

All email communications (including emails, email attachments, calendar invitations, and calendar invitation attachments) and written correspondence sent or received by any of the Tarrant County elections staff members listed below concerning poll watchers or poll watcher activities (including, but not limited to, poll watcher trainings, appointments, acceptance, removal, complaints, reports, or misconduct).

Records responsive located at [this link](#). Folders for each person listed with any emails or for those with no responsive records, a text file stating that.

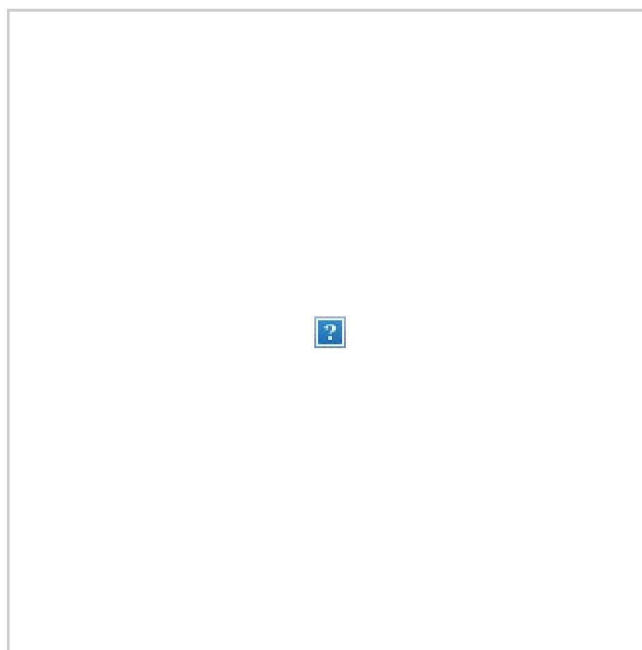
From: [Nanette Forbes - Texas Association of Counties \(Texas Association of Counties\)](#)
To: [Troy C. Havard](#)
Cc: [TAC-Elections-Community](#)
Subject: [TAC-Elections] FW: Governor Abbott Issues Proclamation Enhancing Ballot Security
Date: Thursday, October 1, 2020 2:01:30 PM

EXTERNAL EMAIL ALERT! Think Before You Click!

FYI

From: Governor Greg Abbott Press Office <GovernorAbbottPress@public.govdelivery.com>
Subject: Governor Abbott Issues Proclamation Enhancing Ballot Security

Governor Abbott Issues Proclamation Enhancing Ballot Security



For Immediate Distribution | October 1, 2020 | (512) 463-1826

Governor Abbott Issues Proclamation Enhancing Ballot Security

AUSTIN – Governor Greg Abbott today issued a proclamation enhancing ballot security protocols for the in-person delivery of marked mail ballots for the November 3rd Election. Under this proclamation, beginning on October 2, 2020, mail ballots that are delivered in person by

voters who are eligible to vote by mail must be delivered to a single early voting clerk's office location as publicly designated by a county's early voting clerk. The proclamation also requires early voting clerks to allow poll watchers to observe any activity conducted at the early voting clerk's office location related to the in-person delivery of a marked mail ballot. This proclamation amends a [July 27th proclamation](#) that extended the period in which marked mail-in ballots may be delivered in person.

"The State of Texas has a duty to voters to maintain the integrity of our elections," said Governor Abbott. "As we work to preserve Texans' ability to vote during the COVID-19 pandemic, we must take extra care to strengthen ballot security protocols throughout the state. These enhanced security protocols will ensure greater transparency and will help stop attempts at illegal voting."

[View the Governor's proclamation.](#)

###

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Nanette Forbes - Texas Association of Counties

Texas Association of Counties
Legislative Liaison

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mob~#p9569462



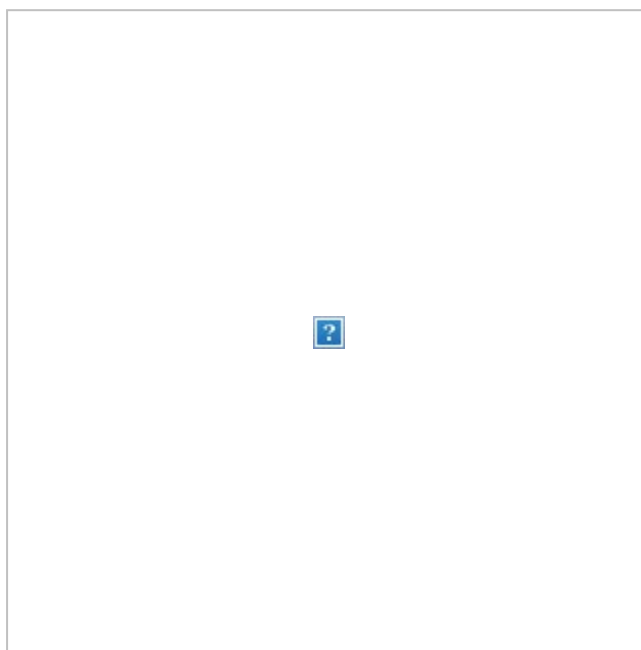
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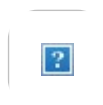
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From: [Webmaster](#)
To: [Heider I. Garcia](#); [Troy C. Havard](#); [Beth DiPaolo](#)
Subject: FW: ACLU of Texas Advisory on Voter Intimidation Laws
Date: Monday, October 12, 2020 8:36:48 AM
Attachments: [image001.png](#)
[ACLU of Texas Advisory on Voter Intimidation Laws.pdf](#)

From: Anjali Salvador <[REDACTED]>
Sent: Friday, October 9, 2020 8:43 AM
To: Anjali Salvador <[REDACTED]>
Subject: ACLU of Texas Advisory on Voter Intimidation Laws

EXTERNAL EMAIL ALERT! Think Before You Click!

All,

Attached please find an advisory from the ACLU of Texas summarizing the federal and state regulations that protect voters from intimidation and harassment, which election officials should bear in mind as early voting and Election Day approach. Please let us know if you have any questions or would like to discuss this. Thank you.

Best regards,

Anjali V. Salvador
Pronouns: she, her
Staff Attorney
American Civil Liberties Union of Texas
P.O. Box 8306, Houston, TX 77288-8306
[REDACTED] | aclutx.org





Texas

Anjali V. Salvador
Staff Attorney
P.O. Box 8306
Houston, TX 77288

To: Texas Election Administration Officials
Date: October 9, 2020

Re: Advisory on Voter Intimidation Laws

In March 2020, the Trump campaign announced the launch of “Army for Trump,” a campaign to “mobilize Americans across the country who are committed to fighting to re-elect President Trump”¹ that explicitly includes “precinct coverage” as part of its mission.² Multiple times this month, President Trump has used Twitter to promote the “Army for Trump” website, specifically calling upon people to “volunteer to be a Trump Election Poll Watcher. Sign up today!”³

While the ACLU of Texas supports the civic engagement of all Texans regardless of their political views, all engagement must occur in a manner that complies with federal and state law. Over a century ago, the Supreme Court stated that the right to vote is a “fundamental political right, because [it is] preservative of all rights,”⁴ and people must be allowed to exercise that right free from intimidation or harassment. This communication synthesizes the federal and state regulations that protect voters from intimidation and harassment, all of which election officials should bear in mind as early voting and Election Day approach.

Voter intimidation can take many different forms. It includes, but is not limited to, aggressively questioning voters about their qualifications to vote, including regarding citizenship and criminal records; displaying false or misleading information about voting requirements or voter fraud; and harassment targeting non-English speakers and voters of color.⁵

¹ *Trump Campaign Announces Launch of ‘Army for Trump’ Website Ahead of the 2020 Election*, Donald J. Trump for President, Inc. (March 2, 2020), <https://www.donaldjtrump.com/media/trump-campaign-announces-launch-of-army-for-trump-website-ahead-of-the-2020-election/>.

² *Election Day Team*, Army for Trump, <https://www.armyfortrump.com/forms/election-day-team> (last visited Oct. 6, 2020).

³ Donald J. Trump, *Tweet posted on Oct. 1, 2020*, <https://twitter.com/realDonaldTrump/status/1311804730226675718>; Donald J. Trump, *Tweet posted on Oct. 5, 2020*, <https://twitter.com/realDonaldTrump/status/1313136308152401922?s=20>.

⁴ *Yick Wo v. Hopkins*, 118 U.S. 356, 370 (1886).

⁵ See *Know Your Rights: Voting Rights*, American Civil Liberties Union, <https://www.aclu.org/know-your-rights/voting-rights/#someone-is-interfering-with-my-right-to-vote> (last viewed October 6, 2020).

AMERICAN CIVIL LIBERTIES UNION FOUNDATION OF TEXAS

P.O. BOX 8306
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WWW.ACLUTX.ORG

WITH OFFICES IN AUSTIN, BROWNSVILLE, DALLAS AND EL PASO

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TX-TARRANT-21-1685-A-000006

Multiple federal laws explicitly forbid voter intimidation. As early as the Ku Klux Klan Act of 1871, Congress declared it unlawful to “conspire to prevent by force, intimidation, or threat, any citizen who is lawfully entitled to vote” from doing so.⁶ The Civil Rights Act of 1957 further decreed, “No person, whether acting under color of law or otherwise, shall intimidate, threaten, [or] coerce...any other person for the purpose of interfering with the right of such other person to vote or to vote as [they] may choose.”⁷ That prohibition still stands today, and as dictated by 18 U.S.C. § 594, violating its requirements carries with it criminal penalties including the possibility of imprisonment.⁸

Texas state law provides voters additional protections from harassment and intimidation. The Texas Election Code provides that it is unlawful to loiter and to electioneer within 100 feet of a polling place; electioneering includes, but is not limited to, displaying political signs and badges.⁹ It is also unlawful to record images or sound within 100 feet of any voting station.¹⁰ Further, no one may operate a sound amplification device or a vehicle with a loudspeaker for the purpose of “making a political speech” or “electioneering for or against any candidate, measure, or political party” within 1,000 feet of a building in which a polling place is located.¹¹ Additionally, the Texas Penal Code makes carrying a firearm “on the premises of a polling place on the day of an election or while early voting is in progress” a felony offense.¹²

Other protections for voters do not contain any geographical limitation to the area surrounding a polling place. “[D]isplay[ing] a firearm or other deadly weapon in a public place in a manner calculated to alarm”¹³ is a misdemeanor without any geographical limitation, as are “abus[ing] or threaten[ing] a person in a public place”¹⁴ and threatening to injure or commit a felony against someone with the intent to “harass, annoy, alarm, abuse, torment, or embarrass” that person.¹⁵ It is a felony to harm or threaten to harm someone in retaliation for voting for or against a candidate, regardless of where that harm or threat to harm occurs.¹⁶

And, while President Trump and his campaign have referred to an “army,” Texas state law forbids any group “other than the regularly organized Texas military forces, the armed forces of the United States, or the active militia of another state” from “associat[ing] as a military company or organization or parad[ing] in public with firearms.”¹⁷ Viewed as a whole, Texas state law contains strong protections against voter intimidation.

⁶ 42 U.S.C. § 1985(3).

⁷ 52 U.S.C. § 10101(3)(b); *see also* 52 U.S.C. § 10307(b).

⁸ 18 U.S.C. § 594 (“Whoever intimidates, threatens, coerces, or attempts to intimidate, threaten, or coerce, any other person for the purpose of interfering with the right of such other person to vote or to vote as [they] may choose...shall be fined under this title or imprisoned not more than one year, or both.”).

⁹ TEX. ELEC. CODE § 61.003; *see also* *Poll Watcher’s Guide*, Texas Secretary of State Elections Division (January 2018), <https://www.sos.texas.gov/elections/forms/pollwatchers-2018.pdf>.

¹⁰ TEX. ELEC. CODE § 61.014.

¹¹ *Id.* § 61.004.

¹² TEX. PENAL CODE § 46.03(2).

¹³ *Id.* § 42.01(8).

¹⁴ *Id.* § 42.01(4).

¹⁵ *Id.* § 42.07.

¹⁶ TEX. ELEC. CODE § 276.001.

¹⁷ TEX. GOV’T CODE § 437.208.

President Trump has also called for volunteers to be “poll watchers” as part of the “Army for Trump” campaign.¹⁸ However, the term poll watchers is reserved for only the limited number of people who are **officially** appointed to observe the conduct of an election on behalf of a candidate, political party, or the proponents or opponents of a measure.¹⁹

In order to qualify, poll watchers must be qualified voters from the counties in which they serve,²⁰ and they must present their certificates of appointment to the relevant presiding election judge when they report for service.²¹ People who are not officially appointed poll watchers may not observe early voting and Election Day polling activities in the same manner. Indeed, to the extent that the Trump campaign is calling for a large number of poll watchers, that call must be interpreted according to the constraints of the Election Code, which provides that each appointing authority may not appoint “more than two watchers for each precinct polling place” or “more than seven watchers for each main or branch early voting place.”²² Even for early voting, “not more than two watchers appointed by the same authority may be on duty at the same early voting place at the same time.”²³

In addition to being subject to all of the regulations described in the prior sections, poll watchers must follow strict rules of conduct mandated by the Election Code. Each poll watcher’s certificate of appointment must include an affidavit stating that they will not have a device capable of recording images or sound, or that any such device will be disabled or deactivated while poll watching.²⁴ They are explicitly forbidden from “convers[ing] with a voter” or “communicat[ing] in any manner with a voter regarding the election,”²⁵ and they are not allowed to be present “at the voter station when a voter is preparing the ballot.”²⁶

The upcoming election, which will take place in the midst of a global pandemic, is unprecedented in many ways. The ACLU of Texas is conscious of the immense amount of work that county officials throughout Texas have done to allow voters to participate in ways that do not jeopardize their health. Yet protecting voters also requires safeguarding their ability to participate in the political process without being subjected to intimidation or harassment. It is our hope that this communication will aid you in that important work.

Regards,



Anjali V. Salvador
Staff Attorney

¹⁸ Donald J. Trump, *Tweet posted on Oct. 5, 2020*, <https://twitter.com/realDonaldTrump/status/1313136308152401922?s=20>.

¹⁹ TEX. ELEC. CODE § 33.001.

²⁰ *Id.* § 33.031.

²¹ *Id.* § 33.051.

²² *Id.* § 33.007.

²³ *Id.* § 33.007.

²⁴ *Id.* § 33.006(6).

²⁵ *Id.* § 33.058.

²⁶ *Id.* § 33.057(b).



From: [Heider I. Garcia](#)
To: [Grasie Alvarado](#); [Beth DiPaolo](#); [Troy C. Havard](#)
Subject: FW: Mansfield Sub-Courthouse
Date: Tuesday, July 14, 2020 5:45:33 PM

FYI

From: David Coffman [mailto: [REDACTED]]
Sent: Tuesday, July 14, 2020 5:32 PM
To: Heider I. Garcia <HIGarcia@tarrantcounty.com>
Cc: Rose Clouston < [REDACTED] >
Subject: Mansfield Sub-Courthouse

EXTERNAL EMAIL ALERT! Think Before You Click!

Heider Garcia,

Thank you for expediting handling all the issues related to the 2020 Primary Runoff in Tarrant County, reported by our Democratic Party poll watchers and voter hotline.

One of our poll watchers commented that "After visiting four different polling locations, it is abundantly clear the Mansfield Sub-Courthouse remains unsuitable for handling a large turnout in a general election. The current space configuration provided by the County will result in a long line and a wait of several hours." He said the judges told him this location was a new one not used before. Thank you for looking into this problem.

David A. Coffman

From: [Heider I. Garcia](#)
To: [Grasie Alvarado](#); [Beth DiPaolo](#); [Patricia V. Benavides](#); [Troy C. Havard](#)
Subject: FW: MASS EMAIL (CC/EA/VR - 942) - Health Protocols for Elections
Date: Tuesday, May 26, 2020 4:31:31 PM
Attachments: [image001.png](#)
[Secretary of State Health Protocols.pdf](#)
Sensitivity: Personal

Team,

Please review the Health Protocols the SOS issued today and let's make sure we identify any improvements we may need to make ASAP. Let's have a quick

Let's have a quick meeting tomorrow to discuss.

HG.

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Tuesday, May 26, 2020 4:01 PM
To: Elections Internet <Elections@sos.texas.gov>
Subject: MASS EMAIL (CC/EA/VR - 942) - Health Protocols for Elections
Sensitivity: Personal

EXTERNAL EMAIL ALERT! Think Before You Click!

Dear Election Officials,

Earlier today, the Secretary of State [issued](#) the attached guidance on recommended health protocols for Texas voters and election officials. Our office developed these protocols in consultation with the Texas Department of State Health Services to help ensure the health and safety of all voters, election office personnel, polling place workers, and poll watchers in Texas. We will continue to provide additional guidance to election officials in the coming weeks as you work to conduct elections with the utmost safety and security.

Please let us know if you have any questions or concerns.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:



The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.

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The State of Texas



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(800) 252-VOTE (8683)

Ruth R. Hughs
Secretary of State

Health Protocols for Voters



CHECKLIST FOR VOTERS

The following are the minimum recommended health protocols for all voters in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. To mitigate this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to undertake practices that protect our communities.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for voters:

- ☐ To the extent feasible, maintain at least six feet separation from other individuals at the polling location. In addition to practicing such distancing when feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Self-screen before going to a polling place for any of the following, new or worsening signs or symptoms of possible COVID-19:
 - ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Chills
 - ☐ Repeated shaking with chills
 - ☐ Muscle pain
 - ☐ Headache
 - ☐ Sore throat
 - ☐ Loss of taste or smell
 - ☐ Diarrhea
 - ☐ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - ☐ Known close contact with a person who is lab-confirmed to have COVID-19
- ☐ Voters who exhibit any of the above-mentioned symptoms associated with COVID-19 when they arrive at a polling location may want to consider utilizing curbside voting, to the extent they meet the eligibility requirements, which is available at all polling locations. These voters should contact their county election office with questions about the curbside voting process in their county and the eligibility requirements.
- ☐ Voters should consider bringing their own marking instruments such as a pen, pencil with eraser, or stylus to use when checking-in to vote and for marking their ballot. Voters should contact their county election office to determine what type of marking devices are appropriate to use for the ballots in their county.
- ☐ Upon entering a polling place, wash or disinfect hands. Wash or disinfect hands after any interaction with election workers, poll watchers, or other individuals at the polling place and after using voting system equipment or marking a ballot.
- ☐ Voters should bring their own hand sanitizer into the polling location and should use hand sanitizer to disinfect their hands after leaving the polling location.

- ☐ Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering the polling place, or when within six feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.
- ☐ If the election judge is not able to determine the identity of a voter wearing a face covering, the voter should be prepared to lower or remove their face covering when checking-in at a polling place. After the voter's identity has been confirmed, the voter should wear their face covering through the rest of the voting process.
- ☐ If a voter contracts COVID-19 (or other sickness or physical condition that prevents the voter from appearing at the polling place on election day without a likelihood of needing personal assistance or of injuring the voter's health) after the deadline to submit an application for a ballot by mail, the voter should contact their county election officer for more details about submitting an Application for Emergency Early Voting Ballot Due to Sickness or Physical Disability.
- ☐ Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid contact within six feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Such individuals may consider submitting an Application for a Ballot by Mail to their county election officer so that they can receive a blank ballot and return their voted ballot by mail.

Health Protocols for Elections

☒ CHECKLIST FOR ELECTIONS

The following are the minimum recommended health protocols for all elections in Texas. County election officers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all voters, office personnel, polling place workers, and poll watchers. Any such protocols also must be consistent with ensuring and maintaining the integrity of the election process.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. To mitigate this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to undertake practices that protect our communities.

Please note, public health guidance cannot anticipate every unique situation. As always, election officials should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of election personnel, polling place workers, poll watchers, and voters.

Health protocols for serving voters:

- ☐ Encourage voters, office personnel, polling place workers, and poll watchers to follow the Texas Department of State Health Services health protocols, including maintaining at least six feet separation from other individuals not within the same household. In addition to encouraging the practice of such distancing when feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Encourage voters to wear cloth face coverings (over the nose and mouth) when entering the polling place, or when within six feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.
- ☐ Provide varied voting opportunities for voters by utilizing available early voting locations, extended voting hours, weekend hours, and well-advertised curbside voting.
- ☐ Provide updated information on the local election website regarding early voting schedules and voting procedures.
- ☐ Disinfect any items that come into contact with voters such as check-in tables, writing utensils, voting system equipment, ballot boxes, and doors leading into and out of the polling place.

Health protocols for your employees and polling place workers:

- ☐ Train all office personnel and polling place workers on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- ☐ Screen employees and polling place workers before coming into a polling place:
 - ☐ Send home any employee or polling place worker who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat

- Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab-confirmed to have COVID-19
- ☐ Do not allow employees or polling place workers with new or worsening signs or symptoms listed above to return to a polling place or election office until:
- In the case of an employee or polling place worker who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
 - In the case of an employee or polling place worker who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If an employee or polling place worker has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- ☐ Do not allow employees or polling place workers with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- ☐ Have employees and polling place workers wash or sanitize their hands upon entering the election office or polling place, and between interactions with voters or other personnel.
- ☐ Have employees and polling place workers maintain at least six feet separation from other individuals, when necessary. In addition to encouraging the practice of such distancing when feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Consistent with the actions taken by many businesses across the state, consider having all employees and polling place workers wear cloth face coverings (over the nose and mouth)

at all times. If available, employees and polling place workers should consider wearing non-medical grade face masks.

- ☐ If a polling place worker is serving as an assistant to a voter, the polling place worker should wear a face covering while providing assistance. Polling place workers should also wash or sanitize their hands after completing the assistance.
- ☐ If a polling place worker is processing a curbside voter, the polling place worker should wear a face covering while interacting with the voter. Polling place workers should also wash or sanitize their hands after completing their curbside voting duties.

Health protocols for poll watchers:

- ☐ To the extent feasible, poll watchers should maintain at least six feet separation from other individuals not within the same household. In addition to practicing such distancing when feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Consistent with the actions taken by many individuals across the state, poll watchers should consider wearing face coverings (over the nose and mouth) when entering the polling place, or when within six feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.

Health protocols for your polling places:

- ☐ Provide markings on the floor of the polling place that allow voters to maintain a six feet separation from other individuals not within the same household. In addition to encouraging the practice of such distancing when feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Election workers are not required to ask a voter to remove their face covering upon check-in. However, if an election judge is not able to determine the voter's identity while wearing a face covering, the election judge has discretion to ask the voter to lower or remove their face covering. The voter should be permitted to wear their face covering through the rest of the voting process after their identity has been confirmed.
- ☐ Arrange voting stations to allow voters to maintain at least six feet separation from other voters.

- ☐ Block off frequently touched items of the facility that are not being utilized as part of the polling place to prevent the spreading of germs between parties.
- ☐ Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, writing utensils, chairs, handrails, and restrooms.
- ☐ Disinfect any items that come into contact with voters after such contact.
- ☐ Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to polling place workers and voters.
- ☐ Place readily visible signage at the polling place to remind everyone of best hygiene practices.
- ☐ For facilities that experience high voting traffic, consider having a polling place worker wholly or partially dedicated to ensuring the recommended health protocols are successfully implemented and followed.

From: [Stacey M. Behymer](#)
To: [Troy C. Havard](#)
Subject: Fwd: MASS EMAIL (CC/EA/VR - 940) - Reminders for July 14, 2020 Elections
Date: Tuesday, June 30, 2020 4:23:36 PM
Attachments: [image001.png](#)
[Curbside Voting - A - English.pdf](#)
[Curbside Voting - A - Spanish.pdf](#)
[Curbside Voting - B - English.pdf](#)
[Curbside Voting - B - Spanish.pdf](#)
[Curbside Voting - C - English.pdf](#)
[Curbside Voting - C - Spanish.pdf](#)
[Curbside Voting - D - English.pdf](#)
[Curbside Voting - D - Spanish.pdf](#)
[Polling Place Sign - Health Protocols - English.pdf](#)
[Polling Place Sign - Health Protocols - Spanish.pdf](#)
[COVID 19 Polling Place Signage.docx](#)

Sensitivity: Personal

Get [Outlook for Android](#)

From: Elections Internet <Elections@sos.texas.gov>
Sent: Saturday, June 27, 2020 12:32:29 PM
To: Elections Internet <Elections@sos.texas.gov>
Subject: MASS EMAIL (CC/EA/VR - 940) - Reminders for July 14, 2020 Elections

EXTERNAL EMAIL ALERT! Think Before You Click!

Dear Election Officials:

As we prepare for the beginning of Early Voting for elections occurring on July 14, 2020, we wanted to provide you with a few reminders and address a few issues we have received questions about.

1. Face Covering Requirements:

- a. **Voters:** Masks are strongly recommended, but not required for use in the polling place by a voter. If a local entity has a policy or ordinance requiring masks, voters will still be able to enter the polling place without a mask. Voters should not be turned away. You may want to have extra disposable masks available to offer to those voters who wish to vote, but do not have a mask.
- b. **Poll watchers:** Masks are strongly recommended, but not required for use in the polling place by a poll watcher. However, the SOS recommends that you establish guidelines for the use of masks by poll watchers if they will be within 6 feet of voters or workers. If you establish expected use guidelines, you should inform a poll watcher of those guidelines when the poll watcher presents themselves for service. If a poll watcher refuses to wear a mask and is getting within 6 feet of voters or workers, the presiding judge may address the issue through their authority to preserve order (Section 32.075).

- 2. Screening Voters at Polling Places:** If your polling place is in a building that is screening patrons for signs or symptoms of COVID-19 before entering the building, please be advised that voters cannot be screened or denied entrance to the polling place for refusing a screening. If necessary, you may want to have voters use a separate

entrance to the building, provided that the entrance is ADA-accessible. Alternatively, if there is a line to enter the location, consider forming a separate line for voters.

3. **Voter ID Requirements:** There are several items from our prior Voter ID training presentations that we wanted to reiterate in advance of the upcoming primary runoff election.
 - a. **Address on Identification:** The address on the voter's Identification does NOT have to match the address on the list of registered voters.
 - b. **Out-of-State Driver's License:** An out-of-state driver's license can be utilized as a List B Identification for those voters who do not possess and cannot reasonably obtain a List A Identification. The out-of-state license can be current or expired, and the voter can present the original or a copy of the license. The voter showing an out-of-state driver's license must also complete the Reasonable Impediment Declaration.
4. **Last Minute Changes in Polling Locations:** If you have any last minute changes in your polling locations, please remember to update your posted election notices, including any website information that contains your locations. Please also remember to update your polling locations in TEAM.
5. **Election Worker Changes:** If both the presiding judge and alternate judge are unavailable to serve and this is discovered after the 20th day before election day (June 24, 2020), the presiding officer of the appointing authority (party chair), or if the presiding officer is unavailable, the authority responsible for distributing supplies for the election, shall appoint a replacement judge. Additionally, if the authority is unable to find an election judge who is a qualified voter of the specific precinct needing a judge, the authority may appoint individuals that meet the eligibility requirements of an election clerk which encompasses a broader territory. For a primary election, this authority lies with the County Chair of the Political Party. For a joint primary, it's the County Election Officer.
6. **Student Election Clerks:** We've been asked whether a student who has graduated from High School, but is not yet 18 years old, is eligible to serve as a [student election clerk](#) since they are not currently enrolled in school. The answer to this question is yes, the individual can serve as a student clerk. If a student is no longer enrolled in school as a result of graduating, but is not yet 18 years old (so they are unable to serve as a regular election clerk), the individual would qualify for service as a student election clerk during early voting or election day. You will not need the principal's approval, as the student has graduated. You always need parent or guardian approval.
7. **Activities in the Vicinity of the Polling Place:** As a reminder, Advisory [2020-06](#) provides guidance on certain activities in the vicinity of the polling place, including electioneering, the use of firearms, cell phones, and exit polling.
8. **Pre-Approved Polling Place Signs:** Many election offices have submitted customized signs for use in the polling place that provide instructions related to COVID-19 and their specific county procedures. For those counties that do not need county-specific language, we have signs prescribed by our office you can use for signs in or around the

polling location related to health protocols. We also provided several options for curbside voting. Additionally, we've attached the signs in a word document if you would like to use our prescribed language but still customize the signs to fit your county needs.

9. **Contingency Plans for Election Offices:** It is critical that you take time to establish contingency plans for your own office in case you or someone in your office is affected by COVID-19. As part of your contingency plans, we would suggest you consider addressing potential COVID-19 issues in any Incident Response Plans or Continuity of Operations Plans you may have. Additionally, you should look at reviewing your Central Counting Station plan (if applicable) to address any relevant procedures or guidelines related to COVID-19. As a reminder, the SOS has a template for an Incident Response Plan and a Continuity of Operations Plan on our DocShare site.
10. **Early Voting Rosters:** All early voting rosters must be made available in a downloadable format on the SOS website during early voting. Voting history should be updated/imported by midnight of each day.
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Please do not hesitate to contact us with any additional questions or concerns you may have. We appreciate all of your hard work in preparing for this upcoming election.

Thank you,

Christina Worrell Adkins

Legal Director – Elections Division

Office of the Texas Secretary of State

1019 Brazos Street | Rudder Building, 2nd Floor | Austin, Texas 78701

1.800.252.VOTE (8683)

elections@sos.texas.gov | www.sos.texas.gov

For Voter Related Information, please visit:



The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.

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Health Protocols for Voting in Person

Practice Social Distancing	Please maintain at least 6 feet separation from other individuals when possible.
Wear a Mask or Face Covering	Face Coverings are Strongly Recommended but not required in the polling place. You may have to lower or remove your mask temporarily if the election judge is unable to verify your identity. Face Coverings are subject to the prohibition on electioneering for or against any candidate, measure, or political party.
Sanitize or Wash Your Hands	Please wash or sanitize your hands upon entering the polling place, after interacting with other individuals at the polling place, after using voting system equipment or marking a ballot, and upon exiting the polling place.
Curbside Voting	If you have signs or symptoms of COVID-19, please consider Curbside Voting.

Protocolos de Salud para Votar en Persona

Practique la Distancia Social	Por favor, mantenga al menos 6 pies de separación de otros individuos cuando sea posible.
Use Una Máscara o Una Cubierta Facial	Las cubiertas faciales son muy recomendables, pero no se requieren en el lugar de votación. Es posible que tenga que bajar o quitarse la máscara temporalmente si el juez electoral no puede verificar su identidad. Las cubiertas faciales están sujetas a la prohibición de politiquear a favor o en contra de cualquier candidato, medida o partido político.
Desinfecte o Lávese las Manos	Por favor, lávese o desinfecte las manos al entrar en el lugar de votación, después de interactuar con otras personas en el lugar de votación, después de usar el equipo del sistema de votación o marcar una boleta, y al salir del lugar de votación.
Votación en la Acera	Si tiene signos o síntomas de COVID-19, considere la Votación en la Acera.

Curbside Voting

If you are physically unable to enter the polling place without personal assistance or likelihood of injuring your health, Curbside Voting is Available.

If you have signs or symptoms of COVID-19, please consider Curbside Voting.

To Vote Curbside, please call: _____
to alert the election judge of your presence.

Votación en la Acera

Si no puede físicamente entrar al lugar de votación sin asistencia personal o sin riesgo de herir su salud, la Votación en la Acera está Disponible.

Si tiene signos o síntomas de COVID-19, considere la Votación en la Acera.

Para Votar en la Acera, por favor llame al: _____
para alertar al juez electoral de su presencia.

Curbside Voting

If you are physically unable to enter the polling place without personal assistance or likelihood of injuring your health, Curbside Voting is Available.

If you have signs or symptoms of COVID-19, please consider Curbside Voting.

To Vote Curbside, please ring the bell to alert the election judge of your presence.

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Para Votar en la Acera, por favor toque el timbre para alertar al juez electoral de su presencia.

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If you are physically unable to enter the polling place without personal assistance or likelihood of injuring your health, Curbside Voting is Available.

If you have signs or symptoms of COVID-19, please consider Curbside Voting.

To Vote Curbside, please honk your horn two times to alert the election judge of your presence.

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Para Votar en la Acera, por favor toque la bocina dos veces para alertar al juez electoral de su presencia.

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If you have signs or symptoms of COVID-19, please consider Curbside Voting.

To Vote Curbside, please send your companion to alert the election judge of your presence

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Si tiene signos o síntomas de COVID-19, considere la Votación en la Acera

Para Votar en la Acera, por favor envíe a su compañero/compañera para alertar al juez electoral de su presencia.

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VOTETEXAS.GOV
POWERED BY THE TEXAS SECRETARY OF STATE

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Face Coverings are subject to the prohibition on electioneering for or against any candidate, measure, or political party.

Sanitize or Wash Your Hands

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Use Una Máscara o Una Cubierta Facial

Las cubiertas faciales son muy recomendables, pero no se requieren en el lugar de votación.

Es posible que tenga que bajar o quitarse la máscara temporalmente si el juez electoral no puede verificar su identidad.

Las cubiertas faciales están sujetas a la prohibición de politiquen a favor o en contra de cualquier candidato, medida o partido político.

Desinfecte o Lávese las Manos

Por favor, lávese o desinfecte las manos al entrar en el lugar de votación, después de interactuar con otras personas en el lugar de votación, después de usar el equipo del sistema de votación o marcar una boleta, y al salir del lugar de votación.

Votación en la Acera

Si tiene signos o síntomas de COVID-19, considere la Votación en la Acera.

From: Cheryl Smith
To: Deinna Mims-johnson; Marvin Sutton; [REDACTED]; Windolyn Mosely; Mark Brain; Jessica Anacker; Leola BeaconHill; Verna Hicks-GP; Kayla Worket; KeYonna Stuart Mom); Zelda Freeman; Troy C. Havard; Tracy-SD22 Palmer; gail sights; Syed Hassan; M. Salem-SDEC; [REDACTED]; Deborah Spell; [REDACTED]; Paula Boehme; PAULINE PALMER MIMS; John Lopez; Abi Oluborode; Sharen Wiltshire; Michael McPhail-SDEC; Rod Adams Jr.; Rebecca Jones-Mobc/Herballife; Booker Spencer-360; [REDACTED]; James Rivers; James Rose; Angela Luckey
Subject: Fwd: Poll watchers needed
Date: Saturday, August 29, 2020 5:06:31 PM

EXTERNAL EMAIL ALERT! Think Before You Click!

Hi Everybody,

It's GOTV Time! We have no time to waste as we prepare for the November Elections. Please let me know if you or folks in your Circle of Influence would like to volunteer as Pollworkers and/or Election Workers. I have attached the email I received from the Tarrant County Democratic Party.

Also, we will continue the 360CDA Phone Bank until October 1st, 2020. Please respond to this email and I will send you the Phone Bank Instructions to log in and help us identify voters and if they would also like to volunteer. We need everybody to WIN up and down the ballot. Like President Obama said a while back "we are the change we have been waiting for."

Please respond to this email or text me at 469-583-0400. Thanks!

Cheryl

Sent from my iPad

Begin forwarded message:

From: nancy sommerman <[REDACTED]>
Date: August 29, 2020 at 4:00:58 PM CDT
To: "[REDACTED]" <[REDACTED]>, Cheryl Smith <[REDACTED]>
Cc: Lynn Johnson <[REDACTED]>, STEVE MAXWELL <[REDACTED]>, STEVE MAXWELL <[REDACTED]>
Subject: Poll watchers needed

To 360 Corridor Democratic Action,
Hello Cheryl, I am reaching out to you for help. Would you please announce at your next 360CDA Meeting that we need help in acquire Poll Watchers please? Lynn and I would be happy to attend and make the announcement as well. Attorney and Co-Treasurer for TCDP, Steve Maxwell, is assisting Tarrant County Democratic Party find Poll Watchers. We are reaching out to all Democratic Clubs and Organizations in this endeavor. You all know this election will be a challenge to fair and free elections. Therefore, any assistance your membership can lend to this call to action for Poll Watchers will be greatly

appreciated. We need all hands on deck.

Other efforts in acquiring Election Judges and workers is also underway. We are reaching out to Colleges and Universities asking Professors to incentivize their students to step up and work the election. They will get paid to work plus maybe receive extra credit as well. Even High Scholler's can work as clerks if they are 16yrs and older. Any assistance on this action is also appreciated.

You may respond to this email, or contact the Tarrant County Democratic Party Headquarters.

Thank you for your help. All help is welcomed. We're all in this together.

With kind regards,
Nancy Sommerman and Lynn Johnson
on behalf of Steve Maxwell and the
Tarrant County Democratic Party

From: [Elections Internet](#)
To: [Elections Internet](#)
Subject: MASS EMAIL--CC/EA/VR(921)--Ballot Security Proclamation
Date: Thursday, October 1, 2020 12:36:54 PM
Attachments: [image001.png](#)
Sensitivity: Personal

EXTERNAL EMAIL ALERT! Think Before You Click!

Dear Election Officials:

Earlier today, Governor Greg Abbott issued a [proclamation](#) amending the July 27, 2020 suspension of Section 86.006(a-1) of the Texas Election Code for the November 3, 2020 elections. Importantly, today's proclamation requires early voting clerks to implement two changes to the procedure for accepting marked mail ballots through in-person delivery under Section 86.006(a-1) and the suspension, **effective tomorrow, October 2, 2020:**

1. First, the hand delivery of marked mail ballots can only occur at a single early voting clerk's office location that is publicly designated by the early voting clerk for the return of marked mail ballots under Section 86.006(a-1) and the suspension. Thus, as of October 2, an early voting clerk is no longer permitted to accept marked mail ballots at multiple offices, including a satellite or annex office. Any voter who attempts to deliver their marked mail ballot to a location other than the main location publicly designated by the early voting clerk should be directed to the designated office.
2. Second, the early voting clerk must allow poll watchers the opportunity to observe the hand delivery of mail ballots at the early voting clerk's office. As indicated in today's proclamation, any poll watchers operating under the Governor's suspension must comply with the requirements of Chapter 33 of the Texas Election Code as if they were serving at an early voting polling place, as applicable to observing the in-person delivery of a marked mail ballot pursuant to Section 86.006(a-1) and the suspension.

Let us know if you have any questions.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:



The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as personal legal advice to you for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.

From: [Elections Internet](#)
To: [Elections Internet](#)
Subject: MASS EMAIL--CC/EA/VR(921)--Ballot Security Proclamation
Date: Thursday, October 1, 2020 12:36:54 PM
Attachments: [image001.png](#)
Sensitivity: Personal

EXTERNAL EMAIL ALERT! Think Before You Click!

Dear Election Officials:

Earlier today, Governor Greg Abbott issued a [proclamation](#) amending the July 27, 2020 suspension of Section 86.006(a-1) of the Texas Election Code for the November 3, 2020 elections. Importantly, today's proclamation requires early voting clerks to implement two changes to the procedure for accepting marked mail ballots through in-person delivery under Section 86.006(a-1) and the suspension, **effective tomorrow, October 2, 2020:**

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VOTETEXAS.GOV
POWERED BY THE *TEXAS SECRETARY OF STATE*



From: [Germaine Woolridge](#)
To: [Troy C. Havard](#)
Subject: RE: "Poll Watchers"
Date: Monday, October 19, 2020 6:27:21 PM

Thanks.

From: Troy C. Havard
Sent: Monday, October 19, 2020 6:27 PM
To: Germaine Woolridge <gcwoolridge@TarrantCounty.com>
Subject: RE: "Poll Watchers"

Heider and I were discussing this earlier today and he was working on a response. I think he got pulled away before he was able to finish.

Have a blessed day!



Troy Havard
Assistant Elections Administrator
Tarrant County



Office: 817-831-6463
Business Cell: 682-305-4568

"Direction, not intention, determines destination" – Adam Stanley

I would rather live my life as if there is a God and die to find out there isn't,
Than to live my life as if there isn't a God and die to find out there IS.

From: Germaine Woolridge <gcwoolridge@TarrantCounty.com>
Sent: Monday, October 19, 2020 6:02 PM
To: Heider I. Garcia <HIGarcia@tarrantcounty.com>; Troy C. Havard <TCHavard@tarrantcounty.com>
Cc: Gracie Alvarado <galvarado@TarrantCounty.com>
Subject: FW: "Poll Watchers"

Your thoughts regarding this judge's concerns?

From: Tarrant County Election Day
Sent: Monday, October 19, 2020 5:58 PM
To: Germaine Woolridge <gcwoolridge@TarrantCounty.com>; Nieves Z. Aguirre

<NAguirre@TarrantCounty.com>

Subject: FW: "Poll Watchers"

This is one that was sent to HG on Oct 2nd and he didn't respond to her.

From: jen schultes [[mailto:\[REDACTED\]](mailto:[REDACTED])]

Sent: Monday, October 19, 2020 5:19 PM

To: Heather Buen- TCDP <[REDACTED]>

Cc: Vera Roberts <[REDACTED]>; Tarrant County Election Day
<electionday@tarrantcounty.com>; Deborah Peoples <[REDACTED]>; Marco Rosas
<[REDACTED]>

Subject: Re: "Poll Watchers"

I AM an election judge. That responsibility is why I am concerned.

I recruited my poll workers.

I have not heard a single piece of useful advice. Of course I will call the police.

However, voter intimidation is already rampant in this town. I drove Saturday east on I-30 through 12+ expensive trucks and SUVs with their hazards on, snarling traffic, festooned with Blue lives matter and Trump flags. I don't know with confidence that police here are going to be rushing to the polls. Someone is going to get killed on Election Day. I pray it is not a worker I recruited as much as I pray I am wrong and that those folks will just be ok with intimidating drivers.

I am shocked that I have heard no useful guidance.

Sent from my iPhone

On Oct 19, 2020, at 2:53 PM, Heather Buen- TCDP <[REDACTED]>
wrote:

Hi Jen

We are in contact with the elections office as well as our Poll Watchers and Poll Greeters on a daily basis. They are at the polling locations for the entirety of the day. Any reported issue gets reported to the election judge first and the election judge will call the police. We also track the issues by reporting it to Texas Voter Protection. We have not had any major incidences at the 50 early voting locations for the first week of voting. Our poll watchers are trained to look for incidents and report them to the election judge. I completely understand your concern but the local police for each area are aware of the FBI warning and doing their due diligence in the event of an issue.

I would recommend you sign up to be a poll watcher by going
to: <https://www.mobilize.us/tarrantcountydems/event/341547/>

On Mon, Oct 19, 2020 at 2:25 PM jen schultes <[REDACTED]> wrote:

Hello there,

I have received nothing back about this issue. Is there someone else I should contact?
The Texas SoS recommended I contact my county election board.

thank you

jen schultes
817.888.0594

On Fri, Oct 2, 2020 at 6:37 AM Vera Roberts <[REDACTED]> wrote:

I am forwarding this to Tarrant County Elections and Tarrant County Democratic Party personnel or their guidance.

On Thu, Oct 1, 2020 at 9:20 AM jen schultes <[REDACTED]> wrote:

Hello there

I'm the election judge at Pct 1126, First Jefferson in East Fort Worth.

Can you tell me what the plan is to protect voters and poll workers from the "Poll Watchers" that the President is calling for? Is there information on how concerned we should be, what steps to take? Obviously, the FBI thinks it's a threat.

At my polling location we cannot watch the line until it is right in front of us. I am concerned for the safety of socially distanced voters lined up past the 100 feet. And those within it.

I know y'all are very busy but I have not seen any information about this issue. I know that there are a couple of folks who regularly cause problems at my precinct location because of a "Black Lives Matter" sign on the church itself. I am concerned what a call to "protect" the polls will mean for our safety.

Thanks

jen schultes
817.888.0594

--

Vera Roberts, Election Judge Liaison

Tarrant County Democratic Party
Election Judge Recruitment and Support Committee
(817) 877-6428 - Cell
[REDACTED]

--

Heather K. Buen
Precinct Chair - 1197
Communications Chair
p: 817-335-8683 m: 214-215-0863
a: 3130 Plumwood Street, Fort Worth, TX 76111
w: tarrantdemocrats.org s: hbuen78

[REDACTED]

[REDACTED]

Create your own [email signature](#)

From: [Heider I. Garcia](#)
To: [Nieves Z. Aguirre](#); [Troy C. Havard](#); [Grasie Alvarado](#); [Germaine Woolridge](#)
Subject: RE: Election Handbook and videos
Date: Tuesday, February 4, 2020 10:54:54 AM
Attachments: [Election Handbook 2-2020 - HG Comments.docx](#)
[2019-22 Certain Activities in Vicinity of Polling Places.pdf](#)
[image004.png](#)

Hello,

My comments are in there.

Let's replace the 2006 memo with the latest version of it from the SOS (Attached).

The letter can stay the same.

HG.

From: Nieves Z. Aguirre
Sent: Monday, February 3, 2020 7:35 PM
To: Heider I. Garcia <HIGarcia@tarrantcounty.com>; Troy C. Havard <TCHavard@tarrantcounty.com>; Grasie Alvarado <galvarado@TarrantCounty.com>; Germaine Woolridge <gcwoolridge@TarrantCounty.com>
Subject: Election Handbook and videos
Importance: High

Please see the attached Election Handbook and make any necessary changes, suggestions, etc.

Note that I took the exact layout of the previous handbook that the Judges loved.

I have room for additional "definitions" if anyone comes up with some that we can add to page 7.

The "Guide to Serving Voters with Disabilities" pages 78 & 79 I left untouched since they are from the noted publications.

I left a memorandum from 2006 (!) but let me know if I should delete and perhaps replace with a different one.

Keep in mind that any pages we add / delete will mess with the page numbering and I'll have to redo it.

Heider – look at the "thank you" letter on page 3 and see if there's anything you want to add / delete.

The idea is to still keep the Hart and Tenex ePollbook manuals in the supply bag. One can never have too many manuals, right?! Also, with as many changes as Tenex makes, the changes to the Election Handbook would be never-ending from election to election.

I spoke to Johnny at Graphics and as long as I get him this ASAP, as in yesterday, he can get me the number of copies I want. I am requesting one manual for each Judge's supply bag and one for each station at training. (They do not get to take the manual home as has always been the case with this manual.) I also accounted for each EV site to get one but there is no way he can get them to me by next week. We can have the runner take one to each site on the first day of EV.

Traditionally, every in house employee has one of these manuals at their desk. If we want this, I need a total count from someone as to how many we need. I'll put in a separate requisition for this number as we are up against a project they have for Commissioner Fickes and the Census.

Lastly, Bryan is scheduled to come this Thursday for training video changes.

Thanks!

Nieves Aguirre

Assistant Elections Coordinator / Trainer
Tarrant County Elections Administration
2700 Premier Street, Fort Worth, TX 76111
O: (817) 831-6491 F: (817) 850-2330



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Assistant Elections Coordinator / Trainer
Tarrant County Elections Administration
2700 Premier Street, Fort Worth, TX 76111
O: (817) 831-6491 F: (817) 850-2330





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 pertains 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

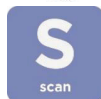
It is also prohibited to use a sound amplification device to electioneer within 1,000 feet of the early voting or election day polling place; per Section 61.004 of the Code, a violation of this provision is a Class C misdemeanor.

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



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
817-838-4690 Help Desk for Election Officials only	Listen carefully to the prompts to ensure you are transferred to the appropriate department. • Unable to enter the polling place • Having equipment difficulties • Need / missing clerks • Need / missing supplies • Determine whether a person is registered to vote • Inquire about an early voting notation • Need to cancel a mail ballot • Question about election forms • Spanish language translation • Vietnamese language translation • Need to report an injury • Transferred to the Secretary of State
817-831-VOTE (8683) Tarrant County Elections main number	Number that can be provided to the public
800-252-VOTE (8683) Secretary of State Elections Division	Number that can be provided to the public
817-759-7809 After-hours emergency number for Election Officials only	Emergencies the night before, only! Number will not be answered on Election Day.
817-844-1111 Call for correct time	Match your time to the one provided by this number.



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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4

AMERICAN
OVERSIGHT

TX-TARRANT-21-1685-A-000075

Closing the Polls on the ePollbook
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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 issue access codes using the handheld auto ballot reader. • 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

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

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

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

Controller Barcode slip – Generates from the ePollbook. Slip is scanned via the Handheld Barcode Reader to generate an Access Code.

Commented [HIG1]: Generated?

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

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

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

MiFi – Wireless portable 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.

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

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 – Generates 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

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.

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.

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.

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

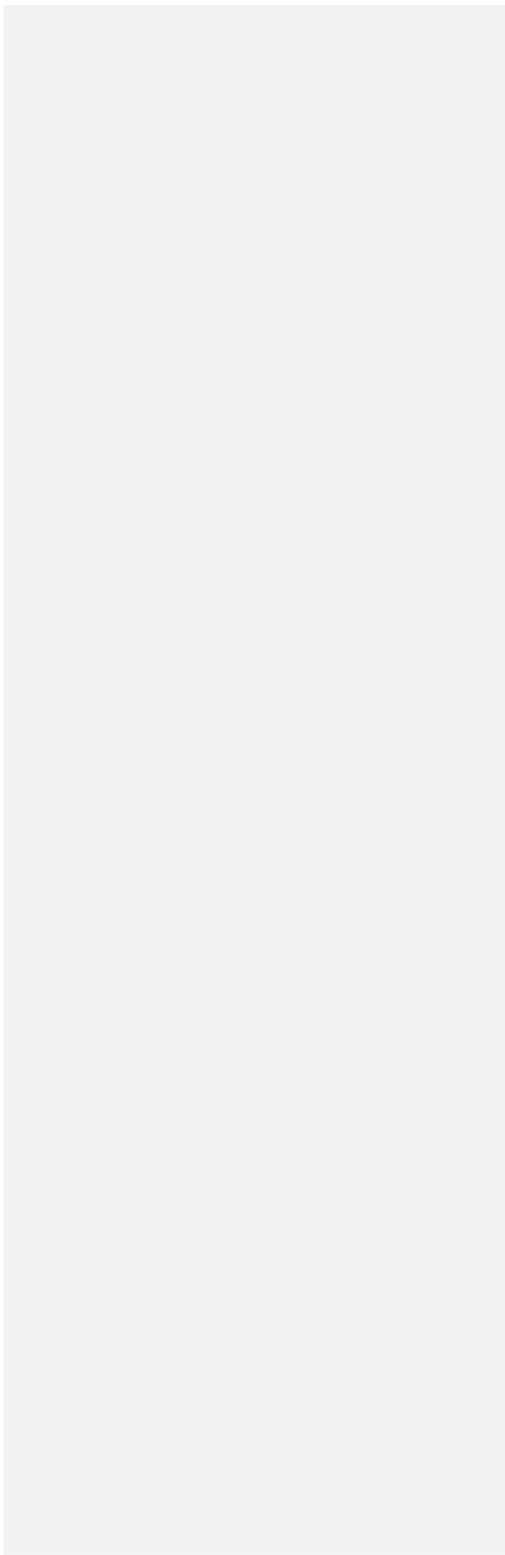
- ☐ Certification Of Voting In Party Primary Pads
- ☐ Party Rubber Stamps
- ☐ Affidavit of Non-Participation and Affiliation
- ☐ Party Signs

- ☐ Entity Signs

- ☐ Bond Election Binder

Quick Reference Guides

Quick Reference Guides



Preparation and Opening the Polls

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

Opening and Unloading the Equipment Cabinet

- Roll the cabinet to its desired location in the polling place. From the **Key Envelope**, use the round brass key and unlock the cabinet.
- Verify the cabinet seal number listed on the **Register of Official Seals and Proper Installation** and record it on line 1A. Break the seal and put it in the **Envelope for Seals**.
- If necessary, two Election Officials should unload the Controller, Duo and Scan carrying cases.
- Remove all other supplies from inside the cabinet.

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 clockwise and pull on the cord. Plug the tower into an outlet near the check-in table.
- Place the ePollbook case(s) on the check-in table. Verify the seal number(s) and record them on line 2A and 2B, if applicable. 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 automatically 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 the seal number and record it on line 3A. 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 line 3B. **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 the keyhole by turning the key to the right. Remove the key.
- Retrieve the handheld 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 the 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 line A 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 the seal number from the emergency bin slot on line 6A of the **Register of Official Seals & Proper Installation** form. (*Do not remove the seal unless instructed 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 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 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 holes.
- Verify the seal number and record it on line 5A of the **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 from 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 line 5B. *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 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 the keyhole 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 the 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 line H 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 located near the equipment cabinet.
- 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 from the handle.
- Verify each seal number matches the number listed on the **Register of Official Seals and Proper Installation**. Record each seal number on applicable lines 4A thru 4L.
- 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, 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 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 the keyhole 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 lines B thru G, if applicable 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

- Post notices, signs, sample ballots, and distance markers.
- Arrange the supplies on a table away from voters. Have the **Envelope for Provisional Voter Forms and Procedures** readily accessible.
- The Election Judge must sign a supply of blank ballot paper, either by hand or with a signature stamp. Use red ink only.
- Place the signed ballots face down and not in sequential order, available to qualified voters.
- Remove all campaign signs and materials placed within 100 feet of the entrance to the building where the polls are located. If necessary, use the provided 100' tape measure to determine the exact distance.
- Complete the section marked **BEFORE the polls open** on the **Register of Official Ballots**
- Complete the **Register of Official Seals and Proper Installation, BEFORE OPENING THE POLLS**.

Qualifying Voters

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 below.
- ☐ 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, in order 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 white envelope labeled #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

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.
- Return paperwork, supplies and equipment to your assigned Rally Station. See "What Goes to the Rally Station" on the next page.

Closing the ePollbooks

- Record the number of check-ins displayed at the bottom of the screen on line 14 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.
- 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 on line 7A and 7B, if applicable of the **Register of Official Seals and Proper Installation**, After Closing the Polls form.
- **The case must be delivered to the Rally Station.**

Closing the Controller

- Record the Ballots count shown at the bottom of the screen on line 9 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 lines 10 thru 13 of the **Register of Official Ballots** form.
- Place a copy of each of the reports in the white and pink envelopes.
- 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 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.
- Without removing the tamper seal that is inside, record the number on line 8A of the 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 line 8B of the form.
- The case containing the Controller goes back into the Equipment Cabinet.

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 line 1 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 automatically starts generating. Select Print Tally to print a second copy of the report.
- Print the Ballot Count twice.
- The Judge and one more official shall sign the bottom of each report.
- Place a copy of each of the reports in the white and pink envelopes.
- 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 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.
- Without removing the tamper seal that is inside, record the number on line 10A of the 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 line 10B of the form.
- Unlock the large front door, with the round gray key, and pull the hanging cord towards you to release the Scan case.
- **The case containing the Scan must be delivered to the Rally Station.**

Closing the Ballot Box

- Record the seal number from the emergency bin slot on line 11A of the **Register of Official Seals and Proper Installation** form.
- With the large front door, unlocked and opened, remove the gray Ballot Bag with the voted ballots inside.
- Seal Ballot Bag with the appropriate seal from the **Envelope for Seals** and record the number on line 14A and 14B, if applicable, of the **Register of Official Seals and Proper Installation** form.
- **The Ballot Bag 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.
- **The Ballot Box goes back into the Equipment Cabinet.**

Closing the Duos

- After the polls have been closed on the Controller, remove the privacy screens from the Duos and place them in the black canvass bag, which will go in the Equipment Cabinet.
- 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 number on lines 9A thru 9L, if applicable, of the **Register of Official Seals and Proper Installation** form.
- Reach underneath each tray, and pull on the latch to release the Duos.
- **The cases containing the Duos go back into the Equipment Cabinet.**
- 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.
- **The ADA tray goes into Equipment Cabinet; the rest of the trays are aligned next to the cabinet.**

Put the following items in the Equipment Cabinet at the end of the night

- **Black ballot box** – collapsed and folded; place at the back of the EEC
- **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 cabinet** – ADA accessible voting booth, outdoor signs, and the 100' tape measure

Election Judge keeps Envelope #3 (pink envelope)

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

General Reminders

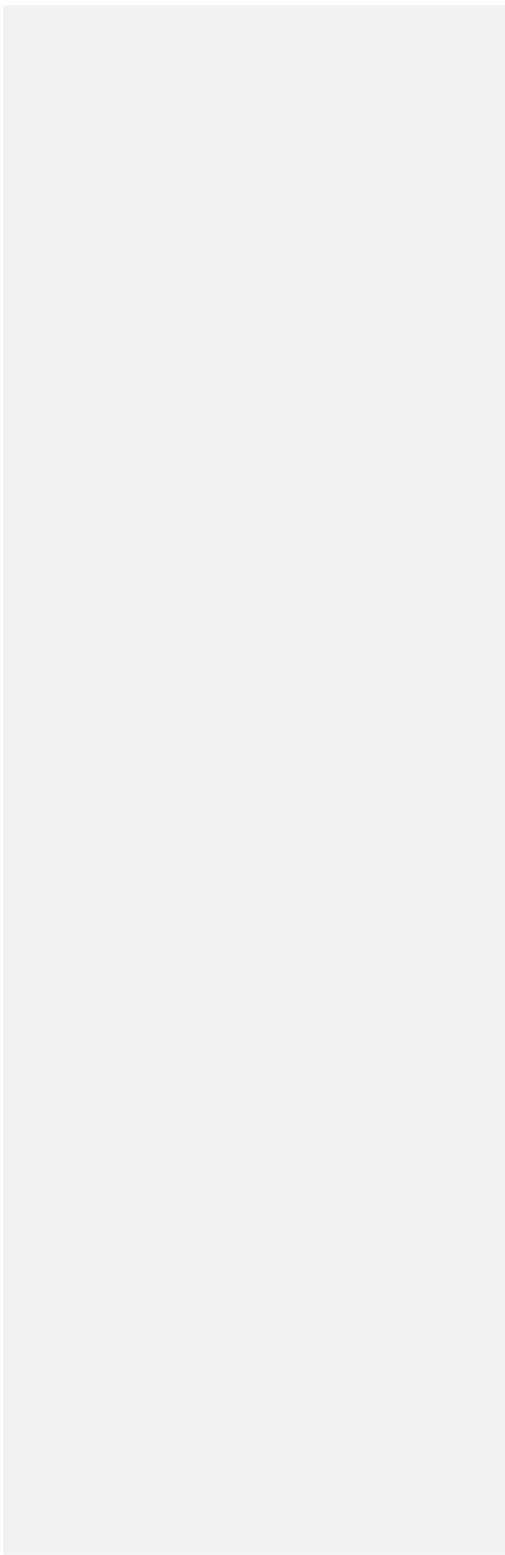
- Remove all signs that were posted inside and outside the polling place.
- Complete the **Statement of Compensation and Oaths** form ('Time Out' is the time you leave the polling place); return them in the **Compensation Envelope**.
- Leave the polling place in a clean and secure condition.

What Goes to the Rally Station

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

1. **Scan** – sealed with appropriate seal
2. **Ballot Bag** – sealed with voted ballots inside.
3. **Clear Bag** with the following items inside:
 - Equipment Key Envelope (with the keys to the EEC and equipment inside)
 - 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)
4. **ePollbook case** – sealed with the following inside:
 - ePollbooks
 - MiFi
 - Printers
 - Power cords (for the ePollbook, MiFi and printers)
5. **Envelope #1, #2, & #4** with the following completed forms inside:

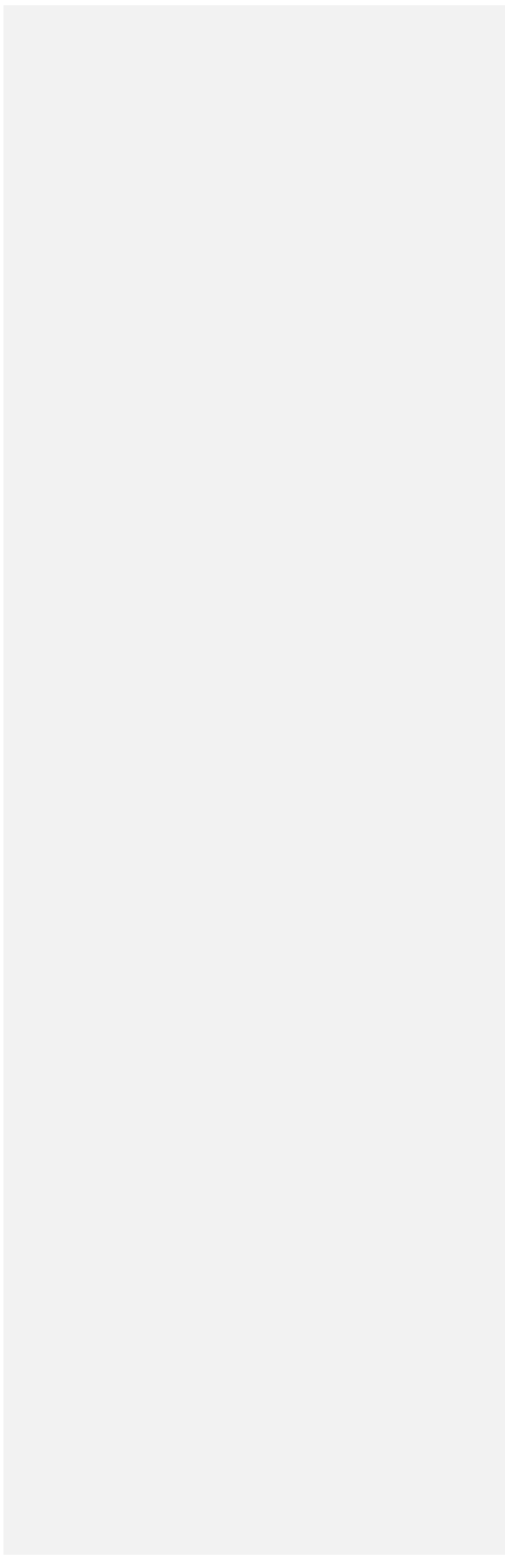
a. Register of Official Ballots (white copy) b. Register of Official Seals and Proper Installation (white copy) c. Signed Zero Tape Reports d. Signed Tally Reports e. Notice of Total Number of Voters Who Have Voted f. Standard Affidavit (white and yellow copies)	g. Certificates of Appointment of Poll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



Opening the Polls on the ePollbook



Opening the Polls on the ePollbook



Items Inside the ePollbook Case



Case is gray or green

ePollbook(s)



Portable printer



MiFi



Cube printer



All corresponding power cords are also inside

Assembling the ePollbooks and Printers

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 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 Register of Officials Seals & Proper Installation, opening polls form, found inside the clear bag. Record seal number(s) on lines 2A and 2B, if applicable. 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
This is one of the most important forms to be completed by the EEC #1

Authority Conducting Election:	Constitutional Joint Elections	Dr
Polling Place Code/Name:	1001 - Tarrant County Plaza Bldg	
Verify Scan Serial Number:	S1902635608	
Verify Controller Serial Number:	C1902379707	

RECORD THESE SEAL NUMBER

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.



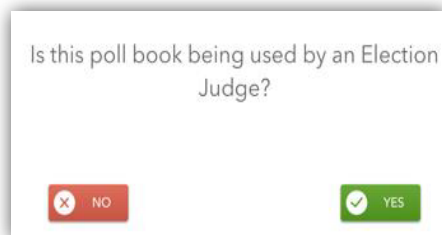
Logging into the ePollbooks

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.

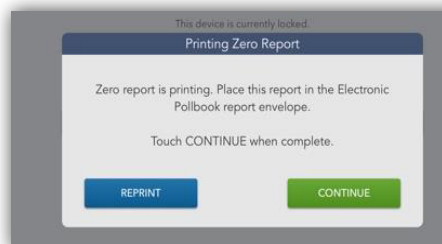


Enter the password, found inside the key envelope, and press unlock device.

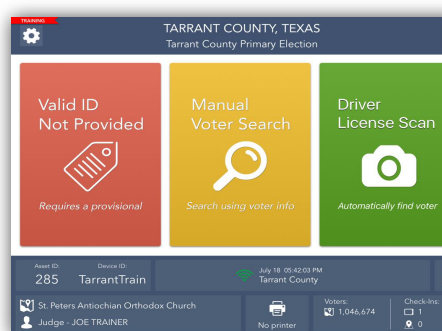
From the printer found message box, press continue.



The zero report will automatically generate, press continue, tear off the report and file it in the white envelope labeled #1, #2 and #4, that is in the clear bag.

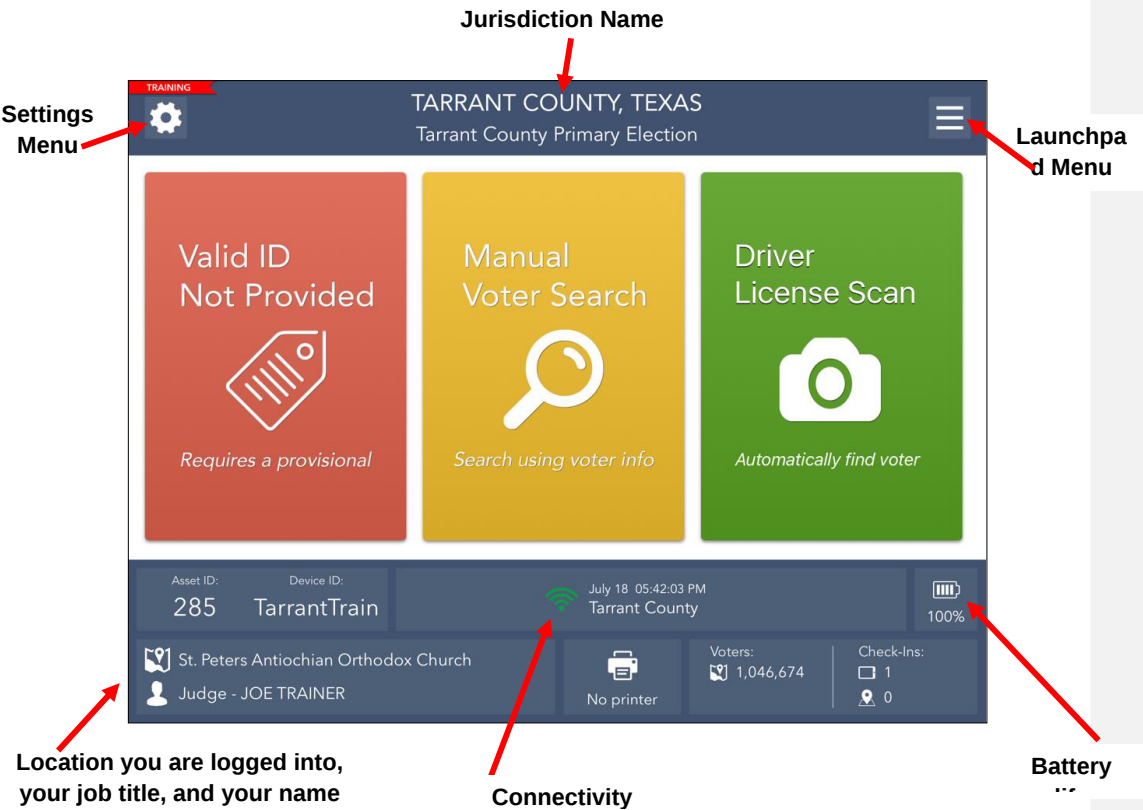


The Home Screen will appear, displaying the name of the official that logged into the device. This is the screen you should go back to after every check-in.



ePollbook Home Screen

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



Red, Yellow and Green search

Red

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

Yellow

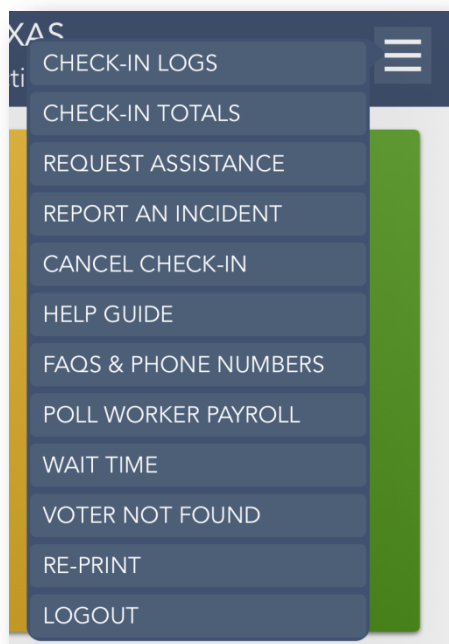
To search for a voter manually, touch the yellow MANUAL VOTER SEARCH button.

Green

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

Launchpad Menu

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

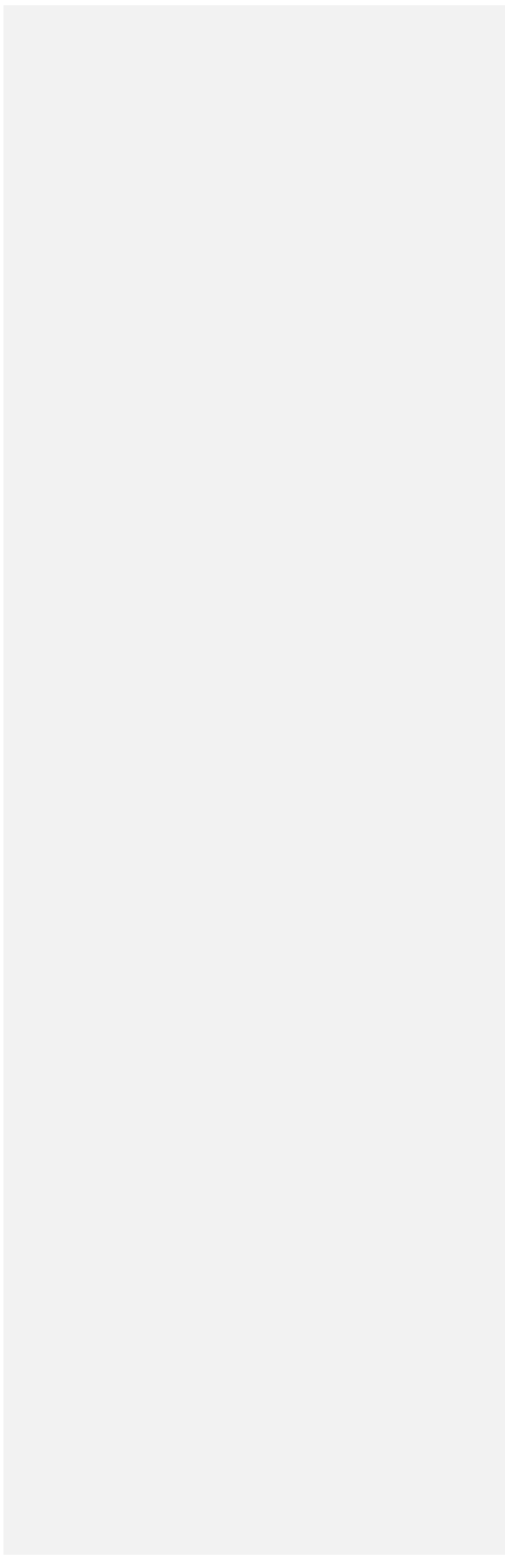
FAQs & Phone Numbers – Reference quick tips and important phone numbers

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

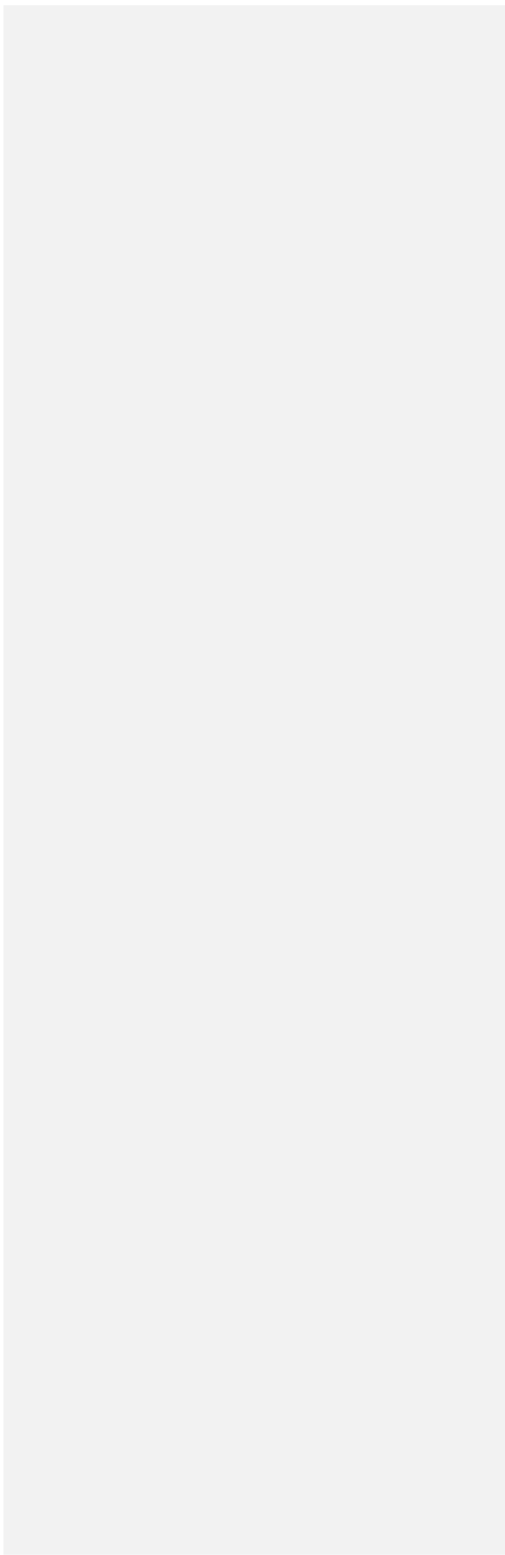
Logout – Log out temporarily during Early Voting or close the Election at the end of the day



Opening the Polls on the Controller



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 cabinet, retrieve the white case labeled with the letter “C”, and set it next to the ePollbooks.

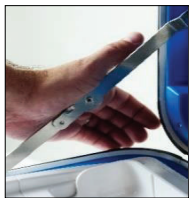
OPENING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION
This is one of the most important forms to be completed by the Election Judge. Fill in each line below.

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:	S1902530808		
Verity Controller Serial Number:	C1902279707		

RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLL

- 2. Verify the seal number on the handle of the Controller case matches the number listed on the Register of Official Seals and Proper Installation form and record the number on line 3A. 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 line 3B of the form. *Seal is to remain intact and not be removed.*



- 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, flat side up, of the cord 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.



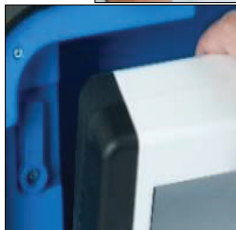
8. From the supply box, grab a Verity Cable, long black cable with matching inner ends, and plug either end, smaller side up, firmly into the back of the case underneath the word Verity Cables. If the ports aren't visible, slide the cover to the right. Open the case and secure the lid again.



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 the keyhole 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.

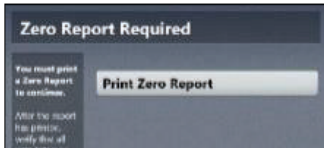




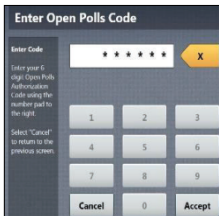
12. Retrieve the handheld barcode reader from the supply box and plug the USB end into the port on the base of the case.



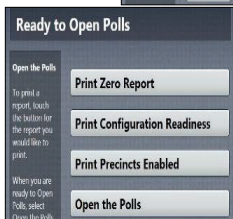
13. Press the red power button on the back of the case to power on the Controller. It is normal for the tablet screen to go black for a short period.



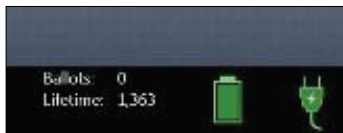
14. A power-on self-test report will automatically generate. Once it appears, press Print Zero Report on the tablet screen.



15. Press Open the Polls, type in the password that is found inside the Key Envelope, and press Accept. (*The password is different than the 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 #1, #2 and #4.



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

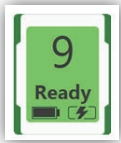
Duo Status on the Controller Screen

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.

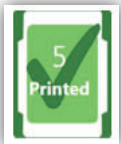


In Use: A voting session is underway on the Duo (a ballot has been loaded).



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

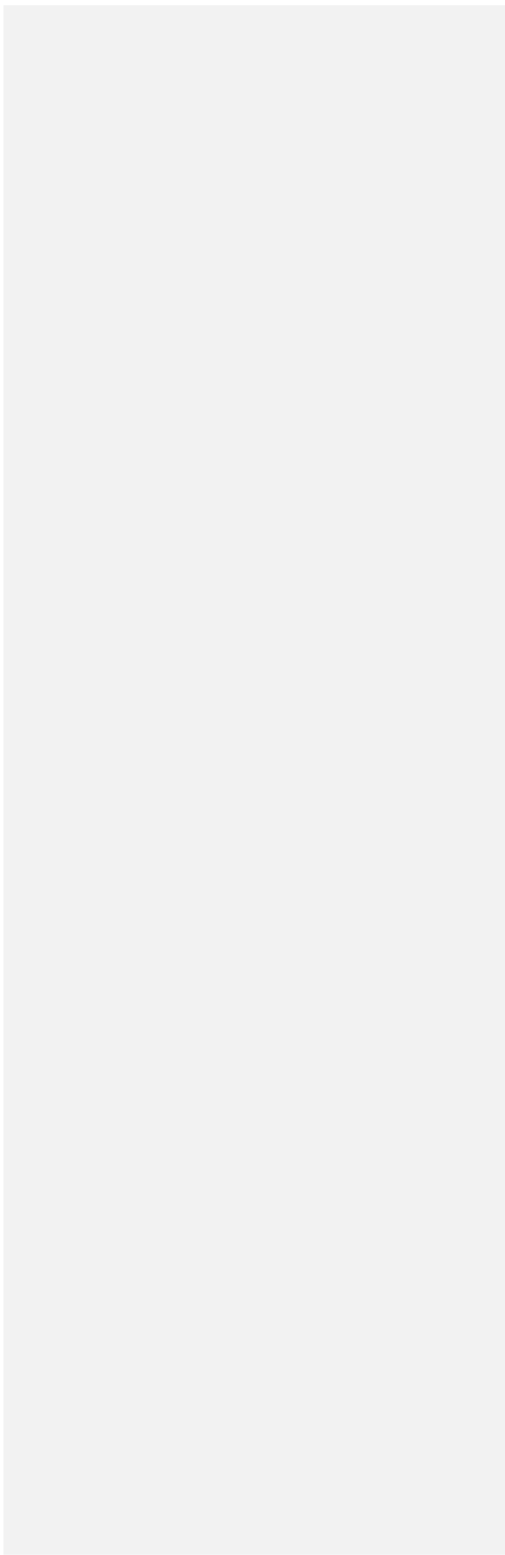


Locked: Voting session has been locked due to inactivity. To unlock, follow the Duo's screen instructions

Opening the Polls on the Scan



Opening the Polls on the Scan



Setting Up the Ballot Box



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 line 6A of the 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 Bag, found in the equipment cart, 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 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 cabinet, 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 Elections:	Constitutional Joint Elections	Date of Election:	November 05, 2019
Polling Place Code/Name:	1001 - Tarrant County Plaza Building		
Verity Scan Serial Number:	S190253008		
Verity Controller Serial Number:	C1902279707		

RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS

2. Verify the seal number on the handle of the Seal case matches the number listed on the Register of Official Seals and Proper Installation form and record the number on line 5A. 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 line 5B of the form. *Seal is to remain intact and not be removed.*



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, flat side up, of the cord 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.



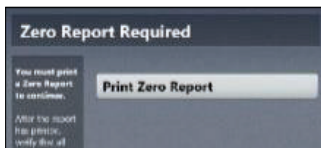
10. Lift out the tablet and set it in the cradle.



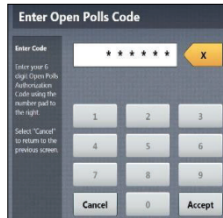
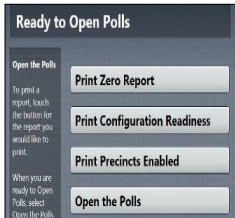
11. Tilt the tablet back, rest it against the lid, and lock the keyhole by turning the key to the right. A green light, on the base of the case, will illuminate indicating the tablet is correctly set. The key can now be removed.



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.

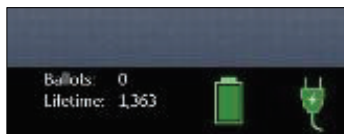


13. A power-on self-test report will automatically generate. Once it appears, press Print Zero Report on the tablet screen.



14. Press Open the Polls, type in the password that is found inside the Key Envelope, and press Accept. *(The password is different than the 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 #1, #2 and #4.



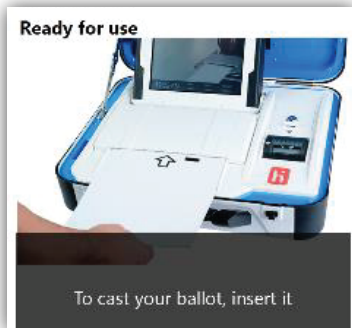
15. Record the zero Ballots count shown at the bottom of the screen on line H of the Register of Official Ballots form, which is inside the Clear Bag.



16. Attach a privacy screen, found in the black canvass bag inside the equipment cart, 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



Opening the Polls on the Duos

Setting Up the Duos

Plug in the long power strip, found inside the cabinet, 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 located near the equipment cabinet. Lift the tray up and slide the leg brace out to lock it into place.

The ADA accessible tray, found inside the equipment cart, 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

Verify Scan Serial Number: S1902535008

Verify Controller Serial Number: C1902370707

RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLL

4. Verify each seal number matches the number listed on the Register of Official Seals and Proper Installation. Record each seal number on applicable lines 4A thru 4L 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.



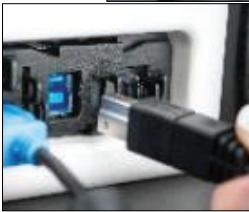
7. Plug the power cord into the power brick.



8. Plug the round end, flat side up, of the cord 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.



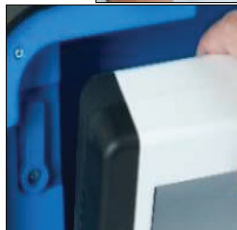
11. Plug the device into the back of the Duo, in the port between the red power button and the verity cables. If the port is not visible, lift the cover up. Open the cases and secure the lids again.



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.

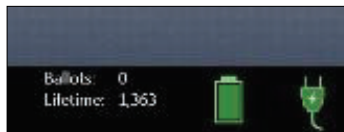


14. Tilt the tablet back, rest it against the lid, and lock the keyhole by turning the key to the right. A green light, on the base of the case, will illuminate indicating the tablet is correctly set. The key can now be removed.

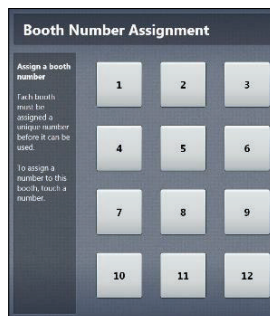




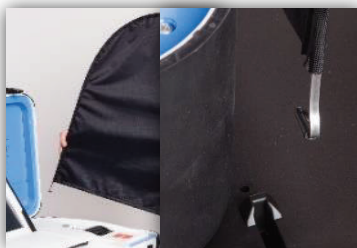
15. Press the red power button on the back of each Duo to power them on. It is normal for the tablet screens to go black for a short period.



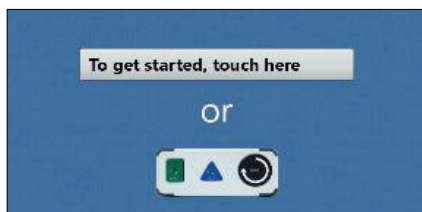
16. Record the zero Ballots count shown at the bottom of the screen on lines B thru G, if applicable, of the Register of Official Ballots form, which is inside the Clear Bag.



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.



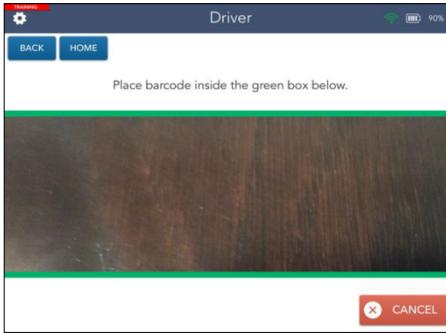
19. The Duos will display 'To get started, touch here' in English, Spanish and Vietnamese. If the Verity Access device is plugged in, an image of the device will also be displayed.

Equipment Features

Equipment Features

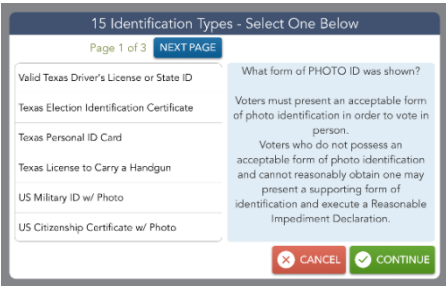
Checking-in Voters and Issuing Access Codes

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

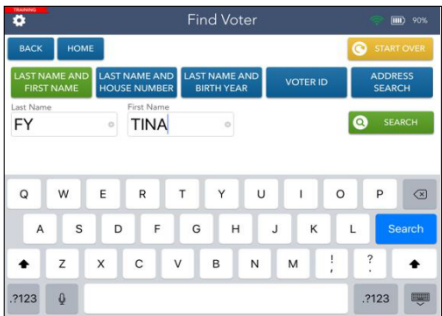


1. To search for a voter by scanning their driver license, touch the green 'Driver's License Scan' button from the ePollbook Home Screen. When camera view appears, hold the barcode of the ID behind the camera until it is in view between the green lines. Once in view, barcode will automatically scan and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

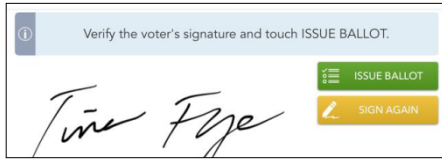
If there are changes that need to be made, select, 'No, Needs Changes.' Follow the prompts to make necessary changes. (Note that Similar Name is an option when selecting, 'No, Needs Changes'.)

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

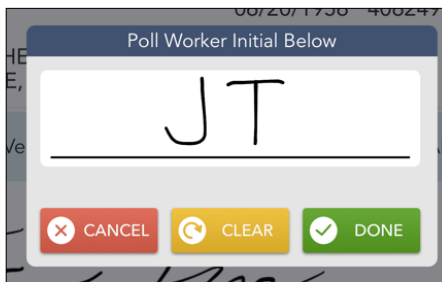
7. If applicable, the screen will flip for the voter to select the party ballot they would like to vote in.

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.

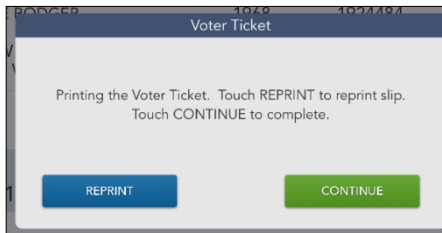


9. After the voter's signature appears, press the green 'Issue Ballot' button to continue.

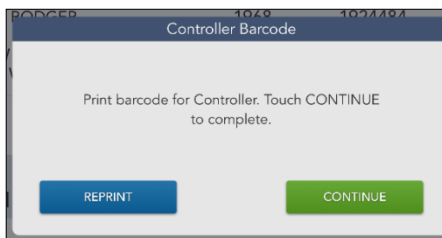


10. A pop-up will appear for the poll worker to provide their initials. Press the green 'Done' button to continue.

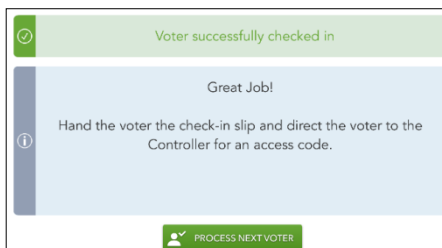
After the ballot style is displayed, press the green 'Complete Check-In' button.



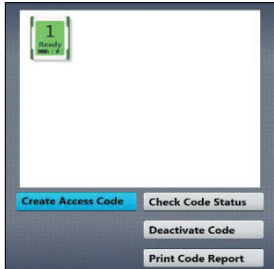
11. The Voter Ticket will print. Touch the green 'Continue' button to proceed.



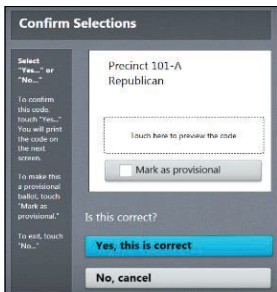
12. Controller Barcode slip will print next. Touch the green 'Continue' button to finish the process.



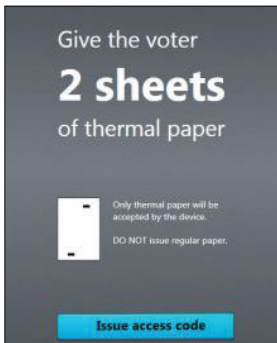
13. The voter is now checked in. Touch the green 'Process Next Voter' button to go to the Home Screen.



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.



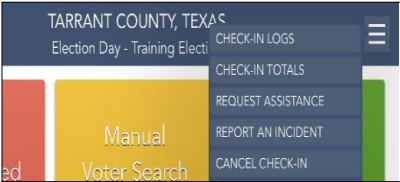
16. Direct the voter to select the exact number of sheets of ballot paper as displayed on the screen.

Select 'Issue Access Code'.

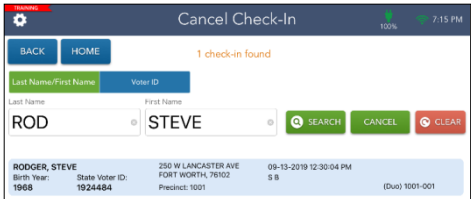
Hand the printed code to the voter and direct them to an available Duo for voting.

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.



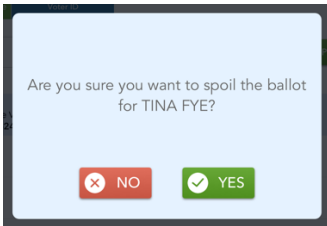
1. From the Launchpad Menu, select Cancel Check-In.



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.

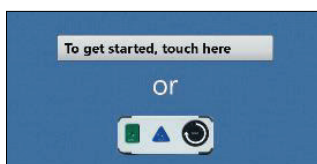


4. A pop-up will appear asking if you are sure you want to spoil the ballot (cancel the check-in). Confirm by touching the Yes button.

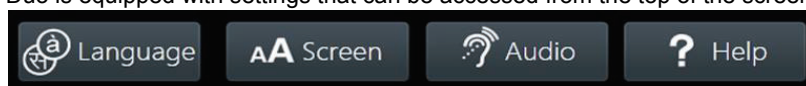
Voting on the Duos

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

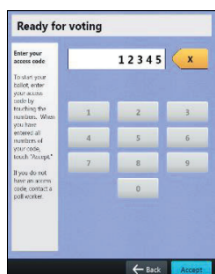
- Voter selects 'To get started, touch here' in their preferred language.
- If using the Verity Access device, moving the access wheel screen.



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



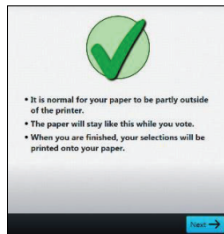
- **Language** – change the language of the instructions and ballot
 - **Screen** – change the contrast and text size or turn the screen off (only if using headphones)
 - **Audio** – change the audio volume and speed when headphones are connected to the Verity Access device.
 - **Help** – help text for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



- Voter inserts one sheet of ballot paper, in the orientation shown on the screen, with the arrow pointing toward the device.

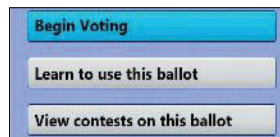


- When the Duo displays the confirmation screen, the voter selects 'Next' to continue.

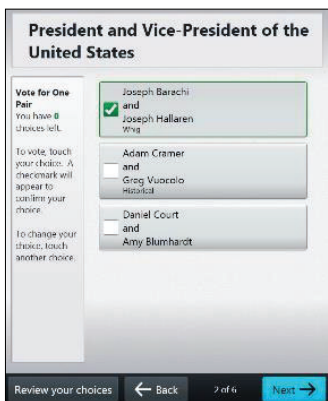


confirmation screen, the voter

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

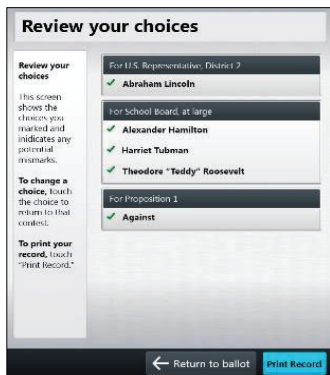


- Voter makes their choices using the touchscreen or Verity Access.



- Selected choice will display a green box with check mark to the left of the choice.
- Review ballot choices by selecting '**Review your choices**'.
- 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**'.



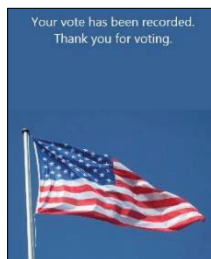
- Voter will be instructed to remove their printed record and to take it to the Scan to cast their ballot. If the ballot requires multiple sheets, voter will be instructed to remove the first sheet and insert the next blank sheet.



- 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.

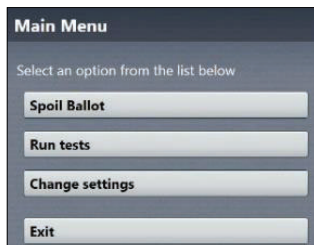


Spoiling a Voting Session on the Duo

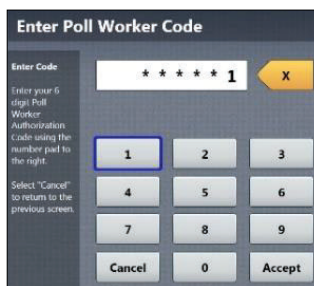
The Spoil Ballot option allows a poll worker to spoil (discard) the voter's current active session before the vote record is printed.



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.



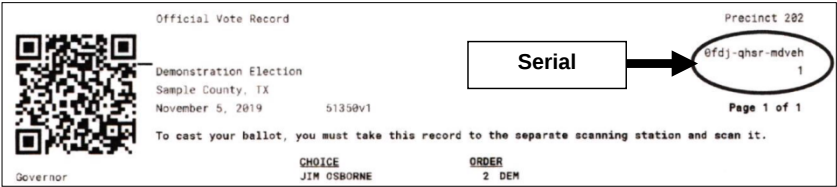
3. Enter the Poll Worker Code (password from the Key Envelope) and press Accept. At the next prompt select, 'Yes, spoil the ballot' and then 'Ok'.

- 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

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.
- 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.

Commented [HIG2]: I though we agreed to tell them to tear off a part of the barcode to make the ballot unusable.

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

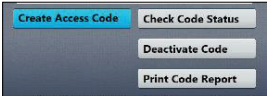
Checking an Access Code

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

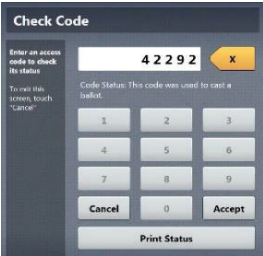
Possible Access Code statuses:

- 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

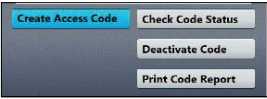
Deactivating an Access Code

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

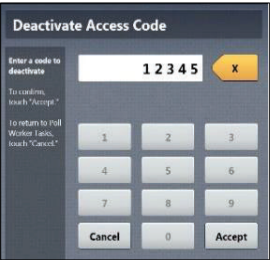
Possible reasons a code cannot be deactivated:

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

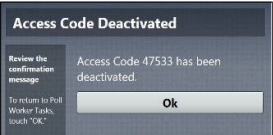
Deactivating an Access Code:



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

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**

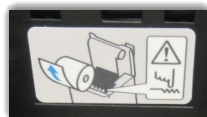
General procedures for changing the rolls on the ePollbook printers:

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

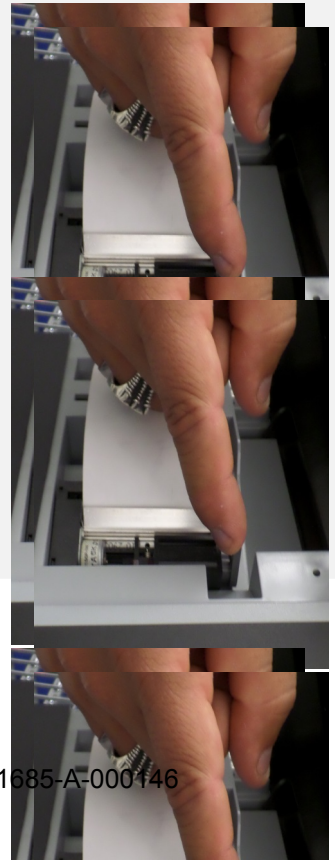


2. Remove the adhesive portion of the new roll. Insert the roll in an “under” format so it rolls up from the bottom.

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.

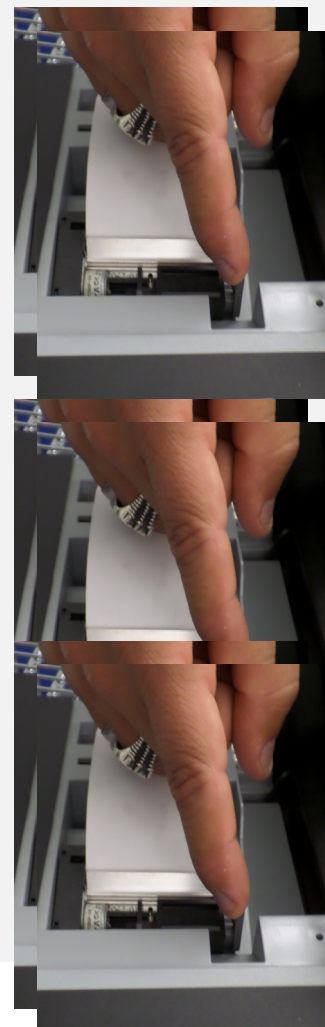


General procedures for changing the rolls on the Controller and Scan:

- 
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

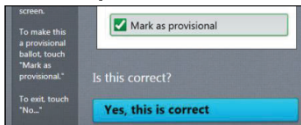
Provisional Voters

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.

PROVISIONAL	
ACCESS CODE	
29708	
09/03/2019	10:44 PM
Civic Center	
Pct: 204	
▲ GIVE THIS TO VOTER ▲	
▼ RETAIN FOR ELECTION RECORDS ▼	
PROVISIONAL BALLOT STUB	
09/03/2019	10:44 PM
Demonstration Election	
Election Date: 11/5/2019	
Sample County, TX	
Civic Center	
Pct: 204	
Printed Name of Voter	
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

Commented [HIG3]: No longer applicable.

Voters with Disabilities

Voters with Disabilities

Verity Access Device

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

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.

<u>Say</u>	<u>Instead of</u>
Person with a disability; has a disability	The disabled, the handicapped, invalid, cripple
Disability	Handicap
Wheelchair user	“wheelchair-bound” or “confined to a wheelchair”
Able-bodied	Healthy
Non-disabled	Normal
Person with (disability name)	Victim of, suffers from (disability name)
Speech or communication disability	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.

Provided by the Texas Governor’s Committee on People with Disabilities.
www.governor.state.tx.us

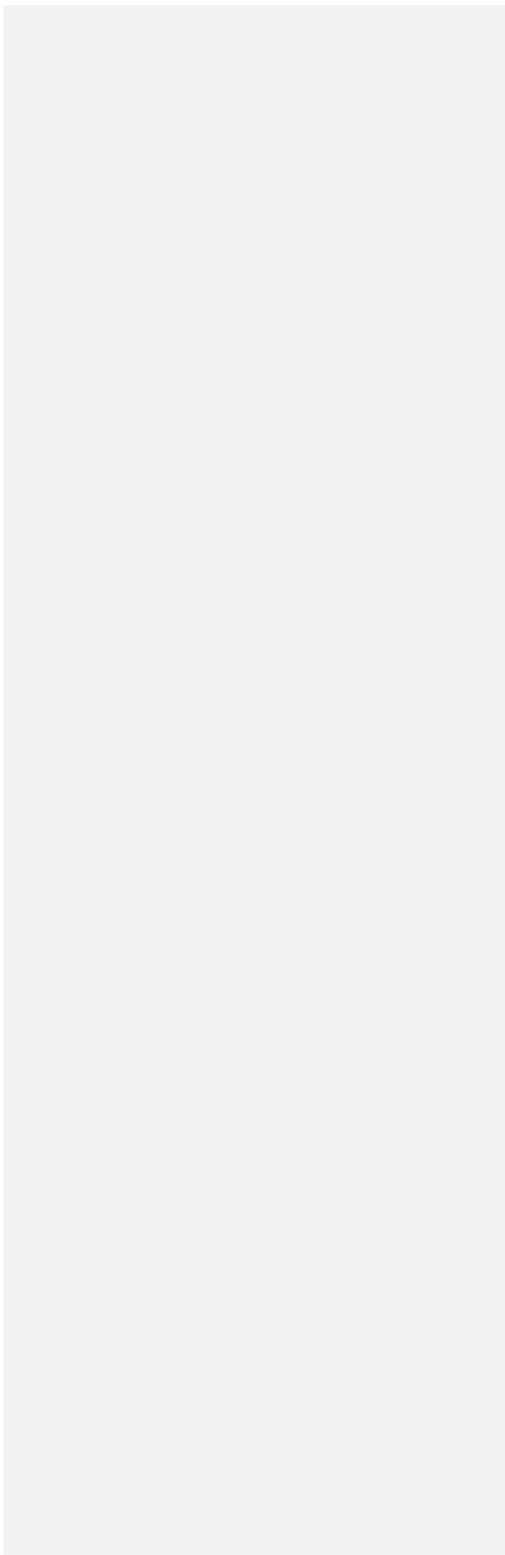
Voter Assistance

- 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

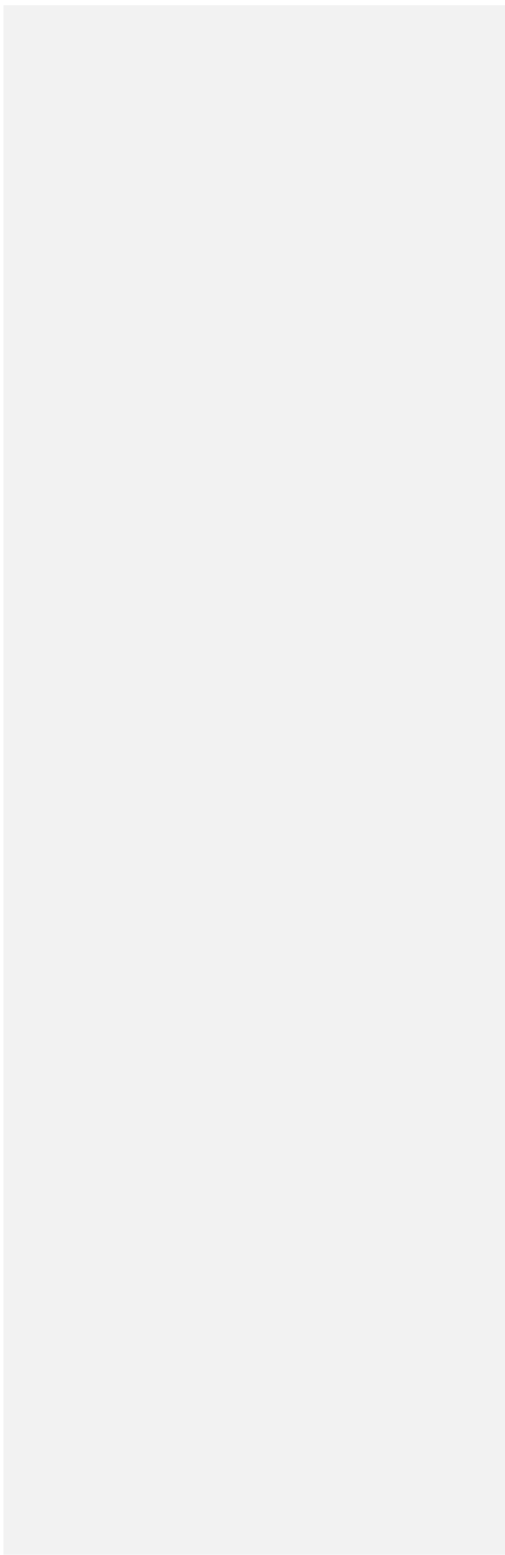
1. Upon notification of a curbside voter, acknowledge their presence and, if applicable, advise them of their place in the voter line.
2. Unplug the portable printer and the paired ePollbook and take both devices to the curbside voter.
3. Check-in the voter and hand them the Voter Ticket.
4. Ask whether 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 Foler** 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. 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 Device.
20. Plug the Verity Device back into the DUO that is sitting on the ADA tray.



Closing the Polls on the ePollbook

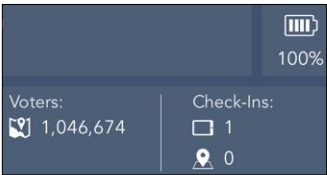


Closing the Polls on the ePollbooks



Closing the Polls on the ePollbooks

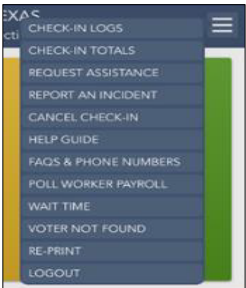
Qualified voters in line by 7:00 pm, must be allowed to vote.



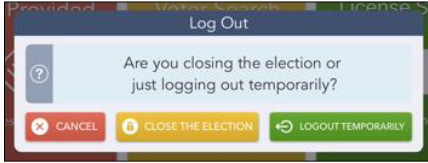
1. Record the number of check-ins, (*bottom number listed*) displayed at the lower right-hand corner of the screen, on line 14 of the Register of Official Ballots form.
2. A list of provisional voters must accompany the provisional envelopes
3. To print the log, from the Launchpad Menu, select **Check-In 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



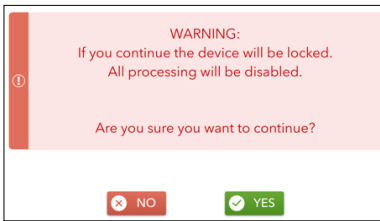
4. Sign the printout and send it and the sealed Affidavit of Provisional Voter envelopes inside the orange Provisional Bag.



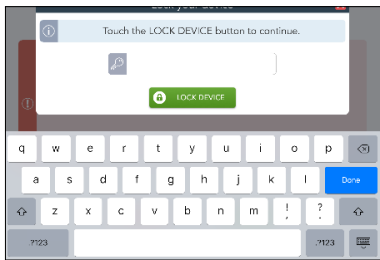
5. From the Launchpad Menu, select **Logout**.



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



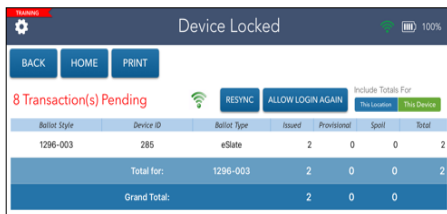
7. A warning screen will appear. Confirm you are ready to lock the device by selecting **Yes**.



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



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



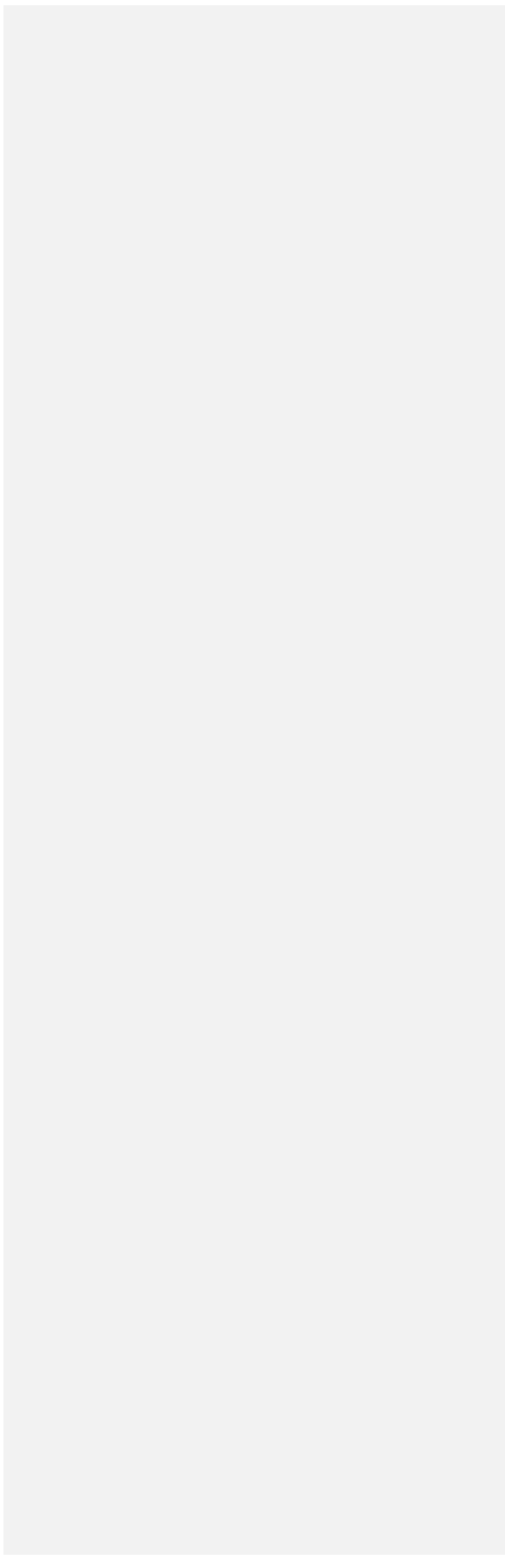
10. It is normal to have transactions pending; complete the rest of your closing procedures.

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 procedure for packing the ePollbook case

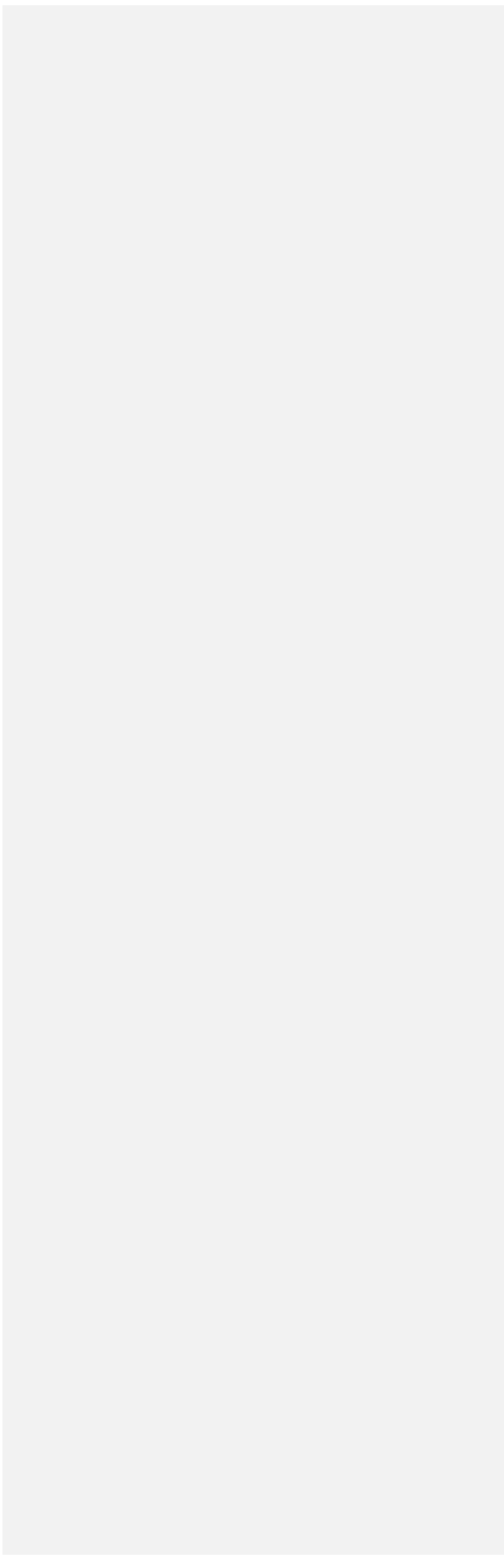
- a. Unplug the ePollbook power cords.
- b. Press the power button on the cube printer to turn it off.
- c. Unplug printer from the power tower and unplug the brick from the power cord.
- d. Press the power button on the portable printer to turn it off. Unplug it.
- e. Remove the cord from the port and 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 use the appropriate seal from the Envelope for Seals.
- i. Record the seal number on line 7A and 7B, if applicable, of the Register of Official Seals and Proper Installation, After Closing the Polls form.
- j. **The sealed ePollbook case MUST be delivered to the Rally Station.**



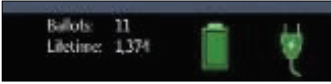
Closing the Polls on the Controller



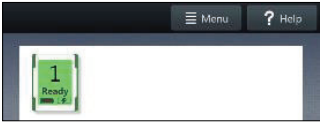
Closing the Polls on the Controller



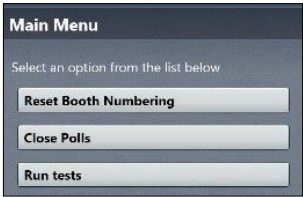
Closing the Polls on the Controller



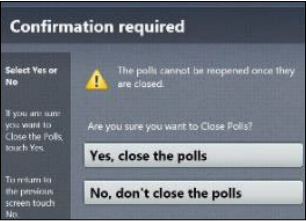
- 1. Record the Ballots count shown at the bottom of the screen on line 9 of the **Register of Official Ballots** form.



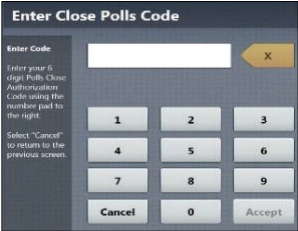
- 2. Select **Menu** from the top of the screen.



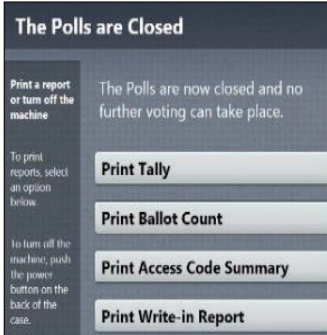
- 3. Select **Close Polls**.



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



- 5. Enter the close polls password found inside the **Key Envelope**, and press **Accept**. (Same password that was 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 lines 10 thru 13 of the **Register of Official Ballots** form.

Place a copy of each of the reports inside the white and pink return envelopes.

General procedures for packing the Controller

- Unplug the handheld barcode reader and place it in the supply box.
- Press the red Power Button on the back of the Controller to power it off.
- 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.
- Verify the screen on the Controller 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 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.

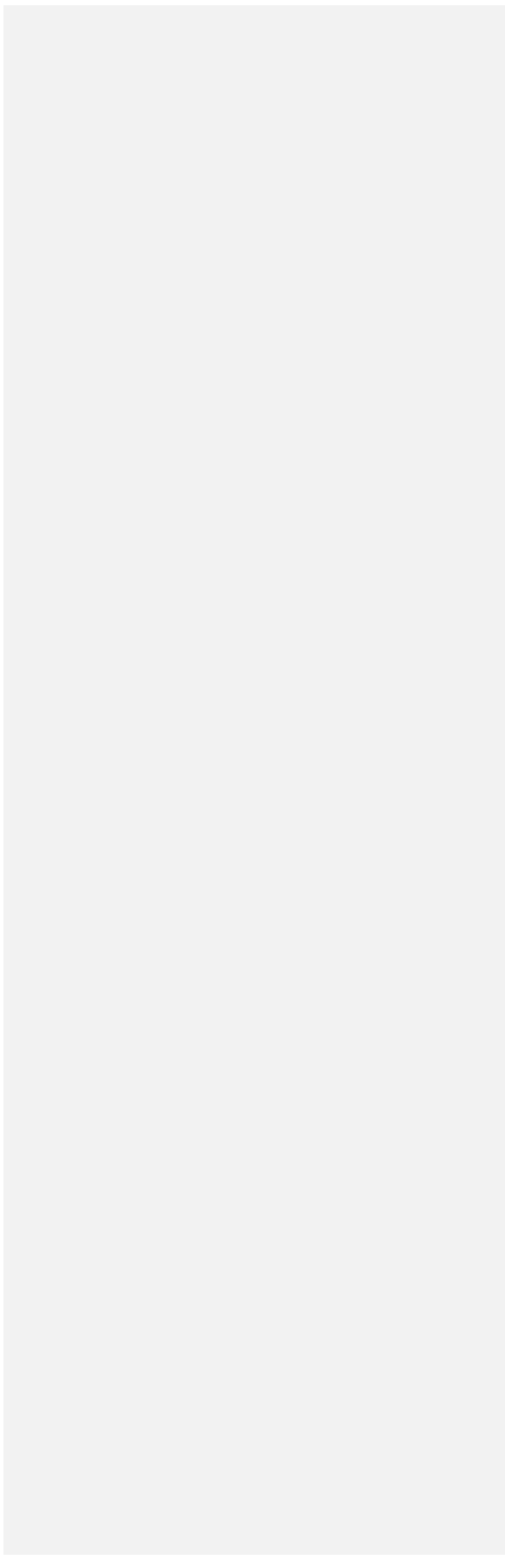


- Without removing the tamper seal that is inside, record the number on line 8A of the **Register of Official Seals and Proper Installation** form.
- Release the brace and lower the lid using the two latches.
- Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on line 8B of the form.
- The case containing the Controller goes back into the equipment cabinet.**

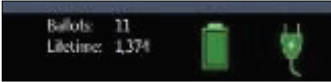
Closing the Polls on the Scan



Closing the Polls on the Scan



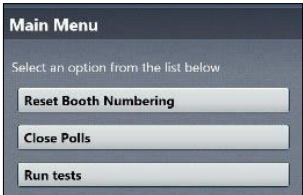
Closing the Polls on the Scan



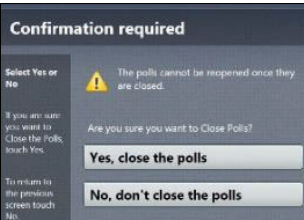
- 1. Remove the privacy screens and place them in the black canvass bag. Record the Ballots count shown at the bottom of the screen on line 1 of the Register of Official Ballots form.



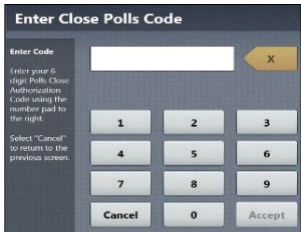
- 2. To begin closing the polls, press the blue Poll Worker button on the back of the case.



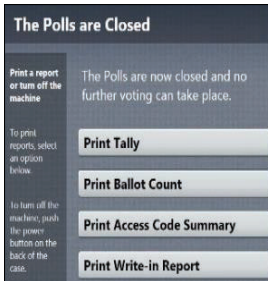
- 3. From the tablet screen, select **Close Polls**.



- 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 a copy of each of the reports inside the white and pink return envelopes.

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 line 10A of the **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 line 10B of the 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. The case containing the Scan must be delivered to the Rally Station.

Closing the Ballot Box

- a. Record the seal number from the emergency bin slot on line 11A of the **Register of Official Seals and Proper Installation** form.
- b. With the large front door, unlocked and opened, remove the gray **Ballot Bag** with the voted ballots inside.



- c. Seal the **Ballot Bag** with the appropriate seal from the envelope for seals. Record the seal number on line 14A and 14B, if applicable, of the **Register of Official Seals and Proper Installation** form.
- d. **The Ballot Bag 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.



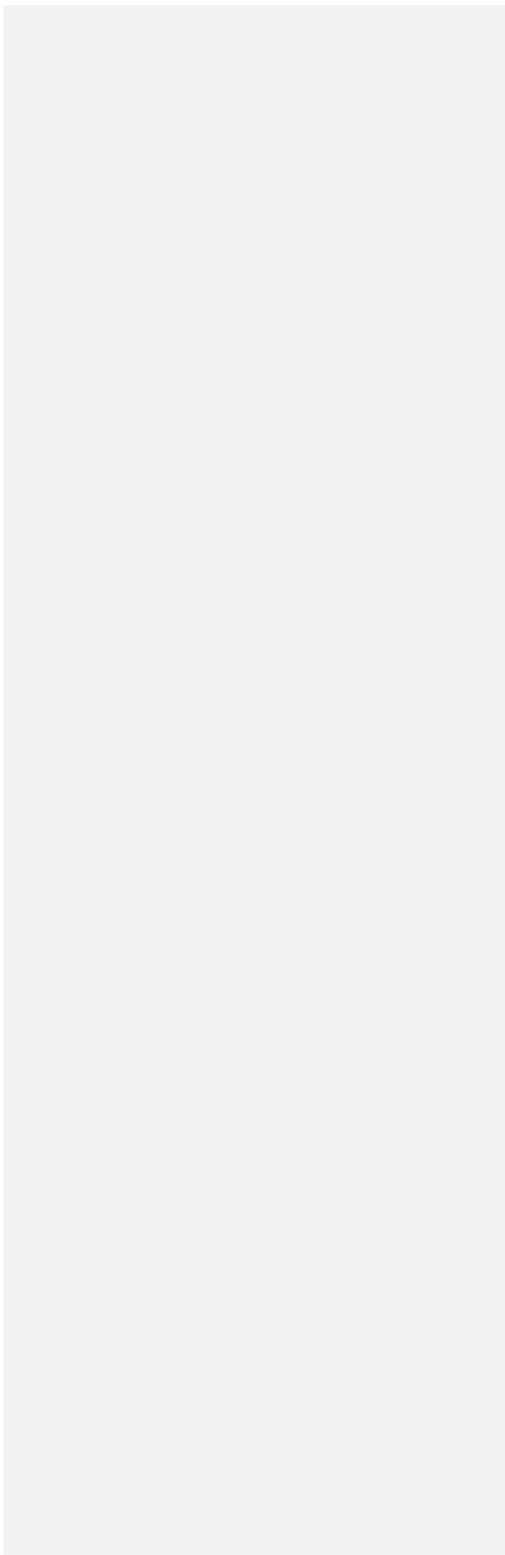
- h. Secure the lid by hooking the 3 small bands onto the 3 pins located at the bottom of the lid.



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



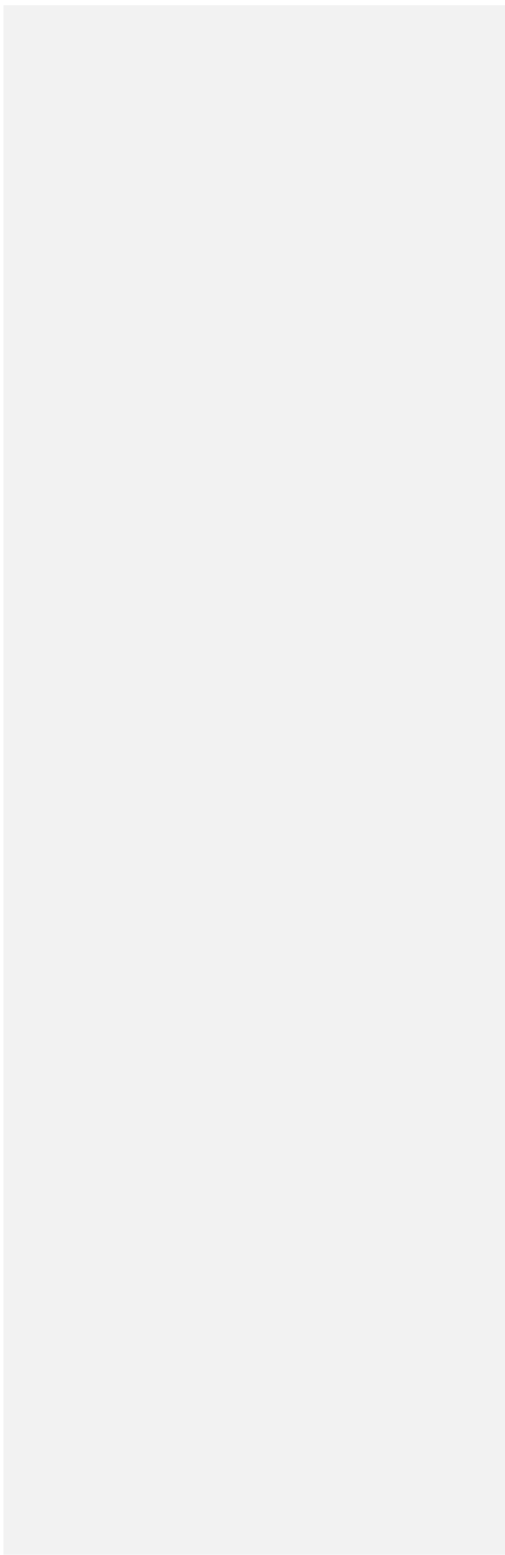
- j. **The Ballot Box goes back into the equipment cabinet.**



Closing the Duos



Closing the Duos



Closing the Duos

- 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 cabinet.
- 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.



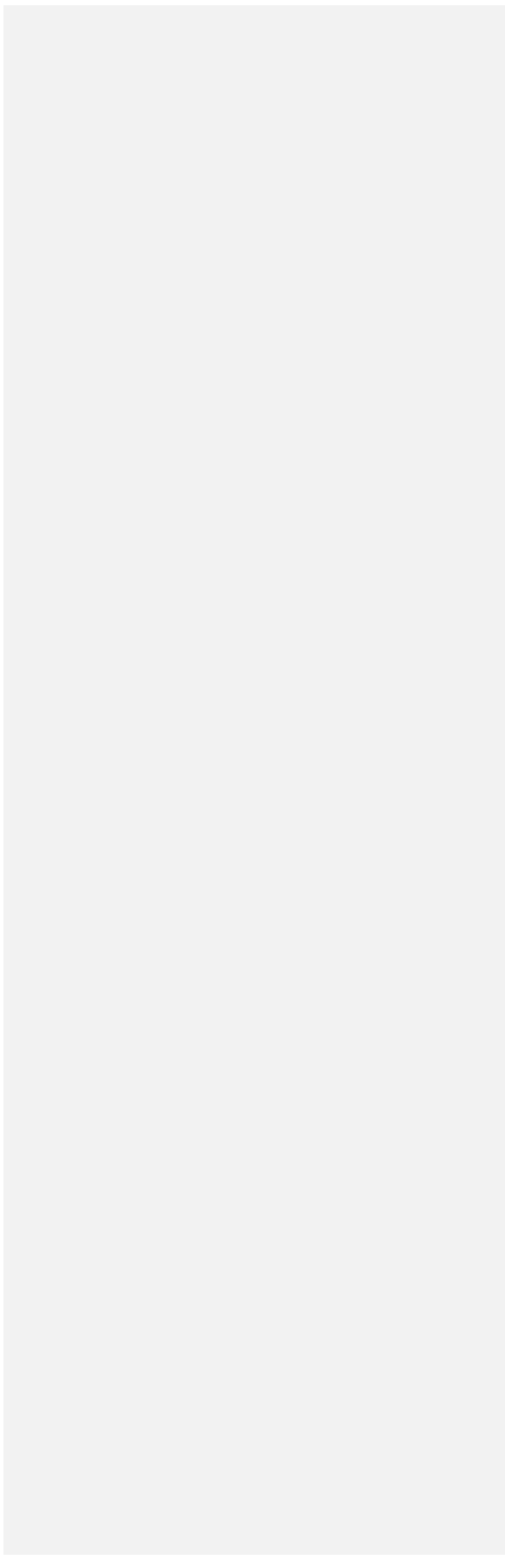
- f. Remove the tablet from the cradle and place it back into the slot. Secure the tablet with the blue latch and turn the key to the right to lock it.



- 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 applicable lines 9A thru 9L of the **Register of Official Seals and Proper Installation** form.
- i. Reach underneath each tray, and pull on the latch to release the Duos.

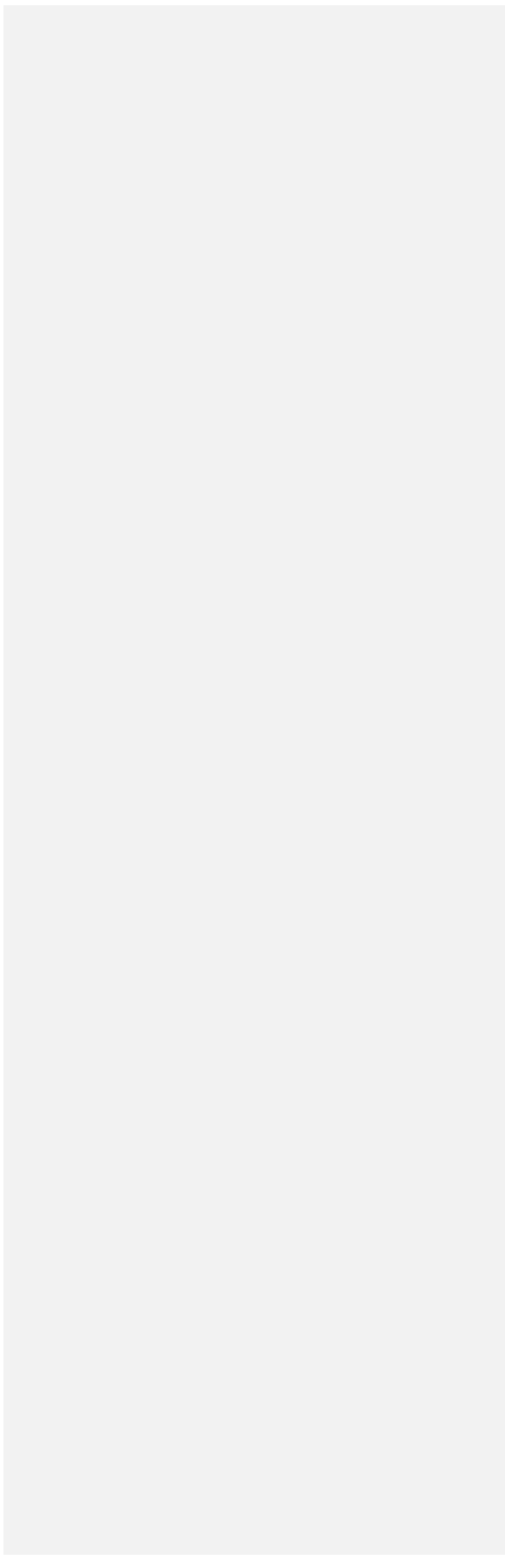


- j. The cases containing the Duos go into the equipment cabinet.
- k. From the back of each tray, reach underneath, and pull the canvass handle towards you which will allow the tray to collapse.
- l. The ADA tray will need to be secured with the two bands, one on each side.
- m. The ADA tray goes into the equipment cabinet, while the rest of the trays are aligned next to the cabinet.



Memorandums

Memorandums



The State of Texas

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



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

Roger Williams
Secretary of State

MEMORANDUM

TO: COUNTY CLERKS/ELECTIONS ADMINISTRATORS

FROM: ANN MCGEEHAN, DIRECTOR OF ELECTIONS

A handwritten signature in black ink, appearing to read "Ann McGeehan".

DATE: OCTOBER 19, 2006

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

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

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

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

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

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

AM:LC:sf

Language Assistance - Bilingual Poll Workers

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

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

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.



From: [Donna C. McClung](#)
To: [Troy C. Havard](#)
Subject: RE: MESSAGE
Date: Wednesday, March 4, 2020 2:56:54 PM

No, I have not. I suppose if a candidate or party gives him paperwork to be a poll watcher he could observe?

From: Troy C. Havard
Sent: Wednesday, March 4, 2020 2:55 PM
To: Donna C. McClung <DCMcClung@TarrantCounty.com>
Subject: FW: MESSAGE

Good afternoon, Donna.

Did you speak to this gentleman or reply to him?

Have a blessed day!



Troy Havard
Assistant Elections Administrator
Tarrant County



Office: 817-831-6463
Business Cell: 682-305-4568

"Direction, not intention, determines destination" – Adam Stanley

From: Sandra Guzman
Sent: Tuesday, March 3, 2020 4:19 PM
To: Donna C. McClung <DCMcClung@TarrantCounty.com>
Cc: Troy C. Havard <TCHavard@tarrantcounty.com>
Subject: MESSAGE

Good Afternoon,

J D Taylor called he wants to know.

How the Absentee votes are being counted.

Also wants to watch the Absentee votes being counted and when the cutoff date is.

Can someone call him please at (214) 668-1076.

Thank you,

Sandra Guzman

Tarrant County Elections

Voter Registration

2700 Premier St

Ft Worth TX 76111

(817) 831-VOTE



From: [Donna C. McClung](#)
To: [Troy C. Havard](#)
Subject: RE: MESSAGE
Date: Wednesday, March 4, 2020 2:56:54 PM

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Troy Havard
Assistant Elections Administrator
Tarrant County



Office: 817-831-6463
Business Cell: 682-305-4568

"Direction, not intention, determines destination" – Adam Stanley

From: Sandra Guzman
Sent: Tuesday, March 3, 2020 4:19 PM
To: Donna C. McClung <DCMcClung@TarrantCounty.com>
Cc: Troy C. Havard <TCHavard@tarrantcounty.com>
Subject: MESSAGE

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Thank you,

Sandra Guzman
Tarrant County Elections
Voter Registration
2700 Premier St
Ft Worth TX 76111
(817) 831-VOTE



From: [Nik Youngsmith](#)
To: [Troy C. Havard](#)
Cc: [Heider I. Garcia](#)
Subject: Re: Urgent: Poll worker Reni at Mansfield sub-courthouse
Date: Wednesday, October 28, 2020 12:53:23 PM

EXTERNAL EMAIL ALERT! Think Before You Click!

Hi Troy,

Do you have an update from the judge at Mansfield Sub-Courthouse? Thanks.

Best,

Nik

On Wed, Oct 28, 2020 at 9:22 AM Nik Youngsmith <[REDACTED]> wrote:
Thanks—is the judge aware of anyone with that name? Multiple of our poll watchers have reported a poll worker wearing that name tags working at Mansfield.

Thanks for your help.

Nik

On Wed, Oct 28, 2020 at 09:16 Troy C. Havard <TCHavard@tarrantcounty.com> wrote:

Good morning,

We can't find anyone with the name of "Reni" working at the Mansfield Sub-courthouse.

Have a blessed day!



Troy Havard

Assistant Elections Administrator

Tarrant County



Office: 817-831-8683

“Direction, not intention, determines destination” – Adam Stanley

I would rather live my life as if there is a God and die to find out there isn't,
Than to live my life as if there isn't a God and die to find out there IS.

From: Nik Youngsmith <[REDACTED]>
Sent: Tuesday, October 27, 2020 9:03 AM
To: Troy C. Havard <TCHavard@tarrantcounty.com>
Cc: Heider I. Garcia <HIGarcia@tarrantcounty.com>; Tarrant County Election Day <electionday@tarrantcounty.com>
Subject: Re: Urgent: Poll worker Reni at Mansfield sub-courthouse

EXTERNAL EMAIL ALERT! Think Before You Click!

Thanks again, Troy. Do we have an update on this situation? Appreciate your help.

Best,

Nik

On Mon, Oct 26, 2020 at 12:05 PM Troy C. Havard <TCHavard@tarrantcounty.com> wrote:

Yes, sir, I understand.

Have a blessed day!



Troy Havard

Assistant Elections Administrator

Tarrant County



Office: 817-831-6463

Business Cell: 682-305-4568

"Direction, not intention, determines destination" – Adam Stanley

I would rather live my life as if there is a God and die to find out there isn't,

Than to live my life as if there isn't a God and die to find out there IS.

From: Nik Youngsmith <[REDACTED]>
Sent: Monday, October 26, 2020 11:18 AM
To: Troy C. Havard <TCHavard@tarrantcounty.com>
Cc: Heider I. Garcia <HIGarcia@tarrantcounty.com>; Tarrant County Election Day <electionday@tarrantcounty.com>
Subject: Re: Urgent: Poll worker Reni at Mansfield sub-courthouse

EXTERNAL EMAIL ALERT! Think Before You Click!

Thanks, Troy. Understood.

I believe that this poll worker is back at the Mansfield Sub-Courthouse today, so would be grateful to have this resolved sooner rather than later. The longer she goes on checking in voters, the higher risk of a repeat of what happened yesterday.

Thank you.

Best,

Nik

On Mon, Oct 26, 2020 at 9:55 AM Troy C. Havard <TCHavard@tarrantcounty.com> wrote:

Good morning Nik.

We understand your concerns and are looking into the situation and what actions can or should be taken. Heider's tied up for the next bit with the ballot board, so it may be a little while before he can get back with you.

Have a blessed day!



Troy Havard

Assistant Elections Administrator

Tarrant County



Office: 817-831-6463

Business Cell: 682-305-4568

“Direction, not intention, determines destination” – Adam Stanley

I would rather live my life as if there is a God and die to find out there isn't,
Than to live my life as if there isn't a God and die to find out there IS.

From: Nik Youngsmith [REDACTED] >
Sent: Monday, October 26, 2020 9:43 AM
To: Heider I. Garcia <HIGarcia@tarrantcounty.com>
Cc: Troy C. Havard <TCHavard@tarrantcounty.com>; Tarrant County Election Day <electionday@tarrantcounty.com>
Subject: Re: Urgent: Poll worker Reni at Mansfield sub-courthouse

EXTERNAL EMAIL ALERT! Think Before You Click!

Hi elections team and Heider,

Apologies for the successive emails, but we would like to have this situation resolved this morning to impact as few voters as possible. Please let me know when you have an update. Thank you.

Best,

Nik

On Sun, Oct 25, 2020 at 10:26 PM Nik Youngsmith

<[REDACTED]> wrote:

Hi Heider,

I just wanted to check in to see if there was a resolution on this. I think we'd like to avoid a situation where this poll worker is working and interacting with voters when the polls open tomorrow morning.

Thanks for your help.

Best,

Nik

On Sun, Oct 25, 2020 at 4:24 PM Nik Youngsmith

<[REDACTED]> wrote:

Hi Heider,

I wanted to raise a troubling incident with you and your team. One of our poll watchers reported that a poll worker (whose name badge reads "Reni") was checking in voters at the Mansfield Sub-Courthouse today and told a Black voter who was checking in "Did anyone tell you we're going to look up your criminal record?"

I know I don't need to tell you that this is completely unacceptable. Will you please confirm to me when this poll worker has been removed from their duties, both at this site and in the County as a whole?

Thank you.

Best,

Nik

--

Nikolas Youngsmith

he/him/his

Boiler Room Manager, Texas Democratic Party

Cell: 415-710-6093

Voter Assistance Hotline: 844-TX-VOTES

--

Nikolas Youngsmith

he/him/his

Boiler Room Manager, Texas Democratic Party

Cell: 415-710-6093

Voter Assistance Hotline: 844-TX-VOTES

The background of the slide is the Texas state flag, featuring a blue vertical stripe on the left with a white five-pointed star, and horizontal stripes of white and red on the right.

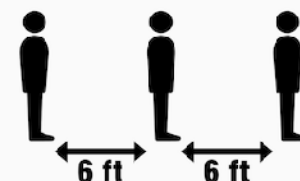
Tarrant County Election Day Guide



Staying Safe

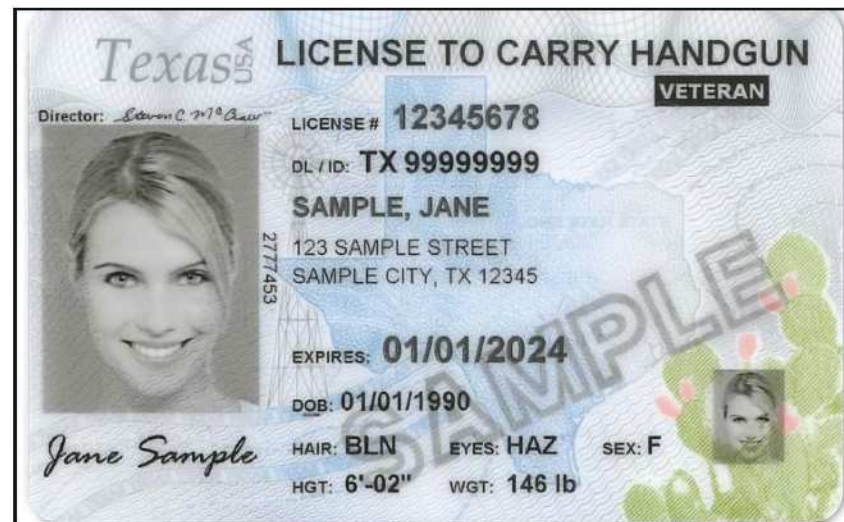
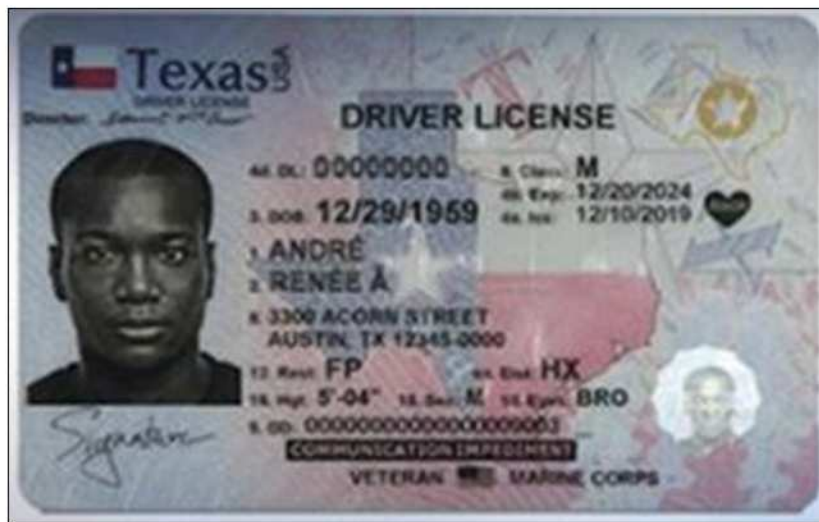
- ✓ Stay home if you are experiencing a fever, cough and shortness of breath.
- ✓ Clerks must wear a face mask when interacting with another person or when within 6 ft. of another person.
- ✓ Social distance voters by using the provided painters tape.
- ✓ Voters should apply hand sanitizer upon entry and exit of the voting area.
- ✓ Clean equipment only with the provided wipes.
- ✓ When possible, wash your hands for at least 20 seconds.
- ✓ Avoid touching your eyes, nose and mouth.
- ✓ Sneeze or cough into a tissue or use your elbow
- ✓ Disinfect frequently touched surfaces.

KEEP SAFE DISTANCE



What's New?

Recently, the Texas Department of Public Safety unveiled its new design for Driver License/ID and License to Carry Cards. The cards will feature a new look with an updated design.



Important note: ePollbook is currently unable to scan the new Driver License. Voters who possess a new card will have to be searched for manually.

TX-TARRANT-21-1685-A-000201



Voting Equipment



Touch Writer Duo & Scan



Videos Are Available



**Watch
Our
Videos**

ON EQUIPMENT SET UP AND CLOSING

Visit the link below for more information.

<http://elections.tarrantcounty.com/videos>

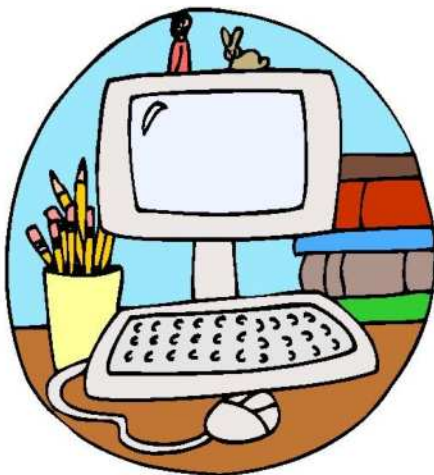
If you have any questions, call us at 817-831-6497.



Online Training

Texas Secretary of State

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



1. **Select “New Users Sign Up Here”**
2. **Complete all required fields**
3. **Create Username & Password**



Presiding Election Judge

- ✓ Recruits clerks and confirms they are qualified to work.
- ✓ Strongly encouraged to appoint the number of clerks indicated in the appointment letter.
- ✓ Contacts the Elections Office if having trouble finding workers. On Election Day, if necessary, recruits voters to serve as clerks.
- ✓ Visits the polling place to ensure that it is ready for Election Day.
- ✓ Arrives at the polling place no later than 6:00 am on Election Day.
- ✓ Must remain on duty all day, unless prior arrangements have been made with the Elections Office.
- ✓ In charge of and responsible for managing all activities at the polling place on Election Day.
- ✓ Remember, you are a team! Do not treat clerks as children or your personal servants.



Election Officials

ALL workers, must meet certain eligibility requirements.

- ✓ **Registered voter of Tarrant County**
- ✓ Cannot hold an elective public office (*precinct chair is not a public office*)
- ✓ Not a contested candidate for public office, an employee or relative within the second degree of consanguinity or affinity (*blood or marriage*) of an opposed candidate for public office
- ✓ Cannot be a campaign treasurer or campaign manager of an opposed candidate in the election
- ✓ Political thoughts/views are to be kept to self.
- ✓ State law requires at least 3 poll workers in the polling place at all times.
- ✓ Clerks may work a partial day or rotating shifts.



Student Clerks

- ✓ At least 16 years of age on Election Day
- ✓ U.S. citizen
- ✓ Signed permission from Parent/Guardian and Principal, if school is in session
- ✓ Maximum of two students per location at any given time
- ✓ Same pay rate of a clerk





Appropriate Items to Bring

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

- ✓ Cell phone & charger. **Personal phone calls should be taken away from the voting area.*
- ✓ Eyeglasses
- ✓ Sweater / jacket
- ✓ Lunch & snacks
- ✓ Non-alcoholic beverages
- ✓ Medications you take
- ✓ Something to read
- ✓ Appropriate attire and shoes – dress comfortably, yet professionally



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



Items Not to Bring

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

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





How to Reach Us

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

817-838-4690

Prompts will guide you to the required unit.



Election Equipment Carrier (EEC)

OPEN ONLY ON ELECTION DAY!



Preparing the Polling Place

- ✓ Arrive by 6 am to completely set up the polling place by 7 am. **Refer to mailed paperwork for exact arrival time.*
- ✓ Work together and use the **Opening Polls Checklist** (inside the Clear Bag).
- ✓ EEC & equipment keys and passwords are in the **Equipment Key Envelope**
- ✓ Set up the equipment immediately so assistance can be dispatched if necessary
- ✓ Place **Assist Bell** in an area outside of the polling place that is conducive for curbside voting
- ✓ Post all signs and notices



Opening Polls Checklist

1) Preliminary Tasks

- ☐ The Election Judge administers the oath to all election officials. (The oath is on the top left side of the Statement of Compensation and Oaths.)
- ☐ Make sure all poll workers are wearing name badges.

2) Unload the Election Equipment Carrier (EEC)

- ☐ Using **two people**, roll the EEC to its desired location within the polling place and lock at least one wheel to prevent the EEC from rolling while unloading the equipment.
- ☐ Write the EEC's seal number on the Register of Official Seals and Proper Installation (Line 1A).
- ☐ Break the seal by twisting repeatedly in one direction. Put the broken seal inside the Envelope for Seals.
- ☐ Unlock the EEC using the brass colored round-head key found in the Equipment Key Envelope. Then unlatch

Preliminary Tasks

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

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



Power Tower

Inside the supply box

Plug in ePollbooks, printers, MiFi, Verity Controller and Assist Bell



Be sure to press both power buttons on the tower; a green light will illuminate above each button.

TX-TARRANT-21-1685-A-000214

Register of Official Seals & Proper Installation

OPENING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION

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

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

1. From the Election Equipment Carrier (EEC)

A	Important: Do NOT break or remove this seal until Election Day.	GR001444
B	Important: Do NOT break or remove this seal until Election Day.	
C	Important: Do NOT break or remove this seal until Election Day.	

2. From the Electronic Pollbook Case(s)

A	Seal number removed from the Electronic Pollbook Case.	00044868
B	Seal number removed from the Electronic Pollbook Case.	

3. From the Controller

A	Seal number removed from the controller handle.	OR004879
B	Seal number used on the inside door of the unit. Important: Do NOT break or remove this seal.	B004430

4. From the Duo's

A	Seal number removed from the Duo handle.	GR006094
B	Seal number removed from the Duo handle.	GR006095
C	Seal number removed from the Duo handle.	GR006093
D	Seal number removed from the Duo handle.	GR006092
E	Seal number removed from the Duo handle.	GR006091
F	Seal number removed from the Duo handle.	
G	Seal number removed from the Duo handle.	
H	Seal number removed from the Duo handle.	
I	Seal number removed from the Duo handle.	
J	Seal number removed from the Duo handle.	
K	Seal number removed from the Duo handle.	
L	Seal number removed from the Duo handle.	

5. From the Scan

A	Seal number removed from the Scan handle.	OR004880
B	Seal number used on the inside door of the unit. Important: Do NOT break or remove this seal.	B004386

6. From the Ballot Box Emergency Bin Slot

A	Seal number used on the ballot box. Important: Do NOT break or remove this seal unless instructed by Tarrant County Elections.	
---	---	--

Verify seal numbers listed in this column

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

**Form is in the Clear Bag*

TX-TARRANT-21-1685-A-000215

Seals

Envelope for Seals

Return broken Seals in this Envelope



Use to seal the DUOs



Use to seal Scan and Controller



Use to seal the EEC



Use to seal the Orange Provisional Bag, the Ballot Bag with Voted Ballots inside and Ballot Box, if the Ballot Box seal was broken throughout the day.



Return broken seals into the Envelope for Seals

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

TX-TARRANT-21-1685-A-000216

Register of Official Ballots

Fill out the 'BEFORE the polls open' portion of the form as you open the polls on the equipment.

- **Controller** 'Ballots' count is located at the bottom of the screen.
- Capture the **Duos** 'Ballots' count before assigning the booth numbers.
- **Scan** 'Ballots' count is located at the bottom of the screen.
- Call the Elections Office if any of the counts are not zero.

EEC #1

REGISTER OF OFFICIAL BALLOTS

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

Date: **March 03, 2020**
 Authority Conducting the Election: **Tarrant County**
 Polling Place/Code: **2161P - Tarrant County Subcouthouse in Ari** Scan Serial number: **S1902535008**

Record these counts BEFORE the polls open:

A	Start of day Controller 'Ballots' Count- Located at the Bottom of the <u>Controller</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		A
B	Start of day Duo 1 and 2 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		B
C	Start of day Duo 3 and 4 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		C
D	Start of day Duo 5 and 6 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		D
E	Start of day Duo 7 and 8 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		E
F	Start of day Duo 9 and 10 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		F
G	Start of day Duo 11 and 12 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		G
H	Start of day Scan 'Ballots' Count- Located at the Bottom of the <u>Scan</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero		H

Record these counts IMMEDIATELY AFTER the polls close:

1	End of Day Scan 'Ballots' Count- Located at the Bottom of the <u>Scan</u> Screen	1
2	Number of un-scanned ballots in the Emergency Bin	2
3	Quantity of Ballot stock received from Elections Office	1800
4	Number of Spoiled Ballots returned by voter	4
5	Quantity of <u>un-used</u> Blank Ballot stock	5
6	Number of Thrown Out Ballots (Voter printed but did not run through the Scan before leaving. Ballot is considered abandoned.)	6
7	Number of Voted Ballots (should be equal to lines 1 - 2)	7
8	Total number of ballots/stock accounted for (add lines 4+5+6+7)	8
9	End of Day Controller 'Ballots' Count- Located at the Bottom of the <u>Controller</u> Screen	9
10	Number of 'Total Codes Issued' found on the Access Code Summary Report	10
11	Number of 'Total Codes Printed' found on the Access Code Summary Report	11
12	Number of 'Total Codes Expired' found on the Access Code Summary Report	12
13	Number of 'Total Codes Spoiled' found on the Access Code Summary Report	13
14	Number of voters checked in on the <u>Electronic Pollbook</u>	14
15	If line 14 does not match line 7 please provide an explanation:	15
16	Number of Provisional voters	16

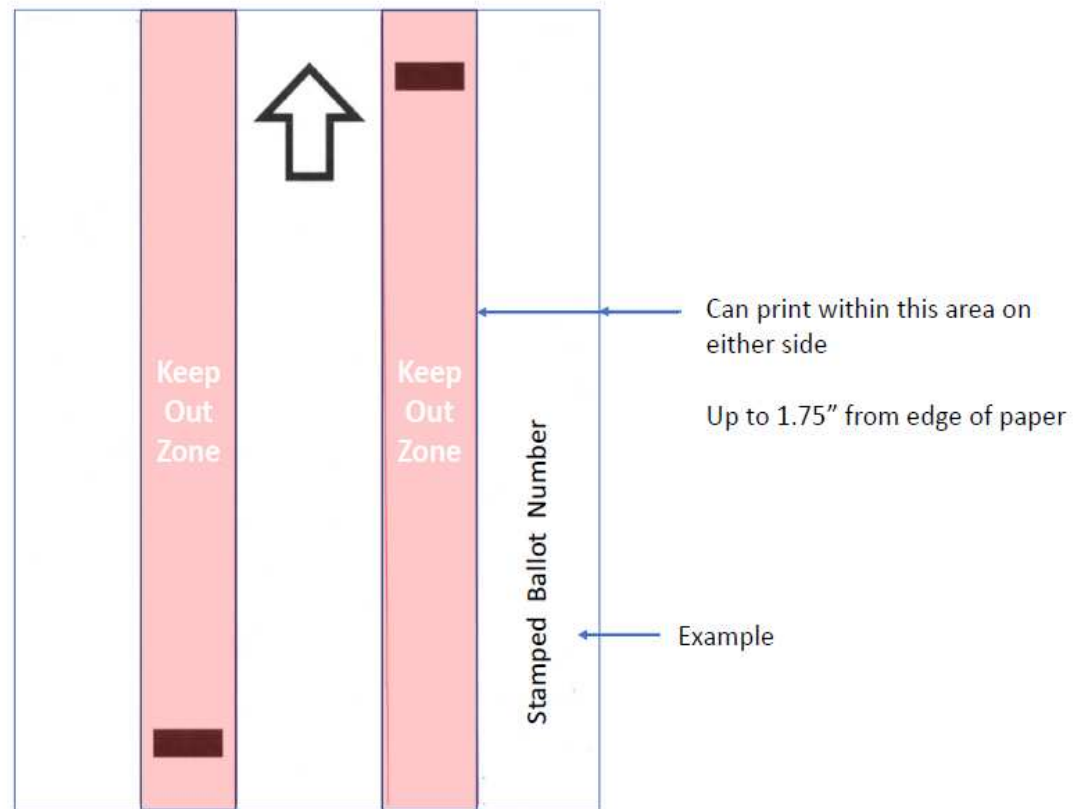
TX-TARRANT-21-1685-A-000217



Preparing Ballot Stock

Judge must sign or signature stamp in **red**, the back (*arrow side*) of a supply of ballot stock.

A clerk can not sign a Judge's name for them.

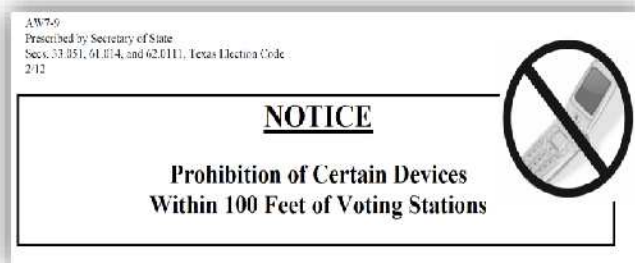




Posting Signs and Notices

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

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



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

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

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



Notice of Voting Order Priority

Section 63.0013

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

Voters with mobility problems may be accepted for voting ahead of others in line.

Wait to receive such a request or have a clerk check the line for voters who appear eligible and offer them the opportunity to move to the front of the line.

AWJ-/b
Prescribed by Secretary of State
Section 63.0013, Texas Election Code
8/2017

NOTICE OF VOTING ORDER PRIORITY

Pursuant to Section 63.0013, Election Code:

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

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

***Inside Signs and Notices to
be Posted envelope**



Notice of Total Number of Voters Who Have Voted

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

Required to post the number of voters who have voted at two-hour intervals.

Record 'Ballots' count from the bottom of the Verity Scan screen.

*Form is in the Clear Bag

E-710 NOTICE TO VOTERS
Prescribed by Secretary of State
Section 61.007(c), V.T.C.A., Election Code 9/87
EA-710 GPC-1168

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED
(AVISO DEL NUMERO DE VOTANTES QUE HAN VOTADO)

	(Numbers of Voters) (Número de Votantes)
9:30 a.m.	<u>51</u>
11:30 a.m.	<u>133</u>
1:30 p.m.	<u>207</u>
3:30 p.m.	<u>291</u>
5:30 p.m.	<u>309</u>

Oliver Wensell Holmes

Signature of Presiding Judge
(Firma del Juez Presidente)

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

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

TX-TARRANT-21-1685-A-000221

Assist Bell / Curbside Voting

Curbside Voter Kit (inside Supply Bag) contains: instructions, curbside voting wheelchair accessible sign, call bell (transmitter) and call bell device (receiver)



Black base pre-filled with pebbles (about 12 lbs), tubes and sign are inside a white cardboard box and placed near the EEC.

- ❖ Voters who are physically unable to enter the polling place may vote from their vehicle, curb or entrance to the building.
- ❖ After voting, the poll worker collects the ballot using the **Secrecy Folder** and deposits the ballot in the Scan. A companion of the voter may deposit the ballot.



Polling Place Security

- While on duty, poll workers must wear a name tag with their name and election position / title.
- Equipment should remain close at all times and not left unattended.
- Monitor equipment to prevent malicious tampering; do not allow yourself to be distracted.
- Pay attention to ports on the rear of the devices, cable connections, and power supplies. Unauthorized persons should not be allowed access to those areas.
- Ask for identification of voting machine technicians.





Emergency Ballot Slot

- ✓ In the event the Verity Scan becomes inoperable, ballots can be inserted into the emergency ballot slot on the top of the ballot box. Break the seal on the slot but remember to place a new seal as soon as the Scan is repaired.
- ✓ Call the Elections Office to report the problem. A technician will be dispatched if necessary to repair the unit.
 - ❑ If a technician is dispatched, he will deliver all unscanned ballots in a sealed bag to the Tarrant County Elections Office.
 - ❑ If no technician is dispatched, deliver all unscanned ballots in a sealed bag to designated rally station at the end of the night. Place sealed bag inside the clear return bag.



Permitted in the Polling Place

Permitted by Election Code:

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

Certain observers, specifically allowed, include:

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





Poll Watchers

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

You want to establish a cooperative relationship with watchers.

Poll Watchers must:

- ❖ Provide a Certificate of Appointment
- ❖ Required to wear a name tag (*clipped to the guide*)
- ❖ Can arrive at any time
- ❖ Can come/go, if served continuously for 5 hours

Not Permitted in the Polling Place

- Persons are not allowed to use a wireless communications device within 100-feet of voting stations
- Candidates, unless voting or providing requested assistance to voter
- No loitering inside the 100 foot zone
- Restrooms not necessarily provided for campaign workers





Photo ID Procedure

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

Voters should be asked if they have one of the acceptable forms of ID.

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



Photo ID Procedure

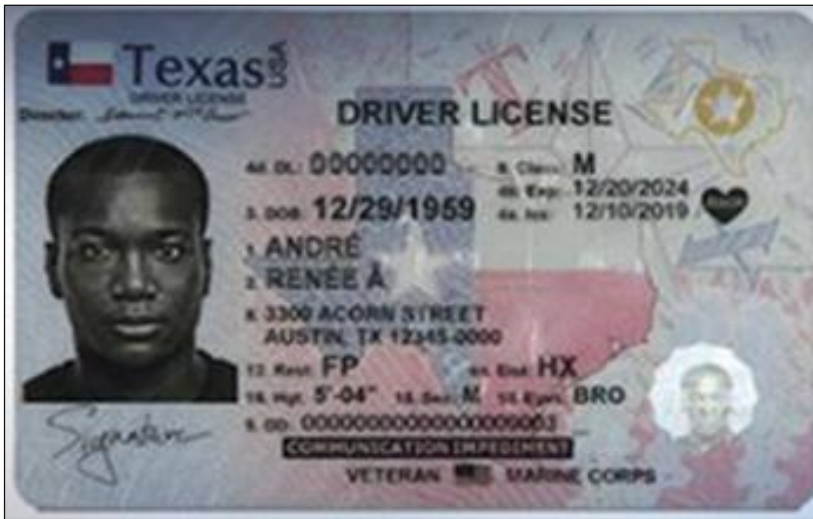
- ✓ If voter says “no”, ask if they have a reasonable impediment or difficulty in obtaining an acceptable form of photo ID from ‘List A’.
- If voter indicates “yes”, inform the voter they can present a supporting form of ID from ‘List B’ and they will be required to complete the ‘**Reasonable Impediment Declaration**’ that generates at the end of the check-in. Voter will then proceed to voting a regular ballot.



'List A' Acceptable Forms of ID

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

Texas Driver License



Important note: The ePollbook is currently unable to scan the latest card. Voters who possess a new card will have to be searched for manually.

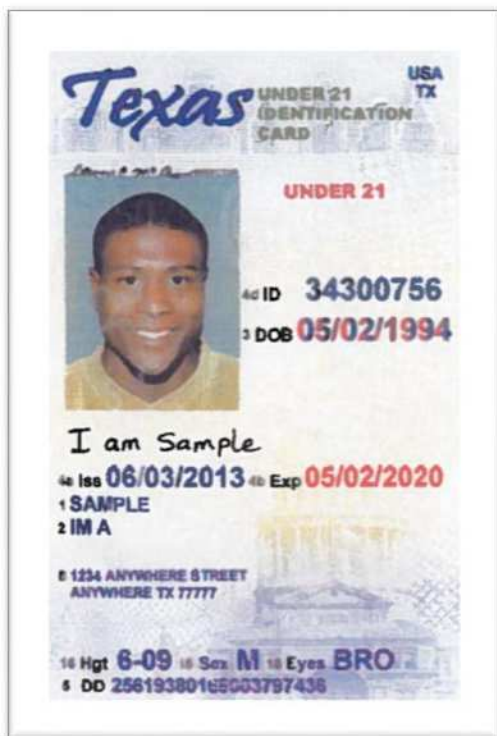
Expiration Date:

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

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

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

Texas Driver License – Under 21



Expiration Date:

Must be valid or expired no more than 4 years.

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

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

Important note: The ePollbook is currently unable to scan the latest card. Voters who possess a new card will have to be searched for manually.

Texas Identification Card



Important note: ePollbook is currently unable to scan the latest card. Voters who possess a new card will have to be searched for manually.

Expiration Date:

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

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

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

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

DPS Receipt with Photo

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013

LOCATION: 888
TIME STAMP: 10:23:28
DATE STAMP: 06-10-2013

ISSUED TO: N
VOTER REGISTRATION: N

RECEIPT NUMBER: 40504715255396

ISSUING OFFICE: 888
888 BAYVIEW STREET
ARROYO, TX 76105

APPLICANT INFORMATION:

DATE OF BIRTH: 11-15-1984
SEX: M HEIGHT: 5'07"
EYE COLOR: BRN

PHOTO

SIGNATURE: _____
EMPLOYEE: _____

EXPIRATION NUMBER: 88888888 CARD TYPE: 88

COMMUNICATIONS INFORMATION:

NAME: SAMPLE
SSN: 1234

ADDRESS:

888 BAYVIEW STREET
ARROYO, TX 76105

EXPIRATION DATE: 11-15-2014
ISSUANCE DATE: 06-10-2013

For driver license related questions, please call 512-424-2000 or refer to the DPS website at www.dps.texas.gov or at www.texas.gov.

Your DUID Card will be processed and mailed within 30-45 days.

You must continue to carry this Temporary Permit until your new card is received.

For roadside assistance related to the following issues, please call 1-800-455-6555:

- Stalled with car problems
- Hazardous road conditions
- Deaths in the roadway

EQUAL OPPORTUNITY EMPLOYER
COURTESY • SERVICE • PROTECTION

Page 1

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

For voters:

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

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

Texas Concealed Handgun License



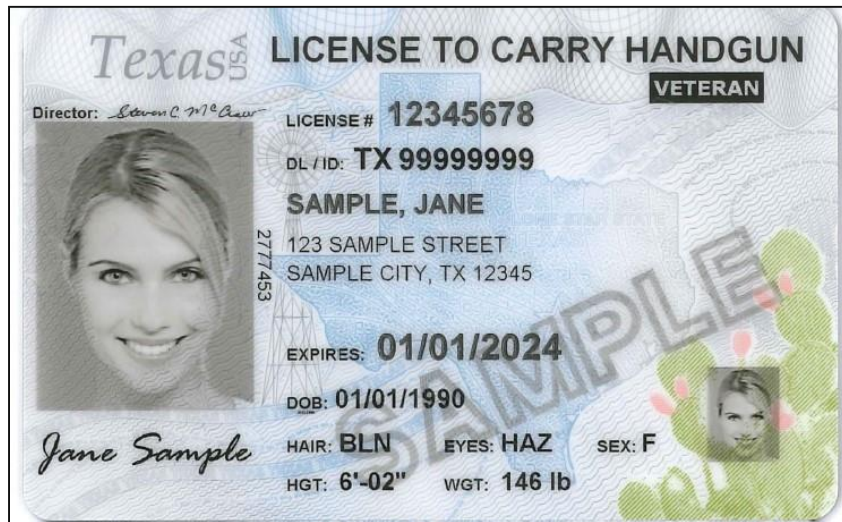
Expiration Date:

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

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

Texas Handgun License

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



Expiration Date:

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

DoD Common Access Card (CAC)



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



Expiration Date:

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

DoD Common Access Card "CAC"

Colored Bar on CAC:



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

Uniformed Services ID Cards

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



Expiration Date:

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

Not all cards expire.

*Some will say "**INDEF**" for indefinite.*

DoD Civilian Retiree Cards



Expiration Date:

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

Veterans Affairs ID Cards



Veterans Affairs ID Cards
do not expire.



VHICs may or may not have an
expiration date.

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

U.S. Certificate of Citizenship



Certificates of
Citizenship
do not expire

U.S. Certificate of Naturalization

THE UNITED STATES OF AMERICA

CERTIFICATE OF NATURALIZATION

No. 50000000

USCIS Registration No. A999999999999999

Personal description of holder as of date of naturalization:

Date of birth: JANUARY 99, 0000

Sex: MALE

Height: 5 feet 9 inches

Marital status: MARRIED

Country of former nationality: FORMER NATIONALITY COUNTRY

I certify that the description given is true, and that the photograph affixed hereto is a likeness of me.

New Citizen Signature Here

(Complete and true signature of holder)

Be it known that, pursuant to an application filed with the Secretary of Homeland Security

at: USCIS FIELD OFFICE CITY NAME, STATE NAME

The Secretary having found that:

NEW CITIZEN NAME - EPSON B-510DN - NEW ASC PHOTO

residing at:

Mytown, State

having complied in all respects with all of the applicable provisions of the naturalization laws of the United States, being entitled to be admitted as a citizen of the United States, and having taken the oath of allegiance at a ceremony conducted by

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

at: CEREMONY CITY, STATE on: JULY 99, 0000

such person is admitted as a citizen of the United States of America.

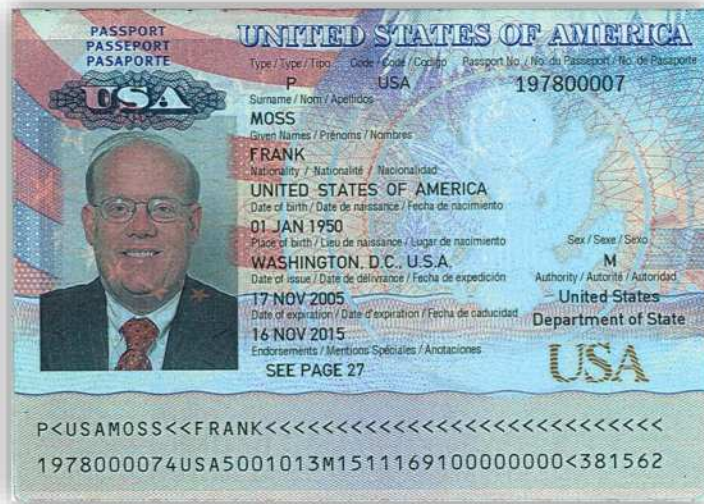
**** TEST CERTIFICATE ****

U. S. Citizenship and Immigration Services

DEPARTMENT OF HOMELAND SECURITY



Certificates of Naturalization do not expire

A banner featuring the American flag with the text "U.S. Passport Book" in white.**Expiration Date:**

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

A graphic featuring a stylized American flag with a blue field containing a white star on the left, and red and white horizontal stripes on the right. The text "U.S. Passport Card" is written in white, bold, sans-serif font across the center of the red stripe.

U.S. Passport Card

Front

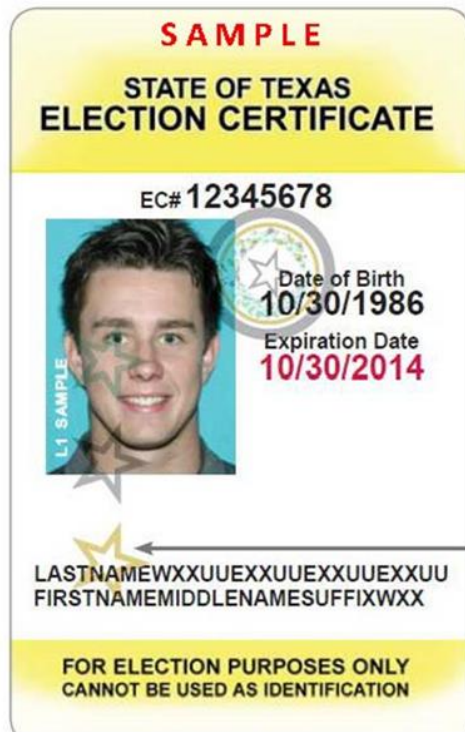


Back

**Expiration Date:**

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

Election Certificate (EIC)



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

Expiration Date:

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

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



'List B' Supporting Forms of ID

Voter must present copy or original of one of the following when executing a Reasonable Impediment Declaration:

- ☐ Government document with voter's name and address, including voter registration certificate
- ☐ Current utility bill
- ☐ Bank statement
- ☐ Government check
- ☐ Paycheck
- ☐ (a) certified domestic (*from a U.S. state or territory*) birth certificate or (b) document confirming birth admissible in a court of law which establishes identity (*may include a foreign birth document*).

Voter Registration Certificate

VOTER REGISTRAR
800-687-8546 / 972-547-1990
2010 REDBUD BLVD., SUITE 102
MCKINNEY, TX 75069
www.collincountytx.gov

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)

2016 – 2017 Sample

RETURN SERVICE REQUESTED

 VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
COLLIN COUNTY (condado de Collin)

VUID (VUID)	Gender (Sexo)	Valid from (Valdo desde)
Year of Birth (Año de Nacimiento)	Prec. No. (Pct. Num.)	thru (hasta)

Name and Permanent Residence Address (Nombre y dirección residencial permanente)
Voter, John Q.
1234 Street
City Name, Tx 75024

☒ Voted in the
(Votó en la elección primaria del partido político nombrado arriba)

CONGRESS (Congreso)	STATE SEN. (Sen Estado)	STATE REP. (Rep. Estado)	COM	JP
CITY (Ciudad)	CITY DIST. (Ciudad dist.)	ISD (escuela)	ISD DIST. (escuela dist.)	SBOE

Name and Mailing Address (Nombre y dirección de correo)

John Q. Voter
1234 Street
City Name, Tx 75024

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE.
(E) Votante debe firmar esta tarjeta personalmente al punto de recibirla si puede)

Includes voter's political subdivisions and districts



AMERICAN
OVERSIGHT

- TX-TARRANT-21-1685-A-000249



Copy or Original Current Utility Bill



ENERGY

123 Main Street
Sample, Texas 77701

Customer:

Joe B. Customer
123 Main Street
Austin, Texas 78701

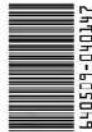
Invoice #: 123456
Statement Amount: \$

- May be a copy or printout.
- Must be the most recent or dated within 2 months of the date presented.
- Address does not have to match the address on the e-Pollbook.

Copy or Original Bank Statement



Bank of Texas
123 Commerce
Austin, Texas 78701



Joe B. Customer
123 Main Street
Austin, Texas 78701

CHECKING SUMMARY

Starting Balance \$100.00

DEPOSITS AND ADDITIONS

Paycheck \$1500.00

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

Copy or Original Government Check



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



Copy or Original Paycheck



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



Copy or Original “Other” Government Document

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



Reasonable Impediment Declaration

Voter must indicate one of the following impediments:

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





Reasonable Impediment Declaration

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



Name Matches

Fully compare the voter's name on the ePollbook to the name on the ID.

- ✓ Use common sense when comparing names.
- ✓ Use all available information to assist in the determination:
 - Address (*does not have to match*)
 - Date of Birth
 - Photograph
- ✓ If name on the ePollbook is completely different from name on the ID, and the voter's identity cannot be confirmed, the voter must be offered a provisional ballot.





Substantially Similar Names

- If voter's name on the ePollbook is substantially similar to the name on the ID, the voter still receives a regular ballot.
- If voter would like to update their name on their voter registration record for future elections, select NO, NEEDS CHANGES on the ePollbook Voter Identification screen. Follow the prompts and at the end of the check-in, the Voter's Similar Name Correction Request Form will automatically generate.



Substantially Similar Names

Slightly different:

- ✓ Minor misspellings or differences
- ✓ Extra letters or minor typos
- ✓ Common different spellings

Ex: *Mark Cuban vs Marc Cuban*

Customary Variation:

- ✓ Common abbreviations.
- ✓ Same name in different language

Ex: *Enrique Garcia vs Henry Garcia*

Use of different first / middle / last name:

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

Ex: *Beyonce Knowls vs Beyonce Knowles-Carter*

Permanent Disability Exemption

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)

TARRANT COUNTY (Condado de Tarrant)

VUID - Voter Unique Identifier ID Exempt (Identificador Unico de Votante) Exento de ID	Gender (Sexo)	Valid from (Válido desde)
1 2 3 4 5 6 7 8 9 (E)		
Year of Birth - (Año de Nacimiento)	Prec. No. (Pct. Núm.)	thru (hasta)

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

(E) designation after the VUID Number.

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

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



Temporary Exemption

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



Photo ID - FAQ

Q: Does the voter have to provide their voter registration certificate?

A: No, unless:

- Voter is using the certificate as a form of supporting identification when executing a Reasonable Impediment Declaration.
- Certificate has the (E) notation indicating the voter is exempt from having to provide a photo ID.



Photo ID - FAQ

Q: What if a voter does not have any of the seven forms of acceptable photo ID?

A: If a voter cannot obtain an acceptable form of photo ID, and has a reasonable impediment or difficulty in obtaining such; the voter may still cast a regular ballot by presenting a supporting form of ID (from 'List B') and executing a Reasonable Impediment Declaration.



Photo ID - FAQ

Q: What if a voter refuses to show an acceptable form of photo ID?

A: A voter who refuses to show proof of identity may cast a provisional ballot.

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



Photo ID - FAQ

Q: Does the address on the ID have to match the address on the ePollbook?

A: **No.** The purpose of the ID requirement is to confirm the voter's identity only. It is not for verifying the voter's residence.



Voters Who Have Moved

Clerks **must** ask every voter if they still reside at the address shown on the ePollbook

- ✓ Voters who have moved, but still reside within Tarrant County, may vote a regular ballot after providing their new address. From the ePollbook,
 - Select NO, NEEDS CHANGES on the Voter Identification screen.
 - For voters on Suspense, select STATEMENT OF RESIDENCE on the Voter Eligibility screen.
 - Statement of Residence will automatically generate at the end of the check-in.
- ✓ Voters who have moved outside of Tarrant County must be offered a provisional ballot.



Voters Flagged as Early Voted

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

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



Request to Cancel Application for a Ballot by Mail

If voter was issued a ballot by mail, but now wants to vote on Election Day – first call Early Voting to confirm the ballot status.

- Voter must sign the **Request to Cancel Application for a Ballot by Mail** and surrender the mail ballot before being allowed to vote.
- If unable to surrender mail ballot, Early Voting will cancel the mail ballot and the voter will be allowed to vote. (*Early Voting will provide further instructions.*) **Request to Cancel Application for a Ballot by Mail** must be signed.

**Form will generate at the end of the check-in on the ePollbook.*



Spoiled Ballots large envelope with instructions and Register of Spoiled Ballots form is inside the Clear Bag

- Voters may spoil up to two ballots and vote a third.
- Voter's name and serial number of spoiled ballot is recorded on the **Register of Spoiled Ballots**.
- Serial number is located on the back (**arrow side**) of the ballot on the right hand side.

Spoiled Ballots

- ✓ Tear off QR code, from upper left corner of ballot. Seal the torn code and ballot in small white SPOILED BALLOT envelope to ensure privacy.
- ✓ Small white SPOILED BALLOT envelope is placed in the large Spoiled Ballot envelope.
- ✓ Large Spoiled Ballot envelope is returned to the Rally Station inside the clear return bag at the close of polls.





Provisional Voter

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

"No Voter Left Behind"

Envelope for Provisional Voters (inside Supply Bag) has:

Notice to Provisional Voter for Photo ID Only

Provisional Ballot Checklist

Affidavit of Provisional Voter envelope sample

Affidavit of Provisional Voter envelopes

- ❖ Provisional voter is one whose residency, ID or registration issues cannot be resolved at the polling place.
- ❖ Printed ballot is inserted into the provisional envelope. The Scan will not read a correctly processed provisional ballot.
- ❖ The procedure for provisional voting includes gathering information that the Elections office will use to research and resolve the issue before counting the ballot.

Affidavit of Provisional Voter (front)

Voter completes the right portion and Election Official completes the left.

**Ballot Code from the Voter Provisional Stub box is left blank.*

Do not separate the two sections.

Insert ballot materials, peel backing and tightly seal

AW7-15-53, 9/13
Prescribed by Secretary of State
Sec. 63.011, Election Code

Type of Election (Tipo de Elección) (Loại Bầu Cử)	Date of Election (Fecha de la Elección) (Ngày Bầu Cử)
Authority Commission (Administración de Elecciones) (Cơ Quan Tiến Hành Bầu Cử)	Precinct No. where registered (Número del Precinct donde está registrado) (Số Phân Khu nơi đi bầu)
Precinct No. where registered (Número del Precinct donde está registrado) (Số Phân Khu nơi ghi danh)	Ballot Code from the Voter Provisional Stub (Código de la Boleta del Talón del Voto Provisional) Mã số phiếu bầu tạm N/A

TO BE COMPLETED BY VOTER: (PARA QUE EL VOTANTE LO LLENE): Cử tri điền vào ở trống

I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible.

Estoy inscrito como votante en esta subdivisión política y en el precinto en el cual estoy intentando votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente condenado de algún delito mayor o si soy un delincuente he cumplido toda mi condena inclusive el periodo de encarcelamiento, libertad condicional, libertad supervisada o he sido indultado. No me han determinado por un juicio final de un tribunal ejerciendo jurisdicción de un testamento ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito mayor de Segundo grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.

Tôi là cử tri đã ghi danh của đơn vị hành chính này và của phân khu nơi tôi muốn đầu phiếu. Tôi vẫn chưa đi bầu trong lần bầu cử này (cho dù là đích thân tôi thông phiếu hay bỏ phiếu bằng thư). Tôi là cư dân của đơn vị hành chính này. Tôi không hề bị kết án phạm trọng tội. Hoặc nếu bị kết án, tôi đã hoàn tất toàn bộ án phạt của tôi, bao gồm mãn hạn tù, được tạm tha, được tại ngoại có giám sát, mãn hạn quản chế, hoặc tôi đã được ân xá. Tôi không bị bất kỳ phán quyết chung thẩm nào của tòa án phán rằng tôi không có quyền đầu phiếu vì mất chức năng trí tuệ toàn phần hay bán phần. Tôi hiểu rằng khai man như thế là phạm tội tiểu hình, và tôi hiểu rằng có tình đi bầu do biết mình không hội đủ tiêu chuẩn sẽ bị coi là phạm tội đại hình cấp 2.

Affidavit of Provisional Voter
(Declaración Jurada de Votante Provisional)
(Bản Khai Chứng Thệ của Cử Tri Tạm Thời)

Last Name (Apellido) (Tên Họ)	First Name (Primer nombre) (Tên Gọ)	Middle Name (if any) (Segundo nombre) (nếu có) (Tên đệm (nếu có))	Former Name (Nombre anterior) (Tên Trước Đây)
Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address) (Dirección: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa donde vive) (No incluya el apartado de correos, ruta rural o dirección comercial.) (Địa Chỉ Nơi Trú: Địa Chỉ Đường Phố và Số Căn Hộ, Thành Phố, Tiểu Bang, và số ZIP Code. Nếu không có địa chỉ, hãy mô tả nơi quý vị cư trú (Không bao gồm PO Box, Đường Nông Thôn hoặc Địa Chỉ Kinh Doanh))			
Mailing Address: City, State, and Zip. If mail cannot be delivered to your residence address, (Dirección postal, Ciudad, Estado y Código Postal) (nếu không thể chuyển đến địa chỉ cư trú của quý vị.)			
Date of Birth: Month/Day/Year (Fecha de nacimiento): (Mes/Día/Año) (Ngày tháng năm sinh: Tháng, Ngày, Năm)	Gender: (Optional) (sexo) (Optional) (Giới tính (không bắt buộc)) ☐ Male (Masculino) (Nam) ☐ Female (Femenino) (Nữ)		
TX Driver's License No. or Personal I.D. No. (Issued by TX Dept of Public Safety) (Número de licencia de conducir o de identificación expedida por el Departamento de Seguridad Pública de Texas) (Số Bằng Lái Xe do Tiểu Bang Texas cấp hoặc Số Thẻ Căn Cứ Cá Nhân do Sở An Toàn Công Cộng Cấp)	Social Security No. (last 4 digits required if you do not have driver's license or ID number) (Número de Seguro social (si no tiene una licencia de conducir o identificación personal se requiere los 4 últimos dígitos de su número de seguro social)) (Số An Sinh Xã Hội (phải ghi 4 chữ số cuối cùng nếu quý vị không có số bằng lái xe hoặc số thẻ căn cước)) XXX-XX-XXXX		
☐ I have not been issued a TX driver's license/personal identification number or Social Security Number. (Yo no tengo una licencia de conducir, Cédula de identidad personal de Texas ni un número de Seguro Social.) (Tôi vẫn chưa được cấp bằng lái xe Texas/ số thẻ căn cước cá nhân hoặc Số An Sinh Xã Hội.)			
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? (Marque el cuadro apropiado: ¿Es usted ciudadano de los Estados Unidos?) (Đánh dấu ở thích hợp: QUÝ VỊ CÓ PHẢI LÀ CÔNG DÂN MỸ KHÔNG?) Unidos) YES (si) (Có) ☐ NO (no) (không) ☐		Signature of Voter: (Firma del votante) (Chữ Ký của Cử Tri) X _____	

AMERICAN OVERSIGHT

TX-TARRANT-21-1685-A-000272

74

Affidavit of Provisional Voter (back)

Election Official must complete the left side indicating, if the voter presented an acceptable form of ID and the reason the voter is casting a provisional ballot. The Election Official must also date and sign the envelope. These are **critical steps** in processing a provisional voter.

TO BE COMPLETED BY ELECTION JUDGE:

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION

☐ Yes ☐ No

REASON FOR VOTING PROVISIONAL

1. _____ Failed to present acceptable form of identification or voter certificate with exemption.
2. _____ Voter not on list of registered voters.
3. _____ Voter not on list of registered voters and no other precinct.
4. _____ Voter on the list of people who voted early by mail, and voter has not cancelled mail ballot application.
5. _____ Voting after 7:00 p.m. due to court order.
6. _____ Voter on list, but registered to reside outside address jurisdiction of the _____ political subdivision.
7. _____ Voted in another party's primary.
8. _____ Other: _____ (please explain)

Sworn and subscribed to before me this date: _____

Signature of Election Judge _____

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

- A. _____ Voter presented acceptable form of identification within 6 days of election day.
- B. _____ Voter met disability exemption within 6 days of election day.
- C. _____ Voter executed religious objection affidavit within 6 days of election day.
- D. _____ Voter executed natural disaster affidavit within 6 days of election day.
- E. _____ Voter did not satisfy identification or affidavit requirements listed in categories A-D above, within 6 days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

- F. _____ Not a registered voter or registration not effective in time for this election.
- G. _____ Registered to vote, erroneously listed in wrong precinct.
- H. _____ Registered to vote in a different precinct within the county.
- I. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
- J. _____ Voter erroneously removed from the list.
- K. _____ Voter is not registered to vote in _____ political subdivision.
- L. _____ Voted in another party's primary.
- M. _____ Other: _____ (please explain)

Signature of Voter Registrar _____

Date _____

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED ☐ REJECTED

Signature of Ballot Board Judge: _____

Election Official
Section
Office Use
Only

Notice to Provisional Voter

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

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

7-15c
Prescribed by Secretary of State
Sections 62.003, 62.0035, and 63.001, Texas Election Code, U.S.O.C. S.B. Tex. Civil Justice No. 213 CV-00195 (Sect. 101.001)
8/2016

NOTICE TO PROVISIONAL VOTER FOR PHOTO ID ONLY

(For provisional voter who did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit your local county voter registrar's office (information below) within **six days of the date of the election** to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Voter must appear before Voter Registrar by:

Monday, November 14, 2016
CVS open: 8 am - 5 pm
(Open Saturday, November 12, 2016 10 am - 2 pm)

Acceptable Forms of Photo Identification

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS*
- Texas Personal Identification Card issued by DPS
- Texas 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

*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

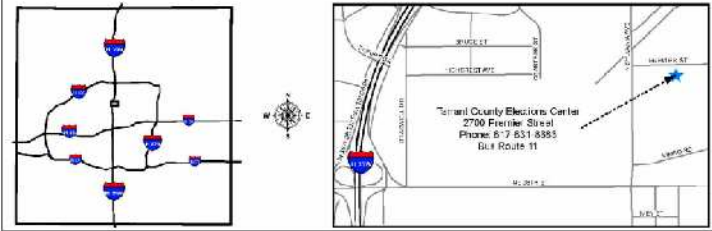
With the exception of the U.S. citizenship certificate, the identification must be **current** or have expired no more than 4 years before being presented for voter qualification at the polling place.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to presenting acceptable photo identification in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing applicant's disability, or from the U.S. Department of Veterans Affairs evidencing disability rating of at least 50 percent. The applicant must also state that he/she has no valid form of acceptable photo identification. Those who obtain a disability exemption will be allowed to vote upon display of voter registration certificate reflecting the exemption.

TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification because of certain natural disasters as declared by the President of the United States or the Texas Governor.



Completed by Polling Place Official:

Voter's Last Name: _____ Voter's First Name: **TX-TARRANT**
VUID #: _____ Precinct No.: **TX-21-1685-A-000274**

Tarrant County Elections Center
2700 Premier Street
Phone: 817-851-8355
Bus Route 11
2700 Premier Street, Fort Worth, TX 76122



Providing Assistance

- ✓ Voters may bring their own assistant or interpreter.
- ✓ Voters may receive language or assistance in marking the ballot.
- ✓ Election Officials may provide language or other type of assistance upon request.
- ✓ Voters may receive language or other type of assistance from two election officials.

Caution: It is a Class B Misdemeanor for anyone to indicate / influence a voter on how to vote.



Assistant / Interpreter

The chosen assistant or interpreter may help regardless of:

- ✓ The fact that they have already helped another voter
- ✓ Residence
- ✓ Citizenship status
- ✓ Voter registration status or their age
- ✓ The fact that an election official speaks the same language in which the voter communicates



Bilingual Requirements

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

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

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



Bilingual Requirements

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



English Language Required

State law requires that all election officials, while on duty at the Polling Place, **must** use English, except when helping a voter who does not understand English.



Serving Voters With Disabilities

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

General Considerations

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



Serving Voters with Disabilities

General Considerations

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



Serving Voters with Disabilities

General Considerations

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





Serving Voters with Disabilities

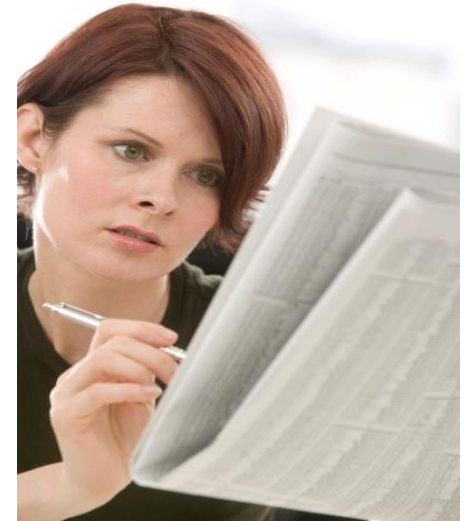
Polling Place Setup

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



Written Communication

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



Electioneering & Loitering

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

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

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



Remove signs that are within the distance marker.

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



Exit Polling and Petitions

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

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





Reporting Injuries

Report ALL injuries immediately after they occur!

Election worker injuries to:

CornerStone Staffing and Tarrant County Elections

Voter injuries to:

Tarrant County Elections

*Voter injury form is in the Envelope of Forms to be Completed



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

Tarrant County Elections: 817-759-7873



Complaint Slip

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

Slip is in English, Spanish and Vietnamese.

Do You Have A Complaint?

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

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

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

*Pad is in Envelope with Additional Materials

Getting Ready to Close the Polls

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

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



TX-TARRANT-21-1685-A-000289

Closing the Polling Place

- ✓ Refer to **Closing Polls Checklist** (inside *Clear Bag*).
- ✓ Remove all signs posted inside and outside the facility.
- ✓ Pack all unused supplies into the Supply Bag.
- ✓ Location should be left clean, secure and in same manner in which it was found.
- ✓ *Section 66.057 of the Texas Election Code provides that election results printed at a polling place are not public information until the election records are delivered to the general custodian of election records, Tarrant County Elections Administration.*

 Closing Polls Checklist	
<u>General Procedure</u>	
☐	Verify that it is 7:00 p.m.
☐	Check the hall or outside the polling place for voters waiting in line. Voters in line by 7:00 p.m. must be allowed to vote. If there is room, ask them to enter the polling place, and then close the doors. If there is not room for everyone inside the polling place, position a clerk at the end of the line until the doors can be closed. Anyone who arrives after 7:00 p.m. may not be accepted for voting.
☐	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 process of obtaining Tally Reports and securing the voting equipment. (See the "Closing the Polls..." sections below.)
☐	Return the paperwork, supplies, and equipment to where they belong. (See "Checklist of What Goes Where" back side of this page.)
<u>Closing the Polls on the Scan</u>	
☐	Unlock the black Ballot Tub and remove the bag with voted ballots. Seal the bag with the seal provided in the Envelope.





Register of Official Seals & Proper Installation

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

*Form is in the Clear Bag

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION	
This is one of the most important forms to be completed by the Election Judge. Fill in each line below.	
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 AFTER CLOSING THE POLLS	
Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.	
1. From the Electronic Pollbook Case(s)	
A	Seal number used to seal the Electronic Pollbook Case handle
B	Seal number used to seal the Electronic Pollbook Case handle
2. From the Controller	
A	Seal number remaining intact on the inside door
B	Seal number used to seal the Controller handle
3. From the Duos	
A	Seal number used to seal the Duo handle
B	Seal number used to seal the Duo handle
C	Seal number used to seal the Duo handle
D	Seal number used to seal the Duo handle
E	Seal number used to seal the Duo handle
F	Seal number used to seal the Duo handle
G	Seal number used to seal the Duo handle
H	Seal number used to seal the Duo handle
I	Seal number used to seal the Duo handle
J	Seal number used to seal the Duo handle
K	Seal number used to seal the Duo handle
L	Seal number used to seal the Duo handle
4. From the Scan	
A	Seal number remaining intact on the inside door
B	Seal number used to seal the Scan handle
5. From the Ballot Box Emergency Bin Slot	
A	Seal number remaining intact on the ballot box, or new seal if replaced
6. From the Orange Provisional Bag	
A	Seal used to seal the Orange Provisional Bag
7. From the Election Equipment Carrier (EEC)	
A	Seal used to seal the EEC
B	Seal used to seal the EEC
C	Seal used to seal the EEC
8. From the Ballot Transfer Bags	
A	Seal used to seal the Transfer Bags containing the BALLOT tickets
B	Seal used to seal the Transfer Bags containing the VOTED ballots

Packing Ballot Transfer Bag

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



Packing Provisional Ballots Bag

- Completed Provisional Affidavit envelopes are placed in the orange zippered bag.
- Seal bag with the appropriate seal from the **Envelope for Seals**.
- Record the seal number on the **Closing Polls - Register of Official Seals & Proper Installation**.



**Provisional Ballots bag is in the Clear Bag*



Packing Supply Box

In the supply box, place:

- ✓ Blank ballot stock
- ✓ Extension cords
- ✓ Small power strips
- ✓ Equipment cords
- ✓ Power tower



**Remains at polling place inside the EEC.*

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Items to Remain at Polling Place

- ✓ Election Equipment Carrier
 - ☐ Duos
 - ☐ Controller
 - ☐ Supply Box
 - ☐ ADA accessible booth stand
 - ☐ Black collapsible Ballot Box
- ✓ Large signs
- ✓ All other booth stands remain outside of the cabinet
- ✓ Assist Bell, either inside or outside of the cabinet



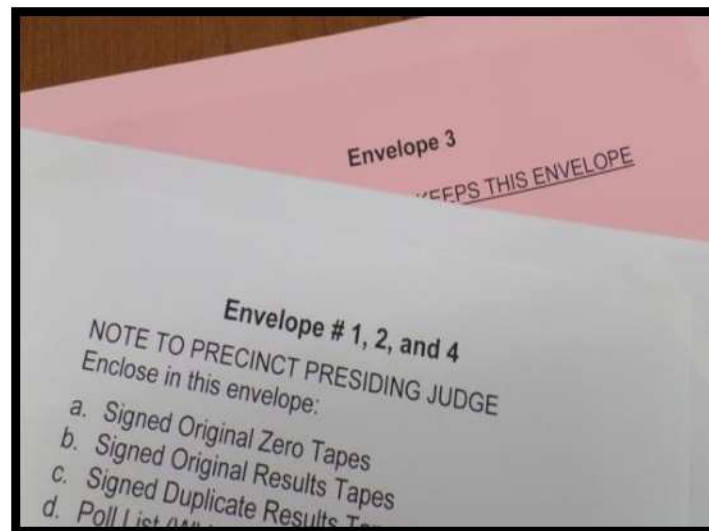


Return Envelopes

Accurately completing the paperwork is one of the most important jobs you will perform at the polling place.

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

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





Compensation Form

Poll Workers complete their own statement!

- ❖ Complete the form in full even if you have worked previous elections.
- ❖ **Time In** is when Poll Workers arrive at the polling place.
In accordance with Section 32.091 of the Texas Election Code, a judge or clerk may not be paid for more than one hour of work before the polls open.
- ❖ **Time Out** is when Poll Workers leave the polling place.
- ❖ If you leave the polling place, you must clock out, then back in.
- ❖ Note personal cell phone use in the designated area of the form.
- ❖ Indicate who delivered to the Rally Station. If two people are indicated, the delivery fee will be divided equally.
- ❖ Place compensation forms in the Clear Bag.

Please allow 3 weeks to receive compensation paycheck.



TX-TARRANT-21-1685-A-000297

Complete this section in full.

Do not write in the section designated for 'office use only'.

Statement of Compensation and Oaths
Tarrant County, Texas
Approved by the Secretary of State February 2012

Oath of election officer; Section 62.003, Texas Election Code. The presiding judge, alternate judge and the election clerks present at the polling place shall repeat the following oath aloud before starting work:

"I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election; I swear (or affirm) that I will not suggest, by word, sign, or gesture, how the voter should vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; and I will prepare the voter's ballot as the voter directs."

Please check the following items to make certain you are eligible to serve:

- ☒ I am a registered voter in Tarrant County and eligible to vote in today's election.
- ☒ I am a High School Student Election Clerk.
- ☒ I am not an elected public officer (precinct chair is not a public office).
- ☒ I am not a candidate for public or party office or an employee or relative (within the second degree) of an opposed candidate for public office.
- ☒ I am not a campaign treasurer or campaign manager of an opposed candidate in the election.

Signature x John L Smith Date: 11-8-2016

Printed Name John L Smith
Social Security Number 999-00-1234 (must include all 9 digits)
Printed Address (where check is to be mailed) 1234 Anywhere Drive
Printed City and Zip Code Fort Worth, 76111
Printed email address johnsmith@email.com
Telephone Numbers 817-999-9999 682-111-4444
Home Cell

THIS SECTION COMPLETED BY PRESIDING ELECTION JUDGE ONLY

I state that the above is a true and correct statement of the name, address and hours served of the above named election official conducting the above named election and of the other expenses incurred in this election.

Signature of Presiding Judge x John L Smith

December 14, 2015

DESCRIPTION	DATE	TIME IN Circle AM or PM	TIME OUT Circle AM or PM
Election Day Hours	<u>11 / 8 / 16</u>	<u>6:00</u> AM PM	<u>8:00</u> AM PM
Did you attend Election Law Training conducted at 2700 Premier Street or complete Tarrant County's online training program for this election?		<u>Yes</u> No	
Are you the person delivering the election results and supplies to the Rally Station?		<u>Yes</u> No	
Did you use your personal cell phone today in conducting the election (must have completed and returned required cell phone form)? Compensation will be given for only <u>one</u> cell phone per polling place.		<u>Yes</u> No	
Are you bilingual English and Spanish (fluent in both languages)? Are you bilingual English and Vietnamese (fluent in both languages)?		Yes <u>No</u>	

Today, I served as:

☒ Presiding Election Judge ☐ Alternate Election Judge ☐ Clerk ☐ Voter Lookup Clerk

This section is for office use only. Do not complete!!!

Hours _____ @ \$ _____ = _____ Verification (initials) _____

Training _____ = _____ 1st _____

Delivery _____ = _____ 2nd _____

Cell Phone _____ = _____ 3rd _____

Misc. _____ = _____

Check Total _____ = _____ \$ _____ eScan total _____

PLEASE RETURN FORM IN CLEAR BAG

Complete this section in full.

Payroll cannot be processed without a Social Security Number.

Be sure to provide email address and telephone numbers.



Clear Bag

Must be returned to Rally Station, with:

- ✓ EEC and equipment keys
- ✓ Envelopes with completed forms enclosed
- ✓ **Register of Official Ballots**
- ✓ **Register of Officials Seals & Proper Installation** forms
- ✓ Large Spoiled Ballots envelope
- ✓ If any, unscanned emergency bin ballots
- ✓ Compensation forms
- ✓ CornerStone Staffing forms
- ✓ Cell phone, if one was issued



TX-TARRANT-21-1685-A-000299

Rally Station Delivery

Must arrive at assigned Rally Station BEFORE 10 pm or will have to deliver to Elections Administration

Must deliver the following:

- ✓ Clear bag
- ✓ Provisional Ballots bag
- ✓ Supply bag
- ✓ Ballot transfer bag
- ✓ Carrying case with Verity Scan
- ✓ Carrying case with ePollbooks



Return supplies IMMEDIATELY and DIRECTLY to your Rally Station.

Please do NOT make any stops prior to delivering your supplies.

From: [Germaine Woolridge](#)
To: [Heider I. Garcia](#); [Troy C. Havard](#)
Cc: [Grasie Alvarado](#)
Subject: FW: "Poll Watchers"
Date: Friday, October 2, 2020 7:49:43 AM

See below...

From: Vera Roberts [[mailto:](#) [REDACTED]]
Sent: Friday, October 2, 2020 6:38 AM
To: jen schultes <[REDACTED]>
Cc: Tarrant County Election Day <[REDACTED]>; Deborah Peoples <[REDACTED]>; Marco Rosas <[REDACTED]>; Heather Buen- TCDP <[REDACTED]>
Subject: Re: "Poll Watchers"

I am forwarding this to Tarrant County Elections and Tarrant County Democratic Party personnel or their guidance.

On Thu, Oct 1, 2020 at 9:20 AM jen schultes <[REDACTED]> wrote:

Hello there

I'm the election judge at Pct 1126, First Jefferson in East Fort Worth.

Can you tell me what the plan is to protect voters and poll workers from the "Poll Watchers" that the President is calling for? Is there information on how concerned we should be, what steps to take? Obviously, the FBI thinks it's a threat.

At my polling location we cannot watch the line until it is right in front of us. I am concerned for the safety of socially distanced voters lined up past the 100 feet. And those within it.

I know y'all are very busy but I have not seen any information about this issue. I know that there are a couple of folks who regularly cause problems at my precinct location because of a "Black Lives Matter" sign on the church itself. I am concerned what a call to "protect" the polls will mean for our safety.

Thanks

jen schultes
817.888.0594

--

Vera Roberts, Election Judge Liaison

Tarrant County Democratic Party
Election Judge Recruitment and Support Committee
(817) 877-6428 - Cell
[REDACTED]

From: [Germaine Woolridge](#)
To: [Heider I. Garcia](#); [Troy C. Havard](#)
Cc: [Grasie Alvarado](#)
Subject: FW: "Poll Watchers"
Date: Friday, October 2, 2020 9:16:04 AM

From: Nieves Z. Aguirre
Sent: Friday, October 2, 2020 9:12 AM
To: Germaine Woolridge <gcwoolridge@TarrantCounty.com>
Cc: Susan E. Hernandez <sehernandez@TarrantCounty.com>
Subject: FW: "Poll Watchers"

Jen Schultes also emailed SOS and forwarded their reply.

From: jen schultes [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Friday, October 2, 2020 8:44 AM
To: Vera Roberts <[REDACTED]>
Cc: Tarrant County Election Day <[REDACTED]>; Deborah Peoples <[REDACTED]>; Marco Rosas <[REDACTED]>; Heather Buen- TCDP <[REDACTED]>
Subject: Re: "Poll Watchers"

I sent the same to Tarrant County Elections and called them as well. They are supposed to get back to me. I'm frankly a bit concerned that this doesn't seem to be on anyone's radar given the fact that the Dallas FBI said it was a significant threat locally.

This is what I received from the SoS, plus my reply and their reply.

Hello Jen,

Thank you for your inquiry. A poll watcher may be appointed by a candidate whose name appears on the official ballot or on the list of declared write-in candidates in an election for any office (other than the office of Vice-President of the United States)

A maximum of seven (7) watchers may be appointed for each early voting polling place (No more than two may be on duty at the same location and at the same time); and a maximum of two (2) watchers may be appointed for each precinct polling place, meeting place for an early.

An Election Judge "is in charge of and responsible for the management and conduct of the election at the polling place of the election precinct that the judge serves." TEX. ELEC. CODE§ 32.071 An election judge may preserve order and prevent breaches of the peace and violations. A judge has the power of a district judge to enforce order and preserve the peace in the polling place. If anything happens at a location the Election Judge has enforcement authority.

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.

A county may have extra security around the polling place for the safety of others.

Krystine N. Ramon

Staff Attorney – Elections Division

Office of the Texas Secretary of State

1019 Brazos Street | Rudder Building, 2nd Floor | Austin, Texas 78701

[1.800.252.VOTE](tel:1.800.252.VOTE) (8683)

MY REPLY:

How does one preserve the peace if armed Proud Boys are threatening people? Do I spray them with hand sanitizer?

SOS REPLY:

If someone is making threats law enforcement should be called immediately. Individual counties set up law enforcement around their polling places as security. I recommend speaking with the county to see if they will be providing extra security.

Krystine N. Ramon

Staff Attorney – Elections Division

jen schultes
817.888.0594

On Fri, Oct 2, 2020 at 6:37 AM Vera Roberts <[REDACTED]> wrote:

I am forwarding this to Tarrant County Elections and Tarrant County Democratic Party personnel or their guidance.

On Thu, Oct 1, 2020 at 9:20 AM jen schultes <[REDACTED]> wrote:

Hello there

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Thanks

jen schultes
817.888.0594

--

Vera Roberts, Election Judge Liaison
Tarrant County Democratic Party
Election Judge Recruitment and Support Committee
(817) 877-6428 - Cell
[REDACTED]

From: [Germaine Woolridge](#)
To: [Nieves Z. Aguirre](#); [Elida Hernandez](#); [Helen C. Ngo](#); [Susan E. Hernandez](#)
Subject: Poll Watcher's Guide
Date: Wednesday, October 7, 2020 2:45:00 PM
Attachments: [POLL WATCHER'S GUIDE.pdf](#)
[image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

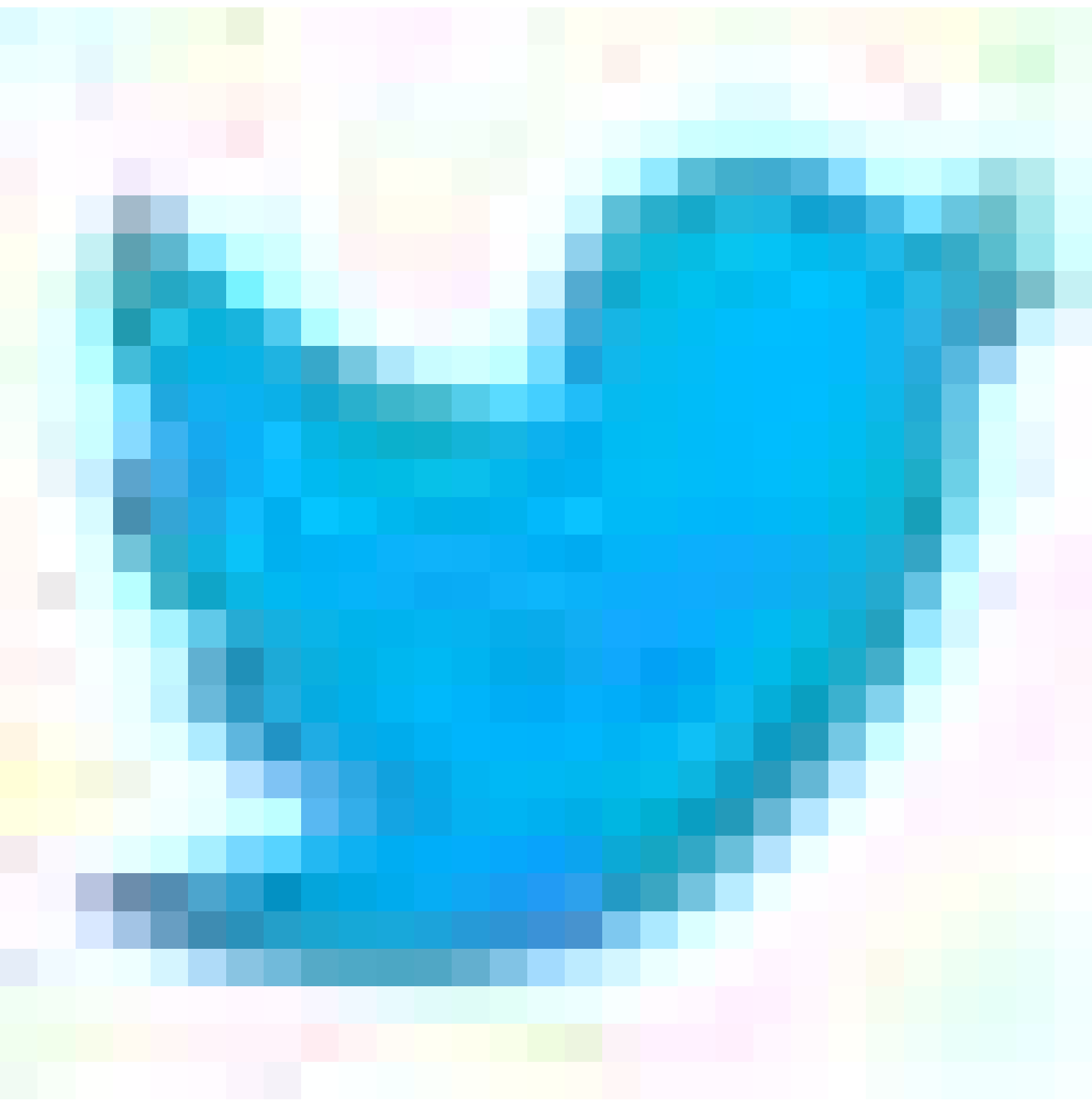
I'd keep the attached handy. Heider believes there will be lots of watchers on Election Day.

Germaine Woolridge
Tarrant County Elections Coordinator
2700 Premier Street, Fort Worth 76111
817-831-6485











POLL WATCHER'S GUIDE



Issued by the

SECRETARY OF STATE ELECTIONS DIVISION

P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us
(512) 463-5650
1-800-252-VOTE (8683)
Dial 7-1-1 for Relay Services

Updated: January 2018

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INTRODUCTION

This “Poll Watcher’s Guide” has been designed to familiarize poll watchers with their basic rights and responsibilities. The integrity of elections is a concern of all citizens, and although poll watchers may represent particular candidates, political parties or specific-purpose political action committees, their main interest is in the conduct of a fair and honest election.

A poll watcher’s role in an election is established by Chapter 33 of the Texas Election Code and is defined as follows:

Poll Watcher – a person appointed to observe the conduct of an election on behalf of:

- a candidate,
- a political party, or
- the proponents or opponents of a measure (specific-purpose political action committees).

Throughout this guide, all references are made to appropriate sections in the Texas Election Code, unless otherwise noted.

QUICK POINTS TO REMEMBER

- In order to serve as a poll watcher, you must show up with a certificate of appointment that includes:
 - Name, residence address, and voter registration number of the poll watcher;
 - The signature of the person(s) making the appointment;
 - The election and the number of the precinct where the poll watcher is to serve;
 - An indication of the capacity in which the appointing authority is acting;
 - In an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement of which side the appointee represents;
 - An affidavit to be executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device; and
 - The signature of the poll watcher.
- Be ready to counter-sign the certificate of appointment in front of the election judge. This serves not only to certify that the person presenting themselves as a poll watcher is the person named on the appointment, but also as the execution of the affidavit that the watcher does not have possession of any prohibited recording devices.
- If you are serving on election day and want to vote in a different precinct (from the location of service), we recommend voting during the early voting period, before your service as a poll watcher.

VOTER ID UPDATE AND PROCEDURES

Pursuant to Senate Bill 5 (85th Legislative Session, 2017), a voter who possesses an acceptable form of photo ID listed below and in Section 63.0101(a) of the Texas Election Code must present such acceptable form of photo ID. Voters who do not possess one of the forms of acceptable photo identification listed below, and cannot reasonably obtain one of the forms of acceptable photo identification listed below, may present a supporting form of identification of the voter and execute a Reasonable Impediment Declaration, noting the voter's reasonable impediment to obtaining an acceptable form of photo identification, stating that the information contained in the declaration is true, that the voter is the same individual personally appearing at the polling place to sign the declaration, and that the voter faces a reasonable impediment to procuring an acceptable form of photo identification.

Here is a list of the acceptable forms of photo ID:

- Texas Driver License issued by the Texas 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
- United States Passport (book or card)

With the exception of the U.S. Citizenship Certificate, which does not expire, the identification must be current or, for voters aged 18-69, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

NOTE: This is a change from the previous statute. The previous statute required that the photo ID not be expired for more than 60 days.

If a voter does not possess one of the forms of acceptable photo identification listed above, and the voter cannot reasonably obtain such identification, the voter may execute a Reasonable Impediment Declaration and present one of the following supporting forms of identification:

- copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate;
- copy of or original current utility bill;
- copy of or original bank statement;
- copy of or original government check;
- copy of or original paycheck; or
- copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document).

The voter must execute a Reasonable Impediment Declaration and present a supporting form of identification to complete the procedure. **The election judge, election clerk, or poll watcher cannot question the reasonableness of the impediment claimed by the voter. The poll watcher is not permitted to converse with any voter or communicate in any manner with any voter regarding the election, including, but not necessarily limited to, the Reasonable Impediment Declaration procedures or the presentation of voter identification.**

On the Reasonable Impediment Declaration, the voter must enter their name, indicate the voter's reasonable impediment to obtaining one of the seven forms of acceptable photo ID, and then sign and date the form in the presence of the election judge. The election judge must then indicate that the form was signed and sworn before the judge by also signing and dating the form. Either the poll worker or the election judge should also check the box listing the form of supporting documentation the voter presented, fill in the Date of Election and Location fields, and fill in the voter's Voter Unique Identification Number ("VUID") in the appropriate box or affix a sticker that contains that information across the box, and note on the Combination Form that the declaration was used by the voter.

NOTE: The address on either an acceptable form of photo identification, or, if applicable, a supporting form of identification, does not need to match the address on the list of registered voters.

Substantially Similar Name Affidavit

Finally, note that, as was the case under the prior statute, if the voter's name on the list of registered voters does not match exactly to the ID presented (either an acceptable form of photo ID or, if applicable, a supporting form of identification), the voter must complete the "Substantially Similar Name Affidavit" on the Combination Form.

QUALIFICATIONS OF WATCHER

Q. What are the qualifications of a watcher?

A. A watcher must:

1. be a registered voter of the territory (e.g., city, school district) covered by the election and of the county for November general elections for state and county officers (held on even-years), primary elections, or other countywide elections; [Sec. 33.031]
2. NOT be a candidate for public office in an election held on the day the watcher seeks to serve; [Sec. 33.032]
3. NOT hold an elective public office; [Sec. 33.034]
4. NOT be an employee of an election judge or clerk serving at the same polling place; [Sec. 33.033]
5. NOT been finally convicted of an offense in connection with conduct directly attributable to an election; [Sec. 33.035] and
6. NOT be related within the second degree of consanguinity or affinity (as determined by Tex. Govt. Code, Chapter 573, Subchapter B, Secs. 573.022 - 573.025)¹ to an election judge or clerk serving at that polling place. A watcher may be related to the candidate the watcher is representing. [Sec. 33.033]

Q: Can a person who has been finally convicted of an election offense serve as a watcher?

A: No. A person convicted of any election offense cannot serve as a watcher. [Sec. 33.035]

¹ These include spouses, siblings, grandparents, and grandchildren.

Q. Does a poll watcher need to live within the election precinct in which the watcher is serving?

A. No.

Q. Can a person serve as a watcher in an election if they are a candidate running for a public office?

A. No. A person is ineligible to serve as a watcher in an election if the person is a candidate for public office in an election to be held on the same day. [Sec. 33.032].

Q. Are elected public officials allowed to serve as watchers in any election?

A. No. A person who holds elected public office is ineligible to serve as a watcher. [Sec. 33.034].

Q. Can officers of a political party serve as watchers?

A. Yes. They may serve because they are not elected public officers, as political parties are not public entities. [Sec. 33.034].

Q. Can a watcher work for or be related to any of the election officials?

A. No. The watcher cannot be an employer of or employee of or related within the second degree to an election judge, election clerk, early voting clerk or deputy clerk. [Sec. 33.033].

Q. Can a candidate's spouse or child serve as a watcher?

A. Yes.

APPOINTMENT OF WATCHER

APPOINTMENT OF WATCHER BY POLITICAL PARTIES:

Q. Who appoints a watcher on behalf of political parties?

- A. 1. The county chair of each political party that has a nominee(s) on the official ballot may appoint watchers. [Sec. 33.003(a)].
2. Any three members of the county executive committee may appoint watchers, if the county chair fails to act. [Sec. 33.003(b)].

APPOINTMENT OF WATCHER BY A CANDIDATE:

Q. Who appoints a watcher on behalf of candidates?

- A. 1. A candidate whose name appears on the official ballot or on the list of declared write-in candidates in an election for any office (other than the office of Vice-President of the United States) may appoint a watcher. In other words, watchers may be appointed by any candidate whose name appears on the ballot other than the candidate for Vice President. For a state office that is filled by voters of more than one county, the candidate's campaign treasurer also may appoint a watcher. [Sec. 33.002(a) & (b)].

2. For a federal office that is filled by voters of more than one county, the chair or treasurer of the candidate's principal campaign committee or a designated agent of the campaign chair or treasurer may appoint a watcher. [Sec. 33.002(c)].
3. A group of registered voters may appoint watchers on behalf of a write-in candidate in an election in which declarations of write-in candidacy are not required to be filed. The minimum number of voters required to make an appointment under this section is the lesser of 15 or five percent of the registered voters of the appropriate territory as determined from the list of registered voters to be used for the election.
 - To be eligible to sign an appointment of a watcher to a precinct polling place, a person must be a registered voter of the precinct.
 - To be eligible to appoint a watcher to an early voting polling place, early ballot board meeting, or a central counting station, a person must be a registered voter of the county, city, school district or other political subdivision conducting the election. [Sec. 33.004].

APPOINTMENT OF WATCHER FOR ELECTIONS ON MEASURES:

Q. Who appoints a watcher for elections on measures?

- A. The campaign treasurer or an assistant campaign treasurer of a specific purpose political action committee that supports or opposes a measure may appoint watchers. [Sec. 33.005(a)]. For information on establishing a specific purpose political action committee, please contact the Texas Ethics Commission at 1-512-463-5800 or www.ethics.state.tx.us.

MAXIMUM NUMBER OF WATCHERS:

Q. What is the maximum number of watchers that can be appointed by each appointing authority?

- A.
 1. A maximum of seven (7) watchers may be appointed for each early voting polling place (No more than two may be on duty at the same location and at the same time); and
 2. A maximum of two (2) watchers may be appointed for each precinct polling place, meeting place for an early voting ballot board, or central counting station involved in the election. [Sec. 33.007].

ACTIVITIES A POLL WATCHER MAY OBSERVE:

A poll watcher is entitled to observe the following activities at early voting by personal appearance locations and election day locations:

1. Early voting by personal appearance polling place activities, including time before and after the polls close.

NOTE: If present, a poll watcher should sign ballot box seals placed on early voting ballot boxes.

2. Election day polling place activities, including time before and after the polls close.
3. Early voting ballot board meeting activities.
4. Central counting station activities.
5. Central accumulation station activities.
6. Signature verification committee activities.

7. Voter being assisted by an election official.

NOTE: A watcher may not be present at the voting station when a voter is preparing the voter's ballot or is being assisted by a person of the voter's choice, including by a person also serving as an interpreter at the voting station.

8. Inspecting and securing the voting equipment. [Sec. 33.059]. (Must present certificate of appointment; certificate must be returned to the watcher.)
9. Delivery of election results from polling place. [Sec. 33.060]

ACCEPTANCE OF WATCHER

TIME FOR REPORTING TO THE POLLING PLACE:

Q. What time do watchers need to report to the polling place, and how long do they need to stay at that polling place?

- A. 1. At the polling place on election day, a poll watcher:

- may begin service at any time after the presiding judge arrives and may stay at the polling place until election officials complete their duties.
- may come and go after watcher has served 5 consecutive hours. [Sec. 33.052].

NOTE: If watcher leaves polling area temporarily to use cell phone or other wireless device, this temporary absence does not affect his 5 hours of consecutive service.

2. At an early voting polling place, a poll watcher:

- may be present at the polling place at any time it is open and until voting equipment is secured on the close of voting each day.
- may serve during the hours the watcher chooses. [Sec. 33.053].

NOTE: A poll watcher may be appointed to observe early voting by personal appearance only; a poll watcher is not entitled to observe the procedures related to early voting by mail.

NOTE: **NEW LAW** (HB 2559 (85th Regular Session)): A poll watcher cannot obtain a copy of an application for a ballot to be voted by mail from the early voting clerk until the first business day after the election day of the earliest election for which the application is valid. Therefore, an Annual ABBM will not be available for public inspection or copying until the first business day after the election day of the earliest election held each calendar year for which the application is valid. The information placed on the early voting roster of people who voted by mail is not available for public inspection by anyone until the first business day after election day or the day following the day the voter's ballot is received by the early voting clerk, except to the voter seeking to verify that the information is accurate. [Sec. 87.121].

3. At an early voting ballot board meeting (including the signature verification committee), a poll watcher:

- may be present at any time the board is processing or counting ballots and until the board completes its duties.
 - may not leave during voting hours on election day without the early voting ballot board judge's permission once the board has begun counting the ballots. [Sec. 33.054].
4. At the central counting station, a poll watcher:
- may be present at any time the central counting station is open and has convened for the purpose of processing or preparing to process election results and until the election officers complete their duties at the station.
 - may not leave during voting hours without the presiding judge's permission, if the counting of ballots at the central counting station has begun. [Sec. 33.055].

NOTE: The presiding judge of the central counting station, in cooperation with the county clerk/elections administrator, may choose to withhold the release of vote totals until the last voter has voted.

CERTIFICATE OF APPOINTMENT

ISSUANCE OF CERTIFICATE:

The appointing authority must issue a certificate of appointment to the watcher. [Sec. 33.006(a)].

Q. What information needs to be on the certificate?

- A. The certificate of appointment must be in writing and must include the following:
1. Name, residence address, voter registration number, and signature of the watcher;
 2. The election and the number of the precinct (or other location, for example, early voting ballot board meeting) at which the watcher is appointed to serve;
 3. The signature of the person(s) making the appointment;
 4. An indication of the capacity in which the appointing authority is acting, (example: as a candidate, a campaign treasurer or assistant campaign treasurer of a specific-purpose political action committee);
 5. In an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement identifying which side the appointee represents; and [Sec. 33.006(b)].
 6. An affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device. (This affidavit is signed in the presence of the presiding judge; that signature also serves as the countersignature, which is discussed below.)

NOTE: Officially-prescribed poll watcher appointment forms may be found at this link:

<http://www.sos.state.tx.us/elections/forms/index.shtml>.

Q. What are the requirements for a certificate of a watcher appointed on behalf of a non-declared write-in candidate?

- A. Additional requirements necessary for a certificate of appointment of a watcher for a non-declared write-in candidate include:

1. the residence address and voter registration number of the lesser of 15 voters or 5 percent of the registered voters in the precinct or political subdivision, as applicable;
2. the signed statement of the candidate, or a person who would be authorized to make appointments on the candidate's behalf if the candidate's name appeared on the ballot, that the appointment is made with the signer's consent [Sec. 33.004(b)]; and
3. the residence or office address of the write-in candidate or the person who would be authorized to make appointments on the candidate's behalf if the candidate's name appeared on the ballot. If the candidate does not sign, the signer must indicate his or her relationship to the candidate. [Sec. 33.006(c)].

Q. How does one present a certificate of appointment?

- A. 1. A watcher must deliver a certificate of appointment to the presiding judge at the time the watcher reports for service. [Sec. 33.051(a)].
2. The officer presented with a watcher's certificate of appointment must require the watcher to countersign the certificate in the officer's presence to verify that the watcher is the same person who originally signed the certificate. The watcher's signature is in the portion of the certificate containing the affidavit that the watcher does not have possession of any prohibited recording devices; this serves both as the acknowledgement of the affidavit and as the countersignature. [Sec. 33.051(b)].
3. A watcher may not be accepted for service unless an affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device.
4. The judge must keep the certificate in envelope no. 2 (or other designated container) which is returned to the custodian of election records after the election. [Sec. 66.023(7)].
5. The certificate of a watcher serving at an early voting polling place must be retained at the polling place until voting is concluded at the polling place. At each subsequent time that the watcher reports for service at that location, the watcher shall inform the clerk or deputy in charge. The officer may require the watcher to sign the watcher's name in the officer's presence, for comparison with the signature on the certificate, if the officer is uncertain of the watcher's identity. [Sec. 33.051(d)].
6. If the watcher is rejected, the certificate should be returned to the watcher with a signed statement of the reason for the rejection. [Sec. 33.051(e)].

DUTIES AND PRIVILEGES OF WATCHER

Q. What are a watcher's duties?

- A. The primary duty of a watcher is to observe the conduct of the election at the location where the watcher has been appointed. A watcher may point out to an election judge or clerk any observed irregularity or violation of the Texas Election Code. However, if the clerk refers the watcher to the judge, the watcher may not discuss the matter further with the clerk unless the presiding judge invites the discussion. [Sec. 33.058(b)].

Q: May watchers wear name tags?

A: In fact, they must. A poll watcher **MUST** wear a form of identification prescribed by the Secretary of State and provided by the presiding judge or other election officer. [Sec. 33.051(f)].

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

- A. 1. Talk with an election officer regarding the election except to call attention to an irregularity or violation. [Sec. 33.058(a)(1)].
2. Converse with a voter. [Sec. 33.058(a)(2)].
3. Communicate in any manner with a voter regarding the election. [Sec. 33.058(a)(3)].
4. Leave during voting hours on election day without the presiding judge's permission unless the watcher has completed 5 consecutive hours of service at the polling place. If the watcher leaves without permission and prior to completing the 5 hours of service, the presiding judge may refuse to readmit the watcher.

NOTE: The watcher must be allowed to leave to use a wireless communication device and be readmitted to the polling place, if the watcher returns promptly. This does not constitute an interruption in the watcher's 5 hours of consecutive service. [Sec. 33.052(b)].

5. Reveal the following information before the polls close:
- How a voter has voted; this offense is a third degree felony. [Sec. 61.006(b)].
 - The number of votes that have been received for a candidate or for or against a measure; this offense is a Class C misdemeanor. [Sec. 61.007(a)(1)].
 - A candidate's position relative to other candidates in the tabulation of the votes; this offense is a Class C misdemeanor. [Sec. 61.007(a)(2)].
 - Whether a measure is passing or failing; this offense is a Class C misdemeanor. [Sec. 61.007(a)(3)].
 - The names of persons who have or have not voted in the election; this offense is a Class C misdemeanor. [Sec. 61.007(a)(4)].

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

- A. A watcher must be permitted, but is not required to:
1. Witness the installation of voting system equipment at the polling place. [Sec.33.059].
 2. Observe the securing of voting system equipment before the election. [Sec. 33.059].
 3. A poll watcher may leave the polling place temporarily in order to use a cell phone or other wireless communication device. If the poll watcher promptly returns, he or she is considered to have served continuously as that term is used for calculating his or her continuous 5 hours, which allows the watcher to come and go. [Sec. 62.011].
 4. Observe any activity conducted at the location at which the watcher is serving, and sit or stand conveniently near the election officials to observe the activities of the election. [Sec. 33.056(a)].
 5. Make written notes while on duty. However, if the watcher is permitted to leave the polling place while the polls are open, the watcher may be required to leave his or her

written notes with another person selected by the watcher who is on duty at the polling place. [Sec. 33.056(d)].

6. Observe assistance given to voters by election officials and inspect the ballot before it is deposited in the ballot box to determine if it was prepared in accordance with the voter's wishes. [Sec. 33.057(a)].

NOTE: A watcher may not be present at the voting station when a voter is preparing the voter's ballot or is being assisted by a person of the voter's choice, including by a person also serving as an interpreter at the voting station. [Sec. 33.057(b); U.S.D.C. W.D. Tex. Civil Action No. 1:15-cv-00679-RP (Docket Nos. 60, 66) (as affirmed in part by the United States Court of Appeals for the Fifth Circuit (No. 16-51126); Docket No. 81) (hereinafter "Docket Nos. 60, 66"))].]

7. Inspect the returns and other records prepared by the election officers. [Sec. 33.056(c)].
8. A watcher may not participate but may observe the tallying and counting of the votes to verify that the votes are tallied and read correctly. [Sec. 33.056(b)].
9. Accompany authorized election officials in delivering election records from a precinct polling place, an early voting polling place, a meeting place for an early voting ballot board, or a central counting station. [Sec. 33.060(a)].

NOTE: Poll watcher and election officials do not need to ride in the same vehicle. [Sec. 33.060(b)].

10. Witness securing of the voting system equipment at the time the polls close. [Sec. 125.063].
11. Receive an English translation of any language spoken other than English between an election official and a voter. [Sec. 61.036].

Q. Can a watcher leave the election day polling place temporarily during the time the polls are open?

- A. Yes. Once a watcher has served more than 5 consecutive hours at the polling place, the watcher gains the privilege to leave the polling place and return at the hours he or she chooses, except that if the watcher is present when ballots are being counted, the watcher may not leave until the counting is complete. Additionally, the watcher may briefly leave the polling place to use his or her cell phone or other wireless device, and this does not interrupt the watcher's 5 hours of continuous service, if the watcher returns promptly. [Sec. 33.052(a)].

Q. Can a watcher leave in order to vote at another polling place?

- A. The watcher may leave to vote and return if the watcher has served more than 5 consecutive hours at the polling place. If the watcher has not yet served 5 consecutive hours, whether he or she will be allowed back into the polling place is at the judge's discretion. [Sec. 33.052(a)]. We recommend voting during the early voting period, before your service as a poll watcher.

Q. Can a watcher leave the polling place after the time for closing the polls without obtaining permission from the presiding judge?

- A. The watcher may leave without permission from the judge; however, if the watcher wishes to return to the polling place, the watcher must have served at least 5 consecutive hours at the polling place. If not, once the watcher leaves, he or she may return only at the discretion of the judge. Additionally, if the watcher is present at the polling place when ballots are being counted, the watcher may not leave until the counting is complete. [Sec. 33.052(a)]

MISCELLANEOUS

POSSIBLE ILLEGAL ACTIVITIES:

Q. What illegal activities should a watcher look for?

- A. The election judge may be notified of any activity that appears to be prohibited by law.

If any of the following activities occur, bring it to the election judge's attention and note the individual(s) involved, including time and place of occurrence:

1. Election workers allowing voters to vote a regular ballot who do not (1) present an acceptable form of photo identification; or (2) if a voter does not possess and cannot reasonably obtain an acceptable form of photo identification, present a supporting form of ID and execute a Reasonable Impediment Declaration; or (3) present a Voter Registration Certificate with an "E" notation on it [Sec. 63.001]

Pursuant to SB 5 (85th Regular Session), a voter who possesses an acceptable form of photo ID, from the list referenced on page 3, must present it in order to vote in person. Voters who do not possess one of the forms of acceptable photo identification from the list referenced on page 3, and cannot reasonably obtain one of the forms of acceptable photo identification, may present a supporting form of identification and execute a Reasonable Impediment Declaration, noting the voter's reasonable impediment to obtaining an acceptable form of photo identification, stating that the information contained in the declaration is true, that the voter is the same individual personally appearing at the polling place to sign the declaration, and that the voter faces a reasonable impediment to procuring an acceptable form of photo identification.

Please see Page 3 for a list of acceptable forms of photo ID and a list of supporting forms of ID.

2. Electioneering and loitering within 100 feet of the entrance of the building in which a polling place is located. [Sec. 61.003]. Examples of electioneering include, but are not limited to the following:
 - a. wearing or exhibiting a badge, insignia, emblem, or other similar communicative device item relating to a candidate, measure or political party. [Sec. 61.010].

NOTE: An election judge, an election clerk, a state or federal election inspector, a certified peace officer, or a special peace officer appointed for the polling place by the presiding judge shall wear while on duty in the area is required to wear a tag or official badge that indicates their name and title or position. [Sec. 61.010] **A poll watcher must also wear a badge**

indicating the person is a poll watcher. The badge will be issued to the poll watcher by the election judge.

- b. unauthorized posting of signs, posters or other similar items. [Sec. 62.013]

NOTE: A candidate in an election commits a Class C misdemeanor if he or she is in the polling place for a purpose other than (1) voting or (2) official business in the building in which the polling place is located; however, a candidate may assist a voter without violating this section. [Sec. 61.001(b)]

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

- c. Unlawful operation of a sound amplification device or soundtruck used for campaigning purposes within 1,000 feet of a building in which a polling place is located. [Sec. 61.004];
- d. Bribing voters [Sec. 36.02, Penal Code];
- e. Tampering with a direct recording electronic voting machine [Sec. 33.05, Penal Code];
- f. Unlawfully influencing voters [Sec. 61.008];
- g. Coercing voters [Sec. 36.03, Penal Code];
- h. Unlawfully telling another person information that was obtained at the polling place about how a voter has voted [Sec. 61.006];
- i. Unlawfully giving information about the status of the vote count or the names of people who have voted before the polls close [Sec. 61.007];
- j. Tampering with voting equipment [Sec. 127.127];
- k. Voting illegally [Sec. 64.012];
- l. Unlawfully removing ballots from ballot box [Sec. 276.003];
- m. Harassing the election officials [Sec. 32.075];
- n. Unlawfully assisting voters [Sec. 64.036];
- o. Unlawfully accepting or refusing to accept voters [Sec. 63.012];
- p. Using a wireless communication device within 100 feet of polling place [Secs. 33.052(b) and 61.014];
- q. Interfering with the voting process; and/or
- r. Violating any other Texas election laws.

PERSONS ALLOWED IN THE POLLING PLACE:

Q. Who is allowed inside the polling place?

- A. 1. Election judge and clerks. [Secs. 32.071 & 32.072].
2. Poll watchers and Secretary of State inspectors. [Secs. 33.052 & 34.002].
3. Persons admitted to vote. [Sec. 63.001].
4. Children under 18 years old who are accompanying a parent who is admitted to vote. [Sec. 64.002(b)].
5. Persons providing assistance to (including interpreting) for a voter who is entitled to assistance, including an interpreter. [Secs. 61.032 & 64.032; 42 U.S.C. § 1973aa-6; 42 U.S.C.A. § 1973aa-6; Docket Nos. 60, 66].
6. Federal inspectors appointed by the U.S. Department of Justice.
7. Persons summoned or appointed by the presiding election judge to act as special peace officers to preserve order. [Sec. 32.075].
8. Voting system technician on the request of the authority holding the election. [Sec. 125.010].
9. During the primary or primary runoff elections only, the County Chair is allowed in the polling place to perform “administrative functions related to the conduct of the election.” [Sec. 172.1113]

PROVISIONAL VOTING:

Provisional voting is available in multiple scenarios. Provisional ballots must be offered to voters when required by the situations described below. Provisional ballots are important because they help the voter.

If a voter (a) does not possess one of the seven (7) acceptable forms of photo identification, which, for voters aged 18-69, is not expired for more than four years, or, for voters aged 70 and older, may be expired for any length of time but is otherwise valid, and the voter can reasonably obtain one of these forms of identification or (b) possesses, but did not bring to the polling place, one of the seven forms of acceptable photo identification, which, for voters aged 18-69, is not expired for more than four years, or, for voters aged 70 and older, may be expired for any length of time but is otherwise valid, or (c) does not possess one of the seven forms of acceptable photo identification, which, for voters aged 18-69, is not expired for more than four years, or, for voters aged 70 and older, may be expired for any length of time but is otherwise valid, could otherwise not reasonably obtain one, but did not bring a supporting form of identification to the polling place; and the voter does not have a permanent disability exemption indicated on their voter registration certificate, the voter may cast a provisional ballot at the polls.

However, in order to have the provisional ballot counted, the voter will be required to visit the voter registrar’s office within six calendar days of the date of the election to (1) present one of the seven (7) acceptable forms of photo identification, which, for voters aged 18-69, is not expired for more than four years, or, for voters aged 70 and older, may be expired for any length of time but is otherwise valid; (2) if the voter does not possess and cannot reasonably obtain one of the seven (7) acceptable forms of photo identification, which, for voters aged 18-69, is not expired for more than four years, or, for voters aged 70 and older, may be expired for any length of time but is otherwise valid, present one of the supporting forms of ID and execute a

Reasonable Impediment Declaration, OR, (3) if applicable, submit one of the temporary forms (e.g., religious objection or natural disaster) in the presence of the county voter registrar, OR (4) if applicable, qualify for the disability exemption to presenting an acceptable form of photo identification or following the Reasonable Impediment Declaration procedure at the polls. Specifically, forms are available for voters who have a consistent religious objection to being photographed and for voters who do not present a form of acceptable photo identification or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor within 45 days of the day the ballot was cast. In addition, voters with a disability may apply with the county voter registrar for a permanent exemption to presenting an acceptable form of photo identification or following the Reasonable Impediment Declaration procedure at the polls. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. In addition, the applicant must state that he or she has no valid form of photo identification prescribed by Section 63.0101 of the Texas Election Code.

See Voter ID Update – New Procedures at the beginning of this publication for more information on voter identification procedures at the polling place.

NOTE: If a voter has continued access to their acceptable form of photo ID, but, for example, forgets to bring their acceptable form of photo ID to the polling place and/or left it, for example, at home or in their car, the voter still possesses the acceptable photo ID and must use it to vote. Accordingly, if a voter possesses an acceptable form of photo ID but does not have it with them at the polling place and there is enough time left when polls are open, the voter may choose to return at a later time with an acceptable form of photo ID, or the voter may vote provisionally. A voter who does not possess an acceptable form of photo ID, and could not otherwise reasonably obtain one, but just did not bring a form of supporting ID to the polling place, may also opt to leave the polling place, and return at a later time with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration, or the voter may vote provisionally.

Provisional ballots are not counted until the voter registrar and early voting ballot board verify the voter's eligibility. The affidavit that provisional voters must sign also acts as a voter registration application, ensuring that those individuals who are not actual registered voters will be registered for future elections for which they are eligible.

Q. Who is eligible to cast a provisional ballot?

A. The following individuals are eligible to cast a provisional ballot:

- A voter who states they do not possess an acceptable form of photo ID, and that they can reasonably obtain an acceptable form of photo ID;
- A voter who states that they do not possess an acceptable form of photo ID, and that they cannot otherwise reasonably obtain an acceptable form of photo ID, but they did not bring their form of supporting ID to the polling place.

- **NOTE:** A voter who does not possess and could otherwise not reasonably obtain an acceptable form of photo ID but just did not bring a form of supporting ID to the polling place may opt to leave the polling place, and return at a later time with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration.
- A voter who states they possess an acceptable form of photo ID, but do not have it with them to present at the polling place. **NOTE:** If a voter has continued access to their acceptable form of photo ID, but, for example, forgets to bring their acceptable form of approved photo ID to the polling place and/or left it, for example, at home or in their car, the voter still possesses the acceptable photo ID and must use it to vote. **NOTE:** This voter may opt to leave the polling place, and return at a later time with their acceptable form of photo ID and vote a regular ballot.
- A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure and has a religious objection to being photographed and the voter has consistently refused to be photographed for any governmental purpose from the time the voter has held this belief. [Sec. 65.054(b)(2)(B)]
- A voter does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure because of a natural disaster that was declared by the president of the United States or the Texas governor, occurred not earlier than 45 days before the date the ballot was cast, and caused the destruction of or inability to access the voter's identification. [Sec. 65.054(b)(2)(C)]
- A voter whose name on the form of identification presented (acceptable form of photo identification, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, the supporting form of identification presented in connection with a Reasonable Impediment Declaration) is determined by the election officer not to exactly match or be substantially similar to the name as it appears on the election precinct list of registered voters.

NOTE: A voter's name as listed on the identification the voter presents (either an acceptable form of photo ID or, if applicable, a supporting form of ID in connection with a Reasonable Impediment Declaration) for voting is considered **substantially similar** to the form of the name as listed on the list of registered voters if one or more of the following circumstances applies: 1) The name on the presented ID is slightly different from one or more of the name fields on the official list of registered voters; 2) The name on the presented ID or on the list of registered voters is a customary variation of the voter's formal name (for example, Bill for William, or Beto for Alberto); 3) the voter's name contains an initial, middle name, or former name that is either not on the official list of registered voters or on the presented ID; 4) a first name, middle name, former name or initial of the voter's name occupies a different field on the presented ID than it does on the list of registered voters. In considering whether a name is substantially similar,

election officials will also look at whether information on the presented ID matches elements of the voter's information on the official list of registered voters such as the voter's residence address or date of birth.

- A voter who presented a form of identification (acceptable form of photo identification, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, the supporting form of identification presented in connection with a Reasonable Impediment Declaration) but whose identity cannot be verified by the identification presented, as determined by the polling place official per Section 63.001(d) of the Code..
- A voter who has received a disability exemption under 13.002(i) of the Code, but does not have or otherwise fails to present the voter's voter registration certificate at the polling place indicating such exemption, or a voter who is eligible for a disability exemption under 13.002(i) of the Code, but has not yet submitted the documentation required to receive a disability exemption under 13.002(i) of the Code.
- A voter who claims to be properly registered and eligible to vote at the election precinct where the voter presents himself or herself to vote, but the voter's name does not appear on the precinct list of registered voters and the voter does not present a voter registration certificate indicating that the voter is currently registered as described in Section 63.006 of the Code.

NOTE: If the provisional voter indicates he or she is registered, the election officer must ask the person if they registered at DPS. If the person states they did register at DPS, the election officer must ask the person if he or she knows the approximate date that the person went to DPS. The election officer must then note that the voter went to DPS and, if the person knows, the approximate date the person went to DPS, on the Provisional Ballot Affidavit Envelope in the "Other" line.

- A voter who has applied for a ballot by mail, but has not yet cancelled the mail ballot application with the early voting clerk at the main early voting location or cancelled the mail application by returning the ballot to be voted by mail to the election judge at the voter's election day precinct polling place.
- A voter who votes during the polling hours that are extended by a state or federal court.
- A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered.
- A voter who is on the election precinct list of registered voters, but whose registered residence address is outside the political subdivision in which the voter is presenting himself or herself to vote.
- Other: _____ (with an explanation). [See, e.g., Sec. 63.011; 1 T.A.C. §§81.172—81.176; Texas Water Code § 49.1025]

Q. Who makes the determination if an individual is qualified to vote provisionally?

- A. The election judge at the precinct makes that determination. If a voter is eligible to cast a provisional ballot, then the election judge immediately informs the voter of that right.

In order to vote provisionally, the voter must complete and sign an "Affidavit of Provisional Voter," a form which will also serve as a voter registration application in the event the voter is not registered or as an update to the voter's registration record in the event the information is different.

Q. Are there cases when a provisional ballot will not be counted? When is a voter notified?

- A. While a provisional voter may be allowed to vote at the polling place, there are certain circumstances in which they will immediately be informed that their ballot will not be counted. For example, the election judge will notify the voter that their ballot will not be counted if:
- The voter does not present an acceptable form of photo identification, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, the voter does not execute a Reasonable Impediment Declaration and present one of the acceptable forms of supporting identification, or submit one of the temporary forms (religious objection or natural disaster exemption), or submit the paperwork required to obtain a permanent disability exemption, to the county voter registrar within 6 calendar days from election day, or
 - the ballot is cast at a precinct in which the voter is not registered (regardless of whether the voter is registered in another precinct in same political subdivision).

Q. If a voter applied for a ballot by mail, may the voter vote provisionally at the election day precinct polling place without returning the mail ballot to the election judge?

- A. Yes. A voter who appears on the list of registered voters as having applied for and/or received a ballot by mail may go to the polling place and vote. If the voter does not have the ballot to return to the judge, he will have to vote a provisional ballot. If the mail ballot does not arrive at the ballot board before the provisional ballot, the provisional ballot will be counted. If the mail ballot does arrive at the ballot board before the provisional ballot, the mail ballot will be counted. [Sec. 63.011].

Q. How are provisional ballots reviewed and handled?

- A. At the polling place, the election judge provides the provisional voter written notice informing the voter that they will be notified within 10 days after the local canvass as to whether or not their ballot was counted and, if not, why it was not counted. The notice also includes instructions and additional details regarding the provisional voting process.

Q. How is the secrecy of the ballot preserved?

- A. The voter places the voted provisional ballot in a plain white ballot secrecy envelope which in turn is placed inside the Provisional Affidavit Ballot Envelope. Provisional ballots are placed either in a designated, secure container or Ballot Box No. 4 until the voter registrar and early voting ballot board complete their review. The transfer and tabulation of these ballots are handled with the same care, secrecy and security as other ballots and voting system equipment. Note: If the voter is casting an electronic provisional ballot, the voter completes the affidavit on the provisional envelope but does not include a ballot.

Q. What is the deadline for reviewing provisional affidavits?

- A. The early voting ballot board must complete the processing and counting, where applicable, of the provisional ballots by the ninth day after the election (13th day after election day in the general election for state and county officers). Notice must be delivered to provisional voters regarding whether their ballot was counted, noting a reason, if their ballot was not counted. This notice must be delivered no later than the 10th day after the local canvass. [Sec. 65.051, T.A.C. §§ 81.172-81.174, 81.176]

USING ENGLISH AND INTERPRETERS:

All election officials, while performing their duties at the polling place, must use English, except when helping a voter who does not understand English. [Sec. 61.031(a)].

Q. What is an interpreter and when is one used?

- A. 1. If a voter cannot communicate in English, an election official may communicate with the voter in a language both the election official and the voter (or the voter's interpreter) understands. [Sec. 61.031(b)].
2. The voter may also select an interpreter to communicate with the election officer(s) attending to the voter in a language that is not English, regardless of whether the election officer who attempts to communicate with the voter understands or does not understand the language used by the voter, as long as the interpreter meets the qualifications in paragraphs 3 and 4 below. [Sec. 61.032; Docket Nos. 60, 66]
3. Upon taking the oath of interpreter, any person selected by the voter other than the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's labor union, may act as an interpreter for one or more voters. [Sec. 61.035; Docket Nos. 60, 66]
4. The interpreter may be a person provided by the authority conducting the election. However, even if an interpreter is provided, a voter may use his own interpreter. [Sec. 61.032].
5. The interpreter may also accompany the voter to the voting station for the purpose of translating the ballot to the voter. [Sec. 61.034].
6. A watcher may request and receive an English translation of a language spoken other than English between an election official and a voter. [Sec. 61.036].

CASTING THE BALLOT:

Q. If voters make a mistake marking their ballot, can they start over?

A. Yes, however, there is a limit to how many times a voter may attempt to cast a ballot. Voters who make mistakes while marking their paper or optical scan ballots may take the spoiled ballot to an election official and exchange it for a new ballot. A voter may only receive up to two replacement ballots (the original ballot, plus two replacement ballots yields a total of **three possible ballots per voter**). [Sec. 64.007(a) & (b)].

Q: If a voter is voting provisionally on paper or optical scan ballot, does he or she use the same type of ballot as a regular voter?

A: Yes, but the election officials may have a few ballots pre-stamped “provisional” in a separate stack from regular ballots. The following steps must occur:

- (1) the voter votes the ballot;
- (2) seals the ballot in the ballot secrecy envelope;
- (3) seals the privacy envelope in the provisional ballot affidavit envelope; and
- (4) casts the ballot in the regular ballot box or other designated secured container as directed by the election officials.

NOTE: Some electronic voting systems allow the voter to cast a provisional ballot directly on the machine.

Q. If a voter leaves a voted ballot in the voting station or elsewhere in the polling place rather than putting it in the ballot box, or if a voter voting on an electronic voting system leaves without finally casting his or her ballot, is the ballot counted?

A. No. The ballot cast by a “fleeing” voter is not cast. The judge should treat it as a cancelled ballot. [65.010(a)(4)] On an electronic voting system, the ballot is cancelled.

RECOUNT WATCHER

Similarly to a poll watcher, a recount watcher (formerly termed a representative) is a person appointed to observe the conduct of the recount on behalf of:

- a candidate,
 - a political party, or
 - the proponents or opponents of a measure (specific-purpose political action committees).
- [Sec. 213.013].

RECOUNT WATCHER QUALIFICATIONS

Unlike a poll watcher, a recount watcher is not required to meet any particular qualifications to serve. The recount watcher is not required to be a registered voter of the territory in which the election was held. The recount watcher does not have age or citizenship requirements. Public officials are not prohibited from serving as recount watchers, nor is the recount watcher’s eligibility affected by the familial relationship of a watcher to a person serving on the recount committee.

PERMITTED NUMBER OF RECOUNT WATCHERS

As the recount is conducted, each authority eligible to appoint a recount watcher is permitted to have watchers present in a number corresponding to the number of counting teams designated for the recount; however, if there is a single counting team, two recount watchers may be present. [Sec. 213.013(b)].

RECOUNT WATCHER APPOINTMENT

The watcher must deliver a certificate of appointment to the recount chair at the time the watcher reports for service. The certificate must be in writing and must contain:

- (1) the printed name and the signature of the recount watcher
- (2) the election subject to the recount
- (3) the time and place of the recount
- (4) the measure, candidate, or political party being represented
- (5) the signature and the printed name of the person making the appointment
- (6) an indication of the capacity in which the appointing authority is acting.

[Sec. 213.013(f)].

NOTE: No one entitled to be present at a recount may be in possession of a device capable of recording images or sound, unless the person agrees to disable or deactivate the device while present at the recount. [213.013(i)].

The officially prescribed recount watcher appointment form may be found at this link: <http://www.sos.state.tx.us/elections/forms/pol-sub/14-2f.pdf>

A recount watcher who submits a valid appointment form to the recount chair must be admitted to the recount unless the specific authority's maximum number of watchers have already been accepted. [Sec. 213.013(e)].

RECOUNT WATCHER'S DUTIES

Similarly to a poll watcher, a recount watcher is entitled to observe any activity conducted in connection with the recount. Watchers are entitled to stand or sit conveniently near the officers engaged in the observed activity or near the officers counting or processing the ballots to verify that they are being counted correctly. Rules on the watcher's rights, duties, and privileges are otherwise the same as for a poll watcher to the extent applicable. [Sec. 213.013(h)].

Recount watchers may also be present in the same numbers prescribed under Section 213.013(b) to observe the printing of ballot images cast on direct recording electronic voting systems prior to the recount. [Sec. 213.016].

CONCLUSION

As a poll watcher or a recount watcher, you are entitled to observe the conduct of the election at the location to which you are assigned or the activities at a recount. You must keep in mind your responsibility to ensure the fair conduct of elections. Please remember, however, that the

presiding officers are responsible for maintaining control and order. You should establish a cooperative relationship with these presiding officers and work with them to ensure that the voting process works smoothly. **Remember that you are not allowed to address voters directly.**

If any questions arise during your service that the presiding officer cannot answer or you question the accuracy of the information provided, you may call the Elections Division at our toll-free number, 1-800-252-VOTE(8683). The Elections Division is open Monday through Friday from 8:00 a.m. to 5:00 p.m., and during all uniform election dates from before the polls open until after they close. If you desire to learn more about the election process, please call our office to request one of our handbooks for election day officials and the early voting ballot board or our detailed recount procedures. You may also wish to review our online poll worker training at www.texaspollworkertraining.com.

Thank you for your participation in the election process!

From: [Election Fraud](#)
Subject: Poll Watchers/Workers May Perform Duties Within 6ft of Others
Date: Friday, October 30, 2020 5:29:13 PM

EXTERNAL EMAIL ALERT! Think Before You Click!

Dear Texas Election Officials:

The Office of the Attorney General has received reports of poll watchers being dismissed for not maintaining more than six feet of social distancing from voters or election workers. Dismissing poll watchers for this reason is inconsistent with guidance issued by the Secretary of State, and may constitute a violation of the Texas Election Code.

On June 18, 2020, the Secretary of State issued Election Advisory No. 2020-19, which states in part: “While working, employees and polling place workers should maintain at least six feet separation from other individuals not within the same household, **to the extent feasible.**” (emphasis added). Similarly, with respect to poll watchers, the advisory states: “**To the extent feasible**, poll watchers should maintain at least 6 feet of separation from other individuals not within the same household.” (emphasis added). In many cases, it may not be feasible for a poll watcher to maintain six feet of separation from voters or poll workers while verifying voting activity or the accuracy of voting processes. In such cases, poll watchers must be allowed to sit or stand less than six feet away from others to discharge such duties.

Preventing poll watchers from conducting their duties by rigidly enforcing a six-foot distancing requirement or excluding poll watchers from polling places altogether if they fail to maintain six feet of social distancing in all cases may violate the Texas Election Code. Section 33.056 of the code entitles “a watcher...to observe any activity conducted at the location at which the watcher is serving,” among other duties and responsibilities. Section 33.061, in turn, makes it a criminal offense to obstruct a watcher from observing election activity.

In sum, there may be times where it is not feasible for a poll watcher or worker to maintain six feet of separation from other individuals in order to perform his or her statutorily-prescribed duties. In such cases, poll watchers and workers must be permitted to come within six feet of other individuals to do their jobs. Election officials who prohibit watchers and workers from doing so are acting unlawfully.

Please ensure this is observed at all polling locations.

Thank you.

Sincerely,
Office of the Attorney General of Texas

From: primary.tarrantgop.org
To: [Tarrant County Election Day](#)
Subject: Re: training question
Date: Thursday, September 2, 2021 9:40:58 AM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image006.jpg](#)

EXTERNAL EMAIL ALERT! Think Before You Click!

Then I do not understand the purpose of the alternate. I think I am still learning. I thought the appointed alternate from the opposite Party had a purpose, but according to this, maybe not at all. Just seems weird to state it this way.

Thank you for your reply and I will try to adjust the training to reflect the statute and not what I was taught early on in my experience.

Danna Trowbridge
Primary Administrator
Tarrant County GOP
7524 Mosier View Court
Fort Worth, TX 76118
682-214-3961

From: Tarrant County Election Day <electionday@tarrantcounty.com>
Sent: Wednesday, September 1, 2021 1:01 PM
To: primary.tarrantgop.org <[REDACTED]>
Subject: RE: training question

Hi Danna!

The Election Code describes the following, Sec. 32.032. ALTERNATE PRESIDING JUDGE AS CLERK. In an election conducted by the regularly appointed presiding judge, the presiding judge shall appoint the alternate presiding judge as one of the clerks.
Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

Paperwork requires the Election Judge's signature only or paperwork that has lines for more than one signature, either doesn't indicate whom the second individual should be or it reads "Signature of Alternate Judge or Clerk".

Don't understand why a Poll Watcher would be directed to watch from their car. Poll watcher's guide is posted on our webpage and a copy is included in the supply bag.

I'm in the office today and tomorrow if you need to call me.

Nieves Aguirre

Assistant Elections Coordinator / Trainer
Tarrant County Elections Administration
2700 Premier Street, Fort Worth, TX 76111
O: (817) 831-6491 F: (817) 850-2330



From: primary tarrantgop.org [mailto: [REDACTED]]
Sent: Tuesday, August 31, 2021 4:01 PM
To: Nieves Z. Aguirre <NAguirre@TarrantCounty.com>
Cc: Heider I. Garcia <HIGarcia@tarrantcounty.com>; Rick Barnes < [REDACTED] >
Subject: training question

Good afternoon, Nieves,

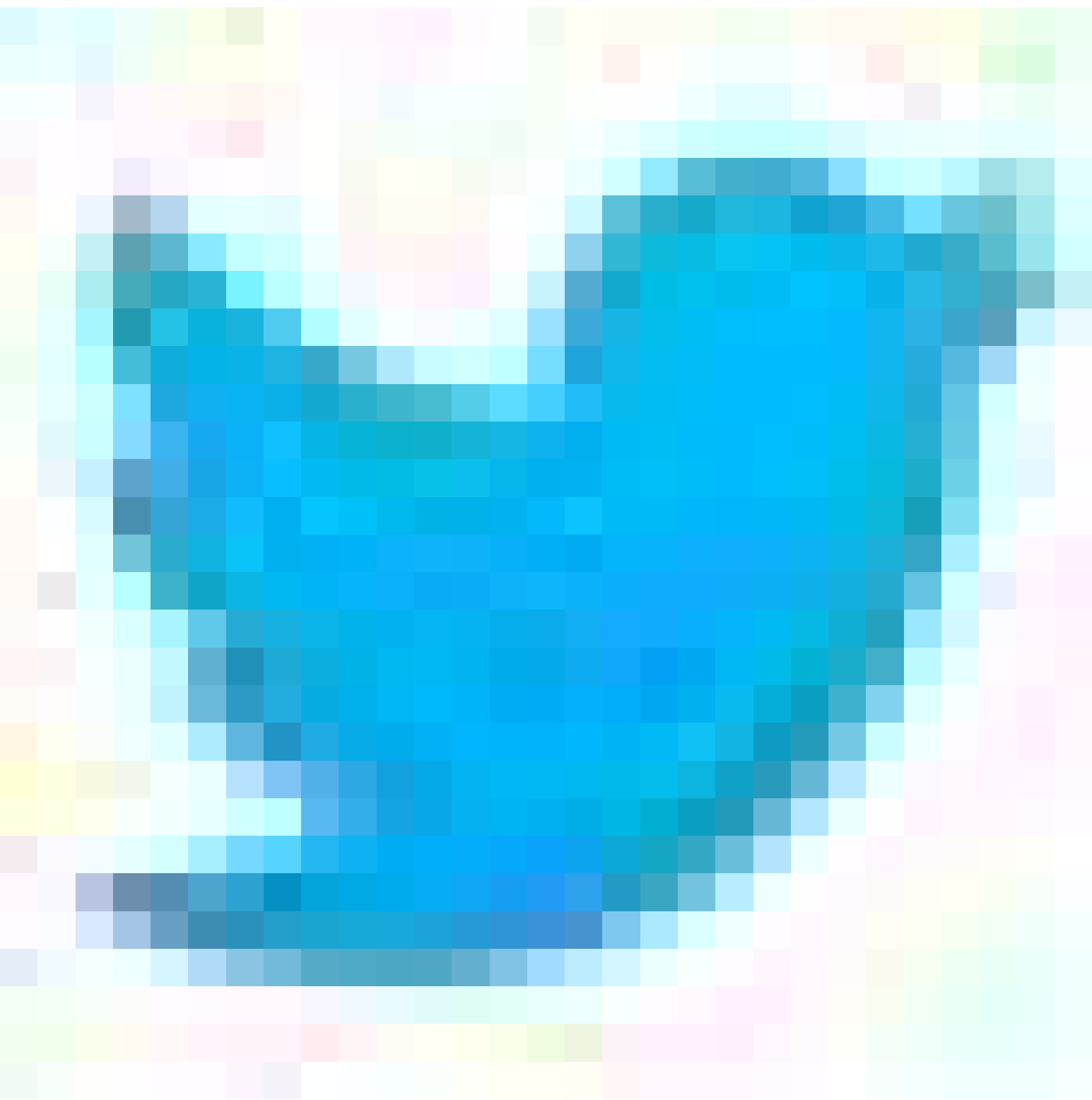
I apologize for contacting you directly instead of using the election day email. I have a training issue I need to ask you to address. As I am teaching the classes here at GOP headquarters, I am instructing the Presiding and Alternate Judges that the alternate MUST be used as an alternate and not ignored. They need to be doing the duties of the Alternate--ie, signing the paperwork and assisting the judge with those duties. Am I wrong? Many are telling me they are being sent out of the room to collect signs from doors and outside while paperwork is being completed. I thought that was the part of the duties of the alternate judge. Also, being sat as far from the epoll books and controller as possible. I am trying to explain, but maybe I don't understand. AND, I understand that this is happening on both sides--I am trying to get that stopped, but if I am not understanding, please let me know.

The last issue is the Poll Watcher--I have been through the guide and I do not see where a Poll Watcher is to be sent to their car to watch from there. Is that something I should be explaining or is that up to whoever sends the Poll Watcher? Seems like the Judges should know that process as well as the Poll Watcher.

Danna Trowbridge
Primary Administrator
Tarrant County GOP
7524 Mosier View Court
Fort Worth, TX 76118
682-214-3961









From: [Germaine Woolridge](#)
To: [Nieves Z. Aguirre](#)
Subject: Training
Date: Wednesday, October 7, 2020 2:35:00 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

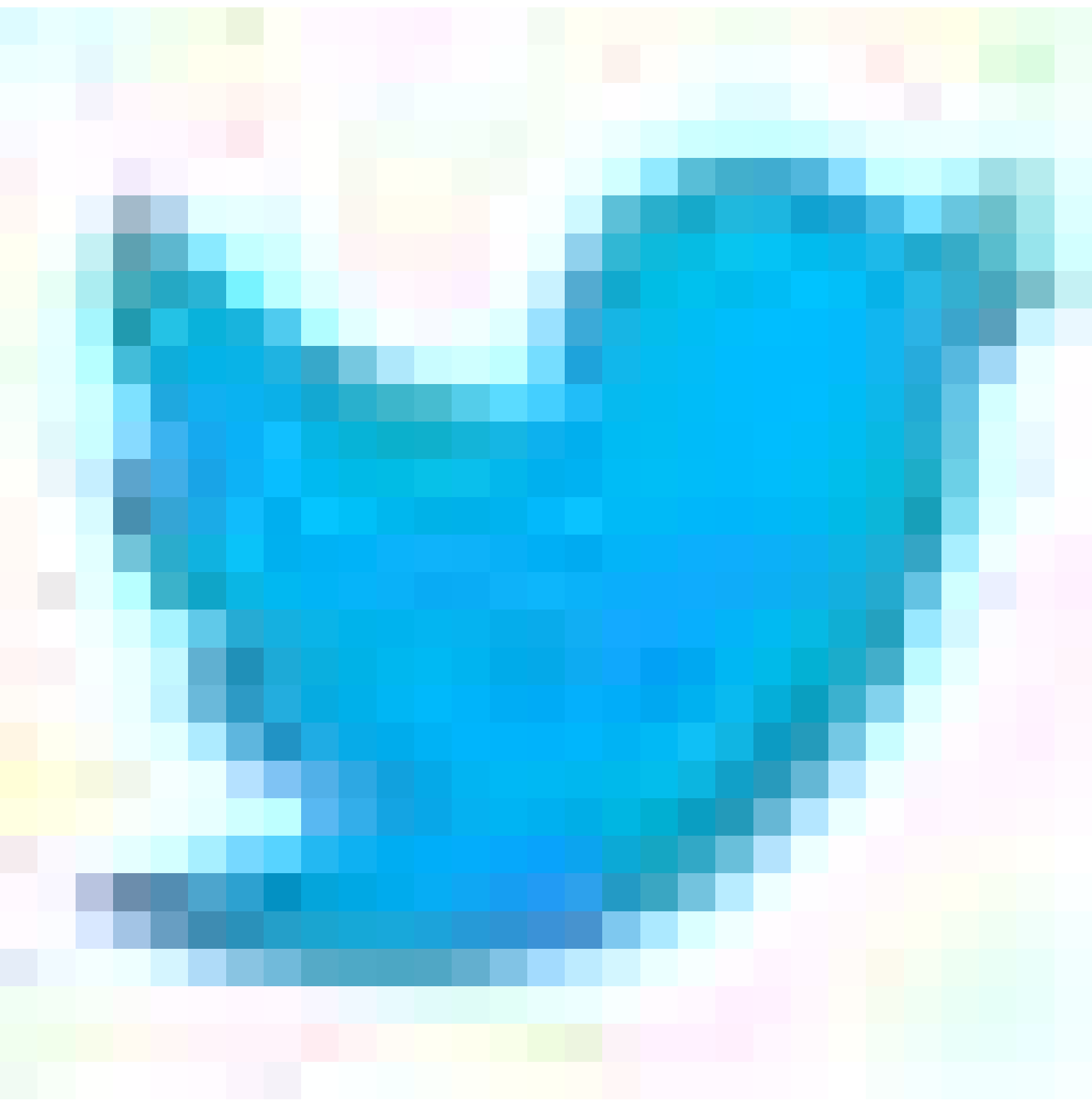
Heider wants to make sure Poll Watchers are covered during training. The REPs have said they will have watchers at all sites they don't have judges and he wants to make sure Poll Watchers is mentioned.

Germaine Woolridge
Tarrant County Elections Coordinator
2700 Premier Street, Fort Worth 76111
817-831-6485











Unable to Process