

# **Leadership Certification Training**

November 2024 Presidential Election

November 5, 2024

# Class outline

- Introduction and other interesting facts.
- Set up the Pollbooks. (Hands on)
- More interesting facts.
- Scenarios (Hands on )
- Closing the Precinct. (Hands on)
- Opening and closing the equipment. (Hands on)

# INTRODUCTIONS

- Welcome to LCT.
- You will be working independently today.

# General Information

About >  
This Election

- **Election Day:** November 5, 2024
- **Type:** Presidential Election
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am – 7:00 pm
- **Monday Setup:** Available
- **Officer in Charge:** Chief Officer

# REMINDERS

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



# REMINDERS

**Call Chief Headquarters!!**

**We will help you!!**

# CHANGES

- Hand scanners on pollbook tablets needs to remain plugged in.
- No more Election Officer buttons. We have lanyards and pins.
- Spoiled Ballots - We now TEAR the top left corner of the ballot and put the spoiled ballot and corner in envelope 4.
- The Provisional Ballot Envelope has changed AGAIN.



Tear corner



PWC Training  
November 7, 2023  
Prince William County

Precinct Training

Page 1 of 1

Please use a black or blue ink pen to mark your ballot. To vote for your choice in each contest, completely fill in the box next to your choice.

**President**

George Washington

Abraham Lincoln

Write-in

**Board of Supervisors**

Candidate A (D)

Candidate B (R)

Candidate C (I)

Write-in

Write-in

Write-in

**Extended Voting Hours**

Should the election hours be extended to 8pm?

Yes

No

End of Ballot



# Provisional Ballot Process (Voter)

- Check reason on Provisional notice and have voter read the notice.
- Give voter a Provisional Ballot Envelope and ballot.
- Send voter to private area to complete envelope, ballot, and then seal ballot in envelope.

# Provisional Ballot Process (EO)

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

# Provisional Ballot Process

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



**Election Officer - Give this notice to all provisional voters**

Dear voter,

You voted a **provisional ballot** today.

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

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

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

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

**Reasons you received a provisional ballot**

- Same Day Registration (or not on pollbook)
- Voting after hours due to court order
- Vote by mail - no ballot to surrender

- Shown on pollbook as already voted
- Other: \_\_\_\_\_
- Voter does not have required ID & declined to complete ID Confirmation Statement

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

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

**If you learned that your registration was cancelled,**

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

**NO ID PROVISIONAL INFORMATION**

**ID Delivery Deadline**

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

**To see list of acceptable identification please visit:**

[www.elections.virginia.gov/registration/voterid/index](http://www.elections.virginia.gov/registration/voterid/index)

Or Scan this QR code with your phone:



**Voltea la pagina para Español**



Querido Votante,

Usted voto una **papeleta provisional** hoy.

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

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

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

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

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

**Razones por las que recibió una papeleta provisional**

- Registro el mismo día (no aparecio en el libro de votacion)
- Voto despues de las cerradas de elecciones por orden judicial
- Voto por correo: no hay papeleta para rendir
- Aparece en el libro de votacion como ya aver votado
- Otra razon: \_\_\_\_\_
- El votante no tiene la identificación requerida y se negó a completar la Declaración de confirmación de identificación

**Si se registro por el DMV o otra agencia del gobierno:**

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

**Si se entero que tu registro fue cancelado,**

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

**INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION**

**Informacion**

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

**Para ver la lista de identificaciones aceptables, visite:**

[www.elections.virginia.gov/registration/voterid/index](http://www.elections.virginia.gov/registration/voterid/index)

O Escanee este codigo QR con su telefono:



**Flip page for English**

# **PROVISIONAL BALLOT ENVELOPE CHANGE**

14

Same Day Registration Provisional Ballot

Vote resides in this precinct but is not on this precinct's pollbook



Precinct # \_\_\_\_\_

Primary elections—Party ballot

Starred (\*) items are required. If you do not complete all of the items that are marked with \*, your application may be denied.

1 \*  Yes  No I am a citizen of the United States of America
\* Full social security number \_\_\_\_\_  SSN never issued
\* Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_
\* Gender \_\_\_\_\_

2 \* Last Name \_\_\_\_\_ Jr. Sr. II III IV (Circle one) Other (write in) \_\_\_\_\_
\* First Name \_\_\_\_\_ \* Middle Name \_\_\_\_\_  None
\* Residence Address (May not be a P.O. Box) \_\_\_\_\_ Apt. \_\_\_\_\_
\* City/Town \_\_\_\_\_ \* ZIP Code \_\_\_\_\_
Email \_\_\_\_\_ Phone \_\_\_\_\_

3 \*  Yes  No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes  No If yes, has your right to vote been restored?

4  I am an active-duty uniformed services member, spouse or dependent, or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address (Complete only if you have checked a box in this section) \_\_\_\_\_

5  I am currently registered to vote in another state. Name of state \_\_\_\_\_

6  I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 \* AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

\* Signature \_\_\_\_\_ Today's date (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

By checking this box, I affirm both that I am a resident with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registration.

Election Officer Use
 #1 Same Day Registration (not on pollbook)
Time: \_\_\_\_\_ a.m. p.m. (circle one)
 Yes  No Did voter show ID or complete ID Confirmation Statement?
Comments
Election Officer Signature \_\_\_\_\_ X

Office/Electoral Board Use
Voter ID # \_\_\_\_\_
Adjudication  Count  Do not count
Voter Identification
1. If the voter returns with the proper identification, check this box and sign  X
2. Attach a copy of the identification document

ELECT-653-English-07/2024

Same Day Reg



Other reasons

Provisional Ballot - All other provisional reasons

Vote is on this precinct's pollbook

Precinct # \_\_\_\_\_

Primary elections—Party ballot

Starred (\*) items are required. If you do not complete all of the items that are marked with \*, your vote may not count.

1 \* Last Name \_\_\_\_\_ Jr. Sr. II III IV (Circle one) Other (write in) \_\_\_\_\_
\* First Name \_\_\_\_\_ \* Middle Name \_\_\_\_\_  None

2 \* Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

3 \* Social Security Number \_\_\_\_\_
Last 4 digits required
Providing your full Social Security number may help determine your eligibility to vote.

4 \* Residence Address (May not be a P.O. Box) \_\_\_\_\_ Apt. \_\_\_\_\_
\* City/Town \_\_\_\_\_ \* ZIP Code \_\_\_\_\_
If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

5 Email \_\_\_\_\_ Phone \_\_\_\_\_

6 Statement of Voter
To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

\* Signature \_\_\_\_\_ X Today's date (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. 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 Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail, and/or fined up to \$2,500.

Election Officer Use
Select a Reason
 #3 Voting after hours due to court order
 #4 Vote by mail - no ballot to surrender
 #5 Shown on pollbook as already voted
 #6 Other \_\_\_\_\_
 #7 Voter does not have required ID and declined to complete the ID Confirmation Statement
Comments
Election Officer Signature \_\_\_\_\_ X

Staff/Electoral Board Use
Voter ID # \_\_\_\_\_
Adjudication  Count  Do not count
Voter Identification
If the voter returns with the proper identification, check this box and sign  X
Attach a copy of the identification document

ELECT-653-English-07/2024

# POLLBOOK SETUP

- Everyone go to your equipment table.
- Turn to page 56 in your manual.
- Complete Merlin and Pollbook setup.



# POLLBOOK SETUP (cont.)

- Login and open polls on Pollbook.
- When you are ready to check voters in return to your seat with one tablet and one hand scanner.
- **PROVISIONAL BALLOT BAG!!**

# SAME DAY REGISTRATION (SDR)

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

# Military Voters not on Pollbook

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

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

# iPAD Action

## Wake up the iPad



To translate for a voter.



To use the Interactive “What If’s.”



To use Tallypoint

# USING TALLYPOINT

**You will use Tallypoint to:**






**Enter the hourly vote count,**

**To record provisional ballots on the Provisional Ballot Log,**

**And to send your precinct results to Chief HQ.**

# Voter States and Tags

## November 2024 Voter States & Tags (Election Day)

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	<b>ABU</b>	<b>AB Unmarked</b> This voter returned an unmarked absentee ballot.
 CANNOT OVERRIDE	<b>ABM</b>	<b>AB Marked</b> - This voter returned a marked AB ballot.
	<b>ABOM</b>	<b>AB On Machine</b> - This voter already voted in person during the early voting period.
	<b>ABPP</b>	<b>AB Pre-processed</b> - This voter's ballot has already been processed by the Central Absentee Precinct.
	<b>SDR</b>	This voter is marked Same-Day Registration.
	<b>ABF</b>	<b>AB FWAB</b> - This voter submitted a federal write-in absentee ballot.
	<b>Wrong Precinct</b>	Voter is at the wrong precinct.
	<b>V</b>	This voter has voted. *This voter was checked in at your precinct.
	<b>ABI</b>	<b>AB Issued</b> - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	<b>?</b>	<b>Inactive Voter or Address Confirmation</b> If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
	<b>Suffix (Jr., Sr.) Tag</b>	Verify year of birth if voter has this tag.
<b>PID</b>	<b>Only applicable for Federal Elections</b> Voter must present valid photo ID or copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter. *An ID Confirmation Statement is <b>NOT</b> valid for PID voters.	
<b>F</b>	<b>Federal Only (Infrequent)</b> Call HQ if you have a voter with this tag for instructions on how to proceed.	

- Green – Check voter in.
- Yellow, Red, and Orange – Send to Chief
- Jr., Sr. Check year of birth.
- PID – 1<sup>st</sup> time Federal Voter. Only during federal elections, cannot use the ID Confirmation Statement.
- F Federal Only **Call Chief HQ**

# SCENARIOS

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

# Scenario #1



## Regular Check-in

- Name: Elliott Estela
- Address Provided: Voter lives at  
12048 Hooker Ln, Nokesville

## Conclusion

- Check in and Vote
- Take note of the two check boxes on confirmation screen.



# Tallypoint Action

7 am: Update Turnout!

# Scenario #2



## Special Situation

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

## Conclusion

- Voter completes Request for Assistance form, place in Envelope #8.



# Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

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

<b>Do you need help?</b>	<ul style="list-style-type: none"> <li>• Yes, I will need help. – Complete this form and return it.</li> <li>• No, I do not need help. – This form is not needed. You do not need to return it.</li> </ul>
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## Voter (I will have help completing my ballot)

<b>Voter's Name:</b>	Last Name _____ First Name _____ Middle Name _____ Suffix _____
<b>Voter's Affirmation:</b>	<ul style="list-style-type: none"> <li>• I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language.</li> <li>• I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.</li> </ul>
<b>Voter Sign Here:</b>	X _____ / _____ Voter Signature (or mark) Date
<b>What if I can't sign my name?</b>	*A blind voter is not required to sign or make a mark <input type="checkbox"/> Check here if voter is unable to sign due to disability or inability to read or write

## Assistant (the person who is helping the voter)

<b>Assistant's Name:</b>	Last Name _____ First Name _____ Middle Name _____ Suffix _____
<b>Assistant's Address:</b>	Residence Address _____ City _____ State _____ Zip Code _____
<b>Assistant's Affirmation:</b>	<ul style="list-style-type: none"> <li>• I will fill out this voter's ballot as the voter instructs.</li> <li>• I will not solicit or attempt to influence how the voter votes.</li> <li>• I will not disclose or indicate how the voter votes on any office or question.</li> <li>• I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board (See §§ 24.2-604.4 and 24.2-604.5).</li> <li>• I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).</li> </ul>
<b>Assistant Sign Here:</b>	X _____ / _____ Assistant Signature Date

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



# Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

## If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.		
I hereby affirm, subject to penalty of law, that:		
<ul style="list-style-type: none"> <li>• I will not solicit or attempt to influence how the voter votes.</li> <li>• I will not disclose or indicate how the voter votes on any office or question.</li> </ul>		
Signature _____	Printed Name _____	Representing _____
Signature _____	Printed Name _____	Representing _____
Signature _____	Printed Name _____	Representing _____
Signature _____	Printed Name _____	Representing _____

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

Party interpreter to complete so they can observe.

# Scenario #2



## Special Situation

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

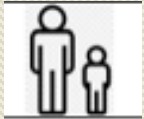
## Conclusion

- Voter completes Request for Assistance form, place in Envelope #8.
- Proceed with check in.
- Give voter, or assistant, ballot and voter votes on machine.

# Scenario #3



## Inactive Voter/Address Confirmation



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

## Conclusion

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

# Scenario #4



**ABOM**

## Provisional Voter

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

## Conclusion

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

# Scenario #5



Wrong  
Precinct  
Inactive  
Voter

## Same Day Registration (SDR) & Inactive Voter

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

## Conclusion

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

# Tallypoint Action

8 am: Update Turnout!



# Scenario #6



## Regular Check in with AB Issued Status

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

## Conclusion

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

# Scenario #7



## Wrong Precinct

- Name: Jerhonda John Reed
- Address Provided: 14290  
Northbrook Ln, Gainesville

## Conclusion

- Send voter to the correct precinct

# Scenario #8



## Regular Check in (No ID)

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

## Conclusion

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

# ID Confirmation Statement

Commonwealth of Virginia

Place in Envelope #8

**ID Confirmation Statement** - § 24.2-643 of the Code of Virginia

**A Officer of Election:**

**EO to complete**

Precinct No./Name: \_\_\_\_\_ Date: \_\_\_\_\_ O of E Initials: \_\_\_\_\_

**B Affirmation of Voter:**

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

**Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.**

Signature of voter: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of voter: \_\_\_\_\_

**Voter to complete**

Birth Year (optional) \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_ Last 4 digits of Social Security # (optional) \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

**WARNING:** Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

# Scenario #9



## Special Situation (Voter moved)

- Name: Herschel Dougherty
- Address on Pollbook: 13880  
Jordan Meadows Ln, Nokesville.
- Voter appears in Pollbook but says they have moved out of state.

## Conclusion

- If this happens call  
Chief HQ at 703-  
792-8397

# Tallypoint Action

7 pm: Update Turnout!

# CLOSING

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



# SOR Part F: Explanation of Discrepancies \ Incident Report

Statement of Results  
Verity Scan Voting Equipment & EPBs  
Prince William County

White Top Copy: Office  
Yellow Middle Copy: SOR1 to Office  
Pink Bottom Copy: SOR2 to Courthouse

RETURN ALL COPIES IN ENVELOPE 2

Precinct Name and Number: TRIANGLE / 312

Election Date: 06/18/2024

EXPLANATION OF DISCREPANCIES – Press Hard, you are making three copies.

TIME	COMMENTS / PROBLEMS	EO Initials
	<del>DISCREPANCIES / ISSUES</del>	<del>SA/06</del>

Use another sheet if additional entries need to be made.



# DE-ESCALATION TECHNIQUES

## CLARA

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

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

# DE-ESCALATION TECHNIQUES (cont.)

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

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

**A**dd If appropriate, point out further resources for the voter to check out later.

# Machine Open House/Workshop

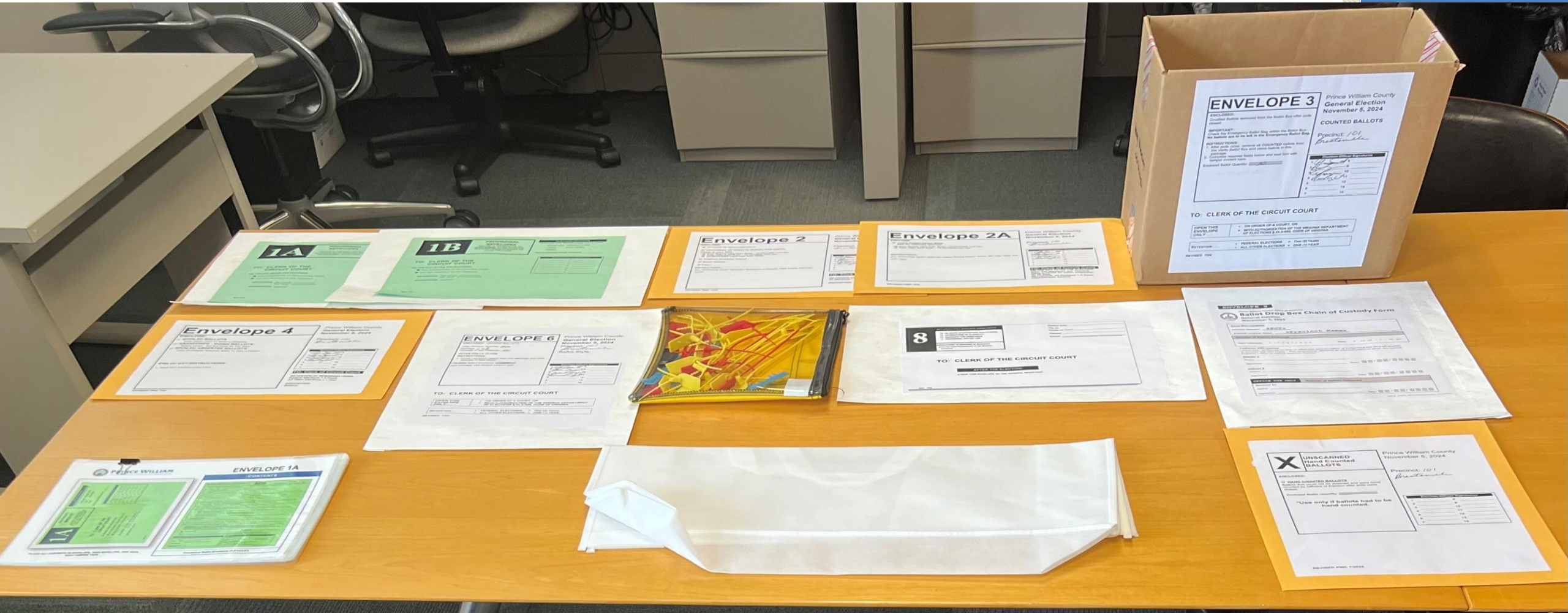
**Buckhall VFD 7190 Yates Ford Rd, Manassas**

October 15th	2:00 pm – 6:00 pm
October 18th	9:00 am – 3:00 pm
October 31 <sup>st</sup>	3:00 pm – 9:00 pm
November 2 <sup>nd</sup>	9:00 am – 1: 00 pm

# END OF NIGHT ENVELOPES

# END OF NIGHT ENVELOPES

Closing The Polls



# VOTING MACHINES

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

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

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

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

**ENJOY THE ELECTION!!!**

