Poll Worker Training
Joint Primary Election
March 5, 2024

Dallas County Elections Department
Agenda

- Section I – Election Information
- Section II – Elections Personnel and Participants at Vote Centers
- Section III – Activities Before the Vote Centers Open
- Section IV – Standard Voting Procedures
- Section V – Exceptions to the Standard Voting Procedure
- Section VI – Safety & Emergency Procedures
- Section VII – Closing the Vote Center
- Section VIII – Equipment Training

SECTION I

Election Information
Election Information

• What is different about a Joint Primary Election?
  ▫ Allows voters from both parties to vote at any vote center in Dallas County
  ▫ Both political parties will have a Co-Judge each vote center while overseeing one team of Election Clerks on Election Day
  ▫ Voters will be able to discreetly select their party affiliation ballot during the check in process

Republican Proposition

• Proposition 1: “Texas should eliminate all property taxes without increasing Texans’ overall tax burden.”
• Proposition 2: “Texas should create a Border Protection Unit, and deploy additional state law enforcement and military forces, to seal the border, to use physical force to prevent illegal entry and trafficking, and to deport illegal aliens to Mexico or to their nations or origin.”
• Proposition 3: “The Texas Legislature should require the use of E-Verify by all employers in Texas to protect jobs for legal workers by preventing the hiring of illegal aliens.”
• Proposition 4: “The Texas Legislature should end all subsidies and public services, including in-state college tuition and enrollment in public schools, for illegal aliens”
• Proposition 5: “Texas urges the United States Congress not to grant any form or amnesty or a pathway to legalization for illegal aliens.”
• Proposition 6: “The Texas Legislature should prohibit the deployment of the Texas National Guard to a foreign conflict unless Congress first formally declares war.”
Republican Proposition cont’d

- Proposition 7: “The Texas Legislature should establish authority within the Texas State Comptroller’s office to administer access to gold and silver through the Texas Bullion Depository for use as legal tender.”
- Proposition 8: “The State of Texas should ensure that Texans are free to give or to withhold consent for any vaccine without coercion.”
- Proposition 9: “The Republican Party of Texas should restrict voting in the Republican primary to only registered Republicans.”
- Proposition 10: “The Texas Constitution should be amended to restore authority to the Texas Attorney General to prosecute election crimes.”
- Proposition 11: “Texas parents and guardians should have the right to select schools, whether public or private, for their children, and the funding should follow the student.”
- Proposition 12: “The Texas Constitution should be amended to require proof of citizenship before any individual can be registered to vote.”
- Proposition 13: “Texas should ban the sale of Texas land to citizens, governments, and entities from China, Iran, North Korea, and Russia.

Sample Ballot

- Lists all issues and contests
- 2 Sample Ballots – Democratic and Republican
- Available to voters
- Election materials are available in English, Spanish & Vietnamese
Key Election Dates

March 5, 2024 Joint Primary Election

- February 5, 2024: Last day to register to vote in this election
- February 9, 2024: Early Voting equipment deliveries begin
- February 20, 2024: First day of Early Voting
- February 20, 2024: Election Day equipment deliveries begin
- February 23, 2024: Last day to submit a mail ballot application
- March 2, 2024: Supply handout at regional sites
- March 5, 2024: Election Day

Voting Methods in Dallas County

- Absentee Ballot By Mail (ABBM)
- Early Voting
- Election Day
Voting Methods in Dallas County

• Absentee Ballot By Mail (ABBM)
  ▫ Criteria
    • Away from your county of residence on Election Day and during the Early Voting period
    • Sick or disabled
    • 65 years of age or older on Election Day
    • Confined in jail, but eligible to vote
    • Pregnant 3 weeks before or 3 weeks after due date
    • Is a member of the national guard
    • Additional identifying information is required on envelope:
      • FULL Drivers License Number
      • Last 4 digits of social security number
  ▫ Applications available
    • Online at dallascounty.org or;
    • By phone at (214) 819 – 6359
  ▫ Deadline to receive an application in our office: February 23, 2024

Voting Methods in Dallas County

• Early Voting
  ▫ Early Voting Vote Centers – 64 Vote Centers
    • February 20th – March 1st
  ▫ Hours of Operation

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Voting Methods in Dallas County

• **Limited Ballots**
  - When a voter has a Texas registration in a county other than their new county of residence
  - Are **ONLY** an option during early voting - they **cannot** be used on election day
  - Only available at the main early voting location: Elections Training/Warehouse
  - Eligible voters may vote on all statewide races and any district offices that are in common between the former and new county of residence.

Voting Methods in Dallas County

• **Election Day**
  - Tuesday, March 5, 2024
  - Hours - 7am to 7pm
  - 463 Vote Centers*
    - Where any registered voter may vote
    - Convenience of voting near home or work
    - Increase voter turnout

* Subject to change
What time do the Polls Open on Election Day?

Start presenting to display the poll results on this slide.
QUESTIONS
about
Election Information

SECTION II
Election Personnel
and
Participants at Vote Centers
Elections Department Personnel

• Field Support Workers
  ▫ Regional Site Teams
    • Distribute & collect vote center equipment and supplies
  ▫ Field Inspectors
    • Visit vote centers to ensure procedures are followed
    • Provide assistance to vote centers as needed
  ▫ Field Technicians
    • Troubleshoot technical equipment
  ▫ Set-Up Assistance Team (SUAT)
    • Assist in the set up of select vote center locations
Elections Department Personnel

• Vote Center Workers
  ▪ Presiding Co-Judge(s)
    • Appoints clerks
    • Collaborate as a team while managing the Vote Center
    • Direct the set up and closing procedures at the vote center
    • Complete required forms
    • Handles exceptions to standard voting procedures per party

Elections Department Personnel

• Vote Center Workers
  ▪ Clerks
    • Assist with the set up and closing procedures
    • Assist voters in the normal voting process
    • Monitor lines and provide general information to voters
  ▪ Student Clerks (Election Day Only)
    • Assist in Clerk duties
  ▪ Bilingual Clerks
    • Assist in Clerk duties
    • Provide bilingual assistance upon request
    • Spanish and Vietnamese
Elections Department Personnel

• COVID-19 Protocols
  ▫ PPE supplies provided at vote centers
  ▫ Face coverings are optional
  ▫ COVID symptoms

Participants at Vote Centers

• Poll Watchers
  ▫ Appointed to observe the conduct of the election on behalf of
    • Candidates
    • Political parties
    • Supporters or opponents of a measure
  ▫ Senate Bill 1
    • Must have Certificate of Training and Certificate of Appointment
    • Is required to take an Oath
    • Can only be removed if the Judge witnesses an infraction
Participants at Vote Centers

- People allowed in a vote center
  - Elections Office Representatives
  - Party Chairs
  - Voters
  - Minors (with parent/guardian)
  - Assistants (including interpreters)
  - Law Enforcement (if requested by the Presiding Judge)

Participants at Vote Centers

- People not allowed in a Vote Center
  - Anyone NOT associated with the vote center operation or voting process are not allowed within 100ft of a vote center
    - Media
    - Bystanders
    - Candidates
Activity Not Allowed in a Vote Center

• Electioneering
  ▫ Advocating for or against a candidate, measure, party affiliation or issues
  ▫ 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
  ▫ However, may wear such apparel relating to a candidate, measure, or political party that does not appear on the ballot in current election

Activity Not Allowed in a Vote Center

• Use of electronic media devices
  ▫ Bluetooth devices
  ▫ Smartphones
  ▫ Cameras
  ▫ Devices capable of recording sounds and images
  ▫ Exception: Judge for official election use only
T-E-A-M

• To build a strong team, you must see someone else’s strength as a compliment to your weakness, not a threat to your abilities.
  ▫ Be Kind
  ▫ Be Considerate
  ▫ Be Respectful
  ▫ Be Honest
  ▫ Think beyond yourself

QUESTIONS

about
Election Personnel
and Participants at Vote Centers
SECTION III

Activities Before the Vote Centers Open

Before Election Day

• Elections Department
  ◦ Prepare and deliver equipment and supplies
• Co-Judge(s)
  ◦ Attend training
  ◦ One Judge will pick up supplies from assigned Regional Site (Election Day)
  ◦ Set up of vote center (if available)
• Clerks
  ◦ Attend training
  ◦ Assist in set up of vote center (if available)
Before the Polls Open - Election Day

• Before leaving home
  ▫ Wear appropriate attire and comfortable shoes
  ▫ Bring:
    • Beverages
    • Meals and snacks
    • Any needed medication
    • Reading materials (non-political)

• Must arrive at the Vote Center by 6 am

Before the Polls Open

• Check-in with your Judge
• Clock-in on the E-Pollbook
• Oath of Office Form (if applicable)
• SSN Form (if applicable)
Before the Polls Open

- DCED implemented a payment method for which is processed by ADP
- ADP will provide:
  - A faster pay turnaround time
  - Employee self-service online or mobile app
  - **(New)** Direct Deposit is now available to your personal bank account
  - Personalized secured pay card with 2 blank checks for New Poll Worker only who elect not to have direct deposit

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Before the Polls Open

- Set-up Vote Center using the “Opening the Vote Center Checklist”
  - Election Day Vote Center’s must be set up and open by 7:00 am
Vote Center Set-up

• Election Equipment
  ▫ Election Supply Cart (ESC)
  ▫ Vote Tabulator
  ▫ E-Pollbooks

• Determine Vote Center Layout
  ▫ Voter Check-in Tables
  ▫ Judge’s Tables (2)
  ▫ Voting Machines
  ▫ Accessible Voting Machine Table
  ▫ Vote Tabulator
  ▫ ESC
Vote Center Set-up

- Election Supply Cart (ESC)
  - Wireless Router
  - Voting Machines
  - Signs
  - Safety Shields
  - Supply Boxes
  - Provisional Bag
  - Tables and chairs
  - PPE Supply Bag
Vote Center Set-up

• Wireless Router
  ◦ Provides connectivity from E-Pollbooks to Elections Office

Vote Center Set-up

• E-Pollbook
  ◦ Used by Clerks and Judges to:
    • Clock-in Poll Workers
    • Look up and check in voters

• Ballot Card Printer
  ◦ Prints ballot activation information on blank ballot card
Vote Center Set-up

• Vote Tabulator
  ▫ Used by voters to deposit their voted ballot cards
  ▫ Used by Judge to tabulate totals of deposited ballots

Vote Center Set-up

• Voting Machines
  ▫ Used by voters to select candidates and mark their ballot card with their selections
Vote Center Set-up

• Voter Check-in Table

Vote Center Set-up

• Judge’s Table(s)
Vote Center Set-up

- Outdoor signage
  - Entrance sign

I.D. REQUIRED FOR TEXAS VOTERS

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Personal Identification Card issued by DPS
- Texas Non-Hotline License issued by DPS
- Texas Military Identification Card containing your photograph
- United States Citizenship Certificate containing your photograph
- United States Passport (book or card)

PROHIBITED ITEMS

- Alcohol
- Tobacco
- Guns
- Pets
- Food

Vote Center Set-up

- Outdoor signage
  - Official Vote Center Signs
  - Direction Official Vote Center
Vote Center Set-up

- Outdoor signage
  - Vote Here Feather Flag

Vote Center Set-up

- Outdoor signage
  - Curbside Voting Sign
Vote Center Set-up

• Outdoor signage
  ▫ Distance Marker Sign

DISTANCE MARKER
MARCADOR DE DISTANCIA
DÀNH DẤU KHOẢNG CÁCH

NO ELECTIONEERING OR LOITERING
between this point and the vote center entrance

SE PROHIBE ACCIONES EN PLAN DE
CAMPAÑA ELECTORAL
entre este punto y la entrada del centro de votación

KHÔNG V‾N DÔNG BĂU CỨ HOẶC LÀNG VĂNG
giữa điểm này và lối vào trung tâm bỏ phiếu

Vote Center Set-up

• Indoor signage
  ▫ Information Posters
Vote Center Set-up

- PPE Supplies
  - Supply bag located inside the ESC
QUESTIONS
about
Activities Before the Vote Centers Open

SECTION IV
Standard Voting Procedures
Standard Voting Procedures

• When voters enter the Vote Center
  ▫ Greet voters and direct to Voter Check-in Tables
  ▫ Provide sample ballots to voters in line

Standard Voting Procedures

• At the Voter Check-in Table
  ▫ Using the E-Pollbook
    • Review voter identification
    • Locate voter in the E-Pollbook
    • Verify voter’s name and address are correct
    • Voter will select party affiliation
Standard Voting Procedures

- At the Voter Check-in Table
  - On the Voter Roster, record voter’s name and ballot style from the E-Pollbook

  - Print voter’s last name, first name
  - Record precinct and ballot style

- At the Voter Check-in Table
  - Voters will select a serialized ballot card
  - Print voter’s ballot card
  - Give printed ballot card to voter and direct to Voting Machine

Peter Parker
1234567
Standard Voting Procedures

• At the Voting Machine
  ▫ Clerk - Provide instructions and assist the voter if requested
  ▫ Voter - Makes selections and prints ballot card
  ▫ Clerk - Direct voter to the Vote Tabulator and periodically wipe down the Voting Machine

Standard Voting Procedures

• At the Vote Tabulator
  ▫ Clerk - Instruct voter to insert ballot into the Vote Tabulator and assist if needed
  ▫ Voter – review selections, cast ballot and take an "I Voted" sticker
QUESTIONS

about

Standard Voting Procedures
SECTION V

Exceptions to Standard Voting Procedures

Exceptions handled by Clerks
- Issues related to voting that are typically handled by the Clerk.
  - The Clerk should handle this issue with little to no assistance from the Presiding Judge.

Exceptions handled by Judge
- Issues related to voting that are typically handled by the Presiding Judge.
  - The Clerk should notify a Presiding Judge if one of these exceptions occurs.
Exceptions - Handled by Clerk

1. Voter's name on ID is different than name in E-Pollbook
2. Voter with confidential address
3. Voter with language barriers
4. Voter with disabilities

Exception 1 - Handled by Clerk

• Voter's name on ID is different than name in E-Pollbook
  ▫ Voter must complete Similar Name Affidavit in the E-Pollbook at the Check-in table
    • Voter may update name in E-Pollbook (optional)
  ▫ Continue standard voting process
Exception 2 - Handled by Clerk

- Voter with a confidential address
  - “PRIVACY ELIGIBLE” shown in E-Pollbook
  - Do not ask voter to verify their address
  - Continue standard voting process

Exception 3 - Handled by Clerk

- Voter with language barriers
  - Have the right to receive assistance from
    - person of their choice, or
    - bilingual poll worker, or
    - Smart Phone LanguageLine
  - Assistant must complete both the Voter Interpreter Oath and Voter Assistance Oath on the E-Pollbook
Exception 4 - Handled by Clerk

- Voter with disabilities
  - Have the right to reasonable accommodations
  - Have the right to receive assistance from
    - person of their choice, or
    - Election official
  - Assistant completes Voter Assistance Oath in E-Pollbook

Exception 4 - Handled by Clerk

- Voter with disabilities
  - Ask, don’t assume a voter needs assistance
  - Do not touch/move the voter’s mobility device
  - Speak to the person, not companion or interpreter
QUESTIONS

about
Exceptions to Standard Voting Procedures
Exceptions – Handled by Clerk

Exceptions Handled by Judge

• Resulting in issuance of a standard ballot
  5. Voter without ID in List A
  6. Address given by voter is different than in E-Pollbook
  7. Voter’s record is in suspense
  8. Voter has been mailed a ballot
  9. Priority for voters with mobility issues
  10. Curbside voting
ExceptionsHandledbyJudge

• Resulting in issuance of provisional ballot
  11. Voter is not found in the E-Pollbook
  12. Voter without ID in List A and List B
  13. Voter has already voted
  14. Voter issued a mail ballot and cannot surrender
  15. Voter claims they should be eligible to vote in a specific political subdivision
  16. Canceling and reissuing a ballot due to wrong party affiliation (Partisan Election only)

Exception 5 – Handled by Judge

• Voter without ID in List A
  ▫ Send to the Judge’s Table to review other ID options
    • If applicable, Judge may issue a standard ballot
Exception 6 – Handled by Judge

- Address given by voter is different than on E-Pollbook
  - Direct voter to the Judge’s table to continue
    - Judge will issue a Statement of Residence Form
    - Judge will continue standard voting process

Exception 7 – Handled by Judge

- Voter’s record is in suspense
  - Voter’s address on their registration may be incorrect or no longer valid
  - Direct voter to the Judge’s table to continue
    - Judge will issue a Statement of Residence Form
    - Judge will continue standard voting process
Exception 8 – Handled by Judge

• Voter has been mailed a ballot
  ▫ “BALLOT MAILED” shown in E-Pollbook
  ▫ Direct voter to the Judge’s table to continue
  ▫ Judge will issue:
    • a standard ballot if a voter surrenders their mail ballot, or
    • a provisional ballot if the voter does not (Exception 14)

Exception 9 - Handled by Judge

• Priority for voters with mobility issues
  ▫ Judge shall offer to voters who appear to have a mobility problem.
  ▫ Direct voters to judge if needed
  ▫ Judge may direct voter to the front of the check-in line
Exception 10 - Handled by Judge

• Curbside Voting
  ▫ Allows a voter to vote directly from their vehicle
  ▫ Who qualifies?
    • A voter who is physically unable to enter the vote center without assistance or possibility of injury

Exception 10 - Handled by Judge

• Curbside Voting (cont’d)
  ▫ Voter calls Judge’s phone number listed on sign
  ▫ Judge or Clerk will assist voter in the voting process
  ▫ Judge will use Curbside Form to keep track of curbside voter total
Exception 11 – Handled by Judge

- Voter is not found in the E-Pollbook
  - Try various search options to locate voter
  - If voter is still not found
    - A clerk will direct the voter to the Judge’s table to continue
    - Judge may issue a standard or provisional ballot

Exception 12 – Handled by Judge

- Voter without ID in List A and List B
  - Voter has no form of identification from List A or B
    - A clerk will direct the voter to the Judge’s table to continue
    - Judge will issue a provisional ballot
Exception 13 – Handled by Judge

- Voter has already voted
  - E-Pollbook indicates a “Active Ballot Issued”
    - Direct voter to the Judge’s table to continue
    - Judge may issue a provisional ballot

Exception 14 – Handled by Judge

- Voter issued a mail ballot and cannot surrender
  - E-Pollbook indicates a “Active Ballot Mailed”
    - Direct voter to the Judge’s table to continue
    - Judge will issue a Cancel Ballot by Mail Form, the Voter will then be issued a provisional ballot
Exception 15 – Handled by Judge

• Voter claims they should be eligible to vote in a specific political subdivision
  ▫ Voter issued ballot but wants to vote in a different political subdivision
    • Direct voter to the Judge’s table to continue
    • Judge may issue a provisional ballot

Exception 16 – Handled by Judge

• Re-issuing a ballot
  ▫ Judge will cancel a check-in and re-issue a ballot when a voter states that they:
    • chose the wrong party ballot
    • voted incorrectly on the ballot
QUESTIONS

about

Exceptions to Standard Voting Procedures

Exceptions –Handled by Judge

SECTION VI

Safety & Emergency Procedures
Safety & Emergency Procedures

• Judge/PEO should:
  ▫ Check in with building personnel
  ▫ Determine emergency procedures at the vote center
  ▫ Locate emergency exit routes at the vote center and shelter locations
  ▫ Review safety information with poll workers

• Clerks should:
  ▫ Think about what to do in case of emergency
  ▫ Be on the lookout for anything unusual
  ▫ Never do something that would put your life at risk
  ▫ Review safety procedures with Judge
Safety & Emergency Procedures

- In emergency situations Judge/PEO should:
  - Call 911
- Potential Emergencies include:
  - Fire
  - Power Outage
  - Tornado
  - Medical Emergency
  - Terrorism
  - Bomb Threat
  - Shooting

SECTION VII

Closing the Vote Center
Closing the Vote Center

- Vote Center closes at 7:00 pm
  - Do not let anyone else get in line to vote
  - Voters already in line at 7:00 pm are allowed to vote

Closing the Vote Center

- Close vote center using “Closing the Vote Center Checklist”
  - Complete required forms
  - Shut down equipment and return to cases
  - Organize specified items into the supply boxes and ESC.
Closing the Vote Center

• Close vote center using “Closing the Vote Center Checklist” (cont’d)
  ▫ Organize specified items into the supply boxes and ESC
  ▫ Judge instruct Clerks on other closing procedures
  ▫ Judge deliver specified items to Regional Site
QUESTIONS
SECTION VI
Closing the Vote Center

SECTION VII
Equipment Training