

# Poll Watcher Training

2024



# POLLWATCHER REPORTING



# Paper Early Voting Shift Reporting Form



## 2024 Early Voting Poll Watcher Shift Notes Form

**Report after each shift.** File at [fairfaxelectioninfo.com](http://fairfaxelectioninfo.com). For all scheduling or procedural questions, email [pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.org) or Call / Text 703-397-8129. To reach the Republican Party of VA (RPV) legal Helpline: Call: 804-600-4809 OR email: [help@va.protectthevote.com](mailto: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?	Public _____ Protected _____
If yes, what were the starting Public/Protected Counts of the new DS200?	Public _____ Protected _____
If yes, what is the red (or blue) tape serial number of the replacement DS200? Was the Public Count zero?	

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

The top portion of page 1 of the form is common to all shift times and includes basic shift and PW info, and all incident information, e.g., clamshell replacements.

If you escalate an issue to the Helpline, include that information in your shift report. If you see a discrepancy in morning #s from those posted from the night before, talk first to chief – then report to the **PW HQ: 703- 397-8129**.

# 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	
Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid 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?:			

## **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	
Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #	
Public Count		Public Count	
Protected Count		Protected Count	

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.

# Paper Early Voting Shift Reporting Form

Use the Daily Reconciliation Form to Complete this Section.

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

Use the Daily Reconciliation Form to Complete this Section.

PART B: FORMS			
# Goldenrods (Statement of Voter)		# Provisionals	
# ID Confirmation Statements		Same Day Registrations (SDR)	
# Affirmations of Eligibility			

PART C: ADDITIONAL INFORMATION	
Drop Box: Total Absentee Ballot Envelopes in <i>Triplok</i> Bag	
Were voted ballots removed from the DS200 and placed in a box/envelope? If yes, enter Ballot Box/envelope # and Date Range.	
Were both DS200s hibernated and secured when you left? Y/N	
Was the room locked when you left? Y/N	

The second page is divided into three parts:

- A. Voters
- B. Forms
- C. Additional Information

Please note the totals for each item.

# Sources for EV Reporting:

# Daily DS200 Log (white form)

DAILY DS200 LOG											#2 ENVELOPE	
Satellite: «SATELLITE»											Fairfax County – General Election – Nov 7, 2023	
Machine Number (e.g. #1, #2.) _____			DS200 Serial Number: _____									
Date	Opening Lid Seal #	Opening Public Counter	Opening Protected Counter	Opening USB Seal (red sticker)	Opening Ballot Compartment Seal #	Initials (2 EOs)	Closing Lid Seal #	Closing Public Counter	Closing Protected Counter	Closing USB Seal (red sticker)	Closing Ballot Compartment Seal #	Initials (2 EOs)
Fri 9/22/2023		0				/						/
Sat 9/23/2023						/						/
Sun 9/24/2023						/						/
Mon 9/25/2023						/						/
Tue 9/26/2023						/						/
Wed 9/27/2023						/						/
Thu 9/28/2023						/						/
Fri 9/29/2023						/						/
Sat 9/30/2023						/						/
Sun 10/1/2023						/						/
Mon 10/2/2023						/						/
Tue 10/3/2023						/						/
Wed 10/4/2023						/						/
Thu 10/5/2023						/						/
Fri 10/6/2023						/						/
Sat 10/7/2023						/						/
Sun 10/8/2023						/						/

- Opening Data - Left Side
  - Closing Data - Right Side
  - Initialed each time by 2 EOs
- Lid Seal Number
  - Public Counter
  - Protected Counter
  - Red USB Seal #
  - Ballot Compartment Seal #

# Sources for EV Daily Reporting: Chief's Daily



## Reconciliation Worksheet

DAILY RECONCILIATION WORKSHEET			
Satellite: «SAT_SHORTNAME»	Date:	Fairfax County Presidential Primaries – Mar 5, 2024	
Part A: Poll Pads	Before polls open	After polls close	Daily total (difference)
Total voters checked in on all Poll Pads			
Part B: DS200s	Before polls open	After polls close	Daily total (difference)
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 (difference)
Total sheets of blank ballot paper			=
Part D: Ballots used		Miscellaneous	
Ballots in DS200s (copy from Part B)		BOD paper received today (add to Part C starting count tomorrow)	
Voted ExpressVote ballots	-	Drop box ballots	
Sample ballots	+	Surrendered absentee ballots	
Spoiled ballots	+	Curbside voters	
Voided ballots (fleeing voters)	+	Goldenrod forms (Statement of Voter)	
Provisional ballots (non-SDR)	+	Affirmations of Eligibility	
Provisional ballots (SDR)	+	ID Confirmation Statements	
Total ballots used	=	Requests for Assistance	

### Data to be Gathered:

- Total Voters Checked in on the Poll Pads – should = total ballots cast on both DS200s
- Public Count of each DS200
- Protected Count of each DS200
- Provisional Ballots (not SDRs)
- SDRs
- Drop Box Ballots

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

## 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 the 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>

# Paper Election Day Shift Reporting Form



## 2024 Election Day Poll Watcher Shift Notes Form

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

Date of your Shift: \_\_\_\_\_ Shift Worked: Opening \_\_\_\_ Morning \_\_\_\_ Afternoon \_\_\_\_ Closing \_\_\_\_  
Precinct Name / No. \_\_\_\_\_  
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	

The top of the first page of the Paper Report is the common portion of the form and should be completed for any shift worked.

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

Complete any information about any type of incident or event that occurred during your shift.



# Paper Election Day Shift Reporting Form

## **OPENING SHIFT REPORT 5:00 am - 9:00 am**

Opening shift 5am – 9am: Report numbers from your equipment observations or the **Machine Certification Form**. Complete the Incident Report if needed (see above).

DS200 #1		DS200 #2	
Top Lid Zip Tie Seal#		Top Lid Zip Tie Seal#	
Red Tape Seal #		Red Tape 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 at Opening? Y/N?		Were 3 Tapes Printed at Opening? Y/N?	

## **MORNING SHIFT REPORT 9:00 am – 1:00 pm**

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**.

## **AFTERNOON SHIFT REPORT 1:00 pm – 5:00 pm**

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**.

## **CLOSING SHIFT REPORT:**

Obtain information from your own DS200 observations, the **Machine Certification Log**, or the **SOR** form. Complete the Incident Report if needed (see above).

DS200#1		DS200#2	
Red Tape Seal #		Red Tape Seal #	
Public Count		Public Count	
Protected Count		Protected Count	

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

DS200 data is collected for each of the two DS200 machines from both the **OPENING** and the **CLOSING** shifts.

Morning and Afternoon shifts will report any incident information, unless there was no Opening PW.

# Paper Election Day Shift Reporting Form

Obtain information for these items from your personal observation, from the **Chief's Closing Numbers Worksheet**, or from the **SOR**.

Additional Equipment	# Boxes Voted Ballots (Obtain from your personal observation)	# Boxes Unvoted Ballots (Obtain from your personal observation)	# of Drop Box Ballots and <i>Triplok</i> bag Code Number (Get from Collector EOs before they Leave)	# Hand Counted Ballots from Auxiliary Compartment (See SOR)

Obtain information from the **SOR**.

<b>Does the # of Voters Checked-in match the # of Ballots Cast?</b>	Yes___ No___  If no, by how many?	Cumulative Poll Pad Count #:	Write details in Incident Report above.
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Obtain information from personal observation.

Officers Signed	
All Officers Signed #3 Yellow Label for each box of voted ballots?	Yes _____ No _____
Two Officers signed #6 Seal for Cardboard Boxes for Unused Ballots?	Yes _____ No _____

Page 2 of the Report Form is to collect data during the **Closing**. Please use the SOR form to obtain this Tabulating information and the Results Notice to obtain the Provisional Ballot information.

# Paper Election Day Shift Reporting Form

Obtain from the **Results Worksheet** or the precinct **Results Notice** taped to the precinct door.

Election Results			
Candidate	Votes Received	Candidate	Votes Received
Donald Trump/ JD Vance		Kamala Harris/Timothy Walz	
Hung Cao		Timothy Kaine	
Michael VanMeter (11 <sup>th</sup> CD)		Gerald Conolly (11 <sup>th</sup> CD)	
Michael Clancy (10 <sup>th</sup> CD)		Suhas Subramanyam (10 <sup>th</sup> CD)	
Jerry Torres (8 <sup>th</sup> CD)		Donald Beyer (8 <sup>th</sup> CD)	

Obtain information from the **SOR** or from the precinct **Results Notice** taped to the precinct door.

Provisional Ballots			
# Provisionals: (Non-SDRs)		# Provisionals: (SDRs)	

Take a photograph of the Results Notice Form on the door and attach photo with your online report.

The bottom of Page 2 of the Report Form is to obtain the vote totals for each candidate.

Please use the **SOR** form to obtain this information of the vote totals and the Provisional Ballot totals.

Also, please photo the Results Notice Form on the precinct door.



**THANK YOU!**