

Central Absentee Precinct (CAP)

Poll Watcher Training

Special Election

And

General Election

2025



Rev. 07-23-25

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/>

5. CAP Poll Watcher Reporting



CAP Fairfax GOP Poll Watcher Paper Report Form

September 9th, 2025 Special Election CAP Poll Watcher Report

Please enter data online at <http://www.capfairfaxelectioninfo.com>.
Contact RPV Legal Helpline at help@virginia.gov or call 804-600-4809.
Poll Watcher scheduling questions contact Pat O'Brien at pollwatchers@fairfaxgov.org
or call 703-397-8129

ALL SHIFTS COMPLETE THE FOLLOWING FIELDS:

1. Name _____

2. Shift Date

MM/DD/YYYY

3. Arrival Time

hh mm -

AM/PM

4. Departure Time

hh mm -

AM/PM

5. Your Phone (cell preferred)

6. Your Email

* _____

7. Which CAP Process did you observe on your shift?

- ☐ Absentee Ballot Mailer Check-in to VERIS
☐ Absentee Ballot Extraction from Mailers
☐ Absentee Ballot Scanning
☐ Hand Counts (UOCAVA Absentee Ballots and other "DID NOT SCAN" (DNS) Ballots

8. Were 2 Election Officers present at all times during the Ballot Extraction and Scanning processes? (i.e., Chief, Asst Chief)
Yes____ No____

9. Were there any equipment problems?
Yes____ No____

If "YES" describe the issue

10. Please describe any incidents that took place and/or open issues needing follow-up

SECURITY (ALL SHIFTS):

11. Did you see that all ballots were moved from room to room by 2 people, whether in trays or in ballot boxes? Yes____ No____

12. Did you see any ballots or security envelopes left unattended?
Yes____ No____

MAILER CHECK IN PW SHIFT COMPLETES THE FOLLOWING FIELDS:

Team Lead Names for Mailer Check In

Ask the Team Lead for the following information (Closing shift):

Total Mailers Checked In _____ Total Sent to Cure _____

Total Returned from Cure _____

BALLOT EXTRACTION PW SHIFT COMPLETES FOLLOWING FIELDS:

Chief/Asst Chief and Supervisor for Ballot Extraction and Scanning

Copy from "MASTER BALLOT BATCH EXTRACTION TRACKING LOG"

Batch #			
Original Batch Quantity		# Faulty Mailers	
New Batch Quantity		# Empty Envelopes	
# Ballots Extracted		# of Ballots to Scanning	
# Hand Counts			

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Total Ballots Extracted_____

DS850 BALLOT SCANNING PW SHIFT COMPLETES FOLLOWING FIELDS:

(copy from "Ballot Scanning Daily Certification Log" for latest complete entry)
(Opening shift Poll Watchers get Opening Numbers; Closing shift get Closing Numbers)

Opening ON-OFF Zip Tie Seal Number _____

Opening USB1 Zip Tie Seal Number_____

Opening Saved Count _____

Closing Saved Count _____

Closing Shift: USB1 Seal at Close

Closing Shift: USB Drive Serial #/Name

Rev. 10-16-2024

CAP Fairfax GOP Poll Watcher Online Report Form

<http://www.capfairfaxelectioninfo.com>

November 7 2023 General Election CAP Poll Watcher Report

1. Name

* 2. Which CAP Process did you observe on your shift?

- ☐ Absentee Ballot Mailer Check-in to VERIS
- ☐ Absentee Ballot Extraction from Security Envelopes
- ☐ Absentee Ballot Scanning
- ☐ Hand Counts (UOCAVA Absentee Ballots and other "DID NOT SCAN" Ballots)

* 3. Shift Date

Date / Time

Date

 

* 4. Arrival Time

Date / Time

Time AM/PM

: -

* 5. Departure Time

Date / Time

Time AM/PM

: -

* 6. Your Phone (cell preferred)