

Training Standards for Officers of Elections

Standard	Code Section	Content
1. Each electoral board shall develop a written plan for training officers of election based on the Election Day Guide, the “What If…” document, records of incidents, complaints, reviews of officer of election performance in previous elections, and problems encountered in previous elections. Each electoral board shall certify in writing to the State Board of Elections that the plan has been developed.	§24.2-103-(A) & (B)	Each training plan shall include: <ul style="list-style-type: none"> • Training Materials • Expected Costs • Evaluation program
2. The electoral board shall review the training plan annually and update as needed to reflect changes in election laws and instructions from the State Board of Elections (SBE). The State Board of Elections shall be notified by written or electronic notice that the review has been conducted.	§24.2-103 (B)	In reviewing the training plan the board shall: <ul style="list-style-type: none"> • Evaluate the performance of officers of election in the preceding election; • Examine records of complaints received regarding officers of election or the conduct of the election; • Identify errors discovered during the Canvass of Results that need to be corrected.
3. The electoral board shall ensure that all chief officers and assistant chiefs are trained before each election and that both receive identical training on the overall operation of the polling place.	§24.2-604 § 24.2-626.1 §24.2-638 § 24.2-647 §24.2-649 §24.2-710 - 712	This training shall include: <ul style="list-style-type: none"> • The function of all officer positions within their precinct; • How to open and close the polls; • Accessibility; • How to set up, ensure the proper operation of and extract results from all equipment used in the precinct.
4. All chief officers and assistant chiefs shall be trained on emergency procedures or other disruptions that may occur on Election Day.	§ 24.2-604 §24.2-606 §24.2-607	This training shall include how to respond to: <ul style="list-style-type: none"> • Natural disasters such as weather; • Terrorist attacks and bomb threats;

	§24.2-608	<ul style="list-style-type: none"> • Human interference with the voting process such as campaigning in the prohibited area or disorderly conduct; • Accidental occurrences such as fire, or power outage; • Assignment of officers to secure the polling place under emergency conditions or on the event of an evacuation; • Procedures for reproduction ballots in emergency.
<p>5. The electoral board shall train officers of election to carry out their responsibilities for preventing fraud, deceit and abuse in the conduct of the election.</p>	§24.2-611 § 24.2-649	<p>This shall include:</p> <ul style="list-style-type: none"> • How to preserve order in the polling place; • How to recognize and respond to voter intimidation and fraud; • The role of observers inside the polling place and outside the polling place; • The role of assistants and translators. • Activities prohibited and permitted inside and outside the polling place. • Curbside voting.
<p>6. All chief officers and assistants shall, and all officers should be trained on procedures to be followed when a provisional ballot is cast and when the polling hours are extended by order of a court of competent jurisdiction.</p>	§24.2-653	<p>This training shall include:</p> <ul style="list-style-type: none"> • How to process voters who are not listed properly in the pollbook; • The circumstances under which polling hours may be extended; • The procedures to be followed if polling hours are to be extended; • How to process a valid order to extend polling hours; • How to explain to a provisional voter the time and place of the voting canvass and their right to appear.

<p>7. All chief officers and assistant chiefs shall be trained on the proper completion of the Statement Of Results and any other tasks associated with determining and properly securing the results of the election.</p>	<p>§24.2-654 §24.2-655 through §24.2-668</p>	<p>This training shall include proper procedures for closing the polls:</p> <ul style="list-style-type: none"> • A detailed explanation of the various component parts of the Statement Of Results; • How to prepare a proper Statement Of Results including placement of voting machine tapes; • Common errors and best practices in preparing the Statement Of Results; • Correct procedures for securing, packing and delivering materials to the electoral board.
<p>8. All electoral boards shall train officers on the types of equipment used in the polling place.</p>	<p>§ 24.2-626.1 §24.2-636 §24.2-642 §24.2-647 §24.2-648 § 24.2-649</p>	<p>This training shall include:</p> <ul style="list-style-type: none"> • How to demonstrate the use of the equipment to voters; • Hands on use of the voting equipment used in the polling place; • How to process voters on the electronic pollbooks if these are used in the polling place; • How to assist a voter who needs instruction on the use of the voting equipment after entering the machine; • How to proceed when voting equipment is inoperative
<p>9. All officers of election shall receive training on how to process on the poll book a person who offers to vote.</p>	<p>Constitution of Virginia, Art. II §1 §24.2-400 §24.2-643</p>	<p>This training shall include:</p> <ul style="list-style-type: none"> • Who is a qualified voter; • What identification is required of a voter in order to vote; • How to handle a voter who does not have identification; • How to handle a voter whose name does not appear on the poll book; • How to handle a voter whose address does not match the poll book or the proffered identification documentation.

<p>10. Electoral boards shall train all new officers of election in accordance with applicable federal and state laws, regulations and constitutional requirements, and the instructions and policies adopted by the State Board of Elections, to carry out their duties in a courteous, knowledgeable and impartial manner. Required items of instruction include, but are not limited to the Election Day Guide, “What If” guidance document provided by the State Board of Elections</p> <ul style="list-style-type: none"> • Election Day Guide • “What If” guidance document provided by the State Board of Elections • Records Retention and Voter Privacy 	<p>§24.2-103 §24.2-604</p>	<p>Officers of election shall be instructed:</p> <ul style="list-style-type: none"> • How to provide prompt, courteous service to all voters and persons entitled to enter the polling place; • How to exercise sensitivity in dealing with elderly voters and voters with disabilities; • How to determine the identification requirements for voting; • How to determine the qualifications of a qualified voter; • How to process a provisional voter and the circumstances which may cause a voter to be asked to cast a provisional ballot.
<p>11. The electoral board shall train officers in the requirements and processes of absentee voting.</p>	<p>§24.2-700 §24.2-711</p>	<p>All officers shall understand what to do if an absentee voter appears in person in a polling place in a locality where absentee ballots are processed in a Central Absentee Precinct.</p> <p>All officers working in a Central Absentee Precinct or in a polling place where absentee ballots are counted shall understand:</p> <ul style="list-style-type: none"> • The requirements for casting an absentee ballot; • The procedures for determining the validity of a received ballot; • How to process ballots by the method in use in the polling place; • What to do when a person who has applied for an absentee ballot appears in person; • Be instructed in the rules and procedures that apply to these polling places.