

ELECTION OFFICER INSTRUCTIONS

REPORTS OFFICER CHECKLIST

Inside the Front Cover pocket of this binder are three blank Statement of Results forms. Two are to be completed and placed in Envelope 2; the third is a spare or can be used as a draft before completing the two that will be turned in.

AT THE BEGINNING OF THE DAY

- ☐ Assist the Ballots Officer in counting the ballot packets and ballots for initial distribution.
- ☐ Ensure the equipment Officer has printed THREE zero tapes from the Scanner and THREE zero tapes from the Touch Writer and given to you. Two Officers of Election have signed each zero tape
- ☐ Set these tapes safely aside for attachment to the SORs after poll closing.

WHILE POLLS ARE OPEN

- ☐ The Ballots Officer is to periodically conduct a count of ballots distributed and voted or scanned. Assist in this task.
- ☐ Fill in for other officers as needed or directed by the Chief Officer.

AT THE END OF THE DAY

- ☐ Obtain THREE COPIES of the TALLY tapes from the Equipment Officer.
- ☐ Obtain THREE COPIES of the WRITE-IN REPORT from the Equipment Officer. (not applicable to Primary elections)
- ☐ On the Scanner, make note of the number of ballots cast today and match to the Tally Tape.
- ☐ Obtain from the Equipment Officer THREE COPIES of the BALLOT COUNT REPORT from the Touch Writer
- ☐ From the Poll Pad officer, obtain THREE COPIES of the SUMMARY REPORT
- ☐ Two Officers of Election MUST sign each tape
- ☐ Using the above tapes and reports, complete both sides of the SOR
- ☐ Staple to the left edge of the SOR one copy of each of the reports as listed on the left side of the SOR.
- ☐ Staple ONE copy of the TALLY from the Scanner to the YELLOW REPORT sheet in the Chief's book; ALL Officers of Election sign the yellow report.

ELECTION OFFICER INSTRUCTIONS

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REPORTS OFFICER

OVERVIEW OF THIS ROLE	CONTENTS OF THIS BINDER:
<p>The Reports Officer’s primary role focuses on all reporting functions, opening and closing, of the polls. Specifically you must ensure the generation of the following Election Day reports:</p> <ul style="list-style-type: none"> ➤ Zero Reports (Equipment Officer) ➤ Poll Pad reports –Poll Pad Officer ➤ Ballot Report –Ballots Officer ➤ Statement of Results, or SOR. ➤ Write In Report, when applicable <p>In Certifying the Election, the Electoral Board relies on this group of reports from each precinct following each election.</p> <p>Working collaboratively with the Chief Officer, Poll Pad Officer, and Ballots Officer they will place these reports in the appropriate envelope at closing of polls. In times of short staffing at the polls these responsibilities fall to the Chief Officer and or assistant.</p> <p>Consult with your officer team to ensure they are producing the required reports throughout the day.</p> <p>With the majority of Reports Officer responsibilities falling prior to the poll opening, and upon the poll closing, you will have ample time during the day to assist others with their reporting responsibilities and act as a substitute when they are taking a break.</p>	<p>Front Pocket</p> <p>Blank Forms used during the voting day</p> <p>TAB 1: Summary,</p> <ul style="list-style-type: none"> ➤ Before, During, and After voting <p>TAB 2: Completing The SOR</p> <ul style="list-style-type: none"> ➤ Sample SOR <p>TAB 3: Other Reports</p> <ul style="list-style-type: none"> ➤ Early Results ➤ Printed Return (aka “yellow” sheet) ➤ Write-In Certification ➤ Sample Write in Report <p>TAB 4</p> <ul style="list-style-type: none"> ➤ Emergency Procedures <p>Rear Pocket:</p>
<p>PRIMARY ELECTIONS: Voter Registration in Virginia does not request nor require a party designation. Primary Elections can be for one specific party, or a “dual” party primary. In a dual primary, there will be different ballots for each (2) party. This is essentially two separate elections.</p> <p>IF the event of a Primary Election, an addendum to these instructions, providing specific policies & procedures for that election, will be placed in the front pocket of this binder</p>	

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SUMMARY KEY POINTS:

The Reports Officer's primary responsibility is completion – with Chief Officer – of the Statement of Results (SOR) at poll closing. The Ballot and Equipment Officers' collaboration are essential. The Ballot Record Rpt.; the Poll Pad Summary, Zero, Tally and Write-In tapes are all sources for SOR completion. You will want to assist them in opening and closing to ensure you obtain the needed information.

BEFORE THE POLLS OPEN:

The Equipment officer is to print 4 copies of the ZERO TAPES & OPENING TAPES and give them to you before opening the polls. One each of these tapes will be attached to the SORs, The Ballots Officer is charged with documenting ballot integrity, correctness and quantity of ballots provided by the electoral [Board](#). This process requires two officers perform the count. Collaborate with the Ballots Officer in their Opening Count..

WHILE THE POLLS ARE OPEN

The Reports Officer has minimal functions while the polls are open. Provide assistance to the Chief Officer, Ballots Officer, and Equipment Officer as needed throughout the voting day.

The Ballots Officer maintains an on-going count of ballots (Ballot Record Report) which will require your assistance periodically through the day in counting and distributing ballots.

Ensure you understand the reports (Early Results, SOR (2) Printed Return (or Yellow) Sheet & Write-in certification) which you & your Chief will be completing at the close of voting. Refer to these instructions and annotated report copies.

As the closing of the polls approaches, (~6:30pm or so) remind the Equipment, Poll Pad, & Ballots officers to have their report tapes & forms ready for you. The Scanner, Touch Writer and Poll Pad(s) must not be turned off before these tapes are run.

AFTER THE POLLS ARE CLOSED

The 1st copy of the scanner & touch writer tally tapes, and Write-in report, go directly to the Chief Officer as soon as produced. They need these for their phone report to the Registrar.

The Equipment Officer can then print the additional 3 required Tally Report copies (scanner + TW), and 3 copies of the Write-In Report (from scanner) and give them to you for completion of the SORs. Poll Pad Officers must also produce their Summary Report for the SOR.

Using Zero Tapes, Tally Tapes and the Write-In Tapes, complete the required Statement of Results (2 copies) and Write-In Certification (1 copy) forms – instructions next.

The Chief Officer has the "Printed Return sheet (aka Yellow sheet) which requires the remaining tape copies.

ELECTION OFFICER INSTRUCTIONS

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REPORTS OFFICER

COMPLETING THE STATEMENT OF RESULTS (SOR)

Inside the Front Cover pocket of this binder are three blank Statement of Results forms. Two are to be completed and placed in Envelope 2.

The third copy is a spare or can be used as a draft before completing the two final reports.

See the annotated example SOR with highlighted comments on the next page. The Section numbers noted below refer to that numbered section of the SOR report.

Section 1 Turnout:

The Poll Pad Summary report will give you the total number of voters checked in by both poll pads – this report totals voters from all PP. Enter this number in the first block. The next block to fill is the number of the total above who utilized Curbside Voting.

Section 2 Ballots Cast

“Number of ballots cast on machine”: This is the number of ballots cast taken from the closing Tally Tape, or directly from the scanner tablet screen (bottom center).

“Number of ballots cast by hand”: In general, this will be zero.

“Total number of ballots cast”: Add the two numbers above & enter the sum.

Section 3: Discrepancies:

Does the total number of voters checked in equal the number of ballots cast? Check YES or NO. If the numbers are not equal, explain in the space provided.

Section 4 Certification:

IMPORTANT! ALL officers are to print and sign this form upon completion!

Congratulations! Your Statement of Results is complete.

Copy your entries into the second SOR and give both copies to the Chief.

AN Annotated copy of the SOR follows on the next page.

ELECTION OFFICER INSTRUCTIONS

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STATEMENT OF RESULTS



Northumberland County, Va.

Date: _____
Precinct: _____
Election Type: _____

**PLACE IN
ENVELOPE
2**

What to do at the beginning of the day

- **Print** zero tape (3 copies)
- **Have two** officers sign all 3 copies of the zero tape

What to do at the end of the day

- **Print** 3 copies voting results tape (TALLY) from Scanner
- **Print** 3 copies WRITE-IN REPORT from Scanner
- **Print** 3 copies BALLOT COUNT REPORT from TouchWriter
- **Have two** officers sign each tape
- **Fill** out both pages of SOR.
- **Staple** tapes listed on the left side of the page
- **Fold** bottom of tape to fit on SOR
- **ALL** Officers of Election sign the bottom of Page 2.

Staple tapes here

Attach in this order:

(on top)

1. Voting results tape (TALLY) with 2 signatures – 1 copy
2. Zero tape with 2 signatures – 1 copy
3. Write-in report – 1 copy
4. Summary Report from the PollPad – 1 copy
5. Ballot count from TouchWriter – 1 copy

(on the bottom)

1	TURNOUT -	
	Comes from the Poll Pad(s). Be sure to tally up if more than one Poll Pad is used to check voters in.	
	Voters checked in - Numbers taken from the PollPad or Pollbook	
	Total number of voters checked in	
	Outside polls	
	Of the Number above, enter the numbers of voters who voted OUTSIDE of the polling place	
2	Ballots cast	
	numbers from the Scanner results tape	
	Number of ballots cast on machine	
	Number of ballots counted by hand	
	Total number of ballots cast	

STATEMENT OF RESULTS

Statement of Results

Precinct _____

Page Two

3 Discrepancies:

Does the total number of voters checked in equal the number of ballots cast?

YES
NO

Check whether the total from box 1 is the same as the total in box 2. Check YES or NO. If the numbers are not equal, explain below.

If you check no, explain below

4

Certification

To certify the results,

ALL election officers, are to read the following statement and sign below.

We hereby certify that:

- the two copies of the Statement of Results are a complete record of this election
- all information entered here is true and correct

1.	Chief Officer	Print	
		Sign	X
2.	Assistant Chief	Print	
		Sign	X
3.	Officer of Election	Print	
		Sign	X
4.	Officer of Election	Print	
		Sign	X
5.	Officer of Election	Print	
		Sign	X
6.	Officer of Election	Print	
		Sign	X
7.	Officer of Election	Print	
		Sign	X
8.	Officer of Election	Print	
		Sign	X

ELECTION OFFICER INSTRUCTIONS

REPORTS OFFICER

OTHER FORMS USED

MOST IMPORTANT: Ensure all tapes are signed by no less than 2 officers & each copy of SOR is signed by ALL election officers. A Tally Tape is attached to Each of the two SORs completed Election Night

EARLY RESULTS REPORT: The Chief Officer has this report. The Equipment Officer is to run a total of 4 Tally Tapes from the scanner. The FIRST copy goes to the Chief Officer as soon as it is printed. The Chief Officer then calls those results into the Registrar's Office, which become the "unofficial" election results.

PRINTED RETURN SHEET: (aka Yellow Sheet) This SOR is completed by the Chief Officer. The remaining scanner & writer tapes go on the printed yellow return sheet and is given to the Chief.

WRITE-IN SOR & CERTIFICATION

In the case of General Elections, Write-in votes are allowed (none in any Primary Election). When printing Tally Tapes, these Write-in votes are shown, as a sum total but not with individual names. There is available a separate Write In Report from the Scanner Menu which shows an image of each Write-In entry..

Scanner Tapes: After running the required Tally tapes, select "Write-in Report" from the Scanner menu and print 4 copies. Attach a copy to the Write-In Certification form (SBE671), and one to each SOR.

WRITE-IN CERTIFICATION: Inside the front cover of this binder, (with a sample form in these instructions), is the Virginia Department of Elections, SOR WRITE-IN CERTIFICATION form (SBE-671). This must be completed at the end of voting and placed in Envelope 2.

Column A Enter the RACE the written-in candidate is running for, i.e., President or Dog Catcher.

Column B Enter the name* of each Write-in Candidate entered on a ballot.

Column C Enter the tally of votes for the candidate name you entered in Column B

Column D Enter Total of Votes Received for the candidate you entered in Column B.

Column E Enter the Write-in candidate's party, if given.

Use two copies if necessary.

* **Note:** Enter names individually accounting for any spelling or other differences. i.e., Mickey Mouse, M. Mouse, Mike Mouse, or I am A Mouse are all individual entries!

See the Annotated, instructional copy of Write-In SOR. On next page

ELECTION OFFICER INSTRUCTIONS

Insert Annotated Write-in report.



STATEMENT OF RESULTS (SOR)
WRITE-INS CERTIFICATION
RETURN IN ENVELOPE 2

Enter **ONLY** any Write-In Votes cast on **Paper Ballots** or on an Optical Scan Voting System that **DOES NOT** report individual write-in votes

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EMERGENCY PROCEDURES

(Not Location Specific)

1) YOUR PRIORITIES

- a) Safety of Personnel and Voters
- b) Security of the Ballots and Equipment
- c) Personal property and supplies

2) LOSS OF POWER

- a) Continue Voting. Pollbooks and scanners will continue to operate for up to four hours, the printer will not.
- b) Call the Registrar's Office at 580-4655.
- c) The Board members will contact the appropriate emergency service to have a generator and necessary electric cables delivered.

DO NOT TURN THE Poll Pads, SCANNER OR TOUCH WRITER OFF.

Doing so will cancel all reporting functions

3) ABANDONMENT OF POLLING SITE

- a) The person closest to the door will restrict entrance and direct all voters outside escorting them a safe distance from the building. Tell voters that the precinct has been temporarily closed.
- b) Ask all voters holding ballots to wait outside and they will be able to vote their ballots, once the equipment is outside.

4) Specific Role Responsibilities:

- a) Pollbook/Poll Pad Operators: Unplug and carry equipment/book outside. Do not accept any additional voters until a temporary site has been set up or the polling site has been moved to its emergency location.
- b) The Ballot Officer: Collect and carry out all unused ballots.
- c) The Equipment Officer: With the assistance of the Facilities Officer and any available persons, unplug the scanner and carry it and the ballot box outside. DO NOT "CLOSE" THE POLLS.
- d) The Chief Officer will collect all Provisional, void and spoiled ballots and a cell phone and carry them outside.
- e) Ensure all people have evacuated to a safe distance from the building and the staff is providing collective oversight of all equipment and ballots.
- f) The Chief will call:
 - i) 911 in case of fire or a medical emergency.
 - ii) The Registrar's Office and explain the situation.
 - iii) The contact for the alternative polling site.

Registrar's Office (804) 580-4655

EMERGENCY PROCEDURES

(Not Location Specific)

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