Dallas County Elections Department
Central Count Station
Operating Plan

Revised 4/26/2024.
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I. Purpose
The following plan has been established and written for the orderly operation of the Central Count Station. This plan is available to the public on request not later than 5 p.m. on the fifth day before the date of the election. **This plan is subject to change.**

II. Location
The Dallas County Central Count Station will be located at the Dallas County Elections Office at 1520 Round Table Dr, Dallas, Texas 75247 in Room 129. Personnel who are not part of Dallas County Elections Department will be required to use the Elections Training, sign in and head to room 129. This measure is in place to enhance safety and uphold adherence to the Sign-In/Out Procedures

III. Convening the Central Count Station
The Central Count Station will convene for the purpose of receiving and tabulating Early Voting Mail Ballots, Early Voting In-Person Ballots, Provisional Ballots, and Election Day Ballots for the 2024 Joint and Special Runoff Election at the following times (all times and dates are subject to change):

- **June 11, 2024**
  - 7:30 pm – until completion
  - Receive Early Voting Election Media and Emergency Ballots, and secure them in locked Central Count Storage Unit in the Central Count Station (Room 129)
  - Receive Early Voting Voted Ballots and Secure in Ballot Storage Area (Elections Hardware Warehouse)

- **June 15, 2024**
  - 3:00 pm – until completion
  - Second Tabulation Test
  - Tabulate Early Voting In-Person Results
  - Receive and Tabulate Early Voting Mail Ballots
  - Tabulation of EV Provisional Ballots/Limited Ballots
  - Tabulate Early Voting Mail Ballots (Election Day deliveries)
  - Receive Election Day Media from all vote center locations
  - Tabulate Election Day Results
  - Receive and Tabulate Early Voting Mail Ballots

- **June 21, 2024**
  - 10:00 am – until completion (if necessary)
  - Tabulate outstanding Provisional Ballots
  - Tabulate outstanding Early Voting Mail Ballots
  - Third Tabulation Test
  - Print Early Voting In-Person Tapes
IV. Roles and Responsibilities

The following are roles and responsibilities of Central Count Station personnel and appointees, as contained in Sections 127.002-127.006 of the Texas Election Code (TEC):

**Elections Administrator and Central Count Station Manager**  
*Heider Garcia*

The Administrator/Manager is responsible for the overall administration of the Central Count Station and the supervision of the personnel working in the station.

**Tabulation Supervisor**  
*Danielle Grant*

The Tabulation Supervisor is responsible for overseeing and operating the automatic tabulating equipment, which includes the:
- Tabulation Equipment – the part of the Election Management System that tabulates and/or consolidates vote totals for multiple precincts and races.
- DS850 (2) / DS450 (1) – High-speed central scanner and vote tabulator for all vote types

**Assistant Tabulation Supervisors**  
*Angelica Munoz, Michelle Lee, Garyetta Cooks, Arielle Gillaspie*

The Assistant Tabulation Supervisors are responsible for assisting with the operation of the automatic tabulating equipment as directed by the Tabulation Supervisor to include:
- operating tabulating equipment
- processing unofficial election results

**Presiding Judge**  
*Chris Patton*

The Presiding Judge is responsible for maintaining order, administering oaths, and receiving ballots to be counted. Ascertain the voter's intention as necessary.

**Central Count Station Clerks**  
*Part-Time Personnel*

Central Count Station Clerks are responsible for performing duties as assigned by the Tabulation Supervisor and/or the Presiding Judge. These duties include, but are not limited to, receiving of Election Media from regional site designees, duplicating ballots, and assisting with tabulation equipment.
V. Request for Documents

Please understand that requests should be for documents or other information that is already in existence. Under the Texas Public Information Act, the County is not required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis as such information is prepared in the future. The County is not required to create new documents to answer questions. Individuals seeking documents must adhere to the Dallas County Public Information Act for such inquiries. Central Count personnel will not accept any written or verbal requests for documents.

The Election Audit Log will be generated at the times below:

- before any votes are tabulated
- after early voting ballots are tabulated
- at the completion of all voting tabulation

To obtain a copy of the Election Audit log, you must direct your request to the Presiding Judge. A digital copy will be made available when the individual making the request provides two (2) unopened/sealed USBs.

VI. Administration of Oath

The Oath for Central Count Station Personnel will be administered verbally to all Central Count Station personnel by the Presiding Judge prior to the performance of any duties in the Central Count Station (AW 8-3a Sec. 87.006, 127.0015 TEC).

The Oath

"I swear (or affirm) that I will objectively work to be sure every eligible voter's vote is accepted and counted, and that only the ballots of those voters who violated the Texas Election Code will be rejected. I will make every effort to correctly reflect the voter's intent when it can be clearly determined. I will faithfully perform my duty as an officer of the election and guard the purity of the election."

VII. Security Procedures (Live Streaming)

The statutory requirements for maintaining the security of voted ballots and election media in a county with a population over 100,000 are addressed in the following ways:

- At least 1 licensed Peace Officer will be on post in the Central Count Station when the station is convening.
- Authorization and identification will be required of all individuals prior to admittance into the Central Count Station.
- Video surveillance of the Central Count Station is viewable online.
- Video surveillance of the Election Hardware Storage Area is viewable online.
VIII. Poll Watcher Rights & Responsibilities

Poll Watchers are entitled to be present during the time the CCS has convened for the “purpose of processing or preparing to process election results and until the election officers complete their duties at the station.” (Sec. 33.055 TEC).

Each Poll Watcher must deliver both their certificate of completion of the Texas SOS Poll Watcher Training (Jan. 1 - Aug. 31) and their certificate of appointment to the Central Count Station Presiding Judge and the Presiding Judge must countersign their certificate of appointment.

Poll Watchers are permitted to stand or sit to observe the counting activities. The Presiding Judge may dictate where Poll Watchers may stand and/or sit to prevent interference with the duties of the Central Count Station personnel while still being able to observe all activities.

All activities of Poll Watchers shall follow the current Poll Watchers Guide issued by the Secretary of State.

IX. Conduct Standards

Election Officials/Poll Watchers to the Dallas County Elections Department (DCED) are required to sign in upon entering Central Count Station area and remain within the Central Count Station area unless accompanied by a DCED employee.

Personal items beyond a notepad and writing instrument will not be allowed in the Central Count Station. Election Officials/Poll Watchers are encouraged to leave electronic devices and other personal items (i.e., briefcases, backpacks, and handbags) locked out of sight in their vehicles. The usage (conversating or recording) of cellular phones and electronic devices is prohibited in the Central Count Station, Watchers are allowed to have them in their possession as long as they agree to disable or deactivate them.

The detailed work conducted in the Central Count Station requires uninterrupted focus. Behaviors, conversations, and comments assessed by the Central Count Station Presiding Judge to interfere with workers’ attention or impede the efficiency of Central Count Station processes will not be tolerated.

To prevent disturbances, questions that emerge after the Central Count Station Overview of Processes session (held at the opening of the Central Count Station) will be addressed solely by the Presiding Judge and Alternate Judge, or clerks assigned by the Presiding Judge, in a designated area of the Central Count Station.

Election Officials/Poll Watcher’s signatures or entry into Central Count Station after the sign-in process acknowledge they have read the Conduct Standards, indicate they understand the expectations, and confirms their willingness to abide by these Conduct Standards. Election Officials/Poll Watcher’s conduct assessed by the Central Count Station Presiding Judge to be in violation of any one of these standards could result in the removal of the individual from the Central Count Station and the Dallas County Elections Department for the duration of the election.
X. Intake of Early Voting Ballots, Media, and Supplies

The Central Count Station will use the following procedures related to chain of custody of ballots and media associated with voting system equipment:

- Election Department Designees will pickup from each early voting location and will deliver to the Central Count Station located at 1520 Round Table Drive — Election Media in sealed black pouches, voted paper ballots in a sealed blue ballot box, voted emergency ballots in a sealed emergency ballot bag, voted provisional ballots in a sealed provisional ballot bag, and election supplies
- Election Department Central Count personnel will verify the vote center location information and take possession of Election Media, ballot boxes, emergency ballots, provisional ballots, and election supplies

After all early voting locations have checked in and all equipment and supplies received,

- Central Count Station personnel will
  - Verify the presence of sealed Black Equipment Pouches containing an Election Media USB from each Early Voting location both Primary and Back-up USBS
  - Place all Black Equipment Pouches in Elections Department shoulder bags
  - Seal the Elections Department shoulder bag
  - Record the seal number on the Central Count Station Storage Seals Record
  - Record Emergency Ballot Bag vote center numbers on Early Voting Emergency Ballots Record
  - Place all Emergency Ballot Bags in an Elections Department shoulder bag
  - Seal the Elections Department shoulder bag
  - Record the seal number on the Central Count Station Storage Seals Record
  - Deliver the sealed Emergency Ballot Bags shoulder bag to the Tabulation Supervisor
  - Deliver the sealed Election Media USB shoulder bag to the Tabulation Supervisor
- Central Count Station Tabulation Supervisor will
  - Place the sealed Elections Department shoulder bags containing all Black Equipment Pouches in the Central Count Station storage unit.
  - Place the sealed Elections Department shoulder bag containing all Emergency Ballot Bags containing voted ballots in the Central Count Station storage unit.
  - Lock the storage unit.
  - Place a tamper-evident seal across the storage unit lock.
  - Record the seal number on the Central Count Station Storage Seals Record
  - Confirm live streaming is activated to view the storage unit.

- Hardware personnel will place the sealed blue ballot boxes in the Elections Hardware Warehouse, located at 1520 Round Table Dr., under live stream video surveillance.
- Logistics personnel will distribute supplies to appropriate offices.
XI. Tabulation of Early Voting In-Person Media

The tabulation process for Early Voting In-Person Media applies only to the Early Voting Red USB Media. The Early Voting Green USB Media is utilized only for printing Vote Center Results Tapes on Election Day.

At the Media-Intake Station, Central Count Station Clerks will

- Break the seal on the “RED LABELED” black pouch and place the seal inside the pouch
- Remove the Election Media from the pouch
- Scan the Dallas County Asset Serial number of the USB with Inventory Scanner
- Place the Election Media in a red “To Be Tabulated” bin
- Deliver the red “To Be Tabulated” bin to the Accumulation Tabulation Station

At the Accumulation Tabulation Station, Assistant Tabulation Supervisors will

- Distribute the red “To Be Tabulated” bins among themselves
- Upload the Election Media into the central accumulator
- Wait for “Upload 100%” message to appear on the central accumulator screen*
- Record the total number of votes on the Early Voting Central Accumulator Record
- Place the tabulated Election Media in the green “Tabulated” bin
- Deliver the green “Tabulated” bin to the Storage Inventory Station

* If Election Media is unable to accumulate due to improper closure of the vote center polls,
  - Central Count Assistant Tabulation Supervisor will notify the Tabulation Supervisor
  - Tabulation Supervisor will
    - take the Election Media USB to a DS200 Vote Tabulator and complete the closing polls procedures
    - return the Election Media USB to Assistant Tabulation Supervisor after closing procedures are complete

If an Election Media Back-up USB is received instead of the Primary USB,

- Central Count Assistant Tabulation Supervisor will notify the Tabulation Supervisor
- Tabulation Supervisor will
  - verify that no Primary USB was received
  - advise Assistant Tabulation Supervisor to insert Election Media Back-up USB into the central accumulator

If no Election Media Primary or Back-up USB is received,

- Central Count Tabulation Supervisor will
  - Contact the Elections Logistics Supervisor and request the Blue Ballot Box for that Vote Center
  - Receive the requested Blue Ballot Box and deliver it to an Assistant Tabulation Supervisor
• Assistant Tabulation Supervisor will
  o Break the seal and place inside ballot box
  o Remove all ballots and tabulate on a DS850/DS450
  o Print a batch report
  o Export and Save the results to an Election Media USB
  o Label the Election Media USB with the Vote Center Number
  o Place ballots back into blue ballot bin
  o Seal and lock ballot box
  o Notify Tabulation Supervisor who will take the USB to Accumulation Tabulation Station
  o Deliver sealed ballot bin to Election Hardware Warehouse.

At the Storage Inventory Station, Central Count Station clerks will

• Receive Election Media in a green “Tabulated” bin
• Locate the storage slot for each vote center number for each tabulated Election Media in the Early Voting In-Person storage binder
• Place tabulated Election Media in the slot with the matching vote center number
• Deliver the binder to the Tabulation Supervisor after all Election Media has been tabulated and placed in the binder

XII. Tabulation of Early Voting Mail Ballots

The Signature Verification Committee will process all eligible Mail Ballots (Sec. 87.041 TEC) and place them into transfer cases. The transfer cases will be delivered to the Central Count Station (Sec. 87.101 TEC) after the polls close on the last day of Early Voting.

Central Count Station personnel will use the following process to tabulate the ballots in each transfer case:

The Tabulation Supervisor or designee will

• Accept transfer cases from Signature Verification Committee
• Verify that the security seal number on the transfer case matches the seal number written on the Mail Ballot Chain of Custody form
• Break the security seal on the transfer case and place the seal into the transfer case
• Deliver the transfer case to an Assistant Tabulation Supervisor at the Central Tabulation Station

At the Central Tabulation Station, the Assistant Tabulation Supervisor will

• Tabulate the ballots on the DS850/DS450
• Verify the total number of ballots processed matches the number of ballots shown on the Mail Ballot Chain of Custody form (minus the # of ballots to be duplicated or adjudicated)
• Write the number of ballots processed on the Mail Ballot Transfer Case Chain of Custody form on the Number of ballots counted by Tabulation Machine line
• Place the ballots back into the transfer case
• Print a Batch Report
• Export and save the results to a USB, record total # of ballots processed
• Place Batch Report and USB on top of transfer case
• Call for Closing Station Runner to pick up transfer case

At the Closing Station, a Central Count Station clerk will

• Select a seal and record the seal # on the Mail Ballot Transfer Case Chain of Custody form
• Make a copy of the of the Batch Report and the Chain of Custody form
• Place the original Chain of Custody form in the sleeve on the top of the transfer case
• Place the Batch Report inside the transfer case
• Close and seal the transfer case
• Place report copies in designated tray
• Take the sealed transfer case to the Central Count Station Storage Unit
• Retain all USBs in the “To Be Tabulated Bin” until the Tabulation Supervisor provides notification that all Mail Ballots have been tabulated
• Call for an Assistant Tabulation Supervisor to pick up the red “To Be Tabulated” bin

At the Accumulation Tabulation Station, Assistant Tabulation Supervisors will

• Receive Election Media in a red “To Be Tabulated” bin
• Upload the Election Media into the central accumulator
• Wait for “Upload 100%” message to appear on the central accumulator screen
• Record the total number of votes on the Early Voting Central Accumulator Record
• Place the tabulated Election Media in the green “Tabulated” bin
• Deliver the green “Tabulated” bin to the Storage Inventory Station

At the Storage Inventory Station, Central Count Station clerks will

• Receive Election Media in a green “Tabulated” bin
• Locate the storage slot for each vote center number for each tabulated Election Media in the Early Voting Mail storage binder
• Place tabulated Election Media in the slot with the matching vote center number label
• Deliver the binder to the Tabulation Supervisor after all Election Media has been tabulated and placed in the binder

XIII. Tabulation of Provisional Ballots

The Ballot Board will process all eligible Provisional Ballots and place them into transfer cases to be delivered to Central Count Station.

Central Count Station personnel will use the following process to tabulate the ballots in each transfer case:

At the Transfer Case Receiving Station, the Tabulation Supervisor or designee will

• Accept transfer cases from Ballot Board
• Verify that the security seal number on the transfer case matches the seal number
written on the Early Voting or Election Day Provisional Ballot Transfer Case Chain of Custody form
- Record the seal number and number of ballots on the Ballot Transfer Log
- Break the security seal on the transfer case and place the seal into the transfer case
- Deliver the transfer case to a team of Central Count Station Clerks at the Voted Ballot Preparation Station

At the Voted Ballot Preparation Station, Central Count Station Clerks will

- Remove each Provisional Ballot from Secrecy Envelope
- Count the Provisional Ballots
- Verify the total number of ballots removed from Secrecy Envelopes matches the number of ballots shown on the Early Voting or Election Day Provisional Ballot Transfer Case Chain of Custody form
- Deliver the transfer case to an Assistant Tabulation Supervisor at the Central Tabulation Station

At the Central Tabulation Station, the Assistant Tabulation Supervisor will

- Receive Transfer Case with Prepared Ballots
- Process the ballots on the DS850/DS450
- Verify the total number of ballots processed matches the number of ballots shown on the Provisional Ballot Transfer Case Chain of Custody form (minus the # of ballots to be duplicated or adjudicated)
- Write the number of ballots processed on the Provisional Ballot Transfer Case Chain of Custody form on the Number of ballots counted by Tabulation Machine line
- Place the ballots back into the transfer case
- Print a Batch Report
- Export and save the results to a USB, record # of ballots processed
- Place Batch Report and USB on top of Transfer Case
- Call for Closing Station Runner to pick up Transfer Case

At the Closing Station, a Central Count Station clerk will

- Select a seal and record the seal # on the Provisional Ballot Transfer Case Chain of Custody form
- Make a copy of the of the Batch Report and the Chain of Custody form
- Place the original Chain of Custody form in the sleeve on the top of the transfer case
- Place the Batch Report inside the transfer case
- Close and seal the transfer case
- Place report copies in designated tray
- Take the transfer case to the Central Count Storage Unit
- Retain all USBs in the “To Be Tabulated” bin until the Tabulation Supervisor provides notification that all Provisional Ballots have been tabulated
- Call for an Assistant Tabulation Supervisor to pick up the “To Be Tabulated Bin”

At the Accumulation Tabulation Station, Assistant Tabulation Supervisors will
• Receive Election Media in a red “To Be Tabulated” bin
• Upload the Election Media into the central accumulator
• Wait for “Upload 100%” message to appear on the central accumulator screen
• Place the tabulated Election Media in the green “Tabulated” bin
• Deliver the green “Tabulated” bin to the Storage Inventory Station

At the Storage Inventory Station, Central Count Station clerks will

• Receive Election Media in a green “Tabulated” bin
• Locate the storage slot for each vote center number for each tabulated Election Media in the Early Voting Mail and Special Handling storage binder
• Place tabulated Election Media in the slot with the matching label
• Deliver the binder to the Tabulation Supervisor after all Election Media has been tabulated and placed in the binder

XIV. Tabulation of Election Day Media

The Vote Center Judges or designees deliver vote center materials to designated regional site drop-off locations after they close the polls on Election Day.

Regional Site intake personnel will

• Verify the vote center location information
• Take possession of vote center Election Media in a sealed black pouch, voted paper ballots in a sealed blue ballot box, voted emergency ballots in a sealed emergency ballot bag, voted provisional ballots in a sealed provisional ballot bag, and election supplies.
• Complete a Regional Site Media Chain of Custody Record
• Designate election personnel to deliver the Regional Site Media Chain of Custody Record (RSMCCR) and the Election Media in sealed black pouches to the Central Count Station

At the Media In-Take Station, a team of Central Count Station clerks will

• Receive the Election Media in sealed black pouches and the RSMCCR
• Break the seal on one black pouch at a time and place it in the pouch
• Remove the Election Media from the pouch
• Call the vote center number that is printed on the Election Media
• Place a check mark on the RSMCCR beside the vote center number that is called
• Place the Election Media in a red bin labeled “To Be Tabulated”
• Sign the RSMCCR after all black pouches have been opened
• Give a copy of the signed RSMCCR to the election delivery personnel
• Place a copy of the signed RSMCCR in the red “To Be Tabulated” bin with the Election Media
• Deliver the red “To Be Tabulated” bin to the Accumulation Tabulation Station

At the Accumulation Tabulation Station, Assistant Tabulation Supervisors will

• Receive the Election Media in red “To Be Tabulated” bin
• Upload the Election Media into the central accumulator
• Wait for “Upload 100%” message to appear on the central accumulator screen*
• Place the tabulated Election Media in the green “Tabulated” bin
• Deliver the green “Tabulated” bin to the Storage Inventory Station

* If Election Media is unable to accumulate due to improper closure of the vote center Polls,
  • Central Count Assistant Tabulation Supervisor will notify the Tabulation Supervisor
  • Tabulation Supervisor will
    o take the Election Media USB to a DS200 Vote Tabulator and complete the closing polls procedures
    o return the Election Media USB to Assistant Tabulation Supervisor after closing procedures are completed

• If an Election Media Back-up USB is received instead of the Primary USB,
  o verify that no Primary USB was received
  o advise Assistant Tabulation Supervisor to insert Election Media Back-up USB into the central accumulator

If no Election Media Primary or Back-up USB is received,
• Central Count Tabulation Supervisor will
  o Contact the Elections Logistics Supervisor and request the Blue Ballot Box for that Vote Center
  o Receive the requested Blue Ballot Boxes and deliver to an Assistant Tabulation Supervisor

• Assistant Tabulation Supervisor will
  o Break the seals and place inside ballot box
  o Remove all ballots and tabulate on a DS850/DS450
  o Print a Batch Report
  o Export and Save the results to a USB, record total number of ballots processed
  o Label the USB with the Vote Center Number
  o Place ballots back into blue ballot box
  o Seal and lock ballot box
  o Notify Tabulation Supervisor who will take the USB to Accumulation Tabulation Station

At the Storage Inventory Station, Central Count Station clerks will

• Receive Election Media in a green “Tabulated” bin
• Locate the storage slot for each vote center number for each tabulated Election Media in the Election Day storage binder
• Place tabulated Election Media in the slot with the matching vote center number
• Deliver the binder to the Tabulation Supervisor after all Election Media has been tabulated and placed in the binder.

XV. Tabulation of Write-In Votes
The Secretary of State provides each county with a List of Declared Write-In Candidates. As
contained in Section 124.0621 TEC of the Texas Election Code, a blank write-in line is provided on
the ballot only for offices where a declared write-in candidate has been certified.

All names of certified write-in candidates for Dallas County contested races have been listed in
the Election Management System. The tabulation of write-in votes occurs after data from Election
Media has been uploaded into the Accumulation Tabulator.

At the Accumulation Tabulation Station, Central Count Station Clerks will

- Analyze the Write-In Review Report on the computer screen
- Compare the handwritten or typed image on the screen to the List of Declared Write-In
Candidates certified by the Secretary of State
- Call the name of the handwritten or typed image and state “Certified” or “Not Certified”
(Team member #1)
- Repeat the name (Team member #2) and select the corresponding name of “certified
candidates.” If the handwritten or typed name is not certified, team member #2 selects
“Un-Certified”
- Verify that the name selected by team member #2 was the correct name. (Team
member #1)

XVI. Ballot Duplication

The ballot duplication process is initiated when a ballot cannot be processed on the central
tabulator because of the ballot format (e.g., email), or the ballot is torn, contains irregular voter
markings, or has impaired alignment.

At the Central Tabulation Station, an Assistant Tabulation Supervisor will

- Identify the ballots to be duplicated
- Record the number of ballots to be duplicated on the Ballot Transfer Case Chain of
Custody form
- Place the ballots to be duplicated on top of the Ballot Transfer Case
- Complete the tabulation process for remaining ballots from the Ballot Transfer Case
- Call for Closing Station Runner to pick up Transfer Case and deliver ballots to be
duplicated to the Ballot Duplicating Station

At the Central Tabulation Station, the Assistant Tabulation Supervisor will

- Process the ballots on the DS850/DS450
- Verify the total number of ballots processed matches the number of ballots shown on
the Duplicated Ballots Transfer Case Chain of Custody form
- Write the number of ballots processed on the Duplicated Ballots Transfer Case Ballot
Chain of Custody form on the Number of ballots counted by Tabulation Machine line
- Place the ballots back into the transfer case
- Print a Batch Report
- Export and save the results to a USB, label USB
- Place Batch Report and USB on top of transfer case
- Call for Closing Station Runner to pick up transfer case
At the Ballot Duplicating Station, Central Count Station clerks will

- Work in teams of two people
- Write the ballot style from the original ballot on the Duplication Log
- Print a blank ballot card for the precinct and ballot style listed on the Duplication Log
- Read aloud the precinct number on the original ballot to compare it with the precinct number on the newly printed blank ballot card to ensure they match
- Place a “Original sticker” on the front of the original ballot, at the bottom-center
- Place “Dup” sticker on ballot of newly printed blank ballot card, bottom center
- Read aloud the precinct number on the original ballot to compare it with the precinct number on the newly printed blank ballot card to ensure they match
- Insert the newly printed blank ballot card into the ExpressVote Ballot Marking Device
- Read aloud the voter’s selections from the original ballot
- Select (or type in) the corresponding names/selections on the ExpressVote
- Exchange roles to confirm the selection on the original ballot
- Place the original ballots in a transfer case labeled Original Duplicated Ballots
- Complete Duplicated Ballots Transfer Case Chain of Custody
- Insert Chain of Custody in sleeve on front of Ballot Box
- Place the newly voted ballots in a transfer case labeled Duplicated Ballots
- Sign the bottom of the Duplication Log after all ballots have been duplicated
- Place the Duplication Log in the transfer case labeled Original Duplicated Ballots
- Retain both transfer cases in the Ballot Duplicating Station until the Tabulation Supervisor provides notification that all ballots that needed special handling have been tabulated
- Deliver the transfer case labeled Duplicated Ballots to the Central Tabulation Station

At the Closing Station, a Central Count Station clerk will

- Select a seal and record the seal # on the Duplicated Ballot Transfer Case Chain of Custody form
- Make a copy of the of the Batch Report and the Chain of Custody form
- Place the Chain of Custody form in the sleeve on the top of the transfer case
- Place the Batch Report inside the transfer case
- Close and seal the transfer case
- Place report copies in designated tray
- Take the Transfer Case to the Central Count Storage Unit
- Retain the USB in the “To Be Tabulated Bin” until the Tabulation Supervisor provides notification that all mail ballots that needed special handling have been tabulated
- Call for an Assistant Tabulation Supervisor to pick up the “To Be Tabulated Bin”
At the Accumulation Tabulation Station, Assistant Tabulation Supervisors will

- Receive Election Media in a red “To Be Tabulated” bin
- Upload the Election Media into the central accumulator
- Wait for “Upload 100%” message to appear on the central accumulator screen
- Place the tabulated Election Media in the green “Tabulated” bin
- Deliver the green “Tabulated” bin to the Storage Inventory Station

At the Storage Inventory Station, Central Count Station clerks will

- Receive Election Media in a green “Tabulated” bin
- Locate the storage slot for Duplicated Ballots for each tabulated Election Media in the Early Voting Mail and Special Handling storage binder
- Place tabulated Election Media in the appropriate slot
- Deliver the binder to the Tabulation Supervisor after all Election Media has been tabulated and placed in the binder

XVII. Ballot Adjudication

The ballot adjudication process is initiated when the voter’s choice is uncertain and extra scrutiny of a ballot is necessary to determine the voter’s intent. Over-votes and irregular marks on ballots are the primary precipitators for ballot adjudication.

At the Central Tabulation Station, an Assistant Tabulation Supervisor will

- Identify the ballots to be adjudicated
- Record the number of ballots to be adjudicated on the Ballot Transfer Case Chain of Custody form
- Place the ballots to be adjudicated on top of the transfer case
- Complete the tabulation process for remaining ballots from the transfer case
- Call for Closing Station Runner to pick up transfer case and deliver ballots to be adjudicated to the Ballot Adjudication Station

At the Adjudication Station, the Presiding Judge, with input from the Alternate Judge, will

- Inspect each ballot to be adjudicated to determine the intent of the voter (Sec 127.157 TEC).
- Advise a Central Counting Clerk to assign* or reject** the vote

  * If the vote is to be assigned, the Central Counting Clerk will follow the Ballot Duplication process

  ** If the vote is to be rejected, the Central Counting Clerk will
    - Deliver the ballot to an Assistant Tabulation Supervisor
    - Inform the Assistant Tabulation Supervisor to process the ballot as is
XVIII. **Closing the Central Count Station**

At the close of Central Count Station convening, the Tabulation Supervisor will

- Place all Election Media binders in a Central Count Station Storage Unit
- Lock the storage unit
- Place a tamper-evident seal across the storage unit lock
- Record the seal number on the Central Count Station Storage Seals Record
- Confirm live streaming is activated to view the storage unit

XIX. **Reconciliation**

The reconciliation of unofficial totals occurs at the end of election night. The Tabulation Supervisor is required to print the reconciliation form and the Presiding Judge is required to sign the form.

The reconciliation compares the number of voters who cast valid ballots with the number of ballots counted by the central tabulation system. The basic reconciliation formula is

\[
\text{Total Number of Voters} - \text{Rejected or Pending Ballots} = \text{Counted Ballots}
\]

- **Early Voting by Mail**
  - Compares the number of ballots on the Ballot Transfer Case Chain of Custody form to the number of ballots processed

- **Early Voting In-Person**
  - Compares the number of Early Voting check-ins on the E-PollBook to the number of ballots cast minus Spoils and Provisionals

- **Election Day In Person**
  - Compares the number of Election Day check-ins on the E-PollBook to the number of ballots cast minus Spoils and Provisionals

XX. **Results Reporting**

The election results reported to the public on election night are always preliminary Unofficial Election Results. Final-Official Election Results become available at the conclusion of Canvass.

Canvass (Sec. 67, 67.002 TEC) is the period between the close of the Central Count Station on election night and the determination of the final-unofficial election result. The purpose of canvassing is to account for every ballot cast and ensure that every valid vote cast is included in the election totals.

At the close of the canvass period, (but not before the 6th day) the following records will be available.

- Cast Votes
- Ballot Images
- Machine Logs
- Election Audit Logs
Requests for documents must follow the process outlined in the Dallas County Public Information Act. Additional information is found in the Request for Document section of this Central Count Plan, Page 5.

Unofficial Election results will be released via Dallas County Election Night Results webpage beginning no earlier than 7:00 p.m.

Early Voting results will be released at 7:00 p.m.

Election Day results will be released every hour beginning at 9:00 p.m.

Precinct results will be available after data from all Election Media has been uploaded into the accumulation tabulator.

Secretary of State results will be uploaded through the Texas Election Administration Management System online portal.

XXI. Storage of Election Materials

The Election Media, voted ballots, and other records created as part of the election are retained for twenty-two months in sealed or locked containers (Sec. 66.058, 127.152, 129.023, 172.114 TEC).

At the end of the canvassing period the Tabulation Supervisor or designee will remove the following items from the Central Count Storage Unit and place them in the Central Count Storage Area

- Logic and Accuracy Test Results
- Early Voting In-Person Election Media
- Early Voting Mail Ballot Transfer Cases
- Early Voting Mail Ballot Election Media
- Early/ Election Day Provisional Ballot Transfer Cases
- Early Voting/ Election Day Provisional Election Media
- Election Day Media
- Early Voting Original & Duplicated Ballots Transfer Case
- Early Voting Adjudicated Ballots Transfer Case