



ELECTION DAY

POLL WORKER TRAINING
MARCH 2024 PRIMARY ELECTION


Revised 02/19/2024

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JOINT PRIMARY-ELECTION DAY

- Election Judges are appointed by the governing body of the entity conducting the election.
- Clerks are appointed by the Election Judges, responsible for performing duties assigned by the Judges at the Vote Center.
- This will be a joint election for both Early Voting and Election Day.
- A maximum of 6 Election Workers may be assigned per Election Day Vote Center. Some Vote Centers will have 4 workers while others may have up to 6 workers.
- All Election Workers are expected to follow Federal and State laws related to the conduct of Elections, as well as follow the policies and procedures of the El Paso County Elections office.

- 1 Presiding Judge
- 1 Alternate Judge
- 2 to 4 Clerks



Total of **4 to 6**
Election Workers

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ELECTION WORKERS

- The term "Election Worker" refers to both Judges and Clerks. Election Workers carry out all procedures in the Vote Center, ensuring all eligible voters who show up at a Vote Center can vote. Election Workers are required to always wear name-identifying badges inside the Vote Center. These badges must include the Election Worker's name and title or position in the Vote Center (TEC Sec. 61.010(b)). This ensures voters can identify who to seek help from.
- There are two types of Judges in the Vote Center. There is a **Presiding Judge** and an **Alternate Judge**. **Judges must collaborate to oversee the election processes in their assigned Vote Center.**
- The **Presiding Judge** is responsible for the management and conduct of the election at the Vote Center where the Judge serves. All Clerks and the Alternate Judge report to and take direction from the Presiding Judge.
- The **Alternate Judge** serves as backup for the Presiding Judge. If the Presiding Judge is out or must leave for any amount of time, the Alternate Judge shall serve in their absence (TEC Sec.32.001b). The Alternate Judge should be informed and prepared to step into this role, if needed.
- **Clerks** perform a wide variety of duties in the Vote Center. All Clerks must learn to perform all job functions as situations may arise that require Clerks to change roles.
- All Election Workers are expected to follow Federal and State laws related to the conduct of Elections, as well as follow the policies and procedures of the El Paso County Elections office.

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NEPOTISM

Election Judges, are public officials and public officers. Pursuant to the Texas Government Code, Chapter 573, public officers are prohibited from appointing family members within the **first, second and third degrees by consanguinity (blood) or affinity (marriage)** to positions directly compensated from public funds. Please see table below:

First Degree	Second Degree	Third Degree
Spouse	Granddaughter and spouse	Great-grandmother and spouse
Mother and spouse	Grandson and spouse	Great-grandfather and spouse
Father and spouse	Grandmother and spouse	Great-granddaughter and spouse
Daughter and spouse	Grandfather and spouse	Great-grandson and spouse
Son and spouse	Sister and spouse	Niece and spouse
Mother-in-law	Brother and spouse	Nephew and spouse
Father-in-law	Sister-in-law	Aunt and spouse
Stepdaughter	Brother-in-law	Uncle and spouse
Stepson	Grandmother-in-law	Half-aunt and spouse
	Grandfather-in-law	Half-uncle and spouse
	Step-granddaughter	Great-grandmother-in-law
	Step-grandson	Great-grandfather-in-law
	Half-sister and spouse	Great-granddaughter-in-law
	Half-brother and spouse	Aunt-in-law
	Stepsister and spouse	Uncle-in-law
	Stepbrother and spouse	Niece-in-law
		Nephew-in-law
		Step-great-granddaughter
		Step-great-grandson
		Step-niece and spouse
		Step-nephew and spouse

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ELECTION DAY BAG PICK-UP

Presiding Judge:
Pick-up your bag before Election Day at:

Area	Location	Date	Times
East	El Paso County-Justice Warehouse, 3850 Justice Dr. 79938	Sunday, March 3 rd , 2024	at scheduled time

- If you cannot pick-up your bag, your **appointed Alternate Judge** must pick-up the bag.
- Note: For your safety and the safety of our staff, our department will only offer CURBSIDE BAG pick-up. Have the name ready of the Vote Center where you will be working at.

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BEFORE ELECTION DAY

- Training materials available inside the Election Day binder:
 - DS200 Training Guide
 - Express Vote Training Guide
 - Express Touch Training Guide
 - Electronic Poll Pad Training Guide
 - Handbook of Election Judges and Clerks
 - Poll Watcher's Guide
 - How To's: Provisional, Ballot By Mail, Various Forms (ex. Payroll Form, Register of Official Ballots)
 - Texas Poll Worker Training Guide to Working with Voters with Disabilities
- Training videos available on our website, www.epcountyvotes.com
 - Electronic Poll Pad Instructions
 - Express Vote Instructions
 - Express Touch Instructions
 - DS200 Instructions



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- The Statement of Officer must be completed before the Constitutional Oath of Office is administered.
- Each oath that is administered is valid for the duration of the election officer's term of office and shall be filed with the election records, Elections Department.
- Note: The Constitutional Oath is signed by the Election Worker once a year. This oath will be executed during one of the Poll Worker Trainings.

[illegible]

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ELECTION DAY

Presiding Judge:

- About 15 minutes before your location opens, administer the “Oath of Election Judges & Clerks” for your Election Workers and yourself. Return completed oath inside Envelope #2.
- Your assigned Vote Center must be open to the public during hours assigned; see the list of Election Day Vote Center locations inside your Election Day binder.

[illegible]

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VOTE CENTER

- **Presiding Judge, Alternate Judge & Clerks:**
 - Be professional when communicating with the staff of the facility that you've been assigned to.
 - Should any issues or concerns arise (facility, facility staff, voters, electioneers, etc.) you must contact the Elections Department at (915) 546-2154.
 - Do not take it upon yourself to make any decisions on behalf of the Elections Department.



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VOTE CENTER

Presiding Judge:

- Make sure you receive your Vote Center contact information flyer when you pick-up your supplies.
- Call your point of contact at least a day before the election to ensure he/she will be there to open your Vote Center by 6:00 a.m.
- Should any facility personnel request to move you to a different location/room/area aside from what's on the flyer, call the Poll Worker Support Line at (915) 546-2154.
- Do not make any decisions or changes regarding location/room/area before contacting the Elections Department first.
- This information is written in contract and must be handled by the El Paso County Elections Department.

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REMEMBER...

- Arrive at your assigned Vote Center **no later than 6:00 a.m.** to set-up your voting area.
- Presiding Judge, please call the Poll Worker Support Line at (915) 546-2154 to check-in as soon as you enter your Vote Center no later than 6:15 a.m. Provide a total number of Election Workers that are present at your center.
- About 15 minutes before your Vote Center opens, administer the "Oath of Election Judges and Clerks" for your Election Workers and yourself. Return completed oath inside Envelope #2.

The Texas Election Code states that your Vote Center must be open to voters by 7:00 a.m. for voting (Sec. 41.031).

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PAYROLL

- All fields are required.
- All **Election Workers must write their social security number legibly. Make sure it is the correct number as any minor misspellings will only delay your payroll process.**
- **Presiding Judge and Clerk must sign at the bottom of the payroll form.**
- **Presiding Judge must sign all payroll forms.**
- Don't forget to write your Voter Unique Identifier, also known as VUID number.
- Time must be written in quarter hour and indicate a.m. or p.m.
 - Example: Arrived at 6:00 a.m. and worked until 6:15 p.m.

ELECTION DAY PAYROLL FORM

SECTION 1: POLITICAL PARTY
DATE: 03 / 05 / 24

SECTION 2: POLL WORKER INFORMATION
NAME: Doe, John M. SOCIAL SECURITY NUMBER: 123 45 6789

SECTION 3: PAYROLL INFORMATION
TIME STARTED: 6:00 AM TIME STOPPED: 8:00 PM
TOTAL HOURS: 2.00

SECTION 4: SIGNATURES
Presiding Judge: [Signature] Clerk: [Signature]

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PAYROLL

- Election Worker must complete **their own** payroll form
- Presiding Judge signs all payroll forms
- Alternate Judge will sign payroll form for the Presiding Judge

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HOURS AT THE VOTE CENTER

The Presiding Judge:

- reviews work schedules and assignments with the Clerks (Sec.32.072).
- treats Clerks uniformly in designating their working hours and duties and in regulating temporary absences (Secs.32.072(c), 32.073(c)).
- When you leave the Vote Center for a long period of time, you need to note the clock-in and clock-out time on your payroll form.
- Not noting these times on your payroll form is considered theft by deception.
- The Elections Department will remove you and send a complete investigation to the Sheriff's Department.

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DRESS CODE-ACCEPTABLE ATTIRE FOR ELECTION WORKERS

- **Pants:** Dress slacks, capris, khakis, cargo pants, and denim jeans.
- **Shirts, Tops and Jackets:** Blouses, dress shirts, sweaters, casual shirts, polo shirts, cardigans, turtlenecks, suit jackets, sport coats, and blazers. Long sleeve and short sleeve shirts must be buttoned at all times.
- **Sleeveless Attire:** Shoulder strap must be 2 inches wide. If the strap is less than 2 inches in width must be accompanied by an overlaying jacket, sweater, cardigan, blazer, etc.
- **Skirts and Dresses:** Casuals dresses, skirts, sheath dresses, and skorts. Length of the dress or skirt should be no more than two inches above the knee.
- **Footwear:** Dress shoes, dress heels, loafers, boots, flats, conservative walking shoes, clogs, and tennis shoes. Feet must be covered at all times and toes should not be exposed.
- **Hats:** Are allowed if worn for religious reasons.

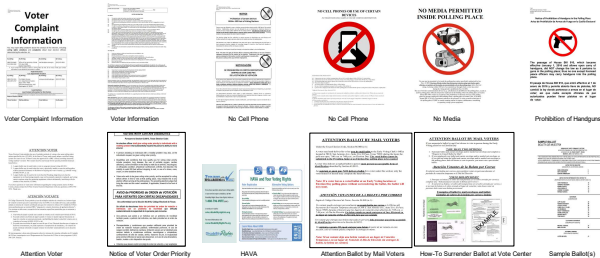
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DRESS CODE-UNACCEPTABLE ATTIRE FOR ELECTION WORKERS

- Clothing that exposes too much of your back, chest, stomach, legs, or undergarments is not appropriate for the workplace.
 - For example: Short skirts or shorts, tube tops, halter tops with spaghetti straps, off the shoulder tops, tops with a low neckline, etc.
- Extremely faded, frayed, bleached, or torn items of clothing.
- Bib overalls
- **Athletic Wear:** Biker shorts, spandex/lycra tops or bottoms, sweatpants, etc.
- Clothing with any offensive images, words, or slogans.
- Provocative/revealing/transparent attire.
- **Footwear:** Thongs, flip-flops and any shoe that expose the entire toe area (excluding footwear prescribed by a Physician is permissible if office receives a written request from a doctor).
- **Hats:** Athletic type hats/caps, visors or beanies.
- **Campaign Attire**

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ELECTION POSTINGS & SAMPLE BALLOT

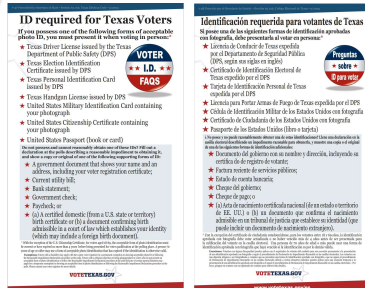


All postings and sample ballot(s) must be visible to the voter immediately entering your voting place (Secs. 62.011, 62.0111, 62.0112, 62.0115, 62.012, 85.036(1) and Penal Code, 46.03(a)(2))

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NOTICE OF APPROVED FORMS OF ID

- Photo ID postings, available in English and Spanish.
- Must be placed at the entrance door to your Vote Center so it is visible to voters as they enter. (Sec. 62.016).



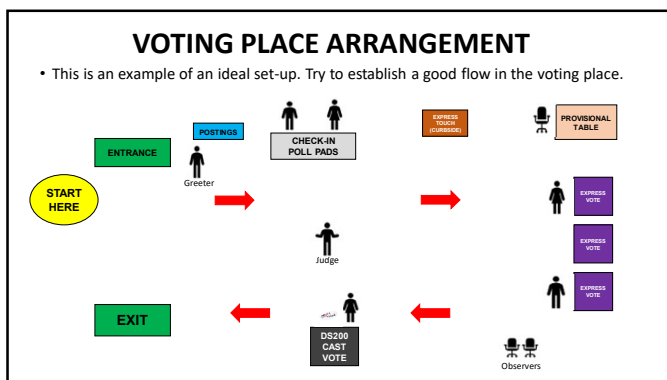
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VOTING PLACE ARRANGEMENT

Train your workers to do the following:

- Try to have a dedicated entrance and exit.
- Clearly state where the voter goes to check-in.
- Place the check-in station near the entrance.
- Arrange the table so there can be a forms table aside from the main check-in station.
- Place the ballot box or scanner (DS200) near the exit.
- Post a dedicated clerk to ensure the ballots are being deposited into ballot box (DS200) before the voter exits.
- Place the ExpressTouch (curbside machine) away from the check-in station to avoid unnecessary noise.
- Make sure the Election Day Presiding Judge has a good view of the polling place at all times.
- If you have poll watchers or observers, remember they have free movement, but you may give them a place to sit.

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ELECTRONIC DEVICES

Persons are not allowed to use wireless communication devices within 100 feet of the Vote Center. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the Vote Center (Secs. 61.014(a), 81.002).

- Examples of what devices should not be used?
 - Cell phones (*Except for persons using assistive technology devices. Election Judge has discretion on this type of use*)
 - Cameras
 - Tablet computers
 - Laptop computers
 - Sound recorders
 - Any other device that may communicate wirelessly or be used to record sound or images.

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ELECTRONIC & RECORDING DEVICES

(Secs. 61.003 & 61.014)

- **Exception:** Election Worker conducting official duties.
- **Exception:** Use of election equipment necessary for the conduct of the election.
- **Exception:** Persons employed at the Vote Center while acting in course of person's employment.
- **Exception:** Persons using assistive technology devices. Presiding Judge has discretion on this type of use.

Media

Media is prohibited inside the 100 ft. marker. Should any media personnel arrive at your Vote Center you must contact the Elections Department. Presiding Judge, you do not have the authority to allow any media personnel to record or conduct interviews within the 100 ft. marker.



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UPDATING WAIT TIMES

- Every 30 minutes you will need to send a text message to (915) 493-6965.
- Your message will consist of ONLY a single letter
 - Each letter will correspond to a specific wait time:


Letter	Wait Time
A	Less than 10 minutes wait time
B	10 to 20 minutes wait time
C	20 to 30 minutes wait time
D	More than 30 minutes wait time

- Once you send the wait time text you will receive a "Thank You" response. This will signify that your message was sent successfully.
- Cell phones provided by the department are to be used **STRICTLY** for wait time text messages and/or to contact your Rover/Elections Department. **PERSONAL USAGE is PROHIBITED.**
- **DO NOT** call, text message or download any apps.

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WRITTEN COMMUNICATION

- Written communications may be used by voters inside the voting area. Election Workers must periodically check voting machines and common areas of the voting area for sample ballots, pamphlets, brochures or other written materials pertaining to the election that may have been discarded by previous voters (Sec. 61.011).



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VOTERS WITH DISABILITIES

Voters with disabilities have the right to:

- Vote by themselves and make their own choices.
- Get help from a person of their choice or an Election Worker
- A physically accessible Vote Center and the use of an accessible voting machine.
- Vote if they have a guardian, unless a court determines they cannot
- Be treated in the same way as all other voters. If the voter is properly registered, it is **not up to the Election Worker to question or challenge the voter's registration or competence to vote.**

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VOTERS WITH DISABILITIES
(NEW LAW: SB 477 (2023, 2nd C.S.))

Pursuant to Section 63.0015 of Texas Election Code

- An election officer **may** **shall** give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.
- A person assisting an individual with a mobility problem may also, at the individuals request, be given voting order priority.
- Disabilities and conditions that may qualify a voter for voting priority include but is not limited to paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, and/or the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.

NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015 of the Texas Election Code

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

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify a voter for voting order priority include, but are not limited to, paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, and/or the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and the associated voting order priority to those who wish to be given voting order priority, shall request this in writing before the voter and the voter's assistant, if applicable, is present to the front of the line.

AVISO DE PRIORIDAD DE ORDEN DE VOTACIÓN PARA VOTANTES CON CERTAS DISCAPACIDADES

De conformidad con la Sección 63.0015 del Código Electoral de Texas

Un oficial de elecciones **debe** dar prioridad de orden de votación a votantes que, por problemas de movilidad, no puedan moverse libremente.

- Una persona que asista a un votante con un problema de movilidad también puede, a petición del votante, ser dada prioridad de orden de votación.
- Las discapacidades y condiciones que pueden calificar a un votante para recibir prioridad de orden de votación incluyen, pero no se limitan a, parálisis, enfermedad pulmonar, el uso de oxígeno portátil, deficiencia cardíaca, limitación severa en la capacidad de caminar debido a artritis, condiciones neurológicas o ortopédicas, confinamiento en silla de ruedas, y/o la incapacidad de caminar 200 pies sin detenerse para descansar, o el uso de una muleta, bastón, andador o dispositivo de asistencia similar.
- Los votantes que deseen recibir prioridad de orden de votación, y los asistentes de votación que deseen recibir prioridad de orden de votación, deben solicitar esta prioridad por escrito antes de que el votante y el asistente del votante, si es aplicable, estén presentes al frente de la línea.

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VOTERS WITH DISABILITIES

General guidelines:

- **Be respectful.** Use common sense. Voters with disabilities want to be treated the same way as everyone else. Show them the same respect you would give every other voter.
- **Just ask.** Don't be afraid to offer assistance, but don't automatically give assistance unless the person has requested it or consented.
- **Communicate with the voter.** Some voters with disabilities may have an Assistant, Interpreter, or friend with them. Always look and speak directly to the voter, not to their companion.

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ASSISTING A VISUALLY IMPAIRED VOTER

- Become familiar with the ADA keypad and headphones that comes with every ExpressVote and ExpressTouch machine.
- Hand the keypad correctly to the voter and place it in his/her hand.
- Learn to use exact language. Avoid saying, "up here," "down there," "over here," "the green button." Instead say, "on the upper right of the keypad," "the round center button," "the arrow to the left of the round center button."
- Before reaching out to touch a voter ask permission. "May I touch your hand?" "Do you want to hold my arm so I can guide you?" "Would you like to place your hand on my shoulder so you can follow me?" Keep in mind that although some visually impaired voters use a white cane, some still have a little bit of useful vision, so they may not have to be led to the voting machine.
- Speak directly to the voter even though he/she may have a companion with them. Use a normal tone. They are not deaf, only blind. They do not appreciate having their voting choices announced for all to hear.

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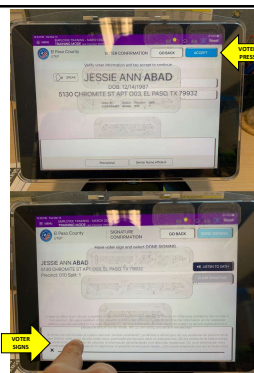
WHAT ABOUT VOTERS WITH DISABILITIES AND TECHNOLOGY?

- Section 1.022 of the Texas Election Code provides that a provision of the Code may not be interpreted to prohibit or limit the right of a qualified individual with a disability to request a **reasonable accommodation** or modification to any election standard, practice, or procedure mandated by law or rule that the individual is entitled to request under federal or state law.
- In recent years, advances in technology have allowed cell phones, tablets and other wireless communication 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 the situation is not expressly addressed in the Election Code, an Election Judge may use their authority to allow a voter utilization of these programs/applications at their discretion.

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BRAILLE POLL PAD SCREEN

- Place the Braille Poll Pad Screen when the voter confirmation screen appears.
- This screen provides braille literacy for blind and visually impaired voters.
- Voter will be able to sign at the bottom of the screen once he/she verifies their information.



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EXIT POLLING



- The Presiding Judge may allow non-disruptive exit polling within the 100-foot boundaries surrounding the Vote Center.
- The Presiding Judge must determine that such exit polling does not constitute either:
 - “Loitering” in violation of Sec. 61.003(a) of the Code or;
 - A disruption of order or a contribution to a breach of the peace at the Vote Center.
- The Presiding Judge has discretion to tell persons conducting the exit poll to go beyond the distance markers if their activities are disruptive to voters.

Sections 61.003(a), 32.075, 81.002

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ELECTIONEERING

- Also known as **Campaigning**.
- Post distance markers 100 ft. in each direction from all entrances through which voters may enter the building in which a Vote Center is located (Secs. 61.003(a), 62.010 (a)).
- It is unlawful for a person to electioneer or loiter within the boundary established by the distance markers. An offense is a Class C misdemeanor (Sec. 61.003).
- Election Workers may not enforce the electioneering or loitering statutes outside the 100 ft. distance marker (Sec. 32.075).
- Each Vote Center will be provided with **two large distance marker cones**. You must place them 100 from each entrance through which voters may enter the building.



DISTANCE MARKER

NO ELECTIONEERING OR LOITERING WITHIN 100 FEET FROM THE ENTRANCE TO THE VOTE CENTER

MARCADOR DE DISTANCIA

SE PROHIBE ACCIONAR EN PLAZA DE VOTACION A DISTANCIA MENOS DE 100 PIES DEL ENTRADA AL LOCAL DE VOTACION

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ELECTIONEERING

- **On September 30, 2021**, the U.S. District Court for the Southern District of Texas issued a final judgement in *Ostrewich v. Hudspeth*, a lawsuit challenging the electioneering provisions in the Texas Election Code, Secs. 61.003, 61.010, and 85.036.
- In the *Ostrewich* case, the district court upheld Sec. 61.010 but struck down Secs. 61.003 and 85.036 in the context of voters’ apparel during voting as a violation of the First Amendment to the U.S. Constitution.
- Based on the district court ruling, a person may not wear apparel or a similar communicative device relating to a candidate, measure, or political party appearing on the ballot in the current election under Sec. 61.010, but a person may wear such apparel relating to a candidate, measure, or political party that does not appear on the ballot in the current election.
- This case is still in the courts and could change by the next election.

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POLL WATCHERS

- "Watcher" means a person appointed to observe the conduct of an election on behalf of a candidate, a political party, or the proponents or opponents of a measure (Sec. 33.001).

The Poll Watcher...

- Must provide the Presiding Judge with a "Poll Watcher's Certificate of Appointment" and "Certificate of Completion." Presiding Judge, you must keep the "Certificate of Appointment" and "Certificate of Completion" in **Envelope #2** for return to the custodian of election records after the election (Sec. 66.023(7)).
- Must wear a form of identification prescribed by the Secretary of State and provided by the Presiding Judge or other election officer (Sec. 33.051(f)).
- **May not** use wireless communication devices (e.g. cell phones) in a Vote Center (Sec. 61.014). The watcher must be allowed to leave to use a wireless communication device and be readmitted to the voting place, if the watcher returns promptly (Sec. 33.052(b)).
- **May not** be accepted for service if Poll Watcher has possession of a device capable of recording images or sound unless Poll Watcher agrees to disable or deactivate the device (Sec. 33.051).

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POLL WATCHERS

(NEW LAW: SB 1 (2021, 2nd C.S.))

- A Poll Watcher must complete the Poll Watcher training administered by the SOS and present the certificate of completion to the Presiding Judge at the time the watcher reports for service. The Poll Watcher training will be available on the Texas Election Training Portal, www.sos.texas.gov (Sec. 33.051).
- Before being accepted for service, a watcher must take an oath administered by the election officer (Sec. 33.051 (a)(h)). This oath has been added to the certificate of appointment that the poll watcher presents and signs in the presence of the Presiding Judge.

Oath: "I swear or affirm that I will not disrupt the voting process or harass voters in the discharge of my duties."

Activities a Poll Watcher may observe:

- All election activities relating to closing the voting place, including the sealing and transfer of a memory card, flash drive, data storage device, or other medium now existing or later developed for use with voting system equipment.
- Follow the transfer of election materials from the voting place to the regional tabulating center, central counting station, or other location designated to process election materials.

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DUTIES AND PRIVILEGES OF A WATCHER

(NEW LAW: SB 1 (2021, 2nd C.S.))

- The new law amended Sec. 33.056 to provide that a watcher is entitled to sit or stand near enough to see and hear the election officers conducting the observed activity, except as otherwise prohibited by Chapter 33. A watcher may not be denied free movement where election activity is occurring within the location at which the watcher is serving. A watcher who is entitled to "observe" an election activity under the Election Code is entitled to sit or stand near enough to see and hear the activity.
- A watcher may point out to an Election Judge or Clerk any observed irregularity or violation of law. However, if the Clerk refers the watcher to the Presiding Judge, the watcher may not discuss the matter further with the Clerk unless the Presiding Judge invites the discussion (Sec. 33.058 (b)).
- The new law amended Sec. 32.075 to provide that a Presiding Judge may not have a watcher removed from the voting place for violating a provision of the Election Code or any other provision of law relating to the conduct of elections unless the violation was observed by an Election Judge or Clerk. However, a Presiding Judge may remove a Poll Watcher for a violation of the Penal Code, regardless of whether the Election Judge or Clerk observed the violation. A Presiding Judge may call a law enforcement officer to request a Poll Watcher be removed if the Poll Watcher commits a breach of the peace or a violation of law.

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POLL WATCHER OVERVIEW

NEW LAW: HB 1631 (2023, R.S.)

- Eliminated the requirement for poll watchers to serve for five continuous hours at a polling place on Election Day in order for the watcher to serve the hours they choose.
- A Poll Watcher can view any election document at any voting place (Sec. 33.056(c)).
- Election Worker Payroll Forms
 - Any requests for documents must be made as a Public Information Request and handled accordingly. Have the Poll Watcher contact the Elections Department for more information.

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STATE INSPECTOR

A State Inspector:

- is appointed by the Secretary of State's office to designated voting places across the state (Sec. 34.001)
- must wear an identifying name tag or badge while on duty at the voting place (Sec. 61.010(b))
- must be permitted to observe all election activities performed by the Election Judges and Clerks (Sec. 34.002)
- is permitted to point out any irregularities or concerns to the Presiding Judge
- may not observe the preparation of a voter's ballot, unless the voter is being assisted by an Election Judge or Clerk
- are not required to take an oath administered by the Election Judge

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WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

- An Election Judge or Clerk
- A Poll 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

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WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

- A person providing assistance to a voter under Sec. 61.032 or 64.032
- A person accompanying a voter who has a disability
- A special peace officer appointed by the Presiding Judge under Sec. 32.075
- **Primaries Only:** The county chair of a political party conducting a primary election may be in a polling place during the voting period as necessary to perform administrative functions related to the conduct of the election, as authorized by Sec. 61.001 & 172.1113.
- A voting system technician, as authorized by Sec. 125.010
- The county election officer, as defined by Sec. 31.091, as necessary to perform tasks related to the administration, of the election
- A person whose presence has been authorized by the Presiding Judge in accordance with the Election Code

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HOW TO POLITELY ADDRESS DIFFICULT ISSUES

- Electioneering
 - “Excuse me, but I’m not sure if you are aware that campaigning is prohibited by law within 100 feet of the entrance to the building where the voting place is located.”
- Firearms in the Voting Place
 - Approach and say, “I’m not sure if you are aware that the Texas Penal Code prohibits firearms in the voting place even if you are licensed to carry.”
- Poll Watchers
 - Approach and say, “Pardon me, I noticed that you were using your phone to make notes. State law prohibits the use of wireless devices in the voting place. Please feel free to step outside briefly if you need to use your phone. It doesn’t interrupt your hours of service as long as you promptly return.”

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NO POLITICKING

- As an Election Worker, your task is to manage an election, not to engage in or discuss politics.
- You must maintain a non-partisan behavior when working at your Vote Center.
- Do not attempt to influence the voter in any way.
- Do not discuss issues or candidates at the voting area, even if voters are not present.
- Do not speculate on the outcome of the election.
- Some examples: Controversial propositions, closely contested races, controversial legislation, etc.



42

QUALIFYING THE VOTER

- The voter should be asked whether the voter has one of the acceptable forms of photo ID that is either current or not **expired more than four years**.
Note: With the exception of the U.S. citizenship certificate, which does not expire, the ID must be current or, for voters aged 18-69, have expired no more than four (4) years before being presented for voter qualification at the voting place. A person 70 years of age or older may use a form of photo ID listed in the next slide that has expired for any length of time if the ID is otherwise valid.
- If the voter says "YES", the voter is required to present that form of photo ID. If the voter informs you that he/she has an acceptable form but did not bring it to your Vote Center, the voter may vote a provisional ballot and bring the acceptable form of photo ID to the El Paso County Elections Department **within 6 days to cure their ballot**.

43

PRIMARY ELECTION & CONVENTION DETAILS

- Primary Elections are used to designate who will be a party's candidate in the General Election in each race, so voters will be selecting among members of the same party when casting their vote.
- At the polls, voters will have to choose whether they want to vote in the Democratic or Republican Primary. El Paso will host what's known as a "Joint Primary", which means everyone checks in at the same desk and uses the same voting machines.
- We expect COLLABORATION from ALL Judges and Clerks when it comes to assisting voters, by handing them their completed respective convention forms.

44

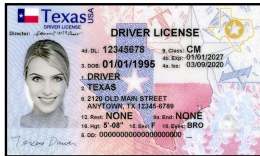
ACCEPTABLE FORMS OF PHOTO ID

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

45

ACCEPTABLE FORM OF PHOTO ID TEXAS ID

- The gold star near the top right of the Texas Identification Card/Texas Driver License **is not required** in order to vote in Texas. You must accept a Texas ID from a voter with or without the gold star and allow him/her to cast a regular ballot.



GOLD STAR not required in order to vote.

46

DPS RECEIPT WITH PHOTO

- Receipts are issued at DPS locations when you apply for a driver's license, identification card or EIC.
- They are printed on letter sized paper.
- They are used until card is received by applicant in the mail.
- The receipt should not be expired more than four (4) years before being presented for voting.



47

ACCEPTABLE ID/(E) NOTATION VOTER

Secs.13.002(i),15.001(c),63.001(h)

- Available for voters with documented disabilities.
- Voter has a disability and has applied for and received a disability exemption from the Voter Registrar's office in accordance with the Texas Election Code.
- If the voter presents their Voter Registration Certificate with an (E) after the VUID number, they do not need to present one of the seven forms of photo ID or follow with the Reasonable Impediment Declaration procedure.



Designation of (E) next to VUID number

48

ACCEPTABLE FORMS OF PHOTO ID EXPIRATION DATES

- An acceptable photo ID must not have expired more than four (4) years before being presented at the Vote Center, unless the voter falls under **Election Advisory No. 2018-08**.
- Examples of acceptable photo ID cards do not expire:
 - Texas Identification Cards for persons aged 60 or older may be permanent and marked "INDEF."
 - Texas Election Identification Certificates (EIC) for persons aged 70 or older are permanent cards.
 - Some military ID cards are permanent, including Uniformed Services ID cards and Veterans Affairs ID cards. These are usually marked "INDEF."
 - Certificates of Naturalization and Citizenship do not expire.

49

REASONABLE IMPEDIMENT DECLARATION

- If the voter has a reasonable impediment or difficulty to obtaining one of the acceptable forms of photo ID.
- Instruct the voter to present a supporting form of ID and complete a "**Reasonable Impediment Declaration**." If the voter presents a supporting form of ID and completed the declaration, the voter will then complete their check-in on the E-Poll Book and proceed to the voting machine of their choice to cast a regular ballot.

50

ACCEPTABLE SUPPORTING FORMS

If the voter has been unable to obtain an acceptable photo ID, and the voter has a reasonable impediment or difficulty to obtaining an acceptable photo ID, he/she may present one of the following supporting forms/documents of ID and execute a **Reasonable Impediment Declaration**:

- Valid Voter Registration Certificate
- Certified Birth Certificate
- Copy of or original:
 - Current utility bill
 - Bank statement
 - Government check
 - Paycheck
 - Other government documents with voter's name and an address (original required if it contains a photograph)

51

VALID VOTER REGISTRATION CERTIFICATE

VALID VOTER REGISTRATION CERTIFICATE
El Paso County, Texas

RETURN SERVICE REQUESTED

VOTER REGISTRATION CERTIFICATE
Certificate of Registration
El Paso County, Texas

REGISTRATION INFORMATION

Voter ID	1000000000	Sex	M	Date of Birth	01/01/2024
Year of Birth	2003	Age	133-1	Registration Date	12/31/2025

Voter Information

NAME AND ADDRESS

JOHN VOTER
505 MAIN ST
EL PASO TX 79915

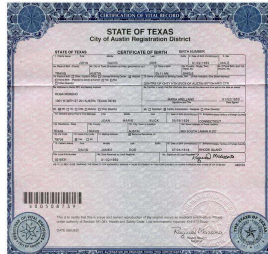
Signature and Reading Address

Signature: [Signature]
Reading Address: [Address]

52

CERTIFIED BIRTH CERTIFICATE (Must be an original)

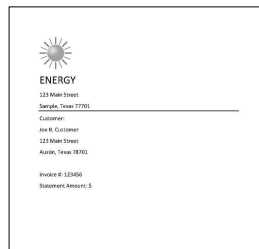
- It may be from another state or country, does not have to be from Texas.
- It must not be a copy of a certified copy.



53

COPY OF OR ORIGINAL CURRENT UTILITY BILL

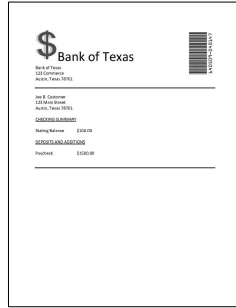
- It may be a copy or printout.
- To be current, the utility bill must be the most recent version or **at least dated within two (2) months** of the date it is presented to an Election Worker.
- The address on the utility bill does not have to match the address on the **E-Poll Book**.



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**COPY OF OR ORIGINAL
BANK STATEMENT**

- It may be a copy or printout.
- The address on the bank statement does not have to match the address on the [E-Poll Book](#).



55

**COPY OF OR ORIGINAL
GOVERNMENT CHECK**

- It may be a copy or printout.
- The address on the government check does not have to match the address on the [E-Poll Book](#).



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**COPY OF OR ORIGINAL
PAYCHECK**

- It may be a copy or printout.
- The address on the paycheck does not have to match the address on the [E-Poll Book](#).



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- Must be an original document if it contains a photograph.
- Must be issued by the Federal Government, a federally recognized Tribal Government, or a state or local government in the United States.

Examples:

1. Driver's licenses from other states
2. ID cards issued by federally recognized Native American tribes
3. DPS Receipts (without a photo)
4. Expired Voter Registration Certificates
5. Expired Texas DPS-issued Driver Licenses or personal ID cards (over four (4) years)

Note: Government documents do NOT include Social Security cards (no address), public college or university IDs without an address, state/federal employee ID cards without an address, or library cards without an address. The address on the government document has to be an address of the voter. It does not have to match the address on the E-Poll book.

The voter must indicate one of the following impediments:

1. Lack of transportation
2. Disability or illness
3. Lack of birth certificate or other documents needed to obtain form of photo ID
4. Work schedule
5. Family responsibilities
6. Lost or stolen identification
7. Acceptable form of photo ID applied for but not received

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[illegible]

60

DECLARATION OF REASONABLE IMPEDIMENT

You may not question or challenge the voter regarding their lack of acceptable photo ID.

- If the voter states that they have not been able to obtain an acceptable photo ID, and the voter, in response to your question as to whether they have a reasonable impediment or difficulty to obtaining an acceptable ID, states that they have such a reasonable impediment or difficulty, you must explain their right to complete the Reasonable Impediment Declaration and show a supporting form of ID.

You may not question the reasonableness of the voter's reasonable impediment or difficulty or the truth of the declaration.

- For example, if the voter checks "lack of transportation", you may not challenge the voter's access to a bus route or other means of transportation.

A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

Note: The form warns that false statements and false information on a Reasonable Impediment Declaration subject a person to prosecution for perjury under Chapter 37, Penal Code, or Sec. 63.0013 of the Texas Election Code.

61

ADDRESSES

- You should not compare the address on any ID to the address on the E-Poll Book. **They are not required to match.**
- You are only required to confirm with the voter that the address on the E-Poll Book is correct (Sec. 63.0011).
- For example:
 - Ask the voter if he/she still lives on 123 Main Street. This allows the voter to update his/her voter registration record.
 - If the voter says yes...this confirms that their registration records are up to date.
 - If the voter says no...this means that the voter needs to update their address by completing a Statement of Residence.

62

EXAMPLE		Instructions for Voting by Mail on Voter ID #109123456	
STATEMENT OF RESIDENCE For persons whose names are on the E-Poll Book but who are not registered to vote.			
Please print your name and address on this form. If you are not registered to vote, you must first register to vote. If you are registered to vote, you must first update your address.			
Full Name Last Name First Name Middle Initial	First Name Last Name First Name Middle Initial	Gender Male Female	Age 18-24 25-34 35-44 45-54 55-64 65+
Address Street Address, City, State, and Zip 123 Camelot Ave., El Paso, TX 79936		City and County of Current Residence El Paso	
City and County of Former Residence Harris		State of Birth TX	
Phone Number (817) 654-3210		Signature John M. Voter	
Signature John M. Voter		Date 03 / 5 / 2024	

STATEMENT OF RESIDENCE

- Also known as a change of address form.
- If a voter moved, he/she will need to complete this form before voting.
- Or if the voter has a "Suspense" notation on the E-Poll Book, he/she must complete this form and give it back to you before voting.
- If voter refuses to complete a Statement of Residence, then he/she can only vote a Provisional ballot.
- All required fields must be complete, signed and dated by the voter.
- If possible, write the voters **Voter ID number** on top of the form. This will allow our office to access their voter record faster to make the changes. The voter ID can be found on the E-Poll Book during the check-in process.

63

SIMILAR NAME PROCESS

- If the voter’s name on the E-Poll Book is not identical to the voter’s name as it appears on the voter’s photo ID or supporting form of ID, the Election Worker will determine, under standards adopted by the Secretary of State, if the names are “substantially similar.”
- If the names are substantially similar, the voter shall be accepted for voting after **he/she places their initials in the similar name box in the E-Poll Book**, these procedures are outlined in the Texas Election Code, section 63.001.
- If the voter would also like to update their name on their voter registration record, they can do so by **completing a Statement of Residence form** or a **Voter Registration Application**.

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SIMILAR NAME WHEN PROCESSING A VOTER

<small>Initial, Middle Name, Former Name (maiden names or hyphenated names).</small>	
E-Poll Book	ID
Sandra Robles	Sandra Robles-Avila
Jacob Valenzuela	Jacob Andrew Valenzuela
Aimee L. Smith	Aimee Smith
<small>Slightly Different (minor misspellings of names).</small>	
E-Poll Book	ID
Vanessa Miller	Vanesa Miller
Mark Lopez	Marc Lopez
Nancy Jones	Nanci Jones
<small>Customary Variation (English v Spanish or common abbreviations).</small>	
E-Poll Book	ID
Jose Sanchez	Joseph Sanchez
Kim Rogers	Kimberly Rogers
Esperanza Lopez	Hope Lopez

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QUALIFYING PROCESS

- Chapter 63 of the Texas Election Code
- Step 1: **Identify voter by asking for any of the 7 acceptable forms of photo ID.** If the voter fills out a **Reasonable Impediment Declaration**, ask for the **supporting form of ID.**
- Step 2: **E-Poll Book.** Look-up voter with photo ID or supporting form:
 - Voter’s name, Date of Birth;
 - Address/Residence (does not have to match from E-Poll Book to acceptable photo ID/supporting form);
 - Any notations.

Note: If acceptable form of photo ID or supporting form does not provide an address, you do not need to ask for a second identification for verification.

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QUALIFYING PROCESS

- Step 3: **Have you Moved?** Election Worker must ask every voter if they still live at the address shown on the E-Poll Book. If address is different offer voter to complete a Statement of Residence.
- Step 4: **Voter's Information.** Have voter verify his/her information on the E-Poll Book and sign his/her name on the E-Poll Book signature line (*Refer to Poll Pad Training Guide for instructions*).
- Step 5: **Provide Voter with Activation Card.** Either the Presiding Judge or Alternate Judge must initial the back of the activation card; next to the pre-printed number.
- Step 6: **Cast Ballot.** Direct voter to ExpressVote machine of their choice to mark their activation card. Once card is retrieved and marked, voter must scan marked activation card on the DS200.

Note: The address on the voter's identification **does not have to match** the voter's registration address. **An Election Worker may not refuse to accept a voter's identification because the addresses do not match. Doing so is violation of the law!**

67

MAIL BALLOT REQUESTED

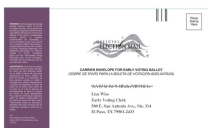
- The voter may cancel his/her mail ballot and cast a regular ballot at your Vote Center by:
 - Completing the "Request to Cancel Ballot by Mail For Use in the Polling Place" (available inside *Envelope for Requests and Canceled Ballots* and;
 - Surrender the mail ballot (both the envelope where ballot was received and the paper ballot) to any Election Worker.

See next slide for example. Should you have any questions or need assistance please call the Elections Department at (915) 546-2154.

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SURRENDER BALLOT BY MAIL

CARRIER ENVELOPE



MAIL OUT ENVELOPE



BALLOT



- Examples of ballot by mail envelopes and ballot. Voter must surrender the **carrier envelope OR the mail out envelope and the ballot** in order to cast their vote, in person, at your Vote Center.
- If voter does not have any of the documents mentioned above, **you must offer him/her to cast a provisional ballot.**

69

BALLOT BY MAIL CANCELLATION

Complete with voter's name, election name and election date

Complete with voter's name, precinct where registered, VUID, election date and your signature

Have Voter Sign

ENVELOPE FOR REQUESTS AND CANCELED BALLOTS

Note: The "Request to Cancel Application for Ballot by Mail" and all surrendered ballots must be returned in this envelope.

REGISTER OF SURRENDERED BALLOTS BY MAIL
(NEW FORM)
Pursuant to sections 66.026, 66.051(b), 84.032(d-1),
85.071, Texas Election Code

To keep a register of the names of voters who
surrender their ballots by mail at the polling place
during Election Day in person in order to cancel their
ballots by mail and vote in person.

Note: The "Register of Surrendered Ballots by Mail"
form must be returned to the Early Voting Clerk
inside of Envelope #4.

NOTICE OF IMPROPER DELIVERY

Secs.84.033(c)

• If this notice is presented at your Vote Center, voter must surrender notice.

• Before processing the voter call the Elections Department at (915) 546-2154 for further instructions.

• You must place the notice inside the *Envelope for Requests and Canceled Ballots.*

PROVISIONAL VOTER

(Sec. 63.011)

A provisional ballot must be offered to:

- A voter who does not provide an acceptable form of identification.
- A voter whose name is not an exact match or substantially similar.
- A voter whose identity cannot be verified by the identification presented.
- A voter who has received a disability exemption under but does not have Voter Registration Certificate indicating such exemption.
- A voter who has applied for a ballot by mail but has not yet properly cancelled the mail ballot application.
- A voter who votes during the polling hours that are extended by a state or federal court.



73

PROVISIONAL PROCEDURE

- If the voter believes they are registered, the Presiding Judge or Alternate Judge must ask if the voter registered or updated their registration at DPS or during a voter registration drive.
- If voter did go to DPS or registered through a voter registration drive, the Election Judge must write the approximate date the voter completed the application on the "Affidavit of Provisional Voter."
- In addition to asking about DPS or a voter registration drive, it is okay for the Election Judge to ask additional information about when/how the voter believes they have registered in order to complete the provisional process:
 - When did you mail in your card?
 - What was the name/and or location for which you registered through a Volunteer Deputy Registrar or voter registration drive?

All these questions help the voter! Remember to check or mark reason seven (7) on Affidavit of Provisional Voter.

74

JUDGES RESPONSIBILITIES

1. Have provisional material ready.
2. Make sure all Election Workers understand that they must offer a provisional to those who are eligible.
3. Be prepared to move provisional voters out of the main line and to the side for processing, direct provisional voters to designated provisional voting area.
4. Encourage voters who have time to cure their issue to do so.
5. Keep accurate list of provisional voters.
6. Be aware that if there is time, **they can leave and return with proper photo ID or supporting form of ID.**
7. Follow the instructions and fill out all forms completely. Provisional process instructions are available inside your binder.

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**NOT REGISTERED TO VOTE/DID NOT MEET
REGISTRATION DEADLINE**

All Provisional Voters must be checked-in on the E-Poll Book except for those voters that:

1. Did not meet the voter registration deadline; or
 2. Are not registered to vote.
- A combination form will be provided to process those voters that fall under this category.
 - Remember, should any questions arise call the Elections Department first!

77

[illegible]

78

HOW TO PREPARE A PAPER BALLOT



Paper ballots will be inside the black ballot bag.

BALLOT GUIDE

CONCURRENCE	IN THE CITY OF CHICAGO	IN THE COUNTY OF COOK
2011	1	1
2012	1	1
2013	1	1
2014	1	1
2015	1	1
2016	1	1
2017	1	1
2018	1	1
2019	1	1
2020	1	1
2021	1	1
2022	1	1
2023	1	1
2024	1	1
2025	1	1
2026	1	1
2027	1	1
2028	1	1
2029	1	1
2030	1	1
2031	1	1
2032	1	1
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2105	1	1
2106	1	1
2107	1	1
2108	1	1
2109	1	1
2110	1	1
2111	1	1
2112	1	1
2113	1	1
2114	1	1
2115	1	1
2116	1	1
2117	1	1
2118	1	1
2119	1	1
2120	1	1
2121	1	1
2122	1	1
2123	1	1
2124	1	1
2125	1	1
2126	1	1
2127	1	1
2128	1	1
2129	1	1
2130	1	1
2131	1	1
2132	1	1
2133	1	1
2134	1	1
2135	1	1
2136	1	1
2137	1	1
2138	1	1
2139	1	1
2140	1	1

This is the "Ballot Guide" to find the corresponding ballot.

[illegible]

This is the "Serial Number Label Sheet." You will use one label to activate the ballot.

[illegible]

This is an example of how a ballot looks. Learn how to prepare the ballot for the voter in the next slide.

AFFIDAVIT OF PROVISIONAL VOTER

SECTION 2

1. Write legibly the type of election, name of your Early Voting Location, Precinct number where voter is registered, and the date of the election.

2. Have voter write legibly all required fields; gender question is optional.

3. Residence address must be complete with number, street, city, state and zip code. Have voter provide mailing address if different from residence address.

4. Have voter check or mark the appropriate box to the citizenship question.

5. Have voter sign at the bottom right.

<p>1. Write legibly the type of election, name of your Early Voting Location, Precinct number where voter is registered, and the date of the election.</p> <p>Affidavit of Provisional Voter (Declaración de Votante Provisional) (Ballot number if using CDE)</p>	<p>2. Have voter write legibly all required fields; gender question is optional.</p> <p>3. Residence address must be complete with number, street, city, state and zip code. Have voter provide mailing address if different from residence address.</p> <p>4. Have voter check or mark the appropriate box to the citizenship question.</p> <p>5. Have voter sign at the bottom right.</p>
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ELECTION ADVISORY NO. 2018-08

RE: VOTER IDENTIFICATION PROCEDURES UNDER SENATE BILL 5 (2017)

- A voter may cure a provisional ballot cast due to the failure to present an acceptable form of photo identification or follow the Reasonable Impediment Declaration procedure at your voting place or a Voter Registration Certificate with an "E" notation on it by:
 - presenting an acceptable form of photo ID; or
 - if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, executing a Reasonable Impediment Declaration and presenting an acceptable form of supporting ID; or
 - if applicable, submitting the affidavit for one of the temporary exemptions (natural disaster or religious objection to being photographed); or
 - if applicable, qualifying for the permanent disability exemption to presenting acceptable photo ID or following the Reasonable Impediment Declaration procedure, within 6 days of Election Day at the Voter Registrar's Office.
- Ballot will not be counted, if the voter fails to present himself/herself to the Elections Department to provide an acceptable form of ID within the six (6) day cure period.

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VOTER HAS A REASONABLE IMPEDIMENT BUT DID NOT BRING THE SUPPORTING FORM TO THE VOTING PLACE

- If the voter states that they **DO NOT** possess an acceptable form of photo ID, and the voter would otherwise not be able to reasonably obtain an acceptable form of photo ID but **has not brought a supporting form of ID to the voting place**, the voter should be offered a provisional ballot.
- The voter may "cure" by appearing at the County Voter Registrar's Office within 6 calendar days of Election Day and presenting an acceptable supporting form of ID and completing a Reasonable Impediment Declaration.

Note: The Election Worker should explain that the voter may also opt to leave the voting place and return at a later time with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration at the time.

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NOTICE TO PHOTO ID PROVISIONAL VOTER

(Sec. 63.001(g))

- Only for acceptable ID (photo ID/supporting form) voters who voted provisional.
- Once “Notice of Provisional Voter” is completed by either Election Judge, inform voter to present himself/herself to the Elections Department within six (6) days from Election Day with acceptable form of ID in order to have provisional ballot counted.
- Provide voter with map which will offer directions to the El Paso County Elections Department.

SEE NEXT SLIDE FOR EXAMPLE

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ONLY FOR PROVISIONAL PHOTO ID VOTERS

NOTICE TO PROVISIONAL VOTER
(ONLY for provisional voters who did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

MARCH 11, 2024

Available Forms of Photo Identification

- Texas Driver License (with current photo)
- Texas State Identification Card (with current photo)
- Texas Voter Identification Card (with current photo)
- United States Military Identification Card (with current photo)
- United States Passport (with current photo)

Reasonable Impediment Declaration

PROVISIONAL VOTER ONLY

Directions to Present Photo ID:
Enriquez Moreno County Courthouse
1000 E. San Antonio Ave., Suite 314
El Paso, Texas 79903

Parking Available: Located behind the County Courthouse.
1000 E. Cleveland Ave.
El Paso, Texas 79903

Directions:

1. Turn left on Cleveland Ave.
2. Turn right on 10th St.
3. Turn right on 11th St.
4. Turn right on 12th St.

When you get off your vehicle proceed to the first floor in the parking garage.

You will then enter the courthouse, you will pass county security, then keep walking straight south towards the elevators and pass the elevators towards the atrium. Our office will be located on the right side, Suite 314.

Should you have any questions call our office at (915) 546-2114.

Our hours of operation are Monday through Friday 8:00 am – 4:45 pm.

Excluding Holidays.

For more information visit our website at www.esccvotes.com.

PROVISIONAL PHOTO ID VOTERS ONLY

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PROVISIONAL PROCESS

Quincy Z. Bailey
Provisional Voter

E-Poll Book Check-in (Provisional Voter)

List of Provisional Voters

Paper Ballot

Provisional Bag (blue bag)

Affidavit of Provisional Voter

Notice to Provisional Voter ONLY FOR PHOTO ID VOTER

Notice to Provisional Voter

Secrecy Envelope (letter or legal size)

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WHAT IS CURBSIDE VOTING?



- If a voter is physically unable to enter the voting place without assistance or likelihood of injury to his or her health, one Election Worker may deliver a ballot to the voter at the entrance or curb of the Vote Center (Sec. 64.009[a]).
- The voter must be qualified by the Election Worker before the voter can receive the ballot (Sec. 64.009[b] and [c]).
- If the voter is not only physically unable to enter the voting place, but is also eligible for voter assistance in marking his/her ballot:
 - Two Election Workers may assist the voter (Sec. 64.032[a]) or;
 - The voter may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer (Sec. 64.032[c], 42 U.S.C.A. 1973aa-6).

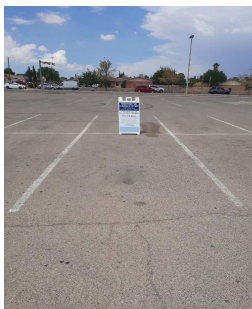
You will receive **one A-Frame sign** for your Vote Center

NOTE - NEW LAW: SB 477 (2023, R.S.) amended Section 64.009 of the Code, effective June 18, 2023, requires for a polling place to designate a space for curbside voting. **DO NOT PLACE THE A-FRAME IN AN ADA/ACCESSIBLE PARKING SPACE.** Also, the new law states that a voter requesting curbside voting **may call or text to request assistance.** The cell phone number displayed on the sign will be answered by an Elections Department staff member that will call your location to provide you with the voter (s) information and vehicle information.

88

CURBSIDE VOTER

- **You may not question or challenge the voter for voting curbside!**
- Curbside voters **will be checked-in** on the E Poll Book
- Curbside voters **DO NOT receive an activation card** during the check-in process
- Voter will vote on the ExpressTouch
- If curbside voter is a provisional voter (not registered to vote, does not have an accepted form of ID, does not have their mailed ballot) you must provide voter with paper ballot, secrecy envelope and the Affidavit of Provisional Voter. Deposit the sealed affidavit (containing voted ballot) inside the Provisional Bag.
- Remember, should any questions arise call the Elections Department first!



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**PERSON PROVIDING TRANSPORTATION TO SEVEN OR MORE VOTERS
(CURBSIDE VOTING)**

[illegible]

- Complete only if a person simultaneously provides transportation to 7 or more curbside voters to the voting place
- **Does NOT** apply if the person assisting is related to each voter within the second degree by affinity (marriage) or the third degree by consanguinity (blood)
- If complete, return inside Envelope #2

Instructions:
A person that simultaneously provides transportation to 7 or more outside voters to the polling place must complete and sign this form.
If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance about and sign it prior to rendering assistance.

RETURN INSIDE ENVELOPE #2

90

Form 64.007(a) (2024) - Spoiled Ballot (ExpressVote Machine Voter)

DATE OF INTERPRETER: 03/05/2024

NAME OF INTERPRETER: Lay Lopez

DATE OF INTERPRETER: 03/05/2024

NAME OF INTERPRETER: Melissa Rosales

Signature of Election Officer: [Signature]

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SPOILED BALLOT

- A voter who makes a mistake while marking his or her ballot may take the spoiled ballot to an Election Worker and exchange it for a new ballot (Sec. 64.007(a)).
 - A voter may spoil up to **two ballots and vote a third ballot** (Sec. 64.007(b)).
- The Election Worker shall put the name of the voter and the ballot number on the *Register of Spoiled Ballots*, write on the FRONT of the ballot "Spoiled". **Both the register and the spoiled ballot, if any, must be returned inside the Spoiled Ballots Envelope.**

95

Form 64.007(b) (2024) - Spoiled Ballot (ExpressVote Machine Voter)

DATE OF INTERPRETER: 03/05/2024

NAME OF INTERPRETER: Gandy Ee

DATE OF INTERPRETER: 03/05/2024

NAME OF INTERPRETER: Sandy Lee

Signature of Election Officer: [Signature]

Write "Spoiled" on the ballot. Number of ballot is on the back of the ballot.

Insert spoiled ballot and register inside Spoiled Ballots Envelope

96

REGISTER OF OFFICIAL BALLOTS/BALLOT AND SEAL CERTIFICATE

Provisional Voters Only

March Primary

Jefferson City Hall

Secs. 85.032, 127.064 through 127.068

INSTRUCTIONS: This is one of the most important forms completed by the election official.

Please fill in each of the boxes below and sign the form. Do not write over and over in the provided numbers.

If printed in light blue text, the text may refer to the appropriate location in the provided bag.

NUMBER OF VOTED PROVISIONAL BALLOTS

The number of voted Provisional Ballots sealed in official envelopes. This number should match the total number of names on the list of Provisional Voters.

5

AFFIDAVIT

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the number stated in the box above in the sealed envelope.

WITNESSED BY JUDGE: David Swartz Date of: March 24

Presiding Judge: David Swartz Clerk: George Lee

Alternate Judge: David Swartz Clerk: George Lee

Full Watcher (if present): _____ Clerk: _____

Full Watcher (if present): _____ Clerk: _____

White copy (Envelope #2) Yellow copy (Black Ballot Bag)

How to complete the top of the form:

- Form will be inside the black "Activation Cards & Provisional Ballot Bag."
- Write legibly the date, election name and name of your assigned Vote Center.

☐ Number of Voted Provisional Ballots

- Provide number of voted Provisional Ballots used, if applicable.
- The number of voted Provisional Ballots sealed in "Affidavit of Provisional Voter" (green envelope). This number should match the total number of names on your "List of Provisional Voters" which is located inside your provisional bag/kit.

How to complete the bottom of the form:

- Write the current date; Election Day.
- Election Judges and Clerks must sign; Poll Watcher(s) sign if present during closing procedures.
- White Copy (Envelope #2) Yellow Copy (Black Ballot Bag).

100

NOTICE OF VOTER COUNT

SEC. 61.007(c)

- The notice shall **remain posted at the entrance to your Vote Center until it is closed** for voters.
- Obtain these numbers from the "Public Count" of both the DS200 and Express Touch.
- Write down your count every **two hours**; beginning at 9:30 a.m.
- Return inside Envelope #2 during closing procedures.

VOTING PLACE: Fire Station #15

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED

NOTICE DE TOTAL NOMBRE DE VOTANTES QUE HAN VOTADO

Number of Voters

ESTIMADO DE VOTANTES

29

9:30 A.M.

60

11:30 A.M.

99

1:30 P.M.

135

3:30 P.M.

177

5:30 P.M.

X

Leonard Smith

Signature of Presiding Judge

Primer Jefe de los Votantes

NOTE TO READING MACHINE

The estimated number of voters who have voted on the poll list shall be posted at the voting booth. This notice shall remain posted until the polls close.

NOTES DE LA MACHINA DE VOTAR

El estimado de votantes contabilizado en la lista de votantes se mantendrá en la boleta de votación. El aviso quedará puesto hasta que cierre el sistema de votación.

RETURN INSIDE ENVELOPE #2

101

ACTIVATION CARDS & PROVISIONAL BALLOT BAG SEALS LOG

- This form will be located inside the "Activation Cards & Provisional Ballot Bag" also known as the black ballot bag.
- During opening procedures, verify that the serial number on the clip matches the serial number on this form; two initials are required.
- During closing procedures, seal the ballot bag with a red or white clip seal and write down the serial number on this form; two initials are required.
- This process must be completed by both Election Judges; only one signature is required during closing procedures.
- Return the executed form inside **Envelope #2**.

ELECTION DAY

ACTIVATION CARDS & PROVISIONAL BALLOT BAG-SEAL LOG

ATTENTION: You must keep a count of all activation cards throughout the day. Please record the "Activation Cards & Provisional Ballot Bag" with a red or white clip seal at closing time.

Polling Place: YISD Central Office Election Date: 03/19/2024

Election Judges (please verify)

Serial #	Presiding Judge Initial	Alternate Judge Initial
Opening Seal Number: <u>918573</u>	MR	RIS
Closing Seal Number: <u>918574</u>	MR	RIS

Election Judge Signature: Robert Nejo

REMEMBER:

- Activation cards are to be used for in-person voting at your polling place.
- Open Ballot requests are to be used for provisional voters in emergency cases only.
- Cardinals cannot count their vote on the Express Touch machine.

RETURN INSIDE ENVELOPE #2

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VOTING MACHINES & SIGNS

- Only Election Workers can open and close the voting system.
- Any voting system problem(s) please close machine(s) and call tech support immediately at (915) 546-2154.
- Take plenty of "Vote Here" signs for your Vote Center.
- At the end of the day leave "Vote Here" signs and voting system in same area where you first located the voting system at the beginning of the day.



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ENVELOPE #2 & ENVELOPE #4

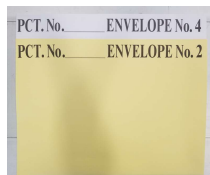
At the end of the day, any completed forms must be distributed to appropriate authorities in particular envelopes. The following forms must be placed in the correct envelope ready to return to Justice Warehouse. Unused forms go back inside the Election Forms envelope:

Envelope 2

- Reasonable Impediment Declaration
- Poll Watcher Certificate of Appointment
- Notice of Total Number of Voters Who Have Voted
- Oath of Election Judges and Clerks
- Oath of Assistance
- Oath of Interpreters
- Election Day Seal Logs
- Activation Cards & Provisional Ballot Bag-Seal Log
- Register of Official Ballots/Ballot and Seal Certificate (White Copy)
- Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting

Envelope 4

- Statement of Residence
- Texas Voter Registration Application (English/Spanish)
- Register of Surrendered Ballots by Mail



104

CLOSING YOUR VOTE CENTER

Officially close and lock the door to your Vote Center at 7:00 p.m. (Sec. 41.031(a)).

- Every voter in line before 7:00 p.m. must be allowed to vote (Sec. 41.032).
 - Have all voters enter the Vote Center, if possible, and lock the door.
 - If it is not possible to get all the people waiting in line into the Vote Center, position an Election Worker after the last person in line at 7:00 p.m.
 - Distribute numbered identification cards, tokens, etc. to people waiting in line at the time for official closing of the polls (Sec. 41.032 (b)).
- **Do not begin closing the voting system until last voter has finished voting!**
- Pack all supplies provided by the Elections Department inside Election Day bag.

105

DELIVERY OF FLASH DRIVES

- After closing your Vote Center, the Presiding Judge and Alternate Judge **must remove two flash drives, one from the DS200 and one from the ExpressTouch**. See "DS200 and ExpressTouch Closing Procedures" on binder for instructions.
- Place **both flash drives** inside **yellow bank bag**. Judges, you **must** lock the **yellow bank bag** with red seal provided inside the clear pouch.
- Sealed bank bag **must** be delivered by the **Presiding Judge** to the El Paso County Courthouse, 500 E. San Antonio Ave., 3rd floor.
- During the day, our office staff will send you E-Poll Book reminders of certain Vote Center procedures and reminders.
- **If you forget either flash drive, you will be required to return to your Vote Center to retrieve that flash drive and bring it to the courthouse. This is the law!**



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NEW PROCESS: DS200-BLUE BALLOT BIN

- Both key holes must be locked during closing procedures by both the Presiding Judge and the Alternate Judge. Place the blue tamper seal across the flaps once closed.
- Keys are located inside your orange bag.
- Step-by step instructions are also available inside your binder.



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RECEIPT FOR TRANSFER BALLOT BOX

Election Judge:

- Only complete top right box and print the name of your Vote Center, your name and the name of your Alternate Judge.
- **DO NOT SIGN OR WRITE TIME OF DELIVERY.** Representative from the Central Counting Station will complete this portion of the form.

Note: You must archive the carbon copy once executed by both you and the Central Counting Station Representative for 22 months.

Election Judge		VOTE CENTER	
Name		Address	
City		State	
Zip		County	

RECEIPT FOR TRANSFER CASE
(BLUE BALLOT BOX WITH LIVE BALLOTS)

I, the undersigned presiding judge of the central counting station, do hereby acknowledge receipt of the transfer case for voting case: **YESCA-WEST**
The transfer case was delivered by: **Tadric Smith** on: **10/24/2023**
I, the undersigned station official, do hereby acknowledge receipt of the transfer case and the seal of the transfer case has been inspected and found to be in the time of delivery.

DO NOT COMPLETE

TIME OF DELIVERY OF TRANSFER CASE: **DO NOT SIGN**
Signature of Presiding Judge or designated representative

WHITE COPY: CENTRAL COUNTING STATION YELLOW COPY: ELECTION JUDGE
RECEIVED 10/24/2023 10:24 AM BY: TADRIC SMITH
RECEIVED 10/24/2023 10:24 AM BY: TADRIC SMITH
DATE: 10/24/2023 TIME: 10:24 AM

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ELECTION DAY CLOSING GUIDE

Preparing to leave your Vote Center:

- **Yellow bank bag** **MUST** be returned to the El Paso County Courthouse.
- Everything else listed on this form including the Election Day bag **MUST** be returned to the Elections Warehouse.
- This form will be available in the back of your Election Day binder.

Note: The red bank bag has been replaced with the **yellow bank bag**.



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DELIVERY OF ELECTION DAY BAG, ASSIGNED E-POLL BOOKS & BALLOT BLUE BIN

The **Alternate Judge** must deliver the:

- Election Day Bag (*Follow the Election Day Closing Guide*)
- All assigned E-Poll Books
- Trash can delivered with the voting equipment and alcohol wipes
- Locked and sealed transfer case, also known as the Blue Ballot Bin

To the Elections Warehouse, 3850 Justice Dr., El Paso, Texas 79938.

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END OF TRAINING

For more information or questions regarding this training contact
Marco Covarrubias, Training Coordinator
Supervisor at
M.Covarrubias@epcounty.com.



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