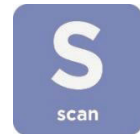




Poll Pad



TARRANT COUNTY ELECTION HANDBOOK

BOOKS ARE REUSED EACH ELECTION, PLEASE DO NOT MARK IN THEM

EDITION: SPRING 2024

Election Day Telephone Numbers

Number & Name	Purpose of Call
<p>817-838-4690 Help Desk for Election Officials ONLY</p>	<p>Listen to the prompts to ensure you are transferred to the appropriate department.</p> <ul style="list-style-type: none"> • 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 • Question about election forms • Spanish language translation • Vietnamese language translation • Need to report an injury • Transferred to the Secretary of State
<p>817-831-VOTE (8683) Tarrant County Elections main number</p>	<p>Number that can be provided to the public.</p>
<p>800-252-VOTE (8683) Secretary of State Elections Division</p>	<p>Number that can be provided to the public.</p>



TARRANT COUNTY ELECTIONS ADMINISTRATION

Greetings Election Judges & Clerks:

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

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

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

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

Sincerely,

Tarrant County Elections Administration

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Voting Equipment Components



Poll Pad

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



Controller

- Open the polls on the Duos from this console.
 - Poll workers use the AutoBallot Barcode Reader to scan the Controller Barcode generated by the Poll Pad.
 - 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.
-



Duo Standalone

Functions as a Controller and Duo.

- Used for curbside voting.
 - Poll workers use the AutoBallot Barcode Reader to scan the Controller Barcode generated by the Poll Pad and activate the ballot for the voter.
-



Scan

- Voter inserts ballot into scanner.
- Ballot is cast when American flag is displayed.
- Scanned ballots drop into the ballot box.

Definitions

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

AutoBallot Barcode Reader – Plugs into the Controller and Duo Standalone. Used to scan the Controller Barcode slip, produced by the Poll Pad, to generate an Access Code.

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

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

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

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

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

Menu – Menu option from the Poll Pad home screen. Provides options to access additional system functions.

MiFi – Portable wireless device.

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

Printed Vote Record – Printed ballot.

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

Verity Cables (Daisy Chains) – Booth connection cords used to daisy-chain the Duos. The first Duo will also be daisy-chained to the Controller.

Voter Ticket – Generated from the Poll Pad at the completion of the voter check-in. Serves as the voter’s receipt.

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

Polling Place Layout and Security

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

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

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

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

Ask for identification of voting machine technicians.

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

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

The election judge has the authority to require persons to deactivate any such device and further authority to require persons who do not comply to leave the polling place.

A voting station is the area where the voter marks the ballot.

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

Sample Supply Checklist

See the Supply Bag for the most accurate list.

Election Day Supply Bag Checklist

Clear Return Bag

- Equipment Key Envelope
 - o Keys
- Yellow Spoiled Ballot Bag
- Orange Provisional Bag
- Compensation Envelope
 - o Instructions for Statement of Compensation
 - o Statement of Compensation and Oaths
 - o Instructions for Statement of Officer
 - o Statement of Officer
 - o Employee Acknowledgement of Workers' Compensation Network
 - o Direct Deposit Forms
 - o Statement of Injury Forms
- Notice of Total Number of Voters Who Have Voted Sign
- Thrown-out Ballot Envelope
- Envelope for Irregularly Marked Ballots
- Envelope for Requests and Cancelled Mail Ballots -Register of Surrendered Ballots by Mail
- White Return Envelope #1, #2, and #4
- Pink Return Envelope #3
- Seal Kit
 - o Yellow
 - o Red
 - o Blue
 - o Small White
- Opening Polls Bag for Used Seals
- Pollbook Booklet
- Verity Voting Equipment Handbook
- Tarrant County Election Judge Handbook
- List of Write-In Candidates *(if applicable)*
- Curbside Voting Set
 - o Curbside Instructions
 - o Curbside Assistance Form
- Site Diagram
- Location Map
- Oath of Assistance / Interpreter (only use if voter has already been checked in at the ePollbook and now requires Assistance /Interpreter)

- Register of Official Ballots
- Opening Polls Packet
 - o Opening Polls Checklist
 - o Opening Polls Register of Official Seals and Proper Installation
- Closing Polls Packet
 - o Closing Polls Checklist
 - o Closing Polls Register of Official Seals and Proper Installation
- Register of Surrendered Ballot by Mail

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

Signs and Notices to Be Posted

- Booth Numbers
- Mark and Print Your Ballot Instructions
- Election Integrity Task Force Sign
- Language Assistance
- Distance Marker
- 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
 - o Common Courtesies and Guidelines
 - o Small
 - o Up Arrow
 - o Left Arrow
 - o Right Arrow
- Notice of Voting Order Priority
- Voter Information
- Photo ID Required (11 x 17)

Election Day Supply Bag Checklist

Envelope with Additional Forms and Materials

- Voter Complaint Pad
- Services Available to Voters with Special Needs in Texas (*English, Spanish, Vietnamese*)
- 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
- Standard Affidavit
- 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

Spoiled Ballot Kit

- White Spoiled Ballot Envelopes
- Register of Spoiled Ballots
- Instructions for Spoiled Ballots
- Spoiled Ballot Manilla Envelope

Sticker Kit

- "I VOTED" Stickers
- "Future Voter" Stickers
- Bilingual Assistance Stickers
- Name Badges
- Disposable Headphone Covers
- Screen Wipes

Pollbook Document Kit

- Statement of Residence
- Request to Cancel Ballot by Mail
- Notice to Provisional Voter
- Notice to Required ID
- Reasonable Impediment Declaration
- Voter's Similar Name Correction Request

Stamp Pad Kit

- Stamp Pads

Envelope for Ballot Secrecy Envelope

Photo ID Required

8 ½ x 11 in Plastic Sign Holder

Sample Ballot Binder

Hand Sanitizer

Located inside pocket of Supply Bag.

If you receive a spray bottle Hand Sanitizer, please DO NOT spray equipment. This could damage equipment.

If applicable for this election

- Bond Election Binder

Primary Party Kit

- Party Rubber Stamps
- Affidavit of Non-Participation and Affiliation
- Party Signs

Quick Reference Guides

Quick Reference Guides

Preparation and Opening the Polls

2—3 days prior to Election Day

- Verify you have the 'Request to use facility' form that was mailed to the Election Judge that contains the names and contact numbers to your polling place. It is vital that you have the form with you on Election Day.
- Designated voting area is surveyed in advance for ADA compliance; please do not make other arrangements without notifying our office.
- Make arrangements with the facility for opening and closing 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?
 - Is the correct polling place listed on the Equipment Carrier?
- Need additional tables and/or chairs? If so, immediately notify the Election Day unit at 817-831-6497.

Election Day

- Arrive at the polling place no later than 6:00 a.m. Refer to mailed paperwork for exact arrival time.
- 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** form.
- Make sure all poll workers are wearing name badges. (Badges are in the Supply Bag.)

Opening and Unloading the Equipment Carrier

- Roll the carrier to its desired location in the polling place.
- Verify and record the carrier seal number on the applicable line(s) of the **Opening Polls - Register of Official Seals and Proper Installation** form. Break the seal and place it in the clear bag labeled **Opening Polls Seals**.
- Retrieve the keys from the **Key Envelope**, use the designated key to unlock the carrier.
- If necessary, two Election Officials should unload the Controller, Scan, Duo and Duo Standalone carrying cases, all marked with an emblem and weighing about 25 lbs. each.
- Remove all other supplies from inside the carrier.

Setting up the Poll Pads

- Retrieve multi-plug outlet from the supply box and plug it into an outlet near the check-in table.
- Place the Poll Pad case(s) on the check-in table. Verify and record the seal number(s) on the applicable lines of the **Opening Polls - Register of Official Seals and Proper Installation** form.
- Break the seal and place it in the clear bag labeled **Opening Polls Seals**.
- Remove all contents from the case; Poll Pad, 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 multi-plug outlet.
- Open the Poll Pad and plug it into the power supply. It should automatically turn on.
- Plug the printers into the power supply and turn them on.

- Touch the icon with the letter 'P' displayed at the bottom of the screen.
- Then select 'Get Started' at the bottom of the screen.
- Log into the Poll Pads by entering the user name and password found inside the **Key Envelope**, then press sign in.
- 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 6 minutes to boot up.

- Set the Controller next to the Poll Pads on the check-in table.
- Verify and record the seal number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Break the seal and place it in the clear bag labeled **Opening Polls Seals**.
- From the clear bag labeled voting equipment power cords, inside the equipment cabinet, retrieve a power brick and cord.
- Plug the round end, flat side up, of the cord firmly into the back of the case between the blue poll worker and red power buttons. Plug the power end into multi-plug outlet.
- From the equipment cabinet, grab a verity cable from the clear bag labeled Daisy Chain (verity cable cords). 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 without removing the tamper seal that is inside, verify and record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Do not remove this seal.
- 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 the tablet out and set it in the cradle.
- Tilt the tablet back and lock it into place by turning the key to the right. Remove the key.
- Retrieve a handheld barcode reader from the supply box and plug the USB end into the port on 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 automatically generate, then press Print Zero Report.
- Press Open the Polls and type in the password that is found inside the **Key Envelope**. (The password is different than the Poll Pad password.)
- When the zero report is finished printing, tear it off and the Judge and one more official shall sign it at the bottom. File the report in the envelope labeled **Envelope #1, #2 and #4**.
- Record the zero-ballot count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form, found inside the Clear Bag. If the count is not zero call the Help Desk immediately.

Setting up the Duos

- Plug the long power strip into the nearest outlet where the voting equipment will be set up and power on the strip.
- Retrieve a tray that is aligned next to the EEC and retrieve the ADA accessible tray from inside the EEC.
- Lift the tray up and slide the leg brace out to lock it into place.
- The ADA accessible tray shall be the second to last tray.

- Place a Duo 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 align the footpads with the indentions.
- Reach underneath each tray and push the silver latch away from you to secure the Duos onto the trays. Confirm they are secured by gently lifting them by the handle.
- Verify and record each seal number on the applicable lines of the **Opening Polls - Register of Official Seals and Proper Installation** form.
- Break the seals and place them in the clear bag labeled **Opening Polls Seals**.
- From the clear bag labeled voting equipment power cords, inside the equipment cabinet, retrieve a power brick and cord.
- Plug the power cord into the power brick, then 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.
- 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'. 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 verity cable steps until you have daisy chained all your duos.
- From the supply box retrieve a Verity Access (ATI) device, headphones, and a ballot code reader.
- Plug the ATI into the back of the Duo on the ADA tray. Plug the provided headphones into the ATI's left connection port. Note that audio functionality will only work when the ATI has been plugged-in PRIOR to powering on the Duos. (Disposable headphone covers are also provided for voters use.)
- Open the case again and insert the round key color coded in black into the keyhole near the blue compartment door. Turn the key to the left and leave it in place.
- Raise the blue latch on the upper left corner of the tablet, lift out the tablet and set it in the cradle.
- Tilt the tablet back and lock it into place by turning the key to the right. Remove the key.
- Press the red power button on the back of each duo to power them on. The tablets' screen will go black for a short period.
- Record the zero-ballot count, shown at the bottom of each screen, on the applicable lines of the **Register of Official Ballots** form. If the count is not zero call the Help Desk immediately.
- From the booth number assignment screen, walk down the line and assign the booth its corresponding number.
- Attach a privacy screen, to both sides of each voting booth, by sliding the metal hooks into the corresponding tray slots.
- The Duos will display, 'To get started touch here' in English, Spanish and Vietnamese.

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 ballot 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 while pulling upward and outward to ensure the hinges are fully extended.
- Lay the lid on the ballot box and press it down.

- Record the seal number from the emergency bin slot on the applicable line of the **Opening Polls - Register of Official Seals & Proper Installation** form. The seal is to remain intact unless instructed by the Elections Office to remove for use of the emergency bin.
- Unlock the large front door with the round gray key.
- Use your foot or hand to firmly press on the Press Here points to lock the floor into place.
- Prepare the Ballot Transfer Bag by unfolding it. Push the braces down and out to form each side of the bag and then tuck the braces under the Velcro strips.
- Slide the open Ballot Transfer Bag into the Ballot Box.

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

- Place the Scan on the Ballot Box, with the handle facing the large door of the box, while aligning the footpads on the indentions.
- Verify and record the seal number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Break the seal and place it in the clear bag labeled **Opening Polls Seals**.
- Reach underneath the Ballot Box lid and push the hanging cord away from you to lock the Scan into place. Gently lift the Scan by its handle to confirm it's secured on the box.
- Close and lock the Ballot Box door with the round gray key.
- From the clear bag labeled voting equipment power cords, inside the equipment cabinet, retrieve a power brick and cord.
- Plug the power cord into the power brick, then 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 large power strip.
- Open the case and without removing the tamper seal that is inside, verify and record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Do not remove this seal.
- Insert the round key color coded in black into the keyhole near the blue compartment door. Turn the key to the left and leave it in place.
- Raise the blue latch on the upper left corner of the tablet, lift out the tablet and set it in the cradle.
- Tilt the tablet back and lock it into place by turning the key to the right. Remove the key.
- Press the red Power Button on the back of the case. The tablet will go black for a short period.
- Once it appears, press Print Zero Report on tablet screen.
- Press Open the Polls and type in the password that is found inside the **Key Envelope**. (The password is different than Poll Pad password.)
- Tear off the zero report and the Judge and one more election official shall sign it at the bottom. File the report in the envelope labeled **Envelope #1, #2 and #4**.
- Record the zero-ballot count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form. If the count is not zero call the Help Desk immediately.
- Attach a privacy screen (found inside the black canvass bag inside the equipment cabinet) to each side of the ballot box.
- Flashing green arrows 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 Duo Standalone

- Place the Duo Standalone on the rolling cart.
- Verify and record the seal number on the applicable lines of the **Opening Polls - Register of Official Seals and Proper Installation** form.
- Break the seal and place it in the clear bag labeled **Opening Polls Seals**.
- From the clear bag labeled voting equipment power cords, inside the equipment cabinet, retrieve a power brick and cord.
- Plug the power cord into the power brick, then plug the round end, flat side up of the cord, firmly into the back of the case, between the blue poll worker and red power buttons.
- From the supply box retrieve a Verity Access (ATI) device, headphones, and a ballot code reader.
- Plug the ATI into the back of the Duo Standalone. Plug the provided headphones into the ATI's left connection port. Note that audio functionality will only work when the ATI has been plugged-in PRIOR to powering on the Duos. (Disposable headphone covers are also provided for voters use.)
- Open the case and without removing the tamper seal that is inside, verify and record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. Do not remove this seal.
- Insert the round key color coded in black into the keyhole near the blue compartment door. Turn the key to the left and leave it in place.
- Raise the blue latch on the upper left corner of the tablet, lift out the tablet and set it in the cradle.
- Tilt the tablet back and lock it into place by turning the key to the right. Remove the key.
- Press the red power button on the back of the case to power on the Duo Standalone. While the standalone boots up, it is normal for the tablet screen to go black for a short period.
- Once it appears, press print zero report on the tablet screen.
- Press Open the Polls and type in the password that is found inside the **Key Envelope**. (The password is different than the Poll Pad password.)
- Tear off the zero report and the Judge and one more election official shall sign it at the bottom. File the report in the envelope labeled **Envelope #1, #2 and #4**.
- Record the zero-ballot count, shown at the bottom of the screen, on the applicable line of the **Register of Official Ballots** form.
- The screen on the standalone should display 'Ready for use. '

Other Tasks

- Post notices, signs, sample ballots, and distance markers.
- Setup the Curbside Unit (black base pre-filled with pebbles, tubes and sign).
- Have the **Envelope for Provisional Voter Forms and Procedures** readily available.
- The Election Judge must sign or stamp their signature, in red ink only, on the lower left corner of the arrow side of the ballot paper.
- Place the signed ballots on the qualifying table.
- Remove all campaign signs / materials placed within 100 feet of the entrance to the building where the polls are located. If needed, use the provided 100' tape measure to determine the exact distance.

Qualifying Voters

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 Voters

- Ask the voter for an acceptable form of identification.
- Confirm voter eligibility by scanning their driver license or searching their name in the Poll Pad. If they are not in the Poll Pad or if the voter is noted as having voted early, see the 'Special Situations' section.
- Ask voter if the address on the pollbook screen is still correct.
- Complete the check-in process on the pollbook 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. 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, or do not have a photo ID (due to a natural disaster declared by the President or the Texas Governor) may cast provisional ballot and then apply for a temporary exemption at the Elections office within six (6) days following the election. These exemptions are good for one election only.

Special Situations

Voter cannot be found in the Poll Pad

- Call Voter Registration:
 - A. If the voter is not registered, the voter can vote a provisional ballot.
 - B. If the voter is registered, the appropriate personnel will be notified to send the information to the Poll Pad so the voter casts a regular ballot.

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 posted in error.
- If the voter was issued a ballot by mail but now wishes to vote on Election Day:
 - The Mail Ballot Issued or Mail Ballot Returned screen will appear
 - If the voter has surrendered the ballot, the voter can 'CAST REGULAR BALLOT.
 - If the ballot is not being surrendered the voter will cast a 'PROVISIONAL BALLOT.'
 - Upon completion of the check-in process, have the voter complete the Request to Cancel Application for a Ballot by Mail.
 - The completed Request to Cancel and the cancelled mail ballot will go into the Envelope For Requests and Cancelled Mail Ballots.
- 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.

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.
- When the final voter has cast their ballot and left the polling place, begin the closing polls process.

Closing the Poll Pads

- Press the Cloud Icon on the top left corner and select Synchronize Now. When the syncing is done the Synchronize button will become available again.
- Record the number of check-ins, displayed at the top center of the screen, on the applicable line of the **Register of Official Ballots** form.
- Select the menu button on the upper left-hand corner, then Summary report. Select provisional and press print. Record the total number of Provisionals on the applicable line of the **Register of Official Ballots** form.
- Tear off the log and place it inside the envelope labeled **Envelope #1, #2 and #4**.
- Go back to the home screen by pressing the home button. Press the menu button on the upper right-hand corner and select Exit application.
- Turn off the Poll Pad by pressing and holding both the power and home buttons until the screen goes blank, the apple icon appears and then disappears. If the clerk does not wait for the apple to disappear, the Poll Pad will reboot.
- Unplug the Poll Pad power cords.
- Press and hold the power button on the portable printer to turn it off and unplug it. Remove the cord from the port and unplug the brick from the cord.
- Turn off the MiFi device by pressing the power button. Unplug it from the power supply.
- Place all cords, printers, MiFi and Poll Pads back into the carrying case.
- Seal the case with the appropriate seal from the **Envelope of Seals**.
- Record the seal number(s) on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- **Sealed case(s) containing the Poll Pads must be delivered to the Rally Station.**

Closing the Controller

- 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 election official shall sign the bottom of each report.
- 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 to power off the controller.
- Unplug the power cord and Verity Cable and place back inside the respective clear bag.
- 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 the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- Release the brace and lower 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 the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- **Sealed case(s) containing the Controller(s) go into the Equipment Carrier.**

Closing the Duos

- After the polls have been closed on the Controller, remove the privacy screens from the Duos and place them inside the black canvas bag, which will then go back into the Equipment Carrier.
- The Duos are powered off by pressing the red Power Button on the back of each case.
- Unplug the power cords and verity cables and place in their respective clear bag.
- Unplug the Verity Access (ATI) device and headphones and place them 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.
- 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 numbers on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.

- Reach underneath each tray, and pull on the latch to release the Duos.
- **Sealed Cases containing the Duos go back inside the Equipment Carrier.**
- From the back of each tray, reach underneath, and pull the canvass handle towards you which will allow the tray to collapse.
- The ADA tray will need to be secured with the two bands, one on each side.
- ADA tray goes into Equipment Carrier; the rest of the trays are aligned next to the carrier.

Closing the Duo Standalone

- Press the blue poll worker button on the back of the case.
- Enter the same code that was used to sign-in, which is found inside the **Key Envelope**, and press accept.
- From the tablet screen select the menu button then, close polls, then yes, close the polls.
- Enter the code again. (The ballot count summary report will generate. Select print ballot count summary report to print a second copy. 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 to power off the duo standalone.
- Unplug the power cord and place it in the clear bag labeled Voting Equipment Power Cords.
- 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 the applicable line of the **Closing Polls - 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 the applicable line.
- **Sealed Case(s) containing the Duo Standalone go back inside the Equipment Carrier.**

Closing the Scan

- Remove the privacy screens and place them in the black canvas bag.
- Record the Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.
- Press the blue Poll Worker button on the back of the case.
- From the tablet screen, select Close Polls, then Yes, Close the Polls. Enter the same code that was used to sign-in. (Found inside the **Key Envelope**.) Press Accept.
- The Tally Summary Report by Contest will generate. Select Print Tally to print a second copy.
- Print the Ballot Count twice.
- Tear off the copies, the Judge and one more election official shall sign the bottom of each report.
- Place one copy of each report in the white envelope and in the pink envelope.
- Press the red Power Button on the back of the case to power off the Scan.
- Unplug the power cord and place it in the clear bag labeled Voting Equipment Power Cords.
- 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 inside, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- Release the brace and lower 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 the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- Unlock the large front door, with the round gray key, and pull the hanging cord towards you to release the Scan case.
- **Sealed case(s) containing the Scan(s) MUST be returned to the Rally Station.**

Closing the Ballot Box

- Record the seal number from the emergency bin slot on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- With the large front door, unlocked and opened, remove the gray Ballot Transfer Bag with the voted ballots inside. (Do not remove ballots from the Ballot Transfer Bag.)
- Seal the Ballot Transfer Bag with the appropriate seal from the **Envelope for Seals** and record the number on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.
- **Seal must be inserted through the static eyelet and the two zipper loops.**
- **Sealed Ballot Transfer Bag(s) MUST be returned to the Rally Station.**
- Use the loops on the floor panel to raise it to an upright position. Close and lock the large front door with the round gray key.
- Lift the lid and bring it over the large front door. Secure the lid by hooking the 3 small bands onto the 3 pins located at the bottom of the lid.
- Carefully push in the sides of the box to collapse the unit and latch the four clips.
- **Ballot Box goes back into the Equipment Carrier.**

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

- **Black Ballot Box** – collapsed and folded; place at the back of the Equipment Carrier.
- **Duos** – sealed with the appropriate seal.
- **Controller** – sealed with the appropriate seal.
- **Privacy screens** – placed inside the black canvas bag.
- **Supply Box** – 100' tape measure, multi-plug outlets, extension cords and small power strips inside.
- **Daisy Chain (Verity Cable) Cords Bag**—all Daisy Chain/Verity cables inside.
- **Voting Equipment Power Cords Bag**—all power cords and bricks inside.
- **All other items as shown on the poster inside the Carrier** – ADA accessible voting tray and outdoor signs.
- **Seal the Equipment Carrier** with the appropriate seal from the **Envelope for Seals** and record the number(s) on the applicable lines of the **Closing Polls – Register of Official Seals & Proper Installation** form.

Election Judge keeps Envelope #3 (pink envelope).

- Refer to the envelope coversheet for a list of the forms.

General Reminders

- Seal the orange Provisional Bag with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls – Register of Official Seals & Proper Installation** form.
- Seal the yellow Spoiled Ballot Bag with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls – Register of Official Seals & Proper Installation** form.
- Remove and pack the Curbside Unit. (Black base pre-filled with pebbles, tubes and sign).
- 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 it in the **Compensation Envelope**.
- Leave the polling place in a clean and secure condition.

What Goes to the Rally Station

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

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

- Pollbook(s)
- MiFi
- Printers
- Power cords (for the Pollbooks, MiFi and printers)

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

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

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

- Key Envelope with the keys to the equipment and Equipment Carrier.
- Orange Provisional Ballots bag with completed Affidavit of Provisional Voter green envelopes.
- Yellow Spoiled Ballots bag with completed Spoiled Ballot envelopes and the Envelope for Requests and Cancelled Mail ballots.
- Compensation Envelope with completed forms enclosed.
- Cell phone, if one was issued.

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

<ul style="list-style-type: none">• Register of Official Ballots (white copy)• Opening Polls – Register of Official Seals & Proper Installation (white copy)• Signed Zero Tape Reports• Signed Results Reports• Notice of Total Number of Voters Who Have Voted• Completed Standard Affidavits (white and yellow copies)• List of provisional voters printed from the pollbook	<ul style="list-style-type: none">• Certificates of Appointment Poll Watchers• Statements of Residence• Reasonable Impediments• Registration Omissions List• Statement of Injury Forms• Voter's Similar Name Correction Request Forms• Notices of Defective Delivery• Oaths of Election Officers• Oaths of Assistants and Oaths of Interpreters• List of ID Voters
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6. **Supply Bag**— with unused forms and supplies.

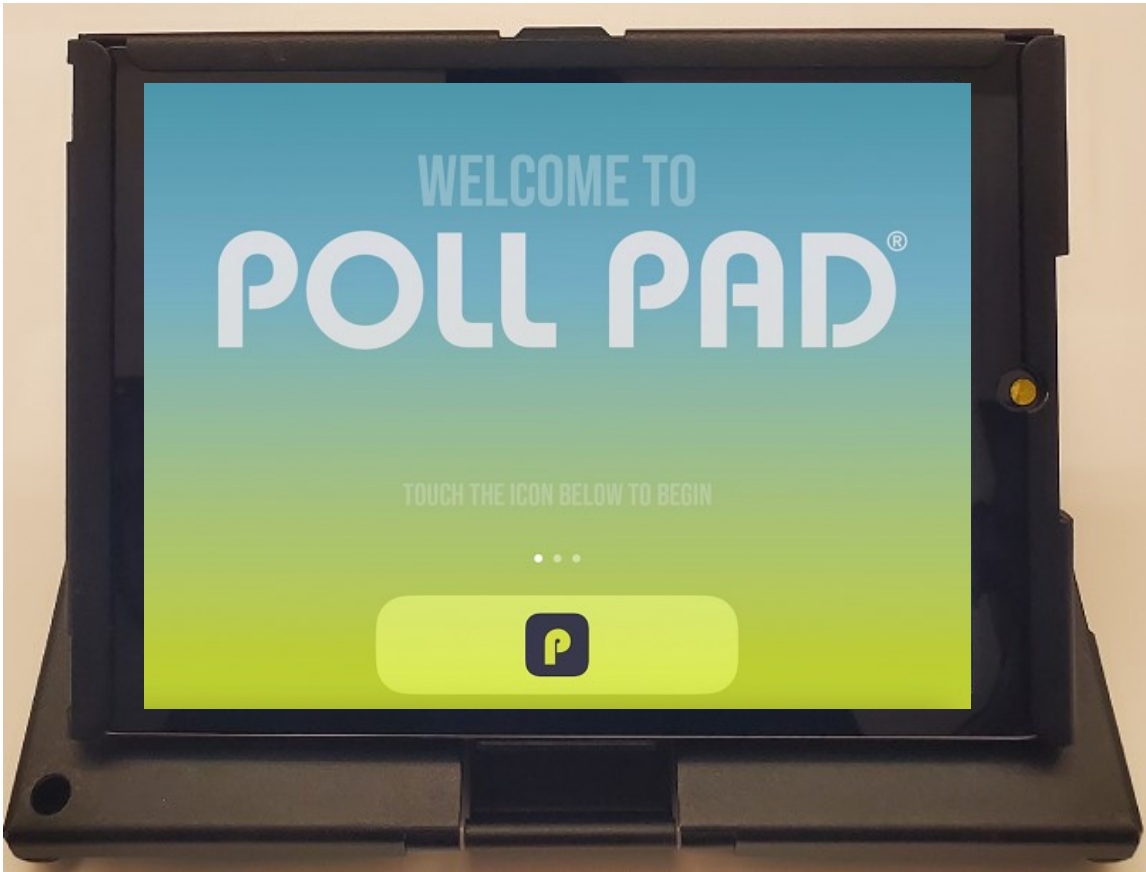
Return items immediately and directly to the assigned Rally Station.

Note that upon arrival, if an item is discovered as having been left at the polling place, you will be directed to go back and retrieve the item.

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



Opening the Polls on the Poll Pad



Opening the Polls on the Poll Pad

Items Inside the Poll Pad Case



Gray or green case

Pollbook(s)



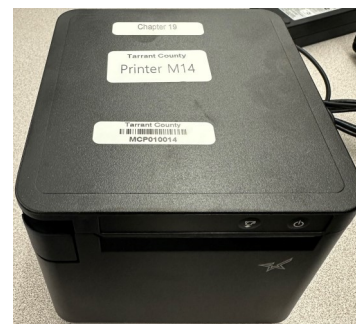
MiFi



Portable Printer



Stationary Printer



All corresponding power cords are also inside the case.

Assembling the Poll Pads and Printers

Place the carrying case on the check-in table.

Retrieve multi-plug outlet from supply box, and plug it into a wall outlet near the check-in table.



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

OPENING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION			
This is one of the most important forms to be completed by the Election Judge. Fill in each line below.			
EEC #1	Authority Conducting Election:	Constitutional Joint Elections	Date of Election: November 05, 2019
	Polling Place Code/Name:	1001 - Tarrant County Plaza Building	
	Verity Scan Serial Number:	S1902535008	
	Verity Controller Serial Number:	C1902379707	
RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS			

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



Plug in the smaller end of the cord into the port at the bottom of the MiFi and plug in the USB end into the multi-plug outlet.



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



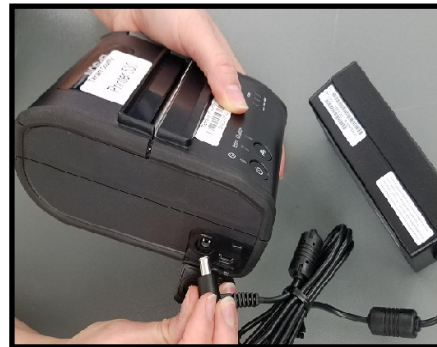
Plug smaller end of the charging cord into the port of the Poll Pad, in the center of the right edge of the screen, and plug the USB end into the multi-plug outlet. Repeat steps for second Poll Pad. Once connected to power the Poll Pads will automatically turn on.



Take the stationary printer that has the power brick attached, and plug one of the cords into the brick. Plug the power cord into the multi-plug outlet and press the power button, on the front of the printer.



From the 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 multi-plug outlet.

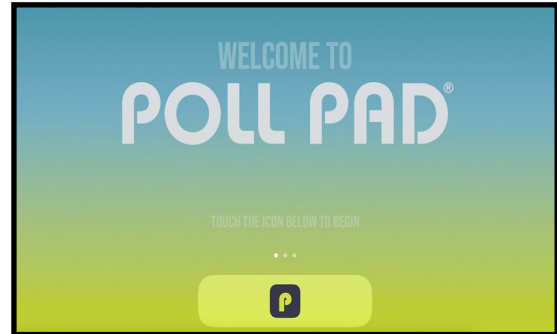


Press and hold the power button, on the lower left side, until you see the blue illuminating lights.

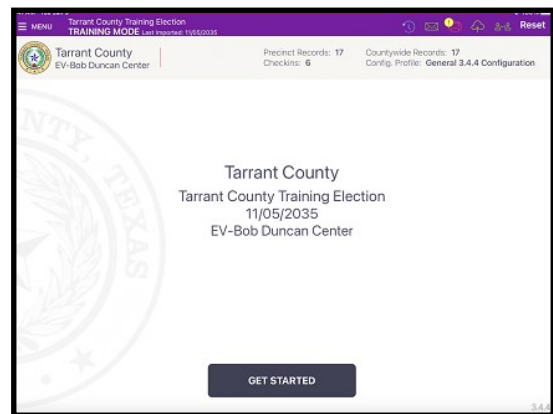


Logging into the Poll Pads

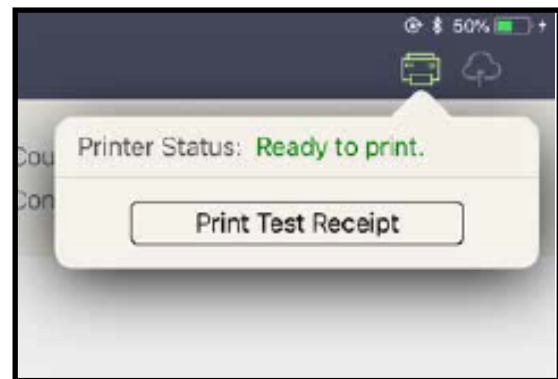
Begin by touching the icon with the letter 'P' displayed at the bottom of the screen.



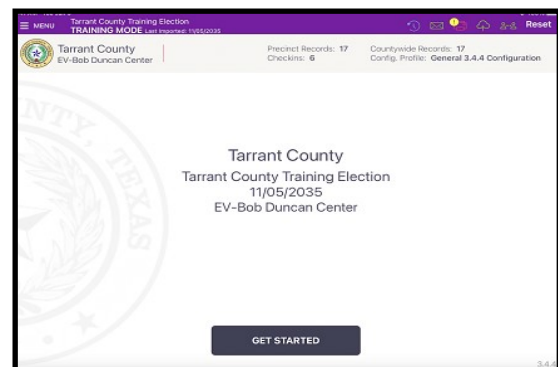
Verify the correct county, election name, election date and polling location are showing in the middle of the screen.



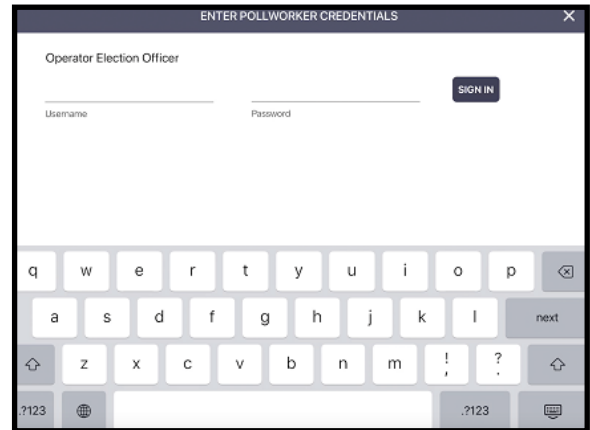
A green printer icon on the Poll Pad indicates you are connected to the printer. Tap on the printer icon and from the pop-up select Print Test Receipt.



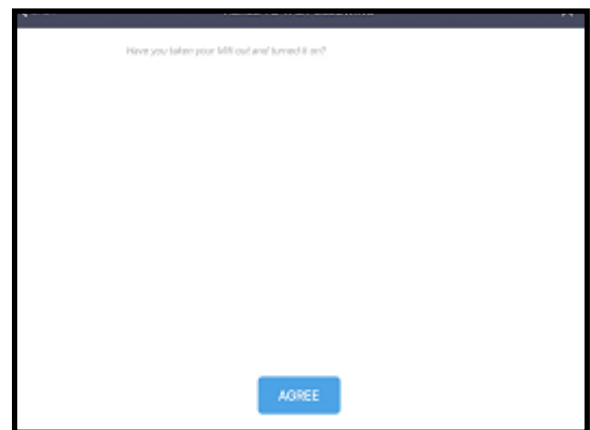
Select Get Started at the bottom of the screen.



Use the pop-up keyboard and enter the username that is found inside the **Key Envelope**. Next, tap in the password field to move the cursor, type in the password and select Sign In.

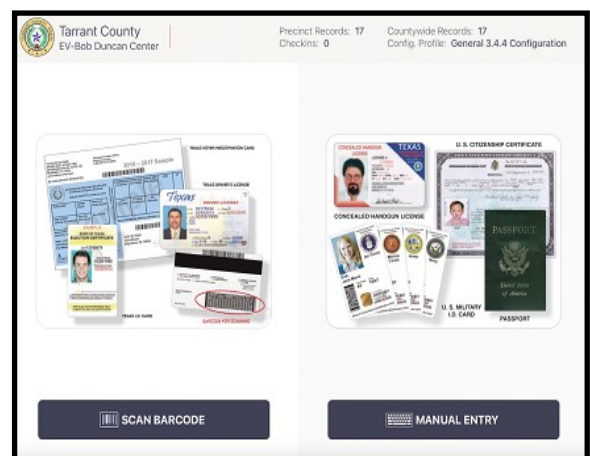


The next screen will ask, “Have you taken your MiFi out and turned it on?” If your MiFi is powered on, select Agree at the bottom of the screen. If the MiFi is not powered on, retrieve it from the carrying case and power it on before selecting Agree.



The Home Screen will appear.

This is the screen you should go back to after every check-in.



Poll Pad Home Screen

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

Jurisdiction

Checkin Count

Wait time

Printer

Connectivity status

Location you are logged into

Poll Pads communicating

9:41 AM Tue Jan 9
 Tarrant County Training Election
 TRAINING MODE Last Imported: 11/05/2035

Tarrant County
 EV-Bob Duncan Center

Precinct Records: 17
 Checkins: 0

Countywide Records: 17
 Config. Profile: General 3.4.4 Configuration

Reset




SCAN BARCODE

MANUAL ENTRY

<p>Scan Barcode</p> <p>To search for a voter by scanning their ID / DL.</p>	<p>Manual Entry</p> <p>To search for a voter manually, using name, date of birth or other identifying information.</p>
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Poll Pad Icons

PRINTER ICONS & COLORS

-  **Green Printer Icon:** Poll Pad is paired with the printer. A receipt will print out for checked-in voters.
-  **Yellow Printer Icon:** Poll Pad recognizes the printer and is currently in the process of pairing with the device.
-  **Red Printer Icon:** Poll Pad is not paired with the printer. Contact Elections office.






MULTI-PEER ICONS & COLORS

-  **Green:** Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.
-  The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.
-  **Yellow:** Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.
-  **Red:** The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Contact Elections office.



CLOUD SYNC ICONS & COLORS

-  **Green Cloud Icon:** Poll Pad is currently connected and synchronizing with the central election database.
-  **Yellow Cloud Icon:** Poll Pad is in the process of connecting to the central election database.
-  **Red Cloud Icon:** Poll Pad is currently disconnected and not synchronizing with the central election database. Contact Elections office.



Opening the Polls on the Controller



Opening the Polls on the Controller



Setting Up the Controller

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

From the Equipment Carrier, retrieve the white case labeled with the letter 'C', and set it next to the pollbooks.



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

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:	C1902379707		
RECORD THESE SEAL NUMBERS <u>BEFORE OPENING</u> THE POLLS			

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



Without removing the tamper seal that is inside, record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. The seal is to remain intact and not be removed.

From the clear bag labeled Voting Equipment Power Cords, found inside the equipment carrier, retrieve a power brick and cord.



Plug the power cord into the power brick.



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



Plug the power end of the cord into the multi-plug outlet.



From the equipment carrier, grab a verity cable from the clear bag labeled Daisy Chain (Verity Cable Cords). Plug either end, smaller side up, firmly into the back of the case underneath the word Verity Cables. If the ports are not visible, slide the cover to the right.



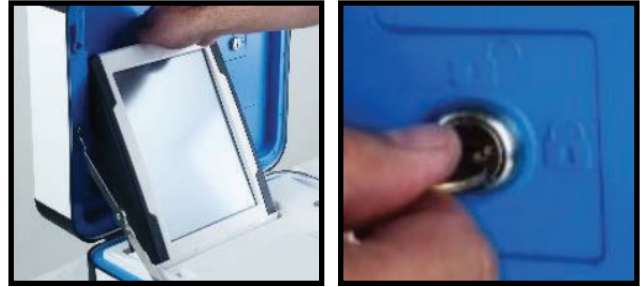
Using the round key color coded in black, insert it into the keyhole near the blue door and unlock it by turning the key to the left. While leaving the key in place, raise the blue latch on the upper left corner of the tablet.



Lift out the tablet and set it in the cradle.



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



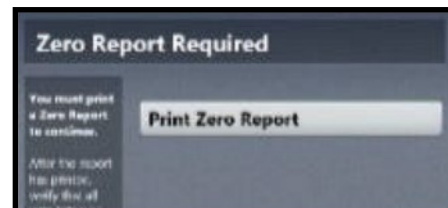
Retrieve a handheld autoballot barcode reader from the supply box and plug the USB end into the port on the base of the case.



Press the red Power Button on the back of the case to power on the Controller. While the controller boots up, it is normal for the tablet screen to go black for a short period.

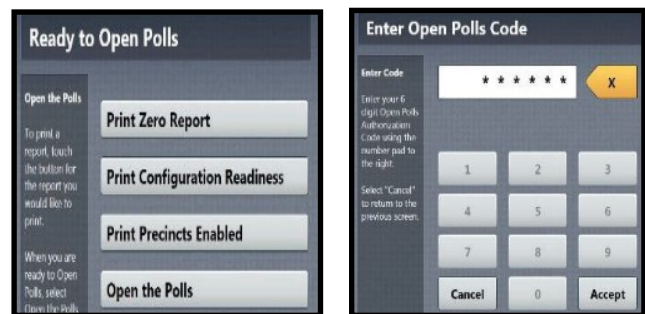


A power-on self-test report will automatically generate. Once it appears, press Print Zero Report on the tablet screen.

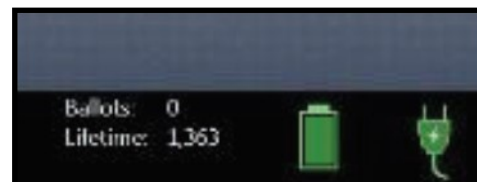


Press Open the Polls and type in the password that is found inside the **Key Envelope**, and press Accept. (The password is different than the pollbook password.)

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



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



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, position the folded Ballot Box on the floor.



Unlatch the four clips, two on each side.



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



Reach inside and lower the floor panel.



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



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



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



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



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



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



Slide the open Ballot Transfer Bag into the Ballot Box.



Setting Up the Scan

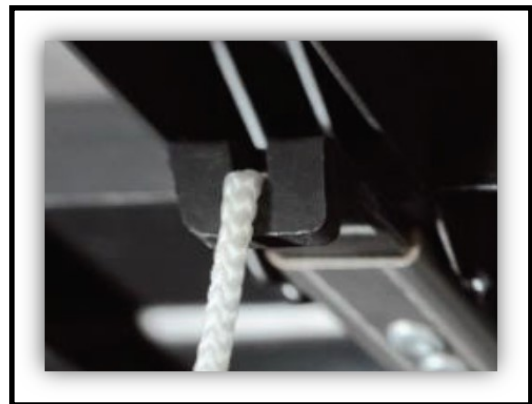
From the Equipment Carrier, retrieve the white case labeled with the letter “S”, and place it on the Ballot Box, with the handle facing the large door of the box, while aligning the footpads on the indentions.



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

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:	C1902379707	
RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS			

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.



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



From the clear bag labeled voting equipment power cords, that's inside the equipment carrier, retrieve a power brick and cord.



Plug the power cord into the power brick.



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



To open the case, pull down on the black latches 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 wire seal that is on the compartment inside, record the number on the applicable line of the **Opening Polls - Register of Official Seals and Proper Installation** form. (Seal is to remain intact.)

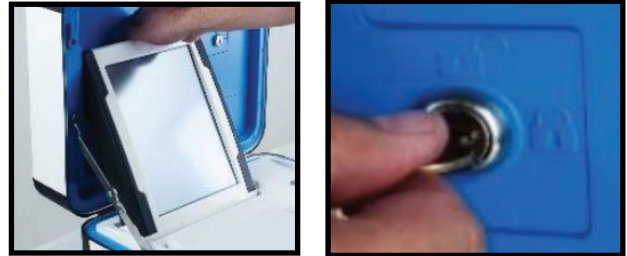
Use the round key color coded in black, insert it into the keyhole near the blue door and unlock it by turning the key to the left while leaving the key in place. Raise the blue latch on the upper left corner of the tablet.



Lift out the tablet and set it in the cradle



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



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.

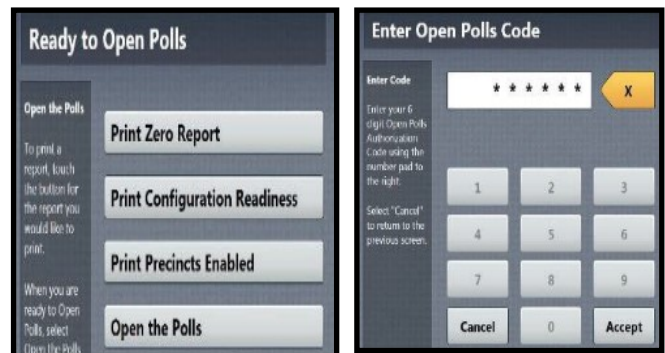


A power-on self-test report will automatically generate. Once it appears, press Print Zero Report on the tablet screen.

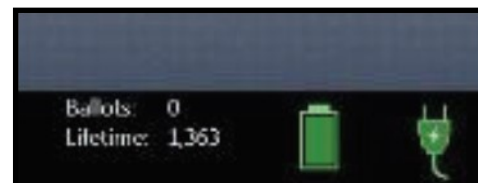


Press Open the Polls, type in the password that is found inside the **Key Envelope**, and press Accept. (The password is different than the pollbook password.)

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



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



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



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



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 increase when 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 increase. 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 equipment carrier, into the nearest outlet where the Duos will be setup. Power on the strip.

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



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

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.



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.



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

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		
	Verify Scan Serial Number: S1902535008		
	Verify Controller Serial Number: C1902379707		
RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS			

From the clear bag labeled voting equipment power cords, that's inside the equipment cabinet, retrieve a power brick and cord.



Plug the power cord into the power brick.



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



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.



Take a Verity Access (ATI) device and headphones from the supply box and place it in the cradle of the ADA tray. Plug in the ATI device prior to powering on the Duo.



Audio functionality will only work when the ATI has been plugged-in prior to powering on the Duo. Note that disposable headphone covers are also provided.

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.



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



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.



Lift out the tablet and set it in the cradle.



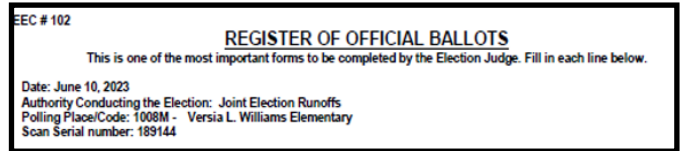
Tilt the tablet back, rest it against the lid, and lock it into place by turning the key to the right. A green light, on the base of the case, will illuminate indicating the tablet is correctly set. The key can now be removed.



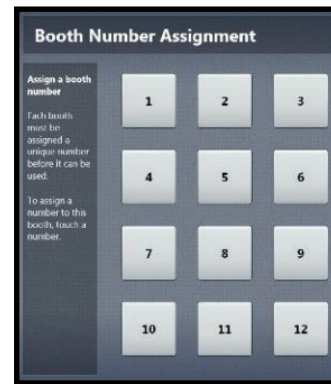
Press the red Power Button on the back of each Duo to power them on. It is normal for the tablet screens to go black for a short period.



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



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



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



The Duos will display 'To get started, touch here' in English, Spanish and Vietnamese.

If the Verity Access (ATI) device is plugged in correctly, an image of the device will also be displayed on the screen.



Opening the Polls on the Duo Standalone



Opening the Polls on the Duo Standalone

Setting Up the Duo Standalone

Place the white case labeled 'Ds' on the rolling cart.



Verify the seal number matches the number listed on the **Opening Polls - Register of Official Seals and Proper Installation**. Record the seal number on the applicable line of the form. Break the seal and place it in the clear bag labeled **Opening Polls Seals**.

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: C1902379707		
RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS			

From the clear bag labeled voting equipment power cords, that's inside the equipment carrier, retrieve a power brick and cord.



Plug the power cord into the power brick.



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

Plug the power end of the cord into the power strip or a wall outlet.



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

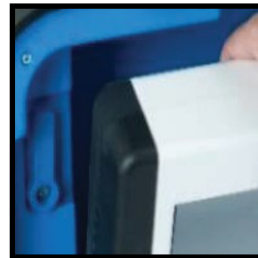
Without removing the tamper seal that is inside, record the number on the applicable line of the form. (The seal is to remain intact and not be removed.)



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.



Lift out the tablet and set it in the cradle.



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



From the supply box, retrieve a Verity Access (ATI) device, headphones, and a ballot code reader. Plug the provided headphones into the ATI's left connection port.

Audio functionality will only work when the ATI has been plugged-in prior to powering on the Duo. Note that disposable headphone covers are also provided.



Plug the ATI device into the back of the Duo Standalone.

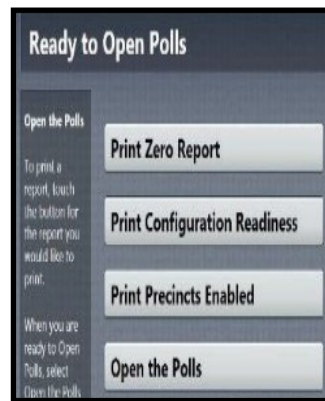


Press the red Power Button on the back of Duo Standalone to power it on. It is normal for the tablet screen to go black for a short period.

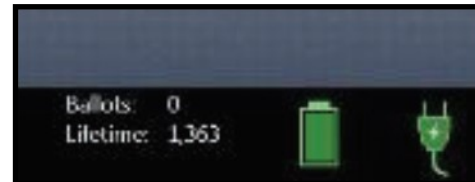


Press Open the Polls, type in the password found inside the **Key Envelope**, and press Accept. (The password is different than the pollbook password.)

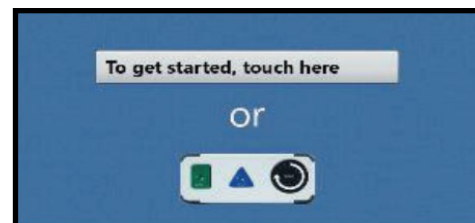
Tear off the Zero Report, the Judge and one more official shall sign it at the bottom. File the report in the white envelope labeled **Envelope #1, #2 and #4**.



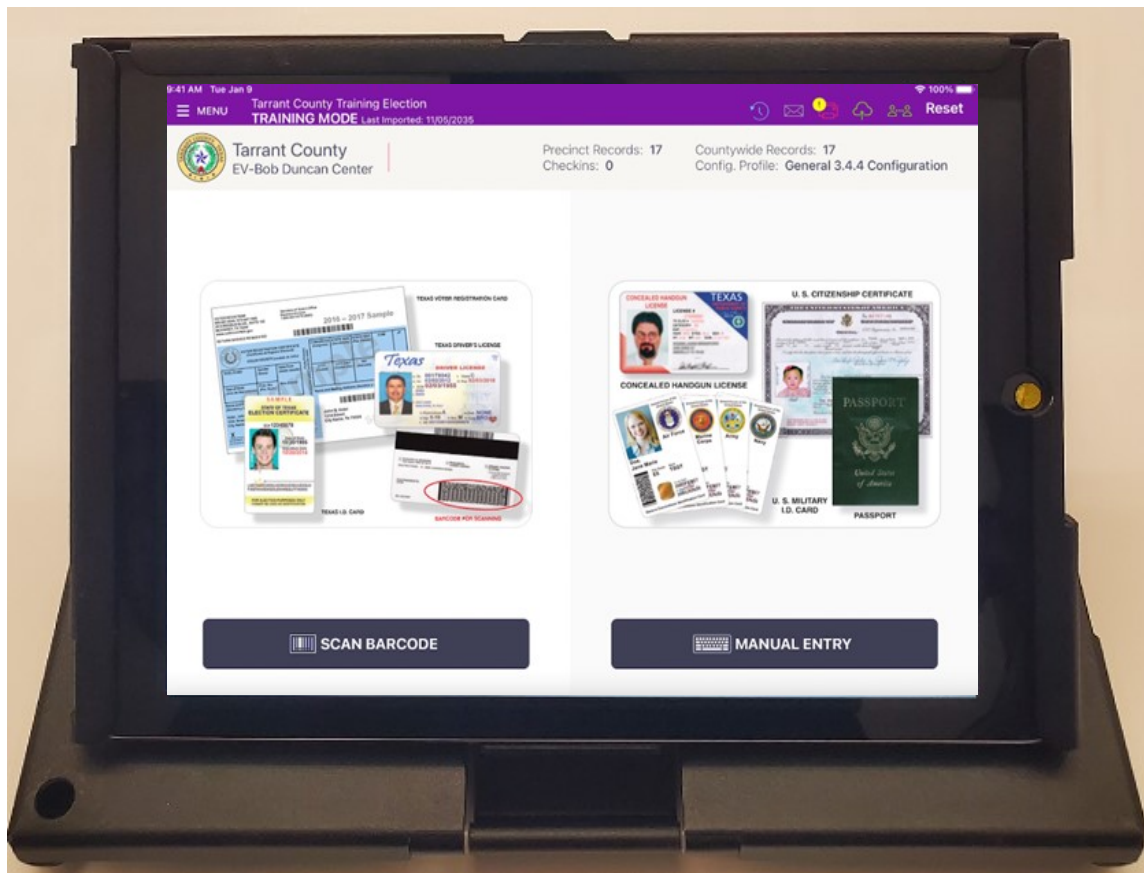
Record the zero Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form, found inside the Clear Bag.



If the Verity Access (ATI) device is plugged in correctly, an image of the device will be displayed on the screen.



Processing Voters



Processing Voters

Checking-in Voters

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

To search for a voter by scanning their driver's license, touch the Scan Barcode button from the Poll Pad Home Screen. When the camera view appears, hold the barcode of the license behind the camera until it comes into focus. Once in focus, the barcode will automatically scan and bring up the voter's information.

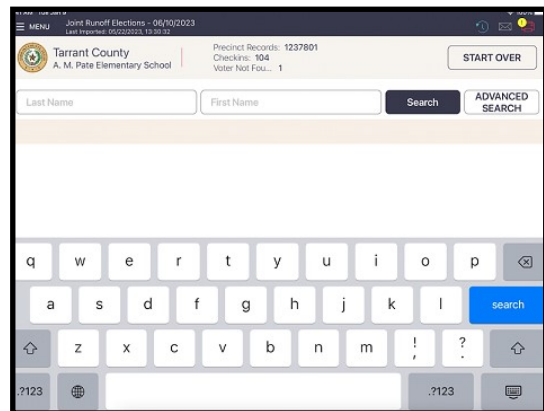


If no match is found, a prompt will appear to do a manual search instead.

To search for a voter manually, touch the Manual Entry button from the Home Screen.

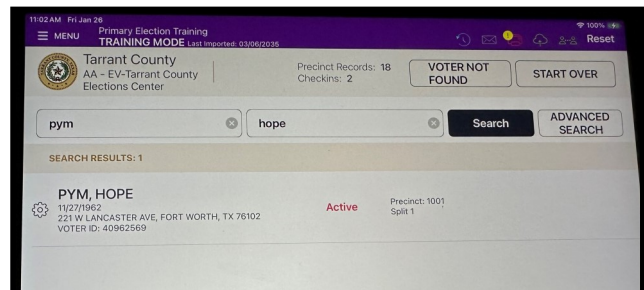
Using information provided on the ID, enter the voter's last and first names to search for the voter's record. Select Search.

Use at least three characters in each field to lessen the number of results.



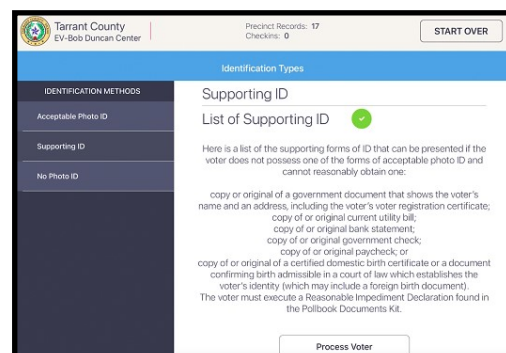
If an exact match is found using the voter's driver's license scan, you will be directed to the Voter Confirmation Screen.

If there is not an exact match, select the voter from the list provided on the screen.

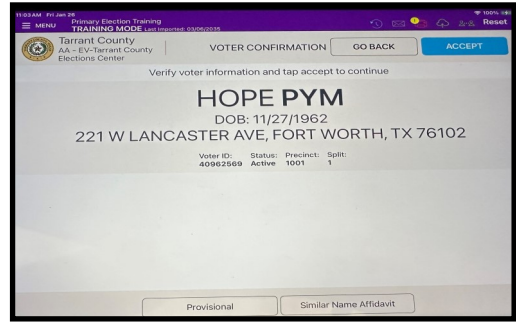


From the left of the screen, select the corresponding Identification, then Process Voter.

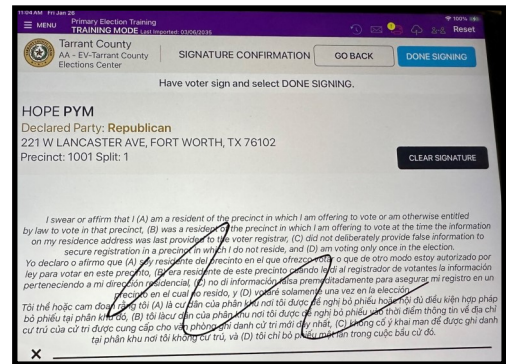
If using a supporting ID, a Reasonable Impediment Declaration must be filled out.



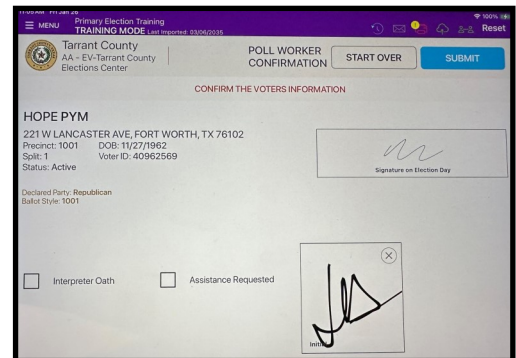
Verify the voter's information is correct and press **ACCEPT**.



Have the voter read and sign the oath and press **DONE SIGNING**.



If needed, select the box next to Interpreter Oath or Assistance Requested. Otherwise initial in the poll worker 'initial' box and press **SUBMIT**.



The Poll Pad will print the voter's receipt, controller Barcode and any additional applicable documents. When completed, a Processed Successfully message will appear on the screen.

Return to the Home Screen.

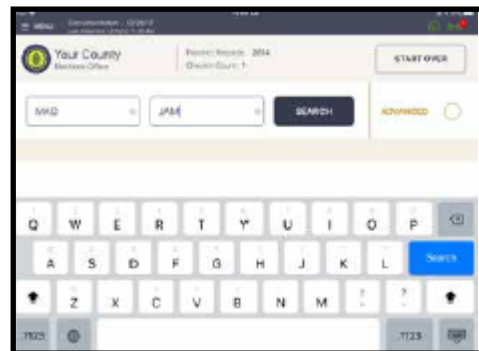


Manual Entry Search

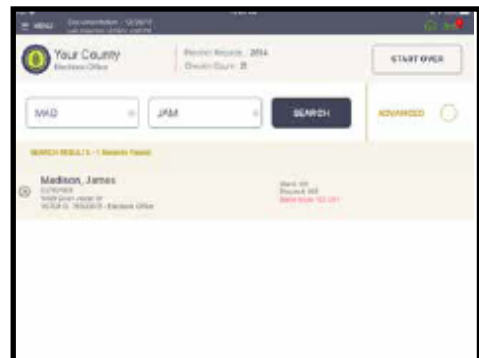
Not every voter has a form of identification that can be scanned, you may have to locate the voter using his/her first and last name.



Use the on-screen keyboard to enter the first three letters of the voters last and first name, then press **SEARCH**.



Records matching the search criteria will display on the screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his/her record.



Choose the appropriate Identification Method from the left.

- Acceptable Photo ID
- Supporting ID
- No Photo ID



Screen displays voter's information.

Verify information with voter. If it is correct, press **ACCEPT**.



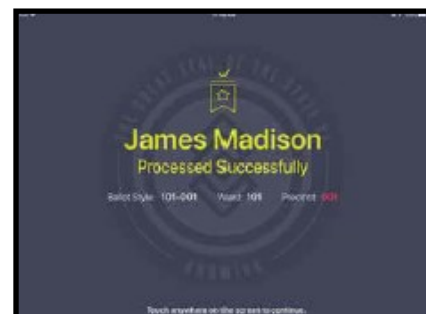
Rotate screen to capture voter's signature and have the voter select **DONE SIGNING**.



Poll worker confirmation screen will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field, then press **SUBMIT**.



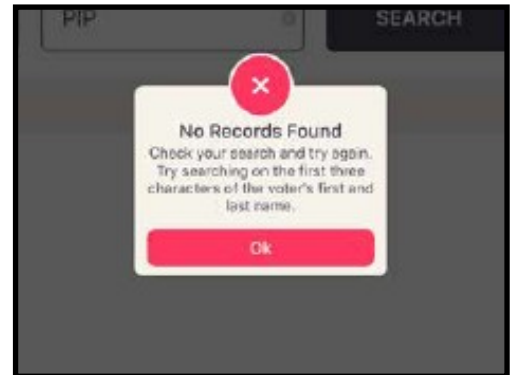
Good Job! You successfully processed the voter.



Advanced Search

If Scan Barcode and Manual Entry have been utilized to search for a voter, and he/she is still not found, a pop-up will appear reading, **No Records Found**.

Press **OK** to go back to Voter Lookup.



From the Voter Lookup Screen, press **ADVANCED**.

NOTE: Prior to searching again, clear the name fields by pressing "X" in the First and Last name boxes.



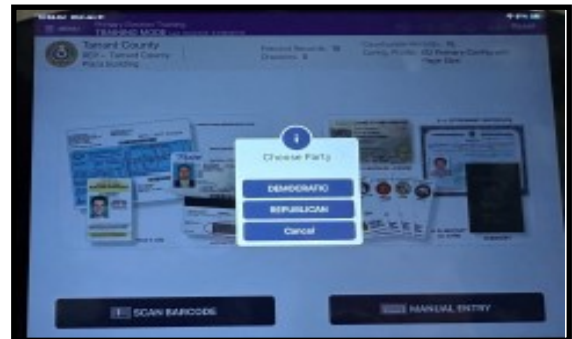
Lookup voter using **DATE OF BIRTH (DOB), ADDRESS, LICENSE NUMBER, VOTER ID**, etc., press **DONE** then **SEARCH**.

If voter is found using Advanced Search, follow the same protocol as barcode/manual entry to process voter.



Primary Elections

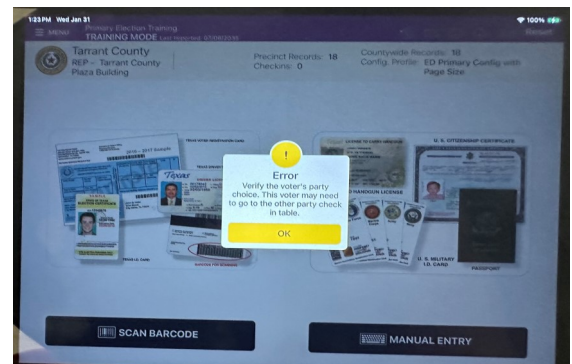
In a Primary Election, the voter will need to select their party choice. Then, press **ACCEPT**.



If the voter is in the incorrect party's line, the Poll Pad will pop-up the following message.

ERROR

Verify the voter's party choice. This voter may need to go to the other party check-in table.



Voter Requires Interpreter

If a voter requires an Interpreter, check the applicable box on the Poll Worker Confirmation screen.

Texas Certification Jan 2024 Primary Runoff - 01/31/2024
Texas Poll Pad Demonstration
Elections Office
POLL OFFICER CONFIRMATION
START OVER SUBMIT
CONFIRM THE VOTER'S INFORMATION

JUANELL JOE ABERNATHY
3819 JOHNSON ST, METROPOLIS, TX 81009
Precinct: 908 DOB: 11/14/1973
Combo: 893 Voter ID: 2022436525
Status: Active

Declared Party: Democratic
Ballot Style: 908

Interpreter Oath Assistance Requested
 Voter Couldn't Sign

Signature on Election Day
Poll Officer Initials

The Interpreter reads the oath aloud. A pop-up will instruct the poll worker and the Interpreter to sign in the box provided. Once signed, poll worker presses **CONTINUE**. Poll worker then verifies voter's information. If all is correct, select **SUBMIT**.

Interpreter Oath
CONTINUE

Have the Election Official and interpreter sign below
JUANELL JOE ABERNATHY
11/14/1973 | 2022436525
3819 JOHNSON ST, METROPOLIS, TX 81009

Election Official Signature:
x _____

Interpreter Signature:
Oath of Interpreter: "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter."
Juramento del interprete: "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirige al votante o que el votante dirige a cualquier oficial electoral."
x _____

CLEAR SIGNATURE

Voter Requires Assistance

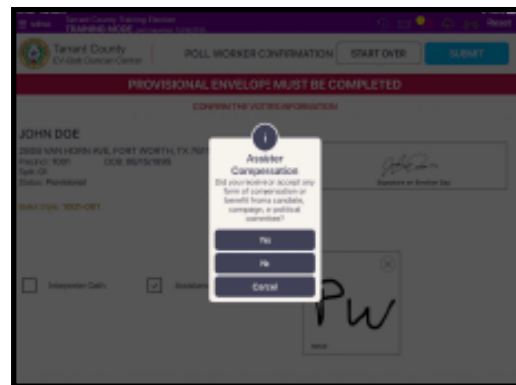
If a voter requires Assistance, check the applicable box on the Poll Worker Confirmation screen.



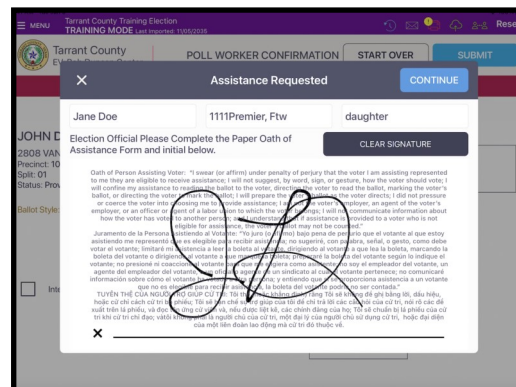
The following pop-up will appear:

Assister Compensation

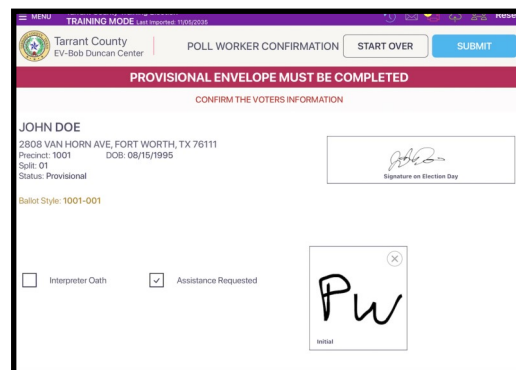
Did you receive or accept any form of compensation or benefit from a candidate, campaign, or political committee.



A pop-up will instruct poll worker to fill in the name, address and relationship to voter. Assistant reads oath aloud and signs their name.



Poll worker initials and finishes processing voter.



Similar Name Voter

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

Look up the voter's record using either the Scan Barcode or Manual Entry instructions.

If the voter's registered name and the name on the ID are not the same, but are substantially similar, press "**Similar Name Affidavit.**"



Voter to read and confirm Affidavit for Similar Name. Voter must sign by the X, then press **CONTINUE.**



Similar Name Affidavit will now be highlighted. Press **ACCEPT** to continue voter check-in.



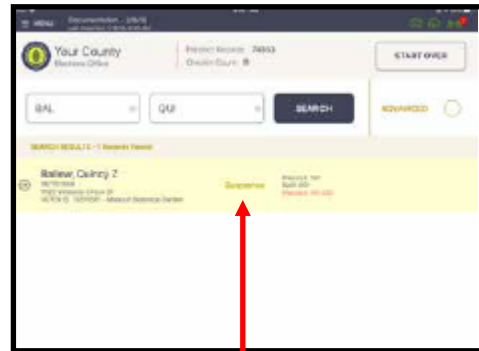
Suspense Voter

Look up the voter's record using either the Scan Barcode or Manual Entry instructions.

The record will contain a status of "Suspense".

Select voter record to proceed.

Suspense



An **Address Confirmation** prompt will appear. Voter must complete a Statement of Residence form.

When form is complete and voter provides proper identification, press **Cast Regular Ballot**.



Screen displays voter's information.

Press **ACCEPT**.



Rotate screen to capture voter's signature.
Once complete, rotate back and press **DONE SIGNING**.



Poll worker confirmation page will appear.
Poll worker to initial in provided field then
press **SUBMIT**.



Good Job! You successfully processed the
voter. Follow polling place protocol to direct
voter to the next station.

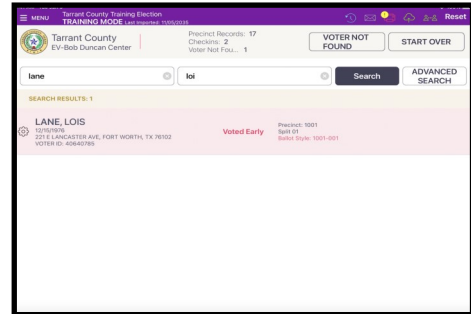


Voted Early

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

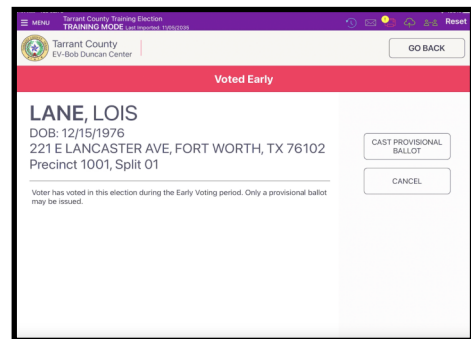
Next to the voter's name, you will see the notation **Voted Early**.

Select the voter's record to be directed to the next screen.



If a voter is flagged as having voted during the Early Voting period, the voter may not vote again. However, if voter claims to have not done so, call Early Voting 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.

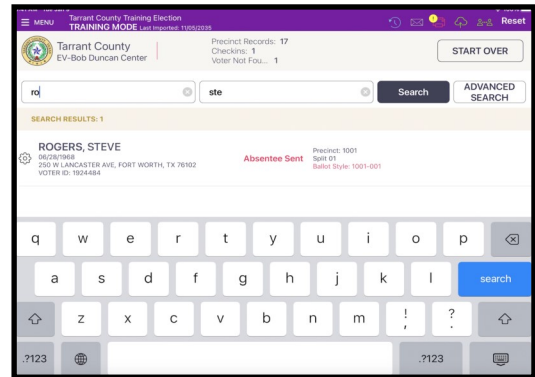


Absentee Sent

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

Next to the voter's name you will see the notation **Absentee Sent**.

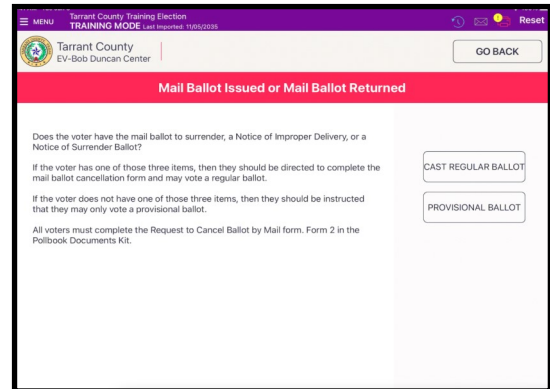
Select the voter's record to be directed to the next screen.



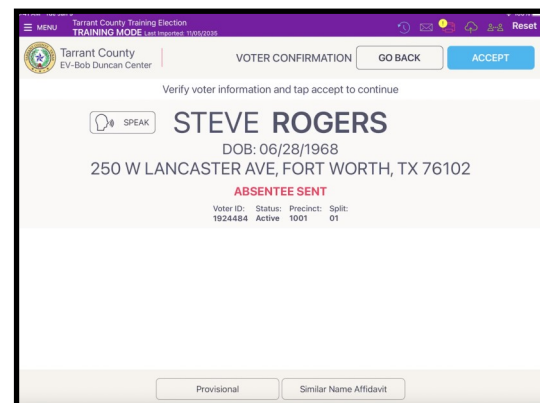
If the voter is surrendering their mailed ballot, the poll worker will proceed to have the voter **CAST REGULAR BALLOT**.

If the voter does not have their mailed ballot or did not receive it, the poll worker will proceed to have the voter cast a **PROVISIONAL BALLOT**.

These voters must complete the Request to Cancel Ballot by Mail form.



Follow the prompts on the screen to continue the voter's check-in.



Absentee Received

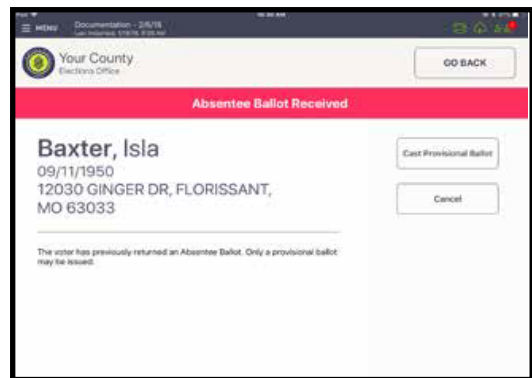
Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

Next to the voter's name you will see the notation **Absentee Received**.

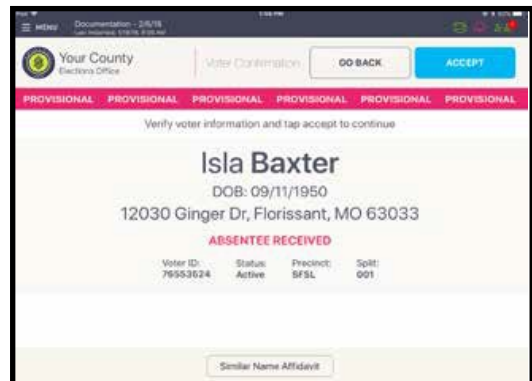
Select the voter's record to be directed to the next screen.



If the voter chooses to cast a ballot, select **Cast Provisional Ballot**.



Proceed to process as Provisional Voter.



Voter Couldn't Sign

If a voter cannot sign, capture the reason on the signature line then select **Done Signing**.

Texas Certification: Jan 2024 Primary Runoff - 01/31/2024
Texas Poll Pad
Demonstration
Elections Office

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

JUANELL JOE ABERNATHY
Declared Party: Democratic
3819 JOHNSON ST, METROPOLIS, TX 81009
Precinct: 908 Combo: BS1

CLEAR SIGNATURE

NO ARMS

A person commits a criminal offense if the person knowingly votes in a primary election and participates in a convention of another party during the same voting year.
Una persona está culpable de una ofensa criminal si persona si tal persona vota con conocimiento en una elección primaria o participar con conocimiento en una convención de otro partido político durante el mismo año de votación.

x

Select the **Voter Couldn't Sign** box.

Initial in the poll worker 'initial' box and press **SUBMIT**.

Texas Certification: Jan 2024 Primary Runoff - 01/31/2024
Texas Poll Pad
Demonstration
Elections Office

POLL OFFICER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

JUANELL JOE ABERNATHY
3819 JOHNSON ST, METROPOLIS, TX 81009
Precinct: 908 DOB: 11/14/1973
Combo: BS1 Voter ID: 2022436525
Status: Active

Declared Party: Democratic
Ballot Style: 908

Signature on Election Day

NO ARMS

Interpreter Oath Assistance Requested

Voter Couldn't Sign

SKL

Poll Officer Initials

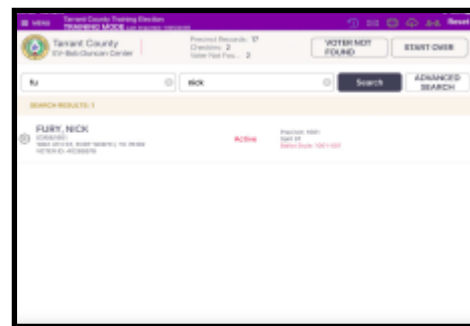
Reprint Voter Receipts

Select **MANUAL ENTRY**.



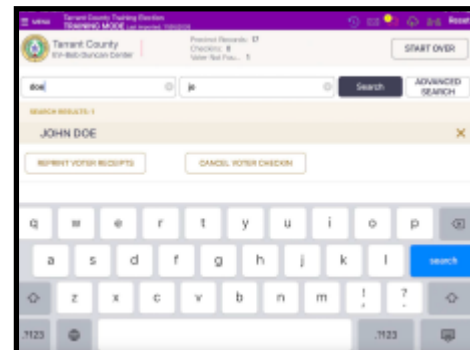
Enter voter's name, then press **SEARCH**.

Press the settings wheel that's to the left of the voters name.



Select **REPRINT VOTER RECEIPTS**.

Voter ticket and Controller barcode will reprint.

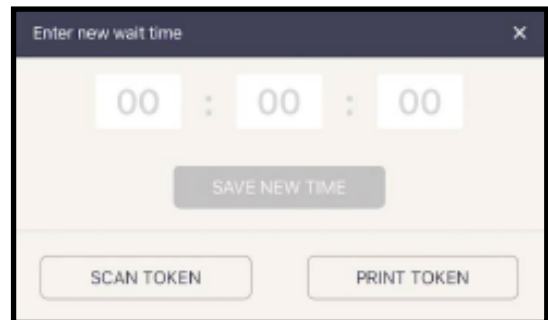
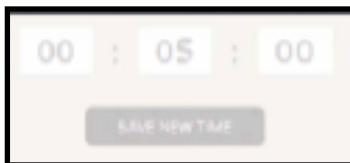


Wait Time

The Wait Time prompt will appear on the screen about every 90 minutes.

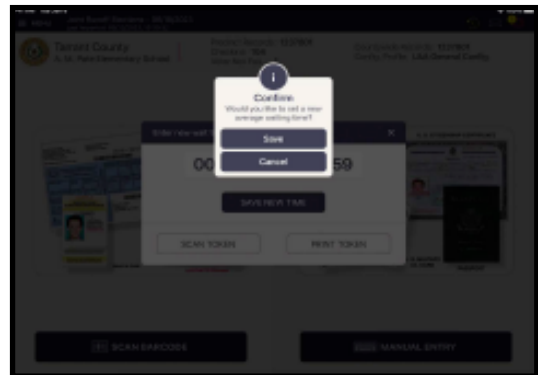
Enter the wait time in hours, minutes and seconds, then select **SAVE NEW TIME**.

Example shown below is for 5 minutes.



Would you like to set a new average waiting time?

Select **Save**.



Success
New Wait Time Added

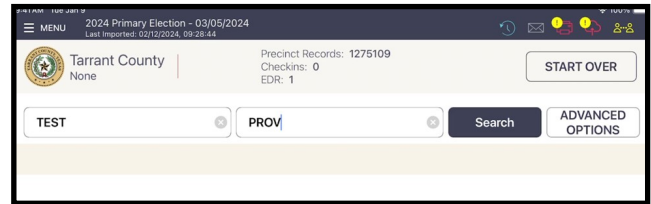
Press **OK**.



Voter Not Found

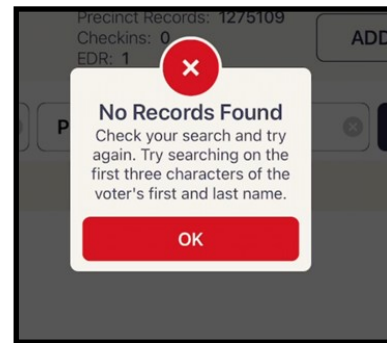
Select **Manual Entry**.

Enter the voter's name and select **Search**.

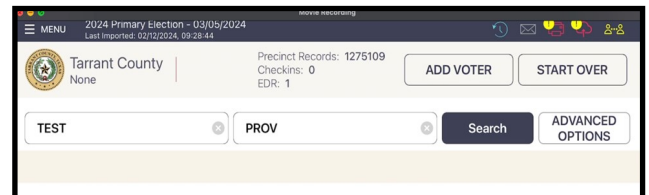


No Records Found.

Select **OK**.

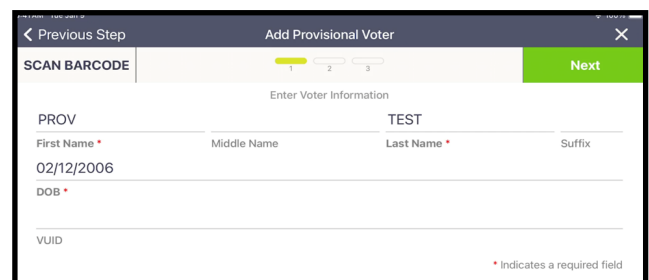


Select **ADD VOTER**.



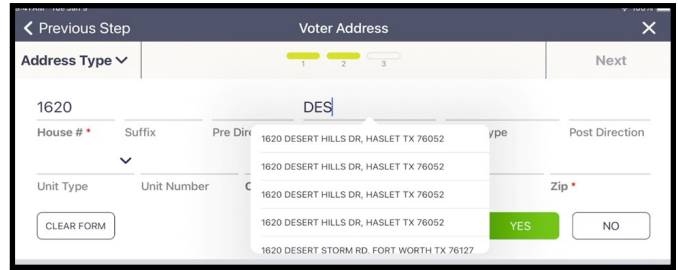
Enter the Voter's name and DOB (date of birth).

Select **Next**.

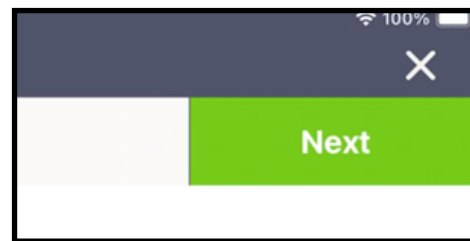


Enter **House #** and the first few letters of the street name.

Select full address from dropdown menu.

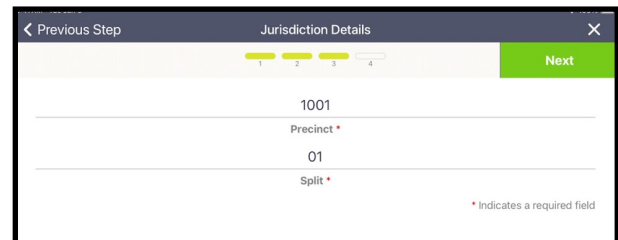


After the address is complete, on the top right corner, select **Next**.

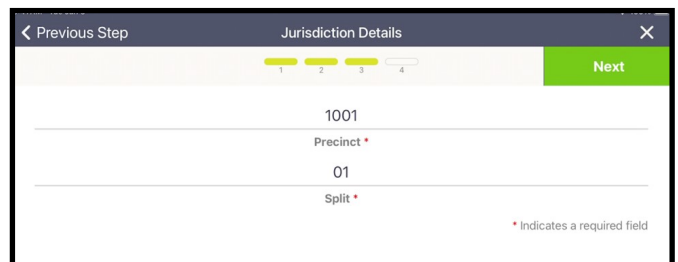


The Precinct and Split information will automatically populate.

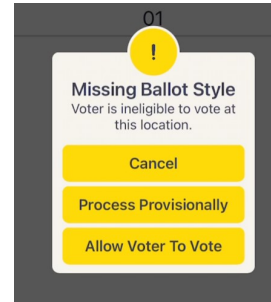
If the information does not auto-populate, call the Elections Office.



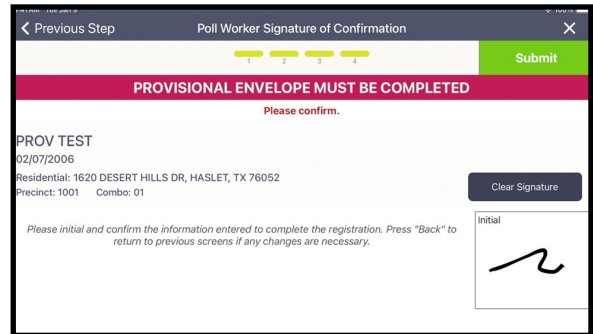
From the top right corner, select **Next**.



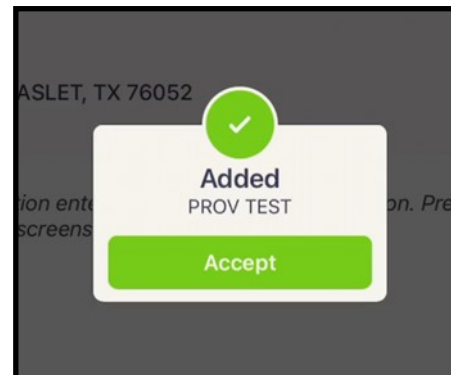
Select **Process Provisionally**.



The Poll Worker initials the **PROVISIONAL ENVELOPE MUST BE COMPLETED** screen. Then select **Submit**.

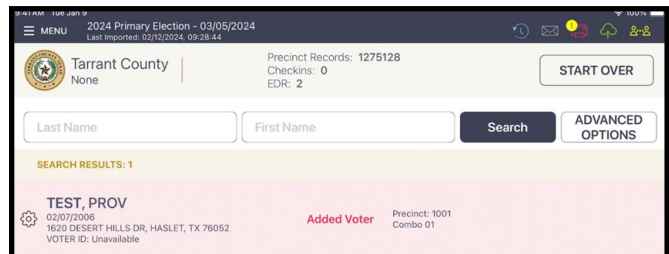


Select **Accept** from the pop-up box.

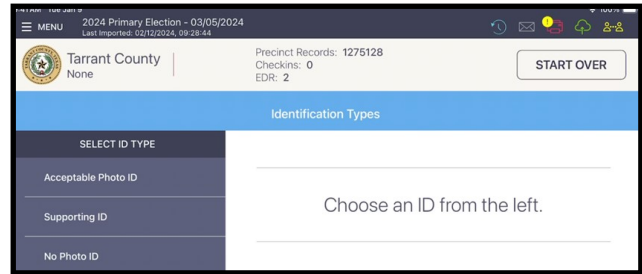


The Poll Pad will direct the poll worker back to the Manual Entry search screen.

Search and select the voter that was entered.



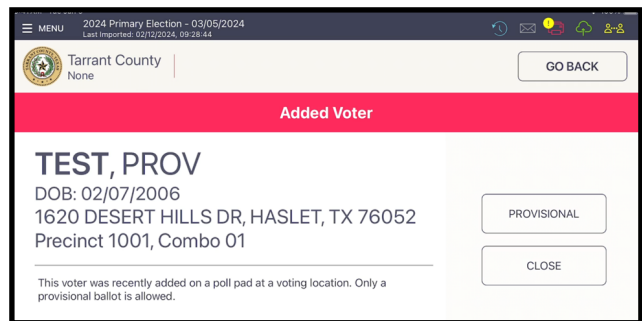
From the left, select the corresponding ID Type.



The Poll Pad will alert that “This voter was recently added on a poll pad at a voting location. Only a provisional ballot is allowed.”

The clerk can choose **PROVISIONAL** to continue or **CLOSE** to return to the home screen.

If the poll worker selects **PROVISIONAL**, continue with the normal check-in processing steps.



Issuing Access Codes from the Controller

From the Controller, use the handheld autoballot code reader to scan the voter's Controller Barcode slip that was generated from the Poll Pad.

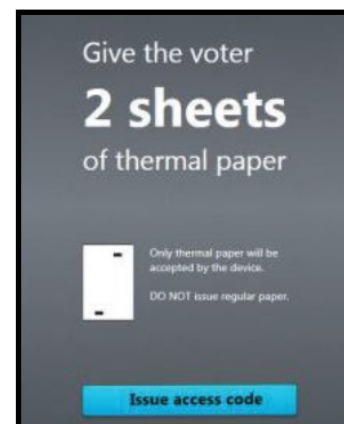


Confirm the precinct / party information that is displayed and select the blue 'Yes, this is correct' button.

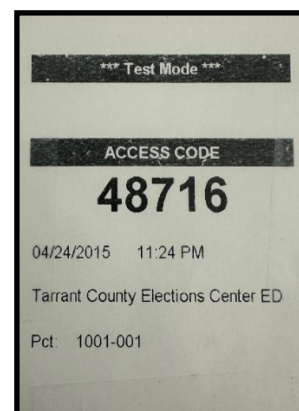


Direct the voter to select the exact number of sheets of ballot paper as displayed on the screen.

Select Issue Access Code.



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

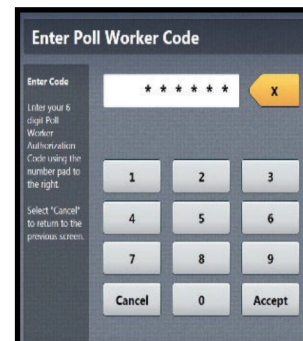


Activating the Ballot for the Voter on the Duo Standalone

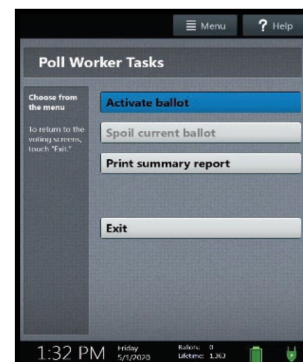
On the Duo Standalone the poll worker will select **Ready for use**.



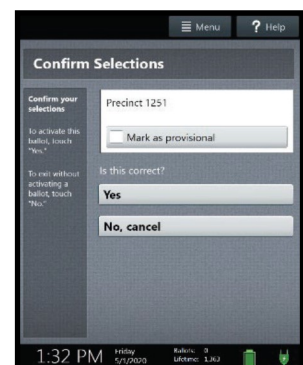
Enter the poll worker code, found inside the Key Envelope, and press **Accept**.



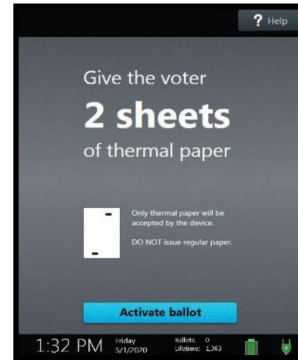
Scan the voter's Controller Barcode slip that generated from the pollbook.



Verify the correct Precinct (ballot style) is displayed on the screen and press **Yes**.



Have the voter select the displayed number of ballot sheet(s) and press **Activate Ballot**.



The voter is now ready to vote!

Curbside Voting

- Upon notification of a curbside voter, acknowledge their presence, and if necessary, advise them of their place in the voter line.
- Unplug the portable printer and paired pollbook and take both devices to the curbside voter to check-in the voter.
- Once the voter has been checked in, hand voter the Voter Ticket.
- Go back inside the polling place and immediately plug in the printer and pollbook.
- At least two election officials shall wheel the rolling cart with the Duo Standalone to the voter.
- Grab the **Envelope for Ballot Secrecy Folder**.
- Unplug the Duo Standalone brick from the power cord.
- Wrap power cord around your hand or place it on the Duo.
- Have the voter print their ballot and insert it into the **Envelope for Ballot Secrecy Folder**. If the voter has an assistant present, that individual can go into the polling place and insert the ballot into the Scan for the voter. If no assistant is present, inform the voter, that a poll worker will insert the ballot into the Scan for them.
- Roll the cart back into the polling place and immediately insert the printed ballot into the Scan; confirm the ballot has been cast.
- Plug the Duo Standalone brick back into the power cord.

Voting on the Duos

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

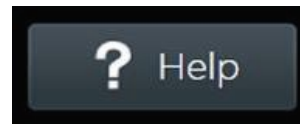
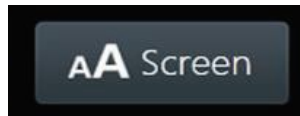
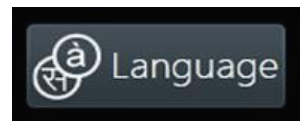
The voter selects 'To get started, touch here' in their preferred language.



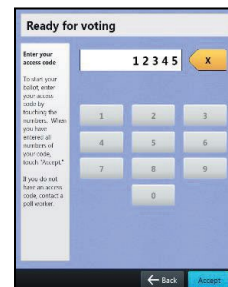
If using the Verity Access device, moving the access wheel will advance to the next screen.

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

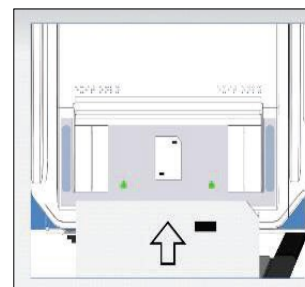
- **Language** – change the language of the instructions and ballot.
- **Screen** – change the contrast and text size or turn the screen off (only if using headphones).
- **Audio** – change the audio volume and speed when headphones are connected to the Verity Access device.
- **Help** – help text for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



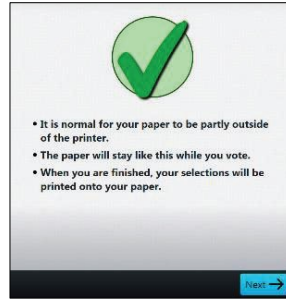
Voter enters Access Code given to them at the pollbook check-in, and then selects **Accept**.



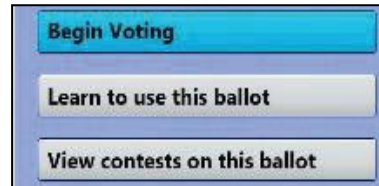
If the voter's ballot requires more than one sheet, only one sheet is inserted at a time. Sheet is inserted in the orientation shown on the screen, with the arrow pointing toward the device.



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

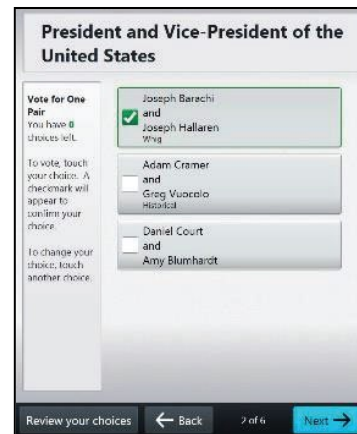


Voter can **Begin Voting**, **Learn how to use the ballot** or **View a list of contests on the ballot**.



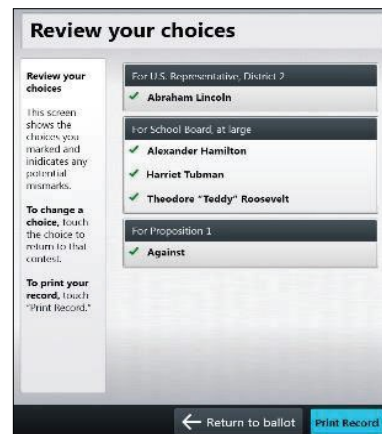
Voter makes their choices using the touchscreen or Verity Access (ATI) device.

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



When the voter has reached the end of the selections, a **Review your choices** screen will appear.

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



The voter is asked to confirm they want to print their vote record, and then selects **Yes, print my record**.



The 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, the voter will be instructed to remove the first sheet and insert the next blank ballot sheet.

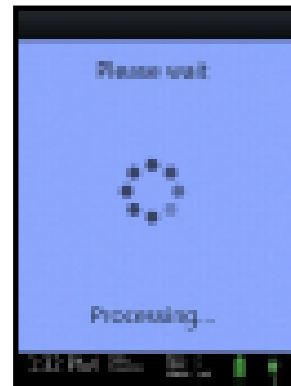


Note: Voters should review their printed vote record to ensure their choices are correct before casting their ballot.

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



Please wait, Processing... appears on the screen while the ballot is being processed.



The ballot has been cast when the American flag is displayed.



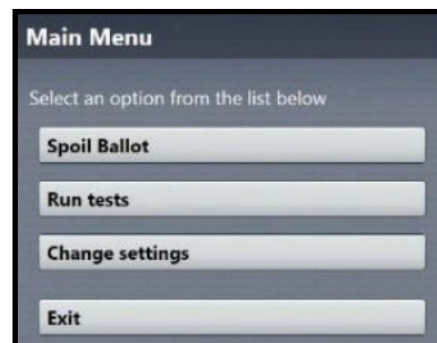
Spoiling a Voting Session

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

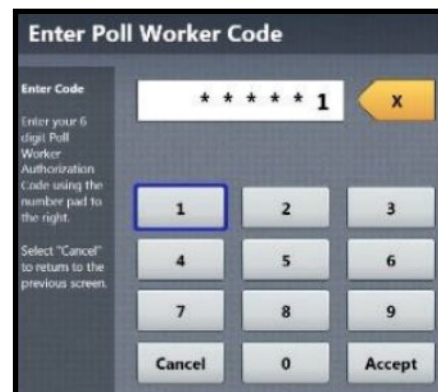
Upon the voter's request, to have their current session spoiled (discarded), press the blue Poll Worker button on the back of the Duo.



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



Enter the poll worker code (found inside the Key Envelope) and press **Accept**. At the next prompt select, **Yes, spoil the ballot** and then **Ok**.

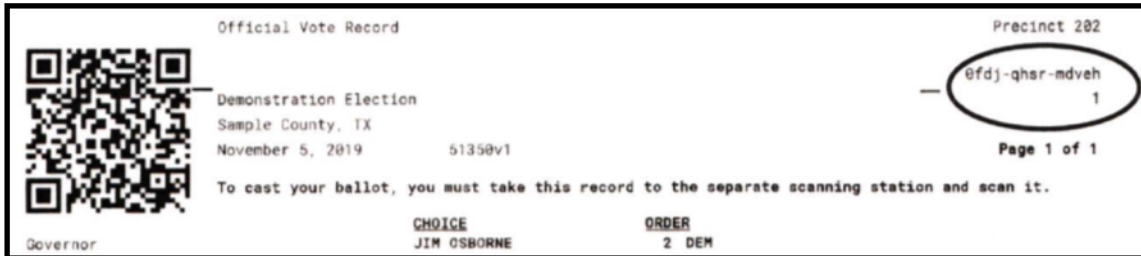


- The blank ballot paper will be reversed by the Duo's feeder.
- If voter is NOT going to cast a ballot, the check-in **MUST** be cancelled on the pollbook.
- In a Primary Election, if voter decides to change their party selection, the check-in **MUST** be cancelled on the pollbook, before, they can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

Spoiling a Printed Vote Record

If the voter printed their 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.
 - For cautionary measures, void the ballot by tearing off the QR code (barcode).
 - Write the voter's name and the ballot'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.
- At the close of polls, the Spoiled Ballots envelope is sealed inside the yellow Spoiled Ballot Bag and returned to the Rally Station.

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

Checking An Access Code

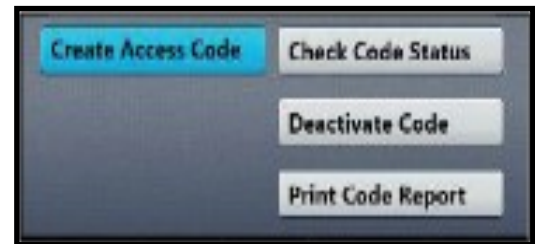
It is important to verify a voter has not already voted before issuing a new Access Code.

Possible Access Code status:

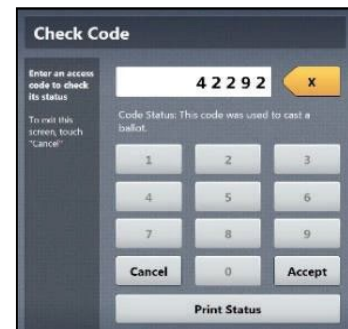
- Code was used to print a vote record.
- Code has been deactivated.
- Code has expired.
- Code has been spoiled.
- Code has been issued and is ready for use.

Checking an Access Code:

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



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:

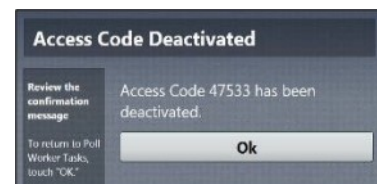
On the Controller, select **Deactivate Code**.



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



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

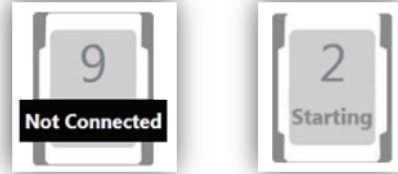


Duos Status on the Controller Screen

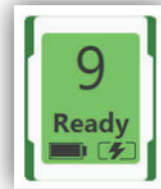
On the main screen of the Controller, you can monitor the status of the Duos that are connected to the Controller. The status of the Duos is represented as such:

Not Connected: Duo is not connected to the Controller.

Starting: Duo is starting up.



Ready: Duo is ready for a voter.



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

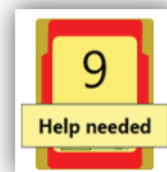


Printing: Duo is in the process of printing a vote record.

Printed: Voter has printed their vote record.

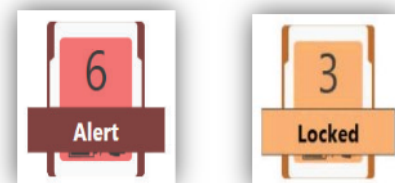


Help needed: Voter has requested poll worker assistance. Note that the booth number will flash on the Controller.



Alert: There is an error on the Duo; follow the instructions on the Duos' screen.

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



Changing the Paper Roll — Pollbook Printers

Extra rolls of receipt paper:

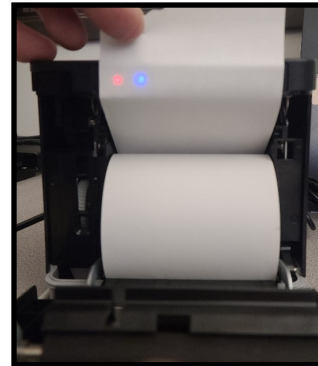
- Inside the pollbook case and also inside a plastic tub located in the EEC. Slimmer rolls are for the portable printers.

General procedures for changing the rolls:

To open the lid of the stationary printer, pull down the lever that's on the left hand side. Remove the empty spool.



Remove the adhesive portion of the new roll. Insert the roll in an “over” format so it rolls out from the top.



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

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



Remove the adhesive portion of the new roll. Insert the roll in an “under” format so it rolls out 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.



Changing the Paper Roll — Controller & Scan

Extra rolls of receipt paper:

- Inside a plastic tub located in the EEC.

General procedures for changing the rolls:

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



Place the new paper roll in an “under” format so it rolls out 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's inside the Supply Bag. Casting a provisional ballot is an option for voters in certain situations. A provisional ballot is not counted until a voter's status can be confirmed.

General procedure for processing a provisional voter:

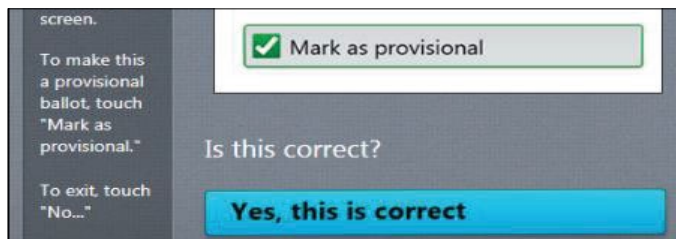
Instruct the voter to complete and sign an Affidavit of Provisional Voter envelope (right portion, underneath the wording **Affidavit of Provisional Voter**) and return it to you.

The poll worker must complete the left side on the front and back of the Affidavit of Provisional Voter envelope. Leave the 'Ballot Code' box blank. Remember to mark on the form whether the voter presented an acceptable form of ID.

Give the voter the Notice to Provisional Voter and any other applicable required notices.

Scan the Controller Barcode receipt that generated from the pollbook.

Confirm the **Mark as provisional** box is checked, then select **Yes, this is correct**.

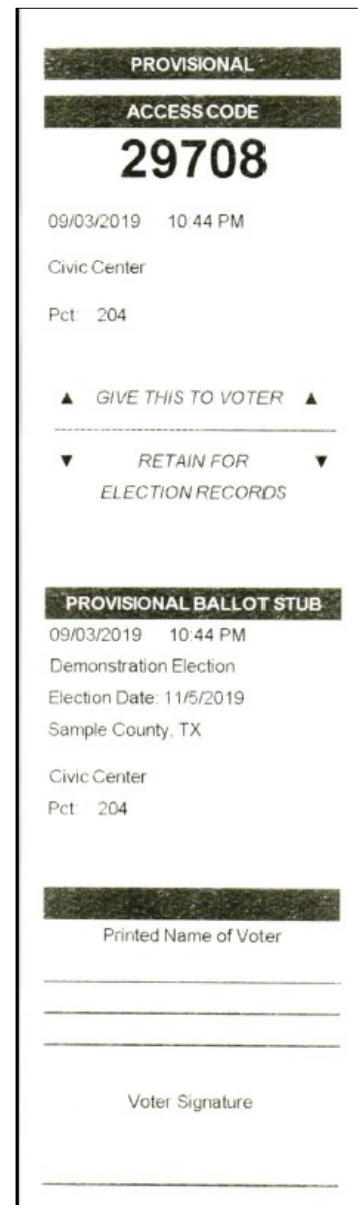


Print the voter's name at the bottom of the Provisional Ballot Stub. Have the voter sign on the signature line of the stub.

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 correctly processed provisional ballot.

Place the sealed, completed Affidavit of Provisional Voter envelope inside the orange Provisional Bag.



Voters with Disabilities

Voters with Disabilities

Verity Access Device

The Verity Access (ATI — Audio Tactile Interface) device can be plugged into the back of any Duo. It is intended for users that cannot or prefer not to use the touchscreen.

Includes two connection ports:

Left port for headphones.



Right port for any dual-switch input device, such as a sip and puff device.

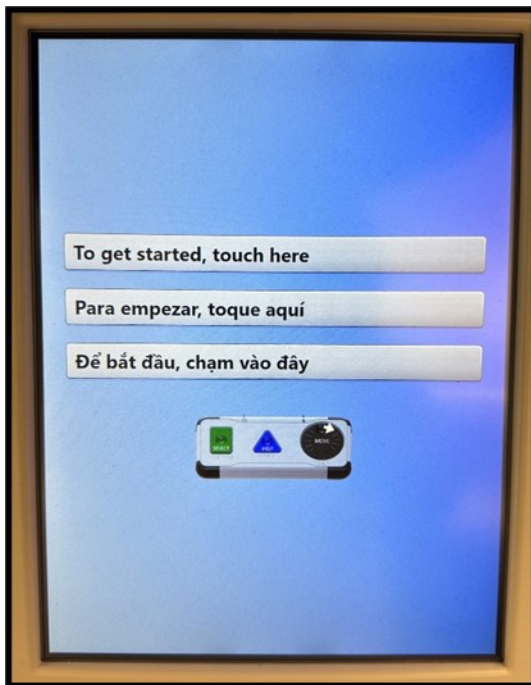


With the ATI device, a voter can:

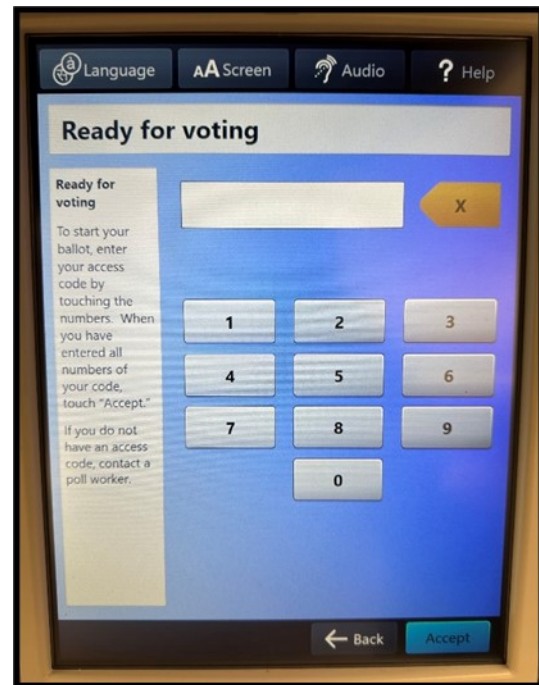
- Navigate through the ballot with the **Move** wheel.
- Make selections on the ballot with the **Select** button.
- Activate help text using the **Help** button.



Important: The Verity Access (ATI) must be plugged prior to powering on the Duo.



If the ATI is plugged in correctly, an image of the device will be displayed on the screen.



The **Ready for voting** screen displays an 'Audio' tab that allows the voter to adjust the volume.

Guide to Serving Voters with Disabilities

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

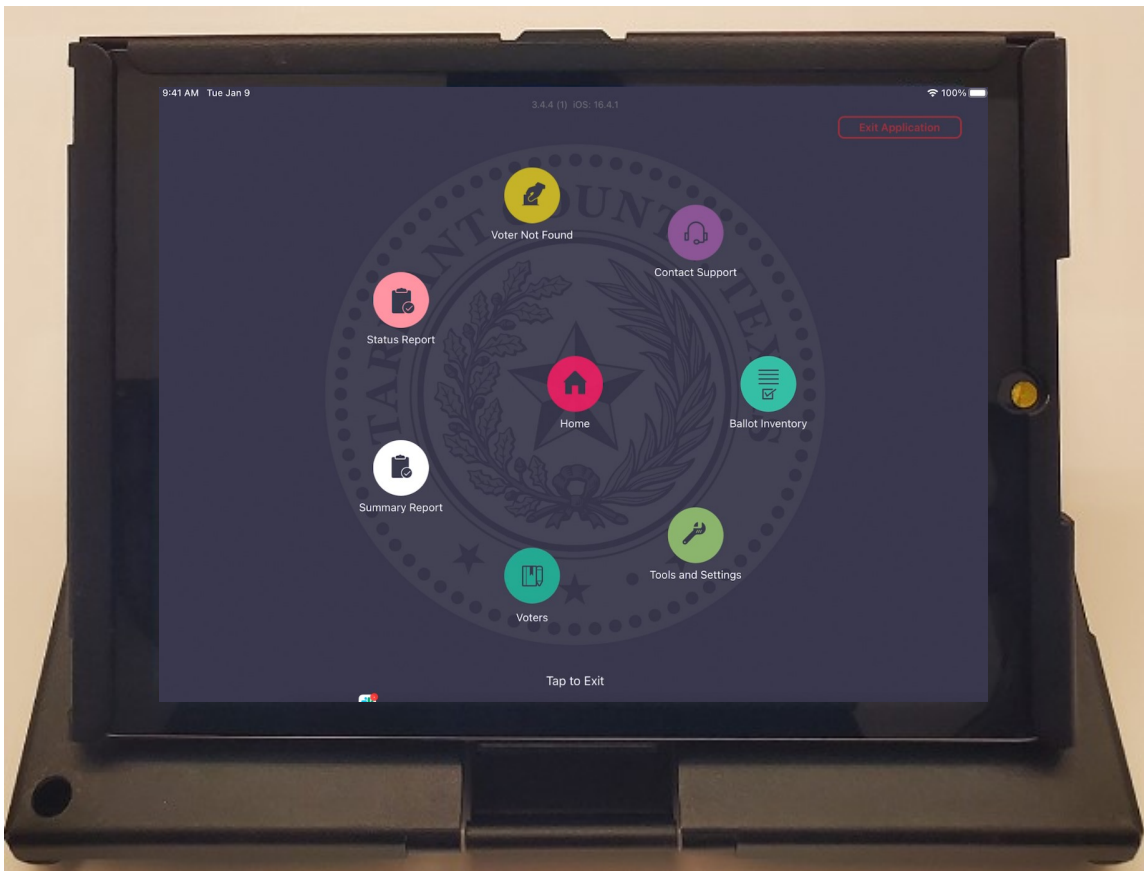
General Considerations

- 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.
- Rephrase, rather than keep repeating, if the voter doesn't understand you.
- Never pretend to understand someone if you have difficulty doing so. Ask questions that require shorter answers.
- Speak directly to the voter, even if an assistant is present.
- Never lean on a voter's wheelchair, it should be considered a part of their personal space.
- Service animals are allowed into polling places, but never distract them from their job.
- Voters with mental disabilities should be assumed to be competent to vote and are legally entitled to vote unless declared incompetent by a court. Individuals accompanying them should be permitted to assist them.
- Offer use of the audio component so that voters may vote independently. A set of headphones and disposable headphone covers are provided to each location.
- Offer your arm to a voter with a visual impairment when escorting them through the voting area.
- A voter who uses a sip and puff device may use it to control the Touch Writer Duo.

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 disability Voter Entrance sign to make the entrance that is handicap accessible as it might be different than the one used by other voters.

Closing the Polls on the Poll Pad

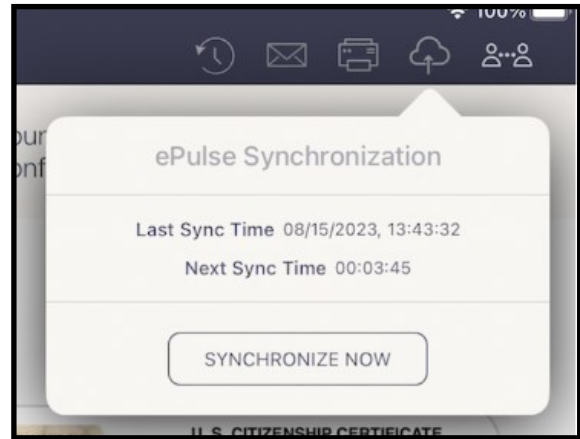


Closing the Polls on the Poll Pad

Closing the Polls on the Poll Pad

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

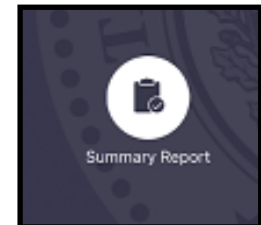
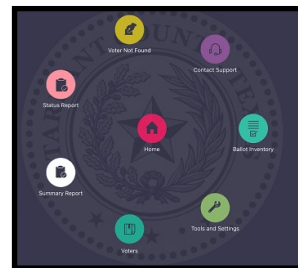
Press **Cloud Icon** and select **Synchronize Now**. When syncing is done the button will become available again.



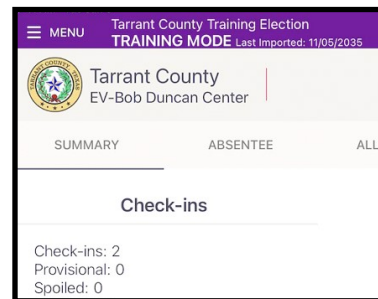
Select MENU on the top left corner of the screen.



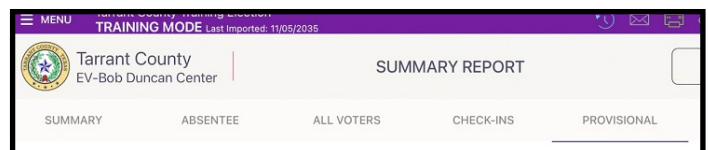
Select Summary Report from the available options.



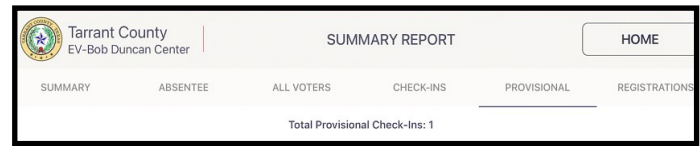
Record the number of check-ins on the applicable line of the **Register of Official Ballots** form.



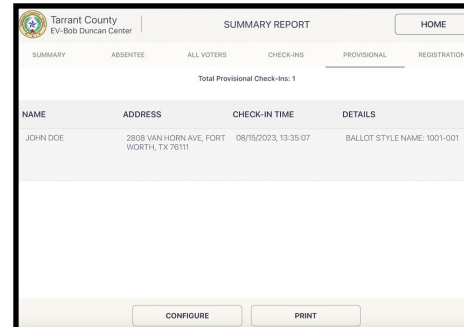
Select PROVISIONAL from the options listed at the top of the screen.



Write the Total Provisional Check-Ins count on the applicable line of the **Register of Official Ballots** form.

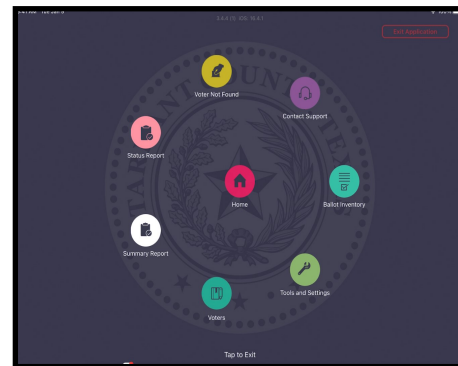


From the bottom of the screen select **PRINT** and place receipt in the envelope labeled **Envelope #1, #2 and #4**.



From the upper left corner, press the **MENU** button.

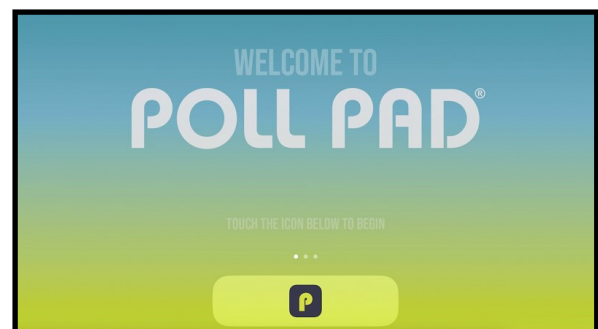
Then on the top right select **Exit Application**.



Are you sure you wish to close PollPad?

Select **Exit Application**.

Screen will reflect WELCOME TO POLL PAD.



Unplug the Poll Pad power cords. Press and hold both the power and home buttons until the screen goes blank, the apple icon appears and then disappears.



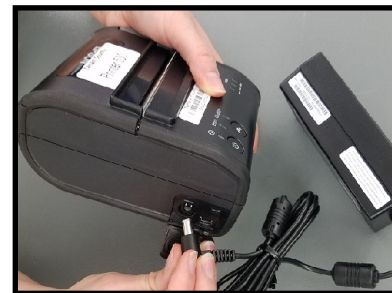
Press the power button on the right side of the stationary printer for 2 to 3 seconds until the blue light turns off.



Press and hold the power button on the portable printer until the blue light turns off.



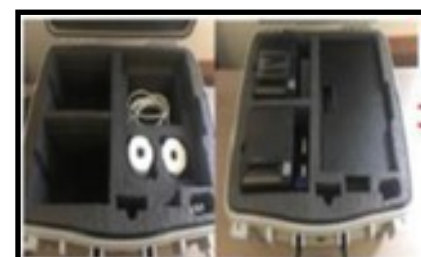
Unplug printers from the multi-plug outlet and unplug the bricks from the power cords. Remove the remaining cord from the side of the portable printer.



Unplug the MiFi from the multi-plug outlet. Remove the charging cord from the MiFi. Turn off the MiFi device by pressing down the power button.



Place all cords, both printers, MiFi and Poll Pads back into the gray or green carrying case.



Lower the lid using the latches and seal the case with the appropriate seal from the **Envelope for Seals**.



Record the seal(s) number on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION	
<small>This is one of the most important forms to be completed by the Election Judge. Fill in each line below</small>	
<small>Date: June 15, 2022</small>	
<small>Authority Conducting the Election: Joint Runoff Elections</small>	
<small>Polling Place/Code: 1005M - Van Zandt-Gunn Elementary School</small>	
<small>Scan Serial number: 189120</small>	<small>Controller Serial Number: 187367</small>
RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS	
<small>Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.</small>	

Sealed Poll Pad case(s) MUST be delivered to the Rally Station.

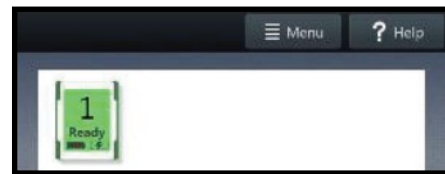
Closing the Polls on the Controller



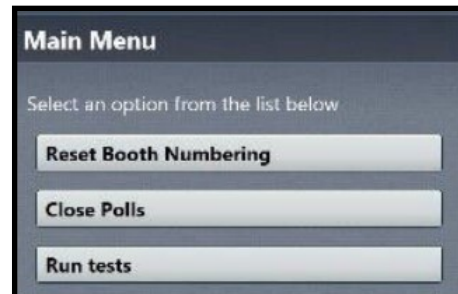
Closing the Polls on the Controller

Closing the Polls on the Controller

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



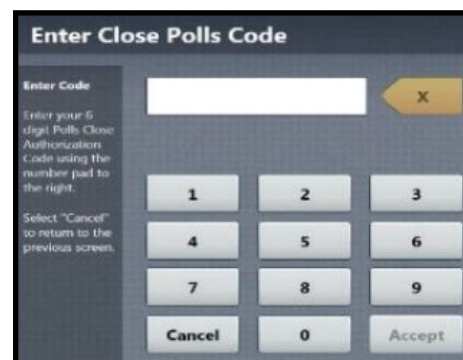
Select **Close Polls**.



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



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

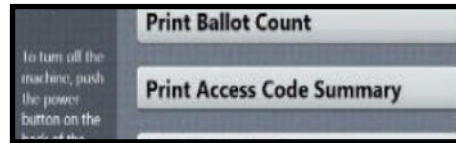


The **Ballot Count Summary Report** automatically starts generating. Select **Print Ballot Count** to print a second copy.

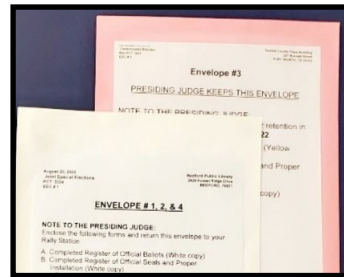


Select **Print Access Code Summary**; print the report twice.

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.



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.



Place the power cord in the voting equipment power cords bag that is inside the Equipment Carrier.

Unplug the Verity Cable.



Place the verity cable inside the daisy chain (verity voting cable) cords bag that is inside the Equipment Carrier.

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 into the slot.



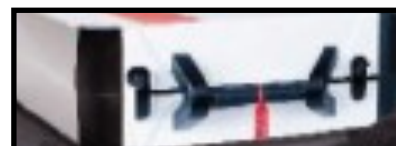
Secure the tablet with the blue latch and turn the key to the right to lock it.



Without removing the wire seal that is inside the Controller, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION	
This is one of the most important forms to be completed by the Election Judge. Fill in each line below	
Date: June 16, 2022	
Authority Conducting the Election: Joint Runoff Elections	
Polling Place/Code: 1005M - Van Zandt-Guinn Elementary School	
Scan Serial number: 189120	Controller Serial Number: 187367
RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS	
Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.	

Release the brace and lower the lid. Use the two latches to close the case.



Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.



Sealed case(s) containing the Controller(s) go inside the Equipment Carrier.

Closing the Polls on the Scan



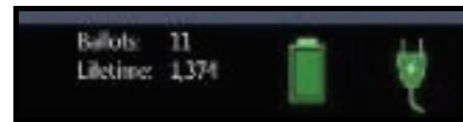
Closing the Polls on the Scan

Closing the Polls on the Scan

Remove the privacy screens and place them in the black canvass bag.



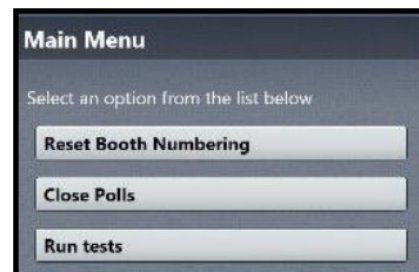
Record the Ballots count shown at the bottom of the screen on the applicable line of the **Register of Official Ballots** form.



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



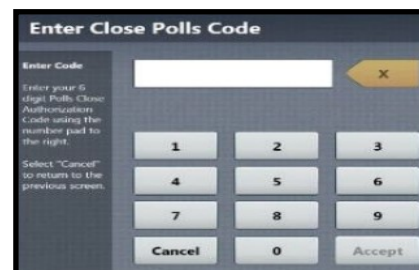
From the tablet screen, select **Close Polls**.



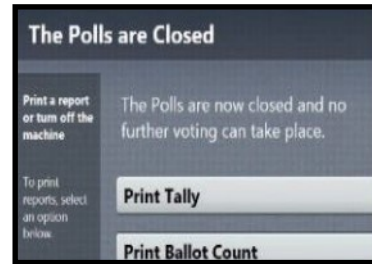
When prompted, select **Yes, close the polls**.



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

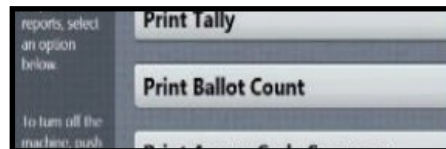


The **Tally Summary Report by Contest** automatically starts generating. Select **Print Tally** to print a second copy.

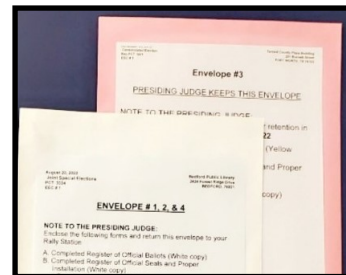


Select **Print Ballot Count** twice.

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 Scan 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.

Place the power cord inside the Voting Equipment Power Cords Bag.



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 into the slot.



Secure the tablet with the blue latch and turn the key to the right to lock it.



Without removing the wire seal that is inside the Scan, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION	
This is one of the most important forms to be completed by the Election Judge. Fill in each line below	
Date: June 18, 2022	
Authority Conducting the Election: Joint Runoff Elections	
Polling Place/Code: 1005M - Van Zandt-Guinn Elementary School	
Scan Serial number: 189120	Controller Serial Number: 187367
RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS	
Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.	

Release the brace and lower the lid. Use the two latches to close the Scan.



Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.



Sealed case(s) containing the Scan(s) MUST be delivered to the Rally Station.

Sealing the Ballot Transfer Bag

Unlock and open the ballot box door to remove the gray Ballot Transfer Bag with the voted cast ballots inside.

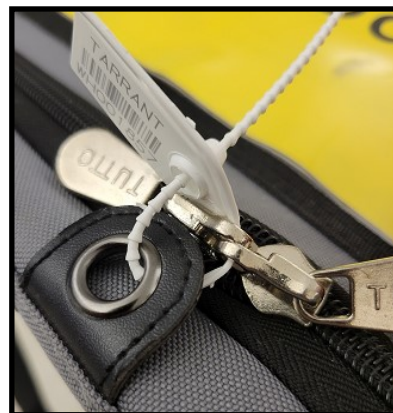


Seal the bag by putting a white seal, from the Seal Kit, through the two zipper loops and the static eyelet on the bag.



After it is sealed, it should look like this.

Voted ballots should NEVER be removed from the Ballot Transfer Bag.



Record the seal(s) number on applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION	
This is one of the most important forms to be completed by the Election Judge. Fill in each line below	
Date: June 18, 2022	
Authority Conducting the Election: Joint Runoff Elections	
Polling Place/Code: 1005M - Van Zandt-Guinn Elementary School	
Scan Serial number: 189120	Controller Serial Number: 187367
RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS	
<i>Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.</i>	

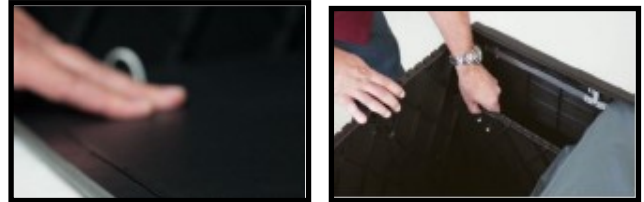
Sealed Ballot Transfer Bag(s) MUST be delivered to the Rally Station.

Closing the Ballot Box

Record the emergency bin slot seal number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION	
This is one of the most important forms to be completed by the Election Judge. Fill in each line below	
Date: June 18, 2022	
Authority Conducting the Election: Joint Runoff Elections	
Polling Place/Code: 1005M - Van Zandt-Gunn Elementary School	
Scan Serial number: 189120	Controller Serial Number: 187357
RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS	
<i>Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.</i>	

Use the loops on the floor panel of the Ballot Box, to lift and raise the floor to an upright position.



Close and lock the large front door.



Lift the lid and bring it over the large front door.



Secure the lid by hooking the three small bands onto the three 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 inside the Equipment Carrier.

Closing the Duos



Closing the Duos



Closing the Duos

After the polls have been closed, remove the privacy screens from the Duos and place them in the black canvass bag. Place the canvass bag inside the Equipment Carrier.



Press the red Power Button on the back of the Duo 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.

Place the power cord in the voting equipment power cords bag that is inside the Equipment Carrier



Unplug the Verity Cable.

Place the verity cable inside the daisy chain (verity voting cable) cords bag that is inside the Equipment Carrier



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 into the slot.



Secure the tablet with the blue latch and turn the key to the right to lock it .



Release the brace and lower the lid. Use the two latches to close each Duo.



Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable lines of the **Closing Polls - Register of Official Seals and Proper Installation** form.



Reach underneath each tray, and pull on the latch to release the Duos.



From the back of each tray, reach underneath, and pull the canvass handle towards you to allow the tray to collapse.

The ADA tray will need to be secured with the two bands, one on each side.



**The Duos and ADA Tray go back inside the Equipment Carrier.
Remaining trays are aligned next to the Equipment Carrier.**

Closing the Polls on the Duo Standalone



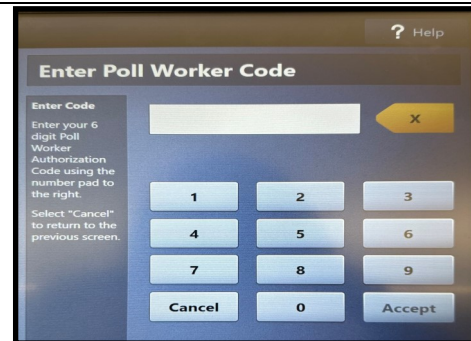
Closing the Polls on the Duo Standalone

Closing the Polls on the Duo Standalone

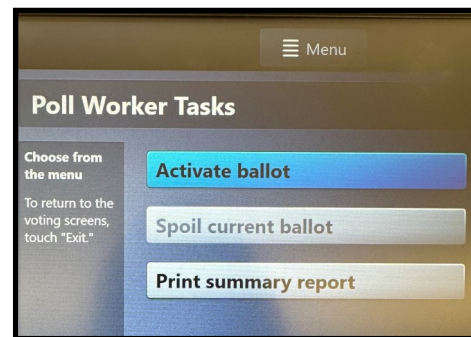
To begin closing the polls, press the blue Poll Worker button on the back of the case.



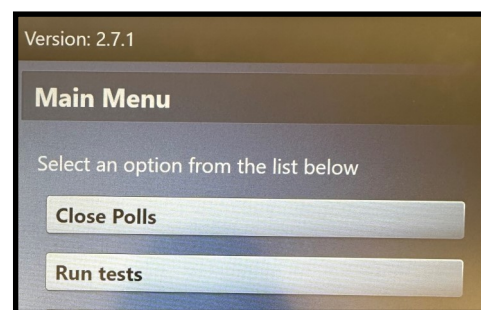
Enter the poll worker code, found inside the Key Envelope, and press **Accept**.



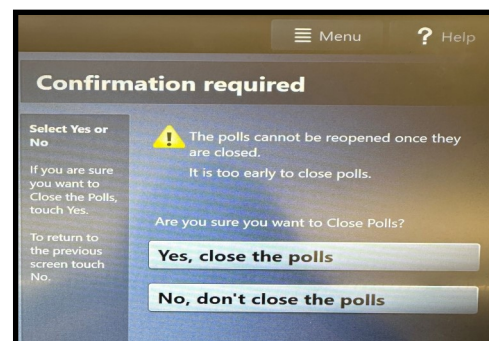
From the tablet screen select the **Menu** button.



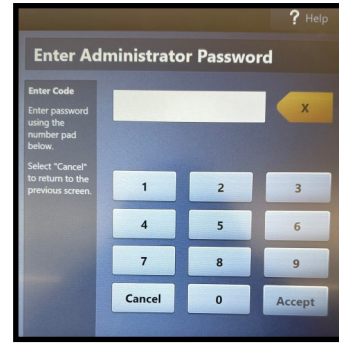
Select **Close Polls**.



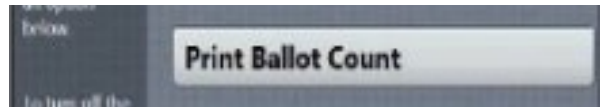
When prompted, select **Yes, close the polls**.



Enter the poll worker code again.

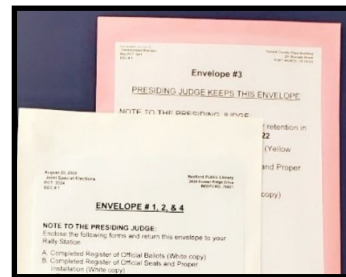


The ballot count summary report will automatically generate. Select Print Ballot Count to print a second copy.



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 to power off the Duo Standalone.



Unplug the power cord and place it in the clear bag labeled Voting Equipment Power Cords.



Unplug the autoballot code reader, ATI device, and headphones and place them in the supply box.



Verify the screen on the tablet is completely black before removing it.



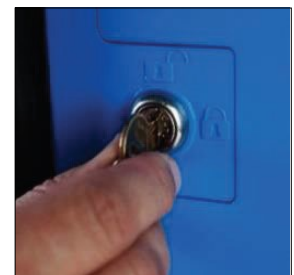
Insert the round key color coded in black, into the keyhole near the blue door and unlock the tablet by turning the key to the left.



Remove the tablet from the cradle and place it back in the slot.



Secure the tablet with the blue latch and turn the key to the right to lock it.



Without removing the wire seal that is inside the Duo Standalone, record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION	
This is one of the most important forms to be completed by the Election Judges. Fill in each line below	
Date: June 18, 2022	
Authority Conducting the Election: Joint Runoff Elections	
Polling Place/Code: 1005M - Van Zandt-Guinn Elementary School	
Scan Serial number: 189120	Controller Serial Number: 187367
RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS	
Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.	

Release the brace and lower the lid. Use the two latches to close the Duo.



Seal the handle of the case with the appropriate seal from the **Envelope for Seals** and record the number on the applicable line of the **Closing Polls - Register of Official Seals and Proper Installation** form.



The case containing the Duo Standalone will go into the Equipment Carrier.

Miscellaneous

Miscellaneous

The State of Texas

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.texas.gov



Jane Nelson
Secretary of State

Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

ELECTION ADVISORY NO. 2024-06

TO: All Election Officials

FROM: Christina Worrell Adkins, Director of Elections *CWA*

DATE: February 16, 2024

RE: Certain Activities in Vicinity of Polling Places

As you prepare for the March 5, 2024 election, we wish to advise you of state law on several early voting and election day polling place issues.

All statutory references in this advisory are to the Texas Election Code ("the Code"), unless otherwise indicated.

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 7-40, [Notice of Prohibition of Handguns in the Polling Place \(PDF\)](#). 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 at elections@sos.texas.gov. 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 \(PDF\)](#) 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. 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, 81.002.

While an election judge or early voting clerk has the authority to ensure that electioneering is not occurring within the distance set by 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.

During the voting period, it is prohibited to electioneer for or against any candidate, measure, or political party inside the 100-foot area. Tex. Elec. Code §§ 61.003, 85.036. For example, a person may not wear a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party appearing on the ballot, or to the conduct of the election, within the 100-foot zone. Tex. Elec. Code § 61.010(a). 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 a tag or official badge that indicates their name and title or position. Tex. Elec. Code § 61.010(b). 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.

A violation of Section 61.003, 61.010(a), or 85.036 of the Election Code is a Class C misdemeanor. Tex. Elec. Code §§ 61.003, 61.010(a), 85.036.

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. The same prohibition applies to an early voting clerk, per Section 81.002, Election Code. Although the enforcement authority is limited to the 100-foot area, the election judge or early voting clerk may address a violation of this law if the sound is heard within the 100-foot area. As a practical matter, the focus of the election judge and early voting clerk will be on the polling area and surrounding 100-foot area. As such, and as a best practice, the judge may contact law enforcement to enforce the sound amplification device rule.

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.

Curbside Voting and Electioneering

If a voter is physically unable to enter the polling place without personal assistance or likelihood of injuring the voter's health, an election officer shall deliver a ballot or voting machine to the voter at the polling place entrance or curb on the voter's request. This process is commonly referred to as "curbside voting." Tex. Elec. Code § 64.009. When individuals vote curbside, their car becomes their voting station. Curbside voters must be afforded the opportunity to vote their ballot privately (in the same way as a voter in the voting booth) and thus are entitled to vote without the interference of campaigns or bystanders. Per Section 32.075 of the Election Code, the presiding judge has the authority to preserve order and prevent breaches of peace if there are individuals harassing voters while they vote curbside.

County Chairs in Polling Places

The Election Code provides that a county chair may be in a polling place during the primary or primary runoff election. Tex. Elec. Code § 172.1113. Note that the provision does not provide that a county chair may be in the polling place during other elections. However, a county chair may enter the polling place for other authorized reasons (e.g., as a voter, assistant, poll watcher).

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, 81.002.

- What devices should not be used in the polling place?
 - Cell phones
 - Cameras
 - Tablet computers
 - Laptop computers
 - Sound recorders

- Smart watches capable of messaging or recording sound or images
 - Drones
 - 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.

- **May a police officer use their bodycam while at the polling location?**

We recommend turning off police bodycams within 100 feet of a voting station regardless of whether the officer is on or off duty, pursuant to Section 61.014 of the Election Code. Turning off these devices within the 100-foot zone surrounding the polling place helps to maintain voter privacy while voters are voting at the polling place and are standing in line to be accepted for voting.

- **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.

Section 127.1232(b) of the Code requires the general custodian of election records in a county with a population over 100,000 to establish a video recording system that captures all areas containing voted ballots from the time that the ballots are delivered to the central counting station (CCS), early voting ballot board (EVBB), or signature verification committee (SVC) until the local canvass of election results. If the voted ballots will be located in a building that will also be used as a polling place, the cameras must be positioned in such a way that they do not capture any activity in the portion of that building that is used as a polling place.

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.

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.

Use of Restrooms in Polling Locations

A polling location that is located in a public building and has restrooms open to the public, such as a courthouse, cannot restrict use of its restroom facilities in that building to voters only. If the building has restrooms open to the public, the public should be allowed to use them regardless of whether or not they intend to vote. However, the presiding judge, in their discretion, may have someone removed from the premises if it is determined that the individual is loitering in violation of Section 61.003 of the Code. Polling locations that are public buildings but that do not have a restroom open to the public, such as a school, may restrict access to the restrooms on the premises to the general public.

Polling Location Check-Ins

Certain polling locations, such as schools or courthouses, may have additional check-in procedures, including requiring individuals to sign-in or show a form of identification before they are allowed on the premises. Please be advised that polling locations cannot require voters to go through any additional check-in procedures that would interfere with or impede the voter's ability to vote. A polling location that requires check-in procedures cannot enforce their check-in policy while voting is taking place on the premises. However, if a building which is being used as a polling place has metal detectors installed, voters may be instructed to pass through the metal detectors in order to enter the building, as passing through a metal detector is not considered an additional check-in procedure.

Individuals Permitted in a Polling Place

Texas Election Code Section 61.001(a-1) provides a list of individuals who are permitted to be present in a polling place:

- (1) an election judge or clerk;
- (2) a watcher;
- (3) the secretary of state;
- (4) a staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with this code;
- (5) an election official, a sheriff, or a staff member of an election official or sheriff delivering election supplies;
- (6) a state inspector;
- (7) a person admitted to vote;
- (8) a child under 18 years of age who is accompanying a parent who has been admitted to vote;
- (9) a person providing assistance to a voter under Sections 61.032 or 64.032;
- (10) a person accompanying a voter who has a disability;
- (11) a special peace officer appointed by the presiding judge under Section 32.075;
- (12) the county chair of a political party conducting a primary election, as authorized by Section 172.1113;
- (13) a voting system technician, as authorized by Section 125.010;
- (14) the county election officer, as defined by Section 31.091, as necessary to perform tasks related to the administration of the election; or
- (15) a person whose presence has been authorized by the presiding judge in accordance with the Election Code.

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

CA:RJ

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. All information that is provided in English regarding the electoral process must be provided in English, Spanish and Vietnamese.

It is mandatory that each polling place 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 in the polling place at all times.

Please note that as a last resort, our office has several bilingual staff that are available over the phone to assist Spanish speaking and Vietnamese speaking voters. We strongly advise you not to rely on this telephone assistance, especially if bilingual assistance is commonly needed at your polling place.

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

Stickers are provided in the supply bag to identify bilingual poll workers.

Persons Permitted in the Polling Place

Specifically permitted by the Election Code:

- an election judge or clerk;
- a watcher;
- the Secretary of State;
- a staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with the Election Code;
- an election official, a sheriff, or a staff member of an election official or sheriff delivering election supplies;
- a state inspector;
- a person admitted to vote;
- a child under 18 years of age who is accompanying a parent who has been admitted to vote;
- a person providing assistance to a voter under Section 61.032 or 64.032; •
- a person accompanying a voter who has a disability;
- special peace officer appointed by the presiding judge under Section 32.075;
- the county chair of a political party conducting a primary election, as authorized by Section 172.1113;
- a voting system technician, as authorized by Section 125.010;
- the county election officer, as defined by Section 31.091, as necessary to perform tasks related to the administration of the election; or
- a person whose presence has been authorized by the presiding judge in accordance with the Election Code.

NOTE: No one may be permitted to be inside the polling place unless specifically authorized by law. [Sec. 61.001] Election officers (other than the precinct election judge and clerks), party officials, or members of the media are not permitted to be in the polling place unless they are voting or fall into one of the other groups of persons listed above, who are permitted to be in the polling place. Loitering within 100 feet of an outside door through which a voter may enter during the voting period is prohibited. [Sec. 61.003] An offense under Section 61.003 is a Class C misdemeanor. [Sec. 61.003(c)]

It is a Class C misdemeanor for a candidate to be present in a polling place during early voting or on election day, unless the candidate is voting, assisting a voter, or conducting official business within the building in which the polling place is located. If the candidate is not in the building for one of these reasons, the candidate will not violate the section if he or she is not engaged in campaign activity, and is not within plain view or hearing of persons waiting to vote or persons voting. [Sec. 61.001]

