



Commonwealth of Virginia
Fairfax County

Central Absentee Precinct (CAP)

CAP Chief Officer Manual

November 5, 2024

General and Special Elections

This manual serves as a guide of the basic elements of Central Absentee Precinct operations and is not intended to be used as a comprehensive overview of Virginia election law or procedures. Virginia election laws govern elections in Virginia. If there is an inadvertent contradiction in this Chief Officer Manual, Virginia election laws take precedence.



A publication of Fairfax County, Virginia

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Issued by the
Fairfax County Office of Election
12000 Government Center Pkwy, Suite 323
Fairfax, Virginia 22035

Election Support: 703-324-4735, TTY 711
Voter Registration: 703-222-0776
Website: www.fairfaxcounty.gov/elections
Email: voting@fairfaxcounty.gov

IMPORTANT PHONE NUMBERS

DEPUTY REGISTRAR AV <i>Issues including emergencies, policies & procedures, elections officers, ARs, unauthorized persons, SOR etc.</i>	703-324-4711 <i>Cell phone provided separately.</i>
RECEIVING <i>Questions about number, location and status of mailers/ballots.</i>	703-324-5101
MAILER CHECK IN HANDCOUNT/SOR <i>Questions about mailer adjudication, VERIS status, handcount policies & procedures, and SOR organization & compilation.</i>	703-324-5208 <i>Team Leader cell phone provided separately.</i>
OPEN/EXTRACT <i>Questions about O/E operations schedule, procedures.</i>	<i>Team Leader cell phone provided separately.</i>
SCAN <i>Questions about scan operations.</i>	<i>Team Leader cell phone provided separately.</i>
CURE <i>Questions about curing policies & procedures, mailer cure and rejected status.</i>	<i>Team Leader cell phone provided separately.</i>
FFX COUNTY TECH SUPPORT <i>Questions and guidance about FFX County access, computer problems, etc.</i>	324-4357 (dial 703 by cell)
OKTA/VERIS SUPPORT <i>Questions and guidance about VERIS access.</i>	833-716-0001
GOVERNMENT CENTER SECURITY	324-3434 (dial 703 by cell)



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1 Election Overview

General Information

The November 5, General and Special Elections include the following contests:

President/Vice President
Member, United States Senate
Member, United States House of Representatives
Mayor and Town Council, Town of Herndon
2 Bond Issues
1 Constitutional Amendment: Taxation and Finance

Per state definition, “Pre-processing” consists of opening, extracting, and scanning. It does not include mailer check-in, which is regarded as an “administrative” function.

AB processes occur at different times throughout the election cycle. Mail receipt, mailer check-in, opening and extraction, scanning, and curing begin prior to election day and continue on election day through post-election. It is likely CAP operations will be conducted on Saturday, November 2, prior to Election Day and Saturday, November 9, post-election depending on the workload.

Post-election CAP convenes Wednesday, Thursday, Friday. CAP operations may be extended through Saturday, November 9th closing day. This includes check-in of all mailers, cures, FWABs, and handcounting ballots.

Handcount operations take place post-election, generally on Thursday. However, based on volume of ballots, handcount operations may be conducted on Wednesday.

All rejected ballots are processed by the Chief/ACHief on the final day of post-election operations. Mailers postmarked after election day will be marked “late”.

FWABs are reviewed and checked in, as appropriate, a final step of post-election mailer check-in operations.

At a minimum, four Election Officers (EOs) will serve in CAP on Election Day. Generally, this includes a chief, assistant chief and an EO in all functional areas. Additionally, a chief and assistant chief will be present when open/extract, scanning (pre-processing), and handcount functions are underway to oversee operations and provide support as necessary.

CAP / Absentee Ballot (AB) Processes

Mail Receipt – The Mail Receipt team receives or picks up mail from the mailroom and drop boxes. The team sorts, date stamps, counts, bundles, and stores unopened return mailers. A meticulous recording of counts is essential. Chain of custody logs (transmittal forms) are created and maintained for bundled mailers.

Mailer Check-in – The Mailer Check-in team receives bundles of unopened mailers, verifies the information on the Voter Statement, checks for material omissions, identifies mailers for cure, updates the voter's status in VERIS to "pre-processed" and inputs the bundle number. Unopened mailers are returned to storage. The team maintains an accurate count of processed mailers and continues the chain of custody logs. Mailer check-in operations further include FWAB evaluation and check-in conducted after all qualified mailers have been pre-processed on the final day of post-election operations.

Mailer Opening and Ballot Extraction – The Open and Extraction team opens the checked-in mailers and removes the ballots. After open/extraction process completion, mailers and ballots are packed in boxes, taped, labeled and signed. Verifying documentation is signed and enclosed inside the packed box. Packed ballots are stored securely, awaiting scanning.

Scanning – The Scan team scans ballots on the DS850 machines. On completion, ballots are packed in boxes, taped with tamper proof tape, labeled and signed, along with verifying documentation. Packed ballots are stored securely. Digital ballots not scannable (DNS) are secured separately until handcount operations begin.

Curing – The Curing team receives mailers that could not be checked in due to material omissions, contacts these voters to notify them of the issue(s) and receives voter affidavits or corrected submissions. Cured ballots are returned to the mailer check-in team for processing.

Handcount – Post Election, all email and digital nonscannable (DNS) ballots are handcounted and tallied. At the end of each handcount session, results are input into the summary handcount tally sheet. The final handcount results become part of the Statement of Results (SOR) and the handcount summary serves as an SOR verifying document.

CAP Chief's Role

The CAP Chief/ACHief are required to serve through the entire operational day and may not depart until all operations are completed.

The CAP Chief has the following responsibilities:

SOR. As the overall coordinator of CAP, the Chief is responsible for creating the final Statement of Results (SOR) and assembling the supporting documentation. There is no CAP SOR for election day, only the interim results report from the Electionware system. There is one final SOR produced by CAP, completed on Friday, November 8th (may be extended to Saturday).

EOs. Swears in all subordinate assistant chiefs and election officers, collects oath forms, distributes and collects compensation sheets, distributes election security tags and assigns tasks as needed.

CAP Operational Oversight. The Chief verifies all operations are conducted appropriately and expeditiously, maintains security of ballots and voter information, and ensures required documentation is complete and accurate.

The CAP Chief may serve as a team leader for operational units, as needed, i.e., FWABs, Handcounts.

CAP SOR and Final Day Oversight.

- Completes the CAP SOR(s) with all supporting documentation on final post-election day (original, copy and yellow printed return).
- Coordinates with staff to obtain reports (e.g., voter turnout, ballot count and votes, cured mailer summary, handcount interim and summary). The vote results report will be available after all data from the DS850s has been uploaded into Electionware.
- Coordinates to ensure all cured mailers are processed.
- Coordinates to ensure all email and DNS ballots are handcounted and tallied.
- Coordinates to ensure FWABs are processed, a final functional step.
- Coordinates to ensure rejected mailers are reviewed and processed appropriately. Note - The Chief is uniquely positioned to take a “hands-on approach” to oversee and adjudicate the final rejected mailer review process.
- Prepares and turns in required envelopes and boxes.
- Ensures all **required signatures** are present prior to turn in (Note: Staff remains until required signatures are completed).

Authorized representatives (ARs). It is the responsibility of the Office of Election (room 323) to verify that ARs are registered voters in Virginia and to issue badges and/or vests to qualified individuals.

The CAP Chief receives letters of authorization, ensures the number of ARs/CAP function complies with established protocol, and makes certain that representatives have access to observe but not interfere with election operations. The CAP Chief will resolve any issues involving ARs.

During pre-processing (open and extraction, scanning) and handcount operations, Virginia law permits properly designated individuals to serve as authorized representatives and observers. During administrative mailer check-in functions, authorized representatives and observers are invited to be present.

For a general or special election, parties or independent candidates may send one representative to observe each of the two pre-processing operations: open/extraction and scanning. One representative per party is likewise invited to observe mailer check-in functions. During handcount, parties or independent candidates may have authorized representatives present to observe the process.





2 CAP Election Timeline

PRIOR TO ELECTION DAY

1. Review, sign, and return your Chief Acknowledgement Letter.
2. Call or text your assistant chief to confirm assignment and discuss hours, parking, food, etc. Notify us ASAP at 703-324-4711 or 324-5208 if the assistant chief is unable to serve.
3. Attend scheduled CAP chief/assistant chief training (date TBD).
4. Provide your cell phone number to Elections staff so the staff process team leaders can contact you on Election Day.
5. FYI, the cafeteria is currently open on a reduced schedule, 7 a.m. to 2:00 p.m., with limited offerings. It is recommended to bring your own lunch.
6. Request information regarding Chief's computer, SOR manner of access and location.
7. Confirm time CAP operations begin.
8. Review CAP processing rooms. Staff will be available for questions.

CAP DAILY CHECKLIST

Conduct the following activities daily.

- Arrive at designated start time. Confirm following day start time (usually 9:30am).
- Welcome EO's, administer oath, distribute compensation sheets.
- Check-in with team leaders, ensure necessary supplies and forms are available.
- Welcome Authorized Representatives (ARs). Obtain authorization form. Place into designated envelope in Chief's tray. Make sure ARs complete sign-in sheet. Provide ID badges if not already provided by main office. Confirm ARs are wearing distinctly colored vests, provided during main office check-in, while in CAP. Review general AR guidelines highlighting location, use of cell phones and laptops (no photographs, video or audio recordings), take phone calls and conversations outside of operational room). ARs interact solely with Chief, AChief and Team Leaders.
- Monitor and coordinate all operations throughout the day.
- Remain in CAP daily through the end of operations.
- Maintain security and integrity of the election processes and premises.

ELECTION DAY

CAP ELECTION DAY TIMELINE

9:30am Depending on volume of work, CAP operations start.

4:00pm Mailer check-in, including completed cures, and open/extraction of ballots to be completed.

5:00pm Scanning of ballots to be completed. Exporting of data to begin.

7:00pm Completion of data exports. Thumb drives to appropriate elections office staff (Sean Stewart, Deputy Registrar AV) for secure storage.

Early Morning

1. Confirm location of the Chief's computer (room 339, mailer check-in area) and how to locate and access the SOR (consult Sean Stewart, Deputy Registrar AV).
2. Review responsibilities, tasks, and emergency procedures with EO(s).
3. CAP operations begin 9:30am (Confirm).
 - Poll opens at 6 a.m., CAP starts later at 9:30am (confirm time).
 - Verify mailer check-in staff are in place, have received mailers and are ready to begin.
 - Verify that mailer receipt and open/extract teams are present and ready to begin operations.
4. Review election integrity and security mindfulness with staff. Remind staff regarding the limited use of cell phones -- no photography, video or audio recording, keep personal phone usage outside of operational rooms.
5. Remind staff to maintain operational security of election office premises by not allowing "tailgating". Tailgating occurs when an unauthorized individual gains access to a secure area by following directly behind an authorized staff member through an entry point. Caution staff against holding the door open for any person, including former staff, and others not displaying a proper ID badge.

During the day

1. Check in with all team leaders and process teams periodically. Note any problems and facilitate communication between teams as necessary.
2. Verify that DS850 scan team has arrived and set up for scanning operations. Check to ensure scan team has the required forms and supplies and that forms are appropriately filed and signed.
3. Verify that checked in mailers from receiving are provided to open/extraction team expeditiously and with signed tracking logs.
4. Verify that extracted ballots are moved to scan team in batched boxes with tracking log.
5. Maintain your Chief's Notes to include explanations of issues, such as:
 - Abnormal encounters (with EOs, authorized representatives, unauthorized intruders).
 - Problems with digital scanners and other computers/machinery.

Prepare for end-of-day, 4:00pm - 7:00pm

1. Mail receipt team will process all mail received during Election Day deliveries.
2. Coordinate with team leaders to close mailer check-in and open/extract operations by 4 p.m. enabling ballots to be scanned by 5 p.m. Work to help maintain a smooth, timely transition among these operations.
3. All email and DNS ballots are organized and securely stored for post-election handcount operations.
4. Rejected ballots are securely stored by the cure team for proper handling on the final day of CAP.
5. FWABS are held by the registration team for processing at the end of mailer check-in operations on the final day of CAP.
6. Scan team exports data from DS850 as soon as all ballots have been scanned.
7. Ensure all processed materials (mailers) are placed into appropriate envelope/box or secured as directed. Do not seal!
8. Provide all unprocessed ballots and DNS ballots to staff for secure storage.

After 7 p.m.

1. Closing Reports – DS 850
 - DS850. Scan team prints Ballot Statistics report (3 copies). Scan team places in labeled green folder.
 - DS 850. Reports (including zero reports) are retained by scan team until completion of post-election scanning. Scan team places reports in labeled green folder.
 - DS 850. Remove thumb drive and close machine. Provide thumb drive to Sean Stewart, DR/AV, for secure storage.
2. CAP SOR – only Electionware report required Election Day
 - Copy of DS850 Electionware report delivered from main office. File with CAP materials for reference. No SOR entries required.
3. Mailer & Ballot Quality Assurance and Final Packing – Election Day
 - Boxes, envelopes and materials - Pack, tape, seal with signature labels, and number, if needed (Follow signing checklists). Load onto carts.
 - Verify extraction team tapes full #5 boxes closed, seals with tamper-proof tape, places ID label at the end of box, and places signature seals across top.
 - Coordinate assembly and transport of boxes onto carts. EOs may assist in this effort. Sealed #5 and #3 boxes go to loading dock or other designated location. Store partially filled #5 boxes to continue during post-election.

POST ELECTION - WEDNESDAY

1. Convene CAP operations at designated start time, if necessary. Staff may be moved to other teams depending on work flow throughout the day.
2. Mail Receipt --
 - Organizes mailers received from precinct dropboxes, delivered after precincts close on Election Day, to sort/count/date for delivery to mailer check-in on Thursday.
 - Continually processes incoming mail received throughout the day.
 - Creates batches of checked-in mailers to prepare for open/extraction process.
 - Verifies postmarks to ensure mailers are received in accordance with established deadlines. Continues through the final day of CAP operations.
 - Ensures ballots to be handcounted are appropriately sorted, organized, and assigned precinct handcount tracking documentation.
 - As appropriate, obtains FWABs from Deputy Registrar AV, sorts and organizes, assigns FWAB tracking documentation, transfers to mailer check-in FWAB team.

REMINDER -- Deadline to return Vote by Mail ballots to be counted:

- November 5 at 7:00pm = Deposited in a drop box or hand delivered to the office.
 - November 5 = Mailed ballots must be postmarked and received by noon on November 8.
3. Depending on number of DNS and email ballots, handcount operations may take place on this day. Check with mailer check-in team leaders regarding status of handcount operations. CAP mailer check-in and open/extract staff may be used for handcount operations. As time allows, offer to assist in preparations for handcount operations.
 4. Working with pre-assigned teams of mailer check-in staff (VERIS access required), conduct a “pre-review” of FWABs only to determine if a UOCAVA ballot has been submitted by any FWAB voter. This pre-review helps to save valuable time on the final day of CAP. Ask mail receipt to inquire and obtain FWABs from Deputy Registrar AV. Using VERIS, review FWABs to determine if the voter has also submitted a UOCAVA ballot and whether it has been received. If so, the FWABs should be marked “void”. Keeping FWABs in the same bundle, including those marked “void”, return to mail receipt for appropriate action. (see tab 6 FWABs below).

POST ELECTION - THURSDAY

1. Ensure available cured mailers are delivered to mailer check-in for processing. To help create a timely and smooth operation on the final day of CAP, it is efficient to process the bulk of cured mailers on Wed/Thurs rather than delay until Fri operations.
2. Depending on the number of DNS and email ballots, begin or continue handcount operations.
3. Coordinate end of day activities to ensure all ballots, processed and unprocessed, have been appropriately secured.
4. As needed, discuss with team leaders and staff the possibility of Saturday operations.

POST ELECTION - FRIDAY

CAP CLOSING DAY TIMELINE

9:30am Depending on volume of work, CAP operations start.

4:00pm Mailer check-in, including completed cures, and open/extraction of ballots, Handcounts, FWABs and rejected to be completed.

5:00pm Scanning of ballots to be completed.

7:00pm Completion of data exports.

Note: Operations will continue Friday until ALL ballots have been checked-in and preprocessed or handcounted, if necessary. Above times may need to be adjusted.

1. Ensure all remaining cured mailers are delivered to mail receipt for mailer check-in processing.
2. Conduct final processing of all properly postmarked mailers/ballots. All operations continue – mail receipt, mailer check-in, opening/extraction, scanning, handcount.
3. Ensure rejected mailers are delivered to check-in staff for review and processing in a timely manner. Because rejected mailers require final review, it is prudent to expedite delivery of rejected mailers!
4. Begin preparing for CAP SORs. Ensure all necessary paperwork is available and in order. Keep in mind that EO/staff signatures may be needed for SOR documentation. **Plan, check before releasing EO/staff at the end of the day.**
5. Mail Receipt Team
 - Physically goes to the post office at 11:00am to retrieve all remaining mailers. Must return to the Office of Elections by 12:00pm.
 - The mail must be sorted, organized and date-stamped before delivery to mailer check-in, open/extraction, scanning and, if applicable, handcount. This can be a time-consuming process because mailer postmark date must be checked before delivery to mailer check-in.
 - Check with mail receipt staff regarding mailer volume to help plan the remainder of the day. Advise check-in team leaders.
 - Check with mail receipt staff regarding timeline for receipt of rejected mailers.
6. Review rejected ballots.
 - Rejected mailers are transported from the cure team to mail receipt before delivery to mailer check-in for final review.
 - Place stickers on rejected mailers. Mark reason for rejection. 2 EOs sign each sticker.
 - Scan rejected mailers (this is often completed post-election).
 - Collect all completed rejected mailers, conduct final count of rejected mailers, provide final count on bundle transmittal form.
 - Deliver rejected mailer bundle to mail receipt for delivery to Deputy Registrar AV.

7. Conduct final review of FWABs (refer to tab 6)
 - After all other ballots have been processed and all voters have been checked in, FWABS may be processed. FWABs are the last set of ballots reviewed and checked into VERIS, provided that no UOCAVA ballot has been received from any FWAB voter.
 - Initially, FWABs are transported from elections office staff to mail receipt to organize into bundles in ascending precinct order. FWABs are subsequently provided to mailer check-in, open/extract and handcount.
 - At mailer check-in, FWABs are imprinted with a red FWAB stamp before transmittal to open/extract. The red FWAB stamp highlights the FWAB mailer/ballot for easy identification by the open/extract team.
8. Complete handcount (see separate Handcount Manual).
 - Handcount team comprised of up to 3 staff depending on volume of ballots.
 - Mail Receipt organizes DNS/email/FWAB ballots by supervisory district, precinct in ascending order, before providing to handcount team leader. Mail Receipt also assigns a handcount bundle number and creates a transmittal form by precinct.
 - Conducts handcount operations using the stacking method.
 - Maintains, updates and totals tally sheets.
 - Returns ballots to mail receipt for secure storage.
 - Inputs handcount results **daily** into excel spreadsheet to produce the final precinct interim and summary reports. Handcount tally, interim and summary reports are SOR supplementary documents produced on the final day of CAP.
 - Assist Office of Election IT staff to input handcount results into ERM system (room 323). Note – depending on the election, this may be a lengthy task. Before staff departure, work with handcount team leaders to recruit staff for handcount results ERM “reading.” For emphasis, the ERM reading exercise may last well into the night.
9. Complete scanning.

Scan Team:

- Scans ballots processed on previous days.
- Delivers DNS ballots to mail receipt for delivery to handcount team.
- Exports data ASAP for Electionware team.
- Ensures all scan-related documentation is appropriately signed by scan team, organized and placed in green folders (for SOR preparation).
- Provides final reports folders to Chief.

Friday End of Day

1. Complete CAP SOR (see Tab 4 SOR below)
 - Receive Electionware report from IT staff with final aggregate vote results. Photocopy for a total of four copies.
 - Print a copy of the SOR then either photocopy or print three additional copies and mark every page "Copy."
 - Attach Electionware results report, machine reports, handcount interim and summary sheets, cure summary, VERIS cumulative control totals, as per checklist included with the SOR.
 - All assistant chiefs and EOs sign the SOR.
2. CAP Chief attaches Electionware reports to Yellow Printed Return Sheet.
 - EOs sign
3. Quality Assurance - Quality Assurance is an extension of Open Extraction Operations.
 - Bundled Empty Return Mailers are placed into #5 boxes and labeled. (#5 box holds 2-4 batches of empty mailers). Place batch label on outside of #5 box.
 - Scanned Ballots are placed faced down, flattened, in the same direction into #3 ballot batch box. Place batch label on outside of #3 batch box.
 - Pack, tape, seal with signature labels, and number, if needed, boxes and envelopes (Follow packing and signing checklists). Load onto carts.
 - Write number of ballots on box label and tape boxes #3, and #5 closed and seal with red tamper-proof tape.
 - Place signed seals across top.
 - Load boxes on cart. Staff will advise where they are to be stored.
 - Load tray of rejected mailers onto cart to take to Deputy Registrar AV in Rm 323 or give to cure/rejected staff. Later, rejected mailers will be marked rejected in VERIS, scanned into the voter's record, and a copy sent to the voter.
 - Sealed envelopes/boxes #2, #1A, #4/4F etc. go to Rm 323. CAP staff will advise.

Closing CAP

1. Clean up room 339, follow CAP staff directions to place supplies on tables and carts.
2. If necessary, help move DS850s (and DS200s, if used) to a location as designated by CAP staff.
3. Help CAP staff take carts of equipment to Rm 323 if directed to do so.
4. Thank your EOs. Be sure they first sign the CAP SOR and any other paperwork requiring signatures.
5. Ensure EOs sign out on comp sheet. Release them when no longer needed.

Canvass

1. The Electoral Board will determine when the CAP canvass takes place.





3 CAP SOR General Information

The CAP Chief is responsible for completing the CAP Statement of Results (SOR) on Friday, November 8th, the final post-election operational day, and for gathering and organizing all SOR supporting documentation.

Staff may assist in the completion of the SOR, as necessary.

This tab covers CAP SOR requirements.

1. CAP does not close when the polls close on Election Day. Instead, CAP extends the post-election period through Friday, November 8th (based on workload, may be extended to Saturday, November 9th). The CAP Chief must ensure that all vote by mail absentee mailers are processed (to include mailer check-in, open and extraction, and scanning) according to the following deadlines:
 - a. November 5 by 7:00pm. if hand-delivered in person or by drop-box
 - b. November 8 by noon if mailed and postmarked on or before November 5, Election Day
2. The SOR provides only final results. There is no need to complete an SOR on election day and then complete a second cumulative SOR on the last day of extended CAP.
3. The SOR is completed online in an Excel spreadsheet with protected worksheets and locked formula cells. Unlock cells if necessary, by clicking Review/Unprotect sheet.
4. DS850 data is exported periodically and uploaded into the Electionware system. The vote results for preprocessed ballots are merged with Election Day results and reported election night, then added to post-election results and reported via one Electionware report after the close of CAP on 8 November.

Compiling the SOR: Preparation/Data Input

Before completing the SOR, it is key to follow basic preparatory steps:

1. Identify a location for SOR staging. It should be centrally located where there is enough space for 2 large tables.
2. Assemble 2 large working tables, side by side. Table #1 is for supplies (Chief's supply box, stamps (COPY, ERM, ELECTION NIGHT, POST ELECTION) and administrative documents/supplies (#2 box, envelopes). Table #2 is for the actual SOR staging and arrangement of supporting documents.
3. Gather all supporting/administrative documents (noted below). Ensure that there are 4 copies of every document. One copy will be considered the "Original". Designate 3 documents as "Copy" using the "copy" stamp.

Supporting documentation includes the following:

- Election By Mail Results and Post Election By Mail Results, both included as subsets on the Election Reporting Manager (ERM) Report
- Handcount Summary Report
- Curing Summary with rejected, cured, void, no ballot and faulty mailer data
- 4 relevant DS850 reports from all machines in use: Zero Reports, Detail Results Reports, Ballot Statistic Summary Reports, Certification Logs (1st and last pages only)
- VERIS Cumulative Control Tables

****Examples of each type of supporting documentation are included at the end of this section.**

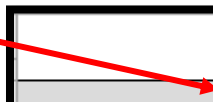
4. Using the support documents, and at the Chief's computer, input data to the SOR. On completion, print 3 copies of the SOR. Consider one as the Original. Stamp others as "copy".
5. SOR organization requires that both the original SOR and the 2 copies include the same supporting documents in a standard order. Use the second worktable to collect and organize the documentation. It is best practice to form 4 columns of documents. 3 columns will include an SOR at the head. The "Original" SOR will head the first column on the left. The 4th column will not include an SOR. Instead, the 4th column will include the yellow printed return sheet as its lead document.

Parts of the SOR

SOR Part A - SOR Contents Checklist:

The first tab of the online SOR titled "Part A SOR Contents Checklist" identifies documents to include with the SOR original, SOR copies and printed yellow return sheet.

This list includes only those SOR verifying documents indicating how the number of ballots and votes are determined. Ensure you have all these documents before inputting data into the SOR.



November 5, 2024 General and Special Elections			
Part A - SOR Contents Checklist (Original and Copy)			
Print THREE copies of the final SOR Stamp "COPY" on ALL pages of the <u>SOR copies</u>			
Attach to SOR			
Check	Original	Check	Copy
			<i>These items can be photocopies</i>
	SOR		Copy of SOR
Machine Reports		Machine Reports	
	Electionware (ERM) Summary Results Report (Part D of SOR)		Electionware (ERM) Summary Results Report (Part D of SOR)
	DS850 Certification log(s)		DS850 Certification log(s)
	DS850 Ballot Statistics Summary Reports		DS850 Ballot Statistics Summary Reports
	DS850 Zero Reports		DS850 Zero Reports
	DS850 Detail Results Reports		DS850 Detail Results Reports
Note: DS850 Certification Logs are for tracking public count numbers of ballots during pre-election and election day, and post election			
Voters		Voters	
	VERIS Voter Cumulative Control Totals Summary (Part C)		VERIS Voter Cumulative Control Totals Summary (Part C)
	Curing/Rejected Summary		Curing/Rejected Summary
Hand count (if conducted)		Hand count (if conducted)	
	Handcount Summary Sheet		Handcount Summary Sheet
	Handcount by Precinct Document		Handcount by Precinct Document
Zero Reports (in separate envelopes)		Zero Reports (in separate envelopes)	
	DS850		DS850
Attach to Yellow Printed Return Sheet (Envelope 2A, not part of SOR)			
Check	Copies		
	Electionware CAP Summary Results Report		
	DS850 Zero Reports		

SOR Parts B, C and D:

Part B Ballots Cast is sourced from the ERM report: Election Night By Mail Results Report and Post Election By Mail Results. Each must be recorded. Part B Ballots Cast also includes the results from the Hand Count Summary Report including Write-in Certification Logs which shows the Grand Total Ballots Cast. Combine the three sets of results to get the final total for the number of ballots cast.

Part C Voter Counts data is sourced from the VERIS Cumulative Control Totals spreadsheets. These tables indicate the number of qualified voters that were checked into VERIS. Locate the column labeled “Preprocessing” to find the Voter Count.

The number of rejected ballots is indicated on the Curing Log Summary. The Curing Summary Log identifies the rejected ballots as “Needs Curing” The voters submitting these ballots were not checked into VERIS. It is important to include the FWAB and voters that were not accepted.

Note: The Rejected Voter count is found in the Curing Log Summary, on the “Needs curing” line under the “No” column.

ADD Accepted and Rejected Voters to get Turnout (the number of voters who submitted ballots).

Data from parts B and C is linked to the Reconciliation Section (Part B/C). Verify that the number of Ballots Cast equals the number of Accepted Voters. Discrepancies must be noted and explained in Part E of the SOR.

Part D requires that the ERM Report is included with the supporting documentation.

Statement of Results (SOR)		
November 5, 2024 General and Special Elections		
Fairfax County Central Absentee Precinct (CAP)		
Part B - Ballots Cast		
1	DS 850	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">through Election Day</div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> + Election Night By Mail Results Report </div>
2	DS 850	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">post Election Day</div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> + Post Election By Mail Results Report </div>
3	Hand Count	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">CAP</div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> = Hand Count Summary Report </div>
4	Grand Total	0
Part C - Voter Counts		
1	Accepted Voters	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">CAP</div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> + VERIS Cumulative Control Totals </div>
2	Rejected Voters	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">CAP</div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> = Curing Log Summary (Needs to be cured) </div>
3	Voter Turnout	0
Part B/C - Reconciliation Ballots and Voters		
1	Total Ballots Cast (Part B)	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Total CAP</div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> - 0 </div>
2	Accepted Voters (Part C)	0
3	Difference	0
November 5, 2024 General and Special Elections		
Part D - See attached ERM for voting results.		

SOR Parts E and F:

Part E is the Explanation of Discrepancies for the chief to note and explain any issues or discrepancies in the SOR.

Part F is for the Chief, ACs, and all EOs present to sign. **Ensure the EOs sign before you release them!**

Statement of Results	
<p>November 5, 2024 General and Special Elections</p> <p>Fairfax County Central Absentee Precinct (CAP)</p>	
Part E - Explanation of Discrepancies and Other Statements	
Part F - Certification*	
<p>We hereby certify that this statement of results are a complete record of election results for the Central Absentee Precinct and that all of the information entered hereon is true and correct.</p>	
<p>1. _____ <div style="background-color: #d4edda; padding: 2px 5px; display: inline-block;">Chief Officer</div></p>	<p>4. _____ <div style="background-color: #fff3cd; padding: 2px 5px; display: inline-block;">Officer of Election</div></p>
<p>2. _____ <div style="background-color: #d4edda; padding: 2px 5px; display: inline-block;">Assistant Chief Officer</div></p>	<p>5. _____ <div style="background-color: #fff3cd; padding: 2px 5px; display: inline-block;">Officer of Election</div></p>

SOR Yellow Printed Return Sheet

Although not part of the SOR, the yellow printed return sheet must be completed and signed. (Find it in your files or chief's tray.) The completed/signed form goes in Envelope 2A.

The machine serial numbers are available from the DS850 Certification Logs.

Attach one copy of the following to the SOR Yellow Printed Return Sheet:

- ERM Report.
- Chief, assistant chiefs and all EOs present in CAP **must sign**.

<p style="text-align: center;"><i>Envelope 2A</i></p> <p style="text-align: center;">COMMONWEALTH OF VIRGINIA</p> <p style="text-align: center;">PRINTED RETURN SHEET DIGITAL SCANNERS GENERAL AND SPECIAL ELECTIONS</p> <p style="text-align: center;">November 5, 2024 DATE OF ELECTION</p> <p>COUNTY OF <u>FAIRFAX</u></p> <p>PRECINCT <u>CENTRAL ABSENTEE (CAP) – AB</u></p> <p>This form must be signed by all officers of election present during closing procedures and placed in Envelope 2A.</p> <p>The clerk of circuit court must make it available for public inspection on the day following the election and for sixty days thereafter.</p> <p>We hereby certify that the attached totals tapes/reports are true and correct copies of the election results printed out by the digital scanner voting machines used in this precinct.</p> <p>Machine or Serial number(s):</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 25%; height: 20px;"></td><td style="width: 25%; height: 20px;"></td><td style="width: 25%; height: 20px;"></td><td style="width: 25%; height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></table> <p style="text-align: center;">_____ Chief, Officer of Election</p> <p style="text-align: center;">_____ Assistant Chief, Officer of Election</p> <p style="text-align: center;">_____ Officer of Election</p>																					<p style="text-align: center;">Attach one copy of DS200 and DS 850 results reports for each machine</p>

SOR Supporting Documentation

In addition to the SORs, the CAP Chief is responsible for gathering all SOR supporting documentation. The supporting documentation:

1. Serves as verification of SOR input.
2. Is used in the post-election canvass, an audit of the SORs usually held a day after CAP closing.

You will need four copies of supporting documents. In the case of certification logs you only need **to include** the first and last page.

For all documents, of the four copies, one copy must be designated as the “ORIGINAL” document. The three remaining copies must be imprinted with a “COPY” stamp as shown below.

Refer to the supporting documentation illustrations below to help with identification.



Election By Mail Results and Post Election By Mail Results Reports in the ERM
Report
 (one, 2-page document)

<div> <div>Unofficial Election Night Results</div> <div>2024 March Presidential Primary Elections</div> <div>March 5, 2024</div> </div> <div>COPY</div> <div>UNOFFICIAL RESULTS</div> <div>Fairfax County</div>				
STATISTICS				
	TOTAL	Election Night By Mail	Post Election Night By Mail	Hand Count
Registered Voters - Total	793,637			
Ballots Cast - Total	27,514	24,056	3,121	337
Ballots Cast - Republican Party	5,593	4,786	709	98
Ballots Cast - Democratic Party	21,921	19,270	2,412	239
Voter Turnout - Total	3.47%			
Voter Turnout - Republican Party	0.00%			
Voter Turnout - Democratic Party	0.00%			

<div> <div>Unofficial Election Night Results</div> <div>2024 March Presidential Primary Elections</div> <div>March 5, 2024</div> </div> <div>COPY</div> <div>UNOFFICIAL RESULTS</div> <div>Fairfax County</div>				
Republican President				
	TOTAL	Election Night By Mail	Post Election Night By Mail	Hand Count
Chris Christie	8			2
Ryan L. Binkley	28	25	3	0
Vivek Ramaswamy	19	16	3	0
Donald J. Trump	2,502	2,158	316	28
Ron D. DeSantis	90	76	11	3
Nikki R. Haley	2,862	2,439	364	59
Total Votes Cast	5,584	4,786	706	92
Overvotes	0	0	0	0
Undervotes	9	0	3	6
Contest Totals	5,593	4,786	709	98
Democratic President				
	TOTAL	Election Night By Mail	Post Election Night By Mail	Hand Count
Marianne Williamson	1,128	885	228	15
Joseph R. Biden, Jr.	19,778	17,575	2,055	148
Dean Benson Phillips	935	810	111	14
Total Votes Cast	21,841	19,270	2,394	177
Overvotes	0	0	0	0
Undervotes	80	0	18	62
Contest Totals	21,921	19,270	2,412	239

Handcount Summary

November 5, 2024 General & Special Election											
Fairfax County Central Absentee Precinct											
Handcount Summary											
GRAND TOTAL BALLOTS CAST:						0					
President and Vice President											
Ballots	Votes										
	DEMOCRATIC PARTY Harris/Walz	REPUBLICAN PARTY Trump/Vance	GREEN PARTY Stein/Ware	LIBERTARIAN Oliver/Moat	INDEPENDENT Party De la Cruz/Garcia	INDEPENDENT Party West/Abdullah	Blank	Write-Ins	Overvotes	Undervotes	
0	0	0	0	0	0	0	0	0	0	0	
Member, United States Senate											
Ballots	Votes										
	Timothy M. Kaine	Hung Cao	Write-Ins	Overvotes	Undervotes						
0	0	0	0	0	0						
Member House of Representatives 11th District											
Ballots	Votes										
	Donald S. Beyer, Jr.	Jerry W. Torres	David R. Kennedy	Bentley F. Hensel	Write-Ins	Overvotes	Undervotes				
0	0	0	0	0	0	0	0				

Handcount Interim Precinct Reports

November 5, 2024 General Election - President										
District	Precinct		# Ballots at Start	DEMOCRATIC PARTY Harris/Walz	REPUBLICAN PARTY Trump/Vance	GREEN PARTY Stein/Ware	LIBERTARIAN Oliver/Moat	INDEPENDENT Party De la Cruz/Garcia	INDEPENDENT Party West/Abdullah	Blank
Braddock	104	CHAPEL	0	0	0	0	0	0	0	0
Braddock	105	FAIRVIEW	0	0	0	0	0	0	0	0
Braddock	106	HERITAGE	0	0	0	0	0	0	0	0
Braddock	108	KINGS PARK	0	0	0	0	0	0	0	0
Braddock	109	LITTLE RUN	0	0	0	0	0	0	0	0
Braddock	110	SPRINGFIELD	0	0	0	0	0	0	0	0
Braddock	113	CANTERBURY	0	0	0	0	0	0	0	0
Braddock	114	OLDE CREEK	0	0	0	0	0	0	0	0

VERIS Cumulative Control Totals

COPY

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ELECTIONS
Cumulative Control Totals

2024 March Democratic Primary

LOCALITY: 050 FAIRFAX COUNTY

[illegible]

Generated on 03/03/2024 04:17:38 PM

REPORT DESCRIPTION: This report displays the count of absentee ballot applications and ballots that have not been deleted for all stages of ballot activity where the applications have been received between dates. If no dates are specified, the report will display count information for all absentee ballot applications received as of the report execution date for the specified election.

Page: 1 of 14

Curing Log Summary

June 2024 Republican Party Primary Curing Summary

COF?

Type, Cured?	Yes	No	Total
Needs curing	37	21	58
Admin cured	9	0	9
Void	0	2	2
No ballot	0	16	16
Faulty Mailer	0	3	3
Total	46	42	88

Needs Curing + NO = Rejected DS850 Reports

Fairfax County CAP Chief's Manual 5 November 2024

The DS850s were used to scan ballots prior to Election Day, on Election Day and during the post election period. All DS850 data is loaded into the Office of Elections ERM system to generate a final CAP AB ERM Report.

One DS850 Certification Log entry is completed each day scanning was conducted to record opening and closing seals and counts for each DS850. The completed log is available in the labeled scan team Daily Certification log green folder on the final post Election Day.

DS850 Ballot Statistics Summary Report is run at the end of each scanning day to assist in documenting number of ballots scanned. It is found in the labeled Ballot Statistics Summary scan team reports green folder.

DS850 Zero reports: Zero reports are run on the first day of scanning and after each time a DS850 is zeroed. All zero reports are found in the labeled scan team zero reports green folder on the final post Election Day.

DS850 Detail Results Report: Detail Results reports include a comprehensive list of vote totals for all candidates in every election. It also includes the number of total ballots scanned (Total Sheets Processed).

ELECTION NIGHT

AB Processing Daily Certification Log
 March 5, 2024 Presidential Primary Elections
 CAP DS850 B Machine Serial Number **8515010356** - Dennis
 Only the On-Off #4 and USB #1 compartments are used
 Opening seals: USB2 USB3

COPY

Date	Opening On-Off Seal Number	Opening Sealed Count	Closing Sealed Count	Sealed Count Difference	Closing On-Off Seal Number	Digital Seal Scanned (248) Units	Election Officials Initials
02/29/24	2163931	0	6916	6916	4156525	23	
03/01/24	4156525	6916	14907	7991	4151651	29	
03/01/24	4156531	14907	19402	4495	4156544	20	
03/01/24	4156544	19402	21618	2216	4156504	18	
03/05/24	4156501	21618	24056	2438	4156542	2631	
03/07/24	4156542	24056	24056	0	4156530	1404	
TOTAL BALLOTS SCANNED				There has been no seal breakage to be reported on this machine since all of the seals were opened.			

Seal Break - Signature: *[Signature]* *[Signature]*

Notes: After final scanning, seal breakage & signature report log. Make sure signatures and seal info is in the signature report log for inclusion in the report.

Scan Team Leader: *[Signature]* 3/7/2024
 Presented with 4156531 3/7/2024

Data Report (DS850) as used				
Machine Serial Number	USB1 Seal Count	USB2 Seal Count	USB3 Seal Count	Total Seal Count
8515010356	316795	71505	49012	436862
4156525	4156531	4156544	4156501	4156542

POST ELECTION

AB Processing Daily Certification Log
 March 5, 2024 Presidential Primary Elections
 CAP DS850 A Machine Serial Number **8512060073** - Denise
 Only the On-Off #4 and USB #1 compartments are used
 Opening seals: USB2 USB3

COPY

Date	Opening On-Off Seal Number	Opening Sealed Count	Closing Sealed Count	Sealed Count Difference	Closing On-Off Seal Number	Digital Seal Scanned (248) Units	Election Officials Initials
03/07/24	2163931	0	2959	2959	4156577	19	
03/07/24	4156577	2959	3131	172	4156579	7686	
TOTAL BALLOTS SCANNED				There has been no seal breakage to be reported on this machine since all of the seals were opened.			

Seal Break - Signature: *[Signature]* *[Signature]*

Notes: After final scanning, seal breakage & signature report log. Make sure signatures and seal info is in the signature report log for inclusion in the report.

Data Report (DS850) as used				
Machine Serial Number	USB1 Seal Count	USB2 Seal Count	USB3 Seal Count	Total Seal Count
8512060073	2163931	4156577	4156579	4156579

1 of 1

Ballot Statistics Summary

Machine ID: U Machine #: 8518010338

County of Fairfax
Primary Elections
06/21/2022

04/25/2022 14:40:14

First Ballot Date Time: 04/25/2022 14:17:01

Total Sheets Processed: 154

Last Ballot Date Time: 04/25/2022 14:33:26

Total Ballots Cast: 154

Blank Sheets Cast: 0

1 of 1

Zero Report

Machine ID: A Machine #: 8518010338

County of Fairfax
Presidential Primary
03/05/2024

02/28/2024 10:28:26

First Ballot Date Time:

Total Sheets Processed: 0

Last Ballot Date Time:

Total Ballots Cast: 0

Blank Sheets Cast: 0

Contest	Votes
R President	
(Vote For 1)	
Chris Christie	0
Ryan L. Binkley	0
Vivek Ramaswamy	0
Donald J. Trump	0
Ron D. DeSantis	0
Nikki R. Haley	0
Over Votes	0
Under Votes	0
Total	0
D President	
(Vote For 1)	
Marianne Williamson	0
Joseph R. Biden, Jr.	0
Dean Benson Phillips	0
Over Votes	0
Under Votes	0
Total	0

1 of 1

Zero Report

Machine ID: A Machine #: 8512090079

County of Fairfax
Presidential Primary
03/05/2024

03/07/2024 13:37:15

First Ballot Date Time:

Total Sheets Processed: 0

Last Ballot Date Time:

Total Ballots Cast: 0

Blank Sheets Cast: 0

Contest	Votes
R President	
(Vote For 1)	
Chris Christie	0
Ryan L. Binkley	0
Vivek Ramaswamy	0
Donald J. Trump	0
Ron D. DeSantis	0
Nikki R. Haley	0
Over Votes	0
Under Votes	0
Total	0
D President	
(Vote For 1)	
Marianne Williamson	0
Joseph R. Biden, Jr.	0
Dean Benson Phillips	0
Over Votes	0
Under Votes	0
Total	0

1 of 1

ELECTION NIGHT
COPY

Detail Results

Machine ID: A Machine #: 8518010338 County of Fairfax
Presidential Primary
03/05/2024

03/05/2024 20:24:55
 First Ballot Date Time: 02/28/2024 10:50:40 Total Sheets Processed: 24056
 Last Ballot Date Time: 03/05/2024 18:21:09 Total Ballots Cast: 24056
 Blank Sheets Cast: 0

Party	Ballots Cast
Republican Party	4786
Democratic Party	19270
NONPARTISAN	0

Contest	Votes
R President	
(Vote For 1)	
Chris Christie	72
Ryan L. Binkley	25
Vivek Ramaswamy	16
Donald J. Trump	2158
Ron D. DeSantis	76
Nikki R. Haley	2439
Over Votes	0
Under Votes	0
Total	4786
D President	
(Vote For 1)	
Marianne Williamson	885
Joseph R. Biden, Jr.	17575
Dean Benson Phillips	810
Over Votes	0
Under Votes	0
Total	19270

1 of 1

POST ELECTION
COPY

Detail Results

Machine ID: A Machine #: 8512090079 County of Fairfax
Presidential Primary
03/05/2024

03/08/2024 16:04:10
 First Ballot Date Time: 03/07/2024 13:41:00 Total Sheets Processed: 3121
 Last Ballot Date Time: 03/08/2024 15:47:07 Total Ballots Cast: 3121
 Blank Sheets Cast: 21

Party	Ballots Cast
Republican Party	709
Democratic Party	2412
NONPARTISAN	0

Contest	Votes
R President	
(Vote For 1)	
Chris Christie	9
Ryan L. Binkley	3
Vivek Ramaswamy	3
Donald J. Trump	316
Ron D. DeSantis	11
Nikki R. Haley	364
Over Votes	0
Under Votes	3
Total	709
D President	
(Vote For 1)	
Marianne Williamson	228
Joseph R. Biden, Jr.	2055
Dean Benson Phillips	111
Over Votes	0
Under Votes	18
Total	2412

CJ Seede
 [Signature]
 [Signature]



4 Checklists

This tab provides checklists to assist in organizing forms and reports.

- CAP SOR Closing Checklist
- CAP Signature Checklist
- CAP Packing Checklist
- #2 Box and SOR attachments Checklist
- Envelope for Deputy Registrar Absentee Voting
- SOR Packing List

November 5, 2024 General and Special Elections

Item #	STATEMENT OF RESULTS (SOR) & SUPPORTING DOCUMENT GUIDELINES		
	Phase 1: Reports, forms, and signatures	YES	NO
1	SOR Original Access SOR spreadsheet on chief's computer. Request assistance from Mailer Check-in (MCI) Team leader. Input data Print original plus 3 copies		
	SOR 3 Copies Imprint each with red COPY stamp		
3	SOR Original Parts B and C and D – Gather the following reports: - ERM Summary Report, including data for Election Night and Post-election. Options = Ask IT in room 319 election night or download from FFX OE website - VERIS Cumulative Control Totals Ask MCI Team Leader to print from VERIS - Curing Log Summary Ask Cure Team in room 323 - Hand Count Summary Ask MCI/Handcount Team Leaders		
4	SOR Copy Parts B and C and D – 3 Copies of supporting reports (ERM Report, Cumulative Control Totals, Curing Summary, Hand Count Summary) Stamp copies with "COPY" stamp.		
5	SOR Part E – Explanation of Discrepancies Input explanation for SOR accounting discrepancies.		
6	SOR Part F – Certification Sign C/AC and EOs (NOTE – Get signatures before EO departure!)		
7	DS850 Zero Reports – Election Night (ENBM) & Post Election (PENBM) Ask Scan Team, located in green folder Confirm reports signed by scan team Keep original, make 3 copies Attach 1 copy to Yellow Printed Return Sheet w ERM Report & Place in 2A Envelope		
8	DS850 Detail Results Reports – Election Night (ENBM) & Post Election (PENBM) Ask Scan Team, located in green folder Confirm reports signed by scan team Keep original, make three copies Attach 1 copy to Yellow Printed Return Sheet & Place in 2A Envelope		
9	DS850 Certification Log – Confirm a log is present & signed for each machine used. Confirm # machines used Ask Scan Team, located in green folder Confirm reports signed by scan team Keep original, make three copies		
10	Handcount Interim Precinct Report Ask Handcount Team Leader Make three copies Use for ERM Input at close of CAP		
11	Chief's Notes – Administrative Document Record CAP-related incidences i.e., scan machine, ARs, injuries, comments, etc. Sign by Chief Place in Miscellaneous Envelope		

12	Election Officer Oath/Compensation Forms – Administrative Document Sign by EOs and administering officer Ensure documentation from all AB units. Place in Miscellaneous Envelope		
13	Authorized Observers Log/Authorization Letters – Administrative Document Confirm signatures Arrange in sequential order Ensure documentation from all AB units. Place in Deputy AV envelope		
14	DS850 Scan Machine(s) Cut Seals Scan Team Place in #7 Envelope		
	Phase 2: Reconciliation of Election Results Review SORs (original and copy)	YES	NO
15	ERM Results and DS850 Detail Results Reports – Verify total ballots cast and candidate vote totals match.		
16	ERM Results and Hand Count Summary – Verify total ballots cast and candidate vote totals match.		
17	Part B – Does total ballots cast on line 1 equal total ballots cast on the Election Night By Mail (Election Night) Detail Results report?		
18	Part B – Does total ballots cast on line 2 equal total ballots cast on the Post Election Night By Mail (Post Election) Detail Results report?		
19	Part B – Does total ballots cast on line 3 equal total ballots cast on the Hand Count Summary Sheet (“# Ballots at start”, first column)?		
20	Part B – On line 4, is the calculation correct?		
21	Part C – On line 1, does number of Accepted Voters equal the Pre-Processed final total on the VERIS Cumulative Control Totals summary sheet?		
22	Part C – On line 2, does number of Rejected Voters equal the number of “Needs curing” on the Curing Summary sheet? Does this number include rejected FWABs, Voids?		
23	Part C – On line 3, is the calculation correct?		
24	Part B/C - Reconciliation Ballots and Voters – Are entries complete and line 3 calculated correctly?		
25	Part B/C – If there is a difference on line 3 ($\neq 0$), is the discrepancy noted in Part E ? If difference is zero, mark N/A.		

Item #	CAP Signature Checklist			YES	NO
1	Election Officer Oath	EO and Administering Officer Signatures			
3	Compensation Form – EO Signatures				
4	Statement of Results (ORIGINAL)	Number of signatures in Part F			
5	Statement of Results (COPY)	Number of signatures in Part F			
6	Chief Notes – Confirm signature and completion.				
7	DS850 Certification Logs - Confirm 2 Scan Team Initials - each machine, open/close.				
8	DS850 Zero Reports (Election Night & Post Election) – Confirm 2 Scan Team Signatures				
9	DS850 Detail Results Reports (Election Night & Post Election) – Confirm 2 Scan Team Signatures				
10	DS850 Ballot Statistics Summary – Confirm 2 Scan Team Signatures				
11	DS850 Systems Readiness Reports – Confirm 2 Scan Team Signatures				
12	Yellow Printed Return Sheet – Confirm Multiple Chief/Assistant Chief/EO Signatures				
13	Chief's Notes – Chief Signature				
14	Authorized Observers Log/Authorization Letters – Signed by ARs				

CAP SOR Packing Checklist			
Done?	Envelope / box #	Envelope / box contents	Sealing & signing requirements
	#1A Green Envelope	<ul style="list-style-type: none"> Provisional envelopes containing ballots & completed provisional ballot log sheet 	Enter number of envelopes enclosed. Sign log Sign certification on envelope. Seal w label Date & sign – two signatures
	#2 Box	<ul style="list-style-type: none"> Chief's notes/ Incident reports Compensation sheet(s) Oath Forms – Pre, Election Day, Post SOR – two copies 	Seal with label Date & sign label – two signatures SOR and copy (with attachments) in separate envelopes as marked, then placed in #2.
	#2A Brown Envelope	<ul style="list-style-type: none"> Yellow printed return sheet ERM Reports DS850 Zero Reports 	Seal with label Date & sign label – two signatures
	Sean White Envelope	<ul style="list-style-type: none"> Auth Observers sign-in w/ auth letters Internal Office AB Report Rejected ballot copies DS850 Systems Readiness Reports 	No seal necessary Put items in envelope as marked, then place in box with rejected envelope copies.
	#4 Brown Envelope	<ul style="list-style-type: none"> Spoiled ballots (in-person AB voting) Voided ballots Unused FWABs in sub-envelope 4F 	Seal with label (even if empty) Date & sign – two signatures
	#5 Box/Envelope	<ul style="list-style-type: none"> Unused ballot mailers Rejected mailers Undeliverable mailers by post office 	Tape closed Seal with label Date & sign - two signatures
	#7 Envelope	<ul style="list-style-type: none"> Scan Machine (s) cut seals Scan Machine (s) thumb drives (as available) 	Seal with label, sign and date. For Deputy Registrar Absentee Voting.

#2 Box and SOR Packing Envelopes Plus Attachments

Oath Forms (pre-election, Election Day, post-election)

Compensation Forms (Chiefs/Assistant Chiefs/Election Officers)

Statement of Results (Original and Copy)

Chief's Notes/Incident Reports

Envelope for AB Deputy Registrar

Authorized Observers Log with Authorization Letters

Internal Office AB Count

DS850 System Readiness Reports

DS200 Keys (if used)



5 Authorized Representatives

During pre-processing, scanning, and handcount operations, Virginia law permits properly designated individuals to serve as authorized representatives and observers. During administrative mailer check-in functions, authorized representatives and observers are invited to be present.

The daily pre-processing schedule will vary depending on the number of mailers/ballots available, and operations may be cancelled for a full day if warranted by mailer/ballot volume. The same concept applies to scheduling of mailer check-in functions.

For a general or special election, parties or independent candidates may send one representative to observe each of the two pre-processing operations: open/extraction and scanning. One representative is likewise invited to observe mailer check-in functions. During handcount, parties or independent candidates may have authorized representatives present to observe the process.

For a primary election, one authorized representative of each candidate may be present during operations as noted above.

Authorized representatives and observers:

- Must provide a letter of authorization, signed by the party chairman or independent candidate, to the chief officer of election at the polling place upon arrival. Must complete the official log with the times of arrival/departure.
- Wear a badge and official vest provided by the CAP Chief/Office of Elections at check-in to wear at all times in AB operational rooms.
- Must be a registered voter in Virginia. Look up authorized representative in pollbook or if from outside Fairfax County, have staff check VERIS.
- When the digital vote scanning machine(s) is opened, authorized representatives may be present to observe that no vote has been cast and the counter registers zero.
- May not act in a noisy or riotous manner and/or disturb the process of the election.
- May stay all day or come and go in shifts (except if present after polls close may not leave until the count for CAP is completed and reported).
- May not be a candidate.
- May not wear any campaign or political paraphernalia except the identification badge from the chief election officer.
- May not give, offer, or show any ballot, ticket or other campaign material.
- May not hinder or delay any officer of election. CAP election officers will not slow processing of absentee ballots to convey or repeat information to representatives.
- Have the right to see and hear the process and may immediately appeal to the electoral board if they are dissatisfied with the chief officer's decision on placement.

- May not be in a position to see the marked ballot of any other voter.
- May not be in a position to see personally identifying information (PII) including, but not limited to, a voter's return mailer (accepted or rejected), ballot and VERIS screens.
- May mark or make their own lists of those who have voted and make their own notes. An officer may not provide any lists to observers.
- May use handheld wireless communication devices inside CAP provided they do not disrupt the adjudication process. Officers of election may prohibit the use of the devices if their use is hindering the adjudication process.
- May not film, record or photograph while inside CAP. **Photographs, audio and film recordings of the election process or of any persons or materials involved therein are prohibited** (except by credentialed news media). Violation of this prohibition will result in immediate expulsion from CAP.
- May not touch or handle any ballot, voting machine or official document.
- May not disclose any information about individual ballots or preliminary results to anyone.

Electronic Laws

1VAC20-60-30. Electronic Devices in Polling Place

A. The use of electronic devices inside the polling place is generally permitted. However, representatives of candidates and political parties authorized to observe the election are prohibited from taking photos or video within the polling place.

B. Officers of election are authorized to monitor the use of an electronic device by any individual in the polling place. Officers of election may restrict the use of an electronic device by any individual if that use hinders, delays, or disrupts the voting process; if that use attempts to solicit or in any manner attempts to influence any person in casting his vote; or if the individual attempts to intimidate another individual through use of an electronic device. Whether use of an electronic device by an individual is deemed in violation of this section is within the discretion of the majority of officers of election at each polling place. Upon determination of a violation of this section, the officers of election may (i) require any individual to cease the use of an electronic device, (ii) require any individual to limit the use of an electronic device to outside the polling place, or (iii) remove any individual from the polling place.

C. No voter may be removed from the polling place for the use of an electronic device until after the voter has cast his ballot.

D. The determination of the officers of election of any dispute concerning the use of an electronic device shall be subject to immediate appeal to the local electoral board.

E. An electoral board may not enact any policy that disallows the use of any electronic device by all individuals.

Statutory Authority

§ [24.2-103](#) of the Code of Virginia.

Historical Notes

Derived from [Volume 28, Issue 04](#), eff. October 5, 2011; amended Virginia Register [Volume 33, Issue 04](#), eff. October 4, 2016.



6 Handcounts

Pending update.



7 FWABs

Federal Write-in Absentee Ballots (FWABs) may only be processed **after all other ballots have been processed and all other voters have been checked in**. As a result, they generally are the **last** set of ballots to be checked into VERIS.

Because CAP is extended until noon on November 8th, FWABs cannot be processed on election day. The CAP chief determines when all ballots have been processed and the time to begin processing FWABs.

Note that many FWAB voters may also submit standard UOCAVA ballots. If the UOCAVA ballot is received by the Office of Elections by noon on election day, the UOCAVA ballot takes precedence and is considered the voter's official ballot; the FWAB is voided.

Before designated processing start time

1. Depending upon the number of FWABs requiring check-in, delegate a select set of check-in staff to serve as a FWAB team.
2. Review procedures with the FWAB team for evaluating FWABs and checking voters into VERIS.
3. Explain FWAB documentation to the team. A FWAB return typically includes the ballot (inside a security envelope) as well as a Voter Information page. The Voter Information page must be completed fully and accurately by the voter with no material omissions. The information in the form will be compared to the voter's information in VERIS. Further, there are several other fields that must be completed in the document, different from typical mailer check-in operations. The chief will provide FWAB Material Omissions charts to facilitate operations.
4. A FWAB team may perform a VERIS pre-review of FWAB mailers prior to the end of post-election processing to determine if there are any FWABS that may be voided immediately because the voter's state ballot was received. If so, the voter's state UOCAVA ballot will have been checked in and the ballot status in VERIS will indicate "pre-processed".

Begin processing FWABs (after all other ballots have been processed)

The FWAB team will process the FWABs from voters who have not had a state UOCAVA ballot checked-in.

Instruct the FWAB processing team

1. A specially trained staff member gathers FWABs as they arrive at the elections office. This staff member is responsible for placing the party designation and the voter's home precinct number on the FWAB outer envelope as well as redacting specific information on the Voter Information Page, such as the first five numbers of the voter's Social Security Number. Other pertinent information may be noted, including registration status and whether a state UOCAVA ballot has been previously received.

2. FWABs are subsequently transferred to the mail receipt team to begin the internal documentation process, counting, and bundling.
3. FWABs will arrive at the Mailer Check-in room in bundles. A transmittal form accompanies each bundle so that chain of custody is maintained. Upon receiving a bundle, mailer check-in staff must ensure that the FWAB bundle count is accurate, and that they are using the correct FWAB Mailer Count Worksheet. Note that the Mailer Count Worksheet does not contain a typical "Mailers to Cured" column; instead, there is a column for "Voided FWABs". If a FWAB Voter Information page contains material omissions, it is too late to send to the curing team; the FWAB will be voided. The total number of voided FWABs will be recorded in this column.
4. Refer to the sample Voter Information form and the specific State of VA instructions at the end of this tab before voiding any FWAB.

The Voter Information form requires at a minimum:

- Voter's printed name.
- Address where registered to vote in Virginia. This address must match the voter's legal address in VERIS.
- Overseas or military address. (APO, FPO, DPO, and Dulles addresses acceptable.)
- Voter's signature, year of birth, last four digits of SSN.

5. Witness signature and date are not required.

6. It is important to note each voter's *Ballot Status* in VERIS as you check-in FWAB mailers.
 - *Ballot Status* indicates "*Issued*": An authorized absentee voter has requested, and the office has issued, a UOCAVA ballot. However, the completed (i.e. voted) UOCAVA ballot has not reached the local elections office by deadline. The FWAB stands as the lawful ballot. If the Voter Information Page is complete with no material omissions, change the ballot status to "Pre-processed". In the *Status Reason* field indicate "FWAB". Add the bundle number and select "Save".

Note: A voter does not have to submit an absentee ballot application nor request a state UOCAVA ballot to submit a FWAB. If an authorized voter submits a FWAB without requesting a UOCAVA ballot, the trained staff member will change the voter's ballot status to "Issued" in VERIS upon receipt. The voter's ballot history will indicate that a FWAB was received. (If no "issued" status is evident, consult Sean Stewart, Deputy AV). The FWAB will serve as the voter's lawful ballot. If the Voter Information Page is complete with no material omissions, change the ballot status to Pre-processed. In the *Status Reason* field indicate "FWAB". Add the bundle number and select "Save".

- *Ballot Status* indicates "*Pre-processed*": If the voter has already voted and the official state UOCAVA ballot has been received/processed in the office, the ballot status in VERIS will show as "pre-processed". Therefore, void the FWAB since only one ballot can be counted. Affix a "VOID" sticker to the FWAB mailer and indicate "State ballot received" as a reason for the VOID status.

- *Ballot Status* indicates “*Unmarked*”: An unmarked status implies that the voter’s UOCAVA ballot was received and required curing, but the voter did not respond to requests for additional information. In this case, because a UOCAVA ballot is always considered the primary ballot, the UOCAVA will be rejected by the curing team and the FWAB will be voided.
7. After checking-in all qualified FWAB voters into VERIS and completing the applicable Mailer Count Worksheets and transmittal forms, the FWAB mailers and voided FWABs are returned to the Mail Receipt Team for secure storage until the time ballots are extracted for handcounting. Ballots from voided FWABs are not removed from the mailer.
 8. When ballots are extracted, it is important that the voter’s precinct number (as recorded on the outer envelope) also be written lightly, in pencil, at the top of the ballot. This will be done by the Mail Receipt Team/Extraction Team.

Instruct FWAB Handcount Team

FWABs will be incorporated into all other ballots requiring handcounting (i.e. email ballots and ballots that cannot be scanned by machine) and grouped by precinct designation. Therefore, ensure that all team members can identify a FWAB and understand how it is to be handled.

The tally process is the same as for all other handcounted ballots but note the following:

1. It is not mandatory for the voter to vote in all the contests as set forth on the official state (UOCAVA) ballot.
 - For example: the voter may choose to vote only in the presidential race and on one ballot issue but refrain from voting any other contest on the ballot. The handcount team will record the two votes as identified on the FWAB.
 - However, the handcount team must also take into consideration those contests excluded by the voter on the FWAB. The handcount team will record an undervote for all contests omitted by the voter on the FWAB.
 - This same rule applies to any “non-votes” on ballot initiatives and bond issues.
2. It is acceptable to cast a vote for a party on a FWAB instead of for a specific candidate.
 - For example, a voter may write the words “Any democrat” in the field for *President and Vice President*. The handcount team will record the vote for the democratic candidate for that contest.
3. If a voter chooses to vote for a candidate who is not on the official (UOCAVA) ballot, this is considered a write-in choice and should be handled appropriately. Note that there are no write-ins for primary elections.

FWAB Voter Information Page



Voter Information

Federal Write-In Absentee Ballot (FWAB)

Have you already registered and requested an absentee ballot?

☐ Yes
☐ No

Some States allow you to use this form to register and request ballots for future elections. Visit [FVAP.gov](https://www.fvap.gov) for more information.

May or may not have o'seas address

Must provide o'seas address in sect. 3, incl FPO, DPO, APO, Dulles.

Clearly in blue or black ink.

Who are you? Pick one.

- ☒ I am on active duty in the Uniformed Services or Merchant Marine -OR- ☐ I am an activated National Guard member on State orders.
- ☐ I am a U.S. citizen living outside the country, and I intend to return.
- ☐ I am a U.S. citizen living outside the country, and my return is uncertain.
- ☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Possibly FEO

Initial or maiden name

Last name _____ First name _____ Middle name _____
 Social Security Number _____
 Suffix (Jr., II) _____ Sex ☐ Female ☐ Male
 Previous names (if applicable) _____
 Birth date (MM/DD/YYYY) ____/____/____
 Driver's license or State ID # _____

2. What is your U.S. voting residence address?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address _____ Apt # _____
 City, town, village _____ State _____
 County _____ ZIP _____

3. Where are you now? You must give your CURRENT contact information.

Your mailing address. (Different from above) _____ Your mail forwarding address. (If applicable) _____

Current residence address required here:

--May or may not be overseas for military.

--Must be overseas for non-military

4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: _____ Phone: _____
 Alternate email: _____ Fax: _____

5. What is your voting preference for future elections?

Do you want to register and request a ballot for all elections you are eligible to vote in?

☐ Yes
☐ No

How do you want to receive voting materials from your election office?

☐ Mail
☐ Email or online
☐ Fax

What is your political party for primary elections?

Only for primaries.

6. What additional information must you provide?

The following need more information: Alabama, Alaska, Arizona, Puerto Rico, Virginia, and Wisconsin. (Ex. Witness signature, etc.)
 You may also use this space to clarify your voter information. See the Voting Assistance Guide online at [FVAP.gov](https://www.fvap.gov).

7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here X

Today's date (MM/DD/YYYY) ____/____/____

This information is for official use only. Any unauthorized release may be punishable by law.

Previous editions are obsolete.

Standard Form 186 (Rev.09-2017), OMB No. 0704-0502

State of Virginia FWAB Instructions

The Federal Write-In Absentee Ballot (FWAB) can be used to register to vote. If you are using the FWAB to register to vote, it **must** be received by the registration deadline. See the "Federal Election Deadlines" chart.

Jump To ▼

You can use the FWAB to vote in federal, state and local elections, including ballot measures.

Complete the following sections of the FWAB's voter information page

Section 1

Select the category that best describes you.

Enter your current name (Last, First, Middle). If you are registered under a different name, provide this information in the previous name area.

Your date of birth is required.

To register to vote, you must provide your Social Security Number.

If you are already registered to vote and have requested a ballot, you must provide the last four digits of your Social Security Number. If you were never issued a Social Security Number you must provide your Virginia voter ID number and enter in Section 6: "No SSN ever issued".

Section 2

Enter the complete street address of your voting residence where you are registering to vote and requesting an absentee ballot. You cannot use a post office box mailing address. If your address is a rural route, use Section 6 to describe the location of your voting residence.

Section 3

Enter your current mailing address. If you want your election materials sent to a different address or have a forwarding address, use the forwarding address space to provide this information.

Section 4

Your contact information is recommended so your election official can contact you if they need additional information from you in order to accept your FWAB.

Section 5

A. Check "Yes" if you would like to register to vote, otherwise check "No". **You cannot use this form to request a ballot.**

B. If you want to request a ballot or receive voting materials, you **must submit an FPCA** to your election official.

C. To vote in primary elections, you must enter the name of the party primary in which you are voting. Political party affiliation is not required if voting an absentee ballot in general elections.

Section 6

Provide any information that may assist the election official in accepting this form.

Overseas citizens whose return is not certain: Provide the name of your employer or the name of your spouse's or parent/guardian's employer. If you do not provide this, you will receive a ballot for federal offices only.

Section 7

Sign and date the form.

Vote your FWAB

To vote, write in either a candidate's name or political party for each office. You are not required to make a selection for each and every contest.

How and where to submit your FWAB

The FWAB **must be mailed** to your election official. Addresses can be found in the "Local Election Offices" section or online at FVAP.gov.

Mail your FWAB (Hardcopy Instructions): Once your FWAB is complete, sign and date the "Voter Information" page. Fold along the dotted line and seal the completed "Official Backup Ballot", do not write on the "Official Ballot" envelope. Insert the sealed "Official Ballot" envelope and the "Voter Information" page into the mailing envelope and mail your FWAB directly to your election official.

Mail your FWAB (Printed PDF Instructions): If you are using a printed version of the FWAB you will need **two envelopes for your ballot to be accepted by Virginia**. One envelope must be marked "Official Ballot" envelope and the other envelope will be used as the mailing envelope. Place and seal the completed "Official Backup Ballot" into the envelope marked "Official Ballot". Then place that envelope and the "Voter Information" page into the mailing envelope and mail your FWAB directly to your election official.

Overseas Uniformed Service members can request to have the Prepaid Mail Label 11-DoD applied to the general election ballot. Additional information about this label can be found in the "Important Information" section or online at FVAP.gov.

See the "Federal Election Deadlines" chart for the deadline for submitting the FWAB. If you receive the state absentee ballot after transmitting your voted FWAB, you may also vote and return the state absentee ballot. If both are received by the deadline, only the state absentee ballot will be counted.



8 Help!

Phone Numbers

Voter Registration

703-324-8765

Tech Support

(Computers, Printers)

703-324-4357

Election Support

(Election Officers, Emergencies,
Supplies, Facilities, Disruptions,
Scanners)

Sean Stewart (o) 703-324-4711
(m) Provided Separately

Government Center Security
703-324-3434

Emergency: Police–Fire–Rescue

9 1 1

or from a Government Center landline: 9-911

Police (non-emergency) 703-691-2131

Government Center uniformed security staff will be stationed at the entrance of the operations room.



Emergencies

If you call 911 (or a non-emergency number), be prepared to:

1. State the **nature of the emergency or problem**, e.g., medical emergency, traffic accident, fire, disturbance.
2. State your name and identify yourself **as an election officer**.
3. State the building name and address: **Fairfax County Government Center, 12000 Government Center Parkway**.

Your room number(s): ROOM 339

4. **Give a contact phone number**, preferably your cellphone.

Cell callback number: _____

5. Notify **security personnel on duty**.
6. **Notify building security**. 703-324-3434.
7. **Call Office of Elections 703-324-4735** to report the problem/incident.
8. Send an election officer outside to **meet the emergency personnel**.
9. **Document** the incident in your chief's notes.

Emergency Situations Requiring Evacuation

Fire – Fire drill – Bomb threat – Flooding – Earthquake

Be prepared – read and review these procedures with your election officers!

- Locate and study the **posted evacuation route** in your room and building.
- **Review** evacuation route and instructions below with all election officers.
- Make sure all election officers and poll watchers know the **location of exits**.
- Review evacuation **meeting place as posted in your room(s)**.

Emergency Evacuation Plan

1. Election officers **direct authorized representatives and any staff to nearest exits**.
2. If instructed to do so by Elections Staff, move operations from your room(s):
 - Chief Officer and Assistant Chief **take machine keys, logs, used forms and envelopes**.
 - Operational team leaders secure machines and critical materials.
 - Depending on the number of remaining processed and unprocessed ballots, **ensure team leaders securely transport boxes and mailers with ballots**. These can be loaded onto a cart if available.
 - Ballots should only be removed from the Government Center if you are instructed to do so by Elections staff. If so, work with team leaders to ensure ballot custody and security is maintained. (An evacuation might only mean leaving your room – think broken window in a storm.)
3. Chief **ensures everyone has exited the room(s) and closes** and locks doors to the room(s).
4. Chief designates an officer to **notify the Office of Election** that an emergency exists, if the emergency arose in CAP.

Remember: Remain calm and follow the directions of public safety officials.

If the building cannot be re-entered, the Office of Elections will provide further instructions.

Emergency Situations - Shelter-in-Place

Be prepared – read and familiarize your EOs with these procedures!

Shelter-in-place is a protective action to shield people from a hazardous outdoor situation or external threat, such as a weather event or an active shooter situation. This is intended as a short-term measure to protect EOs until the hazard has passed.

- CAP shelter-in-place location for storms and earthquakes is the break room to the right as you enter room 339 (right hallway entrance). A secondary location is the corridor in the back of room 339.
- **Review shelter location with election officers and poll watchers**, keeping in mind that there be may little or no lighting if the power is out.
- Review the instructions below with all election officers.

Be prepared: Items to take to the shelter: personal health items such as medicine, etc., flashlight, cellphone, radio, bottled water, drinks, and snack food.

Remember: Remain calm and follow the directions of public safety officials.

Emergency Shelter-In-Place Plan

1. Election officers direct poll watchers to the shelter. **Chief ensures all election officers exit the room and arrive at the shelter.**
2. If it is prudent and based on the level and type of emergency:
 - Chief Officer and assistant chief take **machine keys, SOR, logs, used forms and envelopes.**
 - Scan team (unplug and) **roll out the DS8502 machines to secure location following Office of Election staff directions.**
 - Depending on the number of remaining processed and unprocessed ballots, work with AB team leaders to facilitate **EOs, ballots and any relevant paperwork to secure location following Office of Election staff directions.** These can be loaded onto a cart if available.
3. Chief designates an election officer to **notify the Office of Election** that an emergency exists if it originated in the CAP area.
4. Remain in the shelter until the emergency has passed and follow instructions from security and emergency personnel.

Security

Electronic Voting Machine Security

Tampering with voting equipment is a Class 5 felony. §24.2-1009

Important: Check the identification of anyone claiming to be a technician before allowing that person access to a voting machine.

All rovers, Electoral Board staff and technicians will have Fairfax County employee photo identification. They should also have a colored security tag for that election displayed alongside their name badge. Ballot scanning machine vendor technicians will have an authorized visitor badge and security tag.

If in doubt, call Technical Support at 703-324-4357.

Be vigilant – watch and question [tactfully, “Do you need assistance?”] **anyone who is:**

- a. In the CAP area without visible identification.
- b. Taking “unusual” items out of their pockets or purses, e.g., a smartphone/camera, pocket knife, electronic device, tools, etc.
- c. Food and drink can damage voting machinery, mailers and ballots.

Remind staff:

- **Place food, drinks and personal items away from voting machinery, mailers and ballots, and off the tables where mailers and ballots are being processed and stored.**

Document suspicious activity and situations in the Chief’s Notes.

Polling Place Security

Loitering is not permitted inside the 40-foot Prohibited Area. (§ 24.2-604-A)

All election officers and authorized representatives must wear identification tags, buttons, or badges at all times. Additionally, authorized representatives wear distinctly colored vests provided by the Office of Election. Authorized visitors will present a letter of introduction signed by the secretary of the Electoral Board or the general registrar. Official visitors and press will be accompanied by Election Office or Office of Public Affairs staff.

Anyone in the restricted CAP area who is not accompanied or wearing an ID-badge should be questioned.

1. **safety – call 911 immediately** or contact **Government Security staff assigned to CAP!**
Always document and notify the Electoral Board, 703-324-4735, if police are summoned.

Dealing with difficult persons or situations

As chiefs, avoid confrontation regarding:

- Scanning machines and procedures
- Absentee ballot (AB) operational procedures
- Election law
- Political issues of any kind




Suggest:

- Contacting the Deputy Registrar for Absentee Voting at 703-324-4969
- Emailing elect@fairfaxcounty.gov

Remember: Most people tend to respond in kind. Staying respectful, kind, and professional sets an example. Keeping your voice calm and your volume low will help in de-escalating a situation.

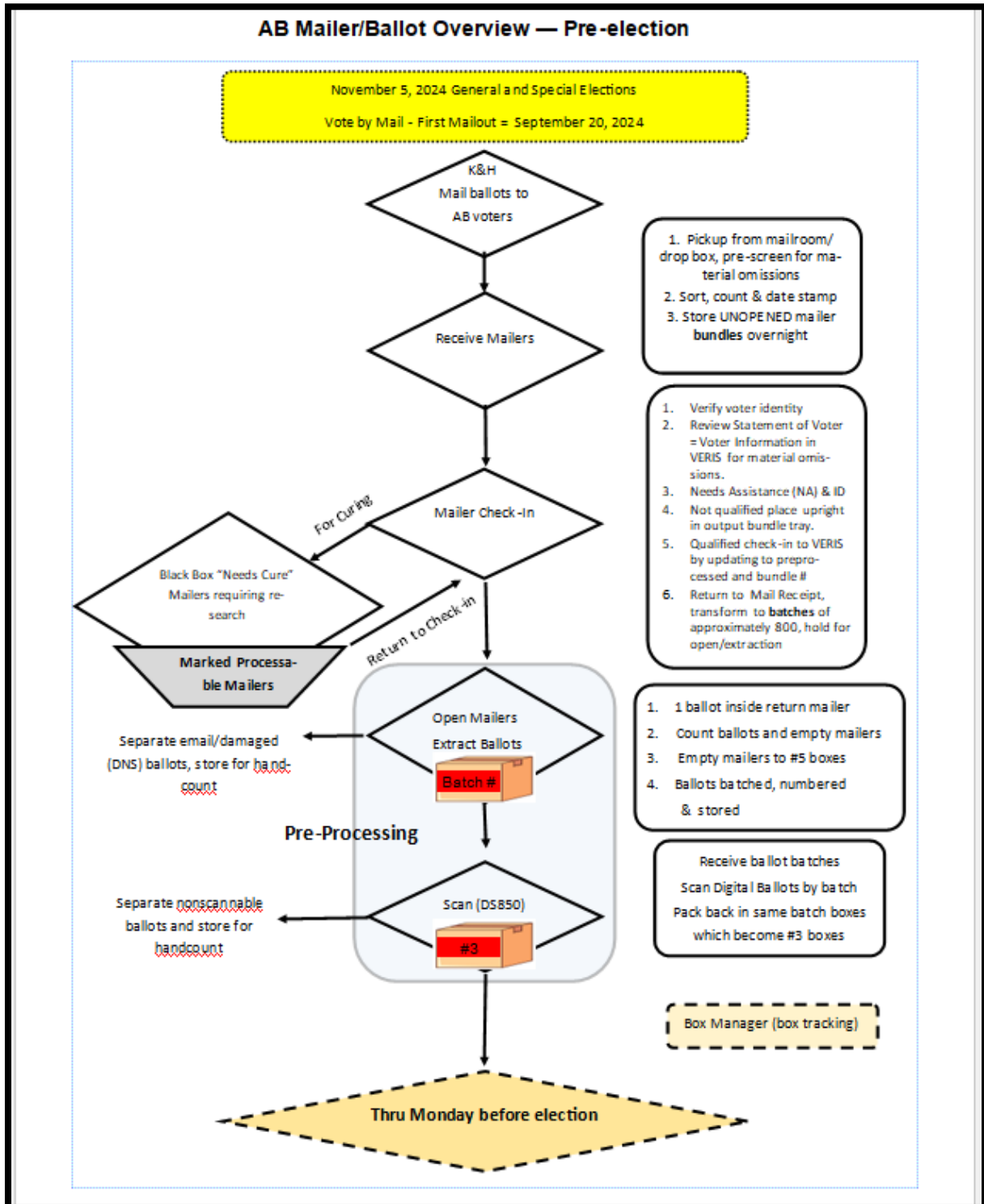
Document: in the **Chief's Notes**.

Use the chart below to help evaluate and handle situations.

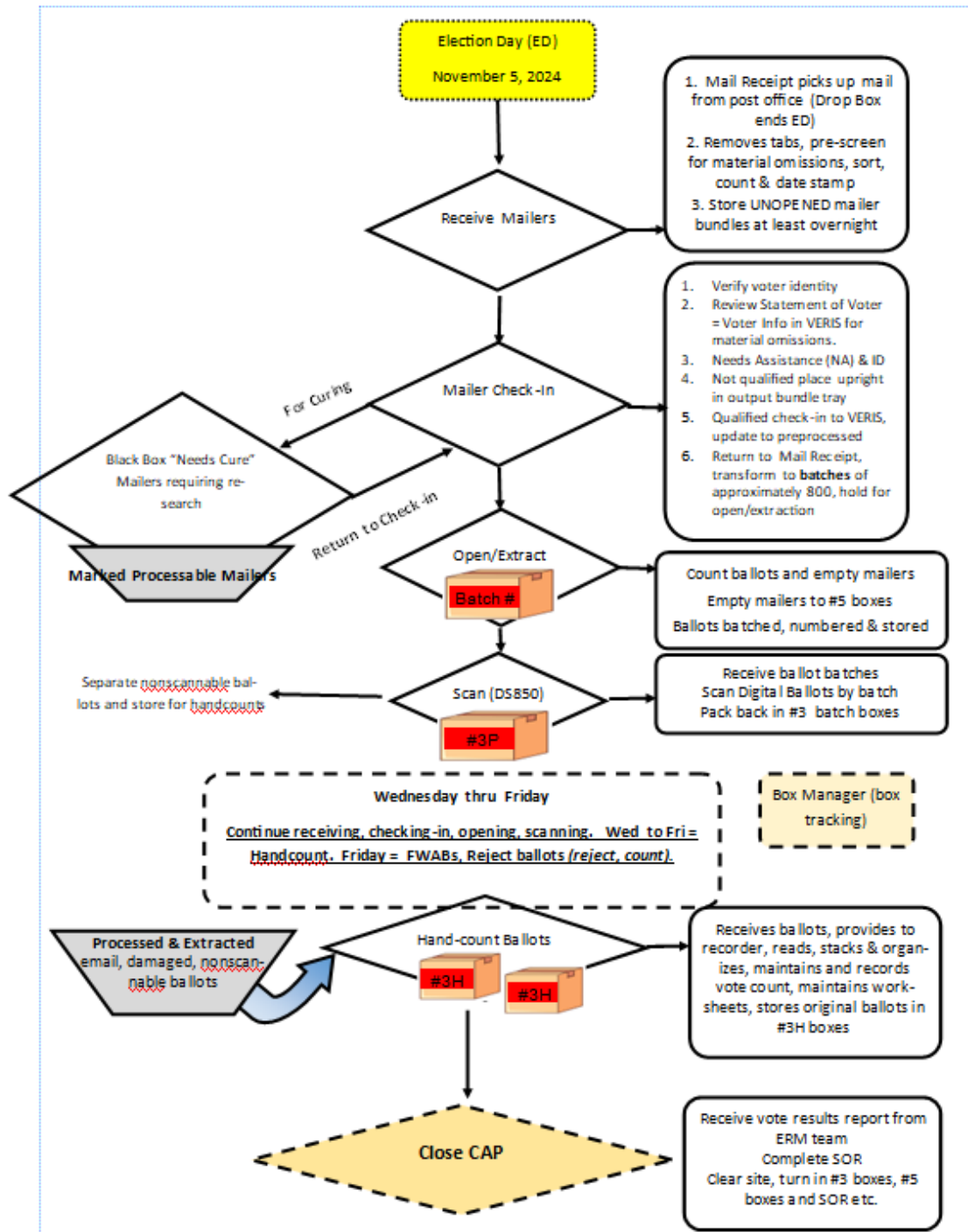
 Level 1: PERSON ASKS GENERAL QUESTIONS		
<u>Examples</u>	<u>What can you do?</u>	<u>Helpful Responses</u>
<ul style="list-style-type: none"> ▪ Why can't I see the voter's mailer ▪ What happens when the scanner is jammed? ▪ What happens in mail receipt ▪ Why can't I see where the mailers/ballots are stored ▪ Why can't I look at the computer screen ▪ What happens to "cured" mailers 	<ul style="list-style-type: none"> ▪ Mention that you must remain focused on AB operations - no distractions ▪ Provide manual to review while in the operational room ▪ As time allows, provide clarification or request Team Leader assistance. ▪ Highlight the importance of the security and integrity of the election. ▪ Remain patient and courteous. 	<ul style="list-style-type: none"> ▪ "That's a great question. Here's the mailer check-in manual for your review" ▪ "We follow federal, state, county requirements." ▪ "When there is a lull in operations, I may be able to find staff to explain"
 Level 2: PERSON ACTING SUSPICIOUSLY		
<u>Examples</u>	<u>What can you do?</u>	<u>Helpful Responses</u>
<ul style="list-style-type: none"> ▪ Appears nervous or doesn't appear to belong in the room. ▪ Displays a noticeable change of behavior and avoids eye contact ▪ Appears overdressed for the weather ▪ Takes "unusual" items out of pockets, e.g. camera, pocketknife, tools, etc. 	<ul style="list-style-type: none"> ▪ Call other staff to witness discussion ▪ Be calm, ask, "May I help you?" ▪ Explain that they are inside a restricted area. Ask them to leave ▪ Refer to Team Leader or DR/AV ▪ If they are defiant or refuse to leave, notify and request assistance from DR/AV by cell phone 	<ul style="list-style-type: none"> ▪ "What can I do to help?" ▪ "Let's move to an outer area to talk so we do not disrupt election operations." ▪ "I'm sorry, but this is a restricted area, and I must ask you to leave the room."
 Level 3: PERSON IS DISRUPTIVE		
<u>Examples</u>	<u>What can you do?</u>	<u>Helpful Responses</u>
<ul style="list-style-type: none"> ▪ Profanity directed at staff or other persons ▪ Raises voice, yells, acts in a riotous manner ▪ Threatens staff or others ▪ Continually interferes with operations or other staff ▪ Talks loudly on cell phone, photographs, video or audio records 	<ul style="list-style-type: none"> ▪ Maintain a proper distance, i.e. don't get in their personal space. ▪ Calmly, inform person that their behavior/comments are unacceptable. ▪ Call other staff to witness the incident ▪ Call law enforcement if you perceive a serious threat ▪ Call DR/AV, report incident, ask for assistance 	<ul style="list-style-type: none"> ▪ "I am trying to help, but I cannot do so if you are yelling." ▪ "If you continue to disrupt AB operations, you will have to leave the operational room." ▪ "If you continue to make threats, I will call security." ▪ Use of cell phone in the operational room is prohibited."



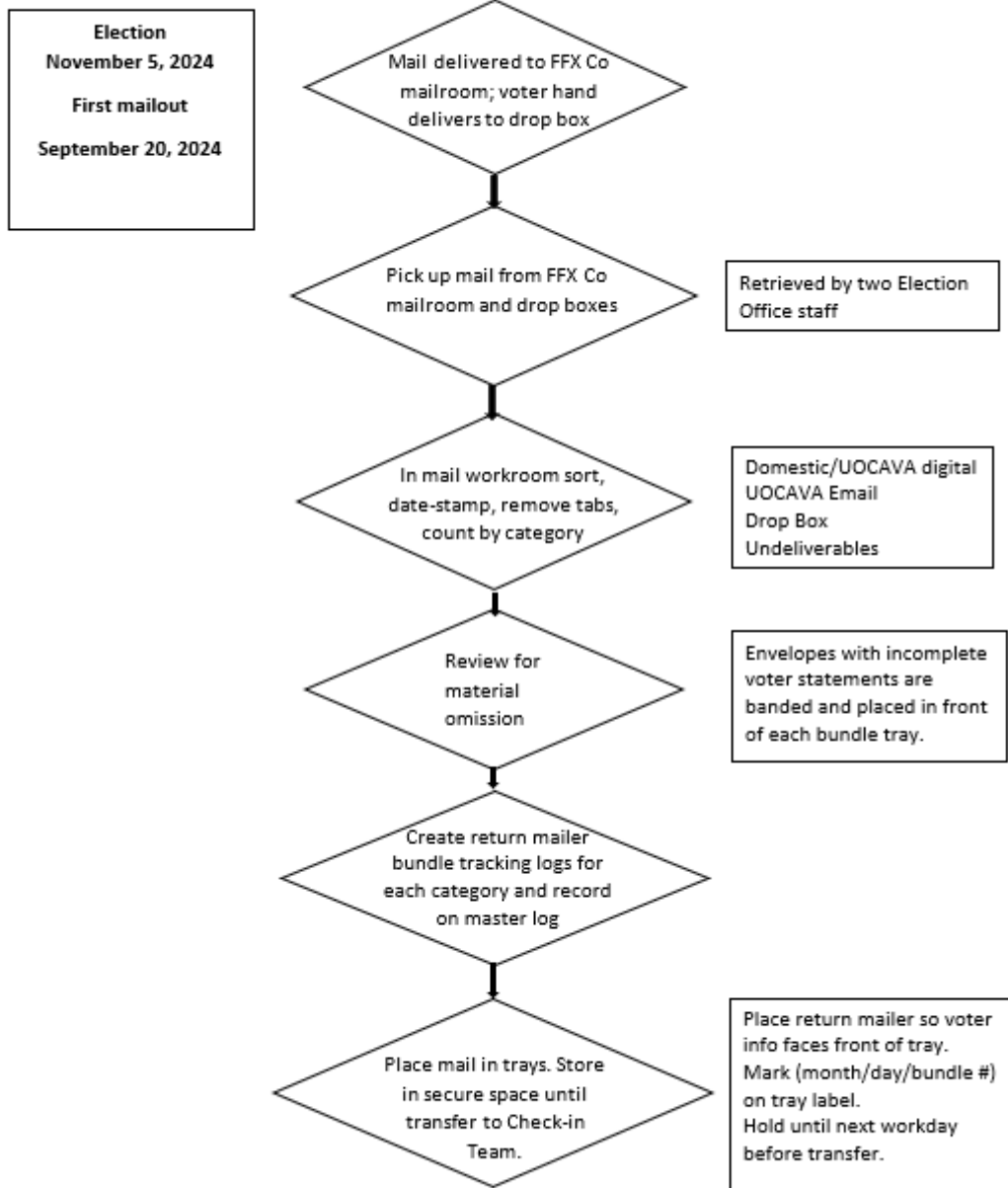
Appendix A: Operation Flowcharts



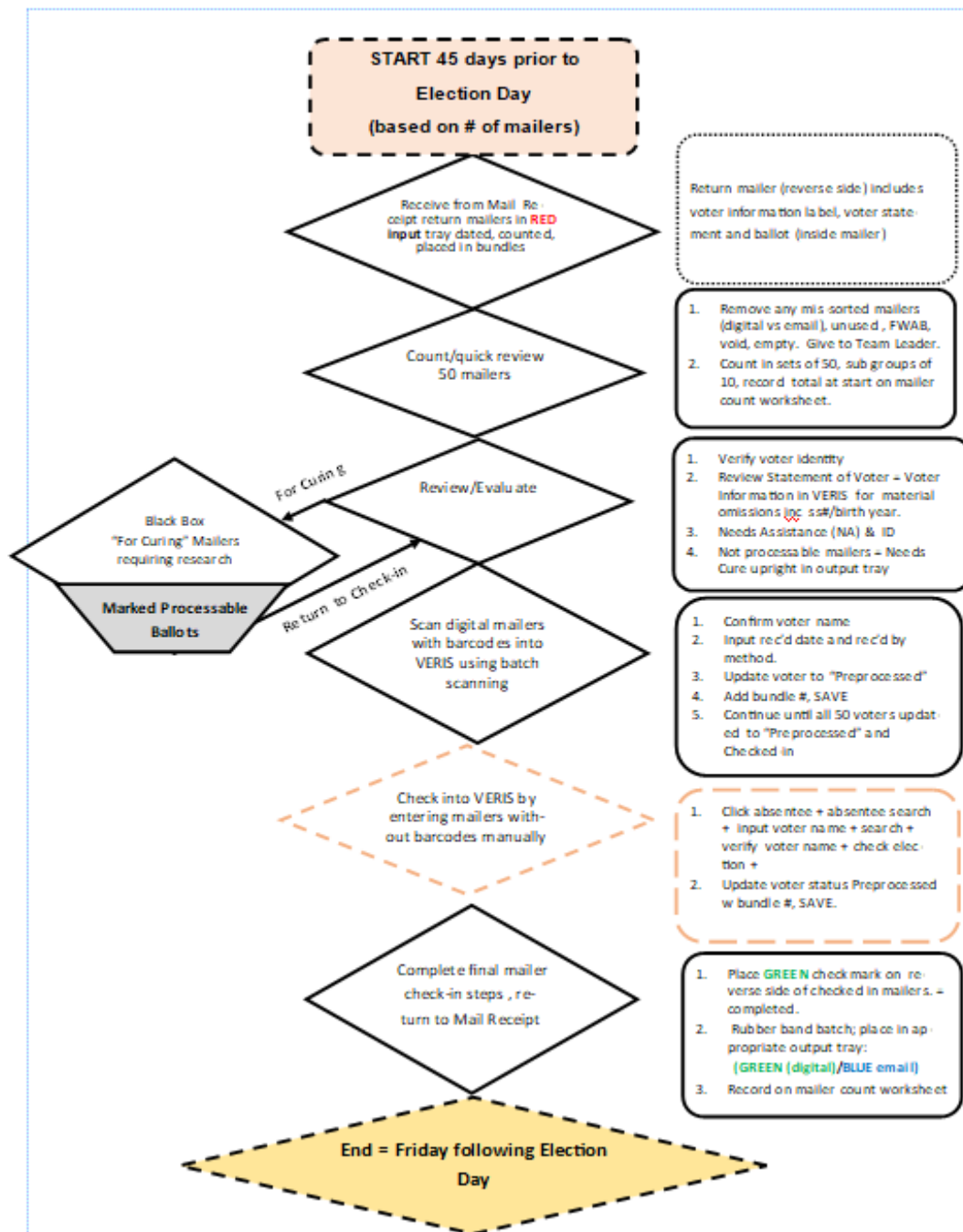
AB Mailer/Ballot Overview— Election thru Post Election



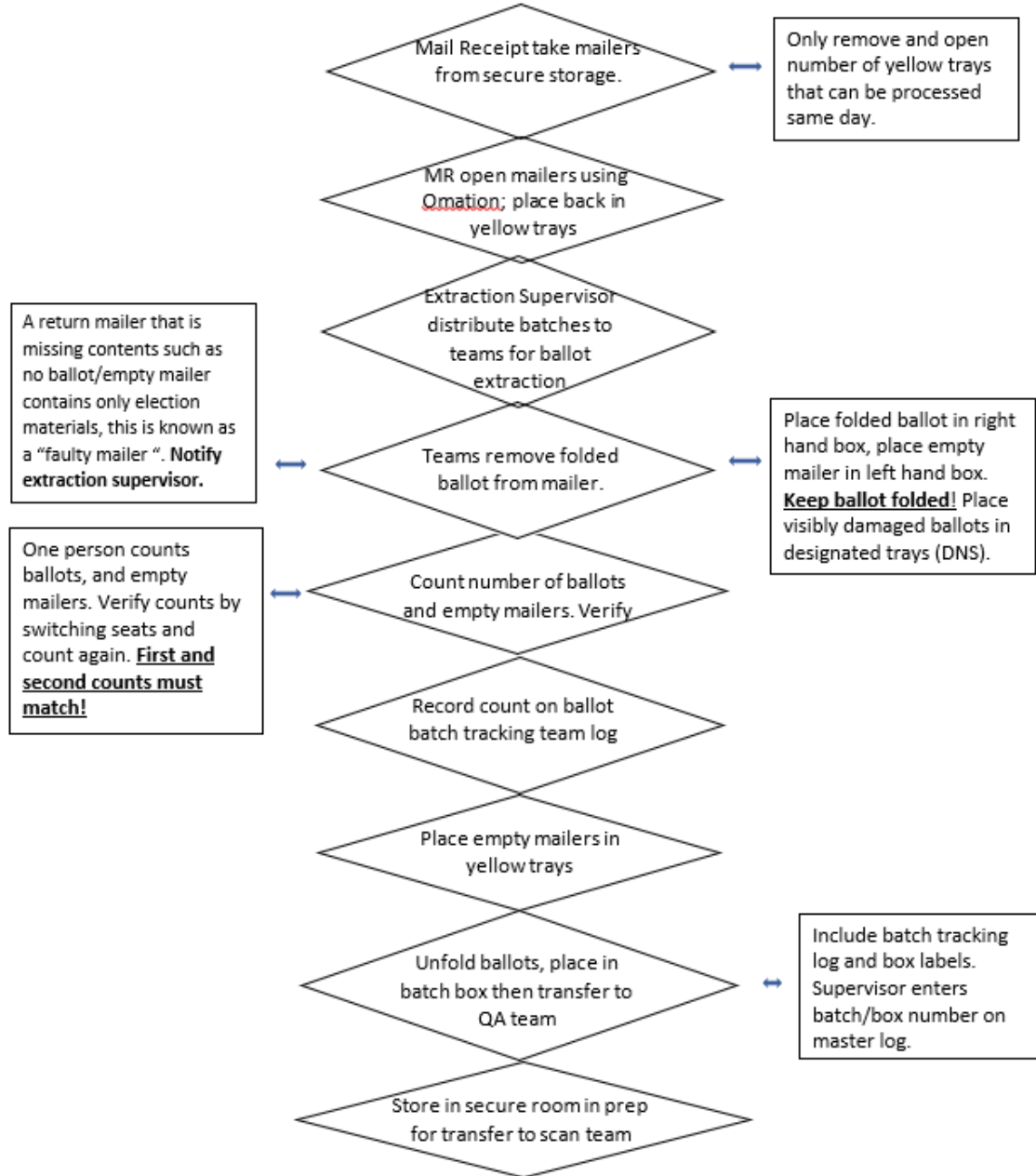
AB Mailer/Ballot Receipt Overview



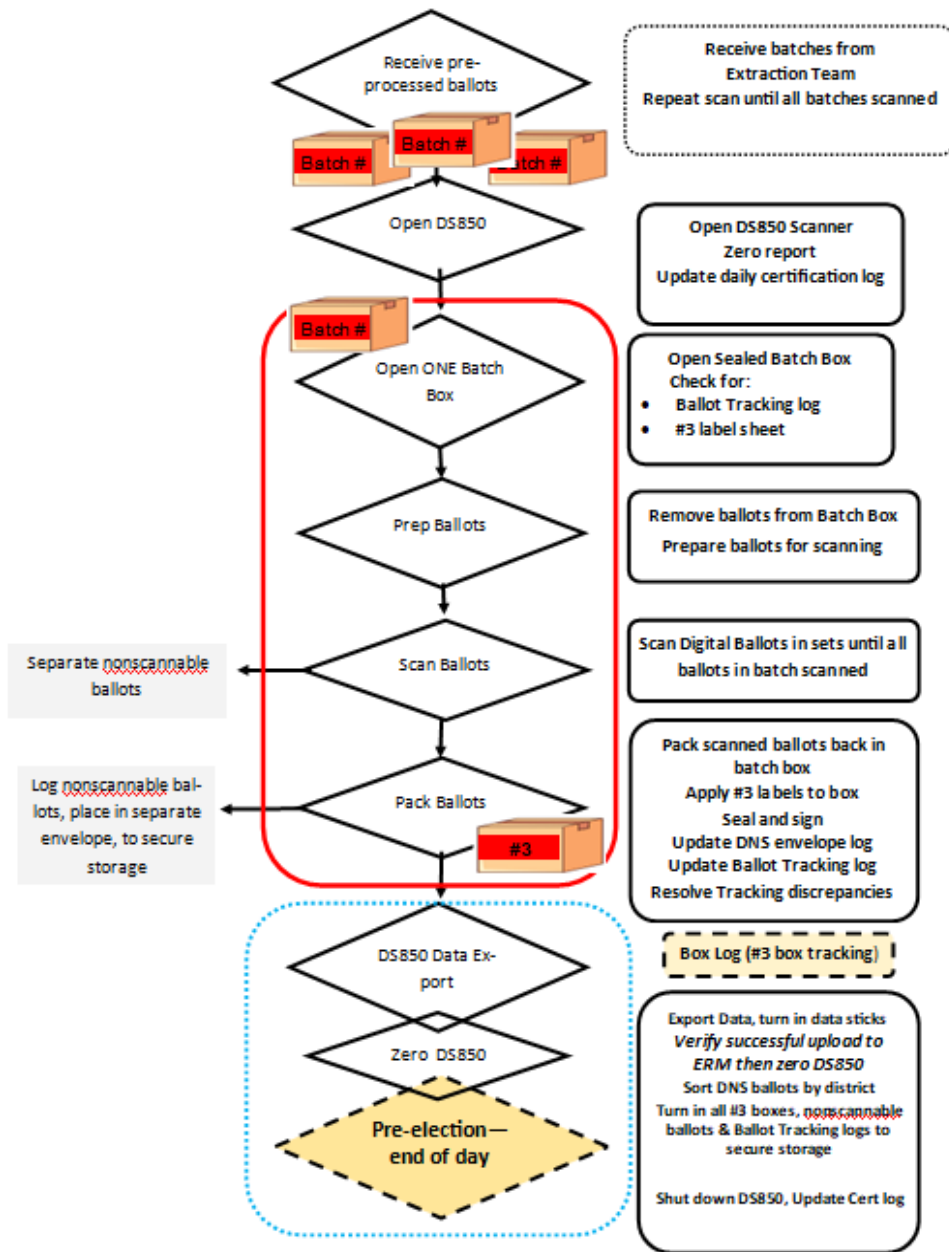
Mailer Check-In Operations



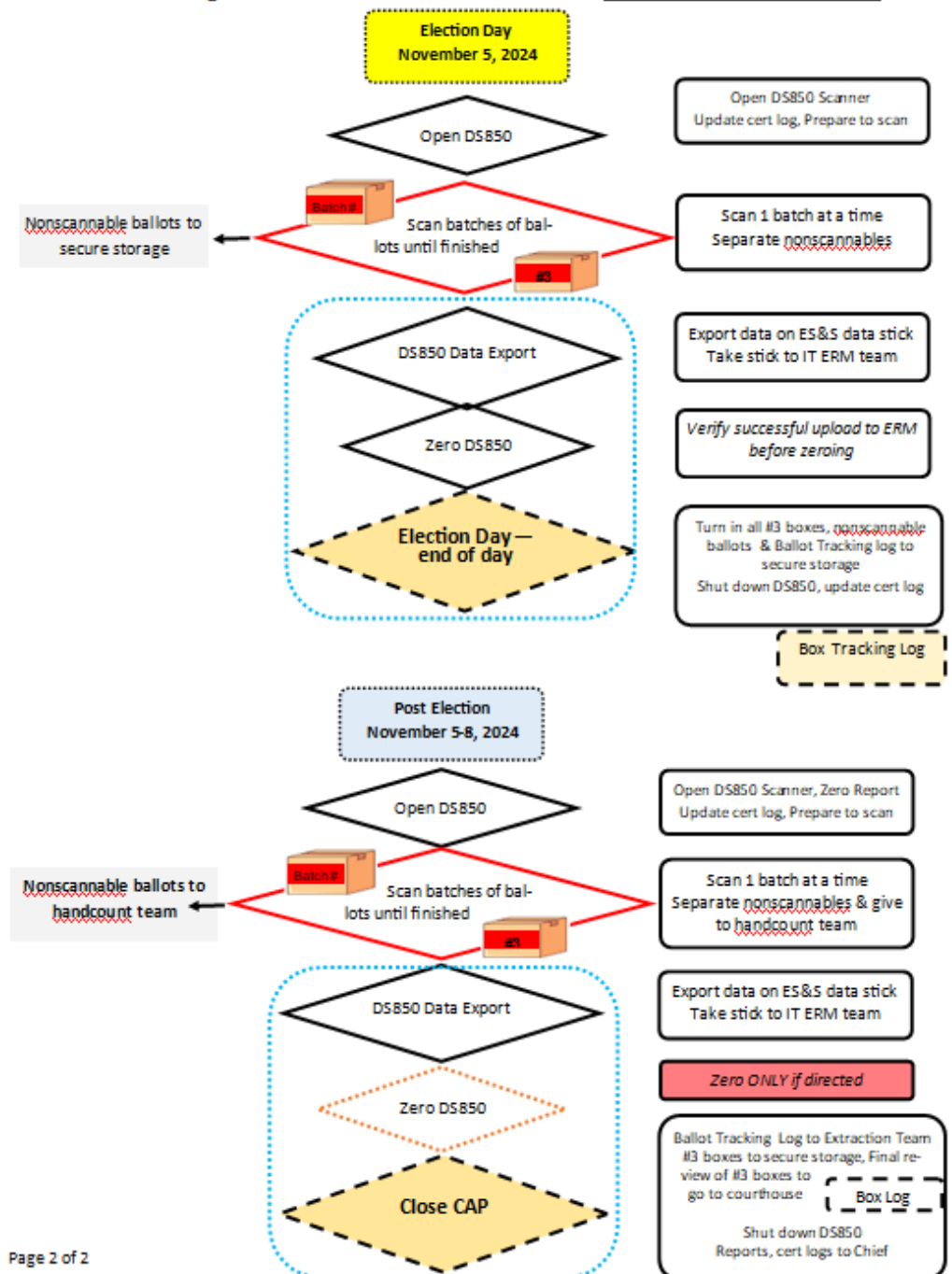
Pre-processing Phase I Opening and Extracting



Scanning Absentee Voter Ballots DS850 Overview, PRE-ELECTION

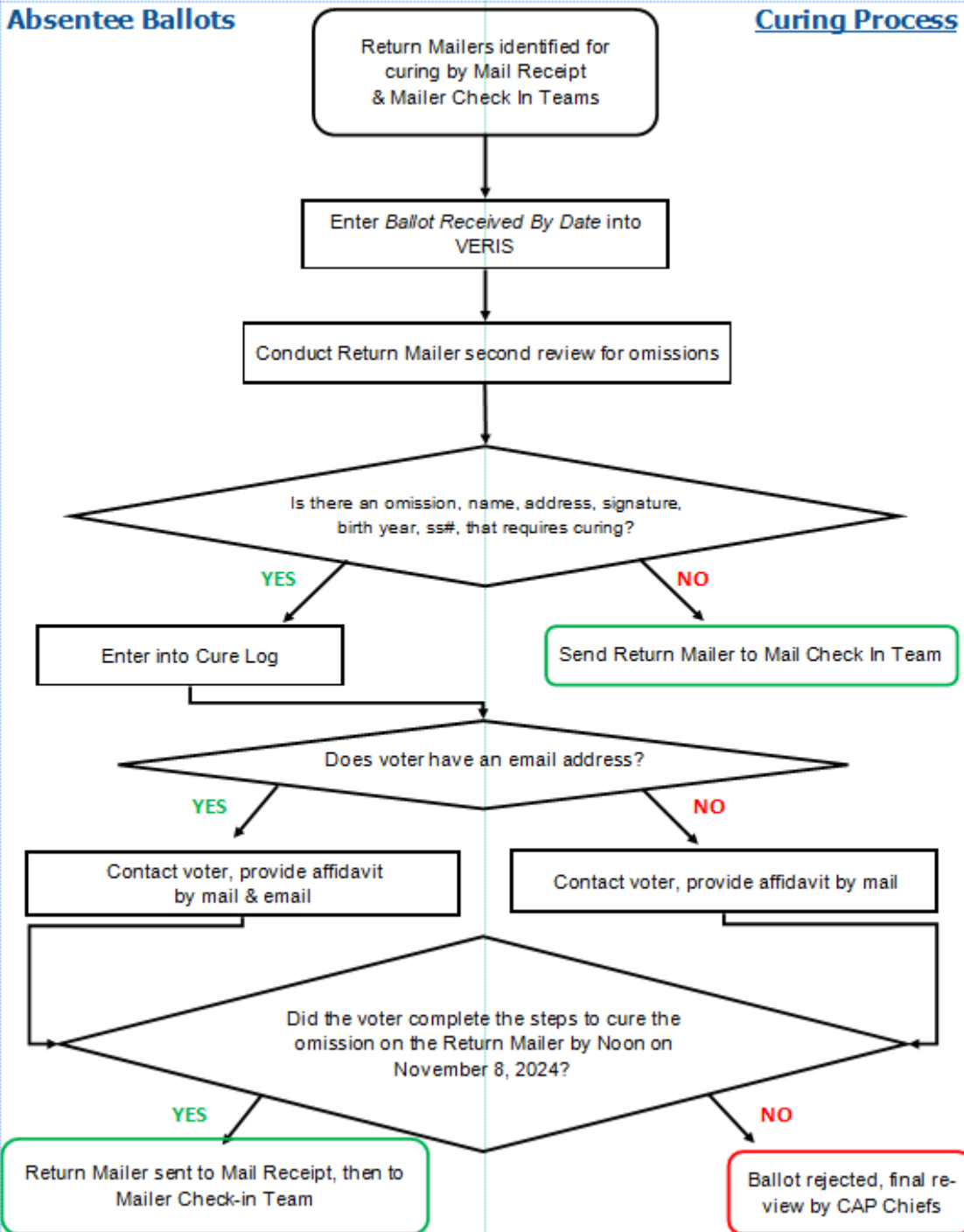


Scanning Absentee Voter Ballots Overview— ELECTION/POST ELECTION



Absentee Ballots

Curing Process



Handcount Overview

