



The Tarrant County Election Judge Handbook



Tarrant Votes!

DO NOT MARK IN THIS BOOK
These books are reused each election

System Version 6.2
Photo ID Required

Election Day Telephone Numbers

Number	Purpose of Call
817-838-4690	<p>Election Day Help Desk</p> <p>You will be prompted to select a language. Once the language has been chosen, listen carefully to all prompts to ensure you are transferred to the appropriate department.</p> <ul style="list-style-type: none"> • you are locked out of the polling location, need clerks or have questions about election forms • you are having equipment difficulties or missing supplies • you need to determine where a person is registered or cannot find a voter in the poll book • you are inquiring about an early voting notation or need to cancel a mail ballot • you need assistance with Spanish language translations • you need help with Vietnamese language translations • you would like to be transferred to the Secretary of State Elections Division • you need to report an injury
<i>(Election Officials Only)</i>	
817-831-VOTE (8683)	<p>Tarrant County Elections (main number)</p> <p>You may provide this number to the public</p>
800-252-VOTE (8683)	<p>Secretary of State Elections Division</p> <p>You may provide this number to the public</p>
817-759-7809	<p>Elections Department after-hours emergency</p> <ul style="list-style-type: none"> • <u>Emergencies the night before (ONLY)</u> <p>This number will NOT be answered on Election Day</p>
<i>(Election Officials Only)</i>	
817-844-1111	<p>Call for correct time</p> <p>Be sure your watch reflects the time as given by this number before opening and closing the polls.</p>



TARRANT COUNTY ELECTIONS ADMINISTRATION

Greetings Election Judges & Clerks:

I want to take this opportunity to thank you for your service today to the citizens of Tarrant County and to the electoral process. Your job is tremendously important to our county, state, and nation, but unfortunately is often under-appreciated (and definitely under-compensated). Please accept my abundant thanks and that of our entire Elections Department staff.

WE APPRECIATE YOU!!!!

This handbook was created to assist you with your Election Day duties. Please take the time to read the entire booklet, especially the pages that summarize your duties for preparing the polling place, processing voters, and closing the polling place at the end of the day. A separate booklet contains examples of most of the forms that you are required to complete throughout the day.

Please feel free to contact us should you have any question regarding your Election Day responsibilities.

Thanks again for your dedication and service.

Sincerely,

Your Tarrant County Elections Administrator

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What is the Hart Voting System? Definitions

The Hart Voting System is secure, accurate, and accessible to all people, including people with disabilities. Voters may choose *paper ballots* with the **eScan** or *electronic ballots* with the **eSlate** or **DAU**. The components include...



eScan

The eScan is a precinct-based digital scanner that quickly scans voters' paper ballots. If ballots have contests that are marked incorrectly, the eScan displays instruction messages so voters have an opportunity to correct mismarks before casting their ballots. Once ballots are cast through the ballot feed slot, they drop into the secure black eScan tub for storage.



eSlate

Voters cast electronic ballots on the eSlate voting machine by turning a rotary SELECT wheel and pressing the ENTER button. Before casting the ballot, voters have the opportunity to verify their selections on a Ballot Summary Page and make corrections, if necessary. eSlate voting machines are connected to the JBC in series. (see below)



Disabled Access Unit (DAU)

DAUs are specifically modified eSlate voting machines that allow voters with disabilities to vote privately and independently. DAUs include audio ballot readers with headphones for voters with visual impairments. The DAU can also accept adaptive devices for voters with mobility impairments.



Judge's Booth Controller (JBC)

The JBC is the control unit for the eSlate/DAU system. Poll workers use the JBC to issue electronic ballots to voters, and it also serves as an electronic ballot box to store Cast Vote Records.

Definitions for Some Terms Supporting the Voting Systems

Access Code – a random four digit code generated on the JBC when you add a voter. It prints from the JBC and is used by the voter to access their ballot on the eSlate or DAU.

Ballot Code – a unique number the JBC assigns to a provisional ballot so the ballot can be retrieved by election administrators after the election.

Ballot Feed Slot – the entry slot on the eScan where paper ballots are inserted to be scanned.

Ballot Style – voters from different sub-precincts could be eligible to vote on different contests. Different ballot styles have those different contests on them to allow voters to vote on the contests for which they are eligible. This is why it is very important the voter gets the correct ballot style.

Battery Key – the black piece of plastic tethered to the back of the JBC, plugging it in connects the battery circuit in the JBC.

Black eScan tub – the large, plastic tub that the eScan is installed on in order to scan paper ballots. The black eScan tub is a ballot box, which stores the voted paper ballots during the day.

Booth Status Lights – the 12 lights above the JBC screen. The lights indicate if the JBC, eSlate, and DAU are communicating with each other, and also indicate if the eSlate is being used.

Disabled Access Unit (DAU) – an eSlate that has been modified to be accessible to people with disabilities

Emergency Ballot Slot – the slot on the side of the black eScan tub, opposite the door. When the eScan is not functioning properly, this slot is opened so ballots can be deposited in the emergency bin.

Emergency Bin – the drawer inside the black eScan tub that catches ballots deposited in the emergency ballot slot when the eScan is not functioning properly so they can be scanned later.

eScan error code – an error message that appears on the eScan screen

eSlate – the machine used by voters voting on electronic ballots

JBC to DAU cable – the gray cable with red and black ends that connects the JBC to the DAU. This cable allows the JBC and DAU to communicate with each other.

Pigtail cable – the short cable in the compartment above the eSlate or DAU connecting the back of the booth to the unit.

Poll Worker button – the red button on the back of the eScan. Press it to access poll worker functions.

Polling Place Security and Layout

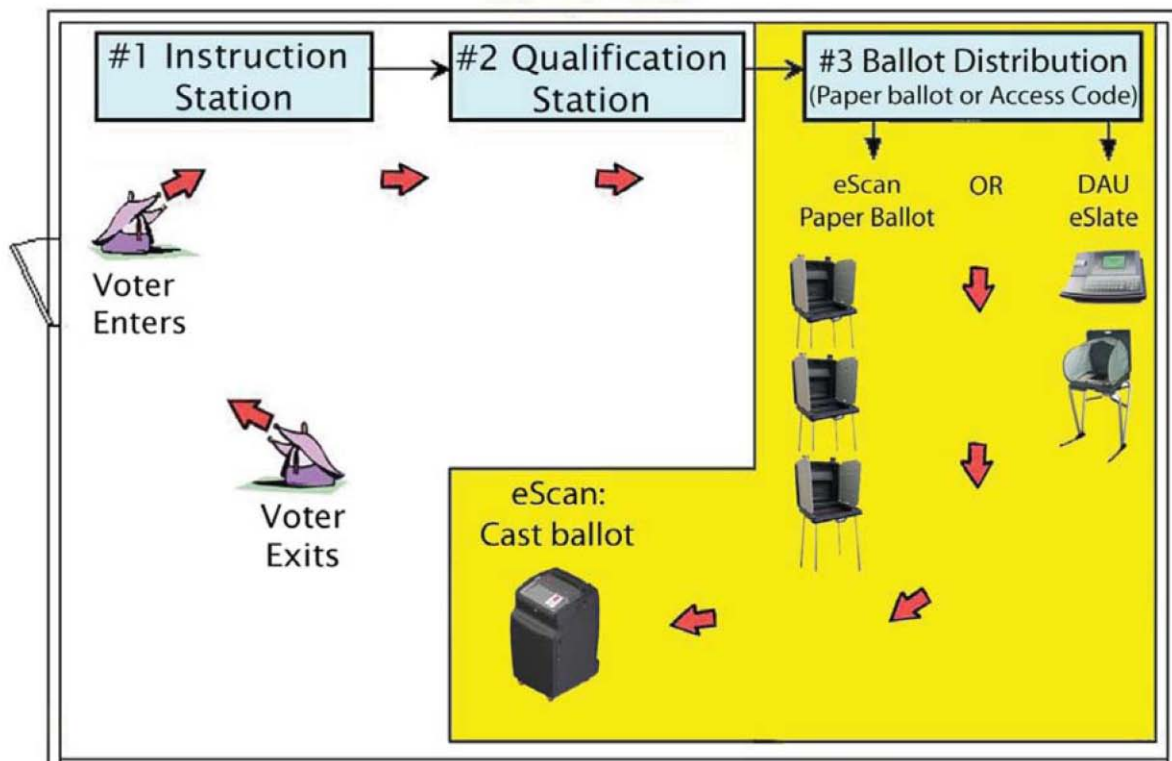


The Voting Area

Maintain staffing levels adequate to monitor all voting booths. Voters should not be allowed to enter the voting booth area until a booth is open and available for use. No person other than a voter, a person assisting a voter, or a poll worker may enter the voting area.

Report any suspicious activity at or around the voting machines to Forms, Procedures, General Assistance.

In case of a serious emergency that threatens polling place safety call 911.



Sample Polling Place Layout and Traffic Flow Plan

Sample Checklist of Supplies

(See the yellow Supply Bag and Supply Box Checklist for the most current list of supplies.)

Miscellaneous Supply Kit

- Black Pens
- Ballot Pens
- Red Pens
- Marks-a-Lot marker
- Magnifier
- Processed Voter Slip Pads (*Precinct/ Ballot Style*)
- Masking Tape
- Electrical Adaptor
- Binder Rings
- Scratch Pad

Signs and Notices to Be Posted

- Language Assistance Sign
- Vote Here Signs
- No Restroom Signs
- No Cell Phone Signs
- Firearm Notice Sign
- Distance Markers
- Hand Sanitizer Sign
- Using on eScan/eSlate Voting Device Signs
- Voter Complaint Information Signs
- Wheelchair Accessible Entrance Kit
- Notice of Voting Order Priority
- Voter information
- Photo ID Required

Clear Return Bag

- Equipment Key Envelope
- Notice of Total Number of Voters Sign
- Compensation Envelope
- Register of Official Ballots
- Register of Official Seals and Proper Installation
- Envelope for Requests and Cancelled Mail Ballots
- Envelope #1, #2, & #4
- Envelope #3
- Orange Provisional Bag
- Large Spoiled Ballots Envelope
- Envelope for Irregularly Marked Ballots
- Thrown-out Ballot Envelope
- Envelope for Seals
- Opening Polls Checklist
- Closing Polls Checklist
- Tarrant County Election Judge Handbook

Envelope of Forms To Be Completed

- Voter Registration Applications
- Statement of Residence Cards
- Sample Election Forms Booklet
- Statement of Injury Forms
- Standard Affidavit
- Oath of Assistance/Interpreter
- Registration Omissions List

Envelope for Provisional Voter Forms and Procedures

- Provisional Ballot Checklist
- Notice to Provisional Voter
- List of Provisional Voters
- Affidavit of Provisional Voter Envelopes

Poll List Kit

- Instruction for Poll Lists
- Poll List

Stamp Pad Kit

- Red Stamp Pads
- "EV" Stamps

Poll Book

- Pages of registered voters assigned to the polling location
- Voter Lookup CD

Envelope for Ballot Secrecy Folder

- Ballot Secrecy Insert

Additional Materials Envelope

- Precinct Map
- Election Day Polling Location List
- Voter Complaint Pad
- Services Available For Voters with Special Needs in Texas
- DAU Voter Instructions
- eScan Voter Instructions
- Poll Watcher's Guide with name badge
- SOS Handbook for Election Judges and Clerks
- Election Inspector Handbook
-

Quick Reference Guides



Quick Reference Guides

Preparation and Opening the Polls

See the blue Opening Polls Checklist found in the Clear Bag for more information.

2-3 Days before Election Day

- Contact clerks to confirm that they are able to work on Election Day.
- Pick up supplies at the Tarrant County Elections Center during the designated times.
- Go to your Election Day polling place and check on the following:
 - Is the voting equipment there? Are the paper voting booths there?
 - Is the precinct number correct on the Election Equipment Carrier (EEC)?
- Do you need additional tables or chairs? If so, the phone number for call Forms, Procedures, General Assistance.
- **Have you made arrangements with the building personnel to get into the building on Election Day?**
- Do you have contact information for Election Day? The name and phone number of the building's Election Day contact is on a form that has been delivered to you. Be sure you have it with you on Election Day.

Election Day

- Arrive at the polling place by **6:00 a.m.**
- The Election Judge must administer the Oath of Election Officer to all election officials. The oath is located on the top left side of the Statement of Compensation and Oaths.
- Make sure all poll workers are wearing name badges.

Opening and Unloading the EEC

- Roll the EEC to its desired location in the polling place, locate the round headed key from the Equipment Key Envelope, and unlock the EEC.
- Write the EEC seal number on the Register of Official Seals and Proper Installation (line A). Break the seal and put it in the Envelope for Seals.
- After opening the EEC, use two people to unlatch the bungee cord while holding the ramp in position. Once unsecured, lower the ramp to the ground.
- Using the square headed key, unlock the door to the black eScan tub; remove all ballots and the privacy screen.
- Close and lock the door to the black eScan tub. Be sure to store the equipment keys in a secure location.
- Unload the blue eScan carrying case, the blue JBC carrying case, and all other supplies from the EEC.
- Using two people, turn the black eScan tub counterclockwise to roll it down the ramp and out of the EEC. (last item removed)
- Using two people, raise the ramp and secure it with a bungee cord. Close the doors to the EEC.

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eScan

- Roll the black eScan tub to its desired location in the polling place. Locate the black eScan tub near a power outlet; also consider traffic flow and privacy for voters as they cast their ballots.
- Write the seal number from the blue eScan carrying case onto the Register of Official Seals and Proper Installation (line B). Break the seal and put it in the Envelope for Seals.
- Remove the eScan from the blue eScan carrying case and set it on the black eScan tub, making sure the feet of the eScan are in the recessed cups on the top of the black eScan tub.
- Write the seal number that is on the right side of the eScan on the Register of Official Seals and Proper Installation (line C). **Do not break or remove this seal.**
- Continue to the “Opening the Polls on the eScan” section found on pages 19-26 for further instructions on paper booth setup and eScan operations.

JBC and DAU

- Write the seal number from the blue JBC carrying case onto the Register of Official Seals and Proper Installation (line D). Break the seal and put it in the Envelope for Seals.
- Remove the JBC from the blue JBC carrying case and place it on a table near where the DAU will be placed.
- Write the seal number that is on the right side of the JBC on the Register of Official Seals and Proper Installation (line E). **Do not break or remove this seal.**
- Place the DAU on a solid surface with the handle facing you and the metal tubes facing up.
- Write the seal number from the DAU on the Register of Official Seals and Proper Installation (line F). Break the seal and put it in the Envelope for Seals.
- Continue to the “Opening Polls on the JBC and DAU” section found on pages 27-34 for further instructions on DAU setup, equipment placement, and JBC operations.

Other Tasks

- Post notices, signs, sample ballots, and distance markers.
- Arrange the supplies on the table away from voters.
- Separate the ballot packages by the ballot style printed on the top of each ballot package and store the ballots in a safe place.
- The Election Judge must sign a supply of ballots for each ballot style, either by hand or with a personal signature stamp. **Use red ink only.**
- Have the signed ballots arranged face down and not in sequential order, available to qualified voters.
- Set up the wheelchair accessible paper voting booth and the other paper voting booths if you have not already set them up. See page 26 for detailed instructions.
- Set up the voter sign-in table with Poll Books, Poll Lists, Statements of Residence cards, pens, etc.
- Have the Envelope for Provisional Voter Forms and Procedures ready.
- Remove all campaign signs and materials placed within 100 feet of the entrance to the building where the polls are located. Use the 100’ tape measure provided to determine the exact distance if necessary.
- Make sure to complete the section marked “BEFORE OPENING POLLS” on the Register of Official Ballots and on the Register of Official Seals and Proper Installation.

Qualifying Voters

Acceptable Forms of Photo Identification

- Texas driver's license issued by the Department of Public Safety (DPS);
- Texas Election Identification Certificate issued by DPS;
- Texas Personal Identification Card issued by DPS;
- Texas concealed handgun license issued by DPS;
- United States military identification card containing the person's photograph;
- United States citizenship certificate papers containing the person's photograph; or
- United States passport.

Procedure for Qualifying Most Voters:

1. Ask the voter for an acceptable form of photo identification.
2. Confirm voter eligibility by checking their name in the Poll Book. If they are not in the Poll Book, their ID' address does not match the Poll Book, or if the Poll Book has noted that the voter voted early, see Special Situations Section below
3. Ask voter, "Have you moved?" If they have moved, see Special Situations below.
4. Have the voter sign the Poll Book.
5. Add the voter's name to the Poll List.
6. The voter chooses the method for voting and proceeds to a paper voting booth or the DAU.

Exemptions to Photo Identification Requirement

Permanent exemption - Voters with disabilities may apply with the county voter registrar for a permanent exemption. The application must contain written documentation from either the U.S. Social Security Administration evidencing they have been determined to have a disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state they have no valid form of photo identification. Those who obtain a disability exemption will be allowed to vote by presenting a voter registration certificate reflecting the exemption.

Temporary exemption - Voters who have a consistent religious objection to being photographed and voters who do not have any valid form of photo identification as a result of certain natural disasters, as declared by the President of the United States or the Texas Governor, may vote provisionally. They must then go to the voter registrar's office within six (6) calendar days of the date of the election, and sign an affidavit swearing to the religious objection or natural disaster, in order for their ballot to be counted.

Special Situations:

Voter has moved

- If the voter has moved to another precinct than the precinct they are registered in, instruct voter to vote in their former precinct until the registration has been updated to the new address. In that precinct, the voter must complete a Statement of Residence before voting.
- If the voter has an address different from what is in the Poll Book but is still located within the same precinct, then the voter needs to complete a Statement of Residence before voting.

Voter cannot be found in the Poll Book

- Call Voter Registration. If the voter is not registered, the voter can vote a provisional ballot. If the voter is registered, see the back of the Registration Omissions List.

Continued on next page ⇨

Special Situations (Continued):

Voter disagrees with Early Voting notation

- If the voter is noted as having voted in Early Voting, the voter is not eligible to vote. If the voter claims not to have voted early, call the Early Voting office to verify that this voter was not noted in error.
- If the voter was issued a ballot by mail but wishes to vote on Election Day, the voter must complete the “Request to Cancel Application For a Ballot by Mail” and surrender the early voting ballot to you before being allowed to vote.
- If no ballot is brought in, contact the Early Voting office to confirm that the ballot has not been received.
- If unable to confirm by phone, voter is still eligible to vote provisionally.

Note: **Limited ballots** are **only** available during **early voting**, **not** on **Election Day**.

Provisional Voters

Voting provisionally is an option for voters in certain situations. A provisional vote will not be counted until the voter’s eligibility can be confirmed.

Detailed instructions and provisional voter qualifications can be found in the “Provisional Voters” section on pages 57-60.

**Remember: Provisional voters can only vote electronically on the DAU.
Do not give a paper ballot to a provisional voter.**

Closing the Polls

See the pink Closing Polls Checklist found in the Clear Bag for more information.

General Closing Polls Procedure

- Verify that it is **7:00 p.m.**
- Check the hall or outside the polling place for voters waiting in line. Voters in line by 7:00 p.m. **must** be allowed to vote. If there is room, ask them to enter the polling place and then close the doors. If there is not room for everyone inside the polling place, position a clerk at the end of the line until the doors can be closed. Anyone arriving after 7:00 p.m. will not be allowed to vote.
- Continue the check-in and voting process until all voters have finished voting.
- When the final voter has cast their ballot and left the polling place, see the “Closing the Polls on eScan” section on pages 69-74 and “Closing the Polls on the JBC and DAU” section on pages 75-78 of this handbook.
- Return the paperwork, supplies, and equipment to where they belong. See “What Goes to the Rally Station” on the next page.

Put the following items in the EEC at the end of the night

- **Black eScan tub** – with all unused ballots, spoiled ballots in the Large Spoiled Ballots Envelope, any defective ballots, and the privacy screen inside
- **Emergency bin** – power cords and cables for the machines, unused rolls of printer tape, and the power strip with the surge protector
- **Supply Box** – with all unused forms inside
- All other Items shown on the laminated poster inside the EEC: The DAU booth, wheelchair accessible paper voting booth, outdoor signs, extension cord, and the 100’ tape measure

Take Envelope #3 home with you at the end of the night

- See the envelope coversheet for a list of the forms inside.

General Reminders

- Remove all signs from where they were posted inside and outside the polling place.
- Complete the Statement of Compensation and Oaths form (“**Time Out**” is the time you **leave** the polling place) and put it in the Compensation Envelope.
- Leave the polling place in a clean and secure condition.

What Goes to the Rally Station

The following items must be delivered to the rally station at the end of the night:

1. **The Clear Return Bag** with the following items inside:

- Equipment Key Envelope (with the keys to the EEC and black eScan tub inside)
- Orange Provisional Bag – sealed with all completed Affidavit of Provisional Voter Envelopes inside.
- Compensation Envelope with completed forms enclosed
- Cell phone (if one was issued)
- Envelope for Irregularly Marked Ballots
- Thrown-out Ballot Envelope

2. **Envelope #1, #2, & #4** with the following completed forms inside:

- | | |
|---|---|
| a. Register of Official Ballots (white and yellow copies) | i. List of Provisional Voters (white copy) |
| b. Register of Official Seals and Proper Installation (white and yellow copies) | j. Certificates of Appointment of Poll Watchers |
| c. Signed Zero Tape Reports | k. Completed Statements of Residence |
| d. Signed Original Tally Reports | l. Completed Voter Registration Applications |
| e. Poll List (white copy) | m. Envelope for Requests and Cancelled Mail Ballots |
| f. Oaths of Assistance/Interpreter | n. Registration Omissions List |
| g. Notice of Total Number of Voters Who Have Voted | o. Statement of Injury forms |
| h. Standard Affidavit (white and yellow copies) | p. Voter's Similar Name Correction Request Forms |
| | q. Reasonable Impediment declarations |
| | r. List of Voters indicated as ID Voters |

3. **Transfer Cases** – seal only the cases with voted ballots inside, but **bring all cases**, full and empty to your rally station. These must be delivered on election night, with all officially voted paper ballots inside.

4. **Blue eScan Carrying Case**
Sealed with the eScan inside.

5. **Blue JBC Carrying Case**
Sealed with the JBC inside.

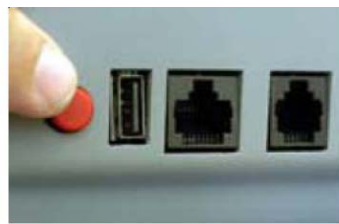
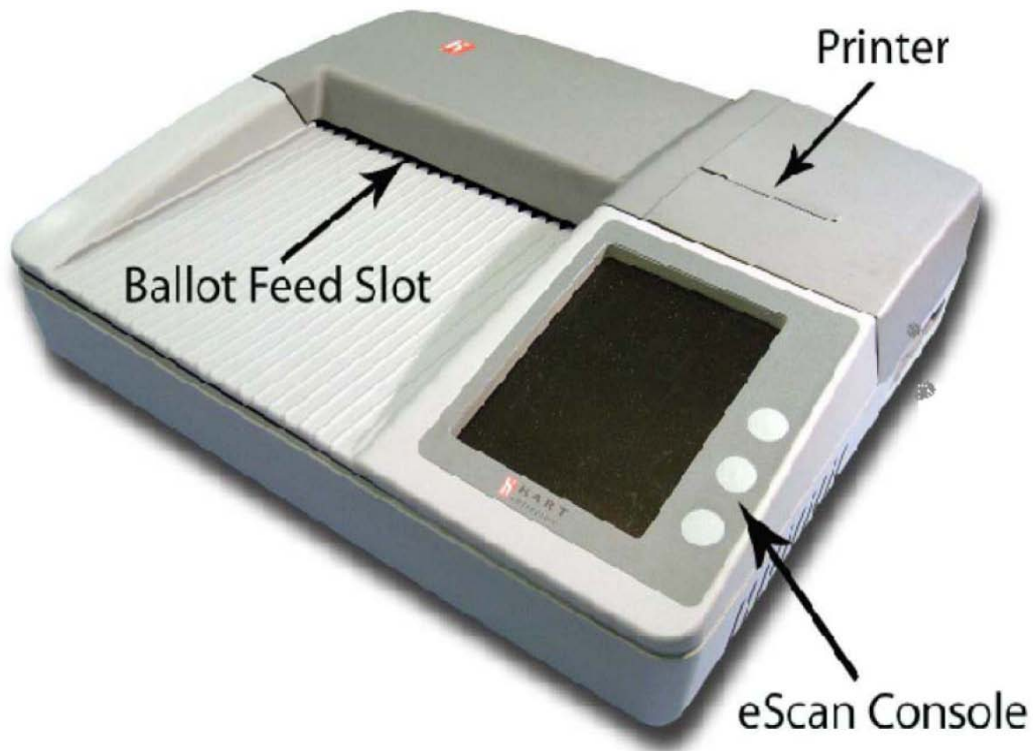
6. **Black Supply Bag**
With Poll Books inside

Opening the Polls on the eScan



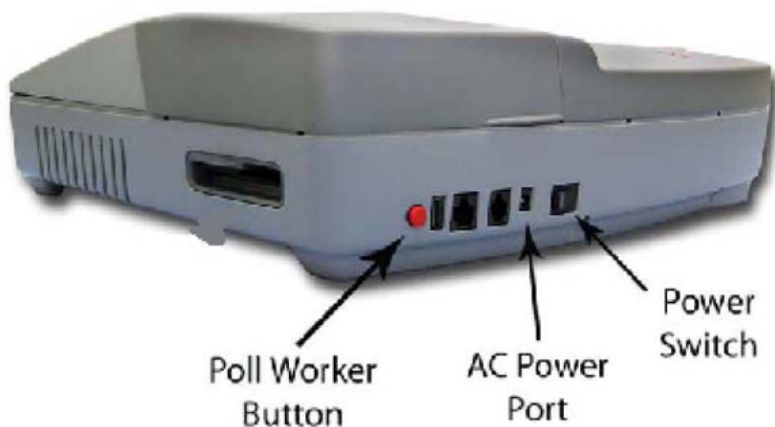
Opening the Polls on the eScan

Parts of the eScan



Poll Worker button

The Poll Worker button is the red button located on the back of the eScan device. Press this button to access poll worker functions.



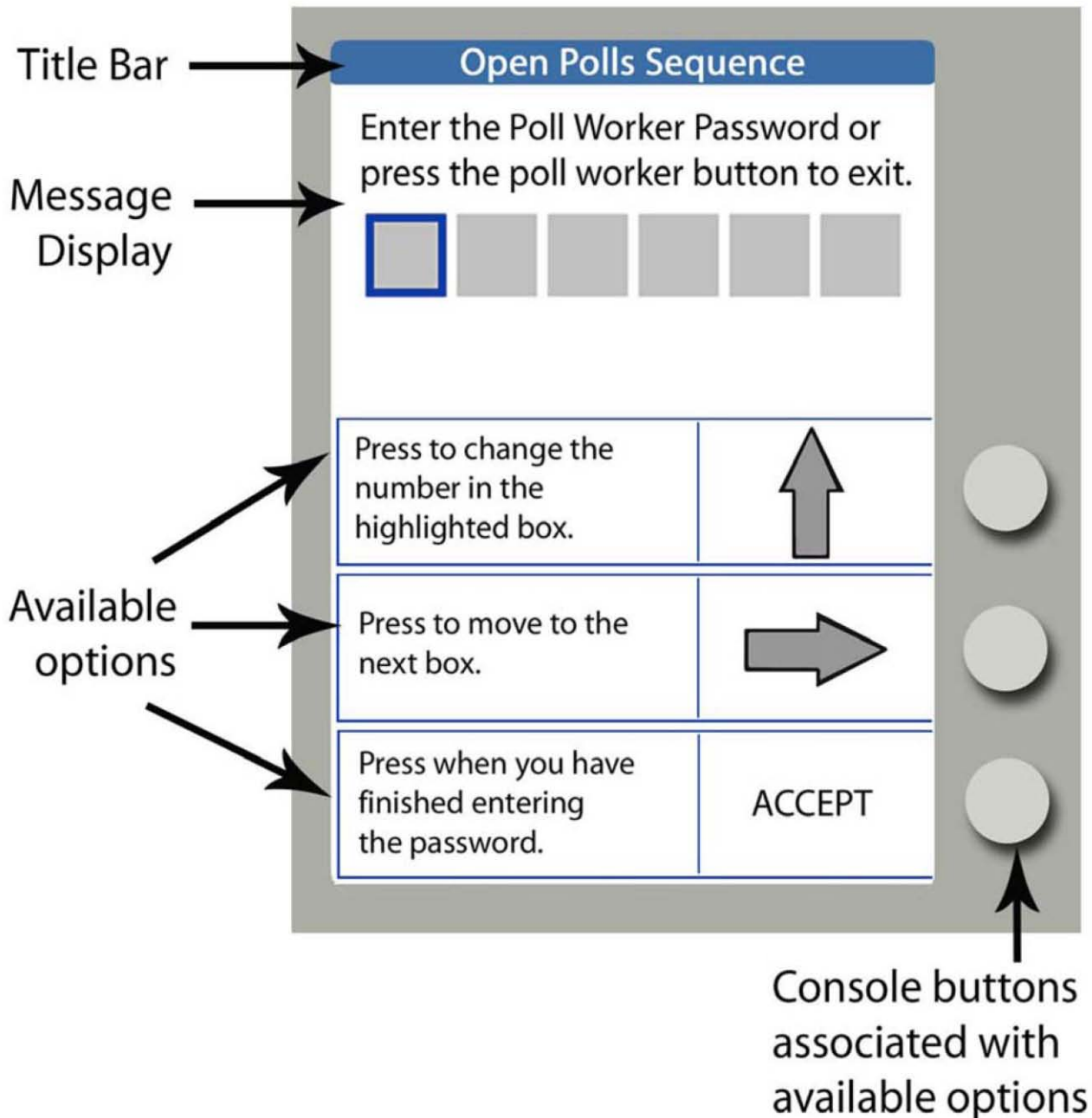
The eScan power cord has two parts, which connect at the power converter "brick."

eScan Console

Operating the eScan Console

The eScan is menu-driven. After reading the Title Bar and Message Display, press the Console button beside the Available option you wish to select.

Guide to the eScan Console



Setting Up eScan

1. Before rolling the black eScan tub down the ramp and out of the EEC, make sure to remove all ballots and the privacy screen. Then relock the black eScan tub door.
2. Using two people, turn the black eScan tub counterclockwise to roll it down the ramp and out of the EEC to its desired location in the polling place. Keep in mind:
 - the eScan must be located close to a power outlet, and
 - consider the flow of voter traffic and voters' privacy as they cast ballots



Be sure to store the keys to the EEC and black eScan tub in a secure location.

3. Remove the eScan from the blue eScan carrying case and set the eScan into its position on top of the black eScan tub.



Make sure the feet of the eScan (pegs on the bottom) are set into the recessed cups on the top of the black eScan tub. The eScan should feel relatively secure in its position.

4. Remove the emergency bin and take out its contents: the power cords and cables for the machines, rolls of printer tape, and the power strip with the surge protector.
5. Before reinserting the emergency bin, confirm that the metal plate covering the emergency ballot slot is in the closed position.
6. Reinsert the emergency bin by sliding it onto its rails.
7. Close the door to the black eScan tub and lock it securely. Be sure to store the keys to the EEC and black eScan tub in a secure location.
8. Plug the eScan power cord into the back of the eScan and into a power outlet.
9. Place the privacy screen around the eScan.
10. Proceed to "Opening Polls on the eScan"



Right Front View



Left Front View

Opening Polls on the eScan



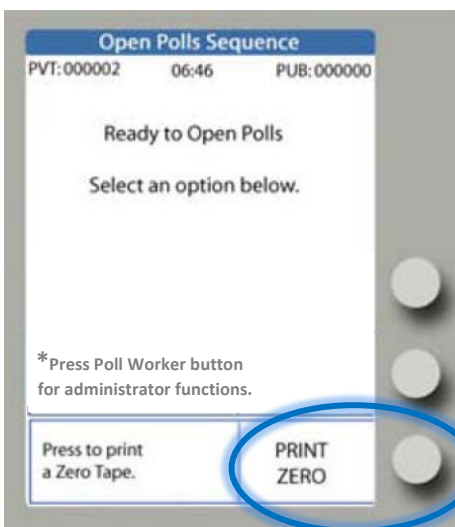
1. Make sure the two parts of the power cord are connected at the power converter “brick.” (A cord should be coming out of both ends of the “brick.”)



2. Plug the round end of the power cord into the back of the eScan.
3. Plug the outlet end of the power cord into a power outlet. If using the power strip, make sure it is plugged in and turned **ON**.



4. Press the power switch on the eScan to **ON**. After about 30 seconds, the eScan splash screen appears on the console, and the “eScan Powerup” report prints.



5. Wait until the eScan message display reads “**Ready to Open Polls**,” like the image to the left.
6. Then press the button beside “**PRINT ZERO**” and the Zero Tape Report prints. Check this report to verify the polling place and precincts are correct, but leave the report on the eScan. It will be filed when you close the polls.

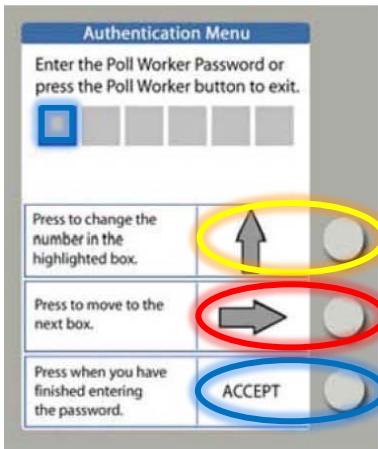
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7. Confirm that the eScan Public Count, “**PUB,**” is zero, “**000000,**” and then sign the Zero Tape Report.






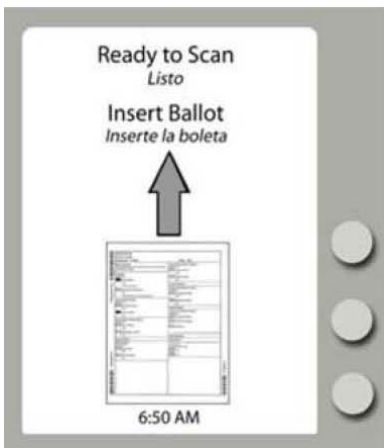
8. Check to ensure the time is correct. If the time is not correct, call the phone number for the Voting Equipment Help Desk. Press the button beside “**OPEN POLLS.**”



9. Enter the “Poll Worker Password” located in the Equipment Key Envelope.

How To Enter Numbers for a Password

1. Press the console button beside the  up arrow as often as necessary to display the first number you want to enter.
2. Press the console button beside the  right arrow to advance to the next entry position.
3. Press the console button beside the  up arrow as often as necessary to display the next number you want to enter.
4. Repeat steps 2 and 3 until all numbers are entered.
5. Press the console button beside “**ACCEPT**”.



10. A “Polls Open” report will print. Leave this on the eScan; it will be filed when you close the polls.
11. The eScan then displays the “**Ready to Scan**” screen, which means it is ready to accept paper ballots.

Setting Up Paper Voting Booths

1. Release the plastic latches on the front of the voting booth case.
2. Open the case, lift the privacy panels on each side of the case, and insert the panels into the notches on the lid. Be sure it is secure.
3. Lift the plastic flaps that hold the four sets of tethered leg pieces in place.
4. Remove the four sets of tethered leg pieces.
5. Disconnect the privacy panels, close the case, and latch it.
6. Connect the four sets of leg pieces to their tethered counterparts, and make sure the connections are tight.
7. Put the case on the floor, with the four leg holes facing up.
8. Firmly press the four legs into the four holes on the case.
9. Turn the voting booth upright; make sure the legs remain in place.
10. Release the latches on the front of the case.
11. Open the case, lift the privacy panels on each side, and insert the panels into the notches on the lid. Be sure it is secure.



Instructions for setting up the wheelchair accessible paper voting booth

1. Follow steps 1 and 2 above.
2. Remove the leg pieces from the slot in the lid; there should be: two curved pieces, two straight pieces, and two sets of tethered leg pieces. (If a piece is missing, check the top of the slot.)
3. Disconnect the privacy panels, close the case, and latch it.
4. Connect the two curved pieces to the two straight pieces; make sure the buttons lock in place.
5. Connect the two sets of leg pieces to their tethered counterparts, ensuring the connections are tight.
6. Put the case on the floor, with the four leg holes facing up.
7. Firmly press the four legs into the four holes on the case. The two legs with the curved pieces go in the front of the booth, by the handle. The two straight legs go in the back of the booth.
8. Follow steps 9 through 11 above.



Opening the Polls on the JBC and DAU

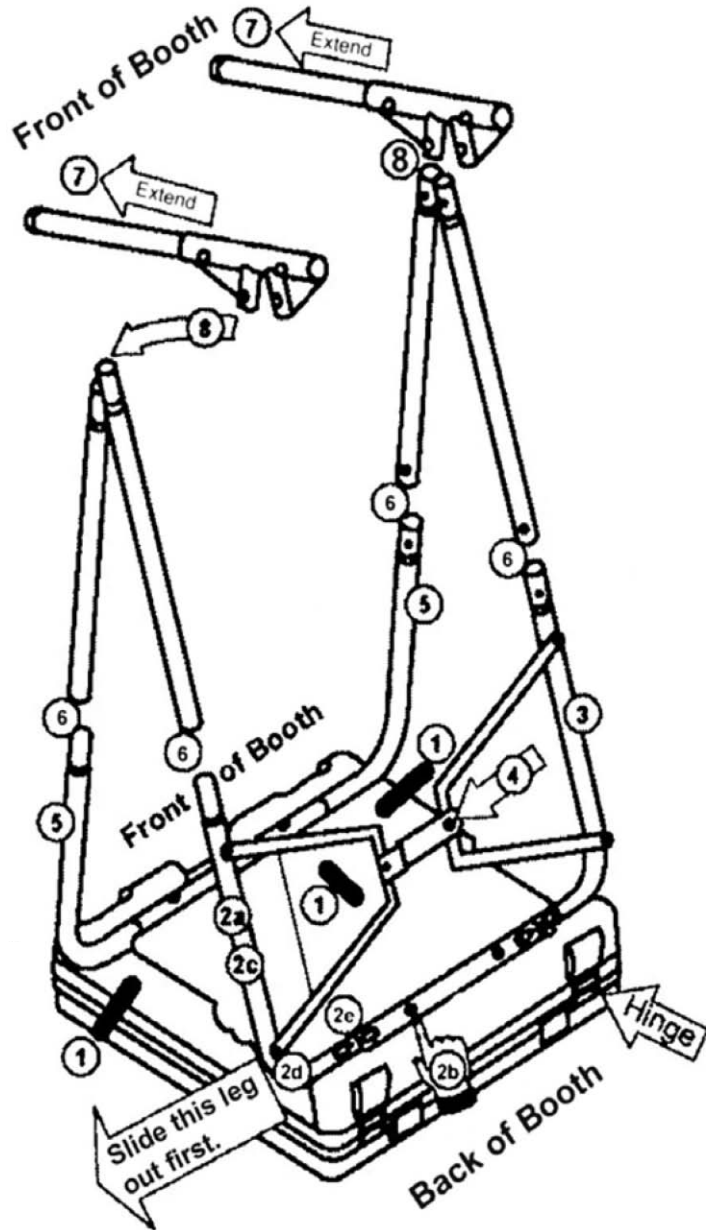


Opening the Polls on the JBC and DAU

Setting Up the DAU

Follow the steps below, which correspond to the numbers on the picture, to set up the legs and privacy screen on the DAU.

1. Release the three Velcro Straps.
2. Position the Left Back leg:
 - a) Grasp the leg (don't grasp the leg brace).
 - b) Press and hold the button down.
 - c) Raise the leg.
 - d) Slide the leg out.
 - e) Align arrows to lock the button.
3. Position the RIGHT BACK leg (same steps as the left back leg).
4. Lock the leg braces together (fit the button into the hole).
5. Position the FRONT legs (same steps as the back legs)
6. Lock the straight tubes in place.
7. **Extend the foot tubes.** Press the button and extend the tube until the button locks and the foot tube is in the extended position. (see images)
8. Lock the feet onto the straight tubes. The **foot tubes face toward the front** of the booth where the handle and latches are located.
9. Using two people, turn the booth over so that it is standing. Break and record the seal, and unlatch and open the booth.
10. Assemble the privacy screen.
 - If the booth has a fabric privacy screen, follow the "Privacy Screen Set-Up Steps" on page 30 or on the tag attached to the screen.
 - If the booth has plastic privacy wings, unfold them and then insert them into their notches.



Step 7. Foot Tubes



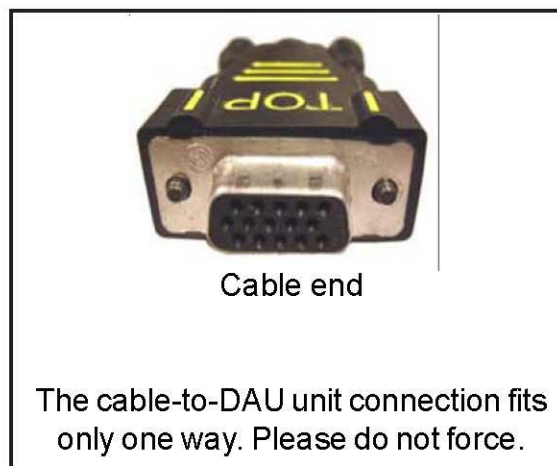
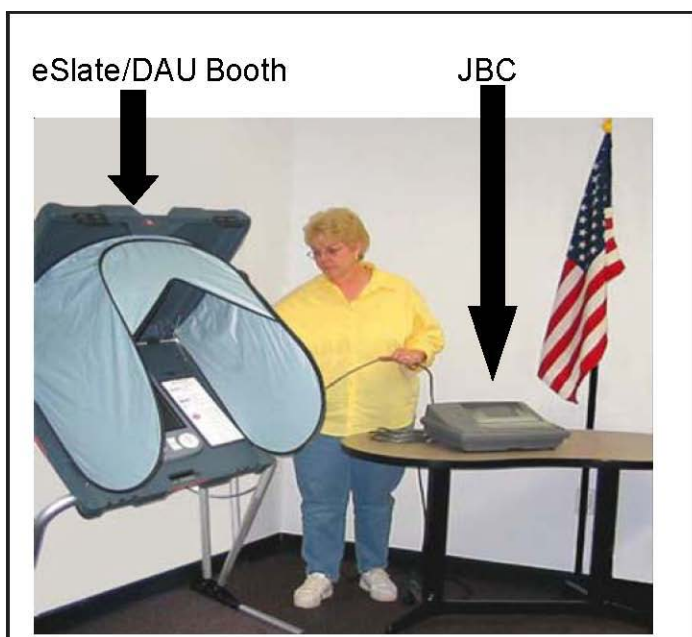
Packed Position



Extended Position

Setting Up the Polling Place

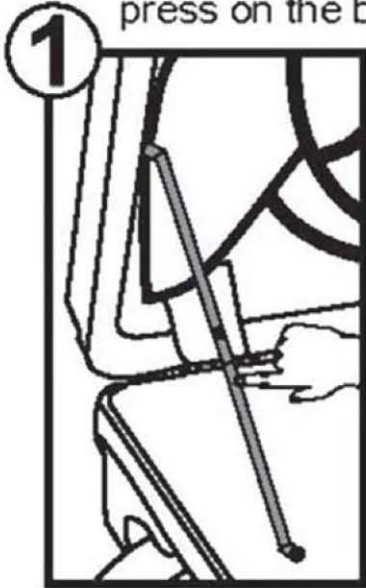
1. Remove the JBC from the blue JBC carrying case and place it, its power cord (black), and the JBC to Booth cable (gray with red and black ends) on a table near a power outlet.
⚠ Do not connect the JBC to any power source yet.
2. Arrange the DAU case in the polling place.
3. Set up the legs of the booth. See page 29 or the instructions on the leg braces of the booths.
4. Using two people, turn the DAU upright. **Make sure the foot tubes are extended.**
5. Stand in front of the **DAU** and release the locks on both sides of the handle. Raise the lid and lock it upright (either with the metal brace, if you have a fabric privacy screen or with the plastic privacy wings).
6. Plug the **red end** of the JBC to Booth cable into the “Booth Out” port on the back of the **JBC**, with the “Top” side of the red end facing up, and tighten the thumbscrews.
7. Plug the **black end** of the JBC to Booth cable into the back of the **DAU**, with the “Top” side of the black end facing up, and tighten the thumbscrews.
8. Make sure to set up the privacy screen. (See the bottom of page 29 and page 30.)
9. Proceed to the next page, “Opening Polls on the JBC and DAU.”



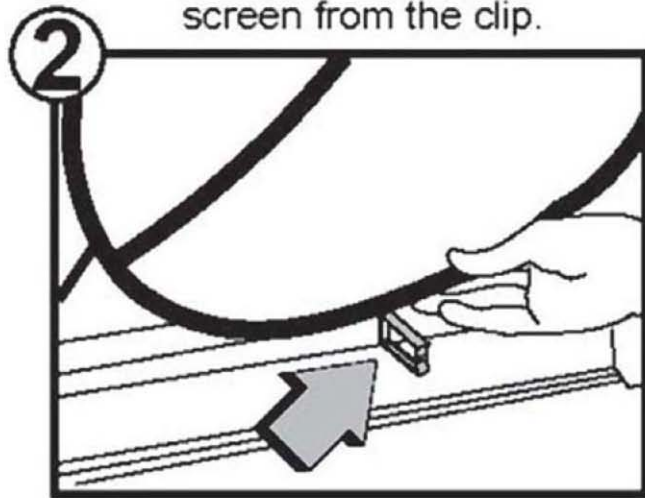
Privacy Screen Set-Up Steps

Instructions for assembling a **fabric** privacy screen on the DAU.

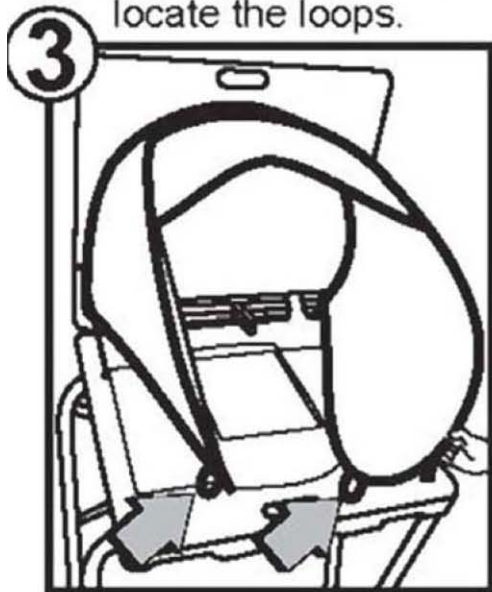
1 Raise the booth lid and press on the brace to lock it.



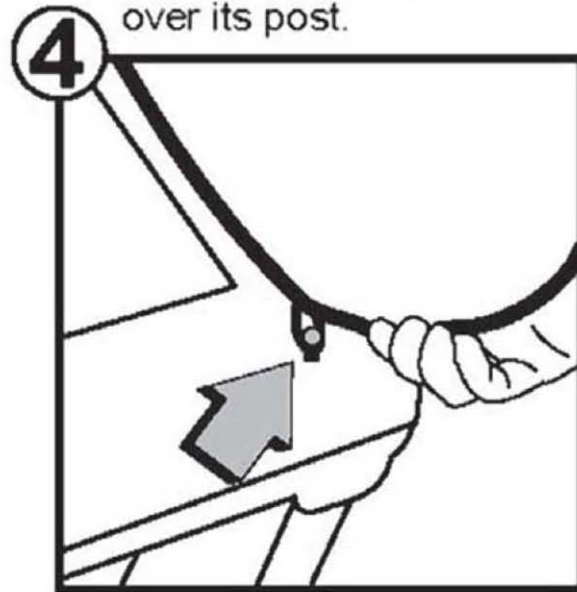
2 Release the bottom of the screen from the clip.




3 Unfold the screen and locate the loops.



4 Fasten each loop over its post.

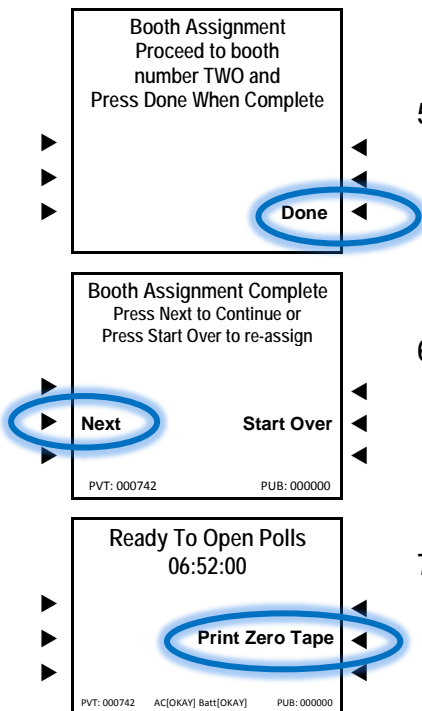





Opening Polls on the JBC and DAU

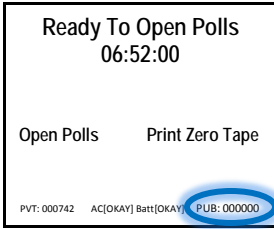
1. Connect the battery key to its port on the back of the JBC by twisting the entire battery key until it falls into place, and then tighten the battery key's collar. A "JBC Powerup" report prints. Leave the report on the JBC; It will be filed at the end of Opening Polls.
2. Plug the black power cord into the back of the JBC and into a power outlet. If using the power strip with the surge protector, make sure it is plugged in and turned **ON**.
3.  Do not touch any buttons on the JBC. Walk over to the **DAU** booth. The screen should read, "Booth Assignment Press ENTER to assign this booth. Booth number will be 01." **Press** the large **ENTER** button to assign the booth.



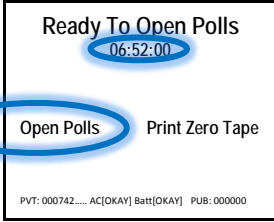
4. Walk back to the JBC. Notice above the JBC screen there are 12 numbered booth status lights. As the booth was assigned, its corresponding light should have turned green and red, and should still be green and red.




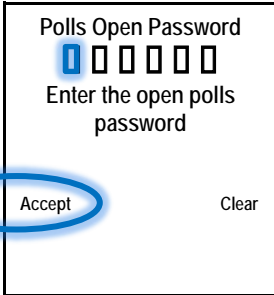
5. Press the  button beside "**Done**" when you have finished assigning booth numbers.
6. Press the  button beside "**Next**" and the JBC prints a "Network Configuration" report. Leave the report on the JBC; it will be filed at the end of Opening Polls.
7. Press the  button beside "**Print Zero Tape**" and the "Zero Tape Report" prints. Check this report to verify the polling place and precincts, but leave both reports on the JBC, they will be filed at the end of Opening Polls.




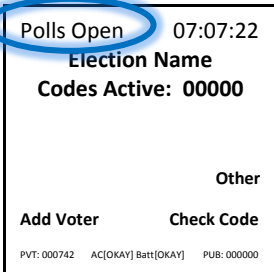
8. Confirm that the JBC Public Count “**PUB**” is zero, “**000000**,” and then sign the JBC’s “Zero Tape Report”.



9. Check the **time** and press the  button beside “**Open Polls**.” If the time is not correct, call the phone number for the Voting Equipment Help Desk.

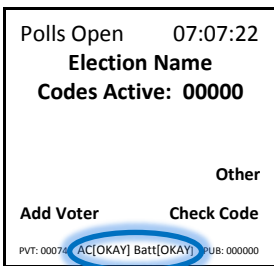


10. Enter the “**Polls Open Password**” (the poll worker password) using the numbered buttons on the JBC’s keypad and then press the  button beside “**Accept**.” (The password is on the Equipment Key Envelope’s inside flap.)



11. Tear off the reports and file them in Envelope #1, #2, & #4.

12. The JBC displays the “**Polls Open**” menu.



13. Check the JBC’s “**AC**” and “**Batt**” (battery) power by viewing the power status at the bottom of the JBC screen. Both should indicate “[OKAY].”




14. On the DAU, look for the word “**Battery**” in red text in the lower right corner of the “**Select a Language**” page. This means the backup battery pack is functioning correctly.

15. You are now ready to add voters.

“**Battery**”

Fixing an “Unavailable” Booth

When setting up, **if** your DAU screen says “**Unavailable**” in the top left corner, then follow these instructions.

1. Go to the JBC. Disconnect the battery key from the back of the JBC by unscrewing the battery key’s collar and then pulling the battery key out of its port.
2. Unplug the power cord from its port in the back of the JBC.
3. Wait 10 to 15 seconds.
4. Reconnect the battery key to its port on the back of the JBC by twisting the entire battery key until it falls into place and then tightening the battery key’s collar.
5. Then plug the power cord back in to its port in the back of the JBC.
6.  Do not touch any buttons on the JBC. Walk over to the **DAU**. The screen should read, “Booth Assignment Press ENTER to assign this booth. Booth number will be 01.” **Press** the large **ENTER** button to assign the booth.

You can then continue with the steps on pages 32 and 33.



Instructing and Assisting Voters on the eScan



Instructing and Assisting Voters on the eScan

Voter Instructions for Marking a Paper Ballot

Before you allow each paper ballot voter access to a paper voting booth, explain how to properly mark a paper ballot.

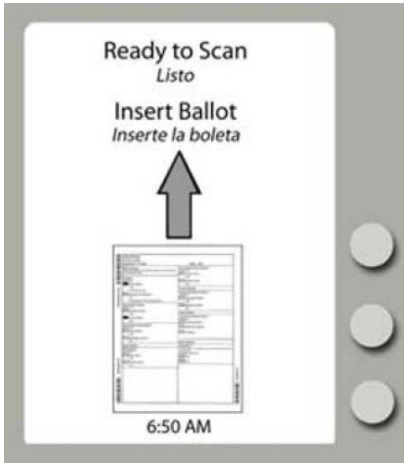
1. Please use the pen provided to mark your ballot.
2. To vote for your choice in each contest, completely fill in the box directly to the left of your choice.



3. If more than the allowable number of marks is placed on the ballot for a given contest, the vote will not be counted for that contest.
4. To vote for a write-in candidate, if applicable, fill in the box to the left of the words "Write-In" **and** write the candidate's name on the adjacent line.

GENERAL ELECTION	
Sample County November 04, 2008	Precinct 003
Voter Instructions: Please use a blue or black ink pen to mark your choices on the ballot. To vote for your choice in each contest, fill in the box provided to the left of your choice. To vote for a write-in candidate, fill in the box provided to the left of the words "Write-In" and write in the name of the candidate on the line provided.	County Commissioner Precinct 4 Vote for one <input type="checkbox"/> Walt Whitman Historical Party <input type="checkbox"/> Pandora Ancient Party <input checked="" type="checkbox"/> Write-In <i>John Adams</i>
President Vote for one <input checked="" type="checkbox"/> Abraham Lincoln Historical Party <input type="checkbox"/> Helen of Troy Ancient Party	City Council Vote for two <input checked="" type="checkbox"/> Sojourner Truth <input checked="" type="checkbox"/> Mark Twain <input type="checkbox"/> Harriet Tubman
United States Representative Vote for one <input type="checkbox"/> Susan B. Anthony Historical Party <input type="checkbox"/> Cleopatra Ancient Party	Proposition 1 To declare Key Lime Pie the official dessert of Election Day. Vote For or Against: <input checked="" type="checkbox"/> For <input type="checkbox"/> Against

Voter Instructions for Scanning a Paper Ballot



1. The eScan displays “**Ready to Scan**” when the machine is available for the next ballot.



2. Insert the ballot into the Ballot Feed Slot.
The eScan can scan ballots inserted in any direction

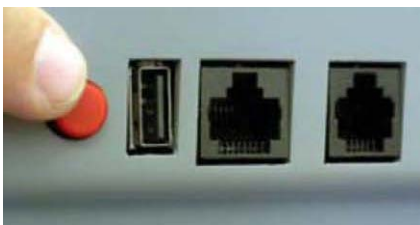
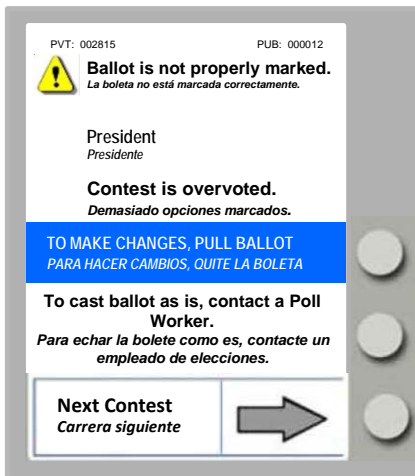
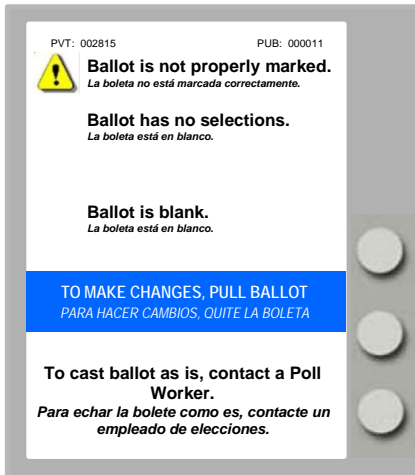


3. Wait while the “**Scanning ballot...**” message is displayed.



4. The waving American flag is then displayed, indicating that the ballot has been accepted and recorded.

Paper Ballots that are Not Properly Marked



1. When a voter inserts a ballot that is not properly marked information appears on the screen for each contest that requires attention.

2. Identify how the ballot is not properly marked

- Blank Ballot: No options are marked on the entire ballot
- Overvote: Too many options marked

3. After their ballot is rejected, the voter can choose :

To make changes to the ballot

- The voter may remove their ballot from the eScan and obtain a new ballot. The poll worker must spoil the improperly marked ballot. See “Spoiling a ballot” on the next page for more information.

OR

To cast the ballot as is

- Confirm the voter wishes to cast the ballot as it is by asking if they are sure they want to cast their ballot. If there is an overvoted contest, tell the voter that contest (candidates or propositions) will not receive a vote.
- To override the eScan so it accepts the voter’s ballot, leave the ballot in the Ballot Feed Slot. While the “Ballot is not properly marked” screen is up, press the red **Poll Worker button** on the back of the eScan.

4. The waving American flag indicates that the ballot has been accepted and recorded.

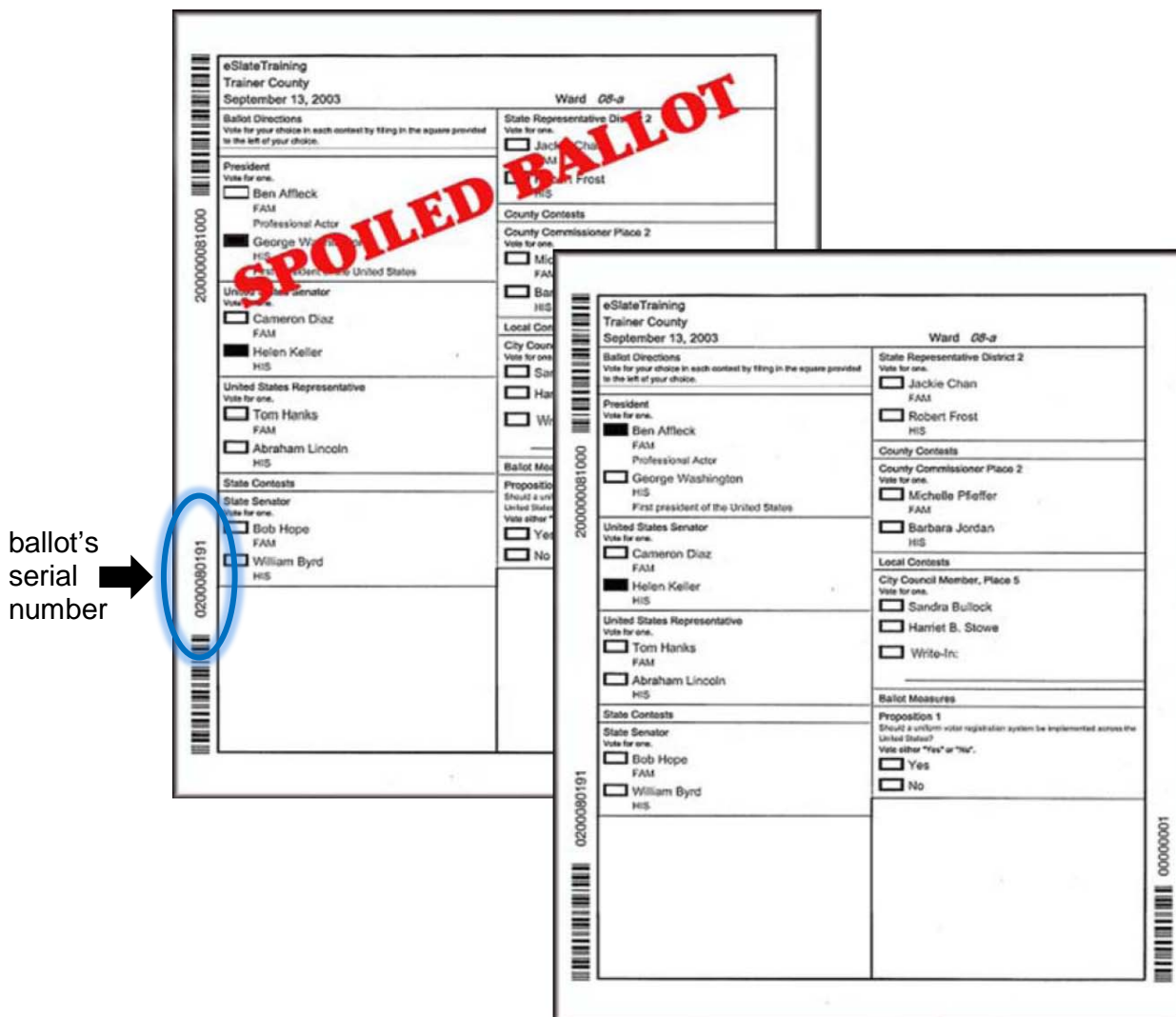
Spoiling a Ballot

Spoil a ballot if:

- the voter received the wrong ballot style and has not cast their ballot;
- the voter wishes to make changes to their previously-marked ballot; **or**
- the eScan will not accept the ballot the voter received and the ballot has not been cast.

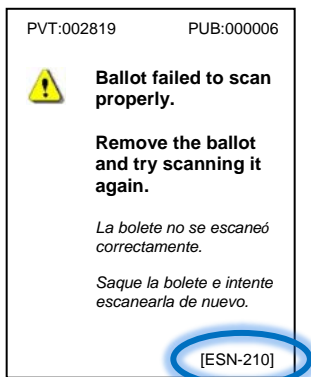
Guidelines to issue a replacement ballot

- Write the ballot's serial number on the Register of Spoiled Ballots form.
(The serial number is on the front lower left side of the ballot, see image below.)
- Voter places the spoiled ballot in a Small White Spoiled Ballot Envelope. Poll Worker places the Small White Spoiled Ballot Envelope in the Large Spoiled Ballots Envelope.
- Allow the voter to select another ballot. Each voter is only allowed three paper ballots total. Don't issue more than two replacement ballots to a voter.



eScan Error Codes

The eScan will reject a ballot when there is an error



If there is an error on the ballot or with the eScan when scanning, the eScan will reject the ballot and display a message describing the error. The message will say “**Ballot failed to scan properly**” and an **ESN number** will be in the bottom right corner of the screen if it is an eScan error code.

It is likely that rescanning the ballot or spoiling the ballot and issuing the voter a new one will correct the error. (See below for specific instructions.) However, if errors persist, contact the Voting Equipment Help Desk for assistance.

eScan error code (ESN) numbers’ meanings and instructions

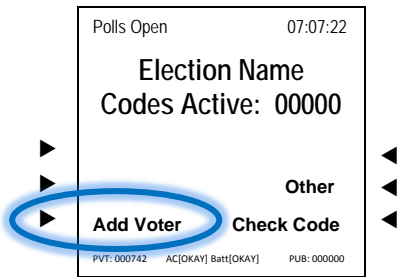
- ESN-200 Bad box. *The eScan could not locate one or more option boxes.*
- Try re-scanning the ballot. If error persists, spoil the ballot and issue the voter a new one.
- ESN-201 Bad form. *The eScan could not read the barcodes.*
- Try re-scanning the ballot. If error persists, spoil the ballot and issue the voter a new one.
- ESN-202 Non-linear. *The ballot is skewed.*
- Try aligning and re-scanning the ballot with the footer inserted first.
- ESN-203 Bad Image Data. *The eScan did not receive a complete image of the ballot.*
- Try re-scanning the ballot. If error persists, spoil the ballot and issue the voter a new one.
- ESN-204 Test mode not allowed. *The ballot is a test mode ballot.*
- Spoil the ballot. Then issue the voter a new ballot, if they are a processed voter.
- ESN-205 Election mode not allowed. *The eScan is in test mode.*
- Try restarting the machine to see if that fixes the problem.
 - Test mode is for Logic and Accuracy Tests and demonstration purposes.
- ESN-207 Sample ballot not allowed. *The ballot is a sample ballot.*
- Spoil the ballot. Then issue the voter a new ballot, if they are a processed voter.
- ESN-208 Bad polling place. *The ballot is not for this polling place.*
- Spoil the ballot. Then issue the voter a new ballot, if they are a processed voter.
- ESN-209 Bad election ID. *The ballot is not associated with the current election.*
- Spoil the ballot. Then issue the voter a new ballot, if they are a processed voter.
- ESN-210 Duplicate serial numbers. *The ballot has already been scanned and cast.*
- If after a ballot jam, place the ballot with the scanned ballots in the black eScan tub.
 - If unsure why this error code appeared, confiscate and quarantine the ballot.
- ESN-211 Multiple feed. *More than one ballot is being scanned at the same time.*
- Separate the ballots and scan them individually.
- Not Listed If the eScan displays an error number that is not listed, try restarting the eScan. If that doesn’t fix the problem, contact the Voting Equipment Help Desk for assistance.


Instructing and Assisting Voters on the JBC and DAU

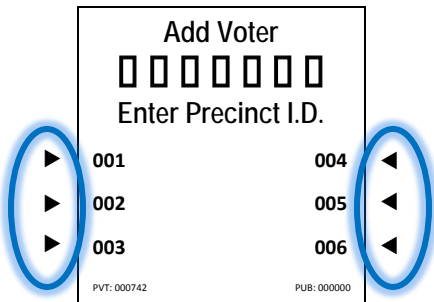


Instructing and Assisting Voters on the JBC and DAU

Adding Voters on the JBC





1. On the JBC's "Polls Open" Menu, press the  button beside "Add Voter."





2. If your JBC has only one ballot style "Precinct I.D.," the screen at left will not appear and you can skip to Step 3.

If your JBC has multiple ballot styles, the screen at left will appear and you **must** select the voter's ballot style.

Select the voter's ballot style by pressing the  or  button beside the correct ballot style.

The JBC screen can only display six ballot styles at a time. If you do not see the ballot style you are looking for:

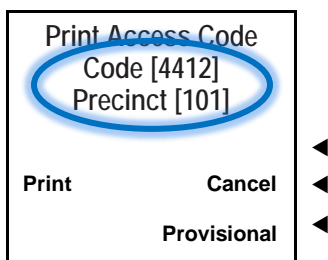
- press the  and  buttons on the JBC keypad to see additional pages of ballot styles until you find the desired code and then select the voter's ballot style

or

- use the numbered buttons on the JBC keypad to enter the voter's ballot style



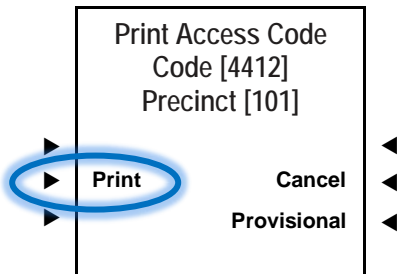
To ensure the voter receives an Access Code with the correct ballot style, **you must correctly select the voter's ballot style on the JBC.** If you can't find the voter's ballot style, call the Voting Equipment Help Desk.



3. Note the JBC displays the Access "Code" and "Precinct" before the Access Code is printed.

In the event the JBC printer is disabled, write the Code on a piece of paper before continuing to Step 4.

Continued on next page ⇨



4. Press the  button beside **“Print”** and the JBC prints the “Access Code.”



Only print an Access Code if the DAU is open and ready to be used.



5. Remove the “Access Code” slip from the JBC and verify the voter’s ballot style **“Pct.”** on the “Access Code” slip is correct.
6. Hand the “Access Code” slip to the voter, and instruct the voter to go to the DAU to vote.

The JBC returns automatically to the “Polls Open” menu.

Voter Instructions for Voting on a DAU

Before each voter gets to the DAU, provide instructions with appropriate materials. You may deliver instructions verbally, or simply hand the voter an instruction flyer.



Voter instructions are an ***essential*** part of polling place operations!

Point to the Voter Instruction Flyer or say:

Mark your choices and enter them by using....

- The **SELECT** wheel and **ENTER** button,
- Tactile input switches or
- A sip-and-puff device.



Voter Instructions	
1. Select Language	<ul style="list-style-type: none"> • Turn the SELECT wheel to highlight the language of your choice. • Press ENTER.
2. Enter Access Code	<ul style="list-style-type: none"> • Turn the SELECT wheel to highlight the first number of your Access Code. • Press ENTER. • Repeat for all numbers.
3. Make Choices	<ul style="list-style-type: none"> • Turn the SELECT wheel to highlight your choice. • Press ENTER. • The box to the left of the choice changes to <u>red</u>. • To change your choice, turn the SELECT wheel to your new choice and press ENTER.
4. Cast Ballot	<ul style="list-style-type: none"> • Read the <u>Ballot Summary Page</u>. • To change a choice from the Ballot Summary Page, turn the SELECT wheel to highlight the line you wish to change, and press ENTER. • Cast your voted ballot by pressing the CAST BALLOT button from the last Ballot Summary Page. • You have finished voting when you see the <u>waving American flag</u>. Exit the booth.
Other Features	<ul style="list-style-type: none"> • Use NEXT and PREV to move through the ballot pages. • To get help, press HELP. • To vote for a write-in, turn the SELECT wheel to the write-in choice and press ENTER. Turn the SELECT wheel and press ENTER to spell out the name of the candidate you wish to write in. Turn the SELECT wheel to highlight ACCEPT, and press ENTER.

Follow these steps:

1. Select the language.
2. Enter the Access Code or have an assistant enter the Access Code.
3. Navigate the highlight bar using the **SELECT** wheel to see or hear choices on the ballot Use the **ENTER** button to select your choices. Repeat for each contest.
4. *Read or listen to the **BALLOT SUMMARY PAGE** carefully* or **Review Ballot** by returning to the first page. Only after you have made all of your desired choices, press the **CAST BALLOT** button.



The voter has finished voting when the waving American flag is displayed, or when the audio indicates that your vote has been recorded.

Assisting DAU Voters

Booth Status Lights

Along the top of the JBC are lights, numbered 1-12. Each light corresponds to a booth to inform you of its status. These lights must be monitored while voters are in booths.

When the booth is **open**, the light is GREEN. ●

When the booth is **in use**, the light is RED. ●

When a voter needs **help**, the light flashes GREEN and RED. ●




If a voter enters a booth and the light stays GREEN, go to the booth to see if the voter needs help.



If a voter leaves a booth and the light is still RED, remind the voter to go back and press the CAST BALLOT button.

To Assist a Voter:

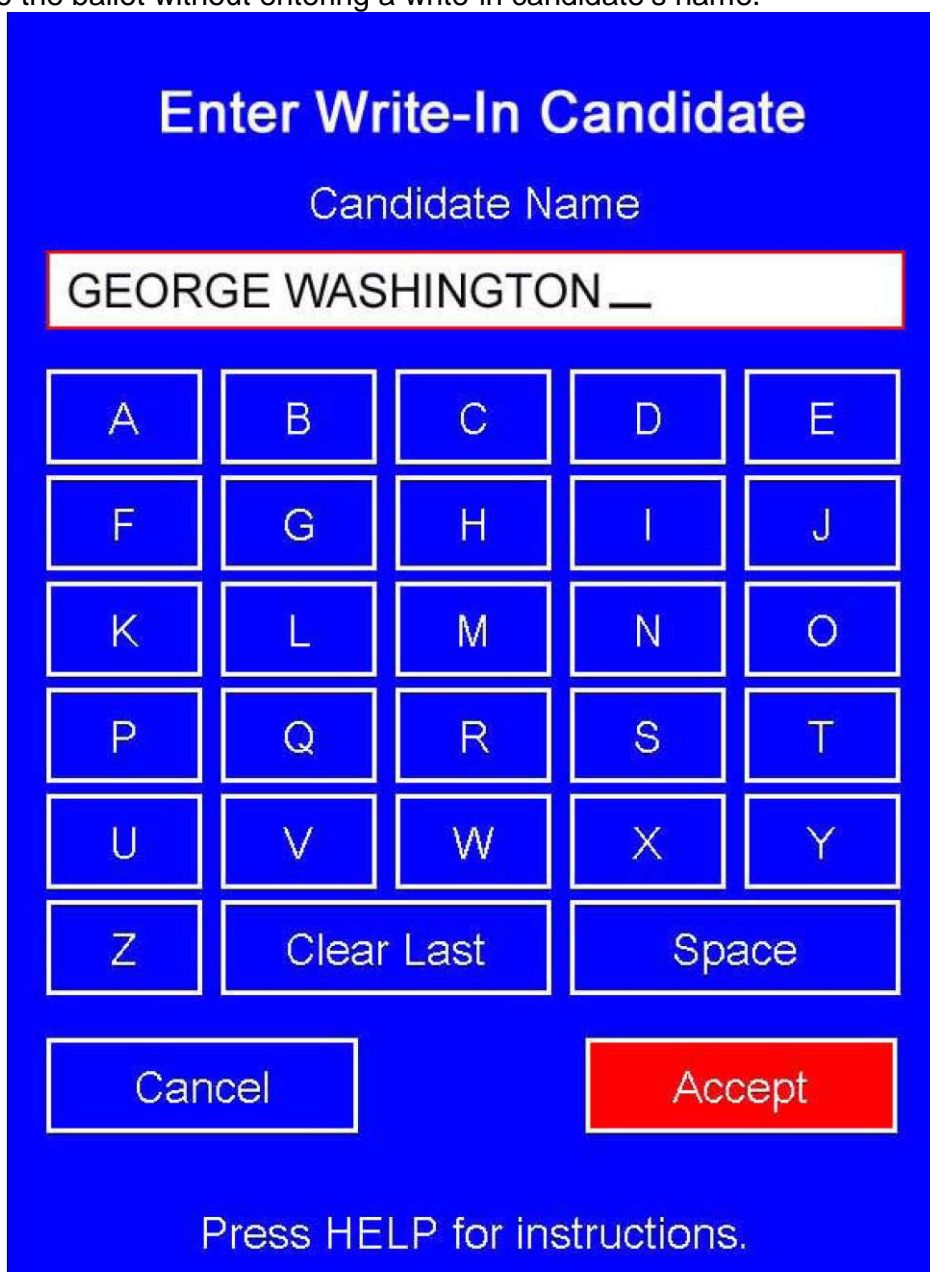
1. Go to the booth where a voter has requested help verbally or as indicated by the Green and Red flashing lights.
2. Stand beside the privacy screen, to protect the voter's right to vote privately.
3. Ask the voter how you may assist them.
4. Ask appropriate questions to learn where in the voting process the voter needs help. For example, "What page is visible?" Access Code page, ballot page, ballot summary page, etc.
5. The voter may press the **HELP** button twice to mask the ballot with the blue "Poll Worker Assistance" page. If necessary, when the voter is on the blue "Poll Worker Assistance" page, ask the voter to press the ENTER button to return to the voting process.
6.  **ALWAYS** ask for the voter's **explicit permission** before seeing the ballot or touching the voter's DAU.
7. If required, complete Oath of Assistance/Interpreter form before providing assistance.

Voter Instructions for Using the Write-In Feature

To vote for a write-in candidate, if the option is available:

Turn the **SELECT** wheel to the write-in position and press the **ENTER** button.

- Turn the **SELECT** wheel and press the **ENTER** button to spell the name of the candidate you wish to write in. The cursor indicates your place in the text box.
- Once the candidate's name is spelled out, turn the **SELECT** wheel to highlight "**Accept**" and press the **ENTER** button.
- Other choices are "**Clear Last**" to go back a space, "**Space**" to skip a space, and "**Cancel**" to return to the ballot without entering a write-in candidate's name.



Enter Write-In Candidate

Candidate Name

GEORGE WASHINGTON _

A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	Clear Last	Space		

Cancel Accept

Press HELP for instructions.

Voter Instructions for Using the Cast Ballot Button

After all desired choices have been made, press the CAST BALLOT button to cast the ballot.



While Viewing a Ballot Page:


- Pressing the CAST BALLOT button while viewing a ballot page before a selection has been made causes a “Ballot Help Page” to appear. This page gives instructions.
- Pressing the CAST BALLOT button while viewing a ballot page after a selection has been made causes a “Ballot Summary Page” to appear so the voter may review their choices before the ballot is recorded

While Viewing a “Ballot Summary Page”:

- A “Ballot Summary Page” always appears before the ballot is recorded so voters can review their choices and make any desired changes.
- A Voter may change their choices at any time before pressing the CAST BALLOT button from the final “Ballot Summary Page.”
- In multi-page ballot summaries, turn the SELECT wheel or press the NEXT button to move to the final page.




When on the **final “Ballot Summary Page,”** pressing the **CAST BALLOT** button completes the voting process and records the ballot; the **ballot cannot be changed** after pressing the CAST BALLOT button.



Ballot Summary Page

To change a vote, highlight the contest to change and press ENTER.

Contest	Selected
President	George Washington
United States Senator	Catherine Zeta-Jones
State Rep. District 36	Charles A. Lindbergh
County Commissioner Place 2	Barbara Jordan
City Council Member Place 5	JOHN DOE
Proposition 1	No selections



Press PREV for previous page.
To complete your voting and cast your ballot, press CAST BALLOT.



The voter has finished voting when the waving American flag is displayed.

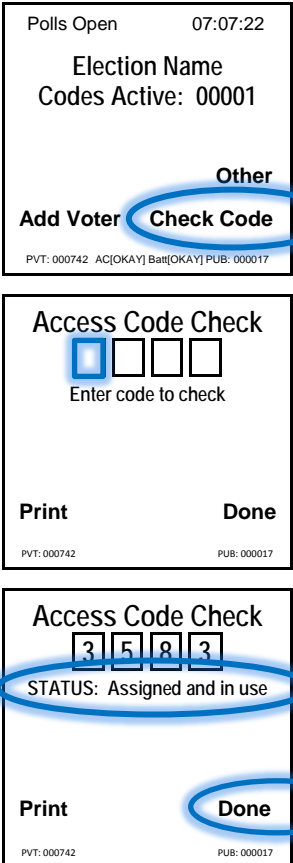
Checking an Access Code


The “**Check Code**” menu allows you to check the status of an Access Code.

An Access Code’s status may be:

- Assigned and open Code is “live,” and it has not yet been entered into the DAU.
- Assigned and in use Code is associated with a ballot currently active on the DAU.
- Assigned and cast Code is associated with a ballot recorded in the electronic ballot box.
- Assigned but expired Code was not entered into a DAU within the 30 minute time limit.
- Assigned and canceled Code is associated with a ballot that was canceled prior to casting ballot.
- Not assigned Code was not printed from the current JBC.


Instructions for Checking an Access Code




1. On the JBC’s “Polls Open” menu, press the  button beside “**Check Code.**”

2. On the “Access Code Check” screen, use the numbered buttons on the JBC keypad to type in the Access Code.

3. When you enter in the last number of the Access Code, the status of the Access Code appears on the screen.

4. If necessary, press the  button beside “**Print**” to print the “Access Code Status” stub.

5. Press the  button beside “**Done**” when you are finished, and the JBC returns to the “Polls Open” menu.

Printing an Access Code Report

Polls Open 07:07:22


Election Name
Codes Active: 00000

▶ ▶ ▶ ▶

Other ◀ ◀ ◀ ◀

Add Voter Check Code

PVT: 000742 PUB: 000017

1. On the JBC's "Polls Open" menu, press the  button beside "Other."


Other JBC Functions

▶ Access Code Report ◀ ◀ ◀ ◀

▶ Enable Printer

▶ Cancel Booth Polls Open Menu

PVT: 000742 AC[OKAY] Bat[OKAY] PUB: 000017

2. On the "Other JBC Functions" screen, press the  button beside "Access Code Report."

Sample County, U.S.A.
General Election
November 6, 2001
Main Street Elementary

Access Code Report

Date: 11-06-2001
Time: 14:16.03

Access Code Totals:

Issued	=	315
Voted	=	314
Expired	=	0
Canceled	=	1
Active	=	0

=====

3. The JBC prints the "Access Code Report."


Other JBC Functions

▶ Access Code Report ◀ ◀ ◀ ◀

▶ Enable Printer

▶ Cancel Booth Polls Open Menu

PVT: 000742 AC[OKAY] Bat[OKAY] PUB: 000017

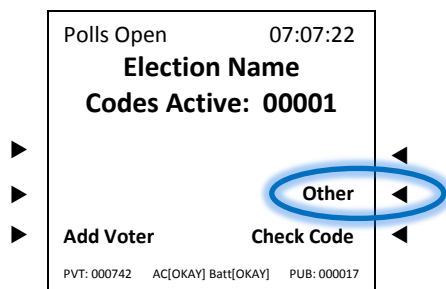
4. On the "Other JBC Functions" screen, press the  button beside "Polls Open Menu."


Canceling a Booth

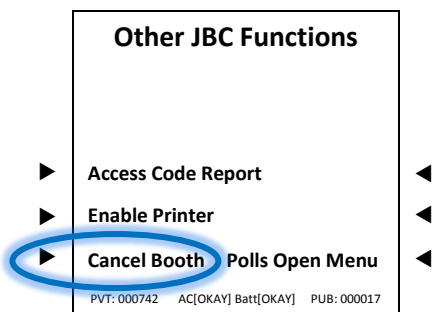
Cancel a booth if:


- a voter gets the wrong ballot style “Precinct I.D.”
- a voter selects the wrong language
- a voter wants to leave the polling place without casting their ballot on the DAU; **or**
- a voter has left the polling place with an active ballot on their DAU (failed to cast ballot).

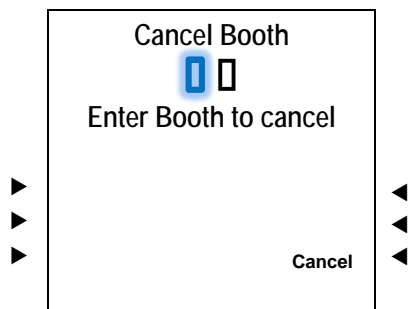
Note: A booth can only be canceled if the Access Code has been entered on the DAU **and** the ballot has not been cast.



1. On the JBC’s “Polls Open” menu, press the  button beside “Other.”

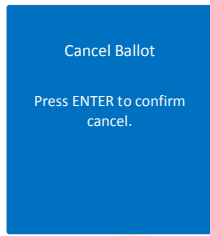


2. On the “Other JBC Functions” screen, press the  button beside “Cancel Booth.”

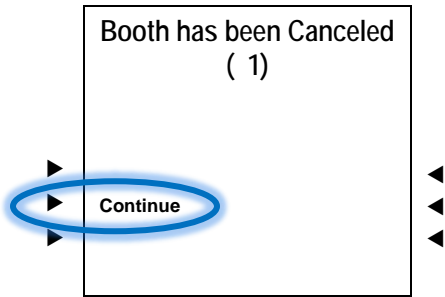



3. On the “Cancel Booth” screen, enter the number of the booth you wish to cancel (e.g. **01**, 02, 03) using the numbered buttons on the JBC keypad. Do not press the button beside “Cancel” unless you want to return to the Polls Open menu without canceling the booth.

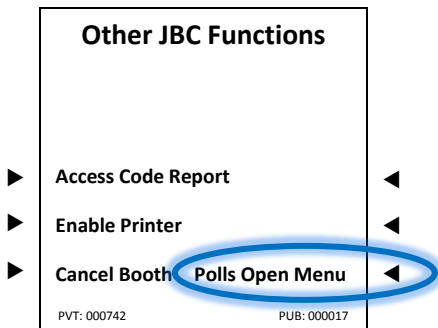
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4. Walk to that booth and press the **ENTER** button on the DAU.



5. Walk back to the JBC. It should say "Booth has been canceled." Press the  button beside "**Continue.**"



6. On the "Other JBC Functions" screen, press the  button beside "**Polls Open Menu.**"

The DAU and JBC are now ready to add a new voter.

7. If the voter wants a replacement ballot (paper or electronic), and they are entitled to one, then issue them a replacement ballot.

Provisional Voters



Provisional Voters

Processing Provisional Voters

Casting a provisional ballot is an option for voters in certain situations. Election Officials need to understand that a provisional ballot is not counted until a voter's status can be confirmed.

General Procedure for Processing a Provisional Voter

- a. Give the provisional voter a Notice to Provisional Voter.
- b. Instruct the provisional voter to complete and sign an Affidavit of Provisional Voter (the white portion of the Affidavit of Provisional Voter Envelope) and return it to you.
- c. The Election Judge must complete the left side on the front and back of the Affidavit of Provisional Voter Envelope and indicate the "Reason" why the voter is voting provisionally (see "Reasons" below and "Procedures" on the next page), but leave the "Ballot Code..." box blank for now.
- d. Add the provisional voter's name to the List of Provisional Voters.
- e. Add the provisional voter to the Poll List and put a check mark in the "Provisional" column beside the provisional voter's name.
- f. Add the voter to the JBC as a "Provisional" voter as instructed on pages 59 and 60.

Reasons a voter should vote provisionally

1. Failed to present acceptable form of identification or voter certificate with exemption.
2. Voter not on list of registered voters.
3. Voter not on list, registered in another precinct.
4. Voter on the list of people who voted early by mail, and voter has not cancelled mail ballot application.
5. Voting after 7:00 p.m. due to court order.
6. Voter on list, but registered residence address outside the _____ political subdivision.
7. Voted in another party's primary.
8. Other: _____ (please explain)

See the following page for more detailed instructions according to each reason.

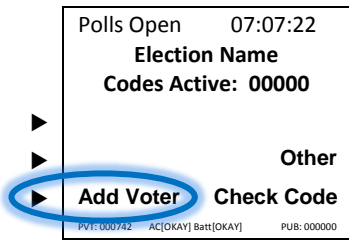
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Procedures specific to the “Reason” a voter is voting a provisional ballot

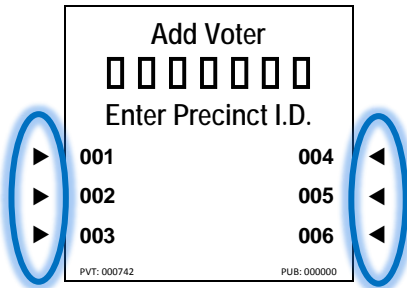
These procedures correspond with the “Reasons” on the back of the Affidavit of Provisional Voter Envelope. If a voter falls under one of the these reasons complete the following steps in addition to the steps listed under “General Procedure for Processing a Provisional Voter.”

1. If a voter is in the Poll Book, but cannot produce the required identification,
 - Check “No” under the “Voter Presented Acceptable Form of Identification” heading on the back of the Affidavit of Provisional Voter Envelope;
 - Check Reason 1
 - Complete the bottom of the Notice to Provisional Voter ID and give the notice to the provisional voter
 - Tell the provisional voter they must visit the Tarrant County Elections Center within 6 days of the date of the election. There they must present an acceptable form of photo ID or execute a temporary affidavit explaining that an exemption applies. Read the Notice to Provisional Voter ID for more information.
2. If a voter claims to be registered and eligible to vote at the precinct, but their name is not in the Poll Book,
 - Call the Voter Registration number.
 - If you can’t reach Voter Registration to confirm, or Voter Registration can’t confirm the registration, check Reason 2
 - Fill out and have the voter sign the Provisional Sign-in Sheet in the back of the Poll Book
 - Tell the voter that the voter registrar will try to verify the registration. The Ballot Board will send the voter a letter by mail to the address they provided informing them whether the ballot was counted.
3. If a voter is registered to vote but is attempting to vote in a precinct other than the one they are registered in,
 - Tell the voter they need to go to the correct precinct. If they do not vote in the correct precinct, then their ballot will not be counted.
 - If they refuse or there is not enough time to reach their correct polling place, process them as a provisional voter, and check Reason 3.
4. If a voter is on the list of people who voted early by mail and the voter says they did not apply for a ballot, they did not return the ballot, or they didn’t bring the ballot to the polling place,
 - Call the Early Voting number to see if the name was notated in error.
 - If the notation was an error, **or** the ballot by mail has not been received by the Ballot Board, then the voter can vote a regular ballot.
 - If the ballot is shown as being received by the Ballot Board , check Reason 4.
5. If the voter is voting after 7 p.m. due to court order,
 - Check Reason 5.
6. If a voter’s name is on the Poll Book, but their address is outside the political subdivision,
 - Check Reason 6.
7. If it is a party specific election, and a voter voted in the other party’s primary election,
 - Check Reason 7.
8. If you believe a voter should be made provisional for another reason,
 - Call Forms, Procedures, General Assistance before using Reason 8.

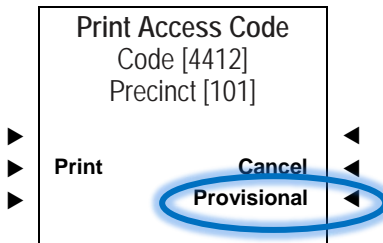
Adding Provisional Voters on the JBC




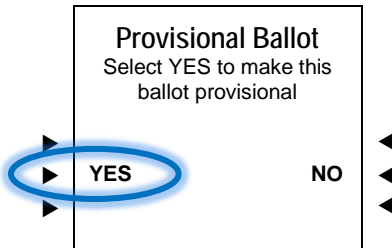
1. On the JBC's "Polls Open" menu, press the  button beside "Add Voter."




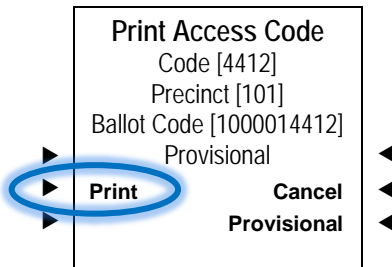
2. If your JBC has multiple ballot styles (Precinct I.D.s), you **must** select the voter's ballot style on the JBC. (See "Adding Voters on the JBC," page 47, step 2 for details.)




3. On the next screen, press the  button beside "Provisional."



4. The JBC asks if you are sure you want to make this ballot provisional. Press the  button beside "YES."



5. On the "Print Access Code" screen, note the JBC screen displays the Access Code prior to printing. Press the  button beside "Print," and the "Access Code" and "Voter Provisional Stub" prints.

Continued on next page ⇨

6. Remove the "Voter Provisional Stub" from the JBC and tear the "Access Code" from the stub.

7. Write the Ballot Code from the Voter Provisional Stub on the Affidavit of Provisional Voter Envelope.

Tear Here →

8. Have the provisional voter print and sign their name on the Voter Provisional Stub.

9. Have the provisional voter put the Voter Provisional Stub in their Affidavit of Provisional Voter Envelope, seal the envelope, and then return the envelope to you.

10. Place the completed Affidavit of Provisional Voter Envelope in the Orange Provisional Bag.

Voter Prints Name Here →

Voter Signs Here →

11. Have the voter sign the sheet located at the back of the poll book titled "Provisional Voter Signature Roster".

12. Give the provisional voter the Access Code and allow them to vote on the DAU.

ACCESS CODE
Clave de acceso

4412

Date: 11-06-2001
Time: 15:42:21
Place: Main Street School
Pct: 101

Sample County, U.S.A.
General Election
November 6, 2001
Main Street School

Voter Provisional Stub

Date: 11-06-2001
Time: 15:42:21
INSTRUCTIONS TO VOTER:
1. Print your name below.
2. Sign your name below.
3. Place stub in envelope and seal.
4. Give envelope to election judge.
5. Proceed to voting booth to vote ballot according to regular procedures.
DATE OF ELECTION:
November 6, 2001
NAME OF ELECTION:
General Election
PRECINCT NAME:
101
BALLOT CODE:
1000014412
PRINTED NAME OF VOTER:

Voter Signature:
X _____

Voters with Disabilities

Voters with Disabilities

Guide to Serving Voters with Disabilities

General Considerations

Putting People First

The use of outdated language and words to describe persons with disabilities contributes greatly to perpetuating old stereotypes. It is especially important to remember that disability labels do not define people; they are simply terms that provide persons with functional limitations access to services. Accordingly, use language that puts the person before the disability. For example, it is better to say “person with a disability” rather than a “disabled person.” Similarly, avoid referring to “*the blind, the disabled, the retarded,*” etc.

Awareness, Respect, and Acceptance

Persons with disabilities are individuals, just like their non-disabled peers. Therefore, all people who have disabilities are not alike; the disabled community includes both genders, all ages, and individuals from all ethnic and socioeconomic backgrounds. Give persons with disabilities the same respect and acceptance that you would anyone else; they are not tragic victims suffering afflictions, nor are they especially courageous or superhuman. Like persons without disabilities, they are individuals who want to be treated with dignity and respect.

Use Appropriate Language

Put people first by using appropriate language for a diverse population of people with disabilities.

Say

Person with a disability; has a disability

Disability

Wheelchair user

Able-bodied

Non-disabled

Person with (disability name)

Speech or communication disability

Instead of

The disabled, the handicapped, invalid, cripple

Handicap

“wheelchair-bound” or “confined to a wheelchair”

Healthy

Normal

Victim of, suffers from (disability name)

Mute

Adapted from New York University, Steinhardt School of Education

Continued on next page ⇨

Conversation Etiquette

- When speaking to a person with a disability, look at and speak directly to that person, rather than through a companion or sign language interpreter.
- Relax. Feel free to use accepted, common expressions such as, “See you later,” or “Did you hear about that?”
- To get the attention of a person with a hearing impairment, tap the person on the shoulder or wave your hand to get his/her attention. Speak directly to the person without raising your voice; keep your hands away from your mouth.
- Offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
- Identify yourself and others who may be with you when interacting with a person who is blind or visually impaired. For example, “On my right is Jane Smith.”
- Identify the person to whom you are speaking, especially when conversing in a group.
- Do not shout at a person with a hearing impairment. Shouting distorts sounds accepted through hearing aids and it inhibits lip reading.
- Do not shout at a person who is blind or visually impaired; he or she can hear you!
- Wait until an offer of assistance is accepted, then listen to or ask for instructions on how to help. Ask questions of the individual you are assisting if you are unsure what to do.
- Remember that service animals are working, and you should not interact with them as you would with a pet.
- Listen attentively when you are talking with a person who has difficulty speaking. Be patient and wait for the person to finish; ask questions that require short answers. Repeat what you have understood and allow the person to respond.
- To facilitate communication, place yourself at eye level with a person who uses a wheelchair or crutches.

Voter Assistance

- Make sure the accessible path of travel from the parking spaces to the polling machines is unobstructed by locked doors, furniture, etc.
- Allow the voter with a disability to choose the accommodations they require to vote (machine, reader, curbside voting, etc.)
- Assist a person with a visual impairment in signing the Poll Book by placing a card or signature guide along the line.
- Allow a person with a visual impairment to take your arm when assisting them to a new location.
- Orient individuals to voting devices by giving detailed verbal instructions. Be patient. If voters continue to have difficulty, ask if they would like for you to “show” them using their hands. Be sure to release their hands periodically so they can “explore” the layout of the device.
- If you are not using the DAU and the voter asks you to read the ballot, communicate **all** of the information on the ballot and be sure to respect the voter’s privacy. If required, complete Oath of Assistance/Interpreter form before providing assistance.
- Move obstructions that block the path of travel and reevaluate as the polling place becomes more crowded.
- When giving voter instructions, offer all voters the choice of an audio ballot on the DAU.

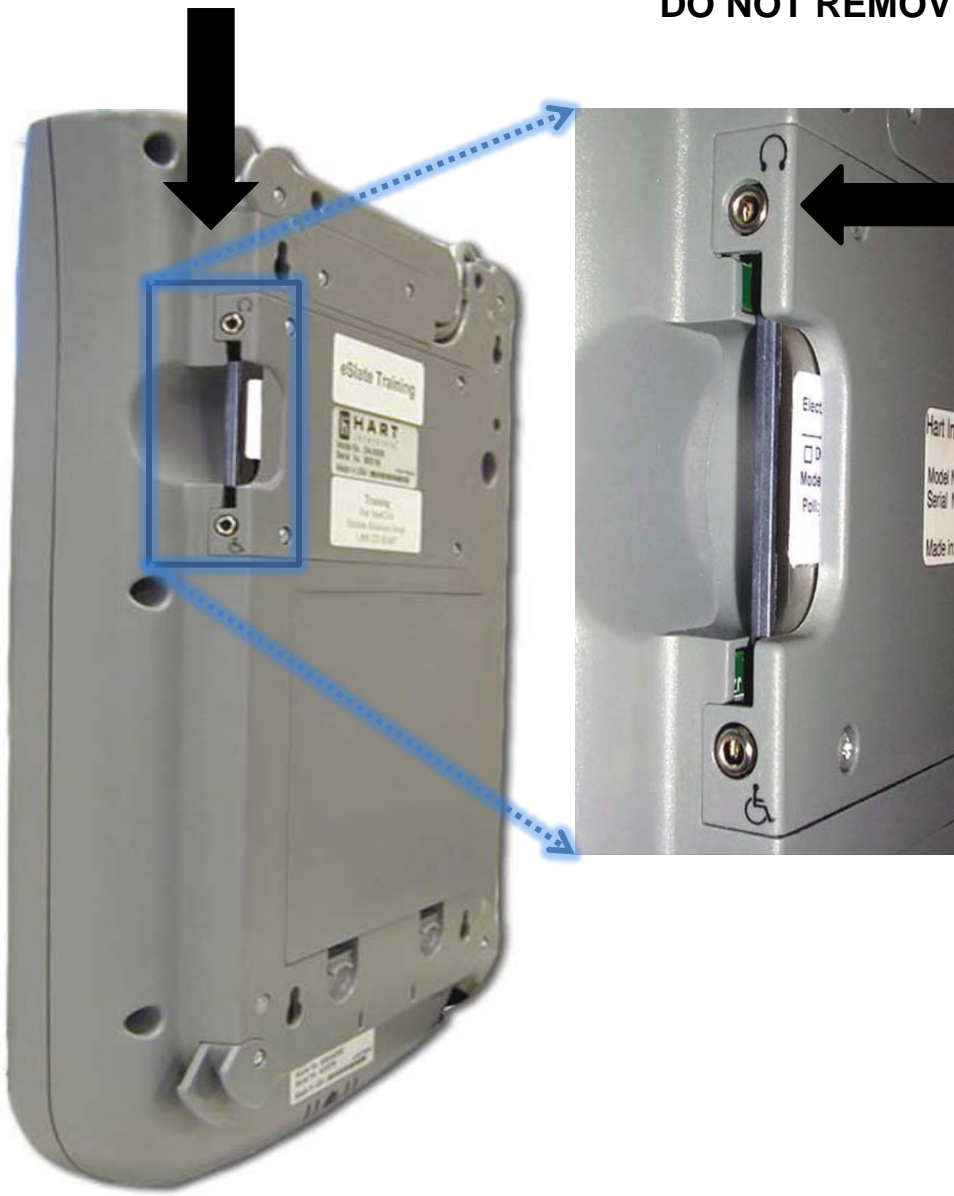


Voters Using Headphones

- The headphones are ideal for voters who may have trouble reading the ballot.
- The headphones have volume control built into the wiring.
- Sliding the volume control lever up produces louder audio; down produces quieter audio.
- Orient blind or visually impaired voters to the SELECT wheel and ENTER button.
- If necessary, read the Access Code to the voter, allowing the voter to enter the code independently and begin voting.

Back view of DAU, showing audio card slot and jacks

DO NOT REMOVE DAU AUDIO CARD



Headphone jack



Check to make sure the headphones are plugged into the correct jack. The headphones jack has a picture of a pair of headphones next to it, and is above the audio card.

Voters Using Tactile Input Switches

- Tarrant County Elections has a limited supply of tactile input switches. If you don't have a set of tactile input switches at your polling place, call the Voting Equipment Help Desk and a set will be dispatched to you.
- These switches are designed for voters who have mobility impairments.
- Check to make sure the tactile input switches are plugged into the correct jack. The disabled access jack has a wheelchair symbol beside it.
- A voter using the tactile input switches on the ballot's final contest will not see a **BALLOT SUMMARY** page. Instead, the voter has the option to **Review Ballot** by navigating through the contests.
- For visually impaired voters who need headphones **and** tactile input switches, a poll worker will need to orient the voter to the switches with left-right directions.
- A voter's personal "sip-and-puff" device can plug into the disabled access jack in place of the tactile input switches. "Sipping" performs the function of turning the **SELECT** wheel in a clockwise direction; "puffing" performs the function of depressing the **ENTER** button.

The **GREEN** tactile input switch performs the function of the **ENTER** button.

The **RED** tactile input switch performs the function of the **SELECT** wheel, turned in a clockwise direction.



Check to make sure the tactile input switches are plugged into the correct jack. The disabled access jack has a wheelchair symbol beside it, and is below the audio card.

DO NOT REMOVE THE AUDIO CARD



Curbside Voting

It is recommended you use a paper ballot for curbside voters, unless the curbside voter

requires the audio ballot or tactile input switches.

Instructions for taking the DAU to a curbside voter

1. If you are taking the DAU the voter:
 - Qualify the voter
 - Ask for the voter's preferred language
 - Ask if the voter needs tactile input switches and/or headphones
 - Assign an Access Code on the JBC.
2. Walk to the DAU and check the battery power on the "Select a Language" page. If the DAU has battery power, "Battery" should be in red text in the bottom right corner of the screen.
3. Enter the voter's language choice into the DAU.
4. Enter the voter's Access Code.
5. When the ballot appears, disconnect the DAU from the DAU booth casing.
 - Open the storage compartment above the DAU
 - Loosen the pigtail cable thumbscrews from the top of the DAU and disconnect the pigtail cable
 - Slide the DAU up about ¼ of an inch from its resting position
 - Lift the DAU out of the DAU booth casing.
 - Be careful not to make selections on the ballot. Only the instructions should be highlighted. (You can prevent accidentally making selections by pressing the Help button twice.)
6. Take the DAU to the voter and instruct the voter how to use the DAU. Remind the voter to press the **CAST BALLOT** button when they have finished making their selections.
7. Allow the voter to vote privately, as usual.
8. To finish voting, the voter presses the CAST BALLOT button until the waving American flag and the "Reconnect to system" message appear. **The vote is not actually sent to the JBC until the DAU is reconnected to the system.**
9. Take the DAU back to the DAU booth casing and reconnect the DAU:
 - Reconnect the pigtail cable to the DAU and tighten the thumbscrews.
 - The "Thank you" page with the waving American flag indicates the vote has been recorded.
 - Make sure the headphones are connected to the headphone jack.
 - Reseat the DAU into the DAU booth casing; put the DAU on the pegs about ¼ of an inch above its resting position and slide it down into its resting position.
 - The DAU is now available for the next voter.



Enable the ballot BEFORE disconnecting the DAU

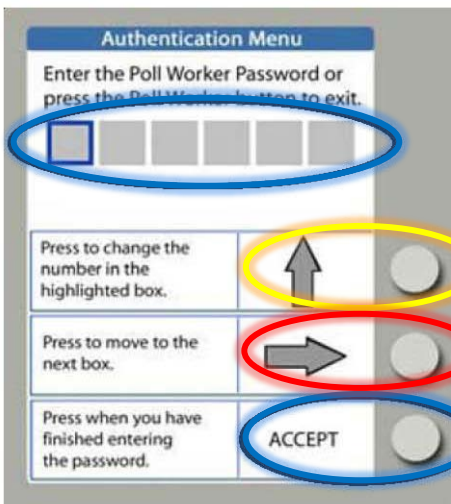
How to Close the Polls on the eScan



How to Close the Polls on the eScan




Closing the Polls on the eScan

1. At **7:00 p.m.**, wait for all voters in line at the polling place to finish voting.
2. After all voters have left the polling place, unlock the black eScan tub and remove the voted ballots, putting them into the transfer cases.
3. Check the emergency bin for any voted ballots that have not been scanned. If there are any, scan them and put them into the transfer cases
4. Seal the transfer cases that contain voted ballots and write the seal numbers on the Register of Official Seals and Proper Installation in the boxes provided at the bottom of the form.
5. Press the red Poll Worker button to begin closing the polls.

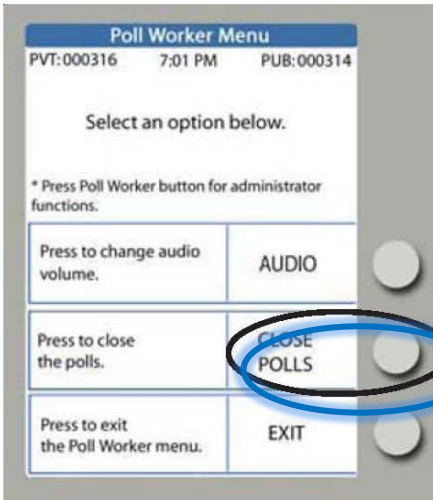


6. Enter the **“Poll Worker Password”**

How To Enter Numbers for a Password

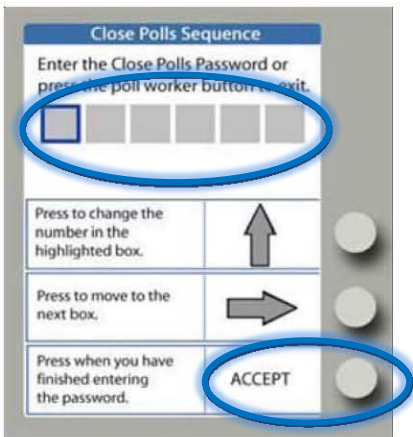
1. Press the console button beside the  up arrow as often as necessary to display the first number you want to enter.
2. Press the console button beside the  right arrow to advance to the next entry position.
3. Press the console button beside the  up arrow as often as necessary to display the next number you want to enter.
4. Repeat steps 2 and 3 until all numbers are entered.
5. Press the console button beside **“ACCEPT”**.

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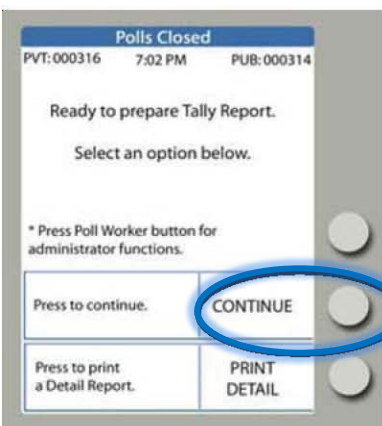
7. Press the button beside “**CLOSE POLLS.**”

8. The eScan asks if you are sure you want to close the polls. Press the button beside “**YES.**”



9. Enter the **Close Polls Password** (the poll worker password again) and press the button beside “**ACCEPT.**”

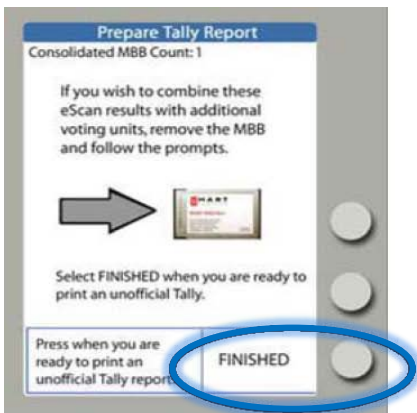
The “Polls Closed” report prints. Leave this on the eScan to be filed with the other reports on a continuous tape.



10. Press the button beside “**CONTINUE.**”



11. Wait while the eScan reads the MBB.

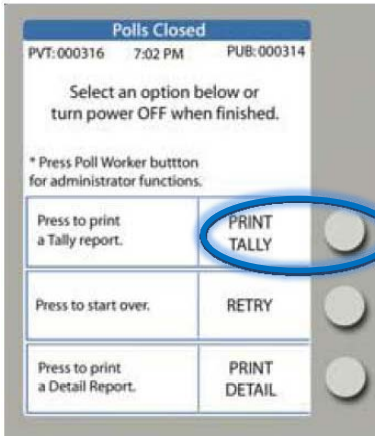


12. Press the button beside “**FINISHED**” to prepare an unofficial Tally Report of the results from your eScan. Results will be combined at the rally station.



13. Wait while the eScan reads the MBB.

Continued on next page ⇨



14. Press the button beside **“PRINT TALLY.”**
15. Tear the reports from the eScan and put it in Envelope #1, #2, & #4.
16. **“PRINT TALLY”** a second time. Put this copy of the Tally Report in the Envelope #3.
17. **“PRINT TALLY”** a third time and leave this copy on the eScan.
18. Write the eScan Public Count on the Register of Official Ballots.
19. Press the power switch on the eScan to OFF and unplug the power cord.
20. Write the seal number that is on the right side of the eScan on the Register of Official Seals and Proper Installation (line 1).
21. Place eScan in the blue eScan carrying case. Close and seal the blue eScan carrying case. Write the seal number from the blue eScan carrying case onto the Register of Official Seals and Proper Installation (line 2).
22. Using two people to lower the EEC ramp, roll the black eScan tub back into the EEC

How to Close the Polls on the JBC and DAU

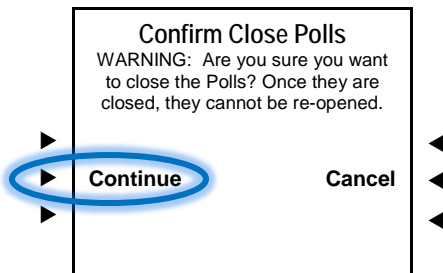



How to Close the Polls on the JBC and DAU

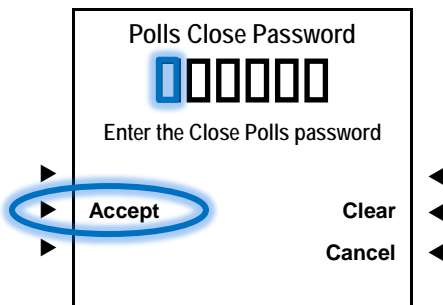
How to Close the Polls on the JBC and DAU




1. At **7:00 p.m.**, wait for all voters in the polling place to finish voting.
2. Make sure the JBC is on the "Polls Open" screen and press the "**CLOSE POLLS**" button.



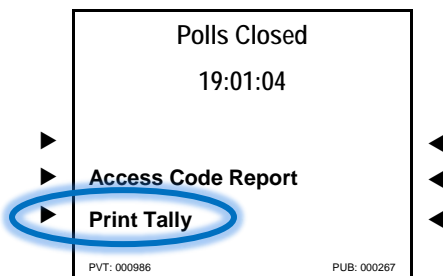
3. The JBC asks if you are sure you want to close the polls. Press the  button beside "**Continue.**"




4. Enter the "**Polls Close Password**" (the poll worker password) and press the  button beside **Accept.**



5. A "Polls Closed" report will print.



6. Press the  button beside "**Print Tally.**"
Tear off the reports and put them in Envelope #1, #2, & #4.
7. Select "**Print Tally**" a second time.
Put this copy of the "Tally Report" in Envelope #3.
8. Select "**Print Tally**" a third time and leave this copy attached to the JBC.

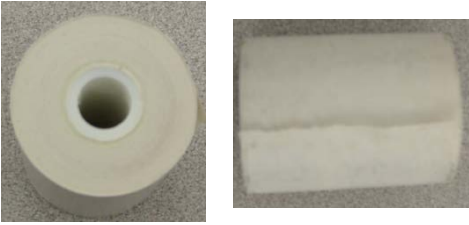
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eScan Maintenance



eScan Maintenance

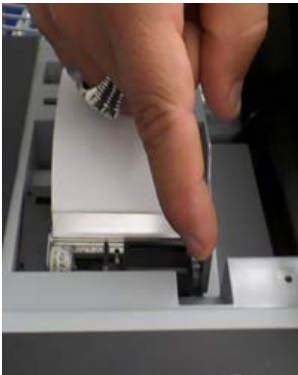
Changing the Paper Roll



1. Paper rolls for the eScan are located in the Emergency Bin inside the black eScan tub.
2. When a roll of paper is nearing the end of the roll, a red stripe will appear on the paper. It is advisable to insert a new roll as soon as possible.



3. To open the eScan, grasp the paper cover tab on the back top right side of the eScan, pull up and to the right.



4. Pull the paper feed lever toward you.
5. Notice how the paper is threaded through the silver tear bar before removing the used roll



6. Remove the paper by pulling the paper back through the tear slot.



7. Remove the old roll of paper and remove the spindle from the plastic spool.
8. Put the new paper roll over the spindle.

Continued on next page ⇒



9. Remove any adhesive that may be on the paper.
10. Make sure the paper is feeding from below towards you.
11. Carefully feed the end of the paper underneath the black rubber roller.



12. Pull at least four inches of paper through the slot so the paper will extend well beyond the paper cover in the closed position.
13. Return the feed lever to the down position. The printer will not work if the lever is left up.



14. Feed the paper through the slot in the cover and close the cover.

Lens Cleaning

During humid conditions, or if voters excessively mark a selection on the ballot, residual ink can accumulate on the eScan lens. You should periodically check the eScan lenses for ink accumulation and clean the lenses using the pre-moistened wipes provided, if necessary. **Note:** Residual ink on the lenses can cause the eScan to report a contest as “overvoted.”



1. Power off the eScan. If paper ballot voters are waiting to vote, prepare the emergency bin and turn the black eScan tub to present the emergency ballot slot to voters.

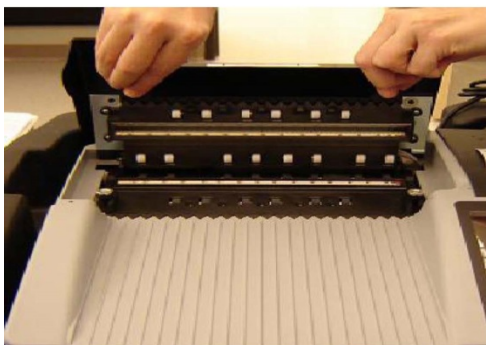


2. Remove the privacy screen.

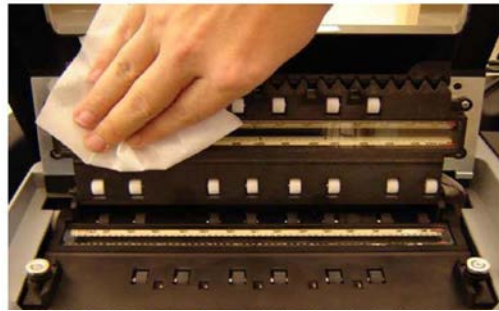
3. Lift the top cover by releasing the pressure latch on the left hand side (opposite side of the printer cover).



4. With top plastic cover open, lift the top scanner assembly. Finger grips are on the left and right side, and the front connections are magnetic.



Continued on next page ⇨



5. Using the Wet/Dry Screen Cleaning Wipes found in the Equipment Key Envelope, clean the top and bottom lens.
6. Make sure the lens is completely dry.

7. Close the top scanner assembly and the top plastic cover.
8. Power on the eScan and re-install the privacy screen.
9. Enter the poll worker password and the eScan should show "Ready to Scan."
Note: Don't forget to scan any ballots that were deposited in the emergency bin during this process.

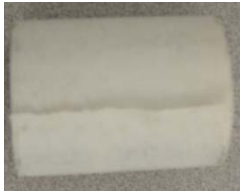
JBC Maintenance



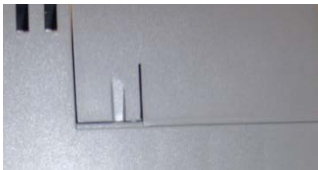
JBC Maintenance



Changing the Paper Roll



1. Paper rolls for the eScan are located in the Emergency Bin inside the black eScan tub.
2. When a roll of paper is nearing the end of the roll, a red stripe will appear on the paper. It is advisable to insert a new roll as soon as possible.



3. To open the JBC, grasp the paper cover on the top right side and slightly press in on the latch area; pull the cover up and toward you.



4. Pull the paper feed lever toward you.

5. Notice how the paper is threaded through the silver tear bar before removing the used roll



6. Remove the paper by pulling the paper back through the tear slot.

Continued on next page ⇨



7. Remove the old roll of paper and remove the spindle from the plastic spool.
8. Put the new paper roll over the spindle.



9. Remove any adhesive that may be on the paper.
10. Make sure the paper is feeding from below towards you.
11. Carefully feed the end of the paper underneath the black rubber roller. And press the Printer Feed button under the JBC screen.



12. Pull at least four inches of paper through the slot so the paper will extend well beyond the paper cover in the closed position.
13. Return the feed lever to the down position. The printer will not work if the lever is left up.



14. Feed the paper through the slot in the cover and close the cover.

Memorandums

Memorandums

The State of Texas

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us



Phone: 512-463-5650
Fax: 512-475-8211
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

Roger Williams
Secretary of State

MEMORANDUM

TO: COUNTY CLERKS/ELECTIONS ADMINISTRATORS

FROM: ANN MCGEEHAN, DIRECTOR OF ELECTIONS

DATE: OCTOBER 19, 2006

A handwritten signature in cursive script, appearing to read "Ann McGeehan".

RE: PERMISSIBILITY OF EXIT POLLING, PETITION SIGNATURE GATHERING AT
POLLING PLACES, AND FIREARMS IN THE POLLING PLACE

This memorandum advises you of state law on several polling place issues.

First, as we advised you in the primary elections earlier this year, non-disruptive exit polling is permissible if the presiding election judge at the polling place determines that such exit polling does not constitute either (1) "loitering" in violation of Section 61.003(a) of the Code or (2) a disruption of order or a contribution to a breach of the peace at the polling place in violation of Section 32.075(a) of the Code.

Second, please be advised that any persons who wish to gather petition signatures must do so beyond the 100-foot distance markers. Petition signatures for any type of election may not be collected inside the polling place or within the 100-foot distance marker. Petition gathering is considered electioneering for or against a measure, which is prohibited within the 100-foot distance marker. Id. § 61.003 (Vernon 2003).

Lastly, please note that Section 46.03 of the Texas Penal Code generally prohibits a person from bringing a firearm onto the premises of a polling place. However, this prohibition does not apply to a peace officer, regardless of whether the police officer is on or off duty.

We hope you find this information helpful, and please contact us at 1-800-252-2216 if you have any questions.

AM:LC:sf

Spanish Language Assistance - Bilingual Workers

It is MANDATORY that you have at least one bilingual election official who is fluent in both English and Spanish within the polling place at all times (you or one of your clerks). During this election, the U.S. Department of Justice is closely monitoring compliance with bilingual election requirements in Texas.

Section 272.009 of Texas Election Code provides that the presiding judge of an election precinct in which 5% (five percent) or more of the inhabitants are persons of Spanish origin or descent shall make reasonable efforts to appoint a sufficient number of election clerks who are fluent in both English and Spanish to serve the needs of the Spanish-speaking voters of the precinct.

IT IS IMPORTANT TO NOTE THAT ALL PRECINCTS IN THE COUNTY EXCEED THIS THRESHOLD. IT IS IMPERATIVE THAT EACH PRESIDING JUDGE WHO IS NOT FLUENT IN BOTH ENGLISH AND SPANISH APPOINT A SUFFICIENT NUMBER OF BILINGUAL CLERKS TO SERVE THE NEEDS OF THE SPANISH-SPEAKING VOTERS OF THE PRECINCT.

Please note that as a last resort, our office has several bilingual people that are available to assist Spanish-speaking voters over the phone if you call the Spanish Language Translations number. I strongly advise you not rely on this telephone assistance alone if bilingual assistance is commonly needed in your precinct (remember that our phone lines will be busy on Election Day). If you need a bilingual poll worker, please call Forms, Procedures, General Assistance.



Bilingual Assistance Stickers are provided in your supplies to identify bilingual polling place officials.

Persons Permitted in the Polling Place

I. BASIC LAW

Except as permitted in the Election Code, no one may be in the polling place from the time the presiding judge arrives at the polling place on Election Day until precinct returns have been certified and the election records have been assembled for distribution following the election. The following persons are specifically permitted by the Election Code to be in the polling place: voters, election judges and clerks, poll watchers, interpreters, a person assisting a voter, a child under 18 years old accompanying an adult, a sheriff delivering election supplies, and a participant in a student election. Any offense under Section 61.001 is a class C misdemeanor.

II. VOTERS

III. ELECTION OFFICIALS

- Election judges and clerks (Sec 32.071, 32.072, 32.001)
- Officers specially appointed to assist in running student elections (Sec 276.007)

IV. OBSERVERS

- Poll Watchers (Sec 33.052)
- State Inspectors (Sec 34.002)
- Secretary of State & Staff (Sec 34.004)
- Federal Observers (Voting Rights Act, 42 U.S.C.A. Sec 1973f)

V. GOOD SAMARITANS

- Interpreter for voter (selected by voter and given oath) (Sec 61.032, 61.035)
- Person assisting voter (Sec 64.032)
- Person accompanying disabled voter (to request curbside voting) (Sec 64.009)

VI. LAW ENFORCEMENT

- Peace Officers ONLY if:
 - Summoned by Presiding Judge (Sec 32.075)
 - Special Peace Officer appointed by Presiding Judge (Sec 32.075)
 - Sheriff delivering election supplies (Sec 51.009)

VII. MINORS

- Child under 18 years old accompanying parent (Sec 64.002)
- Student participating in student election (Sec 276.007)

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VIII. SPECIAL LAW APPLICABLE TO CANDIDATES

A candidate in an election commits a Class C misdemeanor if the candidate is in the polling place for a purpose other than:

- Voting or
- Conducting official business in the building in which the polling place is located (Sec 61.001(b))

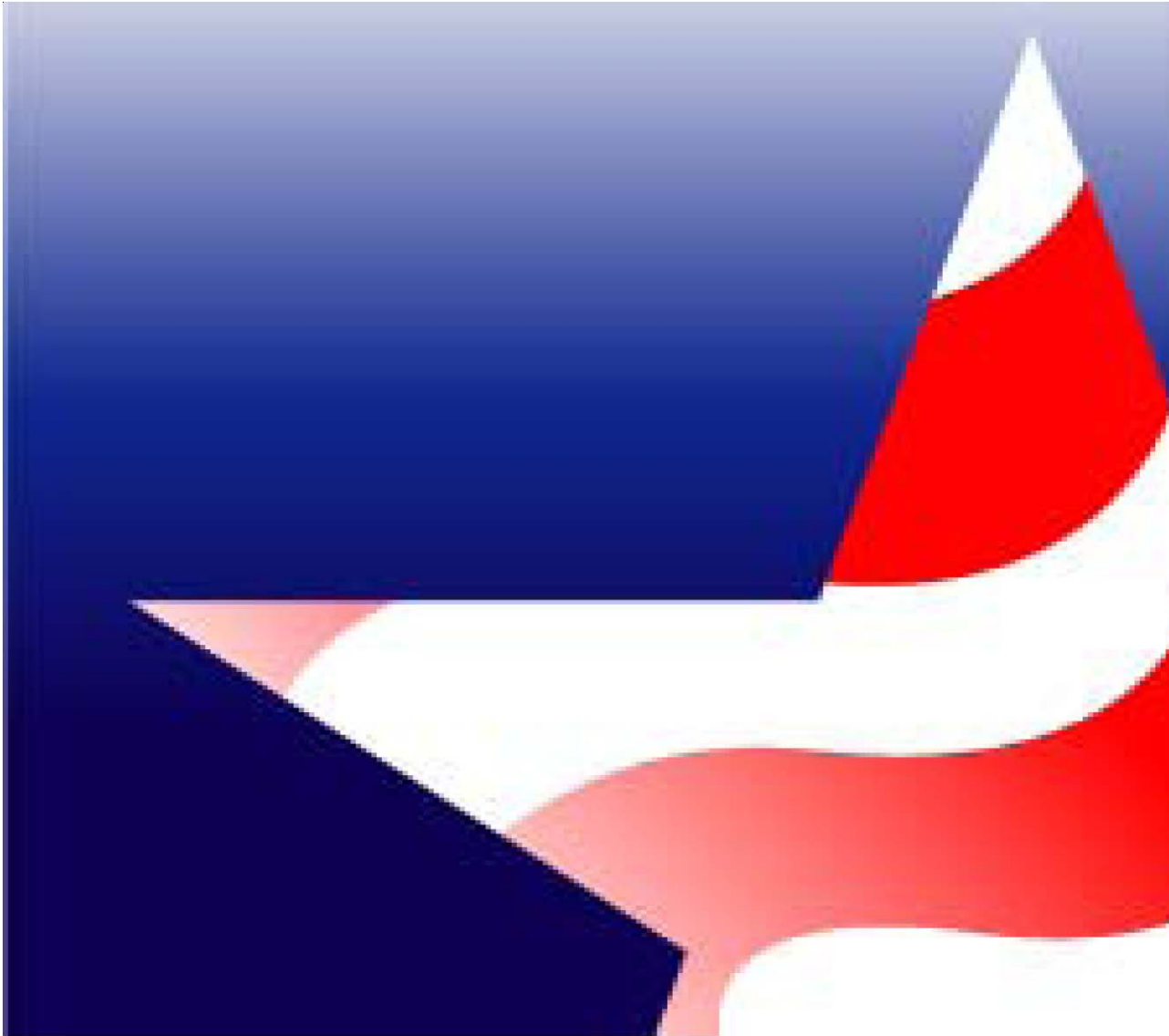
Exception: It is a defense to prosecution under 61.001(b) if the candidate is (1) not in plain view of persons in the voting area where voters are being qualified, and (2) not engaged in campaign activity (Sec 61.001(c))

Note: If a voter chooses a candidate to assist the voter marking his or her ballot, the candidate may enter the polling place to assist the voter, but must leave once the voter has voted.

ALL OTHER PERSONS ARE CONSIDERED BYSTANDERS AND ARE EXCLUDED UNDER SEC 61.001.

Reasonable exceptions: emergency medical technicians, voting machine repair personnel, election staff people delivering necessary supplies, etc.

Tarrant County Voter Lookup CD



Tarrant County Voter Lookup CD

Welcome to the Tarrant County Voter Lookup Manual

The Tarrant County Voter Lookup Program is designed to assist you in searching for a voter's correct precinct number to direct them to the correct polling place. You can search voters by VUID, Certificate Number, Name, or Address.

BY INSTALLING THIS PROGRAM YOU AGREE THAT TARRANT COUNTY IS NOT RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SOFTWARE OR HARDWARE.

****TEXAS ELECTION CODE****

Section 18.009 Unlawful use of information on registration list.

(A) a person commits an offense if the person uses information in connection with advertising or promoting commercial products or services that he/she knows was obtained under section 18.008.

Program Installation

System Requirements: Microsoft Windows 7 or Higher

Instructions for installing the Tarrant County Voter Lookup Program

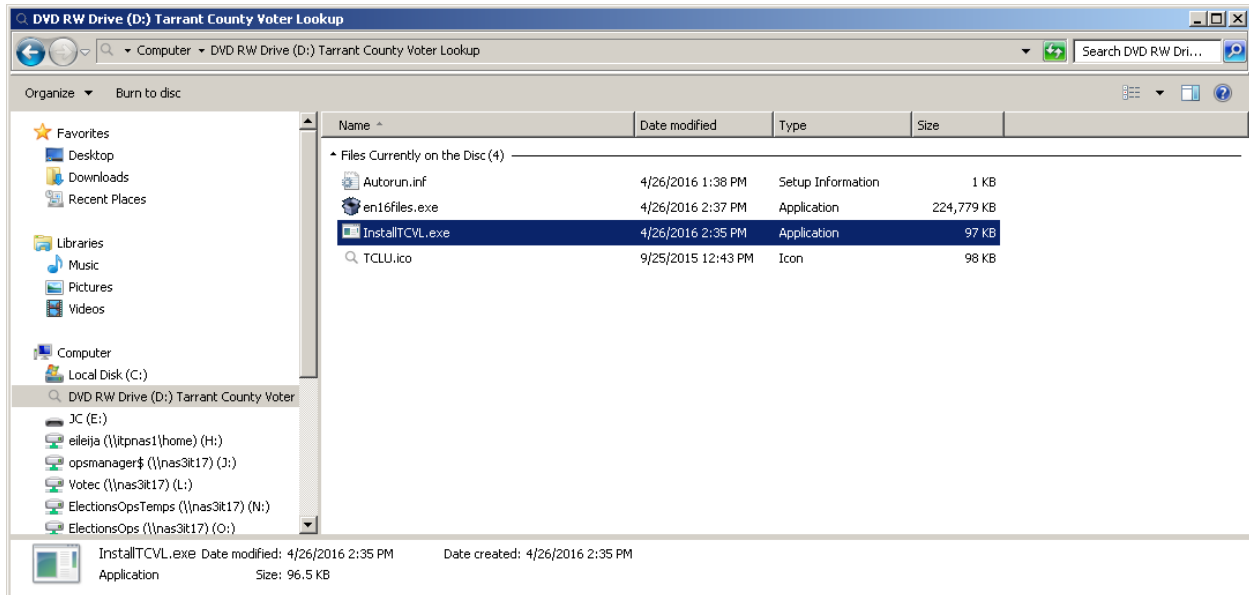
1. Insert disc into CD/DVD-ROM Drive



2. Allow time for disc to AutoStart.
If AutoStart is disabled, navigate to your CD/DVD-ROM drive and double-click "InstallTCVL.exe"

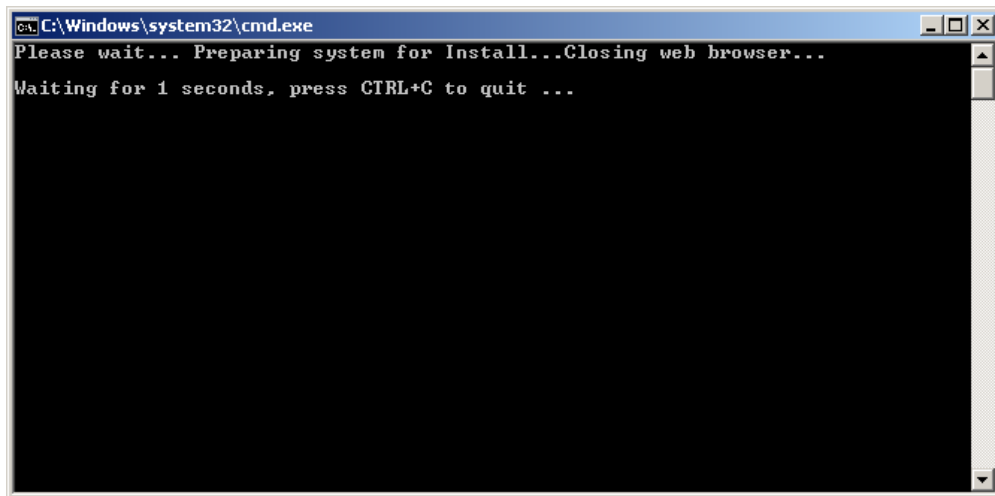


3. Select “Open folder to view files”



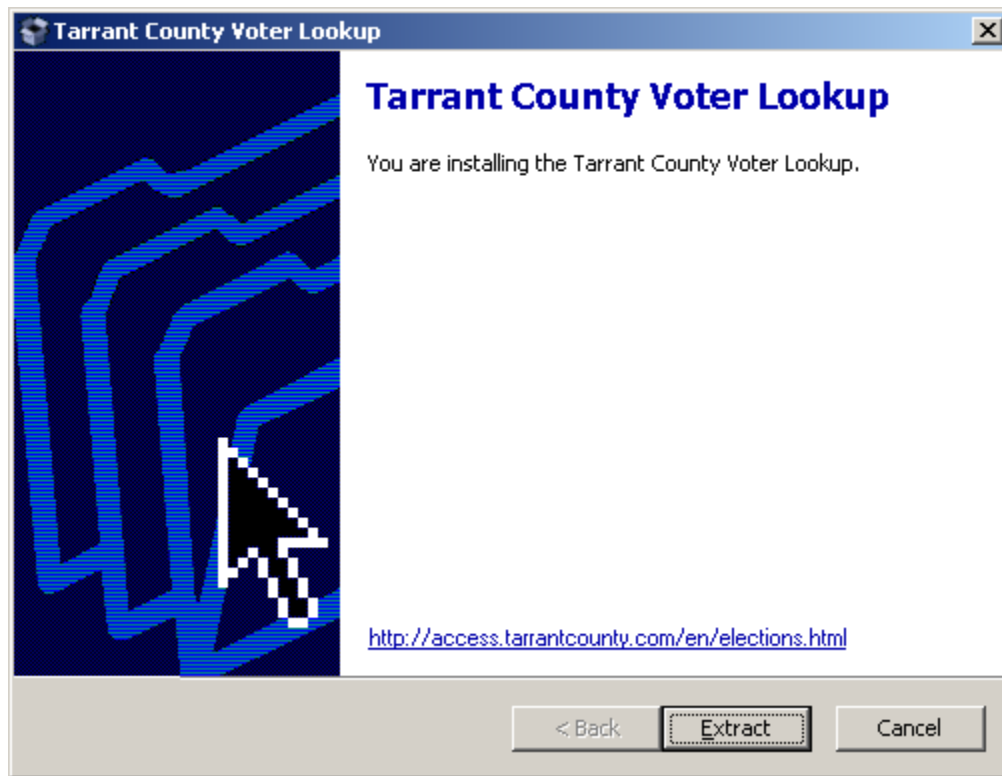
4. When your screen looks like the image above, select “InstallTCVL.exe”

Installation may take up to 10 minutes, depending on hardware specifications.

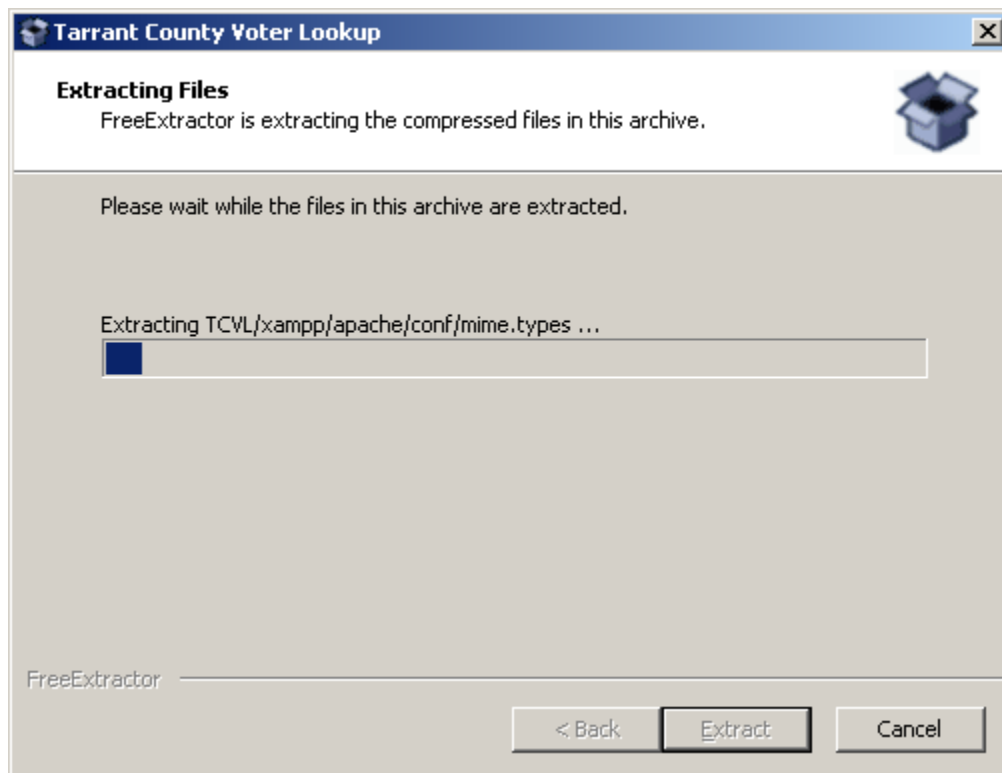


The above box will auto-close after a few seconds, and will be followed by the next image.

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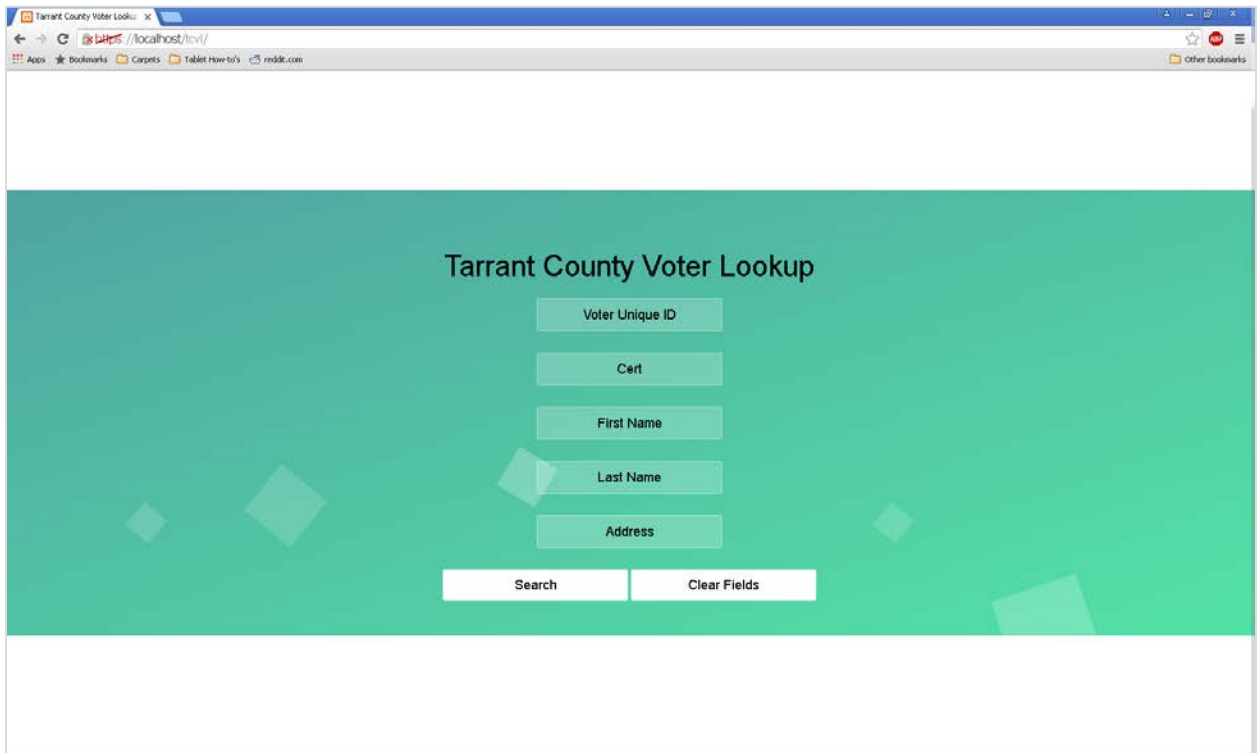


5. When the image above appears, select **“Extract.”**



Note: This part of the installation process will take the longest.

Allow the installation to complete, and the Voter Lookup will auto-run.



After installation is complete, two shortcuts will be created on your desktop "TCVL" and "Uninstall TCVL"

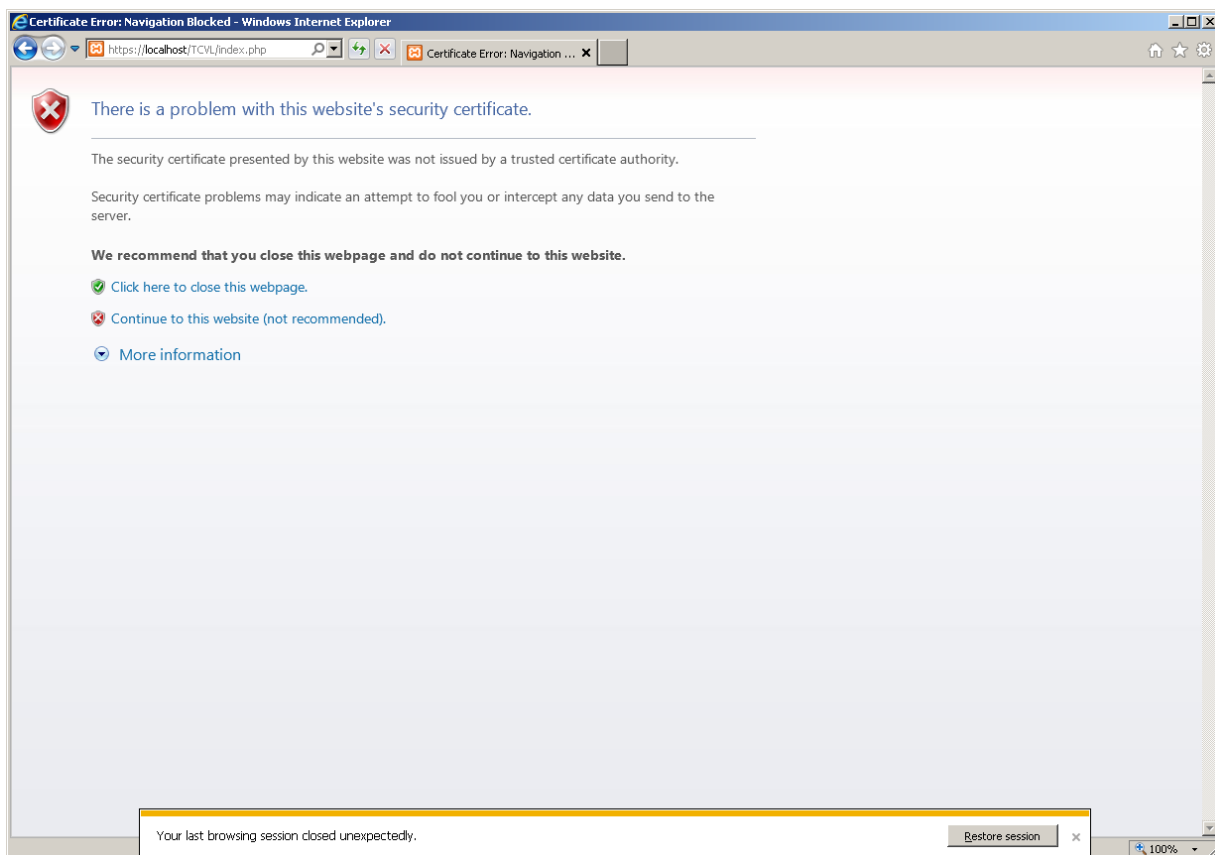
When the images above appear on your screen, the installation process is complete.

Starting the Program

Instructions for Starting the Program

1. The application will run automatically once installation is complete. But, if you closed the application since installing it, on your Desktop, double-click the 'TCVL' shortcut (shown below).

2. You may see a page similar to the one shown below. If you do, select the option "Continue to this website (not recommended)." There is no cause for alarm. Your browser recognizes that the database holds sensitive information.

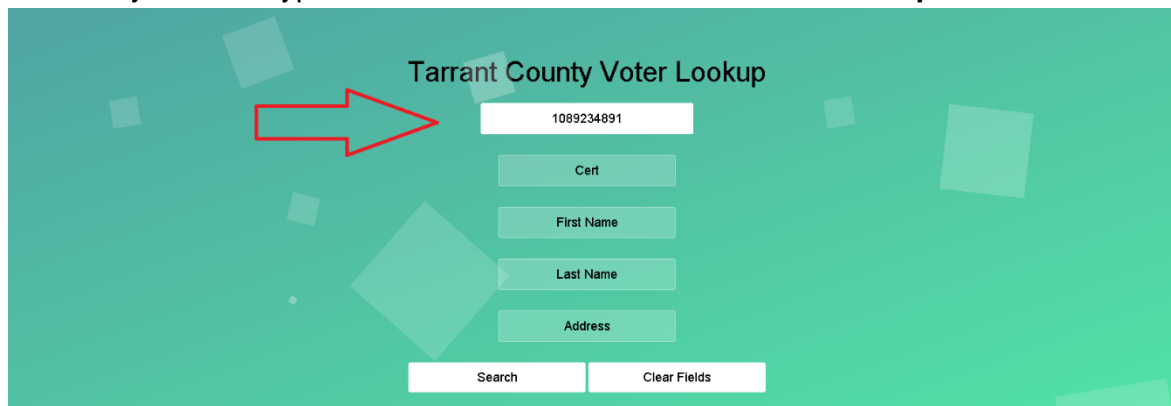


Searching for a Voter and their Polling Location

Instructions for searching for a voter by **VOID**; **Cert**; or **First Name, Last Name, and Address**.

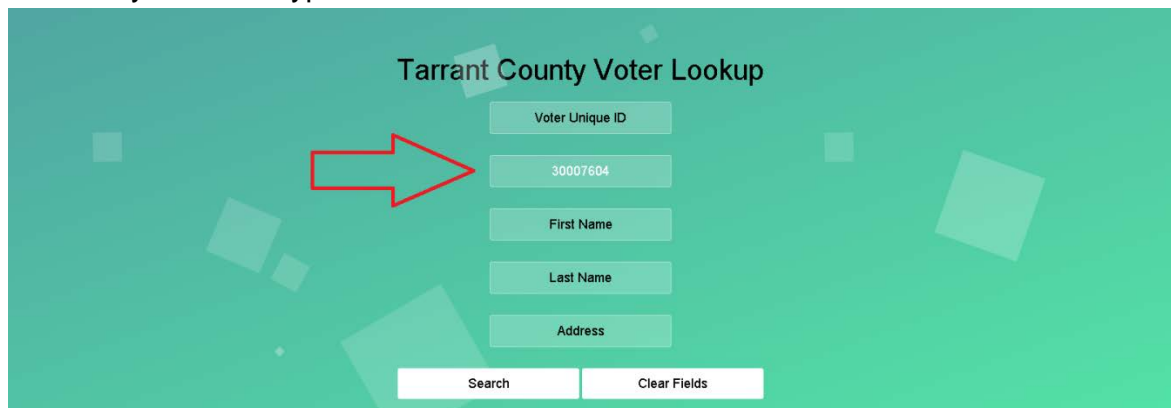
1. Choose a, b, **or** c below, then continue to step 2.

a. Search by **VOID** – Type the VOID into the field labeled “**Voter Unique ID.**”



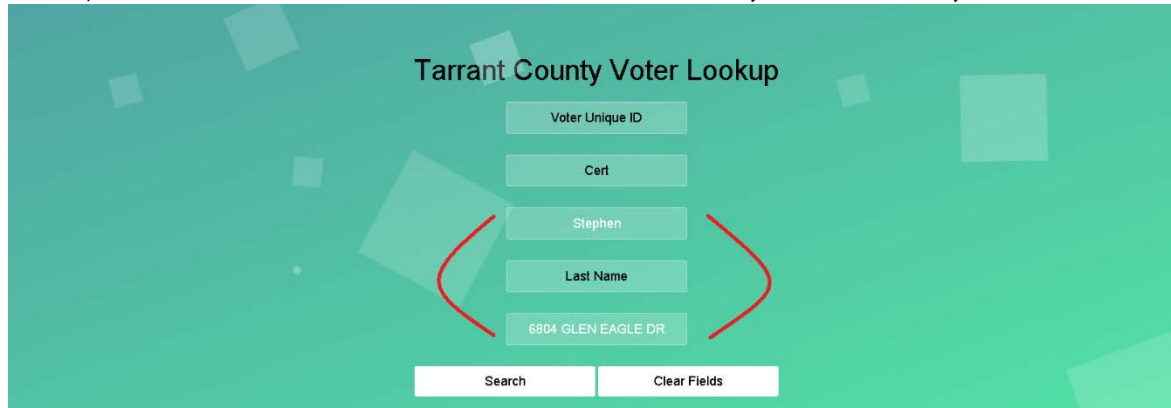
The screenshot shows the 'Tarrant County Voter Lookup' form. The 'Voter Unique ID' field is highlighted with a red arrow and contains the number '1089234891'. Below it are fields for 'Cert', 'First Name', 'Last Name', and 'Address'. At the bottom are 'Search' and 'Clear Fields' buttons.

b. Search by **CERT** – Type the Cert number into the field labeled “**Cert.**”



The screenshot shows the 'Tarrant County Voter Lookup' form. The 'Cert' field is highlighted with a red arrow and contains the number '30007604'. Below it are fields for 'Voter Unique ID', 'First Name', 'Last Name', and 'Address'. At the bottom are 'Search' and 'Clear Fields' buttons.

c. Search by **First Name, Last Name, and Address** – Type any combination of first name, last name, and address into the fields labeled “**First Name,**” “**Last Name,**” and “**Address.**”



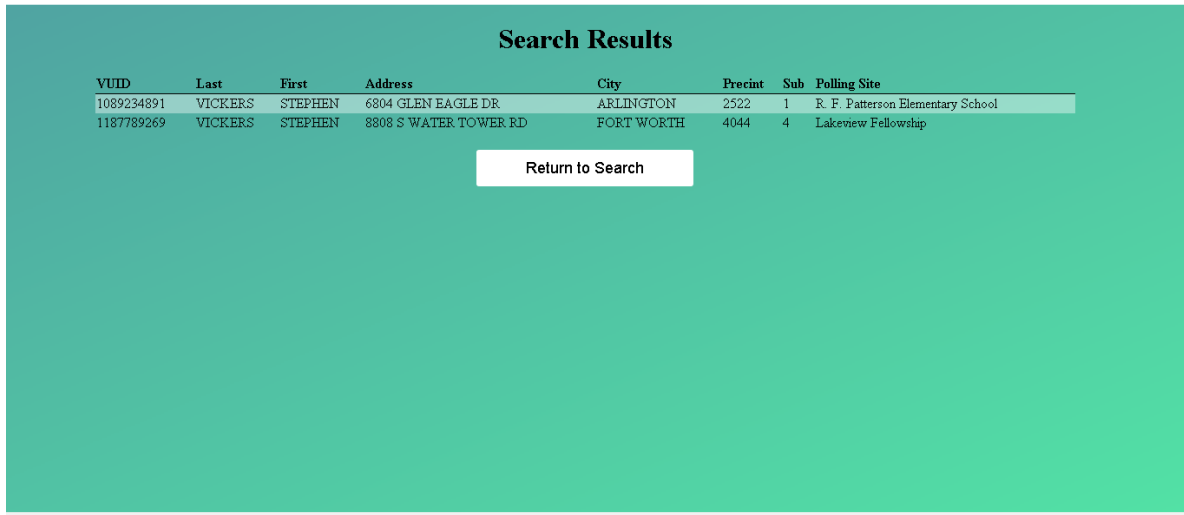
The screenshot shows the 'Tarrant County Voter Lookup' form. The 'First Name' field contains 'Stephen', the 'Last Name' field is empty, and the 'Address' field contains '6804 GLEN EAGLE DR'. These three fields are highlighted with a red bracket. Below them are 'Voter Unique ID' and 'Cert' fields. At the bottom are 'Search' and 'Clear Fields' buttons.

2. Then click “**Search**” to search for the voter.

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Instructions for searching for the address to a voter's polling location

1. Use your mouse to **highlight the voter**.
2. Then **click the row** to continue.

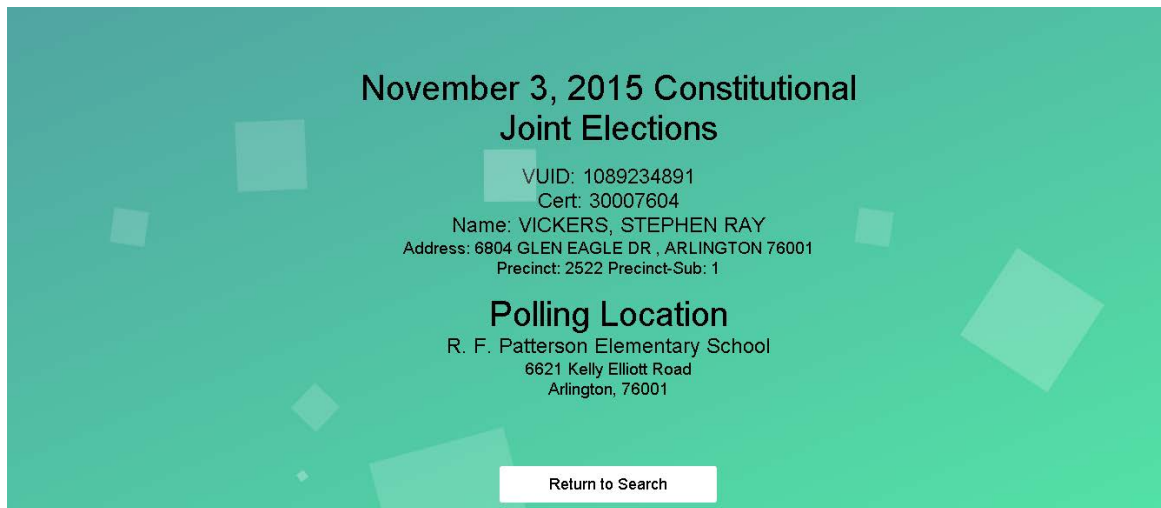


Search Results

VUID	Last	First	Address	City	Precint	Sub	Polling Site
1089234891	VICKERS	STEPHEN	6804 GLEN EAGLE DR	ARLINGTON	2522	1	R. F. Patterson Elementary School
1187789269	VICKERS	STEPHEN	8808 S WATER TOWER RD	FORT WORTH	4044	4	Lakeview Fellowship

[Return to Search](#)

The address to the polling location will then appear on the screen (as shown below)



**November 3, 2015 Constitutional
Joint Elections**

VUID: 1089234891
Cert: 30007604
Name: VICKERS, STEPHEN RAY
Address: 6804 GLEN EAGLE DR , ARLINGTON 76001
Precinct: 2522 Precinct-Sub: 1

Polling Location
R. F. Patterson Elementary School
6621 Kelly Elliott Road
Arlington, 76001

[Return to Search](#)

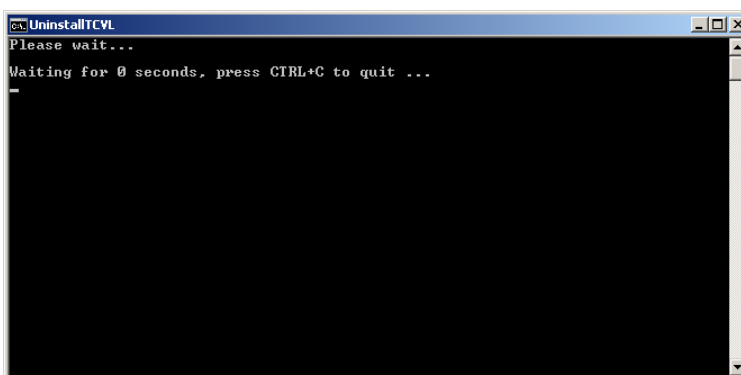
3. Click **“Return to Search”** to return to voter search.

Program Uninstallation

Instructions for Uninstalling the TCVL

1. Navigate to your **Desktop** and double-click the “**UninstallTCVL**” shortcut (shown below).

After you double-click the shortcut, a window similar to the one below will appear. During this time your browser may close on its own. You do not need to do anything else, just let it close itself.



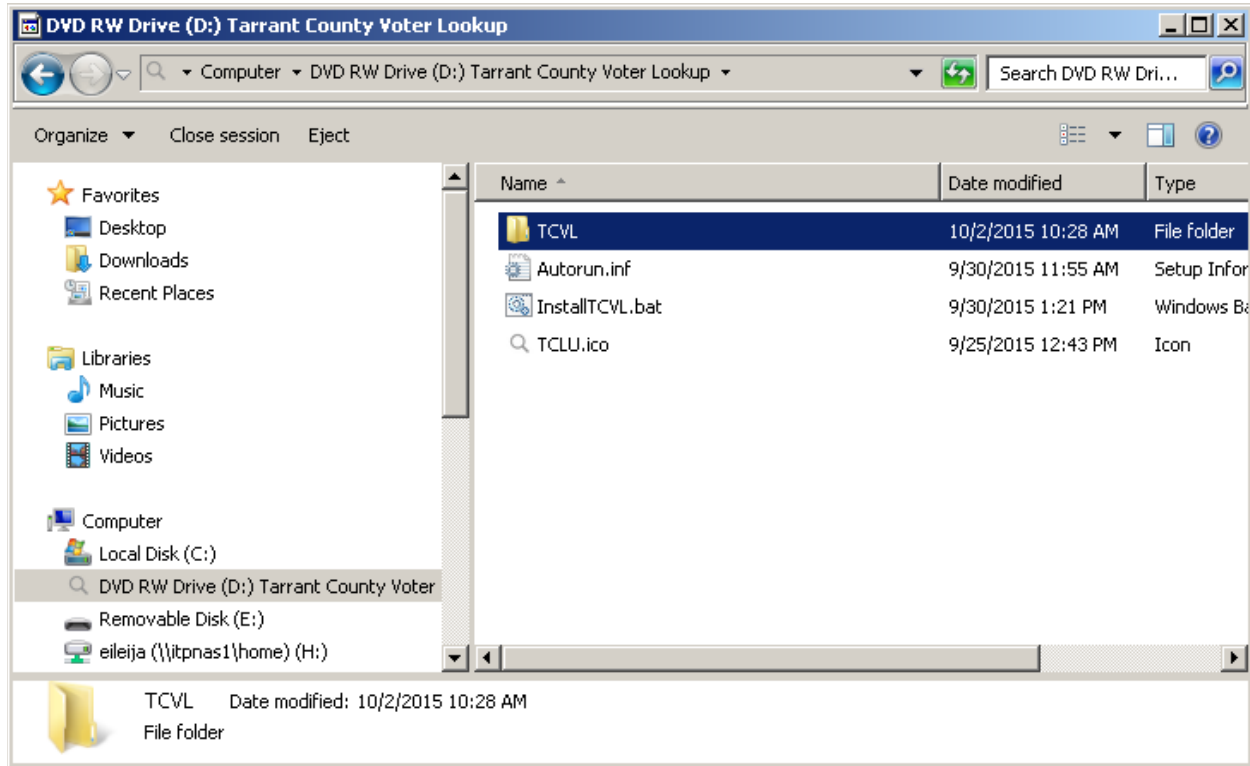
After it is done uninstalling, the window (shown above) will close itself.

Then Uninstallation of TCVL is complete.

Troubleshooting

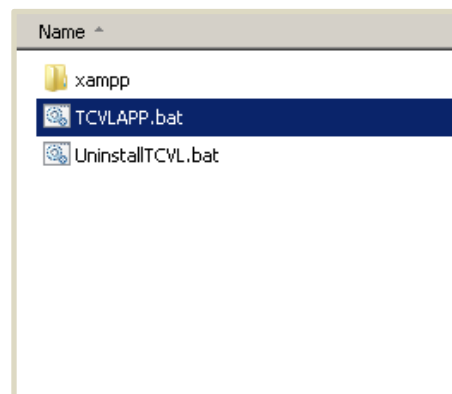
Installation

If you're having issues installing TCVL, you may copy the folder called "TCVL" on your CD/DVD Drive and paste it in your local disc drive.



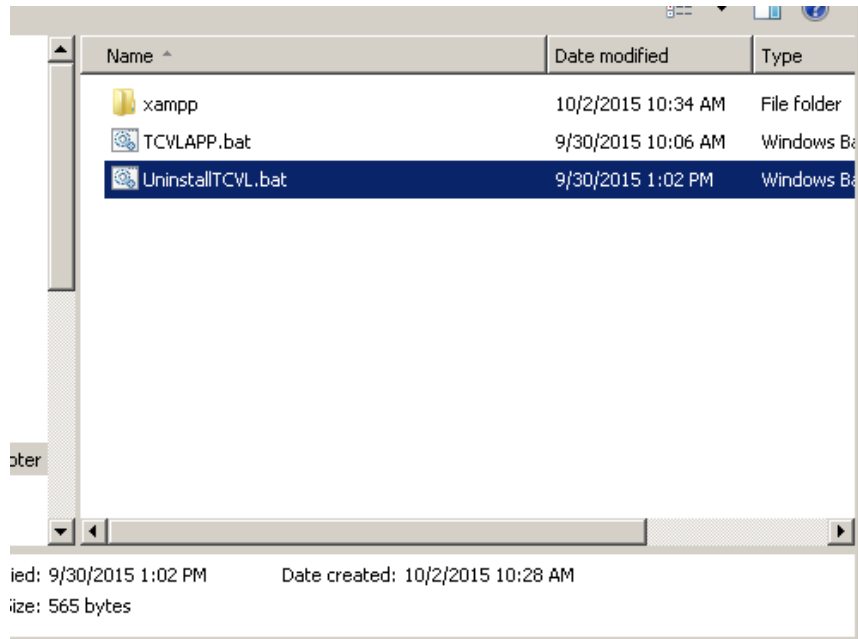
Running TCVL

If you're having issues getting the desktop shortcut to run TCVL, or you had to use the troubleshooting steps for installation, then navigate to your local disc drive – open the folder called "TCVL" - and run the file called "TCVLAPP."



Uninstallation

If the desktop shortcut icon called “Uninstall TCVL” is not responsive, or you had to use the troubleshooting steps for installation, then navigate to your local disc drive – open the folder called “TCVL” – and run the file called “UninstallTCVL.” Or, in some cases simply deleting the folder “TCVL” will work.



For additional troubleshooting assistance please contact the **Voting Equipment Help Desk**.

Election Day Telephone Numbers

Number	Purpose of Call
817-838-4690	<p>Election Day Help Desk</p> <p>You will be prompted to select a language. Once the language has been chosen, listen carefully to all prompts to ensure you are transferred to the appropriate department.</p> <ul style="list-style-type: none"> • you are locked out of the polling location, need clerks or have questions about election forms • you are having equipment difficulties or missing supplies • you need to determine where a person is registered or cannot find a voter in the poll book • you are inquiring about an early voting notation or need to cancel a mail ballot • you need assistance with Spanish language translations • you need help with Vietnamese language translations • you would like to be transferred to the Secretary of State Elections Division • you need to report an injury
<i>(Election Officials Only)</i>	
817-831-VOTE (8683)	<p>Tarrant County Elections (main number)</p> <p>You may provide this number to the public</p>
800-252-VOTE (8683)	<p>Secretary of State Elections Division</p> <p>You may provide this number to the public</p>
817-759-7809	<p>Elections Department after-hours emergency</p> <ul style="list-style-type: none"> • <u>Emergencies the night before (ONLY)</u> <p>This number will NOT be answered on Election Day</p>
<i>(Election Officials Only)</i>	
817-844-1111	<p>Call for correct time</p> <p>Be sure your watch reflects the time as given by this number before opening and closing the polls.</p>

Revised January 24, 2019