



SECTION 1

OVERVIEW

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DEMOCRATIC PARTY PRIMARY ELECTION Tuesday, June 20, 2023

It is our duty to ensure that every citizen in Fairfax County can exercise their right to vote in a fair, unbiased, efficient manner, and we trust that you will adhere to our guiding principles to provide the highest quality voting process in Fairfax County.

Security:	<i>Our highest priority is to maintain the security of all voting equipment, voting data, and every component of the election process.</i>
Accuracy:	<i>We will strive for perfection in every part of the election process.</i>
Integrity:	<i>We will uphold the highest standards in the conduct of the election.</i>
Neutrality:	<i>We will treat all voters in a fair and unbiased manner.</i>
Transparency:	<i>Nothing we do is secret except for the voter's ballot.</i>

PREFACE

The purpose of the Chiefs Notebook is to guide both new and experienced Chiefs and Assistant Chiefs through what you need to know to prepare for the election, manage all operations of your polling place, and work with your election officers.

The sections in this notebook are arranged in chronological order. The timeline starts two weeks before the election and ends with the return of materials on election night. Each section begins with an overview of your responsibilities at each stage and a roadmap of the order in which you and your officers should complete each task.

Review this notebook before election day so that you are familiar with its contents and their location. It is important that Assistant Chiefs also study the notebook because Chiefs and Assistant Chiefs work hand-in-hand to manage each polling place on election day. The Chief may ask the Assistant Chief to take primary responsibility for certain Chief duties.

The Office of Elections truly appreciates the willingness of all Chiefs and Assistant Chiefs to take on the important and demanding responsibility of these positions. You are indispensable to the ability of Fairfax County to hold elections.

Thank you for serving as a Chief or Assistant Chief!

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PRECINCT RESOURCE ALLOCATION

Each precinct will receive:

- 5 to 7 total election officers
- 3 to 4 Poll Pads
- 1 Admin Tablet with a keyboard
- 2 ExpressVote ballot marking devices
- 2 DS200 ballot scanners
- Ballots for at least 30% of active registered voters

VOTING EQUIPMENT

- **Poll Pads:**
 - Poll Pads will now be updated by the Office of Elections. You will pick up your Poll Pads on the day before the election on your way to set up the precinct.
 - Lock the Poll Pads in the equipment cart during setup the day before the election.
- **ExpressVote ballot marking devices:**
 - Set up one ExpressVote. Be prepared to open your backup, if needed.
 - Remember that any voter may choose to mark their ballot on an ExpressVote.
- **DS200 ballot scanners:**
 - Set up both DS200 scanners. You may choose to have voters scan ballots on only one DS200, but your other DS200 should be ready to use immediately, if needed.
 - During closing, USB flash drives must be removed from all DS200s, even if unused.

ADMIN TABLET

Each precinct will receive an Admin Tablet with their black rolling kit. This is an iPad, but it is not a Poll Pad and cannot be used to check in voters. The Admin Tablet has an attached keyboard and a dark blue soft cover.

The following resources are available from the Admin Tablet home screen:

- Provisional Ballot Log: Enter provisional voter information in this electronic log.
- My Neighborhood: Enter a voter's address to see their precinct and polling place.
- Precinct Locator: A listing of all precincts, polling places, and district information. You will need to reference this for same day registration voters.
- Turnout Surveys: Three icons for the 9 AM, 12 PM, and 3 PM turnout surveys.
- Election Night Survey: Use this to submit your voting results during closing procedures.
- EO Training website: Fairfax County election officer online training website. Feel free to double-check anything on election day!
- Office of Elections website: Our official agency website. Feel free to find information and show voters!

The Admin Tablet may also have other apps for office use only.

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HIGHLIGHTS OF CHANGES FOR THIS ELECTION

PICK UP BLACK KIT AND POLL PADS ON MONDAY BEFORE ELECTION

Chiefs will pick up their black kit, Poll Pads, and other final materials on the Monday before the election.

Office staff will have already updated all Poll Pads with the final voter file, so you will no longer need to perform any updates on your Poll Pads before polls open.



We are no longer delivering a “Sheriff’s Envelope” to the home of each Chief. Instead, Chiefs will receive any final materials at the same time you pick up your supplies the day before the election.

SDR SPECIALIST POSITION

This election, the largest 10% of precincts will receive an officer in a new position type: SDR Specialist. This officer will help process Same Day Registration (SDR) voters.

If your precinct does not have an SDR Specialist, the Chief will perform all SDR duties. In primary elections, we usually have very few provisional and SDR voters.

In November, we expect to assign an SDR Specialist to all precincts.



NEW EQUIPMENT CART

Most precincts will receive a new, larger steel mesh equipment cart that holds the DS200 scanners and all precinct supplies.

Use the straps to move the cart. Do not put fingers through the mesh.

THREE officers must unload and repack DS200s from and into the cart.



BALLOTS DELIVERED IN DS200

Sealed boxes of ballots will be delivered inside the ballot compartment of one DS200.

On election morning, remove the zip-tie seal on the ballot compartment and remove the ballots.



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OPENING AND CLOSING GUIDES

There is a new opening guide for preparing your ballot table.

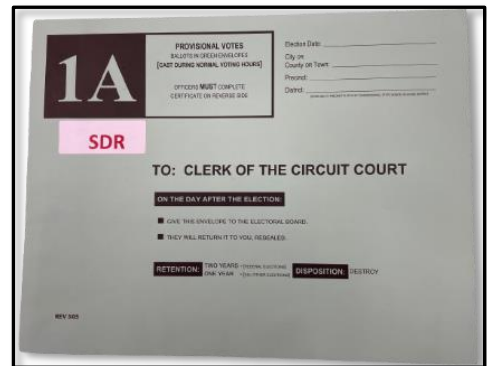
As a reminder, you are provided with one-page color guides for various procedures during the opening of the polls, during the day, and closing the polls. Make sure to give these handouts to the officers you ask to perform each task.

You also have copies of the guides here in your Chiefs Notebook to use when supervising officers.

PROVISIONAL BALLOT RETURN

You will receive two types of large green #1A Envelopes:

- **Envelope #1A SDR:** For returning only SDR provisional envelopes and accompanying voter registration applications.
- **Envelope #1A Non-SDR:** For returning all other provisional envelopes.



PLASTIC PORTFOLIO IN BLACK KIT

The clear plastic portfolio is now in the black kit and contains the following items:

- Flag & stand
- DS200 tape roll
- Drop box hardware (8 bolts, 8 nuts, 1 lock, 1 key)
- 20 yellow zip-tie barcoded seals
- 1 orange tab seal



ZIP-TIE SEAL COLORS

For this election, we are only using zip-tie seals in two colors: **green** and **yellow**.

All equipment delivered to your precinct will be sealed using **green** seals.

When you return equipment on election night you will seal equipment using **yellow** seals.

If you do site setup on the Monday before the election, you will also use **yellow** seals to re-seal your cart overnight.



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DS200 FLASH DRIVE LABELS

Each DS200 USB flash drive has a new **yellow** or **orange** label.

The label indicates whether the drive goes in **Envelope #7** or the **Purple Pouch**.



ELECTRONIC PROVISIONAL BALLOT LOG

Enter all provisional voters on the electronic provisional ballot log on the Admin Tablet.

Use the paper provisional log **ONLY** if the electronic log is not working. The paper log is found in the “Emergency” envelope in the black kit.

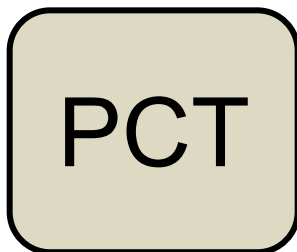


PRECINCT LOCATOR PDF ON ADMIN TABLET

The *Directory of District, Precincts & Polling Places* (“Precinct Locator”) PDF document has been pre-loaded on the Admin Tablet.

You will use this document when helping same day registration voters, especially to determine if a voter has moved to a different congressional district.

If a voter needs to go to a different precinct, you can also use this document to find the building name and address of any precinct.



EMERGENCY ENVELOPE

A manila envelope marked “Emergency” will be in the black kit. Documents that you will only use in case of specific emergency situations have been moved into this envelope, including:

- **Large green #1B Provisional Envelope:** Use only if voting hours are extended by court order.
- **Paper Provisional Ballot Log:** Use this paper form only if the electronic Provisional Ballot Log on the Admin Tablet is not working.
- **Authorization to Reproduce Ballots:** Use this state form only if you run out of printed ballots. However, we ensure that we order more than enough printed ballots for each precinct, so you should never need to use this!