

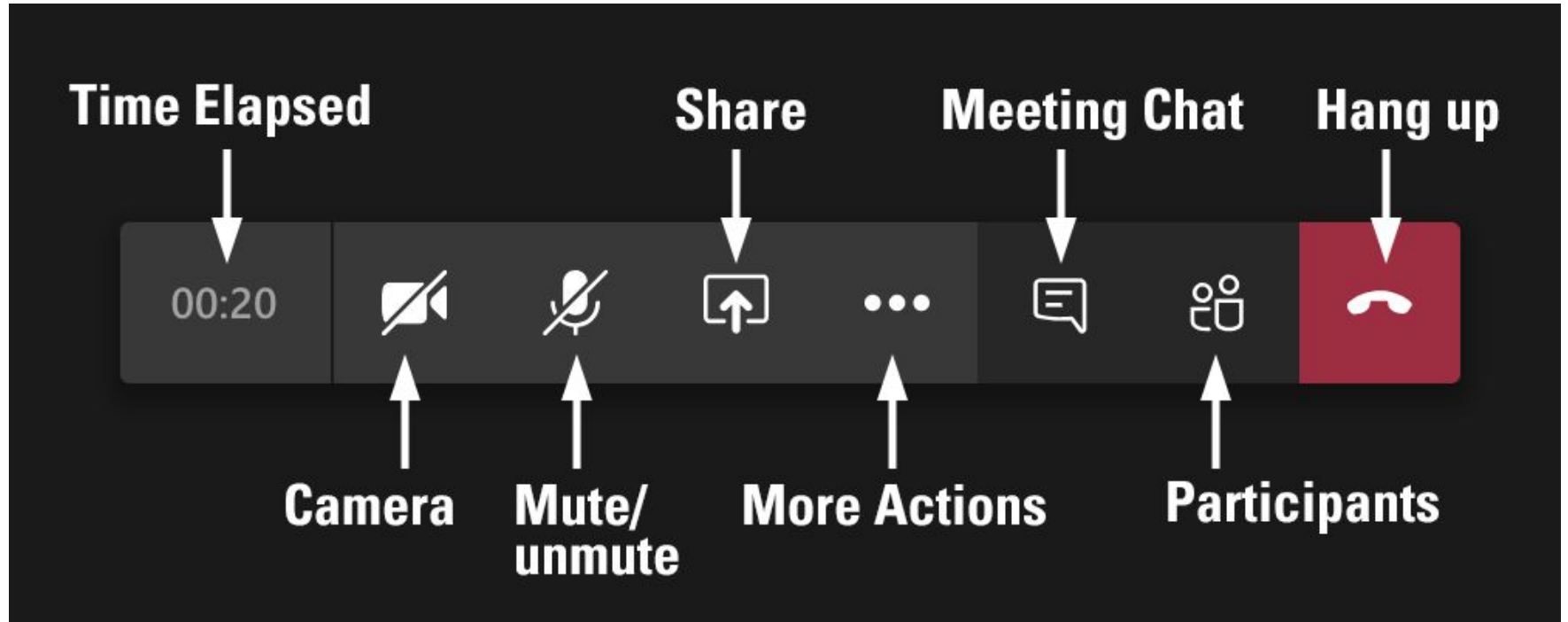
*2020 General Election*

# Election Officer Training



# Today's Training

# Using Microsoft Teams



# Topics Covered

- Election Basics
- Setting Up the Polling Place
- Opening the Polls
- Election Day Duties
- Closing The Polls
- Questions



**Thank  
You**

Elections do not happen  
without your commitment



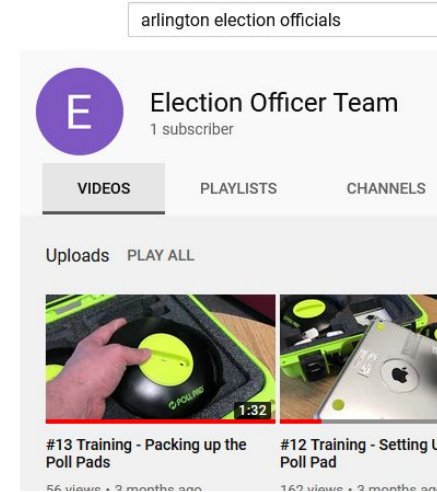
# Follow Us or Join



**Arlington Elections**  
@ArlingtonVotes



Arlington Votes  
@ArlingtonVotes



# **Election Basics**



# Dates & Times

Dates:	Election Day November 3, 2020
Work hours:	5:00 am - ~8:30 pm
Voting Hours:	6:00 am - 7:00 pm
Schools:	Closed
Ballot Styles:	1

# Voting Options

## VOTE BY MAIL

Apply by Fri, Oct 23 @ 5pm

Postmark or Drop Box by Tue, Nov 3

Ballot Received by Fri, Nov 6 @ 12pm

## EARLY VOTING

Courthouse location starting on Fri, Sep 18

All sites open starting on Sat, Oct 17

Final day of early voting is Sat, Oct 31

## ELECTION DAY

November 3, 2020 - Vote or drop off ballot

# Election Officer Positions

**Chief** - Manages the polling place, makes sure equipment is operating properly, handles voter questions, ensures legal compliance

**Assistant Chief** - Assists the Chief in executing their duties, supports the election officers

**Regular/New Election Officers** - check in voters, distribute ballots, manage voter lines, assist voters



# Voting in 4 Steps

- 1. Voter Checks In**
- 2. Voter Gets a Ballot**
- 3. Voter Marks Ballot**
- 4. Voter Casts Ballot**

# Races on the Ballot

**Commonwealth of Virginia, Official Ballot** Ballotstyle: 1  
County of Arlington  
General and Special Elections  
Tuesday, November 3, 2020

**Voting Instructions:**

1. Use a blue or black ballpoint pen.
2. Make a clear mark inside the red box to the left of your choice.
3. For a Write-in Candidate, mark the red box to the left of the line and write in the name.
4. If you make a mistake, ask for a new ballot.

<p><b>President and Vice President</b> Vote for only one</p> <p><input type="checkbox"/> <b>Democratic Party</b> Electors for Joseph R. Biden, President Kamala D. Harris, Vice President</p> <p><input type="checkbox"/> <b>Republican Party</b> Electors for Donald J. Trump, President Michael R. Pence, Vice President</p> <p><input type="checkbox"/> <b>Libertarian Party</b> Electors for Jo Jorgensen, President Jeremy F. "Spike" Cohen, Vice President</p> <p><input type="checkbox"/> _____ Write-In</p>	<p><b>Member House of Representatives 8th District</b> Vote for only one</p> <p><input type="checkbox"/> Donald S. Beyer Jr. - D</p> <p><input type="checkbox"/> Jeff A. Jordan - R</p> <p><input type="checkbox"/> _____ Write-In</p>
<p><b>Member United States Senate</b> Vote for only one</p> <p><input type="checkbox"/> Mark R. Warner - D</p> <p><input type="checkbox"/> Daniel M. Gade - R</p> <p><input type="checkbox"/> _____ Write-In</p>	<p><b>Member County Board</b> Vote for only one</p> <p><input type="checkbox"/> Libby T. Garvey</p> <p><input type="checkbox"/> Audrey R. Clement</p> <p><input type="checkbox"/> _____ Write-In</p>
	<p><b>Member School Board</b> Vote for not more than two</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

President/Vice-President

U.S. Senate

U.S. House of Representatives

County Board

School Board (2 seats)

State Constitutional Amendments

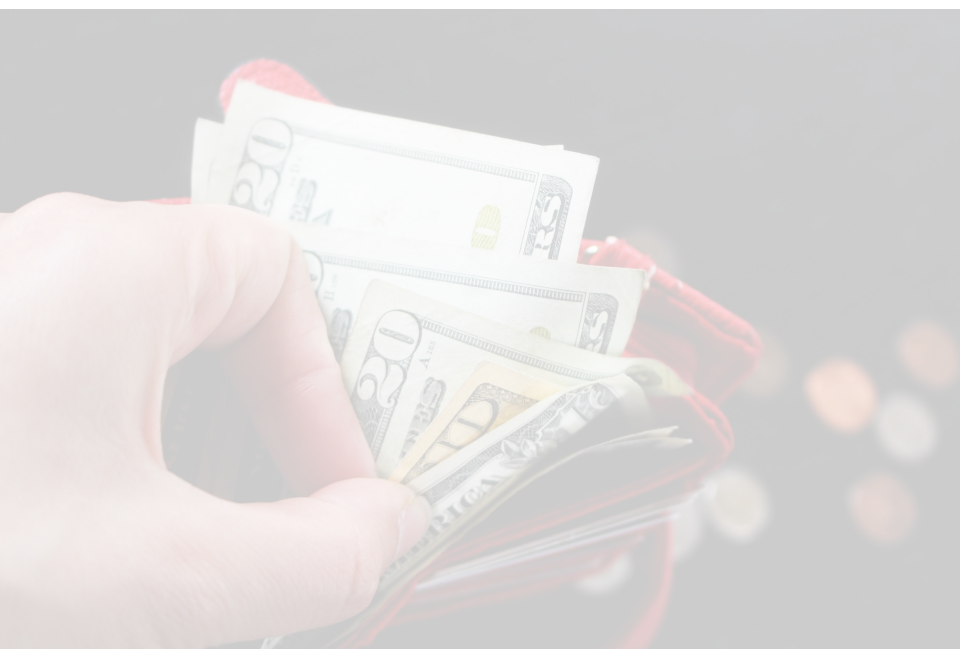
Local Board Questions

# Be Ready for Election Day

- **Minimize your use of mobile devices**
  - E-readers are permitted
  - Cell phones must be on silent, do not use while actively working
- **Dress: Casual/Business Casual**
  - Don't wear political or message clothing
  - Don't wear strong smelling scents
  - Do wear comfortable shoes
  - Bring layering options
- **Bring Necessary Items**
  - Food and snacks for the day
  - Any medication you will need
  - Hand sanitizer, masks, etc. will be provided, but you can bring your own



# Officer Pay



## Election Day

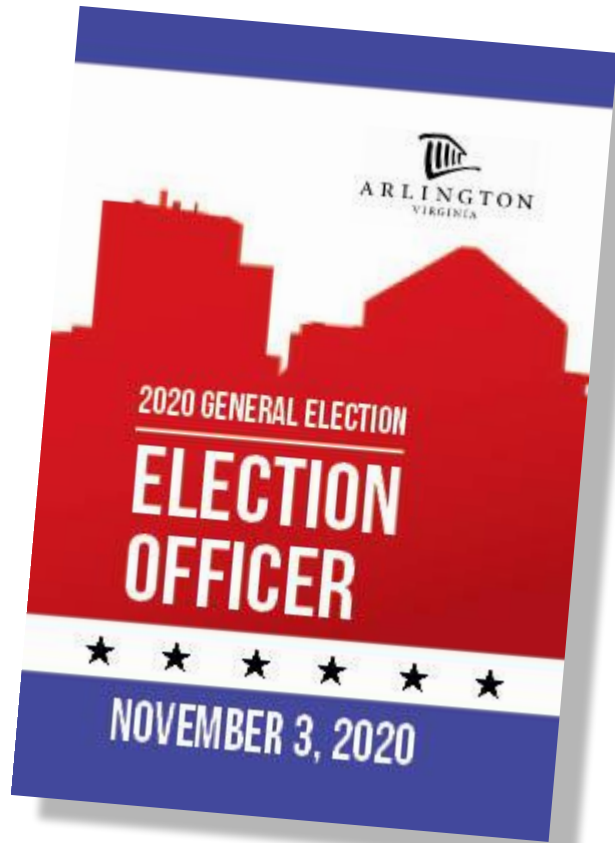
\$175 Election Officer

\$200 Assistant Chief

\$230 Chief

## Early Voting

\$15 per hour, shift work



## Election Officers will receive:

- Keepsake officer badge
- Long sleeve T-shirt



# Officer Conduct

## **Be courteous to all voters.**

Remember that some voters may have disabilities and you should work to communicate with them effectively.

**You must remain at your polling place for the entire day.**

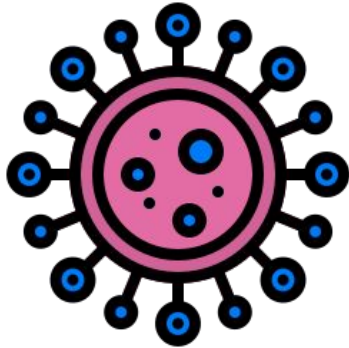
## **Don't discuss politics.**

Election officers are non-partisan officials and should not discuss national or local politics while working the polls.

# New Laws for 2020

- Voter identification documents have been expanded and do not require picture identification
- Election officers do not have to repeat voter address, only name
- No excuse needed to vote by mail
- Mail voting deadline is extended
- Election Day is a state holiday
- More changes in 2021 and 2022
- Full list on our website

# Spread of COVID-19



The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another.
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or can possibly be inhaled into the lungs.

*Source: Center for Disease Control.*

# Safety Precautions



## Clean your hands often

Wash vigorously with soap for 20 seconds or use hand sanitizer that is 60%+ alcohol. Use gloves for specific tasks but not all day.



## Avoid Close Contact

Maintain 6 feet of distance between people in the polling place.



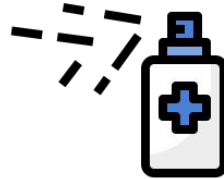
## Wear a mask

Cover your mouth and nose to protect others. Must be worn in the voting room and when assisting voters at all times.



## Cover coughs/sneezes

Cough or sneeze into a tissue or the inside of your elbow and wash your hands immediately.



## Disinfect Surfaces

Clean and disinfect surfaces that voters are frequently touching and using.



## Monitor Your Health

If you develop a fever, cough, or shortness of breath, do NOT report to the polling place. Check your temperature on Election Day.

# Wear Your Mask Properly



**No**

Not even close.



**No**

Nose exposed.



**No**

Don't pull the  
mask down  
to talk.



**No**

A face shield  
alone is not a  
mask.



**YES!**

Mouth and nose  
covered and fitted  
properly.



# Protective Supplies in Your Cart



Protective equipment for workers:

- Surgical face masks
- Hand sanitizer supplies for each worker
- Acrylic/plexiglas shield for check-in station workers
- Plastic face shields for workers not at the check-in station
- Alcohol-based cleaning wipes
- Disinfectant spray bottle
- Cleaning towels for spray bottles
- Gloves

# Protective Supplies in Your Cart

Protective supplies for voters:

- Hand sanitizer bottles for once voting is complete
- Extra surgical masks available upon voter's request
- Ear covers for headphones at ballot marking device

# Admin Details

## Completing a W-9

- Must be completed by anyone who has not worked the election in June or July
- Completed online, link sent to your email
- If you are moving before the end of November, please email us at [pollworkers@arlingtonva.us](mailto:pollworkers@arlingtonva.us)

## Election Officer Oath

- Form online, link on website
- Do not need to complete if you worked either election in June or July
- Administer oath

# Setting Up the Polling Place

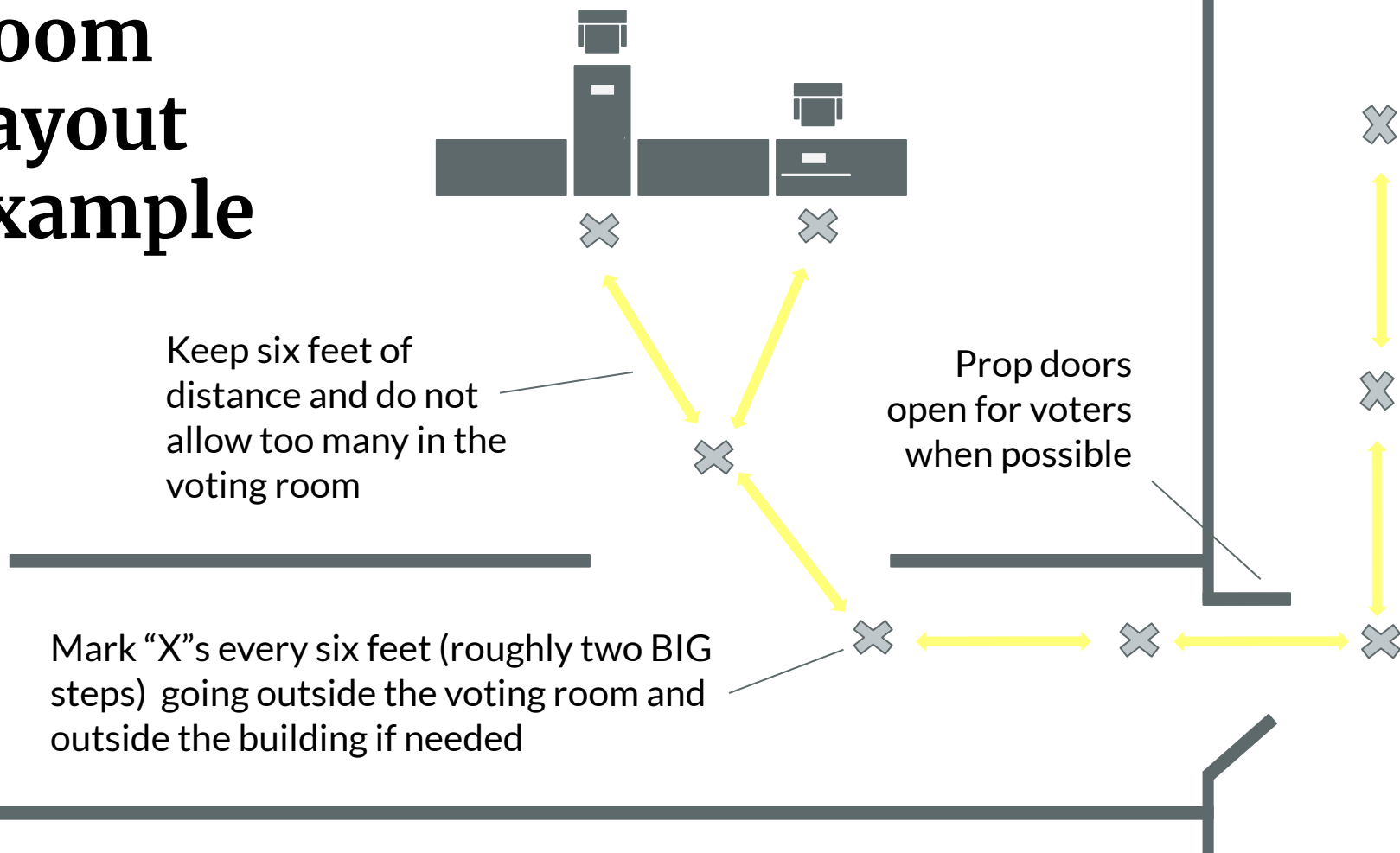
# General Approach For Safety

**Set up your polling place to favor voters waiting outside.** Minimize the number of people inside the voting room at one time.

**Be aware that many voters do not observe social distancing.**

Set up tables, tape lines, “X”s, directional arrows in ways that direct voters to follow model distancing practices.

# Room Layout Example





# Check-In Station



Set up the check-in station so that each Poll Pad is at least 6 feet apart from another .

Make sure the Poll Pad station has either (1) a sneeze guard OR (2) is set up to keep an election officer 6 feet away from voters

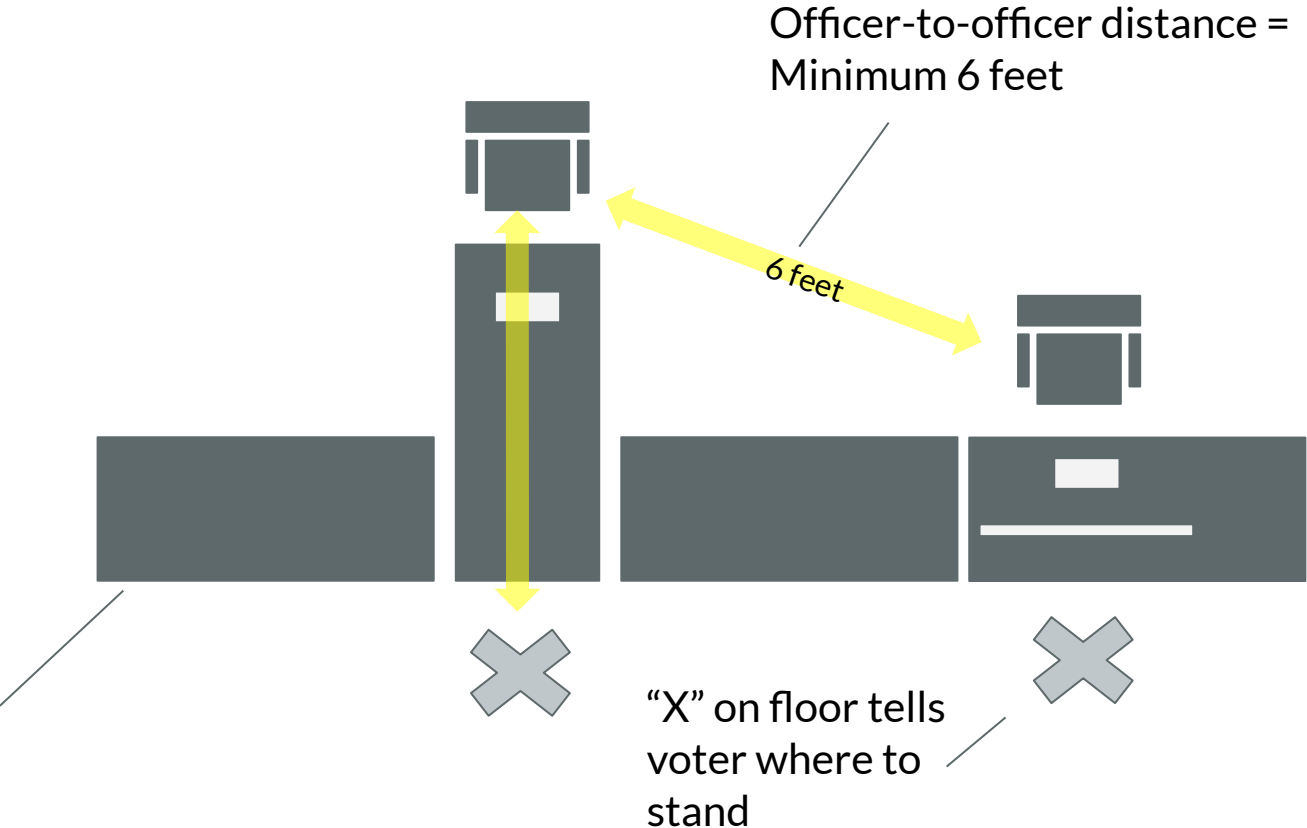
Use tape to make a large “X” where the voter should stand.

Use card trays to pass an ID back and forth without touching it.



# Station Layout Example

Tables, floor tape, or cones on the wing of the station can prevent voters from approaching election officials unnecessarily



# Voting Booths



Set up voting booths by placing cardboard privacy shields on table tops so that they are at least 6 feet apart and have wide aisles for individuals to walk in between.

Set up 4 voting booths for each Poll Pad you have active.

If you deploy the four station voting booths on wheels, voters cannot be next to each other at these stations.



# Ballot Scanner Table

**Between the scanner and the exit door, set up a table with the following:**

- “I Voted” stickers separated so voters can pick one up
- Pen recycling box
- Hand sanitizer for voters

**This station should utilize signage to be a self-service station.**

# Opening the Polls

# Opening Reminders

- Please arrive promptly at 5:00 am.
- The Chief will swear in all workers.
- Make sure to sign the Pink Pay Sheet.



# Opening Duties

- Supplies arrive in the gray cart
- Opening duties assigned by Chief
- Signs have to be posted
- Set up each station
- Officers can set up Poll Pads



# Set Up Equipment

Video tutorials available online:  
[vote.arlingtonva.us/online-training/](https://vote.arlingtonva.us/online-training/)

Please review them and reference  
them on Election Day if needed

## Election Equipment Training Videos

The links below will open a YouTube video in a separate window.

### Introduction

[Delivery of Voting Equipment](#)

### Pollbooks

[Setting up the Poll Pad](#)

[Packing up the Poll Pad](#)

### Voting Stations

[Setting up the Voting Stations](#)

[Packing the Voting Stations](#)



### Scanner

[Ballot Box Setup](#)

[Opening the Scanner Part I](#)

[Opening the Scanner Part II](#)

[Shutdown the Scanner](#)

[Packing up the Scanner](#)



### Ballot Marking Device

[Opening the Ballot Marker](#)

[Shutdown the Ballot Marker](#)

[Packing up the Ballot Marker](#)





# Ballot Box



# Scanner



Remove  
from case



Slide on to  
Ballot Box

# Open Reports

- Once machines boot, they will both print:
  - Machine Info Tape
  - Zero Tape
- Chief will record numbers on Statement of Results.
- 2 officers verify Zero Tape

```
Machine Info
Election Title:
Deer County
Deer Election
November 1, 2016
Election Date: November 1, 2016
Current Date: Mon August 24, 2015 11:13:30 AM
Software Version: 1.3
OS Version: SVI 95 ver. 2.0
Machine Name: UN5205120
Election ID: 102
Election Version: 17.3.6
Session Type:
Voting Status: NEW
Open Time:
Protective Count: 2
Public Count: 0
Session Count: 0
Session Canceled: 0
Precincts Count: 0
Time Zone: Pacific Standard Time
Region: America, Los Angeles
IP Address: 192.168.205.120
Printer Model: Star Micronics TSP14011
CPU Speed: 1.86GHz
Memory Size: 2.01GB
Screen Size: 15"
Technical Support: 1-800-ESQ
```

# Ballot Marker



- ADA Machine
- Voter marks a ballot using touch screen or keypad
- Prints a ballot, does not record votes
- Make private & accessible
- Use also for Federal Only & Presidential Only voters

# Pollbook Set Up





2020  
56

Precinct Records: 170979  
Checkins: 1

Countywide Records: 170979  
Config. Profile: 2.5.0 - General

12:59 AM Sat Oct 10  
L&A Test Election - 06/23/2020  
Last Imported: 10/07/2020, 7:33:59



Arlington County  
All County

Precinct Records: 170979  
Checkins: 1

Countywide Records: 170979  
Config. Profile: 2.5.0 - General

Arlington County

L&A Test Election  
06/23/2020  
All County

GET STARTED

2.5.0

# Home Screen

## Check for the following:

- Polling Place (should be yours)
- Registered Voters
- Check-in Count (should be zero)
- Sync (should be green)
- Power (should be a bolt)

# Record Ballot Info

- Record the # of ballots received on the Ballot Record Report (BRR)
- Open and count out a few packs of Ballots (record on BRR)
- Have Envelope #4 ready for any spoiled ballots

# Polling Place Opens at 6am



Doors must be opened even if the polling place is not completely ready



# Election Day Duties

# Officer Positions

## **Greeters**

Direct traffic outside of the polling place and control the line at the point of entry into the voting room.

## **Pollbook Officers**

Check in voters on the pollbook and distribute ballots.

## **Voting Booth Officer**

Help direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

## **Scanner Officer**

Monitor the ballot scanner and provide assistance as needed.

# Greeters

**Duties & Instructions**



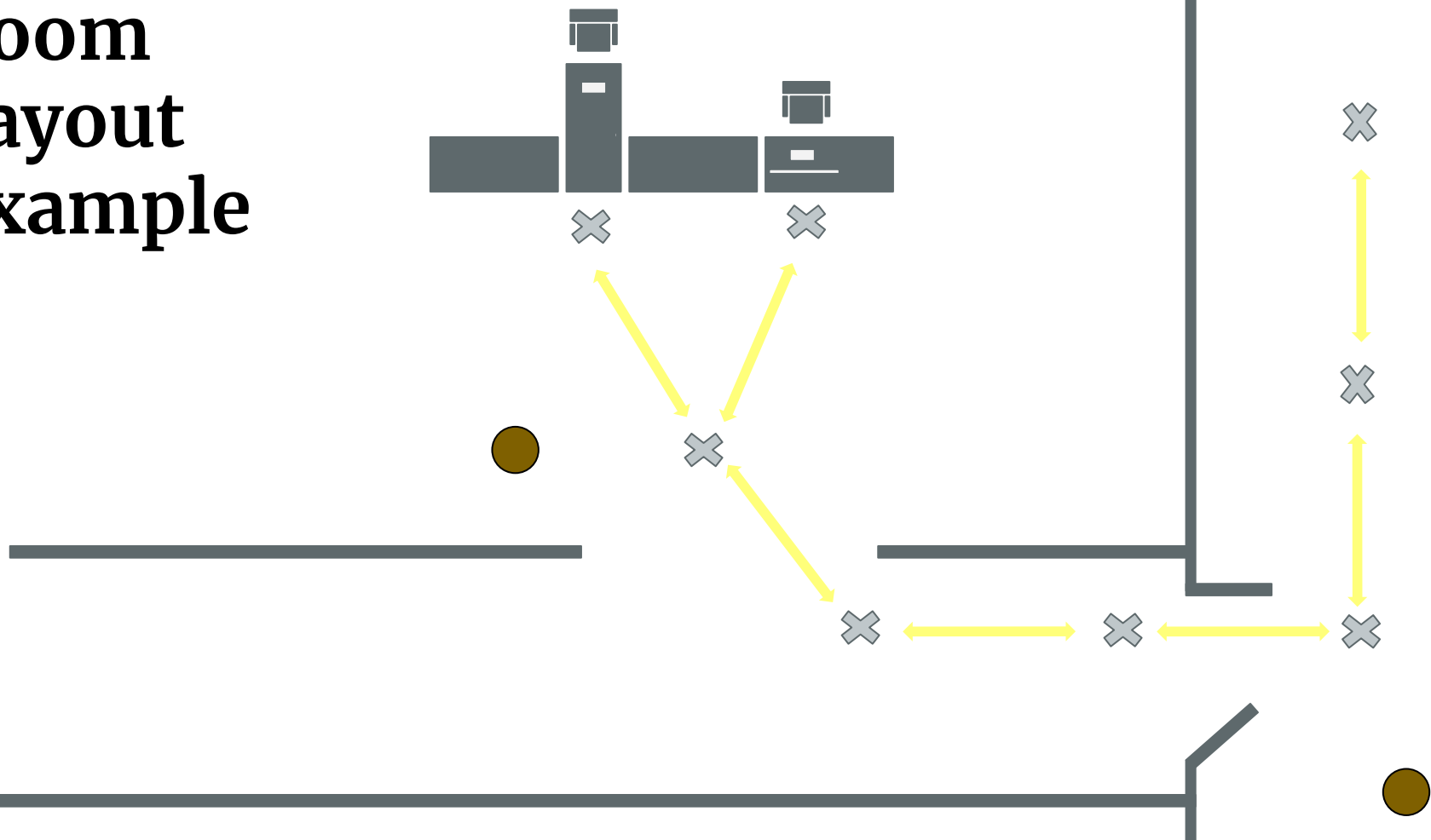
# Greeter Duties

- Direct voters to the voting room
- Remind voters to have their ID ready
- Pass out sample ballots and information on amendments and bond information
- Answer questions about the voting process, how to mark a ballot, etc.
- Use tape or chalk to mark standing spaces so voters in line are 6' apart

# Greeter Locations

- One individual holds the location where the next voter to check in is standing.
- One officer can assist people at the main entrance and direct voters inside.
- One officer can help direct people in the parking lot and outside

# Room Layout Example



# Managing the Line: Safety & Accessibility

- Place a couple seats near the front of the line.
- Allow voters to sit in those seats and mark their place in line so they don't have to stand for a long duration.
- Direct the line to where it is safe for voters (ex - along a sidewalk, not across a parking lot).
- Make sure the path of the line is accessible (ex - watch for curbs, obstructions, trip hazards)

# Pollbook Officer

**Duties & Instructions**

# Pollbook Officer: Job Duties

- Check in voters on the Poll Pad
- Distribute ballots to voters
- Refer special issues to the Chiefs



# Check In



# Process

1. Ask voter to show ID (hold up or put in tray)
2. Look up voter in pollbook using Manual Entry
3. Ask voter to state name and current address
4. Select the correct voter on the Poll Pad
5. Repeat **name only**
6. Hit the blue “Accept” button
7. Hit the blue “Submit” button
8. Give the voter a ballot and instructions

# Checking In Voters

## CHECK IN

1. State full legal name and current address.
2. Present acceptable ID

*The Election Officer will verbally verify your name.*


## REGISTRARSE

1. Declare (oral o por escrito) su Nombre legal su dirección - completa donde reside actualment.
2. Presentar ID aceptable

*El Oficial de Elecciones verificará Verbalmente su nombré*

# Checking In Voters

Never turn a voter away for lack of ID,  
always the option to sign the  
Confirmation Statement



## ID Requirements

**You must show ID or sign an  
ID Confirmation Statement to vote.**

(Va. Code § 24.2-643(B))

**Acceptable ID can be any one of the following:**

- Voter Registration Card
- Virginia Driver's License
- Virginia DMV-issued Photo ID
- U.S. Passport
- Employer-issued Photo ID
- Any other U.S. or Virginia government-issued photo ID
- Valid Tribal enrollment or other Tribal ID
- A valid student ID issued by a public or private school of higher education located in the U.S.
- A current utility bill, bank statement, government check, or paycheck containing your name and address
- Any other current government document containing your name and address
- A signed ID Confirmation Statement

**You must give (orally or in writing) your Full Legal  
Name and Current Residence Address upon request.**

# ID Notes

**Voter does not have acceptable ID and won't sign ID Statement.** Voter must vote a provisional ballot. Send the voter to the Chief.

**Name does not have to match in some situations.** The ID is okay if reasonably similar (Bill for William), initials okay (JK Rowling), or maiden/nickname instead of full name.

**Address on ID does not have to match.** Voter will state current address when asked to state name/address.

# Checking In Voters

**Election officials should not take or scan ID cards directly from voters.** Have the voter hold the ID card forward toward the sneeze guard or place in tray to view it.


**Enter the voter's name manually in the Poll Pad.** Remember to use first initial and the first 3 letters of the last name to speed up the process.



# Checking In a Voter On Poll Pad


12:59 AM Sat Oct 10 49%

MENU L&A Test Election - 06/23/2020  
Last Imported: 10/07/2020, 18:13:56


 **Arlington County**  
All County

Precinct Records: 170979  
Checkins: 1


Countywide Records: 170979  
Config. Profile: 2.5.0 - General




Virginia Driver's License




Virginia Identification Card




**PLACE THE PHOTO ID  
ONTO THE ID HOLDER**  
WITH THE BARCODE FACING THE CAMERA




Virginia Student Photo ID




Employer-Issued Photo ID




U.S. Government-Issued Photo ID

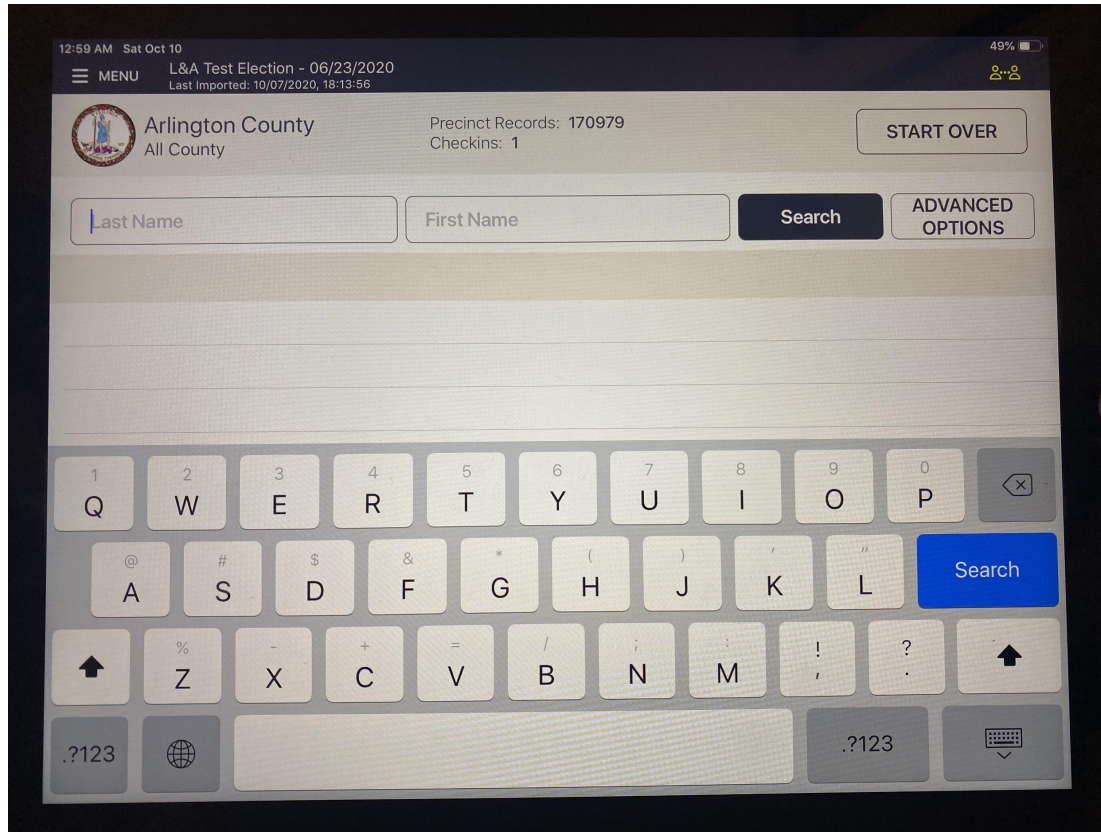


VA Government-Issued Photo ID

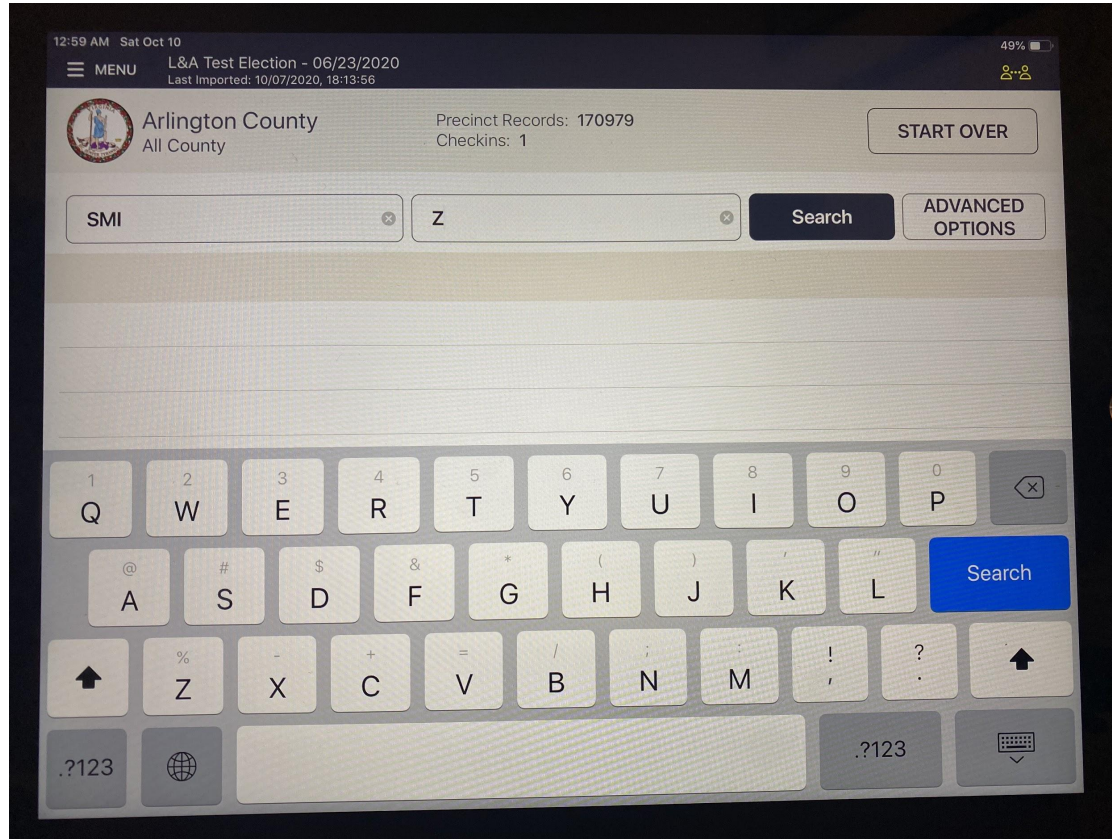
 **SCAN BARCODE**

 **MANUAL ENTRY**

# Checking In a Voter On Poll Pad




# Checking In a Voter On Poll Pad





# Checking In a Voter On Poll Pad

1:08 AM Sat Oct 10  
MENU L&A Test Election - 06/23/2020 48%  
Last Imported: 10/07/2020, 18:13:56





 **Arlington County**  
All County

Precinct Records: 170979  
Checkins: 2

**START OVER**


ZIMMERMAN First Name Search **ADVANCED OPTIONS**

**SEARCH RESULTS: 72**

	<b>SMITH, ZACHARY</b> 1966 2611 KEY BLVD, ARLINGTON, VA 222014001 VOTER ID: 920237166	<b>Active</b>	Precinct: 016 - LYON VILLAGE 0130016
	<b>SMITH, ZACHARY</b> 1992 2606 N PERSHING DR APT B, ARLINGTON, VA 22201... VOTER ID: 126784927	<b>Inactive</b>	Precinct: 015 - LYON PARK 0130015
	<b>SMITH, ZADY</b> 1982 809 S ORME ST. ARLINGTON. VA 22204 VOTER ID: 919332835	<b>Active</b>	Precinct: 038 - ARLINGTON VIEW 0130038
	<b>SMITH, ZAKARIUS</b> 1966 2611 KEY BLVD, ARLINGTON, VA 222014001 VOTER ID: 920266417	<b>Active</b>	Precinct: 016 - LYON VILLAGE 0130016

# Checking In a Voter On Poll Pad

1:00 AM Sat Oct 10 49%  
MENU L&A Test Election - 06/23/2020  
Last Imported: 10/07/2020, 18:13:56

 Arlington County  
All County

VOTER CONFIRMATION

Verify voter information and tap accept to continue


**ZACHARY FLYNT SMITH**  
1966  
2611 KEY BLVD ARLINGTON, VA 222014001

Voter ID:	Status:	Precinct:	CD/SHD/SSD:
091013011	Active	002 - ASHTON HEIGHTS 0130002	08/047/031

# Checking In a Voter On Poll Pad

1:00 AM Sat Oct 10

MENU L&A Test Election - 06/23/2020 49%  
Last Imported: 10/07/2020, 18:13:56

 Arlington County  
All County

POLL WORKER  
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

ZACHARY FLYNT SMITH

Precinct: 002 - ASHTON HEIGHTS 0130002  
Status: Active

Voter ID: 091013011

CD: 08  
SHD: 047  
SSD: 031

Assistance Required  Curbside

Provisional



# Checking In a Voter On Poll Pad



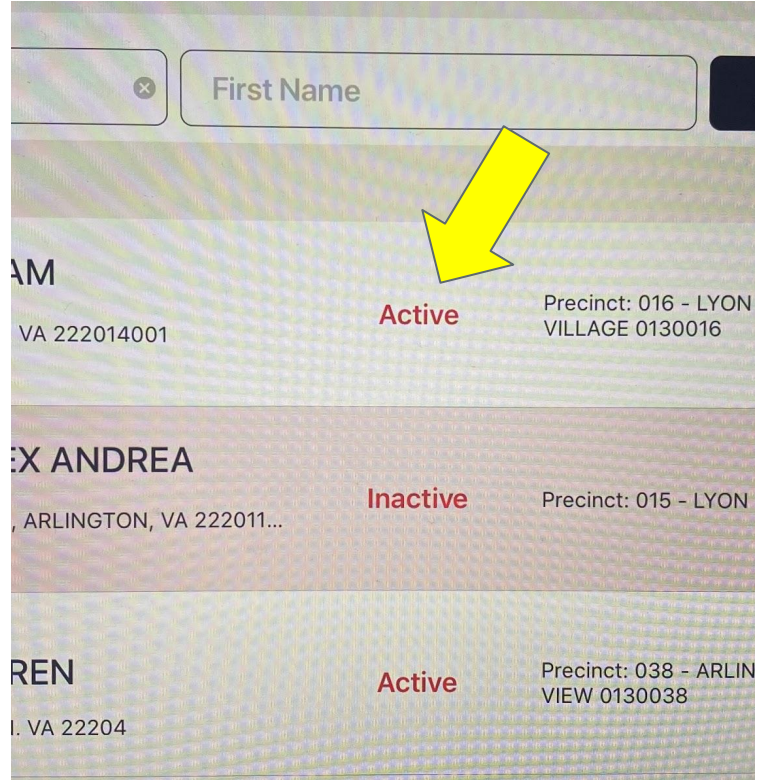
# Extra Step for Assisted/Curbside Voters

Assistance Required       Curbside

Provision

# Proceed as Normal

## Active Voters



A screenshot of a voter list interface. At the top, there is a search bar labeled "First Name" with a close button (x) on the left. Below the search bar, there are three rows of voter information. A yellow arrow points to the word "Active" in the first row.

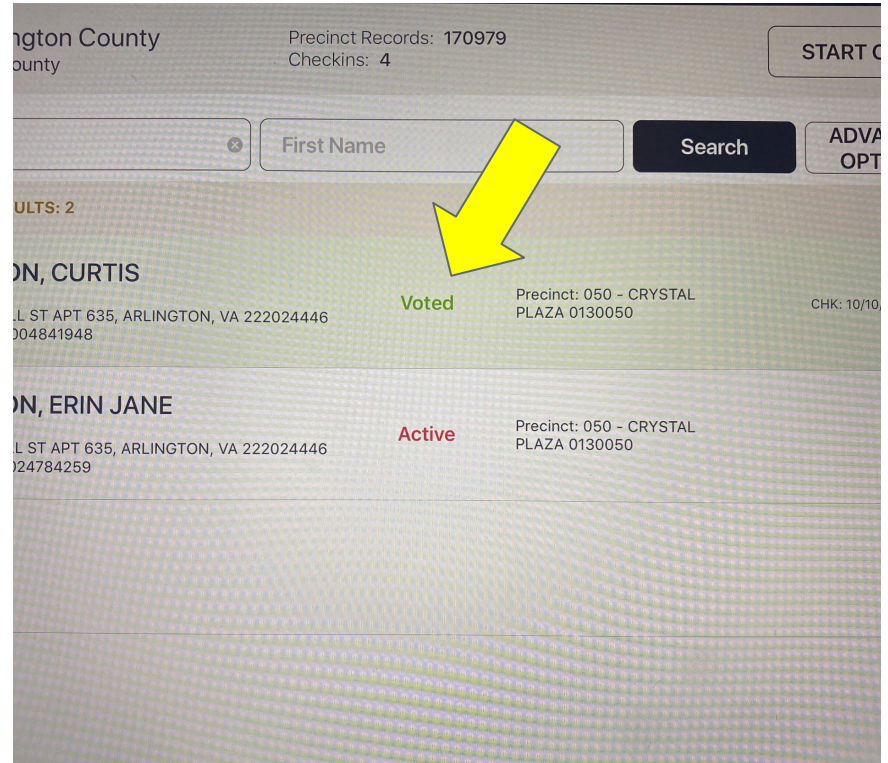
First Name	Status	Precinct
AM VA 222014001	Active	Precinct: 016 - LYON VILLAGE 0130016
EX ANDREA , ARLINGTON, VA 222011...	Inactive	Precinct: 015 - LYON
REN I. VA 22204	Active	Precinct: 038 - ARLIN VIEW 0130038



# Send to Chief – Election Day

- Inactive
- Absentee Issued
- Federal Only
- Overseas
- Wrong Polling Place
- Voted

Different color or  
Pop up warning



# Voter with Mail Ballot

## Election Day

Voters with a ballot in an envelope can drop it off in the Drop Box at each polling place.

Voters with a ballot who want to vote at the polling place can exchange their ballot at the Chief's table. The Chief will spoil the mail ballot.

Voters without a ballot who applied for a mail ballot - Must vote provisional at the Chief's station.

# Voter with Mail Ballot

## Early Voting

Voters with a ballot in an envelope - Use either interior or 24-hour drop box.

Voters with a ballot who want to vote at early voting - Voters can open their ballot from the envelope at the check-in station and vote the ballot they were mailed - but they still MUST be checked in.

Voters without a ballot who applied to **vote by mail** - They can complete the Gold Form stating they will not attempt to vote their ballot, otherwise checked in as normal voter once form is completed.

# Ballot Distribution

Commonwealth of Virginia, Official Ballot		Ballotstyle: 1
County of Arlington General and Special Elections Tuesday, November 3, 2020		
<b>Voting Instructions:</b> 1. Use a blue or black ballpoint pen. 2. Make a clear mark inside the red box to the left of your choice. 3. For a Write-in Candidate, mark the red box to the left of the line and write in the name. 4. If you make a mistake, ask for a new ballot.		
<b>President and Vice President</b> Vote for only one	<b>Member House of Representatives 8th District</b> Vote for only one	
<input type="checkbox"/> <b>Democratic Party</b> Electors for Joseph R. Biden, President Kamala D. Harris, Vice President	<input type="checkbox"/> Donald S. Beyer Jr. - D	
<input type="checkbox"/> <b>Republican Party</b> Electors for Donald J. Trump, President Michael R. Pence, Vice President	<input type="checkbox"/> Jeff A. Jordan - R	
<input type="checkbox"/> <b>Libertarian Party</b> Electors for Jo Jorgensen, President	<input type="checkbox"/>	Write In _____
	<b>Member County Board</b>	



# Ballot Distribution

## Remind voters:

- Ballot has two sides
- Do not get hand sanitizer on the ballot
- They can get another ballot if they make a mistake

# Ballot Distribution

**Do not issue voting permits to voters.**

Voters will get their ballots at the check-in station.

**Make sure voters have items then need available.** Make a place at each check-in station (on the other side of the sneeze guard) for voters to pick up:

- A pen
- A privacy folder

# Common Questions:

- Do I have to fill in the whole oval?
- How do I write in a candidate?
- How was the ballot order determined?

# Voting Booth Officer

**Duties & Instructions**

# Basic Duties

Periodically spray and wipe voting booth surfaces with disinfectant.

Remind voters to discard pens and privacy folders.

Remove pens, folders, and campaign literature left behind.

Answer questions voters have.

Maintain a safe distance from voters and do not disturb their privacy.

# Voting Booths

If a voter needs assistance, it is recommended you wear a **face shield** when helping them at close proximity.

Make sure to wash or sanitize your hands after any kind of personal assistance where you are in close proximity to a voter.

**Can a voter  
take a selfie  
with their  
ballot?**

**Yes!**

Only intervene if they are disturbing  
the privacy of other voters.



# Ballot Marker

- For any voter who cannot mark a paper ballot
- Enter Precinct ID (5 Digits, 00XXX - XXX is your Precinct #)
- Voter uses Touch Screen or Keypad w/ Headphones to mark ballot
- Ballot prints when voter is done
- Ballot must be fed into Scanner



# Special Voters

**Voters who require a Federal Only or President Only ballot can use the ballot marking device since that type of paper ballot is not available at the polling place.**

# Scanner Officer

**Duties & Instructions**

# Basic Duties

Position yourself to be available between the voting booths and scanner.

Keep a safe distance for health & privacy.

Keep “I Voted” stickers and hand sanitizer stocked on a table near the scanner. Do NOT hand stickers directly to voters.

Frequently spray/wipe the sticker table.

Remind voters to discard pens and privacy folders.

# Casting a Ballot

- Remain in proximity of scanner to answer questions
- As voter approaches scanner, remind voter to insert in either direction and to wait for green light to assure ballot is accepted.
- If there is an error, the scanner will print an error report



# Good Ballot

Ballot  
Accepted

Commonwealth of Virginia, Demo Ballot  
Arlington County  
Demo General Election  
November 7, 2017

Ballotstyle: 1

Voting Instructions

1. Use a blue or black ink pen.
2. Make a clear mark inside the red box to the left of your choice.
3. For a write-in candidate, mark the red box to the left of the line and write in the name.
4. If you make a mistake, ask for a new ballot.

President of the United States (Vote For only one)	Favorite Landmark of the United States (Vote For only one)	Favorite Superhero (Vote For only one)
<input type="checkbox"/> George Washington	<input type="checkbox"/> Yosemite National Park	<input type="checkbox"/> Superman
<input type="checkbox"/> Abraham Lincoln	<input checked="" type="checkbox"/> Yellowstone National Park	<input type="checkbox"/> Batman
<input checked="" type="checkbox"/> John F. Kennedy	<input type="checkbox"/> Rockefeller Center	<input type="checkbox"/> Spiderman
<input type="checkbox"/> Franklin D. Roosevelt	<input type="checkbox"/> The Great Lakes	<input type="checkbox"/> Wonder Woman
<input type="checkbox"/> Theodore Roosevelt	<input type="checkbox"/> Washington Monument	<input checked="" type="checkbox"/> Captain America
<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/>	<input type="checkbox"/> Iron Man
<input type="checkbox"/> Ronald Reagan	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WRITE IN _____	WRITE IN _____
WRITE IN _____		

# Overvote

Ballot  
Rejected

4. If you make a mistake, ask for a new ballot.

President of the United States (Vote For only one)	Favorite L Unit (Vote F
<input type="checkbox"/> George Washington	<input type="checkbox"/> Yosemite
<input checked="" type="checkbox"/> Abraham Lincoln No	<input type="checkbox"/> Yellowston
<input type="checkbox"/> John F. Kennedy	<input type="checkbox"/> Rockefelle
<input type="checkbox"/> Franklin D. Roosevelt	<input checked="" type="checkbox"/> The Great
<input checked="" type="checkbox"/> Theodore Roosevelt this one	<input type="checkbox"/> Washingto
<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/>
<input type="checkbox"/> Ronald Reagan	WRITE IN
<input type="checkbox"/>	
WRITE IN	



# Blank Ballot

Ballot  
Rejected

Blank

Commonwealth of Virginia, Demo Ballot  
Arlington County  
Demo General Election  
November 7, 2017

Ballotstyle: 1

Voting Instructions

1. Use a blue or black ink pen.
2. Make a clear mark inside the red box to the left of your choice.
3. For a write-in candidate, mark the red box to the left of the line and write in the name.
4. If you make a mistake, ask for a new ballot.

President of the United States (Vote For only one)	Favorite Landmark of the United States (Vote For only one)	Favorite Superhero (Vote For only one)
<input type="checkbox"/> George Washington	<input type="checkbox"/> Yosemite National Park	<input type="checkbox"/> Superman
<input type="checkbox"/> Abraham Lincoln ✓	<input type="checkbox"/> Yellowstone National Park	<input type="checkbox"/> Batman
<input type="checkbox"/> John F. Kennedy	<input type="checkbox"/> Rockefeller Center	<input type="checkbox"/> Spiderman ✓
<input type="checkbox"/> Franklin D. Roosevelt	<input type="checkbox"/> The Great Lakes	<input type="checkbox"/> Wonder Woman
<input type="checkbox"/> Theodore Roosevelt	<input type="checkbox"/> Washington Monument ✓	<input type="checkbox"/> Captain America
<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/>	<input type="checkbox"/> Iron Man
<input type="checkbox"/> Ronald Reagan	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WRITE IN _____	WRITE IN _____
WRITE IN _____		

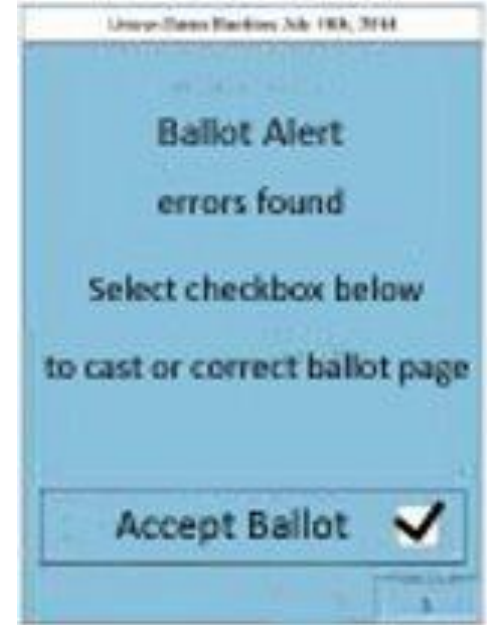
# Give Voters a Chance to Fix their Ballot

## If Ballot is Rejected...

- Don't look at the voter's ballot.
- Direct voter to the printed tape and explain to the voter why the ballot was rejected.
- If the voter realizes they made a mistake, send them to the Chief with their ballot to get a replacement ballot.
- If the voter completed their ballot as they intended, instruct the voter to press the "Accept Ballot" box.

# Voter Can Cast a Rejected Ballot

- Some voters will want to vote the ballot anyway and they can.
- Re-insert ballot.
- Ballot will be rejected again.
- Voter should select “Accept Ballot.”
- Ballot will scan.
- All contests marked correctly will be tabulated.



# Get New Ballot

If voter makes a mistake, they can get a new ballot from the Chief. The Chief should spoil the ballot by writing “Void” on it.

- Ballot will be placed in Envelope #4 (orange).
- A tick mark will be made on the Ballot Record Report.
- Voter is given a replacement ballot.

Blank

Commonwealth of Virginia, Demo Ballot  
Arlington County  
Demo General Election  
November 7, 2017

Ballotstyle: 1

Voting Instructions

1. Use a blue or black ink pen.
2. Make a clear mark inside the red box to the left of your choice.
3. For a write-in candidate, mark the red box to the left of the line and write in the name.
4. If you make a mistake, ask for a new ballot.

**President of the United States**

(Vote For only one)

George Washington

Abraham Lincoln ✓

John F. Kennedy

Franklin D. Roosevelt

Theodore Roosevelt

Thomas Jefferson

Ronald Reagan

WRITE IN \_\_\_\_\_

**Favorite Landmark of the United States**

(Vote For only one)

Yosemite National Park

Yellowstone National Park

Rockefeller Center

The Great Lakes

Washington Monument ✓

WRITE IN \_\_\_\_\_

**Favorite Superhero**

(Vote For only one)

Superman

Batman

Spiderman ✓

Wonder Woman

Captain America

Iron Man

WRITE IN \_\_\_\_\_




# Special Situations

# Poll Watchers

## Political Party or Candidate Observers

- Must have authorization from campaign.
- Must be a registered voter in Virginia (Call Office to Verify Non-Arlington).
- If they have a question, they should ask the Chief or Assistant Chief or step outside to call their Headquarters.
- CANNOT interact with Voters inside of the 40-foot Prohibited Area.
- CANNOT disrupt the process.
- CANNOT look at or take picture of Provisional Ballot Log as it has confidential information on it and must be redacted.

### Sample Authorization



**Designation of Authorized Representative for  
Pre-Processing of Mail Ballots for the General Election**

I hereby designate \_\_\_\_\_, a qualified voter of the Commonwealth of Virginia, as a representative of the Democratic Party for purposes of observing pre-processing of mail ballots for the 2020 general

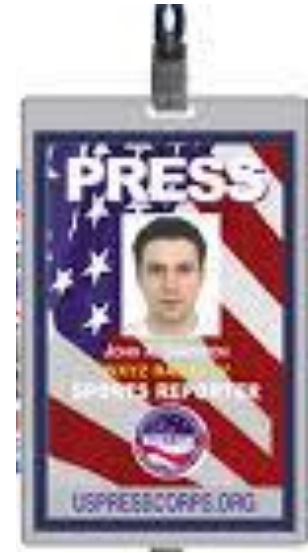


# Media

- Must present authorization
- Must get a voter's permission before taking a picture
- CANNOT interview with voters inside of the 40-foot prohibited area

## Make an Announcement:

*“This is a photographer from the Washington Post. They will be taking pictures. If anyone objects to their picture being taken, please let me know.”*



# Voters Who Need Assistance

## Request for Assistance Form

- Any voter can request assistance from an officer or another person
- Give the voter the form to be completed if you or another person will see the voter's ballot
- Answering common questions does not require the form to be completed
- Poll watchers, employers, or union reps CANNOT serve as assistants to a voter

## Language Assistance

- You can translate for a voter. You must first ask any poll watchers present if they speak the language and would like to hear the translation.

# Curbside Voters

- Voter pulls up to the designated and marked curbside area.
- An assistant for the voter or an election officer takes the voters' ID to the check in station to check in the voter and get a ballot.
  - The Pollbook Officer must make sure to mark the "Curbside" box on the Poll Pad.
- Take the ID, ballot, privacy folder, pen, and Request for Assistance Form (in case it is needed) to the voter at their car.
- Once voter has voted the ballot, they place it in the privacy folder and give it back to the officer.
- The officer should immediately proceed to the ballot box to scan the ballot.

*Pro Tip: Have the car wait and give a thumbs up to verify the ballot was scanned.*

# Provisional Ballots

**Provisional Ballot** = A ballot cast by a voter whose eligibility is in question, reviewed by the Electoral Board after the election to determine if the ballot will count or not.

If you cannot determine a voter's eligibility (the Poll Pad will usually offer a warning or message in these situations), send them to the Chief's table to vote a provisional ballot.

Chief will use their Poll Pad to double check your work.

Chief will then process the voter as a provisional ballot.

# Emergency Procedures

- The Chief or Assistant Chief should establish an evacuation plan and a rendezvous point in case of an emergency.
- Call office immediately if you lose power.
- Pollbooks can run for several hours without being plugged in.
- Use emergency slot on Ballot Box during power outages or prolonged scanner jams.
- Call 911 in any situation where life may be threatened or if a voter is having a health crisis.





**What Do  
You Do?**

**What if you  
can't get into  
the polling  
place in the  
morning?**

**The Chief has emergency ballots to  
allow voting to begin until the  
polling place can be accessed.**



# What do you do if a voter will not wear a mask?

If a voter does not want to wear a mask, you have two options:

- 1. Move the voter through the process as quickly as possible.** Slow the line briefly to give voters distance from the person and continue to vote as usual. You can set up a voting station at distance if it is helpful.
- 2. Ask the person to return to their vehicle or go outside and service them there.** Election officers assisting the voter can put on a face shield and pair of gloves to serve the voter from their vehicle.

# What if a voter shows up who tells you they have COVID-19?

1. Get the voter's name and address.
2. Ask the voter to return to their vehicle or go outside.
3. Ask the voter to continue to wear their mask and remain 6 feet from all other people.
4. Service the voter as a curbside voter wearing a mask, face shield, and gloves.
5. After completing the assistance of that voter, discard the gloves and wash/sanitize your hands.

# What if the Chief asks me to change stations or go on break?

Election officials frequently change duties on Election Day.

When changing stations, make sure to use the alcohol wipes to clean off the work area and equipment for the incoming worker.

Do not use any chemical cleaners on the Poll Pad.

# Closing the Polls

# Just Before Closing

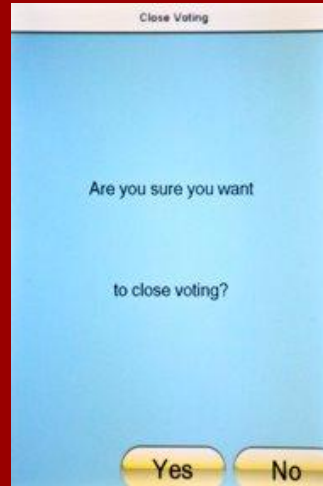
At 6:45pm , an election officer must go outside and announce “Polls Close in 15 minutes”.

Anyone in line by 7:00 pm can vote. If you have a line, place an Election Officer at end.

# Closing the Scanner



Chief Inserts  
Close Card



Follow Screen  
Prompts



Print 3 Copies  
Election  
Summary



# In closing the scanner, the Chief will:

- Print the write-in report
- Export ballot images
- Shutdown the scanner and turn off the power
- Remove the scanner media

Write-in Report  
Training  
Demo County  
Demo Election  
November 1, 2015

Election Date: Tue Nov 01, 2016  
Report Printed: Fri Aug 14, 2015 11:11:42 AM  
Software Version: 1.3.0.1  
OS Version: DWS OS ver. 1.1.00  
Machine Name: US5006023

Public Count 52  
Protective Count 416

---

President  
Precinct: Precinct 1

Total Write-ins 2  
Total Images 2  
Ballot ID: 00121  
Write-In Position: 006

Barack Obama





# Call In Results

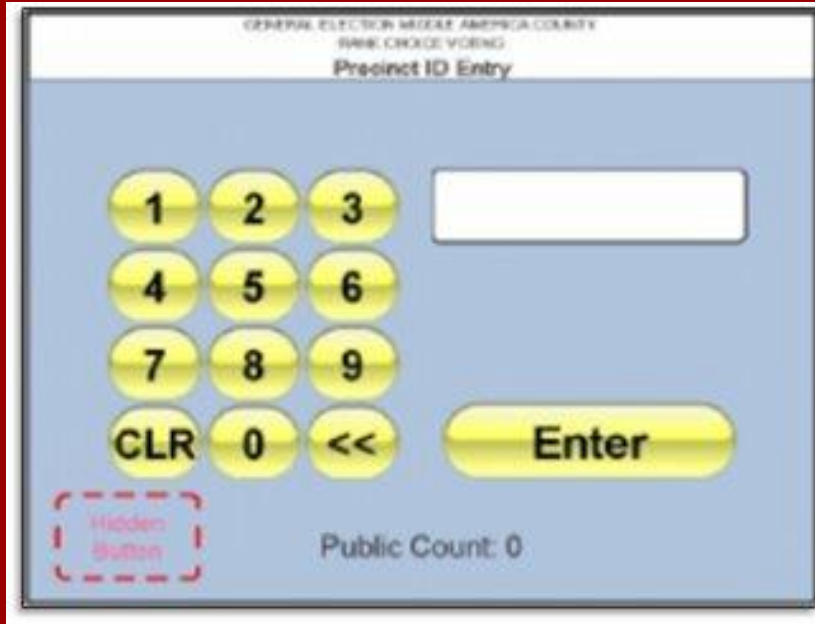
Your polling place should call in your results to 703-228-3456 as soon as possible.

You should not complete the whole Statement of Results first.

You'll need:

- Provisional Numbers from Log
- Pollbook Check Ins
- Results Tape

# Closing the Ballot Marker



# Close Report

- Only need 1 Copy
- Give to Chief or appointed officer
- Record information on Ballot Record Report Part 6

**Close Report**

Election Title:  
Demo County  
Demo Election  
November 1, 2016  
Election Date: November 1, 2016

Current Date: Mon August 24, 2015 11:24:43 AM  
Software Version: 1.3  
OS Version: OVI OS ver. 2.0  
Machine Name: UVS205120

Election ID: 102  
Election Version: 17.3.6  
Session Type: Training

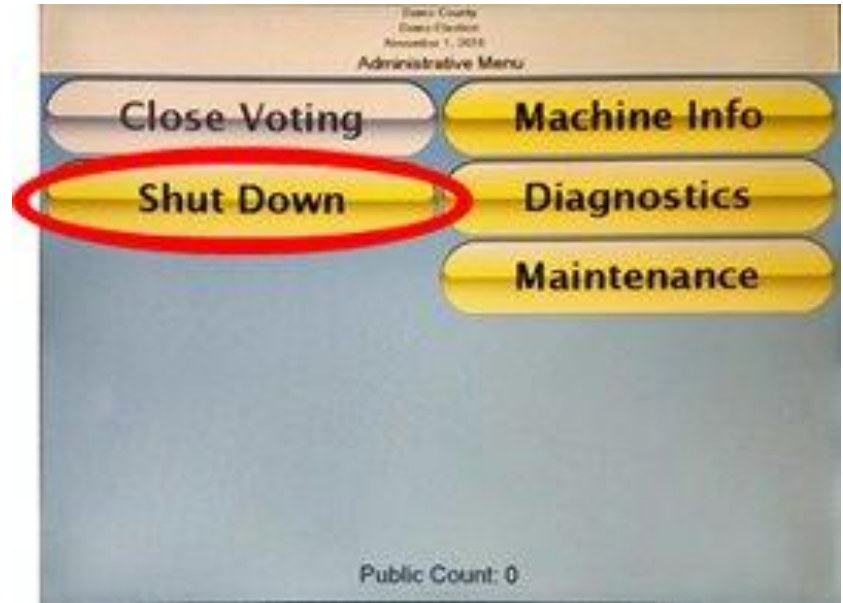
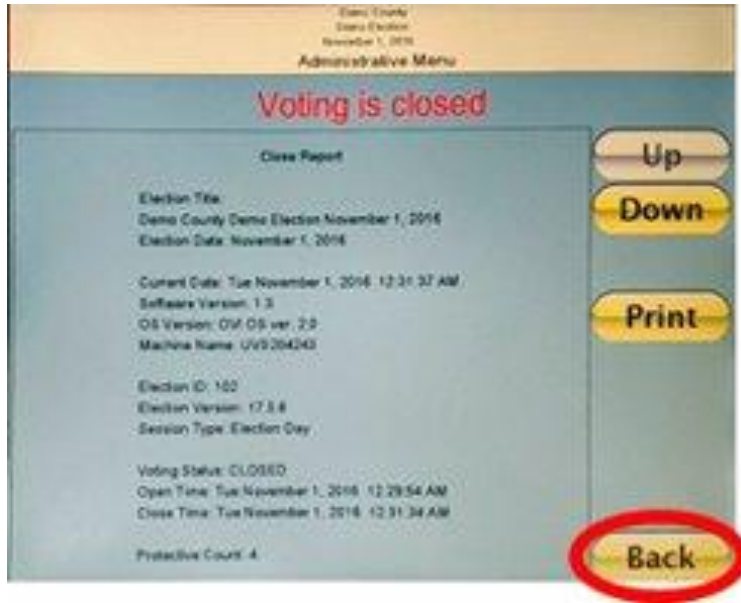
Voting Status: CLOSED  
Open Time: Mon August 24, 2015 11:14:10 AM  
Close Time: Mon August 24, 2015 11:24:35 AM

Protective Count: 10  
Public Count: 8  
Session Count: 8

Session Canceled: 0

Precincts Count:  
00101 (1) - 8

# Shut Down and Power Off



# Packing the Pollbooks



# Before Packing Up the Pollbooks

- Chief must record the total number of check ins and voters from outside the polls on the Statement of Results.
- Chief must export voters from EACH pollbook. They plug in the iSync to each pollbook, a menu appears, and they select “Export Voter Check-Ins.”
- Pollbooks have no shut down process, just pack carefully.

## Part A: Turnout

Obtain these numbers from the [Pollbook Summary](#), not the tape

1. Total number of voters checked in	
2. Of the total number above, provide the number that voted outside the polls.	





# Pack up Poll Pads



- Stylus
- ID holders
- Arms (Bent)
- Screen cleaners
- Lightning cord
- Power brick



- Bases

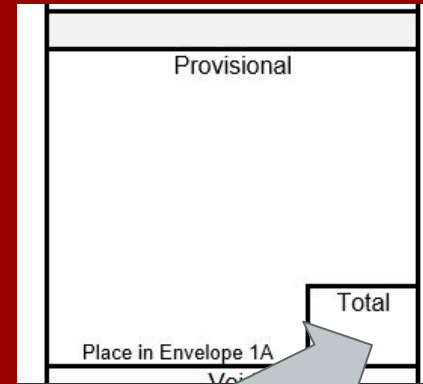


- The slot for the ID Holder cannot go over the Base.



# Ballot Record Report

- Complete Ballot Record Report (Record numbers in “Total” box)
- Complete Part 3 of Ballot Record Report



Provisional

Place in Envelope 1A  
Vote

Total

A diagram of a ballot envelope. The top section is labeled 'Provisional'. At the bottom, there is a box labeled 'Total' with an arrow pointing to it from the left. Below the 'Total' box, the text 'Place in Envelope 1A' and 'Vote' is visible.

## Part 3: Ballots After Polls Close-use numbers not n/a or -

	Packs	Total Ballots	EO Initials
Unopened Packs (include Emergency Ballot Pack, if not used)			
Unused Loose Ballots			

# Box up the Ballots

- Voted Ballots go in Box 3
- Unused ballots go in Box 6
- All ballots must be returned with the Chief



# Clean Up the Polls

- Remove signs and tape from floors and walls
- Make sure all items that were outside are cleaned up
- Pack up privacy shields and voting booths
- Assist Chief with tasks as assigned

# Closing Reminder

## ***All Election Officials must sign 6 things***

- Statement of Results #1
- Statement of Results #2
- Yellow Printed Return Sheet
- Box 3 Label (counted ballots)
- Oath (at beginning of day)
- Pink Payroll Sheet (at beginning of day)

# Return Key Items to HQ

Chief or Assistant Chief will return ballots and critical items to the Office of Voter Registration and Elections.

**Thank You**



# Homework

Watch the equipment videos:  
[vote.arlingtonva.us/online-training/](https://vote.arlingtonva.us/online-training/)

Review the Election Day Guide

Complete your W-9 Form

Complete your Oath

## Election Equipment Training Videos

The links below will open a YouTube video in a separate window.

### Introduction

[Delivery of Voting Equipment](#)

### Pollbooks

[Setting up the Poll Pad](#)

[Packing up the Poll Pad](#)

### Voting Stations

[Setting up the Voting Stations](#)

[Packing the Voting Stations](#)



### Scanner

[Ballot Box Setup](#)

[Opening the Scanner Part I](#)

[Opening the Scanner Part II](#)

[Shutdown the Scanner](#)

[Packing up the Scanner](#)



### Ballot Marking Device

[Opening the Ballot Marker](#)

[Shutdown the Ballot Marker](#)

[Packing up the Ballot Marker](#)





**Updates:**

[vote.arlingtonva.us/workatpolls](https://vote.arlingtonva.us/workatpolls)

**Email:**

[pollworkers@arlingtonva.us](mailto:pollworkers@arlingtonva.us)

Questions?