

**Central Absentee Precinct  
(CAP)  
Poll Watcher Training  
Special Election  
And  
General Election  
2025**



Rev. 07-21-25

# Disclaimer

This training is current and is kept as up-to-date as possible as we receive new information from FCOE.

Please refer to our RESOURCES website for any updated information:

**<https://fairfaxgop.org/fairfax-gop-poll-watcher-resources/>**

### 3. Mailer Check-In, Opening and Extraction



# **Poll Watcher Rules Specific to Mailer Check-in Process**

## **Authorized Representatives and Observers:**

- Must complete the official log with the times of arrival/departure.
- Have the right to observe the mailer check-in operation and may immediately appeal to Reuben Howard, Deputy Registrar of Absentee Ballots, and the Electoral Board if they are dissatisfied with the team leader's decision regarding physical positioning within the room.
- Cannot see the voter's personally identifiable information (PII) on a mailer or VERIS screen.
- May not touch or handle any voter submission official documents. May not have access to checked in or "Needs Cure" voter submissions. May not disclose information about individual voter submissions.

# Security Requirements for Mailer Check-in Staff for Poll Watchers to Observe

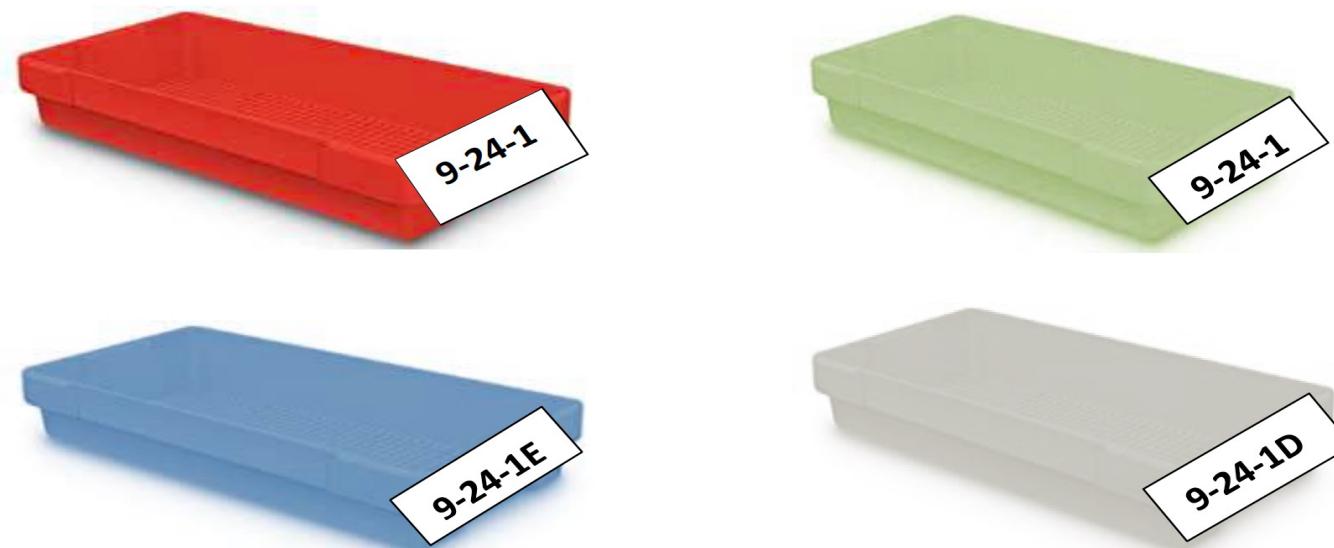
- Look for any potential tampering or defacement of mailers and report any such activities immediately to Team Leads.
- Staff may never leave their computer unattended; they should always log out before stepping away.
- The processing tables should be kept free of food, drinks, personal bags, and personal electronic equipment.
- Observe that return mailers are safeguarded in the workroom. Mailers should not be left unattended at the workstations.
- Observe that only authorized people are present in the check-in area.
- Observe that staffers are protecting voters' personally identifiable information (PII) on mailers and in VERIS.

# Mailer Distribution Trays: Color Shows Function

- Ballots are placed in trays as they go through the check-in process. Ask the Team Leads what kinds of ballots they are checking in each day.
- A **RED** distribution tray contains mailers with digital ballots, both domestic and UOCAVA, that arrived by mail, to be checked into VERIS.
- A **GREEN** plastic output tray for completed (checked in) mailed digital bundles.
- A **GREY** plastic output tray for completed drop box bundles.
- A **BLUE** plastic output tray for completed email ballots.
- A **BLACK** plastic output tray for ballots needing curing

# Mailer Distribution Trays: Bundle Numbers on Trays

The label attached to the front of each tray indicates the bundle number. The bundle number always starts with the received by date and includes the tray number. The bundle number is used to keep track of the ballots as they move through the workflow from receipt to check-in, and preprocessing (ballot extraction and scanning).



DEMOCRATIC		Mailer Count Worksheet			DEMOCRATIC	
June 18, 2024 Democratic Primary						
Bundle #						
Date	Staff Members					
Mailers						
	Mailers at Start	Checked-In Domestic Mailers	Checked-In UOCAVA Mailers	Needs Cure Mailers		
<i>Set 1</i>						
<i>Set 2</i>						
0 0						

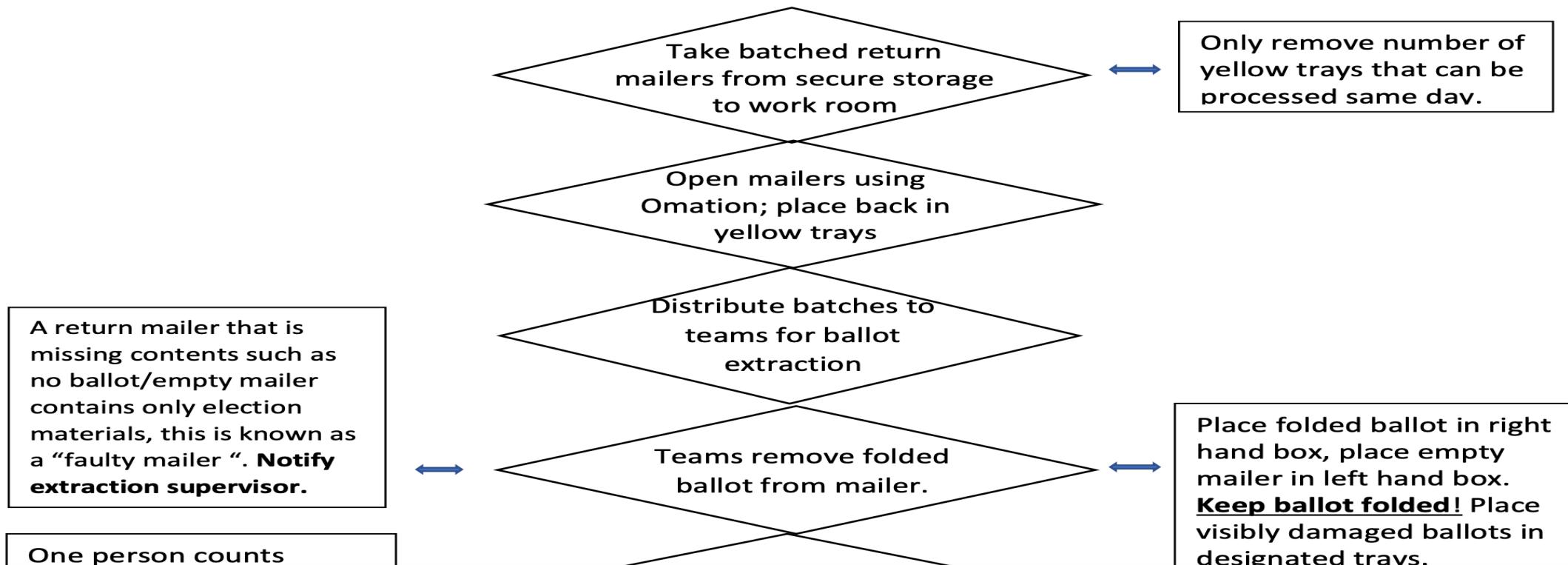
# CAP Ballot Mailer Opening and Extraction Process

Absentee Ballot Mailers are slit open using the automated envelope opening machine “Omation” (See Below)

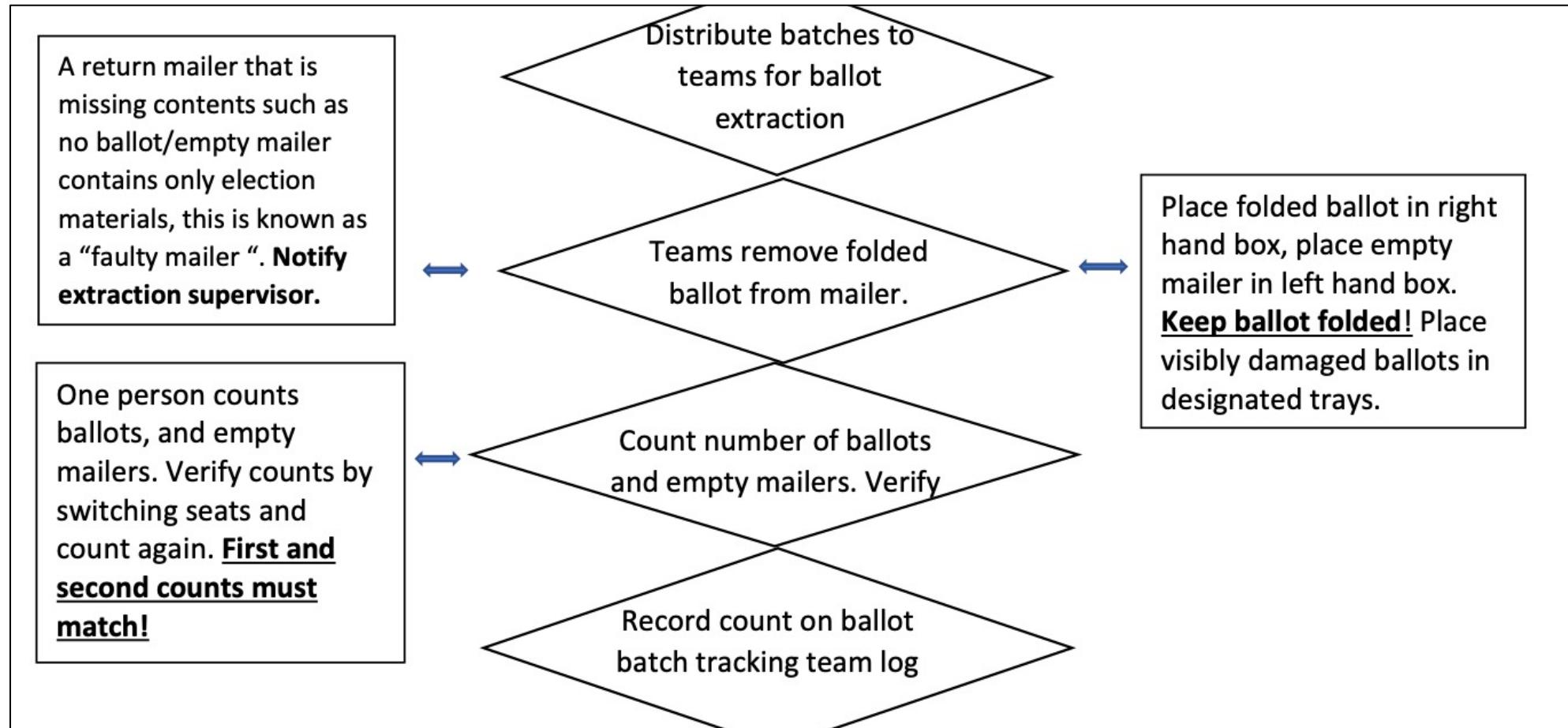


# CAP Ballot Extraction Process: Opening Mailers

## Pre-processing Phase I Opening and Extracting



# CAP Ballot Extraction Process: Extraction & Counting



# CAP Ballot Extraction Process: Extraction & Counting

Note that the Batch Number follows with each batch all the way through to final placement in batch box

