Poll Watcher Training

2025 General Election

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. Early Voting in Fairfax County

General Election Season: Polling Places & Hours for Voters

- **Three 45-day** Early Voting **Satellites** (Sept 19 – Nov 1)
  - ➤ Fairfax County Gov't Center   North County Gov't Center (Reston)   Mt. Vernon Gov't Center

    M-F: 8-4:30   M-F: 1-7   M-F: 1-7

    Saturday 9-5:00   Saturday 9-5:00   Saturday 9-5:00

    Saturday Dates for all 3 Sites: September 20, October 25, and November 1
    Sunday Date for all 3 Sites: October 26 - all 3 sites 1 - 5

- **Thirteen 10-day** Early Voting **Satellites** (Oct 23 – Nov 1)
  - ➤ Burke Center Library, Centreville Regional Library, Franconia Gov't Center, Great Falls Library, Herndon Fortnightly Library, Lorton Library/Community Center, Mason Gov't Center, McLean Gov't Center, Jim Scott Community Center, Sully Gov't Center, Thomas Jefferson Library, Tysons-Pimmit Library, West Springfield Gov't Center

  - ➤ **All 16 sites:**   M-F: 1-7   Sat: 9-5   Sunday: 1-5
  - ➤ **2 Saturdays:**   October 25 and November 1
  - ➤ **1 Sunday:**   October 26

- **Election Day:**   **Tuesday, November 4: 6 am – 7 pm**   There are 264 **precincts** in 2025
                         Regular Poll Watchers should work when the Election Officers work: 5:00 am – ~9:00 pm
                         Microshifters to visit ~5 precincts between 10am – 6pm

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Early Voting Opening Day Tasks

2 Opening Days: **Early voting starts both on 9/19 and 10/23**
*The first date is the date the primary satellites will open for 45 days;
the second date is when the remaining satellites will open.*

1. PWs should arrive 1 hour ahead of Satellite Start time on **Opening Day**; ½ hour ahead all other days

2. Observe the set up of the equipment; record public & protected counts, zip tie seals, & red seal number

3. We will email you the initial numbers for each DS300 machine, the 3-zip tie numbers, the red tape media seal number, and the protected count number prior to opening day
    - Compare the emailed numbers to what you see in the Satellite– if they are not the same, talk to the Chief. They should also match the Machine Certification Form. If not, report as an incident and call the Helpline immediately.
    - The **Protected Count** is how many ballots have ever been scanned in the machine and will be a higher number than the public number – it's the machine "odometer." The **Public Count** is the number of ballots cast in THIS ELECTION and should read ZERO at opening.

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Record the Opening of the DS300 Scanner

This is a sample Machine Certification Form the Election Officers will consult when opening and closing the DS300 Ballot Scanner.

Opening Shift Poll Watchers will have access to the Logic & Accuracy testing information of each machine's data so those PWs will have the anticipated DS300 serial numbers available as a cross-check to the precinct information.

Record the Red Seal numbers of each DS300 Ballot Scanner on your Report Form and compare numbers to the Machine Certification Form. Bring discrepancies to the Chief.

MACHINE CERTIFICATION FORM — Return in Orange Pouch
Precinct: **100 SAMPLE (Jun 2025)** — Fairfax County – Democratic Primary – Jun 17, 2025

BEFORE POLLS OPEN: Record the seal numbers for items listed in the top section. In addition, verify the opening seal numbers for each piece of equipment listed in the bottom section. If any seal is missing or does not match, call the office.
AFTER POLLS CLOSE: Record new seal and counter numbers. Sign at bottom. Copy scanner information to Envelope #7.

Equipment	Seal Location & Type	Seal Number (during the day)
Provisional bag	**Zipper closure** zip-tie seal	
Ballot scanner #1 (DS0000000001)	**Ballot compartment** zip-tie seal	
	Emergency compartment zip-tie seal	
Ballot scanner #2 (DS0000000002)	**Ballot compartment** zip-tie seal	
	Emergency compartment zip-tie seal	

If you need to use the emergency compartment of either ballot scanner, remove the initial seal, open the flap, and place a new zip-tie seal on the compartment. Record the **scanner number**, the **time seal changed**, and the **new seal number** below.

Equipment	Type	Opening Seal	Closing Seal
Equipment cage	Zip-tie seal	3000007	
Purple pouch	Zip-tie seal	n/a	
TripLok security bag	Barcoded seal	n/a	
E-Pollbook #1 (EPB-0001)	Zip-tie seal	4000001	
E-Pollbook #2 (EPB-0002)	Zip-tie seal	4000002	
E-Pollbook #3 (EPB-0003)	Zip-tie seal	4000003	
E-Pollbook #4 (n/a)	Zip-tie seal	n/a	
E-Pollbook #5 (n/a)	Zip-tie seal	n/a	
Ballot scanner #1 (DS0000000001)	Zip-tie seal	10000002	
	Protected count	1,001	
	Public count	0	
	Barcoded sticker seal over USB compartment	10000001	n/a
	Ballot compartment seal (if contains blank ballots)	3000008	n/a
Ballot scanner #2 (DS0000000002)	Zip-tie seal	20000002	
	Protected count	9,999	
	Public count	0	
	Barcoded sticker seal over USB compartment	20000001	n/a
	Ballot compartment seal (if contains blank ballots)	3000009	n/a

We confirm that at least two election officers verified the seals on all items before polls opened and sealed all required items after polls closed.

| Chief (or other EO)	Name:	X
Asst. Chief (or other EO)	Name:	X

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Daily DS300 Log – Kept throughout Early Voting

DAILY BALLOT SCANNER LOG

RETURN IN
#2 ENVELOPE

Satellite: «SATELLITE»

Fairfax County – Democratic Primary – June 17, 2025

Machine Number (e.g. #1, #2..) _____   DS300 Serial Number_____

Date	Opening Lid Seal #	Opening USB Seal (red sticker)	Ballot Compartment Seal #	Initials (2 EOs)	Closing Lid Seal #	Closing USB Seal (red sticker)	Initials (2 EOs)
Fri 5/2/2025							
Sat 5/3/2025							
Sun 5/4/2025							
Mon 5/5/2025							
Tue 5/6/2025							
Wed 5/7/2025							
Thu 5/8/2025							
Fri 5/9/2025							
Sat 5/10/2025							
Sun 5/11/2025							
Mon 5/12/2025							
Tue 5/13/2025							
Wed 5/14/2025							
Thu 5/15/2025							
Fri 5/16/2025							
Sat 5/17/2025							
Sun 5/18/2025							
Mon 5/19/2025							

➤ Opening Data - Left Side (green)
➤ Closing Data - Right Side (pink)
➤ Initialed each time by 2 EOs

- Lid Seal #
- Red USB Seal #
- Ballot Compartment Seal #

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Watch How EOs Process Voter IDs

- You won't be able to see a voter's ID up close - you should, however, see that a voter presents a valid ID

    - Driver Privilege Cards and most Limited Duration Licenses are NOT an acceptable ID for voting
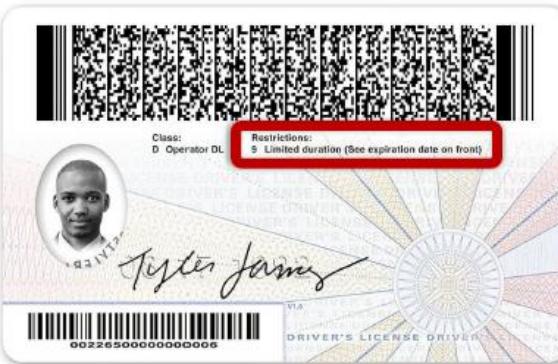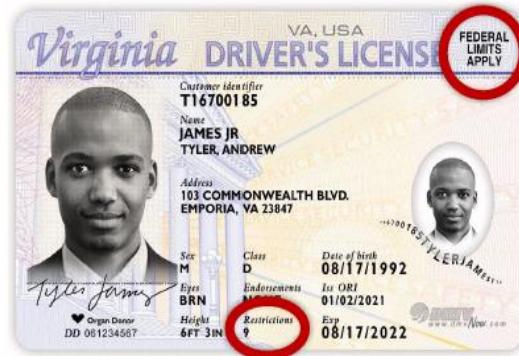
While a driver privilege card is nearly identical to a driver's license, it is not an acceptable ID for voting. Driver privilege cards are issued to non-citizens.

- The Election Officer must ask the Voter for his ID and his address (to validate the voter is in the correct precinct on Election Day)
    - Voter does not HAVE to present any ID; he may sign an ID Confirmation Statement confirming his identity and then vote normally
    - If the voter refuses to sign the ID Confirmation Statement and presents no ID, voter votes provisionally
    - E-Pollbook EO may <u>not</u> ask the voter for his Driver's License if voter offers another form of acceptable ID

Voter ID Check-in

Voter checks-in – some IDs may be digital and may be other than a Driver's License

Digital copies of IDs

Voters may show you an electronic version of **some** IDs instead of a physical version.

Electronic forms of the following documents are acceptable, **if issued within the last 12 months**:

- Utility bill
- Bank statement
- Government check
- Paycheck
- Other government document containing the name and address of the voter

An **electronic student ID** is also acceptable if it is an officially adopted method of issuing an ID by the institution. A screenshot or photograph of a student ID is not acceptable.

Digital driver's licenses are **NOT** an acceptable form of ID for voting. Ask the voter for another form of ID.

Once the Polls are Open, You may see Voters Use These Forms

Check-in

Listen that the Election Officers ask for the name and address of the voter and ask for an ID; listen for voters' responses – are any forms required based on the conversation? Some forms you may see used:

- **ID Confirmation Statement**
  - This form is used if a voter does not present a valid ID.

- **Affirmation of Eligibility**
  - If a voter is marked "Inactive" on the E-Pollbook the voter signs an Affirmation of Eligibility.
  - This form is also used if a voter is challenged by any other voter, including an EO, if the challenger feels the voter should be disallowed from voting.

- **Request for Assistance form**
  - If the voter needs someone else to mark his ballot, the voter and the assistant must sign this form before the voter is offered a ballot. If the Assistant is 15 or younger, no form is required.

- **Statement of Voter – also called "Goldenrod" form**
  - Used ***ONLY*** during Early voting if a voter never received/lost his Absentee Ballot and wants to vote a regular ballot in person. Called Goldenrod due to it yellow-orange color
  - ***CANNOT*** be used on Election Day – if voter does not surrender his Absentee Ballot, he must vote a provisional ballot

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Curbside Voting

Poll Watchers are permitted to go with the EOs when a voter requests curbside voting
Voters who are disabled or 65 or older may vote curbside
Do not observe HOW the voter voted, only the process

Observe if EOs are following the correct procedures:

- Each voter must be handled separately and in the same manner as if the voter were voting inside the precinct:

    o Each curbside voter must be verified and checked-in as voted in the E-Pollbook
    o Observe that only 1 ballot per voter is issued/voted/scanned
    o Observe if Assistance Forms are signed by the voter and the assistant if any voter requests assistance
    o Observe that the EO makes no changes to voter's ballot prior to scanning in the DS300

- Observe that the number of actual voters who are seen in the car, van, or bus **matches** the number of voted ballots the EO returns and scans into the DS300 Ballot Scanner

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How to Observe Spoiled and Absentee Ballots

- Poll Watchers **DO NOT TOUCH BALLOTS (or ANYTHING else…)**

- **SPOILED BALLOTS**: If a ballot is <u>not</u> to be counted, then Chief/Assistant Chief must write **"SPOILED"** across the face of the ballot
  - If the voter makes a mistake with his selection, the Chief will have the voter fill in ALL the bubbles before returning the spoiled ballot to the Chief. (Best practice for privacy, but not mandatory)
  - The Chief writes SPOILED on the face of the ballot and issues a new ballot to the voter.
  - The spoiled ballot is logged and put securely in envelope #4 for spoiled, voided, and surrendered Absentee Ballots.

- **ABSENTEE BALLOTS:** If a voter requested an absentee ballot, then chooses to vote in-person, the voter must bring and relinquish his absentee envelope with the ballot prior to being issued an in-person ballot.
  - The EO will mark the voter as having voted in-person in the E-Pollbook and give the absentee ballot to the Chief or Assistant Chief to mark **"Absentee Surrendered"** <u>**on the ballot and the envelope.**</u> Voter will be given a ballot and vote normally. The surrendered Absentee Ballot itself will be placed in Envelope #4.
    - During Early Voting, if the voter didn't receive or lost his Absentee Ballot, he can sign a "Goldenrod" form and then vote normally.
  - **NOTE: On Election Day:** if voter does not surrender his absentee ballot and wants to vote in person, the voter **MUST** vote a *Provisional Ballot*

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