

PWC Officer Essentials

Welcome

- Welcome to the Prince William County Election Officer Essentials Training Class

Manual

- Please have your manual available. Manual and slides available on website under Training

Housekeeping

- This class will be approximately 1.5 hours



Message from the PWC Director of Elections



Eric Olsen

PWC Electoral Board




Marcus Moyer



Keith Scarborough



Heidi Stirrup



Please save your questions for
designated Q&A slides or add
them to the chat if on-line

Election Day Details & Additional Information

Election Day: Tuesday, June 17th, 2025

Type: DUAL Primary (TWO Ballots)

Officer Hours: 5 a.m. – 8:30 p.m.

Voting Hours: 6 a.m.– 7 p.m.

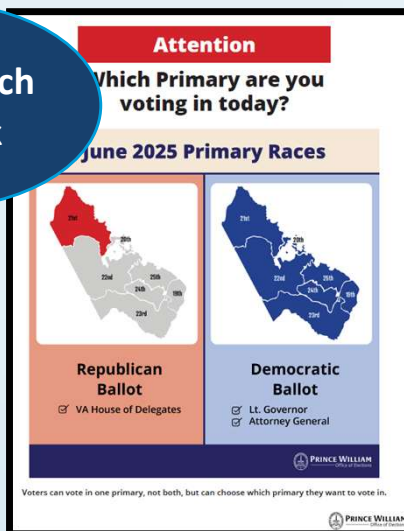
Monday Set-up: Available

Election Officer Pay: \$200

Officer in Charge: Chief



One w/ each
Pollbook



- 86 Precincts will have a Democrat Ballot ONLY
- Conduct regular “Check-In”
- Notices
 - Letter Size (x5)
 - Tabloid Size (x1)
- Additional text for pcts with no Rep Primary:
“The candidates for the Republican Party are uncontested for this precinct.”



Post by
entrance

Precincts with Dual Primary (17)

106 Unity Reed

110 Buckland Mills

112 Burke-Nickens

202 West Gate

401 Evergreen

402 Gravely

403 Bull Runn

404 Unity Braxton

405 Alvey

406 Alvey

407 Heritage Hunt

409 Tyler

410 Mountain View

411 Mullen

412 Catharpin

413 Reagan

414 Seymour



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.



Important Reminders

Early Vote

What to bring

What to wear

Lanyard/Badge

Be respectful to voters and other EOs

Never tell a voter that they can't VOTE-Send to Chief!



EARLY VOTING

2025 June Primary
Hours
To Be Announced
Friday, May 2, 2025 - Saturday, June 14, 2025

Locations
Main Office
Office of Elections
9250 Lee Ave, Suite 1, Manassas, VA 20110

Satellite Locations
A.J. Ferlazzo Building
15941 Donald Curtis Dr, Woodbridge, VA 22191
Brentsville Courthouse
12229 Bristow Rd, Brentsville, VA 20136
DMV Woodbridge
2731 Catonsville Rd, Woodbridge, VA 22191
Dumfries Community Center
1775 Main St, Dumfries, VA 22026
Haymarket Gainesville Library
14870 Lightner Rd, Haymarket, VA 20169

Drop boxes are also available at all Early Voting sites during voting hours.

Locations

A map of Prince William County, Virginia, with several locations marked by blue dots and lines. The locations are: Haymarket Gainesville Library (14870 Lightner Rd), Main Office (9250 Lee Ave), DMV Woodbridge (2731 Catonsville Rd), A.J. Ferlazzo Building (15941 Donald Curtis Dr), Brentsville Courthouse (12229 Bristow Rd), Dumfries Community Center (1775 Main St), and J. Paul Smith (17 Main St).

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Should You Wait Until Election Day to Vote?



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What to Wear & Officer Guidelines

Comfortable clothes and shoes

- Dress is business casual

Election Officer Shirt

Lanyard

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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.

Do not discuss the specific needs of a voter who needs assistance 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.

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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



Reminders



- Hand scanners on pollbook tablets needs to remain plugged in.
- No more Election Officer buttons. We now have lanyards with badges.
- Bring your lanyard and badge from November

Manual

- Important Training Tool
- Review before Election Day
- Bring to Trainings
- Bring on Election Day
- Manual available on-line

ELECTION OFFICER — TRAINING MANUAL —



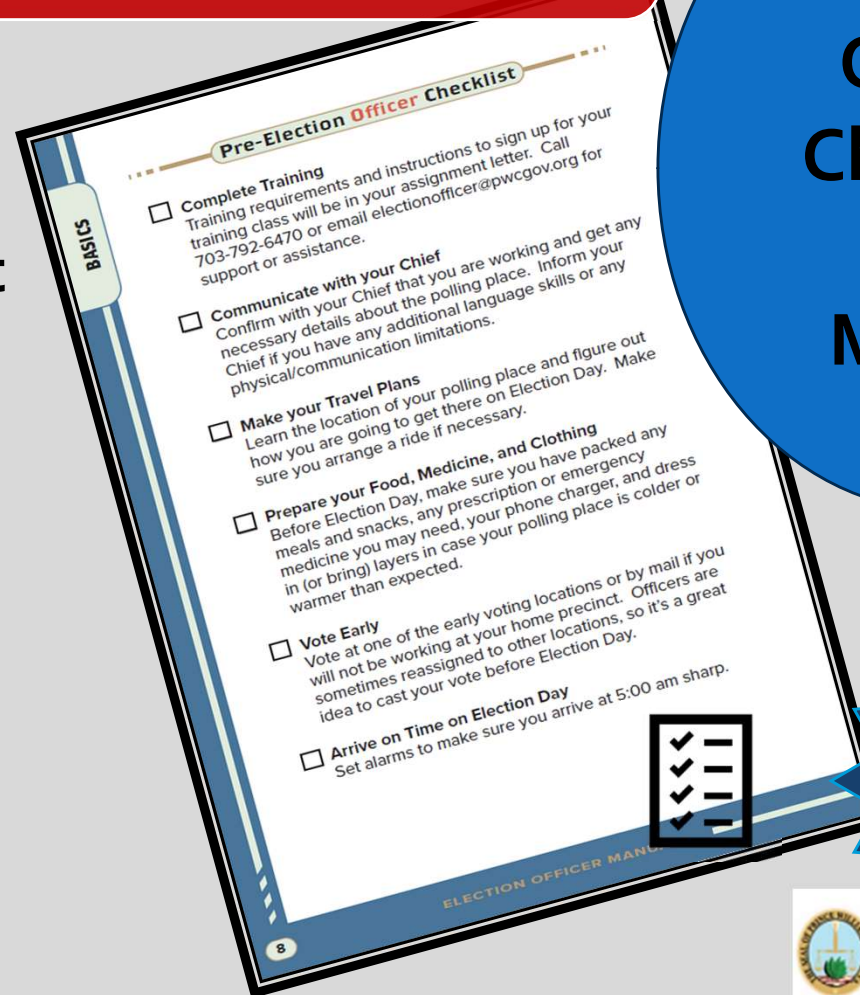
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OFFICE OF ELECTIONS

2024/2025



There are several Checklists in the Manual

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



**Election
Officer
Checklist
In
Manual**

**Manual
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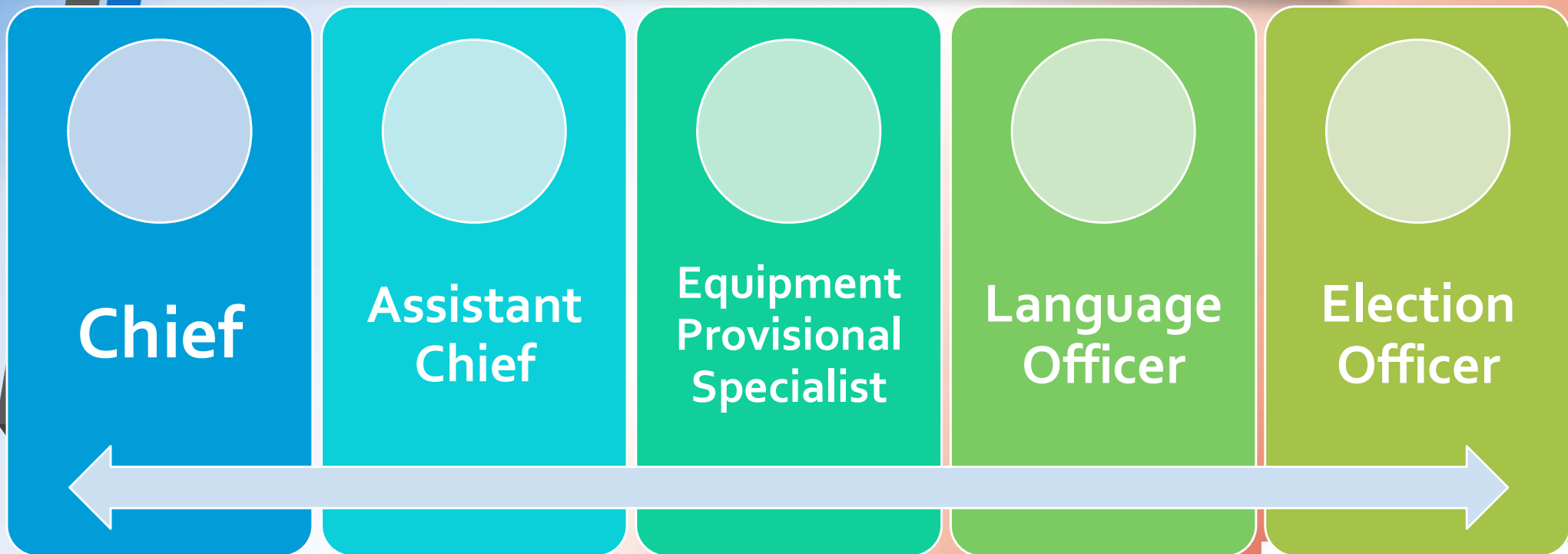


QUESTIONS?



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Office Titles in Precinct



Office Roles in Precinct



The diagram illustrates the workflow of precinct office roles. It consists of four colored boxes arranged horizontally: Greeter (blue), Pollbook Officer (cyan), Voting Booth Officer (teal), and Scanner Officer (green). Each box contains a circular placeholder for a photo. A large, light blue double-headed arrow spans the bottom of all four boxes, indicating a two-way flow of interaction between the roles.

Greeter

**Pollbook
Officer**

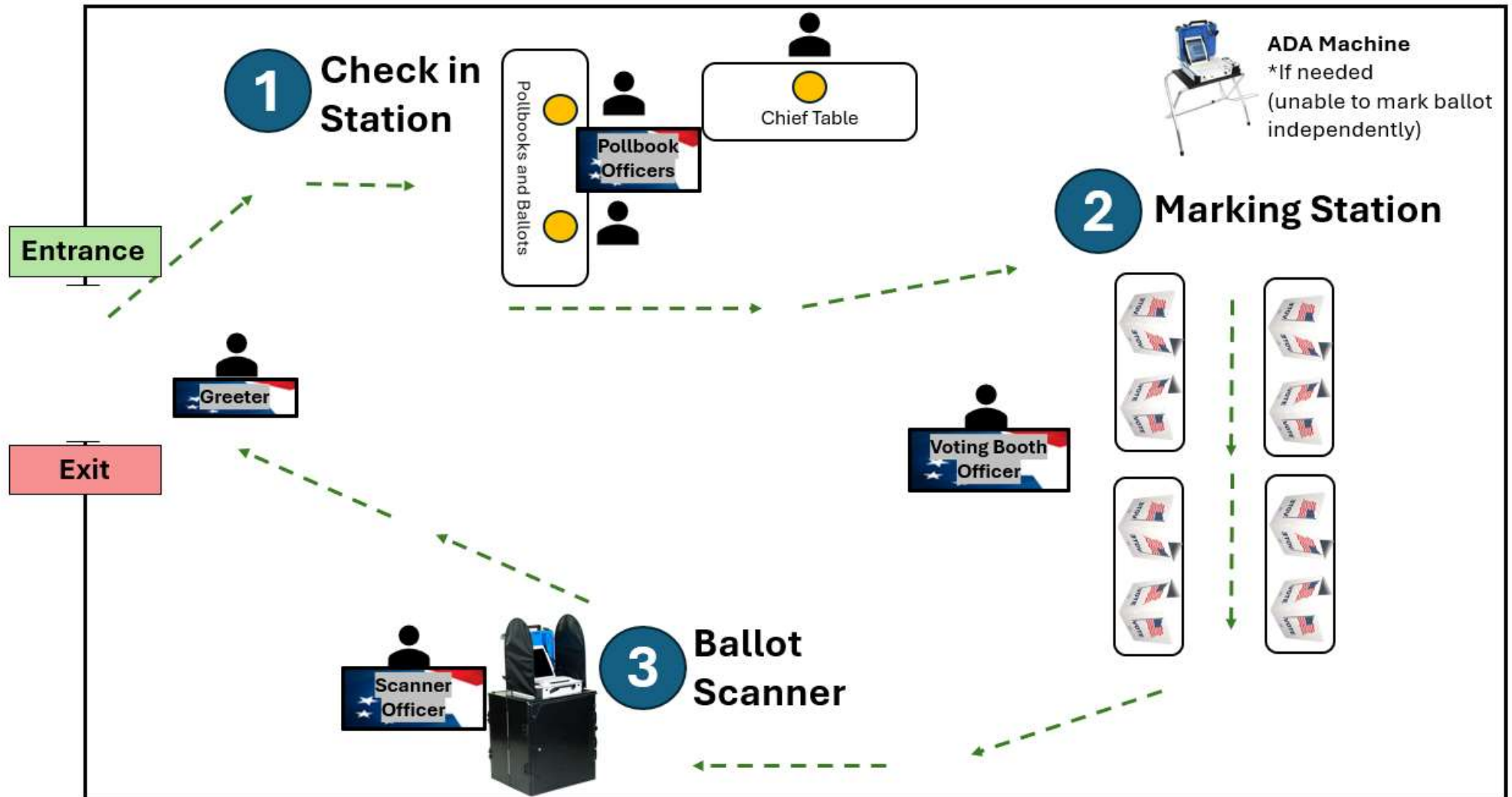
**Voting Booth
Officer**

**Scanner
Officer**



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Welcome To Your Precinct







Marking Station Reminders

- No Talking While in the Marking Station
- Cell Phone Use is Allowed

How to Check-In a Voter

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HOW TO CHECK IN A VOTER

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. The voter can confirm their name/residence matches the identification instead of stating it 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 name 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 helps keep the check in line moving.

ELECTION DAY

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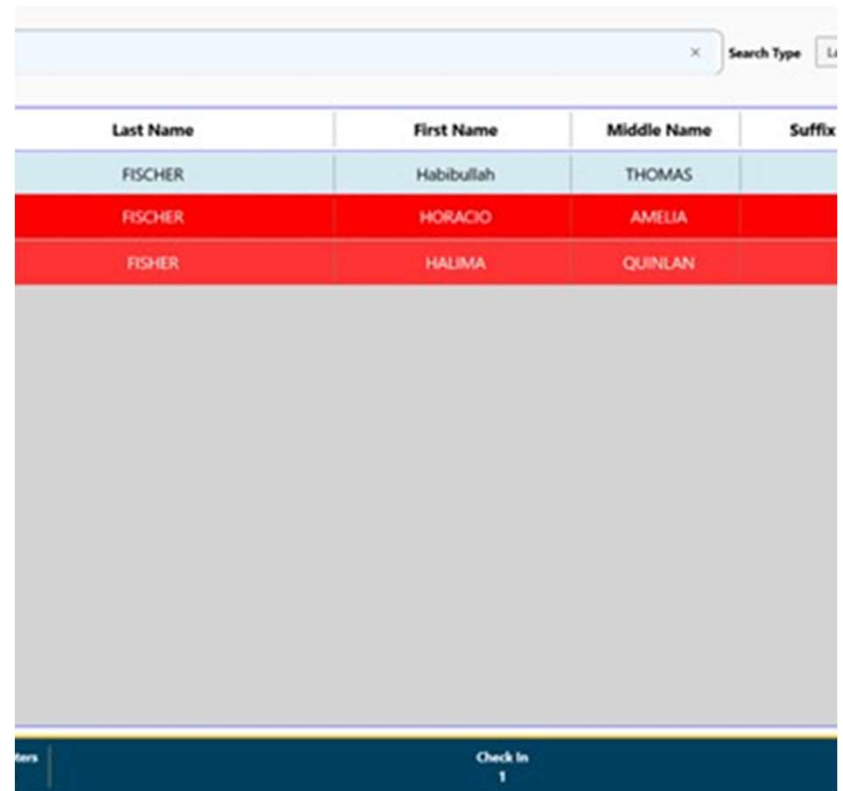
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Pollbook Reminders

- Three letters of last name, then a comma, then three letters of first name (add comma and “year of birth” if needed)
- Remember there is an Advanced Search – See Leadership for assistance

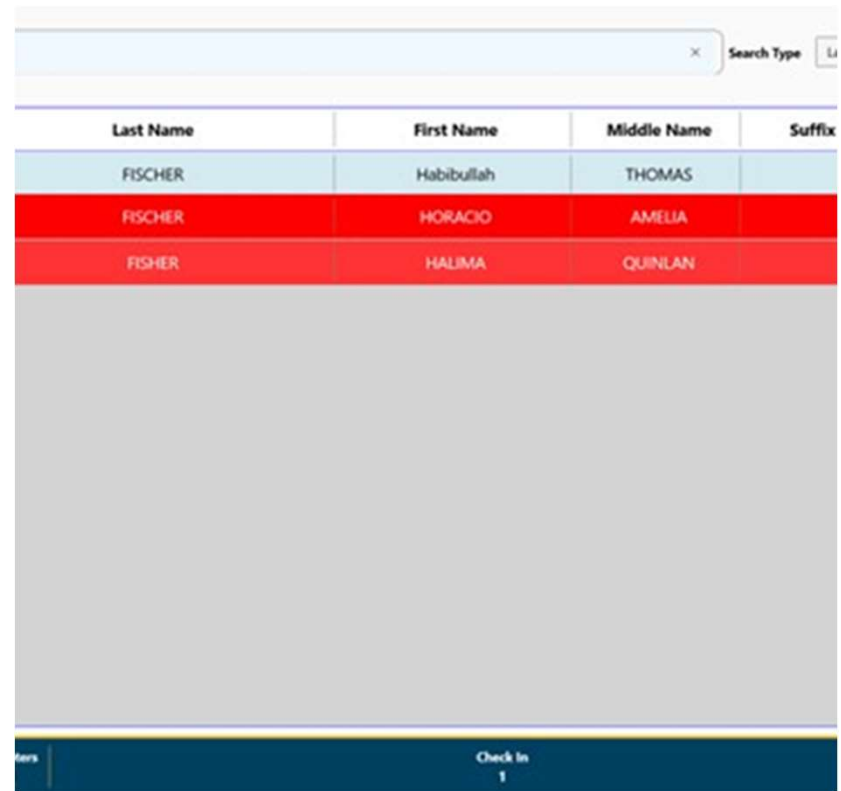


Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	



Pollbook Reminders Cont.

- THREE click process
- (4 for Primary)
 - “Check in Voter”
 - (Extra Step in Dual)
“Which Primary are you voting in today?”
 - “Continue”
 - “OK”
- RED means “Checked-In”



Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	

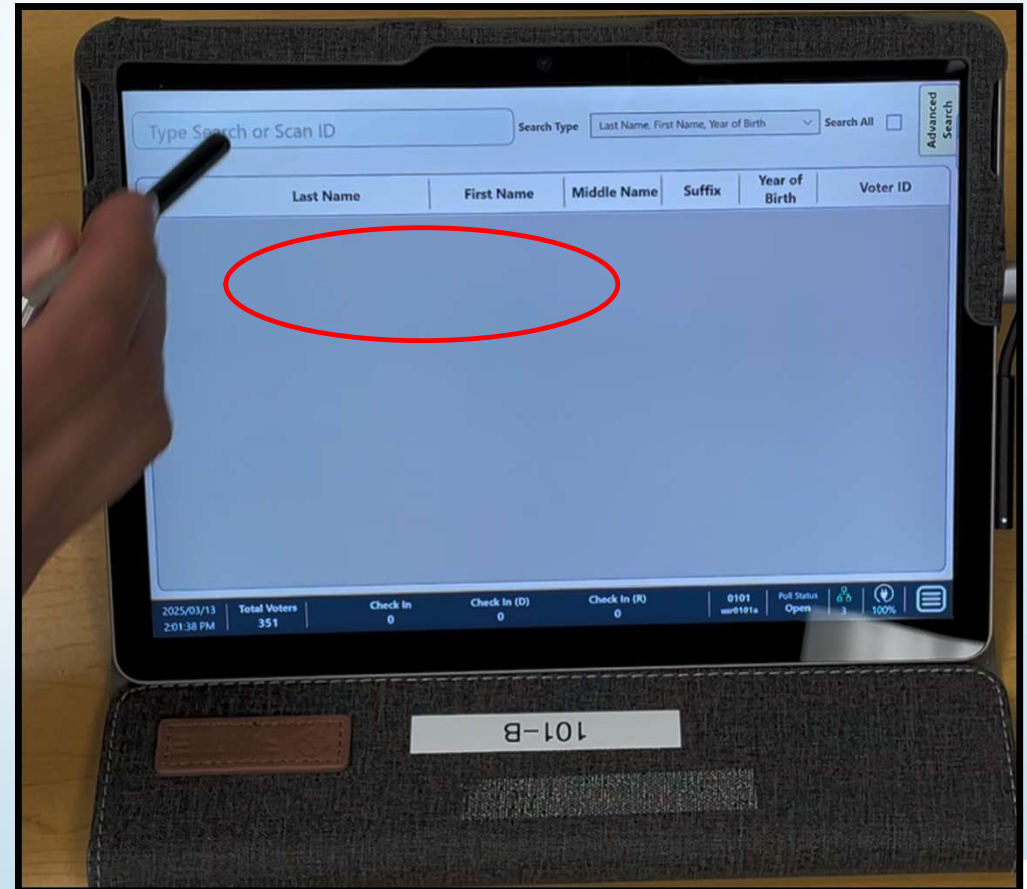
Check In
1



Check In Reminders – Dual Primaries

VERY IMPORTANT!

- **Use script when asking voters to select primary**



Important

Please remember to click **CANCEL** on the Pollbook if the voter chooses not to vote in this election.



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★ 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 identification from one of the 11 tribes recognized by the Commonwealth	Yes
Nursing home residence card	Yes, if issued by a government facility.
Current income tax return, paycheck stub, or other document containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Statement signed by the voter	Yes
Expired 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

Acceptable Vote

Only 2 IDs are required
to have a photo:

- Employer issued ID
- 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








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

Pollbook "Flags" When Checking in a Voter "States & Tags"

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

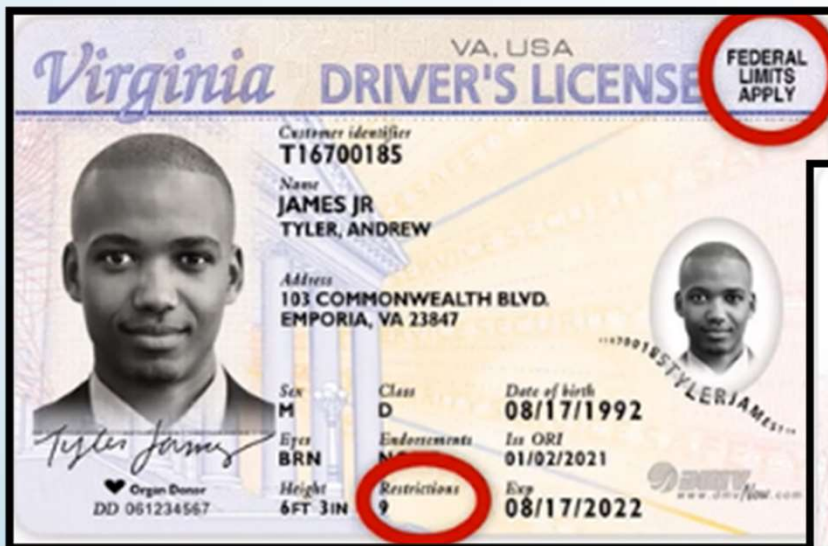
Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked ballot.
	ABM	AB Marked This voter returned a marked ballot.
	ABOM	ABOM - This voter has already voted in person during the early voting period.
	CANNOT VOTE	Cannot Vote - This voter's 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 <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.



Pollbooks

Driver's Privilege Card

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Is this ID acceptable?



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When to Send Voter to the CHIEF

- Inactive Voters
- Absentee Issued



When to Send Voter to the CHIEF Cont.

- Wrong Polling Place (or cannot find on Countywide Lookup)
- Overseas
- Already Voted



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



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QUESTIONS?



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New QR Codes with 2 Min “Set-Up” Videos



SCANNER & BALLOT BOX SET- UP VIDEO

Just in-case you are asked to assist



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Ballot Box and Scanner Setup



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Scanner Reminders Cont.

- You need to be behind the Scanner while voters are scanning ballots.
- You should be able to see the “blue light.”



Scanner Reminders Cont.

- If a ballot gets rejected, you need to engage with the voter to determine the issue.
- Remind the voter that the American Flag on the screen indicates that the ballot was accepted.





De-Escalation

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

*** Pamphlet will be in Chief Bag**

What to do after the polls are closed

Reminder: If a voter is in line at 7pm – They CAN vote!

Please use the Closing Checklist in the Manual

- Don't close down equipment until all voters have voted
- Clean up
- Remove all tape
- Take down signs
- Put tables & chairs away
- Clean up food area

Closing Checklist	
COMPLETE ALL THESE TASKS <u>AFTER</u> VOTERS LEAVE	
PRIORITY TASKS	<input type="checkbox"/> Close the doors to the polling place
	<input type="checkbox"/> Check emergency ballot bag (scan ballots)
	<input type="checkbox"/> Complete the Pollbook Summary
	<input type="checkbox"/> Close Polls on the ballot scanner (p. 120)
	<input type="checkbox"/> PRIORITY Chief: Report results in Tallypoint <i>Double check all work for accuracy. Complete by 7:45.</i>
CHECK YOUR WORK	<input type="checkbox"/> Close the pollbooks (p. 124)
	<input type="checkbox"/> Remove ballots from ballot scanner and pack Box #3
	<input type="checkbox"/> Pack the Scanner (p. 121) and Ballot Box (p. 122)
	<input type="checkbox"/> Breakdown and pack the Touch Writer/printer (p. 123)
	<input type="checkbox"/> Chief completes the SOR (p. 125)
	<input type="checkbox"/> Pack unused ballots in Box #6
	<input type="checkbox"/> Empty Ballot Drop Box into (new) Envelope #9 (p. 125)
	<input type="checkbox"/> Clean up the polling place (p. 126)
	<input type="checkbox"/> Complete polling place closing paperwork (p. 128)
	<input type="checkbox"/> Make sure officers sign <u>ALL</u> tapes and required forms
	<input type="checkbox"/> Pack and seal all the envelopes properly (p. 128)
<input type="checkbox"/> Double-check you have all drop off items (p. 130)	
<input type="checkbox"/> Two officers must return ballots and key items (p. 130)	

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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

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

Manual Honorable Mentions

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

Manual Honorable Mentions



QUESTIONS?



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Thank YOU!

Have a great election day!

JUNE 17th, 2025

**Submit Att Survey
(virtual only)**



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