



ePollbook

# TARRANT COUNTY ELECTION HANDBOOK

BOOKS ARE REUSED EACH ELECTION, PLEASE DO NOT MARK IN THEM  
EDITION: **SPRING 2020**

# Election Day Telephone Numbers

Number & Name	Purpose of Call
<p><b>817-838-4690</b> Help Desk for Election Officials only</p>	<p><b>Listen carefully to the prompts to ensure you are transferred to the appropriate department.</b></p> <ul style="list-style-type: none"> <li>• Unable to enter the polling place</li> <li>• Having equipment difficulties</li> <li>• Need / missing clerks</li> <li>• Need / missing supplies</li> <li>• Determine whether a person is registered to vote</li> <li>• Inquire about an early voting notation</li> <li>• Need to cancel a mail ballot</li> <li>• Question about election forms</li> <li>• Spanish language translation</li> <li>• Vietnamese language translation</li> <li>• Need to report an injury</li> <li>• Transferred to the Secretary of State</li> </ul>
<p><b>817-831-VOTE (8683)</b> Tarrant County Elections main number</p>	<p>Number that can be provided to the public</p>
<p><b>800-252-VOTE (8683)</b> Secretary of State Elections Division</p>	<p>Number that can be provided to the public</p>
<p><b>817-759-7809</b> After-hours emergency number for Election Officials only</p>	<p>Emergencies the night before, only! Number will not be answered on Election Day.</p>
<p><b>817-844-1111</b> Call for correct time</p>	<p>Match your time to the one provided by this number.</p>



# TARRANT COUNTY ELECTIONS ADMINISTRATION

Greetings Election Judges & Clerks:

We want to take this opportunity to thank you for your service on Election Day to the citizens of Tarrant County and to the electoral process. Your job is tremendously important to our county, state, and nation.

This handbook was created to assist you with your Election Day duties and requirements. Please take the time to read the booklet, especially the pages that summarize your duties for preparing the polling place, processing voters, and closing the polling place at the end of the day.

Please contact us should you have any questions regarding your Election Day responsibilities.

Thanks again for your dedication and service to the voters of Tarrant County, we greatly appreciate all of you!

Sincerely,

Tarrant County Elections Administration

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# Voting Equipment Components



## ePollbook

- Check-in qualified voters from this device.
- Use the touch screen to capture voter's signature.
- Generate required forms.



## Controller

- Open the polls on the Duos from this console.
- Poll workers use the AutoBallot barcode reader to scan the Controller Barcode generated by the ePollbook.
- Monitor the status of each voting booth.



## Touch Writer Duo

- Voters will:
  - ✓ enter their access code
  - ✓ insert ballot paper
  - ✓ Use touch screen to mark and review their ballot
  - ✓ print their ballot.



## Scan

- Voter inserts ballot into scanner
- Ballot is cast when American flag is displayed
- Scanned ballots fall into ballot box for secure storage

# Definitions

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**Access Code** – Random and unique code generated by the Controller by scanning the voter's Controller Barcode slip. Used by the voter to access their ballot on the Duo.

**AutoBallot Barcode Reader** – Plugs into the Controller. Used to scan the Controller Barcode slip, produced by the ePollbook, to generate an Access Code.

**Ballot Box** – Black box that the Scan sits on. The Ballot Transfer Bag gets placed inside this box.

**Ballot Transfer Bag** – Collapsible bag that is placed inside the Ballot Box to collect printed vote records.

**Controller Barcode slip** – Generated by the ePollbook. Slip is scanned via the handheld Barcode Reader on the Controller to generate an Access Code.

**Election Equipment Carrier (EEC)** – Cabinet that contains voting equipment and supplies.

**Emergency Ballot Slot** – Located on the top of the ballot box. Slot should remain sealed unless the Scan device cannot accept printed vote records.

**Launchpad Menu** – Menu option from the ePollbook home screen. Provides options to access additional system functions.

**MiFi** – Portable wireless device.

**Poll Worker button** – Blue button on the back each Verity device. On the Touch Writer Duo, it is used for certain actions, such as cancelling a voter's session. On the Scan, the button is used to access the Main Menu.

**Printed Vote Record** – Printed ballot.

**Verity Access device** – An Audio-Tactile Interface (ATI) intended for voters that cannot, or prefer not to, use the touchscreen. Can be attached to any Duo.

**Verity Cables** – Booth connection cords used to daisy-chain the Touch Writer Duos. The first Touch Writer Duo will also be daisy-chained to the Controller.

**Voter Ticket** – Generated from the ePollbook at the completion of the voter check-in. Serves as the voter's receipt.

**Zero Report** – Report that must be printed from the Controller and Scan during the opening polls process.

# Polling Place Layout and Security

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Test the efficiency and accessibility of your arrangement by walking through the polling place as a voter would, including a voter using a wheelchair or walker.

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

At all times, all equipment should remain under your close physical control and should not be left unattended. Do not allow yourself to be distracted.

Pay attention to ports, cable connections and power supplies. Unauthorized persons should not be allowed access to those areas.

Ask for identification of voting machine technicians.

Report any suspicious activity at or around the voting machines to Elections Administration.

Persons are not allowed to use a wireless communications device within 100-feet of the voting stations. Additionally, persons are not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. Said devices include, but are not limited to, cell phones, digital phones, cameras, phone cameras and sound recorders. A voting station is the area where the voter marks the ballot.

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

# Sample Supply Checklist

See the Supply Bag for the most accurate list.

## Supply Bag Checklist

### Clear Return Bag

- "I VOTED" Stickers
- "Future Voter" Stickers
- Equipment Key Envelope
  - Keys
  - "May I Help You" Election Official Name Badges
  - Bilingual Assistance Stickers
  - Wet/Dry Screen Cleaning Wipes
  - Disposable Headphone Covers
- Notice of Total Number of Voters Who Have Voted Sign
- Compensation Envelope
  - Instructions for Statement of Compensation
  - Statement of Compensation Sheets and Oaths
  - Instructions for Statement of Officer
  - Statement of Officer
  - Employee Acknowledgement of Workers' Compensation Network
  - Cornerstone Direct Deposit Forms
- Register of Official Ballots
- Opening Polls Packet
  - Opening Polls Register of Official Seals and Proper Installation
  - Opening Polls Checklist (*Blue sheet*)
- Closing Polls Packet
  - Closing Polls Register of Official Seals and Proper Installation
  - Closing Polls Checklist (*Pink sheet*)
- Items to Return to Rally
- Envelope for Requests and Cancelled Mail Ballots
- Return Envelope Set
  - Envelope #1, #2, and #4 (White)
  - Envelope #3 (Pink)
- Orange Provisional Bag
- Large Spoiled Ballot Envelope
  - Instructions for Spoiled Ballot Envelope
  - Register of Spoiled Ballots
  - Small White Spoiled Ballot Envelopes
- Thrown-out Ballot Envelope
- Envelope for Seals
  - Yellow Seals
  - Red Seals
  - Blue Seals
  - Black Seals
- Verity Voting Equipment Handbook
- Precinct Central ePollbook Poll Worker Booklet
- List of Write-In Candidates Envelope (*if applicable*)
- Location Map

### Signs and Notices to Be Posted

- Booth Numbers
- Language Assistance
- Distance Marker
- Hand Sanitizer
- No Public Restrooms
- Firearm Notice
- No Electronic Devices
- Scan Your Ballot Here
- Vote Here
- Using the Verity Voting System
- S.O.S Voter Complaint Information
- Wheelchair Accessible Kit
  - Common Courtesies and Guidelines
  - Small
  - Up Arrow
  - Left Arrow
  - Right Arrow
- Notice of Voting Order Priority
- Voter Information
- Photo ID Required (11 x 17)

### Envelope with Additional Materials

- Voter Complaint Pad
- Services Available To Voters with Special Needs in Texas (*English, Spanish, Vietnamese*)
- Mark and Print Your Ballot Instructions
- Verity Access Instructions
- Poll Watcher's Guide with Name Badge
- SOS Handbook For Election Judges and Clerks
- Election Inspector Handbook
- Providing Identification for Voting Booklet

### Envelope for Provisional Voter Forms and Procedures

- Notice to Provisional Voter for Photo ID
- Provisional Ballot Checklist
- Provisional Green Envelope Sample
- Affidavit of Provisional Voter Envelopes

## **Supply Bag Checklist**

### **Envelope of Forms to Be Completed**

- Voter Registration Applications (*English*)
- Voter Registration Applications (*Spanish*)
- Voter Registration Applications (*Vietnamese*)
- Statement of Injury Forms
- Standard Affidavit
- Registration Omissions List
- Chain of Custody Log

### **Envelope for Miscellaneous Supplies**

- Black Pens
- Red Pens
- Marks-a-Lot Marker
- Masking Tape
- Electrical Adapter
- Scratch Pad
- Magnifier
- Signature Guide

### **Curbside Voter Kit**

- Curbside Voting Instructions
- Curbside Voting Wheelchair Accessible Sign
- Curbside Call Bell
- Curbside Call Bell Receiver

### **Stamp Pad Kit**

- Stamp Pads

### **Envelope for Ballot Secrecy Folder**

- Ballot Secrecy Insert

### **Hand Sanitizer Bottle**

Place bottle back in the plastic bag at the end of day to avoid leakage

### **Photo ID Required**

8 ½ x 11 in Plastic Sign Holder

### **Sample Ballot Binder**

### ***If applicable for this election***

#### **Primary Party Kit**

- Certification Of Voting In Party Primary Pads
- Party Rubber Stamps
- Affidavit of Non-Participation and Affiliation
- Party Signs

- Entity Signs

- Bond Election Binder

# Quick Reference Guides

**Quick Reference Guides**



# Preparation and Opening the Polls

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Refer to the Opening Polls Checklist, found in the Clear Bag, for guidance.

## 2-3 days prior to Election Day

- Verify you have contact information for your Election Day polling place. The names and phone numbers of the facility's contacts are listed on the 'Request to use facility' form that was mailed to the Election Judge. It is vital that you have the form with you on Election Day.
- Make arrangements with the facility for entry and exit of the building on Election Day.
- Contact clerks to confirm they are available to work on Election Day.
- Pick up supplies at Tarrant County Elections Administration during the designated dates and times.
- Go to your Election Day polling place and check on the following:
  - Is the voting equipment there? Are the voting booths there?
  - Is the correct polling place listed on the Equipment Carrier?
- Need additional tables and/or chairs? If so, immediately notify the Election Day unit at 817-831-6497.

## Election Day

- Arrive at the polling place no later than 6:00 a.m.
- The Election Judge must administer the Oath of Election Officer to all election officials. The oath is located on the top left side of the **Statement of Compensation and Oaths**.
- Make sure all poll workers are wearing name badges.

### Opening and Unloading the Equipment Carrier

- Roll the carrier to its desired location in the polling place.
- Verify and record the carrier seal number on the applicable line(s) of the **Opening Polls - Register of Official Seals and Proper Installation** form. Break the seal and put it in the **Envelope for Seals**.
- From the **Key Envelope**, use the round brass key to unlock the carrier.
- If necessary, two Election Officials should unload the Controller, Duo and Scan carrying cases.
- Remove all other supplies from inside the carrier.

### Setting up the ePollbooks

- Retrieve power tower from the supply box and pull out the power cord. If cord gets stuck, turn the top of the handle counter-clockwise and pull on the cord; plug it into an outlet near the check-in table.
- Place the ePollbook case(s) on the check-in table. Verify and record the seal number(s) on the applicable lines of the **Opening Polls - Register of Official Seals and Proper Installation** form. Break the seal and put it in the **Envelope for Seals**.
- Remove all contents from the case; ePollbooks, MiFi, printers and all charging cords.
- Turn on the MiFi by pressing the power button at the top of the device. Plug it into the power tower.
- Open the ePollbooks and plug them into the power tower. They should automatically turn on.
- Plug the printers into the power tower and turn them on.
- Touch the red, white and blue icon on the ePollbook, then press the start button.
- A poll worker shall log into the ePollbooks by entering their first and last name.
- When prompted if the device is being used by an Election Judge, always answer yes.
- Enter the password, that is found inside the **Key Envelope**, and press unlock device.
- The zero report will generate; tear it off and file it in the envelope labeled **Envelope #1, #2 and #4**.
- The home screen will appear; this is the screen you should go back to after every check-in.

### Setting up the Controller – Note this device takes about 5 to 8 minutes to boot up

- Set the Controller next to the ePollbooks on the check-in table.
- Verify and record the seal number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Break the seal and put it in the **Envelope for Seals**.
- Open the case and without removing the tamper seal that is inside, verify and record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Do not remove this seal.
- Retrieve the power cord and brick from inside the blue compartment door on the case and plug the

- cord into the brick. Close the case.
- Plug the round end, flat side up, of the cord firmly into the back of the case in between the poll worker and Power Button. Plug the power end into the power tower.
- From the supply box, grab a verify cable and plug either end, smaller side up, into the back of the case underneath the word verify cables.
- Open the case again and insert the round key color coded in black into the keyhole near the blue compartment door. Turn the key to the left and leave it in place.
- Raise the blue latch on the upper left corner of the tablet, lift out the tablet and set it in the cradle.
- Tilt the tablet back and lock it into place by turning the key to the right. Remove the key.
- Retrieve the AutoBallot barcode reader from the supply box and plug it into the base of the case.
- Press the red Power Button on the back of the case. The tablet screen will go black for a short period.
- A power-on self-test report will print, then press Print Zero Report.
- Press Open the Polls and type in the password that is found inside the **Key Envelope**. (*Different than ePollbook password.*)
- Tear off the zero report and the Judge and one more official shall sign it at the bottom. File the report in the envelope labeled **Envelope #1, #2 and #4**.
- Record the zero-ballot count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form, which can be found inside the Clear Bag.

### **Setting up the Ballot Box**

- With the pull to set up stickers facing the top, position the folded ballot box on the floor.
- Unlatch the four clips, two on each side, and pull open the box.
- Reach inside and lower the floor panel.
- Release the lid by unhooking the 3 small bands from the 3 pins located at the bottom of the lid.
- Lift the lid, lay it on the ballot box and press it down.
- Record emergency bin slot seal number on the applicable line of the **Opening Polls - Register of Official Seals & Proper Installation** form. (Seal is to remain intact unless instructed otherwise by the Elections Office.)
- Unlock the large front door with the round gray key.
- Use your foot or hand to firmly press on the Press Here points to lock the floor into place.
- Prepare the Ballot Transfer Bag by unfolding it. Push the braces down and out to form each side of the bag and then tuck the braces under the velcro strips.
- Slide the open Ballot Transfer Bag into the Ballot Box.

### **Setting up the Scan – Note this device takes about 5 to 8 minutes to boot up**

- Place the Scan on the Ballot Box, with the handle facing the large door of the box, while aligning the footpads on the indentions.
- Verify and record the seal number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Break the seal and place it in the **Envelope for Seals**.
- Reach underneath the Ballot Box lid and push the hanging cord away from you to lock the Scan into place. Gently lift the Scan by its handle to confirm it's secured on the box.
- Close and lock the Ballot Box door with the round gray key.
- Open the case and without removing the tamper seal that is inside, verify and record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Do not remove this seal.
- Retrieve the power cord and brick from inside the blue compartment door on the case and plug the cord into the brick. Close the case.
- Plug the round end of the cord, flat side up, firmly into the back of the case in between the poll worker and Power Button. Plug the power cord into a wall outlet.
- Open the case again and insert the round key color coded in black into the keyhole near the blue compartment door. Turn the key to the left and leave it in place.
- Raise the blue latch on the upper left corner of the tablet, lift out the tablet and set it in the cradle.
- Tilt the tablet back and lock it into place by turning the key to the right. Remove the key.
- Press the red Power Button on the back of the case. The tablet will go black for a short period.

- Once it appears, press Print Zero Report.
- Press Open the Polls and type in the password that is found inside the **Key Envelope**. (*Different than ePollbook password.*)
- Tear off the zero report and the Judge and one more official shall sign it at the bottom. File the report in the envelope labeled **Envelope #1, #2 and #4**.
- Record the zero-ballot count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.
- Attach a privacy screen to each side of the Ballot Box.
- Flashing green lights will light up on the base of the Scan and the tablet will display “Ready for use, to cast your ballot, insert it”.

### **Setting up the Duos**

- Plug the long power strip into the nearest outlet where the voting booths will be set up.
- Take traffic flow and privacy into consideration and set up the tray tables that are aligned next to the Equipment Carrier.
- The ADA accessible tray shall be the second to last booth.
- The curbside voting booth, or large black rolling cart, shall be the last booth.
- Place a Duo on each of the trays and on the curbside booth.
- Reach underneath each tray and push the silver latch away from you to secure the Duos onto the trays. Confirm they are secured by gently lifting them by the handle.
- Verify and record each seal number on the applicable lines of the **Opening Polls - Register of Official Seals and Proper Installation** form.
- Break the seals and place them in the **Envelope for Seals**.
- Open each case and retrieve the power cord and brick from inside the blue compartment door. Plug the cord into the brick and close the case.
- Plug the round end of the cord, flat side up, firmly into the back of the case in between the poll worker and Power Button. Plug the power end into the long power strip.
- Grab the free end of the Verity Cable that is plugged into the Controller and firmly plug it into the back of the first Duo underneath the wording ‘Verity Cables’.
- Grab another Verity Cable from the supply box and plug either end into the second port of the first Duo. Plug the free end of the cable into the next Duo.
- Repeat the Verity Cable steps until you have daisy chained all your Duos.
- Take the Verity Access device from the supply box and place it in the cradle of the ADA tray.
- Plug the device into the back of the Duo, in the port between the Power Button and Verity Cables.
- Open the case again and insert the round key color coded in black into the keyhole near the blue compartment door. Turn the key to the left and leave it in place.
- Raise the blue latch on the upper left corner of the tablet, lift out the tablet and set it in the cradle.
- Tilt the tablet back and lock it into place by turning the key to the right. Remove the key.
- Press the Power Button on the back of each Duo. The tablets screen will go black for a short period.
- Record the zero-ballot count, shown at the bottom of each screen, on the applicable lines of the **Register of Official Ballots** form.
- Assign each booth its corresponding number.
- Attach a privacy screen to both sides of each voting booth.
- The Duos will display, ‘To get started touch here’ in English, Spanish and Vietnamese.

### **Other Tasks**

- Setup the Curbside Call Bell that is inside the white cardboard box (located near the trays).
- Locate the Curbside Voter Kit (inside the Supply Bag). Attach, plug in and test the Call Bell Receiver.
- Post notices, signs, sample ballots, and distance markers.
- Have the **Envelope for Provisional Voter Forms and Procedures** readily accessible.
- The Election Judge must sign (red ink only) a supply of blank ballot paper; by hand or with a stamp.
- Place the signed ballots face down on the qualifying table; ensure they are not in sequential order.
- Remove all campaign signs / materials placed within 100 feet of the entrance to the building where the polls are located. If needed, use the provided 100’ tape measure to determine the exact distance.

# Qualifying Voters

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## Acceptable Forms of Photo Identification

Except for the U.S. Citizenship Certificate, for voters aged 18-69, the acceptable form of photo identification must be current or have expired no more than 4 years. Persons 70 years of age or older may use a form of acceptable photo identification that has expired if the identification is otherwise valid.

- **Texas Driver License** issued by the Department of Public Safety (DPS);
- **Texas Election Identification Certificate** issued by DPS;
- **Texas Personal Identification Card** issued by DPS;
- **Texas Handgun License** issued by DPS;
- **United States Military Identification Card** containing the person's photograph;
- **United States Citizenship Certificate** containing the person's photograph; or
- **United States Passport** (book or card).

## Reasonable Impediment Supporting Forms of ID

**Reasonable Impediment Declaration** – Persons who do not possess and cannot reasonably obtain an acceptable form of photo identification can fill out a declaration at the polls describing the reasonable impediment to obtaining one and show a copy or original of one of the following supporting forms of ID:

- Government document that shows person's name and an address; including voter registration certificate
- Current utility bill
- 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 person's identity (may include foreign birth document)

## Procedure for Qualifying Most Voters:

- ✓ Ask the voter for an acceptable form of identification.
- ✓ Confirm voter eligibility by scanning their driver license or searching their name in the ePollbook. If they are not in the ePollbook or if the voter is noted as having voted early, see the 'Special Situations' section.
- ✓ Ask voter, "Have you moved?" If they have moved, see the 'Special Situations' section.
- ✓ Complete the check-in process by following all the prompts.
- ✓ Voter keeps the Voter Ticket as their receipt. The Controller Barcode is scanned by an Election Official (on the Controller) to issue the voter an access code.

## Exemptions to Photo Identification Requirement

**Permanent exemption** - Voters with certain disabilities may apply with the county voter registrar for a permanent photo ID exemption. The applicant must provide documentation of (1) any disability from the U.S. Social Security Administration, or (2) at least 50 percent disability rating from the U.S. Department of Veterans Affairs. The applicant must also state they have no valid form of identification. Those who obtain a disability exemption will be allowed to vote by presenting a voter registration certificate reflecting the exemption, and will not need to execute a Reasonable Impediment Declaration.

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

## Special Situations:

### If voter states they have moved from the address shown on the ePollbook:

1. From the Voter Identification screen select 'No, Needs Changes'
2. When asked 'Does the name on the ID match exactly?' select 'Yes, Address Changes'
3. The Statement of Residence screen appears, which allows you to edit the voter's name and/or residence address. Follow the prompts to complete the change.
4. The Statement of Residence form will generate at the end of the check-in.
5. After voter completes the form, file it in the envelope labeled **Envelope #1, #2 and #4**.

### Voter cannot be found in the ePollbook

- Call Voter Registration:
  - a. If the voter is not registered, the voter can vote a provisional ballot.
  - b. If the voter is registered, see the **Registration Omissions List**, found inside the **Envelope of Forms to be Completed**.

### Voter disagrees with Early Voting notation

- If voter is noted as having Early Voted, the voter is not eligible to vote. If voter claims not to have voted early, call the designated number for Early Voting to verify the voter was not noted in error.
- If the voter was issued a ballot by mail but now wishes to vote on Election Day and regardless of whether the voter has the mail ballot with them:
  1. Call the designated number for Early Voting to confirm the mail ballot status.
  2. After confirming voter eligibility, the Absentee Surrender screen will appear. Select 'Yes' when asked 'Has the voter surrendered the absentee ballot?'
  3. Upon completion of the check-in process, the 'Request to Cancel Application for a Ballot by Mail' will generate.
  4. The completed Request to Cancel and the cancelled mail ballot will go into the Envelope for Requests and Cancelled Mail Ballots.
- If unable to confirm by phone, voter is eligible to vote provisionally.  
Note: Limited ballots are only available during Early Voting.

## Provisional Voters

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

Instructions and provisional voter qualifications can be found in the 'Processing Provisional Voters' section on pages 73 and 74.

# Closing the Polls

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Refer to the Closing Polls Checklist, found in the Clear Bag, for guidance.

## Getting Ready to Close the Polls

- Near closing time, check the hallway and surrounding areas for voters searching for the voting area.
- Voters in line by 7:00 p.m. must be allowed to vote. If there is room, ask them to enter the polling place and close the doors. If there is not room for everyone, position a clerk at the end of the line until the doors can be closed. Pleasantly, but firmly, turn away those who arrive after the last eligible voter.
- Continue the check-in and voting process until all voters have finished voting.
- When the final voter has cast their ballot and left the polling place, begin the closing polls process.

## Closing the ePollbooks

- Record the number of check-ins displayed at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.
- Print a Provisional Log – from the Launchpad Menu, select Check-In Logs.
- Make the following column selections: **No** (Include Cancel); **Only** (Include Provisional) and **This Location** (Include For). The selections made will be highlighted in green.
- Press Print and select Yes, that you are sure you want to print the selected data.
- Record the total number of provisionals, printed at the bottom of the Check-In Logs, on the applicable line of the **Register of Official Ballots** form.
- The Election Judge signs the log in the appropriate line and places it in the orange Provisional Bag.
- Press the Home button. From the Launchpad Menu, select Logout.
- Select Close the Election and Yes, that you are sure you want to continue.
- Enter the same password used to sign-in. (Found inside the **Key Envelope**.) Press Lock Device.
- Device Locked will appear; press the Home button.
- Turn off the ePollbook by pressing the power button. Slide to Power Off will appear; slide the on-screen button to the right.
- Unplug the ePollbook power cords.
- Power off the stationary printer and unplug it. Unplug the brick from the power cord.
- Power off the portable printer and unplug it. Remove the cord from the port and unplug the brick from the cord.
- Turn off the MiFi device and unplug it.
- Place all cords, both printers, MiFi and ePollbooks back into the carrying case.
- Seal the case with the appropriate seal from the **Envelope for Seals**.
- Record the seal number(s) on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- **SEALED CASE(S) CONTAINING THE ePOLLBOOKS MUST BE DELIVERED TO THE RALLY STATION.**

## Closing the Controller

- Record the Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.
- Select Menu from the top of the screen, then Close Polls.
- When prompted, select Yes, Close the Polls. Enter the same code that was used to sign-in. (Found inside the **Key Envelope**.) Press Accept.
- The Ballot County Summary Report automatically starts generating. Select Print Ballot Count to print a second copy of the report.
- Print the Access Code Summary report twice.
- The Judge and one more official shall sign the bottom of each report.
- Use the numbers from the Access Code Summary report to fill in the applicable lines of the **Register of Official Ballots** form.
- Place one copy of each report in the white envelope and in the pink envelope.
- Unplug the handheld barcode reader and place it in the supply box.

- Press the red Power Button on the back of the case and unplug the power cord and Verity Cable. Place the cords in the supply box.
- Verify the screen on the tablet is completely black before removing it.
- Insert the round key, color coded in black, into the keyhole near the blue door and unlock the tablet by turning the key to the left.
- Remove the tablet form the cradle and place it back in the slot.
- Lower the blue latch to secure the tablet and turn the key to the right to lock the tablet in place.
- Without removing the tamper seal that is inside, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- Seal the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- **SEALED CASE CONTAINING THE CONTROLLER GOES BACK INTO THE EQUIPMENT CARRIER.**

### Closing the Scan

- Remove the privacy screens and place them in the black canvass bag.
- Record the Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.
- Press the blue Poll Worker button on the back of the case.
- From the tablet screen, select Close Polls, then Yes, Close the Polls. Enter the same code that was used to sign-in. (Found inside the **Key Envelope**.) Press Accept.
- The Tally Summary Report by Contest will generate. Select Print Tally to print a second copy.
- Print the Ballot Count twice.
- The Judge and one more official shall sign the bottom of each report.
- Place one copy of each report in the white envelope and in the pink envelope.
- Press the red Power Button on the back of the case.
- Unplug the power cord and place it in the supply box.
- Verify the screen on the tablet is completely black before removing it.
- Insert the round key, color coded in black, into the keyhole near the blue door and unlock the tablet by turning the key to the left.
- Remove the tablet form the cradle and place it back in the slot.
- Lower the blue latch to secure the tablet and turn the key to the right to lock the tablet in place.
- Without removing the tamper seal that is inside, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- Seal the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- Unlock the large front door, with the round gray key, and pull the hanging cord towards you to release the Scan case.
- **SEALED CASE CONTAINING THE SCAN MUST BE DELIVERED TO THE RALLY STATION.**

### Closing the Ballot Box

- Record the emergency bin slot seal number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- With the large front door, unlocked and opened, remove the gray Ballot Transfer Bag with the voted cast ballots inside.
- Seal the Ballot Transfer Bag with the appropriate seal from the **Envelope for Seals** and record the number on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- **SEALED BALLOT TRANSFER BAG(S) MUST BE DELIVERED TO THE RALLY STATION.**
- Use the loops on the floor panel to raise it to an upright position. Close and lock the large front door with the round gray key.
- Lift the lid and bring it over the large front door. Secure the lid by hooking the 3 small bands onto the 3 pins located at the bottom of the lid.
- Carefully push in the sides of the box to collapse the unit and latch the four clips.
- **BALLOT BOX GOES BACK INTO THE EQUIPMENT CARRIER.**

## **Closing the Duos**

- After the polls have been closed on the Controller, remove the privacy screens from the Duos and place them inside the black canvass bag. Put the bag in the Equipment Carrier.
- The Duos are powered off by pressing the red Power Button on the back of each case.
- Unplug the power cords and Verity Cables place them all in the supply box.
- Unplug the Verity Access device and place it back in the supply box.
- Verify the screens on the tablets are completely black before removing them.
- Insert the round key, color coded in black, into the keyhole near the blue door and unlock the tablet by turning the key to the left.
- Remove the tablet from the cradle and place it back in the slot.
- Lower the blue latch to secure the tablet and turn the key to the right to lock the tablet in place.
- Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the numbers on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- Reach underneath each tray, and pull on the latch to release the Duos.
- **SEALED CASES CONTAINING THE DUOS GO BACK INTO THE EQUIPMENT CARRIER.**
- From the back of each tray, reach underneath, and pull the canvass handle towards you which will allow the tray to collapse.
- The ADA tray will need to be secured with the two bands, one on each side.
- ADA tray goes into Equipment Carrier; the rest of the trays are aligned next to the carrier.

## **Put the following items in the Equipment Carrier at the end of the night:**

- **Black ballot box** – collapsed and folded; place at the back of the Equipment Carrier
- **Duos** – sealed with the appropriate seal
- **Controller** – sealed with the appropriate seal
- **Privacy screens** – placed inside the black canvass bag
- **Supply Box** – with all unused ballot paper, the Verity cables and Access device, equipment cords, power tower, extension cords and small power strips.
- **All other items as shown on the poster inside the Carrier** – ADA accessible voting booth, outdoor signs, and the 100' tape measure
- **Seal the Equipment Carrier** with the appropriate seal from the **Envelope for Seals** and record the number(s) on the applicable lines of the **Closing Polls – Register of Official Seals & Proper Installation** form.

## **Election Judge keeps Envelope #3 (pink envelope)**

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

## **General Reminders**

- Seal the orange Provisional Bag with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls – Register of Official Seals & Proper Installation** form.
- Remove and pack the Curbside Call Bell unit and receiver.
- Remove all signs that were posted inside and outside the polling place.
- Complete the **Statement of Compensation and Oaths** form ('Time Out' is the time you leave the polling place); return them in the **Compensation Envelope**.
- Leave the polling place in a clean and secure condition.

# What Goes to the Rally Station

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The following items **MUST** be delivered to the Rally Station at the end of the night:

1. **ePollbook case** – sealed with the following inside:

- ✓ ePollbooks
- ✓ MiFi
- ✓ Printers
- ✓ Power cords (for the ePollbook, MiFi and printers)

2. **Scan** – sealed with appropriate seal

3. **Ballot Transfer Bag** – sealed with voted cast ballots inside.

4. **Clear Bag** with the following items inside:

- ✓ Key Envelope with the keys to the equipment and Equipment Carrier
- ✓ Orange Provisional Ballots bag sealed with all completed Affidavit of Provisional Voter envelopes
- ✓ Compensation Envelope with completed forms enclosed
- ✓ Cell phone, if one was issued

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

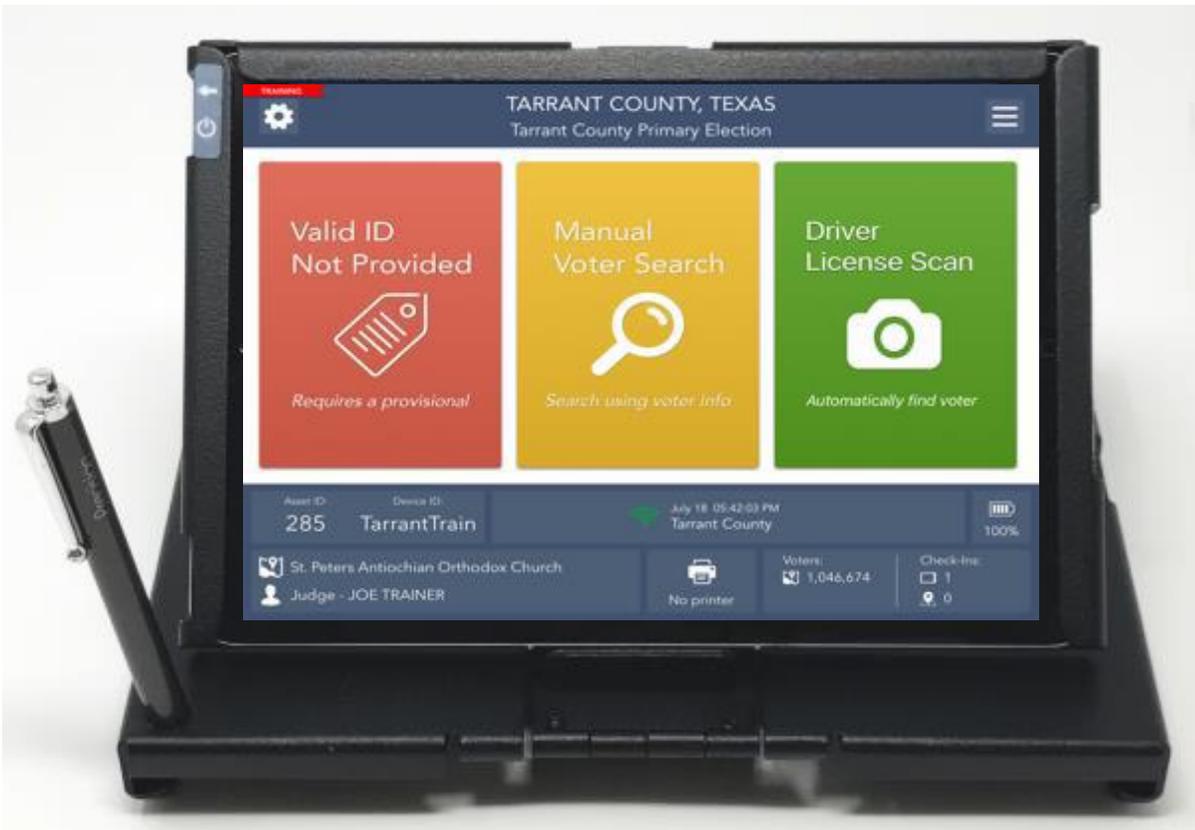
- |  |   |
|--|---|
| a. Register of Official Ballots (white copy)                                     | h. Certificates of Appointment of Poll Watchers     |
| b. Opening Polls – Register of Official Seals & Proper Installation (white copy) | i. Completed Statements of Residence                |
| c. Closing Polls – Register of Official Seals & Proper Installation (white copy) | j. Completed Voter Registration Applications        |
| d. Signed Zero Tape Reports  | k. Envelope for Requests and Cancelled Mail Ballots |
| e. Signed Tally Reports  | l. Registration Omissions List                      |
| f. Notice of Total Number of Voters Who Have Voted                               | m. Statement of Injury forms                        |
| g. Standard Affidavit (white and yellow copies)                                  | n. Voter's Similar Name Correction Request Forms    |
|  | o. Reasonable Impediment Declarations               |

6. **Black Supply Bag** – with unused forms and supplies



# Opening the Polls on the ePollbook

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Opening the Polls on the ePollbook



# Items Inside the ePollbook Case

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Case is gray or green

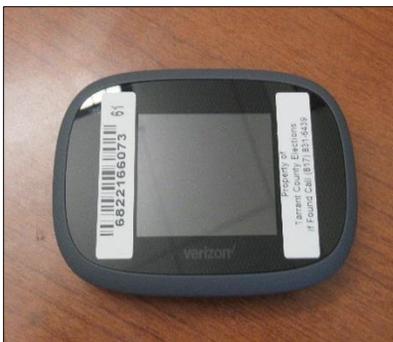
ePollbook(s)



Portable printer



MiFi



Cube printer



All corresponding power cords are also inside the case.

# Assembling the ePollbooks and Printers

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Place the carrying case on the check-in table.

Retrieve power tower from supply box, and pull out the power cord. If the cord gets stuck, turn the top of the handle counter-clockwise and pull on the cord again. Plug the tower into a wall outlet near the check-in table. Turn on the power tower by pressing the two round power buttons; two green lights will illuminate.



Verify seal number on the case matches seal number listed on the **Opening Polls - Register of Officials Seals & Proper Installation** form, found inside the Clear Bag. Record seal number(s) on the applicable lines of the form. Break the seal and place it in the **Envelope for Seals**, also inside the Clear Bag. Remove contents from the case.

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.	
EEC #1	
Authority Conducting Election:	Constitutional Joint Elections
Date of Election:	November 05, 2019
Polling Place Code/Name:	1001 - Tarrant County Plaza Building
Verity Scan Serial Number:	S1902535008
Verity Controller Serial Number:	C1902379707
RECORD THESE SEAL NUMBERS BEFORE <u>OPENING</u> THE POLLS	

Turn on the MiFi by pressing the power button at the top of the device for about 2-3 seconds. *(If you hold the power button down for too long, the device will cycle itself off.)*



Plug in the smaller end of the cord into the port at the bottom of the MiFi and plug in the USB end into the power tower.



Open ePollbook by inserting thumb under the tab, opposite the hinge. Flip open the ePollbook so it stands on its base.



Plug smaller end of the charging cord into the port of the ePollbook, in the center of the right edge of the screen and plug the USB end into the power tower. Repeat steps for second ePollbook. Once connected to power the ePollbooks will automatically turn on.



Take the cube printer that has the power brick attached, and plug one of the cords into the brick. Plug the power cord into the power tower and press the power button on the printer.



From the small portable printer, on the left bottom side, open the flap to reveal the round port and plug the power brick cord into it. Plug the remaining power cord into the brick and plug it into the power tower.



Press and hold the power button, on the lower left side, until you see the blue illuminating lights.



# Logging into the ePollbooks

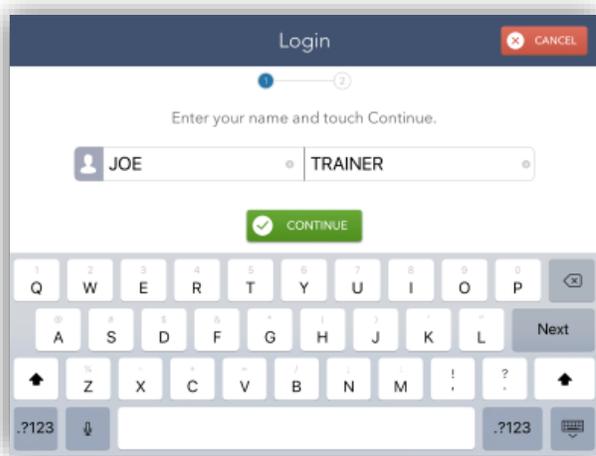
Begin by touching the red, white and blue icon at the bottom of the screen.



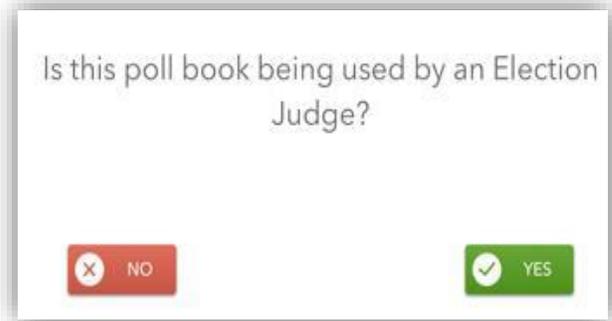
Verify the correct polling location is showing at the bottom left corner of the screen. The printer and MiFi connectivity should appear in green. If a red broken heart is displayed, press it to get the green fan. The printer number displayed on the screen indicates the paired printer. Touch the green start button.



Enter your first name by using the pop-up keyboard, tap in the last name field to move the cursor and type in your last name, then press continue.



When prompted if the device is being used by an Election Judge, always select yes to allow complete functionality of the ePollbook.



Enter the password, found inside the key envelope, and press unlock device.

From the printer found message box, press continue.



The zero report will automatically generate, press continue, tear off the report and file it in the envelope labeled **Envelope #1, #2 and #4**, that is in the Clear Bag.

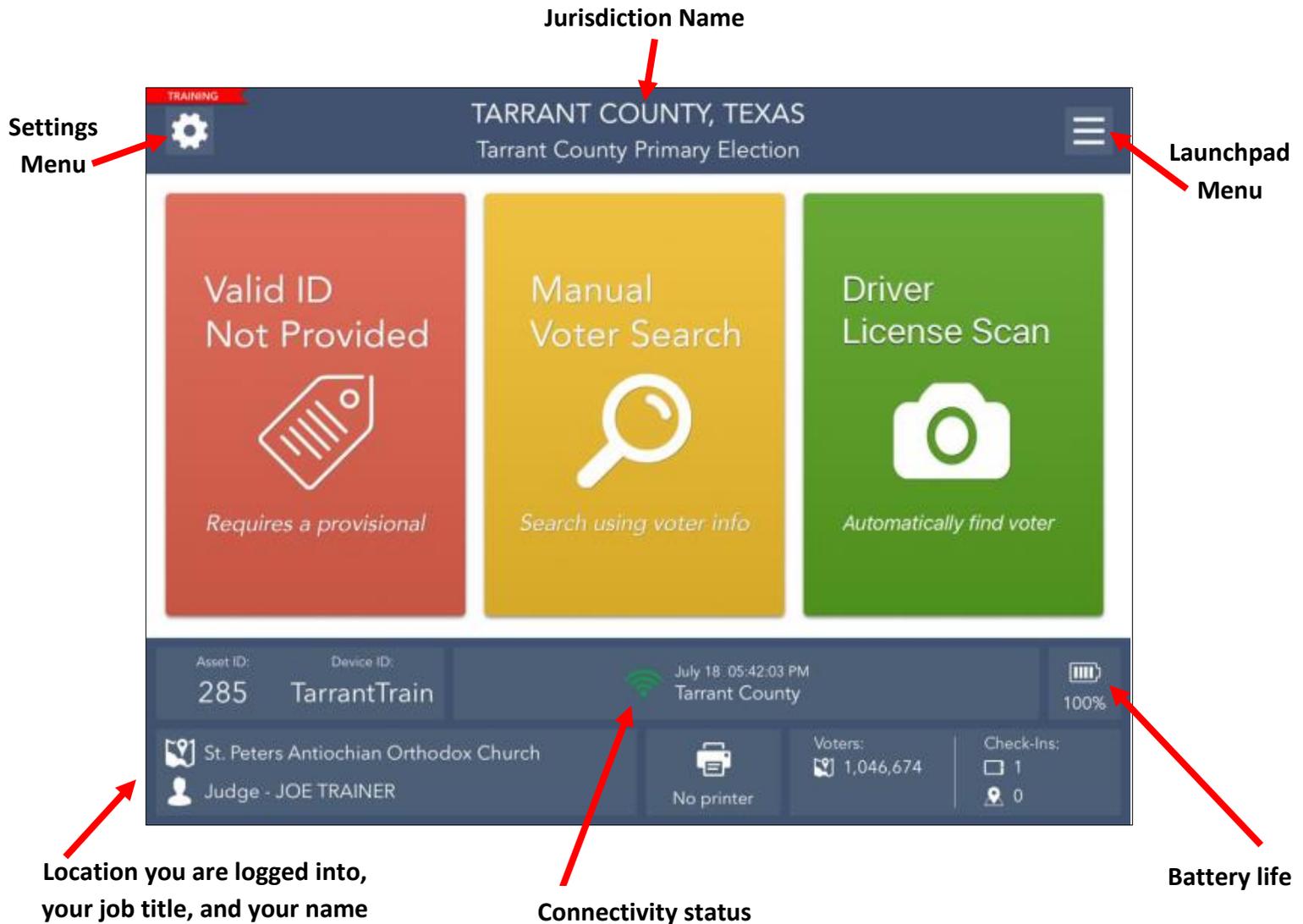


The Home Screen will appear, displaying the name of the official that logged into the device. This is the screen you should go back to after every check-in.



# ePollbook Home Screen

After every check-in, you should arrive back at this screen



## Red, Yellow and Green search buttons

### Red

To search for a voter with no valid ID, touch the red VALID ID NOT PROVIDED button.

### Yellow

To search for a voter manually, touch the yellow MANUAL VOTER SEARCH button.

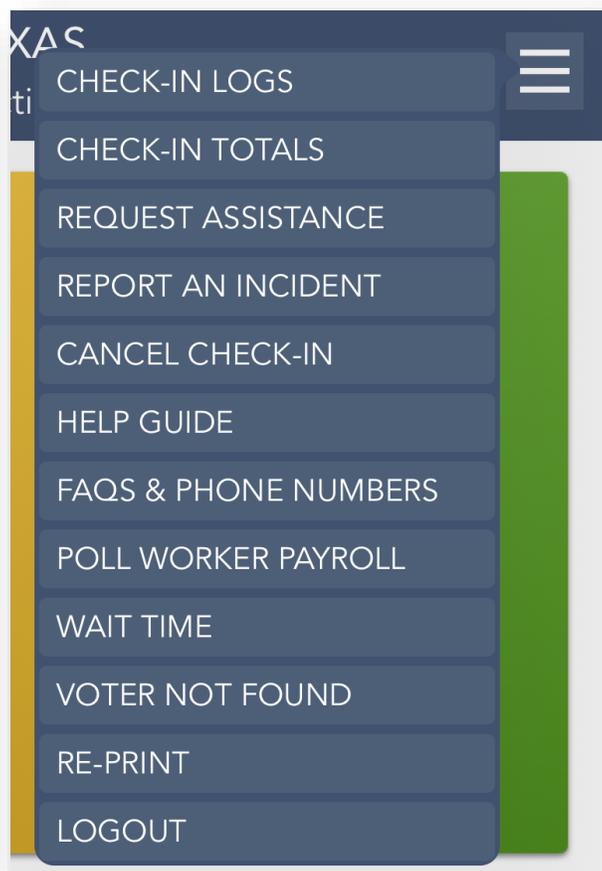
### Green

To search for a voter by scanning their ID / DL, touch the green DRIVER LICENSE SCAN button.

# Launchpad Menu

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The menu provides options to access additional system functions.



**Check-In Logs** – View a log of all voters that have checked in.

**Check-In Totals** – View a running total of ballots issued.

**Request Assistance** – Add voter's assistant's name

**Report an Incident** – Instantly report issues from the ePollbook to the Elections Office

**Cancel Check-In** – Cancel and/or re-check in a voter

**Help Guide** – Reference informational guides and videos

**FAQs & Phone Numbers** – Reference quick tips and important phone numbers

**Wait Time** – Upload current wait times back to the Elections Office

**Voter Not Found** – Use if a voter cannot be found in the ePollbook

**Re-Print** – Reprint Voter Ticket, Controller barcode and/or other applicable forms

**Logout** – Log out temporarily during Early Voting or close the Election at the end of the day



# Opening the Polls on the Controller

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Opening the Polls on the Controller



# Setting Up the Controller

Note that the Controller takes about 5 to 8 minutes to boot up



1. From the Equipment Carrier, retrieve the white case labeled with the letter “C”, and set it next to the ePollbooks.

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.		
EEC #1		
Authority Conducting Election:	Constitutional Joint Elections	Date of Election: November 05, 2019
Polling Place Code/Name:	1001 - Tarrant County Plaza Building	
Verity Scan Serial Number:	S1902535008	
Verity Controller Serial Number:	C1902379707	
RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS		

2. Verify the seal number on the handle of the Controller case matches the number listed on the **Opening Polls - Register of Official Seals and Proper Installation** form and record the number on the applicable line of the form. Break the seal and place it in the **Envelope for Seals**.



3. To open the case, pull down on the black latches to unlock them and use them to lift the lid. Being careful not to pinch your hand, secure the lid by locking the silver brace.

Without removing the tamper seal that is inside, record the number on the applicable line of the form. *Seal is to remain intact.*



4. Use two fingers to remove the blue compartment door, retrieve the power cord and brick and replace the door.

Close the case by releasing the brace and using the two latches to bring the lid down.



5. Plug the power cord into the power brick.



6. Plug the round end of the cord, flat side up, firmly into the back of the case in between the blue poll worker and red Power Buttons.



7. Plug the power end of the cord into the power tower.

If the power tower hasn't been powered on, press the two black round buttons. A green light will illuminate above each button.



8. From the supply box, grab a Verity Cable, long black cable with matching inner ends, and plug either end, smaller side up, firmly into the back of the case underneath the word Verity Cables. If the ports aren't visible, slide the cover to the right. Open the case and secure the lid again.



9. Use the round key color coded in black, insert it into the keyhole near the blue door and unlock it by turning the key to the left while leaving the key in place. Raise the blue latch on the upper left corner of the tablet.



10. Lift out the tablet and set it in the cradle.



11. Tilt the tablet back, rest it against the lid, and lock it into place by turning the key to the right. A green light, on the base of the case, will illuminate indicating the tablet is correctly set. The key can now be removed.



12. Retrieve the handheld barcode reader from the supply box and plug the USB end into the port on the base of the case.



13. Press the red Power Button on the back of the case to power on the Controller. It is normal for the tablet screen to go black for a short period.



14. A power-on self-test report will automatically generate. Once it appears, press Print Zero Report on the tablet screen.



15. Press Open the Polls, type in the password that is found inside the **Key Envelope**, and press Accept. (*Different than ePollbook password.*)

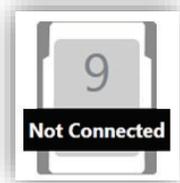
Tear off the Zero Report and the Judge and one more official sign it at the bottom. File the report in the envelope labeled **Envelope #1, #2 and #4.**



16. Record the zero Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form, which is inside the Clear Bag.

## Duo Status on the Controller Screen

On the main screen of the Controller, you can monitor the status of the Duos that are connected to the Controller. The status of the Duos is represented as such:



**Not Connected:** The Duo is not connected to the Controller

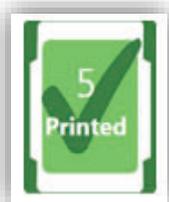
**Starting:** The Duo is starting up.



**Ready:** The Duo is ready for a voter.



**In Use:** A voting session is underway on the Duo (a ballot has been loaded).



**Printing:** The Duo is in the process of printing a vote record

**Printed:** A voter has printed their vote record



**Help needed:** Voter has requested poll worker assistance

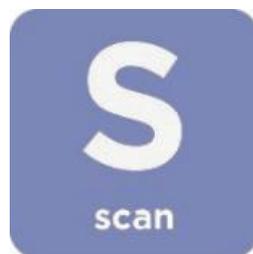


**Alert:** There is an error on the Duo; follow the instructions on the Duo's screen

**Locked:** Voting session has been locked due to inactivity. To unlock, follow the Duo's screen instructions

# Opening the Polls on the Scan

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Opening the Polls on the Scan



# Setting Up the Ballot Box

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With the “Pull to set up” stickers facing the top, positing the folded Ballot Box on the floor.



Unlatch the four clips, two on each side.



While being careful not to pinch your fingers, pull open the Ballot Box. Extend the box until the side panels are flat.



Reach inside and lower the floor panel.



Release the lid by unhooking the three small bands from the three pins located at the bottom of the lid.



Lift the lid while pulling upward and outward to ensure the hinges are fully extended.



Lay the lid on the Ballot Box and press down on it. Record the seal number from the emergency bin slot (on top of the box) on the applicable line of the **Opening Polls - Register of Official Seals & Proper Installation** form. The seal is to remain intact unless instructed by the Elections Office to remove for use of the emergency bin.



Unlock the large front door with the round gray key. Use your foot or hand to firmly press on the 'Press Here' points to lock the floor into place.



Prepare the gray Ballot Transfer Bag, found in the Equipment Carrier, by unfolding it.



Push the braces down and out to form each side of the bag and then tuck the braces under the velcro strips.



Slide the open Ballot Transfer Bag into the Ballot Box.

# Setting Up the Scan

Note that the Scan takes about 5 to 8 minutes to boot up



1. From the Equipment Carrier, retrieve the white case labeled with the letter "S", and place it on the Ballot Box, with the handle facing the large door of the box, while aligning the footpads on the holes.

**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.

EEC #1

Authority Conducting Election:	Constitutional Joint Elections	Date of Election:	November 05, 2019
Polling Place Code/Name:	1001 - Tarrant County Plaza Building		
Verity Scan Serial Number:	S1902535008		
Verity Controller Serial Number:	C1902379707		

**RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS**

2. Verify the seal number on the handle of the Scan case matches the number listed on the **Opening Polls - Register of Official Seals and Proper Installation** form and record it on the applicable line. Break the seal and place it in the **Envelope for Seals**.



3. Reach underneath the Ballot Box lid and push the hanging cord away from you to lock the Scan into place. Confirm the Scan is secured on the box by gently lifting it from the handle.



4. Close and lock the Ballot Box door with the round gray key.



5. To open the case, pull down on the black latches to unlock them and use them to lift the lid. Being careful not to pinch your hand, secure the lid by locking the silver brace.

Without removing the tamper seal that is inside, record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. *Seal is to remain intact.*



6. Use two fingers to remove the blue compartment door, retrieve the power cord and brick and replace the door.

Close the case by releasing the brace and using the two latches to bring the lid down.



7. Plug the power cord into the power brick.



8. Plug the round end of the cord, flat side up, firmly into the back of the case in between the blue poll worker and red Power Buttons. Plug the power cord into a wall outlet. Open the case and secure the lid again.



9. Use the round key color coded in black, insert it into the keyhole near the blue door and unlock it by turning the key to the left while leaving the key in place. Raise the blue latch on the upper left corner of the tablet.



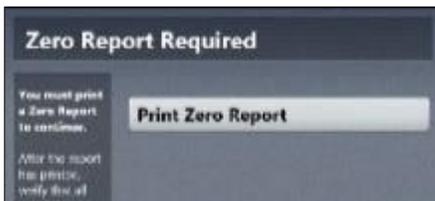
10. Lift out the tablet and set it in the cradle.



11. Tilt the tablet back, rest it against the lid, and lock it into place by turning the key to the right. A green light, on the base of the case, will illuminate indicating the tablet is correctly set. The key can now be removed.



12. Press the red Power Button on the back of the case to power on the Scan. It is normal for the tablet screen to go black for a short period.



13. A power-on self-test report will automatically generate. Once it appears, press Print Zero Report on the tablet screen.



14. Press Open the Polls, type in the password that is found inside the **Key Envelope**, and press Accept. (*Different than ePollbook password.*)

Tear off the Zero Report and the Judge and one more official sign it at the bottom. File the report in the white envelope labeled **Envelope #1, #2 and #4.**



15. Record the zero Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form, which is inside the Clear Bag.



16. Attach a privacy screen, found in the black canvass bag that is inside the Equipment Carrier, to each side of the Ballot Box.



17. Flashing green lights will light up on the base of the Scan.



18. The tablet will display 'Ready for use' at the top and 'To cast your ballot, insert it' at the bottom of the screen.

#### Vote records that require multiple sheets:

- The Scan ballot counter will increment when a sheet 1 is scanned, but not when a sheet 2 (or higher) is scanned.
- If sheet 2 of a 2-sheet vote record is scanned without sheet 1, the ballot counter will not increment. All votes on sheet 2 will be counted.



# Opening the Polls on the Duos

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**Opening the Polls on the Duos**



# Setting Up the Duos

Plug in the long power strip, found inside the carrier, into the nearest outlet where you will be setting up your voting booths. Power on the strip.



1. Prepare voting booths by setting up the tray tables that are aligned next to the Equipment Carrier. Lift the tray up and slide the leg brace out to lock it into place.

The ADA accessible tray, found inside the Equipment Carrier, shall be the second to the last booth. Unhook the two bands, one on each side, to lift the tray up.



2. Place a Duo, cases marked with the letter D, on each of the trays, with the handle on the case facing the same direction of the handle that is underneath the table tray, and aligning the footpads with the indentions.



3. Reach underneath each tray and push the silver latch away from you to secure the Duo onto the tray. Confirm the Duo is secure by holding the tray down and gently lifting the Duo from its handle.

## 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.

EEC # 1

Authority Conducting Election: Constitutional Joint Elections Date of Election: November 05, 2019

Polling Place Code/Name: 1001 - Tarrant County Plaza Building

Verity Scan Serial Number: S1902535008

Verity Controller Serial Number: C1902379707

RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS

4. Verify each seal number matches the number listed on the **Opening Polls - Register of Official Seals and Proper Installation**. Record the seal numbers on the applicable lines of the form. Break the seals and place them in the **Envelope for Seals**.



5. To open each case, pull down on the black latches to unlock them and use them to lift the lid. Being careful not to pinch your hand, secure the lid by locking the silver brace.



6. Use two fingers to remove the blue compartment door, retrieve the power cord and brick and replace the door.

Close each case by releasing the brace and using the two latches to bring the lid down.



7. Plug the power cord into the power brick.



8. Plug the round end of the cord, flat side up, firmly into the back of the case in between the blue poll worker and red Power Buttons. Plug the power end into the long power strip.



9. Grab the free end of the verity cable that is plugged into the Controller and firmly plug it into the back of the first Duo, underneath the word Verity Cables, using the left port. If the ports aren't visible, slide the cover to the right. Plug a second verity cable firmly into the second port and take that end into the left port of your next Duo. Repeat the cable steps until you have daisy chained all the Duos.



10. Take the Verity Access device from the supply box and place it in the cradle of the ADA tray.



11. Plug the device into the back of the Duo, in the port between the red Power Button and the verity cables. If the port is not visible, lift the cover up. Open the cases and secure the lids again.



12. Use the round key color coded in black, insert it into the keyhole near the blue door and unlock it by turning the key to the left while leaving the key in place. Raise the blue latch on the upper left corner of the tablet.



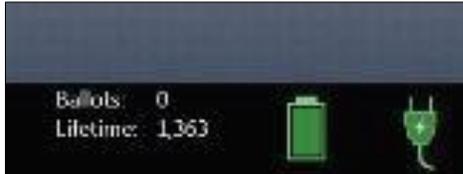
13. Lift out the tablet and set it in the cradle.



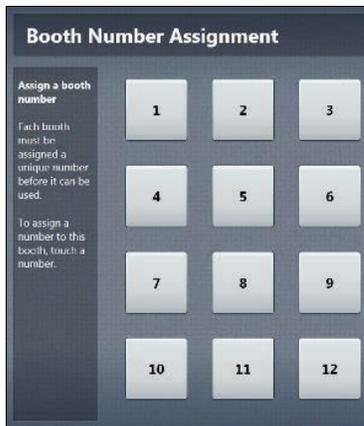
14. Tilt the tablet back, rest it against the lid, and lock it into place by turning the key to the right. A green light, on the base of the case, will illuminate indicating the tablet is correctly set. The key can now be removed.



15. Press the red Power Button on the back of each Duo to power them on. It is normal for the tablet screens to go black for a short period.



16. Record the zero Ballots count shown at the bottom of the screen on the applicable lines of the **Register of Official Ballots** form, which is inside the Clear Bag.



17. From the Booth Number Assignment screen, walk down the line and assign the booth its corresponding number.



18. Attach a privacy screen, to both sides of each voting booth, by sliding the metal hooks into the corresponding tray slots.



19. The Duos will display 'To get started, touch here' in English, Spanish and Vietnamese. If the Verity Access device is plugged in, an image of the device will also be displayed.

# Equipment Features

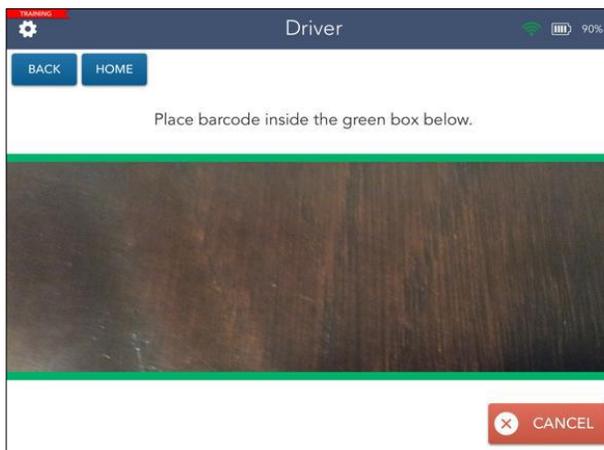
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**Equipment Features**



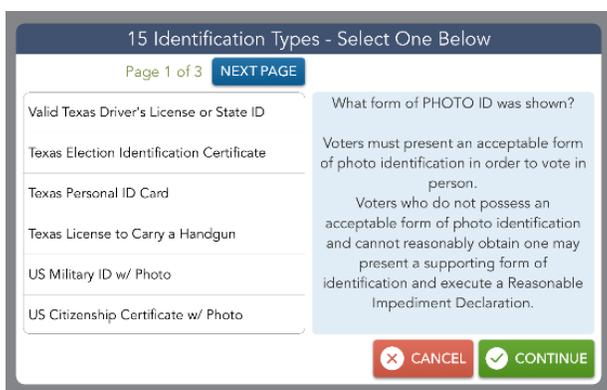
# Checking-in Voters and Issuing Access Codes

Every voter must be asked for an acceptable form of identification.

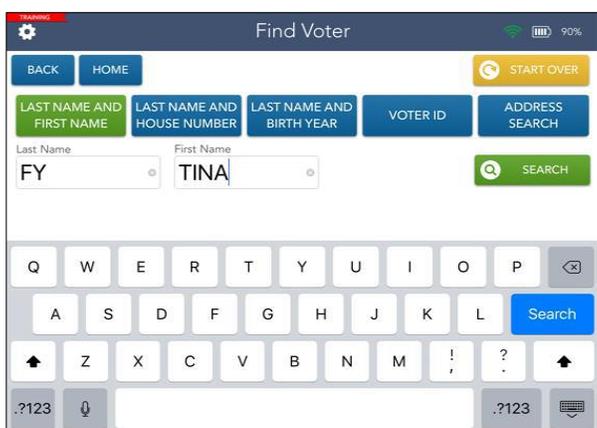


1. To search for a voter by scanning their driver license, touch the green Driver's License Scan button from the ePollbook Home Screen. When camera view appears, hold the barcode of the ID behind the camera until it is in view between the green lines. Once in view, barcode will automatically scan and bring up the voter's information.

If no match is found, a prompt will appear to do a Manual Search.



2. To search for a voter manually, touch the yellow Manual Voter Search button from the Home Screen. Select the type of identification the voter is presenting. Press the Prev Page or Next Page button to scroll thru the ID types.



3. Using information provided on the ID, use one of the five available search options to search for the voter's record. Enter the information in the search fields and touch the green Search button. *Use at least three characters in each field to lessen the number of results.*

When selecting a supporting form of ID for a voter executing a Reasonable Impediment Declaration, the declaration will automatically generate and print.



4. Select the voter you are searching for and press the green Continue button.



5. After selecting voter, you are prompted to answer whether the information matches.

If there are changes that need to be made, select, No, Needs Changes. Follow the prompts to make necessary changes. (Note that Similar Name is an option when selecting, No, Needs Changes.)

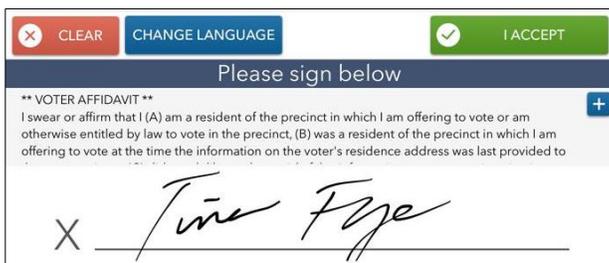


6. If the voter is eligible, Voter is eligible to vote. will appear. To continue processing, press the green Get Voter Signature button.



7. If applicable, the screen will flip for the voter to select the party ballot they would like to vote in.

A prompt will ask the voter to confirm the selection.



8. Voter will sign and affirm the Voter Affidavit. After the voter signs, they will press the green I Accept button to proceed.

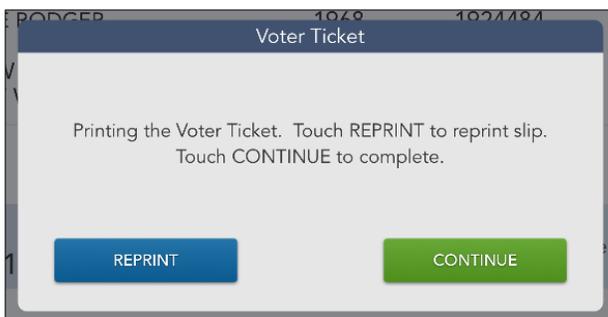


9. After the voter's signature appears, press the green Issue Ballot button to continue.

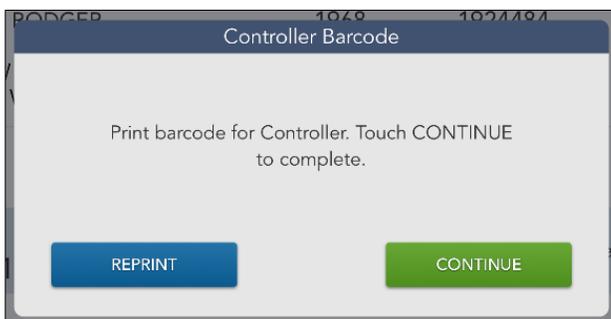


10. A pop-up will appear for the poll worker to provide their initials. Press the green Done button to continue.

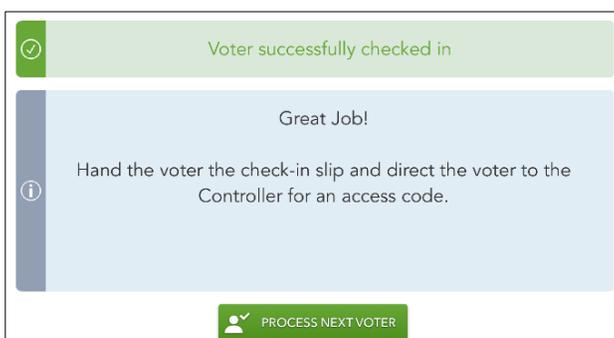
After the ballot style is displayed, press the green Complete Check-In button.



11. The Voter Ticket will print. Touch the green Continue button to proceed.



12. Controller Barcode slip will print next. Touch the green Continue button to finish the process.



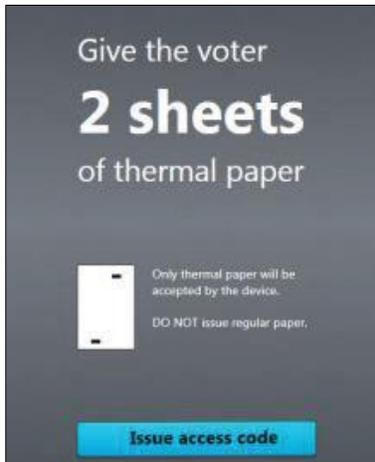
13. The voter is now checked in. Touch the green Process Next Voter button to go to the Home Screen.



14. From the Controller, use the handheld barcode reader to scan the voter's Controller Barcode slip that was produced from the ePollbook.



15. Confirm the precinct / party information that is displayed and select the blue Yes, this correct button.



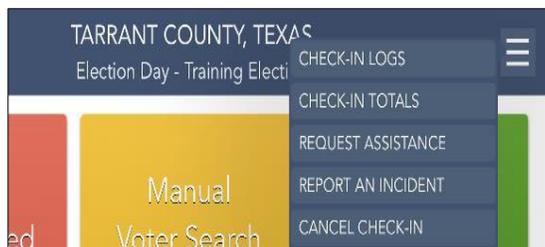
16. Direct the voter to select the exact number of sheets of ballot paper as displayed on the screen.

Select Issue Access Code.

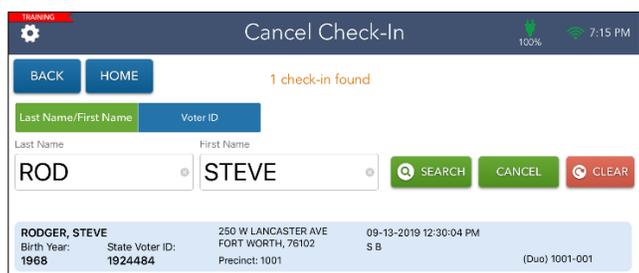
Hand the printed code to the voter and direct them to an available Duo for voting.

# Cancelling a Check-In

Voter that has been checked-in on the ePollbook, but has decided not to cast a ballot, **MUST** have their check-in cancelled.



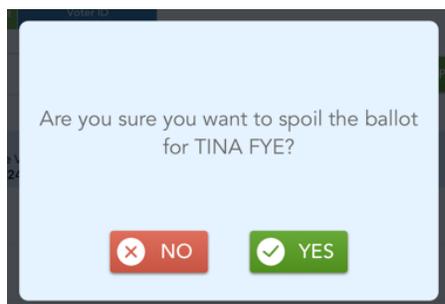
1. From the Launchpad Menu, select Cancel Check-In.



2. Search and select the voter whose check-in needs to be cancelled. Touch the Cancel button to proceed.



3. Select the reason for cancelling the ballot (check-in) and whether you will be issuing a replacement ballot (checking the voter back in). Press the green Continue button.



4. A pop-up will appear asking if you are sure you want to spoil the ballot (cancel the check-in). Confirm by touching the Yes button.

# Voting on the Duos

The touchscreen or Verity Access device can be used to navigate and make selections.

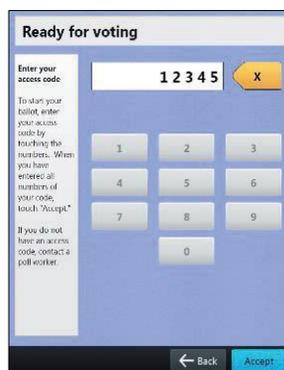
- Voter selects 'To get started, touch here' in their preferred language.
- If using the Verity Access device, moving the access wheel will advance to the next screen.



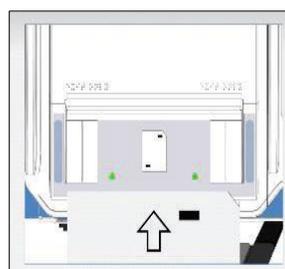
- The Duo is equipped with settings that can be accessed from the top of the screen.



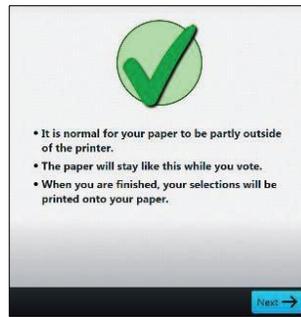
- **Language** – change the language of the instructions and ballot
  - **Screen** – change the contrast and text size or turn the screen off (only if using headphones)
  - **Audio** – change the audio volume and speed when headphones are connected to the Verity Access device.
  - **Help** – help text for the Election underway and/or request poll worker assistance
- Voter enters their Access Code, and then selects 'Accept'.



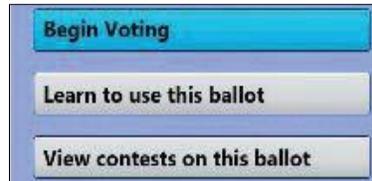
- If the voter's ballot requires more than one sheet, only one sheet is inserted at a time. Sheet is inserted in the orientation shown on the screen, with the arrow pointing toward the device.



- When the Duo displays the confirmation screen, the voter selects 'Next' to continue.



- Voter can begin voting, learn how to use the ballot or view a list of contests on the ballot.

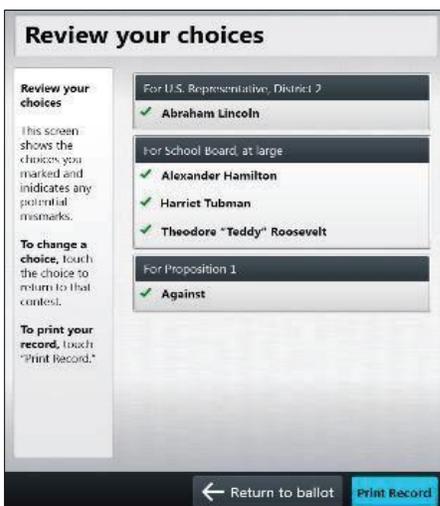


- Voter makes their choices using the touchscreen or Verity Access.



- Selected choice will display a green box with check mark to the left of the choice.
- The **Skip** or **Next** button advances to the next contest on the ballot.

- When voter has reached the end of the ballot, the 'Review your choices' screen appears.



- Voter can select a specific contest to return to.
- Select **Return to ballot** to go the last contest voted on.
- After reviewing and confirming the choices, voter can select **Print Record** to print their vote record.

- Voter is asked to confirm they want to print their vote record, and then selects Yes, print my record.



- Voter will be instructed to remove their printed record and to take it to the Scan to cast their ballot. If the ballot requires multiple sheets, voter will be instructed to remove the first sheet and insert the next blank sheet.



*Note: Voters should review their printed vote record to ensure their choices are correct before casting their ballot.*

- The Scan unit is ready for use when the screen displays 'To cast your ballot, insert it'. Flashing green arrows indicate the location and direction of the scanner feed. If voter has a multiple sheet ballot, all sheets need to be scanned. A prompt will instruct voter to insert the next sheet.



- 'Please wait, Processing...' appears on the screen while the ballot is processed. The ballot has been cast when the American flag is displayed.

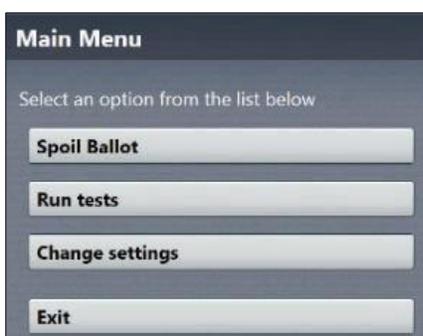


# Spoiling a Voting Session on the Duo

The Spoil Ballot option allows a poll worker to spoil (discard) the voter's current active session before the vote record is printed.



1. Upon the voter's request to have their current session spoiled (discarded). Press the blue Poll Worker button on the back of the Duo.



2. From the Main Menu that appears on the Duo's screen, select Spoil Ballot.



3. Enter the Poll Worker Code (password from the Key Envelope) and press Accept. At the next prompt select, 'Yes, spoil the ballot' and then 'Ok'.

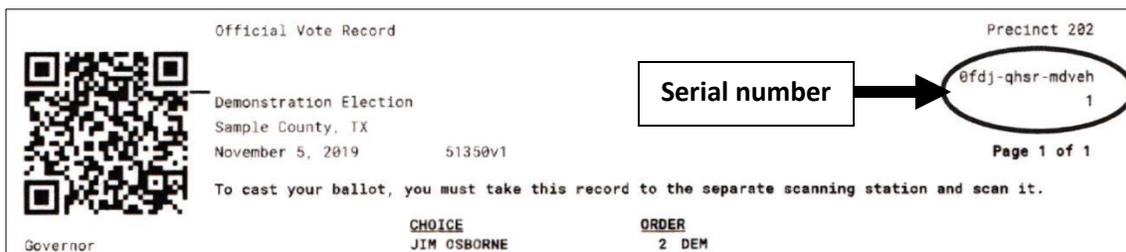
- The blank ballot paper will be reversed by the Duo's feeder.
- If voter is NOT going to cast a ballot, remember, the check-in MUST be cancelled on the ePollbook (see page 61).
- In a Primary Election, if voter decides to change their party selection, the check-in MUST be cancelled on the ePollbook, before, they can leave.

# Spoiling a Printed Vote Record

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A printed vote record can be spoiled if:

1. Voter wishes to make changes to an unscanned printed vote record
2. Voter decides not to cast the printed record.
  - For cautionary measures, void the ballot by tearing off the QR code (barcode).
  - Write the voter's name and the record's serial number (located on the top right corner of the record) on the Register of Spoiled Ballots form (found inside the large Spoiled Ballots envelope).



- Voter places the spoiled ballot in a small white Spoiled Ballot envelope (found inside the large Spoiled Ballots envelope).
- Poll worker places the small white Spoiled Ballot envelope inside the large Spoiled Ballots envelope.
- The large Spoiled Ballots envelope is returned to the Rally Station at the close of the polls.

Voters may spoil up to two ballots and vote a third one.

# Checking an Access Code

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It is important to verify a voter has not already voted before issuing a new Access Code.

Possible Access Code statuses:

- Code was used to print a vote record
- Code has been deactivated
- Code has expired
- Code has been spoiled
- Code has been issued and is ready for use

Checking an Access Code:



1. On the Controller, select **Check Code Status**.



2. On the screen, enter the code you need to check and then select **Accept**.

An Access Code summary report can be printed at any time. The report lists the number of Access Codes issued, grouped by status and total number of vote records printed.

- Select **Print Code Report**
- The report will print on the Controller's built-in printer

# Deactivating an Access Code

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It is important to verify a voter has not already voted before issuing a new Access Code.

Possible reasons a code cannot be deactivated:

- Code was used to print a vote record
- Code has already been deactivated
- Code has expired
- Code has been spoiled

Deactivating an Access Code:



1. On the Controller, select **Deactivate Code**.



2. On the screen, enter the code you need to deactivate and then select **Accept**.



3. If the code is successfully deactivated, select **OK**.

# Changing the Paper Roll

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Extra rolls of receipt paper:

**ePollbook printers** – slimmer rolls are for the portable printer

- Inside the ePollbook case
- Inside the supply bag in a clear baggie labeled **Portable Printer**
- Inside the supply bag in a clear baggie labeled **Stationary Printer**

**Controller and Scan:**

- Inside the supply bag in a clear baggie labeled **Equipment Paper Rolls**

**General procedures for changing the rolls on the ePollbook printers:**



1. To open the lid of the stationary printer, lift the lid from the gray lever. Remove the empty spool.



2. Remove the adhesive portion of the new roll. Insert the roll in an “under” format so it rolls up from the bottom.

An image of the direction of the roll is posted underneath the lid. Leave a portion of the roll hanging out and close the lid.



3. To open the lid of the portable printer, push in the gray button. Remove the empty spool.



4. Remove the adhesive portion of the new roll. Insert the roll in an “under” format so it rolls up from the bottom.

An image of the direction of the roll is posted underneath the lid. Leave a portion of the roll hanging out and close the lid.



## General procedures for changing the rolls on the Controller and Scan:



1. To open the paper compartment, pull the lever on the top of printer cover towards you and lift it up.



2. Place the new paper roll in an “under” format so it rolls up from the bottom.

Leave a portion of the roll hanging out and close the lid.

# Provisional Voters

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**Provisional Voters**

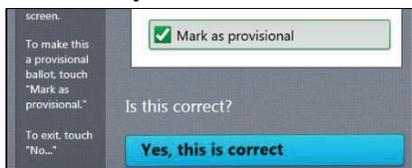


# Processing Provisional Voters

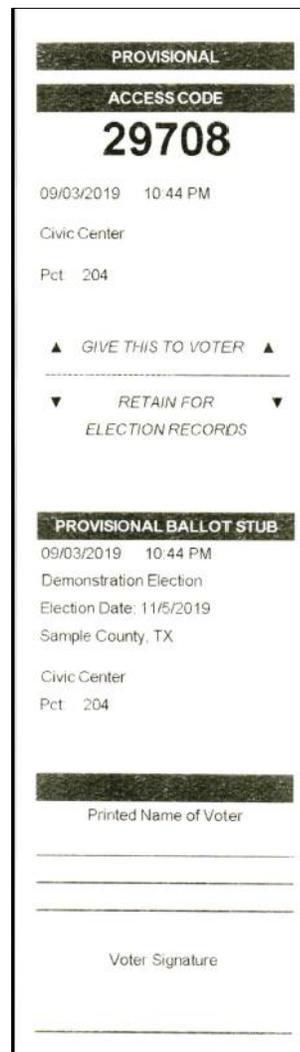
Refer to Envelope for Provisional Voters that is inside the Supply Bag. Casting a provisional ballot is an option for voters in certain situations. Election Officials should understand that a provisional ballot is not counted until a voter's status can be confirmed.

## General procedure for processing a provisional voter

- Instruct the voter to complete and sign an Affidavit of Provisional Voter envelope (right portion, underneath the wording **Affidavit of Provisional Voter**) and return it to you.
- The poll worker must complete the left side on the front and back of the Affidavit of Provisional Voter envelope. Leave the 'Ballot Code from the Voter Provisional Stub' box blank. Remember to mark on the form whether the voter presented an acceptable form of ID.
- After checking-in the provisional voter on the ePollbook, any applicable notices will automatically generate.
- Scan the Controller Barcode receipt that printed from the ePollbook.
- Confirm the **Mark as provisional** box is checked, then select **Yes, this is correct.**



- Print the voter's name at the bottom of the Provisional Ballot Stub. Have the voter sign on the signature line of the stub.
- Tear the receipt at the dotted line; give the voter the Access Code and place the Provisional Ballot Stub inside the Affidavit of Provisional Voter envelope.
- After the voter prints their ballot, they must place it inside the Affidavit of Provisional Voter envelope. (*The Scan will reject a provisional ballot.*)
- Place the sealed, completed Affidavit of Provisional Voter envelope inside the orange Provisional Bag.

A vertical form titled 'PROVISIONAL' and 'ACCESS CODE'. The access code is '29708'. Below that, it shows the date and time '09/03/2019 10:44 PM', the location 'Civic Center', and the precinct 'Pct 204'. There are two arrows pointing outwards with the text 'GIVE THIS TO VOTER'. Below that, there are two arrows pointing inwards with the text 'RETAIN FOR ELECTION RECORDS'. The form is titled 'PROVISIONAL BALLOT STUB' and shows the date and time '09/03/2019 10:44 PM', the election type 'Demonstration Election', the election date 'Election Date: 11/5/2019', and the location 'Sample County, TX'. It also shows 'Civic Center' and 'Pct 204'. At the bottom, there are lines for 'Printed Name of Voter' and 'Voter Signature'.

## Reasons a voter should vote provisionally

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

## Procedures specific to the 'Reason' a voter is voting a provisional ballot

These procedures correspond with the 'Reason' on the back of the Affidavit of Provisional Voter envelope. If a voter falls under one of the reasons, complete the following steps too:

1. If voter is in the ePollbook, but cannot produce the required identification:
  - Check 'No' under the 'Voter Presented Acceptable Form of Identification' heading on the back of the Affidavit of Provisional Voter envelope
  - Check reason 1
  - Complete the bottom of the Notice to Provisional Voter ID and give the notice to the voter
  - Inform voter they must visit the Tarrant County Elections Center within 6 days of the date of the election (*date pre-printed on the notice*). There they must present an acceptable form of ID or execute a temporary affidavit explaining that an exemption applies.
2. If voter claims to be registered and eligible to vote at the precinct, but their name is not in the ePollbook:
  - Call Voter Registration.
  - If you can't reach Voter Registration, or Voter Registration can't confirm the registration, check reason 2
  - Inform voter that the voter registrar will try to verify the registration. The Ballot Board will mail the voter a letter, to the address they provide, informing them whether the ballot was counted.
3. If voter is registered to vote, but is attempting to vote in a precinct other than the one they are registered in:
  - Inform the voter they need to go to the correct precinct. If they do not vote in the correct precinct, then their ballot will not be counted.
  - If they refuse or there is not enough time to reach their correct polling place, process them as a provisional voter, and check reason 3.
4. If voter is noted as Mail Ballot Returned on the ePollbook and the voter states they did not apply for a ballot, they did not return the ballot, or they did not bring the ballot to the polling place:
  - Call Early Voting to clarify if the name was noted in error.
  - If noted in error **or** the ballot by mail has not been received by the Ballot Board, then the voter can vote a regular ballot.
  - If the ballot is shown as being received by the Ballot Board, check reason 4.
5. If the voter is voting after 7:00 pm due to court order:
  - Check reason 5
6. If a voter's name is on the ePollbook, but their address is outside the political subdivision:
  - Check reason 6
7. If it is a party specific election, and voter voted in the other party's primary election:
  - Check reason 7
8. If you believe a voter should be made provisional for another reason,
  - Call Voter Registration before using reason 8

# Voters with Disabilities

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**Voters with Disabilities**



# Verity Access Device

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Can be plugged into the back of any Duo. Intended for users that cannot, or prefer not to use the touchscreen.

Includes two connection ports:

1. Left port for headphones



2. Right port for any dual-switch input device – such as sip and puff device



With the device, a voter can:

- Navigate through a ballot with the **Move** wheel
- Make selections on a ballot with the **Select** button
- Activate help text using the **Help** button



# Guide to Serving Voters with Disabilities

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## General Considerations

### Putting People First

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

### Awareness, Respect, and Acceptance

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

## Use Appropriate Language

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

### Say

Person with a disability; has a disability

Disability

Wheelchair user

Able-bodied

Non-disabled

Person with (disability name)

Speech or communication disability

### Instead of

The disabled, the handicapped, invalid, cripple

Handicap

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

Healthy

Normal

Victim of, suffers from (disability name)

Mute

Adapted from New York University, Steinhardt School of Education

## Conversation Etiquette

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

## Voter Assistance

- Make sure the accessible path of travel from the parking spaces to the polling location is unobstructed by locked doors, furniture, etc.
- Allow the voter with a disability to choose the accommodations they require to vote (Verity Access device, headphones, curbside voting, etc.)
- Allow a person with a visual impairment to take your arm when assisting them thru the polling place.
- Orient individuals to voting devices by giving detailed verbal instructions. Be patient. If voters continue to have difficulty, ask if they would like for you to 'show' them using their hands. Be sure to release their hands periodically so they can 'explore' the layout of the device.
- If the voter asks you to read the ballot, communicate all the information on the ballot and be sure to respect the voter's privacy.
- Move obstructions that block the path of travel and reevaluate as the polling place becomes more crowded.
- Offer the option of an audio ballot by connecting headphones to the Verity Access device.

# Curbside Voting

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1. Upon notification of a curbside voter, acknowledge their presence and, if applicable, advise them of their place in the voter line.
2. Unplug the portable printer and the paired ePollbook and take both devices to the curbside voter.
3. Check-in the voter and hand them the Voter Ticket.
4. Ask whether the voter will need the Verity Access device and headphones.
3. Go back inside the polling place and use the voter's Controller Barcode slip to issue the voter an Access Code. Take the indicated number of ballot sheets.
4. Grab the **Ballot Secrecy Folder** from the **Envelope for Ballot Secrecy Folder**.
5. Enter the voter's Access Code on the Duo that is sitting on the rolling cart.
6. Insert one sheet of ballot paper into the device.
7. When the Duo displays the confirmation screen, press the 'Next' button, but do not make any more selections.
8. Unplug the Verity Cable from the neighboring DUO (should be on the ADA tray).
9. If the Verity Access device is needed, unplug it from the back of its DUO.
10. One poll worker shall carefully use two hands to lift the back of the curbside DUO from the rolling cart while a second poll worker plugs the Verity Device into the back of the DUO.
11. Unplug the brick from the power cord.
12. Wrap the Verity Cable and the power cord around your hand or place them on the Duo.
13. At least two election officials shall wheel the rolling cart with the Duo to the voter.
14. The voter can begin voting, learn to use the ballot or view contests on the ballot.
15. Have the voter print their ballot and insert it into the **Ballot Secrecy Folder**.
  - a. If the voter has an assistant present, they can go into the polling place and insert the ballot into the Scan for the voter.
  - b. If no assistant is present, inform the voter that a poll worker will insert the ballot into the Scan for them.
16. Roll the cart back into the polling place and immediately insert the printed ballot into the Scan; confirm the ballot has been cast.
17. Plug the Verity Cable back into the neighboring DUO.
18. Plug the power brick back into the cord.
19. If necessary, one poll worker shall carefully use two hands to lift the back of the curbside DUO from the rolling cart while a second poll worker unplugs the Verity Access device.
20. Plug the Verity Device back into the DUO that is sitting on the ADA tray.



# Closing the Polls on the ePollbook



**Closing the Polls on the ePollbooks**



# Closing the Polls on the ePollbooks

Qualified voters in line by 7:00 pm, must be allowed to vote.



1. Record the number of check-ins, (*bottom number listed*) displayed at the lower right-hand corner of the screen, on the applicable line of the **Register of Official Ballots** form.

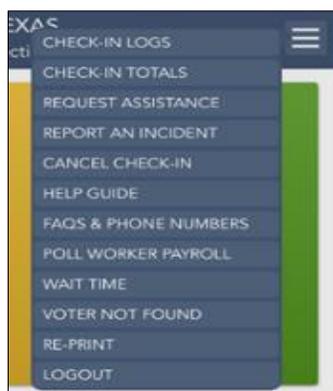
2. Log of provisional voters must accompany the provisional envelopes. To print the log, from the Launchpad Menu, select **Check-In Logs**. Make the following column selections:

- **No** for Include Spoil
- **Only** for Include Provisional
- **This Location** for Include For
- Current date from the **Select Date** drop-down
- Press **Print**, then press the **Home** button

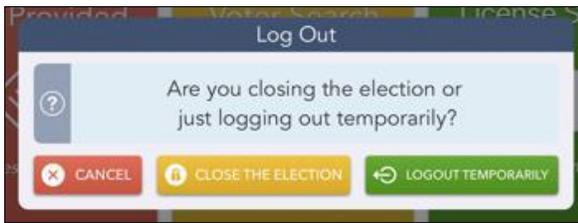
Record the total number of provisionals, printed at the bottom of the Check-In Logs, on the applicable line of the **Register of Official Ballots** form.



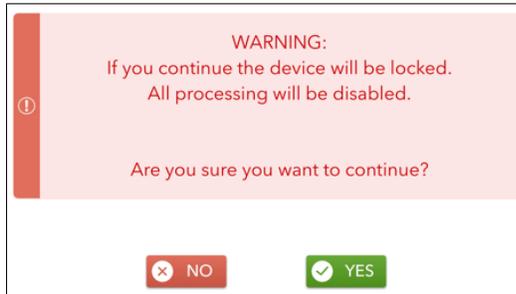
3. Sign the log. Send it and the sealed Affidavit of Provisional Voter envelopes inside the orange Provisional Bag.



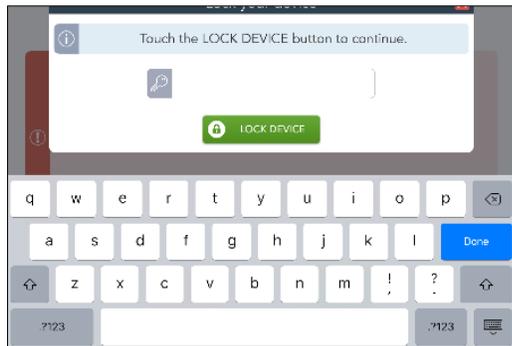
4. From the Launchpad Menu, select **Logout**.



5. Select the yellow **Close the Election** button.



6. A warning screen will appear. Confirm you are ready to lock the device by selecting **Yes**.



7. Enter the ePollbook password that is inside the Key Envelope and press **Lock Device**. (Same password that was used to open the polls.)



8. Synchronizing Device will appear inside an orange text box.



9. It is normal to have transactions pending; complete the rest of your closing procedures.

Once **Device Locked** appears, turn off the ePollbook by pressing the slim power button on the upper left side of the device.

A **Slide to Power Off** message appears; slide the on-screen button to the right.

## **General procedures for packing the ePollbook case**

- a. Unplug the ePollbook power cords.
- b. Press the power button on the cube printer to turn it off.
- c. Unplug printer from the power tower and unplug the brick from the power cord.
- d. Press and hold the power button on the portable printer to turn it off. Unplug it.
- e. Remove the cord from the port and unplug the brick from the cord.
- f. Turn off the MiFi device by pressing the power button. Unplug it.
- g. Place all cords, both printers, MiFi and ePollbooks back into the gray or green carrying case.
- h. Lower the lid using the latches and seal the case with the appropriate seal from the **Envelope for Seals**.
- i. Record the seal(s) number on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- j. **SEALED EPOLLBOOK CASE(S) MUST BE DELIVERED TO THE RALLY STATION.**



# Closing the Polls on the Controller



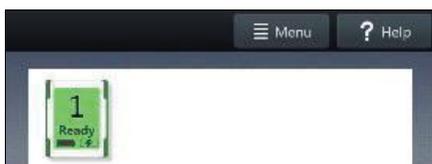
**Closing the Polls on the Controller**



# Closing the Polls on the Controller



1. Record the Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.



2. Select **Menu** from the top of the screen.



3. Select **Close Polls**.



4. When prompted, select **Yes, close the polls**.



5. Enter the close polls password found inside the **Key Envelope**, and press **Accept**. (Same password used to open the polls.)



6. The **Ballot Count Summary Report** automatically starts generating. Select Print Ballot Count to print a second copy of the report.

Select Print Access Code Summary twice.

Tear off the copies, the Judge and one more official shall sign the bottom of each report.

Use the numbers from the **Access Code Summary Report** to fill in the applicable lines of the **Register of Official Ballots** form.

Place one copy of each report in the white envelope and in the pink envelope.

## General procedures for packing the Controller

- a. Unplug the handheld barcode reader and place it in the supply box.
- b. Press the red Power Button on the back of the Controller to power it off.
- c. Unplug the power cord by grasping it at the base from where it connects to the device, and slide back the sleeve. Unplug the Verity Cable and place them both in the supply box.
- d. Verify the screen on the Controller tablet is completely black before removing it.
- e. Insert the round key color coded in black, into the keyhole near the blue door and unlock the tablet by turning the key to the left.



- f. Remove the tablet from the cradle and place it back into the slot. Secure the tablet with the blue latch and turn the key to the right to lock it.



- g. Without removing the tamper seal that is inside, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- h. Release the brace and lower the lid using the two latches.
- i. Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- j. **SEALED CASE CONTAINING THE CONTROLLER GOES BACK INTO THE EQUIPMENT CARRIER.**

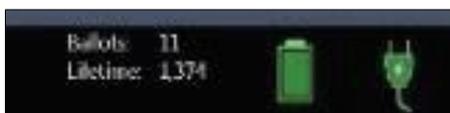
# Closing the Polls on the Scan



**Closing the Polls on the Scan**



# Closing the Polls on the Scan



1. Remove the privacy screens and place them in the black canvass bag. Record the Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.
2. To begin closing the polls, press the blue Poll Worker button on the back of the case.
3. From the tablet screen, select **Close Polls**.
4. When prompted, select **Yes, close the polls**.
5. Enter the close polls password found inside the **Key Envelope**, and press **Accept**. (Same password that was used to open the polls.)



6. The **Tally Summary Report by Contest** automatically starts generating. Select **Print Tally** to print a second copy of the report.

Select **Print Ballot Count** twice.

Tear off the copies, the Judge and one more official shall sign the bottom of each report.

Place one copy of each report in the white envelope and in the pink envelope.

## General procedures for packing the Scan

- a. Press the red Power Button on the back of the Scan to power it off.
- b. Unplug the power cord by grasping it at the base from where it connects to the device, and slide back the sleeve.
- c. Verify the screen on the Scan tablet is completely black before removing it.
- d. Insert the round key color coded in black, into the keyhole near the blue door and unlock the tablet by turning the key to the left.



- e. Remove the tablet from the cradle and place it back into the slot. Secure the tablet with the blue latch and turn the key to the right to lock it.



- f. Without removing the tamper seal that is inside, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- g. Release the brace and lower the lid using the two latches.
- h. Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- i. Unlock the large front door of the **Ballot Box**, with the round gray key, and pull the hanging cord towards you to release the case.



- j. **SEALED CASE CONTAINING THE SCAN MUST BE DELIVERED TO THE RALLY STATION.**

# Closing the Ballot Box

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- a. Record the emergency bin slot seal number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- b. With the large front door, unlocked and opened, remove the gray Ballot Transfer Bag with the voted cast ballots inside.



- c. Seal the Ballot Transfer Bag with the appropriate seal from the envelope for seals. Record the seal number on applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- d. **SEALED BALLOT TRANSFER BAG(S) MUST BE DELIVERED TO THE RALLY STATION.**
- e. Use the loops on the floor panel, of the Ballot Box, to raise it to an upright position.
- f. Close and lock the large front door with the round gray key.
- g. Lift the lid and bring it over the large front door.



- h. Secure the lid by hooking the 3 small bands onto the 3 pins located at the bottom of the lid.



- i. Carefully push in the sides of the box to collapse the unit and latch the four clips.



- j. **BALLOT BOX GOES BACK INTO THE EQUIPMENT CARRIER.**



# Closing the Duos

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**Closing the Duos**



# Closing the Duos

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- a. After the polls have been closed, remove the privacy screens from the Duos and place them in the black canvass bag. Place the canvass bag inside the Equipment Carrier.
- b. Power off the Duos by pressing the red Power Button on the back of each case.
- c. Unplug the power cords by grasping them at the base from where it connects to the device, and sliding back the sleeve. Unplug the Verity Cables. Place all the cords and cables in the supply box.
- d. Verify the screens on the Duo tablets are completely black before removing them.
- e. Insert the round key color coded in black, into the keyhole near the blue door and unlock the tablet by turning the key to the left.



- f. Remove the tablet from the cradle and place it back into the slot. Secure the tablet with the blue latch and turn the key to the right to lock it.



- g. Release the brace and lower the lid using the two latches.
- h. Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- i. Reach underneath each tray, and pull on the latch to release the Duos.



- j. **SEALED CASES CONTAINING THE DUOS GO INTO THE EQUIPMENT CARRIER.**
- k. From the back of each tray, reach underneath, and pull the canvass handle towards you which will allow the tray to collapse.
- l. The ADA tray will need to be secured with the two bands, one on each side.
- m. ADA tray goes into the Equipment Carrier, while the rest of the trays are aligned next to the carrier.



# Memorandums

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**Memorandums**





# Texas Secretary of State Ruth R. Hughs

Note - Navigational menus along with other non-content related elements have been removed for your convenience. Thank you for visiting us online.

## Election Advisory No. 2019-22

To: All Election Officials

From: Keith Ingram, Director of Elections

Date: October 16, 2019

RE: Certain Activities in Vicinity of Polling Places

The early voting period for the November 5, 2019 election will begin Monday, October 21, 2019. As you prepare for the election, we wish to advise you of state law on several early voting and election day polling place issues.

### Use of Firearms by Law Enforcement

Please note that Section 46.03(a) of the Texas Penal Code generally prohibits a person from bringing a firearm onto the premises of a polling place. However, this prohibition does not apply to a peace officer, regardless of whether the police officer is on or off duty. For this and other potentially applicable exceptions, see Tex. Pen. Code § 46.15. **The legislation allowing open carry of handguns, does NOT change the law as it pertain to guns in the polling place; thus no-one except licensed peace officers may carry handguns into the polling place.**

Although there is no requirement that you place any sort of signage in the polling place in order to inform voters of the unchanged restrictions regarding handguns in the polling place, if you wish to provide a notice to that effect, you may post form AW-7-9a, "Notice of Prohibition of Handguns in the Polling Place." Alternatively, if you wish to submit your own proposed notice to our office for approval, you may do so by [emailing the form to us](#). Any such notice must be in English and Spanish as well as any other languages required in your political subdivision.

For more information regarding OAG opinion [KP-0212](#) and the situations upon which a presiding judge may carry a handgun in the polling place, please see [Advisory 2018-29](#).

### Electioneering

Each early voting and election day polling place must be organized with 100-foot distance markers posted at surrounding outside entrances to the building. During the voting period and inside this protected area, it is prohibited to electioneer, including expressing preference for or against any candidate, measure, or political

party. A violation of this provision in the Election Code is a Class C misdemeanor. Tex. Elec. Code §§ 61.003, 85.036.

Please note that the early voting clerk and the presiding judge of each polling place, as appropriate, have the authority of a district judge while serving in that capacity. This authority enables the early voting clerk or the presiding judge, as appropriate, to use his or her discretion to ensure the safety and efficiency of the early voting and election day polling place and the surrounding 100-foot area. Tex. Elec. Code §§ 32.075(e), 81.002.

While an election judge or early voting clerk has the authority to ensure that electioneering is not occurring within the 100 foot marker, Section 32.075(e) of the Code specifically states that a presiding judge may not enforce electioneering provisions outside of the 100-foot distance markers. The same prohibition applies to an early voting clerk, per Section 81.002 of the Code.

If you or your presiding judges have questions as to what constitutes electioneering, encourage them to contact either your office or our office directly with specific questions.

### **Regulating Electioneering Outside 100-Foot Marker**

An entity that owns or controls a public building being used as a polling place may not prohibit electioneering outside of the 100-foot distance marker. However, the entity may enact reasonable regulations in regards to the time, place, and manner of electioneering. Tex. Elec. Code § 61.003(a-1).

Only a court of law can determine what is reasonable in terms of time, place and manner. However, an example of a reasonable regulation may include prohibiting electioneering on sidewalks or driveways to keep them clear for pedestrians and traffic.

Finally, we recommend that all regulations be content neutral. If you have questions, we suggest that you contact your attorney.

### **County Chairs in Polling Places**

The Election Code provides that a county chair may be in a polling place during the **primary** election. Note that the provision does not provide that a county chair may be in the polling place during other elections. Of course a county chair may enter the polling place to vote. Tex. Elec. Code § 172.1113.

### **Cell Phones and Other Wireless Communication Devices**

Persons are not allowed to use wireless communications devices within 100 feet of the voting stations. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the voting stations. Tex. Elec. Code §§ 61.014(a), 81.002.

- **What devices should not be used in the polling place?**
  - Cell phones
  - Cameras
  - Tablet computers
  - Laptop computers
  - Sound recorders
  - Any other device that may communicate wirelessly, or be used to record sound or images.

- **Who does this prohibition apply to at the polling place?**

It applies to **all voters** within 100 feet of the voting stations.

- **What about voters with disabilities?**

In recent years, advances in technology have enabled cell phones, tablets and other wireless communications devices to assist voters with disabilities. As an example, a voter may use a program/application on a cell phone to translate verbal communication into sign language, allowing the voter to understand communication by an election official. While this situation is not expressly addressed in the Election Code, an election judge or early voting clerk may use their authority to allow a voter to utilize these programs/applications at their discretion. If you have any questions, please contact our office.

- **May poll watchers use these devices?**

No. A poll watcher may not be accepted for service if the poll watcher has possession of a device capable of recording images or sound **unless the poll watcher agrees to disable or deactivate the device**. The early voting clerk or presiding judge, as appropriate, may inquire whether a poll watcher has possession of any prohibited recording devices before accepting the poll watcher for service. The poll watcher must sign an oath stating he or she does not have in his or her possession devices capable of recording images or sound, or that he or she will disable or deactivate the devices while serving as a watcher. Tex. Elec. Code §§ 33.006, et. seq.

- **May election officials use these devices?**

Yes, if they are using the device to conduct official duties.

- **What if the polling location is also a business location, where a person may need to use a wireless communication device for employment-related matters?**

This is permissible if the person is acting in the course of the person's employment.

- **What if a person enters the 100-foot area while using a wireless communications device or appears to be recording sound/image?**

The early voting clerk and the presiding judge have the authority to require persons to deactivate any such devices and further authority to require persons who do not comply to leave the early voting or election day polling place, as appropriate.

Questions or clarification should be directed to the early voting clerk or the presiding judge in your polling place, as appropriate.

- **How should voters be notified of this law?**

A notice may be posted at the polling place by the early voting clerk or presiding judge. The notice should be posted where it can be read by persons waiting to vote. [Our office has prescribed the wording of such a posted notice \(PDF\)](#).

If other wording is used, it will need to be approved by our office prior to use.

## **Security Cameras in the Polling Place**

Security cameras are essentially recording devices. If a building is being used as a polling place and has security cameras installed, our advice is to have the cameras turned off during the hours that voting is being conducted if it is possible to do so. If it is not possible, then making sure the cameras do not cover or film the voting areas is essential. We do not believe that turning the voting equipment away from the camera is sufficient. We think that the camera should not view the voting equipment at all.

In addition, recording of sound is a separate but equally serious problem. If it is possible to turn off that feature during the hours of voting, that will be necessary. If not, then our advice is to find another polling location, if possible.

## **Exit Polling**

The policy of our office is to permit non-disruptive exit polling within the 100-foot boundaries surrounding each early voting and election day polling place. We note that the early voting clerk or presiding judge at each polling place, as appropriate, must determine that such exit polling does not constitute either (1) "loitering" in violation of Section 61.003(a) of the Code or (2) a disruption of order or a contribution to a breach of the peace at the early voting or election day polling place in violation of Section 32.075(a) of the Code, as applicable to early voting under Section 81.002 of the Code. Tex. Elec. Code §§ 61.003(a), 32.075, 81.002.

## **Written Materials**

Voters are allowed to bring written materials into voting stations to assist them in casting their ballot. However, it is important to remember that the prohibition on electioneering within 100-feet of the polling place does apply to written materials. Election judges and early voting clerks may use their discretion in determining if a voter is electioneering for or against any candidate, measure or political party through the use of written materials.

## **Sound Amplification Devices**

It is also prohibited to use a sound amplification device to electioneer within 1,000 feet of the early voting or election day polling place; per Section 61.004 of the Code, a violation of this provision is a Class C misdemeanor.

## **Petition Signature Gathering**

Please be advised that any persons who wish to gather petition signatures must do so beyond the 100-foot distance markers. Petition signatures for any type of election may not be collected inside the early voting or election day polling place or within the 100-foot distance marker. Petition gathering is considered electioneering for or against a measure, which is prohibited within the 100-foot distance marker. Tex. Elec. Code §§ 61.003, 85.036.

We hope you find this information helpful. Please contact us at 1-800-252-VOTE(8683) if you have any questions.

KI:JG

# Language Assistance - Bilingual Poll Workers

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The 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.

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

It is mandatory that you have at least one bilingual election official who is fluent in both English and Spanish and one who is fluent in both English and Vietnamese within the polling place at all times (you or one of your clerks).

Please note that as a last resort, our office has several bilingual people that are available to assist Spanish speaking and Vietnamese speaking voters over the phone. We strongly advise you not to rely on this telephone assistance alone if bilingual assistance is commonly needed in your precinct, remember, our phone lines will be busy on Election Day.

The U.S. Department of Justice closely monitors compliance with bilingual requirements in Texas.

Stickers are provided in your supplies to identify  
bilingual poll workers.

# Persons Permitted in the Polling Place

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## I. BASIC LAW

Except as permitted in the Election Code, no one may be in the polling place from the time the Presiding Judge arrives at the polling place on Election Day until returns have been certified and the election records have been assembled for distribution following the Election.

The following persons are specifically permitted by the Election Code to be in the polling place: voters, Election Judges and Clerks, poll watchers, interpreters, a person assisting a voter, a child under 18 years old accompanying an adult, a sheriff delivering election supplies, and a participant in a student election. Any offense under Section 61.001 is a Class C misdemeanor.

## II. VOTERS

## III. ELECTION OFFICIALS

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

## IV. OBSERVERS

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

## V. GOOD SAMARITANS

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

## VI. LAW ENFORCEMENT

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

## VII. MINORS

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

## VIII. SPECIAL LAW APPLICABLE TO CANDIDATES

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

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

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

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

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

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

