

Officers of Election Training (rev. 2025)

This training was developed by the Virginia Department of Elections (ELECT) and is intended to provide basic information regarding the role of Officers of Election. Please consult your Director of Elections/General Registrar for training specific to your locality.

This course should take approximately 50 minutes to complete, depending on the pace of the individual learner. Upon conclusion of this training and successful completion of the associated quiz, results will be sent via email and available for print (or forward) to share with your Director of Elections/General Registrar.

Lesson 1: Course Overview

Topics to be Covered in this Course:

- Introduction to Elections
- Officers of Election Basics
- People Allowed in Polling Places
- Prohibited Activities in the Polling Place
- Checking In Voters
- Understanding Acceptable ID Rules
- Provisional Ballots
- Same Day Registration
- Emergency Planning and Response
- Accessibility and Etiquette
- Chief and Assistant Chief Responsibilities
- Election Security

Terms used throughout the course:

- **State**- The Commonwealth of Virginia.
- **Locality**- The geographical unit of government that is a city or county.
- **General Registrar**-Maintains the official voter registration records for a county or city in accordance with the instructions of the State Board of Elections. General Registrars are also known as Directors of Elections in the Commonwealth of Virginia.
- **Voter Registration**- The registration process for participating in Virginia elections.
- **Certification of Sworn Affidavit (OOE Oath)**- A form, that when signed, attests that the signatory will abide by all VA laws and rules regarding the registration of voters.
- **ELECT**- The Virginia Department of Elections.

Lesson 2- Introduction to Elections in Virginia

Topics Covered in this Section:

- Election Administration
- Types of Elections

Election Administration

Local Administration of Elections - Elections are administered at the local level in Virginia. Each county and independent city is considered a political 'locality' and administers its own elections.

Localities administer elections through the:

- **Local Electoral Board** - The local electoral board has overarching responsibility to administer elections for a county or city. It appoints both the general registrar and officers of election for the locality.
- **General Registrar's Office** - The Director of Elections/General Registrar maintains an office in the locality, and performs most administrative duties, most notably; voter registration.
- **Officers of Election** - Officers of election work in polling locations on Election Day. These are the people voters see and interact with when voting.

State Entities - While elections are administered locally, two state bodies provide oversight and regulation:

- **The State Board of Elections** - The State Board of Elections is an administrative decision-making body for elections at the statewide level. Decisions made by the State Board can affect the conduct of elections statewide.
- **The Virginia Department of Elections** - The Department of Elections provides policy, training, and guidance for general registrars and local electoral boards. The agency manages a centralized database of voter and election related information.

Legal Requirements for Fair, Legal, & Uniform Elections

Voter registration and elections must be administered in a fair, legal and uniform manner across the state. Localities must adhere to federal, state, and local laws and regulations.

The three types of elections in Virginia are:

- **General Elections** - General Elections fill offices for elections regularly scheduled by law. Regularly scheduled elections include those for federal, state, and local offices such as the U.S. Congress, statewide, and local offices including those of the Governor, State Senator, Sheriff, School Board, and many more.
- **Special Elections** - Special Elections are held for unexpired terms and referenda. Also, if someone cannot complete their entire term of office, a Special Election is held to fill the seat. Special Elections may also be held to decide an outcome of a referendum on the ballot. Special Elections can be held on the same day as regularly scheduled General Elections.
- **Primary Elections** - Primary Elections determine which candidates will be the nominees of Virginia political parties to appear on the ballot in a future General Election. Primary Elections do not fill any offices. In Dual primaries, the two parties' primaries are held on the same day. Virginia law permits a voter to vote in either primary, but in only one held on the same day.

Lesson 3- Officers of Election Basics

Topics Covered in this Section:

- Role of an Officer of Election
- Qualifications, Appointments, and Terms
- Job Duties, Functions, and Roles
- Election Day Overview
- Forms and Paperwork
- Other Resources

Test Your Knowledge!

Before you begin the training, test your current knowledge of the following true/false statements.

Officers of election can serve up to 3 years. - True

Only the chief officer of election can serve as the ballot officer. - False

Officers of election should arrive at 6:15am on Election Day. - False

Polls are open from 6am until 7pm on Election Day. - True

The general registrar determines the validity of provisional ballots. - False

An officer of election must be a qualified voter in Virginia. – True

What is an officer of election?

An officer of election is part of a team that conducts elections at a polling place on Election Day.

As an officer of election, your job is to conduct the election fairly and lawfully, and to assist voters in a courteous and respectful manner.

Qualifications, Appointments, and Terms:

- **Qualifications-** Officers of Election must be competent citizens. If practicable, each officer should be a qualified voter of the precinct they are appointed to serve, but in any case, a qualified voter of the Commonwealth. The assistant chief officer of election, whenever practicable, shall not represent the same political party as the chief officer of election. If representatives for one or both of the two political parties are *not* available, citizens who do not represent either of the two political parties may be designated as the chief officer and the assistant chief officer.
- **Appointment-** If practicable, officers should be appointed from a list of nominations filed by the political parties entitled to appointments. Parties must file nominations with the Electoral Board at least ten days before February 1 of each year. The Electoral Board may appoint additional citizens who do not represent any political party to serve as officers. If practicable, no more than 1/3 of the total number of officers appointed for each precinct may be citizens who do not represent any political party. The two political parties having the highest and next highest number of votes in the Commonwealth for Governor at the last preceding gubernatorial election must be represented equally. Electoral boards appoint officers of election each February.

- **Terms:** Officers of election are appointed for a term not to exceed three years. Terms begin March 1. Officers serve for all elections held in their precincts during their terms of office unless a substitute is required or the Electoral Board decides that fewer officers are needed for a particular election. In a primary election involving a single party, persons representing the political party holding the primary serve as the officers of election, if possible.

Job Duties, Functions, and Roles:

- **Greeter** - Welcomes voters and directs them to the check-in area. The greeter may also encourage voters to refer to signs that list options for acceptable forms of ID, as well as other voter and polling site information.
- **Ballot Officer** - Controls and accounts for all the ballots.
- **Equipment & Booth Officer** - Directs voters to available booths and may provide or obtain assistance upon request; maintains each voter's right to a private ballot at all times; advise a voter on how to insert their ballot into optical scan tabulator and assists voter in interpreting and responding to system error messages.
- **Pollbook Officer** - Checks in voters using either paper or electronic pollbooks; uses the pollbook to ensure people are registered to vote and marks them as having voted; resolves voter eligibility/registration status issues by working with the chief officer and Director of Elections/General Registrar. If issues cannot be resolved, under certain circumstances the person may be offered a provisional ballot. *(See separate Provisional Ballot training for full details on that process.)*
- **Chief Officer** - An experienced officer of election that receives more in-depth training; supervises and oversees all officers of election and polling place operations on Election Day. The chief is responsible for making sure polls open and close on time and all supplies, forms, and ballots are verified and accounted for. The chief can answer most questions on Election Day and knows how and when to escalate issues to the General Registrar or other authorities. The chief officer of election also picks up election materials and supplies, contacts and coordinates team members, reaches out to polling place owners, swears/affirms all officers of election and pages, and assigns duties.
- **Assistant Chief Officer** - Also an experienced officer of election and assists the chief in carrying out their duties. If the chief cannot perform their duties for any reason, the assistant chief should be able to assume the role of chief officer of election.

Election Day Overview

- **Plan Ahead** - You will not be able to leave the polling place during your shift.
- **What to Bring** - Food and beverages, medications, emergency contact information.
- **What to Wear** - Comfortable clothing and shoes; remember that many people suffer with asthma or allergy conditions, so strong scents should be avoided.
- **Typical Election Day Schedule** - Polls are open from 6 AM until 7 PM unless hours are extended by court order. The Chief Election Officer typically picks up materials the day before Election Day.

Example Timeline of Election Day

Please review the example timeline below of an Election Day.

- **5 AM- Chief officer of election arrives**
- **5:15 AM- Officers of election arrive (subject to general registrar preference)**
- **5 AM - 6 AM- Prepare for the election**
 - Take the oath
 - Welcome authorized representatives
 - Review assignments
 - Setup the polling place (call the general registrar if anything is missing during setup)
 - Check supplies/signs/forms; post signs inside/outside of polling place; setup demonstration equipment and instructional materials
 - Setup pollbook station and pollbooks
 - Lay out forms and reference materials
 - Verify paper ballots; count the ballots sent by the registrar and contact the registrar if there are not enough ballots (as planned). Verify the ballots are correct.
 - Setup and verify voting equipment
 - Ensure voting booths and machines are positioned for privacy and booths include a privacy folder for voters to transport ballots to tabulator/scanner
 - Complete pre-election paperwork
- **6 AM- Open the polls and conduct the election**
 - The chief officer of election must call the general registrar to report polls are open
 - This is when voters cast their ballots. Voters in line at the time the polls close are also allowed to vote normally.
 - While polls are open, officers of election should be aware of and continuously monitor persons allowed in the polling place, prohibited activities, voting systems, and ballots.
 - Officers of election are required to track certain types of activities and count the number of special ballots cast. Examples include unusual activity (see 'Prohibited Activities' training), provisional ballots (see separate training), requests for assistance casting a ballot, and curbside voting.
- **7PM- Close the polls**
 - At exactly 6:45 PM, the chief officer of election announces, "Polls will close in 15 minutes."
 - At exactly 7 PM, the chief officer of election announces, "The polls are officially closed."
- **7PM Until... Secure equipment and ballots**
 - Complete paperwork; pack materials and supplies
 - Anyone in line when the polls close at 7 PM must be allowed to vote normally

- After all voting is completed, close the pollbooks following local procedures
- Welcome and instruct authorized representatives
- Complete and sign forms and paperwork following local instructions
- Your general registrar and chief officer of election will provide detailed instructions regarding how to secure, close, and pack up the equipment and supplies at the end of the evening

Forms and Paperwork:

- On Election Day, you will work with a lot of different forms, documents and envelopes. In addition to tracking and reporting of election results, information is collected to help audit and ensure the integrity of and access to the ballot.
- The Department of Elections provides localities with standard forms and documents to use on Election Day. Some of these may be customized or replaced by the general registrar, so follow local instructions and training to properly complete required paperwork.
- In addition to tracking results, a variety of information is collected using forms on Election Day. Examples include information about incidents, emergencies and unusual activity, spoiled/voided ballots, and pollbook summaries.

Other Resources

Two good sources of information to help you properly fulfil your responsibilities as an Officer of Election are: (See Formswarehouse for these documents)

- [Election Day Guide](#) - provides a series of reminders and checklists for officers of election on Election Day. Your general registrar may provide this document as-is or modify it to fit local needs. The general registrar is your main resource for locality-specific information, instructions, and training.
- [What-If Document](#) - provides step-by-step instructions to take in over 20 different scenarios. These are situations we can anticipate may require exceptions to normal processing of voters on Elections Day, such as if a voter has moved since registering, what to do if a voter cannot present a valid photo ID, or a voter is already marked as having voted.

Lesson 4- People Allowed in Polling Places

Groups of People Allowed in the Polling Place

Voters, election officials, voting equipment custodians, authorized representatives, neutral observers, news media, and minors are allowed in the polling place.

- Voters - Voters are allowed in the polling place. This includes any person the voter brings by request to assist with casting a ballot and any minor under the age of 15 accompanying a parent. As is covered in more detail in the training material, *Officer of Election Basics*, even voters are subject to restrictions. For example, voters are not allowed to campaign, disrupt the polling place, or hinder the election.

- Election Officials - This group includes officers of election, members of the State Board of Elections, representatives of the Department of Elections authorized by the general registrar, or local Electoral Board members.
- Voting Equipment Custodians - Designated pollbook and voting machine equipment custodians are allowed. They must be authorized by the general registrar.
- Observers - This group includes authorized representatives, neutral observers and the media. Observers cannot delay the voting process, in any way try to influence a voter, be in a position to see marked ballots, otherwise impede the election, assist voters, or wear anything indicating they can assist voters.
- Authorized Representatives - This group must be a qualified voter and must have a written statement from the party chair or independent candidate (a photocopy of statement is acceptable). No candidate whose name is printed on the ballot can serve as a representative of a party or candidate. Authorized representatives can carry cell phones but cannot take pictures or video inside the polling place.
 - A polling place must permit one of each party or candidate, but only one each per polling station and no more than three in the room. The chief officer determines how close representatives and observers can be to voters, equipment, and polling stations.
- Neutral Observers - The Electoral Board or general registrar can authorize if and how many neutral observers can be present. Authorization must be in writing.
- Media - We must allow for a reasonable amount of time for media visits while polls are open. There are many activities prohibited for the media. Please see the training materials on *Prohibited Activities* for more detail.
- Candidates - This group of people may vote, but may not campaign at the polling place. They may visit a polling place for up to 10 minutes per polling place where they are on the ballot, per election day (§24.2-604(E)).

Lesson 5- Prohibited Activities in the Polling Place

Activities are Prohibited Depending on Location

Those locations include the area inside the polling place and the prohibited area outside the polling place. Any person who is found by a majority of the officers of election present to impede the orderly conduct of the election or violate any of these rules may be required to leave the polling place and the prohibited area.

What is the 'Prohibited Area'?

The Prohibited Area is defined as the area within 40 feet of any polling place entrance. In this area, it is unlawful for anyone to give, tender, or exhibit any ballot, ticket, or other campaign material (including referendum materials), or solicit or attempt to influence any person in casting their vote.

What is Unlawful in the Polling Place *and* Prohibited Area?

Directions:

Click each ☐ to continue.

- Knowingly possessing a firearm while inside or within the 40 foot area of the polling place, including one hour before and one hour after the use of a building as a polling place. Exceptions include a qualified law-enforcement officer or retired law-enforcement officer, any person occupying his own private property that falls within 40 feet of the polling place, or a licensed armed security officer whose employment or performance of his duties occurs within 40 feet of the polling place.
- Loitering or congregating in the polling place and prohibited area
- Hindering or delaying qualified voters from entering or leaving
- Hindering or delaying any officer of election or voter
- Neutral observers and authorized representatives assisting voters

What is Unlawful in the Polling Place?

Click on each flash card below to review each item.

Campaign, give, tender, or exhibit any ballot, ticket or other campaign material to include referendum materials to any person.

Solicit or in any manner attempt to influence any person casting their vote.

Be in a position to see the marked ballot of any voter.

What is Allowed *Outside* the Prohibited Area?

Campaigning in a way that does not hinder voters or officers of election. Media may conduct interviews and broadcast reporters' remarks.

Campaign Stickers, Buttons, and Apparel:

Only Voters are allowed to display or wear campaign stickers, buttons, wristbands, and apparel in the polling place. All others, like officers of election and authorized representatives, cannot wear any such apparel.

What is Allowed in the Voting Booth?

Voters are allowed to take sample ballot guides and campaign material with them into a voting booth. Voters may take photos of themselves or of their own ballot. However, they cannot take pictures of other voters' ballots or otherwise disrupt the election. (Official Opinion - Bell - Lind - 16-038 (state.va.us))

News Media and the Polling Place:

News media may visit and film or photograph inside the polling place for a reasonable and limited period of time while the polls are open. The media must comply with all prohibitions and may not film or photograph any person who specifically asks them not to, as well as the voted ballot in such a way that divulges how any individual voter is voting.

The media may not film or photograph the voter list or any other voter record or material at the precinct in such a way that it divulges the name or other information concerning an individual voter.

Officers of election may require any person who is found by a majority of the officers present to be in violation of these provisions to leave the polling place and the prohibited area.

Lesson 6- Checking in Voters

Overview

This section reviews procedures prescribed by Virginia state code regarding voter check-in on Election Day

Confirm Voter's Identity-

Name, address, and acceptable form of ID. Ask the voter for their full name and current residence address. The voter may respond orally or in writing. Repeat, in a voice audible to the voter and authorized representatives present, the full name provided by the voter.

Ask the voter for an acceptable form of ID. If the voter does not have an acceptable ID, they may sign an ID Confirmation Statement. What to do if a voter does not have an ID and refuses to sign the ID Confirmation Statement is detailed in separate officer of election training on *Understanding Acceptable ID Rules*.

Confirm Voter Information in Pollbook

All voters who provide an acceptable ID or sign the ID Confirmation Statement should be checked in at the pollbook. Voters are looked up in the pollbook by name. Names should be identical or substantially similar. Note, the address may be different.

If the name in the pollbook matches the name stated and present on the ID *AND* the voter is eligible according to the pollbook, *THEN* mark the voter's pollbook record as 'Voted' and provide a ballot. This only indicates that the voter was given a ballot. There are instances in which voters do not cast a ballot after receiving it (i.e. decide not to vote after they see the candidates).

The voter's name is considered a match if the name stated and presented on the ID matches the pollbook either identically or substantially.

Example: Frederick and Fred are a match.

Once a voter has been provided a ballot they must remain in the presence of the officers of election until they have finished voting.

If there is incorrect or missing information on the voter's record in the pollbook, ask the voter to provide or update the information.

**See the chapter on 'Same Day Registration' for more information.*

Incorrect Residence Address

If the current residence address stated by the voter is different from the address in the pollbook, give the voter a form to update the voter's registration information. This form should be placed in an envelope provided for such forms for transmission to the general registrar. The voter is still allowed to vote if their new address is in the same locality.

Best Practices:

1. Avoid casual conversation with voters, even if you know them.
2. Do not make *casual* comments about a voter's name or any personal information on their identification or pollbook data.
3. Never engage in political conversation with voters or fellow poll workers while in the polling place.

Lesson 7- Understanding Acceptable ID Rules

Topics Covered:

- Acceptable Forms of ID
- If a Voter Has No Acceptable ID

Legal Requirements:

- Virginia law requires all voters to show an acceptable form of ID at the polls before being allowed to cast a ballot. If a voter does not have an acceptable form of ID, the voter may sign an ID Confirmation Statement.

Purpose of ID:

- A voter's ID is used as a means of confirming the identity of the voter. The address on the ID ***does not have to match*** the address in the pollbook.

For an ID to be Valid:

1. It must appear to be genuinely issued by the agency or issuing entity appearing on the document. *Example: If a Virginia driver's license is offered as ID, it cannot be a photocopy of the license; it must be the actual driver's license itself.*
2. The document must be current or have expired within the preceding 12 months. IDs issued by the DMV do not need to meet this requirement. *The expiration data is not considered when determining if the ID is valid for voting purposes.*

The officer of election will consult the chief officer of election if there is a question about whether a document is valid.

A Voter Identification Chart is provided on the [Department of Elections website](#).

Examples of Acceptable Forms of ID:

- Virginia DMV-issued photo ID
 - Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
- Virginia DMV-issued drivers' license
- Valid U.S. Passports
- Employer-issued photo ID
- Student ID with a photo from a college or university outside of Virginia
- Student ID issued by a public or private school in Virginia
- ID cards issued by the United States government, the Commonwealth of Virginia, or local Virginia government
- Virginia issued voter photo ID card
- Voter confirmation documents
- Copy of current utility bill, bank statement, government check, or paycheck containing the name and address of the voter
- Other government document containing the name and address of the voter

Are electronic versions of acceptable forms of ID for voting allowed?

An electronic form of the following documents is acceptable for voting purposes: a current utility bill, bank statement, government check, paycheck, or other government

document containing the name and address of the voter. The Virginia code only requires a copy of these documents; thus, electronic forms of these documents suffice for voting purposes.

What does 'Current' mean when referring to the Acceptable IDs mentioned in this training?

All forms of acceptable ID, with the exception of a Virginia DMV-issued driver's license or state ID card, cannot be more than 12 months old from the date the voter offers to vote. If a voter presents a copy of a utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter that is more than twelve months old from the date the voter offers to vote, you should request that the voter present another form of ID that is acceptable. If the voter does not have another form of ID on the acceptable list, the voter may sign an ID Confirmation Statement form in order to vote a ballot.

If a Voter Has No Acceptable ID:

If the voter does not have an acceptable ID, the voter may sign an ID Confirmation Statement and vote normally. If the voter does not have an acceptable ID and refuses to sign an ID Confirmation Statement, the voter must vote a provisional ballot. Please review training materials on 'Provisional Ballots'.

Below is an example of what the Confirmation Statement tear-off form looks like:

Commonwealth of Virginia		Place in Envelope #8
ID Confirmation Statement - § 24.2-643 of the Code of Virginia		
A	Officer of Election:	
	Precinct No./Name: _____ Date: _____ O of E Initials: _____	
B	Affirmation of Voter:	
	If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.	
	Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.	
	Signature of voter: _____ Date: _____	
	Printed name of voter: _____	
	Birth Year (optional) ____ ____ ____ ____ Last 4 digits of Social Security # (optional) ____ ____ ____ ____	
	WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016	

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Lesson 8- Provisional Ballots

What is a Provisional Ballot?

Provisional ballots provide a way for people to vote whose voter registration or qualifications to vote are in question. You can try to solve the issue if possible, prior to giving the voter a provisional ballot.

Provisional ballots are handled separately from normally cast ballots. An individual-completed provisional ballot is sealed in a specific green envelope depending on its type and

that envelope goes into one of two larger envelopes (1A or 1B) depending upon when that provisional ballot was cast. Provisional ballots are never mixed in with regular ballots.

The local electoral board reviews each provisional ballot during its canvass of votes cast to determine if the vote will be counted. The first meeting of the electoral board to review provisional ballots is the day after Election Day, and the process must be concluded within seven days.

When to Offer a Provisional Ballot

The provisional ballot envelope requires the issuing election officer to indicate the reason the provisional ballot was issued (See Reason Code in the 'Election Officer' section at the bottom on each side of the envelope). It is important to note that the provisional envelope now has two sides, one dedicated to same day registrants, while the other is completed for those who meet reason codes 3-6. The voter completes the required information on the envelope before being given a ballot.

Virginia Provisional Vote and Same Day Registration Application		Precinct # _____
<small>Only for voters not registered in this precinct.</small>		
<small>Use blue or black ink</small>		
Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.		
1 * I am a citizen of the United States of America <input type="checkbox"/> YES <input type="checkbox"/> NO		
* Full Social Security Number _____ <input type="checkbox"/> No SSN was ever 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 _____ <input type="checkbox"/> None		
* Residence Address (May not be a P.O. Box) _____ Apt. _____		
* City/Town _____ * Zip Code _____		
Email _____ Phone _____ - _____ - _____		
3 * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES, has your right to vote been restored? <input type="checkbox"/> YES <input type="checkbox"/> NO		
4 <input type="checkbox"/> I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.		
<input type="checkbox"/> I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.		
<input type="checkbox"/> 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:		
<input type="checkbox"/> An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.		
<input type="checkbox"/> Been granted a court issued protective order.		
<input type="checkbox"/> In fear for personal safety from being threatened or stalked by another person.		
<input type="checkbox"/> A participant in the Virginia Attorney General's Address Confidentiality Program.		
<input type="checkbox"/> Been approved to be a foster parent.		
My mailing address _____		
(Complete only if you have checked a box in this section) _____		
5 <input type="checkbox"/> I am currently registered to vote in another state: _____ (Indicate state of previous registration)		
6 <input type="checkbox"/> I am interested in being an Officer of Election (poll worker) on Election Day. Please 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 back for Privacy Act Notice and Warning.)		
* Signature _____ Today's date: _____ / _____ / _____		
<input type="checkbox"/> 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 registrations.		
ELECTION OFFICER YOU MUST SELECT THIS REASON CODE. <input type="checkbox"/> #1: Same Day Registration (or not on pollbook) Did voter show ID or complete ID Confirmation Statement? <input type="checkbox"/> YES <input type="checkbox"/> NO Comments: Election Officer: <u>X</u> <small>Sign Here</small>	OFFICE/ELECTORAL BOARD USE ONLY 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"/> X 2. Attach a copy of the identification document.	

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This side of the provisional envelope is for same day registration voters and has a built-in voter registration application. Only one side of the envelope should be completed.

Changes to the SDR side of the envelope include:

- The Large SDR at the top of the form
- Primary Election party ballot indicators (D/R)
- An additional option for protected voter status
- Officer of Election Use Box now contains a field to note time

Provisional Ballot - All other provisional reasons		Precinct # _____
<small>Voter is on this precinct's pollbook</small>		Primary elections—Party ballot <input type="checkbox"/> D <input type="checkbox"/> R
Starred (*) Items are required. If you do not complete all of the items that are marked with *, your vote may not count.		
<div style="border: 1px solid black; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div>1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____</div><div>* First Name _____ * Middle Name _____ <input type="checkbox"/> None</div></div></div>		
<div style="border: 1px solid black; padding: 5px;">2 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____</div>		
<div style="border: 1px solid black; padding: 5px;">3 * Social Security Number _____ Last 4 digits required <small>Providing your full Social Security number may help determine your eligibility to vote.</small></div>		
<div style="border: 1px solid black; padding: 5px;">4 * Residence Address (May not be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ <small>If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____</small></div>		
<div style="border: 1px solid black; padding: 5px;">5 Email _____ Phone _____ - _____ - _____</div>		
<div style="border: 1px solid black; padding: 5px;">6 Statement of Voter <small>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.</small> <div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 45%;">* Signature X</div><div style="width: 45%;">Today's date ____ / ____ / ____ <small>(MM/DD/YYYY)</small></div></div><p><small>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.</small></p><p><small>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.</small></p></div>		

Election Officer Use	Staff/Electoral Board Use
<div>Select a Reason</div> <div><input type="checkbox"/> #3 Voting after hours due to court order</div> <div><input type="checkbox"/> #4 Vote by mail - no ballot to surrender</div> <div><input type="checkbox"/> #5 Shown on pollbook as already voted</div> <div><input type="checkbox"/> #6 Other _____</div> <div><input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement</div> <div>Comments</div> <div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div>Election Officer Signature</div><div>X</div></div></div>	<div>Voter ID # _____</div> <div>Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count</div> <div style="margin-top: 10px;">Voter Identification</div> <div><div>1. If the voter returns with the proper identification, check this box and sign <input type="checkbox"/> X</div><div>2. Attach a copy of the identification document.</div></div>

ELECT-653-English-07/2024

This side of the provisional envelope is for non-same day registration voters. Only one side of the envelope should be completed.

Changes to the Non-SDR side of the envelope include:

- Title change
- Primary Election Party ballot indicators (D/R)

Non-SDR Provisional Voting

After reviewing the Non-SDR reason codes above in the image, please click through the following that would apply to those voting provisionally, but not as a same day registrant:

- Voting after hours due to court order
- Shown on pollbook as voted
- The pollbook indicates the person requested an Absentee Ballot, the ballot has not been returned, and the voter does not have the original absentee ballot with them.
- Voter does not have ID and declines to complete the ID Confirmation Statement (also included for same day registrants)

Provisional Ballots and Split Precincts

Any voter assigned to a split precinct who believes they were provided a ballot for the incorrect election district may request to vote a provisional ballot for the district assigned by the general registrar, as well as the district the voter believes is the correct election district. This option must be requested prior to casting any vote. The voter will submit a provisional ballot for both election districts. You should treat the provisional as you would any other provisional ballot. The electoral board will make the determination as to which provisional vote is valid. The reason code for this particular provisional situation should be 6: OTHER.

In the event a voter does not have ID, the Officer of Election should sign and fill out the appropriate information on the same side of the envelope completed by the voter and indicate on the envelope that the voter does not have ID and refuses to sign the ID Confirmation Statement as follows:

1. SAME DAY REGISTRATION PROVISIONAL VOTER SIDE:
 - a. Check NO for the question “Did voter show ID or complete ID Confirmation Statement?”
2. NON-SAME DAY REGISTRATION PROVISIONAL VOTER SIDE:
 - a. Check Reason Code #7.

Provisional Ballot Log

After the voter secures a completed ballot in the provisional envelope, copy information from the provisional envelope onto the Provisional Ballot Log (see image below) and include reason codes and any notes that may be pertinent. Place the green provisional voter envelope into the designated 1A Envelope.

Provisional Ballot Log
 GR/Satellite Office: Log District
 Election date: Log District
 Election Type: Log District
 Locality: Log District

Place in Envelope 8

What to do at the end of the day
 Enter the total number of Provisional Vote envelopes for each reason code.

Reason code	Totals
1 Voter's name is NOT on pollbook	
2 Is voting after normal poll closing time due to court order	
3 applied for an absentee ballot, but does not have the ballot	
4 is shown in the pollbook as already having voted	
5 Other (any reason not captured in the other codes)	
6 Voter did not show required ID and declined to complete ID confirmation statement	
7	

What to do during the day
 Copy information from the Provisional Vote envelopes below


Page ____ of ____

Voter name Last name _____ middle _____ First name _____ suffix _____ Address City/Town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	Score last 4 _____ Reason code _____ Notes _____ Register use only Was this vote counted? YES NO Why not? _____ Date: _____
Voter name Last name _____ middle _____ First name _____ suffix _____ Address City/Town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	Score last 4 _____ Reason code _____ Notes _____ Register use only Was this vote counted? YES NO Why not? _____ Date: _____
Voter name Last name _____ middle _____ First name _____ suffix _____ Address City/Town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	Score last 4 _____ Reason code _____ Notes _____ Register use only Was this vote counted? YES NO Why not? _____ Date: _____
Voter name Last name _____ middle _____ First name _____ suffix _____ Address City/Town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	Score last 4 _____ Reason code _____ Notes _____ Register use only Was this vote counted? YES NO Why not? _____ Date: _____
Voter name Last name _____ middle _____ First name _____ suffix _____ Address City/Town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	Score last 4 _____ Reason code _____ Notes _____ Register use only Was this vote counted? YES NO Why not? _____ Date: _____

Page ____ of ____

Provisional Voter Notice

Before the provisional voter leaves the precinct, be sure to give the voter a Provisional Voter Notice (pictured below).

 * VIRGINIA *
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Dear voter,
 You voted a provisional ballot today.

Your local electoral board decides which provisional ballots will be counted. They will meet on <date> at <time> at <location>.
 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 <phone number>.

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

____ Your name was not on the poll book.	____ You applied for an absentee ballot, but you do not have the ballot.
____ You voted after registering to vote on the same day.	____ Our records show that you have already voted.
____ You voted after the polls closed because of a court order.	____ You did not provide required ID. (See other side).
	____ Other: _____

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.

 * VIRGINIA *
DEPARTMENT of ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-643 and 24.2-653, Code of Virginia

You voted a provisional ballot because you did not show proper identification or sign an ID Confirmation Statement.

Providing proper identification
 For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.

Acceptable forms of identification

- Virginia driver's license or DMV ID
- Valid United States passport
- Identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid student identification card from a college, university, or public or private high school located in Virginia
- Valid student identification issued by a college or university outside of Virginia
- Valid employee photo identification card issued in the normal course of business
- Tribal enrollment or other tribal ID
- Voter confirmation documents
- Current utility bill, bank statement, government check, paycheck or other government document containing your name and address

If you do not have one of these, you can sign an ID Confirmation Statement.

The deadline to provide your ID is <time> on the <day> month, <year>.

Your local electoral board decides which provisional ballots will be counted.

They will meet on <date> at <time> at <location>.

Your provisional ballot will not be counted unless you provide proper identification or sign an ID Confirmation Statement.
 You can provide your ID or ID Confirmation Statement in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to provide the required documents. (Most people don't need legal counsel, but you may bring a lawyer with you.) If you have questions, call the General Registrar's office at <phone number>.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

How and where to deliver your ID
 Provide a copy of your identification by any one of these methods.

By email _____

In person to the electoral board/General Registrar

Physical address

By fax _____

By mail to the electoral board/General Registrar

Mailing address

Provisional Voter Notice
ELECT-653B

Rev 8/2022

Provisional Ballot Tracking

Provisional ballots are handled, tracked, and counted separately from other ballots. Follow your local general registrar's instructions for completing paperwork related to provisional ballots.

Lesson 9- Same Day Registration

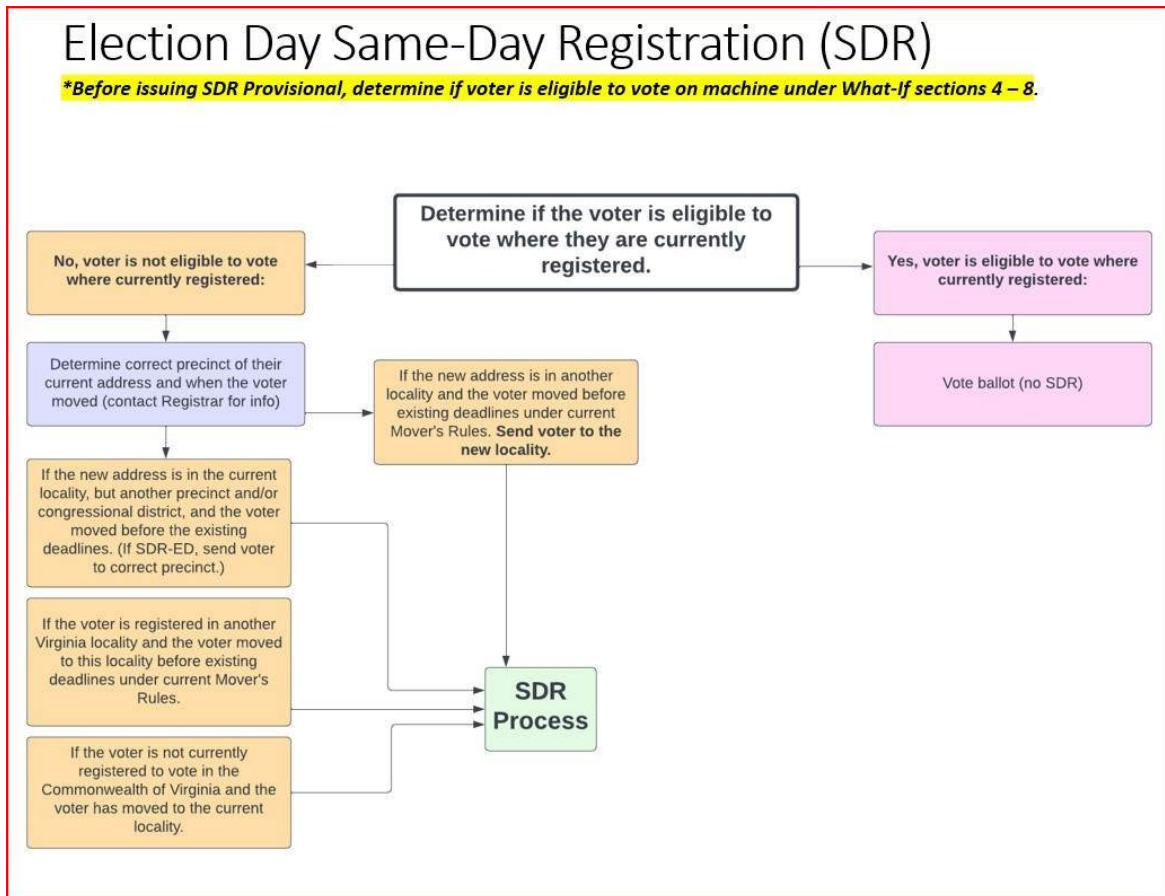
What is Same Day Registration?

Same Day Voter Registration (SDR) refers to the ability to register to vote in-person and then immediately vote a provisional ballot after the deadline to register and vote a non-provisional ballot has passed. Legislation allows for the ability to register at any time, up to and including Election Day (§ 24.2-420.1). There are two distinct time periods which have an impact on how SDR is completed; *early voting (following close of books)* and *Election Day*.

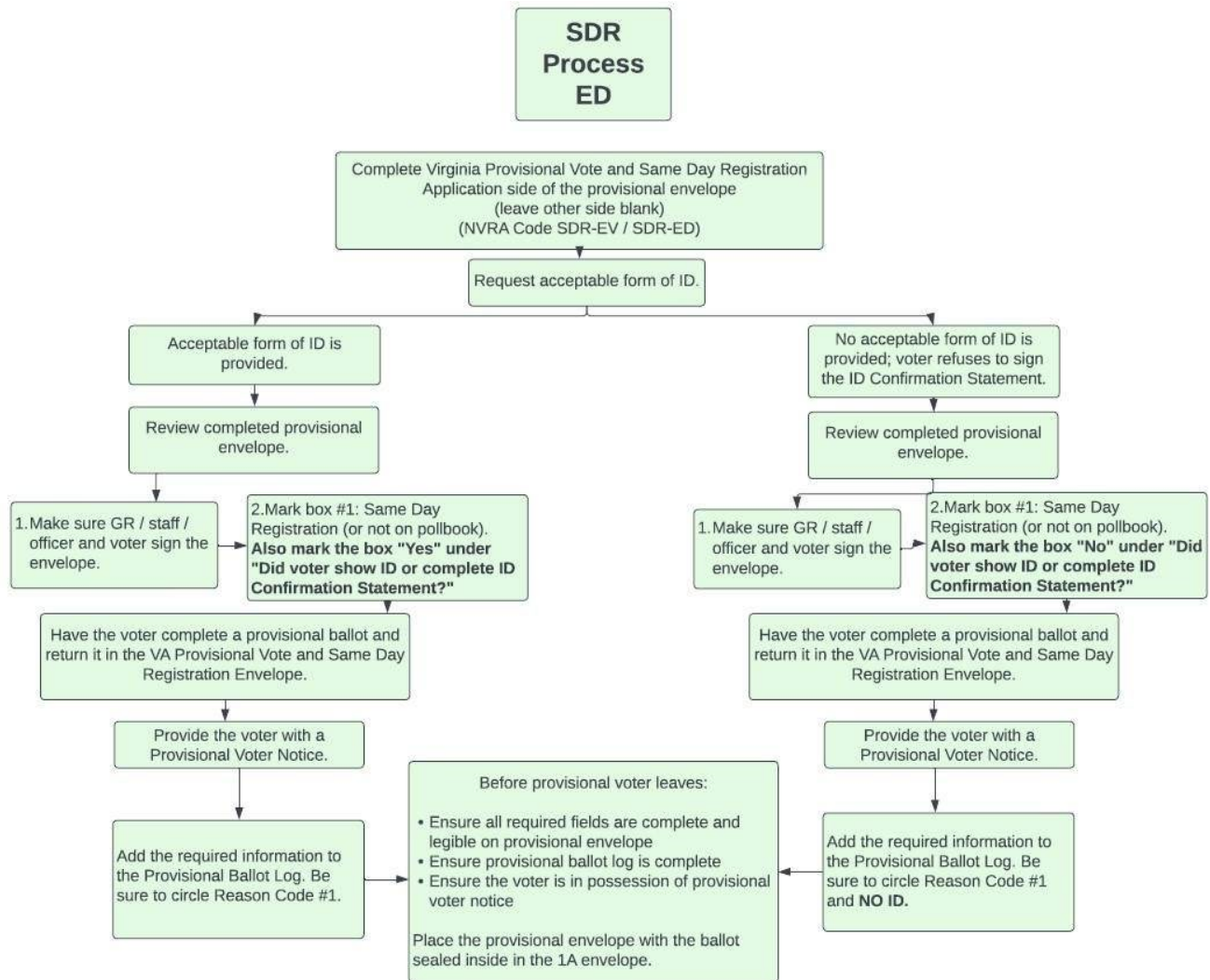
How does Same Day Registration work on Election Day (SDR-ED) at the polls?

When a voter comes to vote on Election Day, begin by determining if the voter is registered and eligible to vote at the address stated.

REMEMBER: on Election Day, voters are required to vote in the precinct designated by their registration address.



If it is determined that an individual must utilize the same day provisions, please utilize the chart below:



NEW TWO-SIDED PROVISIONAL ENVELOPE

One side of the Provisional Envelope is now for Same Day Registration provisional voters ONLY. The SDR side of the envelope is pictured below and contains a Voter Registration Application!

Same Day Registration Provisional Ballot

Voter resides in this precinct but is not on this precinct's pollbook

SDR

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

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 P.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 **X**

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 registrations.

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)

Time: _____ a.m. p.m. (circle one)

☐ Yes ☐ No Did voter show ID or
complete ID Confirmation Statement?

Comments

Election Officer
Signature **X**

Office/Electoral Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification

1. If the voter returns with the proper identification,
check this box and sign ☐ **X**

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

The opposite side of the provisional envelope is for NON-Same Day Registration provisional voters. Please be sure to utilize the correct side.

Provisional Ballot - All other provisional reasons

Precinct # _____

Voter is on this precinct's pollbook

Primary elections—Party ballot ☐ D ☐ 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. II III IV (Circle one) Other (write in) _____
* 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

X

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

X

Staff/Electoral Board Use

Voter ID # _____

Adjudication

☐ Count

☐ Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign ☒ X _____
2. Attach a copy of the identification document.

Provisional Ballot Log UPDATE

For any provisional ballot that you accept, you should have an account of this voter on the provisional ballot log. The Provisional Ballot Log has changed! Reason Code #2 has been removed and Reason Code #7 has been labeled as "Voter did not show required ID and declined to complete ID confirmation statement."

Provisional Ballot Log

GR/Satellite Office:

Election Date: Log Date(s):

Election Type:

Locality:

Place in Envelope 8

What to do at the end of the day

Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter did not show required ID and declined to complete ID confirmation statement	

What to do during the day

Copy information from the Provisional Vote envelopes below

Provisional Ballot Log

GR/Satellite Office:

Election Date: Log Date(s):

Election Type:

Locality:

Place in Envelope 8

What to do at the end of the day

Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter did not show required ID and declined to complete ID confirmation statement	

What to do during the day

Copy information from the Provisional Vote envelopes below

1	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____ () - () - _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
2	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____ () - () - _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
3	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____ () - () - _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
4	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____ () - () - _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
5	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____ () - () - _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____

Lesson 10- Emergency Planning and Response

Overview:

This course provides an overview of emergency planning and response. You will receive locality-specific instructions from your general registrar based on local contingency and continuity of operation plans.

Topics Covered:

- Local Contingency Plan
- Before, During, and After an Emergency
 - Evacuation Plan
 - Emergency Equipment
 - Assigning Tasks
 - Emergency Numbers
 - Incident Report Form
- Specific Scenarios
 - Staffing
 - Voting Equipment
 - Conduct Issues
 - Court-extended Voting Hours

Before an Emergency

Read below to learn about how to prepare before an emergency.

- **Evacuation Plan-** Designate a 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 and fire extinguisher. Have a phone and emergency phone list with important numbers such as emergency services and the general registrar.
- **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 & 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 & count forms, all unmarked paper ballots, and emergency ballot box. If possible, note the 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 polling place 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 areas, 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.

1. Relocation - Request authorization from the 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.
2. 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 5:15am.-** Any officer of election should call the general registrar.
- **Short on 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 use the paper pollbooks or issue provisional ballots. If instructed to issue provisional ballots, the envelope should be marked as reason: 'Other: Pollbook Malfunction'. Backup electronic pollbooks should be delivered within 1 hour. Printed pollbooks should be included in your polling place materials.
- **Optical Scanner Malfunction-** Notify your general registrar immediately. Allow voters to vote on the printed ballots & 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 once 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 the 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, the officers of election or a majority of them, may order their arrest.
- **Traffic and Parking-** For issues such as traffic & parking, which require police attention, but are not emergencies, the chief officer will contact the general registrar and the 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 immediately & 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 PM, 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.

Remember, each locality and precinct is unique. You should always follow locality-specific instructions from your general registrar based on local contingency and continuity of operation plans.

Lesson 11- Accessibility and Etiquette

Overview:

This training information provides a high-level overview of accessibility requirements established by Virginia law and an introduction to etiquette when interacting with people with disabilities. You will receive locality-specific instructions from your general registrar.

Topics Covered:

- Legal Requirements
- Providing Assistance
- Polling Place Setup for Accessibility
- Etiquette
- Curbside Voting

Legal Requirements (voting equipment requirements):

Federal and Virginia state law require polling places to be accessible to qualified voters. Every qualified voter has the right to vote, regardless of whether he or she has a mental or physical disability or limited English proficiency. All citizens of voting age are considered mentally competent unless a court has declared them incapacitated. Virginia law specifically includes the blind and visually impaired.


Every polling place must have at least one voting system equipped for individuals with disabilities. The equipment must provide the same opportunity for access and participation (including privacy and independence) as for other voters.

Note: All officers of election should at least be aware that accessible voting equipment is available. If an OOE does not know how to operate an accessible voting system then they should request the assistance of the chief OOE.

Providing Assistance:

Who may request assistance - Any voter who requires assistance in voting due to a physical disability or inability to read or write can receive assistance if they request it using the ELECT-649 form pictured below. The voter may designate an officer of election or some other person to assist. Usually, an assistant will be an officer of election or someone the voter brings with them to assist. The person providing assistance *may not* be the voter's employer or agent of that employer, an officer/agent of a voter's union, or an authorized party or candidate representative.

No mark shall be required of a voter who is blind. The person providing assistance may assist the voter in the preparation of the ballot in accordance with the voter's instructions. The person providing assistance may not solicit the vote or in any manner attempt to influence the vote. The person providing assistance may not in any manner divulge or indicate, by signs or otherwise, how the voter voted on any office or question.

 Virginia Request for Assistance – Inside the Polling Place <small>Authority: § 24.2-649 of the Code of Virginia</small>							
Fill out this form if you will need help completing your ballot in person.							
Do you need help?	<ul style="list-style-type: none">• Yes, I will need help. – Complete this form and return it.• No, I do not need help. – This form is not needed. You do not need to return it.						
Voter (I will have help completing my ballot)							
Voter's Name:	<table border="1"><tr><td>Last Name</td><td>First Name</td></tr><tr><td>Middle Name</td><td>Suffix</td></tr></table>	Last Name	First Name	Middle Name	Suffix		
Last Name	First Name						
Middle Name	Suffix						
Voter's Affirmation:	<ul style="list-style-type: none">• I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language.• I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.						
Voter Sign Here:	<table border="1"><tr><td><input checked="" type="checkbox"/> Voter Signature (or mark)</td><td>Date</td></tr></table>	<input checked="" type="checkbox"/> Voter Signature (or mark)	Date				
<input checked="" type="checkbox"/> Voter Signature (or mark)	Date						
What if I can't sign my name?	<p>*A blind voter is not required to sign or make a mark</p> <p><input type="checkbox"/> Check here if voter is unable to sign due to disability or inability to read or write</p>						
Assistant (the person who is helping the voter)							
Assistant's Name:	<table border="1"><tr><td>Last Name</td><td>First Name</td></tr><tr><td>Middle Name</td><td>Suffix</td></tr></table>	Last Name	First Name	Middle Name	Suffix		
Last Name	First Name						
Middle Name	Suffix						
Assistant's Address:	<table border="1"><tr><td colspan="3">Residence Address</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr></table>	Residence Address			City	State	Zip Code
Residence Address							
City	State	Zip Code					
Assistant's Affirmation:	<ul style="list-style-type: none">• I will fill out this voter's ballot as the voter instructs.• I will not solicit or attempt to influence how the voter votes.• I will not disclose or indicate how the voter votes on any office or question.• I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board (See §§ 24.2-604.4 and 24.2-604.5).• I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).						
Assistant Sign Here:	<table border="1"><tr><td><input checked="" type="checkbox"/> Assistant Signature</td><td>Date</td></tr></table>	<input checked="" type="checkbox"/> Assistant Signature	Date				
<input checked="" type="checkbox"/> Assistant Signature	Date						
WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.							

 **Virginia Request for Assistance – Inside the Polling Place**

Authority: § 24.2-649 of the Code of Virginia

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature	Printed Name	Representing
Signature	Printed Name	Representing
Signature	Printed Name	Representing
Signature	Printed Name	Representing

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECT-649 rev. 7/2024

- **Non-English language** assistance - If the voter requires assistance in a language other than English and has not designated a person to assist, an officer of election, before they assist as interpreter, shall ask authorized representatives whether they have a volunteer available who can interpret for the voter. One representative interpreter for each party or candidate, as available, is permitted to observe the officer of election's communication with the voter. The voter may designate one of the volunteer party or candidate interpreters to provide assistance.
- **Accessible voting booths** - At least one voting system must be equipped for individuals with disabilities. One form this may take is an audio ballot. If the precinct has a voting machine with an audio ballot capability, you must notify voters requiring this assistance that such equipment is available. Do not enter the voting booth to assist the voter unless the form ELECT-649, 'Request for Assistance' (see Figure 1), is completed. If the voter is unable to sign the request, their own mark - acknowledged by them before an officer of election - shall be sufficient signature.

Polling place setup guidelines:

- **Pathways**- Make sure pathways inside and out are unobstructed and are of adequate width. Loose rugs, plush carpets, slick floors, and the like can cause problems for people with wheelchairs, canes, and walkers. Keep pathways and rooms free of these hazards.

- Signs-Post signs midway between eye level for a standing person and one seated in a wheelchair.
- Seating- Make sure there are seats available for elderly voters or those with mobility impairments. Even if the polling place has no waiting lines, seats should be available for those lawfully present who just need to rest.

Etiquette topics:

- **General Etiquette Assumptions** - Do not make assumptions. Just because someone has a disability, do not assume they need help. Ask before helping. A person with a disability will often indicate when they need help. If they want help, ask *how* before you act.
- **Physical Contact** - Be sensitive about physical contact. Some people may depend on their arms for balance. Grabbing them could knock them off balance. Do not pat people on the head or touch wheelchairs or canes. People with disabilities consider their equipment part of their personal space. Be considerate of extra time that may be required to communicate or accomplish things.
- **Think Before You Speak** - Speak directly to the person who has the disability, not to their companion, aid, or interpreter. Use the phrase 'Person with a disability', which is better than 'disabled person' when referencing a person with a disability. Using the phrase 'person with a disability' treats the voter as a person first. Avoid outdated terms like 'handicapped', 'crippled', or 'retarded'. Try 'person who uses a wheelchair' or cane, for example, instead.
- **People in Wheelchairs** - Always ask before pushing someone in a wheelchair. Remember that the wheelchair is an extension of their person. Be aware of a person's reach limits. Place as many items as possible within their grasp. Ramps and wheelchair-accessible doors to the building should remain unblocked and unlocked. Per the Americans with Disabilities Act (ADA), displays should not be in front of entrances. Wastebaskets should not be in front of aisles. Boxes should not be stored on ramps.
- **People who are Deaf or Hard of Hearing** - Let the person who is deaf or hard of hearing take the lead in establishing the mode of communication such as lip reading, sign language, or writing notes. Talk to the person directly, clearly, and with a moderate pace. It may help to simplify your sentences and use more facial expressions and body language. Do not shout.
- **People who are Blind or have a Visual Disability** - When greeting a person who is blind or has a visual disability, identify yourself. Politely ask if the voter would like assistance in navigating to a voting station. When asked to guide a person who is blind or has a visual disability, never push or pull them. Allow them to take your arm, then walk slightly ahead. As you enter the voting area with them, describe the layout and location of the voting station. For example, 'The voting station is in the school's gym. The voting station I am taking you to is at your twelve o'clock and is the fourth station in that row of voting stations. The station to cast your ballot will be at your eight o'clock near the other exit out of the gym.' Do not pet or distract a service dog. The service dog is responsible for the owner's safety and is always working. A service dog is not a pet.
- **Service Dogs** - Service dogs are allowed in the polling place regardless of the location's rules on animals. Do not pet, feed, or distract service dogs: they are working. You

cannot ask for the dog's certification or a demonstration of what tasks the dog can perform. See *"Service Animals in the Polling Place" PDF on FormsWarehouse* for more information.

- **People who have Intellectual Disabilities** - Voters with intellectual disabilities are eligible to vote unless they have been adjudicated to be mentally incapacitated by a court of law. Keep your communication simple. Rephrase or ask questions for better clarity and never assume what someone is saying. Stay focused on the voter as they respond to you. Allow time for them to tell or show you what they want to communicate. For more information on service animals in the polling place, view the *Service Animals in Polling Place One Pager* on FormsWarehouse.

Curbside Voting:

Any voter aged 65 or older or who has a temporary or permanent disability may request a ballot outside the polling place.

Curbside voting must take place within 150 feet of the entrance of the polling place. This area shall be clearly marked, and instructions on how to notify an officer of election of the voter's request to vote outside of the polling place shall be prominently displayed. Officers of election will bring an electronic voting device or paper ballot, depending on the precinct. The machine must be returned to its assigned location inside the polling place after the voting has finished.

If it's a paper ballot, the voter should just mark the ballot, cover, and return it to the officer of election.

During a declared state of emergency related to a communicable disease of public health threat, any voter may use curbside voting.

Etiquette Note:

Please give the voting individual privacy, but don't let the voting equipment or ballot go out of your sight. Return the ballot to the polling place in a secure manner.

If your precinct uses electronic voting devices, you should walk the voter through the instructions for using the device. The machine must remain in plain view of two officers of election representing two political parties. In the case of a primary election, the machine must remain in plain view of two officers of election representing the party conducting the primary. The machine number, time that the machine was removed and returned, the number on the public counter before and after, and the names of the officers who accompanied the machine will be recorded on the Statement of Results.

You will receive more specific instructions from your general registrar.

Remember:

1. Anyone can make a mistake. Offer an apology if you forget some courtesy. Keep a sense of humor and a willingness to communicate.
2. Do not ask questions focused on the person's condition and do not express sympathy or admiration or other feelings related to the person's disability.
3. Golden Rule: Treat people the way you want to be treated.

Lesson 12- Chief and Assistant Chief Officers of Election Duties

Before Election Day:

Chief and assistant chief officers of elections have several unique and important duties prior to Election Day:

- Get supplies the day before the election and verify everything is there
- Verify ballots the day before Election Day

Before the Polls Open

- Welcome authorized representatives & swear in officers of election
- Review emergency procedures
- Ensure the Oath of Office is signed by all officers of election
- Verify elections supplies & set up polling room
- Supervise voting equipment and electronic pollbook set up
- Verify ballots & emergency ballot box
- Verify final absentee ballot report (AB List)
- Assign someone to put up the signs
- Open the polling place at exactly 6:00 AM, regardless of any issues occurring. It's the law.
- If more authorized representatives arrive, welcome them, and follow instructions in the Election Day Guide to check written authorization, ID, and verify registration status

While the Polls are Open

- **Lines**- Keep the lines moving.
- **Check Numbers**- Periodically verify the total number of voters from all pollbook count forms or electronic pollbook is the same as the total number from the public counter on each voting unit and any paper ballots cast.
- **Provisional Ballot Count**- Keep track of the total number of provisional ballots cast while the polls are open.

Closing the Polls

Close the polls at exactly 7:00 PM, unless a court within the jurisdiction orders the polls to stay open late (see the 'Extended Voting Hours' section below). A cell phone is the best source of the time (clocks and analog/non-smart watches can be wrong).

After the Polls Close

Review activities to complete after the polls close.

1. Assign an officer of election to stand at the end of the line at 7PM to mark the end of the line.
2. Allow those in line at 7PM to vote normally.
3. Do not begin working on the results until the last person has voted and departed.

4. Be sure you get the closing tapes from the optical scanner BEFORE you shut the machines down. Once the machine is shut down, the closing tapes are no longer available.
5. Close each electronic pollbook per your locality's procedures.
6. Welcome and instruct authorized representatives.
7. Supervise obtaining the results.
8. If any absentee ballots were cast at the polling place, the Chief shall supervise counting of absentee ballots.
9. Empty the ballot box.

Extended Voting Hours

If voting hours are extended by court order, all voters voting after normal hours must vote by *provisional ballot*. Follow the instructions in the Election Day Guide, including:

- Keep ballots cast during extended voting hours separate and place in the designated envelope
- Keep a separate provisional ballot log for after-hours provisional votes

Announce Unofficial Results

The Chief Officer of Election or a designated officer of election should immediately call in the unofficial results and the number of disposition (type) of all provisional votes cast to the general registrar's office. They should also announce unofficial results inside the polling place. For elections with ranked choice voting, only the first round of voting can be announced at the polling place. Subsequent rounds will be announced later during the canvass process.

Results and Return Sheet

- Complete the Statement of Results (SOR) form as instructed in the Election Day Guide or by your general registrar.
- Have all officers sign the Printed Return Sheet as instructed in the Election Day Guide.

Pack Envelopes and Boxes

- Follow instructions from your general registrar or the Election Day Guide to check off each envelope/box as it is packed, sealed, and signed
- Don't forget, be sure you print at least **5 copies** of the closing tapes before the machines are shut down
- Supervise/take down the voting equipment and Electronic Pollbook units
- Supervise/take down all signs and election materials

Lesson 13- Election Security

Protecting Election Information

In your role as an election officer, you will have access to physical and digital records containing personal information (PII) about voters, as well as sensitive information about elections.

You are responsible for protecting personal and sensitive election information from unauthorized view or access. The law requires that you take precautions when collection, maintaining, distributing, and disposing of personal and sensitive information.

Protecting Voter Privacy and Election Security is Critical

You are helping to:

1. Protect the rights and freedoms of Commonwealth citizens and voters.
2. Limit the targeting of citizens/voters with potential disinformation related to elections.
3. Preserve the trust of citizens/voters of the Commonwealth in the State's electoral process.
4. Reduce risks from threats including cyber attacks, human error, foreign nation interference, malicious insiders, and physical attacks.

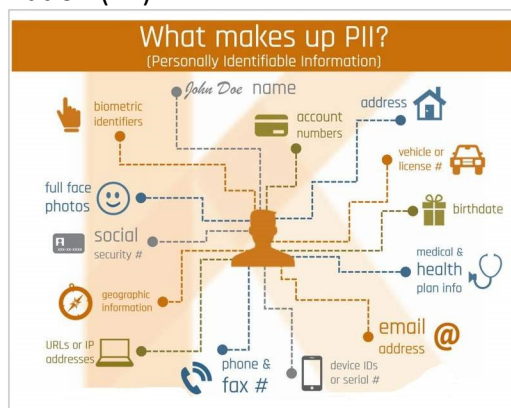
Personal Information

Personal information is information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked directly or indirectly with a particular individual or household.

Examples of personal information include:

1. Identifiers such as internet protocol (IP) address, email address, home address, contact information, account name, social security number, driver's license number, passport number, or other similar identifiers.
2. Information contained in voter registration forms, applications for absentee ballots.
3. Voter registration or participation history. the term does not include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public.

The graphic below illustrates some personal information that could be considered Personally Identifiable Information (PII).



Sensitive Information and Systems

What is Sensitive information?

Sensitive information includes all records, information, and data in any format regarding: (check each box)

- The security of elections offices, polling places, voting and counting equipment, ballots, the Virginia voter registration system and supporting technologies
- Personal information as defined in the Code of Virginia § 24.2-101
- Sensitive personal information
- As defined in 1 VAC 20-20-20; (iv) personally identifiable information (PII) as defined in the Code of Virginia § 18.2-186.6 and (v) information exempt or excluded from the freedom of Information Act as described in the Code of Virginia 24.2, et seq. and 2.2-3700, et seq.

What is a Sensitive System?

A system is considered sensitive if it contains personally identifiable information about individuals, information about the security of elections (physical, cyber, etc.), information regarding the Virginia voter registration system, information designated as confidential or restricted, or information (or a system) designated as sensitive by the locality or Department of Elections.

Limit Contact with Personal Data

1. Do not collect personal data without authorization.
2. Only access, view, and interact with personal information when you are instructed to do so.
3. Do not share or distribute information to others unless they have an official need-to-know.

How to Keep Private Information Secure

Any records or documents containing personal information or data (in electronic or physical form) must be:

- Protected from unauthorized access
- Stored in a secure place at all times
- Used only for official purposes
- Accessed only by authorized persons with an official need-to-know
- Deleted when no longer needed

Your Role- Digital Records

Do not email a digital record unless you are instructed to do so.

- Before emailing a digital record, you are responsible to review whether it contains personal or sensitive information
- If you do email a record containing personal information, you MUST first encrypt it

Do not print digital records unless instructed to do so.

- When printing sensitive information on printers, pick up immediately and protect it

Protect Data Privacy Throughout the Data Lifecycle

- Collection
 - Limit collection of data to only what is necessary for the conduct of elections in the Commonwealth
 - Provide data privacy notice and consent
- Usage
 - Ensure data is only used or disclosed for election purposes
 - Be aware of watermarking and other sensitive data protection techniques
- Storage
 - Learn about encrypting data when needed
 - Access should be granted only if required by assigned roles and responsibilities
 - Access should be removed upon termination or change in roles/responsibilities
 - Ensure election data is securely backed up
- Disposal
 - Be aware of policies related to secure disposal/shredding of personal/sensitive information
 - Obtain and maintain certification of secure disposal as needed

Privacy Breach

Reporting a Privacy Breach

- As officers of elections, you should know what constitutes a breach (unauthorized release or access) to personal information
- All locality staff should know how to report a potential breach

Responding to a Breach

- Confirm breach and notify appropriate leadership personnel including legal
- Appropriate staff should investigate and contain the breach
- Assess damage and engage legal counsel for appropriate response
- Be aware of privacy policies, procedures, and guidelines

Lesson 14- Officer of Elections Training Quiz

Use the link below to access the Officer of Elections Training quiz. A score of 80% or greater is required to demonstrate completion of this course. Click on the 'Submit' button at the end of the quiz to receive an email containing your quiz score. Please forward the email with passing results to your general registrar as documentation of your successful completion of this course. Should you receive a score of less than 80%, please review the course and retake the quiz.

<https://fs28.formsite.com/vaelect/wlb30uhlcr/index>