

# Tarrant County Election Day Guide Primary Runoff

### **Voting Equipment**



### Touch Writer Duo, Duo Standalone & Scan





Training videos that include equipment setup & closing, other procedures and manuals can be found at:

http://elections.tarrantcountytx.gov/trainingandmanuals

### **Online Training**

### Texas Secretary of State

https://pollworkertraining.sos.texas.gov/



- 1. Select "New Users Sign Up Here"
- 2. Complete all required fields
- 3. Create Username & Password

As specified by the Secretary of State's primary election rules, there is <u>no compensation</u> for attending a training session, including online training, in primary elections.

## **Election Judge**

- $\checkmark$  Recruits clerks and confirms they are <u>qualified</u> to work.
- Strongly encouraged to appoint the number of clerks indicated in the appointment letter.
- ✓ Contacts the Elections Office if having trouble finding workers. On Election Day, if necessary, recruits' voters to serve as clerks.
- $\checkmark$  Visits the polling place to ensure it is ready for Election Day.
- ✓ Arrives at the polling place <u>no later than</u> 6:00 am on Election Day.
- Must remain on duty while the polls are open, unless prior arrangements have been made with our office.
- ✓ In charge of and responsible for managing all activities at the polling place on Election Day. \*Make sure you have a good view of the polling place at all times.
- ✓ Signs tapes and paperwork that requires signature.
- ✓ You are a team! Do not treat clerks as children or your personal servants.
- ✓ Remember to have your cell phone readily available and ringer on high.

### **Election Judge & Clerks**

Certain polling locations, such as schools or courthouses, may have additional check-in procedures, including requiring individuals to sign-in or show a form of identification before they are allowed on the premises. Election officials **must** adhere to the locations' process.



Please be advised that polling locations cannot require <u>voters</u> to go through any additional check-in procedures that would interfere with or impede the voter's ability to vote.

## **Assigning Clerk Tasks**

To ensure the polling place is set up and ready to open at 7:00 am, assign tasks to each clerk, such as:

- Signs and postings inside and outside the polling place.
- ✓ Set up check-in table.
- ✓ Set up Poll pads and voting equipment.
- ✓ Layout necessary paperwork that will be needed throughout the day.



### **Rules & Requirements**

- ✓ Registered voter of Tarrant County (unless a high school student).
- ✓ <u>Cannot</u> hold an elective public office (Precinct Chair is not a public office).
- ✓ <u>Not</u> a contested candidate for public office, an employee or relative within the second degree of consanguinity or affinity (blood or marriage) of an opposed candidate for public office.
- ✓ <u>Cannot</u> be a Campaign Treasurer or Campaign Manager of an opposed candidate in the election.
- ✓ Political thoughts & views are <u>kept to self</u>.
- ✓ State law <u>requires</u> at least 3 officials in polling place at all times.
- $\checkmark\,$  Clerks can work a partial day or rotating shifts.

### **High School Student Clerks**

- $\checkmark\,$  At least 16 years of age by Election Day.
- ✓ U.S. Citizen
- ✓ Signed 'Student Election Clerk Application and Permission Form' from Parent/Guardian and Principal, if school is in session.
- ✓ Maximum of four students per location at any given time.
- $\checkmark$  Same pay rate of a clerk.



### your items

### **Appropriate Items to Bring**

#### Be prepared to be inside all day, items you might bring are:

- ✓ Cell phone & charger \* Personal calls should be taken away from the voting area.
- ✓ Eyeglasses
- ✓ Sweater / jacket
- ✓ Lunch & snacks
   \*Unless offered, do not help yourself to food/drinks at the polling place.
- ✓ Non-alcoholic beverages
- ✓ Medications you take.
- $\checkmark$  Something to read.
- ✓ Appropriate attire and shoes dress comfortable, yet professionally.

**NOTE:** Kitchen amenities are <u>not</u> a requirement and might <u>not</u> be available for your use. Check with the facility if you will require refrigeration for your items.





### **Items Not to Bring**

Leave the following at home to avoid the appearance of partiality and to minimize disruptions:

- Pets, except service animals.
- **×** Family members not working, including children.
- **\*** Radios, televisions, cameras, iPads, etc. \*Plugging in personal devices with the voting equipment can cause a power shortage or outage.
- Alcoholic beverages
- Campaign or political party materials or attire
- X Items for soliciting your personal business.





### How to Reach Us

On Election Day, you have one phone number to call for assistance.

## 817-838-4690

Prompts will direct you to the area of assistance needed.

A technician can not be deployed for every situation.



## **Equipment Carrier**

#### Carrier will vary by location. Open only on Election Day!



Red or Blue Cabinet

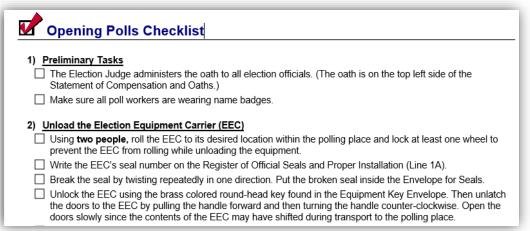


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## **Preparing Polling Place**

- ✓ Arrive no later than 6 am to completely set up the polling place by 7 am. \*Refer to mailed paperwork for exact arrival time.
- Designated voting area is surveyed in advance for ADA compliance; please do not make other arrangements without notifying our office.
- ✓ Work together and use the **Opening Polls Checklist** (inside the Clear Bag).
- ✓ EEC & equipment keys and passwords are in the Equipment Key Envelope.
- Set up the <u>Poll Pads and MiFi immediately</u>. Upon logging in, Elections staff is able to monitor locations are online.
- ✓ Set-up <u>all</u> equipment.
- ✓ Post all signs and notices.

\*Do <u>NOT</u> process any voters until 7:00 am!



## **Preliminary Tasks**

Prior to opening the polls, complete pre-election paperwork:

- ✓ **Register of Official Ballots**, the 'BEFORE the polls open' section
- ✓ Opening Polls Register of Official Seals & Proper Installation
- $\checkmark$  Statement of Compensation and Oath All election officials must repeat oath out loud with their right hand raised.
- CornerStone Staffing Employee Acknowledgment of Workers' Compensation Network \*Complete once, not every Election.

## Get familiar with your paperwork!

Tip: File completed paperwork in the appropriate envelopes throughout the day.





### **Register of Official Seals & Proper Installation**

#### OPENING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION This is one of the most important forms to be completed by the Election Judge. Fill in each line below

Date: August 20, 2022 Authority Conducting the Election: Joint Special Elections Polling Place/Code: 3334 - Bedford Public Library Scan Serial number: 19930 Controller Serial Number: 191230

RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS:

	Seal number removed from the EEC.				
Α	Important Do NOT break or remove this seal until Eleciton Day.		GR023429		
в	Seal number removed from the EEC.	S	GR023430		
в	Important: Do NOT break or remove this seal until Eleciton Day.	Ð			
. Fron	n the Electronic Pollbook Case(s)	2			
Α	Seal number removed from the Electronic Pollbook Case		YE025278		
В	Seal number removed from the Electronic Pollbook Case	0			
. Fron	n the Controller	<u> </u>			
Α	Seal number removed from the controller handle	e	OR014995		
В	Important: Do NOT break or remove this seal.	t	16428		
. Fron	n the Duos				
Α	Seal number removed from the Duo handle		BL041582		
В	Seal number removed from the Duo handle	(0	BL041583		
С	Seal number removed from the Duo handle	5	BL041584		
D	Seal number removed from the Duo handle	Ð	BL041585		
E	Seal number removed from the Duo handle	Ω	BL041586		
F	Seal number removed from the Duo handle		BL041587		
G	Seal number removed from the Duo handle	lr	BL039681		
Н	Seal number removed from the Duo handle	5	BL039682		
	Seal number removed from the Duo handle		BL039683		
J	Seal number removed from the Duo handle	<b>D</b>	BL039684		
Κ	Seal number removed from the Duo handle	ö	BL039685		
L	Seal number removed from the Duo handle	ŭ –	BL039686		
. Fron	n the Scan				
Α	Seal number removed from the Scan handle	<u> </u>	YE025280		
В	Seal number used on the inside door of the unit.	Ō	16427		
. Fron	n the Standalone	Ŭ			
Α	Seal number removed from the Standalone handle	0			
В	Seal number used on the inside door of the unit.	<u> </u>			
. Fron	n the Ballot Box Emergency Bin Slot				
	Seal number used on the ballot box.				
Α	Important Do NOT break or remove this seal unless instructed by Tarrant County Elections.				

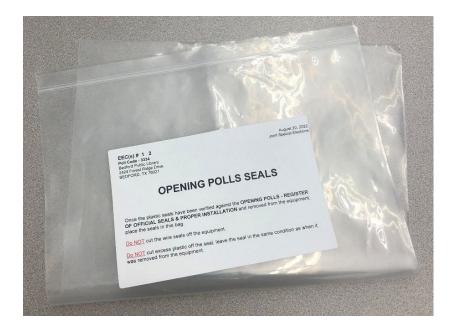
Verify seal numbers listed in this column

Before breaking seals, verify and then record the seal numbers in the appropriate lines of the **Opening Polls** version of the form.

\*Form is in the Clear Bag

## **Opening Polls Seals**

After the seals have been verified against the Register of Official Seals and Proper Installation form and removed from the equipment, place the seals in the clear bag labeled OPENING POLLS SEALS.



Do not cut the excess plastic off the seal.

### **Power Disc**

Supply box will have a power disc to use for plugging in Poll Pads, printers, MiFi and Verity Controller.



### **Register of Official Ballots**

#### Fill out the 'Start of day' counts as you open the polls on the equipment.

- **Controller** 'Ballots' count is located at the bottom of the screen.
- Capture the **Duo**s 'Ballots' count <u>before</u> assigning the booth numbers.
- **Scan** 'Ballots' count is located at the bottom of the screen.
- Call our office if any of the counts are not zero.

#### EEC # 102

#### REGISTER OF OFFICIAL BALLOTS

This is one of the most important forms to be completed by the Election Judge. Fill in each line below.

Date: June 10, 2023 Authority Conducting the Election: Joint Election Runoffs Polling Place/Code: 1008M - Versia L. Williams Elementary Scan Serial number: 189144

#### Record these counts before Opening Polls

CAUTION: Call Elections Office immediately if the 'Ballots' Count is not Zero on any item A-I

A	Start of day Controller 'Ballots' Count- Located at the Bottom of the Controller Screen				Α		
В	Start of day Standalone 'Ballots' Count- Located at the Bottom of the Standalone Screen				В		
С	Start of day Duo 1 and 2 'Ballots' Count- Located at the Bottom of the Duo Screen				С		
D	Start of day Duo 3 and 4 'Ballots' Count-Located at the Bottom of the Duo Screen				D		
Ε	Start of day Duo 5 and 6 'Ballots' Count- Located at the Bottom of the Duo Screen				E		
F	Start of day Duo 7 and 8 'Ballots' Count- Located at the Bottom of the Duo Screen				F		
G	Start of day Duo 9 and 10 'Ballots' Count- Located at the Bottom of the Duo Screen				G		
H	Start of day Duo 11 and 12 'Ballots' Count- Located at the Bottom of the Duo Screen				Н		
I	Start of day Scan 'Ballots' Count-Located at the Bottom of the Scan Screen				1		
Record these counts IMMEDIATELY AFTER Closing Polls							
1	Quantity of Ballot stock received from Elections Office		10	00	1		
2					2		

\*Form is in the Clear Bag.

### **Verity Access Device**

#### An Audio-Tactile Interface (ATI) that can be used with any Duo.

Prior to powering on the Duo, plug the ATI device into the back of the designated Duo. (Port is to the right of the power button.)



- Step 1: Plug in ATI device
- Step 2: Press the red power button on the back to power on the Duo



Plug the provided headphones, into the ATI's left connection port, and test them for functionality.

### **Audio Functionality**

If the ATI device is connected correctly, the Duo screen will display an image of the ATI device at the bottom of the screen.

Ensure the ATI device is plugged in firmly. If the image is not displayed, reboot the Duo by powering it off and back on, after ensuring it is properly connected.



After the voters press 'To get started, touch here' the 'Ready for voting' screen will display an 'Audio' tab that allows the voter to adjust the volume.



### **Duo Standalone**

#### **Functions as a Controller and Duo**

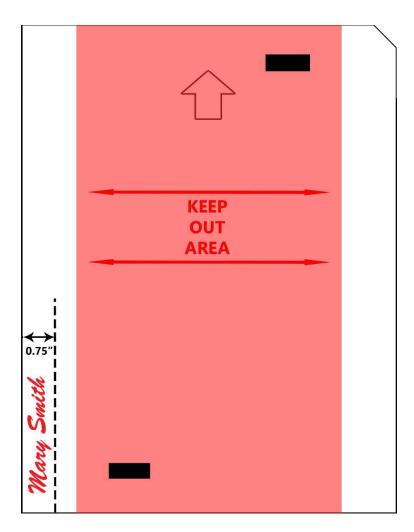
Poll worker instructions for activating voter's ballot:

- ✓ Select **Ready for use.**
- ✓ Enter **Poll Worker Code** and press **Accept**.
- $\checkmark$  Scan the barcode from the Poll Pad.
- ✓ Verify the **Precinct** (ballot style) is correct and press **Yes**.
- ✓ Give the voter the # of indicated blank ballot sheet(s) and press Activate Ballot.
- ✓ The voter is now ready to vote!



## **Preparing Ballot Stock**

- Election Judge must sign or signature stamp <u>their</u> name in **red** on the arrow side of a supply of ballot stock.
- Signature should be no more than 0.75" from the page edge, on the bottom left.
- Test pen/stamp to ensure it does not bleed or smear on the ballot paper.
   Do <u>not</u> use markers.
- A clerk <u>can stamp</u>, but <u>not sign</u> a Judge's name for them.
- Place several signed ballots on the table.
- Voters can select <u>any</u> ballot from the stack; do not hand it to them.



## **Election Judge Signature Stamp**

If Election Judge prefers to stamp their signature in lieu of doing by hand, please note:

- Must be red ink.
- Does not have to be self-inking.
- Can be purchased at a local office supply store or from our vendor, The Mulholland Company.
- Stamp expense is not reimbursable.

The Mulholland Company Physical address: 1200 W. Berry St, Fort Worth, 76110 Mailing address: P O Box 101597, Ft Worth, 76185 Sonia Godoy - sgodoy@mulhollands.com



## **Posting Signs and Notices**

Prior to opening the polls, post everything in the envelope marked Signs and Notices to be Posted, including but not limited to:

- ✓ ID Required for Texas Voters
- ✓ Prohibition of Certain Devices Within 100 Feet of Voting Stations
- ✓ Distance Marker
- ✓ Vote Here
- ✓ Firearm Notice
- ✓ Voter Information
- ✓ Voter Complaint Poster



Communicate with the facility on where to post signs inside the building.

Place 'Vote Here' signs close to the building so voters can locate the entrance to the polling place.

Check signs/notices throughout the day to ensure they are still intact and in place.

### **Curbside Unit**



- Black base pre-filled with pebbles (about 12 lbs.), tubes and sign will be near the equipment.
- Put together and place the curbside unit in an area, not smaller than the size of one parking space, for curbside voting.
- The designated space may not be specifically designated for persons with disabilities.
- Voters who are physically unable to enter the polling place may vote from their vehicle, curb or entrance to the building.
- After voting, the clerk collects the ballot using the Secrecy Folder and deposits the ballot in the Scan. Or an assistant of the voter may deposit the ballot.

Every location <u>must</u> have curbside voting available.

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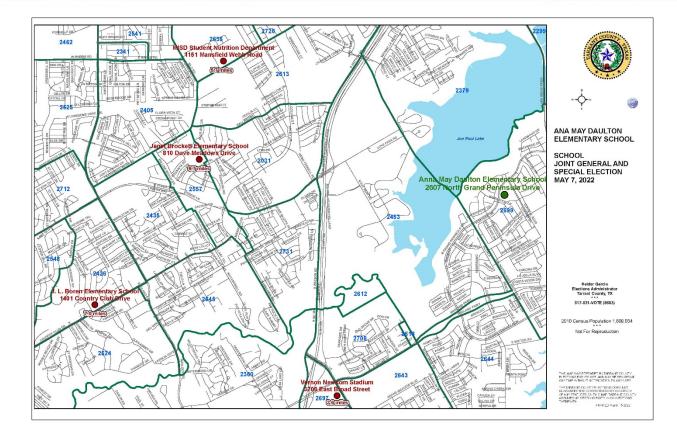


### **Election Integrity Task Force**



To submit tips, leads or other investigatory information, citizens can contact the Tarrant County Sheriff's Office at 817-884-1213

### **Map of Nearest Vote Centers**



Every location is provided a map of the nearest vote centers to them. Post the map where voters can view it.

\* Map is inside the Clear Bag and folded in half.

## **Notice of Voting Order Priority**

#### Section 63.0015

MUST be posted where it can be read by those waiting to vote.

Voters with mobility problems shall be accepted for voting ahead of others in line. 7-38 Prescribed by Secretary of State Section 63.0015, Texas Election Code 09/2023

#### NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015, Texas Election Code:

An election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

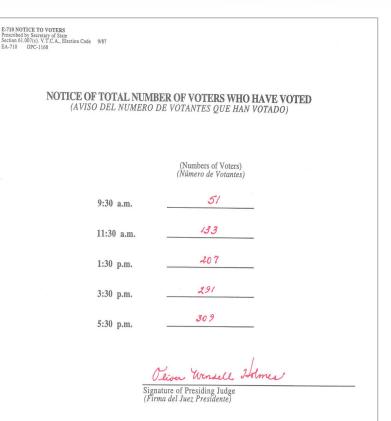
### Notice of Total Number of Voters Who Have Voted

Post this notice next to the entrance of the polling place.

You are required to post the number of voters who have voted at two-hour intervals.

Record 'Ballots' count from the bottom of the Verity <u>Scan</u> screen.

\*Form is in the Clear Bag.



#### NOTE TO PRESIDING JUDGE:

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form in envelope number 2 to the general custodian of the election records.

#### NOTA AL JUEZ PRESIDENTE:

El Número de votantes como ilustrado en la lista votantes se mostrará a las horas señaldas arriba. El aviso estará mostrado hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona encargada de la custodia general de los archivos electorales.

## **Polling Place Security**

- While on duty, poll workers <u>must</u> wear a name tag (inside the Sticker Kit) with their name and role.
- Equipment should always remain close and not left unattended.



- Monitor equipment to prevent tampering; do not allow yourself to be distracted.
- Pay attention to ports on the rear of the devices, cable connections, and power supplies. Unauthorized persons should not be allowed access to those areas.
- It's ok to ask for identification of voting machine technicians.

### **Emergency Ballot Slot**

- ✓ In the event the Verity Scan becomes inoperable, ballots can be inserted into the emergency ballot slot on the top of the ballot box. Break the seal on the slot but remember to place a new seal as soon as the Scan is repaired.
- ✓ Immediately call the Elections Office to report the problem and for further instructions. A technician will be dispatched, if necessary, to repair the unit.
  - □ If a technician is dispatched, he will deliver all unscanned ballots in a sealed bag to the Tarrant County Elections Office.
  - □ If <u>no</u> technician is dispatched, the unscanned ballots must be delivered to the designated rally station. Place the ballots in the appropriate bag and inform rally personnel that the ballots have not been scanned.

Do not turn voters away!

### **Permitted in the Polling Place**

### **Permitted by Election Code:**

- ✓ Voters
- $\checkmark$  Children under the age of 18 accompanying a parent
- Interpreter or an assistant of a voter
- ✓ Election Officials

Certain observers specifically allowed include:

- ✓ Poll Watchers
- ✓ State Inspectors
- ✓ Secretary of State and Staff
- ✓ Federal observers





### **Poll Watchers**

- Must complete Secretary of State's poll watcher training. (Training can be found at VoteTexas.Gov)
- May begin service at any time after the Election Judge arrives.
- Provide Election Judge certificate of training completion and certificate of appointment. (Place inside white envelope labeled Envelope #1, #2, and #4.)
- Take oath administered by Election Judge. "I swear (or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties."
- Must wear a name tag. (Clipped to the Poll Watcher's Guide.)
- ✤ <u>Not allowed</u> to address/converse with voters.

#### A watcher may serve at the polling place during the hours the watcher chooses.

Poll Watcher's Guide is in the 'Envelope with Additional Materials' inside the Supply Bag.

You want to establish a cooperative relationship with Poll Watchers.

### **Poll Watchers Dos & Don'ts**

#### Q. What is a watcher permitted to do while on duty?

A. A watcher must be permitted, but is not required, to:

1. Witness the installation of voting system equipment at the polling place. [Sec. 33.059].

2. Observe the securing of voting system equipment before the election. [Sec. 33.059].

3. Observe any activity conducted at the location at which the watcher is serving and sit or stand near enough to see and hear the election officials to observe the activities of the election. [Sec. 33.056(a)].

4. Observe any activity related to curbside voting, except as provided by Section 33.057. [Sec. 64.009(e)].

5. Make written notes while on duty. However, if the watcher is permitted to leave the polling place while the polls are open, the watcher may be required to leave his or her written notes with another person selected by the watcher who is on duty at the polling place. [Sec. 33.056(d)].

6. Observe assistance given to voters by election officials and inspect the ballot before it is deposited in the ballot box to determine if it was prepared in accordance with the voter's wishes. [Sec. 33.057(a)]. 12 NOTE A watcher may not be present at the voting station when a voter is preparing the voter's ballot or is being assisted by a person of the voter's choice, including by a person also serving as an interpreter at the voting station. [Sec. 33.057(b)].

7. Inspect the returns and other records prepared by the election officers. [Sec. 33.056(c)].

8. Observe, but not participate in, the tallying and counting of the votes to verify that the votes are tallied and read correctly. [Sec. 33.056(b)].

 Observe all election activities relating to closing the polling place, including the sealing and transfer of a memory card, flash drive, hard drive, data storage device, or other medium now existing or later developed for use with voting system equipment. [Sec. 33.0605(a)].

10. Accompany authorized election officials in delivering election records from a precinct polling place, an early voting polling place, a meeting place for an early voting ballot board, or a central counting station. [Sec. 33.060(a)]. NOTE: Poll watcher and election officials do not need to ride in the same vehicle. [Sec. 33.060(b)].

11. Witness the securing of the voting system equipment at the time the polls close. [Sec. 125.063].

12. Follow the transfer of election materials from the polling place to the regional tabulating center, central counting station, or other location designated to process election materials. [Sec. 33.0605(b)].

13. Receive an English translation of any language spoken other than English between an election official and a voter. [Sec. 61.036].

#### Q. What are watchers NOT allowed to do while on duty?

A. 1. Talk with an election worker regarding the election except to call attention to an irregularity or violation of law. [Sec. 33.058(a)(1)].

2. Converse with a voter. [Sec. 33.058(a)(2)].

3. Communicate in any manner with a voter regarding the election. [Sec. 33.058(a)(3)].

4. Use certain devices in the polling place. A watcher may not have possession of a device capable of recording images or sound. If the watcher does have such a device, the watcher must disable or deactivate the device while serving as a watcher. [Sec. 33.006(b)(6)].

5. Observe a voter voting independently or a voter being assisted by a person of the voter's choice. A watcher may not be present at the voting station when a voter is preparing the voter's ballot or being assisted by a person of his choice. [Sec. 33.057(b)].

6. Cause a disruption or breach of the peace or harass voters. A watcher may not violate the Election Code either in the polling area or within 100 feet of the entrance to the building where the polling place is located; otherwise, the watcher may be subject to removal. [Sec. 32.075].

7. Reveal the following information before the polls close:

• How a voter has voted; this offense is a third-degree felony. [Sec. 61.006(b)].

• The number of votes that have been received for a candidate or for or against a measure; this offense is a Class A misdemeanor. [Sec. 61.007(a)(1)].

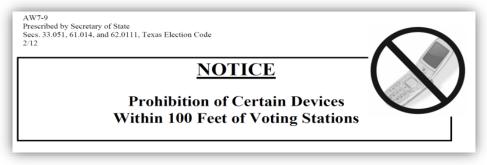
• A candidate's position relative to other candidates in the tabulation of the votes; this offense is a Class A misdemeanor. [Sec. 61.007(a)(2)].

• Whether a measure is passing or failing; this offense is a Class A misdemeanor. [Sec. 61.007(a)(3)].

• The names of persons who have or have not voted in the election; this offense is a Class A misdemeanor. [Sec. 61.007(a)(4)].

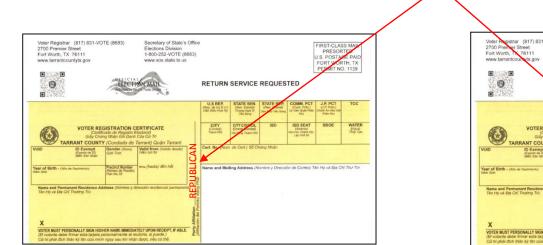
### **Not Permitted in the Polling Place**

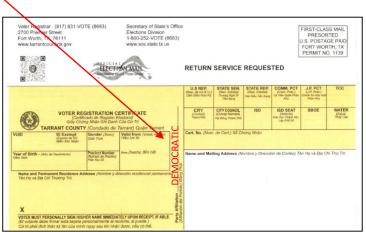
- Persons are not allowed to use a wireless communication device within 100-feet of voting stations. (Technology has enabled wireless communications devices to assist voters with disabilities via the use of a program/application. At their discretion, the Election Judge may allow a voter to use such programs/applications.)
- Candidates, unless voting or providing requested assistance to a voter.
- > No loitering inside the 100-foot zone.
- > Restrooms not necessarily provided for campaign workers.



### **Stamping Voter's Certificate**

Section 162.004(b), an election officer shall stamp the party's name in the party affiliation space of the registration certificate of each voter <u>who presents</u> the voter's registration certificate <u>and</u> is accepted to vote.





# **Revealing Information**

No one connected with the conduct of the election may reveal any of the following information while the polls are open:

- The names of voters who have or have not voted in the election.
- The number of votes cast that have been received for individual candidates and/or for or against propositions.
- A candidate's position relative to other candidates in the tabulation of the votes or whether a measure is passing or failing.

Unlawfully revealing the above information is a Class A misdemeanor.

Note: Poll Pads should only be used to process voters!

# **Procedures for Qualifying Voters**

- Ask voter for an acceptable form of ID.
- Confirm voter eligibility by scanning their driver's license or searching their name manually.
- Ask voter if the address on the pollbook screen is correct.
- Complete the check-in process on the pollbook by following all prompts.
- Voter receives the **Voter Ticket** and **Controller Barcode**.
- Voter gives the **Controller Barcode** to the election official at the Controller to receive an Access Code.

Best practice: Have the voter keep <u>both</u> the Voter Ticket and Controller Barcode to avoid confusion.

# **Photo ID Procedure**

Voters aged 18 - 69, their photo ID must be current or expired no more than four years. Voters 70 or older may use an acceptable form of photo ID that has expired, as long as it is otherwise valid.

Voters should be asked if they have an acceptable form of photo ID.

 $\checkmark$  If voter says "yes", they are to present you the acceptable photo ID.

- If voter has an acceptable form of photo ID, but does not have it on them, they may:
  - a) Leave and return with their photo ID.
  - b) Vote a provisional ballot and then cure it by presenting their acceptable form of photo ID to the Elections Department within 6 days after Election Day.

### **Photo ID Procedure**

- If voter says "no", ask if they have a reasonable impediment or difficulty in obtaining an acceptable form of photo ID from 'List A'.
  - If voter indicates "yes", inform the voter they can present a supporting form of ID from 'List B' and they will be required to complete the 'Reasonable Impediment Declaration' located in the Pollbook Documents Kit. Voter will then proceed to vote a regular ballot.

### **`List A' Acceptable Forms of ID**

- □ Texas Driver License issued by the Department of Public Safety (DPS)
- □ Texas Personal Identification card issued by the Department of Public Safety
- □ Texas Handgun License issued by the Department of Public Safety
- □ Texas Election Identification Certificate issued by the Department of Public Safety
- □ United States military identification card containing the person's photograph
- □ United States passport (book or card)
- United States citizenship or naturalization certificate containing the person's photograph

### **Texas Driver License**



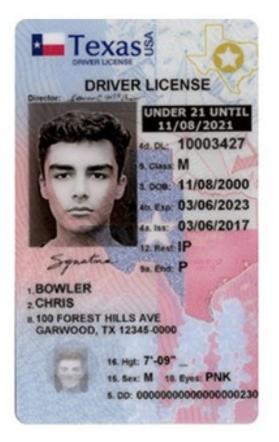
#### Expiration Date:

- 18 69: Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

Not acceptable if "Limited Term" or "Temporary Visitor" appear on the face of the card.

This indicates the person is not a U. S. citizen.

# **Texas Driver License – Under 21**



Expiration Date: Must be valid or expired no more than 4 years.

License is not acceptable if "Limited Term" or "Temporary Visitor" appear on the face of the card.

This indicates the person is not a U. S. citizen.

# **Texas Identification Card**



#### **Expiration Date**:

- 18 69: Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

Cards for persons 60 or older may be permanent and marked "INDEF".

Not acceptable if "Limited Term" or "Temporary Visitor" appear on the face of the card.

This indicates the person is not a U. S. citizen.

# **DPS Receipt with Photo**

50	UAL OPPORTUNITY EMPLOYER RTESY - SERVICE - PROTECTION		Page 1
You mut continue to carry this Temporary Permit util your new card is neelewid. To randoue satisfies related to the totology issue, please call 1-00-525-5555. Standold with car problem Standold with carry problem Debris in the readewy			
For driver torenae related quantitoria, physical and F12-426-2000 or refer to the DPS serebititi Your DUID Card will be proposated and malked within 39-60 days.		as.gov.	
LING ACCRESS: 4 ANYWHERE STREET YWHERE, TX. 78755	SIGNATURE		
	DATE OF BIRTH: 11-01-1964 SEX: M HEXAHT: 5*07* EYE COLOR: BRO	124 ANYWHERE 110E1 ANYWHERE TX 78753 EXHIRATION DATE: 11-01-2019 ISSUANCE DATE: 05-03-2013	
GAN DONDEN N TER REGISTRATION: N :CEIPT NUMBER: 4050LA795205300		COMMUNICATION INFEDMENT NAME: SAMFLE, IMA TEST ADDRESS: 1244 ANYWHERE STREET	
CATICR: 088 E STAMP: 10 23 39 FE STAMP: 00-03-2013		DUIDUNE NUMBER: 34300744 CARD TYPE: ID	
	TEMPORARY IDENTIF	CATION CARD VALID UNTIL 07-18-2013	

- Issued when you apply for a Driver License, Personal Identification card or EIC.
- Printed on letter size paper.
- Used until the official card is received.

For voters:

>18 – 69, receipt should not be expired more than 4 years.

>70 or older, receipt may be expired for any length of time so long as it is otherwise valid.

### **Texas Concealed Handgun License**



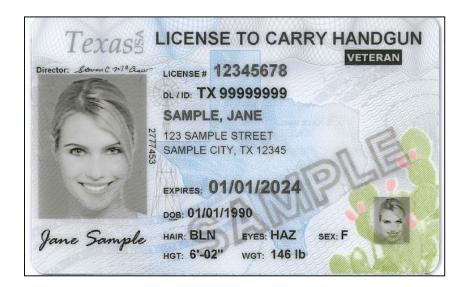
#### **Expiration Date**:

- 18 69: Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

\*This version of the CHL was issued thru August 2015, and is valid for 4 - 5 years.

# **Texas Handgun License**

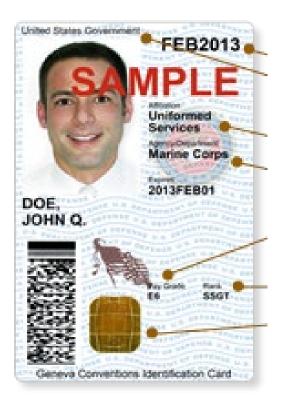
Don't assume handgun license holders are carrying a gun.



#### **Expiration Date**:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

# **DoD Common Access Card (CAC)**



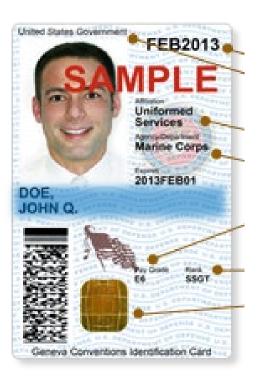
NOTE: Seal to the right of the photograph will change according to the branch of service.



#### **Expiration Date:**

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

# **DoD Common Access Card "CAC"**



# Colored Bar on CAC:

- Blue bar across the name indicates the card holder is a non-U.S. citizen and may not be a qualified voter.
- Green bar across the name indicates the card holder is a contractor and is sufficient for voting if other qualifications are met.

# **Uniformed Services ID Cards**

There are four versions of the Uniformed Services ID Cards. All look similar, but are issued in different colors – green, blue, pink & orange.

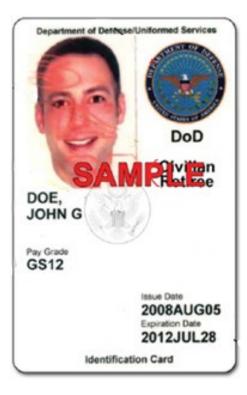


#### **Expiration Date**:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Not all cards expire. Some will say "INDEF" for indefinite.

## **DoD Civilian Retiree Cards**



#### **Expiration Date**:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

### **Veterans Affairs ID Cards**



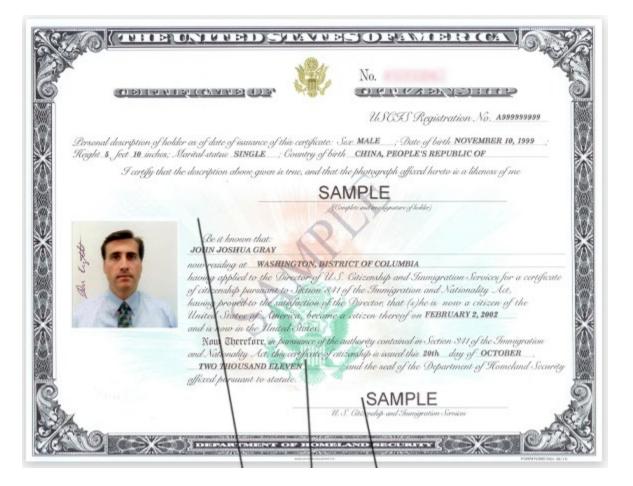
Veterans Affairs ID Cards do not expire.



VHICs may or may not have an expiration date.

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

### **U.S.** Certificate of Citizenship



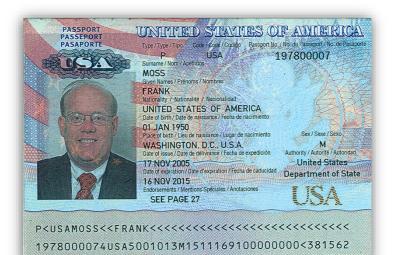
Certificates of Citizenship do not expire

### **U.S. Certificate of Naturalization**



Certificates of Naturalization do not expire

### **U.S. Passport Book**





#### **Expiration Date**:

- 18 69: Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

# **U.S. Passport Card**

#### Front



#### Back



#### **Expiration Date**:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

# **Election Certificate (EIC)**



The EIC is **not** a voter registration certificate, and it does not prove that the card holder is registered to vote.

#### **Expiration Date**:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

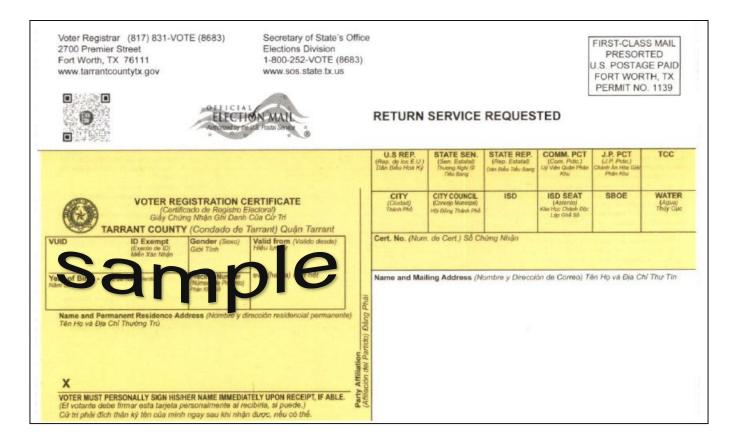
EIC's do not expire for persons 70 years of age and older.

# **`List B' Supporting Forms of ID**

Voter **must** present a <u>copy or original</u> of one of the following when executing a Reasonable Impediment Declaration:

- Government document with voter's name and address, including voter registration certificate
- □ Current utility bill (Most recent or dated within 2 months of the date presented.)
- Bank statement
- Government check
- Paycheck
- (a) certified domestic (from a U.S. state or territory) birth certificate or (b) document confirming birth admissible in a court of law which establishes identity (may include a foreign birth document).

# **Voter Registration Certificate**



Includes the voter's political subdivisions and districts.

### **Copy or Original Certified Domestic Birth Certificate**

1. Child's Name	F TEXAS Finit JOHN	DAVID 45. City or Town (if outside city limit		DOE	RTH	01/	d Birth (mmids/yy 02/1950 Single, Twin,	yy) 3. Sex MALE 66. # Plural Birth, Born 1st
TRAVIS		AUSTIN		05:1	11 AM	SINGLE		2nd,3rd, etc.
7a. Place of bith	(Planned to delive	s Office I Licensed Birthing Cente in althome? Ves No)	er 🔄 Hospital	7b. Name of Hos	spital or Birthing Co	enter, NPI (if No	CTIN SETON	
	y) ime, NPI, and Mail	ing Address	210				STIN-SETON he place and time a	MED CTR and on the date as stated.
ROSA MOR				Page A	MARYA	ARELLANO		01/02/1950
1301 W 38T	H ST 201 AU	STIN, TEXAS 78745	2422	100		ARELLANO fure and Title		Date Signed
Contraction of Contractor	to CNM D M	Adwile Other (Specify)	Midde	9b. 🗆 Atlandar			ee 🗋 Other (Spe	cify): Iala, Territory or Foreign Countr
TO MORE S NO	A FACE OF FACE		ARIE	BUCK	5.00 100 100	8/1926	CONNECTION	
13a. Residence - 1	16. J. C.	30. County	Sett Sala	wn or Location		13d. Street Add	ress or Rural Local	ion
TEXAS 134. Zip Code	13/ Inside City I	TRAVIS Limits 14. Mailing Address:	AUSTIN Same As	Residence, or:	1000	900 SOUTH	LAMAR # 201	7
78704	Ves D	No Mode	Last	Suffa	116 Dame of	Beth crimitations	117. Brttelare m	tate, Territory or Foreign Count
	DAVID	JAMES	DOE		200 7.000 7	4/1918	RHODE ISL	
18a. Local File Nu		18b. Date Received by Local		A.F.	10c. Signature o		Tan On	noiono
	0218731 01/02/1950 VS-111.3 REV. 01/05 WARNING THE PENALTY FOR KNOWINGLY MAKING A FALSE 5		ING A FALSE STA	TEMENT IN THIS IS	DRM CAN BE 7-14	VEARS IN PREVAN	6	
0218731	nber	18b. Date Received by Local 01/02/1950	i Registrar	TEMENT IN THIS FO	07/0 18c. Signature o	04/1918 / Local Register	RHODE ISL	AND

- May be a copy or original of the Certified Domestic Birth Certificate.
- Can be from another U.S. state or territory.
- May be from another country.

### **Copy or Original Current Utility Bill**



ENERGY

123 Main Street

Sample, Texas 77701

Customer:

Joe B. Customer

123 Main Street

Austin, Texas 78701

Invoice #: 123456

Statement Amount: \$

- May be a copy or printout.
- Must be the most recent or dated within <u>2 months</u> of the date presented.
- Address does not have to match the address on the Poll Pad.

# **Copy or Original Bank Statement**

Bank of Texas 123 Commerce Austin, Texas 7870	nk of Texas	P40204-04071
Joe B. Customer 123 Main Street Austin, Texas 7870	1	-
CHECKING SUMM	ARY	
Stating Balance	\$100.00	
DEPOSITS AND AD	DITIONS	
Paycheck	\$1500.00	

- May be a copy or printout.
- Address does not have to match the address on the Poll Pad.

# **Copy or Original Government Check**



- May be a copy or printout.
- Address does **not** have to match the address on the Poll Pad.

# **Copy or Original Paycheck**



- May be a copy or printout.
- Address does not have to match the address on the Poll Pad.

# Copy or Original "Other" Government Document

- Must include voter's name and address.
- Address does **not** have to match the registration address.
- Must be an original if the document contains a photo.
- Must be issued by the federal government, a federally recognized tribal government, or a state or local government in the U.S.
  - ✓ Driver license from another state
  - ✓ ID card issued by federally recognized Native American tribe
  - ✓ DPS receipt without a photo
  - ✓ Current or expired voter registration certificate
  - ✓ For voters aged 18-69, expired Texas DL or ID over 4 years

## **Reasonable Impediment Declaration**

#### Voter must indicate one of the following impediments:

- 1. Lack of transportation
- 2. Disability or illness
- 3. Lack of documents needed to obtain photo ID
- 4. Work schedule
- 5. Family responsibilities
- 6. Lost or stolen ID
- 7. Photo ID applied for, but not received



### **Reasonable Impediment Declaration**

- You may not question or challenge the voter regarding their lack of acceptable ID from 'List A'.
  - You must explain their right to complete a Reasonable Impediment Declaration and show a supporting form from 'List B'.
- You may not question their reason of impediment, difficulty or the truth of the declaration.
- A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

### **Name Matches**

Fully compare the voter's name on the Poll Pad to the name on the ID.

- $\checkmark\,$  Use common sense when comparing names.
- ✓ Use all available information to assist in the determination:
  - Address (does not have to match)
  - Date of Birth
  - Photograph



✓ If name on the Poll Pad is completely different from name on the ID, and the voter's identity cannot be confirmed, the voter must be offered a provisional ballot.

# **Substantially Similar Names**

- If voter's name on the Poll Pad is substantially similar to the name on the ID, the voter still receives a regular ballot.
- If voter would like to update their name on their voter registration record for future elections, select Similar Name Affidavit on the Poll Pad Voter Identification screen. Similar Name Affidavit box will pop-up on the screen and will require the voter's initials. Hand the voter a Similar Name Correction Request Form.

\*Form can be found in the Pollbook Documents Kit.

### **Substantially Similar Names**

### Slightly different:

- Minor misspellings or differences
- ✓ Extra letters or minor typos
- ✓ Common different spellings
- Ex: Mark Cuban vs Marc Cuban

### Customary Variation:

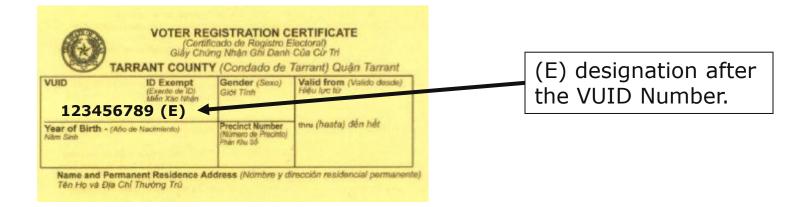
- ✓ Common abbreviations.
- ✓ Same name in different language
- Ex: Enrique Garcia vs Henry Garcia

Use of different first / middle / last name:

- ✓ Use initials or hyphenated name
- ✓ Maiden name or last name change due to marriage or divorce
- ✓ Middle name in place of first name

Ex: Beyonce Knowls vs Beyonce Knowles-Carter

### **Permanent Disability Exemption**



Voters may apply for permanent disability status which is evidenced by (E) designation on their voter registration certificate.

If voter has not submitted paperwork for exemption, they may cast a provisional ballot and appear at the Elections Department within 6 days to submit the paperwork.

Voter does not need to complete a Reasonable Impediment Declaration.

## **Temporary Exemption**

- Voters who have a consistent religious objection to being photographed, or do not have a photo ID (due to a natural disaster declared by the President or the Governor) may cast a provisional ballot and then apply for a temporary exemption at the Elections office within 6 days following the election.
- These exemptions are good for one election only.

- **Q:** Does the voter have to provide their voter registration certificate?
- **A:** No, unless:
  - Voter is using the certificate as a form of supporting identification when executing a Reasonable Impediment Declaration.
  - Certificate has the (E) notation indicating the voter is exempt from having to provide a photo ID.

- **Q:** What if a voter does not have any of the seven forms of acceptable photo ID?
- A: If a voter cannot obtain an acceptable form of photo ID and has a reasonable impediment or difficulty in obtaining such; the voter may still cast a regular ballot by presenting a supporting form of ID (from `List B') in conjunction with executing a Reasonable Impediment Declaration.

- **Q:** What if a voter refuses to show an acceptable form of photo ID?
- **A:** A voter who refuses to show proof of identity may cast a provisional ballot.

To have the provisional ballot counted, the voter must visit the Elections Department (within 6 days following the election) to show their identification or complete an application for permanent or temporary exemption.

- **Q:** Does the address on the ID have to match the address on the Poll Pad?
- A: No. The purpose of the ID requirement is to confirm the voter's identity only. It is not for verifying the voter's residence.

## **Voters Who Have Moved**

Clerks <u>must</u> ask every voter if they still reside at the address shown on the Poll Pad.

✓ Voters who have moved, but still reside within Tarrant County, may vote a regular ballot after providing their new address.

From the Poll Pad complete the following steps:

- A prompt will appear reading "Address Confirmation."
- For voters on Suspense, hand the Voter a Statement of Residence Form. Once complete and voter provides proper identification, press Cast Regular Ballot. (Form is in the Pollbook Documents Kit.)
- ✓ Voters who have moved outside of Tarrant County must be offered a provisional ballot.

## **Voters Flagged as Early Voted**

If a voter is flagged as having voted during the Early Voting period, the voter may not vote again. However, if voter claims to have not done so, call Early Voting at **817-831-6161** to verify the record was not posted in error.

If the record was posted in error, Early Voting will provide instructions on how to proceed.

## **Ballot by Mail**

If a voter was issued a ballot by mail, but now wants to vote in person:

#### Voter surrendering their ballot:

Must sign the Request to Cancel Application for a Ballot by Mail (form is in Pollbook Documents Kit) and surrender the mail ballot <u>before</u> being allowed to vote.

\* Poll worker must open the carrier envelope and write "cancelled" on the surrendered ballot.

#### If unable to surrender mail ballot:

Must sign the Request to Cancel Application for a Ballot by Mail (form is in Pollbook Documents Kit) and voter will vote provisionally.

Completed 'Request to Cancel Application for a Ballot by Mail' forms and surrendered ballots are placed in the 'Envelope for Requests and Cancelled Ballots'.

# **Register of Surrendered Ballots**

		3/5/2024		Tarrant County	
ate Ballot by	REGISTER OF	SURRENDERED BA	LLOTS	BYMAIL	
Mail was Surrendered	Name of Voter		Ballot Serial Number (Not Ballot Style)		
3/5/2024	Jol	John Smith		000k-ctyb-8ejdt	
3/5/2024	M	ary Jones	00	0k-vtxy-5ejmd	
			<u> </u>		
	urrender his or her officia			I receive a regular ballot once the	
iter has comple his form shall b fter the voter a	ecute these steps:	r Election Day.		Ballot by Mail for Use in the	
nter has comple his form shall b ter the voter a polling Place, ex porm Instructio Write the dat	e used for Early Voting o nd the election official have recute these steps: uns:	r Election Day.	o Cancel a	-	
iter has completed in a complete the voter and one of the voter and alling Place, ex- commendation in the vote of the vote of Write the dat Write the vote Write the ser Verify that the Attach the Re Early Voting: locked conta	e used for Early Voting o nd the election official har recute these steps: <u>ms;</u> te that the ballot was sum et's name on the form. ial number of the official e word "cancelled" was we quest to Cancelled ballo iner.	r Election Day. we completed the Request to endered at the polling place ballot that was surrendered. witten on all pages of the ba- by Mail for Use in the Pollin t and request in the design	DO NOT of Illot as well ug Place to ated envel	Ballot by Mail for Use in the vite the Ballot Style.	
ter has completed in the second secon	e used for Early Voting o nd the election official har recute these steps: <u>ms:</u> te that the ballot was sum er's name on the form. I al number of the official e word "cancelled" was w equest to Cancel a Ballot Place the cancelled ball iner. - Place the cancelled ball	r Election Day. we completed the Request to endered at the polling place ballot that was surrendered. ritten on all pages of the ba by Mail for Use in the Pollin to and request in the design ot and request in the Envelo	DO NOT 1 IDO NOT 1 Ilot as well Ig Place to ated envel	Ballot by Mail for Use in the write the Ballot Style. as both sides. [TEC 84.033(c)] the cancelled ballot. ope and place in a separate	
ter has completed in the voter at a complete the voter at a colling Place, ex- commendation of the voter at a colling Place, ex- commendation of the voter of the vote of the vote of the vote of the vote of the voter of the vot	e used for Early Voting o nd the election official har recute these steps: <u>ms:</u> to that the ballot was sum er's name on the form. I al number of the official to the other official Place the cancelle d ball iner. Place the cancelled ball iner. Deposit the Envelope for do Deputy Early Voting Cl	r Election Day. ve completed the Request tr endered at the polling place ballot that was surrendered. ritten on all pages of the ba by Mail for Use in the Pollin t and request in the design ot and request in the Enviet r Requests and Cancelled & erk (Early Voting) or Presid bove and foregoing is a tru bove and foregoing is a tru	DO NOT 1 Ilot as well g Place to ated envel ope for Rec Ballots in B	Ballot by Mail for Use in the write the Ballot Style. as both sides. [TEC 84.033(c)] the cancelled ballot. ope and place in a separate quests and Cancelled Ballots. allot bax #4 the end of day. [Election Day) of the election	

or Presiding Judge on Election Day

Record the date the ballot was surrendered, name of voter and ballot serial number (located on right of the printed ballot).

	Official Ballot		Ē
Demonstration Ballot November 5, 2035 Tarrant County		Precinct 1001-001 Precinto 1001-001 Page 1 of 1	U
Boleta de Demonstracion 5 de noviembre de 2035 Condado de Tarrant		Página 1 de 1	
Please use a black or blue ink pen to mark your ballot. To vote for your choice in each contest, completely fill in the box next to your choice. Favor de usar una pluma de	State Senator Senador del Estado Nick Furry Lois Lane	Proposition No. 1 Proposition No. 1 Should the current workforce use a 4 day work week instead of the standard 5 days?	57624 v3
tinta negra o azul para marcar su boleta. Para votar por su selección en cada carrera, Ilene el espacio cuadrado a la izquierda de su selección.	County Judge Juez del Condad Frank Castle	¿Debe la fuerza de trabajo actual utilizar una semana de trabajo de 4 dias en lugar de los 5 dias estándar?	002005)
President Presidente	Sheriff Sherife	Against En Contra	002121-000000002005)
Clark Kent	Thor Odinson	Proposition No. 2 Proposition No. 2	1021
Uuke Cage	County Commissioner, Precinct No. 2 Comisionado del Condado, Precinto No. 2 Cilint Barton	Should Groot's vocabulary expand? ¿Deberia expandirse el vocabulario de Groot?	000k-vtxy-5ejmd
United States Senator Senador de los Estados Unidos	John Stewart	Against En Contra	
Tony Stark	Constable, Place 2 Agente de Policia, Lugar 2		
United States Representative Representante de los Estados Unidos	Clint Barnes Bruce Wayne		
Natasha Romanoff	Justice Supreme Court, Place 5 Juez, Corte Suprema Lugar 5		
Diana Prince	James Howlett (Logan)	1	

## **Spoiled Ballots**

Spoiled Ballots large manila envelope (with instructions and Register of Spoiled Ballots forms) is inside the Clear Bag.

THE	SISTER C	F SPOILED B	ALLOTS		
Ballot Serial Number		me of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn scan, or othe administrative error)
12-47943-00000694		Smith	$\checkmark$		
16-24680-00000729	Moru	Jones		/	
			_		

- Voters may spoil up to two ballots and vote a third.
- Record serial number (located on the top right corner of the printed ballot) of spoiled ballot, voter's name and check the reason ballot is being spoiled on the Register of Spoiled Ballots.

## **Spoiled Ballots**

- ✓ Tear off QR code from top left corner of printed ballot. Seal the torn code and ballot in small white 'Spoiled Ballot' envelope to ensure privacy.
- Small white 'Spoiled Ballot' envelope is placed inside the yellow Spoiled Ballots bag.
- ✓ Yellow Spoiled Ballots bag is delivered (sealed) to the Rally Station.



\*Spoiled Ballots bag is in the Clear Bag.

## **Provisional Voter**

Election Code requires that any voter who is not accepted for voting a regular ballot <u>must</u> be offered a provisional ballot.

#### "No Voter Left Behind"

Envelope for Provisional Voters (inside Supply Bag) has: Notice to Provisional Voter for Photo ID Only Provisional Ballot Checklist Affidavit of Provisional Voter envelope sample Affidavit of Provisional Voter envelopes

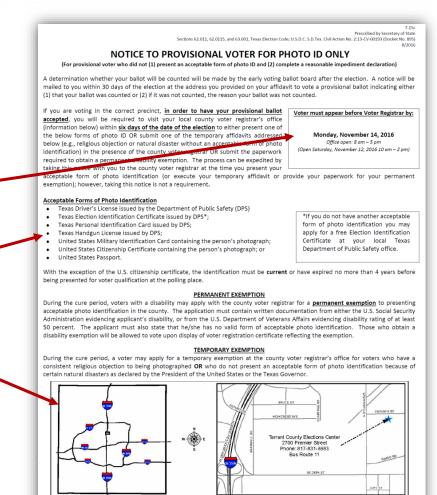
- Provisional voter is one whose residency, ID or registration issues cannot be resolved at the polling place.
- Only the signed 'Provisional Ballot Stub' (Controller will generate the stub) and printed provisional ballot are inserted inside the green Affidavit of Provisional Voter envelope.
- The Scan will not read a <u>correctly processed</u> provisional ballot.
- Affidavit of Provisional Voter envelopes are placed inside the orange Provisional Ballots bag.

## **Notice to Provisional Voter**

Give notice to provisional voters that did not present an acceptable form of ID. Notice informs voter of:

- Deadline to cure ballot by and our office hours
- Acceptable forms of photo identification
- ✓ Address and map to our office

\*Not every provisional voter is required to appear at the Elections office, <u>only</u> those that can cure their ballot.

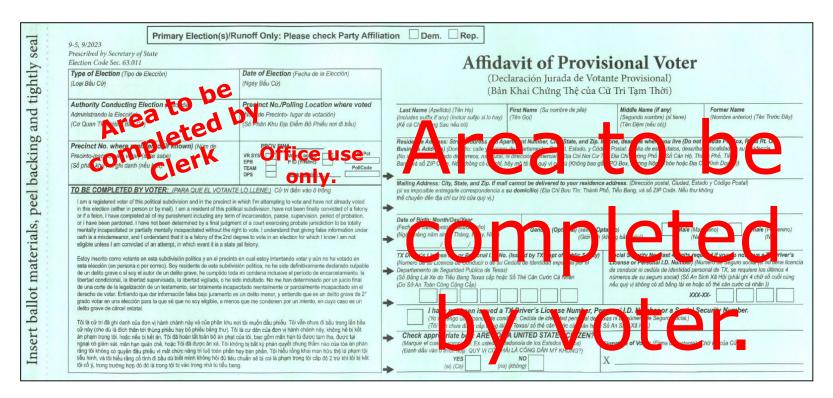


Completed by Polling Place Official: Voter's Last Name: Voter's First Name: Tarrant County Voter I	Registrar's Offic
Voter's Last Name: Voter's First Name:	
VUID #: Precinct No 2700 Premier Street, For	t Worth, TX 76111

### Affidavit of Provisional Voter (front)

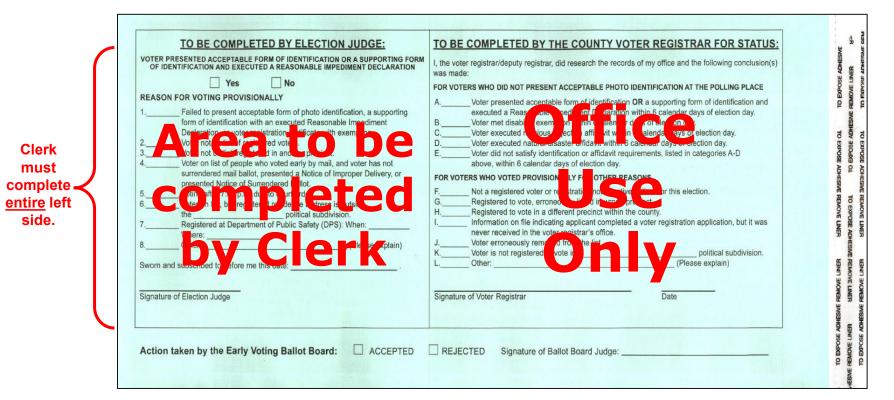
#### Voter completes the right portion and Election Official completes the left. \*Prov Pin # box is left blank.

Do <u>not</u> separate the two sections.



## Affidavit of Provisional Voter (back)

A Clerk must complete the <u>left</u> side indicating if the voter presented an acceptable form of ID, the reason the voter is casting a provisional ballot and must also date and sign the envelope. These are **critical steps** in processing a provisional voter.



\*An incomplete affidavit can result in ballot being rejected.

## **Assistant / Interpreter**

- ✓ Voters may bring their own assistant or interpreter.
- ✓ May be any person selected by the voter other than the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs.
- ✓ On voter's request for assistance in marking the ballot, two election officers shall provide the assistance.

Caution: It is an offense for anyone to indicate / influence a voter on how to vote.

# **Bilingual Requirements**

### Section 203 of the Voting Rights Act 52 U.S.C. § 10503

- ✓ Director of the Census has determined that Tarrant County is subject to the bilingual election requirements with respect to persons of Hispanic and Vietnamese heritage.
- Each polling place must have at least one clerk fluent in English / Spanish and at least one fluent in English / Vietnamese.

Under Section 203, all information that is provided in English regarding the electoral process must also be provided in Spanish and Vietnamese.

# **Bilingual Requirements**

- ✓ Bilingual clerks are a clerk first, then an interpreter. They share in responsibilities <u>and</u> cross training.
- Bilingual clerks are key in Tarrant County's effort to comply with federal & state guidelines pertaining to language assistance.
- ✓ Stickers are available to identify bilingual poll workers.
- Election Judges who are unable to recruit a bilingual clerk will have one appointed by our office.
- Election Judges are to verify the required bilingual materials have been posted at the polling place.
- ✓ The U.S. Department of Justice closely monitors compliance with bilingual requirements.

State law requires that all election officials, while on duty at the polling place, must use English, <u>except</u> when assisting a voter who does not understand English.

## **Serving Voters With Disabilities**

In 2002, the Help America Vote Act (HAVA) was signed into law.

#### **General Considerations**

- ✓ Persons with disabilities should be treated as independent adults.
- ✓ Take your time and be considerate of the person you are assisting; adjust your pace to theirs.
- ✓ Speak clearly, slowly and calmly while looking at the person.
- ✓ Ask before offering assistance and be respectful if the offer is declined. If the offer is accepted, listen or ask how to best assist the voter.



# **Serving Voters with Disabilities**

#### **General Considerations**

- Rephrase, rather than keep repeating, if the voter doesn't understand you.
- Never pretend to understand someone if you have difficulty doing so. Ask questions that require shorter answers.
- ✓ Speak directly to the voter, even if an assistant is present.
- ✓ Never lean on a voter's wheelchair, it should be considered a part of their personal space.
- ✓ Service animals <u>are</u> allowed into polling places, but never distract them from their job.

If possible, poll workers should save handicap parking for voters.



# **Serving Voters with Disabilities**

#### **General Considerations**

- ✓ Voters with mental disabilities should be assumed to be competent to vote and are legally entitled to vote unless declared incompetent by a court. Individuals accompanying them should be permitted to assist them.
- ✓ Offer use of the audio component so that voters may vote independently. A set of headphones and disposable headphone covers are provided to each location.
- ✓ Offer your arm to a voter with a visual impairment when escorting them through the voting area.
- ✓ A voter who uses a sip and puff device may use it to control the Touch Writer Duo.

#### Verity Access Device \*shown with headphones plugged in





## **Serving Voters with Disabilities**

#### **Polling Place Setup**

- Always keep entrance doors unlocked and/or opened during voting hours. Confirm doors aren't set to automatically lock in accordance with the facility's business hours.
- ✓ Keep a chair or two handy for those needing it.
- ✓ Make sure there is adequate space for those in wheelchairs to maneuver around.
- ✓ Use the disability Voter Entrance sign to mark the entrance that is handicap accessible as it might be different than the one used by other voters.



## **Written Communication**

- Voters may use <u>written</u> communication, such as sample ballots and campaign materials, for <u>personal</u> <u>use only</u>, in the polling place and voting stations.
- If sample ballot / notes are on voters' phone, they must step out of the voting area and jot down their notes for reference.
- Poll workers should keep the polling place clear of written materials discarded by voters.
- Poll workers can <u>only</u> display signs or materials provided by the Secretary of State or our office. Do not display home made signs nor supposed "nonpartisan" voters guides from newspapers or other organizations.



# **Electioneering & Loitering**

Campaigning and loitering are <u>not</u> allowed within 100 feet of the entrance to the building where the polling place is located.

Prior to opening the polls, ensure that the 100-foot zone in which electioneering is not allowed, is clear of any campaign materials, including:

- Campaign workers
- Campaign signs
- Flyers
- Clothing & hats
- Buttons





Remove signs that are within the distance marker.

Place signs by the marker. You are not responsible for re-posting them.

## **Curbside Voting and Electioneering**

When individuals vote curbside, their vehicle becomes their voting station. Curbside voters must be afforded the opportunity to vote their ballot privately (in the same manner as a voter in the voting booth) and thus are entitled to vote without the interference of campaign activity or bystanders.

Per Section 32.075 of the Election Code, the presiding judge has the authority to preserve order and prevent breaches of peace if there are individuals harassing voters while they vote curbside.



## **Exit Polling and Petitions**

**Exit Polling** by the media is **permissible** within the 100-foot distance marker if it does not disrupt order in the polling place.

**Petition** gathering is **prohibited** within the 100-foot distance marker.



# **Reporting Injuries**

Report <u>all</u> injuries immediately after they occur!

Election worker injuries to:

CornerStone Staffing and Tarrant County Elections

**Voter** injuries to: Tarrant County Elections \*Voter injury form is in the <u>Envelope of Forms to be Completed</u>



CornerStone Staffing:

817-522-1030 x509 after hours call 817-713-4486 or 972-898-1145

Tarrant County Elections: 817-831-6485

# **Complaint Slip**

#### Provide slip when issues arise that cannot be resolved at the polling place on Election Day.

Slip is in English, Spanish and Vietnamese.

#### Do You Have A Complaint?

We strive to ensure that you have a pleasant voting experience. If you have questions, comments or concerns, please submit them <u>in writing to</u>:

Tarrant County Elections Administrator 2700 Premier Street Fort Worth, TX 76111 817-850-2330 (fax)

Or contact the Office of the Texas Secretary of State at **1-800-252-VOTE (8683)** 

\*Pad is inside the Envelope with Additional Materials.

# **Getting Ready to Close the Polls**

- ✓ Near closing time, check the hallway and surrounding areas for voters searching for the voting area.
- ✓ Stand at the end of the line behind the last eligible voter or try to have all voters in line enter the building.
- Pleasantly, but firmly, turn away those who arrive after the last eligible voter.

Qualified voters who arrive by 7:00 pm must be allowed to vote!

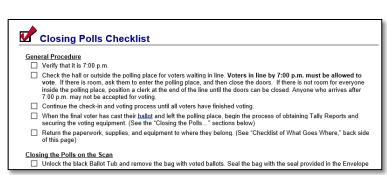




# **Closing the Polling Place**

- ✓ Refer to Closing Polls Checklist (inside Clear Bag).
- ✓ <u>All</u> equipment must be disassembled, including any Duos that were setup due to Early Voting.
- Remove all signs posted inside and outside the facility.
- Pack all unused supplies into the Supply Bag.
- ✓ Location should be left clean, undamaged, secure and in same way it was found.

**Important note:** Section 66.057 of the Texas Election Code provides that election results printed at a polling place are not public information until the election records are delivered to the general custodian of election records, Tarrant County Elections Administration.

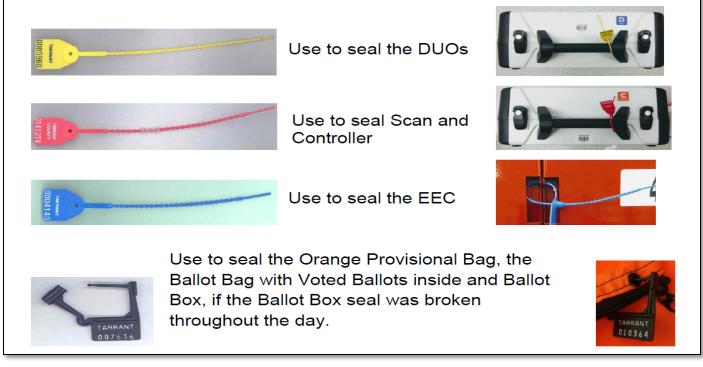




## **Closing Seals**

### **Envelope for Seals**

#### Return broken Seals in this Envelope



\*Seal colors may vary, refer to the cover sheet on the envelope. 103

#### **Register of Official Seals & Proper Installation**

Date: June 18, 2022

Scan Serial number: 189120

Authority Conducting the Election: Joint Runoff Elections Polling Place/Code: 1005M Van Zandt-Guinn Elementary School

Use the designated seals, from the **Envelope for Seals**, and record the numbers on the appropriate lines of the **Closing Polls** version of the form.

\*Form is in the Clear Bag.

Scan Serial Humber, 163120 Controller Serial Humber, 167567	
RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS	
Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.	
1. From the Electronic Pollbook Case(s)	
A Seal number used to seal the Electronic Pollbook Case handle	
B Seal number used to seal the Electronic Pollbook Case handle	
2. From the Controller	
A Seal number remaining intact on the inside door	
B Seal number remaining match on the inside door	
3. From the Duos	
A Seal number used to seal the Duo handle	
B Seal number used to seal the Duo handle	
C Seal number used to seal the Duo handle	
D Seal number used to seal the Duo handle	
E Seal number used to seal the Duo handle	
F Seal number used to seal the Duo handle	
G Seal number used to seal the Duo handle	
H Seal number used to seal the Duo handle	
I Seal number used to seal the Duo handle	
J Seal number used to seal the Duo handle	
K Seal number used to seal the Duo handle	
L Seal number used to seal the Duo handle	
4. From the Scan	
A Seal number remaining intact on the inside door	
B Seal number used to seal the Scan handle	
5. From the Standalone	
A Seal number remaining intact on the inside door	
B Seal number used to seal the Standalone handle	
6. From the Ballot Box Emergency Bin Slot	
A Seal number remaining intact on the ballot box, or new seal if replaced	
7. From the Orange Provisional Bag	
A Seal used to seal the Orange Provisional Bag	
8. From the Election Equipment Carrier (EEC)	
A Seal used to seal the EEC	
B Seal used to seal the EEC	
C Seal used to seal the EEC	
9. From the Ballot Transfer Bags	
A Seal used to seal the Transfer Bags containing the VOTED ballots	
B Seal used to seal the Transfer Bags containing the VOTED ballots	
10. From the Yellow Spoiled Ballot Bag	
A Seal used to seal the Yellow Spoiled Ballot Bag	

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION This is one of the most important forms to be completed by the Election Judge. Fill In each line below

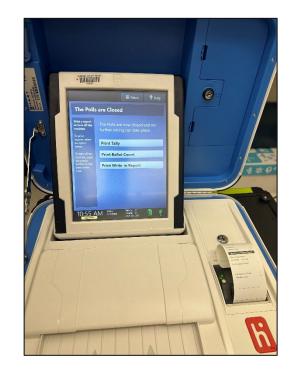
Controller Serial Number: 187367

**104** 

## **Closing the Scan**

#### **New Procedure**

After printing copies of the **'Ballot Count Summary Report'** for the **white** envelope (Envelope # 1, 2 and 4) and **pink** envelope (Envelope 3), print a third copy and leave it on the <u>Scan</u>.



### **Packing Ballot Transfer Bag**

- Seal the bag with the voted ballots with the designated seal.
- Record seal number on the Closing Polls -Register of Official Seals & Proper Installation.
- Bag <u>must</u> be delivered to the Rally Station.
- Do not place any other items in the bag. Ballot bags are sealed for 22 months, unless a court order is received.

Reminder: Voted ballots should <u>never</u> be removed from the Ballot Transfer Bag as it is a criminal offense.





### **Provisional Ballots Bag**

- Completed Affidavit of Provisional Voter envelopes are placed in the orange zipper bag.
- Seal bag with the appropriate seal from the Envelope for Seals.
- Record the seal number on the Closing Polls - Register of Official Seals & Proper Installation.
- Bag must be delivered to the Rally Station.



\*Provisional Ballots bag is in the Clear Bag.

## **Spoiled Ballots Bag**

- Completed small white 'Spoiled Ballot' envelopes and completed Register of Spoiled Ballots forms are placed in the yellow Spoiled Ballots bag.
- Envelope for Requests and Cancelled Mail Ballots with completed forms and cancelled ballots inside is <u>also</u> placed in the yellow bag.
- Seal bag with the appropriate seal from the Envelope for Seals.
- Record the seal number on the Closing Polls - Register of Official Seals & Proper Installation.





\*Spoiled Ballots bag is in the Clear Bag.

# **Packing Supply Box**

### Place the following items inside the supply box:

- ✓ Blank ballot stock
   (including ballots with the Judges' signature)
- ✓ Extension cords
- ✓ Small power strips
- ✓ Equipment cords
- ✓ Power disc



\*Remains at polling place inside the EEC.

# **Items to Remain at Polling Place**

- ✓ Equipment Carrier (cabinet or cage)
  - Duos
  - Controller
  - Supply Box
  - ADA accessible booth stand
  - □ Black collapsible Ballot Box
  - □ Canvas bag with Privacy Screens
- ✓ Large signs
- ✓ All other booth stands remain outside of the cabinet.
- ✓ Curbside unit, either inside or outside of the cabinet.



\*Follow the example posted inside the carrier on how to properly load. Do not stack all the equipment to one side as the weight can damage the equipment and/or cause the carrier to tip and injure the poll workers.

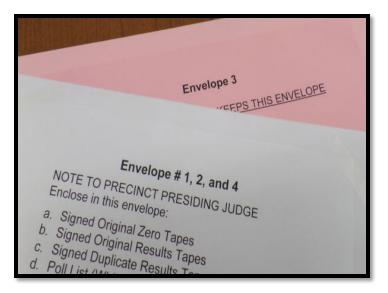
## **Return Envelopes**

Accurately completing the paperwork is one of the most important tasks you will perform.

Each envelope has a check-off list of items that must be included.

White envelope (Envelope # 1, 2 and 4) is returned to the Rally Station and the **pink** envelope (Envelope 3) is retained by the Election Judge.

\* The Pink envelope coversheet contains a preprinted retention date.



## **Compensation Form**

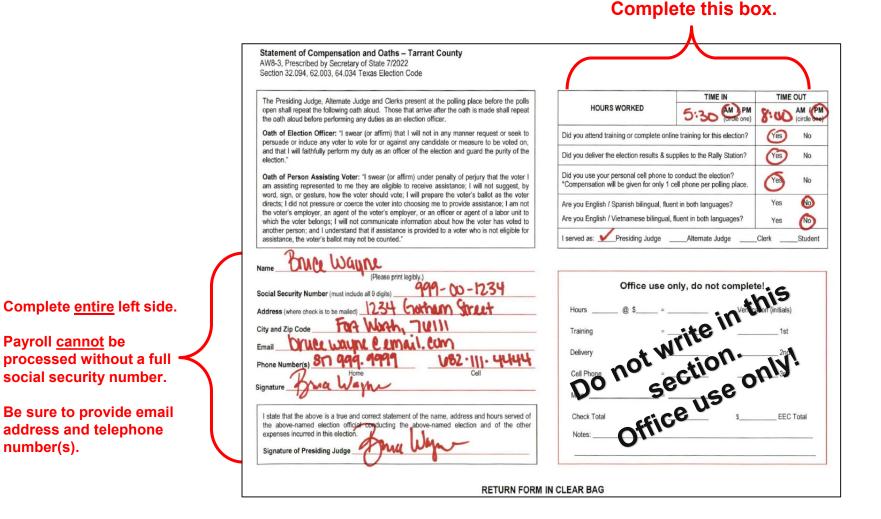
- ✤ Each Poll Worker completes their <u>own</u> form.
- Complete all required sections even if you have worked previous elections.
- ✤ For security purposes, filled out compensation forms <u>must not</u> be left out.
- Time In is when the Poll Worker arrives at the polling place.
  In accordance with Section 32.091 of the Texas Election Code, a judge or clerk may not be paid for more than two hours of work before the polls open.
- ✤ Time Out is when the Poll Worker leaves the polling place, <u>not</u> the Rally Station.
- ✤ If you leave the polling place, you must clock out, then back in.
- ✤ Note personal cell phone use (one per location) in designated area of the form.
- Indicate who delivered required items to the Rally Station. If more than one person is indicated, the delivery fee will be divided equally.
- Election Judge is to verify and sign all compensation forms.
- ✤ Incomplete forms <u>will</u> cause a delay in pay.

#### Please allow 3 weeks to receive compensation.

### \*Return completed compensation forms inside the Clear Bag.

The forms contain sensitive information that should not be <u>copied</u> nor shared as they are solely for payroll purposes only.

number(s).



## **Direct Deposit**

CornerStone Staffing (agency that processes payroll) offers the option of direct deposit.

- ✓ Complete 'Employer Direct Deposit Sign-Up Form'.
- Attach bank document (letter from bank or voided check) that has routing and account number. Handwritten information will not be accepted.
- Submit form and bank document on day of in-person training (if any) or on Election Day with Statement of Compensation.

СС С	Staffing	
	Helping build a better workforce.	
Employer Direct Deposit Sign Up Form		
Employer Direct Deposit Sign-Up Form It's safe, simple, and it saves time.		
Check one: NEW ENROLLMENT CHANGE TO EXISTING DD		
Associate Name:		
Address:		
	State: Zip:	
City:	State: Zip:	
Last 4 of SS#		
Please have my payroll chec	k automatically deposited into the following account:	
P	LACE VOIDED CHECK HERE	
ATTACUCODYO	or F BANK DOCUMENT INCLUDING ROUTING	
	AND ACCOUNTING NUMBER	
**DO NOT HANDWR	ITE INFORMATION - IT WILL NOT BE ACCEPTED***	
	<ul> <li>Staffing to automatically deposit my payroll check directly into the financial ed on this form. This authorization is to remain effective until canceled or</li> </ul>	
	<u>email</u> ) by me. I understand that the written notification must allow the of time to process the change(s). Furthermore, I authorize the company to	
	y account that may arise from the direct deposit of my payroll check.	
reverse erroneous entries to my		
reverse erroneous entries to my		
reverse erroneous entries to my Associate Signature	Date	
-	Date	

## **Clear Bag**

Must be returned to Rally Station, with the following items:

- ✓ EEC and equipment keys
- ✓ White envelope labeled "Envelope #1, 2 and 4"
- ✓ Register of Official Ballots
- ✓ Register of Officials Seals & Proper Installation forms
- $\checkmark$  If any, unscanned emergency bin ballots
- ✓ Statement of Compensation and Oaths
- ✓ CornerStone Staffing forms
- ✓ Cell phone, if one was issued



## **Rally Station Delivery**

Arrive at designated Rally Station, with the following items, <u>before</u> 10 pm or you will have to deliver to Tarrant County Elections Center.

- ✓ Voted Ballots transfer bag
- ✓ Carrying case with Verity Scan
- ✓ Carrying case(s) with **Poll Pads**
- ✓ Orange Provisional Ballots bag
- ✓ Yellow Spoiled Ballots bag
- ✓ Clear bag
- ✓ Black Supply bag



Return supplies <u>immediately</u> and <u>directly</u> to Rally Station. Please do not make <u>any</u> stops prior to delivering your supplies.

## **Rally Station Locations**

Sub-Courthouse in Arlington, 700 East Abram St, Arlington 76010 Tarrant County Elections Center, 2700 Premier St, Fort Worth 76111 Griffin Administration Building, 3500 Miller Ave, Fort Worth 76119 Dick Andersen Building, 3829 Altamesa Blvd, Fort Worth 76133 Northeast Courthouse, 645 Grapevine Hwy, Hurst 76054 Sheriff's Office North Patrol Division, 6651 Lake Worth Blvd, Lake Worth 76135