

ALL OFFICER TRAINING

November 2024 Presidential Election

November 5, 2024

Introduction and Housekeeping

This training is for all PWC Election Officers. We will cover a lot of information.

Some of it is directed to the Chiefs and Assistant Chiefs in the room.

If there is something you are not clear on, your Chief will be able to clear it up on Election Day.

General Information

- **Election Day:** November 5, 2024
- **Type:** General 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

SAMPLE BALLOT CD 7

Sample Ballot

Ballot CD 07

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County
General and Special Elections
Tuesday, November 5, 2024

Condado de Prince William
Elecciones Generales y Especiales
Martes, Noviembre 5, 2024

Instructions
Instrucciones

To vote for a candidate, fill in the box next to the name.

To vote on an issue, fill in the box next to YES or NO.

To write in a qualified candidate who is not already on the ballot, fill in the box next to **Write-in** and write the name of the person on the line.

If you want to change a vote or if you have made a mistake, ask an election worker for another ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.

Para votar por un candidato, llene la casilla al lado del nombre.

Para votar sobre un asunto, llene la casilla al lado de SI o NO.

Para escribir un candidato calificado que aun no esta en la papeleta, llene la casilla al lado de Por escrito y escriba el nombre de la persona en la linea.

Si desea cambiar un voto o si ha realizado un error pidale otra papeleta a un trabajador electoral. Si usted hace marcas en la papeleta ademas de llenar la casilla, es posible que sus votos no se cuenten.

Begin voting here
Comience a votar aqui

President and Vice President
Presidente y Vicepresidente

Vote for only one
Vote solo por uno

Democratic Party
Electors for Kamala D. Harris, President and Tim Walz, Vice President
Partido Demócrata
Electores para Kamala D. Harris, Presidente y Tim Walz, Vicepresidente

Republican Party
Electors for Donald J. Trump, President and JD Vance, Vice President
Partido Republicano
Electores para Donald J. Trump, Presidente y JD Vance, Vicepresidente

Green Party
Electors for Jill E. Stein, President and Rudolph T. Ware III, Vice President
Partido Verde
Electores para Jill E. Stein, Presidente y Rudolph T. Ware III, Vicepresidente

Libertarian Party
Electors for Chase R. Oliver, President and Mike ter Maat, Vice President
Partido Libertario
Electores para Chase R. Oliver, Presidente y Mike ter Maat, Vicepresidente

Independent
Electors for Claudia De la Cruz, President and Karina Garcia, Vice President
Independiente
Electores para Claudia De la Cruz, Presidente y Karina Garcia, Vicepresidente

Independent

Estado de Virginia, Papeleta Oficial

Prince William County
General and Special Elections
Tuesday, November 5, 2024

Condado de Prince William
Elecciones Generales y Especiales
Martes, Noviembre 5, 2024

Member, United States Senate
Miembro, Senado de los Estados Unidos

Vote for only one
Vote solo por uno

Timothy M. Kaine - D

Hung Cao - R

Write-in Por escrito

Member, House of Representatives
7th District
Miembro, Camara de Representantes
Distrito 7

Vote for only one
Vote solo por uno

Eugene S. Vindman - D

Derrick M. Anderson - R

Write-in Por escrito

Proposed Constitutional Amendment
Propuesta de Enmienda Constitucional

Should the Constitution of Virginia be amended so that the tax exemption that is currently available to the surviving spouses of soldiers killed in action is also available to the surviving spouses of soldiers who died in the line of duty?

¿Debería enmendarse la Constitución de Virginia para que la exoneración impositiva que está disponible en la actualidad para los cónyuges supervivientes de los soldados caídos en combate también esté disponible para los cónyuges supervivientes de los soldados que murieron en cumplimiento del deber?

YES SI

NO NO

End of Ballot
Fin de papeleta

SAMPLE BALLOT CD 10

Sample Ballot

Ballot CD 10

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County Condado de Prince William
General and Special Elections Elecciones Generales y Especiales
Tuesday, November 5, 2024 Martes, Noviembre 5, 2024

Instructions Instrucciones	Begin voting here Comience a votar aquí
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Si desea cambiar un voto o si ha realizado un error pídale otra papeleta a un trabajador electoral. Si usted hace marcas en la papeleta además de llenar la casilla, es posible que sus votos no se cuenten.

President and Vice President Presidente y Vicepresidente Vote for only one Vote solo por uno	Democratic Party Electors for Kamala D. Harris, President and Tim Walz, Vice President Partido Demócrata Electores para Kamala D. Harris, Presidente y Tim Walz, Vicepresidente
Republican Party Electors for Donald J. Trump, President and JD Vance, Vice President Partido Republicano Electores para Donald J. Trump, Presidente y JD Vance, Vicepresidente	Green Party Electors for Jill E. Stein, President and Rudolph T. Ware III, Vice President Partido Verde Electores para Jill E. Stein, Presidente y Rudolph T. Ware III, Vicepresidente
Libertarian Party Electors for Chase R. Oliver, President and Mike ter Maat, Vice President Partido Libertario Electores para Chase R. Oliver, Presidente y Mike ter Maat, Vicepresidente	Independent Electors for Claudia De la Cruz, President and Karina Garcia, Vice President Independiente Electores para Claudia De la Cruz, Presidente y Karina Garcia, Vicepresidente
Independent Electors for Cornel R. West, President and Malina Abdullah, Vice President	

Sample Ballot

Ballot CD 10

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County Condado de Prince William
General and Special Elections Elecciones Generales y Especiales
Tuesday, November 5, 2024 Martes, Noviembre 5, 2024

Member, United States Senate Miembro, Senado de los Estados Unidos Vote for only one Vote solo por uno	Member, House of Representatives 10th District Miembro, Camara de Representantes Distrito 10 Vote for only one Vote solo por uno
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Timothy M. Kaine - D
 Hung Cao - R

Write-in Por escrito

Suhas Subramanyam - D
 Mike W. Clancy - R

Write-in Por escrito

Proposed Constitutional Amendment Propuesta de Enmienda Constitucional Should the Constitution of Virginia be amended so that the tax exemption that is currently available to the surviving spouses of soldiers killed in action is also available to the surviving spouses of soldiers who died in the line of duty? ¿Debería enmendarse la Constitución de Virginia para que la exoneración impositiva que está disponible en la actualidad para los cónyuges supervivientes de los soldados caídos en combate también esté disponible para los cónyuges supervivientes de los soldados que murieron en cumplimiento del deber? <input type="checkbox"/> YES SI <input type="checkbox"/> NO NO	End of Ballot Fin de papeleta
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Supply Pickup

Chiefs only!

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

CHANGES



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

CHANGES (cont)

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

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



ELECTION OFFICER MANUAL

ELECTION OFFICER TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

2024/2025



- Everyone gets a manual at training.
- The manual has been posted on the Website.
- www.pwcvotes.org/electionofficer

ELECTION OFFICER MANUAL (cont)

ELECTION OFFICER TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

2024/2025



- You can pick up a manual from: Our office in Manassas, our warehouse in Woodbridge, wherever we have in person training, or any of the early voting sites.
- We will also put one in the Chief Bag.

ELECTION OFFICER MANUAL (cont)

ELECTION OFFICER TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

2024/2025



- For location of all Early Voting Sites go to www.pwcvotes.org/earlyvoting.

Tallypoint

 Election is running

Once your precinct is ready, you will be able to update the results for this election.

[This precinct is ready >](#)

Where To Keep Provisional Ballots

- You will be given provisional ballots at Supply Pickup.
- Regular ballots will be in the cage.
- Take the regular ballots from the cage and place them at the check-in table by 6 am.
- Place the provisional ballots at the Chief/Provisional table.

- We will have legal size ballots. **HAVE VOTER FOLD BALLOT IN HALF BEFORE INSERTING INTO PROVISIONAL BALLOT ENVELOPE!!**

Same Day Registration Provisional Ballot Envelope (SDR)

Same Day Registration Provisional Ballot **SDR** Precinct # _____
Water resides in this precinct but is not on this precinct's pollbook 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 R.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 an individual 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 <input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature <input checked="" type="checkbox"/> _____	Office/Electoral Board Use Voter ID # _____ Adjudication: <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____ 2. Attach a copy of the identification document
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ELCT-65X-Eng@07/2024

This side is used for Same Day Registration.

If voter is not on the pollbook in your precinct but lives in your precinct use SDR.

Again - If the voter is not on your pollbook but lives in your precinct USE SDR Side.

ONLY USE ONE SIDE OF THE ENVELOPE.

Provisional Ballot – Envelope All other provisional reasons

Provisional Ballot - All other provisional reasons

Precinct # _____

Voter is on this precinct's pollbook

Primary elections—Party ballot R

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. III IV (Circle one) Other (writing) _____
*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 _____ 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 _____

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 _____
- Attach a copy of the identification document

This side is used for any reason that is not SDR.

Name change, address change within precinct, or vote by mail.

ONLY USE ONE SIDE OF THE ENVELOPE.

Provisional Voter Notice

Have voter read provisional notice, then ensure voter takes notice as they exit precinct.



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
 - By fax: 703-792-6461

To see list of acceptable identification please visit:

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

Or Scan this QR code with your phone:





Questions



★ 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.

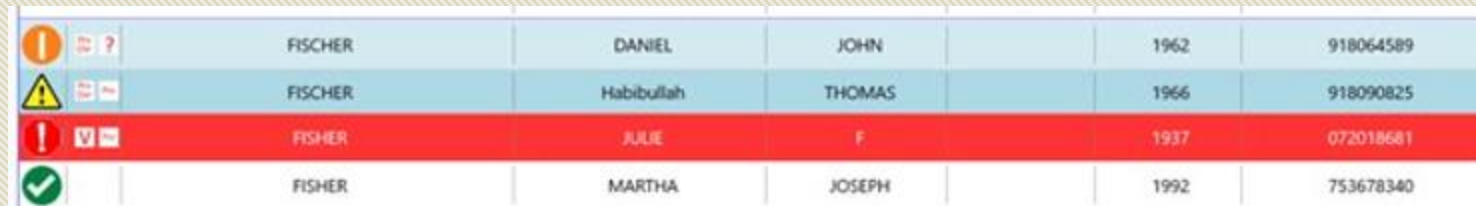
**The 11 recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)





November 2024 Voter States & Tags (Election Day)

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

Check-in Process on EPB

- Chief, please monitor the check-in process.
- Do not give voter ballot until you see the voters name in RED on the search screen.



	FISCHER	DANIEL	JOHN	1962	918064589
	FISCHER	Habibullah	THOMAS	1966	918090825
	FISHER	JULIE	F.	1937	072018681
	FISHER	MARTHA	JOSEPH	1992	753678340

- If pollbooks are not connected, only use one tablet until they are connected.

PROCESS TO CHECK IN A VOTER

Check-In

1. **Ask voter for identification and verify it is an acceptable type of identification.** If voter does not have acceptable identification, they can complete the ID Confirmation Statement instead.
2. **Look up voter on the pollbook** using manual entry or the hand scanner (for VA driver license or voter registration card).
3. **Select the correct voter on the pollbook.**
4. **Ask the voter to confirm full legal name and current residence.** (Voter can state it was already given with the identification instead of stating out loud.)

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PROCESS TO CHECK IN A VOTER (cont.)

Check-In

5. **Verify the information on the pollbook is correct.** If address does not match the pollbook or the voter is flagged, send them to the Chief/provisional station.
6. **State aloud the name of the voter only.** Do not state the address aloud.
7. **Click the “Check In Voter” button in the pollbook.**
8. **Click the “Continue” button.**
9. **Click “OK” button.**
10. **Give the voter a ballot in a privacy folder.**

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PROCESS TO CHECK IN A VOTER (cont.)

Type Search or Scan ID Search Type: Last Name, First Name, Year of Birth Search All Advanced Search

	Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
	FISCHER	DANIEL	JOHN		1962	918064589
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISHER	JULIE	F		1937	072018681
	FISHER	MARTHA	JOSEPH		1992	753678340

2023/10/06 11:45:55 AM Total Voters: 564 Check In: 1 6401 Inq0481a Print Status: Open 0 87%

Year of Birth in RED

VOTER INFORMATION

NAME: [REDACTED]

Suffix: [REDACTED] **Voter ID:** [REDACTED]

Year of Birth: 1953 **Absentee:** [REDACTED]

Status: Active **Mailing Address:** [REDACTED]

Mailing City: [REDACTED]


Address: [REDACTED] Airlea Dr

City: Nokesville **Precinct: 101 - BRENTSVILLE**



Congress: 10 **Senate: 029** **House: 022**

Town: [REDACTED]

[Add Voter Note](#)

 **Ready to Check-In.**

[Check Voter In](#) [Return to Search](#)

2024/01/10 3:59:22 PM **Total Voters** 321212 **Check In** 0 **EV1** jeflowis **Poll Status** Open 0 100%  

Questions

DE-ESCALATION

- Remain Calm.
- Listen to voter.
- Explain the issue.
- Send voter to the Chief.
- Call Chief HQ.

DE-ESCALATION USING THE CLARA METHOD

CALM/CENTER

Stay calm and try to put aside any impatience or frustration. Don't let your feelings toward the disruptor or their beliefs enter the interaction.

LISTEN

Use active listening: Avoid interrupting, demonstrate concern, and try to understand what the speaker is saying. Ask questions, using kind language and a patient, curious tone. Your affect and body language should express caring interest in their perspective-not impatience or skepticism. Ask as many questions as possible.

AFFIRM

Once the speaker is done, repeat what you understand to be their points in an affirming way, to demonstrate you have heard them. Ask more questions to clarify.

Invite clarification and validate their experience without suggesting that any incorrect factual premises are accurate.

RESPOND

Try to brainstorm positive actions that might address their concerns (for example, filing a formal complaint).

If addressing their concerns isn't possible because of legal or practical restrictions, emphasize the reasons for the restrictions, including the impact on voters and the community if the restrictions aren't honored.

ADD

If appropriate, point out further resources for them to check out later. If necessary, ask them to change their behavior using positive, nonjudgmental language.

OTHER HELPFUL TECHNIQUES

SLOW DOWN

The primary goal of de-escalation is to stabilize, slow, and reduce the intensity of the situation, not to achieve quick resolution.

MOVE THE DISRUPTOR

Moving away from crowds can help prevent voter intimidation and reduce conversational temperature.

APPEAR KIND AND RESPECTFUL

Keep a low decibel, even, kind, and respectful tone. Never escalate tone or body language.

ASK QUESTIONS

Keep the focus on simple, open-ended questions for as long as possible to slow the interaction.

DON'T DEBATE

You may disagree, but don't get into a dispute. Instead, listen and ask questions.

EMPHASIZE SHARED VALUES

Remind the disruptor that your responsibility is to ensure that all eligible voters can vote-and that is the goal of the rules and procedures.

RESPECT YOUR LIMITS

De-escalation is hard. If the interaction is too challenging and you feel you cannot be calm or effective, call in help.

COOL, CALM AND COUNTING

A Guide to Keeping Calm at the Polls



**NO
CAMPAIGNING
OR DISTRIBUTION
OF LITERATURE
BEYOND THIS POINT**

What is Unlawful in the Polling Place and the 40-foot Prohibited Area

- Possessing a firearm within the 40-foot area or within the polling place. Law enforcement officer in or out of uniform allowed.
- Loitering or congregating.
- Hindering voters or election officers.

Unlawful in the Polling Place


- Authorized Representatives cannot assist voters.
- Campaigning or showing any sample ballot or other campaign material.
- Attempting to influence any person casting a ballot.
- Looking at the marked ballot of any voter.
- Only Voters can wear campaign apparel.

What is Allowed Outside the 40-foot Prohibited Area

- Campaigning that does not hinder voters.
- Media may do interviews and broadcast remarks. May not conduct interviews inside the polling place.

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.

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MEDIA

- There was an issue with a person filming at one of the precincts.
- The CO did a great job with the situation. The person was removed from the precinct according to the law.
- Election Officers also have the right not to be filmed.

What is Allowed in the Voting Booth

- Sample ballots.
- Campaign materials.
- Voters are allowed to do research on their cell phones while in the voting booth.
- Voters can take pictures of themselves or their own ballot.

Selfie Picture



Begin voting here

Comience a votar aqui

President and Vice President

Presidente y Vicepresidente

Vote for only one

Vote solo por uno

Democratic Party
Electors for Kamala D. Harris, President
and Tim Walz, Vice President
Partido Demócrata
Electores para Kamala D. Harris, Presidente
y Tim Walz, Vicepresidente

Republican Party
Electors for Donald J. Trump, President
and JD Vance, Vice President
Partido Republicano
Electores para Donald J. Trump, Presidente
y JD Vance, Vicepresidente

Green Party
Electors for Jill E. Stein, President
and Rudolph T. Ware III, Vice President
Partido Verde
Electores para Jill E. Stein, Presidente
y Rudolph T. Ware III, Vicepresidente

Libertarian Party
Electors for Chase R. Oliver, President
and Mike ter Maat, Vice President
Partido Libertario
Electores para Chase R. Oliver, Presidente
y Mike ter Maat, Vicepresidente

Independent
Electors for Claudia De la Cruz, President
and Karina Garcia, Vice President
Independiente
Electores para Claudia De la Cruz, Presidente
y Karina Garcia, Vicepresidente

Independent
Electors for Cornel R. West, President
and Melina Abdullah, Vice President
Independiente
Electores para Cornel R. West, Presidente
y Melina Abdullah, Vicepresidente

Write-in Por escrito

Tally Summary Report By Contest

Precincts/Splits Included: 211

President and Vice President

Democratic Party	0
Republican Party	0
Green Party	0
Libertarian Party	0
Independent	0
Independent	0
Write-ins	0
Undervotes	0
Overvotes	0

Candidate

Democratic Party

Republican Party

Green Party

Libertarian Party

Independent 1

Independent 2

Write-Ins

Under Votes

Over Votes

Statement of Results

The SOR for this Election!

STATEMENT OF RESULTS 2
CIRCUIT COURT COPY
PLACE IN ENVELOPE 2
 November 5, 2024, General Election
 Prince William County, Virginia
 712 Leesylvania

1. Voter Check in numbers from Pollbook Summary

Total Number of Voters Checked In	
Outside Polls Voters	

2. Ballots Cast numbers from tally tapes

Number of Votes Cast on Machine(s) Scan 1 Serial: S1500089506		TOTAL BALLOTS CAST
Scan 1	Scan 2	
	+	=
Number of ballots counted by hand		
Total Number of Votes Cast Add the number of votes cast on machine(s) and the number of counted by hand.		

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 herein is true and correct.

Signatures of Election Officials		
1 (Chief)	8	
2 (Assistant Chief)	9	
3	10	
4	11	
5	12	
6	13	
7	14	

↑

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.

STATEMENT OF RESULTS 2
DIRECTOR'S COPY
PLACE IN ENVELOPE 2
 November 5, 2024, General Election
 Prince William County, Virginia
 712 Leesylvania

1. Voter Check in numbers from Pollbook Summary

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Paper Clip ZERO Tape and TALLY RESULTS Tape here.

Beginning of day:

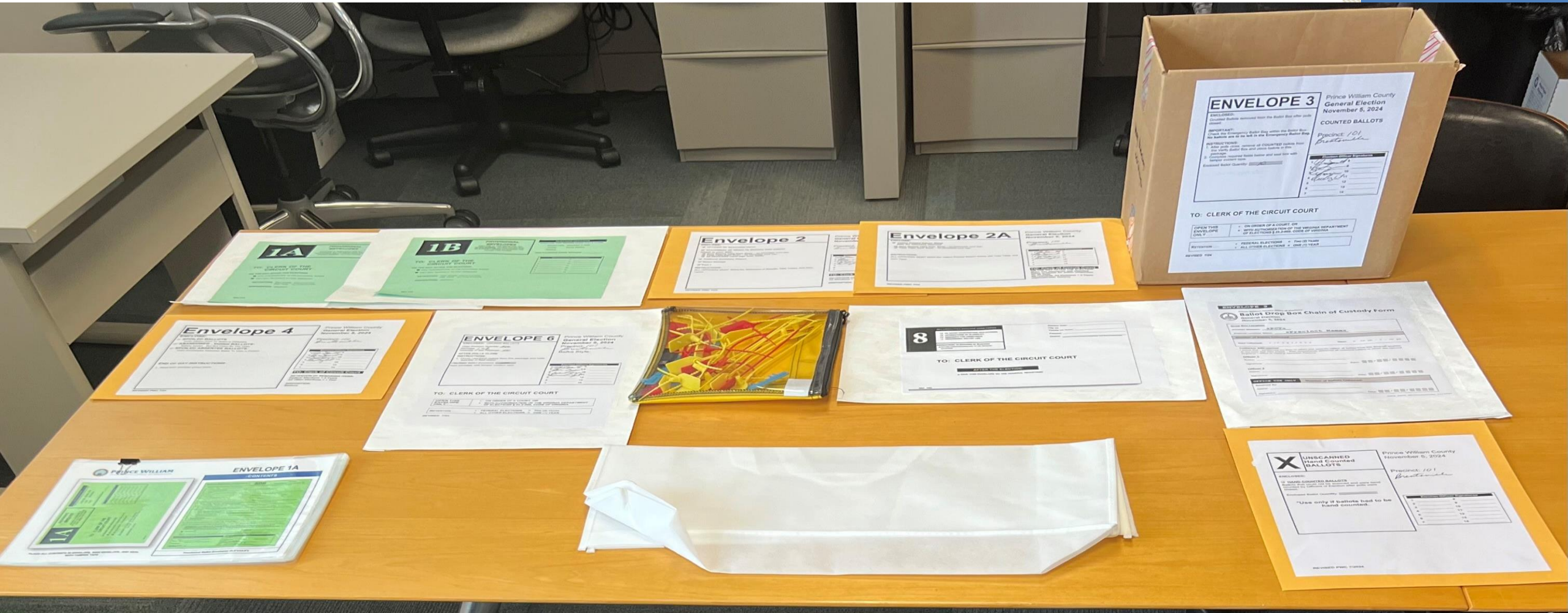
1. Print zero tape(s).
2. All Officers sign zero tape(s).
3. Attach zero tape here.

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.

END OF NIGHT ENVELOPES

Closing The Polls



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

PCT # 101

COMPLETE THIS FORM BEFORE YOU LEAVE THE PRECINCT.

It is on the very back of the Chief Binder.

Hand to Elections Staff	
E0 Check	Staff Check
	White Bag and this form (filled out) with
<input type="checkbox"/>	<input type="checkbox"/> Cellphone, Tablet, and Chargers powered off
<input type="checkbox"/>	<input type="checkbox"/> #9 Envelope With Ballots Enclosed Signature Label & Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)
<input type="checkbox"/>	<input type="checkbox"/> #1A Envelope (One for each Party) Signature Label & Tamper Tape Ballot Quantity D _____ R _____
<input type="checkbox"/>	<input type="checkbox"/> #1B Envelope (One for each Party) Ballot Quantity D _____ R _____
<input type="checkbox"/>	<input type="checkbox"/> #2 Envelope Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> #2A Envelope Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> #4 Envelope Signature Label & 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 Do NOT Seal
<input type="checkbox"/>	<input type="checkbox"/> X Envelope Seal with Signature Label & Tamper Tape only if used

Trunk or Backseat	
E0 Check	Staff Check
	Chief Bag with
<input type="checkbox"/>	<input type="checkbox"/> #3 Signature Label & Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> #6 (including unused provisionals) Signature Label & 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

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 st	3:00 pm – 9:00 pm
November 2 nd	9:00 am – 1: 00 pm

Questions

Final Notes

- Thank you again for becoming an Election Officer!
- Election Officer website: <https://www.pwcvotes.org/electionofficer>
- If you have not heard from your Chief yet, send an email to electionofficer@pwcgov.org or call Dena (staffing coordinator) at 703.792.6485.

After I read the Oath, say “I will”

“I do solemnly swear (or affirm)
that I will perform the duties for
this election according to law and
the best of my ability, and that
I will studiously endeavor to prevent
fraud, deceit, and abuse in
conducting this election.”



Have a great election!