# **Certification Training** June 17<sup>th</sup> Dual Primary Election

## **Class outline**

- Introduction and "What's New"
- November Provisional Stats
- Move Rules Video
- Set up the Pollbooks (Hands on)
- Scenarios (Hands on )
- Closing the Precinct (Hands on)
- Opening and closing the equipment (Hands on)

# **PWC Electoral Board**





**Marcus Moyer** 



**Keith Scarborough** 



**Heidi Stirrup** 

# **INTRODUCTIONS**

Welcome to Certification Training

You will be working independently today.

# New QR Codes with 2 Min "Set-Up" Videos





About > This Election

# **General Information**

• Election Day: June 17, 2025

• Type: Dual Primary Election

NOTE: Only 17 Precincts will have a Republican Ballot (HD21)

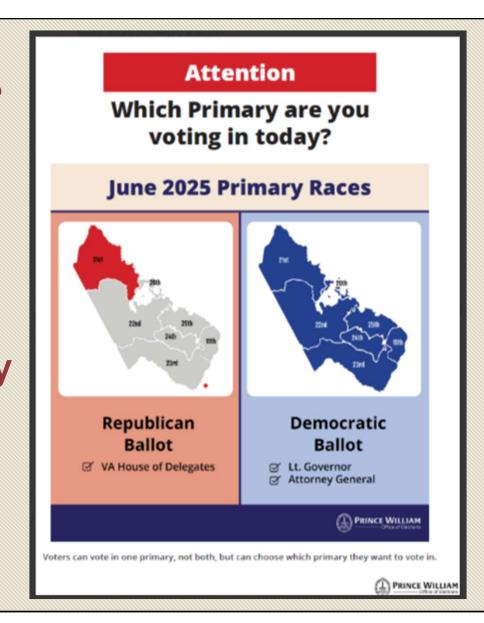
• Work hours: 5:00 am - ~ 8:30 pm

• **Voting Hours:** 6:00 am – 7:00 pm

Monday Setup: Available (some schools may not be available)

• Officer in Charge: Chief Officer

- 87 Precincts will have a Democrat Ballot ONLY
- Conduct regular "Check-In"
- Make sure that this document is posted by "Greeter" and is taped to the "Check-In" table in-between pollbooks



## **REMINDERS**

- Vote Early.
- Don't display passwords or codes.
- Check-in clerk will send all voters with issues to the Chief.
  - A standard voter is one where the name comes up and you check them in.
  - · Anything else is an issue.
- Don't put the Ballot Box on top of the cage.



Your Cage Should be Delivered by 4pm on Monday Before Election Day!

The Operations Team will send you a text on Monday to let you know that your cage has been delivered!

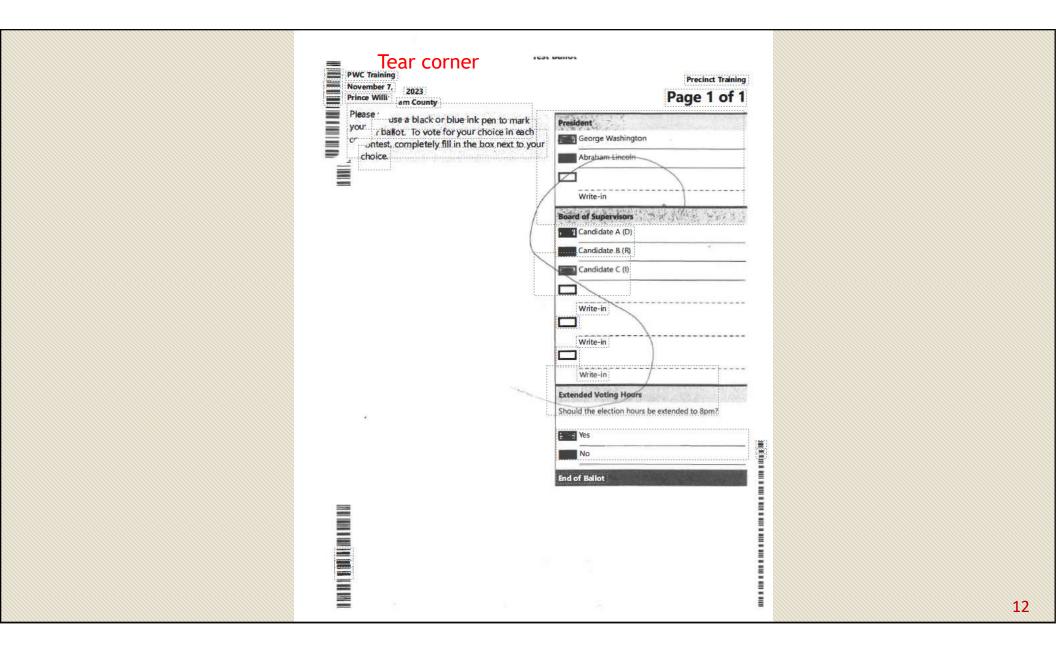
## **CHANGES**



- Hand scanners on pollbook tablets needs to remain plugged in.
- No more Election Officer buttons. We now have lanyards with badges.

# CHANGES cont

- Spoiled Ballots We now TEAR the top left corner of the ballot and put the spoiled ballot and corner in envelope 4.
- The Provisional Ballot Envelope has changed AGAIN.



## PROVISIONAL REMINDERS

## **Common Provisional Mistakes:**

- Provisionals
  - Citizenship question at top MUST be marked
  - The ID used at check-in is the same for Provisionals
  - Double check the felony question on the Green Provisional Envelope
  - Check the "Did you check ID" Box
  - Don't forget the EO "Signature" at bottom of envelope

## PROVISIONAL REMINDERS

Reasons why Provisionals were rejected that could have possibly been avoided by completing the paperwork correctly – Out of approx. 8,000 Prov.

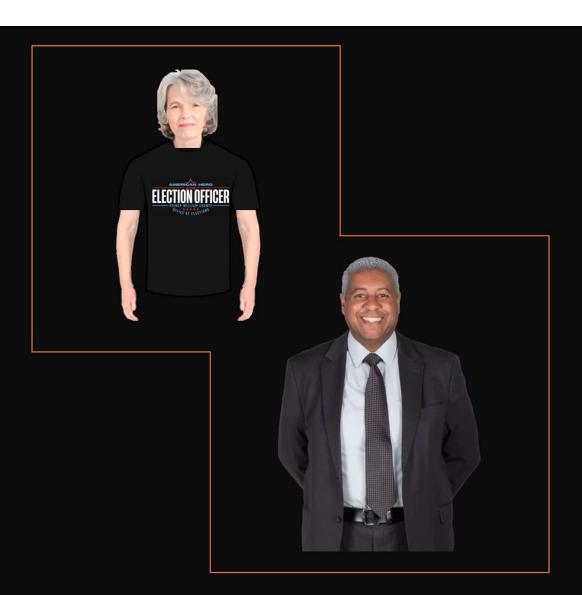
VR incomplete (citizenship, felony, 218 signature, address)

Wrong PCT 426



# Move Rules Scenario

Address provided by voter does not match your pollbook.

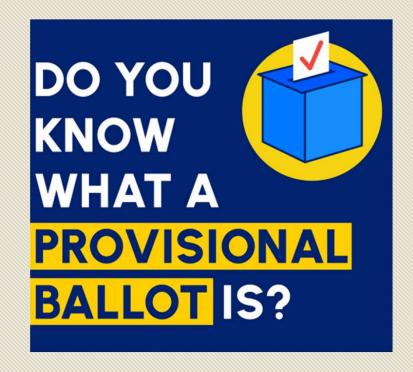


# When Do Voters Get a PROVISIONAL BALLOT?

Absentee Voters without ballot

Not on your Pollbook

Already voted



SEND THESE VOTERS TO THE CHIEF

# **Provisional Ballot Process (Voter)**

- Check reason on Provisional notice and have voter read the notice.
- Ask voter which Primary they are voting in today.
- Mark D or R on upper right corner of the envelope.
- Give voter a Provisional Ballot Envelope, Provisional Ballot, and a glue stick.
- Send voter to private area to complete envelope, ballot, and then seal ballot in envelope.

# **Provisional Ballot Process (EO)**

- Take sealed envelope from voter.
- Check and sign envelope.
- Complete Tally point log.

# **Provisional Ballot Process**

- Have voter put envelope into Provisional Ballot Bag.
- •Give voter the voter notice and the I Voted sticker.



## \* VIRGINIA \* DEPARTMENT of ELECTIONS

Provisional Voter Notice § 24.2-653, Code of Virginia

Dear voter.

Election Officer - Give this notice to all provisional voters

You voted a provisional ballot today.

Your local Electoral Board decides which provisional ballots will be counted. They will meet at 12:00 pm (noon) on the Wednesday after Election Day at 9250 Lee Ave, Suite 1, Manassas, VA 20110.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at 703-792-6470.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Reasons you received a provisional ballot	Shown on pollbook as already voted
Same Day Registration (or not on pollbook)	Other:
Voting after hours due to court order	Voter does not have required ID & declined
Vote by mail - no ballot to surrender	to complete ID Confirmation Statement

#### If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

### If you learned that your registration was cancelled.

but you think it should not have been, call your General Registrar.

To see list of acceptable identification please visit:

www.elections.virginia.gov/registration/voterid/index

#### NO ID PROVISIONAL INFORMATION

#### **ID Delivery Deadline**

ELECT-653B

- The deadline to provide your ID is 12:00 pm (noon) on the Friday after the election.
   (Monday if Friday is a Holiday.)
- How and where to deliver your ID
- In person or mail to our main office (address above)
- By email: pwcvote@pwcgov.org
- By fax: 703-792-6461

Provisional Voter Notice Voltea la pagina para Español

Or Scan this QR code with your phone:

Rev 8/2023



## \* VIRGINIA \* DEPARTMENT of ELECTIONS

Aviso Para Votante Provisional § 24.2-653, Code of Virginia

#### Querido Votante,

Usted voto una papeleta provisional hoy.

Su Junta Electoral local decide cuales boletas provisionales van a contar.

La junta electoral se reunen a las 12:00 pm de la tarde el Miercoles despues de la eleccion en 9250 Lee Ave, Suite 1. Manassas. VA 20110.

La papeleta provisional no sera contada si la junta electoral no puede confirmar que el votante este calificado y registrado para votar en este recincto.

Usted puede proporcionar pruebas de que es calificado para votar en este recincto en persona antes de la fecha limite, o usted puede atender la reunion de la junta electoral para proporcionar pruebas. (La mayoría de las personas no necesitan asesoría legal, pero puedes traer un abogado contigo.) Si tiene preguntas, llame a la officine de su Registrador General - 703-792-6470.

Despues de finalizar la cuenta de votos, usted puede averiguar si su papeleta fue contada llamando al Departamento de Elecciones - 866-839-2556.

Razones por las que recibió una papeleta provis	ional
Registro el mismo día (no aparecio en el libro de votacion)	Aparece en el libro de votacion como ya aver
Voto despues de las cerradas de elecciones por orden judicial Voto por correo: no hay papeleta para rendir	votadoOtra razon:El votante no tiene la identificación requerida y se negó a completar la Declaración de confirmación de identificación

#### Si se registro por el DMV o otra agencia del govierno:

- Proporcione el nombre de la agencia, su ubicacion, y la fecha que se registro.
- Muestre un recibo, si tiene uno, al funcionario electoral o al Registrado General.

#### Si se entero que tu registro fue cancelado.

pero crees que no debería haber sido, contacte a su Registrador General.

#### Registrador Gerie

#### INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

#### Informacion

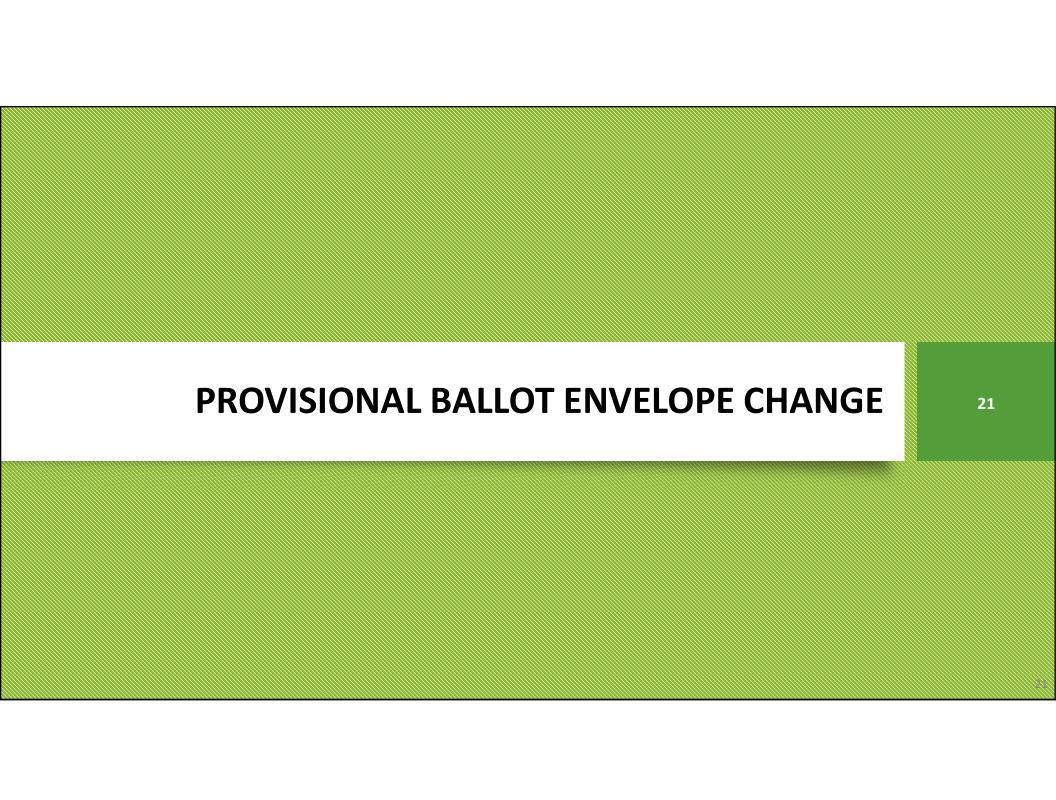
- Fecha limite de entregar identificacion es 12:00 pm el Viernes despues de la eleccion. (Lunes, si Viernes es feriado.)
- Como entregar identificacion
  - · En persona o por coreo a nuestra oficina
  - Por coreo electronico: pwcvote@pwcgov.org
  - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite: www.elections.virginia.gov/registration/voterid/index

O Escaneea este codigo QR con su telefono:



Flip page for English



me Day Registration Provisional Ballot he resides in this precised but is <u>not</u> on this precised's polibook	SDR	Printery elections — Party ballot [] [] []
Starred (*) items are required. If you do not complete all of the	stems that are marked with *	
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*Lest Name	Jr. Sc. II III IV (Co	or one). Other (write m)
* First Hame	* Middle Name	☐ None
* Residence Address (Maynot bear RO Box)		Apt
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Same Day Reg



Other reasons

		Precinct#		
No.	iter is an this precinct's pullbook	Primary elections—Party ballot 🔘 🔲 l		
tarr	ed (*) items are required. Hyou do not complete all of the items t	hat are marked with ", your vote may not count.		
1	*Last Name	Jr. St. II III IV (Circle one) Other/write inj		
	*First Hame	* Middle Name		
2	* Date of Birth (MMIDSETY CV)			
3	* Social Security Humber Last 4 digits required Proving profile files of femaly number maybe describe our electrics on one			
4	*Residence Address (May set to a FC 5:8)	Apt.		
	* City/lown	* ZiF Code		
	If address is different than voter registration record, provide the date	you moved 4840077777///		
5	Email	Phone		
6	Statement of Voter To the best of my knowledge, I am a negatived voter of this locality, read the Privacy Act Plotice and Warning.			
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# **POLLBOOK SETUP**

• Everyone go to your equipment table.

Turn to page 56 in your manual.

Complete Merlin and Pollbook setup.

# POLLBOOK SETUP (cont.)

Login and open polls on Pollbook.

 When you are ready to check voters in return to your seat with one tablet and one hand scanner.

PROVISIONAL BALLOT BAG!!

# SAME DAY REGISTRATION (SDR)

- Voter is not listed in the Pollbook in your precinct.
- Voter has moved into your precinct (check <u>Moving Conditions</u>).
- Use Street File Lookup on Pollbook.
- ID rules are the same for all voters.

# Military Voters not on Pollbook

Military Voters who are not on your pollbook and live inside the precinct boundary have two options. Call the Main Office if you have any questions.

- 1. They can vote provisionally in the precinct using SDR.
- 2. They can come to the Office of Elections in Manassas and vote on the machine.

# **iPAD Action-LOOK FOR NEW MAP TOOL**

# Wake up the iPad AND FIND NEW MAP TOOL



To translate for a voter.



To use the Interactive "What If's."



To use Tallypoint

# **USING TALLYPOINT**

You will use Tallypoint to:

Enter the hourly vote count,

To record provisional ballots on the Provisional Ballot Log,

And to send your precinct results to Chief HQ.

# **Voter States and Tags**

Voter State	Tag	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.
$\wedge$	ABOM	AB On Machine - This voter already voted in person during the early voting period.
CANNOT	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
OVERRIDE	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.
W	V	This voter has voted. *This voter was checked in at your precinct.
0	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
U	?	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.
	The state of the s	Suffix (Jr., Sr.) Tag  Verify year of birth if voter has this tag.
	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 vote *An ID Confirmation Statement is NOT valid for PID voters.
	F	Federal Only (Infrequent) Call HQ if you have a voter with this tag for instructions on how to proceed.

- Green Check voter in.
- Yellow, Red, and Orange Send to Chief
- Jr., Sr. Check year of birth.
- PID NOT IN DUAL PRIMARY
- F Federal Only NOT IN DUAL PRIMARY

## **SCENARIOS**

- During this section, you will be given different scenarios.
- You will look voters up on the Pollbook.
- You will use the street lookup feature of the pollbooks.
- If they are not ready to check in, you will conduct research and complete paperwork.
- You will also make Tallypoint entries.

# Scenario #1 (Practice Hand Scanner)

Scenario Practice



# Regular Check-in

Name: Elliott Estela

 Address Provided: Voter lives at 12048 Hooker Ln, Nokesville

## Conclusion

- Click Check in.
- NOTE: Dual Primary will require an additional step.
- Take note of the two check boxes for Outside Polls and Affidavit.
- Click Continue and Ok to complete check-in.
- Note: Do Not give ballot until voter is completely checked in

TITLE should be "Scenario #1" and slides 42-50 renumber accordingly? Simpson, Thalia, 2023-05-09T00:08:46.501 TS0

Reordered SLIDES according to content. Did not (yet) change the titles tho. Simpson, Thalia, 2023-05-09T00:18:51.506 TS0 0

# **Tallypoint Action**

7 am: Update Turnout!

# Scenario #2 (Next Slide for Example)

Scenario Practice



# **Special Situation**

- Name: Kobe Bryant (Blind Voter)
- Address: 11777 Gallop Ln, Bristow
- Voter requests assistance from Election Officer

## **Conclusion**

 Complete Request for Assistance form, place in Envelope #8.

_	,
	۱

#### Virginia Request for Assistance - Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

#### Fill out this form if you will need help completing your ballot in person.

Do you need	
Do you need help?	

- Yes, I will need help. Complete this form and return it.
- No, I do not need help. This form is not needed. You do not need to return it.

#### Voter (I will have help completing my ballot)

Voter's		
Name:	Last Name	First Name
Voter's Affirmation:		Suffix my ballot because I am blind, have a disability, am unable
Voter Sign Here:	I want the person listed in Section     ballot according to my instruction	r to complete
What if I can't sign my name?	Voter Signature (or mark)  *A blind voter is not required to sig  Check here if voter is unable	14 1/
Assistant (	the person who is	rm is sca
Assistant's Name:	This to	erst Name
Assistant's Address:	Residence Addres ASSIST	
	I will fill out this voter's ballot a	State Zip Code as the voter instructs.
Assistant's Affirmation:	I will fill out this voter's ballot a I will not solicit or attempt to it I will not disclose or indicate he I am not serving in this polling	as the voter instructs.

<u>WARNING</u>: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECT-649 rev. 7/2024

Assistant Signature

FOR OFFICIAL USE: Precinct #/Name



<u>WARNING:</u> Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Party interpreter to complete so they can observe.

ELECT-649 rev. 7/2024

# Scenario #3 (Next Slide for Example)

**Scenario Practice** 



# **Inactive Voter/Address Confirmation**





- Name: Jarred Watson II
- Address Provided: 12909
   Fleetwood Dr, Nokesville

# Conclusion

- Voter Completes Affirmation of Eligibility.
- Proceed with check in (will require CO/AO override – adm0101a).
- Check "Affidavit" box on confirmation screen.
- Give voter ballot, votes on machine.



COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY §§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

Rev. 08/2021

SECTION A - OFFICER OF ELECTION MUST COM	MPLETE
ENTER PRECINCT NUMBER, NAME AND DATE.	
CHECK BOX THAT APPLIES.	OFFICER OF ELECTION'S INITIALS:
HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR]	to a way a security of the first first first first first first the state of the security of th
The state of the s	**************************************
<ul> <li>HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEF</li> </ul>	ORE VOTING.
<ul> <li>PLACE FORM IN ENVELOPE #8.</li> </ul>	
PRECINCT NO./NAME :	CONG. DIST.: DATE:
IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE COMPLETE A PROVISIONAL BALLOT.	E THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST
A. ☐ VOTER'S NAME MARKED WITH "?" ON POLLBOOK AN	D VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
B. ☐ VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; RI	EGISTRAR AUTHORIZES OFFICER TO ADD NAME.
	ENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND
SIGNS STATEMENT BELOW	1. Accessed Committee at the Parish Committee of the Comm
Statement of Challenger	
"I do hereby state, subject to penalties for hindering, intimi	idating, or interfering
I am a qualified voter of this Commonwealth or an officer of	of election
belief,is not	
the following reasons that is applicable):	COU
D4 The second converted to	16 50
□ 1. The named person is not 2. □ 2. The named person	1 D manial
election b	idating, or interfering of election of election of election of election of election of election of the state of the state of the state of the state of the election of the attempting to vote for an office or issue other than ed States); or he has not been a resident of this precinct
9 7 7 7	
□ 3. Th	or, if he has not been a resident of the
Co	attempting to vote for an office or issue other than
eled unite	ed States);
4. The since	or he has not been a resident of this precinct and has not continued to be a resident of this
count and this congressional district);	and has not continued to be a resident of this
☐ 5. The named person is not a resident of the town in the	e case of a town election:
☐ 6. The named person has been disqualified from voting	
Commonwealth and this disqualification has not bee	en removed by proper authority;
7. The named person is not the identical person he represent the person is not the identical person he represent the person is not the identical person in the identical person is not the identical person in the identical person is not the identical person in the identical person in the identical person is not the identical person in the identical person in the identical person in the identical person is not the identical person in	
<ul> <li>8. The named person has voted in this election at this of</li> </ul>	or another voting place (state when and where the
named person previously voted in this election:	)."
<ul> <li>must cast a provisional ballot if pollbook indicates j</li> </ul>	person already voted
Signature of Challenger:	
Printed Name of Challenger:	Daytime Telephone Number:
Residence Address:	
. 1000001100 / 12010000.	
D	n making a challenge to sign a statutory statement. Therefore, if you refuse to sign this

ELECT-651



COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY §§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

#### SECTION B - AFFIRMATION OF VOTER IS REQUIRED

natory - Fill out completely

RESIDENT OF THIS PRECINCT:

- OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
- IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
- THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
- AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."
- · must cast a provisional ballot if pollbook indicates person already voted

VOTER SIGNATURE:	
PRINTED VOTER NAME:	
LAST 4 DIGITS OF SOCIAL SECURITY NUMBER:	
DATE OF BIRTH:	
CURRENT RESIDENCE ADDRESS:	
City/Town/State/Zip:	
MAILING ADDRESS IF DIFFERENT:	
MONTH/YEAR MOVED:	
DAYTIME TELEPHONE NUMBER:	
PRIVACY NOTICE: Section 24.7-651 of the Code of Virginia requires the person v	whose elicibility to your is challenged to

a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes

WARNING: MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY, VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL ANDIOR FINED UP TO \$2,500.

ELECT-651 Rev. 08/2021

# Scenario #4 (Prov. Sample & Log in Tallypoint)

Scenario Practic



## **ABOM Provisional Voter**

- Name: Quintanilla Selena
- Address Provided: 13615 Carriage
   Ford Rd, Nokesville
- Voter has already voted in person

- Provisional Voter, give voter
   Provisional Notice.
- Take Provisional Envelope from Instructor.
- Make entry on Tallypoint
   Provisional Log (Reason other).

# Scenario #5 (Fill Out SDR, Log and Glue)

Scenario Practice



# ?

Wrong Precinct Inactive Voter

# Same Day Registration (SDR) & Inactive Voter

- Name: Bruce Michael Wadsworth
- Address provided: 13009
   Hazelwood Dr, Nokesville
- Address on Pollbook: 14111 Cove
   Landing Dr Apt 301, Woodbridge

- Use Street Lookup on the Pollbook or the New Map Tool on the iPad to find voter's new precinct (New address is within precinct)
- Complete Voter Registration Application on Provisional Envelope, Provisional Voter Notice, & Preprinted Provisional Ballot
- Make entry on Provisional Ballot Log (reason SDR)

# **Tallypoint Action**

8 am: Update Turnout!

# Scenario #6 (Practice Override on Pollbook)

Scenario Practice



#### **Regular Check in with AB Issued Status**

- Soto Julianne
- Voter lives at 11850 Meadow
   Green Ct, Nokesville
- Has Absentee Ballot to exchange

- Spoil absentee ballot, place in envelope #4
- Check voter in (Pollbook will require
   CO/AO override <u>adm0101a</u>)
- Give voter a ballot, voter proceeds to vote on machine

#### Slide 40

WHY "Jr/SR" Voter tag image? That is not the scenario described in the actual slide content Simpson, Thalia, 2023-05-09T00:09:47.144

**DTO 0** Jr/Sr is what is on the Voter details screen.

Dorsey, Tommy, 2023-05-09T16:28:51.004

# Scenario #7 (VOTE WILL NOT COUNT)

Scenario Practice



## **Wrong Precinct**

• Name: Jerhonda John Reed

Address Provided: 14290

Northbrook Ln, Gainsville

## **Conclusion**

Send voter to the correct precinct

# Scenario #8 (Next Slide for Example)

Scenario Practice



### **Regular Check in (No ID)**

- Name: Charles Lincoln
- Address Provided: 11777 Gallop
   Ln, Bristow
- Voter appears in Pollbook but does not have ID

- Complete ID Confirmation
   Statement (place in Envelope 8)
- Check in & vote on machine

# **ID Confirmation Statement**

-0	mmonwealth of Virginia  Place in Envelope #8			
D	Confirmation Statement - § 24.2-643 of the Code of Virginia			
A	Officer of Election: O to complete Precinct No./Name: O of E Initials:			
В	Affirmation of Voter:			
	If you do not complete this statement or show acceptable ID, you will be required to vote a provisiona ballot in this election.			
	Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.			
	Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.  Signature of voter:  Printed name of voter:  The complete of the compl			

# **Tallypoint Action**

7 pm: Update Turnout!

## **CLOSING**

- Complete your pollbook summary report
- Tally Tape (Give tally tape)
- Enter results on TallyPoint
- Complete Statement of Results with tapes.
- Complete the Yellow Printed Return sheet with tapes.

F	Statement of Results  Verity Scan Voting Equipment & EPBs  Prince William County  White Top Copy  Yellow Middle Copy: SOR1 to  Pink Bottom Copy: SOR2 to Coun
_	RETURN ALL COPIES IN ENVELO
Pre	cinct Name and Number: TRIANSLE 312.
3	one tane and tanes.
Ele	ction Date: 06 18 2024
EXPLANA	ATION OF DISCREPANCIES - Press Hard, you are making three copies.
TIME	COMMENTS / PROBLEMS
	64
	O DISCREPANCIES ISSUES
	//
/	
/	
/-	
	- 8

# **DE-ESCALATION TECHNIQUES**

## **CLARA**

**Calm** Stay calm, try to put personal feelings aside.

**isten** Avoid interrupting, be concerned, and try to understand the speaker.

# **DE-ESCALATION TECHNIQUES** (cont.)

Affirm Repeat what you understand to be the issue to show you have heard them. Ask more questions to clarify.

**Respond** Try to brainstorm positions actions that might address their concerns. If that is not possible emphasize the reasons for any restrictions.

Add If appropriate, point out further resources for the voter to check out later.

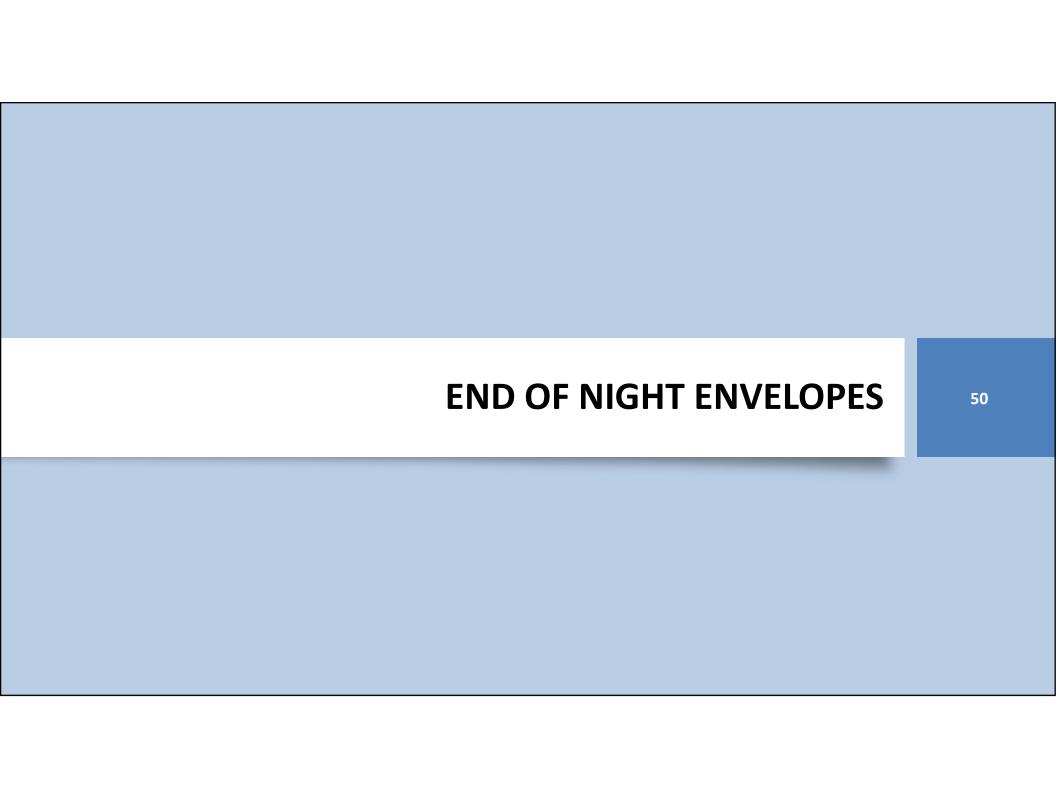
# Machine Open House/Workshop (Drop-In)

## **Buckhall VFD 7190 Yates Ford Rd, Manassas**

- Thursday, May 8th 1pm-8pm

# Old Manassas Courthouse, Next to Main Office at 9248 Lee Ave., Manassas

- -Tuesday, June 3<sup>rd</sup> 1pm-8pm
- -Thursday, June 5<sup>th</sup> 10am-2pm



# **END OF NIGHT ENVELOPES**

Closing The Polls



### **VOTING MACHINES**

- Set up the Scanner and the TW tables- pp 32, 44
- Open Polls on Scanner pp 51
- Close Polls on Scanner pp 120
- Break down the Scanner pp 121
- Breakdown the TW tables pp 123
- Closing Pollbooks pp 124

# Once you have opened the polls on the Scanner let us know.

#### We will get the following from you:

- From the Scanner: Power on tape, open polls tape, zero tape, and tally tape
- From the TW: Nothing
- From the Pollbooks: Nothing

# **ENJOY THE ELECTION!!!**

