



DRAFT FAIRFAX COUNTY ELECTION OFFICER CODE OF CONDUCT

As a representative of the Fairfax County Office of Elections, you share the responsibility to conduct our elections at the highest possible standard. All election officers must fulfill the following expectations whenever engaging in official election officer duties:

Show Respect

- Treat all individuals (including voters, staff, observers, and fellow officers) with courtesy and civility. Respect others' personal boundaries.
- Exercise impartiality when serving voters, regardless of voters' backgrounds, beliefs, abilities, or affiliations.

Create a Positive Voting Experience

- Uphold every voter's right to cast a secret ballot without fear or intimidation.
- Be transparent when performing all duties and avoid any appearance of impropriety.
- If you observe any concerning or improper behaviors, actions, or procedures, notify the Fairfax County Office of Elections as soon as possible so the issue can be resolved in a timely manner.

Work Effectively

- Follow all election procedures and policies established by the Fairfax County Office of Elections, Virginia Department of Elections, Code of Virginia, and other applicable laws and regulations.
- Collaborate with fellow officers to conduct all election operations efficiently and accurately. Officers should follow directions from their Chief (and may call the Fairfax County Office of Elections for clarification should the need arise).
- Perform all required tasks and duties as assigned.

Exhibit Professionalism

- Commit to working the full shift of service (taking reasonable breaks) while remaining on the polling place premises the entire time.
- Dress appropriately in business casual attire. Refrain from wearing clothing that signals political or organizational affiliation.
- Refrain from engaging in any discussions or making comments that could make others uncomfortable, including topics that are political or overly personal.
- Refrain from bringing prohibited items, including political materials and weapons.
- Refrain from using personal devices (e.g. cell phones, e-readers, tablets) for personal reasons when voters are present.

Failure to meet the above may impact future assignments with the Fairfax County Office of Elections.

We thank you for your adherence to this code of conduct. Through your respect, diligence, and professionalism, you play an integral role in the success of our democratic process.