

# **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/>

## 5. ELECTION DAY FOR PRIORITY PRECINCTS



# Review: Early Voting Procedural Differences from Election Day

Most Early Voting daily closing procedures are the same as on Election Day, with these exceptions:

1. Early Voting Scanners are not tabulated at the end of each day
  - DS300s are **hibernated nightly**, and voter counts are accumulated over all the days of early voting
  - End-of-day count must equal the next day's opening count on each DS300 Ballot Scanner
  - **PW closing shift report will be sent via email overnight to the next day's Opening Shift PW**
    - Therefore, it's critical the Closing PW submit his report as soon as possible after closing
2. Early Voting E-Pollbook EOs manage most non-routine situations, except for Provisionals/SDRs; on Election Day, Chiefs handle all non-routine situations
3. Early Voting voters receive a printed-on-demand custom ballot for their precinct; on Election Day, all ballots at each precinct are the same for each precinct voter

# Election Day: Observe/Record the Opening of the Polls

- **Arrive at 5:00 a.m.**, 1 hour before the polls open at 6:00 a.m., so you can observe the preparation and the opening of the polling site
  - Preliminary precinct set up will have been done the day before: voter tables, chairs, and privacy folders, signage, and drop box will all have been set up
- Chief swears in Election Officers (not you!) and assigns them polling place setup tasks
- Watch and write down numbers from the setup of polling site:
  - **DS300 Scanners:** Record the Public/Protected numbers prior to opening on each of the two DS300s, the red seal numbers, the 3 zip tie seal numbers (on the Ballot and Emergency Compartments and on the lid), and observe the Zero Report for each – paper tape (**check that Public number is at Zero on both DS300 machines**)
  - **E-Pollbook:** Each E-Pollbook should show Zero voters have checked in prior to the Polls Opening
  - **Drop Box:** Validate the Drop Box is empty prior to the polls opening
- **The Polls open on-time at 6:00 a.m. – Report as an incident if late in opening**

# PWs Should Observe Election Day Closing Procedures

## PWs should observe the Chief and EOs as they close the polling site:

- The Chief will announce that the poll is closing in 15 minutes before locking the doors at 7:00 pm
- Anyone in line at 7:00 pm can vote. If there is a line, an Election Officer will stand at the end of the line to denote the end of the line as of 7:00 p.m.
- Two Poll Watchers from each party can remain inside the polling place to observe the Closing and Tabulation; once you're inside, you cannot leave until after the results have been reported and the Results Notice is posted on the precinct door.
- Polls can stay open for voting after 7:00 pm only by a Court Order; all such voters then must *vote via a Provisional Ballot*.

# You Should Record Election Day Data

**PWs should observe the EOs as they tabulate the results from the DS300 Ballot Scanning machines and perform the following tasks:**

- Before the scanners are closed:
  - **Poll Watchers should record the Public/Protected vote count from the DS300s and the red seal numbers over the thumb drive compartment**
  - **Poll Watchers should obtain and record the total check-ins on the e-Pollbooks**
- DS300s – Two EOs of opposite parties ‘close’ the voting on each of the DS300 Ballot Scanners, remove the thumb drives, and give them to the Collector EOs
  - Print results tapes (3 copies), remove ballots from the ballot chamber and pack in boxes with security tape, and lock the DS300 lids with zip ties
  - The consolidated e-Pollbook count should match the vote counts on the DS300 (and paper tapes) - **if they don't match, record as an Incident**
- Chief or EO completes the Statement of Results (SOR) and other paperwork
- Poll Watchers *cannot* text or phone in the results until the Chief tapes results to the precinct door for public viewing

# If you don't get to see the DS300 Scanner itself to record your data, as a backup, use the FCOE Machine Certification Form

This is a sample of the same **Machine Certification Form** the Election Officers use at opening. They will use this same form when closing the DS300.

Election Officers will record the Public and Protected Counts from each DS300 machine



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



# Election Day Ballot Drop Box & Chain of Custody Processes

## PWs should observe the Collector EOs as they close the Precinct Ballot Drop Box:

- Two Election Officers, **one from each party**, unlock the Drop Box and remove the AB ballots at 7:00 pm
  - They count the Absentee Ballots and put them in a *Triplok* plastic bag; then complete, sign, and insert a form stating the number of Drop Box ballots it contains; then seal the *Triplok* container bag.
- The same two Collector EOs receive the **purple** thumb drives from the EOs who closed the DS300s and put them in the purple pouch. **PWs should record the zip tie number of the purple pouch.**
- Collector EOs drive in ONE car with 3 items:
  - 1) Drop Box ballots in the *Triplok* bag
  - 2) Purple Thumb Drives in the purple pouch
  - 3) Envelope #1A (SDR & Provisional ballots)

*Triplok* Bag #



Purple Pouch

Collector EOs drive as soon as possible to the the Fairfax County Government Center and drop off materials to other EOs at the Fairfax County Office of Elections. (FCOE).

# Election Day Closing and Transporting Procedures

## **PWs observe the Chief and EOs as they transfer materials from polling site:**

- Inside: Pack all envelopes by affixing, signing, and dating labels  
Remove all signs; pack materials into cart  
Power down and pack all E-Pollbooks and power cords into the Chief's car
- Ballots – pack all voted, surrendered mail-in, spoiled, and unvoted ballots into Chief's car
- Chief returns SOR, E-Pollbooks, Ballots and other paperwork envelopes to receiving location of the Office of Elections General Registrar:
  - Fairfax County Government Center – Fairfax
  - North County Government Center – Reston
  - Mt. Vernon Government Center – Mt. Vernon
  - Marshall High School – Falls Church

# Election Day Results Preparation

As the EOs complete their close- down of the machines and paperwork, they each annotate the Closing Numbers Worksheet.

Doing this assists them in preparing the Statement of Results (SOR), which is the precinct's final tabulation of the day's activities.

## CLOSING NUMBERS WORKSHEET

Return in Envelope #2

Precinct: **100 SAMPLE (Jun 2025)**

Fairfax County – Democratic Primary – Jun 17, 2025

INSTRUCTIONS: During closing procedures, regular election officers record numbers on this worksheet. Chief or Assistant Chief then copies relevant numbers to closing forms and SOR Helper app as needed.

### Envelopes #1A

Provisional Specialists count these items when moving them from provisional bag into appropriate Envelope #1A.

\_\_\_\_\_ SDR provisionals  
\_\_\_\_\_ non-SDR provisionals

### Drop box

Collector Officers count these items when moving them from drop box into secure TripLok bag.

\_\_\_\_\_ absentee envelopes in drop box

### Envelope #4

Count these items before sealing the envelope.

\_\_\_\_\_ surrendered absentee ballots  
\_\_\_\_\_ spoiled ballots  
\_\_\_\_\_ voided ballots

### Envelope #8

Count these items before sealing the envelope.

\_\_\_\_\_ Affirmations of Eligibility  
\_\_\_\_\_ ID Confirmation Statements  
\_\_\_\_\_ Requests for Assistance  
\_\_\_\_\_ Voter Registration Applications

### Unused ballots

Count these items before sealing them in Box #6.

\_\_\_\_\_ unused ballots in sealed packs  
(e.g. 5 packs x 200 = 1,000)  
\_\_\_\_\_ unused ballots in open pack(s)  
(e.g. 50)

### E-Pollbooks

On any e-pollbook, open Menu, then Summary Report.

\_\_\_\_\_ check-ins  
\_\_\_\_\_ curbside voters

### Scanner #1 – Closing tapes

Find these numbers on the Ballot Status Accounting Report from this ballot scanner's closing tape.

\_\_\_\_\_ Public Count  
(total ballots cast on scanner)  
\_\_\_\_\_ Total Standard Ballot Sheets  
(regular ballots cast on scanner)  
\_\_\_\_\_ Total ExpressVote Cards  
(BMD ballots cast on scanner)

### Scanner #2 – Closing tapes

Find these numbers on the Ballot Status Accounting Report from this ballot scanner's closing tape.

\_\_\_\_\_ Public Count  
(total ballots cast on scanner)  
\_\_\_\_\_ Total Standard Ballot Sheets  
(regular ballots cast on scanner)  
\_\_\_\_\_ Total ExpressVote Cards  
(BMD ballots cast on scanner)

# Election Day Statement of Results (SOR)

Another source of info for the PW report is the SOR.

Use the Machine Certification form if you haven't been able to obtain Numbers from the DS300 machines.

STATEMENT OF RESULTS – B (REGISTRAR'S COPY)		Return in Envelope #2								
Precinct: <b>100 SAMPLE (Jun 2025)</b>		Fairfax County – Democratic Primary – Jun 17, 2025								
<b>What to do at the beginning of the day</b> <input type="checkbox"/> Print opening tapes from each ballot scanner. <input type="checkbox"/> Have two officers <b>sign all three</b> zero totals reports on opening tapes.		<div style="text-align: center;">_ _ _</div> <p>Staple scanner tapes here (with first item on top)</p> <p><b>Closing tapes</b></p> <input type="checkbox"/> Scanner #1: <b>Voting Results Report</b> (with 2 signatures) <input type="checkbox"/> Scanner #1: <b>Write-In Report</b> <input type="checkbox"/> Scanner #2: <b>Voting Results Report</b> (with 2 signatures) <input type="checkbox"/> Scanner #2: <b>Write-In Report</b> <p><b>Opening tapes</b></p> <input type="checkbox"/> Scanner #1: <b>Zero Totals Report</b> (with 2 signatures) <input type="checkbox"/> Scanner #2: <b>Zero Totals Report</b> (with 2 signatures)								
<b>What to do at the end of the day</b> <input type="checkbox"/> Print closing tapes from each ballot scanner. <input type="checkbox"/> Have two officers <b>sign all three</b> voting results reports on closing tapes. <input type="checkbox"/> Fill out every section of SOR A and SOR B using <b>blue or black ink</b> . <input type="checkbox"/> Staple appropriate tapes to this page – see right column. <input type="checkbox"/> Fold bottom of tape to fit on SOR.										
<b>1 Voters checked in</b> <table border="1"><tr><td>Total number of voters checked in</td><td></td></tr></table>		Total number of voters checked in								
Total number of voters checked in										
<b>2 Curbside voters</b> <table border="1"><tr><td>Total number of curbside check-ins</td><td></td></tr></table>		Total number of curbside check-ins								
Total number of curbside check-ins										
<b>3 Ballots cast</b> <table border="1"><tr><td>Ballots cast on ballot scanner #1</td><td></td></tr><tr><td>Ballots cast on ballot scanner #2</td><td>+</td></tr><tr><td>Hand-counted ballots (usually 0)</td><td>+</td></tr><tr><td>Total number of ballots cast</td><td>=</td></tr></table>		Ballots cast on ballot scanner #1		Ballots cast on ballot scanner #2	+	Hand-counted ballots (usually 0)	+	Total number of ballots cast	=	
Ballots cast on ballot scanner #1										
Ballots cast on ballot scanner #2	+									
Hand-counted ballots (usually 0)	+									
Total number of ballots cast	=									
<b>4 Does the number of voters checked in (box 1) match the number of ballots cast (box 3)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, because... <input type="checkbox"/> An election officer did not properly check in some voters (write details below) <input type="checkbox"/> Fleeing voters left without casting their ballot, requiring their ballot to be voided (write details below) <input type="checkbox"/> Other (write details below)										

COMPLETE BOTH SIDES →

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STATEMENT OF RESULTS – B (REGISTRAR'S COPY)		Return in Envelope #2																				
Precinct: <b>100 SAMPLE (Jun 2025)</b>		Fairfax County – Democratic Primary – Jun 17, 2025																				
<b>5 Ballots Issued</b>	<table border="1"><tr><td>Number of ballots received in cage before election day</td><td><b>1000</b></td></tr><tr><td>Number of additional ballots received on election day (usually zero)</td><td>+</td></tr><tr><td>Total number of ballots issued</td><td>=</td></tr></table>		Number of ballots received in cage before election day	<b>1000</b>	Number of additional ballots received on election day (usually zero)	+	Total number of ballots issued	=														
Number of ballots received in cage before election day	<b>1000</b>																					
Number of additional ballots received on election day (usually zero)	+																					
Total number of ballots issued	=																					
<b>6 Ballots Used and Unused</b>	<table border="1"><tr><td>"Total Standard Ballot Sheets" from scanner #1's Ballot Status Accounting Report</td><td></td></tr><tr><td>"Total Standard Ballot Sheets" from scanner #2's Ballot Status Accounting Report</td><td>+</td></tr><tr><td>Number of hand-counted ballots (usually 0)</td><td>+</td></tr><tr><td>Envelope #4 – number of spoiled ballots</td><td>+</td></tr><tr><td>Envelope #4 – number of voided ballots</td><td>+</td></tr><tr><td>Envelopes #1A – number of SDR provisional ballots</td><td>+</td></tr><tr><td>Envelopes #1A – number of non-SDR provisional ballots</td><td>+</td></tr><tr><td>Unused ballots – number in sealed packs (e.g. 5 packs x 200 = 1,000)</td><td>+</td></tr><tr><td>Unused ballots – number in open pack(s)</td><td>+</td></tr><tr><td>Total number of ballots used and unused</td><td>=</td></tr></table>		"Total Standard Ballot Sheets" from scanner #1's Ballot Status Accounting Report		"Total Standard Ballot Sheets" from scanner #2's Ballot Status Accounting Report	+	Number of hand-counted ballots (usually 0)	+	Envelope #4 – number of spoiled ballots	+	Envelope #4 – number of voided ballots	+	Envelopes #1A – number of SDR provisional ballots	+	Envelopes #1A – number of non-SDR provisional ballots	+	Unused ballots – number in sealed packs (e.g. 5 packs x 200 = 1,000)	+	Unused ballots – number in open pack(s)	+	Total number of ballots used and unused	=
"Total Standard Ballot Sheets" from scanner #1's Ballot Status Accounting Report																						
"Total Standard Ballot Sheets" from scanner #2's Ballot Status Accounting Report	+																					
Number of hand-counted ballots (usually 0)	+																					
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Envelopes #1A – number of SDR provisional ballots	+																					
Envelopes #1A – number of non-SDR provisional ballots	+																					
Unused ballots – number in sealed packs (e.g. 5 packs x 200 = 1,000)	+																					
Unused ballots – number in open pack(s)	+																					
Total number of ballots used and unused	=																					
<b>7 Does the number of ballots issued (box 5) match the number of ballots used and unused (box 6)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, because... <input type="checkbox"/> There were more or less than 200 ballots in one or more of the packs (write details below) <input type="checkbox"/> Some ballot marking device cards were spoiled, voided, or used for provisional voters (write details below) <input type="checkbox"/> Other (write details below)																						
<b>8 Collect signatures to certify</b> We hereby certify that the two copies of the Statement of Results are a complete record of this election and all information entered here is true and correct.																						
1 Chief:	X	11 EO:	X																			
2 A/Chief:	X	12 EO:	X																			
3 EO: Collector Officer	X	13 EO:	X																			
4 EO:	X	14 EO:	X																			
5 EO:	X	15 EO:	X																			
6 EO:	X	16 EO:	X																			
7 EO:	X	17 EO:	X																			
8 EO:	X	18 EO:	X																			
9 EO:	X	19 EO:	X																			
10 EO:	X	20 EO:	X																			

COMPLETE BOTH SIDES →

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# Ballot Boxing Procedures

**PWs observe the ballots as they are removed from the DS300 and boxed:**

- Ballots should be removed and boxed from one scanner at a time



- Voted ballots go into #3 brown cardboard box and sealed with red tamper tape
- A white #3 Counted Ballots Label (label is green during Early voting) shows the DS300 serial number and number of boxes (e.g., Box 1 of 2, Box 2 of 2) and is affixed to one end (small side) of each box



- A yellow #3 Signature Label is signed by ALL present Election Officers
  - It is then affixed on the top of the box, covering the area where the two stripes of red tamper tape cross.

- Unvoted ballots are boxed in a #6 brown cardboard box and sealed at the flaps with clear tape

# Closing and Transporting Procedures



EO's and the Chiefs will pack up all materials and re-store everything into the gray cart for pickup by the FCOE staff.



# Photograph Results Notice

Chief posts Results Notice on the Precinct Doors Election Night after closing and tabulating is completed.

PWs should photograph the posted Results Notice and send it to:  
[pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.org)

Results Notice is posted on precinct door; and Results Worksheet is sent in with Chief's returned items.

## RESULTS NOTICE

Post on Building Door

Precinct: **100 SAMPLE (Jun 2025)**

Fairfax County – Democratic Primary – Jun 17, 2025

INSTRUCTIONS FOR ELECTION OFFICERS: Copy information below from **Results Worksheet**. Then post this notice on or near the door of the polling place such that it is visible from outside.

Total Voters Checked In	
Total Curbside Voters	
Total Counted Ballots (from both scanners)	

SDR Provisionals	
Non-SDR Provisionals	

NOTE: Same-day registration voters cast a provisional ballot. If their registration form is accepted and processed, the Electoral Board will adjudicate their provisional ballot.

### Democratic Party Primary

Lieutenant Governor						
	Levar Marcus Stoney	Babur B. Lateef	Aaron R. Rouse	Victor R. Salgado	Ghazala F. Hashmi	Alexander J. Bastani
TOTAL VOTES						

Attorney General		
	Shannon L. Taylor	Jay C. Jones
TOTAL VOTES		

Remove and discard this notice on or after:  
**Thursday, June 19, 2025**