Poll Worker Training Manual: Supplemental Content

TRAVIS COUNTY CLERK

ELECTIONS DIVISION

STATE OF TEXAS

May 3, 2025
Local Election

Table of Contents

Update to May 4, 2024 Local Election and November 5, 2024 General Election Manuals inside of the front cover.

Key Dates

- Last day to register to vote – April 3, 2025
- Last day to apply for Ballot by Mail for Local Election – April 22, 2025
- Early Voting – April 22-29, 2025
- Election Day – May 3, 2025
- ID cure date – May 9, 2025

Update to May 4, 2024 Local Election and November 5, 2024 General Election Manuals 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.

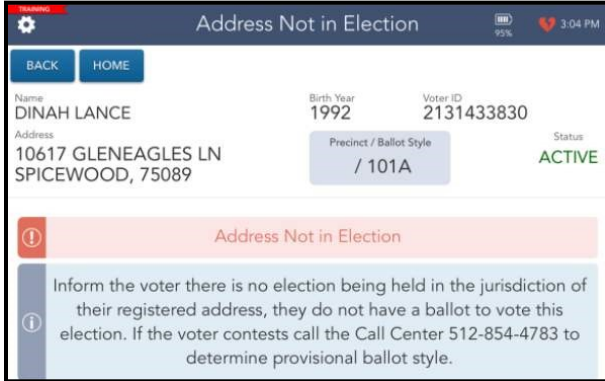**Barrel Key**— unlocks voting equipment

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.

Call Center (512) 854-4783

Address Not in Election

Travis County voters not in these districts will show the **ADDRESS NOT IN ELECTION** flag when located in the ePollbook. *See page 55 in your manual for more information.*

📄 Not included in the May 4, 2024 Local Election and November 5, 2024 General Election Manuals.

Voters who live in one of the precincts shown in the map below will have a ballot in the current election. If a voter insists that they should have a ballot for this election, and the pollbook states that the address is not in the election, call the call center so they can determine the voters eligibility.
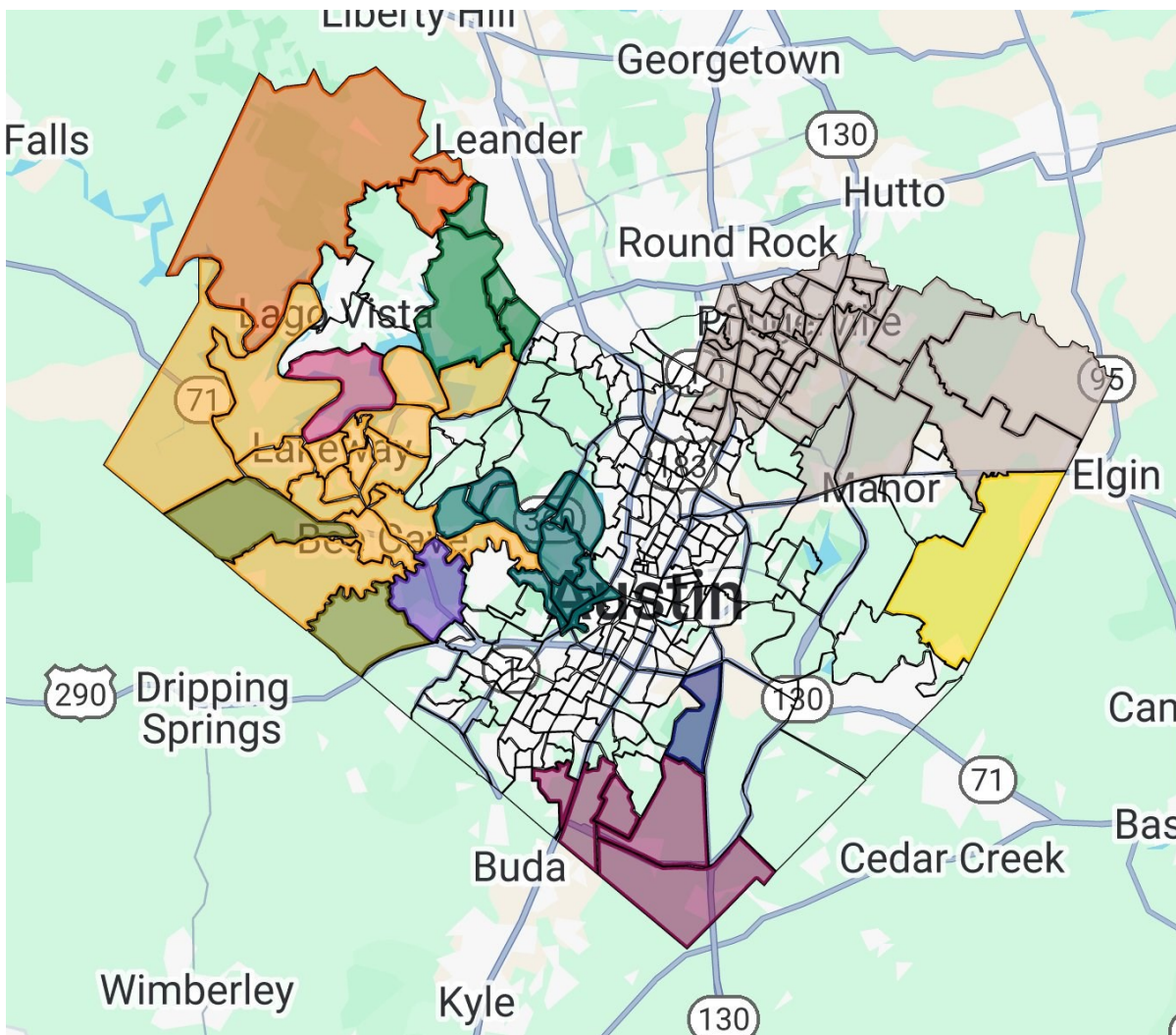
Procedures for Pre-Numbered Ballots

⚠️ The Express Vote Printer will no longer print 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 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.
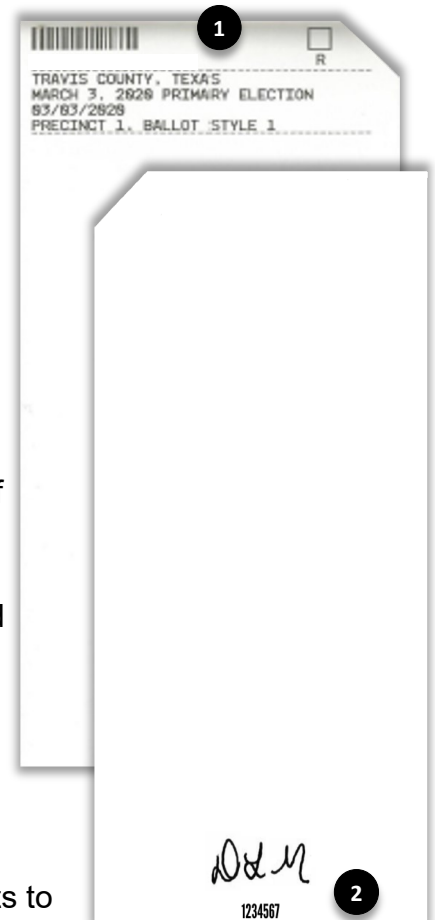
> Sec. 62.009. DISARRANGING BALLOTS FOR VOTERS' SELECTION.
>
> (a) As needed for voting, an election officer shall disarrange a supply of the ballots so that they are in random numerical order.
>
> (b) The disarranged ballots shall be placed face down on a table in a manner preventing an election officer 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.
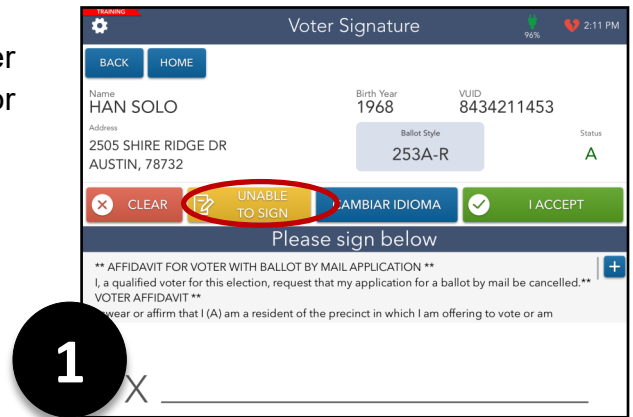
- A pop up window will ask you to enter a reason why the voter is unable to sign. Once you have entered the information, touch **CONTINUE.**

- 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.
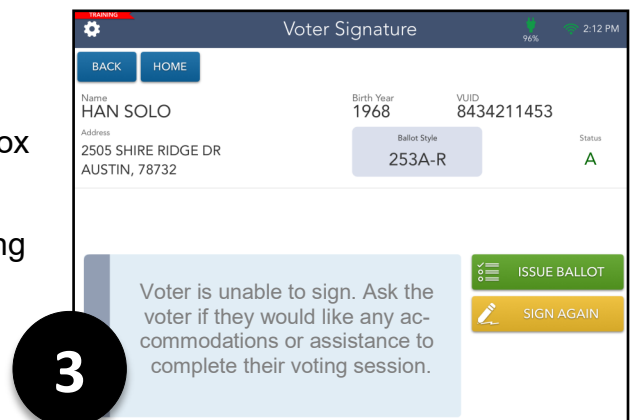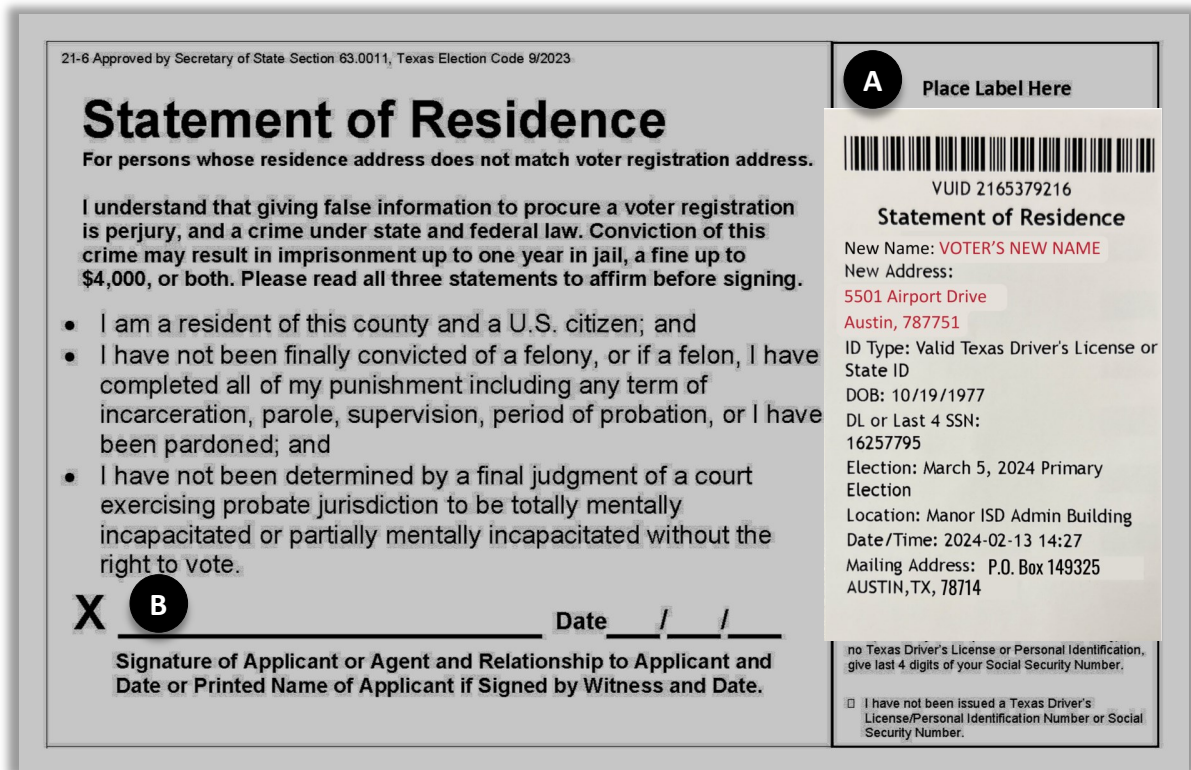
Similar Name & Name Correction

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).**

File the completed form 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.

File this completed form in the:
- Daily Balancing Envelope (during Early Voting)
- Yellow Envelope #2 (during Election Day)

If a voter uses an assistant, poll worker 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.

Assistance from a Poll Worker:

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.

If a voter insists that you help in the voting process, remember that you have taken an oath before the 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.
- ☐ 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"
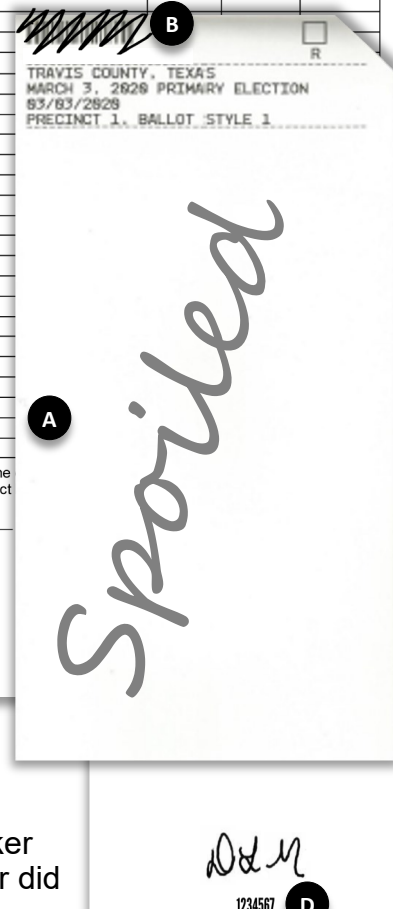

- • File the Ballot Card in the Register of Spoiled Ballots Envelope
- • If applicable, see page 57 for Cancelling a Check-In in the ePollbook.
- • The Deputy or Judge must sign the bottom of the Register of Spoiled Ballots Envelope

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 ballot 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. <u>Be sure to clear the date field on the Check-In Totals to show the entirety of Early Voting.</u> 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.

⚠️ 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.

Alternative Nightly Closing Procedures

Use the following nightly closing procedures when a Law Enforcement Officer will not be visiting your location:

Ballot Box and Ballot Scanner (pg. 62 in manual)

1. Open and check the emergency compartment using the silver "J" key
2. Check to make sure the Red Padlock on the main compartment is secure.
   - Since you will not be removing the blue ballot bin, you will not be placing seals on the bin. If a new Blue Ballot Bin was delivered because yours is reaching capacity, you will follow the procedures as written on page 62 in the manual.
3. Continue with step 3 on page 63 in the manual and fill out the Daily Balancing Envelope.

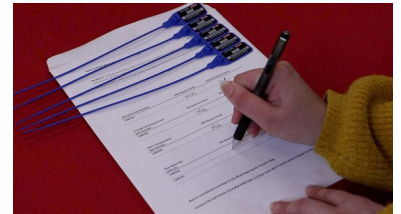4. Once you have finished steps A and B on the Daily Balancing Envelope, follow step 2 on page 63 in the manual "Seal the Blue Ballot Bin and compartments". Reminder, you will not be placing seals on the Blue Ballot Bin

Alternative Nightly Closing Procedures (cont.)

Provisional Voting (pg. 51 in the manual): You will use the same Provisional Ballot Bag and List of Provisional Voters for the duration of EV. If the bag becomes full before Early Voting ends you will be provided with a new one.

1. When closing, place the sealed Orange Provisional Ballot Bag **inside the ESC and lock and seal the ESC**. (If your site is an unlockable site, you will receive detailed instructions on what to do with your Provisional bag.)
2. A Law Enforcement Officer will pick up the Provisional Bag as needed.
3. On the last night of Early Voting, the Provisional Bag will be returned by the Deputy to Early Voting Closeout (even if there are no live ballots inside).

Nightly Closing Paperwork (pg. 69 in the manual): Your Blue Paperwork Transfer Bag will be picked up the following morning by a Voting Equipment Technician (VET).

Each night, secure the following items in your ESC:

1. Blue Paperwork Transfer Bag:
   - ❑ Daily Balancing Envelope (use a new envelope each day for Daily Check-In totals, configuration reports, and completed paperwork/forms)
   - ❑ Completed Seal Assignment Envelope(s)
   - ❑ Spoiled Ballot Envelope (use a new envelope each day of EV)
   - ❑ Register of Surrendered Ballots Envelope (use a new envelope each day of EV)
2. Orange Provisional Ballot Bag (with List of Provisional Voters)
3. Red Emergency Ballot Bag