

2025 Poll Watcher Pocket Guide for Central Absentee Precinct (CAP) 2025 Special Election and General Election

General Preparation:

- **Reminder:** You'll receive an email reminder notice 24 hours ahead of your shift time
- Call **703-397-8129** with any scheduling or process questions or email pollwatchers@fairfaxgop.org
- Get updated training, resources, forms, news at: <https://fairfaxgop.org/fairfax-gop-poll-watcher-resources/>
- **Bring:** Your Authorization Letter and CAP Shift Report Form, pen and charged cell phone
- **Do Not** wear **ANYTHING** political, law enforcement or military in nature
- Food and drink are **not** permitted where ballots are being processed

Where To Go:

- CAP is located at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA
- Sign in at the Office of Elections, Room 323
- Arrive at least ½ hour before your shift begins (allows time to sign-in and get to CAP)
- Bring your driver's license or other government issued photo ID, as FCOE will want to validate you are a registered voter in Virginia
- You will be escorted or directed to the room where the Central Absentee Precinct (CAP) is located
- Introduce yourself to the Team Leads, Supervisors, and Chief and Assistant Chief

Throughout the Day:

- If you see or hear something you believe is being handled incorrectly, pose your concern to the Team Lead, Supervisor, or Chief /Asst. Chief as a question. If it doesn't get resolved, ask to speak to Ben Howard, Deputy Registrar of Absentee Voting. If it's still not resolved, Call the RPV Hotline at 804-600-4809 or email RPV at: help@virginia.gop and cc: pollwatchers@fairfaxgop.org
- Document the facts on your paper Shift Report Form
- Don't talk to CAP Election Officers or Seasonal Staff
- Don't touch equipment or ballots
- **No photos/videos**
- Don't Argue
- Be Professional

End of Shift:

- Record daily shift numbers and incidents on paper Shift Report Form using:
 - Team Leads (Ask for access to the data)
 - Mailer Check-in Process (**Team Leads** at end of day; closing shift)
 - Ballot Extraction Process (**Ballot Batch Tracking Log**; closing shift)
 - Ballot Scanning Process (**Daily Certification Log**; opening and closing shifts)
- Enter Report Shift data on-line at: <http://www.capfairfaxelectioninfo.com> after your shift

Remember: Be Polite! Be Persistent!