

# OFFICER FUNCTION DESCRIPTIONS

## Voting room entrance

One officer should be positioned at the voting room entrance or building entrance. As voters enter, this officer should:

- 1) Greet voters and verify that they are in the correct location. (This is especially important for polling places which contain two co-located precincts.)
- 2) Monitor the lines and help control polling place access (e.g. if the voting room and/or check-in tables are too crowded, hold up the line in the hallway for a short time until the voter check-in line clears out).
- 3) Remind voters that the check-in process will go faster if they have their ID out of their purse/wallet. If they have questions, the greeter can refer to the list of acceptable IDs.
- 4) Encourage voters to look at the sample ballot while they are waiting in line.

# OFFICER FUNCTION DESCRIPTIONS

## Check-in table

There should be one officer per Poll Pad at the check-in table.

- 1) For each voter, say: **“May I please have your ID?”**
  - Important: As of July 1, 2020, a photo ID is no longer required. Refer to the Voter Identification list for the different types of IDs that a voter may provide.
  - If a voter does not have an acceptable ID, direct them to the Chief. They may complete an **ID Confirmation Statement** instead.
  - If a voter offers an approved ID, never ask for their driver’s license instead!
- 2) Find the voter’s name on the Poll Pad and ask, **“What is your full legal name and current residential address?”**
  - If you are unable to locate the voter in the pollbook, send to the Chief.
  - Voters may provide their name and address in writing rather than verbally (24.2-643B). This includes the option of indicating that the name/address on their ID is current. Election officers must still repeat the voter’s name out loud.
- 3) Review the ID and address provided by the voter.
  - The name on the ID should generally match the pollbook.
  - The address provided orally or in writing by the voter should match the pollbook (disregard the address on the ID).
  - If the ID has an expiration date, it must not have expired more than 12 months ago. The only exception is a Virginia DMV-issued driver’s license or other DMV-issued state ID card, which are acceptable regardless of expiration date.
- 4) Repeat the voter’s full name (not address), like this:  
**“I am checking in <voter’s name> for the General Election.”**  
**“I am checking in <voter’s name> for the Democratic Party Primary.”**  
**“I am checking in <voter’s name> for the Republican Party Primary.”**
- 5) Touch ‘Accept’ to check in the voter.
- 6) After you see a green confirmation screen, give the voter a voter permit card.

# OFFICER FUNCTION DESCRIPTIONS

## Ballot table

One officer should be stationed at the ballot table and issue ballots to voters.

- 1) Take the voter permit card from the voter.
- 2) Detach a ballot from the ballot pad and place it in a privacy folder. **Do not put ballots in privacy folders ahead of time.**
- 3) Give the ballot and a pen to the voter.
- 4) Tell the voter (or group of voters): **“This ballot has [one/two] sides. Fill in the oval to the left of your choice(s) using the pen. When you are done marking your ballot, take it to the ballot scanner.”** (Point toward the DS200 scanner.)
- 5) Remind voters to look at both sides of the ballot (if there are contests on both sides of the ballot).
- 6) Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.
- 7) If voters indicate that they prefer to vote on the ExpressVote ballot marking device, an election officer should go with the voter to the ExpressVote to assist them.
- 8) If voters have questions about marking the ballot, use the demonstration ballot to assist them. It is important not to point to real candidate names on an actual ballot or sample ballot.

# OFFICER FUNCTION DESCRIPTIONS

## Voting booths

One officer should be stationed near the voting booths to direct voters to an open voting booth and help answer questions. This can be the same officer who is monitoring the voting machines.

- 1) Direct voters with ballots to an open voting booth.
- 2) As voters finish marking their ballots, direct them to the voting machines.
- 3) Watch for voters asking for help marking their ballots or taking a long time to mark their ballots. If a voter needs help, follow these steps (use the demonstration ballot if necessary):
  - Go to the booth where a voter has requested help.
  - Stand at least 3 feet away from the voter, both to protect the voter's secret ballot and to maintain social distancing.
  - Ask voters how you may assist and walk them through the process.
  - Complete a **Request for Assistance form** if you will see the ballot.
- 4) If a voter makes a mistake on a ballot, inform them that they may "spoil" the ballot and exchange it for a new ballot.
- 5) Maintain the voting booth area.
  - Remove and discard any campaign literature, sample ballots, or other materials left behind in the voting booth area by voters.
  - Remove any pens that voters left behind.
  - Try to make sure that voters do not leave ballots in the voting booths. If a voter leaves their ballot in a voting booth, the Chief or Assistant Chief will have to void the ballot.

# OFFICER FUNCTION DESCRIPTIONS

## Voting machines

One officer should be stationed near the voting machines to instruct voters how to scan their ballot and help answer questions. This can be the same officer who is monitoring the voting booths.

- 1) Monitor the voting machine scanner from a minimum of 5 feet away – never close enough to see the ballot while the voter inserts it into the DS200 (unless the voter asks for help).
- 2) Ensure that each voter casts only one ballot, no provisional ballots are cast on the scanner, and voters do not leave the polling place with a ballot.
- 3) If possible, have voters wait long enough to see the confirmation message that their ballot was successfully cast. If it is not too loud, you will also be able to hear the ballot “drop” into the ballot compartment, confirming that the ballot was successfully cast. You should listen for this audio cue and **DO NOT** look at the DS200 as the voter casts their ballot.
- 4) Provide voters with assistance as required.
  - Most voters will see the “Thank you for voting” message after their ballot is scanned.
  - The voter’s ballot will be returned by the DS200 if it is completely blank or contains over-votes. The voter has the option of casting the ballot anyways.
  - If a voter’s ballot is rejected and there is no message, ask the voter to rescan their ballot (the ballot might have been skewed in the scanner). If it continues to be rejected, offer to spoil and replace the ballot.
- 5) If a voter leaves a ballot on the scanner (a fleeing voter), an election officer may cast their ballot. Notify the Chief first.

# OFFICER FUNCTION DESCRIPTIONS

## Absentee ballot drop box

Each polling place will receive one drop box. Voters from anywhere in Fairfax County can deposit voted absentee ballot envelopes in a drop box at any polling place.

The drop box should be set up before election day and secured inside the voting room until the morning of election day. At that time, it should be placed near the voting room entrance or building entrance. Voters do not have to wait in the regular line to place a ballot in the drop box.

The officer who is monitoring the drop box should also keep an eye out for curbside voters and notify election officers when there is a curbside voter.

One officer must be designated to monitor the drop box from 6:00 AM to 7:00 PM on election day. You can have another officer relieve the officer who is monitoring the drop box, but you must ensure that the first officer does not leave until their replacement arrives, so the drop box is never unattended.

- 1) The absentee drop box must be set up by 6:00 AM and available for voters between 6:00 AM and 7:00 PM on election day.
- 2) Voters are permitted to place more than one absentee ballot in the drop box.
- 3) Voters are not required to provide identification or identify themselves when they place a voted absentee ballot envelope in the drop box.
- 4) If a voter with a mailed absentee ballot wishes to vote in-person instead, direct them to the voting room, where the Chief or Assistant Chief can accept their surrendered absentee ballot and issue them a new ballot to vote in-person.
- 5) Curbside voters are also permitted to return voted absentee ballot envelopes. In that case, the two officers who assist the curbside voter will take the voted absentee ballot (inside the completed and signed oath envelope) to the drop box and deposit it.

# OFFICER FUNCTION DESCRIPTIONS

## Collector Officer

Each precinct will be pre-assigned two Collector Officers. These officers will perform all regular duties during voting hours. After polls close, they will be responsible for securing ballots from the drop box and immediately driving them to the Fairfax County Government Center on election night.

- 1) During voting hours, the two Collector Officers need to periodically check the drop box and determine if it is full. If the drop box is full, they will remove and count the absentee ballot envelopes, record this information on a chain of custody form, and seal the ballots and chain of custody form in a clear security bag provided by the Office of Elections.
- 2) At 7:00 PM, the two Collector Officers are required to be present at the drop box. Any voters in line at the drop box at 7:00 PM must be permitted to place their voted absentee ballot envelopes in the drop box.
- 3) After all voters present at 7:00 PM have deposited their absentee ballot envelopes in the drop box, the two Collector Officers will remove and count the absentee ballot envelopes, record this information on a chain of custody form, and seal the ballots and chain of custody form in a clear security bag. If necessary, they will use more than one clear security bag.
- 4) After other election officers shut down the DS200 voting machines, they will remove 2 USB flash drives from each DS200 scanner (for a total of 4 USB flash drives), secure them in a purple pouch, and give this purple pouch to the Collector Officers.
- 5) As soon as the two Collector Officers have secured the absentee ballot envelopes and received the purple pouch (containing 4 USB flash drives from the DS200 scanners), they will immediately drive these materials to the Fairfax County Government Center. Per Virginia Department of Election requirements, the two Collector Officers must travel in the same car.
- 6) Once all materials have been delivered to the Office of Elections, the Collector Officers may go home (or back to the polling place parking lot, if one of the officers needs to pick up their car).