

Tarrant County Election Day Guide

Spring 2025

Voting Equipment



Touch Writer Duo, Duo Standalone & Scan





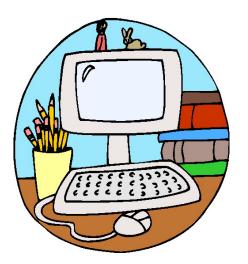
Training videos that include equipment setup & closing, other procedures and manuals can be found at:

http://elections.tarrantcountytx.gov/trainingandmanuals

Online Training

Texas Secretary of State

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



- 1. Select "Sign up for the course here!"
- 2. Complete all required fields
- 3. Create Username & Password

NOTE: If you have taken the online training and forgot your password, contact SOS at 800-252-8683

*Online training must be completed by May 2, 2025, and certificate submitted to our office to receive compensation.



Election Judge

- \checkmark Recruits clerks and confirms they are <u>eligible</u> to work.
- ✓ Strongly encouraged to appoint the number of clerks indicated in the Judge's letter.
- Contacts the Elections Office if having trouble finding workers. On Election Day, if necessary, recruits voters to serve as clerks.
- ✓ 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.
- \checkmark 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 (to conduct election official duties) readily available and ringer on high.

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 notices inside and outside the polling place.
- ✓ Set up check-in table.
- ✓ Set up pollbooks 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>.
- \checkmark State law <u>requires</u> at least 3 officials in polling place at all times.

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.



Polling Place Protocol

Polling locations, such as schools and 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.

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 \checkmark
- Sweater / jacket \checkmark
- Lunch & snacks \checkmark *Unless offered, do not help yourself to food/drinks at the polling place.
- ✓ Non-alcoholic beverages
- ✓ Medications you take.
- Something to read. \checkmark
- \checkmark 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 items at home to avoid the appearance of partiality and to minimize disruptions:

- Pets, except service animals.
- **×** Family members not working, including <u>children</u>.
- ***** 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
- 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

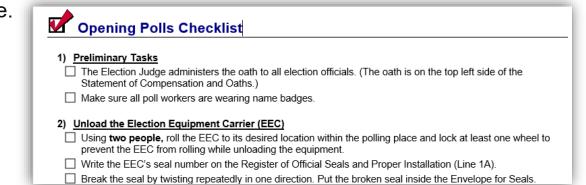


Open <u>only</u> on Election Day!

Note: None of the equipment can be set up prior to Election Day.

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 can monitor locations are online.
- ✓ Set-up <u>all</u> equipment.
- \checkmark Post all signs and notices.



*Do NOT 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
- ✓ 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

EEC # 555		
OPENING POLLS - REGISTER OF OFFICIAL SEALS & PI	ROPER INST	ALLATION
This is one of the most important forms to be completed by the Election Judge		
Date: 08/31/2024		
Authority Conducting the Election: City of Keller Special Election Polling Place/Code: Keller Town Hall / 92016		
Scan Šerial number: 187169 Controller Serial Number: 187539		
RECORD THESE SEAL NUMBERS BEFORE OPENING THE P	OLLS:	
1. From the Election Equipment Carrier (EEC)		
Seal number removed from the EEC.		GR020130
A limportant: Do NOT break or remove this seal until Election Day.		
Seal number removed from the EEC.	0	
B Important: Do NOT break or remove this seal until Election Day.	ă	
2. From the Electronic Pollbook Case(s)	<u> </u>	
A Seal number removed from the Electronic Pollbook Case		YE016448
B Seal number removed from the Electronic Pollbook Case		YE010448 YE016447
3. From the Controller	D	TEU1044/
A Seal number removed from the controller handle	- X	00000757
Seal number removed non the controller handle	<u> </u>	OR002757
B Important: Do NOT break or remove this seal.	Ψ	928
4. From the Duos	<u> </u>	+
A Seal number removed from the Duo handle		+
B Seal number removed from the Duo handle	_	BL052410
C Seal number removed from the Duo handle	=	BL052410 BL052491
D Seal number removed from the Duo handle	()	
E Seal number removed from the Duo handle	<u> </u>	BL052401
	<u> </u>	BL052404
	<u> </u>	BL052408 BL052406
G Seal number removed from the Duo handle		BL052400
H Seal number removed from the Duo handle		BL052403
I Seal number removed from the Duo handle	— –	BL052403 BL052402
J Seal number removed from the Duo handle		
K Seal number removed from the Duo handle	<u> </u>	BL052405 BL052407
L Seal number removed from the Duo handle		DL002407
5. From the Scan		
A Seal number removed from the Scan handle	<u> ()</u>	YE016433
B Seal number used on the inside door of the unit.	Ň	930
Important: Do NOT break or remove this seal.		
6. From the Standalone	<u> </u>	
A Seal number used on the inside door of the unit	<u> </u>	949
Important: Do NOT break or remove this seal.	— 0 —	
B Seal number used on the front of the Curbside Cart	— <u>ŏ</u> —	PU004991
C Seal number used on the Back of the Curbside Cart	<u> </u>	BL050886
7. From the Ballot Box Emergency Bin Slot	~	
Seal number used on the ballot box.	ĽĽ	
A 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.

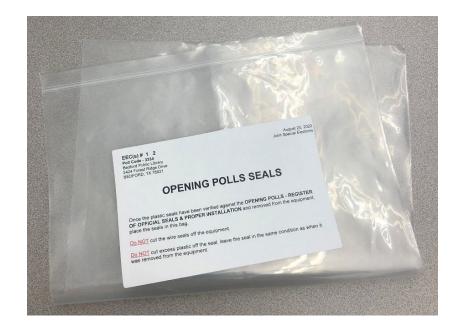
<u>NEW</u>

Seal number on the front and back of the curbside cart.

*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

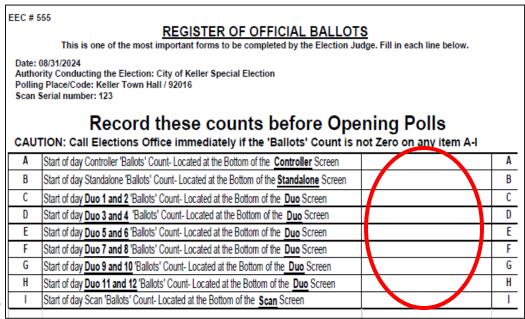
Supply box will have power disc to use for plugging in Poll Pads, printers, MiFi and Verity Controller.



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



*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:

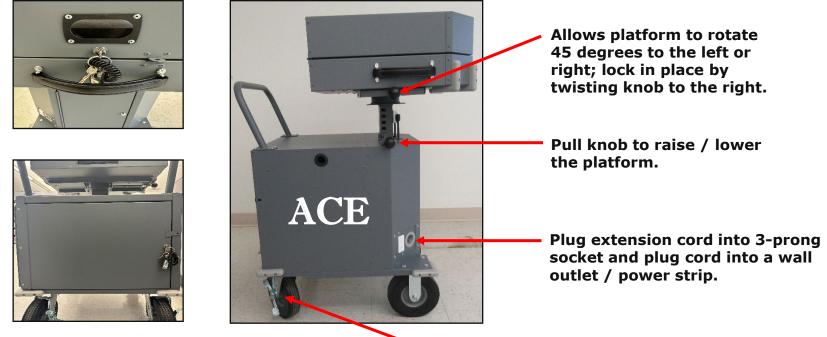
- ✓ Select Ready for use.
- ✓ Enter **Poll Worker Code** and press **Accept**.
- \checkmark Scan the barcode from the pollbook.
- ✓ Verify the **Precinct** (ballot style) is correct and press **Yes**.
- ✓ Have the voter select the displayed number of ballot sheet(s) and press Activate Ballot.
- ✓ The voter is now ready to vote!



New Curbside Cart ACE – Accessible Curbside Equipment

The Duo Standalone will be delivered inside the curbside cart.

Use the round key, color coated in gray, to unlock the cart and the storage space below the handle. Caution: when unlocking the curbside cart be careful as the top pops open.



Locks wheels in place.

Curbside Unit

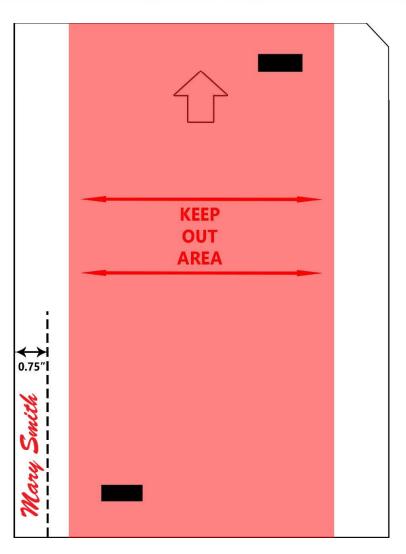
- СИЛВУЛСКИ ОТНИС SPACE ESPACIO PARA VOTACIÓN EN LA ACERA CHỔ BỎ PHIE UBENLE DUYÓNE UNALIABLE POR VOTES PHYSICALLY UNALE IO ENTER THE POLINICO NECHNO PERSONAL ASSISTANCE OR UNURING THEIR HEATH. SQLO DEPONIEL FRAI LOS VOTANTES HISICABENTI INVARIA THE HEATH. UNAR DE VOTACIÓN SIN LA PROBABILIDAD DE AFECTAR SU SAUD. CILIDANTE INOMATOR SU SAUD. CILIDANTE INOMATOR SU SAUD. CALL I LLAMME | GOL 817-838-46554
- Black base (about 12 lbs.), tubes and sign will be inside the curbside cart storage space.
- Assemble 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.

Curbside must be administered and provided at all polling locations in accordance with Sec. 64.009 of the Texas Election code.



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 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, 817-624-1153 - sgodoy@mulhollands.com



Posting Signs and Notices

Prior to opening the polls, post everything in the envelope marked <u>Signs</u> 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.

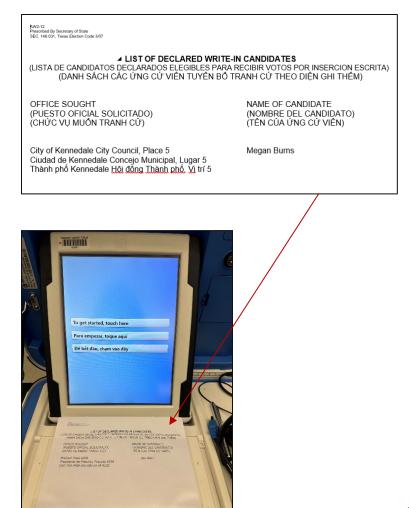
Place 'Vote Here' signs close to the building so voters can locate the entrance to the polling place.

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

Signs must remain posted until the polls have closed, and the last voter has voted.

List of Declared Write-in Candidates

- This election will have write-in candidates.
- Please post the notice in each voting booth and periodically check it is still displayed.

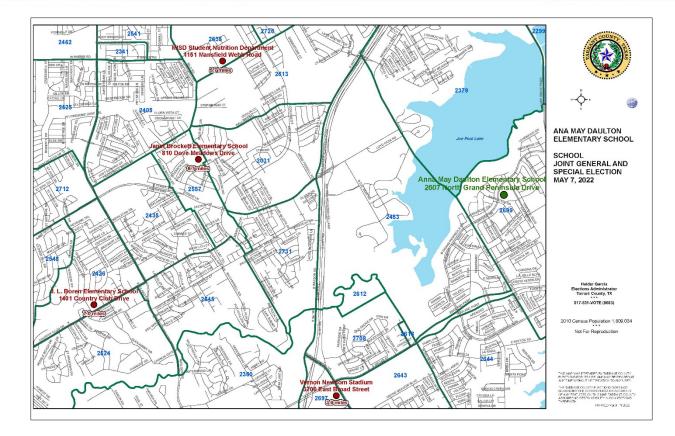


Tarrant County Election Integrity Task Force



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

E-710 NOTICE TO VOTERS

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.

Prescribed by Secretary of State Section 61.007(c). V.T.C.A., Election Code 9/87 EA-710 GPC-1168 NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED (AVISO DEL NUMERO DE VOTANTES QUE HAN VOTADO) (Numbers of Voters) (Número de Votantes) 51 9:30 a.m. 133 11:30 a.m. 207 1:30 p.m. 291 3:30 p.m. 309 5:30 p.m.

Thiver Windell Holmes

Signature of Presiding Judge (Firma del Juez Presidente)

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.

Do not apply stickers to the lanyards included in your supplies.

 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.

Verity Scan

- ✓ <u>Remind voters of the "1-2-3" steps to voting.</u>
 - 1) Check-in
 - 2) Vote
 - 3) Scan
 - \bullet The ballot paper is the official ballot and <u>not</u> a receipt.
 - ✤ Voters must insert their voted / printed ballot into the Scan.
 - Voters who leave the polling site with their printed ballot cannot return to vote and cannot vote a new ballot.
 - ✤ Ballots returned to the polling site must be spoiled.
- ✓ In the event the Verity Scan becomes inoperable call the Elections Office <u>immediately</u> to report the problem and for further instructions.

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; to be taken between September 1, 2024 to current. (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 Watcher Certificates

Poll watchers <u>must</u> provide a copy of the: 'Certificate of Completion' and 'Certificate of Appointment.'



4-26 Prescribed by Secretary of State Sections33.002, 33.005, 33.051 TexasElection Code 9/2023	
CERTIFICATE OF APPOINTMENT OF	POLL WATCHER BY A CANDIDATE
To the Presiding Judge or Early Voting Clerk:	
The following person has been appointed as a poll Election Code].	
Name of Poll Watcher Susan Hernandez	Name of Candidate Harley Quinn
Residence Address of Poll Watcher	Title and Date of Election
2700 Elm Street, Fort Worth, 76111	Joint General and Special Election - 11-5-24
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve
123456789	Tarrant County Plaza Building
Harley Quinn	Harley Quinn
Signature of Candidate or Signature of Campaign Treasurer	Printed Name of Signer
<u>Susan Hernandez</u>	
Signature of Poll Watcher	OLL WATCHER
	e poll watcher before being accepted for service.
"I swear(or affirm) that I will not disrupt the voting p	
dddoo	POLLWATCHER
Sugar Hernender	r for the above appointing authority, do hereby
(printed name of watcher)	tor the above appointing authority, do hereby
swear or affirm that I do not have, in my possessio recording images or sound while serving as a watc serving as a watcher.	
TRAINING R	EQUIREMENT
I understand that I must present a physical copy of State Poll Watcher Training before being accepted	
<u>Susan Hernandez</u> Signature of Poll Watc b er	
Sworn to and subscribed before me this	day of, 20
Signature of Election Judge/Deputy	Printed Name of Election Judge/Deputy

The Election Judge will place the copies inside white envelope labeled Envelope #1, #2, and #4.

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)].

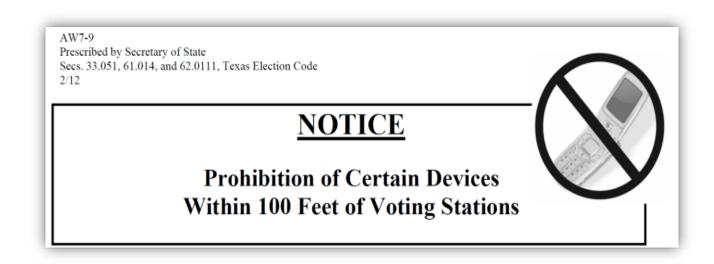
• A candidate's position relative to other candidates in the tabulation of the votes; this offense is a Class A misdemeanor. [Sec. 61.007(a)(2)].

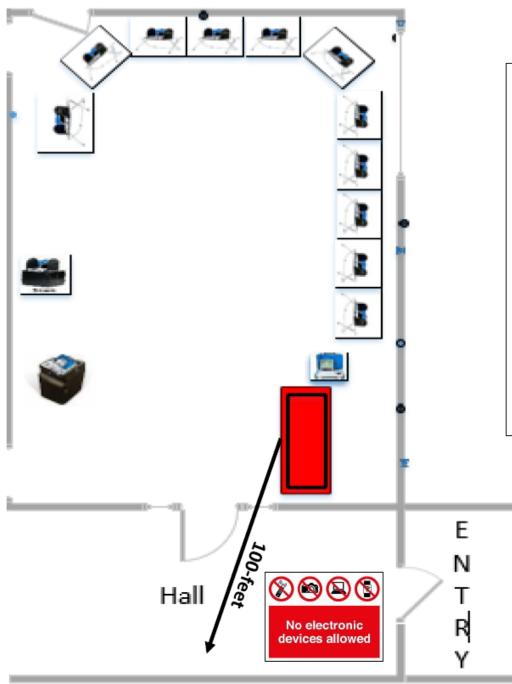
• Whether a measure is passing or failing; this offense is a Class A misdemeanor. [Sec. 61.007(a)(3)].

• 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 wireless communications devices within <u>100-feet of voting stations</u>. (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.
- > Restrooms not necessarily provided for campaign workers.





Persons are <u>not allowed</u> to use a wireless communication device within 100-feet of the voting stations.

Additionally, persons are <u>not allowed</u> to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations.

Said devices <u>include but not limited</u> to cell phones, digital phones, cameras, phone cameras and sound recorders.

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:

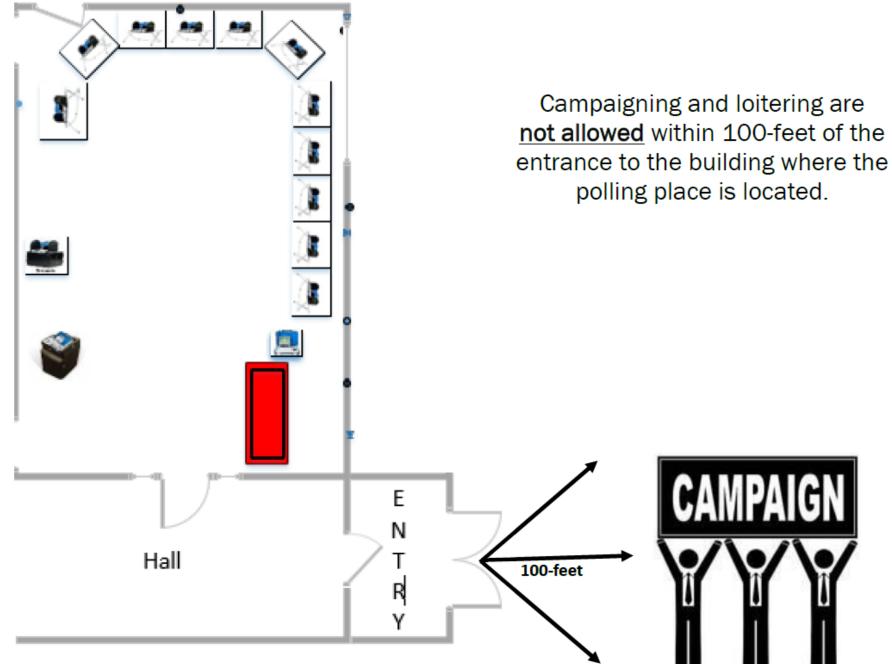
- Campaign workers
- Campaign signs
- Flyers
- Clothing & hats
- Buttons





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 Election Judge has the authority to preserve order and prevent breaches of peace if there are individuals harassing voters while they vote curbside.



Unlawfully Revealing Information

Revealing the following information before the polls close is a Class A misdemeanor:

- Number of votes that have been received for a candidate or for/against a measure.
- Candidate's position relative to other candidates in the tabulation of the votes.
- Whether a measure is passing or failing.
- Names of persons who have or have not voted in the election.

Note: Pollbooks are <u>only</u> for processing voters!

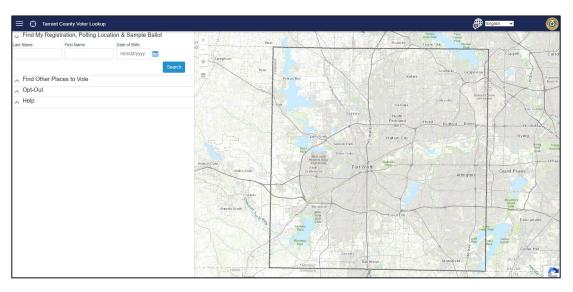
Procedures for Qualifying Voters

- 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.

Qualifying Voters - May 2025

- Pollbook voter data for the May 2025 Election will <u>not</u> include all registered voters, only voters with a ballot style.
- Contact Voter Registration staff to verify registered voters have an applicable ballot.
- Voter can visit <u>https://gisit.tarrantcounty.com/TCVL/</u> for verification.



Reminder: Persons are not allowed to use wireless communication device within 100-feet of voting stations.

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 <u>one</u> of the acceptable forms of 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.

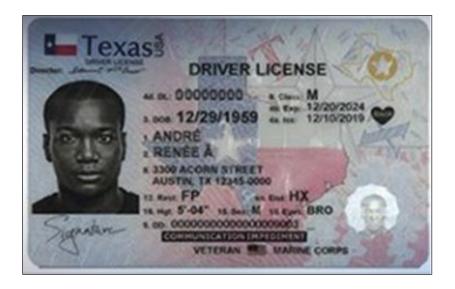
Photo ID Procedure

- 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



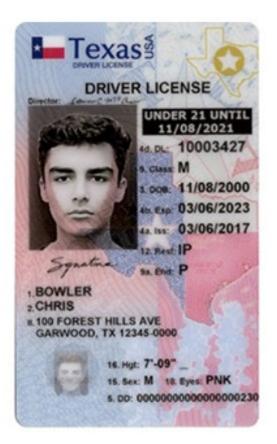
Expiration Date:

- 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



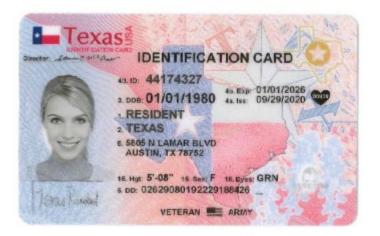
Expiration Date:

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

	TEXAS DEPARTMENT OF PUBLIC SAFETY TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013	
OCATION: 698	TEMPORANT IDENTIFICATION CARD VALID UNTIL 07-18-2013	
ME STAMP: 10.23:39		
ATE STAMP: 06-03-2013		
VISMI COMOR N NOTER REDSTITATION N RECEPT NUMBER: 465DLA795265300	DUDANE UNKRET SAMMA GARTYNE D COMMERCIAR MYCHINEWET NAE BARTE, NA TSY' DA MANYNER STREET RAFYNER TREET	
	THE REAL	
	DATE OF BIRTH: 11-01-1954 EXPIRATION DATE: 11-01-2019	
	SEX: M HEIGHT: 5'07" ISSUANCE DATE: 08-03-2013	
	EYE COLOR: BRO	
ALING ACORESS 24 ARYWHERE STREET NYWHERE, TX 70735	SIGNATURE	
	EMPLOYEE	
For driven known enkeld ouesticknow, plases call 51: 43: 55: 500 or refers to the DPS website at Vour LLUC Card the the proceeding at most warms to PA down Your Luc cardinue to carry the Temporary Permit utility your new card is received. Por notable, assistance related to the biolong issues, plases call 1-00-52:5555. Brandod with Car problems Debrain in the roadway Debrain in the roadway	t www.dos lanas gov or at www.tanas.gov.	
	L OPPORTUNITY EMPLOYER	

- 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



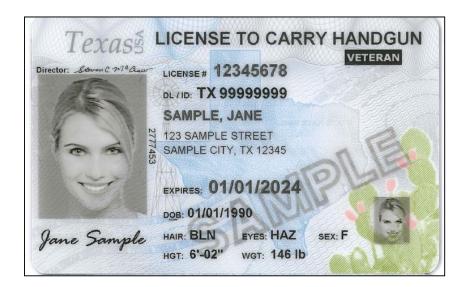
Expiration Date:

- 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 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"





- 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



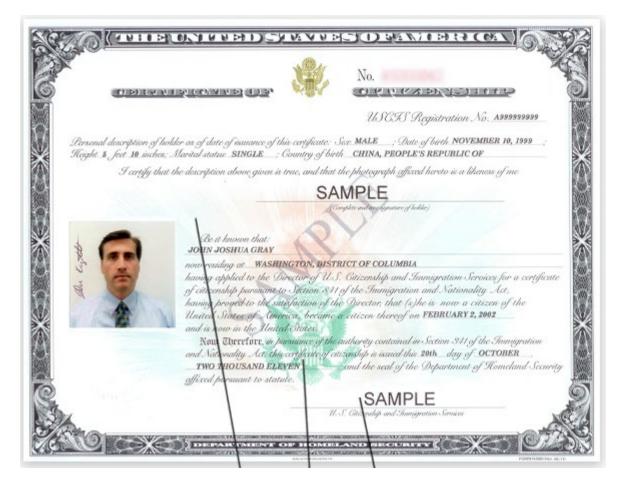
Veterans Affairs ID Cards do not expire.



VHICs may or may not have an expiration date.

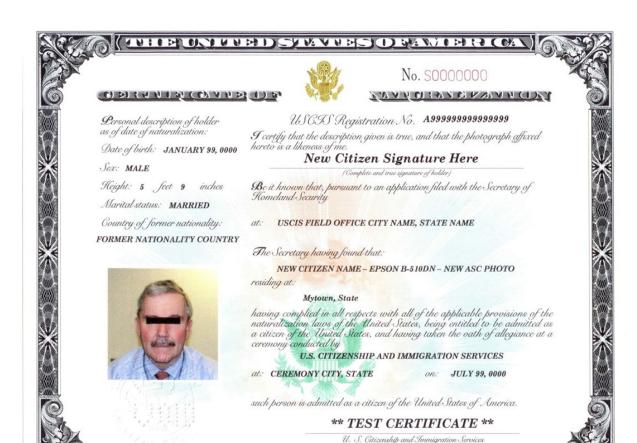
- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

U.S. Certificate of Citizenship



Certificates of Citizenship do not expire

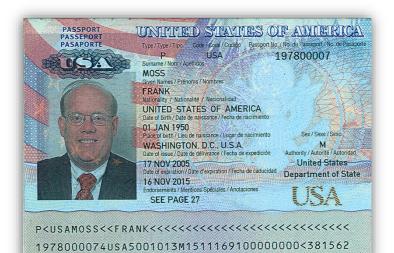
U.S. Certificate of Naturalization



Certificates of Naturalization do not expire

M N-550 (REV. 08 / 10)

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



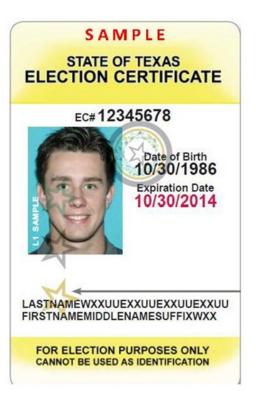
Back



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.

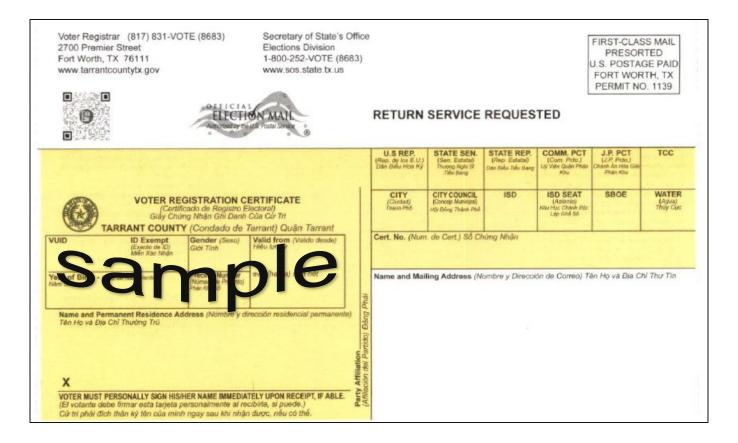
EIC's do not expire for persons 70 years of age and older.

`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

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Concerning from the state of the state		Doctor's Office [] Licensed Birthing	Center 🔯 Hospital	75. Name of Hosp	AM SING tail or Birthing Center, NPI	E (If Not Institution, Give S	ilreet Address)
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1301 W 38TH ST 201 AUSTIN, TEXAS 78745 MARIA ARELIANO 01/02/1 8b: gl N0 _ 00 _ DM _ Mowing _ Deer (Socily) 9b: D Alember 30 feet (Socily) 9b: D Alember 30 feet (Socily) 10 Momen Name Ports Final Manage Final Made Lin: Die viel Minimizer 30 feet (Socily) 10 Momen Name Name Ports Final Manage Final Made Lin: Die viel Minimizer 30 feet (Socily) 10 Momen Name Name Ports Final Manage Final Made Lin: Die viel Minimizer 30 feet (Socily) 10 Momen Name Name Ports Final Manage Final Made Lin: Die viel Minimizer 30 feet (Socily) 10 Momen Name Name Ports Final Manage Final Made Lin: Die viel Minimizer 30 feet (Socily) 10 Momen Name Name Name Name BUCK 05/08/1926 Consectro.TCUT		na Marind Address		sa. Center -l cert	y mat this child was born all	re at the place and time i	and on the date as stated.
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- 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	nk of Texas	640509-040
Austin, Texas 7870 Joe B. Customer 123 Main Street Austin, Texas 7870		
CHECKING SUMMA	RY	
Stating Balance	\$100.00	
DEPOSITS AND ADD	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:

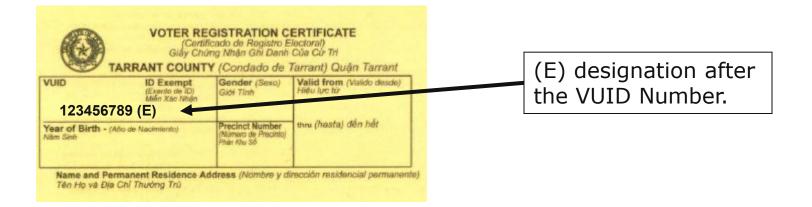
- ✓ Common abbreviations.
- ✓ Same name in different language
- Ex: Enrique Garcia vs Henry Garcia

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 <u>one</u> 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

Poll workers <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. (Form is located in the Pollbook Documents Kit.)
 Once complete and voter provides proper identification, press
 Cast Regular Ballot.
- ✓ 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:

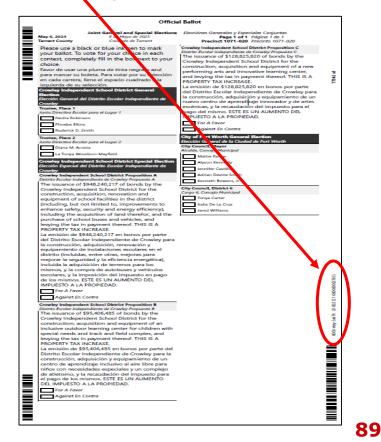
Must sign the Request to Cancel Application for a Ballot by Mail (form is in Pollbook Documents Kit) and voter will vote provisionally.

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

2023	, 84.032(d-1), 85.071	Primary Date of Election	3164 - The Link Authority Conducting the Election	1 D.
	3/5/2024		Tarrant County] Re
	REGISTER OF	SURRENDERED BAL	LOTS BY MAIL	_
Date Ballot by Mail was Surrendered	Name	of Voter	Ballot Serial Number (Not Ballot Style)	
3/5/2024	7	hn Smith	000k-ctyb-8ejdt	
3/5/2024	Mary Jones		000k-vtxy-5ejmd	
				-
				41
ne voter may surrend				
ter has completed the his form shall be used ter the voter and the biling Place, execute orm Instructions; Write the date that Write the voter's ni Write the voter's ni Write the serial nur Verify that the worn Attach the Requess Early Voting; Place	d for Early Voting or election official hav these steps: the ballot was surre- ame on the form. mber of the official to "cancelled" was w t to Cancel a Ballot	Election Day. e completed the Request to ndered at the polling place. allot that was surrendered. itten on all pages of the ball by Mail for Use in the Polling		
ter has completed th is form shall be use. For the voter and the sing Place, execute orm Instructions: Write the date that Write the serial nur Verify that the word Write the serial nur Verify that the word Attach the Reques Early Voting: Place locked container. Election Day: Place Election Day: Dape the undersigned Deg.	d for Early Voting or election official have these steps: the ballot was surre ame on the form. When a surre ancelled 'acancelled' was w to Cancel a Ballot d'cancelled ballo sit the cancelled ballo sit the cancelled ballo sit the Envelope fo outy Early Voting CI	Election Day, e completed the Request to ndered at the polling place. allot that was surrendered. itten on all pages of the ball by Mail for Use in the Polling t and request in the designa- t and request in the designa- t and request in the Enveloy Requests and Cancelled B rk (Early Voting) or Presidir sove and foregoing is a true	the Polling Place. Cancel a Ballot by Mail for Use in the Ballot Style.	
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Record the date the ballot was surrendered, name of voter and ballot serial number, located on right of the printed ballot.



Spoiled Ballots

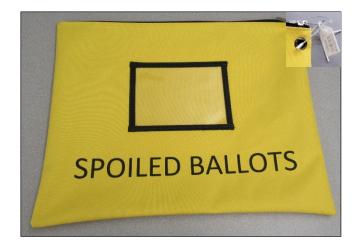
Spoiled Ballot Kit (with white spoiled ballot envelopes, instructions and Register of Spoiled Ballots forms) is inside the Supply Bag.

7-80 Prescribed by Secretary of State Section 64.007, Texas Bection Code 1/2022	Type of Bection Date of Bection 3-1-2022		Polling Location # 3164- The Link Authority Conducting the Bection Tarrant Countur						
REGISTER OF SPOILED BALLOTS									
Ballot Serial Number	Name of Voter		Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn' scan, or other administrative error)				
12-47943-00000694			V						
16-24680-00000729	Mory Jor	nes		V					
, the undersigned Presiding Jud above and foregoing is a true an election. Given under my hand, this	d correct Registe	er of Spoiled Ball	ots for th	e above-mer	ntioned				
		Signature of Pr	esiding .	Judge					
		Printed Name	The of Presid	ing Judge					

- 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.

Provisional Ballot Procedures

A provisional ballot must be offered to:

- > Voter who does not provide an acceptable form of ID.
- Voter whose name on their ID is not substantially similar to the name on official list of registered voters.
- Voter whose identity cannot be verified by ID presented.
- Voter who has received a disability exemption but does not have a voter registration certificate indicating such exemption.
- Voter whose name does not appear on the list of registered voters and does not have a registration certificate, but states they are registered and eligible voter.
- Voter applied for ballot by mail but has not yet properly cancelled the mail ballot application.
- Voter who votes during the polling hours that are extended by state or federal court.

Notice to Provisional Voter

Completed by Polling Place Official

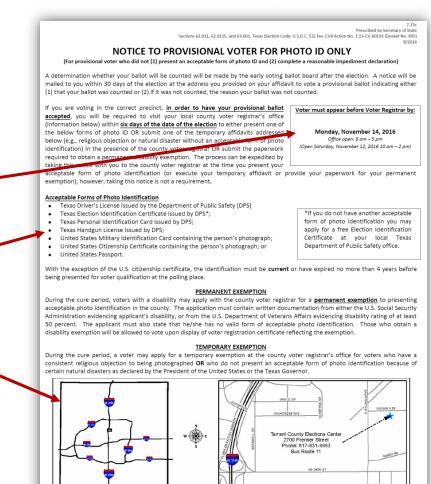
Voter's Last Name:

VUID #

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.



Voter's First Name:

Precinct No

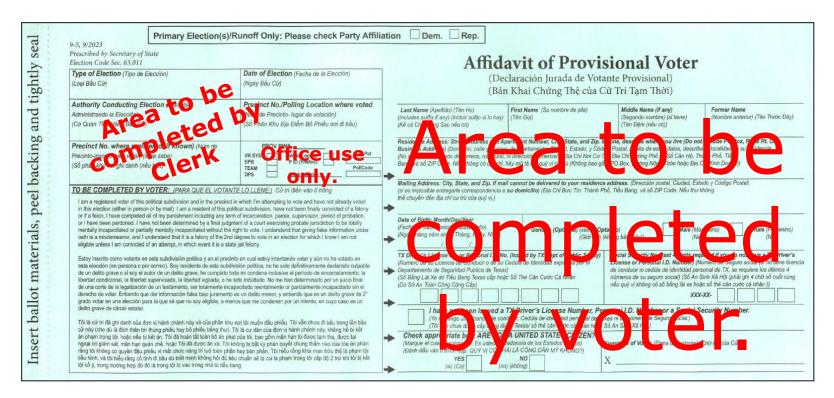
Tarrant County Voter Registrar's Office

2700 Premier Street, Fort Worth, TX 76111

Affidavit of Provisional Voter (front)

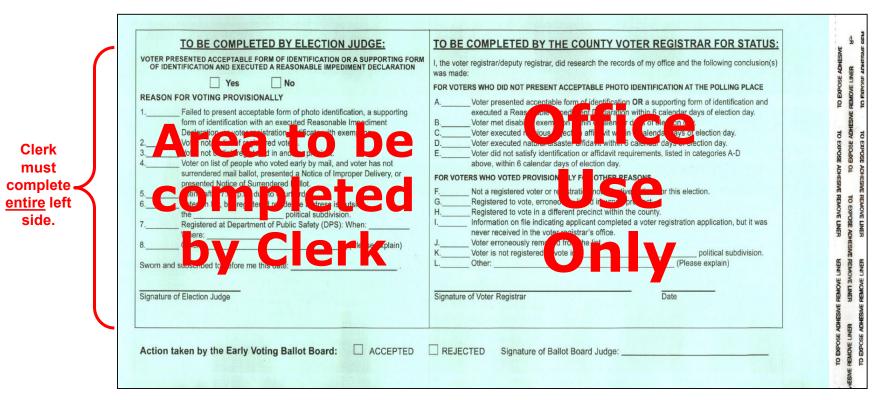
Voter completes the right portion and Election Official completes the left. *Prov Pin # box is left blank.

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.

Provisional Voter

A provisional ballot helps the voter when:

- Voter went to DPS to obtain / update license, but the registration information was not transmitted to Secretary of State.
- > There is an error on the list of registered voters.
- Voter's registration application is smudged or contains poor handwriting.
- A registration update was timely post-marked but was delivered to voter registrar after the official list of registered voters was printed.
- Voter registered through a Volunteer Deputy Registrar (VDR), but the VDR did not turn in the application.

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.

Note: A paper copy of this form is in the clear bag.

Use only if voter has already checked in at the pollbook and requires Assistance / Interpreter.

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.



Ballot Verifier

• <u>HB 5180</u> Clarifies the date by which voted ballots, cast vote records, and ballot images are available for public inspection. Cast vote records and ballot images (if maintained) shall be made available by the general custodian of election records for public inspection no later than the first day after the final canvass of an election.

Ofef Fuer un	50 (0 0	07050	000400	000140
Øfef-5ype-ygr	110 (2-0	27052	000406	1000140)
Test Pvr				Precipt 1881-981
Demonstration Ball	et		8fef-Sype-yonf8	(2-027052-000400000140)
November 5, 2035	57624v3			Page 1 of 1
	t, you must take this CHOICE	record to the se ORDER	parate scanning s'	tation and scan it.
President United States Senator	STEVE RODGERS VICTOR STONE NATASHA ROMANDEF	1 2		
United States Representative State Senator County Judge	NATASHA ROMANOFF NICK FURRY +NO SELECTION+	1		
Sheriff County Commissioner, Precinct No. 2	*NO SELECTION* *NO SELECTION*			
Constable, Place 2 Austice Supreme Court, Place 5 Proposition No. 1	*NO SELECTION* *NO SELECTION* *NO SELECTION*			
Proposition No. 2	<space> +NO SELECTION+</space>			
	<space> ** END OF PAGE **</space>			

- If desired voters are allowed to write down the unique identifier (number in parenthesis) from their ballot.
- Voters' can verify their ballot at: <u>https://ballotverifier.tarrantcountytx.gov</u>



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!

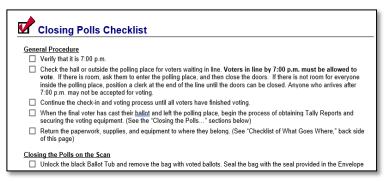




Closing the Polling Place

- ✓ 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 manner in which 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.





Register of Official Ballots

Fill out the 'End of day' counts as you close the polls on the equipment.

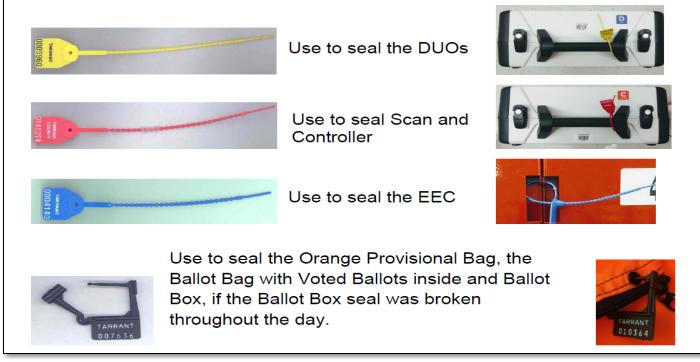
- **Scan** 'Ballots' count is located at the bottom of the screen.
- Number of voters checked in Electronic Pollbook (Poll Pad) displayed at the top center of the screen.
- **Reminder**: Ballots that are stamped with the Judges signature, but not used should be added to "Quantity of unused ballot stock."

	Record these counts IMMEDIATELY AFTER	R Closing Polls	
1	Quantity of Ballot stock received from Elections Office	1000	1
2	Quantity of unused ballot stock		2
3	Quantity of ballot stock used (Line 1 minus Line 2)		3
4	Number of voters checked in on the Electronic Pollbook		4
	TOTAL OF ALL USED BALLOTS		
5	End of Day Scan 'Ballots' Count- Located at the Bottom of the Scan Screen		5
6	Number of Provisional Ballots		6
7	Number of Spoiled Ballots (Include stock used for jams and reprints)		7
8	Number of Thrown Out Ballots (Voter printed but did not run through the Scan before leaving. Ballot is considered abandoned.)		8
9	Number of Irregularly marked ballots		9
10	Number of un-scanned ballots in the Emergency Bin		10
	Total number of ballots accounted for (Add lines 5 + 6 + 7 + 8 + 9 + 10)		11
12	If line 3 does not match line 11 please provide an explanation:		12
13	Total Ballots Voted - if Line 4 does not match line 5 please provide an explanation:	\bigcirc	13

Closing Seals

Envelope for Seals

Return broken Seals in this Envelope



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

Register of Official Seals & Proper Installation

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.

-	π.	3	30

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

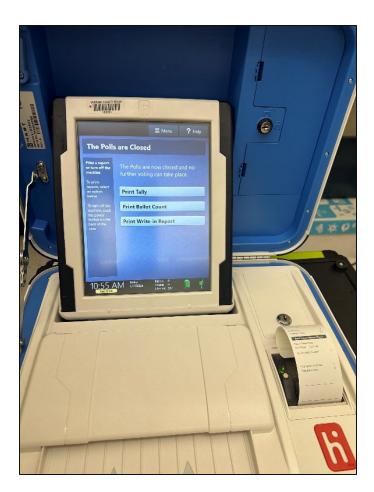
Date: 08/31/2024 Authority Conducting the Election: City of Keller Special Election

Polling Place/Code: Keller Town Hall / ś2016 Scan Sertial number: 187539 RECORD THESE SEAL NUMBERS <u>AFTER CLOSING</u> THE POLLS Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.

	om the Electronic Pollbook Case(s)	
Α	Seal number used to seal the Electronic Pollbook Case handle	
в	Seal number used to seal the Electronic Pollbook Case handle	
	rom the Controller	
	Seal number remaining intact on the inside door	
в	Seal number used to seal the Controller handle	
	om the Duos	
	Seal number used to seal the Duo handle	
	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	
	Seal number used to seal the Duo handle	
J	Seal number used to seal the Duo handle	
_	Seal number used to seal the Duo handle	
	Seal number used to seal the Duo handle	
_	rom the Scan	
	Seal number remaining intact on the inside door	
_		
	rom the Standalone	
	Seal number remaining intact on the inside door Seal number used to seal the Front of the Curbside Cart	
	Seal number used to seal the Back of the Curbside Cart	
_	rom the Ballot Box Emergency Bin Slot	
	Seal number remaining intact on the ballot box, or new seal if replac	ad.
	rom the Orange Provisional Bag	eu -
	Seal used to seal the Orange Provisional Bag	
	rom the Election Equipment Carrier (EEC)	
	Seal used to seal the EEC	
	Seal used to seal the EEC	
	Seal used to seal the EEC	
_	rom the Ballot Transfer Bags	
	Seal used to seal the Transfer Bags containing the VOTED ballots	
	Seal used to seal the Transfer Bags containing the VOTED ballots	
	From the Yellow Spoiled Ballot Bag	
A		

Closing the Scan

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 using 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.

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





Provisional Ballots Bag

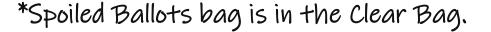
- Completed Affidavit of Provisional Voter envelopes are placed in the orange Provisional Ballots bag.
- Seal bag with the appropriate seal from the Envelope for Seals.
- Record seal number on the Closing Polls
 Register of Official Seals & Proper Installation.
- Bag must be delivered to the Rally Station.





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 Spoiled Ballots 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.





Packing Supply Box

Place the following items inside the supply box:

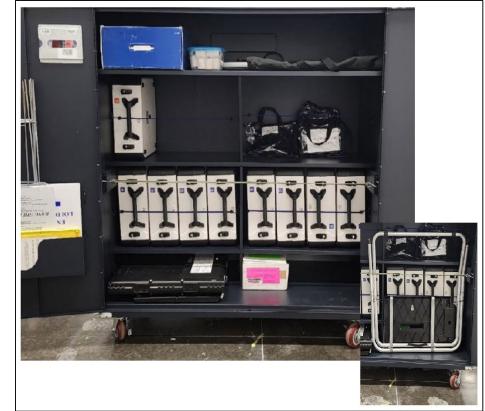
- ✓ Blank ballot stock including leftover ballot stock stamped by the Judge.
- ✓ Extension cords
- ✓ Small power strips
- ✓ Equipment cords
- ✓ Power disc



*Remains at polling place inside the EEC.

Items to Remain at Polling Place

- ✓ Election Equipment Carrier (EEC)
 - 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.



*Follow the example posted inside the carrier on how to properly load.

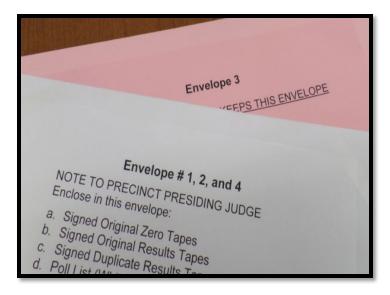
Return Envelopes

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.

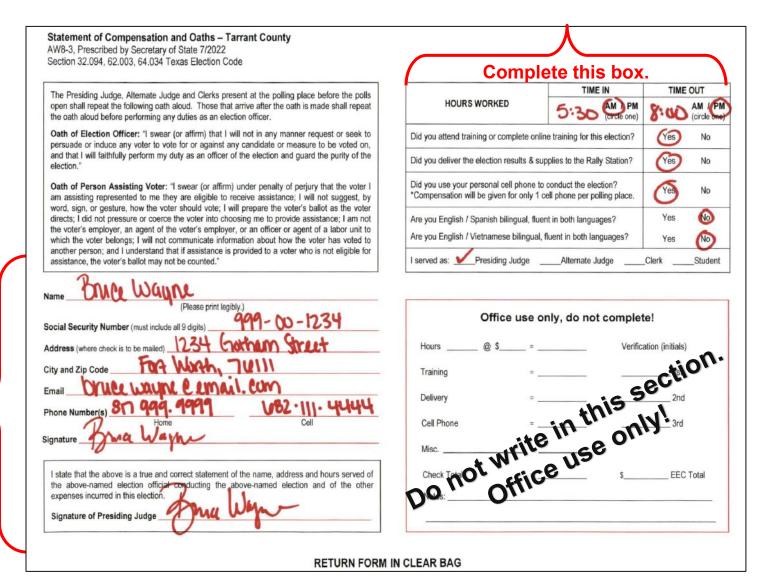


Compensation Form

- ✤ 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</u> not 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.
- **Solution** 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.



Complete entire left side.

Payroll <u>cannot</u> be processed without a full social security number.

Be sure to provide email address and telephone 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.

To reactivate and/or verify bank information, email <u>payroll@cornerstonestaffing.com</u>.

				78.
	Employer Dir	ect Deposit	Sign-Up For	m
Check one: NE	W ENROLLMENT	CHANGE T	O EXISTING DD	
Associate Name:				
Address:				
City:	Sta	te:	Zip:	
Last 4 of SS#				
	OPY OF BANK			
DO NOT H	AND ACC	OUNTING N		ACCEPTED
DO NOT HA				ACCEPTED
I hereby authorize (institution that I has changed in writing company a reasonal	AND ACC	RMATION - IT utomatically deposit n. This sutherization to understand that is understand that	WILL NOT BE.	ectly into the finance e until canceled or a must allow the ze the company to

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.