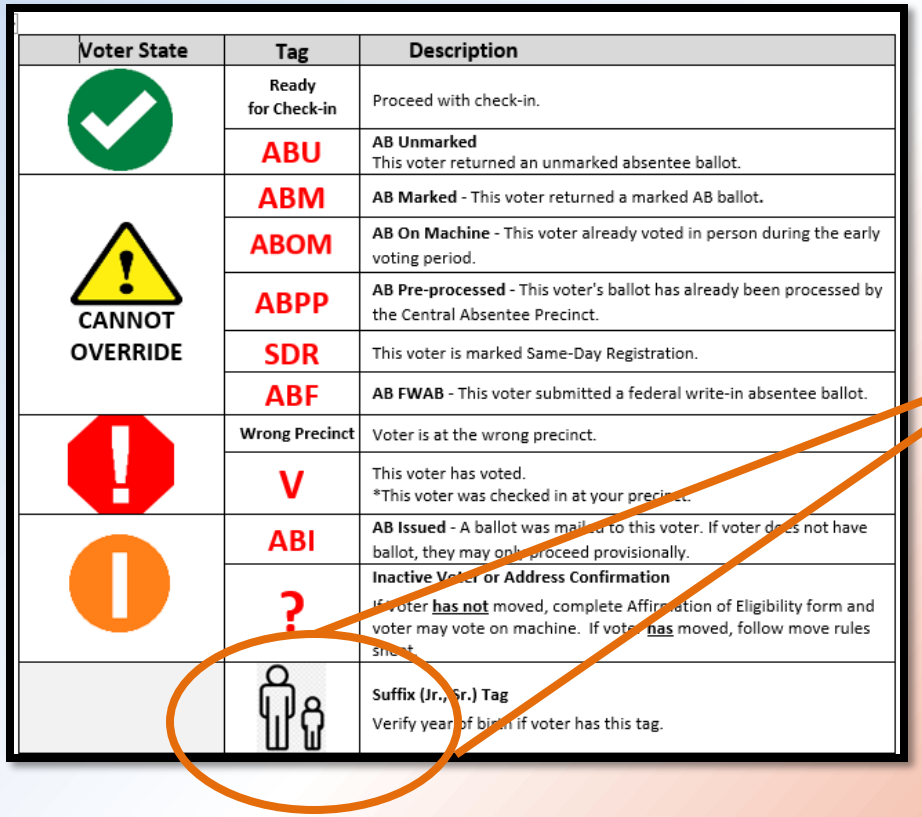
# Description
## Defines tags

# **Pollbooks**
## Voter States & Tags



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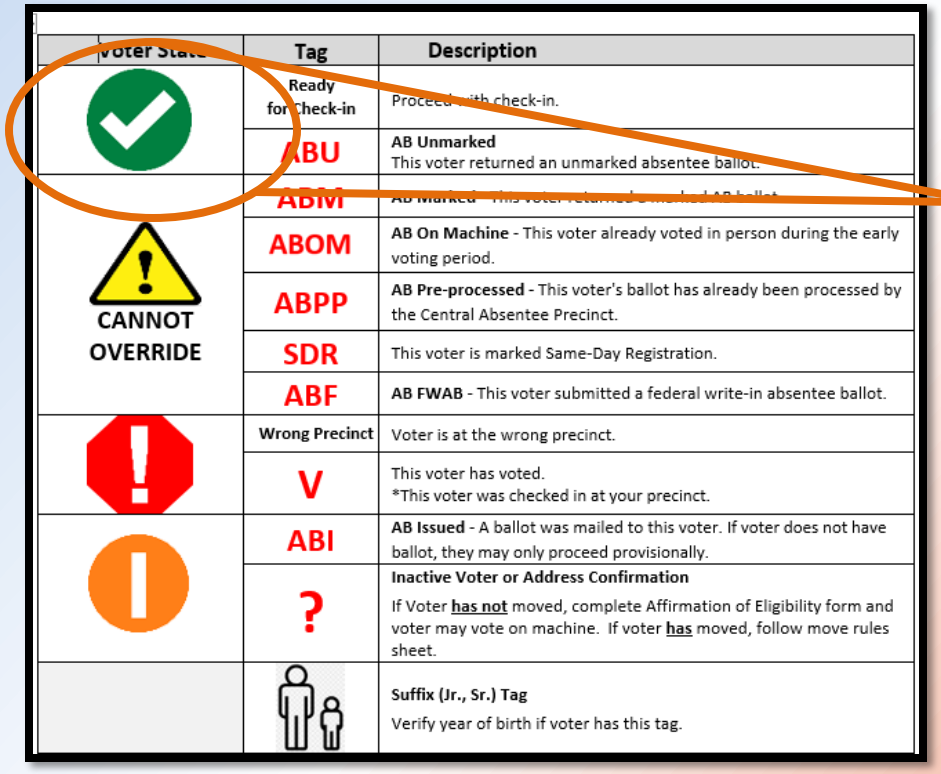
*The **Suffix (Jr., Sr.) Tag** is the only one that can appear with any state.

# **Pollbooks**
## Voter States & Tags



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**Green Checkmark = Ready to vote**

# Pollbooks Voter IDs

- **Note 1:** Only 2 IDs are required to have a photo:
  - an employer issued ID and
  - a school ID issued [illegible] outside Virginia.
- **Not[illegible]** [illegible]rn a voter away for [illegible]id ID. Always offer the [illegible]ption to sign the ID Confirmation Statement.

**This form will be on the table at the Check-In Station**

★ VIRGINIA ★
DEPARTMENT of [illegible]

**Voter Iden[illegible]**

All voters casting a ballot in-person will be asked to show [illegible] present acceptable identification may instead sign a statement, subject[illegible]tered voter who they claim to be. Any voter who does **not** present accepta[illegible] provisional ballot.

| Identification | [illegible]d? |
|---|---|
| Virginia driver's lic[illegible] | Yes, may be current or expired. |
| Virginia P[illegible] | Yes, may be current or expired. |
| [illegible], issued by voter's [illegible]public or private employer) | Yes |
| [illegible] | Yes |
| [illegible]ed by a public or private high school or [illegible]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. |
| [illegible]id 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.

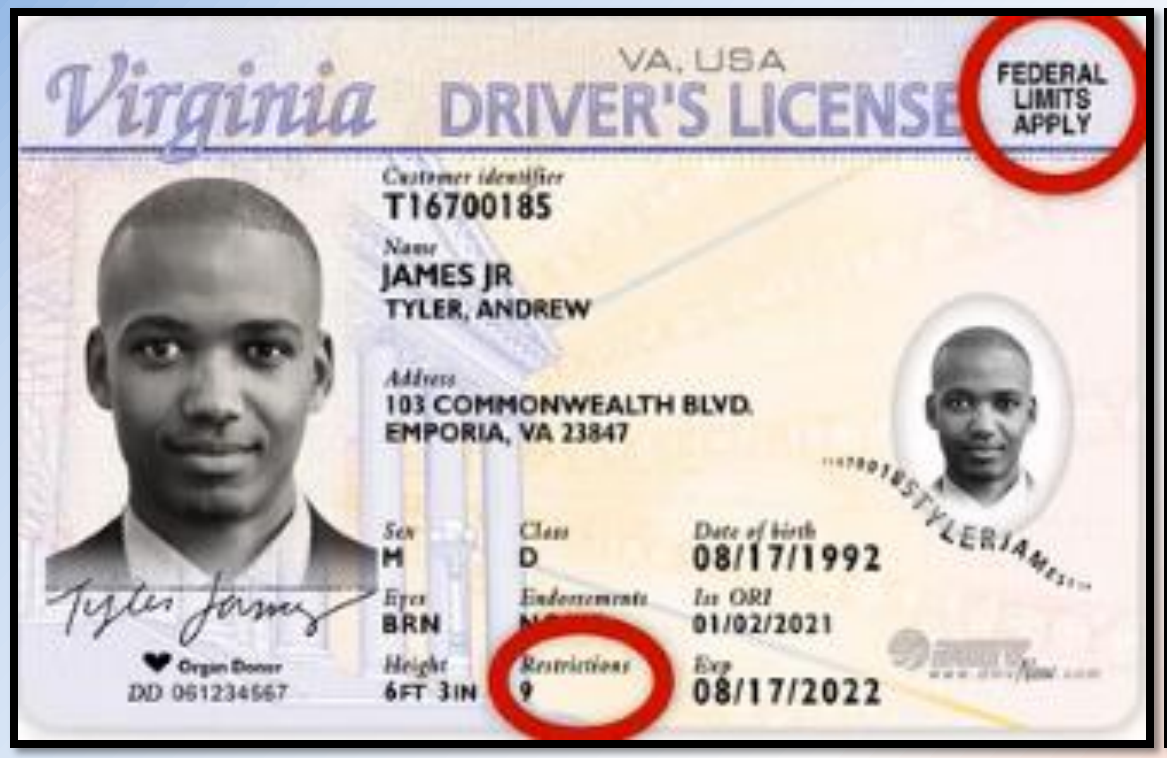
**The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

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

# DMV Electronic ID Demo

- Can only be accessed via **VA mID** app
- Barcode is not scannable
  - Pollbook manual search only
- Not expected to be commonly used

# **Pollbooks**
Driver's Privilege



Page 79

**Is this ID acceptable?**

# When Do Voters Get a PROVISIONAL BALLOT?

- Absentee Voters without ballot
- Not on your Pollbook
- Already voted

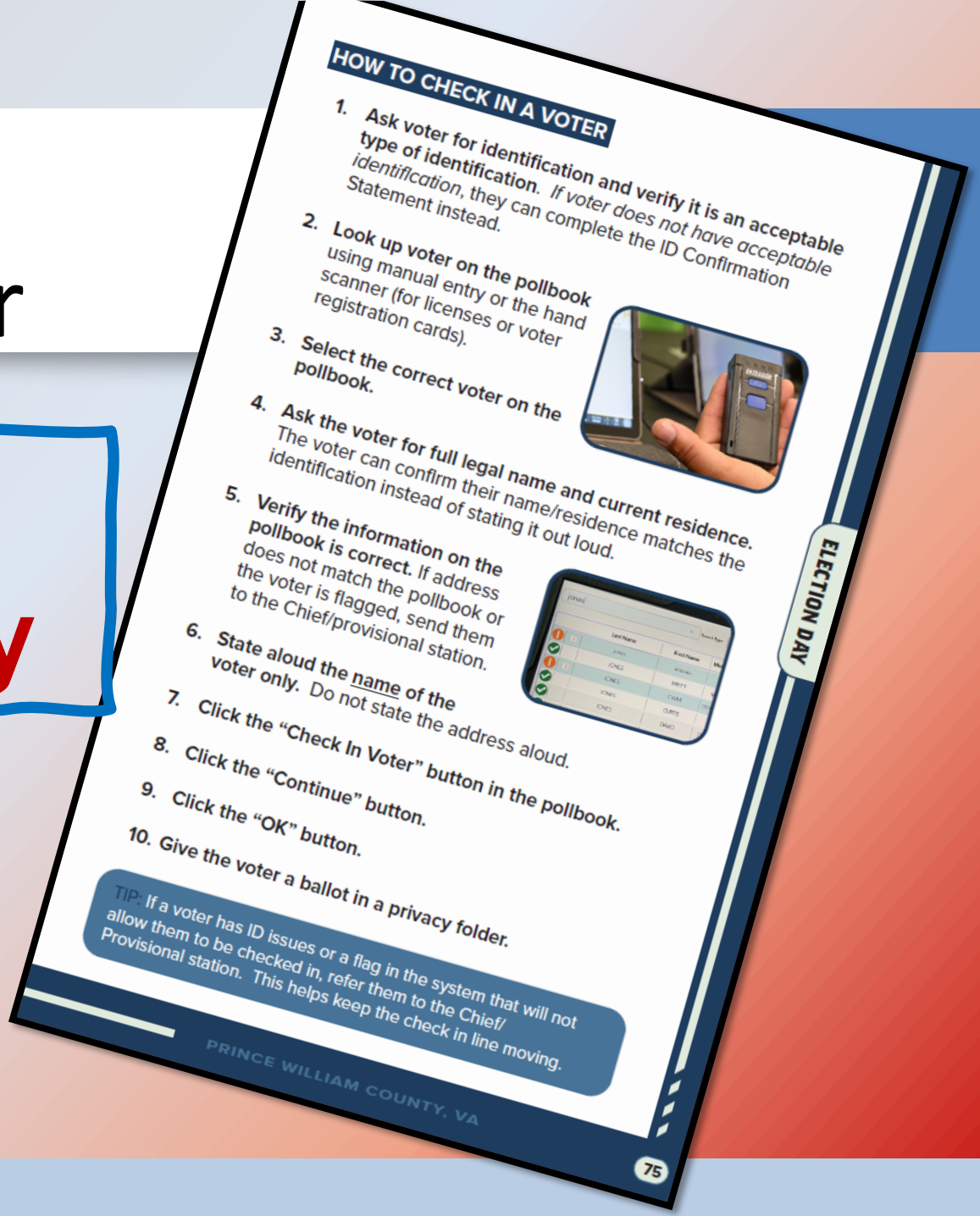
**SEND THESE VOTERS TO THE CHIEF!**

# Pollbooks

## How To Check In A Voter

**Please read/study BEFORE election day**

**Page 75**



# Let's Talk About the Pollbook (Tablet to Check-In Voters)

- 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

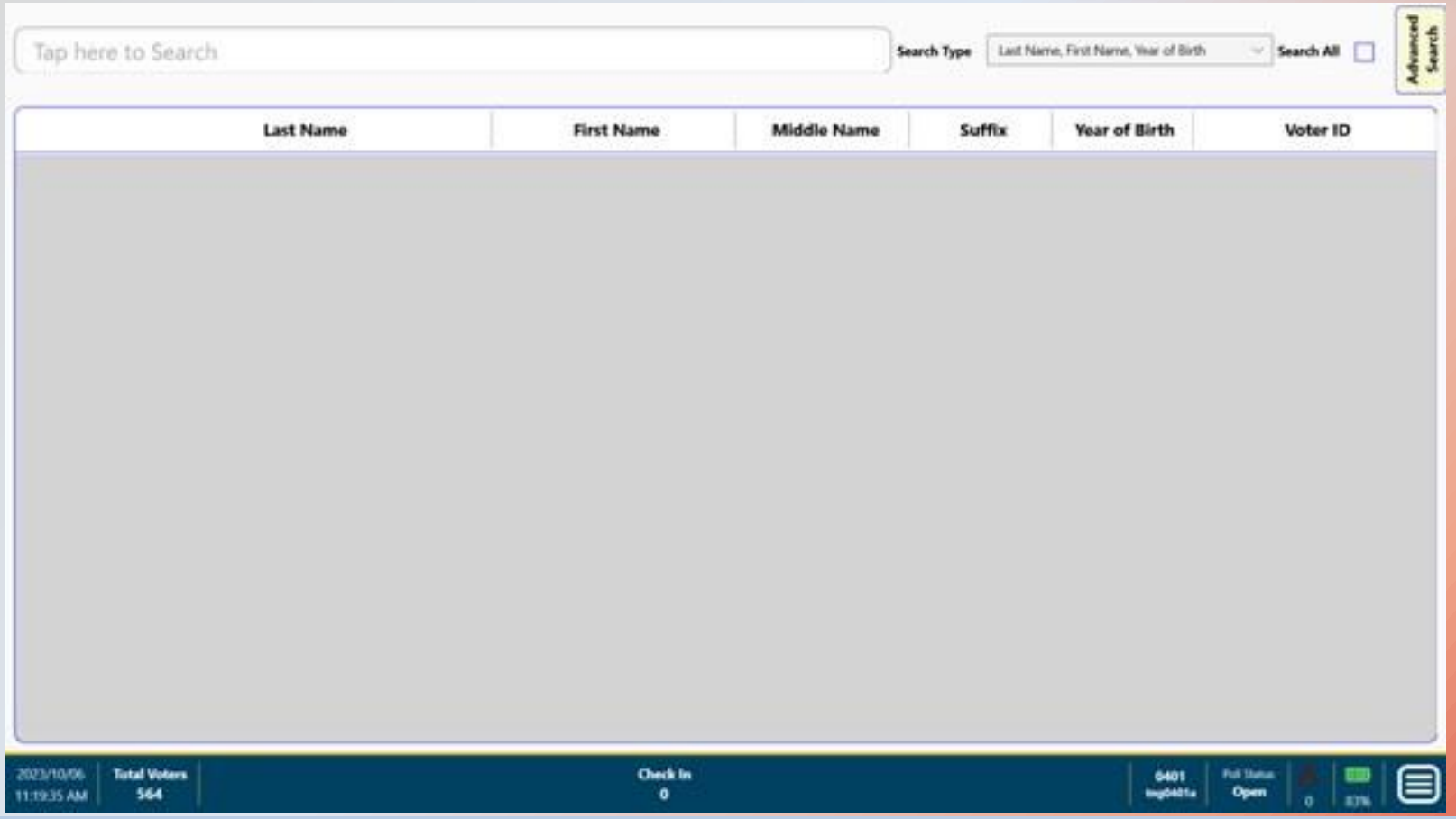
# Let’s Talk About the Pollbook (Tablet to Check-In Voters)

- 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

NEW

**We've added a field in the bottom left corner. See what time and which device they were checked in for situations where an EO believes that an individual has already voted.**

# Pollbooks-Voter Check-In Practice



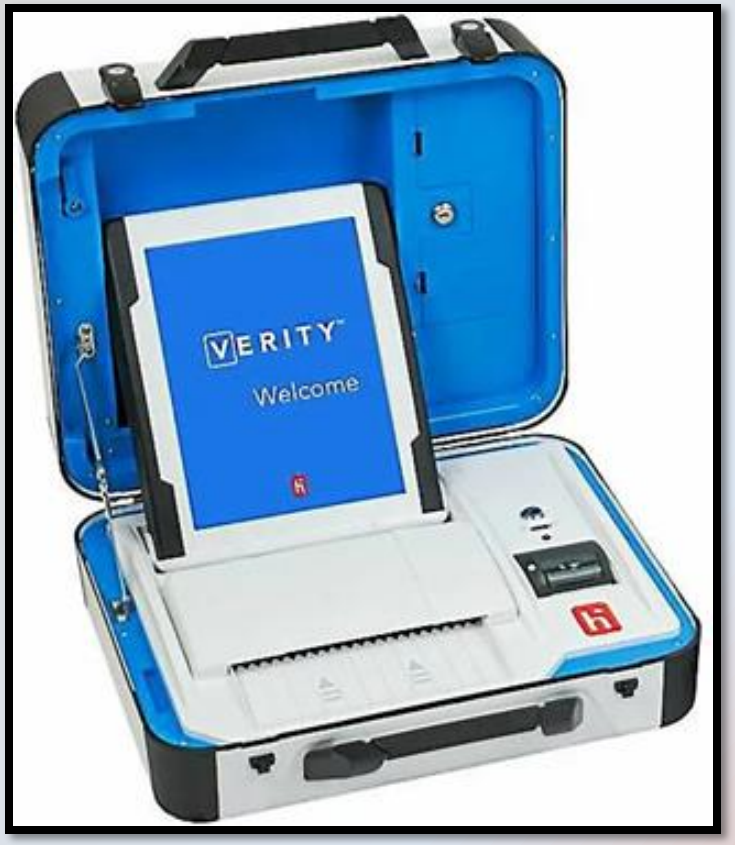
# New Officer Practice Voter Look-Up

| 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 |

# When in Doubt on Pollbook

Get the Chief!

# Let's Talk About the Ballot Scanner




Ballot Scanner

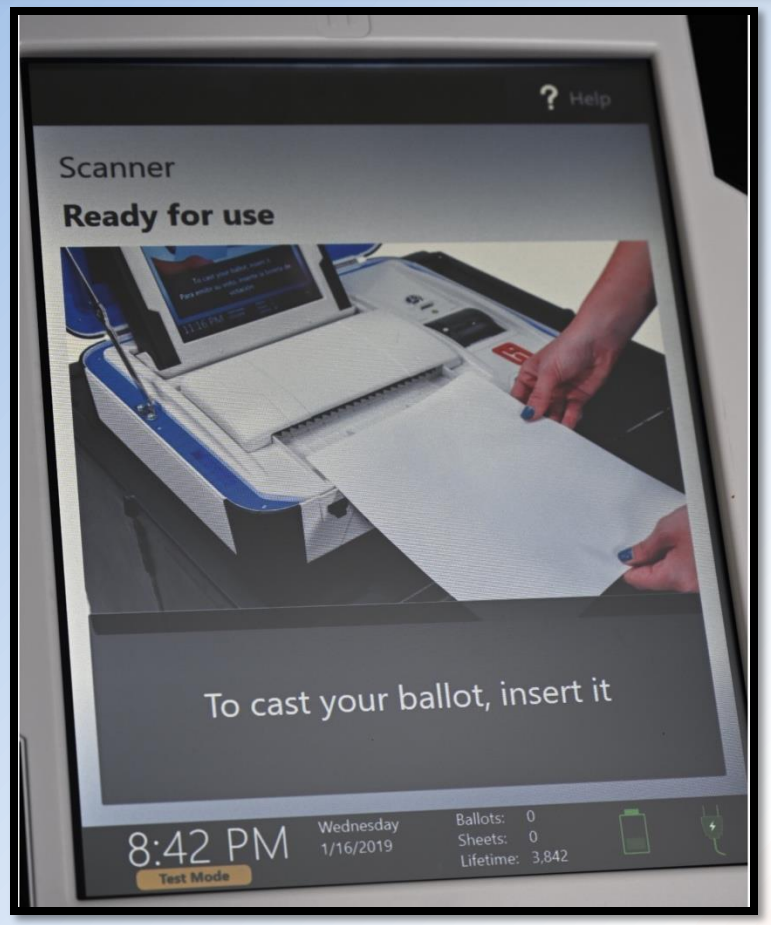
Note:
Ballot can be submitted on either side

# Scanner Officer Highlights

- You need to be behind the Scanner while voters are scanning ballots
- You should be able to see the “blue light”
- If a ballot gets rejected, you need to engage with the voter to determine the issue

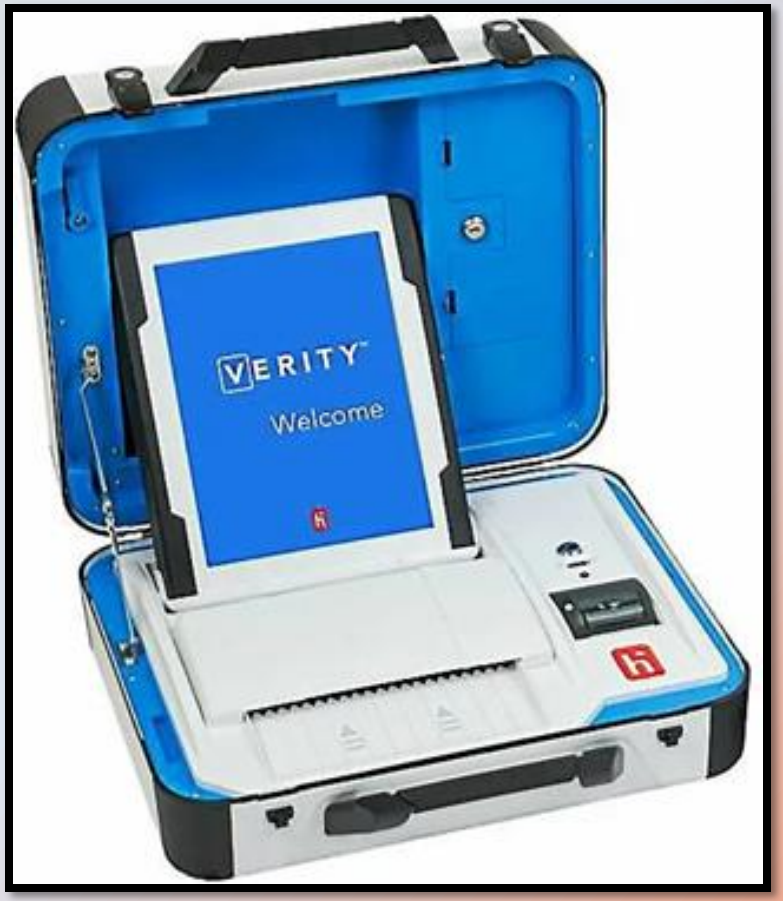
Manual Page 92

# “Ready for use” Screen



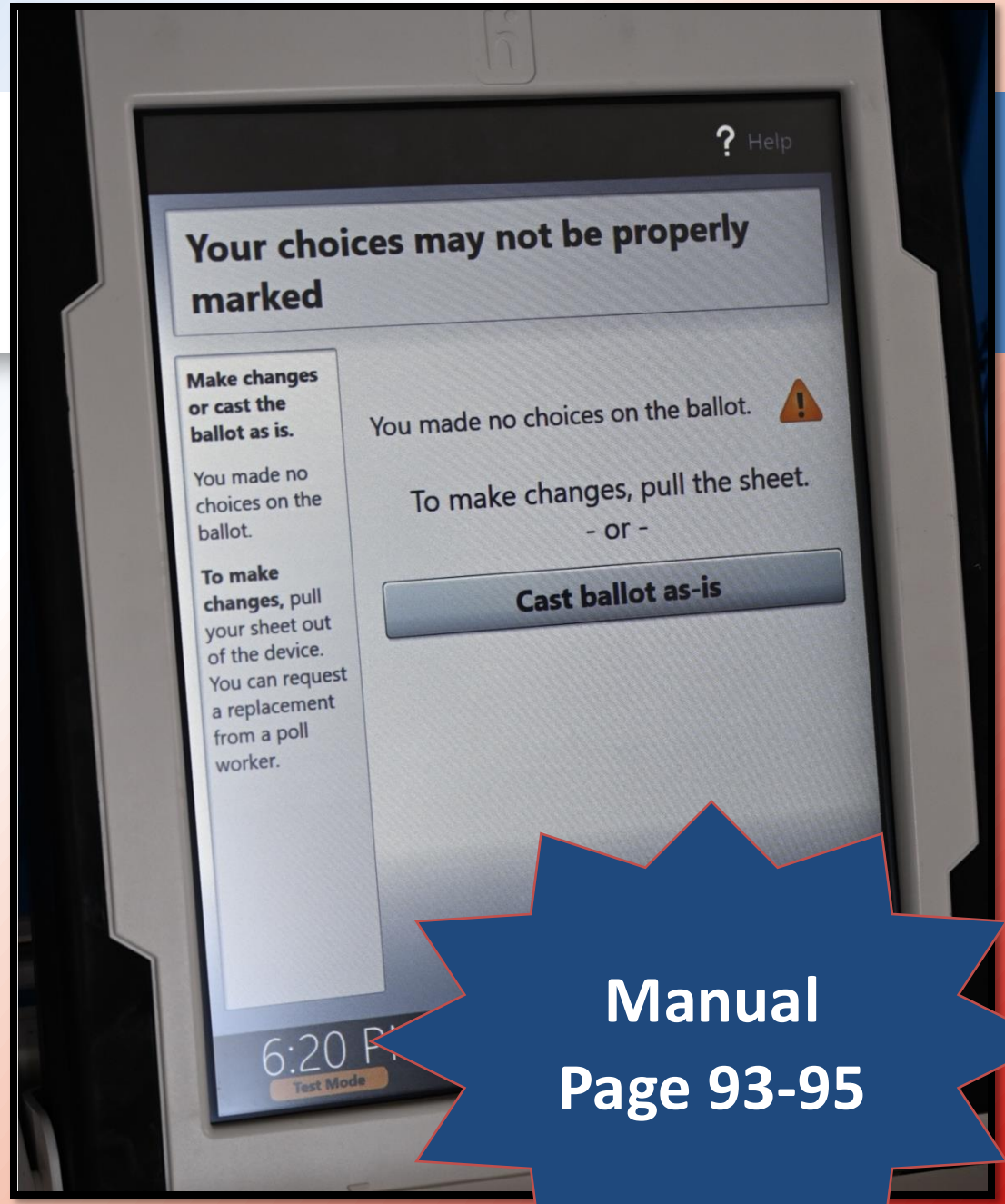

- The machine is ready to accept a ballot
- This is when a voter will scan their ballot

# Let’s Talk About Rejected Ballots



# Rejected Reason #1
# Blank Ballot (uncommon)

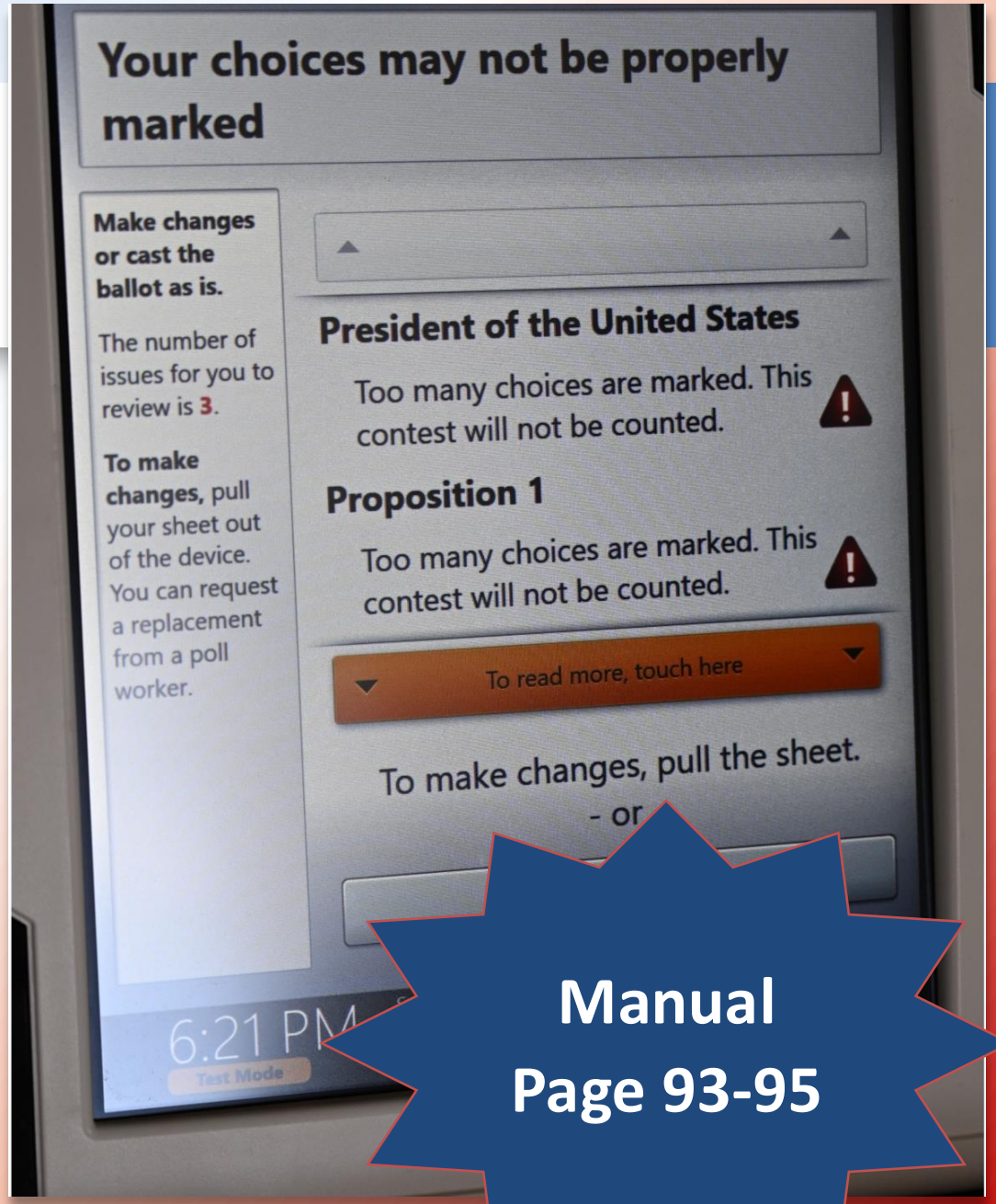
- Ask voter to read the screen to you, as you are not allowed to view a voter's ballot
- If the screen reads, “You made no choices on the ballot”
- Give voter the option of taking the ballot and marking it or pressing the “Cast ballot as-is” button




**Manual Page 93-95**

# Rejected Reason #2
# Overvote (uncommon)

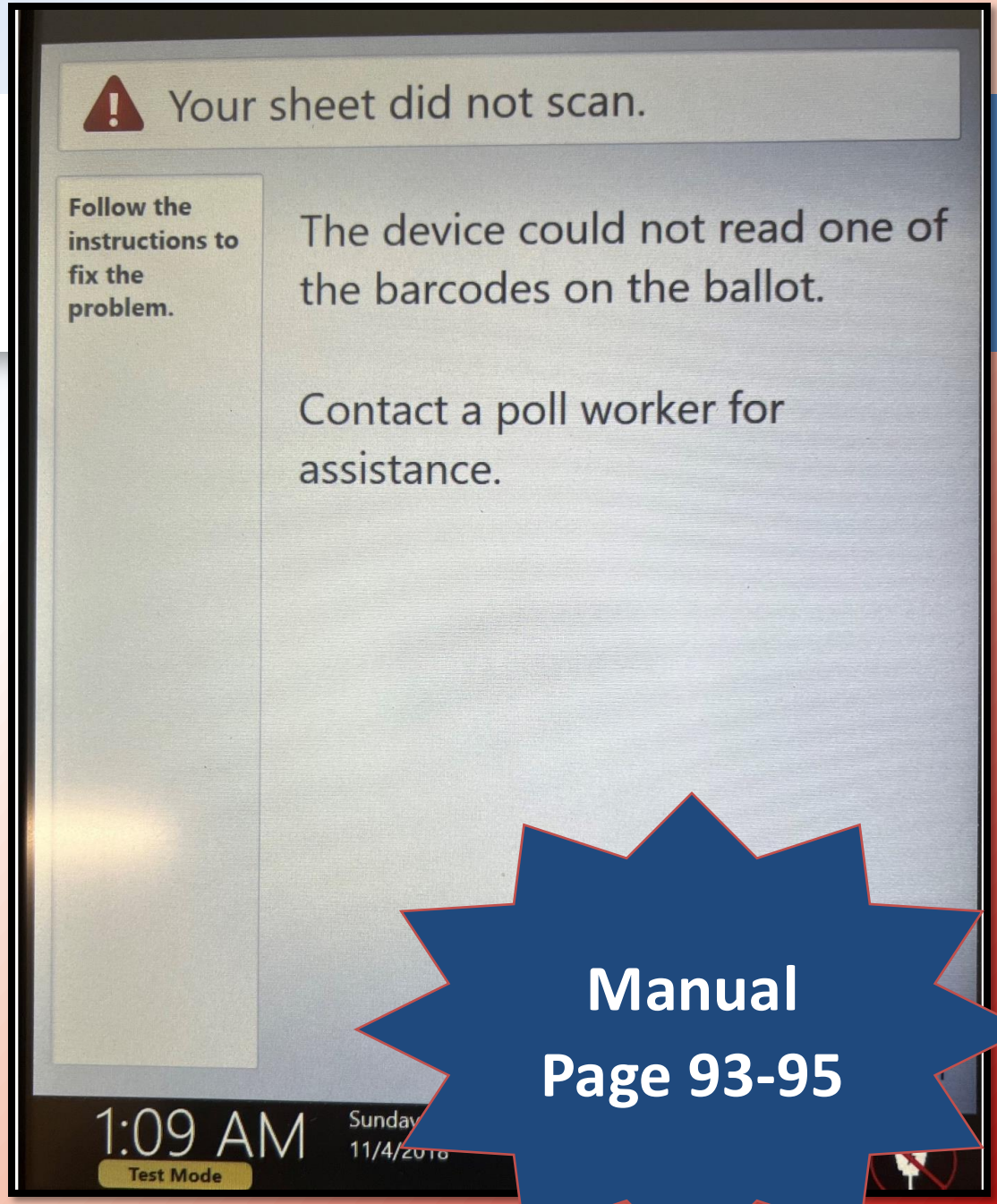
- Ask voter to read the screen to you
- If the screen reads, “Too many choices are marked…”
- Give voter the option of taking the ballot to the Chief and getting a new one or pressing the “Cast ballot as-is” button




**Manual Page 93-95**

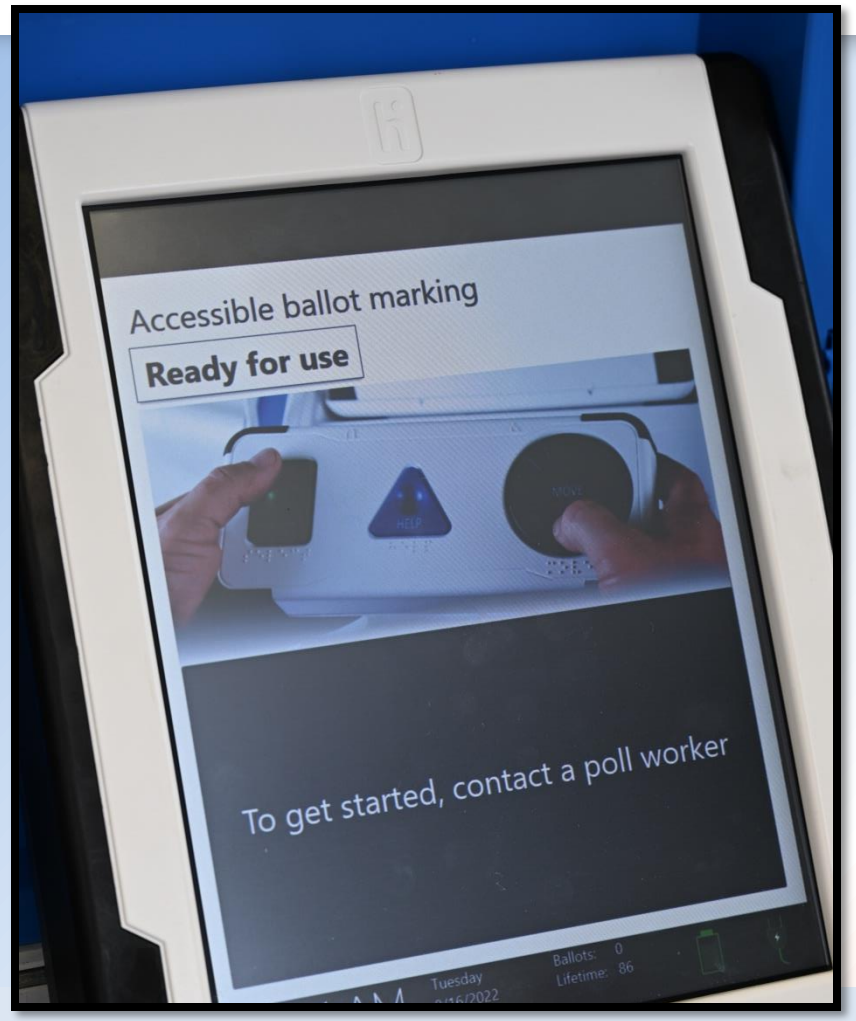
# Rejected Reason #3
# Ballot Error/Misfeed

- Ask voter to read the screen to you
- If the screen reads, “Your sheet did not scan”
- Have voter attempt to rescan ballot
- If the ballot does not scan, send the voter to the Chief to receive a new ballot




**Manual Page 93-95**

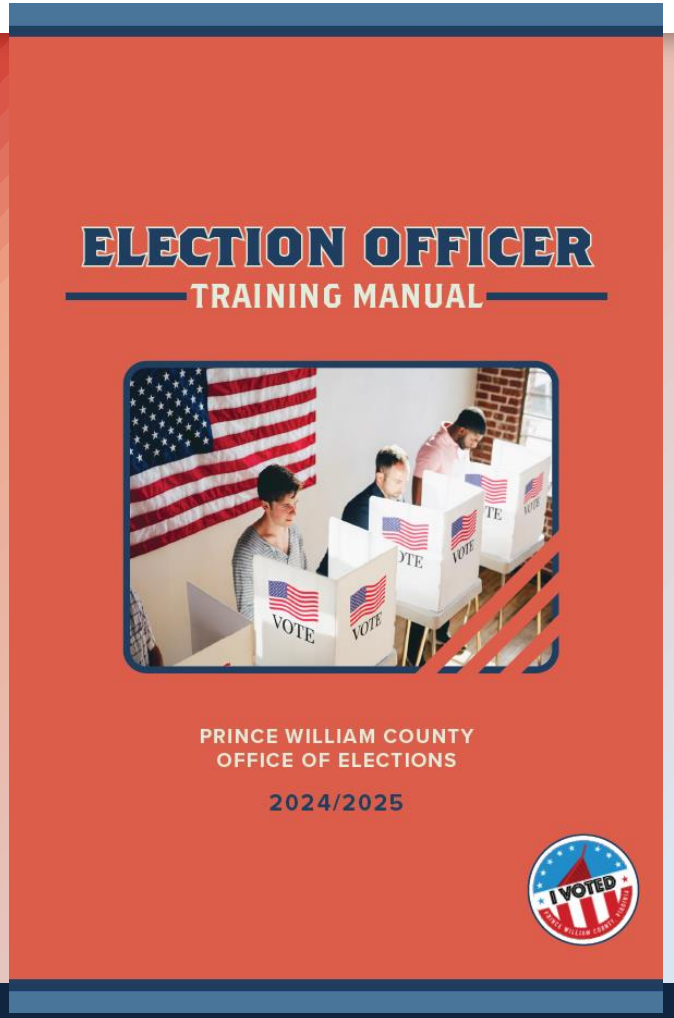
# TOUCH WRITER Highlights




- The Touch Writer is our ADA marking device
- It is used for voters who have difficulties marking a ballot
- The CO, AO, or EPS will assist those voters

Manual Page 87

# Training Manual Review




**Pg. 30 Equipment Cage** - Chief direction only! Try to put items away safely and neatly

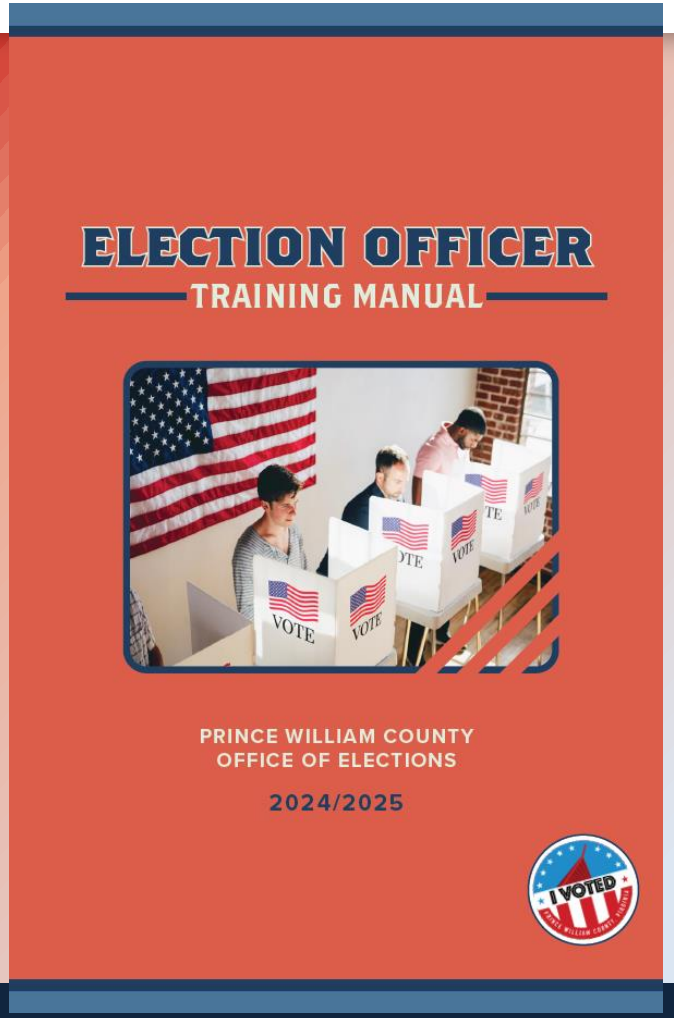
**Pg. 41 Precinct Opening Checklist** - Review prior to election so you can be helpful to your Chief

**Pg. 64 Pictures of the Outside Signs** that you may be asked to put out

**Pg. 71 Drop Box** - Every precinct has one, let Chief know if a person comes to drop off a ballot

**Pg. 72 & 73 Outside Polls procedures** - Read manual and see Chief

# Training Manual Review Cont.




**Pg. 93 Rejected Ballots on Scanner** - Never look at ballot….Ask them to try to scan again

**Pg. 102 Prohibited Area** - 40 ft away from front door is considered part of the precinct

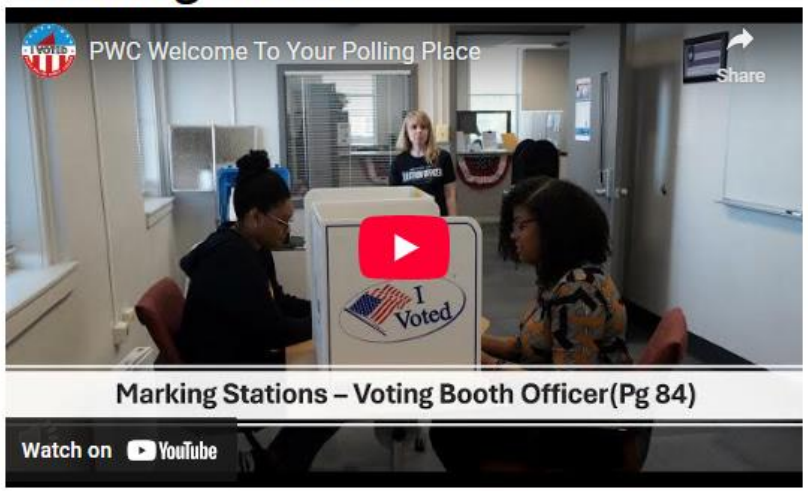
**Pg. 103 Safety** - Firearms are NOT allowed in precinct.Discreetly let Chief know if voter is packing

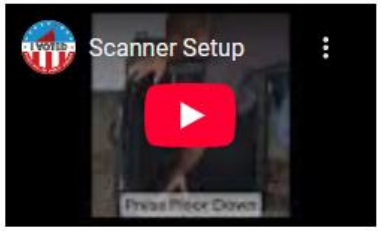
**Pg. 104 Authorized Person** in the precinct - Other than Poll Watchers

**Pg. 105 Media Guidelines** - Get Chief for assistance

**Pg. 106 Poll Watchers** - They are concerned citizens and should be treated with kindness

## Training Videos





# pwcvotes.org/training

- 10+ Videos
- PowerPoint Training Slides
- Manual

Tôi đã bỏ phiếu
Yo Voté
أنا أصوت
J'ai Voté
I VOTED!
PRINCE WILLIAM COUNTY, VIRGINIA

# Questions

# Final Notes

- Make sure to register in the Officer Portal and county payroll - Mobius (Assignment Letter) Election Day Pay $200
- 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

# Thank YOU!

We really appreciate your commitment to the election process in Prince William County

We could not do this without YOU!