

# New Election Officer Training

Special Election – Amendment

April 21, 2026





# Election Day Information

Election Day: April 21, 2026

Type: Special - Amendment

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](https://pwcvotes.org)**



# Prince William County Electoral Board



**Heidi Stirrup**  
(Chair)



**Yolanda D. Montgomery**  
(Vice-Chair)



**Keith Scarborough**  
(Secretary)

# Message from PWC Director of Elections



[Click to start](#)

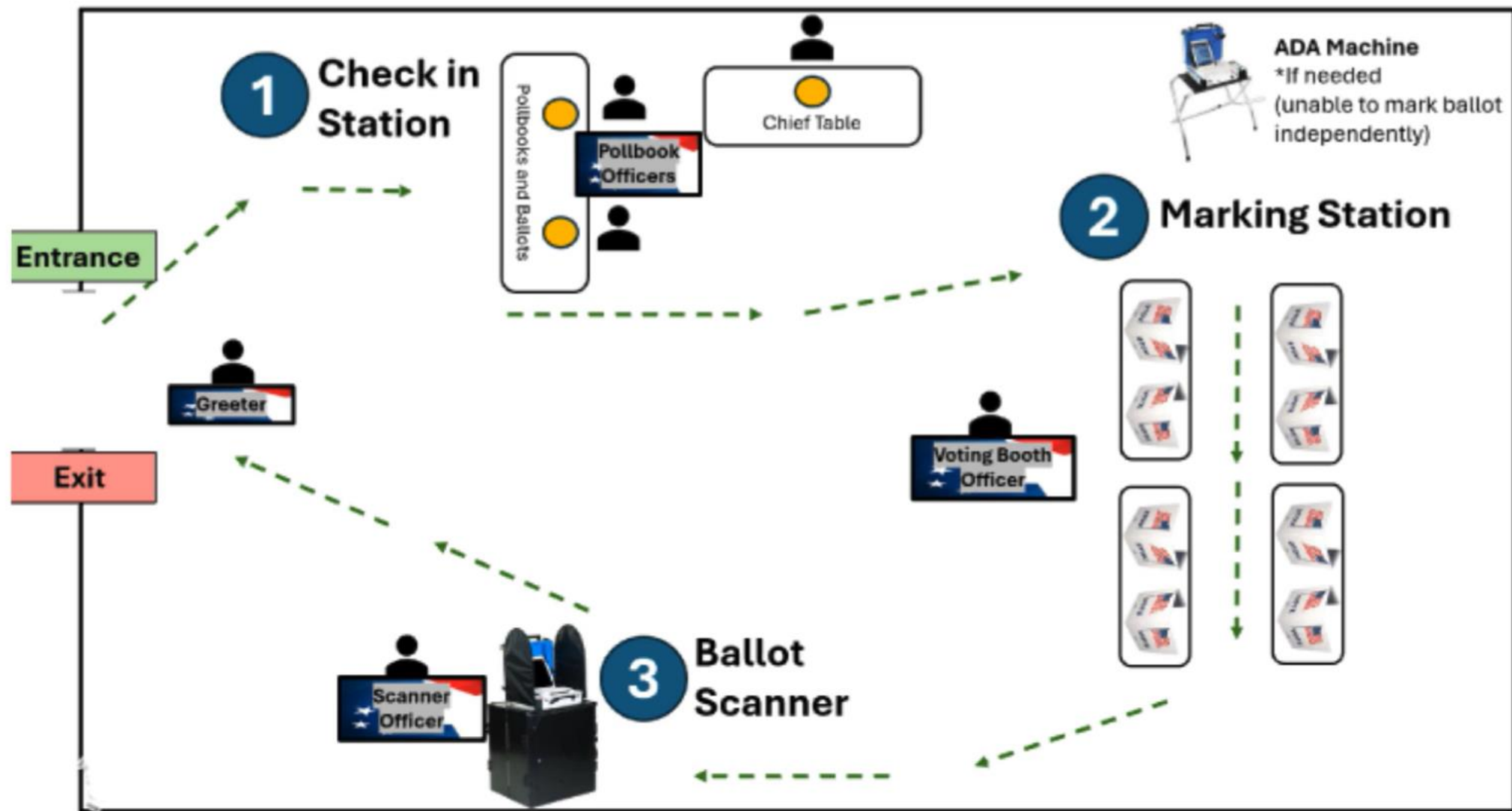




# Officer Titles in Precinct

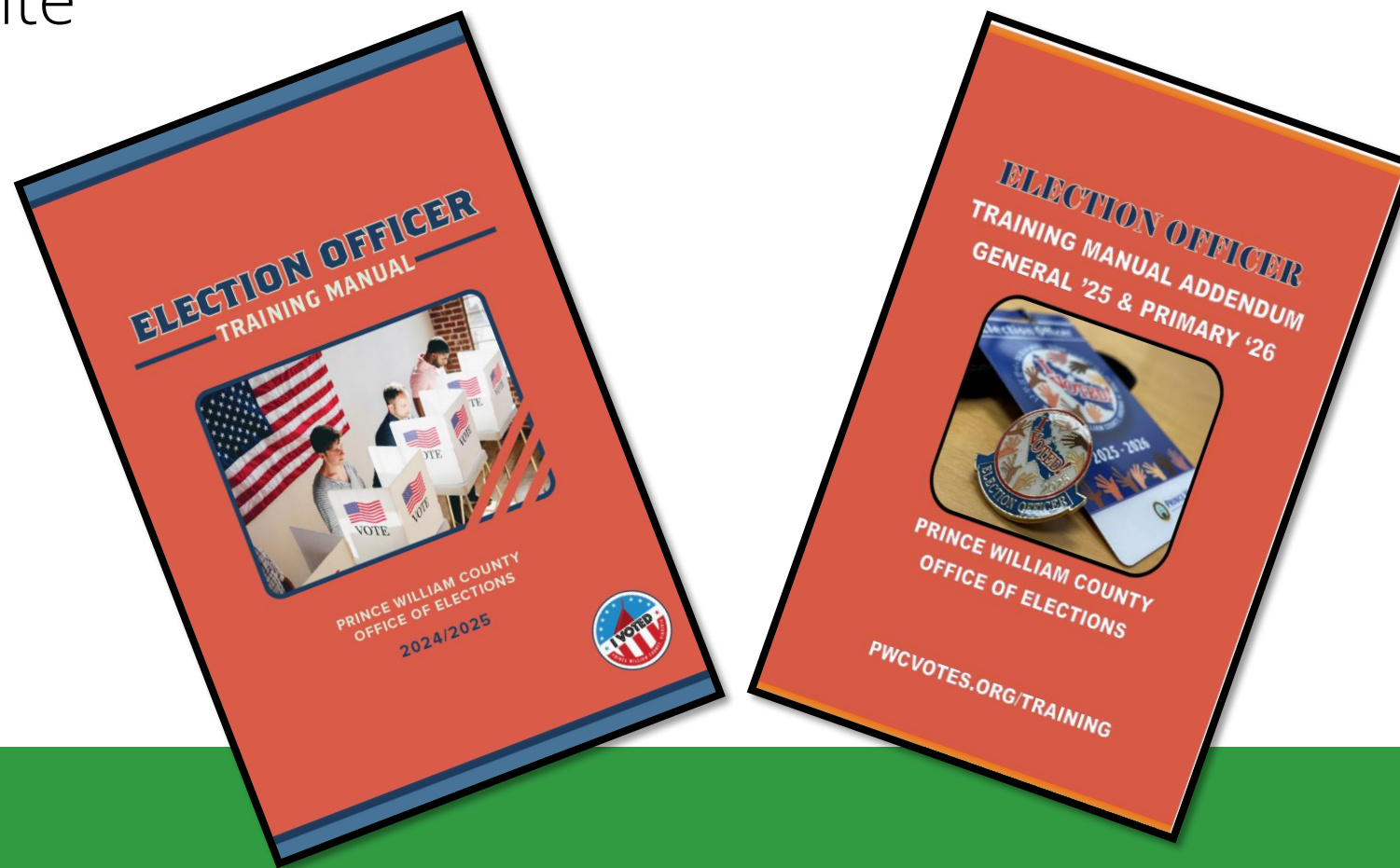
- Chief
- Assistant Chief
- Equipment Provisional Specialist
- Language Officer - **(That's You!)**
- Election Officer - **(That's You!)**

# Welcome To Your Precinct



# Election Officer Training Manual

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

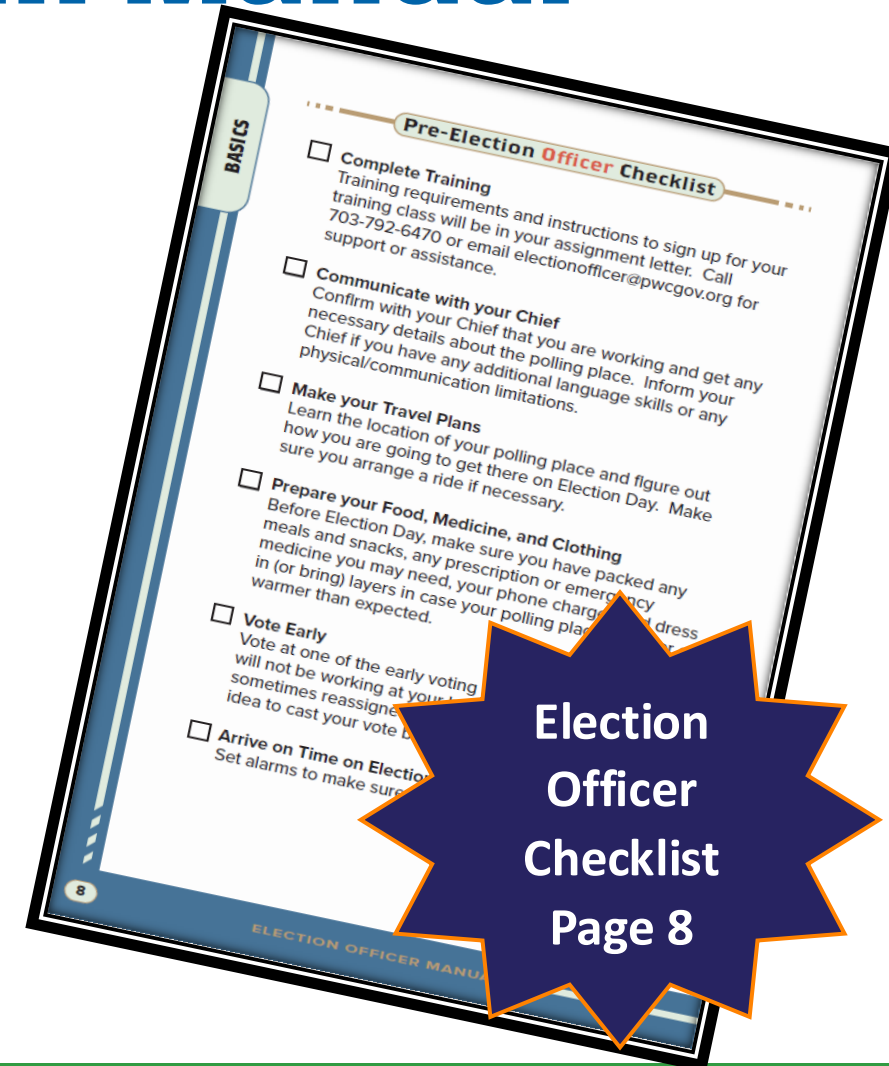




# Election Day Checklists in Manual

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 for the day – important!
- Provided by the Chief





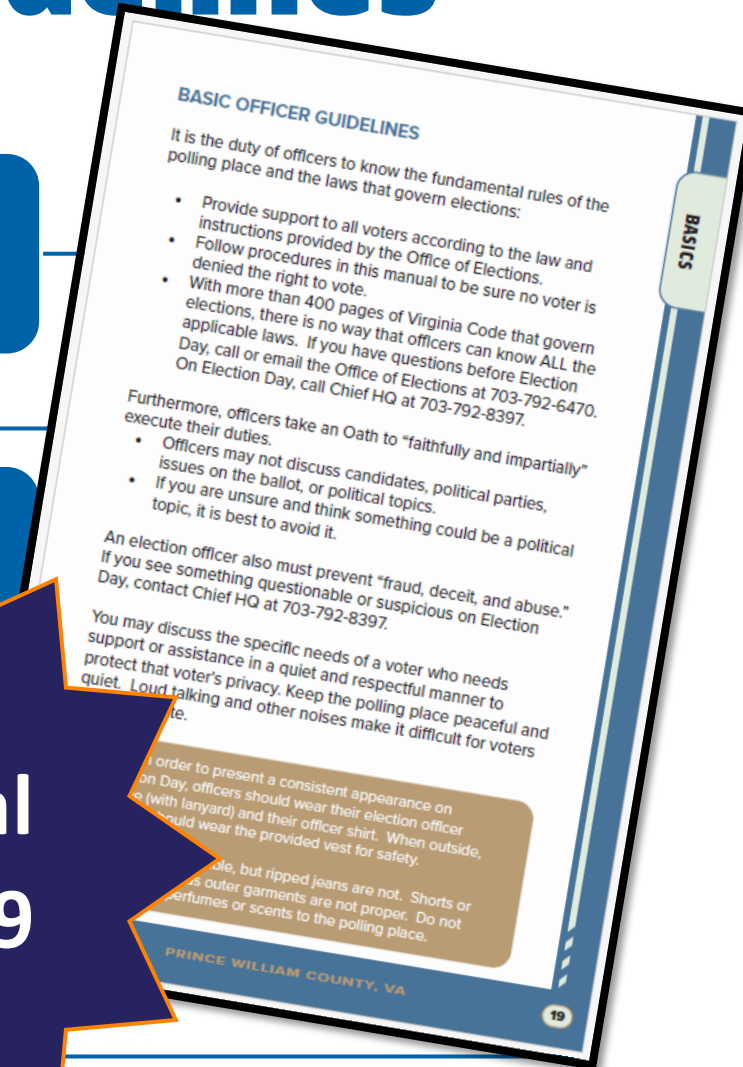
# What to wear & officer guidelines

Comfortable clothes and shoes  
( Dress is business casual )

Election Officer Shirt

Lanyard

Manual  
Page 19



# 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





# New Officer Notes:



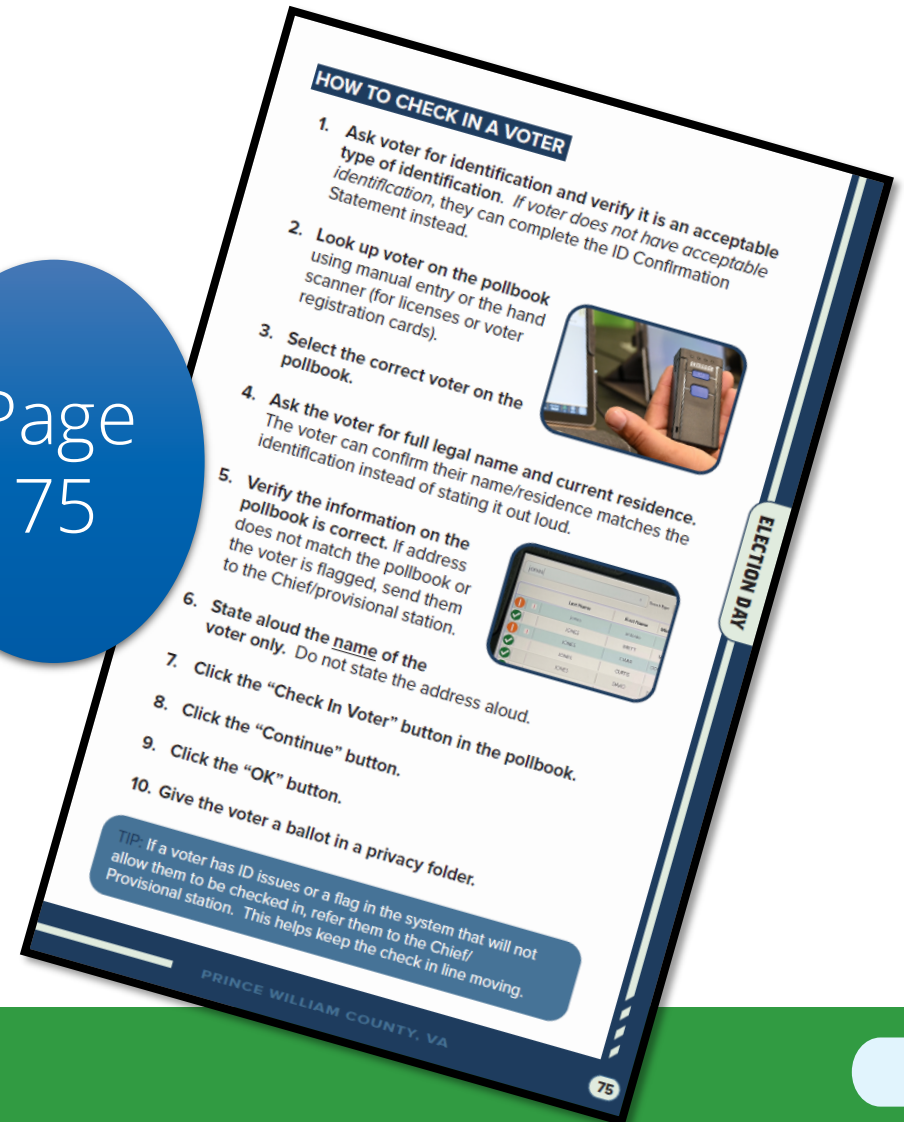
- Pick up your election officer T-shirt after class today
  - Vote Early
  - Have an experienced officer with you when using pollbooks / scanner for 1<sup>st</sup> time
- 



# Pollbooks – How to check in a voter

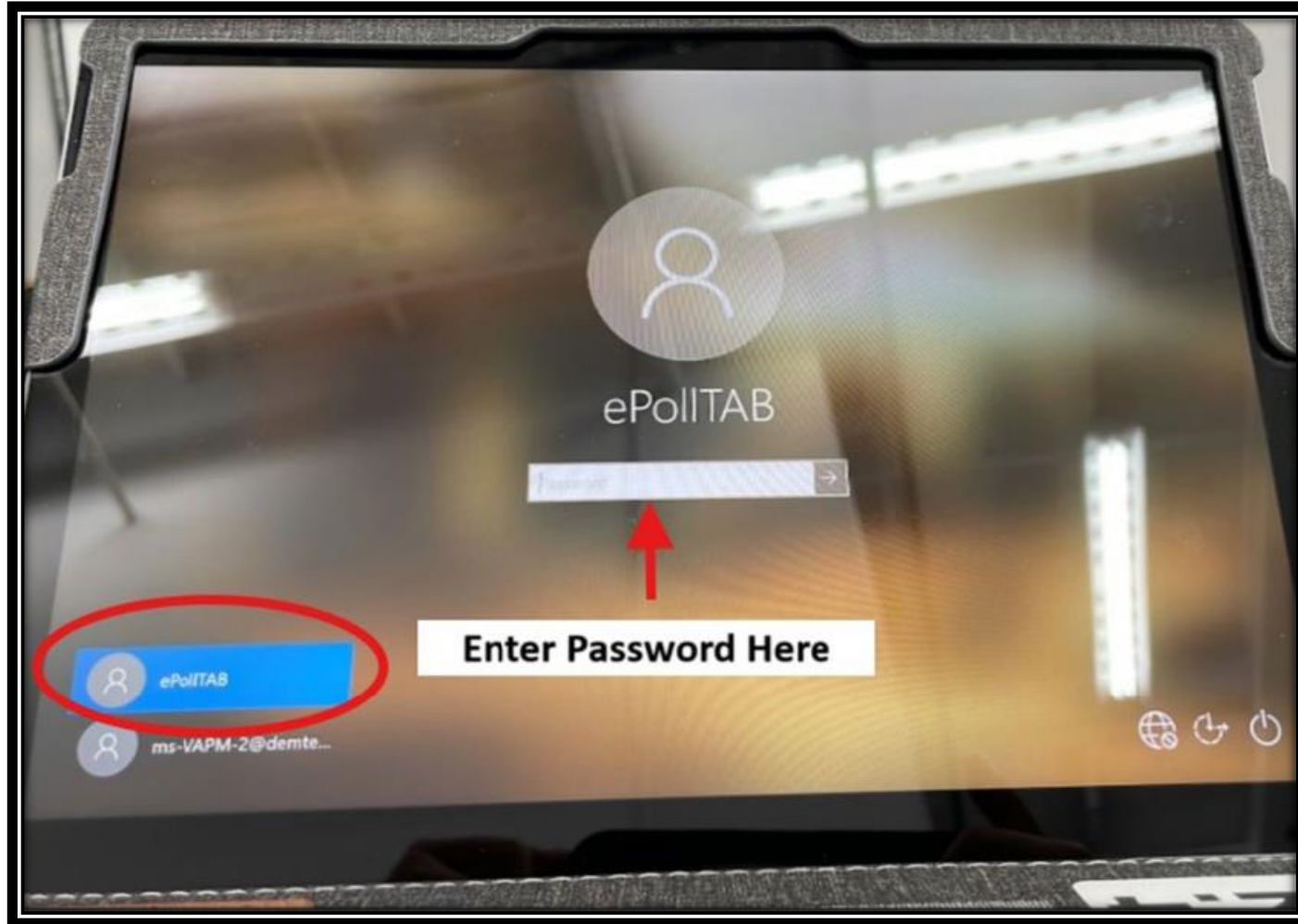
Please read  
and study  
**BEFORE**  
election day

Page  
75





# Pollbook - Check-in - 1<sup>st</sup> Step!





# 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



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

Voter States – provide you with a visual to easily identify check-in action


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



# 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/>)

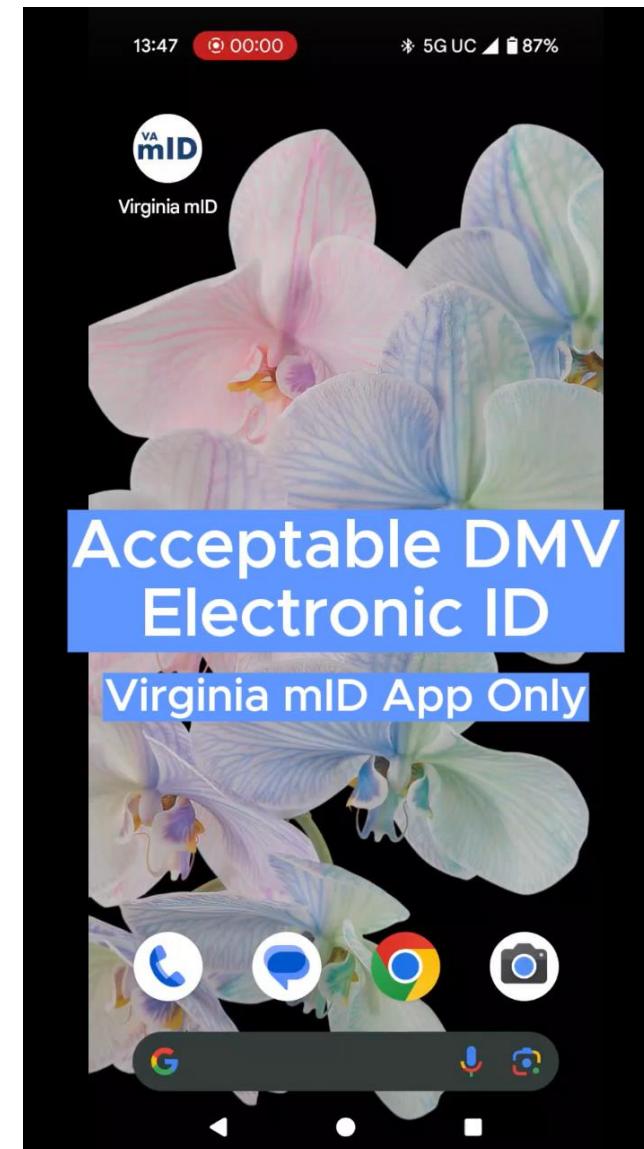
Virginia Code § 24.2-643(B)

Rev. 8/2023

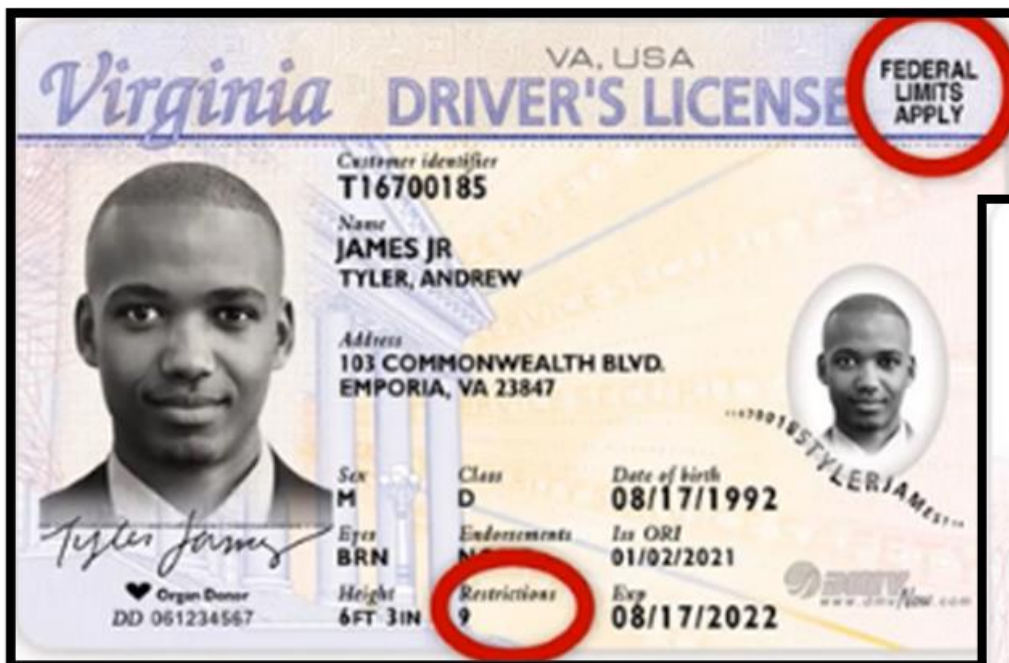


# DMV Electronic ID Demo

- Can only be accessed via **VA mID** app
- QR Code is not scannable like a barcode
  - 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

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



**SEND THESE VOTERS  
TO THE CHIEF!**





# 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





# Pollbooks-Voter Check-in Practice

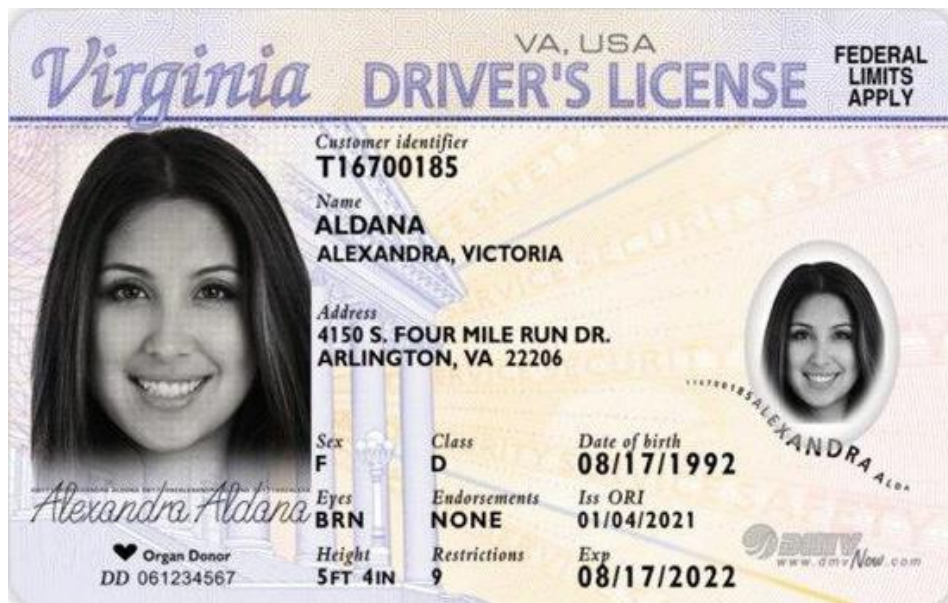
Tap here to Search Search Type: Last Name, First Name, Year of Birth  Search All  Advanced Search

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
[Empty Table Area]					

2023/10/06 11:19:35 AM Total Voters: 564 Check In: 0 0401 10/04/24 Poll Status: Open 0 87% ☰



# How to Ask for Voter Information?



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





# 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





# 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



Manual  
Page 92

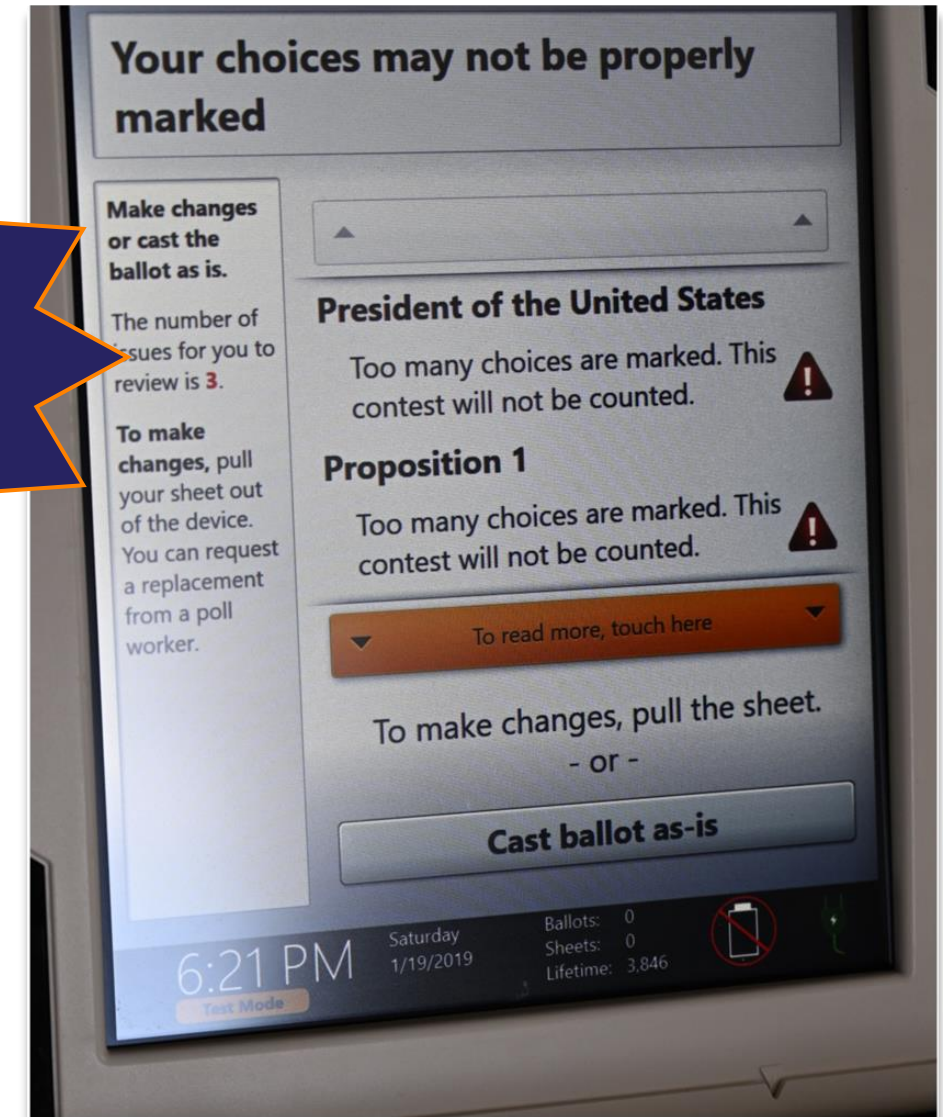




# Rejected Ballots

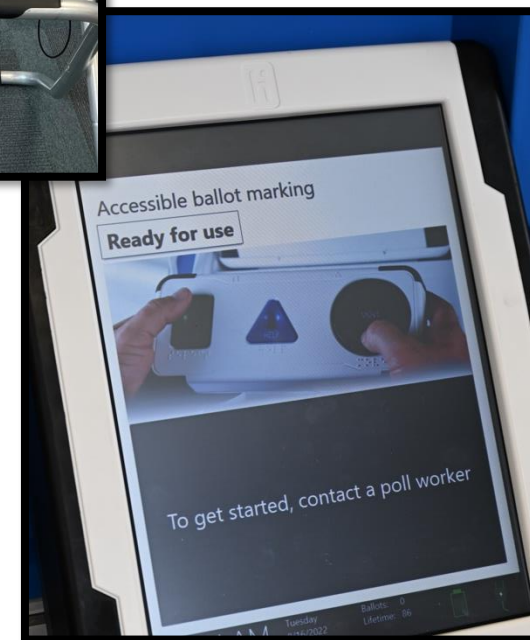
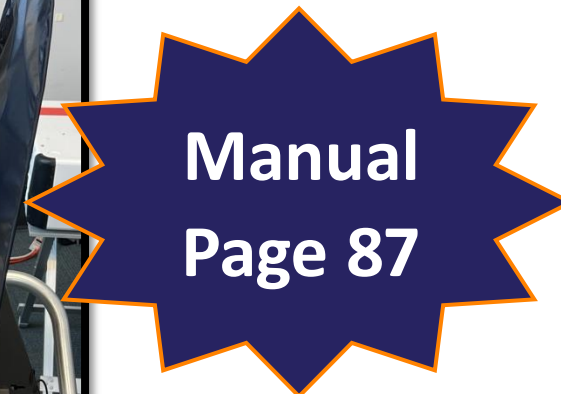
Manual  
Page 93-  
95

- 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



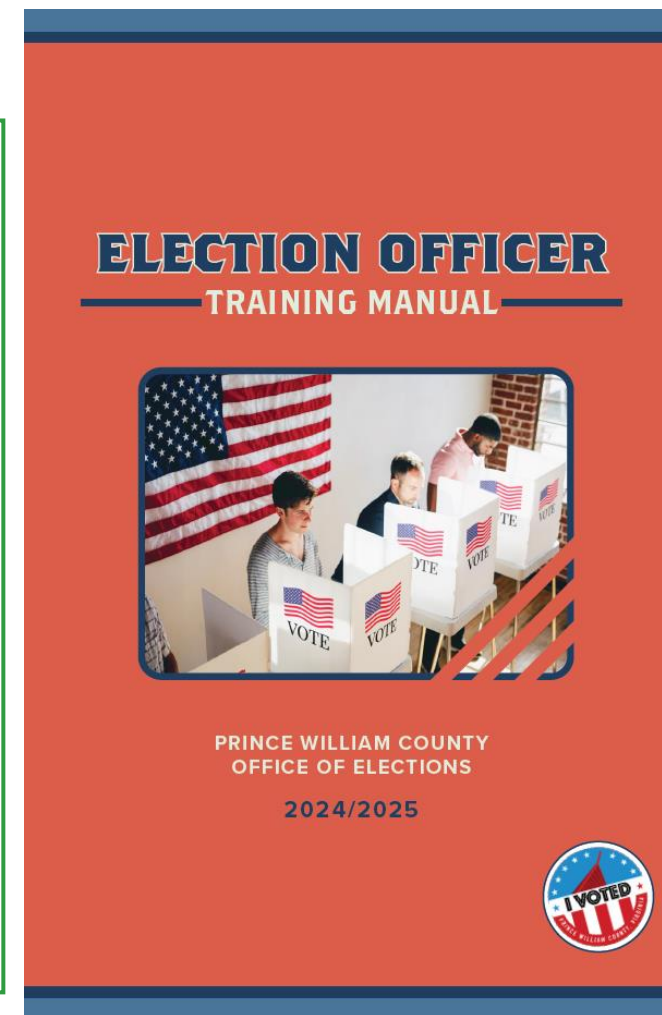
# Any Questions?

# GET THE CHIEF!



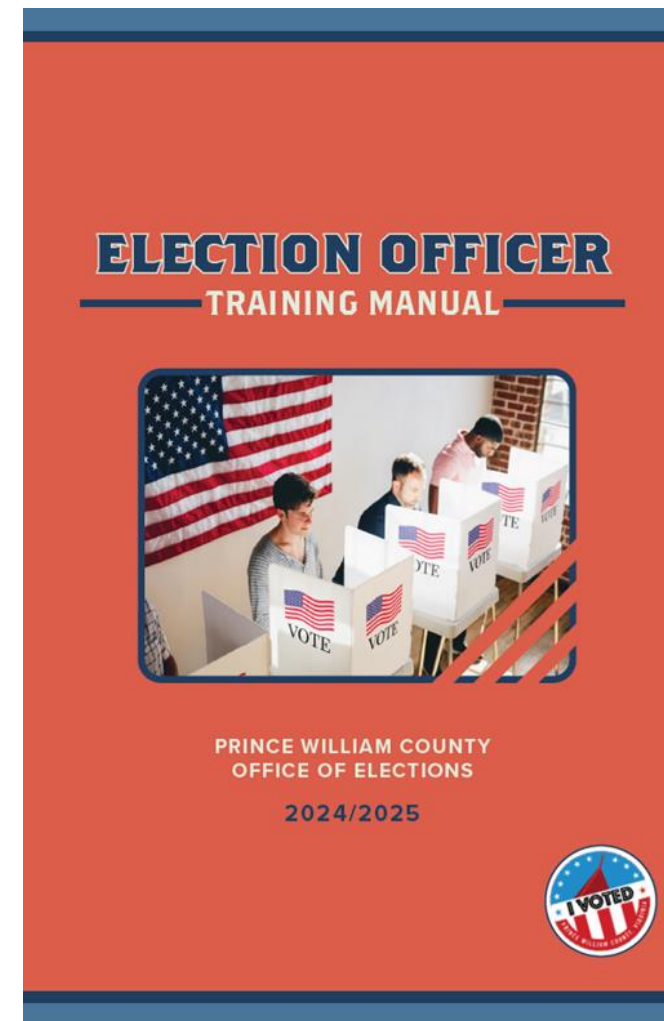
# Training Manual Review

- 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



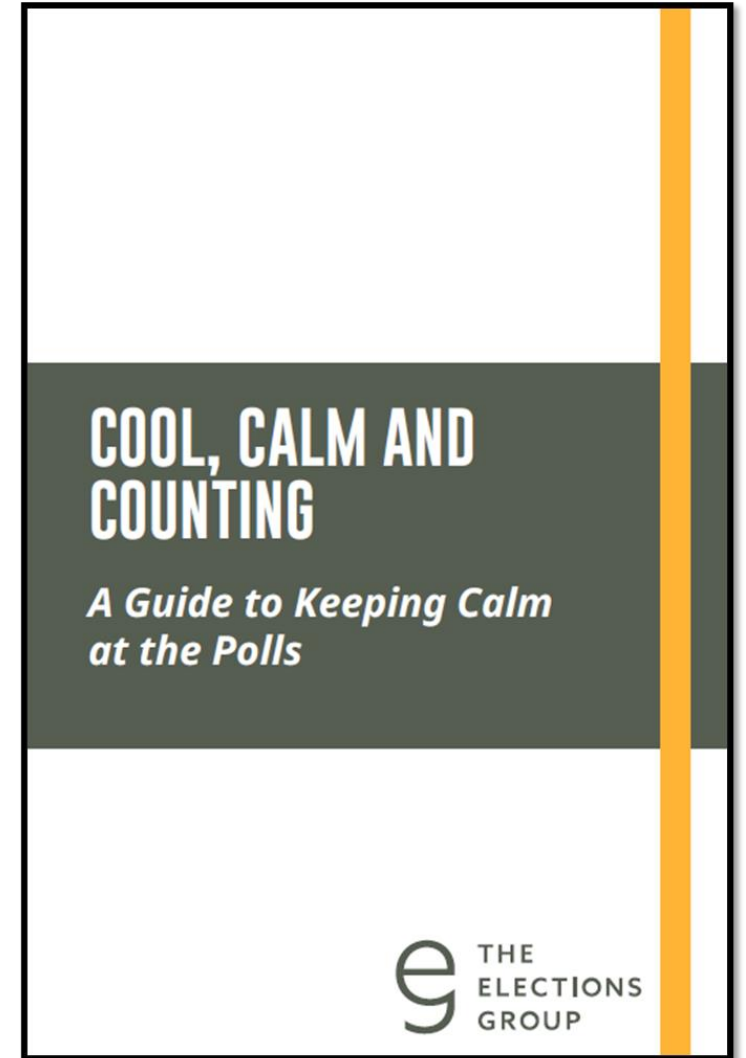


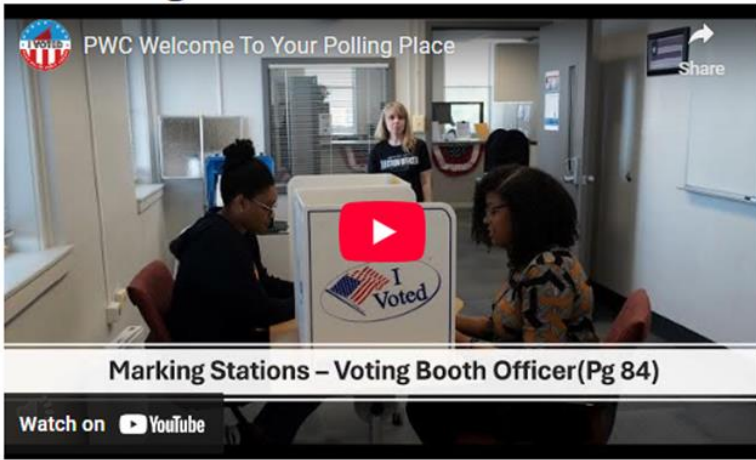
# De-Escalation

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

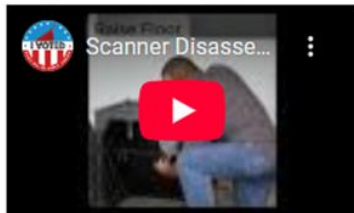
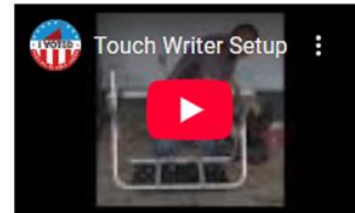
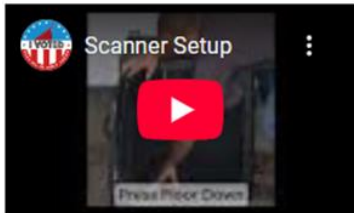
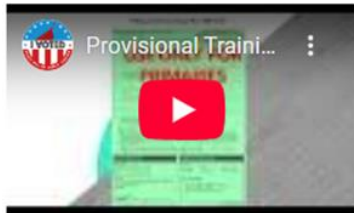
**\* Pamphlet will be in Chief Bag**

**\* Also located on the website**

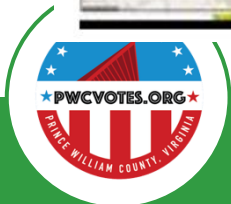




# [pwcvotes.org/training](http://pwcvotes.org/training)

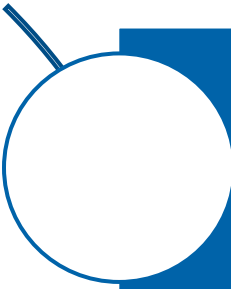


- 10+ Videos
- Training Slides & Videos
- Manual





# Final Notes



**Make sure to register in the Officer Portal and county payroll – Mobius (Assignment Letter)  
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](mailto:electionofficer@pwcgov.org) or call the Staffing Department at 703.792.6485**





*Thank You!*

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

*We can not do this without you!*