



POLLWORKER GUIDE

COUNTY of FREDERICK, VIRGINIA

OFFICE OF ELECTIONS

Introduction

JUN 2022

Thank you for your interest in serving as an Officer of Election.

Serving as a poll worker is an important and challenging job. Dedicated poll workers help maintain the integrity of our election process. Poll workers have a shared mission to protect voter rights, serve voters with respect, and assist all voters with casting their vote.

Poll worker responsibilities include setting up the polling station, assisting voters, and completing various tasks that are critical to ensuring the integrity of the election process.

Being a poll worker is an exceptional opportunity to learn about our election process and to serve our community while earning a stipend.

Poll workers represent a diverse cross-section of the county, from high school students learning on-the-job civics lessons to adults taking time out of their busy days.

Working together with their polling place team, poll workers make Election Day possible.

The purpose of this manual is to provide Elections Officers with additional information on material presented during in-person training.

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

You are urged to review this material often in preparation for election day.

DO NOT WRITE, MARK, HIGHLIGHT, ET CETERA IN THIS MANUAL

TO RETURN – Place in precinct bag at completion of election day.

Emergency Phone Numbers

Frederick County Registrar's Office	540-722-8384
Frederick County Fire and Rescue – Dispatch	540-662-6162
Winchester Police – Non-Emergency	540-662-4131
Fire or Police Emergency	911
VDOT	540-984-5600
Weather	weather.com

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Section A

General

Jan 2022

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 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.

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.

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.

Precinct questions that cannot be answered should be referred to the Office of Elections.

Section B

What Happens When

May 2022

- 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
- Welcome any authorized representatives and verify credentials
- Set up and make operational voter check-in (poll book) station
- Set up and make operational ballot distribution station
- Set up and make operational ballot marking station
- Set up and make operational voting machine station
 - ExpressVote
 - DS200 Ballot Scanner
 - Remove two seals -- give to Chief
 - Print zero tape
- Set up and make operational
 - Provisional voter ballot marking station
 - Chief's workstation
 - Signs and posters
- Chief reviews Emergency Procedures
- Chief calls Registrar's office to report polling station is operational
- At 6:00 am (at entrance) announce "POLLS ARE OPEN"
- Qualify/assist voters
- 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

- After the last voter casts their ballot and leaves, complete
 - Poll Book Report
 - Ballot Report
 - Print results tapes from DS200
 - SOR A
 - SOR B
 - Election Night Precinct Call-in Report
 - Yellow Printed* Return Sheet
- Chief calls Registrar's office to report results
- Disassemble workstations
- Pack up equipment and supplies
- Cleanup work areas
- Leave polling station

Poll Book (Voter Check-in) Officer

DUTIES

- Setting up and taking down the router (Merlin)
- Opening and closing the electronic poll books
- Help set up and take down posters and signs
- Other tasks assigned by the Chief
- Checking in registered voters
 - verify: 1) acceptable ID and
 - 2) voting eligibilitycheck-in voter
- 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 unit will come with a thumb drive (containing the County's poll book) already inserted]
- Laptop power supply unit (one per machine)
- Mouse (one per laptop)
- Encrypted Router (Merlin)
- Handheld barcode scanner (one per laptop)
- Stand for each barcode scanner
- Velcro straps and table clamps – [to secure cables to each other and to table]
- Sheet with passwords – in **Red** Bag – to log into ePollTAB program and to access poll book
- Ballot redemption cards

- Packet of **Green** precinct cards containing list of precincts and their addresses – [to give to voters coming to wrong precinct]

BEFORE POLL OPENS

1. Setup the Electronic Poll Books

Setup the Merlin

Open the Merlin box

Connect shortest extension cord to router cord and connect to outlet

Install antennas to their base unit and stand the base upright in box

Verify the blue light in the antenna base is on, Solid and Dark, **before** inserting the **red** thumb drive, from the **red** bag

Insert red thumb drive into the Merlin **after** you see “Waiting for Merlin Keys” on one of the laptops



Merlin with lid closed



Merlin with lid open



antenna attached to base



red thumb drive inserted



Merlin ready for use

Setting up the laptops

A. Connect power to all laptop units

- Plug appropriate extension cord into the wall outlet
- Plug surge protector into the cord and turn on protector
- Plug in laptop's power cable into the laptop
- Plug other end of laptop's power cable into surge protector
- Plug mouse into left side of the laptop
- Plug barcode scanner into left side of the laptop
- Verify power cable and cords are securely connected and are fastened to the table [do not use tape]

Both Poll Book Officers must perform steps 1 thru 6

Step 1. Opening the laptop's cover should power on the unit and display the Windows home/log in screen. If not, press power button.

Step 2. Enter the ePOLLtab password from password card

Step 3. Wait for ePOLLtab software to load

Step 4. On the information tool bar, (at bottom of the screen) -- verify
the laptop is connected to Merlin
the "polls are" inactive
the "checked in" count is zero
the "provisional" count is zero
the "challenged" count is zero

Step 5. In the "Primary User" box of the home screen

- Enter the Precinct username and password
- Each pollworker will use a separate username and password that will end in an a, b, or c
- Log in

Step 6. Click Close to the screen about Printers

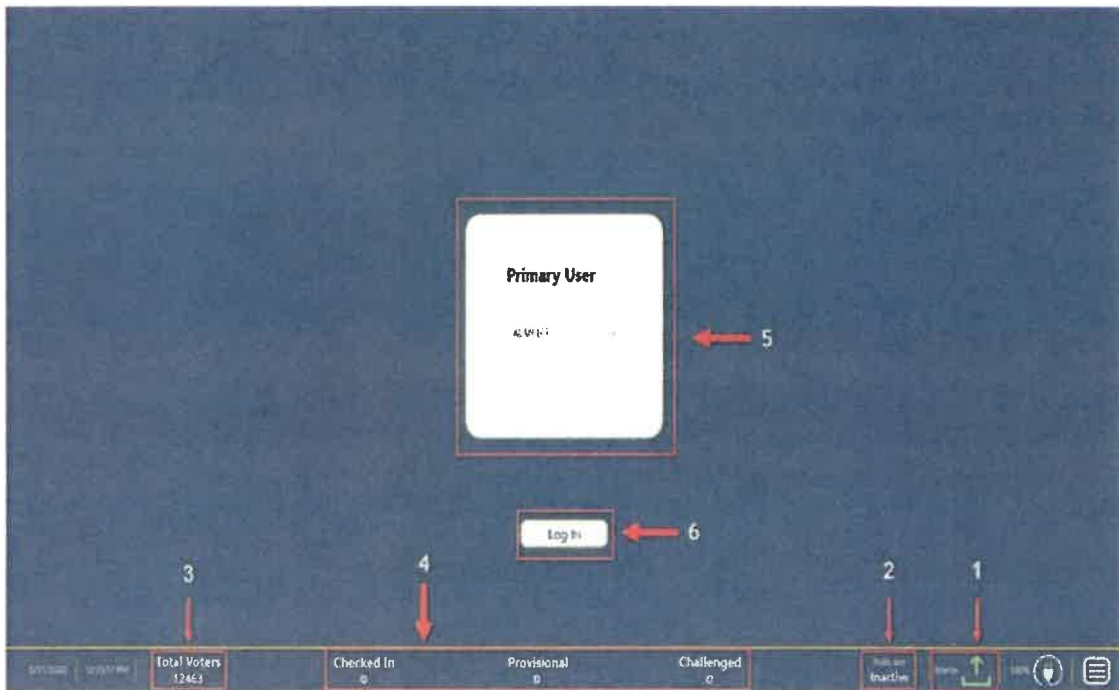


Figure 1

1 - Number of laptops connected to Merlin

2 - Is the unit connected to poll book?
inactive - not connected to poll book
open - connected to poll book

3 - Total number of registered voters in precinct

4 - Number of voters currently:
checked in – number of voters that have been checked in
provisional – number of voters that have voted a provisional ballot
[these voters are not checked in]
challenged – number of voters that have been challenged as being ineligible to vote

5 - Username and password

6 - Log-in to ePollTAB

Only one-laptop to complete step 7

Step 7. Open poll book (will connect poll book to all laptops)

On information tool bar, select “Menu”



On menu screen in “Polls” section -- select “Open Polls” (see figures 2 & 3)
 Close the “Menu” screen to return to the “Home” screen

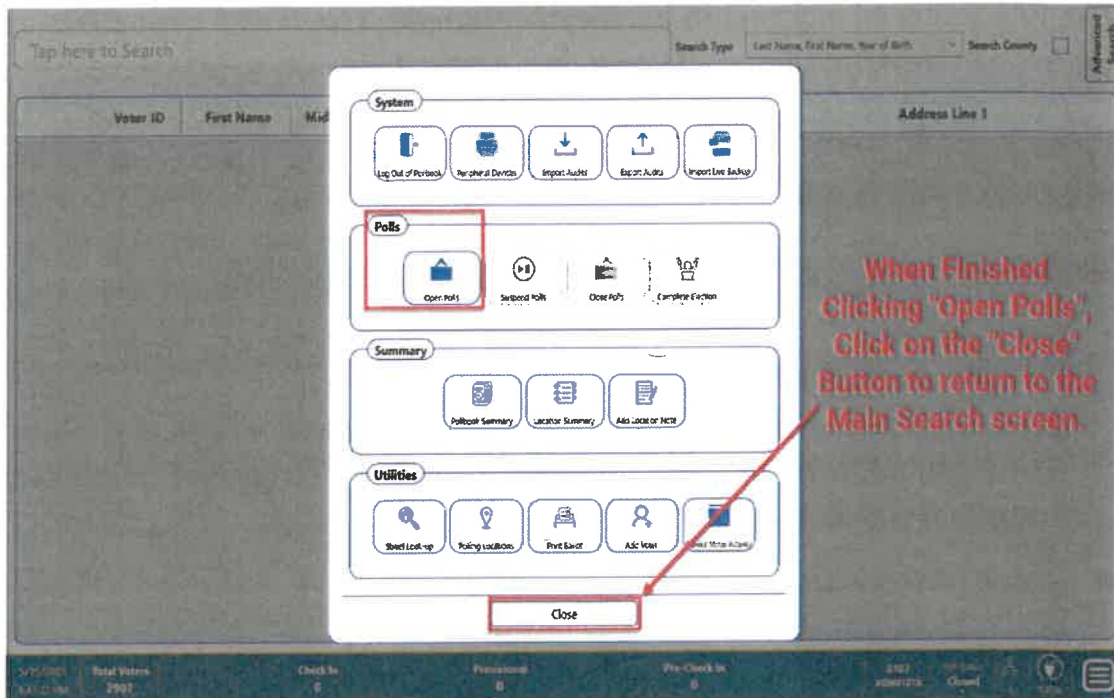


Figure 2

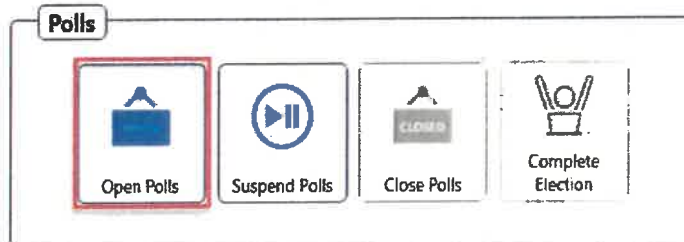


Figure 3

Step 8. On home screen information tool bar of each laptop verify the “Polls are” Open (see Figure 4)



Figure 4

2. Set up the Absentee Ballot Drop Box

- Before the polls open, the Chief empties the precinct bag
- The bag is placed in a secure location within plain sight as a Drop Box
- Voters can drop off anyone's Absentee Ballot, from any precinct

WHILE POLLS ARE OPEN

A. Qualify Voter– (ensure voter's identification is acceptable)

- Ask voter to:
Present identification (ID)
State their full name and address (voter may submit a note with their full name and address). It is acceptable for the voter to give a PO Box as their address if it matches what is in the poll book.
- Check ID to ensure:
 1. Identification matches voter.
 2. The ID has an expiration date that is no more than a year before election date - an expiration date is not required.
 - a. The acceptable ID's are:
 - valid Virginia driver's license or ID card
 - valid US passport
 - valid student ID from a US college or university
 - Virginia issued high school ID
 - valid employee ID card
 - valid ID from a government agency of US, VA, one of VA's political subdivisions(See full list in Section G)
- In a clear audible tone, repeat voter's name back to them

B. Search for Voter (two methods)

1. Scan Voter's Driver's License Bar Code

Scan the smaller bar code on the back of the voter's driver's license
The ePollTAB program will locate the voter and display their "voter details/voter messages" screen (see figure 5)

Verify this is the correct voter

If this is the correct voter, look in the "voter messages" box

- ◆ If box is empty, click on "check voter in" located in the lower left corner of screen – the "voter details/confirm" screen appears (see figure 5)
- ◆ If there is a message in the box – contact Chief as additional information is required before voter can be given ballot

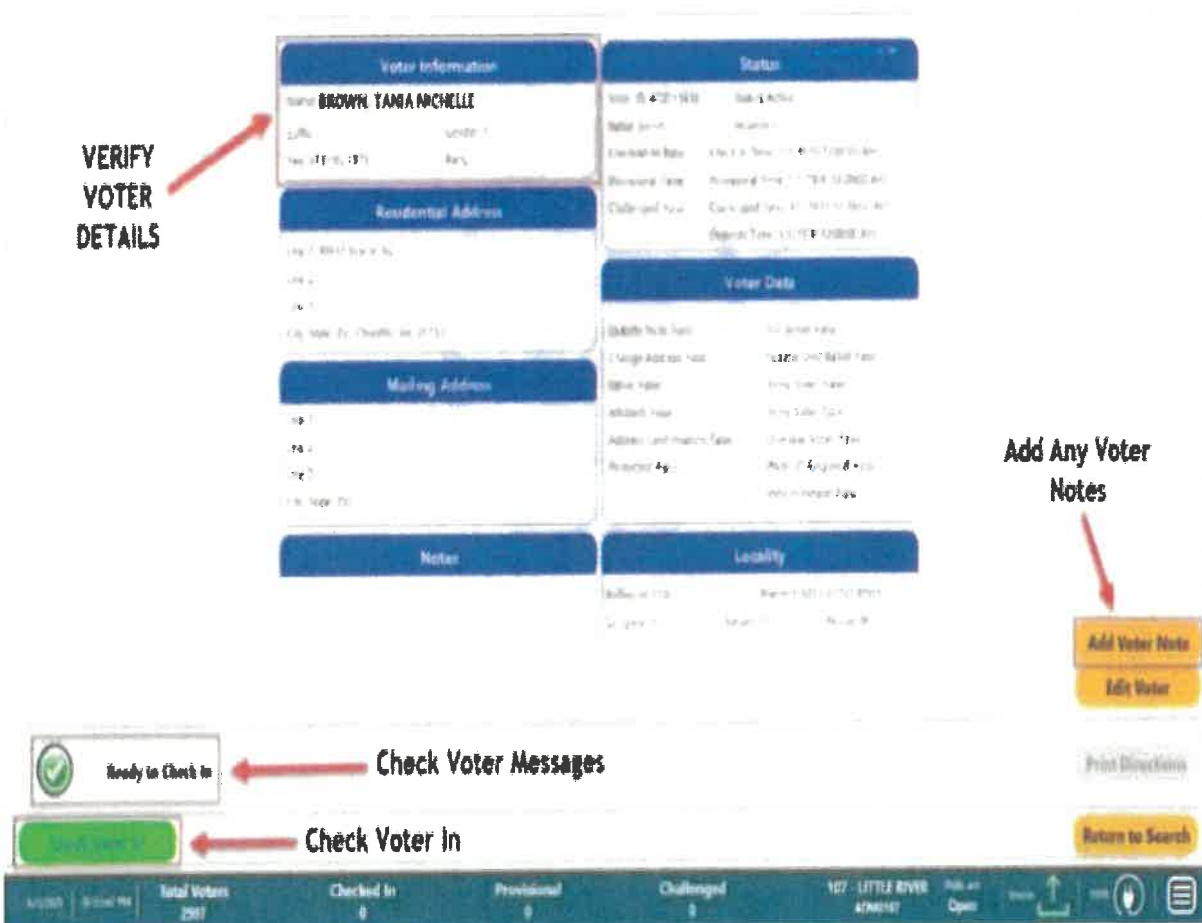


Figure 5

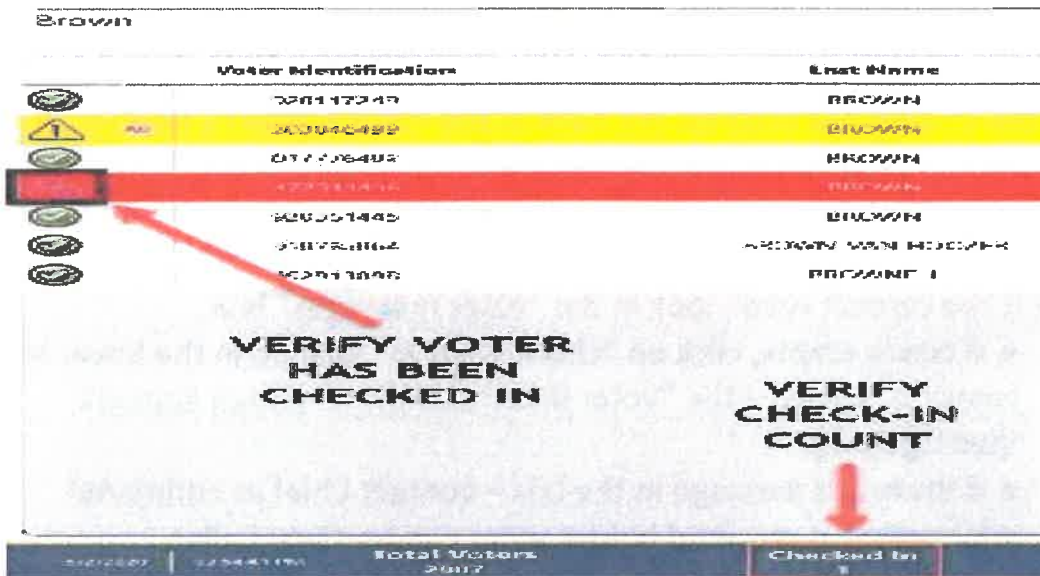


Figure 6

2. Look up Voter Manually

- **Step one** - click in the text box in the search screen and start typing the voter's last name; then, if needed, their first name – as you type, records appear that match what you have typed (see figure 7)
- Find the voter on the search screen – if cannot find voter, refer to section C, types of voters – voter in wrong precinct
- Click anywhere on the line that contains the voter's name and address – this will access their “voter details/voter messages” screen
- **Step two** - verify this is the correct voter by checking the information on the page – if this is the wrong voter, click on “back to list” located in the lower right corner
- If this is the correct voter, look in the “voter messages” box
 1. If box is empty, click on “check voter in” located in the lower left corner of screen – the “voter details/confirm” (screen) appears
 2. If there is a message in the box – contact Chief as additional information is required before voter can be given ballot
- **Step three** - Verify this is the correct voter -- then click “confirm” – the program will return to the “search screen” and the voter's line will be highlighted in red. (See figure 6)
- Return voter's ID and hand the voter a ballot redemption card

Proceed to next voter

3. Other ways to Look up a Voter

By voter's address

By voter's social security number

	Voter Identification	Last Name	First Name
✓	920117749	URRYAN	IRK
⚠ AB	303046499	BROWN	KRISTAL
✓	017776492	BROWN	STEVEN
✓	4773114.16	BROWN	IAN A.
✓	920361445	BROWN	TARA
✓	910785961	BROWN VAN HOOZER	STEFANIA
✓	697913898	BROWNELL	MARY

Figure 7

C. Types of Voters

1. Regular voter – ready to check-in -- (no problems noted)

◇ the “Voter details/voter messages” screen message box has “ready to check in” and no problems are noted

◇ Click “check voter in” and complete check in

2. Voter has remarks in the “voter details/voter messages” screen

These remarks/symbols are:

A, or AB (absentee ballot sent to voter)

F (can vote only federal elections)

HA (voter must provide a special ID)

I or ? or inactive (inactive or need address confirmation)

“must confirm address”

Summon Chief to resolve the issue

Return to search screen -- clear screen and proceed to next voter

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

4. Voter asks for assistance:

- Verify person can vote – (acceptable ID and eligible to vote)
- Summon Chief - (a Voter Assistance form is to be completed)
- Return to search screen - clear screen and proceed to next voter
- After form is completed, Chief is to return voter to head of the line.
- Check in voter – on “voter details/voter messages” screen -- in “election day flags” window – check “assisted” box
- Complete check in – then return ID and give voter ballot redemption card

5. Voter in wrong precinct

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

6. Curbside Voter (Outside the Polls (OP) Voter)

- Summon Chief to get valid ID from the voter
- Qualify person and verify they are eligible to vote
- Check in voter as you would any voter
- On “voter details/voter messages” screen – in “election day flags” menu check “op – voted outside polls”
- Return ID to Chief and give him a ballot redemption card
- Proceed to next voter

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
2. Voter places marked ballot into envelope B and seals envelope
3. Voter completes the required information section of the B envelope
 - a. An Officer of Elections can act as a witness for the voter
4. Voter inserts the B envelope into the return envelope and puts into the ballot drop box

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

1. Chief has Poll Book Officer verify that the voter's status is AB [can also check *Final Absentee List* to verify voter's status as "issued" or is unmarked] [if problem, voter is required to vote a provisional ballot]
2. Chief notes on *Final Absentee List*, opposite the voter's name, that ballot was returned spoiled
3. Chief folds ballot in half with seal on the outside, -- writes "SPOILED - absentee ballot" across the seal -- and places ballot in envelope number 4
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]
5. In the "voter detail" screen select "add voter note" -- enter "voter returned absentee ballot, voter's status was changed, and voter checked 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. Chief has Poll Book Officer verify that voter's status is AB [can also check *Final Absentee List* to verify voter's status as "issued" or is unmarked] [if problem, voter is required to vote a provisional ballot]

2. Chief notes on *Final Absentee List*, opposite the voter's name, that ballot was returned unused
3. Chief folds ballot in half with seal on the outside, -- writes "VOID - absentee ballot" across the seal -- and places ballot in envelope number 4
4. 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]
5. 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. In the "voter detail" screen select "add voter note" -- enter "voter returned unused absentee ballot, voter's status was changed, and voter checked in as a regular voter"

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

- Must vote a provisional ballot (see eligibility problem)

11. Eligibility Problem

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

- Qualify voter and do a search -- in "voter details/voter messages" screen - messages box will contain "check voter eligibility" and note problem
- 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
- Check in voter -- on "voter details/voter messages" screen, check "check in provisional" (located at bottom center of screen)

- 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?

- If no, Chief fills out and initials Section A on the Affirmation of Eligibility form
- Voter fills out and signs Section B – Affirmation of Voter
- Check voter into the poll book and indicate that a statement was signed
- Place completed documents in Envelope #8
- Give voter a ballot redemption card
- Proceed to next voter

13. Voter is Challenged

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

- Poll book shows the voter is qualified and eligible to vote but the accuracy is challenged
- Chief will have both parties complete their respective sections of an affirmation of eligibility form
- Challenger to sign
- Challenged voter to sign – if refuses they cannot vote
- If challenged voter signs form – they vote a provisional ballot
- On challenged voter’s “voter details/voter message” screen – on the “election day flags” menu mark “signed affirmation of eligibility or other attachment” and check “under investigation”
- Click “check voter in” – on “voter details/confirm” screen click “confirm”

- Return ID and give ballot redemption card to Chief
- Proceed to next voter

AFTER POLLS CLOSE

- Complete “Poll Book Summary”
 - In “search” screen – select “menu” icon
 - On “menu” screen select “Poll Book summary”
 - Record data onto “Poll Book Summary” form
- Close the polls - **use only one laptop.**
 - In the “search” screen click “menu”
 - In the Polls section select “Close Polls”
 - Select “Close Polls”
 - Select “Log out of poll book”

(see figures 2 and 3)
- Log off each laptop
- Power off each laptop individually
- Disassemble laptops and put in cases
- Disassemble cords, cables, et cetera and put in pouches
- Power down Merlin, disassemble and return to carrying case (as found)
- Put Red Merlin USB Thumb Drive back in the Red bag
- Give Chief: password sheet, ballot redemption cards, precinct handout sheets
- Help take down posters and signs as directed by Chief

EMERGENCY PROCEDURES

- If all EPBs fail – the Emergency/Backup Paper Poll Book will need to be used
 - Locate your precinct's Emergency/Backup Paper Poll Book
 - The Poll Book Count Sheet
 - The ruler
- With the voter's ID locate them in the Paper Poll Book
 - Use the ruler to draw a line **UNDER** their name
 - Take the next number from the Poll Book Count Sheet
 - Cross that number off and **WRITE** that same number by the voter's name
 - Repeat with each voter
- At the end of the day
 - Write the last number used at the bottom of the Count Sheet
 - Poll Book Officer must sign
 - Write this number in section #2 of both SORs
 - If you can get a "Checked In" number from the EPBs, write that number also
 - Add the two numbers together
 - Fill out an incident report as to why the EPBs failed
 - Put Count Sheet and Poll Book in Envelope #2

Ballot Distribution Officer

DUTIES

- Count and verify ballots for the DS200 and the ExpressVote voting machines
- Maintain count of all used, spoiled, and voided ballots
- Complete Ballot Distribution Officer – Logs/Reports
- 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 (See section F)

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 and
 - ExpressVote ballots are in packages (may be lose) of 50
- 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
 - 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 POLLS ARE OPEN

● Issuing Ballots

When a voter is checked in, they are issued a “Ballot Redemption Card”. This card is given to the Ballot Distribution Officer in exchange for an official ballot.

The Ballot Distribution Officer will accept the card and issue a DS200 ballot (An ExpressVote ballot is issued at the request of a voter or the Chief).

Instruct the voter as to the proper method to mark the ballot.

Periodically return the ballot redemption cards to the Voter Check-in Officers.

● Ballots Issued But Not Used [spoiled and voided ballots]

1. Spoiled Ballots

During the election it may be necessary to replace a ballot that has been spoiled by the voter. Whatever the reason, the voter can return the spoiled ballot to the Ballot Distribution Officer and receive another ballot (a reasonable number of times).

Reasons for a spoiled ballot may include:

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

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 gives the ballot to the Chief who 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

Voided ballots have been abandoned by the voter. 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 a voter inserts their ballot into the optical scanner and departs prior to the ballot being returned by the scanner due to an over vote or under vote. The Voting Machine Officer shall cast the ballot for the absent voter.

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
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 (sheets 1 thru 5). Give completed report to the Chief
- Place unused ballots in box 6
- When directed by Chief, get key from Chief and open the Ballot Drop Box
- Count Ballots and put into Envelope number 6B
- Both officers to sign envelope 6B
- Follow instructions from the Chief for packing up election materials and supplies

Section E

VOTING MACHINE OFFICER

July 2022

DUTIES

- Prepares the DS200 and ExpressVote machines for voting.
- Set up tables, chairs, and privacy booths.
- Help set up and take down posters and signs.

EQUIPMENT AND SUPPLIES

- ExpressVote Machine
- DS200 Optical Scanner Voting Machine

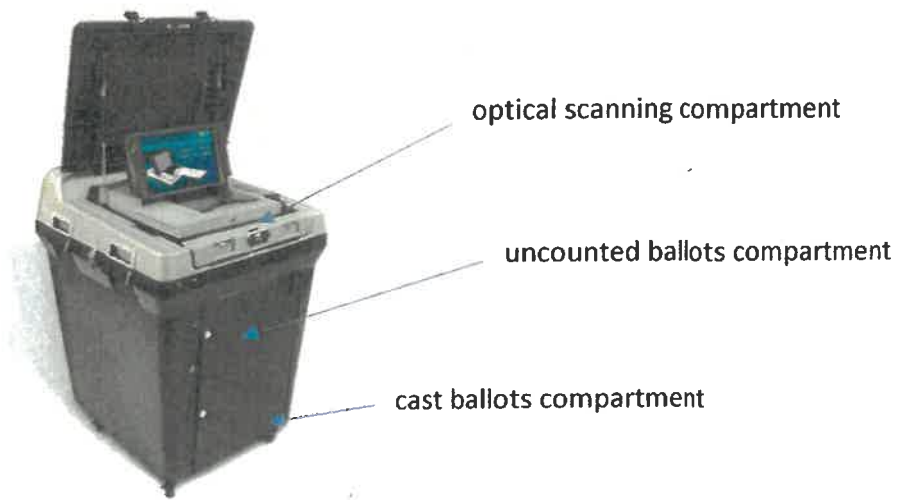
(Thumb drives for both machines have already installed)

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).
- Print zero tape.

1. Set up the DS200 Ballot Scanner

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

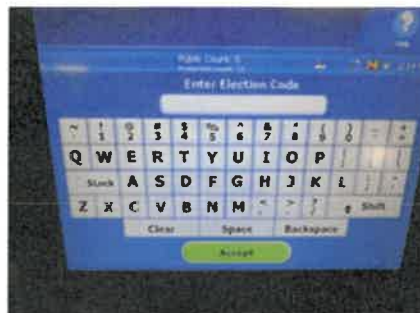
- Cut the seal that is attached to one of the latches that secures the compartment lid.
- Give seal to Chief who is to place it in Envelope #7 after recording the number.



- 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 election security code obtained from the Chief.
- Click “accept”.

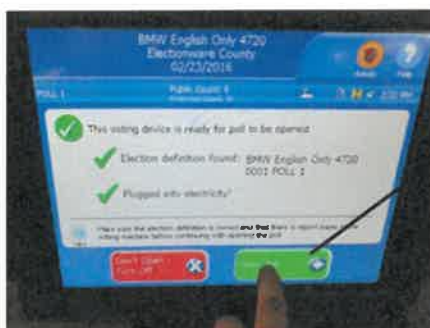


- If the code is accepted, the DS200 will automatically print a configuration/zero tape.



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 Tape to 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

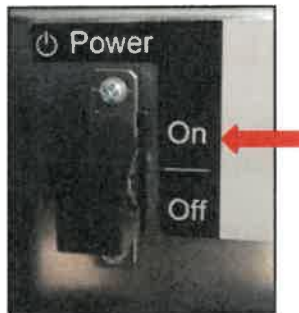
The ExpressVote is used on Election Day to serve every eligible voter, including those with special needs. Voters utilize the touch screen to mark their vote selections, creating an official ballot that can be inserted into the DS200.



- 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.
- The machine will power up (it will take a few minutes for the screen to appear).
- Extend the kick stand in the back and position machine.
- Use barrel key (obtained from Chief) to open side door.
- Verify flash drive is in position and switch power on.



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



- 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 code 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 a DS200 style ballot and a slot for an ExpressVote style 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:
 - ◇ 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 the voters insert their ballot into the ballot scanner. 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.
- 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.
- 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.
- 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

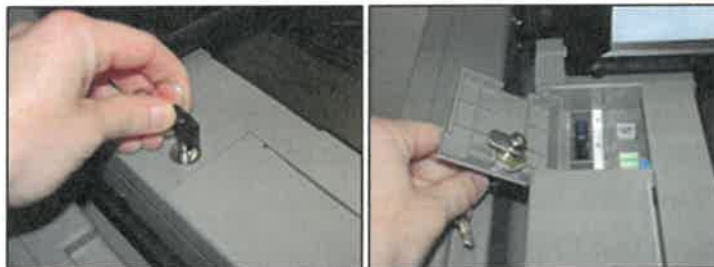
Obtain flat and barrel keys from Chief.

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.

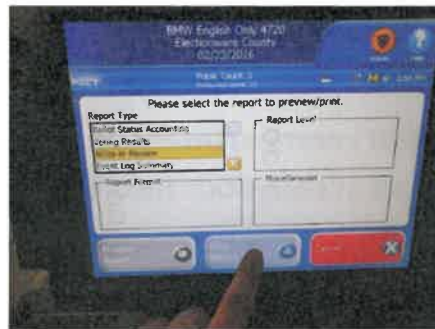


- The DS200 will display a confirmation message on the screen. To close the poll, press the red “Close Poll” button on the screen. The machine will print three results tapes and a write-in report tape.



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.

When form completed, staple parts 1 thru 5 together and place in envelope 2

Ballot Distribution Officer - Ballot Report

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: _____ 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	____/____	____/____	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 Distribution Officer - 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	____/____	____/____

Spoiled Ballots Place in Envelope 4 Document on Spoiled Ballot Log	Voided Ballots Place in Envelope 4 Document on Voided Ballot Log	Provisional Voted Ballots (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
Total: _____	Total: _____	Total: _____

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

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	____/____	____/____

Spoiled Ballots Place in Envelope 4 Document on Spoiled Ballot Log	Voided Ballots Place in Envelope 4 Document on Voided Ballot Log	Provisional Voted Ballots (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
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 Absentee Ballot (Vote-by-Mail or Early In-Person)
ADA	Americans with Disabilities Act
CAP	Central Absentee Precinct
EB	Electoral Board
ELECT	Virginia State Department of Elections
EPB	Electronic Poll Book (Laptop)
F	Federal Only voter
GR	General Registrar
HA	Voter must provide a special ID [required for Federal Elections]
HAVA	Help America Vote Act
I	Inactive Voter
ID	Identification
M	Military
OP	Outside the Polls Voter (Curbside)
PBC	Electronic Poll Book Count
PCC	Precinct Control Center
REP	Authorized Representative
S	Voter must complete paperwork before voting
SBE	State Board of Elections
SOR	Statement of Results
SSN	Social Security Number
VM	Voting Machine
?	Inactive or marked for address confirmation



★ 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 he is the named registered voter who he claims to be. Any voter who does not present acceptable identification and does not sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Valid* Photo ID	Yes, if issued by an employer; the U.S. or Virginia government; a high school located in Virginia; or a college or university located in the U.S.
Government-issued ID card from a federal, VA, or local political subdivision	Yes
Valid DMV-issued ID card	Yes
Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA**
Valid U.S. passport or passport card	Yes
Valid employee ID card containing a photograph issued by voter's employer in ordinary course of business (public or private employer)	Yes
Credit card displaying a photograph	No
Membership card from private organization displaying a photograph	No
U.S. Military ID	Yes
Nursing home resident ID	Yes, if issued by government facility
Voter ID card issued by the Department of Elections	Yes
Valid student ID issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public high school in VA	Yes
Valid student ID issued by a private high school in VA	Yes
Valid Virginia driver's license	Yes
Valid out-of-state driver's license	No
Voter confirmation documents	Yes
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes

- Voter confirmation documents
- Valid Virginia driver's license
- Valid United States passport
- Any other identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States
- Valid student identification card issued by any institution of higher education located in the Commonwealth of Virginia
- Valid student identification card issued by any institution of higher education located in any other state or territory of the United States
- Valid Student identification card issues by any public or private high school located in Virginia
- Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter
- A signed ID Confirmation Statement

Remember: Unless otherwise noted, acceptable forms of identification do **NOT** have to contain a photograph of the voter.

*" Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license, for which the expiration date should NOT be considered when determining its validity.

** See Va. Code §§ 8.01-385, 51.1-700. Eleven tribes are: Cheroenhaka (Nottoway), Chickahominy, Eastern Chickahominy, Mattaponi, Monacan, Nansemond, Nottoway of Virginia, Pamunkey, Patawomeck, Rappahannock, & Upper Mattaponi.

Briefly:

A voter may present a copy of a current:

- utility bill

- bank statement

- government check

- paycheck

- or a government document containing the voter's name and address

The document presented must have the voter's name and address on it.

All forms of acceptable ID, except for a Virginia DMV-issued driver's license or state ID card, cannot be expired for more than 364 days as of the date of the election.

An electronic form of the following documents is acceptable for voting purposes:

- a current utility bill

- bank statement

- government check

- paycheck

- or a government document containing the voter's name and address.

The law only requires an Election Official to see a copy of these documents; thus, **electronic** forms of these documents suffice for voting purposes.

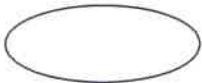
Section G Part 3

READ THESE
INSTRUCTIONS BEFORE
MARKING YOUR BALLOT

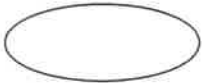
To mark your ballot, COMPLETELY fill in the oval next to the candidate of your choice.



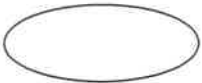
Candidate 1



Candidate 2



Candidate 3

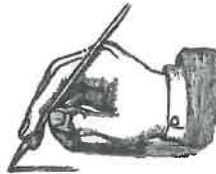


Candidate 4



John Doe

WRITE IN



To vote for a write-in candidate, fill in the oval next to the **WRITE IN** line and **PRINT** the name of the candidate within the space.



When you have finished marking your ballot, you will be instructed to place it in the scanner. Make sure your ballot is accepted and processed through the scanner before leaving the polling place.

Section G Part 4

Polling Station Emergency Operating Procedures

Feb 2022

Chief Officer 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 blue supply 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 remaining EPB laptop lids to conserve their power.
- When the laptop shows a low battery, open another laptop lid and close the low battery laptop lid. Repeat until you are on your last EPB laptop. 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, or hand counted later.

II. Evacuation of Building

- The Chief MUST make all Officers of Election aware 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

G6

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 precinct bag, green provisional voting bag containing the provisional envelopes, ballot log, notices and a paper pad to emergency location spot.
- When all Officers are at the emergency location spot; set up the voting process.
 1. Use EPB laptop to check-in voters.
 2. Issue DS200 ballots.

Use the precinct bag for uncounted votes (use top slot in zipped up bag).

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

Section G Part 5

Emergency Planning and Response

Feb 2022

- Local Contingency Plan
- Before, During and After an Emergency
 - o Evacuation Plan
 - o Emergency Equipment
 - o Assigning Tasks
 - o Emergency Numbers
 - o Incident Report Form

- Specific Scenarios
 - o Staffing
 - o Voting Equipment
 - o Conduct Issues
 - o Court-extended Voting Hours

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 numbers 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 5:15 AM – 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 – notify your General Registrar immediately. If there are no functional pollbooks you will be instructed to issue provisional ballots. If instructed to issue provisional ballots, the envelope should be marked as reason “Other: Pollbook Malfunction”. Backup electronic or printed pollbooks should be delivered within 1 hour.

Optical Scanner Malfunction - notify your 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 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 the entire facility, report the failure to your 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 PM must be allowed to vote normally. This is true regardless of whether the court extends voting hours. Persons arriving to vote after 7 p.m., 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.

