

NEW METHODS FOR POLLWATCHER REPORTING



Paper Early Voting Shift Reporting Form



2023 Early Voting Poll Watcher Shift Notes

Report after each shift. File at fairfaxelectioninfo.com. For all scheduling or procedural questions, email pollwatchers@fairfaxgop.org or Call / Text 703-397-8129. To reach the Republican Party of VA (RPV) legal Helpline: Call / Text 804-600-4809 or email: help@va.protectthevote.com

Date of your Shift: _____ Shift Worked: Opening _____ Middle _____ Closing _____
 Satellite Location _____
 Your Name _____ Your Email _____
 Your Cell Phone _____ Arrival Time _____ Departure Time _____
 Chief Name _____ Asst Chief Name _____

INCIDENT REPORT FOR ALL SHIFTS:

Complete with details about any incident or event that occurred during your shift.

INCIDENT	DESCRIPTION/DETAIL
Did any incidents occur during your shift? Y/N	
Was the Clamshell portion of either DS200 replaced? Y/N	
If yes, what were the ending Public/Protected Counts of the replaced DS200?	
If yes, what is the serial number of the replacement DS200? Was the Public Count zero?	

The new paper shift report form is 2 pages (front and back) and maps exactly to the online version.

The top portion of the form is common to all shift times and includes basic shift and PW info, and any incident information.

This very top portion of the form is also common to both Early Voting and to Election Day Reporting.

Use Chief's: **Daily Reconciliation Worksheet and Daily Log forms to obtain metric information.**



Paper Early Voting Shift Reporting Form

OPENING SHIFT REPORT

Opening shift: Report numbers from your observations of equipment, **Daily Log**, or the **Machine Certification Form**.

DS200#1		DS200#2	
Machine Serial #		Machine Serial #	
Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #	
Ballot Bin Zip Tie Seal #		Ballot Bin Zip Tie Seal #	
Public Count		Public Count	
Protected Count		Protected Count	
Opening Cumulative Poll Book Count		Opening Ballot Paper Count	
Were 3 Tapes Printed on Opening Day Y/N?:		Was 1 Config Tape Printed if Subsequent Day Y/N?	

MIDDLE SHIFT REPORT:

Middle shift: Complete the Incident Report if needed (see above). If the Opening Shift had no Poll Watcher, complete the Opening Shift Report (see above) by copying the numbers from the **Machine Certification Form** or **Daily Log Form**.

CLOSING SHIFT REPORT:

Obtain information from your observations, **Machine Certification Log**, **Daily Log**, or **Daily Reconciliation Worksheet**.

CLOSING REPORT			
DS200#1		DS200#2	
Machine Serial #		Machine Serial #	
Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #	
Ballot Bin Zip Tie Seal #		Ballot Bin Zip Tie Seal #	
Public Count		Public Count	
Protected Count		Protected Count	

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The bottom of the first page of the Paper Report is divided into Opening, Middle, and Closing Shifts.

Additional sections will appear in the online form based on the shift you worked.

Obtain this information from the Chief's DS200 Daily Log Sheet.

Paper Early Voting Shift Reporting Form

Date of Shift _____

Part A: VOTERS			
Cumulative Poll Book Count		Voters Checked in on all Poll Pads	
Voted Ballots in DS200#1		Voted Ballots in DS200#2	
Explanation of any Discrepancy (# Checked-in vs Voted Ballots)			

Part B: BALLOTS	
# Surrendered Absentee Ballots	
# Spoiled Ballots	
# Voided Ballots (instances of a fleeing voter)	
Starting Ballot Paper Count	
Ending Ballot Paper Count	
# Voter Express Vote Ballots	

PART C: FORMS			
# Goldenrods (Statement of Voter		# Provisionals	
# Same Day Registrations (SDR		# Curbside Voters	
# Affirmations of Eligibility		# ID Confirmation Statements	
# Requests for Assistance			

PART D: ADDITIONAL INFORMATION	
Drop Box: Total Absentee Ballot Envelopes Removed	
Drop Box Custody Log #	
Drop Box Absentee Ballots Stored in TripLok Envelope (Y/N)	
Were ballots removed and boxed? If yes, enter Ballot Box # and Date Range	
Were both DS200s hibernated and secured when you left? Y/N	
Was the room locked when you left? Y/N	
Were you able to see and hear what was happening? Y/N	
Do you have any Legislative items to Report/Comment on: To require a photo ID; Reduce Early Voting Period Length; End SDR; Differentiate Driver Privilege card from Driver's License.	

The second page is divided into four parts:

1. Voters
2. Ballots
3. Forms
4. Additional Information

Please note the totals for each item.

Obtain this information from the Chief's Daily Reconciliation Worksheet.



Paper Election Day Shift Reporting Form

OPENING SHIFT REPORT

Opening shift: Report numbers from your observations of equipment, **Daily Log**, or the **Machine Certification Form**.

⊕ Complete the Incident Report if needed (see above).

DS200#1		DS200#2	
Machine Serial #		Machine Serial #	
Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #	
Ballot Bin Zip Tie Seal #		Ballot Bin Zip Tie Seal #	
Public Count at Zero? Y/N		Public Count at Zero? Y/N	
Protected Count		Protected Count	
Opening Poll Book Count		Opening Poll Book Count	
Were 3 Tapes Printed Y/N?		Were 3 Tapes Printed on Open Y/N?	

MIDMORNING SHIFT REPORT:

Complete the Incident Report if needed (see above). If the Opening Shift had no Poll Watcher, complete the Opening Shift Report (see above) by copying the numbers from the **Machine Certification Form** or **Daily Log Form**.

MIDAFTERNOON SHIFT REPORT:

Complete the Incident Report if needed (see above).

CLOSING SHIFT REPORT:

Obtain information from your observations, **Machine Certification Log**, **Daily Log**, or **Daily Reconciliation Worksheet**.

Complete the Incident Report if needed (see above).

DS200#1		DS200#2	
Machine Serial #		Machine Serial #	
Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #	
Ballot Bin Zip Tie Seal #		Ballot Bin Zip Tie Seal #	
Public Count		Public Count	
Protected Count		Protected Count	

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The bottom of the first page of the Paper Report is divided into Opening, Midmorning, Midafternoon, and Closing Shifts.

Additional sections will appear in the online form based on the shift you worked.

Obtain this information from the Chief's DS200 Daily Log Sheet.

Paper Election Day Shift Reporting Form

Part A: VOTERS			
Cumulative Poll Book Count		Voters Checked in on all Poll Pads	
Voted Ballots in DS200#1		Voted Ballots in DS200#2	
Explanation of any Discrepancy (# Checked-in vs Voted Ballots)			

Part B: BALLOTS	
# Surrendered Absentee Ballots	
# Spoiled Ballots	
# Voided Ballots (instances of a fleeing voter)	
Starting Ballot Paper Count	
Ending Ballot Paper Count	
# Voter Express Vote Ballots	

PART C: FORMS			
# Same Day Registrations (SDR		# Provisionals	
# Affirmations of Eligibility		# Curbside Voters	
# Requests for Assistance		# ID Confirmation Statements	

PART D: ADDITIONAL INFORMATION	
Drop Box: Total Absentee Ballot Envelopes Removed	
Drop Box Custody Log #	
Were ballots removed and boxed?	
Was the room locked when you left? Y/N	
Were you able to see and hear what was happening? Y/N	
Do you have any Legislative items to Report/Comment on:	
To require a photo ID	
Reduce Early Voting Period Length	
End SDR	
Differentiate Driver Privilege card from Driver's License.	

The second page is divided into four parts:

1. Voters
2. Ballots
3. Forms
4. Additional Information

Please note the totals for each item.

Obtain this information from the Chief's Daily Reconciliation Worksheet.

2023 Pollwatcher Early Voting Report Form

Click the shift type you worked: Opening, Middle, or Closing
This will open other information blocks relevant to the shift time you worked.
Items denoted with a * are required.
Complete the form for your shift type, then click **SUBMIT**.

Date of your shift *



MM/dd/yyyy

Shift Type: *

- Opening
- Middle
- Closing

Online Shift Reporting Form

The new report will be available online and must be **completed online**, NOT via text, fax, or email. Note that these top portion of the form is common for all shifts.

You will first enter the **DATE OF YOUR SHIFT** (not the date you entered the form). Then select which shift you worked: Opening, Middle, or Closing Shift.

Your form will be unique to the shift you worked. Selecting an Opening or Closing Shift will cause additional drop-down information boxes to open.

To report daily shift numbers and commentary or observations: <https://fairfaxelectioninfo.com>

Online Shift Reporting Form

Arrival Time

: :

HH MM AM / PM

Departure

: :

HH MM AM / PM

Name (as it appears on your voter registration) *

First Name Last Name

Nickname (optional)

Email *

Cell Phone *

- -

####

- Enter your data in the boxes provided:
- Arrival and departure times
 - Name, email address, and cell phone number

This information will be common for any shift worked – Opening, Middle, or Closing Shift – but will need to be entered each time you work a shift.

Satellite Name *

- Fairfax County Government Center
- North County Governmental Center
- Centreville Regional Library
- Great Falls Library
- Lorton Library/Community Center
- McLean Government Center
- Sully Government Center
- Tysons-Pimmit Library
- Mount Vernon Governmental Center
- Burke Center Library
- Franconia Government Center
- Herndon Fortnightly Library
- Mason Government Center
- Providence Community Center
- Thomas Jefferson Library
- West Springfield Government Center

Chief's Name

First Name

Last Name

Assistant Chief's Name

First Name

Last Name

Online Shift Reporting

Click the radio button to denote in which Satellite you worked.

Note the names of the Chief and Assistant Chief.

Again, this information will be common for any shift worked – Opening, Middle, or Closing Shift – but will need to be entered each time you work a shift.

INCIDENT REPORT FOR ALL SHIFTS

Note discrepancies in counts; voter problems resolved & unresolved; equipment problems; staff issues; security issues; poll watcher access problems; missing documents...

Did any incidents of note occur during your shift?

No Yes

Please enter any details (up to 500 characters)

Online Shift Reporting

Were there any incidents during your shift? Click Yes or No.

If your answer is YES, an additional box will appear for you to enter details about that incident.

Was the clamshell portion of either DS200 removed?

No Yes

What was the ending Public Count of the DS200 clamshell being replaced?

What was the ending Protected Count of the DS200 clamshell being replaced?

What is the serial number of the replacement DS200 clamshell?

Online Shift Reporting

Was the DS200 “clamshell” replaced during your shift? Enter the data about the DS200 being removed.

Then enter the data about the replacement clamshell. If the Public Counter of the replacement clamshell is **NOT AT ZERO**, an additional box will appear for you to enter details about that incident.

Again, this information will be common for any shift worked – Opening, Middle, or Closing Shift – but will need to be entered Yes or No each time you work a shift.

Online Shift Reporting

What is the serial number of the replacement DS200 clamshell?

Was the Public Counter at Zero?

No Yes

Did the Chief ask for another replacement?

No Yes

Why didn't the Chief ask for a replacement?

Provide information about the replacement Clamshell DS200.

If the Public Counter was NOT AT ZERO, did the chief ask for another replacement clamshell?

If not, why not?

Then proceed to the sections for your shift: Opening, Middle, or Closing.

OPENING SHIFT REPORT: DS200#1

DS200#1 - Serial # (use Daily Cert Log)

DS200#1 - Red Tape Seal Number

DS200#1 - Top Lid Zip Tie Seal #

DS200#1 - Ballot Bin Zip Tie Seal #

DS200#1 - Public Count

DS200#1 - Protected Count

Opening Shift Report

Enter all the information about the first DS200 – below that, will be boxes to enter similar information about the second DS200.

Even if the second DS200 is not in service, note the data for it if available.

OPENING SHIFT REPORT: ADDITIONAL QUESTIONS

Opening Cumulative Poll Book Count

Opening Ballot Paper Count

Were the 3 opening tapes printed on each of the DS200s the first day of Early Voting -OR- was 1 opening tape printed on each of the DS200s if it was a subsequent early voting day?

No

Yes

Please enter details (Up to 500 characters):

SUBMIT

Opening Shift Report

Enter the poll book information and the Opening Ballot Paper Count.

You should have seen the 3 printed configuration tapes on Opening Day or Election Day, OR, a single configuration tape on any subsequent day during Early Voting. If not, click NO, and provide the details of why there was no tape.

Click SUBMIT!

That's it! You're done!

INCIDENT REPORT FOR ALL SHIFTS

Note discrepancies in counts; voter problems resolved & unresolved; equipment problems; staff issues; security issues; poll watcher access problems; missing documents...

Did any incidents of note occur during your shift?

No

Yes

SUBMIT

Please enter any details:

Middle Shift Report

After entering the fields common to all shift types (name, times, satellite, Chief's name, etc.), denote if there was any kind of incident.

If yes, an additional box will appear where you can provide details about that incident.

Click SUBMIT!

That's it! You're done!

CLOSING SHIFT REPORT: DS200#1

DS200#1 - Machine Serial # (use Daily Cert Log)

DS200#1 - Red Tape Seal #

D200#1 - Top Lid Zip Tie Seal #

DS200#1 - Ballot Bin Zip Tie Seal #

DS200#1 - Public Count

DS200#1 - Protected Count

Closing Shift Report

Again, after entering the fields common to all shift types (name, times, satellite, Chief's name, etc.), capture all the machine DS200 information for **both** DS200s. You can obtain this information from the Chief's Daily Certification Log.

Remember: this data will be automatically sent to the next day Opening Shift PW from your report input, so your timely input is critical.

Closing Shift Report

Part A: Voter Numbers

CLOSING SHIFT REPORT: PART A: VOTERS (Note the TOTAL number of each below item)

Closing Cumulative Poll Book Count (All Poll Pads, All days)

Voters Checked in on Poll Pads (All Poll Pads)

Voted Ballots in DS200#1 and/or DS200#2

Explanation of Discrepancy (optional)

Enter the Total Voter counts:
Cumulative and Daily Poll Book numbers, and the number of Ballots cast on each DS200 machine.

If there is a discrepancy, (poll book check-ins should = number of votes cast on both DW200s) please describe the reason for the mismatch.

CLOSING SHIFT REPORT: PART C: FORMS (Note the TOTAL number of each form type)

Goldenrods (Statement of Voter)

Provisionals

Same Day Registrations (SDR)

Curbside Voters

Affirmations of Eligibility

ID Confirmation Statements

Requests for Assistance

Closing Shift Report Part C: Forms

Enter the total forms count for each form type.

Enter the number of Provisional Ballots (not including SDRs).

Enter the number of Same Day Registration (SDR) Provisional Ballots.

CLOSING SHIFT REPORT: PART D - ADDITIONAL INFORMATION

Forms for Removal from Permanent Absentee List

Drop Box: Total Envelopes Removed

Drop Box Custody Log #

Drop Box Ballots Stored in TripLok Envelope (Yes/ No)

Yes

No

If DS200#1 or #2 Replaced, please enter the New DS200 Serial Number

Were ballots removed & boxed? If so Ballot Box #/Date Range

Was room locked when you left?

Yes

No

Were you able to see and hear what was happening?

Yes

No

SUBMIT

Closing Shift Report

Enter the numbers for the additional information requested.

If a DS200 was replaced, try to get the new DS200 machine information.

If they removed and boxed the ballots in the ballot chamber, obtain the box number and date range of when those ballots were voted. Click if the room was locked and if you could see and hear what was happening.

Click SUBMIT!

Sources for Reporting:

DS200 Daily Log (white form)

DAILY DS200 LOG #2 ENVELOPE

Satellite: **SATELLITE** Fairfax County - Primary Election - Jun 20, 2023

Machine Number (e.g. #1, #2.): _____

DS200 Serial Number: _____

DS200 USB seal (red sticker): _____

DS200 USB seal (IF CHANGED): _____ Date changed: _____ EO Initials (2): _____ / _____

Date	Opening Lid Seal #	Opening Public Counter	Opening Protected Counter	Opening Ballot Compartment Seal #	Initials (2 EOs)	Closing Lid Seal #	Closing Public Counter	Closing Protected Counter	Closing Ballot Compartment Seal #	Public Counter Difference (closing count minus opening count)	Initials (2 EOs)
Fri 5/5/2023		0			/						/
Sat 5/6/2023					/						/
Sun 5/7/2023					/						/
Mon 5/8/2023					/						/
Tue 5/9/2023					/						/
Wed 5/10/2023					/						/
Thu 5/11/2023					/						/
Fri 5/12/2023					/						/
Sat 5/13/2023					/						/
Sun 5/14/2023					/						/
Mon 5/15/2023					/						/
Tue 5/16/2023					/						/
Wed 5/17/2023					/						/

- Data Collected at Opening - Left Side
- Data Collected at Closing - Right Side
- Initialed each time by 2 EOs

- Lid Seal Number
- Public Counter
- Protected Counter
- Ballot Compartment Seal #
- Seal Number
- Closing only: public counter difference

Sources for Reporting: Chief's Daily Reconciliation Worksheet

DAILY RECONCILIATION WORKSHEET			
Satellite:	Date:	Fairfax County Democratic Primary – Jun 20, 2023	
Part A: Poll Pads	Before polls open	After polls close	Daily total <small>(Column B minus Column A)</small>
Checked in on Poll Pad #1			
Checked in on Poll Pad #2			
Checked in on Poll Pad #3			
TOTAL voters checked in on all Poll Pads today			=
Part B: DS200s	Before polls open	After polls close	Daily total <small>(Column B minus Column A)</small>
Public count on DS200 #1			
Public count on DS200 #2			
TOTAL ballots cast on all DS200s today			=
Part C: Blank ballot paper	Before polls open	After polls close	Daily total <small>(Column B minus Column A)</small>
Sheets of blank ballot paper			
TOTAL printed on all BOD printers today			=
Part D: BOD ballots printed	Voter Check-in Print Requests	Manual Print Requests	Daily total <small>(Sum of both columns)</small>
TOTAL printed on all BOD printers today			=
Part E: Ballots used	Miscellaneous		
Ballots in DS200s (copy from Part B)		Drop box ballots	
Voted EV ballots	-	Surrendered absentee ballots	
Spoiled ballots	+	Goldenrod forms (Statement of Voter)	
Voided ballots (feeling voters)	+	Curbside voters	
Provisional ballots (excluding SDR)	+	Affirmations of Eligibility	
Same day registrations (SDR)	+	ID Confirmation Statements	
Total paper ballots used	=	Requests for Assistance	

- Total Voters Checked in on Poll Pads by each Poll Pad
- Public Count of each DS200
- Sheets of blank ballot paper
- Total printed BOD ballots

Ballots Used:

Ballots in each DS200
 Voted EV ballots
 Spoiled ballots
 Voided ballots
 Provisional Ballots (not SDRs)
 SDRs
 Total paper ballots used

Miscellaneous:

Drop box ballots
 Surrendered absentee ballots
 Goldenrod forms (Statement of Voter)
 Curbside voters
 Affirmations of Eligibility
 ID Confirmation Statements
 Requests for Assistance

Sources for Reporting:

Chief's Daily Reconciliation Worksheet – con't

Final Reconciliation		Notes
Does Part A = Part B? <small>(System checked in and ballots cast)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does Part C = Part D? <small>(System ballot paper and BOD ballots printed)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does Part D = Part E? <small>(BOD ballots printed and ballots used)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

We certify that the above information is a true representation of today's early voting activities. <small>(2 BODs must sign)</small>	Name:	X
	Name:	X

The bottom of the Reconciliation Worksheet is used to ensure the top numbers all match and are in sync:

Do all the:

- Poll pad check-ins = ballots cast on DS200s?
- Ballot paper used = # of ballots printed?
- # Ballots printed = # ballots used?