

New Chief Officer Training

November 2024 General Election

November 5, 2024

Welcome to Training

- **Thank you** for agreeing to become a Chief Officer. Thank you for your service.
- The **Chief Officer** is responsible for the election **at your precinct** and management of the **precinct election team**.

Introduction and Housekeeping

The Chief's Work Begins Early...

- The Chief **sets the tone** and establishes the initial communication for the team.
- The Chief is the only person on the team that **receives everyone's contact information**. It is important to connect everyone on the team by email.

Initial Paperwork for Election Day

1. Assignment Letter

- Assignments are made by the Election Officer Coordinator.
- Everyone receives an assignment letter.

2. Chief's Letter to the TEAM

- This letter is your initial communications with EO's.
- Send this at least 1 month prior to election day.

Assignment Letter

- **Ensure you have the following positions assigned to your precinct:**
 - Assistant Chief Officer (AO)
 - Equipment Provisional Specialist (EPS)
 - You will be assigned Election Officers (EO) as needed for your precinct.
 - These assignments are subject to change.

Example of Assignment Letter

This email is from an EXTERNAL source. Use caution when replying or clicking embedded links.

Hello!

Note: This message is sent to you from Prince William Office of Elections.

Message:

Dear Prince William County Election Officer,

Congratulations! You have been assigned to work the March 5, 2024, Presidential Primary Election. Click the link below to log into the Election Officer Portal, to see your precinct and sign-up for training! IMPORTANT: If you are first time user, you will need to click the **"Click Here to Register"** link the first time you log in to the NEW Officer Portal to set-up your password. If you are having difficulty logging in, please call us at 703-792-6485.

Officer Portal Link: [Election Officer Portal](#)

If you cannot serve in the March 5th, 2024, Presidential Primary Election, please email electionofficer@pwcgov.org to notify the Staffing Department as soon as possible so we can begin to find your replacement.

Training Note:

In case of inclement weather, we will follow the Prince William County plan. Affected classes will be notified via email and text message.

Training Requirements for each role:

Chiefs, Assistant Chiefs, and Equipment Provisional Specialists (EPS):

All Officer Training (Virtual or In-Person)

Assignment Letter

1. Log into the portal.
2. Top middle of the home page click on:
 - “Click Here for Roster”

Assignment Letter

Demonstration on how to navigate the portal.

Chief's Letter to the TEAM

- Chief's Letter to the **WHOLE TEAM** is usually **via email**.
- Send this **no later than 1 month prior** to the election.
- As Chief you should **share contact information** of your team **with the AO** as soon as possible.
- Some Chiefs host **zoom or in person meetings and/or calls** prior to election day. This allows you to gauge your team's ability and experiences.

What Should Your Chief Letter Say?

- **Welcome** everyone to the precinct team. Invite everyone to the walk through of the precinct location.
- **Talk about Work:** Arrival Time & Assignments.
- **Talk about Planning Ahead & Early Voting:** Encourage your team to plan for the needs of their pets and family. Election Officers should vote early because they cannot leave the precinct on Election Day.
- **Talk about Food:** Potluck, shared dishes, order in, every person on their own.
- **Talk about Training:** Stress training and encourage attending the open house /workshop to practice.

Example of CHIEF'S LETTER to Officers

Hello Election Team,

Welcome to the election team for precinct number 999. The election is one month away on November 5th. **We appreciate you serving** as Election Officers, elections do not happen without people like you.

Election Day Schedule: Election Day is a long day: It starts at **5am to about 9pm**. You are **not permitted to leave your precinct** until the election has ended and all end of night paperwork is complete. So, please plan for the needs of your pets, family, and **VOTE EARLY**.

Example of CHIEF'S LETTER to Officers (continued)

The Assignments for Precinct 999 are as follows:

- **Chief (CO):** John Doe
- **Assistant Chief (AO):** Jane Doe
- **Equipment Provisional Specialist (EPS):** James Doe
- **Election Officers:** Jean Doe, Jack Doe, Johnny Doe, Jackie Doe
- **Election Officers will rotate** between greeter, check-in, marking station, ballot scanning assistance, cleaning (everyone cleans) and handing out “I Voted” stickers.
- **Equipment:** After the oath James and Jackie will assemble the Scanner and Touch Writer. Jean and Johnny will assemble the Pollbooks.

Example of CHIEF'S LETTER to Officers (continued)

Food on Election Day: Please **bring enough food to sustain you** from 5am to 9pm. If you would like to bring food to share, please feel free. However, if you prefer to only take care of your food needs that is perfectly fine. You may also order food to be delivered at your own expense.

Medications: Again, you cannot leave the precinct, so please **bring all medications** you are required to take.

Additional Training: Please take advantage of **Open House Sessions** where you can practice most elements of the election. i.e. setting up machines, end of night paperwork, and practicing checking people in on the Pollbook.

Example of CHIEF'S LETTER to Officers (conclusion)

Site Walk Through: We will conduct a walk through of the precinct on **September 30th at 6pm**. Please join us if you are available, so that you can meet the team in person and get familiar with the precinct space and duties.

Team Meeting: I will host a **zoom meeting/conference call on October 15th at 6pm** for the team. Please plan to attend so we may prepare for election day and address any questions or concerns

Night Before Election Set Up: We will be setting tables and preparing the site for the election day on Monday June 17th at 6pm. Please join us, if you are available.

Thank you, again, I appreciate your service very much. Be on the look out for my email updates as we get closer to election day. If you have any questions, please email or call me at 351-555-5555.

Sincerely,
Chief Officer John Doe

CHECK OUT POLLING LOCATION

- You are **required to do a walk through** of the site prior to the election.
- **Contact Sheet** will have your facility contact information.
- You will see your facility contact sheet on the portal.

CHECK OUT POLLING LOCATION (cont.)

- What to look for during the site walk through:
 - Signs – How many do you need.
 - Space – Is the room big enough.
 - Flow – How voters will flow through the precinct.
 - Tables and chairs – Do you have enough.

CHECK OUT POLLING LOCATION (cont.)

- What to look for during the site walk through: (cont.)
 - Outlets – Where are they and do they work.
 - Breakroom – Do they have one you can use.
 - Confirm your POC and who will let you into the building.

CHECK OUT POLLING LOCATION (cont.)

- Make this a **team building exercise**, if you desire.
- **Invite the team** members to meet you there and get familiar with the space.
- Get together and **discuss the election** on site, via phone, or zoom.

Site Contact

Site Contact Sheet Example

Emergency Contacts					
Precinct	Precinct Name	Contact	Cell Number	Work Number	Contact Type
101	Brentsville	Seth Cameron (Student Activities)	(999) 999-9999	(999) 999-9999	Primary
101	Brentsville	Sonny Barrickman (Security)	(999) 999-9999	(999) 999-9999	Emergency Contact #1
101	Brentsville	Katherine Meints (Principal)	(999) 999-9999	(999) 999-9999	Emergency Contact #3
101	Brentsville	Scott Kerns (Student Activities)	(999) 999-9999	(999) 999-9999	Emergency Contact #2

LET'S TALK TRAINING

- The **Assignment Letter** covers **Training** details. **Be sure to read it.**
- **As a CO, AO** you are required to take training with the Director of Elections when scheduled.
- As CO, AO, or EPS, you are required to take training for **EVERY** election. (*All Officer Training*) (*LCT once a year between Sep and Jun*)
- EOs will always be required to take training. (*Either New Officer Training or All Officer Training.*)
- You can suggest your EOs attend an **Open House Workshop for hands on practice.**
- Training will be in-person and/or online. **Note:** Some training types are only available in-person.

Supply Pickup

**Pick up supplies at 13851 Telegraph Road, Suite E,
Woodbridge, VA.**

Thursday	10/31	12pm – 6pm
Friday	11/01	9am – 7pm
Saturday	11/02	9am – 1pm

Supply Distribution

- The Chief will pick up supplies at our warehouse.
- The warehouse is located at
13851 Telegraph Road, Woodbridge, VA.
- The person who picks up supplies gets reimbursed for driving. It will take at least 30 minutes.

Supply Distribution (cont.)

- You will get a review of the Chief Binder.
- You will review the contents of the Chief bag.
- You will sign for your ballots.
 - *The provisional ballots will be in your Chief Bag, the regular ballots will be in the cage.*

Supply Distribution (cont.)

- If needed, you can pick up stand-up marking stations, please note there is limited supply.
- You will be given any important last-minute information and may ask questions of election office staff at the time of pick up.

CHIEF BAG



Front

CHIEF BINDER

Precinct #: 999
Precinct Name: Sample Precinct
Facility: Sample Facility

If you need to call 911
Provide the address below:

9250 Lee Ave
Manassas, VA 20110

Back

SUPPLY RETURN FORM Presidential General | November 5, 2024

Bring this completed form with you to Supply Return in the White Bag.
Please stay in your vehicle when returning supplies.

PCT # _____

Hand to Elections Staff		Trunk or Backseat			
E0 Check	Staff Check	E0 Check	Staff Check	<p>White Bag and this form (filled out) with</p> <ul style="list-style-type: none"><input type="checkbox"/> <input type="checkbox"/> Cellphone, Tablet, and Chargers powered off<input type="checkbox"/> <input type="checkbox"/> #9 Envelope <i>With Ballots Enclosed</i> Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)<input type="checkbox"/> <input type="checkbox"/> #1A Envelope Tamper Tape Ballot Quantity _____<input type="checkbox"/> <input type="checkbox"/> #1B Envelope Ballot Quantity _____<input type="checkbox"/> <input type="checkbox"/> #2 Envelope Tamper Tape<input type="checkbox"/> <input type="checkbox"/> #2A Envelope Tamper Tape<input type="checkbox"/> <input type="checkbox"/> #4 Envelope Tamper Tape<input type="checkbox"/> <input type="checkbox"/> #7 Yellow Pouch Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals<input type="checkbox"/> <input type="checkbox"/> #8 Envelope <i>Do NOT Seal</i><input type="checkbox"/> <input type="checkbox"/> X Envelope <i>Seal with Tamper Tape only if used</i>	<p style="text-align: center; background-color: #FFC000; padding: 2px;">Chief Bag with</p> <ul style="list-style-type: none"><input type="checkbox"/> <input type="checkbox"/> #3 Tamper Tape<input type="checkbox"/> <input type="checkbox"/> #6 (including unused provisionals) Tamper Tape<input type="checkbox"/> <input type="checkbox"/> Chief Bag Items Binder, Law Book, etc.
				EOs Returning:	
				Print Name: _____	
				Phone: _____	
				Print Name: _____	
				Phone: _____	
				Office Use Only	

PRINCE WILLIAM
Office of Elections

SET-UP ON MONDAY NIGHT BEFORE ELECTION DAY

- There is **some preparation** that you can do on Monday night. **Invite all your EO's** to meet at precinct to help with team building.
 - Discuss EO's assigned job for Monday set up and election day jobs.
 - Everyone may not be able to make it, it is not required.

SET-UP ON MONDAY NIGHT BEFORE ELECTION DAY (cont.)

What's allowed for Monday Night Set up?

- Tables and chairs for staff and voters – preparing for Tuesday morning.
- Indoor signs.
- Printer and printer table.
- Ballot box.
- **DO NOT REMOVE** Scanner, TW, or Pollbooks from the cage until Tuesday morning.
- **Bring your Chief Bag** home with you, do not leave it at the precinct.
- Lock cage.

Special Assistants

What are Special Assistants (SA) and do they help us.

- A SA is the highest position an EO can attain.
- The SA is the quick response section of headquarters.
- They visit a set number of precincts on election day.
- They are sent to assist precincts as needed.
- They also ensure the precinct is following Election Office policy.

Poll Watchers/Authorized Representatives

Other Personnel

What are Poll Watchers and what are they allowed to do.

- They are representatives of candidates who are allowed to be in the polling place.
- Must have authorization letter from either of the two major political parties on the ballot.
- One per candidate is allowed in each polling place prior to 6:00 am.
- Up to three per candidate is allowed after 6:00 am..

Manual
Page 106

Poll Watchers/Authorized Representatives (cont.)

Other Personnel


What are Poll Watchers and what are they allowed to do.

- They are allowed to see and hear what happens. They shall never see any personally identifying information (PII).
- They may not hinder or delay a voter or election officer.
- They are allowed to see the pollbooks.
- Cannot violate anyone's privacy.

Manual
Page 106

Media


Other Personnel

 Members of the media with credentials are permitted inside.

 They can film background shots only when inside the polling place.

 No live interviews or reporters remarks when inside the polling place.

 No filming any person who asks not to be filmed. This includes Election Officers.

 Can only stay a reasonable and limited time between 6 am - 7 pm.

 Cannot violate anyone's privacy.

Manual
Page 105

ELECTION DAY: Before 6am

Election Day >

Before 6AM

- Give Oath to all officers and read “When Ballot Cast Regulation aloud.”
- Set up Scanner and Touch Writer.
- **Print 3 Zero Tapes from Scanner and 1 Zero Tape from Touch Writer.**
- Open polls on Scanner and Touch Writer.

Manual
Page 40

ELECTION DAY: Before 6am (cont.)

Election Day >

Before 6AM

- Complete Pollbook Summary Report.
- Open polls on Pollbook.
- Post outside signs to include Outside Polls Voter SIGN.
- Log into Tallypoint on iPad or iPhone and click “THIS PRECINCT IS READY.”
- **Please note: No one can vote before 6am.**

Manual
Page 40

POLLBOOK SUMMARY REPORT

Before 6AM

November 5, 2024 General Election - PWC Office of Elections
Pollbook Summary Report

Precinct: _____

Open the Pollbook Summary on your pollbooks to complete this form.

	Device #:		Device #:		Device #:	
	Open	Close	Open	Close	Open	Close
Voter Count						
Check In Count	0		0		0	
Absentee Count						
Outside Polls	0		0		0	

	Device #:		Device #:	
	Open	Close	Open	Close
Voter Count				
Check In Count	0		0	
Absentee Count				
Outside Polls	0		0	

**Write "N/A" if not applicable.*

Verified By (2 EO Signatures): _____, _____

The Pollbook Summary Report is filled out before the polls are open on the Pollbook in the morning.

AND

Before polls are closed on the pollbook in the evening.

Drop Box

Before 6AM



This gray box in the cage has:

Clip Boards, Tape bag, "I Voted" Stickers, EO vests, EO buttons, and Ballot Marking pens.

- Before voting starts empty the box.
- During voting hours, the box will be the "Ballot Drop Box."
- After voting is over remove the ballots, repack the box, and return it to the cage.

Manual
Page 63

ELECTION DAY: 6am to 7pm

Election Day

- **At 6:00 AM: Announce the POLLS ARE OPEN.**
- **Your job is to ensure an orderly election day.**

What is TallyPoint used for?

6AM-7PM >

TallyPoint

- Track **Hourly Vote Counts**.
- Track and log **Provisional Voters**.
- Used to submit **Election Results** at the end of the night.
- Tallypoint is loaded on **iPad and iPhone**
- **Please note:** The programs “*Translate*” and “*Interactive What If’s*” are also loaded on your iPads and iPhones and may be helpful to your team on Election Day.

ELECTION DAY: 6am to 7pm (cont.)

6AM- 7PM

Things to watch for:

- **Check in at Pollbook:** Making sure people are all the way checked in.
- **Hourly Update on Tallypoint:** Compare your pollbook to the scanner.
- **Provisional Voting and Same Day Registration:** Ensure envelopes are signed and fully completed, enter data into Tallypoint before they cast their vote in the bag.
- **Unruly Voters:** The job is to move voters through the process smoothly, hence you are to take control of anything unusual.
- **Ballots:** Make sure the provisional and regular ballots do not get mixed up.

ELECTION DAY: After Polls Close

After Polls Close

- At 6:45pm: Announce “POLLS WILL CLOSE IN 15 MINS.
- **At 7pm: Announce “POLLS ARE CLOSED.”**
- If you have voters in line text Chief HQ the number.
- After the announcement, have an Election Officer become the last person in line.
- **REMEMBER: “No one is allowed to get in line after you close the polls.”**



Manual
Page 118

ELECTION DAY: After Polls Close (cont.)

After Polls Close

End of Night Paperwork and Data Submission

- Print 3 Tally Tapes and Gather Zero Tapes.
- Complete Pollbook Summary Report.
- Complete Tallypoint Election Results submission **(High Priority)**.
- Complete Yellow Return Sheet.

ELECTION DAY: After Polls Close (cont.)

After Polls Close

End of Night Paperwork and Data Submission (cont.)

- Complete Statement of Results (2 copies).
- Place paperwork in proper folders all day long to avoid confusion.
- Prepare end of the night envelopes and have everyone sign.

Statement of Results

STATEMENT OF RESULTS 2
CIRCUIT COURT COPY
PLACE IN ENVELOPE 2
June 18, 2024 Dual Primary
Prince William County, Virginia
«PCT» «Name»

Presidential Primaries

Part 1a. Turnout.
**Obtain these numbers from the pollbook(s).*

Dem Count	+	Rep Count	=	TOTAL VOTERS CHECKED IN
Outside Polls Voters				

Part 2a. Votes Cast.
Number of Votes Cast on Machine(s)
Scan 1 Serial: «Scan1_Serial»
Scan 2 Serial:

Dem Count	+	Rep Count	=	TOTAL VOTES CAST IN PRECINCT
Number of ballots counted <u>by hand</u>				
Total Number of Votes Cast <i>Add the number of votes cast on machine(s) and the number of counted by hand.</i>				

Part 2b. Drop Box.

Total Number of Ballots Received in Drop Box	
--	--

Part 3. Discrepancies.
Does the Total Number of Voters Checked In = the Total Number of Votes Cast in Precinct? Yes No
If "No," please explain all discrepancies on Part F Form.

Part 4. Certification.
We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signatures of Election Officials

1	(Chief)	7	
2	(Assistant Chief)	8	
3		9	
4		10	
5		11	
6		12	

↑
Paper Clip ZERO Tape
and TALLY RESULTS
Tape here.

Beginning of day:
1. Print zero tape(s).
2. All Officers sign zero tape(s).
3. Attach zero tape here.

End of day:
1. Print tally results tape(s).
2. All Officers sign tally tape(s).
3. Attach tally tape on top of zero tape.
4. Fill out the SOR.
5. Report any discrepancies in Part F of the SOR.
6. All Officers MUST sign SOR.

- Two copies
 1. Circuit Court Copy
 2. Director's Copy
- Should be the last official document filled out on Election Day.
- *Let's review the form.*

SOR Part F

6AM – 7PM >

SOR Part F

SOR
PART
F

SOR Part F: Explanation of Discrepancies \ Incident Report

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

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

RETURN ALL COPIES IN ENVELOPE 2

Precinct: 202

Election Date: March 5, 2024

EXPLANATION OF DISCREPANCIES

TIME	COMMENTS / PROBLEMS	EO Initials
	None	

Use another sheet if additional entries need to be made. Part F Verity Scan Revised MLW February 2016

- The Part F is used when the pollbook checked in number differs from the ballot number on the Scanner.
- Use it to document any issues you have on election day.
- If there is nothing on the form draw a line through the form and put it in envelope 2.

ELECTION DAY: After Polls Close (cont.)

After Polls Close

- **Data Drives:** Remove USB drive from the scanner and the Merlin and place in yellow pouch.
- **Seals:** Cut seals and place in yellow pouch and replace red seal on scanner.
- **Provisional Ballots:** Break seal on the green provisional ballot bag with two people. Remove PB, record data and sign envelope 1A.
- **Drop Box:** Open grey Drop Box with key with two people. Remove envelopes, record data, and complete Chain of Custody form.
- **Drop Off Check List:** Review check list on the back of the Chief Binder to prepare for supply return.

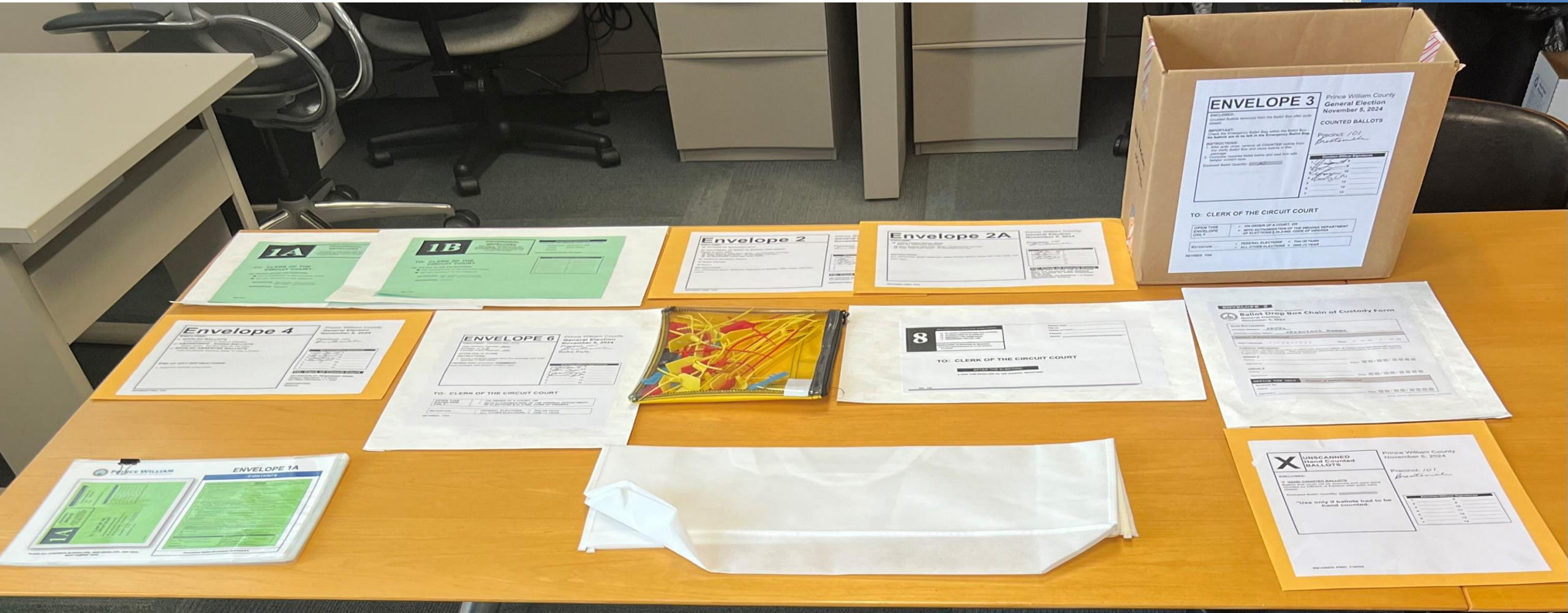
ELECTION DAY: After Polls Close (cont.)

After Polls Close

- **Jobs:** Assign EO's their job for breakdown.
- **Load Cage:** Break down precinct and load cage. Follow picture on cage door to reload cage.
- **Envelopes:** Seal and load envelopes according to the drop off check list. Everyone participates in end of the night envelopes.
- **Clean Up:** Leave precinct neater than you found it.

END OF NIGHT ENVELOPES

Closing The Polls



Bring this completed form with you to Supply Return in the White Bag.
Please stay in your vehicle when returning supplies.

PCT # _____

COMPLETE THIS FORM BEFORE YOU LEAVE THE PRECINCT.

It is on the back cover of the Chief Binder.

Hand to Elections Staff	
E0 Check	Staff Check
<p>White Bag and this form (filled out) with</p>	
<input type="checkbox"/>	<p><input type="checkbox"/> Cellphone, Tablet, and Chargers powered off</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #9 Envelope With Ballots Enclosed Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #1A Envelope Tamper Tape Ballot Quantity _____</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #1B Envelope Ballot Quantity _____</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #2 Envelope Tamper Tape</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #2A Envelope Tamper Tape</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #4 Envelope Tamper Tape</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #7 Yellow Pouch Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #8 Envelope Do NOT Seal</p>
<input type="checkbox"/>	<p><input type="checkbox"/> X Envelope Seal with Tamper Tape only if used</p>

Trunk or Backseat	
E0 Check	Staff Check
<p>Chief Bag with</p>	
<input type="checkbox"/>	<p><input type="checkbox"/> #3 Tamper Tape</p>
<input type="checkbox"/>	<p><input type="checkbox"/> #6 (including unused provisionals) Tamper Tape</p>
<input type="checkbox"/>	<p><input type="checkbox"/> Chief Bag Items Binder, Law Book, etc.</p>

E0s Returning:
<p>Print Name: _____</p>
<p>Phone: _____</p>
<p>Print Name: _____</p>
<p>Phone: _____</p>

Office Use Only
<p> </p>

Machine Open House/Workshop

Buckhall VFD 7190 Yates Ford Rd, Manassas

October 31st 3:00 pm – 9:00 pm

November 2nd 9:00 am – 1: 00 pm

THANK YOU!

Let's make it a great election 