

Poll Watcher Training

2024



IN-PERSON ABSENTEE EARLY VOTING Regular Daily Processing Procedures



Election Season: Polling Places and Hours for Voters

- **Three 45-day Early Voting Satellites (Sept 20 – Nov 2)**

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|-------------------------------|------------------------------------|-------------------------|
| ➤ Fairfax County Gov't Center | North County Gov't Center (Reston) | Mt. Vernon Gov't Center |
| M-F: 8-4:30 | M-F: 1-7 | M-F: 1-7 |
| Saturday 9-5:00 | Saturday 9-5:00 | Saturday 9-5:00 |

Saturday Dates for all 3 Sites: September 21, October 19 and 26, and November 2
Sunday Date for all 3 Sites: October 27 - all 3 sites 1 - 5

- **Thirteen 16-day Early Voting Satellites (Oct 17 – Nov 2)**

- Burke Center Library, Centreville Regional Library, Franconia Gov't Center, Great Falls Library, Herndon Fortnightly Library, Lorton Library/Community Center, Mason Gov't Center, McLean Gov't Center, Jim Scott Community Center, Sully Gov't Center, Thomas Jefferson Library, Tysons-Pimmit Library, West Springfield Gov't Center

- **All 13 sites:** M-F: 1-7 Sat: 9-5 Sunday: 1-5

- **4 Saturdays:** September 21, October 19 and 26, and November 2

- **1 Sunday:** October 27

- **Election Day: Tuesday, November 5: 6 am – 7 pm** There are 265 **precincts** in 2024

Poll Watchers should work when the Election Officers work: 5:00 am – ~9:00 pm

Shifts are in 3 to 4-hour time blocks depending on the location

Observe Early Voting Opening Day Tasks: Same Tasks as on Election Day

Early voting starts both on **9/20** (3 locations) and **10/17** (13 additional locations)

1. PWs should arrive 1 hour ahead of Satellite Start time on Opening Day; ½ hour all other days
2. Observe Satellite setup
3. Observe and record the set up of the equipment
 - **Record Public Number is Zero** on each of the DS200s display screen
 - Or you can confirm the initial zero setting from the printed paper tape Zero Report for each DS200
 - **Record the Poll Pads start numbers – should be zero votes on each poll pad** before polls open
 - Observe the Drop Box is empty at start of each voting day and the lock is affixed
 - Observe On-Time opening –time varies by location
4. You will be emailed the initial numbers for each DS200 machine, including the top lid zip tie number, the red tape seal number, and the protected count number prior to opening; Record that these numbers are unchanged at opening – if not, talk to the Chief, record as an incident, and call the Helpline immediately.

Early Voting Procedural Differences from Election Day

Most Early Voting procedures are the same as on Election Day, with these exceptions:

There is NO DAILY TABULATING during Early Voting

- DS200s are **hibernated nightly**, and voter counts are accumulated over all early voting days
- End-of-day count must equal the next day's opening count on each DS200
- **PW closing shift report will be sent via email overnight to the next day's Opening Shift PW**

Unused ballot paper in the Ballot On Demand printers must be stored and locked overnight in the gray storage cart

Voter check-in process is different from Election Day

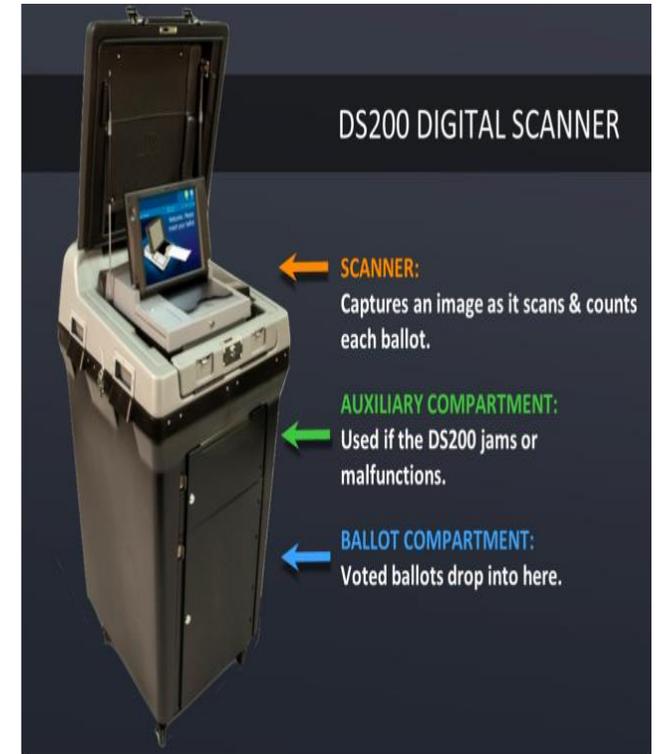
- There is no ballot table – Check-in EO prints each voter's precinct specific ballot using a Ballot-on-Demand (BOD) printer associated with each poll pad

Other Early Procedural Differences from Election Day

Clamshell Replacement: The ENTIRE top of the DS200, called the Clamshell, may be replaced during Early Voting so there is no overload of thumb drive data

- The "clamshell" is the white top of the DS200 machine
- Record this as an event; record the old/new DS200 machine Public and Protected counts, red seal, and zip tie numbers

Absentee Ballots: If an absentee ballot voter wants to vote a regular ballot during early voting, voter should surrender his absentee ballot. If the voter says the absentee ballot was lost or never received, the voter signs a *Statement of Voter* form, i.e., a "Goldenrod" form, and is given a ballot to vote regularly. This option is not available on Election Day.



Last Day of Early Voting - Closing Procedures

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

- The Chief will announce that the poll is closing in 15 minutes and then again in 5 minutes, before locking the doors. Closing times will vary by date and location

On the **CLOSING ON LAST DAY OF EARLY VOTING (November 2)**, prepare to remain longer than other days to observe final early voting closing procedures and record your data.

- Team will box up all voting materials, including the “clamshell” portion of the DS200 scanners for Chief to return to the FCGC. The Chief will deliver all voted ballots along with all other paperwork and equipment to the FCGC. There is NO SOR, even on the last day, because there is still **no tabulating** done during early voting.
- The “Collector EOs;” will take Envelopes 1A containing SDRs and Provisional ballots (2 or 4 total), the Drop Box ballots in the Triplok bag.

Record this data: public/protected DS200 counts, red seal numbers, poll pad counts, DS200 zip tie numbers and Absentee Ballot drop box count.



THANK YOU!