

**COUNTY OF FREDERICK, VIRGINIA**  
**OFFICE OF ELECTIONS**

**POLL WORKER HANDBOOK**

We want to extend our deepest gratitude for your invaluable service as a poll worker. Your dedication and hard work play a crucial role in ensuring the smooth and fair conduct of our elections. Serving as a poll worker is a vital role in the democratic process, ensuring that elections are conducted smoothly, fairly, and accurately. Here's an example of what it entails:

**Responsibilities:** Poll workers have a variety of duties, including:

- **Setting Up the Polling Station:** Arriving early to prepare the voting area, setting up voting booths, and ensuring all equipment is functioning properly.
- **Greeting Voters:** Welcoming voters as they arrive, checking their identification, and verifying their eligibility to vote.
- **Issuing Ballots:** Providing voters with the correct ballots and explaining how to mark them.
- **Assisting Voters:** Helping voters understand the voting process, including how to use voting machines and ensuring accessibility for those with disabilities.
- **Maintaining Order:** Ensuring the polling place remains orderly and that voters can cast their ballots in a safe and secure environment.
- **Closing the Polls:** At the end of the day, closing the polling station, counting ballots, and ensuring all materials are securely packed and returned.

**Civic Duty:** Serving as a poll worker is a profound way to contribute to the community and uphold democratic values. It involves:

- **Ensuring Fairness:** By overseeing the voting process, poll workers help maintain the integrity of elections, ensuring that every eligible voter can cast their vote without any issues.
- **Promoting Participation:** Poll workers play a crucial role in encouraging voter turnout and making the voting process accessible to all.
- **Protecting Rights:** They ensure that the rights of voters are respected and that the election laws are followed.

**Working Together as a Team:** Poll workers must collaborate effectively to ensure the success of the election. This includes:

- **Communication:** Clear and constant communication among team members to address any issues that arise and to ensure a smooth voting process.
- **Coordination:** Working together to set up and manage the polling station, handle voter queries, and resolve any conflicts.
- **Support:** Providing support to each other, especially during busy times, to ensure that all tasks are completed efficiently.

Serving as a poll worker is not just a job; it's a commitment to democracy and community service. It requires dedication, teamwork, and a strong sense of civic responsibility.

This handbook contains basic elements of polling place operations and is not intended to be used as a comprehensive guide of Virginia election law or procedures.

**I recommend that you review this material often in preparation for election day. Do not write, mark, or highlight in the handbook. At the completion of election day, please place the handbook in the precinct bag.**

***RICH VENS KosKE  
GENERAL REGISTRAR  
FREDERICK COUNTY, VA***

#### **EMERGENCY PHONE NUMBERS**

<b>FREDERICK COUNTY REGISTRAR'S OFFICE</b>	<b>540-722-8384</b>
<b>FREDERICK COUNTY FIRE AND RESCUE DISPATCH</b>	
<b>(non-emergency)</b>	<b>540-662-6162</b>
<b>FIRE OR POLICE EMERGENCY</b>	<b>911</b>
<b>VDOT</b>	<b>540 -984-5600</b>
<b>WEATHER</b>	<b>WEATHER.COM</b>

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## Section A

### General

Nov 2024

### You cannot leave the polling precinct

#### Election Officer's Role

Your role as an Election Officer is to ensure fair and accessible elections for voters and to protect the integrity and accompanying aspects of the election process.

In accordance with federal and state laws, you are expected to perform all the duties assigned to you by the Office of Elections and your Precinct Chief. Perform these duties diligently and without partiality.

#### Removal of Election Officer

The Office of Elections will investigate promptly any complaint it receives regarding the fitness, qualification or performance of an individual appointed as an Election Officer.

The Office of Elections may remove any Election Officer who is unfit or incompetent for assignment. **Refer to Frederick County Election Officer Code of Conduct**

#### Election Officer Voting Options

If you are assigned to work at your home precinct (the precinct you would vote at if not serving as an Election Officer), you may vote in the precinct on Election Day.

If you are assigned to work in a precinct other than your home precinct, you may vote prior to election day; either in-person at the Registrar's office or by Absentee Ballot (AB).

#### Voting Hours

By state law, polls are required to open at 6:00 a.m. and close at 7:00 p.m.

Election Officers are expected to arrive at their assigned polling place no later than 5:00 a.m.

All voters in line at 7:00 p.m. are processed normally.

### **Extended Hours**

The normal poll closing time can be extended by a court order.

If hours are extended, the Office of Elections will notify the precincts.

All Election Officers must continue to work when extended hours are issued.

When extended hours are issued, any voter who arrives after 7:00 p.m. **may only vote by provisional ballot.**

### **Miscellaneous**

Do not comment on candidates or political issues (current or general) among your fellow Election Officers or with voters.

Dress in casual business attire. Bring a sweater or jacket in case the polling place is cold.

Bring any medications you may need, and food and drinks.

Assist/serve voters promptly and courteously and stay alert for voters who need assistance.

Report suspicious activities to the Chief or Assistant Chief.

Refer questions from the media and Authorized Representatives to the Chief.

If you as an election officer have any questions the PW guide can't answer; please ask your Chief.

Keep your Chief informed of "out of the ordinary" occurrences: check-in procedures, form data requirements, current poll counts, etc.

Precinct questions that cannot be answered should be referred to the Office of Elections. (540-722-8384, Registrar)





## Section B

### What Happens When

Nov 2024

- Arrive no later than 5:00 a.m.
- Chief calls Registrar's office (540-722-8384) when inside Polls
- Chief issues Oath to all poll workers
- Chief issues PW assignments / Review Emergency Procedures (G6-10)
- Welcome any authorized representatives and verify credentials
- Set up and make operational: Merlin
- Set up and make operational: voter check-in (poll book) station (C3-5)
- Set up and make operational: ballot distribution station (D1)
- Set up and make operational: ballot marking stations
- Set up and make operational: voting machine station (E1-7)
  - ExpressVote
  - DS200 Ballot Scanner
    - "Verify" then Remove two seals -- give to Chief
    - Auto-Print zero tape -- give to Chief
- Set up and make operational:
  - Provisional voter ballot marking station
  - Chief's workstation
  - Signs and posters
- Chief calls Registrar's office to report polling station is operational
- At 6:00 am (at entrance) announce "POLLS ARE OPEN"
- Qualify/assist voters (G2)
- At 6:45 p.m. (at entrance) announce "POLLS WILL CLOSE IN 15 MINUTES"
- At 7:00 p.m. (at entrance) announce "POLLS ARE CLOSED"
  - Lock doors
  - Allow anyone in line to qualify and vote (Note Last Person in Line)

- After the last voter casts their ballot and leaves, complete
    - Location Summary Report (C14)
    - Ballot Report (Forms F1-F5)
    - Print 3 results tapes from DS200 (E15)
    - SOR A
    - SOR B
    - Election Night Precinct Call-in Report
    - Yellow Printed* Return Sheet
    - OOEs Sign all form, envelopes, and labels
- Chief's Manual Sec D
- Chief calls Registrar's office to report results (540-722-8384)
  - Disassemble workstations
  - Pack up equipment and supplies
  - Cleanup work areas
  - Leave polling station



## Section C

### Poll Book (Voter Check-in) Officer

#### DUTIES

- Set up and take down the Merlin
- Open and close the **Electronic Poll Books** (laptops)
- Check in registered voters by verifying: 1) they have acceptable ID, and 2) are eligible to vote
- Summon the Chief to assist any voter having an issue that prevents them from voting

#### EQUIPMENT AND SUPPLIES

- Extension cords -- for laptops and Merlin
- Surge protector (power strip)
- Laptops (two or more). Each laptop will come with a thumb drive already inserted. This drive contains the County of Frederick Registration poll book. DO NOT remove this drive and alert the Chief if the drive is not present when setting up each laptop.
- Laptop power supply unit (one per laptop)
- Mouse (one per laptop)
- Handheld barcode scanner (one per laptop)
- Stand for each barcode scanner
- Velcro straps used to secure cables
- Sheet with passwords used to log into the ePollTAB program and to access the poll book. This sheet is provided by the Chief and is contained in the **Red** bag.
- Ballot Entry cards
- Packet of **Green** precinct cards containing the list of precincts and their addresses. These are given to voters who are at the wrong precinct.

## **TASKS BEFORE THE POLLS OPEN**

### **Task 1. Set up the Merlin**

**NOTE: DO NOT start the laptops until after the Merlin is fully functional!**

The Merlin should be set up in an area away from the check-in table and out of direct view of the voters.

#### **Step 1. Open the Merlin box**

When received, the Merlin box should be closed and latched. (See Figure 1)



Figure 1

Figure 2 shows the Merlin box as it should look when opened and put away at the end of the day. The contents of the box include:

- 1) the Power Cord
- 2) the Merlin switch
- 3) the Antenna Base
- 4) the 2 Antennas
- 5) Cushioning

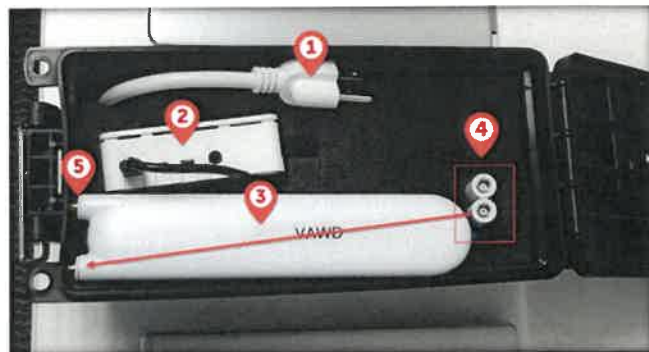


Figure 2

#### **Step 2. Connect the Merlin to Power**

Connect the shortest extension cord to the Merlin power cord and connect to a wall outlet. Ensure that the Merlin device turns on. Look for the red light on the side of the Merlin as shown in Figure 3.



Figure 3

### Step 3. Configure the Antennas

Remove the 2 antennae from the holding slot in the box and screw both antennae onto the antenna base. Stand the base upright in the Merlin box. When first set up, the light on the antenna base will blink **white** and turn a solid, dark **blue** when the unit is ready. (See Figures 4a & 4b)



Figure 4a



Figure 4b

### Step 4. Install the Red Thumb Drive

After confirming that the light on the Antenna base is a solid **blue**, insert the **red** thumb drive, from the **red** bag, into the **top right** USB slot on the Merlin device. (See Figure 5)



Figure 5

When the Merlin is configured and ready for operation it should look like the setup in Figure 6.

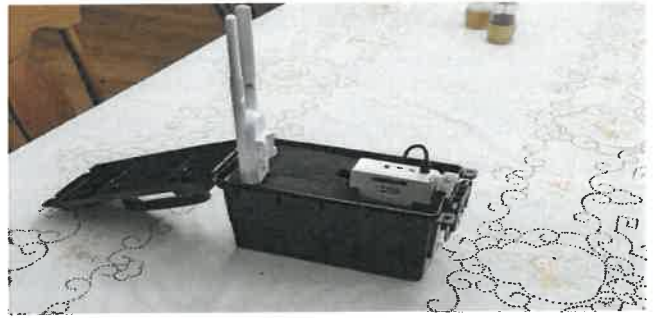


Figure 6

## Task 2. Set up the laptops

**NOTE: DO NOT** power up the laptops until the Merlin has been up and running for at least three minutes. **Both Poll Book Officers Must Perform Steps 1 through 6.**

### Step 1.

- Plug the appropriate extension cord into a wall outlet
- Plug the extension cord into surge protector/power strip and turn it on
- Plug the laptop's power cable with the yellow collar on it into the laptop
- Plug the other end of the laptop's power cable into the surge protector.
- Plug the mouse into the left side of the laptop
- Plug the barcode scanner into the right side of the laptop (See Figure 7)



Figure 7

**Step 2. Power on all laptops**

Opening the laptop's cover should power on the unit and display the Windows home/login screen. If not, press the power button. (See Figure 8)



Figure 8

**Step 3. Log on to Microsoft Windows**

After the laptop is powered on Windows will load and you will be presented with the Windows logon screen. If it is not already present, enter ePollTAB in the username field. Enter the password provided by the Chief in the password field. (See Figure 9)

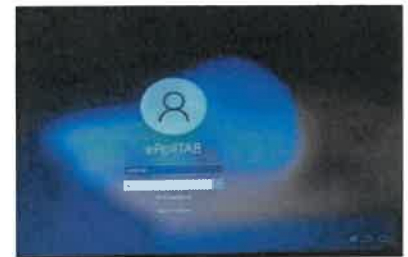


Figure 9



Figure 10

**Step 4. Start the ePollTAB program**

After you have logged into Windows, and it does not start automatically, you will need to start the ePollTAB program. To do so, double-click the ePollTab icon. (see Figure 10)



As the ePollTAB program starts, a series of screens appear that show progress. (Figure 11a – e)

Figure 11a



Figure 11b



Figure 11c



Figure 11d



Figure 11e



The first screen you will see after the ePollTab loads is the Peripheral Devices (see Figure 12). Click on the “Close” tab at the bottom of the screen.

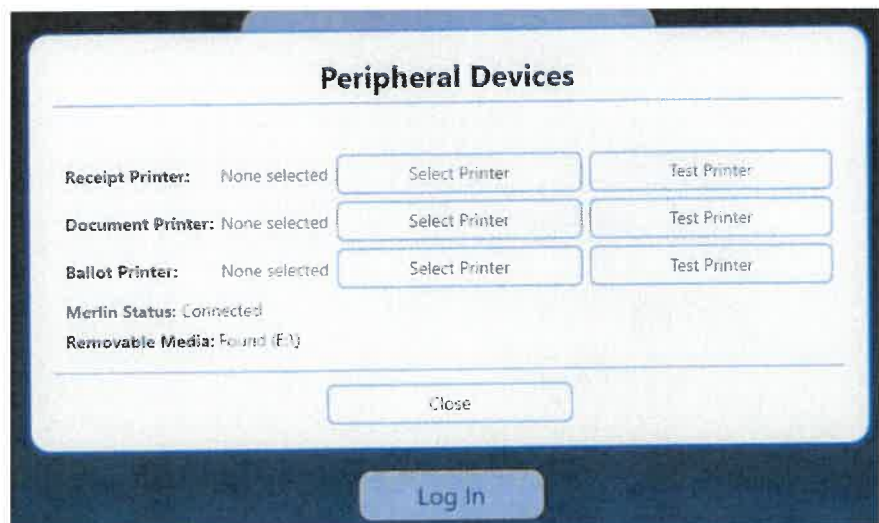


Figure 12

### Step 5. Verify ePollTAB Status

The Next step is to verify that ePollTab is in the correct status to proceed with login. The Primary User sign-in screen is presented (see Figure 13). At the bottom of the screen is the Information Bar. This bar provides important counts of voters checked in during the day, along with information about the status of the program and a link to administrative features of ePollTAB. (See Figure 13)

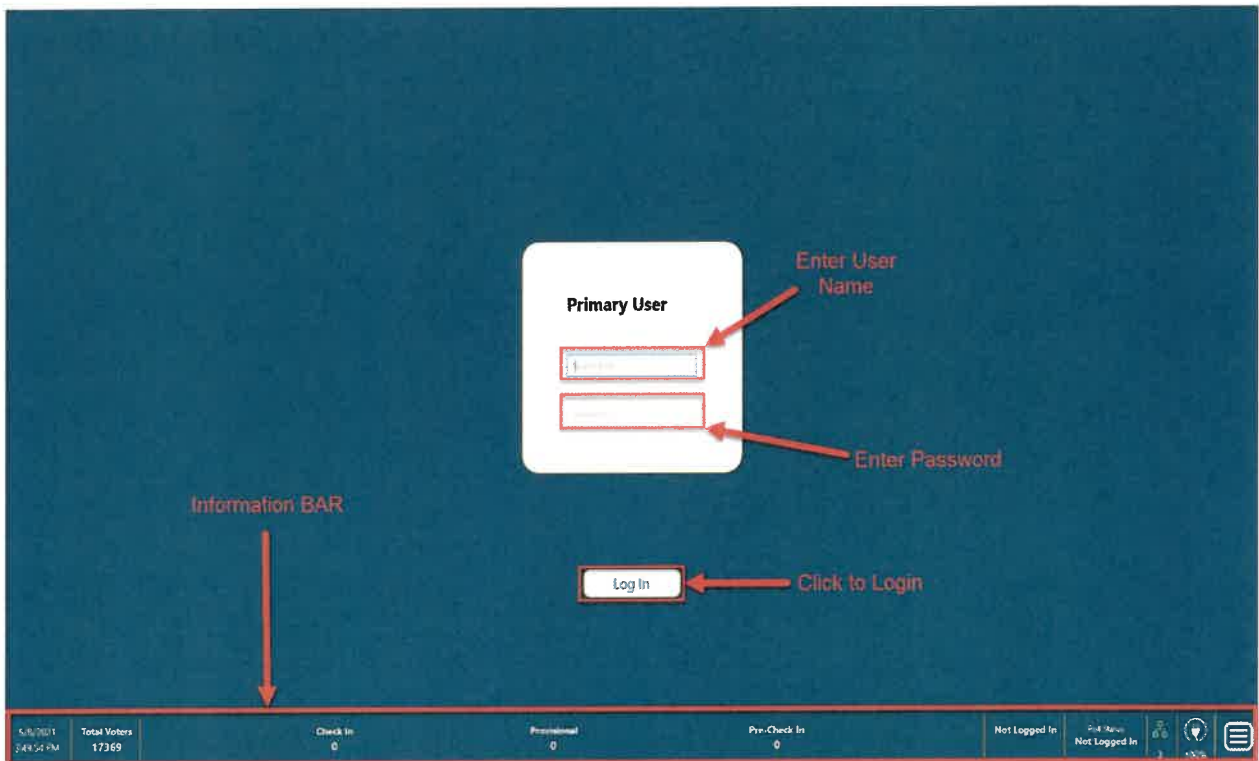


Figure 13

**IMPORTANT-** Before logging in to ePollTAB, you must verify the following by looking at the bottom of the home screen:

- 1) The laptop is connected to Merlin (3 Green boxes in a triangle formation at the far right of the Information Bar)
- 2) The “Check In” count is zero

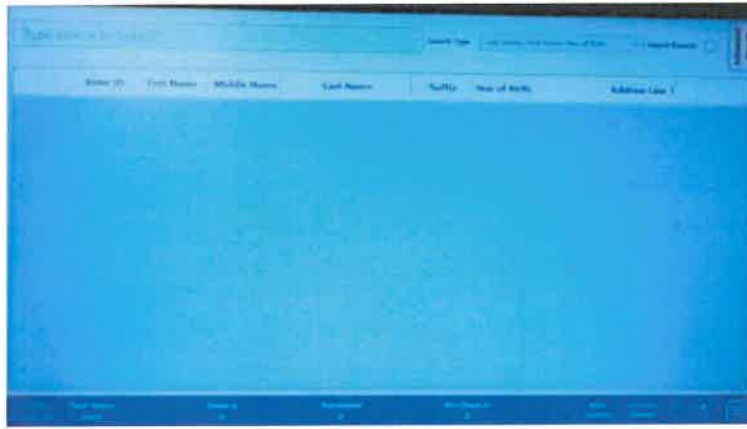
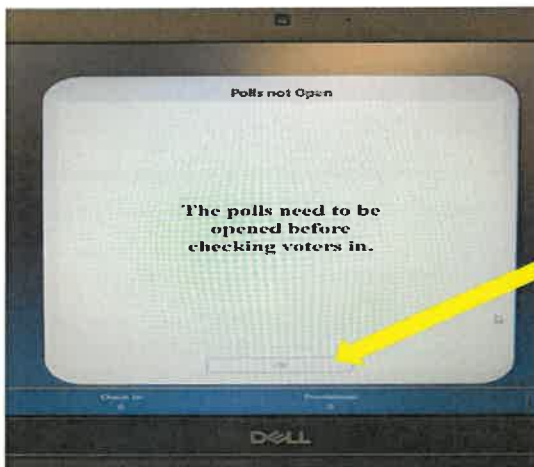


Figure 14

**Step 6. Log in to ePollTAB**

Once this has been verified it is time to log in to the ePollTAB program. In the “Primary User” box of the home screen, enter the Precinct **Username** and **Password**. Each laptop will use a separate Username and Password that will end in an a, b, or c.

Click the “**Login**” button. You will be reminded that the polls are not yet open. (See Figure 15)



Click “OK” to continue with the next steps.

Figure 15

**IMPORTANT** – Only perform Step 7 on one Laptop. Opening the polls on one laptop opens them on all laptops.

### Step 7. Open the Polls

In the bottom right corner of the Home Screen, there is an icon shaped like a box with 3 lines inside. This is referred to as the Hamburger Button and is the link to open the menu with many options for ePollTAB, including the option to Open and Close the polls. Click on the Hamburger Button. (See Figure 16)

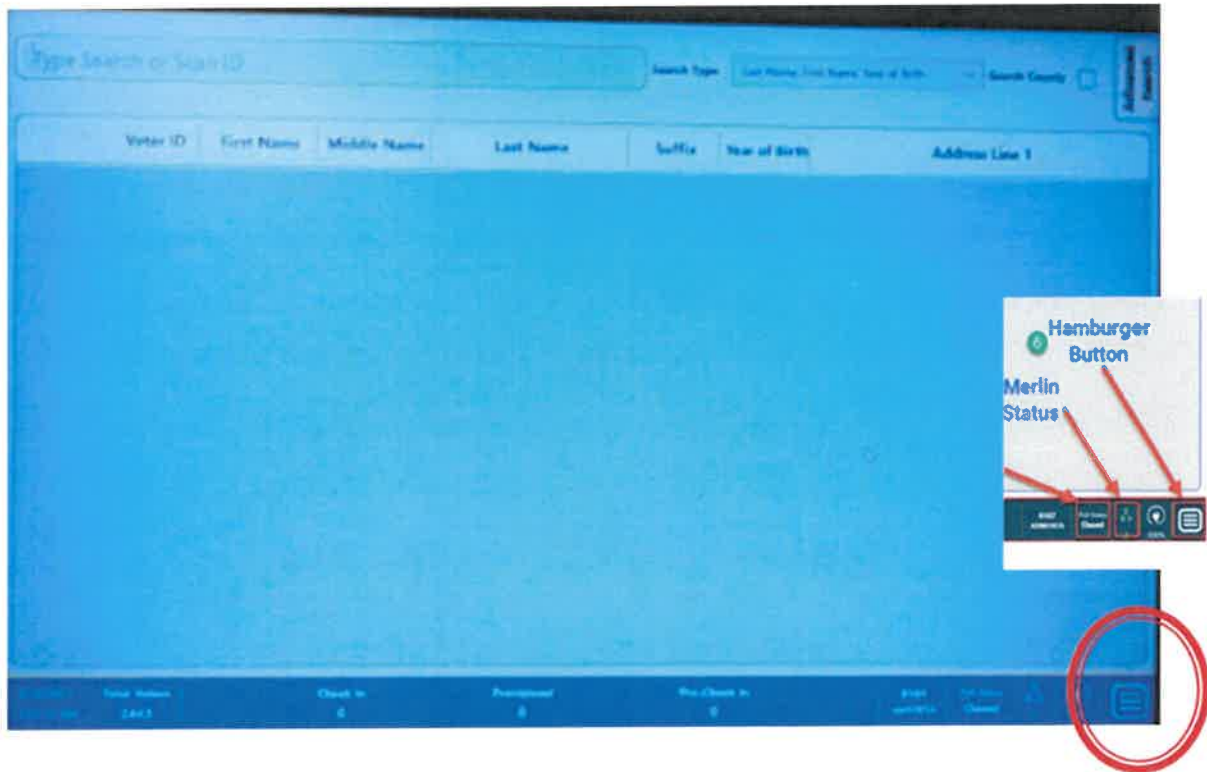


Figure 16

In the Polls area of the Menu, click on the “Open Polls icon. (Figure 17)

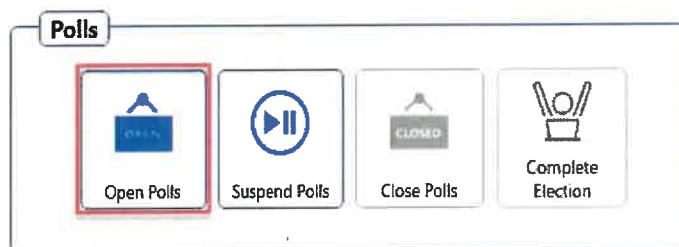


Figure 17

The Menu Screen then opens (see Figure 18)

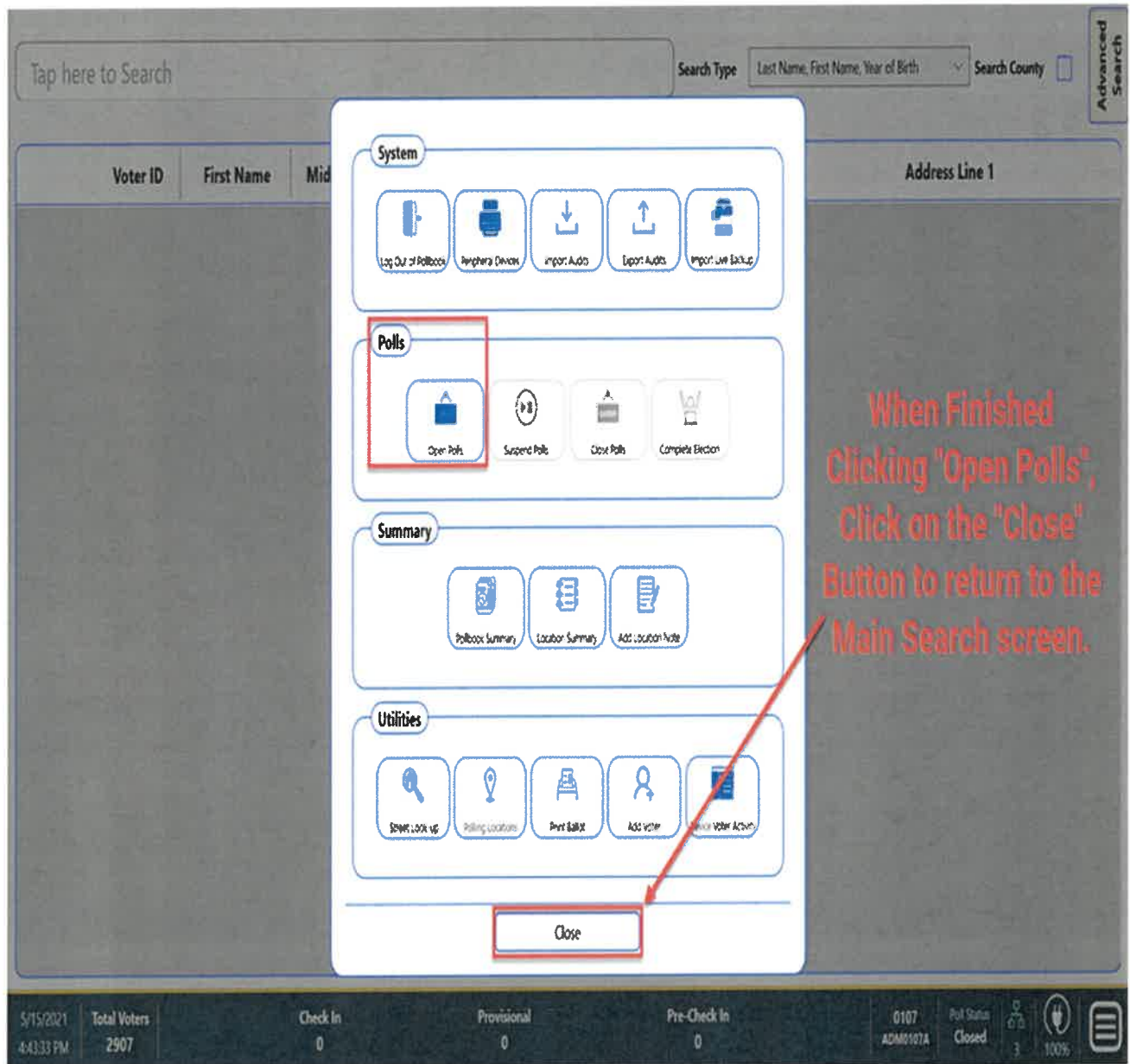
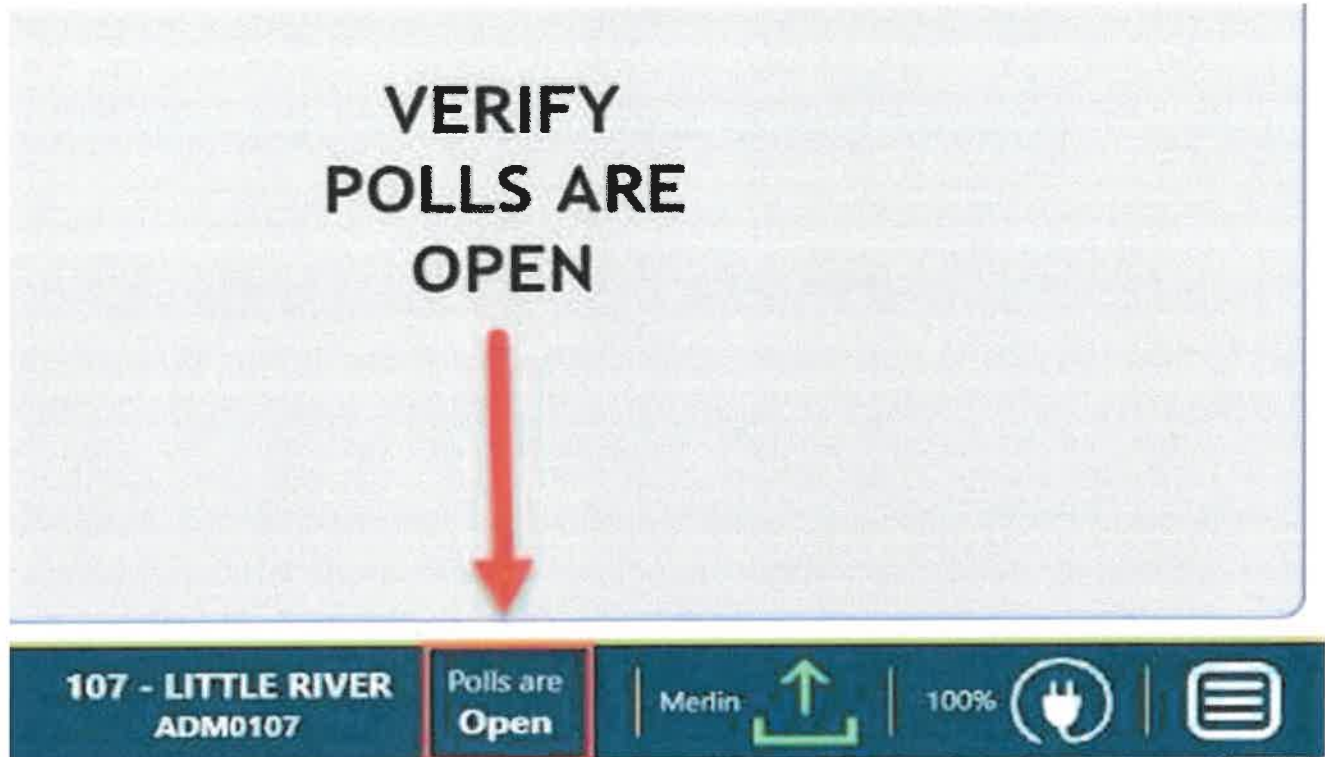


Figure 18

On the Home Screen Information Bar of **each laptop**, verify that the “Polls are” Open. (see Figure 19) Once the Polls show open on all laptops, click the “Close” icon and return to the Main Search Screen.



**NOTE**

Voters can drop off anyone’s Absentee Ballot or multiple individual’s ballots, from any precinct.

**NEW FORM: STATEMENT OF VOTER OR ALSO KNOWN AS  
“GOLDEN ROD”**

**IF A VOTER REPORTS:**

- (1) I applied for an Absentee Ballot but did not receive**
- (2) I applied for and received but lost**

Please complete the STATEMENT OF VOTER form. See Attachment 2.

The Poll Book Officer needs to be familiar with all the Home Screen features as shown in Figure 20.

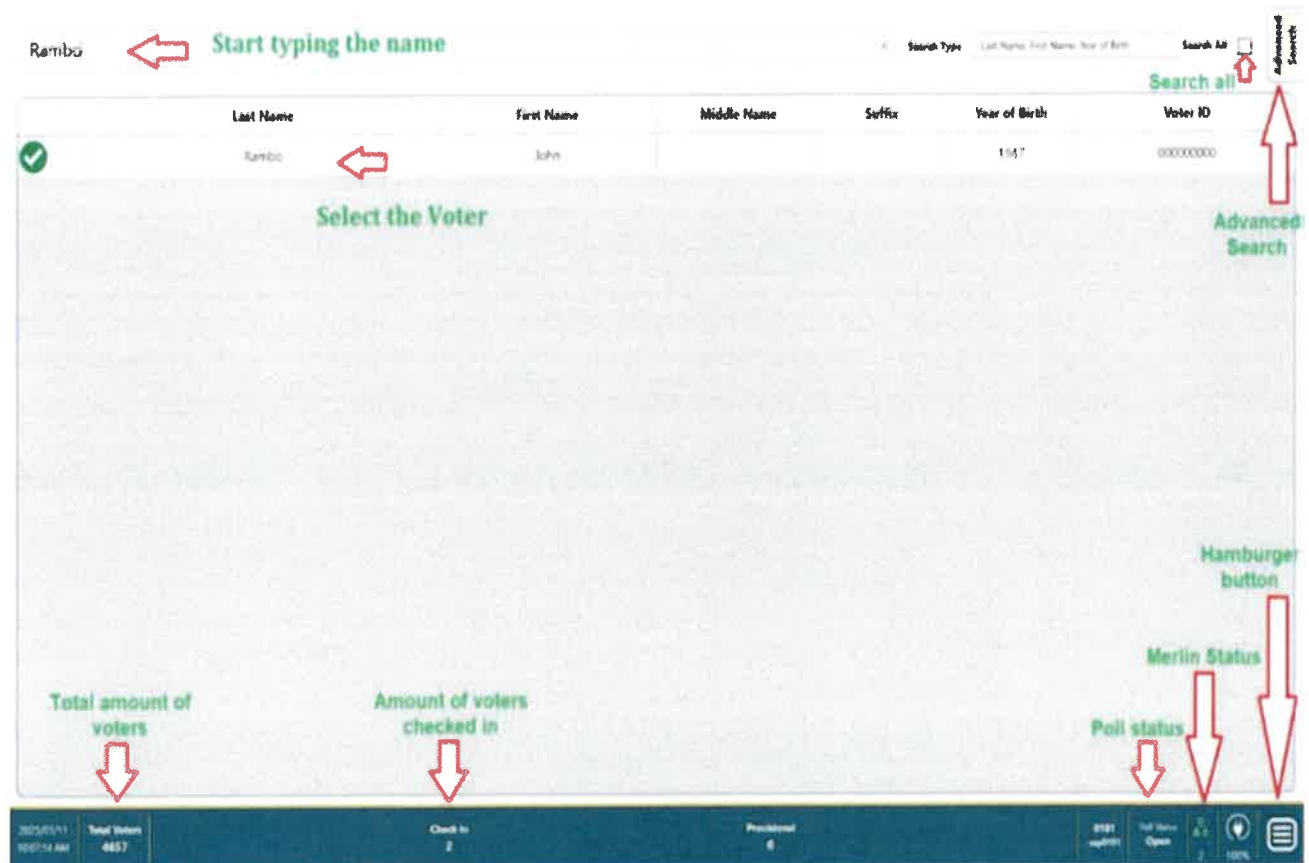


Figure 20

## **TASKS WHEN POLLS ARE OPEN**

### **Task 1. Qualify the Voter**

In this task, you will ensure that the identification presented by the voter is acceptable.

Step 1 - Ask the voter to present their identification (ID).

Step 2 - Ask the voter to state their full name and physical address. Voter can also write information on note in lieu of speaking out loud.

Step 3 - Check the ID to ensure that:

1. The identification matches the voter.
2. The ID expiration date, if present, is no more than a year before the election date, with some exceptions noted below.
3. Acceptable forms of IDs are:
  - a. A valid Virginia driver's license. It may be current or expired
  - b. A DMV-issued ID card. It may be current or expired
  - c. A valid US passport
  - d. A valid student ID from a US college or university
  - e. A Virginia-issued high school ID
  - f. A valid employee ID card
  - g. A valid ID from a government agency of the US, VA, or one of VA's political subdivisions
  - h. See full list in Section G 2



*Sample image of a driver privilege card*






**PLEASE NOTE: IF THE RESTRICTION CODE IS A 9, PLEASE NOTIFY THE CHIEF. THE RESTRICTION CODE DOES NOT NECESSARILY MEAN THAT THE VOTER IS NOT A CITIZEN. OTHER RESTRICTIONS COULD INCLUDE MEDICAL, PHYSICAL, ETC.**



Step 4 - In a clear and audible tone, repeat the voter's name back to them. Repeat **ONLY** the voter's full name so that any party representative can hear. Officers may **not** read aloud the voter's address.

## Task 2. Search for Voter (two methods) and Voter Check-In

**NOTE: ONE OR MORE OF THE FOLLOWING ICONS WILL APPEAR AT THE BOTTOM OF THE CHECK IN SCREEN WHICH WILL PROHIBIT CHECK IN "COMPLETE". PLEASE CONTACT CHIEF. (SEE BELOW)**

	Voter is ready to be checked in
	Voter has already checked in
	Voter requires Chief's attention. Voter might be an inactive voter or flagged for address confirmation.
	Voter requires Chief's attention. Check-in might be blocked and requires Chief's override
	Voter already voted early
<b>ABI</b>	Absentee ballot has been issued
<b>ABM</b>	Absentee ballot has been received
<b>?</b>	Voter flagged for address confirmation
<b>Sx</b>	Suffix check (Sr., Jr., III, etc.)
<b>ABOM</b>	Voter has already voted in person and ballot has been scanned
<b>P</b>	Voter is protected and is allowed to use a P.O. Box rather than a street address
<b>F</b>	Voter can vote in Federal races only

### A. Method 1 - Scan Voter's Driver's License or Voter Registration Card

Step 1 - Scan the voter's driver's license or the Voter Registration Card. The ePollTAB program will locate the voter and display their "Voter Information" screen (see Figure 20)

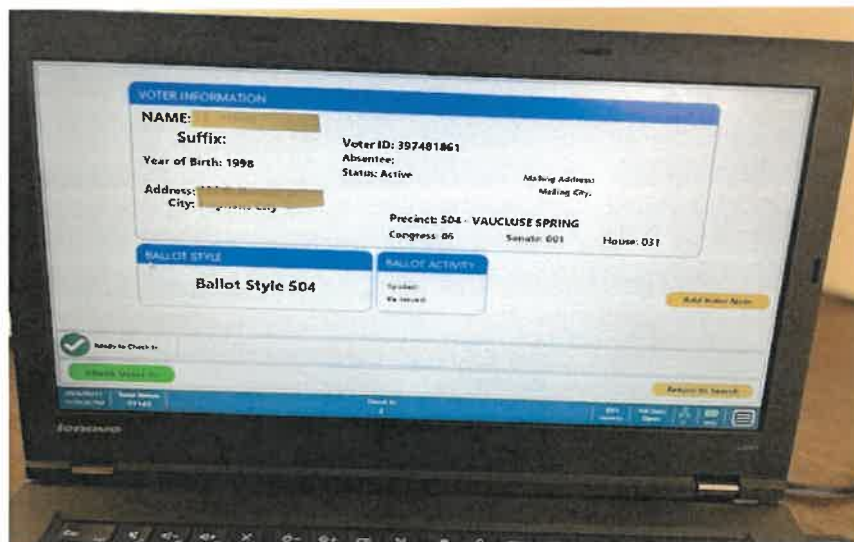


Figure 20

Step 2 - Verify this is the correct voter by matching the name and address.  
**(Make sure to include suffixes as needed)**

Step 3

1. If the box is empty, click on the “Check Voter In” button located in the lower-left corner of the screen. The Voter Search screen then appears (see Figure 21). **VERY IMPORTANT** - Verify that the line with the voter’s name has turned **Red** and that the “Checked In” count on the Information Tool bar has increased by one.  
 (Figure 21 A)

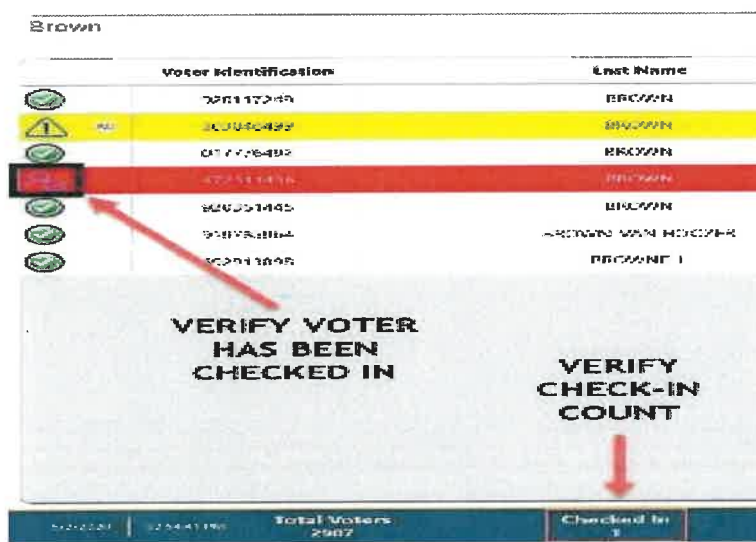


Figure 21 A

2. If there is a message in the box – contact the Chief.

Step 4 - Return the voter's ID and hand the voter a ballot entry card.

**Note:** Confirm the precinct number on the voter's ballot matches their precinct registration number in early voting, because multiple ballots are issued during this time, unlike the general election day.

## B. Method 2 - Look up Voter Manually

Step 1 - Click in the text box at the top of the search screen and start typing the voter's last name. If needed, add first name separated by a comma, no space. (see Figure 21 B)

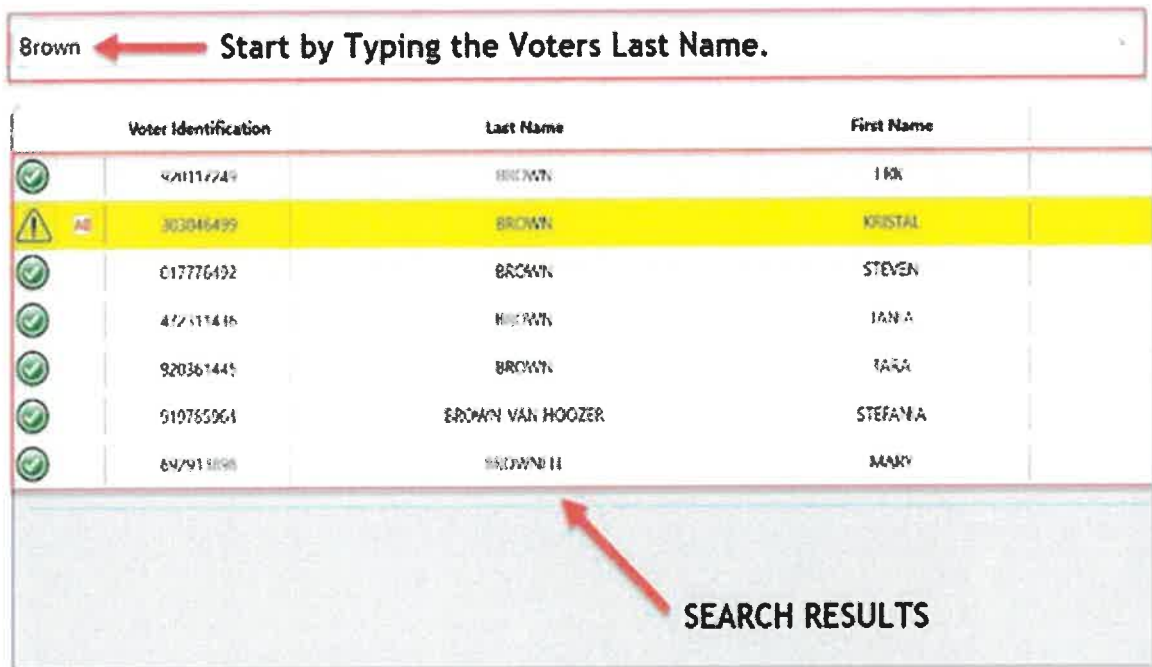


Figure 21 B

If a match is found, click anywhere on the line that contains the voter's name and address. This will access the voter information screen.

Step 2 –Verify that this is the correct voter by matching the name and full address information on the Voter Information Screen. If this is the wrong voter, click on “Back to List” located in the lower right corner of the screen.

Step 3 - If this is the correct voter, look in the “voter messages” box.

1. If there is a message in the box – contact the Chief
2. If the box is empty, click on the “Check Voter In” icon in the lower left corner. The Voter Search screen then appears (see Figure 21 A). **VERY IMPORTANT** - Verify that the line with the voter’s name has turned **Red** and that the “Checked In” count on the Information Tool bar has increased by one. (See Figure 22)

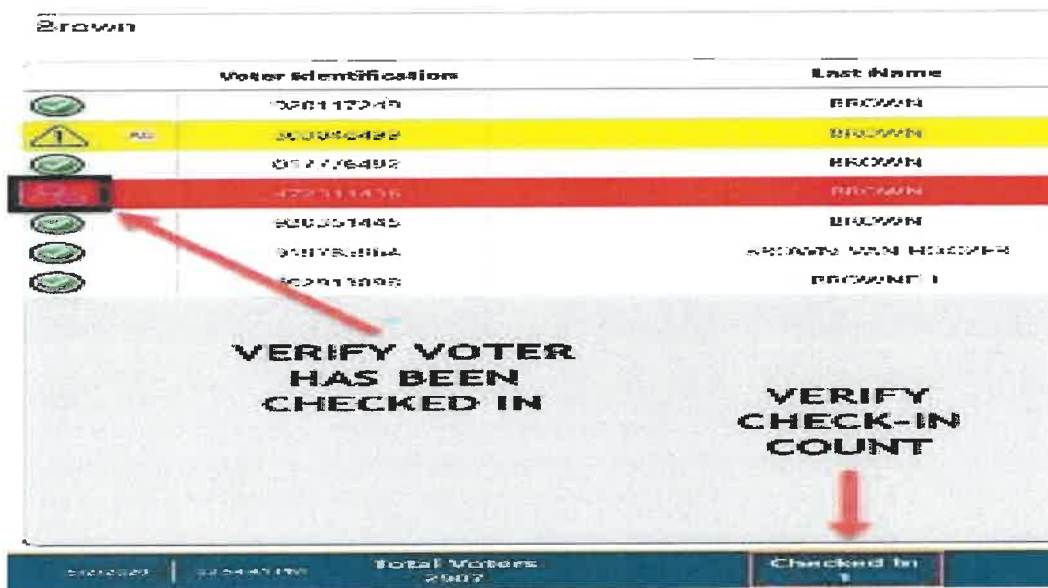


Figure 22

Step 4 - Return the voter’s ID and hand the voter a Ballot Entry card

### C. Types of Voter Qualifications (Attachment 1)

#### TASKS AFTER THE POLLS CLOSE

**Task 1.** Complete “Location Summary Report”

Step 1. Select “menu” icon

Step 2. Select “Location Summary Report” icon

Step 3. Record data onto “Location Summary Report” form

**Task 2. (Close the polls - use only one laptop)**

Step 1. Select “menu” icon

Step 2. In the Polls section select “Close Polls”

Step 3. Log off each laptop

Step 4. Power off each laptop individually

Step 5. Disassemble laptops and put in cases

Step 6. Disassemble cords, cables, et cetera and put in pouches

Step 7. Power down Merlin, disassemble and return to carrying case (as found)

Step 8. Put **Red** Merlin USB Thumb Drive back in the **Red** bag

Step 9. Give Chief: password sheet, ballot entry cards, precinct handout sheets

Step 10. Help those who put up the signs and posters take them down, since they know where they are, as directed by Chief

**Task 3. (IF THE ELECTRONIC POLL BOOKS FAIL – USE THE EMERGENCY PAPER BOOK PROCEDURES).**

Step 1. Locate your precinct’s Emergency/Backup Paper Pollbook, the Pollbook Count Sheet, and a ruler for underlining and staying on the same line across the page.

Step 2. With the voter’s ID, locate them in the Paper Pollbook

Step 3. Use the ruler to draw a line **UNDER** their name

Step 4. Take the next number from the Poll Book Count Sheet and cross that number off

Step 5. **WRITE** that same number by the voter’s name  
Repeat with each voter

X <sup>1</sup>	X <sup>2</sup>	X <sup>3</sup>	X <sup>4</sup>	X	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30

- Enter the **Count Number** in the 1<sup>st</sup> column of the Paper Pollbook.

Line	Pollbook Count	AB	NAME and ID	For precincts only	BIRTH YEAR	SEX	PAPER BOOK	RESIDENCE ADDRESS + MAILING ADDRESS (if diff)
01			AARON RODNEY EARL - 018672204		1905	M		4731 Myln Sq - 22012
02		AB	ARDELLA AKIL HAZAM - 712583608		1958	M		4875 Logsdon Dr - 22003
03			ABDELMASHI ANDREW MAZDUT - 019012965		1984	M		6719 Perry Penny Dr - 22003
04	5		ABDELMASHI ANGELA MAGDY - 800825520		1987	F		6719 Perry Penny Dr # C - 22003
05			ABDELMASHI LUCY INKURS LATIF - 019042719		1955	F		6719 Perry Penny Dr - 22003

Step 6. Follow all rules on Types of Voters

Step 7. After the voter is checked in and marked, give them a ballot card

#### Task 4.

Step 1. Use a sticky note to document the last number used at the bottom of the Count Sheet

Step 2. Poll Book Officer must sign and write this number in section #2 of both SORs (Statement of Results)

Step 3. If you can get a "Checked In" number from the EPBs, write that number also

Step 4. Add the two numbers together

Step 5. Fill out an incident report as to why the EPBs failed

Step 6. Put Count Sheet and Paper Pollbook in Envelope #2



## **Section D**

### **Ballot Distribution Officer – Roles and Responsibilities**

#### **DUTIES**

- Count and verify ballots for the DS200 and the ExpressVote voting machines
- Maintain count of all used, spoiled, and voided ballots (Form F1-F5)
- Complete Ballot Distribution Officer – Logs/Reports (Form F1)
- Keep Chief updated on the count of remaining packages of ballots throughout the day
- Other tasks assigned by the Chief

#### **EQUIPMENT AND SUPPLIES**

- DS200 and ExpressVote ballots
- Ballot Report forms (Form F1-F5)

#### **BEFORE POLLS OPEN**

- Verify the number of ballots received and enter the number on the appropriate line of the Ballot Report
  - DS200 ballots are in packages of 100 (Form F1)
  - ExpressVote ballots are in packages (may be loose) of 50 (Form F3)
- Open only one package of DS200 ballots at a time
  - Once opened, two pollworkers must verify the count
  - Record this amount on the Ballot Report and initial (Form F1-F2)
  - Continue this procedure for each pack opened, as needed
- Do not open the ExpressVote ballots unless needed
- All unused DS200 and ExpressVote ballots are kept in Box 6 while the polls are open



## **WHILE POLLS ARE OPEN**

- When a voter is checked in, they are issued a Ballot Entry Card. This card is given to the Ballot Distribution Officer in exchange for an official ballot. An ExpressVote is issued at the request of the voter or Chief.
- Periodically return the ballot entry cards to the Voter Check-in Officers.

## **SPOILED AND VOIDED BALLOTS** (Notify your Chief)

### **1. Spoiled Ballots**

#### **A. Reasons for a spoiled ballot may include:**

Voter changed their mind regarding a selection of a candidate or issue.  
Inappropriate or unintentional marks on the ballot.  
Ballot is damaged and the scanner is unable to read selections.

#### **B. Processing spoiled ballots – issuing a replacement ballot**

The voter is instructed to fill in all ovals in the ballot.  
The officer shall fold the ballot, so the Electoral Board Seal is on the outside and the marked selections are not visible.  
The Ballot Distribution Officer writes “SPOILED” across the seal.  
The officer places the spoiled ballot in envelope 4.  
The Ballot Distribution Officer issues a new ballot to the voter.  
The Ballot Distribution Officer documents the required information on the Spoiled Ballot Log.

### **2. Voided Ballots**

#### **A. Reasons may include:**

Voter decided not to vote and returned the ballot to the Ballot Distribution Officer before leaving the polling place  
Voter left the unmarked ballot at the privacy booth and left the polling place.  
Voter did not scan the issued ballot and removed it from the polling place.  
A ballot issued to voter that has not been inserted into the optical scanner by the voter must be voided. (Including unused Absentee Ballots)

EXCEPTION: The ballot is **not voided** if it is kicked back after the voter leaves; the Voting Machine Officer shall cast the ballot for the absent voter (Cast “As-Is”)

## **B. Processing Voided Ballots**

The Ballot Distribution Officer shall fold the ballot so the Electoral Board Seal is on the outside.

The Ballot Distribution Officer writes "VOID" across the seal. (technique: add initials/time/reason)

The Ballot Distribution Officer gives the ballot to the Chief.

If the ballot is not physically present, (i.e., voter removed the ballot from the polling place), document the incident on the Voided Ballot Log and inform the Chief.

### **AFTER POLLS CLOSE**

- After the polls are closed and all ballots cast, complete the Ballot Report (Form F1-F5). Give completed report to the Chief
- Place unused DS200 ballots in box 6
- Break seal to open Ballot Drop Box
- Remove Absentee Ballots (AB) from dropbox; 2 people count ABs; place in Envelope 6B and sign



## Section E

### VOTING MACHINE OFFICER

July 2024

#### DUTIES

- Prepares the DS200 and ExpressVote machines for voting.  
(confirm 2 Seals, verify and record serial numbers)
- Set up tables, chairs, and privacy booths.
- Help set up and take down posters and signs.

#### EQUIPMENT AND SUPPLIES

- ExpressVote Machine (Thumb drives pre-installed)
- DS200 Optical Scanner Voting Machine (Thumb drives pre-installed)

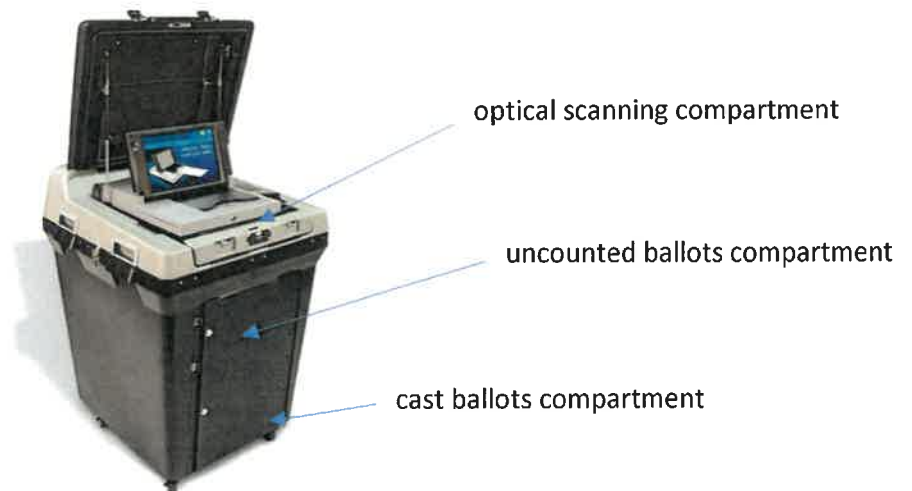
#### BEFORE POLLS OPEN

- Set up tables, chairs, and privacy booths per Chief's instructions.
- Obtain flat and barrel keys from Chief (for access parts of DS200 and ExpressVote machines).

#### Set up the DS200 Ballot Scanner

(technique: 2 person setup: one reads/one performs tasks)

Components of the DS200:



## **A. Positioning machine**

Position the machine in a location specified by the Chief and lock front wheels.

No person other than the voter should be able to see the ballot from the front, side, or from behind.

The voter's perception of privacy is as important as actual privacy.



## **B. Preparing the power compartment (located in the back of machine).**

- Use flat key to unlock and open power cord compartment.
- Unwrap machine's power cord and plug into AC wall outlet.
- Verify cylindrical metal bar is locked in the down position.
- Leave compartment open.



### C. Preparing the two ballot storage compartments.

- Use flat key to unlock and open the uncounted ballots compartment (the top compartment). Verify it is empty.
- Flip down bar at top of door (this will provide a slot for ballot insertion if compartment is used).
- Close and relock the top compartment.



- Cut the seal that secures the compartment door.
- Give seal to Chief who is to place it in Envelope #7 after recording the number.
- Use flat key to unlock and open the cast ballots compartment (the bottom compartment).
- Remove cast ballots box (the box is of blue plastic and has a two-part hinged lid). Open the lid by flipping both parts of the lid back and down.
- The cast ballot box will contain sealed packs of DS200 ballots and ExpressVote ballots. These must be removed and put into a cardboard box labeled "box 6". Give "box 6" to the Chief (who is to verify and record the number of ballot packs received).
- Place cast ballots box (with its open lid) in the cast ballots compartment.
- Close and relock cast ballots compartment.



#### D. Preparing the DS200 optical scanning compartment to accept ballots

- Cut the seal that is attached to one of the latches that secures the compartment lid.
- Give seal to Chief who is to place it in Envelope #7 after recording the number.



- Use flat key to unlock lid to ballot insertion compartment. Unhook both latches and flip lid up and into locked position.



- Use barrel key to unlock ballot scanner screen.
- Raise the screen until it is in full upright position. (DS200 will power-on and boot-up automatically.)
- Return latch to the locked position



- After system powers-on and boots up, the “enter election code” screen appears. Enter the DS200 password obtained from the Chief.
- Click “accept”.



- If the code is accepted, the **DS200 will automatically print a configuration/zero tape.**



configuration/zero tape

- From the configuration/zero tape – confirm:
  1. Unit serial number.
  2. Precinct name.
  3. Election name.
  4. Election date.
  5. Public count.
  6. Protective count.
  7. Total count for all candidates/issues are zero.
- Give Zero Tape to the Chief.
- To complete the opening of the polls, touch the green “Open Poll” button on the screen.





- The DS200 is ready to accept ballots once you see “Welcome. Please Insert Your Ballot” and the animation of a ballot being inserted onscreen.

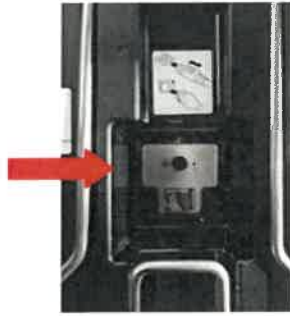


## 2. Set Up the ExpressVote ADA Machine

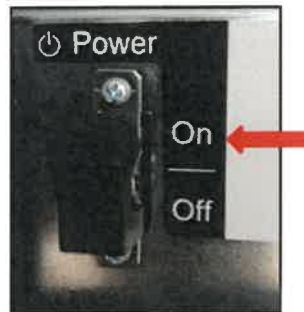
The ExpressVote is used on Election Day to serve every eligible voter, including those with special needs. Voters utilize the touch screen to mark their vote selections, creating an official ballot that can be inserted into the DS200.



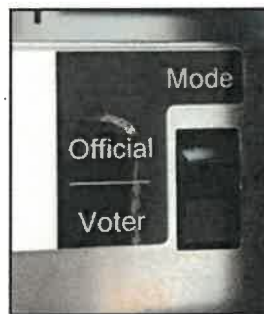
- The location of the table for ExpressVote will be chosen by Chief. Place the ExpressVote in a location that provides privacy to the voter, ensuring that other voters and Election Officials cannot see the screen during the ballot marking session.
- Remove ExpressVote machine, its power cord with converter, and headphones from bag and place on table.
- Connect the power cord to the back of the machine. It will only fit one way and requires the coupler to be retracted before the end is inserted. **Do not force it.**



- Connect the other end of the cable to the converter and the converter to an AC outlet.
- Extend the kick stand in the back to prop machine upright.
- Use barrel key (obtained from Chief) to open side door.
- Verify flash drive is inserted and switch power on.



- Verify the mode switch is set to “voter” position.



- The machine will power up (it will take a few minutes for the screen to appear).
- Attach headphones to its port in the front only when a voter is ready to use the ExpressVote.
- When the “Enter Election Code” screen appears, enter the password provided by the Chief and click accept.
- The “to begin voting” screen will appear. The ExpressVote is ready to accept ballots.

- Close and lock door and give key to Chief.
- Position machine for privacy.

## WHILE POLLS ARE OPEN

### 1. DS200 Optical Scanner

#### GENERAL RULES

1. Do not stand in front of, behind or to the side of the DS200. Ensure there is enough clearance surrounding the perimeter to give the voter privacy and allow easy access. Also ensure there is enough space for Voting Machine Officer to be readily accessible if there is a problem or if a voter has a question.
2. Manage the line.
3. When asked which way the ballot is to be fed into the DS200, always say “**Face Down**”.
4. There is a slot for the DS200 ballot and a separate slot for the ExpressVote ballot.
5. The DS200 will initially caution a voter whose ballot is either blank or over voted (**there is no notice for an under voted ballot**).
6. Periodically ensure the public count increases after each ballot is inserted.
7. During a General Election in November, give the voter an “I Voted” sticker.

#### A. Inserting a ballot - (DS200 style and ExpressVote style)

- Instruct the voter: (**only if asked**)
  - ◊ DO NOT fold the ballot.
  - ◊ Ballot can be fed face up or face down, top first or bottom first, if asked, always say “**Face Down**”.
  - ◊ Indicate appropriate slot for ballot (DO NOT force the ballot, allow the DS200 to accept it).
- Direct voter where to insert their ballot.
- Once the ballot has been inserted, the DS200 will take 1-2 seconds to process it. Ask the voter to remain until the ballot has been processed.



- Once the ballot has been processed, the DS200 will display “Thank you for voting. Your ballot has been counted. The voter may now leave.



If a voter is at the DS200 for an extended time, you may approach them to help. DO NOT look at or handle a voter’s ballot unless the voter requests assistance and gives you permission to do so.

## **B. Machine detects a blank ballot**

Ballot is inserted and display reads “Blank Ballot.”

- Inform the voter the ballot can be cast as is (blank) or the voter may choose to review the ballot and mark their selection(s).
- If the voter chooses to cast the ballot as is, instruct the voter to touch “Cast Blank Ballot”.
- If the voter chooses to review the ballot, instruct the voter to touch “Return”.
- Instruct the voter to return to a voting table and mark their selection(s).

**If the voter accidentally touches “Cast Blank Ballot” they have voted and are not eligible to vote again.**

### **C. Machine detects an over voted ballot**

When a voter selects more than one candidate or response for one or more contests, the display will read “You filled in too many ovals in (#) contests.” The display also lists which contest(s) is over voted.

- Inform the voter that he or she has selected more than one candidate or response for one or more contests.
- Inform the voter the ballot can be cast as is (over voted, which will not count either) or the voter may choose to spoil the ballot and obtain a new one.
- If the voter chooses to spoil the ballot, instruct them to touch “Return”. Instruct voter to take marked ballot to Ballot Distribution Officer’s table to exchange for new ballot, after filling in all the ovals.
- If the voter chooses to cast the ballot as is, instruct the voter to touch “Cast Ballot”.

### **D. The ballot is abandoned**

- If a ballot is abandoned at a marking table, give ballot to Chief.
- If ballot is inserted into machine and voter leaves before the ballot is rejected:
  1. Try to locate voter and return them to machine to complete voting.
  2. If you cannot locate voter, reinsert ballot and touch “Cast”.
  3. Inform Chief of situation.

### **E. DS200 Malfunction**

- Notify the Chief of the problem.
- Direct voters to insert their ballot into the uncounted ballots compartment.

Once the problem is resolved, have voters continue voting normally. If ballots were put into the uncounted compartment, they will be removed and inserted after the polls close.

### **F. Mismarked Ballot**

A mismarked ballot occurs when a voter marks the ballot in a manner other than filling in the oval to the left of their selections. If a voter’s ballot cannot be

scanned, and the voter insists on casting the ballot as is, notify the Chief or Assistant Chief.

- Inform the voter that no vote is recorded for contests marked incorrectly.
- Inform the voter the ballot can be cast as is (mismarked) or the voter may choose to spoil the ballot and obtain a new one.
- If the voter chooses to cast the ballot as is, press “Cast”.
- If the voter chooses to spoil the ballot, instruct the voter to touch “Return”.
- Instruct voter to take mismarked ballot to Ballot Distribution Officer’s table to exchange for new ballot, after filling in all the ovals.

## **G. DS200 Not Charging**

If the DS200 display reads “Not plugged into electricity” or shows a battery icon (the battery status indicator appears next to the time icon at top left of screen).

- Notify Chief
- Starting at the power cord compartment, make sure every connection is secure, including the transformer and any extension cords.
- If you are still having a problem, verify the electrical outlet is working.

## **2. ExpressVote**

### **GENERAL RULES**

1. Do not stand in front of, behind or to the side of the ExpressVote. Ensure there is enough clearance surrounding the perimeter to give the voter privacy and allow easy access. Also ensure there is enough space for voting machine officer to be readily accessible if there is a request for assistance.

2. Set up privacy booth around machine if room.

### **1. Touch Screen Display Options**

Use icons at bottom of screen to access display options.

- Zoom adjusts size of font. In instances where a contest extends off the screen, use navigation bar to scroll up and down to view contest.
- Contrast changes screen display from color to black and white (white text on black background).
- Previous and Next are used to navigate backward and forward between contests.
- Exit returns a voter’s ballot card unmarked.

## 2. Marking the Ballot (Touch Screen)

Display reads “To begin voting, insert your card.”

- Voting Machine Officer is to insert ballot into slot, (face up with slanted corner to the right).
- The Voting Machine Office will select a ballot if there is more than one to choose from.
- The voter may select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
- To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The previous selection is de-selected, the new selection turns yellow, and a green checkmark appears next to the newly selected candidate or contest choice.
- To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The new selection turns yellow, and a green checkmark appears next to the newly selected candidate or contest choice.
- To select a write-in (General Elections only), touch Write-In. Screen displays a digital keyboard. Enter write-in name using keyboard, then touch Accept. The write-in displays as the selection turns yellow, and a green checkmark appears next to the write-in text.
- To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. Screen displays a digital keyboard. Touch Clear, then touch Accept.
- Touch Previous or Next to navigate backward and forward between contests.
- After voter is finished making their selections, a Summary of Selections screen displays. All other contests are marked with a green checkmark.
- To change a selection, touch Contest on Summary of Selections screen. After changes are made, touch Next. ExpressVote returns to Summary of Selections screen. When finished reviewing selections, touch Next.
- To mark ballot card, touch Print Card. Ballot ejects from input slot.
- Voter takes ExpressVote ballot to DS200 to insert into machine.

### **3. Keypad Functions - (can be used for visual and/or audio voting)**

- Up Arrow and Down Arrow are used to navigate through screen and audio options.
- Left Arrow and Right Arrow are used to navigate backward and forward between contests.
- Select chooses available option.
- Home opens screen with voting instructions.
- Pause stops audio.
- Screen toggles monitor screen on and off.
- Repeat replays last spoken phrase.
- Tempo adjusts speed at which synthesized voice reads text. Each time it is pressed, current phrase is re-started at newly selected speed.
- Volume adjusts synthesized voice to preferred audio level.

### **4. Marking Ballot: Headphones and Keypad**

- Officer to plug headphones into audio port.
- Officer to insert ballot into slot, (face up with slanted corner to the right). Follow ExpressVote screen display, if necessary.
- Instruct voter to press Screen if they prefer to turn the monitor off.
- Instruct voter to use Down Arrow on keypad to scroll through available language options. Voter to select desired language and to begin voting.
- ExpressVote begins playing voting instructions and provides an overview on keypad functions as soon as ballot card is installed. Ensure voter is ready before inserting the ballot.
- The voter performs the following:
  - Press Right Arrow to proceed to first contest. ExpressVote identifies contest information, including name, number of permitted selections and number of candidates or choices.
  - Press Down Arrow to scroll through candidates or choices.
  - Press Select to mark your selection after it has been read.
  - To change a selection in a “vote for more than one” contest, press Down Arrow or Up Arrow to scroll through selections. Press Select to remove previous selection. Press Down Arrow or Up Arrow to scroll through selections. Press Select to make a new selection.
  - To select a write-in (General Elections only), press Down Arrow to navigate to write-in option. Press Select. ExpressVote begins playing write-in instructions and provides an overview on keyboard functions. Press Down Arrow or Up Arrow to scroll through letters. Press Select to choose a letter.



When finished, press Right Arrow. ExpressVote returns to contest and repeats the write-in selection.

- To remove a write-in, press Down Arrow to navigate to write-in option. Press Select. Press Down Arrow or Up Arrow to scroll to Clear. Press Select, then press Right Arrow. Write-in selection is removed.
- Press Left Arrow or Right Arrow to navigate backward and forward between contests.
- After a voter is finished making their selections, a Summary of Selections begins. Press Down Arrow or Up Arrow to navigate through and review selections.
- To change a selection, press Down Arrow or Up Arrow to navigate to contest, then press Select. After changes are made, press Right Arrow. ExpressVote returns to Summary of Selections. When finished reviewing selections, touch Right Arrow.
- To mark ballot card, press Select. The ballot ejects from input slot.
- Voter takes ExpressVote ballot to DS200 to insert into machine.
- Unplug headphones.

## **5. Verifying Marked Ballot Card**

ExpressVote allows a voter to re-insert the marked ballot to verify their selections. This step is for verification purposes only. No changes can be made. If voter wants to change a selection, the ballot must be spoiled.

- Instruct voter to insert ballot into slot (face up with slanted corner to the right).
- A Verification screen displays listing instructions on how to review selections.
- Touch Next to access Verification Summary screen.
- Review selections. When done, touch Next. Ballot ejects.
- If the voter chooses to spoil the ballot, instruct voter to return to Ballot Distribution Officer's table with ballot to exchange for a replacement.
- If the ballot is correct, direct voter to DS200 machine.

## **6. Voided Ballot**

Notify the Chief or Assistant Chief if a voter leaves the polling place before printing their ballot

- Touch Exit. Ballot is returned unmarked.
- Give ExpressVote ballot to Chief.

## AFTER POLLS CLOSE

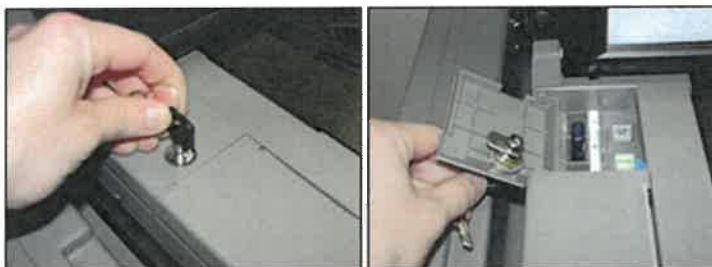
Obtain flat and barrel keys from Chief.

### A. Submitted But Uncounted Ballots

- Use flat key to unlock and open uncounted ballots compartment.
- Remove unscanned ballots and insert into DS200.
- If ballot cannot be scanned, set ballot aside for hand counting on Statement of Results (Manually Counted Ballots).
- Flip flap up, close and relock compartment.

### B. Closing DS200

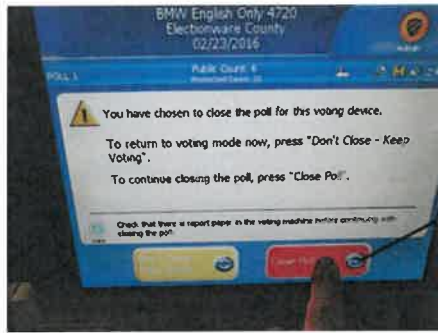
- Use flat key to unlock cast ballots compartment and give box to chief.
- Use the barrel key to unlock the access door next to the ballot scanning screen.



- Press the “close poll” button.

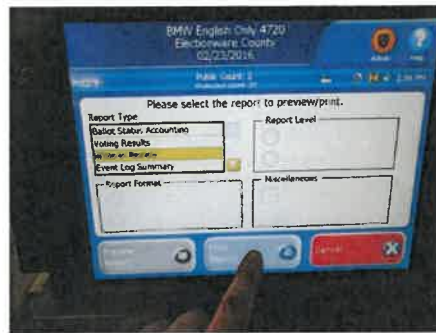


- The DS200 will display a confirmation message on the screen. To close the poll, press the **red** “Close Poll” button on the screen. **The machine will print three results tapes and a write-in report tape.**



Press "CLOSE POLL"

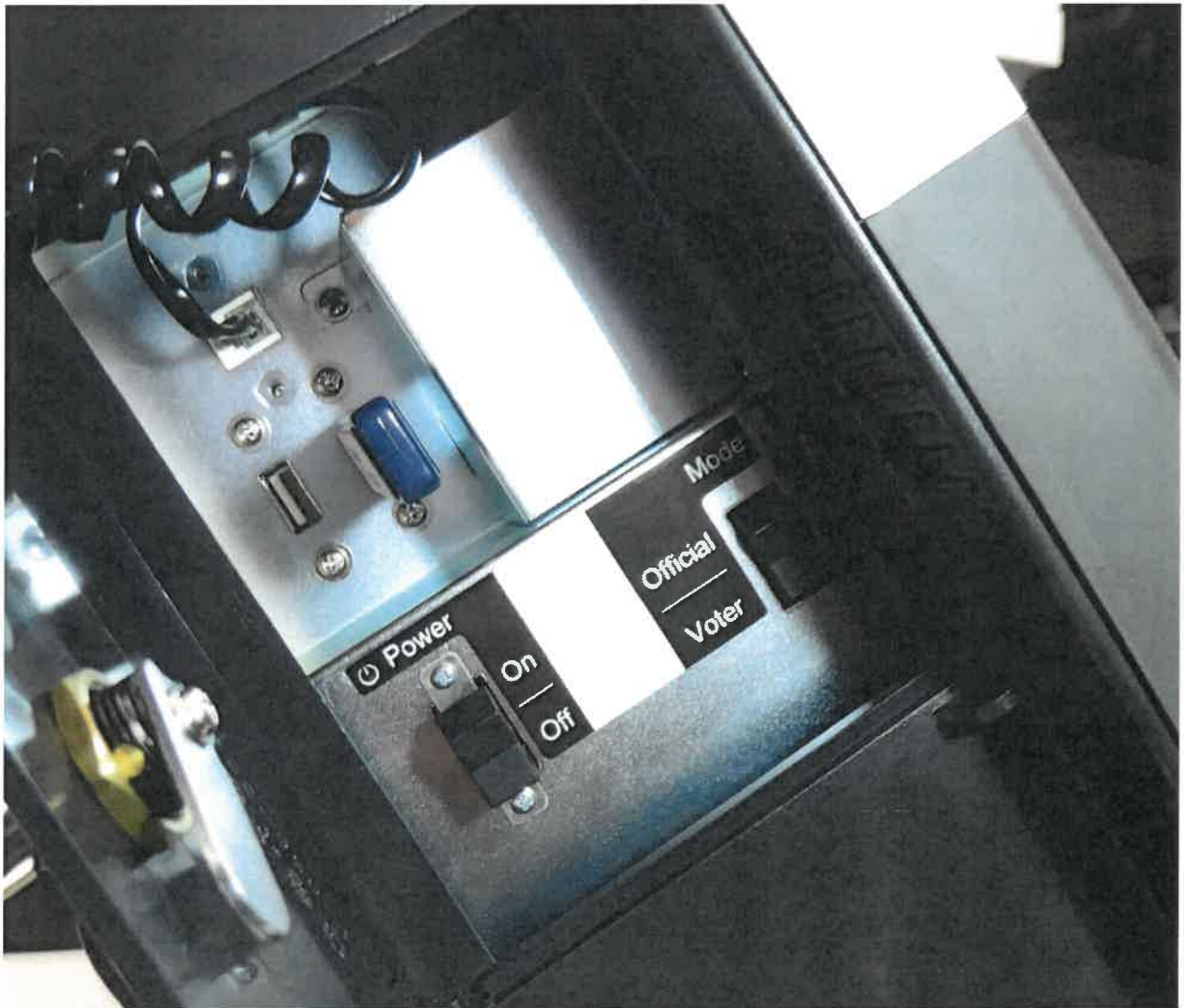
- After the tapes are printed, the following screen appears.



- Press "report options" on next screen press "write ins".
- After this report is printed press "cancel".
- Then press "Finished Turn Off".
- Give all tapes to the Chief.
- Remove the thumb drive **after the DS200 is completely powered off** and give to Chief.
- Close the optical ballot scanner screen and lock with barrel key.
- Attach seal to one of the latches. Record the seal number on the back of envelope #7.
- Return empty blue bin to the bottom on the DS200.
- Close and latch the compartment door and lock with the flat key.
- Unplug machine, return cord to compartment and close door and lock with flat key.
- Unlock machine's wheels and return DS200 to storage area.

### C. Closing ExpressVote

- Unlock the Security Access Door with barrel key and flip the power switch to the off position.
- **Remove the thumb drive** and give to the Chief.
- Keeping the keypad connected, close and lock the access door. Return key to Chief.
- Unplug the headphones and return them to the case.
- Unplug the power cord from outlet and ExpressVote and place the cord back into carrying case. Do not force.
- Return ExpressVote to the case and give to the Chief.





# Ballot Report Place in Envelope #2

Date \_\_\_\_\_

Precinct \_\_\_\_\_

## DS200 Ballot

Issued Ballots – sheet 1 of 2 --- for packs 1 thru 30

Ballots are received in packs of 100. They are to remain unopened until needed.

When opened, ballots are to be counted and the quantity verified by ballot officer (BO).

Packs of ballots received before polls opened: \_\_\_\_\_ Ballot Officer's signature

Packs of ballots received while polls open: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Chief to sign for packs upon their arrival

BALLOT PACK OPENED	# BALLOTS IN PACK / .BO INITIALS	# BALLOTS USED / BO INITIALS	BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS
1	____/____	____/____	16	____/____	____/____
2	____/____	____/____	17	____/____	____/____
3	____/____	____/____	18	____/____	____/____
4	____/____	____/____	19	____/____	____/____
5	____/____	____/____	20	____/____	____/____
6	____/____	____/____	21	____/____	____/____
7	____/____	____/____	22	____/____	____/____
8	____/____	____/____	23	____/____	____/____
9	____/____	____/____	24	____/____	____/____
10	____/____	____/____	25	____/____	____/____
11	____/____	____/____	26	____/____	____/____
12	____/____	____/____	27	____/____	____/____
13	____/____	____/____	28	____/____	____/____
14	____/____	____/____	29	____/____	____/____
15	____/____	____/____	30	____/____	____/____

# Ballot Report

## DS200 Ballot

Issued Ballots – sheet 2 of 2 --- for packs 31 thru 42

Ballots are received in packs of 100. They are to remain unopened until needed.

When opened, ballots are to be counted and the quantity verified by ballot officer (BO).

BALLOT PACK OPENED	# BALLOTS IN PACK / .BO INITIALS	# BALLOTS USED / BO INITIALS	BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS
31	___/___	___/___	37	___/___	___/___
32	___/___	___/___	38	___/___	___/___
33	___/___	___/___	39	___/___	___/___
34	___/___	___/___	40	___/___	___/___
35	___/___	___/___	41	___/___	___/___
36	___/___	___/___	42	___/___	___/___

<b>Spoiled Ballots</b> <b>Place in Envelope 4</b> Document on Spoiled Ballot Log	<b>Voided Ballots</b> <b>Place in Envelope 4</b> Document on Voided Ballot Log	<b>Provisional Voted Ballots</b> (Chief Officer Will Document and Place in Envelope 1A or 1B)
(☒) one "tick" mark per ballot	(☒) one "tick" mark per ballot	(☒) one "tick" mark per ballot
<b>Total:</b> _____	<b>Total:</b> _____	<b>Total:</b> _____

	Packs 1 thru 30	31 thru 42	Total
Total DS200 Ballots Received:	_____	_____	_____
Total DS200 Ballots Used:	_____	_____	_____
Total DS200 Ballots Not used:	_____	_____	_____
<b>DS200 ballots not used are to be placed in Box 6</b>			

**ExpressVote Ballot**

**Issued Ballots**

Ballots are received in packs of 50. They are to remain unopened until needed. When opened, ballots are to be counted and the quantity verified by ballot officer (BO).

Packs of ballots received before polls opened: \_\_\_\_\_ Chief's signature

Packs of ballots received while polls open: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Chief to sign for packs upon their arrival

BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS	BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS
1	____/____	____/____	6	____/____	____/____
2	____/____	____/____	7	____/____	____/____
3	____/____	____/____	8	____/____	____/____
4	____/____	____/____	9	____/____	____/____
5	____/____	____/____	10	____/____	____/____

<b>Spoiled Ballots</b> Place in Envelope 4 Document on Spoiled Ballot Log	<b>Voided Ballots</b> Place in Envelope 4 Document on Voided Ballot Log	<b>Provisional Voted Ballots</b> (Chief Officer Will Document and Place in Envelope 1A or 1B)
( <del>III</del> ) one "tick" mark per ballot	( <del>III</del> ) one "tick" mark per ballot	( <del>III</del> ) one "tick" mark per ballot
Total: _____	Total: _____	Total: _____

Total ExpressVote Ballots Received: \_\_\_\_\_

Total ExpressVote Ballots Used: \_\_\_\_\_

Total ExpressVote Ballots Not used: \_\_\_\_\_

**ExpressVote ballots not used are to be placed in Box 6A**



**Spoiled Ballot Log**

Mark ballot type with check mark ✓

—	TIME BALLOT SPOILED	BALLOT TYPE		REASON BALLOT SPOILED	BO INITIALS
		DS200	Express-Vote		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**Voided Ballot Log**

Mark ballot type with check mark ✓

—	TIME BALLOT VOIDED	BALLOT TYPE		REASON BALLOT VOIDED	BO INITIALS
		DS200	Express- Vote		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



**GLOSSARY OF ELECTION ABBREVIATIONS**

A	Active Voter
AB	Voter who voted by <b>Absentee Ballot</b> (Vote-by-Mail or Early In-Person)
AB Report	List of voters that voted Absentee or applied for an Absentee Ballot
ADA	<b>Americans with Disabilities Act</b>
CAP	<b>Central Absentee Precinct</b>
EB	<b>Electoral Board</b>
ELECT	Virginia State Department of <b>Elections</b>
EPB	<b>Electronic Poll Book</b> (Laptop)
EV	<b>Early Voting</b> (Prior to Election Day)
F	<b>Federal Only voter</b>
HAVA	<b>Help America Vote Act/HA</b> (Voter must provide a special ID)
I	Inactive Voter
ID	<b>Identification</b>
M	<b>Military</b>
O	<b>Overseas</b>
OP	<b>Outside the Polls Voter</b> (Curbside)
REP	Authorized <b>Representative</b>
S	Voter has completed required paperwork before voting
SBE	<b>State Board of Elections</b>
SDR	<b>Same Day Registration</b>
SOR	<b>Statement of Results</b>
SSN	<b>Social Security Number</b>



★ 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 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 and Identification Privilege Card	No

\*"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 11 recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

# Polling Station Emergency Operating Procedures

The Chief must report to the General Registrar's Office within 24 hours of occurrence to complete an Incident/Accident Report.

## I. Electrical Failure/Issues (Stay in Building)

- The Chief **MUST** immediately call the Registrar's Office 540 722-8384 to report the power failure/issues.
- If needed, use the flashlight provided in the blue supplies bag.
- Try to locate your facilities coordinator. Find out the latest information on the situation and relay this information to the Registrar's Office.
- Leave laptops, DS200, and ExpressVote plugged in. All will automatically operate on battery power.
- Leave open one EPB laptop and close the other laptop lid to conserve their power.
- When the laptop shows a low battery, open the other laptop lid and close the low battery laptop lid. Inform the Registrar's Office.
- When the DS200 shows a low battery icon, direct voters to insert their ballot into the DS200 uncounted ballot box (the upper box on the machine) so that they can be scanned later, or hand counted later.

## II. Evacuation of Building

- The Chief **MUST** make all Officers of Election ware of the Emergency Location Spot in case of an emergency **BEFORE** the **POLLS OPEN** (no closer than 200 feet from the building).
- The Chief **MUST** assign the following duties to the other Officers of Election **BEFORE** the **POLLS OPEN**:
  1. One Officer to unplug one laptop and take it to emergency location spot.
  2. One Officer to take all unvoted DS200 ballots (those at ballot issuing station and in box 6 (unused ballots) and pens in small blue supply bag to emergency location spot.
  3. One Officer to take the ballot box in the DS200 and box #3 (counted ballots) to emergency location spot.
  4. One Officer to take the blue drop box, precinct bag, green provisional voting bag containing the provisional envelopes, ballot log, notices and a paper pad to emergency location spot.

5. When all officers are at emergency location spot; start the voting process.
  1. Use EPB laptop to check-in voters
  2. Issue DS200 ballots.

Use the top tray of the DS200 to store uncounted ballots.

Every half hour notify the Registrar's Office of the amount of battery power left in laptop and the number of unissued ballots remaining.

## **Before an Emergency**

**Evacuation Plan-**Designate meeting site. Locate building exits. Who is responsible for election materials and equipment? Have an Evacuation Plan in place: select a meeting site outside of the building to meet in case of evacuation. If possible, provide diagrams or maps indicating exits and meeting site.

**Emergency Equipment-** Know where to locate a first aid kit, fire extinguishers and have a phone and emergency phone list.

**Assign Tasks-** Establish who will announce an evacuation, get a headcount inside, direct people to exits and meeting site, and confirm headcount outside. Also, establish who will secure election materials and equipment and contact emergency responders, General Registrar and Electoral Board.

**Secure Election Materials and Equipment-** Follow local emergency plans including cell phones and contact lists, emergency paper pollbook and count forms, all unmarked paper ballots, and emergency ballot box. Follow local emergency plans and if possible, note last pollbook counter and note the "public counter" number on voting machines. **Remember: you need Electoral Board approval before you begin emergency voting.**

**Emergency Call List-** Emergency/contact phone number should be included in the voting materials picked up prior to Election Day. Make sure you have emergency numbers for the General Registrar, Electoral Board, Department of Elections, Law enforcement, Fire and Emergency Medical Technician (EMT). Keep a list of emergency contact numbers for all officers of election (including yourself).

Make sure everyone can access the list if needed.

## **During an Emergency:**

If necessary, follow plans to evacuate the building: direct people to predetermined meeting area, ensure all persons are evacuated (headcount),

notify General Registrar ASAP, secure election materials and equipment as instructed.

## After an Emergency:

Attempt to resume the election if possible. Attempt to relocate the election if necessary. Complete an Incident Report Form.

**Relocation-** Request authorization from Electoral Board to move the polling place if necessary, If relocation is authorized, post directions to the new location on all entryways. Attempt to resume the election at the predetermined assembly point if circumstances permit.

**Incident Report Form-** Complete and file an Incident Report Form for any emergency, equipment malfunction, or complaint alleging illegal conduct or elections offense. When in doubt, fill it out!

## Scenarios:

**Chief has not arrived by 5:15AM** – any Officer of Election should call the General Registrar.

**Short of Election Officials** – Notify the General Registrar's office and proceed to open the polls.

**Electronic pollbook malfunction (Laptop)** – Notify the General Registrar immediately. If there are no functional pollbooks you will be instructed to issue provisional ballots. If instructed to issues provisional ballots, the envelop should be marked as reason "Other: Pollbook Malfunction". Backup electronic pollbooks should be delivered within 1 hour.

**Optical Scanner Malfunction (DS200)** – Notify the General Registrar immediately. Allow voters to vote on the printed ballots and place in a secure container used exclusively for that purpose. If an operational scanner is available in the polling place after the polls close, remove the uncounted ballots and feed them into the scanner one at a time. If an operational scanner is not available in the polling place after the polls close, the ballots will be scanned into an optical machine later. **Remember:** Do not remove malfunctioning equipment from the polls.

**Disorderly Conduct** – It is a Class 1 misdemeanor for anyone to hinder, intimidate, or interfere with a voter's ability to cast a secret ballot. An officer of election should order such a person to stop any such activity, if they do not promptly desist, contact the Office of Elections and if necessary, call 911.



**Traffic and Parking** – For issues such as traffic & Parking, which require police attention but are not emergencies, the chief will contact the General Registrar and the General Registrar will call the local law enforcement agency.

**Power Failures** – If power fails to specific equipment, reset surge protectors, and check all power connections. If power fails to entire facility, report the failure to the General Registrar & follow their instructions. Use emergency voting procedures if authorized and file an incident report form.

**Court Extends Voting Hours** – Persons in line at 7:00 pm must be allowed to vote normally. This is true regardless of whether the court extends voting hours. Persons arriving to vote after 7:00 PM, but before the extended voting time, cast a provisional ballot. Ballots cast and counts taken during extended polling hours must be kept separate from normal ballots and counts.



## **VOTER QUALIFICATIONS (Attachment 1)**

**1. Voter has remarks in “Voter Information Screen” - summon Chief to resolve the issue**

**2. Voter does not have acceptable ID – summon Chief to resolve issue**

**3. Voter asks for assistance:**

- Verify person can vote – (acceptable ID and eligible to vote)
- Summon Chief - (a Voter Assistance form is to be completed)
- After form is completed, return voter to head of the line.
- Check in voter, return ID, and give voter ballot entry card

**4. Voter in wrong precinct**

- Qualify voter – in “search” screen select “precinct” search – then select “all”
- Find and click on voter in Voter Information Screen, find voter’s precinct.
- On list of precincts card, circle voter’s precinct, address and give card to voter
- If not found after search - summon Chief

**5. Curbside Voter (Outside the Polls (OP) Voter)**

- Chief to meet voter and obtain valid ID
- Qualify voter and check in
- Return ID to Chief and give him a ballot entry card

**7. Absentee ballot voter arrives with a ballot package that has**

- **an unmarked and undamaged ballot and**
- **wants to vote by absentee ballot**

1. Voter marks ballot, places marked ballot into envelope B, seals envelope

2. Voter completes the required information on section of the B envelope, inserts the B envelope into the return envelope and puts into the ballot drop box

**NOTE: THESE STEPS ARE WITNESSED BY AN OFFICER OF ELECTIONS**

## **8. Absentee ballot voter arrives with ballot package who has a damaged or improperly marked ballot (a spoiled ballot)**

4. Pollbook Officer searches for voter and obtains their “voter details” screen -- select “Chief override”, -- enter Chief’s password, -- and then select “confirm - [this will remove the voter’s absentee voter status and check them in as a regular voter]

6. Ballot Officer marks in the spoiled ballot log that an absentee ballot was returned and spoiled -- [this ballot is NOT counted in the precinct’s election report]

## **9. Absentee ballot voter arrives with a ballot package and wants to vote a regular (in person) ballot (not use their absentee ballot)**

1. Ballot Officer marks in the void ballot log that an absentee ballot was returned and voided -- [this ballot is NOT counted in the precinct’s election report]

2. Pollbook Officer searches for voter and obtains their “voter details” screen -- select “Chief override”, -- enter Chief’s password, -- and then select “confirm - [this will remove the voter’s absentee voter status and check them in as a regular voter]

3. In the “voter detail” screen select “add voter note” – enter “voter returned unused absentee ballot, voter’s status was changed, and checked in voter

## **10. Absentee ballot voter arrives without a ballot package and wants to vote a regular (in-person) ballot**

- Summons Chief

## **11. Eligibility Problem**

Voter has eligibility problem and Chief allows voter to vote by provisional ballot

- Summon Chief to resolve issue
- Voter signs Affirmation of Eligibility form
- Chief returns with voter’s ID and instructions that the person will vote a provisional ballot

- A password screen will appear, and Chief will enter the required password and click “login
- The “voter details/confirm” screen appears - click confirm
- Return ID to Chief and give him a ballot redemption card
- Proceed to next voter

## **12. Inactive Voter or Marked for address confirmation (?)**

Has the voter moved?

- Summons Chief
- When resolved, check in voter and give voter a ballot reentry card

## **13. Voter is Challenged**

A voter’s eligibility to vote is challenged by another voter or an Election Officer

- Summons Chief
- When resolved, check in voter and give voter a ballot reentry card



## Statement of Voter

→ I, \_\_\_\_\_  
First Middle Last Suffix (Jr, Sr, III)

do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, Code of Virginia, that

→ Check one:

- I applied for but **did not receive** or
- I applied for and received but **lost**

my absentee ballot: that I am a citizen of the United States duly registered in Frederick County, Virginia, that I am now, or have been at some time since the November general election last year, an actual Virginia resident of the following address where I am registered to vote:

→ \_\_\_\_\_  
House number, street name or rural route address City Zip code

OR that I have resided in this precinct since the second preceding federal general election and have been and continue to reside in this county or city and this congressional district;

OR that the Virginia address listed above was my last domicile immediately before leaving the United States;

OR that I have resided in Virginia in the last 30 days and am voting only in the presidential election;

that I am at least eighteen years of age or will be by the November General Election and that I have not voted in this election and will not vote in this election at any other place in Virginia or in any other state.

→ \_\_\_\_\_  
Signature of voter

\_\_\_\_\_   
Last 4 digits of SSN required

\_\_\_\_\_   
Date (MM/DD/YYYY)

**Privacy Act Notice:** This form requires your social security number for identification and to prevent fraud. Your application will be denied if you fail to provide your social security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2, Title 24.2 of the Code of Virginia and the Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.

**WARNING: INTENTIONALLY 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 AND/OR FINED UP TO \$2,500.**

# FREDERICK COUNTY

## ELECTION OFFICER CODE OF CONDUCT

**Thank you for serving as an election officer in FREDERICK COUNTY! As a representative of the Frederick County Office of Elections, you share the responsibility to conduct our elections at the highest possible standard. All election officers must fulfill the following expectations whenever engaging in official election officer duties:**

### **SHOW RESPECT**

- Treat all individuals (including voters, staff, observers, and fellow officers) with courtesy and civility. Respect others' personal boundaries.
- Exercise impartiality when serving voters, regardless of voters' backgrounds, beliefs, abilities, or affiliations. Create a Positive Voting Experience

### **CREATE a POSTIVE VOTING EXPERIENCE**

- Uphold every voter's right to cast a secret ballot without fear or intimidation.
- Be transparent when performing all duties and avoid any appearance of impropriety.
- If you observe any concerning or improper behaviors, actions, or procedures, notify the Frederick County Office of Elections as soon as possible so the issue can be resolved in a timely manner.

### **WORK EFFECTIVELY**

- Follow all election procedures and policies established by the Frederick County Office of Elections, Virginia Department of Elections, Code of Virginia, and other applicable laws and regulations.
- Collaborate with fellow officers to conduct all election operations efficiently and accurately. Officers should follow directions from their Chief (and may call the Fairfax County Office of Elections for clarification should the need arise).
- Perform all required tasks and duties as assigned.

### **EXHIBIT PROFESSIONALISM**

- Commit to working the full shift of service (taking reasonable breaks) while remaining on the polling place premises the entire time.
- Dress appropriately in business casual attire. Refrain from wearing clothing that signals political or organizational affiliation.
- Refrain from engaging in any discussions or making comments that could make others uncomfortable, including topics that are political or overly personal.
- Refrain from bringing prohibited items, including political materials and weapons.
- Refrain from using personal devices (e.g., cell phones, e-readers, tablets) for personal reasons when voters are present.

**Failure to meet the above may impact future assignments with the Frederick County Office of Elections. We thank you for your adherence to this code of conduct. Through your respect, diligence, and professionalism, you play an integral role in the success of our democratic process**