

Election Day Closing



Election Day Closing Procedures

PWs should observe the Chief and EOs as they close the polling site:

- The Chief will announce polls are closing in 15 minutes, then again in 5 minutes, before locking the doors at 7:00 pm
- Anyone in line at 7:00 pm can vote. If there is a line, an Election Officer will stand at the end of the line
- Two Poll Watchers from each party can remain inside the polling place to observe Closing and Tabulation; once you're inside, you cannot leave until the Chief phones in the results to the Office of Elections
- Polls can stay open after 7:00 pm **only by Court Order**; voters then *vote with a Provisional Ballot*

If you observe a problem and it is unresolved by the Chief /Assistant Chief, call the HELPLINE:

Call or Text: 804-600-4908 **Email: help@va.protectthevote.com**

Election Day Tabulating Procedures



PWs should observe the EOs as they tabulate the results from the DS200 scanning machines and do the following tasks:

- DS200 – Two EOs of opposite parties ‘close’ the voting on the DS200 scanners, remove the yellow thumb drives, and give them to the Collector EOs
 - Print results tapes (3 copies), remove any ballots from the ballot chamber, pack in boxes with security tape, and lock voting systems
- Match the Poll Book Count to votes on the DS200 scanning machines (and paper tapes) - if they don’t match, the DS200 machine count is used
- Complete Statement of Results (SOR) and other paperwork
 - Poll Watchers should be able to see the vote count on the DS200s and the paper tapes
- Poll Watchers *cannot* text or phone in the results until the Chief tapes them to the door for the public

Observe the Closing of the DS200 Scanner

This is a sample of the same Machine Certification Form the Election Officers used at opening. They will use this same form when closing each DS200.

Election Officers will record the Public and Protected Counts from each DS200 machine and affix the red seal stickers to the form.

BEFORE POLLS OPEN						
Verify seal and counter numbers. If any are broken or do not match, call Election Support. If you open and update Poll Pads on Monday, write new seal numbers.						
POLL PADS	Poll Pad 1 (EPB-0387)	Poll Pad 2 (EPB-0388)	Poll Pad 3 (EPB-0389)	Poll Pad 4 (EPB-0390)	Poll Pad 5 (n/a)	Provisional (EPB-0472)
As delivered <small>(green zip-tie seal)</small>	3004130	3003893	3004202	3004293	-	3003817
If re-sealed <small>(yellow zip-tie seal)</small>						
DS200s	Case seal <small>(green zip-tie seal)</small>	USB/printer seal <small>(red barcoded sticker)</small>	Public Count	Protected Count		
#1: DS0314340080	289958	45791330	0	8695		
#2: DS0314310025	289497	45791329	0	6199		
ADDITIONAL EQUIPMENT	Gray supply cart <small>(green zip-tie seal)</small>					
	0289939					
AFTER POLLS CLOSE						
Record new seal and counter numbers. You must remove and affix the USB/printer compartment seals from all DS200s, even if they were not opened or used for voting.						
COLLECTOR OFFICERS	# of absentee ballots in drop box	TripLok security bag <small>(barcoded seal)</small>	Purple Pouch <small>(zip-tie seal)</small>			
	10	989568922	9004323			
						
DS200s	Public Count	Protected Count	Case seal <small>(red zip-tie seal)</small>	# of boxes of voted ballots		
#1: DS0314340080	790	9485	180087	2		
#2: DS0314310025	640	6839	180012			
ADDITIONAL EQUIPMENT	Gray supply cart <small>(red zip-tie seal)</small>	#2 Blue Pouch <small>(blue plastic tab seal)</small>	#7 Orange Pouch <small>(red plastic tab seal)</small>			
	180088	180025	180081			

Election Day Ballot Drop Box Chain of Custody Processes

PWs should observe the Collector EOs as they close the Precinct Ballot Drop Box:

- Two Election Officers, **one from each party**, unlock the Drop Box and remove the ballots at 7:00 pm
 - Ballots are counted and put in a *TripLok* envelope, which is then sealed
 - The EO's complete a form which states the number of Drop Box ballots; the form is signed by the two EOs and the Chief, and taped to the sealed *TripLok* container
- The same Collector EOs receive the yellow thumb drives from both DS200s and drive in ONE car with the Drop Box ballots to the Fairfax County Government Center and hand off both the Drop Box ballots and the yellow thumb drives to other EOs from the Office of Elections
- **Fairfax GOP Poll Watcher chain of custody plan:** As in 2022, Poll Watchers will be allowed to be pre-positioned to observe the Courier EO arrivals when they arrive at Fairfax County Government Center, and at other drop-off locations for Chief's materials.

Questions: Call us at: [703-397-8129](tel:703-397-8129)

Election Day Collector EOs: Thumb Drives & Drop Box Ballots

NOTE: Orange drives go in Envelope #7; only the **YELLOW** drives go in the Purple Pouch for early return.

- Two flash drives with **orange** labels go in **Envelope #7**.



- Two flash drives with **yellow** labels go in the **Purple Pouch**. Secure the pouch with a zip-tie seal threaded through the hole in the pouch and the zipper pull tab.



- Record the **Purple Pouch** seal number on the **Machine Certification Form**.
- Give the **Purple Pouch** to the Collector Officers.

Election Day Collector EOs: Thumb Drives & Drop Box Ballots

Collector EOs will leave the precinct after precinct closing, but earlier than rest of EO team on Election Day to deliver the DS200 Thumb Drives and Absentee Ballots submitted in the precinct Drop Box to the Fairfax County Government Center in Fairfax.



Closing and Transporting Procedures

PWs observe the Chief and EOs as they transfer materials from polling site:

- Inside: Pack all envelopes by affixing, signing, and dating labels
 - Remove all signs; pack materials into cart
 - Power down and pack all poll pads and power cords
- Ballots – pack all voted, surrendered mailed-in, spoiled, and unvoted ballots
- Chief or Designated EO returns SOR, Poll Pads, Ballots and other paperwork to one of four receiving location of the Office of Elections General Registrar.
 - Fairfax County Government Center
 - North County Government Center – Reston
 - Mt. Vernon Government Center
 - Marshall High School – Falls Church

Fairfax GOP Chain of Custody Plan: we will post two Poll Watchers at each drop-off location to observe the Check-in of Drop Box Ballots and Thumb Drives, as well as Chief's materials.

Questions: Call us at: [703-397-8129](tel:703-397-8129)

Closing and Transporting Procedures

Fairfax County Government Center 12000 Government Center Parkway, Fairfax, VA 22035

104 Chapel	137 Sideburn #2	815 Woodyard	902 Brookfield
105 Fairview	138 Eagle View #2	824 Orange	903 Cub Run
108 Kings Park	202 Flint Hill	825 Cherry Run	904 Stonecroft
109 Little Run	204 Madison	833 White Oaks	905 Franklin
113 Canterbury	218 Vienna #6	838 Sangster	908 Hidden Meadow
114 Olde Creek	241 Flint Hill #2	841 Popes Head	909 Oak Hill
115 Ravensworth	528 Ridgelea	842 Parkway	910 London Towne
116 Wakefield	701 Blake	843 Fair Lakes	911 Navy
117 Woodson	707 Mantua	844 Centerpointe	913 Rocky Run
118 Lake Braddock	709 Mosby	845 Fountainhead	915 Virginia Run
119 Laurel	711 Price	846 Greenbriar East	916 Waples Mill
120 Sideburn	714 Walker	847 Greenbriar West	917 Stone North
121 Villa	727 Oakton	848 Fair Oaks	918 Centreville
123 Robinson	729 Nottoway	849 Newgate North	919 Green Trails
125 Signal Hill	732 Oak Marr	850 South Run	920 Chantilly
126 Bonnie Brae	734 Hunters Branch	851 Willow Springs	921 Deer Park
127 Burke Centre	737 Mosby #2	854 Newgate South	923 Bull Run
128 Cardinal	801 Burke	856 Enderbrook	924 Spindle
129 Keene Mill	802 Cedar Lake	857 Island Pond	925 Old Mill
130 Terra Centre	803 Clifton South	857 Clifton Town	926 Powell
131 Eagle View	804 Colchester	859 Liberty	927 Armfield
132 Monument	805 Fairfax Station	860 Sandy Run	928 Poplar Tree
134 University	807 Hunt Valley	861 Burke #2	929 Difficult Run
135 Irving	811 Pohick	862 Willow Springs #2	934 Fox Valley
136 Woodson #2	812 Valley	901 Center Ridge	935 Robinson Mill

These Precincts will deliver their Precinct Materials to the **Fairfax County Government Center** on Election Night.

Closing and Transporting Procedures

North County Governmental Center 1801 Cameron Glen Drive, Reston, VA 20190

201 Armstrong	226 Wolf Trap	243 Sunrise Valley #2	325 Hutchison
203 Floris	227 Sunrise Valley #1	244 Fox Mill #2	327 Sugarland
208 Reston #1	229 Fox Mill #1	245 Piney Run	328 Hickory
209 Reston #2	233 North Point	306 Great Falls	329 Seneca
220 Dogwood	234 Aldrin	319 Herndon #1	332 Coates
221 Hunters Woods	235 Frying Pan	320 Herndon #2	914 Vale
222 Reston #3	236 Stuart	321 Clearview	931 Carson
223 Glade	237 McNair	322 Forestville	
224 South Lakes	238 Cameron Glen	323 Shouse	
225 Hughes	240 Colvin	324 Herndon #3	

These Precincts will deliver their Precinct Materials to the **North County Government Center** on Election Night.

Closing and Transporting Procedures

George C. Marshall High School 7731 Leesburg Pike, Falls Church, VA 22043

106 Heritage	314 McLean	512 Sleepy Hollow	536 Woodburn
110 North Springfield	315 Pimmit	513 Saint Albans	704 Freedom Hill
213 Vienna #1	316 Salona	514 Crossroads	705 Graham-Greenway
214 Vienna #2	317 Westhampton	515 Westlawn	708 Marshall
216 Vienna #4	318 Westmoreland	516 Weyanoke	710 Pine Spring
219 Westbriar	331 Spring Hill	517 Willston	712 Shreve
242 Westbriar #2	501 Baileys	518 Columbia	713 Timber Lane
301 Chain Bridge	502 Barcroft	519 Hummer	718 Pine Ridge
302 Chesterbrook	503 Belvedere	520 Skyline	720 Thoreau
303 Churchill	504 Bristow	521 Brook Hill	721 Merrifield
304 Cooper	505 Glen Forest	522 Camelot	723 Gallows East
305 El Nido	506 Holmes	523 Poe	726 Magarity
307 Haycock	507 Lincolnia	525 Walnut Hill	731 Tysons
309 Kenmore	508 Masonville	526 Bren Mar	733 Kilmer
310 Kirby	509 Plaza	527 Edsall	735 Rotonda
311 Langley	510 Parklawn	530 Holmes #2	736 Bedford
312 Longfellow	511 Ravenwood	535 Fort Buffalo	738 Jones Branch

These Precincts will deliver their Precinct Materials to **George Marshall High School** in Falls Church on Election Night.

Closing and Transporting Procedures

Mount Vernon Governmental Center 2511 Parkers Lane, Alexandria, VA 22306

401 Bush Hill	420 Villages	605 Fort Hunt	622 Lorton Station
402 Cameron	421 Kingstowne	606 Hollin Hall	623 Alban
403 Forestdale	422 Van Dorn	607 Huntingdon	627 Woodlawn #1
404 Edison #1	423 Clermont	608 Kirkside	628 Laurel Hill
405 Groveton	424 Huntley	609 Marlan	629 South County
406 Hayfield	426 Greenspring	610 Sherwood	630 Army
408 Mount Eagle	427 Island Creek	611 Stratford	631 Pohick Creek
409 Pioneer	428 Pinewood	612 Waynewood	632 Halley #1
410 Rose Hill	429 Hybla Valley	613 Westgate	633 Halley #2
411 Virginia Hills	431 West Springfield	614 Riverside	634 Newington #2
413 Fairfield	432 Edison #2	615 Woodley	635 Woodlawn #2
415 Crestfield	433 Lynbrook #2	616 Gunston	636 Laurel Hill #2
417 Garfield	601 Belle Haven	617 Lorton	806 Sydenstricker
418 Lynbrook	602 Belleview	618 Newington	839 Silverbrook
419 Lane	604 Bucknell	621 Grosvenor	855 Saratoga

These Precincts will deliver their Precinct Materials to the **Mt. Vernon Government Center** on Election Night.

Election Day Statement of Results (SOR)

STATEMENT OF RESULTS

STATEMENT OF RESULTS – A (original)

#2 BLUE POUCH

Precinct: **100 PATRIOT (June 2022)** Fairfax County – Democratic Primary – June 21, 2022

What to do at the beginning of the day

Print opening tapes from each DS200.

Have two officers sign all [top] zero totals reports on opening tapes.

What to do at the end of the day

Record check in and curbside numbers from Poll Pads in Parts 1 + 2.

Print closing tapes from each DS200.

Have two officers sign all [top] voting results reports on closing tapes.

Fill out every section of SOR A and SOR B.

Staple appropriate tapes to this page – see right column.

Fold bottom of tape to fit on SOR.

1 Voters checked in

From each Poll Pad's home screen, review the top fan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says "Check ins: 99 (EDR: 57)", that is actually 99 + 1 = 100 voters.

Number of voters checked in on Poll Pad #1	
Number of voters checked in on Poll Pad #2	+
Number of voters checked in on Poll Pad #3	+
Number of voters checked in on Poll Pad #4	+
Number of voters checked in on Poll Pad #5	+
Total number of voters checked in	=

2 Curbside voters

On any Poll Pad, open Menu, then Summary Report.

Total number of curbside check ins	
------------------------------------	--

3 Ballots cast

Using the Ballot Status Accounting Report from each DS200's closing tape, record the number of ballots cast ("Public Count").

Number of ballots cast on DS200 #1	
Number of ballots cast on DS200 #2	+
Number of ballots counted by hand because they could not be scanned (only if)	+
Total number of ballots cast	=

☰

Staple DS200 tapes here (with first item on top)

CLOSING TAPE

Ballot Status Accounting Report

Voting Results Report (with 2 signatures)

OPENING TAPE

Configuration Report

Ballot Status Accounting Report

Zero Totals Report (with 2 signatures)

STATEMENT OF RESULTS – A (original)

#2 BLUE POUCH

Precinct: **100 PATRIOT (June 2022)** Fairfax County – Democratic Primary – June 21, 2022

5 Standard Ballots Issued

Number of ballots received in gray cart before election day	1000
Number of ballots received from Tower on election day (only if)	+
Total number of ballots issued	=

6 Standard Ballots Used and Unused

"Total Standard Ballot Sheets" from DS200 Ballot Status Accounting Report(s)

Number of hand counted ballots (only if)	+
Number of spoiled ballots in #4 envelope	+
Number of voided ballots in #4 envelope	+
Number of provisional ballots in #1A and #1B envelopes	+
Number of unopened ballot packs, multiplied by 100 (e.g. 2 unopened packs x 100 = 200)	+
Number of unused ballots remaining in the last pack(s) you opened	+
Total number of ballots used and unused	=

7 Other Ballots

"Total ExpressVote Cards" number from DS200 Ballot Status Accounting Report(s)

Number of surrendered absentee ballots in #4 envelope

Please check the box and explain if any of the following are true:

There were more or less than 100 ballots in one or more of the packs (include details below)

ExpressVote cards were spoiled, voided, or used for provisional voters (include details below)

8 Collect signatures to certify

We hereby certify that the two copies of the Statement of Results are a complete record of this election and all information entered here is true and correct.

1 Chief	Name:	X
2 Asst. Chief	Name:	X
3 EO	Name:	X
4 EO	Name:	X
5 EO	Name:	X

Closing and Transporting Procedures

ITEMS to RETURN in EQUIPMENT CART



EO's and the Chiefs will pack up all materials and re-store everything in the gray cart for pickup the next day by FCOE staff.

Precinct Results Notice

Sample Precinct Results form posted on the Precinct Door on Election Night after closing and tabulating is completed.

PWs may photograph the posted Precinct Results.

White Results Notice is posted; blue copy is sent in with all the returned items.

RESULTS NOTICE & BACKUP NOTICE

RESULTS NOTICE

INSTRUCTIONS
POST ON BUILDING DOOR

Precinct: **100 PATRIOT (Nov 2022)**

Fairfax County – General Election – Nov 8, 2022

INSTRUCTIONS FOR ELECTION OFFICERS: After polls close and voting results are ascertained, enter information below by copying numbers from Statement of Results, counting types of provisional ballots, and copying vote totals from each of the DS200 ballot scanners. Post this notice on the door of the polling place building so it is visible from outside.

Total Voters Checked In <small>(copy from Part 1 of SOR)</small>	Provisionals with reason code: No ID
Total Curbside Voters <small>(copy from Part 2 of SOR)</small>	Provisionals with reason codes: 1 or 2
Total Counted Ballots <small>(copy from Part 3 of SOR)</small>	Provisionals with reason codes: 3, 4, 5, or 6
Same-day registrations <small>(copy from Provisional Ballot Log)</small>	NOTE: Same-day registration voters cast a provisional ballot. If their registration form is accepted and processed, the Electoral Board will adjudicate their provisional ballot.

Member, House of Representatives, 8th District				
	Donald S. Beyer, Jr. (D)	Karina A. Lipsman (R)	Teddy Fikre (I)	Write-Ins
DS200 Scanner #1	+	+	+	+
DS200 Scanner #2	+	+	+	+
Hand-counted ballots	+	+	+	+
TOTAL	=	=	=	=

View results from all precincts at:
<https://www.fairfaxcounty.gov/elections/returns>

Remove and discard this notice on or after:
Thursday, November 10, 2022

RESULTS NOTICE

INSTRUCTIONS
POST ON BUILDING DOOR

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Fairfax County – General Election – Nov 8, 2022

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DS200 Scanner #1	+	+	+	+
DS200 Scanner #2	+	+	+	+
Hand-counted ballots	+	+	+	+
TOTAL	=	=	=	=

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