

# Poll Worker Training Manual: Supplemental Content



November 5, 2024  
General Election

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 Update to May 4, 2024 Local Election Manual inside of the front cover.

## Key Dates



Last Day to Register to Vote — October 7, 2024  
Early Voting Period — October 21-November 1, 2024  
Election Day — November 5, 2024  
ID Cure Date — November 12, 2024

 Update to May 4, 2024 Local Election Manual page 7.

## Equipment Keys

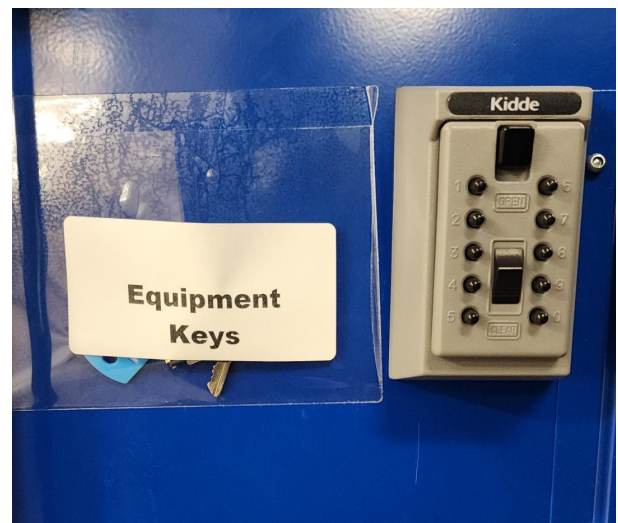
Equipment keys can be found in a clear plastic pouch next to the lock box on the inside of the ESC. They are no longer located inside the mounted lockbox. Equipment keys should remain in the clear pouch when not in use.



**Barrel Key**— unlocks voting equipment



**Silver Flat “J” Key**—unlocks the Ballot Scanner compartments



Equipment keys stay in the ESC at the polling site. Be sure to return the keys to the ESC when not in use.

# Procedures for Pre-Numbered Ballots

 The Express Vote Printer no longer prints a randomized alpha-numeric serial number (1) in the header on the voter's ballot card.

Each polling location will receive a pre-numbered set of ballots to be used during voting. These ballots will have a serialized number (2) printed on the back at the bottom of each ballot. Each site will be assigned ballots within a numeric range. Ballot packages will have a sticker with the number range printed on them. When using these serialized ballots, follow the procedures described below.

## Opening Ballot Packages:

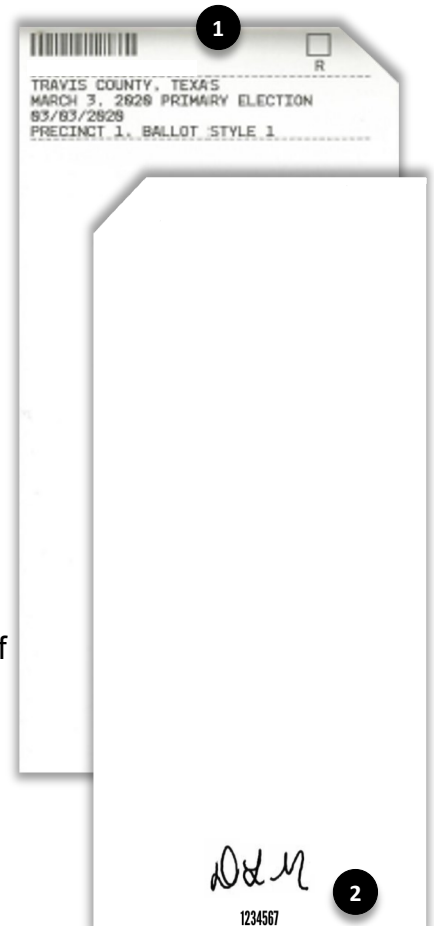
- Open and count the package of ballots. Examine them to determine whether they are properly numbered and printed.
- Any unnumbered or defective (misprint, damaged, etc.) should be spoiled, recorded on the Register of Spoiled Ballots as “other” administrative error, and placed in the Spoiled Ballots envelope.

## Signing Ballots:

- During Early Voting, ballots will have the County Clerk’s initials pre-printed on the back of the ballots at the bottom.
- On Election Day, judges must sign or stamp the bottom of the back of the ballot above the serial number. If you receive a supplemental delivery of ballots that already have the County Clerk’s initials, you can cross through the initials and sign (or stamp) above.

## Distributing Ballots to Voters:

- Ballots must be distributed in a random numerical order when distributed to voters.
- Once the opened ballots have been inspected, shuffle ballots to randomize the serial numbers. After ballots are signed, keep ballots face up so that the serial numbers are not visible.



### Sec. 62.009. DISARRANGING BALLOTS FOR VOTERS' SELECTION.

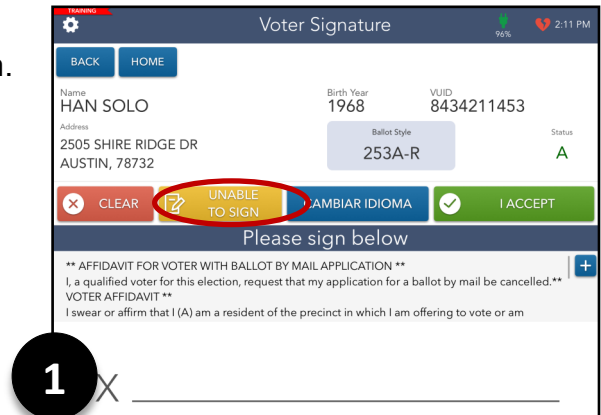


- (a) As needed for voting, an election officer shall disarrange a supply of the ballots so that they are in random numerical order.
- (b) The disarranged ballots shall be placed face down on a table in a manner preventing an election officer or other person from ascertaining the number of a ballot selected by a voter.

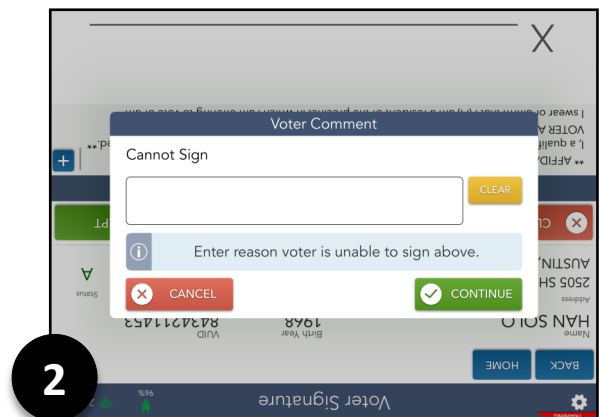
# Completing the Check-In Process

When checking in a voter, if they indicate they are unable to sign on the ePollbook, use the following procedures:

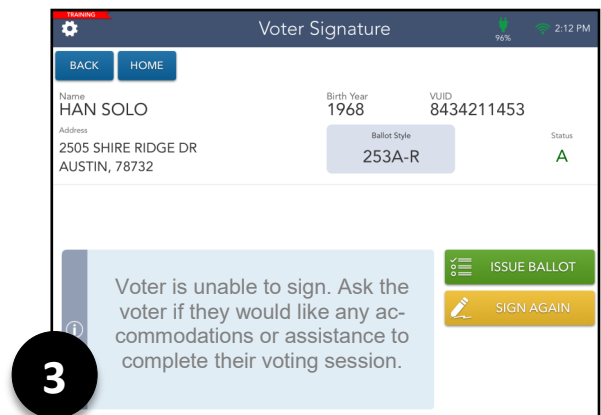
- Have the voter select the **UNABLE TO SIGN** option on the voter signature screen. If the voter is unable to do so, you may select the button for them.



- A pop up window will ask you to enter a reason why the voter is unable to sign. Once you have entered the information, touch **CONTINUE**.



- Once the reason has been entered, the Voter Signature screen will update with a message box where the voter's signature would normally be.
- **ISSUE BALLOT** and proceed with the remaining steps of the check-in process.



# Presidential Ballot

## For Voters Who Moved Out of Texas

A voter may be eligible for a presidential ballot if they moved from Texas to another state. A presidential ballot is restricted to the offices of president and vice-president of the United States.

! Presidential Ballots are available during Early Voting and Election Day during regular voting hours. Ballots are also available on the days between Early Voting and Election Day from 8AM to 5PM. Presidential Ballots are **ONLY** available by mail or in person at the Election Office at 5501 Airport Blvd.

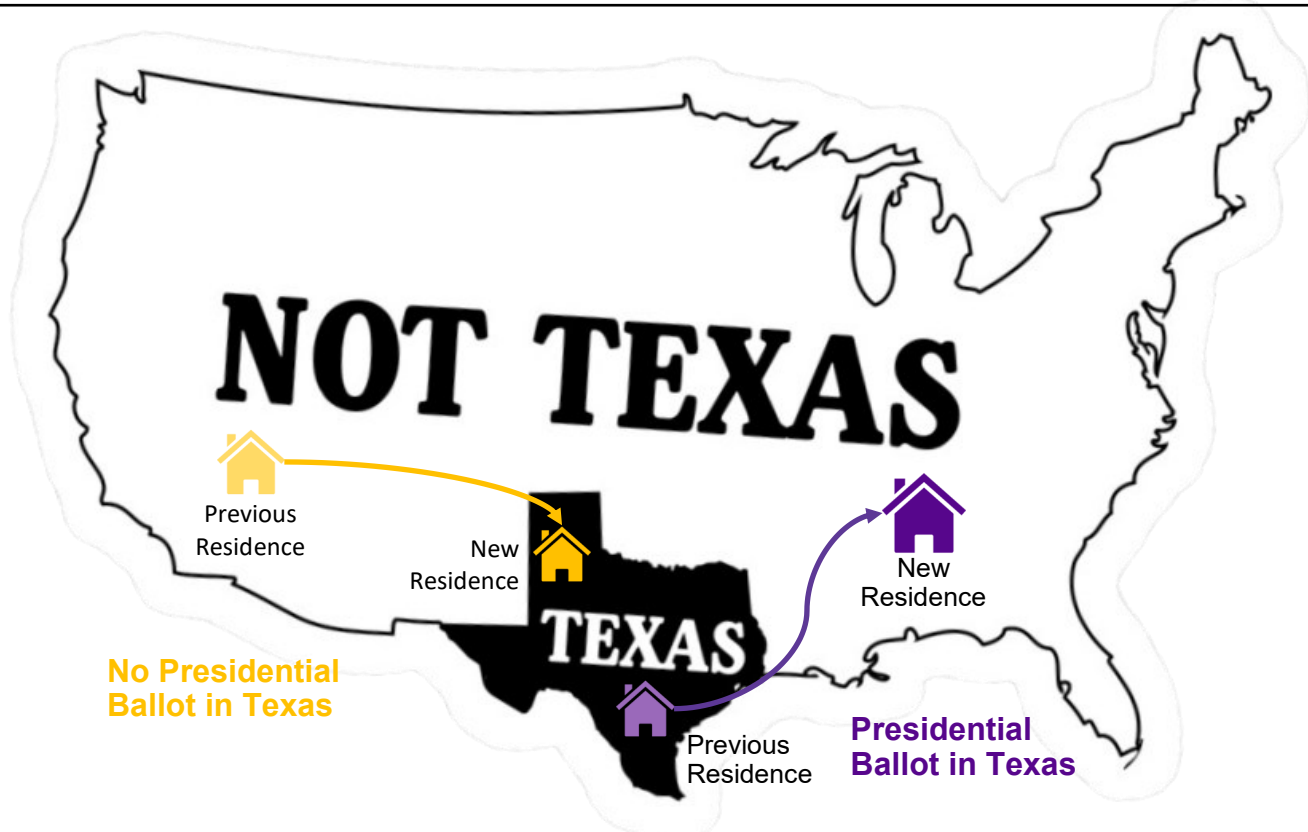
### Voter Moved into Texas

If a voter has moved into Texas from another state and are not registered, they are NOT eligible for a Presidential Ballot in Texas.

### Voter has Moved out of Texas

Call the Call Center (512) 854-4783 to determine eligibility.

! The Call Center representative will ask you to provide necessary voter information over the phone so that they can research eligibility. **DO NOT** send a voter to the main elections office without calling the Call Center first.



# Similar Name & Name Correction

For voters whose name on their ID does not exactly match what is on record in the ePollbook, follow the procedures for Similar Name Correction on page 38 in the manual. Once you have completed the process on the ePollbook and have printed the ballot header, if the voter has requested to update their name in our records, follow the steps below to complete the paperwork.

**After the Ballot Card header prints, if the voter requested to update their name in our records, follow these steps to complete the paperwork:**

- Once you touch **CONTINUE** on the ePollbook, a Statement of Residence (SOR) label will print from the Brother printer.
- Place the label on the gray Statement of Residence form **(A)**.
- Have the voter sign and date the form **(B)**.

21-6 Approved by Secretary of State Section 63.0011, Texas Election Code 9/2023

## Statement of Residence

For persons whose residence address does not match voter registration address.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

**X** **B** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

**A** Place Label Here

Last Name (Include suffix if any (Jr., Sr., III)) \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name (If any) \_\_\_\_\_

Former Name \_\_\_\_\_

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) \_\_\_\_\_

Gender (optional):  Male  Female

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. \_\_\_\_\_

City and County of Current Residence in Texas \_\_\_\_\_

City and County of Former Residence in Texas \_\_\_\_\_

Date of Birth: month, day, year \_\_\_\_\_

Telephone Number - Include Area Code (Optional) \_\_\_\_\_

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. \_\_\_\_\_

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.



**File the completed for in the:**

- Daily Balancing Envelope (during Early Voting)
- Gray Envelope #4 (during Election Day)

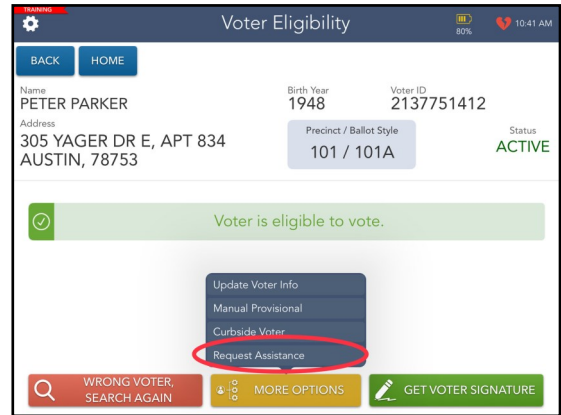
# Voter Assistance:

When processing voters who have someone assisting them, use the following procedures:

## Private Assistance:

A voter may choose to bring an assistant to the polling place. On the Voter Eligibility screen, touch the yellow **MORE OPTIONS** button in the bottom middle of the screen and then touch **REQUEST ASSISTANCE**. Follow the prompts on the ePollbook to process the assistance. The assistant must read the Oath of Assistance **out loud** and sign the Oath of Assistance and Interpreter form on the ePollbook.

Note: For Oaths of Assistance and Interpreter completed in the ePollbook, no label will print out at the end of check-in.



**Form Instructions:** If you see that a voter is being assisted after you have already checked them in, you will need to have the assistant fill out a paper form.

- The Poll Worker along with the Private Assistant should complete the right side of the form.
- The Assistant/Interpreter must read the oath **out loud** then sign and date the paper Oath of Assistance or Interpreter (whichever oath applies).
- The Poll Worker who administered the oath must sign and date the bottom of the form.

<p>7-93 Approved by Secretary of State Sections 94.0522 and 94.054, Texas Election Code §9203</p> <p><b>Oath of Assistance</b>                  OATH OF PERSON ASSISTING VOTER: I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance, I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs. I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted.</p> <p><b>X</b> _____                  Signature of Assistant and Date</p> <p><b>Oath of Interpreter</b>                  INTERPRETER'S OATH: 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.</p> <p><b>X</b> _____                  Signature of Interpreter and Date</p> <p>The above oath was sworn and subscribed to before me this _____ day of _____, 20____.</p> <p><b>X</b> _____                  Signature of Presiding Election Official</p>		<p>Date of Election _____</p> <p>Polling Location _____</p> <p>Printed Voter Assistant First Name _____</p> <p>Printed Voter Assistant Last Name _____</p> <p>Printed Voter Assistant Middle Name (if any) _____</p> <p>Voter Assistant Residence Address                  Street Address and Apartment Number _____</p> <p>Voter Assistant Residence City, State, and Zip Code (If none, describe where Voter Assistant lives. Do not include P.O. Box, Rural Route, or Business Address) _____</p> <p>Relationship of Assistant to Voter _____</p> <p>Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? Circle one.</p> <p>YES NO</p>
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**File this completed form in the:**

- Daily Balancing Envelope (during Early Voting)
- Gray Envelope #4 (during Election Day)

If a voter uses an assistant, the assistant must either fill out the oath in the ePollbook or fill out the paper version and file accordingly. If an assistant helps more than one voter, the assistant must complete the Oath of Assistance for each voter's record the assistant is assisting.

### Can a voter's child or spouse act as their assistant or interpreter?


Yes, a voter's child or spouse may act as an assistant or interpreter. They are still required to fill out the Oath of Assistance/Interpreter form and say the oath out loud.

## Assistance from a Poll Worker:


If a voter insists that you help in the voting process, remember that you have taken an oath prior to opening of polls. Two poll workers, from different parties, should provide assistance if staffing numbers allow. Remain impartial and never suggest by word, sign, or gesture how a voter should vote. A Poll Watcher or Elections Inspector may observe any election worker assistance. Bilingual Poll Workers providing translations, should take the Oath of Interpreter prior to the start of their first shift; one Oath is valid for their full appointment.

# Spoiling a Ballot

A voter can back out of the voting process any time before casting their Ballot Card in either the Ballot Scanner or the orange Provisional Ballot Bag. In these instances, the voter's issued Ballot Card must be spoiled and their check-in cancelled. Additionally, there are administrative reasons for spoiling a Ballot Card or cancelling a check-in.

 **Supplies Needed:**

- Voter's spoiled ballot
- Register of Spoiled Ballots

 **For voter requested,** ask the voter for the original Ballot Card back.

- For administrative errors where a Ballot Card did not print,** retrieve a blank Ballot Card from your Ballot Card Stock to spoil.
- Write "Spoiled" across the front of the Ballot Card **(A)** and draw a zigzag line through the barcode **(B)**.
- Remove the Register of Spoiled Ballots Envelope **(C)** from the Envelopes folder in the black Forms Box.
- On the Register of Spoiled Ballots Envelope record:
  - **Spoiled Ballot Card's Serial Number:** the number printed at the bottom back of the ballot card. **(D)**
    - For admin errors where a Ballot Card did not print, write "Cancelled"
  - **Name of Voter**
    - For Abandoned Ballots, write "Unknown"
  - **Indicate the reason for the spoil in the appropriate column:**
    - **Spoiled by Voter:** instances where the card is being spoiled due to voter request.
    - **Spoiled by Election Worker:** instances where the Poll Worker needs to spoil the ballot. For example: the Ballot Card header did not print, the wrong ballot style printed, etc.
    - **Other:** For this column, specify the reason for the spoil by writing the reason in the column. For example, "Torn" or "Abandoned"

**C**

7-93  
Prescribed by Secretary of State  
Section 64.007, Texas Election Code  
9/2023

Type of Election	Polling Location
Date of Election	Authority Conducting the Election Travis County Clerk Elections Division

**REGISTER OF SPOILED BALLOTS**

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

I, the undersigned Presiding Judge of the above and foregoing is a true and correct election.  
Given under my hand, this \_\_\_\_\_

**B**

TRAVIS COUNTY, TEXAS  
MARCH 3, 2020 PRIMARY ELECTION  
03/03/2020  
PRECINCT 1, BALLOT STYLE 1

**A**

*Spoiled*

**D**

1234567

- File the Ballot Card in the Register of Spoiled Ballots Envelope
- If applicable, see page 57 for Cancelling a Check-In in the ePollbook.
- The Deputy or Judge must sign the bottom of the Register of Spoiled Ballots Envelope



# Register of Official Ballots for Branch Early Voting

## Where to Find It:

With the Early Voting Ballot Cards in the ESC during site set up.

## When to Use It:

This form will be returned on the last night of Early Voting. Be sure to keep the form in a place where you can easily find it.

## Form Instructions:

The form should come with the Election Title, Location Name, Initial Ballots Issued serial numbers, and Initial Ballots Issued (A) prefilled. If any of this information is missing, be sure to fill it out.

## During Site Setup:

1. The deputy that sets up the site will provide initials for the Initial Ballots Issued.
2. If any additional ballots are delivered during Early Voting, record the serial number range of the ballots and date delivered. The deputy that receives the ballots should initial


## Each Night of Early Voting:

- C. Record the number of spoiled ballots.

## At the End of Early Voting, after all ballots have been cast:

- A. Record the number of any supplemental ballots delivered. Then record the total of all ballots delivered in the "A Total" box.
- B. Record the Public Count from the Scanner and the number of Provisional Check-ins from the ePollbook. Be sure to select totals for the entirety of Early Voting. Record the total in "B Total" box.
- C. Record the total in "C Total" box.
- D. Count and record the number of opened, unused ballots. Then count the number of unopened packages of ballots and multiply by the number of ballots in each package. Add the two numbers together and record the total in "D Total" box.
- E. Record the totals for Box B, C, and D in this section. Add these numbers and record the total in "E Total" box. The total for Box E and Box A should match.

7-15  
Prescribed by Secretary of State  
Sections 65.013 and 81.002, Texas Election Code 9/2023

  
ELECTIONS DIVISION  
STATE OF TEXAS

### Register of Official Ballots for Early Voting at Branch Location

Election Title: Prefilled In Location Name: Prefilled In


Ballots Received Serial Number Range		Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued		000001	001250	11/5/24	1
Supplemental Ballots Issued		2			
Supplemental Ballots Issued					


<b>A: Number of Ballots Issued</b> Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued 1250	Supplemental Ballots Issued +	A Total =	<b>A</b>	
<b>B: Number of Ballots Voted in Person</b> On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count +	Provisional +	B Total =	<b>B</b>	
<b>C: Spoiled Ballots</b> At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total.	Day 1 Daily Total +	Day 2 Daily Total +	Day 3 Daily Total +	Day 4 Daily Total +	C Total =
	Day 5 Daily Total +	Day 6 Daily Total +	Day 7 Daily Total +	Day 8 Daily Total +	
	Day 9 Daily Total +	Day 10 Daily Total +	Day 11 Daily Total +	Day 12 Daily Total +	
<b>D: Number of Unused Ballots</b> Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total.	Opened, Unused Ballots +	Number of Unopened packages X Number of Ballots per package. ( × )	D Total =	<b>D</b>	
<b>E: Total Number of Ballots Accounted For</b> Record the total number from boxes B, C, & D then provide the total. The total for Box E should be the same as the total for Box A.	Box B Total +	Box C Total +	Box D Total +	E Total =	<b>E</b>

3

Deputy Signature (AM) \_\_\_\_\_ Deputy Signature (PM) \_\_\_\_\_

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag

 The form requires both Deputies Signatures (3)

 This form is only used during Early Voting. For Election Day, use the Register of Official Ballots. (see page 95)

1. File the White copy in the Daily Balancing Envelope.
2. File the Yellow copy in the Purple Ballot Bag with the unused, opened ballots.